

NIPISSING UNIVERSITY BOARD OF GOVERNORS MEETING

OPEN SESSION

January 13, 2022

5:30 p.m. – Zoom Remote Conferencing

AGENDA

Observer Attendance: Email governors@nipissingu.ca before 12:00 p.m. on January 13, 2022, for link information.

1. Call to Order/Land Acknowledgement

“As we begin this meeting, I would like to acknowledge that we are in the territory of the Robinson-Huron Treaty of 1850 and that the land on which we gather is the Nipissing First Nation Traditional Territory and the traditional territory of the Anishinabek.

We respect and are grateful to hold this meeting on these lands with all our relatives.”

2. Declaration of Conflict of Interest

3. Use of Recording and/or Broadcasting Devices

“Only pre-approved methods of recording and/or broadcasting devices (such as today's Zoom connection) may be used. Disseminating any information during the meeting is prohibited.

4. Consent Agenda

i. For Adoption

(a) Minutes of the November 19, 2021, Board of Governors Meeting (Open Session);

ii. For Information Only

(a) Minutes from Meetings of the Board’s Standing Committees

1. University Governance Committee – Minutes from December 13, 2021

2. Audit & Finance Committee – Minutes from December 13, 2021

3. Fundraising Committee – Minutes from December 13, 2021

(b) Reports from Other Committees/Bodies

1. Alumni Advisory Board

2. Nipissing University Indigenous Council on Education (NUICE)

Resolution: *That the items included “for adoption” on the January 13, 2022, consent agenda for the Open Session of the Board of Governors meeting be approved as circulated, while the items included on the consent agenda “for information only” be received.*

5. Adoption of Regular Agenda

Resolution: *That the Board of Governors adopt the January 13, 2022, Open Session regular agenda as circulated.*

6. Chair’s Remarks

7. Chancellor’s Remarks

8. President's Remarks

9. Presentation

- **Rare Dementia Support Canada** – *Dr. Mary Patricia Sullivan, Professor, Social Work, Sociology*

10. Vice-President's Remarks

- Provost and Vice President, Academic & Research
- Vice-President, Finance & Administration

11. Board Committee Reports

- University Governance Committee – *John D'Agostino, Committee Chair*

Resolution: *That the Board of accepts the recommendation of the University Governance Committee to renew the Election of Board Officers Policy for a five-year term.*

- Audit & Finance Committee – *David Smits, Committee Chair*

Resolution: *That the Board of accepts the recommendation of the Audit & Finance Committee to increase international tuition rates as follows: \$21,000 for the 2022-23 academic year; and \$23,000 for the 2023-24 academic year. Note that tuition for the Post-Baccalaureate Degrees will be reviewed separately with the potential of a higher tuition for these diplomas.*

- Community Relations Committee – *Patti Carr, Committee Chair*
- Fundraising Committee – *Bobby Ray, Committee Chair*
- Plant & Property Committee – *Stuart Kidd, Committee Chair*

12. Board Representatives on Other Committees/Bodies

- Nipissing University Student Union
- Academic Senate

13. Question Period

14. Other Business

15. Next Meeting Dates/Adjournment

Resolution: *That the Open Session of the Board of Governors' regular meeting now adjourn.*

Time: _____

NIPISSING UNIVERSITY
BOARD OF GOVERNORS MEETING

OPEN SESSION

November 19, 2021

The Open Session of the regular Board of Governors meeting was held on Friday, November 19, 2021, at 3:30 p.m. via Zoom Remote Conferencing.

Members Present: Marianne Berube, Board Chair

Veronica Afonso
Johanne Brousseau
Patti Carr
Fran Couchie
John D'Agostino
Hilary Earl
Stuart Kidd
Judy Koziol
Joanne Laplante
Gillian McCann
Joe McIntosh
Bobby Ray
Judy Smith
Dave Smits
Lisa Snider
Maurice Switzer
Stephen Tedesco
Roxana Vernescu
Kevin Wamsley
Kathy Wilcox

Regrets:

Paul Cook
Montana Taylor
Rick Vanderlee

**Invited
Guests:**

Arja Vainio-Mattila
Cheryl Sutton
Maggie Daniel
Christine Dowdall (University
Secretary)

Official Observers: Sarah Pecoskie-Schweir
Emily Wilson

of Live Stream Connections: 14

Recording Secretary: Abby Blaszczyk (Executive Assistant, President's Office)

1. Call to Order/Land Acknowledgment

The meeting was called to order at 3:32 p.m. The Board Chair offered a traditional land acknowledgement.

2. Declaration of Conflict of Interest

The Board Chair called for conflicts of interest concerning any of the agenda items; no such declarations were made.

3. Use of Recording and/or Broadcasting Devices

The Board Chair reminded everyone that only pre-approved methods of recording and/or broadcasting devices may be used during the meeting. Disseminating any information during the meeting is prohibited.

Members were reminded that the meeting was being live streamed to observers.

4. Consent Agenda

The following items were included on the consent agenda:

- i. For Adoption
 - a) Minutes of the September 16, 2021, Board of Governors Meeting (Open Session);
- ii. For Information Only
 - a) Minutes from Meetings of the Board's Standing Committees:
 1. University Governance Committee – Minutes from October 18, 2021;
 2. Audit & Finance Committee – Minutes from October 18, 2021;
 3. Community Relations Committee – Minutes from October 18, 2021;
 4. Fundraising Committee – Minutes from October 18, 2021;
 5. Plant & Property Committee – Minutes from October 18, 2021;
 - b) Reports from Other Committees/Bodies:
 1. Nipissing University Alumni Advisory Board (NUAAB).

Resolution 2021-11.2-01: ***That the items included "for adoption" on the November 19, 2021, consent agenda for the Open Session of the Board of Governors meeting be approved as circulated, while the items included on the consent agenda "for information only" be received.***

*Moved by Dave Smits; seconded by John D'Agostino.
Carried.*

5. Adoption of the Regular Agenda

Resolution 2021-11.2-02: ***That the Board of Governors adopt the November 19, 2021, Open Session regular agenda as circulated.***

*Moved by Stuart Kidd; seconded by Johanne Brousseau.
Carried.*

6. Chair's Remarks

The Chair welcomed Board members and spoke to the annual Board Retreat that is scheduled to begin immediately following the Board meeting. She highlighted the value of a face-to-face event, noting that the retreat will include lots of opportunity for in-depth discussions around the strategic vision for Nipissing University.

7. Chancellor's Remarks

No remarks.

8. President's Remarks

The President highlighted recent activities, including a meeting he and the VPFA had with the Minister of Colleges and Universities and her team where the discussion centered around the importance of building a sustainable future for Nipissing University. He also spoke to a number of upcoming events, including Giving Tuesday, a global movement that inspires people to give, collaborate and celebrate generosity. The University will be encouraging those who can to donate in support of student scholarships and bursaries.

The President's full report is appended to these minutes.

In response to a request for further information about the meeting with the Ministry of Colleges and Universities (MCU), the President noted that the issue of unfunded students relating to the SMA3 funding model was highlighted, along with the 10% cut to tuition and the tuition freeze which has had a significant impact on revenues. Additionally, he spoke to the inequity of the Northern Grant, which sees three Northern universities each receiving \$6 million dollars a year while Nipissing University receives less than \$2 million. While specific demands were not made of the MCU, the President was confident they were made aware of the magnitude of funding inequities.

Additional questions were addressed. In response to a query as to whether the fundraising campaign had been finalized, it was noted the campaign will be reimagined during the strategic planning process, and the Board should expect a few years to be spent in the 'quiet phase' in order to raise a significant number of dollars prior to going public with the campaign.

9. Vice-Presidents' Remarks

The Provost and Vice-President, Academic & Research (PVPAR) noted that in addition to the enrolment numbers in her submitted report, Nipissing is seeing an approximately 20% increase to application numbers, including from students direct from high school, those out of province and mature students. She also spoke to several good news items, including approval from the Ministry of Colleges and Universities for undergraduate and post-baccalaureate certificates in Human Resources

and Business. Nipissing's application for micro-credentials in promoting Indigenous health and wellness in Anishinabek communities was approved, and the Provost extended her congratulations to all involved in the approval processes.

The Vice-President, Finance & Administration (VPFA) referred to her written report that was included in the agenda package, and she invited questions from the floor. No questions were received.

10. Board Committee Reports

- **University Governance Committee**

- 2020-2021 Board Evaluation

The Chair of the University Governance Committee reviewed the results of the 2021 Board evaluation survey. Common observations included improvements to the procedural aspects of meetings, establishing an environment of inclusiveness and collaboration, as well as a focus on collegiality within meetings. The Governance Committee will discuss these issues throughout the year in an effort to improve the effectiveness of meetings in the future.

Several questions and comments were addressed, including the importance of utilizing Robert's Rules of Order to foster communication and disclosure without hostile conversation. Additionally, it was noted that outside of meetings, Board members should direct all questions or comments to the Board Chair or the University Secretary to ensure information is organized through the appropriate channels.

- **Audit & Finance Committee**

The Committee Chair highlighted changes to the Annual Work Plan that were made in an effort to strike a balance between monitoring the annual progress when compared to budget, placing a stronger focus on each semester end. There will be concentrated time spent on sustainability measures in order to facilitate fulsome discussions on those initiatives and track progress.

- **Community Relations Committee**

The minutes from the October 18, 2021, meeting were included with the agenda package. The Committee Chair had nothing further to report.

- **Fundraising Committee**

The minutes from the October meeting were included with the agenda package. In response to a question regarding the hiring process for the Manager of Advancement position that is currently vacant, it was noted that the position is expected to be posted within the next couple of weeks.

- **Plant & Property Committee**

The Committee Chair highlighted the minutes from the committee's October 18 meeting as they pertained to sidewalk construction, as the question was previously raised by a Board member. She had nothing further to report.

11. Board Representatives on Other Committees/Bodies

Nipissing University Student Union

The Student Union President highlighted a number of recent and upcoming activities, including the City of North Bay's Santa Claus Parade and the Night Owl Study Sessions, which will see the Student Centre stay open until midnight to allow for dedicated study spaces on campus in the lead up to the exam period.

Academic Senate

It was reported that as with the Board of Governors, the Senate is moving toward submitted reports in order to streamline meetings. A number of updates have been made to programs, including improvements to transfer credits.

Joint Committee of the Board and Senate on Governance

The Joint Committee met on November 1, 2021, where a discussion took place around how to properly recognize individuals who are not Board of Governors members but who wish to attend open Board meetings. Recognizing that the virtual format of the meetings adds an extra layer of complication, several ideas were raised around procedures for raising questions while ensuring members of the Board are granted first opportunity to be recognized during meetings. Discussions are ongoing.

The President stressed the importance of this joint committee and expressed his optimism that the committee will become a symbol to other institutions about what good governance might look like.

12. Question Period

Several questions were raised around the Internationalization Plan submitted with the PVPAR's report. The Provost clarified that the University is in the early stages for international engagement for student recruitment and the plan does not only focus on recruitment, but also internationalization of the institution as a whole. As there was much interest on the topic, the Provost will provide a more thorough presentation at a future Board meeting.

13. Other Business

No other business was discussed.

14. Next Meeting/Adjournment

The next Committee Day is scheduled for Monday, December 13, 2021.

The next Board meeting is scheduled for Thursday, January 13, 2021.

Resolution 2021-11.2-03: ***That the Open Session of the Board of Governors' regular meeting now adjourn.***

*Moved by Kathy Wilcox; seconded by Fran Couchie.
Carried.*

Open session adjourned at 5:00 p.m.

President & Vice-Chancellor/
Secretary of the Board

Board Chair



Report from the President November 19, 2021

As the term is winding down and moving towards final exams, the Pandemic remains a significant concern for the university. I applaud our covid team which has done an outstanding job for the entire term, preparing us for provincial changes regarding vaccinations and public gatherings and they continue to make situation-specific decisions on a weekly basis. We will continue to meet and exceed provincial standards, but it remains difficult to predict how campus will operate in the new year. This uncertainty of course wreaks havoc with student expectations; at the same time, regardless of what changes may come, we are prepared with our course delivery for the winter term so that delivery is equal to expectations established in the Fall term. We are also concerned about our students who have been affected by university employee shortages and constricted budgets. We have had restricted library hours and fitness facility hours which have presented challenges for our students, for example. We had significant difficulties hiring custodians to provide for extended hours.

The Board Chair and I have been discussing the format and organization of Board meetings on an annual basis. The pandemic has restricted our contact significantly and we wish to encourage greater interactions among Board members. At the same time we recognize, and some members have stated, that strategizing at a high level is an important part of Board business but our meetings, as organized, sometimes to provide for that sort of atmosphere. We need to find a balance of meaningful interactions, appropriate levels of committee reporting which is essential, and ample time for discussing strategies to ensure a bright future for the University. At our Board Executive meeting, we also discussed the importance of showcasing Faculty member research and teaching at our Board meetings on a regular basis. This enables our Board members to feel the pulse of the academic community which can only improve our interactions and provide rich material for members to speak about outside of the university.

Individuals who are not on the Board of Governors but attend our open meetings would like a mechanism to ensure that they are seen and recognized during our virtual meetings. We are still working on this problem, as there are no simple solutions. It is important for the Board Chair to be able to see and identify Board members to ensure that they have the opportunity to speak and ask questions during our discussions. Zoom cannot be set up to distinguish between Board members and guests and we cannot control who appears on the front page. The Board Executive and the Joint Committee between Board and Senate also discussed the possibility of non-members asking questions. We are still working on this and will bring a recommendation to the governance committee.

Yesterday, the VPFA and I travelled to Queen's Park to meet with the Minister and Deputy Minister of Colleges and Universities to discuss government funding and sustainability. When the government responds, we will be pleased to report to the Board.

Over the past three months, I have been working on improving our relationship with Canadore College. A well-functioning and strategic partnership between the two institutions is important to both of us and to the surrounding community. In the coming months we will be discussing and resolving issues related



Report from the President November 19, 2021

to food services on campus, the campus store, the development of space and new construction, the Library, and shared services including campus security and facilities management.

Congratulations to our Alumni team for organizing a successful Homecoming Week. We had excellent attendance at our athletic events and reasonable virtual participation at our Fireside Chat and Homecoming lecture. We recorded these events, and they are available to Board members for viewing. Rob Shaw gave an excellent address on his life experiences that everyone should watch.

Tuesday November 30 is our Day of Giving and this year's donations will be directed towards student scholarships and bursaries. Our alumni will be receiving a video very soon asking them to consider their experiences at Nipissing University and to create opportunities for the next generation of students. I have challenged all alumni to donate \$100 on November 30 and I invite our Board members to do the same. Should you wish to donate, we will be taking a photograph tomorrow at the retreat – bring your \$100 dollar bill or whatever you wish to donate.

We invite you to the Student Centre following the Board meeting for a tour and dinner. I want to thank Abby, Chris, and Maggie for all of their work in preparing for tonight's activities and tomorrow's retreat. Tomorrow morning's activities start with coffee and a light breakfast. Following a brief introduction we will be breaking into groups to discuss sustainability projects at Nipissing University. For those of you who wish to get a head start, you will be invited to join one of the following groups to present ideas, challenges, and strategies related to these categories:

1. Ancillary services
2. Continuing and Extended Education
3. Alumni Relations
4. Major Donors
5. National Reputation



NIPISSING UNIVERSITY BOARD OF GOVERNORS

UNIVERSITY GOVERNANCE COMMITTEE MEETING

OPEN SESSION

December 13, 2021

The Governance Committee met on Monday, December 13, 2021, at 9:00 a.m. via Zoom remote video conferencing.

Members present: John D'Agostino, Committee Chair
Veronica Afonso
Marianne Berube
Stuart Kidd
Judy Koziol
Joe McIntosh
Judy Smith
Lisa Snider
Kevin Wamsley
Sarah Pecoskie-Schweir (Student Observer – non-voting)
Arja Vainio-Mattila (Provost – non-voting)
Cheryl Sutton (VPFA – non-voting)
Christine Dowdall (University Secretary – non-voting)

Regrets: Paul Cook
Hilary Earl

Recording Secretary: Abby Blaszczyk (Executive Assistant, Office of the President)

1. Welcome/Call to Order/Land Acknowledgement

The meeting was called to order at 9:02 a.m. The Committee Chair offered a traditional land acknowledgement.

2. Call for Conflicts of Interest

The Committee Chair called for any conflicts of interest; no such declarations were made.

3. Policy Review/Renewal: Election of Board Officers Policy

The Election of Board Officers Policy, introduced in 2018, was created to assist in the election process for Board Chair, Board Vice-Chair and Board Vice-Chair Pro Tem. As the policy follows best practices across the sector and continues to serve the Board of Governors' election process well, a recommendation was made to renew the policy for five years without any revisions.

Several questions were addressed, including if there was much interest from Board members on assuming the Board Officer roles. It was noted that because the officer positions can only be filled by non-constituent members, nominations are typically minimal. Regarding a query about anonymous nominations, the University Secretary pointed out that the policy states nominations are submitted “...in confidence to the Chair of the University Governance Committee via the University Secretary.” As a result, the identity of the nominator is not disclosed by the University Secretary. A suggestion followed to investigate possible options that would allow for anonymous submissions.

Following discussion, a motion was put forward:

Motion: ***That the University Governance Committee recommends the Board of Governors renews the Election of Board Officers Policy for a five-year term.***

*Moved by Judy Smith; seconded by Veronica Afonso.
Carried.*

4. Format of Board Meetings for Observers: Discussion

A letter addressed to the Board and signed by several faculty members was presented to the Board of Governors in June 2021. The letter expressed a concern regarding transparency in the virtual livestream format that has been adopted for Board meetings over the past several months. A discussion around the meeting format continued at the Joint Committee of the Board and Senate on Governance, where it was noted that the signatories of the letter would like their presence known during the open session of Board meetings by allowing all observers access to the same virtual platform attended by Board members.

The Office of the President continues to explore alternative platforms that allow for spectators, while also ensuring that such attendance does not interfere with the Board Chair’s ability to interact firstly with individual Board members. The President’s Office will attempt to have a resolution in place in time for the January Board meeting.

5. Other Business

A suggestion was made that the 2022 Board Evaluation Survey use a different approach to include specific, empirical questions together with an open-ended option similar to the one that was used last spring. The speaker indicated that the expanded format would allow the Board to better assess the data received. It was noted that past versions of the survey had included a numerical rating system, but participation was not ideal.

The 2022 evaluation process will be discussed at future meetings as per the committee workplan.

The meeting adjourned at 9:27 a.m.

Recording Secretary

Chair of University Governance Committee

NIPISSING UNIVERSITY BOARD OF GOVERNORS

AUDIT & FINANCE COMMITTEE MEETING

OPEN SESSION

December 13, 2021

The Audit and Finance Committee met on Monday, December 13, 2021, at 10:15 a.m. via Zoom remote conferencing.

Members Present: Dave Smits, Committee Chair
Marianne Berube
Fran Couchie
John D'Agostino
Stuart Kidd
Stephen Tedesco
Kevin Wamsley
Montana Taylor
Joe McIntosh (Student Observer – non-voting)
Arja Vainio-Mattila (Provost – non-voting)
Cheryl Sutton (VPFA – non-voting)
Christine Dowdall (University Secretary – non-voting)

Regrets: Hilary Earl
Paul Cook

Guests: Renée Hacquard (AVP, Finance & Infrastructure)
Tom Palangio (Scholarship Fund Board)
Chris Bevan (Kennedy Insurance)
Cheryl Zimba
Trevor Bachelder (Scholarship Fund Board)
John Follis (Scholarship Fund Board)
Connor Glasco (PH&N)
Leila Fiouzi (PH&N)

Recording Secretary: Abby Blaszczyk (Executive Assistant, Governance & Scheduling)

1. Call to Order/Traditional Land Acknowledgement

The meeting was called to order at 10:18 p.m. The committee chair offered a traditional land acknowledgement.

2. Call for Conflicts of Interest

The Committee Chair called for any conflicts of interest; no such declarations were made.

3. International Tuition Rates

Nipissing University currently has the lowest international tuition rates in the province, and as such, the Provost and Vice-President, Academic and Research recommended increases to the rates as follows: from the current rate of \$19,325 to \$21,000 for the 2022-23 academic year; and from \$21,000 to \$23,000 for the 2023-24 academic year. The significant investments that Nipissing has made to international services and entrance scholarships over the past few years were highlighted.

Concerns were raised about international students being targeted for increases due to the freeze on domestic tuition. The PVPAR responded that tuition fees for both international and domestic students should be assessed annually, and she pointed out there have been no substantial increases for a number of years.

Motion: *That the Audit & Finance Committee recommends to the Board of Governors that effective September 2022, international tuition be increased to the rates as presented and, in addition, tuition for the Post-Baccalaureate Degrees is reviewed separately with the potential of a higher tuition for these diplomas.*

Moved by Stuart Kidd; seconded by Marianne Berube.

1 opposed.

Carried.

4. Review of the Budget Timeline

The 2022-23 budget process is officially underway, and budget holders will have until January 28 to input their budgets. The current goal is to have the Audit & Finance Committee approve the budget at the April committee meeting, with final approval sought from the Board in May.

5. Year-to-Date Operating/Ancillary Results

The year-to-date operating and ancillary results were included with the committee materials for information purposes. Questions were invited relative to the statements; no questions were posed.

6. Investment Update

Leila Fiouzi, Vice-President and Investment Counsellor with PH&N, reviewed the draft revisions to the University's Investment Policy and Guidelines for Trust and Endowment Funds. Minor language revisions were recommended to clarify investment classifications.

Concerns and questions were raised around the investment strategies of the University, in particular how they pertain to investing in mortgages. PH&N reported that the commercial mortgages that are part of the portfolio have historically been very sound. Discussion continued, with the AVP, Finance & Infrastructure reiterating that the recommended changes to the policy were as a result to a change in the way those investments are actually classified. She suggested that perhaps mortgage strategy could be discussed at a future meeting.

Following discussion, the following motion was put forward:

Motion: *That the Audit & Finance Committee recommends the Board of Governors approves the revisions to the investment Policy as presented.*

*Moved by Stuart Kidd; seconded by Stephen Tedesco.
3 opposed.*

Further discussion followed. It was determined that the representatives from PH&N would be invited back to a future meeting of the Audit & Finance Committee to have further discussions on the asset mix and the risk tolerance of Nipissing University. The motion was subsequently withdrawn.

Motion withdrawn.

7. Insurance Presentation

Chris Bevan, partner at Kennedy Insurance, provided a history of the insurance program at Nipissing University. While a number of factors have led to significant increases to insurance rates in Canada in recent years, the University was able to secure a rate increase of 9.2% due in part to the long-standing relationship the institution has with Kennedy Insurance.

The changes to the directors and officers liability protection, along with the significant increases in cyber security costs, were highlighted. The sudden shift to remote work arrangements for employees during the COVID-19 pandemic was one of the main drivers of higher cyber security costs, but as the University Technology Services (UTS) department works to complete the multi-factor authentication process at the University, a reduction in those costs in the future is expected.

In response to a question about whether or not Nipissing University and Canadore College share a global insurance policy, Mr. Bevan confirmed that as the two institutions are separate entities, they have separate insurance policies.

8. IT Cybersecurity

The AVP, Finance and Infrastructure spoke to the numerous programs in place to ensure effective risk management as it pertains to cyber security. She commended the work of the UTS team on their significant strides to reduce risk across the board and the implementation of best practices.

9. Financial Sustainability Plan Update

The President spoke in detail about the Financial Sustainability Plan, noting both the measures that have already been implemented as well as those still in the planning/initiation stages. With respect to sustainability actions, he highlighted several items, including the need for increased government support, investments in continuing education, and the Strategic Enrolment Management (SEM) plan, making note of a modest 13% increase to applications. The President also touched on revenue generation strategies, including the current plans for conference services, changes to food services and regular meetings with Canadore pertaining to shared files.

The President’s written report is appended to the PDF version of these minutes.

Several questions were addressed, including an inquiry around adult learning in the current virtual environment. The President spoke to the need to survey our city, region and alumni to see what will attract alternative adult learners. Work is ongoing to establish different opportunities for courses, and implementation will take place following the hiring of the Manager of Extended Learning.

The Committee Chair noted that as we move forward with these sustainability plans, it is important to structure them in such a way that maximizes the ability of each project to achieve its revenue generating or cost reduction targets while also limiting the University’s risk. He noted that it will be important for the committee and the Board to fully understand the risks involved, and he suggested that additional meetings or reports may be necessary to accomplish this.

10. Other Business

In response to a request for clarification regarding the operating and ancillary fund reports that were included with the agenda, it was noted that separating out international tuition from the regular tuition line might be helpful for the committee on a go-forward basis.

The meeting adjourned at 11:55 a.m.

Recording Secretary

Committee Chair



Report from the President December 13, 2021

Audit & Finance Committee Report

While the roots of Nipissing University extend back to the 1900's with the North Bay Normal School, Nipissing University College was formed in 1967 as an affiliate of Laurentian University.

Nipissing University received its charter as an independent University in 1992 and was created to specifically address the needs of Northern Ontario. Nipissing's strategic priorities regarding the student experience as well as academic and research excellence is grounded in this commitment.

Report on Sustainability Measures

On 18th October, the VPFA provided a report to the Audit and Finance Committee that was the Financial Sustainability Plan. The following is a brief report on what measures continue to be undertaken and what updates have occurred since our last meeting.

Principles: budget for hires. Flat unless showing a lateral move in budget from Limited Term to TT or in staff positions and strategic in nature, related to emergency academic hires, growth hires or staff transfers; no incremental hires will be forwarded to the 2022-23 budget without a revenue line associated.

Item 1 – SEM Plan: We are in the heart of recruitment season; our recruiters are in-market generating applications, recruiting students in both domestic and international markets for 2022-23. Currently, those applications stand at an increase of 13.3% in UG. I do note with caveats that international applications for 2022 have doubled at this point but these are early days.

Item 2 – We are making preparations to receive international students in January and will have a report to Board on how many newly arriving domestic, international, and transfer students we have.

Item 3 – Continuing, Extended, Micro credentials: We have posted a position for the Manager of Extended Education with a start date early in the New Year. This is an incremental investment predicated on revenue generation which will pay for salary and benefits in its first year with additional revenues targeted strategically for operational spending or departmental investments. This hire also aligns with my strategy to populate our campus during the spring and summer months, initially, with programs extending through the fall and winter. There will be an early call for continuing education offerings and for extended learning or not-for-credit offerings which could be micro credentials, camps, on various on and off campus experiences.

Item 4 – Research plan: Ongoing – we will respond to faculty calls to improve the resources and reach of the Research Office and will bring forward plans to the Board in the new year.



Report from the President December 13, 2021

Item 5 – Conference Services: We are currently in planning stages for augmenting our capacity in conference services. We have been examining models at other universities and will bring forward plans in the new year for incremental staffing and a new model for the campus store. We have recently met with the VP of Chartwell’s to discuss food services for the university and Canadore and we are partnering with the College to determine our levels of service expectations for the last year of our contract with Chartwell’s and our case going forward towards RFP in the summer of 2022. We have been meeting regularly with Canadore to determine a way forward in a number of shared files and we will continue to report to the Board on these issues. We have been participating in meetings with NUSU to discuss the future directions of the new student centre and how we may assist the students offer some initial events in the new year and what our partnership will look like going forward.

Item 6 – Fundraising: Cristin Christopher has recently returned to work and we have weekly meetings to discuss fundraising, donor stewardship and both short and long term projects. This work is in its early stages.

Item 7 – Canadore Shared Services Review: Lots of work being completed on this file. We have instituted regular meetings between the two Presidents and the two leadership teams. In the short term, we will be working towards full transparency in shared services and projects, space use, and land use. In particular, we will be revisiting our campus store model to determine the best business model for Nipissing University. The current model is not operating efficiently and not producing the revenues it should be. This review may turn us towards operating our own store, independently from Canadore. We have 20 months left on our food services contract with Chartwell’s. Canadore and Nipissing are conducting a client survey which includes students on and off campus, faculty and staff members. We will also determine if having one food service model works for each institution.

Item 8 – Benefits review: Cheryl is continuing this review and this process is ongoing.

Item 9 – Athletics review: We are proceeding with an evaluation of recent reviews and exploring the consolidation of fundraising efforts and a significant increase in youth camps on campus year-round.

Item 10 – We have not heard back from the Ministry on our funding requests.

Runways

1. Most significantly, in the short term, will be government support which may have a direct impact on the current budget and the 2022-23 budget and beyond.
2. Continuing and Extended Education: We are proceeding with a framework which will pay for staff through programming, and we hope to show revenues as early as the spring of 2022, with significant increases for the following year.
3. Conference Services: We will be proposing a structure in the early new year; we will propose hiring, based on revenues generated this summer and we anticipate showing some revenues as early as this summer, with substantial increases in the summer of 2023.



Report from the President December 13, 2021

4. We anticipate that new athletic camps, organized and supported under the auspices of Extended Learning will begin in 2022. We also plan to implement a new fundraising and donation strategy for Athletics in the New Year which will generate funds to offset operating expenses in the short and long terms.
5. We expect to have a food services strategy determined within the first few months of the new year resulting in RFPs to be entertained in the summer of 2022. We will also be exploring the concepts of Declining Card Balance programs and mandatory meal plans of some scale for the fall of 2023.
6. Fundraising: Assessments of previous campaigns are underway, and we will be bringing forward a short-term fundraising plan in the next few months understanding that long term fundraising will receive some direction from the Strategic Planning process.



NIPISSING UNIVERSITY BOARD OF GOVERNORS

FUNDRAISING COMMITTEE MEETING

OPEN SESSION

December 13, 2021

The Fundraising Committee met on December 13, 2021, at 2:30 p.m. via Zoom remote conferencing.

Members present: Bobby Ray, Committee Chair
Judy Smith
Lisa Snider
Montana Taylor
Stephen Tedesco
Rick Vanderlee
Kevin Wamsley
Kathy Wilcox
Emily Wilson (Official Observer – non-voting)
Arja Vainio-Mattila (Provost & VPAR– non-voting)
Cheryl Sutton (VPFA – non-voting)
Christine Dowdall (University Secretary – non-voting)

Regrets: Paul Cook
Marianne Berube
Joanne Laplante

Guests: Cristin Christopher, Director, Advancement & External Relations
Abby Blaszczyk, Executive Assistant, Office of the President

Recording Secretary: Maggie Horsfield, Executive Assistant, Office of the President

1. Call to Order/Traditional Land Acknowledgement

The meeting was called to order at 2:32 p.m. The committee chair offered a traditional land acknowledgement.

2. Call for Conflicts of Interest

The Committee Chair called for any conflicts of interest; no such declarations were made. The Chair noted that while the work plan indicated the committee would be reviewing two fundraising policies at this meeting, that item has been deferred to the February meeting to give the Advancement Team an opportunity to fully review and assess the policies

3. Advancement Report – *Cristin Christopher, Director, Advancement & External Relations*

- **Financial Summary**

The Director, Advancement & External Relations provided a financial summary and reported that the University is on track to meeting the financial goals set for the year. The University has seen an increase in endowment funds compared to last year, and there is additional activity leading into the last quarter of this year's fiscal.

- **Giving Tuesday**

Reporting on the successful 2021 Giving Tuesday campaign, the Director was pleased to announce that 27 gifts were received from individuals who had never donated to Nipissing University before. Donations totaled over \$18,000, a significant increase over the \$4,000 goal that was originally set. The success of the campaign was attributed to a combined effort from a variety of University departments, the championship of the University President, a targeted communication strategy and significant outreach through social media platforms. "Thank You Thursday" followed Giving Tuesday, with all donors receiving personal thank you calls from a member of the Nipissing Executive team. A follow-up email is scheduled to be sent to donors in January.

- **Alumni Update**

This year, the University celebrated Homecoming by offering virtual live and on-demand events during the week of November 8-12. Some of the events included a fireside chat with President Wamsley, a keynote address from Nipissing alumni Rob Shaw, a virtual art exhibit and a trivia night hosted by the Nipissing University Student Union (NUSU). The Nipissing University Alumni Advisory Board (NUAAB) also provided 693 celebration packages to alumni and students in advance of Homecoming.

NUAAB has unveiled the names of its 2021 Alumni Award Recipients. The annual awards celebrate the accomplishments of members of Nipissing University's global community of alumni who represent an inspiring account of positive social, cultural and economic change in the world.

This year's recipients are:

- Emily Gillespie: The Dr. James Jamieson Influential Alumni Award
- Dillion Richardson: The Distinguished Alumni Achievement Award
- Alexander Maycock: The Rising Star Alumni Award
- Tammy Morison: The Philanthropy Alumni Award
- Mike DeGagné: The Honorary Alumni Award:

A brief update was also provided by the Director regarding the Advancement Team. This included a note that the position of Manager of Alumni & Advancement has been posted and interviews are expected to follow in early January.

In response to a question concerning whether or not the Advancement Team has a strategic plan that would support the work plan of the Fundraising Committee, it was noted that the Director and the President will be

meeting regularly to discuss short-and-long term plans for the Advancement Team. Several comments from committee members followed, with individuals expressing their eagerness to become more involved and engaged with the University’s fundraising portfolio.

4. Other Business

No other business.

The meeting was adjourned at 2:52 p.m.

Recording Secretary

Committee Chair

Alumni Report

Alumni Awards

Coming off the heels of a successful Giving Tuesday campaign at the end of November, the alumni office and the NUAAB capped off the year with the 2021 Alumni Awards. This was a social media celebration that took place over the week of December 7th highlighting five extraordinary Nipissing alumni and their achievements. The winners of the 2021 Alumni Awards are:

- [Emily Gillespie – Dr. James Jamieson Influential Alumni Award](#)
- [Dillon Richardson – Distinguished Alumni Achievement Award](#)
- [Alexander Maycock – Rising Star Alumni Award](#)
- [Dr. Mike DeGagné - Honorary Alumni Award](#)
- [Tammy Morison – Philanthropy Alumni Award](#)

NU Café

New year, new opportunities to engage in career minded conversations with students and alumni on the NU Café mentoring and networking platform. Brought to you by Ten Thousand Coffees and supported by our friends at RBC FutureLaunch, this is an excellent way for members of the Nipissing community to gain support at every stage of their career journey. If you haven't joined, now is a great time to come and see what we have to offer.

The next round of introductions begins January 11, 2022. Sign up or learn more [here](#).

Graduation Photography

After a hiatus due to the ongoing concerns brought on by the pandemic, graduation photography returned in-person on campus for two weeks at the beginning of December. Unfortunately, due to the recent modified lockdown in Ontario, we are pausing once again and will resume services in the spring. Questions and concerns can be directed to alumni@nipissingu.ca.

**Nipissing University Indigenous Council on Education
Update to Nipissing University Board of Governors
January 13th, 2021**

With the start of this school year came a great deal of apprehension and uncertainty. However, once the year got started, signs of normalcy and optimism began to rise. Indigenous students are viewing Nipissing University as a viable option in growing numbers. 2021-2022 Indigenous student enrollment has grown by approximately 6% from 2020-2021.

In preparation for the students, Enji giigdoyang, the Office of Indigenous Initiatives staff embraced principles of trauma-informed care as a means of supporting Indigenous student transition back to campus. Programming was intentional in creating space that was grounded in (1) safety, (2) trust, (3) peer support, (4) collaboration & mutuality, (5) empowerment, voice, & choice, (6) cultural support. All programming has been adapted to support a hybrid approach. Students who were on-site were able to join live. However, those students unable to make it had the option to join virtually.

Enji giigdoyang, the Office of Indigenous in partnership with the Nipissing University Student Union held a vigil for missing and murdered Indigenous women. Community partners were asked to share a few words regarding the significance of the gathering. The gathering was well attended with maximum capacity being met. Given the somber nature of this gathering, it was not live streamed.

Additionally, the Nipissing University Student Union has been a fantastic support for Indigenous students. This support has been especially appreciated as students collectively navigate this school year. In November several Indigenous students inquired about how they might start an Indigenous Student group. NUSU eagerly hosted the group of 13 students, providing them with lunch, a tour of the new student center, and an informal orientation regarding the process of starting a student group. The students were especially in awe of the Mural Sawyer Boardroom. Enji giigdoyang, the Office of Indigenous Initiatives staff have since hosted the group of students on two separate occasions. The student group is currently finalizing their terms of reference and charter with hopes of hosting their first Indigenous student led event before the end of this academic year.

The Nipissing University Student Union (NUSU) is a great example of a partner with whom relations have been strengthened since our return to campus at the start of this year. Additionally, relationships with other post-secondary institutions such as University of Toronto have been initiated as a means of better supporting Indigenous student success and pursuit of further study or career pathways. With these new relationships also come new opportunities for cultural exchanges and career/employment discussions.

In addition to the previous updates, a new *Community Engagement Plan Review* committee has been developed as a means of providing support to the Nipissing University Research Ethics Board. Any researchers wishing to pursue research with an Indigenous community or peoples are required to submit a *Community Engagement Plan*. Moving forward, any submitted CEP will be reviewed by this committee. The committee composition consists of five (5) voting members and one (1) non-voting member as outlined below:

Committee composition – 5 voting members

1. Chair - Director, Office of Indigenous Initiatives (Romeo Fournier)
2. NUICE Rep position - Rotating position depending on availability
3. Faculty position (Indigenous) - Cindy Peltzier, Associate Professor and Chair, Indigenous Education
4. Faculty position - Dr. Katrina Srigley, Professor and Chair, History
5. Community Stakeholder position x 1 (TBD)
 - Rotating – exclusive to the submitted proposal. Ideally a community member would be accessible should an invite be requested by the committee.

Non-Voting members – 1

NU Research Ethics Board Rep. - Geoff Hartley, Associate Professor/Faculty of Education and Professional Studies, Co-Chair NUREB

Lastly, the Nipissing University Indigenous Council on Education held a meeting on September 24th, 2021. The meeting included a welcome address from Nipissing University's newest President, Kevin Wamsley. During this introduction Dr. Wamsley indicated his commitment to support the development of a medicine garden accessible to students. In addition, this meeting involved the nomination of a new Chair for the Nipissing University Indigenous Council on Education. Maurice Switzer has graciously accepted the nomination and is the new Chair.

Provost's Report to the Board of Governors – January 13, 2022

Arja Vainio-Mattila, PVPAR

Admissions

Applications	2021 Intake	2022 Intake	Change
Undergraduate	1699	1773	+4.4%
B.Ed	1091	1128	+3.4%
Graduate	44	36	-18%
Total	2834	2937	+3.8%

Offers	2021 Intake	2022 Intake	Change
Undergraduate	12	442	+3500%

Fall Enrollment

Fall Enrollment - FTE	2020	2021	Change
Undergraduate	1484.16	1,476.68	-0.5%
B. Education	448.73	499.56	+11.3%
Graduate Studies	60.20	61.77	+2.6%
Continuing Education*	23.08	27.80	+20.47%
TOTAL	2,016.17	2,065.51	+2.46%

Fall Enrollment - Headcount	2020	2021	Change
Undergraduate	4,092	4,114	+0.5%
B. Ed	790	884	+11.9%
Graduate Studies	182	186	+2.2%
Continuing Education*	109	102	-6.42% **
TOTAL	5,173	5,286	+2.18%

Winter Enrollment

Winter Enrollment - FTE	2020	2021	Change
Undergraduate	1430.44	1,430.71	+0.02%
B. Education	333.44	399.67	+19.86%
Graduate Studies	60.53	62.43	+3.14%
Continuing Education*	13.45	13.17	-2.05%
TOTAL	1,837.86	1,905.98	+3.71%

Winter Enrollment - Headcount	2020	2021	Change
Undergraduate	3,942	3,987	+1.14%
B. Ed	784	878	+11.9%
Graduate Studies	183	188	+2.7%
Continuing Education*	73	68	-6.85%
TOTAL	5,173	5,290	+2.26%

*Continuing Education consists of Additional Qualification courses for Teachers, Indigenous Classroom Assistant Diploma Program, Indigenous Teacher Certificate Program & Teacher of Indigenous as a Second Language

Strategic Academic Planning

The current Strategic Academic Plan will come to an end in May 2022. A Strategic Academic Plan Working Group (SAP WG) has been struck and has started its work.

- New plan will be based on existing plans developed over the last three years (e.g. Research, Internationalization) and will align with institutional strategic planning
- Foundation for the plan was created through conversations the Provost held with each academic programmes and a subsequent retreat held with the Provost's team.

Academic Programmes

- College of Nurses of Ontario has on December 2, 2021, assigned our nursing programs the following approval statuses:
 - Bachelor of Science in Nursing Collaborative with Canadore College Program (Direct-Entry Full) – **Approved**
 - Bachelor of Science in Nursing Scholar Practitioner Program (Second level entry compressed)- **Approved**
 - Registered Practical Nurse (RPN) to Bachelor of Science in Nursing Program (Prehealth education entry specified) - **Approved**
- Our stand-alone Honours Bachelor of Science (Nursing) program was reviewed and received Ministry approval on December 16th

Office of Graduate Studies and Research

- Research Month - is currently in preparation stage. Focus on research results of local Covid-19 response.
- SIG process - motion for approval of 2 awards has been made to PVPAR - 5 applications in total. There will be one more call for competition made in January.
- Applications for the Research, Scholarly and Creative Activities Awards were received at the beginning of December. The applications will be reviewed mid January.
- CFI - 3 internal applications received, to be reviewed by deans and PVPAR. Recommendations to be shared with upper admin and BOG prior to submission of external application.
- OGS and Admission applications are due on January 14th. We also sent 3 SSHRC Doctoral applications to the national competition (full quota). The CGS-M applications are currently in review.
- Defences since January 1, 2020: Total: 27
 - MA History: 5; MA Sociology: 2 ; MEd: 5; MES/MESc: 5; MSc Kinesiology: 3; MSc Math: 2; PhD: 5

Pandemic management notes

- OII will continue with online delivery for indigenous mentorship initiatives within local Secondary and Elementary schools. This includes academic tutoring, youth programming, and K-12 Outreach programming.
- Indigenous NU students will be offered continued Peer 2 Peer mentorship programming virtually. MS Teams and Zoom platforms will continue to be used as a means of offering sessions. This includes access to student support, academic skill workshops and tutoring, personal and cultural support activities.
- Indigenous students will also have access to the OII online virtual lounge and encouraged to engage. In the coming weeks, Indigenous art series and other student activities will be moved to remote delivery.
- The Office of Indigenous Initiatives will continue to collaborate with community partners as well as local and regional knowledge holders to support programming throughout the coming weeks as we continue to support and engage with Indigenous students virtually.
- The library will be closed for in-person use until January 26th; services / assistance will be provided virtually, and through curbside service.

Teaching Hub

NU's successful [Global Skills Opportunity](#) funding (\$483,000; 2021-2025) for the *Transcultural Interdisciplinary Learning Experiences* project has now been officially announced by Universities Canada. We have met with a

number of the international partner institutions and will be working with the NU International Office and SDS over the next few months to share opportunities for students, faculty and staff.

NU had a strong presence at the annual [eCampus Ontario TESS Symposium](#) (Nov. 15-19). The theme was *Co-creating the Future* and there were 4 sessions led by NU-affiliated presenters, including one by our OLP student team.

We ran two live workshops:

- *Learner Empowerment & Engagement*, with a variety of panelists (Nov. 24th)
- *COVID Fatigue and Burn Out*, with a variety of panelists (Dec. 1st)

Both were recorded live and can be viewed on our [YouTube channel](#).

The Joint Committee on the Assessment of Teaching and Learning (JCATL) submitted their final written report to the Joint Committee on the Administration of the Agreement (JCAA) on Oct. 29th. Subsequently, the co-chairs also made an aligned presentation to the JCAA on Dec. 2nd - seeking approval on some recommendations, and approval in principle/deferral on others. The report has also been shared with the Senate Teaching and Learning Committee on Dec. 16th; and further roll out will occur in early 2022.

A number of our content-based VLS projects are progressing very well. A few examples of their deliverables are:

- For Humanizing Learning, check out our [opening video](#) to 8 weeks of critical conversations that occurred with many partners, follow #ONHumanLearn on Twitter or check out some early reflections posted by Laura Killam on her [personal blog](#) and UWindsor participants through their [OOL blog](#).
- For Liberated Learners, check out the [project trailer](#).
- We have a number of Pressbooks being built and pilot tested on topics such as: Digital Humanities, Designing Quality Tech-enabled Learning Experiences, and Universal Design for Learning (UDL) for Inclusion, Diversity, Equity and Accessibility (IDEA). Please note that these are still “works in progress”, but may be seen soon in [eCampus Ontario’s Open Library](#)

The Targeted Capacity supports provided by VLS funding (5 contract positions in the Teaching Hub and the 5 student-employee Online Learning Partners) have been well-utilized by the NU community over the past few months.

Our 6th Professional Learning Committee wrapped up at the end of November. This PLC spoke to systemic barriers for equity, university access, etc. using the book *The Privileged Poor*, by Anthony Jack as the centerpiece.

We were successful with one project submitted to the MCU micro-credential Challenge Fund ([announced Dec. 15](#)). *Promoting Indigenous Health and Wellness I the Anishinaabe Communities* is led by Drs. Louela Manankil-Rankin, Cindy Peltier and Karey McCullough; development should begin in January.

Student Development and Services

- The SVPE Outreach team is wrapping up its 16 Days of Activism campaign which ran from November 25th to December 10th. This year's campaign included a mix of social and educational events in addition to the University's National Day of Remembrance and Action on Violence Against Women event on December 6th. The December 6th memorial event and keynote had 62 participants (students, staff, faculty, admin, and community members).
- The Peer Support Drop-In Centre is now open daily to support students. This drop-in service allows students who are struggling with their mental wellbeing to connect with other trained students who have had their own personal experience with mental health struggles through shared lived experience. This service is being funded externally through an MCU grant.
- The Campus Student Mental Health Committee has been formed and the first meeting has taken place to review the National Mental Health Standard. This group will work towards auditing Nipissing's current

practices and developing recommendations for increased compliance with the Standard. This committee is being funded externally through a Bell Lets Talk grant.

- We will be piloting a new support for international student mental health in January. KeepMeSafe offers services with culturally and linguistically matched counsellors for students in 60+ languages and can be accessed by students from anywhere in the world. This service is being funded externally through one-time MCU funding.
- In December the OUA Board of Directors announced a pause on all OUA programming, “With this pause, OUA programming (scrimmages, exhibition games, tournaments, league competition, championships), which was originally scheduled to start back up on January 6th, will commence no earlier than Monday, January 24th.” Nipissing has developed a plan for the return of athletes, coaches and support personal in the new year along with a rapid testing regime to support the safe return to training and competition.

VPFA's Report to the Board of Governors – January 2022

Cheryl Sutton, Vice-President, Finance & Administration

2022/23 Budget

The 2022-23 budget process is officially underway, and budget holders will have until January 28 to input their budgets. The current goal is to have the Audit & Finance Committee approve the budget at the April committee meeting, with final approval sought from the Board in May.

January 2022 Return to Campus

Earlier this month, the Ontario government announced that effective January 5, 2022, the province will return to a modified Step Two of its Roadmap to Reopen in response to the rapidly increasing number of COVID-19 hospitalizations. In light of this, Nipissing reverted to Phase 1 of its Return to Campus Framework on January 4. This phase will remain in effect for at least 21 days (until January 26, 2022), subject to trends in public health and health system indicators. We are watching the situation closely and will provide updates as this latest wave of COVID-19 progresses.

2021 Alumni Award Recipients:

The Nipissing University Alumni Advisory Board (NUAAB) unveiled the names of its 2021 Alumni Award recipients last week. The annual Alumni Awards celebrate the accomplishments of members of Nipissing University's global community of alumni who represent an inspiring account of positive social, cultural and economic change in the world.

- The Dr. James Jamieson Influential Alumni Award: Emily Gillespie
- The Distinguished Alumni Achievement Award: Dillion Richardson
- The Rising Star Alumni Award: Alexander Maycock
- The Philanthropy Alumni Award: Tammy Morison
- The Honorary Alumni Award: Mike DeGagné

NIPISSING UNIVERSITY

Policy Category:	General
Policy Number:	1.6.2018.B
Policy Name:	Election of Board Officers Policy
Responsible Department:	University Governance Committee of the Board of Governors
Original Approval Date:	May 2018
Approval Authority:	Board of Governors
Last Updated:	2018
Next Review Date:	2021

A. GENERAL

The Officers of the Nipissing University Board of Governors include the following three positions:

- Board Chair;
- Board Vice-Chair; and
- Board Vice-Chair Pro Tem.

These three positions are filled by election from amongst the Non-Constituent members of the Board of Governors.

B. NOMINATION PROCESS

1. Call for Nominations

- (a) At least thirty (30) days prior to the annual meeting of the Board, the University Secretary, on behalf of the Chair of the University Governance Committee (UGC), shall notify Board members that preparations for the election of Board Officers is underway. All Board members shall be invited to submit nominations, in confidence to the Chair of the UGC via the University Secretary, for the positions of Chair, Vice-Chair and Vice-Chair Pro Tem.
- (b) The Chair of the UGC, in consultation with the Executive Committee and taking into consideration responses received following (a) above, shall contact Non-Constituent members of the Board to determine if they will allow their name to stand for election to one of the officer positions.

2. Consideration of Nominations by the University Governance Committee

- (a) In a closed meeting of the UGC, the Chair of the UGC will present the names of those individuals who have agreed to stand for election. Where there is more than one Non-Constituent member of the Board who has agreed to allow his/her name to stand for a

specific position, the UGC will deliberate on the merits of both members. If a member of the UGC is also one of the individuals whose names are being considered, the committee may ask the individual to excuse him/herself from the discussion.

- (b) The Chair of the UGC, on behalf of the committee, will present to the Board one nomination for Chair, one nomination for Vice-Chair, and one nomination for Vice-Chair Pro Tem. Such nominations shall be made in open session at the Board's annual meeting.

C. ELECTORAL PROCEDURES FOR BOARD OFFICERS

1. Election of Board Chair

- (a) In the open session of the Board's annual meeting, the Board Chair will invite the Chair or the Vice-Chair of the University Governance Committee (UGC) to announce the name of the individual being recommended for the position of Board Chair.
- (b) The Board Chair, or, in the event the Board Chair is standing for election, the Chair or the Vice-Chair of the UGC, requests verbal consent from the named individual.
- (c) Once the individual confirms his/her consent, a formal nomination is made on behalf of the UGC. The formal nomination will read as follows:

"That the Board of Governors accepts the recommendation of the University Governance Committee to appoint XXXXX to the position of Board Chair for a one year period effective July 1, 20XX."

- (d) The nomination shall be seconded from the floor and will be recorded in the minutes.
- (e) The nominated individual will be excused from the meeting.
- (f) A vote on the nomination is called for. The vote shall be by show of hands.
 - (i) If the majority vote is in favour of the nomination, the individual shall be declared elected to the position.
 - (ii) In the event the nomination is voted down, the UGC will be instructed to reconvene in order to reconsider its recommendation.
- (g) The nominee is invited to return to the meeting and the election result is announced.

2. Election of Board Vice-Chair and Board Vice-Chair Pro Tem

The elections of the Board Vice-Chair and the Board Vice-Chair Pro Tem follow the same procedure as that of the Board Chair.

Once an individual is elected, they become ineligible to contest any other elected position.

Approved by the Board of Governors on May 3, 2018 – Resolution #2018-05-06.