



**UPEI BOARD OF GOVERNORS  
BOARD OF GOVERNORS COMMITTEE MEETING  
Thursday, October 5, 2017  
618 University Avenue  
6:00 – 9:00 pm**

**FALL MEETING MINUTES**

**Members Present:** Mr. Pat Sinnott, Chair, UPEI Board of Governors; Dr. Don McDougall, Chancellor (via webex); Dr. Alaa Abd-El-Aziz, President; Mr. Hammad Ahmed, Mr. Andrew Bartlett, Ms. Mary Best, Dr. Rabin Bissessur, Ms. Bertha Campbell, Professor Tim Carroll, Dr. Gary Conboy, Ms. Tracey Cutcliffe, Mr. Michael Ferguson, Dr. Janice Gillis, Ms. Kathy Hambly, Dr. Geraldine Johnston, Mr. Ron Keefe (via webex), Ms. Shannon MacDonald, Mr. Shawn Murphy (via webex), Dr. Liane Nelson, Ms. Shauna Sullivan Curley, Mr. Duncan Shaw and Ms. Margo Thompson

**Regrets:** Mr. Scott Harper, Mr. Ed Lawlor, Dr. James Moran and Dr. Brian MacMillan

**Staff Present:** Ms. Jackie Podger, Vice President Administration and Finance  
Ms. Krista Grant, Director, Marketing and Communications  
Ms. Dianne MacLean, Administrative Assistant to the Board

**1. CALL TO ORDER**

Mr. Pat Sinnott called the meeting to order at 6:45 pm.

**2. APPROVAL OF MINUTES**

The draft minutes of the UPEI Board of Governors' meeting of May 18th, 2017 were circulated to Board members prior to the meeting and one amendment was suggested. The following motion was then proposed:

1) **MOVED** by Mr. Hammad Ahmed, **SECONDED** by Ms. Bertha Campbell, that the minutes of the May 18, 2017 meeting of the UPEI Board of Governors be approved as amended.  
**CARRIED**

3. **NOTIFICATION OF RESULTS OF THREE (3) E-VOTES**

- i) On June 6, 2017, an E-vote was carried out with the Board Human Resources Committee for two faculty appointments as noted below:

**Dr. Melanie Buote**, Department of Companion Animals, Faculty of Veterinary Medicine, probationary tenure-track appointment, Assistant Professor, step 6; effective July 1, 2017

**Dr. Yolanda Hood**, Robertson Library, probationary permanent-track appointment, Librarian III, step 4; effective August 1, 2017.

The Human Resources Committee reviewed, approved, and recommended that these two appointments be forwarded for Board approval. An E-vote was carried out with the entire Board on June 12<sup>th</sup>, and members were asked to approve the following motion: (Four members did not vote.).

**“That the UPEI Board of Governors approves the appointment of Dr. Melanie Buote to the Department of Companion Animals, Faculty of Veterinary Medicine for a probationary tenure-track appointment, Assistant Professor, step 6, effective July 1, 2017; and Dr. Yolanda Hood to the Robertson Library for a probationary permanent-track appointment, Librarian III, step 4, effective August 1, 2017.**

Twenty-one of the 25 members responded in favour of this appointment. (Four Board members did not vote.)

- ii) On June 8<sup>th</sup>, 2017, an E-vote was carried out with the Board Property and Asset Committee to approve reconstruction of two parking lots as well as entrances to the Veterinary Teaching Hospital and the entrance from University Avenue to the McDougall Hall parking lot at a cost of \$2.3M. All committee members approved this e-vote and it was then forwarded to the Board Finance and Audit Committee on June 12<sup>th</sup> for its approval. Six out of the seven committee members approved this e-vote as well and recommended it be sent off to the Board of Governors for final approval. (One member did not vote.)

On June 14<sup>th</sup>, Board members were sent an e-vote request which contained the following motion:

**“That the UPEI Board of Governors approves the parking lot reconstruction of Lot B and Lot F as well as the University Avenue entrance to McDougall Hall, and the entrance to the AVC Veterinary Teaching Hospital at the estimated cost of \$2.3 million dollars, as presented and as recommended by the Board Finance and Audit Committee and the Board Property and Asset Committee.”**

Twenty-two of the 25 members responded in favor of this motion. (Three members did not vote).

- iii) On July 18, 2017, an E-vote was carried out with the Board Human Resources Committee for two appointments - one faculty appointment and one librarian appointment, as noted below:

**Dr. Hayden Woodley**, Faculty of Business, probationary tenure-track appointment, Assistant Professor, step 4; effective October 1, 2017

**Ms. Kimberly Mears, Robertson Library**, probationary permanent-track appointment, Librarian II, step 5; effective September 4, 2017.

The Human Resources Committee reviewed, approved, and recommended that these two appointments be forwarded for Board approval. An E-vote was carried out with the entire Board on July 19<sup>th</sup>, and members were asked to approve the following motions:

**1) That the UPEI Board of Governors approves that Dr. Hayden Woodley, Faculty of Business, be appointed to a probationary tenure-track appointment, Assistant Professor, step 4; effective October 1, 2017, as recommended by the Human Resources Committee.**

**2) That the UPEI Board of Governors approves that Ms. Kimberly Mears, Robertson Library, be appointed to a probationary permanent-track appointment, Librarian II, step 5; effective September 4, 2017, as recommended by the Human Resources Committee.**

Twenty-three of the 26 members responded in favour of this appointment. (Three Board members did not vote.)

**4. CHAIR'S REPORT**

Mr. Sinnott reported on a few of the functions which have occurred since the last Board meeting. He attended the UPEI Nursing Gala on June 30<sup>th</sup> which celebrated 25 years of accomplishments of the Faculty of Nursing. The Board Orientation was held on September 12<sup>th</sup> and was well attended. Two meetings were held with the Bank of Canada regarding university programs and opportunities for students.

**5. PRESIDENT'S REPORT**

President Abd-El-Aziz provided a written report which was circulated to Board members prior to the meeting. He spoke on the Centre of Climate Change and Adaptation and offered a power point presentation to Board members.

The President also noted that he met with the Enhanced Teaching and Learning Committee to ensure it was clear on the rationale for forming the committee. It is chaired by the Vice President Academic and Research, Dr. Robert Gilmour, and consists of seven faculty members and three students. Students would like to see their written comments on Student surveys being forwarded to Chairs and Deans. Mr. Ahmed stated that students hope the Committee meets more often in the future.

President Abd-El-Aziz also informed Board members on the status of enrollments and that the current head count is 4549 students, which is the highest in the history of UPEI. The President reported that a marketing plan has been in the works for the past 5-6 months –Island Vibe, Global Outlook – and it has just recently been rolled out.

The Engineering students were able to create a little wheelchair for a child in need. This is a fabulous “good news” story for the University. President Abd-El-Aziz informed Board members that the accreditation process has now been complete at AVC and we are waiting on the final report. The President gave credit to the Vice President Administration and Finance and the Facilities Management team for ensuring renovations were completed in time for the accreditation process.

President Abd-El-Aziz brought forward a concern that the Registrar had about application fees. It was suggested that application fees be the same across the board (except for AVC students) as this would provide a smoother application process. Therefore, the following motion was proposed:

**2) MOVED by Ms. Tracey Cutcliffe, SECONDED by Ms. Margo Thompson, that the UPEI Board of Governors approves the application fee of \$50 for UPEI students and \$75 for AVC students. CARRIED**

**6. STUDENT UNION REPORT**

Mr. Hammad Ahmed informed Board members that the Student Union is focusing on four main issues with government this year:

i) **Student Financial Aid** - moving from the George Coles Bursary which provides financial aid to all PEI Students regardless of need, to targeted financial aid for students that need it most allowing more access to postsecondary education;

ii) **Mental Health** – recommending that government invest in a per-student funding model dedicated to supporting the enhancement of mental health and wellness supports and initiatives for post-secondary students in PEI, and engage in active consultation and collaboration with students as it examines mental health services on its post-secondary campuses.

iii) **Lifelong Learning and Skills** –recommending government fund opportunities like co-ops and paid internships, and protecting students against unpaid internships.

iv) **Equity-Seeking Groups** –recommending that government establish a Reconciliation Fund dedicated to assisting the University in implementing the “Calls to Action” of the Truth and Reconciliation Commission as they relate to post-secondary education, recommending that in any and all efforts to support indigenous student on PEI, all decision making must be generated from within the First Nations communities.

Ms. Ahmed also reported on the New Student Orientation event which was a huge success. Project Beacon complaints are starting to subside. A student survey on this topic brought many issues to the surface and the Project Team worked directly with the students to alleviate most of these. Mr. Ahmed informed Board members that students are very frustrated with the Wi-Fi connection on campus. Students met with Dana Sanderson, CIO last year and were told that internet would be improved this year, but the student body doesn’t see this improvement.

**7. SENATE REPORT TO BOARD OF GOVERNORS**

Dr. Rabin Bissessur provided the Senate report to Board members. Discussions took place around storm closures and a new Storm closure procedural document is being created with a first draft being

circulated to Senators for the next meeting. The “terms of reference” of the Committee for Emerita(us) Status was updated, and a couple of minor housekeeping items were also discussed.

**8. BOARD COMMITTEES**

a) **Property and Asset Committee Report:** Ms. Margo Thompson reported that this committee met twice in September. The paving project was completed and was done so under budget. An emergency exit to the Mount Edward Road was approved by the city, and will be used only when we need to get people off campus quickly in the case of an emergency. The Property and Asset Committee have approved a refresh of the Campus Master Plan. We were waiting until the completion of the Engineering building before pursuing this. On September 25<sup>th</sup>, the committee toured some of the buildings (Steele Building and Memorial Hall) that received renovations through the Strategic Infrastructure Funding. They also toured the Chaplaincy Centre which had recent upgrades and renovations. Dalton Hall is currently under construction and the Committee reviewed floor plans at a meeting on September 15<sup>th</sup>. The first set of plans showed a very enclosed layout, so the committee requested that these be returned to the architect to create a more open concept. Accessibility issues were discussed and the accessibility ramp will be located at the back of the building. Floor plans were altered and these were reviewed in detail with the architect at the meeting on September 25<sup>th</sup>. These changes did not affect the tender process, and these floor plans were circulated to Board members prior to the meeting. At this point, Duncan Shaw recused himself and left the room. Ms. Thompson proposed the following motion:

**3) MOVED by Ms. Margo Thompson, SECONDED by Professor Tim Carroll that the UPEI Board of Governors approves the floor plan design for Dalton Hall as presented and as recommended by the Board Property and Asset Committee. CARRIED**

b) **Finance and Audit Committee Report:** Mr. Ron Keefe informed Board members that the Finance and Audit Committee met on September 26<sup>th</sup> and reviewed the UPEI Consolidated Financial Statements and the UPEI Pension Plan Statements in detail with the external auditors from Grant Thornton. The auditors indicated that they were very satisfied with the draft statements. Mr. Keefe also reported that Project Beacon is a major project of interest for this Committee. Timelines have been delayed and there are some identified risks, so the Committee felt it best to have a special meeting to devote extra time on these issues. This meeting is planned for October 26<sup>th</sup>. We will also be reviewing the internal audit report on Campus Security at this meeting as we ran out of time at the last meeting. Mr. Keefe noted that there is still some minor wording left to complete on the Pension Fund agreement. At this point, Mr. Duncan Shaw recused himself from the next topic and left the room.

A memo was circulated to Board members for approval to fund the Dalton Hall Construction Project, and the following motion was proposed:

**4) MOVED by Ms. Margo Thompson, SECONDED by Ms. Mary Best that the UPEI Board of Governors authorizes the expenditure of \$5,241,264 to complete the Dalton Hall Construction Project and the reallocation of savings from previously approved funding for parking lot reconstruction to cover the increased costs of the Dalton Hall Project. CARRIED**

Mr. Shaw returned to the meeting.

- c) **Development, FR &ER Committee Report:** Mr. Duncan Shaw informed Board members that this committee hasn't met since last year. He did report that the Inspire Campaign has now reached \$39 M of the \$50M goal. Mr. Shaw noted that this is his last report as Chair, but stated that he enjoyed his time on the Committee and wished his successor all the best.
- d) **Governance & Appeals Committee Report:** Ms. Tracey Cutcliffe provided the Committee report as Mr. Shawn Murphy had to leave the meeting early. She reported that the Committee met on September 13<sup>th</sup>. There were no decision making motions at this meeting. Discussions evolved around the Board Planning Session which was held in May as well as the Board Orientation Session which was held on September 12<sup>th</sup>. A sub-committee has been set up to hear a student appeal and has asked for additional information from the student.
- e) **Executive Committee Report** : Mr. Sinnott reported that the Committee met on September 27<sup>th</sup> and spent much of that meeting discussing the pension matter with the University actuary and legal counsel. Ms. Mary Best and Mr. Ed Lawlor of the Finance and Audit Committee were invited to attend this meeting as well. We are hoping to have a legal agreement by the end of October.
- d) **Human Resources Committee Report**

**MEETING MOVED IN CAMERA**

**MEETING RETURNED TO OPEN SESSION**

- 9. **NEW BUSINESS**  
No new business
- 10. **In Camera - BOARD AND PRESIDENT ONLY**
- 11. **In Camera – Board Only**
- 12. **ADJOURNMENT**  
The meeting adjourned at 8:35 p.m.