



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

Held on Thursday, December 11, 2003, immediately following the Closed Session,
in Room GM 407-1, on the SGW Campus

Attendance

Present: Mr. Alain Benedetti, *Chair*, Dr. Steven Appelbaum, Dr. Rama Bhat, Dr. Louise Brunette, Mr. Charles G. Cavell, *Vice-Chair*, Hon. Baljit Singh Chadha, Dr. June Chaikelson, Dr. Sally Cole, Mr. Howard Davidson, Mr. Brian Edwards, Me Pierre Frégeau, *Observer*, Mr. George Hanna, Mr. Noah Joseph, Mrs. Judith Kavanagh, Mr. Peter Kruyt, *Vice-Chair*, Ms. Patricia Lavoie, Ms. Christine Lengvari, Dr. Frederick Lowy, *Rector and Vice-Chancellor*, Mr. Eric Molson, *Chancellor*, Mr. Desmond O'Neill, Mr. John Parisella, Ms. Natalie Pomerleau, Mr. Alex G. Potter, Mrs. Miriam Roland, Dr. Hani Shennib, Mr. Adam Slater, Mrs. Mackie Vadicchino de Massy, Mrs. Lillian Vineberg

Officers of the University: Prof. Marcel Danis, Mr. Michael Di Grappa, Mr. Larry English, Dr. Jack Lightstone

Absent: Mr. Normand Beauchamp, Me Gerald C. Burke, Mr. Alexander Carpini, Me Rita de Santis, *Vice-Chair*, Mr. Kamal Fox, Ms. Suzanne Gouin, Dr. Loren Lerner, Mr. Richard Renaud, Mrs. Suzanne Sévigny, Mr. Jacques St-Laurent, Mr. Ivan Velan, Mr. Jonathan Wener

Guests: Me Suzanne Birks (Legal Counsel), Mr. Garry Milton (Executive Director, Rector's Cabinet)

1. Call to Order

The Open Session was called to order at 8:17 a.m.

1.1 Chair's remarks

Mr. Benedetti waived his remarks.

1.2 Approval of the Agenda

Upon motion duly moved and seconded (Chadha, Bhat), it was unanimously RESOLVED:

R2003-102 *THAT the Agenda be approved as submitted.*

1.3 Approval of the Minutes of the Open Session of the previous meeting (November 18, 2003)

Upon motion duly moved and seconded (Vadacchino de Massy, O'Neill), it was unanimously RESOLVED:

R2003-103 *THAT the Minutes of the Open Session of the previous regular meeting of the Board, held November 18, 2003, be approved as submitted.*

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

There was no business arising from the Minutes.

3. Student Emergency Food Fund

Mr. Benedetti introduced Ms. Ellie Hummel, a Chaplain with the Concordia Multi-Faith Chaplaincy. Ms. Hummel conveyed some recent examples of how the fund can make a difference in students' lives and how much it is appreciated and valued by them. She outlined the various needs of students and indicated that the fund was not intended for continuous support but to respond to crisis situations.

Ms. Hummel said that a letter had been sent last week to the internal community and several Governors. She stated that the fund relies on the generous support of donors and she asked Governors to include donations to the Student Emergency Food Fund in their holiday giving.

4. Evaluation of faculty members' performance

Provost Jack Lightstone made a power point presentation on the topic of evaluation of full-time faculty members' performance. He specified that this evaluation process also applies to professional librarians who are covered by the same collective agreement as full-time faculty members. However, part-time faculty members are governed by a distinct collective agreement and their evaluation process is therefore different.

In the course of his presentation, Dr. Lightstone conveyed that the faculty members are evaluated on a regular basis during the stages of their career, by both the internal and external communities, from their initial hire to their promotion to full professor. Dr. Lightstone gave the timeline for such reviews and indicated that other instances, such as annual workload assignments and sabbatical application assessments, also constitute occasions for evaluation.

The Provost informed the Board that a professor's teaching, research and service are the three elements that are evaluated and gave details on the various components comprising each element. He completed his presentation by reviewing the various levels of approvals for each stage of a professor's career, ranging from the Departmental Personnel Committee to the Board of Governors. Dr. Lightstone answered queries from Governors.

5. CSU fee levy for Concordia Français

6. CSU fee levy for the International/Ethnic Associations Council

Further to questions as well as concerns raised by some Governors with respect to the fact that additional student fees are approved each year via referendum, Ms. Pomerleau

provided the rationale for both fees. Mr. Joseph pointed out that whether Governors were in favor of the fees or not, they had been duly approved by the students at a referendum. Nonetheless, because of concerns expressed, it was agreed that a summary of all fees paid by undergraduate students be included in the documentation of the next Board mailing.

Upon motion duly moved and seconded (Pomerleau, Joseph), it was RESOLVED with three abstentions:

R2003-104 *WHEREAS pursuant to a recent referendum, undergraduate students voted in favor of disbursing a fee to guarantee the continued existence of Concordia Français, the only French-language newspaper on campus;*

BE IT RESOLVED THAT the Board of Governors authorize the University to collect a fee of \$0.06 per credit for the Concordia Français from all undergraduate students, to be implemented with registration for the winter term 2004 (2003/4), in accordance with the University billing, refund and withdrawal policy.

R2003-105 *WHEREAS pursuant to a recent referendum, undergraduate students voted in favor of paying a fee to support the International/Ethnic Associations, a council that provides funding and support services to 15 ethnic associations on campus representing more than 600 students;*

BE IT RESOLVED THAT the Board of Governors authorize the University to collect a fee of \$0.06 per credit from all undergraduate students, administered by the Concordia Student Union, to support the International/Ethnic Associations Council, to be implemented with registration for the winter term 2004 (2003/4), in accordance with the University billing, refund and withdrawal policy.

7. Signing authority for liquor permit applications

Upon motion duly moved and seconded (Lowy, Vadicchino de Massy), it was unanimously RESOLVED:

R2003-106 *WHEREAS while in the process of applying for alcohol permits, the Régie des alcools, des courses et des jeux has requested a resolution of the Board of Governors mandating the Legal Counsel to act and sign on behalf of the University;*

BE IT RESOLVED THAT the Legal Counsel of Concordia University be authorized to act on behalf of Concordia University for the purposes of all applications for alcohol permits with the Régie des alcools, des courses et des jeux and to sign any documentation in relation thereto.

8. Search for the Vice-Rector, Advancement and Alumni Affairs

Dr. Lowy reminded Governors that the position of Vice-Rector, Advancement and Alumni Affairs had been approved at the last Board meeting and that, notwithstanding the Vice-Rector title, a different search process is called for since the nature of this position is professional rather than academic. Moreover, a smaller membership is advisable. Dr. Lowy informed the Board that further to yesterday's Executive Committee meeting, it was proposed to add one Alumni representative to the committee.

In response to Dr. Bhat's comment that most search committees are comprised of five faculty members, the Rector said that the proportion of faculty members compared to the total number of committee members is similar to that of a larger search committee. Ms. Lavoie stated the views of the Concordia Alumni Association with respect to the title of the position and the importance of representation from each of the Advancement and Alumni units.

Upon motion duly moved and seconded (Lowy, Potter), it was unanimously RESOLVED:

R2003-107 *WHEREAS the prompt appointment of a Vice-Rector, Advancement and Alumni Affairs is urgently required; and*

WHEREAS this will be a professional rather than an academic position;

BE IT RESOLVED THAT the following constitute the composition of the Advisory Search Committee for Vice-Rector, Advancement and Alumni Affairs:

- 1 *Chair (the Rector, to whom the position will report)*
- 2 *Members of the Board of Governors (recommended by the Executive Committee of the Board)*
- 2 *Faculty members (nominated by election by all full-time faculty members)*
- 1 *Student representative (appointed by the Concordia Student Union)*
- 1 *Staff representative (from one of the units reporting to this position, nominated in conformity with the Electoral College Policy)*
- 1 *Alumni representative (recommended by the Executive Committee of the Board)*

9. Progress report of the Advisory Search Committee for the Provost

In his update to the Board, the Rector mentioned that six applicants, out of a total of 32, had been interviewed by the Committee, four of which were short-listed and appeared before an open meeting on December 9. He encouraged members of the University community to submit their comments in writing to the Committee before January 5. The Committee is scheduled to meet on January 8, at which time it will reach its decision, based on the aforementioned comments as well as all other relevant information to which the Committee has been privy throughout the process.

In response to a concern stated by Mr. Chadha, Dr. Lowy opined that internal candidates do not necessarily have an advantage over external candidates because while the former are very knowledgeable about the University, the Committee is aware of some of their weaknesses.

10. Reports on Concordia's compliance with certain legal obligations

10.1 Report on compliance with fiscal requirements

Chief Financial Officer Larry English reported he was satisfied with the procedures followed for computing and remitting taxes withheld from employees and employers' contributions from September 1, 2003 to November 30, 2003 as well as for GST and QST claims from August 1, 2003 to October 31, 2003 and that the University had fully complied with its statutory fiscal obligations.

A copy of his written report had been deposited with the Secretary of the Board of Governors.

10.2 Report on compliance with environmental legislation and health and safety regulations

Vice-Rector, Services Michael Di Grappa reported that the *Quarterly environmental health and safety report on due diligence* for December 2003, had been deposited with the Secretary of the Board of Governors.

There have been no serious injuries since the last report. However, an ammonia leak from the ice-making system at the Loyola hockey rink caused considerable disruption and concern but no injury or damage. There was also a power failure at the Science Complex which brought to light a number of safety deficiencies that are currently being addressed.

11. Report of the Rector

Dr. Lowy reported that Concordia and other Quebec universities have been invited to submit briefs in February before a parliamentary commission regarding funding and various other matters.

12. Reports of the Vice-Rectors

12.1 Provost

Dr. Lightstone reminded Governors that two of the five themes of the academic planning process are the hiring and retention of new faculty members as well as the strengthening of research productivity. He was pleased to report that the hiring of approximately 300 new faculty members has had a positive effect on the University's research culture. While the University still has a long way to go with respect to its research productivity, it is nonetheless on the right track.

12.2 Vice-Rector, Services

Vice-Rector Di Grappa waived his report.

12.3 Vice-Rector, Institutional Relations and Secretary-General

Vice-Rector Danis waived his report.

12.4 Chief Financial Officer

Mr. English said that he received the parameters for the 2003-2004 budget, which include a cost of living increase for the entire network of less than 2%.

13. Correspondence

There was no correspondence to report.

14. Any other business

There was no other business to report.

15. Date of next meeting

The next meeting will be held on Thursday, January 15, 2004, at 8:00 a.m., on the SGW Campus.

16. Adjournment

The Open Session adjourned at 9:30 a.m.

Danielle Tessier
Secretary of the Board of Governors