

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

**Friday, March 9, 2018
Following Prologue
CE-339**

1 – 5 Opening Information/Discussion

1. Roll Call

Present:

Mr. Robert Sampson (Chair), Mr. Mark Shannon (Vice Chair), Dr. Dale Keefe (Interim President), Mr. Gordon MacInnis (Treasurer/Secretary), Dr. Richard MacKinnon, Mr. Pat Bates, Mr. Carol Beaton, Dr. Ed Davis, Ms. Brooklyn Galbraith, Mr. Jordan Gracie, Dr. Stephanie Inglis, Mr. Terry Kelly, Mr. Clayton Locke, Mr. Keith MacDonald, Mr. Kirk MacRae, Ms. Katelyn McPherson, Ms. Tara Milburn, Dr. Andrew Molloy, Mr. Steve Parsons, Mr. Darryl Poirier, Mr. Michael Sandalis (via teleconference), Ms. Eleanor Sidley, Ms. Wendy Wadden, Mr. Howard Windsor

Regrets:

Ms. Millie Colbourne, Mr. Dannie Hanson, Mr. Brian Leblanc, Ms. Ann Sylliboy

The Chair declared quorum and called the meeting to order at 10:45 am. He welcomed Mr. Kirk MacRae as a new member. He also noted that Ms. Carol Ripley has concluded her second term with the Board and he expressed his thanks to her for her many contributions during her tenure. He also noted that Mr. Bob Fowler, with regret, has tendered his resignation from the Board. He has relocated and is no longer able to participate as a Board member. Thanks were also offered to him for his many contributions.

2 Minutes

2.1 - It was moved by Ms. Beaton, seconded by Ms. Wadden, to approve the Public Minutes of December 7, 2017. **Motion carried.**

2.2 It was moved by Dr. Molloy, seconded by Ms. Wadden, to approve the Public Minutes of January 31, 2018. **Motion carried.**

3 Business Arising – N/A

4 Reports

4.1 Report of the CEO/CAO

Interim President, Dr. Keefe, referred to his report as circulated with the meeting material. He welcomed comments or questions and he drew particular attention to the Five-Year Revitalization Plan 2017/18 Scorecard. He noted that enrolment is 14% above target and detailed the areas where this growth is being realized.

In response to the suggestion that student engagement be included in the scorecard, Dr. Keefe noted this will be an item brought forward to the new President as he develops his reports to the Board.

Mr. Parsons offered any assistance he may be able to offer in the process of the development of satellite offices in Eskasoni.

4.2 Report of Senate

Ms. Wadden reported that Senate met on December 15th and February 2nd. Mr. Stephen Augustine provided a similar presentation as the one given to the Board in December on Unama'ki College and the TRC. She reported on the various items the Committees have presented, approved, and are continuing to work on.

4.3 Report of the Students' Union

On behalf of the CBU Students' Union, Ms. Sidley thanked Dr. Keefe for his support during their term. They have been in conversations with Transit Cape Breton in effort to increase public transit services to, and from, CBU. She noted that the Union has been actively engaged in provincial and federal lobbying, the election of the incoming Executive, the Capers Helping Capers Gala scheduled for March 22nd, celebrations for African Night and the Women's Centre.

4.4 Special Announcements, Questions

On behalf of the Board, Mr. Sampson congratulated Ms. Wadden on the dedication of a room in her name by the Students' Union.

Members were advised that the Installation for President Dingwall has been set for April 6th at 3:00 pm and invitations with more detail should be received in the coming days.

5 Treasurer's Report

The Treasurer's Report was presented as circulated with the meeting package. Responding to comments and questions as they arose, Mr. MacInnis noted the following:

- Both fall/winter undergraduate tuition and international differential fee revenue will exceed budget targets with the MBA program revenue again exceeding the budgeted revenue. This strong performance has attributed to the growth in international student enrolment (now 35% of total enrolment), especially in the India market. International student enrolment is concentrated in five program areas. Some offset to this growth will be an increased program delivery costs and a much higher agent fee commissions.
- Government grant revenue will exceed budget by \$1.0 million with the 2017/18 adjustment officially approved.
- CBU's cash position remains strong but will be negatively impacted by the payout of the service award accruals, commencing summer 2018.
- Student receivable balance owing from students has grown by 8.5%. Given the growth in overall enrolment, such an increase is to be expected and the annual cycle of collection processes is now underway with the usual level of modest de-registration expected by March 31st.
- Global expenditures are currently within budgeted targets. Most cost centers are operating at, or within, financial plans. Over-expenditures are anticipated in academic departments experiencing

high enrolment growth, international recruitment due to agency commissions, and departments providing support services to the increased number of students.

On the question of the influx of students from India, Dr. Keefe reported these students are from Punjab State in northern India and is a direct result of a recruitment efforts and the signing of a contract with an agent in this area. Due to this increase, and another expected in the Spring, increased pressure has been put on many individuals, department, staff and faculty. It was suggested this must be an item identified for the new President as one that requires immediate attention and decision for future planning. On the question of occupancy rates, Mr. MacInnis reported the current rate is about 80-85%.

6 Committee Reports

6.1 Executive Committee

Chair, Mr. Sampson, reported that the Executive Committee met on March 8th and approved the agenda items for the meetings today.

6.2 Bylaws Committee

Referring to the February 2nd notice of motion, Dr. Keefe noted that many of the suggested changes are to update committee structures and mandates as well as wording to introduce electronic votes into the minutes, and the structure of the Audit Committee. **It was moved** by Dr. Keefe, seconded by Mr. MacInnis, to approve the updates to the CBU Board of Governors' Bylaws as presented. On the question of the lack of internal membership on the Audit Committee, in particular the absence of the Vice President of Finance, it was clarified that this intention is not to exclude these individuals from the meetings, but rather have them attend each meeting but not as voting committee members. **Motion carried.**

6.3 Investment Committee

Mr. Kelly noted that the Investment Committee met prior to the Executive Committee on March 8th. He advised that the Sunlife year-end reports were received this week but the report from Eckler is yet to be received. Once received, a more detailed report will be presented. He did note that investments are currently doing very well.

7 Items Requiring Action \ Decision – N/A

8 New Business – N/A

9 Presentations

9.1 Dr. Tanya Brann-Barrett – Annual Research Report

In a PowerPoint presentation, Dr. Brann Barrett detailed the 5th Annual Research Report as a means of quantifying research at CBU. Responding to comments and questions as they arose, she highlighted and discussed research funds, industry engagement, collaborations, and the research environment at CBU.

10 Open Session – N/A

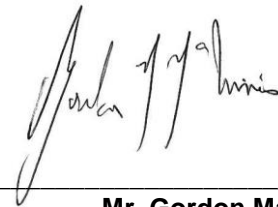
On behalf of the Board, Mr. Sampson expressed sincere thanks and appreciation to Dr. Keefe for his dedication and professionalism during his time as Interim President.

11 Date of Next Meeting

The next meeting will be on Friday, April 27, 2018.

12 Adjournment

It was moved by Ms. Wadden to adjourn the meeting at 12:28 pm. **Motion carried.**



Mr. Gordon MacInnis
Secretary & Treasurer to the Board