



University of Toronto

OFFICE OF THE GOVERNING COUNCIL

MEMORANDUM

To: Members of the Governing Council
From: Cristina Oke, Assistant Secretary of the Governing Council
Date: December 3, 2002
Re: **Governing Council Meeting - Thursday, December 12, 2002 at 4:30 pm**

(a) Agenda Package Attached - Request to Bring Forward Documentation

The Agenda package for the December 12 Council meeting is attached.

Note re: appendices. When distributing documentation for Governing Council meetings, we do not include the appendices to reports for those members who will have previously received copies (i.e. members of the Academic Board will not receive appendices to the report of that Board as those members will have received this documentation with their Academic Board agenda packages). In such instances, members are requested to retrieve the relevant documentation for the Governing Council meeting. If you have misplaced documentation, please let me know and I will arrange for a duplicate copy to be sent to you. The material is also available at <http://www.utoronto.ca/govcncl/bac/details/gcdetail.htm>.

(b) Location For December 12 Meeting - University of Toronto at Scarborough, Humanities Wing, Room H305.

This is to remind members that the December 12 meeting of the Governing Council will be held at the University of Toronto at Scarborough in the Humanities Wing, Room H305. A map is enclosed. If you require transportation to and/or from this meeting, and have not yet done so, please contact Ramona McKendrick (ramona.cesar@utoronto.ca). Please note that we estimate it will take a minimum of 45 minutes to reach the Scarborough campus if you depart from the downtown core at 3:30 pm; it will take a minimum of 60 minutes if you leave after 3:30 pm.

(c) Campus Tour: Departing from Room H305 at 3:30 pm

Vice-President and Principal Paul Thompson has volunteered to take members on a tour of the campus. This tour will depart from **Room H305** at 3:30 pm.

(d) Reception: Miller Lash House, 6:30-8:00 pm

Following the meeting of Council, there will be a reception in the Miller Lash House so that members can meet faculty, staff and students from the Scarborough campus.

If you have not already done so, would you please contact Ramona McKendrick and let her know:

- **if you will be able to attend the December 12 meeting of Council;**
- **if you would like to participate in the tour at 3:30;**
- **if you require transportation to/from the meeting;**
- **if you can offer transportation to/from the meeting.**

She can be reached at 416-978-6576 (24-hour voice-mail) or by email at ramona.cesar@utoronto.ca.

Thank you.