

BOARD OF GOVERNORS

November 28, 2019

Meeting #338

MINUTES

Adopted: February 13, 2020

In Attendance: Louise Anne Comeau (Chair), Greg Bambury, Cassidy Bernard*, Marco Chiarot, Gary Edwards*, Joanne Hames, Jim Horwich, Marlene Ivey, Cameron Jantzen, Sean Kelly, Jamie Loughery, Dean Leland, Alan MacPherson, Maggie Marwah*, Peri McFarlane*, Dave van de Wetering

Regrets: Ross Cantwell, Rebecca Hannon, Aoife Mac Namara

Invited: James Barmby, Associate Vice-President Student Experience and Registrar, Leanne Dowe, Interim Chief Financial Officer, Kara Holm, Director of Advancement

1. Call to Order Establishment of Quorum

Meeting called to order at approximately 4:00 pm by Chair

- Marco Chiarot and Alan MacPherson
Report from Global Philanthropic Inc. - External Review (Planning Study) Strategic Portrait, Risks and Amended Summary of Recommendations - To Be Considered Under Agenda Item # 13 – In Camera

With these items removed, the remaining items of the Consent Agenda were declared adopted. These include the Statutory Remittance Certificate and Officer's Certificate - Facilities, the report of the Advancement Committee of October 8, 2019, report of the Financial and Physical Resources Committee of October 10, 2019, report of the Audit and Risk Oversight Committee of November 5, 2019, the SUNSCAD report and the Alumni Association report. There was no Senate report filed.

8. Consideration of Items Removed from Consent Agenda –G&HR and ADV/FPR

8.1 Greg Bambury

Governance & Human Resources Committee

8.1.1 Submission of Meeting Materials

G. Bambury explained that at its October 29th meeting, the committee considered the timing of submission of meeting materials. In the past meeting materials were received late and business could not move forward due to the fact committee members did not have sufficient time to review materials prior to meeting date.

To inform the committee's discussion, the committee considered a report prepared by the Executive Assistant Governance and President's Office.

Following a review and discussion the committee agreed to bring to the Board the following recommendation.

Motion: To approve the recommendation of the Governance and Human Resources Committee to adopt the procedure of requiring committee and Board meeting materials be filed with the Executive Assistant, Governance and President's Office 10 days prior to the scheduled meeting. The materials will be upload to SharePoint 7 days prior to the meeting.

Moved by G. Bambury, seconded. Carried [BOG 338/19-68]

comments received in the Board Self Evaluation and have prepared a report with recommendations to the Board.

All of these matters will be brought back to the Board at its February 13, 2020 meeting.

9. Enterprise Risk Management Reporting

Dave van de Wetering, Chair of the Audit and Risk Oversight Committee spoke to this agenda item.

The Chair stated the President's team is working on refining the ERM and will be brought back to A&RO at its next meeting. In addition, L. Dowe, Interim Chief Financial Officer will confirm Directors' Insurance to ensure there is adequate coverage.

10. Q2 Financial Statements

L. Dowe, Interim Chief Financial Officer, provided an overview of the Q2 financial statements.

Some of the highlights:

The report shows a \$2.8M surplus as of quarter end;

We are starting to see an increase in student debt due to the increase in international students paying higher tuition rates

There has been no adjustment to tuition forecast; and

There has been an increase in administration expenses incurred to replace the phone system.

11. Retention & Recruitment and New Initiatives Report

The Chair stated that due to the late posting of this report, the matter is being deferred to the February 13, 2020 Board meeting.

12. President's Report

The Chair stated that since the President is absent from today's meeting, the report will be deferred to the February 13, 2020 Board meeting.

17. Adjournment

Motion: By motion of Louise Anne Comeau, the November 28, 2019 meeting of the Board of Governors adjourned at approximately 6:30 pm. [BOG 338/19-74]

18. Next Meeting

The next meeting of the Board of Governors will be held on Thursday, February 13, 2020.

Recorded by K. Connor, Executive Assistant Governance & President's Office

Approved for internal circulation by Louise Anne Comeau, Board Chair on February 6, 2020.