
**MINUTES PUBLIC SESSION
Thursday, February 27, 2014
2:45 pm to 5:00 pm
Place: DTB 524 (55 Bond Street)**

GOVERNORS IN ATTENDANCE:

Glenna Raymond, *Chair*
Rupinder Brar
Garry Cubitt
Andrew Elrick
Miles Goacher
Robert Marshall
John McKinley
Tim McTiernan, *President and Vice Chancellor*
Bonnie Schmidt
Larry Seeley
Andrea Slane

Via Teleconference:

Garry Cubitt
Don Duval
Jay Lefton
Heather White

REGRETS:

Perrin Beatty, *Chancellor*
Adele Imrie, *Vice Chair*
Ann Stapleford-McGuire, *Vice Chair*
Michael Angemeer
Don Hathaway
Michael Newell
Lokendra Ramotar
Pierre Tremblay
Yousif Yakub

BOARD SECRETARY:

Cheryl Foy, University Secretary and General Counsel

UOIT STAFF:

Craig Elliott, Chief Financial Officer
Andrea Kelly, Assistant to the Secretary
Murray Lapp, Vice President, Human Resources and Services
Brad MacIsaac, Assistant Vice President, Planning & Analysis

Susan McGovern, Vice President, External Relations
Michael Owen, Vice President, Research Innovation & International
Cathy Pitcher, Assistant to the President
Stephanie Rogoza, Legal Counsel
Deborah Saucier, Vice President Academic and Provost

GUESTS

Ellen Vogel, Dean, Faculty of Health Sciences
Joan Laurie, Director, Medical Laboratory Science Program
Matthew Fawcett, Chair, Alumni Association
Bill Muirhead, Associate Provost, Academic
Olivia Petrie, Assistant Vice President, Student Life
Shirley Van Nuland, Faculty Association President

1 Call to Order

The Chair called the meeting to order at 3:01 p.m.

2 Agenda

The Chair asked that Item 9 be modified to reflect that L. Seeley will provide the Audit & Finance Committee report on behalf of A. Imrie and that the Gift Acceptance Policy referred to in Item 11 should be removed from the Agenda. *On motion duly made by the President and seconded by A. Elrick, the Agenda was approved, as amended.*

3 Conflict of Interest Declaration

G. Cubitt declared a conflict of interest regarding the determination of ancillary fees due to his position as CAO of Durham Regional Transit.

4 Chair's Remarks

The Chair thanked the Governors who participated in the recent Board orientation session. She also thanked the management team and staff for their hard work in developing the session. The Chair discussed the joint Board event that took place with Durham College (DC) in December and thanked the Governors who were able to attend. She noted that it was a great event to foster a continued positive relationship between UOIT and DC.

The Chair introduced M. Fawcett, Chair of UOIT's Alumni Association and invited him to provide an overview of the Association's recent activities. M. Fawcett thanked the Governors for the invitation to attend the meeting. He noted that the Association has been focused on two priorities to date: (i) establishing an identity; and (ii) providing services to current alumni. He advised that the Association is working to engage with Alumni through receptions and other networking opportunities as well as pairing with affinity partners to provide services to Alumni while also raising funds for UOIT. In closing, he noted that the Association looks forward to continuing its work with the Advancement Office and the rest of the UOIT team to ensure that Alumni remain an engaged part of the UOIT community. The Chair remarked that the Alumni Association is a key development for UOIT and thanked M. Fawcett for his ongoing contribution to this important organization.

5 Approval of Minutes of the Meeting of November 26, 2013*

On motion duly made by M. Goacher and seconded by B. Schmidt, the Minutes were approved as presented.

6 President's Report

The Chair invited the President to deliver his report. The President reiterated the Chair's remarks regarding the Alumni Association and thanked M. Fawcett for his leadership and active involvement in this important organization. He noted that he first met M. Fawcett at the very first UOIT Homecoming he attended as President and remarked that M. Fawcett's identification with UOIT and representation of the UOIT spirit is constant and that he is an excellent example of what UOIT graduates can achieve.

The President reflected on recent experiences that demonstrate the wide variety of opportunities that UOIT provides its students. He discussed the importance of experiential learning opportunities such as the clinical placements provided to Health Sciences students. He advised that UOIT recently executed a number of European exchange agreements for students in the Faculty of Business and Information Technology and noted that enabling students to gain global experience is key in the new global economy.

The President discussed the development of a UOIT-centred innovation centre in Durham Region. He also noted that UOIT is working with its regional communities to find ways to engage further in advanced manufacturing and energy. He advised that UOIT has also been working with other institutions both across the province and more broadly. For example, he noted that UOIT has engaged in visits to Windsor, Western and McMaster to discuss potential collaborations in research and innovation space. He noted that, as a result of UOIT's efforts to expand its reach in this area, it has been included in a number of new collaborations.

The President noted that UOIT continues to work with its partner DC on the development of a Campus Master Plan with a focus on how to best support students as they engage with campus life.

7 Co-Populous Report

The Chair invited G. Cubitt to deliver the Co-Populous Report. G. Cubitt reported that eight of DC's Governors were recently awarded governance certificates through a governance program put on by Colleges Ontario (in addition to the four who previously received the certification). He advised that DC performed very well on its recent Quality Assurance audit report. He noted that the report contained a specific commendation with respect DC's work in student services. He also advised that DC recently hosted an open house on the Campus Master Plan which was well attended.

8 Presentation - Medical Laboratory Science Accreditation

The Chair welcomed E. Vogel, Dean of the Faculty of Health Sciences and J. Laurie, Director of the Medical Laboratory Science (MLS) program. She remarked that the Board has continually expressed interest in the broader issue of academic quality at UOIT and noted that the Provost spoke to this issue at the recent orientation session. She discussed the importance of the external accreditation process to

many UOIT programs, including MLS and invited E. Vogel and J. Laurie to deliver a presentation entitled “MLS Accreditation = A highly intensive quality improvement success story”.

E. Vogel provided an overview of the MLS program noting that it is the only direct-entry honours degree program in Ontario and one of only two in Canada. She described the program goals and highlights and advised that the program produces exceptional graduates with 97-100% of graduates successfully passing the national certification examination on the first attempt and nearly 100% of graduates securing relevant employment within 6 months of graduation. She and J. Laurie discussed the accreditation process undertaken by the Canadian Medical Association noting that the CMA’s main focus is the provision of high quality patient care. J. Laurie discussed the MLS program in more detail and provided an overview of the types of employment opportunities available to graduates. The speakers provided an overview of the accreditation process for MLS noting that a significant outlay of resources was required to complete the multi-stage requirements of the CMA. They described the rigorous on-site visitation by the CMA that involved in-depth interviews with every stakeholder (including individual students). E. Vogel reported that, following the recent CMA site visit, UOIT’s MLS program was granted a gold star accreditation (6-year term) which is the best possible outcome for a program undergoing a CMA accreditation assessment.

J. McKinley offered his congratulations to the entire MLS team remarking that the accreditation process is incredibly intensive when dealing with medical laboratories. The Chair thanked the speakers and commended the Dean and her team for their hard work on MLS and other accredited programs within the Faculty of Health Sciences and outstanding accreditation results arising from this work.

E. Vogel and J. Laurie left the meeting 3:55

Committee Reports (public items)

9 Audit & Finance

The Chair invited L. Seeley to deliver the Audit & Finance Committee report. L. Seeley advised that, at its recent meeting, the Committee reviewed and approved the third quarter financial statements, discussed the revised budget process (he noted that C. Elliott will provide an overview of this process shortly), discussed current insurance coverage and related premium increases, and reviewed and approved tuition and ancillary fee increases (he noted that B. MacIsaac will provide an overview of the increases).

L. Seeley invited C. Elliott to present the Third Quarter Report. C. Elliott delivered a presentation entitled “Q2 Update – Year end risks and opportunities”. He advised that current projections indicate that there will be a cash surplus of between \$5.35 million and \$6 million. He advised that of the plan to address the forecast surplus of \$5.2 million at Q2, UOIT will have implemented \$2.4 million of these projects by year end.

Upon motion duly made by L. Seeley and seconded by R. Marshall, the Board approved the following motion:

THAT PURSUANT TO THE REQUEST OF THE AUDIT AND FINANCE COMMITTEE OF THE BOARD, AND FURTHER TO THE AUDIT & FINANCE COMMITTEE’S REVIEW AND APPROVAL OF THE Q3 2013-2014

FINANCIAL STATEMENTS, THE BOARD OF GOVERNORS APPROVE THE Q3 2013-2014 FINANCIAL STATEMENTS, AS PRESENTED.

L. Seeley invited C. Elliott to deliver a presentation entitled "Budget Update". C. Elliott advised that updated enrollment figures show a slightly higher increase than anticipated. He described the revised budget process for the upcoming year which reflected more academic involvement with a significant representation of deans on the panel. He noted that the panel prioritized asks into levels 1, 2 and 3 and all level 1 and 2 requests were approved. He advised that the process also determined certain large ticket priorities (e.g. capital reserve allocations, operating contingency, building reserve, deferred maintenance and strategic pot). He provided a brief overview of the institution's insurance policy noting that the recent renewal was made with a slight increase in premiums due to an increase in enrollment and the addition of the Windfield Farms buildings.

L. Seeley invited B. Muirhead to discuss the upcoming laptop procurement process. B. Muirhead advised that the costs of the laptop program for the upcoming year are estimated at \$6.5 million which represents an increase of roughly \$200,000 due to the weakening of the Canadian dollar and an increase in students. He advised that the procurement process will be modified to involve Lenovo resellers rather than buying directly from Lenovo. He advised that a committee is in the process of reviewing the laptop program with a view to making recommendations for the 2015-2016 academic year. He indicated that an update would likely be available in the early Fall.

L. Seeley invited B. Maclsaac to discuss the proposed increase in tuition and ancillary fees. B. Maclsaac provided a brief overview of the process used to determine the proposed fee increase. R. Brar asked how much the increase amounts to in overall dollars. B. Maclsaac noted that the increase represents approximately \$2 million in additional revenue. The President noted that the permitted increase in tuition tends to mirror the decline in government contributions.

Upon motion duly made by L. Seeley and seconded by M. Goacher, the Board approved the following motion:

THAT PURSUANT TO THE REQUEST OF THE AUDIT AND FINANCE COMMITTEE OF THE BOARD, AND FURTHER TO THE AUDIT & FINANCE COMMITTEE'S REVIEW AND APPROVAL OF THE 2014-2015 TUITION FEES, THE BOARD OF GOVERNORS APPROVE THE 2014-2015 TUITION FEES, AS PRESENTED

B. Maclsaac provided an overview of the ancillary fee protocol. He noted that the proposed increase is less than what is permitted and noted that there are three fees that have been modified from the previous year (one reduction and two vendor fees which represent items that will be purchased by the institution and given to students for a lesser rate than students can purchase directly). He advised that the U-Pass fee is currently the subject of a student referendum and may be removed from the fees depending on the result of the upcoming vote.

Upon motion duly made by L. Seeley and seconded by M. Goacher, the Board approved the following motion:

THAT PURSUANT TO THE REQUEST OF THE AUDIT AND FINANCE COMMITTEE OF THE BOARD, AND FURTHER TO THE AUDIT & FINANCE COMMITTEE'S REVIEW AND APPROVAL OF THE 2014-2015 ANCILLARY FEES, THE BOARD OF GOVERNORS APPROVE THE 2014-2015 ANCILLARY FEES, AS PRESENTED.

Due to a conflict of interest, G. Cubitt abstained.

L. Seeley invited C. Foy to deliver a brief update on the ongoing Risk Management project. C. Foy advised that the institution is currently at quite an important stage in the project as it is essentially developing the model for the governance of the program. She noted that 1:1 interviews will be taking place with the Senior Leadership Team and the Senior Academic Team to develop the risk management framework. She advised that the institution is also in the process of commencing its search for a permanent risk manager.

10 Investment Committee

The Chair invited M. Goacher to deliver the third quarter Investment Committee report. M. Goacher advised that the portfolio saw a 13.85% increase in the third quarter which is 2% higher than benchmark and higher than the goal return. He noted that, overall, the portfolio has seen an 8.35% increase since its inception in 2010. He advised that all of the previously approved changes in the portfolio have now been implemented. He noted that the Committee discussed the possibility of increasing international exposure, but decided to remain with the current allocation for the time being. He advised that the Committee is currently undertaking a review of the process for reviewing the Portfolio Manager.

11 Advancement Committee

1. Gift Acceptance Policy <Removed from Agenda>

12 Strategy & Planning Committee

The Chair invited B. Schmidt to deliver the Strategy & Planning Committee report. B. Schmidt provided an update on the upcoming Board Retreat which is scheduled to take place on May 30th and 31st. She advised that the topic of the retreat will be *Building our Future: Realizing UOIT Infrastructure Needs*. She noted the importance of infrastructure to the growth of the institution over the next 20 to 30 years.

She discussed the Campus Master Plan and noted that the Committee recently received an updated version of the draft plan. She remarked that the Committee remains focused on ensuring that operating principles and adequate consultation process are in place, and that the Master Plan clearly connects with the institution's strategic plan.

13 Indigenous Student Centre – Murray Lapp

The Chair invited M. Lapp to provide an update on the Indigenous Student Centre. M. Lapp advised that the harsh winter weather conditions have proved challenging to the renovation schedule; however, he noted that the project remains on schedule to meet the requirements of the FedDev grant. He advised that opening ceremonies will be planned in the late Spring/early Summer.

14 For Information:

The Chair made note of the following key events:

- CUBA meeting - May 1 - 3, 2014 - Carleton University - Ottawa
- 2014 UOIT Convocation - June 5 & 6, 2014
- UOIT Board of Governors Retreat - May 30 - 31, 2014
- UOIT Open House - March 1, 2014

15 Other Business

C. Foy noted that the topic of board recruitment and succession planning is on the agenda for the Governance, Nominations and Human Resources Committee meeting taking place this evening.

16 Termination of Meeting

There being no further business, the Chair adjourned the meeting at 4:46 p.m.

Cheryl Foy, Secretary