

## **BOARD OF GOVERNORS**

### **PUBLIC SESSION MINUTES**

Friday, June 16, 2017

Senate Chambers

(Room 1079 Charles J McCaffray Hall)

9:30 AM – 12:00 PM

**Present:** D. Weeks, K. Beeler, K. Lewis, T. Carmack, K. LaForge, L. Ongman, S. Simmons (VICE-CHAIR), T. Wolsey (CHAIR), J. Ziebart, A. Cunningham, A. Kaiser, C. Clyne

**Regrets:** J. Moore, H. Nyce, S. Yu

**Administration:** D. Ryan (Interim Provost & Vice-President Academic), R. Knight (Vice-President of Finance and Business Operations), G. Payne (Interim Vice-President Research and Graduate Programs), T. Tribe (Vice-President University Advancement), B. Daigle (Associate Vice-President People, Organizational Design and Risk), C. Smith (Associate Vice-President Financial Services), H. Sanford (University Secretary), S. Hoff (Governance Officer – Recording), K. Howitt (Governance Officer)

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The meeting commenced at 9:45 am.

1. **Chair's Remarks**

The Chair welcomed everyone, including members of the UNBC recruitment team in the Gallery, and acknowledged that the meeting was taking place on the traditional territory of the Lheidli T'enneh. The Chair recognized the hard work that went into Convocation and advised that there are amazing videos of Convocation available on the UNBC website. The Chair acknowledged that this is the last meeting for staff member, C. Clyne and thanked her for her service and contributions to the Board.

2. **Approval of Agenda**

MOTION: 2017BP06.16.01 (C. Clyne / K. Beeler)

*That, the Agenda for the Public Session of the June 16, 2017 meeting of the Board of Governors be approved as presented.*

CARRIED

3. **Approval of Minutes**

a. **Public Session Minutes of March 31, 2017**

MOTION: 2017BP06.16.02 (C. Clyne / S. Simmons)

*That, the Public Session Minutes of the March 31, 2017 meeting of the Board of Governors be approved as presented.*

CARRIED

**b. Public Session Electronic Minutes of May 16, 2017**

MOTION: 2017BP06.16.03 (K. Lewis / C. Clyne)  
*That, the Public Session Minutes of the May 16, 2017 electronic meeting of the Board of Governors be approved as presented.*

CARRIED

**c. Public Session Minutes of May 25, 2017**

MOTION: 2017BP06.16.04 (S. Simmons / K. Lewis)  
*That, the Public Session Minutes of the May 25, 2017 meeting of the Board of Governors be approved as presented.*

CARRIED

- 4. President's Annual Report on Management's Progress against Strategic Priorities – D. Weeks –**  
*Materials included in Supplemental package for June 2017 Board Meeting - Public Session*  
President Weeks provided his Annual Report on Management's Progress against Strategic Priorities. D. Ryan, with Vice-Presidents and AVPs delivered a presentation on the Report. A discussion followed.

**Action item:** S. Hoff to circulate the letter from the Ministry of Advanced Education regarding the Canada Student Loans Program repayment rate results, to the Board.

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

- a. UNBC Fees Schedule – Clarification re: Regional course fees (verbal) – R. Knight  
C. Smith provided clarification that the fees listed in the UNBC Fees Schedule also applied to Regional courses depending on the course.
- b. Data re: historic conversion rate from admissions to registrations – D. Ryan  
D. Ryan provided graphs with the historic conversion rate from admissions to registrations. A discussion followed.

**6. Motions for Approval**

- a. **2017/2018 Board of Governors Meeting Schedule** – H. Sanford  
Board of Governors Meeting Schedule reviewed.

MOTION: 2017BP06.16.05 (S. Simmons / T. Carmack)  
*That, on the recommendation of the Governance Committee, the Board of Governors approves the 2017/2018 Board of Governors' meeting schedule, as presented.*

CARRIED

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

- a. **Report of the President – D. Weeks**  
Verbal report
- (i) **Reports of the Vice-Presidents**
- Provost and Vice-President Academic
    - o Recruitment & Enrolment Report  
Report received
    - o Academic Plan / Strategic Enrolment Plan  
Verbal report

- Vice-President, Finance and Business Operations
  - o Deficit Mitigation and Financial Accountability  
Verbal report
  - o Capital Projects Update  
Verbal report
  - o NUGSS Financial Statements  
Verbal Report

**Action item:** S. Hoff to forward the link to the NUGSS Financial Statements to the Board.

- Vice-President, Research and Graduate Programs  
Verbal report
- Vice-President, University Advancement  
Report received

The Chair suggested that the President provide the Board with a verbal Senate report. Various ways to provide this information were discussed, including providing a summary of all items approved at Senate or by adding a bullet "Report from Senate" under the Report of the President.

**Action item:** H. Sanford and President Weeks to discuss how to report this to the Board.

**Break at 11:15 am – Back at 11:20 am**

**b. Reports of Committees:**

- (i) Human Resources Committee – C. Clyne, Chair  
Motions approved or reports received by the Human Resources Committee on behalf of the Board.
  - The Human Resources Committee received the Annual Harassment and Discrimination Report.
- (ii) Governance Committee – K. Lewis, Chair  
Motions approved or reports received by the Governance Committee on behalf of the Board.
  - The Governance Committee received draft Board Rules combining UNBC Board of Governors By-laws and the Committee Terms of Reference.
  - The Governance Committee discussed Board meeting attendance.
- (iii) Finance and Audit Committee - S. Simmons, Chair  
Motions approved or reports received by the Finance and Audit Committee on behalf of the Board.
  - The Finance and Audit Committee approved the Investment Advisory Committee Terms of Reference and UNBC Senate Student Leadership Award.
  - The Finance and Audit Committee approved the establishment of agreements, scholarships, bursaries and awards as recommended by the Senate, for the period of April 2017 to May 2017.

**8. Other Business**

**a. 2016/17 Institutional Accountability Plan and Report – D. Weeks**

**Notice of Motion for July 2017. Special Meeting of the Board, (teleconference) to be scheduled.**

*That, the Board of Governors approves the 2016/17 Institutional Accountability Plan and Report (IAPR) as presented, and releases it to the Ministry of Advanced Education.*

H. Sanford advised that the 2016/17 Institutional Accountability Plan and Report is required to be approved by the Board and delivered to the Ministry by July 14, 2017. It was suggested that an electronic vote would be conducted and if there are questions or concerns, a conference call could be arranged.

9. **Adjournment**

MOTION: 2017BP06.16.06 (K. LaForge)

CARRIED

The meeting ended at 11:30 am.