

BOARD OF GOVERNORS - PUBLIC SESSION Minutes

September 23, 2011

3:45-6:15pm

Rms# 124/125, Health Service Building, Northern Lights College, Dawson Creek BC

Participants:

Louise Burgart, Alden Chow, George Iwama, Margot Mandy, Dawn Martin, Judy Mason, Ryan Matheson, Glen Montgomery, Narek Nalbandyan, Derek Orr, Lynda Price, Don Prior, John Turner, Gary Wilson

Regrets:

John MacDonald

UNBC Representatives (non-voting):

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

Guests:

David Claus, UNBC Energy Manager, Geoff de Ruiter, PhD student/presenter, Martha MacLeod, Chair of Nursing, Dennis Macknak, Director, Regional Operations/Continuing Education, Betty Powers, Regional Service Coordinator NE, Dan Ryan, Dean, College of Science & Management, Linda Selby, Regional Chair NE, Danielle Smyth, Sustainability Manager

The meeting convened at 3:40pm.

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: 2011BP09/23.01

Mover: Mandy/Seconder: Turner

That the motions on the consent agenda be approved with item #8a being moved to the regular agenda.

CARRIED

1. Chair's Remarks

D. Martin welcomed all Board Members and guests and thanked representatives from Northern Lights College for all their help and their warm welcome.

UNBC enrolment is increasing and the residences are full, with waiting lists.

The Chair complemented President Iwama on UNBC's acceptance to Canada West.

D. Martin advised she had recently read four articles about UNBC in the Vancouver Sun newspaper, and it was good to see this recognition.

The Chair wished to convey her thanks to Dr. Marilyn Iwama for all she continues to do for UNBC, and added that she has truly been an asset to the institution. M. Iwama had written a thank you note to the Board of Governors, which was read.

2. Approval of Agenda

Motion: 2011BP09/23.02
Matheson/Mandy

That, the Agenda for the Public Session of the September 23, 2011 meeting of the Board of Governors be approved as presented.

CARRIED

3. Approval of Minutes

a. June 18, 2011

Motion with Friendly Amendment: 2011BP09/23.03
Matheson/Turner

That, the Public Session Minutes of the June 18, 2011 meeting of the Board of Governors be approved with revisions provided by M. Mandy for item #5c paragraph #3 as follows:

- 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.

CARRIED

4. Business Arising – from March 26, 2011

a. Board Code of Conduct & Conflict of Interest Policy

The implementation of this policy was suggested by the Consultant, Elizabeth Watson, at the January 2011 training session. It is important that Board Members understand their accountability to the public.

This would help to remind the Board Members of their roles, and protect their interests, with the declaration of both real and perceived conflicts.

Concerns were raised and discussed.

Board Members were reminded that while they each had the opportunity to present their individual points of view on motions brought forward, once approved, the decision belonged to every Board Member.

Motion: 2011BP09/23.04
Matheson/Iwama

That, the Board of Governors approves the Board Code of Conduct & Conflict of Interest Policy as presented.

CARRIED

5. Academic Operations Committee - Judy Mason, Chair

a. Enrolment Update

M. Dale advised that the last date to add or drop courses was September 21, and he is optimistic that the next enrolment report will be positive.

Dr. Dale explained the difference between the recording of “headcounts” and “full time equivalents (FTEs)” – students who take 5 courses per semester.

FTEs are the figures the Ministry base their institutional funding on. UNBC is still below Ministry targets, but indications for improvement are good.

M. Dale explained that students are taking longer to complete their undergraduate degrees so they can work and reduce/eliminate their debt. What universities consider a full course load is different from what funding bodies do. It seems that students are coming in and out of the institution as they do in the workplace, to travel and do other things.

b. Currently Advertised Faculty Positions

M. Dale provided additional information.

There is no recruitment activity for the two Colleges, but there is for Canada Research Chair Positions.

c. Student Exchange Agreements

The Board Members were pleased to learn about the exchange agreements between UNBC and institutions around the world.

6. Administration & Finance Committee - Louise Burgart, Chair

a. Financial Information Act Report

E. Bray spoke to this report and advised that the information prepared is required under the provincial Financial Information Act. Under legislation, the information must first be approved by the University’s governing body before being submitted to the Ministry of Advanced Education annually.

Motion: 2011BP09/23.05

Turner/Iwama

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. Revised Terms of Reference for the Investment Committee & UNBC Investment Policy

E. Bray explained that this was discussed at the last Board meeting and the suggested revisions have been incorporated. She added that it is the Board’s responsibility to ensure that the endowments are growing at a specified rate.

The Committee Chair added that the approval of this policy would demonstrate that the Board of Governors is ensuring the continuance of good, long-term investments to protect the endowments.

The President recognized E. Bray and staff for their vigorous effort in revitalizing the Investment Committee and in obtaining their high engagement in the review of this policy. G. Iwama reminded the Board that the Investment Committee is a sub-committee of the Administration & Finance Committee.

Motion: 2011BP09/23.06

Martin/Turner

That, on the recommendation of the Administration and Finance Committee, the Board of Governors approves the revised Terms of Reference for the Investment Committee and Investment Policy as presented.

CARRIED

c. General Operating Fund 2012/13 Budget Planning Framework

This would normally be presented to the Board at the December meeting, but has been brought forward earlier as there are a number of upcoming initiatives, which would involve funding and need Board consideration. It is, however, not as comprehensive as it would be in three months time.

E. Bray confirmed that provincial funding will remain flat and there will be inflationary pressures on expenses.

It was recognized that there will be a widening gap between income and expenditures and this will provide additional time for the Board to look at ways of addressing shortfalls.

Significant investments were made with one-time funding in the areas pertaining to recruitment and retention. While the results are positive, a conservative return on our investments is expected in the short term.

Motion: 2011BP09/23.07

Mason/Iwama

That, on the recommendation of the Administration and Finance Committee, the Board of Governors approves the General Operating Fund 2012/13 Budget Planning Framework as presented.

CARRIED

d. Quarterly Forecasts

This was approved as part of the consent agenda with no further discussion.

e. Quarterly Reports

(i) General Operating Fund Report, June 30, 2011

(ii) Consolidated Financial Report, June 30, 2011

These were approved as part of the consent agenda with no further discussion.

f. Capital Projects Update

This was approved as part of the consent agenda with no further discussion.

g. UNBC Childcare Society Budget

This was approved as part of the consent agenda with no further discussion.

h. Summary of One-time Items Funded from March 31, 2011 Operating Surplus

Allocations have been made that required one-time funding, and included areas of potential risk and priority.

7. Audit Committee - John Turner, Chair

a. Audited Pension Plan Financial Statements to December 31, 2010

This is a defined contribution plan.

Motion: 2011BP09/23.08

Burgart/Mandy

That, on the recommendation of the Audit Committee, the Board of Governors approves the Audited Pension Plan Financial Statements to December 31, 2010.

CARRIED

b. KPMG Management Letter
Provided for information. The most important message from the auditors is that it was another clean audit.

E. Bray and staff were commended.

8. Employee Relations Committee - Lynda Price, Chair

a. Sun Life Pension Plan Fee Proposal
The contract with Sun Life was renegotiated. Owing to the size of the plan, it was possible to negotiate the reduction of fees.

Annual fees of \$386,000 were reduced to \$216,000 approximately.

Motion: 2011BP09/23.09

Mandy/Wilson

That, on the recommendation of the Employee Relations Committee, the Board of Governors approves the Sun Life Pension Plan Fee Proposal as presented.

CARRIED

9. Executive Committee - Dawn Martin, Chair

No report given.

10. External Relations Report

a. Development Report
This is a very active time of year for marketing and advertising UNBC for next year.

As we lead up to 2015, the 25th Anniversary of the institution, there will be many initiatives to seize this opportunity for UNBC and the north. One of these includes History Professor Jonathan Swainger working with one of our founders, Murray Saddler, to write the history of UNBC.

Rob van Adrichem spoke about UNBC Endowments. In down markets, these may have to be topped up in order to keep the amount of the endowments constant. As well, the percentage of these endowments used for annual payouts may fluctuate depending on the market values, but a minimum is maintained.

A written report was provided.

11. Research/Graduate Programs Report

a. Report from the Office of Research and Graduate Programs
A verbal report was provided.

The following is a brief summary of the report:

- There has been significant growth in graduate student's registrations;
- Exempt status for various programs is being reviewed;
- A new joint Masters of Education is being offered at Grande Prairie Regional College;

- An Eco Energy application, relating to biochar and electricity production, will be submitted this week. This will include a letter of intent to expand the current Bioenergy facility.
- Work is progressing on a “New North Centre”, which will provide a portal for research to connect with industry.

12. **President’s Report**

a. Report on President’s Activities

- (i) Renewable Energy Systems for BC
- (ii) Forest Innovation at UNBC

These documents were provided for information.

The President spoke about the following:

- The Vice Presidents and their staff are working extraordinarily hard;
- The welcome to new students and their families went very well, and Brian Brownridge again hosted the BBQ. The new students seem to be from a wider range of places and many of these first year students volunteered at Orientation;
- Nadia Nowak, President of the Undergraduate Student Society, and President Iwama made a presentation to the Standing Committee on Finance BC;
- Regarding enrolment, our recruitment efforts are taking hold in places beyond BC. Reaching out digitally has been quite costly, and may take some time to show results. The President thanked the recruiters and the Office of Communications for their recruitment efforts;
- There was a recent meeting of the Vancouver Advisory Council. Board member, Don Prior, attended, along with Bill Vander Zalm, four of five UNBC Chancellors, previous Board member, Charmaine Crooks, and Peter Webster. The Council talked about UNBC and were very excited about the new initiatives being undertaken, and are ready to help;
- Although membership in Canada West will be an ongoing process, and will include higher costs to compete at this level, the UNBC sports teams look forward to playing at a higher level;
- We’re moving ahead with plans for an Engineering Program. The vision is to build on what’s relevant to industries;
- With regard to renewable energy systems, we would like to be the first University worldwide run by renewable energy, allowing us to lead by example;
- A number of initiatives are being considered for the centenary of the City of Prince George in 2015, in conjunction with the 25th anniversary of UNBC;
- UNBC will be hosting the International Arctic Social Science Association meeting in 2014;
- We are in Dawson Creek to support the regions and to look at the possibilities of locating programming and leadership in the regions we serve.

b. University Plan/Action Plan Update

The President advised that revisions to the Action Plan (University Plan) have been made and is included on the President’s webpage. We want to ensure that we’re relevant to our local priorities as well as to the global priorities.

13. **Chancellor’s Report**

No report given.

14. **Other Business**

The meeting adjourned at 5:45pm.