

BOARD OF GOVERNORS - PUBLIC SESSION MINUTES

Saturday, September 12, 2015

8:50am – 10:15am

Main Floor Boardroom, Fort St. John Regional Hospital
8407 112 Avenue, Fort St. John, BC

Participants:

Andy Clough (Regrets), Carolee Clyne, Eric Depenau, Katherine LaForge, Kathy Lewis, John MacDonald, Shannon MacKay (Regrets), Judy Mason, Ryan Matheson, Harry Nyce Sr.(Regrets), Jonathan Swainger, Dan Weeks, Simon Yu, Julie Ziebart

UNBC Representatives (Non-Voting):

Ranjana Bird (Vice-President Research) (Regrets), Barb Daigle (Interim Vice-President Administration and Finance), William Krane (Vice-President Academic and Provost) (Regrets), Colleen Smith (Director of Finance & Budgets) *Via Teleconference*, Katherine Scouten (Development Manager), Denise Nagy (EA, Board of Governors - Recording)

1. Chair's Remarks

The Chair welcomed everyone in attendance to the September Board Meetings. The Chair expressed it is an honour and privilege to have been elected as the Board Chair and first Alumni to hold this role. It was nice to see the Mayor and Alumni at the dinner reception last night. The Chair had lunch with the Northern Lights College Board Chair on Friday as well as a tour of the Northern Lights College campus and an introduction to regional UNBC staff on campus. There has been a lot of activity over the summer months. The Chair and President have had weekly teleconferences to keep up to date as to what is transpiring. The Chair has had regular communication with Tom Hancock at the Board Resourcing and Development Office. The two new Board members K. LaForge and J. Ziebart were welcomed to the UNBC Board of Governors. There has been lots of work taking place in regards to the Chancellor nominee by the Alumni Office. The Chair expressed his appreciation of the discussion and commentary as we are all here to make UNBC better as we move into the next 25 years.

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: 2015BP09.12.01

Mover: J. Mason Seconder: S. Yu

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

CARRIED

2. Approval of Agenda

MOTION: 2015BP09.12.02

Mover: J. MacDonald Seconder: E. Depenau

That, the Agenda for the Public Session of the September 12, 2015 meeting of the Board of Governors be approved, as presented.

CARRIED

3. Approval of Minutes

a. May 30, 2015

MOTION: 2015PB09.12.03

Mover: J. MacDonald Seconder: C. Clyne

That, the Public Session Minutes of the May 30, 2015 meeting of the Board of Governors be approved as presented.

CARRIED

4. Business Arising

No business arising from the last meeting session in May.

5. Human Resources Committee –Judy Mason, Chair

a. Currently Advertised Faculty Positions (discussion) – W. Krane

This information as contained in the meeting package was discussed at the committee meeting earlier in the week.

6. Finance and Audit Committee – Simon Yu, Acting Chair

a. Financial Information Act Report (approval) – B. Daigle

This is a report that is required by the government. There are some of the headings missing from the material but otherwise all the information is available in the meeting package. B. Daigle provided the heading information that should accompany the material and provided a general overview of the report contents.

MOTION: 2015BP09.12.04

Mover: J. Mason Seconder: D. Weeks

That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the Financial Information Act Report to March 31, 2015.

CARRIED

b. Audited Pension Plan Financial Statements to December 31, 2014 (approval) – B. Daigle

The information in the meeting package pertains to all of the UNBC Employees who participate in the defined contribution pension plan. It was noted that there is a Board of Trustees that administers this plan.

MOTION: 2015PB09.12.05

Mover: D. Weeks Seconder: E. Depenau

That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the Audited Pension Plan Financial Statements to December 31, 2014.

CARRIED

c. Quarterly Forecasts (discussion) – B. Daigle

This is a quarterly forecast that is presented in a template that government requires as it is a routine report populated annually. There are lots of fields in this report and some fields for things that we would not normally report on, but we are asked to do so for the submission of this document.

d. Quarterly Reports (information) – B. Daigle

(i) General Operating Fund Report to June 30, 2015

(ii) Consolidated Financial Report to June 30, 2015

e. UNBC Childcare Society Budget (information) – B. Daigle

f. Capital Projects Update (information) – B. Daigle

g. Enrolment Report (information) – W. Krane

D. Weeks provided commentary on W. Krane's behalf. This report was discussed at the Committee meeting held earlier in the week in detail, as our enrollment is of serious concern. Graduate numbers seem to be doing well and are holding steady. There is an opportunity for some growth in regards to International Students, as this is another plan that we need to bring to the table for the Board's information once it is available. W. Krane is working on our academic plan and should have it in place in the very near future. We are currently working on English as a Second Language (ESL) Initiatives and we will talk about them again in the future with the Board. Recruiters are

currently working hard on International Student Recruitment, as we don't currently have a mechanism in place to vet the way we engage with these students. There is a need for us to have a process in place regarding whom we do business with internationally, as it is a very competitive world. The notion to have our recruiters' utilize existing resources in other countries was discussed. Overall there is a decline in the population combined with additional colleges and universities that we are competing with. The Board can see online on the UNBC website a breakdown by program. The Board requested a way to report linkages with student numbers and the financial impact, perhaps in a graph format. W. Krane is working on a radical change with this information over the next few months, however some of the information is formatted how the government has requested it. This time next year there should be an enrollment plan in place.

h. Agreements, Scholarships, Bursaries and Awards (information) – W. Krane

7. Governance Committee – Ryan Matheson, Chair

a. 2015/16 Mandate Letter for Public Post-Secondary Institutions (approval) – R. Matheson

This is a government document and it is a mandate for all public post-secondary institutions. This is to ensure that as a Board we meet our fiduciary duties to the province; with the terms of our duties contained in this letter.

MOTION: 2015BP09.12.06

Mover: S. Yu Seconder: J. Mason

That, on the recommendation of the Governance Committee, the Board of Governors approves the signing of the 2015/16 Mandate Letter for Public Post-Secondary Institutions, as presented.

CARRIED

b. 2016 Board of Governors Meeting Schedule (approval) – D. Weeks

A revised 2016 Board of Governors Meeting Schedule was distributed to reflect changes discussed earlier in the week at the Committee meeting. Several of the teleconference meetings are now scheduled to take place as in person meeting as the Chair felt it would improve the cohesion of our Board members. A general discussion took place in regards to what is best to be face to face and what is suitable to being a teleconference meeting.

MOTION: 2015BP09.12.07

Mover: S. Yu Seconder: K. Lewis

That, on the recommendation of the Governance Committee, the Board of Governors approves the 2016 Board of Governors meeting schedule, as presented.

CARRIED

c. Institutional Accountability Plan and Report (approval) – D. Weeks

This is a document that we are required to submit to the Government each year. There are a few graphs missing and D. Weeks will ensure that they are inserted correctly before submission. A recommendation was made that it could be advantageous to have a reporting office to ensure the consistency and branding is maintained for our institution, which would have dedicated staff for completion of these types of reports. Ultimately all material and reports should pass through the President, so that he is aware of what is being distributed.

MOTION: 2015BP09.12.08

Mover: J. Mason Seconder: D. Weeks

That, on the recommendation of the Governance Committee, the Board of Governors approves the 2015 Annual Report -2014/15 Institutional Accountability Plan and Report for the University of Northern British Columbia, as presented.

CARRIED

8. Office of External Relations – Katherine Scouten

Office of External Relations Report (discussion) – K. Scouten

- (i) Fundraising Report
- (ii) Communications with Stakeholders
- (iii) Report on Government Relations

D. Weeks advised the Board that in the past reports from this portfolio were very detailed and in the interim these reports are going to be much more brief and concise until a new Vice-President is in place. A Board member expressed their concerns regarding current research. There is a summary of donations to the University and the money goes to a different place. Grant money from external sources is tracked through the Office of Research, as is the case with the Vancouver Foundation. These are external grants and there is lots of money that comes in for Research which doesn't fit into a specific financial line item allocation. The future reorganization of this Vice-President's portfolio will give us a better picture of all external funding sources in greater detail.

9. Office of Research – Ranjana Bird

Office of Research Report (discussion) – R. Bird

The detailed report is provided in the meeting package. R. Bird was unable to be in attendance today as she was in Vancouver at meetings in regards to an important potential funding opportunity, in partnership with Thompson Rivers University and University of British Columbia Okanagan.

10. President's Report

Since the last Board meeting at the end of May, the President has been very busy. Following the Prince George Convocation at the end of May were the regional convocations through the first week of June. The final event for the 25th Anniversary year was held at the end of June. The President, Provost and Interim Vice-President Administration and Finance have been working together to all get up to speed with their respective portfolios. The Alumni Association President has been working on the Chancellor Search. There has been collaboration between the Presidents of the Northern Post-Secondary Institutions with details to come in the near future, as the President has been working on a document regarding harmonization with these Northern Institutions. One of the ADM's from the Ministry sits on the Northern Post-Secondary Council and at this time who do not know who the new ADM will be. The President attended the Canada/Mexico Roundtable conference in Nanaimo in the middle of June. Vancouver Island University is moving along well with its Aboriginal plan and has renamed all of its outdoor signage on its buildings to names in the Coastal Salish language. UNBC should consider doing the same on our buildings in Carrier language. Over the summer the President has had several meetings with the Deputy Ministers. Meetings have been held with other RUCBC University representatives with regards to pre-election platforms. D. Weeks is now a member of the British Columbia Business Council. The President has been working on the development of our Fundraising Campaign by holding introductory meetings to test our statement of case with donors of major gifts. There have been a couple of retirement receptions held for long term staff: S. Keith and R. van Adrichem.

11. Chancellor's Report

The Chancellor made comment with regards to human evolution and the requirement for more education. As an institution we need to look at how we provide an advanced post-secondary education to such a large demographic region. The President's suggestion to integrate with the Northern Colleges is very positive.

12. Other Business

a. Code of Conduct & Conflict of Interest Policy (annual review & signing) – R. Matheson

Please ensure that all Board members submit an electronic copy of this document to D. Nagy for our records. Board members should be policing themselves; the Board Chair is here to collegially remind the Board Members what is required of them. This document should serve as a reminder that is best to enter the conflict to the floor as opposed to non-disclosure of concerns or conflicts. It is very important for us to properly document any conflicts.

Adjournment

MOTION: 2015BP09.12.09 Mover: S. Yu Secunder K. Lewis CARRIED
