



ST. JEROME'S UNIVERSITY

BOARD OF GOVERNORS

Minutes of the Thursday, June 4, 2020 Meeting

Present: Mary Ellen Cullen (Chair), Mark Wendland (Vice Chair), Steven Bednarski, Frank Boerboom, Cheri Chevalier, Ernie Doyle, Anne Jamieson, Scott Kline, Ken Lavigne, Ted McKechnie, Murray McDermott, Michael Pautler, Lauren Pazzano, Bruce Rodrigues, Toni Serafini, Kathy Smidt, Joe Varamo

Guests: Meaghan Hymers, Peter Meehan

Resources: Mike Gourlay, Executive Director, Finance and Administration; Cristina Vanin, Interim Vice President Academic and Dean; Saphron Moule, Director, Finance and Accounting; Katrina Kaczala, Recording Secretary

Regrets: Laura Zilney, Chris Roehrig, Tony MacKinnon [Secretarial Note: T. MacKinnon was no longer a member of the Board and was not present at the meeting]

The meeting was conducted using Zoom, a video and teleconference service.

OPEN SESSION

1. PRAYER

The prayer was provided by S. Kline.

2. CHAIR'S REMARKS

The Chair remarked that St. Jerome's University's incoming President, Dr. Peter Meehan, would be joining the Board meeting.

It was noted that as the St. Jerome's Students' Union (SU) transitions Presidents, the outgoing [L. Pazzano] and incoming SU Presidents [M. Hymers] would both be present at the meeting. As the incoming SU President, it was agreed that M. Hymers would take on the role of speaking on behalf of students at the meeting.

The Chair commended the St. Jerome's Students, Staff, and Faculty for raising the Pride Flag.

The Chair recognized the commitments St. Jerome's Administration made towards addressing systemic racism and Equity, Diversity, and Inclusion at St. Jerome's University. The Chair noted that the Board holds an oversight role and responsibility to ensure that Senior Administration remain accountable to the commitments that were made.

The Chair noted commitments that the Board of Governors will be taking on in order to address systemic racism at the University:

- The Board's Fall orientation will include equity and anti-racism training
- The Mission Committee will discuss anti-racism and equity at St. Jerome's University and this will be taken into account when developing the next Strategic Plan
- Equity and anti-racism training will be embedded into the Board's Winter Workshop

- Generative discussion about equity and racism will be promoted at Board meetings
- The Board of Governors are committed to creating a space where all are welcome

3. PRESIDENT'S REMARKS

The Interim President noted that public response to St. Jerome's raising the Pride Flag has generally been positive.

The Interim President remarked on the concerns and challenges currently being faced in the world and at the University of Waterloo and St. Jerome's and the need to address systemic racism and equity. An Equity, Diversity, and Inclusion (EDI) Working Group is being established as part of St. Jerome's EDI initiative. The group will include two paid student positions, and the students will be nominated by their peers for the positions. St. Jerome's EDI initiative will allow the University to acknowledge its gaps and failings and build community.

4. AGENDA REVIEW, DECLARE CONFLICTS, ADDITIONS, CHANGES

M. Hymers proposed the addition of an agenda item in order to present the student perspective regarding the issue of racism on campus and the specific incident that occurred. The Board agreed that this item would be addressed under New Business.

It was requested and agreed that agenda item #9 [Senate Council Motion – May, 29, 2020] of the consent agenda would be discussed with agenda item #11 [2020-2021 Proposed Operating and Capital Budgets] in the regular agenda.

Motion: To approve the agenda as amended.

Moved: M. Wendland, **Seconded:** T. McKechnie, **Carried.**

Consent Agenda

5. 2020 AUDIT PLAN AND ENGAGEMENT LETTER REVIEW

6. INSURANCE RENEWAL UPDATE

7. EXTENSION OF CONTRACT WITH UNIVERSITY'S AUDITORS

8. 2020-2021 RISK MANAGEMENT UPDATE

Motion: To receive for information by consent items 5 to 8 above.

Moved: M. Wendland, **Seconded:** T. McKechnie, **Carried.**

9. SENATE COUNCIL MOTION – MAY, 29, 2020 [Secretarial Note: Item #9 was removed from the Consent Agenda and discussed under item #11]

Regular Agenda

10. FINANCIAL UPDATE AND FORECAST

The Executive Director, Finance and Administration and the Director, Finance and Accounting provided the Board with a financial update and forecast as of May 1, 2020 for the 2019-2020 fiscal year. The changes that have resulted from the COVID-19 pandemic were highlighted.

Motion: To receive for information, the financial update and forecast as of May 1, 2020 for the 2019-2020 fiscal year.

Moved: F. Boerboom, **Seconded:** M. Pautler, **Carried.**

11. 2020-2021 PROPOSED OPERATING AND CAPITAL BUDGETS

The Executive Director, Finance and Administration and the Director, Finance and Accounting presented the 2020-2021 proposed operating and capital budgets to the Board.

It was noted that the budget team held five key priorities as well as some assumptions at the forefront of their planning while preparing the revised budget:

1. The health and safety of the community
2. Mission-based decision making
3. The financial health of the University
4. Organizational planning to allow for the least amount of disruption
5. Preparing for the post-pandemic "new normal"

An overview was provided of the proposed operating budget, including: operating revenues and expenses, salaries and benefits, and ancillary operations. It was highlighted that the impacts from the COVID-19 pandemic will result in a reduction in ancillary revenue and a deficit budget is projected. It was proposed that the deficit budget be funded using funds in the University's savings account and by drawing funds from the University's unrestricted investments.

Additional highlights of the operating budget presentation include:

- The budget team proceeded with the assumption that remote learning would continue into the Fall 2020 term.
- It is anticipated that the residence building will be open and, based on public health recommendations, will accommodate 90 students.
- It is anticipated that there will be a reduction in enrollment rates for Fall 2020, and this was taken into account while preparing the budget.
- The mission of the University and core University activities were prioritized, with an emphasis on doing less with less.
- Non-essential University travel and events have been cancelled in Spring and Fall 2020.

- A commitment was made to ensure that University employees would remain employed and a full complement of Contract Academic Staff would be hired.

The Board discussed agenda item #9, previously placed in the consent agenda. The Board received a motion from St. Jerome's Senate Council [May 29, 2020] regarding allocation of the proposed budget. The Board discussed concerns raised about allocating funds to support faculty and Contract Academic Staff to ensuring that the student learning experience is maintained while remote learning is taking place. The Board concluded it is not its responsibility to distribute funds, University Administration should be responsible for allocating funds to ensure that all staff and faculty are supported. S. Kline indicated that they are confident that there is flexibility in the budget to provide additional reasonable resources to support faculty and remote learning. However, there are challenges due to the University's limited resources at this time.

The capital budget was also reviewed during the presentation. It was proposed that many of the planned capital projects that have yet to be started be deferred to 2021-2022. Some projects, due to their urgency or because of commitments made with the University of Waterloo, are planned to move forward in 2020-2021 and were presented within the capital budget.

C. Chevalier left the meeting.

Motion: To receive for information the Senate Council Motion directed to the Board of Governors [May 29, 2020].

Moved: T. Serafini, **Seconded:** S. Kline, **Carried. One (1) Abstention.**

Motion: To recommend the approval of the operating and capital budgets for the 2020-2021 fiscal year.

Moved: F. Boerboom, **Seconded:** M. Wendland, **Carried. One (1) Abstention.**

M. Pautler left the meeting

The Board Chair thanked and acknowledged M. Gourlay, S. Moule, and the administrative team for their hard work putting together and revising the budget.

12. NEW BUSINESS

M. Hymers provided the Board an overview of the student experience regarding feeling unsafe on the St. Jerome's campus in relation to the issue of racism and the specific incident that occurred. M. Hymers stated that Students' Union (SU) appreciated St. Jerome's response to the discussion about racism on campus and would like to further advocate for: anti-racism education for staff and faculty and student leaders, and an incident reporting system. SU has been asked by students who do not believe St. Jerome's is doing enough to advocate on their behalf. It was noted that an agenda item is being entertained for the Board meeting on June 11, 2020 to continue this topic of discussion.

Due to the conversation regarding racism on campus involving discussion surrounding a personnel matter, the Board moved into confidential session.

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Motion: To adjourn Open Session.

Moved: M. Wendland, **Seconded:** F. Boerboom, **Carried.**

M. Gourlay, C. Vanin, S. Moule, M. Hymers left the meeting.

Motion: To move into Confidential Session.

Moved: S. Bednarski, **Seconded:** T. McKechnie, **Carried.**

June 4, 2020
/kk

Mary Ellen Cullen
Chair of the Board of Governors