

MEETING OF THE BOARD OF TRUSTEES**UNRESERVED MINUTES**

Friday 27 September 2024 from 12pm to 3pm GMT in person and via Teams

Trustees present:

William Durden, <i>Chair</i>	(WD)
Janet Ilieva, <i>Deputy Chair</i>	(JI)
Phil Deans, <i>President and Vice-Chancellor</i>	(PD)
Marguerite Dennis, <i>Trustee</i>	(MD)
Judith Eaton, <i>Trustee</i>	(JE)
Futao Huang, <i>Trustee</i>	(FH)
Ian Leroni, <i>Trustee</i>	(IL)
Qing Miao, <i>Trustee</i>	(MQ)
Caroline DeLaney, <i>Trustee</i>	(CD)
Amarjeet Hans, <i>Trustee</i>	(AH)

Also present:

Kelly Coate, <i>Deputy Vice Chancellor and Provost</i>	(KC)
Ying Kay, <i>Deputy Vice Chancellor, Finance and Operations</i>	(YK)
Agata Sikora, <i>Executive Secretary to the President – minutes</i>	(AS)

Apologies:

N/A

1. Welcome, apologies for absence and declarations of conflicts of interests

WD welcomed everyone to the meeting. There were no conflicts of interest, and no apologies were received. This time, QM/KC and AS joined in person, while the rest attended via Teams.

2. Minutes of the meeting on the 28 June 2024

The minutes of the meeting held on the 28 June 2024 were approved as an accurate

record of the meeting.

3. Actions and matters arising

All actions were complete or in hand.

4. Report from the Finance and Resources Committee

Year-end financial projections discussed, along with updates on cybersecurity and accounting policy changes.

5. President's update

5.1. **Project Gemini:** Progress and next steps were discussed, including key regulatory and partnership considerations. Progress with the US Department of Education were slower than would be liked, but hard for Richmond to accelerate unilaterally.

5.2. **CEG:** Partnership and vocational education opportunities were explored, with an emphasis on expanding international engagement.

5.3. **Current visit in China update:** Positive developments were shared regarding reaccreditation efforts and the QSR aspect of degree-awarding powers.

6. Academic review (KC)

6.1. **Middle States Commission on Higher Education Re-Accreditation Update:** All chapters of the self-study document have been drafted, with data being finalised and cross-referenced. The draft will be submitted to the Chair of the evaluation team and the Board of Trustees in advance of the Chair's visit on November 21st. The project is progressing well and on schedule.

6.2. **Degree Awarding Powers Variation Update (DAPs):** A recent review concluded that the institution has met the necessary conditions for indefinite degree-awarding powers. The report included strong praise for the institution, reflecting positively on its processes and standards. This outcome bolsters confidence in the Middle States re-accreditation submission.

6.3. **Race Equality Charter Update:** Work on the Race Equality Charter submission is ongoing. A staff survey conducted in Spring 2024 received positive engagement. Results will be shared with staff to maintain momentum and alignment with institutional goals.

6.4. **Portfolio Rationalization:** The Portfolio Rationalization process is advancing into the revalidation stage for all undergraduate programs.

6.5. **The Department of Science, Innovation and Technology:** The new Department of Science, Innovation, and Technology (SIT) was launched in September, offering programs in Computer Science and Project Management for Sustainability, with additional undergraduate degrees in development.

6.6. **Academical Regulations:** Updated academic regulations have been shared for approval, with minor amendments. These updates reflect the university's ability to offer UK-only degrees for certain programs. Amendments were **APPROVED**.

7. Report from the Audit and Risk Committee (AH)

7.1. **We Audit Plan 2024:** The upcoming audit plan, consistent with previous years, was discussed, along with fee reviews for financial statements.

7.2. **Risk Management:** Risk registers and mitigation deadlines were reviewed, with continued improvements in monitoring processes.

7.3. **Project Updates:** Updates on the Gemini Project and cybersecurity initiatives were noted.

7.4. **Final Reports:** The committee reviewed final reports on business continuity planning and student retention strategies.

8. Report from the Nominations and Governance Committee (JE)

8.1. **Retention Plan of Audit Report:** Emphasis was placed on retention strategies as part of the enrollment process to improve outcomes and institutional performance.

8.2. **New Committee System:** A new committee system is under development to enhance efficiency in staff and institutional governance.

8.3. **Honorary Recipient:** An honorary recipient for next year was approved by the Board of Trustees.

9. Any other business

9.1. **New Board Members:** Efforts to identify potential new Board members are underway, with three open positions available.

9.2. **Committee Intranet Issues:** Options for alternative platforms to improve access for committee members will be explored.

9.3. There being no further business to discuss, the meeting was ended at 2:30pm.

Date of next meeting: 12:30pm, Thursday 28 November 2024, on campus and via Teams