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Brock University
Board of Trustees
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MINUTES OF MEETING #4 (2005-06) OF THE

BOARD OF TRUSTEES

HELD ON WEDNESDAY, MAY 3, 2006 AT 4:00 PM

IN THE BOARD ROOM, 13TH FLOOR, SCHMON TOWER

PRESENT:	*Chair*	Dr. Norris Walker
	Vice-Chair	Mr. Willy Heidbuechel
	Vice-Chair & Chair-Elect	Mr. David Howes
	Members	Mr. Brad Clarke
		Ms. Nadia Drozd
		Val Fleming
		Mr. Tom Goldspink
		Dr. Val Jaeger
		Ms. Karin Jahnke-Haslam
		Mr. Angelo Nitsopoulos
		Mr. Peter Partridge
		Mr. Bill Rickers
		Ms. Joy Rogers
		Ms. Eleanor Ross
		Dr. Stan Sadava
		Ms. Donna Scott
		Dr. Sid Segalowitz
		Mr. Michael Sidenberg
		Ms. Wendy Staff
		Dr. Patricia Teal
		Mr. Sean Woodhead
		Mr. Bruce Wormald
	Ex Officio:	
	President and Vice-Chancellor	Dr. Terrence Boak
	Staff:	
	Vice-President, Academic and 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. Doug Beckett, Manager, Maintenance and Operations
Ms. Karen McAllister-Kenny, Director, Recreation Services
Ms. Joanne McKee, Executive Director, Finance/Controller
Mr. Tom Saint-Ivany, Executive Director, Facilities Management

REGRETS: Ms. Mitzi Banders, Ms. Michelle Basciano, Dr. Mohammed Dore, Mr. Ron Dubien, Mr. David Edwards, Mr. Tom Gauld, Mr. Bryan Hicks, Mr. Rudi Kroeker, Ms. Pauline McCormack, Dr. Raymond Moriyama, Ms. Beth Natale, Mr. Mark Steinman

Dr. Walker welcomed members and called the meeting to order. He reminded members that Ms. Karen McAllister-Kenny, Director of Recreation Services, would be providing a presentation during the dinner for Trustees following today's meeting.

The Chair noted that members had been invited to attend a traditional ceremony and celebration of Dr. Suzanne Rochon-Burnett's life on Sunday, May 7 at 2:00 p.m. in the Pond Inlet. Suzanne had sadly passed away on April 2, 2006. Among Suzanne's many contributions and accomplishments within the community, she had served as a member of Brock's Board of Trustees for several years and was awarded an Honorary Degree from the University in 2002.

1. MINUTES OF THE PREVIOUS MEETING

[Minutes of Meeting #3 held on February 23, 2006 had been distributed with the meeting materials.]

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

RESOLVED that the Minutes of Meeting #3 (2005-06) of the Board of Trustees held on February 23, 2006 be approved.

2. BUSINESS ARISING FROM THE MINUTES - None

3. REPORT OF THE CHAIR

Dr. Walker reported than he and Mr. Farrell had recently attended the 2006 Conference of the National Association of University Board Chairs and Secretaries in Edmonton, Alberta. The theme of this year's conference was "Building Better Boards" and much information was gained with respect to governance issues.

4. REPORT OF THE EXECUTIVE COMMITTEE

[Minutes of Meeting #5 of the Executive Committee held on March 28, 2006 had been distributed with the meeting materials.]

Dr. Walker noted that the Executive Committee had met on March 28, 2006 and there were no items to be presented to the Board from the meeting.

5. REPORT OF THE PRESIDENT AND VICE-CHANCELLOR

[An article titled *The Trouble with Maclean's* dated Saturday, April 22, 2006 and an Environment, Health and Safety Update dated May 4, 2006 had been distributed with the meeting materials.]

Dr. Boak provided a verbal update on activities as he had just recently returned to the University. Included in his report were the following:

- The fund raising goal for the Lifespan Development Research Centre had been achieved;
- The University had surpassed it target requirement for OTSS matched funding and has raised in total more than $4 million in support of student aid. Dr. Boak expressed his appreciation to all donors.
- Dr. Boak commended Brock's staff and faculty members for their continuous generosity in supporting the University's fund raising initiatives;
- A number of Canadian universities, including Brock, had announced that they would not participate in the *Maclean's* annual graduate student survey due to concerns about its quality and methodology. Brock would continue to participate in the National Survey of Student Engagement (NSSE).

6. REPORT OF THE VICE-PRESIDENT, ACADEMIC AND PROVOST

Dr. Manley-Casimir noted that he anticipated that the Strategic Academic Plan for Brock University would be presented to the Board in June. For the information of the Board, Dr. Manley-Casimir reported on a matter from the University Committee on Promotions and Tenure and the Appeals Committee.

7. REPORT OF THE ACTIONS OF THE UNIVERSITY SENATE

[*Reports of the Actions of the University Senate* from its 536th, 537th and 538th meetings had been distributed with the meeting materials.]

Dr. Sadava referred members to the Reports of the Actions of the University Senate from the past three meetings. He expanded on several of the items outlined in the Reports.

8. REPORTS OF STANDING COMMITTEES

8.1 <u>Capital Projects and Facilities Committee</u>

[Minutes of Meeting #4 held on March 9, 2006 had been distributed with the meeting materials, together with the following reports:

a) Information Item *Topic: COU Space Report, 2004-05* dated March 9, 2006
b) Information Item *Topic: Waste Management* dated March 9, 2006
c) Information Item *Topic: Natural Gas – Commodity Procurement & Distribution Contracts* dated March 9, 2006 together with Attachment 1: Direct Purchase Portfolio Summary
d) Information Item *Topic: Major Capital Project Updates* together with Attachment 1: Update Report for Plaza 2006 Project and Attachment 2: Renovations to 573 Glenridge Project;
e) Information Item *Topic: Feasibility Studies* dated March 9, 2006 had
f) Information Item *Topic: Future Capital Projects – Statement of Requirements* dated March 9, 2006, together with Attachment 1: Science and Health Research Building Statement of Requirements dated February 27, 2006]

Dr. Jaeger referred members to the various reports which had been presented to the Committee at its meeting and forwarded to the Board for information. In response to a question, Mr. Saint-Ivany provided an update on the completion of renovations to 573 Glenridge and the successful move of occupants into the building. He recognized Mr. Molnar and Ms. Muenzberger for their

work with this project.

In response to a question, Mr. Pillar noted that members of the Capital Projects and Facilities Committee had been taken on a tour of the 573 Glenridge building as part of their meeting. He indicated that it had become usual practice for the Committee to be taken on site visits, when required. Dr. Walker and Mr. Pillar took under advisement a suggestion that all members of the Board of Trustees be extended an opportunity attend site visits.

The Chair indicated that a motion was required to move ***in camera*** to discuss the next item.

On a motion by Mr. Wormald, seconded by Ms. Staff and carried, the Board moved ***in camera*** at 4:25 p.m. Non-Trustees retired from the meeting. Mr. Sainty-Ivany, Mr. Beckett and Ms. McKee had been requested to remain for the discussion.

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The Board resumed **open session** at 4:30 p.m.

[A confidential decision item regarding the regional watermain relocation and related attachments had been distributed to members with the meeting materials. During the ***in camera*** session, Mr. Saint-Ivany and Mr. Beckett reviewed the confidential report and responded to questions. Following discussion, a **confidential resolution** with respect to next steps was **approved by the Board of Trustees**.]

On a motion by Dr. Jaeger, seconded by Mr. Clarke and carried, it was

RESOLVED that the Report of the Capital Projects and Facilities Committee as contained in the minutes of its meeting held March 9, 2006 be accepted.

8.2 <u>Planning, Finance and Human Resources Committee</u>

[Minutes of Meeting #5 (Special) held March 23, 2006 and minutes of Meeting #6 held April 20, 2006 had been distributed with the agenda package together with the Reports outlined below.]

Mr. Heidbuechel presented the Report of the Planning, Finance and Human Resources Committee. He noted that there were no decision items to be presented to the Board from the meeting held on March 23, 2006.

On a motion by Mr. Heidbuechel, seconded by Mr. Wormald 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 March 23, 2006 be accepted.

Mr. Heibuechel referred members to the Report of the Committee from its meeting held on April 20, 2006 and presented the following decision items.

a) *<u>2006-07 Residence Meal Plan Changes and Fees</u>*

[A Decision Item to the Committee *TOPIC: 2006/07 Residence Meal Plan Changes and Fees* dated April 2006 had been distributed with the meeting materials.]

Mr. Pillar reviewed the Report and responded to questions.

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

RESOLVED that the decrease in meal plan rates for 2006-07 be approved as proposed.

b) *Proposed Parking Permit Rate Increase for 2006-07*
[A Decision Item to the Committee *TOPIC: Proposed Parking Permit Rate Increase for 2006/07* dated February 2006 had been distributed with the meeting materials.]

Mr. Pillar provided a brief overview of the proposed increase as outlined in the Report. In response to a question, he indicated that the University was currently considering a reduced parking rate for retirees.

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

RESOLVED that the increase in parking permit rates by an average of 3% for 2006-07 be approved as proposed.

c) *Recreation Services Membership and Rental Fees for 2006-07*
[A Decision Item to the Committee *TOPIC: Recreation Services Membership and Rental Fees for 2006-07* dated April 12, 2006, together with Appendix 1: 2006-07 Walker Complex Facility Rental Fees had been distributed with the meeting materials.]

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

RESOLVED that the proposed 2006-07 rental fees for the Department of Recreation services and the membership fees for the Walker Complex be approved.

d) *Graduate Program Tuition Fees*

RE: Faculty of Business – Program Fee Increase for 2007-08: Cost-Recovery Masters Programs in Business
[A Decision Item to the Committee *TOPIC: Faculty of Business – Program Fee Increase for 2007-08 Cost-Recovery Masters Programs in Business* dated April 10, 2006 had been distributed with the meeting materials.]

Ms. McKee reviewed the proposed program fee increase as outlined in the Report. During discussion, an amendment to the proposed motion as contained within the Report was presented and accepted.

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

RESOLVED that the tuition fees for the MBA – International Student Program (ISP) and the International Master of Accountancy Program (IMAcc) be increased from US$25,000 and US$20,000 respectively to CDN$35,500 and CDN$27,000 respectively.

RE: Master of Applied Disability Studies Tuition for 2006-07
[A Decision Item to the Committee *TOPIC: Master of Applied Disability Studies Tuition for 2006-07* dated April 10, 2006 had been distributed with the meeting materials.]

Ms. McKee reviewed the background information on the development of the new graduate studies program that will respond to a much needed demand and the rationale for the proposed tuition fee as outlined in the Report.

In response to a question regarding potential resource implications on Brock's current and smaller graduate programs (5-6 students) due to the much higher expected enrolment in the new program (30 students), Dr. Manley-Casimir expanded on the funding of the program.

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

RESOLVED that the 2006-07 tuition fee for the Master of Disabilities Studies, subject to approval by the Ontario Council for Graduate Studies, be $1,000 per course (or half credit).

Mr. Heidbuechel noted that the following Reports had had been distributed with the meeting materials for the information of Trustees:

- Information Item to the Committee *TOPIC: Tuition Fees Update for 2006-07* dated April 10, 2006
- Information Item to the Committee *TOPIC: Enterprise Risk Management Project* dated April 20, 2006
- Information Item to the Committee *TOPIC: Audit Planning Report for the year ending April 30, 2006* dated April 10, 2006 together with the report prepared by KPMG
- Information Item to the Committee *TOPIC: 2005-06 Fiscal Forecast @ March 31, 2006* dated April 9, 2006, together with Appendix 1: Brock University Operating Budget
- Information Item to the Committee *TOPIC: Budget Development 2006/07 - Update* dated April 12, 2006
- Reporting Requirements Matrix – January 4, 2006

With respect to the *Tuition Fees Update for 2006-07*, Dr. Boak reviewed the rationale for the fee increases as outlined in the Report. Ms. McKee provided an overview of the *2005-06 Fiscal Forecast @ March 31, 2006*.

Mr. Pillar and Ms. McKee then provided a comprehensive presentation regarding the *Budget Development 2006-07 Update*. Included in the presentation was information regarding government funding, tuition fee policy, enrolment/revenue model projections, preliminary revenue estimates, preliminary expenditures and strategies to address the challenge. During discussion, Mr. Pillar and Ms. McKee responded to questions.

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

RESOLVED that the Report of the Planning, Finance and Human Resources Committee as contained in the minutes of its meetings held March 23, 2006 and April 20, 2006 be accepted.

9. REPORT OF THE SPECIAL BOARD GOVERNANCE COMMITTEE

Mr. Howes provided a verbal update on the activities of the Special Board Governance Committee. He anticipated that a report would soon be forwarded from the consultant, and he would provide an update at the next Board meeting in June. Mr. Howes expressed his appreciation to Trustees for the feedback received to date and encouraged members to continue to provide input.

10. OTHER BUSINESS

10.1 Report of Board Members Whose Terms Expire

[A Report to the Board of Trustees from the Secretary to the Board dated May 3, 2006 had been distributed with the meeting materials.]

Dr. Walker noted that, pursuant to the General Bylaws of the Board of Trustees, a Report containing the names of elected members of the Board whose terms expire on June 30, 2006 had been distributed.

A brief discussion ensued with respect to the current distribution of Board materials and potential changes that could be implemented to save paper and associated costs. At the request of the Board, Mr. Farrell will further explore the options available, e.g., provide information electronically, and would report back at the next meeting.

11. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

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Michael Farrell, Secretary Norris Walker, Chair