

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

**Friday, October 23, 2020  
Following Prologue  
Royal Bank Lecture Theatre**

**1 – 5 Opening Information/Discussion**

**Present:**

Mr. Robert Sampson (Chair), Ms. Denise Allen (Vice Chair) Mr. David Dingwall (President), Mr. Gordon MacInnis (Treasurer), Dr. Richard MacKinnon (Secretary), Mr. Bill Burke, Mr. Pat Bates, Ms. Carol Beaton, Mr. Michael Claener, Ms. Melissa Deane, Dr. Ann Frances D'Intino, Dr. Donnie Holland, Ms. Angela Houston, Mr. Calvin Howley, Mr. Terry Kelly, Ms. Haeley Langlois, Mr. Keith MacDonald, Mr. Bernie MacLennan, Ms. Amanda Mombourquette, Mr. Ryan Magee, Mr. Keith Maher, Mr. Kirk MacRae, Ms. Tara Milburn, Mr. Darryl Poirier, Dr. Scott Rodney, Mr. Michael Sandalis, Mr. Tom Scaria, Mr. Amrinder Singh, Mr. Steve Wadden

**Regrets:**

Mr. Pierre Jean, Mr. Jim Mustard, Ms. Harman Singh

The Chair declared quorum and called the meeting to order at 11:30 am. The Chair declared quorum and called the meeting to order and began with the acknowledgement that Cape Breton University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. This territory is covered by the "Treaties of Peace and Friendship" which Mi'kmaq and Wolastoqiyik (Maliseet) people first signed with the British Crown in 1726. The treaties did not deal with surrender of lands and resources but in fact recognized Mi'kmaq and Wolastoqiyik (Maliseet) title and established the rules for what was to be an ongoing relationship between nations.

**2 Minutes**

**2.1 - It was moved** by Mr. MacLennan, seconded by Mr. MacRae, to approve the Public Minutes of June 26, 2020 with the friendly amendment to the spelling of unceded in the acknowledgement. **Motion carried.**

**3 Business Arising – N/A**

**4 Reports**

**4.1 Report of Senate**

Mr. MacLennan reported that Senate met throughout the summer months to be provided with updates on the evolving COVID-19 situation and regular meetings were held on September 18<sup>th</sup> and October 16<sup>th</sup>. During these meetings Senate was provided with the continued efforts with respect to the new ERP (Enterprise Resource Program), advising and wait list issues and the importance of succession planning. During the most recent meeting, Senate approved the fall graduation list consisting of 383 CBU graduands, and 210 graduands from the two campuses in Cairo. Senate also engaged in a Take Note Debate on academic advising with respect to the possibilities of the new system and an extended discussion on a policy for online examinations.

**4.2 Report of the Students' Union**

Students' Union President, Mr. Singh, reported that the food bank has been a great asset to the Union and they have set up mobile banks for more than 100 students. He noted that CBU had its largest graduating class in the spring but due to the pandemic and in-person convocation was not possible. The

Union was able to set up a program where students would be able to borrow grad gowns for pictures and plans for this same program are in the works for the fall graduation. He noted that the Unions has been able to assist those returning to campus for the Fall term, who are required to self-isolate, and they continue to support students as they return to continue their studies at CBU. On-line events have been conducted for students and the hope is to have more in-person events should provincial guidelines shift. He also noted that he has had various meetings with local, provincial and government representatives to ensure they are aware of the many issues facing CBU students and how the CBUSU can work with them to resolve these issues. He also noted the nearly completed renovation of the Pit and thanked President Dingwall and all those involved in creating a revitalized and welcoming space for students, faculty and staff.

#### **4.3 Special Announcements, Questions – N/A**

#### **4.4 President's Report**

President Dingwall referred to his report circulated in advance of the meeting. He noted that the Enterprise Risk Management assessment has been received by administration and will be filed with the Audit Committee. A refit of the Donald Cameron room is underway to make it a more collaborative and accessible space. With regard to a recommendation from Senate, a refit of five classroom spaces is in progress and the task force on Academic Integrity has filed their report with the Executive Team which will be shared with members of Senate in due course.

### **5 Treasurer's Report**

#### **5.1 Financial Statements**

Prior to detailing the financial statements, Mr. MacInnis provided members with an account of the unprecedented level of uncertainty COVID-19 has created for Cape Breton University. In a PowerPoint presentation he noted the implications of Public Health Orders, travel restrictions, visa processing systems, global pandemic trends, CBU's mode of delivery, the comfort level of students/employees, students' ability to pay fees and the nervousness in the community. Following this presentation, he detailed the financial statements as circulated with the meeting package as follows:

- As planned, the official \$6.1 million deficit budget approved by the Board in June of 2020 has been regularly amended, reflecting updated information in the COVID 19 environment. The management working budget presented in this report currently contemplates a deficit of \$9.9 million with key areas of adjustment being anticipated in residence revenue losses, increased financial aid to students, fee waivers, costs associated with transitioning to on-line learning, and cost saving initiatives to date
- The cash position remains quite healthy due to the holding of deposits from future students and the pre-payment of the 2020/21 provincially funded operating grant.
- The student receivable is lower when compared to last year's figure and is related to reduced enrolment levels for the 2020/21 academic terms. Approximately 50% of CBU students presently have "financial holds" on their accounts for non-payment of fees. A one-month grace period, ending October 31<sup>st</sup>, has been granted to students who still owe fees. This action, combined with significant fee waivers, increased financial aid to students in the form of scholarships/bursaries, maintaining very competitive tuition/fee levels, and the waiving of all interest charges for the 6-month period ending September 30<sup>th</sup> has been the cornerstone of CBU's effort to assist students during this time of need.
- The book value of investments held by CBU for endowment purposes are approximately \$40 million (market value approximately \$44 million).
- In September 2021 the long-term debt for Cabot Hall will be retired.
- Bookstore results reflect reduced commissions earned to September 30, 2020. Follett has decreased staffing in the COVID environment and will no longer be covering the salary of a CBU staff member who continued to work part time in the bookstore leading to reassignment of the staff member. and

reflected as an inter-fund transfer during year-end closing procedures. Parking revenues are also reduced with minimal traffic on campus.

**6 Committee Reports**

**6.1 Executive Committee**

Mr. Sampson, reported that the Executive Committee met on October 22<sup>nd</sup> when the Committee approved the agenda items for the meetings today. All items discussed at that meeting have been covered by agenda items.

**7 Items Requiring Action \ Decision – N/A**

**8 New Business – N/A**

**9 Presentations – N/A**

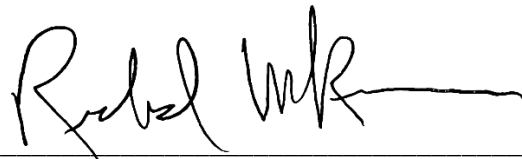
**10 Open Session – N/A**

**11 Date of Next Meeting**

The next meeting will be on Friday, December 4, 2020.

**12 Adjournment**

**It was moved** by Mr. MacLennan to adjourn the meeting at 12:15 pm. **Motion carried.**



**Dr. Richard MacKinnon, Secretary to the Board**