

NIPISSING UNIVERSITY

BOARD OF GOVERNORS MEETING

OPEN SESSION

May 3, 2018

The Open Session of the regular Board of Governors meeting was held on Thursday, May 3, 2018, at 5:30 p.m. in the Nipissing University Board Room (F303).

Members Present: Gord Durnan, Board Chair
Karen Barnes
Fran Couchie
Tom Curry (via Skype)
Mike DeGagné
Sean Feretycki (via Skype)
Kristen Ferguson (via Skype)
Robin Gendron
Daniel Goulard
Blaine Hatt
Ryan Hehn
Gary Jodouin
Toivo Koivukoski
Joanne Laplante
Karl Neubert
Tom Palangio
Derek Shogren
Judy Smith
Tyrel Somerville
Janet Zimbalatti

Regrets: Paul Cook
Rose Jawbone
Colleen Miller
Stephen Tedesco

Invited Guests: Cheryl Sutton
Casey Phillips
Debra lafrate
Murat Tuncali
Len Gamache
Patti Carr
Hariett Madigan
Christine Dowdall (University Secretary)

Observers: Nicolai MacKenzie
Andrew Wood

Recording Secretary: Maggie Daniel (Administrative Assistant, President's Office)

1. Call to Order

The meeting was called to order at 5:30 p.m. The Board Chair opened the meeting with a traditional land acknowledgement, recognizing that the University is situated in Robinson-Huron Treaty Territory and that the land on which the Board is gathered is the Nipissing First Nation Traditional Territory and the traditional territory of the Anishnaabeg people.

2. Declaration of Conflict of Interest

The Board Chair called for conflicts of interest concerning any of the agenda items. No such declarations were made.

3. Use of Recording and/or Broadcasting Devices

The Board Chair reminded everyone that the use of recording and/or broadcasting devices is prohibited during the meeting.

4. Adoption of Open Agenda

Resolution 2018-05-01: ***That the Board of Governors adopt the May 3, 2018, open meeting agenda as circulated.***

*Moved by Blaine Hatt; seconded by Gary Jodouin.
Carried.*

5. Adoption of the Minutes from March 8, 2018, Board meeting

Resolution 2018-05-02: ***That the minutes of the Open Session of the meeting of the Board of Governors held on March 8, 2018, be adopted as circulated.***

*Moved by Ryan Hehn; seconded by Robin Gendron.
Carried.*

6. Chair's Welcome, Introductions and Remarks

The Board Chair welcomed everyone to the meeting, and he introduced the new Board members who were in attendance. He also acknowledged the invited guests and thanked them for their interest in Nipissing.

The Chair explained that the Board committee meetings that were originally scheduled to take place on April 16 were rescheduled due to the unexpected closing of the campus as a result of extreme weather. The Audit & Finance, Governance, Executive and Fundraising committees were rescheduled to April 19, while the Plant & Property and Community Relations meetings were cancelled as there was no pressing business for either committee.

In early April, the Board Chair and the University Secretary attended the Canadian University Boards Association (CUBA) conference at the University of Victoria in Victoria, BC. There were a number of informative sessions on the issues that are facing universities and university boards.

The Chair announced that the annual Board Retreat will be taking place November 9-10, 2018. Further details will be circulated closer to the event.

Nipissing's 2018 convocation dates were highlighted. The Chair encouraged all Board members to attend the ceremonies, and he directed them to contact Maggie Daniel for more information.

7. Chancellor's Remarks

No report.

8. President's Remarks

The President passed on the regrets of the Provost & Vice-President, Academic & Research who was in attendance at a conference on Indigenizing the Academy at Cape Breton University.

The President highlighted several events that took place on campus over the last couple of months, including an applicant reception hosted by the Student Recruitment Office, the annual Lakers athletics banquet that took place in the Surtees building, on campus events related to World Social Work Day, the Undergraduate Research Conference, and the sixth annual Indigenous Teacher Education Symposium which took place both on campus and at Nipissing Secondary School. Board member Fran Couchie attended some of the sessions at the symposium, reporting that the event focused on the positive efforts universities are making to weave Indigenization into the fabric of their institutions. She also articulated the many challenges that still exist.

Several off-campus events were highlighted as well, including the Bachelor of Fine Arts (BFA) Graduate Exhibition at the WKP Kennedy Gallery in downtown North Bay. Dr. DeGagné described the work of this group of students as outstanding and reported that Nipissing is hoping to have at least one of the pieces displayed on campus.

The President and the VPFA met with a local interest group regarding the possibility of an engineering program at Nipissing. The conversation highlighted some areas in which Nipissing can foster an interesting and innovative approach to offering engineering programs at the University.

A more fulsome report of the President's activities will be appended to the minutes.

9. Vice-President's Remarks

The Vice-President, Finance & Administration (VPFA) reported that the draft budget was finalized at the Budget Committee meeting on May 2, 2018. The final draft budget will be presented in detail at the Audit and Finance Committee meeting on May 14, 2018. All board members are encouraged to attend the committee meeting. Assuming the committee approves of the draft, it will then be presented to the full Board at the final meeting of the year.

The Economic Impact Study that was completed by KPMG is undergoing some final revisions and will be presented to the Community Relations Committee at their next meeting. The Marketing Team, who has been working with KPMG on the study, is also working on a new website. The website is expected to be a significant improvement over the current site. For example, the new site will be mobile friendly which is a very important aspect for our current and prospective mobile-savvy students.

Other items the VPFA reported on included the closing of the sale of the Bracebridge Campus, the release of the tender for the new Student Centre, the wrapping up of the turf field project and some potential uses for the University's Brantford Campus building once Nipissing's programming is wrapped up there on June 30.

Finally, the VPFA reported that the University Technology Services (UTS) Team has undertaken a cyber security initiative to help educate and assist University employees in avoiding falling victim to cyber-crime. UTS has also set up an incident response team that is continuously reviewing threats.

The Assistant Vice-President, Students (AVPS) reported that the end of semester is a very busy time for his group with students writing exams, moving out of residence and preparing for the summer.

The AVPS reported that a third year student passed away on April 19, 2018. The University is continuing to provide support to affected students, and counseling services are available on campus. The University arranged for a bus for students and employees to attend the funeral. The bus services were donated by Tisdale Bus Services.

The AVPS also highlighted the upcoming corporate events season which is about to get under way. The University will begin welcoming visitors from the annual topology group as well as participants and supporters for the Sunshine Classic gymnastics event, which takes place at the RJ Surtees Athletes Centre.

The AVPS has received positive feedback from a wide variety of interest groups, including prospective students, supporters and other universities, on the new Nipissing University Promise. The University has also seen an increase in student retention. He acknowledged that retention is a University-wide effort and thanked everyone for their work in this regard.

10. Deans' Remarks

The Dean of Arts & Science provided an update on the \$1.3 million in grants received by Nipissing University researchers in 2017. Funds have also been secured by Nipissing researchers for 2018, but due to regulations, details of those grants will not be announced until a later date.

The Dean informed the Board that provincial funding has also been secured for the First Years Foundation Program. This is a transition program that will support students with a high school average below 70%, providing additional assistance and services in preparation for their academic transition to university.

11. Enrollment Update – Registrar

The Registrar reported on the status of applications for online and on-campus courses for the Spring/Summer semester. Enrollment is up from last year and will remain open for students until June 30, 2018.

As of May 1, 2018, with regard to undergraduate applications for the fall, Nipissing is down 7% as compared to last year; however, acceptances are up 4% for the same period, which can be contributed, at least in part, to the Registrar's Office sending out offers much earlier than in past years.

In response to a question about when the Registrar's Office plans to release the Fall/Winter schedule, the Registrar explained that the delay is a result of some staffing changes that occurred in the department as well as a number of late changes that were made to the academic schedule for Fall/Winter. The goal going forward is to have the schedule out before the end of the winter semester, although registration for courses will still not begin until July.

12. Question Period

The President thanked Dr. Koivukoski and Dr. Scott for maintaining the Campus Ski Trails, and he asked for an update. Dr. Koivukoski reported that skiers were out on the trails as late as May 1. He was also very pleased to report that the University has been successful in securing the bid to host the 2019 University Ski Championships.

There was a question regarding comments about the Dean of Applied and Professional Studies position that were made at the April 13, 2018, Senate meeting. The President assured the Board they will be kept informed about the plans for that area.

In response to a question concerning a collaboration opportunity between Nipissing and OCAD University, the President explained that discussions have taken place regarding possibilities for partnering Nipissing's Master of Education program with OCAD's Master of Design program. The conversation is in very early stages, but it is an interesting opportunity to blend programs based on each university's strengths.

13. Committee Reports

Audit and Finance Committee – Tom Palangio, Committee Chair

The Committee Chair reported that Laurie Bissonette from KPMG attended the Audit and Finance Committee meeting held on April 19, 2018, to review the Audit Planning Report for the year ended April 30, 2018. In addition, the Chair acknowledged that the University has made considerable efforts to lower the budget.

The minutes of the April 19 meeting were included with the agenda.

The AVPS spoke to the proposed Protocol Agreement for Compulsory Ancillary Fees, the Compulsory Ancillary Fees schedule and the NUSU Ancillary Fees schedule. He highlighted the changes from last year, and the following motions were presented:

Resolution 2018-05-03: ***That the Board of Governors accepts the recommendation of the Audit & Finance Committee to accept the Protocol Agreement Statement and Guidelines for Compulsory Ancillary Fees as presented.***

*Moved by Karl Neubert; seconded by Ryan Hehn.
Carried.*

Resolution 2018-05-04: ***That the Board of Governors accepts the recommendation of the Audit & Finance Committee to accept the Nipissing University Ancillary Fees as presented.***

*Moved by Tom Palangio; seconded by Gary Jodouin.
Carried.*

Resolution 2018-05-05: ***That the Board of Governors accepts the recommendation of the Audit & Finance Committee to accept the Nipissing University Student Union Ancillary Fees as presented.***

*Moved by Derek Shogren; seconded by Ryan Hehn.
Carried.*

University Governance Committee – Gary Jodouin, Committee Chair

The Committee Chair provided a brief synopsis of the last meeting of the committee, pointing out that the minutes from the meeting were included with today's agenda. One item that was discussed at length at the committee level was the draft Election of Board Officers Policy. Several other universities were polled to determine how they handle the appointment/election of Board Officers, and the responses helped guide the resulting draft document. Due to timing, it was determined that the proposed policy will not be in effect for today's elections but will instead be for future years.

Discussion continued, and the following motion was presented:

Resolution 2018-05-06: ***That the Board of Governors accepts the recommendation of the University Governance Committee to adopt the Election of Board Officers Policy as presented.***

*Moved by Blaine Hatt; seconded by Janet Zimbalatti.
Carried.*

Community Relations Committee – No report

Fundraising Committee – Gord Durnan, Chair

The Committee Chair called on Consultant Len Gamache to report on the Development Team's activities. He highlighted the \$17,000 that was raised by the Student Call Campaign. Many of the students who are part of the campaign have been involved for three or four years. He also spoke to the University's Capital Campaign which is coming to its full fruition. Significant time has been spent on developing case statements and potential donors, and the team has developed a six month-to-one year plan to build relationships with key donors.

The Fundraising Committee reviewed recommended changes to the Gift Acceptance and the Naming of Campus Assets policies over the past year. After several versions were considered, the committee was pleased to endorse the final drafts. As a result, the following motions were put forth:

Resolution 2018-05-07: ***That the Board of Governors accepts the recommendation of the Fundraising Committee to accept the revised Gift Acceptance Policy as presented.***

*Moved by Robin Gendron; seconded by Daniel Goulard.
Carried.*

Resolution 2018-05-08: ***That the Board of Governors accepts the recommendation of the Fundraising Committee to accept the revised Naming of Campus Assets Policy as presented.***

*Moved by Blaine Hatt; seconded by Robin Gendron.
Carried.*

Plant and Property Committee – No report

Expressing concern regarding some recent staffing changes, a Board member asked if the University's Joint Health and Safety Committee (JHSC) met their deadlines this spring. In response, it was noted that the JHSC had a scheduled meeting but did not reach quorum. The meeting was subsequently rescheduled to accommodate the committee's membership, and the inspections are on track.

14. Board Representatives on Other Committees

Academic Senate

The next Senate meeting will be held on Friday, May 11, 2018, and will include discussion on a proposed interim restructuring plan for the Faculty of APS. The Nipissing Celebration Anthem will also be included on the agenda.

Alumni Advisory Board – Sean Feretycki

The Alumni Advisory Board met on April 17, 2018. One of the highlights of the meeting included receiving an update on the Capital Campaign Strategic Plan. As this is Sean Feretycki's last year as President of the Alumni Advisory Board, a new Nipissing Board rep will be in place for next year.

Aboriginal Council on Education – Rose Jawbone

A written report is appended to the minutes.

Brantford Regional Campus – No report

Nipissing University Student Union – Daniel Goulard

The new NUSU President, Daniel Goulard, spoke on behalf of the student representatives present. He began by expressing sincere condolences for the passing of their fellow student. He explained that a representative from NUSU attended the funeral, and the student union is continuing to provide support to the students who continue to grieve the loss of their friend and fellow student.

Mr. Goulard congratulated Michelle Schenk, a Nipissing University student who will graduate this spring from the Bachelor of Education program. Michelle received an Ontario Medal for Young Volunteers, the highest honour young Ontarians can receive for volunteer service.

Other items highlighted included the valedictorian elections that took place in April, the invitation they received to have a rep sit on the Chamber of Commerce Young Professionals Committee, the Lakers Competitive Cheerleading team who competed in the World Cheerleading Championships in Orlando, Florida and the RFP that has been released for the new Student Centre.

Joint Board/Senate Committee on Governance – Gary

The Joint Board/Senate Committee on Governance has met and has continued to meet over the past couple of months. Proposed Terms of Reference were established and presented to the Governance Committee in April for discussion. The general sentiment of the Joint Committee is that they are moving in the right direction.

In response to a request for an update on the Senate Budget Advisory Committee, the VPFA reported that the Committee met today and are working together to determine terms of reference that will ensure the committee functions in the best way possible.

15. Other Business

- **Community Recreational Facility:** The President explained that a casino is expected to be built in North Bay. The building will likely have some community elements to it, including a possible arena space being built adjacent to the casino. Nipissing University has been approached by a developer to garner our interest in partnering on the arena portion of the build. Accordingly, the President suggested that any discussions on the pros and cons of such a relationship should be held by the Board, and he recommended specifically that the Governance Committee of the Board add it to their next meeting agenda. It was suggested by another Board member that the Community Relations Committee could look at this issue as well.
- **Freedom of Expression on Campus:** This issue has become a hot topic for several universities. Questions surrounding what free speech is and the obligations of a university with regard to speakers/presenters on campus are some of the reoccurring questions. Before Nipissing University is faced with a situation where, for example, a controversial speaker is engaged to speak on campus that could result in security concerns or public protests, the President suggested the University should be proactive in ensuring we have a plan in place to deal with such situations. Dr. Koivukoski pointed out that a University Task Force was convened in 2011 whose mandate it was to develop a policy for similar situations. He agreed to send the report of that task force to the President's Office for consideration.

16. Adjournment

Resolution 2018-05-09: ***That the Open Session of the Board of Governors' regular meeting now adjourn.***

*Moved by Gary Jodouin; seconded by Janet Zimbalatti.
Carried.*

Open session adjourned at 7:45 p.m.

President & Vice-Chancellor/Secretary of the Board

Board Chair

NIPISSING UNIVERSITY BOARD OF GOVERNORS MEETING

OPEN SESSION

May 3, 2018

5:30 p.m. – Nipissing University Board Room (F303)

AGENDA

1. **Call to Order**
2. **Declaration of Conflict of Interest**
3. **Use of Recording and/or Broadcasting Devices**
4. **Approval of Agenda**

Resolution: *That the Board of Governors adopt the March 8, 2018, Open Session agenda as circulated.*

5. **Adoption of the Minutes from the January 11, 2018, Board meeting**

Resolution: *That the minutes of the Open Session of the meeting of the Board of Governors held on January 11, 2018, be adopted as circulated.*

6. **Chair's Welcome, Introductions and Remarks**
7. **Chancellor's Remarks**
8. **President's Remarks**
9. **Vice-President's Remarks**
 - *Provost and Vice President, Academic & Research*
 - *Vice-President, Finance & Administration*
 - *Assistant Vice-President, Students*

10. **Deans' Remarks**
11. **Enrollment Update – Registrar**
12. **Question Period**
13. **Committee Reports**

Audit and Finance Committee – *Tom Palangio, Committee Chair*

Resolution: *That the Board of Governors accepts the recommendation of the Audit & Finance Committee to accept the Protocol Agreement Statement and Guidelines for Compulsory Ancillary Fees as presented.*

Resolution: *That the Board of Governors accepts the recommendation of the Audit & Finance Committee to accept the Nipissing University Ancillary Fees as presented.*

Resolution: *That the Board of Governors accepts the recommendation of the Audit & Finance Committee to accept the Nipissing University Student Union Ancillary Fees as presented.*

University Governance Committee – Gary Jodouin, Committee Chair

Resolution: *That the Board of Governors accepts the recommendation of the University Governance Committee to adopt the Election of Board Officers Policy as presented.*

Community Relations Committee – Karl Neubert, Chair – No report

Fundraising Committee – Gord Durnan, Chair

Resolution: *That the Board of Governors accepts the recommendation of the Fundraising Committee to accept the revised Gift Acceptance Policy as presented.*

Resolution: *That the Board of Governors accepts the recommendation of the Fundraising Committee to accept the revised Naming of Campus Assets Policy as presented.*

Plant and Property Committee – Karen Barnes, Chair – No report

14. Board Representatives on Other Committees

- Academic Senate
- Alumni Advisory Board
- Aboriginal Council on Education
- Brantford Regional Campus
- Nipissing University Student Union
- Joint Board/Senate Committee on Governance

15. Other Business

16. Adjournment

Resolution: *That the Open Session of the Board of Governors meeting now adjourn.*

Time: _____

NIPISSING UNIVERSITY

BOARD OF GOVERNORS MEETING

OPEN SESSION

March 8, 2018

The Open Session of the regular Board of Governors meeting was held on Thursday, March 8, 2018, at 5:30 p.m. in the Nipissing University Board Room (F303).

Members Present: Gord Durnan, Board Chair
Karen Barnes
Fran Couchie
Tom Curry (via Skype)
Mike DeGagné
Sean Feretycki (via Skype)
Kristen Ferguson
Robin Gendron
Ryan Hehn
Sydney Lamorea
Joanne Laplante
Colleen Miller (via teleconference)
Tom Palangio
Stephen Tedesco
Janet Zimbalatti

Regrets: Paul Cook
Shane Dunstall
Blaine Hatt
Gary Jodouin
Rose Jawbone
Karl Neubert
Toivo Koivukoski
Derek Shogren

Invited Guests: Cheryl Sutton
Arja Vainio-Mattila
Casey Phillips
Debra Iafrate
Murat Tuncali
Jim McAuliffe
Jenny Mackie
Patti Carr
Christine Dowdall (University Secretary)

Observers: Amanda Burke

Recording Secretary: Maggie Daniel (Administrative Assistant, President's Office)

1. Call to Order

The Board Chair called the meeting to order at 5:35 p.m.

2. Declaration of Conflict of Interest

The Board Chair called for conflicts of interest concerning any of the agenda items. No such declarations were made.

3. Use of Recording and/or Broadcasting Devices

The Board Chair reminded everyone that the use of recording and/or broadcasting devices is prohibited during the meeting.

4. Adoption of Open Agenda

Resolution 2018-03-01: ***That the Board of Governors adopt the March 8, 2018, open meeting agenda as circulated.***

*Moved by Ryan Hehn; seconded by Sydney Lamorea.
Carried.*

5. Adoption of the Minutes from January 11, 2018, Board meeting

Resolution 2018-03-02: ***That the minutes of the Open Session of the meeting of the Board of Governors held on January 11, 2018, be adopted as circulated.***

*Moved by Tom Palangio; seconded by Fran Couchie.
Carried.*

6. Chair's Welcome, Introductions and Remarks

The Board Chair welcomed everyone to the meeting. He spoke about the February committee meetings, describing them as very productive and applauding the good work that is being done at the committee level. The Chair acknowledged today as International Women's Day, and he encouraged Board members to consider how the University engages in supporting important initiatives such as this. He also announced that the Lakers Nordic ski team is currently in Thunder Bay for the Canadian National Ski Championships, and he wished them well.

7. Chancellor's Remarks

No report.

8. President's Remarks

President DeGagné began by providing some insights into how Ontario universities are preparing for a (potential) new government. The university sector is attempting to establish collective messaging. A number

of political parties have engaged in conversations with the Council of Ontario Universities (COU) about the roles of universities. Talent has been emphasized as a core ingredient of the economy, and education is seen as a way to expand the talent pool that will then improve communities and citizenship. It is clear that politicians are trying to link education to career and jobs.

Another area of focus for the provincial government is in providing direction for internationalization and talent recruitment through internationalization. The province wants to ensure that international students are not just seen as revenue sources.

Other topics the President spoke about included the challenges universities are facing with regard to providing mental health supports; the government's involvement in executive compensation, in setting tuition frameworks and in the hiring practices at universities; and a number of on-campus events that have taken place over the last couple of months, including the sealing of the time capsule as the final event of the 25th Anniversary celebrations and the Student & Donor Social that took place in February. Upcoming events that were highlighted included the FIRST Robotics competition that will be taking place in the RJ Surtees Athletic Centre over the Easter weekend and the March Open House event that is taking place this coming weekend with over 600 students and supporters expected to take part.

A summarized list of the President's activities over the last couple of months will be appended to the meeting minutes.

9. Vice-President's Remarks

The Provost and Vice-President, Academic & Research (PVPAR) reported that a workshop on quality assurance took place in February, and the IQAP process is moving forward.

Last month, the first event in a series entitled NU Conversations was held with the discussion focused on internationalization at Nipissing. Recently, Nipissing hosted a group from China and Eastern Asia on campus to explore their interests in the Master of Education and Computer Science programs. The PVPAR has also been engaging with groups from Norway and Finland, and the university is working to build on the existing relationships we have with Turkey. She spoke about the importance of having small numbers of international students across a wide spectrum of programs, noting that having all international students from one country together in the same class or program defeats the purpose of internationalization.

The PVPAR touched on a number of other topics including a meeting with the Anishinabek Education Institute, the five year accreditation achieved by the School of Nursing, the early discussions concerning the SMA3, and the University's application for a Career Ready Funding Project.

The Vice-President, Finance & Administration (VPFA) reported that the 2017/18 budget results are solidifying as we approach the end of the fiscal year. She reported that the University is above where we had anticipated because of successful grant applications and positive tuition variances. The University is anticipating a decrease to the budgeted deficit; however, 2018/19 will be another challenging year, and therefore, efforts will continue as we work towards balancing budgets in the future.

The University was successful in a number of grant applications, securing grants totaling \$4.8 million for a variety of projects including the Indigenous Summer Institute, the First Year Foundations Program, the Career Ready Fund, mental health funding, credit transfer agreements and the Greenhouse Gas Campus Retrofit project.

The Muskoka Campus sale closes on March 31, 2018. The ownership will be transferred to Dewey College, and the Town of Bracebridge is pleased that the property will again be utilized for educational purposes.

The Assistant Vice-President, Students (AVPS) expressed the importance of the Open House event that is put on by the Recruitment Office. It is taking place on Saturday, March 10. Nipissing University is very successful at converting prospective students who visit our campus to actual students, with our conversion rate at 75-80%. There are over 75 student volunteers and 100 faculty and staff volunteers participating this year.

The Dave Marshall Student Leadership Awards is taking place on Wednesday, March 14. The well-received annual event will celebrate the achievements of 25 student leaders who have made outstanding contributions to their academic program, to the campus or to the greater community.

The AVP reported on a fire that took place in a local home yesterday. The home was occupied by four Nipissing students. Fortunately, all four individuals managed to escape safely. The students are receiving assistance from the University and have been provided with accommodations and necessities. They also have access to the Student Emergency Fund.

A new program entitled The Nipissing Promise was announced. This new program, which will be unveiled at this weekend's Open House event, will provide students with a holistic experience at Nipissing, supporting them through all aspects of their university journey and helping to prepare them both inside and outside of the classroom.

10. Deans' Remarks

The Dean of Graduate and Research Studies reported on a trend emerging across Ontario and Canada that has institutions re-thinking graduate education and doctoral degrees. Questions are being asked regarding what constitutes a thesis or a dissertation, and the conventional ways of delivering graduate programs are being challenged.

The Dean reported on a number of items of interest, including a Nipissing graduate student who will be completing part of his Master's thesis this year in his Indigenous language (a first for Nipissing), the strategic research plan that is being developed to mirror the academic plan, and the success of several Nipissing researchers in securing grants this year.

The Dean of Arts and Science reported that a Certificate in Applied Conflict Management will be offered this summer through a partnership between Nipissing University and the Canadian International Institution of Applied Negotiations. In addition, another summer initiative is taking place this year that will see approximately 200 high school students from Turkey on campus over a three week period. These students, who will stay in residence, will be exposed to the University and to Northern Ontario. The University will also be participating in two recruitment fairs in Turkey.

The Undergraduate Research Conference will be taking place on March 23-24. The event celebrates the contributions of undergraduate student researchers from Nipissing University and across the province.

11. Enrollment Update – Registrar

The Registrar reported that the February 1 enrolment count shows that Nipissing’s enrollment is down 1% compared to the same date last year. In an effort to improve numbers for next year, the Registrar’s Office is sending out offer letters to students earlier than they have in the past. At this time, Nipissing has a 55% conversion rate on applicants accepting Nipissing’s offer, which is the highest in the province.

The 101 applications (i.e. applications from current high school students) are down at Nipissing, and they are at both Lakehead and Laurentian as well. However, Algoma University has seen a significant increase in their 101 applications. That is due, at least in part, to their revamped marketing strategies and the fact that they have partnered with ‘Campus Rankings.’ Nipissing is looking into whether or not this partnership might be something to consider here as well.

12. Question Period

No questions.

13. Committee Reports

Audit and Finance Committee – Tom Palangio, Chair

The committee last met on February 26, 2018. The meeting was a positive one with no surprises reported. The minutes were included with today’s agenda.

University Governance Committee – Janet Zimbalatti, Vice-Chair

The committee vice-chair reported that the Governance Committee continues to work on a protocol document for the election of Board Officers. Further research will be conducted to determine best practices across the university sector in this regard.

Discussion concerning Nipissing First Nation (NFN) representation on the Board of Governors has taken place over several years, both at the committee level and at the full Board. The Board reconfirmed its commitment to continue with the past practice of ensuring the NFN has an active voice on our Board, and the Governance Committee determined that the best way to ensure that this commitment continues is to formalize it with an amendment to the bylaws.

Following discussion, the following resolution was presented:

Resolution 2018-03-03: ***That the Board of Governors accepts the recommendation of the University Governance Committee to approve the proposed change to Section II of the Board Bylaws (Composition of the Board) to include an established position on the Board for the Chief of Nipissing First Nation (or a member of Nipissing First Nation designated by the Chief) in the same manner as the Mayor of North Bay.***

*Moved by Janet Zimbalatti; seconded by Ryan Hehn.
Carried.*

Community Relations Committee – *Gord Durnan, Board Chair*

The Board Chair reported that Wendy McCann, Senior Director of Communications for the Council of Ontario Universities (COU), was a special guest at the last Community Relations Committee meeting. Ms. McCann spoke generally about the challenges facing Ontario universities, and she highlighted the importance of Nipissing's engagement with the community.

The next committee meeting will include a discussion about the Economic Impact Study that was completed by KMPG. The committee will be tasked with determining how best to roll out the results of the study and how to use it to connect with the community, with Northeastern Ontario and with the rest of the province.

The minutes from the February 26th meeting, together with Ms. McCann's presentation, were included with today's meeting agenda.

Fundraising Committee – *Gord Durnan, Chair*

The Chair was pleased to announce that 100% of Board members have responded to the annual Board appeal. In addition, staff and faculty have also donated over \$7,000 on their own accord.

The minutes from the February 26th meeting were included with the agenda.

Plant and Property Committee – *Karen Barnes, Chair*

The committee met on February 26, 2018. The minutes from the meeting, together with the Director of Facilities presentation, were included with the agenda.

14. Board Representatives on Other Committees

Academic Senate

Several items from the last Senate meeting were highlighted, including the work being done by the Academic Quality Assurance Committee to ensure the University is following the quality assurance processes and protocols.

Alumni Advisory Board

The Nipissing University Alumni Advisory Board (NUAAB) held a retreat in January. It was a helpful exercise to ensure NUAAB is aligned with the University when setting objectives for the future. A strategic business plan was developed that will help guide NUAAB through the 2018-2019 year.

Aboriginal Council on Education – *No report.*

Brantford Regional Campus – *Colleen Miller*

Board member Colleen Miller reported on a number of good-news stories regarding students and faculty from the Brantford Campus. The written report was included with the agenda for today's meeting.

Nipissing University Student Union

NUSU President Sydney Lamorea reported that the other members of the Executive were attending a concert that was organized by NUSU and held at the Capitol Centre. Many students were looking forward to the performance of the country-rock band.

Other NUSU highlights included a NUSU roll up the rim contest where students collected 'Please Play Again' tabs for prizes, the upcoming Students on Stage performance of Alice in Wonderland, and an update on the student centre building project.

The new NUSU Executive will take office on May 1, 2018.

Joint Board/Senate Committee on Governance – No report.

15. Other Business

Consent Agendas – Gord Durnan, Board Chair

The Chair pointed to the draft consent agenda that was sent as an attachment with the regular agenda for tonight's meeting. The possibility of adopting a consent agenda for future Board meetings was raised at the January meeting of the Board. It was decided at that time that a "practice run" would be completed so that members could see how a meeting might differ when a consent agenda is used.

16. Adjournment

Resolution 2018-03-04: ***That the Open Session of the Board of Governors' regular meeting now adjourn.***

*Moved by Kristen Ferguson; seconded by Robin Gendron.
Carried.*

Open session adjourned at 7:20 p.m.

President & Vice-Chancellor/Secretary of the Board

Board Chair

President's Update

Sampling of Activities and Events – January-March 2018

- Visiting Professor, Dalhousie University, Schulich School of Law
- Attended the NU Alumni Advisory Board Retreat
- Nipissing Alumni and Friends Social Event – Mattamy Athletics Centre
- Student Awards and Donor Social
- Academic All-Canadian Breakfast
- MAESD
 - International Strategy –The Ministry plans to develop a high-level framework for universities to grow international enrolments
 - Mental Health – The Deputy Minister indicated that the government is cognizant of the challenges universities face in terms of the delivery of mental health support services on campus, but is well aware that all services cannot be handled within the walls of university campuses
 - Government Regulation of Universities – Members of university communities, particularly Senate members, regularly express concerns about government regulation of universities, including in the area of executive compensation, the setting of tuition fees, and hiring practices.
- Women's Hockey – lost to Queen's in a hard-fought battle in the semi-finals
- Nordic Skiing – impressive showing at their competitions
- The Office of the President has invested in infrastructure to improve the trails and equipment required for maintenance
- NU25 – Sealing the Time Capsule
- Presentation to SPP class in Toronto on Reconciliation
- Robotics Media Announcement
- Attended International Women's Week – Keynote Presentation by Senator Kim Pate

NIPISSING UNIVERSITY BOARD OF GOVERNORS

AUDIT & FINANCE COMMITTEE MEETING

OPEN SESSION

April 19, 2018

The Audit and Finance Committee met on Monday, April 19, 2018, at 8:30 a.m. in the Nipissing University Board Room (F303).

Members Present: Tom Palangio, Chair
Gord Durnan, Board Chair
Gary Jodouin,
Karl Neubert
Robin Gendron
Mike DeGagné
Stephen Tedesco
Shane Dunstall
Cheryl Sutton (non-voting)
Christine Dowdall, University Secretary (non-voting)

Regrets: Karl Neubert
Paul Cook
Sydney Lamoreau
Arja Vainio-Mattila

Guests: Casey Phillips
Janet Zimbalatti
Lianne Pardy

Recording Secretary: Ursula Boyer (Director, Finance)

1. Audit Planning

Laurie Bissonette from KPMG reviewed the audit plan for the 2017/18 audit. Committee members were provided with an electronic copy of the plan.

2. Ancillary Fees

The AVP Student Development reviewed the updated Ancillary Protocol Statement and Guidelines, the proposed NUSU ancillary fees and the Nipissing Ancillary fees. He noted that the University is proposing an increase in the Athletics fee of \$1.50 per three credit course. The additional funds will support athletic scholarships. In addition, the bus pass will increase by \$7.56. This is a flow-through fee to the City of North Bay. The NUSU Student Activity Fee will increase by \$1.50 per three credit

course. It was also noted that the Canadian Federation Student Fee, a flow-through fee, will now be paid on a per credit basis rather than as a one-time fee.

Motion #1: *That the Audit & Finance Committee recommend to the Board of Governors that the Protocol Agreement Statement and Guidelines for Compulsory Ancillary Fees be accepted as presented.*

*Moved by Gary Jodouin; seconded by Stephen Tedesco.
Carried.*

Motion #2: *That the Audit & Finance Committee recommend to the Board of Governors that the Nipissing University Ancillary Fees be accepted as presented.*

*Moved by Gord Durnan; seconded by Robin Gendron.
Carried.*

Motion #3: *That the Audit & Finance Committee recommend to the Board of Governors that the Nipissing University Student Union Ancillary Fees be accepted as presented.*

*Moved by Stephen Tedesco; seconded by Robin Gendron
Carried.*

3. Enrolment Update

The Associate Registrar provided an update on enrolment. She noted that acceptances are up significantly over the same period last year. This may be due in part to the fact that offers of admittance were mailed out earlier than in previous years.

Spring registration currently indicates an increase of 300 new students. While the number of unique registrants is up, the FTE count is fairly similar to last year; however, it is still early and enrolment may increase.

4. 2017/18 Financials

The Vice-President, Finance and Administration (VPFA) reviewed the operating financials as at March 31, 2018. She noted we are expecting a positive variance in revenue both in grants and tuition. Considerable effort has been taken to reduce expenses which will result in a lower than budgeted salary and operating expenses. Overall, it is expected that the deficit will be lower than projected.

5. Cash Flow

The VPFA reviewed the projected cash flow. She noted that the projections into 2018/19 are based on the current 2017/18 budget and will be adjusted once the 2018/19 budget is finalized. She noted that our cash position is considerably better owing to the sale of the Bracebridge Campus and the additional debt acquired when the debt was restructured.

6. Employee Head Count

The VPFA reviewed the current head count compared to budget. A few staff positions are vacant and are in the process of being filled.

7. 2018/19 Budget

The VPFA provided an overview of the 2018/19 budget. She indicated that the projected deficit is very preliminary and further refinement is required before the budget is finalized. A much more detailed package will be provided at the next Audit & Finance Committee meeting in May.

8. Adjournment

The meeting adjourned at 10:05 a.m.

Recording Secretary

Chair of Audit & Finance

BOARD REPORT

Operating Fund
For the period ended 03/31/2018

	Actual YTD	Annual Budget	Variance \$ (Actual YTD - Annual Budget)	YTD Actual as a % of Annual Budget	Actual PYR	Variance \$ CY to PY	Variance % CY to PY
Revenue							
Government Grants	\$ 36,498,531	\$ 38,949,799	\$ (2,451,268)	94%	\$ 36,176,997	\$ 321,534	101%
Student Fees - Tuition	\$ 26,864,604	\$ 25,427,859	\$ 1,436,745	106%	\$ 24,716,993	\$ 2,147,611	109%
Student Fees - Other	\$ 2,123,028	\$ 2,061,800	\$ 61,228	103%	\$ 2,490,207	\$ (367,179)	85%
Other	\$ 1,438,089	\$ 1,794,940	\$ (356,851)	80%	\$ 1,608,908	\$ (170,820)	89%
Investment Income/Donations	\$ 110,663	\$ 112,500	\$ (1,837)	98%	\$ 167,174	\$ (56,510)	66%
Revenue Total	\$ 67,034,915	\$ 68,346,898	\$ (1,311,983)	98%	\$ 65,160,278	\$ 1,874,637	103%
Expenses							
Salaries and Benefits	\$ 47,857,981	\$ 53,190,799	\$ 5,332,818	90%	\$ 45,727,116	\$ 2,130,865	105%
Operating	\$ 7,932,231	\$ 10,392,869	\$ 2,460,638	76%	\$ 8,292,359	\$ (360,128)	96%
Scholarships and Bursaries	\$ 3,797,862	\$ 3,920,060	\$ 122,198	97%	\$ 3,345,418	\$ 452,444	114%
Occupancy Costs	\$ 2,790,910	\$ 4,707,892	\$ 1,916,982	59%	\$ 2,785,172	\$ 5,738	100%
Principal and Interest on Long Term Debt	\$ 1,036,520	\$ 1,314,251	\$ 277,731	79%	\$ 1,277,686	\$ (241,166)	81%
Expenses Total	\$ 63,415,503	\$ 73,525,871	\$ 10,110,368	86%	\$ 61,427,750	\$ 1,987,753	103%
Surplus (Deficit) Before Undernoted	\$ 3,619,412	\$ (5,178,973)	\$ 8,798,385	-70%	\$ 3,732,528	\$ (113,116)	97%
Transfers							
Transfers to (from) other funds	\$ 68,567	\$ (1,773,864)	\$ 1,842,431	-4%	\$ 2,353	\$ 66,213	2914%
Transfers to (from) Internally Restricted	\$ 548,298	\$ 469,500	\$ 78,798	117%	\$ 519,331	\$ 28,967	106%
Transfers Total	\$ 616,865	\$ (1,304,364)	\$ 1,921,229	-47%	\$ 521,685	\$ 95,180	118%
Total	\$ 3,002,548	\$ (3,874,609)	\$ 6,877,157	-77%	\$ 3,210,843.53	\$ (208,295.61)	94%



**PROTOCOL AGREEMENT STATEMENT AND GUIDELINES
FOR COMPULSORY ANCILLARY FEES**

Nipissing University

Rev. March 15, 2018

Rationale

Compulsory Ancillary Fees are essential to the functioning of both the University and the Student Union. Without these fees neither would be able to provide the extra-curricular programming that each offer. The services that are rendered to students as a result of Compulsory Ancillary Fees create a better learning environment for the students, and a better instructional environment for the faculty. It is agreed by both Nipissing University and its students, represented by Nipissing University Student Union that the guidelines set by the Ministry of Training, Colleges and Universities allow for the creation of a mutually beneficial agreement, in which the interests of the University and the students are adequately met. The following document describes the existing situation and sets the Protocol through which all changes will occur in the future.

Definitions

Compulsory Ancillary Fee is defined as a fee imposed or administered by a given institution, or one of its constituent parts or its federated or affiliated institutions, in addition to regular tuition fees, which a student is required to pay in order to enroll in, or successfully complete, any credit course. These fees levied by the University must be:

- a) Non-tuition-related
- b) Approved by the governing bodies, including the Compulsory Ancillary Fees Committee, and the Nipissing University Board of Governors
- c) Be announced prior to collection through the institution's calendar and/or published fee schedule(s). [The fee announcements must provide a breakdown of all compulsory non-tuition-related ancillary fees which explains their purpose(s) sufficiently to allow the student to understand clearly what materials, services or facilities have been made available through payment of the fee(s)].
- d) Reported to the Ministry of Training, Colleges and Universities (MTCU) where there is a regulated reporting requirement to do so.

Background

On March 23, 1994, the Ministry of Education and Training announced a change to the Ministry policy concerning compulsory ancillary fees. In particular, the Minister stated the following:

“With respect to ancillary fees, no increase in the compulsory non-tuition-related ancillary fees will be permitted unless these increased are approved by the students. Each college or university will be required to establish a protocol, in consultation with local student representatives, which sets out the means by which students will be involved in decisions regarding compulsory ancillary fees.”

CURRENT STATUS

Nipissing University currently has in effect the following compulsory ancillary fees (2018/19):

- i. Athletics Fee
- ii. Health Services
- iii. Student Services Fee
- iv. E-mail/Internet Access Fee
- v. Student ID Card
- vi. Sexual Violence Education and Outreach Fee
- vii. Student Initiatives Fund Fee
- viii. Bus pass
- ix. Athletics Complex Maintenance Fee

Student Union Fees*:

- x. Student Activity Fee
- xi. Society Fee
- xii. Canadian Federation of Students
- xiii. Student Planner Fee
- xiv. Student Centre Maintenance Fee
- xv. Student Centre/Capital Fee
- xvi. Student Health Plan

* These items, collected by the University on behalf of the students, are exempt from the Protocol Agreement. (Ministry of Education and Training Memorandum of June 28, 1994, CAF Policy Guidelines, Item 8.(a) and (b))

Other ancillary fees charged to students that are not compulsory, such as, course changes, transcripts, parking, etc., are exempt from the Protocol Agreement.

The following is the joint agreement between the administration and students as represented by NUSU Directors, outlining the agreement, the guidelines governing the agreement and the decision making process followed by this committee, known as the Compulsory Ancillary Fees Committee (CAFC).

Committee Structure and Membership

1. Name: Compulsory Ancillary Fees Committee (CAFC).
2. The Committee membership will be comprised of 50% University administration members and 50% student representation as follows:

University Administration

Assistant Vice-President, Students (or designate) and two representatives from Nipissing University administration.

Student Representatives

Three Nipissing University Student Union Directors, at least two of which are elected

3. To ensure consistency over time, the Assistant Vice-President, Students will chair the Committee.

Agreement

1. The committee will recommend to the Board of Governors (BOG) any proposed changes to the compulsory ancillary fees.
2. The committee will require a consensus to make any changes to the agreement and to any of the compulsory ancillary fees.
3. Any tied votes will be viewed as a defeated vote, and the chair will not have the power to break a tie.
4. Meetings will require full quorum for any votes to be taken (defined as three administration, and three students).
5. Upon expiration, a fee can be rolled over into a new fee upon approval of the Compulsory Ancillary Fees Committee, and the Nipissing Board of Governors.
6. The Compulsory Ancillary Fees Protocol will be reviewed annually to remain current.
7. Because of Nipissing University's size and history, the compulsory ancillary fees will normally be on an "all pay" rather than "user pay" system.

RESPONSIBILITIES OF THE CAFC

1. Submit to the Board of Governors all proposals for increases or decreases to existing fees for services to students covered by compulsory ancillary fees.
2. Make all compulsory ancillary fee recommendations to the BOG for the following fiscal year.
3. To review annually in the fall all services to students through discussion of the summary of previous year's ancillary fees and related student services. This would relate to services that are fully and/or partially funded by compulsory ancillary fees, excluding those that are exempt from the Compulsory Ancillary Fees Protocol Agreement.
4. Establish new fee charges for specific services to students.

COMMITTEE PROCESS FOR FEE CHANGES

1. Current ancillary fees may be increased annually as per the MTCU Distribution Manual.

Approved: March 15, 2018

ADDENDUM – 1
NIPISSING
UNIVERSITY

Compulsory Ancillary Fees Committee

_____ FEE

For _____ Committee Protocol Sign-Off

At the _____ meeting of Nipissing University's Compulsory Ancillary Fees Committee, the following _____ Fees for _____ were approved for formal recommendation to the Board of Governors of Nipissing University.

_____ Fee

Full-time students: Fee will increase from: _____ to _____.

Part-time students: Fee will increase from: _____ to _____.

We, the Committee Members of Nipissing University's Compulsory Ancillary Fees Committee as named in the University's Compulsory Ancillary Fees Protocol Agreement, have participated in the review process and support the formal recommendation of the Compulsory Ancillary Fees Committee for the _____ Fees for _____ as described above.

Representative

Name	Signature	Date
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Assistant Vice-President, Students, Nipissing University		
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Representative, Administration, Nipissing University		
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Representative, Administration, Nipissing University		
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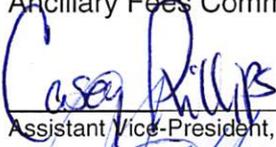
Representative, Nipissing University Student Union		
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Representative, Nipissing University Student Union		
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Representative, Nipissing University Student Union		
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Adoption Statement

We the undersigned hereby approve the Protocol Agreement Statement and Guidelines for Compulsory Ancillary Fees for Nipissing University as stated in this document. Any proposed changes to this agreement shall be subject to a consensus of the Compulsory Ancillary Fees Committee members.



Assistant Vice-President, Students, Nipissing University



Date

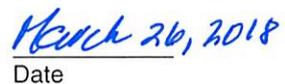


Representative, Administration, Nipissing University

Date



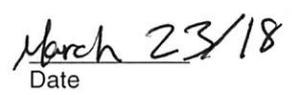
Representative, Administration, Nipissing University



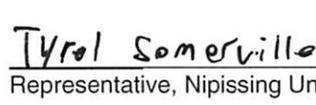
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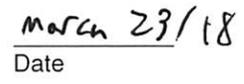
Representative, Nipissing University Student Union



Date



Representative, Nipissing University Student Union



Date



Representative, Nipissing University Student Union



Date

Approved by the Board of Directors of the Nipissing University Student Union,
_____ 2018.

Approved by the Nipissing University Board of Governors,
_____ 2018.

Nipissing University Proposed 2018-19 Ancillary Fees

All Undergraduate and Part-time Graduate Students will be assessed Ancillary Fees on a 3 credit course basis.

All Full-time Graduate students will be assessed Ancillary Fees on a per term basis.

	Proposed 2018-19 Ancillary Fees per 3 Credit Course	Proposed 2018-19 Ancillary Fees per 3 Credit Course	Proposed 2018-19 Ancillary Fees per 3 Credit Course	Proposed 2018-19 Ancillary Fees per Term	Proposed 2018-19 Ancillary Fees per 3 Credit Course
	Students Enrolled in an Undergraduate Program at the North Bay Campus	Students Enrolled in a Distance Program (i.e. BCOMM & RPN Bridging)* and the Scholar Practitioner Program	Students Enrolled in a Graduate Program on a Part-time Basis (including PT students on continuation)	Students Enrolled in a Graduate Program on a Full-time Basis (including FT students on a continuation)	Students Enrolled in an Aboriginal Education Program at the North Bay Campus
Nipissing University Student Union Ancillary Fees					
Student Activity Fee	\$ 18.00	\$ 18.00	\$ 18.00	\$ 60.00	\$ 18.00
Society Fee	\$ 0.50	\$ 0.50	\$ 0.50	\$ 1.66	\$ 0.50
Student Centre/Capital Fee	\$ 28.00	\$ -	\$ 28.00	\$ 93.35	\$ -
Student Centre Maintenance Fee	\$ 4.00	\$ -	\$ 4.00	\$ 13.35	\$ -
Planner Fee	\$ 0.20	\$ 0.20	\$ 0.20	\$ 1.00	\$ 0.20
CFS	\$ 1.67	\$ 1.67	\$ 1.67	\$ 8.37	\$ 1.67
Total NUSU Ancillary Fees per 3 credit course (or per term for FT Graduate Students) before Student Health Plan	\$ 52.37	\$ 20.37	\$ 52.37	\$ 177.73	\$ 20.37
Total NUSU Ancillary Fees per 30 credit course load/term before Student Health Plan	\$ 523.70	\$ 203.70	\$ 523.70	\$ 177.73	\$ 203.70
Student Health Plan	\$ 225.00 a)	\$ 225.00 a)	\$ 225.00 a)	\$ 225.00 a)	\$ 225.00 a)
Total NUSU Ancillary Fees per 30 credit course load/term with Student Health Plan	\$ 748.70	\$ 428.70	\$ 748.70	\$ 402.73	\$ 428.70
Nipissing University Ancillary Fees					
Student Services Fee	\$ 9.40	\$ 9.40	\$ 9.40	\$ 31.33	\$ 9.40
Athletics Fee	\$ 18.00	\$ -	\$ 18.00	\$ 60.00	\$ -
Athletics Complex Maintenance Fee	\$ 5.00	\$ -	\$ 5.00	\$ 16.65	\$ 5.00
Health Services	\$ 2.40	\$ -	\$ 2.40	\$ 8.00	\$ 2.40
Email/Internet Access Fee	\$ 5.00	\$ 5.00	\$ 5.00	\$ 16.65	\$ 5.00
Student ID Card	\$ 0.45	\$ 0.45	\$ 0.45	\$ 1.50	\$ 0.45
Sexual Violence Education and Outreach	\$ 2.00	\$ 2.00	\$ 2.00	\$ 6.67	\$ 2.00
Student Initiatives Fund	\$ 0.60	\$ 0.60	\$ 0.60	\$ 2.00	\$ 0.60
Total Nipissing University Ancillary Fees per 3 credit course (or per term for FT Graduate Students) before Bus Pass	\$ 42.85	\$ 17.45	\$ 42.85	\$ 142.80	\$ 24.85
Total Nipissing University Ancillary Fees per 30 credit course load/term before Bus Pass	\$ 428.50	\$ 174.50	\$ 428.50	\$ 142.80	\$ 248.50
Bus Pass	\$ 191.44 b)	\$ -	\$ -	\$ -	\$ 80.00 c)
Total Nipissing University Ancillary Fees per 30 credit course load/term with Bus Pass	\$ 619.94	\$ 174.50	\$ 428.50	\$ 142.80	\$ 328.50
2018-19 Ancillary Fees per 30 credit course load (or per term for FT Graduate Students) with Bus Pass, and Student Health Plan	\$ 1,368.64	\$ 603.20	\$ 1,177.20	\$ 545.53	\$ 757.20

*These ancillary fees are applicable for students enrolled in programs which are only delivered through online instruction. These fees are not applicable to undergraduate students enrolled in a program at the North Bay campus who are taking one or more courses through distance delivery. Undergraduate students enrolled in an on campus program will be charged ancillary fees for each 3 credit course based on the 3 credit course fees listed above for the North Bay campus depending upon the location of their program regardless if one or more courses taken is delivered through online instruction.

- a) Student Health Plan fee is charged one-time to applicable students in the academic year.
- b) Bus pass is applicable to students registered in 18 or more credits in the Fall/Winter term. Bus pass is charged one-time to applicable students in the Fall/Winter term.
- c) Bus Pass is applicable to Aboriginal Education Program Students for Summer Residency ONLY

Note: International Students are assessed the Student Health Plan fee and are required to pay UHIP insurance to Nipissing University. Nipissing University students participating in an International Exchange with another University will be required to pay Nipissing University ancillary fees. The incoming International student participating in the exchange program will not be subject to Nipissing University ancillary fees. The International exchange student will be required to purchase UHIP insurance.

COLLEGE PARTNERSHIP PROGRAM

Students enrolled in the College Partnership Program will receive the services provided at their host institution. 2018-19 Ancillary Fees will be charged as follows:

Nipissing University Student Union Ancillary Fees per 3 credit course e)	\$ 24.37
Nipissing University Ancillary Fees per 3 credit course	\$ 55.61
Total Ancillary Fees per 3 credit course	\$ 79.98

Student Health Plan fee per academic year \$ 225.00

Note: former Sheridan College students are now considered "Distance Learning" students.

NIPISSING UNIVERSITY

Compulsory Ancillary Fees Committee NIPISSING UNIVERSITY ANCILLARY FEES

At the March 15, 2018 meeting of Nipissing University's Compulsory Ancillary Fees Committee, the following Nipissing University Ancillary Fees for 2018/19 (as per the attached Proposed 2018-19 Ancillary Fees spreadsheet) were reviewed and approved via an email vote for formal recommendation to the Board of Governors of Nipissing University.

Student Services Fee (per 3 credit course or per term FT Graduate):

Undergraduate Program North Bay Campus:	\$ 9.40
Distance Program, BCOMM/RPN Bridging/Scholar Practitioner	\$ 9.40
Graduate Program Part-Time (includes Continuation):	\$ 9.40
Graduate Program Full-Time (includes Continuation):	\$31.33
Aboriginal Education Program	\$ 9.40

Athletics Fee (per 3 credit course or per term FT Graduate):

Undergraduate Program North Bay Campus:	Fee will increase from \$16.50 to	\$18.00
Distance Program, BCOMM/RPN Bridging/Scholar Practitioner:		\$ 0.00
Graduate Program Part-Time (includes Continuation):	Fee will increase from \$16.50 to	\$18.00
Graduate Program Full-Time (includes Continuation):	Fee will increase from \$55.00 to	\$60.00
Aboriginal Education Program:		\$ 0.00

Athletics Complex Maintenance Fee (per 3 credit course or per term FT Graduate):

Undergraduate Program North Bay Campus:	\$ 5.00
Distance Program, BCOMM/RPN Bridging/Scholar Practitioner:	\$ 0.00
Graduate Program Part-Time (includes Continuation):	\$ 5.00
Graduate Program Full-Time (includes Continuation):	\$16.65
Aboriginal Education Program:	\$ 5.00

Health Services (per 3 credit course or per term FT Graduate):

Undergraduate Program North Bay Campus:	\$ 2.40
Distance Program, BCOMM/RPN Bridging/Scholar Practitioner:	\$ 0.00
Graduate Program Part-Time (includes Continuation):	\$ 2.40
Graduate Program Full-Time (includes Continuation):	\$ 8.00
Aboriginal Education Program:	\$ 2.40

Email/Internet Access Fee (as per 3 credit course or per term FT Graduate):

Undergraduate Program North Bay Campus:	\$ 5.00
Distance Program, BCOMM/RPN Bridging/Scholar Practitioner:	\$ 5.00
Graduate Program Part-Time (includes Continuation):	\$ 5.00
Graduate Program Full-Time (includes Continuation):	\$16.65
Aboriginal Education Program:	\$ 5.00

Student ID card (per 3 credit course or per term FT Graduate):

Undergraduate Program North Bay Campus:	\$ 0.45
Distance Program, BCOMM/RPN Bridging/Scholar Practitioner:	\$ 0.45
Graduate Program Part-Time (includes Continuation):	\$ 0.45
Graduate Program Full-Time (includes Continuation):	\$ 1.50
Aboriginal Education Program:	\$ 0.45

Sexual Violence Education and Outreach (per 3 credit course or per term FT graduate):

Undergraduate Program North Bay Campus:	\$ 2.00
Distance Program, BCOMM/RPN Bridging/Scholar Practitioner:	\$ 2.00
Graduate Program Part-Time (includes Continuation):	\$ 2.00
Graduate Program Full-Time (includes Continuation):	\$ 6.67
Aboriginal Education Program:	\$ 2.00

Student Initiatives Fund (per 3 credit course or per term FT graduate):

Undergraduate Program North Bay Campus:	\$ 0.60
Distance Program, BCOMM/RPN Bridging/Scholar Practitioner:	\$ 0.60
Graduate Program Part-Time (includes Continuation):	\$ 0.60
Graduate Program Full-Time (includes Continuation):	\$ 2.00
Aboriginal Education Program:	\$ 0.60

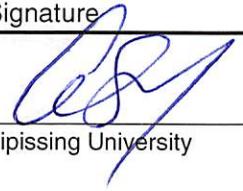
Bus Pass (charged one-time in Fall/Winter term):

Undergraduate Program North Bay Campus:	Fee will increase from \$184.08 to \$ 191.44
Distance Program, BCOMM/RPN Bridging/Scholar Practitioner:	\$ 0.00
Graduate Program Part-Time (includes Continuation):	\$ 0.00
Graduate Program Full-Time (includes Continuation):	\$ 0.00
Aboriginal Education Program:	\$ 80.00

College Partnership Program:

Nipissing University Ancillary Fees (per 3 credit course):	Fee will increase from \$52.22 to \$55.61
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We, the Committee Members of Nipissing University's Compulsory Ancillary Fees Committee, as named in the University's Compulsory Ancillary Fees Protocol Agreement, have participated in the review process and support the formal recommendation of the Compulsory Ancillary Fees Committee for the Nipissing University Ancillary Fees for 2018/19 as described above.

Representative Name	Signature	Supported (Y/N/other)	Date
Casey Lillis		Y	March 22/18
Assistant Vice-President, Students, Nipissing University			
			
Administrator, Nipissing University			
Musula Buyer		Y	March 26/18
Administrator, Nipissing University			
Shane Dunstall		Y	March 23/18
Representative, Nipissing University Student Union			
Tyrel Somerville		Y	March 23/18
Representative, Nipissing University Student Union			
Allison MacNeil		Y	March 29/18
Representative, Nipissing University Student Union			



**Compulsory Ancillary Fees Committee
NIPISSING UNIVERSITY STUDENT UNION ANCILLARY FEES**

At the March 15, 2018 meeting of Nipissing University's Compulsory Ancillary Fees Committee, the following Nipissing University Student Union Ancillary Fees for 2018/19 (as per the attached Proposed 2018-19 Ancillary Fees spreadsheet) were reviewed and approved by email vote for formal recommendation to the Board of Governors of Nipissing University.

Student Activity Fee (per 3 credit course or term FT Graduate):

Undergraduate Program North Bay Campus:	Fee will increase from \$16.50 to	\$18.00
Distance Program, BCOMM/RPN Bridging/Scholar Practitioner:	Fee will increase from \$16.50 to	\$18.00
Graduate Program Part-Time (includes Continuation):	Fee will increase from \$16.50 to	\$18.00
Graduate Program Full-Time (includes Continuation):	Fee will increase from \$55.00 to	\$60.00
Aboriginal Education Program	Fee will increase from \$16.50 to	\$18.00

Society Fee (per 3 credit course or term FT Graduate):

Undergraduate Program North Bay Campus:	\$ 0.50
Distance Program, BCOMM/RPN Bridging/Scholar Practitioner:	\$ 0.50
Graduate Program Part-Time (includes Continuation):	\$ 0.50
Graduate Program Full-Time (includes Continuation):	\$ 1.66
Aboriginal Education Program	\$ 0.50

Student Centre/Capital Fee (per 3 credit course or term FT Graduate):

Undergraduate Program North Bay Campus:	\$28.00
Distance Program, BCOMM/RPN Bridging/Scholar Practitioner:	\$ 0.00
Graduate Program Part-Time (includes Continuation):	\$28.00
Graduate Program Full-Time (includes Continuation):	\$93.35
Aboriginal Education Program	\$ 0.00

Student Centre Maintenance Fee (as per 3 credit course or term FT Graduate):

Undergraduate Program North Bay Campus:	\$ 4.00
Distance Program, BCOMM/RPN Bridging/Scholar Practitioner:	\$ 0.00
Graduate Program Part-Time (includes Continuation):	\$ 4.00
Graduate Program Full-Time (includes Continuation):	\$13.35
Aboriginal Education Program:	\$ 0.00

Student Planner Fee (as per 3 credit course or per term FT Graduate):

Undergraduate Program North Bay Campus:	\$ 0.20
Distance Program, BCOMM/RPN Bridging/Scholar Practitioner:	\$ 0.20
Graduate Program Part-Time (includes Continuation):	\$ 0.20
Graduate Program Full-Time (includes Continuation):	\$ 1.00
Aboriginal Education Program:	\$ 0.20

Canadian Federation Students (CFS):

****Fee to increase from \$16.48 to \$16.74, and change from one-time charge to a per 3-credit charge of \$1.67, or per term charge for FT Graduate***

Undergraduate Program North Bay Campus:	*Fee will change from \$16.48 to	\$1.67*
Distance Program, BCOMM/RPN Bridging/Scholar Practitioner:	*Fee will change from \$16.48 to	\$1.67*
Graduate Program Part-Time (includes Continuation):	*Fee will change from \$16.48 to	\$1.67*
Graduate Program Full-Time (includes Continuation):	*Fee will change from \$8.24 to	\$8.37*

Aboriginal Education Program
 Students in the Spring/Summer term:
 * Fee charged one time in the Fall/Winter term.

Fee will change from \$16.48 to \$1.67
 *Fee will change from \$8.24 to \$8.37

Student Health Plan (charged one time in the academic year):

Undergraduate Program North Bay Campus: \$225.00
 Distance Program, BCOMM/RPN Bridging/Scholar Practitioner: \$225.00
 Graduate Program Part-Time (includes Continuation): \$225.00
 Graduate Program Full-Time (per term includes Continuation): \$225.00
 Aboriginal Education Program: \$225.00

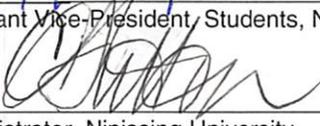
Student Life Line (charged one time in the academic year):

Undergraduate Program North Bay Campus: \$3.95
 Distance Program, BCOMM/RPN Bridging/Scholar Practitioner: \$3.95
 Graduate Program Part-Time (includes Continuation): \$3.95
 Graduate Program Full-Time (per term includes Continuation): \$3.95

College Partnership Program:

Nipissing University Student Union Ancillary Fees (per 3 credit course): **Fee will increase from \$22.30 to \$ 24.37**
 Student Health Plan (charged one time in the academic year): \$225.00

We, the Committee Members of Nipissing University's Compulsory Ancillary Fees Committee, as named in the University's Compulsory Ancillary Fees Protocol Agreement, have participated in the review process and support the formal recommendation of the Compulsory Ancillary Fees Committee for the Nipissing University Student Union Ancillary Fees for 2018/19 as described above.

Representative Name	Signature	Supported (Y/N/other)	Date
Casey Phillips Assistant Vice-President, Students, Nipissing University		Y	March 22/18
Administrator, Nipissing University			
Mrsula Buyea Administrator, Nipissing University		Y	March 26/18
Shane Dunstall Representative, Nipissing University Student Union		Y	March 23/18
Tyrol Somerville Representative, Nipissing University Student Union		Y	MARCH 23/18
Allison MacNeil Representative, Nipissing University Student Union		Y	March 29/18.

AGENDA

BOARD OF GOVERNORS

UNIVERSITY GOVERNANCE COMMITTEE MEETING

OPEN SESSION

The Open Session of the University Governance Committee meeting was held on Thursday, April 19, 2018, at 10:00 am in the Nipissing University Board Room (F303)

Members present: Gary Jodouin, Committee Chair
Gord Durnan
Mike DeGagné
Janet Zimbalatti
Blaine Hatt
Ryan Hehn
Sydney Lamorea
Colleen Miller (Teleconference)
Cheryl Sutton (non-voting)
Christine Dowdall (University Secretary)

Regrets: Tom Curry
Sean Feretycki
Paul Cook
Arja Vainio-Mattila (non-voting)
Shane Dunstall (non-voting)

Guests: Tom Palangio

Recording Secretary: Maggie Daniel (Administrative Assistant, President's Office)

1. Welcome/Call for Conflicts of Interest/Recording Devices

The meeting was called to order at 10:20 a.m. The Committee Chair called for conflicts of interest with any of the agenda items; none were declared. He also reminded committee members that the use of recording devices is prohibited.

2. Board Recruitment Update

The Committee Chair reported that Judy Smith is the newest non-constituent member of the Board of Governors, and she is expected to be in attendance at the next Board meeting. The University continues to wait for the Province's approval of the two individuals whose names have been put forward as LGIC appointments. The Nominating Committee will be meeting in the coming days to discuss potential candidates to bring forward to the Governance Committee for consideration and approval for the filling of upcoming vacancies.

3. Board Member Terms – Completions/Renewals

The Committee Chair has reached out to all but one non-constituent Board member to discuss their future plans with regard to their service on the Board of Governors. There are two current members who will be completing their final terms at the end of June.

An update on the terms of the constituent members was provided.

4. Election Protocol

A draft Election of Board Officers Policy was reviewed by the UGC at the last meeting and was subsequently shared with the Board at the March meeting. As a result of the discussion that took place at the Board level, the University Secretary was tasked with reaching out to other universities for further information. The questions asked and the responses received were compiled in chart form and were included with the agenda. One common theme that was noted was the confidential, closed nature of the discussions.

Using the information received, several revisions were made to the original draft document. The Committee Chair highlighted some of those changes, noting specifically that discussions about individuals that take place at the committee level will be done in closed session while the official nominations from the UGC will be made in open session at the Board level.

Motion #1: *That the University Governance Committee recommends that the Board of Governors adopts the Election of Board Officers Policy as presented.*

*Moved by Ryan Hehn; seconded by Blaine Hatt.
Carried.*

5. Update – Joint Board/Senate Committee on Governance

The Committee Chair provided an update on the activities and discussions of the Joint Board/Senate Committee on Governance. A lengthy discussion on the history leading up to the creation of the Joint Committee and the mandate of the committee followed. It was noted that it is the responsibility of the Joint Committee to make recommendations to the Board and the Senate, focusing on practicality and not on concerns about relationships from the past. It is not their role to make decisions.

A discussion followed concerning Section 3.4 of the 2016 report from the Special Governance Commission regarding the hiring of academic and non-academic officers. The recommendation states that Senate should amend its bylaws “to include Senate participation on hiring committees for the hiring of any officer, academic and non-academic, for which the approval of the Board is sought”. The committee debated the meaning of this clause as the hiring policies that are currently in place already include Senate participation on these committees. When the policies are reviewed and updated later this year, they will be shared with the Joint Board/Senate Committee on Governance.

The proposed Terms of Reference for the Joint Board/Senate Committee on Governance were included with the agenda. It was noted that the proposed terms of reference have been brought forward to Senate

as a notice of motion to be discussed at the May Senate meeting and that the By-Laws & Elections Subcommittee of Senate have discussed them at length. A significant discussion ensued, with several of the committee members expressing concern regarding the limited representation of Senate on the Joint Committee. Following the discussion, the following motion was put forward:

Motion #2: *That the University Governance Committee recommends that the Terms of Reference as proposed by the Joint Board/Senate Committee on Governance be sent back to the Joint Board/Senate Committee for discussion, considering specifically that all representatives on the committee elected by Senate should be faculty Senators.*

*Moved by Mike DeGagné; seconded by Colleen Miller.
Carried.*

Blaine Hatt, as the faculty Senator representative on the UGC, will inform Senate's By-Laws & Elections Subcommittee that the Terms of Reference have been sent back to the Joint Committee for further discussion.

A Statement of Collegiality, which is intended to be an introduction to the Terms of Reference, was discussed with the committee making suggestions as to how best to reword the statement so that it better reflects a shared collegial approach and shared responsibilities.

6. Other Business

No other business was discussed.

The meeting was adjourned at 11:20 a.m.

Recording Secretary

Chair of Governance

NIPISSING UNIVERSITY

Policy Category:	General
Policy Number:	XXXXXX
Policy Name:	Election of Board Officers Policy
Responsible Department:	University Governance Committee of the Board of Governors
Original Approval Date:	XXXXXX
Approval Authority:	Board of Governors
Last Updated:	XXXXXX
Next Review Date:	XXXXXX

A. GENERAL

The Officers of the Nipissing University Board of Governors include the following three positions:

- Board Chair;
- Board Vice-Chair; and
- Board Vice-Chair Pro Tem.

These three positions are filled by election from amongst the Non-Constituent members of the Board of Governors.

B. NOMINATION PROCESS

1. Call for Nominations

- (a) At least thirty (30) days prior to the annual meeting of the Board, the University Secretary, on behalf of the Chair of the University Governance Committee (UGC), shall notify Board members that preparations for the election of Board Officers is underway. All Board members shall be invited to submit nominations, in confidence to the Chair of the UGC via the University Secretary, for the positions of Chair, Vice-Chair and Vice-Chair Pro Tem.
- (b) The Chair of the UGC, in consultation with the Executive Committee and taking into consideration responses received following (a) above, shall contact Non-Constituent members of the Board to determine if they will allow their name to stand for election to one of the officer positions.

2. Consideration of Nominations by the University Governance Committee

- (a) **In a closed meeting of the UGC**, the Chair of the UGC will present the names of those individuals who have agreed to stand for election. Where there is more than one Non-Constituent member of the Board who has agreed to allow his/her name to stand for a

specific position, the UGC will deliberate on the merits of both members. If a member of the UGC is also one of the individuals whose names are being considered, the committee may ask the individual to excuse him/herself from the discussion.

- (b) The Chair of the UGC, on behalf of the committee, will present to the Board one nomination for Chair, one nomination for Vice-Chair, and one nomination for Vice-Chair Pro Tem. Such nominations shall be made **in open session** at the Board's annual meeting.

C. ELECTORAL PROCEDURES FOR BOARD OFFICERS

1. Election of Board Chair

- (a) In the open session of the Board's annual meeting, the Board Chair will invite the Chair or the Vice-Chair of the University Governance Committee (UGC) to announce the name of the individual being recommended for the position of Board Chair.
- (b) The Board Chair, or, in the event the Board Chair is standing for election, the Chair or the Vice-Chair of the UGC, requests verbal consent from the named individual.
- (c) Once the individual confirms his/her consent, a formal nomination is made on behalf of the UGC. The formal nomination will read as follows:

"That the Board of Governors accepts the recommendation of the University Governance Committee to appoint XXXXX to the position of Board Chair for a one year period effective July 1, 20XX."

- (d) The nomination shall be seconded from the floor and will be recorded in the minutes.
- (e) The nominated individual will be excused from the meeting.
- (f) A vote on the nomination is called for. The vote shall be by show of hands.
 - (i) If the majority vote is in favour of the nomination, the individual shall be declared elected to the position.
 - (ii) In the event the nomination is voted down, the UGC will be instructed to reconvene in order to reconsider its recommendation.
- (g) The nominee is invited to return to the meeting and the election result is announced.

2. Election of Board Vice-Chair and Board Vice-Chair Pro Tem

The elections of the Board Vice-Chair and the Board Vice-Chair Pro Tem follow the same procedure as that of the Board Chair.

Once an individual is elected, they become ineligible to contest any other elected position.

NIPISSING UNIVERSITY BOARD OF GOVERNORS

FUNDRAISING COMMITTEE MEETING

OPEN SESSION

April 19, 2018

The Fundraising Committee met on Thursday, April 19, 2018, at 1:00 p.m. in the Nipissing University Board Room (F303).

Members present: Gord Durnan, Board Chair, Committee Chair
Mike DeGagné
Joanne Laplante
Fran Couchie
Robin Gendron
Stephen Tedesco
Cheryl Sutton (non-voting)
Christine Dowdall, University Secretary (non-voting)

Regrets: Sean Feretycki
Shane Dunstall
Paul Cook
J'aime Brunet (non-voting)
Arja Vainio-Mattila (non-voting)

Guests: Andrea Parolin
Christine Green

Recording Secretary: Mary-Ann Gilchrist, Recording Secretary

1. Welcome/Opening Remarks – Gord Durnan, Committee Chair

The meeting was called to order at 1:05 p.m.

2. General Updates – Andrea Parolin/Mary-Ann Gilchrist

A number of updates were provided by the Advancement Team. One item that was highlighted was that as a result of 12,835 calls, the total from the 2017-2018 Annual Fund Call Campaign has reached \$17,300.08 in cash and pledges. It was also noted that there has been an increase of almost \$58,000 in donations received this fiscal year to date versus the same time last year.

In response to an event that was held at the Davedi Club last fall, and with the assistance of Nipissing's Chancellor, the North Bay Youth Soccer Club is donating \$60,000 to the University in exchange for the opportunity to name the score board on the new sports field.

With regard to the Alumni Program, it is expected there will be a greater alumni presence at convocation. There will also be more events at Homecoming specifically geared to alumni.

It was reported that TD Bank has changed their giving guidelines. As a result, Nipissing is re-evaluating our proposal to see where it might fit with their new priorities.

3. Campaign Lead Donors Review – Discussion

As highlighted at the last meeting, the roles of each member of the relationship teams for lead donors was reviewed. Lead donors are those individuals or groups who have the potential for giving \$250,000 or more. So far, over twenty such donors have been identified.

Committee members were asked to consider the following three questions with regard to lead donors: Are there any potential donors at this level you might be able to suggest? Do you have a relationship with your suggested donor(s) with whom you might be considered a natural partner? Is there someone you feel we should be speaking with who would share insights on any potential donors? In response to a request from the floor, the Manager of Advancement agreed to send the three questions to the committee via email to give them time to think about possible responses.

4. Policy Review

(a) Revised Gift Acceptance Policy

The Development team has been working on updating this policy for about a year. Several concerns that were raised during this time have been taken into consideration. A committee member who raised some of these concerns in the past noted that he was pleased with the changes, believing this revised version of the policy to be a much improved document.

Following the discussion, the following motion was presented:

Motion #1: That the Fundraising Committee recommends the Board of Governors accept the Revised Gift Acceptance Policy as presented.

*Moved by Robin Gendron; Seconded by Fran Couchie.
Carried.*

(b) Revised Naming of Campus Assets Policy

There was no further discussion regarding this revised policy.

Motion #2: That the Fundraising Committee recommends the Board of Governors accept the Revised Naming of Campus Assets Policy as presented.

*Moved by Robin Gendron; seconded by Stephen Tedesco.
Carried.*

The meeting was adjourned at 1:40 p.m.

Recording Secretary

Committee Chair

NIPISSING UNIVERSITY

Policy Category:	General
Policy Number:	TBD
Policy Name:	Gift Acceptance Policy
Responsible Department:	Advancement Office
Original Approval Date:	February 2011
Approval Authority:	Board of Governors
Last Updated:	DATE APPROVED BY BOARD
Review Date:	2019

1.0 INTRODUCTION

1.1 SUBJECT

A policy for the acceptance of gifts by Nipissing University.

1.2 PURPOSE

This policy addresses the principles and terms to be followed by the University in matters of gift acceptance. In addition, the policy provides guidelines that ensure gifts are received in accordance with the requirements of the Income Tax Act.

1.3 SCOPE

This policy governs the acceptance of all gifts made to Nipissing University.

2.0 DEFINITIONS

2.1 GIFT(S)

Registered charities rely on the Income Tax Act, CRA (Canada Revenue Agency) Interpretation Bulletins, Information Circulars and jurisprudence (court rulings on CRA challenges of taxpayers' deductions of charitable donations) to guide them in defining a charitable gift with respect to the issuance of charitable donation receipts.

The Income Tax Act does not specifically define a gift, but *Interpretation Bulletin IT-110R3* defines a gift as:

- *a voluntary transfer of property with valuable consideration. Generally a gift is made if all three of the conditions listed below are satisfied:*
- *some property -- usually cash -- is transferred by a donor to a registered charity; and*
- *the transfer is voluntary; and*

- *the transfer is made without expectation of return. No benefit of any kind may be provided to the donor or to anyone designated by the donor, except where the benefit is of nominal value.*

Accordingly, to guide its operations, the following definition of gift(s) shall apply in this policy: A gift is a voluntary transfer of cash or other property, from individuals, corporations, associations, foundations or other sources to the University for either designated or undesignated purposes. Gifts are made without expectation of return or benefit to the donor or any individual or company designated by the donor as a result of acceptance of the gift.

2.2 DESIGNATED AND UNDESIGNATED

The following definitions shall apply in the policy:

“Designated” gifts: contributions given to the University, where the donor has specified the purposes or use of the gift; for example, gifts may be “designated” to a particular faculty, program, project or initiative.

“Undesignated” gifts: contributions given to the University, where the donor has not specified the purposes or use.

3.0 POLICY FOR GIFT ACCEPTANCE

3.1 GIFT SOURCES

The University recognizes the benefit of receiving philanthropic gifts to help support its academic mission through teaching and research programs. It values public and private-sector partnerships, and relationships with donors and supporters. Gifts that support the University’s academic mission are a vital source of supplementary funding.

Gifts from the following sources are deemed eligible for charitable income tax receipts:

- Cash, cheques, or securities
- Gifts-in-kind
- Life insurance
- Annuity contracts
- Real estate
- Gifts of residual interest
- Trust agreements
- Bequests
- Gifts of Retirement Plans
- Charitable Remainder Trust
- Charitable Gift Annuities
- Others that comply with CRA regulations and guidelines

3.2 PRINCIPLES FOR GIFT ACCEPTANCE

- The University's solicitation of gifts is informed by and consistent with priorities established by the University.
- Anonymity will be granted to any donor who makes this request in keeping with legal stipulations.
- Designated gifts will be used for the purpose for which they are given. Undesignated gifts will be used for such purposes as the University determines most appropriate, based on the priorities of the institution.
- The University will not accept gifts if such acceptance results in an abridgement of its academic freedom, autonomy and integrity.
- The University will not accept gifts it determines may violate federal, provincial or municipal laws.
- The University will not accept gifts that could reasonably compromise its public image, reputation or commitment to its objects, strategic plan, values and priorities.
- The University also reserves the right to decline a gift in any circumstances, including but not limited to, when:
 - the gift terms propose unacceptable restrictions or conditions,
 - the gift will be unduly difficult or expensive to administer,
 - the gift poses financial or reputational risk,
 - the gift is reasonably suspected to have originated from illegal activities,
 - the gift could improperly benefit any individual,
 - the gift is negatively precedent setting or involves sensitive issues,
 - the gift would allow the donor to influence University appointments, research programs or curriculum,
 - the gift could jeopardize the University's charitable status,
 - the gift violates the Ontario Human Rights Code,
 - the gift does not comply with the Canada Income Tax Act and Canada Revenue Agency requirements.
- Occasionally, funds sought and contributed for a University purpose are insufficient to make the project viable. If the University is unable to proceed, benefactors will be invited to redirect their contributions to an alternative purpose, and/or to fulfill future pledge payments.
- The University may return a donation in rare and unique circumstances, where the integrity of a gift has been compromised such that the University's reputation is negatively affected. Returning such a gift must be in compliance with CRA provisions, as well as provincial and federal legislation.

- The acceptance of all gifts must comply with all relevant University policies and guidelines including, but not limited to the *Naming of Campus Assets Policy* and the *Endowment Fund Statement of Investment, Objectives, Policies and Governance*.

3.3 GUIDELINES FOR GIFT RECEIPTING

No fundraising program, whether a general or group solicitation, shall be undertaken by any school, department, faculty, staff member, individual or other University entity without the knowledge and approval of the Head of Advancement. The Advancement Office is responsible for the procedures to accept all gifts, whether they are receipted or not. The following guidelines will govern gifts accepted and received:

- Ownership of each gift vests legally in the University, regardless of the specific unit or activity to which such gift is directed.
- It is the University's expectation that commitments between the donor and the University in relation to gift acceptance will be clearly documented as part of a gift agreement. These donor agreements will be subject to the University's statement on *Protection of Privacy and Access to Information* and applicable law.
- All gifts will be handled in accordance with the commitments made to the donor by the University, which are consistent with University policies, applicable law, including but not limited to: the *Income Tax Act* and Canada Revenue Agency guidelines on charitable donations.
- All charitable donations accepted by the University will be receipted in accordance with *Nipissing's Charitable Tax Receipt Issuance Procedure*.
- Public recognition will be based on the level of the gift and in accordance with *Nipissing University's Donor Recognition Guidelines* as established by the Advancement Office.

4.0 GIFT ACCEPTANCE AUTHORITY AND RESPONSIBILITY

4.1 DELEGATION OF AUTHORITY

The following procedures have been developed in order to implement the above-noted principles and guidelines and to provide opportunity for careful and systematic reflection prior to the acceptance of gifts by the University:

- The authority to accept or decline a gift is vested with the Board of Governors.
- The Board is the final approval authority for gifts in excess of \$5 million.
- For gifts in excess of \$500,000 and less than \$5 million, the Board of Governors delegates authority to accept gifts jointly to:
 - the President, and
 - at least one of:

- the Vice-President, Finance & Administration, or
- the Provost & Vice-President, Academic and Research
- For gifts up to and including \$500,000, the Board of Governors delegates authority to accept gifts jointly to:
 - the President, and
 - at least one of:
 - the Vice-President, Finance & Administration, or
 - the Provost & Vice-President, Academic and Research, or
 - the Head of Advancement
- Additionally, prior approval by specific resolution or motion of the Board is required for the acceptance of:
 - any gift which, in the opinion of the President, Vice-Presidents, or Head of Advancement, exposes the University to uncertain and potentially significant liability;
 - any gift which, in the opinion of the President, Vice-Presidents, or Head of Advancement, is precedent setting and involves sensitive issues;
 - any gift which, in the opinion of the President, Vice-Presidents, or Head of Advancement, is of unusual complexity, including potentially gifts involving real property, residual interests, charitable remainder trusts, assets with limited liquidity, or cultural property.
- Notwithstanding any authority delegated via this policy, the Board of Governors may specify that the acceptance of gifts from certain donors or donor constituencies be reserved for its direct approval.
- The President, Vice-Presidents, and Head of Advancement may also seek input from the Fundraising Committee of the Board of Governors pertaining to acceptability of a proposed gift.
- All decisions to accept gifts must be in accordance with this policy and with accountability to the Board.

4.2 RESPONSIBILITIES

- The President and/or delegates are responsible for ensuring that all resource implications arising from acceptance of gifts are appropriately incorporated in University planning and budgeting activities.
- Nipissing University has an ethical responsibility to every donor and as such all staff, volunteers and professional representatives acting on behalf of the University will conduct themselves in accordance with accepted professional standards of accuracy, truth and integrity. The University subscribes to the *Donors Bill of Rights*, professional standards and code of behaviours as set out by the *Association of Fundraising Professionals, Council for the Advancement and Support of Education, and the Canadian*

Association of Gift Planners to serve as the ethical guidelines when raising and receiving funds for the University.

5.0 REPORTING AND REVIEW

5.1 REPORTING

The President and/or delegates will provide an annual report for the Fundraising Committee and the Board of Governors on the University's gift acceptance decisions, including reference to gifts declined, returned or any unique or precedent-setting aspects of gift transactions over the reporting period.

5.2 REVIEW PROCESS

In order to ensure that this Policy continues to be effective, it shall be reviewed annually by the Fundraising Committee of the Board of Governors. The Head of Advancement is responsible for initiating this review.

Resolution 2011-02-04: Moved by J.G. Lebel, seconded by B. Hatt that the Board of Governors accept the recommendation of the Advancement Committee that the Board approve the revised *Gift Acceptance Policy* dated January 2011. **CARRIED.**

Resolution 2018-05-??

NIPISSING UNIVERSITY

Policy Category:	General
Policy Number:	TBD
Policy Name:	Naming of Campus Assets Policy
Responsible Department:	Advancement Office
Original Approval Date:	February 2011
Approval Authority:	Board of Governors
Last Updated:	DATE APPROVED BY BOARD
Review Date:	2019

1.0 INTRODUCTION

1.1 SUBJECT

A policy for the philanthropic, honorific or functional naming or renaming of Nipissing University physical assets, academic entities and awards.

1.2 PURPOSE

Nipissing University welcomes the opportunity to honour individuals, companies or organizations whose philanthropic contributions enhance the University's facilities, academic programs and/or reputation. This policy addresses the principles and procedures for the approval, establishment and maintenance of naming opportunities.

1.3 SCOPE

This policy applies equally to all Nipissing University campuses, departments and faculties.

2.0 DEFINITIONS

2.1 CATEGORIES

The following definitions shall apply in this policy:

- **Philanthropic naming:** Naming in recognition of an act of philanthropy, generally defined as a charitable gift to the University. The donor may select another individual or individuals for recognition.
- **Honorific naming:** Naming to confer or imply honour or respect, generally involving recognition of outstanding individuals distinguished in character or attainments. Gifts associated with honorific naming may be contributed by individuals or groups, or may be supported by designated funds. It may include a major contribution to the development of Nipissing University, which enhances its status as an academic institution. It also may

be in honour of a person who has given extraordinary distinguished service to the University.

- **Functional naming:** Naming to signify a relationship between the University asset, the academic entity or award and particular activities, functions or uses.

2.2 ASSETS

The Policy includes:

- Buildings (new and existing) or substantial parts of buildings (wings, floors, theatres, lounges, segments etc.)
- Streets, walkways, gardens and other common and green spaces
- Rooms and spaces within existing and new buildings
- Faculties, Departments, Schools
- Programs of service or recreation
- Lectureships, special lecture series, fellowships
- Collections of books, artifacts, manuscripts, maps, works of art and any other collection
- Research programs
- Endowed academic positions
- Scholarships, bursaries and other student awards
- Other naming opportunities as may be reasonably considered suitable

3.0 POLICY FOR NAMING CAMPUS ASSETS

3.1 PRINCIPLES

The following principles shall govern judgments about the naming or re-naming of University campus assets. They reflect and reinforce principles expressed in the University's Gift Acceptance Policy.

- Each naming or re-naming shall enhance the mission and priorities of the University while preserving its commitment to academic freedom, autonomy and integrity.
- Consistency will be sought in making naming choices such that similar service or support of the University will result in comparable levels of naming recognition. Given Nipissing's shared campus, care should be taken with ensuring relative consistency with campus co-tenants.
- Market value principles should be applied in assessing the worth of naming rights to University campus assets.
- Preference will be given to naming that avoids the necessity of change in recognition in light of the possibility that activities associated with the University asset may change over time.
- Naming or renaming may be established in perpetuity or for a defined and limited period of time.

3.2 AUTHORITY TO APPROVE

The following procedures have been developed in order to implement the above-noted principles and to provide opportunity for careful and systematic reflection prior to the naming of campus assets by the University:

- The authority for the approval of the naming or re-naming of campus assets is vested in the Board of Governors.
- The Board is the final approval authority for naming associated with gifts in excess of \$5 million.
- For naming associated with gifts in excess of \$500,000 and less than \$5 million, the Board of Governors delegates authority jointly to:
 - the President, and
 - at least one of:
 - the Vice-President, Finance & Administration, or
 - the Provost & Vice-President, Academic and Research
- For gifts up to and including \$500,000, the Board of Governors delegates authority for naming jointly to:
 - the President, and
 - at least one of:
 - the Vice-President, Finance & Administration, or
 - the Provost & Vice-President, Academic and Research, or
 - the Head of Advancement
- Additionally, prior approval by specific resolution or motion of the Board is required for naming associated with:
 - any gift which, in the opinion of the President, Vice-Presidents, or Head of Advancement, exposes the University to uncertain and potentially significant liability;
 - any gift which, in the opinion of the President, Vice-Presidents, or Head of Advancement, is precedent setting and involves sensitive issues;
 - any gift which, in the opinion of the President, Vice-Presidents, or Head of Advancement, is of unusual complexity, including potentially gifts involving real property, residual interests, charitable remainder trusts, assets with limited liquidity, or cultural property.
- Notwithstanding any authority delegated via this policy, the Board of Governors may specify that the naming associated with gifts from certain donors or donor constituencies be reserved for its direct approval.
- The President, Vice-Presidents, and Head of Advancement may also seek input from the Fundraising Committee of the Board of Governors pertaining to naming associated with a proposed gift.

- All naming must be in accordance with this policy and with accountability to the Board.

If the President wishes to bring a particular naming or re-naming proposal to the Board of Governors for its direct approval, nothing in this policy shall be interpreted as preventing him or her from doing so.

3.3 AUTHORITY FOR CHANGE OR DISCONTINUANCE OF NAMING OF CAMPUS ASSETS

- Where no time commitments or limitations are specified in connection with a naming, consistent with the principles of this policy and that of the Gift Acceptance Policy, the University reserves the right to rename an asset at any time, in keeping with the authority specified in Section 3.2 of this policy. In the event of the death of a benefactor or liquidation of a corporation or organization, a period of one year shall lapse prior to a change of name, unless the donor agreement specifies otherwise.
- In the unusual circumstance that the University determines, in its sole discretion, that the naming of a University asset may directly or indirectly have a negative impact on the University's mission, priorities, commitment to academic freedom, autonomy, and integrity, (e.g., conviction of a serious offense by the donor), the naming of the University asset may be changed or discontinued irrespective of time commitments in related gift agreements, decision support documents or announcements in keeping with the authority specified in Section 3.2 of this policy.
- Notwithstanding any other provision of this policy, no naming shall be approved or continued that calls into question or constitutes a significant challenge to the public respect or reputation of the University.
- Should key elements of a donor agreement associated with a naming commitment not be fulfilled, discontinuance of the naming and/or renaming may be required in keeping with the authority specified in Section 3.2 of the policy.
- When a University asset is proposed for renaming or discontinuance, reasonable efforts will be made to inform any related benefactor or honoree in advance. If the benefactor or honoree is deceased, reasonable efforts will be made to inform the closest family members in advance of the change.

4.0 PROCEDURES FOR NAMING CAMPUS ASSETS

4.1 PROCEDURES FOR NAMING

The following procedures have been developed to support this policy:

Honorific Naming or Renaming:

- Proposals may originate from any member of the University community. Members shall forward their recommendation in writing to the appropriate executive leader (President, Vice-President, Dean, Associate Vice-President, Head of Advancement) in accordance with the terms of the policy.

- The executive leader, receiving such a proposal, shall evaluate it, and consider concerns that stakeholders may have. If deemed worthy of further consideration, the proposal shall be forwarded to the Fundraising Committee for deliberation.
- Upon review by the Fundraising Committee, the proposal will either be:
 - ▶ Declined
 - ▶ Returned to the executive leader who originated the proposal for further consideration
 - ▶ Forwarded to the Advancement Office for additional input
 - ▶ Forwarded to Senate with respect to endowed chairs, professorships, fellowships and lectureships in accordance with Senate requirements
 - ▶ Recommended for approval as defined in keeping with Section 3.2 of this policy

Philanthropic Naming:

- In the context of major campaigns and annual fundraising, from time to time the Advancement Office shall propose a schedule of naming opportunities to the Fundraising Committee.
- In all instances, the President shall advise all members of the University Board of Governors, in confidence, of naming decisions prior to being announced publicly.
- The President shall ensure that appropriate agreements with external parties are in place prior to any public naming announcements. The terms of such agreements concerning naming shall be consistent with this policy, and open to review by the Board.

5.0 MAINTENANCE, REPORTING AND REVIEW

5.1 MAINTENANCE & REPORTING

- The Advancement Office shall oversee the maintenance of all named asset records, agreements and supporting documents.
- The Finance Department shall be responsible for maintaining and updating a complete inventory of named University assets.
- At any time, the Fundraising Committee and/or the Board of Governors may request that the President provide a report on a specific named asset or a report of a general nature.

5.2 REVIEW PROCESS

In order to ensure that this Policy continues to be effective, it shall be reviewed annually by the Fundraising Committee of the Board of Governors. The Head of Advancement is responsible for initiating this review.

Resolution 2011-02-03: Moved by P. Goulet, seconded by C. Dennis that the Board of Governors accept the recommendation of the Advancement Committee that the Board approve the revised *Naming of Campus Assets Policy* dated January 2011. **CARRIED.**

Resolution 2018-05-??

Proposed Terms of Reference Joint Committee

- (a) (a) *Ex Officio* Members:
 - (i) The President of the Nipissing University Student Union (NUSU) or Designate
- (b) Members Elected by Senate:
 - (i) Three (3) Senators or non-Senators Elected by Senate, with at least one being a Senator
- (c) Members Elected by Board:
 - (i) Three (3) non-constituent members of the Board of Governors Elected by the Board
- (d) Terms of Reference:
 - (i) to periodically review on an at least an annual basis the governance structures and practices of the University to foster bicameral communication and collegiality and to recommend amendments to by-laws, practices or policies as may be advisable;
 - (ii) to establish and oversee a procedure for providing a joint orientation to new members of the Senate and Board as a means of promoting the effective governance of the university;
 - (iii) to establish and oversee a statement on the importance of collegial governance at Nipissing;
 - (iv) to address issues that may arise concerning a lack of civility and decorum in the conduct of the interaction of the Senate or Board and which cannot be satisfactorily addressed under the existing policies and bylaws of each, and to recommend amendments to by-laws, practices or policies as may be advisable; and
 - (v) to oversee the implementation of the recommendations of the Special Governance Commission Report of October 27, 2016

Statement on the Importance of Collegial Governance at Nipissing

Collegiality is essential to the structure and practice of university governance. Given the diversity of its constituent groups and its mission of advancing truth and knowledge, the university is best served by the open expression of ideas and opinions; encouraging thoughtful dissenting views. Successful collegial governance depends on all participants acting in good faith and having access to relevant information to offer sound opinions. In the same spirit, decision-making must ensure inclusiveness, equality, transparency, and broad participation.

Recognizing the obligations, responsibilities and jurisdictions of the Senate and the Board of Governors, collegial governance requires interdependence, mutual respect and good relationships. The primary mission of the University is academic and is served by responsible resource allocation and planning.

All of us must do our part to uphold the ideals of academic freedom and democratic practice inherent in our system of collegial governance.