



**UPEI BOARD OF GOVERNORS  
BOARD OF GOVERNORS COMMITTEE MEETING  
Thursday, May 18, 2017  
618 University Avenue  
6:00 – 9:00 pm**

**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, Mr. Ryan Bradley, Mr. John Buchanan, Ms. Bertha Campbell, Ms. Tracey Cutcliffe, Dr. Linnell Edwards, Mr. Michael Ferguson, Ms. Kathy Hambly, Mr. Scott Harper, Mr. Ron Keefe, Mr. Ed Lawlor, Dr. James Moran, Mr. Shawn Murphy, Ms. Shauna Sullivan Curley, Dr. Lowell Sweet and Ms. Margo Thompson

**Regrets:** Dr. Gary Conboy, Dr. Don Desserud, Dr. Brian McMillan, and Mr. Duncan Shaw

**Invited:** Ms. Patti Wheatley, Chief Access to Information and Privacy Officer, UPEI

**Staff Present:** Ms. Jackie Podger, Vice President Administration and Finance  
Ms. Tara Judson, Comptroller  
Ms. Dianne MacLean, Administrative Assistant to the Board

Mr. Pat Sinnott invited Ms. Patti Wheatley, Chief Access to Information & Privacy Officer to provide a presentation to Board members on how requests for access to information will be handled. Following the presentation, a number of questions and scenarios were presented, and Ms. Wheatley provided responses to each. At this point, Ms. Wheatley left the room

**1. CALL TO ORDER**

Mr. Pat Sinnott called the meeting to order at 6:25 pm and thanked everyone for coming. A welcome was extended to Mr. Hammad Ahmed, the new Student Union President who was attending his first Board meeting since being appointed. As well, Mr. Sinnott welcomed Dr. Gulrose Jiwani who was present as an observer.

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## 2. APPROVAL OF MINUTES

The draft minutes of the UPEI Board of Governors' meeting of April 10, 2017 were circulated to Board members prior to the meeting and a couple of amendments were suggested. The following motion was then proposed:

**1) MOVED by Dr. Linnell Edwards, SECONDED by Mr. Ed Lawlor that the minutes of the April 10, 2017 meeting of the UPEI Board of Governors be approved as amended.  
CARRIED**

## 3. PRESIDENT'S REPORT

President Abd-El-Aziz provided a written report which was circulated prior to the meeting. He spoke to the current status of applications. There are 11% more applications at present than there were at the same time last year. The President indicated that he will provide updates to the Board every month on applications, but we can't officially report final numbers until after October 15, 2017.

## 4. CHAIR'S REPORT

Mr. Sinnott reported on the following items:

- i) He attended Convocation ceremonies at which over 950 students graduated. Among those graduating was Mrs. Abd-El-Aziz who received her Masters in Nursing degree.
- ii) He reported that Dr. Alaa Abd-El-Aziz was selected as one of the Atlantic Business Magazine's Top 50 CEOs this past week in St. John's, Newfoundland.
- iii) A day before the above awards, approximately 35 UPEI alumni met in St. John's at a function arranged for them by our Development and Alumni Affairs Department.
- iv) Mr. Sinnott reminded Board members of our upcoming Board Retreat planned for Friday, May 26 at 618 University Avenue.

## 5. STUDENT UNION REPORT

Mr. Hammad Ahmed informed Board members as to the Student Union Executive membership which is noted below:

President	Hammad Ahmed
Vice President Academic & External	Taya Nabuurs
Vice President Student Life	Megan Rix
Vice President Finance	William McGuigan

Students were surveyed about Moodle and myUPEI. Feedback was provided to the Registrar with the hopes that the system will be improved before fall. A New Student Orientation Coordinator (Owen Shaw) has been elected. The Student Union has received \$6500 increase in funding, and 21 students have been approved for travel in May and June. The estimate to refresh the Student Union was not accurate and has been deemed to cost \$100,000 more than estimated. Therefore, the "refresh" has been put on hold for this year.

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## 6. SENATE REPORT TO BOARD OF GOVERNORS

Dr. Linnell Edwards provided the following report to the Board:

- i) Retiring Senate members received “Certificates of Appreciation” for their service to Senate.
- ii) Approximately 940 degrees will be presented at Convocation on May 13<sup>th</sup>.
- iii) Program modifications were made to the Master of Arts in Island Studies (MAIS)
- iv) Senate approved the renaming of the School of Nursing to the Faculty of Nursing.
- v) The President reported on the number of student applications to date

## 7. APPROVAL OF TWO E-VOTE RECOMMENDATIONS

There were two e-votes presented for Board approval. The first was presented by Mr. Ron Keefe on behalf of the Board Finance and Audit Committee to approve the budget to complete renovations to Memorial Hall. The following motion was presented:

**2) MOVED by Dr. Linnell Edwards, SECONDED by Mr. Ron Keefe that the UPEI Board of Governors approves the budget of \$1,458,000 to complete renovations to Memorial Hall as presented and as recommended by the Finance and Audit Committee. CARRIED**

It was agreed that the second E-vote be presented “in camera” during the Human Resources Committee Report.

## 8. BOARD COMMITTEES

At this point in the meeting, the Chair decided to deal with item 8. f) ii) first

### f) Executive Committee Report

#### ii) Renaming of the School of Nursing

The rationale for renaming the School of Nursing to the Faculty of Nursing was written and presented by Dr. Gulrose Jiwani and provided to Board members for information. The following motion was proposed:

**3) MOVED by Dr. Linnell Edwards, SECONDED by Ms. Bertha Campbell that the UPEI Board of Governors approves the renaming of the UPEI School of Nursing to the UPEI Faculty of Nursing as recommended by the Executive Committee. CARRIED**

Dr. Jiwani left the room at this time.

### a) Governance and Appeals Committee Report

i) “In Camera” Guidelines: Mr. Shawn Murphy provided the “in Camera” Guidelines to Board members prior to the meeting and there being no discussion, the following motion was proposed:

**4) MOVED by Mr. Shawn Murphy, SECONDED by Ms. Shauna Sullivan Curley that the UPEI Board of Governors approves the “In Camera” Guidelines document as presented and as recommended by the Governance and Appeals Committee. CARRIED**

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ii) “Rules of Order”: Mr. Shawn Murphy provided the “Rules of Order” document to Board members and the following motion was proposed:

**5) MOVED by Mr. Shawn Murphy, SECONDED by Ms. Margo Thompson that the UPEI Board of Governors approves the “Rules of Order” document as presented and as recommended by the Governance and Appeals Committee. CARRIED**

Mr. Murphy also reminded Board members of the upcoming Board Retreat and handed out some reading material as preparation for the day. He also reminded Board members to complete the meeting survey for board meetings prior to leaving today’s meeting.

b) Development, FR & ER Committee Report

There have been no meetings of this committee since the April Board meeting. President Abd-El-Aziz reported that the Inspire Campaign has reached the \$38M mark and that the Campaign is tracking well towards its \$50M goal.

c) Finance and Audit Committee Report

Mr. Ron Keefe reported that the Finance and Audit Committee met on May 8<sup>th</sup> and the following issues were covered:

- i) Project Beacon is progressing nicely and still being monitored closely. More staff than planned was required to backfill positions. This caused some added costs to the project, but these costs will be covered by the project contingency.
- ii) The Operating Budget for 2017-2018 was presented as a balanced budget. A tuition increase of 3% was necessary, but UPEI’s tuition continues to be one of the lowest in Canada. UPEI added new programs and increased the number of faculty, and each Dean and the CIO were provided funds in their budgets to address the costs related to these items. After some discussion, the following motion was proposed:

**6) MOVED by Mr. Ron Keefe, SECONDED by Dr. Lowell Sweet that the UPEI Board of Governors approves the 2017-2018 Operating Budget as presented and as recommended by the Finance and Audit Committee. CARRIED**

### MEETING MOVED TO CLOSED SESSION

d) Human Resources Committee Report

### MEETING RETURNED TO OPEN SESSION

e) Property and Asset Committee Report

Ms. Margo Thompson informed Board members that the Committee has not met since the April Board meeting. Since that meeting, the state of the parking lots has been communicated to Administration and it has been noted that some of these are in serious need of repair. Administration has put out a proposal to look at repairing these parking lots over the summer months and will be bringing this issue to the Property and Asset Committee in the near future

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for approval. Once approved at this Committee, it will require approval by the Finance and Audit Committee, Executive Committee and Board of Governors.

Ms. Thompson also indicated that in the fall she'd like for the Property and Asset Committee to participate in a tour of buildings that have received recent renovations.

f) Executive Committee Report

i) Approval of Bargaining Team – CUPE 501: Mr. Pat Sinnott provided a memo stating that we expect receipt of “notice to bargain” from CUPE 501. In anticipation of this notice, Administration has formulated a UPEI negotiation committee as noted below:

<b>Vice-President, Administration and Finance</b>	<b>Ms. Jackie Podger</b>
<b>Associate Vice-President, HR</b>	<b>Ms. Susan Connolly</b>
<b>Director, Facilities Management</b>	<b>Mr. Greg Clayton</b>

The Board Executive Committee approved this negotiating committee at its meeting on May 9<sup>th</sup>, and recommended it for Board approval.

**21) MOVED by Ms. Margo Thompson, SECONDED by Mr. Hammad Ahmed that the UPEI Board of Governors approve the above UPEI Negotiating committee for the purpose of negotiating with the CUPE 501 as recommended by the UPEI Board Executive Committee.**

**CARRIED**

III) Board of Governors Meeting Dates 2017-2018: Mr. Pat Sinnott presented a draft schedule of meeting dates for 2017-2018. The following motion was proposed:

**22) MOVED by Ms. Bertha Campbell, SECONDED by Dr. James Moran that the following five (5) dates be approved as Board of Governors' meeting dates for 2017-2018:**

**October 5, 2017**  
**November 23, 2017**  
**January 25, 2018**  
**April 4, 2018**  
**May 17, 2018**

iv) CARI Update: Mr. Sinnott reported that we are still dealing with the situation of naming rights with CARI. CARI has asked the University to contribute additional funds for to the CARI capital plans, but UPEI is awaiting information from CARI regarding the deal that CARI made with Bell Aliant regarding naming rights.

v) New Board Members: Mr. Sinnott noted that two Board members have terms ending on May 31, 2017 – Dr. Lowell Sweet and Mr. Shawn Murphy. Mr. Murphy is willing to serve one additional year and the Executive Committee is in support of this. The Executive Committee

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also recommends that Ms. Shannon MacDonald, Vice Chair Deloitte Canada, be appointed a Board member for a three-year term, (June 1, 2017 to May 31, 2020).

The following motion was proposed:

**23) MOVED by Ms. Tracey Cutcliffe, SECONDED by Ms. Margo Thompson that Mr. Shawn Murphy be appointed to the UPEI Board of Governors for one (1) additional year with a term ending on May 31, 2018, and that Ms. Shannon MacDonald, Vice Chair, Deloitte Canada, be appointed as a Board representative for a three-year term (June 1, 2017 to May 31, 2020). CARRIED** Mr. Shawn Murphy abstained.

**9. OTHER BUSINESS**

a) Mr. Hammad Ahmed brought up the issue of a teaching survey review. The Student Union created a committee and the Faculty Association was to do the same. The Faculty Association was late appointing members to this committee, and so now the Student Union needs to appoint new members due to the fact that there are new members on the Student Union. It was confirmed that a meeting will be arranged soon.

b) It was noted that an expansion of the Health Centre is planned with a strong focus on both mental and physical wellbeing for students, staff and faculty.

**10. ADJOURNMENT**

The meeting adjourned at 8:55 p.m.