

## BOARD OF GOVERNORS - PUBLIC SESSION MINUTES

Saturday, May 30, 2015

8:31 am – 9:40 am

UNBC Senate Chambers

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### Participants:

Andy Clough, Kathy Lewis, John MacDonald, Shannon MacKay, Judy Mason, Ryan Matheson, Harry Nyce Sr., Jonathan Swainger, John Turner, Daniel Weeks, Simon Yu

### Regrets:

Carolee Clyne, Eric Depenau

### UNBC Representatives (Non-Voting):

Ranjana Bird (Vice-President Research), Jack Falk (Consultant, Senior Advisor to the President), William Krane (Vice-President Academic and Provost), Rob van Adrichem (Vice-President External Relations), Barb Daigle (Director, Human Resources), Aaron Leblanc (Director, Ancillary Services), (Denise Nagy (EA, Board of Governors - Recording)

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### 1. Chair's Remarks

The Chair welcomed all Board Members, support staff and gallery guests and thanked them for attending. He acknowledged that the meeting was being held on Lheidli T'enneh territorial lands. Convocation yesterday is a constant reminder of the faculty, staff and students that we have here at UNBC and he thanked all the staff for their hard work on this event. Congratulations to Dr. Lewis who is the recipient of a University Achievement Award and on her recent reelection to another term on the Board. The Chair welcomed new student Board member Shannon MacKay to her first meeting. There are new UNBC Representatives in attendance today, Bill, Barb and Jack, welcome.

**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:*

MOTION: 2015BP05.30.01

Mover: Yu Seconder: Matheson

*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: 2015BP05.30.02

Lewis/Yu

*That, the Agenda for the Public Session of the May 30, 2015 meeting of the Board of Governors be approved, as presented.*

CARRIED

**3. Approval of Minutes**

a. March 27, 2015

MOTION: 2015BP05.30.03

Clough/Matheson

*That, the Public Session Minutes of the March 27, 2015 meeting of the Board of Governors be approved, as presented.*

CARRIED

**4. Business Arising**

**5. Human Resources Committee – Judy Mason, Chair**

a. Currently Advertised Faculty Positions (discussion) – W. Krane

In the meeting package is a listing of the positions currently advertised and the status of these positions are noted for your information. The process to begin search for a Vice-President Administration & Finance will start in the near future.

b. Harassment & Discrimination Report (information) – D. Weeks

**6. Finance and Audit Committee – Andy Clough, Chair**

a. Enrolment Report (discussion) – W. Krane

There is an error in the first sentence as this should read summer not winter. On page 140 of the budget framework document, you can see that there is a steady decline in enrollment. A couple of the issues that caused this are the general financial crisis in 2009, and the introduction of a new tier of educational institutions across British Columbia as more institutions have entered into the academic game. There is a much more competitive environment in regards to recruiting students. The executive summary reflects that we are down about 17% over this time period last year and this past winters strike action did not help. Evidence suggests that new students are not affected as much as the returning students. On page 20 of the meeting package there is a table providing a list of applicants and then actual head counts. We have a Ministry number of targeted student FTE's as the University doesn't have its own number. There is now a faculty renewal plan in place. It is difficult to have a retention plan in place if we don't know why the students are leaving. We will be resourcing and capitalizing on the institutional research office.

b. Capital Projects Update (information) – J. Falk

c. Agreements, Scholarships, Bursaries & Awards (information) – W. Krane

d. Routine Capital Year End Report (information) – J. Falk

e. Northern Sport Centre Ltd. Financials (information) – J. Falk

This is a limited company that is set up by the City of Prince George and University to oversee the Sport Centre Operations. There is no significant reporting to be done with this.

f. Debt Schedule Report (information) – J. Falk

g. Five Year Capital Plan (approval) – J. Falk

We will need to have some new planning in place, as this plan was approved last year. We are going to be resubmitting this plan, as there is no approval of any expenditure of money. There is a future plan to build new residences; however there is no funding or plans yet in place.

MOTION: 2015BP05.30.04

Mason/Yu

*That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the rollover of the 2015/16 to 2019/20 Five Year Capital Plan for the University of Northern British Columbia, as presented.*

CARRIED

h. Endowment Investment Portfolio Update (information) – J. Falk

- i. Northern Sport Centre Annual Report (information) – J. Falk
- j. Financial Overview and Budget Framework 2015/2016 (approval) – J. Falk  
The President thanked J. Falk for taking us through this project in a very short time. This process is to be expected in the future using this type of document as a template. This report has been through The President’s Executive Committee, President’s Council, Senate Committee on University Budgets, Senate, and the Board Finance & Audit Committee. The President needs a clear directive from this Board regarding the future of the budget reporting as; the budget situation needs to be fixed for the future. J. Falk advised that this budget document has many purposes and they are all necessary purposes with a very broad narrative base. We see in this report a dramatic drop in enrollments and tuition revenues as well as a decrease in government grants. Anticipated savings in salaries will be used to help balance this budget. This is however is only a one time fix budget with a projected 4 million dollar shortfall resulting in as serious challenge moving forward. Knowing the costs and revenues for this year with no corrective action there is a 2.2 million dollar deficit. This is a consolidated budget and it includes the Northern Medical Program. The discussion and communications regarding this budget information needs to continue. The President advised that the first step in fixing this is about the communication surrounding the principles of this budget and the Provost is working on developing an academic plan to marry with the budget documents. Feedback has been appreciated regarding the new level of transparency in the budget documents. The Board expressed their appreciation for this budget document. Approval is being asked of the operating budget in the report. There remains lots of work to be done with the Ancillary budget to integrate with the academic side of our institution. The Chair thanked the President and all who assisted with compiling this report. The Board is expecting to see more follow up over the next few months, as we all understand the sense of urgency to bring this back to the Board.

MOTION: 2015BP05.30.05

Matheson/Mason

*That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the Financial Overview and Budget Framework 2015/2016 for the University of Northern British Columbia, as presented.*

CARRIED

- k. KPMG Audit Findings Report to March 31, 2015 (discussion) – J. Falk
- l. UNBC Financial Statements to March 31, 2015 (approval) – J. Falk  
The Finance Office prepares these reports and the auditors have agreed that these reports are accurate. The audited financial statements reflect the financial realities of this University with the approval of the auditors. The Board thanked J. Falk and C. Smith with regards to the tax situation.

MOTION: 2015BP05.30.06

MacKay/Mason

*That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the University of Northern British Columbia’s Financial Statements for the year ended March 31/15.*

CARRIED

- m. FTE Audit Report to March 31, 2015 (information) – E. Bray
- n. Regional Operations Report (information) – W. Krane

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

No agenda items for this section.

**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 in the meeting package and provides information for this fiscal year end. K. Scouten was acknowledged for her efforts as the number of donors at UNBC has doubled. On page 2 of the report in regards to the Provincial Government, it is much more common for capital funding to require additional funding. This is to compliment additional funding which is included in this report for information purposes. In regards report item 2. e., this is as discussed at the past June meeting a regional report. This regional report will be consolidated into a Northern BC report and as such will allow us to be much more inclusive in our reporting. The community event related to the 25<sup>th</sup> Anniversary is scheduled to take place on June 20<sup>th</sup>. The Chair recognized R. van Adrichem for his service and contributions of the years as this is his last meeting with the Board.

**9. Office of Research – Ranjana Bird**

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

We are continuously looking at opportunities that come our way in regards to do research in our institution. The Office of Research is moving forward with research projects and R. Bird would like to see more faculty come forward for assistance with putting proposals forward.

**10. President’s Report**

a. Report on President’s Activities (information) – D. Weeks

Since last Board meeting in March, most meetings for the President have been here in Prince George. The President has met with a large number of First Nations Elders to discuss with them the future direction of the University. There was a meeting with The Research Universities Council of British Columbia in mid-April regarding facilitators coming in to do some messaging as we head into the next Provincial Election. A meeting was held with the opposition party’s Deputy Chair to try and anticipate some of the platform issues. There was a Northeast Regional Advisory Council meeting held in Fort. St. John. In conjunction to this Regional Advisory meeting, a reception was held to have more of a presence in the regional communities. This is an initiative that we will be doing in all of the regions going forward. The President attended a College of New Caledonia Fundraising Gala, which speaks to the work we have to do in our own community. The recent North Central Local Government Annual General Meeting and Convention was a great opportunity to meet many of the local officials. The President hosted an Athletics BBQ at his home, which resulted in the recruitment of a student athlete from Washington State. A quick meeting was held with the Minister and Deputy Minister of Advanced Education to discuss the concerns with current and future vacancies on our Board. The President will now talk to the Deputy Minister about our priorities with our Board membership. The recently held Timberwolves Annual Golf Tournament was a huge success. The Installation and Convocation ceremonies went extremely well, thank you to everyone for such a wonderful day. The budget process has gone well and the President is very pleased with the result, pointing out however that there is lots of work still to be done. The Budget process for next year will start much earlier in the fall with a town hall meeting for the UNBC community. We are currently working on developing a new academic action plan. The President is very appreciative of the comments regarding trust and he is working on this.

**11. Chancellor’s Report**

The Chancellor reminded the Board that his term is coming to an end next year around this time. This has been one of the best Board meetings that he has attended and he is very encouraged for the future of UNBC.

**12. Other Business**

a. Change to the 2015 Board of Governors Meeting Schedule (approval) – D. Weeks

The President’s agenda and schedule have been very hectic. The President is struggling with why things are being done the way that they are and is asking for the Boards indulgence in making changes to the Board of Governors meeting schedule.

MOTION: 2015BP05.30.07

Mason/MacDonald

*That, on the recommendation of the President, the Board of Governors of the University of Northern British Columbia approves the change of the November 20 & 21, 2015 Board of Governors meeting dates to November 13 & 14, 2015.*

CARRIED

*Adjournment*

MOTION: 2015BP05.30.08  
Yu/MacKay  
That, the meeting be adjourned.  
CARRIED