



March 31, 2003

Memorandum to: Members of the Business Board

Subject: **Meeting of Monday, April 7, 2003, at 4:00 p.m.,
Council Chamber, Simcoe Hall**

Attached is your agenda package for the April 7 meeting of the Business Board.

(1) Starting Time: 4:00 p.m.

Because the agenda is a long one, Mr. Amir Shalaby, the Chair of the Board, asked that members set aside time for a **meeting beginning at 4:00 p.m.**

(2) Consent Agenda Items

Because the Chair wishes to ensure adequate time for consideration of such major matters as the proposed revised investment policy for University funds, the budget report and the report on deferred maintenance, a substantial number of items have been placed on the consent portion of the agenda, under item 6 (other items for approval) and item 7 (other reports for information).

Members are asked to review the consent items well in advance of the meeting.

- If you have questions about any of these items, please be sure to call the relevant assessor in advance of the meeting. There is contact information on the cover sheet.
- If you have any concerns about an item and would like it to be discussed by the Board, please notify me as soon as possible so that I can notify the Chair and the relevant assessor. Early notification is particularly important for the proposal on administrative user fees and fines and for the report on cost-recovery ancillary fees so that a representative from the division(s) levying the fee(s) can be invited to attend to answer any questions.

(3) Item 5(b), Deferred Maintenance: Annual Report

A bound copy of this report, entitled “Crumbling Foundations: Report on St. George Campus Facilities” was distributed with the agenda package for the March 3 meeting. Because of the length of time devoted to consideration of the tuition-fee schedules, the Board did not consider this report on March 3. Because of the length of the report and the cost of its preparation, **another copy has not been included in this agenda package**. Members are asked to retrieve copies of the report from their March 3 agenda packages and to bring it to the April 7 meeting. If any member is unable to do so and would therefore like a second copy, please let me know and I shall arrange for a copy to be delivered to you.

Neil Dobbs
Secretary
Business Board