



# University of Toronto

OFFICE OF THE GOVERNING COUNCIL

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## MEMORANDUM

To: Members of the Governing Council

From: Cristina Oke, Assistant Secretary of the Governing Council

Date: May 25, 2004

Re: **Material for Meeting of May 31, 2004**

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### **(a) Agenda Package**

Enclosed is the agenda package for the meeting of Governing Council which will be held on **Monday May 31, 2004** in the Council Chamber, 2<sup>nd</sup> floor, Simcoe Hall at 4:30 p.m.

### **(b) Material previously distributed**

Please note that, 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 Executive Committee will not receive the report of the University Affairs Board or the minutes of the Governing Council meeting of April 29, since those items were included in the agenda package for the May 17 Executive Committee agenda package). In such instances, members are requested to retrieve the relevant documentation for the Governing Council meeting.

### **(c) Confirmation of Meeting Attendance**

If you have not already done so, please confirm your attendance at this meeting by contacting me by phone (416-978-8427) or email ([c.oke@utoronto.ca](mailto:c.oke@utoronto.ca)).

Thank you.