

Cape Breton University
Board of Governors
Public Meeting

Friday, December 6, 2013
Following Prologue
CE-339

1 – 5 Opening Information/Discussion

1. Roll Call

Present:

Dr. David Wheeler (President), Dr. Robert Bailey (Secretary), Ms. Judy Bailey, Mr. Clayton Locke, Dr. Scott Moir, Dr. Scott Stewart, Mr. Matt Latimer, Ms. Patricia McCann, Mr. Brennan Boudreau, Mr. Andrew Skinner, Ms. Norma Boyd, Dr. Eddie Davis, Mr. Rany Ibrahim, Mr. Ben Cowan-Dewar (via teleconference), Mr. Rob Fowler, Dr. Hayes MacNeil (Chair), Mr. Brian LeBlanc, Ms. Carol Ripley, Dr. Dianne Calvert-Simms, Mr. Mark Shannon, Mr. Roland Thornhill, Mr. Ambrose White, Mr. Gordon MacInnis (Treasurer), Mr. Howard Windsor, Ms. Marlene Usher

Regrets:

Ms. Connie Boone, Mr. Kenneth Crawford, Mr. Leo MacIntosh, Mr. Tony Mozvik, Mr. Steve Wadden, Dr. Rex Dunn (Vice-Chair), Mr. John Paul

The Chair declared quorum and called the meeting to order.

2 Minutes

2.1 - It was moved by Mr. Boudreau, seconded by Mr. LeBlanc, to approve the minutes of October 25, 2013. **Motion carried.**

3 Business Arising

3.1 Review of the Presidential Search Procedures

Chair, Dr. MacNeil, referred to the very successful Presidential search and the comments, suggestions and opinions received on the process and composition of the committee. In effort to address these communications, **it was moved** by Dr. Davis, seconded by Dr. Stewart that the Bylaws committee initiate a review of the presidential search process. **Motion carried.**

4 CEO/CAO

4.1 Report of the President

President Wheeler referred to the Report of the President circulated with the meeting package highlighting the following, responding to questions as they arose:

- A successful Convocation took place on October 26th, where 263 students were graduated and two honorary degrees were awarded to Shawn Atleo and Howard Wetson.
- The SASS Dean search concluded with the appointment of Dr. Arja Vainio-Matitila.

- Community consultations continue and have resulted, thus far in very positive feedback.
- The strategy process will now focus on deepening internal discussions and communications.
- Early discussions with the Province have given early signs that the University sector may not sustain a further reduction as it has in the last three years.
- Possible innovation proposals will be explored with a view to increase government funding through mutually beneficial strategies including areas of research, commercialization and economic growth.
- The Board retreat held in November was quite successful and going forward annual retreats should be considered with a Board lead agenda.

On the question of cost savings with regard to the administrative structure of CBU, President Wheeler replied that the coming year will be one of cost savings and cost control for the entire university. With regard to Administration in particular, the current VP Academic and VP Student Services and Registrar positions will be reviewed to see if they could become one and what that joined position might look like. With regard to Deans, President Wheeler believes that each of the Schools must maintain their sense of identity and without a dedicated Dean, this could be lost.

On the question of growth strategies and the costs associated with each of the scenarios, President Wheeler replied that before any initiatives begin, milestones must be established. Commitments to growth will only be realized if new revenues are realized.

On the question of the residence Wi-Fi project noted in the report, Mr. MacInnis advised that the project is in progress with anticipated completion date within the first quarter of 2014. IT services are also looking into increasing the bandwidth.

SU President offered a suggestion that future Board retreats should take in to consideration the schedules of the student representatives, as none were able to attend due to mid terms. Mr. Latimer also commented on the efforts of highlighting CBU as a university of choice to local high schools. Comments received on the lack of CBU presence in SARSB were also acknowledge and assured that a conscious effort is also being placed on recruitment in this area.

4.2 Report of Senate

Dr. Scott Moir highlighted the following in a verbal report from the November 15th meeting of Senate:

- As previously mention at this meeting, the new Dean of SASS was announced, as was Dr. Bailey's decision not to re-offer.
- The Fiscal Framework document was circulated for Senate's information and President Wheeler commitment to include Senate and the Academic Committee in the process going forward was very well received.
- The article in Caper Times on the strike vote sparked much discussion and the reporting discrepancies it held. On a side note Dr. Moir noted a discussion at the negotiations table on these discrepancies would be welcomed.
- Changes were approved to a Bachelor of Education with an Aboriginal Concentration.
- Two courses were approved in Emergency Management.
- The Bylaws committee is working on a template to streamline the process of updated or creating bylaws.

4.3 Special Announcements, Questions

Chair, Dr. MacNeil, took this opportunity to express his views on the recent Board retreat. He noted the impressive quality of information presented and shared with Board members. Many thanks were offered to all those who assisted in the development and presentation of the documents.

A moment of silence was held to mark the passing of Nelson Mandela.

5 Treasurer's Report

Mr. MacInnis referred to the Financial Statements dated October 31, 2013 circulated with the meeting package date. The following key items were highlighted and discussed:

- Balance sheet and cash position remain healthy.
- The Saudi Cultural Bureau accounts for 40% of the student receivables and \$1.9 million has been received since the writing of the circulated report with no concerns identified for further collection.
- Delays continue with collection of the Tuition Rebate Program from the Province of Nova Scotia.
- First term collection notices are sent out to students reminding them of the requirement to pay outstanding fees in order to receive exam marks. Members were reminded that a moderate level of student deregistration is likely to occur in early 2014.
- The adjustment to the Fundraising receivable for the receipt of funds from donors since April 1, 2013 has been made.
- Investments continue to perform well with a market value of just under \$26 million.
- A notable change in the balance due from CBU Foundation & Endowment Fund with regard to LearnCorp and the Crawford Char's activities.
- Marvin Harvey building renovations have commenced.
- Negotiations continue with the Province with a goal of deferring the SOFI repayment date to 2020 but nothing has resulted at this time from these talks.
- Overall FW tuition and fee revenue is expected to be near projected budget targets.
- The Bookstore is expected to generate a net profit but at a decreased level than in recent past.
- Residence operations show some improvement but are in jeopardy of not realizing its stated financial breakeven goal due to reduced occupancy levels.

On a suggestion from Dr. Stewart, President Wheeler agreed that a presentation from LearnCorp International at a future board meeting would be very informative to this Board to ensure full visibility of their direction and purpose.

On the question of the audit process of the Tuition Rebate Program from the Province, Mr. MacInnis replied it may be performed through a test of student residency. CBU is not being audited at this time so the actual process is not known but speculations are that the home addresses may be investigated.

With regard to goals set to increase the residence occupancy rates, Mr. MacInnis identified Wi-Fi and food services as areas in need of improvement. The Wi-Fi project, although taking longer than anticipated, is due to be completed in the first quarter of 2014. A process for the improvement of food services is also being explored. Improvements in campus based activities could also increase residence rates and every effort is being made to draw students to campus outside classes.

On the question of if, and how, this Board could support the Saudi cohort in the external community, President Wheeler replied that a strong interest has been emerging in how to engage and welcome these students. It was suggested that Dr. Keith Brown could be CBU's voice and give instruction to the Board of ways to reach out. Mr. Latimer commented that one of the first things an international student may look to do upon arriving is to obtain a driver's license. Without having a strong understanding of English this is not very easy for them. He suggested that this Board could forward a letter to the Province requesting its website be translated to multiple languages. Further suggestions included a buddy system for international cohorts to assist with their integration into the internal and external communities.

6 Committee Reports

6.1 Executive Committee

Chair, Dr. Hayes MacNeil reported that the Executive Committee met on December 5th and all items discussed have been, or will be, covered on the Prologue or Public agendas.

6.2 Investment Committee

On behalf of Chair, Mr. Steve Wadden, Mr. MacInnis reported the committee met on December 5th and the committee will soon begin its work on the annual report. Included in a review, handled by Mercer, will be 'green' investment options from the Sun Life platform. This review will also include alternatives for the fixed income portion of the fund which could increase the return without a substantial increase to the risk.

7 Items Requiring Action \ Decision

7.1 Tentative Agreement – CUPE Local 3131

It was moved by Mr. Thornhill, seconded by Ms. Boyd, that the document presented in the Prologue session with respect to the tentative agreement with CUPE Local 3131 - Administrative, Technical and Support Employees at CBU be approved. **Motion Carried.** **Abstentions: 4**

8 New Business – N/A

9 Presentations

9.1 Verschuren Centre for Sustainability of Energy & the Environment Dr. Andrew Swanson, CEO

Dr. Andrew Swanson the CEO of the VCSEE, delivered a PowerPoint presentation, to provide an overview of the centre's activities and initiatives. Current and future projects, partners, future strategies, and potentials were all highlighted in the presentation with question and comments fielded throughout. At the conclusion of the presentation many comments were offered on the possibilities and potential of the centre. Many thanks were offered to Dr. Swanson for his time today.

9.2 Recognition of Retiring Board Members

The Chair recognized retiring Board members: Ms. Connie Boone and Ms. Norma Boyd. Ms. Boone was not in attendance but she did send a letter to Chair, Dr. MacNeil thanking everyone and offered her wishes for the success of Cape Breton University in the future. Ms. Boyd was presented with a parting gift and was thanked for many hours of work and dedication as Board member and for serving on many committees, including a past Chair of the Board.

10 Date of Next Meeting

The next meeting will be Friday, February 28, 2014

11 Adjournment

It was moved by Dr. Davis to adjourn the meeting at 12:08 pm.



Dr. Robert Bailey, Secretary to the Board