

Services and Administrative Committee Meeting

Meeting Minutes

April 27, 2021

Present: (via Teams) Andrew Hakin (Chair) and Lynne Delorey (Recording Secretary)
Andrew Beckett, Kyler Bell, Lisa Craig, Jacqueline De Leebeeck, John Delorey, Megan Fogarty, Bob Hale, Shanna Hopkins, Richard Isnor, Murray Kyte, Leon MacLellan, MJ MacLellan, Leo MacPherson, Margie McKinnon, Randy Peters, Kathleen Provost, Jennifer Swinemar-Murray, Kevin Wamsley and Elizabeth Yeo

Regrets: Wendy Langley and Kerry Prosper

A. Hakin opened the meeting at 9:00 am and welcomed Committee members. He expressed thanks to the group for their collective efforts over the year and encouraged all to catch their breath before beginning moving too deeply into planning for the next academic year with a reminder for all staff to practice self-care.

The minutes of the March 30, 2021 meeting were approved on a motion by J. Swinemar-Murray, seconded by L. MacLellan. Motion carried. The Agenda for the April 27, 2021 meeting was approved as circulated.

K. Wamsley, Academic Vice President and Provost, provided an Academic Update:

- Our Winter semester classes are now over. There are over 700 students registered for Spring/summer courses.
- Convocation Day is upcoming. Degrees and diplomas will be conferred on May 2, 2021. The Advancement department is working on the details for the virtual ceremony.
- Enrolment confirmations for the 2021-22 academic year continue to increase.
- Faculty hires in multiple departments are underway. The Dean of Education search committee is close to a decision. As well, the search process will begin to replace Janice Landry, Director, Continuing and Distance Education. Janice is retiring after 45 years of service to StFX.
- Work is underway on the Academic plan with participation from faculty. A first set of recommendations related to how the process will take place has been presented to Academic Priorities and Planning. A first phase consultation process will be scheduled in May/June 2021.
- The President's Action Committee on Anti-Racism members have been selected and an introductory meeting is scheduled in early May.
- The Spring Teaching Retreat scheduled for May 2021 has transitioned to a virtual event.
- As we prepare to welcome the incoming class of 2021, faculty and staff are investigating the supports that will be necessary to assist those who have recently studied in non-typical learning environments, i.e., virtual.

R. Isnor, Associate VP Research reported:

- Summer research students will begin, in person, in May. A record number of summer student research awards (56) have been approved.
- With new funding received, implementing \$400,000 EDI capacity development grant will be a focus.
- There was great success in the recent applications for NSERC funding, 7 of 9 applications were funded.
- New potential graduate program opportunities are being reviewed, (i.e., Masters in Health), as well as a new Masters in Human Nutrition (with focus on dietetics).

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M. Kyte, Vice President Advancement circulated an update prior to the meeting (see page 6) and provided an update regarding fundraising:

- It has been a challenging year, but the outlook is promising.
- Year-over-year increases in funds raised for the University.
- The Day of Giving is schedule for May 11 and the support of our Leadership Council is important to the Day's success and messaging for our donors.

M. Kyte then asked his S. Hopkins and K. Bell to update on their respective areas.

S. Hopkins, Director, Alumni Affairs, reported:

- Planning for Spring Convocation has been challenging as we must pivot our plans once again to meet the restrictions from province regarding gathering size. A new plan will be available this afternoon.

K. Bell, Director, Communications and Marketing, reported:

- We have softly launched the new Visual Identity Guide with Executive Assistants and are now incorporating their feedback. It will be distributed to all Service and Administrative Committee Members shortly and we encourage your feedback.
- We have welcomed five interns to help with the migration of department sites from our current web content management system, version Drupal 7, to a newer version -- version Drupal 9.

A. Beckett, Vice President, Finance and Administration reported:

Information Technology:

- Work is underway on a new admission application form and a residence application form as well as an updated ID photo upload process.
- Replacement of the MesAmis platform is underway.
- We are looking into engaging an external to provide Web support.
- Meetings are scheduled with academic leadership to review computer lab needs.
- Directions for Multi-Factor Authentication will be announced shortly.
- A reminder to all staff to complete their cyber security training.

Facilities Management:

- Lane Hall is currently being demolished. Site cleanup will follow.
- The Morrison Hall dining room will be renovated this summer and air conditioning installed,
- Design work is underway for plans to expand the fitness centre and public change areas at the at Saputo Centre.
- The electrification project with the Town of Antigonish is also ongoing.
- A reminder to all staff to respect co-workers' space and keep everyone safe.

Risk Management:

- The return to work on campus date will be extended to May 31, 2021.
- The recent audit from the university's insurer will be reviewed.
- Parking fees will come in effect on September 1, 2021.

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Auxiliary Services:

- To date, 1,700 applications for residence rooms have been received. Of those, 1,050 are first year students.
- Discussions have begun with StFX Athletics regarding the sale of Athletics clothing in the StFX Store.
- There are ~60 rooms residence rooms reserved on campus for the summer.
- Our conference services business has been scaled back for the upcoming summer. Much work continues with planning for national events that StFX will host in upcoming years.

Human Resources:

- It is disheartening to read petty requests received from staff surrounding the upcoming four days of paid holidays during the week of May 24-28.
- We are currently addressing the concerns about and resistance to the return to work on campus.
- The revised Sexual Harassment and Discrimination policy and the Conflict-of-Interest Policy will come into effect on May 1, 2021.
- Currently under revision is the Acceptable Use of Technology policy
- A campus Accessibility Committee was formed with the goal of having a plan brought forward by April 2022.

Finance:

- The audit process for the 2020-21 fiscal year is upcoming. It is anticipated that we will end the year with a \$2 million dollar surplus.
- For the 2021-22 academic year, we will continue to require that our students sign both a waiver and student conduct agreement.

E. Yeo, Vice President, Students, provided an update and asked her direct reports to provide updates from their respective areas:

- Thanks to all Student Services managers and all StFX colleagues for significant leadership to get us safely through this pandemic.
- Strategic planning for the student experience has been initiated. The quality-of-life committee is leading and developing a consultation process. In June, faculty and staff will be invited to engage in the planning as well. There will be a focus on student mental health, student experience framework, mentoring and supporting transitions.
- The incoming class of 2021 have not had a typical pre – university experience and Student Life is preparing to support them with the transition.
- The committee who coordinated the Good Neighbors Strategy has reconvened to work toward a successful student return to campus/Antigonish for Fall 2021. Through effective communication, outreach, education, and services, we can work together to support positive and respectful communities.
- NS Labour and Advancement Education has provided \$620,000 to NS institutions to fund three different projects which will aid in providing student experience opportunities.

J. De Leebeek, Director, Student Life, reported:

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- Two projects currently underway include the residence renewal initiative (focusing on two specific outcomes from the 2017 review) and redevelopment of the student support model in residence for the incoming cohort, recognizing they have unique needs given that they have not had the typical social development opportunities during the pandemic.
- Over the summer, we are planning for consultation process on residence renewal and preparing for transition to a new model with revised student staff and residence team roles and structure.
- There is continuing development of programming curriculum and restorative practices in behaviour management.

M. Fogarty, Manager, Human Rights & Equity, reported:

- It was challenging year for the Equity department with 10 formal investigations and 2 complaints which were resolved informally (one of which had 2 complainants, creating a total of 13 complainants).
- Modules to support equity and diversity were developed with Robert Upshaw and will be released in the fall.

M. MacKinnon, Director Health and Counselling, reported:

- A virtual platform for Health and Counselling services was successfully launched in 2020/21.
- Moving forward, we will integrate a hybrid model for Health and Counselling services.
- The Tramble Centre for Accessible Learning has noted a significant increase of over 100% in the number of registered students over the past five years. At present, there are more than 600 students registered with the Centre and it is no longer feasible to manage the data manually. We are ready to implement a new online software system, Clockwork, to operate more efficiently, i.e., communication, documentation, test/exam coordination, etc.
- EGDE (Engage, Develop, Grow your Employability) was successful as a pilot project for the Tramble Centre and Career Services. This provincially funded program helped us to better prepare students with disabilities for employment.
- The position of a community mental health nurse has been a tremendous addition to our team. We will look at further development of that role throughout the year.
- Concern for student mental health is integrated in all aspects of our work.
- We are anticipating that we will proceed with the provincially funded Man-Made sexual violence prevention program next year pending availability of facilitator training (due to COVID restrictions).

L. MacPherson, Director, Athletics & Recreation, reported:

As we look forward to next year, we will focus on five priorities:

- Student athlete success and well-being. We are looking to update student-athlete needs with regards to mental health, sexual violence prevention and social justice matters to drive cultural change. We have met with Maple League colleagues to share/implement best practices (Bishops – Academic Support Program; Acadia – Mental Health Support Program; StFX – Student-Athlete Leadership Development Program)
- Benchmark and update athletic policies.
- Enhance and celebrate student-athlete academic success.
- Enhance recreation programming in the areas of XREC Outdoors and the Bloomfield Hub initiative.
- Athletics and Recreation facility renewal for next phase of renovations.

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A. Hakin provided the following overview:

- Post-secondary infrastructure was not included in the federal budget; however, pre-budget – building initiatives announced by the federal government may be accessible for projects such as the Bauer Theatre or the Saputo Centre. The artificial intelligence strategy and other targeted research initiatives that were announced in the budget may be helpful to StFX researchers. An overview of the federal budget prepared by Universities Canada was circulated prior to the meeting.
- Universities Canada is hosting meeting for University Presidents today and tomorrow. The agenda will focus on equity/diversity/inclusivity initiatives and I host a panel discussion on the future of undergraduate education.
- PACAR is moving forward with a first meeting of the group is being scheduled.
- The incoming class of 2021 will require unique attention and support as the structure of their high school learning and social environments has been very different from other incoming classes. This needs to be kept on our radars.
- To initiate further work on the StFX Strategic Plan, we need to solidify our mission, vision, and values. Work will continue through the summer on the development of the plan.

Wrap-up

A. Hakin thanked all members of the committee for their efforts in safely navigating the University through the pandemic and for their many efforts to modify and adapt plans as new circumstances emerged. It is appreciated that everyone can provide a unique lens on where we need to be as a university and how we can get there. Moving forward with our strategic planning process, we will work collaboratively to land where we need to be.

The meeting adjourned at 10:30 a.m.

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ADVANCEMENT OFFICE ST. FRANCIS XAVIER UNIVERSITY

Update: April 27th, 2021

The Advancement Office consists of three interrelated units of support: Alumni Relations, Development & Campaign, and Communications & Marketing

Alumni Relations:

- Senior Class activities and Convocation events
- Alumni Association events—virtual engagement opportunities
- Alumni Survey results to be shared
- New Mentoring Program for Alumni by Alumni; working with Student Services
- Fall Planning for on-campus support (NHN), student events, virtual events for Alumni

Big Learning: Do not fear change; be open to doing things differently

Development & Campaign:

- Fiscal Year-End Wrap Up—overall positive results YoY
- Day of Giving May 11: 100% participation-BoG, Leadership team; Thank you and telephone calls
- President’s Gala – Virtual –three consecutive weeks
- Campaign: Focused on SC, Centre for Innovation in Health, Mulroneo Institute, Xaverian Fund
- Continue with *Extraordinary Lives* Event for upcoming academic year
- Working with ITS—integrated enterprise system review; data analyst work

Big Learning: Increased engagement through virtual; people give to people-leverage them

Communications & Marketing:

- “ThanX ” campaign: lawn signs, posters, video
- Visual Identity Guide Rollout: already begun soft launch, public launch shortly
- Comms Task Force will remain—much success was driven by this team; focused on developing tactical plan for summer/fall for in-coming and returning students and their parents
- Related: COVID Comms; alignment of Student Services support
- Continued introducing of President Hakin to various external stakeholders
- StFX.ca and myStFX (new Drupal version) and increased focus/support on digital media

Big Learning: “Trust” is critical—frequent opportunities for dialogue/touch points builds it.