

BOARD OF GOVERNORS

PUBLIC SESSION MINUTES

Friday, November 17, 2017

Senate Chambers

(Room 1079 Charles J McCaffray Hall)

9:30 AM – 11:00 AM

Present: J. Moore, D. Weeks, K. Beeler, K. Lewis, S. Simmons (VICE-CHAIR), T. Wolsey (CHAIR), S. Yu, J. Ziebart, A. Cunningham, A. Kaiser, M. Barnes

Regrets: K. LaForge, H. Nyce, L. Ongman

Administration: D. Ryan (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)

The meeting commenced at 9:40 am.

1. **Chair's Remarks**

The Chair welcomed everyone, and acknowledged that the meeting was taking place on the traditional territory of the Lheidli T'enneh. The Chair thanked H. Sanford and President Weeks for organizing the Board Governance Workshops with Eli Mina and Don McCreesh. The Chair invited the guests in the gallery from Chartwells to introduce themselves. The Chair acknowledged that this is the last meeting for Harry Nyce and thanked him for his years of service to the Board.

2. **Approval of Agenda**

MOTION: 2017BP11.17.01 (S. Simmons / A. Kaiser)

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

CARRIED

3. **Approval of Minutes**

a. **Public Session Minutes of September 15, 2017 and October 6, 2017**

OMNIBUS MOTION: 2017BP11.17.02 (A. Cunningham / M. Barnes)

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

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

CARRIED

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

- a. **Facility Condition Index** – S. Rennick (*Discussion – 10 minutes*)
The Facility Condition Index for all UNBC facilities was presented by S. Rennick, Director of Facilities and Capital Planning, and was discussed.
- b. **Data set showing the percentage of the General Operating Expenditures distributed to Administration and to Academic Support** – R. Knight (*Discussion – 10 minutes*)
R. Knight reviewed a report from the Canadian Association of University Business Officers that provides benchmarks and comparative analysis. The information in the report is taken from the audited financial statements of the CAUBO Member institutions.

ACTION ITEM: The Chair requested that T. Tribe share this report with the Advisory Board on Advancement and requested that this report be provided annually to the Board.

5. **Motions for Approval**

None

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

- a. **Report of the President – D. Weeks (verbal) (Discussion – 10 minutes)**

The President's verbal report included the following topics:

- Innovation Superclusters Initiative
- Integrated University Planning Town Hall in October
- Faculty Association Western Regional Conference
- Academic All-Canadian Reception

- Senate Update
Senate approved a new Major in Nature-based Tourism Management, a number of agreements and numerous academic motions. For the first time in the history of UNBC a student has been elected as the Vice-Chair of Senate.

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

- Provost and Vice-President Academic
 - Maclean's Magazine (*Discussion – 2 minutes*)
Maclean's results included in meeting materials.
 - Times Higher Education 2017 World University Rankings (*Discussion – 1 minute*)
Report distributed to Board Members and discussed.
 - Recruitment & Enrolment Report (*Discussion – 5 minutes*)
Report included in meeting materials.
 - Integrated Strategic Planning Update (*Discussion – 7 minutes*)
Verbal update provided.
 - Notification of Upcoming Promotion & Tenure Process – information (*Discussion – 2 minutes*)
Memorandum included in meeting materials.

- Vice-President, Finance and Business Operations
 - Deficit Mitigation and Financial Accountability (*Discussion – 16 minutes*)
Verbal report.
 - Capital Projects Update (verbal) (*Discussion – 1 minute*)
Verbal report.
 - Reports on Safety Regulations (*Discussion – 1 minute*)
 - Elevating Devices
 - Boiler, Pressure Vessel, & Refrigeration

S. Rennick, Director of Facilities and Capital Planning, reviewed the annual Safety Regulations Report.

- Vice-President, Research and Graduate Programs (verbal) (**Discussion – 11 minutes**)
The Vice-President, Research and Graduate Programs' verbal report covered the following topics:

- o NSERC applications
- o Canada Research Chair Update
- o Innovation Superclusters Initiative

ACTION ITEM: President Weeks requested that the Vice-President, Research and Graduate Programs include gender information when reporting on Canada Research Chair applicants and awards and the University's gender distribution for Research Chairs.

- Vice-President, University Advancement (**Discussion – 11 minutes**)
The Vice-President, University Advancement updated the Board on the following:
 - o Capital Campaign
 - o Relational Database implementation - scheduled to launch in May
 - o Fund raising opportunities and events coming up include the 4th Annual Timberwolves Legacy Breakfast with Michael Landsberg
 - o 2017 Employee Challenge
 - o UNBC Alumni Association transitioned to an "Alumni Council"
- Associate Vice-President People, Organizational Design and Risk (**Discussion – 2 minutes**)
Verbal report.

- b. **Report of the Chancellor** (verbal) (**Discussion – 1 minute**)
Verbal report.

c. **Reports of Committees:**

- (i) **Human Resources Committee – Chair (Discussion – 2 minutes)**
Motions approved or reports received by the Human Resources Committee on behalf of the Board.
 - The Human Resources Committee reviewed Procedures for Search Committees for Academic Vice-Presidents and other Senior Academic Administrators.
- (ii) **Governance Committee – K. Lewis, Chair (Discussion – 1 minute)**
Motions approved or reports received by the Governance Committee on behalf of the Board.
 - The Governance Committee postponed the motion to approve Chancellor Selection Procedures due to a Bill that is currently in the Provincial Legislature which could have an impact.
 - The Governance Committee discussed the Board Rules and the University Secretary will incorporate feedback and information provided at the Board Governance Workshops and bring revised Board Rules back to the Board for consideration.
 - The Governance Committee is monitoring "Board attendance" as a standing item.
- (iii) **Finance and Audit Committee - S. Simmons, Chair (Discussion – 4 minutes)**
Motions approved or reports received by the Finance and Audit Committee on behalf of the Board.
 - The Finance and Audit Committee received an update on the Consolidated Financial Report.
 - The Finance and Audit Committee approved revised Terms of Reference and a Code of Conduct for the Investment Advisory Committee.

- The 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.
- The 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.
- The Finance and Audit Committee received an update on the Chartwells' labour dispute on campus.

7. **Other Business**
None

8. **Adjournment**

MOTION: 2017BP11.17.03 (T. Carmack)

CARRIED

Adjourned at 11:20 am.