



AMENDED

**UPEI BOARD OF GOVERNORS
BOARD OF GOVERNORS COMMITTEE MEETING
Thursday, April 11, 2019
618 University Avenue
6:00 – 9:00 pm**

MINUTES

- Members Present:** Mr. Pat Sinnott, Chair, UPEI Board of Governors; Alaa Abd-El-Aziz, President; Hon. Catherine Callbeck, Chancellor; Ms. Bertha Campbell, Dr. Adam Fenech, Dr. Janice Gillis, Ms. Kathy Hambly (via webex), Ms. Mary Best, Dr. Rabin Bissessur, Mr. James Bradley, Professor Tim Carroll, Dr. Geraldine Johnston, Mr. Ed Lawlor, Mr. Alex MacBeath (via webex), Dr. Sandy MacDonald, Ms. Shannon MacDonald (via webex), Ms. Perlene Morrison, Mr. Brian Thompson, Ms. Margo Thompson, Dr. Liane Nelson, Mr. Will McGuigan and Mr. Owen Shaw
- Regrets:** Mr. Scott Harper, Mr. Peter Hayes, Dr. James Moran and Ms. Shauna Sullivan Curley
- Invited:** Mr. Donald DesRoches, President, College de l'Île
Ms. Nicole Phillips, Associate Direct, Marketing and Communications
Mr. Everton McLean, Content Marketing Manager, Marketing and Communications
Ms. Emma Drake, Incoming SU President
- Staff Present:** Mr. Dana Sanderson, Chief Information Officer
Ms. Jackie Podger, Vice President Administration and Finance
Ms. Myrtle Jenkins-Smith, Director, Development and Alumni Affairs
Ms. Dianne MacLean, Administrative Assistant to the Board

1. CALL TO ORDER

Mr. Pat Sinnott, Chair, welcomed Mr. Donald DesRoches, President, College de l'Île to the Board meeting and asked him to speak to the Board about the College and the programs it offers. Mr. Sinnott thanked Mr. DesRoches for his presentation.

Mr. Sinnott then called the meeting to order at 6:30 p.m. and thanked everyone for attending. He paid a special welcome to Dr. Sandy MacDonald, President of Holland College, who was attending his first Board meeting.

2. APPROVAL OF MINUTES

The draft minutes of the UPEI Board of Governors' meeting of January 31, 2019 were circulated to Board members prior to the meeting. There was a minor amendment and then the

following motion was proposed:

1) MOVED by Mr. Jim Bradley, SECONDED by Ms. Margo Thompson, that the minutes of the January 31, 2019 meeting of the UPEI Board of Governors be approved as amended. CARRIED

3. CHAIR'S REPORT

Mr. Sinnott informed Board members that he attended the Ottawa Alumni Chapter event as well as the Toronto Alumni event held in March. He also stated that when he and his wife were in Europe, they met with the President Abd-El-Aziz and the Registrar and the President of Juan Carlos University in Madrid. They were impressed with the Masters of Global Affairs program that is offered jointly by UPEI and Juan Carlos University.

4. STUDENT UNION REPORT

Mr. Will McGuigan reported that the Student Union Council has its first elected aboriginal student. The Student Union held its last big event, "Wave 20" which was an end-of-the-year party for students and it was well attended. Mr. McGuigan also reported that the SU hosted their year-end Student Union Banquet recently.

5. SENATE REPORT

Ms. Bertha Campbell provided the report to Board members. The Senate Committee met twice since the last Board meeting - Friday, March 1st and Friday, April 5th.

March 1, 2019

- 1) The Convocation Committee recommended that there be three convocation ceremonies this year. One will be held Friday afternoon, May 10th and the other two will occur on Saturday, May 11th. Senate members approved this recommendation.
- 2) The Honorary Degree Committee recommended to Senate three nominees for honorary degrees to be presented at the convocations in May.
 - i) Roger Warren
 - ii) Albert Fogarty
 - iii) Hon. Diane Campbell
- 3) The President provided an update to Senators on the recent recruiting event held in Mauritius and indicated that the students there are quite interested in the Climate Change and Environmental Studies programs.
- 4) Discussions are still ongoing regarding a possible mid-term breaks in the fall semester for 2020-2021. Research is being done to secure what other universities across Canada are doing.

April 5, 2019

The President reported that the Inspire Campaign has more than reached its goal of \$50M and well before the December 2019 deadline. A celebration announcing the end of the campaign was held on April 3rd and the reception was well attended.

- 1) Students had requested that a one-week break be incorporated into the fall semester and the Academic Planning and Curriculum Committee is looking into how this might be achieved. The committee will report to Senate in the fall.
- 2) A Search for the University Librarian is still ongoing but in its final stages of the process.

6. BOARD COMMITTEES' UPDATE

a) Property & Asset: Ms. Margo Thompson reported the Property and Asset Committee met on March 19, 2019. A number of issues were discussed at the meeting and are noted below:

- i) **Alex B Campbell 50th Anniversary Recognition Piece:** A proposed concept drawing of the recognition piece for Alex B. Campbell was reviewed by Committee members. The recognition piece will be placed between the Kelley Building and W. A. Murphy Centre. The following motion was proposed and approved:
 - 2) **MOVED by Ms. Margo Thompson, SECONDED by Professor Tim Carroll that the UPEI Board of Governors approves the concept drawing for the Alex B. Campbell 50th Anniversary Recognition Piece as presented and as recommended by the Property and Asset Committee. CARRIED**
- ii) **Canada Games 2023 Update:** The President gave a brief update.
- iii) **Renovation Update:** – Administration will be choosing the architect for the Library renovation soon, and will be providing schematic designs to the Property and Asset Committee.
- iv) **E-Votes for Approval:** On Friday, March 29, 2019, an E-vote was held with Property and Asset Committee members to approve two policies and repeal two policies. The following motions were proposed and approved:
 - 3) **MOVED by Ms. Margo Thompson, SECONDED by Dr. Sandy MacDonald that the UPEI Board of Governors approve the Event Management Policy as presented and as recommended by the Property & Asset Committee. CARRIED**
 - 4) **MOVED by Ms. Margo Thompson, SECONDED by Mr. Brian Thompson that the UPEI Board of Governors approve the Space Allocation and**

Administration Policy as presented and as recommended by the Property & Asset Committee. CARRIED

- 5) **MOVED by Ms. Margo Thompson, SECONDED by Mr. Jim Bradley that the UPEI Board of Governors approve the repeal of the Rental of University Facilities policy as recommended by the Property and Asset Committee. CARRIED**
- 6) **MOVED by Ms. Margo Thompson, SECONDED by Dr. Sandy MacDonald that the UPEI Board of Governors approve the repeal of the University Events Involving Minors policy as recommended by the Property and Asset Committee. CARRIED**

b) Finance and Audit: Mr. Alex MacBeath reported that the Finance and Audit Committee met on April 3, 2019, and the following matters were discussed:

i) **Project Beacon Update**

Ms. Kelly Dawson provided a power point presentation on the status of Project Beacon.

ii) **Network Revitalization Update**

The President provided an update on the status of the Network revitalization. An RFP was carried out and the cost to complete the project will be approximately \$8.5M. The Finance and Audit Committee recommends this project and the following motion was proposed and approved:

- 7) **MOVED by Mr. Alex MacBeath, SECONDED by Ms. Mary Best that the UPEI Board of Governors approves the capital expenditure of \$8.5M for the Network Revitalization project, as recommended by the Finance and Audit Committee. CARRIED**

iii) **Synapse Update:**

a) **Intellectual Property – Terms of Reference:** A sub-committee of the Finance and Audit Committee met and prepared a draft “terms of reference”. The President suggested that Dr. Kathy Gottschall-Pass, Interim Vice President Academic and Research, Ms. Jackie Podger, Vice President Administration and Finance and Dr. Larry Hammell, Interim Dean, Graduate Studies meet with Synapse and return to the next Finance and Audit Committee meeting with a revised draft “Terms of Reference”.

iv) **Spending Authority Policy for Approval:**

This policy was reviewed by the Finance and Audit Committee and is now being recommended for Board approval. The following motion was proposed:

- 8) **MOVED by Mr. Alex MacBeath, SECONDED by Dr. Geraldine Johnston that the UPEI Board of Governors approves the Spending Authority Policy as presented, and as recommended by the Finance and Audit Committee. CARRIED**

v) Renovations – Robertson Library and Health and Wellness Centre

The President briefed the Finance and Audit Committee on the proposed renovations to the Robertson Library and Health and Wellness Centre. The Bookstore will move to the Robertson Library location once renovations are complete. The Architectural Company has been selected and will be used for both areas. The President indicated that we are now ready to move to the RFP stage for both projects, and the following motion was proposed:

- 9) MOVED by Mr. Alex MacBeath, SECONDED by Mr. Owen Shaw that the UPEI Board of Governors approves proceeding to RFP for both the Library Renovation Project and the Health and Wellness Centre Renovation Project in the amount of \$3-4M, as recommended by the Finance and Audit Committee. CARRIED**

vi) UPEI Operating Budget 2019-2020

This budget was drafted with the assumption of a 2% increase in the operating grant this year and reflects a proposed 2% increase in tuition and fees. The President reviewed the document with Board members. The following motion was proposed:

- 10) MOVED by Mr. Alex MacBeath, SECONDED by Mr. Mary Best that the UPEI Board of Governors approves the 2019-2020 Draft Budget as presented and as recommended by the Finance and Audit Committee. CARRIED Mr. Will McGuigan, Student Union President and Mr. Owen Shaw, Student Union Representative abstained from voting.**

- c) Development, FR and ER:** Ms. Kathy Hambly reported that the Committee met on March 21, 2019. The Board Development, FR and ER Committee participated in an E-vote in early February and approved the following award:

Name for Approval	Donor	Amt	Type
The Bill and Gladys Hambly Case Competition Award	Ms. Kathy Hambly	\$1,000	Annual Award

The Board Development, FR and ER Committee participated in a second E-vote in mid-February and approved the following scholarship:

Name for Approval	Donor	Amt	Type
The Regis & Joan Duffy “Future Prosperity for PEI” Master of Arts, Island Studies Scholarship	Dr. Regis and Joan Duffy	\$12,500	Annually Funded

Donations from Political Parties – Update on Issue: Ms. Hambly provided Board members with an update on this matter. According to research conducted by the Development and Alumni Affairs there have been cases when a political party has established a new award or scholarship at a university named in honor or memory of an individual. The criteria did not (and could not) stipulate any required connection

between the recipient and political party in the present or future. It was agreed that this type of award would be considered and vetted through the usual approval process.

Three Named Awards Approved – For information:

Name for Approval	Donor	Amt	Type
The Community of PEI Thomas & Betty Hall Entrance Scholarship and Excellence Awards	The Community Foundation of PEI	Minimum \$500 – Entrance Scholarship Minimum \$500 – Excellence Award (value to be based on the approved expenditure from endowed funds per the Community Foundation of PEI distribution rate)	Annually Funded
The PEI Home Economics Association “Doris M. Anderson” Senior Award-Gift Agreement	PEI Home Economics Association	Minimum \$500 (value will be based on approved expenditure from endowments)	Endowed
The Community Foundation of PEI Lorne & Ruby Bonnell Scholarship	The Community Foundation of PEI	Minimum \$1,000 (value to be based on the approved expenditure from endowed funds per the Community Foundation of PEI distribution rate)	Annual

Policies for Approval:

UPEI Named Recognition Policy: This policy was presented for Board approval, and the following motion was proposed and approved:

- 11) MOVED by Ms. Kathy Hambly, SECONDED by Mr. Will McGuigan that the UPEI Board of Governors approves the UPEI Named Recognition Policy as presented and as recommended by the Development, FR and ER Committee. CARRIED**

UPEI and UPEI (US) Foundation Inc. Gift Acceptance Policy: This policy was also presented for Board approval and the following motion was proposed and approved:

- 12) MOVED by Mr. Kathy Hambly, SECONDED by Ms. Bertha Campbell that the UPEI Board of Governors approves the UPEI and UPEI (US) Foundation Inc. Gift Acceptance policy as presented and as recommended by the Development, FR and ER Committee. CARRIED**

On April 9th, an E-vote was held with Committee members to approve two named awards. Five of the seven committee members reviewed and approved the awards. Two members did not vote. They are being presented here for information.

Name for Approval	Donor		Type
The Katherine Gottschall-Pass Global Affairs Award	Dr. Katherine Gottschall-Pass	\$1,000	Annually Funded
The UPEI Class of 1989 Award	UPEI Class of 1989	\$500	Annually Funded

Ms. Hambly reported that the Development, FR and ER Committee also reviewed and approved the concept drawing of the Alex B. Campbell 50th Anniversary recognition piece; discussed a couple of planned fundraising campaigns; and endorsed the renewed website design.

Ms. Hambly called upon Hon. Catherine Callbeck to provide an update on her fundraising initiative in honor of Alex B. Campbell. The funds from this initiative will provide scholarships for students.

At this point in the meeting, Ms. Hambly invited Ms. Nicole Phillips and Mr. Everton McLean of the Marketing and Communications department to present the new website design to Board members. The President invited Board members to forward any suggestions or concerns they may have regarding the website.

d) Governance and Appeals: Ms. Shannon MacDonald stated that the Committee met on April 4. The Student Code of Conduct policy was reviewed. More revisions were suggested and the draft Code will be on the agenda of a future Committee meeting for further discussion and review.

Ms. MacDonald spoke about ways and means of reviewing the function of the Board. This will be discussed in further detail at a future Governance Committee meeting.

Ms. MacDonald presented the revised Governance and Appeals Mandate for approval, and the following motion was proposed:

- 13) MOVED by Ms. Shannon MacDonald, SECONDED by Mr. Brian Thompson that the Mandate for the Governance and Appeals Committee be approved as presented and as recommended by the Governance and Appeals Committee. CARRIED**

e) Executive Committee: Mr. Sinnott presented the Executive Committee mandate for approval. After making a minor amendment, the following motion was proposed:

- 14) **MOVED** by Mr. Pat Sinnott, **SECONDED** by Ms. Bertha Campbell that the Executive Committee mandate be approved as amended and as recommended by the Executive Committee. **CARRIED**

f) **Human Resources Committee:**

MEETING MOVED TO IN CAMERA

MEETING RETURNED TO OPEN SESSION

8. **NEW BUSINESS**

Mr. Will McGuigan informed Board members that administration has purchased an accessibility van from Pat and the Elephant to assist students to move from class to class, and the Student Union is very appreciative of this gesture.

9. **ADJOURNMENT**

The meeting adjourned at 9:30 p.m.