

UNIVERSITY OF KING'S COLLEGE BOARD OF GOVERNORS
EXECUTIVE COMMITTEE MINUTES

The Executive Committee of the University of King's College Board of Governors met by Zoom teleconference on Thursday, June 17, 2021, at 12:04 p.m.

ATTENDING: Ms. Katrina BEACH (Treasurer); Dr. Gwendolyn DAVIES (Vice-Chair); Dr. Susan DODD (Faculty Representative); Mx. Jennifer GRAY (Secretary); Mr. Nick HARRIS (King's Students' Union President); Professor William LAHEY (President and Vice-Chancellor); Dr. Peter O'BRIEN (Vice-President); Mr. Douglas RUCK, Q.C. (Chair); Mr. Hugh WRIGHT (Diocesan Representative)

GUEST: Dr. Sarah CLIFT (incoming Vice-President)

REGRETS: Mr. Paul THOMSON (Alumni Representative)

BY INVITATION: Ms. Adriane ABBOTT (Advancement Director); Ms. Julie GREEN (Registrar); Ms. Katie MERWIN (Dean of Students); and Ms. Bonnie SANDS (Bursar)

STAFF: Mx. Janet HATHAWAY (minutes)

At 12:07 p.m., the Chair called the meeting to order.

(2021:12) PRAYER

The Vice-President read the College Prayer.

(2021:13) NECROLOGY

The Secretary read the Necrology. A moment of silence was observed.

(2021:14) OPENING REMARKS – CHAIR

The Chair introduced Dr. Sarah Clift, who will become the next Vice-President. He referred to the article on the King's website describing her accomplishments. She is attending as a guest today.

(2021:15) CONSENT AGENDA

A Consent Agenda addressing the following matters was circulated:

- a) Approval of Minutes of the meeting of March 11, 2021
- b) Advancement Director's Report
- c) Advancement Committee Report
- d) Alumni Association Report
- e) President's Report
- f) Registrar's Report
- g) Meeting Schedule for 2022
- h) Human Resources Update
- i) Insurance Update

The Secretary asked that the Insurance Update be removed from the Consent Agenda. The Secretary also noted that there was a reference to a Registrar's Report, but there was no report in the package. The Registrar advised the report would be forthcoming for the Board Meeting.

(2020:16) BUSINESS/DECISION ITEMS

a) MFA IN FICTION

The Vice-President referred to the MFA in Fiction proposal in the meeting package. He noted that this goes through the approval process at Dalhousie and ultimately at the Maritime Provinces Higher Education Commission (MPHEC). It was felt to be time to bring it to the Board for endorsement. The proposal has worked its way through the School of Journalism and the Planning & Priorities Committee. There are a couple more steps left at Dalhousie relating to the Graduate Studies Program and the Dalhousie Senate. Once that is done, it will be possible to advertise for positions in the program. The hope is to have it available by September 2022. There will be an impact on the Green Book procedures.

The Vice-President noted that this represents the work of a team comprised of Kim Pittaway, Stephen Kimber, and Dean Jobb. The Chair congratulated the team.

Board members asked if this proposed program provides opportunity to diversify the storytelling of the University in the way that the MFA in Creative Nonfiction has done. The Vice-President noted that this was very much in the spirit of the proposal. The MFA in Fiction is a companion piece to the MFA in Creative Nonfiction and is built on the same scaffolding.

MOTION: (O'Brien/Harris) that the Executive Committee recommends that the Board approve the Master of Fine Art in Fiction proposal. CARRIED.

b) PROPOSAL FOR A THIRD EQUITY HIRE

The Vice-President reminded the Board that it had approved in April that King's proceed with two additional Equity, Diversity and Inclusion (EDI) hires following the first two that had been approved, one for FYP and one for Journalism. Independently of this approval, Planning & Priorities had been charged with coming up with a process in making appointments for the various programs.

At 12:23, Mr. Ian Wagschal joined the meeting.

The Vice-President advised that Planning & Priorities determined there should be a third hire added to the two that had already been approved. The rationale for this is presented in the meeting package. This additional hire would allow the teaching allotment to upper year programs. The precise allotment would be left to Faculty. This was approved by Faculty in May and the motion for the Board is picking up from that motion.

Board members commended the work of the Planning & Priorities Committee on this issue.

MOTION: (O'Brien/Davies) that the Executive Committee recommends to the Board of Governors that in addition to the two EDI hires for 2022-23 approved in April 2021, the Board approve a third EDI hire for either 2022-23 or 2023-24, with determination for which year to be made by Administration in early September 2021. CARRIED.

c) APPROVAL OF SURVEILLANCE POLICY

The President advised that the Board will be asked to approve this policy, which has been approved by both the Occupational Health and Safety Committee and the Finance, Audit and Risk Committee (FAR). Facilities Director Ian Wagschal joined to answer any questions. There were no questions for Mr. Wagschal or the President.

MOTION: (Lahey/Davies) that the Executive Committee recommends that this matter go forward to the Board for approval. CARRIED.

At 12:35 p.m., Mr. Wagschal left the meeting.

**d) APPROVAL OF REVISIONS TO THE UNIVERSITY OF KING'S COLLEGE
SEXUALIZED VIOLENCE AWARENESS, PREVENTION AND RESPONSE POLICY**

The Vice-President advised that Jordan Roberts, the Sexualized Violence Prevention and Response Officer, would join the meeting and that the revisions to the Policy were in the documents in the package.

At 12:36 p.m., Ms. Roberts joined the meeting.

Ms. Roberts noted that she had received a request from the Board at its December meeting to bring some things back for consideration. More pieces within the Policy need work, but these additional items also require community consultation. The items presented today are the updates that are achievable in the short term. She advised that the first report under the Policy has been completed, which provided valuable insight into where things could be clarified. There were no comments or questions for Ms. Roberts.

MOTION: (O'Brien/Harris) that the Executive Committee recommends that the Board of Governors approve the proposed revisions to the Sexualized Violence Awareness, Prevention and Response Policy. CARRIED.

At 12:39 p.m., Ms. Roberts left the meeting.

a) FINANCIAL SUPPORT FOR INTERNATIONAL STUDENTS

The Bursar highlighted a memo to the Board about financial assistance to international students. In light of the extraordinary challenges faced by international students this year, the University is looking at giving all international students a bursary that will offset the increase in fees that international students will face in 2021-2022. This has the support of FAR.

Board members noted the quick response of University administration on this issue.

MOTION: (Beach/Harris) that the Executive Committee recommends that the Board of Governors authorize the provision of financial awards to all international students equivalent to the increase in the international differential fee they will be charged for 2021-22. CARRIED.

b) 2020-21 AUDITED FINANCIAL STATEMENTS

i. Audited Financial Statements 2020-21

The Bursar advised that FAR vetted the financial statements in early June and approved the audited financial statements. She referred to her presentation in the meeting package, followed by the audited

financial statements and the Management Discussion and Analysis (MD&A) document. She noted that there was an audited unrestricted operating fund surplus of just over \$1 million, which would have been a deficit in the absence of the provincial grant King's received for COVID expenditures. As the audited financial statements are not on a cash basis, there are no debt payments on the audited financial statements. The reconciliation provided at the end of the MD&A reconciles the budgeted operating cash surplus to the unrestricted operating fund surplus reported in the audited financial statements.

ii. Accountability Report – Framework for Investing Internally Restricted Funds

The Bursar pointed the Board members to the accountability report in the meeting package. By virtue of the resolution passed by the Board in October 2019, \$1,800,000 was authorized. The Bursar noted that of the \$1,800,000, King's has spent about \$500,000.

iii. Resolution to Approve 2020-21 Audited Financial Statements

MOTION: (Beach/Harris) that the Executive Committee recommends that the Board of Governors approve the University of King's College audited financial statements for the year ending March 31, 2021. CARRIED.

c) 2021-2022 ENROLMENT AND RESIDENCE OCCUPANCY

The Registrar advised that the trend King's is seeing in applications will show growth in registrations, which is at a seven-year high.

The Dean of Students advised that there will be 212 students guaranteed in residence in the fall and there is a 30-person waitlist. She was confident that King's will meet the 217 target included in the budget.

Board members noted the positive outcomes on both fronts.

d) 2021-22 OPERATING BUDGET

i. Tuition, Ancillary & Auxiliary Fee Increases for 2021-22

The Bursar indicated she was seeking approval for a 3% tuition increase in Arts and Science, 1% in Journalism, 2% in the MFA program.

She noted that there is a new fee structure proposed for Residence rooms to better reflect the physical infrastructure of each room. This will be a revenue-neutral approach. The Dean of Students noted that the new fee scale more accurately reflects what the students are getting in terms of rooms.

ii. 2021-22 Operating Budget

The Bursar said there will be a separate resolution for tuition and fees and for the budget. She noted that the FAR and the Budget Advisory Committee have reviewed the budget in detail and endorsed it. In April, the Board saw a provisional operating cash deficit of \$1,400,000. King's is now seeing an operating cash surplus of \$300,000, an improvement of \$1,700,000.

The University is now looking at 958 students instead of 905 and residence occupancy of 217 instead of 127 beds. These in combination with a higher operating cash surplus carried over from 2020-21 have contributed to this improvement.

The Bursar noted some positive year-end changes have increased the amount of the operating cash surplus from 2020-21 being carried forward to help finance the 2021-22 operating budget. King's had contingencies for professional fees and COVID-19 expenses which were not needed and there were more spending reductions as a result of the pandemic.

The Treasurer noted the hard work of the Bursar and her team.

iii. Resolutions Regarding 2021-22 Operating Budget

MOTION: (Davies/O'Brien) Be it resolved that the Executive Committee recommends that the Board of Governors approve the proposed tuition and student fee increases for 2021-22 as presented. CARRIED.

MOTION: (Beach/Harris) Be it further resolved that the Executive Committee recommends that the Board of Governors approve the University of King's College operating budget for the 2021-2022 fiscal year. CARRIED.

The Chair called for a 10-minute break.

1:12 p.m., the meeting resumed.

(2021:17) ITEM REMOVED FROM CONSENT AGENDA – INSURANCE UPDATE

Board members discussed with the Bursar the memo provided in the meeting package.

MOTION: (Gray/Wright) moved that the Consent Agenda be approved. CARRIED.

(2021:18) GOVERNANCE, HUMAN RESOURCES AND NOMINATING COMMITTEE REPORT

The Secretary, as Chair of the Governance, Human Resources and Nominating Committee, proposed that the following resolutions be recommended for approval by the Board of Governors:

a) APPOINTMENTS AND RENEWALS

At 1:19 p.m., the Chair left the meeting and moved into a breakout room.

MOTION: (Gray/Dodd) that the Executive Committee recommend to the Board of Governors that the term of Mr. Doug Ruck as a Co-opted Member of the Board be renewed for a period of four years and also that the term of Mr. Ruck as Chair be renewed for a period of three years. CARRIED.

At 1:20 p.m., the Chair returned to the meeting.

At 1:21 p.m., Dr. Davies left the meeting and moved into a breakout room.

MOTION: (Gray/Harris) that the Executive Committee recommend to the Board of Governors that Dr. Gwen Davies be renewed as Vice Chair of the Board of Governors for a period of two years. CARRIED.

At 1:22 p.m., Dr. Davies returned to the meeting.

At 1:23 p.m., the Treasurer left the meeting and moved into a breakout room.

MOTION: (Gray/Harris) that the Executive Committee recommend to the Board of Governors that Ms. Katrina Beach be appointed as Treasurer of the Board until the next Annual Meeting of the Board and be confirmed as Chair of the Finance, Audit and Risk Committee. CARRIED.

At 1:24 p.m., the Treasurer returned to the meeting.

At 1:24 p.m., Mr. Wright left the meeting and moved into a breakout room.

MOTION: (Gray/Dodd) that the Executive Committee recommend to the Board of Governors that Mr. Hugh Wright be confirmed as Chair of the Campus Planning Committee until the next Annual Meeting of the Board. CARRIED.

The Secretary noted that it is an annual appointment.

At 1:26 p.m., the Secretary left the meeting.

MOTION: (Wright/Davies) that the Executive Committee recommend to the Board of Governors that Ms. Jennifer Gray be appointed Secretary of the Board and of the Executive Committee until the next Annual Meeting of the Board, and that she be confirmed as Chair of the Governance, Human Resources and Nominating Committee. CARRIED.

At 1:27 p.m., the Secretary rejoined the meeting.

The Secretary read out the remaining resolutions and proposed that they be moved as an omnibus resolution:

MOTION: (Gray/Harris) that the Executive Committee recommend to the Board of Governors that the term of Mr. Tom Eisenhauer as a Co-opted Member of the Board be renewed for a period of two years and that Mr. Eisenhauer be confirmed as Chair of the Investment Committee. That the term of Ms. Stephanie McGrath as a Co-opted Member of the Board be renewed for a period of four years and that Ms. McGrath be confirmed as a member of the Advancement Committee.

That Ms. Catherine Martin be confirmed as a member of the Equity Committee until the next Annual Meeting of the Board. CARRIED.

The Secretary noted that co-opted members normally serve a maximum of two terms of four years, but Mr. Eisenhauer has already served two terms and this two-year extension is permitted.

b) APPOINTMENT OF AUDITORS OF THE UNIVERSITY

MOTION: (Gray/Beach) that the Executive Committee recommend to the Board of Governors that KPMG LLP be appointed as auditors to the University until the next Annual Meeting of the Board. CARRIED.

**c) CONFIRMATION OF COMMITTEES OF THE BOARD AND MEMBERSHIP
(WHERE REQUIRED)**

MOTION: (Gray/Harris) that the Executive Committee recommend to the Board of Governors that until the next Annual Meeting of the Board, the following Committees be confirmed and as applicable, the membership hereby confirmed or appointed:

**Equity
Honorary Degrees
Advancement
Board of Appeal and Discipline
Executive (Committee and membership)
Campus Planning (Committee and membership)
Finance, Audit and Risk (Committee and membership)
Governance Human Resources and Nominating
Investment**

CARRIED.

d) TERMS OF REFERENCE AMENDMENTS

MOTION: (Gray/O'Brien) that the Executive Committee recommend to the Board of Governors that the Terms of Reference for the Investment Committee be amended in paragraph (i) of Section A. General Investment Oversight to read: "Ensuring that an annual report covering the University's Endowment Funds and related policies, including the Responsible Investing Policy..."

CARRIED.

(2021:19) KING'S STUDENTS' UNION REPORT

The KSU President noted the full KSU report was in the meeting package. The theme for Orientation Week this year is Onward, indicative of moving forward. The KSU is looking at a mix of about 20 percent online and 80 percent in-person events.

KSU Council held an emergency meeting to discuss concrete action following the revelation of the 215 children's remains found at the Kamloops Indian Residential School. The KSU donated funds to the Indian Residential School Survivor Society and wrote letters to the Prime Minister, the Minister of Indigenous Affairs, and the local Member of Parliament, urging Federal Government leaders to act. The KSU committed to working in tandem with the University to implement some of the Truth and Reconciliation Commission's 94 calls to action.

The Greenshield health plan will have additional supports next year for mental health, including coverage for social workers and counselling.

The President and the KSU President have started a social media vaccination campaign to encourage community members to get out there and get vaccinated.

(2021:20) VICE-RESIDENT'S REPORT

The Vice-President highlighted the new Carnegie hiring process. The shortlist has been confirmed but the human resources process with Dalhousie is a bit slow. The new Vice-President will be on deck for this.

Janet Hathaway, our University Librarian and Archivist is leaving. The Vice-President thanked Janet for her work.

The Vice-President noted that there are several announcements about student employment opportunities, including the Public Humanities Fellowships. Joanna Sheridan has done a great job in connecting students with alumni.

(2021:20) OTHER BUSINESS

The President took time to recognize the Vice-President's last Executive Committee meeting.

The President noted the work of committees of the University and the Board. It was suggested that Board documents note the effort of the various committees in bringing matters forward for the Board's consideration, as this would assist in Board members' review.

The Chair recognized Janet Hathaway and her contributions in assisting with the Board minutes.

(2021:21) IN CAMERA

**MOTION: (Gray/Lahey) that the Board of Governors enter an *in camera* discussion.
CARRIED.**

The meeting moved to an *in camera* discussion at 1:47 p.m.

**MOTION: (Ruck/Gray) that the Board of Governors move out of the *in camera* discussion.
CARRIED.**

The meeting of the Board of Governors' Executive Committee was adjourned at 2:20 p.m.

Respectfully submitted,

Douglas Ruck

Jennifer Gray