

## THE UNIVERSITY OF BRITISH COLUMBIA

A regularly scheduled meeting of the Board of Governors was held on Thursday, October 6, 1994, at 9:00 a.m. in the Board and Senate Room of the Old Administration Building.

Present:

- Ms. Barbara Crompton, Chair
- Mr. Robert H. Lee, Chancellor
- Dr. David W. Strangway, President
- Mr. Thomas R. Berger, Q.C. (For part of the meeting)
- Ms. Shirley Chan
- Dr. William R. Cullen
- Mr. Michael K. Y. Hughes
- Mr. Harold C. Kalke
- Dr. Roslyn Kunin
- Mr. Orvin C. W. Lau
- Dr. Tong Louie
- Ms. Lois Moen
- Mr. Dennis J. Pavlich
- Ms. Marion J. J. York

A message of regret for absence was received from Mr. Michael Partridge.

In Attendance:

- Mrs. Nina Robinson, Secretary to the Board
- Dr. Daniel R. Birch, Vice President, Academic & Provost
- Mr. A. Bruce Gellatly, Vice President, Administration & Finance
- Dr. Robert C. Miller, Jr., Vice President, Research
- Dr. K. D. Srivastava, Vice President, Student & Academic Services
- Mr. Peter W. Ufford, Vice President, External Affairs
- Mr. Frank Eastham, Associate Vice President, Human Resources
- Ms. Libby Nason, Vice Provost
- Mr. Tim Miner, Director, Campus Planning & Development
- Mr. Steve Crombie, Manager, Media Relations
- Dr. C. Slonecker, Director, Ceremonies & Community Relations
- Mr. Andrew Brown, University Planner, CP&D
- Mr. David Grigg, Manager, Engineering Services, CP&D
- Ms. Natalie Dakers, Industry Liaison
- Mr. Bill Dobie, President, AMS
- Members of the public gallery

### OPEN SESSION

### GENERAL PRESENTATION

Dr. Richard A. Spencer, Registrar and Director of Student Services, gave a presentation regarding the Registrar's Office and Student Services areas.

Dr. Spencer observed that Mr. Bill Dobie, President, AMS, was in attendance. He indicated that his office had been working closely with the AMS on a number of matters. Mr. Dobie commented that UBC has a lot to be proud of in the area of student services.

## **REMARKS**

### **Chancellor**

Chancellor Robert H. Lee briefed Board members on his recent trip to Hong Kong with President David W. Strangway.

### **President**

President David W. Strangway reported that the Faculty of Forestry had been selected to implement an innovative undergraduate program in wood products engineering, the first of its kind in North America.

The President also pleased to report that the provincial government has renewed the National Centres of Excellence infrastructure support.

Dr. Strangway briefed the Board on the position paper put out recently by The Honourable Lloyd Axworthy with respect to the issues of transfer payments and income contingent repayment schemes and the possibility that a voucher scheme may be introduced. At the request of the President, Dr. Daniel R. Birch outlined, for the information of the Board, his recent meeting with Mr. Axworthy on these issues.

## **FLAGGED ITEMS**

### **Planning Principles**

1. Comparative Analysis of Spaxman's Planning Principles and Campus Plan Strategies
2. Notice of September 27, 1994 Public Meetings
3. Improving Campus Roads for Pedestrians and Vehicles
4. Progress Update
5. Traffic Management Update
6. Towards an Official Campus Plan and the Associated Public Process

Documentation with respect to the above-referenced matters had been circulated and was received for information.

Mr. Andrew Brown and Mr. David Grigg made an extensive presentation on this item.

Mr. Dennis Pavlich commented that he would like to see articulated somewhere the statement that institutional interests are not necessarily insular interests. He felt that, although we have to be sensitive to local groups, it should be recognized that we are a public institution that serves both provincial and national interests.

The view was expressed that the University should take a proactive role in involving interested stakeholders in the process. The President indicated that a great deal of work was being done to try to address that.

It was noted that Mr. Ray Spaxman would be invited to appear before the Board again at some future appropriate time.

After a lengthy discussion, it was agreed that the name of the Property Committee would be changed to the "Planning and Property Committee." With this increased mandate the Planning and Property Committee would consider the planning principles and report back to the Board at its next meeting.

### **Progress Report on Post Campaign Fund Raising**

The following documentation had been circulated.

1. Revised Case Statement (Draft dated September 22, 1994)
2. Progress report dated September 22, 1994, from Mr. Peter W. Ufford

The progress report contained a statement of "UBC Fundraising Objectives for 1994-95" that outlined the \$32.5 million fundraising goal communicated to the Board of Governors in May 1994 and the \$18 million progress to date towards that goal.

The report indicated that much additional fundraising was underway. UBC's annual alumni fund campaign begins in late September; the case statement (referenced above) has just been completed, faculty fundraising will now advance with more focus; and many of the President's Circle major gift cultivation calls have been completed and the base laid for future fundraising.

Mr. Peter W. Ufford spoke to the need to approach fund raising with a long-term view. He also outlined the support being provided to the faculties by the Development

Office. It was noted that a report with respect to fund raising would be made to the Board from time to time.

### **Professional Program Tuition Fees (Pharm D., M.B.A.) and Special Pharmacy Practice Fee**

A proposal with respect to tuition fees in specific professional programs (M.B.A. and Pharm.D.) and Special Pharmacy Practice Fee was before the Board for preliminary discussion. The proposal was being developed because the continuation of outstanding professional programs and, particularly, the introduction of new programs depends now and is likely to depend even more in the future on developing new sources of revenue.

At the request of the Academic & Student Affairs Committee, Dr. Daniel R. Birch had circulated additional information with respect to the proposal in a memorandum dated October 5, 1994. It was noted that the proposal would be brought back to the Board for decision at its meeting on December 1, 1994.

### **Draft Communications Plan**

A draft UBC Communications Plan 1994-95 had been circulated and Mr. Steve Crombie spoke to the item.

Mr. Crombie indicated that the draft was here for comment and information and that a summary would be published in UBC Reports so that all members of the campus have an opportunity to give feedback. It was noted that the Communications Plan would come back to the Board at various times for comment.

## **PROPERTY**

### **Creative Arts Facility**

The following documentation had been circulated in connection with the Creative Arts Facility.

1. Memorandum dated September 20, 1994, from Mr. A. Bruce Gellatly
2. Creative Arts Facility Phase I Program Brief dated August 1994
3. Faculty of Arts Master Plan (Creative Arts Facility/School of Journalism--Physical Planning Addenda

The Board was advised that the President's Advisory Committee on Space Allocation at its meeting on September 14, 1994, had reviewed the Program Brief and endorsed it as a basis for further planning.

**IT WAS RESOLVED,**

**That the Board hereby approves the Program Brief dated September 1994 for the Creative Arts Centre Phase 1 as a basis for proceeding to further planning.**

**CARRIED**

**Liu Centre for International Studies - Progress Report**

A progress report on the Liu Centre for International Studies was received for information. The report had been prepared by Catherine Vertesi, Director of International Program Planning and Development. It provided information on new developments being considered by the President and the Planning Committee to modify and elaborate on the initial concept for the Liu Centre for International Studies.

**Capital Plan Submission 1994-95**

The Capital Plan Submission to government for 1994-95 had been circulated and was received for information.

It was noted that the Forestry Science building has been delayed for one year and that the University is seeking the means to restore the schedule with a view to awarding the contract at the March 1995 Board meeting. The next three projects in order of priority were:

1. Biotechnology--Phase 2
2. Chemistry/Bio Resource Engineering
3. Earth Sciences--Phase 1

**Major Projects Status Report**

The major projects status report dated September 26, 1994, had been circulated and was received for information.

**Standing Report on Campaign and Building Events**

The standing report dated September 20, 1994, on campaign and building events had been circulated and was received for information.

### **Procedural Changes to Policies**

The Board was advised of procedural changes to the following policies that had been implemented by the President.

#### **Naming of Campus Facilities**

This change ensures that that Director of Campus Planning and Development is informed of new names of facilities so that the Department of Campus Planning and Development can, in turn, inform the University community.

#### **Naming of Buildings**

This change adds the Director of Campus Planning and Development to the Committee that recommends building names to the President.

### **Contractor Qualification and Selection Process of Government-Funded Projects**

#### **IT WAS RESOLVED,**

**That the Board Chair is requested to seek an amendment to government policy with respect to the contractor qualification and selection process for government funded projects.**

**CARRIED**

### **FINANCE**

#### **Policy on Gifts**

The proposed policy is as follows:

“As a publicly-funded institution, UBC values the service provided by the large number of people who are volunteers for many campus units and unpaid members of Senate and the

Board of Governors, on an ex gratia basis. UBC-funded gifts to these individuals reflect the level of service to UBC within the financial constraints that UBC operates.

Donor recognition programs are established to pay tribute to donors, and insofar as a gift may be part of the program, it is a keepsake of moderate value.

Considerations about gifts for visiting dignitaries to UBC and from traveling UBC officials include the cultural context of the meeting, and the expectations and traditions of the visitor/host relationship. Gifts are of a moderate value meant as a symbolic gesture of respect.

There is a long-standing tradition at UBC of members of faculty and staff voluntarily and spontaneously contributing for gifts in honour of fellow members of faculty and staff. Nothing in this policy is intended to discourage this tradition.”

**IT WAS RESOLVED,**

**That the Board hereby approves the policy on gifts, and notes the President's procedures for implementation and administration.**

**CARRIED**

**Fees**

**Discontinuance of Summer Session Association Fee**

Dr. K. D. Srivastava, in a memorandum dated September 22, 1994, advised that, following discussions with the Alma Mater Society, it had been agreed that the Summer Session fee should be discontinued and future summer programming undertaken by the AMS. Any funds remaining after program expenses for the 1994 session are paid will be added to a summer session bursary endowment established by the Summer Session Association several years ago.

**IT WAS RESOLVED,**

**That approval is hereby given to discontinue the Summer Session Association fee effective September 1, 1994.**

**CARRIED**

**Undergraduate Application Processing**

A proposal with respect to an increase in undergraduate application processing fees had been circulated. For purposes of clarification, Dr. K. D. Srivastava indicated that his intention on making the recommendation was that this application processing fee in subsequent years be indexed to the level of tuition fees, excluding the designated funds.

**IT WAS RESOLVED,**

**That approval is hereby given to increase undergraduate applications processing fees to \$20 (from \$17) and the additional evaluation fee for applicants presenting documents from outside B.C. to \$30 (from \$25) commencing with the Summer Term 1995, and further that these fees be indexed to the general fee increase in subsequent years.**

**CARRIED**

#### **Application Fee Proposals 1995-96**

A memorandum dated September 23, 1994, from Dr. Daniel R. Birch indicated that, earlier this year, the Deans' Advisory Committee had considered a series of proposals relating to guidelines for the establishment and annual changes to a variety of student related fees excluding tuition fees. The proposals were endorsed by the Committee for consideration by the Board.

The proposals considered by the Deans' Advisory Committee offered guidelines for the establishment of such fees of which two (that fees should reflect costs incurred and be sensitive to similar fees charged elsewhere) were paramount. Where such fees already exist, it was proposed that "unless there is a change in the level of service provided, application fees should be increased annually by the increase in the level of tuition fees excluding the designated funds."

**IT WAS RESOLVED,**

**That the Board hereby approves the 1995-96 Application Fee increases as proposed.**

**CARRIED.**

#### **Insurance Report - Fiscal 1993-94**

The Insurance Report for the fiscal year 1993-94 had been circulated and was received for information. The report outlined the following:

1. A summary of coverages
2. Changes in coverages

3. Costs
4. Self-insurance
5. Claims
6. Asset and risk management
7. CURIE
8. Future
9. Appendix--UBC Insurance Portfolio 1992-93

It was noted that during fiscal 1993-94 overall insurance premiums paid to insurers increased, but the University's self-insurance reserves were strengthened. The number of claims received decreased marginally over last year's total, although their aggregate dollar value increased.

#### **Policy--Extraordinary Expenses - Grant & Contract Funded Employees**

A draft policy with respect to extraordinary expenses for grant and contract-funded employees had been circulated. The draft policy would have the University establish an insurance benefit to cover such salary obligations for employees funded through grants or contracts.

#### **Policies--Procedural Changes**

In accordance with Policy #1, the Board was advised of the following amendments to procedures by the President to the following policies.

1. Endowment Management
2. Licenses of Drivers of Vehicles on University Business
3. Removal and Travel Allowances
4. Cash Handling

#### **Forestry Continuing Education Network - Financial Statements and Annual Report**

Dr. Daniel R. Birch, in a memorandum dated September 20, 1994, advised that UBC's Faculty of Forestry maintains the provincial office for the B.C. Forestry Continuing Studies Network. The following documentation had been circulated and was received for information.

1. B.C. Forestry Continuing Studies Network
  - (a) Description of organisation and relationship to UBC.
  - (b) Budget estimate for the provincial office, Faculty of Forestry, UBC for the 1994-95 fiscal year.
  - (c) Statement of receipts and disbursements for the 1993-94 fiscal year.

**Silviculture Institute of British Columbia**

- (a) Description of organization and relationship to UBC
- (b) Five Year Strategic Plan, 1992-1997 (including Annual Operating Budget 1994-95)

**Budget to Actual Comparison 1993-94**

The General Purpose Operating Funds Comparison of Actual Expenses to Budget for 1993-94, had been circulated and was received for information.

**ACADEMIC & STUDENT AFFAIRS**

**Items from Senate:**

**Student Awards**

**IT WAS RESOLVED,**

**That the Board of Governors hereby approves the recommendations of Senate from its meeting of September 14, 1994 that the new awards listed be approved (with the exception of the Sopron Alumni Scholarship to be considered at the next meeting of Senate). (Approval required under the *University Act*, section 36(i) and 37.)**

**CARRIED**

**IT WAS RESOLVED,**

**That the following recommendations from Senate be approved, subject, where applicable, to the proviso that none of the programs be implemented without formal reference to the President; and that the Deans and Heads concerned with new programs be asked to indicate the space requirements, if any, of such new programs.**

**CARRIED**

**Heart and Stroke Foundation Chair in Cardiology--Change of name**

**IT WAS RESOLVED,**

**That, as recommended by Senate, the Board of Governors hereby names the Chair in Cardiology the "Heart and Stroke Foundation Chair in Cardiology."**

**CARRIED**

**Change in Admissions Procedure, Faculty of Applied Science**

The Board received for information advice regarding a change in admissions procedure, Faculty of Applied Science, i.e. that for admission to first-year engineering from Grade 12 (effective from the 1995/96 academic year) students will be selected on the basis of their standing in Grade 12 courses in Mathematics, Physics, Chemistry and English.

**Change in the Annual Academic Calendar**

Dr. Daniel R. Birch, in a memorandum dated September 19, 1994, advised that Senate (at its meeting of September 14, 1994) had approved the introduction of a full week's reading break in February of the Spring term.

The following documentation was attached to Dr. Birch's memorandum.

1. Memorandum to Senate from Senate Committee on Academic Policy dated September 2, 1994
2. Letter to Senate from the AMS dated September 12, 1994

Mr. Orvin Lau noted the concern expressed in Mr. Bill Dobie's letter "that the April exam period should not be allowed to spill over into the month of May." Dr. Birch agreed to bring this concern to Senate's attention.

**Enrolment as at September 6, 1994**

A report on 1994-95 enrolment as at September 6, 1994, had been circulated and was received for information. The report provided information about quotas, admissions and enrolments in the UBC programs governed by admission quotas and included Guided Independent Studies (for programs with enrolment quotas).

**Report of the Deans Working Group on Teaching and Learning re Recruiting, Rewards and Incentives**

The report dated September 1994 of the Teaching and Learning Subcommittee (Chaired by Dr. C. Binkley, Dean, Faculty of Forestry) had been circulated for the information of the Board.

Dr. Daniel R. Birch indicated that the report will be conveyed to Senate at its October 1994 meeting.

**Endowment Deeds**

**Social Science and Humanities Research Fund**

**IT WAS RESOLVED,**

**That the Board of Governors hereby approves the Endowment Deed for establishment of the Social Sciences and Humanities Research Fund.**

**CARRIED**

**Miscellaneous**

**IT WAS RESOLVED,**

**That the Board of Governors hereby approves the following Endowment Deeds:**

**Faculty of Education--Child Study Centre Endowment Deed**

**Faculty of Science**

**Dolman Price in Microbiology and Immunology Endowment Deed**

**May Sze Memorial Fund Endowment Deed**

**CARRIED.**

**Standing Report on Endowments--Academic**

The standing report dated September 15, 1994, on Endowments--Academic had been circulated and was received for information.

**Standing Report on Endowments--Scholarships & Awards**

The standing report dated September 20, 1994, on Endowments--Scholarships & Awards had been circulated and was received for information.

**Policies**

**Review in light of Concordia Reviews/Recommendations**

A preliminary report following a review of UBC policies and procedures in light of the Concordia reports had been circulated and was received for information. It was noted that several changes to existing policies and practices had been recommended and that work was underway to implement these changes.

**Discrimination and Harassment**

A draft policy on Discrimination and Harassment had been circulated. Board members were encouraged to convey any comments to Ms. Libby Nason.

Several Board members conveyed the view that the proposed policy was too lengthy. Concern was expressed regarding the section on confidentiality, and it was suggested that this be clarified.

### **Procedural Changes**

The Board noted that, in accordance with Policy #1, the President had made procedural changes to the following policies.

### **Religious Holidays**

The change, recommended by Professor Friedrichs of the History Department, will make it clear to whom students should give notice of their intention to absent themselves when it is not possible to inform the instructor.

### **Appointment of Graduate Students to Teach a Course which requires Board of Governors approval**

The changes, proposed by the Dean of Graduate Studies, are relatively minor. They involve replacing "one course per term" by "six credits of undergraduate course work per term" and repeating the statement contained in Policy #76 that a full-time graduate student may not work more than 12 hours per week, averaged over the year. Also, the Dean wants a permanent member of faculty to have responsibility for the course in case questions arise after the course is finished and the student has left UBC.

## **OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT**

### **Environmental Programs Report**

The Environmental Programs report dated September 1994 was received for information. The report contained three documents summarizing current environmental issues.

1. A status report summarizing major environmental issues currently being addressed.
2. The 1993-94 Annual Report of the Plant Operations Waste Reduction Program published September 1, 1994
3. A draft of the UBC Environmental Conformance Plan issued for discussion.