

## MINUTES BOARD OF GOVERNORS — REGULAR SESSI

Thursday, September 28, 2023 — 1:00-2:00 p.m.  
ECU Boardroom (D2315) and via Zoom webinar.

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### ATTENDANCE:

#### Board Members:

Don Avison (Board Chair)	Lindsay McIntyre
Trish Kelly (Interim President + Vice Chancellor)	Keith Reynolds
Carleen Thomas (Chancellor)	Esther Rausenberg
Lorcan O'Melinn (Vice-Chair)	Alex Phillips
Mary Macaulay	Gaye Fowler
Keith Kerrigan	Ishika Tripathi
	Parnian Anaa

Regrets: Sung Van

Resources and/or Guests: Viktor Sokha (Vice-President, Finance + Administration), Adrian Tees (Associate Vice-President, HR), Marcia Guno (Vice-Provost, Students), Mark Douglas (Executive Director, Financial Services), Natasha Himer (University Secretary), Nicole Shin (Associate University Secretary, Recording Secretary)

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*We respectfully acknowledge that Emily Carr University is situated on the unceded, traditional and ancestral territories of the Musqueam, Squamish and Tsleil-Waututh Nations.*

### I. ADMINISTRATIVE BUSINESS

1. Call to Order — Don Avison, Chair of the Board, called the meeting to order at 1:00 p.m.
2. Adoption of the Agenda

**MOTION: That the Agenda for the Board Open Session of September 28, 2023 be approved as presented.**

**Moved / Seconded**

**Carried.**

3. Approval of Previous Meeting Minutes

**MOTION: That the Minutes of the Open Session Board Meeting of June 1, 2023 be approved as presented.**

**Moved / Seconded**

**Carried.**

## II. BUSINESS

### 1. Chair's Remarks

The Chair confirmed that this was the last meeting for Board member Keith Kerrigan. The Chair and the Interim President + Vice Chancellor recognized and thanked K. Kerrigan for his dedication and service to the Board and the ECU community over the past five and half years. K. Kerrigan was presented with a gift by Board member Gaye Fowler. He shared personal remarks and his gratitude with the Board and the ECU community.

### 2. Institutional Accountability Plan and Report

The Chair reported that the 2022-2023 ECU Institutional Accountability Plan and Report is an annual report and is an important way in which the University demonstrates how it is achieving its mandate, and to highlight successes.

The report was submitted to the Ministry of Post-Secondary Education and Future Skills over the summer. The Ministry provided feedback on the draft 2022-2023 ECU IAPR, the report was updated in accordance with the feedback and is before the Board for approval.

There was general discussion, and:

- In response to a question, it was noted that the Telecommuting Framework highlighted in the report refers to hybrid work arrangements, whereby employees may arrange with the supervisor to work from home.
- It was clarified that the Vice President Finance + Administration portfolio is responsible for the P3 contract performance monitoring.
- The Emergency Management Program and the Risk Management framework referenced in the report are evolving and will come to the Board for further discussion and feedback.
- The University is thinking of ways in which it can gather feedback on student satisfaction without creating another survey.
- ECU is looking to provide flexibility and opportunities for students to build different pathways whether it be through credit courses or through certificate programs or micro-credentialing provided through Continuing Students.

It was noted that the report is a public document that will be shared on the Ministry's website as well as on the ECU webpage.

**MOTION: That that Board ratify the 2022/23 Institutional Accountability Plan and Report as presented.**

**Moved / Seconded**

**Carried.**

*Secretary's Note: Following the Board meeting, it was noted and the report was updated on page 10 to add the Bachelor of Media Arts under the Faculty of Arts.*

### 3. 2022/2023 Statement of Financial Information (SOFI) Report

L. O'Melinn reported that that SOFI is a standard report that all post-secondary intuitions are required to submit to the Ministry annually, and it is before the Board for approval.

With reference to page 76 regarding the Campus Redevelopment Project P3 Debt, a Board member asked if the amount outstanding of \$53M has increased overtime. V. Sokha explained that under the current agreement ECU is obligated to repay the cost of the building as well as the continued maintenance over a period of 30 years. He indicated that he would provide an update for the Board with information regarding the difference in the amount outstanding.

In response to a question, it was explained that severance agreement figures are not disclosed due to privacy requirements and other contractual terms.

In response to a question, it was explained that individual expenses are permitted under certain categories, and include expenses related to professional development. A. Tees, Associate Vice President Human Resources, offered to provide further information if needed, regarding the compensation framework and noted that ECU's practices are consistent with the sectoral framework.

**MOTION: That, on the recommendation of the Audit + Finance Committee, the Board approve the Statement of Financial Information (SOFI) for 2022/23 as presented.**

**Moved / Seconded**

**Carried.**

4. 2023/24 Mandate Letter – Ministry of Post-Secondary Education and Future Skills

The Chair reported that the Board reviewed and approved the Mandate letter at the August 17, 2023, Special Board meeting. The Board Chair is required to sign on behalf of the Board and return the letter to the Ministry by September 21, 2023. It was important that the Mandate letter was brought back to the Board during open session.

T. Kelly, Interim President + Vice Chancellor, provided the following highlights from the Mandate letter:

- Reconciliation: Supporting lasting and meaningful Reconciliation and delivering on specific commitments as outlined in the Declaration on the Rights of Indigenous Peoples Act action plan.
- Climate Action: Implementing targets and strategies for minimizing greenhouse gas emissions and managing climate risk to align with the CleanBC target by 2023.
- Anti-Discrimination Work: Adopting the Gender Based Analysis Plus (GBA+) lens to ensure gender equity is reflected in our operations and programs, and as part of broader anti-discrimination work.
- Privacy and Cyber/Info security: Maintaining up to date systems and effective cybersecurity practices, including evaluating the organization against industry standards and maintain appropriate security and privacy practices.
- Risk Management: Implementing and maintaining an effective fraud risk management strategy.
- Additional Priorities + Linkages with the StrongerBC Future Ready Action Plan

In response to a question, T. Kelly explained that all BC public post-secondary institutions may raise domestic tuition and mandatory fees at the cap identified by the Ministry of Post-Secondary Education and Future Skills, which is currently 2%.

### III. REPORTS

#### 1. Interim President + Vice-Chancellor's Report

T. Kelly provided the following highlights:

- ECU hosted its first Welcome Week for new and returning students for the Fall 2023 term. The activities helped students create connection and engagement and provided opportunities to reset as a community during a period of transition.
- The planning process of the strategic vision has been an ongoing process. The Board will be engaging in a strategic planning session early October to provide further feedback on the draft plan.
- Over the past few months T. Kelly has been re-establishing relations by meeting with leaders of other cultural organizations in the city, donors and connecting with government and other post-secondary partners.
- Reminded the Board that following the Board meeting, the university will unveil *Pacific Song of the Ancestors*, a totem pole that is meant to embody the spirit of the community building, deepen our relationship with our host nations, and reverence for the diverse Indigenous culture within BC.

T. Kelly also noted that ECU is extending and expanding the support and resources for international students. The Ministry has indicated that they are building a framework with guidelines on how institutions can better support international students.

#### 2. Interim Vice-President, Academic + Provost's Report

D. Achjadi reported on the following:

- The University launched an ECU-wide survey in order to gather input on experiences and data on community member's experiences with Equity, Diversity and Inclusion. The data that is gathered will help to identify and shape EDI initiatives at ECU.
- Direct Entry model was introduced in the fall, and it was a success. It is an important component of deficient mitigation that provides more predictability in enrollment patterns for course planning and budgeting. We are continuing to work on refining the process.
- In the summer the University piloted an accelerated Foundation Program entry, which is an intense and accelerated pathway to second years for students. The current plan is to expand the program to 60-80 students going forward.

#### 3. Vice-President, Finance + Administration's Report

V. Sokha reported that the Q1 Forecast was submitted to the Ministry in July. He noted that the University is in line with the approved budget and that 2024-25 and 2025-26 fiscal year projections closely align with the deficit mitigation plan.

The deadline to submit the Q2 Forecast is early October. It will be provided to the Audit + Finance Committee for information and reported on at the December meeting.

**IV. OTHER BUSINESS** – No other business.

**V. NEXT MEETING:** Next Regular Open Session of the Board has been moved from November 30, 2023 to December 7, 2023.

**VI. ADJOURNMENT:** The meeting adjourned at 2:07 p.m.