

BOARD OF GOVERNORS

Wednesday, January 27, 2021 | TEAMS Live Meeting | 6:00 p.m.

MINUTES - OPEN SESSION- FINAL

The minutes were approved at the February 24, 2021 meeting of the Board of Governors.

PRESENT: Ryan Connell, Wendy Fletcher (President), Matthew Griffin, Brian Hendley (Chair), Keith Hipel (Secretary), Vicky Ikeno, Yaacov Iland, Jane Karanassiou, Matthew Kieswetter, Edwin Ng, Peter Ringrose, Ashton Romany (Treasurer), Karen Spencer (Vice-Chair), Liz Vitek

REGRETS: Manfred Conrad (Chancellor), Asnake Dabala, Joseph Olubobokun, Frances Tse

GUESTS: Kofi Campbell, Megan Collings-Moore, Gail Cuthbert Brandt, Brenda Doyle, Cort Egan, Melanie McKellar, Tanya Missere Mihas, Jill Pauls, 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**

MOVED by Ryan Connell to approve the agenda; **SECONDED** by Peter Ringrose.

CARRIED.

3. **GUEST PRESENTATION**- Former Principal Gail Cuthbert Brandt

Dr. Cuthbert Brandt presented historical insights into the origins of Renison to present day, highlighting the significance of “family” and “community” for those who work and study here.

4. **APPROVAL OF MINUTES**- November 18, 2020

MOVED by Matthew Kieswetter to approve the minutes of November 18; **SECONDED** by Matthew Griffin.

CARRIED.

5. **BUSINESS ARISING**

None.

6. **DECLARATIONS OF CONFLICT OF INTEREST**

None.

7. **CHAIR’S REMARKS**- Brian Hendley

The Chair welcomed new members of the Board Asnake Dabala, Joseph Olubobokun and Edwin Ng. The new Faculty Appointee to the Board Edwin Ng shared a brief introduction.

8. **PRESIDENT’S REPORT**- Wendy Fletcher

Wendy asked members of the Managing Directors Group to provide updates for their area.

Finance- Mike Reed

The financial situation is relatively stable and strong. Cash flow has been managed well and looks favourable through to year end.

Year to date, revenue is off by \$530,000 primarily due to loss of revenue in the residence and food service areas. A savings of \$1.7M has been achieved through a reduction in salary expense. Overall, the month ended \$532,000 favourable to budget.

Some cash has been used however the positive impact of the CEWS funding and release of the UW tuition holdback has resulted in a current cash balance of approximately \$5.5M. Identified goals are to avoid using the Line of Credit and avoid dropping below \$3.5M in cash (the restricted red line). It appears these will be achieved at the end of the year.

Forecasted revenue is \$17.4M off the budget target of \$6.9M which comes from revenue losses in tuition (\$1M), food service and residence (\$5M) and miscellaneous income. Work is continuing to control expenses on a line by line basis. Wendy expressed appreciation for the efforts of the whole to keep the boat steady.

Wendy requested Board direction and agreement with bringing a budget with a deficit of non-cash items to the Board. With the cuts that have already been made and lay offs, it seems that further reductions cannot be achieved without sacrificing the health and vitality of the community.

Treasurer Ashton Romany shared his view that although the implication will hit the financial statement and isn't best in perpetuity, he agreed it was acceptable to show a deficit including only non-cash items. The Board was accepting of this direction forward.

External Relations & Communications- Cort Egan

Appreciation to Board members for supporting Renison financially through the Christmas appeal and for the time they give through work on the Board and committees. \$500,000 in donations was received last year including a large gift from the Cherry family.

Facilities- Jim Robson

In response to an RFP from St. Paul's for Food Services, Renison submitted a competitive proposal that was not accepted. The exercise was a positive experience and highlighted the fine teamwork of Food Services, Finance & Human Resources. The department is working on a marketing plan and objectives to establish Renison Food Services as a brand, allowing positioning in the market.

Degree Programs- Kofi Campbell

Degree enrollment is doing extremely well thanks to the hard work of department Chairs and the Director of Marketing & Recruitment. For the Fall term Arts enrollment was up 16% and up 15% for Renison. Numbers for SDS overall are up over last year. This is a positive result at a time when many other institutions are seeing their registration numbers drop. Several new students have entered the SDS program through a new pre-admission pathway to the School of Social, with interest expressed by many others.

The report from the National Renison-hosted anti-racism conference, ConversAction, is almost ready for dissemination. Hundreds of names have been received from those who wish to receive a copy. This will provide great visibility for the work going on at Renison.

Non-Degree Programs- Tanya Missere-Mihás

Wendy congratulated the ELI team for rising to the occasion with their flexibility, vision, and creativity. Tanya agreed that team members have stepped up to the plate and worked creatively to get the EFAS and BASE programs online. The GEAR program has been adapted for our partner in Korea; short-term programs in soft

skills and an E-STEM program for 13- 17 year olds are achieving success online. The Conversation Partners program has continued in new online format and pairs domestic & International students to provide a global perspective.

In honour of the commendable energy and creativity of the Renison community Wendy announced that her next Renison painting will be titled *Renison Rising*.

Chaplain- Megan Collings-Moore

Megan announced that she will be taking early retirement at the end of the summer. She has loved her time being Chaplain of Renison, which was a role she intended to fill for 3-5 years but ended up staying for 15 years. She will still continue her work as the Archdeacon of Waterloo.

Wendy thanked Megan for her time as Chaplain, which has been lived with courage and integrity.

9. **COMMITTEE UPDATES**

a) Finance & Audit Committee- Ashton Romany

The Finance and Audit Committee met on Tuesday January 19 and discussed several matters that are included in this meeting's Board Agenda. The committee was pleased to receive information that updated year-end forecasted deficit has been brought closer to budget expectations as a result of a combination of efforts such as cost saving measures and CEWS funding. With these efforts, cash flow projections presented were also much stronger than previously reported. However, discussion did occur regarding the debt service covenant whereby it will potentially be breached at year-end. In order to achieve the minimum ratio, it was mentioned that the upcoming budget must move in a direction to avoid another breach. It is anticipated that draft 2021/2022 budget will be brought forward to the committee in the next month.

b) Governance Committee- Peter Ringrose

Prior to Christmas, notice was sent to Board members about the proposed By-Law revision regarding the number ex-officio Faculty members on the Board. This revision came from the request to increase the number so that Faculty representation is more inline with other Boards.

MOVED by Peter Ringrose that 4.1 a) of the by-laws be amended to provide for two members of regular Faculty, to be chosen by regular Faculty; **SECONDED by Matthew Griffin.** **CARRIED.**

2 OPPOSED- Connell; Karanassiou

It was noted that the number of staff members at Renison are approximately twice that of Faculty. Looking at equity rather than requests based on the membership on other Boards, the number of staff appointees should be double that of Faculty.

Linking the number of reps on the Board to the number in each sector can be problematic and can lead to an increase in the number of seats on the Board.

The Governance Committee is not advocating for increasing the size of the Board.

ACTION: Discuss representation of Renison employees on the Board at an upcoming Governance Committee meeting.

Membership on the Governance Committee should at minimum include the Board Chair, Vice-Chair, Secretary, President and three additional members.

The Governance Committee asked the board to approve of inviting two additional members to join the Committee with a view to succession planning and experience, potentially leading to Officer positions down the road.

MOVED by Peter Ringrose to appoint Liz Vitek and Yaacov Iland as new members of the Governance Committee; **SECONDED by Karen Spencer.**

CARRIED.

10. GOVERNANCE POLICY OBSERVATION

Observations were made during the in-camera session.

11. OTHER BUSINESS

None.

12. IN-CAMERA SESSION

MOVED by Matthew Griffin to enter the in-camera session; **SECONDED by Liz Vitek.**

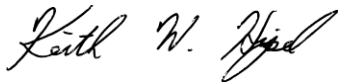
CARRIED.

13. ADJOURNMENT

MOVED by Ryan Connell to adjourn the meeting; **SECONDED by Liz Vitek.**

CARRIED.

14. NEXT MEETING: February 24, 2021



Keith W. Hipel
Secretary, Board of Governors