



## BRESCIA UNIVERSITY COLLEGE BOARD OF TRUSTEES

**June 26, 2019  
12:00pm  
Ursuline Hall, Oak Room**

### MINUTES

**Present:** N. Allossery–Walsh, H. Campbell, A. Conyngham, K. Darling, G. DuBois–Wing, P. Dworatzek, L. Frederking, S. Hajpel, D. Hudecki, M. Hunter, M. Krauskopf, S. McCallum, K. McKay, E. Mitchell, S. Mumm, E. Rankin Nash, M. Simm, B. Walton

**Zoom:** K. Fryday–Field, M. Hunter, E. Schuller, R. Tisdale

**Regrets:** I. Christensen, L. Eldik, M. Khademi, L. Moist

**Guests:** C. Aguilar, C. George, H. Hurst, K. Pittao, J. Rose, A. Walby

**Recorder:** L. Davison

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- 1. Call to Order**  
K. McKay called the meeting to order.
- 2. Confirmation of Quorum (participation of 10 Voting Trustees)**  
Quorum was confirmed.
- 3. Reflection**  
K. Darling provided the Reflection on the Value, “We value creative, holistic education.”
- 4. Business Meeting**
  - a. Reminder of commitment to BUC *Code of Conduct*
  - b. Declarations of Conflict of Interest  
There were no conflicts of interest.
  - c. Approval of Draft Minutes
    - i. Board of Trustees, June 11, 2019  
The minutes were deferred to the next meeting.
  - d. Report from the Principal
    - i. Principal’s Annual Highlights

S. Mumm reported that in addition to her usual report, there is also the Principal's Annual Highlights report in the Board Package. She noted that, subsequent to posting her report on OWL, Brescia Council had approved a policy on Program Opening, Suspension and Closure. The Baccalaureate and Convocation ceremonies were very successful and the Honourary Degree candidate, Sherry Shannon–Vanstone, provided an outstanding address.

It was noted that the research newsletter was excellent and asked who receives it. The newsletter is internal to Brescia and distributed to faculty and staff. It was asked if it could be shared with the Campaign Cabinet and that was agreed to.

ii. Canonical Sponsorship Update

S. Mumm reported that the Working Committee was working on the third draft of the new Canonical Sponsorship Statutes and By-law. There is a joint Executive and Governance Committee meeting scheduled on July 8<sup>th</sup> to discuss the draft. S. Mumm, Sr. T. Campeau and L. Frederking met with Bishop Fabbro this morning and he expressed overall satisfaction with the draft.

e. The Factual Certificate was accepted and there were no questions.

## 5. Board Chair Report

a. Annual Report

K. Fryday–Field also commented on the Baccalaureate and Convocation ceremonies, as well as the research newsletter. There were no questions about the Chair's report.

b. Board Goals

K. Fryday–Field reported that she has received some input regarding the Board Goals and that will be attached to the Board evaluation which will be sent out soon. She requested that Board members respond back within two weeks. The evaluation comments will be confidential and anonymous. The results will go to the Governance and Executive Committees, then to the Board at a subsequent meeting in the fall.

## 6. Reports and Proposals of the Standing Committees

a. Executive Committee Report

i. Chancellor Update

K. Fryday–Field reported that an Executive Committee teleconference will be scheduled next week to further discuss the Chancellor recruitment.

ii. Affiliation Agreement

S. Mumm reported that a summary of the changes from the previous Affiliation Agreement were set out in the briefing note and there were some minor improvements in language for Brescia. The biggest challenge for Brescia will be meeting the entrance averages, which will move from 78% to 80% over the term of the Agreement, but she noted that we have four years to meet this challenge. M. Simm noted that on the positive side, Western is allowing us to admit a few more students below an entrance

average of 80%. The greatest impact will be on local students and those entering directly out of high school. There was much discussion.

**Action: M. Simm to provide an orientation on Recruitment and Admissions at the Board Retreat November 2019.**

**Proposal #1: That the Board of Trustees approve the Affiliation Agreement between Western University and the Affiliated University Colleges, effective July 1, 2019.**

**Motion approved on consensus.**

- b. Advancement Committee Report
  - i. Campaign Update  
E. Rankin Nash reported on behalf of M. Khademi, noting that several of the volunteers are in place and there have been many prospect calls arranged.
  - ii. Summary of Office of Advancement Activities  
E. Rankin Nash reported that there has been a lot of activity and thanked H. Hurst and her team for all their work.
  - iii. Advancement Financial Report  
E. Rankin Nash provided an overview of the report, noting there has been a lot of activity.
  - iv. Prospect Clearance Policy  
E. Rankin Nash reported that the Prospect Clearance policy was for information.
  - v. Gift Acceptance Policy

**Proposal #2: That the Board of Trustees approve the Gift Acceptance Policy as recommended by the Advancement Committee as presented.**

**Motion approved on consensus.**

- c. Employee Relations Committee Report  
K. Darling reported that the Board had approved two Human Resource policies at the June 11<sup>th</sup> Board meeting, and a mandate has been formulated around the Staff Association negotiations which will be discussed in the *in camera* session.
- d. Finance, Audit & Investment Committee Report  
B. Walton provided an overview of the report.
  - i. Auditor's Report  
There were no questions or concerns.

- ii. Approval of Audited Financial Statements  
There were no questions or concerns.

**Proposal #3: That the Board of Trustees approve the Audited Financial Statements for Brescia University College for the fiscal year ended April 30, 2019 and the Chair and Secretary of the Board of Trustees be and are hereby authorized to sign the said Financial Statements on behalf of the Board of Trustees to evidence such approval.**

**Motion approved on consensus.**

- iii. Appointment of Auditors  
S. McCallum noted that there was an error in the FAIC report regarding the name of the Auditors. A. Walby reported that a revised version of the Exhibit with the correct name of the Auditors has replaced the earlier version.

**Proposal #4: That the Board of Trustees recommend to the Members of Brescia University College the appointment of Ernst & Young, LLP as Brescia's Auditors for Fiscal Year 2020.**

**Motion approved on consensus.**

- iv. Approval of 2019–20 Brescia Non–Tuition Ancillary Student Fees  
B. Walton provided an overview of the report. A. Walby noted that the government has implemented a relatively significant policy change with limited advanced warning. She advised that there have been many meetings with the BUCSC to sort through what are to be designated as compulsory and non–compulsory ancillary fees. There will be an impact to the services offered to students. M. Simm noted that there is a lot of uncertainty around non–mandatory fees and the impact to services. There was discussion.

**Proposal #5: That the Board of Trustees approve the schedule of Non–Tuition Compulsory Ancillary Student Fees for 2019–20 as recommended by the Finance, Audit and Investment Committee as presented.**

**Motion approved on consensus.**

- v. Approval of Transfer of Funds from Capital Investment Portfolio in the 2019–20 Fiscal Year

B. Walton reported that this is part of the plan on how we had intended to fund the Academic Pavilion. There were no questions or comments.

**Proposal #6: That the Board of Trustees approve as at April 30, 2019 the transfer of funds from the internally restricted account to unrestricted for the purposes of constructing the new Academic Pavilion.**

**Motion approved on consensus.**

- e. Governance Committee Report
  - i. Constitution of the Brescia Council

**Proposal #7: That the Board of Trustees approve the revised *Constitution of the Brescia Council* as recommended by the Governance Committee as presented.**

**Motion approved on consensus.**

- f. Institutional Planning Committee Report
  - i. IPC Communications and External Relations Report
    - A. Conyngham reported that this was strictly for information.
  - ii. Academic Pavilion Update
    - A. Conyngham reported that the project is on time and on budget. There were no questions.
  - iii. Year-3 Report
    - A. Conyngham reported that the Year-3 report was strictly for information.
  - iv. Draft Year-4 Strategic Plan Outcomes
    - There were no questions or comments.

**Proposal #8: That the Board of Trustees approve the Draft Year-4 Strategic Plan Outcomes as recommended by the Institutional Planning Committee as presented.**

**Motion approved on consensus.**

- v. Draft Research Plan
  - A Conyngham invited L. Frederking to provide an overview of the Research Plan.

L. Frederking reported that the Research Plan had emerged from the Academic Plan and J. Pecoskie, the new Research Officer, was the driving force behind the Plan and there was extensive consultation with faculty. The Research Plan is inspirational and will move Brescia forward in visibility, collaboration and growth. The plan is grounded in Ursuline values, with an emphasis on undergraduate education for women which includes leadership opportunities that will prepare students to be research ready. A. Conyngham thanked L. Frederking for the work involved in establishing the Plan. There was discussion.

**Proposal #9: That the Board of Trustees approve the Research Plan as recommended by the Institutional Planning Committee as presented.**

**Motion approved on consensus.**

vi. Development of Brescia's Next Strategic Plan

A. Conyngham reminded Trustees that at the last meeting IPC had requested an extension of the current Strategic Plan for a further year, and reported that there will be discussions in the near future as to what that next strategic plan will look like.

K. McKay commented that this will be discussed at the October Board meeting, and has suggested that A. Conyngham work with the Committee Chairs over the next year to start the process moving forward. K. Fryday-Field recommended distributing the current Strategic Framework as a starting place. A. Conyngham noted that the current plan is a living document and the process was long, emotional and difficult. Noted was that research into trends in education should be conducted and considered as part of the next strategic plan. There was discussion.

**7. For Information**

a. BUC Alumnae Association Report

K. McKay asked if there were any questions on the report provided by L. Eldik, and there were none.

b. BUC Students Council Report

M. Hunter reported that they are working on restructuring their budget and planning their events.

**8. Other Business**

a. E. Rankin Nash commented that there was a recent tour of the Academic Pavilion and it looks amazing.

b. The graduation video was played.

c. C. Aguilar reminded Trustees about posting one memory for the Centennial website.

d. C. George reminded Trustees about the Art Exhibit that will be available for viewing until September 8<sup>th</sup>.

e. The Board was reminded that September 3<sup>rd</sup> will be the grand opening of the Academic Pavilion. The Trustees were asked to note the date in their schedules.

f. K. Fryday-Field thanked the Board members for all their work and contributions, there were many accomplishments and there will be future challenges.

**Meeting adjourned at 1:25pm**