



Board of Trustees  
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MINUTES OF MEETING #3 (2005-06) OF THE  
**BOARD OF TRUSTEES**

HELD ON THURSDAY, FEBRUARY 23, 2006 AT 4:00 PM  
IN THE BOARD ROOM, 13<sup>TH</sup> FLOOR, SCHMON TOWER

PRESENT:	<i>Chair</i>	Dr. Norris Walker
	<i>Vice-Chair</i>	Mr. Willy Heidbuechel
	<i>Vice-Chair &amp; Chair-Elect</i>	Mr. David Howes
	<i>Members</i>	Ms. Mitzi Banders Mr. Brad Clarke Dr. Mohammed Dore Ms. Nadia Drozd Mr. David Edwards Mr. Tom Goldspink Dr. Val Jaeger Ms. Karin Jahnke-Haslam Ms. Beth Natale Mr. Bill Rickers Ms. Joy Rogers Dr. Stan Sadava Dr. Sid Segalowitz Mr. Michael Sidenberg Ms. Wendy Staff Dr. Patricia Teal Mr. Bruce Wormald
	<i>Ex Officio:</i>	
	President and Vice-Chancellor	Dr. Terrence Boak
	<i>Staff:</i>	
	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. Patrick Beard, Coordinator, Academic Reviews and Planning  
Mr. Bryan Hicks, President, BUSU  
Ms. Heather Junke, Acting Director, Communications  
Ms. Pauline McCormack, Executive Director, Human Resources  
Ms. Joanne McKee, Executive Director, Finance/Controller  
Ms. Jen McMillen, Associate Director, Residences  
Ms. Kim Meade, Associate Vice-President, Student Services  
Ms. Sarah Nadalin, Director, Office of Development and Donor Relations  
Mr. Gary Nicholls, Director, Campus Security Services  
Mr. Warren Price, Urban Strategies, Inc.  
Ms. Cyndi Rottenberg-Walker, Urban Strategies, Inc.  
Mr. Tom Saint-Ivany, Executive Director, Facilities Management  
Ms. Valerie Wolfe, Manager, Environment, Health and Safety

REGRETS: Ms. Michelle Basciano, Mr. Ron Dubien, Val Fleming, Mr. Tom Gauld, Mr. Rudi Kroeker, Dr. Raymond Moriyama, Mr. Angelo Nitsopoulos, Mr. Peter Partridge, Ms. Eleanor Ross, Ms. Donna Scott, Mr. Mark Steinman, Mr. Sean Woodhead

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

**1. MINUTES OF THE PREVIOUS MEETING**

[Minutes of Meeting #2 held on November 24, 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 Minutes of Meeting #2 (2005-06) of the Board of Trustees held on November 24, 2005 be approved.**

**2. BUSINESS ARISING FROM THE MINUTES - None**

**3. REPORT OF THE CHAIR**

Dr. Walker reported that he, Mr. Heidbuechel and Dr. Boak had recently attended a meeting of the Council of Ontario Universities Executive Heads and the Council of Chairs with the Honourable Chris Bentley, Minister of Training, Colleges and Universities. Dr. Walker commented that during the meeting, Minister Bentley did not provide any new information regarding tuition increases.

**4. REPORT OF THE EXECUTIVE COMMITTEE**

[Minutes of Meeting #4 of the Executive Committee held on January 26, 2006, together with a Decision Item to the Capital Projects and Facilities Committee *Topic: Furniture Standardization Project – Standing Offer Agreement* dated January 12, 2006, had been distributed with the meeting materials. Minutes of Meeting #3 of the Executive Committee held on December 7, 2005 had been circulated at the outset of the meeting.]

Dr. Walker reported that its meeting held on January 26, 2006, the Executive Committee, on

behalf of the Board of Trustees, had approved that the University enter into a Standing Offer Agreement with Beatties Basic Office Products for the supply and installation of furniture at the University for a stipulated term.

The Chair noted that the Agenda items would be slightly rearranged and that presentations to the Board would now be provided.

a) Presentation from Urban Strategies, Inc.

[The *Facilities Needs and Priorities Study Interim Report – January 2006* had been distributed with the meeting materials. A copy of Urban Strategies' overhead presentation to the Board, dated February 23, 2006 had been distributed at the outset of the meeting.]

Dr. Manley-Casimir introduced Ms. Rottenberg-Walker and Mr. Price, Associates from Urban Strategies, Inc.

Ms. Rottenberg-Walker and Mr. Price presented a detailed progress report on initiatives currently underway to identify Brock's facility needs for the next 5-7 years and the most appropriate ways to organize the physical campus. Ms. Rottenberg-Walker emphasized that Urban Strategies would not bring forward one specific direction for the University; rather, they would provide information to enable the University to move forward in a variety of directions when funding became available.

Following the presentation, Ms. Rottenberg-Walker and Mr. Price responded to questions. Dr. Boak shared information on several potential projects currently under discussion.

b) Presentation from Mr. Beard

[A Report to the Board titled *Rankings: Maclean's and The Globe and Mail* dated February 23, 2006 had been appended to the President's Report and distributed with the meeting materials. The March 2006 edition of *University Affairs* had been circulated at the outset of the meeting.]

Dr. Boak noted that as a follow-up to a request at the previous meeting of the Board, Mr. Beard had been invited to present an overview of the processes involved in the *Maclean's* annual ranking of universities and *The Globe and Mail's* University Report Card. He encouraged Trustees to read, at their leisure, the article in *University Affairs* regarding the National Survey of Student Engagement (NSSE).

Mr. Beard provided a detailed presentation which included information on the history, the procedures utilized, the data obtained, and initiatives undertaken by Brock University with respect to the annual university surveys published in *Maclean's* and *The Globe and Mail*. He expanded on the implications of *Maclean's* categorization of Brock as an undergraduate university rather than comprehensive.

During discussion, Trustees expressed their views on the relevance of the *Maclean's* ranking. A suggestion was made that it would be beneficial for the University to establish its own quality benchmarks that could be utilized to determine its standing.

Mr. Hicks emphasized that, from his experience, Brock's students were not influenced by the *Maclean's* publication as they were fully aware of the problems associated with the methodology

utilized. He urged Board members to focus on the question of how a more bona fide system could be established, rather than how the University could gain a higher ranking in the *Maclean's* survey.

**5. REPORT OF THE PRESIDENT AND VICE-CHANCELLOR**

[A Report from the President dated February 23, 2006 had been distributed with the meeting package, together with an article published in the *National Post* titled "Brock reaps \$93M from university debt trend" dated January 31, 2006. An *Environment, Health and Safety Update* dated February 23, 2006 had been circulated at the outset of the meeting.]

Dr. Boak echoed the suggestion presented during an earlier discussion that Brock needs to determine and establish its own quality benchmarks, especially as the University continues to significantly gain increased research funding and attract and retain outstanding scholars.

Dr. Boak expanded on the missed opportunity by Minister Bentley to make announcements regarding support for graduate students and the tuition fee increases during the recent meeting that he, Dr. Walker and Mr. Heidbuechel had attended.

Dr. Boak referred Trustees to his Report. He highlighted several items, including:

- A Medical Emergency Planning Committee and a Task Force on Community-University Relationships have been established.
- Faculty of Business students had outstanding performances in the Inter-Collegiate Business Competition finals, including a gold medal win in the Accounting category.
- The Office of Graduate Studies and the Office of Research Services will showcase the breadth of research at Brock as part of the "Mapping the New Knowledges" conference to be held on February 24 and 25.
- The University's Open House will be held on March 5.

Ms. Wolfe provided a brief review of the *Environment, Health and Safety Update*.

Mr. Pillar expanded on initiatives undertaken to date by the Task Force on Community-University Relationships. Ms. Meade provided a summary of the advice received in a legal opinion from Hicks Morley Barristers and Solicitors regarding the extent to which the University could be involved in the discipline of off-campus students due to non-academic misconduct.

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

[A document titled *Towards a Strategic Academic Plan for Brock University – A Progress Report* dated February 23, 2006 had been circulated at the outset of the meeting.]

Dr. Manley-Casimir referred Trustees to his document titled *Towards a Strategic Academic Plan for Brock University – A Progress Report*. He provided a brief overview of the Report which contained the Executive Summaries, regarded as "works in progress", of each of the Faculties and Graduate Studies with respect to their individual academic plan.

Dr. Manley-Casimir anticipated that the three-year rolling strategic academic plan for the University would be presented to Senate and the Board of Trustees by the end of this academic year. The plan would continue to be reviewed and updated on an annual basis.

## 7. **REPORT OF THE ACTIONS OF THE UNIVERSITY SENATE**

[*Reports of the Actions of the University Senate* from its 533<sup>rd</sup> meeting held December 7, 2005, 534<sup>th</sup> meeting held January 18, 2006 and 535<sup>th</sup> (special) meeting held February 1, 2006 had been distributed with the meeting materials.]

Dr. Sadava referred members to the *Reports of the Actions of the University Senate* which had been distributed for the information of the Trustees.

In response to a question, Mr. Farrell expanded on the changes approved by Senate regarding the graduate student appeal process.

## 8. **REPORTS OF STANDING COMMITTEES**

### 8.1 **Capital Projects and Facilities Committee**

[Minutes of Meeting #3 held on January 12, 2006 had been distributed with the meeting materials, together with the following appendices:

- a) Information Item to the Committee *TOPIC: Welch Hall Location Tour* dated January 12, 2006
- b) Information Item to the Committee *TOPIC: Facilities Needs and Priorities (FNP) Study* dated January 6, 2006 together with *Brock University Facility Needs and Priorities Study Interim Report* dated January 2006
- c) Decision Item to the Committee *TOPIC: The Learning Commons* dated January 12, 2006 together with *news@your library* dated September 2005 and *Brock University Functional & Space Program Report Library and Learning Commons, Decew Campus, St. Catharines Ontario* dated November 30, 2005
- d) Information Item to the Committee *TOPIC: Emergency Management Interim Protocol* dated January 12, 2006 together with the *Emergency Management Protocol Brock University Main Campus* dated December, 2005
- e) Information Item to the Committee *TOPIC: Plaza 2006 Project and 573 Glenridge Avenue Project Status Update Reports* dated January 12, 2006]

Dr. Jaeger presented the Report of the Capital Projects and Facilities Committee. She referred Trustees to the Decision Item to the Committee *TOPIC: The Learning Commons*.

Dr. Manley-Casimir reviewed the rationale to create a Learning Commons as an environment to support the informal and social dimension of learning as described in detail in the Report. Ms. Meade and Mr. Saint-Ivany spoke further to the Report.

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

**RESOLVED that the preliminary project approval for a feasibility study (Phase 1) be provided for the “Learning Commons” projects; and**

**that an Architect and specialist sub-consultants be retained for the “Learning Commons” Project for the purposes of preparing a feasibility study (Phase 1) with the option for further retention in the event that a decision is made to continue on with the design and administration (Phase 2) of the project.**

Dr. Jaeger referred members to the additional reports that had been distributed for information. She noted that during the Committee's meeting, members had toured Welch Hall and viewed the proposed site for an addition. She related that she and Ms. Jahnke-Haslam would be serving on the committee to select an architect to prepare the feasibility study for the addition. The Committee had also received a preview of the Urban Strategies presentation that was provided earlier during today's meeting, the *Emergency Management Interim Protocol*, and updates on the Plaza2006 Project and the 573 Glenridge Avenue Project. As noted earlier, the Committee's recommendation regarding the Furniture Standardization Project – Standing Offer Agreement had been approved by the Executive Committee.

Dr. Jaeger referred Trustees to the *Emergency Management Protocol*. Mr. Pillar introduced Mr. Gary Nicholls, Director, Campus Security. He acknowledged Mr. Nicholls for his involvement in the development of the interim protocol and anticipated that the plan would be finalized by late April/early May. During a brief discussion, Mr. Nicholls responded to questions.

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

**RESOLVED that the Report of the Capital Projects and Facilities Committee as contained in the minutes of its meeting held January 12, 2006 be accepted.**

## **8.2 Advancement and Community Relations Committee**

[Minutes of Meeting #4 held on January 19, 2006 had been distributed with the agenda package together with the following Reports:

- a) Decision Item to the Committee: *TOPIC: Proposal for Cumulative Giving Recognition in Brock University's Giving Society Levels* dated January 19, 2006
- b) Decision Item to the Committee: *TOPIC: Suggested Addendum to the Donation Policy* dated January 19, 2006, together with the *Donation Policy*

Mr. Rickers presented the Report of the Advancement and Community Relations Committee. He referred Trustees to the Decision Items presented to the Committee:

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

**RESOLVED that the proposed new donor "Cumulative Giving" recognition levels as outlined in the Report be approved.**

Mr. Rickers briefly reviewed the rationale for the proposed addendum to the Donation Policy.

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

**RESOLVED that the proposed amendment to the Donation Policy to include section 10) Return of Gifts as outlined in the Report be approved.**

Mr. Rickers noted for information that the Committee had also received reports regarding the Learning Commons Draft Case for Support, the Ontario Trust for Student Support, Naming Opportunities List and had previewed the presentation provided earlier in the meeting by Mr. Beard regarding university rankings.

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

**RESOLVED that the Report of the Advancement and Community Relations Committee as contained in the minutes of its meeting held January 19, 2006 be accepted.**

Ms. Nadalin and Ms. Junke retired from the meeting.

### 8.3 Planning, Finance and Human Resources Committee

[Minutes of Meeting #4 held on February 9, 2006 had been distributed with the meeting materials together with the Reports outlined below.]

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

#### a) Insurance Renewal and Claims Report

[An Information Item to the Committee: *TOPIC: Insurance Renewal and Claims Report* dated February 9, 2006 had been distributed with the meeting materials, together with the following appendices:

Appendix 1: General Insurance Policy Premiums Brock University

Appendix 2: CURIE Board Report Summary

Appendix 3: CURIE Subscriber Premium & Loss History – 1988-2005

Appendix 4: Insurance Management Seminar Agenda and CURIE Information

The Report had been distributed for information. In response to a question, Ms. Wolfe indicated that research equipment, when taken off campus, is covered within the insurance policy.

#### b) Internal Audit Reviews

[An Information Item to the Committee: *TOPIC: Internal Audit Reviews* dated February 9, 2006, including Appendix 1: Brock University Internal Audit – Results of Audit Work Completed for the Six Months Ending December 2005, had been distributed with the meeting materials.]

The Report had been distributed for information.

#### c) Legal Costs Report

[An Information Item to the Committee *TOPIC: Legal Costs Report 2004-05* dated January 26, 2006, including: Attachment 1: Brock University Legal Costs Report for the Year Ended April 30, 2005, had been distributed with the meeting materials.]

The Report had been distributed for information. In response to a question regarding a legal matter, Mr. Pillar indicated that he would address the query during the *in camera* session to be held later in the meeting.

#### d) 2006-07 Residence Fees

[A Decision Item to the Committee *TOPIC: 2006-07 Residence Fees* dated February 9, 2006 had been distributed with the meeting materials, together with the following appendices:

Appendix 1: Brock University Residence Operations Proposed 2006-07 Budget

Appendix 2: Fee by Residence

Appendix 3: Comparison of Residence Room Fees at Ontario Universities]

Mr. Pillar introduced Ms. McMillen who reviewed the rationale for the proposed residence fee increases as outlined in the Report.

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

**RESOLVED that the Residence Fees for 2006-07 be approved as proposed.**

Ms. McMillen retired from the meeting.

e) Tuition and Administrative Fees for 2006-07

[A Decision Item to the Committee *TOPIC: Tuition and Administrative Fees for 2006-07* dated January 27, 2006, including Appendix 1: Brock University Students' Union, Inc. Ancillary Fees Adjustments Effective May 1, 2006, had been distributed with the meeting materials.]

Ms. McKee reviewed the Background, Current Status and Analysis & Proposal as contained in the Report. She referred Trustees to Appendix 1 and recognized Mr. Bryan Hicks for the preparation of Ancillary Fees Adjustments report. Mr. Hicks briefly commented on the document.

Dr. Segalowitz raised an issue that there are an increasing number of international graduate students from developing countries who are experiencing financial difficulties, especially toward the end of the completion of their degree.

A discussion ensued with respect to the proposed tuition increase range presented this year for the Board's approval. It was emphasized that the range was proposed due to the lack of the government's announcement of its tuition fee policy and the need for the University's tuition fee increases to be approved at this time in order to meet several crucial deadlines.

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

**RESOLVED that the Tuition and Administrative Fees for 2006-07 be approved as proposed.**

f) 2005-06 Fiscal Forecast @ January 31, 2006

[An Information Item to the Committee *TOPIC: 2005-06 Fiscal Forecast @ January 31, 2006* dated February 9, 2006, including Appendix 1: Brock University Operating Budget, had been distributed with the meeting materials.]

The Report had been distributed for information.

g) Banking Resolution – ScotiaMcLeod

[A Decision Item to the Committee *TOPIC: Banking Resolution – ScotiaMcLeod* dated January 26, 2006, including Attachment 1: ScotiaMcLeod Corporate Trading Authorization, had been distributed with the meeting materials.]

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

**RESOLVED that the ScotiaMcLeod “Corporate Trading Authorization – CA9” be approved.**

h) 2006-07 Budget Development Process, Timelines and Guidelines

[An Information Item to the Committee: *TOPIC: 2006-07 Budget Development Process, Timelines & Guidelines* dated February 9, 2006, including Appendix 1: Brock University Budget Development 2006-2007 Timelines and Process, had been distributed with the meeting materials.]

The Report had been distributed for information.

i) Unfunded Liability

[An Information Item to the Committee: *TOPIC: Unfunded Liability (Brock University Pension Plan)* dated February 9, 2006, including Appendix 1: Letter from Mercer Human Resource Consulting, had been distributed with the meeting materials.]

Ms. McCormack provided a brief overview of the Report that had been distributed for information.

j) Enterprise Risk Management

[An Information Item to the Committee: *TOPIC: Enterprise Risk Management Project* dated January 27, 2006, including Attachment 1: Top 29 Risks, had been distributed with the meeting materials.]

Mr. Pillar provided a brief overview of the Report that had been distributed for information.

k) Bond Issue Results

[An Information Item to the Committee: *TOPIC: Bond Issue Results* dated February 9, 2006 had been distributed with the meeting materials and included the following appendices:

Appendix 1: DBRS Press Release

Appendix 2: DBRS Credit Rating Report

Appendix 3: National Post News Article dated January 31, 2006

Appendix 4: Brock University Bond Debenture Financing Requirements]

Brock University's *Presentation to Dominion Bond Rating Service*, dated November 15, 2005 had also been included.]

Mr. Pillar provided a brief overview of the Report and appended documents that had been distributed for information. It was noted that the Credit Spread should read 0.77% (rather than 77%).

During a brief discussion, Mr. Pillar responded to questions. He indicated that enrolment intake for 2006-07 would remain at the same level as 2005-06.

Mr. Pillar encouraged Trustees to review Brock's *Presentation to Dominion Bond Rating Service* which provides an excellent overview of the University.

Mr. Heidbuechel noted that a motion was required to move *in camera* for the next item. Non-Trustees retired from the meeting. Ms. McKee and Ms. McCormack had been requested to remain for the discussion.

On a motion by Mr. Heidbuechel, seconded by Ms. Banders and carried, the Board moved *in camera* at 6:35 p.m.

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The Board resumed **open session** at 6:40 p.m. Non-Trustees rejoined the meeting.

[During the *in camera* session, Mr. Pillar reviewed the Information Item *Topic: Financial Impropriety Report* dated February 9, 2006 that had been distributed to Trustees, in confidence, with the meeting materials.

Mr. Pillar responded to a question which arose earlier in the meeting with respect to a legal matter.]

Mr. Heidbuechel noted that the *Reporting Requirements Matrix – Revised Draft January 4, 2006* had also been included with the meeting materials for the information of Trustees.

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 February 9, 2006 be accepted.**

## 9. REPORT OF THE SPECIAL BOARD GOVERNANCE COMMITTEE

Mr. Howes referred Trustees to the Report of the Special Board Governance Committee, dated February 23, 2006, which had been circulated for information. He briefly reviewed the initiatives undertaken to date. Mr. Howes welcomed Trustees to forward suggestions to any of the Committee members listed on the Report.

## 10. REPORT OF THE COMMITTEE ON THE PRESIDENCY

Mr. Edwards referred Trustees to the Report of the Committee on the Presidency, dated February 23, 2006, which had been distributed with the meeting materials. He reviewed the Report which contained detailed information regarding the Committee's review of the new *in camera* process which had been followed for the first time during this search. Mr. Edwards indicated that in keeping with Faculty Handbook Section I: 3.2.2 A. 4, the Committee had prepared a separate confidential report for the next search committee which had been sealed and filed in the Office of the University Secretariat.

**RESOLVED that the Report of the Committee on the Presidency dated February 23, 2006 be tabled until such time as the Executive Committee considers the method by which the search process should be reviewed.**

Dr. Sadava informed Trustees that the Senate Governance Committee, as requested by Senate, would be examining the consultation process with respect to closed versus open searches.

In keeping with Faculty Handbook I: 3.2.2 A. 10, and on a motion by Mr. Edwards, seconded by Ms. Jahnke-Haslam and carried, it was

**RESOLVED that the Board of Trustees officially discharge the Committee on the Presidency as established on January 27, 2005.**

Dr. Walker recognized Mr. Edwards for his leadership as Chair of the Committee on the Presidency.

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

**RESOLVED that the Board of Trustees express its appreciation to Dave Edwards for his exemplary leadership as Chair of the Committee on the Presidency and to all members of the Committee for their commitment and dedication given to the selection of the University's next President and Vice-Chancellor.**

**11. OTHER BUSINESS**

Dr. Boak noted that Trustees would be receiving an invitation to attend the unveiling of Past President David Atkinson's portrait. The event would be held on May 3 at 3:00 p.m. and would precede the 4:00 p.m. Board meeting.

**12. ADJOURNMENT**

The meeting adjourned at 6:50 p.m. and was followed by dinner in the Alumni Lounge which included a presentation regarding student recruitment initiatives from Ms. Kim Meade, Associate Vice-President, Student Services and Ms. Beth Natale, Director of Recruitment and Liaison Services and Board Trustee.

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Michael Farrell, Secretary

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Norris Walker, Chair