



UNIVERSITY OF ALBERTA

UNIVERSITY GOVERNANCE

Board of Governors Open Session Minutes

Friday, March 18, 2016
2-31 South Academic Building (SAB)
8:00 AM - 12:00 PM

ATTENDEES:

Voting Members:

Michael Phair	Appointed Chair, General Public
Shenaz Jeraj	Appointed Vice-Chair, General Public
Dick Wilson	Appointed Vice-Chair, General Public
Faiza Billo	Appointed Member, Non-Academic Staff Representative (NASA Appointee)
David Cooper	Appointed Member, Academic Staff Representative (AASUA Appointee)
Jane Halford	Appointed Member, University of Alberta Alumni Association
James Heelan	Appointed Member, General Public
Barry James	Appointed Member, University of Alberta Senate
LeRoy Johnson	Appointed Member, General Public
Azhar Khan	Appointed Member, Undergraduate Board of Governors Representative
Navneet Khinda	Appointed Member, Students' Union President
Steven LePoole	Appointed Member, General Public
Colin More	Appointed Member, Graduate Students' Association President
Raymond Muzyka	Appointed Member, General Public
Robert Parks	Appointed Member, University of Alberta Alumni Association
Jeremy Richards	Appointed Member, Academic Staff Representative (General Faculties Council)
Michael H. Ross	Appointed Member, General Public
Robert H. Teskey	Appointed Member, General Public
David Turpin	Appointed Member, President
Ralph Young	Appointed Member, Chancellor

Non-Voting Officials Appointed by the President:

Lorne Babiuk	Vice-President (Research)
Phyllis Clark	Vice-President (Finance and Administration)
Steven Dew	Provost and Vice-President (Academic)
Marion Haggarty-France	University Secretary
Brad Hamdon	General Counsel
Don Hickey	Vice-President (Facilities and Operations)
Heather McCaw	Vice-President (Advancement)
Debra Pozega Osburn	Vice-President (University Relations)
Catherine Swindlehurst	Chief of Staff (President's Office)
Juli Zinken	Board Secretary and Manager of Board Services

Regrets:

Nizar Somji	Appointed Member, General Public
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Presenter(s):

Philip Stack	Associate Vice-President (Risk Management Services)
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Staff:

Erin Plume, Assistant Board Secretary

OPENING SESSION

1. Chair's Session

Presenter(s): Michael Phair

1a. Call to Order and Confirmation of Quorum

Presenter(s): Michael Phair

The Board Secretary confirmed that the attendance constituted quorum. The Chair called the meeting to order at 8:00 a.m.

1b. Approval of Open Session Agenda

Materials before members are contained in the official meeting file.

Presenter(s): Michael Phair

The motion was moved and seconded.

THAT the Board of Governors approve the revised Open Session agenda as presented.

CARRIED

1c. Conflict of Interest - Opportunity for Declaration

Presenter(s): Michael Phair

The Chair made note of the following:

- The University of Alberta has policy and procedure in place for Conflict of Interest and Conflict of Commitment, and Board members make annual disclosures.
- In addition, Board members must declare any conflict related to the Board Agenda of each meeting and, in the event of such conflict, absent themselves from the discussion and voting on the item.
- The *Post-secondary Learning Act*, Section 16(5) states that: The members of the board must act in the best interests of the university.

The Chair invited members to declare conflicts of interest related to the Open Session Agenda of the meeting. Mr James reminded members that he is Chair of the Audit Committee for the Province of Alberta and that the financial statements of the University are approved by this committee.

Seeing no further declarations, the Chair declared the question asked and answered.

1d. Chair's Remarks

Presenter(s): Michael Phair

The Chair welcomed members and guests and acknowledged all Indigenous peoples and the traditional lands on which the Board was gathered. He acknowledged Dick Wilson for his work as Acting Chair and for his help as Vice-Chair over the last few weeks and thanked those Board members who had completed the Board Evaluation survey, encouraging others to complete it before the deadline.

The Chair welcomed Faiza Billo to her first meeting as the Non-Academic Staff Association (NASA) representative on the Board. He noted that Mike Ross, public member and Chair of the Board Audit Committee,

would be stepping down at the end of April due to other commitments and thanked Mr Ross for his service over the past two years. He informed members that this would also be the last meeting for the student members: Navneet Khinda, Students' Union (SU) President; Colin More, Graduate Students' Association (GSA) President; and Azhar Khan, Undergraduate Board of Governors Representative. He thanked them for their service and valuable contributions over the past year, and noted that the Board would have an opportunity to honour all retiring members at the June Recognition dinner.

The Chair welcomed Sarah Ficko, incoming GSA President; and Fahim Rahman, incoming SU President, to the meeting and introduced them to the Board. He noted they were in attendance as observers and congratulated them on their elections, informing the Board that Colin Champagne had been elected as the incoming Undergraduate Board of Governors Representative but had been unable to attend this morning's meeting.

The Chair updated members on the recent announcement of the introduction of the *Reform of Agencies, Boards and Commissions Act*, noting that the act intends to address the issue of divergent compensation practices between the public service and the province's agencies, boards and commissions, and improve public oversight and stewardship over important public bodies.

The Chair thanked board members, the President, the Chancellor, senior administration, and University Governance office and Information Service Technology staff for their help, advice and warm welcome. He noted that the board is the voice of the Minister of Advanced Education and the public, and thereby embraces transparency, openness, and advocacy, which aligns with the upcoming Institutional Strategic Plan. He spoke about the importance of the University, noting that its teaching and research touches many lives, both in Alberta and internationally.

The Chair then gave some personal remarks, explaining that a university education and engagement with the community were very important in his family and that he is humbled and challenged to take on the position of Chair of the Board of Governors.

2. Report of the President

Presenter(s): David Turpin

In addition to his written report, President Turpin provided verbal points of interest to the Board on: *New Trail*, the office of Alumni Affairs magazine, which recently received Magazine of the Year and six other Alberta Magazine Publishers Association awards; and the first draft of the Institutional Strategic Plan (ISP), including consultations to date, the format and content of the plan, and the next steps in moving it forward.

The President responded to questions from board members regarding the ISP, including the strategy for ongoing communication, the format of the document, the consultation process with Aboriginal people and the Alberta government, the operationalization of the plan, the difference between the ISP and the Comprehensive Institutional Plan (CIP), and whether there was any opposition to the plan or anything omitted from the plan.

The President noted that the ISP will come to the Board for final approval in June, and members expressed confidence in the plan and their appreciation to all those who have been working on it.

The Board also received a demonstration from Deputy Provost Wendy Rodgers of the Aboriginal/Indigenous 'hot button' on the University's main web page, including a review of the list of University initiatives, activities, partnerships and programs related to Indigenous and Aboriginal communities. Dr Rodgers responded to a question from a member regarding the process of identifying skills or knowledge gaps.

3. Safety Moment

Presenter(s): Steven LePoole; Philip Stack

At the request of the Board Chair and Mr Steven LePoole, Chair of the Board Safety, Health and Environment Committee, Mr Philip Stack, Associate Vice-President, Risk Management Services, provided the Board with a "Safety Moment" presentation on Residence Services and their commitment to health and safety.

Mr Stack responded to questions from board members regarding the emergency response process in classrooms, tracking numbers of employees trained in first-aid, the process of summoning first responders, mock emergency simulations, the number of automated external defibrillators in residences, and embedded health and safety committees in each faculty.

4. Approval of the Consent Agenda

Materials before members are contained in the official meeting file.

Presenter(s): Michael Phair

At the request of a member, the Chair removed Item 4p, *Report of the Association of Academic Staff*, from the Consent Agenda. The Chair asked that discussion of the item be moved to the Closed Session as the question was related to current bargaining negotiations.

- 4a. Approval of the Open Session Minutes of December 11, 2015
- 4b. Approval of the Open Session Minutes of January 19, 2016 (electronic vote)

Action Items

- 4c. Report of the Board Audit Committee
- 4ci. Board Audit Committee Terms of Reference
- 4d. Report of the Board Finance and Property Committee
- 4di. Board Finance and Property Committee Terms of Reference

Information Reports

- 4e. Report of the Audit Committee
- 4f. Report of the Finance and Property Committee
- 4g. Report of the Human Resources and Compensation Committee
- 4h. Report of the Investment Committee
- 4i. Report of the Learning and Discovery Committee
- 4j. Report of the Safety, Health and Environment Committee
- 4k. Report of the University Relations Committee

Regular Reports

- 4l. Chancellor's Report
- 4m. Alumni Association
- 4n. Students' Union
- 4o. Graduate Students' Association
- 4p. Association of Academic Staff – removed from Consent Agenda
- 4q. Non-Academic Staff Association
- 4r. General Faculties Council
- 4s. Board Chair and Board Members Activity Report

The motion was moved and seconded.

THAT the Board of Governors approve the Open Session Consent Agenda, as amended.

CARRIED

ACTION ITEMS

5. Joint Report of the Finance and Property Committee and Learning and Discovery Committee

Presenter(s): Shenaz Jeraj; Dick Wilson

5a. University of Alberta's Comprehensive Institutional Plan (CIP) (2016)

Materials before members are contained in the official meeting file.

Presenter(s): Debra Pozega Osburn; Don Hickey; Heather McCaw; Lorne Babiuk; Phyllis Clark; Steven Dew

Purpose of the Proposal: Under guidelines from Advanced Education, the University of Alberta has prepared the Comprehensive Institutional Plan (CIP) that incorporates the academy's goals, initiatives, outcomes and measures with appendices on: budget and financial information; enrolment plan and proposed programming changes; research, applied research and scholarly activities; community outreach and underrepresented learners; internationalization; capital plan; and information technology The CIP is for approval by the Board of Governors and is then filed with the Minister of Advanced Education.

The CIP is written in support of the university's vision and mission, but as the university is in the process of revising its institutional strategic plan, this document reflects the transition. The CIP outlines the university's priorities, which in turn drives the university's capital and resource allocation priorities.

Discussion:

Mr Wilson introduced the item, noting that it had been recommended by the Board Finance and Property Committee and the Board Learning and Discovery Committee.

The President, Dr Dew, and Ms Clark responded to a question from the Board regarding a request for more detail regarding the budget allocation for new initiatives, student systems, community engagement and utilities, and how these specific areas were identified. Ms Clark outlined in detail how these funds are allocated, indicating that this allocation is based on priorities set in the CIP.

The President responded to a question from a Board member regarding undergraduate international recruitment, and the Chair suggested the Board review the University's strategy for such recruitment at a future meeting.

Drs Dew and Babiuk responded to questions from members regarding student experience, the link between enrollment and economy, childcare on campus, and international partnerships, and opportunities for post-doctoral fellows compared with those for graduate students.

The motion was moved and seconded.

THAT the Board of Governors, on the recommendation of the General Faculties Council Academic Planning Committee, the Board Finance and Property Committee, and the Board Learning and Discovery Committee, approve the 2015 University of Alberta Comprehensive Institutional Plan (CIP), as set forth in Attachment 1, and empower administration to make any editorial changes to the CIP, as needed, as long as the changes do not have the force of policy.

CARRIED
Dr Cooper abstained

6. Report of the Finance and Property Committee

Presenter(s): Dick. Wilson

6a. Proposed New Mandatory Student Instructional Support Fees and Proposed Deletion of Mandatory Student Instructional Support Fee

Materials before members are contained in the official meeting file.

Presenter(s): Steven Dew; Phyllis Clark

Purpose of the Proposal: To establish new Mandatory Student Instructional Support Fees and delete existing Mandatory Student Instructional Support Fee as outlined in each proposal.

Discussion:

Mr Wilson noted that this item has been recommended from the Board Finance and Property Committee.

The motion was moved and seconded.

Motion: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the proposed new Mandatory Student Instructional Support Fees (set forth in Attachment 1); and the proposed Deletion of Mandatory Student Instructional Support Fee (set forth in Attachment 2); as submitted on behalf of the relevant Faculties/Departments by the Registrar's Advisory Committee on Fees (RACF), to take effect as noted in each respective attachment.

CARRIED

6b. Mandatory Non-Instructional Fees and Consultation Process

Materials before members are contained in the official meeting file.

Presenter(s): Steven Dew; Phyllis Clark

Purpose of the Proposal: To restructure the current four Mandatory Non-Instructional Fees (MNIFs) into two MNIFs

Discussion:

Dr Dew introduced the item and asked Navneet Khinda to provide her comments on behalf of the Students' Union. Ms Khinda noted that this restructuring will allow for more transparency and student input for mandatory non-instructional fees, although there has been some discussion over whether the fees should increase each year. She thanked Ms Clark and Mr Stack for the work they did to make these changes.

The Chair and President acknowledged the work of the students and administration on this proposal.

The motions were moved and seconded.

MOTION I: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, rescind the Common Student Space, Sustainability & Services Fee (CoSSS), the Registration & Transcript Fee, the University Student Services Fee, and the University Health Services Fee, as set forth in Attachment 2, to take effect upon the establishment of the restructured mandatory non-instructional fee schedule.

CARRIED

MOTION II: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the establishment of the following two restructured mandatory non-instructional fees: Student Health & Wellness Fee, and Student Academic Support Fee, as set forth in Attachment 2, to take effect upon approval.

CARRIED

MOTION III: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, rescind the following Board-approved motion of February 10, 2012:

THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the annual adjustment of all Mandatory Non-Instructional Fees (MNIF), as determined by Administration, up to and including the Annual Alberta Consumer Price Index and that the MNIF be reported for information to the GFC Academic Planning Committee, the Board Finance and Property Committee, and the Board of Governors on an annual basis.

CARRIED

MOTION IV: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the annual adjustment of all Mandatory Non-Instructional Fees (MNIF), as determined by the weighted annual inflationary increase formula set forth in Appendix 3 of Attachment 3 (the Joint Student/University Oversight Committee on Mandatory Non-Instructional Fees), commencing in the 2017-18 academic year, and that the MNIF be reported for information to the GFC Academic Planning Committee, the Board Finance and Property Committee, and the Board of Governors on an annual basis.

CARRIED

CLOSING SESSION

7. Adjournment

Presenter(s): Michael Phair

The Chair adjourned the Open Session at 10:00 a.m.