

# Meeting of the Council

January 3, 2005 - Teleconference

## Present:

President and District 5 Councillor Rita Thomson, District 1 Councillor Wayne Rubner, District 2 Councillor Amin Bardai, District 3 Councillor Howard Rose, District 4 Councillor Erica Gregory, District 6 Councillor John Hope, District 7 Councillor Carol Gee, Faculty of Pharmaceutical Sciences Dean Robert Sindelar, Government Appointees Jo Ann Groves, Marina Ma, Peter Rubin and Michael MacDougall.

## Staff:

Registrar Linda Lytle.

## CALL TO ORDER

President Thomson called the meeting to order at 10:00 a.m. and welcomed everyone. A roll call was conducted to confirm the participants. Michael MacDougall agreed to lead the group through the meeting's agenda.

## REGISTRAR SEARCH PLANNING COMMITTEE REPORT

Michael MacDougall reported on behalf of the Council's appointed Registrar Search Planning Committee (comprised of Rita Thomson, Erica Gregory, John Hope and himself) that the following documents had been developed and reviewed by the search planning committee:

- Updated Registrar job description
- Registrar search schedule

Following questions and discussion, minor adjustments to the job description were agreed upon, and the proposed job description and search schedule were approved by consensus.

The Councillors agreed on the interview procedures and the division of tasks between the appointed selection committee and the Council as a whole. The selection committee will work with the search firm to identify a short list of candidates, who will be invited to appear before the Council at its April 2005 meeting for further assessment.

The Council appointed the following individuals to the Registrar Selection Committee:

John Hope  
Michael MacDougall (chair)  
Peter Rubin  
Wayne Rubner  
Rita Thomson

Mr. MacDougall presented the draft of a request-for-proposal letter that will be sent to several search firms that have verbally indicated their interest in the project. The search firms will be invited to submit written proposals by January 17 (for circulation to the Councillors) and to each provide a 20-minute presentation at the January 21 Council meeting.

The Councillors agreed upon a compensation package approach for the new Registrar, with further details to be developed by the Selection Committee for review and approval by all Councillors.

## ADJOURNMENT

The meeting was adjourned at 11:20 a.m.