

BOARD OF GOVERNORS

PUBLIC SESSION MINUTES

Friday, September 15, 2017

Room S125

UNBC South-Central Campus, Quesnel

9:30 AM – 12:00 PM

Present: J. Moore [at 10:40 am], K. Beeler, K. Lewis, K. LaForge, L. Ongman, S. Simmons (VICE-CHAIR), T. Wolsey [teleconference] (CHAIR), J. Ziebart, A. Cunningham, A. Kaiser, M. Barnes

Regrets: D. Weeks, T. Carmack, H. Nyce, S. Yu

Administration: D. Ryan [at 10:40 am] (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)

The meeting commenced at 9:40 am.

1. Chair's Remarks

The Vice-Chair welcomed everyone and acknowledged that the meeting was taking place on the traditional territory of the Lhtako Dene. The Vice-Chair acknowledged that this is the first meeting for Staff representative, Mark Barnes. The Vice-Chair advised that the Provost and Chancellor are visiting Correlieu Secondary School to speak to grade 12 students and will join the meeting after 10:00 am. The Vice-Chair thanked Dean of Regional Operations, Mark Dale and the Regional Chair, Titi Kunkel and South Central faculty and staff for hosting us.

2. Approval of Agenda

H. Sanford requested that 6.c. - Board Rules and 6.d - Rescind existing By-laws and Committee Terms of Reference be removed from the Agenda.

MOTION: 2017BP09.15.01 (K. Lewis / K. Beeler)

That, the Agenda for the Public Session of the September 15, 2017 meeting of the Board of Governors be approved as amended.

CARRIED

3. **Approval of Minutes**

a. **Public Session Minutes of June 16, 2017**

MOTION: 2017BP09.15.02 (J. Ziebart / K. LaForge)
That, the Public Session Minutes of the June 16, 2017 meeting of the Board of Governors be approved as presented.

CARRIED

b. **Public Session Minutes of July 17, 2017**

MOTION: 2017BP09.15.03 (A. Kaiser / M. Barnes)
That, the Public Session Minutes of the July 17, 2017 electronic meeting of the Board of Governors be approved as presented.

CARRIED

4. **Regional Presentation** (Dr. Mark Dale, Dean of Regional Programs & Titi Kunkel, Acting Regional Chair – South Central) (apx 45 min)
Dr. Mark Dale distributed “the Regional Programs Report to UNBC Board of Governors”. Dr. Titi Kunkel delivered a presentation on the UNBC South-Central campus. A discussion followed.

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

None

6. **Motions for Approval**

- a. **Financial Information Act Report** (approval) – R. Knight
The *Financial Information Act* Report was presented and discussed.

MOTION: 2017BP09.15.04 (K. Lewis / K. LaForge)
That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the Financial Information Act Report to March 31, 2017 as presented.

CARRIED

- b. **Five Year Capital Plan (approval)** – R. Knight
The Five Year Capital Plan was presented by S. Rennick, Director Facilities Management and was discussed.

Action item: A Board Member requested a list of the Facility Conditions Index of all of the buildings at the Prince George Campus. S. Rennick will provide a report at the November Board Meeting.

MOTION: 2017BP09.15.05 (L. Ongman / A. Kaiser)
That, the Board of Governors approves the 2018/19 to 2022/23 Five Year Capital Plan for the University of Northern British Columbia, as presented.
CARRIED

- c. **Board Rules** (approval) – H. Sanford

This item was removed from the Agenda as it was postponed at the Governance Committee and will be brought forward at the November meeting.

- d. **Rescind existing By-laws and Committee Terms of Reference** (approval) – H. Sanford

This item was removed from the Agenda and will be brought forward at the November Board Meeting.

7. Mandatory and Standing Reports - Public Session

- a. **Report of the President – D. Weeks**

No report

(i) **Reports of the Vice-Presidents**

- Provost and Vice-President Academic
 - o The Provost reported that UNBC made its debut on the Times Higher Education World University Rankings, putting UNBC in the top four per cent of the 20,000 higher-education institutions in the world.
 - o Recruitment & Enrolment Report
Report included in meeting materials
 - o Integrated Strategic Planning
Verbal report
- Vice-President, Finance and Business Operations
 - o Deficit Mitigation and Financial Accountability
Verbal report

<p>Action item: R. Knight to provide a data set showing the percentage of the General Operating Budget that is distributed to Administration vs. Academic Support.</p>

Break at 11:05 am – Back at 11:20 am

- o Capital Projects Update
S. Rennick, Director of Facilities Management provided a verbal Capital Projects Update.
- Vice-President, Research and Graduate Programs
Verbal report
- Vice-President, University Advancement
Written Report included in meeting materials
- Associate Vice-President People, Organizational Design and Risk
Verbal report

- b. **Reports of Committees:**

- (i) **Human Resources Committee – Chair**
Motions approved or reports received by the Human Resources Committee on behalf of the Board.
 - Regular Meeting cancelled as a result of lack of quorum – no report.
- (ii) **Governance Committee – K. Lewis, Chair**
Motions approved or reports received by the Governance Committee on behalf of the Board.
 - The Governance Committee discussed the Board Rules and combining the current UNBC Board of Governors By-laws and the Committee Terms of Reference. The motion has been postponed to the November meeting. The Chair advised that the Governance Committee discussed whether the Audit portion should be separated out from the Finance and Audit Committee and requested for any feedback from the Board to be provided to the University Secretary.

- The Chair advised that there will be an opportunity for Board training in October or November. The University Secretary will provide date options to the Board.
- The Governance Committee discussed the New Elder Protocol and provided H. Sanford with permission to remove the out dated Protocol from the Policy SharePoint site and Policy Website.

(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 Chair advised that he attended the Investment Advisory Committee in August and stated that it will be important for the Committee to meet regularly and at least twice a year.
- The Finance and Audit Committee approved the establishment of agreements, scholarships, bursaries and awards as recommended by the Senate, for the period of June 2017 to August 2017.
- The Finance and Audit Committee received Quarterly Reports, including General Operating Fund Report to June 30, 2017, Consolidated Financial Report to June 30, 2017 and First Quarter Forecast.

8. Other Business

None

9. Adjournment

MOTION: 2017BP09.15.06 (K. Lewis / A. Kaiser)

CARRIED

Adjourned at 12:15 pm.