

BOARD OF GOVERNORS

DOCUMENT 2012-7-02

MAY 10TH, 2013
MCGREER 100, 16H TO 18H15

DRAFT AGENDA

1.	Welcome		R. Gordon	5 mins
2.	Approval of Agenda	<i>Document 2012-7-02</i>	R. Gordon	2 mins
3.	Approval of minutes	<i>Document 2012-7-03, 7-03i attached;</i>	R. Gordon	3 mins
	<ul style="list-style-type: none"> • March 14th teleconference • March 22nd meeting 	<i>For approval</i>		
4.	Business Arising	<i>No document</i>		
5.	Principal's Report	<i>Document 2012-7-05, attached For information</i>	M. Goldbloom	5 mins
6.	Academic Report	<i>Document 2012-7-06, attached For information</i>	M. Childs	10 mins
7.	Presentation of the V.P. Finance and Administration (2013-14 Operating Budget)	<i>Document 2012-7-07, attached For approval</i>	H. St-Amand	40 mins
8.	Report of the Finance Committee	<i>No document For information</i>	G. Blenkhorn	5 mins
9.	Report of the V.P. Finance and Administration on 2013-14 Capital Budget	<i>Documents 2012-7-07 (Section 9) For approval</i>	H. St-Amand	15 mins
10.	Report of the Ad Hoc Committee on the Sports Center	<i>Documents 2012-7-10 For information</i>	N. Martel	15 mins
11.	Report of the Governance and Ethics Committee	<i>Document 2012-7-11, attached For approval</i>	S. Lloyd	15 mins
		Code of Ethics and annual disclosure		

12.	Copibec Agreement	<i>Documents 2012-7-12, 12i attached</i> <i>For approval</i>	TBA	5 mins
13.	Centennial Theatre funding	<i>Document 2012-7-13, attached</i> <i>For approval</i>	M. Childs	10 mins
14.	Report on Canada Games	<i>Document 2012-7-14, attached</i> <i>For information</i>	H. St.Amand	10 mins
15.	Presentation by Teaching Initiatives Committee	<i>No document</i>	C. Beauchamp	60 minutes
16.	Other business			

MEETING OF MAY 10TH 2013
MCGREER 100, 16H

MINUTES

Chair: Robert Gordon

Present: Gesner Blenkhorn, Claude Charpentier, Michael Goldbloom, Scott Griffin, Kim Huet, Deborah Langford, Stephen Lloyd, Nadia Martel, Michele Murray, Royal Orr, Elaine Roper, Luce Samoissette, James Sweeny

By telephone: Kelly Murumets

Regrets: Paul Gallina

Senior Administration: Nick Andrews, Benoit-Antoine Bacon, Jackie Bailey, Catherine Beauchamp, Michael Childs, Scott Duguay, Bruno Gnassi, Hélène St-Amand, Calin Valsan

Secretary: Victoria Meikle

ITEM 1: CHAIR'S WELCOME

The Chair welcomed Governors and called the meeting to order.

ITEM 2: APPROVAL OF AGENDA

Stephen Lloyd moved approval of the agenda as proposed, Gesner Blenkhorn seconded the motion.

The motion carried.

ITEM 3: APPROVAL OF MINUTES

Item 3a: minutes of the March 14, 2013 teleconference

Luce Samoissette moved approval of the minutes of the extraordinary meeting of the Board of Governors held on March 14th, 2013 by teleconference. James Sweeny seconded the motion.

The motion carried.

Item 3b: Approval of the minutes of the March 22nd meeting

Michele Murray moved approval of the minutes of the March 22nd, 2013 meeting of the Board of Governors. James Sweeny seconded the motion.

The motion carried.

ITEM 4: BUSINESS ARISING

There was no Business Arising.

ITEM 5: PRINCIPAL'S REPORT

The Principal congratulated Dr. Benoit-Antoine Bacon, Dean of Arts and Science and Associate Vice-Principal Research on his appointment as Vice-Principal Academic and Provost at Concordia University.

The Principal advised Governors that Rob Allan, the younger brother of former President of the Bishop's Alumni Association Tom Allan, had passed away and expressed condolences on behalf of the University.

The Principal circulated press clippings from the official groundbreaking for the Sports and Wellness Centre, which had taken place on May 6th, 2013.

There were no questions on the Principal's report, Document 2012-7-05.

ITEM 6: ACADEMIC REPORT

The Vice-Principal Academic spoke to Document 2012-7-06, the Academic Report.

Faculty recruitment

He reported that the Sociology Department has hired a criminologist, Dr. Vicky Chartrand, who will join Bishop's for fall 2013.

Student recruitment

The number of students confirming that they will attend, which had been tracking close to 2012 levels despite a decrease in applications for fall 2013, had started to fall behind 2012 levels, with a 9% gap as of May 10th. This gap would imply 52 fewer full-time entering students than in 2012.

When the numbers are analysed by Division, the Natural Sciences were even with 2012, Business the Social Sciences were down slightly, and the Humanities were, proportionately, down more than other Divisions.

Dr. Childs explained that the substantial drop in applications from Ontario students is the largest contributor to the drop in 'will attends'. Two main factors are assumed to contribute to the drop in applications from Ontario: poor press in relation to the Quebec university system over the last year to eighteen months, and the tuition rebate offered by the government of Ontario for students who register at Ontario universities, and whose family income is below \$160,000.

In addition, the size of the graduating class is increasing, as students in the larger entering classes complete their programs. Just to maintain total registrations, we must maintain the size of the entering class.

For fall 2013, steps have been taken to admit all applicants who have a reasonable chance of succeeding at Bishop's. Director of Enrolment Management Scott Duguay is planning to add a more vigorous social media component to recruitment activities as a means of countering the declining application trend.

The Chair asked that the Admissions Report contain an update on admissions data at every Board meeting.

ITEM 7: APPROVAL OF THE 2013-14 OPERATING BUDGET AND UPDATE OF 2012-13 FORECAST

2013-14 operating budget

The Vice-Principal Finance and Administration presented a balanced budget of \$49,324,000 for the 2013-14 academic year, as set out in Document 2012-7-07.

The Vice-Principal reported that hypotheses related to grant revenues were reliable, as they were based on information received from the Ministry. Fifty-eight percent of the grant is enrolment driven (as are tuition, revenues from residences and food). An increase of 1.1% in the grant had been budgeted, with salary components indexed at 1.22% and other components frozen. The Ministry has set tuition fee increases for the years 2013-14, 2014-15 and 2015-16, at 2.6%, 1.7% and 2.5% respectively.

Ms St-Amand reviewed risks and opportunities in relation to both revenues and expenditures. Until the enrolment hypotheses can be confirmed in the fall, spending other than salaries, salary-related expenses and utilities will be kept to a minimum. There are some opportunities for increased revenues from the operation of ancillary services that have not been budgeted, in keeping with the principle of conservatism in budgeting.

2012-13 forecast

As of May 10th, 2013, a deficit of a maximum of \$993,000 was projected for the for 2012-13 Fiscal Year, below the \$1.2M cut in funding implemented by the *Ministère de l'Éducation supérieure, de la Recherche, de la Science et de la Technologie* in December 2012.

Gesner Blenkhorn, Chair of the Finance Committee, noted that the reduction of the deficit below the grant cut reflected good management.

It was also noted that the accumulated deficit as of April 30th, 2013 was projected at \$5.1M, well below the \$13.5M forecast in the Ten-Year Plan.

Financial sustainability

Several projects are in the works to identify ways of ensuring that we are maximizing our net revenue potential and allocating our resources effectively. Governors emphasised the importance of completing a costing exercise to identify expenses for, and sources of revenue from, ancillary services. The Academic Standing and Admissions Policy Committee will review overall scholarship structures to ensure that resources are effectively allocated.

During the course of discussion, it was noted that the budget report raises the issue of the financial sustainability of the University, and that increased funding from government should not be relied on as a means of meeting this challenge. It was suggested that the Board retreat focus on strategic solutions to the sustainability problem, with a view to implementing them in the 2014-15 budget.

Gesner Blenkhorn moved approval of the 2013-14 operating budget, and James Sweeny seconded the motion.

The motion carried, none opposed, no abstentions.

RESOLUTION 2012-7-02

FOR THE APPROVAL OF THE 2013-2014 OPERATING BUDGET

WHEREAS the University's Statutes require the Board of Governors' approval for the annual operating budget;

BE IT RESOLVED THAT the Board of Governors approve the 2013-2014 Operating Budget as set out in document 2012-7-07.

Moved by: Gesner Blenkhorn

Seconded by: James Sweeny

ITEM 8: REPORT OF THE FINANCE COMMITTEE

The Report of the Finance Committee was given during the discussion of the 2013-14 operating budget under the previous item.

ITEM 9: REPORT OF THE VICE-PRINCIPAL FINANCE AND ADMINISTRATION ON THE 2013-14 CAPITAL BUDGET

Consideration of this item was deferred to the June 14th Board meeting, with a request for a presentation on projected capital projects.

ITEM 10: REPORT OF THE AD HOC COMMITTEE ON THE SPORTS CENTRE

Nadia Martel spoke to document 2012-7-10, the Report of the Ad Hoc Committee on the Sports Centre. She reported that the Committee was meeting regularly, that processes were in place to monitor risks to the completion of the Sport Centre construction project on time and on budget, and that communication and coordination were improving.

There were no questions on the Report of the Ad Hoc Committee on the Sports Centre.

ITEM 11: REPORT OF THE GOVERNANCE AND ETHICS COMMITTEE

Stephen Lloyd introduced Document 2012-7-11, a Code of Ethics for members of the Board of Governors.

Me Lloyd advised that, following discussion of the document, the Governance and Ethics Committee recommended two modifications to the document originally circulated to Governors at the May 10th, 2013 meeting of the Board:

- i. that siblings be added to the definition of 'Interest of a related party' in order to make the Code consistent with conflict provisions in the University Statutes; and
- ii. that the Governance and Ethics Committee deal with any issues of conflict of interest (section 4), rather than providing for the establishment of an Ad Hoc Committee as the original draft had provided.

Following some discussion of the enforceability of post-retirement loyalty provisions of the Code, a consensus was reached that it was important to state the moral obligation.

Stephen Lloyd moved approval of the Code of Ethics and Nadia Martel seconded the motion.

The motion carried.

ITEM 12: APPROVAL OF THE AGREEMENT WITH COPIBEC

Elaine Roper moved approval of the agreement with Copibec as set out in Document 2012-7-12 and Gesner Blenkhorn seconded the motion.

The motion carried.

RESOLUTION FOR THE APPROVAL
OF THE 2013-14 AGREEMENT WITH COPIBEC

WHEREAS the Board of Directors of the *Conférence des recteurs et des principaux des universités du Québec* (CREPUQ) has approved the attached agreement regarding the reproduction of copyright materials in Quebec universities for a term of 17 months from January 1, 2013 to May 32, 2014;

AND WHEREAS Copibec agrees to provide licences to copy material protected by copyright to universities which are members of the CREPUQ;

AND WHEREAS the agreement requires approval by the Board of each of the universities which are members of the CREPUQ;

BE IT RESOLVED that the Board of Governors of Bishop's University approve the agreement between Copibec and the CREPUQ attached.

Moved by: Elaine Roper

Seconded by: Gesner Blenkhorn

ITEM 13: CENTENNIAL THEATRE FUNDING

Michael Childs introduced Document 2012-7-13, a motion to approve a request by the Director of Centennial Theatre to Heritage Canada for \$50,000 a year in funding for 2014-15 and 2015-16. He advised Governors that we aim to have a sense of the financial impact of Theatre operations on the operating budget before the funds were paid out in October of 2013.

Jim Sweeny moved the approval of the request, Luce Samoisette seconded the motion.

The motion carried.

RESOLUTION 2012-7-05

TO AUTHORISE THE DIRECTOR OF CENTENNIAL THEATRE TO APPLY FOR FUNDING FROM THE CANADA ARTS PRESENTATION FUND

WHEREAS Centennial Theatre is engaged in a range of activities aimed at bringing Canadian professional artists to the Eastern Townships and promoting them to a broad audience in this region;

And whereas funding is available from the Canada Arts Presentation Fund of the Ministry of Canadian Heritage to support these activities;

BE IT RESOLVED THAT the Board of Governors of Bishop's University endorse Centennial Theatre's application to the Canada Arts Presentation Fund for a total of \$100,000 in funding for the 2014-15 and 2015-16 fiscal years;

AND BE IT FURTHER RESOLVED THAT the Board of Governors authorize Luce Couture, Director of Centennial Theatre, to sign the application for funding.

Moved by: James Sweeny

Seconded by: Luce Samoissette

ITEM 14: REPORT ON THE CANADA GAMES

Hélène St-Amand spoke to Document 2012-7-14, her report on the Canada Games. Following a discussion of the opportunity to take advantage of the Canada Games in order to promote the University, Governors were assured that all of the athletes will receive something from the Recruitment Office on Bishop's University.

ITEM 15: PRESENTATION BY THE TEACHING INITIATIVES COMMITTEE

Dr. Catherine Beauchamp, Dean of Education, Dr. Corinne Haigh of the School of Education, Ms Eliza McNight, Librarian, Dr. Laura Mitchell of the Psychology Department, Mr. Scott Stoddard of Information Technology Services and Dr. Dale Wood of the Chemistry Department presented a number of activities undertaken to promote excellence in teaching at Bishop's University.

ITEM 16: OTHER BUSINESS

There was no other business.

There being no further business, the Board of Governors moved into closed session.



Robert Gordon, Chair



Victoria Meikle, Secretary