

NIPISSING UNIVERSITY

BOARD OF GOVERNORS MEETING

OPEN SESSION

January 11, 2018

The Open Session of the regular Board of Governors meeting was held on Thursday, January 11, 2018, at 5:30 p.m. in the Nipissing University Board Room (F303).

Members Present: Gord Durnan, Board Chair
Karen Barnes (via teleconference)
Paul Cook
Fran Couchie
Tom Curry (via Skype)
Mike DeGagné
Kristen Ferguson
Robin Gendron
Blaine Hatt
Ryan Hehn
Rose Jawbone (via teleconference)
Toivo Koivukoski
Sydney Lamorea
Joanne Laplante
Colleen Miller (via teleconference)
Karl Neubert
Tom Palangio
Derek Shogren
Stephen Tedesco
Janet Zimbalatti
Rose Jawbone (via teleconference)

Regrets: Cooper Allen
Gary Jodouin
Sean Feretycki

Invited Guests: Cheryl Sutton
Arja Vainio-Mattila
Len Gamache
Casey Phillips
Debra Iafrate
Murat Tuncali
Carole Richardson
Callie Mady
Ursula Boyer
David Drenth
Patti Carr
Christine Dowdall (University Secretary)

Observers: J'aime Brunet
Shane Dunstall
Amanda Burk

Recording Secretary: Maggie Daniel (Administrative Assistant, President's Office)

1. Welcome/Introductions

The Board Chair called the meeting to order at 5:30 p.m.

2. Declaration of Conflict of Interest

The Board Chair called for conflicts of interest concerning any of the agenda items. No such declarations were made.

3. Use of Recording and/or Broadcasting Devices

The Board Chair reminded everyone that the use of recording and/or broadcasting devices is prohibited during the meeting.

4. Adoption of Open Agenda

Resolution 2018-01-01: ***That the Board of Governors adopt the January 11, 2018, open meeting agenda as circulated.***

*Moved by Derek Shogren; seconded by Tom Palangio.
Carried.*

5. Adoption of the Minutes from the November 9, 2017, Board meeting

Resolution 2018-01-02: ***That the minutes of the Open Session of the meeting of the Board of Governors held on November 9, 2017, be adopted as circulated.***

*Moved by Janet Zimbalatti; seconded by Sydney Lamorea.
Carried.*

6. Chair's Remarks

The Board Chair welcomed guests to the meeting. He introduced Patti Carr (future Board member), Amanda Burke (NUFA President – observer) and Callie Mady (Associate Dean of Education).

At the November meeting, it was announced that the Muskoka property had been sold. A media conference was held in Bracebridge on January 8. A number of individuals from Nipissing, along with officials from the Town of Bracebridge and representatives from Dewey Educational Group, were in attendance. It was a very positive event.

The Chair pointed to an article in the January edition of Universities Affairs magazine that included a story about the 2018 recipients of the Indspire Awards that celebrate excellence in the Canadian Indigenous community. A photo and brief bio of Nipissing's Dr. Mike DeGagné is included in the story as he is being recognized for his public service. The Chair also congratulated President DeGagné on his appointment to the Interim Board of the National Council on Reconciliation.

The Board Chair announced that most Board members have donated to Nipissing again this year, and he thanked them for their commitment.

7. Chancellor's Remarks

The Chancellor continues to work on fundraising initiatives in relation to Nipissing's new turf field. He announced that Nipissing received a \$60,000 donation from the North Bay Youth Soccer Association.

Chancellor Cook advised that on January 27, the Laker's Hockey Team will be taking on RMC in a Support the Troops event. Proceeds from the event will go towards the Military Resource Centre.

The Chancellor will be co-chairing the First Robotics event that is taking place on campus from March 30 to April 1, 2018. President DeGagné will once again be the Honorary Chair. There are thirty teams confirmed for the event including a first all-girls team from Afghanistan. Board members were encouraged to attend if at all possible.

8. President's Remarks

The President acknowledged the success of the 25th anniversary celebrations that took place in late November. The opening of the time capsule was a highlight for many people, and plans for the filling of a new time capsule are underway with the opening expected to occur 25 years from now.

The President added comments to the Chair's report on the media event that was held regarding the sale of the Bracebridge Campus to Dewey Educational Group. He thanked Board Chair Gord Durnan for being a great ambassador for Nipissing in the Bracebridge community following the decision to close the campus. The University's decision to set up an endowment to support students from the Muskoka area using some of the proceeds from the sale was extremely well received by the community.

The President gave brief reports on a number of other items, including the work he will be doing with the Interim Board of the National Council on Reconciliation, his visit with a group of students from the SPP nursing program in Toronto and a related presentation at the Michener Institute. He also acknowledged the work of Dr. Toivo Koivukoski and his team to improve the Nordic ski trails on campus.

A list of the President's activities over the last two months will be appended to the minutes.

9. Presentation: Schulich School of Education – Dr. Callie Mady, Associate Dean of Education

The Associate Dean of Education was invited to address the Board with regard to the Schulich School of Education. Her presentation began with an overview of the history of the School which began in 1909 as the North Bay Normal School. She highlighted the many successes and challenges the Schulich School of Education, and teacher education in general, has faced over the last 100 years. While Nipissing's student population was greatly reduced as a direct result of the reduction of teaching seats across the province, the two-year program and the addition of both Masters and PhD programs have helped in that regard.

Dr. Mady's presentation included an outline of the recruitment strategies that the Schulich School of Education is partaking in in an effort to engage with perspective students.

10. Vice-President's Remarks

The Provost and Vice-President, Academic & Research (PVPAR) reported that she is feeling more grounded now than she was when she spoke at the last Board meeting which took place only a month into her appointment at Nipissing.

The Provost reported that the University is embarking on the development of a strategic research plan. She highlighted the success of the NU2042 Speaker Series that was held in the fall, and she praised the way faculty research at Nipissing is engaging with the community.

Other topics the Provost reported on included the submission of a review by the Canadian Council on Animal Care (CCAC) and the Quality Assurance process that is currently underway for 19 different programs at Nipissing. Once this piece is in a normal routine process, the Provost will begin to focus on Academic Planning.

The Vice-President, Finance & Administration (VPFA) reported that the University finalized a memorandum of understanding with the Nipissing University Alumni Advisory Board (NUAAB). The MOU clarifies the roles and responsibilities of the two parties and provides a clear framework for our mutual benefit. The work was extensive, and the VPFA recognized the work of Dr. Casey Phillips (AVP Students) and Len Gamache on the project.

Other items of discussion included the continuing budget process and the results of the RFP that was submitted for our group benefit plan. A number of submissions were received as a result of the RFP, and the shortlisted providers will each make a presentation to the Pension and Benefits Advisory Committee at the beginning of February.

The Assistant Vice-President, Students (AVPS) reported that his groups have been very busy on campus with students returning after the holiday break. The first week back was Lakers re-orientation, which included sessions for international exchange students and other events to help prepare students for the next semester in areas such as finances and time management.

Other topics the AVPS touched on included the upgrading of wireless internet in the residence buildings, the increased number of organizations reaching out to our Corporate Events department interested in using our campus this summer, and an update on the drafting of a survey for students that will give them a voice with regard to how Ontario post-secondary campuses are doing following the mandated creation of sexual violence policies.

11. Deans' Remarks

The Dean of Arts and Science was pleased to report that Nipissing University will now be administering the Ontario Wetlands Certification Course on behalf of the Ministry of Natural Resources. The program will be offered during the summer months to individuals from across the province.

The Dean also highlighted the upcoming research trip some history students will be taking with Dr. Stephen Connor. The trip, which is scheduled to take place in May, will follow the World War II "warpath" of the Algonquin Regiment.

12. Enrollment Update – Registrar

The Registrar provided a summary of the University enrollment numbers as of November 1, 2017. These numbers include a headcount of 4,720 and an FTE of 1,863. The next date that enrollment numbers must be reported to the Ministry is February 1.

13. Question Period

A concern was raised regarding the lack of access to the campus for faculty over the holiday break. The Director of Facilities pointed out that all faculty and staff had the option of requesting key access to the building if they required it. The notice regarding this option was sent to everyone via email; however, the Director acknowledged that there is room for improvement with regard to this communication, and his team will work on it for next year.

As a follow-up to the Registrar's enrollment update, Dr. Robin Gendron was asked what he attributed the increased intake of students in the Master of History program to. Dr. Gendron suggested that the relationships the faculty develop with their students was a big reason for the increase, as well as the recruitment that is done to encourage students from Nipissing and elsewhere to complete research with Nipissing's history faculty. The delivery of the program is also unique compared to those of other institutions.

14. Committee Reports

Audit and Finance Committee – Tom Palangio, Committee Chair

The Chair of the Audit and Finance Committee reported that the committee has been discussing at length the Student Centre construction loan and related requirements. The financing option the student union has chosen includes a requirement for the University to guarantee the loan.

Following some discussion, the following resolution was presented:

Resolution 2018-01-03:

That the Board of Governors accept the recommendation of the Audit & Finance Committee that:

WHEREAS Nipissing University (the “**University**”) and the Nipissing University Student Union, (“**NUSU**”) have each approved the design, construction, and operation of a new student centre (the “**Project**”);

AND WHEREAS it is in the best interests of NUSU to borrow up to but not exceeding \$5 million by way of an amortizing term bank loan (the “**Loan**”) from TD Commercial Bank (the “**Lender**”) to fund the construction of the Project;

AND WHEREAS the Loan terms require that the University provide a guarantee of the Loan;

AND WHEREAS, in connection with the Loan, NUSU and the University intend to execute and deliver in favour of the Lender certain agreements, documents, instruments and certificates (collectively referred to as the “**Loan Documents**”);

AND WHEREAS the University and NUSU have entered into a lease (the “**Lease**”) for the Project which sets out, amongst other things, major decisions requiring approval of the University in relation to the Project;

NOW, THEREFORE, BE IT RESOLVED that:

1. The University hereby approves the Loan of up to \$5 million for the Project, provided the borrowings for the Loan are on terms substantially and materially the same as provided by the Lender’s discussion paper offer to finance and supplementary information;
2. The University is hereby authorized to provide the guarantee to the Loan and enter into and perform all obligations of the University pursuant to the Loan Documents;
3. The Board Chair, President, and Vice-President, Finance & Administration of the University (each an “**Authorized Officer**” and, collectively, the “**Authorized Officers**”) be, and each of them hereby is, authorized and directed to negotiate the terms of, and execute, on behalf of the University, any and all documents contemplated by the terms of the Loans which the Lender may request or require in connection with the consummation of the Loan; and
4. Any Executive Officer of the University is authorized and directed to do all such acts and things and to execute or to cause to be executed (whether under the corporate seal of the University or otherwise) all such instruments, agreements and other documents as in such officer’s opinion may be necessary or desirable to complete the transactions hereby approved and authorized.

*Moved by Karl Neubert; seconded by Ryan Hehn.
Carried.
Unanimous.*

15. Student Centre Lease – Cheryl Sutton, VPFA

The President provided some background on the Student Centre lease, explaining that the lease has already been vetted by the University’s auditors and legal team. The University is not seeking approval from the Board for the details of the lease; however, because of policy restrictions, the Board must give approval for the University to enter into a lease situation where the term is in excess of five years.

The VPFA provided additional background on the history of the planning of the Student Centre over the past ten years. Building on the President’s comments, she reiterated that the University has done its due diligence

with regard to entering into this lease. KPMG has been assisting NUSU in the creation of an operating plan for the building, and they also assisted them in securing financing for the construction.

Further details were discussed, resulting in the following motion being presented:

Resolution 2018-01-04: ***That the Board of Governors authorizes University Administration to execute a lease agreement with the Nipissing University Student Union, subject to the terms and conditions of the final said lease being acceptable to the University Administration.***

*Moved by Derek Shogren; seconded by Blaine Hatt.
Carried.
Unanimous.*

16. Board Representatives on Other Committees

Academic Senate

Janet Zimbalatti, one of the Board representatives on Senate, provided some details from the Senate meetings that took place on November 10 and January 12. The agenda for the meeting on January 12 included several changes in academic course descriptions.

Alumni Advisory Board – No Report

Aboriginal Council on Education – No report

Brantford Regional Campus – No report

Nipissing University Student Union

The NUSU President reported that Club Days will be taking place the week of January 15-19, 2018. She explained that joining a club on campus is a great way for students to get involved and meet new people.

NUSU will soon be announcing an upcoming concert that will be taking place in March. The details will be shared soon.

Joint Board/Senate Committee on Governance – No report

17. Other Business

Annual Report from the Research Ethics Board – Arja Vainio-Mattila, Provost & VPAR

The Provost provided a brief overview of the activities of the Nipissing University Research Ethics Board (NUREB) over the past year. The Office of the Provost & VPAR oversees the operation of NUREB; however, it is sanctioned by the Board of Governors.

Resolution 2018-01-05: ***That the Board of Governors receive the 2016/17 Annual Report of the Nipissing University Research Ethics Board as circulated.***

*Moved by Toivo Koivukoski; seconded by Robin Gendron.
Carried.*

Consent Agendas – Gord Durnan, Board Chair

The Board Chair raised the idea of the University Board of Governors adopting the use of consent agendas. The idea was discussed at length. It was decided that the March meeting will be run using the current format, but a second agenda will be created in order for Board members to see what the differences would be.

18. Adjournment

Resolution 2018-01-06: ***That the Open Session of the Board of Governors' regular meeting now adjourn.***

*Moved by Ryan Hehn; seconded by Robin Gendron.
Carried.*

Open session adjourned at 7:45 p.m.

President & Vice-Chancellor/Secretary of the Board

Board Chair

President's Update

November 6-10, 2017

- Indspire Awards (Interview, Meet and Greet, Tour of Parliament)
- Child Welfare League of Canada – Meeting & Presentation in Edmonton, Alberta - Premier's Council on Child Welfare
- Yorkton Tribal Council – First Nations Child Welfare

November 27, 2017 – onwards

NU25 Events

- Moose FM Radio Interview
- CBC Sudbury Telephone Interview
- NU25 Birthday Party Celebrations
 - Opened the Time Capsule
- Flag Raising at City Hall

Government

- COU
 - Budget and Audit Committee meeting
 - Executive Heads Round Table
- Interim Board of the National Council for Reconciliation – meeting in Ottawa
- Symposium at Carleton University
 - DM Task Force on Reconciliation - Carleton University

Senate

- Senate Meeting (Friday, December 8, 2017) – no quorum
 - Senate Executive Meetings (x2)

Meetings

- Meeting with (Dr.) Jerome Berthelette, DLit. – Student Recruitment – Auditor General Office
- Meeting with Patrick Dion – Advocacy
- Meeting with Glen Lowry and Barry Brennand from Steelcase – OCAD University
- Reconciliation North Bay Meeting
- Nipissing University Indigenization Steering Committee Circle

Campus / Students

- SPP Visit in Toronto with Students, Staff and Faculty
- Aasgaabwitaadwin Youth Education Gathering
 - Opening Remarks

New Accommodation

- Attended presentation by Baiba Zarins (SPP) at the UHN Education Executive Meeting – Discussion with the Michener Institute

Advancement

- Lunch with Robert and Julia Foster – Advancement and the Arts
- Meeting with Len Gamache and Scott Haldane (Rideau Hall Foundation)

Board Activity

- Frayme (Youth Mental Health)
 - Board of Directors meeting
 - Governance meeting
- INAC Audit Committee Meeting

Events

- Rotary Foundation Dinner
 - Celebrating six local citizens [Karen Cobb, Danielle Filliatrault, Darlene Laferriere, Sandy Foster, Nancy Dewar-Stenning and George Couchie] who make a difference locally and globally with a presentation of Paul Harris Fellow Awards
- Zoongaabwidaa Giizhgad “Celebration” Standing Strong Together 2017 (Presentation by George Couchie)
 - Provided Introductions on behalf of Reconciliation North Bay
- Assembly of First Nations – Holiday Celebrations

January 8-12, 2018

- President’s Welcome Back Pancake Breakfast
 - Served in the Front Lobby of NU
- Bracebridge Campus Sale Announcement – Bracebridge
- Audit & Finance Committee Meeting
- Senate Executive Meeting
- Panel “Diversity and Inclusion” Environment and Climate Change Canada

Friday, January 12, 2018

- Senate Meeting
- NU Alumni Advisory Board Retreat
 - Event at Memorial Gardens

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OPEN SESSION

November 9, 2017

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Members present: Gord Durnan, Board Chair
Cooper Allen
Fran Couchie
Tom Curry (via Skype)
Kristen Ferguson
Blaine Hatt
Ryan Hehn
Rose Jawbone (via teleconference)
Gary Jodouin
Joanne Laplante
Colleen Miller (via Skype)
Karl Neubert
Tom Palangio
Stephen Tedesco
Janet Zimbalatti

Regrets: Karen Barnes
Paul Cook
Mike DeGagné
Sean Feretycki
Robin Gendron
Toivo Koivukoski
Sydney Lamorea
Derek Shogren

Guests: Cheryl Sutton
Arja Vainio-Mattila
Len Gamache
J'aime Brunet
Shane Dunstall
Destiny Murtaugh
Joe Thorton
Casey Phillips
Andrea Parolin
Murat Tuncali
Rick Vanderlee
Christine Dowdall (University Secretary)

Recording Secretary: Maggie Daniel (Administrative Assistant, President's Office)

1. Welcome/Introductions

The Board Chair called the meeting to order at 5:30 p.m. He welcomed new Board member, Fran Couchie, who is appointed to the Nipissing Board of Governors as the designate of the Chief of Nipissing First Nation. The Chair also welcomed Andrea Parolin, Manager of Advancement, and two student callers from the Annual Call Campaign, Destiny Murtaugh and Joe Thorton.

2. Declaration of Conflict of Interest

The Board Chair called for conflicts of interest concerning any of the agenda items. No such declarations were made.

3. Use of Recording and/or Broadcasting Devices

The Board Chair reminded everyone that the use of recording and/or broadcasting devices is prohibited during the meeting.

4. Adoption of the Minutes from the September 16, 2017, Board meeting

Resolution 2017-11-01: ***That the minutes of the Open Session of the meeting of the Board of Governors held on September 16, 2017, be adopted as amended.***

It was agreed to amend the circulated minutes to include the name of the lyricist of the Nipissing University Anthem as discussed under item #16 – Other Business.

*Moved by Janet Zimbalatti; seconded by Tom Palangio.
Carried.*

5. Presentation: Annual Fund Call Campaign – Andrea Parolin, Manager, Advancement, and Student Callers

Two student callers from the Annual Fund Call Campaign, Destiny Murtaugh and Joseph Thorton, were introduced by the Manager, Advancement (Interim).

Destiny Murtaugh is completing her undergraduate degree in English and is planning to take the Consecutive Education program. An Annual Fund Campaign caller for four years and a team lead for three of those years, Destiny provided an overview of the Annual Call Campaign which runs from October through April every year. This year, the campaign is focused on engaging alumni, keeping them up to date on NU25 events and giving them the opportunity to reminisce about their time as students. The callers are responsible for confirming contact information and for gaining consent as per CASL (Canadian Anti-Spam Legislation) in order to be permitted to e-mail them. Finally, the callers ask each alumnus to make a contribution to Nipissing.

The callers have noticed that there is a good mix of new and repeat donors. This year, the two priorities for giving were the Scholarship and Bursary Fund and the New Turf Field Fund.

Joe Thorton, a third year Criminal Justice student, reported that last year, the Annual Call Campaign raised in excess of \$20,000 in cash and pledges. As of Wednesday, November 8, 2017, this year's Call Campaign has raised over \$6,000.

6. Chair's Remarks

The Board Chair reported that the Council of Chairs of Ontario Universities (CCOU) Conference is scheduled for Thursday, November 16, to Saturday, November 18. Three members of the Executive Committee will be attending.

The Chair reminded the Board that Thursday, November 30 is the Nipissing University 25th Anniversary Party. The Board of Governors Holiday Gathering, which is an opportunity to socialize with members of the Board and the University, will be taking place later that same evening.

The Board Chair reminded everyone that responsibilities of the Board of Governors include ensuring that the strategic direction of the University is being followed. The role of the Board is to provide risk oversight and to engage in conversations if there are concerns about process. The Chair shared the phrase 'noses in, fingers out', and while he encouraged Board members to be curious, he highlighted the importance of trusting University staff and the processes that are in place.

7. Chancellor's Remarks

No report.

8. President's Remarks

The VPFA will provide remarks on behalf of the President under her report (agenda item #9). In addition, a list of the President's activities since the last Board meeting will be appended to the minutes.

9. Vice-President's Remarks

The Provost and Vice-President, Academic & Research (PVPAR) reported that her experience at Nipissing so far has been very welcoming. The better part of the past month was spent meeting people from different departments and offices within the institution. She has also been taking part in meetings with several groups external to the University such as the Vice-President Academic group, Universities Canada, etc.

The PVPAR spoke about her participation in the Citizenship Ceremony that President DeGagné presided over on Friday, October 13, 2017. She described the event as moving and heart-warming.

Much of the PVPAR's time over the next year will be dedicated to the Academic Plan and to ensuring there are no concerns with the academic programs that are currently being delivered. A large piece of that is the Institutional Quality Assurance Process (IQAP) review of the programs. She briefly explained the process, stating that some changes are necessary in order to match the external requirements.

The PVPAR also reported that the committee for the Strategic Research Plan has developed a plan that is in its final draft stages.

The Vice-President, Finance & Administration (VPFA) provided an update on the current college strike. The Ministry has ordered that the colleges' last offer be sent to the membership for a vote, which is scheduled to take place over three days next week (November 14-16). As far as what impact the strike has had on operations at the Education Centre, while there have been some issues at the picket line, overall, disruption has been minimal. The Deans have been addressing concerns raised by students. The University is hoping for a quick resolution.

Other matters the VPFA touched on included the new student lounge that was opened on October 2 and an update on the annual budget process. On behalf of the President, topics she highlighted included the Annual Staff Service Award ceremony that was held at the end of October, the University's proposal to the City of North Bay to house the new community arena on Nipissing's Larocque property, and an update on the new turf field.

Finally, the VPFA announced that President DeGagné was in the House of Commons in Ottawa this week where the 2018 Indspire Award recipients were announced. Indspire is an Indigenous-led charity that invests in the education of Indigenous people. Dr. DeGagné will be receiving the Indspire Award for public service at the March 2018 ceremony.

The Assistant Vice-President, Students (AVPS) reported that the Fall Open House event which took place at the end of October was a success, bringing over 230 perspective students onto campus. The Student Recruitment team is currently wrapping up their tours and will be back on campus soon.

Other items the AVPS reported on included the University's bid to host the Ontario Volleyball Association (OVA) summer camps and the University's new interactive voice response system, an outreach program that provides individualized attention for students seeking support services.

The final NU2042 Speaker Series event is taking place on Thursday, December 7, 2017. The AVPS encouraged all to attend.

10. Deans' Remarks

The Dean of Arts and Science reported that Nipissing University has signed an MOU with the Near North Mobile Media Lab to develop the Nipissing Institute for Film and Technological Innovation (NIFTI). The purpose of the MOU is to develop a summer program that will provide experiential learning opportunities in film and television production. He also reported that Nipissing is partnering with the Canadian International Institute of Applied Negotiations (CIAN) to offer courses that will lead to professional accreditation in alternative dispute resolution for Nipissing students and for the community at large.

A new community event, the North Bay Science Festival, is taking place at Nipissing next week. The event is aimed at creating an interest in science and is being held in collaboration with Nipissing faculty, Science North and other community partners.

The Dean of Applied and Professional Studies spoke about enrolment within his Faculty, stating that Nipissing is doing well in Nursing, Criminal Justice, Social Work and Social Welfare & Social Development. Numbers are down in the Business programs, and some work will need to be done in that regard.

The Dean reported that the Nursing programs are undergoing accreditation. Currently, the School of Nursing is in a probationary status. It has become more complex and requires additional support. While there were only seven students in the Nursing program ten years ago, that number has risen to 1,500 across Nipissing's four nursing programs. He stated that the college strike is affecting Nursing students as well as those who are taking courses with the College Partnership Program.

The Dean congratulated the women's basketball team on their first win of the season on November 4.

11. Enrollment Update

An enrollment update was provided by the Director of Institutional Research and Planning. He explained that November 1 and February 1 are two dates that are significant as far as enrollment is concerned as numbers must be reported to the Province as at these dates. The presentation included an overview of our numbers as of November 1, 2017, and he compared the numbers to the counts from previous years. Areas that have experienced growth were highlighted, including Nursing, Sciences, Social Work, Master of Kinesiology and Master of Arts in Sociology. Areas that have seen declines include the Education programs, Master of Education, and upper year Bachelor of Arts.

A discussion took place regarding the decline in enrollment in the Business program. The Dean of Applied & Professional Studies confirmed that the department is continuing its work in this regard, focusing on enrolment and the types of courses and programming. Additional courses will be offered in experiential learning, co-op and work integrated learning.

A Board member expressed concern with the numbers in the Bachelor of Education program, asking what the University intends to do in an effort to attract more students. It was agreed that the Dean of the Schulich School of Education would be asked to provide an update at the next meeting of the Board of Governors.

12. Question Period

In response to a question regarding whether or not Nipissing has any overseas investments that would have been compromised by the Paradise Papers, the VPFA responded that we do not.

13. Committee Reports

Executive Committee – *Gord Durnan, Board Chair*

The Board Chair reported that the Executive Committee met a couple of times since the last Board meeting. The minutes were included with the agenda. In response to a request for an update on the TD meeting and proposal that was mentioned in the September 25th minutes, the Chair advised that the topic will be discussed in today's closed session meeting.

Audit and Finance Committee – *Tom Palangio, Committee Chair*

The Chair of the Audit and Finance Committee highlighted some of the topics discussed at the October meeting of the committee, including the potential sale of the Bracebridge campus, the financial results as at September 30, the 2018 budget process and the status of the new Student Centre.

The October meeting included a presentation by PH&N Investment Counsel. In response to a question as to whether or not RBC Wealth Management considers ethics when choosing where to invest Nipissing's money, the VPFA responded that she will ask them to provide a summary for the Board in this regard.

University Governance Committee – *Gary Jodouin, Committee Chair*

The Committee Chair referred to the Appointment Protocol document that was included with the agenda. He stated that it was last reviewed in 2001, and it was decided last spring that the Governance Committee would review the policy to determine what/if any changes should be made. The policy is intended to cover appointment of non-constituent Board members only. The proposed changes include clarifying that the skills matrix will be used to assist with recruitment of new members and a requirement for follow up communication with individuals who submit applications for membership on the Board of Governors. The policy also expands on the nomination process to be followed, and it details the responsibilities of the University Governance Selection Subcommittee.

The Committee Chair highlighted other areas of discussion from the October committee meeting, including a pending motion regarding a change to the Board bylaws and the results of the 2016-17 Board Evaluation Survey. The meeting minutes were included with the agenda.

Following discussion, the following resolution was presented:

Resolution 2017-11-02: ***That the Board of Governors accepts the recommendation of the University Governance Committee to approve the proposed changes to the Appointment Protocol Policy as presented.***

Moved by Gary Jodouin; seconded by Blaine Hatt.

Carried.

Unanimous.

Community Relations Committee – *Gord Durnan, Chair*

The Chair stated that the Community Relations Committee is still determining its purpose and direction. The last meeting included a presentation regarding the numerous ways in which the University engages with the community. The minutes were included with the agenda.

Fundraising Committee – *Gord Durnan, Chair*

Quorum was not reached for the October meeting; therefore, two draft resolutions that were to be put forward were deferred to the next meeting. The minutes were included with the agenda.

Plant and Property Committee – Gord Durnan, Board Chair (on behalf of Committee Chair, Karen Barnes)

Minutes from the October meeting were included with the agenda

Following the presentation of the committee reports, a question was raised regarding whether or not there should be a motion to receive these reports. It was suggested that this is required in order for the minutes of the committees to become official records. Following discussion, the University Secretary agreed to review Robert's Rules to determine what the proper procedure is for filing standing committee reports.

14. Board Representatives on Other Committees

Academic Senate

Janet Zimbalatti, one of the Board reps on the Academic Senate, provided a list of items discussed at the October Senate meeting. These items included an approved list of graduate applicants, approval of names of possible honorary degree recipients, standing committee reports and updates on the Joint Board/Senate Committee on Governance and the Senate Budget Advisory Committee.

Alumni Advisory Board – No report.

Aboriginal Council on Education – No report.

Brantford Regional Campus

Colleen Miller provided an update on the Education for Innovation project that a team of faculty and students from the Brantford Campus have been involved in. Teacher candidates are now able to download free early learning resources on www.innovationculture.ca. Nipissing has been a part of the Innovation Resources Project through a Rideau Hall Foundation grant.

Nipissing University Student Union

NUSU's Vice-President of Governance, Cooper Allen, highlighted the list of partnerships between Nipissing University and the community as discussed at the October meeting of the Community Relations Committee. He encouraged the committee and the Board as a whole to share this information with others, both internally and externally.

Students are engaged in several events around the city. *Inspiring the Night* is an event where business students who are involved with the North Bay and Regional Chamber of Commerce are able to connect with community entrepreneurs. This is a stepping stone for future events of its kind that could also connect the community with the business program and our students.

"Movember" is in full swing, and NUSU is teaming up this year with the men's volleyball team to raise money for the project. In the first week, they have raised \$1,500.

Other upcoming events include a Remembrance Day event that will be hosted by the volleyball teams and the *Break the Ice on Mental Health* event that is being put on by a Business Sports Marketing class.

NUSU has received offers in response to their request for proposals for financing of the new student centre. Representatives will be meeting with KPMG next week to discuss the offers. Efforts continue to ensure they are able to meet the building permit requirements by November 30.

15. Other Business

No other business was discussed.

16. Adjournment

Resolution 2017-11-03: ***That the Open Session of the Board of Governors' regular meeting now adjourn.***

*Moved by Colleen Miller; seconded by Joanne Laplante.
Carried.*

Open session adjourned at 7:25 p.m.

President & Vice-Chancellor/Secretary of the Board

Board Chair

President's Update

(Mid-September to Mid-November, 2017)

Government

- Meeting with Mayor of North Bay
- COU Executive Heads Retreat
- NSERC Funding Announcement
 - o Biomechanics and Ergonomics Lab in the Centre for Physical & Health Education
- Canadian Citizenship Ceremony
 - o Presiding Officer
- Meeting with Arnold Blackstar & Tanya Lukin-Linklater
- COU Executive Heads Round Table
- Universities Canada Membership Meeting

Senate

- Honorary Degree Subcommittee

Meetings

- Meeting with Canadore Administration
- Reconciliation North Bay Meetings
- Meeting with Oshki-Pimache-O-Win Education & Training Institute
- Indigenization Steering Committee Circle

Advancement

- Meeting with the Davedi Club – re: Turf Field
- Meeting with TD Bank – re: Indigenous Institutes

Events

- NU 2042 Speaker Series
- OUF
- Literacy Outloud
 - o Book launch for Dr. Terry Campbell and Ms. Michelle McMartin
- Challenging Canada 150 Symposium
 - o Chair of the presentation by Dr. Deborah McGregor, CRC in Indigenous Environmental Justice
- NICHE Conference (Welcome & Introduction)
- Staff Service Awards
- University Fall Open House
- Silk Road Melody
- Reconciliation North Bay – One Year Anniversary

NIPISSING UNIVERSITY BOARD OF GOVERNORS

AUDIT & FINANCE COMMITTEE MEETING

OPEN SESSION

December 18, 2017

The Audit and Finance Committee met on Monday, December 18, 2017, at 8:30 a.m. in the Nipissing University Board Room (F303).

Members Present: Tom Palangio, Committee Chair
Gord Durnan, Board Chair
Gary Jodouin
Karl Neubert
Cooper Allen (via teleconference)
Robin Gendron
Stephen Tedesco
Mike DeGagné
Shane Dunstall (non-voting)
Arja Vainio-Mattila (non-voting)
Cheryl Sutton (non-voting)
Christine Dowdall, University Secretary (non-voting)

Regrets: Paul Cook

Guests: Casey Phillips
Debra Iafrate

Recording Secretary: Ursula Boyer (Director, Finance)

1. Introductions and Welcome to New Members

The meeting was called to order at 8:35 a.m. by Chair Tom Palangio.

2. Bracebridge Campus Update

The Vice-President, Finance & Administration (VPFA) updated the committee on the sale of the Bracebridge campus. A joint announcement will be made in January by Nipissing University, the Township of Bracebridge and the Purchaser.

3. Enrolment Update

The Registrar provided an enrolment update as of the November 1 audit date. The fall FTE count is down slightly over last year (FTE = 1863 and Headcount = 4,720). The Nursing bridging program has the highest FTE at 268. It was noted that 67% of students study on a full-time basis and the remaining 33% study on a part-time basis.

4. 2017/18 Financials

An overview of the results of the 2017/18 operating budget as at October 31, 2017, was presented by the VPFA. In comparison to the same period last year, revenues are up by approximately \$2.1M which is mainly attributed to increased grants and tuition increases. Other revenue, including investment revenue, is down slightly, while total expenditures are down slightly over the same period last year. Salaries have increased, in part due to annual increases and progression through the ranks, and operating and research spending is down. This decrease can be attributed to timing differences with Canadore, the yet-to-be-recorded purchasing card expenses, and reductions due to the Bracebridge Campus closure. Overall, the VPFA reported that the numbers are tracking well against budget.

5. 2018/19 Budget

The Director, Finance advised that the budget sheets have been distributed to budget holders and completed sheets are due back this week.

6. Student Centre Update

The VPFA provided an updated presentation on the building of the Student Centre with regard to the financing of the project. NUSU received two responses from their request for financing. After reviewing the proposals, TD was selected as the preferred lender; however, TD's proposal stipulates that Nipissing University guarantee the \$5M loan.

Committee members were advised that NUSU will be providing the funds to Nipissing to build the building with the building being leased back to NUSU for a forty year term. A lease agreement has been signed. Within the agreement are clauses that provide Nipissing with some oversight to ensure that the student centre remains viable and that there is no risk to Nipissing.

Discussion ensued on the recording of the student centre building asset. In discussions with KPMG, it was understood that the asset would be recorded on NUSU books as a leasehold asset and that the loan would also be recorded on NUSU's financial statements. Nipissing would disclose the ownership of the building and the guarantee of the loan in a note on the financial statements. Committee members requested that KPMG provide, in writing, the proposed plan for the financial recording of the asset and loan. Once this information is received and distributed to the committee, it was agreed that committee members will vote electronically on a motion to guarantee the loan for NUSU. Assuming the motion is carried, it will be presented to the full Board in January.

7. Teachers' Pension Plan (TPP)

The VPFA provided an update on an ongoing issue with TPP payments. The original interpretation by Nipissing was that certain employees were ineligible to contribute to TPP; however, upon clarification of the eligibility rules by TPP, the error was corrected with the University paying the outstanding employee and employer contributions plus any interest owing. Nipissing has been working with TPP and FSCO over the past several years to resolve this issue. Nipissing has set up the employee portion of the payment as a receivable and will work with each individual regarding repayment.

8. Adjournment

The meeting adjourned at 9:55 a.m.

Recorded by: _____

Approved by: _____
Committee Chair

Nipissing University
Statement of Operations - Operating Fund
Results For the Period Ending October 31, 2017 - YTD
Presented to the Audit & Finance Committee on December 18, 2017

	Actual YTD	Annual Budget	Variance \$ (Actual YTD - Annual Budget)	YTD Actual as a % of Annual Budget	Actual PYR	Variance \$ CY to PY	Variance % CY to PY
Revenue							
Government Grants	18,656,440	38,949,799	(20,293,359)	48%	16,494,666	2,161,774	13%
Student Fees - Tuition	25,678,595	25,427,859	250,736	101%	24,924,426	754,168	3%
Student Fees - Other	1,932,658	2,061,800	(129,142)	94%	2,211,468	(278,810)	-13%
Other	724,356	1,794,940	(1,070,584)	40%	790,382	(66,026)	-8%
Investment Income & Donations	52,449	112,500	60,051	47%	100,773	48,324	48%
Revenue Total	47,044,497	68,346,898	(21,302,401)	69%	44,521,714	2,522,782	6%
Expenses							
Salaries and Benefits	25,229,023	53,190,799	(27,961,776)	47%	24,379,099	849,924	3%
Operating and Research	4,434,318	10,397,740	(5,963,422)	43%	5,099,844	(665,526)	-13%
Scholarships and Bursaries	1,253,516	3,920,060	(2,666,544)	32%	1,204,187	49,329	4%
Occupancy Costs	1,489,112	4,707,892	(3,218,780)	32%	1,779,924	(290,813)	-16%
Principal and Interest on Long Term Debt	538,102	1,314,251	(776,149)	41%	750,344	(212,242)	-28%
Expenses Total	32,944,071	73,530,742	(40,586,671)	45%	33,213,399	(269,328)	-1%
Surplus (Deficit) Before Undernoted	14,100,426	(5,183,844)	19,284,270	-272%	11,308,316	2,792,110	25%
Transfers							
Transfers to (from) other funds	4,450	(1,778,735)	1,783,185	0%	-	4,450	100%
Transfers to (from) Internally Restricted	557,326	469,500	87,826	119%	435,449	121,877	28%
Transfers Total	561,776	(1,309,235)	1,871,011	-43%	435,449	126,327	29%
Total	13,538,650	(3,874,609)	17,413,259	-349%	10,872,867	2,665,783	25%



Annual Report
of the
Nipissing University Research Ethics Board

October 31, 2017

Dr. Arja Vainio-Mattila
Provost and Vice-President, Academic and Research
Nipissing University

Dear Dr. Vainio-Mattila:

As Nipissing University Research Ethics Board (NUREB) Chair for the 2016-17 academic year, I am pleased to submit the NUREB's 2016-2017 Annual Report through you to the Board of Governors.

Highlights

This was a busy year for the REB with the REB receiving and processing a total of 207 protocols, which is up in number from the 2015-16 academic year. The number of protocols received from faculty researchers, undergraduate and graduate researchers as well as administrators rose minimally from the 2015-16 academic year to 98. The number of modifications requested also rose from 26 in 2015-16 to 29 such requests in 2016-17. The number of requests for renewal rose substantially to 63 (compared with 44 in 2015-16). Where we do notice a steady increase from previous years is in the number of final reports submitted. Researchers submitted 81 final reports in 2016-17 compared to 68 in 2015-16. The Romeo system automatically reminds researchers when renewals and final reports are required. The Romeo system makes all of this possible and we continue to seek ways to fine tune its use and effectiveness.

The average turnaround time for decisions (based on minimal risk applications) was 15 working days. This is attributed to the Romeo system and the delegated review process. Approximately five (5%) percent of protocols were accepted 'as is', meaning there were no revisions/clarifications required. Approximately eighty (80%) percent of new applications required some form of revision/clarification with about fifteen (15%)

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percent requiring multiple rounds of revision/clarification prior to full ethics approval. These numbers remain consistent from the past year.

Number of Proposals Reviewed and Approved

In 2016-17 the Research Services Office (RSO) received 115 new applications including 17 institutional approval requests (researchers from outside Nipissing University). The average applications received is at a rate of 11 per month (not including renewals, modifications or final reports). In addition to the new applications received, the RSO processed 63 renewals, 29 modifications and 81 final reports.

In order to appreciate the volume of REB submissions, the number of new applications (115) must be multiplied by three, which is the number of times, on average, an application crosses the desk of the Ethics Administrator in a one year period. This includes the initial submission, one round of clarification/revision (on average) and the submission of a continuing (renewal)/final review. Furthermore, the annual number of applications to modify ongoing research protocols (29) must be considered. Thus a more accurate reflection of the volume of applications processed in 2016-17 is $(115 \times 3) + 29 = 374$.

The chart found below presents a summary of the proposals received in the 2016-17 academic year. The same information from the previous year (2015-16) is also provided for comparison.

PROTOCOLS RECEIVED	2015-16	2016-17
Faculty – research, course assignments Graduate students, Undergraduate students and Administration	96	98
Institutional Approval (external to Nipissing)	14	17
Renewals	44	63
Modifications Requested	26	29
TOTAL	180	207
Final Reports Rec'd	68	81

Additional Highlights: 2016-17

This year, it became apparent that we need to have a back-up system in place for times when the Ethics Administrator is not available. The Ethics Administrator is vital to the operation of the REB. This individual oversees the daily operation of the Romeo system and communicates with researchers. The Ethics Administrator is the first person to go through a protocol to ensure that all of the information is there that should be needed and then communicates with the researcher should additional information be required. The Ethics Administrator is also the person who sends out communications to researchers once the reviews from the reviewers have been returned and the Chair has provided a final decision as to the next step in the process. Thus, this individual serves a vital function for the REB and is someone the research community at Nipissing has a difficult time living without. Thus, it was imperative that we establish a back-up system for times when the Ethics Administrator is away from work for an extended period of time, for whatever reason. This year, we took an initial step toward this goal. We are extremely grateful to Martee Storms for her work as the Ethics Administrator and are glad that she will provide training to the individual who can fill in for her when she may be away. The individual who will be substituting for Martee when she is away is April Gardiner, who is the secretary to the Dean of Graduate Studies and Research.

The role of the back-up person, which is currently one of the responsibilities of April Gardiner, the secretary to the Dean of Graduate Studies and Research, will include:

- Review new protocols for completeness and communicate with researchers should additional information be required.
- Send out protocols to reviewers for their reviews. The Ethics Administrator will provide a list of reviewers who will be receiving protocols and the back-up person will go through that list and send out the protocols for review.
- The back-up person will also post the reviews on Romeo and will inform the Chair when decisions are required.
- The Chair will go through the reviews to make them ready for presentation to the researchers and provide his/her final decision on the protocol. The specific feedback provided by the REB to the researcher will be determined by the chair and then sent out by the back-up person.

Future Developments

Members continue to benefit from the use of the Romeo system, which has been in effect from May of 2015. We are continuing to work on fine-tuning the Romeo system

and are actively seeking ways to streamline the review process. Feedback from the Nipissing University research community is accepted and appreciated.

Ongoing Concerns

Ethics Education

As in previous annual reports, we continue to seek additional support to fulfill our mandate to oversee all approved research with human participants carried out at Nipissing University. While the Romeo system and its use by all researchers at Nipissing is making this oversight somewhat easier, there still exists a need for additional support. While Romeo has eliminated many of the time consuming day-to-day activities of the Ethics Administrator, an Ethics Advisor who can provide education to Nipissing University researchers in the form of workshops etc. would still greatly benefit the research ethics environment at Nipissing University. Thus, we continue to recommend that an Ethics Advisor be appointed who can provide ethics education to faculty, staff and students in the form of workshops etc.

We express our sincere thanks to Martee Storms, the Ethics Administrator, for her work in providing administrative support to the NUREB.

This report was approved by NUREB at its meeting on October 30, 2017. Should you have any questions or need any additional information about the information provided in this report, please do not hesitate to contact me.

Sincerely,



Dana R. Murphy, Ph.D.
Associate Professor, Department of Psychology
Chair, Nipissing University Research Ethics Board