



BOARD OF GOVERNORS MEETING

AGENDA

Date:	February 5, 2021
Time:	9:00am - 1:00pm
Join Remotely via Zoom:	<p>Zoom Meeting Link: https://lakeheadu.zoom.us/j/96792388308 Meeting ID: 967 9238 8308</p> <ul style="list-style-type: none"> • For technical support phone 1-866-652-8657 or email multimed@lakeheadu.ca • To test ahead of time visit https://zoom.us/test • Please remember to mute yourself when possible
On Campus WiFi Network: LUGuest / WiFi Password: LUGuest8	

Board of Governors Members: Brandon Rhéal Amyot; Robert Arnone; Claudine Cousins; Ann Dumyn; Dr. Christine Gottardo; Angela Maltese (Chair); Brian McKinnon; Michael Nitz; Dr. Moira McPherson; Ross Murray; Anna Sampson; Mark Smith; Cathy Tuckwell; Maria Vasanelli; Murray Waboose; Wendy Walberg; Debra Woods

Administrative Resources: Barbara Eccles (Secretary) - General Counsel & University Secretary; Marcie Morrison (Recorder) - Assistant University Secretary; Yvonne Roussel - Associate University Secretary

Traditional Lands Acknowledgement

	Item	Presenter(s)	Time
1.	Approval of Agenda MOVED that the agenda be approved.	Angela Maltese	
2.	Need for In Camera Items to be Declared Members are reminded that items arising that need in camera attention should be declared at the point of discovery.	Angela Maltese	

3.	Declaration of Conflict of Interest		Angela Maltese	
	Members are reminded of their duty to declare a conflict of interest should awareness of conflict arise at any time during the meeting.			
4.	Previous Minutes		Angela Maltese	
	<ul style="list-style-type: none"> ● Approval of the November 26, 2020 Minutes ● Business Arising from the Minutes 			
5.	<u>Chair's Report</u>		Angela Maltese	10min
6.	<u>President's Report</u>		Dr. Moira McPherson	10min
	6a.	<u>Report on Appointments</u> - for information		
21	Executive Committee Report		Angela Maltese	
	<i>The Board Executive Committee discussed items of business that were sensitive or confidential in nature. The approved minutes of the January 21, 2021 Board Executive Committee meeting were circulated to the Board of Governors for information with the in camera meeting package.</i>			
8.	<u>External Relations Committee Report</u>		Ann Dumyn	5min
9.	<u>Finance and Operations Committee Report</u>		Cathy Tuckwell	5min
	9a.	<u>2020-21 Fall Enrolment Update</u>	Dr. David Barnett, Dr. Heather Murchison	30min
	9b.	<u>Policy Review</u>	Cathy Tuckwell	5min
		<ul style="list-style-type: none"> ● Travel Expense Policy <ul style="list-style-type: none"> ○ <u>Memo</u> ○ <u>Proposed Amendments (with markup)</u> ○ <u>Proposed Amendments (no markup)</u> 		

		MOVED to approve the proposed amendments to the Travel Expense Policy.		
10.	<u>Governance and Nominating Committee Report</u>		Maria Vasanelli	5min
	10a.	<u>Policy Review</u> <ul style="list-style-type: none"> ● Board of Governors Deputation Policy <ul style="list-style-type: none"> ○ <u>Deputation Policy (current)</u> ○ <u>Proposed Amendments (with markup)</u> ○ <u>Proposed Amendments (no markup)</u> <p>MOVED to approve the proposed amendments to the Board of Governors Deputation Policy.</p>	Yvonne Roussel	5min
11.	<u>Learning and Liaison Committee Report</u>		Wendy Walberg	5min
	11a.	<u>Research and Innovation Week 2021</u>	Dr. Andrew Dean	5min
12.	<u>First Progress Report on Strategic Plan Year Three</u>		Dr. Moira McPherson, Dr. Heather Murchison	30min
13.	Other Reports for Information			
	13a.	<u>Northern Ontario School of Medicine</u>		
	13b.	<u>Ojimaawin Indigenous Education Council</u>		
	13c.	<u>Senate</u>		
14.	In Camera Session MOVED to adjourn to an in camera session to discuss items of a personnel, legal, or real estate nature, and other sensitive or confidential matters, and that only members of and others approved by the Board may be present.			
	14a.	Motions Arising from the In Camera Meeting		

15.	Informational Items		
	15a.	Next Meeting: March 26, 2021, 9:00am - 1:00pm	
16.	Other Business	Angela Maltese	
Adjournment			



BOARD OF GOVERNORS MEETING

DRAFT MINUTES

Date:	November 26, 2020
Time:	9:00am - 1:00pm
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On Campus WiFi Network: LUGuest / WiFi Password: LUGuest8	

Board of Governors Members in Attendance: Brandon Rhéal Amyot; Robert Arnone; Claudine Cousins; Dr. Christine Ann Dumyn; Gottardo; Angela Maltese (Chair); Brian McKinnon; Michael Nitz; Dr. Moira McPherson; Ross Murray; Anna Sampson; Mark Smith; Cathy Tuckwell; Maria Vasanelli; Debra Woods
Regrets: Murray Waboose; Wendy Walberg

Administrative Resources in Attendance: Barbara Eccles (Secretary) - General Counsel & University Secretary; Marcie Morrison (Recorder) - Assistant University Secretary; Yvonne Roussel - Associate University Secretary

Invited Guests in Attendance:

Lakehead University Student Union Executive Team - Prabhjot Singh Ahuja; Sukraj Singh Grewel; Rachel Murray; Amla Sandur

Jacob Kearey-Moreland (2019-20 Lloyd Dennis Recipient)

Dr. David Barnett - Provost and Vice-President, Academic (Lakehead University)

Rita Blais - Associate Vice-President, Financial Services (Lakehead University)

Ann Brandt - Interim Vice-President, External Relations (Lakehead University)

Dr. Andrew P. Dean - Vice-President, Research and Innovation (Lakehead University)

Toby Goodfellow - Chief of Staff, Office of the President (Lakehead University)

Dr. Dean Jobin-Bevans - Principal, Orillia Campus (Lakehead University)

Dr. Heather Murchison - Vice-Provost, Institutional Planning and Analysis (Lakehead University)

Kathy Pozihun - Vice-President, Administration and Finance (Lakehead University)

The Board recognized the 2020 Lloyd Dennis Award recipient, Jacob Kearey-Moreland who was in attendance.

The meeting was called to order at 9:08am.

The Chair opened the meeting by acknowledging the Indigenous territories of Thunder Bay and Orillia.

	Item	Presenter(s)
1.	Approval of Agenda MOVED (C. Tuckwell) that the agenda be approved. CARRIED	Angela Maltese
2.	Need for In Camera Items to be Declared Members were reminded that items arising that need in camera attention should be declared at the point of discovery.	Angela Maltese
3.	Declaration of Conflict of Interest Members were reminded of their duty to declare a conflict of interest should awareness of conflict arise at any time during the meeting.	Angela Maltese
4.	Lakehead University Student Union (LUSU) Deputation Request - Tuition Fees and Costs In accordance with the Board of Governors Deputation Policy, the Board Chair approved the deputation request from LUSU. The Chair welcomed the LUSU executive team in attendance and reminded Board members and guests of the Deputation Policy guidelines. The purpose of the deputation was to show the impact of rising tuition, fees and inaccessible services for which students are making payments for. The following documents were circulated in advance with the meeting materials for information:	Rachel Murray, Prabhjot Singh Ahuja, Sukraj Singh Grewel, Amla Sandur

	<ul style="list-style-type: none"> ● Deputation Request ● Deputations by Appointment at Open Board Meetings of the Lakehead University Board of Governors ● Letter to Lakehead ● Presentation <p>Highlights from the presentation included:</p> <ul style="list-style-type: none"> ● student concerns ● impacts on students ● international student fees ● proposed solutions <p>LUSU is committed to working towards positive changes in partnership with Lakehead University with the ultimate goal of providing more affordable and accessible education for all.</p> <p>Discussion ensued following the presentation. The LUSU executive team agreed to circulate the results of the survey that they conducted in which 643 Lakehead students participated.</p>	
5.	<p>Previous Minutes</p> <p>The minutes of the October 1, 2020 meeting were circulated in advance with the meeting materials and were approved by consensus.</p> <p>There was no business arising from the minutes.</p>	Angela Maltese
6.	<p>Board of Governors 2020-21 Annual Workplan</p> <p>Due to the confidential nature of certain workplan items, the Boards 2020-21 workplan will be presented for approval during the in camera session.</p>	Angela Maltese
7.	<p>Chair’s Report</p> <p>The Chair’s written report was circulated in advance with the meeting materials. The report highlighted recent events that the Chair attended on behalf of the Board of Governors.</p> <p>The Chair welcomed all new Board members.</p>	Angela Maltese

8.	President's Report	Dr. Moira McPherson
	The November 2020 President's Report was circulated in advance with the meeting materials and is available on the Lakehead website at www.lakeheadu.ca .	
8a.	Report on Appointments	
	The President's report on Chair and Adjunct appointments, dated November 26, 2020, was circulated in advance with the meeting materials for information.	
9.	Executive Committee Report	Angela Maltese
	The Board Executive Committee discussed items of business that were sensitive or confidential in nature during its last meeting. The approved minutes of the November 18, 2020 Board Executive Committee meeting were circulated to the Board of Governors for information with the in camera meeting materials.	
10.	Audit and Risk Committee Report	Brian McKinnon
	A report of the November 5, 2020 Audit and Risk Committee meeting was circulated in advance with the meeting materials.	
11.	External Relations Committee Report	Ann Dumyn
	A report of the November 4, 2020 External Relations Committee meeting was circulated in advance with the meeting materials.	
12.	Finance and Operations Committee Report	Cathy Tuckwell
	A report of the November 5, 2020 Finance and Operations Committee meeting was circulated in advance with the meeting materials.	
13.	Governance and Nominating Committee Report	Maria Vasanelli
	A report of the November 11, 2020 Governance and Nominating Committee meeting was circulated in advance with the meeting materials.	

<p>13a.</p>	<p>Terms of Reference Amendments</p> <ul style="list-style-type: none"> ● Governance and Nominating Committee Terms of Reference - Draft <p>The proposed amendments to the Governance and Nominating Committee Terms of Reference were circulated in advance with the meeting materials.</p> <p>MOVED (M. Vasanelli) that the proposed amendments to the Governance and Nominating Committee's Terms of Reference be approved. CARRIED</p> <ul style="list-style-type: none"> ● External Relations Committee Terms of Reference - Draft <p>The proposed amendments to the External Relations Committee Terms of Reference were circulated in advance with the meeting materials.</p> <p>MOVED (M. Vasanelli) that the proposed amendments to the External Relations Committee's Terms of Reference be approved. CARRIED</p>	<p>Maria Vasanelli</p>
<p>13b.</p>	<p>Annual Report on Policies and Five Year Policy Review Plan Overview</p> <p>The presentation was circulated in advance with the meeting materials. Highlights included:</p> <ul style="list-style-type: none"> ● intention of Policy Review Framework and the process for modifying policies or suggesting new policies to fill policy gaps ● five year policy review plan to ensure that all university policies are brought up to date, including the President's Executive Team policies, Board policies and Senate policies, ● launch of new policy website ● Policy Governance Framework requirement for annual update to the Board on status of policies 	<p>Barbara Eccles, Yvonne Roussel</p>

		<ul style="list-style-type: none"> Board's policies overdue in 2018 = 32%, reduced to 27% in 2020 breakdown of the Board five year policy review plan 	
13c.	<p>Notice of Expiring Terms - for information</p> <p>Once a year, the Board shall be advised in writing by the Secretary of the names of those members whose terms expire during the current year. These names shall be recorded in the official minutes of that Board meeting (Bylaws: Article 7).</p> <ul style="list-style-type: none"> Wendy Walberg (Term: September 27, 2018-AGM 2021) - eligible for two additional three year terms Robert Arnone (Term: September 27, 2018-AGM 2021) - eligible for two additional three year terms Brandon Rhéal Amyot (Term: October 1, 2020-AGM 2021) - eligible for two additional one year terms Murray Waboose (Term: October 1, 2020-AGM 2021) - eligible for two additional one year terms Dr. Christine Gottardo (Term: September 27, 2018-AGM 2021) - eligible of one additional three year term 	Maria Vasanelli	
14.	<p>Learning and Liaison Committee Report</p> <p>A report of the November 4, 2020 Learning and Liaison Committee meeting was circulated in advance with the meeting materials.</p>	Maria Vasanelli	
14a.	<p>Policy Review</p> <ul style="list-style-type: none"> Adjunct Professor Policy <p><i>For information: The Senate approved additional amendments to the Adjunct Professor policy on September 14, 2020.</i></p> <p>The proposed amendments to the Adjunct Professor Policy were circulated in advance with the meeting materials.</p> <p>MOVED (C. Tuckwell) that the proposed amendments to the Adjunct Professor policy be</p>	Barbara Eccles	

		<p>approved. Discussion ensued with regards to incorporating gender-neutral pronouns in all University policies in the future. CARRIED</p>	
15.	Other Reports for Information		
	15a.	<p>Northern Ontario School of Medicine</p> <ul style="list-style-type: none"> ● Northern Routes ● NOSM's Response to COVID-19 ● News and Information about NOSM ● NOSM Board Meeting (September 30) 	
	15b.	<p>Ogimaawin Indigenous Education Council</p> <p>A report of the September 28, 2020 Ogimaawin Indigenous Education Council meeting was circulated with the meeting materials.</p>	
	15c.	<p>Senate</p> <p>A report of the October 26, 2020 Senate meeting was circulated with the meeting materials.</p>	
16.	<p>In Camera Session</p> <p>MOVED (B. Amyot) to adjourn to an in camera session to discuss items of a personnel, legal, or real estate nature, and other sensitive or confidential matters, and that only members of and others approved by the Board may be present. CARRIED</p> <p>Dr. David Barnett, Rita Blais, Ann Brandt, Dr. Andrew Dean, Barbara Eccles, Toby Goodfellow, Dr. Dean Jobin-Bevans, Marcie Morrison, Dr. Heather Murchison, Kathy Pozihun and Yvonne Roussel were invited to remain for the in camera meeting.</p> <p>The Board returned to the open meeting at 12:53pm.</p>		
	16a.	<p>Arising from the In Camera Session</p> <p>Responsible Investing at Lakehead University</p> <p>The following statement was made by the the Chair of the Board of Governors:</p>	

	<p><i>“During the in camera portion of today’s meeting, we, Lakehead University’s Board of Governors, approved a motion that Lakehead University will work towards total divestment of its fossil fuel holdings by the end of the University’s current Strategic Plan in 2023.</i></p> <p><i>I am very proud of the Board of Governors for making this decision.</i></p> <p><i>On behalf of the Board of Governors, I would like to thank our students who have shown leadership and commitment in addressing this global issue.</i></p> <p><i>I would also like to thank the University’s Administration for the countless hours they have spent preparing analyses and reporting to the Board on this important matter, so that the Board could make an informed decision. This was truly a collaborative effort.</i></p> <p><i>This is a momentous decision. But the work to achieve this goal will take time. The process of divestment will proceed in a manner that is consistent with the Board of Governor’s fiduciary and legal responsibilities. It is a complex matter, but one that we are committed to.”</i></p>	
17.	<p>Informational Items</p> <ul style="list-style-type: none"> ● Next Meeting: February 5, 2020, 9:00am - 1:00pm 	
18.	<p>Other Business</p> <p>There was no other business.</p>	<p>Angela Maltese</p>
<p>The meeting adjourned at 12:58pm.</p>		

CHAIR'S REPORT TO THE BOARD OF GOVERNORS – February 5, 2021

From: Angela Maltese - Chair, Board of Governors

Subject: Chair's Report to the Board of Governors

At our last Board meeting on November 26, 2020, the Board approved a motion that Lakehead University will work towards total divestment of its fossil fuel holdings by the end of the University's current strategic plan in 2023. This was a momentous occasion for Lakehead University, and we should all be very proud of the thoughtful and comprehensive work we did to arrive at this decision.

As a result of the decision to divest, I gave several media interviews on behalf of Lakehead University. Overall, the response was incredibly positive. I wanted to share links to some of the stories picked up by the media because of our decision to divest:

FRENCH CBC INTERVIEW (WEB)

<https://ici.radio-canada.ca/nouvelle/1753591/universite-lakehead-environnement-fossile-investissement>

TBNEWSWATCH ARTICLE

<https://www.google.ca/amp/s/www.tbnewswatch.com/amp/local-news/lakehead-university-to-divest-from-fossil-fuels-3136404>

ORILLIA MATTERS

<https://www.google.ca/amp/s/www.orilliamatters.com/amp/local-news/lakehead-university-commits-to-divesting-fossil-fuel-holdings-3130279>

CBC THUNDER BAY

<https://www.google.ca/amp/s/www.cbc.ca/amp/1.5819800>

TBTv

<https://youtu.be/JZvUMryvZyc?t=826>

See page A4 from Friday's Chronicle-Journal for a story about Lakehead vowing to divest from its fossil fuel investments:





Office of the President

Lakehead University's 2020 Report to the Community celebrates Hope and Resilience

Lakehead University launched its online 2020 Report to the Community "Hope and Resilience" website, featuring stories and videos celebrating inspirational achievements by students, alumni, and researchers.

Lakehead's President & Vice-Chancellor, Dr. Moira McPherson, said, "Our 2020 Report to the Community is about hope and resilience, and about celebrating our students, faculty, staff, researchers, and alumni who contribute so much to our communities.

"We invite our students, alumni, and friends around the world to experience our online annual report and to join us in celebrating what we have all achieved together," she added.

The website hopeandresilience.ca shares annual updates on information about the University, presents the University's impacts on the regions around its Orillia and Thunder Bay campuses, and highlights the achievements by students, faculty and alumni from around the world.

[Click here to view media release...](#)



Fall 2020's Virtual Open Houses

On October 24 and December 9, 2020, we were thrilled to welcome more than 1,000 prospective students to Lakehead University's first ever Open Houses hosted in a virtual format. Events on both days included visitors being able to explore our comprehensive academic programs and world-class facilities through virtual campus tours; take part in video or text chats with academics, staff, and current students; and watch exclusive on-demand content about all things Lakehead – including in-depth looks into our programs, accommodation, scholarships and more.





Lakehead University welcomes new Dean, Faculty of Engineering



On December 2, 2020, Lakehead University announced that **Dr. Janusz Koziński** has been named as Lakehead University's next Dean of the Faculty of Engineering.

Koziński is a globally-trained higher education leader, multidisciplinary researcher, creative thinker, arts enthusiast and entrepreneur, who brings international experience from pioneering academic institutions in Canada, the United States and Europe.

Prior to joining Lakehead, Koziński was the Founding President of the New Model Institute for Technology & Engineering in the United Kingdom and served as Founding Dean of the Lassonde School of Engineering in Toronto, a brand-new professional school with a mission to confront the complex challenges with creativity, compassion and a collaborative spirit. He was also formerly the Dean of the College of Engineering at the University of Saskatchewan.

[Click here to view media release...](#)

2020 virtual Holiday Gathering for University community and their families

On December 17, our Staff and Faculty Holiday Gathering was held virtually in light of COVID-19 restrictions. Emceed by Frank Cappadocia (Associate Vice-President, Administration, Orillia Campus), the event featured a live holiday greeting from President McPherson and other staff and faculty, musical performances by students and staff, and prize giveaways announced by Santa. A fun time was had by all 263 guests.

A special thanks to everyone who helped organize this event, our holiday greeting, and the gifts to children: Holiday Planning Group in Orillia and Thunder Bay, External Relations, TSC, Conference Services, Physical Plant, Stan and the Print Shop Staff, Elder Trish, Dean Jobin-Bevans, Orillia and Thunder Bay Bookstore Staff, and, of course, Santa (Bruce).





Academic Excellence

Research Infosource ranks Lakehead University among Canada's Top Universities

On December 9, 2020, *Research Infosource* named Lakehead the number two university in Canada in the undergraduate category of its annual 'Research University of the Year' assessment. Lakehead was ranked in the top spot for the previous five years — the first time an institution in *Research Infosource's* undergraduate category was ever ranked 'Research University of the Year' five years in a row.

Lakehead's placement among the top of the country's undergraduate universities category is based on the university standing out on a balanced scorecard of research inputs and outputs, according to the annual ranking of Canada's Top 50 Research Universities by *Research Infosource*, Canada's source of research and development intelligence.

[Click here to view media release...](#)



International student receives Newcomer Recognition Award for Service Excellence

In November 2020, Orillia student **Rudy Grewal** received the County of Simcoe's Newcomer Recognition Award for Service Excellence. Rudy graduated in 2020 from our HBASc-Interdisciplinary Studies program and is currently in the 1-year HBSW program. Throughout his studies, Rudy has been an active student in diversity and human rights initiatives, Lakehead University International, and many other departments. Off campus, he supports local initiatives throughout his community.

BEd Student Awarded Ontario College of Teachers Primary/Junior Scholarship

Congratulations to **Melena Hope** (PhD, BEd Primary/Junior teacher candidate, Orillia), who has been awarded the Ontario College of Teacher's Scholarship award for the Primary/Junior division. This OCT award is granted to individuals who "demonstrate a high level of preparedness for teacher education through examples of community involvement, background and life experiences."



Melena received a BFA Honours degree at York University and an MA and PhD in art history at the University of London, at the Courtauld Institute of Art in England. This was followed by a two-year post-doctoral fellowship. In addition to her strong background in education, Melena has also volunteered and worked with children in various capacities, including teaching art lessons and contributing her time to her local parent council by painting a mural at a local school and coordinating fundraising initiatives, among other activities.



TALL Programming to launch in Thunder Bay

The Department of Community Engagement and Lifelong Learning (CELL) was successful in obtaining funds from the Thunder Bay Community Foundation for two projects under the very successful Third Age Learning programming based in Orillia. Dr. Linda Rodenburg, the Director of CELL, received \$5,000 from the Thunder Bay Community Foundation General Fund to expand TALL programming to Thunder Bay and \$3,350 from the Dr. S. Penny Petrone Fund to help us make the programming accessible to all.

The department also received a \$2000 grant from the Community Foundation of Orillia and Area for a pilot project that enables the program to bridge Ontario Master Naturalist Program material for the Special High Skills Major programming with the Simcoe County District School Board.

In other "good news", more than 100 people will participate in "12 Days of Learning" Programming run by CELL throughout the month of January. This programming, designed to demonstrate the potential breadth of lifelong learning opportunities and also link to local businesses, involves courses in everything from "Birding in your Backyard" to "The Perfect Steak" to "It's Puzzling!: the history of Puzzles and how they make your brain work". You can check these out [here](#). Alumni, staff, and student discounts are available to all staff, faculty, and students, to invigorate our sense of academic community and love of lifelong learning on campus.

Lakehead University announces one new Canada Research Chair and four renewals

Dr. Lindsay Galway, an Associate Professor in Health Sciences, has been named Canada Research Chair in Social-Ecological Health. She, her partners, and team will investigate the impacts of climatic and environmental change on health and well-being; use place-based approaches to respond to, and address, climatic and environmental change in ways that promote sustainability, health, and social justice; and support integration, interdisciplinary research, and intersectoral action through methodological and practical innovations.

Using an interdisciplinary, applied, and community-engaged approach, Dr. Galway and her research partners will advance the emerging field of planetary health and inform public policy and action in Canada and beyond.

The Canada Research Chairs Program also announced renewals for Dr. Chris Mushquash, Chair in Indigenous Mental Health and Addiction; Dr. Michael Rennie, Chair in Freshwater Ecology and Fisheries; Dr. Matthew Tocheri, Chair in Human Origins; and Dr. Pedram Fatehi, Chair in Green Chemicals and Processes.

[Click here to view media release...](#)





Researchers publishes results from app that helps youth build resilience

Dr. Aislin Mushquash, a Clinical Psychologist and an Assistant Professor in the Department of Psychology at Lakehead University, and her research team have published exciting results from a 28-day study of the JoyPop™ app developed by a team at McMaster University, which promotes resilience among youth.

The JoyPop™ app was created based on research suggesting that mental health and resilience can be fostered by helping youth gain coping skills, especially those related to managing difficult emotions and increasing engagement in positive activities.

[*Click here to view published results...*](#)

[*Click here to view media release...*](#)



Lakehead International launches Lakehead Global Certificate

Lakehead University has launched the Lakehead Global Certificate (LGC) to enable students to develop leadership and intercultural communication skills and to give them an edge in their future careers. Students can pursue one of three levels: Global Inquirer, Global Explorer, and Global Citizen.

“Not only will this program enable students to set themselves apart from their peers by giving a global edge to their Lakehead University degree, it provides students with an opportunity for personal development and growth,” says James Aldridge, Lakehead’s Vice-Provost, International. Students can complete the LGC at no cost while completing their undergraduate or graduate studies.

[*Click here to view media release...*](#)



Social Responsibility

Truth and Reconciliation training modules launched

With the fifth anniversary of the Truth and Reconciliation Commission of Canada in December 2020, the Lakehead University President's Council for Truth and Reconciliation posted to our website a series of special training modules that encourages discussion on social inclusion, Indigenous culture, and holistic approaches to dialogue in Thunder Bay and Simcoe County.

The series begins with a focus on worldviews, and continues with themes such as history, literature and international protocols, each building upon the previous to encourage strong understanding. An important aspect of these modules is their relevance to Lakehead's geographies, situating the topics in the places of Thunder Bay and Orillia and upon the Indigenous territories on which the campuses are located.

The modules include discussions in the following areas:

1. Worldviews and Creation Stories
2. What's History got to do with it?
3. Intercultural and World Literatures
4. Addressing Systemic Racism, Stereotypes, Biases and Beliefs
5. Beyond Indian Residential Schools
6. The History and Impacts of Child Welfare
7. Ethics, Protocols and Research
8. International Protocols, National Studies and the Truth

[*Click here to view media release...*](#)

[*Click here to view the training modules...*](#)



Students create unique ecological art exhibit to inspire past, present and future students

Students from the MEd Ecological Consciousness through Embodied Transformation class have created an interesting ecological art exhibit that they hope will spread positivity to current and future Lakehead students as well as alumni.

The project aimed to advocate ecological consciousness and demonstrate the relationship between humans and the natural world. Under the guidance of course instructor Dr. Thomas Puk, 17 students from diverse backgrounds created the exhibit to illustrate their insightful perspectives.

The project primarily involved creating an interactive exhibit composed of individual "petals" and the word "happiness" in six different languages (English, Mandarin, Korean, Hindi, Bangla, and Cornish). The exhibit parts are painted on high-density fibreboard, basically sawdust and glue – a good use of used material.

The stand is made from local cedar, lilac and honeysuckle, all of which were destined to be disposed. The frame edges are from a countertop made from local birch. The maps are out of date maps of the local area from the Geography department's map library. The frame holding the fibreboard is leftover scraps of spruce. The students also used flyers, cardboard, leave pressings, leaves, and bark.

The exhibit includes sub-themes of ecological literacy and reciprocal relationships with natural processes. Through this project, students developed an emotional connection with nature, which they learned in their Master of Education course.

The project was completed on the Thunder Bay campus during the fall, always outdoors, or *Intree*, as they refer to it.





Canadian Journal for the Study of Adult Education exhibits work by Lakehead students, alum, and faculty



Six Lakehead students and alumni, along with one professor, had their research artwork accepted by the Canadian Journal for the Study of Adult Education, for a juried national virtual exhibition – part of a special issue on Learning and Teaching: Artful Narratives of Transformation.

This vibrant collection of 22 original works includes seven pieces from Lakehead University and offers a diversity of glimpses into the topic of teaching, learning, and transformation. Taken together, the works create a multi-textured, integrated depth of possibilities for considering our roles as teachers and learners in this time that cries out desperately for large-scale transformations.

[Click here to view media release...](#)

Local and Global Partnerships

CALAREO Receives Outbound Student Mobility Innovation Fund Grant from Universities Canada

The Canada and Latin America Research & Exchange Opportunities (CALAREO) Consortium has been awarded a \$31,000 grant from Universities Canada under its Outbound Student Mobility Innovation Fund to study barriers faced by Canadian students to participating in mobility to Latin America.

The CALAREO Secretariat, based at Lakehead University, will coordinate the collaborative research project with Vancouver Island University, Carleton University, and Memorial University of Newfoundland to conduct a survey of students at these four institutions. The survey will identify barriers to participation, as well as strategies to better communicate about opportunities in Latin America and to support student participation.



Lakehead Researchers Receive SSHRC Partnership Engage Grants

Through their Partnership Engage Grants (PEG), the Social Sciences and Humanities Research Council (SSHRC) committed to invest up to \$1.5 million to support COVID-19 related projects, at a maximum amount of \$25,000 per project for one year. PEGs provide short-term and timely support for small-scale, stakeholder-driven partnerships.

In December 2020, two Lakehead University researchers (from the Faculty of Business Administration and the School of Social Work) were awarded Partnership Engage Grants COVID-19 Special Initiative grants:

Dr. Olakunle Akingbola: “COVID-19 and Remote Work in Nonprofit Organizations: The Intersection of Employee Well-being and Community Outcomes” \$24,786

The primary goal of this partnership project is to understand how, why, and under what circumstances Caribbean African Canadian Social Services (CAFCAN), a nonprofit that provides diverse services to individuals and families in the GTA, adopted remote work during and after COVID-19 and the consequences for employee well-being and the community.

Dr. Natalya Timoshkina: “COVID-19: The Impact of the COVID-19 Crisis on Service Provision to Trafficked Persons: Perspectives from Ontario’s Victim Services” \$25,000

The goal of this project is to engage Lakehead University Orillia in a formal, action-research partnership with a not-for-profit organization North Simcoe Victim Services (NSVS) to determine and address the impact of the COVID-19 crisis on service provision to trafficked persons by Ontario's Victim Services agencies. This project will solidify NSVS' leadership role as a coordinator of information sharing and knowledge exchange between Ontario's Victim Services regarding human trafficking programming, and will help create standardized inter-agency protocols for service provision to TIP victims/survivors in the pandemic and post-pandemic conditions.

The following researchers are also recent recipients of SSHRC Partnership Engage Grants:

Dr. Batia Stolar – Hearing Voices: the Great Grain Era of the Lakehead - \$24,937

Dr. Max Haiven – Thunder Bay Public Library Rematriation Project: Student-let Reports - \$22,950

Dr. Alana Saulnier – Evaluation of the Guelph Police Services’s Body Worn Camera Pilot Project - \$25,000

Dr. Helle Moeller – Adapting the maternal mental health HOPE app for North Western Ontario - \$24,185

Dr. Rebecca Schiff – COVID-19 and Pandemic Planning in the Context of Rural and Remote Homelessness - \$24,740



Lakehead Thunder Bay and Orillia support local food centres

Lakehead University's Office of Community Engagement and Lifelong Learning (CELL) presented Making (and Breaking) Bread in support of Shelter House Thunder Bay and The Sharing Place Food Centre in Orillia.

Culinary teacher and cookbook author Claire Tansey, author of *Dinner, Uncomplicated*, shared the secrets of her "No-Knead Bread," demonstrated people can cook the perfect loaf at home during the holiday season.

Dr. Linda Rodenburg, Director of Community Engagement and Lifelong Learning, chatted with Chris Peacock, Executive Director of The Sharing Place, and Michelle Jordan, Executive Director of Shelter House Thunder Bay, about the innovative programs that make these food centres central to our communities.

"The pandemic may have made baking bread a popular pastime, but it has also been a challenging and difficult year for many, increasing reliance on our local food centres," explained Rodenburg. "Hosting this event is just one way that the University can give back to our communities this holiday season."

Tickets were \$20 each and include on-demand access to enjoy the documentary film, *Bread: An Everyday Miracle* (2020).

For more information, visit lakeheadu.ca/cell.

[Click here to view media release...](#)





MEMORANDUM

Date: January 27, 2021

From: Moira McPherson – President and Vice Chancellor

To: The Board of Governors

Meeting Date: February 5, 2021

Agenda Item: 6a – Report on Appointments

Chair/Director Appointments

- Dr. Richard Maundrell was appointed as Chair of the Department of Philosophy, effective July 1, 2021 to June 30, 2024.
- Dr. Leigh Potvin was appointed as Director of the School of Outdoor Recreation, Parks and Tourism effective January 1, 2021 to December 31, 2023.

Adjunct Appointments

- Dr. Leigh-Anne Ingram was appointed as an External Adjunct Professor in the Faculty of Education effective January 1, 2021 to December 31, 2024.
- Dr. Lori Chambers was appointed as an Internal Adjunct Professor in the Department of Health Sciences effective July 1, 2020 to June 30, 2024.
- Dr. Ian Newhouse was appointed as an Internal Adjunct Professor in the Department of Health Sciences effective July 1, 2020 to June 30, 2024.
- Dr. Deborah Scharf was appointed as an Internal Adjunct Professor in the Department of Health Sciences effective July 1, 2020 to June 30, 2024.
- Dr. Mirella Stroink was appointed as an Internal Adjunct Professor in the Department of Health Sciences effective July 1, 2020 to June 30, 2024.
- Dr. Effah Antwi was appointed as an External Adjunct Professor in the Department of Geography and the Environment effective January 1, 2021 to December 31, 2024.
- Dr. Jinwen Chen was appointed as an External Adjunct Professor in the Department of Biology effective January 1, 2021 to December 31, 2024.
- Dr. Shan Du was appointed as an External Adjunct Professor in the Department of Computer Science effective July 1, 2020 to December 31, 2021.
- Dr. Geoffrey Hudson be appointed as an Internal Adjunct Professor in the Department of Anthropology effective January 1, 2021 to December 31, 2024.
- Dr. Ryan Knigge was appointed as an External Adjunct Professor in the Department of Anthropology effective January 1, 2021 to December 31, 2024.
- Dr. Deborah Merrett be appointed as an External Adjunct Professor in the Department of

Anthropology effective January 1, 2021 to December 31, 2024.

- Dr. Jason Treberg be appointed as an External Adjunct Professor in the Department of Biology effective January 1, 2021 to December 31, 2024.
- Dr. Cynthia Wesley-Esquimaux be appointed as an External Adjunct Professor in the Department of Anthropology effective November 1, 2020 to October 31, 2024.
- Mr. Douglas Yahn was converted from Professional Associate to External Adjunct Professor in the Department of Anthropology commencing January 1, 2021 to December 31, 2024.
- Dr. Kevin Brooks was appointed as an External Adjunct Professor in the Department of English effective July 1, 2020 to June 30, 2024.



OPEN REPORT TO THE BOARD OF GOVERNORS – February 5, 2021

From: Ann Dumyn - Chair, External Relations Committee

Subject: External Relations Committee Open Report

Report Time: 5 minutes

Committee Members: Robert Arnone; Claudine Cousins; Ann Dumyn (Chair); Dr. Christine Gottardo; Angela Maltese; Brian McKinnon; Dr. Moira McPherson; Michael Nitz; Anna Sampson; Mark Smith; Murray Waboose; Debra Woods

The Board External Relations Committee (BERC) met on January 20, 2021. The following items of business were on the agenda:

Approval of Previous Minutes

The Committee approved the minutes from the November 4, 2020 meeting.

2021 Fellow of the University

In accordance with the Fellow of the University Procedures and Guidelines, the Committee reviewed the nominations submitted during the 2021 Fellow of the University call for nominations. The Committee will be making a recommendation to the Board regarding new candidates to be added to the Board approved "Fellow Nominees List." Additional confidential details have been reported to the Board of Governors in an in camera report.

Update and Reports Received

- Institutional Philanthropic Campaign Update
- External Relations 2020-21 Q2 Report (on gifts accepted or declined)
- Interim Vice President, External Relations Update
- Report from the President

Informational Items Received

- Board External Relations Committee Terms of Reference (*Approved by the Board of Governors on November 26, 2020*)
- Committee Workplan Progress Report
- 2020-21 Board Meeting Schedule

There are no recommendations being presented to the Board of Governors on February 5, 2021 during the open meeting.



OPEN REPORT TO THE BOARD OF GOVERNORS – February 5, 2021

From: Cathy Tuckwell - Chair, Finance and Operations Committee

Subject: Finance and Operations Committee Open Report

Report Time: 5 minutes

Committee Members: *Brandon Rhéal Amyot; Robert Arnone; Ann Dumyn; Dr. Christine Gottardo; Angela Maltese; Dr. Moira McPherson; Michael Nitz; Anna Sampson; Cathy Tuckwell (Chair); Maria Vasanelli*

The Board Finance and Operations Committee (BFOC) met on January 21, 2021. The following items of business were on the agenda:

Approval of Previous Minutes

The Committee approved the minutes from the November 5, 2020 meeting.

Policy Review

In accordance with the Policy Governance Framework, the Committee reviewed proposed amendments to the Travel Expense Policy and will be making a recommendation to the Board of Governors.

Reports and Updates Received

- Annual Enrolment Update
 - 2020-21 Fall Enrolment Update
 - Strategic Enrolment Management (SEM) Update
- Annual Capital Projects Update
- Lakehead University Pension Plan
 - November 2020 Lakehead University Pension Plan Final Report
- Report from the President

Informational Items Received

- Operating and Ancillary Update (for the period ending November 30, 2020)
- Investment Reports (for the period ending November 30, 2020)
- Committee Workplan Progress Report
- 2020-21 Board Meeting Schedule

Recommendation being presented to the Board of Governors on February 5, 2021

- MOVED to recommend that the Board of Governors approves the proposed amendments to the Travel Expense Policy.

Additional confidential details have been reported to the Board of Governors in an in camera report.

2020-21 Fall Enrolment Update

Lakehead University Board of Governors
Finance and Operations Committee
January 21, 2021



Objectives

- Provide an overview of the external landscape influencing 2020/21 enrolment
- Provide an overview of Fall 2020/21 Enrolment
- Discuss considerations influencing 2021/22 budget planning
- Discuss integrated planning, budgeting and SEM activity

External Influences



Ontario government cuts tuition fees by 10%, eliminates free tuition for low-income students



CBC

Changes to Ontario Student Assistance Plan hurting lower-income students

MACLEAN'S

Which Canadian universities best prepare you for employment?

ORILLIAMATTERS.com

Lakehead ranked among top universities from around the globe



CBC

Ontario students can't get loans because the formula to calculate them isn't ready

THE STAR

A list of cuts and program changes the Ford government has reversed

External Influences



Key Messages

Fall 2020 Enrolment

93%

Enrolment achieved compared to planned enrolment in 2020/21
Includes full-time and part-time undergraduate and graduate students

87%

Recovery of Education Programming achieved in 2020/21

11%

Increase in full-time undergraduate enrolment at Lakehead Orillia
over 2019/20

7%

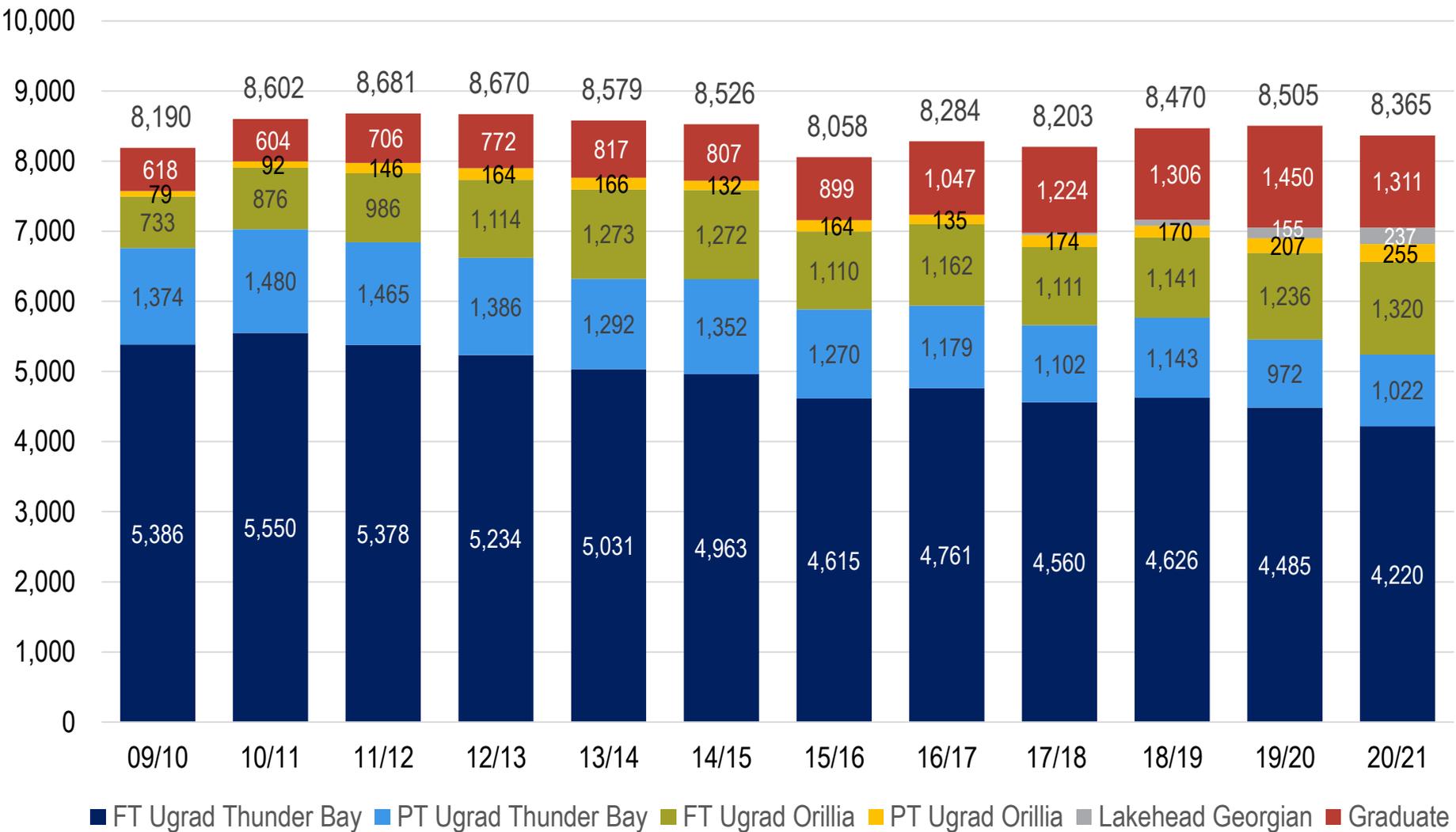
Increase in PhD students over 2019/20

16%

of total enrolment is International
Includes full-time and part-time undergraduate and graduate students

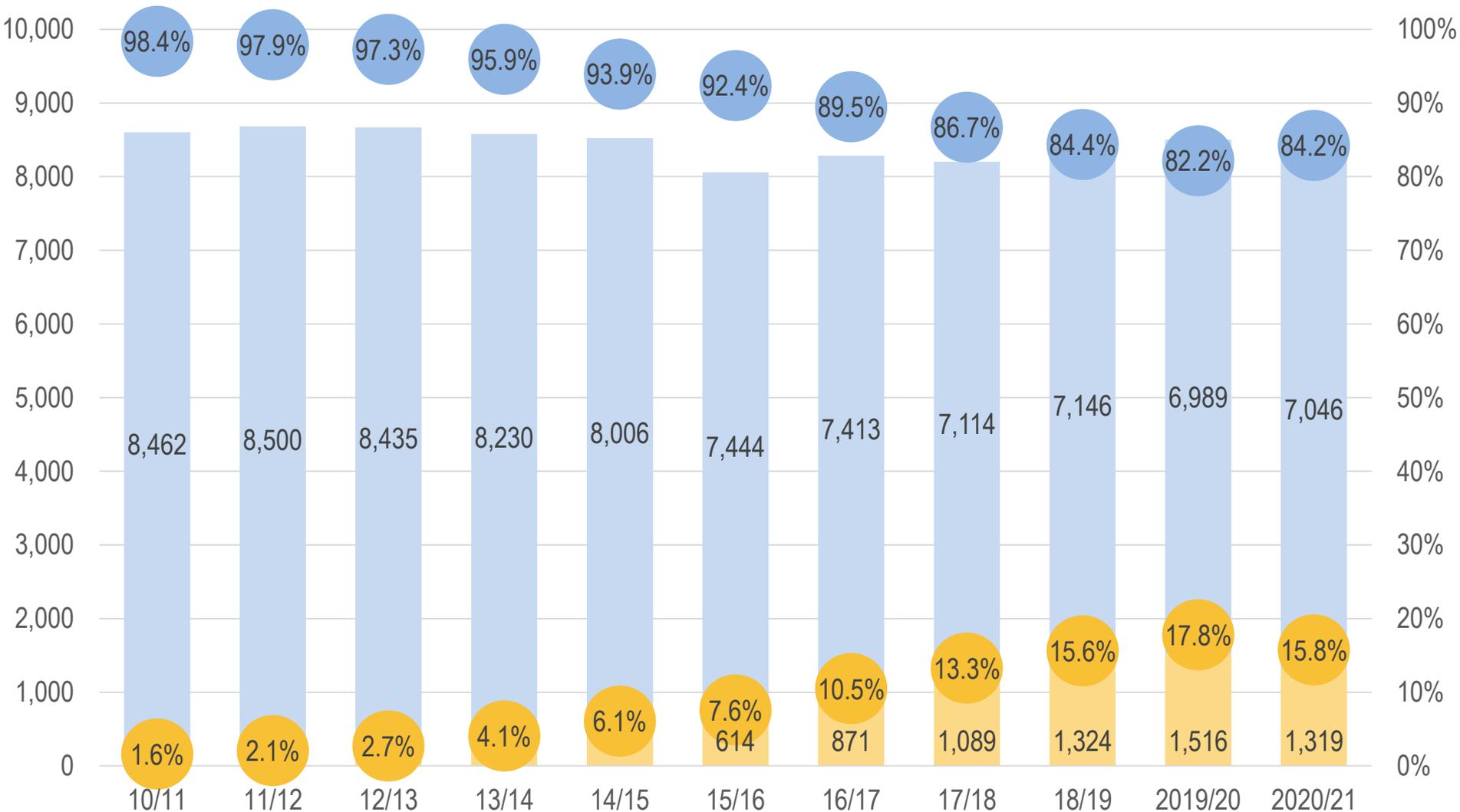
Fall Enrolment (Headcount)

Nov. 1 Census (includes Lakehead Georgian)



International Student Enrolment

Nov. 1 Census (Includes Lakehead Georgian)

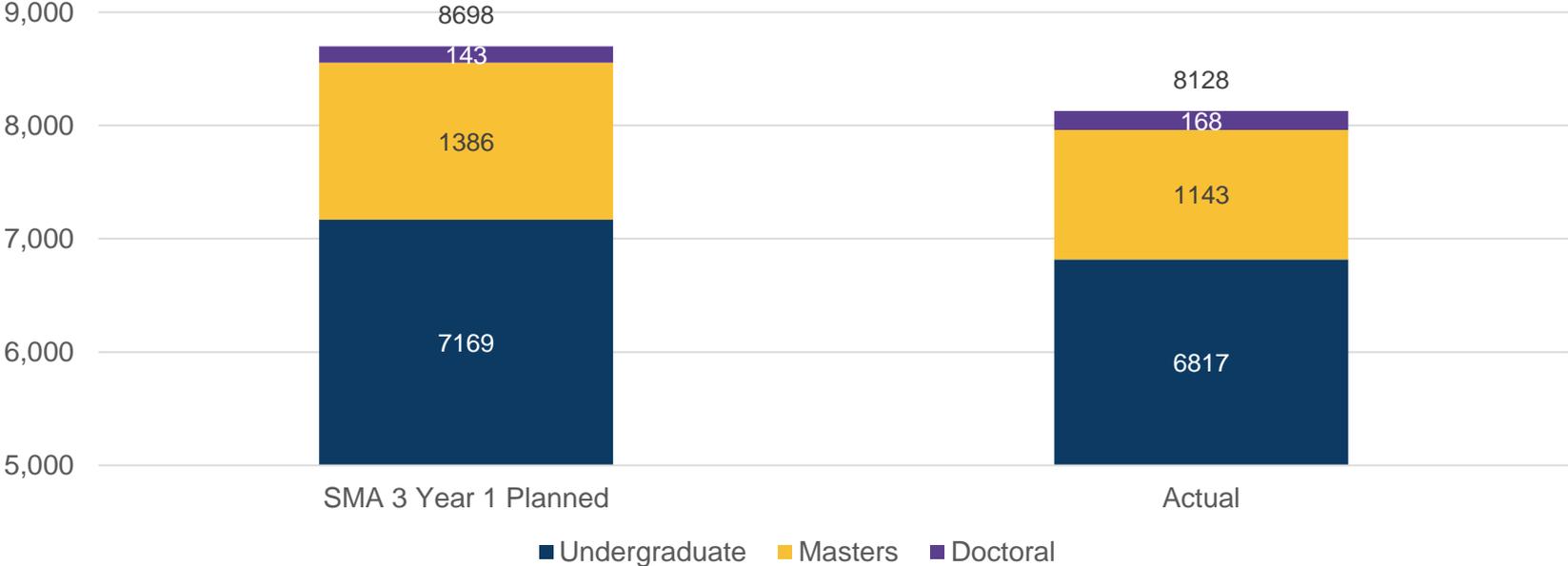


7 Includes Undergraduate, Graduate students; Includes Lakehead-Georgian Partnership program enrolment. Excludes English Language Program and Exchange. Historic file clean up completed in 2020.

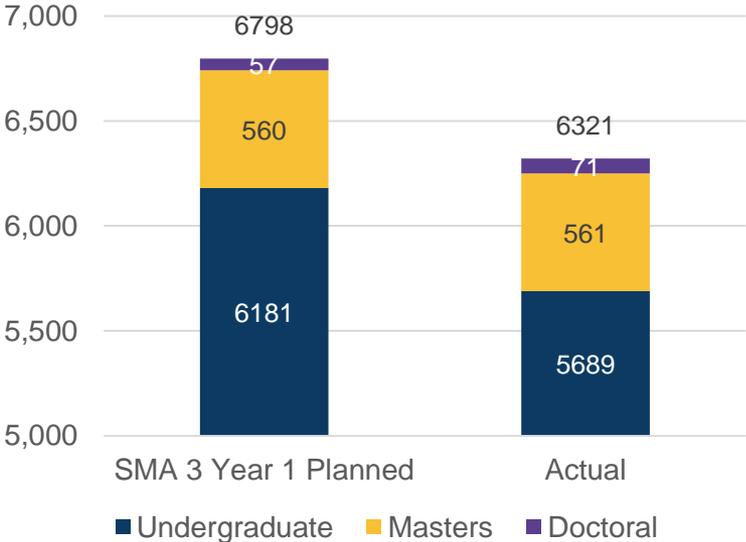
International Domestic

Total Enrolment – Fall 2020

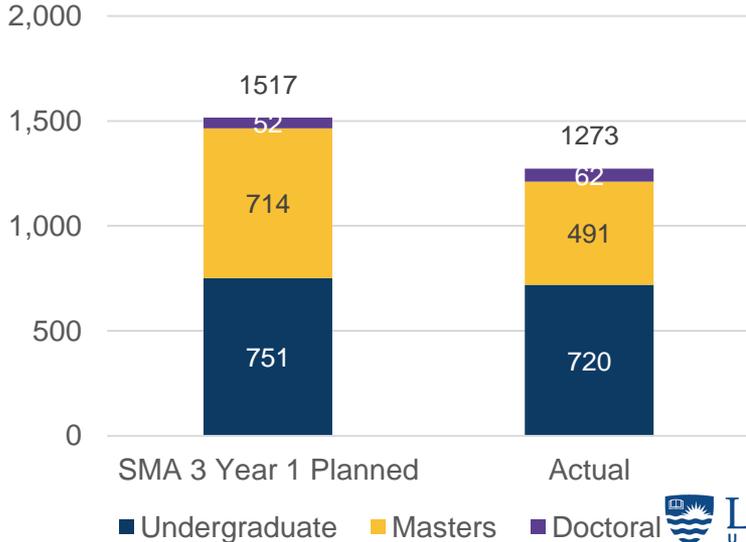
(Lakehead Thunder Bay + Lakehead Orillia)



Domestic Full-Time Enrolment (Lakehead Thunder Bay + Lakehead Orillia)

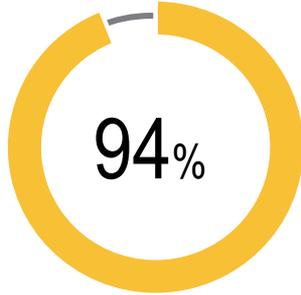


International Full-Time Enrolment (Lakehead Thunder Bay + Lakehead Orillia)

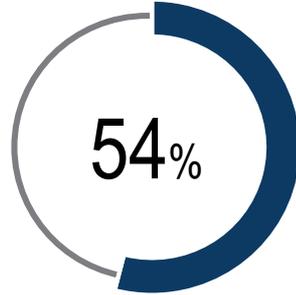


2020/21 Fall Enrolment Student Stats

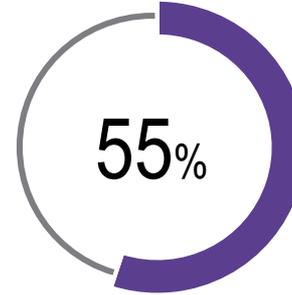
Nov. 1 Census



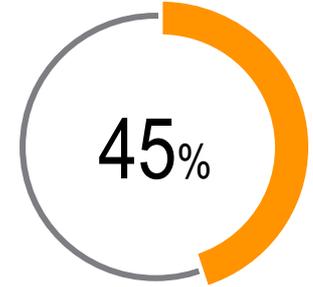
of domestic undergraduate students face at least one barrier to entry*



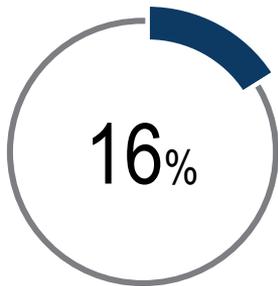
of domestic undergraduate students come from rural and remote communities*



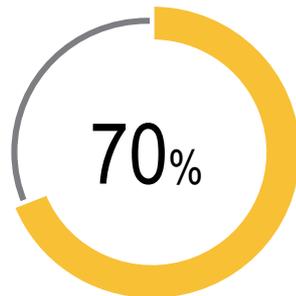
of full-time undergraduate students on the Thunder Bay campus come from outside Northwestern Ontario



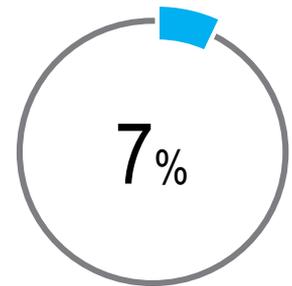
of full-time undergraduate students on the Orillia campus come from Simcoe County



of undergraduate and graduate students are international



of undergraduate university-bound students from Northwestern Ontario choose Lakehead***



of undergraduate university-bound students from Simcoe County choose Lakehead***



of domestic undergraduate students identify as Aboriginal**

* Includes under-represented student groups including students from rural/remote communities, first generation students, self-identified Indigenous students, students receiving OSAP, students with disabilities, students with lower entering averages, and transfer students

** 2019/20 All Terms

9 *** Data from HSTAT file and is currently delayed by ~2 years. Lakehead consistently remains a top choice for university-bound students from Simcoe County, with less than 14% of university-bound students from Simcoe Country attending any single university.

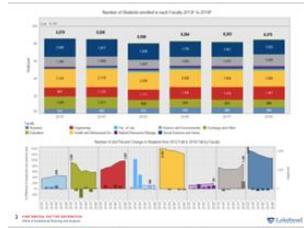
SEM 2020 – Data-Driven Decisions

Continuing to aligning Faculty planning and budgeting approach to Lakehead's 2018-2023 Strategic Plan:

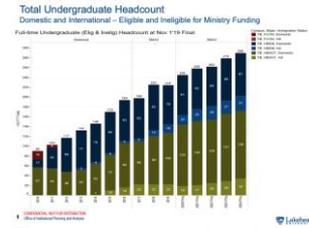
- Provost, Vice-Provost (Students) and Vice-Provost (Institutional Planning and Analysis) met with each Dean and to review historical trends and validate multi-year forecasting to inform SMA 3 and budget planning
- Launch of online tool myInsights in Fall 2020, providing Deans with interactive and timely data to inform decision making
- Deans provided with data pack to inform 2020/21 budget and related presentation; all data available on myInsights

Example data includes:

Enrolment Trends and Projections by Faculty

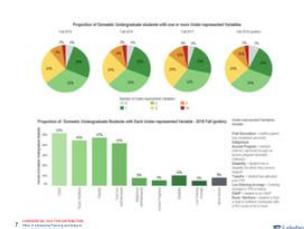


Enrolment trends



Enrolment projections

Demographic Information by Faculty

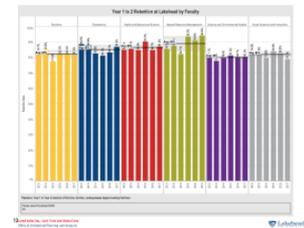


Domestic profiles

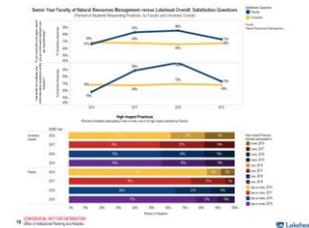


Int'l country profiles

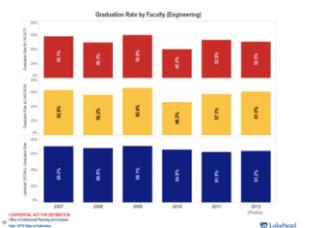
Student Experience by Faculty



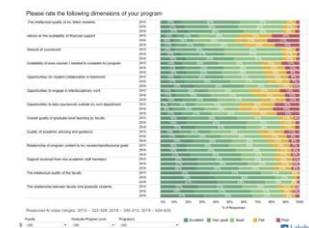
Retention



Undergrad Satisfaction



Graduation Rates

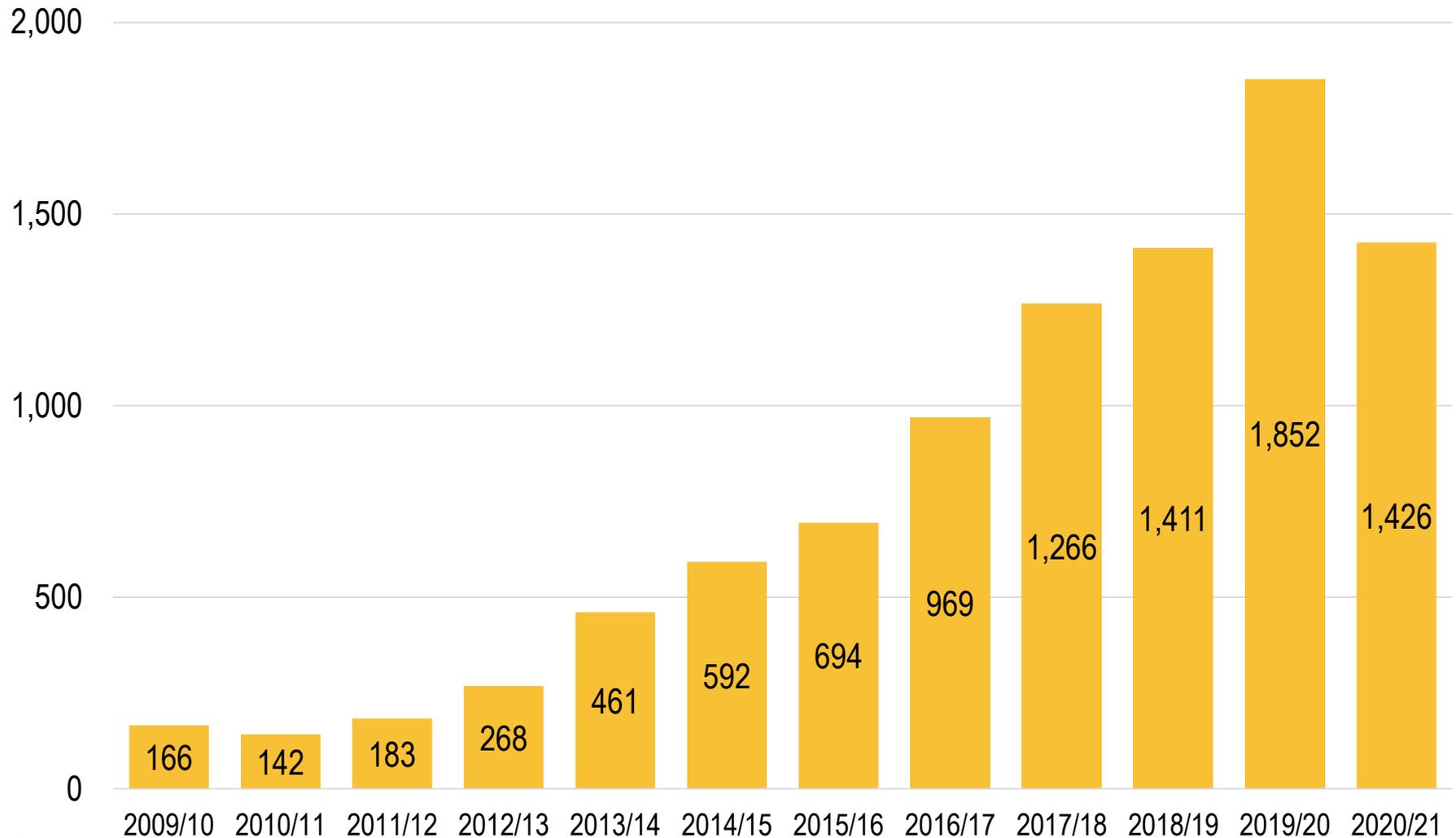


Grad Satisfaction

QUESTIONS

Total International Enrolment (Headcount)

Nov. 1 Census (including ELP and Exchange)



Includes Undergrad, Grad, English Language Program and Exchange. Includes enrolment in Lakehead-Georgian Partnership programs



Lakehead
UNIVERSITY

University Secretariat

Travel Expense Policy

Category: Financial;

Jurisdiction: Vice President, Administration and Finance; Board Finance & Operations Committee;

Approval Authority: Board of Governors;

Established on: July 1, 2005;

Amendments: November 1, 2005; August 15, 2007; March 31, 2012; January 30, 2015; March 2, 2017; effective ??? 2021.

A. Policy:

Recognizing that individuals may be required to travel from time to time on University-related business, it is the policy of Lakehead University to reimburse faculty, staff, and other individuals for reasonable travel expenses associated with the various operations of the University.

This policy applies to travel expenses chargeable to operating budgets, ancillary operations, research, trust funds and any other accounts or projects administered by the University.

It is the responsibility of individuals with budget signing authority to ensure that Travellers, whose expenses are to be charged to one of their accounts, are familiar with the University's Travel Expense Policy prior to taking a trip. Pre-trip authorization will ensure health and safety and other insurance coverages are maintained while the Traveller is travelling.

Note: *Individuals and organizations eligible for reimbursement under this policy will be referred throughout by the word "Travellers".*

B. General:

1. Personal Expenses

Only expenses related to University business are covered by this policy and expenses of a personal nature will not be reimbursed. Some examples of the most common ineligible expenses include personal entertainment, sight-seeing and side trips. Expenses for a spouse or other individual accompanying the Traveller will not be reimbursed.

2. Sponsors or Funding Agencies' Policies Where sponsors or funding agencies have their own travel expense policies, the policies of these bodies will have precedence providing the University agrees to this arrangement in advance. If sponsors or funding agencies do not have travel expense policies or if certain matters are not included in their policies, the Lakehead University Travel Expense Policy will prevail.

When contemplating travel funded by external agencies, it is important to understand the guidelines that must be followed. A review of the agency policy guidebook or terms of contract will usually indicate the guidelines. If it is unclear which travel procedure should be adhered to, contact Financial Services for clarification.

If extensive travelling is anticipated (for example, a three-month field trip), the Traveller should contact Financial Services in advance of departure to avoid any delays in obtaining an advance and to establish the appropriate method of reporting expenses.

3. Billing to Outside Agencies

Where all or a portion of travel expenses are to be paid by a third party, the employee or their supervisor should provide appropriate details to Accounts Receivable in Financial Services who will prepare and forward a University invoice to the funding organization. (<http://finance.lakeheadu.ca/forms/>)

4. Currency

All Travellers will be reimbursed in Canadian funds equivalent to the actual expenses incurred. Expenses must be listed on the Travel Expense Statement in the currency that was used for the actual expenditures.

Because exchange rates can change daily, Financial Services asks that the

Travellers provide proof acceptable to Financial Services of the exchange rate they have incurred on individual expenses during their travel. If proof cannot be provided, Financial Services will use the rate provided by the Bank of Canada (BOC) or, in the case of USD, the weekly rate provided to Lakehead University from RBC. Financial Services will use the weekly rate closest to the transaction date of purchase. It is to the advantage of the Traveller to provide the actual exchange paid on expenses because the BOC and Lakehead University rates are normally lower.

Travellers who reside in the U.S.A. and are not employees of the University may accumulate expenses in U.S. dollars on the Travel Expense Statement. A U.S. cheque for the total amount claimed may be requested.

Travellers who reside outside of Canada and the U.S.A. and are not employees of the University can request a bank draft.

In all cases, the University accounts will be charged in equivalent Canadian dollars.

C. Procedures and Guidelines:

1. Summary

Since all travel is paid on a "reimbursement basis" and travel agencies are not able to bill the University directly for airline tickets, Travellers will be required to provide some means of payment at the time of booking (or ticketing). In this regard, a US Bank Corporate Card is available for University employees. Details on the University's US Bank Corporate Card program are available from [Financial Services](#). While University employees are personally responsible for all charges made against their card, the University guarantees that Travellers will be promptly reimbursed for all monies owing upon the timely submission of the approved Travel Expense Statement.

A Traveller shall adhere to the following general procedures for travelling on University business:

- a) Prior to making travel arrangements, acquire approval for the trip from the appropriate signing authority using an electronic request available on the

Concur Expense system (please see Section D: Reporting Procedures & Approvals), or the Travel Authorization Form (paper-based process) available on the Lakehead University website. The immediate supervisor must ensure that regular duties will be maintained during the absence, that the travel is appropriate, and that the necessary travel funds are available. Approval will ensure that health and safety and other insurance coverages are maintained while the employee is travelling.

- b) Make travel arrangements (airline bookings, hotel accommodation, etc.) as early as possible in order to take advantage of any available discounts.
- c) Acquire appropriate receipts during the trip to support expenditures.
- d) Prepare travel expense statement. Electronic claims will be processed through the Concur Expense system. For paper-based claims, attach appropriate receipts and ensure the statement is approved by the appropriate signing authority, within 10 working days of completing the trip. Completed paper-based claims are to be forwarded to Accounts Payable in Financial Services.
- e) The use of electronic travel expense claims will require the Traveller to retain all the original receipts and documents supporting their expense claims for seven (7) years. Paper-based travel claims with all original receipts will be housed within Financial Services.

2. Air Transportation

- a) University employees travelling on University business must make their own travel arrangements.
- b) Air travel should be via the most economical and direct route.
- c) The original stub of the airline ticket or some other form of proof of travel must be attached to the travel expense statement. When using an e-ticket, the invoice and the boarding passes, if available, must be submitted.
- d) Economy (coach) class will be considered the standard option. Pre-approval from the President, Provost or the responsible Vice-President of the University will be required for any other type of fare (e.g. business class). Considerations for making decisions will be based on circumstances such

as accommodation, length of travel, and health and safety.

3. Ground Transportation

a) Use of Personal Automobile

When it is necessary to travel out of town by personal car, refer to Lakehead University's Use of Personal Vehicle for Business policy.

b) Automobile Rental

- i. Generally, University employees should make their own arrangements for automobile rentals. A listing of car rental rates in major centres is available from the [Financial Services Procurement website](#). The original receipt from the rental agency must be attached to the travel expense statement for reimbursement.
- ii. Employees of the University should charge the rental to their US Bank Corporate Card. One of the benefits of charging the rental to the US Bank Corporate Card is that the daily Collision Damage Insurance (excluding liability and bodily injury) charge may be waived. Insurance coverage provided by the US Bank Corporate C Card covers small to mid-size vehicles (up to seven seats, no trucks) for periods up to 48 consecutive days and the rented vehicle cannot be towing or pulling. Lakehead requires drivers to be at least 21 years of age but drivers may be subject to a higher age requirement depending on the rental provider. The insurance provided by the US Bank Corporate card requires that the cardholder pick up and return the rental vehicle. Other driver restrictions may be in place depending on the rental agency being used.
- iii. Lakehead University will not reimburse Travellers for insurance coverages available through the University's credit card program.
- iv. Rental terms greater than 31 days should be contracted through an electronic purchase order in compliance with Lakehead University's Purchasing Policy.

c) Taxi, Limousine, Bus

Receipts for these services are required unless the cost is less than the

amount shown on Appendix A, under Incidental Expenses.

4. Accommodations

- a) University Employees are responsible for making their own accommodation arrangements.

The University enjoys preferred rates with hotels in most major centres and therefore, their employees are encouraged to use such facilities. A listing of hotel rates in major centres is available on the [Financial Services Procurement website](#).

- b) Reimbursement for hotels, motels and other lodging will be limited to reasonable amounts in the particular circumstances and should not exceed the single occupancy rate. Itemized receipts are required. Travellers should give due consideration to location and economy prior to making arrangements for accommodations.
- c) Claims for private accommodations with friends or relatives in lieu of hotels, motels or other lodging will be reimbursed at the rate set out in Appendix A.

5. Meals

Expenses for meals excluding alcoholic beverages will be reimbursed. A meal per diem up to a maximum of the ceiling amount as outlined in Appendix A may be claimed.

Meals included in a conference fee or registration fee should be shown as a conference or registration expense. The respective meal allowance will be adjusted accordingly.

The cost of meals associated with hospitality is not to be included with travel-related expenses. A separate hospitality expense claim will have to be completed in accordance with the Hospitality (Entertainment) and Working Expense Policy.

6. Travel Insurance

Flight cancellation insurance is an allowable expense for international travel and should be obtained when there is a possibility that the Traveller may be unable to travel or when the ticket purchased is "non-refundable". A receipt is required.

Expenditures for air travel accident insurance will not be reimbursed.

Health care insurance (e.g. Blue Cross) for travel outside Canada is allowable for Travellers who are not regular full-time employees of the University. While full-time University employees are covered under existing insurance coverage, additional supplemental coverage may be claimed. If a private vehicle is used on approved University business, refer to Lakehead University's Use of Personal Vehicle for Business policy.

7. Incidentals

Reasonable small expenditures where it is either impractical or impossible to acquire receipts may be claimed. Such expenditures would include such items as meter parking, coin telephone, subway tokens, reasonable gratuities for baggage assistance, etc. (See Appendix A for maximum amount).

8. Entertainment

The cost of entertainment is normally considered a personal expense and is ineligible for reimbursement.

9. Prepaid Travel & Travel Advances

Costs will be reimbursed in advance of travel for expenses incurred in order to obtain discounts (e.g. airline tickets purchased in advance in order to obtain discounted pricing).

Travel advances will not be given to Travellers unless the funds are required for goods or services that cannot be paid for by a credit card, or if extensive travelling is anticipated (for example, a three-month field trip). In both of these instances the request for funds must be made by an electronic Request using the Concur system or accompanied by a completed Travel Authorization Form for paper-based claims.

All advances must be cleared by submitting a Travel Expense Statement within 10 working days of completing the trip. If an amount is to be returned to the University, the Traveller shall do so via a payment method acceptable to the University within 20 working days of completing the trip. .

In the event that a trip for which a travel advance was provided is postponed or

cancelled, a refund of the advance should be forwarded within 20 working days of the date of such cancellation or postponement to Accounts Payable in Financial Services.

Any payments by a Traveler to Lakehead University pursuant to this paragraph 9 shall be made via a payment method acceptable to the University.

D. Reporting Procedures & Approvals:

1. Travel Expense Statement

a) Electronic Based Reports (Concur System)

- i. The Traveller must submit an electronic Request using the Concur Expense System prior to any expenses being incurred. Using a pre-determined work flow, the electronic system will seek the appropriate approval and notify both the approver and the Traveller as to the progress of the Request and the resulting expense claim. Using electronically captured receipts, the expense claim is submitted using the Concur Expense system, giving the Traveller the option of entering expenses as they occur or after the travel has ended. The use of electronic travel expense claims will require the Traveller to retain all the original receipts and documents supporting their expense claims for seven (7) years.

b) Paper-Based Reports

- i. The University [Travel Expense Statement Form](#) AND [Travel Authorization Form](#) shall be submitted to Accounts Payable in Financial Services no later than 10 working days after returning from a trip. These expense statements must be properly itemized and appropriate original itemized receipts (photocopies are not acceptable) must be attached. They should also identify the University budget account to be charged and are to be approved by the appropriate budget signing authority. Separate expense statements should be submitted for each trip.
- ii. The University will not reimburse expenses for travel expenses that are older than 6 months.

Note: Reimbursement of expenses does not itself constitute final approval

and all expense statements are subject to audit and subsequent adjustment if necessary.

2. Signing Authorities

- a. Normally the signing authority is the individual responsible for the budget account to be charged. The individual approving the expense statement is responsible for ensuring that the expenses are for University purposes and comply with this policy. Signing approval limits are the same as those specified in the [Approval Authority Policy](#).
- b. Expenses incurred by the grantee or principal investigator of a research grant or contract shall be approved by their department Chair/Director. Such approval will provide the necessary audit verification that the expenses incurred conform to the policy guidelines but will not restrict the grantee or principal investigator from deciding whether a particular trip is appropriate.

UNDER NO CIRCUMSTANCES MAY A TRAVELLER AUTHORIZE THEIR OWN TRAVEL EXPENSES.

Policy Interpretation

Associate Vice-President Financial Services is responsible for clarifying all aspects of this policy as required.

Vice-President (Administration & Finance) will review this policy within three years to determine whether amendments are necessary.

Appendix A

Effective Rates

Meal Per Diems (Maximum including taxes & gratuities; no detailed receipts required.)

Breakfast: \$ 20.00

Lunch: \$ 20.00

Dinner/Supper: \$ 50.00

TOTAL: \$ 90.00

Rates established for international travel by the National Joint Council (NJC) will be applied

to all travel outside of Canada and the United States. Rate can be found at: http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng

Mileage Rates

Per Kilometre .55

Accommodation with Friends or Relatives

\$50.00 CAD per night for stays in Canada/ \$50 USD for stays in the United States

Incidental Expense

Actual individual expenditures of under \$17.00

Review Period: 3 years;

Date for Next Review: 2020-2021;

Related Policies and Procedures: None;

Policy Superseded by this Policy: Travel & Hospitality Expense Policy – March 31, 2012.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: univsec@lakeheadu.ca.



Lakehead
UNIVERSITY

University Secretariat

Travel Expense Policy

Category: Financial;

Jurisdiction: Vice President, Administration and Finance; Board Finance & Operations Committee;

Approval Authority: Board of Governors;

Established on: July 1, 2005;

Amendments: November 1, 2005; August 15, 2007; March 31, 2012; January 30, 2015; March 2, 2017 effective ~~May 1, 2017~~ 2021.

A. Policy:

Recognizing that employees-individuals may be required to travel from time to time on University-related business, it is the policy of Lakehead University to reimburse faculty, staff, and other individuals for reasonable travel expenses associated with the various operations of the University.

This policy applies to travel expenses chargeable to operating budgets, ancillary operations, research, trust funds and any other accounts or projects administered by the University.

It is the responsibility of individuals with budget signing authority to ensure that employees Travellers, whose expenses are to be charged to one of their accounts, are familiar with the University's Travel Expense Policy prior to taking a trip. Pre-trip authorization will ensure health and safety and other insurance coverages are maintained while the employee-Traveller is travelling.

Note: *Individuals and organizations eligible for reimbursement under this policy will be referred throughout by the word "employee Travellers".*

B. General:

1. Personal Expenses

Only expenses related to University business are covered by this policy and expenses of a personal nature will not be reimbursed. Some examples of the most common ineligible expenses include personal entertainment, sight-seeing and side trips. Expenses for a spouse or other individual accompanying the ~~employee~~ Traveller will not be reimbursed.

2. Sponsors or Funding Agencies' Policies

Where sponsors or funding agencies have their own travel expense policies, the policies of these bodies will have precedence providing the University agrees to this arrangement in advance. If sponsors or funding agencies do not have travel expense policies or if certain matters are not included in their policies, the Lakehead University Travel Expense Policy will prevail.

When contemplating travel funded by external agencies, it is important to understand the guidelines that must be followed. A review of the agency policy guidebook or terms of contract will usually indicate the guidelines. If it is unclear which travel procedure should be adhered to, contact ~~the Office of~~ Financial Services for clarification.

If extensive travelling is anticipated (for example, a three-month field trip), the Traveller should contact ~~the Office of~~ Financial Services in advance of departure to avoid any delays in obtaining an advance and to establish the appropriate method of reporting expenses.

3. Billing to Outside Agencies

Where all or a portion of travel expenses are to be paid by a third party, the employee or ~~his/her~~their supervisor should provide appropriate details to ~~the Office of~~ Accounts Receivable in Financial Services - ~~Accounts Receivable~~ who will prepare and forward a University invoice to the funding organization. (<http://finance.lakeheadu.ca/forms/>)

4. Currency

All Travellers ~~Lakehead University employees~~ will be reimbursed in Canadian funds equivalent to the actual expenses incurred. Expenses must be listed on the Travel

Expense Statement in the currency that was used for the actual expenditures.

~~Because exchange rates can change daily, Financial Services asks that the Travellers provide proof acceptable to Financial Services of the exchange rate they have incurred on individual expenses during their travel. If proof cannot be provided, Financial Services will use the rate provided by the Bank of Canada (BOC) or, in the case of USD, the weekly rate provided to Lakehead University from RBC. Financial Services will use the weekly rate closest to the transaction date of purchase. It is to the advantage of the Traveller to provide the actual exchange paid on expenses because the BOC and Lakehead University rates are normally lower.~~

~~Travellers will be reimbursed for foreign transactions based on a copy of their credit card statement which includes the expenses. Alternatively, they may provide a receipt from the banking institution where the foreign currency was purchased. In the absence of Exchange Rate Documentation, the University will apply the average daily Bank of Canada Exchange Rate that was in effect at the time of the travel.~~

~~Visitors from the U.S.A. Travellers who reside in the U.S.A. and are not employees of the University~~ may accumulate expenses in U.S. dollars on the Travel Expense Statement. A U.S. cheque for the total amount claimed may be requested.

~~Other foreign visitors Travellers who reside outside of Canada and the U.S.A. and are not employees of the University~~ can request a bank draft.

In all cases, the University accounts will be charged in equivalent Canadian dollars.

C. Procedures and Guidelines:

1. Summary

Since all travel is paid on a "reimbursement basis" and travel agencies are not able to bill the University directly for airline tickets, ~~employees of the University~~ Travellers will be required to provide some means of payment at the time of booking (or ticketing). In this regard, a ~~US Bank n RBC~~ Corporate Card is available for University ~~faculty and staff~~ employees. Details on the University's ~~US Bank RBC~~ Corporate Card program are available from ~~the Office of~~ [Financial Services](#). While

University employees are personally responsible for all charges made against their card, the University guarantees that ~~the~~ Travellers will be promptly reimbursed for all monies owing upon the timely submission of the approved Travel Expense Statement.

A Traveller shall adhere to the following ~~The~~ general procedures for travelling on University business ~~are as follows~~:

- a) Prior to making travel arrangements, acquire approval for the trip from the appropriate signing authority using an electronic Request available on the Concur Expense system (please see the Section D: Reporting Procedures & Approvals section), ~~or~~ the Travel Authorization Form (paper-based process) available on the Lakehead University website, ~~or an electronic Request available on the Concur Expense system (please see the Reporting Procedures & Approvals section)~~. The immediate supervisor must ensure that regular duties will be maintained during the absence, that the travel is appropriate, and that the necessary travel funds are available. Approval will ensure that health and safety and other insurance coverages are maintained while the employee is travelling.
- b) Make travel arrangements (airline bookings, hotel accommodation, etc.) as early as possible in order to take advantage of any available discounts.
- c) Acquire appropriate receipts during the trip to support expenditures.
- d) Prepare travel expense statement. Electronic claims will be processed through the Concur Expense system. For paper-based claims, attach appropriate receipts, and ensure the statement is approved by the appropriate signing authority, within 10 working days of completing the trip. Completed paper-based claims are to be forwarded to the Office of Accounts Payable in Financial Services—Accounts Payable. ~~Electronic claims will be processed through the Concur Expense system.~~
- e) The use of electronic travel expense claims will require the ~~the~~ Traveller (claimant) to retain all the original receipts and documents supporting their expense claims for a seven (minimum of 7) years. Paper-based travel claims with all original receipts will be housed within ~~the Office of~~ Financial

~~Services. The use of electronic travel expense claims will require the traveller (claimant) to retain all the original receipts and documents supporting their expense claims for a minimum of 7 years.~~

2. Air Transportation

- a) University ~~E~~employees travelling on University business must make their own travel arrangements.
- b) Air travel should be via the most economical and direct route.
- c) The original stub of the airline ticket or some other form of proof of travel must be attached to the travel expense statement. When using an e-ticket, the invoice and the boarding passes, if available, must be submitted.
- d) Economy (coach) class will be considered the standard option. Pre-approval from the President, Provost or the responsible Vice-President of the University will be required for any other type of fare (e.g. business class). Considerations for making decisions will be based on circumstances such as accommodation, length of travel, and health and safety.

3. Ground Transportation

a) Use of Personal Automobile

When it is necessary to travel out of town by personal car, refer to Lakehead University's Use of Personal Vehicle for Business policy.

b) Automobile Rental

- i. Generally, University employees should make their own arrangements for automobile rentals. A listing of car rental rates in major centres is available from the Financial Services Procurement website. ~~Office of Financial Services home page (<http://finance.lakeheadu.ca/links/>).~~ The original receipt from the rental agency ~~should~~ must be attached to the travel expense statement for ~~re-~~reimbursement.
- ii. Employees of the University should charge the rental to their RBC US Bank Corporate credit eCard. One of the benefits of charging the rental to the RBC US Bank Corporate credit eCard is that the daily Collision Damage ~~Damage~~ insurance (excluding liability and bodily injury) charge

may be waived. Insurance coverage provided by the ~~RBC-US Bank~~ Corporate ~~eCredit eCard~~ covers small to mid-size vehicles (up to seven seats, no trucks) for periods up to 48 consecutive days and the rented vehicle cannot be towing or pulling. Lakehead requires drivers to be at least 21 years of age but drivers may be subject to a higher age requirement depending on the rental provider.— The insurance provided by the ~~RBC-US Bank~~ Corporate ~~credit~~-card requires that the cardholder pick_up and return the rental vehicle. Other driver restrictions may be in place depending on the rental agency being used.

- iii. Lakehead University will not reimburse ~~travellers~~ Travellers for insurance coverages available through the University's credit card program.
- iv. Rental terms greater than 31 days should be contracted through an electronic purchase order in compliance with Lakehead University's Purchasing Policy.

c) Taxi, Limousine, Bus

Receipts for these services are required unless the cost is less than the amount shown on Appendix A, under Incidental Expenses.

4. Accommodations

- a) University Employees are responsible for making their own accommodation arrangements.

The University enjoys preferred rates with hotels in most major centres and ~~therefore, their~~ employees are encouraged to use such facilities. A listing of hotel rates in major centres is available on— the Financial Services Procurement website.~~the Office of Financial Services page.~~

- b) Reimbursement for hotels, motels and other lodging will be limited to reasonable amounts in the particular circumstances and should not exceed the single occupancy rate. Itemized receipts are required. Employees Travellers should give due consideration to location and economy prior to making arrangements for accommodations.
- c) Claims for private accommodations with friends or relatives in lieu of hotels, motels or other lodging will be reimbursed at the rate set out in Appendix A.

5. Meals

Expenses for meals excluding alcoholic beverages will be reimbursed. A meal per diem up to a maximum of the ceiling amount as outlined in Appendix A may be claimed.

Meals included in a conference fee or registration fee should be shown as a conference or registration expense. The respective meal allowance will be adjusted accordingly.

The cost of meals associated with hospitality is not to be included with travel-related expenses. A separate hospitality expense claim will have to be completed [in accordance with the Hospitality \(Entertainment\) and Working Expense Policy](#).

6. Travel Insurance

Flight ~~Cancellation~~ [cancellation](#) insurance is an allowable expense for international travel and should be obtained when there is a possibility that the ~~claimant~~ [Traveller](#) may be unable to travel or when the ticket purchased is "non-refundable". A receipt is required. Expenditures for air travel accident insurance will not be reimbursed.

Health care insurance (e.g. Blue Cross) for travel outside Canada is allowable for ~~claimants~~ [Travellers](#) who are not regular full-time employees of the University. Although full-time [University](#) employees are covered for travel outside Canada under existing insurance coverage, it is acceptable to supplement this coverage with additional health care insurance and claim the cost on the travel expense statement. If a private vehicle is used on approved University business, refer to Lakehead University's Use of Personal Vehicle for Business policy.

7. Incidentals

Reasonable small expenditures where it is either impractical or impossible to acquire receipts may be claimed. Such expenditures would include such items as meter parking, coin telephone, subway tokens, reasonable gratuities for baggage assistance, etc. (See Appendix A for maximum amount).

8. Entertainment

The cost of entertainment is normally considered a personal expense and is

ineligible for reimbursement.

9. Prepaid Travel & Travel Advances

Costs will be reimbursed in advance of travel for expenses incurred in order to obtain discounts (e.g. airline tickets purchased in advance in order to obtain discounted pricing).

Travel advances will not be given to ~~employees~~ Travellers unless the funds are required for goods or services that cannot be paid for by a credit card, or if extensive travelling is anticipated (for example, a three-month field trip). In both of these instances the request for funds must be made by an electronic Request using the Concur system or accompanied by a completed Travel Authorization Form for paper-based claims. ~~(<https://www.lakeheadu.ca/faculty-and-staff/departments/services/finance/forms/>) or an electronic Request using the Concur system.~~

All advances must be cleared by submitting a Travel Expense Statement within 10 working days of completing the trip. If an amount is to be returned to the University, the Traveller shall do so via a payment method acceptable to the University within 20 working days of completing the trip. ~~a such amount shall be submitted to Accounts Payable in Financial Services within XXX working days of completing the trip personal cheque in the correct amount, payable to Lakehead University, must be submitted to the Office of Accounts Payable in Financial Services - Accounts Payable.~~

In the event ~~that~~ a trip, for which a travel advance was ~~requested~~ provided, is postponed, or cancelled, a refund of the advance should be forwarded ~~immediately~~ within 20X working days of the date of such cancellation or postponement ~~to the Office of Accounts Payable in Financial Services - Accounts Payable.~~

Any payments by a Traveler to Lakehead University pursuant to this paragraph 9 shall be made via a payment method acceptable to the University. ~~In the event of a trip, for which a travel advance was requested, is postponed or cancelled, a refund of the advance should be forwarded immediately to the Office of Financial Services Accounts Payable.~~

D. Reporting Procedures & Approvals:

1. Travel Expense Statement

- ~~i. Paper-Based Reports (Note: after September 1, 2017, paper-based reports will only be accepted from non-faculty and staff.)~~
- ~~a) The University Travel Expense Statement AND Travel Authorization Form shall be submitted to the Office of Financial Services – Accounts Payable no later than 10 working days after returning from a trip. These expense statements must be properly itemized and appropriate original itemized receipts (photocopies are not acceptable) must be attached. They should also identify the University Budget Account to be charged and are to be approved by the appropriate budget signing authority. Separate expense statements should be submitted for each trip.~~
- ~~b) The University will not reimburse expenses for travel expenses that are older than 6 months.~~

~~Note: Reimbursement of expenses does not itself constitute final approval and all expense statements are subject to audit and subsequent adjustment if necessary.~~

- ~~a) **ii. Electronic Based Reports (Concur System)** (Note: by September 1, 2017, all Lakehead University faculty and staff must submit their travel reports electronically.)~~
- i. The ~~€~~**T**raveller must submit an electronic Request using the Concur Expense System prior to any expenses being incurred. Using a pre-determined work flow, the electronic system will seek the appropriate approval and notify both the approver and the ~~€~~**T**raveller as to the progress of the Request and the resulting expense claim. Using electronically captured receipts, the expense claim is submitted using the Concur Expense system, giving the ~~€~~**T**raveller the option of entering expenses as they occur or after the travel has ended. The use of electronic travel expense claims will require the ~~€~~**T**raveller (~~claimant~~) to retain all the original receipts and documents supporting their expense claims for ~~a minimum of seven~~**7 (7)** years.

b) **Paper-Based Reports** (Note: after September 1, 2017, paper-based reports will only be accepted from non-faculty and staff.)

i. The University Travel Expense Statement Form AND Travel Authorization Form shall be submitted to the Office of Accounts Payable in Financial Services –Accounts Payable no later than 10 working days after returning from a trip. These expense statements must be properly itemized and appropriate original itemized receipts (photocopies are not acceptable) must be attached. They should also identify the University Budget Account to be charged and are to be approved by the appropriate budget signing authority. Separate expense statements should be submitted for each trip.

ii. The University will not reimburse expenses for travel expenses that are older than 6 months.

Note: Reimbursement of expenses does not itself constitute final approval and all expense statements are subject to audit and subsequent adjustment if necessary.

2. Signing Authorities

a. Normally the signing authority is the individual responsible for the budget account to be charged. The individual approving the expense statement is responsible for ensuring that the expenses are for University purposes and comply with this policy. Signing approval limits are the same as those specified in the Approval Authority Policy. (~~<http://finance.lakeheadu.ca/all-policies/>~~)

b. Expenses incurred by the grantee or principal investigator of a research grant or contract shall be approved by his/her/their department Chair/Director. Such approval will provide the necessary audit verification that the expenses incurred conform to the policy guidelines but will not restrict the grantee or principal investigator from deciding whether a particular trip is appropriate.

UNDER NO CIRCUMSTANCES MAY A TRAVELLER AN EMPLOYEE AUTHORIZE

HIS/HER/THEIR OWN TRAVEL EXPENSES.**Policy Interpretation**

Associate Vice-President Financial Services is responsible for clarifying all aspects of this policy as required.

Vice-President (Administration & Finance) will review this policy within three years to determine whether amendments are necessary.

Appendix A**Effective Rates**

Meal Per Diems (Maximum including taxes & gratuities; no detailed receipts required.)

Breakfast: \$~~16.00~~ 20.00

Lunch: \$~~16.00~~ 20.00

Dinner/Supper: \$~~43.00~~ 50.00

TOTAL: \$~~75.00~~ 90.00

Rates established for international travel by the National Joint Council (NJC) will be applied to all travel outside of Canada and the United States. Rate can be found at: http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng

Mileage Rates – Effective

Per Kilometre .55

Accommodation with Friends or Relatives

\$50.00 CAD per night for stays in Canada/ \$50 USD for stays in the United States

Incidental Expense

Actual individual expenditures of under \$17.00

Review Period: 3 years;

Date for Next Review: 2020-2021;

Related Policies and Procedures: None;

Policy Superseded by this Policy: Travel & Hospitality Expense Policy – March 31, 2012.

The University Secretariat manages the development of policies through an impartial, fair

governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

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Phone: 807-346-7929 or Email: univsec@lakeheadu.ca.

MEMORANDUM

Date: January 21, 2021

To: Members of Finance & Operations Committee

From: Kathy Pozihun, Vice-President (Administration and Finance)
Rita Blais, Associate Vice-President (Financial Services)

Subject: Travel Expense Policy

Amendments to the Travel Expense Policy

Background Information

Major revisions to the Travel Policy were made in 2012 to comply with the Broader Public Sector Expenses Directive; since that date only minor revisions have been made to the policy. This policy was updated in March 2017 to transition to per diem meal allowances, to make the use of the Concur travel expense reporting system mandatory, and to provide clarification of the insurance coverage under the corporate credit card. The policy requires a review every three years to determine whether amendments are necessary. The following are recommended as minor revisions to this policy.

Revisions

Meal Per Diems

When establishing meal per diems the university refers to the rates established by the National Joint Council (NJC). The recommended rates are the current rates posted on the NJC website, will remain in effect for Lakehead University until the next review of the Travel Policy, and establishes the upper limit travellers are permitted to claim.

Other Revisions

All other tracked changes correct cross references or provide consistency in terminology such as naming individuals and organizations eligible for reimbursement under this policy by the word "Travellers". None of these wording changes materially affect the content or substance of the policy.



OPEN REPORT TO THE BOARD OF GOVERNORS – February 5, 2021

From: Maria Vasanelli - Chair, Governance and Nominating Committee

Subject: Governance and Nominating Committee Open Report

Report Time: 5 minutes

Committee Members: *Claudine Cousins; Ann Dumyn; Angela Maltese; Dr. Moira McPherson; Ross Murray; Anna Sampson; Maria Vasanelli (Chair); Wendy Walberg*

The Board Governance and Nominating Committee (BGNC) met on January 20, 2021. The following items of business were on the agenda:

Approval of Previous Minutes

The Committee approved the minutes of the November 4, 2020 meeting.

Board Nominations Process

In accordance with the Board of Governors Nominations Process, the Committee reviewed the Board's skills matrix template. The Secretary will be drafting revisions for the Committee's consideration, based on the recommendations made by the Committee.

Board Performance Survey

The Committee further discussed the 2020-21 Board Performance Survey report and plan to share the results with the Board of Governors at the February 2021 meeting. Additional confidential details have been reported to the Board of Governors in an in camera report.

Reports and Updates Received

- Report on Board exit interviews, additional confidential details have been reported to the Board of Governors in an in camera report
- Update on Lieutenant Governor In Council (LGIC) appointments
- Report from the Board Bylaws Review Sub Committee

Terms of Reference Review

Last term, the BGNC approved a terms of reference review schedule. In alignment with the approved schedule, the Committee initiated the following reviews to be carried out during the 2020-21 term:

- Board of Governors Committee of the Whole Terms of Reference (last review was 2012-14)
- Board Finance and Operations Committee Terms of Reference (last review was 2017-18)
- Board External Relations Committee Terms of Reference (last review was 2018-19, minor amendment was made November 26, 2020)

Policy Review

In accordance with the Governance Policy Framework, the Committee reviewed the Board of Governors Deputation Policy and will be making a recommendation to the Board of Governors.

Informational Items Received

- Report on Board attendance
- Committee Workplan Progress Report
- 2020-21 Board Meeting Schedule
- Board Governance and Nominating Committee Terms of Reference (*amendments approved by the Board of Governors on November 26, 2020*)

Recommendation(s) being presented to the Board of Governors on February 5 2021:

- **MOVED** to recommend that the Board of Governors approve the proposed amendments to the Board of Governors Deputation Policy.



Board of Governors Deputation Policy

Deleted: Deputations by Appointment at Open Board Meetings of the Lakehead University

Category: Governance and Legal;

Jurisdiction: General Counsel and University Secretary; Board Governance & Nominating Committee;

Approval Authority: Board of Governors;

Established on: April 27, 2012;

Amendments: [TBD](#)

Deleted: None.

Policy Statement and Purpose

The Lakehead University Board of Governors provides for deputations from interested parties [by appointment during](#) open meetings of the Board of Governors [in accordance with](#) the [procedures](#) set out below. [Deputations are intended](#) to provide the opportunity for individuals and organizations to express their [interest in and views](#) on specific matters directly to the Board.

Deleted: by appointment

Deleted: in the University community at

Deleted: according to

Deleted: guidelines

Deleted: The Chair of the Board will oversee deputation appointments at Board meetings in keeping with this Policy, relevant legislation, Board Bylaws, and University policies.¶ **Guidelines¶**
The purpose of the deputation by appointment is for the Board

Deleted: in its internal and external communities

Deleted: interests

Deleted: in a timely and orderly way

Deleted: Deputation appointments will be scheduled

Procedures

- [1. The online Deputation Request Form and supporting materials \(e.g. presentations\) must be submitted to the University Secretary at least 10 business days in advance of the date of the open Board meeting. Deputations are only permitted at open meetings of the Board of Governors, and other requests \(e.g. deputation to a Board Committee\) will not be considered.](#)
- [2. The Board Chair shall make a determination regarding each request and may defer a request to a future Board meeting. The Chair shall report confidentially to the Board on any requests.](#)
- [3. Approved deputations will be scheduled](#) for approximately 15 minutes. Generally, deputations will be scheduled at the beginning of the meeting.

Deleted: The Board will schedule as many deputations as meeting time will allow. The Deputation Application Form must be submitted to the University Secretary in advance of the deputation presentation. Although not required, deputations may include electronic or hard copies of material to

4. [In support of](#) the Board's efforts to gather information, thoughts, concerns, and perspectives of interested parties in advance of its deliberations, Board members will have the opportunity to ask questions or seek clarification from those presenting.
5. At its discretion, the Board will determine when it [will consider](#) the information and concerns presented in the deputation. During the deputation, Board members will not opine about or debate the merit of information received.

[Any](#) required [Board follow-up will be carried out](#) by the Board Chair or designate,

[An individual or group may use the procedure set out in this section to address the Board of Governors on a subject chosen by the speaker. Once exercised, this right may not be exercised again by the same person or group on the same subject until twelve months from the date of the meeting.](#)

Review Period: 3 years;

Next Review Period: 2020-2021;

Related Policies and Procedures: None;

Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

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Deleted: Deputations by Appointment at Open Board Meetings of the Lakehead University¶

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Deleted: Policy Review¶
This policy shall be reviewed by the Board of Governors and amended as necessary in three years from its approval date.¶

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955 Oliver Road, Thunde

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Board of Governors Deputation Policy

Category: Governance and Legal;

Jurisdiction: General Counsel and University Secretary; Board Governance & Nominating Committee;

Approval Authority: Board of Governors;

Established on: April 27, 2012;

Amendments: None.

Policy Statement and Purpose

The Lakehead University Board of Governors provides for deputations from interested parties by appointment during open meetings of the Board of Governors in accordance with the procedures set out below. Deputations are intended to provide the opportunity for individuals and organizations to express their interest in and views on specific matters directly to the Board.

Procedures

1. The online Deputation Request Form and supporting materials (e.g. presentations) must be submitted to the University Secretary at least 10 business days in advance of the date of the open Board meeting. Deputations are only permitted at open meetings of the Board of Governors, and other requests (e.g. deputation to a Board Committee) will not be considered.
2. The Board Chair shall make a determination regarding each request and may defer a request to a future Board meeting. The Chair shall report confidentially to the Board on any requests.
3. Approved deputations will be scheduled for approximately 15 minutes. Generally, deputations will be scheduled at the beginning of the meeting.

4. In support of the Board's efforts to gather information, thoughts, concerns, and perspectives of interested parties in advance of its deliberations, Board members will have the opportunity to ask questions or seek clarification from those presenting.
5. At its discretion, the Board will determine when it will consider the information and concerns presented in the deputation. During the deputation, Board members will not opine about or debate the merit of information received.

Any required Board follow-up will be carried out by the Board Chair or designate.

An individual or group may use the procedure set out in this section to address the Board of Governors on a subject chosen by the speaker. Once exercised, this right may not be exercised again by the same person or group on the same subject until twelve months from the date of the meeting.

Review Period: 3 years;

Next Review Period: 2020-2021;

Related Policies and Procedures: None;

Policy Superseded by this Policy: None.

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OPEN REPORT TO THE BOARD OF GOVERNORS – February 5, 2021

From: Wendy Walberg - Chair, Learning and Liaison Committee

Subject: Learning and Liaison Committee Open Report

Report Time: 5 minutes

Committee Members: *Brandon Rhéal Amyot; Claudine Cousins; Dr. Christine Gottardo; Dr. Moira McPherson; Ross Murray; Michael Nitz; Mark Smith; Maria Vasanelli; Debra Woods; Murray Waboose; Wendy Walberg (Chair)*

All Board of Governors members were invited to participate in this meeting, in accordance with the BLLC Terms of Reference.

The Board Learning and Liaison Committee (BLLC) met on January 20, 2021. The following items of business were on the agenda:

Approval of Previous Minutes

The Committee approved the minutes of the November 4, 2020 meeting.

Mentorship Program

In accordance with the Board of Governors Mentorship Program Guidelines and Process the Committee received an evaluation report of the feedback that was received from the Board members who participated in the program during the 2019-20 term. The Committee plans to further review the program to brainstorm ways to enhance the program, based on the feedback that was received.

Professional Development Planning

Board Winter Retreat (February 6, 2021):

The Committee finalized the Board Winter Retreat program, including the theme and keynote speaker. Additional confidential information will be reported to the Board in an in camera report.

AGB 2021 National Conference on Trusteeship and Other Opportunities:

The Committee received details about the AGB virtual event in April 2021 and discussed other professional development opportunities and the Board's professional development budget. Additional confidential information will be reported to the Board in an in camera report.

Research and Innovation Education

Guest speaker Dr. Batia Stolar, Lakehead University, was invited to the meeting to give a presentation on Lakehead University's Research Ecosystem (A Close-up Look at Our Research Centres and Research Institutes).

Members received a preliminary overview of planned events for Research and Innovation Week (March 1 to March 5, 2021).

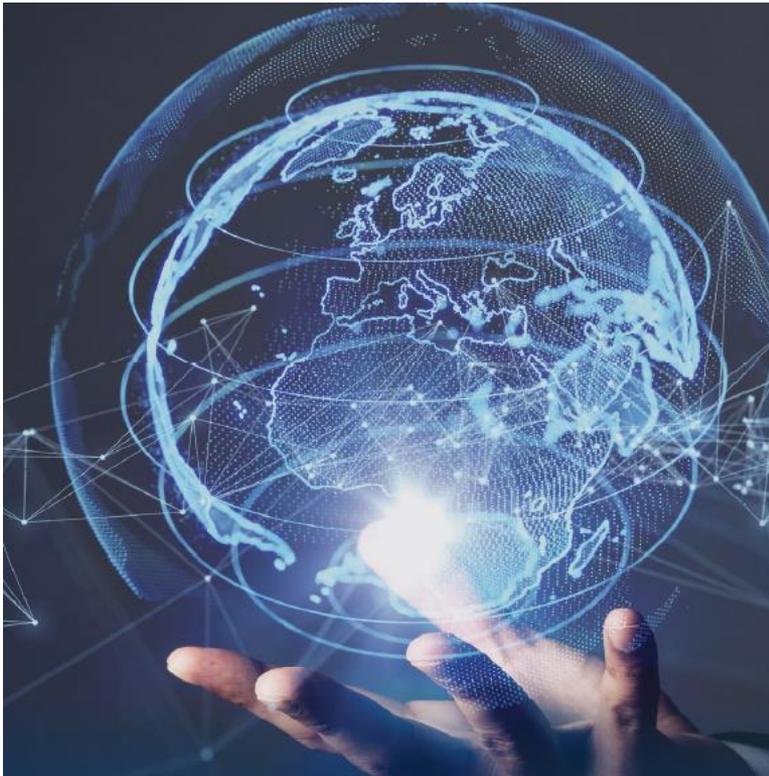
Informational Items Received

- Committee Workplan Progress Report
- 2020-21 Board Meeting Schedule

There are no recommendations being presented to the Board of Governors on February 5, 2021.

16th Annual Research & Innovation Week

“Our Changing World”



**Research &
Innovation**
WEEK MARCH 1 - MARCH 5, 2021
Lakehead University

Research and Innovation Week - Daily Schedule Monday, March 1 to Friday, March 5

Monday, March 1		Tuesday, March 2		Wednesday, March 3		Thursday, March 4		Friday, March 5				
Presentations available to view all week: 3MT / Graduate Student Poster / Undergraduate Poster												
9:00		9:00	Researcher Showcase: Achieving Sustainable Development Goals through Research and Innovation		9:00			9:00				
10:00		10:00		Undergraduate Conference Poster Live Chat 10:00-12:00	10:00		Graduate Student Conference Poster Live Chat 10:00-12:00	10:00	Distinguished Researcher Dr. Tony Puddephatt: <i>Symbolic interaction and environmental sociology</i>	9:00	Researcher Showcase: Achieving Sustainable Development Goals through Research and Innovation - Part 2	
11:00		11:00			11:00			11:00		11:00		
	Opening Ceremonies/Keynote Bob McDonald: Surviving the Third Millennium	12:00			12:00			12:00		12:00	Undergraduate Student Lunch	
1:00	Ignite Video Launch	1:00		Ignite Video Launch	1:00	Ignite Video Launch		1:00	Ignite Video Launch	1:00	Researcher Showcase: Achieving Sustainable Development Goals through Research and Innovation - Part 2	
	Keynote: Student Science Outreach 1:20-2:20	2:00			2:00		Undergrad Oral Presentation 1:00-4:00pm	2:00		2:00		
2:00					3:00			3:00	Distinguished Researcher Dr. Alla Reznik	3:00		
3:00		3:00			4:00			4:00		4:00		
4:00		4:00			5:00			5:00		5:00		
	Art Tour: Pauline Sameshima	5:00		3 Minute Thesis 10 finalists	5:00	Art Tour: Pauline Sameshima	5:00			5:00	Awards	
6:00		6:00		6:00			6:00		6:00			
7:00	SES Dr. Herman Pontzer Hotter and Sicker: Climate Change, Human Health, and the Tangled Evolutionary Roots of Our Species' Dependence on External Energy	7:00		7:00		Global Indigenous Speaker Series: Dr. Linda Ford	7:00		7:00			
8:00		8:00		8:00			8:00		8:00			

Visit www.lakeheadu.ca/ri
and “Click here for our schedule of events.”

Research and Innovation Week



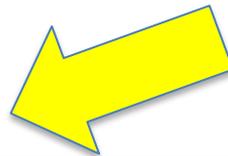
R&I Week is Lakehead University's annual celebration of our research and innovation achievements.

Dates: March 1-5, 2021

2021 Research & Innovation Week Theme: Our Changing World

We've all heard the catch-phrases: In these *unprecedented times*, we are all *in this together*, to try to *flatten the curve*, while adjusting to a *new normal*. Our world *is* changing, but living through a global pandemic has radically changed so much of our daily lives. We look to scientists, political leaders, artists, and intellectual thinkers for direction, as they work tirelessly to improve health and well-being, drive us toward social equity, and aid us in discerning fact from fiction. These are *uncertain times*, but as we *pivot* in these *uncharted waters*, we look to research and innovation to help us understand and appreciate this *new world*.

[CLICK HERE FOR OUR SCHEDULE OF EVENTS >](#)



Create your Pheedloop Account and Register for Events

Research &
Innovation
WEEK MARCH 1 - MARCH 5, 2021
Lakehead University

Home

Sessions

Exhibitors

Register



Ignite

Exceptional Lakehead Innovations

Showcasing Innovative Researchers

As Research & Innovation Week moves to a virtual platform, IGNITE will showcase four research stories through short videos, in an effort to celebrate the ongoing research that is taking place on both campuses. We are excited to share these videos on all social media platforms with our communities, partners, and funders.

- **Monday, March 1, 2021 @ 1:00 pm**
Dr. Ahmed Elshaer, Civil Engineering
Safe remotely piloted aerial transportation between Canadian hospitals
- **Tuesday, March 2, 2021 @ 1:00 pm**
Dr. Kathleen Sanderson, Business Administration
Employing New Immigrants: Community and Organizational Inclusion Challenges in Northwestern Ontario
- **Wednesday, March 3, 2021 @ 1:00pm**
Dr. Chris Murray, Sustainable Sciences-Physics
Graduate students built a collaborative research network devoted to PPE from the ground up
- **Thursday, March 4, 2021 @ 1:00pm**
Dr. Aislin Mushquash, Health and Behavioural Sciences-Psychology
Getting youth the help they need when they need it! Increasing access to evidenced-based e-mental health care with the JoyPop™ smartphone app

For more information about the 2021 Research & Innovation Week events, please [click here](#)

IN PARTNERSHIP WITH



Economic Development
and Innovation



2018-2023

Strategic Plan

PROGRESS MONITORING AND REPORTING

YEAR 3
INTERIM REPORT 1

Board of Governors

February 5, 2021

Year 3 Interim Report 1

Context

- This Year 3 Interim Report includes the "Report Card" for the Strategic Plan metrics that are reported to the Board at the end of January/early February each year
- This Report includes the background data that was used to assess the metric scoring on the "Report Card", including baseline data, targets, and actuals, providing the Board insight into the data tracked by the Executive Team
 - Baseline reflects the University's starting point at the beginning of the Strategic Plan
 - Where an SMA 2 or SMA 3 target/band had been established, the in-year goal is to stay within the target/band
- Year on year variations are normal
- Some metrics are not expected to change significantly on an annual basis
- Year 3 implementation of the Strategic Plan was significantly impacted by COVID-19. Notes relating to the impact have been included for each metric as appropriate.

STRATEGIC THEME:
**Academic
Excellence**

Lakehead University will stimulate a lifelong quest for knowledge through unique, high quality, transformational undergraduate and graduate teaching, learning and research experiences that encourage critical thinking and positions students for success beyond the University.

STRATEGIC THEME:
**Social
Responsibility**

Lakehead University is committed to social justice and will make a significant contribution to our communities and society as a whole through our programs, research, and the wide range of activities undertaken by our faculty, staff, students and alumni.

STRATEGIC THEME:
**Local & Global
Partnerships**

Lakehead University will develop informed education, research and service strategies and opportunities through connections with local and global partners, and relationships with Indigenous partners.

STRATEGIC THEME:
**Entrepreneurship
& Innovation**

Lakehead University will be a leader in entrepreneurship and innovation in Northwestern Ontario and Simcoe County in support of culturally appropriate and environmentally sustainable social and economic objectives.

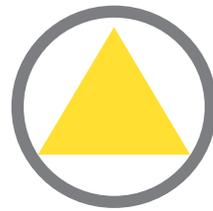
STRATEGIC THEME:
**Capacity
Development**

Lakehead University will be recognized as a high performing, efficient and innovative academic environment that supports world- class scholarly activity.

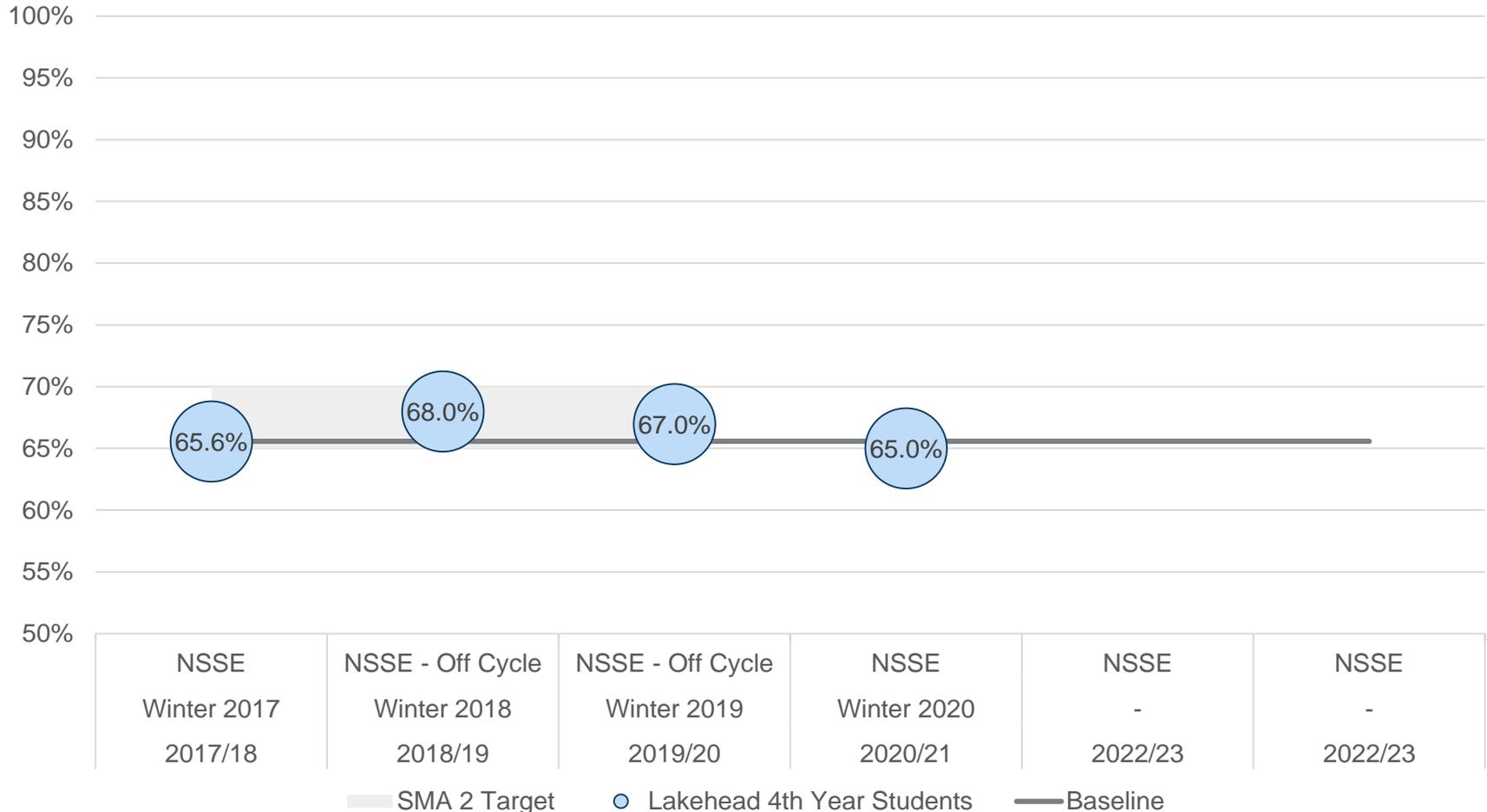


Annual Reporting Cycle

		Interim 1	Interim 2	Final
		February	June	October
Academic Excellence	Students' perceived gains in higher order learning outcomes	●		
	Participation rate of senior-year students in exp. learning		●	
	Six-year graduation rate	●		
	Graduates employed in full-time jobs related undergraduate degree	●		
	Graduate student enrolment	●		
	Number of postdoctoral fellows		●	
	Number of Research Chairs to 25		●	
Social Responsibility	Domestic student population reflects the local demographics			●
	Participation rate for residents of Simcoe County and Northwestern Ontario			●
	Indigenous student enrolment at both baccalaureate and graduate levels		●	
	Number of Indigenous faculty members and staff		●	
	Graduate employment rate (2 years)	●		
Local and Global Partnerships	Partnerships with municipalities, government orgs, research institutes and industry			●
	Partnerships with Indigenous groups			●
	Participation in the Achievement Program and Aboriginal Mentorship Program		●	
	Enrolment of under-represented student groups in specific programs		●	
	Alumni engagement			●
Entrepreneurship and Innovation	Work-integrated learning opportunities across disciplines		●	
	Economic impact of Lakehead University	●		
	Societal impact of Lakehead University		●	
	Businesses and start-ups in local communities directly related to University activity			●
	Increase in number of patents filed			●
Capacity Development	Student satisfaction	●		
	Employee engagement		●	
	Enrolment will increase to 10,000 students	●		
	International enrolment will constitute 20% of overall enrolment	●		
	Proportion of revenue from sources other than government operating grants or government-regulated tuition			●



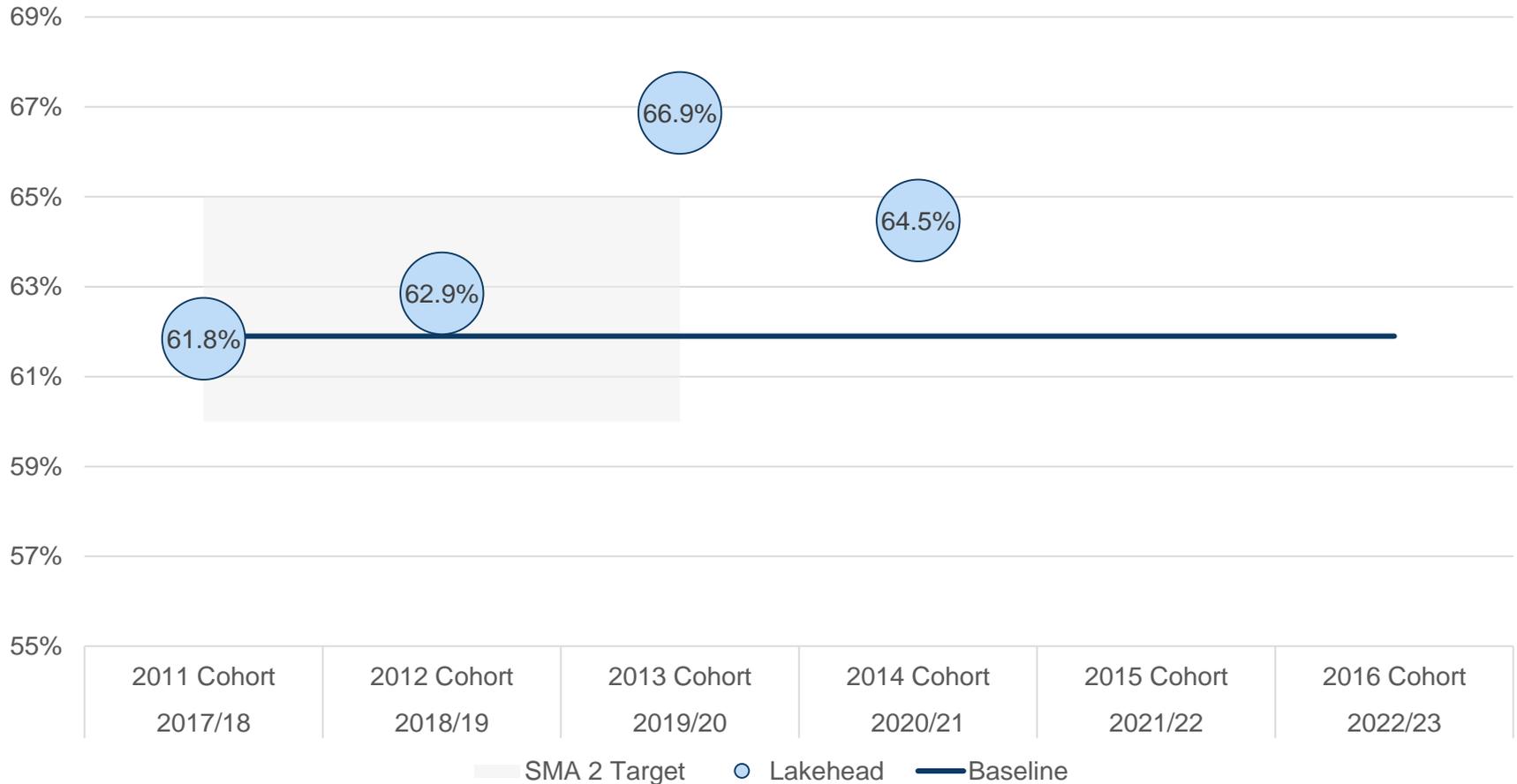
1. Increase in students' perceived gains in higher order learning (NSSE)



Definition: Mean score for Senior year student responses to the National Survey of Student Engagement (NSSE) Question 17 (Q18 in 2020): "How much has your experience at this institution contributed to your knowledge, skills, and personal development in the following areas: a) clear and effective writing; b) clear and effective speaking; c) critical thinking; d) numerical and statistical analysis; e) acquiring job or work related knowledge and skills; f) working effectively with others; g) developing personal code of ethics; h) understanding people from other backgrounds; i) solving complex real-world problems; j) being an informed and active citizen. Response options are on a 4-point Likert scale.

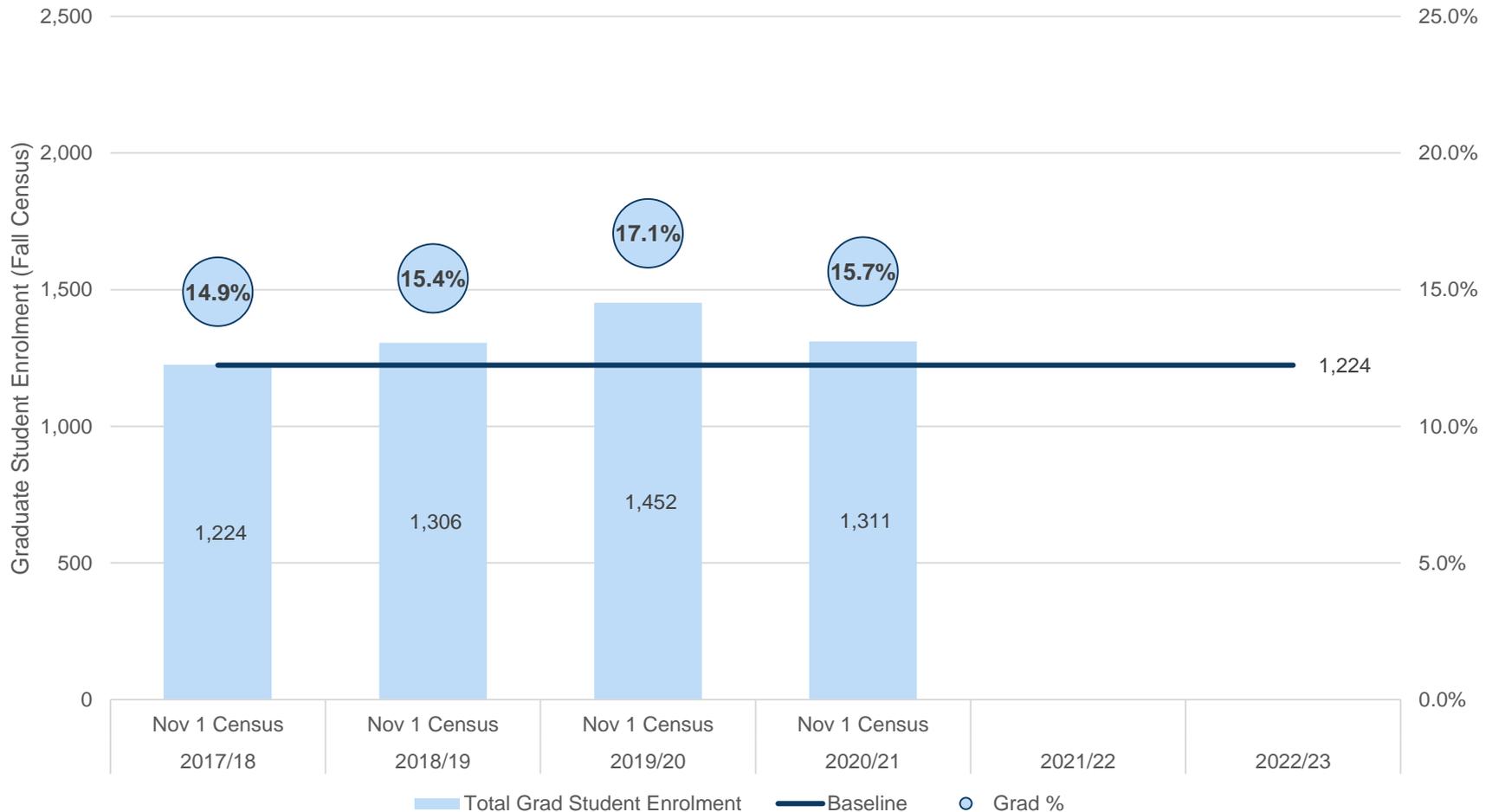
5 **NOTE: NSSE 2020 was administered between February 12 and March 23, 2020; responses were highly variable during this timeframe, and display significant variation during March 2020, coinciding with COVID-19 disruption during the administration of NSSE.**

3. Increase in Six-Year Graduation Rate



Definition: Per the Consortium for Student Retention Data Exchange (CSRDE) criteria, this metric captures first time, full time undergraduate [bachelor's degree seeking] freshmen students graduating with a bachelor's degree from Lakehead within six years of commencing the program. Lakehead's SMA 2 target is based on the aggregated 6-year graduation rate for the last 5 years (cohorts 2005-2009) for Carnegie Peer Grouping category Masters (Large). Lakehead falls into the Masters (Large) Peer Grouping based on the following CSRDE definition: Masters Colleges and Universities: Larger Programs are larger programs that awarded at least 200 Masters-level degrees and fewer than 20 doctoral degrees per year. The six-year graduation rate is not included as one of the accountability metrics in SMA 3.

5. Increase in graduate student enrolment



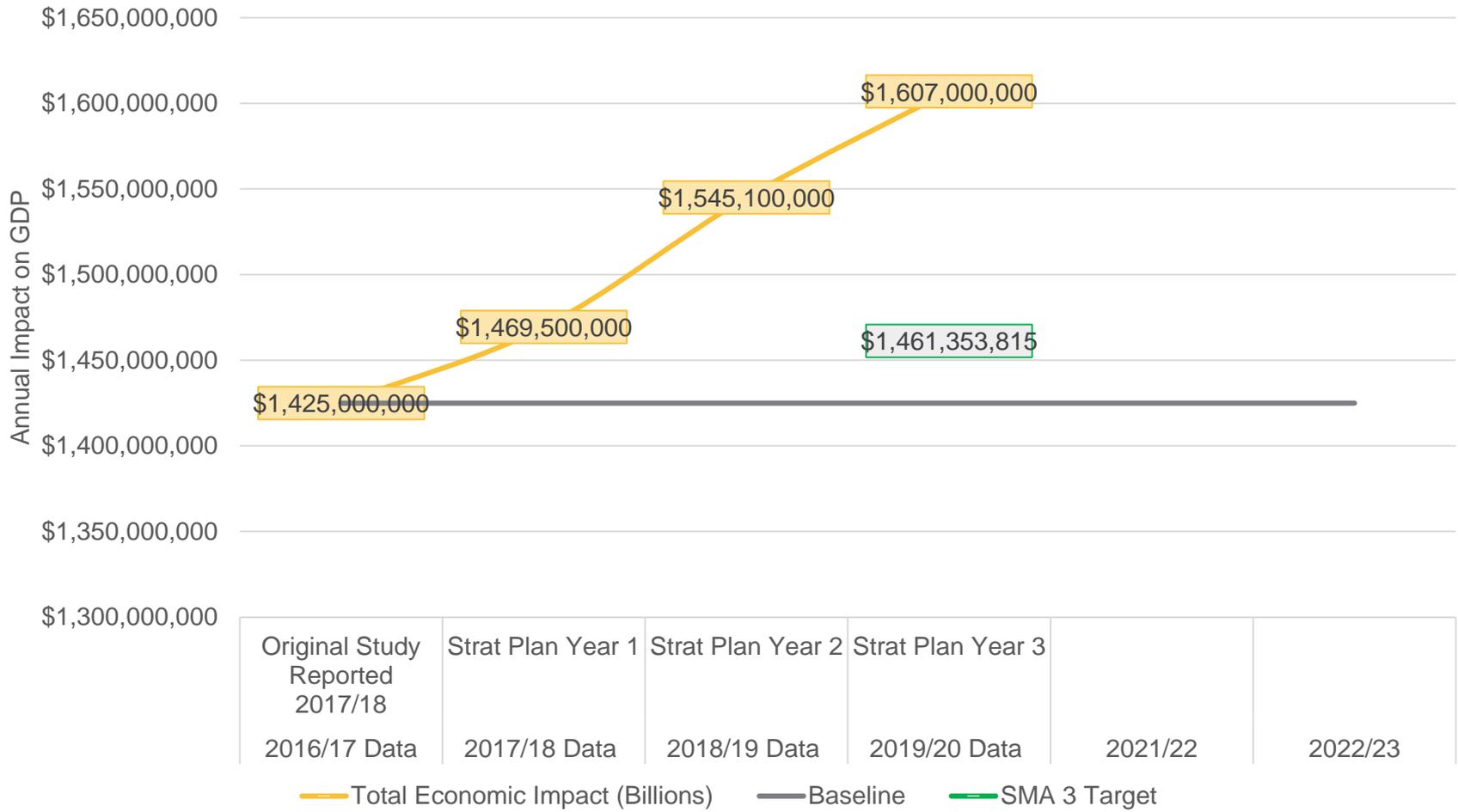
Definition: Total number of students enrolled in graduate programs as of Nov 1 (census date) compared to the total number of students enrolled in graduate programs in the baseline year.

7

NOTE: Enrolment in 2020/21 was significantly impacted by a number of factors resulting from COVID-19, including restricted mobility. Despite this disruption, Fall 2020 graduate student enrolment was above the baseline established in 2017/18.

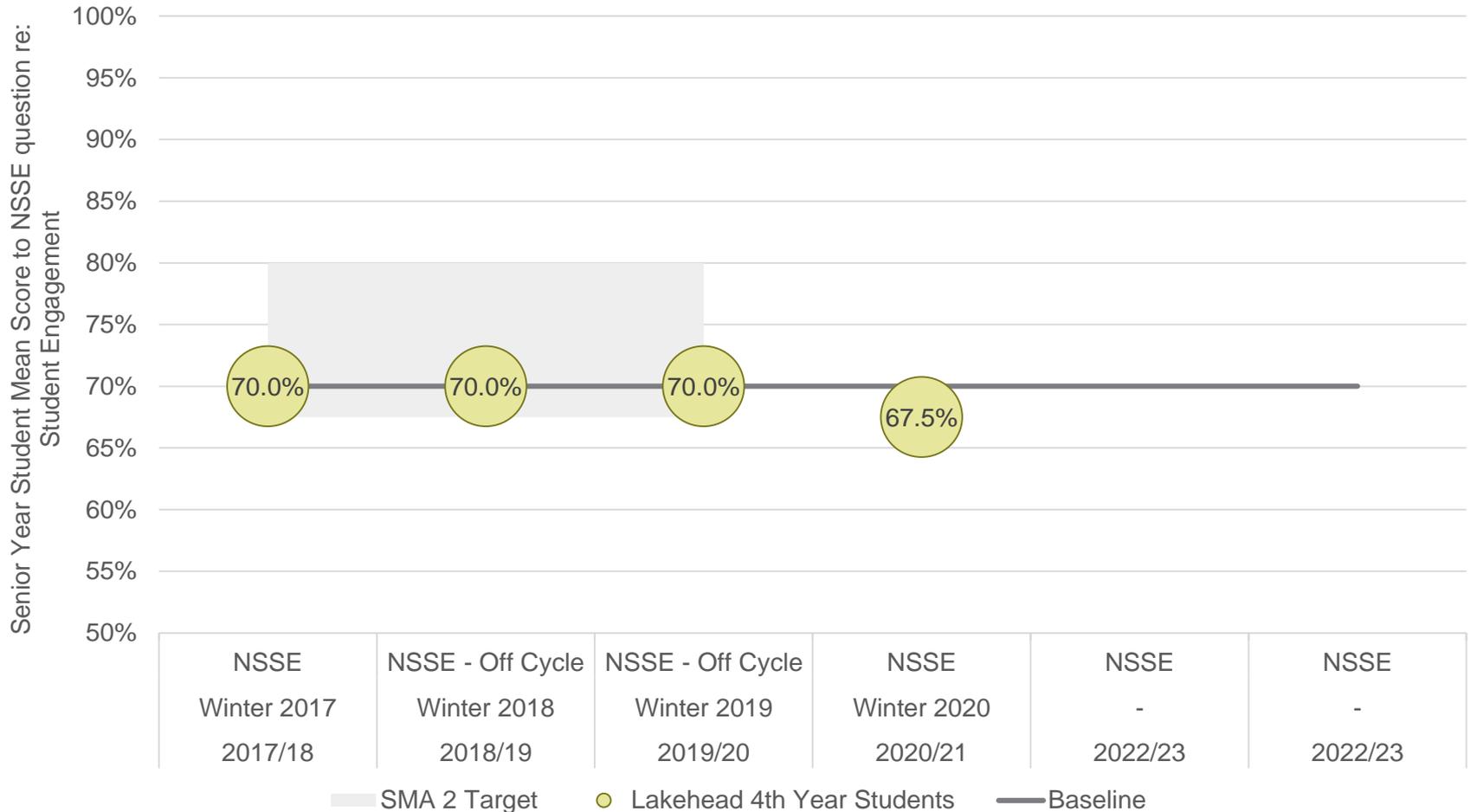
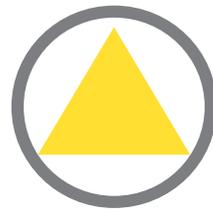


19. Increase economic impact of Lakehead University (Billions)



Definition: The economic impact of the University has been calculated using a consistent methodology that leverages Statistics Canada's "Input/Output" model to measure the direct, indirect and induced economic impact of Lakehead University on national GDP. **NOTE: In 2019/20, it is assumed COVID-19 impacted the visitor and alumni spend at a pro rata'd amount for the period Mid-March 2020-April 30, 2020, equating to approximately +/-1%.**

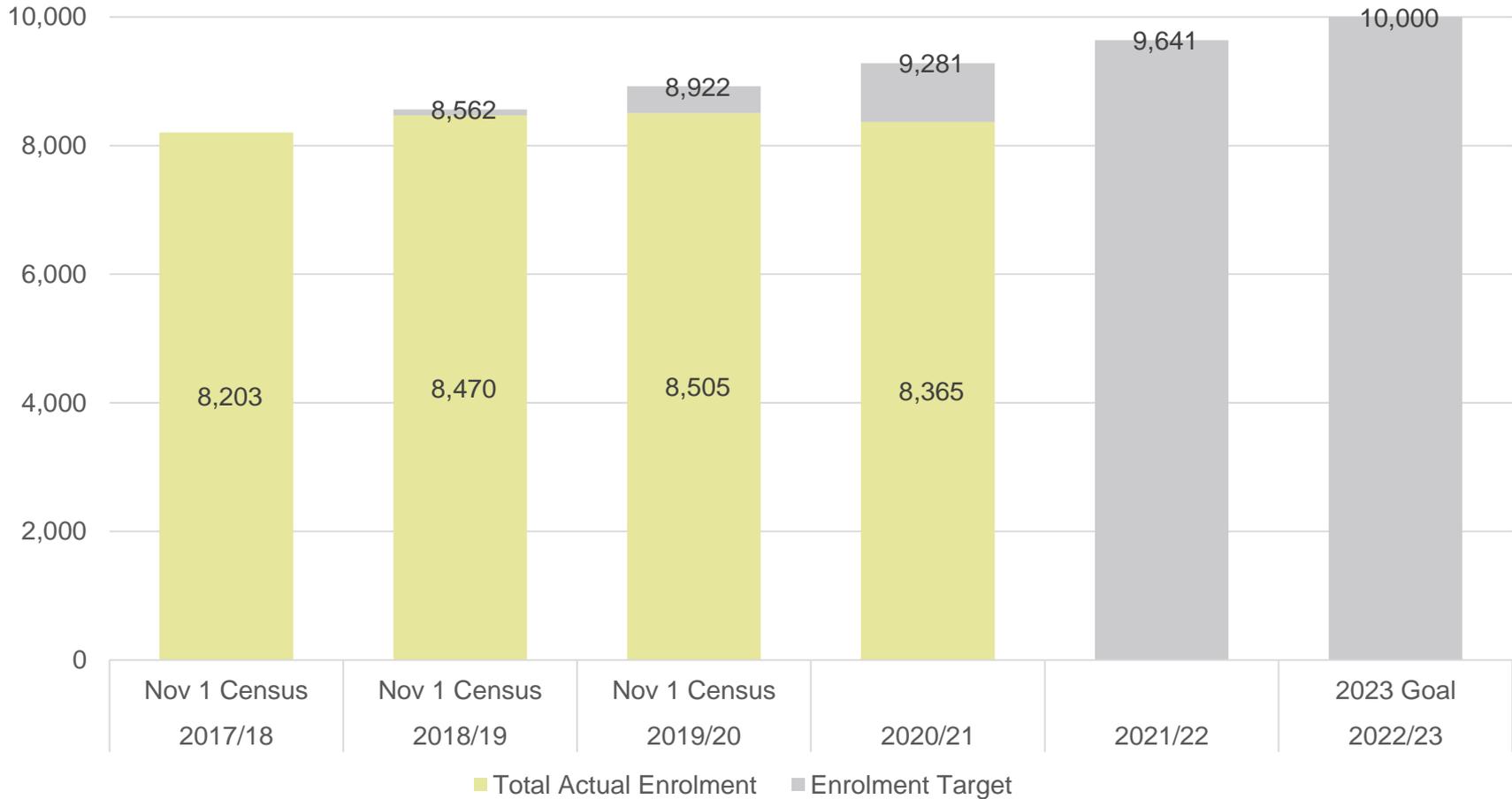
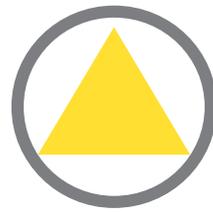
23. Increase in student satisfaction (NSSE)



Definition: Mean score for Senior year student responses to the National Survey of Student Engagement (NSSE) Question 18: "How would you evaluate your educational experience at this institution?" Response options are on a 4-point Likert scale.

NOTE: NSSE 2020 was administered between February 12 and March 23, 2020; responses were highly variable during this timeframe, and display significant variation during March 2020, coinciding with COVID-19 disruption during the administration of NSSE.

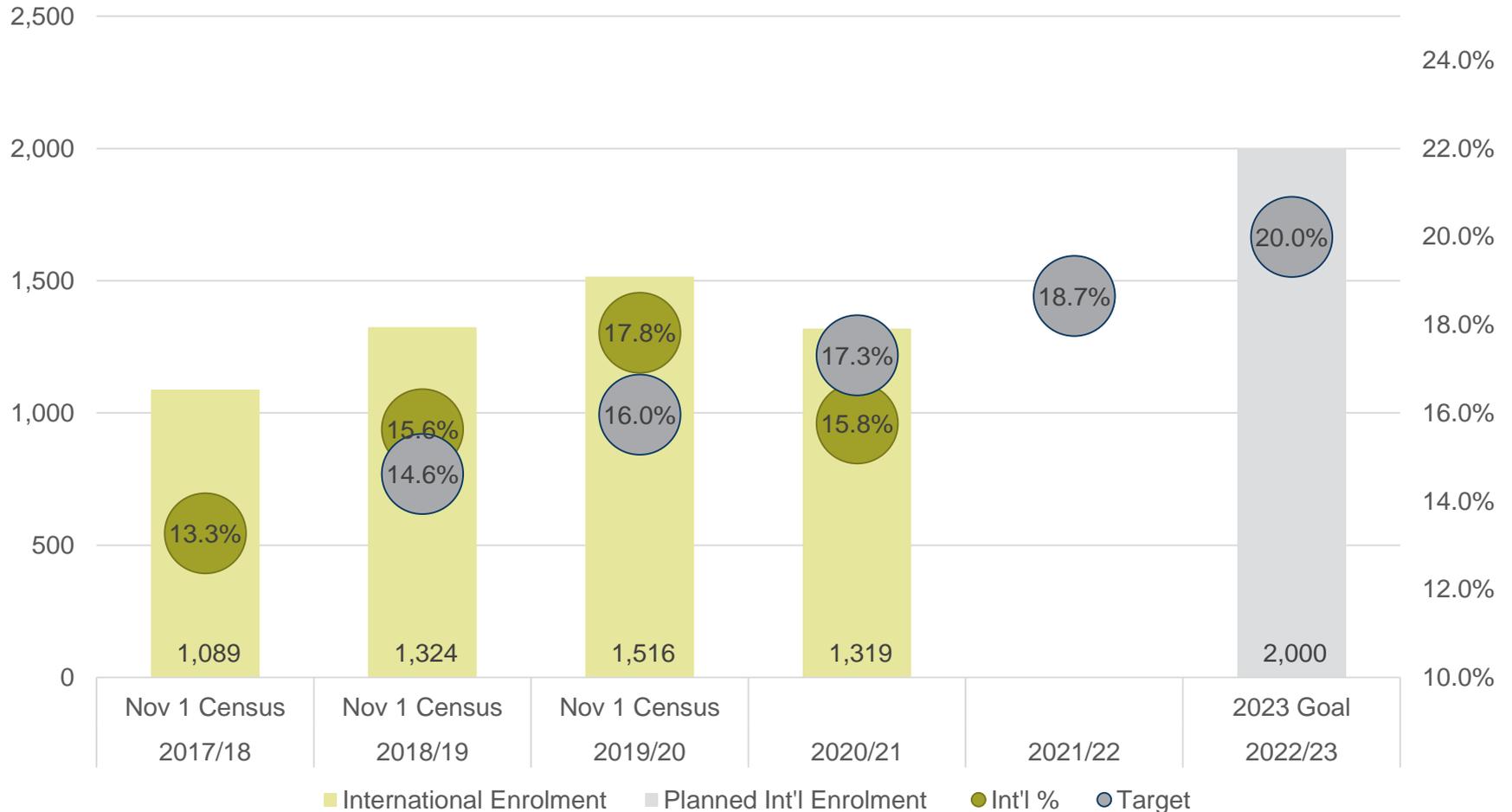
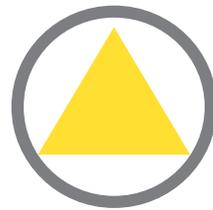
25. Total Enrolment of 10,000 Students



Definition: Total number of students enrolled in undergraduate and graduate programs compared to the total number of planned students enrolled in undergraduate and graduate programs as of Nov 1 census date each academic year, with the goal of achieving total enrolment of 10,000 students. Total Enrolment and Enrolment Target includes Lakehead Georgian partnership programs.

NOTE: Enrolment in 2020/21 was significantly impacted by a number of factors resulting from COVID-19, including restricted mobility. Despite this disruption, Fall 2020 enrolment was above the baseline established in 2017/18.

26. International enrolment will constitute 20% of overall enrolment by 2023



Definition: Total number of international students enrolled in undergraduate and graduate programs compared to the total number of students enrolled in undergraduate and graduate programs as of Nov 1 census date each academic year. Total International Enrolment includes enrolment in Lakehead Georgian partnership programs and exchange students.

NOTE: International enrolment in 2020/21 was significantly impacted by a number of factors resulting from COVID-19, including restricted student mobility. Despite this disruption, the proportion of international students in 2020/21 was higher than in 2018/19, and significantly higher than the baseline in 2017/18.

2018-2023 Strategic Plan - Report Card

Date Updated: January 21, 2021

		2017/18	2018/19	2019/20	2020/21
Academic Excellence					
<u>1</u>	Increase in students' perceived gains in higher order learning outcomes by 2023 (NSSE)	✓	✓	✓	▲
<u>2</u>	Achieve 100% participation rate of senior-year students in experiential learning opportunities by 2023	✓	✓	✓	
<u>3</u>	Increase in six-year graduation rate	✓	✓	✓	✓
<u>4</u>	# graduates employed in full-time jobs (skills match) is above the provincial avg.	✓	▲	✓	●
<u>5</u>	Increase in graduate student enrolment	✓	✓	✓	✓
<u>6</u>	Increase in number of postdoctoral fellows	✓	▲	▲	
<u>7</u>	Increase in the number of Research Chairs to 25	✓	✓	✓	
Social Responsibility					
<u>8</u>	Lakehead's domestic student population will reflect the demographics and diversity in the regions served by the University	✓	✓	✓	
<u>9</u>	Baccalaureate participation rate for residents of Simcoe County and Northwestern Ontario will increase	●	●	●	
<u>10</u>	Indigenous student enrolment at both baccalaureate and graduate levels will increase	✓	✓	▲	
<u>11</u>	The number of Indigenous faculty members and staff will increase	●	✓	✓	
<u>12</u>	The graduate employment rate two years after graduation from a baccalaureate program will be above the provincial avg	✓	▲	✓	●
Local and Global Partnerships					
<u>13</u>	Increase in # of partnerships w municipalities, gov't orgs, research institutes and industry (local, national and int'l)	✓	✓	✓	
<u>14</u>	Increase in the number of partnerships with Indigenous groups	✓	✓	●	
<u>15</u>	Increase participation in the Achievement Program and Aboriginal Mentorship Program	✓	✓	✓	
<u>16</u>	Increase in enrolment of under-represented student groups in specific programs	✓	✓	✓	
<u>17</u>	Increase in total # of engaged alumni (per Alumni Engagement Plan)	●	✓	✓	
Entrepreneurship and Innovation					
<u>18</u>	Increase in number of work-integrated learning opportunities across disciplines	✓	✓	✓	
<u>19</u>	Increase in economic impact of Lakehead University	✓	✓	✓	✓
<u>20</u>	Increase in societal impact of Lakehead University	●	●	✓	
<u>21</u>	Increase in number of businesses and start-ups in local communities directly related to University activity	✓	✓	✓	
<u>22</u>	Increase in number of patents filed	✓	◆	✓	
Capacity Development					
<u>23</u>	Increase in student satisfaction (National Survey on Student Engagement)	✓	✓	✓	▲
<u>24</u>	Improve employee engagement	●	●	✓	
<u>25</u>	Enrolment will increase to 10,000 students by 2023	▲	▲	▲	▲
<u>26</u>	International enrolment will constitute 20% of overall enrolment by 2023	✓	✓	✓	▲
<u>27</u>	Increase proportion of revenue from sources other than government operating grants or government-regulated tuition	✓	✓	✓	

● Under Development
◆ Intervention Required

▲ Trending in Right Direction
✓ Annual Target Achieved

2018-2023

Strategic Plan



QUESTIONS



OIEC Summary Report

From: Barbara Eccles – General Counsel and University Secretariat

Subject: Ogimaawin Indigenous Education Council (OIEC) Report

OIEC Members: *Precious Anderson - Member-At-Large; Greer Atkinson - Ogemawahj Tribal Council; Dr. David Barnett - Provost and Vice-President, Academic (Lakehead University); Denise Baxter - Vice-Provost, Indigenous Initiatives (Lakehead University); Kathy Beardy - Nishnawbe Aski Nation; Matthew Bombardier - Indigenous Student Member (Lakehead University); Nancy Bouchard (Chair) - Anishinabek Employment and Training Services; Paul Capon - Matawa First Nations; Dr. Paul Cormier - OIEC Advisors Committee Chair (Lakehead University); Lorrie Deschamps - Oshki-Pimache-O-Win Education & Training Institute; Ann Dumyn - Board of Governors Member (Lakehead University); Barbara Eccles (Secretary, Non Voting) - General Counsel & University Secretary (Lakehead University); Dr. Dean Jobin-Bevans - Orillia Principal (Lakehead University); Meghan Jourdain - Indigenous Student Member (Lakehead University); Dr. Moira McPherson - President (Lakehead University); Elder Gene Nowegejick; Dr. Lana Ray - Indigenous Faculty Member (Lakehead University); Yvonne Roussel - (Recorder, Non Voting); Valerie Stortini (Chair) - Thunder Bay Indigenous Friendship Centre; Howard Twance - Seven Generations Education Institute; Murray Waboose - Anishinabek Nation*

The OIEC met on January 18, 2021. Elder Gene Nowegejick shared an opening and closing prayer. The following items of business were on the agenda:

Adopted Motions

- MOVED to appoint Carlene Keeshig as an external member from the Indigenous community on the OIEC, from the organization Chippewas of Nawash Unceded First Nation Board of Education, for a 3 year term, commencing at the close of this meeting.
- MOVED to appoint Charles Brown as an external member from the Indigenous community on the OIEC, to fill one Indigenous Member At Large position, for a 3 year term, commencing at the close of this meeting.

OIEC Vice-Chair Nominations

An Interest to Serve was emailed to members of the OIEC on January 4, 2021. External voting members were encouraged to consider volunteering for this position. The OIEC Ad hoc Nominating Committee will continue to solicit for nominations.

OIEC Member on the Senate

An Interest to Serve email was circulated to OIEC members on November 17 and December 1, 2020, there were no nominations received. External voting members were encouraged to consider volunteering for this position. The OIEC Ad hoc Nominating Committee will continue to solicit for a volunteer.

Provost's Task Force for Indigenous Content Requirement (PTF-IRC)

The PTF-IRC is in the process of consulting with external groups with respect to the evaluation framework. An email will be circulated to OIEC members to encourage their participation in the consultation.

President's Report

The President encouraged members to access the link to Lakehead's Report to the Community interactive website and were invited to share ideas on ways to make the President's OIEC External Caucus more engaging for those participating.

Presentations, Reports and Updates Received

- President's January 2021 Online Report
- Achievement Program Presentation
- OIEC Ad Hoc Nominating Committee Report
- OIEC Advisors Committee Update
- SAC/OIEC Joint Sub Committee Update
- Strategic Plan Year Two Implementation Report
- Ogemawahj Tribal Council Update (Greer Atkinson)
- Seven Generations Education Institute Update (Howard Twance)
- Thunder Bay Indigenous Friendship Centre Update (Valerie Stortini)
- Member-At-Large Update (Precious Anderson)
- Board of Governors Report (of the November 26, 2020 meeting)
- Chair on Truth and Reconciliation Report (for the period November 1, 2020 - January 1, 2021)
- Office of Indigenous Initiatives Report (for the period November 6, 2020 - December 14, 2020)

The next OIEC meeting will take place on April 26, 2021, from 2:00pm to 4:00pm.



REPORT TO THE BOARD OF GOVERNORS

From: Dr. Christine Gottardo

Board Meeting Date: February 5, 2021

Subject: Senate Report

The Senate met on November 23, 2020, December 14, 2020 and January 25, 2021.

November 23, 2020 Senate Meeting Summary

Prior to the meeting being called to order Dr. McPherson and the appropriate department chairs acknowledged some members of the Lakehead University community who passed away, including Dr. Stanley George Andrew Magwood, Dr. Fred Gilbert and Dr. William T. Melnyk. This was followed by a moment of silence.

Dr. Barnett spoke to the accomplishments of the Teaching Innovation Award recipients, Dr. Barbara Parker, Dr. Lana Ray and Ivory Tuesday, and Dr. Julie Rosenthal. He also spoke to the accomplishments of the Teaching Support Award recipient, Dr. Victoria Te Brugge. Senate next was presented a Truth and Reconciliation Update.

Dr. Wesley-Esquimaux provided a presentation on the Lakehead University Community Engagement Modules and encouraged Senators to participate.

The Senate referred changes to academic programs, academic regulations and academic admission requirements (known as “calendar changes”) to the appropriate Senate committees for consideration. Before appearing on the Senate agenda for referral to a committee, each calendar change has already been approved by a Faculty Council and the appropriate Dean(s). If the proposed calendar changes are approved by the Senate committees, they will be brought back to Senate for final approval. This is a very thorough vetting process that includes input from academic units and the Registrar’s office as well as consideration of potential budgetary implications. The establishment and revision of academic programs, regulations and admission requirements is a primary function of Senate as set out in the Lakehead University Act, 1965.

The reports of the Senate Academic Committee, Senate Budget Committee, Faculty of Graduate Studies Council, Senate Research Committee, Senate Undergraduate Scholarships and Bursaries Committee, and the Senate Undergraduate Studies Committee were circulated in advance of the meeting.

The Senate adopted the following Senate Committee recommendations:

- MOVED that the attached amendments to the “Student Code of Conduct - Academic Integrity” policy be approved.

- MOVED that the attached amendments to the enduring resolution on “Removing and Reinstating Courses” be approved.
- MOVED that the “Term for Summer School” policy be rescinded.
- MOVED that the attached course type descriptions be approved and added to the Course Classifications section of the Academic Calendar.
- MOVED to refer the attached amendments to the Senate Research Committee Terms of Reference to the Senate Organization Committee.
- MOVED that the following undergraduate regulation change be approved commencing immediately to the close of the 2020-21 academic year:
 - 2020-UNIVREG-7547 - Modification to University Regulations X Withdrawal
- MOVED that the attached Adjunct Professor appointment be approved.

The Senate was also provided with an 2020-21 Annual Integrated Planning and Budget Development Process update.

The Senate was provided with the following items for information:

- Election Update - Dr. Salimur Choudhury was elected as the faculty member on the NOSM Admissions Committee for a 2-year term.
- Removal of Courses from the Calendar
- Northern Ontario School of Medicine Report
- President’s Report
 - Strategic Plan 2018-23 Progress Monitoring Reporting presentation
- Provost & Vice-President (Academic) Report

December 14, 2020 Special Senate Meeting Summary

The Senate adopted the following senate committee recommendation:

MOVED:

- (A) To delay the first day of classes in the Winter 2021 term to Monday, January 11, 2021 and to extend the last day of classes to Tuesday, April 13, 2021 for all programs, with the exception that the First Day of Classes and the Last Day of Classes of the Faculty of Law and the professional years in the Faculty of Education remain unchanged; and
- (B) that any Dean has the discretion to choose to commence activities other than regularly scheduled academic classes, such as placements, practica, and field activities, on January 4, 2020 as previously planned, and
- (C) to modify the following dates on the academic schedule of dates, from the currently approved dates in Column 2, to the proposed revised set of dates in Column 3 below:

Description	Current Date	Proposed Revised Date
First Day of Classes	Monday, January 4, 2021	Monday, January 11, 2021*

Class Add Date (W)	Friday, January 15, 2021	Friday, January 22, 2021
Class Drop Date (F & W)	Friday, March 5, 2021 (W) Friday, February 12, 2021 (F)	Friday, March 12, 2021 (W), Monday, February 22, 2021 (F)
Last Day of Classes (F & W)	Tuesday, April 6, 2021	Tuesday, April 13, 2021*
Study Days	April 7-8	April 14-15
Exam Period	Friday, April 9 - Sunday, April 18, 2021	Friday, April 16 -Sunday, April 25, 2021
Contingency Date	Monday, April 19, 2021	Monday, April 26, 2021
Marks Due	Thursday, April 22, 2021	Thursday, April 29, 2021

*First Day of Classes: Monday, January 11, 2021 except for Faculty of Law and the professional years of the Faculty of Education, where the first day of classes will be January 4, 2021

*Last Day of Classes: Tuesday, April 13, 2021 except for Faculty of Law and the professional years of the Faculty of Education, where the last day of classes will be Tuesday, April 6, 2021

January 25, 2021 Senate Meeting Summary

Prior to the meeting being called to order Dr. McPherson and the appropriate department chairs acknowledged some members of the Lakehead University community who passed away, including Dr. K. Brown, and Dr. G. Carruthers. This was followed by a moment of silence.

The Senate referred changes to academic programs, academic regulations and academic admission requirements (known as “calendar changes”) to the appropriate Senate committees for consideration. Before appearing on the Senate agenda for referral to a committee, each calendar change has already been approved by a Faculty Council and the appropriate Dean(s). If the proposed calendar changes are approved by the Senate committees, they will be brought back to the Senate for final approval. This is a very thorough vetting process that includes input from academic units and the Registrar’s office as well as consideration of potential budgetary implications. The establishment and

revision of academic programs, regulations and admission requirements is a primary function of the Senate as set out in the Lakehead University Act, 1965. In addition, the Senate granted final approval to a number of calendar changes.

The reports of the Senate Academic Committee, Senate Budget Committee, Faculty of Graduate Studies Council, Senate Organization Committee and Senate Research Committee, and the Senate Undergraduate Studies Committee were circulated in advance of the meeting.

The Senate adopted the following Senate Committee recommendations:

- MOVED that the proposed amendments to the Senate Teaching and Learning Committee Terms of Reference be approved.
- MOVED that the proposed amendment to the Senate Undergraduate Scholarships & Bursaries Committee Terms of Reference be approved.
- MOVED that the proposed amendments to the Senate Research Committee Terms of Reference be approved.
- MOVED that the Senate approved policies be updated to replace gender specific pronouns with gender neutral language.
- MOVED that the attached Adjunct Professor recommendations be approved.

The Senate was provided with the following items for information:

- Fall 2020 Late Additions to Graduands List
- Northern Ontario School of Medicine Report
- Council of Ontario Universities Academic Colleagues Report
- Ogimaawin Indigenous Education Council Report
- Board of Governors Report
- President's Report
- Provost and Vice-President, Academic Report
 - 2020/21 Fall Enrolment Update Presentation
- Report to the Community Video

Access to the Senate meeting materials is available on the [Senate section of the website](#).