



University of Toronto

ALUMNI
COLLEGE OF ELECTORS

STRICTLY CONFIDENTIAL

March 3, 2008

Memorandum to: Members of the College of Electors
From: Mae-Yu Tan, Secretary to the College of Electors
Subject: Meeting of Monday, March 10, 2008

(a) Agenda Package

Enclosed is the agenda package for the meeting of the College on Monday, March 10, 2008. The meeting will begin at 5:30 p.m. in the Council Chamber, 2nd floor, Simcoe Hall. Refreshments will be available at 5:00 p.m. outside the Council Chamber.

(b) Telephone Conference

Members who are unable to attend the meeting in person but who wish to join by telephone conference may dial in locally to 416-343-4997, or may use the toll-free dial-in number (USA & Canada) to 1-866-440-4486, Conference ID: 7424552. Given the confidential nature of the meeting, I would ask that members use a land line rather than a cellular phone.

So that the Chair may be informed, please notify me if you plan to participate by telephone.

(c) Overview of the Election Process

For your information, an overview of the election process has been included.

(d) Nominations for Alumni Governors

The nomination forms that have been received are enclosed for your review. **Please note that the alumni nomination forms are confidential.** You are encouraged to complete the nomination form section of the evaluation form that is attached to each package. Please also refer to the areas of expertise that were outlined by the Chair of the Governing Council at the December 10th meeting of the College (page 5 of the minutes) when evaluating each nomination form. Members are asked to reflect on the candidates' skills in relation to the criteria for alumni governors and to be prepared to participate in a focused discussion at the meeting.

(e) Set Questions

The set questions used in 2007 have been revised by the Executive Committee. A draft list of questions has been included in the agenda package and will be discussed at the meeting. If you have a) suggestions for changes to the set questions or b) other questions about specific candidates that you would like to be considered, please send them to me by email (maeyu.tan@utoronto.ca) or by fax (416-978-8182) **by noon on March 10**, so the proposed changes may be copied and distributed at the meeting.

(f) Parking Pass

A parking pass is included in the package. Please display it on the dashboard of your car when entering the University and leave it there for the duration of the meeting. You may park on King's College Circle.

(f) Photographs

Members who have not yet submitted their photo for the composite photosheet may have their photo taken between 5:00 and 5:30 p.m. on March 10 prior to the meeting of the College outside the Council Chamber.

(g) Confirmation of Attendance

If you have not already done so, please confirm your attendance at the meeting by phone at 416-978-6576, or by email at governing.council@utoronto.ca.

Thank you.