

## Higher Education Quality Council

### MINUTES BOARD MEETING November 24, 2014 12:35 p.m. - 2:15 p.m.

#### Present

##### Council members:

Cindy Hazell, Interim Chair  
Michael Hill  
Mark Stabile  
Chris Monahan

##### 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 and Partnership  
Richard Wiggers, Executive Director, Research and Programs  
Martin Hicks, Executive Director, Data and Statistics  
Ellen Permato, Executive Assistant and Recording Secretary

#### 1. Call to order

The Chair called the meeting to order at 12:35 p.m. and established that a quorum of Council members was present.

#### 2. Meeting agenda

The Chair informed the members that a motion to formally approve HEQCO's budget for Fiscal Year 2014-15 will be added under Governance as Item 5.2.

The agenda of the meeting was approved by all members.

#### 3. Approval of meeting minutes

Under Item 7.1, the Chair asked if 45 was the correct number of postsecondary institutions in Ontario that have signed the Strategic Mandate Agreements. Chris Monahan from MTCU confirmed that there were 45 signatories.

##### Motion:

1. That the Board approve the minutes of the Board Meeting of October 29, 2014.

Moved by Mark Stabile; seconded by Michael Hill

Passed unanimously

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#### 4.1. Chair's update

The Chair congratulated the staff led by Fiona Deller and Susan Bloch-Nevitte for the success of the conference on apprenticeship and the skilled trades organized by

HEQCO in November. Minister Moridi, who she met at the conference, gave her positive feedback on the Council's leadership and work.

The Minister thanked her for informing him of the vacancies in HEQCO's Board, of which he was aware. Names of possible candidates have been submitted to the Deputy Minister. There is a process to be followed and application forms are available at the Public Appointment Secretariat's website.

#### **4.2 President's update**

The theme of the November conference resonated with a varied group of people. There was a waiting list after registration was at the 200-person limit. The topic drew speakers with wide-ranging interests and there was a sense that collaboration and partnership resulted from the interaction that took place at the two-day meeting. The results are now being evaluated and will be reported at the next Board meeting.

HEQCO's research priorities are outlined in the Multi-Year Business Plan 2015 to 2018. The president noted that the Performance Indicators report has a broader scope and will be released in March 2015. The staff is developing a user-friendly interface tool on HEQCO's website that will enable users to select indicators and recalibrate results based on indicators that are most important to a given province.

The Ministry had asked HEQCO's advice on outcomes-based funding formulas and Major Capacity Expansion (MCE). The president was invited to join a panel convened by the Ministry to evaluate proposals submitted by institutions to the MCE.

#### **4.3. Ministry of Training, Colleges and Universities' update**

Highlights of Chris Monahan's report:

New developments with Ontario Online, credit transfer, and updates on Bill 10 *The Child Care Modernization Act*, the University Funding Framework and Major Capacity Expansion.

#### **5.1 HEQCO Data Infrastructure, Support and Services – CentriLogic**

Michael Hill reported that the Audit Committee met on November 25, 2014 to review the report of the CAO and to accept the proposal submitted by CentriLogic for HEQCO data infrastructure, support and services. The proposal has been thoroughly investigated by a third-party technical advisor to HEQCO, which determined that the costs identified are justified and reasonable. The Audit Committee was assured that HEQCO has followed the appropriate approval process for this contract. CentriLogic was originally chosen through an open competitive RFP process.

#### **Motion:**

1. That the Board accept the Audit Committee's recommendation to approve the consolidated CentriLogic proposal for HEQCO data infrastructure, support and services.

Moved by Michael Hill; seconded by Mark Stabile  
Passed unanimously  
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## 5.2 Budget FY2014-15

At its June 6, 2014 meeting, the Board passed the motion:

*That until the allocation is known, the Board accept the recommendation of the Audit Committee to approve the FY2014-15 budget, which is consistent with last year's budget.*

The budget allocation has been officially confirmed by the Deputy Minister in her letter of September 5, 2014. Michael Hill recommended the formal approval of the budget.

### Motion:

1. That the Board approve HEQCO's FY2014-15 budget.

Moved by Michael Hill; seconded by Mark Stabile

Passed unanimously

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## 6.1 Multi-Year Business Plan 2015-16 to 2017-18 and Research Plan 2015-16

Diana Macri, as requested by the Chair, summarized the pro forma documents that are required by the Ministry on a fiscal year basis, i.e., April 1st to March 31st. These are the documents HEQCO is required to submit:

1. Quarterly financial reports are submitted in order to receive quarterly instalments of HEQCO's annual financial allocation:
  - The first quarter report is finalized in August
  - The second quarter report is finalized in November
  - The third quarter is finalized in February
  - The fourth quarter is finalized in May
2. Annual Report (includes audited financial statement) – due July 31
3. Audit Reports (must be submitted within six months of the year to which the audit relates) by September 30
4. Risk Assessment Report (a prescribed format) – due in early September
5. Multi-Year Business Plan (includes Strategic Plan and current Annual Research Plan) – due December 1
6. Annual Research Plan (new, for forthcoming fiscal year) – included in the Business Plan (see above)

The members acknowledged the importance of the Business Plan/Research Plan. They would like to see the most significant and outstanding projects highlighted. The staff agreed: future reporting will emphasize major projects; identify which are ongoing, multi-year, short-term and new; show the completion dates; and distinguish between themes and projects.

The president made special mention of HEQCO's research staff, who are doing exemplary work in the continuity and quality of research projects. The Council is

committed to supporting the retention and development of its research staff through career growth and compensation within the existing provincial regulations.

Under the Staff retention and development paragraph of the Business Plan, a member suggested rewording "...HEQCO will exercise the maximum flexibility within existing provincial regulations regarding compensation...", as the context might be misinterpreted.

HEQCO continues to give evidence-based advice to the Ministry. A member emphasized that HEQCO's performance indicators should correspond with those of the Ministry.

The Council increasingly relies on its in-house research capacity in gathering data for and producing analyses and visualization of its reports. It still uses some external sources to support its in-house work.

**Motion:**

1. That the Board approve the Multi-Year Business Plan 2015-16 to 2017-18 and Research Plan 2015-16, with amendments.
2. That the Board authorize the submission of the amended Multi-Year Business Plan 2015-16 to 2017-18 and Research Plan 2015-16 to the Minister.

Moved by; Mark Stabile; seconded by Michael Hill  
Passed unanimously  
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**7. Executive Session (in camera)**

**8. Adjournment**

The meeting adjourned at 2:15 p.m.

Approved:



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Cindy Hazell  
Interim Chair



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Harvey P. Weingarten  
Secretary

February 24, 2015

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Date

February 24, 2015

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Date