

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

**Friday June 20, 2014
Following Prologue
CE-339**

1 – 5 Opening Information/Discussion

1. Roll Call

Present:

Dr. David Wheeler (President), Ms. Judy Bailey, Mr. Clayton Locke, Mr. Brandon Ellis, Ms. Sarah Hines, Mr. Andrew Petrie, Mr. Mitch Mader-Ramsey, Dr. Eddie Davis, Mr. Rany Ibrahim, Mr. Terry D. Kelly, Ms. Daphne Hutt-MacLeod, Ms. Carmelita Cechetto-Shea, Mr. Steve Wadden, Mr. Ben Cowan-Dewar, Dr. Rex Dunn (Vice-Chair), Mr. Rob Fowler, Dr. Hayes MacNeil (Chair), Mr. John Paul, Ms. Carol Ripley, Dr. Dianne Calvert-Simms, Mr. Mark Shannon, Mr. Roland Thornhill, Mr. Ambrose White, Mr. Gordon MacInnis (Treasurer), Mr. Howard Windsor

Regrets:

Dr. Scott Moir, Dr. Scott Stewart, Mr. Kenneth Crawford, Mr. Brian LeBlanc, Ms. Marlene Usher

Absent:

Mr. Leo MacIntosh, Mr. Tony Mozvik

2 Minutes

2.1 - It was moved by Ms. Bailey, seconded by Ms. Cechetto-Shea, to approve the minutes of April 25, 2014. **Motion carried. Abstentions: 3**

3 Business Arising – N/A

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:

- The well received Spring Convocation saw 619 students graduated and an equally successful graduation of 40 candidates from the Canadian Coast Guard College.
- Monthly updates have been implemented on the progress of the strategy targets with annual targets also identified.
- Dr. Dale Keefe was welcomed as Interim Vice President Academic & Research and as the Secretary to the Board.
- The Accountability Report is near the completion stages with fine tuning to take place during the coming weeks.

4.2 Report of Senate

Dr. Scott Moir reported that two Senate meetings held on May 1st and June 13th held very full agendas with much of the work of Senate being completed for the 2013/14 academic term. The following highlights of these meeting were noted:

- Graduates were approved for Spring Convocation
- Farewell greetings and thanks were offered to Dr. Robert Bailey
- Approvals for the updated process for Professor Emeriti, Adjunct Professors, the Decision Matrix, and the Intellectual Property policy
- Approval of the SSOB QA review
- Numerous Academic Committee course approvals including the Masters of Education which will be externally reviewed prior to MPHEC submission
- New start of classes date for fall 2016
- A special Senate meeting was held to discuss the Strategy documents
- A search for a permanent Vice-President Academic has commenced
- Information on the proposed changes to the Board of Governors bylaws
- Dr. Tanya Brann-Barrett was announced as the Interim Associate Dean of Graduate Studies
- Year-end work from Senate committees was presented along with a full slate of committees for the coming year
- A list of the 2013/14 RP Awards was circulated

4.3 Special Announcements, Questions

President Wheeler announced that Rudolph W. Giuliani, the former Mayor of New York City, has been confirmed as a keynote speaker during the Cape Breton Golf Experience in September where Mr. Purdy Crawford will be honoured.

5 Treasurer's Report

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

- The cash position remains healthy.
- A modest increase is reflected in the student receivable balance with
- The receivable from the Province represents various funding accruals yet to be received.
- A positive spring summer revenue variance is due to the high level of international student enrolments.
- Investments continue to grow due to strong market performance.
- Ancillary enterprise expenditures report declines in parking revenues, bookstore and residence operations along with a negative variance for the Canada Games Complex.
- An agreement is near completion to privatize the bookstore with Follett Canada.
- Internal processes for the SAP initiative are complete and development continues in a joint effort with Acadia University.

In reply to a question of advanced notice of Saudi enrolment numbers, Dr. Brown replied that the Saudi Cultural Bureau has expressed continued interest in the MBA program and that the 10% Saudi student enrolment cap remains in place.

In reply to a question on how CBU has been able to remain financially stable in comparison to other universities in the Province, Mr. MacInnis referred to a structural deficit for the sector and how CBU responded in 2008 and the years following along with the conservative budgeting approach taken as Saudi student enrolment numbers increased.

Mr. MacInnis replied to a question on the interim statements that they are prepared on a basis of comparison to forecasted budgeted numbers with adjustments made at year end

6 Committee Reports

6.1 Executive Committee

Chair, Dr. MacNeil reported that the Executive Committee met on June 19th and all items discussed have been, or will be, covered on the Prologue or Public agendas.

6.2 Audit Committee

6.2.1 Report of Meeting held June 20, 2013

Chair, Dr. Hayes MacNeil, reported the Audit Committee met on June 19th where they were joined by MGM representatives Mr. Darren Chiasson and Mr. Gerry MacKenzie. Dr. MacNeil noted comments of praise from MGM for Mr. MacInnis and the staff on the level of talent, professionalism, and cooperation they received during the audit process. He further reported that MGM issued a clean report with only one issue which has been addressed by management.

6.2.2 2013/14 Draft Audited Financial Statements

A copy of the draft audited financial statements was circulated electronically in advance of the meeting. Mr. MacInnis highlighted major revenue and expenditures in excess of \$100,000; key balance sheet points with regard to student receivables, long term debt, and endowment funds, reserve funds, and special project funds. Members were reminded to be mindful of the existing structural deficit for the sector and the impact this will eventually have on CBU.

Mr. Kelly noted that an update to the bylaws may be necessary as they state these statements will be presented by the auditors. With a change in practice over many years, this bylaw has been overlooked and will be forwarded to the Bylaws Committee for updating at their next meeting.

It was moved by Mr. MacInnis, seconded by Ms. Ripley, to accept the draft Audited Financial Statements for 2013/14 as presented. **Motion Carried.**

6.2.3 Appointment of Auditors

Dr. MacNeil advised members that MGM has completed the sixth year of a combined six-year contract with the University. The committee is recommending that rather than moving to an RPF process, MGM be renewed for one year. It was noted that the fees for service for this past year

from MGM were very reasonable in comparison to proposals received by other firms six years ago. Further, MGM continues to provide exceptionally professional and diligent service to CBU. **It was moved** by Mr. MacInnis, seconded by Mr. Kelly, to renew MGM for one year. **Motion Carried.**

6.3 Investment Committee

Chair, Mr. Steve Wadden, reported the committee met on June 9th and the committee began to revise the investment policy statement with the approved recommendations and wording from the April board meeting. Fund options are also being explored with Sunlife and Mercer as per the same approved recommendations.

6.4 Bylaws Committee

Referring to the Notice of Motion circulated on May 16th, President Wheeler explained to members this revision is to bring Senate in to compliance with their membership and to update various title changes with the recent title changes for Senate members. This notice of motion was brought to the attention of Senate during their June meeting resulting with the following resolution from Senate: "...that President Wheeler advise the Board of Governors that principle of teaching faculty selected by peers in their school or division has a majority in Senate be co-described in the bylaws of the Board of Governors."

Existing Section	Proposed Changes/Additions
10 Senate There shall be no more than forty-nine (49) voting members of Senate as shown below.	There shall be no more than <u>fifty-five (55)</u> voting members of Senate as shown below.
Existing Section	Proposed Changes/Additions
10.3 Membership (g) Vice-President External (j) Dean, School of Graduate and Professional Studies (m) Principal, Unama'ki College	10.3(g) Vice-President <u>International and Aboriginal Affairs</u> 10.3(j) Dean, School of Graduate and Professional Studies 10.3(m) <u>Dean of</u> Unama'ki College <u>and Aboriginal Learning</u>
10.4 Non-voting Membership (a) Director of Library Services	10.4(a) <u>Dean of The</u> Library <u>and Multicultural Learning</u>

It was moved by President Wheeler, seconded by Mr. Petrie to approve the proposed changes and updates as presented. **Motion carried.**

It was moved by President Wheeler, seconded by Mr. Paul to refer the resolutions from Senate to Bylaws Committee for consideration during their next meeting. **Motion carried.**

6.4 Nominating Committee

Mr. MacInnis referred to the report of the Nominating Committee reviewed during the Prologue session. **It was moved** by Mr. MacInnis, seconded by Mr. Fowler, to approve the slate of offices and committee membership as presented and reviewed. **Motion carried.**

7 Items Requiring Action \ Decision – N/A

8 New Business

8.1 CBU Students' Union

Students' Union President, Mr. Brandon Ellis reported on the status of a legal situation they have been facing with the Canadian Federation of Students (CFS). In 2008 the CBUSU held a referendum to withdraw membership from CFS. As mandated by the CFS bylaws, CBUSU submitted notice of the referendum and the required petition in advance to CFS offices. CFS claims this notice and petition were not received and therefore they do not recognize the 92% favorable results to leave the organization. CFS is now seeking damages and unpaid membership fees for the past six years. Mr. MacInnis endorsed the action of the CBUSU in bringing this situation to the Board's attention and to the broader communities.

Replying to questions, Mr. Ellis advised that only 18% of university students in Nova Scotia belong to CFS and that the majority belonging to Students' Nova Scotia. On the question of the CBUSU's goal pertaining to the proceedings, Mr. Ellis replied the hope is to have CFS recognize the referendum and to draw an end to the situation. Mr. Ellis replied that legal advice encourages a settlement but if litigation proceeds, the CBUSU could have a strong case. **It was moved** by Mr. MacInnis, seconded by Mr. Ibrahim for the full support of the Board of Governors for the CBU Students' Union on this very important issue. **Motion carried.**

9 Presentations

9.1 CBU Marketing Framework & Brand Refresh – Irene Khattar & Stacey Black

President Wheeler introduced Ms. Irene Khattar and Ms. Stacey Black who presented, for members, the conclusion of the brand refresh exercise. The nine month project was detailed and described as the identity of what CBU stands for and its future direction. A diverse group of both internal and external bodies were part of the process through a wide range of assemblies to gain local, domestic,

aboriginal, and international perspectives. Ms. Sarah Agnew, VP Senior Account Director from Manifest Communications, was also in attendance and worked closely with the marketing and communications department to create the concept. Throughout the presentation, CBU was described as being committed to building a flourishing, entrepreneurial, multi-cultural and sustainable global university dedicated to students and community. The word 'HAPPEN' was presented as capturing all the possibilities our students, faculty and staff will pursue together in the future. The new brand will be fully rolled in the coming months around the CBU campus and the external communities.

On the question of changes to the colour scheme and logo, replies were offered that these portions are still under development to ensure the correct balance is found. Comments were offered in support of the brand and the possibilities of its potential.

President Wheeler thanked Ms. Khattar for her dedication in working with the Board of Governors', present and past, over the last ten years and presented her with a parting gift from the Board.

9.2 Recognition of Retiring Board Members


The Chair recognized retiring Board members Ms. Marlene Usher and Mr. Tony Mozvik who were both unable to be in attendance today. Chair, Dr. MacNeil and Vice-Chair, Dr. Rex Dunn also completing second terms and were thanked for their considerable dedication, time, and commitment to the CBU Board of Governors and both were presented with parting gifts.

10 Date of Next Meeting

The next meeting will be Friday, October 24, 2014.

11 Adjournment

It was moved by Ms. Chechetto-Shea to adjourn the meeting at 12:27 pm.



Dr. Dale Keefe, Secretary to the Board