

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

**Friday, October 25, 2019  
Following Prologue  
CE-339**

**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, Dr. Sheila Christie, Mr. Michael Claener, Ms. Melissa Deane, Ms. Emma Drohan, Dr. Donnie Holland, Ms. Angela Houston, Mr. Calvin Howley, Mr. Terry Kelly, Mr. Keith MacDonald, Mr. Bernie MacLennan, Ms. Amanda Mombourquette, Mr. Keith Maher, Mr. Kirk MacRae, Ms. Tara Milburn, Mr. Jim Mustard, Ms. Amara Othman, Mr. Darryl Poirier, Mr. Michael Sandalis, Mr. Samuel Shaji

**Regrets:**

Mr. Parteek Brar, Dr. Ann Francis D'Intino, Mr. Pierre Jean, Mr. Steve Parsons, Ms. Harman Singh, Ms. Ann Sylliboy, Mr. Steve Wadden

The Chair declared quorum and called the meeting to order at 11:05 am.

**2 Minutes**

**2.1 - It was moved** by Mr. MacRae, seconded by Mr. Kelly, to approve the Public Minutes of June 25, 2019 with the noted amendments. **Motion carried.**

**3 Business Arising**

Mr. Sampson noted that due to the visit of the High Commissioner of India and the Diwali celebrations, it was decided to defer the in-community board meetings to October 2020.

**4 Reports**

**4.1 Report of Senate**

Dr. Christie reported that Senate met on September 20<sup>th</sup> and October 18<sup>th</sup>. The September meeting was used as an orientation to better prepare Senators and to identify efficiencies. During the October meeting Senate reviewed the College of the North Atlantic articulation agreements, approved the fall graduation list and slight adjustments to the new time table.

**4.2 Report of the Students' Union**

On behalf of the Students' Union, Executive Vice President Mr. Shaji, thanked everyone involved in the coordination and execution of the Diwali celebrations. He noted that it was very well attended and appreciated by the students. The Union continues to work with municipal government to improve transportation options and they are assisting students with subsidized bus passes. They have also increased operational hours during peak times, increased student employment opportunities, and

improvements to the offerings of the food bank. Mr. Shaji also thanked the University for all the support they received with the tragic loss of Manuel Palliyil Tony.

Mr. Shaji also noted that with the revamp of the cafeteria dining area and the seating being installed, the Union will no longer be able to use that area for large events like the honors banquet. Mr. Sampson responded that this is not an issue the Board should be involved and President Dingwall suggested that the Students' Union should submit a written report with detailed events being planned to allow sufficient time for planning and that in some instances events may have to be held off campus. He further noted that the idea of upgrading the Canada Games Complex to be able to accommodate smaller events is being explored.

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

#### **4.5 President's Report**

President Dingwall referred to his report circulated in advance of the meeting. In addition, he referred to the recent passing Manuel Palliyil Tony and the impact on the University community. He thanked Fr. Doug MacDonald for his assistance in organizing and leading the service held on campus. He advised that the new [cbu.ca](http://cbu.ca) website launched this morning and comments from Board members were welcomed and appreciated. An update on the status of the Pit was also provided.

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

#### **5.1 Financial Statements**

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

- CBU's cash position remains quite healthy, generating increased interest earnings.
- 2019/20 Fall/Winter tuition and fee revenue is expected to exceed budget with final projection being available pending January, 2020 course enrolment levels. Domestic student numbers have experienced a modest decline while international enrolment has once again increased. Total enrolment now approximates 5,500 with international students comprising 3,500 of this total. This in turn will also positively impact differential fee revenue. This will also result in a higher than anticipated agent fee expense which will, to some degree, offset the expected positive revenue variance.
- Higher enrolment levels will also result in increased and unbudgeted instructional costs and student support service expenditures. The latter category has included certain capital investments although the level of investment required continues to far exceed the level of investment CBU will be able to generate from its own internal revenue sources.
- The student accounts receivable balance has increased substantially due to increase international student enrolment which in turn generates higher tuition and fee charges.
- Management of the accounts receivable portfolio will be a major focus in the coming months to minimize any increase in the allowance for doubtful accounts and associated bad debt allowance.
- Learn Crop International (LCI) has seen an increase of activity and has students on campus, which has not happened for some years.
- The book value of investments held by CBU for endowment purposes totals \$38.1 million as of September 30, 2019 (market value of \$42.3 million).
- A prepaid student deposits category is now included in the balance sheet.

- Central charges are reporting a positive variance related to two items as follows: (1) the unexpended special capital appropriation scheduled to be released in January 2020, pending enrolment levels substantially meeting or exceeding budget targets, and (2) an unexpended contingency allowance which is generating a favourable variance as of the reporting period.

On the question of a modest decline in domestic students, Mr. MacInnis responded this is due, in part, to a decline in the market of domestic student but also the double cohort of nursing students in the three and four year streams.

Mr. Sampson and President Dingwall, in response to the residence rate, noted that many students believe living off-campus is the more affordable option but that when all expenses are considered, the residences is the better option for students. Exceptions, of course, do exist when apartments are being shared with multiple students.

## 6 Committee Reports

### 6.1 Executive Committee

Mr. Sampson, reported that the Executive Committee met on October 24<sup>th</sup> when the Committee approved the agenda items for the meetings today. All items discussed have been, or will be covered by other agenda items.

### 6.2 Investment Committee

Mr. MacRae reported that the Committee met on October 24<sup>th</sup> where he was elected as Chair. He noted that the Committee will be reviewing the asset allocation and investment mix. A more detailed report will be presented during the December meeting. On the questions of any changes made to the allocation or mix, Mr. MacRae noted before these actions are made it would be brought to the full board for consideration, input and approval.

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

## 8 New Business

**8.1 AAU 2019/20 Preliminary Survey of Enrolment** - This item was circulated for information only.

## 9 Presentations – N/A

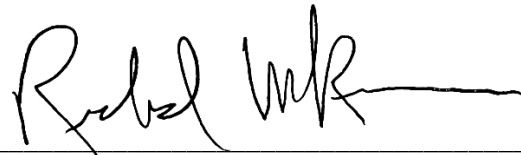
## 10 Open Session – N/A

**11 Date of Next Meeting**

The next meeting will be on Friday, December 6, 2019 and that a holiday celebration will be organized for evening of December 5<sup>th</sup>.

**12 Adjournment**

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

A handwritten signature in black ink, appearing to read "Richard MacKinnon", with a long horizontal flourish extending to the right.

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