



BOARD OF GOVERNORS

DOCUMENT 2017-1-04

APRIL 28TH 2017
MCGREER 100, 4:00 P.M.

MINUTES

Chair: Nadia Martel

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

Regrets: Robert Hall, Luce Samoissette

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

Secretary: Victoria Meikle

ITEM 1: CHAIR'S WELCOME

The Chair called the meeting to order at 4:02 and welcomed guests Andrea Drumheller, incoming President of the *Association des Professeurs de Bishop's University* and Morgan Gagnon, incoming President of the Students' Representative Council.

ITEM 2: APPROVAL OF THE AGENDA

Michel Marleau moved approval of the Agenda as circulated and James Sweeny seconded the motion.

The motion carried.

ITEM 3: APPROVAL OF MINUTES, MARCH 24TH 2017 MEETING

Michel Marleau moved approval of the minutes of the March 24th 2017 meeting of the Board as distributed and Cathy McLean seconded the motion.

The motion carried.

ITEM 4: BUSINESS ARISING

There was no business arising from the Minutes.

ITEM 5: PRINCIPAL'S REPORT

Government relations

The Principal provided a brief update on planned discussions with Ministry officials in relation to Bishop's recovery plan, and on progress in relation to the review of the University funding formula.

ITEM 6: ACADEMIC REPORT

Vice-Principal Academic Miles Turnbull spoke briefly to the two sections of his Academic Report, the update on Fall 2017 admissions and recognition for Bishop's researchers.

Though the number of students indicating that they will attend in Fall 2017 was down somewhat as compared to the same date in 2016, Dr. Turnbull expected that the numbers would improve.

He noted that the work of Dr. Jade Savage of the Biology Department on e-ticks had received significant media attention.

ITEM 7: FINANCE CTTEE REPORT

Michel Marleau, Chair of the Finance Committee, advised Governors that, since the University was awaiting a response from government on its recovery plan, the 2017-18 operating budget would not be presented at the April Board meeting.

He noted that the University was on track to meet its projected deficit for the 2015-16 fiscal year. Mr. Marleau then asked Assistant Vice-Principal Finance and Operations Isabelle Goyette to introduce the list of *Frais institutionnels obligatoires* (FIOs) and explain increases proposed to the fees for 2017-18.

Ms Goyette indicated that all fees would be increased by the 2.7% permitted in accordance with government regulations. In addition, a new fee for software for Fine Arts students and the third part of a three-year increase in fees for Music students had been approved by the Students' Representative Council.

RESOLUTION 2016-6-01

FOR THE APPROVAL OF 2017-18 *FRAIS INSTITUTIONNELS OBLIGATOIRES*

AND THE LIST FOR THE

MINISTÈRE DE L'ÉDUCATION ET DE L'ENSEIGNEMENT SUPÉRIEUR

WHEREAS the *Ministère de l'Éducation et de l'Enseignement supérieur* (MEES) requires the Board of Governors to approve the annual list of *Frais institutionnels obligatoires* (FIO);

WHEREAS the University may not increase FIOs beyond the limit set by the MEES without the approval the Students' Representative Council (SRC);

WHEREAS the University has obtained the approval of the SRC where required;

WHEREAS the Finance Committee has reviewed and discussed increases for 2017-18 FIOs set out below:

	MANDATORY FEE INCREASE						BASIS FOR CHARGING	AGREEMENT WITH SRC
	2016-17	2017-18	INCREASE					
		Per FTE	\$	%				
Registration fee	\$ 120.00	\$ 123.30	\$ 3.30	2.8%		\$4,11 per credit		
Administration fee	\$ 75.00	\$ 77.10	\$ 2.10			\$2.57 per credit		
Information Technology fee	\$ 38.70	\$ 39.60	\$ 0.90	2.3%		\$1.32 per credit		
Copyright fee	\$ 25.50	\$ 25.50	\$ -	0.0%		\$0.85 per credit		
Sub-total	\$ 259.20	\$ 265.50	\$ 6.30	2.4%				
Student Services fee	\$ 825.00	\$ 847.20	\$ 22.20	2.7%		\$28.24 per credit		
Sports Centre access fee	\$ 81.20	\$ 83.40	\$ 2.20	2.7%		\$41.70 per semester		
Sub-total	\$ 1,165.40	\$ 1,196.10	\$ 30.70	2.6%				
Admission Fee	\$ 65.00	\$ 65.00	\$ -	0.0%		For CDN and USA students		
Admission fee for Int'l students	\$ 100.00	\$ 100.00	\$ -	0.0%				
Part-time registration fee	\$ -	\$ -	\$ -			Replaced by fee per credit		
English Writing Proficiency Test	\$ 33.50	\$ 34.40	\$ 0.90	2.7%				
Music course surcharges	\$380,60 - \$800	\$390,88 - \$990	\$ 10.25	2.7%		Per course	X	
Education practicum surcharges	\$52 - \$255	\$53,4 - \$261,89	\$ 1.40	2.7%		Per course		
Art course fees	\$31.20 - \$62.40	\$32.04 - \$64,08	\$ 0.84	2.7%		Per course		
Fine art - Lab supervision - Health&Safety	\$ 15.00	\$ 15.40	\$ 0.40	2.7%		Per course		
Fine Arts software	\$ -	\$ 50.00				Per course	X	
Drama production courses	\$ 40.00	\$ 41.08	\$ 1.08	2.7%		Per course		
WSB student activity fund fee	\$ 25.00	\$ 25.68	\$ 0.68	2.7%		Per student (1)		
MSC thesis	\$ 358.30	\$ 367.97	\$ 9.67	2.7%				
Re-reading of and examination by external evaluators	\$ 57.35	\$ 58.90	\$ 1.55	2.7%				
Re-reading of thesis	\$ 56.30	\$ 57.82	\$ 1.52	2.7%				

(1) Enrolment in 4 courses or more in B.B.A or B.A major

WHEREAS one new FIO is proposed for 2017-18, for courses requiring the utilization of new software purchased by the Fine Arts department in the summer of 2016;

AND WHEREAS the third portion of a course fee increase approved for Music students three years ago by the SRC, will be implemented in 2017-18;

BE IT RESOLVED THAT the Board of Governors approves the increases and the resulting list of FIOs for 2017-18.

Moved by: James Sweeny

Seconded by: Michel Marleau

The motion carried.

ITEM 8: TASK FORCE ON DIVINITY

Assistant Vice-Principal Goyette explained that there were significant structural problems and deferred maintenance in relation to Divinity House, as a consequence of which the building had been vacated in the summer of 2014.

The *Ministère de l'Éducation et de l'Enseignement supérieur* had refused the use of PQI funding for renovations for two reasons: the cost of renovating would exceed the cost of building new; and, according to Ministry space norms, Bishop's has too much space.

Since Divinity House has been declared surplus space, Bishop's will cease to receive any government funding for it after 2016-17. Currently, the University heats the building, and will have to spend \$25,000 to shore it up during the Fall of 2017.

The Executive team therefore recommended that a Task Force be established with a mandate to identify a source of capital and operating funding that could be used to renovate Divinity House and convert it to a self-financed use, or recommend demolition.

This Task Force would be composed of five members, who, among them, have an appreciation for the building's history, the contacts and creativity to identify potential solutions, and relevant business skills. The five members will include two faculty members and an alumnus/na of the University

The Task Force will determine by September 15th 2017 whether there is sufficient likelihood that an appropriate source of capital and recurring operating funding can be identified to warrant the University investing approximately \$37,500 of 2017-18 operating funds to shore it up and to heat it during 2017-18.

If the Task Force determines that it is worth investing these monies for 2017-18, it would then explore options for funding a renovation or rebuild, and sources of recurring funding to cover operating and maintenance costs for the building.

The Task Force will deliver its final report and recommendations to the Principal by May 31st 2018.

James Sweeny moved approval of the creation of the Task Force, and Chelsea McLellan seconded the motion.

The motion carried.

ITEM 9: RENEWAL OF LICENSING AGREEMENT WITH COPIBEC

RESOLUTION 2016-6-02

**FOR THE APPROVAL OF THE 2017-21
AGREEMENT WITH COPIBEC**

WHEREAS Quebec universities have negotiated the attached agreement regarding the reproduction of copyright materials in Quebec for a term of four years, from June 1st 2017 to May 31st 2021;

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

AND BE IT FURTHER RESOLVED THAT Victoria Meikle, Secretary General and Vice-Principal Government Relations and Planning, is authorized to sign the agreement on behalf of the University.

Moved by: Michel Marleau

Seconded by: Chelsea McLellan

The motion carried.

ITEM 10: CONTRACT, LEARNING COMMONS

The demolition phase of the Learning Commons project was completed and a call for tenders for the construction phase had been issued. Because there had been a number of questions from potential bidders, the University had had to extend the period for the submission of tenders.

Assistant Vice-Principal Isabelle Goyette explained that the bids for the construction project would be opened on May 4th 2017. Following the opening of the bids, the Board would be asked to approve the contract and to authorize the Principal and Ms Goyette to co-sign construction contracts related to the Learning Commons project.

ITEM 11: RENEWAL OF THE LINE OF CREDIT

RESOLUTION 2016-6-03

**FOR THE TEMPORARY RENEWAL OF THE 2016-17 LINE OF CREDIT
AND AUTHORIZATION FOR BORROWING
UP TO JUNE 30TH, 2017 (ONE ADDITIONAL MONTH):**

WHEREAS the University Statutes require Board of Governors approval for all contracts or agreements to borrow money;

WHEREAS the University is subject to the Financial Administration Act;

WHEREAS the current authorized line of credit for 2016-17, covering June 1st 2016, to May 31st 2017, is \$39.2 million with RBC and will suffice to cover cash flow needs for the month of June 2017;

AND WHEREAS the University expects to present the 2017-18 operating and cash flow budgets for approval at the June 16th 2017, Board meeting;

BE IT RESOLVED THAT the Board of Governors authorizes the University to temporarily renew the 2016-17 line of credit, in the amount of \$39.2 million from RBC, for one additional month (up to June 30th 2017) for its operations and for the short-term financing of capital expenditures;

AND BE IT FURTHER RESOLVED THAT the Board authorizes Michael Goldbloom, Principal and Vice-Chancellor, and Miles Turnbull, Vice-Principal Academic., to co-sign any and all documents required to complete this transaction.

Moved by: Michel Marleau

Seconded by: Cathy McLean

The motion carried.

ITEM 12: REPORTS OF THE COMMITTEE ON LIFE AT THE UNIVERSITY AND OF STUDENTS' REPRESENTATIVE COUNCIL

Chelsea McLellan, President of the Students' Representative Council (SRC) and Chair of the Committee on Life at the University for 2016-17 delivered her final report to the Board of Governors.

The SRC would invest in Doolittle's and the Gait, with Nick Venditti in the role of project manager.

The incoming President of the SRC, Morgan Gagnon, would bring results of a survey carried out by the SRC back to a subsequent Board meeting for discussion.

In closing, Ms McLellan thanked Governors for the positive experience she had had serving on the Board.

ITEM 13: REPORT OF THE AD HOC COMMITTEE ON THE HOUSING PLAN

Cathy McLean, Chair of the Ad Hoc Committee on the Housing Plan, reviewed developments since the Committee was established in January of 2016.

- ♦ In February of 2017, Deb Langford, Director of Residence and Conference Services, presented an updated Housing Plan to the Board of Governors.

- ♦ A call for tenders for architectural and engineering services for several projects had been issued.
- ♦ The renovation of Kuehner Hall residence had been approved by the *Ministère de l'Éducation et de l'Enseignement supérieur*. A call for tenders would be issued, and it was expected that the Board would be asked to approve the contract for the renovations in June.
- ♦ The University had requested approval by the Ministry for the construction of a new residence.
- ♦ The Committee would review principles in relation to accessibility.

ITEM 14: REPORT OF THE GOVERNANCE AND ETHICS COMMITTEE

Nadia Martel, Chair of the Governance and Ethics Committee, reported that the Committee had met twice to discuss a review of the structure of Board committees. It had carried out a benchmarking exercise.

Among the issues for review were the mandate of the Sustainable Development Committee and the process for the amendment of the University Statutes.

The Committee would continue its work and aim to make recommendations to the Board of Governors during the 2017-18 academic year.

ITEM 15: APPOINTMENT OF THE INTERIM DIRIGEANTE

RESOLUTION 2016-6-04

**FOR THE APPOINTMENT OF AN INTERIM DIRIGEANTE
FOR BISHOP'S UNIVERSITY**

BE IT RESOLVED THAT all authority that can be delegated to a *dirigeante* (or Chief Executive Officer) under the *Loi sur les contrats des organismes publics* is delegated to Isabelle Goyette, Interim Vice-Principal Finance and Administration, as of May 6th 2017.

Moved by: Kerry Hull

Seconded by: Michel Marleau

The motion carried.

ITEM 16: MEETING DATES, 2017-18

The Secretary General had distributed meeting dates for the Board for 2017-18 along with Board documents.

ITEM 17: OTHER BUSINESS

Chelsea McLellan asked that Morgan Gagnon, incoming President of the Students' Representative Council, replace her on the Ad Hoc Committee for the Review of the Principal and Vice Chancellor.

Ms McLellan also asked that Ms Gagnon replace Abby Vandzura on the Ad Hoc Search Committee for a Dean of Student Affairs, since Ms Vandzura would not be available to meet during May and June.

Cathy McLean moved the replacements requested and James Sweeny seconded the motion.

The motion carried.

The Principal abstained from the vote.

CLOSING REMARKS

In closing, Vice Chair Nadia Martel thanked Luce Samoisette for her work on the Board of Governors since its inception in 2010, and for bringing together the two Eastern Townships universities, the Université de Sherbrooke and Bishop's.

The Principal echoed M^e Martel's thanks, noting the thoughtfulness and calm determination that M^e Samoisette brings to all she does, and her significant successes at the Université de Sherbrooke and as President of CREPUQ in 2012, a time of great challenge for Quebec universities.

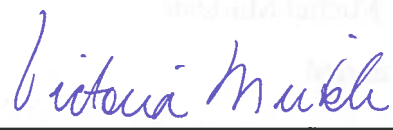
The Principal also recognised Chelsea McLellan's thoughtfulness and determination, and the example she set for other students.

ITEM 18: CLOSED SESSION

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



Nadia Martel, Chair



Victoria Meikle, Secretary