

MINUTES OF THE OPEN SESSION
OF THE MEETING OF THE BOARD OF GOVERNORS

Held on Thursday, December 8, 2011 immediately following
the meeting of the Closed Session
in the Norman D. Hébert, LL.D. Meeting Room
(Room EV 2.260), SGW Campus

PRESENT

Governors: Mr. Peter Kruyt, *Chair*, Dr. Shimon Amir, *Vice-Chair*, Mr. Robert Barnes, Ms. Laura Beach, Ms. Joelle Berdugo Adler, Sister Françoise Boisvert, Mr. Tim Brodhead, Mr. Craig Buchanan, Mr. Charles G. Cavell, Mr. James Cherry, Mr. Erik Chevrier, Me Francesco Ciampini, Me Rita de Santis, Mr. Jean-Pierre Desrosiers, Ms. Lex Gill, Ms. Suzanne Gouin, Mr. Norman Hébert jr., *Vice-Chair*, Dr. Nina Howe, Dr. Norman Ingram, Dr. Arvind K. Joshi, Dr. Lawrence Kryzanowski, Me John Lemieux, Dr. Edward Little, Dr. Frederick Lowy, *President and Vice-Chancellor*, Dr. William Lynch, Mr. Jacques Lyrette, Mr. Andrew Molson, Mr. Cameron Monagle, Me Marie-José Nadeau, Mr. Michael Novak, Ms. Annie Tobias, Mr. A.J. West

Non-voting Observers: Ms. Jean Freed, Dr. William Knitter

Officers of the University: Mr. Philippe Beauregard, Mr. Roger Côté, Dr. Louise Dandurand, Me Bram Freedman, Dr. David Graham, Mr. Patrick Kelley, Me Dominique McCaughey

Guests: Me Jonathan Levinson

ABSENT

Governors: Hon. Baljit Singh Chadha, Mr. Howard Davidson, Mr. Brian Edwards, Ms. Hélène Fortin, Mr. L. Jacques Ménard, *Chancellor*, Mr. Tony Meti, Mr. Jonathan Wener

1. **Call to Order**

The meeting was called to order by the Chair at 8:22 a.m.

2. **Approval of the Agenda**

Dr. Lynch asked that item 10 be moved from the Consent Agenda to the Regular Agenda and Ms. Gill that an item be added on the Regular Agenda regarding the approval of the collection of three undergraduate student fee levies.

Upon motion duly moved and seconded (Gill, West), it was unanimously RESOLVED:

R-2011-10-7 *That the Agenda be approved as amended, and that items 3 to 9 be received or approved by consent.*

CONSENT

3. Approval of the Minutes of the Open Session meeting of November 17, 2011

R-2011-10-8 *The Minutes of the Open Session meeting of the Board of Governors held on November 17, 2011 were approved by consent.*

4. Report on compliance with fiscal requirements (Document BG-2011-10-D3)

The report of the Chief Financial Officer on compliance with fiscal requirement was provided for information purposes.

5. Report on compliance with environmental legislation and health and safety regulations (Document BG-2011-10-D4)

The report of the Vice-President, Services on compliance with environmental legislation and health and safety regulations was provided for information purposes.

6. Appointment of a representative of the administrative and support staff to the Employee Benefits Committee

R-2011-10-9 *The Electoral College's nomination of Mr. Desmond O'Neil as a representative of the administrative and support staff on the Employee Benefits Committee, for a two-year term beginning on January 1, 2012 and ending December 31, 2013, was approved by consent.*

7. Additional appointments to the Evaluation Committee for the Dean of the Faculty of Engineering and Computer Science

R-2011-10-10 *In accordance with the composition set out in the [Evaluation Procedures for Senior Academic Administrators and for the President and Vice-Chancellor prior to the Expiry of their First Mandate](#) (Policy BD-8), the appointment of the following members was approved by consent:*

- *Dr. Don Davis as the representative of the part-time faculty*
- *Mr. Jacques Lyrette as the Board member representing the community-at-large*

8. Additional appointment to the Evaluation Committee for the University Librarian

R-2011-10-11 *In accordance with the composition set out in the [Evaluation Procedures for Senior Academic Administrators and for the President and Vice-Chancellor prior to the Expiry](#)*

of their First Mandate (Policy BD-8), the appointment of the following member was approved by consent:

- Dr. Margaret Hodges as the representative of the part-time faculty

9. Additional appointment to the Evaluation Committee for the Provost and Vice-President, Academic Affairs

R-2011-10-12 In accordance with the composition set out in the *Evaluation Procedures for Senior Academic Administrators and for the President and Vice-Chancellor prior to the Expiry of their First Mandate* (Policy BD-8), the appointment of the following member was approved by consent:

- Me Patrice Blais as the representative of the part-time faculty

REGULAR

10. Modification to the membership of the Special Committee to review the short-listed candidates presented by the President Search Committee under Policy BD-5

When asked why a change in the membership was being brought to this committee which was established only last month, Mr. Kruyt responded that Me de Santis will not be continuing on the Board past June while Mr. Brodhead will.

Upon motion duly made and seconded (Lynch, Molson), it was unanimously RESOLVED:

R-2011-10-13 That the Board of Governors approve the appointment of Mr. Tim Brodhead to replace Me Rita de Santis as one of the five independent Governors on the Special Committee to review the short-listed candidates presented by the President Search Committee.

11. Business arising from the Minutes not included on the Agenda

There was no business arising from the Minutes.

12. Student Emergency and Food Fund (Document BG-2011-10-D5)

Rev. Ellie Hummel spoke of the importance of the Student Emergency and Food Fund for so many students, underlining that it exemplifies what Concordia stands for. She noted that not all universities have this type of fund.

She thanked Governors for their support and urged them to continue to contribute and to spread the word since the need is great. She indicated that since joining the community campaign, the fund has grown. In 2011, donations amounted to \$39,000, almost \$33,000 of which were handed out, with the rest of the money being kept to maintain a buffer. She concluded her address by conveying the various ways that Governors can make their donations.

13. Approval of the profile of the ideal candidate for the position of Vice-President, Research and Graduate Studies (Document BG-2011-10-D6)

Upon motion duly made and seconded (Lowy, Joshi), it was unanimously RESOLVED:

R-2011-10-14 *That, upon recommendation from the Advisory Search Committee, the Board approve the profile for the ideal candidate for the Vice-President, Research and Graduate Studies, as outlined in Document BG-2011-10-D6.*

14. Approval of the collection of undergraduate student fee levies

Ms. Gill indicated that the undergraduate students voted in favour of the following three fee levies and explained the mission of the Student Space, Access to Education and Legal Constituency Fund.

14.1 Decreased fee levy from \$2.00 to \$1.50 to the Student Space, Accessible Education and Legal Contingency Fund (formerly the Union Building Fund)

Upon motion duly made and seconded (Gill, Beach), it was unanimously RESOLVED:

R-2011-10-15 *That the Board of Governors authorize the University to collect a \$1.50 per credit decreased fee (from \$2.00 to \$1.50 per credit) from all undergraduate students to support the Student Space, Access to Education and Legal Contingency Fund (formerly "Student Centre Fund"), to be implemented with registration for the Winter 2012 term (2011/4), in accordance with the University billing, refund and withdrawal policy;*

That, due to the fact that the contestation period of the November CSU by-election has not ended, and that is still possible for an undergraduate member of the CSU to contest of the validity of this fee levy, the University hold in trust the additional \$0.50 per credit fee previously collected from all undergraduate students until such time that any such contestation is resolved.

14.2 Increased fee levy from \$0.25 to \$0.34 per credit to support CJLO

Upon motion duly made and seconded (Gill, Monagle), it was unanimously RESOLVED:

R-2011-10-16 *That the Board of Governors authorize the University to collect a \$0.34 per credit increased fee (from \$0.25 to \$0.34 per credit) from all undergraduate students to support CJLO Campus Radio, to be implemented with registration for the Winter 2012 term (2011/4), in accordance with the University billing, refund and withdrawal policy;*

That, due to the fact that the contestation period of the November CSU by-election has not ended, and that is still possible for an undergraduate member of the CSU to contest of the validity of this fee levy, the University hold in trust the \$0.09 per credit increased fee amount collected from all undergraduate students until such time that any such contestation is resolved.

14.3 Increased fee levy from \$0.18 to \$0.34 per credit to support CUTV

Upon motion duly made and seconded (Gill, Chevrier), it was unanimously RESOLVED:

R-2011-10-17 *That the Board of Governors authorize the University to collect a \$0.34 per credit increased fee (from \$0.18 to \$0.34 per credit) from all undergraduate students to support the Concordia University Television station (CUTV), to be implemented with registration for the Winter 2012 term (2011/4), in accordance with the University billing, refund and withdrawal policy;*

That, due to the fact that the contestation period of the November CSU by-election has not ended, and that is still possible for an undergraduate member of the CSU to contest of the validity of this fee levy, the University hold in trust the \$0.16 per credit increased fee amount collected from all undergraduate students until such time that any such contestation is resolved.

15. Financial update (Document BG-2011-10-D7)

Referring to his power point presentation which was distributed at the meeting, Mr. Kelley gave an overview of the financial results for the period ending on October 31, 2011. He noted that the budgetary objective is to achieve a small operating surplus and to make debt repayments with any excess surplus. The new fiscal year began with a CFO reserve representing between 1% and 1.5% of revenues, which is a good business practice.

For the benefit of the new Governors, Mr. Kelley explained that university funding is based on FTEs, what are FTEs and the difference between raw FTEs and weighted FTEs and how they factor into the determination of the teaching grant. He provided the FTE status as of November 10, based on the forecasting models used in the budget preparation and explained their impact on revenue.

He reviewed the second quarter projections with respect to revenues and expenses and explained the variances. While the student tuition is up, the grant is down, due to the forfaitaire tuition paid by international students which is collected by the University and remitted to the government which redistributes throughout the network based on each universities percentage of FTEs in the network.

Mr. Kelley underlined the issues which affect the budget process, including the final impact of the FTEs for the winter term which will only be known after the course drop deadline, MELS decisions on forfaitaire amounts for non-Quebec students, unknowns in connection with MELS partnership agreements with universities, and changes to the funding mechanism from course-based to program-based. Mr. Kelley emphasized the importance of knowing and understanding your costs to be able to make intelligent decisions. Mr. Kruyt noted that Concordia is the only Quebec university which has done course and program costing exercises.

Further to the presentation, Mr. Kelley responded to questions of clarification.

16. Other business

Mr. Kruyt congratulated Me Lemieux and the Loyola Alumni Association for their role in the refurbished refectory, now called the Loyola Jesuit Hall and Conference Centre. Over 200 people attended the grand opening on December 1.

Dr. Lowy was proud to announce that Michael Noonan, who is completing a BSc in Honours Ecology and a member of Concordia's varsity wrestling team, has been selected as one of two 2012 Rhodes Scholars from Quebec.

17. Next meeting

The next regular meeting of the Board of Governors will be held on Thursday, January 12, 2012, at 8 a.m., on the SGW Campus.

18. Adjournment

Prior to adjourning the meeting at 9:25 a.m., Mr. Kruyt asked Governors to remain for a short in-camera informal discussion.



Danielle Tessier
Secretary of the Board of Governors