

BOARD OF GOVERNORS

PUBLIC SESSION MINUTES

Friday, March 18, 2016 - 11:00am
UNBC Senate Chambers Room #1079

Present: K. Beeler, C. Clyne, E. Depenau, K. LaForge, K. Lewis, J. MacDonald, R. Matheson (Chair), S. Simmons, D. Weeks, T. Wolsey, S. Yu, J. Ziebart (Vice-Chair)

Regrets: H. Nyce Sr.

Administration: G. Payne (Interim Vice-President Research), C. Smith (Director of Finance & Budgets), B. Daigle (Interim Vice-President Administration and Finance), D. Ryan (Interim Vice-President Academic and Provost), K. Scouten (Development Manager), H. Sanford (University Secretary), D. Nagy (EA, Board of Governors), S. Hoff (Governance Officer)

1. Chair's Remarks

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

The Chair commented on the positive dialogue, opportunity to connect and exchange of ideas that occurred at both the joint Board-Senate dinner Thursday evening and at the joint workshop this morning. He acknowledged Senate's non-confidence motion in the Board Chair, and indicated further discussion would occur on this point, in the in-camera session of the Board this afternoon. The Chancellor Selection Terms of Reference will also be discussed in that session.

Board members were encouraged to keep up to date with exciting news and happenings at UNBC by monitoring the UNBC website on a regular basis.

***NOTE:** The Board of Governors Agenda for the Public Session consists of a consent agenda and a regular agenda. The consent agenda contains items that are routine and non-controversial, and 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 will be placed on the regular agenda. The Chair will ask for approval of the items or motions on the consent agenda.*

The Chair called for items to be removed from the Consent Agenda. No items were removed. The Chair asked for approval of the Consent Agenda:

MOTION: 2016BP03.18.01 (C. Clyne / K. LaForge)

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

CARRIED

2. **Approval of Agenda**

Amendments: K. Lewis - addition of agenda item 4. a. *Indemnification* as a follow up from the last Board Public meeting session. R. Matheson – addition of item 12. a. *Acknowledgement of last meeting of Eric Depenau*.

MOTION: 2016BP03.18.02 (K. Lewis / C. Clyne)
That, the Agenda for the Public Session of the March 18, 2016 meeting of the Board of Governors be approved as amended.
CARRIED

3. **Approval of Minutes**

January 29, 2016 Public Session of the Board

Amendments: K. Lewis - graduate enrollments be identified as a specific issue.

MOTION: 2016BP03.18.03 (C. Clyne / E. Depenau)
That, the Public Session Minutes of the January 29, 2016 meeting of the Board of Governors be approved as amended.
CARRIED

4. **Business Arising**

a. **Indemnification** - B. Daigle, Interim Vice-President Finance and Business Operations discussed institutional insurance and indemnification and addressed questions and concerns re: coverage. All employees are covered provided they are working within the scope of their approved University work, and following policies and procedures. There is a need to improve understanding of coverage within the University Community. This will be addressed as part of overall improvements in employee orientation and training.

5. **Human Resources Committee – Carolee Clyne, Chair**

- Regular a. **Currently Advertised Faculty Positions**
D. Ryan, Provost, indicated that the information is as presented in the meeting package on pages 9 and 10, and provided some additional information with respect to the status of some of the listed competitions.
- Regular b. **Health and Safety Report**
B. Daigle reported that the Human Resources Committee discussed this Report and feedback was sought on how to improve it. She indicated the report would be revised to replace some of the current details and specifics with higher level information on policy and process. Ergonomics and campus wide efforts to reduce injuries were specifically raised.

ACTION: B. Daigle committed to presenting the Health & Safety Report quarterly, and to providing more detailed statistical information for the Board.

6. **Finance and Audit Committee – Sean Simmons, Chair**

- Regular a. **2016/2017 Budget Planning Update**
C. Smith, Director of Finance and Budgets, made a presentation to the Board on Budget Planning, with additional commentary being provided by B. Daigle and D. Ryan. A University Budget Town Hall was held yesterday to provide the UNBC Community with similar information.

Budget planning needs to occur on an annual cycle and C. Smith reviewed a comprehensive timeline for the Budget process.

B. Daigle indicated a need to have a policy in place, approved by the Board, with respect to the maintenance of one-time recurring adjustments. The structural deficit is growing. Transparency is very important, but generally there is disbelief. There is urgency in moving forward with the planning timeline.

President Weeks spoke about changing the budget model to decentralize, to Vice-President's and down through the institution. He also referred to a refreshing of UNBC's mission and values statements, and the role and importance of academic planning to budget planning.

(12:20 pm – 12:50 pm – lunch break)

- Regular b. **UNBC Fees Schedule 2016/2017**
B. Daigle indicated that fees are reviewed by a UNBC Fees Committee. The schedule provided in the meeting package reflects a 2% tuition increase as this is the amount allowable under the Provincial government mandate.
- There is an error on p.1 of the Report as there will be 2% increase in the Master of Engineering in Integrated Wood Design Program fee.
- C. Smith will look into the meal plan service contract and provide information to the Board with respect to fee increases.

MOTION: 2016BP03.18.04 (K. Lewis / E. Depenau)
That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the 2016/17 Fee Schedule for the University of Northern British Columbia, as presented.
CARRIED

- Regular c. **Quarterly Reports – B. Daigle / C. Smith**
General Operating Fund Report to December 31, 2015
Faculty salary and benefits on p.37 have been prorated. Decline in investment revenue shown on p.42 reflects market fluctuations.
- (i) Consolidated Financial Report to December 31, 2015
(ii) Quarterly Forecast
- Consent d. **Capital Projects Update**
- Regular e. **Audit Plan and Schedule – B. Daigle / C. Smith**
The Auditors attended the Finance and Audit Committee meeting earlier in the week and presented the Committee with the audit plan and their preliminary work.
- Regular f. **Enrolment Report**
D. Ryan referred to the Report in the meeting package: The numbers suggest a slight decrease so far this winter, but applications and admissions are currently up. D. Ryan will provide a more detailed enrolment report at the May meeting of the Board.
- D. Weeks provided the Board with background information on the Ministry's proposed Integrated Application System that is proposed to be implemented province-wide for all universities.

Regular g. **Agreements, Scholarships, Bursaries and Awards**

D. Ryan referred the Board to the meeting materials on Scholarships, Bursaries and Awards.

MOTION: 2016BP03.18.05 (K. Lewis / T. Wolsey)

That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the establishment of scholarships, bursaries, and awards as recommended by the Senate, for the period January 2016 to February 2016, as presented.

CARRIED

Regular h. **Regional Operations Report**

D. Ryan referred the Board to the materials in the meeting package, and noted that considerably more detail has been provided to the Board, than in previous years.

Regular i. **Financial Statement Approval**

C. Smith addressed the confusion with respect to dates and timing for approval and submission of Financial Statements to the Ministry. The Financial Statements will not be available before the May 20th budget meeting of the Board. She suggested that the Board consider delegating authority to the Finance and Audit Committee to approve the Financial Statements at a special teleconference meeting May 26th, as the statements need to be approved prior to the June Board meeting.

The Board agreed, by general consensus, to postpone making a decision to delegate approval to the Finance and Audit Committee, until the May 20th meeting of the Board.

7. **Governance Committee – Kathy Lewis, Chair**

Regular a. **2017 Board of Governors Meeting Schedule**

H. Sanford, University Secretary presented a draft schedule for feedback and discussion.

Regular b. **Code of Conduct & Conflict of Interest Policy** (annual review & signing)

R. Matheson, Chair of the Board, advised Board members that this is an annual document that Board members are asked to sign. A question was raised with respect to the need for administrators who participate on the Board to also sign a similar Code. Senior Administrators do sign a similar Code and Policy and non-senior administrators sign a confidentiality agreement at the time of hiring.

ACTION: D. Nagy to distribute this document electronically for Board members to sign and return for filing.

Regular c. **2016 Board of Governors Updated Meeting Schedule**

H. Sanford reported that the schedule for the balance of 2016 will be presented again for approval at the next Board Meeting.

8. **Office of External Relations**

Regular a. **Office of External Relations Report**

- (i) Fundraising Report
- (ii) Communications with Stakeholders
- (iii) Report on Government Relations

President Weeks referred Board members to the materials in the meeting package. K. Scouten and the Development Office have worked very hard to reach the \$2 million dollar mark in fundraising this year. A new scholarship has been created, through a donation by a faculty member, in the memory of Dr. Joselito (Lito) Arocena who was one of the University's founding Faculty members.

9. Office of Research

Regular a. Office of Research Report

G. Payne, Interim Vice-President of Research, reported on the success and general enthusiasm around research at UNBC that he has observed in his first six months in his interim role. The search for the Tall Wood Chair has been completed and the successful candidate will be joining UNBC this July. An additional Research Chair position is in development. Research has been working closely with the Development Office to organize the inaugural meeting of the Strategic Development of Research Committee. Three significant research grants have been awarded recently, totaling \$3 million dollars in new research funding.

10. President's Report

Regular a. Report on President's Activities

President Weeks reported on a busy few months and thanked the Vice-Presidents in particular for their work during his absence over the past couple of weeks.

The Lieutenant Governor of British Columbia was on campus at the beginning of February and will be hosting an event for top high school students on our campus in June, and UNBC will present scholarships to some of these students at that time.

There was strong representation by UNBC Alumni on the Prince George Chamber of Commerce's "Top 40 under 40" this year.

He recently attended an announcement by the Mayor of Prince George, regarding significant funding to Masich Field that will benefit the Timberwolves Soccer teams.

The 11th Annual UNBC Graduate Conference recently held on campus was well attended.

UNBC students on the JDC West Team placed very well in a recent competition.

Along with the Provost, he will be visiting every department on campus over the next few months.

The new President of Quest University and the Vice-Chancellor from the University of Wellington in New Zealand visited our campus in February.

He recently returned from a CBIE mission to Vietnam, which included meetings with several University Presidents. The plan is to go back in the fall for a follow-up. The trip also included extensive travel through China, visits to several institutions to refresh and renew some of our agreements and the signing of some new agreements.

There may be an opportunity at the beginning of May to visit Ottawa with the Chancellor-elect.

11. Chancellor's Report

No Report

12. Other Business

a. Acknowledgement of Departing Board Member:

The Chair acknowledged that this is the last meeting for undergraduate student representative, E. Depenau, and thanked Mr. Depenau for his service and contributions to the Board during the past year.

Adjournment

MOTION: 2016BP03.18.06 (E. Depenau / C. Clyne) CARRIED
