



Direct Line: (416) 978-8794
Facsimile: (416) 978-8182
E-mail: andrew.drummond@utoronto.ca

MEMORANDUM

To: Members of the University Affairs Board
From: Andrew Drummond, Secretary
Date: March 14, 2006
Re: **University Affairs Board Meeting – Tuesday, March 21, 2006 at 4:00 pm**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the University Affairs Board meeting which will be held on **Tuesday, March 21, 2006**, in the **Council Chamber, Simcoe Hall at 4:30 p.m.** Members should note that the report of the last meeting has not yet been finalized and will be provided separately.

(b) Operating Plans

- 1) To assist members in understanding the operating plans being presented for approval, the administration has prepared a 'Frequently Asked Questions' (FAQ) document. This document precedes material for agenda item 3.
- 2) The documents presented by the Service Ancillaries Review Group (SARG) are summaries of the full operating plans for the 20 ancillary operations at the University of Toronto. The full plans are available for reference in the Office of the Governing Council, Room 106, Simcoe Hall.
- 3) Included in reference to the St. George operating plans is a memorandum from the Deputy Provost and Vice-Provost, Students outlining the advice given by the Council on Student Services (COSS). This material is included in agenda item 6 (a).

(c) Confirmation of Meeting Attendance

If you have not yet done so, please confirm your attendance by contacting me by phone (416-978-8794) or email (andrew.drummond@utoronto.ca).

Thank you.