**UNIVERSITY OF ONTARIO INSTITUTE OF TECHNOLOGY**
**MINUTES OF THE 37<sup>th</sup> REGULAR MEETING OF THE BOARD OF GOVERNORS**

| | | | |
|---|---|---|---|
| DATE: | **May 10, 2006** | PLACE: | **Community Room** |
| TIME: | **6:00 p.m.** | | **Oshawa Campus** |

**IN ATTENDANCE**

GOVERNORS:

Lorraine Sunstrum-Mann, Chair
Peter Bagnall
Dave Broadbent
Joanne Burghardt
Joanna Campbell
Garry Cubitt
Allan Furlong
Pierre Hinse
Denise Jones
Manon Lemonde
Lyn McLeod
Patrick McNeil
Mark Moorcroft
Jim O'Donnell
Terry Wu

PARTICIPANTS:

Erin Boniface
Aileen Fletcher
Karen Hodgins
JoAnne Horruzey
Leah Myers
Charlie Peel
Gerry Warman

PRESIDENT:

Gary Polonsky

SECRETARY:

Cathy Pitcher

RECORDING
SECRETARY:

Andra Robertson

SENIOR STAFF:

Bev Balenko
Terry Caputo
David Chambers
Margaret Greenley
Richard Levin
Craig Loverock
Richard Marceau
Ann Mars
Ruth MacKay
Paul McErlean
Donna McFarlane
Gerry Pinkney
Ken Robb
John Woodward

**REGRETS:**

GOVERNORS:

Peter Dixon
Phillip (Rocky) Simmons
Beth Wilson

PARTICIPANTS:

Deborah Kinkaid

SENIOR STAFF:

Ralph Aprile

**CALL TO ORDER**

The Chair called the meeting to order at 6:03 p.m.

The Chair noted regrets from Governors Peter Dixon, Rocky Simmons and Beth Wilson; participant Deb Kinkaid and senior staff member Ralph Aprile.  She noted that Governor Denise Jones would join the meeting late by telephone and participant JoAnne Horruzey would arrive late.

**INTRODUCTION OF GUESTS**

Donna introduced Junior Groves, Director of Mobile Computing & Client Services, IT; Rhonda Christian, incoming DC Support Staff Governor, Career & Academic Counsellor, Schools of Career Development and Continuing Education; Peter Berg, incoming UOIT Faculty Governor, Professor, Faculty of Science; Fraser McArthur, incoming UOIT Student Governor, fourth year Chemistry student; Kimberley McCartney, incoming UOIT non-Academic Staff Representative Governor, Student Advisor and Mentorship Supervisor, Faculty of Science; and new senior staff member Ruth MacKay, Director of Special Projects & Outreach, DC.

**ADDITIONS/DELETIONS TO THE AGENDA**

The Chair noted that the regular meeting would be adjourned for the In-Committee meeting, and then reconvened for item 5, IT Mobile Program.  She noted the addition of item 13.8, the Ontario Technological Skills Competition Award.

**CONFLICT OF INTEREST DECLARATIONS**

None was noted.

**APPROVAL OF PREVIOUS MINUTES**

Aileen Fletcher joined the meeting at this time.

The minutes of the 36th Regular Board Meeting of April 19, 2006 were accepted, as presented.

**ACTION ARISING FROM PREVIOUS MINUTES**

The Board sent a letter of welcome to the incoming Governors.

**DECISION ITEMS**

**Election of Chair and Vice-Chair**

Cathy Pitcher advised that nominations have been submitted.  There is one candidate for Chair, Pat McNeil.

As per the By-laws, Mark Moorcroft called for nominations three times and, hearing none, closed nominations.  Cathy Pitcher collected the ballots for the position of Chair.

Mark called for further nominations for the position of Vice Chair three times and, hearing none, closed the nominations.  Cathy collected the ballots for the position of Vice-Chair.

Mark and Cathy left the room to count the ballots and returned with the final count.

|  |  |  |
|---|---|---|
| | Moved by Peter Bagnall | Seconded by Pierre Hinse |

**MOTION**: **#246** "That the Board of Governors of the University of Ontario Institute of Technology approve the appointment of Patrick McNeil as Chair of the Board for a one-year term beginning September 1, 2006 in accordance with the election results of May 10, 2006, and that the ballots for the election be destroyed."

CARRIED

|  |  |  |
|---|---|---|
| | Moved by Terry Wu | Seconded by Peter Bagnall |

**MOTION**: **#247** "That the Board of Governors of the University of Ontario Institute of Technology approve the appointment of Rocky Simmons as Vice-Chair of the Board for a one-year term beginning September 1, 2006 in accordance with the election results of May 10, 2006, and that the ballots for the election be destroyed."

CARRIED

**Academic Staff Employment Policy Revisions**

Richard Marceau reported that the revisions were meant to address specific issues in the section of the policy regarding Administrative Leave of Senior Management. Once a term ends a Dean or other senior officer is eligible for a one year leave. This is typically when Deans prepares themselves for integration back into the faculty. The policy now addresses the issue of the administrative leave and the expectation that the individual will return to the University before retiring.

Lyn McLeod asked whether this leave includes a political leave? Richard replied that the section that refers to political leave has not been modified at this time. Lyn said she found page twenty-two of the policy was confusing. She was unclear whether the six-years leave was inclusive of the first term of office or after the first term.

**Action**: Richard will review the present policy in terms of Lyn's comments and make any changes necessary and return to Board.

Charlie Peel asked about a change to the age of retirement which is still referred to as 65. Richard said that this will have to be changed as well.

|  |  |  |
|---|---|---|
| | Moved by Manon Lemonde | Seconded by Joanne Burghardt |

**MOTION**: **#248** "That the Board of Governors of the University of Ontario Institute of Technology approve the revisions regarding Administrative and Research leave provisions in the Academic Staff Employment Policy, as amended."

CARRIED

**ACKNOWLEDGEMENTS AND REPORTS**

None was noted.

**CONSENT CALENDAR**

The item on the consent calendar was accepted as circulated.

**INTERIM FINANCIAL REPORT**

**Financial Scorecard**

Terry Caputo reported that April 30, 2006 is too soon to determine if enrolment assumptions were accurate. There should be more information available in June. He has added the categories of new faculty, new academic support and new staff for campus services to the scorecard.

**Financial Operations Update**

Terry advised that once the audit is completed, Finance will move forward with any recommendations. There will also be a review of business processes and changes will be made as necessary. They will also assess risk levels for the internal audit plan and will report back to the Board on findings of this audit. There will also be increased productivity in the Finance department through the reorganization that is currently taking place. This reorganization will ensure that the number and quality of staff is in place so that outcomes expected by students, staff, and colleagues are achieved.

Lorraine asked whether the reorganization means adding new positions? Terry replied yes.

**DISCUSSION ITEMS**

None was noted.

**REPORT OF THE PRESIDENT**

**Canadian Society of Landscape Architects Award**

Gary Polonsky reported that the campus won a Regional Honour Award from the Canadian Society of Landscape Architects.

**Action**: Cathy Pitcher to send a note of congratulations from the Board to the landscape design firm.

**Ministry Approval of UOIT Programs**

Richard Marceau reported that we have received Ministry approval to offer Honourary degrees of Doctor of Laws and Doctor of Science.

**Ministry Intent to Grant Approval of UOIT Programs**

Richard Marceau reported that we have received documentation from the Ministry of its intent to grant approval to change the name of the BSc in Radiation Science to a BSC in Health Physics and Radiation Science

**Institute of Electrical and Electronics Engineers (IEEE) Award**

Richard Marceau reported that Ebrahim Esmailzadeh, has been made a senior member of the IEEE, reflecting significant professional achievement.

**Action**: Cathy Pitcher to send a letter on behalf of the Board to congratulate Ebrahim on receiving this award.

**September Enrolment Projections**

Richard Levin reported that the enrolments look promising. The preliminary forecast was 3800 FTEs and we are currently anticipating 3900 FTEs (or about a 4200 headcount).

**REPORT OF THE CHAIR**

**Upcoming Events**

The Chair reviewed the upcoming events: the Nominating Committee Meeting date has been changed and a new meeting date will be confirmed; Gary Polonsky's On-Campus Farewell to be held May 17; the ACCC Conference to be held May 28-30; Gary Polonsky's Community Farewell to be held June 5; and the UOIT Convocation to be held June 2.

**Volunteers to sit on Boards' Retreat Planning Committee**

Lorraine reported that the Retreat Planning Committee required volunteers. She asked for Governors to volunteer. Manon Lemonde, Patrick McNeil, Lorraine Sunstrum-Mann, Aileen Fletcher, Joanne Burghardt and Gerry Warman volunteered to be on this Committee.

**COMMUNITY INFORMATION – COMMENTS AND QUESTIONS**

Lorraine noted that this week is Nurses' Week and wanted to honour the nursing colleagues at DC and UOIT.

The guests left the meeting at this time.

The Chair adjourned the meeting at 6:35 p.m. to proceed with the In-Committee meeting.

Denise Jones joined the meeting at 6:40 p.m. via telephone and JoAnne Horruzey arrived at 6:44 p.m.

**PRESENTATIONS**

The Vice-Chair re-convened the meeting at 7:45 p.m.

**IT Mobile Program**

Pat McNeil thanked Gerry Pinkney and Junior Groves for deferring their presentation to the end of the meeting. Paul McErlean noted that Gerry's team has done a fantastic job.

Gerry said that he would discuss the overview of the program while Junior will review specific details. The program has been in place since 1999 in the Accounting Program at DC. It was expanded with UOIT in 2003 and now includes laptops for faculty and staff as well as students. There are about 6000 laptops in circulation. He said the main objectives of the program are to focus on teaching and learning; provide laptops and software; provide equal access to educational and computing resources; and be a revenue-neutral, self-sustaining program.

Junior thanked the Board for the opportunity to present the program. He said they are constantly surveying students, faculty and staff about their needs. From this activity, it was determined that these individuals prefer to own the laptops; they are satisfied with the services they receive; and some felt that the price is too high.

There are currently other institutions visiting our campus to review the program. The desire is for us to continue to lead others and evolve. The ability to evolve will be increasingly important with the new generation of students who embrace and use new technology in all aspects of their lives.

Junior stated that due to a review of the program there will be a fee reduction of $255 for full-time University students and $125 for full-time College students. There will also be a $1 buy-out option for students graduating in 2007. The program will maintain quality and quantity of services, but at a reduced cost. There is still work in progress to obtain a discount for one year programs. Gerry noted that the ownership option was made possible by Finance with transition funding, which allowed for a move from annual leasing to a buy out of the leases.

Dave Broadbent asked whether the same cost reduction will apply to special needs students? Junior replied that it will if they are in any mobile program. Dave asked if they will also be able to take advantage of the buy-out option? Gerry replied yes. Pierre asked if this applies to the graduating class of 2007? Gerry replied yes. Pierre asked whether the reduction is specific to each program or whether it is the same across all programs? Junior replied yes, the fees are broken down into basic and comprehensive. The reduction is in the basic fee. JoAnne Horruzey said that the buy-out option was great news for the students.

Karen Hodgins asked why there was a difference between the reduction in fee for DC and UOIT? She also asked about details on the amalgamated helpdesk. Gerry replied that the fee reduction is an average amount across all programs based on length. College programs are shorter, so that there is a smaller reduction. Junior replied that there are currently two help desks, one for staff and one for students, and there will now be one desk for faculty, staff and students.

Jim O'Donnell asked whether a student is still required to turn in their laptop at the end of each academic year? Junior replied that laptops are still being turned over every two to three years. Students lease the laptop for the first two years, then in the third year the student keeps the same laptop and is eligible to purchase it. This way they are only purchasing a two year old laptop. A student is allowed to keep the laptop through the summer if they have prepaid their fee or are continuing studies through the summer. At some point they hope to change this process so that the laptop will stay with the student until the fall.

Gary suggested that a presentation in the fall on webVista might be useful for the Board to fully understand what tools the students can access.

Pat McNeil said that the price reduction was truly great news and proves that we are meeting students' needs.

**TERMINATION OF MEETING**

The Chair terminated the meeting at 8:22 p.m.

_____     _____

Lorraine Sunstrum-Mann, Chair                    Gary Polonsky, President

_____

Cathy Pitcher, Secretary