

JUNE 4TH, 2011
MCGREER 100, 9H TO 10H45

AGENDA

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|-----|---|---|--------------|---------|
| 1. | Chair's welcome | | R. Gordon | 5 mins |
| 2. | Approval of Agenda | | R. Gordon | 2 mins |
| 3. | Approval of minutes of the April 29 th meeting of the Board of Governors | <i>Document 2010-6-03,
For approval</i> | R. Gordon | 3 mins |
| 4. | Business Arising – Student Affairs budget surplus | <i>Documents 2010-6-04, 04i,
attached
For information</i> | J. Bailey | 15 mins |
| 5. | Principal's Report | <i>Document 2010-6-05, to follow
For information</i> | M. Goldbloom | 10 mins |
| 6. | Academic Report | <i>Document 2010-6-06, attached
For information</i> | M. Childs | 10 mins |
| 7. | Approval of 2011-12 <i>Frais institutionnels obligatoires</i> (FIO) | <i>Document 2010-6-07, attached</i> | H. St-Amand | 10 mins |
| 8. | Report of the Governance and Ethics Committee | <i>Document 2010-6-08, to follow
For approval</i> | S. Lloyd | 10 mins |
| 9. | Report of the Nominating Committee | <i>Document 2010-6-09, attached
For approval</i> | R. Gordon | 10 mins |
| 10. | Report on the Foundation budget, 2011-12 | <i>Document 2010-6-10, attached
For information</i> | D. McBride | 15 mins |
| 11. | Approval of Desjardins Banking Resolution | <i>Documents 2010-6-11, 11i, 11ii,
12iii, attached
For approval</i> | H. St-Amand | 5 mins |
| 12. | Other business | | | |
| 13. | Closed session | | | |

MEETING OF JUNE 4TH, 2011
MCGREER 100, 9H30

MINUTES

Chair: Scott Griffin

Present: Benoit-Antoine Bacon, Gesner Blenkhorn, Michael Goldbloom, Paige Johnson, Deborah Langford, Drew Leyburne, Stephen Lloyd, Nadia Martel, Kelly Murumets, Royal Orr, Jessica Riddell, Elaine Roper, Luce Samoissette, James Sweeny

Regrets: Robert Gordon

Senior Administration: Jackie Bailey, Catherine Beauchamp, Michael Childs, James Crooks, Steve Harvey, David McBride, Hélène St-Amand

Secretary: Victoria Meikle

ITEM 1: CHAIR'S WELCOME

The Chancellor called the meeting to order.

ITEM 2: APPROVAL OF AGENDA

The agenda was approved as circulated.

ITEM 3: APPROVAL OF MINUTES OF THE APRIL 29TH, 2011 MEETING OF THE BOARD OF GOVERNORS

Luce Samoissette moved approval of the minutes as distributed, and Drew Leyburne seconded the motion.

The motion carried.

ITEM 4: BUSINESS ARISING

The Dean of Student Affairs spoke to the process for allocating surplus funds in the Student Affairs budget. The surplus was generated from fees paid by a larger number of registered students than had been included in the budget assumptions, and the funds were therefore allocated to student services and athletics.

Dr. Bailey explained that, in some cases, services were allocated a full 12-month budget, even though our 2011 fiscal year was shortened to ten months because of the decision to move all university year-ends forward to April 30th. The remainder of the surplus was allocated following two days of meetings to discuss funding requests from student services and athletics unites. A contingency fund was established, and a plan made for the allocation of any remaining monies if the entire fund was not spent.

Dr. Bailey indicated that she would undertake a broad consultation of students to ascertain their needs and the degree to which they are being met, with a view to improving services to students.

Kelly Murumets thanked the Dean of Student Affairs for her report on the allocation of the surplus in the Student Affairs budget.

ITEM 5: PRINCIPAL'S REPORT

Resignation of Leroy Blugh

The Principal announced that Bishop's football coach, Leroy Blugh, had resigned the previous day. Director of Athletics Tony Addona and Mr. Blugh had made the announcement to the University community together at a dinner following the Gaiter Classic the previous evening. Tony Addona had agreed to take on the coaching position for 2011-12.

Convocation

Convocation 2011 took place on May 28th. Gregory Charles, Monique Leroux, Andrew Molson and Reed Scowen were awarded honorary degrees, and William Turner was made Chancellor Emeritus.

A large number of members of the Bishop's community participated in Convocation: 80% of graduating students attended to receive their degree, and there was a very good turnout for the platform parties at both the morning and afternoon ceremonies. The Chancellor's dinner, held the Friday evening before the ceremonies had sold out, prompting questions about whether we should consider moving to a bigger venue. Entertainment at dinner included a preview of the Spring Musical, Beach Blanket Zombies, which opened for the general public the following week.

The Secretary-General stated that she would hold a debrief on Convocation in June, with a view to doing even better going forward.

2011 Acfas conference

The 2011 Acfas conference was jointly hosted by the *Université de Sherbrooke* and Bishop's University. The organisation had been superb, widely regarded as the best ever, and the conference had provided an opportunity to raise Bishop's profile among Quebec academics and the public generally. There had been some particularly good coverage of the University in *Le Devoir*.

Sports training activities on campus

The Principal reported that Bishop's University had been chosen as a Basketball Centre of Excellence for the Eastern Townships, and that the Montreal Alouettes had arrived to begin their training camp on our campus.

Geothermal project

The geothermal project, led by Buildings and Grounds with the firm Amaresco, will transform the heating system at Bishop's University from one that relies principally on steam into one that takes advantage of heating and cooling available by circulating water deep below the surface of the earth. The project, which was under way as of the date of the Board meeting, is expected to generate significant reductions in greenhouse gases and in expenditures on energy.

Bishop's Corporation

The Principal reported that he and Dave McBride, Director of Advancement and Alumni Relations, had met with several members of the former Corporation for lunch in Montreal, and that they had productive exchanges on challenges facing the University.

ITEM 6: ACADEMIC REPORT

In response to a request from Governors at the April Board meeting, the Vice-Principal Academic provided a brief report on the proportion of three-credit courses taught by part-time, as opposed to full-time, instructors at Bishop's. Full-time ('tenured', 'tenure stream' or 'continuing') faculty teach about two-thirds of the three-credit courses offered, with contract faculty teaching the balance. Dr. Childs noted that although sessional faculty are paid from the part-time instructors' budget they are a full-time presence on campus, comparable to continuing faculty.

Reliable comparative data from peer institutions are not easy to obtain. A study done in the Université du Québec system around 2000 indicated that about half of the courses offered were given by part-time instructors, and this portion would in all likelihood have increased since then. The collective agreement provides that full-time faculty at Bishop's will teach five courses each academic year, which is, and has been for many years, higher than the expectation at other universities. An increasing emphasis on research and scholarship, and consequent reductions in course loads for faculty most heavily engaged in these activities, had had an impact on the proportion of courses taught by full-time faculty.

In response to a question, Dr. Childs indicated that, although optimal levels of full-time instruction might be higher than two-thirds, it would be difficult for Bishop's to increase the proportion beyond current levels. He added that part-time instruction is a means of providing expertise where specific skills are needed, and Bishop's is fortunate to have some very accomplished part-time instructors who have won awards and are engaged in campus life.

Although concern was expressed about the numbers of faculty commuting from a distance, it is unclear what the University might do to address this reality. While restrictions on residence seemed inappropriate, it was suggested that thought might be given to incentives to keep faculty on campus. With regard to contract faculty, it is sometimes necessary to look beyond the Townships for qualified lecturers.

Dr. Childs was not aware of specific research that would distinguish student engagement or satisfaction on the basis of teaching by full-time or part-time faculty. He did point out, however, that the Universities that do well on the National Survey of Student Engagement tend to be ones where full-time faculty teach a greater proportion of courses.

During the course of discussion, Governors asked for regular reports on recruitment, student numbers, class sizes, and registrations in courses.

Acfas Conference

The Vice-Principal echoed the Principal's remarks, adding that 25% of conference sessions took place at Bishop's, and many of our researchers and scholars gave papers and participated in panels. The experience had helped to strengthen our relationship with the *Université de Sherbrooke*. He recognized particularly the contribution of Diane Mills, who was responsible for conference coordination at Bishop's.

Enrolment figures

The Vice-Principal noted that we were positioned to do somewhat better on enrolments in Fall 2011 than we had done in fall 2010, and that a significant portion of the increase was likely to be in areas where we want it, particularly the natural sciences and humanities.

Applications from western Canada, which had fallen off in the mid-2000s, were increasing. Although there had been some increase in applications from New England, we would like to see more, and the number of applications from China had levelled off, in part because we are reaching capacity in the Williams School of Business.

ITEM 7: APPROVAL OF 2011-12 FRAIS INSTITUTIONNELS OBLIGATOIRES

The Vice-Principal Finance and Administration introduced a motion for the approval of proposed ancillary fees for the 2011-12 academic year, as set out in Documents 2010-6-07 and -07i, noting that these fees are recommended by the Committee on Life at the University.

RESOLUTION 2010-6-01
FOR THE APPROVAL OF *FRAIS INSTITUTIONNELS OBLIGATOIRES*
FOR THE 2011-12 ACADEMIC YEAR

WHEREAS the University may not increase FIO fees beyond \$7.50 per semester or \$15 per year without student association approval;

AND WHEREAS the University is required to increase Copyright fees charged to students by \$0.04 per credit for a total of \$0.60 per semester or \$1.20 per year;

AND WHEREAS the University wishes to increase its Registration fees from \$47 to \$49.00 per semester for a total increase of \$4.00 per year;

AND WHEREAS the University wishes to introduce a Technology Fee of \$0.32 per credit for a total of \$4.80 per semester or \$9.60 per year, to be charged to all students to use this fee to maintain and improve the technology environment which supports a student's learning experience at Bishop's;

AND WHEREAS the total of these increases of \$7.40 per semester or \$14.80 per year does not exceed the maximum allowable FIO fee increase;

AND WHEREAS all other proposed fee increases have been agreed upon with the SRC;

BE IT RESOLVED THAT the Board of Governors of Bishop's University approve the increases and the resulting listing of FIO's for 2011-12 as set out in Document 2010-6-07i.

Moved by: Kelly Murumets

Seconded by: Nadia Martel

The motion carried, none opposed.

ITEM 8: REPORT OF THE GOVERNANCE AND ETHICS COMMITTEE

Stephen Lloyd, Chair, introduced Document 2010-6-08i, Committee Procedures and Practice Guidelines developed in order to crystallise and provide some consistency in committee procedures at Bishop's, while maintaining sufficient flexibility to accommodate the range of Board Committees.

During the course of discussion, Maître Lloyd noted that the guidelines provide for an annual report by Board Committees, and that a mechanism should be established for these to be transmitted to the Secretary General and circulated to Governors.

RESOLUTION 2010-6-02
FOR THE ADOPTION OF COMMITTEE PROCEDURES
AND PRACTICE GUIDELINES

WHEREAS the Governance and Ethics Committee unanimously recommends the adoption of Document 2010-6-08i, Committee Procedures and Practice Guidelines, to guide meetings of the Statutory and Standing Committees of the Board of Governors;

BE IT RESOLVED THAT the Committee Procedures and Practice Guidelines set out in Document 2010-6-08i be adopted.

Moved by: Stephen Lloyd

Seconded by: Paige Johnson

The motion carried.

ITEM 9: REPORT OF THE NOMINATING COMMITTEE

The Chancellor introduced Document 2010-6-09, the Report of the Nominating Committee. All members of the first Board of Governors had been appointed for a term of one year, to end on June 30th, 2011. Three Governors stepped down at the end of the 2010-11 academic year: Benoit-Antoine Bacon, Jessica Riddell and Paige Johnson.

The Nominating Committee recommended the appointment to the Board of Dr. Claude Charpentier and Dr. Michele Murray, Faculty Council nominees to replace Drs. Bacon and Riddell, as well as Ms Taylor Johnston, the incoming President of the Students' Representative Council. The Committee further recommended the renewal of the mandates of all external members of the Board, for terms varying from one to three years, staggered so that a portion of the mandates come to an end each year.

RESOLUTION 2010-7-02
APPOINTING THREE NEW GOVERNORS
AND REAPPOINTING 14 GOVERNORS

WHEREAS the Nominating Committee has recommended the reappointment of ten External Governors for the terms set out below;

AND WHEREAS, pursuant to section 1.2.1 of Division I of the Statutes of Bishop's University, the Principal and Vice-Chancellor is a member *ex officio* of the Board of Governors;

AND WHEREAS the Nominating Committee recommends the appointment of internal Governors nominated by Faculty Council, Managers' Council, Staff Council and the Students' Representative Council,

BE IT RESOLVED THAT the following individuals be appointed to the Board of Governors of Bishop's University to serve terms beginning on July 1st, 2011 and ending on June 30th of the year indicated below:

Governor	Term ending	Nominated by
Gesner Blenkhorn	2013	Nominating Committee
Claude Charpentier	2012	Faculty Council
Michael Goldbloom		<i>ex officio</i>
Robert Gordon	2012	Nominating Committee
Scott Griffin	2013	Nominating Committee
Taylor Johnston	2013	Students' Representative Council
Deborah Langford	2013	Managers' Council
Drew Leyburne	2012	Nominating Committee
Stephen Lloyd	2014	Nominating Committee
Nadia Martel	2014	Nominating Committee
Michele Murray	2014	Faculty Council
Kelly Murumets	2014	Nominating Committee
Royal Orr	2013	Nominating Committee
William Robson	2013	Faculty Council
Elaine Roper	2013	Nominating Committee
Luce Samoisette	2012	Nominating Committee
James Sweeny	2013	Staff Council

Moved by: Kelly Murumets

Seconded by: Deborah Langford

The motion carried.

ITEM 10: REPORT FROM THE BISHOP'S UNIVERSITY FOUNDATION

Dave McBride introduced Document 2010-6-10, providing an overview of Foundation holdings and setting out proposed contributions by the Foundation to Bishop's University for the 2011-12 fiscal year.

The vast majority of giving to the Foundation is by Bishop's alumni, with faculty and staff participating mainly during major campaigns. It was noted that there are challenges in increasing corporate giving in the current economic context. The Chancellor stressed the importance of engaging all members of the community, and particularly of Board members, in our philanthropic effort.

In response to a question about our endowment, the Director of Advancement reported that, although it is nearly five times as large as it was fifteen years ago, it remains significantly smaller on a per-student basis than those of some peer institutions, particularly Mount Allison. He also noted that there has been a shift away from unrestricted gifts over the last several years.

ITEM 11: APPROVAL OF BANKING RESOLUTIONS – CAISSE DESJARDINS

Hélène St-Amand, Vice-Principal Finance and Administration, introduced documents 2010-6-11i, 2010-6-11ii and 2010-6-11iii, three resolutions required by the *Caisse Desjardins* in order to enable us to administer our corporate credit card program and bank account. These resolutions, respectively:

- ♦ authorise the enrolment of Bishop's University in the corporate credit card programme Accès D;
- ♦ authorise two of the Principal, the Vice-principal Academic and the Vice-principal Finance and Administration to sign documents required for banking transactions; and
- ♦ authorise two of the Principal, the Vice-principal Academic and the Vice-principal Finance and Administration to contract loans with Desjardins on behalf of the University.

James Sweeny moved approval of the resolutions, and Kelly Murumets seconded the motion

The motion carried, none opposed.

ITEM 12: OTHER BUSINESS

The Chancellor recognised the contributions of Benoit-Antoine Bacon, Paige Johnson and Jessica Riddell, who were attending their last meeting as Governors.

Elaine Roper, Chair of the Human Resources Committee, reported on the June 3rd, 2011 meeting of the Committee. There had been a thorough information session on the pension plan. The Committee would be following closely the results of the 2011 actuarial evaluation of the plan. The Job Classification and Pay Equity process had also been discussed, and would be brought back to the committee following further work over the summer months.

Stephen Lloyd mentioned that the Governance and Ethics Committee is developing a survey which would be circulated to Governors over the course of the fall to collect their impressions of how the Board is working, and where there might be improvements.

The Principal noted that Board Committees were becoming positioned to take on significant files, and that he and the Secretary General would work on a cycle of reporting for the Board and its Committees. He echoed Elaine Roper's assessment that the Human Resources Committee had had an effective meeting the previous day, and announced that

the Director of Human Resources, Guy Bertrand, would henceforth report to Victoria Meikle, in her capacity as Vice-Principal Planning, in relation to Human Resources issues other than those involving his direct reports.

The Principal concluded by announcing that the second group of Bishop's 'Top 10 after 10' had been selected, and that there would be an announcement over the coming weeks.

ITEM 13: ADJOURNMENT OF THE OPEN SESSION

There being no further business for the Open Session, Governors moved into closed session at 10:38 a.m.

Scott Griffin, Chair

Victoria Meikle, Secretary