(Circulated prior to approval)

Brock University

BOARD OF TRUSTEES

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MINUTES OF MEETING #4 (2004-05) OF THE

BOARD OF TRUSTEES

HELD ON THURSDAY, APRIL 28, 2005 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
		Ms. Michelle Basciano
		Mr. Nick Brown
		Mr. Brad Clarke
		Dr. Moahammed Dore
		Mr. David Edwards
		Dr. Val Jaeger
		Ms. Karin Jahnke-Haslam
		Mr. Rudi Kroeker
		Mr. Angelo Nitsopoulos
		Ms. Joy Rogers
		Ms. Eleanor Ross
		Ms. Donna Scott
		Dr. Sid Segalowitz
		Mr. Michael Sidenberg
		Ms. Wendy Staff
		Dr. Patricia Teal
	Ex-Officio:	
	President and Vice-Chancellor	Dr. David W. Atkinson
	Staff:	
	Chief Information Officer	Mr. Ron Dubien
	Acting Vice-President, Academic & Provost	Dr. Michael Manley-Casimir
	Vice-President, Finance and Administration	Mr. Steven Pillar

	Secretary to the Board	Mr. Mike Farrell
	Recording Secretary	Ms. Margaret Thompson
ALSO PRESENT:	Mr. Brian Hicks, President-Elect, BUSU Mr. Brandon Larry, President, BUSU Ms. Pauline McCormack, Executive Director, Human Resources Ms. Joanne McKee, Executive Director, Finance/Controller Mr. Scott Walker, Manager, Campus Planning, Design and Construction Ms. Val Wolfe, Manager, Environment, Health and Safety	
REGRETS:	Mr. Grant Dobson, Val Fleming, Mr. Thomas Gauld, Mr. Steven Latinovich, Dr. Raymond Moriyama, Mr. Peter Partridge, Ms. Jagoda Pike, Ms. Geeta Powell, Dr. Mary Frances Richardson, Mr. Bill Rickers, Mr. Mark Steinman, Mr. Bruce Wormald	

Dr. Walker welcomed members and called the meeting to order. For the information of Trustees, he noted that Ms. Beth Natale, Director of Recruitment and Liaison Services, had been elected as a staff member to the Board for a three-year term and Mr. Sean Woodhead had been elected as a student member for a two- year term, both effective July 1, 2005. The Chair introduced Mr. Brian Hicks, incoming President of the Brock University Students' Union.

1. MINUTES OF THE PREVIOUS MEETING

[Minutes of the Meeting #3 held on February 24, 2005 had been distributed with the meeting package.]

On a motion by Dr. Segalowitz, seconded by Ms. Banders and carried, it was

RESOLVED that the Minutes of Meeting #3 (2004-05) of the Board of Trustees held on February 24, 2005 be approved.

2. BUSINESS ARISING FROM THE MINUTES

Dr. Walker noted that pursuant to General Bylaw 22 of the Board of Trustees, notice had been duly given at the February 24, 2005 Board meeting that motions would be presented to the Board at the April meeting to amend the General Bylaws.

On a motion by Dr. Dore, seconded by Ms. Scott and carried, it was

RESOLVED that the General Bylaws of the Board of Trustees be amended to include the Chief Information Officer as an officially designated resource person on the Board of Trustees and the Planning, Finance and Human Resources Committee.

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

RESOLVED that the General Bylaws of the Board of Trustees be amended to change the name of the Development and Community Relations Committee to the Advancement and Community Relations Committee.

3. REPORT OF THE CHAIR – None

4. REPORT OF THE PRESIDENT AND VICE-CHANCELLOR

[The *President's Report* dated April 28, 2005 had been distributed with the meeting package and included an Information Item *Topic: Environment, Health and Safety Update* dated April 28, 2005.]

Dr. Atkinson referred Trustees to his written Report dated April 28, 2005 which included an Environment, Health and Safety Update. He was pleased to advise that the search for an Executive Director of Facilities Management had been successful and Mr. Tom Saint-Ivany would be joining the University effective June 8, 2005. He also noted that, as indicated in his Report, Dr. James Heap would be joining the University as Dean, Faculty of Education effective August 1, 2005 for a five-year term.

The President noted that his Report contained detailed information with respect to the activities of the Long Range Planning Committee. With respect to the success of Brock's Interuniversity Athletics Program as outlined on page five, Dr. Atkinson remarked that, without question, this had been the most outstanding year in the history of the University and was a cause for celebration.

5. REPORT OF THE EXECUTIVE COMMITTEE

[Minutes of the Meeting held on April 6, 2005 had been distributed with the meeting package.]

Dr. Walker noted that there were three items to be presented to the Board from the Executive Committee meeting held on April 6, 2005, one of which would be presented ***in-camera***.

a) *RE: Confidentiality Procedures and In Camera Protocol*

[A Decision Item to the Executive Committee *Topic: Confidentiality Procedures and In Camera Protocol* dated April 6, 2005 had been distributed with the meeting package.]

Dr. Atkinson noted that the *Confidentiality Procedures and In Camera Protocol* had been developed to ensure that current practices were clearly defined and understood.

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

RESOLVED that the *Confidentiality Procedures and In Camera Protocol* be approved.

b) *RE: Notice of Motion*

As recommended by the Executive Committee, Dr. Walker gave a Notice of Motion that Article 4 a) (ii) of the General Bylaws of the Board of Trustees be amended to state: "two faculty members elected by Senate for three-year terms, and the Chair of Senate for a one-year term." Dr. Atkinson reviewed the rationale for the amendment.

c) *RE: Appointment of the Acting Vice-President, Academic and Provost*

Dr. Walker indicated that a motion was required to move ***in camera*** to discuss the appointment of the Acting Vice-President, Academic and Provost. The Chair noted that during the ***in camera***

session, several additional confidential items from standing committees would be presented. Non-Trustees, with the exception of Ms. McCormack, retired from the meeting. Dr. Manley-Casimir retired for the discussion of the appointment of the Acting Vice-President, Academic and Provost.

On a motion by Dr. Segalowitz, seconded by Ms. Banders and carried, the Board moved ***in camera*** at 4:20 p.m.

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The Board resumed **open session** at 4:45 p.m. Non-Trustees rejoined the meeting.

[During the ***in camera*** session, the Board of Trustees:

- passed a motion, recommended by the Executive Committee, with respect to the appointment of the Acting Vice-President, Academic and Provost
- received a report from the President with respect to a human resources matter
- passed a motion, recommended by the Advancement and Community Relations Committee, directing next steps to be taken in keeping with the University's *Naming Policy*
- passed a motion, recommended by the Capital Projects and Facilities Committee, regarding strategic directions with respect to the East Campus Complex.
- Passed a motion, recommended by the Planning, Finance and Human Resources Committee, with respect to financial steps to be taken regarding the East Campus Complex]

6. REPORTS OF STANDING COMMITTEES

6.1 Development and Community Relations Committee

[Minutes of Meeting #4 of the 2004-05 Development and Community Relations Committee held on March 10, 2005 had been distributed with the meeting materials.]

a) *RE: University Community Programming*

[An Information Item to the Committee *TOPIC: University-Community Programming* dated March 2, 2005 had been distributed with the meeting materials.]

Ms. Staff noted that the *University-Community Programming* contained a summary of university-community initiatives from the 2004 fall term and had been presented to the Committee for information.

b) *RE: Media Relations Report*

[An Information Item to the Committee *TOPIC: Media Relations Report* dated February 28, 2005 had been distributed with the meeting materials.]

Ms. Staff referred Trustees to the *Media Relations Report* that contained an update on activities for information purposes.

c) *RE: Alumni Advancement*
[An Information Item to the Committee *TOPIC: Alumni Advancement* dated March 7, 2005 had been distributed with the meeting materials.]

The *Alumni Advancement* report which contained detailed information on the TeleGrad program and Brockpeople.ca had been distributed for information.

d) *RE: Development Report*
[An Information Item to the Committee *TOPIC: Development Report* revised April 21, 2005 had been distributed with the meeting materials.]

The *Development Report* had been distributed for information and contained year to date pledge statistics.

e) *RE: Legacy Fund Terms*
[A Decision Item to the Committee *Topic: Legacy Fund Terms* dated March 7, 2005 had been distributed with the meeting materials.]

Dr. Atkinson reviewed the rationale for the proposed "Legacy Fund" which would act like an "umbrella" for the numerous fundraising initiatives already in existence.

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

RESOLVED that the Terms and Conditions of the Legacy Fund be approved as proposed.

f) *RE: Review of Registered Marks*
[A Decision Item *Topic: Review of Registered Marks* dated April 4, 2005 had been distributed with the meeting materials.]

Dr. Atkinson referred Trustees to the report titled *Review of Registered Marks*. He reviewed the background rationale for the proposed changes to the University's cameo logo and logotype.

A protracted discussion ensued with respect to the proposed generational changes to the cameo, associated costs, and the continued utilization of the cameo. It was suggested that it may be prudent for Trustees to consider the proposed revisions to the cameo logo and the logotype as separate items.

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

RESOLVED that the proposed revisions to the cameo logo and the logotype be considered separately.

(3 opposed/2 abstentions)

During further discussion, Trustees further considered the implications and expressed their views on the proposed revisions.

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

RESOLVED that the revised "cameo" logo be approved as the image to uniformly identify all Brock University material and that of its component units.

(2 opposed)

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

RESOLVED that the revised logotype be approved as the image to uniformly identify all Brock University material and that of its component units.

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

RESOLVED that the Office of University Advancement be directed to secure the registration of the art elements such that they would be utilized consistently as of May 2005.

g) *RE: Development Policy*
[The *Development Policy* #5.01 revised May 2004, had been distributed with the meeting materials.]

Ms. Staff referred Trustees to the *Development Policy* which had been developed to ensure funds continue to be raised and applied to University priorities.

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

RESOLVED that the *Development Policy* #5.01 be approved.

h) *Lifespan Development Research Centre Designations*
[A Decision Item to the Committee *Topic: Lifespan Development Research Centre Designations* dated March 7, 2005 had been distributed with the meeting materials.]

On a motion by Ms. Staff, seconded by Dr. Segalowitz, and carried, it was

RESOLVED that the Naming Opportunity List for Donors as outlined in the *Lifespan Development Research Centre Designations Report* be approved.

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

RESOLVED that the Report of the Advancement and Community Relations as contained in the minutes of its meeting held March 10, 2005 be accepted.

In closing, Ms. Staff recognized Mr. Grant Dobson for his past years of service to the Committee and the University as Director of University Advancement.

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

RESOLVED that the Board of Trustees extends thanks to Mr. Grant Dobson for his past services and wishes him much success in his future endeavours.

6.2 Capital Projects and Facilities Committee

[Minutes of Meeting #4 of the 2004-05 Capital Projects and Facilities Committee held on April 19, 2005 had been distributed with the meeting materials.]

a) RE: Mackenzie Chown Complex Addition Update

[An Information Item to the Committee *Topic: Mackenzie Chown Complex Addition Update* dated April 19, 2005 had been distributed with the meeting materials.]

Mr. Kroeker referred Trustees to the *Mackenzie Chown Complex Addition Update* that had been distributed for information. He was pleased to report that the project had remained within budget and on schedule.

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

RESOLVED that congratulations be extended to those staff members involved in the Mackenzie Chown Complex Addition project for a job well done.

b) RE: Capital Construction – Best Building Practices

[A Decision Item to the Committee *Topic: Capital Construction – Best Building Practices* dated March 24, 2005 had been distributed with the meeting materials.]

Mr. Kroeker briefly reviewed the *Capital Construction – Best Building Practices* document which had been developed to guide the University in future property projects.

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

RESOLVED that the *Best Building Practices* document be approved.

c) RE: Plaza 2006 Project Cost Estimate Report

[A Decision Item to the Committee Topic: *Plaza 2006 Project Cost Estimate Report* dated April 19, 2005 had been distributed with the meeting materials.]

Mr. S. Walker reviewed the *Plaza 2006 Project Cost Estimate Report*. The project would consist of a new building which would house the Campus Store, academic offices, computer labs, classrooms, seminar rooms, and the Lifespan Development Research Centre. During a brief discussion, Mr. Pillar responded to questions.

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

RESOLVED that the detailed planning of the Plaza 2006 Project to continue to the next stage (Phase 2 tender) be approved. The results of the tender and the recommendation to award the tender will be reviewed at the next Capital Projects and Facilities Committee meeting.

d) *RE: Plaza 2006 Relocations Tender Award*
[A Decision Item to the Committee *Topic: Plaza 2006 Relocations Tender Award* dated April 19, 2005 had been distributed with the meeting materials.]

Mr. S. Walker expanded on the tender summary for Phase 1 of the Plaza 2006 Project as contained in the *Plaza 2006 Relocations Tender Award* report.

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

RESOLVED that the award of the contract for the Plaza 2006 Project, Phase 1 – Site Relocations to Hard Rock Construction be approved.

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

RESOLVED that the Report of the Capital Projects and Facilities Committee as contained in the minutes of its meeting held on April 19, 2005 be accepted.

6.3 Planning, Finance and Human Resources Committee
[Minutes of Meeting #4 of the 2004-05 Planning, Finance and Human Resources Committee held on April 19, 2005 had been distributed with the meeting materials.]

a) *RE: Policy Development*
[An Information Item to the Committee *TOPIC: Policy Development* dated April 19, 2005 had been distributed with the meeting materials.]

Mr. Howes referred Trustees to the *Policy Development* report that had been distributed for information. During a brief discussion, Mr. Pillar responded to questions.

b) *RE: Board Reporting Matrix*
[An Information Item to the Committee *TOPIC: Board Reporting Matrix – Updated* dated April 4, 2005 had been distributed with the meeting materials.]

Mr. Pillar noted that the reporting plan for the Finance, Planning and Human Resources Committee as outlined in the *Board Reporting Matrix – Update* would continue to be updated as new processes were initiated.

c) *RE: Budget Development 2005/06*
[An Information Item to the Committee *TOPIC: Budget Development 2005/06 – Update* dated April 11, 2005 had been distributed with the meeting materials.]

Mr. Pillar reviewed, in detail, the *Budget Development 2005/06* report. He emphasized that the reports were preliminary as the provincial government had yet to table its budget. During discussion, Dr. Atkinson reported on several new government funding initiatives.

d) *RE: Capital Funding Requirements*
[An Information Item to the Committee *TOPIC: Capital Funding Requirements* dated April 4, 2005 had been distributed with the meeting materials.]

Mr. Pillar briefly reviewed the *Capital Funding Requirements* report which outlined the financial review to be conducted by Ernst & Young to assist the University with its financing needs. It was anticipated that Ernst & Young would provide its recommendations to the Planning, Finance and Human Resources Committee at its next meeting.

e) *RE: Spring Session – Health Services Fee*
[A Decision Item to the Committee TOPIC: Spring Session – Health Services Fee dated April 4, 2005 had been distributed with the meeting materials.]

Mr. Howes referred Trustees to the *Spring Session – Health Services Fee* report. Mr. Brown questioned if the proposed fee was a new fee that would require approval through a student referendum. Ms. McKee indicated that this was not a new fee, but an existing fee charged to new users of Health Services, similar to the part-time Health Services Fee that had been approved by the Board in February 2004.

Mr. Pillar agreed to re-examine the original Memorandum of Understanding Ancillary Fee Protocol (dated June 27, 1995) to ensure that a student referendum was not required to approve the fee.

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

RESOLVED that the Spring Session – Health Service Fee be approved as proposed, subject to ensuring that a student referendum was not required.

(1 abstention)

f) *RE: Intensive English Language Program (IELP) Tuition for 2005-06*
[A Decision Item to the Committee *TOPIC: Intensive English Language Program (IELP) Tuition for 2005-06* dated April 4, 2005 had been distributed with the meeting materials.]

Ms. McKee briefly reviewed the rationale for the proposed fee increase.

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

RESOLVED that the 2005-06 Intensive English Language Program tuition fee be approved as proposed.

g) *RE: Faculty of Business – Program Fee Increase*
[A Decision Item to the Committee *TOPIC: Faculty of Business – Program Fee Increase for 2006-07 Cost-Recovery Masters Programs* dated April 11, 2005 had been distributed with the meeting materials.]

Ms. McKee reviewed the proposed fee increases and responded to questions.

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

RESOLVED that the program fees for the MBA (International Student Program) and the International Masters of Accountancy be approved as proposed.

h) *RE: 2004-05 Fiscal Forecast*
[A Decision Item to the Committee *TOPIC: 2004-05 Fiscal Forecast* dated April 11, 2005 had been distributed with the meeting materials.]

Ms. McKee reviewed the *2004-05 Fiscal Forecast*.

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

RESOLVED that the 2004-05 Fiscal Forecast as of March 31, 2005 be approved as presented.

Recognizing the tremendous amount of work involved in the preparation of the reports presented to the Planning, Finance and Human Resources Committee, Mr. Howes thanked Ms. McKee, Ms. McCormack and those staff involved for their endeavours.

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 April 19, 2005 be accepted.

7. REPORT OF THE COMMITTEE ON THE PRESIDENCY

[A Report to the Board from the Committee on the Presidency dated April 28, 2005 had been distributed with the meeting materials.]

Mr. Edwards presented the Report of the Committee on the Presidency. He provided the rationale for the proposed amendment to Faculty Handbook Section I: 3.2.2 A. 2 to align with Article 13 of the Collective Agreement which indicated Professional Librarians shall be entitled to serve on the search committees.

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

RESOLVED that Faculty Handbook Section I: 3.2.2 A. 2 be amended as follows:

> **The Committee on the Presidency shall consist of the Chair and the Immediate Past Chair of the Board of Trustees; two lay members of the Board of Trustees, a faculty member of the Board, and a staff member of the Board, appointed by the Board; ~~three faculty members appointed by Senate,~~ *three individuals appointed by Senate, each of whom shall be either a faculty member or a Professional Librarian,* one senior Administrator, to be …**

Mr. Edwards referred Trustees to the advertisement and profile for the position of President and Vice-Chancellor. Dr. Atkinson retired from the meeting. During a brief discussion, Mr. Edwards

indicated that the Committee on the Presidency would continue its deliberations throughout the summer, and he anticipated that the interview process would commence in the Fall. Dr. Atkinson rejoined the meeting.

8. OTHER BUSINESS

8.1 Board Membership

[A Report to the Board from the Secretary dated April 28, 2005 had been distributed with the meeting materials.]

As Chair of the Nominating Committee, Mr. Edwards referred members to the list of the elected members of the Board whose terms would expire on June 30, 2005.

Dr. Atkinson remarked that this was the last meeting Mr. Larry would be attending as President of the Brock University Students' Association.

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

RESOLVED that the Board of Trustees extend thanks to Mr. Brandon Larry for his contributions to the Board and for his service as President of the Brock University Students' Union.

9. ADJOURNMENT

The meeting adjourned at 6:15 p.m. and was followed by dinner in the Alumni Lounge.