

UNIVERSITY OF REGINA BOARD OF GOVERNORS
Minutes of the Meeting of
Tuesday, 11 March 2014, Administration-Humanities 527

Present: E. Bourassa (Teleconference), M. Brigham, L. Elliott (Chair), P. Klein, D. Kwochka, P. Maze, N. Sgrazzutti, V. Timmons, J. Tomkins, C. Warner

Resource: D. Button, T. Chase, L. Jankowski (recording secretary), D. Malloy, A. Revet

Regrets: P. McLellan

Call to order: 8:03 a.m.

Chair Lee Elliott provided a welcome to all at the meeting and asked the Board of Governors to declare a conflict of interest should they have one with any of the items discussed at the meeting.

No conflicts were declared.

1. Approval of the Agenda

Amendments were made to remove items 5.2 and 6.11 from the agenda as the committees who dealt with these matters the day before recommended the items be postponed to the next meeting.

Warner - Maze

Moved approval of the agenda as amended.

CARRIED

2. Approval of the Minutes

2.1 Approval of the Minutes from the Meeting of 10 December 2013

Kwochka - Tomkins

Moved approval of the minutes as circulated.

CARRIED

3. Business Arising

President Timmons noted that management followed up with the Ministry of Advanced Education on the funding formula review. It was reported that the Ministry is currently having discussions with the University of Saskatchewan and the plan is that the review will go forward.

4. Strategic Item(s)

4.1 Strategic Planning, Page 44 of the Agenda

Kwochka - Sgrazzutti

That the Board of Governors approve the immediate initiation of a strategic planning process for the University of Regina as described in the document Planning for the Next Strategic Plan.

D. Kwochka reported that the strategic planning committee is working together. A draft plan will be complete by the end of June. It was also reported that the Board would tentatively meet on May 26th for a Board workshop to have an opportunity to review the draft strategic plan and provide feedback to the planning committee.

The Governance and Nominations Committee have asked to receive a more detailed budget for the May committee meeting.

President Timmons has agreed to send her weekly reports from the strategic planning committee to the Board in an effort to keep them up to date on the planning activities.

The question was called on the motion.

CARRIED

5. Administrative Item(s)

- 5.1 2013-14 University Risk Register, Page 51 of the Agenda

Warner - Maze

That the Board of Governors approves the updated 2013-14 University Risk Register (Attachment A).

C. Warner presented the item and noted the committee had a good discussion. It was reported that the committee has asked management to provide more information on how the risks align with the strategic plan and to report all ‘black swan’ events that could occur on campus.

Discussion followed.

The question was called on the motion.

CARRIED

- 5.2 College Avenue Campus Revitalization – Approval for Design Investment, Page 59 of the Agenda - **postponed**

- 5.3 Budget Principles, Page 64 of the Agenda

Warner - Klein

That the Board of Governors approve the proposed amendment to the Budget Principles.

C. Warner reported that the item recommended from the Council meeting held in February at which time Council approved a recommendation to the President to add the budget principle of transparency to the existing principles that had been approved by the Board. The President noted that Council has not yet defined ‘transparency’.

The question was called on the motion.

CARRIED

- 5.4 FNUniv: Advisory Services Agreement, Page 67 of the Agenda

D. Kwochka presented the item and reported that the Ministry of Advanced Education approached the University to extend the agreement with First Nations University of Canada for another three years. Discussions are underway with the three stakeholders and a final version of the agreement will come back to the Board for final approval this month. The Board plans to vote by electronic ballot.

There was one amendment made to the motion that had been drafted by management and that was to add the word ‘substantially’ before outlined. The motion is as follows:

Daniel - Tomkins

That the Board of Governors approve the President to negotiate with First Nations University of Canada (FNUniv) a three-year agreement as substantially outlined in the attached DRAFT

'Advisory Services Agreement' (to be distributed by March 7, 2014) to take effect on April 1, 2014, after the conclusion of the 'Administrative Services Contract', which ends March 31, 2014.

If during negotiations, material changes are made to the DRAFT 'Advisory Services Agreement', the President will advise and seek subsequent approval from the Board of Governors accordingly.

The question was called on the motion.

CARRIED

5.5 Key Messages, Page 72 of the Board Agenda

D. Kwochka presented the item for information. There was a further discussion on budget scenarios. Management reported that they have asked departments to present a 1%, 3% and 5% budget cut to their total budgets.

6. Consensus Items

6.1 Procurement Audit Post-Audit Questionnaire, Page 76 of the Board Agenda

Warner - Maze

That the Board approves the Post-Audit Questionnaire (Attachment A) as completed by University of Regina Management.

C. Warner presented the item and noted the following two friendly amendments:

- Page 78 of board package – question #9 was changed to ‘generally disagree’
- Page 79 of board package – question #23 was changed to put quotes around “intimidated and threatened” and “targeted for interrogation”

Following a discussion, it was agreed that management would update the wording in question 23 as a friendly amendment to include, “Our staff felt this way and this was contrary to our regular collaborative working relationship and not normal standard business practice.”

Management was directed to meet in person with the Provincial Auditor to discuss the completed questionnaire.

The question was called on the motion.

CARRIED

6.2 Policy – Four Inter-related University Spending Limit Policies, Page 80 of the Board Agenda

Warner - Brigham

That the Board of Governors approves the revised policies as attached:

- *RCH-030-101 Budgetary Limits on Spending Research Funds (Attachment A);*
- *GOV-090-015 Operating Budget Surpluses (Attachment B);*
- *GOV-090-030 Fund Monitoring (Attachment C); and,*
- *GOV-090-035 Budgetary Limits on Spending (Attachment D).*

C. Warner presented the item and noted the following friendly amendments:

- Page 83 of board package and policy number RCH-030-010 – in consequences for non compliance section – the following sentence was added at the end – “In addition, without limiting the foregoing, the University may withhold support and/or approval of any future research grant applications or grants to the individual, or impose other administrative sanctions, as appropriate.”

- Page 83 of the same page under “Personal Liability of Principal Investigator”, in the first sentence – change the word “will” to “may”
- Page 90 of the board package and policy number GOV-090-030 – Fund Monitoring - at the bottom of the page in the table, add the following sentence in the Frequency of Reporting section: “These dates approximate the end of the University’s second, third and fourth fiscal quarters.”
- Page 91 of board package and policy number GOV-090-030 – in the first bullets at the top of the page change previous “month’s” to previous “reports”

The question was called on the motion.

CARRIED

6.3 Policy – Gift Acceptance, Page 99 of the Board Agenda

Warner - Brigham

That the Board of Governors approve the policy GOV-030-005 Gift Acceptance (Attachment A).

C. Warner presented the item and noted the following friendly amendment:

- Page 105 of board package – remove the statement under Gift Refusal “Under normal practice, funding from companies generating income from tobacco related products would not be accepted.”

Following a discussion, it was agreed to change the title of the policy to ‘University Gift Acceptance’ for clarification.

The Board agreed that it is critical to educate staff and faculty on campus regarding the new policies.

The question was called on the motion.

CARRIED

There was an omnibus motion on the following four motions.

Kwochka - Tomkins

6.4 Policy – Delegation of Authority, Senior Executive, Page 117 of the Board Agenda

That the Board of Governors approve the policy GOV-010-010 – Delegation of Authority, Senior Executive (Attachment A).

6.5 Policy – University Name, Corporate and Academic Seals, Page 122 of the Board Agenda

That the Board of Governors approve the policy GOV-020-030 – University Name, Corporate and Academic Seals (Attachment A).

That the Board of Governors further approve that section 9.2 of the Board of Governors Bylaws be amended as follows to align with policy GOV-020-030.

9.2 *Corporate and University Seals*

Policy GOV-020-030 – University Name, Corporate and Academic Seals is the policy that defines the permitted use and any restrictions on the use of the University’s academic seal and the University’s corporate seal.

The University Secretary shall be the keeper of the University’s corporate seal and

the offices of the University Secretariat and the Registrar shall be the keeper of the University's academic seal.

The corporate and academic seals shall be kept in a locked and secure place. The corporate and academic seals shall be made available for use in a secure location that allows vigilant oversight.

The corporate seal may be affixed by the University Secretary, or other delegate authorized to sign contracts on behalf of the University pursuant to the University's policy on signing authority, or by an agent or employee of the University carrying out his/her assigned duties.

- 6.6 Policy – Use of Copyright Materials, Page 129 of the Board Agenda

That the Board of Governors approve revisions to the policy GOV-050-010 Use of Copyright Materials (Attachment A).

- 6.7 Retire Policy 10.90 “Imaged Documents as the Official or Legal Copy”, Page 134 of the Board Agenda

That the Board of Governors approve retiring Policy 10.90 “Imaged Documents as the Official or Legal Copy”.

The question was called on the omnibus motion.

CARRIED

There was an omnibus motion made on the following three motions.

Maze - Klein

- 6.8 Policy – Respectful University, Page 137 of the Board Agenda

That the Board of Governors approves the revised policy Respectful University as attached (Attachment A).

- 6.9 Policy – Compensation for Out-of-Scope Employees, Page 148 of the Board Agenda

That the Board of Governors approves the revised Compensation for Out-of-Scope Employees policy (Attachment A).

- 6.10 Policy – Health and Safety, Page 159 of the Board Agenda

That the Board of Governors approves the revised policy GOV-100-005 Health and Safety as attached (Attachment A).

The question was called on the omnibus motion.

CARRIED

- 6.11 Policy – Code of Conduct, Page 168 of the Board Agenda

P. Maze noted that the item was postponed to the May Board meeting due to management consulting with various staff on campus.

POSTPONED

(The Board had a brief recess at 9:35 a.m. and reconvened at 9:49 a.m.)

7. Reports (*For Information*)

7.1 Chair, *Verbal Report*

The Chair gave an update on the following items:

- The Chair met with Minister Norris in February. There was a discussion on the College Avenue Campus, agreement with First Nations University of Canada and budget restraints.
- The Chair congratulated colleagues for passing the Governor Development and Certification program exam.
- The Chair, President Timmons and D. Eisler will be attending a one on one meeting with Minister Norris and the Budget Announcement on March 19th.
- The President's Evaluation will be sent out to Board members on April 1st.
- The governance audit and report with recommendations is complete. The Chair thanked A. Revet and President Timmons for their attention to this project. Brown Governance was impressed with the governance and accountability practices of the University.
- The Board Breakfast with Minister Norris will be held on April 1st at the University Club. Management will send an agenda out to Board members prior to the meeting.

7.2 Chancellor, *Verbal Report*

The Chancellor reported that he has attended several committee meetings and events held on campus since the last Board meeting.

7.2.1 University of Regina Senate Report for 8 February 2014, Page 178 of the Board Agenda

The report was provided for information.

7.3 President's Report, Page 182 of the Board Agenda

President Timmons presented the report for information.

- President Timmons noted that campus has had a calm and stable environment over the past six months.
- Applications are up and a press release will be sent out in the next week to 10 days.
- A new Director of Communications was hired in February.
- President Timmons plans to host several alumni events over the next year as alumni outreach will be a priority for the next year.
- Timmons will participate in interviews for the First Nations University of Canada presidential search.
- Timmons reported that Minister Norris has been attending a number of events on campus.
- The President will be hosting a public forum on academic freedom in late March. Invitations will be sent out to Board members.
- The President is hosting the Inspiring Leadership Forum on March 12th in Regina.

7.3.1 Institutional Dashboard, Page 194 of the Board Agenda

The report was provided for information.

7.4 URSU President, *Verbal Update*

N. Sgrazzutti, President of URSU presented a verbal report.

- URSU general elections are underway, voting takes place on March 17 to 20. There will be a new President and Executive.
- The Board of Directors Annual General Meeting will take place on April 9th.

The Board thanked N. Sgrazzutti for his work with the Board over the past two years.

7.5 Committee Chair Highlights, *Verbal Report*

- P. Maze noted that the HR Committee received the Annual Health, Safety and Environment (HSE) Report (2013) for information.
- C. Warner reported that the A&RM Committee received an update on all three reports, a status update on the Internal Auditor and a full discussion on control environments. President Timmons mentioned that an Internal Auditor firm will be chosen this week and the Board will be notified.
- C. Warner reported that the F&F Committee had discussions on the Residence Project and on the Operating Fund Budget Report, in particular, the growth of the Centre for Continuing Education department.
- L. Elliott thanked the Chair's of the committees for their work and dedication.

(L. Jankowski withdrew at 10:40 a.m.).

8. *In Camera Session I:* 10:40 a.m.

The vice-presidents remained for the first part of the session. Kelly Kummerfield joined the meeting.

8.0 Voluntary Incentive Plan for Retirement

Maze-Klein

*That the Board of Governors approves a voluntary incentive plan for retirement for faculty and staff (Attachment A), **appended to the official file**.*

The question was called on the motion.

CARRIED

(11:22 a.m. Kelly Kummerfield left the meeting.)

(11:32 a.m. The Vice -Presidents left the meeting. President Timmons remained.)

8.1 Review Distinguished Service Award Nominations and Recommend an Award Recipient

Tomkins – Brigham

*That the Board of Governors present to the individual recommended by the Distinguished Service Award Committee and **appended to the Board's official file**, the Board's Distinguished Service Award at its December 2014 Holiday dinner.*

The question was called on the motion.

CARRIED

(President Timmons withdrew from the meeting at 11:45 a.m.)

9. *In Camera Session II:* 11:45 a.m.

10. Adjournment – 11:50 a.m. Moved by Sgrazzutti.



Annette Revet
University Secretary



Lee Elliott
Chair