

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

**Friday, March 6, 2015
Following Prologue
CE-339**

1 – 5 Opening Information/Discussion

1. Roll Call

Present:

Dr. David Wheeler (President), Dr. Dale Keefe (Secretary), Mr. Clayton Locke, Dr. Scott Stewart, Mr. Brandon Ellis, Mr. Andrew Petrie, Ms. Sarah Hines, Mr. Kenzie Cameron, Ms. Carmelita Cechetto-Shea, Dr. Eddie Davis, Mr. Rany Ibrahim, Mr. Terry Kelly, Mr. Keith MacDonald, Mr. Steven Wadden, Mr. Ben Cowan-Dewar, Mr. Howard Windsor, Dr. Anne Frances D'Intino, Mr. Bob Fowler, Mr. Gordon MacInnis (Treasurer), Mr. John Paul, Ms. Carol Ripley, Mr. Mark Shannon, Dr. Dianne Calvert-Simms, Mr. Ambrose White (Chair), Mr. Pat Bates, Ms. Carol Beaton

Regrets:

Ms. Judy Bailey, Dr. Scott Moir, , Mr. Ken Crawford, Ms. Daphne Hutt-MacLeod, Mr. Leo MacIntosh, Mr. Brian LeBlanc, Mr. Robert Sampson, Mr. Roland Thornhill.

The Chair declared quorum and called the meeting to order.

2 Minutes

2.1 - It was moved by Mr. Ibrahim, seconded by Mr. Kelly to approve the public minutes of December 4, 2014 and January 23, 2015, **motion carried.**

3 Business Arising

3.1 CBU Wind Farm Project

Following the discussion in the Prologue session, **it was moved** by Mr. MacInnis, seconded by Mr. Ellis, that subject to finance confirmation, CBU proceed to confirm its guarantee of a \$17.6 million loan, thus enabling the CBU Wind Farm Project to proceed, with the understanding that the CBU Wind Farm Incorporated will develop a comprehensive partnership agreement with Natural Forces (NF). **Motion carried.**

3.2 Bilateral Agreement – Province of Nova Scotia

President Wheeler referred to the Bilateral Agreement circulated for information with the meeting material. The document identifies key activities that CBU will undertake between October 1, 2014 and March 31, 2016, which are supported and endorsed by the Province of Nova Scotia. Separate conversations surrounding the MOU with the Province are ongoing and are not included in this document.

On the question of the point referring to the development of shared portals for the purposes of recruitment and retention, Dr. Keefe replied this common application that would see a prospective student using one portal to apply to any institution within Nova Scotia. Being familiar with the system used in Ontario, Mr. Petrie, remarked that this type of system is very user friendly from an end-users prospective. Mr. MacInnis added that the system could be very useful if the business processes were consolidated for all of the Nova Scotia universities. However, with varying admission standards this option would require much more work before it could be implemented.

In reply to a question on the option of exploring possible partnerships or creating efficiencies in areas where the Province and CBU offer similar services, President Wheeler replied that these conversations are preliminary at present and will require support from the external communities.

4 CEO/CAO

4.1 Report of the President

4.1.1 Board Policy Framework

President Wheeler welcomed Mr. Norm Smith, Ms. Stacey Black, Ms. Lois Devoe, and Mr. Scott Thomas, the recently appointed Multicultural & Diversity Officer. These individuals have all been involved in the development of the circulated policies and were in attendance to assist with any questions that might arise on any particular policy.

President Wheeler reminded members that during the December meetings, the Board felt that clear concise policies were necessary to reduce any vulnerability or exposure to CBU. In a PowerPoint presentation, President Wheeler overviewed the draft policies as circulated with the meeting material. He noted that although there is no evidence of any significant issues, every effort is being made to maintain vigilance good practice at CBU. An overview was given of the current Human Resources, Violence Prevention, Student Code of Conduct and Student Code of Conduct (Athletes) policies. The draft Respectful Campus, Sexual Assault and Social Media policies were also reviewed as presented.

On the question of an employee code of conduct, Mr. Norm Smith replied this would be encompassed under a Respectful Campus Policy.

Dr. Stewart noted that the CBUFA has many suggestions concerning the presented policies and would welcome the opportunity to form a committee to ensure the policies are clear, concise and in keeping with good practice. Many comments and strong concerns were identified by members that these policies should be actioned and fully developed in a timely manner. **It was moved** by Mr. Fowler, seconded by Mr. Windsor, that Board level policies be brought forward for consideration and adoption during the April meeting and that the high level policies become a standing agenda items until such time that these policies are adopted by the Board. **Motion carried.**

4.1.2 Annual Research Report

Dr. Keefe introduced Dr. Tanya Brann-Barrett, Associate Dean of Research and Graduate Studies. Dr. Brann-Barrett circulated copies of the Annual Research report and in a PowerPoint presentation detailed the report as a means of quantifying research at CBU.

4.1.3 Provincial Policy

President Wheeler reported on the status on discussion with the Province of Nova Scotia. During the April meeting, CBU will be presenting its proposed 2015/16 operating budget and it, like the Provincial budget, is expected to be challenging. President Wheeler believes that with CBU's commitment to aligning with expectations of the province and continuing to produce outcomes, CBU can continue to make their case but will need strong support from the local community. Members agree that CBU should continue to make the case but will need to ensure the next steps with the province are well-thought through and that internal options on how CBU could alternately benefit the province must be explored fully.

4.2 Report of the Senate

On behalf of Senate, Dr. Keefe reported that Senate met on February 27th where the following items were discussed\approved:

- Various courses were approved and modified along with updates to departmental bylaws.
- Senate discussed the policies presented today.
- Modifications were approved to the core of the BBA.
- Arlene Mullan and Norm Smith were welcomed as new Senators with the stepping down of Alexis Manley, VP Student Services & Registrar.

4.3 Special Announcements, Questions

Mr. Wadden noted the celebration of National Women's Day and asked that the Board recognize the importance of this day. President Wheeler suggested it be added as a banner to the CBU website to honour the date.

5 Treasurer's Report

Mr. MacInnis referred to the Financial Statements circulated with the meeting package. The following key items were highlighted and discussed:

- Current cash position remains healthy but the SOFI loan repayment is scheduled for March 23rd which will have a significant impact.
- Student receivables have decreased slightly due to a reduced receivable from the Saudi Scholarship program and a modest increase has been realized in other student receivable balances.
- The reported inventory reflects the sale of the CBU Bookstore inventory to Follett Canada.
- The book value of investments totals \$26.9 million (\$32.6 million market value).
- Due to a change in accounting practices, accrued liabilities set aside for service awards and vacation entitlements will be exceeded.
- Early indications reflect a possible decline in the Spring/Summer Saudi Cultural Bureau cohort.
- Scholarship spending is tracking to be over budget as in the past three years, and with this continuing trend, a review of this process may be initiated.

- With no provisions for capital spending, alternatives must be identified in emergency cases as in the recent emergency roof repairs.
- A modest improvement continues to be realized for residence operations finances.

On the question of the Saudi Cultural Bureau cap, Mr. MacInnis reported that the 10% of total student population remains and CBU continues with the Bureau to be reinstated as an eligible institution for receiving new students.

6 Committee Reports

6.1 Executive Committee

Chair, Mr. Ambrose White reported that the Executive Committee met on March 5th and that all items discussed have been, or will be, covered on the Prologue or Public agendas.

6.2 Audit Committee

On behalf of the Chair, Mr. MacInnis reported that the committee met to begin the planning process for the June audit with MGM. New to the process this year will be a required audit certificate on the nursing program funding. The committee discussed a switch in their focus to an audit and risk committee with Mr. Kelly providing research results on best practices that the committee will review.

On the question of changing the scope of the committee Mr. MacInnis replied this would be accomplished with a change to the Terms of Reference.

7 Items Requiring Action \ Decision

7.1 Harriss Endowment

Referring to a memorandum circulated during the meeting, Mr. MacInnis reminded members of previous conversations of drawing funds from the Harriss endowment earnings to mitigate the incremental funding burden as a result of the \$5 million SOFI loan. **It was moved** by Ms. Ripley, seconded by Mr. Fowler, that CBU withdraw \$645,000 from the accumulated earnings of the Harriss Endowment to serve as a bridge financing mechanism for scheduled 2015/16 debt servicing charges. **Motion carried.**

7.2 Fundraising Reserve

Referring to a memorandum circulated during the meeting, Mr. MacInnis overviewed the creation and intended purpose of the Fundraising Reserve being the repayment of the SOFI loan. The SOFI debt servicing charges has now been resolved and the Fundraising Reserve remains, providing a one-time source of funds that can be used for priority CBU capital projects. **It was moved** by Mr. MacInnis, seconded by Mr. Fowler, pending final Board approval of the CBU Wind Farm Project, that CBU

re-profile the \$1.4 million Fundraising Reserve as a source of financing for high priority capital projects directed at core infrastructure priorities as a cornerstone of the developing broader deferred maintenance financing strategy to be presented at a future meeting of the CBU Board of Governors.

Motion carried.

8 New Business – N/A

9 Presentations

9.1 Stacey Black & Keith Brown – Update on Marketing Strategy

In a PowerPoint presentation Dr. Brown provided members with an update on current and targeted enrolment numbers. Projections included new and expanding market potentials and how these recruitments could counteract the expected decline in the 2015/16 Saudi Cultural Bureau cohort. Following Dr. Brown's presentation on recruitment efforts, Ms. Black continued with the presentation on how marketing can and will be supporting their efforts.

10 Date of Next Meeting

The next meeting will be Friday, April 24, 2015.

11 Adjournment

It was moved by Dr. Stewart to adjourn the meeting at 1:13 pm.



Dr. Dale Keefe, Secretary to the Board