

**MINUTES OF A MEETING
OF THE BOARD OF DIRECTORS
OF KING'S UNIVERSITY COLLEGE**

Thursday, April 2nd, 2020

at 9:00am via ZOOM

Present: Rev. M. Sargent (Chair), K. Regan, D. Malloy, J. Major, F. Cheong, N. Brennan, G. Hegedus, A. Jardine, C. MacDonald, L. White-Eye, P. Wilkinson, B. Leschied, Rev. D. Grecco, P. Marques, K. Mequanint, A. Jolliffe, K. Lakhotia, R. Ventresca, J. Maklin, S. Camiletti, F. Galloway, G. Hardman, G. Hegedus, H. Mostafa, H. White, P. Wilton, M. Mason, M. Thuss.

Regrets: C. MacDonald, L. Staudt.

1. Opening Prayer

Chair M. Sargent opened with a prayer.

2. Approval of the agenda

No objections were raised and the agenda was approved by consensus.

3. Conflict of Interest Declaration

There were no conflicts of interest declared.

4. Report from the Executive Committee

a. Motion re: 2020-21 Operating Budget

Principal D. Malloy acknowledged Vice-Principal of Finance and Support Services J. Major and the finance team for their track record in fiscal responsibility that puts King's in a favourable position to tackle current challenges resulting from Covid-19 and the government mandated closures faced by all postsecondary institutions in Ontario.

J. Major informed the Board that approximately \$500,000 in additional expenses combined with lost revenue have been incurred since King's began operating as a virtual campus. In addition, while the bulk of the proposed \$2.1M in capital expenditures can be deferred, King's is committed to \$500,000 for the furnace replacement project that had commenced prior to this situation. Based on the possibility of lower full-time enrolment in September, King's could lose up to 50% of revenue typically earned between September and December. The immediate mitigation strategies include deferring administrative hires based on a critical needs assessment, and a freeze on travel and conference expenses for non-faculty employees.

The Board was assured that the current cash flow capacity allows for approximately five months of available funds to cover salaries and benefits without new cash in flows. Furthermore, the

academic dean's office is looking to scale back on the \$4 million in part-time faculty contracts by moving course loads amongst existing full-time faculty.

The operational assumption at this time is that students may not be back on campus for in-person instruction until January 2021. Consequently, Budget Unit Heads will shortly be asked to complete revised budget templates that now include two budget scenarios of less 15% and 25% to 30%. This exercise allows for a more accurate analysis and planning for the 2020-21 fiscal year. In the intermediary time period between May 1 and the approved budget from the Board, Budget Unit heads will be asked to limit any discretionary spending and maintain only essential expenses.

MOTION

That the 2020-21 Operating Budget normally presented annually in April be postponed until May 2020.

M/S

G. Hardman/P. Wilkinson

Carried

b. Updates from the Principal

Principal D. Malloy invited Vice-Principal and Academic Dean S. Camiletti and Vice-Principal of Enrolment Services and Strategic Partnerships M. Mason to present updates from their respective areas.

S. Camiletti reported that classes were cancelled for three days as of March 13 in order to allow faculty and IT to transition classes to an online format for the remainder of the current semester. The Academic Dean Office's (ADO) is now focusing on both summer and fall course planning. Faculty will be asked to develop alternatives to in-person instruction for September. The expansion of online delivery of courses and more avenues for English language proficiency testing will support international students to enrol and/or continue their education with King's despite visa delays and travel restrictions. As the OWL system is not designed to host exam sessions on a large scale, the ADO and IT are looking into alternate platforms to conduct testing.

M. Mason reported that recruitment in international high schools continues to progress as her team has implemented new online processes to eliminate obstacles that would otherwise hinder students from applying to King's. Liaison officers are available for Zoom information sessions with domestic and international applicants. A social media campaign is in place to highlight the King's experience on a virtual platform. It was noted that there has been increased traffic on King's social media platforms.

Though May Open House is currently still on the schedule, options are being considered to provide a virtual open house. The deadline to enrol in summer courses is to be extended. This measure would help with retention of students over the summer and allow for bonds to build within the King's community in the face of physical social distancing.

5. Other Business

There were questions and discussion about the following items:

International students

There was a question regarding how King's is staying connected and supporting current international students. D. Malloy explained that Dean of Student, J. Henry and King's International team have built a network to stay in touch with international students still on campus. Plans are also in place for isolation needs if necessary.

Students in residence

The 50 students still on campus have been moved to two locations to better serve them while trying to keep them separated as much as possible. Meals are also being delivered to the rooms. About 10 to 12 of these students are expected to remain on campus past April due to logistical challenges getting back home to their families.

University Health Insurance Plan (UHIP)

UHIP provides coverage for 12 months so students currently on campus still have health coverage.

Online Learning - Connectivity and Bandwidth

The *Request a Call Back* online form feature was put in place to provide students and parents – as well as new applicants – a means to get answers and assistance in troubleshooting issues encountered with online learning. No issues have been raised about ability for students to connect to resources online at this time though King's administration is cognizant that this matter may arise among rural participants.

6. Adjournment

MOTION

That the meeting be adjourned.

M/S

Acclaimed

Respectively submitted,



**Andrew Jardine
Secretary to the Board**



**Fiona Cheong
Recording Secretary**