



Canada's Capital University

The Board of Governors acknowledges and respects the Algonquin First Nation, on whose traditional territory the Carleton University campus is located.

**Minutes of the 611th Meeting of the
Board of Governors**

**Thursday, June 28th, 2018 at 4:00 p.m.
Room 2440R Richcraft Hall, Carleton University**

PRESENT:	Dr. F. Afagh	Mr. G. Farrell	Mr. J. Nordenstrom
	Ms. D. Alves	Mr. D. Fortin	Ms. N. Prowse
	Mr. E. Berhe	Ms. C. Gold (phone)	Ms. R. Stiles
	Dr. C. Carruthers (Chair)	Mr. L. Harrington	Dr. A. Summerlee
	Ms. G. Courtland	Ms. L. Honsberger	Mr. A. Ullett
	Mr. D. Craig	Mr. O. Javanpour	Ms. L. Watson
	Ms. L. A. Daly	Dr. I. Lee (4:27 pm)	Mr. B. Wener
	Mr. P. Dinsdale	Mr. N. Nanos (Vice-Chair)	Ms. C. Young
	Mr. K. Evans		
REGRETS:	Mr. J. Durrell	Dr. E. Sloan	Mr. T. Tattersfield
	Mr. P. Merchant		
STAFF:	Ms. S. Blanchard	Mr. D. Cumming	Mr. S. Levitt
	Ms. J. Conley	Ms. A. Goth (Secretary)	Mr. M. Piché
		Dr. R. Goubran	Dr. J. Tomberlin

OPEN SESSION

1. CALL TO ORDER AND CHAIR'S REMARKS

The Chair called the meeting to order at 4:00 p.m. All attendees, guests and observers were welcomed. The Open Session was live-streamed to Southam Hall 617.

2. DECLARATION OF CONFLICT OF INTEREST

The Chair asked for any declarations of conflict of interest from the members. There were none declared.

3. APPROVAL OF OPEN AGENDA

Mr. Javanpour moved, and Mr. Craig seconded, that the Open Agenda of the 611th meeting of the Board of Governors be approved, as presented. The motion carried.

4. APPROVAL OF THE OPEN CONSENT AGENDA

The following items were circulated in the Open Consent Agenda for approval:

Item(s) for Approval:

- Minutes of the previous meeting and business arising from the minutes
- Nik Nanos and Alaine Spiwak as members of the Chancellor Search Committee

Item(s) for Information:

- Report from the Office of the Vice-Provost and Associate Vice-President (Academic)
- Minutes from Governance Committee
- Minutes from May Senate Meeting

Mr. Fortin moved, and Ms. Daly seconded, that the Open Consent Agenda be approved, as presented. The motion carried.

5. ITEMS FOR EDUCATION & RESEARCH STRATEGIC INITIATIVES

5.1 Strategic Integrated Plan Updated

A presentation was provided in advance of the top key performance indicators. President Summerlee was introduced to give a verbal update. It is expected that the incoming President will want to renew the strategic integrated plan.

All goals have been completed with the exception of research excellence (theme 2). It was known that this would be a significant stretch goal but it is important to recognize that Carleton has seen positive increases in the metrics related to research. Dr. Goubran was congratulated on helping Carleton see significant increases in funding from granting agencies, infrastructure grants and many research partnerships.

It was noted that there has been significant growth in the overall graduate student satisfaction while undergraduate student satisfaction continued to grow. The undergraduate satisfaction survey is done annually, and the graduate student satisfaction survey is completed every three years (completed last in 2017).

It was asked if the survey's indicate the level of satisfaction relative to the field of study they are enrolled in or the student's employability. Ms. Blanchard responded that there are two main survey's used by Carleton which include: a) CUSC which measures if the students are satisfied with advising and services; and b) NSSE which measures student engagement, experiential learning opportunities, etc.

6. OPEN – ITEM(S) FOR APPROVAL

6.1 Academic Governance of the University Joint Policy

A working paper and revised joint policy were circulated in advance.

The Clerk of Senate was introduced to speak to the policy. The changes to the policy are to facilitate the inclusion of students in the election process and bring the policy up to date including the ability for Senate to meet on short notice, the ability to consider routine matters via email between meetings as well as removing appendixes which outlined committee membership and nomenclature.

The Chair of the Governance Committee summarized that the policy has been reviewed by the Governance Committee and is recommended for approval by the Board of Governors. The policy outlines the working of the Senate including composition and procedures. The policy complements the Bylaws which has a Senate section. With the policy updated, the Governance Committee will now have the ability to review and propose amendments to the complimentary Senate sections of the Bylaws in 2018/19.

The Chair of the Board recognized and thanked Dr. Russell for this service as Clerk of Senate.

Mr. Wener moved, and Mr. Evans seconded, to approve the modification of the Academic Governance of the University Joint Policy, as recommended by the Governance Committee and the Senate, as presented. The motion carried.

6.2 Advisory Committee on the Provost and Vice-President (Academic)

A working paper and appointment guidelines were circulated in advance.

At the request of the President Designate, it has been requested to commence the process to search for new Provost and Vice-President (Academic).

The committee composition elected includes:

- President and Vice-Chancellor (Chair) Benoit-Antoine Bacon
- Two community-at-large members of the Board – Lynn Honsberger and Peter Dinsdale recommended
- One member of the staff of the University – TBD
- One professional librarian – Janice Scammell
- One full-time tenured faculty from each of the Faculties:
 - o Faculty of Engineering and Design – Adrian Chan
 - o Faculty of Science – Patrice Smith
 - o Sprott School of Business – Howard Nemiroff

- Faculty of Arts and Social Sciences – Mike Brklacich
- Faculty of Public Affairs – Mary Francoli
- One senior administrator and one Dean – Suzanne Blanchard and Pauline Rankin
- One undergraduate student and one graduate student - TBD

Mr. Farrell moved, and Mr. Harrington seconded, to approve Lynn Honsberger and Peter Dinsdale as the community-at-large members of the Board of Governors to serve on the Provost and Vice-President (Academic) Advisory Committee, as presented. The motion carried.

7. OPEN – ITEM(S) FOR INFORMATION

7.1 Report from the Chair (C. Carruthers)

A verbal report was provided by Dr. Carruthers. The Chair thanked all board members and members of administration that have been supportive to his role as Chair. The Chair noted that it was a rewarding and tremendously interesting experience with much accomplished over the last two years.

7.2 Report from the President (A. Summerlee)

A written report on the President’s performance review, a story about the Dominion Chalmers United Church, a succession plan and a self-assessment of the Interim President’s performance for 2017/18, as well as a report from the Vice-President (Students and Enrolment) were circulated in advance.

Mr. Levitt was thanked for his due-diligence in negotiations with the Dominion Chalmers United Church which is now officially owned by Carleton University. In the Fall there will be an update on the activities of the facility.

Enrolment targets are down 3.7% but are trending to reduce this deficit. Ms. Blanchard and her team were thanked for their efforts to increase enrolment. The largest pressure point at the moment is the Bachelor of Arts program.

The eight convocation ceremonies were very successful and there is a plan to follow-up with all honorees to ask for their assistance towards the completion of the Comprehensive Campaign.

A memo was distributed regarding Education City which is a collaboration between Carleton University, University of Ottawa, Algonquin College and La Cité. It began with “stackable” academic programs but has moved beyond this to a) individualized programming; b) developing research shops; c) access for indigenous students; d) improving opportunities for students with disabilities; e) collaboration on administrative

services; f) branding Ottawa as a destination city for education and supporting international students. The four institutions will be meeting in October 2018 to continue discussions.

A Self-Assessment of the Performance of the Interim President was presented with five objectives and a series of goals outlined. All items are either completed or in progress. The President also outlined several issues that arose that were unexpected during the year as well as personal scholarship and activities. The performance was sound with many highlights and a major lowlight of the CUPE 2424 strike. Thanks was given to the executive of CUPE 2424 for working with Carleton to find ways to reintegrate back to work.

The Chair thanked Dr. Summerlee for his contributions to Carleton University. The report provides a better understanding of the role and activities of the President.

The Chair noted the increase in the number of students applying for OSAP due to the change in policy by the government, importance of student scholarships and bursaries (a portion of which has been funded by the operating surplus), and mental health support which is led by the Office of the Vice-President (Student and Enrolment). Ms. Blanchard and her team were thanked for their exemplary service.

The new issue of the *Eureka!* Magazine was produced by the Carleton's Department of University Communications in collaboration with and for the Faculty of Science.

7.3 Update on Comprehensive Campaign (D. Fortin)

A report from University Advancement was circulated in advance.

The campaign total is \$270,160,776 as at June 21st. The timeline to complete the campaign (\$300,000,000) is in the next year. University Advancement continues to work with Michael Sinkus who has helped with strategy for the campaign with a distributed champion structure and will help formulate the campaign completion. The *Here for Good* ethos is being developed as a continuing development theme following the campaign completion with Derrick Feldmann.

Homecoming/Throwback is scheduled for September 10 – 15 with the various events outlined in the report.

Dr. Summerlee was thanked for his tremendous efforts in fundraising with results well above previous years in the campaign.

It was asked when the next campaign would be commenced. The current thinking around campaigns is that this will be the last large campaign and Carleton will instead be in

continuing (perpetual) campaign mode annually. The campaign is used to increase annual funds coming into the institution by raising the profile of the university. The theme of *Here for Good* is important to continue to the level of support and increase those interested in contributing to the institution.

7.4 Committee Chair Updates

a) *Building Program (D. Craig)*

Mr. Craig, the Chair of the Committee was introduced to give an update. The committee last met on May 3rd to consider the Dominion Chalmers United Church, received updates on construction on the ARISE Building, Nicol Building, Health Sciences Building, received the annual Health and Safety Report and an update on Capital Project Management improvements.

The Dominion Chalmers United Church is now officially owned by Carleton University and the negotiating team was thanked for finalizing the contract. A business model is being developed for operation of the facility.

At the last Board meeting the Nicol Building was approved for construction at a revised budget of 65.1 M and a ground breaking was held on June 19th.

Mr. Piché gave a further update that a letter of intent has been signed with R.E. Hein including a reduction in the cost of \$2M as required by the Board of Governors. Construction on site has begun including digging and relocating the gas line.

The ARISE Building construction continues with the exterior of the building being completed. The Building Program Committee was thanked for their input into the exterior design as it will be beneficial to the look and feel of the building. Substantial completion is planned for September 2018 with an official opening in mid-October 2018 recognizing all funders.

The Health Sciences Building floors 4 and 6, design has been completed with extensive consultation with faculty, staff and students. Substantial completion is planned for October 2019.

Recruitment continues for an Assistant Vice-President, Facilities Management and Planning with two short-listed candidates. Follow-up interviews and meetings with key individuals are being scheduled in the coming weeks.

b) *Community Relations & Advancement (L.A. Daly)*

The committee had not met since the last Board of Governors meeting. The recipient (Christian Robillard) of the Board of Governors Award for Outstanding Community Achievement will be joining the Board members for dinner this evening.

c) Finance Committee (B. Wener)

The Finance Committee has not met since last board meeting. Funds have been put towards capital projects as indicated by the Building Program committee report. All liabilities have been met and the budget is sound.

c) Governance Committee (K. Evans)

The Governance Committee had a meeting on May 24th to discuss a best practices review which will engage an external consultant. The committee also discussed the 2017/18 Board Assessment Results which had close to 100% response rate. The results were positive and informative.

The request for quote/proposal for the best practices review has been developed and two individuals (who are highly qualified) returned with quotes. Mr. Levitt and Ms. Goth will be reviewing the quotes with the Chair of the Board and the Chair of the Governance Committee and schedule meetings with the consultants to choose the successful proponent. The work of the review will be completed over the summer with a report to the Governance Committee and the full Board of Governors in October 2018.

8. OPEN – OTHER BUSINESS

The Board of Governors thanked Dr. Summerlee for his service, time, effort and concrete results for Carleton University as he hit the ground sprinting and was a tour de force in terms of what he accomplished this year as Interim President and Vice-Chancellor.

Dr. Carruthers was thanked for his exceptional volunteer Chairmanship for the Board of Governors. Dr. Carruthers put in countless hours and effort into his service to Carleton.

It was noted that Carleton University is lucky to have exemplary individuals such as Dr. Carruthers and Dr. Summerlee to devote their energy and expertise as top-quality people to move the institution forward.

9. OPEN – QUESTION PERIOD

No questions were brought forward for discussion.

10. END OF OPEN SESSION AND BRIEF NETWORKING BREAK

It was moved by Mr. Ullett, seconded by Mr. Harrington to adjourn the open session of the board at approximately 4:44 pm.