

NIPISSING UNIVERSITY

BOARD OF GOVERNORS MEETING

OPEN SESSION

March 12, 2020

The Open Session of the regular Board of Governors meeting was held on Thursday, March 12, 2020, at 5:30 p.m. in the President's Boardroom (F303).

Members Present: Karen Barnes, Board Vice-Chair
Fran Couchie
Mitchell Crown
Mike DeGagné
Hilary Earl
Ryan Hehn
Stuart Kidd (via Zoom)
Denyse Lafrance Horning
Hannah Mackie
Karl Neubert (via Zoom)
Bobby Ray
Stephen Tedesco
Rick Vanderlee (via Zoom)
Kathy Wilcox

Regrets: Marianne Berube
Paul Cook
Donna Forget
Toivo Koivukoski
Joanne Laplante
Tom Palangio, Board Chair
Judy Smith
Tayler Sullivan

Invited Guests: Cheryl Sutton (via Zoom) **Observers:** N/A
Arja Vainio-Mattila
Casey Phillips
Pavlina Radia
Carole Richardson
Jim McAuliffe
Pat Maher
Shannon MacCarthy (NUSU)
Debra lafrate
Renee Hacquard
Nathan Colborne
Cristin Christopher
Christine Dowdall (University Secretary)

Recording Secretary: Abby Blaszczyk (Executive Assistant, President's Office)

1. Call to Order/Land Acknowledgment

The meeting was called to order at 5:31 p.m. The Board Vice-Chair offered a traditional land acknowledgement.

2. Declaration of Conflict of Interest

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

4. Consent Agenda

The following items were included on the consent agenda:

- i. Adoption of the January 16, 2020, Minutes (Open Session);
- ii. For Information Only
 - (a) Committee Reports
 - 1. University Governance Committee
 - 2. Audit & Finance Committee
 - 3. Community Relations Committee
 - 4. Fundraising Committee
 - 5. Plant & Property Committee
 - (b) Reports from Other Committees
 - 1. Alumni Advisory Board

Resolution 2020-03-01: ***That the items included on the March 12, 2020, consent agenda for the open session of the Board of Governors meeting be adopted as circulated.***

*Moved by Hannah Mackie; seconded by Ryan Hehn.
Carried.*

5. Adoption of Regular Agenda

Resolution 2020-03-02: ***That the Board of Governors adopt the March 12, 2020, open session meeting agenda as circulated.***

*Moved by Hannah Mackie; seconded by Ryan Hehn.
Carried.*

6. Chair's Remarks

While there were no general remarks from the Chair, it was announced that the Board Chair and the Chancellor, in light of recent COVID-19 events and their recent travel history, chose to excuse themselves from the meeting as a precaution to protect members of the Board.

7. Presentation – “Introducing the Academic Senate” – Dr. Nathan Colborne, Associate Professor, Religions & Cultures/Senate Speaker

Dr. Nathan Colborne, Senate Speaker, provided a presentation on the function of the Academic Senate as one half of the bicameral governance system at Nipissing University. He spoke to the mission of Senate which is to protect the academic integrity of the institution, and he highlighted the importance of having two systems of governance in a university setting. Dr. Colborne's presentation was particularly enlightening for external Board members who may not be familiar with a governing system that has two separate bodies.

8. Chancellor's Remarks

No remarks.

9. President's Remarks

The President announced that the University's current strategic plan will expire at the end of 2020. He provided an overview of the purpose of strategic plans and the three standard pillars: vision, mission and values. He provided a sampling from a number of Canadian Universities to demonstrate the similarities between plans. A series of consultations for the development of Nipissing's new strategic plan will be forthcoming.

Dr. DeGagné also spoke to a number of activities that took place since the Board last met, including the Donor Social, the launch of Research Month, and the College Partnership Program Convocation that Nipissing hosted in Ottawa on March 7, 2020, where Senator Kim Pate was awarded an Honorary Degree.

With respect to the COVID-19 pandemic, the University continues to follow the direction of both Universities Canada and the Council of Ontario Universities. All large, in-person academic gatherings have been cancelled, and we continue to monitor the discussion very closely.

A member raised a question about the number of community members who attended the NU 360 presentations, and it was noted that the event was very successful with a full house of spectators.

10. Vice-President's Remarks

The Provost and Vice-President, Academic & Research (PVPAR) tabled a written report which encompasses updates from the Deans and the Registrar. She highlighted a number of activities, including a recent audit visit from the Quality Assurance Council. A question was raised regarding the purpose of the audit, and the PVPAR provided a brief explanation of the requirements of academic program reviews.

A discussion ensued surrounding the delivery method for reports to the Board from the Deans, the Provost and the Registrar. A previous request was made to move these oral reports to a written format, and the tabled report

was a direct result of that request. A debate followed regarding preferred methods for distribution of information. The next regular Board meeting will see written report(s) included with the distribution of the agenda, and further discussion on this topic will be ongoing.

The Vice-President, Finance & Administration (VPFA) connected via Zoom from Sault Ste. Marie where she was attending the signing of the Northern Business Fundamentals Memorandum of Understanding. This MOU will see Northern universities and colleges present an integrated strategy to create pathways and collaboration in business fundamentals.

An update was provided on the University's COVID-19 efforts to date. The Frequently Asked Questions (FAQ) section of the website is being updated daily, and email communications are ongoing with students, faculty and staff. There is frequent communication with the Council of Ontario Universities, Public Health and all students on international exchange. To date, three Ontario universities have placed a hold on non-essential travel for university business, and we will continue to monitor and make decisions based on government advisories. The Emergency Plan and the Pandemic Plan are both up to date.

The Assistant Vice-President, Students spoke to the 2018 Student Voices on Sexual Violence Survey. The survey highlighted Nipissing's strengths, and work is ongoing with External Relations to target the areas that could continue to see improvement.

The annual Dave Marshall Leadership Awards celebration is scheduled to take place on March 20. This event recognizes 25 full-time students who have demonstrated leadership, initiative, commitment and an ability to motivate and influence others toward the betterment of Nipissing University.

With respect to Athletics, Nipissing submitted a bid to the Canadian University Field Lacrosse Association (CUFLA) and was awarded the National Championships to be hosted October 30-November 1, 2020.

The AVP, Students also provided an update on the number of students accessing assistance through Student Services this year. We have seen an estimated 23% increase in students who have registered with accessibility services. Of that increase, approximately 42% are mental health related.

11. Question Period

Clarification was requested regarding the Search/Appointment/Reappointment of Senior Academic Officers Policy that was mentioned in the minutes from the last Governance Committee meeting. The committee is planning to discuss the policy at their next meeting, and if they have any recommendations for changes, they will bring them to the full Board for approval.

12. Board Representatives on Other Committees/Bodies

- **Nipissing University Student Union**

The NUSU President recently attended 'Lobby Week' where topics included international and Indigenous access to education, OSAP cuts, performance based funding and the right to organize. She also spoke to the Student Food Bank which saw over 50 students require access for last month. NUSU extended their thanks to everyone who has contributed this year.

13. Other Business

A board member raised a concern about the processes for recruiting international student athletes. A suggestion was made to establish a protocol for international athletes who may see issues with travel/accommodations when visiting the University.

14. Next Meeting Dates/Adjournment

The next regular Committee Day is scheduled for April 6, 2020, in the Teaching Hub.

The next regular meeting of the Board of Governors is scheduled for May 7, 2020.

Resolution 2020-03-03: ***That the Open Session of the Board of Governors' regular meeting now adjourn.***

*Moved by Ryan Hehn; seconded by Fran Couchie.
Carried.*

Open session adjourned at 6:56 p.m.

President & Vice-Chancellor/Secretary of the Board

Board Vice-Chair

NIPISSING UNIVERSITY BOARD OF GOVERNORS MEETING

OPEN SESSION

March 12, 2020

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

AGENDA

Zoom Connection for Virtual Attendance: <https://zoom.us/j/897001645>

1. **Call to Order/Land Acknowledgement**
2. **Declaration of Conflict of Interest**
3. **Use of Recording and/or Broadcasting Devices**
4. **Consent Agenda**
 - i. Adoption of the January 16, 2020, Minutes (Open Session);
 - ii. For Information Only
 - (a) Committee Reports
 1. University Governance Committee
 2. Audit & Finance Committee
 3. Community Relations Committee
 4. Fundraising Committee
 5. Plant & Property Committee
 - (b) Reports from Other Committees/Bodies
 1. Alumni Advisory Board

Resolution: *That the items included on the March 12, 2020, consent agenda for the Open Session of the Board of Governors meeting be adopted as circulated.*

5. **Adoption of Regular Agenda**

Resolution: *That the Board of Governors adopt the March 12, 2020, Open Session regular agenda as circulated.*

6. **Chair's Remarks**

7. **Presentation: "Introducing the Academic Senate" – Dr. Nathan Colborne, Associate Professor, Religions & Cultures/Senate Speaker**

8. **Chancellor's Remarks**

9. **President's Remarks**

10. Vice-President's Remarks

- Provost and Vice President, Academic & Research
- Vice-President, Finance & Administration
- Assistant Vice-President, Students

11. Question Period

12. Board Representatives on Other Committees/Bodies

- Nipissing University Student Union

13. Other Business

14. Next Meeting Dates/Adjournment

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

Time: _____

NIPISSING UNIVERSITY

BOARD OF GOVERNORS MEETING

OPEN SESSION

January 16, 2020

The Open Session of the regular Board of Governors meeting was held on Thursday, January 16, 2020, at 5:30 p.m. in the President's Boardroom (F303).

Members Present: Tom Palangio, Board Chair
Karen Barnes
Marianne Berube
Fran Couchie
Mitchell Crown
Mike DeGagné
Hilary Earl
Donna Forget
Ryan Hehn
Stuart Kidd
Toivo Koivukoski
Denyse Lafrance Horning
Joanne Laplante
Hannah Mackie
Karl Neubert
Bobby Ray
Judy Smith (via Zoom)
Tayler Sullivan
Stephen Tedesco
Rick Vanderlee
Kathy Wilcox

Regrets: Paul Cook

Invited Guests: Cheryl Sutton
Arja Vainio-Mattila
Pavlina Radia
Pat Maher
Debra lafrate
Renee Hacquard
Cristin Christopher
Christine Dowdall (University Secretary)

Observers: N/A

Recording Secretary: Abby Blaszczyk (Executive Assistant, President's Office)

1. Call to Order/Land Acknowledgment

The meeting was called to order at 5:34 p.m. The Board Chair offered a traditional land acknowledgement.

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. Consent Agenda

The following items were included on the consent agenda:

- i. Adoption of the September 12, 2019, Minutes (Open Session);
- ii. Adoption of the November 14, 2019, Minutes (Open Session);
- iii. For Information Only
 - (a) Committee Reports
 1. Audit & Finance Committee
 - (b) Reports from Other Committees
 1. Alumni Advisory Board
 2. Nipissing University Indigenous Council on Education

Resolution 2020-01-01: ***That the items included on the January 16, 2020, consent agenda for the open session of the Board of Governors meeting be adopted as circulated.***

*Moved by Stuart Kidd; seconded by Marianne Berube.
Carried.*

5. Adoption of Regular Agenda

Resolution 2020-01-02: ***That the Board of Governors adopt the January 16, 2020, open session meeting agenda as circulated.***

*Moved by Karen Barnes; seconded by Ryan Hehn.
Carried.*

6. Chair's Remarks

The Board Chair welcomed new Board members Mitchell Crown, Nipissing University Alumni Board representative, and Donna Forget, Nipissing University Indigenous Council on Education representative.

7. Presentation – Dr. Hilary Earl, Professor, Faculty of Arts & Science: Murder on the Beach

Dr. Hilary Earl, Professor of Modern European History and Genocide Studies, provided a powerful presentation on her extensive research of the Nazi Holocaust. Her most recent project, “Murder on the Beach,” is a case study on the Einsatzgruppen executions, with particular focus on the executions in Liepaja, Latvia in 1941. Through the use of witness accounts, testimonies and photographs, Dr. Earl’s research will work to reclaim the histories of the victims.

8. Chancellor’s Remarks

No remarks.

9. President’s Remarks

The President extended his condolences to the University community on the recent death of a Nipissing University student. Dr. DeGagné expressed his gratitude to Dr. Casey Phillips and his team on the outstanding support given to family and friends.

President DeGagné highlighted a number of activities since the Board last met, including the Academic All-Canadian breakfast, which celebrates those student athletes who achieve an academic standing of 80% or better while playing on a varsity team. Other items the President highlighted included the arrival of 16 international students in January, the continuing collaborative work being done with OCADU and the University of Ottawa on a variety of programs, and ongoing discussions that are taking place with the McConnell Foundation. In response to a Board member’s request for clarity on the purpose of the McConnell Foundation, Dr. DeGagné explained that the foundation develops and applies innovative approaches to social, cultural, economic and environmental challenges through granting and investing with partners and the public.

A listing of the President’s many activities for the November 2019 to January 2020 period will be appended to these minutes.

10. Vice-President’s Remarks

The Provost and Vice-President, Academic & Research (PVPAR) spoke to the ongoing search for Indigenous scholars in various disciplines. A committee has been struck to assess the applicants and determine faculty needs within each department.

The PVPAR explained that internationalization efforts are ongoing, including continued recruitment efforts and working collaboratively with the city to ensure a welcoming and functional environment for international students and their families.

The PVPAR also reported that she and the VPFA had the opportunity to visit with Dr. Baiba Zarins, the Program Manager of the Scholar Practitioner Program (SPP), and representatives from each of the partnership institutions in Toronto. SPP is an innovative second degree nursing program for university graduates who wish to pursue nursing at the BScN level. The program is coming to a crossroads as the lease for the current space it occupies in Toronto comes to an end.

The PVPAR reviewed the responsibilities of the Research Ethics Board (REB) as approved by the Tri-Council Standards, and the following motion was brought forward:

Resolution 2020-01-03: ***That the Board of Governors accepts the recommendation of the Provost and Vice-President, Academic & Research, to appoint the following individuals, with the terms as outlined, to the Research Ethics Board:***

- ***Nancy Black, Executive Director, Library Services***
(3 year term: January 2020 – January 2023, renewable) – Administrative Representative
- ***Wayne Borody, Associate Professor, Faculty of Arts & Science***
(3 year term: January 2020 – January 2023, renewable) – Faculty Representative
- ***David Tabachnick, Professor, Faculty of Arts and Science***
(3 year term: January 2020 – January 2023, renewable) – Faculty Representative

*Moved by Toivo Koivukoski; seconded by Stuart Kidd.
Carried.*

The Vice-President, Finance & Administration (VPFA) reminded Board members of the upcoming Donor Social on February 4, 2020, at 1:00 p.m. The social will consist of a tour of the state-of-the-art Physical and Health Education laboratories at the R.J. Surtees Centre followed by light refreshments.

11. Deans' Remarks

The Dean of Arts & Science was pleased to announce they received 56 applications for a Political Science tenure track position. She also noted the recent success of an app created by four fourth-year students for 5-0 Taxi Cab service. The app, which will be used as GPS tracking for the cab company, will be marketed through a Nipissing University Marketing course.

The Dean of Teaching invited all Board members to attend the launch of the Teaching Hub on February 6th, 2020, at 1:00 p.m. He also spoke to the ongoing work on national award dossiers being completed for one faculty member and five students. Collaborations with Laurentian, Lakehead, Algoma and Trent are continuing in an effort to work collectively on teaching and learning.

12. Enrolment Update – Registrar

As of January 10, headcount and FTE's are both ahead of last year's numbers. Admissions are slightly down by approximately 5% but numbers are expected to fluctuate as applications continue to come in. The focus will now be shifted to converting applicants to students.

A request was made to revisit the campus tour bursaries that currently can't be utilized by international students. The Registrar noted that a complete overhaul of scholarships, bursaries and policies is underway in order to make these more accessible for international students. A question was then raised regarding recruitment for Indigenous Education programs. The Registrar's Office works closely with the Office of Indigenous Initiatives to support recruitment efforts for Indigenous education programs.

13. Question Period

A Board member asked for clarification regarding the Tim Horton's renovation discussed at the Audit and Finance Committee. Due to franchise regulations, the campus Tim Horton's requires a facilities upgrade, and Nipissing University and Canadore College will be sharing the cost of the renovations.

14. Committee Reports

Executive Committee

The process for reappointing the Chancellor is currently underway, and the Board is required to have four members sit on the committee. As such, the following motion was brought forward:

Resolution 2020-01-04: ***That the Board of Governors accepts the recommendation of the Executive Committee to appoint the following individuals to the Chancellor's Selection Committee: Tom Palangio (Board Chair); Karen Barnes (Board Vice-Chair); Karl Neubert (Board Vice-Chair Pro Tem); and Marianne Berube (Chair of the University Governance Committee).***

*Moved by Mike DeGagné; seconded by Fran Couchie
Carried.*

15. Board Representatives on Other Committees/Bodies

- **Nipissing University Student Union**

The President of NUSU invited the Board to submit nominations for the Dave Marshall Awards which are given out to full-time students who have demonstrated leadership, initiative, commitment and an ability to motivate and influence others toward the betterment of Nipissing University. Nominations are due by January 31, 2020.

A new "Spirit Week" initiative, which will showcase different groups and feature student artwork, student research, etc., was highlighted as well.

In response to a question about when the new Student Centre might be available for a tour, the NUSU President responded that she is hopeful that a tour may be possible in time for the next meeting of the Board.

- **Academic Senate**

No Report.

- **Joint Committee of the Board and Senate on Governance**

The Joint Committee met on December 13, 2019, and the results of those discussions will be brought forward to the University Governance Committee of the Board in February.

16. Other Business

No other business was discussed.

17. Next Meeting Dates/Adjournment

The next regular Committee Day is scheduled for February 10, 2020.

The next regular meeting of the Board of Governors is scheduled for March 12, 2020.

Resolution 2020-01-05: ***That the Open Session of the Board of Governors' regular meeting now adjourn.***

*Moved by Karen Barnes; seconded by Hannah Mackie
Carried.*

Open session adjourned at 7:06 p.m.

President & Vice-Chancellor/Secretary of the Board

Board Chair

President's Update

Sampling of Activities and Events: November 15, 2019 – January 16, 2020

Campus

- Board of Governors Holiday Gathering
- Understanding Reconciliation (Address to Dr. Peltier's Class)
- National Day of Remembrance and Action on Violence Against Women
- Academic All-Canadian Breakfast
- City Research Tour
- President's Welcome Back Pancake Breakfast
- International Students Welcome
- Men's Hockey Military Appreciation Day

Community

- Breakfast meeting with the Mayor
- AIDS Committee World AIDS Day
- Invest North Bay Event
- Meeting with Col. Lachapelle
- Meeting with Mayor Al McDonald & Benton Leong
- Anishinabek Nation & NIPU Meeting
- Media Conference: Men's & Women's Military Appreciation Game

Meetings

- Honorary Degrees Committee
- Special Executive Committee Meeting
- Teleconference with Canadian Roots Exchange
- Brainstorming Session: McConnell Foundation
- Meeting with Hannah Mackie & Deb Iafrate
- Committee Day
- Meeting with Louise Bradley – Mental Health Commission
- Meeting with James Lahey – University of Ottawa
- Joint Committee of the Board and Senate
- Meeting with Carole Richardson, Cheryl Sutton
- Meeting with Tanya Lukin-Linklater - OII
- Decanal Search meeting
- UMG Meeting
- McConnell Pre-Meeting
- OUA Prep meeting
- Ryan Land
- Executive Group Meeting

- Hannah Mackie
- Senate Executive
- SPP Discussion
- Coffee with Tom Curry and Len
- Board Meeting

Government

- Pre-Executive Heads Call
- Driving Regional Economic Development: Talent, Innovation and Opportunity (COU)
- Meeting with MPP Fedeli
- COU: Joint meeting of Council Chairs and Executive Heads
- COU: Executive Heads Roundtable
- FRAYME Board of Directors call
- FRAYME Board Meeting
- Call with NRCAN
- FRAYME Governance Committee Meeting
- DAC Teleconference
- Call with Shauna MacEachran: FRAYME

Collaboration

- OCADU Teleconference
- Reconciliation in Post-Secondary Lab Videocall
- Meeting at Garden River
- Cohort XIII: UOttawa Certificate

Research / Other

- Enterprise Risk Management Interview
- Call with Globe & Mail

NIPISSING UNIVERSITY BOARD OF GOVERNORS

GOVERNANCE COMMITTEE MEETING

OPEN SESSION

February 10, 2020

The Governance Committee met on Monday, February 10, 2020, at 9:00 a.m. in the Nipissing University Board Room (F303).

Members present: Marianne Berube, Committee Chair
Mike DeGagné (via teleconference)
Stuart Kidd
Judy Smith (via Zoom)
Tom Palangio
Cheryl Sutton (non-voting)
Charlotte Foster (non-voting)
Arja Vainio-Mattila (not-voting)
Christine Dowdall, University Secretary (non-voting) (via Zoom)

Regrets: Paul Cook
Fran Couchie
Mitchell Crown
Ryan Hehn
Hannah Mackie
Rick Vanderlee

Guests: Casey Phillips, AVP Students
Jenny Mackie, Director, HR

Recording Secretary: Abby Blaszczyk (Executive Assistant, Office of the President)

1. Opening Remarks/Call for Conflicts of Interest

The meeting was called to order at 9:02 a.m. The committee chair called for any conflicts of interest; no such declarations were made.

2. Harassment and Discrimination Committee/Policy – Jenny Mackie, Director, Human Resources

This topic was brought to the University Governance Committee as a result of a request from Senate to have the Board review the Harassment and Discrimination Policy and the terms of reference for the Harassment and Discrimination Committee for continued relevance in the light of legislated changes over the past several years. As the administrative department responsible for the administration of this Board policy, the Director of Human Resources was invited to speak to the topic.

The Director reported that following discussions with other Ontario Universities, it was evident that several institutions have combined their respectful workplace policies with their harassment policies. Nipissing University currently has a Respectful Workplace and Harassment Prevention Policy, which is

an administrative policy required by the Ontario Occupational Health and Safety Act, and a Harassment and Discrimination Policy, which is a Board-approved policy. Following some discussion, it was recommended that the Director of Human Resources work alongside the University Secretary to harmonize the two policies in order to reflect current legislation. Changes and recommendations will be brought back to the University Governance Committee for review.

3. Board Recruitment

- **Status of LGIC Appointments**

There has been no change in the status of our vacant LGIC appointments. To date, there are three vacancies waiting to be filled and one additional potential vacancy upcoming in August 2020. The President emphasized the restrictions these vacancies place on successfully operating the Board and noted he will discuss this at his next meeting with our MPP.

- **University Governance Selection Sub-committee**

There will be an opening for a non-constituent Board appointee as of July 1, 2020. This will be in addition to the vacancies that currently exist for LGIC appointees. Accordingly, the Committee Chair encouraged Board members to bring forward names of individuals who they believe may be strong candidates for membership on our Board. In response to a request to review the current list of interested members, the Committee Chair noted the list requires updating as several applicants were approved some time ago. She will follow up with those previously approved applicants to assess their continued interest and availability. Once additional names are received as potential Board members, a sub-committee will be formed for appropriate follow up and, hopefully, for recommendations to the Board and, where appropriate, to the Province.

4. Board Bylaws – Update on 2019/20 Review

The Bylaw Review Subcommittee met last week to review and discuss potential changes to the bylaws. All recommended revisions will be brought forward to the next meeting of the Governance Committee before going to the full Board for final approval.

5. Joint Committee of the Board and Senate on Governance

The Joint Committee of the Board and Senate on Governance met on December 13, 2019. There was ongoing dialogue surrounding the Board approved Search/Appointment/Reappointment of Senior Academic Administrators Policy and as a result, the following statement was forwarded for consideration of the Governance Committee:

For consideration: The Joint Committee of the Board and Senate on Governance recommends the University Governance Committee of the Board of Governors review section F of the Search/Appointment/Reappointment of Senior Academic Administrative Officers Policy (Policy #3.1.2012.B) to consider a shorter term for extensions of the term of the President and Provost (i.e. less than five years) in order to encourage renewal and fill the position.

Discussion followed, with focus placed on what the purpose(s) of such an extension would be. The President reported that he is in favour of potentially reducing the length of such extensions, highlighting the fact that the policy is a Board policy and that ultimately, it will be up to the Board to determine what/if any revisions should be made.

Following additional discussion, and considering quorum was not present, further discussion on this matter was deferred to the next meeting.

6. Other Business

There was no further business.

The meeting adjourned at 9:34 a.m.

Recording Secretary

Chair of University Governance Committee

NIPISSING UNIVERSITY BOARD OF GOVERNORS

AUDIT & FINANCE COMMITTEE MEETING

OPEN SESSION

February 10, 2020

The Audit and Finance Committee met on Monday, February 10, 2020, at 10:30 a.m. in the Nipissing University Board Room (F303).

Members Present: Marianne Berube (Committee Vice-Chair)
Mike DeGagné (via teleconference)
Hilary Earl
Karl Neubert
Tom Palangio
Tayler Sullivan
Stephen Tedesco
Cheryl Sutton (non-voting)
Arja Vainio-Mattila (non-voting)
Christine Dowdall, University Secretary (non-voting) (via Zoom)

Regrets: Karen Barnes (Committee Chair)
Paul Cook
Hannah Mackie (non-voting)

Guests: Renée Hacquard, Director of Finance
Casey Phillips, AVP Students
Laurie Bissonette, KPMG

Recording Secretary: Abby Blaszczyk (Executive Assistant, Office of the President)

1. Welcoming Remarks/Calls for Conflicts of Interest

The meeting was called to order at 10:32 a.m. The committee vice-chair called for any conflicts of interest; no such declarations were made.

2. Audit Planning – Laurie Bissonette, KPMG

Laurie Bissonette, KPMG, provided a high level review of the annual audit planning report for the year ending April 30, 2020.

3. Enrolment Update

Applications are down when comparing prior year to current year statistics. It was noted that for the first time in several years, the entire sector is down in terms of high school student applications. While overall applications have decreased, Nipissing has experienced notable increases in applications in the areas of graduate studies and Teacher Education.

In order to ensure healthy conversions from application to enrolment, tailored recruitment efforts are ongoing and an example of upcoming events include campus visits on PD days, graduate applicant visits during Reading Week, March Open House and student shadowing opportunities. The Registrar’s Office also continues to improve the processing time to issue offers to applicants.

4. 2019/20 Financials

The VPFA reviewed the 2019/20 financials as at January 31, 2020. She highlighted any material variances to budget as well as reviewed year-end projections. At this point, we are anticipating a smaller deficit than budgeted. A question was raised over savings in the salaries category and a discussion surrounding faculty hires and program sustainability resulted.

5. 2020/21 Budget Update

The budget input process has been completed and the analysis of budget requests has begun. More accurate information will be available at the April meeting of the Audit & Finance Committee.

6. Review of PH&N Portfolio Recommendations

In response to the recommendations made by PH&N at the December meeting of the Audit and Finance Committee, the current investment policy will be amended to allow for the inclusion of real estate investments. A draft will be brought back to the committee for approval at the next meeting.

7. Other Business

There was no further business.

The meeting adjourned at 11:27 a.m.

Recorded by: _____
Executive Assistant, Office of the President

Approved by: _____
Committee Vice-Chair

BOARD REPORT
As at 01/31/20
For the period ended 12/31/2019

	Actual YTD	Annual Budget	Variance \$ (Actual YTD - Annual Budget)	YTD Actual as a % of Annual Budget	Actual PYR	Annual Budget (Previous Year)	PYR Actual as a % of PYR Annual Budget	Variance \$ CY to PY	Variance % CY to PY		Year End projection	Variance \$ (Year End projection - Annual Budget)	
Revenue													
Government Grants	\$ 22,542,934	\$ 37,301,609	\$ (14,758,675)	60%	\$ 24,392,597	\$ 38,802,090	63%	\$ (1,849,663)	-8%	1	\$ 37,701,609	\$ 400,000	1
Student Fees - Tuition	\$ 26,892,380	\$ 27,741,324	\$ (848,944)	97%	\$ 26,942,520	\$ 25,943,362	104%	\$ (50,139)	0%		\$ 27,700,000	\$ (41,324)	
Student Fees - Other	\$ 2,550,210	\$ 2,355,450	\$ 194,760	108%	\$ 2,132,926	\$ 2,057,150	104%	\$ 417,284	20%	2	\$ 2,550,210	\$ 194,760	2
Other	\$ 1,048,187	\$ 1,995,621	\$ (947,434)	53%	\$ 1,090,299	\$ 1,890,694	58%	\$ (42,112)	-4%		\$ 1,995,621	\$ -	
Investment Income	\$ 128,888	\$ 230,000	\$ (101,112)	56%	\$ 223,539	\$ 160,000	140%	\$ (94,651)	-42%	3	\$ 200,000	\$ (30,000)	
Donations	\$ 42,819	\$ 39,000	\$ 3,819	110%	\$ -	\$ 39,000	0%	\$ 42,819	0%		\$ 42,819	\$ 3,819	
Revenue Total	\$ 53,205,420	\$ 69,663,004	\$ (16,457,584)	76%	\$ 54,781,881	\$ 68,892,296	80%	\$ (1,576,462)	-3%		\$ 70,190,259	\$ 527,255	
Expenses													
Salaries and Benefits	\$ 34,886,848	\$ 54,801,488	\$ (19,914,640)	64%	\$ 35,091,699	\$ 53,898,992	65%	\$ (204,851)	-1%		\$ 54,156,431	\$ (645,057)	3
Operating	\$ 6,355,573	\$ 10,200,309	\$ (3,844,736)	62%	\$ 6,525,781	\$ 9,648,661	68%	\$ (170,208)	-3%		\$ 10,190,955	\$ (9,354)	
Scholarships and Bursaries	\$ 3,648,565	\$ 3,808,400	\$ (159,835)	96%	\$ 3,506,987	\$ 3,929,482	89%	\$ 141,578	4%		\$ 3,938,400	\$ 130,000	4
Occupancy Costs	\$ 1,665,016	\$ 4,240,775	\$ (2,575,759)	39%	\$ 2,078,760	\$ 5,426,350	38%	\$ (413,744)	-20%	4	\$ 3,740,775	\$ (500,000)	5
Principal and Interest on Long Term Debt	\$ 671,338	\$ 1,005,940	\$ (334,602)	67%	\$ 862,351	\$ 1,135,739	76%	\$ (191,012)	-22%		\$ 1,005,940	\$ -	
Expenses Total	\$ 47,227,341	\$ 74,056,912	\$ (26,829,571)	64%	\$ 48,065,577	\$ 74,039,224	65%	\$ (838,236)	-2%		\$ 73,032,501	\$ (1,024,411)	
Surplus (Deficit) Before Undernoted	\$ 5,978,079	\$ (4,393,908)	\$ 10,371,987	-136%	\$ 6,716,304	\$ (5,146,928)	-130%	\$ (738,225)	-11%		\$ (2,842,242)	\$ 1,551,666	
Transfers													
Transfers to (from) other funds	\$ (64,276)	\$ (1,892,903)	\$ 1,828,627	3%	\$ (703,063)	\$ (1,818,288)	39%	\$ 638,786	-91%	5	\$ (1,992,903)	\$ (100,000)	6
Transfers to (from) Internally Restricted	\$ 547,765	\$ 469,150	\$ 78,615	117%	\$ 541,443	\$ 530,867	102%	\$ 6,322	1%		\$ 469,150	\$ -	
Transfers Total	\$ 483,489	\$ (1,423,753)	\$ 1,907,242	-34%	\$ (161,620)	\$ (1,287,421)	13%	\$ 645,108	-399%		\$ (1,523,753)	\$ (100,000)	
Total	\$ 5,494,590	\$ (2,970,155)	\$ 8,464,745	-185%	\$ 6,877,924	\$ (3,859,507)	-178%	\$ (1,383,334)	-20%		\$ (1,318,489)	\$ 1,651,666	

Variance explanations: YTD actuals compared to prior year

- 1) Prior year grant revenue included funding for Greenhouse Gas. Teacher Stabilization Funding was higher in prior year
- 2) Increase in a variety of areas due to efforts to increase revenues. Most significant increase in athletics incidental fees.
- 3) Less cash to invest and smaller returns than expected
- 4) Prior year amount includes amounts spent on Greenhouse Gas project.
- 5) Due to timing

Variance explanations: Year end projection compared to budget

- 1) Increase due to Northern Sustainability Grant being more than budgeted
- 2) Projected to actual amount, see note #2 in previous section
- 3) Savings due to vacant positions during the year, as well as having budgeted 1.5% increase vs. 1% settlement
- 4) Various savings incurred for various projects not anticipated for this year
- 5) Hydro savings with Canadore
- 6) Hydro savings on our residences

NIPISSING UNIVERSITY BOARD OF GOVERNORS

COMMUNITY RELATIONS COMMITTEE MEETING

OPEN SESSION

February 10, 2020

The Community Relations Committee of the Board of Governors met on Monday, February 10, 2020 at 1:30 p.m. in the Nipissing University Board Room (F303).

Members Present: Karl Neubert, Committee Chair
Donna Forget
Denyse Lafrance-Horning
Tom Palangio
Bobby Ray
Kathy Wilcox
Shannon MacCarthy (non-voting)
Cheryl Sutton (non-voting)
Arja Vainio-Mattila (non-voting)

Regrets: Paul Cook
Mitchell Crown
Mike DeGagné
Ryan Hehn
Hannah Mackie
Christine Dowdall, University Secretary (non-voting)

Guests: Cristin Christopher, Director, External Relations
Casey Phillips, AVP, Students
Abby Blaszczyk, Executive Assistant, Office of the President

Recording Secretary: Maggie Daniel, Executive Assistant, Office of the President

1. Welcome/Call for Conflicts of Interest – *Committee Chair, Karl Neubert*

The meeting was called to order at 1:30 pm. The Committee Chair called for any conflicts of interest; no such conflicts were declared.

2. External Relations Update – *Cristin Christopher, Director, External Relations*

- *NU News Update*

The Director, External Relations gave an update on the NU News framework. There has been ongoing discussion at the University, and with the return of the Manager of Communications, the University is now in a position to be able to focus on relaunching the program. There will be a focus on storytelling with the content directed to both the internal and external audiences. The new platform will enable the team to track engagement and measure what content the audiences are interested in.

- *Meetings/Events Highlights*

The Director, External Relations reviewed some of the highlights of the many events and meetings that have taken place since the committee last met. The University has ongoing partnerships and engagement with organizations and events such as Science North, the Land and Resource Forum, the Junior Lakers Athletics program, and the Break the Ice on Mental Health initiative.

Members of the Senior Administration continue to have ongoing meetings with the Mayor and members of the City Council, North Bay & District Chamber of Commerce, the Business Centre North Bay, Invest North Bay, etc.

The University had representation at the “*North Bay in the Six*” event that took place in Toronto, where the Advancement Team took the opportunity to reach out and engage with our alumni that live in Toronto.

The Advancement Team is collaborating with other leaders across the University to develop a Capacity Building Study that would be used to look at the potential for an environmental engineering program at the University. The proposal will be submitted in three weeks.

- *Update on Community Relations Plan*

Over the past year, the Office of External Relations has been developing a plan that defines the University’s participation in the community. The plan has identified six principles that the team will use to build the framework. These principles would be built out as key focuses and strategies. A more detailed update will be provided at the next Community Relations meeting.

In order to measure our engagement with the community, the team will develop annual key performance indicators (KPIs) that will enable us to report back to the community and demonstrate the impact the University has in being a good community partner.

3. Other Business

No other business was discussed.

The meeting was adjourned at 1:53 p.m.

Recording Secretary

Committee Chair

NIPISSING UNIVERSITY BOARD OF GOVERNORS

FUNDRAISING COMMITTEE MEETING

OPEN SESSION

February 10, 2020

The Fundraising Committee met on February 10, 2020, at 2:30 p.m. in the Nipissing University Board Room (F303).

Members present: Bobby Ray, Committee Chair
Denyse Lafrance-Horning
Joanne Laplante
Tom Palangio
Kathy Wilcox
Taylor Sullivan
Arja Vainio-Mattila (non-voting)
Cheryl Sutton (non-voting)

Regrets: Paul Cook
Mike DeGagné
Mitchell Crown
Charlotte Foster (non-voting)
Stephen Tedesco
Christine Dowdall, University Secretary (non-voting)

Guests: Abby Blaszczyk, Executive Assistant, Office of the President
Cristin Christopher, Director, External Relations
Casey Phillips, AVP Students
Warren Lindsay, Director of Services, NUSU

Recording Secretary: Maggie Daniel, Executive Assistant, Office of the President

1. Opening Remarks/Call for Conflicts of Interest – Bobby Ray, Committee Chair

The meeting was called to order at 2:30 pm. The Committee Chair began the meeting by acknowledging the success of the Donor & Student Award Social (Donor Social) that took place on Tuesday, February 4, 2020. There was great storytelling throughout the event and positive feedback from those who toured the new Teaching Hub and the Centre for Physical & Health Education.

The Committee Chair called for any conflicts of interest; no such conflicts were declared.

2. **External Relations Report** – *Cristin Christopher, Director, External Relations*

- *Donor Social Update*

This year, the University celebrated the 17th annual Donor and Student Award Social with over 163 attendees – the highest attendance ever recorded for this event. The scope for invitations this year was expanded to include stakeholders and potential donors, in addition to inviting the same donor groups as in previous years. This created opportunities for potential donors and stakeholders to meet other donors and to learn about research taking place at the University.

As part of the stewardship strategy for the Donor Social, interviews were conducted by the Advancement team with thirteen donors and student award recipients to use for future marketing content. Videos will capture donor stories and the impact of giving to Nipissing University.

The ‘Thank You’ video shared with the committee was sent to all attendees post event.

- *Campaign Revenue Report*

The Director, External Relations provided a high-level snapshot of the current Campaign Revenue Report. It was acknowledged that the Advancement Team is currently working on \$2.5 million in funding proposals.

The Annual Call Campaign is focused on certain funding initiatives; however, a donor can choose where they would like to make their donation. This fiscal year, it was decided to segment the list of our alumni to provide meaningful giving opportunities that connected with their interests. For example, there was an effort to call alumni who were athletes and appeal for them to donate to Athletics.

The Director, External Relations acknowledged that there is a sense of donor fatigue in North Bay, and the University is trying not to fuel a position that is seen as trying to compete for funds from the same buckets. Currently, the Advancement Team is trying to spark a conversation with other fundraisers in North Bay to coordinate our initiatives so that we are not all launching campaigns at the same time.

- *Buy-A-Brick/Giving Tuesday*

In December 2019, the University partook in the Giving Tuesday National Campaign. This year, the team focused on fundraising for athletics and promoted the Buy-A-Brick program. The initiative was a great success and 28 bricks were sold in a 24-hour period. In total, there have been over 60 bricks sold so far, and the Advancement team is focused on continuing to provide more opportunities at Convocation and Homecoming to support the Buy-A-Brick initiative. In the future, the team will continue to lead Giving Tuesday appeals and support different funding initiatives across the University.

- *Year to Date Donations Summary (Annual Campaign)*

The Director, External Relations provided a year to date summary of the Annual Campaign (2019-2020) and noted that this year has seen an 18% jump in the amount of money raised. This is in part due to the

Advancement Team leading successful initiatives and calls to actions, as well as donations received in response to the death of one of our students.

- *Board Endowment Report/Update*

The Board of Governors Annual Endowment Report was shared with the committee. Every year, the Advancement Team reports back to the University’s endowment donors with a report on the status of the funds. The Board of Governors Endowment Fund was created in 1997 leading into a three-year appeal that solicited donations from members of the Board of Governors, ranging in amounts from \$50 to \$3,000. The funds were matched by the Ontario Student Opportunity Trust Funds (OSOTF) program offered by the government at the time.

- *Board Giving*

Last year, the Board of Governors experienced 100% giving across all members that included donations that supported a variety of initiatives at the University. Member of the Board of Governors will be approached this year and asked to support the University and give in a way that is meaningful to them.

3. Other Business

No other business.

The meeting was adjourned at 2:50 p.m.

Recording Secretary

Committee Chair

NIPISSING UNIVERSITY BOARD OF GOVERNORS

PLANT & PROPERTY COMMITTEE MEETING

OPEN SESSION

February 10, 2020

The Plant & Property Committee met on Monday, February 10, 2020, at 3:30 p.m. in the Nipissing University Board Room (F303).

Members present: Joanne Laplante, Committee Chair
Donna Forget
Stuart Kidd
Toivo Koivukoski
Tom Palangio
Judy Smith (via Zoom)
Cheryl Sutton (non-voting)

Regrets: Paul Cook
Mike DeGagne
Hannah Mackie
Stephen Tedesco
Shannon MacCarthy (non-voting)
Arja Vainio-Mattila (non-voting)

Guests: David Drenth, Director, Facilities
Casey Phillips, AVP Students
Renee Hacquard, Director, Finance

Recording Secretary: Abby Blaszczyk, Executive Assistant, Office of the President

1. Opening Remarks/Call for Conflicts of Interest

The Committee Chair called the meeting to order at 3:30 p.m. and called for conflicts of interest regarding any of the agenda items; no such declarations were made.

2. Capital & Construction Update

The Director of Facilities provided both an overview of Facilities services as well as a capital and construction update. As a result of a request from a committee member, the presentation began with a review of the organizational structure of the campus facilities operations. The Director also reviewed with the committee the overall services and responsibilities of the Facilities department including Capital Planning, Capital Project Management, and general management of the physical operation of existing campus facilities.

The full presentation, which is appended to the PDF version of these minutes, also included updates on ongoing shared projects with Canadore College, the pond remediation project, the Student Centre construction and the Outdoor Classroom construction.

3. Other Business

There was no further business.

The meeting was adjourned at 4:20 p.m.

Recorded by: _____
Executive Assistant, Office of the
President

Approved by: _____
Committee Chair



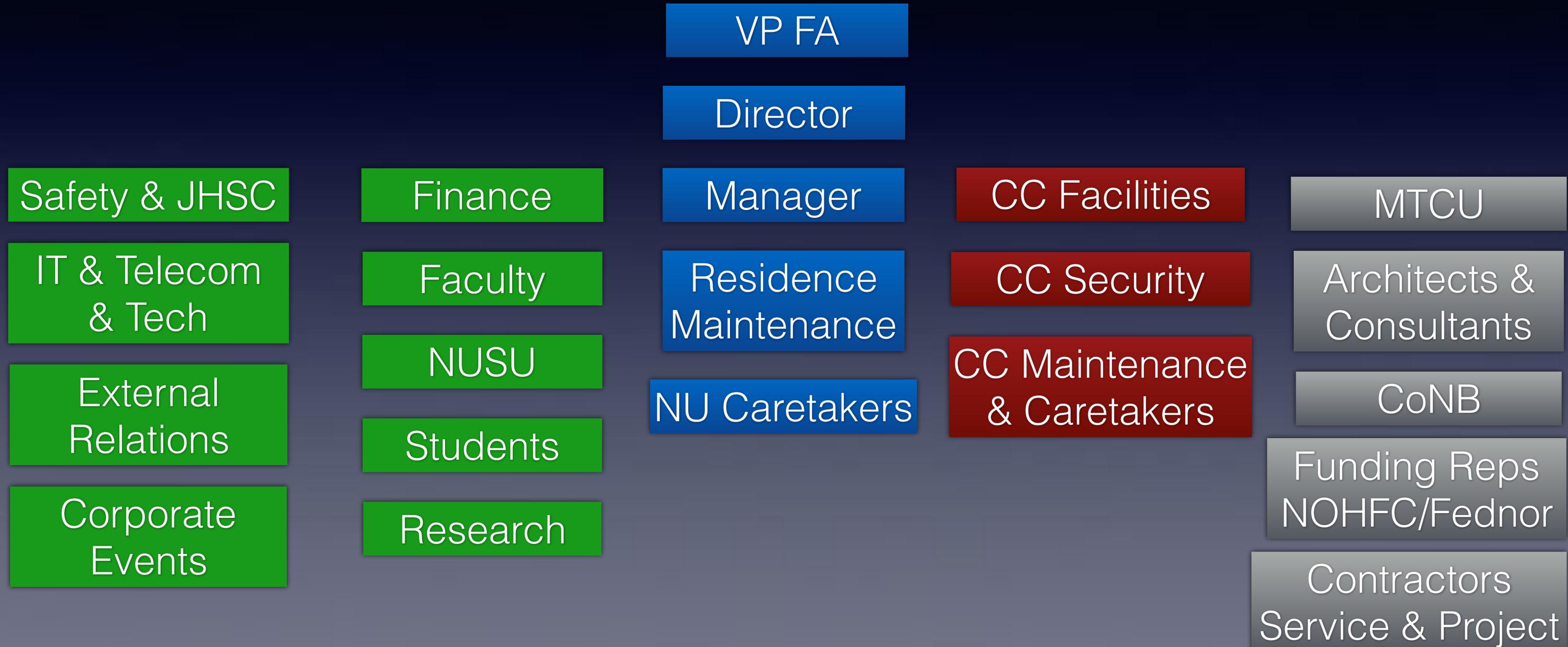
Plant & Property
Committee Meeting
February 2020

Plant & Property Committee Meeting

CAPITAL & CONSTRUCTION

1. Facility Services Overview
2. Capital Update
3. Teaching Hub Renovation
4. Student Centre Construction
5. Outdoor Classroom

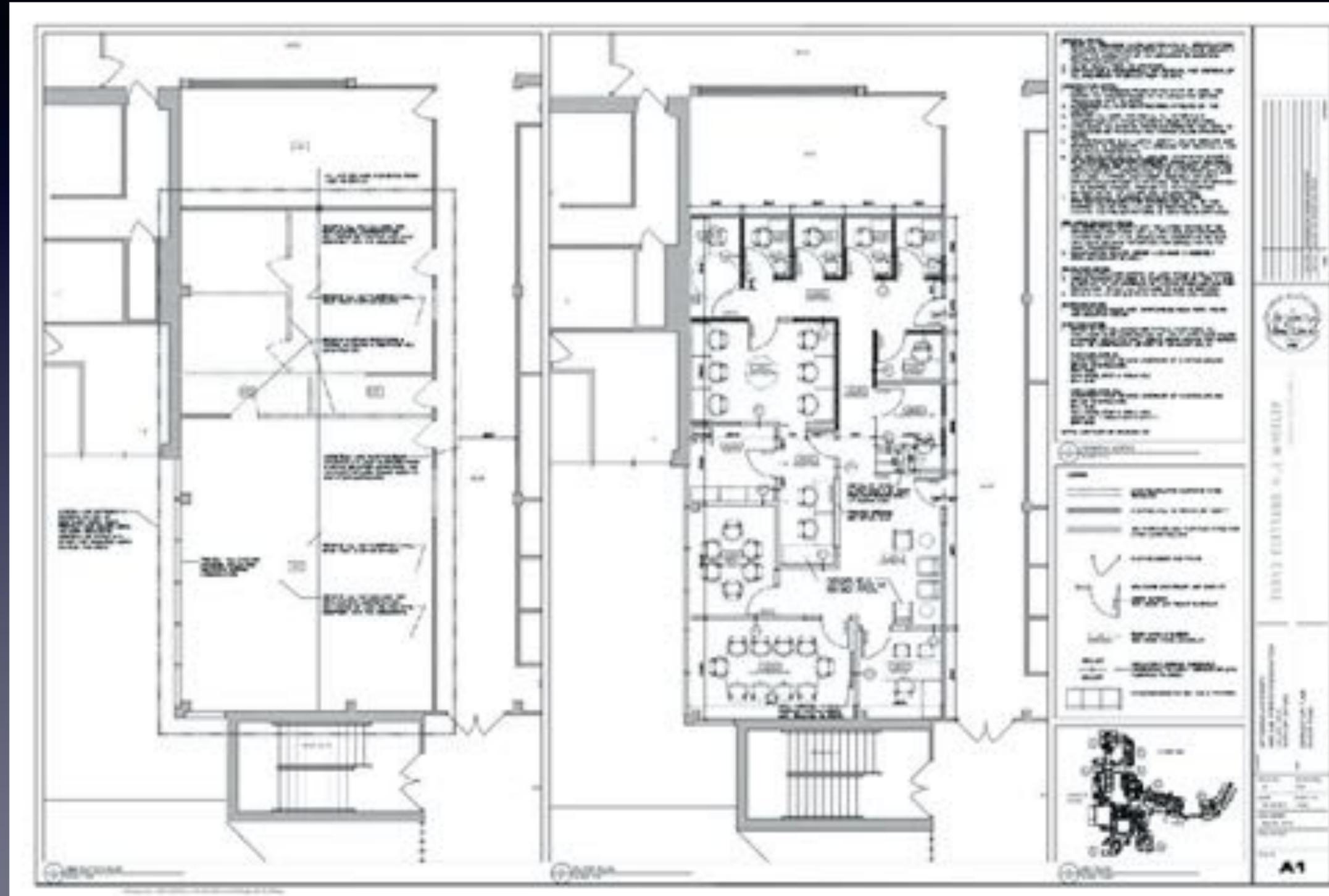
Facilities Structure



Facilities - Services

Capital Projects

- Campus Development
- New Builds & Expansions
- Facility Renewal - Deferred Maintenance
- Infrastructure Upgrades
- New equipment installations
- Research and Infrastructure

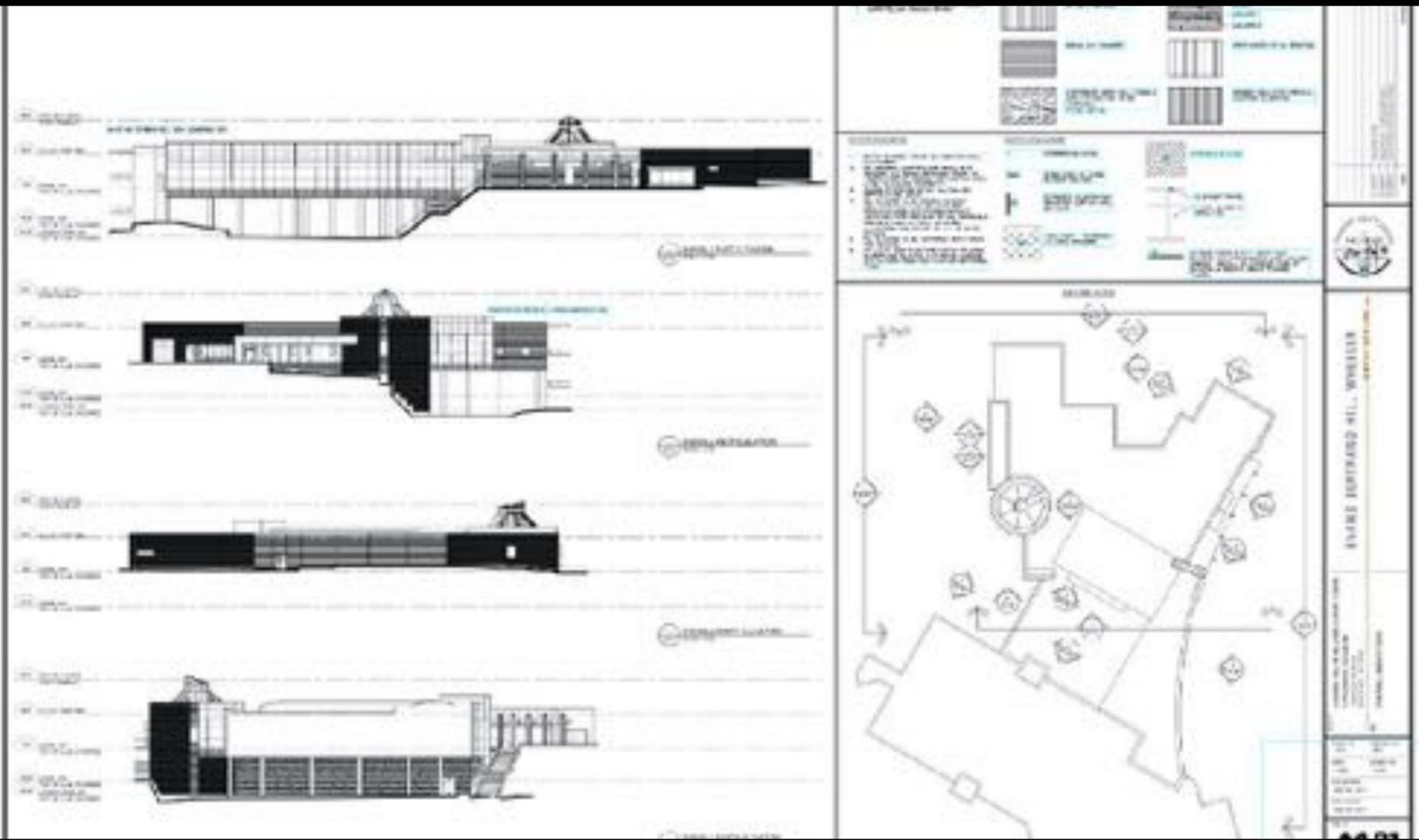


s - Services



Capital Planning

- Past NU Growth
- Review/Renew Master Campus Plan
- Larocque Property Plan
- MTCU Capital Project Submissions
- Partner growth with Canadore College



Facilities - Services

Management

- Space planning & allocation
- Building Maintenance
- Care taking
- Safety Compliance
- Campus Security
- Space access & keys
- Campus Parking
- Event Planning & Setup
- Energy consumption
- Sustainable practices



Capital Update

Immersive Classroom:

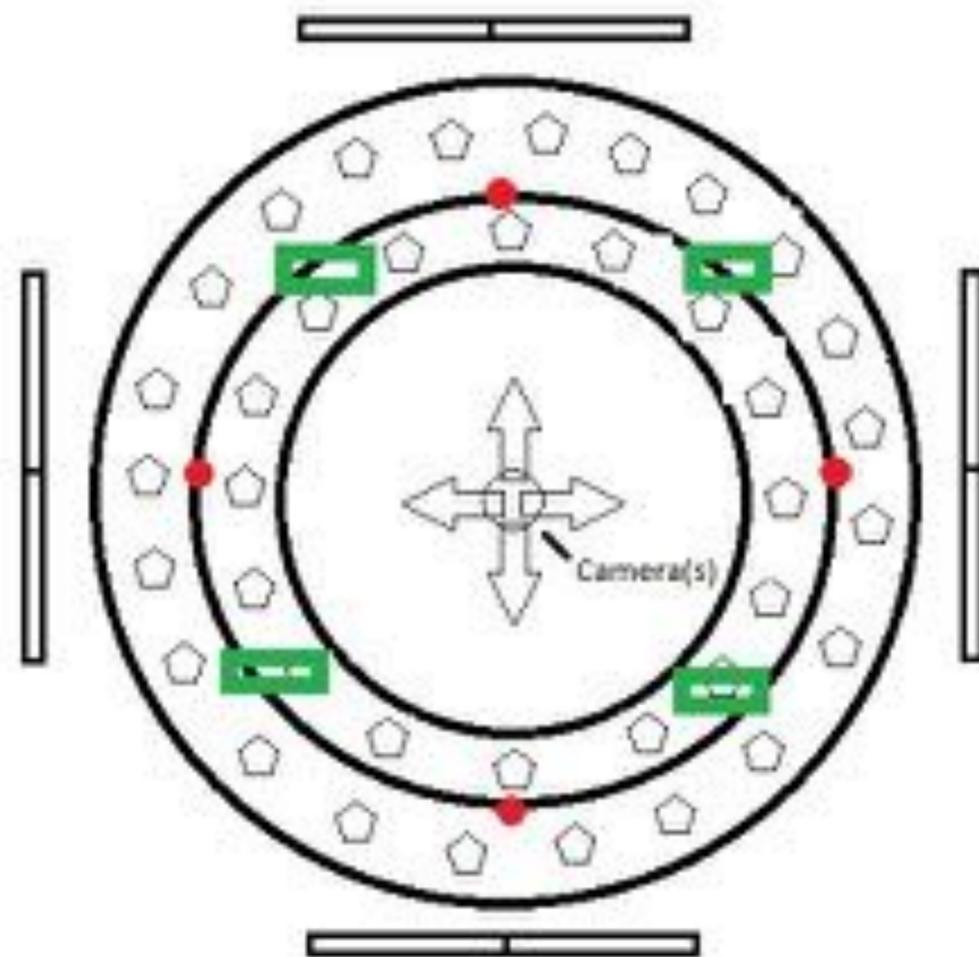
- New Shared funding opportunity to create 'Immersive Classroom' spaces
- Granted to Lakehead, Nipissing, and Algoma Universities.

Project Description:

- Renovate spaces to include all required infrastructure, furniture, and A/V technology
- UTS is leading the project effort with initial layout designs completed
- Hardware acquisitions complete



Capital Update



- Approx. 25 seats outer, 15 seats inner
- Owl Labs camera in center, or other solution
- 4 suspended ceiling microphones
- Large displays - 65" - 80"

-  - Speaker
-  - Microphone

Immersive Classroom Status Update

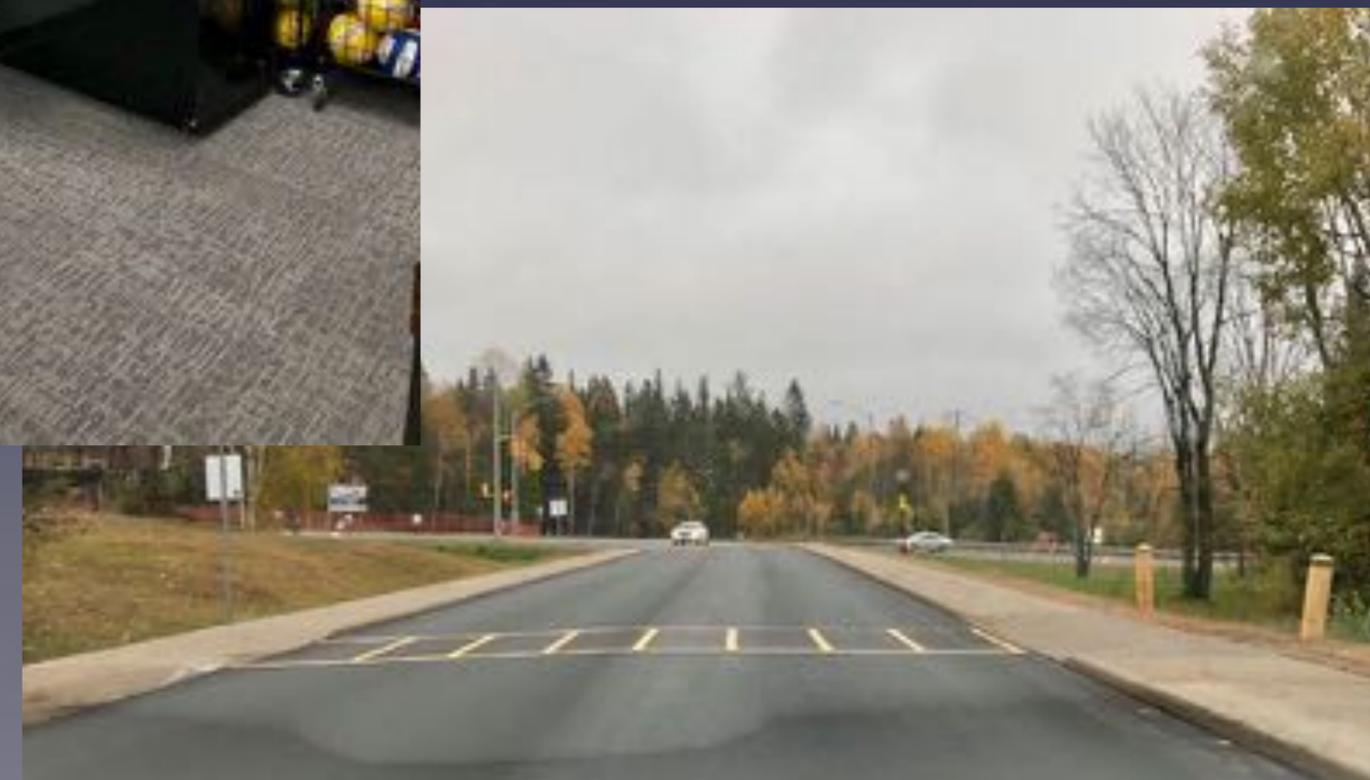
- Consultant: Bertrand Wheeler Architects
- Contractors: TBD
- Funding: \$300 over 3 years
 - \$125k in Year 1
 - \$100k in Year 2
 - \$75k in Year 3
- Status: Design is underway
 - Year 1 funds spent on equipment
 - Multiple displays, cameras (Owl), microphones, and streaming gear

Capital Update

Shared Projects

Project List Includes:

- A-Wing Elevator - RFP ready for posting
- Tim Horton's Renovation - Starting this Spring
- Harris Learning Library Smudging Ventilation System - 95% complete
- Campus Outdoor Lighting - Underway
- Shipping doorway and X Bracing - 95% complete



Capital Update



Shared Projects

Project List Includes:

- Pond Remediation Project - Underway
 - Re-Assessment of dam is near completion with JL Richards Consulting
 - Core samples have been performed and sent for analysis
 - JL Richards to provide plan of action for next budget year
 - Not as bad as expected

The Teaching Hub

Project Description

- Development of a new centrally located space focused on pedagogy development using the latest technology and tools
- Project scope: renovate an existing space adequate to provide occupancy for the Dean of Teaching and related positions as well as for flexible program delivery and review.

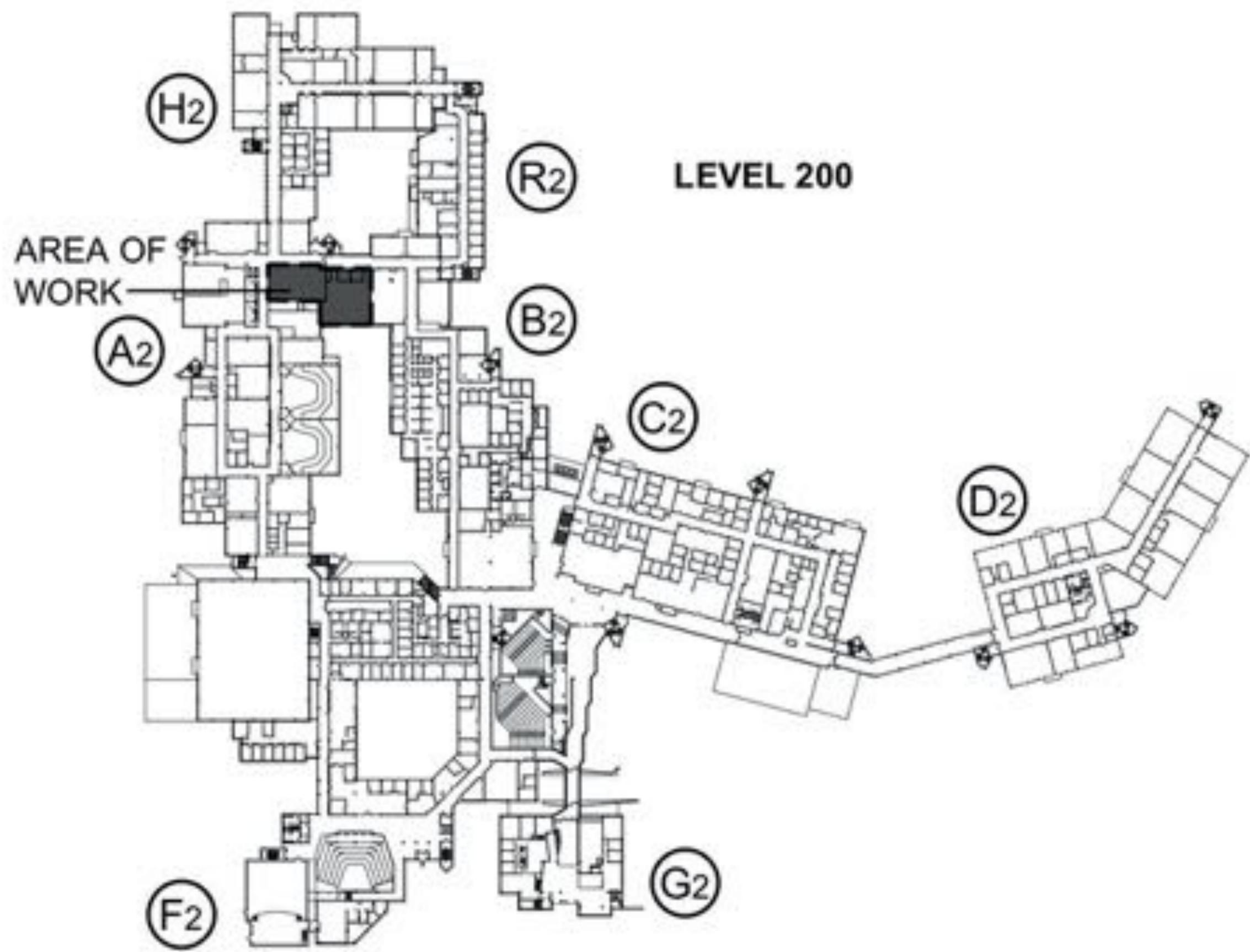


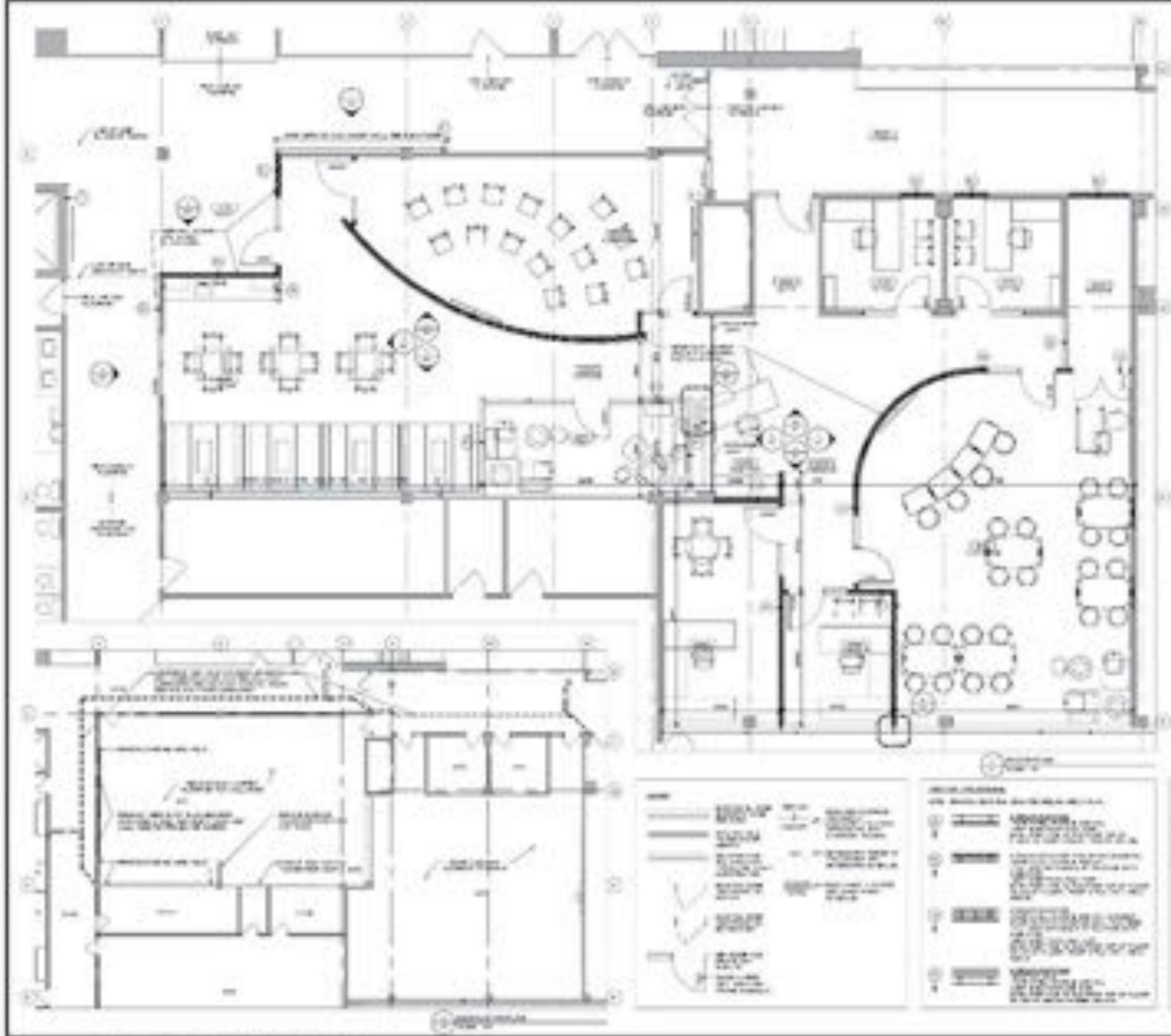
The Teaching Hub



Status Update

- Consultant: Bertrand Wheeler Architecture Inc
- Contractors: Venasse Const Group LTC
- Funding: Overall project budget of \$1M to include construction, technology, and furnishings
 - The construction contract was awarded at an amount of \$469k
 - There were 8 change orders approved representing a 5% cost increase to the contract amount
- Status: The project is 95% complete with substantial completion and occupancy granted this upcoming week





- Legend**
- Room Schedule**
- Notes**
- Section**
- Detail**
- Material**
- Finish**
- Structural**
- MEP**
- Other**



- Legend**
- Room Schedule**
- Notes**
- Section**
- Detail**
- Material**
- Finish**
- Structural**
- MEP**
- Other**



Student Centre

NUSU/NU Student Centre

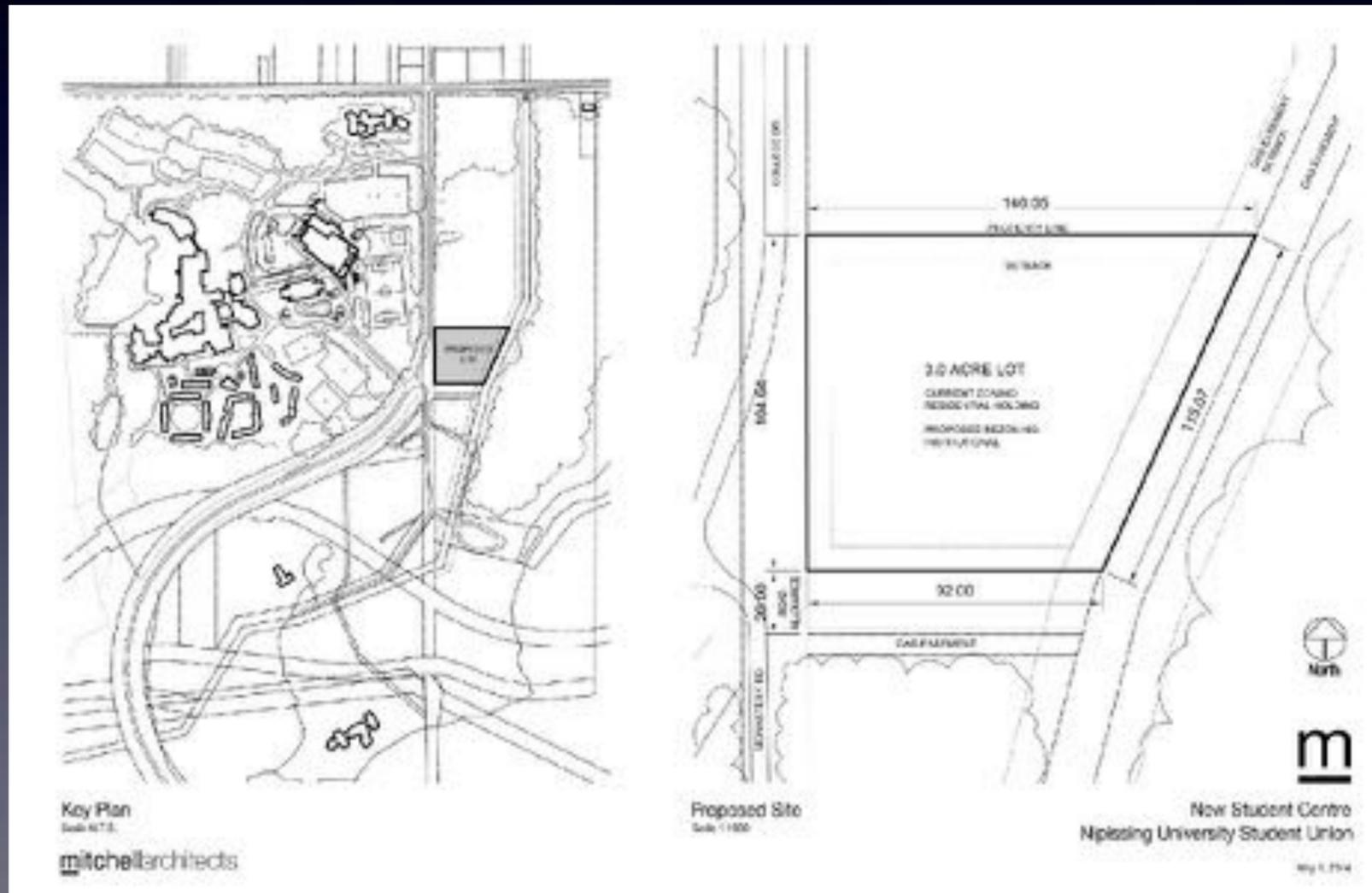
Project Description

- Construction of a new 32,000 sqft building on NU Larocque property
- Project scope: construct new facility complete with parking and landscaping



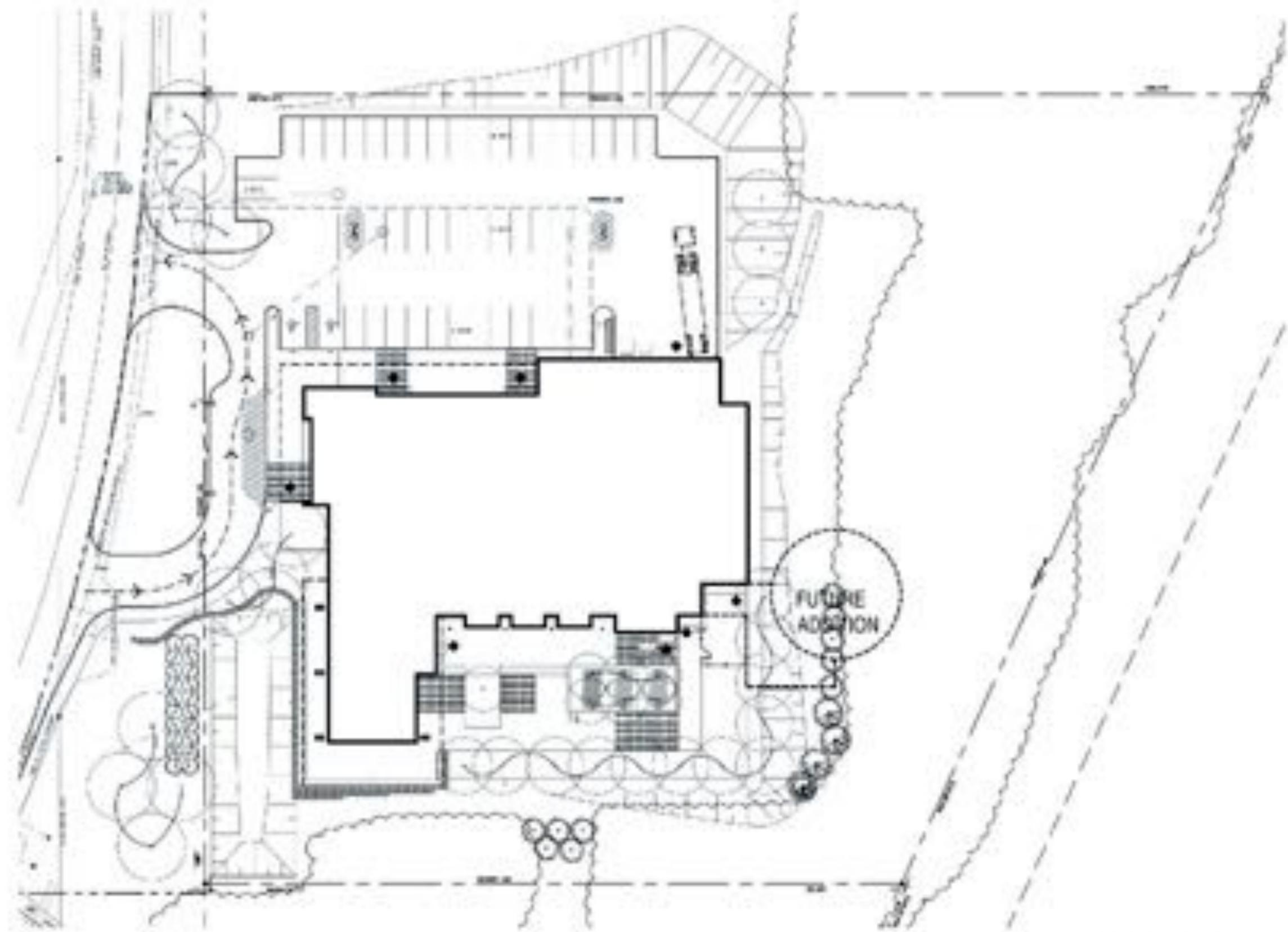


Student Centre



Status Update

- Consultant: Mitchell Jensen Architects
- Contractors: Kenalex
- Funding: Overall project budget of just over \$15M to include consulting, construction, technology, and furnishings
 - The construction contract was awarded at an amount of \$13,780,620
 - There are currently 34 change orders approved representing a 1.4% cost increase to the contract amount (comparison to Athletics at 72 CO's @ 1.3%)
- Status: Interior framing close to complete with GWB started, Exterior progressing well with most curtain wall complete, Mechanical & Electrical well underway
- Ongoing conversation about completion date





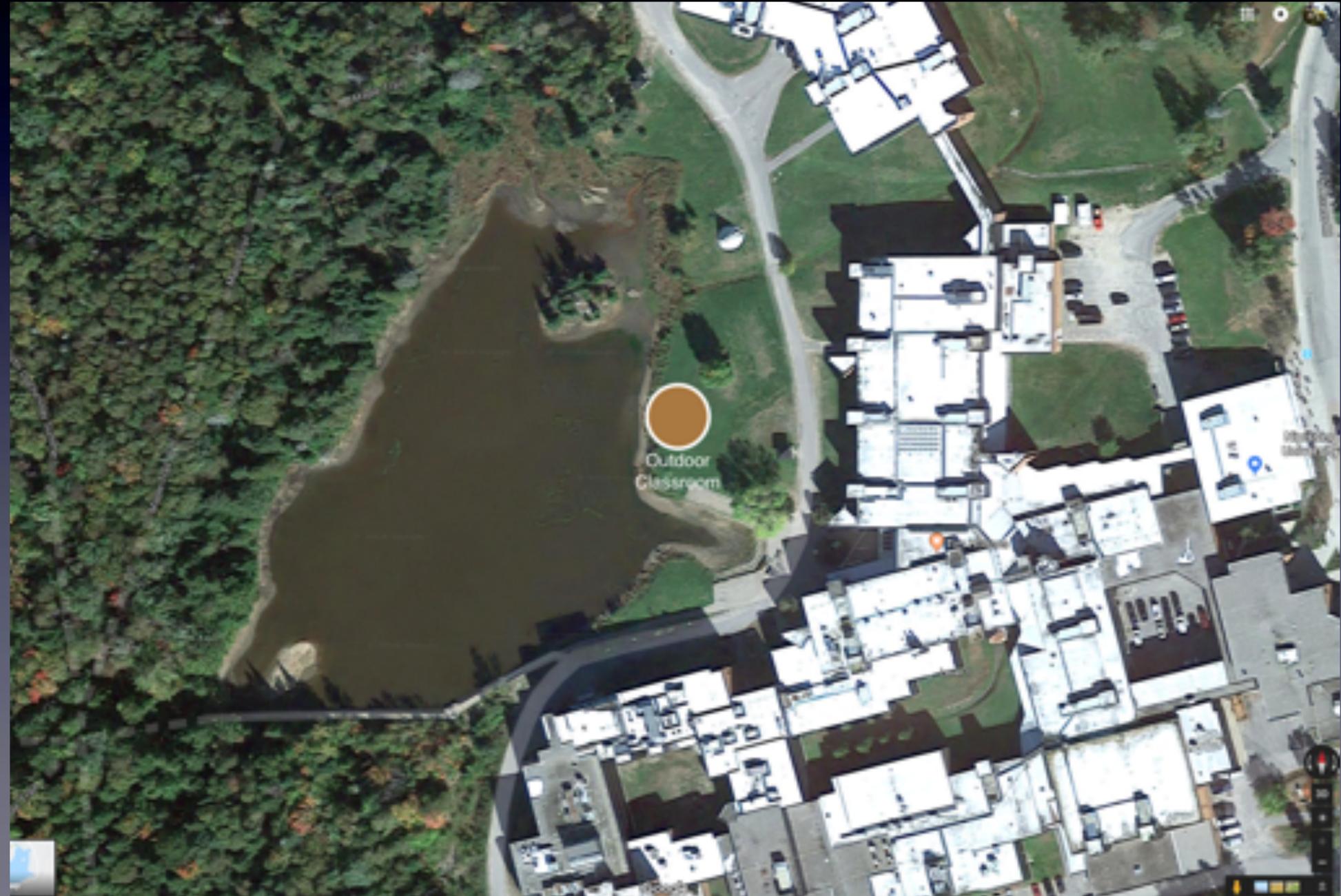
Note:
 Line 5 Form Foundations is on the critical path.
 Completion is 3 weeks later than originally scheduled.
 The additional unanticipated volume of rock and severe winter
 prevented work along the East wall at bed rock from proceeding.
 Had this work been accomplished schedule would have been maintained.

Substantial performance was July 31, 2020. Revised to Aug 21, 2020.
 Total performance was August 21, 2020. Revised to September 14, 2020.

Outdoor Classroom

Project Description

- Design and Construction of a new outdoor program delivery space on campus
- Project scope: build a new facility that provides a connection to the outdoors with the ability to host students as well as campus visitors.



Outdoor Classroom



Status Update

- Consultant: Mitchell Jensen Architects
- Contractors: TBD
- Funding: Overall project budget TBD upon further design evaluation
- Status: Geotechnical and Surveying are complete
- Construction drawings are underway for RFP development



EXISTING LEARNING CLASSROOM

EXISTING EDUCATOR LEVEL

Scale 1:500

EXISTING BEACH POND



MITCHELL
JENSEN
ARCHITECTS

Nipissing University Outdoor Learning Classroom
Proposed Site Plan

Scale: 1:200
March 25, 2019





END

NUAAB BOG Update March 2020

We just received official confirmation from Ten Thousand Coffees and RBC Future Launch that funding has been renewed for Year 2 of the NU Café program.

In the last 8 months NU Café has:

- Provided access to career conversations to 300 students and alumni
- Introduced 1300 students and young alumni to industry professionals every month
- Hosted NU Café Office Hour chat on campus about the importance of mentorship with Dr. Lafrance Horning (subsequent events are being planned in the near future)
- Collected success stories and positive feedback from students and young alumni

If you would like to join the platform or learn more, please visit the website www.nipissingu.ca/nucafe.

The Nipissing University Alumni Advisory Board recently announced another significant contribution to the University at the annual Donor Social event. Last year, the alumni board contributed \$20,000 towards the naming of a study room at the Harris Learning Library. The recent announcement of \$30,000 top up on their existing endowed awards brings their overall endowment to \$400,000. These gifts are part of a 5-year pledge to the University and students.

On March 4th, our direct email campaign with our affinity partner TD Insurance was sent to all eligible alumni to promote our new suite of Life & Health and Dental & Health benefits. This is the first time we've been able to provide the option for our alumni to purchase dental benefits.

NUAAB and the alumni office will begin planning for Homecoming October 2-4, 2020. More information will start to be released as details are confirmed. Please save the date.

The alumni office has been reaching out to faculty and alumni to feature them in our weekly social media success story. Follow us on Instagram, Facebook and Twitter to see all the stories. If you or an alumnus you know would like to be interviewed for a feature, please contact Bridgette Perron at alumni@nipissingu.ca.