

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

Friday, April 26, 2024

Following Prologue

Board of Governors Conference Room – CE339 / MS Teams

1 – 5 Opening Information/Discussion

1. Roll Call

Present:

Ms. Denise Allen (Chair), Mr. Kirk Mac Rae (Vice Chair) Mr. David Dingwall (President), Mr. Gordon MacInnis (Treasurer), Dr. Rod Nicholls (Secretary), Mr. Colton Burke, Mr. Sahilpreet Singh-Chatha, Ms. Melissa Deane, Dr. PJ Devereaux, Mr. Michael Henick, Ms. Sarah Hines, Mr. Rany Ibrahim, Ms. Sandra Kanchuk, Dr. Janet Kuhnke, Ms. Brandi Jean Lind, Mr. Brett MacDougall, Mr. Keith Maher, Mr. Gideon Otoibhi, Mr. Ian Parker, Mr. Darryl Poirier, Ms. Nancy Samson

Regrets:

Dr. Sahand Ashtab, Mr. Michael Claener, Mr. Kendrick Douglas, Mr. Adam Jamieson, Ms. Tara Milburn, Ms. Dena Richardson, Mr. Michael Sandalis, Ms. Harman Singh, Ms. Ann Sylliboy, Mr. Steve Wadden

Quorum was declared, and the meeting was called to order at 10:30 am.

Ms. Allen acknowledged that Cape Breton University is located in Unama'ki, the ancestral and unceded territory of the Mi'kmaq people, who is acknowledged as the past, present, and future caretakers of this land. Our relationship is based on a series of Peace and Friendship treaties between the Mi'kmaq Nation and the Crown, dating back to the early 18th century. We recognize that "We are All Treaty People."

Ms. Allen then welcomed the incoming Cape Breton University Student's Union Executive who were in attendance as observers: Mr. Manoj Kundu, President, Mr. Michael Adebayo, Executive Vice President, Mr. Olabode Peter Olaniran, VP Finance & Operations and Ms. Kanchan Kumari, VP Promotions.

2 Minutes

2.1 - It was moved by Ms. Kanchuk, seconded by Mr. Devereaux, to approve the Public Minutes of March 8, 2024. **Motion carried.**

3 Business Arising – N/A

4 Reports

4.1 Report of the President & Vice-Chancellor

President Dingwall referred to his report circulated in advance of the meeting and welcomed any comments or questions.

4.2 Report of the Senate

Mr. Henick reported that the Senate met on March 22, 2024, where the following items were discussed/approved:

- Senate received a special presentation on recent IRCC decisions and the implications on academic matters, SEM planning, and the overall student experience from Becky Chisholm and Rod Nicholls. This was followed by a very informative Q&A.
- A new course proposal form was approved
- Senate will be looking to organize a retreat this year with the aim of EDI and other senate matters.
- On behalf of the Senate, we would like to recognize the hard work and dedication of this year's Students' Union representatives. Your efforts in organizing events, advocating for student needs, and fostering a sense of unity among students have not gone unnoticed. The impact of your initiatives resonates deeply with everyone on campus, enhancing our overall experience and creating a vibrant and inclusive environment. Your commitment to serving the student body is truly commendable, and I am grateful for the positive difference you have made and continue to make. On behalf of Senate, thanks were offered to the 2023/2024 Students' Union for all of their great work.

4.3 Report of the Students' Union

Mr. Singh Chatha, in his final report to the Board, gave an overview of the Union's work throughout their term he noted they have strived tirelessly throughout the year to represent and advocate for the interests of all students and that their primary goal has been to create a positive and inclusive environment that fosters academic success, personal development, and student well-being. He highlighted their key achievements as follows:

- The Drive Home Program
- International Student Scholarship Program
- Enhancing the food bank offerings
- Student Engagement
- Several events, including the Multicultural Fest, Turban Teej, Onam, Diwali, Mid-Autumn, the Week of Welcome, Orange Out, and President's Party, were big hits.
- The games room has been equipped with new sports and technology.
- Advocacy and Representation
- Open Educational Resources
- U-Pass- Biweekly meetings with Transit and CBU
- MSI- Provincial lobbying continued.
- Local advocacy to implement housing strategies.
- Introduction of a dedicated breastfeeding space in our women's centre, Mae's Room.
- Collaboration with External Organizations: Establishing partnerships with external organizations and community groups to expand student involvement and promote social responsibility. These collaborations led to volunteer opportunities and networking events for students.

- Several conferences, including COCA Student Life Summit (Vancouver) 2023, Maritime Student Congress (Fredericton) 2023, SNS Transition conference (2023 & 2024), and Leaders Edge
- Various political meetings with Mayor Amanda McDougall, Minister Brian Comer, Minister of Advanced Education Brian Wong, Daniel Mill. Deputy Minister Post-Secondary Education (New Brunswick), The EduNova Team, Department of Service Nova Scotia, Minister Colton LeBlanc, Claudia Chendler, NDP, Progressive Conservative (PC), Liberal Caucuses, and Larry Harrison, Dave Ritcey, and Lisa Lachance.
- Collaborations with Students Nova Scotia

In conclusion, Mr. Sing-Chatha noted that their term was a fulfilling and impactful year. They feel they made significant strides in serving the student community and thanked the Board for their input throughout their term.

On behalf of the Board, President Dingwall thanked the 2022-24 Student's Union for all its great work and welcomed the incoming group for another exciting year. He also thanked the outgoing membership for their continued support of the capital campaign.

5 Financial Report

Mr. MacInnis referred to the Treasurer's Report to April 26, 2024, as circulated with the meeting package. Responding to comments and questions as they arose, he noted the following:

- CBU's cash position remains very healthy thanks to capital financing received from the Province of Nova Scotia, deposits from international students seeking to study at CBU, and CBU reserve balances. The cash management strategy consists of a series of laddered GICs and favourable banking treasury agreements with a goal of optimizing interest earnings while maintaining fluidity of cash flow.
- The student accounts receivable balance has increased and is related to record enrolment levels at CBU for the 2023/24 fall/winter cycle. A significant increase in the allowance for uncollected accounts will be required as part of year-end closing procedures.
- Budgeted revenue from interest earnings is deliberately based upon normalized cash flow so as not to build unsustainable budget reliance on interest earnings, given that such earnings will decline sharply once the capital program is advanced. This means a significant positive variance is expected for 2023/24 that is intended to be used as an additional source of financing for the capital program.
- A decrease in deferred revenue is primarily attributable to the transfer of all capital funding received from the Province of Nova Scotia related to the Special Purpose Fund, and increased deferred tuition revenue of \$12.6 million reflecting increased enrolment levels for the 2023/24 academic cycle.
- Prepaid student deposits reflect a combination of monies paid by accepted students who may be awaiting student visas and travel clearance to attend CBU and payments for registered students where initial deposits/payments exceed fees associated with their current registration level. This prepayment of fees has been a significant contributor to CBU's strong cash balance in recent years.

- Reported expenditures are materially in line with what would be expected as part of CBU's normal business cycle and approved 2023/24 operating budget, noting the need to scale teaching and academic support services related to increased student numbers.
- The 2023 Major Capital Program status report reflects continued progress on the Forever CBU Fundraising Campaign. The projected capital spend has increased due to changes in the Medical Sciences Building and increases in material and labour costs.

6 Committee Reports

6.1 Executive Committee

Ms. Allen reported that the Executive Committee met on April 26th, where the committee approved the composition of the Presidential Review Committee, received a report on the financial statements, an overview of the proposed budget, a correspondence from the Province on a bilateral agreement, and various updates from the President.

6.2 Investment Committee

Mr. MacInnis reported that the committee met on April 26th, during which time they received Eckler's annual report until December 31. This will form the Investment Committee's report in June. He notes Eckler is comfortable with how the endowment is structured and will provide a detailed year-end report in June.

7 Items Requiring Action/Decision

7.1 CBU 2024/2025 Budget Proposal

Mr. MacInnis referred to a copy of the proposed 2024/25 budget circulated with the meeting package. Responding to comments and questions as they arose, in a PowerPoint presentation, he provided a detailed account of considerations for the budget proposal, including the University business model, current national and provincial models and how they pertain to CBU, enrolment trends and compositions, risk mitigation strategies, CBU's revenue projections, tuition and the fee policies, proposed expenditures, and the alignment for each of these with the SEM Plan. After providing a history of program enrolments, he detailed how the SEM will continue to provide geographic and programmatic diversification. He also provided potential disruptive forces with respect to international and domestic markets. In conclusion, **it was moved** by Mr. MacInnis, seconded by Ms. Hines, to approve the proposed 2024/25 Operating Budget Proposal, reflecting \$131,860,862 in gross expenditures and a balanced budget as presented.

Motion carried. Nays: 4

7.2 Bill 211 "The Act to Enact the Fighting Against Forced Labour and Child Labour in Supply Chains Act and to Amend the Customs Tariff"

Ms. Myles, University Counsel, referred to the January 1st Act to Enact the Fighting Against Forced Labour and Child Labor in Supply Chains. She detailed CBU's requirements, as it pertains to the Minister of Public Safety on issues related to production, imports, and supply chain information that may be involved in forced labour or child labour. Therefore, CBU,

pursuant to the wording of the legislation, will file a report with the Minister of Public Safety by May 31, 2024. She noted that the procurement office is currently working on preparing that report and that after her investigation, she noted CBU's imports are very minimal and should not be an object or the target for this legislation.

7.3 Update to CBU's Signing Authority

President Dingwall noted this item is a matter of authority and privileges for the Board. It was moved by Ms. Allen, seconded by Mr. Poirier, that whereas pursuant to the Cape Breton University Act, the Board of Governors of Cape Breton University has all the powers and privileges incidental to carrying on of Cape Breton University. Be it resolved that the Board hereby confirms that the Signing Authority on behalf of the Board is vested in the office of the President, the Treasurer and the Secretary. This is to certify that the above note a resolution was passed in our regular meeting of the Board of Governors of Cape Breton University held on the 26th day of April 2024.

It was clarified that this resolution confirms that the three officers noted are the signing authorities for CBU's Board of Governors. On the question of the level of signing authority, it was agreed that a report will be presented on signing authority.

Motion carried.

8 New Business – N/A

9 Presentations

Ms. Allen recognized retiring Students' Union representatives, Mr. Sahil Singh-Chatha, Mr. Gideon Otoibhi, Mr. Colton Burke and Ms. Brandi-Jean Lind. They were thanked for their contributions and presented with a parting gift.

10 Open Session – N/A

11 Date of Next Meeting

The next meeting will be on **Thursday**, June 20, 2024.

12 Adjournment

It was moved by Mr. Sing Chatha, seconded by Mr. Henick, to adjourn the meeting at 11:25 am. **Motion carried.**

Dr. Rod Nicholls
Secretary to the Board