



Board of Governors

Minutes of the Thursday, October 12, 2023 Meeting

Present: Michael Pautler (Chair), Matthew Bondy, Melissa Carvalhal, Cheri Chevalier, Sinead Costello, Andrew Deman, Melanie Garaffa, Justin Heimpel, Anne Jamieson, Norm Klassen, Carol Ann MacGregor, Peter Meehan, Tamara Nugent, Alan Rego, Bruce Rodrigues*, Fr. Tim Uniac, Deron Waldock, Alayna Woodley*, Mark Wendland

Resources: Saphron Moule, Executive Director, Finance and Administration; Karen Radcliffe, Director, Finance and Accounting; Katrina Kaczala, Recording Secretary

Regrets: Michael Braga

**Attended the meeting virtually using Zoom.*

OPEN SESSION

1. PRAYER & TERRITORIAL ACKNOWLEDGEMENT

M. Pautler provided an acknowledgement that St. Jerome's University and the University of Waterloo reside and operate on the traditional territory of the Attawandaron, Anishinaabeg, and Haudenosaunee peoples. The University is situated on the Haldimand Tract, the land Frederick Haldimand granted to the Haudenosaunee of the Six Nations of the Grand River in 1784 that includes 10 kilometers on both sides of the Grand River and extends from its source to Lake Erie.

The prayer was provided by M. Pautler.

2. CHAIR'S REMARKS

The Board Chair announced that Victor Ajileye, who was appointed to the Board in June 2023, has had to unexpectedly resign from the Board due to a family matter and he feels he cannot devote the time necessary to serve on the Board at this time.

Board Members can expect to see a call for nominations for the Governance and Nominations Committee Chair and the Vice Chair positions. Members are encouraged to consider nominating themselves or a fellow Board Member to serve in one of these important roles.

Pleased to announce that 95% of the Board will be in attendance at the Feast of St. Jerome's event on October 14th. The Chair thanked Board Members for their support of the University and emphasized that Board attendance at events such as this shows the Board's commitment to the University community and assists in raising the profile of the Board.

3. PRESIDENT'S REMARKS

The President reiterated thanks to the Board for their attendance at Feast and for their support of the University.

The President referenced the most recent Lecture in Catholic Experience (LCE) event featuring Archbishop Donald Bolen of the Diocese of Regina. Archbishop Bolen's lecture was well attended and was well received by the community. The next LCE event will be held on November 9th featuring two St. Jerome's alumni, Joe and Stephanie Mancini, who's talk will explore their work serving the KW community.

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Representatives from St. Jerome's recently attended the Wellington Catholic District School Board Bishop's Dinner for Community Needs, which provided an opportunity to speak about St. Jerome's with guidance counsellors, students, and other school board officials.

The President is current working with several indigenous community members who will make up the Indigenous Advisory Circle for St. Jerome's University, which will hold its first meeting this fall.

The President acknowledged the recent announcement that Brescia University College would be merging with the University of Western Ontario. The Executive Committee discussed this and believes it would be appropriate to devote time to learning more about this situation and what occurred with Laurentian University. It is planned that the Board will have a more robust discussion regarding what St. Jerome's can learn from these situations moving forward.

4. EQUITY, DIVERSITY AND INCLUSION INITIATIVE UPDATE

No updates at this time.

5. VICE PRESIDENT ACADEMIC AND DEAN'S REMARKS

The VPAD reported on events held as part of the first-year orientation, including the most recent Orientation Investiture event, which was approached differently this year and was held together with the first residence community dinner of the year. The event was a success and was well attended. The Dean's Brunch, which acts as an opportunity to acquaint students with SJU faculty and student services, was also held and well attended.

The VPAD announced the new Director, Student Affairs, Clayton McCourt, started in his during the summer. Clayton came to St. Jerome's from Residence Life at Wilfred Laurier University.

Currently in the midst of recruiting for the University's Service Learning programs, including Beyond Borders, which has students travelling internationally, as well as the local service learning opportunities. Michelle Metzger, Service Learning Program Coordinator, has been working on meeting with our current and potential partners to build stronger connections and partnerships.

Recently successfully held the Author Event, which celebrates Faculty Member publications that were released the previous year, in this case 2022.

6. AGENDA REVIEW, DECLARE CONFLICTS, ADDITIONS, CHANGES

No conflicts were declared. No additions or changes were made to the agenda.

Motion: To approve the agenda as presented.

Moved: D. Waldock, **Seconded:** M. Wendland, **Carried.**

Motion: To move into Confidential Session.

Moved: M. Wendland, **Seconded:** C. A. MacGregor, **Carried.**

[Secretary's Note: The Board moved into confidential session briefly to resolve item #4 on the confidential agenda before resuming open session.]

When the Board moved back into open session it was announced that Norm Klassen was appointed as a Faculty Board Member for a three-year term beginning immediately, until June 30, 2026.

N. Klassen, S. Moule, K. Radcliffe entered the meeting.

Consent Agenda

7. MINUTES OF THE JUNE 8, 2023 BOARD OF GOVERNORS MEETING
8. BOARD 2023-2024 WORK PLAN
9. COMMITTEE 2023-2024 WORK PLANS
10. 2023-2024 BOARD MEMBER TENURE CHART, SELF-ASSESSMENT SKILL MATRIX SUMMARY
11. COMMITTEE CHARTER UPDATES:
 - A. MISSION COMMITTEE CHARTER
 - B. GOVERNANCE AND NOMINATIONS COMMITTEE CHARTER
 - C. EXECUTIVE COMMITTEE CHARTER

12. COMMITTEE CHAIR REPORTS

Motion: To approve and receive for information by consent items 7 to 12 above.

Moved: S. Costello, **Seconded:** A. Deman, **Carried.**

Regular Agenda

13. Auditor's Report and Audited Financial Statements, Year Ended April 30, 2023

D. Waldock reported that the University's auditing firm, MNP, attended the September Finance and Audit Committee meeting and presented the University's audit results for the year ending April 30, 2023. The audit was found to be clean with no issues.

As this was the first audit executed with the University's new auditing firm, the auditors provided a more in-depth overview of the audit process, which was in line with past audits. The auditors noted that University finance staff were thoughtful, knowledgeable, and helpful during the audit process.

The Board expressed thanks to S. Moule, K. Radcliffe, and rest of the finance team for their diligence and the good work they have done for the University in the audit process.

Motion: To approve the Auditor's Report and Audited Financial Statements for the year ended April 30, 2023, as presented.

Moved: D. Waldock, **Seconded:** T. Nugent, **Carried.**

14. Financial Update and Forecast

S. Moule provided a financial update and forecast as of August 31, 2023 for the 2023-2024 fiscal year. S. Moule reviewed the interim financial report including the relevant changes in revenue and expenses.

Motion: To receive, for information, the financial update and forecast as of August 31, 2023 for the 2023-2024 fiscal year.

Moved: D. Waldock, **Seconded:** C. Chevalier, **Carried.**

15. NEW BUSINESS

There was no new business.

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Motion: To adjourn Open Session and move into Confidential Session.

Moved: A. Rego, **Seconded:** S. Costello, **Carried.**

S. Moule and K. Radcliffe left the meeting.

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/kk

Michael Pautler
Chair of the Board of Governors