

NOTICE OF MEETING

There will be a meeting of the
Board of Governors
Tuesday, April 20, 2021
at 4:00 pm
VIRTUAL MEETING
Link: [Join Microsoft Teams Meeting](#)

AGENDA

ITEM	DOCUMENT# & ACTION
<i>Declaration of conflict of interest</i>	
1 Approval of the Agenda	
2 Minutes of the meeting of March 23, 2021	Allison-Approval BG210323M
3 Business arising from the minutes	
4 Outstanding Business/New Business	
4.1 Reports:	
4.1.1 Remarks from the Chair (4:05-4:10pm)	Allison-Information
4.1.2 President's Report	Gordon-Information
4.1.2.1 Annual Report on Sexual Misconduct Policy (2020-2021) (p. 3) (4:10-4:25pm)	Gordon/Johnstone-Information BG210420-4.1.2.1
4.1.3 Guest Speaker	
4.1.3.1 Non-Profit Boards: Governance and EDI (4:25-4:35pm)	Fredette-Information
4.1.4 Strategic Items/Emerging Priorities/Risk Issues	Gordon-Information
4.1.4.1 COVID-19 – Update (4:35-4:45pm)	
4.1.4.2 Addressing Anti-Black Racism and Equity, Diversity, and Inclusion – Update (4:45-4:55pm)	Gordon-Information
4.1.5 Questions Arising from Vice-Presidents' Reports (p. 6) (4:55-5:05pm)	Aversa/Kneale/LaCivita/Siu-Information BG210420-4.1.5

4.2 Audit Committee

***4.2.1 Internal Audit Plan for 2021-2022 (p. 9)**

Easton-Information
BG210420-4.2.1

4.3 Executive Committee

4.4 Governance Committee

4.4.1 Gift Acceptance Policy Appendices: Gift Agreement Approvals and Signing Procedure and Sample Gift Agreement Letter (p. 10) (4:55-5:05pm)

Tucker-Approval
BG210420-4.4.1

***4.4.2 Board Governance Workplan 2021 (p. 16)**

Tucker-Information
BG210420-4.4.2

4.5 Investment Committee

4.6 Pension Committee

4.7 Resource Allocation Committee

5 In Camera

6 Adjournment

[Bylaw 1, Section 2.6 – Consent Agenda: Items that normally do not require debate or discussion either because they are routine, standard, or noncontroversial, shall be “starred” (identified by an asterisk (*)) on the agenda. “Starred” items will not be discussed during a meeting unless a member specifically requests that a “starred” agenda item be ‘unstarred’, and therefore open for discussion/debate. A request to “unstar” an agenda item can be made at any time before (by forwarding the request to the Secretary) or during the meeting. By the end of the meeting, agenda items which remain “starred” (*) will be deemed approved or received by the Board, as the case may be. No individual motion shall be required for the adoption of “starred” agenda items.]

**University of Windsor
Board of Governors**

4.1.2.1: Annual Report on Sexual Misconduct Policy (2020-2021)

Item for: **Information**

Bill 132 section 17, subsections 7 and 7.1 state that universities are to provide annual reports to their Boards containing the following information:

1. The number of times supports, services and accommodation relating to sexual violence were requested and obtained by students enrolled at the university, and information about the supports, services and accommodations.

- The Sexual Misconduct Response and Prevention Office (SMRPO) is the central site for the coordination of support, services, and accommodation relating to sexual assault. Of the 33 new cases opened by the SMRPO in 2020-2021, 11 resulted in the coordination of academic accommodation, 1 resulted in the coordination of financial support, and 1 resulted in the coordination of housing accommodation.
- Within the institution, the following offices were variably consulted: Residences Services, Student Accessibility Services, Student Counselling, Student Health Services, Office of Student Experience, International Students Centre, Human Resources, Campus Police, and the Office of Human Rights, Equity, and Accessibility.
- The SMRPO has collaborated with a variety of community organizations including: Windsor Police, the Sexual Assault Crisis Centre, and Hiatus House.

2. Any initiatives and programs established by the university to promote awareness of the supports and services available to students.

- The shift to online learning required significant changes in service delivery and public education. Fortunately, we were able to continue to provide direct support to clients via video and phone calls, which was our foremost priority.
- We were unable to offer Flip the Script, our sexual assault resistance education program, as well as BounceBack for Survivors, which is typically offered in collaboration with the Office of Student Experience. The remainder of our public education programming was revised for online delivery and services were adapted to support students at home.
- The SMRPO participated in Head Start through Summer 2020 and Windsor Welcome Week, as well as recruitment panels throughout the year.
- The SMRPO continued to offer education on gender-based violence more broadly, including:
 - **Pronoun Training:** The SMRPO held Pronoun Training for student, staff, and faculty groups throughout the year - notably, we were able to provide the training workshop to all members of the Registrar's team.
 - **Content on Transgender Identity:** The SMRPO facilitated content for Trans Day of Remembrance (November 2020) and Trans Day of Visibility (March 2021), including a variety of social media content, virtual workshops, and a pronoun practice session. Throughout the 2020-2021 year, the SMRPO cultivated an excellent working relationship with Trans Wellness Ontario (recently rebranded from WE Trans Support) in order to co-host a variety of educational events including workshops, social media content, and podcast episodes.

New Public Education Programming

- **Workshops:** We developed new programming on **COVID-19 Sex Education** for the International Student Centre, as well as **Queer Sex Ed 101** for the campus broadly. We found that students were more likely to engage with asynchronous content (*e.g.*, a Facebook live workshop that is available to watch after the workshop is completed), rather than synchronous content (*e.g.*, a workshop held over Zoom). Our Facebook live workshops reached from 300-700 views. We worked with a practicum student from the University's MA in Applied Social Psychology program to develop an online version of our Responding to Disclosures training

for students. This training was offered to targeted groups of students in Nursing, Social Work, and Dramatic Art in Winter 2021.

- **Social Media:** We prioritized community building through social media (Instagram, Facebook, and TikTok) as this is the primary path for student engagement. We hired students to create content and developed an educational program organized around weekly themes (e.g., dating/relationships, survivorship, alcohol and consent, and self-care). We used participation challenges and giveaways to strategically increase engagement.
- **Podcast:** In Winter 2021, Anne Rudzinski, our educational lead, created a podcast for the Sexual Misconduct Office after observing the preference for asynchronous content. The 10-episode series was entitled Prevent Resist Support and involved interviews with guests from the gender-based violence sector. For example: Kick-Ass Resistance with Deb Chard from Wen Do Women's Self Defence (Toronto); The Importance of Evidence with Dr. Charlene Senn (UWindsor); and Racism and Sexual Violence with Tiyondah Fante-Coleman from Pathways to Care/Black Health Alliance (Toronto).

New Services

- **Safer Sex Supplies:** We provided safer sex supplies to Residence and ISC throughout the 2020-2021 year. Due to COVID-19, the SMRPO also ran a virtual free safer sex supply program all year, and provided supplies to students (via mail). We received over 100 requests for safer sex kits.
- **Menstrual Supplies:** Due to COVID-19, we also provided free menstrual products. We received over 50 requests for free menstrual health products.

Needs Assessment for the School of Dramatic Art

- The SMRPO conducted a comprehensive needs assessment on sexual misconduct (consent, intimacy, and boundaries) for the School of Dramatic Art, beginning in August 2020. This assessment was a community-based project, and included collaboration with a Community Action Team of students, staff, and faculty.
- This project involved interviews and focus groups during Fall 2020 with students, staff, faculty, and alumni from the SoDA. We also consulted with an Intimacy Director (Siobhan Richardson) about best practice for intimacy policy and training.
- The result of this project is an Assessment document which outlines project findings, and a Recommendations document which suggests policy, training, and cultural shifts for the department.
- Going forward, the SMRPO will assist with the creation of an Intimacy Policy for SoDA, and will assist with implementation of recommendations from this project.

3. The number of incidents and complaints of sexual violence reported by students, staff, or faculty and information about such incidents and complaints.

- 33 cases were opened by the SMRPO between May 2020 and April 2021. Of these, 29 resulted in disclosure for the purpose of seeking emotional support and access to resources. The remaining two individuals sought information but did not disclose their experience. Two of the 33 cases were filed as formal complaints that resulted in investigation.
- 16 of the concerns presented involved incidents of sexual assault or rape. There were 10 incidents of sexual harassment; of these, 8 were specifically in an online context and 2 involved attempted extortion through non-consensual sharing of sexual images or videos. There were 2 incidents that specifically involved transphobia or homophobia; 2 incidents of historical childhood sexual abuse; 2 incidents of domestic or intimate partner violence; 1 incident of stalking; 1 accusation of a vexatious complaint; 1 case that was unspecified; and 2 sought support on behalf of someone else. Note: the total is greater than 33 as some people reported more than one experience.
- In 31 of the cases the person who was harmed was a student, though in one of these situations the student experienced harm in the context of being an employee. There were 2 cases where the person harmed was a faculty member.
- In 7 of the cases the person who caused harm was a student; in 3 cases, the person who caused harm was a faculty member, and in 1 case the person was a staff member. In 14 cases, the person causing harm was not a member of the campus community, and in 8 cases the identity of the person who caused harm was undisclosed.
- 20 of the incidents were classified as recent, as they had occurred within the previous 12 months; 10 incidents were classified as historical, having occurred more than 12 months ago; and in 3 cases the time period was not disclosed.

- The overwhelming majority of incidents were perpetrated by persons known to the survivor. In 2 cases of online harassment the person causing harm was unknown.
- To our knowledge, none of the reported experiences in 2020-2021 occurred physically on campus. In 10 cases the harm occurred exclusively online.
- One incident was reported to Windsor Police as well as the SMRPO.

4. The implementation and effectiveness of the policy.

- The Policy on Sexual Misconduct was implemented in 2016. It was reviewed in 2018-2019 and recommendations were provided in Fall 2019. The updated version of the policy was approved by the Board of Governors in November 2019. The policy will be reviewed again in 2022.
- The number of cases that have been opened and complaints filed annually are reported in the chart below.

Year	New Cases	Complaints
2016-2017	17	1
2017-2018	66	10
2018-2019	70	11
2019-2020	90	14*
2020-2021	33	2

*some complaint involved multiple complaints

- From 2016 until 2020 the trajectory of cases and formal complaints trended upwards each year. To date, we have used this positive trajectory to infer that the policy has been effective in creating increased support for survivors on campus, as well as guidance for those seeking to engage formal complaint mechanisms.
- In 2020-2021 there was a sharp decrease in both cases and formal complaints. We believe it is reasonable to assume that this is a consequence of COVID-19 and the shift to a primarily online learning environment.
 - It is impossible to know with certainty why help-seeking decreased in the last year. It does seem likely that the limits on physical interaction in the last year may have reduced the amount of sexual violence experienced by students, at least to some degree. We compared data from the current and previous reporting years. Specifically, we looked at the cases where students reported incidents of harm perpetrated by other students. In 2019-2020, 55% of reported cases were perpetrated by a fellow student; in 2020-2021, only 23% of cases were perpetrated by a fellow student. The decrease in sexual violence between students is likely only a partial explanation for the overall decrease in help-seeking, but it may be a small silver lining in a challenging year.
 - We also think it is possible that students were less inclined to seek help for both positive and negative reasons. For example, being away from campus would limit the likelihood of running into a person who previously harmed you, which is often a significant source of concern for survivors. Removing this stress may have allowed survivors to achieve greater distance from their experience and sufficiently cope on their own. It is also possible that students living at home were accessing support from their families or seeking services from community resources local to their home towns. Unfortunately, we think it is also possible that students may not have been seeking support because of other superseding concerns or a lack of privacy in their residence. We have consulted with our colleagues at other Ontario Universities and there has been striking variability in help-seeking across institutions.

**University of Windsor
Board of Governors**

4.1.5: Vice-Presidents' Reports

Item for: **Information**

Report of the Vice-President, Finance and Operations (Interim)

Sandra Aversa

Bus Depot & Closure of Freedom Way

As part of the Downtown agreement that the University reached with the City of Windsor, the old Bus Depot was gifted to the University to complement the Armouries and other properties Downtown. The Armouries and the Alan Wildeman Centre for the Creative Arts buildings house the University's School of Creative Arts (SOCA). At that time, CS&P, architects for our Downtown campus, had completed the design and renovation plans for the Bus Depot. The original concept was that the property would be an institutional asset serving the entire campus and the community at large. Due to the restrictions related to the tunnel which runs under the property, the plan was to renovate the existing building with only a very small addition. The vision was of a multi-purpose facility designed with flexibility that would support various University and community activities (events, workshops, classes, event space, etc). Due to financial considerations, this project was put on hold in 2018.

In addition to the renovation of the Bus Depot, the plan was to permanently close Freedom Way. The closure of Freedom Way would allow for a space that could be programmed for classes, student space, performance venue, greenspace, etc. The closure of Freedom Way would enhance the student experience at the Downtown campus. This project was also put on hold in 2018.

There is renewed interest in completing the renovation of the Bus Depot and reconsidering the closure of Freedom Way. CS&P Architects have been re-engaged to complete these projects. Final designs are being completed and an updated cost report is being developed. The funding of these projects is also under development. Significant fundraising opportunities exist in support of the development of these properties. Conversations are currently being had with prospective donors to support these projects.

It is Administration's intent to bring forward to the June 2021 Resource Allocation Committee and the Board of Governors a recommendation to complete the renovations of the Bus Depot and the permanent closure of Freedom Way.

Global Village – Community Relationships

The City of Windsor issued an Expression of Interest for the development of the former Grace site. Fairmont Properties, an Ohio-based development company, were the successful proponent. Fairmont has successfully implemented community projects, including many university projects, across the United States.

Fairmont's vision for the Grace site includes the development of a Global Village, a \$100 million project that would be implemented over a two-year timeframe. Fairmont's vision for the Global Village is to house a variety of amenities including, but not limited to, retail, dining, housing (student residences), office space, and public space. The concept is designed to represent an international village. They have engaged a local architect and general contractor.

As Fairmont is currently in their consultative phase, they have reached out the University to determine if any of the components of the Global Village could support the University. We are currently meeting with Fairmont on a regular basis to support their consultative process. The University is bringing their expertise in student needs and gaps in our current delivery of housing, and other knowledge of the community.

The University is pleased to support the development of this site for the community.

Report of the Provost and Vice-President, Academic

Douglas Kneale

COVID-19 Emergency Academic Plan refreshed

- Extension of the current Emergency Academic Plan to April 2022 approved by Senate
- Emergency Plan allows for flexibility on several fronts:
 - voluntary withdrawal, pass/non-pass
 - promotion & tenure/permanence timetable
 - SET policy
- Report-backs to Senate in October and December

Virtual Learning Strategy funding success

- 51 applications were submitted to eCampusOntario (3rd highest number submitted provincially)
- 19 applications were successful, resulting in total funding of \$1,447,645.30
- Funded projects include new online course development; new online program; simulations; Open Educational Resources; creation of support resources for students transitioning to university; training/support resources for AODA microcredential, Indigenization of curriculum in Business, and LGBTQ+ training for medical professionals
- also partnering with other institutions on 4 large collaborative projects (\$200K+ each)
- *news is under embargo until the Ministry of Colleges and Universities announces results*

Student Work Placement Program

- Federal program provides wage subsidies to hire students for paid work experiences
- We received \$374,635 to support Summer and Fall student positions on campus
- The University of Windsor is likely to receive close to \$4 million dollars from SWPP to expand student Work-Integrated Learning on campus

21st Annual Editing and Publishing Practicum

- For 21 years, the English Department has mounted a hands-on publishing practicum, in which student interns get experience in editing, layout, budget, marketing, and the entire collaborative process involved in publishing a book
- This year, Mayor Drew Dilkens, MP Irek Kusmierczyk, MPP Percy Hatfield, Provost Douglas Kneale, and Prof. Marty Gervais spoke at the launch of *Grace of Falling Stars*, by acclaimed Canadian author Bruce Meyer, with approximately 200 guests in attendance
- Long before there was “experiential learning,” there was UWindsor’s Editing and Publishing Practicum, which *Maclean’s* magazine has called a “Cool Course”

Winter 2021 term successfully completed!

- Classes ended April 7; final exams run April 12-22
- Virtual Spring Convocation runs June 7-16
- Congratulations to our students, instructors, staff, and families for their tenacity in the face of a pandemic – they make us Windsor Proud!

Report of the Vice-President, Human Resources

Rita LaCivita

COVID-19 Employee Pulse Check Survey Action items:

- Supervisor’s Toolkit will include
 - Wellness enhancing practices to support work-life balance
 - Wellness-check ins and strategies for having supportive conversations with employees.
- A comprehensive web-based mental health resource list to connect employees to internal and external resources under development.
- The Training Advisory Committee has been engaged to address the expansion of wellness webinars and other wellness initiatives.

Return to Campus - Accommodations

- COVID-19 Temporary Workplace Accommodation Form is under development. This would create a centralized and more streamlined approach to ensuring accommodation requests are addressed in a timely manner. Form would be simple, privacy protection would be key.

Report of the Vice-President, Research and Innovation

Michael Siu

- On April 1, 2021, the Office of the Vice-President, Research and Innovation (OVPRI) began the rollout of a new strategy to recognize faculty, students, and staff who have made outstanding contributions to research, scholarship, and creative activity virtually. Since 2000, the OVPRI has recognized the achievements of our colleagues and students at an annual Celebration of Excellence in Research, Scholarship and Creative Activity. Last year, due to the pandemic, the OVPRI was forced to cancel its annual celebration. This year, in order to ensure that we are honouring our researchers in a way that truly celebrates their success, the OVPRI has developed a strategy to recognize them virtually in a wide variety of ways. On April 1, the OVPRI launched a new Research Excellence webpage featuring information on each award and honour and congratulatory remarks by the President and the Vice-President, Research and Innovation. The same day, the Celebration of Excellence in Research, Scholarship and Creative Activity was also featured in the Daily News and in a full-page ad in the Windsor Star and related virtual media outlets. We will continue the celebration over the coming weeks with the addition of a series of short videos highlighting the success of our researchers to our website, which will coincide with the release of targeted Daily News stories. For more information, please visit uwindsor.ca/research.
- The wastewater screening initiative spearheaded by our colleagues, **Mike McKay, Rajesh Seth, Yufeng Tong and Lisa Porter**, in collaboration with SM Research, has been ramped up on campus to facilitate eventual return to face-to-face instruction at the University. The project tests for the genetic signature of COVID-19 (including that can lead to identifying variants of concern) in sewage. Last week, daily wastewater screening from the Alumni Hall residence tested positive for the virus. The positive test results prompted widespread testing by the Windsor-Essex County Health Unit (WECHU) of students and staff in the residence, which revealed an asymptomatic case of COVID-19. The wastewater screening initiative has proved to be a highly effective leading indicator for early detection of COVID-19 because it can detect the presence of the virus RNA in sewage even before its host has begun to present symptoms. The wastewater screening initiative has been covered extensively by the media and screening results are posted by WECHU every Friday.

**University of Windsor
Board of Governors**

*4.2.1: **Internal Audit Plan for 2021-2022**

Item for: **Information**

Forwarded by: **Board Audit Committee**

Report of the Board Audit Committee:

The Audit Committee met on April 8, 2021 to review and approve the annual internal audit plan.

- The purpose of the Annual Internal Audit Plan is to establish priorities for the allocation of Internal Audit resources. The plan is based on a risk assessment framework, including discussions with senior management on risk areas in the institution. The plan details how the hours of Internal Audit will be allocated between audits, special projects, and other activities. The specific audit areas were selected by the Internal Auditors in consultation with members of senior management. In addition, the plan was reviewed by the University's external auditing firm, KPMG. Audit areas were finalized following discussion with the Board Audit Committee. Any significant changes to the plan will be brought to the attention of the Board Audit Committee.
- To ensure that Internal Audit functions, as much as possible, as an independent office, Internal Audit reports directly to the Board Audit Committee, then to the President. For administrative matters only, Internal Audit reports to the Vice-President, Finance and Operations.
- The Board Audit Committee has reviewed and approved the annual internal audit plan for 2021-2022.

In addition to reviewing and approving the annual internal audit plan), the Audit Committee also reviewed:

- 1) the results of several internal audits, as well as progress on follow-up actions stemming from the audits; and
- 2) KPMG's Audit Planning Report for the year-ending April 30, 2021.

**University of Windsor
Board of Governors**

4.4.1: **Gift Acceptance Policy Appendices: Gift Agreement Approvals and Signing Procedure and Sample Gift Agreement Letter**

Item for: **Approval**

Forwarded by: **Board Governance Committee**

MOTION: That the Board of Governors approve the following appendices to the Gift Acceptance Policy:

- Gift Agreement Approvals and Signing Procedure
- Sample Gift Agreement Letter

Rationale:

These appendices further define and ensure the proper implementation of the Gift Acceptance Policy approved by the Board in October 2020.

See attached.

APPENDIX B: Gift Agreement Approvals and Signing Procedure

Date Established: April 20, 2021

Approver: Board of Governors

Purpose

This procedure specifies the signing authority for University of Windsor philanthropic gift agreements and major gift proposals. The authority and approvals are based on the amount and type of the gift.

Application and Scope

This procedure applies to philanthropic gifts whereby the donor is entering into an agreement with the University. It does not apply to sponsorship, advertising, commercial or other contractual relationships in accordance with the Gift Acceptance Policy. A complete listing of acceptable gifts types is available in the Gift Type Lexicon on the Gift Acceptance Policy.

Exceptions to Procedure

Exceptions to this procedure are at the discretion of the Director of Advancement.

Roles and Responsibilities

The following outlines the required signing authority for philanthropic gift agreements:

Gift Agreement Signing & Carbon Copy			
Priority Area	Amount	Signing	Cc
Academic & Scholarships	Gifts between \$4,500 and \$99,999	Director Advancement Dean of Faculty	N/A
	Gifts between \$100,000 and \$499,999	AVP External Dean of Faculty President	N/A
	Gifts greater than \$500,000	AVP External President	Dean(s) Provost Legal Board Chair
Research	Gifts between \$4,500 and \$99,999	Director Advancement Dean of Faculty	N/A
	Gifts between \$100,000 - \$499,999	AVP External VP Research President	Dean(s) Legal
	Gifts greater than \$500,000	AVP External President	Dean of Faculty VP Research Legal Board Chair
Capital Named Assets Property Plant Equipment	Gifts between \$4,500 and \$99,999	Director Advancement Dean of Faculty	N/A
	Gifts between \$100,000- \$499,999	Director Advancement AVP External President	VP Finance Dean of Faculty
	Gifts greater than \$500,000	Director Advancement AVP External President	VP Finance Dean, Faculty Legal VP Research Board Chair

Honorific Naming	All Named Assets	Director Advancement AVP External President Chair, Board of Governors	N/A
Solicitation Proposals – Informational Purposes Only			
Academic Research Capital	Gifts greater than \$500,000	Director Advancement AVP External President	N/A

Gift agreements using templates that fall outside of regular practice must be reviewed and approved by the Director of Advancement.

Distribution & Communication

The Director, Advancement will distribute this procedure to all front-line fundraising staff along with all faculties, the Finance Department, Office of Research and Innovation, all Vice-Presidents, Office of the Provost and Office of the President to ensure everyone understands the signing authority requirements.

Monitoring and Compliance

This procedure is to be monitored for compliance by the VP, External or designate (Director of Advancement). Gift agreements will not be executed unless the above signatory requirements are followed.

Cross References:

[Campaign and Fundraising Priority Setting Policy](#)

[Gift Acceptance Policy](#)

[Stewardship Policy](#)

[Naming of University Assets Policy](#)

[Statement of Policies and Goals for the Management of Investment and Endowment Funds at the University of Windsor](#)



Appendix C. Sample Gift Agreement

Date

Robert Gordon
President and Vice-Chancellor
401 Sunset Avenue
University of Windsor
Windsor, ON N9B 3P4

Dear Dr. Gordon:

[I/We, NAME/ Organizations], hereby acknowledge that it is [my/our] intent to donate a total of AMOUNT (dollars) to the University of Windsor. This pledge is made in support of the *University of Windsor* and will be designated for the [Name of Fund /Account number (if one exists)].

I. Description of Gift

This gift is comprised of [gift type] from [Donor Name].

The entire donation should be used for the [Name of Fund/Account number (if one exists)] at the discretion of University leadership to include the President and Vice-Chancellor of the University and/or identified members of the Board of Governors.

NAME OF Fund

Description of Fund use

Description of Eligibility criteria

The purposes described above are the sole activities for which donated funds, pursuant to this agreement only, received from me or representatives acting on my behalf may be used or disbursed.

II. Future Changes and Circumstances

If at some point in the future, at the discretion of the University, all or part of this gift cannot be usefully or practically applied to the intended use stated above, or the intended use cannot be achieved because of a future change in law or unforeseeable circumstance, the University will contact me to determine an appropriate alternative use for the funds. If the donor cannot be reached within a reasonable time, the President & Vice Chancellor or their delegate is authorized to make changes they may deem necessary in the terms of use of the gift.

III. Payment, Receipting, Allocation and Pledge Reminders

I/We understand I/We will receive a charitable donation receipt/gift acknowledgement from the University for the same amount. The receipt should be issued and mailed to:

Attn: Principal Contact at Organization

Name to issue receipt

Address to mail receipt

To assist the University of Windsor in making accurate plans, I will agree to make payments on the following schedule. Please send pledge reminders to the address above 8 weeks prior to due date.

- Payment amount and date to be received
- Payment amount and date to be received
- Payment amount and date to be received

Attn: Pledge reminder Contact at Organization
Address to mail pledge reminder if different from above

Charts of gift allocation may also be included in cases that are complex

IV. Recognition

For all recognition purposes, please use the following name:

Name to be Recognized

V. Named Asset

I understand in honor of my gift the **Space Name located in Building Name # Rm** will be named in my honor in keeping with the naming convention and the Named Assets policy at the University of Windsor.

Name to be Recognized

Name of Space

I hereby give the University of Windsor permission to publish this gift in the appropriate donor recognition category of campaign support.

I understand that my campaign gift will be acknowledged as described above and as revised and submitted by me. I understand that this letter constitutes our agreement with respect to the matters referred to herein and acknowledge that there are no promises, inducements or statements between us other than those contained in this letter.

Sincerely,

Signature: _____	Date: _____
Donor 1	

Signature: _____	Date: _____
Donor 2	

Signature: _____	Date: _____
Associate Vice President External	

Signature: _____	Date: _____
President	

Other signatures/to be included in accordance with the Gift Agreement Approvals and Signing Procedure

Cc: Where appropriate in accordance with Gift Agreement Approvals and Signing Procedure

Charitable registration #10816 2611 RR0001. Receipts will be issued for income tax purposes.

Mailing address:

*Advancement Office
University of Windsor
401 Sunset Ave
Windsor, ON N9B 3P4*

**University of Windsor
Board of Governors**

*4.4.2: **Board Governance Workplan 2021**

Item for: **Information**

Forwarded by: **Board Governance Committee**

Board Governance Workplan 2021

Goal: Enhance Board Governance and Board Member Engagement

The January and February 2021 Board retreats and the subsequent feedback from members identified the following areas of focus for follow-up and action, with oversight and direction provided by the Governance Committee. All three of the following areas will be filtered through an institutional lens of University mission, anti-Black racism (ABR), equity, diversity, and inclusion (EDI), and good governance.

Governance Areas of Focus	Actions	Timeline	Update/Comments	Completed
1. Review of Board Committees	a) Establish a Human Resources Committee with terms of reference to include succession planning, employee engagement and performance management.	October 2021		
	b) Consider the merging of the Pension Committee with the Audit Committee.	October 2021		
	c) Request that Board Committees review their terms of reference and committee membership through the lens of ABR and EDI, and that they establish goals with identified metrics and timelines, for consideration by the Governance Committee.	Preliminary report: November 2021 Final report: May 2022	Provide administrative and/or contractual support for how to do this and develop initial plan.	
2. Board Composition and Appointments	a) Review skills matrix to include ABR and EDI.	May 2021		
	b) Revise Board Member Nomination Process to include: 1) a public recruiting process for new (external) members, from the region and beyond. This, along with further leveraging the virtual environment for the possible recruitment of more non-Windsor centric members for diversity and perspective purposes, will assist in casting a larger net from which a more diverse pool of board members candidates can be considered for nomination; 2) recommendations from nominating bodies to include multiple names with corresponding CVs and contact information; and 3) interview process to fill board vacancies and non-board member	May 2021		

Governance Areas of Focus	Actions	Timeline	Update/Comments	Completed
	positions on committees to ensure that the Board is diverse and reflects the needed skills and expertise.			
	c) Establish new communication process to nominating organizations regarding reference points above so they have a better understanding of our needs at the Board and Committee level. This will also serve as a useful outreach tool to our external partners to communicate our goals and dedication to good governance, ABR, and EDI.	May 2021		
	d) Update the “Individual Board Members’ Responsibilities” and “Individual Committee Members’ Responsibilities”, which set out the expectations of board and committee members. Include the time commitment and engagement expectations and have each member sign it in the form of an acknowledgment and undertaking.	June 2021		
3. Board Member Orientation and Education	a) Continue improvements to the New Board Member Orientation, including adding a mentoring process.	June 2021		
	b) Create a continuing education process for Board Members, led by internal or external facilitators, including: 1) half day Joint Senate/Board Session followed by dinner; 2) half day Board/Committee training session/retreat; 3) creation of (mandatory or optional) workshops/modules (in-person or online). Varying topics: Pension Legislation, How to read Financial Statements, etc.)	June 2022		
	c) Institute of Corporate Directors Board membership and access to information.	March 2021	ICD membership effective as of March 23, 2021	March 2021

Board Governance Workplan 2020
Outstanding Action Items

There are only two outstanding items from the Board Governance Work Plan 2020 (as approved at the May 19, 2020 Board meeting). One is subject to COVID-19 restrictions being lifted to allow for in-person get-together; and the other initially awaited the completion of the in-depth external EDI review. These have been incorporated into the 2021 Board Governance Workplan:

- Introduce an annual Board/Senate dinner which could include an orientation session and an information session on a current or emerging key issue affecting the University.
- Establish a process to seek potential Board members who meet the current skills gaps and who identify as members of a designated group.