

BOARD OF GOVERNORS - PUBLIC SESSION MINUTES

Saturday, November 29, 2014

9:30am – 11:06am

UNBC Senate Chambers

Participants:

Stephen Bennett, Andy Clough, Carolee Clyne, Kathy Lewis, John MacDonald, Judy Mason, Ryan Matheson, Shannon Norum, Harry Nyce Sr.(regrets), Don Prior (regrets), Jonathan Swainger, John Turner (via teleconference), Daniel Weeks, Simon Yu

UNBC Representatives (Non-Voting):

Ranjana Bird (Vice-President Research), Eileen Bray (Vice-President Administration and Finance), Mark Dale (Vice-President Academic and Provost), Rob van Adrichem (Vice-President External Relations), Colleen Smith (Director, Finance and Budgets)

Anne Rushton (Acting EA, Board of Governors - Recording), Denise Nagy (EA, Board of Governors – Transcriber)

1. Chair's Remarks – R. Matheson chaired the meeting on behalf of J. Turner

The Chair welcomed everyone and acknowledged the meeting of the Board was being held on the Lheidli T'enneh Territory. Many activities took place on campus yesterday; Employee Recognition Event, Santa Claus Debate, and the IASK (Integrated Analytical Skills and Knowledge Program) Event which brought approximately 80 potential students to our campus.

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:*

K. Lewis requested that agenda item 5. e. be moved from the consent agenda to the regular agenda.

MOTION: 2014BP11.29.01

Mover: S. Norum Seconder: J. Mason

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

Agenda item 4.a. be removed from the Public Session Agenda and added to the In-Camera Agenda.

MOTION: 2014BP11.29.02

Mover: C. Clyne Seconder: S. Norum

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

CARRIED

3. **Approval of Minutes**

September 20, 2014

MOTION: 2014BP11.29.03

Mover: S. Norum Second: J. Mason

That, the Public Session Minutes of the September 20, 2014 meeting of the Board of Governors be approved as presented.

CARRIED

4. **Business Arising**

- a. Endowment Investment Portfolio (information) – E. Bray

This agenda item was removed from the Public session and added to the In-Camera agenda.

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

- a. Notification of Upcoming Promotion & Tenure Process (information) – M. Dale

The information is provided in the package. A Tenure & Promotion meeting is scheduled on Monday evening to review and to consider these cases.

- b. Currently Advertised Faculty Positions (discussion) – M. Dale

The information is provided in the meeting package. A Board member expressed her concern with the closing date for the Engineering Program position, which should be dated January 2015. Ongoing negotiations are taking place with the candidate. This is a specialized field, so it is not unusual for the hiring process to take additional time.

- c. Report on Elevating Devices Safety Regulation & Power Engineers, Boiler, Pressure Vessel & Refrigeration Safety Regulation (information) – E. Bray

- d. Report on Employment Standards (information) – E. Bray

- e. New Academic Program for Master of Engineering – Integrated Wood Design (information) – M. Dale

This program was approved in principal by Senate and the information in the meeting package provides all of the details. Additional equipment for any research activities will be purchased by the faculty member grants. At the request of a Board member, M. Dale clarified the building and the basic equipment for the lab is covered by the government.

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

- a. 2015/16 General Operating Fund Budget Planning Framework including Planning Projections (approval) – E. Bray

MOTION: 2014BP11.29.04

Mover: J. Mason Second: S. Norum

That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the 2015/16 General Operating Fund Budget Planning Framework for the University of Northern British Columbia, as presented.

CARRIED

- b. Report on Ancillary Operations (discussion) – E. Bray

The report is included in the meeting package. Additional information on Ancillary Operations and an update on expenses will be provided during the lunch presentation by the Director of Ancillary Services, A. Leblanc.

- c. Quarterly Reports (information) – E. Bray
 - (i) General Operating Fund Report to September 30, 2014
 - (ii) Consolidated Financial Report to September 30, 2014
 - (iii) Quarterly Forecast
- d. Capital Projects Update (discussion) – E. Bray

E. Bray provided an update on the status of capital projects. D. Claus also provided an update on the current Bio Energy project during his presentation this morning.
- e. Enrolment Report (discussion) – M. Dale

There are decreasing enrollment numbers in all geographical regions except Fort St. John. The three Northern BC Colleges also are being affected by declining enrolment numbers. A consultant is coming next week to assist our team. Graduate enrollment is a challenge as it depends on research funding and capacity. UNBC’s newly appointed Director of International Education has been very active in coordinating recruitment structures. The downward trend in domestic undergraduate students is across the country, not just in BC. The President is looking at future potential partnerships with the City of Prince George to see how we can all work together for the betterment of the city and our institution. Remaining grounded in our communities is of a top priority to the President to ensure our future success.
- f. Agreements, Scholarships, Bursaries and Awards (information) – M. Dale

The information is in the meeting package.
- g. RFP Responses for Audit Services (approval) – E. Bray

MOTION: 2014BP11.29.05

Mover: S. Yu Seconder: J. Mason

That, on the recommendation of the Finance and Audit Committee, the Board of Governors awards the RFP14-1488 to KPMG LLP and the appointment of KPMG LLP, as the auditor for the University for 2014/15 – 2016/17, with the option to renew for two one-year extensions, with fees as follows:

<u>Year</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18*</u>	<u>2018/19*</u>
Proposed fees	\$58,450	\$59,800	\$61,150	\$62,500	\$63,850

**Subject to renewal*

CARRIED

- 7. **Governance Committee – Ryan Matheson, Chair**
 - a. Summary of Maclean’s Magazine and Globe & Mail (information) – M. Dale

M. Dale narrated a brief presentation to the Board.
- 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 fall issue of Update magazine will be distributed over the next ten days. The Scholarship Program that highlights the top high school students was explained to Board Members. Each year there is acknowledgement of National Philanthropy Day and this year the event was called “Thank a Donor Day”. In May 2015 the annual North Central Local Government Association convention will be held in Prince George, with UNBC hosting a large part of this convention on campus. An alumni survey will be conducted early in the New Year. The Office of External Relations receives many invitations to events and makes an effort to go to the events that give the most exposure to UNBC as possible.

9. Office of Research – Ranjana Bird

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

Research revenue has increased to \$12 million this year compared to last year, but what is most significant is that our NSERC has not gone down this year. There is a Strategic Research Plan in place that ends in March 2015 and the conversations have commenced on how to renew and revise this plan going forward. The role of the Research Office is to strengthen our capabilities and have a strong impact within our communities. The recent call for proposals resulted in 15 submissions and all of these submissions will be funded.

ACTION: Invite a couple of the Faculty who received funding from the Office of Research to attend a future Board of Governors meeting to give a short presentation on their awarded proposal.

b. John Prince Research Forest, Aleza Lake Research Forest & Information on Quesnel River Research Centre (information) – R. Bird

10. President’s Report

a. Report on President’s Activities (information)

This has been the busiest semester in the President’s academic life, but it has been exciting. The President provided the Board with an overview of the many events and meetings he attended since September. Highlights of the President’s events include: Doug Little Memorial Lecture, WIDC Opening, CIS Academic All Canadian Reception, several lunch & dinners with donors, Remembrance Day ceremony, lunch with the Quesnel River Research Group, meeting with Northern Development Trust CEO, UNBC Campus Community Reception at President’s residence, CBIE (Canadian Bureau for International Education) Conference & Events in Ottawa, meeting with MP Dick Harris, reception for outgoing Director of the First Nations Centre, and the South Central Regional Advisory Committee meeting. The President will attend the AUCC (Association of Universities and Colleges of Canada) meeting in Calgary in December. The President acknowledged this is the last Board of Governors meeting for Mark Dale in his role as Provost, he expressed his appreciation and thanked him for his service to UNBC.

11. Chancellor’s Report

The key message from the Chancellor remains, that we should continue to think globally about the things that we are good at.

The Chancellor acknowledged Mark Dale’s role as Provost, and expressed he is happy that M. Dale is the newly appointed Dean, Regional Programs.

12. Other Business

The Chair acknowledged Mark Dale for his contributions as Provost and wished him well in his new role as Dean.

Adjournment

MOTION: 2014BP11.29.06
Mover: K. Lewis Secunder: J. Mason
CARRIED