

BOARD OF GOVERNORS - PUBLIC SESSION MINUTES

September 18, 2010
Fort St. John
9:45 am

Participants:

Louise Burgart, Blair Hogan, George Iwama, Colin Kinsley, Margot Mandy, Dawn Martin, William Owen, Stefanie Sebok, Paul Stokes, John Turner

Regrets:

John MacDonald, Lynda Price, Judy Mason

UNBC Representatives:

Eileen Bray, Vice President Administration and Finance, Mark Dale, Provost – *regrets*, Gail Fondahl, Vice President Research, Rob van Adrichem, Vice President External Relations
Allyson Truant (recording)

1. CHAIR'S REMARKS

The Chair thanked the Board members for taking the time to travel to Fort St. John for the annual regional trip, and stressed the importance of having the Board meet with people from the regions served by the University.

Presentations and tours provided the Board with valuable information, and the reception on Friday evening, with over thirty guests from the northeastern region, was very well attended. J. Turner provided a guided tour of the Spectra Energy, McMahon Plant, in Taylor .

Presentations were provided by:

- UNBC graduate student, Faye Hirshfield, on “Examining the surface and ground water of the Kiskatinaw River Watershed”;
- UNBC undergraduate student, Sam Barnes, on “Documentation of Traditional Ecological Knowledge of Prophet River First Nation for Protection of Plants and Plant Gathering Sites;
- Jerry Lennon on “Learning and Professional Development at the SAA MAA Centre for Energy and Culture”; and
- Brian Lieveise, Community Relations Advisor, on EnCana operations in the northeast region.

D. Martin advised that she will be looking at the current structure of the standing committees of the Board, with the intent of rearranging the memberships.

Action: Board members were asked to let the Chair know their preference of committees and if they wished to serve as “Chairs” .

This will be the last full Board meeting for B. Hogan, S. Sebok and C. Kinsley. The Chair thanked them, individually, for their service to the Board.

2. APPROVAL OF AGENDA

Motion: 2010BP09/18.01
Mandy/Iwama

That the Agenda for the Public Session of the September 18, 2010 meeting of the Board of Governors be approved with the addition of:

- . item #6g – Parking Increases (discussion), and
- . item #9a – Report from the Ad Hoc Committee (verbal).

CARRIED

3. APPROVAL OF MINUTES

- a. July 9, 2010
- b. June 19, 2010

Omnibus Motion: 2010BP09/18.02
Iwama/Owen

That the Minutes of the Public Session of the July 9, 2010 and June 19, 2010 meetings of the Board of Governors be approved as presented.

CARRIED

4. BUSINESS ARISING

There was no business arising from the Minutes presented.

5. ACADEMIC OPERATIONS COMMITTEE

Presented by: Louise Burgart, Chair, who identified members of the Committee

a. Enrolment Update Report

L. Burgart reported that the annual undergraduate student registration had decreased. The graduate student and continuing education registration numbers were lagging, but will recover as this was related to the timing of registration for various programs.

The President added that some reasons for the decline in undergraduate registration were:

- prospective students from urban areas choosing to attend universities closer to home;
- a downturn in the economy;
- population shift; and
- limited financial support in the form of scholarships, bursaries and awards.

The President spoke about the current steps being taken to correct this decline, which included:

- an emphasis on student success;
- creation of a new non-academic position: Assistant Provost, to focus on recruitment and retention;
- review of recruitment plans to address staffing issues;
- the use of the revised University Plan to drive activities this Fall;
- launch of an aggressive advertising and promotion campaign upon approval of funding;

- providing employment opportunities for UNBC students; and
- a review of current programs.

The President confirmed that the Vancouver Advisory Board has been renewed, with P. Bentley as Chair, and alumni will be increasingly engaged to help promote the institution.

- b. Current Faculty Recruitment Report
The report was received for information.
- c. Modification of MSc. in Mathematical, Computer & Physical Sciences
M. Mandy explained that this included the possibilities of “combinations”, and the edition of the academic calendar was proposed for clarity.

Motion: 2010BP09/18.03
Kinsley/Owen

That on the recommendation of the Academic Operations Committee, the Board of Governors approves the modification of the existing Masters of Science in Mathematical, Computer and Physical Sciences at the University of Northern British Columbia.

CARRIED UNANIMOUSLY

6. ADMINISTRATION & FINANCE COMMITTEE

Presented by: Colin Kinsley, Chair

- a. Financial Information Act Report
E. Bray advised that this is a requirement by the provincial government.

Motion: 2010BP09/18.04
Mandy/Hogan

That, on the recommendation of the Administration and Finance Committee, the Board of Governors approves the Financial Information Act Report to March 31, 2011.

CARRIED

- b. Quarterly Forecasts
E. Bray explained that this report is reported to the provincial government, using their template. They are looking for projections of deficits.
- c. Quarterly Reports
This report was provided for information.
- d. General Operating Fund Report
This report was provided for information.
- e. UNBC Childcare Society Budgets
This report was provided for information.

E. Bray added that the Society receives \$45,000 annually from UNBC operating funds, as a subsidy, and quarterly updates are provided.

Action: E. Bray to confirm the number of subsidized places in the daycare for the Board Chair.

- f. Capital Projects Update
This report was provided for information.

E. Bray confirmed that the Bioenergy Plan is on schedule, and start-up is expected around the end of October, with testing being done for a few months. These timelines will allow us to meet the March 31/11 funding deadline. Contingency funds were included, and will pay for paving and landscaping.

- g. Parking Increases
B. Hogan questioned if the Board was consulted for this increase. E. Bray explained that this is a flow through charge to the government, to comply with legislation for the HST remittance.

7. AUDIT COMMITTEE

Presented by: John Turner, Chair

- a. UNBC Foundation Statements
These statements were provided for information.

J. Turner advised that the UNBC Foundation was inactive, but was being re-activated. Current donations have been flowing directly to the University, instead of through the Foundation.

- b. KPMG Management Letter
This document was provided for information.

The letter confirmed that there were no deficiencies.

8. EMPLOYEE RELATIONS COMMITTEE

Presented by: Dawn Martin, A/Chair

- a. Audited Pension Plan Financial Statements to December 31, 2009

Motion: 2010BP09/18.05
Stokes/Mandy

That, on the recommendation of the Employee Relations Committee, the Board of Governors approves the Audited Pension Plan Financial Statements to December 31, 2009.

CARRIED UNANIMOUSLY

E. Bray reminded the Board that this is a “defined contribution plan”, controlled by the individual plan members. The administration fee, which was eliminated in 2008 to help with the downturn in investment markets, was reinstated, and was partly used to support Trustees.

9. EXECUTIVE COMMITTEE

Presented by: Dawn Martin, Chair

- a. Report from the Ad Hoc Committee of the Board
D. Martin advised that Dr. C. Jago was asked to do a report on governance, and L. Burgart was tasked with heading a committee to determine what should be done with the information.

L. Burgart reported as follows:

- the report indicated that there was nothing wrong with the UNBC Board, but that it was not using its full scope of authority;
- standing committees should be re-structured as some responsibilities were being overlooked;
- Board members were provided with an orientation, but may not clearly have understood their roles;
- Board and Senior Administration must think together of ways to improve and to support the President and staff.

Recommendations from the Ad Hoc Committee were:

- time be set aside at the January 2011 planning session to address the role of the Board;
- complete a review of the four standing committees, including a complete analysis of the Terms of Reference;
- consider restructuring the committees, to be more strategic and effective;
- have each committee establish new Terms of Reference with key performance indicators to ensure roles of Board members were followed;
- initiate a tracking and reporting mechanism; and
- review Board orientation materials to ensure expectations are understood.

Motion: 2010BP09/18.06
Mandy/Stokes

That, on the recommendation of the Executive Committee, the Board of Governors approves the recommendation of the Board Structure Ad Hoc Committee to set aside time for the Board to “decide what kind of a Board it wishes to be”, to review the structure of the committees and to decide on a course of action.

CARRIED.

The possibility of having the January planning session split between a Board planning session and a joint Board and Senate workshop was suggested.

10. **PRESIDENT’S REPORT**

a. Development Report

R. van Adrichem provided the following summary:

- regarding the successful bid for the 2015 Winter Games in Prince George, R. van Adrichem advised that UNBC will be the media site for two weeks;
- the Office of External Relations is completing its publicizing of a number of initiatives;
- alumni (we now have 8600) involvement had increased. Their engagement was fundamental to the success of the institution;
- once hired, the Chief Development Officer will be working to increase donations.

b. Wood Innovation and Design Centre

G. Iwama spoke to this briefly, and was hoping to have an update soon.

c. The University Plan

The Vice-Presidents will be coming forward with their Action Plans for incorporation into the final document, and G. Iwama will be turning to the Vancouver Advisory Council for help with moving this initiative forward, to increase public awareness.

d. UNBC and the International Community: Japan, China & Arctic Countries

G. Iwama attended the University of Arctic Rectors meeting recently, and will ensure our further engagement with them. President Iwama is on the planning committee for next year's meeting, and UNBC will be hosting this meeting in 2014.

Japan's English language program is expanding.

We are expecting visitors from China in October, and "twinning" will be on the agenda for discussion.

11. CHANCELLOR'S REPORT

12. OTHER BUSINESS

- a. Senate Minutes
Approved Senate Minutes are available for review at
<http://www.unbc.ca/governance/senate/minutes.html>

The Board Chair reminded members of the Board that these on-line minutes should be reviewed.

The Public Session adjourned at 1:30pm.