

**Cape Breton University
Board of Governors
Public Meeting**

**Friday, December 7, 2012
Following Prologue
CE-339**

1 – 5 Opening Information/Discussion

1 Roll Call

Present:

Dr. John Harker (President), Dr. Robert Bailey (Secretary), Dr. Diane Janes, Mr. Chester Pyne, Ms. Wendy Wadden, Dr. Mary Keating, Ms. Michelle Lahey, Mr. Stewart McCann, Ms. Alana Lawrence, Ms. Norma Boyd, Dr. Eddie Davis, Mr. Kenneth Crawford, Mr. Rany Ibrahim, Mr. Tony Mozvik, Dr. Hayes MacNeil (Chair), Capt. Brian LeBlanc, Mr. John Paul, Ms. Carol Ripley, Mr. Roland Thornhill, Mr. Ambrose White, Mr. Gordon MacInnis (Treasurer), Ms. Marlene Usher

Regrets:

Ms. Connie Boone, Mr. Steve Wadden, Ms. Anita Delazzer, Dr. Rex Dunn (Vice Chair), Mr. John Malcom, Mr. Kirk Purdy, Mr. Merrill Buchanan

Absent:

Ms. Mary Suzanne MacEachern, Mr. Leo MacIntosh, Ms. Daphne Hutt-MacLeod, Mr. Patrick Lahey

The Chair declared quorum and called the meeting to order.

2 Minutes – April 27, 2012

It was moved by Dr. Keating to approve the minutes from the October 26, 2012 meeting.
Motion carried.

3 Business Arising

3.1 Report of the Search Committee

Search Committee Chair, Roland Thornhill, gave an overview of the Committee's composition and mandate. He also recognized and thanked committee members for their support, efforts and dedication each demonstrated in enabling the Committee to complete its work. The Committee also expressed appreciation and thanks to the search firm, Royer Thompson and CBU's Director of Human Resources, Lois Devoe.

On November 23rd, 24th and 25th, the Committee conducted interviews with six highly qualified applicants. At the conclusion of the interviews, there was unanimous agreement on the person to be recommended to the Board for the position of President. The individual has been contacted and has responded positively to his\her name being recommended to the Board as the next President of CBU. Given the candidate's commitments in his\her present position, it was requested that the appointment be kept confidential and that no announcements be made until mid-January.

It was moved, by Mr. Thornhill, seconded by Dr. Harker, that in accordance with the CBU Board of Governors Bylaws, the Board extend the timeline for the Search Committee to provide its recommendation and to hold a special meeting in mid-January 2013 to present their recommended candidate. **Motion carried.**

Chair, Dr. MacNeil offered on behalf of the Board, extreme thanks to Mr. Thornhill for his respect and dedication to the process and for taking on the role of Chair of the committee.

4 CEO/CAO

4.1 Report of the President

President Harker provided a verbal report with the following highlights:

- CBU continues to generate applications in an attempt to secure funding from the Government Innovation Fund
- Efforts are being made to increase the overall student experience
- CONSUP released a report which highlighted the university sector as generating \$840 million in annual export revenue, ranking it second in Nova Scotia's economy

In response to President Harker's comments on the student experience, Dr. Davis presented the concept of a 21 year commitment to students by educational stakeholders. Dr. Davis has researched this proposal in the past and presented this to the Board as a topic for further discussion. President Harker replied that it could be a suitable topic for exploration and that the idea could be of interest to the VP of Student Services. In the current financial situation of the university sector, it may not be a rational decision to implement this at this time, but is one worth considering at a future date. Ms. Boyd added that in efforts to connect graduating students and recent grads, they could benefit strongly from the networking software available and may connect with the idea brought forward by Dr. Davis. President Harker replied that the use of social media is currently being used by many of the staff and departments within CBU in efforts to connect these groups.

4.2 Report of Senate

Dr. Mary Keating provided a verbal report to the Board on behalf of Senate from the November 16th meeting with the following highlights:

- Shawn Bethke was welcomed as the new Director of Library Services.
- Federal Finance Minister, Jim Flaherty attended a ceremony at CBU honouring his aunt, Sister Margaret Harquail, who played a key role in the early days of the university. The garden space between the Verschuren Centre and the Shannon School of Business was officially named Harquail Garden.
- An event was held to honour Cheryl Bartlett as CBU's first Canada Research Chair.
- Deputy Minister of Justice agreed that the model developed by Rod Nicholls and Tom Urbaniak for the Association for Safer Cape Breton Communities will be promoted as a model for the rest of Nova Scotia.
- Dr. Andrew Swanson has been named the Lockheed Martin Distinguished Fellow in Renewable Energy. Located at the Verschuren Centre, Dr. Swanson's role is to assist Dr. McCurdy in program direction responsibilities as well as research during his time with CBU.

- The Academic Plan process continues.
- Renovations to the labs, campus centre and Marvin Harvey buildings have begun and unexpected plant issues have been identified which may increase the overall cost.
- The Students' Union report was quite active and Dr. Keating noted their impressive work.
- CBU now requires students to present ID during exams.
- A special meeting will be held to discuss the Academic Plan and pre-budget report.
- The School of Arts and Social Sciences removed Group 6 from the BA core and added 6 credits to the major and moved 6 credits from the electives to the minor.

4.3 Special Announcements, Questions – N/A

5 Treasurer's Report

Mr. MacInnis referred to the Financial Statements circulated with the meeting package noting much of the information would be unchanged from the October statement. No items for decisions were identified and the following key points were highlighted and discussed:

- CBU's cash position remains healthy.
- A growth of \$300,000 in non-Saudi sponsored student account balances was reported which will be monitored closely.
- Student receivable balance has increased due to a \$3.5 million outstanding invoice to the Saudi Cultural Bureau for sponsored students as of the reporting period. A meeting was held with the Saudi Cultural Bureau officials to implement an improved process for more timely payment of invoices.
- Timely receipt of the CBU nursing program subsidy is responsible for a decline in the receivable from the Province.
- The CBU Bookstore inventory levels appear to have been overstated with untimely entries of data. Operations are being closely monitored and a review of reported inventory and COGS figures in previous years are currently in progress.
- A slight increase to investments is reported and is reflective of the Harriss Estate and other ongoing fundraising efforts.
- The balance owing from the CBU Foundation is entirely related to LearnCorp International.
- The amount of the SOFI loan is \$5.1 million with a March 2015 repayment date.
- With January 2013 enrolment yet to occur, tuition and foreign differential fee revenues for the 2012/13 Fall/Winter academic terms are currently expected to exceed budget by a minimum of \$1.8 million. The 2012/13 operating budget assumed a 1.8% decline in domestic enrolment, non-Saudi sponsored visa student enrolment at 2011/12 levels, and 15% of revenue generated by Saudi sponsored students in 2011/12. Actual enrolment of Saudi sponsored students is over 400 students which, subject to January 2013 enrolment trends, has served to buffer a slightly higher than expected decline in non-Saudi student enrolment levels. It was also noted that if the Saudi sponsored enrolment numbers were removed, projected revenues to date would be short of budget estimates with January 2013 enrolment yet to occur.
- Government grant revenues as well as other reported revenues are on target.
- Travel expenses for athletic teams and replacement equipment for Computer Services are responsible for negative budgeted variances in these units.
- Residence operations occupancy rates are lower than expected leading to concerns over sufficient revenue being raised to offset residence operating and debt servicing costs. A student survey is being developed to gain insight as to why an off-campus housing alternative trend appears to be emerging.

On the question of residence occupancy rate, Mr. MacInnis advised that the rate currently stands at 82% with the business model calling for an 85% break-even point and ideally, a 90% rate would be preferred. During spring\summer, the Conference Services agenda is quite active with rooms rented for these events. Various options to assist in optimizing the residences will be explored should the current situation continue or decline further.

6 Committee Reports

6.1 Executive Committee

Chair, Hayes MacNeil, reported that the executive committee met on December 6th and all items discussed at the meeting have been, or will be, covered on the prologue or public agenda.

7 Items Requiring Action \ Decision – N/A

8 New Business – N/A

9 Presentations – N/A

10 Date of Next Meeting

Next Meeting – Special Meeting as requested by the Search Committee, tentatively set for Monday, January 14, 2013. The next regularly scheduled meeting will be Friday, February 22, 2013.

11 Adjournment

It was moved by Mr. Ibrahim, seconded by Dr. Janes to adjourn the meeting.



Dr. Robert Bailey, Secretary to the Board