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Brock
University

Board of Trustees

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MINUTES OF MEETING #2 (2005-06) OF THE

BOARD OF TRUSTEES

HELD ON THURSDAY, NOVEMBER 24, 2005 AT 4:00 PM

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. Brad Clarke

Ms. Nadia Drozd

Mr. David Edwards

Mr. Thomas Gauld

Mr. Tom Goldspink

Dr. Val Jaeger

Ms. Karin Jahnke-Haslam

Mr. Rudi Kroeker

Ms. Beth Natale

Mr. Angelo Nitsopoulos

Mr. Peter Partridge

Mr. Bill Rickers

Dr. Stan Sadava

Ms. Donna Scott

Dr. Sid Segalowitz

Mr. Michael Sidenberg

Ms. Wendy Staff

Mr. Sean Woodhead

Mr. Bruce Wormald

Ex-Officio:

President and Vice-Chancellor

Dr. Terrence Boak

Staff:

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. Lynne Bubic, Harassment Prevention Officer
Mr. Bryan Hicks, President, BUSU
Ms. Pauline McCormack, Executive Director, Human Resources
Ms. Joanne McKee, Executive Director, Finance/Controller
Ms. Kim Meade, Associate Vice-President, Student Services
Mr. Tom Saint-Ivany, Executive Director, Facilities Management
Ms. Valerie Wolfe, Manager, Environment, Health and Safety

REGRETS: Dr. Mohammed Dore, Val Fleming, Dr. Michael Manley-Casimir,
Dr. Raymond Moriyama, Dr. Pat Teal, Ms. Joy Rogers, Ms. Eleanor Ross,
Mr. Mark Steinman

Dr. Walker welcomed members and called the meeting to order. He reminded Trustees that during the dinner following the meeting, there would be a brief presentation by Dr. Lorne Adams, Director of the Department of Athletics.

1. MINUTES OF THE PREVIOUS MEETING

[Minutes of Meeting #1 held on September 29, 2005 and Minutes of a Special Meeting held on November 16, 2005 had been distributed with the meeting package.]

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

RESOLVED that the Minutes of Meeting #1 (2005-06) of the Board of Trustees held on September 29, 2005 be approved.

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

RESOLVED that the Minutes of the Special Meeting (2005-06) of the Board of Trustees held on November 16, 2005 be approved.

2. BUSINESS ARISING FROM THE MINUTES - None**3. REPORT OF THE CHAIR**

Dr. Walker related that he, along with several Brock colleagues, had recently travelled to Ottawa to attend the official installation of Dr. David Atkinson as President and Vice-Chancellor of Carleton University.

4. REPORT OF THE EXECUTIVE COMMITTEE

[Minutes of Meeting #2 of the Executive Committee held on November 9, 2005, together with a confidential document *Capital Funding Requirements*, had been distributed with the meeting

materials.]

Dr. Walker reported that during the Executive Committee meeting held on November 9, 2005, the Committee had reappointed Mr. Heidebuechel to the Brock University Pension Committee for a further two-year term ending December 31, 2007.

Dr. Walker noted that the Executive Committee would soon be convening a joint meeting with the Senate Governance Committee.

The Executive Committee, on behalf of the Board of Trustees, had passed confidential motions regarding a financing proposal. The motions would be discussed later in the meeting during the *in camera* session.

5. REPORT OF THE PRESIDENT AND VICE-CHANCELLOR

[A *Report from the President* dated November 24, 2005 had been distributed with the meeting package, together with the *Environment, Health and Safety Update* dated November 24, 2005.]

Dr. Boak referred Trustees to his comprehensive written Report dated November 24, 2005 which included an Environment, Health and Safety Update. He provided a brief update on the 2005-06 University Operating Grant Allocation and on the Quality Improvement Fund.

Dr. Boak congratulated all Faculty Deans, faculty members, and students on the increasing number of students who had received honours standing this year as evidenced during recent award receptions.

The President reported on numerous proactive approaches taken by the University to encourage positive relations between off-campus residents and community members.

Discussion ensued regarding the additional resource implications to the University due to the new and extensive reporting requirements by the Ministry. It was suggested that it would be beneficial for Board members to have an opportunity to review the recent reports submitted to the Ministry regarding accountability and quality improvement.

At the invitation of Dr. Boak, Ms. Val Wolfe provided an overview of the Environment, Health and Safety Update. She expanded on the recent inspection completed by the Canadian Nuclear Safety Commission and responded to questions.

6. REPORT OF THE VICE-PRESIDENT, ACADEMIC AND PROVOST - None

7. REPORT OF THE ACTIONS OF THE UNIVERSITY SENATE

[A *Report of the Actions of the University Senate* from its 532nd meeting held November 16, 2005 had been distributed with the meeting materials.]

Dr. Sadava referred Trustees to the *Report of the Actions of the University Senate* from its meeting held November 16, 2005.

Dr. Boak noted that several issues would need to be further examined prior to the implementation of Senate's recommendation to change the number of student contact hours. During a brief

discussion, Dr. Boak and Dr. Sadava reviewed the rationale of the motion and responded to questions.

8. REPORTS OF STANDING COMMITTEES

8.1 Planning, Finance and Human Resources Committee

[Minutes of Meeting #3 held on November 10, 2005 had been distributed with the meeting materials, together with the appendices indicated below.]

Mr. Heidbuechel presented the Report of the Planning, Finance and Human Resources Committee.

a) Proposed Revision to the Code of Student Conduct: Inclusion of Provisions for Dealing with Students-at-Risk

[A Decision Item to the Committee Topic: *Proposed Revisions to the Code of Student Conduct: Inclusion of Provisions for Dealing with Students-at-Risk* dated November 10, 2005 together with the *Code of Student Conduct and Disciplinary Procedures in Non-Academic Matters* had been distributed with the meeting materials.]

Mr. Heidbuechel introduced Ms. Meade, Associate Vice-President, Student Services and Ms. Lynne Bubic, Harassment Prevention Officer.

Ms. Meade briefly reviewed the *Proposed Revisions to the Code of Student Conduct: Inclusion of Provision for Dealing with Students-at-Risk*. She expressed thanks to Dr. Jaeger for her contributions. During discussion, Ms. Bubic responded to questions.

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

RESOLVED that the proposed revised *Code of Student Conduct and Disciplinary Procedures in Non-Academic Matters* be approved as stated.

(1 abstention)

b) Campus Alcohol Policy

[A Decision Item to the Committee Topic: *Campus Alcohol Policy* dated November 10, 2005, together with *Campus Alcohol Policy* had been distributed with the meeting materials.]

Mr. Heidbuechel referred Trustees to the *Campus Alcohol Policy* dated November 10, 2005.

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

RESOLVED that the proposed *Campus Alcohol Policy* be approved as stated.

c) Respectful Work and Learning Environment Policy

[The *Respectful Work and Learning Environment Policy* had been distributed with the meeting materials.]

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

RESOLVED that the proposed *Respectful Work and Learning Environment Policy* be approved as stated and that an annual report and review of the policy be presented to the Board of Trustees.

Ms. Meade and Ms. Bubic retired from the meeting.

d) *Conflict of Interest Policy*

[The *Conflict of Interest Policy* had been distributed with the meeting materials.]

Mr. Heidbuechel referred members to the *Conflict of Interest Policy*. In response to a question, Ms. McCormack indicated that the Brock University Faculty Association had been consulted and had expressed their support for the proposed policy.

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

RESOLVED that the proposed *Conflict of Interest Policy* be approved as stated.

e) *Disclosure of Financial Impropriety Policy*

[The *Disclosure of Financial Impropriety Policy* had been distributed with the meeting materials.]

Mr. Pillar reviewed the *Disclosure of Financial Impropriety Policy*. During a brief discussion, a friendly amendment was proposed and accepted to amend item 3 under Responsibilities by replacing the word “lengthy” with “thorough”.

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

RESOLVED that the proposed *Disclosure of Financial Impropriety Policy* be approved as amended.

f) *Annual Pension Plan Report July 1, 2004 to June 30, 2005*

[An Information Item to the Committee *Topic: Annual Pension Plan Report July 1, 2004 to June 30, 2005* dated November 10, 2005 had been distributed with the meeting materials.]

Mr. Heidbuechel provided a brief review of the *Annual Pension Plan Report July 1, 2004 to June 30, 2005* that had been distributed for information.

g) *Brock University Pension Plan Audit Findings 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 2, 2005 had been distributed with the meeting materials.]

Mr. Heidbuechel referred Trustees to the *Brock University Pension Plan Audit Findings Report and Audited Financial Statements* dated November 2, 2005.

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

RESOLVED that the audited financial statements of the Brock University Pension Plan for the year ended June 30, 2005 be approved.

h) Investment Committee Report

[A Decision Item to the Committee Topic: *Investment Committee Report* dated October 31, 2005 had been distributed with the meeting materials.]

Mr. Heidbuechel briefly reviewed the *Investment Committee Report*.

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

RESOLVED that the 2006-07 Endowment bursaries and scholarships spending rate of 4.5% be approved.

i) 2005-06 Mid-Year Review Budget Update

[A Decision Item to the Committee Topic: *2005-06 Mid-Year Review Budget Update* dated November 8, 2005, together with the *Draft Brock University 2005-2006 Mid-Year Review Budget Update* dated November 10, 2005, had been distributed with the meeting materials.]

Mr. Pillar referred members to the *2005-06 Mid-Year Review Budget Update* and the *Draft Brock University 2005-2006 Mid-Year Review Budget Update*.

Ms. McKee reviewed the reports in detail. During a brief discussion, Ms. McKee and Mr. Pillar responded to questions.

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

RESOLVED that the 2005-06 Mid-Year Review Budget Update be approved.

The *2005-06 Mid-Year Review Budget*, together with the *2005-06 Interim Budget* approved by the Board of Trustees on June 23, 2005, formed the 2005-06 Final Budget.

j) 2005-06 Fiscal Results @ October 31, 2005

[An information item to the Committee Topic: *2005-06 Fiscal Results @ October 31, 2005* dated November 8, 2005 been distributed with the meeting materials.]

Ms. McKee noted that the *2005-06 Fiscal Results @ October 31, 2005* had been distributed for information.

k) Confidential Information Item: Capital Funding Requirements

Mr. Heidbuechel noted that this item would be discussed later in the meeting during the *in camera* session.

l) Acceptance of the Report

On a motion by Mr. Heidbuechel, seconded by Ms. Jahnke-Haslam 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 November 10, 2005 be accepted.

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

[Minutes of the Joint Meeting of the Capital Projects and Facilities Committee and the Planning, Finance and Human Resources Committee held on November 10, 2005 had been distributed together with the appendices listed below.]

Dr. Jaeger presented the Report of the Joint Meeting. She noted that Mr. Kroeker had been elected as Vice-Chair of the 2005-06 Capital Projects and Facilities Committee.

a) Addition to Welch Hall

[A Decision Item to the Committees *Topic: Addition to Welch Hall* dated November 10, 2005 had been distributed with the meeting materials.]

Dr. Jaeger referred Trustees to the Report titled *Addition to Welch Hall*.

Mr. Pillar noted that the proposed addition would consolidate the Faculty of Education and assist with the critical shortage of faculty office space. He expanded on the various options examined and the rationale to proceed with the proposed feasibility study to expand in this particular area. The financing for the project would be discussed later in the meeting during the *in camera* session.

Mr. Saint-Ivany expanded on the proposed addition and reviewed the two scenarios outlined within the report.

In response to a question regarding the various expansion projects currently underway and forecasting for future needs, Mr. Pillar indicated that Urban Strategies Inc., the consultants assessing Brock's facility's needs and priorities over the next 5-7 years, would be presenting a report to the Capital Projects and Facilities Committee at its next meeting on January 12, 2006. Mr. Gauld commented that such a report would be of interest to the entire Board of Trustees given the magnitude of the decisions to be made.

With respect to the proposal to invite the six short-listed architectural firms from the Plaza 2006 project selection process to submit proposals for the addition to Welch Hall, Mr. Pillar indicated that the names of those firms had been listed in a previous report to the Committee (dated July 20, 2005).

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

RESOLVED that preliminary project approval for a feasibility study (Phase 1) be provided for the "Addition to Welch Hall" project; and

that funding in the amount of \$75,000 be approved for Phase 1 in order to retain the services of an architect and specialist sub-consultants for the purposes of preparing a feasibility study for the "Addition to Welch Hall" project; and

that, in consideration of project milestone dates, the University invite the six (6) short-listed architects from the Plaza 2006 project selection process to submit proposals for the "addition to Welch Hall" project.

b) Acceptance of the Report

In response to a question, Mr. Pillar and Dr. Boak expanded on the rationale of the decision to defer planning to construct a new residence on the East Campus.

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

RESOLVED the Report of the Joint Meeting of the Capital Projects and Facilities Committee and the Planning, Finance and Human Resources Committee as contained in the minutes of its meeting held November 10, 2005 be accepted.

8.3 Advancement and Community Relations Committee

[Minutes of Meeting #3 held on October 11, 2005 had been distributed with the meeting materials.]

Ms. Scott presented the Report of the Advancement and Community Relations Committee. She was pleased to note that Mr. Rickers had been elected as the 2005-06 Vice-Chair of the Committee. During a brief discussion, Dr. Boak provided an update on the search for a Director of Communications and Public Relations.

Acceptance of the Report

On a motion by Ms. Scott, seconded by Mr. Rickers 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 11, 2005 be accepted.

8.4 Capital Projects and Facilities Committee

[Minutes of Meeting #2 held on October 18, 2005 had been distributed with the meeting materials.]

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

a) Information Technology Policies

[The following draft policies had been distributed with the meeting materials: *Computer Use Policy, Electronic Mail Policy, and Software License Policy.*]

Mr. Dubien provided a brief overview of the proposed policies.

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

RESOLVED that the *Computer Use Policy, the Electronic Mail Policy, and the Software License Policy* be approved.

b) Renovations to 573 Glenridge Avenue Tender Analysis and Recommendation

[A Decision Item to the Committee *Topic: Renovations to 573 Glenridge Avenue Tender Analysis and Recommendation* dated October 18, 2005 had been distributed with the meeting materials.]

Mr. Pillar referred Trustees to the Report which contained the detailed rationale for the proposed motion.

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

RESOLVED that the contract for “Renovations to 573 Glenridge Avenue” be awarded to T.R. Hinan Contractors Ltd. for a contract value of \$1,348,300, not including GST.

Dr. Jaeger noted that a motion was required to move *in camera* to discuss the remaining item from the Capital Projects and Facilities Committee and an item from the Report of the Executive Committee. Non-Trustees retired from the meeting. Ms. McKee and Mr. Saint-Ivany had been requested to remain for the discussion.

On a motion by Dr. Jaeger, seconded by Dr. Segalowitz and carried, the Board moved *in camera* at 5:45 p.m.

The Board resumed **open session** at 6:15 p.m.

[During the *in camera* session, Mr. Saint-Ivany reviewed a confidential report that had been distributed to Trustees for information. During a brief discussion, he responded to questions.

Mr. Pillar reviewed a confidential report to Trustees that had been attached to the Report of the Executive Committee. He expanded on the motions regarding a financing proposal that had been approved by the Executive Committee on behalf of the Board of Trustees during its meeting on November 9, 2005]

c) Acceptance of the Report

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

RESOLVED the Report of the Capital Projects and Facilities Committee as contained in the minutes of its meeting held October 18, 2005 be accepted.

9. OTHER BUSINESS

Mr. Gauld proposed that it would be extremely beneficial for the Board of Trustees to have an opportunity to discuss media reports regarding universities, such as those published in *Maclean's*, *The Globe and Mail*, and local newspapers, together with the published response communications from Brock. Dr. Boak concurred, and the item would be included on the February 23, 2006 Board meeting agenda.

10. ADJOURNMENT

The meeting adjourned at 6:20 p.m. and was followed by dinner in the Alumni Lounge.

Michael Farrell, Secretary

Norris Walker, Chair