



## Board of Governors

### Minutes of the Thursday, June 6, 2024 Meeting

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#### OPEN SESSION (PART 1) 4:30-5:30pm

**Present:** Michael Pautler (Board Chair), Matthew Bondy, Michael Braga, Melissa Carvalho, Andrew Deman, Justin Heimpel, Norm Klassen, Carol Ann MacGregor, Peter Meehan, Tamara Nugent, Alan Rego, Bruce Rodrigues, Deron Waldock, Alayna Woodley

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

**Regrets:** Cheri Chevalier, Sinead Costello, Melanie Garaffa, Anne Jamieson, Fr. Tim Uniac, Mark Wendland

#### 1. PRAYER & TERRITORIAL ACKNOWLEDGEMENT

P. Meehan 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 P. Meehan.

#### 2. CHAIR'S REMARKS

The Chair reminded Board Members that the Board self-assessment survey was recently distributed and encouraged Members to reflect and participate in the survey.

*M. Bondy and A. Rego entered the meeting.*

#### 3. PRESIDENT'S REMARKS

The President provided the Board with relevant updates and reminders, including:

- The St. Jerome's graduation celebration on June 13th taking place following the University of Waterloo convocation ceremony.
- The Community Day BBQ being held at Resurrection College on June 27th. In alignment with St. Jerome's mission and values, volunteer service opportunities were offered to the community the same week as the BBQ at Tiny Home Takeout and St. John's Kitchen.
- St. Jerome's is currently working with the Waterloo Catholic District School Board for the second year to host a group of international elementary school students in residence.
- The framework agreement with the University of Waterloo and Affiliated University Colleges has now been completed. This agreement is meant to bring understanding and clarification to the AFIW's relationship with UW. The agreement will be brought to the Board in the Fall for review.
- The last Lecture in Catholic Experience event of the season was held in April. Planning for the 2024-25 season is now underway.

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- The University exceeded its overall target for admissions.
- Sister Marie Taylor has agreed to be the keynote speaker at the Feast of St. Jerome on October 5, 2024 and has also been named the recipient of the 2024 Sweeney Award for Catholic Leadership.
- Extended congratulations to Melissa Carvalhal who is graduating from Wilfred Laurier's MBA program and has been named a recipient of the Gold Medal of Academic Excellence Award which is awarded to top masters students upon graduation.

*N. Klassen entered the meeting.*

**4. VICE PRESIDENT ACADEMIC AND DEAN'S REMARKS**

The VPAD reported on relevant items from her area, including:

- The first graduate of the Health Humanities Program will be graduating in June and will be celebrated at St. Jerome's graduation celebration on June 13<sup>th</sup>.
- As part of revitalizing the University's Master of Catholic Thought (MCT) program, a consultant has been hired to assist and will be conducting interviews with a number of stakeholders.
- The Faculty of Arts restructure at UW continues. Once UW decides what this will look like, St. Jerome's will need to consider how it fits within the new structure.
- St. Jerome's faculty members have been asked to consider their role in encouraging students to become co-registered with the University.
- As part of the University's Beyond Borders program a group of students have been sent to Uganda.
- A group of students are set to attend the SJU in Peru service learning program in the summer.
- Discussions about increasing interest in support of the University's service learning programs are underway as this expensive program relies heavily on philanthropy.
- The University's Wellness Coordinator, Angelina Dodds, will be running a few Mental Health First Aid training sessions throughout the Spring term.

**5. AGENDA REVIEW, DECLARE CONFLICTS, ADDITIONS, CHANGES**

No additions or changes were made to the agenda.

C. A. MacGregor declared a conflict with agenda item 11 of the open session agenda.

**Motion:** To approve the agenda as presented.

**Moved:** A. Deman, **Seconded:** M. Carvalhal, **Carried.**

**Consent Agenda**

**6. MINUTES OF THE APRIL 11, 2024 BOARD OF GOVERNORS MEETING**

**7. 2024-2025 INSURANCE RENEWAL**

**8. COMMITTEE CHAIR REPORTS**

**Motion:** To approve and receive for information by consent items 6 to 8 above, with a friendly amendment made to the minutes.

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**Moved:** T. Nugent, **Seconded:** M. Braga, **Carried.**

**Regular Agenda**

*A. Woodley entered the meeting.*

**9. PRESIDENT'S ANNUAL REPORT 2023-24**

The President presented the Board with highlights from his annual report that was included within the Board meeting materials. The annual report addresses progress on the University's Strategic Plan during the 2023-24 academic year and reflects the core mandate set for the President by the Board. Highlights included a review of baselines from 2022-23, progress made towards strategic priorities, goals, and objectives in 2023-24, progress measures, as well as what is anticipated for the 2024-25 academic year.

**Motion:** To leave Open Session and enter Confidential Session.

**Moved:** D. Waldock, **Seconded:** Justin Heimpel, **Carried.**

*S. Moule and K. Radcliffe left the meeting.*

*Secretary's note: Following the adjournment of the first confidential session, the Board reopened the open session to enter into the public record notice that the motions addressing the appointment of Committee Chairs and members, reappointment and appointment of Board Members.*

*J. Heimpel was appointed to the position of Chair of the Governance and Nominations Committee for a two-year term beginning July 1, 2024.*

*T. Nugent was appointed to the position of Chair of the Mission Committee for a two-year term beginning July 1, 2024.*

*M. Bondy was appointed to serve as a member of the Executive Committee for a one-year term beginning July 1, 2024.*

*A. Rego was reappointed as a Member at Large for a second three-year term beginning July 1, 2024.*

*Ayo Owodunni and Shannon Straus were appointed as Members at Large for an initial three-year term beginning July 1, 2024.*

*Katrina Moller was appointed as the Student Board Member for a one-year term effective July 1, 2024 to June 30, 2025.*

### OPEN SESSION (PART 2) 6:00-8:00pm

**Present:** Michael Pautler (Board Chair), Matthew Bondy, Michael Braga, Melissa Carvalhal, Cheri Chevalier, Sinead Costello, Andrew Deman, Justin Heimpel, Norm Klassen, Carol Ann MacGregor, Peter Meehan, Tamara Nugent, Alan Rego, Bruce Rodrigues, Deron Waldock, Alayna Woodley

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

**Regrets:** Melanie Garaffa, Anne Jamieson, Fr. Tim Uniac, Mark Wendland

*[Secretary's note: Open session resumed after the dinner break at 6:15pm]*

Before resuming business, the Chair noted that a document with the 2024-25 Board and Committee meeting dates has been uploaded to the Board Microsoft Teams folder and requested that Board Members hold these dates in their calendars.

#### 10. 2024-2025 PROPOSED OPERATING AND CAPITAL BUDGETS

D. Waldock provided an introduction and extended thanks to S. Moule, K. Radcliffe and everyone involved in the budgeting process. The University is expecting a deficit budget in 2024-25. The administrative team worked diligently to reduce the budget without cutting any positions or core activities at the University.

S. Moule presented to the Board the proposed 2024-25 operating and capital budgets. S. Moule started by outlining the challenges that were faced that impacted the budgeting process, which included the provincial government tuition freeze, lack of additional grant funding, international student enrolment decline due to cap placed by the federal government, and continuing inflationary pressures. In response to these shortfalls, significant cuts were made to all department budgets, and a \$177k deficit operating budget is being projected for 2024-25. University administration has already made efforts to investigate new ancillary opportunities, areas of revenue generation, and explore cost efficiencies to assist in funding the deficit. Administration will conduct frequent environmental scans and provide regular forecast updates to the Finance and Audit Committee and the Board to ensure they are kept informed of the situation and any changes.

The proposed operating budget included in the meeting materials was presented, which included an overview of the operating revenue, and operating expenses outlining expenses associated with academic operations, administration, and university operations. Ancillary expenses and revenue were also presented along with an overview of the projected deficit spending. Due to this being the fifth year of deficit spending and the limited availability of reserves, administration has been engaging in long term planning toward returning to an operation surplus.

The capital budget was also presented, which included 2024-25 capital project requests and the completion status of projects initiated in 2023-24. Administration proposed the University reallocate a portion of its unrestricted investment income to fund the capital project account, funds which would typically be reinvested. It was noted that there is past precedent for this reallocation as it was also done in 2019 to help fund the library renovation.

**Motion:** To approve the operating and capital budgets for the 2024-2025 fiscal year.

**Moved:** D. Waldock, **Seconded:** J. Heimpel, **Carried.**

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*C.A. MacGregor left the meeting.*

**11. VPAD POLICY REVIEW**

P. Meehan noted that the newly titled Vice President Academic and Dean policy was brought before the Board at the April meeting for an initial review. P. Meehan explained the rationale for the policy updates, including clarifying the reporting relationship between the VPAD, President, and Board, aligning the reappointment and appointment process for the VPAD with the process outlined in the President and Vice Chancellor policy, as well as the consolidation of the two existing policies. The only change between the previous version and the one being presented is the updated membership of the VPAD evaluation and nominations committees. The updated policy has been reviewed a number of times by the Governance and Nominations Committee, Senate Council and now the Board.

**Motion:** To approve the redraft of the newly titled Vice President Academic and Dean policy, as presented, and rescind the Vice President of the University policy.

**Moved:** A. Deman, **Seconded:** D. Waldock, **Carried.**

*C.A. MacGregor re-entered the meeting.*

**12. NEW BUSINESS**

There was no new business.

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

**Moved:** A. Deman, **Seconded:** D. Waldock, **Carried.**

*S. Moule and K. Radcliffe left the meeting.*

June 6, 2024  
/kk

Michael Pautler  
Chair of the Board of Governors