



October 3, 2005

Memorandum to: Members of the Business Board

Subject: **Meeting of Tuesday, October 11, 2005
at 5:00 p.m., Council Chamber, Simcoe Hall**

Attached are your agenda and documentation for the first regular meeting of the Business Board for the 2005-06 academic year.

(1) Attendance

So that the Chair can be kept informed of attendance, would you kindly notify Stephan Humphrey (416-978-6576, s.humphrey@utoronto.ca) if you will be **unable** to attend?

(2) Item 6 – *Ontarians with Disabilities Act Plan*

For those on the Academic Board, University Affairs Board or the Planning and Budget Committee mailing lists: you will not find a second copy of the proposed *Ontarians with Disabilities Act Plan* (agenda item 4) in this package. Would you please retrieve the copy of the Plan from your previous agenda package? If you do require a second copy of the document, please let me know.

Similarly, members of the Business Board who also serve on the Executive Committee and the Governing Council are asked to retain their copies for the meetings of those bodies.

(3) Campus Access

Access to the front campus area via King's College Road (running north from College Street) will be restricted on the day of the meeting because of the installation of a new drainage system. Members driving onto campus will want to use the entrances from Wellesley Street or St. George Street.

(4) Post-Meeting Social Gathering

The Board's voting assessors, Professor Angela Hildyard, the Vice-President, Human Resources and Equity, and Ms Catherine Riggall, the Vice-President, Business Affairs, have kindly invited members and assessors to an informal social gathering immediately following the meeting. The gathering will be held in the Great Hall of Computing on the third floor of the Bahen Centre for Information Technology.

(5) Consent Agenda Items

To enable the Board to focus its limited time on the most important and non-routine matters, it deals with some of the reports for information, as well as some more routine approval items, on a "consent" basis. Consent items are usually found on the agenda under two headings, each with a number of sub-sections. They are "other items for approval" and "other items for information."

Members are asked to review these items carefully and, before the meeting, to call the sponsor with any questions or concerns. The name and telephone number of the sponsor is usually shown on the summary sheet ("green sheet") covering the item.

If, after discussion with the assessor, members still have concerns about a "consent" item and wish to have it considered by the full Board, they are asked to notify the Secretary well in advance of the meeting. I shall ensure that the item is flagged for discussion at the Board meeting, and I shall notify the relevant assessor to prepare the usual presentation and to invite the appropriate staff for the discussion.

For items where no member gives notice of a wish for a discussion, the items are dealt with quickly. Any items for approval are put to the vote with no introduction and (usually) with no discussion. Similarly with the reports for information are taken as received with (normally) no questions or discussion at the Board.

It is important to stress that the consideration of consent items constitutes an essential part of the Board's responsibility, and members are urged to give their full attention to these items before each Board meeting.

Secretary
Business Board