

MINUTES OF THE UNIVERSITY OF LETHBRIDGE BOARD OF GOVERNORS
OPEN SESSION HELD THURSDAY, OCTOBER 17, 2002 AT 1:30
AT THE ELKWATER COMMUNITY HALL

- Present: Terry Royer (Chair), Linda Anderson, Lawrence Barany, Bill Cade, Geoff Cox, Gordon Dixon, Aaron Engen, Jim Horsman, Kevin Keith, Dawna Koslovi, Jill Kotkas, Guy McNab, Gord Rosko, Robert Turner, Rita Zaugg (Secretary)
- Regrets: Hadi Kharaghani, Raina Jogia, Dan Laplante, Doug Stokes, Melanee Thomas
- Others: Seamus O'Shea, Vice-President (Academic) and Provost
Nancy Walker, Vice-President (Finance and Administration)
Patrick Machacek, Director, Institutional Advancement
Don Young, Former Board
Dustin Hines, Graduate Student Board member elect

A minute of silence was observed in memory of Gordon Paterson, a former Board member and Board Chair who recently passed away. Terry Royer gave a brief history of Mr. Paterson's service to the University. The Paterson family has established an endowment fund in Gordon Paterson's name. Patrick Machacek reported the fund has received \$12,000 in donations, which is a reflection of the esteem that people felt for Gordon. Board members were encouraged to contact the Institutional Advancement office if they would like to make a donation to the fund.

Terry Royer introduced and welcomed two new members to the Board, Guy McNab and Dustin Hines. Guy McNab has been appointed by the Lieutenant Governor in Council and Mr. Hines has been named by the graduate students to replace Michael Crowe who has resigned. Mr. Royer explained that joining the Board is not necessarily a perk, but is a lot of hard work and commitment and the new members will be asked to make a commitment of time, talent and, perhaps, treasure to the University. He went on to say that an advantage is that the University is easy to fall in love with and easy to be committed to and hard to stay away from. It is quickly becoming one of the premier post-secondary institutions, not only in Alberta but Canada. Board members have a responsibility to maintain confidentiality. The appointment is as a Board member and members must set aside vested interests. Membership carries with it the responsibility to the people of the Province to make the U of L the best institution possible. The new Board members were presented with a University of Lethbridge pin, symbolic of joining the Board.

CONSENT AGENDA

1. **Approval of the October 17, 2002 Agenda**
2. **Approval of the Open Session Minutes of the June 20, 2002 meeting**

MOTION: opn.2002.10.01

Jill/Kevin

That the Consent agenda be approved.

Motion: Carried

3. BOARD CHAIR REMARKS

3.1 Centre for Leadership and Change

Terry Royer recently had the opportunity to meet with John Usher, Dean of the Faculty of Management, and in a separate meeting, Dean Setoguchi, who is Chair of the Calgary Development Team of the Faculty of Management. In both cases the discussion focussed on the proposed Centre for Leadership and Change. Terry Royer added that Dean Setoguchi is a graduate of the Faculty of Management and is enthusiastic and ready to assist with the project.

3.2 Standing Policy Committee on Learning and Employment (SPC)

The University of Lethbridge was to make a presentation to the SPC in Edmonton on October 8. The supporting document was included with the agenda package. The meeting was postponed to October 21 and has now been rescheduled to October 31. Regrettably, Mr. Royer will now be unable to attend but the President, Chancellor, Vice-Presidents and Gord Rosko will attend.

3.3 Dinner With Medicine Hat College Board

The Medicine Hat College Board members will join the U of L Board for dinner following the Board meeting. Board members were encouraged to have a strong interaction with the Medicine Hat College Board members and seek their views on the relationship between the two institutions. The primary objective is to develop further connections and relationships.

3.4 Universities Act

Terry Royer was asked to provide input and propose changes to the Universities Act. He had some concern about the limited lead time. The Deputy Minister indicated there had been a year's notice but the request came to the Board Chair's office on August 14. Terry Royer explained he had intended to refer the request to the Governance Committee for their review and input, but there was not enough time.

3.5 LCC Instructional Building Opening

Terry Royer attended the opening of the Instructional Building on the LCC campus. He indicated he was impressed with the building, particularly the design of the main theatre and encouraged Board members to take an opportunity to view the building.

3.6 Building Bridges

The Building Bridges initiative continues. Four lunches are being planned to take place over the next few months.

3.7 Degree Granting for Mount Royal College

A meeting was held on the Mount Royal College campus. The primary focus of the discussion was their desire to be degree granting. If this should occur, it would have significant implications for the University of Lethbridge.

4. PRESIDENT'S REPORT

4.1 Bev Paterson Correspondence

Bill Cade remarked he couldn't recall another term that began as sadly as this one. A first-year student, Roxana Musca, was killed along with Mihai Andreucut, the son of a post-doctoral fellow, and four others in a tragic car accident. Professor Nishizawa, from Hokkai-Gakuen University, who was very active in getting the exchange started between Hokkai-Gakuen University and the University of Lethbridge, recently passed away in Japan. Members of the faculty who have participated in the exchange are planning a memorial. Gordon Paterson, former Board member and Chair, also passed away recently. Bill Cade remarked that Gordon Paterson was one of the reasons he came here to be President. Gordon and his wife, Bev, were very helpful to the President and his wife, Elsa, when they first came to Lethbridge.

4.2 Enrolment

The year has had a good beginning in other respects. Enrolment is just over 7,000. The strategy of adhering to deadlines to slow growth was successful.

4.3 Review of Athletic Marketing

A review of Athletic marketing is taking place now. Several people, including Board member Geoff Cox, have been interviewed by Doug Geddie, who is reputed to be the premier marketing analyst for universities and colleges. Bill Cade noted he suspects the report will indicate a lot of attention is needed in Athletic marketing. It is anticipated the report will include direction to help brand the University. Bill Cade is chair of an extended marketing committee, which will be reviewing how we brand and market the University to various audiences.

4.4 Gala at Canadian Consulate in Seattle

Bill Cade spent Canadian Thanksgiving at a gala at the Canadian Consulate in Seattle, hosted by Roger Simmons, Consul General of Canada, Seattle. This was the culmination of a week long celebration, largely for an American audience, to inform them of the role Canada plays in their lives. Western American and Canadian university presidents were in attendance and there was a good exchange of information. The President reported he received a copy of A Diary Between Friends, which is a chronicling of events across Canada following the September 11 tragedy. Representatives of the University of Montana system will be visiting the campus in early November.

4.5 Bill Krysak Award

Security officer, Bill Krysak, received an award for administering CPR and perhaps saving a life.

4.6 Convocation

Bill Cade remarked that the October 19 convocation is rather special since it will be the last convocation at which Chancellor Jim Horsman will preside. Bill Cade added that he is not looking forward to Jim Horsman leaving the office of Chancellor.

4.7 ASTEC Awards

Bill Cade and Séamus O'Shea will attend the ASTEC awards dinner in Edmonton October 18.

4.8 Jill Besplug

Jill Besplug, a U of L student, won the Calgary Stampede barrel racing for the second consecutive year. She is a biochemistry student who works with Igor and Olga Kovalchuk. Dan Gaynor of the Calgary Herald will present her with a special glossy front page of the Calgary Herald from the day she won.

4.9 Premier's Dinner

The University of Lethbridge had a table at the recent Premier's Dinner in Lethbridge and Gord Rosko was kind enough to include U of L at the GlaxoSmithKline table. Through information provided by Gord Rosko, the Premier made several mentions of the University of Lethbridge including speaking of the University being first in science funding, the Maclean's ratings, Rhodes scholars, and the Pronghorn women's hockey team. Séamus O'Shea was also mentioned by name regarding international recruitment of students.

4.10 Scholarship Dinner

Patrick Machacek reported that a 35th anniversary dinner is being planned for November 21 to raise scholarship money. Myles Bourke and Phil North are co-chairs of the organizing committee. Tickets are \$100 and a \$60 tax receipt will be issued. The dinner will profile the five University presidents, four of whom will be in attendance. Dr. Beckel will do a pre-taped message which will be shown at the dinner. It is hoped that \$10,000 will be raised to endow a scholarship. Those who cannot attend are encouraged to make a donation to the scholarship fund. Terry Royer added that the idea of the dinner was started as an opportunity for past and present Board members to review the past history of the University and reminisce.

4.11 2002 Community Report

Copies of the community report were distributed in Edmonton, Calgary, Medicine Hat and Lethbridge. Many positive comments were received on the report which is in its second year in the new format. The report for the Calgary market had the Calgary tower on the front cover. Patrick Machacek and his office were congratulated on the quality of the report. Terry Royer added that, with campuses in Calgary and Edmonton, the U of L is the only Alberta-wide university.

4.12 Message from Honourable Ralph Klein Re 35th Anniversary Congratulations

This correspondence was received as information.

5. ITEMS FOR ACTION

5.1 Dr. John Hayden Woods, President *Emeritus*

MOTION: opn.2002.10.02

Cade/Cox

That John H. Woods be designated President *Emeritus* and the appropriate notation be included in The University of Lethbridge Calendar.

Motion: Carried

Séamus O'Shea reported that Dr. Woods has been appointed adjunct professor for two years.

5.2 Terms of Reference for Finance/Audit Committee

MOTION: opn.2002.10.03

Kevin/Barany

That the revised terms of reference for the Finance Committee be approved by the Board of Governors and the By-Laws amended to incorporate those revised terms of reference.

Motion: Carried

Keith/Cox opn.2002.10.04

That the revised terms of reference for the Audit Committee be approved by the Board of Governors and the By-Laws be amended to incorporate those revised terms of reference.

Motion: Carried

6. VICE-PRESIDENT (ACADEMIC) REPORT

A written report was distributed and is filed with these minutes. Séamus O'Shea pointed out the increases in enrolment, noting that the numbers were controlled by enforcing deadlines. Consideration needs to be given to what to do in the long run and what to do if the degree-granting for colleges proposition is implemented. He pointed out that most jurisdictions across Canada are seeing enrolment increases. The double cohort in Ontario will certainly raise the numbers there and a significant building program is underway to accommodate the growth. Ontario could have overcapacity in the future once the double cohort passes through.

All Access programs are on target except Computing Science but an arrangement has been made to use seats in Multimedia to satisfy the target. Some opportunities are arising for collaboration with Banff Centre and a joint UBC, SFU and private partners venture in connection with developing multimedia technology and applications. Work is being done to do enhanced video conferencing, which could be used to support the northern campuses.

7. VICE-PRESIDENT (FINANCE & ADMINISTRATION) REPORT

The Supplementary Schedules to the 2001-2002 Financial Statements were distributed. The material is also available on the web in spreadsheet format.

Budget assumptions are being developed and budget letters are going out to the individual units. Nancy Walker explained that the President had asked the budget committee to consider if it is appropriate to allocate all tuition revenue to the faculty or school offering a course. The budget committee has recommended a change to the budget model effective for the 2003-04 budget. It was explained that the current method of allocating tuition revenue encourages units to offer courses to meet demand but also has some aspects which are not particularly healthy for the Institution as a whole. Under the new model a portion of tuition fees (\$40 per course) will now be held centrally to help finance Institutional priorities. To compensate for the decrease in budgeted tuition revenue, an increase will be provided to the operating budgets of the faculty or school to bring the total revenue to the level budgeted in 2002-03. Other initiatives being implemented on the recommendation of the budget committee are the preparation of a budget manual and budgeting of carry forward funds, including a budget cycle and purchasing plan.

An alcohol awareness committee has been formed which includes representation from administration, Health Centre, Students' Union, faculty, Security, Risk Management, Housing and the Counselling Centre. The committee will develop alcohol education programs to increase awareness of consequences and minimize negative alcohol-related incidents.

Terry Royer added that he had walked through the renovated old library space and encouraged the Board to look at it. He extended compliments to Nancy Walker and those who worked to complete the project, which turned out very well.

8. COMMITTEE REPORTS

8.1 Finance Committee

It was explained that the objective of the revised financial reporting to the Board is to include the key financial factors while simplifying the reporting to make it understandable so the Board can fulfill its fiduciary responsibility. The format of the Statement of Operations was reviewed and Board members were informed that detailed information is available if they wish to review it.

Robert Turner commented that he has a summary of recommendations from the Sarbanes-Oxley Act of 2002. Although the Act is U.S. legislation related to “public companies” i.e. companies registered or required to file reports with the Securities Exchange Commission, there may be components which would be useful to the Board and administration.

The fairly high budget number for insurance appears to be an error and will be reviewed and corrected. Subsequent to the meeting it was learned that the Insurance line item includes insurance and contracts. Separated out, the budget for Insurance is \$183,000 and for External Contracted Services it is \$2,290,000.

8.2 Governance

There was no further report from the Governance Committee.

8.3 President’s Advisory Committee on Personal Security

Lawrence Barany, who is the Board representative on the President’s Advisory committee on personal security, reported on the progress this committee is making. Committee membership includes Nancy Walker; Brian Titley, ULFA; Sharon Stevenson-Ferrari, AUPE; Don MacDonald, Human Resources; Greg Imeson, Students’ Union; and Leah Fowler, GFC. The committee reviewed the Personal Security policy which was approved by the Board. The policy includes freedom from violence, threat of violence, harassment, hazing, abuse of authority, verbal abuse, etc. When the implementation plan is complete, it will be made widely known. Senior administrators and the counselling committee have attended workshops on mediation led by Derek Redman. Further training in investigation and human rights will be done. The goal is to ensure the University is safe and is perceived as safe. Bill Cade added that the policy identifies a consistent way of dealing with complaints and provides a vehicle for workshops for interested groups. The role of the committee is to advise on the operation of the policy and recommend any changes needed to the policy. It was noted that the policy is a tool to deal with harassment and it is intended that both the accused and the complainant will be treated fairly. Any criminal activity is referred to the appropriate law enforcement authority.

8.4 Executive Committee

The existing terms of reference for the Executive Committee will be reviewed and brought to the November Board meeting.

9. STUDENTS' UNION REPORT

The Students' Union report was received as information.

10. ALUMNI REPORT

Jill Kotkas reported that the Alumni Association met yesterday. The Alumni Association is holding a retreat Friday and Saturday with Ken Balmer. One of the issues will be adjusting the meeting schedule in order that a written report can come to the Board in a timely manner. They will also try to get more focus on where the Alumni Association lies within the University, more fully define their goals, raise their profile on campus and in the community, and build their numbers. One of the initiatives will be to increase attendance at meetings and perhaps reduce the number of meetings. Jill Kotkas reported she is working to get as many as possible to the 35th Anniversary scholarship dinner.

The Alumni Association will be hosting a reception for Dr. Austin Mardon, Alumnus of the Year. He is the son of former faculty member, Dr. Ernest Mardon.

Aaron Engen reported that the Calgary Chapter has lost its president but there are good people prepared to step in. The Calgary Chapter is growing. About 90 people attended a golf tournament in September to raise funds for the Calgary Chapter. The golf tournament will be an annual event.

11. CHANCELLOR'S REPORT

Jim Horsman thanked the Board for coming to south east Alberta. He commented that another important aspect of the evening will be a dinner later when there will be opportunity to engage in conversation with prominent people from the area. Representatives from the county, the deputy Mayor, and Medicine Hat College Board are expected to attend as well as Cliff Wright, University Senator.

The Hospitality Committee of Senate held a reception at the beginning of the year with excellent attendance by new faculty.

The Senate Outreach Committee sponsored a one-day wind power seminar. David Coutts, MLA for Livingstone-Macleod, acted as chair. The seminar was well attended and interesting comments were heard about the future of wind power. It was a successful event which drew people to campus who might not otherwise come. There will be a future meeting in the Pincher Creek area on this topic.

An outreach session was held in Cardston in June and was well attended by key people. The October 8 Senate meeting had student life on campus as the theme. The student and administrative participation was excellent. There was good attendance at the meeting and the Senators found the information very useful.

Jim Horsman arranged for the Chancellors *Emeriti/Emerita* to meet over dinner. All living Chancellors were in attendance. The intent is to keep them interested and involved.

The Chancellor Search Committee continues its work. Advertisements have been placed and the deadline for submissions is October 18. Some applications have been received. The interview process will commence shortly and a short list will be presented at the February Senate meeting.

The theme of the next Senate meeting is the Native American Studies program.

Jim Horsman reported he spent a week on campus and attended a variety of functions and spoke to several classes on a number of topics including federal and provincial politics and international trade. He also met with the Students' Union and observed their election process to select representatives from the Faculty of Arts and Science and the School of Health Sciences. Bill Cade thanked Jim Horsman for spending the week on campus, adding that there were many positive comments.

Jim Horsman reminded the Board that he represents the University of Lethbridge on the Alberta Ingenuity Fund trustees. The University applied to be a Centre of Excellence for the water research initiative but was unsuccessful. Mr. Horsman expressed optimism that it will, at some point, be funded through the Ingenuity Fund. Two Centres of Excellence have been granted to the U of A. Jim Horsman reported he attended a reception at which the Premier, the Minister of Science and U of L honorary degree recipient Dr. Schaeffer were in attendance.

Saturday will be the last convocation for Jim Horsman in the role of Chancellor. He noted about 160 people have confirmed their attendance at the luncheon following convocation at which the honorary degree recipients and the alumnus of the year will be recognized.

12. ADJOURNMENT

MOTION: opn.2002.10.04

Cox/Rosko

That the Open Session of the October 17, 2002 meeting of the Board of Governors be adjourned.

Motion: Carried