

MINUTES OF MEETING #2 (2004-05) OF THE
BOARD OF TRUSTEES

HELD ON THURSDAY, NOVEMBER 25, 2004 AT 4:00 P.M.
IN THE BOARD ROOM, 13TH FLOOR, SCHMON TOWER

PRESENT: *Chair* Dr. Norris Walker
Vice-Chair Mr. Willy Heidbuechel
Vice-Chair Mr. David Howes
Members Ms. Mitzi Banders
Mr. Brad Clarke
Dr. Mohammed Dore
Mr. David Edwards
Val Fleming
Mr. Thomas Gauld
Dr. Val Jaeger
Ms. Karin Jahnke-Haslam
Mr. Rudi Kroeker
Mr. Steven Latinovich
Mr. Angelo Nitsopolous
Mr. Peter Partridge
Ms. Geeta Powell
Ms. Donna Scott
Dr. Sid Segalowitz
Mr. Michael Sidenberg
Ms. Wendy Staff
Mr. Mark Steinman
Dr. Patricia Teal
Mr. Bruce Wormald

Ex-Officio:

President and Vice-Chancellor

Dr. David W. Atkinson

Staff:

Vice President, Academic & Provost

Dr. Terry Boak

Vice-President, Finance and Administration

Mr. Steven Pillar

Executive Director, University Advancement

Mr. Grant Dobson

Secretary to the Board

Mr. Mike Farrell

Recording Secretary

Ms. Margaret Thompson

ALSO

PRESENT:

Mr. Patrick Beard, Director, Institutional Planning and Analysis

Mr. Ron Dubien, Chief Information Officer

Mr. Brandon Larry, President, BUSU

Dr. Michael Manley-Casimir, Dean, Faculty of Education

Ms. Pauline McCormack, Executive Director, Human Resources

Ms. Joanne McKee, Executive Director, Finance/Controller

REGRETS:

Mr. Nick Brown, Dr. Raymond Moriyama, Ms. Jagoda Pike, Dr. Mary Frances Richardson, Ms. Eleanor Ross

Dr. Walker welcomed members and called the meeting to order.

1. MINUTES OF THE PREVIOUS MEETING

[Minutes of the Meeting #1 held on September 30, 2004 had been distributed with the meeting package.]

On a motion by Mr. Heidbuechel, seconded by Mr. Howes and carried, it was

RESOLVED that the Minutes of Meeting #1 (2004-05) of the Board of Trustees held on September 30, 2004 be approved.

2. BUSINESS ARISING FROM THE MINUTES - None

3. REPORT OF THE EXECUTIVE COMMITTEE

Dr. Walker noted that there had been no meeting held since the last Board meeting.

4. REPORT OF THE PRESIDENT AND VICE-CHANCELLOR

[The *President's Report* dated November 25, 2004 had been distributed with the meeting package and included:

- An article from *Maclean's* magazine titled "How Grads Grade their Schools"
- The *President's Newsletter* dated November 12, 2004
- Brock University *Response to the Postsecondary Review Discussion Paper* dated November 12, 2004
- The Postsecondary Review Discussion Paper "*Higher Expectations for Higher Education*"
- *New Probationary/Tenure Appointments since September 30, 2004*
- An *Update on Facilities Management Customer Service* information card dated October 2004]

The President referred Trustees to his written Report, noting that his recent *Newsletter* had been included. In addition to the Postsecondary Review Discussion Paper "*Higher Expectations for Higher Education*" and Brock's *Response to the Postsecondary Review Discussion Paper* which had been distributed, Dr. Atkinson suggested that Trustees review the Council of Ontario Universities' (COU) response to the Review which represents the collective interests of Ontario universities (available at www.cou.on.ca).

Dr. Atkinson provided background information regarding the proposed establishment of the Rodman Hall Advisory Committee. He reviewed the membership of the Committee, noting that Mr. Partridge, current Trustee, had agreed to serve as a community member and Chair of the Advisory Committee prior to joining the Board.

On a motion by Dr. Atkinson, seconded by Ms. Jahnke-Haslam and carried, it was

RESOLVED that the Rodman Hall Advisory Committee be struck with the following membership:

**Four University Representatives: Donna Scott, Val Fleming,
Sharilyn Ingram, Derek Knight**
**Four Community Representatives: Peter Partridge (Chair), Judy Casselman,
Rebecca Cann, (one community
representative to be confirmed)**

The President noted that the name of the community representative would be communicated once confirmed.

5. REPORTS OF STANDING COMMITTEES

5.1 Development and Community Relations Committee

[Minutes of Meeting #2 of the 2004-05 Development and Community Relations Committee held on October 12, 2004 had been distributed with the agenda package.]

Mrs. Staff referred Trustees to the Report of the Development and Community Relations Committee and noted that there were no motions arising from the meeting.

On a motion by Mrs. Staff, seconded by Mr. Heidbuechel and carried, it was

RESOLVED that the Report of the Development and Community Relations Committee as contained in the minutes of its meeting held on October 12, 2004 be accepted.

5.2 Capital Projects and Facilities Committee

[Minutes of Meeting #1 of the 2004-05 Capital Projects and Facilities Committee held on October 15, 2004 and minutes of Meeting #2 held on November 18, 2004, including the reports below, had been distributed with the meeting materials.]

- A Report to the Committee titled *Topic: Mackenzie Chown Complex Addition to D Block Status Update* dated November 11, 2004
- A Report to the Committee titled *Topic: Campus Store and Academic Building and*

Lifespan Development Research Building Status Update dated November 18, 2004, including schematic drawings

- A Report to the Committee titled *Topic: Chief Information Officer Report*]

Mr. Kroeker noted that during the Committee's meeting on October 15, 2004, members had endorsed Administration's plan to examine the potential to combine the Lifespan Development Research Centre building with the Campus Store/Academic building in order to reduce costs.

During the November 18, 2004 meeting, members had an opportunity to meet with the architect and review, in detail, the proposed plan for a combined building. Mr. Pillar referred Trustees to the Report *Topic: Campus Store and Academic Building and Lifespan Development Research Building Status Update* and provided a brief overview. During discussion, he responded to questions.

On a motion by Mr. Kroeker, seconded by Mr. Nitsopolous and carried, it was

RESOLVED that the concept of combining the former Campus Store/Academic Building and Lifespan Development Research Building into one project for the purpose of reducing the overall cost of the projects, with a total target project budget of \$19,550,000, be approved.

Mr. Kroecker indicated that a motion was required to move *in camera* for discussion of the next item from the Report of the Capital Projects and Facilities Committee and several items contained in the Report of the Joint Meeting of the Capital Projects and Facilities Committee and the Finance, Planning and Human Resources Committee held on November 18, 2004.

Dr. Atkinson, noting that Dean Manley-Casimir was in attendance as the incoming interim Vice-President, Academic during Dr. Boak's leave, requested that Dean Manley-Casimir remain for the discussion. Non-Trustees retired from the meeting.

On a motion by Mr. Kroeker, seconded by Ms. Scott and carried, the Board moved *in camera* at 4:20 p.m.

The Board resumed **open session** at 5:00 p.m. and non-Trustees rejoined the meeting.

[During the *in camera* session, Dr. Atkinson and Mr. Pillar reported on several issues and responded to questions. Following discussion, **confidential motions** were **passed** with respect to property negotiations, actions to be taken by the University, and over-expenditures. Trustees provided advice to the President regarding the media.]

On a motion by Mr. Kroeker, seconded by Ms. Jahnke-Haslam and carried, it was

RESOLVED that the Reports of the Capital Projects and Facilities Committee as contained in the minutes of its meetings held on October 15, 2004 and November 18, 2004 be accepted.

5.3 Joint Meeting of the Capital Projects and Facilities Committee and the Planning, Finance and Human Resources Committee

[Minutes of Joint Meeting #2 of the Capital Projects and Facilities Committee and the Planning, Finance and Human Resources Committee held on November 18, 2004 had been distributed with the meeting materials.]

Note: The Report of the Joint Meeting held on November 18, 2004 had been discussed, and a confidential motion had been passed, during the preceding *in camera* session.

A correction was noted to the minutes with respect to the name of the law firm "Castles Brock".

On a motion by Ms. Jahnke-Haslam, seconded by Mr. Howes and carried, it was

RESOLVED that the Report of the Joint meeting of the Capital Projects Facilities Committee and the Planning, Finance and Human Resources Committee as contained in the minutes of its meeting held on November 18, 2004 be accepted as amended.

5.4 Planning, Finance and Human Resources Committee

[Minutes of Meeting #2 of the 2004-05 Planning, Finance and Human Resources Committee held on November 18, 2004 had been distributed.]

Mr. Howes referred Trustees to the Report, *Topic: Annual Pension Plan Report July 1, 2003 to June 30, 2004* that had distributed for information. Mr. Pillar provided a brief review.

Mr. Steinman reported on a workshop that he and Mr. Heidbuechel recently attended at the University of Waterloo to promote educational/communication exchange among University Board Audit Committees.

a) *Non-CURIE Insurance RFP and 04/05 Renewal*

[A "REVISED" Report to the Committee titled *Topic: Non-CURIE Insurance RFP and 04/05 Renewal* dated November 25, 2004 together with the *General Insurance Program Brock University Broker Proposals (2004-05)* had been circulated at the outset of the meeting.]

Mr. Pillar referred Trustees to the "REVISED" report titled *Topic: Non-CURIE Insurance RFP and 04/05 Renewal* that had been circulated at the outset of the meeting. He indicated that the report had been revised to reflect a recent change in the purchase of Comprehensive Crime insurance. Ms. McCormack provided the rationale for the change and responded to questions.

On a motion by Mr. Howes, seconded by Dr. Atkinson and carried, it was

RESOLVED that the University purchase Auto and Comprehensive Crime insurance from Rose, Horne and Stevenson and Miscellaneous Property and Boiler and Machinery insurance from Marsh Canada at the proposed rates.

b) *Investment Sub-Committee Terms of Reference and Composition*

[A Report to the Committee titled *Topic: Investment Committee Terms of Reference and Composition* dated November 8, 2004 together with the Draft Terms of Reference and

Composition of the Investment Committee had been distributed with the meeting materials.]

Mr. Pillar reviewed the proposed Terms of Reference and expanded composition of the Investment Sub-Committee as contained in the Report and responded to questions.

On a motion by Mr. Howes seconded by Mr. Wormald and carried, it was

RESOLVED that the Investment Committee membership composition be amended as proposed and that the Terms of Reference be approved as proposed.

c) Program Fee Increase - Faculty of Business

[A Report to the Committee titled *Topic: Program Fee Increase for 2005-06 Faculty of Business Cost-Recovery Masters Programs* dated November 3, 2004 had been distributed with the meeting materials.]

Dr. Boak reviewed the proposed *Program Fee Increase for the 2005-06 Faculty of Business Cost-Recovery Master Programs*. During discussion, Professor Boak and Dr. Atkinson responded to questions. Professor Dore indicated that he would abstain from the vote.

On a motion by Mr. Howes, seconded by Dr. Teal and carried, it was

RESOLVED that the tuition fees for the MBA - International Student Program (ISP) and International Masters of Accountancy Program (IMAcc) be increased from US\$23,000 and US\$17,500 respectively to US\$25,000 and US\$20,000.

(1 abstention)

d) Program Fee Increase - Faculty of Education

[A Report to the Committee titled *Topic: Program Fee Increase for 2005-06 Faculty of Education MEd (International Student Program)* dated November 4, 2004 had been distributed with the meeting materials.]

Mr. Howes referred Trustees to the Report. Dean Manley-Casimir responded to questions regarding the fee increase.

On a motion by Mr. Howes, seconded by Mr. Heidbuechel and carried, it was

RESOLVED that the tuition fees for the 2005-06 MEd (ISP) program be increased to CAN\$19,000.

e) Fiscal Forecast and Mid-Year Budget Review

[A Report to the Committee titled *Topic: 2004-05 Updated Budget Estimates - Mid-Year Review* dated November 18, 2004 together with the *Draft 2004-05 Updated Budget Estimates* dated November 18, 2004 had been distributed with the meeting materials.]

Mr. Pillar provided an overview of the *2004-05 Updated Budget Estimates - Mid-Year Review* noting that the Report was an update to assumptions concerning revenues and expenditures for the 2004-05 Budget.

By way of a Powerpoint presentation, Ms. McKee reviewed, in detail, the summary of 2004-05

mid-year variances. During discussion, Mr. Pillar and Dr. Atkinson responded to questions.

On a motion by Mr. Howes, seconded by Ms. Staff and carried, it was

RESOLVED that the "2004-05 Updated Budget Estimates - Mid-Year Review" be approved.

On a motion by Mr. Howes, seconded by Mr. Heidbuechel and carried, it was

RESOLVED that the Report of the Planning, Finance and Human Resources Committee as contained in the minutes of its meeting held on November 18, 2004 be accepted.

6. REPORT OF THE BOARD TASK FORCE ON APPOINTMENTS/REAPPOINTMENTS OF SENIOR ADMINISTRATORS

[A Report of the Board Task Force on Appointments/Reappointments of Senior Administrators, Draft 4, outlining the proposed revisions to Faculty Handbook Section I:3 had been distributed with the meeting materials.]

Mr. Edwards referred members to the Report of the Board Task Force on Appointments/Reappointments of Senior Administrators, Draft 4. He noted that the Task Force had considered advice received from Senate following its review of the proposed amendments to Faculty Handbook Section I.3, and several additional changes had been incorporated.

Mr. Edwards indicated that the proposed changes to 3.2.2 (D), *Procedures for Appointment*, would facilitate a more confidential search in an effort to attract the best candidates for President. During discussion, Dr. Atkinson responded to questions.

On a motion by Mr. Edwards, seconded by Dr. Teal and carried, it was

RESOLVED that the amendments to Faculty Handbook Section I: 3, 5.3, and 6.3 be approved as proposed in the Report of the Board Task Force on Appointments/Reappointments of Senior Administrators, Draft 4, dated October, 2004.

7. PROPOSED BYLAW AMENDMENT

[A Notice of Motion had been distributed with the meeting materials.]

Dr. Walker referred Trustees to the Notice of Motion that had been distributed with the meeting materials to amend the Bylaws to include the Board Appointment Protocol. The motion would be presented at the next Board meeting on February 24, 2005.

In addition, Dr. Walker gave Notice that a motion to amend the Bylaws to include the Investment Sub-Committee of the Planning, Finance and Human Resources Committee, as approved earlier during today's meeting under Agenda Item 4, would be presented at the February 24, 2005 Board meeting.

8. OTHER BUSINESS - None

9. ADJOURNMENT

The meeting adjourned at 6:00 p.m. Board members gathered for a group photo before proceeding to the Pond Inlet for dinner.