

BOARD OF GOVERNORS

Wednesday, April 28, 2021 | Microsoft Teams Meeting | 6:00 p.m.

MINUTES - OPEN SESSION- FINAL

The minutes were approved as amended at the Board meeting on May 26, 2021.

PRESENT: Jason Blokhuis, Ryan Connell, Manfred Conrad (Chancellor), Wendy Fletcher (President), Matthew Griffin, Brian Hendley (Chair), Vicky Ikeno, Jane Karanassiou, Matthew Kieswetter, Edwin Ng, Peter Ringrose, Ashton Romany (Treasurer), Frances Tse, Liz Vitek

REGRETS: Asnake Dabala, Keith Hipel (Secretary), Yaacov Iland, Joseph Olubobokun, Karen Spencer (Vice-Chair)

GUESTS: Kofi Campbell, Megan Collings-Moore, Cort Egan, Melanie McKellar, Tanya Missere Mihas, Jill Pauls, Jim Robson,

RECORDER: Lisa Kessig

TERRITORIAL ACKNOWLEDGEMENT: Renison University College acknowledges that we live and work on the traditional territory of the Attawandaron (Neutral), Anishinaabeg, and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, the land promised to the Six Nations that includes ten kilometers on each side of the Grand River.

1. **OPENING PRAYER**- Matthew Kieswetter

2. **REVIEW AND APPROVAL OF THE AGENDA**

The agenda was accepted.

3. **APPROVAL OF MINUTES**- March 31, 2021

MOVED by Liz Vitek to approve the minutes of March 31, 2021; **SECONDED by Joseph Olubobokun.**

CARRIED.

4. **BUSINESS ARISING**

None.

5. **DECLARATIONS OF CONFLICT OF INTEREST**

None.

6. **CHAIR'S REMARKS**- Brian Hendley

The Chair presented the land acknowledgement statement.

7. **PRESIDENT'S REPORT**- Wendy Fletcher

PTSC

Recommendations from the Promotion Tenure & Sabbatical Council were presented for action to affirm their work through a motion to accept their recommendations. Wendy read aloud the PTSC recommendation reports for Dr. Craig Fortier and Dr. Christina Parker.

MOVED by Wendy Fletcher to approve the recommendation of the PTSC that Dr. Craig Fortier be granted a promotion to Associate Professor with Tenure; **SECONDED by Jason Blokhuis.**

CARRIED.

MOVED by Wendy Fletcher to approve the recommendation of the PTSC that Dr. Christina Parker be granted a promotion to Associate Professor with Tenure; **SECONDED by Vicky Ikeno.** **CARRIED.**

VPAD

This was the last Board meeting for Dr. Kofi Campbell, VPAD. He was invited to share highlights from the ConversAction conference report. Kofi expressed his appreciation to Cort Egan for his vital contribution and excellent work on creating the report document. The ConversAction anti-racism conference was an opportunity to capture energy from the conference hosted by WLU and reinvigorate the anti-racism movement. VPs, Administrators and Student Leaders from Universities across the country were invited. From UBC to Memorial University, there were over 200 delegates. The ConversAction report, which is Renison's report, is an informative reference document and is a good introduction to issues and potential solutions. It is hoped this report will be a reference document for anti-racism work in higher education. The report will be shared with higher institutions across Canada, the media, community groups and political leaders. The Renison Anti-racism Task Force will take this work forward in an ongoing manner, and the report will live on the Renison website.

Kofi thanked Wendy for her support throughout this project and for the incredible welcome she provided at the Conference.

M&R

Grant Leach, Director of Marketing and Recruitment was welcomed to the Board meeting and was invited to share details of some creative new initiatives. A comprehensive confirmation campaign is in progress to be used for incoming students and attendance, webinars, marketing campaigns and virtual tours. Work is ongoing for updates to the Renison Food Service listing on the website. The Canadian Roots exchange with the School of Social Work are exploring alternate admissions pathways for Indigenous students at Renison and UW degree programs and is designed for people with limited access to education and limited employment experience. Another alternate admissions pathway for Indigenous students is being explored with SDS, with input from Jean Becker at UW. Revisions to a number of webpages on the Renison site are in progress. In collaboration with the ELI team, eStem 2 week virtual programs are being offered as a recruitment tool for degree programs and BASE. The support of the Marketing and Undergraduate Recruitment team at UW has been procured for this project. ELI Viewbook updates are being made to include virtual programs. Exploration into higher education marketing through paid Google ads is being reviewed.

FINANCE

Financial projections are on track. Final approval of the budget is needed.

Cash flow

At the beginning of March cash in the bank was at \$7.3M. The Spring months are lean with little tuition or grant funds being received. \$498,000 in revenue was received from CAPE, and ELI for BASE winter from UW Science. Total March revenue was \$1.1M and expenses were \$1.7M including payroll (which is on a one-month lag) and some of the severance packages. At the end of March, the cash remaining in the bank was \$6.7M. In April increased expenses are anticipated including the RAAS retro payment (already paid out in March), remaining severance packages from layoffs in February, loan payments and endowed scholarships payments. At year end it is estimated there will be \$5.1M in cash in the bank so we will have not dropped below the red line of restricted funds or had to access the line of credit.

Statement of Operations

Revenue in March was \$1.7M and expenses were \$1.8M. Year to date revenue in March was \$16.6M compared to the budgeted revenue of \$22M. With a \$660K deficit we are ahead by \$433,000 as compared to budget.

Forecast

Revenue is forecasted at \$17.46 M. Expenses for March include a higher amount for payroll due to RAAS and some layoff packages. April payroll is expected to be much less. A cash surplus of \$361,000 is projected. With non-cash items added in, there will be a projected deficit of \$1.5M. Kudos to all areas as the level of expense control continues to be exemplary.

Budget 2021/22

The budget for next year is a best guess and is based on the assumptions shared in the narrative budget presented in March. Budgeted revenue is \$21.5M and \$20.7M has been budgeted for expenses which will result in a cash surplus of \$814,000.

MOVED by Ashton Romany to approve the final 2021-2022 budget as presented; **SECONDED by Peter Ringrose.**

CARRIED.

Interim VPAD Coverage

The decision has been made to divide the tasks for two people to manage.

Chairing AC, DAC, support for Faculty and RAAS will be managed by President Wendy Fletcher.

Academic integrity, curricular items, the Registrar's Office and representing UW at degree related meetings will be handled by Dr. Jason Blokhuis. Onboarding for this work will begin May 1.

Town Hall

A Town Hall will be held April 29 for faculty and staff. Details of the several upcoming changes for Senior Leadership positions will be shared. The Chaplain along with the Director of RIM are retiring, and the term for the Director of the School of Social Work ends. The President's term will end in 2022 and the Chair of the Board concludes his term at the end of 2021. The President assured everyone that Renison will navigate these many changes and will work together to keep the ship stable.

A Board meeting will be required in June to present the New Residence Building project report. A shift in the date of the June Board meeting from June 30 to June 23 was requested. The members agreed to adjust the June Board meeting date to Wednesday, June 23 at 6:00 pm.

8. COMMITTEE UPDATES

a) Finance & Audit Committee- Ashton Romany

The Committee met recently to review the materials that were presented to the Board by Jill Pauls.

b) Governance Committee- Peter Ringrose

The committee met recently and discussed nominations for Board membership in 2022. There will be two vacancies as of January 1 with one of these requiring a new appointee. Matthew Griffin will step down from the Board. The needs of the Board are being considered for the qualities that will be sought in a new member. Strengthening the number of members on the Board with financial expertise is preferred. There is an interest in and consideration for diversifying membership on the Board. A call for nominations will be posted on the website and nominees will be considered in August.

It was noted that ex-officio member Matthew Kieswetter will be leaving the Board at the end of this year and the Diocese of Huron will name his successor.

There have been some discussions about a virtual Founders' Day event. More information will be provided at the Board meeting in May. Nominations for Renison awards are being accepted.

As the President's term ends in a year, work has begun to form a Search Committee for the next President. The Governance Committee is tasked with bringing a Search Committee to the Board for approval.

A proposal from the Governance Committee was presented for the composition of the President's Search Committee including 9 members, and one non-voting support staff to assist. Membership is to include 4 non-Renison employee members of the Board, 2 regular Faculty members, 1 full-time Staff, 1 MDG member and 1 Renison registered full-time student. Names for these positions will be needed at the next Board meeting and the Board will appoint a Chair of the Committee.

There was a discussion about the use of a Search firm to assist with the process of hiring the next President. The Governance Committee is in favour of using a Search firm.

MOVED by Peter Ringrose that the Board establish a President Search Committee comprised of 4 non-Renison employee members of the Board, 2 members of regular Faculty, 1 member of full-time Staff, 1 member of MDG, and 1 full-time Renison student; **SECONDED by Keith Hipel.** **CARRIED.**
1 Opposed
1 Abstention

MOVED by Peter Ringrose that the individuals selected for the Search Committee be identified by the Governance Committee for the May Board meeting where they will be appointed by the Board; **SECONDED by Matthew Griffin.** **CARRIED.**
1 Abstention

MOVED by Peter Ringrose that a Search Firm be sought to assist with the President Search be recommended to the Board for appointment at the May Board meeting; **SECONDED by Manfred Conrad.** **CARRIED.**
1 Abstention

MOVED by Peter Ringrose that the Terms of Reference be presented to the Board for consideration at the Board meeting in May; **SECONDED by Jason Blokhuis.** **CARRIED.**
1 Abstention

9. **GOVERNANCE POLICY OBSERVATION**

The policies were well observed.

10. **OTHER BUSINESS**

None.

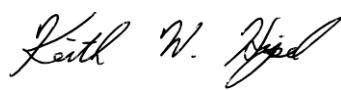
11. **IN-CAMERA SESSION**

MOVED by Jason Blokhuis to enter the in-camera session; **SECONDED by Peter Ringrose.** **CARRIED.**

12. **ADJOURNMENT**

MOVED by Manfred Conrad to adjourn the meeting; **SECONDED by Joseph Olubobokun.** **CARRIED.**

13. **NEXT MEETING:** May 26, 2021



Keith W. Hipel
Secretary, Board of Governors