

UNIVERSITY OF TORONTO
COLLEGE OF ELECTORS

Minutes of the College of Electors meeting held on Wednesday, November 16, 2011 at 4:00 p.m. in the Council Chamber, Simcoe Hall, at which the following were present:

Dr. Françoise Ko (UTAA) (Chair)	Rev. David Harrison (SGS)
Mr. Scott MacKendrick (Engineering) (Vice-Chair)	Mr. Rodney Hurd (UTSC)
Mr. Ryan Ackers (University College)	Mr. David Lucatch (UTSC)*
Ms Jeannie An (Information)	Ms Ceta Ramkhalawansingh (New College)
Dr. Alexandra Berezowskyj (Medicine)	Mr. John Richardson (Victoria College)
Mr. Bob Boeckner (University College)	Professor Peter Russell (Trinity College)
Ms Sadia Butt (Forestry)	Ms Denise Ryner (Woodsworth College)
Mr. Corwin Cambray (SGS)	Ms Mary Shenstone (Trinity College)
Mr. David Clark (Victoria College)	Mr. Al Smith (UTM)
Ms Elizabeth Di Chiara (Physical Therapy and Occupational Therapy)	Dr. Malcolm Stewart (Social Work)
Ms L. Diane Dyer (Victoria College)	Dr. Edward Thompson (OISE)
Ms Tammy Fernandes (University College)	Ms Joanne Uyede (Innis College)
Ms Bobbie France (Woodsworth College)	Ms Anne Venton (OISE)
Ms Sue Graham-Nutter (UTSC)	Professor Emerita Judy Watt-Watson (Nursing)
Mr. Aran Hamilton (Rotman)	Mr. Todd Will (OISE)
Mr. Norm Hann (Engineering)	Mr. David Windross (Pharmacy)
	Mr. Grant Worden (Law)

Regrets:

Ms Carol Bisnath (UTM)	Mr. Kristopher Kibsey (UTM)
Ms Tiffany Chow (Engineering)	Ms Sadia Mahmood (Public Health)
Mr. Craig Hegins (New)	Ms Paula Paunic (Physical Education and Health)
Dr. Sema Kenan (OISE)	Dr. Lesley Pollard (Dentistry)
	Ms Susan Wilson (Music)

*joined by teleconference

Secretary: Ms Mae-Yu Tan

Guests: Mr. Richard Nunn, Chair of Governing Council
Professor David Naylor, President, University of Toronto
Mr. Louis Charpentier, Secretary of the Governing Council

The Chair welcomed members and guests.

1. Minutes of the Previous Meeting – October 13, 2011

The minutes of the meeting of October 13, 2011 were approved.

2. Business Arising

There was no business arising from the minutes of the previous meeting.

The College moved *in camera*.

3. Chancellor Search Process

The College received an update on the work of the Chancellor Search Committee and endorsed the position description for the Chancellor of the University. The Chair outlined the nomination process. The nomination period would open Monday, December 12, 2011 at the same time as the alumni governor nomination period. Members agreed that a specific application deadline would not be set. Rather, nominations would be accepted until the Chancellor Search Committee made its recommendation to the College. Nominations should be submitted in writing to the Secretary, and they would need to be signed by a nominator and a seconder who were alumni of the University. Letters of support were optional. The Chair emphasized that members of the College were welcome to suggest names of potential candidates to the Secretary for the Committee's consideration. The call for nominations and position description would be posted on the Governing Council website and would be advertised electronically to alumni (through the *News@U of T* and the Council of Presidents) and to the University community (through a memorandum and a notice in the *e-Bulletin*).

4. Election of the 2011-2012 Nominating Committee for Alumni Governors

The Chair reminded members that the Nominating Committee for Alumni Governors (NC-AG) was composed of the five members of the Executive Committee and three members elected annually by and from among the College. Functions of the NC-AG included assessing, in consultation with the College, potential alumni governors relative to existing or projected needs within governance, interviewing the candidates, and providing the College with a list and report of recommended candidates.

4. Election of the 2011-2012 Nominating Committee for Alumni Governors (cont'd)

Mr. Scott MacKendrick, the Vice-Chair, then presented the Executive Committee's report recommending the elected members of the NC-AG.

On motion duly moved, seconded, and carried

The College of Electors APPROVED

THAT Ms Diane Dyer, Ms Ceta Ramkhalawansingh, and Ms Mary Shenstone be appointed to the 2011-2012 College of Electors Nominating Committee for Alumni Governors.

The College returned to open session.

The Chair congratulated the elected members of the 2011-2012 NC-AG and thanked all members who had put their names forward for consideration.

5. Election of Alumni Members of the Governing Council

a) Advertising and Recruitment Strategy

The Chair stated that two seats for alumni members of the Governing Council would need to be filled as of July 1, 2012. Two incumbents were eligible for re-election – Mr. Don Andrew, who would have completed one year of service, and Mr. John Switzer, who would have completed a three-year term. At the invitation of the Chair, the Secretary outlined the following key dates of the 2012 election process.

- Monday, December 12, 2011 at 12:00 noon to Friday, January 27, 2012 at 5:00 p.m. - The nomination period.
- The week of January 30, 2012 – The application packages would be checked for completeness and the alumni nominators would be verified.
- February 3, 2012 – The NC-AG would meet to review the applications and discuss the interview procedures.
- February 15, 2012 – The College would meet to review the applications and discuss the interview procedures.
- Thursday, February 23, 2012, 9 a.m. to 5:00 p.m. – Interviews would be conducted by the NC-AG with the short listed candidates.
- Thursday, March 8, 2012 – The College would hold an election for two alumni governors.

5. Election of Alumni Members of the Governing Council (cont'd)

a) Advertising and Recruitment Strategy (cont'd)

The Chair then summarized the tools used to raise awareness of the Governing Council, the alumni governors, and the work of the College. She said that the Executive Committee had agreed to continue to focus on electronic advertising of the alumni governor positions and had decided not place an advertisement in the 2012 Winter issue of the *University of Toronto Magazine*. Last year, the Secretariat had created a website for prospective candidates. That website had been accessed by over four hundred unique visitors during the 2011 nomination period. The website would be updated for 2012 and a link would be included in all communications regarding the alumni governor positions.

The Chair stated that, during its meeting with the Chair of the Governing Council and the President, the Executive Committee had been informed of the need for governors in 2012 with the following attributes.

- Pension and investment knowledge
- Expertise in broad resource areas such as mining and energy and in technology-related fields
- Profiles such as Chief Executive Officers and Board Directors who understood the governance process and the separation from management

The Chair asked members to keep in mind the desired attributes when working with alumni associations and divisional leaders to identify potential candidates for alumni governors.

Members identified means of advertising the alumni governor positions to their fellow alumni. Divisional online and print materials and Facebook were some of the tools that were suggested. As well, it was suggested that a strategy be developed to approach prospective candidates at large events organized by the Division of University Advancement. Some members pointed to the importance of advertising in the *University of Toronto Magazine* even if it did not serve a specific recruitment function. Members asked that the Secretary explore the possibility of advertising in the online version of the *Magazine*. Also discussed were the importance of individual outreach to prospective candidates and the management of the expectations of such individuals, given the election process and the number of outstanding applications that were received.

b) Application Form

The College reviewed the 2011 Application Form for Alumni Members of Governing Council and identified areas for revision for 2012. In general, the College agreed that a more streamlined form would be appropriate, although the value of a thorough application process, including the provision of letters of reference, was recognized. The Chair explained that the requirement for nomination by ten alumni was contained in the College's Constitution. Members decided that applicants should be asked to provide a curriculum vitae as part of the application for 2012.

5. Election of Alumni Members of the Governing Council (cont'd)

b) Application Form (cont'd)

Members suggested that, in the future, members of the University's Psychology Department or other professionals should be consulted for guidance on the appropriate content of the application form.

6. Date of Next Meeting

The Chair informed members that the next meeting of the College was scheduled for Wednesday, February 15, 2012 at 4:00 p.m. in the Council Chamber, Simcoe Hall.

7. Other Business

The Chair informed the College that the Board of Directors of the University of Toronto Alumni Association (UTAA), on which she served, was working to increase alumni engagement. One of the Board's goals was to enhance the communication between the UTAA, members of the College, and the constituent alumni associations. A member of the Board, Ms Cindy Ross-Pedersen, was working on an initiative to feature stories of engaged alumni on the UTAA website. Members of the College were asked to discuss the initiative with their respective alumni associations and notify Ms Ross-Pedersen if they or any other alumni might be interested in participating in the project. The Secretary would forward detailed information about the initiative to members of the College.

The Chair closed by wishing members a safe and happy holiday season and a Happy New Year.

The meeting adjourned at 5:25 p.m.

Secretary
February 3, 2012

Chair