



JUNE 11<sup>TH</sup> 2021  
**MINUTES**  
VIDEOCONFERENCE

**Chair:** Robert Hall

**Present:** Jane Brydges, Kent Carson, Pierre Cossette, Enzo Evangelisti, Daniel Fournier, Michael Goldbloom, Brian Levitt, Michel Marleau, Heather McKeen-Edwards, Cathy McLean, Samia Mihoub, Jessica Riddell, Scott Stoddard, Calin Valsan, Tova White

**Regrets:** Abel Bosum

**Senior Administration:** Nick Andrews, Reena Atanasiadis, Anthony Di Mascio, Isabelle Goyette, Claire Grogan, Kerry Hull, Denise Lauzière, Stine Linden-Andersen, Michele Murray, Jacqueline Scott, Miles Turnbull

**Guests:** Andrea Wolff, Mira Katnick

**Secretary:** Trygve Ugland

**ITEM 1: CHAIR'S WELCOME**

Chair Robert Hall called the meeting to order at 3:05 p.m. He welcomed Dr. Samia Mihoub, who was elected by the staff, to her first Board of Governors meeting. Dr. Mihoub is the Research Grant Officer. She has a Ph.D. in Communications. Her dissertation focused on cyber-activism under authoritarian regimes.

**ITEM 2: APPROVAL OF AGENDA**

The agenda was approved as presented.

Moved by: Brian Levitt

Seconded by: Kent Carson

**Motion carried.**

**ITEM 3: APPROVAL OF MINUTES**

The minutes of the April 30, 2021 meeting were approved as presented.

Moved by: Michel Marleau

Seconded by: Tova White

**Motion carried.**

**ITEM 4: BUSINESS ARISING**

There was no business arising from prior meetings.

**ITEM 5: PRINCIPAL'S REPORT**

Principal Goldbloom said that his report highlights some of the recent accomplishments of Bishop's students and faculty and he encouraged Governors to read it for more details.

Principal Goldbloom reported that Vicky Boldo has been hired as the Special Advisor, Indigenous Student Support.

The Sustainable Agriculture and Food Systems program has received a significant financial gift of \$782,000 over three years from an anonymous donor in support of the program and the campus educational farm.

The *Bureau de coopération interuniversitaire* (BCI) and the Quebec government have launched a process to review the amount and type of annual reporting required of universities.

Premier François Legault has stated that the province's objective is to have 75% of 18- to 29-year-olds double-vaccinated by September which would allow for a reduced number of public health measures on campuses for the Fall 2021 semester.

**ITEM 6: KWIGW8MNA CONCEPT PLANS**

Principal Michael Goldbloom introduced Ms. Andrea Wolff and Ms. Mira Katnick, the Architem architects developing the Kwigw8mna concept plans. Architem was created 30 years ago as the first female-only architectural firm in Canada.

Ms. Andrea Wolff said that the interactions with Indigenous students have contributed to the evolution of the design of the building. She presented the exterior and interior design plans of Kwigw8mna.

Chair Robert Hall thanked Ms. Wolff and Ms. Katnick for the presentation.

## **ITEM 7: COVID-19 UPDATE**

The Chair of the COVID-19 Task Force, Dr. Stine Linden-Andersen, reported that throughout the Winter 2021 semester there was one employee case and one student case of COVID-19, both of which were contained and did not spread to the Bishop's community.

## **ITEM 8: ACADEMIC REPORT**

Vice-Principal Academic and Research Miles Turnbull reported on the preliminary Fall 2021 enrolment numbers. He said that the number of graduate 'Will-Attends' was above the Fall 2021 target. However, most graduate applicants are from overseas and they may not receive their travel documents in time to attend courses in person. The number of undergraduate 'Will-Attends' varies by program, but overall, the numbers are slightly higher than at the same time last year.

Course scheduling for Fall 2021 is complicated by the complexity of not knowing whether the Quebec government's vaccination target will be attained (allowing for no physical distancing between in-person students) and whether international students will be able to enter the country.

Dr. Turnbull thanked the Associate Registrar Admissions, Dr. Nicole Riley, the Deans and faculty for their hard work in collaborating to create the Fall 2021 timetable under the current challenging conditions.

Dr. Turnbull reported that for Fall 2021:

- For undergraduate programs:
  - 87% of courses are planned for in-person course delivery;
  - 7% of courses are planned for online-only course delivery; and
  - 6% of courses are planned for a mixed or hybrid course delivery.
- For graduate programs\*:
  - 42% of courses are planned for in-person course delivery;
  - 37% of courses are planned for online-only course delivery; and
  - 21% of courses are planned for a mixed or hybrid course delivery.

\*Note that for graduate programs the delivery method varies greatly by program: Graduate School of Education (GSE) is planning for 100% hybrid course delivery; Computer Science (CSC) is planning for 86% online and 14% hybrid; and Brewing Sciences (BRW) is planning for 100% in-person.

If the public health directives call for increased physical distancing in the fall, the course delivery methods and the timetable will be adjusted as required.

Dr. Turnbull encouraged Governors to consult his report for a summary of the Acfas conference and highlights of numerous successful research awards, activities and grants.

## Strategic Enrolment Management Planning

Vice-Principal Academic and Research Miles Turnbull and Vice-Principal Finance presented an update on the Strategic Enrolment Management process.

Strategic Enrolment Management (SEM) Planning is a key priority in the University's Strategic Framework 2019-2024. Stan Henderson and Tom Green, consultants for the SEM process, presented a preliminary assessment to the Board at its June 2020 Retreat. The SEM team analyzed internal data to show recruitment, admission and retention trends, and external data to understand trends in labour demands, demographics, economic conditions, etc. This data was used to set SEM goals and establish strategies and tactics to reach them.

The SEM Organizational framework is directed by the SEM Steering Committee which develops enrolment goals that are consistent with the University's strategic plan and there are two SEM sub-committees (Retention and Recruitment) which are supported by a Data Team (Registrar's Office data analysts).

Dr. Turnbull reported that the SEM Steering Committee had developed several targets which were approved by campus leadership and included recruitment and retention goals. The foundational goals are driven by the University's Strategic Framework, government directives and the joint Board and Senate Task Force on Equity Diversity and Inclusion:

1. By 2025, the population of fulltime students will have grown from 2700 to 3000.
2. By 2025, BU will have improved its undergraduate student 3-year retention rate from 72% to 80%.
3. By 2025, the number of fulltime graduate students will have grown from 7% to 15% of the overall student population.
4. By 2025, our Québécois student population will have grown from 50% to 55%.
5. By 2022, BU will have defined and implemented a mechanism for measuring student diversity on campus. By 2025, we will have raised the number of students from designated underrepresented groups by 10%.

The next steps involve the SEM Recruitment and Retention sub-committees proposing strategies and tactics for attaining these goals. The SEM team will continue to seek feedback on the proposed goals and strategies. Dr. Turnbull said that Senate and the Board will receive updates on the SEM process with the aim of delivering a final report to the Board by February 2022.

Ms. Cathy McLean asked if Bishop's had benchmarked the financial aid offered to its students with the financial aid offered by other Maple League schools.

Dr. Turnbull said that the University had engaged a financial aid consultant to identify targets for scholarships and financial aid to make the University competitive in this area.

**ITEM 9: SPACE TELESCOPE TO CHARACTERIZE AND DISCOVER EXOPLANETS**

Vice-Principal Academic and Research Miles Turnbull reported that Dr. Jason Rowe was awarded a \$1M research grant through the Canadian Space Agency's Space Technology Development Program. This project involves several parties including a contract in excess of \$500K obligating the University. The Board was asked to approve the subcontracts and delegate signing authority for the project.

RESOLUTION 2020-10-01  
FOR THE APPROVAL OF THE  
SUBCONTRACTS FOR THE  
SPACE TELESCOPE TO CHARACTERIZE AND DISCOVER EXOPLANETS PROJECT  
AND DELEGATION OF SIGNING AUTHORITY

WHEREAS Bishop's University, in conjunction with a project led by Dr. Jason Rowe, was awarded a contract by the Canadian Space Agency Space Technology Development Program to develop a space telescope to characterize and discover exoplanets;

AND WHEREAS the University's Signing Authority Policy requires approval by the Board of Governors for any contract obligating the University where the total amount involved exceeds \$500,000;

BE IT RESOLVED that the Board of Governors approves the subcontracts associated with the Space Telescope to Characterize and Discover Exoplanets project with ABB, the Space Flight Lab (University of Toronto) and Western University as detailed in document 2020-10-09.

AND BE IT FURTHER RESOLVED that the Board of Governors authorizes any of the following signing officers (Michael Goldbloom, Principal and Vice Chancellor, Miles Turnbull, Vice-Principal Academic & Research and Isabelle Goyette, Vice-Principal Finance and Administration), to sign documents related to this project.

Moved by: Michel Marleau

Seconded by: Kent Carson

**Motion carried.**

**ITEM 10: REPORT OF THE FINANCE AND AUDIT COMMITTEE**

The Chair of the Finance and Audit Committee, Mr. Michel Marleau, reported that the Committee met on May 28, 2021 to review an IT security update and the 2021-22 Forecast update which included a revision of top risks and the 2021-22 funding budget rules.

**ITEM 11: CAMPUS LANDSCAPE AND BUILT ENVIRONMENT DEVELOPMENT COMMITTEE**

The Chair of the Campus Landscape and Built Environment Development Committee, Ms. Cathy McLean, reported that the Committee met on May 28, 2021 to review the University's off campus housing strategy; government requirements for ventilation systems and the 2021-26 Capital Plan.

The Ville de Sherbrooke requires a proposal for the re-purposing of land as part of the application to demolish the off-campus student houses (detailed in part 2 of Document 2020-10-11). A working group has been created to collect ideas about how to re-purpose the land and Ms. McLean encouraged Governors to send their suggestions.

Ms. McLean reported that the University is in compliance with the *Ministère de l'Enseignement supérieure's* updated ventilation requirements for in-person teaching activities.

Vice-Principal Finance and Administration Isabelle Goyette presented the 2021-26 Capital Plan including: a list of the projects completed in 2020-21, projects planned for 2021-22, their budgets, and the criteria used to prioritize projects; and an overview of projects planned for 2021-26.

The 2021-26 Capital Plan is based on the 2020-25 Capital Plan that was updated to consider new projects as well as the evolution of ongoing projects. The 2021-26 Capital Plan includes priorities set in the University's Strategic Framework and in the Risk Management Mitigation Plan.

All contracts exceeding \$500,000 will be brought to the Board even if the Board has approved them in the Capital Plan as per the Signing Authority outlined in the University's statutes.

The 2021-26 Capital Plan includes projects valued at \$107.8M over a five-year period. Major projects which will start or continue in 2021-22 include:

- Renovation of Divinity House into Kwigw8mna;
- Construction of a new residence to replace Mackinnon Hall;
- Renovation of the Sports Centre pool;
- Replacement of the Coulter Field turf;
- Renovation of the Coulter Field entrance, including underground infrastructure; and
- Construction of a secondary entrance east of the Coulter Field entrance.

RESOLUTION 2020-10-02  
FOR THE APPROVAL OF THE  
2021-26 CAPITAL PLAN

WHEREAS the Ministère de l'Enseignement Supérieur requires approval by the Board of Governors of the 2021-26 Capital Plan;

WHEREAS the Campus Landscape and Built Environment Development Committee of the University has discussed the 2021-26 Capital Plan and the associated risks;

AND WHEREAS all contracts exceeding \$500,000 will be submitted to the Board of Governors for approval even if the Board has approved them in the Capital Plan as per the Signing Authority outlined in the University's statutes;

BE IT RESOLVED that the Board of Governors approves the 2021-26 Capital Plan as presented by the Vice-Principal Finance and Administration.

Moved by: Cathy McLean

Seconded by: Jane Brydges

**Motion carried.**

**ITEM 12: GOVERNANCE AND ETHICS COMMITTEE REPORT**

The Chair of the Governance and Ethics Committee, Ms. Tova White, reported that the Committee met on May 18, 2021 to review: the 2020 amendments to the University Statutes; the 2019-20 Board evaluation survey and results; and to discuss the Committee's priorities for 2021-22.

Secretary General and Vice-Principal Government Relations and Planning, Trygve Ugland, said that the 2020-21 Board evaluation survey would be sent out soon and encouraged Governors and senior administrators to complete the survey.

**ITEM 13: AD HOC COMMITTEE FOR RESPONSIBLE INVESTMENT – INITIAL REPORT**

The Chair of the Ad Hoc Committee for Responsible Investment, Mr. Robert Hall, reported that the Committee was put on hold last year due to the pandemic. The Committee was reconvened this spring and has met three times since April 2021.

Mr. Hall reported that responsible investment is tied to Environmental, Social and Governance (ESG) investment practices many of which are covered by other entities at the University. The Committee's first task was therefore to define the scope of its mandate.

Mr. Hall reported that two Chief Financial Officers, Sophie LeBlanc of McGill University, and Robert Inglis of Mount Allison, presented their institution's responsible investment process to the Committee.

Mr. Hall presented the Committee's five preliminary recommendations and encouraged Governors to contact him if they had questions or comments.

**ITEM 14: POOL RENOVATION CONTRACT**

The Vice-Principal Finance and Administration Isabelle Goyette reported that the bids for the construction portion of the pool renovation contract were opened on Friday, June 2, 2021. In the 2021-26 Capital Plan the pool renovation budget was \$4.8M. Following the opening of the bids, the total project budget has been revised to \$5.25M due to the overheated market and increased cost of construction material.

Mr. Brian Levitt asked why the professional fees increased if the main driving force behind the budget increase was the cost of construction materials. Ms. Goyette said the professional fees are a percentage of the construction costs. She said she would clarify if the University could renegotiate the professional fees in light of these special circumstances and said she would share this information at the next Board meeting.

Mr. Kent Carson asked about the contingency amount and whether it should not be higher due to the current unstable markets. Ms. Goyette said that normally the construction contingency is set to 10% of the construction estimate and that for this project a contingency of 12% was deemed sufficient.

RESOLUTION 2020-10-03  
FOR APPROVAL OF AN INCREASE OF  
THE POOL RENOVATION BUDGET

WHEREAS the Board approved the initial budget of \$4.5M for the renovation of the Pool at its June 12, 2020 meeting as part of the 2020-25 Capital Plan;

WHEREAS the Board has approved a revised budget of \$4.81M for the renovation of the Pool at its June 11, 2021 meeting as part of the 2021-26 Capital Plan;

WHEREAS the University requires an additional budget of \$440K to complete the project;

WHEREAS this \$440K additional budget will be funded from the existing surplus in our PQI envelopes;

AND WHEREAS the revised budget was reviewed and endorsed by the Campus Landscape and Building Environment Development Committee;

BE IT RESOLVED that the Board of Governors approves the revised budget of \$5.25M to complete the Pool renovation.

Moved by: Jane Brydges  
Seconded by: Cathy McLean  
**Motion carried.**

RESOLUTION 2020-10-04  
FOR THE APPROVAL OF THE  
CONTRACT FOR THE SWIMMING POOL RENOVATION  
AND DELEGATION OF SIGNING AUTHORITY

WHEREAS the Board approved the budget for the renovation of the swimming pool project in the 2021-26 Capital Plan;

WHEREAS the project and revised budget were reviewed by the Campus Landscape and Building Environment Development Committee which recommended their adoption;

AND WHEREAS the University's Signing Authority Policy requires approval by the Board of Governors for any contract obligating the University where the total amount involved exceeds \$500,000;



BE IT RESOLVED that the Board of Governors approves the contract with Construction Guy Sebas Inc., the tenderer which submitted the lowest acceptable bid;

AND BE IT FURTHER RESOLVED that the Board of Governors authorizes two of the following signing officers (Michael Goldbloom, Principal and Vice Chancellor, Miles Turnbull, Vice-Principal Academic & Research and Isabelle Goyette, Vice-Principal Finance and Administration), to co-sign the contractor contract related to the renovation of the swimming pool project.

Moved by: Brian Levitt  
Seconded by: Michel Marleau

**Motion carried.**

**ITEM 15: ALCOHOL PERMIT FOR THE GAIT PATIO**

Dean of Student Affairs Stine Linen-Andersen reported that the University has applied for a permanent alcohol permit for the newly constructed patio adjacent to the Gait.

**ITEM 16: REPORT OF THE STUDENTS' REPRESENTATIVE COUNCIL PRESIDENT**

The President of the Students' Representative Council, Mr. Enzo Evangelisti, reported that the members of the 2021-22 Students' Representative Council (SRC) have been transitioning into their new roles by taking training and leadership development courses.

The SRC has been actively encouraging students to get vaccinated and is part of a Quebec group of student unions advocating for on-campus vaccination centres.


This June, the SRC launched Pride Month in collaboration with Bishop's University Pride Alliance. Many activities that aim to educate and engage students about the history of Pride and the LGBTQ+ community will be held during the month of June.

**ITEM 17: REVIEW OF 2020-21**

Principal Goldbloom said he would present a review of 2020-21 at a future meeting.

The open session ended at 5:01 p.m.

The meeting ended at 5:20 p.m.



---

Robert Hall, Chair



---

Trygve Ugland, Secretary