

BOARD OF GOVERNORS - PUBLIC SESSION MINUTES

Saturday, March 29, 2014

9:02am – 12:05pm

UNBC Senate Chambers

Participants:

Louise Burgart, Andy Clough, Mark Dale, Kimberly Lawyer, Kathy Lewis, John MacDonald, Judy Mason, Ryan Matheson, Glen Montgomery, John Turner, Gary Wilson, Simon Yu

UNBC Representatives (Non-Voting):

Ranjana Bird (Vice-President Research), Eileen Bray (Vice-President Administration and Finance), Rob van Adrichem (Vice-President External Relations), Colleen Smith (Director Finance & Budgets), Denise Nagy (Acting EA, Board of Governors - Recording)

Regrets:

Cory Brown, Harry Nyce Sr., Don Prior, John Young

Guest:

Todd Whitcombe, UNBC Chair, Senate Committee on the University Budget (SCUB)

1. Chair's Remarks

The Chair thanked everyone for attending today and commented on the excellent presentation this morning. Recognition was made acknowledging that this meeting of the Board was being held on the Lheidli T'enneh traditional territory.

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 as follows:*

The following items were moved from the consent agenda to the regular agenda: 7.a., 10.b., 12.c.

MOTION: 2014BP03.29.01

Mover: L. Burgart Seconder: G. Wilson

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

CARRIED

2. Approval of Agenda

MOTION: 2014BP03.29.02

Mover: R. Matheson Seconder: L Burgart

Agenda for the Public Session of the March 29, 2014 meeting of the Board of Governors be approved, as presented.

CARRIED

3. **Approval of Minutes**

November 30, 2013

MOTION: 2014BP03.29.03

Mover: J. Mason Seconder: K. Lawyer

That, the Public Session Minutes of the November 30, 2013 meeting of the Board of Governors be approved as presented.

CARRIED

4. **Business Arising**

a. Surplus Funds (information) – E. Bray

A document was distributed with the information regarding the surplus funds for UNBC.

5. **Human Resources Committee – Harry Nyce Sr., Chair**

a. Currently Advertised Faculty Positions (discussion) – J. Young

Information available in the memo, with the addition of a Tri-Council Chair position.

b. Health and Safety Report (discussion) – E. Bray

The report is available in the package to show that we are in compliance with Health & Safety at UNBC.

6. **Finance and Audit Committee – Louise Burgart, Chair**

a. Senate Committee on the University Budget – 2014 Annual Report to Senate – Presentation by T. Whitcombe

This was presented at Senate this past Wednesday. Senate has a number of Committees, and it is responsible for the academic responsibilities of the institution. The Board of Governors is responsible for the budget. The Senate Committee on the University Budget (SCUB) is responsible to meet with the President as an advisory group.

b. UNBC Fees Schedule 2014/2015 (approval) – E. Bray

The fee schedule is part of the package. There is currently a cap on all fees and we are within the 2% allowable.

MOTION: 2014BP03.29.04

Mover: J. Mason Seconder: K. Lewis

That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the 2014/15 Fee Schedule for the University of Northern British Columbia, as presented.

CARRIED

c. UNBC General Operating Budget 2014/2015 (approval) – E. Bray

The Board can only approve a budget that is balanced. The proposal is to bring forward a 4% reduction and the operating budget is 74% of our consolidated revenues. The President's Council Group is having a retreat on integrated planning in May. We have priorities for our plans and we are working on our academic plan, not just waiting for a new president. We are leaving options open for the new president.

ACTION: E. Bray and Finance to provide a cost benefit analysis regarding UNBC's participation in Canada West.

MOTION: 2014BP03.29.05

Mover: G. Wilson Seconder: A. Clough

That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the 2014/15 General Operating Budget for the University of Northern British Columbia, as presented.

CARRIED

d. UNBC Annual Ancillary Budget 2014/2015 (approval) – E. Bray

The documents are provided in the package. Revenue generating activities are consolidated. These units sustain themselves. The projection for the next fiscal year is an increase of revenue by 4%. We have an ability to increase our revenue in a sustained way through these units but it is not without investment to stimulate growth. There have been 100 meal plans sold so far and this program is going well for Food Services. Our focus is ensuring proper facilities are in place for the new program in September for both the dining hall and residences.

MOTION: 2014BP03.29.06

Mover: R. Matheson Second: K. Lawyer

That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the 2014/15 Ancillary Budget for the University of Northern British Columbia, as presented.

CARRIED

e. Quarterly Reports (information) – E. Bray

- (i) General Operating Fund Report to December 31, 2013
- (ii) Consolidated Financial Report to December 31, 2013
- (iii) Quarterly Forecast

f. Capital Projects Update (information) – E. Bray

g. Northern Medical Program 2014/2015 Budget (information) – E. Bray

h. Audit Plan and Schedule (discussion) – E. Bray

The schedule is available in the package. The audited Financial Statements and audit findings report will be presented to the Finance and Audit Committee for review on May 22nd. The Audited Financial statements and audit finding report will then be presented to the Board of Governors for approval on May 29th.

i. Enrolment Report (discussion) – J. Young

The report is included in the package. The plan is coming forward to the Board of Governors. We are in a unique situation and we do have lots of expertise available to us. It is important to remind the Board that a lot of effective effort has gone into reporting and working on our situation, keeping in mind both the external and internal context.

j. Agreements, Scholarships, Bursaries and Awards (information) – J. Young

k. Regional Operations Report (information) – J. Young

UNBC will be offering a Bachelor of Social Work program in the lower mainland.

7. **Governance Committee – Ryan Matheson, Chair**

a. 2015 Board of Governors Meeting Schedule (approval) – R. Matheson

There are timelines that we need to meet and two edits have been made to the schedule provided. The June date will be moved up by a couple of weeks to the end of May and the November date to be moved up by a week to November 20th & 21st.

MOTION: 2014BP03.29.07

Mover: L. Burgart Second: S. Yu

That, on the recommendation of the Governance Committee, the Board of Governors approves the 2015 Board of Governors Meeting Schedule, as revised.

CARRIED

8. Office of External Relations – Rob van Adrichem

- a. Office of External Relations Report (discussion) – R. van Adrichem
 - (i) Fundraising Report
 - (ii) Communications with Stakeholders
 - (iii) Report on Government Relations

The report is available in the package for review.

9. Office of Research – Ranjana Bird

- a. Office of Research Report (discussion) – R. Bird

10. President’s Report

- a. Report on President’s Activities (information)

The President has met with RUCBC Presidents, several Ministries (Advanced Education & Health), NDP Advanced Education Opposition Critic, as well as several external contacts and supporters of UNBC. The President is working closely with SCAAF to stay involved with several priorities, and meetings with Chairs and Deans. Working internally to invigorate President’s Council for important issues and planning. The President held an informal discussion with the UNBC Community, with another to happen in late April.

- c. University Plan Update (information)

Looking ahead there should not a major shift in our priorities as outlined in the University Plan. Work is being done with SCAAF in regards to academic affairs. We are developing principals for priorities and now are discussing the kinds of data we need as part of the academic component. At the upcoming President’s Council retreat we will examine ways to institute University wide priorities, by doing background homework to have recommendations we can bring forward.

11. Chancellor’s Report

We are reminded of uniqueness of this University and of how people view its uniqueness. We cannot think that we are an ordinary university. Post-Secondary education is becoming more and more necessary and we should have this University be an example for people who do not want to go to a large city to be educated. It is very important for young people in our areas to have a post-secondary education. We should think in terms of our research in a world leadership position. For example energy is an important world-wide topic, current uses are not sustainable.

12. Other Business

- a. Code of Conduct & Conflict of Interest Policy (annual review & signing) – J. Turner

ACTION: All Board of Governors members to please sign the Code of Conduct & Conflict of Interest Policy and provide D. Nagy with a signed copy.

- b. BC Budget 2014 Memo (information) – E. Bray

- c. 25th Anniversary Update (information) – R. van Adrichem

This update follows the presentation that Tracy Summerville gave at the January planning session. The 25th Anniversary Steering Committee is working through the 61 proposals they have received regarding the activities that will occur during anniversary year. This is to be a celebration of our role and our value in the region. Targeted outcomes will be used to gage our return on this investment.

Adjournment

MOTION: 2014BP03.29.08
Mover: S. Yu **Seconder:** J. Mason
CARRIED