



MAY 11TH 2018

MINUTES

MCGREER 100 AND REMOTELY

Chair:	Robert Hall
Present:	Pierre Cossette, Anthony Di Mascio, Michael Goldbloom, Kerry Hull, Brian Levitt, Michel Marleau, Nadia Martel, Scott Stoddard, Andrew Stritch
Remotely:	Jane Brydges, Cathy McLean, Alexandra Medalsy, James Sweeny
Regrets:	Tova White
Senior Administration:	Nick Andrews, Marie-Josée Berger, Isabelle Goyette, Stine Linden-Andersen Michele Murray, Jacquie Scott, Miles Turnbull (remotely), Trygve Ugland
Secretary:	Denise Lauzière

ITEM 1: CHAIR'S WELCOME

The Chair called the meeting to order at 3:11 p.m.

The Chair congratulated the Principal on his appointment as Chair of the Board of CBC/Radio-Canada.

ITEM 2: APPROVAL OF AGENDA

Michel Marleau moved approval of the agenda as distributed.
Andrew Stritch seconded the motion.

The motion carried.

ITEM 3: APPROVAL OF MINUTES

Nadia Martel moved approval of the minutes of the March 23rd, 2018 meeting as distributed. Michel Marleau seconded the motion.

The motion carried.

ITEM 4: BUSINESS ARISING

There was no business arising from the March 23rd meeting.

ITEM 5: PRINCIPAL'S REPORT

The Principal thanked the Board of Governors for renewing his mandate for a third term. He will present an overview of his aspirations for the University at the June Board Retreat.

The Principal reminded Governors that Convocation was three weeks away. Mr. Ron Joyce is not able to travel to campus to receive his honorary degree. The Chancellor and the Principal will travel to Burlington on Wednesday, May 16th to confer the degree upon Mr. Joyce. Joyce Foundation Board member Aileen O'Rafferty will deliver Mr. Joyce's address at Convocation.

ITEM 6: ACADEMIC REPORT

Dr. Turnbull highlighted the main points in his VP Academic report.

Enrolment numbers for fall 2018 are looking positive including the numbers from Quebec which are ahead of last year.

Dr. Heather Lawford has been named a Canada Research Chair. At present, we have two CRC's: Dr. Matthew Peros and Dr. Jason Rowe. The financial support provided to CRCs allows professors to teach two classes a year rather than five; this permits them to focus on research. Dr. Lawford's research is on generativity, that is, what youth want to leave as a legacy.

ITEM 7: FINANCE COMMITTEE REPORT

Michel Marleau introduced the report and asked VP Finance and Administration, Isabelle Goyette to present the 2017-18 forecast, the 2018-19 operating budget, the 2018-19 cash flow budget and the 2018-19 *frais institutionnels obligatoire (FIO)*.

Ms Goyette explained that, although it is still subject to change, she is confident that we will finish the 2017-18 fiscal year with an additional 44 FTE students which should bring approximately \$400K of additional revenue. The Executive Committee has decided to invest half of the projected surplus on specific non-recurring projects (such as recruitment

expenses, and the promotion of graduate programs) and use the other half to reduce the accumulated deficit.

Ms Goyette then presented the 2018-19 Operating Budget. This is the fourth year of the University's five-year recovery plan, which was approved by the *Ministère de l'Éducation et de l'Enseignement Supérieur* ("MEES") in December 2016. She presented a balanced budget. Board members expressed support for the initiative of paying down the accumulated deficit.

Motion 2018-5-01 to approve the 2018-19 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 2018-19 Operating Budget as presented by the Vice-Principal Finance and Administration and set out in the 2018-19 Budget Report.

Moved by: Pierre Cossette
Seconded by: Jim Sweeny

The motion carried.

VP Finance and Administration Isabelle Goyette then reviewed the cash flow budget and the line of credit.

Motion 2018-05-02 to approve the 2018-19 line of credit and authorize borrowing:

WHEREAS the University's statutes require the approval of the Board of Governors 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 2017-18 is \$38.5 million with RBC;

WHEREAS the University has adopted a balanced Operating Budget for the 2018-19 operations which has been incorporated in the cash flow projections;

AND WHEREAS the University has provided a cash flow budget illustrating that its financial needs will range from approximately \$31 million to \$44.8 million between June 1st, 2018 and May 31, 2019;

BE IT RESOLVED THAT the Board of Governors authorizes the University to borrow up to \$44.8 million from RBC for its operations and for the short-term financing of capital expenditures for the 2018-19 fiscal year;

AND BE IT FURTHER RESOLVED THAT the Board also authorizes Michael Goldbloom, Principal and Vice-Chancellor, and Isabelle Goyette, Vice-Principal Finance and Administration, to co-sign any and all documents required to complete this transaction.

Moved by: Nadia Martel
 Seconded by: Kerry Hull

The motion carried.

Isabelle Goyette presented the *FIO – frais institutionnels obligatoires*.

Motion 2018-5-03 to approve the 2018-19 MEES FIO list:

WHEREAS the Board of Governors is required to approve the FIO list per the MEES requirement;

WHEREAS the University may not increase FIO fees beyond the percentage approved by the MEES (2.7%) unless approved by the student association (SRC);

WHEREAS the University obtained approval from the SRC where required;

AND WHEREAS the Finance Committee has reviewed and endorsed the 2018-19 FIO list,

	MANDATORY FEE INCREASE						BASIS FOR CHARGING	AGREEMENT WITH SRC
	2017-18	2018-19		INCREASE				
		Per FTE		\$	%			
Registration fee	\$ 123.30	\$	126.60	\$ 3.30	2.7%	\$4,22 per credit		
Administration fee	\$ 77.10	\$	79.20	\$ 2.10	2.7%	\$2.64 per credit		
Information Technology fee	\$ 39.60	\$	40.80	\$ 1.20	3.0%	\$1.36 per credit		
Copyright fee	\$ 25.50	\$	25.50	\$ -	0.0%	\$0.85 per credit		
Sub-total	\$ 265.50	\$	272.10	\$ 6.60	2.5%			
Student Services fee	\$ 847.20	\$	870.30	\$ 23.10	2.7%	\$29.01 per credit		
Indigenous culture support fee		\$	35.10	\$ 35.10		\$1.17 per credit (1)	X	
Sports Centre access fee	\$ 83.40	\$	85.64	\$ 2.24	2.7%	\$41.70 per semester		
Sub-total	\$ 1,196.10	\$	1,263.14	\$ 67.04	5.6%			
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	\$ 34.40	\$	35.33	\$ 0.93	2.7%			
Music course surcharges	\$390.88 - \$990	\$	401.43 - \$1,016.73	\$ 10.55	2.7%	Per course		
Education practicum surcharges	\$53.4 - \$261.89	\$	\$54.85 - \$268.96	\$ 1.45	2.7%	Per course	X	
Art course fees	\$32.04 - \$64.08	\$	\$32.91 - \$65.82	\$ 0.87	2.7%	Per course		
Fine art - Lab supervision - Health&Safety	\$ 15.40	\$	15.82	\$ 0.42	2.7%	Per course		
Fine Arts software	\$ 50.00	\$	51.35	\$ 1.35	2.7%	Per course		
Drama production courses	\$ 41.08	\$	42.19	\$ 1.11	2.7%	Per course		
WSB student activity fund fee	\$ 25.68	\$	26.37	\$ 0.69	2.7%	Per student (2)		
MSC thesis	\$ 367.97	\$	377.91	\$ 9.94	2.7%			
Re-reading of and examination by external evaluators	\$ 58.90	\$	60.49	\$ 1.59	2.7%			
Re-reading of thesis	\$ 57.82	\$	59.38	\$ 1.56	2.7%			

(1) The University is waiting for an answer on a renewal of the MEES grant to support indigenous culture. If this grant is renewed, this FIO will be cancelled.

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

BE IT RESOLVED THAT the Board of Governors approves the increases and the resulting listing of FIOs for 2018-19 set out above.

Moved by: Michel Marleau
Seconded by: Kerry Hull

The motion carried.

ITEM 8: UPDATE ON THE KNOWLTON BUILDING

The Knowlton building was acquired during the 2004-05 academic year for \$200K. The University invested approximately \$177K to renovate the building to be able to offer art studio courses.

In the summer of 2017, our Buildings and Grounds team estimated that it would cost \$170K in renovations to continue to use the building.

In fall 2017, the building was put up for sale using the services of the *Société Québécoise des Infrastructures* (SQI). The building was subsequently listed with REMAX in January 2018.

On April 23rd, 2018 the Board approved the sale of the Knowlton building for two hundred and ten thousand dollars (\$210,000) and authorized Michael Goldbloom and Isabelle Goyette to sign all documents required for the sale.

The sale was completed on date.

ITEM 9: AD HOC COMMITTEE FOR THE REVIEW OF THE VICE-PRINCIPAL

The Principal advised Board members that Dr. Miles Turnbull was appointed Vice-Principal Academic for a term beginning on July 1st 2014 and ending on June 30th 2019.

The Statutes of Bishop's University provide that during the final term of the penultimate year of the Vice-Principal's mandate, the Principal and Vice-Chancellor recommends to the Board the establishment of an Ad Hoc Search and Review Committee.

The Board is being asked to:

- o strike an Ad Hoc Search and Review Committee for the Vice-Principal Academic;
- o name its two representatives on the Committee, and
- o mandate the Secretary General to ask Senate, the Councils and the Deans to appoint members to the Search and Review Committee.

MANDATE

The committee will review the position description, mandate, goals and objectives of the

position as established at hiring or following the most recent performance review. The incumbent will be invited to prepare a written submission to the review committee. Written and signed submissions will be solicited from individuals in all sectors of the University community. The committee will interview the incumbent, and will meet with such other individuals as may be appropriate. The proceedings of the committee will be kept confidential, in accordance with the Confidentiality Policy established by the Board.

COMPOSITION AND PROPOSED MEMBERSHIP OF THE VP ACADEMIC REVIEW COMMITTEE¹

The members of the *ad hoc* committee in respect of the Vice-Principal Academic are:

- ◆ the Principal and Vice-Chancellor, as Chair;
- ◆ two External members of the Board of Governors or External community members named by the Board of Governors;
- ◆ one Academic Dean, named by that group;
- ◆ one full-time faculty member of Senate, named by the Senate;
- ◆ two full-time faculty members, named by the Faculty Council;
- ◆ one part-time faculty member, named by the Faculty Council;
- ◆ one student named by the Students' Representative Council;
- ◆ one staff member named by the Staff Council; and
- ◆ one manager named by the Managers' Council.

Recommendation

The committee will make a recommendation to the Principal and Vice-Chancellor concerning the renewal or non-renewal of the incumbent's contract. The committee may include in its report the reasons for its decision or general recommendations concerning future goals and objectives.

The two representatives of the Board of Governors will be named during the Closed session.

**DRAFT RESOLUTION
FOR THE ESTABLISHMENT OF AN AD HOC SEARCH AND REVIEW COMMITTEE
FOR THE VICE-PRINCIPAL ACADEMIC**

WHEREAS the Principal and Vice-Chancellor has recommended the establishment of an Ad Hoc Search and Review Committee for the Vice-Principal Academic in accordance with Division V of the Statutes of Bishop's University;

BE IT RESOLVED THAT an Ad Hoc Committee is established with the mandate and composition stated above.

Moved by: Michael Goldbloom

Seconded by: Scott Stoddart

The motion carried.

¹ As set out in s. 7.3 of Division V of the Statutes

ITEM 10: REPORT OF THE STRATEGIC INVESTMENT FUND (SIF) COMMITTEE

Nadia Martel, Chair of the SIF Committee, informed the Board that on April 13th, 2018, the stakeholders of the Learning Commons visited the construction site and were pleased with the work that had been done. The timeline has not changed and there are no changes in the total budget. Board members will visit the Learning Commons during the June Board Retreat.

Dr. Kerry Hull, Project Director for the Johnson Labs renovation project, indicated that work is progressing well and she will provide visuals of the work in June.

ITEM 11: INDIGENOUS RELATIONS

A. DIVINITY HOUSE

Dr. Trygve Ugland reported that a funding request had been sent to the Quebec Government on the Divinity project. VP Finance and Administration Isabelle Goyette informed Governors that we had received confirmation from the Quebec Government that Divinity House would be eligible for PQI funding. She explained that given the project is over \$300,000 we will require formal approval from the Government to undertake the transformation of the building. The Principal indicated that preliminary architectural drawings and plans had been developed.

B. RESEARCH AND RECOMMENDATIONS FOR RECONCILIATION AND DECOLONIZATION AT BISHOP'S UNIVERSITY

Dr. Avril Aitken and Dr. Mary Ellen Donnan presented the findings of their research project: 'Research and Recommendations for Reconciliation and Decolonization at Bishop's University' – The third author Dr. Jean Manore could not be present.

Dr. Aitken explained that the genesis of the report stems from the Universities Canada document entitled *Principles on Indigenous Education*. The research was designed to provide insight into how Bishop's might contribute to the changing Canadian landscape following the Truth and Reconciliation Commission and its report.

Dr. Donnan talked about the research methods and some of the findings that emerged from the focus groups and surveys.

Dr. Aitken reviewed the Recommendations to the Board of Governors listed at the end of their document.

The Principal commented that this is a very important issue for Canada and expressed his appreciation to Drs. Aitken, Donnan and Manore for their work.

ITEM 12: REPORT OF THE AD HOC COMMITTEE ON THE HOUSING PLAN

Cathy McLean, Chair of the Ad Hoc Oversight Committee on the Housing Plan reviewed the written report and took questions.

The Kuehner residence should be mostly finished by April 30th, 2018 so that it can be used for the Spring/Summer conference season.

Detailed plans are now being prepared for the renovation of Munster. We intend to go to tender to select the contractor in mid-May and will seek Board approval for the construction in June.

The first phase of the Norton-Pollack Residence renovation project has been to commission an architect's study. This is in progress.

Lemay, the firm updating the Campus Master Plan, delivered a first draft last week.

A draft of the updated Campus Master Plan will be presented to the Board in June.

ITEM 13: REPORTS OF THE COMMITTEE ON LIFE AT THE UNIVERSITY AND OF STUDENTS' REPRESENTATIVE COUNCIL

SRC President Alexandra Medalsy highlighted the main points of both the Committee on Life at the University (CLU) and the Students Representative Council reports. The 2018-19 Executive Team has transitioned into their roles.

The Dean of Students Affairs, Dr. Stine Linden-Andersen presented the Student Services Budget which was endorsed by the CLU.

ITEM 14: MEETING DATES FOR 2018-19

The Principal pointed out that the November meeting date had been advanced from November 23 to November 16, 2018.

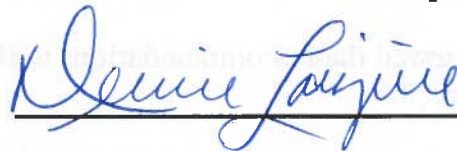
ITEM 15: OTHER BUSINESS

ITEM 16: CLOSED SESSION

There being no further business, the Board moved into closed session at 5:45 p.m.



Robert Hall, Chair



Denise Lauzière, Secretary