

MINUTES OF THE UNIVERSITY OF LETHBRIDGE BOARD OF GOVERNORS
OPEN SESSION HELD THURSDAY, JUNE 17, 2004 AT 1:00 P.M.
BREWSTER'S KANANASKIS GUEST RANCH

Present: Terry Royer (Chair), Linda Anderson, Bill Cade, Derek Peddle, Shirley DeBow, Robert Turner, Kevin Keith, Jill Kotkas, Guy McNab, Gordon Rosko, Dan Laplante, Grant Pisko, Dawna Coslovi, Jason Rumer, Loralee Edwards, Aaron Engen, Rita Zaugg (Secretary)

Regrets: Doug Stokes, Myles Bourke

Others: Séamus O’Shea, Vice-President (Academic) and Provost
Nancy Walker, Vice-President (Finance & Administration)
Preston Williams, James Horsman

1. CONSENT AGENDA

- 1.1 Approval of the June 17, 2004 Open Session Agenda**
1.2 Approval of the May 20, 2004 Open Session Minutes

MOTION: opn.2004.06.01

Motion: Carried

2. BOARD CHAIR REMARKS

Terry Royer congratulated the President and Chancellor on five great convocation ceremonies. He reported receiving many good comments on how much people enjoyed the ceremonies and added that the President's messages were particularly well received.

The Chair welcomed new Board members Loralee Edwards and Preston Williams and presented them with a U of L pin, as is the tradition.

3. PRESIDENT'S REPORT

- ### **3.1 New Ph.D. Program**

The President reported receiving confirmation of approval to offer five new Doctor of Philosophy (Special Case) specializations commencing September 2004. The programs of study are bio-molecular science; biosystems and biodiversity; earth, space and physical science; evolution and behaviour; and theoretical and computational science.

- ### **3.2 Mount Royal College Convocation**

Bill Cade reported attending the Mount Royal College Convocation.

3.3 Art Collection

Forty-four pieces from the University of Lethbridge art collection will be featured in the *Sea to Sky Historical Canadian Landscapes from the University of Lethbridge Collection* show. The first stop, on this two-year, national cross-country tour, is Kelowna, British Columbia. This show is an opportunity for a portion of the University's excellent collection to be seen by new audiences.

3.4 Museums Assistance Program

For the third year in a row, the U of L Art Gallery has received a grant from the Museums Assistance Program of the Department of Canadian Heritage. This year's grant of \$29,000 will be used to hire student staff and purchase materials to improve the storage of large works on paper as well as to increase shelving in the art vault and add information to the Art Gallery Collection research database.

3.5 Maple Leaf Web Site

The Maple Leaf Web is a non-profit, non-partisan Canadian political education web-site that aims to provide a credible source for political education and information. It is located at the www.mapleleafweb.com and runs on the U of L server.

3.6 Aboriginal Statistical Training Course

The Faculty of Arts and Science will offer a free five-day course June 21-25, 2004, on Aboriginal statistical training. The intent is to train Aboriginal people how to find, collect and use statistical data effectively. Priority will be given to Aboriginal students but all may apply to attend.

3.7 Water Conference

A water conference, titled "Confronting Water Scarcity: Challenges and Choices", will take place at the U of L July 13-16, 2004. A number of water-related themes will be developed at the conference. The Honourable Peter Lougheed is expected to be one of the speakers.

3.8 Summer Camps

The Faculty of Fine Arts is operating a number of one-week camps during July and August, in the areas of drama, art, music and movie making.

3.9 Alumni Honour Society

The Alumni Association added six people to the Alumni Honour Society. This year's inductees are Neil Boyden, Dr. Robin Bright, Rodney Jerke, Q.C., Gordon Jong, W. Graeme Wigg, and Dr. Kathryn Yamashita.

3.10 Summer Maintenance Schedule

Bill Cade reported that various maintenance projects will be completed over the summer months including handrail upgrades in the UCA main stairwell, UCA roof and window replacement, installation of a main shut-off valve in Anderson Hall, installation of a sprinkler system in University Hall, furniture replacement, and painting.

3.11 Academic Medal Recipient

The President received an email from a student who was a medal recipient at the recent Convocation. The student was disappointed at not having an opportunity to speak at Convocation. This matter will be brought to the attention of the Convocation committee for their consideration.

4. ITEMS FOR ACTION

4.1 Financial Statements as at March 31, 2004

Nancy Walker gave a PowerPoint presentation on the financial statements, the text of which was included in the Agenda. She added that the Auditor General attended the Audit Committee meeting and indicated he was prepared to issue an unqualified audit opinion on all University of Lethbridge financial statements. There were no major issues raised in the audit process. The issues raised at last year's audit have been addressed. The Auditor General was given the updated terms of reference for the Audit Committee. Kevin Keith added that the Auditor General was pleased with this improved governance step. The Auditor General is interested in Audit Committees having terms of reference and was quite pleased that the University of Lethbridge was leading the way in this regard. The Auditor General commented about how risk is determined and felt it was broader than the financial statements and included such things as insurance, budget assumptions, risk management, etc. Nancy Walker explained that the revised terms of reference for the Audit Committee go beyond financial audit and consider those areas mentioned by the Auditor General. In response to a question about deferred maintenance, Nancy Walker agreed that an explanation of this could be included as a note to future statements. There was some discussion about the expectation of Government with regard to an institution being able to fund capital replacement of buildings. It is somewhat difficult to determine if institutions are expected to fund replacement from reserves or if government funding for replacement can be expected. It appears that the University of Lethbridge may have been financially disadvantaged in the past and overlooked for Government funding due to strong reserve balances.

It was reported that investment returns have not been great due to a weak market but the returns have also not been strong when compared to returns achieved by managers. The Finance Committee may look at splitting off some of the investments to another manager.

Terry Royer congratulated Kevin Keith and the Finance Committee and Nancy Walker and the staff for an understandable presentation of the financial statements.

The question was asked how does the U of L financial position compare to other universities of similar size and growth rate. Nancy Walker responded that her opinion was that the U of L is in a strong financial position with adequate

reserves. It was explained that the Auditor General indicated that for an institution to be in good financial condition would mean being able to replace all capital assets. Nancy Walker commented that no university could do that and no university has been told to do that. She added that the University of Lethbridge maintains its buildings. She felt the University has a fiduciary responsibility to address health and safety issues and this is done. She expressed the view that the University of Lethbridge is in a stronger financial position than most universities.

It was reported that there have been no changes to accounting practices and reporting policies as a result of this audit. The pension liability continues to be a concern and an attempt has been made in Note 16 of the financial statements to quantify that.

The Auditor General questioned if the President was independent and should be a voting member of the Audit Committee. The Audit Committee will consider a change to the terms of reference to include the President as a non-voting member of the committee. This will be referred to the Governance Committee since it will require a change to the Board By-laws.

There was a recommendation from the auditors on senior administrator leaves and a policy revision is being developed. Another issue was deficits in research accounts. The Auditor General recommends expenditures be allocated to the appropriate accounts monthly rather than only at year end. It was noted that there are about 600 accounts and to reconcile them monthly would be quite onerous, but the matter will be reviewed.

MOTION: opn.2004.06.03

Keith/Laplante

That the Board of Governors approve the Financial Statements as at March 31, 2004.

Motion: Carried

Linda Anderson declared a conflict of interest and abstained from voting.

4.1.1 Financial Statement Audit Certification

Received as information.

4.1.2 Analytical Review

Received as information.

4.1.3 Auditor General Representation Letter

Received as information.

4.1.4 Financial Statement Presentation

Received as information.

4.2 Board Committees

MOTION: opn.2004.06.04

DeBow/Coslovi

That the Board of Governors approve the committee assignments as shown on the working paper.

Motion: Carried

Terry Royer expressed appreciation to members who have agreed to serve and especially to committee chairs. He noted that major work is done at the committee level.

4.3 Board Meeting Schedule 2004-2005

MOTION: opn.2004.06.05

Kotkas/Edwards

That the Board of Governors approve the draft meeting schedule for September 2004 to August 2005.

Motion: Carried

It was decided that the Finance Committee will meet at 1:00 p.m., rather than 1:30 p.m.

4.4 Personal Security Policy Amendment

MOTION: opn.2004.06.06

Cade/McNab

That the Board of Governors approve the amendment to S.4.8(d) as follows: Consultant records, except statistical records as provided in 6.2 of this policy, shall be destroyed after six (6) months of the initial approach under 3.4 if no written complaint is made. Destruction shall be witnessed by the Director of Human Resources.

Motion: Carried

4.4.1 Advisory Committee on Personal Security Report for the Academic Year 2003-2004

The report was received as information.

4.5 Signage and Advertising on University Premises

MOTION: opn.2004.06.07

Cade/Keith

That the Board of Governors approve the Signage and Advertising on University Premises policy.

Motion: Carried

Nancy Walker explained that this revised policy combines two previous policies. She noted that as policies are approved, they are placed on the University web site.

5. VICE-PRESIDENT (ACADEMIC) REPORT

5.1 Facts Book

Séamus O’Shea drew the Board’s attention to some specific items from the *Facts Book*.

- The fall enrolment at the U of L was approximately 11% of the university enrolment for the province (p. 11).
- Transfer student numbers are at an all time high, as were new high school numbers (p. 16)
- Visa student numbers are up sharply to 6 1/3%, which is getting closer to the institutional target of 7% (p.17).
- 16% of students are from out of the province, which is one of the highest percentages in Canada, except for some specialized institutions in the Maritimes (p. 21).
- The number of credit hours per student is rising (p. 29). This impacts class size when individual students take an overload of courses, and is difficult to plan for.
- The average class size of about 35 has been maintained over the last decade (p.34).
- The value of external research grants, including federal grants which are peer reviewed, quality controlled and very competitive has risen sharply (p. 39). This is a consequence of hiring good people. Terry Royer passed on congratulations on the hiring practices that have garnered these excellent results. Séamus O’Shea remarked that hiring the right people is one of the most important thing the Deans do.

Derek Peddle felt that research is under represented in the *Facts Book*. He felt that faculty publications and those by graduate and undergraduate students should be included.

Séamus O’Shea explained that when the Key Performance Indicators (KPIs) were being devised for the province, the difficulty of quantifying those kinds of things became apparent. It is also difficult to get individuals to report what they are doing and comparable date from other institutions is needed in order to make it worthwhile.

The enrolment variance from fall to spring was explained as having to do with people who graduate at the end of the fall semester. It was noted that the U of L admits students for the spring semester as well but the numbers are not as strong as for fall entry.

Séamus O’Shea remarked that a university graduate earns more than \$1 million more than a non-graduate over career life.

Séamus O’Shea reported that faculty hiring is going well and a number of key people have been hired.

6. VICE-PRESIDENT (FINANCE & ADMINISTRATION) REPORT

There was no additional report from the Vice-President (Finance and Administration).

7. CHANCELLOR'S REPORT

The Chancellor welcomed Preston Williams and Loralee Edwards.

She expressed appreciation for the positive comments about Convocation and the Chancellor's Dinner. She felt both were well received by the community, particularly the Chancellor's Dinner. The Chancellor further reported hearing positive feedback about the selection of honorary degree recipients. Convocation received tremendous media coverage, copies of which were circulated at the meeting.

The Chancellor reported she will be participating in the celebration of the U of L Edmonton campus graduates on Saturday.

8. STUDENTS' UNION REPORT

Loralee Edwards reported that the Students' Union is busy getting to know the responsibilities of their new positions. She and others in the Students' Union have attended conferences. They are currently organizing a political debate with five or six of the Lethbridge candidates for the upcoming Federal election. Jon Oxley will be the moderator. The hiring process for a new General Manager for the Students' Union is underway. Loralee Edwards indicated she anticipates changes being made to increase healthy food choices and traffic in the Students' Union pub/café. Work is also underway on a five-year strategic plan for the Students' Union. Loralee Edwards reported she will be attending the Calgary campus graduation ceremonies.

Jason Rumer circulated a flyer about the political debate, adding that this is being done with cooperation of the University and the College. He also distributed "think education" buttons.

Mention was made of former Students' Union President, Melanee Thomas, who is an NDP candidate in the Federal election. She has done exceptionally well in media interviews, particularly in a recent one on a Calgary radio station.

9. ALUMNI REPORT

Jill Kotkas reported attending the Management Scholarship Dinner, Convocation ceremonies, the Governance Committee meeting, the Chancellor's Dinner, Alumni Honour Society reception, and the Alumni Association Golf Tournament. The Alumni Association Annual General Meeting is June 24.

Aaron Engen reported that the Calgary chapter is having a golf tournament in August.

10. ADJOURNMENT

MOTION: opn.2004.06.08

Rumer/McNab

That the Open Session of the June 17, 2004 meeting
of the Board of Governors be adjourned.

Motion: Carried

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