

BOARD OF GOVERNORS

PUBLIC SESSION MINUTES

Friday, March 31, 2017

Senate Chambers

(Room 1079 Charles J McCaffray Hall)

8:45 AM – 12:00 PM

Present: J. Moore, D. Weeks, K. Beeler, K. Lewis, T. Carmack, K. LaForge [teleconference], L. Ongman, S. Simmons (VICE-CHAIR), J. Bahng, C. Clyne

Regrets: H. Nyce, Sr., T. Wolsey (CHAIR), S. Yu, J. Ziebart, M. Ifem

Administration: D. Ryan (Interim Provost & Vice-President Academic), R. Knight (Vice-President of Finance and Business Operations), G. Payne (Interim Vice-President Research and Graduate Programs), T. Tribe (Vice-President University Advancement), B. Daigle (Associate Vice-President People, Organizational Design and Risk), C. Smith (Associate Vice-President Financial Services), H. Sanford (University Secretary), S. Hoff (Governance Officer – Recording), K. Howitt (Governance Officer)

The meeting commenced at 9:10 am.

1. **Chair's Remarks**

The Vice-Chair welcomed everyone and acknowledged the traditional territory of the Lheidli T'enneh. The Vice-Chair acknowledged that this is the last meeting for undergraduate student representative, J. Bahng and graduate student representative, M. Ifem and thanked them for their service and contributions to the Board.

2. **Approval of Agenda**

K. Lewis requested clarification that an update on the search for the Provost's position would be provided. President Weeks advised it would be included in his Report.

H. Sanford requested that item 4.a. Sexual Violence and Misconduct Policy and Response Procedures be moved before item 3.a. Approval of the Minutes.

MOTION: 2017BP03.31.01 (K. Lewis / C. Clyne)

That, the Agenda for the Public Session of the March 31, 2017 meeting of the Board of Governors be approved as amended.

CARRIED

3. **Approval of Minutes**

a. **Public Session Minutes of November 18, 2016**

MOTION: 2017BP03.31.02 (C. Clyne / T. Carmack)

That, the Public Session Minutes of the November 18, 2016 meeting of the Board of Governors be approved as presented.

CARRIED

b. **Public Session Electronic Minutes of March 13, 2017**

MOTION: 2017BP03.31.03 (C. Clyne / T. Carmack)

That, the Public Session Minutes of the March 13, 2017 electronic meeting of the Board of Governors be approved as presented.

CARRIED

4. **Business Arising from Previous Public Session Minutes**

- a. **Sexual Violence and Misconduct Policy and Response Procedures** – discussion – B. Daigle / Guest – Dr. Gary Wilson
Dr. Gary Wilson, Chair, UNBC President's Steering Committee on Sexual Violence delivered a presentation on the draft Sexual Violence and Misconduct Policy and Response Procedures. A discussion followed.

L. Ongman noted the need for legal analysis and a risk assessment that is based on a formal legal opinion prior to approval. Concern noted as per request of the President.

5. **Motions for Approval**

- a. **UNBC Fees Schedule 2017/2018** – R. Knight
Materials were reviewed and discussed.

MOTION: 2017BP03.31.04 (K. Beeler / J. Moore)

That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the 2017/2018 Fee Schedule for the University of Northern British Columbia, as presented.

CARRIED

Action item: A Board Member asked if Regional course fees are included in the UNBC Fees Schedule or if the fees are for the Prince George Campus only?

R. Knight indicated he would have a response at the next meeting.

- b. **Financial Planning Overview 2017/2018** – R. Knight
Revised motion presented to the Board. Materials were reviewed and discussed. The budget will be revisited at a consolidated level in September.

MOTION: 2017BP03.31.05 (K. Lewis / D. Weeks)

That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the 2017/2018 Operating and Ancillary budgets, as presented in Tables 8 and 9 of the 2017/18 Financial Planning Overview.

CARRIED

- c. **2016/2017 Consolidated Budget** – R. Knight
Materials were reviewed and discussed. Revised pages 75 and 76 were received.

MOTION: 2017BP03.31.06 (K. Lewis / L. Ongman)

That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the 2016/2017 Consolidated Budget for the University of Northern British Columbia, as presented.

CARRIED

Break at 10:28 am to 10:45 am.

- d. **Board of Governors Code of Ethical Conduct & Annual Signing** – K. Lewis
H. Sanford advised the Board that the execution clause had been revised to read “I acknowledge that I have read and considered the Code of Ethical Conduct for Members of the Board of the University of Northern British Columbia and agree to conduct myself in accordance with the Code of Ethical Conduct for Board Members”.

MOTION: 2017BP03.31.07 (K. Lewis / T. Carmack)
That, on the recommendation of the Governance Committee, the Board of Governors approves the revised Board of Governors Code of Ethical Conduct, as amended.

CARRIED

6. **Mandatory and Standing Reports - Public Session**

- a. **Report of the President – D. Weeks**
Verbal report

Action item: The University Secretary will advise the Board of the dates and times of the presentation of the Academic Plan to Senate.

(i) **Reports of the Vice-Presidents**

- Provost and Vice-President Academic
 - o Recruitment & Enrolment ReportReport received

Action item: D. Ryan to report back to the Board on the historic conversion rate between admissions and registrations.

- Vice-President Finance and Business Operations
Verbal report
- Vice-President of Research
Verbal report
- Vice-President University Advancement
Report received

b. **Reports of Committees:**

- (i) Human Resources Committee – C. Clyne, Chair
Motions approved or reports received by the Human Resources Committee on behalf of the Board.
- The Human Resources Committee received a proposal from the Senate with respect to membership on selection committees for the President and Senior Academic Administrators.
 - The University Secretary will bring draft recommendations to the HR Committee for consideration in June.
- (ii) Governance Committee – K. Lewis, Chair
Motions approved or reports received by the Governance Committee on behalf of the Board.
- The Governance Committee reported that the University Secretary has been working on a consolidated terms of reference for the Board committees. The Governance Committee will meet in April to review this.
- (iii) Finance and Audit Committee - S. Simmons, Chair
Motions approved or reports received by the Finance and Audit Committee on behalf of the Board.
- Finance and Audit Committee approved the establishment of agreements, scholarships, bursaries and awards as recommended by the Senate, for the period of November 2016 to March 2017.
 - Received Audit Plan & Schedule.
 - Received Annual Report of the Senate Committee on the University Budget.

- c. **Government Reporting Entity Reports** – R. Knight (for information)
 - (i) General Operating Fund Report to December 31, 2016
 - (ii) Consolidated Financial Report to December 31, 2016
 - (iii) Quarterly ForecastReports were reviewed and discussed.

- d. **Capital Projects Update** – Daycare Renovations and Energy Upgrades (for information) – R. Knight
Materials were reviewed and discussed.

7. **Other Business**
None.

8. **Adjournment**

MOTION: 2017BP03.31.08 (K. Lewis)
CARRIED

The meeting ended at 11:40 am.