

QUEST UNIVERSITY CANADA BOARD MEETING

FRIDAY, NOVEMBER 9, 2018

MINUTES

Present: Mary Jo Larson, David Fujimagari, Claude Rinfret, Chief Dale Harry, Michael Hutchison, and Anna Lippman.

Others: George Iwama, President and Vice-Chancellor of Quest University; Darcy Otto, Faculty Liaison; Flora Ferraro, VP of Finance and Operations; and Nicole Zanesco; Student Liaison.

Apologies: Stuart Louie and Peter Webster.

Chair: Mary Jo Larson

Recording Secretary: Sue O'Connell

9:02 am - meeting began. Chief Dale Harry was not present at this time.

1. **Guest Introduction and Approval of Agenda**

Mary Jo welcomed everyone to the meeting and introduced Anna Lippman, the newly appointed Board Member.

Claude moved to approve the Agenda. Seconded by Anna and carried unanimously.

2. **Consent Agenda**

George provided an update on his visit to Colorado College as it occurred after he submitted his report for review. All the college's he visited suggested buying names from College Board to help with enrollment. George and Trevor have met with College Board and are exploring the search criteria that would be most successful for Quest.

9:24 am – Chief Dale Harry joined the meeting.

George was pleased to learn that Quest is known for its excellent academics and transformation of students, at every place he has visited this fall.

Claude moved to approve the Consent Agenda items, including the August 31, QUC Board Meeting Minutes, the changes to the Faculty Employment Policy, and the changes to the CAO policy. Seconded by Anna and carried unanimously.

3. **Advancement**

9:34 am Abby Majendie, Manager of Advancement, joined the meeting.

Abby submitted an advancement report prior to the meeting for the Board's review.

Action: Abby to contact (a)

The fundraising consultant has provided Abby with strategies and actions to be taken. Abby explained the action steps that have been taken to help fundraising for the University. The Scholarship Campaign has started. The first email blast was sent on October 24, 2018. The Giving Brochure will be mailed to current donors along with a letter signed by the President thanking each donor for their past support of Quest and highlighting the current Scholarship Campaign. Abby is working with Bonny Cameron to source all the phone numbers as not all of them have been recorded in our current data system. The Quest Alumni Association is running a Scholarship Campaign. Their aim is to reach \$10,000 by December 31. If they do so, a donor will match the donation; if it is not achieved the funds will go into an endowment fund.

Action: Abby to call prior donors regarding giving opportunities and to provide George and Peter with a list of more significant donors to meet with or call.

The (b) Foundation donated funds to be used for professional development through consultations with the Squamish Nation. Abby confirmed that the obligation has been fulfilled and that the (b) Foundation were happy with the results. An impact report was created. George met with the (c) Foundation and they suggested that a donation for the scholarship fund may be available next year. They also suggested that George should reach out to the (b) Foundation and other foundations in the Toronto and Montreal areas, such as the (d) Foundation.

Action: Abby to give George a copy of the report. George will share the report with Nicole, and anyone else who would like to view it.

Mary Jo asked for support from the Board Members for the new highway sign. It was suggested that a poster could be created and displayed in the Atrium, showcasing all the donors. George asked everyone at the meeting to pass on any community contacts they have, and he will send a letter or call them to ask for help with fundraising. Chief Dale advised that the Squamish Nation owns the digital signage along the highway. It is controlled in Toronto, but there is a quick turnaround when new advertisement requests are made.

Action: Chief Dale to inquire about getting an advertisement for Quest on the digital billboards.

10:05 am – Abby left the meeting.

4. Board Development and Governance

Without any objection, it was agreed that the meetings would generally be held on Saturday's going forward. The next Board meeting will be held on Saturday, February 2, 2019.

The Board discussed the Terms of Reference for the Faculty Liaison and the Student Liaison prepared and presented by the Governance Committee.

*(a),(b),(c) & (d) denotes a redaction for privacy purposes

Michael moved to approve the Faculty Liaison and Student Liaison Terms of Reference, subject to review by the Academic Council and the SRC. Seconded by Claude and carried unanimously.

Mary Jo explained the history of the Conflict of Interest Policy and asked that the policy as submitted by the Governance Committee be approved.

Michael moved to approve the Conflict of Interest Policy. Seconded by David and carried unanimously.

Action: The Conflict of Interest Policy will be reformatted by the Governance Committee.

The Student Experience Committee Terms of Reference will be finalized at the Governance Committee meeting on Saturday, November 10.

Claude moved to add Anna Lippman to the Governance and Nominating Committee. Seconded by Chief Dale and carried unanimously.

10:41 am – Claude left the meeting.

Nicole described the Diversity and Inclusion workshop that the SRC organized last year and suggested that it would be good for the Board members to participate in one. The workshops can be tailored to the needs of the group and within a budget. Mary Jo suggested that the workshop be included in the Board Retreat next year.

Action: Nicole to provide the contact details of the group that performed the workshop for the SRC to Mary Jo.

10:45 am – Claude rejoined the meeting.

10:50 am – Break for 10 minutes.

5. Admissions

11:00 am – Trevor Mannion, Director of Admissions and Financial Aid, joined the meeting. Chief Dale Harry and Anna Lippman were not back at this time.

With the new Admissions software, Slate, the team can concentrate on improving the applicant experience. There was a counsellor's breakfast last week in Vancouver. Quest admissions representatives, faculty, alumni and members of the Executive welcomed approximately 40 guidance counsellors from the greater Vancouver area to join a morning of sharing Quest stories and experiences. This event will be an annual event.

11:02 am – Chief Dale and Anna rejoined the meeting.

Trevor and his team have visited 50 more high schools since he submitted his report for the Board to review, bringing the number of high school visits to 400, this year. He met eleven prospective families at the Toronto Open House event visit last week. Trevor provided additional information on some of the action items that were described in his report. Both students and Alum have been helping with recruitment efforts.

11:09 am – Flora left the meeting.

Application numbers continue to steadily increase. With the addition of Slate software, the process has been streamlined and the administrative burden has decreased while accuracy and timeliness have improved. Applications are being processed and interviews arranged. The first round of decisions will go out before the winter break and the second round early in the new year.

11:12 am – Flora rejoined the meeting.

The Student Mentor program is being reintroduced. Every student who has registered for Quest will be partnered with a student mentor. This will give the new student the opportunity to ask any questions before starting and receive informal information from the current student. It will also help decrease some of the stress related to moving to a new place and school as they will know at least one person when they start.

11:45 am – David left the meeting and returned at 11:46 am.

The Board members would like to help in any way they can and asked Trevor to keep them informed of all the important early indicators in the Admissions process. Trevor stressed that the Board members have direct access to Slate data, although he will continue to provide ongoing reports. The Board members thanked Trevor and asked him to pass along their thanks to his team for all their hard work.

6. Student Experience

11:56 am – Trevor left and Julie Miller, Director of Health and Wellness, entered the meeting.

Julie provided the Board with an update about the Recreation and Wellness working group, which included a summary of the key themes, action plans, actions to date, and a few key points discovered from the surveys that were provided to students and faculty/staff. The group hopes to have a recommendation for the Executive after next Monday's meeting. They are planning to offer a range of activities, from beginner to advanced, so that all students can participate. They are also looking at a Mindbody app to make finding and signing up for activities easy. Coordinating with the SRC and activities it funds is important.

12:11 pm – Nicole left the meeting.

Julie explained that the Student Life team have uploaded all their events on to the Mindbody app and the SRC are doing the same. All recreation and wellness programs will use the app, so the programming is clear for everyone.

12:13 pm – Julie left the meeting.

12:14 pm – Nicole rejoined the meeting.

Nicole outlined some of the topics that the students would like to discuss at the Q & A in the afternoon, while Darcy explained questions that are likely to arise from faculty.

As the Minutes from the previous Board Meeting do not get approved until the following meeting, Darcy and Nicole will meet with Mary Jo after each Board meeting to discuss what information can be shared immediately with faculty and students.

12:52 pm – The meeting paused for lunch and Nicole left the meeting.

1:20 pm – The meeting resumed without Chief Dale.

7. Strategic and Capital Planning

1:23 pm – Chief Dale rejoined the meeting.

Discussions and decisions about the Holborn easement and the Coast Mountain Academy lease were moved to the Executive session.

1:50 pm – Sue and Darcy left the meeting.

The Executive Session followed.