



**UPEI BOARD OF GOVERNORS  
BOARD OF GOVERNORS COMMITTEE MEETING  
Thursday, November 23, 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, Professor Tim Carroll, Dr. Gary Conboy, Ms. Tracey Cutcliffe, Mr. Michael Ferguson, Dr. Janice Gillis, Ms. Kathy Hambly, Mr. Scott Harper, Dr. Geraldine Johnston, Mr. Ron Keefe (via webex), Mr. Ed Lawlor, Ms. Shannon MacDonald (via webex), Mr. Shawn Murphy, Dr. Liane Nelson, and Ms. Shauna Sullivan Curley
- Regrets:** Ms. Bertha Campbell, Dr. James Moran, Dr. Brian MacMillan, Mr. Duncan Shaw and Ms. Margo Thompson
- Invited:** Ms. Krista Grant, Director, Marketing and Communications  
Mr. Everton McLean, Marketing Manager  
Dr. Juergen Krause, Dean, Faculty of Business  
Dr. Tarek Mady, Associate Professor, Faculty of Business  
Dr. Kathy Gottschall-Pass, Interim Dean, Faculty of Science  
Dr. Nicholas Krouglicof, Associate Dean, School of Sustainable Design Engineering
- Staff Present:** Ms. Jackie Podger, Vice President Administration and Finance  
Ms. Dianne MacLean, Administrative Assistant to the Board

Mr. Pat Sinnott welcomed everyone and invited Krista Grant and Everton McLean of Marketing and Communications to provide a power point presentation to Board members.

**3. CHAIR'S REPORT**

**c) Business & Engineering Programs at International Campuses:**

Mr. Sinnott invited Dr. Tarek Mady and Dr. Nicholas Krouglicof to present an opportunity for UPEI to provide Business and Engineering Programs in Cairo, Egypt. Discussions followed the presentation, and then the following motion was proposed:

**1) MOVED by Mr. Tim Carroll, SECONDED by Dr. Geraldine Johnston that the UPEI Board of**

**Governors supports the Faculty of Business and Faculty of Science, School of Sustainable Design Engineering to explore the opportunity to provide Business and Engineering programs in Cairo, Egypt. CARRIED**

**1. CALL TO ORDER**

Mr. Pat Sinnott called the meeting to order at 6:35 pm.

**2. APPROVAL OF MINUTES**

The draft minutes of the UPEI Board of Governors' Annual meeting of October 5th, 2017 were circulated to Board members prior to the meeting and one amendment was suggested. The following motion was then proposed:

**2) MOVED by Ms. Tracey Cutcliffe, SECONDED by Dr. Rabin Bissessur, that the minutes of the October 5, 2017 Annual meeting of the UPEI Board of Governors be approved as amended. CARRIED**

The draft minutes of the UPEI Board of Governors' Fall meeting of October 5th, 2017 were also circulated to Board members prior to the meeting and a couple of amendments were suggested. The following motion was then proposed:

**3) MOVED by Ms. Kathy Hambly, SECONDED by Dr. Rabin Bissessur, that the minutes of the October 5, 2017 fall meeting of the UPEI Board of Governors be approved as amended. CARRIED**

**At this point, Mr. Pat Sinnott left the meeting, and Ms. Tracey Cutcliffe, Vice-Chair, chaired the meeting.**

Ms. Cutcliffe informed Board members that Mr. Sinnott's term on the Board will be ending in May, 2018. Mr. Sinnott was approached by Ms. Cutcliffe and Dr. Abd-El-Aziz as to whether he was interested in another term and he indicated he was. The Executive Committee met recently and discussed the issue, and unanimously agreed to recommend that the Board of Governors renew Mr. Sinnott's term for another three years. The following motion was proposed:

**4) MOVED by Dr. Geraldine Johnston, SECONDED by Mr. Michael Ferguson that Mr. Pat Sinnott be renewed as Chair of the UPEI Board of Governors for another three years, with a term ending May 31, 2021 as recommended by the Executive Committee. CARRIED**

**Mr. Sinnott returned to the meeting and continued to chair the meeting.**

**3. CHAIR'S REPORT**

**a) Approval of Appointments to Chancellor Electoral Board:** Mr. Sinnott presented Board members with a memo outlining that, even though Dr. Don McDougall has agreed to serve as Chancellor until the University appoints a new one, Dr. McDougall would appreciate it if his successor could be installed before the May 2018 Convocation ceremonies. According to the University Act, an electoral board consisting of the President, twelve members appointed by the Board and twelve members appointed by the Senate must be created. Twelve Board members were approached to serve on this committee, and the following motion was proposed:

**5) MOVED by Ms. Tracey Cutcliffe, SECONDED by Dr. Geraldine Johnston that the UPEI Board of Governors appoints the following 12 members of the Board to serve on the Chancellor Electoral Board to elect the next Chancellor for a term to expire on June 30, 2021.**

<b>1.</b>	<b>Mr. Andrew Bartlett</b>
<b>2.</b>	<b>Ms. Bertha Campbell</b>
<b>3.</b>	<b>Ms. Kathy Hambly</b>
<b>4.</b>	<b>Mr. Scott Harper</b>
<b>5.</b>	<b>Mr. Ed Lawlor</b>
<b>6.</b>	<b>Mr. Shawn Murphy</b>
<b>7.</b>	<b>Mr. Duncan Shaw</b>
<b>8.</b>	<b>Ms. Shauna Sullivan Curley</b>
<b>9.</b>	<b>Ms. Margo Thompson</b>
<b>10.</b>	<b>Mr. Ron Keefe</b>
<b>11.</b>	<b>Dr. Janice Gillis</b>
<b>12.</b>	<b>Mr. Pat Sinnott</b>

**CARRIED**

**b) Special Board meeting – UPEI Strategic Plan:** A special meeting of the Board is scheduled for Monday, December 11<sup>th</sup> from 5:00 – 7:30 pm specifically to discuss and to provide input to the UPEI Strategic Plan.

**4. PRESIDENT’S REPORT**

President Abd-El-Aziz provided a written report, but wanted to highlighted a couple of items in particular. He informed Board members that the 9<sup>th</sup> Alumni Chapter opened in Edmonton and the 10<sup>th</sup> one will be opening soon in Moncton. The Calgary Chapter has reached the \$1M mark for its endowment but has opted to fundraise in a different manner in the future than the usual fundraising dinner.

The President indicated that work is being done on a “Doctor of Psychology” program. A number of people from around North America from various fields such as Education, Higher Education and Health helped to write the prospective program. A meeting with the Board of Psychologists on the Island was held recently and everyone is excited about this prospective program. It will focus on mental health and the hope is to deliver the program by September 2018. Program details will be presented to Senate tomorrow, and the financial implications will be presented to Finance and Audit Committee of the Board in January. Board approval will be sought in late January.

President Abd-El-Aziz informed Board members that the Inspire Campaign is close to the \$43M mark of the \$50M goal.

Mr. Shawn Murphy inquired as to the progress of the Enhanced Teaching and Learning Committee. The President reported that he met with the committee in early October and all parties agreed to work together and report back on its progress. According to the Student Union President, Hammad

Ahmed, this committee only met once since then. Mr. Scott Harper wanted it noted that he was disappointed in the leadership of the Vice-President Academic and Research on this matter. It was requested that this topic be an agenda item for the next Board meeting and Dr. Gilmour be present to address questions from Board members.

5. **STUDENT UNION REPORT**

Mr. Hammad Ahmed informed Board members that a survey was carried out with students on “all gender washrooms” and the majority of respondents were in favor of them. The SU is hoping to implement them in Main Building and Robertson Library. The standing committee on education and economics met and the SU presented their three primary asks. In regards to Project Beacon, educational videos are being created to assist students. As well, the internet performance on campus has improved, but complaints are still being received. The SU encourages management to work on the implementation of Phase II.

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

Ms. Bertha Campbell was not present, so Dr. Rabin Bissessur provided the Senate report to Board members. The Senate met on October 27, 2017 and three new senators were introduced:

Ms. Bertha Campbell, Board of Governors’ representative; Dr. Doug Dahn replacing Dr. Kathy Gottschall – Pass for the remainder of her term; and Ms. Rachel Kays, student representative.

The University Closure Procedures document was discussed. During severe weather, announcements will be made throughout the day as to whether we are closing at a specific time.

A presentation on the campus network system was presented by Mr. Dana Sanderson, CIO, which set forth the critical need for upgrades as soon as possible.

Enrollment is up by 2.6% which is the best in the region.

7. **BOARD COMMITTEE REPORTS**

a) **Executive Committee:**

i) **Approval of the Pension Plan Agreement:** Mr. Pat Sinnott indicated that the unions have agreed to sign the Funding Agreement of the Pension Plan. A signing ceremony is planned for tomorrow morning with all parties. The following motion was proposed:

**6) MOVED by Mr. Shawn Murphy, SECONDED by Mr. Tim Carroll that the Pension Plan dated November 23<sup>rd</sup> be approved as presented. CARRIED**

ii) **Appointment of Trustees:** Mr. Sinnott presented a memo indicating that, according to the Trust Agreement of the Pension Plan, the employer is responsible for appointing four employer trustees, so the following motion was proposed:

**7) MOVED by Dr. Geraldine Johnston, SECONDED by Ms. Shauna Sullivan Curley that the UPEI Board of Governors appoint the following individuals to the Board of Trustees for the terms set forth below:**

NAME AND TITLE	TERM
Ms. Tara Judson, Comptroller	4 years
Ms. Susan Connolly, Associate Vice President Human Resources	4 years
Ms. Mary Best, UPEI Board Member	2 years
Mr. Edward Lawlor, UPE Board Member	2 years

- b) Property & Asset Committee:** Dr. Rabin Bissessur provided the Committee report on behalf of Ms. Margo Thompson. He reported that the committee met twice – November 9<sup>th</sup> and November 15<sup>th</sup>. There was a slight change to the floor plans of Dalton Hall to accommodate easier access to the lower floor. Accessibility Services will be housed here with the accessibility entrance at the back of the building. Ms. J. Gillis raised concerns about the lack of a ramp planned for the front of the building.

A third exit off campus during emergencies has been approved by the City and the Province and will involve accessing the Confederation Trail and heading north to the Charlottetown Mall. This should help with traffic congestion during emergencies.

A refresh of the campus master plan has been initiated and Committee members met with the Brook McIlroy representatives to provide input to the updated plan.

A digital sign will be erected at 618 University Avenue and will be used to highlight events happening on campus. The committee is also looking at improvements to the landscape and look of the building at 618 University Avenue.

- c) Finance and Audit Committee:**
- i) UPEI Consolidated Financial Statements:** Mr. Ron Keefe informed Board members that the UPEI Consolidated Financial Statements and the UPEI Pension Plan Financial Statements have been reviewed and approved by the Finance and Audit Committee. Mr. Keefe noted that the University has been very well managed. Revenue for 2017 was \$140M, a 5% change from 2016 which was \$133M. These revenues are offset almost equally by expenditures for 2017 of \$134M compared to expenditures of \$127M in 2016. Mr. Keefe indicated that the University is in a very healthy position financially and proposed the following motion:

**8) MOVED by Mr. Ron Keefe, SECONDED by Ms. Mary Best that UPEI Board of Governors approves the UPEI Consolidated Financial Statements of April 30, 2017 as presented and as recommended by the Finance and Audit Committee. CARRIED**

**ii) UPEI Pension Plan Financial Statements:** Mr. Keefe noted that the UPEI Pension Plan Financial Statements were reviewed and approved by the Finance and Audit Committee as well. The Pension fund is in better shape than in the past and is showing a small surplus at the present time. The fund will now be jointly managed by the Unions and the University which means the risks are shared and will no longer be entirely the responsibility of the University. Mr. Keefe proposed the following motion:

**9) MOVED by Mr. Ron Keefe, SECONDED by Mr. Tim Carroll that UPEI Board of Governors approves the UPEI Pension Plan Financial Statements of April 30, 2017 as presented and as recommended by the Finance and Audit Committee. CARRIED**

Mr. Keefe also reported that that Finance and Audit Committee continues to monitor Project Beacon. This is an important project for the University and needs to be implemented in a timely and financially sound manner. The Payroll rollout date has been moved to the Spring of 2018.

Technology infrastructure deficits need to be addressed, but currently do not impact on the project directly.

Mr. Keefe also informed Board members that two internal audit reports were received - Security Services and UPEI Bookstore.

**d) Development, FR and ER Committee Report:** Ms. Kathy Hambly reported that the Committee met on November 14<sup>th</sup> and were provided a very comprehensive presentation by the Marketing and Communications team of Krista Grant, Director and Everton McLean, Marketing Manager. Ms. Myrtle Jenkins-Smith also reported on the Development and Alumni Engagement portfolio in detail.

**i) Approval of Awards:** Four awards/scholarships were presented for approval and the following motion followed:

**10) MOVED by Ms. Kathy Hambly, SECONDED by Mr. Hammad Ahmed that the UPEI Board of Governors approves the following 4 (four) awards/scholarships as recommended by the Board Development, FR and ER Committee:**

- i) The PEI Retired Teachers' Entrance Bursary**
- ii) The Gray Family Foundation Entrance Scholarships in Paramedicine**
- iii) The Jean t. McGaughey Diver Awards**
- iv) The Dr. Sheila E. Dresen Nursing Awards**

**CARRIED**

The Boyd Beck Memorial Award was also mentioned, but was not ready for approval at this time.

**ii) Approval of Naming Request:** Ms. Hambly noted that a naming request was presented to Committee members as well. The request was issued by Sister Sue Kidd, Campus Minister, and William McGuigan, VP Finance for the Student Union. Robert "Rocky" Paquet was a long time employee who volunteered his time to prepare and serve chili to students during exams for the past number of years. He was also instrumental in providing his expertise and experience in the plans for the renovated kitchen in the Chaplaincy Centre. Mr. Paquet passed away suddenly in July of this year, so the request is to name the kitchen in his memory. The following motion was proposed:

**11) MOVED by Ms. Kathy Hambly, SECONDED by Dr. Geraldine Johnston that the UPEI Board of Governors approves the request to name the kitchen of the Chaplaincy Centre in memory of Robert “Rocky” Paquet as recommended by the Board Development, FR and ER Committee. CARRIED**

- e) **Governance & Appeals Committee Report:** Mr. Shawn Murphy informed Board members that an Appeal Hearing is occurring tomorrow morning.

Mr. Murphy also noted that although we are not current members of FOIP (Freedom of Information and Protection of Privacy) Act, indications are that we may be asked to move in that direction in the near future. Therefore, the Governance and Appeals committee recommends that all information related to Board expenses be posted to the UPEI Board of Governors website. The following motion was proposed:

**12) MOVED by Mr. Shawn Murphy, SECONDED by Ms. Shauna Sullivan Curley that effective immediately, all Board of Governors expenses – travel, meals, conference registrations, etc. be posted to the UPEI Board of Governors website. CARRIED**

- f) **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 9:25 p.m.