

BOARD OF GOVERNORS

PUBLIC SESSION AGENDA

Thursday, January 30, 2025
Senate Chamber Room 1079
4:30 – 5:00 p.m.

Members – Ibolya Agoston, Amanda Alexander, Allison Beswick, Eric Dampson, Joyce Henley, Iliyan Lakhani, Jim Martin (Vice-Chair), Darlene McIntosh, Joel McKay - CHAIR, J. Martin – VICE CHAIR, Trevor Morrison, Phil Mullins, Geoff Payne, Gregory Stewart, Todd Whitcombe

Acknowledgement of Territory

For thousands of years, Indigenous Peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands.

The Prince George campus is situated on the unceded traditional territory of the Lheidli T'enneh First Nation, part of the Dakelh (Carrier) peoples' territory.

1. **Chair's Remarks**

- Declarations of Conflict
- Correspondence Received

a. **Letter from Ministry of Post- Secondary Education and Future Skills– J. McKay – Page 3**

2. **Approval of Agenda**

That the Agenda for the Public Session of the January 30, 2025 meeting of the Board of Governors be approved as presented.

3. **Approval of Minutes**

That the Public Session Minutes of the November 28, 2024 meeting of the Board of Governors be approved as presented. – page 4

4. **Report from the Closed Session of the Board**

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

6. **Reports of Committees and Related Motions**

(i) **Audit and Risk Committee** – G. Stewart, Chair

a. **University Policies and Procedures Annual Update** – G. Payne and K. Howitt

i. University Policies and Procedures Report - **page 10**

ii. **University Policies and Procedures Approved Since March 2021**

iii. Audit and Risk Committee Report to the UNBC Board of Governors- **page 14**

(ii) **Finance and Investment Committee** – A. Beswick, Chair

(iii) **Governance and Human Resources Committee** – J. McKay, Chair

7. **Other Business**

a. **Annual Schedule of Board Meetings 2025 – for information – J. McKay – page 15**

b. **Schedule of Upcoming UNBC Events**

- o Employee Recognition- Wednesday, February 13 from 3:00 pm to 4:30 pm

For more UNBC events, please visit www2.unbc.ca/events

8. **Adjournment**



January 9, 2025
Our Ref. 137275

Joel McKay
Chair, Board of Governors
University of Northern British Columbia

Email Address: jmckay@unbc.ca

Dear Joel McKay:

I am honoured to once again be appointed as Minister of Post-Secondary Education and Future Skills. I look forward to continual cross-sector engagement to enhance post-secondary education and skills training opportunities in British Columbia to build a strong, sustainable and innovative economy that works for everyone.

Our Government is ready to work with stakeholders to focus on expanding the middle class and improving the lives of people living in BC. We are facing challenging times, with federal changes impacting post-secondary enrollments, our Province's labour supply and an overall uncertainty to our economy. Luckily our partners in the community, including the University of Northern British Columbia, have always been resourceful and I'm confident that together we can turn these challenges into opportunities.

I look forward to meeting with stakeholders to strengthen relationships and to benefit the people of BC.

I look forward to future collaboration.

Sincerely,

A handwritten signature in black ink that reads 'Anne Kang'.

Honourable Anne Kang
Minister of Post-Secondary Education and Future Skills

REPORT TO:

UNBC BOARD OF GOVERNORS AND BOARD COMMITTEES

Subject:	University Policies and Procedures
Audit & Risk Committee	Meeting Date: January 13, 2025
Finance & Investment Committee	Meeting Date: N/A
Governance & Human Resources Committee	Meeting Date: N/A
UNBC Board of Governors	Meeting Date: January 30, 2025
Submitted By:	President and University Secretary
Please note other guests to be in attendance:	N/A
Appendices:	N/A

REPORT:

INTRODUCTION:

University Policies establish the rules by which the University has decided to govern its affairs. University policies assign roles and responsibilities, provide guidance for the actions of members of the University Community, contribute to openness and transparency, facilitate operational continuity and consistency of decision-making, and reduce institutional risk. To be effective, University policies and their related procedures must comply with applicable law, be current, practical and useful, and readily accessible.

UNIVERSITY POLICIES AND PROCEDURES AT UNBC

UNBC's [Policy on University Policies and Procedures](#) and the [corresponding procedures](#) were approved by the Senate and the Board of Governors in 2021.

As per Section 6 of the *Policy on University Policies and Procedures*, the President reports annually to the Board of Governors and the Senate on University Policies developed and reviewed during the year and the action taken or recommended.

As the Procedural Officer, the University Secretary provides direction and advice to the rest of the University executive team, including the President and the vice-presidents, to develop, review and maintain policies and procedures within their respective portfolios, and helps to ensure that any changes are consistent with the University's policy framework.

UPDATE ON POLICY RENEWAL

The Office of University Governance continues to support the ongoing renewal of university policies and procedures. This renewal is guided by an institutional commitment made in 2021 to have current and relevant policies and procedures. Highlights from 2024 include the following:

- Five policies six procedure documents were developed and approved
- Twelve policies and procedures were repealed.
- Approximately 160 policies and procedures still require completion of review – many flagged for repeal upon the approval of new documents.
- A [new University Policies and Procedures website](#) has been developed, which now includes filters like keyword search.

University Policies and Procedures Approved In 2024					
Number	Classification	Name	Approving Authority and Designated Executive Officer (Policy)	Procedural Authority and Procedural Officer (Procedures)	Effective Date
AS 2	Academic and Students	Bestowal of the Title Professor Emeritus/Emerita Policy	Senate / VPAP	N/A	November 2024
AS 2.1	Academic and Students	Bestowal of the Title Professor Emeritus/Emerita Procedures	N/A	Senate / VPAP	November 2024
GV 6	Governance	Reappointment of the President and Vice-Chancellor	Board of Governors / Board Chair	N/A	March 2024
GV 6.1	Governance	Recommendation for the Selection of the President and Vice-Chancellor Procedures	N/A	Board of Governors and Senate / Chair, Board of Governors	March 2024
GV 6.2	Governance	Review of the President and Vice-Chancellor Prior to Reappointment	N/A	Board of Governors / Board Chair	March 2024
GV 7	Governance	Review of the President and Vice-Chancellor Policy	Board of Governors / Board Chair		March 2024
GV 7.1	Governance	Review of the President and Vice-Chancellor Procedures	N/A	Board of Governors / Board Chair	March 2024
HR 3	Human Resources	Public Interest Disclosure Policy	Board of Governors / President	N/A	November 2024
HR 3.1	Human Resources	Public Interest Disclosure Procedures	N/A	President / University Secretary	November 2024
IM 1	Information Management	Records Management Policy	Board of Governors / President	N/A	June 2024
IM 1.1	Information Management	Responding to a Request for Access or Correction of Information Procedures	N/A	President / University Secretary	July 2024

University Policies and Procedures Repealed in 2025

Name	Unit of Responsibility	Approving Authority for Repeal	Repeal Approval Date
Annual Presidential Review Policy and Procedures	Board of Governors	Board of Governors	March 28, 2024
Bestowal of the Title Professor Emeritus/Emerita Policies and Procedures (2000)	VP Academic and Provost	Senate	November 27, 2024
Committee for Review of the President Prior to Reappointment Terms of Reference	Board of Governors	Board of Governors	March 28, 2024
Donations Made by UNBC Policy	Finance	PEC	February 13, 2024
Entertainment - Hosting Expenses Policy	Finance	PEC	February 13, 2024
Equity in Employment Policy	Human Resources	PEC	February 13, 2024
Honorarium - First Nations Elders Policy	Contracts and Supply Chain Management	PEC	February 13, 2024
Records Management Policy - Interim	University Governance	Board of Governors	June 27, 2024
Review of the President Prior to Reappointment - TOR	Board of Governors	Board of Governors	March 28, 2024
Search Committee for the President and Vice-Chancellor	Board of Governors	Senate and Board of Governors	March 28, 2024
Committee for the President and Vice-Chancellor	Board of Governors	Board of Governors	March 28, 2024
Solicitation Policy and Procedures	Research and Innovation	Board of Governors	June 27, 2024

New University Policies and Procedures Under Development or Need Identified

Name	Unit of Responsibility	Status
Appointment and Renewal of Adjunct Faculty Policy and Procedures	Office of the Vice-President, Academic and Provost	Drafted and under review - University Governance
Acceptable Device Use Policy	ITS	In progress
Appointment and Renewal of Adjunct Faculty Policy and Procedures	Office of the Vice-President, Academic and Provost	Drafted - Requires University Governance Review
Fraud Prevention Policy and Procedures	Finance Department	UNBC feedback opportunity to take place January or February 2025
Indigenous Identity Policy and Procedures	Office of Indigenous Initiatives	Plan in progress
Indigenous Equity and Inclusion Policy	Office of Indigenous Initiatives	Drafted - requires review OII
Information Security Policy	University Governance	Drafted - moving through consultation
Integrity in Research Policy and Procedures	Research and Innovation	Reviewed by University Governance with VPRI and VPAP
Intentional Diversity Hiring Procedures	Office of Equity Affairs	In progress
Naming of Physical Assets Policy and Procedures	President	Consultation complete - Proceeding to Board for approval in January 2025
New Degree Programs	Office of the VP, Academic and Provost and University Governance	In progress
New - Fundraising and Gift Acceptance Policy and Procedures	Research and Innovation	Consultation complete - Proceeding to Board for approval in January 2025
Postdoctoral Fellows	Research and Innovation, Provost's Office	New policy and procedures are being discussed.
Privacy Impact Assessment Procedures	Office of University Governance	Draft in progress
Research Chairs	Research and Innovation	In progress
Risk Management for Off-Campus Activities Policy and Procedures	Office of the Vice-President, Academic and Provost	To go out for UNBC community feedback in January or February 2025
Sustainability Policy	Facilities Department - Sustainability Manager	In progress

Audit and Risk Committee Report to the UNBC Board of Governors

Submitted by: Greg Stewart

Dates of meeting(s) since last report: January 13, 2025

Topics reviewed and discussed:

1. Discussion regarding Degree Program Reviews

- Reviewed the email and information provided to the committee
- Action:

2. University Policies and Procedures Annual Update and Report

- Reviewed the status and work completed in 2024 regarding policies and procedures approved, repealed and under development.
- Discussed the website which details the work since 2021.
- Committee acknowledged the good work that has been done and is ongoing to update and manage the policies and procedures.

3. Update from the Chief Information Security and Privacy Officer

- Conducting a gap assessment, including a system penetration test/study
- Formalized processes for removal of access when people leave the university or providing appropriate access when people move between departments must be developed
- Action: Provide the gap assessment report with prioritized actions to the Audit and Risk Committee.

4. Board Evaluations

- Reviewed initial results of the Board Governance survey.
- At the time of the meeting only 10 of the 14 Governors had filled out the Survey.
- Action: Send an email to the Board regarding filling out the Board Governance survey

UNBC Board of Governors – 2025 Meeting Dates

Type of Board Meeting	Event	Board Meetings
<u>Special Board Meeting</u> <u>Joint Board and Senate Dinner Session</u>	Thursday, January 30, 2025 5:30 – 8:00 p.m.	Thursday, January 30, 2025 3:00 – 5:30 p.m.
<u>Regular Quarterly Board Meeting</u>		Thursday, March 13, 2025 3:00 p.m. – 7:30 p.m.
<u>Special Meeting:</u> Approval of Financial Statements Audit and Risk Committee meeting to receive Audit Findings Report from Audit Representatives (May 23, 2025)	Convocation: Friday, May 30, 2025	Thursday, May 29, 2025 9:00 a.m. – 11:00 a.m.
<u>Regular Quarterly Board Meeting</u>		Thursday, June 26, 2025 3:00 – 7:30 p.m.
<u>Regular Quarterly Board Meeting</u> (Regional – Wilp Wilxo'oskwhl Nisga', Nass Valley)	Board Dinner Reception: Thursday, September 18, 2025 5:00 – 7:00 p.m.	Friday, September 19, 2025 8:30 – 3:00 p.m.
<u>Informal Senate and Board Get together</u>	Venue: TBD Wednesday, October 22, 2025 5:30 – 7:30 p.m.	Was not on board minutes approval
<u>Regular Quarterly Board Meeting</u>		Thursday, November 27, 2025 3:00 – 7:30 p.m.