



University of Toronto

Office of the Governing Council

MEMORANDUM

To: Members of the Executive Committee

From: Cristina Oke, Committee Secretary

Date: June 7, 2004

Re: **Material for Meeting of June 14, 2004**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the Executive Committee scheduled for Monday June 14, 2004 at 5:00 p.m. in the Board Room, Simcoe Hall.

(b) Change in Parking Arrangements

Due to the Convocation ceremonies being held on the meeting day, I regret that the usual parking places just outside Simcoe Hall will not be available. Instead, members are advised to drive onto the campus at the east entrance, beneath the Queen's Park Crescent overpass from Wellesley Street. Point out your Governing Council parking permit and let the parking attendant know that you will be attending your Committee meeting. The attendant will direct you to the appropriate parking, most likely on the outer area of the triangle at the corner nearest 21 King's College Circle, or if necessary, on Hart House Circle.

(c) Material previously distributed

Please note that, when distributing documentation for Executive Committee meetings, we do not include the documentation for those members who will have previously received copies (i.e. members of the Academic Board will not receive the items arising from the Board meeting, as those members will have received this documentation with their Academic Board agenda package for the June 3 meeting; members of the University Affairs Board will not receive the item arising from the Board meeting, as those members will have received this documentation with their University Affairs Board agenda package for the June 1 meeting). In such instances, members are requested to retrieve the relevant documentation for the Executive Committee meeting.

(d) Confirmation of Meeting Attendance

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

Thank you.