

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

Held on Wednesday, April 18, 2018, at 4 p.m.  
in Room GM 410 (Board of Governors Meeting Room)  
located on the 4<sup>th</sup> floor of the Guy-Metro Building,  
1550 de Maisonneuve Blvd. West  
on the SGW Campus

**PRESENT**

**Governors:** Norman Hébert jr., *Chair*, Françoise Bertrand, *Vice-Chair*, Jeff Bicher, Antoinette Bozac, William Bukowski, Jarrett Carty, Gina P. Cody (*via telephone*), Daniel Cross, Hélène Fortin (*via telephone*), Rana Ghorayeb, Chaim Kuhnreich, Tony Loffreda, Claudine Mangel, Frédérica Martin, *Vice-Chair*, Michael Novak, Georges Paulez, Maria Peluso, Philippe Pourreaux, Suzanne Sauvage, Alan Shepard, *President and Vice-Chancellor*, Ted Stathopoulos (*via telephone*), Leyla Sutherland

**Alternate Governor:** Robert Young

**Also attending:** Philippe Beauregard, Sylvie Bourassa, Graham Carr, William Cheaib, Denis Cossette, Roger Côté, Bram Freedman, Christophe Guy, Frederica Jacobs

**ABSENT**

**Governors:** Helen Antoniou, Gabriel Bran Lopez, Jean Pierre Desrosiers

**Non-voting Observer:** Jonathan Wener, *Chancellor*

1. **Call to Order**

Mr. Hébert called the meeting to order at 4:01 p.m., welcoming Rana Ghorayeb who was appointed at the February Board meeting.

1.1 **Adoption of the Agenda**

Upon motion duly moved and seconded, it was unanimously RESOLVED:

R-2018-2-4 *That the Agenda be approved, including the items on the Consent Agenda.*

CONSENT2. Adoption of February 8, 2018 Minutes

R-2018-2-5 *That the Minutes of the meeting of the Open Session of February 8, 2018 be approved.*

3. Membership of the Evaluation Committee for the University Librarian (Document BG-2018-2-D2)

This document was provided for information.

4. Request for the use of the Concordia name (Document BG-2018-2-D3)

R-2018-2-6 *That, subject to the conditions set out in the Policy on the Use of Concordia University's Name, Logo and Related Insignia, and the Governance of its Visual Character and Digital Presence (SG-4), the Board of Governors approve the following requests to use the Concordia name:*

- *Concordia Diplomatic Affairs (CDA)*

5. Collection of undergraduate student fee levies from all undergraduate students (Document BG-2018-2-D4)

R-2018-2-7 Concordia Community Solidarity Co-op Bookstore

*That the Board of Governors authorize the University to collect an increased fee levy of \$0.14 per credit (an increase of \$0.04 per credit from \$0.10 per credit) from all undergraduate students to support the Concordia Community Solidarity Co-op Bookstore, annually adjusted to the Consumer Price Index of Canada, to be implemented with registration for the Fall 2018 (2018/2) term, in accordance with the University's tuition, refund and withdrawal policy.*

R-2018-2-8 Library Services Fund Project

*That the Board of Governors authorize the University to collect a contribution of \$1 per credit from all undergraduate students to support the Library Services Fund Project for ten years (2020-2029), to be implemented with registration for the Winter 2020 (2019/4) term until the end of the Fall 2029 (2029/2) term, in accordance with the University's tuition, refund and withdrawal policy.*

6. Collection of an undergraduate student fee levy from undergraduate students in the Faculty of Arts and Science (Document BG-2018-2-D5)

R-2018-2-9 Concordia University's Center for Creative Reuse (CUCCR)

*That the Board of Governors authorize the University to collect a fee levy of \$0.04 per credit from all undergraduate students in the Faculty of Arts and Science, for the Concordia University's Center for Creative Reuse (CUCCR), to be implemented with*

*registration for the Fall 2018 (2018/2) term, in accordance with the University's tuition, refund and withdrawal policy.*

7. Audit Committee report (Document BG-2018-2-D6)
8. Finance Committee report (Document BG-2018-2-D7)
9. Real Estate Planning Committee report (Document BG-2018-2-D8)

These reports were provided for information.

#### REGULAR

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

There was no business arising from the Minutes not included on the Agenda.

11. President's report (Document BG-2018-2-D9)

As complimentary information to his written report, Prof. Shepard's oral report included the following:

- He welcomed Marie-Claude Lavoie whose mandate as Associate Vice-President, Facilities Management began on April 16 and thanked Martine Lehoux for her leadership as the Interim Associate Vice-President following the sudden passing of Michel Nadeau in September 2017.
- Referring to a fee levy approved under the consent agenda, he underlined the CSU's contribution to the Library Services Fund, which helps support 24-hour access to both libraries and also paid for the installation of living green walls in the Webster Library.
- He congratulated Tony Loffreda, who received the Lieutenant Governor's Gold Medal for Exceptional Merit. Three Concordia students were also awarded the Lieutenant Governor's Bronze Youth Medal.
- He noted that Concordia advanced six spots to 10th place among Canada's engineering schools in the Maclean's 2018 Program Rankings, while computer science advanced three spots into 11th position this year.

12. Report on compliance with environmental legislation and health and safety (EH&S) regulations (Document BG-2018-2-D10)

Mr. Côté summarized the key highlights of the report which covered the 2017 fourth quarter as well as the 2017 full year, noting that the information is presented in two categories, leading safety key performance indicators (KPIs) and lagging safety KPIs and that emphasis is placed on the leading safety KPIs which focus on preventative measures, such as safety awareness and training. He indicated that a number of graphics have been added to identify trends and benchmark data with other universities.

Compared to 2016, there was an increase of 15% in the number of training sessions held in 2017 as well as in the number of individuals trained. Moreover, 281 supervisors attended

training specific to their EH&S supervisory responsibilities. This training will continue to be offered throughout 2018.

Mr. Côté explained that the increase in the number of internal non-compliance citations in 2017 was attributable to the completion of more preventative assessments which include a more comprehensive evaluation of safety. He noted that the number of work-related injuries is relatively stable, and that sports injuries will be embedded into the report going forward. A request was made that the data relative to the number of total injuries per year be included in the next report.

13. Finance Committee recommendations regarding policy review (Document BG-2018-2-D11)

Reporting on behalf of Finance Committee, Mr. Paulez apprised the Board that the Committee had reviewed both policies at its meeting held on March 27, 2018 and is recommending Board approval thereof.

Mr. Cossette outlined the approach and process leading to the overhaul of the *Policy for Travel and Other Allowable Expenses* (CFO-3) and the creation of the *Policy on Hospitality, Meetings and Events* (CFO-10). Benchmarking was conducted with other universities and government bodies. The comprehensive internal consultation process included approximately 35 key stakeholders from various sectors of the University. Feedback was taken into account and incorporated into the policies.

There is now a clear segregation of expenses related to travel (transportation, accommodations, meals, visitors and local conferences), which are included in CFO-3, while those related to hospitality (venue rentals, promotional and business meals, gifts and official internal events and training) are included in CFO-10. He also highlighted the three main milestones in CFO-10 with respect to approvals of events when the cost exceeds \$5,000, when alcohol is involved, and when the number of Concordia members at external events is over 6.

Mr. Cossette informed Governors that a request had been made to present the handbooks together with the policies. He indicated that the policies focus on the concepts, principles, framework and levels of authority, while the handbooks outline the procedures, noting that the policies are under the Board's jurisdiction, not the handbooks. Following Board approval, information about the policies and the handbooks will be widely disseminated.

Following his presentation, Mr. Cossette responded to questions of clarification. A suggestion was made that the definitions be listed in alphabetical order.

13.1 Revisions to Policy for Travel and Other Allowable Expenses (CFO-3) (Document BG-2018-2-D12)

Upon motion duly moved and seconded, it was unanimously RESOLVED:

R-2018-2-10 *That, on recommendation of the Finance Committee, the Board of Governors approve the revisions to the Policy for Travel and Other Allowable Expenses (CFO-3), including its*

*revised name, Travel and Conference Policy (CFO-3), as outlined in Document BG-2018-2-D12, effective May 1, 2018.*

13.2 Creation of Policy on Hospitality, Meetings and Events (CFO-10) (Document BG-2018-2-D13)

Upon motion duly moved and seconded, it was unanimously RESOLVED:

R-2018-2-11 *That, on recommendation of the Finance Committee, the Board of Governors approve the Policy on Hospitality, Meetings and Events (CFO-10), as outlined in Document BG-2018-2-D13, effective May 1, 2018.*

14. Other business

There was no other business to bring before the Open Session.

15. Adjournment

The meeting adjourned at 4:37 p.m.



Danielle Tessier  
Secretary of the Board of Governors