

BOARD OF GOVERNORS - PUBLIC SESSION AGENDA

Friday, January 29, 2016

9:00am – 11:45am

UNBC Senate Chambers Room #1079

Teleconference Instructions:

From the Vancouver area, dial: 604-899-4310

From anywhere else in North America, dial: 1-877-234-4610

Participants conference Pass Code: 2599371#

For assistance anytime throughout the conference please press * and 0 (zero) for a TELUS conference representative.

Participants:

Karin Beeler, Carolee Clyne, Eric Depenau, Katherine LaForge, Kathy Lewis, John MacDonald, Ryan Matheson, Harry Nyce Sr., Sean Simmons, Daniel Weeks, Tracey Wolsey, Simon Yu, Julie Ziebart

UNBC Representatives (Non-Voting):

Geoff Payne (Interim Vice-President Research), Colleen Smith (Director of Finance & Budgets), Barb Daigle (Interim Vice-President Administration and Finance), Daniel Ryan (Acting Vice-President Academic and Provost), Katherine Scouten (Development Manager), Heather Sanford (University Secretariat)

Denise Nagy (EA, Board of Governors - Recording)

1. Chair's Remarks

NOTE: *The Board of Governors Agenda for the Public Session consists of a consent agenda and a regular agenda. The consent agenda contains items that are routine and non-controversial, and discussion is not necessary. The consent agenda is moved and approved as a group. The Chair will inquire whether there are any items that need to be removed from the consent agenda and if so, these items will be placed on the regular agenda. The Chair will ask for approval of the items or motions on the consent agenda as follows:*

Motion: *That the motions on the consent agenda, except for those removed for placement on the regular agenda, be approved as presented.*

2. Approval of Agenda – page 3

Regular *That, the Agenda for the Public Session of the January 29, 2016 meeting of the Board of Governors be approved, as presented.*

3. Approval of Minutes

Regular November 14, 2015 – page 4

That, the Public Session Minutes of the November 14, 2015 meeting of the Board of Governors be approved as presented.

4. Business Arising

5. Human Resources Committee – Harry Nyce Sr., Chair

Consent a. President's Recommendation for Promotion and/or Tenure (information) – D. Weeks/D. Ryan – page 9

Regular b. Currently Advertised Faculty Positions (discussion) – D. Ryan – page 19

6. Finance and Audit Committee – Julie Ziebart, Chair

- Regular a. Planning Update (discussion) – B. Daigle/R. Ryan – **page 22**
Regular b. Capital Projects Update (discussion) – B. Daigle/C. Smith – **page 23**
Regular c. Enrolment Report (discussion) – D. Ryan – **page 26**
Consent d. Agreements, Scholarships, Bursaries and Awards (information) – D. Ryan – **page 31**

7. Governance Committee – Simon Yu, Chair

- Regular a. 2016/17 Ministry Mandate Letter (discussion) – R. Matheson/H. Sanford – **page 64**

8. Office of External Relations – Daniel Weeks

- Regular a. Office of External Relations Report (discussion) – D. Weeks/K. Scouten – **page 77**
(i) Fundraising Report
(ii) Communications with Stakeholders
(iii) Report on Government Relations

9. Office of Research – Geoff Payne

- Regular a. Office of Research Report (discussion) – G. Payne – **page 79**

10. President’s Report

- Regular a. Report on President’s Activities (information) – **page 84**

11. Chancellor’s Report – page 85

12. Other Business

- a. Presentation on Directors & Officers Liability Coverage by UCIPP (9:30 am – 10:30 am) – H. Sanford – **page 86**

BOARD OF GOVERNORS – PUBLIC SESSION

Approved for Submission:



Heather Sanford
University Secretary

AGENDA ITEM BRIEFING NOTE

Date:	January 29, 2016			
Agenda Item:	2. Approval of Agenda			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
Prepared By:	Denise Nagy, Executive Assistant, UNBC Board of Governors			
Reviewed By:	Heather Sanford, University Secretary and the President's Executive Council			

Material: Agenda for the Board Public Session of January 29, 2016 attached.

Issue:

Background:

Motion: *That, the Agenda for the Public Session of the January 29, 2016 meeting of the Board of Governors be approved as presented*

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	January 29, 2016			
Agenda Item:	3. Approval of Minutes – Public Session November 14, 2015			
Prepared For:	<input type="checkbox"/> In-Camera Session		<input checked="" type="checkbox"/> Public Session	
Purpose:	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
Prepared By:	Denise Nagy, Executive Assistant, UNBC Board of Governors			
Reviewed By:				

Material:

Issue:

Background:

Motion: *That, the Public Session Minutes of the November 14, 2015 meeting of the Board of Governors be approved as presented.*

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:

BOARD OF GOVERNORS

AGENDA ITEM BRIEFING NOTE

Date:	January 18, 2016		
Agenda Item:	5.a. President's Recommendation for Promotion and/or Tenure		
Prepared For:	<input checked="" type="checkbox"/> In-Camera Session	<input type="checkbox"/> Public Session	
Purpose:	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input checked="" type="checkbox"/> Approval
Prepared By:	Joan Schneider, Coordinator Faculty Relations, Vice-President Academic and Provost		
Reviewed By:	Daniel Weeks, President and Vice-Chancellor		

Material: Memorandum and material attached.

Issue:

Background:

Motion: "That, on behalf of the Board of Governors, the Human Resources Committee approves the President's recommendation that the following librarian be granted promotion to the rank of Librarian III, effective July 1, 2016:"

- Erica Hernandez-Read

Motion: "That, on behalf of the Board of Governors, the Human Resources Committee approves the President's recommendation that the following faculty be granted promotion to the rank of Senior Laboratory Instructor II, effective July 1, 2016:"

- Tina Bott

Motion: "That, on behalf of the Board of Governors, the Human Resources Committee approves the President's recommendation that the following faculty be granted promotion to the rank of Senior Laboratory Instructor III, effective July 1, 2016:"

- Grant Potter

Motion: “That, on behalf of the Board of Governors, the Human Resources Committee approves the President’s recommendation that the following faculty be granted tenure and promotion to the rank of Associate Professor, effective July 1, 2016:”

- *Reza Chowdhury*

Motion: “That, on behalf of the Board of Governors, the Human Resources Committee approves the President’s recommendation that the following faculty be granted promotion to the rank of Associate Professor, effective July 1, 2016:”

- *Verna McDonald*

Motion: “That, on behalf of the Board of Governors, the Human Resources Committee approves the President’s recommendation that the following faculty be granted promotion to the rank of Full Professor, effective July 1, 2016:”

- *Michael Murphy*
- *Paul Siakaluk*

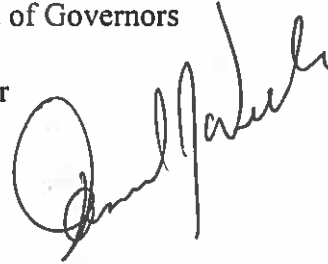
Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:

Office of the President

MEMORANDUM

TO: The Human Resources Committee of the Board of Governors
FROM: Daniel J. Weeks, President and Vice-Chancellor
DATE: January 18, 2016
RE: Recommendations for Tenure and Promotion



The UPTC has recommended the following librarian be granted promotion to the rank of Librarian III effective July 1, 2016.

- Erica Hernandez-Read

The UPTC has recommended the following senior laboratory instructor be granted promotion to the rank of Senior Lab Instructor II effective July 1, 2016.

- Tina Bott

The UPTC has recommended the following senior laboratory instructor be granted promotion to the rank of Senior Lab Instructor III effective July 1, 2016.

- Grant Potter

The UPTC has recommended the following faculty receive tenure effective July 1, 2016.

- Reza Chowdhury

The UPTC has recommended the following faculty be granted tenure and promotion to the rank of Associate Professor effective July 1, 2016.

- Reza Chowdhury
- Verna McDonald

The UPTC has recommended that the following faculty be granted promotion to the rank of Full Professor effective July 1, 2016.

- Michael Murphy
- Paul Siakaluk

December 16, 2015

Erica Hernandez-Read
Librarian
University of Northern British Columbia
3333 University Way
Prince George, BC V2N 4Z9

Dear Ms. Hernandez-Read:

In accordance with Article 22.9.5 of the UNBC/UNBCFA Agreement, I have reviewed the recommendation of the University Promotion and Tenure committee with respect to your application for promotion to the rank of Librarian III.

The UPTC voted in favour of the motion: "That Erica Hernandez-Read be granted promotion to the rank of Librarian III at the University of Northern British Columbia, effective July 1, 2016."

Following a review of your complete application file, I am pleased to support the motion approved by the UPTC.

I am, therefore, recommending to the Human Resources Committee of the University Board of Governors, meeting in January, that you be granted promotion to Librarian III at UNBC effective July 1, 2016. I will write to you again immediately following the decision of the Board.

Yours truly,



Daniel J. Weeks
President and Vice Chancellor

cc: Dan Ryan, Vice-President Academic and Provost
Allan Wilson, University Librarian

December 16, 2015

Dr. Tina Bott
Senior Laboratory Instructor
University of Northern British Columbia
3333 University Way
Prince George, BC V2N 4Z9

Dear Dr. Bott:

In accordance with Article 22.9.5 of the UNBC/UNBCFA Agreement, I have reviewed the recommendation of the University Promotion and Tenure committee with respect to your application for promotion to the rank of Senior Laboratory Instructor II.

The UPTC voted in favour of the motion: "That Tina Bott be granted promotion to the rank of Senior Laboratory Instructor II at the University of Northern British Columbia, effective July 1, 2016."

Following a review of your complete application file, I am pleased to support the motion approved by the UPTC.

I am, therefore, recommending to the Human Resources Committee of the University Board of Governors, meeting in January, that you be granted promotion to Senior Laboratory Instructor II at UNBC effective July 1, 2016. I will write to you again immediately following the decision of the Board.

Yours truly,



Daniel J. Weeks
President and Vice-Chancellor

cc: Dan Ryan, Vice-President Academic and Provost
Erik Jensen, Acting Dean, College of Science and Management
Todd Whitcombe, Chair

December 16, 2015

Grant Potter
Senior Laboratory Instructor
University of Northern British Columbia
3333 University Way
Prince George, BC V2N 4Z9

Dear Mr. Potter:

In accordance with Article 22.9.5 of the UNBC/UNBCFA Agreement, I have reviewed the recommendation of the University Promotion and Tenure committee with respect to your application for promotion to the rank of Senior Laboratory Instructor III.

The UPTC voted in favour of the motion: "That Grant Potter be granted promotion to the rank of Senior Laboratory Instructor III at the University of Northern British Columbia, effective July 1, 2016."

Following a review of your complete application file, I am pleased to support the motion approved by the UPTC.

I am, therefore, recommending to the Human Resources Committee of the University Board of Governors, meeting in January, that you be granted promotion to Senior Laboratory Instructor III at UNBC effective July 1, 2016. I will write to you again immediately following the decision of the Board.

Yours truly,



Daniel J. Weeks
President and Vice-Chancellor

cc: Dan Ryan, Vice-President Academic and Provost
Blanca Schorcht, Dean, College of Arts, Social and Health Sciences
Heather Smith, Chair

December 16, 2015

Dr. Reza Chowdhury
School of Business
University of Northern British Columbia
3333 University Way
Prince George, BC V2N 4Z9

Dear Dr. Chowdhury:

In accordance with Article 22.9.5 of the UNBC/UNBCFA Agreement, I have reviewed the recommendation of the University Promotion and Tenure committee with respect to your application for tenure and promotion to the rank of Associate Professor.

The UPTC voted in favour of the motion: "That Reza Chowdhury be granted tenure at the University of Northern British Columbia, effective July 1, 2016."

The UPTC voted in favour of the motion: "That Reza Chowdhury be granted promotion to the rank of Associate Professor at the University of Northern British Columbia, effective July 1, 2016."

Following a review of your complete application file, I am pleased to support the motion approved by the UPTC.

I am, therefore, recommending to the Human Resources Committee of the University Board of Governors, meeting in January, that you be granted tenure and promotion to Associate Professor at UNBC effective July 1, 2016. I will write to you again immediately following the decision of the Board.

Yours truly,



Daniel J. Weeks
President & Vice-Chancellor

cc: Dan Ryan, Vice-President Academic and Provost
Blanca Schorcht, Dean, College of Arts, Social & Health Sciences
Steven Cronshaw, Program Chair

3333 University Way Prince George BC Canada V2N 4Z9

Phone: (250) 960-5600 Fax: (250) 960-7301 Email: president@unbc.ca

December 16, 2015

Dr. Verna McDonald
School of Education
University of Northern British Columbia
3333 University Way
Prince George, BC V2N 4Z9

Dear Dr. McDonald:

In accordance with Article 22.9.5 of the UNBC/UNBCFA Agreement, I have reviewed the recommendation of the University Promotion and Tenure committee with respect to your application for promotion to the rank of Associate Professor.

The UPTC voted in favour of the motion: "That Verna McDonald be granted promotion to the rank of Associate Professor at the University of Northern British Columbia, effective July 1, 2016."

Following a review of your complete application file, I am pleased to support the motion approved by the UPTC.

I am, therefore, recommending to the Human Resources Committee of the University Board of Governors, meeting in January, that you be granted tenure and promotion to Associate Professor at UNBC effective July 1, 2016. I will write to you again immediately following the decision of the Board.

Yours truly,



Daniel J. Weeks
President and Vice Chancellor

cc: Dan Ryan, Vice-President Academic and Provost
Blanca Schorcht, Dean, College of Arts, Social & Health Sciences
Andrew Kitchenjam, School Chair

December 16, 2015

Dr. Michael Murphy
Department of Political Science
University of Northern British Columbia
3333 University Way
Prince George, BC V2N 4Z9

Dear Dr. Murphy:

In accordance with Article 22.9.5 of the UNBC/UNBCFA Agreement, I have reviewed the recommendation of the University Promotion and Tenure committee with respect to your application for promotion to the rank of Full Professor.

The UPTC voted in favour of the motion: "That Michael Murphy be granted promotion to the rank of Full Professor at the University of Northern British Columbia, effective July 1, 2016."

Following a review of your complete application file, I am pleased to support the motion approved by the UPTC.

I am, therefore, recommending to the Human Resources Committee of the University Board of Governors, meeting in January, that you be granted promotion to Full Professor at UNBC effective July 1, 2016. I will write to you again immediately following the decision of the Board.

Yours truly,



Daniel J. Weeks
President and Vice-Chancellor

cc: Dan Ryan, Vice-President Academic and Provost
Blanca Schorcht, Dean, College of Arts, Social & Health Sciences
Boris DeWiel, Program Chair

December 16, 2015

Dr. Paul Siakaluk
Department of Psychology
University of Northern British Columbia
3333 University Way
Prince George, BC V2N 4Z9

Dear Dr. Siakaluk:


In accordance with Article 22.9.5 of the UNBC/UNBCFA Agreement, I have reviewed the recommendation of the University Promotion and Tenure committee with respect to your application for promotion to the rank of Full Professor.

The UPTC voted in favour of the motion: "That Paul Siakaluk be granted promotion to the rank of Full Professor at the University of Northern British Columbia, effective July 1, 2016."

Following a review of your complete application file, I am pleased to support the motion approved by the UPTC.

I am, therefore, recommending to the Human Resources Committee of the University Board of Governors, meeting in January, that you be granted promotion to Full Professor at UNBC effective July 1, 2016. I will write to you again immediately following the decision of the Board.

Yours truly,



Daniel J. Weeks
President and Vice-Chancellor

cc: Dan Ryan, Vice-President Academic and Provost
Blanca Schorcht, Dean, College of Arts, Social & Health Sciences
Sherry Beaumont, Program Chair

AGENDA ITEM BRIEFING NOTE

Date:	January 18, 2016		
Agenda Item:	5.b. Currently Advertised Faculty Positions		
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session	
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input type="checkbox"/> Approval
Prepared By:	Joan Schneider, Coordinator Faculty Relations, Vice-President Academic and Provost		
Reviewed By:	Daniel A. J. Ryan, Acting Vice-President Academic and Provost		

Material: Memorandum attached.

Issue:

Background:

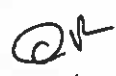
Motion:

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:



MEMORANDUM

TO: Daniel Weeks, President and Vice-Chancellor
FROM: Daniel A. J. Ryan, Acting Vice-President Academic and Provost 
DATE: January 18, 2016
RE: Currently Advertised Faculty Positions

COLLEGE OF ARTS, SOCIAL & HEALTH SCIENCES

School of Nursing – Chair
Associate/Full Professor
Posting: FANU19-15
Applications Received to Date:
Status: Interviewed Applicant

Type of Appointment: Tenure-track
Closing date: January 5, 2015
Preferred start date: January 1, 2016

School of Nursing (Terrace)
Assistant/Associate Professor
Posting: FANU23-14
Applications Received to Date: 4
Status: Accepting Applications

Type of Appointment: Tenure-track
Closing date: January 5, 2015
Preferred start date: July 1, 2015

School of Nursing (Quesnel)
Assistant/Associate Professor
Posting: FANU21-14
Applications Received to Date: 5
Status: Successful Candidate

Type of Appointment: Tenure-track
Closing date: January 5, 2015
Preferred start date: July 1, 2015

COLLEGE OF SCIENCE & MANAGEMENT

Integrated Wood Engineering & Design
Assistant/Associate Professor
Posting: FAENG18-15
Applications Received to Date: 26
Status: Shortlisted Applicants

Type of Appointment: Tenure-track
Closing date: September 28, 2015
Preferred start date: January 1, 2015

School of Business (Informatics)
Assistant/Associate Professor
Posting: FABU08-15
Applications Received to Date: 25
Status: Skyping Interviews

Type of Appointment: Tenure-track
Closing date: August 31, 2015
Preferred start date: September 1, 2016

School of Business (Marketing)
Assistant/Associate Professor
Posting: FABU07-15
Applications Received to Date: 68
Status: Successful Applicant

Type of Appointment: Tenure-track
Closing date: August 31, 2015
Preferred start date: September 1, 2016

NORTHERN MEDICAL PROGRAM

Assistant/Associate Professor
Posting: FANMP22-15
Applications Received to Date: 16
Status: Receiving Applications

Type of Appointment: Tenure-track
Closing date: January 31, 2016
Preferred start date: January 1, 2016

RESEARCH CHAIRS

Tallwood and Hybrid Structures Engineering
Assistant/Associate Professor
Posting: FAENG02-15
Applications Received to Date: 10
Status: Finalization with BC Innovation Council

Type of Appointment: Tenure-track
Closing date: April 1, 2015
Preferred start date: July 1, 2015

AGENDA ITEM BRIEFING NOTE

Date:	January 29, 2016			
Agenda Item:	6.a. Planning Update			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Daniel Ryan, Acting Vice-President Academic & Provost and Barb Daigle, Interim Vice-President Administration & Finance			
Reviewed By:				

Material:

Barb Daigle and Dan Ryan will provide an update on the current status of planning processes.

Issue:

Background:

Motion:

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	January 29, 2016			
Agenda Item:	6.b. Capital Projects Update			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Shelley Rennick, Director, Facilities Management			
Reviewed By:	Barb Daigle, Interim Vice-President Administration & Finance			

The Five Year Capital Plan 2015 – 2020 includes the following projects, in priority order.

- 1/ Allied Health Sciences Building
- 2/ Facilities Management building c/w multi-purpose lab
- 3/ Engineering Program space – Repurposing
- 4/ Sustainable Communities & Bioenergy Expansion
- 5/ Residence Renewal
- 6/ International Education and Continuing Studies Building
- 7/ Charles Jago Northern Sports Centre Expansion

The annual submission of the Five Year Capital Plan for 2016 – 2021 was a straight roll-over of the 2015 – 2021 plan in anticipation of the Academic Planning process. It is now time to start the detailed planning process for the submission of the 2017- 2022 Five Year Capital Plan which is due to government in June 2016.

UPDATE on the current plan

- 1/ Allied Health Sciences Building

Status:

A consultant was retained to provide a report to UBC, MAVED, and UNBC on the viability of expanding Allied Health Sciences, particularly Physiotherapy in the north. The draft report has been received and confirms the need for expanded programming at UNBC. This information is currently being reviewed in conjunction with the Academic Planning process.

2/ Facilities Management building c/w multi-purpose lab

Status:

There has been no further activity on this project since the last report however, this planning does need to be resurrected to accommodate space for expanded Engineering programming.

3/ Engineering Program space – Repurposing

Status:

The development of a Civil Engineering program at UNBC is currently going through the academic approvals and capital planning processes. Following the recent Functional Planning exercise that was undertaken it is clear that an expansion of the undergraduate portion of the Civil program can be housed in current, underutilized space on the Prince George campus. Graduate, research and other future additional Engineering programming space will require a new building.

The academic approvals process will continue and a Conceptual Plan will be submitted to the Ministry in the coming months.

4/ Sustainable Communities and Bioenergy Expansion

Status:

Sustainable Communities Demonstration Project – Phase 1

The piping has been installed, but connection of the heat input and retrofit of the end-use buildings has been delayed. Design work is restarting, with installation scheduled for spring and summer 2016. The schedule is driven by a need to coordinate with the residence renovations, and energy cost savings that begin to accrue once complete.

Budget: There is \$1.0 million remaining in this budget to complete this project.

5/ Residence Renewal

Status:

The focus of this project is: to enhance student experience, to preserve the building asset, and to reduce on-going operating costs. The architectural team has completed the design and drawings and the sub-trade tenders are scheduled to go out January 25th.

Construction work in Residence 1 (Neyoh) is scheduled for April 25 through August 26, 2016, with work on Residence 2 (Keyoh) scheduled for the following summer.

Budget: \$11 million has been allocated for this project.

6/ International Education and Continuing Studies Building

Status:

The requirement for a building to house these activities has been put on hold pending the Academic Planning process.

7/ Charles Jago Northern Sports Centre Expansion

Status:

A proposal to start the planning and consultation process for building expansion is part of ongoing discussions with the NSCL Board. Further updates will be provided as this moves forward.

OTHER CAPITAL PROJECTS

BMO

The BMO building downtown is currently underutilized and a number of deferred maintenance items are on the horizon. Therefore a business concept and capital renewal report is currently being developed to determine potential future uses and requirements of this building.

Wood Innovation and Design Centre Update:


The building fit-out is substantially complete with the final pieces of equipment being installed in the next month.

Of the original \$2.7 million budget, less than \$100,000 is remaining. The project will be wrapped up by the end of February with all funds expended and project close-out will be included in this fiscal year end.

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	January 11, 2016		
Agenda Item:	6.c. Enrolment Report		
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session	
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input type="checkbox"/> Approval
Prepared By:	Brenda Sitter, Executive Assistant to the Vice-President Academic and Provost		
Reviewed By:	Dan Ryan, Acting Vice-President Academic and Provost 		

Material: Report attached.

Issue:

Background:

Motion:

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:

January 1st Snapshot FTE Summary 2016 vs. 2015 and Fall Applications 2016 vs. 2015

The following summary compares Winter 2016 Full Time Equivalents (FTE) and headcounts as of January 1, 2016 to Winter 2015 numbers. Fall 2016 application numbers are also compared to Fall 2015 numbers as of the January 1st snapshots.

Executive Summary:

Winter 2016 FTE, Winter 2015 FTE and Fall 2016 Application reports as of the January 1st snapshot.

Winter 2016 FTE Summary:

- Total FTE (excluding international fee paying FTE) down -2.6% (-59.3).
 - At 70.1% of estimated winter portion of ministry FTE targets².
 - At 85.8% of Measure (M)¹.
- Overall unique registrations down -3.5% (-103hc).
 - At 68.1% of estimated winter portion of head count needed to meet ministry FTE targets².
 - At 81.8% of Measure (M)¹.

Fall 2016 Applications Summary:

- Total applications up 48.4% (533 h.c.) from Fall 2015
 - At 54.3% of Measure (M)
- Total admissions up 15.4% (94 h.c.) from Fall 2015
 - At 36.9% of Measure (M)
- Total registrations flat n/a (0 h.c.) from Fall 2015
 - At 0.0% of Measure (M)

More detailed:

Full Time Equivalents (FTE)

Overall

- Undergraduate FTE down -1.0% (-19.3).
 - At 68.5% of estimated winter portion of ministry FTE targets.
 - At 90.4% of Measure (M).
- Graduate FTE down -13.6% (-60.3).
 - At 80.1% of estimated winter portion of ministry FTE targets.
 - At 66.6% of Measure (M).
- Continuing Studies FTE up 85.0% (3.4).
 - At 42.5% of estimated winter portion of ministry FTE targets.
 - At 25.7% of Measure (M).

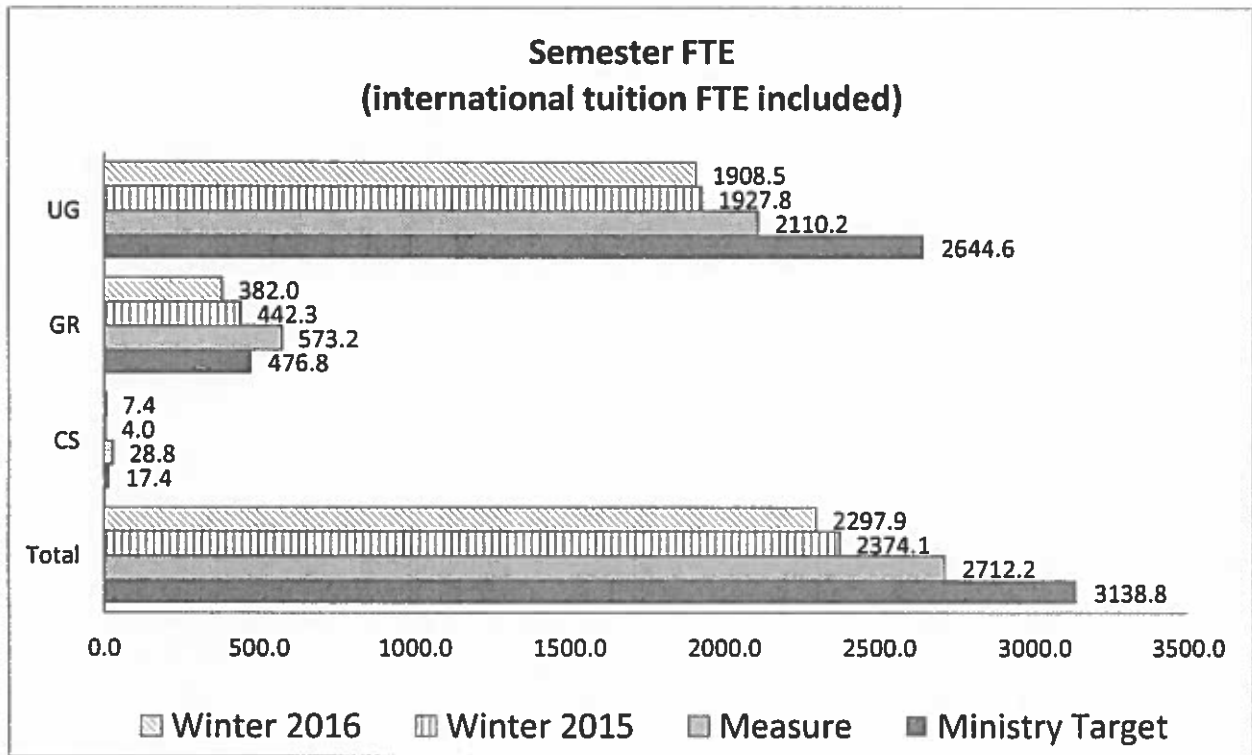
Included in above numbers:

- International (domestic tuition paying) FTE down -15.4% (-14.7).
 - At 62.1% of Measure (M).
- International (international tuition paying) FTE down -14.7% (-16.9).
 - At 65.9% of Measure (M).

Total FTE change with international tuition paying FTE removed is down -2.6% (-59.3)

College breakdown (FTE)

- CASHS
 - Overall FTE down -5.6% (-66.4)
 - Undergraduate down -2.5% (-23.1)
 - Graduate down -16.4% (-43.3)
- CSAM
 - Overall FTE up 0.1% (1.7)
 - Undergraduate up 2.4% (22.7)
 - Graduate down -11.9% (-21.0)



Registrations (hc)

Overall

- Undergraduate registrations down -1.6% (-39hc).
 - At 69.0% of estimated winter portion of head count needed to meet ministry FTE targets.
 - At 88.3% of Measure M).
- Graduate registrations down -13.3% (-67hc).
 - At 77.3% of estimated winter portion of head count needed to meet ministry FTE targets.
 - At 67.9% of Measure (M).
- Continuing Studies registrations up 42.9% (3hc).
 - At 7.5% of estimated winter portion of head count needed to meet ministry FTE targets.
 - At 8.8% of Measure (M).

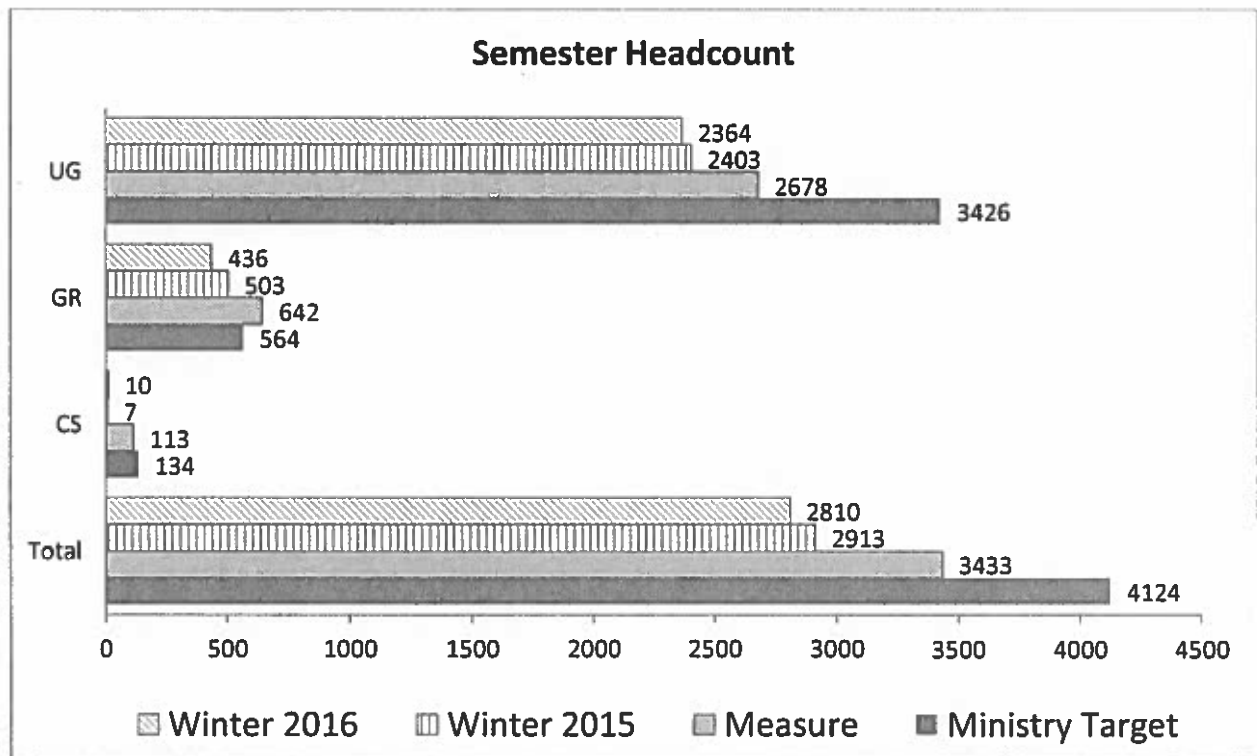
Included in above numbers:

- International (domestic tuition paying) registrations down -13.2% (-14hc).
 - At 62.2% of Measure (M).
- International (international tuition paying) registrations down -9.4% (-14hc).
 - At 67.2% of Measure (M).

Total unique registration down -3.5% (-103hc).

College breakdown (hc)

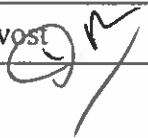
- CASHS
 - Overall hc down -5.4% (-8)
 - Undergraduate down -2.3% (-6)
 - Graduate down -16.3% (-2)
- CSAM
 - Overall hc down -0.9% (-2)
 - Undergraduate up 0.9% (11)
 - Graduate down -2.7% (-23)



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 summer 2011 FTE report would be based on the official numbers from the summer 2010, 2009 and 2008 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. The ministry targets proved to UNBC includes a portion of "undesigned" FTEs; for the purpose of this report these "undesigned" FTE are used as the targets for continuing studies.

AGENDA ITEM BRIEFING NOTE

Date:	January 11, 2016		
Agenda Item:	6.d. Agreements, Scholarships, Bursaries & Awards		
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session	
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input type="checkbox"/> Approval
Prepared By:	Brenda Sitter, Executive Assistant to the Vice-President Academic and Provost		
Reviewed By:	Dan Ryan, Acting Vice-President Academic and Provost 		

Material: Report attached.

Issue:

Background:

In accordance with the Terms of Reference for the Finance and Audit Committee, these recommendations from Senate are being forwarded to that Committee for approval, and to the full Board for information.

Motion:

That, on behalf of the Board of Governors, the Finance and Audit Committee approves the establishment of Agreements, Scholarships, Bursaries and Awards, as recommended by the Senate, for the period of October - December 2015.

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:

Motion Number (assigned by
Steering Committee of Senate): S-201510.07

SENATE COMMITTEE ON FIRST NATIONS AND ABORIGINAL PEOPLES

PROPOSED MOTION

Motion: That, upon the recommendation of the Senate Committee on First Nations and Aboriginal Peoples, the Memorandum of Understanding between Nazko First Nation Government and the University of Northern British Columbia be approved as proposed.

Effective Date: Upon the approval of Senate.

Rationale: The purpose for this MOU is to build a foundation on how the Nazko First Nation and the University of Northern British Columbia can work together for a cooperative, long-lasting, and mutually beneficial relationship.

Motion proposed by: Titi Kunkel

Academic Program: Not applicable

Implications for Other Programs / Faculties? Yes

College: Not applicable

College Council / Committee Motion Number: It went to CASHS and CSAM College Councils for information.

College Council / Committee Approval Date: Not applicable

Attachment Pages (if applicable): 5 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON FIRST NATIONS AND ABORIGINAL PEOPLES MEETING

Brief Summary of Committee Debate:

Motion No.: SCFNAP201507.02

Moved by: R. Hoffman

Seconded by: B. Schorcht

Committee Decision: CARRIED.

Approved by SCFNAP: July 8, 2015



Date

Chair's Signature

For recommendation to **, or information of** _____ **Senate.**

May 14, 2015

Ministry of Jobs, Tourism, and Skills Training
PO Box 9071, Stn Prov Govt
Victoria, BC V8W 9E2

To whom it may concern

RE: ESS CFP - ACBTP #0471 Quesnel language Cert - Request for rectification

This letter is to confirm that the University of Northern British Columbia is working in partnership with the Nazko First Nation to develop a Memorandum of Understanding (MOU). This MOU will represent the affiliation agreement between the two organizations.

Yours truly



Dr. Mark Dale
Dean of Regional Programs



Stuart Alec,
Chief, Nazko First Nation

May 12, 2015

Nazko First Nation Band Council
Box 4129; 405 Barlow Avenue
Quesnel, BC V2J 2C3

Attention: Chief Stuart Alec

Dear Chief Stuart,

For many years, the University of Northern British Columbia (UNBC) has enjoyed positive collaboration with the Nazko First Nations (Nazko). We thank you for your Band Council Resolution and your support in developing and delivering programs to your community. We are working on the development of a Memorandum of Understanding between UNBC and Nazko to formalize our working partnership. The MOU, will describe how Nazko and UNBC can work together for a cooperative, long-lasting and mutually beneficial relationship, is important to UNBC.

With this letter, we would like to formally acknowledge that the Office of the Provost and Office of the Dean of Regional Programs has initiated the approval process for the document through the appropriate university Senate Committees and the University Senate. Once it has received approval at these stages, we are able to provide Nazko with a signed copy of the MOU.

Once again, we would like to thank you for your continued support with this initiative and we look forward to future engagements with the Nazko First Nation community.

Yours truly,

Handwritten signatures of Bill Krane and Mark Dale. The signature on the left is a cursive signature, and the signature on the right is 'MRTDale'.

Dr. Bill Krane, VP Academic and Provost, Dr. Mark Dale, Dean of Regional Programs

Pc Dr. Daniel Weeks, President and Vice-Chancellor, UNBC
Ms. Rheanna Robinson, Office of Research, UNBC



Nazko First Nation Band Council Resolution

Number 2015-07

WHEREAS: Chief and Council recognize the need and importance for the following Carrier Language Certificate Program for its members

THEREFORE BE IT RESOLVED THAT the Chief and Council supports the University of Northern British Columbia to offer the proposed Carrier Language Certificate under the Aboriginal Community-Based Training Partnerships for the Ministry of Jobs, Tourism, and Skills Training funding.

We the undersigned members of the Council of the Nazko First Nation hereby confirm that the foregoing Band Council Resolution was approved by a majority of the quorum of Band Council present at a duly convened meeting held on

the 16th day of MARCH, 2015.

A majority of the quorum of Band Council consists of two members of the Band Council.

Stuart Alec
Chief Councillor

Kulores Alec
Councillor

[Signature]
Councillor

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE NAZKO FIRST NATION GOVERNMENT
AND
THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA**

Purpose

The purpose of this Memorandum of Understanding ("MOU") is to describe and build a foundation for how the Nazko First Nation (Nazko) and the University of Northern British Columbia (UNBC) can work together for a cooperative, long-lasting, and mutually beneficial relationship.

Background

Whereas:

- 1) Nazko and UNBC seek to enter into a process to build a mutually beneficial and supporting relationship and establish a framework for both organizations to work together to research, develop, and deliver appropriate programs and courses for the Nazko people;
- 2) Nazko and UNBC mutually respect, recognize, and accept the mission and principles of their respective organizations and seek to formalize their commitment to work together.

Agreement

It is therefore agreed that:

1. Nazko and UNBC will consider supporting and encouraging one another, as appropriate, to lead to the growth of research, educational programs, curriculum, and community development activities relevant to the Nazko communities. This will include, but is not limited to:
 - a) Continuing to support an open dialogue on issues as they arise;
 - b) Supporting one another on grant applications;
 - c) Providing general letters of support;
 - d) Providing general advice and sharing of background information.
2. UNBC will consider, as appropriate, supporting Nazko in local research and educational activities relevant to the Nazko communities. This will include, but is not limited to:
 - a) Supporting the Nazko First Nation on grant applications;
 - b) Providing general letters of support for local research and educational activities;
 - c) Providing information to Nazko relevant for specific reporting requirements for research/programming as necessary.
3. Nazko will consider, as appropriate, supporting UNBC in its community-related research and educational activities relevant to the Nazko communities. This will include, but not be limited to:
 - a) Supporting UNBC on grant applications;
 - b) Providing general letters of support for UNBC activities.
4. It is, therefore, agreed that Nazko and UNBC will consider, as appropriate, to:
 - a) Establish continuous and open communication between the two organizations;
 - b) Investigate further the potential for co-managed research collaboration on various specific research topics and the development of relevant programming to be added to this MOU as appendices;
 - c) Promote the ethical conduct of co-managed research including consideration of principles of OCAP (ownership, control, access, and possession) and the respective ethics boards/processes of UNBC and Nazko. Principles of OCAP will be negotiated on a case-by-case basis and UNBC Research Ethics Board guidelines will be considered for projects that involve the participation of human participants. For any research projects that may include animals or bio-hazardous materials, the UNBC Animal Care and Use Committee and Bio-hazardous Ethics Committees will be included respectively. In the case of any conflict between the parties about

the conduct of research, UNBC and Nazko representatives make a commitment to open discussion, positive negotiation, and a problem-solving approach to all matters related to fulfilling the purpose of this MOU and a strong, respectful, and mutually beneficial relationship that does not detract from the respected institutional or community related responsibilities and requirements;

- d) A Nazko "Memorandum of Agreement: Research Protocol" will be written for a particular research project when working with Nazko communities.

Funding

Funding for program development and research activities will be negotiated on a case-by-case basis.

Meetings and Cancellation

Meetings between a representative from the UNBC Office of Research and Nazko Administration will occur in June of each year to review this MOU and/or as needed. Either party may cancel this MOU by providing the other party with written notice.

Review of NAZKO/UNBC MOU

The NAZKO and UNBC will review the MOU annually after the initial signing of the Memorandum.

Dated this _ day of ____ 2015.

Dated this __ day of ____ 2015.

NAZKO FIRST NATION,

**UNIVERSITY OF NORTHERN BRITISH
COLUMBIA,**

by its authorized signatories:

by its authorized signatory:

Print Name

Print Name

Councillor, Nazko First Nation

Dean of Regional Programs, UNBC

Print Name

Print Name

Chief, Nazko First Nation

President, UNBC



Motion Number (assigned by SCS): SCSB20150923.03

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Gwyn Morgan "Be An Engineer" Bursary be approved.

Effective Date: 2015-2016 Academic Year

Rationale: To activate the Gwyn Morgan "Be An Engineer" Bursary commencing the 2015-2016 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: September 23, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20150923.03

Moved by: Erasmus

Seconded by: Lasure

Committee Decision: CARRIED

Attachments: 2 pages

Approved by SCSB: September 23, 2015
Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Gwyn Morgan "Be an Engineer" Bursary

Awards Guide Description/Intent: The Gwyn Morgan and Patricia Trottier Foundation is a private foundation with a focus on education, notably in the field of engineering. Through the foundation Mr. Morgan and Ms. Trottier are looking to support one second year engineering student who demonstrates financial difficulties to provide him/her the ability to finish their education and enter into the workforce as professional engineers.

Donor: The Gwyn Morgan and Patricia Trottier Foundation

Value: \$5,000

Number: One

Award Type: Bursary

Eligibility: Available to a full time undergraduate student enrolled in his or her second year of studies in the Environmental Engineering (BASc) Program.

Criteria: Demonstrated financial need and satisfactory academic standing.

Effective Date: Established 2015

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): SCSB20150923.04

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the London Drugs Scholarship be approved.

Effective Date: 2015-2016 Academic Year

Rationale: To activate the London Drugs Scholarship commencing the 2015-2016 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: September 23, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20150923.04

Moved by: Erasmus

Seconded by: Bankole

Committee Decision: CARRIED

Attachments: 2 pages

Approved by SCSB: September 23, 2015
Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: London Drugs Scholarship

Awards Guide Description/Intent: Giving back to the community is a corporate philosophy established by the late Tong Louie. In that spirit, London Drugs' corporate contributions are dedicated to health and wellness organizations, medical research, education, and the arts. These awards have been established in celebration of London Drugs' 60th Anniversary, in order to support individuals pursuing an education in the health sciences.

Donor: London Drugs

Value: \$2,000

Number: 2

Award Type: Scholarship

Eligibility: Available to a full or part time undergraduate or graduate student enrolled in a health sciences program.

Criteria: Academic Excellence and Demonstrated Financial Need

Effective Date: Endowed 2007

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): SCSB20150923.05

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Dr. Galt Wilson Northern Medical Program Trust Residency Placement Award be approved.

Effective Date: 2015-2016 Academic Year

Rationale: To activate the Dr. Galt Wilson Northern Medical Program Trust Residency Placement Award commencing the 2015-2016 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: September 23, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20150923.05

Moved by: Schorcht

Seconded by: Erasmus

Committee Decision: CARRIED

Attachments: 3 pages

Approved by SCSB: September 23, 2015
Date


Chair's Signature

For information of Senate.

**Dr. Galt Wilson Northern Medical
Programs Trust Residency Placement
Award**

For UNBC Students

Terms and Conditions

THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA



**External Relations
August 2015**



**Terms and Conditions for the
Dr. Galt Wilson Northern Medical Programs Trust Residency
Placement Award
at the University of Northern British Columbia**

The University of Northern British Columbia (UNBC) is delighted to establish the Dr. Galt Wilson Northern Medical Programs Trust Residency Placement Award with funds allocated by the Northern Medical Programs Trust. This document outlines the terms and conditions for this award.

AWARDS GUIDE INFORMATION:

Award Category: General Awards

Award Name: Dr. Galt Wilson Northern Medical Programs Trust Residency Placement Award

Awards Guide Description/Intent: The Northern Medical Programs Trust has allocated a new graduation award for Northern Medical Program students who choose to complete a residency placement in the Northern Health region. The Northern Medical Programs Trust communities support the recognition of Dr. Galt Wilson's foundational role in developing medical education in and for northern British Columbia through the naming of this award.

Donor: Northern Medical Programs Trust

Value: \$30,000 (\$10,000 per residency placement location)

Number: variable

Award Type: Award

Eligibility: Available to full time fourth year Northern Medical Program students who have matched to a residency position in one of the three rural residency placement locations (Terrace, Fort St. John, or Prince George).

Criteria: Must be enrolled in the Northern Medical Program.

Conditions: If there are no residency matches at one or more locations, the balance of the award will be divided between the remaining Northern Medical Program residency placement students who are undertaking residency at one of the three (3) rural residential placements identified in the eligibility section.

Effective Date: Established 2015

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by a committee chaired by the Vice-Provost of Medicine or designate.

ANNUAL AWARDS PARTNERSHIP ARRANGEMENTS:

The Northern Medical Programs Trust will:

- Provide the award funds in the amount of \$30,000 to the University by March 31 of the year that the award is to be provided.
- Inform UNBC in writing on or before 31st of December in the year prior to your intended withdrawal of the award. This provides UNBC time to withdraw advertising of the award in the Awards Guide for the upcoming year.

UNBC will:

- Provide a charitable tax receipt in the amount of the gifts provided by the donor(s) in the year the University receives the donations.

Dr. Galt Wilson Northern Medical Programs Trust Residency Placement Award

- Promote and advertise the Dr. Galt Wilson Northern Medical Programs Trust Residency Placement Award in all appropriate UNBC materials and publications.
- Ensure student recipients provide a letter to the donor thanking them for their support.
- Provide an annual update on the student recipient(s).
- Provide recognition to the Northern Medical Programs Trust as outlined in the Donor Recognition Program (http://www.unbc.ca/giving/recognition_programs.html).

Representatives of the Northern Medical Programs Trust and the University may meet from time to time to review the terms of this agreement to ensure both parties continue to be satisfied with the partnership. It is understood that the funds of the donation were obtained in a rightful manner and are otherwise unencumbered.

The agreement will commence upon signing of the document. Signed in agreement on behalf of:

To be signed upon approval by UNBC Senate
Signatory
Northern Medical Programs Trust

Daniel Weeks, President & Vice-Chancellor
University of Northern British Columbia

Date

FOR OFFICE USE ONLY

Reviewed by the Financial Aid and Awards Officer and Dean of _____:

Linda Fehr, Financial Aid and Awards Officer

_____, *Dean of* _____

Copies to:

Financial Aid and Awards Office

Manager of Treasury Services

Office of External Relations (2)

First award available in the January semester of 2016.



Motion Number (assigned by SCS): SCSB20151028.03

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Awards Guide Description for the Helen Thurwell Scholarship be approved.

Effective Date: 2016-2017 Academic Year

Rationale: To revise the Helen Thurwell Scholarship commencing the 2016-2017 Academic Year with alterations to the Value section as follows:

Value: ~~\$20,000~~ \$25,000 (~~\$5,000~~ \$6,250 per year x 4 years. This award is renewable for three (3) years, subject to the recipient maintaining academic proficiency.)

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: October 28, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20151028.03

Moved by: Erasmus

Seconded by: Palmer

Committee Decision: CARRIED

Attachments: 1 page

Approved by SCSB: October 28, 2015
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Entrance

Award Name: Helen Thurwell Scholarship

Awards Guide Description/Intent:

Donor: Vernon and Jacqueline Forster

Value: ~~\$20,000~~ \$25,000 (~~\$5,000~~ \$6,250 per year x 4 years. This award is renewable for three (3) years, subject to the recipient maintaining academic proficiency.)

Number: One

Award Type: Scholarship

Eligibility: Available to a full time undergraduate female student with demonstrated school/community involvement and proven academic excellence. Recipient must be a resident of northern British Columbia.

Application Instructions: Fill out all sections of the Awards Application form and attach your Resume and a letter outlining your school/community involvement.

Effective Date: Endowed 1993

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.

KNOWLEDGE & MOBILIZATION CHAIR EXECUTIVE SUMMARY

Overview: One of the commitments of the 2010 Memorandum of Understanding (MOU) between the University of Northern BC and the Northern Health Authority was to support research activities between the two organizations. There was substantial financial commitment provided by Northern Health to UNBC to foster these activities. All funding decisions related to this MOU are approved but the executive committee that includes the Presidents and the Board Chairs of both organizations. During the past meeting of the executive there was the approval of two important initiatives that included funding to support the activities of the UNBC Health Research Institute and the establishment of the Knowledge and Mobilization Chair at UNBC.

With the direction of the UNBC-NH Executive committee work began on the necessary approvals to establish the chair position. The chair position was presented for consultation at both UNBC College Councils and subsequent presentations at the Senate Committee on Academic Affairs (SCAAF) and full Senate where the Knowledge and Mobilization Chair was approved.

The full funding of the Knowledge and Mobilization Chair was provided by the original support from Northern Health. There is currently \$1M allocated to provide support to the chair of which there is no financial obligation of UNBC to provide additional support. There is work on behalf of UNBC's Office of the President, Office of the Vice President Research and UNBC's Development Office to garner additional support for the chair once \$1M has been fully utilized.

Following the approval the UNBC BOG, an internal search will be conducted that will include a committee that is chaired by the UNBC Vice President Research.

Motion Number (assigned by
Steering Committee of Senate): S-201506.34

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That, on the recommendation of the SCAAF, Senate approves the establishment of the (NH-UNBC) Knowledge Mobilization Research Chair.

Effective Date: Immediately upon approval of Senate

Rationale: The Office of Research is currently pursuing this research chair.

Made by: Ranjana Bird

College / Academic Department:

Program: not applicable

Implications for Other Programs / Faculties? None

College Council / Committee Motion Number: not applicable

College Council / Committee Approval Date: not applicable

Attachment Pages (if applicable): 25 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

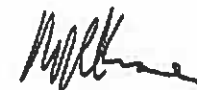
Brief Summary of Committee Debate:

Motion No.: SCAAF201506.20

Moved by: R. Bird **Seconded by:** D. Ryan

Committee Decision: CARRIED, with the condition that the supporting documentation be reviewed for typographical and grammar errors and revised based on these errors.

Approved by SCAAF: June 10, 2015
Date



Chair's Signature

For recommendation to **, or information of** _____ **Senate.**

Research and Education Chair in “Knowledge Mobilization in Health”

Northern Health (NH) proposes to establish a Chair titled “Knowledge Mobilization in Health” at UNBC. This proposal is aligned with the MOU between NH-UNBC and has received approval from the NH-UNBC MOU oversight committee. The establishment and position description was approved by the oversight committee on January 30, 2015. This committee consists of the Board Chairs from NH and UNBC and the CEO of NH and the President and Vice-Chancellor of UNBC. The next step is to receive approval from the Senate. This document contains a position description of the Chair constructed jointly by NH and UNBC (Health Research Institute).

The full financial support for this Chair is provided by Northern Health for three years.

The Northern Health-University of Northern British Columbia (NH-UNBC) Knowledge Mobilization (Kmb) Research Chair

Northern Health and the University of Northern British Columbia have through their Memorandum of Understanding formalized their long-standing and historical partnership.

The MoU recognizes UNBC’s and NH’s interdependences related to:

- 1) preparing students for the health professions,
- 2) developing new knowledge relevant to the health system in the North and translation of knowledge into policy and practice,
- 3) building capacity to educate students at the undergraduate and graduate level, and
- 4) fostering a learning environment while creating an academic culture in NH that supports student learning, research, and professional development (Appendix 3).

To contribute to achieving the goals of the MoU and to improve health care, health system sustainability, and health outcomes in the North, NH with its partners has identified knowledge mobilization in the context of a rural and northern region as one of the foundational elements for achieving impact. NH therefore provided funding to UNBC for a Knowledge Mobilization Research Chair. NH’s desire is for the Chair to create an enduring legacy in the North related to improving health and contributing to the science of Kmb. The Chair will be located within the Health Research Institute and the School of Health Sciences or other appropriate department at UNBC.

Kmb “refers to moving available knowledge (often from formal research) into active use. It involves efforts to bridge the gap between research, policy, and practice in order to improve outcomes in various organizations or sectors. Kmb involves knowledge sharing between research producers (e.g. university researchers) and research users (including professionals or others whose work can benefit from research findings).” ([http://en.wikipedia.org/wiki/Knowledge_mobilization.](http://en.wikipedia.org/wiki/Knowledge_mobilization)) Simply put, it is about closing the gap between research and practice/policy by turning knowledge into action. This can be done by:

- 1) engaging knowledge or research users in helping identify research questions requiring study and engaging them in other phases of the research process as appropriate. Such engagement is designed to improve the eventual application of research findings when they become available

(this also known as integrated knowledge translation, collaborative research, engaged scholarship, participatory or action research, etc), and

- 2) making knowledge users aware of research findings and facilitating their use of them in decision making (also known as dissemination and implementation/application). An important tenet of the concept of knowledge mobilization is the co-production of knowledge and mutual learning (two way flow of knowledge and information) that results from researchers and knowledge users meaningfully collaborating and partnering on research.

The science of knowledge mobilization is about understanding the determinants of knowledge use and studying strategies to accelerate the uptake of research in practice and policy. To date, knowledge mobilization research has tended not to focus on the unique northern and remote context, which undoubtedly influences the relevance of all research findings as well as the strategies that might be used to facilitate research uptake in the north.

There are 3 important inter-related components to the Chair position: knowledge mobilization research, capacity building for collaborative research, and efforts to ensure the sustainability of the Chair.

1) Advancing Knowledge Mobilization Science/research

The Chair is expected to:

- conduct research contributing to the science of knowledge mobilization in a Northern context
- develop a plan and a process for identifying and tracking research contributing to knowledge mobilization science at UNBC/NH
- contribute to the networking of UNBC/NH knowledge mobilization researchers
- develop a plan to monitor and evaluate the bibliometric impact of UNBC/NH
- be actively engaged in knowledge mobilization research

2) Building Capacity for Collaborative Research

The Chair is expected to:

- assess UNBC undergraduate and graduate training programs for inclusion of training on collaborative research and how to conduct research in a collaborative fashion and to offer suggestions about how to better include collaborative research training in student education
- mentor and build capacity among junior faculty in collaborative research and the art of writing successful collaborative research grants
- contribute to building capacity of NH knowledge users to engage in collaborative research (and the use of research)
- build capacity to conduct collaborative research in northern British Columbia by facilitating the linking and networking of researchers and NH knowledge users
- develop a plan to monitor and evaluate the impact of collaborative research in northern BC.

3) Ensuring the Chair position has a long term impact

The Chair is expected to:

- raise the profile of the Chair, HRI, collaborative research between NH and UNBC, and the practice and science of knowledge mobilization in the north and beyond

- bring in resources that supports the development of a program of research focused on knowledge mobilization within the context of rural and northern health care and services.

The term of the inaugural recipient of the Chair is 3 years and includes salary and operating funding.

The ideal candidate will be a senior academic scientist recognized nationally and internationally for their expertise and experience in knowledge translation practice and science and for conducting collaborative health research/engaged scholarship with health system senior executives, directors and managers, and frontline clinicians.

The individual will be adept with mix-methods and theoretically pluralistic. The individual will have deep understanding of the Northern and remote context and its influence on the mobilization of knowledge. The individual will have extensive experience cultivating, negotiating, and sustaining academic and research partnerships with health authorities, health systems, the not-for-profit public sector (e.g. health charities), health professional associations, researchers, and other key stakeholders. The Chair will have extensive experience developing educational programs, supervising students and trainees, and mentoring junior and other colleagues.

Characteristics: strategic thinker, inclusive and supportive of diversity, team player, consensus builder, diplomatic, people skills, driven by excellence, outcomes and relevance, pragmatic, persistent, balanced.

**Summary of Discussion:
“Governor General’s Gold Medal Adjudication Process & Criteria”
(Motion SCSB20150826.03)**

August 26, 2015 Meeting of the Senate Committee on Scholarships & Bursaries (SCSB)

3.2 SCSB20150826.03 - Governor General’s Gold Medal Adjudication Process & Criteria

That the definition of the adjudication process and criteria (including eligibility, selection criteria, and tiebreaker information) for the Governor General’s Gold Medal for graduate students be approved.

Effective Date: 2015-2016 Academic Year

CARRIED.

- Dr. Smith stated that further detail was required as the Adjudication Committee has been receiving nominations over the last two years that are of such high quality that the Adjudication Committee has needed to enhance the detail of their review of the candidates. The Adjudication Committee wanted to ensure that these details were shared with the greater University community and to ensure that the tie-breaking procedure was clearly specified.

- There was one edit to the title of the Dean of Regional Operations to change it to the Dean of Regional Programs.

September 23, 2015 Meeting of Senate

8.0 Removal of Motions from the Consent Agenda

Menounos asked for motion **SCSB20150826.03 - Governor General’s Gold Medal Adjudication Process & Criteria** to be removed from the Consent Agenda. Hanschen said this motion came to Senate for information as Senate has delegated deciding authority to the Senate Committee on Scholarships and Bursaries. It was decided that the motion would be discussed under Other Business.

11.0 Other Business

11.2 Discussion on SCSB20150826.03 - Governor General’s Gold Medal Adjudication Process & Criteria

A Senator said there was concern over the allocation of Governor Generals coming from the colleges and wanted to make sure the process is fair and equitable. Dr. Smith said there is only one medal and they are trying to be fair to both Masters and PhD students. It is possible to ask programs and Chairs for this information.

Action Item: SCSB will look to see if there is some data that can be reported back to Senate regarding the Governor General’s Gold Medal Adjudication Process & Criteria to ensure it is a fair process.

October 28, 2015 Meeting of Senate

3.0 Business Arising from Previous Minutes of Senate

3.1 Motion SCSB20150826.03 - Governor General's Gold Medal Adjudication Process & Criteria – Data

Dr.Owen reported that the distribution of the award began in 1995-1996. 19 of these awards have been given out; 9 to CSAM students; 7 to CASHS students; and 3 to Interdisciplinary Studies students. Some examples of the students' disciplines are Math, NRES, Biology, Environmental Science, MCSP, Gender Studies, Psychology, Social Work, Education, and English. There appears to be a non-biased distribution of the single Governor General's Award to both colleges.



Motion Number (assigned by SCS): SCSB20150826.03

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the definition of the adjudication process and criteria (including eligibility, selection criteria, and tiebreaker information) for the Governor General's Gold Medal for graduate students be approved.

Effective Date: 2015-2016 Academic Year

Rationale: The attached documents are intended to outline in more detail the adjudication process for the above. There have been multiple questions relating to the adjudication process and what information is considered by the review committee. The attached documents clarify the process, will be included in GGGM calls for applications to all UNBC graduate programs, and will be given to all GGGM review committee members each spring.

Proposed By: Dr. Kevin Smith, Dean of Graduate Programs

External Relations Contact: N/A

Faculty/Academic Department: Office of Graduate Programs

Date: July 14, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion via an electronic meeting/vote.

Motion No.: SCSB20150826.03

Moved by: Erasmus

Seconded by: Owen

Committee Decision: CARRIED

Attachments: 4 Pages

Approved by SCSB: September 4, 2015
Date


Chair's Signature

For information of Senate.

Governor General Gold Medal

Eligibility

1. Every graduate program will normally make one nomination for the Gold Medal
2. The nomination must be made by, and supported by, the Chair of the Graduate Program or Graduate Committee if NRES, MCPMS or IDIS.
3. Graduation GPA should normally be above 4.10.

Note: The GPA calculation will not include: transfer credit; any courses over and above the approved minimum degree requirements or otherwise taken as 'extra' to the degree; any courses that are below the degree level being attained (e.g. undergraduate courses taken during the course of a student's UNBC Master's or Doctoral degree).

Committee

The selection committee will comprise the Deans of Graduate Programs, CASHS, CSAM, and Regional Programs. The committee is chaired by the Dean of Graduate Programs.

Selection Criteria

The nomination of the Graduate Program (or Committee) Chair will include an evaluation of the following criteria:

1. The result of the oral examination for project, thesis, or dissertation, which should normally be 'Clear Pass.'
2. The quality of the project, thesis, or dissertation and the significance of the results.
3. The quantity and quality of publications and/or awards and/or conference presentations accrued during the nominee's time as a registered graduate student at UNBC in the degree program for which s/he is being nominated.

The GGM Review Committee will also consider/request the following information:

1. The decision of the oral examination and a list of the revisions required by the examining committee.
2. An evaluation by the external examiner, if available.
3. An independent review of the significance of the research.
4. The time taken to complete the graduate program.

Note: The weighting of specific criteria may differ according to the nature of the graduate degree (e.g. PhD, professional Master's) in order that every nominee is given the fairest consideration.

Tiebreaker:

In the event of a tie, the deciding vote will be that of:

1. The appropriate Dean of the College if the tied students are from the same College;
2. The Dean of Graduate Programs as Chair of the review committee.

Detailed Award Information

Award Detail Information

Name:	Governor General's Gold Medal
Description:	
Type:	Graduate Awards
Selection Process:	Selection is made by the Graduate Programs Office
Application Method:	No application required
Apply To:	
Award Criteria:	<p>Donor: The Governor General of Canada Value: Gold medal Number: One Eligibility: Awarded in the final year to the graduate student who has the highest overall academic standing in his/her degree program. Selection Criteria: 1. Student's academic record during the degree program. 2. Evaluation of the student's thesis by faculty.</p> <p>In the event of a tie, the committee will consider any additional research that the students may have conducted beyond the thesis and the integrity of the student's program (e.g. number of course withdrawals, incompletes, etc.). Note: Selection of the recipient will be made by a committee chaired by the Dean of Graduate Programs. Established 1996</p>
Accept Applications?:	No
Application Requires Additional Documentation?:	

Detailed Award Information (with changes)

Award Detail Information

Name:	Governor General's Gold Medal
Description:	The Governor General of Canada Gold Medal is awarded in the final year to the graduate student who has the highest overall academic standing in his/her degree program.
Type:	Graduate Awards
Selection Process:	Selection is made by the Graduate Programs Office
Application Method:	No application required
Apply To:	
Award Criteria:	<p>Donor: The Governor General of Canada Value: Gold medal Number: One Eligibility: Awarded in the final year to the graduate student who has the highest overall academic standing in his/her degree program.</p> <ol style="list-style-type: none">1. Every graduate program will normally make one nomination for the Gold Medal2. The nomination must be made by, and supported by, the Chair of the Graduate Program or Graduate Committee if NRES, MCPMS or IDIS3. Graduation GPA should normally be above 4.10. Note: The GPA calculation will not include: transfer credit; any courses over and above the approved minimum degree requirements or otherwise taken as 'extra' to the degree; any courses that are below the degree level being attained (e.g. undergraduate courses taken during the course of a student's UNBC Master's or Doctoral degree). <p>Selection Committee: The selection committee will comprise the Deans of Graduate Programs, CASHS, CSAM, and Regional Programs. The committee is chaired by the Dean of Graduate Programs.</p> <p>Selection Criteria: 1. Student's academic record during the degree program. 2. Evaluation of the student's thesis by faculty. The nomination of the Graduate Program (or Committee) Chair will include an evaluation of the following criteria:</p> <ol style="list-style-type: none">1. The result of the oral examination for project, thesis, or dissertation, which should normally be 'Clear Pass.'2. The quality of the project, thesis, or dissertation and the significance of the results.

3. The quantity and quality of publications and/or awards and/or conference presentations accrued during the nominee's time as a registered graduate student at UNBC in the degree program for which s/he is being nominated.

The GGM Review Committee will also consider/request the following information:

1. The decision of the oral examination and a list of the revisions required by the examining committee.
2. An evaluation by the external examiner, if available.
3. An independent review of the significance of the research.
4. The time taken to complete the graduate program.

Note: The weighting of specific criteria may differ according to the nature of the graduate degree (e.g. PhD, professional Master's) in order that every nominee is given the fairest consideration.

~~In the event of a tie, the committee will consider any additional research that the students may have conducted beyond the thesis and the integrity of the student's program (e.g. number of course withdrawals, incompletes, etc.).~~

Tiebreaker:

In the event of a tie, the deciding vote will be that of:

1. The appropriate Dean of the College if the tied students are from the same College.
2. The Dean of Graduate Programs as Chair of the selection committee.

~~Note: Selection of the recipient will be made by a committee chaired by the Dean of Graduate Programs. Established 1996.~~

Accept Applications?: No
**Application Requires
Additional
Documentation?:**

Summary of Discussion: Academic Distinction Adjudication Process (Motion SCSB20150826.10)

August 26, 2015 Meeting of the Senate Committee on Scholarships & Bursaries (SCSB)

SCSB20150826.10

Academic Distinction Adjudication Process

Erasmus/Owen

That the definition of the adjudication process for Academic Distinction for graduate students be approved.

Effective Date: 2015-2016 Academic Year

CARRIED.

- Dr. Smith reported that there was very little information provided in the UNBC Graduate Calendar about how academic distinction was to be adjudicated. He has provided this motion to enhance and define the adjudication process.
- It was confirmed that academic distinction is annotated on the UNBC official transcript but is not part of the degree parchment.
- Dr. Owen stated that he was pleased to see the holistic description of what academic distinction is that has been provided by the Dean.
- There was an edit to the "Dean of Regional Operations" title changing to "Dean of Regional Programs".

September 23, 2015 Meeting of Senate

Item was included on the agenda for the September 2015 meeting of Senate and presented "For Information".

There were no comments or concerns raised by any members of Senate, so it went through business as usual.



Motion Number (assigned by SCS): SCSB20150826.10

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the definition of the adjudication process for Academic Distinction for graduate students be approved.

Effective Date: 2015-2016 Academic Year

Rationale: To outline in more detail the adjudication process for the above.

Proposed By: Dr. Kevin Smith, Dean of Graduate Programs

External Relations Contact: N/A

Faculty/Academic Department: Office of Graduate Programs

Date: July 14, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion via an electronic meeting/vote.

Motion No.: SCSB20150826.10

Moved by: Erasmus

Seconded by: Owen

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: September 4, 2015
Date



Chair's Signature

For information of Senate.

Academic Distinction

Introduction (UNBC Graduate Calendar Regulation 17)

Each year a very small number of students will be graduated with Distinction. Selection criteria take into account the student's overall academic record and, as appropriate, the quality of the thesis; and are applied by a Dean's Committee on Graduate Honours chaired by the Dean of Graduate Programs. Students do not apply for graduation with distinction.

Eligibility

1. In any one year, all graduate students who have degrees conferred at convocation.
2. Graduation GPA should normally be above 4.10.

Note The GPA calculation will not include: transfer credit; any courses over and above the approved minimum degree requirements or otherwise taken as 'extra' to the degree; any courses that are below the degree level being attained (e.g. undergraduate courses taken during the course of a student's UNBC Master's or Doctoral degree).

Committee

The selection committee will comprise the Deans of Graduate Programs, CASHS, CSAM, and Regional Programs. The committee is chaired by the Dean of Graduate Programs.

Selection Criteria

The nomination from the Graduate Program (or Committee) Chair will include an evaluation of the following criteria:

1. The result of the oral examination for project, thesis, or dissertation, which should normally be 'Clear Pass.'
2. The decision of the oral examination and a list of the revisions required by the examining committee.
3. The time taken to complete the graduate program.

Number of Awards

There are normally around 15 awards of academic distinction each year.

AGENDA ITEM BRIEFING NOTE

Date:	January 27, 2016			
Agenda Item:	7. a. 2016/17 Ministry Mandate Letter			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Denise Nagy, Executive Assist, UNBC Board of Governors			
Reviewed By:	Heather Sanford, University Secretary			

Material: Draft Mandate Letter for Consultation attached.

Issue:

Background:

Dear Board Chairs, Public Post-Secondary Institutions:

Please find attached the draft 2016/17 Mandate Letter for public post-secondary institutions, for review by your board.

An annual Mandate Letter signed by all board members is a deliverable under the Taxpayer Accountability Principles.

The 2016/17 Mandate Letter is based on the template for all public sector organizations and outlines Government strategic priorities for the public post-secondary system. Of key importance is consultation with institutions on the priorities outlined in the Mandate Letter. The priorities are long-term commitments and build upon those in the previous Letters.

I invite you to provide input on the draft Letter, particularly the strategic priorities. Please direct your comments to Ms. Sandra Carroll, Deputy Minister at AVED.DeputyMinister@gov.bc.ca, **by February 5, 2016**.

The final Letter will be informed by your feedback. I anticipate sharing a copy with you before the end of the fiscal year. In order for all board members to sign the Letter soon after, I would ask that this request be considered as you schedule board meetings for the upcoming year.

Thank you for your consideration. I look forward to receiving your comments on the draft Mandate Letter.

Sincerely,

Andrew Wilkinson
Minister of Advanced Education

Motion:

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:

2016/17 Draft Mandate Letter for Consultation

Full Name and Address

Our Ref. 101302

Dear [Name of Board Chair of Institution]:

On behalf of the province of British Columbia, I would like to thank you for your leadership and the contributions made by [Institution] over the past year. We recognize the efforts made in supporting the strategic actions identified in the 2015/16 Mandate Letter, which continue to be priorities this year.

In 2014, Government established a common set of principles for British Columbia public sector organizations. The intent of the Taxpayer Accountability Principles is to strengthen accountability and promote cost control. These principles instill a common frame of reference to inform decisions and ensure that the actions taken and services provided meet public policy objectives established by Government on behalf of the citizens of British Columbia. All public sector organizations are expected to understand the responsibility they have to the citizens of British Columbia and how it is complimentary to the fiduciary duty to their organizations.

This Mandate Letter confirms your mandate, provides the annual strategic direction from Government and sets out key performance expectations for the 2016/17 fiscal year for your institution.

Respect for the taxpayer through affordable public policies is a core Government value. It is critical that public post-secondary institutions operate as efficiently as possible, to ensure British Columbians are provided with the highest-quality programs and services. This requires constant focus on maintaining a cost-conscious and principled culture through the efficient and effective delivery of programs and services that stand the test of public scrutiny and help develop a prosperous economy in an environmentally sustainable manner. The foundation of this work is the commitment by Government to controlling spending and balancing the budget.

Government is responsible for funding, setting the legislative, regulatory and public policy frameworks in which public post-secondary institutions operate along with establishing the Institution's mandate. This includes the following statutory provisions.

[Relevant legislative references to be added in final letter to each institution]

Within the terms of the legislation, [Institution] will, in fulfilling its mandate, consider strategic priorities of Government when allocating institutional resources.

To achieve this mandate, the [Institution] is directed to take the following strategic actions:

- Develop and implement an updated Skills Gap Plan, in alignment with priorities of the BC Skills for Jobs Blueprint;

- Work in partnership with the Government and Aboriginal communities, organizations and institutes to implement the Aboriginal Post-Secondary Education and Training Policy Framework and Action Plan to increase the participation and success of Aboriginal learners;
- Continue to deliver on the goals of the International Education Strategy including pursuing opportunities to advance the two-way flow of students (Nicola Valley Institute of Technology is exempt from the requirement to increase international students);
- Collaborate with the Ministry on the development of a single, unified application system for all public post-secondary institutions in the province;
- Meet or exceed the financial targets identified in the Ministry's three-year Service Plan as tabled under Budget 2016, including maintaining balanced or surplus financial results; and
- Continue to maximize the efficient use of public post-secondary administrative resources through the Administrative Service Delivery Transformation initiative.

To achieve this, several actions as detailed in the 2014 Taxpayer Accountability Principles transition letter, are to continue to be implemented and refined, such as, on-going orientation, the joint strategic engagement plan, and the evaluation plan. For information on the Principles, please see <http://gov.bc.ca/crownaccountabilities>.

Government is committed to continuing to revitalize the relationship between Government and public post-secondary institutions. This strong focus on increased two-way communication supports and ensures a common understanding of Government's expectations and institutional priorities. Timely communication of any issues that may affect [Institution] and/or the interests of Government is critical to building trust and the effective delivery of public services, including information on any risks to achieving financial forecasts and performance targets.

As public post-secondary institutions that receive funding from the Government, institutions are expected to conduct their affairs in a manner consistent with the legislative, regulatory and policy framework established by Government and share in upholding the Taxpayer Accountability Principles. This includes:

1. Adhering to the policy, guidelines and directions of the Public Sector Employers' Council regarding executive compensation and the management freeze that remains in place for the present time, recognizing the fiscal reality facing the provincial public sector.
2. Negotiating settlements with unionized employee groups consistent with the Economic Stability Mandate for all collective agreements that expire on or after December 31, 2013.
3. Ensuring that institutional operational and financial activities, including procurement and travel, are conducted consistent with Government standards for cost-consciousness and the most cost-effective use of taxpayer resources.
4. Conducting board matters in accordance with the best practice guideline.

[For Colleges and Institutes only]

5. Ensure board remuneration rates comply with Order in Council 180/95 and that remuneration is publicly disclosed annually on the institution's or associated ministry's website as required by the Treasury Board Directives.

The Core Policy and Procedures Manual of Government can be found on the Ministry of Finance website at <http://www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/CPMtoc.htm> and other supporting documents found on the Public Sector Employers' Council Secretariat website at <http://www.fin.gov.bc.ca/psec/>.

The Government has also provided the Institution with *Reporting Requirements* which sets out statistical, financial and performance reporting requirements and which can be found on the Ministry's website. The Institution agrees to meet these *Reporting Requirements*, and provide the Government with reports and high quality data required by Government to carry out its responsibilities.

As our economy grows, there will be thousands of job openings in various occupations. More than 78 percent of these openings will require post-secondary education. These jobs range from professions to skilled trades to management. To ensure that British Columbians have the training and skills needed to take advantage of these opportunities, our Government launched the BC Skills for Jobs Blueprint in April 2014. Thousands of students who are taking courses this fall – from critical trades to health care to business administration – are doing so as a result of targeted funding for high-priority occupations.

Government is committed to providing support to help students succeed, while at the same time making sure that funding is focused on front-line education. British Columbia has taken great strides in making post-secondary education affordable and accessible for students of all backgrounds. Our Government works with employers, institutions and students to provide research, education and training to position our diverse workforce for continued success on a competitive global stage.

Together we need to continue to look for more opportunities to position our public post-secondary system for ongoing success.

Each board member is required to acknowledge the direction provided in the Mandate Letter by signing this letter. The Mandate Letter is to be posted publicly on your institution's website and a copy signed by all board members provided to the Ministry and made available upon request.

I look forward to our regular meetings focusing on strategic priorities, performance against the Taxpayer Accountability Principles, key results and working together to protect the public interest at all times.

Sincerely,

Andrew Wilkinson
Minister

Attachment: Taxpayer Accountability Principles

pc: Distribution List Follows

pc: Honourable Christy Clark
Premier

Mr. John Dyble
Deputy Minister to the Premier and Cabinet Secretary

Ms. Kim Henderson
Deputy Minister and Secretary to Treasury Board
Ministry of Finance

Ms. Sandra Carroll
Deputy Minister
Ministry of Advanced Education

Ms. Cheryl Wenezenki-Yolland
Associate Deputy Minister
Ministry of Finance

Signature page will be added in final letter

B.C. Taxpayer Accountability Principles

Further information available at: <http://gov.bc.ca/crownaccountabilities>

- 1 Cost Consciousness (Efficiency)**

Strengthen cost management capabilities and foster a culture of cost-consciousness at all levels of public sector organizations. Provide public services and programs as efficiently and effectively as possible to “bend the cost curve” and support sustainable public policies and programs as a lasting legacy for generations to come.
- 2 Accountability**

Transparently manage responsibilities according to a set of common public sector principles in the best interest of the citizens of the province. By enhancing organizational efficiency and effectiveness in the planning, reporting and decision making, public sector organizations will ensure actions are aligned with government’s strategic mandate.
- 3 Appropriate Compensation**

Comply with a rigorous, standardized approach to performance management and employee compensation, which reflects appropriate compensation for work across the public sector that is consistent with government’s taxpayer accountability principles and respectful of the taxpayer.
- 4 Service**

Maintain a clear focus on positive outcomes for citizens of British Columbia by delivering cost-efficient, effective, value-for-money public services and programs.
- 5 Respect**

Engage in equitable, compassionate, respectful and effective communications that ensure all parties are properly informed or consulted on actions, decisions and public communications in a timely manner. Proactively collaborate in a spirit of partnership that respects the use of taxpayers’ monies.
- 6 Integrity**

Make decisions and take actions that are transparent, ethical and free from conflict of interest. Require the establishment of a strong ethical code of conduct for all employees and executives. Serve the citizens of British Columbia by respecting the shared public trust and acting in accordance with the taxpayer accountability principles.



BRITISH
COLUMBIA

May 14, 2015

Our Ref: 99816

Mr. John Turner
Chair, Board of Governors
University of Northern British Columbia
3333 University Way
Prince George BC V2N 4Z9

Dear Mr. Turner:

Re: 2015/16 Mandate Letter for Public Post-Secondary Institutions

British Columbians have come to expect high-quality programs from our public post-secondary institutions. The province is well served by our public post-secondary institutions. In signing this 2015/16 Mandate Letter, members of the University of Northern British Columbia Board of Governors individually and collectively acknowledge their statutory obligations to act in the best interests of the institution and affirm their commitment to take into account the Taxpayer Accountability Principles in exercising this duty.

A core value of Government is respect for the taxpayer through affordable public policies. It is critical that public post-secondary institutions operate as efficiently as possible, to ensure British Columbians are provided with the highest-quality programs and services. This requires constant focus on maintaining a cost-conscious and principled culture through the efficient and effective delivery of programs and services that stand the test of public scrutiny and help develop a prosperous economy and society in an environmentally sustainable manner. The foundation of this work is the commitment by Government to control spending and balance the budget.

Government is responsible for funding, setting the legislative, regulatory and public policy frameworks in which public post-secondary institutions operate along with establishing the Institution's mandate. This includes the following statutory provisions:

Section 47 (2) of the *University Act*:

A university must, so far as and to the full extent that its resources from time to time permit, do all of the following:

- establish and maintain colleges, schools, institutes, faculties, departments, chairs and courses of instruction;

Page 1 of 6

- provide instruction in all branches of knowledge;
- establish facilities for the pursuit of original research in all branches of knowledge;
- establish fellowships, scholarships, exhibitions, bursaries, prizes, rewards and pecuniary and other aids to facilitate or encourage proficiency in the subjects taught in the university and original research in all branches of knowledge;
- provide a program of continuing education in all academic and cultural fields throughout British Columbia; and,
- generally, promote and carry on the work of a university in all its branches, through the cooperative effort of the board, senate and other constituent parts of the university.

Within the terms of the legislation, University of Northern British Columbia will, in fulfilling its mandate, consider strategic priorities of Government when allocating institutional resources. Specific strategic priority actions of Government for 2015/16 are:

- Implement B.C.'s Skills for Jobs Blueprint which sets out the fundamental changes and shifts B.C. must undertake to support students to move through each stage of their education, and transition into the workforce with the skills necessary to realize the career opportunities most in demand in our province.
- Assist in advancing key strategies of Government contained within the Aboriginal Post-Secondary Education and Training Policy Framework and Action Plan, and the International Education Strategy.
- Meet or exceed the financial targets identified in the Ministry's three-year Service Plan as tabled under Budget 2015, including maintaining balanced or surplus financial results unless Government approval is provided.
- Continue to support the Administrative Service Delivery Transformation initiative, focused on achieving administrative efficiencies, sharing best practices, and enhancing the quality of services across the public post-secondary sector.

Government is committed to further strengthening accountability, improving the management of public funds and continuing the collaborative relationship between Government and public post-secondary institutions. This strong focus on improved two-way communication is to support and ensure a complete understanding of Government directions and institutional priorities. As such, it is important that each of us advise the other in a timely manner of any issues that may materially affect the operations of University of Northern British Columbia and/or the interests of Government, including information on any risks to achieving financial forecasts and performance targets.

As part of the commitment to fiscal responsibility and to ensure the best possible use of taxpayer resources, public post-secondary institutions affirm their commitment to take into account the Taxpayer Accountability Principles (attached). These principles are: cost consciousness (efficiency), accountability, appropriate compensation, service, respect and integrity. Through the implementation of Taxpayer Accountability Principles, public sector organizations demonstrate a commitment to a cost-conscious public sector that strengthens cost management capabilities and fosters a principled culture of efficiency and accountability at all levels. This includes implementing the Code of Conduct of your institution, which contains conflict of interest provisions and post-employment restrictions.

As public post-secondary institutions that receive funding from the Government, institutions are expected to conduct their affairs in a manner consistent with the legislative, regulatory and policy framework established by Government and share in upholding the Taxpayer Accountability Principles. This includes:

- Adhering to the policy, guidelines and directions of the Public Sector Employers' Council regarding executive compensation and the management freeze that remains in place for the present time, recognizing the fiscal reality facing the provincial public sector.
- Negotiating settlements with unionized employee groups consistent with the Economic Stability Mandate for all collective agreements that expire on or after December 31, 2013.
- Ensuring that institutional operational and financial activities, including procurement and travel, are conducted consistent with Government standards for cost-consciousness and the most cost-effective use of taxpayer resources.
- Conducting board matters in accordance with the best practice guideline.

The Core Policy and Procedures Manual of Government can be found on the Ministry of Finance website at <http://www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/CPMtoc.htm> and other supporting documents found on the Public Sector Employers' Council Secretariat website at <http://www.fin.gov.bc.ca/psec/>.

Government and the public post-secondary institutions share a commitment to ensuring that British Columbians have access to the high quality post-secondary education and training programs they need to fully participate in the provincial economy and society. This includes being responsive to student and labour market demands and to addressing the overall socio-economic and regional employment needs of the province.

Government is committed to supporting the success of students and post-secondary institutions, while at the same time making sure that funding is focused on the legislated mandate of the institution. Post-secondary education needs to be affordable for students and parents as well as taxpayers.

Making changes to align education, training and resources with the economic and social needs of the province will guarantee success for our province and students. Only by working together will we find additional efficiencies, further reduce duplication and position ourselves for even greater success.

Sincerely,



Andrew Wilkinson
Minister

Attachment

pc: Honourable Christy Clark
Premier

Mr. John Dyble
Deputy Minister to the Premier and Cabinet Secretary

Mr. Peter Milburn
Deputy Minister and Secretary to Treasury Board
Ministry of Finance

Ms. Sandra Carroll
Deputy Minister
Ministry of Advanced Education

Ms. Cheryl Wenezenki-Yolland
Associate Deputy Minister
Ministry of Finance

As members of the University of Northern British Columbia Board of Governors, we individually and collectively acknowledge our statutory obligations to act in the best interests of the University of Northern British Columbia and affirm as Governors to take into account the Taxpayer Accountability Principles in exercising our duty.

Eric Depenau
Elected Student Member

Shannon MacKay
Elected Student Member

Kathy Lewis
Elected Faculty Member

Jonathan Swainger
Elected Faculty Member

Carolee Clyne
Elected Non-Faculty
Member

Andy Clough
Appointed Government
Member

Judy Mason
Appointed Government
Member

Harry Nyce, Sr
Appointed Government
Member

Katherine LaForge
Appointed Government
Member

Simon Yu
Appointed Government
Member

Julie Ziebart
Appointed Government
Member

John MacDonald
Chancellor

Daniel Weeks
President and Vice-
Chancellor

Ryan Matheson
Chair, Board of Governors
Appointed Government
Member (Alumni)

Date Signed

Taxpayer Accountability Principles

Further information available at: <http://gov.bc.ca/crownaccountabilities>

1 Cost Consciousness (Efficiency)	Strengthen cost management capabilities and foster a culture of cost-consciousness at all levels of public sector organizations. Provide public services and programs as efficiently and effectively as possible to “bend the cost curve” and support sustainable public policies and programs as a lasting legacy for generations to come.
2 Accountability	Transparently manage responsibilities according to a set of common public sector principles in the best interest of the citizens of the province. By enhancing organizational efficiency and effectiveness in the planning, reporting and decision making, public sector organizations will ensure actions are aligned with government’s strategic mandate.
3 Appropriate Compensation	Comply with a rigorous, standardized approach to performance management and employee compensation, which reflects appropriate compensation for work across the public sector that is consistent with government’s taxpayer accountability principles and respectful of the taxpayer.
4 Service	Maintain a clear focus on positive outcomes for citizens of British Columbia by delivering cost-efficient, effective, value-for-money public services and programs.
5 Respect	Engage in equitable, compassionate, respectful and effective communications that ensure all parties are properly informed or consulted on actions, decisions and public communications in a timely manner. Proactively collaborate in a spirit of partnership that respects the use of taxpayers’ monies.
6 Integrity	Make decisions and take actions that are transparent, ethical and free from conflict of interest. Require the establishment of a strong ethical code of conduct for all employees and executives. Serve the citizens of British Columbia by respecting the shared public trust and acting in accordance with the taxpayer accountability principles.



BRIEFING NOTE

Date:	January 18, 2016	
Agenda Item / Prepared For:	External Relations – Public Session	
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion
	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Decision/Approval
Prepared by:	K Scouten/M Wood	
Reviewed by:	D Weeks	

1. Fundraising:

Distribution of Donations	April 2014 – December 2014		April 2015 – December 2015	
	Total Giving	Donor Count	Total Giving	Donor Count
Student Awards	\$312,691	235	\$930,785	349
General	\$265,082	172	\$94,505	161
Athletics	\$108,323	141	\$132,229	136
Northern Medical Program Trust	\$234,201	583	\$106,513	440
First Nations	\$11,160	6	\$25,560	4
Library	\$29,110	25	\$81,101	23
Green Initiatives	\$401,821	10	\$2,832	7
General Research	\$85,117	9	\$80,475	11
Area of Greatest Need	\$36,997	116	\$56,221	139
Gift in Kind	\$58,379	59	\$175,095	56
Office of Research	\$28,661	1	\$255,347	2
Total	\$1,571,542	1357	\$1,940,663	1328

Giving by Constituency	April 2014 – December 2014		April 2015 – December 2015	
	Total Giving	Donor Count	Total Giving	Donor Count
Association / Organization	\$63,636	29	\$642,664	23
Business / Corporation	\$909,210	188	\$280,204	150
Foundations	\$242,653	10	\$510,704	13
Government	\$6,257	4	\$17,089	7
Individuals (non-UNBC)	\$249,737	717	\$393,064	692
UNBC Individuals	\$60,020	128	\$67,089	173
Alumni	\$40,029	162	\$29,849	165
Total	\$1,571,542	1238	\$1,940,663	1223

- a. Donor and prospect meetings, campaign planning
- b. Thank a Donor Day in Canfor Wintergarden, generate awareness and engagement in culture of philanthropy within UNBC community
- c. Fundraising initiatives of special note: Jared Parker Memorial Scholarship fund, Reuben Horwitz Award

2. Communication with Stakeholders (and Alumni Relations):

- a. "Higher Education, Stronger Economy" UNBC hosted lunch with PG Chamber of Commerce, President Weeks and Greg D'Avignon January 19th
- b. Aboriginal Alumni Speaker Series launches, highlighting aboriginal graduates and providing mentorship to students and generating awareness of UNBC's impact on aboriginal education : 6.5% of UNBC Alumni

3. Government and Political Relations:

- a. Verbal

AGENDA ITEM BRIEFING NOTE

Date:	January 18, 2016		
Agenda Item:	9. a. Office of Research Report		
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session	
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input type="checkbox"/> Approval
Prepared By:	Dr. Geoff Payne		
Reviewed By:			

Material: Attached

Issue:

Background:

Motion:

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:

Overview:

Expanding on activities since the last board report in November there has been a number of successful research highlights outlined below. Additionally, the remainder of my report will outline more details expanding on the future directions of the Vice President Research Portfolio and the Office of Research.

Research Highlights:

- The internal *Rapid Access Research* funding opportunity from the Office of Research saw over 25 applications from faculty members of both colleges apply in the areas focused on NSERC and SSHRC research activities. Following review, the committee recommended 20 applications be awarded with a total funding of \$115,105. The objective of this funding opportunity is to facilitate faculty members acquiring data that will be used to support a larger external grant application.
- We have submitted an application for a Michael Smith Foundation for Health Research Scholar award in the area of Rehabilitation Sciences. If successful, this award will provide research operating support for up to seven years. UNBC currently has one MSFHR Scholar, Dr. Sarah de Leeuw.
- The Tri-institute (CDI, HRI and NRESi) Cumulative Impacts Research Consortium (CIRC) was recently awarded a grant from the SSHRC as part of the Knowledge Synthesis Competition entitled “A scoping review on the community impacts of unconventional natural gas development in northern British Columbia” lead by Dr. Greg Halseth.
- The Office of Research has engaged in a partnership with the Prince George Innovation Central Society to help support the HUBSPACE initiative aimed at supported innovation activities.
- The Office of Research staff recently hosted the CARA West conference aimed at University Research Administrators which had University representatives from all of the western research Universities. This conference was extremely successful.
- The Office of Research held its retreat in December to develop a plan of activities for 2016. This is outlined in more detail in the next section.

Office of Research 2016:

Office of Research

The Office of Research is comprised of nine staff members that include four Project Officers (two of which are half-time), Partnership & Innovation Officer, Ethics Officer, Animal Care and Use Administrative support, Administrative Assistant and Executive Assistant. This team is lead by the Vice President of Research.

Action:

- ✓ Create expertise and linkages to the UNBC Development Office and Vice President Advancement team to enhance and align philanthropic donor's contributions to research opportunities.
- ✓ Create a strong industry partnership program with linkages to innovation and commercialization.
- ✓ Develop a strategic communication plan that will enable the identity, recognition and dissemination of research and research successes at the University in collaboration with the Vice President Advancement team.
- ✓ Develop a faculty mentorship program to support junior faculty in and across the tri-council disciplines (CIHR, NSERC and SSHRC).
- ✓ Evaluate and enhance existing processes and procedures and develop new ones that support the research mandate.

Internal Funding Programs

Historically the three major internal funding programs lead by the Vice President of Research are the seed grant, travel grant and publication grant. All of these funding programs have been in place for over 15 years without changes and need to be evaluated to ensure we are enhancing the research vision of the University. The other internal funding program has been the utilization and leverage of overhead funding to provide support for faculty grant submissions or one-time infrastructure opportunities.

Action:

- ✓ Evaluate and re-align the internal funding programs to better serve the research mandate and mission to better position UNBC for the future.
- ✓ Increase funding amount to seed grants and stipulate that submission to external funding agency within 12 months of a successful seed grant is required in the focused area of the awarded grant as part of the new Research Pathway Program (RPP).

- ✓ Develop collaboration with the Dean of Graduate Programs to align the “graduate student research program award” program with Office of Research “seed grant” program to jointly fund a student and faculty member simultaneously.
- ✓ Develop a strategic Research Overhead program to increase overhead funding and utilization of overhead resources:
 - Increase University overhead rate to an appropriate level in order to meet the increase cost of “doing research” at UNBC.
 - All grants and contracts that are submitted will have overhead applied regardless of funding source that is policy based in determining the rate.

External Grant Funding

External funding is vital to the success of the University. In recent years there has been significant changes within the Tri-Council agencies including how grants are reviewed and new funding parameters/programs. There has also been a shift towards external granting opportunities requiring additional matching or contributing funds. Finally, there continues to remain an issue for the sharing of resources (overhead, funding dollars and post award identification) that needs to be addressed for multi-institutional grants.

Action

- ✓ Continue to liaise with national funding agencies on the importance of small Universities the need for new ways to approach funding and all funding parameters outlined above and work with comparable small research intensive Universities on a Small University Research Platform.

Research Chairs and Institutes Review

The Research Chairs and Institutes are meant to be the leadership core and fostering and enhancing the research direction of the University. Their activities must align with the Strategic Research Plan.

Action:

- ✓ In order to achieve this there will be an annual review of all Research Chairs and three year review of Research Institutes. We would expect our chairs to be leaders in grant success, publications and mentorship of junior faculty and these research chairs will be core research individuals within the Research Institutes.

New areas of focus

It is vital for the success of the research mission that we continue to be proactive and adaptable to meet the changing landscape of the research environment from the provincial, national and international perspective.

Areas to include:

- ✓ International Research: Will include a two pronged approach; 1) evaluate existing educational relationships with other Universities to see if there are research opportunities that align between the Universities 2) Proactively engage research Universities whose research interests align with UNBC.
- ✓ Alignment of the Northern Sports Centre to increase academic and research presence and utilize the Centre to leverage research opportunities (e.g. Wellness in Northern BC).
- ✓ Clinical Research Platform which local (Northern Health) and Provincial (Pacific Health Innovation Exchange, BC Clinical Research Infrastructure Network and Academic Health Sciences Network) partnerships.
- ✓ BC Interior University Partnership (Thompson Rivers University, UBC Okanogan) on Research Exchange.
- ✓ Innovation/Entrepreneur Hub.

Strategic Research Plan

The UNBC Strategic Research Plan was last updated in 2010 and recommended to continue until 2017.

Action:

- ✓ The UNBC Strategic Research Plan will be updated immediately to meet/reflect the ongoing direction of existing areas of research, add new areas of focus and align with the development and implementation of the Academic Plan.

Summary

It is key that the above overarching plan align with the revised UNBC Strategic Research Plan under the portfolio of the Vice President Research in order to support the above identified research activities at UNBC. This has to be achieved in a coordinated and strategic approach from both an internal and external perspective to ensure the long-term research success at UNBC. This approach will maximize opportunities and alleviate the decrease in funding that has been observed for a number of years. This will also provide the necessary ability to leverage current and new opportunities leading to a world leading successful and sustainable research program at UNBC.

AGENDA ITEM BRIEFING NOTE

Date:	January 29, 2016			
Agenda Item:	10. President's Report			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Daniel Weeks, President			
Reviewed By:				

Material: Verbal Report.

Issue:

Background:

Motion:

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	January 29, 2016		
Agenda Item:	11. Chancellor's Report		
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session	
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input type="checkbox"/> Approval
Prepared By:	Dr. John MacDonald, UNBC Chancellor		
Reviewed By:			

Material: Verbal Report.

Issue:

Background:

Motion:

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	January 29, 2016			
Agenda Item:	12. a. Directors & Officers Liability Coverage			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Denise Nagy, Executive Assistant, UNBC Board of Governors			
Reviewed By:	Heather Sanford, University Secretary and the President's Executive Council			

**Material: Directors and Officers Liability – Duties Owed by Directors & Officers
Directors & Officers Liability and Corporate Reimbursement Agreement**

Issue:

Background:

Motion:

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:



DIRECTORS AND OFFICERS LIABILITY

DUTIES OWED BY DIRECTORS AND OFFICERS

When individuals are duly elected or appointed as a director or officer of a University, College or Institute (a Director or Officer), they owe very specific duties to the organization they oversee. A breach of these duties can lead to action against the individual Director or Officer, or the organization itself. This means that Directors and Officers must act with due diligence and good faith with the best interests of the organization in mind. The duties fall into four categories:

1) Duty of Care

Directors must exercise the same degree of care that other reasonable, prudent individuals would exercise in the same circumstances. In other words, they must conduct themselves in the same way that Directors and Officers of similar organizations would do. They must act honestly and in good faith with the best interests of the organization in mind. Numerous provincial and federal legislation set out the various obligations with respect to the duty of care that is owed by Directors and Officers to the organization they oversee.

Example: Directors and Officers need to be knowledgeable about the organization they oversee. They should not make decisions that come before them without knowing enough about the subject matter to properly assess the impact of the decision on the organization. They should attend meetings, read reports, ask questions when clarity is needed, etc.

2) Duty of Loyalty

Directors and Officers should not profit as a result of being on the board of an organization. They cannot use the information they learn in this role for their own benefit. Directors and Officers should not be in a conflict position with respect to relationships of the organization and other entities. They must put the interests of the organization before their own.

Example: A Director or Officer should not be involved in an outside business that could influence their duties to the organization (e.g. own a business which provides services under contract to the organization, etc.). When a matter comes before the board of directors for a decision, which may impact on a personal matter of a Director, that Director must recuse him or herself from voting on the matter.

3) Duty of Disclosure / Confidentiality

Directors and Officers must disclose material information to those who need to know it. They must also keep information confidential and not disclose information to those who *do not* need to know.

Example: Directors and Officers need to ensure that executive Officers have the information needed to effectively carry out their roles. They also need to ensure appropriate policies are in place with respect to protecting personal information about individuals (e.g. student information, staff employment records, etc.). Should a matter come before the Board of Directors and a Director has a personal involvement in the matter, that Director should disclose to the Board his or her involvement in the subject matter.

4) Duty to Comply with Statute

Directors and Officers must comply with relevant legislation in the management of the organization. It is incumbent upon them to inform themselves of applicable legislation and understand it. Lack of knowledge of the legislation is not a defence for noncompliance.

Example: Directors and Officers should ensure that they and the organization they oversee comply with applicable legislation and regulations such as the *University Act, College and Institute Act, School Act, Independent School Act, Freedom of Information and Protection of Privacy Act*, etc.

PROTECTION FOR DIRECTORS AND OFFICERS

Certain protection is available to individuals when serving as Directors and Officers of an organization:

1) Statutory

Legislation sets out protection for individuals serving as Directors and Officers of organizations.

Example: The *University Act* provides that:

69 (1) *An action or proceeding must not be brought against a member of a board, senate or faculties, or against an officer or employee of a university, in respect or an act or omission of a member of a board, senate or faculties, or officer or employee of the university done or omitted in good faith in the course of the execution of the person's duties on behalf of the university.*

(2) *In an action against the university, if it appears that the university acted under the authority of this Act or any other Act, the court must dismiss the action against the university.*

The *College and Institute Act* has a similar provision:

Limitation of liability

64 *A member of a board or a person acting under this Act is not personally liable for a loss or damage suffered by a person because of anything done or omitted to be done in good faith in the exercise of a power given by this Act.*

2) Indemnification

The bylaws of many organizations set out indemnification provisions for individuals who serve as its Directors and Officers, in accordance with applicable legislation.

3) Insurance

Subject to the terms and conditions of the policy wording, Directors' and Officers' Liability Insurance will respond to pay claims from the organization if it indemnifies a Director or Officer. This is called corporate reimbursement coverage. It will also respond to pay claims to the Director or Officer if the organization cannot indemnify them and the loss is not otherwise excluded. UCIPP provides coverage to Universities, Colleges and Institutes subject to the terms and conditions of the Directors' and Officers' Liability Agreement.

CONDITIONS FOR PROTECTION

In order for each of the three types of protection mentioned above to respond, Directors and Officers must satisfy certain conditions. These include:

1) Good Faith

The Director or Officer must have acted honestly and in good faith with the best interests of the organization in mind.

Not disclosing a conflict of interest may be a breach of good faith.

2) Lawful Conduct

The Director or Officer must have not knowingly conducted him/herself in an unlawful manner. A Director or Officer must act within the law. A Director or Officer who breaches the law knowingly or with willful blindness is acting in bad faith. This means that she/he must use due diligence with respect to legislative requirements applicable to the organization. Ignorance of the law is not a defence. With respect to criminal activities of others, protection may still be available if the individual used due diligence, but was unwittingly drawn into the criminal activities of others.

Example: if a Director is falsifying financial statements to hide evidence that funds are being siphoned for personal gain, other Directors could still have protection if they can demonstrate they could not reasonably have known about the criminal activity. "Reasonably known" is important and means that due diligence is still expected.

RISK MANAGEMENT FOR DIRECTORS AND OFFICERS

Directors and Officers of an organization can take certain steps to mitigate the possibility of breaching the duties owed. These include:

1) Be aware of the responsibilities involved in accepting a position as Director or Officer of an organization.

- Understand the statutory and common law obligations
- Understand the specific role they play within the organization
- Understand the charter, bylaws, activities and any operational rules of the organization
- Understand finances of the organization
- Ensure formal reporting structures are in place so that information is properly communicated from and to the Directors and Officers – everyone in the organization should have the information they need to properly perform their duties

2) Ensure there is no conflict between their duties to the organization and outside self-interests.

- Avoid employment or business opportunities that could be perceived as influencing their role as a Director or Officer of the organization
- Do not accept gifts, favours or services that could be perceived as influencing their role as a Director or Officer of the organization
- If a conflict of interest arises, declare it and manage the conflict appropriately
- When in doubt about whether to disclose a conflict, err on the side of caution and disclose or seek legal advice on the duty to disclose.

- 3) **Handle confidential and sensitive information with care and ensure the organization appropriately handles confidential information in accordance with applicable legislation, policies or guidelines.**
 - **Understand confidentiality obligations and seek consultation with legal counsel or privacy specialists if necessary**
 - **Follow guidelines or policies set out by the organization around protection of personal information or public statements**
 - **Store confidential information appropriately, taking reasonable steps to ensure policies and procedures are in place that secure confidential information from those who should not have access (e.g. encryption, password protection, firewalls, etc.)**

- 4) **Ensure the organization has policies in place that formalize compliance with applicable legislation, regulations including:**
 - **Confidentiality and privacy policies**
 - **Ensure formal reporting systems are in place to appropriately manage compliance discrepancies**



University, College & Institute Protection Program Coverage Summary Document

DIRECTORS' & OFFICERS' LIABILITY AND CORPORATE REIMBURSEMENT AGREEMENT

Effective July 1, 2009 at 12:01 am Pacific Standard Time

Note: Summaries are for reference purposes only. In the event of a loss or inquiry, policy wordings including terms, conditions and definitions will apply.

Covered Parties	<ol style="list-style-type: none"> 1. A Governor, Director, Officer or Employee of a designated College, Institute or University; 2. All Colleges, Institutes and Capilano University, Emily Carr University of Art and Design, Kwantlen Polytechnic University, Royal Roads University, Thompson Rivers University, University of the Fraser Valley, University of Northern British Columbia, and Vancouver Island University; and/or any entity specified and approved by the Executive Director, Risk Management Branch at the request of the Ministry of Advanced Education; collectively referred to as Covered Entities (CEs).
Coverage Agreements	<ol style="list-style-type: none"> 1. With respect to a Governor, Director, Officer or Employee, all Loss arising out of Claim for a Wrongful Act arising solely out of their duties; 2. With respect to a CE, all Loss: <ol style="list-style-type: none"> a) the CE is obligated to pay because of a Claim for a Wrongful Act against a Governor, Director, Officer or Employee for which the Governor, Director, Officer or Employee is statutorily immune; or b) the CE is required to pay to a Governor, Director, Officer or Employee as indemnification as permitted by law.

<p>Coverage Agreements (cont.)</p>	<p>Defence, Settlement, Supplementary Payments Provides defence, assessed costs and the reimbursement of reasonable expenses incurred at the direction of UCIPP for occurrences which are covered under the agreement. UCIPP has the right to select defence counsel, but will consult with the named Governor, Director, Officer or Employee involved regarding selection. This coverage is in addition to the general limit of liability.</p>
<p>Exclusions</p>	<p>The following is not an exhaustive list and represents highlights only. In the event of any discrepancy, coverage wordings shall apply.</p> <ul style="list-style-type: none"> • Any act, error or omission resulting from a Governor, Director, Officer or Employee failing to act honestly and in good faith and with a view to the best interests of the CE; • Any act, error or omission outside the course of the Governor, Director's, Officer's or Employee's duties with the CE; • Any Loss arising out of a dishonest, fraudulent, criminal or illegal act or omission of a Governor, Director, Officer or Employee. However, for the purposes of this exclusion, knowledge possessed by any one Governor, Director, Officer or Employee shall not be imputed to any other.
<p>Definitions</p>	<p>The coverage agreement contains many defined terms. Of particular note are the following:</p> <p>Governor, Director or Officer – includes any person who was, now is or shall become a duly elected or appointed Governor, Director or Officer of a CE, while acting within the scope of his / her duties as a Governor, Director or Officer.</p> <p>Wrongful Act – means any actual or alleged act, error, omission, misstatement, misleading statement, neglect or breach of duty committed by a Governor, Director, Officer or Employee acting in good faith solely in the discharge of his/her duties as a Governor, Director, Officer or Employee of a CE.</p>

<p>General Conditions</p>	<p>Subrogation: To the extent a payment is made under this agreement, UCIPP is subrogated to the CE's right of recovery against others.</p> <p>Notice of Accident or Occurrence: Upon learning of a situation which could give rise to a claim, prompt notice with fullest available information must be provided. Full particulars of any writ of summons, demand or suit, letter, document or advice received from or on behalf of any claimant must be provided immediately. Full cooperation by the CE and any covered Governor, Director, Officer or Employee is required.</p> <p>Insurance: Coverage under this agreement is in excess of any existing insurance.</p> <p>Recovery from the CE: In the event UCIPP indemnifies any Governor, Director or Officer for severance pay in a wrongful dismissal action; covered costs arising out of a breach of contract by the CE; or for any covered costs arising out of non-compliance with a tax or other statute by the CE, the CE shall reimburse UCIPP for said costs and any related defence costs within 30 days.</p>
----------------------------------	--

