



AMENDED

**UPEI BOARD OF GOVERNORS
BOARD OF GOVERNORS COMMITTEE MEETING
Thursday, November 24, 2016
618 University Avenue
6:00 – 9:00 pm**

MINUTES

Members Present: Mr. Pat Sinnott, Chair, UPEI Board of Governors; Dr. Don McDougall, Chancellor (via conference call); Dr. Alaa Abd-El-Aziz, President; Mr. Andrew Bartlett, Ms. Mary Best, Dr. Rabin Bissessur, Mr. Ryan Bradley, Dr. Gary Conboy, Dr. Don Desserud, Dr. Linnell Edwards, Mr. Michael Ferguson, , Mr. Ron Keefe, Mr. Nathan Hood, Mr. Ed Lawlor, Dr. Brian McMillan, Dr. James Moran, Ms. Shauna Sullivan Curley, and Ms. Margo Thompson

Regrets: Mr. John Buchanan, Ms. Bertha Campbell, Ms. Tracey Cutcliffe, Ms. Kathy Hambly, Mr. Scott Harper , Mr. Shawn Murphy, Mr. Duncan Shaw and Dr. Lowell Sweet

Staff Present: Ms. Jackie Podger, Vice-President, Administration and Finance (via webex)
Ms. Dianne MacLean, Administrative Assistant to the Board

1. CALL TO ORDER

Mr. Pat Sinnott called the meeting to order at 6:32 pm and thanked everyone for coming. He also noted that this new location is going to work well for Board meetings.

2. APPROVAL OF MINUTES

Three sets of minutes were presented for approval

- i) Minutes from the Annual meeting held on October 6,2016
- ii) Minutes from the Fall meeting held on October 6,2016
- iii) Minutes of a Special meeting held on November 9, 2016

Committee members felt the minutes were accurate for the Annual meeting and the Fall meeting, but a slight amendment was made to the minutes of the Special meeting. The following motions were proposed:

**1) MOVED by Mr. Ryan Bradley, SECONDED by Dr. James Moran that the UPEI Board of Governors' minutes of the Annual Meeting on October 6, 2016 be approved as presented.
CARRIED**

**2) MOVED by Dr. Rabin Bissessur, SECONDED by Mr. Nathan Hood that the UPEI Board of Governors' minutes of the Fall Meeting on October 6, 2016 be approved as presented.
CARRIED**

3) MOVED by Ms. Margo Thomson, SECONDED by Mr. Andrew Bartlett that the UPEI Board of Governors' minutes of the Special Meeting on November 9, 2016 be approved as amended. CARRIED

3. CHAIR'S REPORT

Mr. Pat Sinnott indicated that he had three main topics to report on:

- i) He asked Board members to join him in congratulating Dr. Alaa Abd-El-Aziz on receiving the "President's Award for Distinguished Leadership in International Education" from the Canadian Bureau of International Education.
- ii) He informed Committee members that he attended a Math and Computational Sciences Advisory Committee meeting in early November. Discussions evolved around improvement to programs as well as what industry wants and what students need to succeed.
- iii) Mr. Sinnott also informed members that he attended a symposium at the Technical University of Munich while in Germany, and was involved in a tour of the aerospace campus. Topics discussed included wind energy and alternate sources of energy. A Memorandum of Understanding was signed between UPEI and The Technical University of Munich (see the President's Report).

4. PRESIDENT'S REPORT

President Abd-El-Aziz wanted to take the time to thank Ms. Jackie Podger and the staff of Facilities Management for a job well done at 618 University Avenue. He will be sending a congratulatory letter to that department.

The President provided his written report and highlighted the following items:

- i) Negotiations: The administrative negotiating team and faculty association met in October. The University and the UPEIFA, Bargaining Unit #1 representing faculty members, librarians, sessional instructors, and clinical nursing instructors reached an agreement for a four-year collective agreement from July 1, 2016 to June 30, 2020. IBEW and CUPE unions are still negotiating their collective agreements.
- ii) Recruitment: UPEI recently launched a digital marketing campaign pilot project that will run to December 1, 2016 and resume in January 2017. The focus of the campaign is to generate interest and inquiries through to the Customer Relationship Management software via digital marketing (Google, social media) with a focus on specific programs and key word searches.
- iii) International Recruitment Efforts: A delegation of 29 academic and industry partners from Germany and Canada (PEI) visited the Technological University of Munich (TUM) during a Joint Research Cooperation Workshop in Munich from Oct 16-18th 2016. Following an introductory meeting, UPEI signed a Memorandum of Understanding and a Memorandum of Agreement to begin work toward joint research and exchange between TUM and UPEI.

5. STUDENT UNION REPORT

Mr. Nathan Hood informed members that he and John Rix were in Ottawa recently and met with all the

provincial MPs as well as some Island Senators (of Parliament). They spoke to them on the issue of the Canadian Student Loan Program and how it could be improved. Senator Hubley indicated to them that she wants to highlight the achievements of five (5) UPEI students on a monthly basis in the House.

Mr. Hood also indicated that the Student Union has submitted a document to the Provincial Government in support of multi-year funding for the university. He also indicated that the recent “Day of Action” protest did not involve the UPEI Student Union nor did they support this.

6. SENATE REPORT TO THE BOARD

Mr. Linnell Edwards, UPEI Board of Governors representative on Senate, reported that the Senate Committee met twice since the last Board meeting – October 14 and November 18. Two issues were reported and are noted below:

- 1) The Search Committee for the Vice President Academic and Research met with Senators to listen to feedback regarding the “needs and wants” of the position.
- 2) Suggested changes to the Criteria for the Professor Emeritus Committee were presented to senators and approved.

7. BOARD COMMITTEES’ UPDATES

Finance and Audit Committee: Mr. Ron Keefe informed Board members that Project Beacon has been monitored closely and still on time and on budget. The “Go Live” date for Payroll has been moved to May 1, 2017 to correspond with the fiscal year.

The Internal Auditor provided her report on the Sports Centre audit as well as her annual report. The next audit is planned for Security Services. Administration provided their response to the control deficiencies provided by the external auditor and clarification has been requested on a couple of responses.

The Spending Authority policy was revised, approved, and it was recommended that it proceed for Board approval. The following motion was proposed:

- 4) **MOVED by Mr. Ron Keefe, SECONDED by Mr. Ed Lawlor that, as recommended by the Board Finance and Audit Committee, that the UPEI Board of Governors approve the revised Spending Authority policy as presented . CARRIED**

Development, FR and ER Committee: There is nothing to report as this committee hasn’t met since the last Board meeting. However, two documents were circulated to Board members – one from the Department of Development and Alumni Engagement providing information on the Inspire Campaign, donor relations, alumni and annual fund project and one from the Department of Marketing and Communications providing information on departmental activities this fall as well updates on the recruitment marketing campaign and digital marketing campaign.

Governance and Appeals Committee: Mr. Pat Sinnott reported that this committee had a very busy fall but haven’t met since the last Board meeting in October.

Property and Asset Committee:

Ms. Margo Thompson reported that the Committee met on November 10th and started the meeting with a tour of the most recently renovated spaces, beginning with the 618 University Avenue building. The Committee then moved to tour the Library, Cass Building and Sports Centre before returning to MacDougall Hall to meet. The Property and Asset Committee mandate was reviewed and compared to other maritime universities, and no changes were necessary. However, it requires Board approval to document that a review has taken place. The following motion was proposed:

5) MOVED by Ms. Margo Thompson, SECONDED by Dr. Don Desserud that the UPEI Board of Governors approve the Property and Asset Committee mandate as presented. . CARRIED

Ms. Podger updated the Board on the status of the approved Strategic Investment Fund Projects and these are noted below:

- i) Steel Building – renovations are on time and on budget.
- ii) Dalton Hall – Architect has been selected
- iii) Memorial Hall – Architect has been selected

Ms. Podger also reported that the issue of safe zones and safe exiting off campus during emergencies had been discussed with the Chief of Police earlier this week. Collaboration with Holland College in regards to this issue was discussed as well.

Executive Committee: The Executive Committee met on November 21st and there were no matters to discuss other than those that have already been addressed in the committee reports.

MEETING MOVED TO IN CAMERA

MEETING RETURNED TO OPEN SESSION

8. NEW BUSINESS

No new business.

9. ADJOURNMENT

The meeting adjourned at 7:25 pm