Minutes of the 578th Meeting of the Board of Governors

Thursday, April 25th, 2013 at 4:00 p.m.
Room 2440R, River Building
Carleton University

PRESENT:
Mr. R. Jackson, Chair
Ms. L. A. Daly
Dr. C. Freedman
Mr. E. Greenspon
Mr. O. Javanpour
Prof. A. Mingarelli
Mr. B. Wener
Dr. R. O’Reilly Runte
Mr. B. Dickie
Ms. J. Gilbert
Ms. P. Griffin-Hody
Prof. T. Kunz
Ms. M. Porter
Mr. M. Wernick
Mr. K. Black
Mr. N. Falvo
Mr. A. Golovko
Mr. G. Hyder
Prof. M. MacNeil
Ms. G. Samson-Verreault
Mr. B. Wolfenden

STAFF:
Ms. A. Bauer
Ms. J. Brenning
Dr. K. Matheson
Mr. S. Sumarah
Mr. B. Wener
Ms. S. Blanchard
Mr. P. Chesser
Mr. R. Moher
Mr. T. Sullivan
Ms. J. Bray
Mr. E. Kane
Dr. P. Ricketts
Mr. D. Watt

REGRETS:
Ms. D. Armstrong
Dr. C. Carruthers
Mr. J. Ruddy
Prof. C. Worswick
Ms. S. Bharadia
Mr. B. Hobin
Mr. A. Tattersfield
Ms. M. J. Binks
Mr. M. Robinson
Mr. A. Vered

OPEN SESSION

1. CALL TO ORDER AND CHAIR’S REMARKS

The meeting was called to order at 4:04 p.m.

2. APPROVAL OF AGENDA
It was moved by Mr. Wener and seconded by Mr. Dickie that the agenda be approved, as presented. The motion carried.

3. CONSENT AGENDA

The Consent Agenda was circulated with the meeting documentation. It was moved by Mr. Dickie and seconded by Mr. Javanpour that the Consent Agenda be approved, as presented. The motion carried.

PRESENTATION

The Head Coach of Ravens Football and the Director of Recreation and Athletics made a presentation on the return of football in September 2013.

4. CHAIR’S REPORT

The Chair noted that convocation ceremonies are taking place June 11-14, 2013. Governors were encouraged to attend a ceremony and one of the dinners. Invitations will be sent out in the next few weeks.

5. PRESIDENT’S REPORT

5.1 Reports

Governors received reports from the Department of Communications, Student Support Services and Advancement.

Department of Communications

Provided strategic communications planning and event support for a number university events. In addition, provided a range of communications planning support for variety of committees including but not limited to:

- Strategic Integrated Plan (SIP)
- Communicators Network – DUC and Faculty/Department reps meetings every two weeks with Education Topic presentations including: Brand Alignment; Tour of Library Renovations; AODA Compliance
- Social Media Strategy
- Home Page Redesign
- Energy and Sustainability
- Employee Appreciation Day
- Honorary Degrees
- Events Committee
• Planning for provincial meeting of Ontario University Communicators, in collaboration with the Council of Ontario Universities – meeting hosted and led by Carleton’s Department of University Communications

Government Relations
• Issued invitation to the Honourable B. Duguid, Minister, MTCU to visit Carleton in spring 2013
• Attended public address by Minister J. Flaherty, Finance Minister
• Attended public address by T. Hudak, Leader of the Official Opposition
• Met with City Hall representatives to discuss planning for Canada’s 150th anniversary
• Attended AUCC’s national meeting of university government relations professionals

Web
Provided creative web service and support to various sites including:
• Spring Convocation
• Revamping various sites: Canada-India Centre, Sustainability, Facilities Management
• Creation of Employment Equity site
• Revamping/updating AODA – Accessibility site
• Emergency Management and Continuity of Operations site
• Photo gallery updates – various
• Events calendar overhaul planning
• Addition of video gallery to newsroom web page within Carleton.ca
• Strategic Integrated Planning (SIP) site updates

Student Support Services
Enrolment
As of April 23, 2013, Carleton is up in applications by 5% and offers by 10% compared to the same time last year.

Student Success
• Over 220 Carleton students participated in the international student exchange program or international summer language program in over 30 different countries in 2012-2013. New exchange agreements have been made in:
  o France (1)
  o Italy (1)
  o Scotland (1)
  o USA (1)
  o Negotiations in progress in France, Spain, Africa, Germany and Brazil
• March Advising was a success. The Student Academic Success Centre saw 200 more students in the month of March this year compared to last year. Many students also
stopped by the Advising information kiosk in the Galleria to find out more about advising services available to them.

- To ensure a successful registration, students can now plan their course selection by using our timetable. This new tool allows students to search the class schedule, add and remove courses, and resolve any conflicts prior to registration. It is an excellent way to plan ahead. The Student Registration Assistance Team is continuing and will run from June 20-September 18.
- To date, 8,762 students have created a Co-curricular Record (CCR) with a minimum of one activity. There are 596 different activities that can be recognized on a students’ CCR.
- The Student Mental Health Level 1 and 2 training are complete for the 2012-2013 academic year. Over 230 faculty, staff and TAs participated.
- Health and Counseling Services and OIRP are presently reviewing the results of the National College Health Assessment web survey. We had a participation rate of 31 per cent. The results will provide us with the current status of students’ overall mental and physical health on campus and provide information that will guide programming and resources for Carleton students.

**Career Services and on-campus employment**

- Co-op and Career Services developed a new Faculty Co-op and Career toolkit with resources about Co-op and Career Services, the four phases of career development, FAQs (with answers) and how a faculty can support the career development of their students.

**University Advancement**

**Major Giving Highlights**

- 691 face-to-face visits compared to 469 at this time last year.
- The prospect pool is at $549 million compared to $589 million at this time last year.
- Geologics $500,000
- General Accountants of Ontario $327,000

**Annual Giving Highlights**

- $1,742,433 compared to $1,800,485 at this point last fiscal year*.
  *Gifts of Art, Books and OTSS match, account for a $260,000 reduction
- 12,236 donations compared to 11,397 at this time last fiscal year.
- 7,392 donors compared to 6,488 at this time last fiscal year.
- Project-based micro-philanthropy launched with the [www.futurefunder.ca](http://www.futurefunder.ca) site and has already funded two Carleton projects in student aid and the library.
Advancement Communications Highlights

- Initiated meetings with campus-wide team to develop communications plan for all aspects of homecoming. Participated in student-led discussions about themes and traditions.
- Worked with DUC to implement media plans for RBC gift announcement, upcoming Scotiabank announcement, and Future Funder launch.
- Arlene Dickenson – Scotiabank’s Campaign pledge announcement May 2

Alumni Services and Donor Relations Highlights

- The new donor wall (for $100K+ cumulative giving) was unveiled at the April 8 Donor Celebration.
- June 1st Alumni Leadership Gala will feature a live musical performance by Petr Cancura, BMUS/01, jazz musician and Programming Manager of the Ottawa International Jazz Festival, and presentations of the:
  - A.D. Dunton Alumni Award of Distinction - Mr. Eric Sprott, BCom/65
  - Humanitarian Alumni Award - Ms. Maude Barlow, BA/74
  - Young Alumni Achievement Award - Dr. Chris Dieni, PhD/09
  - Alumni Volunteer of the Year - Linda Gunning, CCR/04
- June 29th JazzFest

6. COMMITTEE REPORTS

The chairs of the Audit & Finance, Governance, Nominating and Executive committees provided an overview of their activities.

7. ITEMS FOR ACTION

7.1 Presentation of the 2013-2014 Operating Budget

The Vice-President (Finance and Administration) presented the 2013-2014 Operating Budget. Members were informed that the budget will permit progress towards institutional priorities. The provincial government has announced the following:

- Four year tuition framework
- No more than 3% overall increase
- 10% set aside for student support
- Grant reduction for new non-PhD international students and reduction in municipal tax rebate of $0.8 million

2013-2019 Planning Assumptions

Revenue

- Retention at actual levels in 2012-2013
- Domestic tuition fees will increase 3% per year
• Restricted first year enrolment growth (by 1% in 2013-2014) – same levels from 2014-2015 on
• Discounted government funding to university sector for undergraduate growth after 2014-2015
• Efficiency cuts to base grant $1.3 million 2013-2014, $2.6 million 2014-2015

Expenditure
• Annual reduction in expenditures of $2.0 million
• Extraordinary pension payments (started in 2010-2011)
• Annual base fund of $1 million for mission critical initiatives
• Enrolment-Linked Budget Allocation model in place that provides 40% of net new income from undergraduate growth to faculties

The budget allocations will be reduced by $2.0 million (1%) including:
• Bus service to University of Ottawa ($0.1 million)
• Foregone enrolment increase allocation ($0.8 million)
• Six vacant faculty and staff positions ($0.5 million)
• Contract instructors ($0.1 million)
• Operating supplies, Library collections ($0.1 million)

The major priorities for the 2013-2014 Budget include:
• Supporting initiatives on enrolment, retention and program renewal
• New initiatives to build research partnerships
• Initiatives that enhance performance and productivity

It was moved by Prof. Kunz and seconded by Mr. Javanpour that the 2013-2014 Operating Budget be approved, as presented. The motion carried with two opposed and two abstentions.

7.2 Student Association Fees for 2013-2014

The Vice-President (Finance and Administration) explained that student associations charge fees for their activities and these charges are reviewed annually. In reviewing the proposed fees and rates for 2013-2014, he noted that the majority of fees presented are all existing fees which either remain unchanged or have been increased subsequent to a student referendum or by cost formula.

It was moved by Mr. Wener and seconded by Ms. Griffin-Hody that the proposed changes to the Student Association Fees for 2013-2014 be approved for implementation on September 1st, 2013. The motion carried with two abstentions.

7.3 Bylaw Amendments – Role of Past Chair
The University Secretary and General Counsel informed Governors that as a result of the role of the Past Chair being revised to that of a non-voting Honorary Member, bylaw amendments are required. The Board received updated bylaws that reflect the change.

It was moved by Mr. Dickie and seconded by Mr. Golovko that the Bylaws be approved, as amended. The motion carried.

7.4 Signing Authority – Security Transactions

The Vice-President (Finance and Administration) explained that the Investment Committee has allocated $500,000 of the endowment investments to “The Fund@Sprott”. This group of Commerce students has been engaged as investment managers. Prof. Howard Nemiroff will approve and execute all trades. In order for him to do so, Scotia iTrade requires the Board to approve the attached resolution. The withdrawal of funds from the account will require two signatures by either the Vice-President Finance and Administration or Assistant Vice-President Financial Services and Prof. Nemiroff.

It was moved by Dr. Freedman and seconded by Mr. Wolfenden that Prof. Howard Nemiroff be authorized to make trades on the iTrade account as documented in the agreement. The motion carried.

7.5 Gift Acceptance Policy

Board members received the revised Gift Acceptance Policy. It was noted that Senior Management Committee has reviewed the draft. Some of the modifications involve the approval of the Deans and Provost on all gifts under $1 million. The Board Chair will sign off on gifts over $1 million. The Board Chair will also be asked to approve gifts that have specific conditions, are controversial or are from a high profile donor. The other major shift is the policy approval process – in the past, Senior Management approved the policy and any amendments. This has been changed to a Board policy which will require the Board of Governors approval.

It was moved by Ms. Daly and seconded by Mr. Javanpour that the Gift Acceptance Policy be approved, as presented. The motion carried.

8. OTHER BUSINESS

8.1 Question Period

The following questions were submitted:
1. Could the Board have an update on the Riddell Agreement negotiations with CAUT?
It was explained that since negotiations are underway, additional information cannot be provided at this time as it was agreed that all parties would not speak publicly.

2. Can you please provide the Board with a detailed accounting of the University's contributions to the returning Football program - including, but not limited to, the renovation of the football stands, renovations to the athletics facilities, scholarships/bursaries/grants for players, and any other cost sharing programs or measures (including loans).

A handout was circulated with details on the University’s contributions.

3. Can you please provide the Board with a proposed budget for the September 2013 Homecoming Celebration - including all costs to the University (including Alumni, Student Experience, Athletics, and other departments/offices).

A handout was also circulated listing all of the planned activities and costs.

4. Does Carleton have a policy on supporting its researchers who find themselves in court on such a matter?

The Vice-President (Research and International) prepared a statement that was read:

Every research study that is conducted at Carleton is required to seek approval from the Carleton Research Ethics Board (REB). The REB follows the guidelines of the Tricouncil, which includes an evaluation of whether the research sufficiently protects the privacy and confidentiality of the responses of participants. Consistent with Tricouncil guidelines, every effort is made to ensure participant confidentiality. When there is a conflict between the promise of confidentiality and the law, including legal requests for disclosure, the policy indicates that "researchers' conduct in such situations should be assessed on a case-by-case basis and guided by consultation with colleagues, any relevant professional body, the REB and/or legal counsel."

With respect to the situation at the University of Ottawa, we do not have sufficient details regarding the case to evaluate how Carleton would handle it. Should such a situation arise here, we would evaluate the legal issues of the specific situation, and advise and/or support the researchers on the basis of such an evaluation.

9. ADJOURNMENT

There being no further business, the Open Session was adjourned at 6:10 p.m.