



**UPEI BOARD OF GOVERNORS
BOARD OF GOVERNORS COMMITTEE MEETING
Friday, November 30, 2018
618 University Avenue
8:00 – 10:30 am**

MINUTES

- Members Present:** Mr. Pat Sinnott, Chair, UPEI Board of Governors; Alaa Abd-El-Aziz, President; Ms. Mary Best, Dr. Rabin Bissessur, Mr. James Bradley, Professor Tim Carroll, , Dr. Janice Gillis, Ms. Kathy Hambly (via webex), Mr. Peter Hayes (via webex), Mr. Ed Lawlor, Mr. Alex MacBeath (via webex), Ms. Shannon MacDonald (via webex), Dr. James Moran, Ms. Perlene Morrison, Ms. Shauna Sullivan Curley, Mr. Brian Thompson and Ms. Margo Thompson
- Regrets:** Dr. Catherine Callbeck, Ms. Bertha Campbell, Dr. Adam Fenech, Mr. Scott Harper, Dr. Geraldine Johnston, Dr. Brian McMillan, Mr. Will McGuigan, Dr. Liane Nelson, and Mr. Owen Shaw
- Invited:** Mr. Calvin Brook, Brook McIlroy Inc.
UPEI Strategic Plan Advisory Committee (2018-2023)
- Staff Present:** Ms. Jackie Podger, Vice President Administration and Finance
Ms. Dianne MacLean, Administrative Assistant to the Board

1. CALL TO ORDER

Mr. Pat Sinnott called the meeting to order at 8:25 a.m. He thanked everyone for accommodating our request to meet this morning due to the stormy weather yesterday. A special welcome was granted to Mr. Jim Bradley and Mr. Brian Thompson who were attending their first Board meeting.

At this time, Mr. Sinnott introduced Mr. Calvin Brook of Brook McIlroy who was contracted to prepare the Campus Master Plan Refresh. Mr. Brook provided a very detailed power point presentation with a number of recommendations. Since this was the first time Board members had seen the proposed plan, it was agreed that an electronic copy will be sent off to them and further discussion will occur at the January Board meeting.

2. APPROVAL OF MINUTES

The draft minutes of the UPEI Board of Governors' meeting of October 4, 2018 were circulated to Board members prior to the meeting. As there were no errors or omissions, the following motion was proposed:

1) MOVED by Dr. James Moran, SECONDED by Professor Tim Carroll, that the minutes of the October 4, 2018 meeting of the UPEI Board of Governors be approved as presented. CARRIED

It was requested that in future when there are amendments to the minutes prior to being approved, a redlined version of the minutes be provided to Committee members to show the specific amendment.

3. UPEI Strategic Plan Update 2018-2023

President Abd-El-Aziz provided Board members with a hard copy of the Updated UPEI Strategic Plan (2018-2023). Enclosed within this plan was also a short-term enrolment plan and key measures. The plan is the result of year of consultation with various stakeholders as well as three meetings with the Board of Governors. Professor Carroll congratulated the President and the Strategic Planning Committee for their work on the Strategic plan. The following motion was proposed:

2) MOVED by Dr. Janice Gillis, SECONDED by Professor Tim Carroll that the UPEI Board of Governors approves the UPEI Strategic Plan 2018-2023. CARRIED

The President also provided a draft Overview of the Approach to the UPEI Campus Mental Health Strategy document to Board members. He indicated that this is only the first phase of the plan and a survey will be issued to the campus community in the New Year to solicit input from of our staff, faculty and students. The final strategy will be brought back to the UPEI Board of Governors for approval in a few months.

3) MOVED by Ms. Margo Thompson, SECONDED the Professor Tim Carroll that the UPEI Board of Governors endorses the draft Overview of Approach to UPEI Campus Mental Health Strategy as presented. CARRIED

4. CHAIR'S REPORT

Mr. Sinnott had nothing new to report, but did provide a summary memo of recent E-votes held with the UPEI Board of Governors.

5. PRESIDENT'S REPORT

President Abd-El-Aziz provided a written report to Board members and due to time constraints, offered to discuss the contents following the meeting should anyone have any questions or concerns.

6. SENATE REPORT

A written report was provided to Board members in the meeting package and contained the following information.

The Senate Committee met twice since the last Board meeting – Friday, October 12th and Friday, November 23rd.

President Abd-El-Aziz reported that as of September 30th, UPEI had 4,669 students enrolled which is a 2% increase from this time last year.

The “Selection of Deans” policy was revised to include the Dean of Sustainable Design Engineering and the Dean of Graduate Studies. This policy will proceed for Board approval as well.

The draft Strategic Plan was presented, and after some minor amendments were suggested, Senate unanimously approved it. This document will also be presented for Board approval.

The President updated Senators on his recent trip to China as part of the Premier’s Mission.

Parchments for graduating Graduate Students will now also be signed by the Dean of Graduate Studies as well as the President, Dean of the Discipline and Registrar.

7. STUDENT UNION REPORT

No Student Union representatives were in attendance to provide a report.

8. BOARD COMMITTEES’ UPDATE

a) Property & Asset: Ms. Margo Thompson reported that the Committee met three weeks ago, which was their first meeting since May. Three policies were presented for review – Space and Asset Allocation and Administration policy, Events Management Policy and UPEI & UPEI (US) Foundation Inc. Gift Acceptance Policy. There were a number of issues noted with respect to these policies, and recommendations were made to improve each policy. These policies will be reviewed by the Governance and Appeals Committee as well.

Ms. Thompson also noted that the President updated Committee members on the Canada Games 2023. Another meeting is scheduled for December 4th to complete the meeting agenda.

b) Human Resources:

MEETING MOVED TO IN CAMERA

MEETING RETURNED TO OPEN SESSION

c) Finance and Audit: Mr. Alex MacBeath stated that three major items were discussed at the recent Finance and Audit Committee meeting. An update on Project Beacon was provided by Kelly Dawson and we are still on time and on budget for this project. The next major stage will be the implementation of the HR/Payroll system which is expected in the spring. The Committee also reviewed the Management Letter from the external auditors as well as responses from Administration to the recommendations. A formal request for an

enterprise risk framework was made and will be brought to the Finance and Audit Committee for review.

d) Development, FR and ER: Ms. Kathy Hambly reported that the Committee met on November 8th. The Inspire Campaign has reached \$46M of its \$50M goal. The Committee was provided an update on Marketing and Communications activities and the department is focussing on updating the UPEI website. Three policies were also reviewed (Space and Asset Allocation and Administration policy, Events Management Policy and UPEI & UPEI (US) Foundation Inc. Gift Acceptance Policy) and some recommendations were made. The following E-vote results were provided to Board members for information as well:

The Board Development, FR and ER Committee participated in an E-vote in early October and approved the following award:

NAME FOR APPROVAL	DONOR	TYPE	APPROVED VIA E-VOTE
PEI's Famous Five Graduating Student Award	PEI Coalition for Women in Government	\$500	Annually Funded

The Board Development, FR and ER Committee participated in an E-vote in the latter part of November and approved the following Special Purpose Fund:

Name for Approval	Donor		Type
(Confidential: The Hyndmans have been very clear that they do not want this information out in public.)	The Vera Dewar PEI Nursing History Collection	\$2,368,000+	Special Purpose Fund
	The Hyndman Community-Based Rehabilitation Education Program Fund		
	The UPEI Community Outreach Fund		
	The Hyndman Scholarships for Out-of-Province and International Nursing Education		
	The Hyndman Scholarships for Graduate Nursing Study		
	The Hyndman Fund for Nursing Equipment		

e) Governance and Appeals: Ms. Shannon MacDonald noted that the Committee met last week and reviewed the proposed work plan for the year. A review of the current Committee mandate and Appeals Process will be undertaken soon. A long-term view to succession planning will be discussed as well as possibly updating the University Act. One of the main focusses for the year will be education of Board members.

f) Executive Committee: Mr. Sinnott stated that he had nothing more to add that hasn't been covered by other committees.

9. NEW BUSINESS

Mr. Sinnott thanked everyone for rearranging their schedules and for their patience with the technology issues experienced during the meeting. A special thank you was issued to our technology staff who assisted with these issues. Mr. Sinnott also reminded Board members of the New Years Day Levee , which will be the kickoff to our 50th Anniversary Celebrations.

10. ADJOURNMENT

The meeting adjourned at 10:12 a.m.