



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: February 4, 2004

Re: **Material for Meeting of February 11, 2004**

(a) Agenda Package

Enclosed is the agenda package for the meeting of Governing Council which will be held on **Wednesday February 11, 2004** in the Council Chamber, 2nd 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 Academic Board will not receive the items and/or appendices to the report of that Board as those members will have received this documentation with their Academic Board agenda packages; members of the Executive Committee will not receive the reports of the Academic Board or the minutes of the Governing Council meeting of December 15, since those items were included in the initial agenda package for the February 2 Executive Committee agenda package). In such instances, members are requested to retrieve the relevant documentation for the Governing Council meeting.

(c) Consent Agenda Items

Three items have been designated as Consent Agenda items for the Governing Council meeting and will be considered in one motion. This motion will be moved, seconded and voted on without introduction or debate. Prior to the meeting, members who have questions or concerns about any of these items are asked to contact the sponsor of the item given on the cover sheet. After consulting the sponsor, if a member still wishes to have a matter discussed, he or she may so request by notifying me by **noon on Tuesday February 10, 2004**.

(d) 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).

Thank you.

