

MINUTES OF THE OPEN SESSION MEETING
OF THE UNIVERSITY OF LETHBRIDGE BOARD OF GOVERNORS
HELD THURSDAY, JUNE 24, 2010 AT 1:30 P.M.
IN THE BOARD ROOM (W646)

Present: Bob Turner (Chair), Bill Cade, Karen Bartsch, James Berezan, Richard Davidson, Leah Fowler (by phone), Gordon Jong, Blaine Kunz, Heidi MacDonald, Jeremiah Merkl, Kevin Nugent, Dean Setoguchi, Janice Varzari, Paul Walz, Don Chandler, Doug McArthur, Rita Law (Secretary)

Regrets: Evelyn Good Striker, Taz Kassam, Jenn Prosser, Patrick Forrest

Others: Andrew Hakin, Vice-President (Academic) & Provost
Chris Horbachewski, Vice-President (Advancement)
Nancy Walker, Vice-President (Finance & Administration)

1. CONSENT AGENDA

- 1.1 Approval of the June 24, 2010 Open Session Agenda**
- 1.2 Approval of the May 20, 2010 Open Session Minutes**

MOTION: opn.2010.06.01

MacDonald/Chandler

That the Consent Agenda of the June 24, 2010 Open Session meeting of The University of Lethbridge Board of Governors be approved.

Motion: Carried

2. BOARD CHAIR REMARKS

The Chair acknowledged that this is the last Board meeting President Bill Cade will be attending since his term as president finishes on June 30, 2010. Bill Cade and his wife Elsa have hosted many functions and reoccurring events during Dr. Cade's 10-year term as President. On June 10 there was a community farewell dinner for Bill and Elsa Cade. The banquet had a very large attendance and was a wonderful opportunity for the community at large to offer their best wishes.

On May 26, 2010 Bill Cade gave a well-received presentation entitled "Sex on Six Legs" to a full house at the Telus World of Science Edmonton. Bill Cade expressed appreciation to Chris Horbachewski for arranging the event.

An Alumni Celebration was held June 2, 2010 that saw former Board member, Jill Kotkas, among those honored.

The very successful Convocation ceremonies were held June 3 and 4. June 3, 2010 was also the Chancellor's Dinner, a very smoothly run and enjoyable evening.

On June 11, 2010 Bob Turner and his wife Dawn were able to meet over dinner with President-designate Mike Mahon and his wife Maureen. Dr. Mahon and Mrs. Mahon are enthusiastic about their move to Lethbridge and he looks forward to his time at The University of Lethbridge.

An Order in Council has been received naming Patrick Forrest to the Board of Governors. Patrick is well known in the Calgary business community and within the University of Lethbridge Alumni Association. Patrick will be replacing Myles Bourke, who has completed two terms.

3. PRESIDENT'S REPORT

Dr. Cade expressed his appreciation to the Board of Governors for their assistance and support over his 10 years with the University. He added that the June 10 farewell dinner was a wonderful, spectacular, warm, and joyous event. This is the last Board Meeting for Dr. Cade as President of the University of Lethbridge.

The University of Lethbridge Facts Book has just been printed and is also available online. Board members were provided with a printed copy. It contains anything someone would want to know about post-secondary educational trends – i.e. increase in women attendance at post-secondary educational institutions.

The dedication of Carl Granzow Sculpture Garden took place earlier today at 11:30 a.m. A plaque was affixed to a large rock in his honor. The University of Lethbridge does not usually make dedications to fallen colleagues but Carl was so special to the University of Lethbridge community.

The flag is being flown at half-staff today in memory of Royal Canadian Mounted Police Constable Chelsey Alice Robinson, who died Monday, June 21st. As well as attending, then working at the University of Lethbridge, her sister, Samantha Lutterotti is a staff member currently in the University Library.

Dr. Cade thanked the University of Lethbridge for giving the Senate Volunteer Award to Elsa Cade. It was explained that the award is open to people who volunteer for the University in whatever way. Many people don't realize that in addition to talented faculty and staff, there are hundreds of people who perform thousands of hours of volunteer work for the University each year.

Dr. Olga Kovalchuk, an internationally-respected biological sciences and epigenetics researcher at the University of Lethbridge, can now add recipient of Canada's Top 40 Under 40 to her already long list of accomplishments. Canada's Top 40 Under 40 is a prestigious national award program, which annually honors 40 Canadians in the private, public and not-for-profit sectors under the age of 40. Dr. Cade and others from the U of L were able to attend the Calgary ceremony when Olga Kovalchuk was among those honored. He remarked that Dr. Kovalchuk was the best speaker.

Dr. Cade used the phrase “dancing with the Board” in his parting comment adding that “Sometimes you lead, sometimes we lead, the most important thing is, we don’t step on each other’s tootsies”. Dr. Cade thanked the Board very much for the opportunity to work with them, adding he will always be a “U of Ler”.

4. ITEMS FOR ACTION

4.1 Draft Financial Statements for the Year Ended March 31, 2010

MOTION: opn.2010.06.02

Berezan/McArthur

That the Board of Governors approves the University of Lethbridge draft financial statements for the year ended March 31, 2010.

Motion: Carried

Carrie Takeyasu, Executive Director of Financial Services, was unable to attend the Board of Governors meeting, therefore Nancy Walker, Vice-President (Finance and Administration) gave a presentation. Carrie Takeyasu leads the team who prepares the Financial Statements, Nancy Walker recognized the great work that Carrie Takeyasu and her team do.

The March 31, 2010 financial statement has received an unqualified audit opinion. There were some minor recommendations for changes made that will be implemented over the next year.

The Auditor General’s Office (OAG) along with Advanced Education and Technology has developed templates for Financial Statements, which caused some extra work on this year’s audit. Nancy Walker made a correction to the grant from the Government of Alberta. It should be \$1.9 million rather than \$1.6 million. Nancy Walker explained that the University of Lethbridge has control over some of the expenses (approximately 18%) but most of expenses relate to salary and benefits. Enrolment growth is watched carefully as it relates to student/faculty ration. The intent is to maintain small classes.

The Draft Financial statement has been approved by the Board of Governors Finance and Audit Committees before coming to the Board of Governors for approval.

Among the OAG recommendations was the development of a more detailed capital preservation policy for endowments. A Board member remarked that the endowment principle growth is very impressive.

4.2 Management Course Fee

MOTION: opn.2010.06.03

Berezan/Jong

That the Board of Governors approves effective April 1, 2010 International Student Mentor Course (Management 3905) fees be reduced to the same amount paid by Canadian Students.

Motion: Carried

It was noted that the related fee is higher at both the U of A and U of C. Historically fees for international students are higher than for Canadian students since the former are not tax payers and the expenses for courses are supported by tax dollars.

4.3 Business Plan

MOTION: opn.2010.06.04

Berezan/McArthur

That the Board of Governors approves the University of Lethbridge 2010-2014 Business Plan.

Motion: Carried

A member pointed out how well prepared the document is. Nancy Walker informed the Board of Governors that Robin Hopkins did a great job of preparing this document which is a requirement of Advanced Education and Technology.

4.4 Annual Report

MOTION: opn.2010.06.05

Berezan/McArthur

That the Board of Governors approves the University of Lethbridge 2009-10 Annual Report for the Year Ended March 31, 2010.

Motion: Carried

Jim Berezan reported that the Annual Report was previously approved by the Board of Governors Finance Committee. The Audited Financial Statements will be included when it is received. In the past, the due date for the Annual Report was January but now Advanced Education has asked that it be submitted within six months of fiscal year end, which is March 31. Since the Board does not meet in September, approval is being sought now. The report goes to the OAG to ensure it is consistent with the Financial Statements. The report is posted on the OAG, Department of Advanced Education and Technology and U of L web sites. A report on sustainability will be included in both the Business Plan and Annual Report in the future, as appropriate.

4.5 Governance Documents

MOTION: opn.2010.06.06

Nugent/Berezan

That the Board of Governors approves the following revised governance documents:

- Audit Committee Terms of Reference
- Executive Committee Terms of Reference
- Finance Committee Terms of Reference
- Advancement Committee Terms of Reference
- Governance Guidelines
- Rules of Operation of the Board of Governors

Motion: Carried

Kevin Nugent, Chair of the Governance Committee, reported that individual committees review their Terms of Reference every year. The Governance Committee subsequently reviews them and makes a recommendation to the Board. Any changes were of a minor nature.

4.6 Board of Governors Draft Meeting Schedule

MOTION: opn.2010.06.07

Cade/Jong

That the Board of Governors approves the draft meeting schedule for 2010-2011.

Motion: Carried

It was noted that a Board Retreat date is to be determined.

4.7 President *Emeritus*

MOTION: opn.2010.06.08

Bartsch/Walz

That the Board of Governors appoint Dr. William H. Cade as President *Emeritus* with all the rights and privileges pertaining thereto, effective July 1, 2010.

Motion: Carried

Bill Cade abstained from the vote.

Information in support of this motion was distributed and is filed with these minutes. This is a very prestigious award and not given without much consideration. Karen

Bartsch added that Dr. Cade has made outstanding contributions to the University of Lethbridge. The University has received significant donations as well as a good deal of expansion was started or completed during Dr. Cade's phenomenal ten years as President. Dr. Cade's people skills stand out and his leadership has been much appreciated. His passion for the University has always been very apparent.

5. ITEMS FOR INFORMATION

5.1 Sustainability Report – Presentation

Nancy Walker reported that there was going to be a presentation to the Senate in December but that meeting was cancelled due to poor weather. This report is mostly environmental sustainability in response to a letter from Faculty forwarded to the Senate. It was acknowledged that sustainability includes issues beyond the environment, including social responsibility, economic issues, etc. and the sustainability web site contains more information. Nancy Walker will draft a response to that letter for Chancellor Richard Davidson's signature.

5.2 Personal Security Committee Report

The Personal Security Committee Report was received for information.

5.3 Personal Security Annual Report

The Personal Security Annual Report was received for information. There were relatively few complaints and most have been resolved. The policy has worked very well over the past ten years.

6. VICE-PRESIDENT (ACADEMIC)

The report of the Vice-President (Academic) is filed with these minutes. Dr. Hakin highlighted that Dean Jo-Ann Fiske of Graduate Studies stepped down from her position for health related reasons. Andrew Hakin has been working with the School for about two months. Dr. Rob Wood has been appointed Interim Head effective July 1.

Dr. Jane O'Dea, Dean of Education will be leaving the administrative position June 30, 2010. Dr. Craig Loewen has been appointed Interim Dean.

Dr. Murray Lindsay is stepping down as the Dean of Management after 5 years in that position. Dr. Robert Ellis takes up the responsibilities of this position on July 1.

Dr. Hakin and Dr. O'Dea traveled to Red Crow Community College (RCCC) to discuss programming and strengthen relations between RCCC and the University of Lethbridge. The University of Lethbridge is working closely with Roy Weasel Fat from RCCC and he has some very exciting ideas. The University of Lethbridge looks forward to the further interactions next year.

More than 600 attended a great student recruitment event, "Jump the Line", held on campus June 11 and 12.

Dr. Hakin congratulated Jodie Black and her team for the successful Convocation at the

University on June 3rd and 4th. The Chancellor added his appreciation and congratulations to the Registrar's Office, and in particular Jodie Black for a Convocation that went off like clockwork.

Andrew Hakin remarked that the Prentice Institute is making marvellous strides forward, developing relationships with research affiliates, and receiving a lot of good press. The canopy of the Prentice Institute is developing well.

7. VICE-PRESIDENT (FINANCE & ADMINISTRATION)

• **Sport and Recreation Services Community Use Report**

The report was received for information. Approximately 50% of the facility usage is by the community and that number keeps growing.

Nancy Walker reported that Frank VandenHeuvel, who has worked in Financial Services at the University for 41 years, is retiring. Frank has been a great employee and he was wished well in his retirement.

8. VICE-PRESIDENT (ADVANCEMENT)

Chris Horbachewski expressed appreciation to Doug McArthur and Robert Turner for their service on the committee that organized the farewell events for Bill and Elsa Cade.

9. VICE-PRESIDENT (RESEARCH)

The report of the Vice-President (Research) is filed with these minutes.

10. CHANCELLOR'S REPORT

The Chancellor's Report was received for information. The Chancellor drew attention to particular items in the report, including the naming of Board member Dr. Leah Fowler as the 2010 Distinguished Teaching Award recipient. Dr. Robert Hironaka and Mrs. Elsa Cade were the Senate Volunteer Award recipients.

There was a dinner to thank outgoing Senators and to welcome those who were newly appointed to the Senate. Bill and Elsa Cade were thanked for their service and presented with a "Wordle" made up of words that the Senators thought represented Bill and Elsa. Richard Davidson extended best wishes to the Cades. Bill Cade thanked Richard and the Senate for the recognition and the gift.

The Chancellor Search Committee is continuing to seek out a new Chancellor to take office March 2011. The committee hopes to have a recommendation for the February Senate meeting.

11. BOARD MEMBER REPORTS

There were no Board member reports

12. ADJOURNMENT

MOTION: opn.2010.06.09

Jong/Chandler

That the Open Session of the June 24, 2010
University of Lethbridge Board of Governors
meeting be adjourned.

Motion: Carried