

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

Held on Thursday, November 23, 2006, immediately following the meeting
of the Closed Session, in Room GM 407-1, SGW Campus

Present

Governors: Mr. John Aylen, Dr. Rama Bhat, Sister Françoise Boisvert, Me Gerald C. Burke, Mr. Charles G. Cavell, *Vice-Chair*, Dr. June Chaikelson, Hon. Baljit Singh Chadha, Mr. Walter Chan, Mr. Molham Chikhalsouk, Mr. Howard Davidson, Me Rita de Santis, *Vice-Chair*, Mr. Brian Edwards, *Vice-Chair*, Ms. Mina Etezadi, Mr. Paul Gauthier, Ms. Suzanne Gouin, Mr. George Hanna, Mrs. Judith Kavanagh, Dr. William Knitter, Dr. Lawrence Kryzanowski, Dr. Claude Lajeunesse, *President*, Ms. Christine Lengvari, Dr. Lucie Lequin, Mr. Andrew Molson, Mr. Desmond O'Neill, Dr. Rhona Richman Kenneally, Mr. Mohamed Shuriye, Mrs. Mackie Vadamchino de Massy, Mr. Ivan Velan, Mr. Jonathan Wener, *Vice-Chair*

Non-voting Observers: Mr. John Hall

Officers of the University: Ms. Kathy Assayag, Dr. Louise Dandurand, Me Marcel Danis, Mr. Michael Di Grappa, Mr. Larry English, Mr. John Parisella, Dr. Martin Singer

Guests: Mr. Roger Côté, Mr. Guy Dumas, Me Pierre Fréreau, Mr. Ernest Haigh, Ms. Susan Magor, Mr. Terry Too, Mr. Bradley Tucker, Mr. Saad Zubair

Absent

Governors: Mr. Peter Kruyt, *Chair*, Mr. James Cherry, Mr. Danny Di Perna, Dr. Arvind K. Joshi, Mr. Khaleed Juma, Me John Lemieux, Mr. Tony Meti, Mr. David P. O'Brien, *Chancellor*, Mr. Richard Renaud, Ms. Patricia Saputo, Mrs. Lillian Vineberg

Non-voting Observers: Ms. Jean Freed

1. Call to Order

The Open Session was called to order at 8:50 a.m. In the absence of Mr. Kruyt, the meeting was chaired by Me de Santis.

1.1 Chair's remarks

Me de Santis welcomed Vice-President, Research and Graduate Studies, Dr. Louise Dandurand, to her first Board meeting.

She also announced that during Closed Session, the Board had approved the construction project for the new JMSB building.

1.2 Approval of the Agenda

Upon motion duly moved and seconded (Chaikelson, Burke), it was unanimously RESOLVED:

R-2006-9-4 *THAT the Agenda be approved.*

1.3 Approval of the Minutes of the Open Session meeting of October 19, 2006

Upon motion duly moved and seconded (Richman Kenneally, Chikhalsouk), it was unanimously RESOLVED:

R-2006-9-5 *THAT the Minutes of the Open Session meeting of the Board of Governors, held on October 19, 2006, be approved.*

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

There was no business arising from the Minutes.

3. Student Emergency Food Fund (Document BG-2006-9-D1)

Me de Santis invited Reverend Ellie Hummel, the Coordinator of the Multi-Faith Chaplaincy, to address the Board. Rev. Hummel thanked Governors for allowing her a few minutes to speak on behalf of the student emergency food fund. She referred to the financial struggle that several students experience and explained how the fund can make a huge difference, in providing them not only food vouchers but also hope. She urged Governors to continue to keep giving generously.

In this vein, Me Burke encouraged everyone to attend an event this evening at the Comedy Nest, sponsored by the SGW Alumni Association, since a part of the proceeds will be donated to the fund.

4. Presentation on the environmental audit findings and action plan (Document BG-2006-9-D2)

Mr. Saad Zubair, Assistant Director, Internal Audit, introduced the presentation by indicating that the audit had been commissioned by the Vice-President, Services, at the request of the Board of Governors. In July 2005, following a bid process, the mandate was awarded to LBCD Consultants, member of Troy Associates, to perform an environmental audit of all of Concordia's facilities and operations. The Consultants

reviewed 49 procedures and policies, conducted 47 meetings with individual stakeholders as well as 15 inspections and site visits.

Mr. Zubair informed Governors that while the gap analysis revealed no major high risk or non compliant item, it had identified a few low risk non compliant items and also a number of areas where operations could be improved. The analysis also identified areas where the University is performing very well, such as energy consumption and sustainable development initiatives.

Ms. Susan Magor, Director, Environmental Health and Safety, continued the presentation by stating that the University's rapid growth requires proactive practices in a number of areas to ensure consistent accountability. The scope of the audit comprised hazardous materials management, buildings and grounds and organizational accountability. The key findings of the audit are as follows:

- overall performance developed positively but there is a highly variable compliance between departments;
- lack of clear responsibility for the environmental health and safety implementation within the line management; and
- ineffective performance accounting back to the environmental health and safety department and senior management

Ms. Magor outlined the primary deficiencies as well as the positive aspects emerging from the audit. With respect to the items requiring corrective actions, she reiterated that none had been identified as high risk and non compliant, while seven were non compliant but low risk, 38 were compliant but exposed to risk, and 23 were compliant or well managed but could be improved. She continued by stating the follow-up status and resolution timeline for the aforementioned seven low risk non compliant items, as indicated in the executive summary sent to all Governors. She concluded the presentation by detailing the action plan and the progress to date. In response to a question, Ms. Magor said that a follow up report could be done in a year.

5. Presentation on student enrolments

Mr. Bradley Tucker, Director, Institutional Planning, began his presentation by noting the complexity of enrolments. He stated that all the numbers in his presentation were those for 2005/2006 since registrations for 2006/2007 are not final as of yet.

He conveyed the number of students, totaling 44,533, of which 39,404 are students in credit courses (program students, independent students, auditors and visiting students) and 6,411 are in non-credit courses (continuing education and eConcordia). He pointed out that some double counting may occur when splitting the student numbers over status or terms. He continued by conveying the number of registrations for that same period, totaling 248,630, divided into 234,731 students in credit courses and 13,899 students in non-credit courses.

With respect to the programs of study, Concordia offers over 500 programs, 309 at the undergraduate level, 154 at the Master's level, 34 at the Ph.D. level and 24 others such as post-doctoral fellowships, etc.

Mr. Tucker then gave a breakdown of the sources of student enrolments in credit courses, at the undergraduate and graduate levels, in connection with applications, acceptances and admissions, specifying the breakdown of new students coming from CEGEP, international and others sources (non-CEGEP Québec students or those from other Canadian provinces), internal transfer students and returning students.

Mr. Tucker opined that enrolment discussions can be focused on student retention as well as new admissions, and that there is a pool of applicants that we accept but that we were not successful in bringing to Concordia (38% of acceptances). He showed a chart of undergraduate applications by source that illustrated a consistency in CEGEP applications but a slight drop in other Canadian and international applications. With respect to trends in undergraduate enrolments sources, the chart showed more admissions in some areas despite fewer applications.

He explained the difference uses of the FTE (full time equivalent students) on planning and funding and elaborated on the trends that impact enrolment with a view to capturing students who have shown interest (mature students, international students). He conveyed the three institutional models which have been developed and how they translate on a ten-year projection chart. In conclusion, Mr. Tucker stated that other models are also being developed to track faculty, department and programs trends. A copy of his presentation was handed out to Governors wanting one.

6. Report of the President

Dr. Lajeunesse indicated that Leslie Markofsky, a first-year JMSB student, had been seriously injured in the September 13 Dawson shooting and was now slowly recovering. He asked Mr. Parisella to elaborate on the steps taken by Concordia to support Mr. Markofsky. Mr. Parisella mentioned that a trust fund had been set up, and that Dr. Lajeunesse had written to its organizers to offer him tuition waiver for the duration of his studies at Concordia.

6.1 Update on the search for a Provost and Vice-President, Academic Affairs

Dr. Lajeunesse reported that since its establishment, the Provost Search Committee has met three times. The advertisements have now been published in local and national newspapers and academic journals. The draft profile of the ideal candidate was circulated to all relevant constituencies for comments. The Committee met on November 18 to review all comments and finalize the profile which will be adopted today. The next meeting is scheduled to be held on December 13, at which time the committee will prepare for the interview process and consider potential candidates.

7. Adoption of the profile of the ideal candidate for a Provost and Vice-President, Academic Affairs (Document BG-2006-9-D3)

Upon motion duly moved and seconded (Lajeunesse, Gauthier), it was unanimously RESOLVED:

- R-2006-9-6 *THAT, upon recommendation of the Advisory Search Committee for a Provost and Vice-President, Academic Affairs, the Board of Governors approve the profile of the ideal candidate for a Provost and Vice-President, Academic Affairs, set out in Document BG-2006-9-D3.*

8. Election of additional members to the Advisory Search Committee for a Dean of the School of "General Studies"

Upon motion duly moved and seconded (Lajeunesse, Cavell), it was unanimously RESOLVED:

- R-2006-9-7 *THAT the following persons be elected as members of the Advisory Search Committee for a Dean of the School of "General Studies":*

*Dr. Raafat Saade, a faculty member nominated by the John Molson School of Business
Dr. Christopher Trueman, a faculty member nominated by the Faculty of Engineering and Computer Science*

9. Recommendation of the Employee Benefits Committee regarding the restated pension plan text

Mrs. Kavanagh, the Chair of the Employee Benefits Committee, noted that the amendments had been previously approved by the Board and were now being incorporated into the text of the pension plan.

Upon motion duly moved and seconded (Kavanagh, Chaikelson), it was RESOLVED with one abstention:

- R-2006-9-8 *THAT, on recommendation of the Employee Benefits Committee, the Board of Governors approve the restatement of the text of the "Pension Plan for the Employees of Concordia University", set out in Document BG-2006-9-D6.*

10. Reports of the Vice-Presidents

- 10.1 Vice-President, Advancement and Alumni Relations - Ms. Kathy Assayag (Document BG-2006-9-D7)

- 10.2 Vice-President, Research and Graduate Studies - Dr. Louise Dandurand (Document BG-2006-9-D8)

- 10.3 Vice-President, External Relations and Secretary-General - Me Marcel Danis (Document BG-2006-9-D9)

- 10.4 Vice-President, Services - Mr. Michael Di Grappa (Document BG-2006-9-D10)

- 10.5 Vice-President, Finance - Mr. Larry English (Document BG-2006-9-D11)

- 10.6 Special Communications Advisor to the President – Mr. John Parisella (Document BG-2006-9-D12)
- 10.7 Provost and Vice-President, Academic Affairs – Dr. Martin Singer (Document BG-2006-9-D13)

These reports are filed for information purposes. No supplementary information was added to the above written reports.

11. Any other business

There was no other business to bring before the meeting.

12. Next meeting

The next regular meeting of the Board of Governors will be held on Thursday, December 14, 2006, at 6 p.m. on the SGW Campus.

14. Adjournment

The Open Session adjourned at 10:00 a.m.

Danielle Tessier
Secretary of the Board of Governors