

BOARD OF GOVERNORS - PUBLIC SESSION MINUTES

June 18, 2011

9:00am

BENTLEY CENTRE #7-172

Participants:

Louise Burgart, George Iwama, Margot Mandy, Dawn Martin, Judy Mason, Narek Nalbandyan, Lynda Price, Don Prior, Paul Stokes, John Turner, Gary Wilson

Regrets:

Alden Chow, John MacDonald, Ryan Matheson, Derek Orr, Rob van Adrichem, Vice President External Relations (non-voting)

UNBC Representatives (non-voting):

Eileen Bray, Vice President Administration & Finance, Mark Dale, Provost, Gail Fondahl, Vice President Research, Colleen Smith, Director of Finance & Budgets, Allyson Truant (recording)

The meeting commenced at 9:15am and the Chair welcomed the visitors from the gallery.

NOTE: *The Board of Governors Agenda for the Public Session consists of a consent agenda and a regular agenda. The consent agenda include non-controversial Board action items on which the Board needs to vote, but discussion is not necessary. The consent agenda is moved and approved as a group. The Chair will inquire whether there are any items that need to be removed from the consent agenda and if so, these items are removed and placed on the regular agenda. The Chair will ask for approval of the motions on the consent agenda as follows:*

Motion: 2011BP06/18.01

Price/Burgart

That the motions on the consent agenda, except for those removed for placement on the regular agenda, be approved as presented.

CARRIED

1. Chair's Remarks

- L. Price was recognized as a UNBC alumnus, having graduated on May 27;
- J. Turner was recently elected to the position of Chair of the BC Chamber of Commerce;
- G. Wilson was welcomed to the UNBC Board of Governors as the newly elected faculty member;
- This will be P. Stokes' last meeting;
- The President travelled with the Chancellor to the regions for regional convocation ceremonies. Dr. Marilyn Iwama accompanied them for almost all the ceremonies, and brought a very nice element to the celebrations. The Chair acknowledged M. Iwama;
- The Chair commended our strong Finance department led by E. Bray, S. Smith and G. Iwama for ensuring we have a stable budget;
- D. Martin thanked all who attended the Joint Senate/Board workshop and commented that each time we meet it is more informative and the exchange of thoughts and ideas increases.

2. Approval of Agenda

Motion: 2011BP06/18.02
Stokes/Turner

That, the Agenda for the Public Session of the June 18, 2011 meeting of the Board of Governors be approved as presented.

CARRIED

3. Approval of Minutes

a. March 26, 2010

Motion: 2011BP06/18.03
Turner/Mason

That, the Public Session Minutes of the March 26, 2011 meeting of the Board of Governors be approved as presented.

CARRIED

4. Business Arising

The draft Board Code of Conduct and Conflict of Interest policies will be brought to the September meeting for review and consideration.

5. Academic Operations Committee - Judy Mason, Chair

The Chair welcomed G. Wilson to the Academic Operations Committee

a. Institutional Accountability Plan

The format of this plan is dictated by the Ministry. A lot of effort was spent on matching this document to the Five Year Capital Plan and the University Plan so that all communications include the same message.

R. van Adrichem was thanked for taking the lead on streamlining this document with the other two documents.

Motion: 2011BP06/18.04
Price/Prior

That, on the recommendation of the Academic Operations Committee, the Board of Governors approves the 2011/12 – 2013/14 Institutional Accountability Plan and Report for the University of Northern British Columbia.

CARRIED

b. Application to Degree Quality Assessment Board for PhD Exempt Status

This application signifies our academic maturity, and exemption will allow the institution to approve PhD programs at UNBC.

Motion: 2011BP06/18.05
Burgart/Mandy

That, on the recommendation of the Academic Operations Committee, the Board of Governors approves the application to Degree Quality Assessment Board for PhD Exempt Status at the University of Northern British Columbia.

CARRIED

- c. Enrolment Update
The focus of the report is on summer numbers. The final count will be done at the end of summer. Looking at the numbers presented, we are optimistic that there could be an increase in enrolment.

The data was presented differently for this meeting and feedback would be appreciated.

UNBC students seem to be taking summer courses elsewhere as our offerings of equivalent courses are conditional based on enrolment and students do not want to take the chance of our courses being cancelled. The extent of this can be assessed by examination of Letter of Permission data.

The President thanked P. Stokes and his Institutional Planning staff for providing this meaningful data. He too is optimistic that the UNBC social media/other messages will be helpful.

Continuing Studies numbers have decreased, partly because these are requested and funded externally by industries and tend to decline with a downturn in the economy. These courses are tracked on a different cycle, so even if they are offered in the summer, the numbers will not be included in the data until the end of August to early September.

- d. Currently Advertised Faculty Positions
The Board of Governors was informed of the one failed search, which will be re-advertised.
- e. Agreements, Scholarships, Bursaries & Awards Approved by the AO Committee
These were approved by the Academic Operations Committee and received by the Board for information.

6. Administration & Finance Committee - Louise Burgart, Chair

- a. Five Year Capital Plan 2011-2016
There was a deliberate effort to align the University Plan, the Institutional Accountability Plan and the University Plan to have a clear message going forward.

We are being pro-active so that we're ready when funding from the Ministry becomes available.

The work being done on the University Master Plan will tie in all initiatives.

Motion: 2011BP06/18.06

Price/Mandy

That, on the recommendation of the Administration and Finance Committee, the Board of Governors approves the University of Northern British Columbia Five Year Capital Plan, 2011 to 2016.

CARRIED

- b. Field School Fees: ANTH 421/621
This fee was inadvertently missed when the other fees were brought to the Board in March.

Motion: 2011BP06/18.07

Stokes/Turner

That, on the recommendation of the Administration and Finance Committee, the Board of Governors approves the Field School Fee for ANTH 421/621 as proposed.

CARRIED

c. Year End Surplus and Carry Forward Report

This report shows a comparison between 2010 and 2011.

Carry forward funds are appropriated according to UNBC policy. Some of these funds have been carried forward to the current year from projects that have not been completed.

d. Capital Projects Update
Provided for information.

e. Debt Schedule Report, March 31, 2011
Provided for information.

f. University Endowment Investment Portfolio
Provided for information.

g. Annual Capital Allowance
Provided for information.

h. Carbon Neutral Action Report
Provided for information.

7. Audit Committee - John Turner, Chair

a. UNBC Financial Statements, Year Ending March 31, 2011

The Financial Statements were reviewed in depth with the Audit Committee on May 25. At this meeting the auditors were present to review the statements with committee members and explain their findings. UNBC received yet another “clean” audit report.

Audit time increases the workload for the Finance department. This year, the auditors came one week later than usual to provide more preparation time and this was extremely successful. The audit went exceptionally well.

C. Smith advised that the report of the independent auditor is not issued until approved by the Board and that it remains “draft” until then.

Motion: 2011BP06/18.08

Burgart/Mason

That, on the recommendation of the Audit Committee, the Board of Governors approves the Financial Statements for the Year ending March 31, 2011, for the University of Northern British Columbia.

CARRIED

b. KPMG Audit Findings Report, Year Ending March 31, 2011

The auditors advised the committee members about the upcoming changes to accounting requirements. The institution must now follow Public Sector Accounting Board (PSAB) guidelines effective Jan 1, 2012.

This change will increase the work of the Finance department significantly, and some of the rules regarding reporting will create difficulties for the four research intensive universities. These will

be brought forward to the Board. Discussions between these universities and the Auditor General and provincial government are ongoing. One area that will be affected is “endowments”.

- c. FTE Audit Report to March 31, 2011
Thanks were conveyed to E. Bray and C. Smith for all their efforts.

8. Employee Relations Committee - Lynda Price, Chair

9. Executive Committee - Dawn Martin, Chair

- a. Establishment of UNBC – 1990
In discussions with the Chancellor, Dr. John MacDonald, it seemed prudent that this motion be formally recorded.

Motion: 2011BP06/18.09
Price/Stokes

That, on the recommendation of the Executive Committee, the Board of Governors formally recognize, by recording in the Minutes of the June 18, 2011 Public Session, that 1990 was the year in which the University of Northern British Columbia was established.

The Board requested that the actual date be recorded.

**AMENDED MOTION: 2011BP06/18.10
MANDY/TURNER**

That, on the recommendation of the Executive Committee, the Board of Governors formally recognize, by recording in the Minutes of the June 18, 2011 Public Session, that June 22, 1990 was the actual date that the University of Northern British Columbia was established.

CARRIED

10. External Relations Report

- a. Development Report
The report was received for information.

11. Research/Graduate Programs Report

- a. Report from the Office of Research and Graduate Programs

The following is a summary of G. Fondahl’s presentation:

- Graduate students are normally doing field work at this time of year;
- The UNBC Centres and Institutes provide annual reports. The report from the NRESI Institute was provided for information;
- Regarding the results of the Tri-Council research grant applications, 7 applications for NSERC (Natural Science & Engineering Research Council) Discovery Grants, from a total of 18, were funded and 1 SSHRC (Social Sciences & Humanities Research Council) Standard Research Grant was funded from a total of 15 applications, with five others being looked at favourably should funds have been available;
- An overview of the Canada Research Chairs at UNBC was provided. UNBC currently has three Tier 2 Chairs to allocate;
- Information on funding for equipment through Canada Foundation for Innovation was provided;
- A proposal has been submitted to Western Diversification for relocating and equipping of the Central Equipment Laboratory at UNBC;

- Initiatives included funding for undergraduate research experience, a recent meeting of Vice Presidents Research from small universities to discuss common concerns, moving to electronic forms and a revision of the Office of Research website.

12. President's Report

- a. Report on President's Activities
The following verbal report was provided.

Joint Senate/Board Workshop:

There was another successful joint workshop for Board and Senators on May 28. Senators were given information relating to the finances at UNBC and the Board was informed about the Tenure and Promotion process so that each of the governance bodies was kept informed. An annual report will be prepared and distributed. A visioning exercise on how we might move forward ended the day. There were lively discussions on three themes: improving wellbeing, renewing economies and stewarding the environment. A world café format was utilized for the workshop.

Athletics:

UNBC's application to join Canada West was once again declined. The application fee for the second application was waived and support for our application has been received by other institutions. Another application will be mounted and we are optimistic for success with the third application.

The President is the current Chair of the Council of Western Canadian University Presidents (COWCUP).

The President and G. Wilson recently attended the 10th Anniversary of the University of the Arctic. It was very nice to hear participants from the University of Lapland recall the founding President of UNBC and acknowledge UNBC for being a leader in Bioenergy, in the presence of such a large international audience.

Initiatives:

- . There has been ambiguity regarding the Wood Innovation and Design Centre. The President met with the three MLAs and some clarity was afforded. An announcement is expected within the next month.
- . UNBC is moving ahead with the joint physiotherapy program, in conjunction with The University of British Columbia. Second year placement is being finalized and we will be starting with a small budget. Students will be recruited and admitted in 2012. Work will continue to ensure expansion of the physiotherapy program so that it becomes more UNBC-based.

Engineering Program Update:

We have been lobbying to have this training in the north, at the UNBC campus, where the necessary laboratories can be housed for second year students. The cost of the capital expense and operating costs were brought to government and we was informed that there will be no capital funds available. An announcement is expected in early July.

On-going discussions:

- . This is an exciting phase for UNBC.
- . We are preoccupied with renewable energy, which the Chancellor is passionate about. This is a area of high priority for the north and Northern Europe. A Canada Research Chair position was approved by CRC. First Nations and small industries will be ideal partners, and UNBC could become a world centre for this area.

With our three regional campuses and the Prince George campus in mind, student success will continue to be our main focus. Along with the Assistant Provost, a new Registrar has been hired. Their main focus will be on recruitment and retention.

Initiatives under the Provost and Vice Presidents:

- . Our academic offerings are being examined and a “block” model is being considered.
- . We’re considering having an on-going list of six or eight initiatives to make improvements.
- . We’re working on fostering a social environment for students, faculty and staff so that UNBC is an exciting place to work and study.
- . The Senate Chambers is currently under expansion and renovation.
- . We are in consultation with our founders regarding the establishment of a Founders Corner on the fourth floor of the Geoffrey R. Weller Library, which will include the story of UNBC, to honour our founders.

b. University Plan/Action Plan Update

G. Iwama recognized and acknowledged the Provost and Vice Presidents for their integrated approach to the Institutional Accountability Plan, the Five Year Capital Plan and the University Plan. These documents resonate with the same themes and have the same messages. Integrated planning will continue.

The University Plan will be refreshed and action plans drafted and implemented for setting the noted initiatives into place.

c. Harassment & Discrimination Report
Received for information.

13. Chancellor’s Report

14. Other Business

There was no other business.

The meeting adjourned at 11:30am.