

The following Motions and Documents were considered by the Board of Governors during the Open Session of its Friday, May 10, 2019 meeting:

Agenda Title: **Collection of GSA Membership, GSA Health and Dental Plan, and Graduate Student Assistance Program Fees**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the collection of the following Graduate Students' Association (GSA) Fees for the 2019-2020 academic year:

- GSA Membership Fee for Full-Time Graduate Students (\$162.52) + GSA Dedicated Fee (\$2.00) -- \$164.52/annum
- GSA Membership Fee for Part-Time Graduate Students (\$121.89) + GSA Dedicated Fee (\$2.00) -- \$123.89/annum
- GSA Health Plan Fee for Full-Time Graduate Students --- \$285.61/annum
- GSA Dental Plan Fee for Full-Time Graduate Students --- \$214.75/annum
- Graduate Student Assistance Program Fee --- \$12.00/annum

Final Item: 4bi

Agenda Title: **Collection of University of Alberta Students' Union 2019-20 Operating / Referendum Fees**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the collection of the University of Alberta Students' Union fees for 2019/2020, as set forth in Attachment 1 of the agenda documentation, to take effect September 1, 2019.

Final Item: 4bii

Agenda Title: **Board Committee Appointments**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Governance Committee and the Board Chair, approve Board Committee appointments, as set forth in Attachment 1 to the agenda documentation, to take effect upon approval.

Final Item: 4ci

Agenda Title: **Proposal from the Faculty of Arts to terminate the Bachelor of Arts and Bachelor of Arts (Honors) in Chinese Studies and Japanese Studies, the Bachelor of Arts in Chinese and Japanese, and the minors in Chinese and Japanese**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Learning and Discovery Committee and General Faculties Council, approve the termination of the Bachelor of Arts and Bachelor of Arts (Honors) in Chinese Studies and Japanese Studies, the Bachelor of Arts in Chinese and Japanese, and the minors in Chinese and Japanese, as submitted by the Faculty of Arts, and as set forth in Attachment 1, to be effective July 2019.

Final Item: 4di

Agenda Title: **Advisory Search Committee for President: Guidelines and Procedures**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Human Resources and Compensation Committee, approve the Guidelines and Procedures for the Advisory Search Committee of President, as set forth in Attachment 1 of the agenda documentation.

Final Item: 5a

**Governance Executive Summary
Action Item**

Agenda Title	Collection of GSA Membership, GSA Health and Dental Plan, and Graduate Student Assistance Program Fees
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Motion

<p>THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the collection of the following Graduate Students' Association (GSA) Fees for the 2019-2020 academic year:</p> <ul style="list-style-type: none"> • GSA Membership Fee for Full-Time Graduate Students (\$162.52) + GSA Dedicated Fee (\$2.00) -- \$164.52/annum • GSA Membership Fee for Part-Time Graduate Students (\$121.89) + GSA Dedicated Fee (\$2.00) -- \$123.89/annum • GSA Health Plan Fee for Full-Time Graduate Students --- \$285.61/annum • GSA Dental Plan Fee for Full-Time Graduate Students --- \$214.75/annum • Graduate Student Assistance Program Fee --- \$12.00/annum

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Graduate Students' Association
Presenter	Fahed Elian, President, Graduate Students' Association

Details

Responsibility	Graduate Students' Association
The Purpose of the Proposal is	To approve the collection of Graduate Students' Association fees for the 2019-2020 academic year.
Executive Summary	<p>The GSA Membership Fee has been decreased by 2.0% per annum for both full-time and part-time graduate students. There are no changes to the GSA Dedicated Fee, the GSA Health and Dental Plan Fee, and the Graduate Student Assistance Program Fee.</p> <p>Pending final approval of their collection from the Board of Governors, fees will be assessed to graduate students beginning in September 2019.</p>
Supplementary Notes and context	<p>The GSA Membership Fee was approved by GSA Council on 25 February 2019.</p> <p>The GSA Dedicated Fee is \$1/term and is collected from all full- and part-time graduate students to support CJSR; this fee was established by referendum in 2001 and was noted in the GSA operating budget approved by GSA Council on 25 February 2019.</p> <p>GSA Council approved the GSA Health and Dental Plan Fee for 2019-2020 at its meeting of 18 March 2019.</p> <p>The Graduate Student Assistance Program Fee was established by referendum in 2008 and was noted in the GSA operating budget approved by GSA Council on 25 February 2019.</p> <p>Pending Board of Governors approval of the revised Board Finance and Property Committee (BFPC) Terms of Reference, in the future this item will be considered by BFPC with delegated authority.</p>

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation	<u><i>Those who are actively participating:</i></u> <ul style="list-style-type: none"> • GSA Budget and Finance Committee • GSA Board • GSA Council
	<u><i>Those who have been consulted:</i></u> <ul style="list-style-type: none"> • GSA Budget and Finance Committee • GSA Board • GSA Council
	<u><i>Those who have been informed:</i></u> <ul style="list-style-type: none"> • Graduate students via publicly available GSA Council material and a summary of GSA Council decisions circulated to GSA Council members to share with their colleagues
Approval Route (Governance) (including meeting dates)	<p>GSA Budget and Finance Committee (GSA Membership and Dedicated Fee and Graduate Student Assistance Program Fee), 23 January 2019 – Recommends to GSA Council</p> <p>GSA Board (GSA Membership and Dedicated Fee and Graduate Student Assistance Program Fee), 30 January 2019 – Recommends to GSA Council</p> <p>GSA Council (GSA Membership and Dedicated Fee and Graduate Student Assistance Program Fee), 25 February 2019 – Approves</p> <p>GSA Board (GSA Health and Dental Plan Fee), 27 February 2019 – Recommends to GSA Council</p> <p>GSA Council (GSA Health and Dental Plan Fee), 18 March 2019 – Approves</p> <p>Board Finance and Property Committee, 16 April 2019 – Recommends approval of collection of GSA Fees to the Board of Governors</p> <p>Board of Governors, 10 May 2019 – Approves collection of GSA Fees</p>

Strategic Alignment

Alignment with For the Public Good	<p>Objective 22: Secure and steward financial resources to sustain, enhance, promote, and facilitate the university's core mission and strategic goals.</p> <p>Objective 23: Ensure that the University of Alberta's campuses, facilities, utility, and information technology infrastructure can continue to meet the needs and strategic goals of the university.</p>
Alignment with Institutional Risk Indicator	Please note below the specific institutional risk(s) this proposal is addressing.
Legislative Compliance and Jurisdiction	<ol style="list-style-type: none"> 1. Post-Secondary Learning Act (PSLA) Sections 95(1) and (2), 96(1), and 62; 2. GSA Bylaw and Policy Sections B.BYL.2.2, B.BYL.2.3, M.POL.10.1, and K.POL.5.3 3. Board Finance and Property Committee (BFPC) Terms of Reference Sections 3.d and 4.e

Attachment:

1. Letter to Mr. Michael Phair from Sasha van der Klein, President, Graduate Students' Association, dated 27 March 2019 (1 page)



Graduate Students' Association

University of Alberta

Mr. Michael Phair
Chair, Board of Governors
3-04 South Academic Building
University of Alberta, Edmonton, AB, T6G 2G7

27 March 2019

Re: GSA Fees 2019-2020

Dear Mr. Phair,

This letter is to inform you of the GSA Fees for 2019-2020, as recommended by the GSA Budget and Finance Committee and the GSA Board, and ultimately approved by GSA Council.

The GSA asks that the Board of Governors **approve the collection of the Fees noted below**, as approved by GSA Council:

1) GSA Base Membership Fee for full-time graduate students: \$162.52 (2% decrease from 2018-2019) + GSA Dedicated Fee of \$2.00 = **\$164.52 (per year in equal installments in the fall and winter terms) or**
GSA Base Membership Fee for part-time graduate students: \$121.89 (2% decrease from 2018-2019) + GSA Dedicated Fee of \$2.00 = **\$123.89 (per year in equal installments in the fall and winter terms).**

[the GSA Dedicated Fee is \$1/term collected from full- and part-time graduate students to support CJSR]

2) Total GSA Health and Dental Plan Fee: **\$500.36 per annum** (no increase from 2018-2019) with health and dental fees listed below.

GSA Health Plan Fee for full-time students: **\$285.61 (charged in full in the fall term and, for graduate students beginning their academic programs in the winter term, charged at a pro-rated rate in January).**

GSA Dental Plan Fee for full-time students: **\$214.75 (charged in full in the fall term and, for graduate students beginning their academic programs in the winter term, charged at a pro-rated rate in January).**

3) Graduate Student Assistance Program Fee: **\$12.00 per annum (\$4.00 in the fall term, \$8.00 in the winter term).**

Should you have any questions or concerns about this fee structure, please feel free to contact me at gsa.president@ualberta.ca or (780) 492-2175. For reference, the GSA Council approved operating budget can be accessed online at <https://cloudfront.ualberta.ca/-/media/gsa/aboutthegsa/budget-and-audit/gsa2018-2019budget.pdf>.

Sincerely,

Sasha van der Klein, GSA President 2018-2019

cc: Steven Dew, Provost and Vice-President (Academic)
Tom Hidson, Assistant Registrar
Juli Zinken, Board Secretary and Manager, Board Services

Item No. 4bii

Governance Executive Summary
Action Item

Agenda Title	Collection of University of Alberta Students' Union 2019-20 Operating / Referendum Fees
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Motion

THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the collection of the University of Alberta Students' Union fees for 2019/2020, as set forth in Attachment 1 of the agenda documentation, to take effect September 1, 2019.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	University of Alberta Students' Union
Presenter(s)	Akanksha Bhatnagar, Students' Union President

Details

Responsibility	University of Alberta Students' Union
The Purpose of the Proposal is	To recommend / approve the collection of Students' Union Operating / Referendum fees for 2019/20, with increases as below.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>The SU is recommending an increase to all Students' Union Operating / Referendum fees by CPI (2.25%), with the exception of the Access Fund (which is indexed on an average cost for budgeted administrative costs for the following fiscal year and the average of the total monies dispersed and net transfers to the fund over the previous three (3) fiscal years, pro-rated on a per-student basis) and the Health and Dental Plan Fee.</p> <p>A new referendum/dedicated fee shall be collected on behalf of the Aboriginal Student Council. All Full-time students shall be assessed \$1.00/term. All Part-time and Off-Campus students shall be assessed \$0.50/term. The fee will not apply to Intersession or Augustana students. Students will have the option to opt-out of the fee.</p> <p>The Health & Dental Plan fees will be assessed as follows: For Fall enrollment, the Health Plan has increased to \$144.43/annum \$140.60/annum (from \$136.50/annum) and the Dental Plan Fee increased to \$147.78/annum \$151.62/annum (from \$147.20/annum).</p> <p>For Winter enrollment, the Health Plan has increased to \$96.29/annum \$93.73/annum (from \$91.00/annum) and the Dental Plan Fee increased to \$98.52/annum \$101.08/annum (from \$98.13/annum).</p> <p>The East Campus Residence Association fee, will be reinstated at \$36.00 per year, for all Full-Time and Part-time students living in East Campus residences.</p> <p>The Newton Place Residence Association fee, shall be reduced to \$15.00 \$0.00 per year (from \$40.00/annum), for all Full-Time and Part-time students living in Newton Place residences.</p> <p>Background: All fees are indexed to CPI with the exception of the Access Fund, Faculty Association Fees, and Residence Association Fees. The Students' Union Fees are comprised of two classifications; the SU Operating Fee, and the SU Referendum Fees. Faculty and Residence Association Fees are included in the</p>

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	<p>Referendum Fees on a term basis and the Health and Dental Plan Fee is included in the Referendum Fee on an annual basis.</p> <p>There are no other changes to the fee structure or the administration of Students' Union Fees.</p> <p>For reference, the Students' Union's approved operating budget can be accessed online at http://su.ualberta.ca/about/budgetsfees/.</p> <p>Upon approval by the Board of Governors, the Students' Union will advise the Registrar's Office of the new and updated fees.</p>
Supplementary Notes	<p>Pending Board of Governors approval of the revised Board Finance and Property Committee (BFPC) Terms of Reference, in the future this item will be considered by BFPC with delegated authority.</p> <p>Following the April 16, 2019 BFPC meeting, the Newton Place Residence Association voted against collecting any residence fee in 2019-2020. With permission of BFPC Chair, Owen Tobert, the attached fee schedules have been revised to reflect this change.</p>

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation	<p><i>Those who are actively participating:</i></p> <ul style="list-style-type: none"> Students' Council, April 09, 2019 (for approval)
<For information on the protocol see the Governance Resources section Student Participation Protocol >	<p><i>Those who have been consulted:</i></p> <ul style="list-style-type: none"> Finance Committee, April 03, 2019 (for approval)
	<p><i>Those who have been informed:</i></p> <ul style="list-style-type: none"> Executive Committee, March 26, 2019 (for approval)
Approval Route (Governance)	<ul style="list-style-type: none"> Board Finance and Property Committee, April 16, 2019 (for recommendation) Board of Governors, May 10, 2019 (for approval)

Strategic Alignment

Alignment with <i>For the Public Good</i>	<p>Objective 22: Secure and steward financial resources to sustain, enhance, promote, and facilitate the university's core mission and strategic goals.</p> <p>Objective 23: Ensure that the University of Alberta's campuses, facilities, utility, and information technology infrastructure can continue to meet the needs and strategic goals of the university.</p>													
Alignment with Institutional Risk Indicator	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="0"> <tr> <td><input type="checkbox"/> Enrolment Management</td> <td><input type="checkbox"/> Relationship with Stakeholders</td> </tr> <tr> <td><input type="checkbox"/> Faculty and Staff</td> <td><input type="checkbox"/> Reputation</td> </tr> <tr> <td><input checked="" type="checkbox"/> Funding and Resource Management</td> <td><input type="checkbox"/> Research Enterprise</td> </tr> <tr> <td><input type="checkbox"/> IT Services, Software and Hardware</td> <td><input type="checkbox"/> Safety</td> </tr> <tr> <td><input type="checkbox"/> Leadership and Change</td> <td><input checked="" type="checkbox"/> Student Success</td> </tr> <tr> <td><input type="checkbox"/> Physical Infrastructure</td> <td></td> </tr> </table>		<input type="checkbox"/> Enrolment Management	<input type="checkbox"/> Relationship with Stakeholders	<input type="checkbox"/> Faculty and Staff	<input type="checkbox"/> Reputation	<input checked="" type="checkbox"/> Funding and Resource Management	<input type="checkbox"/> Research Enterprise	<input type="checkbox"/> IT Services, Software and Hardware	<input type="checkbox"/> Safety	<input type="checkbox"/> Leadership and Change	<input checked="" type="checkbox"/> Student Success	<input type="checkbox"/> Physical Infrastructure	
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<input type="checkbox"/> Leadership and Change	<input checked="" type="checkbox"/> Student Success													
<input type="checkbox"/> Physical Infrastructure														
Legislative Compliance and jurisdiction	<ul style="list-style-type: none"> Students' Union Strategic Plan Students' Union Bylaw 3000, 6000, and 8200 Students' Union Budget Principles 2019/2020 Post Secondary Learning Act (PSLA): Sections 95(2), 60(1)(b), and 62. Board Finance and Property Committee (BFPC) Terms of Reference Sections 3.d and 4.e 													

Attachments:

Item No. 4bii

1. University of Alberta Students' Union Fee 2019-20 (for approval) (1 page)
2. University of Alberta Students' Union Assessment of Undergraduate Student Union Referendum / Dedicated Fees – Allocation 2019-20 (for information) (3 pages)

Prepared by: Peter Ta peter.ta@su.ualberta.ca, Senior Manager – Finance, University of Alberta Students' Union

Undergraduate students are assessed fees from both Schedule 1, 2, 3 and 4:
(Attachment 1)

Schedule 1: Students' Union Undergraduate Fees - TERM Effective: September 1, 2019							Schedule 2: Students' Union Undergraduate Fees - ANNUAL/TERM Effective: September 1, 2019			
Undergraduate Student Fee Types							7. Nursing	8. Law	9. Education	
	1. Basic Fee	2. Engineering	3. Augustana	4. Business	5. Science	6. Arts				
Fall or Winter Term Full Time Fees:							Fall Term Full Time Fees:			
Students' Union Fee	\$ 51.82	\$ 51.82	\$ 51.82	\$ 51.82	\$ 51.82	\$ 51.82	\$ 51.82	\$ 51.82	\$ 51.82	
Referendum Fees	\$ 47.71	\$ 54.71	\$ 80.07	\$ 57.71	\$ 52.71	\$ 50.21	\$ 60.21	\$ 97.71	\$ 55.71	
Total Fall or Winter Term Full Time Fees	\$ 99.53	\$ 106.53	\$ 131.89	\$ 109.53	\$ 104.53	\$ 102.03	\$ 112.03	\$ 149.53	\$ 107.53	
Fall or Winter Term Part Time Fees:							Winter Term Full Time Fees:			
Students' Union Fee	\$ 30.44	\$ 30.44	\$ 30.44	\$ 30.44	\$ 30.44	\$ 30.44	\$ 51.82	\$ 51.82	\$ 51.82	
Referendum Fees	\$ 43.93	\$ 50.93	\$ 80.07	\$ 53.93	\$ 48.93	\$ 46.43	\$ 47.71	\$ 47.71	\$ 47.71	
Total Fall or Winter Term Part Time Fees	\$ 74.37	\$ 81.37	\$ 110.51	\$ 84.37	\$ 79.37	\$ 76.87	\$ 99.53	\$ 99.53	\$ 99.53	
Fall or Winter Term Off Campus Student Fees:							Fall Term Part Time Fees:			
Students' Union Fee	\$ 30.44	\$ 30.44		\$ 30.44	\$ 30.44	\$ 30.44	\$ 30.44	\$ 30.44	\$ 30.44	
Referendum Fees	\$ 43.93	\$ 43.93		\$ 43.93	\$ 43.93	\$ 43.93	\$ 52.43	\$ 43.93	\$ 51.93	
Total Fall or Winter Term Off Campus Fees	\$ 74.37	\$ 74.37		\$ 74.37	\$ 74.37	\$ 74.37	\$ 82.87	\$ 74.37	\$ 82.37	
Spring or Summer Term Fees:							Winter Term Part Time Fees:			
Students' Union Fee	\$ 31.47	\$ 31.47		\$ 31.47	\$ 31.47	\$ 31.47	\$ 30.44	\$ 30.44	\$ 30.44	
Referendum Fees	\$ 16.92	\$ 16.92		\$ 16.92	\$ 16.92	\$ 16.92	\$ 43.93	\$ 43.93	\$ 43.93	
Total Spring or Summer Term Fees	\$ 48.39	\$ 48.39		\$ 48.39	\$ 48.39	\$ 48.39	\$ 74.37	\$ 74.37	\$ 74.37	
Spring or Summer Term Off Campus Fees:							Fall or Winter Term Off Campus Student Fees:			
Students' Union Fee	\$ 31.47	\$ 31.47		\$ 31.47	\$ 31.47	\$ 31.47	\$ 30.44	\$ 30.44	\$ 30.44	
Referendum Fees	\$ 16.92	\$ 16.92		\$ 16.92	\$ 16.92	\$ 16.92	\$ 43.93	\$ 43.93	\$ 43.93	
Total Spring or Summer Term Off Campus Fees	\$ 48.39	\$ 48.39		\$ 48.39	\$ 48.39	\$ 48.39	\$ 74.37	\$ 74.37	\$ 74.37	
Spring or Summer Term Fees:							Spring or Summer Term Fees:			
Students' Union Fee	\$ 31.47	\$ 31.47		\$ 31.47	\$ 31.47	\$ 31.47	\$ 31.47	\$ 31.47	\$ 31.47	
Referendum Fees	\$ 16.92	\$ 16.92		\$ 16.92	\$ 16.92	\$ 16.92	\$ 16.92	\$ 16.92	\$ 16.92	
Total Spring or Summer Term Fees	\$ 48.39	\$ 48.39		\$ 48.39	\$ 48.39	\$ 48.39	\$ 48.39	\$ 48.39	\$ 48.39	
Spring or Summer Term Off Campus Fees:							Spring or Summer Term Off Campus Fees:			
Students' Union Fee	\$ 31.47	\$ 31.47		\$ 31.47	\$ 31.47	\$ 31.47	\$ 31.47	\$ 31.47	\$ 31.47	
Referendum Fees	\$ 16.92	\$ 16.92		\$ 16.92	\$ 16.92	\$ 16.92	\$ 16.92	\$ 16.92	\$ 16.92	
Total Spring or Summer Term Off Campus Fees	\$ 48.39	\$ 48.39		\$ 48.39	\$ 48.39	\$ 48.39	\$ 48.39	\$ 48.39	\$ 48.39	

Schedule 3:
See Note #10 below for explanation

Students' Union Undergraduate Fees - ANNUAL Effective: September 1, 2019 Health and Dental Plan					
Referendum Fee	Fall Enrollment		Referendum Fee	Winter Enrollment	
	Health Plan Fee	Dental Plan Fee		Health Plan Fee	Dental Plan Fee
Full Time Fees	\$140.60	\$ 151.62	Full Time Fees	\$ 93.73	\$ 101.08
Part Time Fees	\$140.60	\$ 151.62	Part Time Fees	\$ 93.73	\$ 101.08
Off-Campus Fees	\$140.60	\$ 151.62	Off-Campus Fees	\$ 93.73	\$ 101.08

Schedule 4:
See Note #11 below for explanation

Students' Union Residence Association Fees (Full & Part Time) Effective: September 1, 2019			
Full & Part Time Students (Per Year)		Full & Part Time Students (Per Year)	
HUB Community	\$45.00	East Campus	\$ 36.00
International House	\$50.00	Newton Place	\$ 75.00
L'Association de la Residence de la Faculte Saint-Jean	\$67.00	Lister Hall	\$ 75.00

- The Basic Fee (Column 1) applies to all students except those in the Faculties of Engineering, Augustana, Business, Science, Arts, Nursing, Law, & Education
- Engineering students are assessed the Basic Fee for all terms (which is included in Column 2), plus a \$7.00/term Faculty Association Membership Fee (FAMF). This FAMF is only being assessed in the Fall and Winter Full Time and Part Time terms, not Intercession or Off-Campus.
- Augustana students are assessed the amount in Column 3 for Fall/Winter Terms. The Referendum portion of the Augustana Fee in Column 3 includes a \$65.00/term Faculty Association Membership Fee. Council has decided not to assess Augustana Off-Campus or Intercession students at this time.
- Business students are assessed the Basic Fee for all terms (which is included in Column 4), plus a \$10.00/term Faculty Association Membership Fee (FAMF). This FAMF is only being assessed in the Fall and Winter Full Time and Part Time terms, not Intercession or Off-Campus.
- Science students are assessed the Basic Fee for all terms (which is included in Column 5), plus a \$5.00/term Faculty Association Membership Fee (called SCI-5). This FAMF is only being assessed in the Fall and Winter Full Time and Part Time terms, not Intercession or Off-Campus.
- Arts students are assessed the Basic Fee for all terms (which is included in Column 6), plus a \$2.50/term Faculty Association Membership Fee (called OASIS). This FAMF is only being assessed in the Fall and Winter Full Time and Part Time terms, not Intercession or Off-Campus.
- Nursing students are assessed the Basic Fee for all terms (which is included in Column 7), plus a \$12.50 Faculty Association Membership Fee (FAMF) for Full Time Fall Term Students, and a \$8.50 FAMF for Part Time Fall Term Students, which is included in the Referendum portion of the fee in Column 7. This FAMF is only being assessed in the Fall Term, and does not include Intercession or Off-Campus students.
- Law students are assessed the Basic Fee for all terms (which is included in Column 8), plus a \$50.00 Faculty Association Membership Fee (FAMF) for Full Time Fall Term Students Only, which is included in the Referendum portion of the fee in Column 8. This FAMF is only being assessed in the Fall Term, and does not include Intercession or Off-Campus students.
- Education students are assessed the Basic Fee for all terms (which is included in Column 9), plus a \$8.00 Faculty Association Membership Fee (FAMF) for Full & Part-Time, Fall Term Students Only, which is included in the Referendum portion of the fee in Column 9. This FAMF is only being assessed in the Fall Term, and does not include Intercession or Off-Campus students.
- Health and Dental Plan Fee: This fee is assessed to all full and part time undergraduate students on an annual basis effective September 1, 2009. The fee is assessed IN ADDITION to the term fees outlined in Schedule 1 & 2 above. Undergraduate students enrolled in the Fall Term, and taking 3 or more credit, shall be assessed the full amount. The plan will typically provide coverage from September to August year-long. Undergraduate students enrolled in the Winter Term, taking 3 or more credit, & have not previously been assessed in the prior Fall Term, shall be assessed a pro-rated amount. The plan will typically provide coverage from January to August.
- Residence Association Membership Fee: These fees are assessed to all full-time and part-time residents of the Residence Associations named as the Fund. Fees shall be assessed once per year, upon proof that the student is a resident of the residence at the time of fee assessment. These fees assessed are IN ADDITION to the term fees outlined in Schedule 1 & 2 above.

All Students' Union fees (including Referendum fees) are subject to the Alberta CPI (2.25%) except for the Access Fund fee which is calculated on an Average Cost Index, nor Faculty Association & Residence Fees (which have no increase). All applicable increases are already built into the above figures.

UNIVERSITY OF ALBERTA STUDENTS' UNION ASSESSMENT OF UNDERGRADUATE STUDENT UNION REFERENDUM/DEDICATED FEES 2019-20 (Attachment 2)							Fee Inc Amt	Fee Inc Amt	Fee Inc Amt	Fee Inc Amt	
						FT / PT	\$3.00	\$3.25	\$3.50		
						S / S	\$1.50	\$1.63	\$1.75		
				CPI	1.11%	1.55%	2.56%	1.74%	1.12%	1.55%	2.25%
				Tuition	1.45%	1.00%	0.85%	1.70%			
					2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
				YEAR	FEE	FEE	FEE	FEE	FEE	FEE	FEE
NAME OF DEDICATED FUND				IMPLEMENTED	PER TERM	PER TERM	PER TERM	PER TERM	PER TERM	PER TERM	PER TERM
WUSK(WORLD REFUGEE STUDENTS)				1988							
Full-time assessment					0.45	0.46	0.47	0.48	0.49	0.50	0.51
Part-time assessment					0.45	0.46	0.47	0.48	0.49	0.50	0.51
STUDENTS INVOLVEMENT ENDOWMENT				1990							
Full-time assessment					0.00	0.00	0.00	0.00	0.00	0.00	0.00
Part-time assessment					0.00	0.00	0.00	0.00	0.00	0.00	0.00
CJSR				1989							
Full-time assessment					2.04	2.07	2.12	2.16	2.18	2.21	2.26
Part-time assessment					0.73	0.74	0.76	0.77	0.78	0.79	0.81
GOLDEN BEAR AND PANDA LEGACY FUND				1991							
Full-time assessment					4.08	4.14	4.25	4.32	4.37	4.44	4.54
Part-time assessment					4.08	4.14	4.25	4.32	4.37	4.44	4.54
CAMPUS RECREATION				1994							
Full-time assessment					3.82	3.88	3.98	4.05	4.10	4.16	4.25
Part-time assessment					3.82	3.88	3.98	4.05	4.10	4.16	4.25
Interession assessment					3.82	3.88	3.98	4.05	4.10	4.16	4.25
ACCESS FUND				1995							
Full-time assessment					14.08	14.08	14.08	14.34	14.56	14.56	14.56
Part-time assessment					14.08	14.08	14.08	14.34	14.56	14.56	14.56
Interession assessment					6.19	6.20	6.20	7.17	7.28	7.28	7.28
STUDENT LEGAL SERVICES				1998							
Full-time assessment					0.70	0.71	0.73	0.74	0.75	0.76	0.78
Part-time assessment					0.70	0.71	0.73	0.74	0.75	0.76	0.78
APIRG				2001							
Full-time assessment					3.30	3.35	3.44	3.50	3.54	3.59	3.67
Part-time assessment					1.65	1.68	1.72	1.75	1.77	1.80	1.84
GATEWAY FUND											
Full-time assessment					3.26	3.31	3.39	3.45	3.49	3.54	3.62
Part-time assessment					3.26	3.31	3.39	3.45	3.49	3.54	3.62
Interession assessment					0.41	0.42	0.43	0.44	0.44	0.45	0.46
SUB RENOVATION FUND				2014							
Full-time assessment						9.00	9.23	9.39	9.50	9.65	9.87
Part-time assessment						9.00	9.23	9.39	9.50	9.65	9.87
Interession assessment						4.50	4.62	4.70	4.75	4.82	4.93
THE LANDING FUND				2015							
Full-time assessment							1.50	1.53	1.55	1.57	1.61
Part-time assessment							1.50	1.53	1.55	1.57	1.61
Interession assessment							0.00	0.00	0.00	0.00	0.00
CAMPUS FOOD BANK FUND				2017							
Full-time assessment								1.00	1.02	1.04	1.04
Part-time assessment								1.00	1.02	1.04	1.04
Interession assessment								0.00	0.00	0.00	0.00
ABORIGINAL STUDENT COUNCIL				2019							
Full-time assessment											1.00
Part-time assessment											0.50
Interession assessment											0.00
Total Fees Allocated to Referendum/(Dedicated Fee)- Full Time Term					31.73	41.00	43.19	43.96	45.53	46.00	47.71
Total Fees Allocated to Students' Union Services/Operations - Full Time Term					37.50	38.08	39.05	42.73	46.46	50.68	51.82
Total Fall or Winter Term Full Time Fees					69.23	79.08	82.24	86.69	91.99	96.68	99.53
Total Fees Allocated to Referendum/(Dedicated Fee)- Part Time Term					28.77	38.00	40.11	40.82	42.36	42.79	43.93
Total Fees Allocated to Students' Union Services/Operations - Part Time Term					18.28	18.56	19.04	22.37	25.87	29.77	30.44
Total Fall or Winter Term Part Time Fees					47.05	56.56	59.15	63.19	68.23	72.56	74.37
Total Fees Allocated to Referendum/(Dedicated Fee)- Interession					10.42	15.00	15.23	16.36	16.57	16.71	16.92
Total Fees Allocated to Students' Union Services/Operations - Interession					23.74	24.11	24.73	26.66	28.59	30.78	31.47
Total Spring or Summer Term Fees					34.16	39.11	39.96	43.02	45.16	47.49	48.39

(Attachment 2)	CPI	1.11%	1.55%	2.56%	1.74%	1.12%	1.55%	2.25%
	Tuition	1.45%	1.00%	0.85%	1.70%			
	YEAR	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
NAME OF DEDICATED FUND	IMPLEMENTED	FEE PER TERM	FEE PER TERM	FEE PER TERM	FEE PER TERM	FEE PER TERM	FEE PER TERM	FEE PER TERM
FACULTY OF ENGINEERING STUDENTS	2004							
	2017							
FACULTY ASSOCIATION MEMBERSHIP FEE	\$7.00							
Total Fees Allocated to Referendum/(Dedicated Fee)- Full Time Term					50.96	52.53	53.00	54.71
Total Fees Allocated to Students' Union Services/Operations - Full Time Term					42.73	46.46	50.68	51.82
Total Fall or Winter Term Full Time Fees					93.69	98.99	103.68	106.53
Total Fees Allocated to Referendum/(Dedicated Fee)- Part Time Term					47.82	49.36	49.79	50.93
Total Fees Allocated to Students' Union Services/Operations - Part Time Term					22.37	25.87	29.77	30.44
Total Fall or Winter Term Part Time Fees					70.19	75.23	79.56	81.37
Total Fees Allocated to Referendum/(Dedicated Fee)- Intersession					16.36	16.57	16.71	16.92
Total Fees Allocated to Students' Union Services/Operations - Intersession					26.66	28.59	30.78	31.47
Total Spring or Summer Term Fees					43.02	45.16	47.49	48.39
AUGUSTANA STUDENTS	2007							
FACULTY ASSOCIATION FEE	\$65.00							
Assessment for Dedicated fees of ELB, Access, Wusc and Faculty Fee of \$65.00/term**		79.53	79.54	79.55	79.82	80.05	80.06	80.07
Total Fees Allocated to Students' Union Services/Operations - Part Time Equivalent*		37.50	38.08	39.05	42.73	46.46	50.68	51.82
*change to ft equivalent in 2009/10		117.03	117.62	118.60	122.55	126.51	130.74	131.89
**Change Faculty Fee to \$65.00/term from \$62.50/term effective Sept 1, 2009								
FACULTY OF BUSINESS STUDENTS	2008							
	2017							
FACULTY ASSOCIATION MEMBERSHIP FEE	\$10.00							
Total Fees Allocated to Referendum/(Dedicated Fee)- Full Time Term					53.96	55.53	56.00	57.71
Total Fees Allocated to Students' Union Services/Operations - Full Time Term					42.73	46.46	50.68	51.82
Total Fall or Winter Term Full Time Fees					96.69	101.99	106.68	109.53
Total Fees Allocated to Referendum/(Dedicated Fee)- Part Time Term					50.82	52.36	52.79	53.93
Total Fees Allocated to Students' Union Services/Operations - Part Time Term					22.37	25.87	29.77	30.44
Total Fall or Winter Term Part Time Fees					73.19	78.23	82.56	84.37
Total Fees Allocated to Referendum/(Dedicated Fee)- Intersession					16.36	16.57	16.71	16.92
Total Fees Allocated to Students' Union Services/Operations - Intersession					26.66	28.59	30.78	31.47
Total Spring or Summer Term Fees					43.02	45.16	47.49	48.39
FACULTY OF SCIENCE STUDENTS	2013							
FACULTY ASSOCIATION MEMBERSHIP FEE	\$5.00							
Total Fees Allocated to Referendum/(Dedicated Fee)- Full Time Term		36.73	46.00	48.19	48.96	50.53	51.00	52.71
Total Fees Allocated to Students' Union Services/Operations - Full Time Term		37.50	38.08	39.05	42.73	46.46	50.68	51.82
Total Fall or Winter Term Full Time Fees		74.23	84.08	87.24	91.69	96.99	101.68	104.53
Total Fees Allocated to Referendum/(Dedicated Fee)- Part Time Term		33.77	43.00	45.11	45.82	47.36	47.79	48.93
Total Fees Allocated to Students' Union Services/Operations - Part Time Term		18.28	18.56	19.04	22.37	25.87	29.77	30.44
Total Fall or Winter Term Part Time Fees		52.05	61.56	64.15	68.19	73.23	77.56	79.37
Total Fees Allocated to Referendum/(Dedicated Fee)- Intersession		10.42	15.00	15.23	16.36	16.57	16.71	16.92
Total Fees Allocated to Students' Union Services/Operations - Intersession		23.74	24.11	24.73	26.66	28.59	30.78	31.47
Total Spring or Summer Term Fees		34.16	39.11	39.96	43.02	45.16	47.49	48.39
FACULTY OF ARTS STUDENTS	2019							
FACULTY ASSOCIATION MEMBERSHIP FEE	\$2.50							
Total Fees Allocated to Referendum/(Dedicated Fee)- Full Time Term							48.50	50.21
Total Fees Allocated to Students' Union Services/Operations - Full Time Term							50.68	51.82
Total Fall or Winter Term Full Time Fees							99.18	102.03
Total Fees Allocated to Referendum/(Dedicated Fee)- Part Time Term							45.29	46.43
Total Fees Allocated to Students' Union Services/Operations - Part Time Term							29.77	30.44
Total Fall or Winter Term Part Time Fees							75.06	76.87
Total Fees Allocated to Referendum/(Dedicated Fee)- Intersession							16.71	16.92
Total Fees Allocated to Students' Union Services/Operations - Intersession							30.78	31.47
Total Spring or Summer Term Fees							47.49	48.39

(Attachment 2)	CPI	1.11%	1.55%	2.56%	1.74%	1.12%	1.55%	2.25%
		Tuition	1.45%	1.00%	0.85%	1.70%		
	YEAR	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
NAME OF DEDICATED FUND	IMPLEMENTED	FEE PER TERM	FEE PER TERM	FEE PER TERM	FEE PER TERM	FEE PER TERM	FEE PER TERM	FEE PER TERM
FACULTY OF NURSING STUDENTS	2009							
(FULL-TIME-FALL ONLY) FACULTY ASSOCIATION FEE		\$12.50						
(PART-TIME-FALL ONLY) FACULTY ASSOCIATION FEE		\$8.50						
Total Fees Allocated to Referendum/(Dedicated Fee)- Full Time Term	*changed*							
Total Fees Allocated to Students' Union Services/Operations - Full Time Term								
Total Fall or Winter Term Full Time Fees								
Total Fees Allocated to Referendum/(Dedicated Fee)- Full Time FALL Te	2013	44.23	53.50	55.69	56.46	58.03	58.50	60.21
Total Fees Allocated to Students' Union Services/Operations - Full Time Term		37.50	38.08	39.05	42.73	46.46	50.68	51.82
Total Fall or Winter Term Full Time Fees		81.73	91.58	94.74	99.19	104.49	109.18	112.03
Total Fees Allocated to Referendum/(Dedicated Fee)- Part Time Term	*changed*							
Total Fees Allocated to Students' Union Services/Operations - Part Time Term								
Total Fall or Winter Term Part Time Fees								
Total Fees Allocated to Referendum/(Dedicated Fee)- FALL Part Time Te	2013	37.27	46.50	48.61	49.32	50.86	51.29	52.43
Total Fees Allocated to Students' Union Services/Operations - Part Time Term		18.28	18.56	19.04	22.37	25.87	29.77	30.44
Total Fall or Winter Term Part Time Fees		55.55	65.06	67.65	71.69	76.73	81.06	82.87
Total Fees Allocated to Referendum/(Dedicated Fee)- Intersession		10.42	15.00	15.23	16.36	16.57	16.71	16.92
Total Fees Allocated to Students' Union Services/Operations - Intersession		23.74	24.11	24.73	26.66	28.59	30.78	31.47
Total Spring or Summer Term Fees		34.16	39.11	39.96	43.02	45.16	47.49	48.39
FACULTY OF LAW STUDENTS	2014							
(FULL-TIME-FALL ONLY) FACULTY ASSOCIATION FEE		\$50.00						
Total Fees Allocated to Referendum/(Dedicated Fee)- Full Time FALL Term			91.00	93.19	93.96	95.53	96.00	97.71
Total Fees Allocated to Students' Union Services/Operations - Full Time Term			38.08	39.05	42.73	46.46	50.68	51.82
Total Fall or Winter Term Full Time Fees			129.08	132.24	136.69	141.99	146.68	149.53
Total Fees Allocated to Referendum/(Dedicated Fee)- Full Time WINTER Term			41.00	43.19	43.96	45.53	46.00	47.71
Total Fees Allocated to Students' Union Services/Operations - Full Time Term			38.08	39.05	42.73	46.46	50.68	51.82
Total Fall or Winter Term Full Time Fees			79.08	82.24	86.69	91.99	96.68	99.53
Total Fees Allocated to Referendum/(Dedicated Fee)- Part Time FALL Term			38.00	40.11	40.82	42.36	42.79	43.93
Total Fees Allocated to Students' Union Services/Operations - Part Time Term			18.56	19.04	22.37	25.87	29.77	30.44
Total Fall or Winter Term Part Time Fees			56.56	59.15	63.19	68.23	72.56	74.37
Total Fees Allocated to Referendum/(Dedicated Fee)- Part Time WINTER Term			38.00	40.11	40.82	42.36	42.79	43.93
Total Fees Allocated to Students' Union Services/Operations - Part Time Term			18.56	19.04	22.37	25.87	29.77	30.44
Total Fall or Winter Term Part Time Fees			56.56	59.15	63.19	68.23	72.56	74.37
Total Fees Allocated to Referendum/(Dedicated Fee)- Intersession			15.00	15.23	16.36	16.57	16.71	16.92
Total Fees Allocated to Students' Union Services/Operations - Intersession			24.11	24.73	26.66	28.59	30.78	31.47
Total Spring or Summer Term Fees			39.11	39.96	43.02	45.16	47.49	48.39
FACULTY OF EDUCATION STUDENTS	2019							
(FULL & PART TIME-FALL ONLY) FACULTY ASSOCIATION FEE		\$8.00						
Total Fees Allocated to Referendum/(Dedicated Fee)- Full Time FALL Term							54.00	55.71
Total Fees Allocated to Students' Union Services/Operations - Full Time Term							50.68	51.82
Total Fall or Winter Term Full Time Fees							104.68	107.53
Total Fees Allocated to Referendum/(Dedicated Fee)- Full Time WINTER Term							46.00	47.71
Total Fees Allocated to Students' Union Services/Operations - Full Time Term							50.68	51.82
Total Fall or Winter Term Full Time Fees							96.68	99.53
Total Fees Allocated to Referendum/(Dedicated Fee)- FALL Part Time Term							50.79	51.93
Total Fees Allocated to Students' Union Services/Operations - Part Time Term							29.77	30.44
Total Fall or Winter Term Part Time Fees							80.56	82.37
Total Fees Allocated to Referendum/(Dedicated Fee)- WINTER Part Time Term							42.79	43.93
Total Fees Allocated to Students' Union Services/Operations - Part Time Term							29.77	30.44
Total Fall or Winter Term Part Time Fees							72.56	74.37
Total Fees Allocated to Referendum/(Dedicated Fee)- Intersession							16.71	16.92
Total Fees Allocated to Students' Union Services/Operations - Intersession							30.78	31.47
Total Spring or Summer Term Fees							47.49	48.39
HEALTH AND DENTAL PLAN								
Full and Part Time Annual Fee - Health (Enrollment Starting in Fall Term)	2009	110.27	118.00	118.00	129.80	136.50	136.50	140.60
Full and Part Time Annual Fee - Dental (Enrollment Starting in Fall Term)		111.69	116.50	116.50	128.15	147.20	147.20	151.62
Full and Part Time Annual Fee - Health (Enrollment Starting in Winter Term)	2015			78.67	86.53	91.00	91.00	93.73
Full and Part Time Annual Fee - Dental (Enrollment Starting in Winter Term)				77.67	85.43	98.13	98.13	101.08
RESIDENCE ASSOCIATION MEMBERSHIP FEES								
HUB Community (Per Term)	2017				22.50	22.50		
(Per Year)	2019						45.00	45.00
International House (Per Term)	2017				25.00	25.00		
(Per Year)	2019						50.00	50.00
L'Association de la Residence de la Faculte Saint-Jean (Per Term)	2017				33.50	33.50		
(Per Year)	2019						67.00	67.00
East Campus Student Association (Per Term)	2017				18.00	18.00		
(Per Year)	2020							36.00
Newton Place (Per Year)	2018						40.00	40.00
Lister Hall (Per Year)	2018						75.00	75.00

Item No. 4ci

**Governance Executive Summary
Action Item**

Agenda Title	Board Committee Appointments
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Motion

THAT the Board of Governors, on the recommendation of the Board Governance Committee and the Board Chair, approve Board Committee appointments, as set forth in Attachment 1 to the agenda documentation, to take effect upon approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Michael Phair, Chair, Board of Governors
Presenter(s)	Michael Phair, Chair, Board of Governors

Details

Responsibility	University Governance
The Purpose of the Proposal is <i>(please be specific)</i>	To make adjustments to the current Board Committee membership roster to reflect recent Board membership changes.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>The Board of Governors annually reviews the recommendations of the Board Chair for appointments to Board Standing and other committees at its June meeting. Other appointments are made as required.</p> <p>These appointments are necessary due to changes in graduate and undergraduate student representation on the Board as a result of recent student elections:</p> <ul style="list-style-type: none"> • Fahed Elian – President, Graduate Students’ Association (GSA) • Akanksha Bhatnagar - President, Students’ Union (SU) • Rowan Ley – Undergraduate Board Representative <p>Fahed Elian has requested that Marc Waddingham, GSA Vice-President (External) 2019-2020, be appointed as his delegate on the Board Reputation and Public Affairs Committee.</p> <p>The recommended appointments are reflective of <u>current</u> Board Committee Terms of Reference and are intended for the 2018-19 year only.</p> <p>As the Board Safety, Health and Environment Committee is no longer meeting, no new members are being assigned to that committee.</p>
Supplementary Notes and context	The change in student representation on the Board of Governors took effect May 1, 2019.

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)	<u>Those who are actively participating:</u>
	<ul style="list-style-type: none"> • Board Chair • Student representatives • University Governance
	<u>Those who have been consulted:</u>
	<u>Those who have been informed:</u>

Item No. 4ci

Approval Route (Governance) (including meeting dates)	Board Governance Committee – for recommendation – April 5, 2019 Board of Governors – for approval – May 10, 2019			
Strategic Alignment				
Alignment with <i>For the Public Good</i>	<p><u>Institutional Strategic Plan - For the Public Good</u> <i>SUSTAIN our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all.</i></p> <p>21. <i>Objective: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</i></p>			
Alignment with Institutional Risk Indicator	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="1" data-bbox="553 699 1531 909"> <tr> <td data-bbox="553 699 1073 909"> <input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure </td> <td data-bbox="1073 699 1531 909"> <input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success </td> </tr> </table>		<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success			
Legislative Compliance and jurisdiction	<ul style="list-style-type: none"> • Board of Governors General Terms of Reference for Board Standing Committees – Sections 3 and 4 • Board Committee Terms of Reference 			

Attachment:

1. Proposed 2018-2019 Board of Governors Committee Membership (1 page)

Prepared by: Juli Zinken, Board Secretary and Manager of Board Services, juli.zinken@ualberta.ca, 780-492-4715

****AUDIT AND RISK COMMITTEE**

Chair: Dominique Grégoire
Vice-Chair: Charlene Butler
*Shenaz Jeraj (June 30, 2019)
*Barry Kaiser (June 30, 2019)
*Stuart Lee (August 30, 2019)
Owen Tobert

FINANCE & PROPERTY COMMITTEE

Chair: Owen Tobert
Vice-Chair: Katherine Binhammer
Matthew Barnett
*Jon Chia (June 30, 2021)
~~Reed Larsen~~ Akanksha Bhatnagar
Glenn Stowkowy
~~Sasha van der Klein~~ Fahed Elian
<vacant>

GOVERNANCE COMMITTEE

Chair: Lynn Parish
Vice-Chair: Mary Pat Barry
~~Reed Larsen~~ Fahed Elian
Ray Muzyka
*Rob Parks (June 30, 2022)
Zahra Somani
Glenn Stowkowy

HUMAN RESOURCES & COMPENSATION COMMITTEE

Chair: Ray Muzyka
Vice-Chair: Lynn Parish
*Robert Teskey (June 30, 2019)
Zahra Somani

INVESTMENT COMMITTEE

Chair: *Dave Lawson (June 30, 2020)
Vice-Chair: *Jim Drinkwater (June 30, 2019)
*Derek Brodersen (June 30, 2019)
Charlene Butler
*John Butler (June 30, 2019)
*Gordon Clanachan (June 30, 2019)
*Maria Holowinsky (June 30, 2021)
*Sandy McPherson (June 30, 2021)
*Peter Pontikes (June 30, 2019)
<vacant>

LEARNING AND DISCOVERY COMMITTEE

Chair: Lynne Paradis
Vice-Chair: Mary Pat Barry
~~Reed Larsen~~ Akanksha Bhatnagar
Kirk MacLeod
Ray Muzyka
~~Sasha van der Klein~~ Fahed Elian
Donna Wilson

*****REPUTATION AND PUBLIC AFFAIRS COMMITTEE**

Chair: Mary Pat Barry
Vice-Chair: Sheri Somerville
Matthew Barnett
Katherine Binhammer
~~Levi Flaman~~ Rowan Ley
*Catrin Owen (June 30, 2020)
Lynne Paradis
~~Sasha van der Klein~~ *Marc Waddingham
*<vacant>

SAFETY, HEALTH & ENVIRONMENT COMMITTEE

Chair: Zahra Somani
Vice-Chair: *Gordon Winkel (June 30, 2019)
Matthew Barnett
~~*Fahed Elian~~
~~Levi Flaman~~
*David Rust (June 30, 2020)
Sheri Somerville
Glenn Stowkowy
<vacant>
*<vacant>

Ex Officio Members on all Board Committees:

Michael Phair, Board Chair
Douglas Stollery, Chancellor
David Turpin, President

BOARD REPRESENTATION ON UNIVERSITY COMMITTEES

Senate: Lynne Paradis, Sheri Somerville

Edmonton Community Foundation Nominating Committee: Mary Pat Barry

University Properties Trust Board of Directors: Glenn Stowkowy, <vacant>

* Denotes External Member on a Board Committee

**Formerly known as Audit Committee

***Formerly known as University Relations Committee

**Governance Executive Summary
Action Item**

Agenda Title	Proposal from the Faculty of Arts to terminate the Bachelor of Arts and Bachelor of Arts (Honors) in Chinese Studies and Japanese Studies, the Bachelor of Arts in Chinese and Japanese, and the minors in Chinese and Japanese
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Motion

<p>THAT the Board of Governors, on the recommendation of the Board Learning and Discovery Committee and General Faculties Council, approve the termination of the Bachelor of Arts and Bachelor of Arts (Honors) in Chinese Studies and Japanese Studies, the Bachelor of Arts in Chinese and Japanese, and the minors in Chinese and Japanese, as submitted by the Faculty of Arts, and as set forth in Attachment 1, to be effective July 2019.</p>

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Lesley Cormack, Dean, Faculty of Arts
Presenter(s)	Steven Dew, Provost and Vice-President (Academic)

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	To terminate the program. Admission and transfer into the program has been suspended since 2015.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>No impact on students is expected due to the termination of these programs. The two students currently enrolled are in their fourth year and expected to graduate in Spring 2019. Courses in these areas continue to be offered.</p> <p>Admission and transfer to the separate programs in Chinese and Japanese were suspended effective Fall 2015 at the request of the Department of East Asian Studies. The Department introduced a unified East Asian Studies curriculum to replace the separate major/minors in Chinese, Japanese, and East Asian Studies. The Department made this decision in the interests of simplicity and flexibility, to broaden student choices in the composition of their major, and to facilitate the progress of students through the program.</p> <p>After final approval at the university level, the proposal will be submitted to government for approval. Upon final approval, the Calendar and the Faculty website will be updated.</p>
Supplementary Notes and context	Pending approval of the Board Learning, Research, and Student Experience Terms of Reference in June 2019, future approval for the termination of degree programs will be delegated to General Faculties Council, while the Board of Governors will instead approve suspensions of degree programs.

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • none
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Item No. 4di

<p>(parties who have seen the proposal and in what capacity)</p> <p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Vice-Dean, Faculty of Arts • Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)
<p>Approval Route (Governance) (including meeting dates)</p>	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> • Arts Faculty Council <p>Arts Academic Affairs Committee (March 28, 2018) Arts Executive Committee (November 8, 2018) Arts Faculty Council (November 22, 2018) GFC Academic Planning Committee (December 12, 2018) GFC Executive Committee (January 14, 2019) General Faculties Council (January 28, 2019) Board Learning and Discovery Committee (April 26, 2019) Board of Governors (May 10, 2019)</p>

Strategic Alignment

<p>Alignment with <i>For the Public Good</i></p>	<p>GOAL: SUSTAIN our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all.</p> <p>Objective 21: Encourage continuous improvement in administrative, governance, planning, and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p>		
<p>Alignment with Institutional Risk Indicator</p>	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="0" data-bbox="570 1171 1541 1381"> <tr> <td data-bbox="570 1171 1084 1381"> <input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure </td> <td data-bbox="1084 1171 1541 1381"> <input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success </td> </tr> </table>	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success		
<p>Legislative Compliance and jurisdiction</p>	<p>Post-Secondary Learning Act GFC Academic Planning Committee Terms of Reference Board Learning and Discovery Committee Terms of Reference 3c / 4b</p>		

Attachments:

1. Proposal Template: Program Terminations East Asian Studies (5 pages)
2. Calendar Change East Asian Studies Terminations (1 page)

Prepared by: Rebecca Nagel, Associate Dean (Student Programs), Faculty of Arts,
rebecca.nagel@ualberta.ca.

Proposal Template: Program Termination

Use this template for proposals to terminate ministry-approved programs or specializations.

SECTION 1: PROPOSAL INFORMATION

1.1 Fill in the table below:

Institution	University of Alberta
Program/specialization name	Single Majors: Chinese Studies/Chinese Language and Literature, Japanese Studies/Japanese Language and Literature Combined Major:** Chinese & Japanese Single Minors: Chinese, Japanese **not to be confused with “double” majors
Credential awarded	Bachelor of Arts and Bachelor of Arts Honors (BA and BA Honors)
Proposed effective date of termination	July 2019

1.2 Confirm whether:

- 1.2.1** This termination proposal was preceded by a ministry-approved suspension period.
- This termination proposal was not preceded by a ministry-approved suspension period.

1.2.1a If this proposal was preceded by a suspension, attach approval letter.

1.2.1b If this proposal was not preceded by a suspension, explain why ministry approval for a suspension was not sought prior to requesting a termination.

1.2.1c If not preceded by suspension, indicate when students were last admitted into the program/specialization.

1.2.2 No active students remain in the program .

Active program students remain in the program .

SECTION 2: RATIONALE

2.1 Identify reason(s) for termination with supporting evidence (e.g., low student demand, declining labour market demand, institutional capacity, provincial priorities, etc.).

In 2011-2014, the Department East Asian Studies conducted an extensive curriculum review of undergraduate programs and courses. The result was a proposal for a unified East Asian Studies curriculum (rather than a major/minor in separate areas of Chinese, Japanese and East Asian Studies). In order to streamline and simplify the Major offerings in East Asian Studies for simplicity and flexibility, the Department chose to terminate the set of degrees in place up to 2015-2016 and replace them with a single Major option as well as a Major with the Honors Option. The Majors at the time were Chinese, Japanese, and Combined Chinese and Japanese, as well as Honors. The new single Major is East Asian Studies, and it stands in place of the various previous Majors.

No course or course of study has been eliminated in the process of terminating these Majors. The new Major simply subsumes the courses that were previously available. However, the new major is simpler, because there is just one option, and most important it is much more flexible, because students may take a range of courses that heretofore may not have counted for one of the specific majors. The rigorous language requirement we have for the Major remains intact. The new major was developed collectively and through consensus and a wide range of stakeholders were consulted in devising it. The result is a flexible, credible major that is popular with undergraduates at the University of Alberta.

The change of enrolments trend in the major programs can be seen in the following table.

Single Majors (BA & BA Honors)

YEAR	CHINESE LANG&LIT	JAPANESE LANG&LIT	EAST ASIAN STUDIES
2014-2015	13	43	51
2015-2016	10	20	84
2016-2017	5	9	103
2017-2018	2	4	103
2018-2019	1	1	93

Combined Majors (BA)

YEAR	COMBINED CHINESE&JAPANESE
2014-2015	2
2015-2016	4
2016-2017	2
2017-2018	0

The two students still enrolled are both in Year 4 and expected to graduate in Spring 2019. There are no current students in the suspended minors. As of November 2018 there are 98 students in the East Asian Studies minor.

2.2 Provide specific information about which internal governance body approved the termination, and provide date of approval. (Attach copy of minutes or motions.)

Faculty of Arts, Academic Affairs Committee (March 28, 2018)

Faculty of Arts, Executive Committee (November 8, 2018)

Faculty of Arts Council (November 22, 2018)

Academic Planning Committee (December 12, 2018)

SECTION 3: ACCESS

3.1 Identify student access considerations and risks for Campus Alberta (include information about related programs or other avenues available to students to prepare for careers/employment and/or further educational opportunities).

3.2 If this program or specialization is unique in the province, describe the consultation(s) undertaken within Campus Alberta to investigate the feasibility of program/specialization transfer.

3.3 Describe the consultation process that occurred with students at your institution regarding this programming change.

Student consultation was done during the preparation for the proposal of the suspensions (2013-14). Student consultation was conducted at various governance processes for the

suspensions. The governance process within the Faculty of Arts for approval of the suspensions included: East Asian Studies Department Council (3 undergraduate students); Academic Affairs Committee (8 undergraduate students); Arts Executive Committee (4 undergraduate students); Arts Faculty Council (27 undergraduate students). In addition, as the revised program was developed, the students sitting on the East Asian Studies Department Council consulted with their peers. This proposal for the terminations has gone through the same governance process with multiple committees with undergraduate student representation.

SECTION 4: IMPACT

4.1 Describe the consultation process that occurred with other stakeholders (e.g., advisory committees, regulatory bodies, employers, etc.) affected by this programming change.

4.2 Describe plans for communicating the termination decision to stakeholders, particularly regulatory bodies (if applicable) and other Campus Alberta institutions.

Students in some other Faculties may take an Arts minor (Native Studies, Science, and St. Jean). The Faculties of Education and Business have approved related programming for which course requirements may need to be changed. The Faculty of Arts office contacted the Associate Deans in each of those Faculties to raise awareness of the changes to the programs so they could evaluate next steps appropriate to their own programs.

When communicating with internal and external audiences regarding the suspension of the programs, it was also communicated that it was planned to terminate the programs at the appropriate time. Any pertinent audiences are, therefore, already made aware that these programs will be terminated.

4.3 Describe plans for reallocation of resources previously used for this program/specialization and identify budget and staffing impacts.

No relocation of resources is anticipated since courses will continue to be offered. Students have the option to declare an East Asian Studies major or minor.

OTHER CONSIDERATIONS

Please indicate if there are additional factors you would like the ministry to consider when reviewing this proposal.

RECOMMENDATION (FOR DEPARTMENT USE)

Recommendation(s):

Rationale for Recommendation:

Reviewer(s):

Date Completed:

CALENDAR CHANGE REQUEST FORM

Department: East Asian Studies

2018 – 2019 form submission deadlines: October 5th, January 4th, March 1st & April 1st

Highlight type of change request below:

1. **Course Change** 2. **Editorial Change** 3. **Admission Requirement** 4. **Program Regulation**

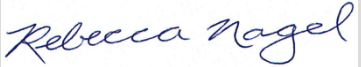
Note: changes that fall under type 1 or 2 received by October 5th will be considered to be published in the 2019-20 Calendar

CURRENT	PROPOSED
<p>https://calendar.ualberta.ca/preview_program.php?catoid=28&poid=26731&returnto=7133#BAHonorsAndBAMajorMinorRequirements</p> <p>East Asian Studies [Arts]</p> <p>Effective September 2015, there will be no further admissions to BA Honors Chinese or Japanese programs. Students who entered one of these programs prior to September 2015 must complete all program requirements by April 30, 2019. The last BA Honors degree with Chinese or Japanese major will be granted at Spring Convocation 2019.</p> <p>Honors in East Asian Studies</p> <p>[...]</p> <p>Major and Minor in East Asian Studies</p> <p>Major Requirements</p> <p>Effective September 2015, there will be no further admissions to Chinese or Japanese majors. Students who entered one of these programs prior to September 2015 must complete all program requirements by April 30, 2019. The last BA degree with Chinese or Japanese major will be granted at Spring Convocation 2019.</p> <p>A major in East Asian Studies requires.....</p> <p>[...]</p> <p>Minor Requirements</p> <p>Effective September 2015, there will be no further admissions to Chinese or Japanese minors. Students who entered one of these programs prior to September 2015 must complete all program requirements by April 30, 2019. The last BA degree with Chinese or Japanese minor will be granted at Spring Convocation 2019.</p> <p>A minor in East Asian Studies requires....</p>	<p>East Asian Studies [Arts]</p> <p>Honors in East Asian Studies</p> <p>[...]</p> <p>Major and Minor in East Asian Studies</p> <p>Major Requirements</p> <p>A major in East Asian Studies requires.....</p> <p>[...]</p> <p>Minor Requirements</p> <p>A minor in East Asian Studies requires....</p>

Rationale for change:

Please see the Program Termination template for the history of the suspension and termination of these programs.

All names, signatures and dates are required:

Department Contact Name: Christopher Lupke	Department Chair or Designate Name: Rebecca Nagel	Date approved by Dept Council:
Email:	Signature: 	Date submitted: November 9, 2018

Item No. 5a

**Governance Executive Summary
Action Item**

Agenda Title	Advisory Search Committee for President: Guidelines and Procedures
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Motion

THAT the Board of Governors, on the recommendation of the Board Human Resources and Compensation Committee, approve the Guidelines and Procedures for the Advisory Search Committee of President, as set forth in Attachment 1 of the agenda documentation.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Michael Phair, Chair, Board of Governors; Ray Muzyka, Chair, Board Human Resources and Compensation Committee; Marion Haggarty-France, University Secretary
Presenter(s)	Ray Muzyka, Chair, Board Human Resources and Compensation Committee; Lynn Parish, Vice-Chair, Board of Governors; Marion Haggarty-France, University Secretary

Details

Responsibility	University Governance
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the Board because UAPPOL regulations governing the Presidential search process require that the committee operate with an agreed-upon set of guidelines and procedures.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>With the launch of the Presidential search, and in order to be transparent with the community, the Advisory Search Committee for President will be guided by Guidelines and Procedures approved by the Board of Governors. The Board last approved the guidelines in March 2014, prior to the last search. The guidelines are required under the UAPPOL <i>Presidential Search Procedure</i> to assist the search process.</p> <p>With the imminent search, the guidelines have been reviewed to ensure they are current and in good order. The only change that has been made is to update the timeline to reflect the timing for this particular search.</p> <p>Once the search is launched, the document will guide the committee throughout the search, and will also be posted on the search website to ensure transparency about the process with the community.</p>
Supplementary Notes and context	<p>The guidelines were last approved in March 2014, just prior to the last search.</p> <p>At the April 29, 2019 meeting of the Board Human Resources and Compensation Committee, the committee made the following additions:</p> <ul style="list-style-type: none"> • To page 1: <ul style="list-style-type: none"> ○ Item 9 – reference to the University’s Strategic Plan for Equity, Diversity, and Inclusivity • To page 4: <ul style="list-style-type: none"> ○ 2. The Board Chair shall ensure that the Advisory Search Committee is strategically aligned with directions set by the Board throughout the search and shall liaise with the Board Human Resources and Compensation Committee on key matters relating to the search.

Item No. 5a

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity) <For information on the protocol see the Governance Resources section Student Participation Protocol >	<u><i>Those who are actively participating:</i></u> <ul style="list-style-type: none"> • University Governance
	<u><i>Those who have been consulted:</i></u> <ul style="list-style-type: none"> • University Governance • Human Resources • Office of the President
	<u><i>Those who have been informed:</i></u> <ul style="list-style-type: none"> • President's Executive Committee - Strategic
Approval Route (Governance) (including meeting dates)	Board Human Resources and Compensation Committee – April 29, 2019 (for recommendation) Board of Governors – May 10, 2019 (for approval)

Strategic Alignment

Alignment with <i>For the Public Good</i>	<p><i>GOAL: Build a diverse, inclusive community of exceptional students, faculty, and staff from Alberta, Canada, and the world.</i></p> <p><i>OBJECTIVE 3. Support ongoing recruitment and retention of a highly skilled, diverse community of non-academic and administrative staff by enriching the University of Alberta's working environment.</i></p> <p><i>OBJECTIVE 21: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</i></p>	
Alignment with Institutional Risk Indicator	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input checked="" type="checkbox"/> Relationship with Stakeholders <input checked="" type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	Post-Secondary Learning Act Section 82 (1) and (2) BHRCC Terms of Reference Section 3(h); 4 (a)	

Attachments

1. Advisory Search Committee for President Guidelines and Procedures (5 pages) – **for action**
2. UAPPOL Presidential Search Procedure (3 pages) – for information

Prepared by: Marion Haggarty-France, University Secretary

Introduction

1. The Board of Governors establishes the Presidential Search Committee. The Presidential Search Committee (the Committee) is an advisory committee of the Board of Governors.
2. Composition of the Committee is established pursuant to UAPPOL procedure- Presidential Search Procedure: (<https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Presidential-Search-Procedure.pdf>).
3. The role of the Search Committee is to search, screen, and recommend a candidate to the Board Human Resources and Compensation Committee (BHRCC). BHRCC then considers the recommendation, and if prepared to do so, recommends the candidate to the Board, for approval.
4. All members of the Search Committee are expected to fully participate in the work of the Committee, and in so doing, are charged with acting in the best interests of the University as a whole.
5. All proceedings and deliberations will be held in strictest confidence.

Role of the Committee

1. Work in the best interest of the University.
2. Prepare adequately and commit the time required to fully engage in the work of the committee.
3. Ensure a broad and fair search is conducted for the University.
4. Make full use of experienced executive search consultant.
5. Develop a position profile which represents the priorities, personal and professional attributes required for the next president, based on research, consultation and feedback.
6. Search, screen and interview short-listed candidates based on the position profile.
7. Help to identify appropriate information about the University and the presidency for all candidates at each stage of the screening process;
8. Ensure that external and internal candidates are treated equitably, and that all candidates are kept informed appropriately about the progress of the search.
9. Be knowledgeable about the University's ethical guidelines and equity, as outlined in the University's Strategic Plan for Equity, Diversity, and Inclusivity, as well as FOIPP policies and practices,
10. Provide assistance during the process in other appropriate ways at the request of the Chair.
11. Work within the timeframe in order to provide appropriate transition for both the out-going and incoming President.
12. Commit to conducting the business of searching for a new president in total confidence.

Operational Procedures

Chair of the Meeting:

1. The Chair of the Board of Governors is the Chair of the Search Committee for President and shall ordinarily chair every meeting of the Committee.
2. The Chair is the sole spokesperson for the Committee.
3. The Chair may name and delegate responsibility to a Vice-Chair.
4. If, during the course of the search, any member ceases to represent the group which elected or appointed him or her, the Chair will decide if that member will continue serving on the Committee, or will be replaced. If the member is to be replaced, the Chair will consult as appropriate and then decide on a replacement.
5. If for any reason, a member is unable to complete their service on the Committee, the Chair will consult as appropriate and then decide on a replacement.

Meeting Schedule and Special Meetings:

1. Meetings of the Committee will be held at the call of the Chair.
2. The Chair may decide on regular meetings times, and if so, will circulate a meeting schedule well in advance. If special meetings need to be called, as is normally the case with respect to search committees, members will be given as much notice as possible.
3. Notice of the time and place of each meeting of the Committee shall be given by e-mail at least two days prior to the meeting.
4. Members of the Committee are urged to keep their schedules as flexible as possible during the search since members are expected to attend each meeting of the Committee.
5. If a member knows in advance that s/he will miss a meeting, the member should contact the Chair or Secretary.

Meeting Materials:

1. Meeting materials normally will be distributed to members in advance of scheduled meetings. Materials will be available electronically via a secure web portal specifically established for the Committee. Members will access the site through a CCID. Members will need to safeguard any materials distributed in hardcopy, and at the conclusion of the process, members will be required to return all materials for appropriate disposal.

Meeting by Telephone/Technical Tools:

1. Members of the Committee are encouraged to attend each meeting of the Committee in person.
2. If the Chair of any meeting of the Committee so consents, however, one or more members of the Committee may participate in that meeting by means of telephone or other communication facilities which permit all persons participating in the meeting to hear or communicate with each other and the member participating in a meeting by that means is deemed to be present at the meeting.
3. Meeting proceedings will not be recorded.

Quorum:

1. The quorum for the transaction of business at any meeting of the Committee shall be a simple majority of the number of members of the Committee. For the final decision meeting, no more than one member can be absent.

Deliberations in Camera:

1. All meetings of the Committee shall be held in-camera.

Voting Procedures:

1. Show of hands or by other means which clearly indicates the affirmative vote, negative vote or abstention from voting of each member thereof.
2. Each member of the Committee, including the chair of the meeting, shall have one vote.
3. If requested by the chair of any meeting of the Committee or any other member thereof prior to a vote by a show of hands, voting on a particular question shall be conducted by secret ballot.

No Casting Vote:

1. The chair of any meeting of the Committee shall not be entitled to a second or casting vote.
2. If the result of any vote is a tie, the resolution shall be deemed to have failed.

Signed Resolutions:

1. A resolution in writing, signed by all members of the Committee is as valid as if it had been passed at a meeting of the Committee.

Record keeping and Committee Business:

1. The Secretary of the Committee will take notes at each meeting that reflect the substance of discussion and will communicate appropriately, through action summaries, correspondence, email, with respect to decisions taken by the Committee.
 2. In the absence of a Secretary, the Chair will assign another person to act as the recording secretary for that meeting.
 3. All communications to and from the Committee, including correspondence with persons or organizations solicited for comment, shall ordinarily be processed by the University Secretary, Board of Governors, University Governance.
 4. All records will be done in accord with FOIPP regulations and managed with the records retention schedule of the unit. University Governance is the official record holder of the files. The Secretary of the Committee will safeguard all documents and information, and at the conclusion of the Committee's work, will collect from each member and thereafter dispose all documents and notes associated with the Committee.
-

Confidentiality and Communications

1. All proceedings, interviews, documents and opinions are to be held in the strictest confidence by all Committee members and discussion about any part of the process or about potential candidates shall only occur at Committee meetings.
2. The Board Chair shall ensure that the Advisory Search Committee is strategically aligned with directions set by the Board throughout the search and shall liaise with the Board Human Resources and Compensation Committee on key matters relating to the search.
3. The Chair of the Committee may seek the replacement of any member who fails to comply with this requirement.
4. The Chair will identify for the Committee members their responsibilities in keeping their constituencies informed of the status of the search and in seeking information from the constituencies.
5. The Search will have a public website and appropriate updates will be available on the site.

Resources

1. Budget: Approximately \$300,000
 2. Staffing: University Secretary with access administrative support.
 3. Location: Governance Office with secure files, portal, e-mail.
-

Search Timetable

March 15, 2019	Board Chair and President – officially advise the Board of Governors
March – April 2019	Background and preparation – policy review/guidelines reviewed, background and RFP issued
May Board meeting	Board approves the establishment of the Advisory Search Committee for President
March (late)	Search firm criteria established (RFP issued - April, decision made by early June)
April - early June	Elections and Nominations to replenish the Advisory Search Committee for President underway
June - Sept 2019	Searching Proactively: Advertising, testing criteria, consulting, developing position profile.
Sept - Dec 2019	Field narrowed to long-list semi-finalists
Jan - Feb 2020	Committee Deliberation regarding semi-finalists Final interviews
Feb - March 2020	Search Committee presents recommendation to BHRCC
March 2020	Board makes final choice
March - June 2020	Communications, transition planning
July 1, 2020	President takes office

Amendments

Only the Board of Governors or the Board Human Resources and Compensation Committee may amend these Procedures.

Conclusion

When the Board has made a decision regarding the appointment of the President, the Board will dissolve the Committee.

U of A Policies and Procedures On-Line (UAPPOL)

Approval Date: December 11, 2009

Last Revision Date: December 13, 2013

Parent Policy: [Recruitment Policy](#)

Presidential Search Procedure

Office of Administrative Responsibility:	University Governance
Approver:	Board of Governors
Scope:	Compliance with University procedure extends to all members of the University community

Overview

These authorities over procedures related to the appointment of academic staff embrace senior administrators including the President, Vice-Presidents, Deans and Department Chairs.

Purpose

To detail the procedure for search and selection of the University President.

PROCEDURE

- 1) COMPOSITION OF SEARCH COMMITTEE FOR PRESIDENT
 - a) A search committee shall be organized in accordance with the *Presidential Search and Review Procedure (Appendix A): Committees for President Position Definitions and Eligibility (UAPPOL)*.
 - b) The University Secretary is responsible for drawing together the search committee and for ensuring that the committee positions are properly replenished.

- 2) ELECTION PROCEDURES FOR ACADEMIC STAFF MEMBERS OF SEARCH COMMITTEE
 - a) NOMINATIONS
 - i) The Secretary to GFC (or delegate) shall notify all academic staff in **Staff Category A1.0** through a notice as set out in 2(a)(ii) of the following:
 - Nominations for certain categories of academic staff who do not hold administrative positions, are being sought;
 - Nominations must be received by University Governance by a specified date;
 - Nominees must agree to let their name stand; and
 - All nominations must be supported by the signatures of five members of the academic staff in Category A1.0, not including the nominee.
 - ii) The notice shall be published in *Folio*; however, the Secretary (or delegate) is permitted to use alternate means (for example, electronic mail or the web) if circumstances warrant such means.
 - At least two weeks must elapse from the day the Secretary (or delegate) first notifies the academic staff of the call for nominations.
 - b) NUMBER OF BALLOTS REQUIRED
 - i) When electing (3) faculty members from **Staff Categories A1.1, A1.6 and their counterparts in A1.5 and A1.7** (only faculty members employed at the University under the terms and conditions of the Faculty Agreement are eligible):
 - If there are between four and seven nominees, one election will be held.
 - If there are eight or more nominees, a preliminary election must be held with the six top candidates standing for election in a final ballot. In both elections, the three candidates with the highest number of votes will be elected.
 - c) ELECTORATE

The electorate consists of the elected faculty representatives who sit on GFC on a “representation by population” basis and the appointed academic staff representatives.

U of A Policies and Procedures On-Line (UAPPOL)

- d) **PREPARATION OF BALLOTS**
- i) The Secretary (or delegate) will prepare the ballot form with relevant instructions for the election, listing nominees in alphabetical order. Only those eligible voting members will be provided with access to a confidential ballot. At the closure of the election period, the Secretary (or delegate) will ensure that electronic tabulation of the voting ballots occurs, with election results confirmed shortly thereafter.
 - ii) Candidates for election will be asked to provide a brief biographical and professional description, not exceeding 150 words, to be circulated with the ballot.
 - iii) The ballots will be made available by the Secretary (or delegate) and accompanied by clear voting instructions to ensure successful access to the ballot prior to the election voting deadline.
 - iv) When voting for three (3) faculty members from staff Categories A1.1, A1.6 and their counterparts in A1.5 and A1.7, each voter will be permitted to vote for up to (and including) three (3) candidates.
 - v) The date and time by which the ballots must be received by University Governance will be clearly marked on the ballot.
- e) **THE BALLOT COUNT**
- i) The Secretary (or delegate) will ensure that the candidates are aware of the election end date and time of ballot tabulation.
 - ii) At least 50% of ballots must be received before the ballots will be tallied.
 - iii) Each candidate may name a scrutineer to observe the tabulation of election results.
 - iv) In the event of a tie vote, a run-off election will be held. In the event of a second tie vote, the winner will be determined by lot.
 - v) After completion of the election, the ballot data is stored by the Secretary (or delegate) for one month and then destroyed.
- 3) **SEARCH PROCEDURES FOR PRESIDENT**
- a) The Board will provide the search committee with guidelines and procedures.
 - b) The Board will provide the Chair of the Board with compensation and benefits guidelines with respect to the appointment.
 - c) The Board Chair will decide whether a search consultant should be retained and may seek advice from the Advisory Search Committee on this matter.
 - d) The Search Committee will recommend one nominee to the Chair and Vice-Chair of the Board of Governors, and the Chair of the Board Human Resources and Compensation Committee (BHRCC), who will then determine, by confidential interview with the nominee, whether his or her compensation and benefits expectations fall within the Board guidelines, and also if the nominee is prepared to cooperate in a systematic assessment of his or her performance during his or her term.
 - e) Where the nominee is from outside the University and is also seeking an academic staff appointment, the Search Committee established for the administrative position of President shall request that the Faculty Selection Advisory Committee make the recommendation in relation to the academic staff appointment.
 - f) The BHRCC will make a recommendation to the Board of Governors respecting the appointment of the recommended candidate. The Committee shall also consider and approve the compensation and benefits for the recommended candidate, subject to approval of the appointment by the Board of Governors.
 - g) The Chair of the Board of Governors will then present the name of the candidate recommended by BHRCC to the Board of Governors.
 - h) The Board may appoint the nominee, or return the matter to the search committee.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

Staff Category A1.0, A1.1, A1.6, and their counterparts in A1.5 and A1.7

Refer to UAPPOL Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues

FORMS

There are no forms for this Procedure. [\[▲Top\]](#)

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [\[▲Top\]](#)

[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues \(UAPPOL\)](#)

[Presidential Search and Review Procedures \(Appendix A\): Committees for President Position Definitions and Eligibility \(UAPPOL\)](#)

[Presidential Review Procedure \(UAPPOL\)](#)