

**Board of Governors
Minutes of Meeting**

Date: Tuesday, April 21, 2020
Time: 4:00 pm – 7:30 pm
Room: VIRTUAL MS Teams Meeting

Members: Jonathan Allison, Chris Baillargeon, Jeremiah Bowers, Jodi Butts, Dr. Rajen Chetty, Bruck Easton, Paul Fraser, Dr. Vincent Georgie, Tiffany Gooch, Dr. Robert Gordon, Norbert Hartmann, Dr. Chris Houser, Dr. Dean Jacobs, Lynette Kivisto, Rev. Paul McGill, Celso Oliveira, Teresa Piruzza, Helga Reidel, Mario Sonogo, Dr. Bruce Tucker, Dr. Patti Weir, Susan Williams, George Wilkki, William Willis (Chair), Bill Wright.

Regrets: Dr. Majid Ahmadi, Tony Mancina.

Administration and Guest Speakers: Prof. Jeff Berryman, Danielle Beaulieu, Jane Boyd, Dave Butcher, John Coleman, Ryan Flannagan, Gillian Heisz, Kaye Johnson, Anna Kirby, Douglas Kneale, Andrew Kuntz, Rita LaCivita, David McEwen, Colin McLellan, Diane Rawlings, Anne Rudzinski, Dr. Michael Siu, Rosemary Zanutto, Renée Wintermute (University Secretary), Carol Perkes (Board Governance Officer). Danielle Orrell (graduate student) was granted speaking rights pertaining to tuition fees.

Declaration of conflict of interest – none declared.

1 Approval of the Agenda

MOTION: That the Agenda be approved.

Wilkki/Georgie
CARRIED

2 Minutes of the meeting of February 25, 2020 and E-Vote of April 1, 2020
(see document BG200225M and BG200401E for additional information)

MOTION: That the Minutes of the meeting of February 25, 2020 be approved.

Reidel/Weir
CARRIED

The E-Vote of April 1, 2020 was affirmed.

3 Business arising from the minutes
None to report.

4 Outstanding Business/New Business

4.1 Reports

4.1.1 Remarks from the Chair

NOTED:

- In-coming UWSA President, Herman Dayal, was welcomed to the meeting. As their terms on the Board are coming to conclusion, Jeremiah Bowers, Lynette Kivisto¹, Paul Fraser and Paul McGill were thanked for their service to the Board of Governors.

¹ Following the meeting, Lynette Kivisto was appointed interim GSS president until August 30, 2020.

4.1.2 President's Report

NOTED:

- Community partners from St. Clair College, UWSA, and Alumni Association were thanked for joining with the University of Windsor to contribute \$100,000 to Windsor Regional Hospital for the purchase of ventilators.
- Faculty and staff were thanked for their hard work in ensuring the successful implementation of alternative course delivery models for W2020.
- The search for a new Vice President, Finance and Operations is underway. Teresa Piruzza and Jonathan Allison are serving on this Search Committee. An internal search for an Acting Director of Advancement will also be starting soon, following which an advancement strategy will be presented to the Board.

4.1.2.1 Annual Report on Sexual Misconduct Policy (2019-2020)

(see document BG200421-4.1.2.1 for additional information)

NOTED:

- In response to a question, Anne Rudzinski, Acting Sexual Misconduct Response and Prevention Officer, reported that the increase in the number of cases reflects the growing sense of awareness and trust in the office; the addition of a part-time staff member in the office, who assists with publicising, has helped increase awareness.
- Many complainants opt not to report their cases to Windsor Police but they do often choose to proceed through University of Windsor's internal complaint structure.
- Any cases involving faculty and staff must be reported to Human Resources; complainants are informed of this prior to divulging detailed personal information to ensure their consent.

4.1.3 Risk Management

4.1.3.1 Coronavirus (COVID-19)

(see document BG200421-4.1.3.1 for additional information)

NOTED:

- The coordination of committees, Faculties, and Departments dealing with pandemic planning was outlined.
- The University's main focus is safety of students, staff, and faculty.
- All Intersession/Summer classes will be offered online beginning May 18.
- Head start will be delivered virtually.
- International student enrolment scenarios are continuously being modelled. Canada will allow International students with valid study permits issued prior to March 18th to enter the country; however, their home country may/may not allow travel.
- Possible Fall scenarios are being modelled. Domestic and international enrolment is very difficult to predict. Enrolment risks and mitigation strategies were provided. Proposed directions for Fall 2020 were reviewed.
- Human Resources continues to develop tools to support employees. Ongoing communication is taking place with employees, managers, and union leadership to discuss emerging issues, including health and safety concerns.
- Consultations with budget managers are ongoing in support of strategies for balancing 2020-2021 budget.
- Due to the province's cancellation of construction projects, all capital projects are on hold and assessments of the impact on project budgets and timelines are ongoing.

- Only essential COVID-19-related research is taking place on campus. The Research Ethics Board remains active and animals are being cared for. ORIS staff continue to offer grant administration, support and service. WE-SPARK “Rapid Response” funding for COVID-19 Research includes 21 funded projects. Tri-Council funding remains a challenge for all universities, although the University’s funding is above the national average.
- Communications are being addressed through the University’s website, an on-line email portal for students, faculty and staff, frequent health updates from Dr. Scholl, and the President’s weekly video message to the campus community.

4.1.4 Questions Arising from Vice-Presidents’ Reports

(see document BG200421-4.1.4 for additional information)

The document was received for information.

4.2 Audit Committee

(see document BG200421-4.2 for additional information)

NOTED:

- A robust discussion on the proposed internal audit plan took place during the Audit Committee meeting, including modifications to the plan as a result of COVID-19.
- The University has implemented controls to mitigate the risks associated with COVID-19 facing students, faculty, and staff, information systems, financial reporting information, and assets related to the provision of essential services only and remote working conditions.

***4.2.1 Internal Audit Plan for 2020-2021**

(see document BG200421-4.2.1 for additional information)

This document was provided for information.

4.3 Executive Committee

***4.3.1 Pledge of Shares in the Capital of Lancer Sport and Recreation Centre**

(see document BG200421-4.3.1 for additional information)

This document was provided for information.

4.4 Governance Committee

4.4.1 Revisions to Board Bylaw and List of Signing Authorities

(see document BG200421-4.4.1 for additional information)

NOTED:

- Minor corrections were noted.

MOTION: That the proposed revisions to the Board Bylaw 1 and the proposed changes to the list of signing authorities be approved, as amended.

Wright/Hartmann
CARRIED

4.4.2 Revisions to Bylaw on the President

(see document BG200421-4.4.2 for additional information)

NOTED:

- Changes included housekeeping revisions to remove gender binary pronouns, to add

reporting on the number of candidates from all designated groups, and to ensure consistency between the bylaw and current Board policies and resolutions.

MOTION: That the proposed revisions to the Bylaw on the President be approved.

Tucker/Sonego
CARRIED

4.5 Investment Committee

Nothing to report.

4.6 Pension Committee

Nothing to report.

4.7 Resource Allocation Committee

4.7.1 2020-2021 Proposed Tuition and Compulsory Ancillary Fees

(see document BG200421-4.7.1. and BG200421-4.7.1a for additional information)

MOTION: That the Board of Governors approve the proposed 2020-2021 Tuition and Compulsory Ancillary Fees.

Chetty/Weir

NOTED:

- A thorough presentation on the proposed tuition and compulsory ancillary fees for 2020-2021 was delivered to the Board.
- Members were reminded that Ontario universities are in the second year of a two-year tuition freeze for domestic tuition, and so the proposal is for international tuition fee increases only.
- It was noted that while domestic students pay lower fees, the University receives a government grant for these students. When added together, the revenue from a domestic student is very similar to that from an international student.
- The intent, going forward, is to adopt multi-year tuition and budget proposals, which would include setting cohort-based tuition fees so that international students can be assured of a constant fee once they begin their programs of study.
- Members were informed that the proposal was circulated to Senate for feedback. In response, Senators raised very few concerns with the proposed tuition fees. A few members raised concerns around the international fee increases for research-based graduate programs and for the Masters of Engineering program and the impact these fee increases may have on the University's ability to grow its research profile and remain competitive in these markets.
- Fees apply to all courses regardless of the delivery methods.
- Potential refunds are reviewed on a case-by-case basis with regard to the impact of COVID-19 on ancillaries.
- Graduate student, Danielle Orrell, addressed the Board and stated that some universities are currently decreasing international graduate student fees. She raised concern over the University's ability to remain competitive if the proposed increases were approved. In response, it was noted that consideration is being given to arriving at zero percent increases for research-based programs, in the longer-term. Members were also informed that when comparing graduate student fees for international students with other universities, it should be noted that while some universities have lower fees, they may also have fewer financial supports for these students.
- The fee proposals were guided by a set of principles and based on a rigorous assessment of the international market and consultation with key stakeholders.

CARRIED

4.7.2 2020-2021 Preliminary Operating Budget

(see document BG200421-4.7.2 and BG200421-4.7.2a for additional information)

NOTED:

- A thorough presentation on the preliminary 2020-2021 Preliminary Budget was presented for information only.
- On the revenue side, enrolment projections were adjusted in light of COVID-19. Revenue (tuition and grants) remains relatively unchanged for the last three years.
- An adjustment of \$21.5m to the expenditure side of the Operating Budget is required to balance the budget. It is proposed that the \$21.5m expenditure adjustments be made using a mix of cost reduction strategies and withdrawals from reserves. The proposed expenditure adjustments were outlined.
- The final budget, to be presented for approval in May, might differ (slightly or significantly) from the preliminary budget due to the ever changing COVID-19 situation.
- In response to a question on government grants, it was stated that grants are anticipated to remain relatively stable.
- The University is assessing the valuation dates for the Pension Plans.
- The decision to use reserve funds was not taken lightly as it is anticipated that it will take a multi-year strategy to replenish the reserves.
- Administration was congratulated on the budget package and the presentation.

4.7.3 2020-2021 Proposed Residence Fees

(see document BG200421-4.7.3 for additional information)

MOTION: That the Board of Governors approve the proposed 2020-2021 Residence Fees as referenced in Schedule A.

Chetty/Hartmann

NOTED:

- In response to a question on raising residence fees, it was stated that the University's fees are in the mid-range when compared to other Ontario universities. Multiple scenarios are being modelled to determine how the department's deficit will be managed over the next few years.

CARRIED

4.7.4 2020-2021 Proposed Meal Plan Fees

(see document BG200421-4.7.4 for additional information)

MOTION: That the Board of Governors approve the proposed 2020-2021 Meal Plan fees as listed in Appendix A.

Chetty/Hartmann

CARRIED

5 In Camera

The following In Camera motions were read into the public minutes. Members did not participate in the portion of the meeting that pertained to their respective appointments.

MOTION 1: That Jelena Magliaro be appointed as the staff member representative on the Board of Governors, effective April 27, 2020, for a three-year term.

CARRIED

MOTION 2: That Mario Sonego be appointed to the Pension Committee for a three-year term commencing May 1, 2020.

CARRIED

6 Adjournment

MOTION: That the meeting be adjourned.

Chetty/Weir
CARRIED