

BOARD OF GOVERNORS

Wednesday, August 26, 2020 | Microsoft TEAMS Meeting | 6:00 p.m.

MINUTES - OPEN SESSION- FINAL

The minutes were approved at the September 30, 2020 meeting of the Board.

PRESENT: Ryan Connell, Wendy Fletcher (President), Matthew Griffin, Brian Hendley (Chair), Vicky Ikeno, Yaacov Iland, Jane Karanassiou, Matthew Kieswetter, Peter Ringrose, Peter Roe, Ashton Romany (Treasurer), Frances Tse, Hanqing Wu

REGRETS: Rob Case, Samantha Chan, Manfred Conrad, Keith Hipel (Secretary), Karen Spencer (Vice-Chair), Liz Vitek

GUESTS: Alice the Cat, Kofi Campbell, Megan Collings-Moore, Brenda Doyle, Cort Egan, Tanya Missere Mihas, Greg Parks, Mike Reed, 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**- June 24, 2020

MOVED by Matthew Kieswetter to approve the minutes of June 24, 2020; **SECONDED** by Matthew Griffin.

CARRIED.

4. **BUSINESS ARISING**

None.

5. **DECLARATIONS OF CONFLICT OF INTEREST**

None.

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

Brian Hendley expressed appreciation to the Board members for their continued support during these uncertain times.

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

Gratitude to Board Chair Brian Hendley and members of the Board for participating in this extra meeting.

Program registration update- Degree- Kofi Campbell, VPAD

Enrolment numbers for degree programs were beyond expectations and were ahead of the previous year including enrolment for CLS and the SSW. Initially SDS numbers were lower but transfer students, and students declaring their Major in the second year made up for the shortfall.

Kofi acknowledged the excellent work of Department Chairs and the Director of Marketing & Recruitment.

Student enrolment is looking favourable in the Faculty of Arts. Funds from UW received by Renison are based on these results. If the positive trend continues, it's possible the 15% tuition funding holdback may be returned to Renison in the new year. This would assist in keeping Renison above the red line and would prevent the need to access reserve funds to cover costs.

Program registration update- Non-Degree, Tanya Missere Mihas, VPSACE

Tanya Missere Mihas shared that BASE enrolment numbers are holding steady as anticipated. EFAS numbers are down as these students would primarily be travelling from abroad and could not travel here. An important component of the program is learning English while living within our environment. Teaching courses in China has moved to online format and the numbers are as expected.

Congratulations from Wendy Fletcher to Degree and Non-Degree staff who have worked hard to move programs forward in a positive direction.

Legal Settlement

Members were informed of a recent legal settlement in the amount of \$10,000 made to a former employee who connected through a social media posting. The situation is now considered to be resolved and a release has been signed.

Layoffs and Work Share

As of September, 7 more lay offs are expected and two more employees have been added to the Work Share program. Many staff have been returned to 100% of their work hours for the Fall which may continue into the Winter if registration continues to be favourable.

Appreciation to those who are not able to work their full load.

Business Recovery Task Force

A business recovery map is being created along with a budget plan for the upcoming two years. All areas will be considered including administration oversight, infrastructure, new building projects, Rosedale Academy project and other new initiatives.

Despite an almost 50% drop in revenue, May and June kept pace however in July and August cash reserves in the amount of \$1.1M had to be accessed. For the next 3 months it is hoped that revenue will keep up with expenses. Great effort is going into maintaining tight control of expenses.

Cash flow

Currently there is an average cash burn per month of \$425,000. There have been no draws on the TD Line of Credit. If the University returns the 15% holdback in tuition funding, Renison should receive approximately \$1.7M.

Q1 Actuals vs. Budget

Revenue of approximately \$3.248 Million was less than budget revenue of \$5.000 Million by \$1.752 million, however, a focused effort on controlling expenses reduced total expenses by \$1.798 million from budget of \$6.149 million to \$4.350 Million. Therefore the ending deficit was actually better than budgeted deficit by \$46K.

Wendy thanked Mike and Brenda for their work on the financial monitoring and reporting. Finance staff member Jill Pauls will return to work in September.

Sabbatical recommendations

Recommendations were presented to the Board for the following Sabbatical leaves:

Amir Al-Azraki- 6 months at 100% salary; Alice Schmidt-Hanbidge for 6 months at 85%, and Colleen McMillan for 6 months at 85% salary.

In response to concerns about the financial outlay, the VPAD explained that costs to cover courses for faculty on Sabbatical would be managed by funds that were previously budgeted, or by offering fewer courses, or by other faculty members teach these courses. As these leaves were already planned for, making any changes mid-cycle was not recommended but could be considered for next year.

There was a discussion led by Ryan Connell about the optics of faculty members going on leave considering the current fiscally challenging times. There is a disconnect between the Haves and the Have Nots within the College community that is concerning.

ACTION: VPAD Kofi Campbell agreed to share Faculty Sabbatical reports with the Board through the President when faculty have completed their leave.

ACTION: In future, the fiscal implications for each Sabbatical leave are to be included in the Sabbatical recommendation reports submitted to the Board.

MOVED by Matthew Griffin to approve the Sabbatical leave requests for Amir Al-Azraki, Alice Schmidt-Hanbidge and Colleen McMillan; **SECONDED by Yaacov Iland.**

CARRIED.

1 Abstention- R. Connell

Rosedale High School Proposal

This missionally sound proposal is a revenue positive possibility.

Rosedale is a private school with a number of campuses worldwide. Students are taught the Ontario curriculum, marking is completed through Ontario school boards and an Ontario diploma is received by graduating students. The proposal to open an Ontario campus at Renison will involve Grade 11 & 12 students using existing classroom space. This cohort of students are likely to go to UW following the completion of their diploma. Stage 2 of the proposal includes an English language provision for a credit to take which could be a pathway into the BASE program. The partnership provides a strong case for the new build through assistance with costs and a revenue stream to present to the bank. The desired program start is September 2021 with the number of students growing up to 250 students over the first three years. The 3rd phase of the proposal provides residence space for students on site. A two-year window is required to back out of any commitment for residence. With this number of students, all currently existing residence space would be filled. Renison cannot commit to residence space until the new residence build is confirmed.

MOVED by Ryan Connell to support proceeding with an initial agreement with Rosedale Academy understanding that the partnership shall contribute positively to Renison's cash position; **SECONDED by Peter Ringrose.**

CARRIED.

For the minutes, President Wendy Fletcher expressed appreciation to Tanya and her team for their development of the Rosedale proposal, which is a very positive pathway in challenging times.

8. OTHER BUSINESS

None.

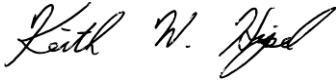
9. GOVERNANCE POLICY OBSERVATION

In Vice-Chair Karen Spencer's absence Peter Ringrose noted that the Board focused clearly while attending to the business at hand. There were no troubles with observance.

10. ADJOURNMENT

The meeting was adjourned by the Chair.

11. NEXT MEETING: September 30, 2020

A handwritten signature in black ink, reading "Keith W. Hipel". The signature is written in a cursive style with a horizontal line underneath it.

Keith W. Hipel
Secretary, Board of Governors