

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

**Friday, June 23, 2023
Following Public
Inveraray Inn Resort, Baddeck**

1 – 5 Opening Information/Discussion

1. Roll Call

Present:

Mr. Robert Sampson (Chair), Ms. Denise Allen (Vice Chair), Mr. David Dingwall (President), Mr. Gordon MacInnis (Treasurer), Dr. Richard MacKinnon (Secretary), Ms. Carol Beaton, Ms. Valerie Bobyk, Mr. Sahilpreet Singh Chatha, Mr. Michael Claener, Ms. Melissa Deane, Dr. Anne Frances D'Intino, Mr. Rany Ibrahim, Mr. Terry Kelly, Dr. Janet Khunke, Mr. Keith Maher, Mr. Keith MacDonald, Dr. Adango Miadonye, Mr. Kirk MacRae, Ms. Tara Milburn, Mr. Gideon Otoibhi, Mr. Darryl Poirier, Ms. Dena Richardson, Mr. Michael Sandalis, Mr. Steve Wadden

Regrets:

Ms. Kate Brooks, Mr. Colton Burke, Mr. Michael Claener, Mr. Michael Henick, Dr. Donnie Holland, Ms. Brandi Jean Lind, Ms. Harman Singh, Ms. Anne Sylliboy

The Chair declared quorum and called the meeting to order at 9:30 am.

Mr. Sampson began with the acknowledgement that Cape Breton University and the Inveraray Inn Resort are 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 the surrender of lands and resources but, in fact, recognized Mi'kmaq and Wolastoqiyik (Maliseet) titles and established the rules for what was to be an ongoing relationship between nations.

Mr. Sampson then welcomed the new Students' Union representatives: Mr. Sahilpreet Singh Chatha, President and Mr. Gideon Otoibhi, Executive Vice President. Mr. Colton Burke, Vice President Finance & Operations and Ms. Brand Jean Lind, Vice President Promotions, were not able to attend the meetings today due to Union business they were obligated to attend.

2. Minutes

2.1 - It was moved by Mr. Claener, seconded by Ms. Bobyk, to approve the minutes of April 28, 2023. **Motion carried.**

3 Business Arising – N/A

4 Reports

4.1 Senate

Ms. Beaton provided a report of the following items presented/discussed/approved at the June 16th meeting:

- Approval of the Vice President's Response to the Emergency Management Quality Assurance Review
- Approval of the Vice President's Response to the Office of the Registrar & Admissions Quality Assurance Review
- Approval of the Vice President's Response to the Student Affairs Quality Assurance Review
- Approval of the endorsement of the EDI Action Plan
- Approval of the list of Committee members for the upcoming Senate year, noting that Tom Urbaniak's position as University Parliamentarian is once again on the list
- Approval of the changes to the Graduation List
- Approval of Minutes from April 28 and May 8, 2023
- Approval of the adoption of the proposed Learning Materials Library Reserve Policy (see attached)
- Approval of the changes to the Course Syllabus Policy (see attached)
- Approval to rescind the June 14, 2007, approval of "iclicker" as CBU's supported audience response system.

Course approvals for:

- ARTT 2100 General Studio
- ENGL 3425 The Graphic Novel
- FOLK 2XXX 'Canadian Folklore
- HATM 1XXX 'Mi'kmaw Cultural Tourism
- Certificate in Mi'kmaw Cultural Tourism
- Include MGMT3613 'Exploring Indigenous Business' into the BBA core

4.2 Report of the Students' Union

Mr. Chatha provided updates on the following activities of the Student's Union:

- The team has been actively communicating with several university offices and staff to help define their goals for the coming year.
- The Union met with President Dingwall where they discussed their priorities, and presented their strategic intentions for the coming year.
- At their strategic planning retreat the Union developed their four main goals: student participation, advocating for Open Educational Resources (OERs), the U-Pass (Transit), MSI, and Housing, the Drive Home program, and promoting campus diversity.
- Many of the centers have been filled, including a Pride and Ally Coordinator, Society, Women's Centre Outreach Coordinator, Multicultural Hub Coordinator, Ekkian Indigenous Centre, and Food Bank Coordinator.
- A new executive position, Vice President Student Service, has been added.
- The food bank has been moved to the Wendy Wadden boardroom to maximize our inventory and increase our interaction with students.
- The Executive team met with Mayor Amanda McDougall and CBRM Transit Manager, Kathy Donovan to advocate for and raise concerns for fellow students.
- Members attended the 2023 Student Summit Conference organized by COCA in Vancouver, British Columbia.
- In the upcoming month, the Union will attend several conference trips in collaboration

with Students' Nova Scotia (SNS), Campus Trust, and New Brunswick Student Alliance and will work diligently on organizing numerous exciting events for students.

4.3 Special Announcements, Questions – N/A

4.4 President

Mr. Sampson referred to President Dingwall's report circulated in advance of the meeting and called for any comments or questions. Referring to the Library and Student Services, Ms. Beaton asked if any commitments have been or will be put into these areas with the increased number of enrolments in recent years. President Dingwall thanked Ms. Beaton for her questions and responded that if CBU wants to be on the cutting edge of providing quality student services as it relates to the library, investments will certainly have to be made. New modern furniture has been purchased and several updates to layout and equipment are required for library offerings and services, as well as an expansion and spaces in the med school, the Centre for Discovery and Innovation and the Marconi campus. He also noted that a deep dive has been initiated into the MacLean's reviews with regard to the Library and he considers this as one of his top priorities. Ms. Richardson added that the Canadian Coast Guard recently completed the renovations of their library and offered to provide a tour to CBU to offer their experience and learned lessons in the process.

President Dingwall then highlighted the following from his report:

- The Graduate Excellence Awards Ceremony was very well attended where several awards were given to local students.
- The Capers on the Hill Parliamentary Reception proved to be a formidable exercise which resulted in an opportunity to meet with the Federal Minister of Housing.
- The Forever CBU Campaign remains another top priority and occupies much of his time.
- He passed on expressions of thanks to Ms. Bilynda Whiting as she continues to enhance and better the services of the Registrar's Office in the midst of increased student numbers.

Ms. Bobyk suggested that in light of the recent wildfires, as a gesture of kindness, that CBU offer the replacement of parchments for anyone who may have lost one, free of charge. President Dingwall thanked her for the suggestion and noted it would be taken under advisement.

5 Presentations

5.1 50th Anniversary Update – Eleanor Anderson/Mary Ann Cable

Ms. Mary Ann Cable, CBU's Market Manager provided members with a brief overview of the efforts underway to celebrate Cape Breton University's 50th Anniversary. She noted that to date, there have been meetings with over 500 stakeholders to garner advice, ideas and opportunities to help guide the 50th Anniversary Steering Committee's planning. From all of their consultations the following positioning statement has been developed: "As we turn 50, we look back at the first chapters of our story. We have grown and evolved into the vibrant institution we are today. We listened to what our island told us it needed from us, and dreamt of what we could be. We recognized that names give things form, and wrote those dreams across the sky. When we became Cape Breton University we knew our story had reached a

turning point. We have declared ourselves both stewards of this place and standard bearers for its future, and believe we are ready to take on whatever it brings. Now we look at the next chapters. To the next 50 years, and beyond. To a new dream, one with global scope and scale. We can count on the wisdom we've gained as we have grown to show us a path that lets the world know who we are and what we have accomplished. We will take our strength, our people, our culture - all so strongly rooted here in Cape Breton, in Unama'ki - and once again, share our story with those that come to meet us." And the tagline for the celebrations: Our past. Our Story. Our Future (Ta'n wejitaiek, a'tukwaqnminal, elmi'knikminen). She then provided members with examples of the visual identities for the 50th Anniversary celebrations and events and acknowledged CBU's Lead Creative Designer, Mr. Chad Aucoin, for his phenomenal work on these designs. Ms. Cable then introduced Ms. Eleanor Anderson who provided members with the Committee's marketing and strategic communications plan. This plan included several signature events, projects and outreach and engagements. The plan is scheduled to launch in six months and she welcomes any input or suggestions from members of the Board of Governors and thanked them for welcoming them to the meeting. Mr. Sampson thanked Ms. Cable and Ms. Anderson for the information provided and welcomed comments and questions from members.

Mr. Chatha suggested that a multi-cultural event/flag day should also be included in the 50th Anniversary celebrations to which Ms. Anderson welcomed the feedback and that this would certainly be considered in their planning.

5.2 Forever CBU Prospecting & Campaign – Janice Tulk/Sarah Salter Burke

Ms. Sara Salter Burke and Dr. Janice Tulk then provided members with an update on the Forever CBU campaign. Ms. Burke provided members with the role they could play with assisting with the campaign. She provided members with the status of the campaign since its launch and a reminder of the three pillars: Investing in our Students, Investing in Campus Life, and the Centre of Discover and Innovation. She noted that the major part of the campaign is to identify potential prospects and she introduced Dr. Tulk who detailed the leads, access and influence board members could identify to the Committee. She explained the meaning behind a prospect and how members could identify a potential prospect in donating and how to share this information with the Committee.

5.3 Housing Update – Doug Connors & Kent MacIntyre

Mr. Doug Connors, CBU's Director of Housing, Food and Ancillary Services, provided members with a fulsome review of the current housing availability at Cape Breton University and the extensive consultations conducted to obtain what students require and desires and what CBU has done to address these requests. Mr. Ken MacIntyre, Manager of, Special Projects & Community Engagement Program, then provided members with an overview of the Tartan Downs Project since the land was purchased in 2020 and the five-year plan. He displayed a schematic of a proposed design for the completed project. He detailed all the various funding sources including the new Housing Accelerator Fund introduced by the Federal Government.

6 Committee Reports

6.1 Executive Committee

The Chair, Mr. Sampson, reported that the Executive Committee met on June 22nd and most 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 on June 21, 2023

Mr. Kelly reported that the Audit Committee met on June 21st and were joined by members of the CBU Finance Department and Mr. Darren Chiasson from MNP/LLP. Through Mr. Chiasson, the Committee reviewed the draft Audited Financial Statements and the Audit Finding Report. After a thorough review, the Committee passed a motion to present the statements, with their recommendation of acceptance, to the Board.

6.2.2 2022/23 Draft Audited Financial Statements

Referring to the draft Audited Financial Statements circulated with the meeting material, Mr. Sampson called for a vote and **it was moved** by Mr. MacDonald, seconded by Mr. Kelly, to accept and the Draft Audited Financial Statements for 2022/2023 as presented. **Motion carried.**

6.2.3 Appointment of Auditors

It was moved by Mr. Kelly, seconded by Mr. Claener, that MNP/LLP be re-appointed as external auditors to report on the non-consolidated financial statements of Cape Breton University for the fiscal year ending March 31 2024, with audit fees as committed by MNP/LLP in a letter dated June 23, 2022. **Motion carried.**

6.3 Investment Committee

Mr. MacRae referred to the report of the Investment Committee circulated with the meeting package. He highlighted the work of the committee and referred to the recommendations as presented. **It was moved** by Mr. MacRae, seconded by Mr. Claener, to accept the following recommendations as presented in the Committee's report:

1. The updated Statement of Investment Policies & Goals be formally approved by the CBU Board of Governors.
2. Portfolio performance and Eckler's assessment warranted a review of BGO and Schroders as fund managers. Yet, with no apparent alternative available on the Sunlife platform, no immediate change in managers is recommended at this time.
3. In light of the limited breadth of managers available on the Sun life platform, the Committee recommends that a review of non-Sun Life options be examined in 2023 as a potential new structure for the endowment holdings. In making this recommendation, the Committee is mindful of the potential impact of a withdrawal of endowment assets on the fees to be incurred by the university's DC pension account holdings, and this factor must be considered should a change in the endowment investment structure be merited.
4. No action concerning ESG exposure is recommended at this time, pending a review of non-Sunlife options for endowment fund holdings as per recommendation #3.

Motion carried.

7. Treasurer's Report

7.1 Financial Statements

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

- CBU's cash position remains very healthy, thanks in large to the provincial capital and special project funding as of March of 2023 and the prepayment of tuition by international students.
- Capital spend projects on the Canada Games Complex and the Nancy Dingwall Health and Counselling Center are in progress.
- The gross balance owed from students represents an increase over the previous years. The main driver for this increase is due to the change in the timing of the new early enrolment for the 2023/24 academic terms.
- Investments held for endowment and special purposes as of May 31, 2023 total \$57.0 million.
- (May 31, 2022, \$50.3 million). The increase is attributable to the ongoing fundraising efforts and market performance. The market value of investments held by CBU as of May 31, 2023, is \$52.1 million as the pattern of market volatility continues.
- The service award liability includes the service awards accruing for the NSGEU maintenance/Security Group which has opted not to transition to the PSSP. The vacation liability, incorporated into the employee benefit overhead burden used in annual budgets, reflects the full implementation of CBU's payroll policy strategy first implemented in 2019 which has significantly reduced the vacation pay liability carried by the institution. The annual adjustment to the vacation liability will be processed as part of the 2024 year-end closing procedures.
- The significant decline in deferred revenue in the reported balance is attributable to a) the transfer of all capital funding received from the Province of Nova Scotia related to the Special Purpose fund, and b) an increased registration to date for the fall/winter terms, in part due to the availability of early registration, 100% of which is deferred as of May 31. In particular, is the categorization of interest earnings on GICs from provincial capital funding as deferred revenue.

7 Items Requiring Action or Decision

8 New Business – N/A

9 Presentations – N/A

9.1 Retiring Members

Dr. Ann Frances D’Intino, Ms. Carol Beaton, Mr. Terry Kelly and Mr. Keith MacDonald are completing their extensive terms with the Board. Mr. Sampson, Mr. MacInnis and President Dingwall all acknowledged their true stewardship as Board members and thanked them for their considerable dedication, time, and commitment to the CBU Board of Governors and presented them with parting gifts.

10 Open Session – N/A

11 Date of Next Meeting

The next meeting will be on Friday, October 20, 2023.

12 Adjournment

It was moved by Mr. Kelly, seconded by Mr. Claener, to adjourn the meeting at 12:25 pm.

Dr. Richard MacKinnon
Secretary to the Board