

BOARD OF GOVERNORS

PUBLIC SESSION AGENDA

Friday, November 17, 2017

Senate Chambers

(Room 1079 Charles J McCaffray Hall)

9:30 AM – 11:00 AM

Members - Hon. James Moore (Chancellor), Daniel Weeks (President and Vice-Chancellor), Karin Beeler (Faculty Member – CASHS), Kathy Lewis (Faculty Member – CSAM), Tim Carmack (Order in Council), Katherine LaForge (Order in Council), Harry Nyce, Sr. (Order in Council), C.E. Lee Ongman (Order in Council), Sean Simmons (Order in Council – VICE-CHAIR), Simon Yu (Order in Council), Tracey Wolsey (Order in Council – Alumni – CHAIR), Julie Ziebart (Order in Council), Arctica Cunningham (Undergraduate Student), Amelia Kaiser (Graduate Student), Mark Barnes (Employee)

1. **Chair's Remarks**

2. **Approval of Agenda**

That, the Agenda for the Public Session of the November 17, 2017 meeting of the Board of Governors be approved as presented.

3. **Approval of Minutes**

a. **Public Session Minutes of September 15, 2017 – page 3**

That, the Public Session Minutes of the September 15, 2017 meeting of the Board of Governors be approved as presented.

b. **Public Session Minutes of October 6, 2017 – page 8**

That, the Public Session Minutes of the October 6, 2017 electronic meeting of the Board of Governors be approved as presented.

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

a. List of Facility Conditions Index for all UNBC facilities – S. Rennick – **page 10**

b. Data set showing the percentage of the General Operating Expenditures distributed to Administration and to Academic Support – R. Knight – **page 18**

5. **Motions for Approval**

None

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

a. **Report of the President – D. Weeks (verbal)**

- Senate Update

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

- Provost and Vice-President Academic

- Integrated Strategic Planning Update
- Recruitment & Enrolment Report – **page 20**

- Maclean's Magazine – **page 25**
- Notification of Upcoming Promotion & Tenure Process – information – **page 27**
- Vice-President, Finance and Business Operations
 - Deficit Mitigation and Financial Accountability (verbal)
 - Capital Projects Update (verbal)
 - Reports on Safety Regulations – **page 29**
 - Elevating Devices
 - Boiler, Pressure Vessel, & Refrigeration
- Vice-President, Research and Graduate Programs (verbal)
- Vice-President, University Advancement
- Associate Vice-President People, Organizational Design and Risk

b. **Report of the Chancellor** (verbal)

c. **Reports of Committees:**

- (i) Human Resources Committee – Chair
Motions approved or reports received by the Human Resources Committee on behalf of the Board.
- (ii) Governance Committee – K. Lewis, Chair
Motions approved or reports received by the Governance Committee on behalf of the Board.
- (iii) Finance and Audit Committee - S. Simmons, Chair
Motions approved or reports received by the Finance and Audit Committee on behalf of the Board.
 - Finance and Audit Committee approved the establishment of agreements, scholarships, bursaries and awards as recommended by the Senate, for the period of September 2017 to October 2017.
 - Finance and Audit Committee received Quarterly Reports, including General Operating Fund Report to September 30, 2017, Consolidated Financial Report to September 30, 2017 and Second Quarter Forecast.

7. **Other Business**

8. **Adjournment**

BOARD OF GOVERNORS – PUBLIC SESSION
Approved for Submission:



Heather Sanford
University Secretary






Agenda Item:	4.a. List of Facility Conditions Index for UNBC facilities – S. Rennick
Material:	VFA Asset List Report





Reporting Currency: CAD

Adjustment Factor: 0%

Post Secondary Institution Name: University of Northern British Columbia

Campus Name: Likely Campus

Asset	Number	Age	Use	Size	Replacement Value	Cost/Unit	FCI Cost	FCI	RI Cost	RI	Asset Primary Photo
Asset Type: Building											
Aeration Tower	01	36	Research	20	69,693	3,485	10,745	0.15	10,745	0.15	
Main Hatchery Building	01	36	Research	375	1,799,525	4,799	1,154,011	0.64	1,269,969	0.71	
Pump House PW 1	01	36	Research	36	130,489	3,625	77,104	0.59	77,104	0.59	
Pump House PW 2	01	36	Research	36	151,732	4,215	103,657	0.68	111,835	0.74	
Pump House PW 3	01	31	Research	16	79,612	4,976	47,824	0.60	56,002	0.70	

Asset	Number	Age	Use	Size	Replacement Value	Cost/Unit	FCI Cost	FCI	RI Cost	RI	Asset Primary Photo
Pump House TW 2	01	36	Research	20	104,635	5,232	66,380	0.63	74,558	0.71	
Residence Building	01	36	Housing - Dormitory	320	867,993	2,712	425,007	0.49	519,926	0.60	
Storage and Fuel Shed	01	36	Storage - Fuel and Haz. Materials	24	105,897	4,412	79,216	0.75	79,216	0.75	
Storage Building	01	32	Classroom / Training	375	780,668	2,082	180,376	0.23	214,488	0.27	
Subtotal for Building				1,222	4,090,244	3,347	2,144,320	0.52	2,413,842	0.59	
Campus Name: Likely Campus					4,090,244		2,144,320	0.52	2,413,842	0.59	




*Asset List Report
By Name*

Reporting Currency: CAD

Adjustment Factor: 0%

Post Secondary Institution Name: University of Northern British Columbia

Campus Name: Terrace Campus






Asset	Number	Age	Use	Size	Replacement Value	Cost/Unit	FCI Cost	FCI	RI Cost	RI	Asset Primary Photo
Asset Type: Building											
Terrace Campus	1	32	Classroom / Training	1,314	4,534,098	3,451	1,628,369	0.36	2,022,751	0.45	
Subtotal for Building				1,314	4,534,098	3,451	1,628,369	0.36	2,022,751	0.45	
Campus Name: Terrace Campus					4,534,098		1,628,369	0.36	2,022,751	0.45	







Reporting Currency: CAD







Adjustment Factor: 0%


Post Secondary Institution Name: University of Northern British Columbia

Campus Name: UNBC Prince George

Asset	Number	Age	Use	Size	Replacement Value	Cost/Unit	FCI Cost	FCI	RI Cost	RI	Asset Primary Photo
Asset Type: Building											
Administration	03	23	Office	9,161	38,175,939	4,167	6,234,713	0.16	6,352,004	0.17	
Agora	07	23	Multipurpose Use	8,556	42,969,806	5,022	15,429,602	0.36	15,666,693	0.36	
Bioenergy Plant	17	6	Utility Plant	1,067	10,754,979	10,080	254,275	0.02	254,275	0.02	
BMO	13	48	Classroom / Training	1,320	5,124,480	3,882	2,570,081	0.50	2,850,011	0.56	
Charles Jago Northern Sports Centre	14	10	Athletic Facility / Gymnasium	13,485	37,886,508	2,810	5,133,242	0.14	5,353,451	0.14	

Asset	Number	Age	Use	Size	Replacement Value	Cost/Unit	FCI Cost	FCI	RI Cost	RI	Asset Primary Photo
Conference Centre	06	23	Multipurpose Use	3,253	14,414,691	4,431	3,228,860	0.22	3,493,428	0.24	
Daycare	16	20	Child Care Center	639	2,999,917	4,695	784,242	0.26	843,921	0.28	
Donald Rix Northern Health Sciences	09	13	Classroom / Training	4,468	22,024,716	4,929	1,715,941	0.08	2,101,627	0.10	
Enhanced Forestry Lab	11	17	Research	931	5,125,021	5,505	477,959	0.09	664,553	0.13	
Lab Links	01	15	Multipurpose Use	143	876,445	6,129	88,303	0.10	88,303	0.10	
Library	05	23	Library	11,754	35,456,632	3,017	9,695,770	0.27	10,411,669	0.29	

Asset	Number	Age	Use	Size	Replacement Value	Cost/Unit	FCI Cost	FCI	RI Cost	RI	Asset Primary Photo
Maintenance Shop	12	14	Maintenance Shops	352	1,069,688	3,039	46,973	0.04	59,659	0.06	
Power Plant	02	23	Utility Plant	1,253	32,523,788	25,957	4,960,072	0.15	5,143,873	0.16	
Research Laboratory	04	23	Research	7,581	38,427,317	5,069	10,787,947	0.28	12,085,342	0.31	
Residence 1	17	22	Housing - Apartments	7,425	17,304,664	2,331	4,633,346	0.27	5,135,033	0.30	
Residence 2	18	21	Housing - Apartments	7,425	16,790,552	2,261	4,665,695	0.28	5,457,272	0.33	
Teaching and Learning Building	10	10	Classroom / Training	10,130	31,086,107	3,069	4,397,285	0.14	4,496,534	0.14	

Asset	Number	Age	Use	Size	Replacement Value	Cost/Unit	FCI Cost	FCI	RI Cost	RI	Asset Primary Photo
Teaching Laboratory	08	15	Laboratory	7,921	32,518,607	4,105	5,302,961	0.16	6,646,731	0.20	
Subtotal for Building				96,864	385,529,857	3,980	80,407,265	0.21	87,104,381	0.23	
Campus Name: UNBC Prince George					385,529,857		80,407,265	0.21	87,104,381	0.23	
Post Secondary Institution Name: University of Northern British Columbia					394,154,199		84,179,954	0.21	91,540,974	0.23	
Summary					394,154,199		84,179,954	0.21	91,540,974	0.23	

Agenda Item:	4.b. Data set showing the percentage of the General Operating Expenditures distributed to Administration and to Academic Support – R. Knight
Material:	General Operating Expenditures by Function, by Province and by University

Functions	(in line percentage)								
	Instruction and non-sponsored research	Non-credit instruction	Library	Computing and communications	Administration and academic support	Student services	Physical plant	External relations	Total functions
Provinces / Universities	%								
British Columbia									
Emily Carr University of Art + Design	36.2	6.1	3.6	6.8	26.6	6.7	9.3	4.8	100.0
Kwantlen Polytechnic University	61.9	0.5	4.0	8.5	12.7	4.5	6.3	1.6	100.0
Royal Roads University	40.0	3.1	3.1	8.0	28.2	3.6	11.7	2.5	100.0
Simon Fraser University	52.3	3.5	7.0	5.3	6.1	14.0	8.3	3.6	100.0
The University of British Columbia	55.8	1.4	3.0	6.3	10.3	8.2	12.7	2.4	100.0
Thompson Rivers University	54.5	5.5	2.4	4.2	13.1	11.7	4.8	3.7	100.0
Trinity Western University	42.7	2.9	1.3	2.6	14.2	29.4	3.8	3.1	100.0
University of Northern British Columbia	55.4	1.9	5.1	6.2	12.3	9.1	8.3	1.7	100.0
University of the Fraser Valley	57.5	3.6	3.0	4.3	12.2	8.6	8.0	2.6	100.0
University of Victoria	53.4	4.5	5.0	4.4	10.0	11.5	8.5	2.7	100.0
Vancouver Island University	39.2	22.8	2.3	5.0	11.2	8.5	6.6	4.4	100.0
British Columbia Provincial Average	49.9	5.1	3.6	5.6	14.3	10.5	8.0	3.0	100.0
Canada average	52.3	2.2	4.2	3.9	15.9	8.4	10.2	2.9	100.0

NOTE: Percentage figures may not add to totals due to rounding.

Agenda Item:	6.a.(i) Reports of the Vice-Presidents – Provost & Vice-President Academic
Material:	Recruitment & Enrolment Report

November 1st Snapshot

FTE Summary 2017 vs. 2016

and Fall Applications 2017 vs. 2016

The following summary compares Fall 2017 Full Time Equivalents (FTE) and headcounts as of November 1, 2017 to Fall 2016 numbers. Fall 2017 application numbers are also compared to Fall 2016 numbers as of the November 1st snapshots.

Executive Summary:

Fall 2017 FTE summary:

- Total FTE (excluding international fee paying FTE) up 0.8% (19.5)
 - At 79.5% of estimated fall portion of ministry FTE targets
 - At 102.1% of Measure (M)
- Overall registrations up 0.6% (20hc)
 - At 81.4% of estimated fall portion of head count needed to meet ministry FTE targets
 - At 100.9% of Measure (M)

Fall 2018 applications summary:

- Total applications up 17.5% (176 h.c.) from Fall 2017
 - At 32.1% of Measure (M)
- Total admissions down -7.5% (-29 h.c.) from Fall 2017
 - At 16.5% of Measure (M)
- Total registrations flat n/a (0 h.c.) from Fall 2017
 - At 0.0% of Measure (M)

November 1st snapshot FTE Summary Fall 2017 vs. Fall 2016

More detailed:

Full Time Equivalents (FTE)

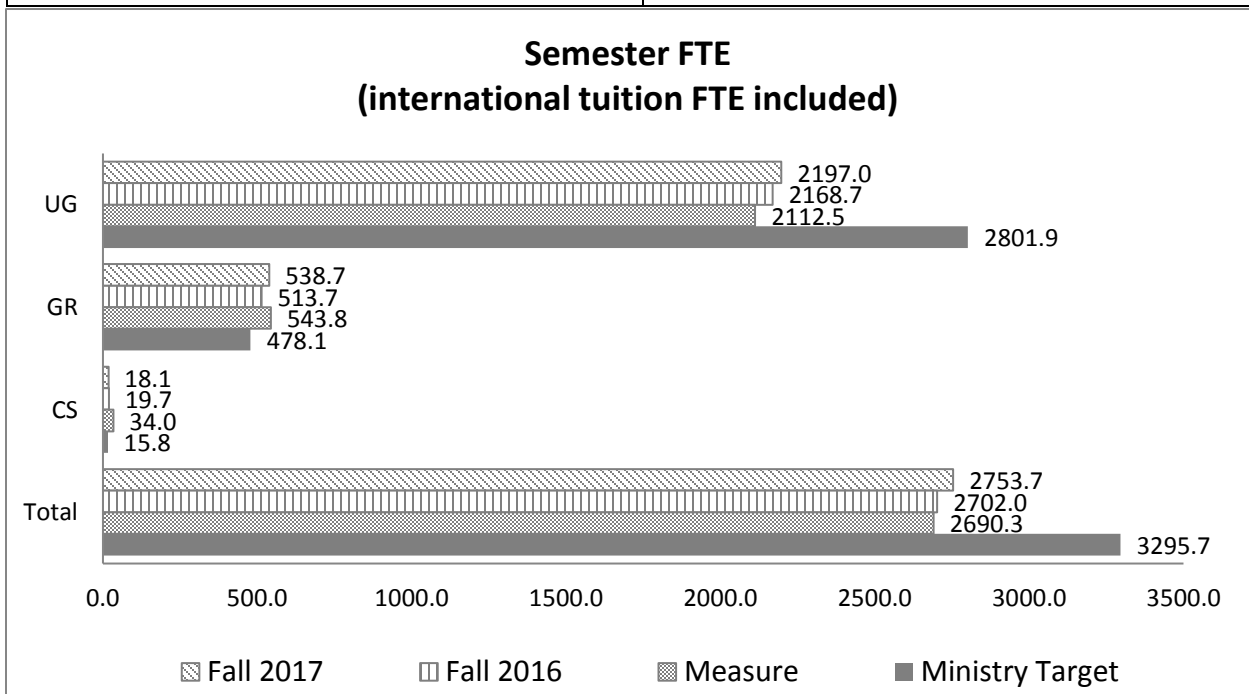
- Undergraduate FTE up 1.3% (28.3).
 - At 73.6% of estimated fall portion of ministry FTE targets³.
 - At 104.0% of Measure (M).
- Graduate FTE up 4.9% (25.0).
 - At 112.7% of estimated fall portion of ministry FTE targets.
 - At 99.1% of Measure (M).
- Continuing Studies FTE down -8.1% (-1.6).
 - At 114.3% of estimated fall portion of ministry FTE targets.
 - At 53.1% of Measure (M).

Included in above numbers:

- International (domestic tuition paying) FTE up 0.5% (0.7).
 - At 105.8% of Measure (M).
- International (international tuition paying) FTE up 31.2% (32.2).
 - At 106.7% of Measure (M).

Total FTE change with international tuition paying FTE removed is up 0.8% (19.5).

College breakdown (FTE)	
CASHS <ul style="list-style-type: none"> ○ Overall FTE down -1.0% (-13.7) ○ Undergraduate down -1.7% (-17.4) ○ Graduate up 1.2% (3.7) 	CSAM <ul style="list-style-type: none"> ○ Overall FTE up 5.0% (63.8) ○ Undergraduate up 4.6% (49.1) ○ Graduate up 7.2% (14.7)



** estimated portion of the ministry yearly annualized target needed to meet final FTE target

Registrations (hc)

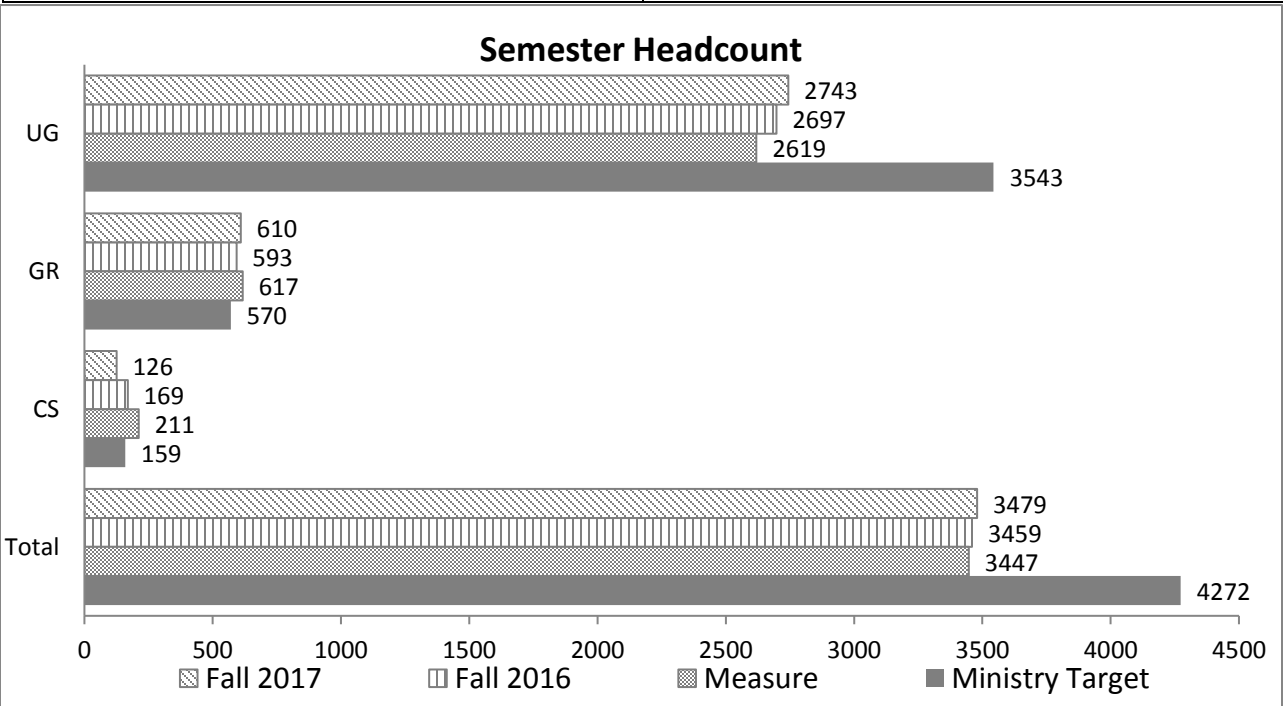
- Undergraduate registrations up 1.7% (46hc).
 - At 77.4% of estimated fall portion of head count needed to meet ministry FTE targets.
 - At 104.7% of Measure (M).
- Graduate registrations up 2.9% (17hc).
 - At 107.0% of estimated fall portion of head count needed to meet ministry FTE targets.
 - At 98.9% of Measure (M).
- Continuing Studies registrations down -67.9% (-38hc).
 - At 79.3% of estimated fall portion of head count needed to meet ministry FTE targets.
 - At 59.6% of Measure (M).

Included in above numbers:

- International (domestic tuition paying) registrations up 2.1% (3hc).
 - At 108.6% of Measure (M).
- International (international tuition paying) registrations up 21.3% (30hc).
 - At 101.4% of Measure (M).

Total registration up 0.6% (20hc).

<i>College Breakdown (hc)</i>	
CASHS <ul style="list-style-type: none"> ○ Overall hc down -1.4% (-24) ○ Undergraduate down -1.5% (-19) ○ Graduate down -1.3% (-5) 	CSAM <ul style="list-style-type: none"> ○ Overall hc up 5.1% (77) ○ Undergraduate up 4.7% (61) ○ Graduate up 7.8% (16)



Notes:

1. Measure (M) is a comparator number derived from the average of the last three years official final numbers for the semester being reported on. For example, the Measure (M) for a fall 2017 FTE report would be based on the official final numbers from the fall 2014, 2015, and 2016 terms.
2. Ministry targets are based on final year end annualized numbers; in order to come up with estimated term targets the ministry target was broken down based on the average split of FTE UNBC sees between summer, fall and winter terms. Further to this the estimated headcount targets were determined by using the average number of students it takes to generate 1FTE in a given semester and at a given student level.
3. International tuition group UG FTE are not included in the % of estimated ministry target calculations.
4. The ministry targets proved to UNBC include a portion of "undesigned" FTEs; for the purpose of this report these "undesigned" FTE are used as the target for continuing studies.

Agenda Item:	6.a.(i) Reports of the Vice-Presidents – Provost & Vice-President Academic
Material:	Maclean’s Magazine

Maclean's – 2018 University Rankings

November 2017

UNBC is ranked number 2 in the Primarily Undergraduate category. Maclean's ranking takes a measure of the undergraduate experience, comparing universities in three peer groupings. Those in the Primarily Undergraduate category are largely focused on undergraduate education, with relatively few graduate programs.

	Category	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
Students & Classes	Student Awards	1	1*	2	3	3	3	3	3	3	3
	Student/Faculty Ratio	3	3	3	3	2	2	2	2	8	6
	Student Satisfaction	6	4	8							
Faculty	Awards Per Full-Time Faculty	5	5	4	4	4	4	3	3	2	3
	Social Sciences & Humanities Grants	5	7*	6	7	10	8	3	10	4	1
	Medical/Science Grants	14	13	10	9	8	7	4	7	7	4
	Citations	8	7*								
Resources	Total Research Dollars	7	3	2	5	3	1	6	1	1	1
	Operating Budget	1	6	4	6	5	4	6	6	7	2
Student Support	Scholarships & Bursaries (% of Budget)	15*	15	16	15	16	12*	14	17	17	16
	Student Services (% of Budget)	10	10*	11	9	8	6*	8	10	14	11
Library	Expenses	4	4	5	1	6	6	3	7	4	4
	Acquisitions	1	2	2	1	10	2	6	3	5	3
Reputation	Reputational Survey (Best Overall)	7	8	9	9	11	7	9	9	11	8

* indicates a tie

The overall ranking is composed of a weighted score:

- 28% Students, including success of students winning national academic awards over the previous five years, as well as student satisfaction results from Maclean's new survey.
- 24% Faculty, including the numbers who have won major national awards and success in securing research grants from three major federal granting agencies.
- 20% Resources, including amount of money available for current expenses per weighted full-time equivalent student.
- 13% Student Support, including percentage of the budget spent on student services, as well as scholarships and bursaries.
- 15% Reputation. This is rated on four categories: Best Overall, Highest Quality; Most Innovative and Leaders Of Tomorrow.

In the National Reputational Ranking, UNBC is 34th out of 49 in the Best Overall category.

Agenda Item:	6.a.(i) Reports of the Vice-Presidents – Provost & Vice-President Academic
Material:	Notification of Upcoming Promotion & Tenure Process

MEMORANDUM

TO: Daniel Weeks, President
FROM: Dan Ryan, Provost and Vice-President Academic
DATE: October 27, 2017
RE: University Promotion and Tenure Committee



Dr. Weeks,

The UPTC has received notice that two (2) faculty members will be applying for tenure, three (3) faculty members are applying from promotion to Associate Professor, four (4) faculty members are applying for promotion to Professor, and two (2) Senior Lab Instructors are applying for promotion to SLI III.

The UPTC committee will meet the first week of December.

The UPTC consists of: the Provost, the Dean of Regional Programs, two (2) tenured Senator representatives, one (1) alternate Senator representative, one (1) tenured faculty member from the College of Science and Management, one (1) alternate tenured faculty member from the College of Science and Management, one (1) tenured faculty member from the College of Arts, Social and Health Sciences, one (1) alternate faculty member from the College of Arts, Social and Health Sciences, one (1) tenured faculty member appointed by the Faculty Association, one (1) librarian, and one (1) senior laboratory instructor.

Agenda Item:	6.a.(i) Reports of the Vice-Presidents –VP Finance and Business Operations
Material:	Reports on Safety Regulations <ul style="list-style-type: none">• Elevating Devices• Boiler, Pressure Vessel, & Refrigeration

BRIEFING NOTE

Date:	6.a. (i) November 17, 2017	
Agenda Item / Prepared For:	Report on Elevating Devices Safety Regulations & Power Engineers, Boiler, Pressure Vessel and Refrigeration Safety Regulation	
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Decision
Prepared by:	Shelley Rennick, Director, Facilities Management	
Reviewed by:	Robert Knight, Vice-President Finance and Business Operations	

1/ Power Engineers, Boiler, Pressure Vessel and Refrigeration Safety Regulation

a) Power Engineers, Boiler, Pressure Vessel Regulations:

The Power Plant and ancillary devices and the Bioenergy Plant are currently being operated within the guidelines established under the regulation.

Regulation Changes:

There are no new regulation changes this period that affect our operations.

Note: New regulations are coming in which all Power Engineers in the province of BC will be required to pay fees to maintain their certification.

b) Refrigeration Safety Regulation

UNBC does not employ anyone with Refrigeration Certification therefore all required work continues to be contracted out to a qualified contractor. A blanket order is currently in place with Inland Controls to carry out any work required.

2/ Elevating Devices Safety Regulations

The University is operating within the guidelines established under the provincial regulation.

UNBC does not employ anyone with Elevator Mechanic Certification therefore all required work continues to be contracted out to a qualified contractor. A contract is currently in place with Kone Elevators (until September 2019) to carry out all work required.

Recent Activity:

Technical Safety BC (formerly BC Safety Authority) issued a new directive in regards to “Jumpers”. “Use only an approved jumper kit labeled with your name (Or employee number). Immediately notify your supervisor or manager of any equipment in service with jumpers left on. When job made jumpers are necessary, they shall be brightly colored, numbered, long (36” minimum), Conspicuous, tied in knots with a tage and tracked on the jumper log on the controller door.”

This directive, and all others are given to the permit holder (UNBC) but are carried out by the Elevator contractor licensed to work on and maintain our elevators. This directive has been reviewed with Kone.

All other UNBC elevating devices were also inspected on Oct 19, 2017 in preparation for a campus wide upgrade and strategic routine capital plan.

3/ Electrical Installation and Operating Regulations

All electrical installations and operations also fall under Technical Safety BC.

The University has always required the oversight of a Field Safety Representative (FSR). Historically we have employed a certified Electrician with this designation and continue to do so.

The only relevant change in this area is that the University is responsible for signing off on the declaration now and not just the FSR. This verifies that a representative is in place and that we ensure certification is current.

Recommendation Approved: ___ **Not Approved:** ___ **Date:** _____

Remarks/Next Steps: