

**Summary of the meeting of the
BOARD OF GOVERNORS
December 14, 2023 at 3:30 p.m.
President’s Boardroom/MS Teams**

Board Members:

Jennifer May-Anderson, Chair	Mark Kirkpatrick, President
Murray Angus	Julie Lange
George Brown	Jennifer Moore
Jeremy Braithwaite	Fazeen Nazeer
David Clazie	Melanie Paradis
Jennifer Fry	Rick Phillips
Josh Hill	Lina Rinaldi
Pam Jolliffe	Julie Sullivan

Regrets: **Mario Girouard**

Staff:

Amanda Baskwill, Interim Senior Vice-President, Academic and Chief Learning Officer
Sandra Dupret, Senior Vice-President, Students
Jeremy Laurin, Senior Vice-President, Strategy and Transformation
Jennifer Tewathahá:kwa Maracle, Executive Director, Indigenous Initiatives and Reconciliation
Trecia McLennon, Executive Director, Equity, Diversity, and Inclusion
John Pinsent, Senior Vice-President Corporate Services and Chief Financial Officer
Deanne Saunders, Senior Vice-President, Strategic Planning and Institutional

Effectiveness

Marie-Josée Smith, Interim Executive Director, Human Resources
Andrea Paradise, Recording Secretary

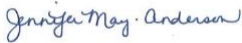

Guests: **Amy Harder, Marian Henson and Kerry Horloc, Hardik Patel and Carolyn Pratt**

	KEY POINTS/ACTION REQUIRED	FOLLOW-UP RESPONSIBILITY
1	<p>CALL TO ORDER, CONFIRMATION OF QUORUM</p> <p>The meeting was called to order at 3:32 p.m.</p> <p>Quorum was confirmed.</p> <p>The <i>Land Affirmation</i> was delivered by Chair, Jennifer May-Anderson.</p>	
2	<p>DECLARATION OF CONFLICT OF INTEREST</p> <p>Student Governor, Fazeen Nazeer declared a conflict of interest with agenda items 10.1 Ancillary Fee Protocol Agreement and 10.2 Draft Ancillary Fees Schedule 2024/25.</p> <p>Internal Governors, Jennifer Fry (Administrative) and Jeremy Braithwaite (Academic) declared a conflict of interest with agenda item 10.2 Draft Ancillary Fees Schedule 2024/25.</p>	

	KEY POINTS/ACTION REQUIRED	FOLLOW-UP RESPONSIBILITY
	Governors were reminded that they are expected to declare a conflict of interest should they find themselves in that situation during any portion of the meeting.	
3	<p>RATIFICATION OF EXTERNAL GOVERNOR CANDIDATE</p> <p><u>Resolution #1:</u></p> <p>Moved by: Rick Phillips Seconded by: Pam Jolliffe</p> <p>AND carried, “THAT the Board of Governors ratify its email endorsement of candidate George Brown for appointment as an external governor to the Loyalist College Board of Governors, effective immediately.”</p> <p>On behalf of the Board of Governors, Chair, Jennifer May-Anderson welcomed George to the Board.</p>	
4	<p>CONSENT AGENDA</p> <p>APPROVAL OF CONSENT AGENDA</p> <p><u>Resolution #2:</u></p> <p>Moved by: Julie Lange Seconded by: Lina Rinaldi</p> <p>And Carried “THAT the Consent Agenda for December 14, 2023 be approved as presented and through this consent approve the minutes of the May 18, 2023 Audit and Risk Committee and October 26, 2023 Board of Governors meetings.”</p>	
5	<p>BUSINESS ARISING FROM PREVIOUS MEETING</p> <p>(not otherwise covered on the agenda)</p> <p>No items were tabled.</p>	
6	<p>REPORT FROM THE DECEMBER 14, 2023 AUDIT AND RISK COMMITTEE</p> <p>David Clazie provided a report from the December 14, 2023 Audit and Risk Committee meeting.</p>	
7	<p>INTERCULTURAL DEVELOPMENT INVENTORY (IDI) PRESENTATION</p> <p>Trecia McLennon, Executive Director, Equity, Diversity, and Inclusion presented an overview of the Intercultural Development Inventory (IDI) which is an effective tool to help identify and develop intercultural competence for individuals, teams and/or organizations. Trecia is a qualified IDI administrator and recently supported the College Executive Team with the completion of the associated survey and an interpretation of the results. The Board was also invited to participate in the process and those interested were asked to contact Andrea Paradise at aparadise@loyalistcollege.com.</p>	
8	<p>APPLIED RESEARCH PRESENTATION</p> <p>Jeremy Laurin, Senior Vice-President, Strategy and Transformation provided an update on recent accomplishments and current active projects within the Applied Research and Innovation Office (ARIO).</p>	

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9	<p>FINANCIAL UPDATE</p> <p>John Pinsent, Senior Vice-President, Corporate Services & Chief Financial Officer delivered a presentation that covered: financial results for the period ending October 31, 2023; the 2024-25 budget process; an update on capital construction; 2023/24 projection to year-end; and the CFIS (College Financial Information System) Report to the Ministry.</p> <p>9.1 Projections to Year-End for the 2023/24 Fiscal Year</p> <p><u>Resolution #3:</u></p> <p>Moved by: Murray Angus Seconded by: David Clazie And Carried “THAT the Board of Governors approve the projections to year-end for the 2023/24 fiscal year as presented by John Pinsent, Loyalist College Senior Vice-President, Corporate Services & Chief Financial Officer.”</p> <p>9.2 Draft Tuition Fees Schedule – 2024/25</p> <p><u>Resolution #4:</u></p> <p>Moved by: Lina Rinaldi Seconded by: David Clazie And Carried “THAT that the Board of Governors approve the fees up to and including the Draft Tuition Fees Schedule effective September 1, 2024 as presented by John Pinsent, Loyalist College Senior Vice-President, Corporate Services & Chief Financial Officer.”</p>	
10	<p>STUDENT SERVICES</p> <p>10.1 Ancillary Fee Protocol Agreement</p> <p><i>Note: Student Governor, Fazeen Nazeer remained present for this item, however, due to his declared conflict of interest, refrained from participating in the discussion and voting on the associated resolution.</i></p> <p>The ancillary fee protocol agreement for 2023-2028 was presented by Sandra Dupret, Senior Vice-President, Students. The intent of the protocol agreement is to define the process of determination, collection and use of compulsory ancillary fees for students as prescribed by the Ministry of Colleges and Universities, Minister’s Binding Policy Directive, Tuition and Ancillary Fees. The student governing body representatives and the college are required to work together to develop the protocol agreement and must include specifics to address any proposed increases of compulsory ancillary fees greater than 20% within one academic year by way of a referendum. The protocol agreement must also specify that a review of all fees take place at regular 5-year intervals to ensure that the reason for introducing a given fee remains current. The protocol agreement serves to provide advice to the Board of Governors by the administration and students on the structure.</p> <p><u>Resolution #5:</u></p> <p>Moved: Jeremy Braithwaite Seconded: Lina Rinaldi AND Carried “THAT the Board of Governors approve the 2023-2028 Compulsory Ancillary Fee Protocol Agreement, as approved by the Student Government and the College, and as presented by Sandra Dupret, Loyalist College Senior Vice-President, Students.”</p>	

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	<p>10.2 Draft Ancillary Fees Schedule – 2024/25</p> <p><i>Note: Student Governor, Fazeen Nazeer, Internal Governors, Jennifer Fry (Administrative) and Jeremy Braithwaite (Academic) remained present for this item, however, due to their declared conflict of interest, refrained from participating in the discussion and voting on the associated resolution.</i></p> <p>Following an analysis of ancillary fee expenditures from 2019-2023, fees for the Belleville campus have been adjusted to align with historical spending and projected ancillary fee budgets for 2024-25. The overall increase is 4.5%. Greater emphasis will be placed on academic supports, student safety, food security, and personal health and wellness including athletics.</p> <p>Students enrolled at the Port Hope campus will receive increased services, which is reflected in their fee structure.</p> <p>The Board was advised that the proposed fees are supported by the Student Government.</p> <p><u>Resolution #6:</u></p> <p>Moved: Jennifer Moore Seconded: David Clazie AND Carried “THAT the Board of Governors approve the Student Non-Tuition Related Ancillary Fees per Semester for the 2024-2025 academic year as presented by Sandra Dupret, Loyalist College Senior Vice-President, Students.”</p>	
11	<p>ACADEMIC UPDATE</p> <p>Amanda Baskwill, Interim Senior Vice-President, Academic and Chief Learning Officer provided the Board with an update on the progress of new academic programs planned for delivery in the 2024-2025 academic year at the Belleville campus. The following programs were approved by the Board in May 2023 and have also received approval from the Credential Validation Service (CVS):</p> <ul style="list-style-type: none"> ▪ 911 and Public Safety Communications Certificate ▪ Medical Radiation Technology Advanced Diploma ▪ Advanced Care Paramedic Graduate Certificate <p>The College has received formal program funding approval from the Ministry of Colleges and Universities (MCU) for the 911 and Public Safety Communications program but is awaiting similar confirmation for the other two.</p> <p>Work is well underway to develop additional new programs and they will be presented to the Board for review and approval in February/March 2024. It is expected that the Board will receive proposals for the following programs at that time:</p> <ul style="list-style-type: none"> ▪ Dental Office Administration – Certificate ▪ Dental Assistant – Certificate ▪ Dental Hygiene – Advanced Diploma ▪ Dental Technology – Advanced Diploma ▪ Denturism – Advanced Diploma ▪ Restorative Dental Hygiene – Graduate Certificate 	

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	<ul style="list-style-type: none"> ▪ Acupuncture ▪ Pharmacy Technician ▪ Pharmacy Assistant ▪ Programming for Bancroft – TBD <p>The Board was pleased to hear of the progress made and the advancement of future programs.</p>	
12	<p>PRESIDENT: UPDATE REPORT</p> <p>Mark Kirkpatrick referenced his written report included in the meeting materials and elaborated on key College events and initiatives.</p>	
13	<p>MATTERS OF BOARD DECISION</p> <p>No items were tabled.</p>	
14	<p>OTHER BUSINESS</p> <p>No other business was tabled.</p>	
15	<p>ADJOURNMENT</p> <p>With no further items to discuss, it was moved by David Clazie that the December 14, 2023 Board of Governors meeting be adjourned. The time of adjournment was 5:30 pm</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">  <hr style="width: 200px; margin: 0 auto;"/> <p>Jennifer May-Anderson, Chair</p> </div> <div style="text-align: center;">  <hr style="width: 200px; margin: 0 auto;"/> <p>Mark Kirkpatrick, Secretary</p> </div> </div>	