

December 2017 Board Meeting



Board of Directors Meeting

December 18, 2:30-4:00pm ET

Minutes

Draft: December 18, 2017

Accepted: January 15, 2018

Attendees

Denise Stockley

Dianne Bateman

Erika Kustra

Aline Germain-Rutherford

Gavan Watson

Robert Sproule

Laura Kinderman

Tim Loblaw (for Mike Van Bussel)

Gen Newton (for Deb Kiceniuk)

Tim Howard

Valerie Lopes

Ute Fiedler

Regrets

Christine Gaucher

Jeanette McDonald

Reference Material

- November 2017 minutes
- Draft 2018 Operating Budget Basecamp Discussion
- Draft 2018 Operating Budget
- Student Advocacy Report

- 2018-22 D2L MOU
 - STLHE 2017 Conference Financial Report
 - STLHE 2018 Conference Budget
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Notes

Agenda

1. Call to order and welcome

Leader: D. Stockley

2:34pm

- Denise welcomed Tim Loblaw, Gen Newton & Aline Germain-Rutherford to our meeting today.
- Gen Newton noted that SoTL Canada looks to elect a new chair in January 2018.

2. Approval of the agenda

Time: 5 min

Purpose: make a decision

Leader: D. Stockley

Preparation: Review agenda

Approved by consensus.

MOTION: (Moved by L. Kinderman, Seconded by V. Lopes): I move that agenda item 10a., STLHE conference update, be added to today's agenda.

Approved by consensus.

3. Approval of minutes of November 2017

Time: 5 minutes

Purpose: make a decision

Leader: D. Stockley

Preparation: Review November 2017 minutes.

Approved with 3 abstentions.

4. Chair's report

Time: 5 minutes

Purpose: share information

Leader: D. Stockley

Preparation: none.

- Gavan and Denise will be meeting constituency groups in coming weeks to discuss by-laws and governance.
- Denise returned from attending the awarding of the [Yidan Prize](#), an international teaching prize.
- Denise continuing to work on civility policy and expects to circulate a policy in January 2018.

5. Approval of the 2018 operating budget

Time: 30 minutes

Purpose: Make a decision

Leader: R. Sproule

Preparation: Review draft budget and participate in 2018 operating budget discussion in [Basecamp](#).

- Bob reminded us that the Basecamp discussion has been the forum to engage in conversation prior to this conversation.
- Questions of merit or concern are to be addressed at this meeting.
- STLHE Admin
 - Proposed 2018 budget has a net revenue of \$23,434
 - Overall surplus (subject to change before the end of 2017) will be \$343,725
 - Bob noted that with changes at the board level with new members, there will be impacts on travel budget.
 - Travel budget is significantly higher; board members are now requiring financial support to attend one or both of the face-to-face meetings.
 - Otherwise, the administration expenses are in line with 2017 expenses.
 - Denise asks about the CELT expense; can the board receive a breakdown of the budget amount?
 - Bob notes that to be fiscally conservative, given the new editor, the budget was set at \$4000.
 - Denise would like a budget breakdown like CJSOTL to create a CELT budget in alignment with all STLHE processes.
 - Dianne notes that CELT published 1/year with approx 20 articles and that the additional \$1500 is projected to be spent on translation of abstracts.
- EDC
 - EDC budget submitted by constituency group's treasurer.
 - Drawing down \$14,000 on surplus, reducing surplus to \$42,926.
 - Erika thanked Bob's willingness to work with new EDC treasurer in their new role.
- 3M Council
 - 3M council budget comes from constituency group's secretary-treasurer.
 - Bob noted a surplus of \$30,000.
 - Aline hope to be able to fund suitable Scholarship of Leadership in Education (SoLE) projects to draw down surplus.

- 3M national student fellowship
 - Bob notes that budget submitted by award coordinator.
 - Surplus will approach \$40,000 by year-end (due to 2017 actual numbers not showing 3M portion of award as it had not been received from 3M Canada when numbers submitted in October)
 - 2018 budget proposed to slowly draw down the surplus.
 - 3M National Teaching Fellows
 - Award coordinator responsible for submitting the budget.
 - Surplus in this award at the end of 2017.
 - 2018 proposed to slowly draw down the surplus.
 - Brightspace / D2L award
 - Award coordinator responsible for submitting the budget.
 - New agreement includes changes to how money is spent.
 - Bob suggests approving the budget as it is reflected now, including a notion that some of the expenses for D2L award may be shuffled (does not change the total, likely there will changes across accounts).
 - Student bursary
 - Bob reminds us that this was a restricted fund created from conference surplus to support student attendance at STLHE annual conference.
 - STLHE contributes to \$5000, STLHE conference contributes at least \$5000
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- Bob notes that the overall 2018 operating budget projects a -\$6,366 deficit, but with a 2017 budget surplus of \$504,532 this isn't a concern.
 - Gavan thanks Bob and STLHE constituency group executive members and award coordinators for work on the budget and notes his concern with STLHE's growing surplus for a non-profit.
 - Denise notes that addressing growing surplus should be on the February F2F meeting agenda.

MOTION (Moved by R. Sproule, Seconded by G. Watson): I move that the 2018 operating budget is approved.

Motion carries.

Yes: 9, No: 0, Abstain: 0

6. Report: Student Advocacy

Time: 15 minutes

Purpose: Share information

Leader: U. Fiedler

Preparation: Review Student Advocacy Report

- Ute reviewed submitted report.

Floor opened to questions:

- Aline thanks Ute for the enlightening comments that she offers in her role on the 3M council.

7. Notice of 2017 Annual Reports

Time: 5 minutes

Purpose: share information

Leader: G. Watson

Preparation: none.

- As per STLHE policies 2 & 6, annual reports are due from Standing Committees and Affiliated Groups.
 - Reports from standing committees should be submitted to Chair, Partnerships.
 - Denise will need to write a “Message from the President”
- All reports due to Gavan (secretary@stlhe.ca) by Wednesday, January 31st, 2018.
 - Please include with your submission any relevant photographs to illustrate your report: visuals important!
- Reporting time frame is January 1 - December 31, 2017
- Refer to [2016 STLHE Annual Report](#) as an exemplar.
 - You can also see the [final version of the 2016 report](#) that I sent to the graphic designer to see the final version I send.
- Final formats will be in PDF and print copies.
- You can include URLs, but since this will be a print document, don't use terms like “click here for more”—please note where you would like hyperlinks added by highlighting the text you would like linked and adding a comment in Word with the website address.
- Regarding process, Gavan will be in touch with report authors after January 31st with feedback and suggested edits.
- Please keep in mind that this is an outward-facing document and should take an appreciative tone.
- Some common feedback from first submissions last year:
 - Please ensure you've including a list of executive (if applicable) with roles and institutional affiliations, as-of December 2017.
 - Maximum report length of 700-800 words ideal for the space we have.
 - Please submit the report in an editable format (e.g. Word vs. PDF).

8. Review and Approval of the D2L / STLHE MOU for the D2L Innovation in Teaching and Learning Award

Time: 15 minutes

Purpose: Make a decision

Leader: J. McDonald

Preparation: Review D2L MOU (link above), with a request to send questions and comments to Jeanette ahead of the board meeting.

- No questions on the MOU submitted to Jeanette.
- Ryan Lufkin, new D2L director of education and is highly engaged and would like to see D2L more highly involved.
- In the past, D2L award winners have received STLHE membership for two-years. This two-year membership no longer a part of the award. If STLHE wanted to include this as part of the award, this would have to be a STLHE board decision.

MOTION (Moved by V. Lopes, Seconded by A. Germain-Rutherford): I move that STLHE approve the MOU that details the sponsorship agreement between D2L and STLHE in support of the D2L innovation in teaching and learning award.

Motion carries.

Yes: 11, No: 0, Abstain: 0.

9. SoTL Canada Award

Time: 10 minutes

Purpose: Share information

Leader: G. Newton

Preparation: SoTL Canada is looking for actionable items related to how they could proceed with developing a a SoTL Canada Award.

Gen writes that a SoTL Canada Award “has been noted as a high priority item by our members and [the SoTL Canada executive doesn’t] feel like SoTL is *specifically* being recognized by the other STLHE awards. We feel strongly that it should be distinct, provided we have the boards’ support, of course.”

- SoTL Canada’s understanding that there would be a need for continuing revenue to pay for SoTL Canada award.
- SoTL Canada turned to their membership to ask if they would be willing to pay a membership fee: results split.
- Optional membership fee could be a way forward; \$10 suggested as a cost.
- Gen asks: How does SoTL Canada go forward with this?
- Tim L. asks if this sets a precedent for other affiliated groups.
 - Denise notes that EDC has a membership fee, 3M Council has an optional fee; precedent has already been set.
- Denise suggests that seeking sponsorship for an award could be a way forward, but to follow-up with first STLHE Partnerships Chair.
- Gen notes that 2019 would be the anticipated start year.
- Tim L. asks what the budget reporting would look like for SoTL Canada if an optional membership fee was charged.
- Tim L. asks to be a part of these conversations as the College Sector representative.
- Valerie urges that Jeanette is included on initial conversation before approaching any sponsor.

10. Other business

10a. STLHE conference update

Time: 15 minutes

Purpose: Make a decision

Leader: L. Kinderman

Preparation: Review STLHE 2018 Conference Budget and STLHE 2017 Financial Report

STLHE 2017 Financial Report

- STLHE letter to co-organizers prompted the submit the financial report.
- 2017 conference surplus due to organizing committee's decision to cover admin. costs internally.

MOTION (Moved by L. Kinderman, Seconded by B. Sproule): I move that STLHE approve the 2017 Conference Financial Report as submitted by Saint Mary's and Dalhousie Universities.

Motion carries.

Yes: 9, No: 0, Abstain: 2

STLHE 2018 Conference Budget

- Bob notes that payable to STLHE missing \$10,000
- Aline asks about translation fees included in the budget; L. Kinderman notes that most translation will be taken care of via in-kind support.

MOTION (Moved by L. Kinderman, Seconded by G. Watson): I move that STLHE approve the 2018 Conference Budget as submitted by Sherbrooke and Bishop's Universities.

Motion carries.

Yes: 9, No: 0, Abstain: 2

Motion to adjourn passes unanimously at 4:02pm ET

Next board meeting

January 15 2018, 2:30-4:00pm Eastern

Decisions

1. Addressing STLHE's growing surplus should be on the February F2F meeting agenda.

Action items

None.

Items for next meeting
