

BOARD OF GOVERNORS

DOCUMENT 2014-8-02

JUNE 20TH 2015
MCGREER 100, 12:15 P.M.

AGENDA

1.	Welcome		R. Hall	5 mins
2.	Approval of Agenda	<i>Document 2014-8-02</i>	R. Hall	2 mins
3.	Approval of minutes of the May 8 th meeting	<i>Document 2014-8-03, attached</i> <i>For approval</i>	R. Hall	3 mins
4.	Business Arising	<i>No document</i>		
5.	Report of the Nominating Committee	<i>Document 2014-8-05,05i</i> <i>For approval</i>	R. Hall	5 mins
6.	Finance Report	<i>Document 2014-8-06, attached</i>	I. Goyette	30 mins
	6a. 2015-16 operating budget	<i>For approval</i>		
	6b. 2015-16 capital plan	<i>For approval</i>		
7.	Housing Plan	<i>Document 2014-8-07, 7i, to follow</i> <i>For information</i>	F. Gervais, D. Langford	45 mins
8.	Purchase of a House on Reed Street	<i>Document 2014-8-08, to follow</i> <i>For approval</i>	F. Gervais	10 mins
9.	Approval of grant applications for Centennial Theatre	<i>Documents 2014-8-09, 09i, 09ii, to follow</i> <i>For approval</i>	M. Turnbull	15 mins
10.	Report of the Ad Hoc Committee for the Oversight of the Sports Centre	<i>Document 2014-8-10, attached</i> <i>For information</i>	N. Martel	5 mins

11. Compliance Report of the Procurement Manager *Documents 2014-8-11, 11i, 11ii, 11iii, attached* I. Goyette 5 mins
For information
12. Other business

BOARD OF GOVERNORS

DOCUMENT 2015-1-02

JUNE 20TH 2015 MEETING
MCGREER 100, 12:15 P.M.

MINUTES

Chair: Robert Hall

Present: Jane Brydges, Claude Charpentier, Michael Goldbloom, Claire Grogan, Deborah Langford, Brian Levitt, Michel Marleau, Nadia Martel, Cathy McLean, Ross Osmun, James Sweeny

Regrets: Matthew Robinson, Luce Samoisette

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

Secretary: Victoria Meikle

ITEM 1: CHAIR'S WELCOME

The Chair welcomed Governors and called the meeting to order. He expressed his appreciation for the work done during retreat sessions to convey the efforts undertaken to deal with the sustainability challenge.

ITEM 2: APPROVAL OF AGENDA

Claude Charpentier moved approval of the agenda as proposed and Michael Marleau seconded the motion.

The motion carried.

ITEM 3: APPROVAL OF MINUTES OF THE MAY 8TH MEETING

On page 7, in the Item "Resolution for the Approval of the Construction Contract for the renovation of Abbott Hall", it was suggested that the sources of funding be listed without mentioning particular amounts of money.

Subject to this modification, James Sweeny moved approval of the minutes of the May 8th meeting and Michel Marleau seconded the motion.

The motion carried.

ITEM 4: BUSINESS ARISING

There was no business arising.

ITEM 5: REPORT OF THE NOMINATING COMMITTEE

Potential Board Members

The Chair spoke to Documents 2014-8-05, 05i, the *Report of the Nominating Committee* and the *List of Short Bios for Board Membership*. He asked for the Board's endorsement for making an approach to the first three individuals on the list, and then to other candidates in light of responses received. The Board endorsed this approach.

Renewal of Luce Samoisette's mandate as Governor

Michel Marleau moved approval of the renewal of Luce Samoisette's mandate as Governor for a three-year term, to end on June 30th 2018. Cathy McLean seconded the motion.

The motion carried.

ITEM 6: FINANCE REPORT

6a 2015-16 operating budget

Isabelle Goyette, Assistant Vice-Principal Finance and Operations, presented the 2015-16 operating budget.

The 2015-16 budget proposes an operating deficit of \$4.5M. Ms Goyette explained the evolution of the deficit from 2014-15 to 2015-16, including the main changes in expected revenues and expenses. She detailed the sources of revenues and expenses. About 72% of the operating revenue comes from grants (MESRS) and student academic fees. Salaries and fringe benefits account for approximately 72% of operating expenses. She concluded by highlighting how this budget will impact the future.

RESOLUTION 2014-8-02
FOR THE APPROVAL OF
THE 2015-2016 OPERATING BUDGET

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

BE IT RESOLVED THAT the Board of Governors approves the 2015-2016 Operating Budget as presented by the Assistant Vice-Principal Finance and Operations and as set out in the 2015-16 budget report.

Moved by: Robert Hall

Seconded by: Brian Levitt

The motion carried.

6b 2015-16 capital plan

Ms Goyette presented the Capital Plan for 2015-16. Among the key elements are projects estimated at \$79M over a three-year period (2015-16 to 2017-18):

- ♦ \$23M for various projects eligible for *Plan quinquennal d'investissements* (PQI) funding from the *Ministère de l'Éducation*;
- ♦ \$56M for two projects financed by other sources:
 - \$41M (excluding interest costs) for the proposed housing plan financed by the operating budget;
 - \$15M for the Learning Commons, expected to be financed through equal contributions by the provincial and federal governments and by Bishop's.
- ♦ In accordance with University Statutes, any contract or agreement obligating the University for an amount exceeding \$500,000 will be authorized by the Board.
- ♦ Only amounts required to develop a project, such as feasibility studies, will be spent prior to bringing the project to the Board.
- ♦ No projects will be undertaken unless financing has been approved.

Michel Marleau moved approval of the 2015-16 Capital Plan, set out on pages 50 to 55 of the 2015-16 Budget Report (Document 2014-8-6) and Brian Levitt seconded the motion.

The motion carried.

ITEM 7: HOUSING PLAN

Deborah Langford, Director Residence and Conference Services, presented the housing plan for endorsement by the Board of the direction taken by the administration.

Bishop's has provided a residential experience for students since its inception in 1843. The proposed Plan responds to the need for a sharpened focus on, and a long-term view of, campus housing as outlined in the University's Strategic Plan 2013-2018.

Ms Langford referred to a 2012 Report of the Canadian Association of University Business Officers and to the results of a survey conducted at Bishop's in support of the proposition that the quality of campus housing and the experience of living on campus factor prominently in students' decisions in selecting a university. In this sense, housing is core to a university's academic mission.

She pointed to the main reasons for Bishop's deferred maintenance challenge:

- ◆ All of our residences except Paterson were built between 1950 and 1966.
- ◆ None have undergone a major renovation since they were built.
- ◆ No reserve fund was established for maintenance and renovation.
- ◆ The University has, over many decades, taken monies from residence and conference operations to support other parts of university operations.

Ms Langford then provided an overview of the proposed timeline:

- ◆ renovation of Abbott to begin August 2015;
- ◆ construction of a new residence to replace Mackinnon to begin in the fall of 2016;
- ◆ continue to analyze the Little Forks project, a complex of four houses and eight apartment buildings that is for sale for \$8.5 million;
- ◆ determine our growth objectives in order to determine whether a 125-bed residence is large enough;
- ◆ finalize the renovation timeline that we will implement over the next five years.

There was a consensus that analyses to determine the optimal size of a new residence, should we decide to build one, should continue. Renovations to ensure compliance with the Fire Code will carry on.

ITEM 8: PURCHASE OF A HOUSE ON REED STREET

France Gervais, Vice-Principal Finance and Administration, spoke to Document 2014-8-08, *Memo on the Purchase of the property located at 2842 College/2-4 Reed Street.*

She explained that Bishop's University has a long-term lease agreement with the owner of the dwellings located at 2842 College/2-4 Reed and 10-10B Reed Street, including a right of first refusal in the event that an offer to purchase the buildings is submitted. Such an offer had been received for both buildings.

The Executive Group had concluded that the University should not proceed with the purchase of the property located at 10-10B Reed St., but should exercise its right of first refusal on the property located at 2842 College/2-4 Reed Street due to its strategic location

beside two houses on College Street already owned by the University. A conditional offer to purchase had been presented to, and accepted by, the vendor.

RESOLUTION 2014-8-04
FOR THE PURCHASE OF
PROPERTY LOCATED AT 2842 COLLEGE/2-4 REED STREET

WHEREAS the Executive Group has reviewed and discussed the details regarding the possible purchase of the property located at 2842 College/2-4 Reed Street in Sherbrooke;

WHEREAS a conditional offer to purchase has been presented and accepted on the said property in an amount of \$394,000;

WHEREAS options exist to mitigate the impact of the purchase on the University's short-term cash flow;

BE IT RESOLVED THAT the Board of Governors approves the purchase of the property located at 2842 College/2-4 Reed Street in Sherbrooke and authorizes Michael Goldbloom, Principal and Vice-Chancellor, and France Gervais, Vice-Principal Finance and Administration, to sign all banking and legal documents required to conclude the purchase of the property in accordance with the terms outlined.

Moved by: Nadia Martel

Seconded by: Jane Brydges

The motion carried.

ITEM 9: APPROVAL OF GRANT APPLICATIONS FOR CENTENNIAL THEATRE

The Vice-Principal Academic explained that the Board is being asked to approve two grant applications for the Centennial Theater and authorise him and the Luce Couture, Director of the Theatre, to sign documents in relation to the applications. The first application relates to a supplemental funding for the 2015-16 fiscal year and the second application concerns the 2016-17 fiscal year.

RESOLUTION 2014-8-05

TO AUTHORIZE THE DIRECTOR OF CENTENNIAL THEATRE
TO APPLY FOR SUPPLEMENTAL FUNDING FOR THE 2015-16 SEASON

WHEREAS Centennial Theatre requires supplemental funding in order to continue operating during the 2015-2016 season;

AND WHEREAS the *Ministère de la Culture et des Communications du Québec*, le *Conseil des arts et des lettres du Québec* and the City of Sherbrooke have agreed to provide supplemental funding for Centennial Theatre to support these activities;

BE IT RESOLVED THAT the Board of Governors of Bishop's University endorses Centennial Theatre's application for this supplemental funding totaling \$150,000;

AND BE IT FURTHER RESOLVED THAT the Board of Governors authorizes Luce Couture, Director of Centennial Theatre, and Miles Turnbull, Vice-Principal Academic, to co-sign the application for funding.

Moved by: Nadia Martel

Seconded by: Brian Levitt

The motion carried

RESOLUTION 2014-8-06

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 endorses Centennial Theatre's application to the Canada Arts Presentation Fund for a total of \$75,000 in funding for the 2016-17 fiscal year;

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

Moved by: Brian Levitt

Seconded by: Michel Marleau

The motion carried.

ITEM 10: REPORT OF THE AD HOC COMMITTEE FOR THE OVERSIGHT OF THE SPORTS CENTRE

Nadia Martel spoke to the *Report of the Ad Hoc Oversight Committee for Bishop's Sports and Wellness Center* (Document 2014-8-10). She reported that the remaining portion of government grant, approximately \$250,000, or less than 1% of the total, will be spent before the books are closed.

ITEM 11: COMPLIANCE REPORT OF THE PROCUREMENT MANAGER

As per Bishop's Policy Respecting the Awarding and Management of Contracts, the Chief Executive Officer (CEO) must report to the Board on policy enforcement matters and provide accountability reports pursuant to legislation.

The Assistant Vice-Principal Finance and Operations explained that, as the Policy had been approved on March 27, 2015, there was nothing to report on for 2014-15. However, universities are required to report to the *Secrétariat du Conseil du trésor* all authorizations given by the CEO. For the period covered for this accountability report –April 1st, 2014 and ending March 31, 2015, six authorisations had been given, as detailed in Document 2014-8-11.

ITEM 12: OTHER BUSINESS

Bishop's University Board of Governors Evaluation Survey 2014-15

A regular survey of Governors and members of the senior administration on the performance of the Board in fulfilling its mandate is required by the University Statutes.

Cathy McLean, Chair of the Governance and Ethics Committee, explained that such a survey is an important tool to determine the effectiveness of the University's governance structure and processes. The Committee plans to conduct a survey annually to help ensure continued strong governance for the University and a rewarding experience for Governors. She urged Governors and members of the senior administration to complete the on-line questionnaire on Board performance at their earliest convenience.

There being no further business, the Board of Governors ended at 3:00 p.m.



Robert Hall, Chair



Victoria Meikle, Secretary