

# ***Board of Governors – Regular Meeting***

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Minutes of the Regular Meeting of the NSCC Board of Governors, held on October 22, 2020 remotely via Microsoft Teams.

## **MINUTES**

### **Board Members Present:**

Howie Doiron (Vice Chair)  
Dima Aburub  
Lore Bowers  
Trevor Capern  
Karen Churchill  
Kevin Cowper  
Arthur Kidston  
Jim King  
John Lindsay  
Stephen Maltby  
Sara Napier  
Amanda Peters  
Jeff Ransome  
Yvan Silva  
Rustum Southwell  
Paul Tingley  
Marlene Usher  
John Volcko

### **Also Present:**

Don Bureaux, President  
Monica Foster, CFO & VP College Services  
Rosalind Penfound, VP Organizational Development  
Anna Burke, VP Academic  
Christabell Pinchin, Secretary, Board of Governors  
Erin Elliott, Executive Assistant to the President  
  
Niki Toomey, Communications Advisor

### **Board Members Regrets:**

Judith Ferguson (Chair)

## **1. Call to Order**

Quorum being present, Howie Doiron, the Vice Chair, called the meeting to order. He indicated that he will be chairing the meeting in the Chair's absence. He reminded Governors of meeting etiquette in the virtual setting.

The Acting Chair indicated that this was the final meeting for Art Kidston, Yvan Silva and Kevin Cowper. He also congratulated Rosalind Penfound, Vice President, Organizational Development on her retirement announcement.

Before the meeting began, the Acting Chair acknowledged that we are in traditional Mi'kmaq unceded territory and ancestral homeland of the Mi'kmaq Nation. Our relationship is based on a series of Peace and Friendship treaties between the Mi'kmaq Nation and the Crown, dating back to 1725. In Nova Scotia we recognize that we are all Treaty people.

He reminded Governors that we act in the best interest of the College, we demonstrate good judgement and act in an ethical manner, maintain confidentiality and comply with the Board's By-Laws and policies. He noted we encourage diverse conversation but leave with one voice.

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### **2. Declaration of Conflict of Interest**

No conflicts were declared for the regular portion of the meeting.

### **3. Consent Agenda**

It was moved by Marlene Usher / John Lindsay

*That the Board of Governors approve the consent agenda for the October 22, 2020 meeting as presented. (Agenda; Minutes, June 25, 2020; Executive Committee Terms of Reference; Programs Committee Terms of Reference; Finance, Audit & Risk Committee Terms of Reference; Procurement Policy; and the Presidential Travel Expenses Policy)*

This motion was put to a vote and

CARRIED.

### **4. Move to In-Camera**

It was moved by Stephen Maltby / Lore Bowers

*That the NSCC Board of Governors Meeting of October 22, 2020 move to In-Camera.*

This motion was put to a vote and

CARRIED.

### **5. Enrolment Presentation**

Anna Burke, Vice President Academic presented the 2020 Annual Enrolment Update to the Board. She began the presentation by comparing the enrolment targets to the actuals. She indicated the original enrolment target was 10,918 but that the plan was adjusted to accommodate the modifications made to address the global pandemic. The adjusted target was 9,853. She then shared the breakdown of those numbers by Adult Learning Program - Incoming vs. Returning to Certificates, Diplomas, and Advanced Diplomas - Incoming vs. Returning students. The presentation included an update on the 2020 Program mix by both credential and by school. Of note was the change in delivery of programming. The dramatic change from Face-to-Face delivery in previous years to the current mix of Blended or Online was not a surprise as the College has been addressing the COVID-19 pandemic by adjusting delivery of programs. The presentation also included a look at the Fall 2020 application profile and a look at the overall enrolment growth since fall of 1998.

Anna's presentation also included a review of the NSCC Student Profile. This part of the presentation included a look at the average age by enrolment of Fall 2016 compared to Fall 2020. Diversity as a percentage of Enrolment was reviewed and Anna shared the demographics from 2016-2020 in African Canadian, Indigenous, Students with Disabilities, Women in Trades and Transportation, and International students. The presentation included a look at international numbers and enrolment by campus.

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## **6. President's Update**

Don referenced the report which was included in the meeting materials. He highlighted that dialogue in the post-secondary sector across the country is top of mind and NSCC has been included in these conversations. Don commented on the recent meeting with Kevin Skillin, the Consul General for the United States based in Atlantic Canada to discuss interactions between Canada and the US with other post-secondary presidents in Nova Scotia. Provincially, Don referred to the work the College has played in the implementation of the Ivany report and there is a large amount of work and conversation happening now around the next iteration of the report as the 10 year anniversary is nearing.

## **7. Committee Update**

### **Foundation Update:**

John Lindsay provided a brief update on the Foundation. He referenced that a report was included with the meeting materials. He provided an overview of the Lead the Way campaign which will address the ability to offer access beyond just simple urgent aid during the current pandemic. He noted that he will be the Campaign Chairman and Dima Aburub will be sitting on the Advisory Group for the Lead the Way campaign.

### **Report to the Community:**

Monica Foster, Vice President College Services and CFO introduced Niki Toomey, Communications Advisor to provide an overview of the Report to the Community. She indicated that the report was presented yesterday to the Minister and the feedback was very positive.

Niki began by reminding Governors that the report is prepared as part of a legislative requirement but it serves as a tool to share success stories of the College and to showcase how NSCC is honoring the mission of building Nova Scotia's economy and quality of life through education and innovation. She indicated that the Report supports the themes of the College's Business and Strategic Plans. Niki noted that this year the report was created fully in house and thanked Scott Marshall for his work on the design and Mel Hattie for the photography within the report. Niki provided an overview of each of the six stories featured within the report. Next steps will include print production and the online distribution of the report once it has been tabled with the Legislature.

### **Finance, Audit & Risk Committee:**

Marlene Usher, Chair Finance, Audit and Risk Committee provided a meeting update. During the Finance meeting the first quarterly report was reviewed. She thanked Monica Foster and Glenda Barrett for their work and acknowledged that Glenda is now in the role of Director, Financial Services permanently. The College has done everything possible to cut spending on discretionary items. Controlled costs and revenues are less but not as dire as originally anticipated. Originally an \$11.5M deficit was anticipated but that number has been decreasing because of the elimination of discretionary, travel, professional development, meeting expenses – the non-wage items. A hiring suspension was implemented where positions were more closely examined, and work reallocated. She indicated that cafeterias are not performing well during the pandemic and the residence is not in operation. Bookstore sales are down, and applied research is down. Communications have been continuing with government on the financial situation.

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It was moved by Marlene Usher / Stephen Maltby

*That the NSCC Board of Governors approve First Quarter Financial Report for the period ending June 30, 2020.*

This motion was put to a vote and

CARRIED.

## **Capital Projects'/Downtown Sydney Campus Update:**

Monica Foster referred to the reports that were included with the meeting materials for the Capital Projects' Update and the Downtown Sydney Campus Update. She indicated that the projects are moving along nicely and briefly highlighted a few details from the reports including site preparation, site remediation, and timing of the projects. The projects are all on budget.

## **Programs Committee:**

Paul Tingley provided an overview of the Programs Committee October 6<sup>th</sup> meeting. During the meeting Anna Burke, Vice President Academic reviewed the Terms of Reference for the Committee along with the Committee Workplan. She shared an enrolment presentation and update, and several items were reviewed during the in-camera portion of the meeting. He noted that Committee Members all commended the College Team on the academic work and planning to address the needs created by the global pandemic.

## **8. Student Governors' Comments**

Yvan Silva provided a brief update. He indicated that COVID-19 has changed the student experience, but he was pleased to share that the academic year has been much better than anticipated. Having the end of the last academic year to prepare for what was to come was a benefit for the returning students. He commended faculty for the amazing job they are doing. Though the virtual way of learning hasn't been seamless students are still getting quality education. He thanked fellow Governors for welcoming him and for the experience to sit on the Board.

Arthur Kidston provided a brief update and began by sharing that he is now a part of the NSCC Alumni community. He was pleased to share that in some ways the global pandemic has allowed more time for students to take on volunteer activities as they are able to learn on their own time. He also noted that he has seen students stepping up and taking a leadership role providing assistance and guidance to other students as learners adjust to the new way of learning remotely.

## **9. Other Business**

The Acting Chair and President thanked Kevin Cowper, Arthur Kidston and Yvan Silva for serving on the Board and indicated that today was the last meeting for each of them.

No other business was discussed.

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### **10. Adjourn**

The Acting Chair called to adjourn the meeting and move to Governors' Forum.

It was moved by Kevin Cowper / Arthur Kidston

*That the NSCC Board of Governors regular meeting of October 22, 2020 adjourn and move to Governors' Forum.*

This motion was put to a vote and

CARRIED.

Approved by Board Motion: December 10, 2020