

## **BOARD OF GOVERNORS**

### **PUBLIC SESSION MINUTES**

Friday, March 23, 2018

Senate Chambers

(Room 1079 Charles J McCaffray Hall)

11:30 AM – 1:00 PM

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

**Administration:** D. Ryan (Provost & Vice-President Academic), R. Knight (Vice-President of Finance and Business Operations), G. Payne (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)

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The meeting commenced at 11:50 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 called for any declarations of conflict with items on the Public Session Agenda.

The Chair acknowledged that this is the last meeting for undergraduate student representative, A. Cunningham, graduate student representative, A. Kaiser, Faculty Member, K. Lewis, and Order in Council – External Member, S. Yu and thanked them for their service and contributions to the Board.

#### **2. Approval of Agenda**

K. Lewis advised that the motion to approve the Board Rules in 6.d. of the agenda was postponed by the Governance Committee but the Committee would like to bring the Board Rules forward to the Board for information.

MOTION: 2018BP03.23.01 (T. Carmack / J. Moore)

*That, the Agenda for the Public Session of the March 23, 2018 meeting of the Board of Governors be approved as amended.*

CARRIED

3. **Approval of Minutes**

a. **Public Session Minutes of November 17, 2017**

MOTION: 2018BP03.23.02 (A. Kaiser / S. Simmons)  
*That, the Public Session Minutes of the November 17, 2017 meeting of the Board of Governors be approved as presented.*

CARRIED

b. **Public Session Minutes of December 1, 2017**

MOTION: 2018BP03.23.03 (S. Simmons / J. Moore)  
*That, the Public Session Minutes of the December 1, 2017 electronic meeting of the Board of Governors be approved as presented.*

CARRIED

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

- a. Letter from AVED Minister Mark – T. Wolsey (**Discussion - 1 minute**)  
Letter was received by the Board.

5. **Presentation – Integrated University Plan 2018-2019** – D. Ryan (**Presentation and Discussion – 45 minutes**)

D. Ryan delivered a presentation on the 2018 – 2019 Integrated University Plan which included the Integrated Planning Framework, Strategic Road Map, Financial Planning context, 2018/2019 Integrated University Planning Process, 2018/2019 Draft Integrated University Plan and Ancillary Services Plan.

6. **Motions for Approval**

- a. **2018/2019 UNBC Fees Schedule** – R. Knight (**Discussion - 1 minute**)  
Materials were reviewed and discussed.

MOTION: 2018BP03.23.04 (S. Simmons / K. Lewis)  
*That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the 2018/2019 Fee Schedule for the University of Northern British Columbia, as presented.*

CARRIED

- b. **2018/2019 General Operating and Ancillary Budgets** – R. Knight (**Discussion - 10 minutes**)  
2018/2019 General Operating and Ancillary Budgets were reviewed and discussed.

MOTION: 2018BP03.23.05 (A. Kaiser / S. Simmons)  
*That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the 2018/2019 General Operating and Ancillary Budgets as presented in sections 5.1 (Table 4) and 5.2 (Table 9), respectively, of the 2018-2019 Integrated Plan.*

CARRIED

- c. **2017/2018 Consolidated Budget** – R. Knight (**Discussion - 1 minute**)  
Materials were reviewed and discussed.

MOTION: 2018BP03.23.06 (D. Weeks / S. Yu)  
*That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the 2017/2018 Consolidated Budget for the University of Northern British Columbia, as presented.*

CARRIED

d. **Board Rules (For Information) – H. Sanford (Discussion - 3 minutes)**

*That, on the recommendation of the Governance Committee, the Board of Governors approves the Board Rules as presented and on the further recommendation of the Governance Committee the Board of Governors, approves that the existing UNBC Board of Governors By-laws (2006) and the following Committee Terms of Reference be rescinded:*

- Finance and Audit Committee
- Human Resources Committee
- Governance Committee

The University Secretary reported that the Governance Committee reviewed and discussed the Board Rules in detail, but the Committee has asked for additional revisions prior to approval. The University Secretary requested that the Board provide any feedback to her and the Board Rules will be brought back to the Governance Committee and the Board in June for approval.

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

a. **Report of the President – D. Weeks (Report and Discussion - 2 minutes)**

- Senate Update (verbal)
  - Since the beginning of the January semester Senate has met twice.
  - There are 30 positions on Senate with terms ending March 31, 2018. Most of these positions have been filled for the April 1<sup>st</sup> start date.
  - Senate will be electing a new Vice Chair next week.
  - Last year Senate and the Board approved the UNBC Senate Student Leadership Award. The first call for nominations for this award was sent out to the University community at the end of January with a March 2nd deadline for nominations. 14 nominations were received and recommendations will be made to Senate by the Senate Committee on Honorary Degrees and Other Forms of Special Recognition (SCHDSR).

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

- Provost and Vice-President Academic (**Report and Discussion - 5 minutes**)
  - o Recruitment & Enrolment Report
  - Written report included in meeting materials.
  - The Provost and Vice-President Academic's verbal report covered the following topics:
    - o Hiring of a Director for International Education
    - o Academic Program review progress
    - o Plans and Progress - Co-Op program
    - o Centre for Teaching, Learning and Technology – Search for an Interim Director
- Vice-President, Finance and Business Operations (**Report and Discussion - 3 minutes**)
  - o Deficit Mitigation and Financial Accountability Update (verbal)
  - R. Knight advised he will cover this in his report in the Closed Session
  - o Capital Projects Update (verbal) reported on the renovations to the Residences and the Day Care Centre, and progress on the Wood Innovation Research Lab.
- Vice-President, Research and Graduate Programs (verbal) (**Report and Discussion - 5 minutes**)
  - The Vice-President Research and Graduate Programs verbal report covered the following topics:
    - o Receipt of small institutional grant
    - o Receipt of funding from Genome BC
    - o Forestry Innovations investment
    - o Tri University partnership
    - o Digital supercluster
    - o Philanthropy – and links to research activity
    - o International partnerships
    - o Support for the Integrated Water Research Group

- Vice-President, University Advancement (**Report and Discussion - 3 minutes**)  
The Vice-President, University Advancement's verbal report covered the following topics:
  - o Hiring of an internal Communications Advisor to support communication within the institution
  - o Activities in Fund Raising and Development
  - o Capital Campaign close-out earlier this year – at 17.7 million dollars
  - o Tentative date for opening the Wood Innovation Research Laboratory is May 1<sup>st</sup>
- Associate Vice-President People, Organizational Design and Risk (verbal) (**Report and Discussion - 2 minutes**)

**b. Reports of Committees:**

- (i) Human Resources Committee – T. Carmack, Chair (**Discussion - 1 minutes**)  
Motions approved or reports received by the Human Resources Committee on behalf of the Board.
  - The Committee met with representatives of Senate on February 10, 2018 to discuss the Procedures for Search Committees for Academic Vice-Presidents and other Senior Academic Administrators.
- (ii) Governance Committee – K. Lewis, Chair (**Discussion - 2 minutes**)  
Motions approved or reports received by the Governance Committee on behalf of the Board.
  - The Committee Discussed alternate meeting technology for Committee meetings and livestreaming in the regions. The Committee reviewed Board Attendance and Board Member's term expiry dates and these are now regular items on the Governance Committee Agenda.
- (iii) Finance and Audit Committee - S. Simmons, Chair (**Discussion - 2 minutes**)  
Motions approved or reports received by the Finance and Audit Committee on behalf of the Board.
  - Received Audit Plan & Schedule.
  - Approved the establishment of agreements, scholarships, bursaries and awards as recommended by the Senate, for the period of February 2018.
  - Received Quarterly Reports, including General Operating Fund Report to December 31, 2017, Consolidated Financial Report to December 31, 2017 and Third Quarter Forecast.
  - Received Annual Report of the Senate Committee on the University Budget.

**8. Other Business**

- a. 2018 / 2019 Mandate Letter – H. Sanford (**Discussion - 1 minute**)  
S. Hoff distributed the 2018 /2019 Mandate Letter to the Board for signing.
- b. Board of Governors *Code of Ethical Conduct* – Annual Review and Signing – H. Sanford (**Discussion - 1 minute**)  
S. Hoff distributed the Board of Governors Code of Ethical Conduct to the Board Members for signing.

**9. Adjournment**

MOTION: 2018BP03.23.07 (S. Yu)

CARRIED

Adjourned at 1:25 pm.