

## MINUTES BOARD OF GOVERNORS — REGULAR SESSION

Thursday, June 2, 2022 — 3:15-5:00 p.m.

Board Members + Guests: In person; Attendees: via Zoom webinar.

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### ATTENDANCE:

#### Voting Members:

Keith Kerrigan (Board Chair)	Lindsay McIntyre	Keith Reynolds
Gillian Siddall (President + Vice Chancellor)	Lorcan O'Melinn	Gaye Fowler
Megan Ellis	Alex Phillips	Charles Simon
Mary Macaulay	Esther Rausenberg	
Carleen Thomas	Keith Reynolds	

Regrets: Stephanie Schneider

Guests: Trish Kelly (Provost + Vice-President Academic), Viktor Sokha (Vice-President, Finance + Administration), Marcia Guno (Vice Provost, Students), Adrian Tees (Associate Vice-President, HR), Mark Douglas (Executive Director, Financial Services), Heather Sanford (Interim University Secretary), Christen Downie (Associate University Secretary), Kyla Mallet, Tiffany Ting

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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 — Keith Kerrigan, Chair of the Board, called the meeting to order at 3:36 p.m.

2. Adoption of the Agenda.

**Moved / Seconded**

**Carried.**

3. Approval of the Board Regular Session Minutes of April 28, 2022

**Moved / Seconded**

**Carried as amended.**

A Board member requested an amendment to the minutes in II. Business, 1. , sixth bullet point. It was requested that that the wording be changed to: "A board member asserted that, under the Faculty Collective Agreement as per Article 1.03, the Faculty Association did not approve 3.6 *Sexual and Gender -based Violence and Misconduct Policy.*"

## II. BUSINESS

### 1. Presentation: Update on Strategic Planning

G. Siddall, President + Vice-Chancellor, introduced Kyla Mallet and Tiffany Ting, Co-Chairs of the Strategic Planning Committee. The Co-Chairs provided an update on planning to date, process overview and next steps.

There was discussion, including:

- Inquiry about the relationship of ECU's Strategic Plan to 2021 to the strategic plan under development.
- Plan for presentation of a summary report on outcomes related to ECU's Strategic Plan to 2021.
- Integration of important elements from ECU's previous strategic plan into the new plan for continuity.
- Inquiry about reference to research in the previous strategic plan Inquiry about community engagement and the composition of community.

### 2. Information/Approval: Audited Financial Statements for the Year Ended March 31, 2022

L. O'Melinn, Chair, Finance + Audit Committee, introduced the audited financial statements.

V. Sokha, Vice-President, Finance + Administration, thanked ECU's finance team for their work.

M. Douglas, Executive Director, Financial Services, referred to the circulated material and reported the auditors have given their unqualified opinion and that ECU reported an annual deficit of \$159,692 for 2021/22.

With respect to Operating Fund Detail, an increase to tuition of approximately \$1m dollars and decrease in non-salary costs of over \$1.2 million were reported. Decrease in non-salary costs pertain largely to pandemic-related savings, including reduced travel and less spending on supplies, professional development, and professional fees.

A Board member thanked ECU staff and management for their diligent work in stewarding this work in a time of transition.

**Moved / Seconded that on the recommendation of the Board Finance + Audit Committee, the Board of Governors approves the audited Financial Statements for the Year Ended March 31, 2022 as presented.**

**Carried.**

### 3. Approval: 2022/23 All Funds Budget

The Vice-President, Finance + Administration, referred to circulated budget package.

The Executive Director, Financial Services, provided highlights, including:

- ECU's projected annual deficit of approximately \$1.8 million will be funded through the university's internal reserves, including approximately \$1 million from ECU's contingency fund.
- While the budget can be balanced using internal reserves, deferred costs such as addressing deficiencies in staffing levels in the areas of operational health and safety, and EDI, adjusting teaching load and acting on other recommendations in the recent Lockie Financial Review will continue to be deferred as a result.
- In March 2022, ECU received \$3 million in provincial one-time funding.
- In April 2022, ECU received full allocation of annual service payments, one-time funding and parking grant for fiscal 2022/23 in April 2022, advances totaling approximately \$10 million.
- Projecting a balance of approximately \$580,000 remaining in ECU's contingency fund by March 2023.

There was discussion, including:

- Inquiry about additional financial risks associated with proposed revenue generation.
- Management has budgeted some contingency reserves for projects with the greatest opportunity for return on investment.
- Inquiry about salary expenditures in relation to new or replacement faculty positions.
- Inquiry about differences in operating expenditures and All Funds budget expenditures in 2022/23.
- Concern regarding cashflow projections for March 2023.
- Inquiry/discussion about strategic enrolment management.

**Moved / Seconded that on the recommendation of the Board Finance + Audit Committee, the Board of Governors approves the 2022/23 All Funds Budget as presented.**

**Carried.**

#### **4. Information/Approval: Student Employment + Service Policy**

A. Tees, Associate VP, HR, provided an overview of the draft *Student Employment + Service Policy* and Procedures. The updated Policy provides for a more transparent hiring process for students, clearly defined value for university service and leadership to other post-secondary institutions in Canada in relation to both service and lived experience. It was noted that significant consultation with the ECU Student Union was undertaken to understand student needs. Following approval of the policy, HR will implement a change management process involving education, training etc. for implementation.

There was discussion, including:

- Several Board members thanked staff and stakeholders for the enormous amount of engagement, consultation and collaboration involved in developing this policy.
- ECU will be one of the few universities in Canada to offer the equivalent of an honorarium to students serving on Board of Governors and/or Senate.
- Ministry of Advanced Education and Skills Training is supportive of the policy.
- Recommendation that students who are elected to Faculties or serve on Senate Committees also be eligible for compensation.

- Clarification regarding policy that requires Board approval versus procedures which will be approved by the President.

**Moved / Seconded that on the recommendation of the Board Governance Committee, the Board of Governors approves the *Student Employment + Service Policy* as presented.**

**Carried.**

### **III. REPORTS**

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

Gillian Siddall, President + Vice-Chancellor, provided an update on the Ministry of Advanced Education and Skills Training Post-Secondary Funding Formula Review. All post-secondary institutions will be required to respond to questions included in the circulated letter from Don Wright, the AEST Engagement Lead on the review. The final review report will be public. The President, Provost and VP, Finance + Administration will meet with Wright later in June to provide ECU specific context.

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

T. Kelly, VP, Academic + Provost, invited questions on the circulated report. The Provost congratulated graduating students on the Grad Show and thanked faculty for their work and commitment over the past academic year during continued pandemic-related challenges.

A Board member inquired about timing of sabbatical announcements.

#### **3. Vice President, Finance + Administration Report**

V. Sokha, VP, Finance + Administration, reported that the Provincial Health Officer of B.C. retired *Return to Campus Guidelines* on April 26, 2022 and replaced with health guidance from the BCCDC.

A Board member inquired about plans for fall instruction. It was reported that faculty have tools to extend the hybrid learning environment, but the plan is for in-person instruction in the fall semester.

#### **4. Vice Provost, Students' Report**

M. Guno, Vice Provost, Students, thanked all involved in the Convocation ceremony in May and reported fall recruitment figures are on track. Members were invited to ask questions on the circulated report. There were no questions.

### **IV. OTHER BUSINESS**

1. A Board member inquired whether a report from the ECU Student Union should be included as a standing item in board agenda packages.

A Board member moved:

**That the Board respectfully request that the ECUSU provide a report to the Board for each Board meeting.**

There was discussion regarding whether a representative from the ECUSU or student members of the Board should prepare the report.

The motion was withdrawn.

**ACTION:** The question regarding who should prepare a students' report to the Board will be referred to the Governance Committee.

**V. NEXT MEETING:** September 29, 2022

**VI. ADJOURNMENT:** The meeting adjourned at 5:00 p.m.