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<b>SUBJECT</b>	Board Secretariat Update
<b>SUBMITTED TO</b>	Executive Committee
<b>MEETING DATE</b>	April 7, 2020
<b>SESSION CLASSIFICATION</b>	Recommended session criteria from Board Meetings Policy: OPEN
<b>ACTION REQUESTED</b>	Please indicate requested Board action: No decision requested: for information
<b>SUBMISSION DATE</b>	March 27, 2020
<b>LEAD EXECUTIVE</b>	President and Vice-Chancellor
<b>PRESENTED BY</b>	Karen Hakkarainen, Director, Board Secretariat and Secretary to the Board of Governors
<b>SUPPORTED BY</b>	Stephanie Oldford, Governance Officer

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#### PRIOR SUBMISSIONS

The subject matter of this submission has not previously been considered by the Executive Committee.

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#### EXECUTIVE SUMMARY

This briefing is intended to update the Board of Governors on changes within the Board Secretariat Office. Since July 2019, the Secretariat Office has undergone significant changes in staffing, both in terms of personnel and FTE complement.

The FTE allocation for the Secretariat Office was increased from three to five FTEs. The increase in staffing will enable the Secretariat to improve service to Governors and better support them in their governance work, develop improved work processes, and build relationships with key partners in the institution. The increase in FTEs also creates opportunities for Secretariat staff to provide critical backup to each other within the Secretariat office so that, in the event of an employee being on leave, other staff will be able to provide coverage for business continuity purposes.

Since July 2019, four new employees have joined the Secretariat:

- Board Secretary (replacement in an existing position– joined July 2019)
- Administrative Coordinator (replacement in an existing position – joined November 2019)
- Governance Officer (new position – joined February 2020)
- Governance Coordinator (new position – joined February 2020)

A long-serving member of the team, who fills the role of a second Governance Coordinator, rounds out the Secretariat staff.

Now that the Board Secretariat office is at full complement the priorities for the Secretariat will be to:

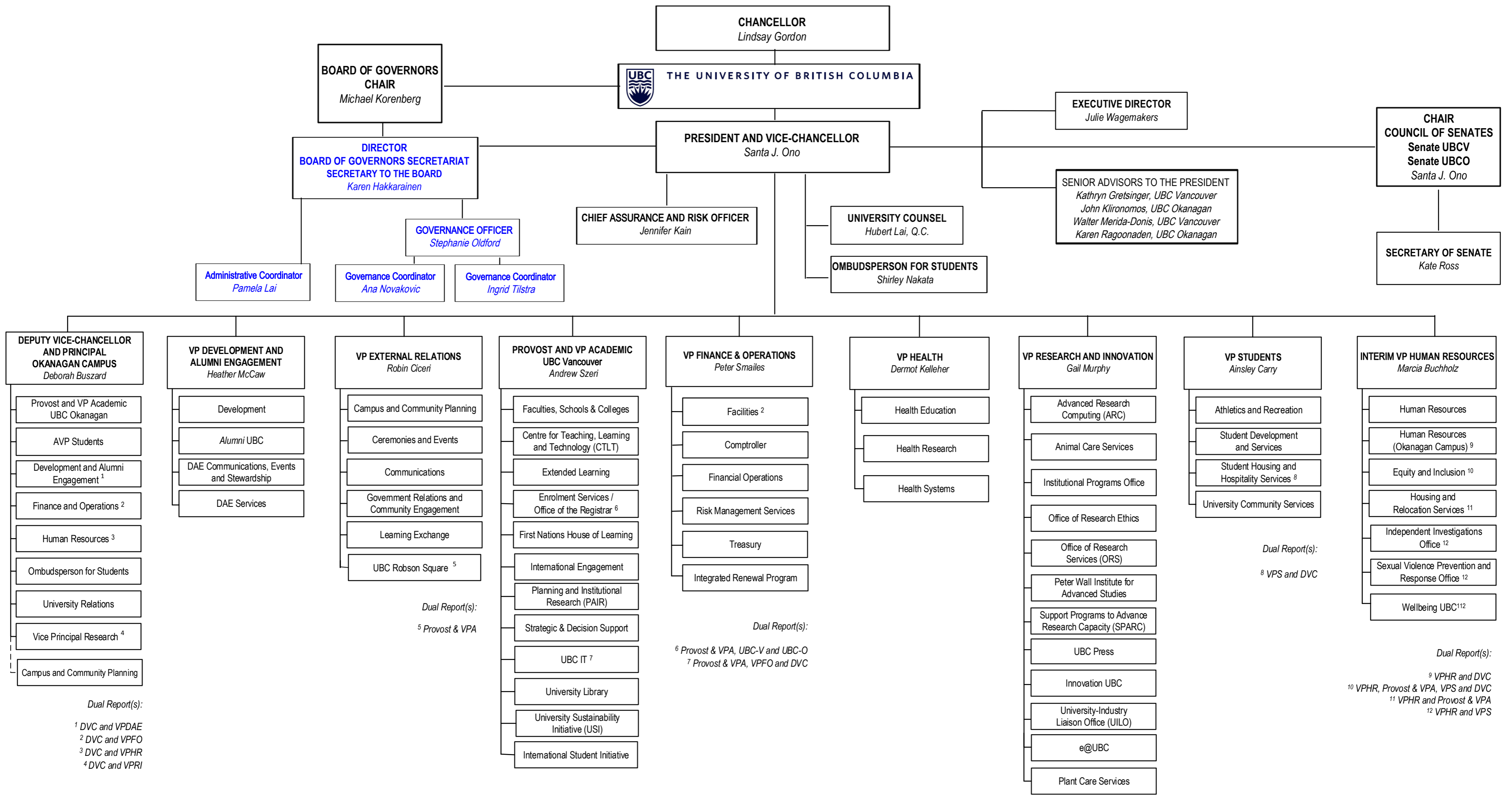
- Develop strategically focussed forward planners for each of the Board’s standing committee and for the Board itself. This will require the input of and collaboration with the university’s Executive team and the chairs of the Board’s standing committees.
- Improve workflows and processes within the Secretariat office. The objective of process improvement is to better support the work of the Board’s standing committees and ensure a focus on strategic priorities.
- Further refine the division of responsibilities within the Secretariat office. With the introduction of two new FTEs, and four new team members, there are opportunities to re-think how work is done and how best to leverage the skill sets and experience within the Secretariat.

The attached appendix illustrates the position of the Secretariat office with the university’s organizational structure and the structure of the Board Secretariat office.

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## SUPPLEMENTAL MATERIALS

1. UBC organization chart



*Dual Report(s):*  
<sup>1</sup> DVC and VPDAE  
<sup>2</sup> DVC and VPFO  
<sup>3</sup> DVC and VPHR  
<sup>4</sup> DVC and VPRI

*Dual Report(s):*  
<sup>9</sup> VPHR and DVC  
<sup>10</sup> VPHR, Provost & VPA, VPS and DVC  
<sup>11</sup> VPHR and Provost & VPA  
<sup>12</sup> VPHR and VPS