

MINUTES

BOARD OF GOVERNORS – REGULAR SESSION

Thursday, June 4, 2020, 1:30 pm - 3:30 pm

Online meeting via Zoom.

ATTENDANCE:

Voting Members:

Kim Peacock	Keith Kerrigan
Gillian Siddall	Esther Rausenberg
Geoff Plant	Emma Somers
Alex Phillips	Keith Reynolds
Scott Hawthorn	Sonny Assu
Bill Tam	Randy Lee Cutler
Selina Huang	

Regrets: Shauna Bryan, Sanya Arora

Guests: Michael Clifford, Kevin Bird, Trish Kelly, Mark Douglas, Lori MacDonald

Support: Philippa Mennell, Carina Clark

Land Acknowledgement.

I. ADMINISTRATIVE BUSINESS

1. Call to Order – The Chair called the meeting to order at 1:33 pm.
2. Adoption of Agenda. The Chair noted that the Finance + Audit Committee Report by Geoff Plant and Michael Clifford will be moved up to the first item under business.
Moved/Seconded to approved the updated Agenda. Carried.
3. Approval of the Previous Regular Session Minutes of April 23, 2020.
Moved/Seconded. Carried.
4. Thank you to departing Student Board Member. The Chair thanked student Board member Sanya Arora for completing her term on the Board as of July 31, 2020. Selina Huang will continue to serve on the Board for another term, and Jacob Brennan will join the Board as of August 1, 2020.

II. BUSINESS

1. Finance report + Audit Committee Report. Geoff Plant noted the order of reports:
 - Approved motions at the Senate meeting on April 27, 2020
 - Approved motion at the Senate Budget Committee meeting on June 1, 2020
 - Approval of Audited Financial statements
 - Approval of the Provisional budget

Senate meeting on April 27, 2020

Approved motions:

- Emily Carr University Graduands for 2019/20.
- Master of Digital Media Graduands for 2019/20.
- In light of the COVID-19 realities, and for as long as these impacts are in effect, the university will ensure flexibility in modes of course delivery to enable continuity of learning and critical function; the processes for enabling this will be consultative and involve all stakeholders; and, the procedural requirements of policy [4.3 Program and Curriculum Change](#) for establishing alternative modes of course delivery will be suspended.
- Faculty of Culture + Community course proposal.
- Jake Kerr Faculty of Graduate Studies course proposals.
- Policy 2.1.7 *Senate Executive Committee* terms of reference.

Senate Budget Committee meeting on June 1, 2020

Approved motion:

- That Senate recommends the Board of Governors approve the 2020-21 Provisional Budget as presented and forwards the discussion and recommendations from the Senate Budget Committee (3 opposed, 1 abstention).

2019/20 Audited Financial Statements

The Board Finance + Audit Committee met on May 14, 2020, to review the 2020 Year End report for the Year Ending March 31, 2020, the 2019/20 Draft Financial statements and the KPMG Audit Findings Report.

The committee had a fulsome discussion, and also had an opportunity to meet with KPMG, in camera, without management. The committee feels confident to confirm the accuracy and integrity of the financial statements.

The committee recommended Board approval of the financial statements as presented.

Moved / Seconded that the Board of Governors approves the 2019/20 Audited Financial Statements as presented.

Carried.

2020 - 21 Provisional Budget Presentation

The Board Finance + Audit Committee met on May 28, 2020 to review the provisional budget. Geoff Plant referred to the circulated documentation:

- *Minutes of Finance + Audit Committee Meeting May 28, 2020*
- *2020 - 21 Provisional Budget Presentation*
- *2020 - 21 Provisional Budget Supplementary*

Geoff Plant reported that the Board Finance + Audit Committee had a fulsome discussion, and requested further documentation, which was provided by the Finance department.

Dr. Gillian Siddall reported that because of a one-time payment from the Ministry for \$4M, the university had been poised to submit a balanced budget and to be in a good position vis-à-vis the deficit mitigation plan that was submitted to and approved by the Ministry as a multi-year approach to eliminating the university's ongoing structural deficit.

COVID-19 has had a significant impact on the budget as planned, and the budget presented at this meeting reflects that impact. The university anticipates reductions in enrolment in the fall and significant costs to ensure that the shift to online learning in the fall results in a high-quality educational experience for our students.

Dr. Siddall pointed out that key principles informing the budget adjustments were the health and safety of employees and students at ECU, continuity of learning and continuity of employment at ECU.

Dr. Siddall also indicated that the Ministry of Advanced Education, Skills and Training has acknowledged that all post-secondary institutions in B.C. will be financially impacted by the pandemic, and has requested we report on the details of the impact as more information on costs and revenues become available. All institutions have been told that they can submit a deficit budget.

Dr. Siddall noted that all of the proposed tuition increases proposed in the budget were determined as part of the deficit mitigation plan presented to the Ministry last year. She indicated that most if not all universities in B.C., as well as across the country, will be proceeding with tuition increases. She also indicated that the university is transferring \$115,000 to the Emily Cares fund; students who are experiencing financial challenges related to tuition increases, or for any other reason, can apply to that fund. B.C. residents can also apply for funds from the Emergency fund provided by the province.

Dr. Siddall reported that the approval of the Provisional budget carried with majority vote at the Senate Budget Committee meeting with one abstention, and three opposed.

Mr. Michael Clifford reported on the circulated 2020 - 21 Provisional Budget document, and reviewed, in detail, the Provisional Budget, the Provisional Budget assumptions, the Budget Summary – all funds, and the All Funds Budget detail.

Discussion points:

Salary expenses. Hiring has been suspended to July 31, pending on the state of the budget. Deadline for Fall registration is end of June. Following closing of registration, it can be determined what the fall registration numbers are, and consequently, the state of the budget going forward.

The Faculty fall studio course reduction is due to the projected reduction in students using studios in the fall, and for allowing faculty to make the transition to online learning.

Professional services, as referred to on page 84 of the agenda package, Notes to Financial Statements, 13. Expenses by Object, are costs related to insurance, mediation, IT, research service, etc.

Administration salary expenses, and a proposed 3% increase, were explained in detail. Salary for Administration has been frozen for 8 years. In line with the Provincial mandate, PSEA / COSEC introduced new salary scales for Administration last year, which includes merit-based salary increases.

Concern was expressed over the proposed tuition increase for new international graduate students. It was confirmed that various student employment opportunities, including TA-ships for Graduate students are being discussed. Opportunities for undergraduate students to work with technical services will also be investigated.

Moved / Seconded that the Board of Governors approves tuition fee increases for 2020 - 21 as follows:

i) Undergraduate – Domestic	2.0%
ii) Undergraduate – International	4.0%
iii) Graduate Studies – Domestic	0.0%
iv) Graduate Studies – International (returning students)	0.0%
v) Graduate Studies – International (new students)	\$4,000 per two-year program

Carried

(3 opposed, 1 abstained)

Moved / Seconded that the Board of Governors approves the Provisional budget as presented, incorporating the following:

Revenue	\$ 49,509,947
Expenses	\$ 50,002,135
Endowment Contributions	\$ 40,000

Deficit	\$ (452,188)
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Carried

(1 opposed, 3 abstained)

Keith Reynolds left the meeting.

2. FOR INFORMATION: Sexual Misconduct Policy 3-yr Review Presentation. Dr. Gillian Siddall reported on the President's Policy Review Taskforce work with revisions to the policy, and referred to circulated documents. As required by the [Sexual Violence and Misconduct Policy Act](#), the university must conduct a 3-yr review of its sexual misconduct policy: [3.6 Sexual and Gender-based Violence and Misconduct Policy](#). The President, who is the policy officer for 3.6, was directed by the Board of Governors to establish a multi-stakeholder working group to conduct this review. The President formed a multi-stakeholder Policy Review Taskforce, which met throughout May to review the policy and develop recommendations for revisions to the policy and procedures, as well as initiatives for education, prevention and accessibility.

The recommendations of the President's Taskforce will inform the university's report on the policy review process in the Accountability Plan + Report for 2019-20 (submitted to the Ministry in the summer). Work on policy revision will continue over the summer and revised policy will be brought forward to the Board for review and approval in the fall.

It was noted that the Care Team is now called the Threat Assessment Team. A policy advisor will help develop plain language information about the policy, and will assist in interpreting the policy to users. Trauma-informed training will be offered to the entire community.

One edit was noted in the policy, page 12 in the agenda package, survivor / victim section, the word "violence" was missing.

Keith Kerrigan and Esther Rausenberg left the meeting.

III. REPORTS

1. Chair's report – Kim Peacock reported that the Memorandum of Agreement between ECU and CUPE Local 15 was approved at the Board In Camera session today, prior to the Regular session. The Chair also reported on the renewed Board terms for Keith Kerrigan, Bill Tam and Sonny Assu.
2. Governance Committee Report was included in the agenda package.
3. President's + Vice Chancellor's Report – Dr. Gillian Siddall referred to the circulated *Strategic Plan to 2021 - Unit Planning Update II* and *Senate Summary for the Academic Year 2019/20*.
4. VP Academic + Provost's Report was included in the agenda package.
5. VP Finance + Administration's Report was included under the financial report.
6. Executive Director, Student Services + Registrar's Report was included in the agenda package.

IV. OTHER BUSINESS – there was no further business.

V. ADJOURNMENT – The meeting adjourned at 3:35 pm.