

BOARD OF GOVERNORS

PUBLIC SESSION MINUTES

Friday, November 23, 2018

Senate Chambers

(Room 1079 Charles J McCaffray Hall)

9:30 AM – 12:00 PM

Present: J. Moore, D. Weeks, K. Beeler (teleconference), K. Reimer, T. Carmack, A. Ekman, O. Godwin, A. Robinson, S. Simmons (VICE-CHAIR), B. Ward-Burkitt, T. Wolsey (CHAIR), M. Barnes, C. Ingram

Regrets: L. Ongman, M. Maslen

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 9:35 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 congratulated the University on the results in the annual Maclean's ranking. The Chair called for any declarations of conflict with items on the Public Agenda. No conflicts were noted.

2. **Approval of Agenda**

The Chair removed items 8.c - *Respect in the Workplace Policy and Response Procedures* and 8.e *Privacy and Access to Information Policy and Designation of Head of Public Body for the purposes of the Freedom of Information and Protection of Privacy Act*, from the Consent Agenda.

MOTION: 2018BP11.23.01 (A. Ekman / S. Simmons)

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

CARRIED

3. **Approval of Motions on the Consent Agenda**

MOTION: 2018BP11.23.02 (B. Ward-Burkitt / K. Reimer)

That the motions on the Consent Agenda, except for those items removed and placed on the Regular Agenda, be approved as presented.

CARRIED

4. **Approval of Minutes**

a. **Public Session Minutes of September 14, 2018**

MOTION: 2018BP11.23.03 (C. Ingram / A. Robinson)
That, the Public Session Minutes of the September 14, 2018 meeting of the Board of Governors be approved as presented.

CARRIED

5. **Presentation – David Douglas Botanical Garden Society – Development and Expansion** – S. Rennick **(Discussion – 22 minutes)**

S. Rennick, Director of Facilities and Capital Planning made a presentation on the proposed David Douglas Botanical Garden expansion. A discussion followed.

6. **Presentation – DRAFT new Campus Master Plan** – R. Knight / S. Rennick / Guests from DIALOG (Campus Planning external consultants) **(Discussion – 50 minutes)**

Molly Steeves and Antonio Gomez-Palacio from DIALOG made a presentation on the UNBC Campus Master Plan. A discussion followed. S. Rennick noted that if any Board Members have follow-up comments or questions those could be sent to S. Hoff to be forwarded to S. Rennick.

D. Weeks congratulated Shelley Rennick on her retirement and thanked her for her service to UNBC and for her ongoing commitment to the work of the David Douglas Botanical Garden Society.

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

None

8. **Motions for Approval**

a. **Agreements, Scholarships, Bursaries and Awards** – D. Ryan – CONSENT AGENDA

MOTION: 2018BP11.23.04 (B. Ward-Burkitt / K. Reimer)
That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the agreements, scholarships, bursaries and awards as recommended by the Senate, for the period September 2018 to October 2018, as amended.

CARRIED (Consent Agenda)

b. **Appointment of Acting Registrar** – T. Wolsey – CONSENT AGENDA

MOTION: 2018BP11.23.05 (B. Ward-Burkitt / K. Reimer)
That, on the recommendation of the Governance Committee, the Board of Governance appoints the following positions as eligible to serve as “acting registrar” in the absence or incapacity of the Registrar. The order of appointment and division and distribution of responsibilities is at the discretion of the Registrar in the event of an anticipated absence, or at the discretion of the Provost and Vice-President Academic in the event of an unanticipated absence or incapacity:

Associate Registrar Records and Systems

Associate Registrar Enrolment

University Secretary

This appointment remains in effect until changed by motion of the Board.

CARRIED (Consent Agenda)

c. **Respect in the Workplace Policy and Response Procedures – revised – B. Daigle (Discussion – 7 minutes)**

S. Hoff distributed the revised Policy and Procedures. B. Daigle stated that based on the discussion at the Human Resources Committee meeting she reviewed the Policy and made some minor modifications. The Board is being asked to approve the Policy, and the Procedures are attached for information.

MOTION: 2018BP11.23.06 (A. Robinson / T. Carmack)

That, on the recommendation of the Human Resources Committee, the Board of Governors approves the Respect in the Workplace Policy, as amended.

CARRIED

d. **UNBC Graphics Standards Manual – T. Tribe / M. Wood (Discussion – 8 minutes)**

T. Tribe and M. Wood, UNBC Director of Communications, reviewed the updated UNBC Graphics Standards Manual. M. Wood advised that at the Governance Committee meeting President Weeks suggested that UNBC have two official logos; one in the English language and one in the Carrier language. T. Tribe and M. Wood will look into this. The following change was requested and made at Committee: that page 16, paragraph 1 of the Manual re: Heraldic Symbols be revised to read “They are never to be used for promotional or advertising purposes or as a substitute for the official UNBC logo, unless authorized by the Communications and Marketing Office **and the University Registrar**”.

MOTION: 2018BP11.23.07 (T. Carmack / M. Barnes)

That, on the recommendation of the Governance Committee, the UNBC Board of Governors approves the UNBC Graphics Standards Manual, as amended.

CARRIED

e. **Privacy and Access to Information Policy and Designation of Head of Public Body for the purposes of the *Freedom of Information and Protection of Privacy Act* – H. Sanford (Discussion – 2 minutes)**

S. Hoff distributed the revised *Privacy and Access to Information Policy*. The University Secretary advised that the only revision from the version in the Board packages is in paragraphs 5.2, 5.3 and 5.4 where “University Secretary” was changed to “President”.

MOTION: 2018BP11.23.08 (B. Ward-Burkitt / O. Godwin)

That, on the recommendation of the Governance Committee, the Board of Governors approves the Privacy and Access to Information Policy, as amended.

CARRIED

Break at 11:10 am – Back at 11:25 am

9. Mandatory and Standing Reports - Public Session

a. **Report of the President – D. Weeks (Discussion – 9 minutes)**

- Regular Verbal Report

The President’s verbal report included the following topics:

- Attendance at a conference in Montreal earlier this Semester re: “Cannabis on Campus”.
- Donor Appreciation night
- Attendance at Academics Without Borders Conference in Montreal entitled “Reaching Across Borders – Building a Better World”.
- Joined the Board of the Canadian Bureau for International Education (CBIE) and have been appointed to Universities Canada Education Committee.

The President acknowledged the pending retirement of Vice-President, Finance and Business Operations, Robert Knight and thanked him for his service.

- Senate Update
 - Graduate Student, Kristen Hirsh-Pearson is now the Vice-Chair of Senate.
 - Senate has appointed representatives to the Chancellor Nomination Committee.
 - Senate will consider the Hiring Procedures for Senior Academic Administrators at their regular November meeting.

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

- Provost and Vice-President Academic (**Discussion – 8 minutes**)
 - o Recruitment & Enrolment Report
 - Written report included in meeting materials.
 - o Maclean's Magazine
 - Report received.
 - o Notification of Upcoming Promotion & Tenure Process
 - Report received.
 - o Academic Restructuring – update (verbal)
 - D. Ryan reported that a motion on Academic Restructuring will be presented at the November 28, 2018 Senate Meeting. If the motion is approved at Senate a similar motion will come to the Board at the February 1, 2019 meeting.
- Vice-President, Finance and Business Operations (**Discussion – 9 minutes**)
 - o Deficit Mitigation and Financial Accountability
 - Verbal report
 - o Capital Projects Update
 - Verbal report
 - o Housing Report
 - L. Haslett, Director of Business Services and Continuing Studies provided a written report
 - o Reports on Safety Regulations
 - Elevating Devices
 - Boiler, Pressure Vessel, & Refrigeration
 - Report received
- Vice-President, Research and Graduate Programs (**Discussion – 6 minutes**)
 - The Vice-President, Research and Graduate Programs' verbal report covered the following topics:
 - UNBC was ranked 2nd in Canada for research growth from the period 2015-2016 to 2016-2017 in the category of primarily undergraduate Universities in the annual Research Infosource rankings.
 - Seed Grant Report 2015 to 2018
 - An interview with the Globe and Mail on the Tri-University Partnership came out yesterday. S. Hoff to forward the article to the Board.
 - Office of Research launched a Research Ambassadors program for undergraduate and graduate students.
 - United Nation's Sustainable Development Goals
- Vice-President, University Advancement (**Discussion – 10 minutes**)
 - The Vice-President, University Advancement's verbal report covered the following topics:
 - T. Tribe played the UNBC Campaign Wrap-up video for the Board.
 - Introduction of the new Director of Development, Ian Lindsay.
 - New database to support fundraising, alumni and other activities on campus went live on November 5, 2018.
 - S. Hoff distributed the newly named University Magazine "This is UNBC".
 - UNBC Ceremonies and Protocol Guide
 - Attendance at an Alumni event in Calgary, Alberta with D. Weeks and K. Walker on October 4, 2018.

- Announcement that UNBC along with Nipissing University, Algoma University, and Cape Breton University will host the 2019 National Building Reconciliation Forum at Algoma University.
- UNBC's Women's Varsity Basketball team has been ranked in the National Top Ten for the first time.

- Associate Vice-President People, Organizational Design and Risk **(Discussion – 2 minutes)**

- Annual Human Resources Complement Report Report received.

b. **Report of the Chancellor (Discussion – 5 minutes)**
Verbal.

c. **Reports of Committees: (Discussion – 3 minutes)**

- (i) Human Resources Committee – T. Carmack, Chair
No report.
- (ii) Governance Committee – D. Weeks, Chair
No report.
- (iii) Finance and Audit Committee - S. Simmons, Chair
The Chair welcomed two new members to the committee, O. Godwin and B. Ward-Burkitt. The Chair also noted that during the Committee meeting C. Smith provided a presentation on the Finances of the University and the Committee discussed arranging a University Finance 101 session for the new Committee Members.
 - Finance and Audit Committee received Quarterly Reports, including General Operating Fund Report to September 30, 2018, Consolidated Financial Report to September 30, 2018 and Second Quarter Forecast.

10. **Other Business**
None

11. **Adjournment**

MOTION: 2018BP11.23.09 (S. Simmons)
CARRIED

Adjourned at 12:14 pm.