



Focused on academic excellence, Brescia University College creates an actively engaged student experience, educating women to think critically and to participate actively in society. A Catholic university college in the Ursuline tradition, we prepare our graduates to lead with wisdom, justice and compassion in a changing world.

**BRESCIA UNIVERSITY COLLEGE
BRESCIA COUNCIL**

**May 22, 2020
1:00pm
Via Zoom**

APPROVED MINUTES

- Present:** L. Ahmadi, P. Barker, P. Bravo, A. Barnfield, D. Battram, E. Bell, H. Campbell, A. Chater, J. Clark, A. Cox, T. D’Souza, N. de Moras, L. Descartes, B. Diemert, E. Douglas, P. Dworatzek, L. Frederking, C. George, D. Grace, S. Greig, S. Hajpel, B. Hartman, S. Hekmat, D. Hudecki, B. Huffman, H. Hurst, L. Jakubowski, L. Janes, M. Jean, R. Johnson, H. Kirk, S. Kleinknecht, M. J. LeBer, M. Lee, T. Mahoney, J. Matthews, K. McCormack, C. McDonald, J. Mitchell, M. Molnar, S. Morrison, S. Mumm, C. O’Connor, D. O’Shea, L. Ochoa, E. Petch, L. Piche, J. Seabrook, J. Sheppard, M. Simm, L. Sunseri, J. Sutton, K. Szauter, C. Temple, C. Tenk, *G. Warecki (on sabbatical)*, E. Whelan, C. Whippey
- Regrets:** P. Chimbos, H. Cummins, W. Da, A. Garcia, D. Green, M. Lace, S. Lee, C. Leguard, J. Madill, H. Majid, K. McKay (Board Chair), R. Popovic
- Guests:** F. Abdoele, J. Brennan, J. Smith, B. Sziapel
- Recorder:** L. Davison, J. Lalich
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1. Call to Order

The meeting was called to order by J. Mitchell, Chair of Brescia Council, and he welcomed K. McKay, Board Chair, Board of Trustees. It was noted that the meeting was being recorded for the purpose of the minutes and there were no objections. J. Mitchell reminded Committee Chairs and others to submit their year-end reports for the June 19th meeting.

- 2. Confirmation of Quorum** (50% plus one of the Voting members = 28)
Quorum was confirmed.

3. Acknowledgement of the Traditional First Nations’ Lands

J. Mitchell Acknowledged the Traditional First Nations’ Lands.

4. **Opening Reflection**

C. George provided the opening reflection.

5. **Approval of Agenda**

There was a request to move the Vice-Principal and Academic Dean's Report to For Discussion.

Approved as requested.

6. **Approval of Draft Minutes, April 24, 2020**

J. Mitchell asked if there were any comments and M. J. LeBer noted that in the previous set of minutes from the March meeting there was a request to add an additional sentence on the last page (iv) under BOLDWorks, "that it continue as students could work remotely." It was queried where those amended minutes would be available. J. Mitchell requested M. J. LeBer to email him with her request and there would be a follow-up. The revised minutes will be posted to the April 24th meeting site.

P. Dworatzek noted that in the April 24th minutes under #10b) it states that there was much discussion, but she would prefer that the minutes stated that there was a request to hold a meeting of the BAC-BC in May. K. Szauter reported that the meeting had been scheduled for June 1st, and has been rescheduled to May 25th.

C. Temple and L. Piche noted that they were present for the April 24th meeting. The revised minutes will be posted to the May 22nd meeting site.

Approved on consensus with the revisions.

7. **Business Arising**

J. Mitchell reported that there was one question about the Expanded Executive Committee and K. Szauter was to investigate how much information could be shared with Council. K. Szauter noted it was specific to the cash flow projections and suggested that that be addressed with K. McKay.

8. **New and Other Business**

Update from Karen McKay, Board Chair, Board of Trustees

J. Mitchell welcomed K. McKay to the meeting noting that she had been at Council at the beginning of the year.

K. McKay reported that she had sent a mid-year report that went to the end of February and will provide a year-end report after June. It was confirmed that her report was posted on the April 24th Council meeting site. K. McKay reported that there are weekly meetings of the Executive Committee with Cabinet members in order to receive regular updates as events unfold around COVID-19. She noted that the Expanded Executive Committee meets to receive information and updates the Board. There will be an update to the Board in the Closed Session. M. J. LeBer thought the Board of Trustees including faculty and staff Trustees would receive regular reports from the Expanded Executive Committee. M. J. LeBer expressed concern about the lack of voice

for faculty, staff and students, e.g., FAIC *in camera* meeting excluding these representatives. K. McKay noted that it was her intent to provide a report to the Board, but due to time constraints has not been able to do so yet. K. McKay noted that they are working on getting back to a normal process and meetings will be put back in place. The intention is to have a budget for the June meeting.

9. **For Approval**

a) **Community Development Minor Module**

There were no concerns.

Proposal #1: That Brescia Council accept and approve the withdrawal of the Minor Module in Community Development as recommended by the Educational Policy Committee as presented.

Approved on consensus with 35 in favour.

10. **For Discussion**

a) Brescia Council Vacancies

C. Whippey reported on the vacancies that will occur as of July 1st. She will be sending out emails next week to seek applicants. The BUCSC will fill the student positions and contract faculty will be filled in September.

b) Principal's Report

S. Mumm asked if there were any questions. It was asked about the Navitas discussions with Western and it was noted in the report that it is going better. S. Mumm noted that there are some positive discussions going on and there appears to be a willingness to work together now that they understand how important the preliminary year is to Brescia since 50% of the women then come to Brescia.

It was requested that S. Mumm update her report to reflect that the FAIC went into an *in camera* budget meeting. S. Mumm had agreed to add *in camera* in the reference to FAIC, and noted that she would also include the date for the BAC–BC meeting.

c) Vice–Principal, Finance and Administration Update

J. Mitchell asked if K. Szauter had any additional comments and she noted that the Summary Statement of Operations is not final for April 30th, some of the numbers have changed, but this is as close as she could report on at this time due to the Audit. It was noted that the forecast was still October's numbers and K. Szauter confirmed that was correct. It was asked when they would see a more detailed document and K. Szauter responded that they would be receiving one when numbers are finalized. There were additional questions about the various lines of the report and there was discussion noting that this was not a final report.

d) Vice-Principal, Students

J. Mitchell asked M. Simm if she had any comments and she noted that on the registration process the information is not to be shared publicly since it is confidential. It was asked about the admission statistics and asked how the information is different from the May 5th meeting. M. Simm commented that there was much uncertainty until the recent announcement and students are more confident in accepting their offers. The acceptance deadline is June 1st and that will make the difference. Residence applications are tracking down to about half from last year.

It was asked if students would be more willing to come if more online courses were offered, and M. Simm reported that when the shift to online courses happened in March it was not received positively because this group is used to a more traditional model. There are still concerns about finances and what restrictions will be in place. It is more positive to have activities on campus. S. Mumm noted that Universities Canada has been doing some surveys and we are seeing that students are hoping that it will not be entirely online because they are more interested in the social aspects, whereas the parents are concerned with safety. It was noted that a blended option might allow for more flexibility in case of a second pandemic wave and the shift to online would be easier. There was much discussion.

It was asked about upper year students and if there have been any deferrals. M. Simm noted it is a possibility, but there will be a better sense when registration opens up. It was asked about continuing students and the module requirements and maintaining scholarships. It was noted that if a student requests a pass instead of a grade that should not harm them. It was noted that for all of the students who were already in the module, the 70% average would apply and we will know better when adjudications are complete. M. Simm noted that continuing scholarship students will be taken on a case by case basis. It was noted that students were receiving a lot of information and there may be a communication gap around the pass/fail and what the repercussions may be. It was requested that there be flexibility around adjudication. It was stressed that students should come forward and discuss their concerns around the decisions that they made.

e) Vice-Principal and Academic Dean Report

J. Mitchell asked if there were any questions and it was asked about the BUC guidelines on research with students doing face-to-face and how that will impact fall courses considering the pandemic. It was asked if this could be done sooner rather than later. It was noted that the comments made perfect sense and will be reconsidered. This will be taken back through the proper channels and there will be a report back to Brescia Council. It was noted that the message from Western is that there will be no research with human subjects and there are other restrictions such as no data collection. It was noted that there are some alternate options for data collection such as online surveys, but it needs to be monitored closely.

L. Frederking reminded Council that Michael O'Connor has been working closely with H. Campbell and faculty regarding online courses, he has been very helpful and encourages all faculty to reach out to him.

f) Academic Planning 2020–21

There was concern expressed about the budget meetings that had been rescheduled and that input into the budget has not been as transparent as it should be.

It was asked of the Principal what she could say about the decrease in revenue for next year and what the plan was to deal with the decrease. S. Mumm reported that there are two parts, first we are looking at every aspect of Brescia's budget and operations to find ways to reduce the budget. The second is that at the next Board meeting they will discuss how much of a deficit they are willing to approve.

It was asked how much less revenue would there be. K. Szauter reported that a draft budget went to FAIC that included an overall decrease in revenue. A majority of the decrease is due to tuition and enrollment declines. As a result, FAIC has instructed administration to look at everything again. That work will be ongoing in the coming days and weeks. It was asked what the Guiding Principles were to guide the decisions. S. Mumm reported that the Board approved the Guiding Principles at the last meeting and asked if the Board Chair approved of having them posted on the Brescia Council OWL site. The Board Chair approved. J. Mitchell shared the Guiding Principles and it was noted that they will be posted to the June 19th Brescia Council meeting site.

It was asked how the overall deficit was arrived at and how does that relate to enrollment. K. Szauter reported that the overall assumption in tuition is that there will be a 50/50 split between International and domestic students. We are anticipating a larger decrease in International students by 50%, incoming domestic students down by 20%, returning domestic down by 15%, and returning International down by 25%. There are visa issues and travel restrictions and it will depend on when they are lifted. When students are faced with a blended model they do not take a full course load. We budgeted on the basis that students will take 4 vs 5 courses. Assumptions made in an environment of not knowing and we have been conservative, not overly conservative because we don't know how the pandemic will shift. S. Mumm reported that Brescia has never previously reported that they were going into a deficit. This is an unprecedented time and we do not know if there will be a second wave in September and are planning as best we can.

It was asked if the deficit takes into account the cash surplus from F20. K. Szauter reported that if there is a carryover from F2020 to F2021 it will make a difference to the cash flow, but not to the deficit. K. McKay reported that the Board will be reviewing the cash flow for May, June and July until tuition comes in August. It was asked if tuition would be increased, or if it would be decreased due to online courses that do not deliver the same as in-class. S. Mumm noted that we are not in a position to lower tuition and our affiliation with Western states that out tuition cannot be lower than what they have set. It was recognized that students do not do as well if they take a full course load online which is why they are encouraged to take less.

An unidentified individual made a comment, "faculty want to make all the decisions." The comment was heard by some Council members. D. Grace objected to the comment and

requested an explicit statement that the comment was not the administration's official position. K. Szauter responded that it was not. S. Mumm responded that we do not know who made the comment, but we follow the *Constitution* of Brescia Council and the administration is operating within the bounds of making decisions with faculty and the administration. It was acknowledged that the comment would be investigated.

Note: The recording was reviewed and it was confirmed that the comment was correctly made as, "faculty want to make all the decisions." The comment was not intended to be heard by Council and the individual does not wish to be identified. The recording is intended to be used strictly for the purpose of providing accurate minutes to Council and will not be reviewed by anyone other than the minute taker in order to ensure that comments are not used for purposes other than ensuring that the minutes are accurate.

It was noted that as previously reported, they were going into a deficit excluding non-cash items and when there is a surplus it is invested back into Brescia's facilities and staff, but not into academic programming, specifically not faculty hires. The question was asked if each department is making the same percentage of cuts and how are the cuts are being determined. S. Mumm responded that the cuts were not the same percentage across the board. The departments were considered individually and we went back multiple times for further reductions. S. Mumm noted that the bulk of each budget is in salaries, but we asked for the budget cuts to be made outside of salaries.

It was asked how the students have managed recently with the online courses and L. Frederking noted that it was a good idea to investigate and they will find a way to report back on how the students did over the summer.

J. Mitchell thanked K. McKay for attending.

Adjourned at 3:15pm.