

BOARD OF GOVERNORS

PUBLIC SESSION MINUTES

Friday, June 15, 2018

Senate Chambers

(Room 1079 Charles J McCaffray Hall)

9:30 AM – 12:00 PM

Present: D. Weeks, K. Beeler (teleconference), K. Reimer, T. Carmack, A. Ekman, L. Ongman, S. Simmons (VICE-CHAIR) (teleconference), T. Wolsey (CHAIR), J. Ziebart (teleconference), M. Maslen, C. Ingram, M. Barnes

Regrets: K. LaForge, J. Moore, A. Robinson

Administration: D. Ryan (Provost & Vice-President Academic), R. Knight (Vice-President 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)

The meeting commenced at 9:30 am.

1. **Chair's Remarks and Declarations of Conflict**

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 Agenda.

The Chair acknowledged new Order in Council – External Member, Andrew Robinson, who was unable to attend the meeting.

2. **Approval of Agenda**

MOTION: 2018BP06.15.01 (A. Ekman / L. Ongman)

That, the Agenda for the Public Session of the June 15, 2018 meeting of the Board of Governors be approved as presented.

CARRIED

3. **Approval of Minutes**

a. **Public Session Minutes of March 23, 2018**

MOTION: 2018BP06.15.02 (A. Ekman / M. Barnes)

That, the Public Session Minutes of the March 23, 2018 meeting of the Board of Governors be approved as presented.

CARRIED

b. Public Session Minutes of May 24, 2018

MOTION: 2018BP06.15.03 (K. Reimer / A. Ekman)
That, the Public Session Minutes of the May 24, 2018 meeting of the Board of Governors be approved as presented.

CARRIED

4. President's Annual Report – D. Weeks (Discussion - 2 minutes)

Written Report received and discussed.

5. Business Arising from Previous Public Session Minutes

- a. University of Northern British Columbia's Consolidated Financial Statements for the year ending March 31, 2018 – follow-up on questions from May 24th, 2018 Board meeting. R. Knight
(Discussion - 3 minutes)

At the May 24, 2018 Board meeting a Board member inquired about variances between the Budget and actuals. R. Knight reviewed the Consolidated Financial Statements and suggested that an in-depth review of the Consolidated Financial Statements be scheduled at an extended Finance and Audit Committee meeting for interested Board members.

Action item: S. Hoff to add a review of the Consolidated Financial Statements to the September or November Finance and Audit Committee meeting Agenda.

- b. **Board Rules (approval) – H. Sanford (Discussion - 10 minutes)**

The University Secretary reviewed the revised Board Rules and advised that the Rules will be a standing item on the Governance Committee agenda. A Board member asked how the "Delegation of Authority and Signing Resolutions" referred to in section 7 will be tracked, and whether there are any current Resolutions and if so, where could Board Members find them? The University Secretary advised that formal Board Signing Resolutions are not in place, but that she hopes to have those prepared, working with Finance and Contracts, for the September or November Board meeting.

MOTION: 2018BP06.15.04 (L. Ongman / C. Ingram)
That, on the recommendation of the Governance Committee, the Board of Governors approves the Board Rules as presented.

CARRIED

6. Motions for Approval

- a. **Postdoctoral Fellows Policy – G. Payne (Discussion - 6 minutes)**

The DRAFT Postdoctoral Fellows Policy was reviewed and discussed. The Policy still needs to be approved by Senate. A Board member noted that the Postdoctoral Fellow Guide was not attached to the Policy as Appendix A. There was a general consensus that the item should be postponed until the September meeting. The Guide will be included when the Policy is brought back to the Board.

MOTION: 2018BP06.15.05 (A. Ekman / T. Carmack)
*That, on the recommendation of the Governance Committee the Board of Governors approves the Postdoctoral Fellow Policy as presented. *Effective on approval of the Board and the Senate.*

Motion to Postpone

A. Ekman / T. Carmack

That motion 2018BP06.15.05 be postponed until the next regular meeting of the Board of Governors.

CARRIED

b. **Associate Degrees Arts & Sciences – D. Ryan (Discussion - 8 minutes)**

M. Dale, Dean of Regional Programs spoke to the motion. Background information and motions from Senate approving the Associate Degrees, were reviewed and discussed.

MOTION: 2018BP06.15.06 (A. Ekman / M. Maslen)

That, on the recommendation of the UNBC Senate, the Board approves the establishment of the Associate of Arts Degree and the Associate of Science Degree, as presented.

CARRIED

c. **Smoke and Vape Free Places Policy – H. Sanford (Discussion - 15 minutes)**

The DRAFT Smoke and Vape Free Places Policy was reviewed and discussed. The University Secretary advised that the intention is that the campus be completely smoke and vape free except for designated locations as noted on the maps attached to the Policy. Over the summer old signage and web content will be removed and new signage installed and various communications updated. The new Policy should better position UNBC to respond when changes to cannabis legislation and regulations are finalized.

MOTION: 2018BP06.15.07 (A. Ekman / L. Ongman)

That the Board of Governors approve the revised UNBC Smoke and Vape Free Places Policy as presented.

CARRIED

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

a. **Report of the President – D. Weeks (Discussion – 4 minutes)**

The President's verbal report included the following topics:

- Prince George and Regional convocations and celebrations.
- UNBC's debut on the *Times Higher Education* Young University Rankings list.
- Senate Update (verbal)
 - Senate has met monthly on its regular schedule. There will be a break in July and the next regular meeting is scheduled in August.
 - Senate has provided feedback on the Hiring Procedures for Senior Academic Administrators and on the Chancellor Selection Procedures. The Board will receive that feedback at today's meeting.
 - Dr. Tracy Summerville is now the Vice Chair of Senate.
 - At the April Senate meeting the Senate Student Leadership Awards were presented for the first time. This will be an annual non-monetary award to recognize students who participate in University Governance or demonstrate significant leadership in their participation in Research, the University, or the Community.

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

- **Provost and Vice-President Academic (Discussion - 15 minutes)**

The Provost and Vice-President Academic's verbal report covered the following topics:

- Academic planning priorities including:
 - Renewing of academic structure
 - Student success framework
 - Indigenous initiatives
 - Renewal of faculty
- Program renewal and development including:
 - Engineering – first program intake September 2019
 - Nursing – working closely with the Northeast region
 - Continuing to work on Physiotherapy
 - Revitalizing the School of Education

- Recruitment & Enrolment Report
Written report included in meeting materials.
- Budget Cycle – working towards having the academic priorities front and centre in the cycle and providing budget training for our academic units.
- A Board member reiterated a request noted at the Finance and Audit Committee meeting that the Enrolment Audit report and the Recruitment and Enrolment Report incorporate targets identified in UNBC's Strategic Planning documents.
- Vice-President, Finance and Business Operations
 - Deficit Mitigation and Financial Accountability (verbal) **(Discussion - 5 minutes)**
Verbal report.
 - Capital Projects Update (verbal) **(Discussion - 4 minutes)**
Verbal report included.
 - Update on completion of Wood Innovation Research Lab.
 - Major renovations to student residences.
 - Improvement to the Daycare Centre.
 - A consultant has been hired to update the Campus Master Plan and there will be significant consultation and engagement over the next few months.
 - Housing Report **(Discussion - 10 minutes)**
L. Haslett, Director of Business Services and Continuing Studies, reviewed the Housing Report with the Board.
- Vice-President, Research and Graduate Programs (verbal) **(Discussion - 6 minutes)**
The Vice-President Research and Graduate Programs verbal report covered the following topics:
 - 2017 UNBC Annual Research Report – presented by M. Barnes, Director of Research.

Action item: S. Hoff to forward the link to the Annual Research Report to the Board.

- Industrial Research Chair - we have secured industry partnership funding for an industrial research chair that will be going forward to the Natural Sciences and Engineering Research Council (NSERC).
- The University community has seen the Canada Research Chair presentations during the last few weeks.
- Tri-University partnership launched the inaugural Interior University Research Coalition Symposium in Kelowna a few weeks ago. UNBC will host next year's symposium.
- Vice-President, University Advancement **(Discussion - 11 minutes)**
The Vice-President, University Advancement's verbal report covered the following topics:
 - Meeting with alumni in China.
 - Launched an international search for a new Director of Development on June 1, 2018.
 - Northern Leadership Campaign has reached the 21 million dollar mark and we will close out the campaign in September.
 - Communications office continues to work closely with the Recruitment Office to support recruitment and marketing initiatives.
 - On Monday our new Senior Communications Advisor will start and her primary role will be to focus on internal communications at the University and to help provide our entire campus the appropriate vehicles for and guidance on, internal communication.
- Associate Vice-President People, Organizational Design and Risk (verbal) **(Discussion - 9 minutes)**
Verbal report.

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

No report.

c. **Reports of Committees:**

(i) Human Resources Committee – T. Carmack, Chair (**Discussion - 3 minutes**)

Motions approved or reports received by the Human Resources Committee on behalf of the Board.

- Received Annual Harassment and Discrimination Report dated May 1, 2018. B. Daigle reviewed the Report with the Board.

(ii) Governance Committee – Chair (**Discussion - 8 minutes**)

Motions approved or reports received by the Governance Committee on behalf of the Board.

D. Weeks advised that the Governance Committee postponed a discussion on the use of Bluejeans for remote participation in Board Meetings, to today's full Board meeting. R. Knight advised that the recommendation of UNBC's Information Technology Services' Department (ITS) is to adopt Bluejeans video conferencing services in the Senate Chambers to allow Board members to fully participate in meetings from various locations.

D. Weeks advised that the Committee also discussed the logistics and effectiveness of all Board members and UNBC staff travelling to Fort St. John for the September 14th Board meeting. D. Weeks suggested that he would travel to Fort St. John and attend the meeting via Bluejeans with the Board Chair. The remainder of the Board would meet in the Senate Chambers. Some senior administrators may also travel to Fort St. John, depending on current projects and initiatives in the Region.

D. Weeks advised that the Committee also talked about the annual schedule of Board meetings and we will target the January meeting for the Board to have a half day or full day discussion on strategic planning, and specifically this upcoming year on the evolution and next iteration of the Strategic Road Map. The January meeting will also incorporate the annual joint Senate / Board meeting.

(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.

- Approved the establishment of agreements, scholarships, bursaries and awards as recommended by the Senate, for the period of March 2018 to May 2018.
- Received Routine Capital Year End Report.
- Received Northern Sport Centre Ltd. Financials and Annual Report.
- Received Endowment Investment Portfolio Update.
- Received FTE Audit Report to March 31, 2018.
- Investment Advisory Committee met Thursday, June 14, 2018.

d. **Carbon Neutral Action Report** – R. Knight (**Discussion - 6 minutes**)

The Board received and discussed the Carbon Neutral Action Report.

8. **Other Business**

a. **2017/18 Institutional Accountability Plan and Report** – D. Weeks (**Discussion - 8 minutes**)

2016/2017 Report attached for information.

Notice of Motion for July 2018 special meeting of the Board, (teleconference) to be scheduled.

That, the Board of Governors approves the 2017/18 Institutional Accountability Plan and Report (IAPR) as presented, and releases it to the Ministry of Advanced Education.

The University Secretary advised that this Report will need to be approved at a special meeting in July by an email vote or by teleconference. There was a general consensus that an email vote would be appropriate.

b. UNBC SAFE App – for information – D. Weeks (Discussion - 1 minute)

B. Daigle advised that the UNBC SAFE App can be downloaded from the App Store and it is critical that everyone download it.

9. Adjournment

MOTION: 2018BP06.15.08 (M. Maslen)

CARRIED

Adjourned at 11:51 a.m.