

Higher Education Quality Council

MINUTES

March 25, 2013
2:05 p.m. – 4:35 p.m.
1 Yonge Street, Suite 2402

Present

Council Members:

Elizabeth Dowdeswell, Chair
Richard Dicerni
Cindy Hazell
Michael Hill
Chris Monahan

Guest:

Deborah Newman, Deputy Minister

President and Secretary to the Board:

Harvey P. Weingarten

Staff supporting the Council:

Diana Macri, Chief Administrative Officer
Susan Bloch-Nevitte, Executive Director, Communications
Fiona Deller, Executive Director, Policy & Partnerships
Richard Wiggers, Executive Director, Research & Programs
Martin Hicks, Executive Director, Data & Statistics
Ellen Permato, Executive Assistant and Recording Secretary

1. Call to order

The Chair called the meeting to order at 2:05 p.m. and established that a quorum of Council members was present. She welcomed the two new Board members, Richard Dicerni and Cindy Hazell. A roundtable introduction of all participants in attendance followed.

2. Approval of agenda

The Chair proposed that the Deputy Minister's update be first on the agenda because of the Deputy's time constraints.

4.3 Ministry of Training, Colleges and Universities update

The Deputy Minister welcomed the new board members.

Her report focused on:

- Release of the Federal Budget
- New Minister & Government Direction

- Update on Strategic Mandate Agreements
- Learning Outcomes
- Update on Tuition Framework

3. **Approval of Meeting Minutes**

Motion:

1. That the Board approve:
 - a) the Minutes of the Board Meeting of December 17, 2012

Moved by Michael Hill; seconded by Elizabeth Dowdeswell

Passed unanimously.

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4.2 **President's update**

Harvey P. Weingarten gave a brief history of HEQCO, its mandate and how the agency is influencing government policy and institutions. He described the steps HEQCO takes in planning its annual strategic research plan. HEQCO has been involved in 202 research activities to date.

Communications update

The highlight of S. Bloch-Nevitte's presentation are the top 5 most "talked about" topic areas on HEQCO's website:

1. Strategic Mandate Submissions
2. Quick Stats
3. NSSE Phase II
4. Research Guide
5. Information Literacy

Visitors to the website continue to increase.

5.1 **Appointment of Audit Committee**

Motion:

1. That the Board appoint Richard Dicerni and Cindy Hazell to join Michael Hill on the Audit Committee and that the Committee members choose one of the members among them to act as Chair.

Moved by Richard Dicerni; seconded by Michael Hill

Passed unanimously.

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5.2 **Audit Plan 2012-13**

Motion:

1. That the Board accept the Audit Approach and Project Work Plan submitted by PricewaterhouseCoopers LLP (PWC) on November 30, 2012 for fiscal year 2012-13.

Moved by Richard Dicerni; seconded by Cindy Hazell

Passed unanimously.

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5.3 Revised Banking Resolution and Certificate of Officers and Directors

Motion:

1. That the Board approve the revised Banking Resolution and Certificate of Officers and Directors to reflect the changes in the Authorized Signing Officers;

And that

2. The revised Banking Resolution and Certificate of Officers and Directors will come into effect on March 25, 2013.

Moved by Richard Dicerni; seconded by Cindy Hazell

Passed unanimously.

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6.1 Third Quarter Financial Report and Year-End Forecast

D. Macri informed the members that a summary of financial statements is submitted to the Ministry on a quarterly basis. The reporting format follows *Canadian Generally Accepted Accounting Standards* and the requirements of the Ministry's Corporate Finance Branch.

The fourth quarter report is generally provided to the Audit Committee in May. External auditors submit the annual financial statements to the Audit Committee in June, and they are included in HEQCO's annual report submitted to the Minister by the end of July.

7.1 Strategic Mandate Agreement

H. Weingarten informed the members that the report of the panel formed by HEQCO has been submitted to the Ministry. It will be released to the public on April 4.

7.2 Productivity

HEQCO submitted a preliminary report on the Productivity of the Ontario Public Postsecondary System to the Ministry. It will be released to the public on April 11.

8. Executive Session

1. The Board reviewed and approved HEQCO's approach to year-end compensation of its employees.
2. The Board reviewed the President and CEOs self-assessment of performance for fiscal year 2012-13 and approved the appropriate compensation as per his contract. The Chair was asked to convey the Board's views and gratitude to the President.

9. Adjournment

The meeting adjourned at 4:45 p.m.