

BOARD OF GOVERNORS

DOCUMENT 2016-4-03

NOVEMBER 25TH, 2016
MCGREER 100, 4:00 P.M. TO 7:00 P.M.

MINUTES

Chair: Robert Hall

Present: Jane Brydges, Michael Goldbloom, Kerry Hull, Brian Levitt,
Michel Marleau, Nadia Martel, Chelsea McLellan, Ross Osmun,
Andrew Stritch, James Sweeny, Tova White

Regrets: Luce Samoissette

Senior Administration: Nick Andrews, Jackie Bailey, Marie-Josée Berger, France
Gervais, Isabelle Goyette, Michele Murray, Francine Turmel,
Miles Turnbull

Secretary: Victoria Meikle

ITEM 1: CHAIR'S WELCOME

The Chair called the meeting to order.

ITEM 2: APPROVAL OF THE AGENDA

Michel Marleau moved approval of the Agenda as distributed and Tova White seconded the motion.

The motion carried.

ITEM 3: APPROVAL OF MINUTES, JUNE 18TH, SEPTEMBER 23RD AND OCTOBER 14TH 2016 MEETINGS

Nadia Martel moved approval of the minutes for the three meetings as distributed. Jane Brydges seconded the motion.

The motion carried.

ITEM 4: BUSINESS ARISING

There was no business arising from the Minutes.

ITEM 5: PRINCIPAL'S REPORT

Individual differences

The Principal introduced Dr. Corinne Haigh, who had organised presentations by students participating in the 9th Annual Individual Differences Conference. Two groups of students currently in their Bachelor of Education year would join Governors for dinner, and explain their work in the area of inclusive education.

Death of Dr. Gerry Coulter

The Principal reported to Governors that Dr. Gerry Coulter, a long-time Professor of Sociology, had died suddenly on November 24th, the evening before the Board meeting. His wife, Dr. Mary Ellen Donnan is also a professor at Bishop's. The community had gathered at noon on the 25th to mourn Dr. Coulter and to celebrate his life. Dr. Donnan had joined the community for the event.

Annual rankings and survey feedback

Before introducing the results of a survey of candidates who had both accepted and declined offers of admission for fall 2016, the Principal noted that, from a student satisfaction perspective, Bishop's continues to be the # 1 in the country among smaller universities.

The results of the survey of candidates who had declined admission showed Bishop's setting a new standard on the level of satisfaction with the recruitment and admissions process of students surveyed. The Principal noted that this is a great tribute to the recruitment and registration teams. The new Bishop's web site was also very highly rated, both by those who accepted our offers and those who declined.

The survey shows that the area in which the University needs to make additional efforts is in better communicating the academic experience at Bishop's, and the commitment to academic excellence.

ITEM 6: ACADEMIC AND ENROLMENT REPORT

Vice-Principal Academic Miles Turnbull introduced the Academic Report, emphasising the importance of Research in contributing to the academic reputation of the University.

Enrolment update

Bishop's University set a record of 916 new full-time undergrad students in the fall of 2016. A student qualifies as 'full-time' if registered for at least 12 credits. This total takes into account all students on campus, including incoming exchange students. The Vice-Principal congratulated the teams in the recruitment and admissions offices.

Despite this record, the University did not achieve its target for funded students, or its revenue target. The model for projecting revenues from enrolments will have to be refined. There had been significant increases in the number of students registering for second degrees, and in Quebec students. For residence planning, it is important to note that students in these categories don't tend to live in residence at the same rate as first-year students from outside Quebec.

Dr. Turnbull and Director of Enrolment Management Dan Seneker undertook to report back to the Board on recruitment strategy, including goals for different pools, by geography, program, academic qualification and a comparison of outcomes with what the University was trying to achieve.

Governors moved into a closed session at 17:35.

They moved back into open session at 17:47.

ITEM 7: UPDATE ON THE PLAN DE REDRESSEMENT

Vice-Principal Finance and Administration France Gervais advised Governors that the revenue implications of the enrolment results for Fall 2016 would be analysed, and their impact on projections for the Plan de Redressement reported to the Board.

ITEM 8: PRESENTATION ON FUNDRAISING

Matt McBrine, Director of Advancement and Alumni Relations, introduced his team, outlined fundraising initiatives and challenges and presented the results of the capital and annual campaigns.

ITEM 9: PREVENTION OF SEXUAL VIOLENCE ON CAMPUS

Dean of Student Affairs Jackie Bailey offered to provide bystander intervention training to Board members in February. An invitation would be sent for a two-hour session scheduled just before the February 3rd 2017 meeting of the Board of Governors.

ITEM 10: REPORT OF THE PRESIDENT OF THE SRC AND CHAIR OF THE COMMITTEE ON LIFE AT THE UNIVERSITY

Chelsea McLellan, President of the Students' Representative Council, spoke to her report on Orientation week. She noted that the SRC is moving a lot of information online, through Google Air, and Moodle space for the first-year cohort. A working group is examining ways to improve communications.

ITEM 11: REPORT OF THE AD HOC COMMITTEE ON THE HOUSING PLAN

France Gervais reported that Bishop's is awaiting approvals from the *Ministère de l'Éducation et de l'Enseignement supérieur* for a renovation project for Kuehner Hall residence and a construction project for a new residence, which would eventually replace Mackinnon.

ITEM 12: REPORT OF THE FINANCE COMMITTEE

Michel Marleau, Chair of the Finance Committee, reported that the Committee had met on November 8th 2016. The 2016-17 forecast was updated to take into account a revenue shortfall of \$828,400 due to lower than projected course registrations, as well as an investment of \$477,000 by the government of Quebec.

Mr. Marleau noted that the deficit projected in Bishop's 2016-17 operating budget, set out in detail on pages 17 to 40 of the 2016-17 Budget Report (Document 2016-3-12i) had been revised down slightly to \$3.5M. He then moved approval of the 2016-17 operating budget. Tova White seconded the motion.

The motion carried.

Mr. Marleau moved approval of the 2016-17 Capital Plan, set out on pages 45 to 47 of the 2016-17 Budget Report, Document 2016-3-12i. Tova White seconded the motion.

The motion carried.

ITEM 13: APPROVAL OF THE RAPPORT FINANCIER ANNUAL

RESOLUTION 2016-3-03

TO APPROVE THE 2015-16 SIFU REPORT OF BISHOP'S UNIVERSITY

WHEREAS the *Ministère de l'Éducation, de l'Enseignement Supérieur et de la Recherche* requires that the Board of Governors approve the annual Report of the *Système d'information financière des universités* (SIFU Report);

AND WHEREAS the University auditors, Raymond Chabot Grant Thornton, have audited Bishop's annual SIFU Report for 2015-16 and issued a clean opinion;

BE IT RESOLVED THAT the Board of Governors approves the 2015-16 SIFU Report of Bishop's University.

Moved by: James Sweeny

Seconded by: Jane Brydges

The motion carried.

ITEM 14: POLICY FOR THE PREVENTION OF HARASSMENT

Secretary General Victoria Meikle introduced two amendments to the Policy for the Prevention of Harassment approved by the Board of Governors at its September 23rd meeting. The amendments were respectively:

- ♦ a response to a request from the Association des professeurs de Bishop's University (APBU) that s. 2.3.7, outlining their responsibility for fostering a harassment-free work environment, be removed from the text; and
- ♦ an amendment to recognise the role of the Dean of Student Affairs in implementing remedial measures and sanctions in relation to students found to have engaged in harassment.

**RESOLUTION 2016-1-04
FOR THE AMENDMENT OF THE BISHOP'S POLICY
FOR THE PREVENTION OF HARASSMENT**

WHEREAS the Board of Governors approved a revised Policy for the Prevention of Harassment on September 23rd 2016;

WHEREAS the APBU has requested that the policy be modified to remove any reference to responsibilities of the Association in relation to the Policy;

WHEREAS the Association and the University have agreed that s. 2.3.7 be removed from the Policy;

AND WHEREAS the Secretary General recommends that s. 6.3 of the Policy be modified to reflect the role of the Dean of Student Affairs in the implementation of remedial measures and the imposition of discipline vis-à-vis students;

BE IT RESOLVED THAT the Policy for the Prevention of Harassment is amended:

- ♦ to remove s. 2.3.7;
- ♦ by adding after 'Principal' in the first paragraph of s. 6.3 the words "or in the case of a respondent who is a student, the Dean of Student Affairs";
- ♦ by adding after 'Principal' in the second paragraph of s. 6.3 the words "or the Dean of Student Affairs".

Moved by: Brian Levitt

Seconded by: Jane Brydges

The motion carried.

ITEM 15: ELIGIBILITY REQUIREMENTS FOR EXTERNAL GOVERNORS

The Chair advised Governors that a member of the Board had become ineligible to sit as a consequence of a hiring decision of the University. Since, in his assessment, the independence of the Governor in question had not been compromised, he had asked the Secretary General to propose a process by which the Governance and Ethics Committee could make a recommendation to the Board in relation to the continuing eligibility of a Governor in cases of this kind.

Notice was given to Governors that a motion to approve the following amendments to the Statutes of Bishop's University would be presented at the February 3rd 2017 meeting of the Board of Governors.

**NOTICE OF A MOTION TO AMEND
THE STATUTES OF BISHOP'S UNIVERSITY
TO BE MADE AT THE MEETING OF THE BOARD OF GOVERNORS
SCHEDULED FOR FEBRUARY 3RD 2017**

Section 3 of Division II of the Statutes of Bishop's University sets out the criteria for the eligibility to sit as an External Governor or External Community Member.

NOTICE IS HEREBY GIVEN under s. 12 of Division I of the Statutes that amendments as set out below will be moved by the Chair of the Board at the February 3rd 2017 meeting of the Board of Governors.

S. 3 Criteria for Eligibility as an External Governor or External Community Member

3.1 Eligibility

Subject to s. 3.3, To qualify as an External Governor or an External community member, as the case may be, a person cannot be someone who:

- 3.1.1 is in the employ of the University or has been in such employ in the three (3) years preceding appointment to office;
- 3.1.2. has an immediate family member, as defined herein, who is an employee of the University; or
- 3.1.3 is a student attending the University registered in more than one taught course or research activity or registered in an activity leading to a degree, a diploma or a certificate.

3.2 Definition of Immediate Family Member

An "immediate family member" shall mean a spouse or partner (by marriage or common law), a parent, a child or a sibling.

3.3 Determination of eligibility

Where an External Governor or External Community member, or a prospective External Governor or External community member, would be ineligible to sit under ss. 3.1 and 3.2, the Governance and Ethics Committee shall review the situation and make a determination regarding the independence and perceived independence of the External Governor or External community member, or the prospective External Governor or External community member.

Where the Governance and Ethics Committee concludes that, in all the circumstances, the independence of the External Governor or External community member or prospective External Governor or External community member would not be compromised, the Committee shall recommend to the Board of Governors that the Governor or community member be deemed eligible to sit.

The Board shall determine eligibility by majority vote in which the Governor in question shall not participate.

November 25th 2016.

Victoria Meikle
Secretary General

The Principal and Vice-Chancellor left the meeting at this point.

ITEM 16: AD HOC SEARCH/REVIEW COMMITTEE FOR THE PRINCIPAL AND VICE-CHANCELLOR

The Chair of the Board of Governors introduced a draft resolution to establish a Search/Review Committee for the Principal and Vice-Chancellor, and outlined the process going forward.

He reported that he had discussed with External Governors individually their interest in sitting on the Committee. Following these discussions, he proposed that the appointment of three External Governors or Community Members be appointed by the Board: Jane Brydges, Chair of the Human Resources Committee was prepared to sit on the Committee, as was Tova White. He proposed Luc Vinet as an External Committee member.

RESOLUTION FOR THE ESTABLISHMENT OF AN AD HOC SEARCH AND REVIEW COMMITTEE FOR THE PRINCIPAL AND VICE-CHANCELLOR

WHEREAS the Chair of the Board of Governors recommends the establishment of an Ad Hoc Search and Review Committee for the Principal and Vice-Chancellor in accordance with Division V of the Statutes of Bishop's University;

BE IT RESOLVED THAT an Ad Hoc Committee is established with the mandate and composition set out in Appendix I to this document, identified as Document 2016-3-16i.

Be it further resolved that the Board appoints Jane Brydges and Tova White to the Ad Hoc Committee as External Board members. Subject to the Chair ensuring that there is no conflict arising from past professional experience with the Principal and Vice-Chancellor and his willingness to serve, Luc Vinet is also appointed to the Committee as an External Community Member.

Moved by: Nadia Martel

Seconded by: James Sweeny

The motion carried.

ITEM 17: OTHER BUSINESS

There was no other business.

ITEM 18: CLOSED SESSION

There being no further business for the open session, the meeting moved into closed session.



Robert Hall, Chair



Victoria Meikle