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Brock University
Board of Trustees
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MINUTES OF MEETING #2 (2006-07)

BOARD OF TRUSTEES

THURSDAY, NOVEMBER 23, 2006, 4:00 PM

BOARD ROOM, 13TH FLOOR, SCHMON TOWER

PRESENT:	*Chair*	Mr. David Howes
	Vice-Chair	Mr. Willy Heidbuechel
	Vice-Chair	Dr. Val Jaeger
	Members	Ms. Mitzi Banders
		Ms. Michelle Basciano
		Mr. Tom Goldspink
		Ms. Dawn Hall
		Ms. Karin Jahnke-Haslam
		Ms. Julia Kamula
		Mr. Rudi Kroeker
		Ms. Beth Natale
		Mr. Angelo Nitsopoulos
		Mr. Peter Partridge
		Mr. Bill Rickers
		Mr. Joe Robertson
		Dr. Stan Sadava
		Mr. Michael Sidenberg
		Ms. Wendy Staff
		Mr. Mark Steinman
		Dr. Susan Sydor
		Ms. Mary Turner
		Mr. Norris Walker
	Ex officio:	
	President and Vice-Chancellor	Dr. Jack Lightstone
	Official Resource:	
	Vice-President, Academic and Provost	Dr. Terry Boak
	Chief Information Officer	Mr. Ron Dubien
	Vice-President, Finance and Administration	Mr. Steven Pillar
	Secretary to the Board	Mr. Mike Farrell
	Recording Secretary	Ms. Margaret Thompson

ALSO
PRESENT: Ms. Rena Burns, Student, Visual Arts
Dr. Rosemary Hale, Dean, Faculty of Humanities
Ms. Frances Hallworth, Executive Director, United Way of St. Catharines and District
Ms. Pauline McCormack, Executive Director, Human Resources
Ms. Joanne McKee, Executive Director, Finance/Controller
Mr. Kithio Mwanzia, President, BUSU
Ms. Lesa Myciak, Internal Auditor
Ms. Sarah Nadalin, Director, Development and Donor Relations
Mr. Gary Nicholls, Director, Campus Security Services
Mr. Tom Sainty-Ivany, Executive Director, Facilities Management
Ms. Valerie Wolfe, Manager, Environment, Health and Safety

REGRETS: Mr. Brad Clarke, Mr. Roelof Makken, Dr. Raymond Moriyama, Ms. Joy Rogers, Ms. Eleanor Ross, Dr. Sid Segalowitz, Dr. Patricia Teal, Mr. Sean Woodhead, Mr. Bruce Wormald

Mr. Howes welcomed members and called the meeting to order. He introduced new student Trustee, Ms. Dawn Hall.

During his opening remarks, the Chair congratulated Dr. Val Jaeger on being awarded Family Physician of the Year, Southern Ontario by the Ontario College of Family Physicians. A reception had recently been held at the University during which Ms. Jan Kasperski, Executive Director of the Ontario College of Family Physicians, presented Dr. Jaeger with the award for her exemplary service and commitment to family medicine. Trustees applauded in recognition of Dr. Jaeger.

Mr. Howes was pleased to announce, on behalf of Vice-Chair Heidbuechel, that the University would be hosting the Council of Ontario Universities Annual Audit Conference in the fall of 2007.

Trustees were reminded that nominations for Honorary Degrees may be submitted by any member of the University community or the public on an ongoing basis throughout the year. Nomination forms and guidelines were available on the Secretariat web site or by contacting the Office of the University Secretariat.

The Chair introduced and welcomed Ms. Frances Hallworth, Executive Director, United Way of St. Catharines and District and Dean Rosemary Hale, Co-Chair of the Brock University United Way Campaign. A presentation was provided to Trustees with respect to the current campaign. Following the presentation, Ms. Hallworth and Dean Hale retired from the meeting.

Dr. Lightstone took the opportunity during this holiday season to thank Trustees for their dedication, effort and insightfulness. As a token of his appreciation, the President would commence a tradition of annually presenting each member with an exclusive reproduction of a Brock student's original artwork. The President introduced this year's artist, Ms. Rena Burns, a fourth-year Visual Arts student. Ms. Burns shared with Trustees the inspiration of her painting "The Birds". Following the distribution of the artwork, Mr. Howes, on behalf of the Board, thanked the President and Ms. Burns. Members applauded in recognition of Ms. Burn's talent. Ms. Burns then retired from the meeting.

On a separate matter, the Board concurred that the Chair forward a letter to Dr. David and Mrs. Terry Atkinson.

1. MINUTES OF THE PREVIOUS MEETING

[Minutes of the Meeting #1 held September 28, 2006 had been distributed with the meeting materials.]

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

RESOLVED that the Minutes of Meeting #1 (2006-07) of the Board of Trustees held on September 28, 2006 be approved.

2. BUSINESS ARISING FROM THE MINUTES - None

3. REPORT OF THE CHAIR OF THE BOARD

Chair Howes indicated that a Report of the Special Board Governance Committee would be provided later during the meeting.

4. REPORT OF THE EXECUTIVE COMMITTEE

[Minutes of Meeting #2 (2006-07) held on October 23, 2006 and Meeting #3 (2006-07) held on October 25, 2006 had been distributed with the meeting materials.]

Mr. Howes related that there were no items for the consideration of the Board from the meetings held. He noted that during the meeting held on October 25, the Committee had approved a recommendation ratifying the Collective Agreement with CUPE Local 1295.

5. REPORT OF THE PRESIDENT AND VICE-CHANCELLOR

[The *President's Report* to the Board of Trustees dated November 23, 2006 had been distributed with the meeting materials.]

Dr. Lightstone referred Trustees to his Report.

The President provided an update with respect to his recent discussions with government officials to address the significant lack of physical space at the University.

Dr. Lightstone related that pending the hiring of a Government Relations Officer, the services of Ms. Hillary Dawson of StrategyCorp had been retained on an interim basis.

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

[A Report from the Vice-President, Academic and Provost "*NSSE: An Overview of the Preliminary Results*" dated November 23, 2006 had been distributed with the meeting materials.]

Dr. Boak referred Trustees to his Report and provided an overview of the preliminary results of the National Survey of Student Engagement. During discussion, he and Dr. Lightstone responded to questions.

Dr. Boak indicated that he anticipated that a preliminary report with respect to the University's academic strategic plan would be presented for information at the next Board meeting on March 1, 2007.

7. REPORT OF THE ACTIONS OF THE UNIVERSITY SENATE

[Reports of the Actions of the University Senate from its meetings held October 18, 2006 and November 15, 2006 had been distributed with the meeting materials.]

Professor Sadava referred Trustees to the Actions of the University Senate. He pointed out that Senate had held an extensive discussion on the potential labour disruption and emphasized that it was imperative for both sides to reach a collective agreement. During a brief discussion, Professor Sadava responded to questions.

8. REPORTS OF STANDING COMMITTEES

8.1 Capital Projects and Facilities Committee

[Minutes of Meeting #1 (2006-07) held on October 5, 2006 had been distributed with the meeting materials, together with the reports outlined below.]

Dr. Jaeger presented the Report of the Capital Projects and Facilities Committee.

a) Re: Plaza 2006 Project Status Update

[An Information Item to the Committee *Topic: Plaza 2006 Project Status Update* dated October 5, 2006 had been distributed together with Attachment 1.]

Mr. Saint-Ivany provided a brief overview of the update on the Plaza 2006 project. During discussion, he responded to questions.

b) Re: Welch Hall Addition Feasibility Study – Status Update

[An Information Item to the Committee *Topic: Welch Hall Addition Feasibility Study – Status Update* dated October 5, 2006 had been distributed with the meeting materials.]

The update on the status of the feasibility study for an addition to Welch Hall had been provided for the information of the Board.

c) Re: The Learning Commons

[A Decision Item to the Committee *Topic: The Learning Commons* dated October 5, 2006, together with Attachment A: Executive Summary and Attachments B1, B2, B3 architectural drawings, had been distributed with the meeting materials.]

Mr. Saint-Ivany provided a summary of the information contained in the Report and the attachments regarding the feasibility study for the Learning Commons. He pointed out that during the meeting of the Capital Projects and Facilities Committee, the motion as stated in the Report had been amended to include the architects' cost of services up until the tender stage for Phase 2.

In response to a question, President Lightstone emphasized the importance of this initiative to help address the shortage of learning space in the University.

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

RESOLVED that Diamond and Schmitt Architects be retained to provide "Phase 2 – Design and Construction Services" in accordance with their original feasibility study proposal and that the fee for services up until the tender stage be approved at up to $150,000.

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

RESOLVED that staff instruct the architect to develop a plan for phasing the "Learning Commons" in accordance with the financial limitations of the project, and that the architect prepares construction documents for tender for Phase 2A of the construction.

d) Re: Utilities Master Plan
[An Information Item to the Committee *Topic: Utilities Master Plan* dated October 5, 2006 had been distributed, together with Attachment 1: Utilities Master Plan (UMP) Framework and Attachment 2: Utilities Master Plan (UMP) – Work Completed to Date, with the meeting materials.]

Mr. Saint-Ivany referred Trustees to the Report which contained detailed information on the creation of the Utilities Master Plan. The Plan supports the Facilities Needs and Priorities Study and will guide the long-term growth of infrastructure on campus. Mr. Saint-Ivany and Mr. Pillar addressed questions from members.

e) Re: Summer 2006 Minor Projects Report
[An Information Item to the Committee *Topic: Summer 2006 Minor Projects Report* dated October 5, 2006 had been distributed with the meeting materials.]

Mr. Saint-Ivany briefly reviewed the Report which had been distributed for information.

f) Re: Brock University Emergency Plan Response and Recovery
[A Decision Item *Topic: Brock University Emergency Plan Response and Recovery* together with an *Emergency Plan Annex Summary* and the *Emergency Management Plan Response & Recovery (DRAFT, September, 2006)* had been distributed with the meeting materials.]

Dr. Jaeger, noting that Mr. Nicholls would soon be retiring from his position as Director of Campus Security, thanked him for his service to the University.

Mr. Nicholls referred members to his Report and provided an overview of the *Emergency Management Plan Response and Recovery* and the *Emergency Plan Annex Summary*.

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

RESOLVED that the Emergency Management Plan Response and Recovery (DRAFT, September, 2006) be approved.

Mr. Pillar commended Mr. Nicholls for his initiative and commitment in the development of the Plan and extended him best wishes on his retirement.

g) Re: Information Management and Security
[An Information Item *Topic: Information Management and Security* dated September 29, 2006 had been distributed with the meeting materials.]

Mr. Dubien provided a brief overview of his Report which had been distributed for information.

h) Re: Acceptance of the Report

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

RESOLVED that the Report of the Capital Projects and Facilities Committee as contained in the minutes of its meeting held October 5, 2006 be accepted.

8.2 Planning, Finance and Human Resources Committee
[Minutes of the Meeting #2 held October 5, 2006, Meeting #3 held October 23, 2006, Meeting #4 held October 25, 2006 and Meeting #5 held November 9, 2006, together with the appendices indicated below, had been distributed with the meeting materials.]

Mr. Heidbuechel reported that the Committee had held four meetings since the last Board meeting. There was no business to report from the meetings held October 5, 23 and 25. The following matters were presented from the Committee's meeting held November 9, 2006.

a) Re: Enterprise Risk Management Project
[An Information Item to the Committee *TOPIC: Enterprise Risk Management Project* dated November 9, 2006 had been distributed with the meeting materials.]

Mr. Pillar provided an update on the status of the project as outlined in the Report. He noted that a meeting between Deloitte & Touche and the Enterprise Risk Management team was schedule for December 1, 2006 and a report would be provided at the next Board meeting.

b) Re: Annual Pension Plan Report
[An Information Item to the Committee *TOPIC: Annual Pension Plan Report July 1, 2005 to June 30, 2006* dated November 9, 2006 had been distributed with the meeting materials.]

Mr. Heidbuechel noted that the Pension Committee is a sub-committee of the Planning, Finance and Human Resources Committee and provides annual reports to the Committee.

Ms. McCormack reviewed the Report and responded to questions from members.

c) Re: Brock University Pension Plan Audit Finding Report and Audited Financial Statements
[A Decision Item to the Committee *TOPIC: Brock University Pension Plan Audit Findings Report and Audited Financial Statements* dated November 9, 2006, together with KPMG's *Brock University Pension Plan Audit Findings Report to the Planning, Finance and Human Resources Committee for year ended June 30, 2006* and the *Draft Financial Statements of Brock University*

Pension Plan Year ended June 30, 2006 had been distributed with the meeting materials.]

Mr. Heidbuechel referred Trustees to the Report.

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

RESOLVED that the audited financial statements of the Brock University Pension Plan for the year ended June 30, 2006 be approved.

d) Re: Investment Committee Report
[An Information Item to the Committee *TOPIC: Investment Committee Report* dated November 9, 2006 had been distributed with the meeting materials.]

Mr. Pillar briefly reviewed the annual report of the Investment Committee, a sub-committee of the Planning, Finance and Human Resources Committee, which had been distributed for information.

e) Re: 2007-08 Endowment Spending Rate
[A Decision Item to the Committee *TOPIC: 2007-08 Endowment Spending Rate* dated November 9, 2006 had been distributed with the meeting materials.]

Ms. McKee provided a brief overview of the Report and responded to questions. It was suggested that, in future, it may be beneficial to provide quantitative information with respect to how the proposed spending rate is determined in light of the gross investment return less amounts required to cover costs, inflation and capital preservation.

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

RESOLVED that the spending allocation be approved for 2007-08 at 4.5%.

f) Re: 2006-07 Fiscal Results @ October 31, 2006
[An Information Item to the Committee *TOPIC: 2006-07 Fiscal Results @ October 31, 2006* dated November 9, 2006, together with Appendix 1, had been distributed.]

Ms. McKee provided an overview of the Report which had been distributed for information.

g) Re: 2006-07 Mid-Year Budget Review
[A Decision Item to the Committee *TOPIC: 2006-07 Mid-Year Budget Review* dated November 9, 2006, together with Appendix 1, had been distributed with the meeting materials.]

Mr. Pillar and Ms. McKee reviewed the *2006-07 Mid-Year Budget Review* which provides an update to the *2006-07 Final Budget Estimates* assumptions concerning revenues and expenditures.

A discussion ensued regarding implications on graduate enrolment and the challenges to strategically predict and track enrolment at that level.

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

RESOLVED that the 2006-07 Mid-Year Budget Review be approved.

h) Re: Acceptance of the Report

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

RESOLVED that the Reports of the Planning, Finance and Human Resources Committee as contained in the minutes of its meetings held October 5, October 23, October 25 and November 9, 2006 be accepted.

8.3 Advancement and Community Relations Committee

[Minutes of Meeting #1 (2006-07) held October 16, 2006, together with appendices indicated below, had been distributed with the meeting materials.]

Mr. Rickers referred Trustees to the Report of the Advancement and Community Relations Committee.

a) Re: Community Connections

A Report to the Committee *TOPIC: Community Connections* had been distributed with the meeting materials for information.

b) Re: Brock Days 2006

A Report to the Committee *TOPIC: Brock Days 2006, September 29, 30 and October 1, 2006* had been distributed with the meeting materials for information.

c) Re: President's Alumni Forums and Community Outreach

Mr. Rickers noted that the Committee had received an update on the President's Alumni Forums and Community Outreach activities.

d) Re: Advancement Review and Recommendations: Cygnus Report

Mr. Rickers noted that the Committee had received and discussed the Report, ***in camera***.

e) Re: New Addendum to the Donation Policy

[A Decision Item *Topic: Addendum to the Donation Policy* dated October 16, 2006 had been distributed with the meeting materials.]

Mr. Rickers referred members to the Report and briefly reviewed the rationale for the proposed addendum to the Donation Policy.

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

RESOLVED that the addendum to the Donation Policy be approved as presented.

f) Re: Proposed Naming Opportunities for the Lifespan Development Research Centre
[A Decision Item to the Committee *Topic: The Lifespan Development Research Centre and the Plaza 2006 Building Donor Recognition Namings* dated October 16, 2006 had been distributed with the meeting materials.]

Ms. Nadalin reviewed and provided an update on the naming opportunities selected by donors to the Lifespan Development Research Centre as outlined in the Report.

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

RESOLVED that the Lifespan Development Research Centre and Plaza 2006 Building donor recognition namings be approved as presented.

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

On a motion by Ms. Banders, seconded by Ms. Jahnke-Haslam and carried, the Board moved ***in camera*** at 6:23 p.m. Non-Trustees retired from the meeting.

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The Board resumed **open session** at 6:26 p.m.

[During the ***in camera*** session, the Board **passed a confidential resolution** with respect to the De-naming Report.]

In response to a question, Dr. Lightstone indicated that the Advisory Committee for the Search of a Vice-President, Advancement would be meeting in the next two weeks and were committed to working as expeditiously as possible. The process would be modeled on the search for the Vice-President, Finance and Administration.

g) Re: Acceptance of the Report

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

RESOLVED that the Report of the Advancement and Community Relations Committee as contained in the minutes of its meeting held October 16, 2006 be accepted.

9. REPORT OF THE SPECIAL BOARD GOVERNANCE COMMITTEE

Mr. Howes reported that the Special Board Governance Committee continues to move ahead with its mandate. It was anticipated that several changes to the structure of Board meetings would be implemented for the March meeting. In the interim, Trustees were encouraged to provide any comments/suggestions to the Committee.

10. OTHER BUSINESS

Mr. Howes noted that a motion was required to move ***in camera*** to receive information related to negotiations. The Chair noted that should a Board member perceive a conflict of interest, he/she may wish to withdraw from this portion of the meeting.

On a motion by Professor Sydor, seconded by Professor Sadava and carried, the Board moved ***in camera*** at 6:32 p.m.

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The Board resumed **open session** at 6:50 p.m.

11. ADJOURNMENT

The meeting adjourned at 6:50 p.m. and was followed by dinner in the Alumni Lounge.

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Michael Farrell, Secretary David Howes, Chair