



**DRAFT**

TO: Business Board

SPONSOR: W. David Wilson, Chair

CONTACT INFO: Questions to Louis Charpentier, Secretary of the Governing Council  
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DATE: January 23 for January 30, 2012

AGENDA ITEM: 3

**ITEM IDENTIFICATION:**

**Business Board Terms of Reference: Proposed Revision**

**JURISDICTIONAL INFORMATION:**

Governing Council By-Law Number 2, section 29 (b) (i) provides that the composition of the Boards “shall be as determined from time to time by resolution of the Council.” Section 29 (e) (ii) states that “the terms of reference . . . may specify *ex officio* voting membership for vice-presidents, assistant vice-presidents, vice-provosts or other University officers, either expressly or through appointment by the President.”

**PREVIOUS ACTION TAKEN:**

Section 1.1 of the Business Board terms of reference states that “total membership is about 31, including at least 12 alumni members or Lieutenant-Governor-in Council appointees to Governing Council, up to 6 co-opted lay members and 2 administrative assessors selected by the President appointed *ex officio*. There will also be representatives on the Board from teaching staff, administrative staff and students.”

The two administrative assessors, who are voting members, were until December 31, 2011, the Vice-President, Business Affairs (Senior Assessor) and the Vice-President, Human Resources and Equity.

**HIGHLIGHTS:**

With the completion of the term of Ms Catherine Riggall as Vice-President, Business Affairs, the Governing Council, on the recommendation of the President, appointed Professor Scott Mabury as Vice-President, University Operations.

The President, in his memorandum to (among others) members of the Business Board described the responsibilities of the new Vice-President. “Portfolios reporting to Professor Mabury will now include Information Technology Services, Campus and Facilities Planning, Office of Space Management,

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Real Estate Operations, Facilities and Services, Ancillary Services, and the Office of Planning and Budget. Professor Mabury will continue to work with the Provost with respect to planning and budget matters; academic budget authority will of course remain with the Provost. One advantage of this new structure is the closer alignment of the academic mission with a range of vital University operations. The Financial Services Group under the direction of the Chief Financial Officer will report directly to the President.”

To ensure that the expertise in the financial services area comes to the Business Board table with the same level of authority as that of the other business areas, the President proposes that both the Vice-President, University Operations and the Chief Financial Officer serve as voting assessors of the Business Board. The Vice-President, Human Resources and Equity would, of course, continue to serve in that capacity.

That would require a revision to section 1.1 of the Business Board terms of reference to increase the number of voting administrative assessors from two to three.

**FINANCIAL AND/OR PLANNING IMPLICATIONS:**

None.

**RECOMMENDATION:**

Be it Recommended to the Governing Council

THAT section 1.1. of the Terms of Reference of the Business Board be amended to provide that there will be three voting administrative assessors appointed *ex officio* by the President.