

UNIVERSITY OF KING'S COLLEGE BOARD OF GOVERNORS
EXECUTIVE COMMITTEE MINUTES

The Executive Committee of the University of King's College Board of Governors met by Zoom teleconference and in person on Thursday, November 21, 2024, at 12:00 p.m.

Last Name	First Name	Title	Present	Regrets
BURTON	Kathryn	(Diocesan Representative)	X	
CLIFT	Dr. Sarah	(Vice-President)	X	
FISHER	Bruce	(Treasurer)	X	
LAHEY	Prof. William	(President and Vice-Chancellor)	X	
MACCALLUM	Sara	(King's Students' Union President)	X	
McGRATH	Stephanie	(Alumni Representative & Vice-Chair)		X
MORRIS	Kathryn, Dr.	(Faculty Representative)	X	
RUCK	Douglas, K.C.	(Chair)	X	
WRIGHT	Hugh	(Diocesan Representative)		X

By invitation:

Last Name	First Name	Title	Present	Regrets
ABBOTT	Adriane	(Advancement Director)		X
HAZEL	Pamela	(Manager of Governance and University Ceremonies)	X	
PICTOU ROBERTS	Emily	(Indigenous Student Support and Outreach Coordinator)	X	
SANDS	Bonnie	(Bursar)		X
ULKUER	Kutay	(Chief Enrolment and Student Life Officer)	X	
WAGSCHAL	Ian	(Director of Facilities Management)	X	

At 12:12 p.m., the Chair called the meeting to order.

(2024:37) INVOCATION

The Chair provided a land acknowledgement and an invocation reflecting appreciation and gratitude for being able to do the work of the College.

(2024:38) NECROLOGY

The Manager of Governance read the necrology. A moment of silence was observed. Remembrances were shared concerning several individuals including Thomas Forrestall.

(2024:39) CHAIR'S REMARKS

The Chair reserved his Chair remarks and proceeded with the agenda.

(2024:40) CONSENT AGENDA

A Consent Agenda addressing the following matters was circulated:

- a) Approval of Minutes of September 19, 2024
- b) Reports from Officers:

- i. President
- ii. Vice-President
- iii. Bursar
- iv. CESLO
- v. Advancement Director

Motion: (Ruck) The Chair declared the consent agenda approved as presented for this meeting.

(2024:41) BUSINESS/DECISION ITEMS

a) 2024-2025 Enrolment Update

The Chief Enrolment and Student Life Officer (CESLO) referred to his report in the meeting package. We are maintaining our numbers (over 1000 students). We are at 99% occupancy within the residences. He also referred to the updates in his report on the activities of the office. He called for questions. There were none.

b) 2024 – 2025 Financial Update

The Treasurer referred to the update in the meeting package written by the Bursar. We have improved the deficit by a little bit. Change since last quarter is mostly due to staff positions being vacant providing for lower salary and benefits expenses. He asked for questions. There were none.

c) c) 2025-2026 Recruitment and Enrolment Preliminary Forecast - Update on Improvements to Enrolment Planning

The CESLO noted, as per his report in the meeting package, that in the previous meeting he presented a 25/26 enrolment target for different pathways to the university. Keeping the targets in mind, and using the predictive model that will show how many applications, deposits, etc. using historical data yield amounts, gives us a safe range. All numbers show we are in a safe range for meeting our enrolment targets for the fall. The program also shows if there are any problems so we can correct the course if needed. They are very preliminary numbers. December 1 will be the first milestone which will give us a better idea of where we will be. Some of the new initiatives are also mentioned in the document.

A Board member inquired about the international strategy, specifically asking whether the target of recruiting six international students is based on inbound interest or on forecasting. The CESLO clarified that this target is based on historical data and represents an informed estimate.

The Board member also asked about the timeline for decisions from Immigration, Refugees and Citizenship Canada (IRCC) and the NS government. The CESLO explained that the decision is a two-year process, and while we don't yet know the 2025 Provincial attestation letter (PAL) numbers, we don't anticipate significant growth, expecting instead more restrictions. The situation is still uncertain. The Board member further asked if there was any anticipated increase in interest from the US due to the recent election, to which the CESLO responded that they are incorporating this factor into their recruitment efforts.

d) Recommendation of preservation of internally restricted funds

The Treasurer reported on this item and mentioned that the previous treasurer was the lead on this recommendation. They carefully examined the purposes of the reserved funds and concluded that a minimum balance of \$3M is appropriate. This leaves \$2.2M available for spending. The Treasurer also

clarified that the minimum balance pertains to withdrawals, and if the balance falls below the \$3M threshold, there is no requirement to top it off.

MOTION (Fisher, Lahey): Be it resolved that the Board of Governors hereby establish a minimum balance in the internally restricted funds of \$3,000,000 (based on market values at March 31, 2024) below which funds will not be withdrawn.

Further, that the use of internally restricted funds remains as outlined in section B of this memo as approved by the Board of Governors on March 23, 2018, and hereby reiterates that all withdrawals from the internally restricted funds require approval by the Board of Governors, and

Further, that the minimum internally restricted funds balance be re-evaluated no less frequently than every two fiscal years following the initial establishment of the minimum balance for fiscal 2024-25.

CARRIED

e) Update on review of Statement of Principles: Cultivating Healthy Boundaries and Guidelines for Healthy Relationships with Students

The Vice-President reported that she has consulted with all faculty groups and teaching staff and has revised the document incorporating their feedback. The document will now go to the staff at its meeting on December 3. If there are no major revisions requested at that meeting, she may be able to submit it to the Board for approval at the December 5 meeting.

She asked for questions. There were none.

f) Update on Indigenization and Reconciliation

The Indigenous Student Support and Outreach Coordinator referred to the slides in the meeting package, which outlined the Indigenization and reconciliation efforts at King's since 2016. The timeline demonstrated the significant changes that have taken place in a short period of time. She highlighted how these efforts have positively impacted the community and stressed the importance of the Board recognizing how supporting these initiatives has benefited the King's community. She emphasized that King's has become a model for the broader community.

She then invited any questions or comments. The Vice-President expressed that the document was extremely helpful. The Indigenous Student Support and Outreach Coordinator left the meeting at 12:35.

g) SEC Project: Engagement Plan

Director of Facilities Management, Ian Wagschal, joined the meeting at 12:35 to speak about the Engagement Plan for the Southeast Corner Project. He explained that consultations have already taken place with key groups affected by the building. The purpose of the engagement is to help the architects better understand King's and to inform those impacted about the available options.

The goal is to develop a pre-design plan along with a budget. Moving forward, the plan is to engage with faculty and collaborate with the School of Journalism, Writing and Publishing in January. At that point, the architects will provide input on the progress. They will also be reviewing city bylaws, and future consultations will involve Dalhousie.

The CESLO inquired about involving students in the process. Ian confirmed that they have already met with the KSU, who provided valuable feedback. The CESLO suggested exploring ways to engage prospective students, such as those in grades 10 and 11, to better understand their needs. Ian acknowledged this as a new idea and something that could be discussed further.

The President expressed concern about the problematic vagueness of the process but emphasized that nothing is finalized, and all ideas are welcome.

Sara asked if there was a specific plan for student engagement. Ian confirmed that a meeting is scheduled for tomorrow to discuss how student engagement will take place.

Ian left the meeting at 12:42

h) Pink Book Changes (as proposed by faculty)

The Vice-President discussed the Pink Book changes as per the meeting package that she would like the Executive Committee to recommend to the Board for approval.

Questions or comments: There were none.

MOTION (Cliff/Lahey) the Board Executive Committee recommends to the Board of Governors acceptance of the changes to the Pink Book as presented.

CARRIED

i) Blue Book Changes

The President presented the Blue Book changes as per the meeting package.

Motion (Lahey, Burton): Upon the recommendation of the Governance, Human Resources and Nominating Committee, the Board Executive Committee recommends to the Board of Governors acceptance of the changes to the Blue Book as presented, which include the updated responsibilities for the Registrar, the addition of the Chief Enrolment and Student Life Officer and the new Director of Equity and Community Supports position, and the expansion of responsibilities for senior administrators related to Indigenization and Reconciliation, and Equity, Diversity, Inclusion, and Accessibility.

CARRIED

(2024:42) PRESIDENT'S REPORT

The President stated that his report focuses solely on the SEC (Southeast Corner) project. He highlighted the significant interest from architectural firms in designing the project and emphasized the architect's role in its success, which will ultimately be determined by us. He spoke candidly in the report about his responsibilities and the governance structure overseeing the project. The President also addressed the challenges of funding the project and reaffirmed the commitment to providing the School of Journalism, Writing and Publishing with new space.

A Board member pointed out the advantage of freeing up space on campus, which could allow the Advancement Office to return to campus. They emphasized the importance of having all departments on-site as well as the excitement among alumni. The Board member expressed optimism that having a 3D model of the new building will help people visualize the benefits.

The President confirmed that the relocation of the Advancement Office is temporary. If new construction doesn't seem feasible in the short term, alternative options, such as moving to the President's Lodge, may need to be considered. The Chair noted that this is a discussion for another time.

(2024:43) GOVERNANCE, HUMAN RESOURCES AND NOMINATING COMMITTEE

The President, in absence of a Chair of G HR & N spoke of the report from the G HR & N Committee. He reviewed the recommendations including adding Graham Flack as a co-opted member of the Board of Governors.

MOTION: (Lahey/Clift) The Executive Committee of the Board of Governors of the University of King's College, on the recommendation of the Governance, Human Resources and Nominating Committee, recommends to the Board of Governors that Mr. Graham Flack, of Ottawa, be appointed to the Board as a co-opted member for a four-year term to commence on March 20, 2025.

CARRIED

MOTION (Lahey/Clift): The Executive Committee of the Board of Governors of the University of King's College, on the recommendation of the Governance, Human Resources and Nominating Committee, recommends to the Board of Governors the appointments of the following Board members to Board committees:

Nevin French to the Advancement Committee, effective immediately, for a term that corresponds with Nevin French's term as a member of the Board of Governors;

Ian Whytock to the Finance, Audit and Risk Committee, effective immediately, for a term that corresponds with Ian Whytock's term as a member of the Board of Governors; and

Dr. Alexa Bagnell to the Governance, Human Resources and Nominating Committee, effective on July 1, 2025, for a term that corresponds with Dr. Bagnell's term as a member of the Board of Governors.

CARRIED

MOTION (Lahey, Clift): The Executive Committee of the Board of Governors of the University of King's College, on the recommendation of the Governance, Human Resources and Nominating Committee, recommends to the Board of Governors the approval of the amended terms of reference for the Occupational, Health and Safety Committee.

CARRIED

(2024:44) ADVANCEMENT COMMITTEE

The Chair of the Advancement Committee reminded everyone about tonight's launch of the Future King's Campaign at the President's Lodge. She also mentioned that a group is coming together to plan an event in Toronto for the first quarter of 2025, emphasizing the importance of attendance. Regarding the US Foundation, she shared that they have received the necessary IRS component, which opens up new funding opportunities from the US. There are many possibilities ahead, but it will require significant effort.

(2024:45) BUSINESS AND UPDATES FROM OTHER COMMITTEES

There were none.

(2024:46) KING'S STUDENTS' UNION (KSU) REPORT

As the President of the KSU did not have a written report, she provided a verbal update, noting that the fall KSU elections have concluded. They now have the largest council since her first year, with a full executive team in place, bringing lots of enthusiasm.

She acknowledged the issues caused by student disruptions at recent meetings, which were initiated by individual students, not by her. She has been working to direct the energy of those students whose previous actions have not been productive, and she is focusing on how she can make a positive impact. She and Alice Twa are meeting with the Vice-Chair on Monday to discuss this further. They are also meeting with students to address their concerns and ensure those concerns are brought to the board in an appropriate manner. The KSU President is aware of the harm caused to the entire community and is dedicated to finding a path forward in the right direction.

The President thanked the KSU President for her comments, expressing that they are greatly appreciated. He also offered the support of the Senior Administrative Team, should there be anything they can do to help.

The KSU President specifically thanked Kathryn Burton for their communications. Kathryn acknowledged that the situation is complicated and challenging, but they are all working to prevent further harm. She assured the KSU President that she is always available to speak. The KSU President expressed her gratitude.

(2024:47) OTHER BUSINESS

A Board member inquired about updates to the Code of Conduct. The President explained that while significant work had been done, the draft presented to him went beyond the original mandate. The draft involved a general rewrite of the Code of Conduct, which removed the President from the decision-making process and shifted responsibility to the Board of Appeal and Discipline. The President expressed uncertainty about whether these changes were appropriate, as they essentially altered the terms of employment for faculty and staff. He asked the Dean of Students to go back and revise the Code of Conduct specifically for students but has not received an update since. The President and the CESLO will follow up with the Dean.

(2024:48) *IN CAMERA (1:20 p.m.)*

MOTION: that the Board of Governors enter an *in camera* discussion. CARRIED.

The meeting moved to an *in camera* discussion at 2:08 p.m.

MOTION: that the Board of Governors move out of the *in camera* discussion. CARRIED.

The meeting of the Board of Governors' Executive Committee was adjourned at 2:45 p.m.

Respectfully submitted,

Doug Ruck