



BOARD OF GOVERNORS

PUBLIC SESSION MINUTES

Friday, March 20, 2020

Senate Chambers

(Room 1079 Charles J McCaffray Hall)

12:30 PM – 2:00 PM

Present: G. Payne, R. Bird, K. Reimer, A. Beswick, A. Ekman (teleconference), L. Ongman (CHAIR), M. Reed (teleconference), G. Staats (teleconference), M. Barnes

Regrets: J. Gosnell, Sr., F. Khan, K. Manhas, A. Robinson (VICE-CHAIR), B. Ward-Burkitt

Guests attending by teleconference:

Christopher Thomas, Senior Manager, Office of the Auditor General of British Columbia

Peter Bourne, Principal, Financial Audit, Office of the Auditor General of British Columbia

Administration: D. Ryan (Provost & Vice-President Academic), C. Smith (Interim Vice-President Finance and Administration), K. Lewis (Acting Vice-President Research), T. Tribe (Vice-President University Advancement), S. Hoff (Governance Officer – Recording)

The meeting commenced at 12:35 pm.

1. Chair's Remarks

Correspondence Received – no correspondence received.

The Chair welcomed everyone and acknowledged that the meeting was taking place on the traditional territory of the Lheidli T'enneh.

The Chair acknowledged that this is the last meeting for Faculty Member, R. Bird and thanked her for her service and contributions to the Board. The Chair advised that an election will be held for the Faculty Member position in April. The Chair congratulated G. Staats and F. Khan who were re-elected by acclamation to the Undergraduate and Graduate Student positions respectively.

The Chair called for any declarations of conflict with items on the Public Agenda. No conflicts were noted.

2. Approval of Agenda

MOTION: 2020BP03.20.01 (A. Ekman / G. Payne)

That, the Agenda for the Public Session of the March 20, 2020 meeting of the Board of Governors be approved as presented.

CARRIED

3. **Approval of Motions on the Consent Agenda**

MOTION: 2020BP03.20.02 (A. Ekman / G. Staats)
That the motions on the Consent Agenda, except for those removed for placement on the Regular Agenda, be approved as presented.

CARRIED

4. **Approval of Minutes**

a. **Public Session Minutes of January 31, 2020**

MOTION: 2020BP03.20.03 (A. Ekman / M. Reed)
That, the Public Session Minutes of the January 31, 2020 meeting of the Board of Governors be approved as presented.

CARRIED

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

None

a. **General Operating and Ancillary Budgets – Update and Framework 2020/2021 – Presentation**
– D. Ryan (**Presentation and Discussion 25 minutes**)

G. Payne advised that the Budget will be brought to the Board for approval at the June 19, 2020 Board meeting.

G. Payne and D. Ryan provided a presentation on the 2020/2021 Planning Update and Framework.

6. **Motions for Approval**

b. **Agreements, Scholarships, Bursaries and Awards – D. Ryan**

MOTION: 2020BP03.20.04 (A. Ekman / G. Staats)
That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the agreements, scholarships, bursaries and awards as recommended and approved by the UNBC Senate, for February 2020, as presented.

CARRIED (Consent Agenda)

c. **2020 / 2021 Graduate International Tuition Fee Differential – D. Ryan (Discussion 6 minutes)**

D. Ryan noted there was an error in the motion that should be revised by deleting the words “both” and “PhD students” from paragraph 2, and delete the word “under” from the last paragraph. D. Ryan advised that this increase will only apply to new International graduate students.

MOTION: 2020BP03.20.05 (M. Barnes / A. Beswick)
Whereas s.27(2) of the University Act grants the Board the authority to set, determine and collect fees;

And Whereas the Government of British Columbia’s Tuition Limit Policy, limits domestic tuition and mandatory fee increases to the rate of inflation (2%);

And Whereas the Tuition Limit Policy does not apply to the setting of International student tuition and mandatory fees;

And Whereas the Board approved an International Tuition Fee differential of 3.98 for Undergraduate Programs on February 1, 2019.

Now therefore, on the recommendation of the President, and the Finance and Audit Committee, the Board approves the following:

1. *Implementation of an international tuition fee differential factor of 1.40 on all Master's degrees (excluding MBA, MEng and degrees without international intake).*
2. *Eliminate the continuing registration reduction in tuition after semester 6 for Master's students (a model currently in place at other institutions including UBC).*

for all new International graduate student applicants registering for the Winter 2021 semester and thereafter, as presented.

Effective on approval of the Board.

CARRIED as amended

d. **Food Services Request for Proposals Award – C. Smith (Discussion 6 minutes)**

L. Haslett, Director, Business Services and Continuing Studies provided a brief summary of the Request for Proposals Award.

MOTION: 2020BP03.20.06 (A. Beswick / M. Reed)

That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the Award of the Food Services Management Contract to Dana Hospitality, LP as presented.

CARRIED

e. **Memorandum of Agreement – UNBC/CultureWorks English as a Second Language Inc. –**

D. Ryan **(Discussion 2 minutes)**

Received and reviewed.

MOTION: 2020BP03.20.07 (G. Payne / A. Beswick)

That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the new Memorandum of Agreement between the University of Northern British Columbia and CultureWorks English as a Second Language Inc., as recommended and approved by the UNBC Senate, as presented.

CARRIED

f. **Program Deletion – Bachelor of Fine Arts – D. Ryan (Discussion 3 minutes)**

D. Ryan noted that the Bachelor of Fine Arts was a program developed between Emily Carr and UNBC and has not been offered in a significant amount of time.

MOTION: 2020BP03.20.08 (M. Barnes / A. Beswick)

That, the Board of Governors approves the changes to the calendar entry for Bachelor of Fine Arts, on pages 123-124 of the 2019/2020 undergraduate calendar, as recommended and approved by the UNBC Senate, as presented.

CARRIED

g. **2020 / 2021 Mandate Letter – Approval – L. Ongman (Discussion 3 minutes)**

Received and reviewed.

MOTION: 2020BP03.20.09 (G. Payne / M. Barnes)

That, on the recommendation of the Governance Committee to sign the 2020/2021 Mandate letter, the Board authorizes the Board Chair to sign the Mandate Letter on behalf of the Board.

CARRIED

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

a. **Report of the President – G. Payne (Discussion 2 minutes)**

- **Regular Verbal Report**
G. Payne requested that the Minutes reflect his thanks to the University Community for the work being done during the COVID 19 Pandemic to ensure that faculty, students and staff are supported.
- **Senate Update**
G. Payne provided a Senate update and discussed the two motions that came out of the February 26, 2020 Senate meeting; the non-confidence vote related to former President Weeks and the Motion to request urgently a joint meeting of the Senate and Board to discuss future directions for University leadership.

(i) **Quarterly Public Reports of the Vice-Presidents, written**

- **Provost and Vice-President Academic – D. Ryan (Discussion 7 minutes)**
 - o **Recruitment & Enrolment Report**
Written report included in meeting materials.

The Provost and Vice-President Academic provided an update on the number of new academic programs either started or projected to start in September. The Provost advised the Board of potential risks and concerns including potential delays in renovations required by the programs, student recruitment and faculty recruitment, and delays in the Dean searches currently underway due to the COVID 19 Pandemic.

- **Vice-President, Finance, and Business Operations – C. Smith (Discussion 4 minutes)**
 - o **Deficit Mitigation and Financial Accountability (verbal)**
The Interim Vice-President Finance advised that the University has engaged a consultant to work with the Senior Administration to develop a Deficit Mitigation Plan. Additional information on the specific plan will be brought forward to the June 19, 2020 Board Meeting.

- o **Capital Projects Update (verbal)**
The Interim Vice-President, Finance provided an update on two current significant renovation projects: the Civil and Environmental Engineering Program and the Northern Baccalaureate Nursing Program.

The Physical Therapy and Occupational Therapy Program received funding confirmation.

As part of that project a small addition to the Power Plant will be required. The Request for Proposal closed last week. The contract will be coming to the Board for approval by electronic motion. The funding for the project is included in the total capital funding received.

- **Vice-President, Research (Discussion 5 minutes)**
Written report by G. Payne received. The Acting Vice-President Research highlighted Research Week held March 2nd to 6th, 2020 and thanked the Office of Research staff who organized this event.
- **Vice-President, University Advancement – T. Tribe (Discussion 6 minutes)**
Written report received.

The Vice-President, University Advancement's report covered the following topics:

- The events mentioned in the written report have been cancelled or postponed due to COVID 19 including, the Young Entrepreneurs Leadership Launchpad (Yell) Canada.
- Recent executive changes at UNBC have resulted in a change in reporting structure with Ancillary Services, also known as Business Services and Continuing Studies now reports to the Vice-President of Advancement.

b. Reports of Committees:

- (i) Human Resources Committee – K. Manhas, Chair **(Discussion 2 minutes)**
 - A Board Member requested that it be reported in the Public Session that Ms. Colleen Smith was appointed as Interim Vice-President Finance in the Closed Session.
- (ii) Governance Committee – A. Ekman, Chair **(Discussion 1 minute)**
 - The Committee reviewed the 2020 / 2021 Mandate letter and the Board of Governors Code of Ethical Conduct.
- (iii) Finance and Audit Committee – A. Beswick, Chair **(Discussion 2 minutes)**
 - Received Audit Plan & Schedule.
 - Finance and Audit Committee received Quarterly Reports, including General Operating Fund Report to December 31, 2019, Consolidated Financial Report to December 31, 2019 and Third Quarter Forecast.

8. Other Business

- a. Board of Governors Code of Ethical Conduct – Annual Review and Signing – A. Ekman **(Discussion 2 minutes)**
S. Hoff distributed the Board of Governors Code of Ethical Conduct to Board Members for signing.
- b. FIPPA – Annual Statistical Report – G. Payne **(Discussion 1 minute)**
Report received.

A Board Member also requested that it be reported in the Public Session that Dr. Kathy Lewis was appointed as Acting Vice-President Research by the Board by an Electronic Motion.

9. Adjournment

MOTION: 2020BP03.20.10 (A. Ekman)

CARRIED

Adjourned at 2:00 pm.