



AFFILIATED WITH THE UNIVERSITY OF WATERLOO

## BOARD OF GOVERNORS

Wednesday, January 25, 2023

TEAMS | 6:00 p.m.

### MINUTES - OPEN SESSION- FINAL

**The minutes were approved at the March 22, 2023 meeting of the Board of Governors.**

**PRESENT:** Asma Al-Wahsh, Jean Becker, Neha Chugh, Ryan Connell, Wendy Fletcher (President), Brian Hendley, Yaacov Iland (Secretary), Jane Karanassiou, Thomas Littlewood, Sarah Malik, Clarissa Michaels, Edwin Ng, Joseph Olubobokun (Vice-Chair), Tracy Peressini, Ashton Romany, Karen Spencer (Chair), Shumiao Wang (Treasurer), Marita Williams

**REGRETS:** Manfred Conrad (Chancellor), Asnake Dabala

**GUESTS:** Chris Carriere, Cort Egan, Melanie McKellar, Tanya Missere Mihas, Tisa Mushani, Kristiina Montero, Jill Pauls, Zhiying (May) Zhang

**RECORDER:** Lisa Kessig

**TERRITORIAL ACKNOWLEDGEMENT:** With gratitude, we acknowledge that Renison University College is located on the traditional territory of the Anishinaabeg, Hodinohsyó:ni, and Attawandaran (Neutral) Peoples, which is situated on the Haldimand Tract, the land granted to the Six Nations that includes ten kilometres on each side of the Grand River from mouth to source. Our active work toward reconciliation takes place in all corners of our campus through research, learning, teaching, community building and outreach. We are guided by the work of our Reconciliation and Re-storying Steering Committee and Anti-Racism and Decolonization SpokesCouncil, as well as the [University of Waterloo's Office of Indigenous Relations](#).

#### 1. **LAND ACKNOWLEDGEMENT**

Karen Spencer, Chair provided a land acknowledgement.

#### 2. **OPENING PRAYER**

Marita Williams gave the opening prayer.

#### 3. **PRESENTATION: STUDENT LEADERS**

Student guests (Tisa Mushani, Zhiying Zhang, Chris Carriere and Student Board member Sarah Malik) shared their experiences as Renison students and Student Leaders, highlighting the ways students can get involved through leadership opportunities at Renison.

Some of the benefits of studying and working at Renison shared by the students included friendships, personal growth, warmth and human connection, self confidence, gaining experience leading to new opportunities, being supported and supporting others, and contributing to the community.

Congratulations to the students for taking on additional roles on top of their study obligations.

#### 4. **APPROVAL OF THE AGENDA**

New members of the Board were welcomed to their first official meeting: Asma Al-Wahsh, Clarissa Michaels, Jean Becker, Neha Chugh, and Tracy Peressini.

All meeting attendees were invited to introduce themselves.

**MOVED by Yaacov Iland to approve the agenda; SECONDED by Thomas Littlewood.**

**CARRIED.**

5. **APPROVAL OF MINUTES**- November 30, 2022

**MOVED by Tracy Peressini** to approve the November 30, 2022 minutes; **SECONDED by Ryan Connell.**  
**CARRIED.**

6. **BUSINESS ARISING**

None.

7. **DECLARATIONS OF CONFLICT OF INTEREST**

There were no members reporting a conflict of interest or a perceived conflict.

8. **CHAIR'S REMARKS**- Karen Spencer

The March meeting of the Board was tentatively scheduled as in-person however due to availability constraints the meeting will be held virtually on Teams.

In April the Board will meet in-person and will have an opportunity to say thank you and farewell to Chancellor Manfred Conrad.

Ryan Lynch from RBC will attend the in-camera session to provide an update on the Investment portfolio.

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

The report included in the Board package provides detailed information and Board members are invited to raise any questions or concerns. During the meeting, highlights from the President's Report are presented and inquiries can be addressed.

Strategic planning

At the January meeting of the President's Cabinet, progress on goals in the strategic plan were shared by each area. A summary report will be received by the Board in March. The current plan is in place (2019-2024) and it is now time to begin a new strategic planning process.

**ACTION:** The President requested the support of the Board to engage a new strategic plan for 2024-2027 and hire a consultant to bring an EDIA lens to the process. Anita Taylor from the UW Equity office will provide a proposal to facilitate this process for Renison, with a focus on holding every voice as best as we can.

**MOVED by Tracy Peressini** to delegate authority to the Governance Committee to approve the strategic planning process on behalf of the Board; **SECONDED by Yaacov Iland.**  
**CARRIED.**

AFIW-UW Negotiations

AFIW (Affiliated and Federated Institutions at Waterloo) and UW representatives will meet January 30 to discuss the next steps in the new agreement negotiation process. An update will be provided in-camera at the March Board meeting.

Spokescouncil

The one page document with information about the Spokescouncil was included in the package. The group will put into action the goal of a decolonized institution. The Spokescouncil is now ready to launch, and members will be solicited.

Sabbatical leave requests

Dr. Christine Logel and Dr. Craig Fortier have applied for a 6 month sabbatical leave at 85% salary.

**MOVED by Tracy Peressini** to approve the Sabbatical Leave requests of Dr. Christine Logel and Dr. Craig Fortier for a 6 month leave at 85% salary beginning July 1, 2023; **SECONDED by Joseph Olubobokun.** **CARRIED.**

#### Degree

Work continues on managing enrolments and creating policies and procedures to assist academic operations and strengthen academic programs.

#### SACE (Student Affairs and Community Education)

Facilities were busy over the winter break with cleaning tasks and facility improvements. There are 195 residents this Winter term and staff continue ongoing management of student needs. Programs running this term are BASE and ELI courses for students from Korea and Japan, IELTS courses and new Artificial Intelligence courses through Quantum Computing which is an E-Stem program for outreach to International High School students.

#### ERC (External Relations and Communications)

There has been incredible support for the Students First campaign. The sale of coffee mugs has raised over \$3000. Thanks to Wendy who pledged an additional amount for each sale of a mug with coffee. There is a draw for one of Wendy's paintings and those who contribute to Students First are entered to win.

The Maple Leaf fund for international refugee students provides support for students who need assistance getting their lives back on track. Appreciation to Ryan Connell for his Birthday challenge to support this important fund.

#### Finance

##### **Cash flow report**

The December starting cash balance was \$6.6M. Revenues include the grant payment of \$435,000, and CAPE/ELI tuition revenue of \$669,000 with a total of \$1.2M for revenue in December. Total expenses for December were \$1.8M which includes \$1.4M for salaries and benefits. The cash balance at the end of December was \$6M.

##### **Budget forecast 22/23 actual to end November**

November YTD revenue of \$21.9M was down \$694,000 compared to budget (\$22.6M). Total YTD salaries in November were \$15.7M which was \$1.1M less than the budget amount of \$16.9M. Expenses for contracted services have been minimized but will increase as cost for maintenance and repairs are needed as the facility ages. YTD expenses at the end of November were \$21.5M, resulting in a \$362,000 cash surplus. \$1M of miscellaneous income in the report is for the amount of assistance to be received from UW. The actual amount from UW will be based on how much is needed to meet the debt service ratio. Overall, there was a \$370,000 deficit at the end of November. The Capital plan will be available in March.

##### **Statement of operations**

November actual revenue was \$2.28M, which was \$55,000 more than the budgeted revenue of \$2.23M. Total year to date revenue of \$12.7M was over the budgeted amount of \$12.3M by \$372,000 due to increased revenue from residence, food service and parking. November actual expenses were \$471,000 which was higher than the amount budgeted (\$434,000) by \$37,000. The YTD deficit amount of \$130,000 was \$707,000 lower than the budgeted deficit of \$838,000. As of Q2, the deficit has increased but is still \$675,000 less than budget. There is an amount in miscellaneous income for the KDE Hub, which is self-funded, but the amount runs through Renison's income statement.

**MOVED by Tracy Peressini** to accept the report of the President; **SECONDED by Thomas Littlewood.** **CARRIED.**

**10. COMMITTEE UPDATES**

a) Governance Committee

The committee has not met since the last Board meeting.

Chancellor Search Committee (CSC)- The call for nominations was extended and the group will soon meet again.

The President's Search Committee (PSC)- The committee will soon convene. Membership from 2021-22 will continue as long as members are available. Any vacancies will be filled. Ashton, Joseph, and Karen confirmed they will stay on the committee. There is one vacancy for a member of the Board. Volunteers interested in serving on the committee were invited to contact Lisa Kessig.

b) Finance & Audit Committee- Shumiao Wang

The Committee met January 23 to review the financial position and the draft 23/24 budget. The performance of the endowment funds will be covered during the in-camera session. At a meeting February 7, a policy will be set up for managing the reserve funds that were approved last year.

c) RRRSC

The next meeting is scheduled for Mon., January 30, 2023.

**11. GOVERNANCE POLICY OBSERVATION- Thomas Littlewood**

No concerns were noted.

**12. OTHER BUSINESS**

None.

**13. IN-CAMERA SESSION**

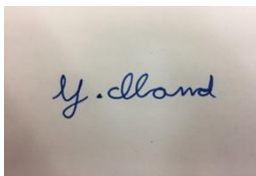
**MOVED by Ryan Connell** to enter the in-camera session; **SECONDED by Tracy Peressini.**

**CARRIED.**

**14. ADJOURNMENT**

**MOVED by Thomas Littlewood** to adjourn the meeting; **SECONDED by Joseph Olubobokun.**

**CARRIED.**



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Yaacov Iland  
Secretary, Board of Governors