

## BOARD OF GOVERNORS

### **PUBLIC SESSION AGENDA**

Friday, March 19, 2021

ZOOM Videoconference Only

11:30 AM – 2:00 PM

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**Members** – Vacant (Chancellor), Geoff Payne (Interim President and Vice-Chancellor), Darwyn Coxson (Faculty Member), Paul Sanborn (Faculty Member), Allison Beswick (Order in Council), Aaron Ekman (Order in Council – CHAIR), Joel McKay (Order in Council), Michael Reed (Order in Council), Andrew Robinson (Order in Council – VICE-CHAIR), Gregory Stewart (Order in Council), Catherine Wishart (Order in Council), Garfield Staats (Undergraduate Student), Furqana Khan (Graduate Student), Joyce Henley (Employee)

**1. Chair's Remarks**

- Declarations of Conflict
- Correspondence Received

**2. Approval of Agenda**

*That, the Agenda for the Public Session of the March 19, 2021 meeting of the Board of Governors be approved as presented.*

**3. Approval of Minutes**

- a. **Public Session Minutes of January 29, 2021 – page 3**  
*That, the Public Session Minutes of the January 29, 2021 meeting of the Board of Governors be approved as presented.*

**4. Business Arising from Previous Public Session Minutes**

None

**5. Budget 2021/22: Assumptions and Analysis** (verbal presentation) – R. Somani

**6. Motions for Approval**

- a. **2021/2022 Consolidated Budget** – R. Somani – **page 7**  
*That, on the recommendation of the Finance and Investment Committee, the Board of Governors approves the 2021/22 Consolidated Budget as presented.*
- b. *That, on the recommendation of the Finance and Investment Committee, the Board of Governors approves the increase to tuition fees effective 2021/22 as recommended at the January 29th, 2021 Board of Governors meeting with a condition that students will be given a rebate in 2021/22 equivalent to the amount of the tuition fee increase.*
- c. **2020/2021 Consolidated Budget for Financial Statement Presentation** – R. Somani – **page 19**  
*That, on the recommendation of the Finance and Investment Committee, the Board of Governors approves the 2020/2021 Consolidated Budget for Financial Statement Presentation for the University of Northern British Columbia, as presented.*

- d. **2021/2022 Mandate Letter** – Approval – A. Ekman  
*That, the Board of Governors delegates authority to the Executive Committee to authorize the Board Chair to sign the 2021/2022 Mandate Letter on behalf of the Board.*
- e. **Agreements, Scholarships, Bursaries and Awards** – M. Dale – **page 21**  
*That, on the recommendation of the Finance and Investment Committee, the Board of Governors approves the agreements, scholarships, bursaries and awards as recommended and approved by the UNBC Senate, for the period January 2021 to February 2021, as presented.*

**7. Mandatory and Standing Reports - Public Session**

**a. Report of the Interim President – G. Payne**

- Regular Report – **page 44**
- Senate Update (verbal)

**(i) Quarterly Public Reports of the Vice-Presidents, written**

- Interim Provost and Vice-President Academic – M. Dale – **page 51**
- Vice-President, Finance and Administration – R. Somani – **page 57**
- Acting Vice-President, Research – K. Lewis – **page 63**

**b. Reports of Committees:**

- (i) Audit and Risk Committee – G. Stewart, Chair
- (ii) Executive Committee – A. Ekman, Chair
- (iii) Finance and Investment Committee – A. Beswick, Chair
  - Finance and Investment Committee received Quarterly Reports, including General Operating Fund Report to December 31, 2020, Year to Date Financial Report to December 31, 2020 and Third Quarter Forecast.

**8. Other Business**

- a. FIPPA – Annual Statistical Report – G. Payne – **page 67**

**9. Adjournment**

BOARD OF GOVERNORS – PUBLIC SESSION  
Approved for Submission:



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Geoff Payne  
Interim President and Vice-Chancellor

<b>Agenda Item:</b>	6.a. 2021/2022 Consolidated Budget – R. Somani
<b>Material:</b>	1. 2021 – 2022 Consolidated Budget
<b>Motion:</b>	<i>That, on the recommendation of the Finance and Investment Committee, the Board of Governors approves the 2021/22 Consolidated Budget as presented.</i>

University of Northern British Columbia  
Budget 2021-22 and Plan 2022-26

Overall Financial Summary (\$ in Millions)	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Forecast	2020-21 Forecast vs 2020-21 Budget		2021-22 Budget	2021-22 Budget vs 2020-21 Forecast		2022-23 Plan	2023-24 Plan	2024-25 Plan	2025-26 Plan
					Amount	%		Amount	%				
Revenues (Table 1)	84.49	90.93	93.56	92.39	(1.17)	-1%	95.32	2.93	3%	99.88	100.56	101.20	101.83
Expenditures (Table 2)	78.31	84.43	89.55	83.76	(5.79)	-6%	90.33	6.57	8%	95.62	96.76	97.73	98.72
Capital and Transfers (Table 3)	8.13	4.42	4.01	4.08	0.07	2%	4.99	0.91	22%	5.57	5.57	5.57	5.57
<b>General Operating Fund</b>	<b>(1.95)</b>	<b>2.08</b>	<b>-</b>	<b>4.55</b>	<b>4.55</b>	<b>-</b>	<b>0.00</b>	<b>(4.55)</b>	<b>-100%</b>	<b>(1.31)</b>	<b>(1.77)</b>	<b>(2.10)</b>	<b>(2.46)</b>
Other Funds (Table 4)	(3.86)	(10.35)	-	(3.25)	(3.25)	-	(4.85)	(1.60)	49%	(5.60)	(5.35)	(5.35)	(5.35)
Adjustments (Table 5)	3.89	7.30	-	(2.20)	(2.20)	-	4.79	6.99	-318%	5.81	5.85	5.88	5.91
Ancillary Services Fund (Table 6)	0.52	(0.13)	-	(2.17)	(2.17)	-	(2.09)	0.08	-4%	(0.02)	0.07	0.09	0.14
<b>Consolidated Surplus / (Deficit): status quo</b>	<b>(1.40)</b>	<b>(1.10)</b>	<b>-</b>	<b>(3.07)</b>	<b>(3.07)</b>	<b>-</b>	<b>(2.15)</b>	<b>0.92</b>	<b>-30%</b>	<b>(1.12)</b>	<b>(1.20)</b>	<b>(1.48)</b>	<b>(1.76)</b>
<b>Future Deficit Mitigation Initiatives</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1.13</b>	<b>1.40</b>	<b>1.73</b>	<b>2.11</b>
<b>Updated Consolidated Surplus / (Deficit)</b>	<b>(1.40)</b>	<b>(1.10)</b>	<b>-</b>	<b>(3.07)</b>	<b>(3.07)</b>	<b>-</b>	<b>(2.15)</b>	<b>0.92</b>	<b>-30%</b>	<b>0.01</b>	<b>0.20</b>	<b>0.25</b>	<b>0.35</b>

\$ in Millions	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Forecast	2020-21 Forecast vs 2020-21 Budget		2021-22 Budget	2021-22 Budget vs 2020-21 Forecast		2022-23 Plan	2023-24 Plan	2024-25 Plan	2025-26 Plan
					Amount	%		Amount	%				
Table 1: <u>Revenues</u>													
Provincial Operating Grant	50.05	53.45	56.00	56.00	-	0%	58.34	2.34	4%	59.84	59.84	59.84	59.84
Tuition and Student Fees	19.35	21.20	21.77	20.50	(1.27)	-6%	20.73	0.23	1%	22.99	23.67	24.31	24.94
Other Grants (Table 1.1)	10.82	12.07	12.08	13.22	1.14	9%	13.30	0.08	1%	13.30	13.30	13.30	13.30
Other Income (Table 1.2)	4.27	4.21	3.71	2.67	(1.04)	-28%	2.95	0.28	10%	3.75	3.75	3.75	3.75
Revenues	84.49	90.93	93.56	92.39	(1.17)	-1%	95.32	2.93	3%	99.88	100.56	101.20	101.83
Table 1.1: <u>Other Grants</u>													
Provincial Capital and One-Time Grants	1.73	2.37	2.06	2.07	0.01	0%	1.98	(0.09)	-4%	1.98	1.98	1.98	1.98
Federal Grant: Research Support Fund	2.33	2.94	3.21	3.21	-	0%	3.21	-	0%	3.21	3.21	3.21	3.21
Grants from Other Universities	6.76	6.76	6.81	7.94	1.13	17%	8.11	0.17	2%	8.11	8.11	8.11	8.11
Other Grants	10.82	12.07	12.08	13.22	1.14	9%	13.30	0.08	1%	13.30	13.30	13.30	13.30
Table 1.2: <u>Other Income</u>													
Interest Income	0.84	1.05	0.64	0.75	0.11	17%	0.64	(0.11)	-15%	0.64	0.64	0.64	0.64
Sales and Services	1.25	1.36	1.02	1.00	(0.02)	-2%	1.22	0.22	22%	1.22	1.22	1.22	1.22
Miscellaneous Income	0.10	0.14	0.24	0.24	(0.00)	0%	0.08	(0.16)	-67%	0.08	0.08	0.08	0.08
Internal Overhead Cost Recovery	1.82	1.41	1.53	0.40	(1.13)	-74%	0.73	0.33	83%	1.53	1.53	1.53	1.53
Other Cost Recovery	0.26	0.25	0.28	0.28	-	0%	0.28	-	0%	0.28	0.28	0.28	0.28
Other Income	4.27	4.21	3.71	2.67	(1.04)	-28%	2.95	0.28	10%	3.75	3.75	3.75	3.75

University of Northern British Columbia  
Budget 2021-22 and Plan 2022-26

\$ in Millions	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Forecast	2020-21 Forecast vs 2020-21 Budget		2021-22 Budget	2021-22 Budget vs 2020-21 Forecast		2022-23 Plan	2023-24 Plan	2024-25 Plan	2025-26 Plan
					Amount	%		Amount	%				
<b>Table 2: <u>Expenditures</u></b>													
Employee Costs	59.55	62.33	65.33	63.56	(1.77)	-3%	67.95	4.39	7%	70.37	71.25	72.03	72.81
Other Expenditures (Table 2.1)	18.76	22.10	24.22	20.20	(4.02)	-17%	22.38	2.18	11%	25.25	25.51	25.70	25.91
<b>Expenditures</b>	<b>78.31</b>	<b>84.43</b>	<b>89.55</b>	<b>83.76</b>	<b>(5.79)</b>	<b>-6%</b>	<b>90.33</b>	<b>6.57</b>	<b>8%</b>	<b>95.62</b>	<b>96.76</b>	<b>97.73</b>	<b>98.72</b>
<b>Table 2.1: <u>Other Expenditures</u></b>													
Travel Costs	1.35	1.26	1.18	0.05	(1.13)	-96%	0.63	0.58	1160%	0.90	0.90	0.90	0.90
Operational Supplies and Expenses	4.86	5.59	8.40	6.42	(1.98)	-24%	6.92	0.50	8%	8.00	8.00	8.00	8.15
Professional and Contractual Services	4.68	5.68	5.37	5.74	0.37	7%	5.37	(0.37)	-6%	6.50	6.50	6.55	6.55
Rent, Utilities and Maintenance	4.91	5.12	6.20	4.93	(1.27)	-20%	6.33	1.40	28%	6.65	6.80	6.90	6.96
Cost of Goods Sold	0.95	0.88	0.89	0.88	(0.01)	-1%	0.89	0.01	1%	0.90	0.95	0.95	0.95
Scholarships, Fellowships and Bursaries	1.45	3.03	1.61	1.61	-	0%	1.66	0.05	3%	1.70	1.76	1.80	1.80
Others	0.56	0.54	0.57	0.57	-	0%	0.58	0.01	2%	0.60	0.60	0.60	0.60
<b>Other Expenditures</b>	<b>18.76</b>	<b>22.10</b>	<b>24.22</b>	<b>20.20</b>	<b>(4.02)</b>	<b>-17%</b>	<b>22.38</b>	<b>2.18</b>	<b>11%</b>	<b>25.25</b>	<b>25.51</b>	<b>25.70</b>	<b>25.91</b>
<b>Table 3: <u>Capital and Transfers</u></b>													
Minor Capital	1.26	1.45	0.20	1.25	1.05	525%	0.18	(1.07)	-86%	0.18	0.18	0.18	0.18
Transfers	6.87	2.97	3.81	2.83	(0.98)	-26%	4.81	1.98	70%	5.39	5.39	5.39	5.39
<b>Capital and Transfers</b>	<b>8.13</b>	<b>4.42</b>	<b>4.01</b>	<b>4.08</b>	<b>0.07</b>	<b>2%</b>	<b>4.99</b>	<b>0.91</b>	<b>22%</b>	<b>5.57</b>	<b>5.57</b>	<b>5.57</b>	<b>5.57</b>
<b>Table 4: <u>Other Funds</u></b>													
Sponsored Research Fund	0.37	0.19	-	(0.75)	-	-	(0.50)	-	-	(0.75)	(0.50)	(0.50)	(0.50)
Specific Purpose and Endowment Funds	3.17	(0.32)	-	1.90	-	-	(0.60)	-	-	(1.10)	(1.10)	(1.10)	(1.10)
Capital Fund	(7.40)	(10.22)	-	(4.40)	-	-	(3.75)	-	-	(3.75)	(3.75)	(3.75)	(3.75)
<b>Other Funds</b>	<b>(3.86)</b>	<b>(10.35)</b>	<b>-</b>	<b>(3.25)</b>	<b>-</b>	<b>-</b>	<b>(4.85)</b>	<b>-</b>	<b>-</b>	<b>(5.60)</b>	<b>(5.35)</b>	<b>(5.35)</b>	<b>(5.35)</b>
<b>Table 5: <u>Adjustments</u></b>													
Capitalized expenditures	5.00	5.24	-	3.90	-	-	4.79	-	-	5.81	5.85	5.88	5.91
Deferred Revenue	1.27	3.32	-	(2.70)	-	-		-	-				
Restricted donations & investment income	(2.38)	(1.26)	-	(3.40)	-	-		-	-				
<b>Adjustments</b>	<b>3.89</b>	<b>7.30</b>	<b>-</b>	<b>(2.20)</b>	<b>-</b>	<b>-</b>	<b>4.79</b>	<b>-</b>	<b>-</b>	<b>5.81</b>	<b>5.85</b>	<b>5.88</b>	<b>5.91</b>

Table 6: Ancillary Services Fund

\$ in Millions	2018-19 Actual	2019-20 Actual	2020-21 Budget	2020-21 Forecast	2020-21 Forecast vs 2020-21 Budget		2021-22 Budget	2021-22 Budget vs 2020-21 Forecast		2022-23 Plan	2023-24 Plan	2024-25 Plan	2025-26 Plan
					Amount	%		Amount	%				
Housing & Residence Life	2.83	2.55	2.81	0.81	(2.00)	-71%	0.72	(0.09)	-11%	2.80	2.86	2.91	2.97
Hospitality Services	0.93	0.64	0.86	0.02	(0.84)	-98%	0.03	0.01	50%	0.55	0.65	0.75	0.84
Continuing Studies	1.97	2.17	2.03	1.38	(0.65)	-32%	1.43	0.05	4%	2.00	2.04	2.08	2.12
Retail Services	2.17	2.03	2.19	1.22	(0.97)	-44%	1.46	0.24	20%	1.98	2.04	2.08	2.12
Northern Sports Centre	2.07	1.87	2.05	1.20	(0.85)	-41%	1.56	0.36	30%	1.83	1.90	1.96	2.03
English Language Studies	0.42	0.02	-	-	-	-	-	-	-	-	-	-	-
Parking & Security Services	1.30	1.20	1.20	0.89	(0.31)	-26%	0.95	0.06	7%	1.31	1.33	1.36	1.39
<b>Revenues</b>	<b>11.69</b>	<b>10.48</b>	<b>11.14</b>	<b>5.52</b>	<b>(5.62)</b>	<b>-50%</b>	<b>6.15</b>	<b>0.63</b>	<b>11%</b>	<b>10.47</b>	<b>10.82</b>	<b>11.14</b>	<b>11.47</b>
Employee Costs	3.87	4.34	4.00	3.74	(0.26)	-7%	3.85	0.11	3%	4.00	4.08	4.18	4.26
Operating Expenditures	5.38	5.27	5.25	3.69	(1.56)	-30%	4.04	0.35	9%	4.83	4.94	5.04	5.16
Minor Capital	0.09	0.04	0.13	0.07	(0.06)	-46%	0.05	(0.02)	-29%	0.06	0.07	0.10	0.11
Debt Servicing	0.80	0.54	0.69	-	(0.69)	-100%	-	-	-	0.55	0.59	0.62	0.65
Contributions	1.62	1.23	1.27	0.44	(0.83)	-65%	0.55	0.11	25%	1.28	1.31	1.34	1.37
Transfers	(0.59)	(0.81)	(0.20)	(0.25)	(0.05)	25%	(0.25)	-	0%	(0.23)	(0.24)	(0.23)	(0.22)
<b>Expenditures and Transfers</b>	<b>11.17</b>	<b>10.61</b>	<b>11.14</b>	<b>7.69</b>	<b>(3.45)</b>	<b>-31%</b>	<b>8.24</b>	<b>0.55</b>	<b>7%</b>	<b>10.49</b>	<b>10.75</b>	<b>11.05</b>	<b>11.33</b>
<b>Surplus / (Deficit)</b>	<b>0.52</b>	<b>(0.13)</b>	<b>-</b>	<b>(2.17)</b>	<b>(2.17)</b>	<b>-</b>	<b>(2.09)</b>	<b>0.08</b>	<b>-4%</b>	<b>(0.02)</b>	<b>0.07</b>	<b>0.09</b>	<b>0.14</b>

<b>Agenda Item:</b>	6.b. 2021/2022 Consolidated Budget – R. Somani
<b>Material:</b>	<ol style="list-style-type: none"> <li>1. Briefing Note re: Proposed 2021/22 Tuition Fees provided at January 29, 2021 Board Meeting</li> <li>2. Proposed 2021/22 Tuition Fee Schedule proposed to the Board of Governors January 29, 2021</li> <li>3. Province of British Columbia, Tuition Limit Policy</li> </ol>
<b>Motion:</b>	<i>That, on the recommendation of the Finance and Investment Committee, the Board of Governors approves the increase to tuition fees effective 2021/22 as recommended at the January 29th, 2021 Board of Governors meeting with a condition that students will be given a rebate in 2021/22 equivalent to the amount of the tuition fee increase.</i>



## AGENDA ITEM BRIEFING NOTE

<b>Meeting Date:</b>	29 January 2021			
<b>Agenda Item:</b>	<b>Proposed 2021-22 Tuition Fees</b>			
<b>Prepared For:</b>	<input type="checkbox"/> Closed Session		<input checked="" type="checkbox"/> Public Session	
<b>Purpose:</b>	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
<b>Submitted By:</b>	Rahim Somani, Vice President, Finance and Administration			

### 1.0 KEY PRINCIPLES AND ASSUMPTIONS

**1.1 Domestic Undergraduate and Graduate Students:** Tuition fee increase is limited to the amount allowed under the Province of British Columbia Tuition Limit Policy, which is currently 2%.

**1.2 International Undergraduate Students:**

- a. **Existing students:** As per the previous practice, the tuition fee increase will remain consistent to the proposed increase for the domestic students (i.e. 2%) while maintaining the approved multiplier of 3.5x and 3.98x, as applicable.
- b. **New students:** Tuition fee for the new students is proposed to be set at 4% higher<sup>1</sup> than the 2020-21 fee rates for the incoming students. UNBC will provide financial assistance to eligible new students to limit the hardship due to higher fee and economic challenges arising from COVID-19 pandemic. By implementing differential/higher rate for the international students, the fixed multiplier will no longer be applicable.

**1.3 International Graduate Students:**

- a. The Board of Governors approved the multiplier of 1.4x for international graduate students for 2020-21; however, the implementation was deferred pending the finalization of support framework to implement the higher fee.
- b. For 2021-22, the tuition fee for international graduate students will remain the same as for the domestic graduate students.
- c. The approved multiplier of 1.4x will be implemented for new international graduate students commencing their studies after August 31, 2022 i.e. for the academic year 2022-23. This increase may be partly offset by additional scholarships and bursaries.

### 2.0 TUITION FEE SCHEDULE FOR APPROVAL

**2.1** The attached schedule presents the proposed tuition fees for 2021-22 for approval based on the assumptions outlined in section 1 above. It also presents the projected tuition fee rates for the subsequent four-year period, based on existing assumptions, for information purposes.

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<sup>1</sup> Other Post-Secondary Institutions including research and teaching universities in British Columbia increase the tuition fees for international students at a higher rate as compared to domestic students. UNBC will be implementing the differential/higher % increase for the first time, which is consistent with the historical practice of comparable post-secondary institutions.

# UNIVERSITY OF NORTHERN BRITISH COLUMBIA

## Proposed 2021/22 Tuition Fees

(proposed to the Board of Governors January 29, 2021)

	For Approval				For Information			
	2020/21	2021/22	Change (\$)	Change (%)	2022/23	2023/24	2024/25	2025/26
<b>UNDERGRADUATE</b>								
<b>Basic Tuition Per Credit Hour</b>								
- Domestic	184.43	188.12	3.69	2.0%	191.88	195.72	199.63	203.62
- International								
▪ Commencing Studies Between May 1, 2005 and August 31, 2019	645.51	658.42	12.91	2.0%	671.59	685.02	698.72	712.69
▪ Commencing Studies between September 1, 2019 and August 31, 2020	734.03	748.72	14.69	2.0%	763.69	778.96	794.54	810.43
▪ Commencing Studies September 1, 2021 Onward	-	763.40	-	-	793.94	833.64	875.32	919.09
<b>Post Baccalaureate Diploma Tuition Per Credit Hour</b>	271.19	276.61	5.42	2.0%	282.14	287.78	293.54	299.41
<b>Other Undergraduate Tuition Related Charges and Information</b>								
- Registration Deposit (Per Semester)	100.00	n/a	-	-	n/a	n/a	n/a	n/a
- International Deposit (One Time)	7,500.00	7,500.00	0.00	0.0%	7,500.00	7,500.00	7,500.00	7,500.00
- Course Challenge Fee	92.22	94.06	1.84	2.0%	95.94	97.86	99.82	101.82
- Co-operative Education Work Term Fees	553.29	564.36	10.86	2.0%	575.65	587.16	598.90	610.88
- BC Residents 65 and older								
▪ BC residents aged 65 or older eligible for admission, receive a waiver of tuition, subject to space availability								
- Withdrawal & Tuition Refund								
▪ 50% of tuition up to the date of withdrawal without academic penalty								
<b>GRADUATE</b>								
<b>- All Masters level programs not specifically noted</b>								
▪ Full-time unit	1,715.16	1,749.46	34.30	2.0%	1,784.45	1,820.14	1,856.54	1,893.67
▪ Part-time unit	906.59	924.72	18.13	2.0%	943.21	962.07	981.31	1,000.94
▪ Full-time unit - International		See note 1.3 (c)			2,498.23	2,548.19	2,599.15	2,651.13
<b>- Master of Arts in Disability Management, Master of Science in Community Health, and Master of Science in Nursing</b>								
▪ Full-time unit	2,175.76	2,219.28	43.52	2.0%	2,263.67	2,308.94	2,355.12	2,402.22
▪ Part-time unit	1,142.27	1,165.12	22.85	2.0%	1,188.42	1,212.19	1,236.43	1,261.16
▪ Full-time unit - International		See note 1.3 (c)			3,169.14	3,232.52	3,297.17	3,363.11
<b>- Master of Education</b>								
▪ Full-time unit	2,343.11	2,389.97	46.86	2.0%	2,437.77	2,486.53	2,536.26	2,586.99
▪ Part-time unit	1,230.14	1,254.74	24.60	2.0%	1,279.83	1,305.43	1,331.54	1,358.17
▪ Full-time unit - International		See note 1.3 (c)			3,412.88	3,481.14	3,550.76	3,621.78
<b>- Master of Engineering in Integrated Wood Design</b>								
▪ Full-time unit	5,203.13	5,307.19	104.06	2.0%	5,413.33	5,521.60	5,632.03	5,744.67
This program is full-time, with a minimum program fee of 3 (three) full-time units								
<b>- Master of Science - Engineering</b>								
▪ Full-time unit	1,715.16	1,749.46	34.30	2.0%	1,784.45	1,820.14	1,856.54	1,893.67
▪ Full-time unit - International		See note 1.3 (c)			2,498.23	2,548.19	2,599.15	2,651.13
<b>- Master of Social Work</b>								
▪ Full-time unit	2,008.39	2,048.56	40.17	2.0%	2,089.53	2,131.32	2,173.95	2,217.43
▪ Part-time unit	1,054.40	1,075.49	21.09	2.0%	1,097.00	1,118.94	1,141.32	1,164.15
▪ Full-time unit - International		See note 1.3 (c)			2,925.34	2,983.85	3,043.53	3,104.40

# UNIVERSITY OF NORTHERN BRITISH COLUMBIA

## Proposed 2021/22 Tuition Fees

(proposed to the Board of Governors January 29, 2021)

	For Approval				For Information			
	2020/21	2021/22	Change (\$)	Change (%)	2022/23	2023/24	2024/25	2025/26
<b>- Special Education Graduate Certificate</b>								
▪ Full-time unit	2,412.05	2,460.29	48.24	2.0%	2,509.50	2,559.69	2,610.88	2,663.10
▪ Full-time unit - International		See note 1.3 (c)			3,513.30	3,583.57	3,655.24	3,728.34
This certificate program is full-time, with a minimum program fee of 3 (three) full-time units								
<b>- Master of Business Administration</b>								
▪ Registration Deposit - Domestic and International	2,000.00	2,000.00	-	-	2,000.00	2,000.00	2,000.00	2,000.00
▪ MBA Program Tuition - Domestic	6,987.00	7,126.74	139.74	2.0%	7,269.27	7,414.66	7,562.95	7,714.21
▪ MBA Program Tuition - International	8,160.00	8,323.20	163.20	2.0%	8,489.66	8,659.45	8,832.64	9,009.29
▪ MBA Program Fee - Domestic and International	433.50	442.17	8.67	2.0%	451.01	460.03	469.23	478.61
▪ Pre-MBA Program Course Fee - Domestic	646.79	659.73	12.94	2.0%	672.92	686.38	700.11	714.11
▪ Pre-MBA Program Course Fee - International	743.81	758.69	14.88	2.0%	773.86	789.34	805.13	821.23
<b>Masters Time Extension - Per Semester - Domestic Only Except Where Noted</b>								
- All Masters level programs not specifically noted	1,715.16	1,749.46	34.30	2.0%	1,784.45	1,820.14	1,856.54	1,893.67
- Master of Arts in Disability Management, Master of Science in Community Health, and Master of Science in Nursing	2,175.76	2,219.28	43.52	2.0%	2,263.67	2,308.94	2,355.12	2,402.22
- Master of Education	2,343.11	2,389.97	46.86	2.0%	2,437.77	2,486.53	2,536.26	2,586.99
- Master of Social Work	2,008.39	2,048.56	40.17	2.0%	2,089.53	2,131.32	2,173.95	2,217.43
- Master of Business Administration	1,293.59	1,319.46	25.87	2.0%	1,345.85	1,372.77	1,400.23	1,428.23
- Master of Business Administration - International	1,487.63	1,517.38	29.75	2.0%	1,547.73	1,578.68	1,610.25	1,642.46
<b>Other Graduate Tuition Related Charges and Information</b>								
- Continuing Registration Fee - Domestic Only	604.03	616.11	12.08	2.0%	628.43	641.00	653.82	666.90
- Non-Degree Graduate Students	954.00	973.08	19.08	2.0%	992.54	1,012.39	1,032.64	1,053.29
- Non-Degree Graduate Students - International <sup>1</sup>	1,335.60	1,362.31	26.71	2.0%	1,389.56	1,417.35	1,445.70	1,474.61
- Graduate - Late Registration Fee	100.00	100.00	-	-	100.00	100.00	100.00	100.00
- BC Residents 65 and older								
▪ BC residents aged 65 or older eligible for admission, receive a waiver of tuition, subject to space availability								
<b>DOCTORAL</b>								
<b>Basic Tuition</b>								
- PhD basic full-time unit	1,715.16	1,749.46	34.30	2.0%	1,784.45	1,820.14	1,856.54	1,893.67
- PhD basic full-time unit - International		See note 1.3 (c)			2,498.23	2,548.20	2,599.16	2,651.14
The time extension fee for domestic students is equal to the basic full time unit, per semester								
<b>Other Doctoral Tuition Related Charges and Information</b>								
- Continuing Registration Fee - Domestic Only	604.03	616.11	12.08	2.0%	628.43	641.00	653.82	666.90
- Graduate - Late Registration Fee	100.00	100.00	-	-	100.00	100.00	100.00	100.00



## Tuition Limit Policy

Government has taken action to limit tuition and mandatory fee increases to the rate of inflation. The limit for tuition and mandatory fees is 2%.

<b>The tuition limit applies to:</b>	<ul style="list-style-type: none"> <li>Professional programs.</li> <li>Cost recovery/continuing education credentialed programs.</li> <li>All other credentialed and open enrolment programs.</li> <li>Mandatory fees, including capital construction support (e.g., building fees), consumable fees (e.g., fees charged for field trips and consumable supplies) and other mandatory fees (e.g., application fees and technology fees).</li> </ul>
<b>The tuition limit does not apply to:</b>	<ul style="list-style-type: none"> <li>International student tuition and mandatory fees.</li> <li>Third-party contracts.</li> <li>New programming (first year). Institutions may set the initial tuition and mandatory fee rate for new instructional programs (not amendments to existing programs). After the first year, tuition and mandatory fees will be subject to the tuition limit policy.</li> <li>Community/continuing education non-credentialed courses. Most of these are short-term courses offered in the evening or on the weekend (e.g., first aid, photography).</li> <li>Mandatory fees for student association or society fees (collected on behalf of student associations).</li> </ul>

## Tuition Limit Policy Application

Government introduced the tuition limit policy in 2005. In 2007, the policy was extended to include institutional and program mandatory fees.

Public post-secondary institutions are expected to ensure programs and courses are affordable and accessible for students. In accordance with applicable legislation, post-secondary boards (Boards) are responsible for setting, determining, and collecting tuition and mandatory fees within the tuition limit policy.

The following provides clarification on the application of the tuition limit policy as it relates to both new and existing programs and fees.

<b>Existing programs</b>	<ul style="list-style-type: none"> <li>Tuition and fees for existing programs and services must not increase more than the rate set by the policy.</li> </ul>
<b>Updates to Existing programs</b>	<ul style="list-style-type: none"> <li>Post-secondary institutions are expected to keep programs current. Updates to existing programs are considered part of this ongoing process and are expected to be achieved within the tuition limit policy.</li> </ul>
<b>Revised programs<sup>1</sup></b>	<ul style="list-style-type: none"> <li>It is recognized that, at times, substantial changes to a program may be necessary.</li> <li>An existing program that is substantially revised may be submitted to the Ministry for determination as to whether the program is new for the purposes of the tuition limit policy.</li> <li>Prior to introducing a new level of tuition, institutions must submit a written request to the Ministry for review,</li> </ul>

	<p>outlining the revisions that led to new or changed objectives, goals, learning competencies and outcomes for the program and students. Written request to include the following information on the understanding that additional information may be required.</p> <ol style="list-style-type: none"> <li>1. Rationale for the program change (include any changes that result from new requirements of regulatory or licensing bodies).</li> <li>2. Outline of the main program changes (e.g. new or changed objectives, goals and learning competencies for the program and students).</li> <li>3. Provide a "course mapping" (i.e. listing out existing courses besides a listing of new ones, including associated changes).</li> <li>4. Outline the tuition and mandatory fees (please list mandatory fees individually) for the revised program and how they compare to the current program. Outline how the tuition and mandatory fees for the revised program compare to similar programs in British Columbia (or outside of British Columbia, if there are no similar programs in British Columbia).</li> <li>5. Whether tuition and mandatory fees for courses that form part of other existing programs are being kept consistent to ensure students attending the same course in a different program are not paying a differential tuition and mandatory fee.</li> <li>6. The number of credits, hours and program length of the revised program and how it compares to the current program.</li> <li>7. Whether the revised program will be offered if it is not considered new under the tuition limit policy. Include the start date of the revised program.</li> <li>8. Impact the revised program would have on existing students (i.e. would the revisions cause any existing students to face a tuition fee increase part way through the program).</li> <li>9. Comparison of current and revised program changes (e.g. admission requirements, delivery method and other program requirements).</li> <li>10. If the revised program requires the hiring of new staff and faculty.</li> <li>11. Whether the revised program has been approved by the Education Council and Board of Governors.</li> <li>12. Outline the labour market demands for graduates of the revised program, how the program aligns with industry and student demand. Would the revised program create new employment opportunities? Would graduates have knowledge/technical skills that employers require in order to hire?</li> <li>13. When the former program was last revised.</li> <li>14. Other applicable information. <ul style="list-style-type: none"> <li>• Revised programs are evaluated by the Ministry and an independent third party reviewer to determine whether they are new for the purpose of the tuition limit policy.</li> <li>• When a revised program qualifies as a new program for the purpose of the tuition limit policy, the institution may establish tuition and mandatory fees for the first year that the program is offered and must apply government's tuition policy in subsequent years.</li> <li>• Specifically, the institution may establish tuition and mandatory fees for courses that form part of the new program and not part of any other existing program. Tuition and mandatory fee increases for any courses in the new program that form part of other existing programs must be kept within the rate set by the tuition limit policy. This ensures that students attending the same course in different programs are not paying a differential fee based on their program, reflecting the spirit of the tuition limit policy by keeping tuition and mandatory fees for existing programs to a minimum.</li> </ul> </li> </ol>
<b>New programs</b>	<ul style="list-style-type: none"> <li>• Boards establish the tuition amount for the first year, and the rate increase set by the policy applies thereafter.</li> </ul>
<b>New mandatory fees<sup>2,3,4</sup></b>	<ul style="list-style-type: none"> <li>• New mandatory fees may be introduced for new services if there is a clear benefit to students.</li> <li>• Proactive consultation and engagement with students should be undertaken prior to Board review and approval.</li> <li>• Institutions should also consult with the Ministry early in the process when new fees are being considered.</li> <li>• BC public post-secondary institutions are required to report details on any new mandatory fees to the Ministry as part of the annual tuition and fees reporting requirements. The report needs to be signed by the Vice President of Finance and/or Academics.</li> </ul>

Boards are responsible for ensuring that all requirements have been met before approving new tuition or mandatory fee amounts.

<sup>1</sup> Institutions are to ensure that revised programs go through the PSIPS and/or Degree Quality Assessment Board (DQAB) process as appropriate.

<sup>2</sup> Applies to any new mandatory fees that bring the total tuition and mandatory increase above the 2% rate set by the tuition limit policy.

<sup>3</sup> Mandatory fees are defined as those fees a student must pay to the institution in order to complete a program.

<sup>4</sup> Optional fees do not need to be reported.

## Related Links

- [Data & Research](#)
- [Budget Letters](#)
- [Mandate Letters](#)

<b>Agenda Item:</b>	6.c. 2020/2021 Consolidated Budget for Financial Statement Presentation – R. Somani
<b>Material:</b>	2020 – 2021 Consolidated Budget for Financial Statement Presentation
<b>Motion:</b>	<i>That, on the recommendation of the Finance and Investment Committee, the Board of Governors approves the 2020/2021 Consolidated Budget for Financial Statement Presentation for the University of Northern British Columbia, as presented.</i>

**Consolidated Budget for Audited Statement of Operations  
For the year ending March 31, 2021**

**DETAILED BUDGET BY FINANCIAL STATEMENT CATEGORY**

<b>Revenue by financial statement category category</b>	
Provincial government	57,692
Federal government	8,432
Tuition fees	20,142
Other fees	797
Sales of goods and services	4,025
Gifts, bequests, non-government grants and contracts	12,990
Investment income	3,300
External cost recovery and other income	822
Revenue recognized from deferred capital contributions	6,900
	<b>115,100</b>
<b>Expenses by financial statement function</b>	
Ancillary	5,097
Fac. Mgt	16,260
Instruction	42,105
Inst. Support	34,771
Sp. Research	13,910
Sp. Purpose	6,556
	<b>118,700</b>
<b>Annual operating surplus/(deficit) before restricted contributions</b>	<b>(3,600)</b>
<b>Net restricted endowment contributions</b>	<b>3,400</b>
<b>Annual surplus/(deficit)</b>	<b>(200)</b>
<b>Accumulated surplus, beginning of year</b>	<b>145,144</b>
<b>Accumulated surplus, end of year</b>	<b>144,944</b>



<b>Agenda Item:</b>	6.e. Agreements, Scholarships, Bursaries and Awards – M. Dale
<b>Material:</b>	1. Agreements, Scholarships, Bursaries and Awards as recommended and approved by the UNBC Senate for the period of January 2021 to February 2021.
<b>Motion:</b>	<i>That, on the recommendation of the Finance and Investment Committee, the Board of Governors approves the agreements, scholarships, bursaries and awards as recommended and approved by the UNBC Senate, for the period January 2021 to February 2021, as presented.</i>



Motion Number (assigned by SCS): \_\_\_\_\_

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the new Terms and Conditions for the Shanda Rojas Legacy Bursary be approved.

**Effective Date:** 2020-2021 Academic Year

**Rationale:** To activate the Shanda Rojas Legacy Bursary commencing the 2020-2021 Academic Year.

**Proposed By:** Emmy Blouin, Development Officer – Donor Relations

**Advancement Contact:** Emmy Blouin, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**Date:** October 16<sup>th</sup>, 2020

#### TO BE COMPLETED AFTER SCSB MEETING

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20201028.03

**Moved by:** Bankole

**Seconded by:** Blouin

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** October 28, 2020  
**Date**

**Acting Chair:** Ian Hartley  
**Chair's Signature**

**For information of Senate.**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** In-course

**Award Name:** Shanda Rojas Legacy Bursary

**Awards Guide Description/Intent:** Shanda Rojas worked in the northern interior of BC, first as a nurse for 15 years, and then as a nurse practitioner for more than 11 years. She completed her Nurse Practitioner education in 2006 making her one of the pioneers who helped to develop the role within BC, and Northern Health.

As the need for primary care providers increased in the north, Shanda was able to maintain a small practice in a community clinic. As part of her work in that clinic she developed a strong interest in chronic disease management, and especially diabetes management. Her true passion however, was in working with marginalized populations, in the local homeless shelter in Quesnel, and surrounding First Nation's communities.

When Shanda wasn't working she enjoyed spending time with her two children whom she raised on her own after being widowed at a young age. Shanda lived life to the fullest, in the great outdoors, hiking, skiing, camping, quading; traveling the world; buying and selling real estate; or enjoying family and friends.

This Bursary has been established in Shanda's honor and will support nursing students in Northern BC.

**Donor:** Family, friends and colleagues of Shanda Rojas

**Value:** \$1,000

**Number:** One

**Award Type:** Bursary

**Eligibility:** Available to a Part-time or Full-time graduate student enrolled in the MScN - Family Nurse Practitioner Program who has completed at least half of their degree. Applicants must be a resident of Northern British Columbia and outline their intention to return to Northern British Columbia following their studies. First preference will be given to a widow or single parent. Second preference will be given to a student who expresses a desire to work with marginalized populations.

If there are no eligible students enrolled in the MScN - Family Nurse Practitioner Program, a student enrolled in one of the following programs may be awarded the bursary if the other eligibility requirements are met: graduate student enrolled in MScN Thesis/Project Option; Full-time undergraduate enrolled in BScN – Collaborative Program; full-time undergraduate enrolled in Post-Diploma BScN Program who has completed 60 credit hours.

**Criteria:** Demonstrated financial need and satisfactory academic standing.

**Effective Date:** Endowed 2020

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): \_\_\_\_\_

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the new Terms and Conditions for the George J. Somerwill and Rosio Godomar Scholarship be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To activate the George J. Somerwill and Rosio Godomar Scholarship commencing the 2021-2022 Academic Year.

**Proposed By:** Emmy Blouin, Development Officer – Donor Relations

**Advancement Contact:** Emmy Blouin, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**Date:** November 13, 2020

### TO BE COMPLETED AFTER SCSB MEETING

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20201125.03

**Moved/Seconded By:** General Consent

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** November 25, 2020

**Date**

**Chair's Signature**

**For information of Senate.**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** George J. Somerwill and Rosio Godomar Scholarship

**Awards Guide Description/Intent:** Rosio Godomar has dedicated her life as a nutritionist working in humanitarian relief all over the globe. Rosio was born in Peru and was the first of her family to leave the country to pursue higher education in Brazil. In 1991, Rosio began working for the United Nations World Food Program and has worked in many countries including Angola, Iraq, Afghanistan, Ethiopia, Sudan and Liberia.

In 2013, Rosio created the organization Educate Girls Network with the goal to inspire a new generation of young women to reach their potential as teachers and nurses in Liberia. She says, "When I was growing up in Peru I was inspired by life-changing educational opportunities. This is a project I wish to continue in Canada."

Rosio is a volunteer board member of the UN Association in Canada, Vancouver Branch and a mentor with MOSAIC, a Vancouver-based immigration and refugee service organization.

Rosio has a Masters degree in Human Nutrition from the Universidade Federal de Rio de Janeiro, Brazil

George J. Somerwill is a Canadian former BBC and CBC journalist, a humanitarian worker with CARE Canada, and more recently a United Nations staff member who worked as a civilian in UN peacekeeping from 1996. George served in Angola, Iraq (Oil for Food Program), Pakistan, Ethiopia and Sudan and retired in 2011 as Director of Communications for the UN Mission in Liberia.

George J. Somerwill is a past-President of the UN Association in Canada Vancouver Branch and vice-Chair of the board of directors of MOSAIC, an immigration and refugee service agency based in Vancouver.

George holds an MA in Post-Conflict Reconstruction and Development from the University of York, UK..

**Donor:** George J. Somerwill and Rosio Godomar

**Value:** \$2,000

**Number:** Two

**Award Type:** Scholarship

**Eligibility:** Available to a full-time undergraduate student entering UNBC who has a significant financial need and who is an international student from an African country or a Canadian citizen or permanent resident of African descent. Second preference will be given to a First Nations students who is a resident of British Columbia. Third preference will be given to a recipient who is the first member of their family to attend University.

**Criteria:** Academic excellence

**Effective Date:** Established 2020

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the revised Terms and Conditions for the Coastal GasLink Legacy Scholarship be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To revise the Coastal GasLink Legacy Scholarship commencing the 2021-2022 Academic Year.

**Proposed By:** Emmy Blouin, Development Officer – Donor Relations

**Advancement Contact:** Emmy Blouin, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**Date:** November 13, 2020

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee approved the motion with 1 Opposed.

**Motion No.:** SCSB20201125.05

**Moved/Seconded By:** General Consent

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** November 25, 2020  
**Date**

  
**Chair's Signature**

**For information of Senate.**

**AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** Coastal GasLink Legacy Scholarship

**Awards Guide Description/Intent:** This award has been established to assist students enrolled in the Civil or Environmental Engineering Programs at UNBC.

**Donor:** Coastal GasLink

**Value:** \$3,000

**Number:** Ten in ~~2020/21~~, 2021/22, ten in 2022/23 and ten in 2023/24

**Award Type:** Scholarship

**Eligibility:** Available to a full or part time undergraduate student enrolled in the Civil or Environmental Engineering Programs.

**Criteria:** Academic proficiency.

**Effective Date:** Established 2019

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.





Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** To dissolve the Doctoral Dissertation Completion Awards

**Effective Date:** 2020-2021 Academic Year

**Rationale:** Most students that apply for the award, do not defend in time to receive the entire award amount. The application is lengthy. Dissolving the award would put funding into the PhD Support Supplement. Allowing students to receive more support earlier in their degree.

**Proposed By:** Amy Beyer, Graduate Enrolment and Scholarship Advisor

**External Relations Contact:** N/A

**Faculty/Academic Department:** Office of Graduate Programs

**Date:** November 16, 2020

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20201125.06

**Moved By:** Hartley

**Seconded By:** Lewis

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** November 25, 2020  
**Date**

  
**Chair's Signature**

**For information of Senate.**

## **Doctoral Dissertation Completion Awards**

The goal of these awards is support UNBC doctoral students in completion of their dissertation.

**Eligibility:** Available to full-time doctoral students in good standing with the University who expect to meet all their degree requirements within 2 semesters. Candidates will be in year 4 or 5 of the doctoral program and will have completed all course work, comprehensive exams, research work, and dissertation proposals. No award will be allowed to be carried into year 6.

**Value:** \$6,000 per completion, plus a tuition waiver (if necessary in year 5). Successful applicants will receive \$4,000 divided over four consecutive monthly installments. The final \$2,000 will be paid in one lump sum upon the successful dissertation completion and defense IF that defense takes place in the semester following the application for the award. The remaining \$2,000 will not be paid if the dissertation is not successfully completed within this period. As indicated above, no award (or award monies) will be carried into or allocated in year 6.

This is the last financial support a student can receive from UNBC.

**Number:** Varies

**Application Instructions:** Obtain a Form GR 403.1 from the Graduate Programs Office. Complete and submit Form GR 403.1 to the Graduate Programs Office.

**Deadlines:** March 1, July 1 (first business day following Canada Day) and October 1 annually.

**Established 2011**



Motion Number (assigned by SCS): \_\_\_\_\_

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the revised Terms and Conditions for the BC Council of Garden Clubs Bursary with a name change to BC Council of Garden Clubs Award be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To revise the BC Council of Garden Clubs Bursary commencing the 2021-2022 Academic Year.

**Proposed By:** Emmy Blouin, Development Officer – Donor Relations

**Advancement Contact:** Emmy Blouin, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**Date:** November 27, 2020

### TO BE COMPLETED AFTER SCSB MEETING

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20201209.03

**Moved/Seconded By:** General Consent

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** December 9, 2020  
**Date**

  
**Chair's Signature**

**For information of Senate.**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** In-course

**Award Name:** BC Council of Garden Clubs ~~Bursary~~Award

**Awards Guide Description/Intent:** This ~~bursary~~award has been established by the BC Council of Garden Clubs to assist students furthering their education in the fields of horticulture~~/~~, agriculture and plant sciences. The BC Council of Garden Clubs ~~was established in 1943 and is an umbrella organization for more than 180400 garden clubs in the province.~~

**Donor:** BC Council of Garden Clubs

**Value:** ~~\$500~~\$1,200

**Number:** One per annum

**Award Type:** Award

**Eligibility:** Available to a full-time undergraduate Canadian student who is a resident of BC and has completed 60 credit hours and is enrolled in one of the following: the 2<sup>nd</sup> year of a horticulture, plant science or agriculture program BSc FEM (Forest Ecology and Management), Biology Major, specializing in Botany/Mycology; or BSc FEM (Forest Ecology and Management), Forestry Major, specializing in Silviculture; or BSc Environmental Science, Biology Minor.

**Criteria:** Academic proficiency and ~~academic proficiency~~demonstrated financial need. Student must be pursuing a career in the field of horticulture. ~~promise, interest or involvement in the horticulture field by way of letter accompanying application~~

**Note:** This award is renewable for 2 years, subject to the recipient maintaining the award criteria of academic proficiency and demonstrated financial need

**Effective Date:** Established 2003

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): \_\_\_\_\_

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the new Terms and Conditions for the Allan & Susan MacDonald Athlete Award be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To activate the Allan & Susan MacDonald Athlete Award commencing the 2021-2022 Academic Year.

**Proposed By:** Emmy Blouin, Development Officer – Donor Relations

**Advancement Contact:** Emmy Blouin, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**Date:** January 11, 2021

### TO BE COMPLETED AFTER SCSB MEETING

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20210127.03

**Moved by:** Owen

**Seconded by:** Lewis

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** January 27, 2021  
**Date**

**Acting Chair:** Ian Hartley  
**Chair's Signature**

**For information of Senate.**

**AWARDS GUIDE INFORMATION:**

**Award Category:** Athletic

**Award Name:** Allan & Susan MacDonald Athlete Award

**Awards Guide Description/Intent:** As long-time friends of UNBC and committed members of the Prince George community, Allan and Susan MacDonald are continuing their support of UNBC student athletes through this generous award.

**Donor:** Allan & Susan MacDonald

**Value:** \$1,000

**Number:** Five in 2021/22, five in 2022/23, five in 2023/24, five in 2024/25, and five in 2025/26

**Award Type:** Award

**Eligibility:** Available to a full-time undergraduate female or male Student-Athlete who is a member of the Timberwolves basketball team.

**Criteria:** Demonstrated financial need and academic proficiency.

**Effective Date:** Established 2021

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Athletics Director and verification by the UNBC Awards Office.



Motion Number (assigned by SCS): \_\_\_\_\_

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the new Terms and Conditions for the Bonnie Walberg Memorial Award be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To activate the Bonnie Walberg Memorial Award commencing the 2021-2022 Academic Year.

**Proposed By:** Emmy Blouin, Development Officer – Donor Relations

**Advancement Contact:** Emmy Blouin, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**Date:** January 14, 2021

### TO BE COMPLETED AFTER SCSB MEETING

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20210127.04

**Moved by:** Zogas

**Seconded by:** Budde

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** January 27, 2021  
**Date**

**Acting Chair:** Ian Hartley  
**Chair's Signature**

**For information of Senate.**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** Bonnie Walberg Memorial Award

**Awards Guide Description/Intent:** Bonnie Walberg loved being a member of the Auxiliary to UHNBC and did everything she could to help her fellow volunteers and the hospital community. This award is to honour her dedication and commitment.

**Donor:** Patti Walberg-Ahorn

**Value:** \$2,000

**Number:** One in 2021/22, one in 2022/23, one in 2023/24, one in 2024/25 and one in 2025/26

**Award Type:** Award

**Eligibility:** Available to a full-time undergraduate student enrolled in a Health Sciences (BHSc) program or BScN Nursing program who has completed 30 credit hours or a full-time graduate student enrolled in the second year of the MScN/FNP program.

**Criteria:** Demonstrated financial need and academic proficiency.

**Note:** This award is renewable for up to one year, subject to the recipient maintaining the criteria of demonstrated financial need and academic proficiency for this award.

**Effective Date:** Established 2021

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.





Motion Number (assigned by SCS): \_\_\_\_\_

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the new Terms and Conditions for the Tajuddaula Sadruddin Somani Award of Excellence be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To activate the Tajuddaula Sadruddin Somani Award of Excellence commencing the 2021-2022 Academic Year.

**Proposed By:** Emmy Blouin, Development Officer – Donor Relations

**Advancement Contact:** Emmy Blouin, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**Date:** January 18, 2021

### TO BE COMPLETED AFTER SCSB MEETING

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20210127.06

**Moved by:** Owen

**Seconded by:** Zogas

**Committee Decision:** CARRIED

**Attachments:** 2 Pages

**Approved by SCSB:** January 27, 2021  
**Date**

**Acting Chair:** Ian Hartley  
**Chair's Signature**

**For information of Senate.**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** Entrance

**Award Name:** Tajuddaula Sadruddin Somani Award of Academic Excellence

**Awards Guide Description/Intent:** The Aga Khan Development Network (AKDN) seeks to ensure that children attending the Aga Khan Schools including Aga Khan Academies are equipped with the knowledge, skills, attitudes and values to help them interact effectively with the world and be contributing members of a pluralist society. Given Tajuddaula Sadruddin Somani and Family's long association with AKDN and recent move to Prince George, BC in 2020, the Somani Family has established the endowed award of academic excellence for students of Aga Khan Schools including Aga Khan Academies to pursue their undergraduate education at UNBC.

**Donor:** Tajuddaula Sadruddin Somani and Family represented through Rahim Somani

**Value:** \$1,000

**Number:** One

**Award Type:** Award

**Eligibility:** Available to a full-time undergraduate student who has graduated from an Aga Khan School including Aga Khan Academy.

**Criteria:** Academic excellence and Demonstrated financial need

**Note:** This award is renewable for the first five (5) recipients for up to three years, subject to the recipients maintaining the criteria of academic excellence for this award.

**Effective Date:** Established 2021

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.

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## **Notes on Tajddaula Sadruddin Somani Award of Academic Excellence**

The **Aga Khan Development Network (AKDN)** has been involved in education in the developing world for over a century. Its education programs cover a wide spectrum of activities, from early childhood to post-secondary education, teacher training, literacy programs, school improvement and educational policy reform. The Aga Khan Education Services (AKES), the Aga Khan Foundation (AKF), the Aga Khan University (AKU), the Aga Khan Academies (AKA) and the University of Central Asia (UCA) are the Network's lead organizations in education.

For over 100 years AKDN has worked to ensure that students of all ages have access to quality learning opportunities. The Network operates programs and institutions that span the educational ladder, from early childhood programs to primary and secondary schools, from

vocational studies for youth and adults to university degrees and continuing professional development. Each year, the AKDN reaches 2 million learners across 16 countries.

AKES currently operates over 200 pre-primary, primary, secondary, and higher-secondary **Aga Khan Schools** and programs in Afghanistan, Bangladesh, India, Kenya, Kyrgyzstan, Pakistan, Tajikistan, Tanzania, Uganda and the United Arab Emirates. Programs include affiliation with rigorous national curricula and international curricula such as the International Baccalaureate, Cambridge International Education and the Aga Khan University-Examination Board (AKU-EB) programs. The schools have been an exemplar of progressive education in the regions within which they operate, with a continued emphasis on child-centered learning, teacher training and education for girls. AKES has been a leader in these areas for over a hundred years. Its goal is to provide quality education that prepares students to thrive personally and professionally. These programs embody AKES' commitment to service, not just in the school, but to the neighboring community and beyond. AKES's extensive reach, progressive programs and emphasis on inclusivity create a positive, permanent impact on the students, teachers, parents, alumni, and communities they serve.

In 2000, His Highness the Aga Khan initiated the establishment of the **Aga Khan Academies**, an integrated network of schools to be located in countries across Africa, South and Central Asia, and the Middle East. The aim of the Academies is to develop future leaders with the skills and knowledge to support positive development in their societies. The Academies achieve this by recruiting exceptional young people from all backgrounds and providing them with the highest international standard of education. Admission is based upon merit, with financial aid available to ensure access for accepted students regardless of financial circumstances. The academic program offered by the Academies has been developed according to the principles of the widely-recognized International Baccalaureate (IB). The IB provides a challenging academic environment for students and allows their achievement to be measured against international standards. In addition to providing a rigorous academic and leadership experience, the Academies help students develop an ethical and public-minded outlook through community service opportunities and education on ethics and pluralism. They also recognize that to become effective leaders, students must be both globally minded and locally rooted. Global as well as local perspectives are reflected in the curriculum, and students study in both English and the local language.



Motion Number (assigned by SCS): \_\_\_\_\_

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the new Terms and Conditions for the Willows Bursary be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To activate the Willows Bursary commencing the 2021-2022 Academic Year.

**Proposed By:** Emmy Blouin, Development Officer – Donor Relations

**Advancement Contact:** Emmy Blouin, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**Date:** January 12, 2021

### TO BE COMPLETED AFTER SCSB MEETING

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20210127.07

**Moved by:** Stathers

**Seconded by:** Zogas

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** January 27, 2021  
**Date**

**Acting Chair:** Ian Hartley  
**Chair's Signature**

**For information of Senate.**

**AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** Willows Bursary

**Awards Guide Description/Intent:** George Willows has lived in Prince George since 1988 and was one of the 16,000 original founding members of the Interior University Society. Joyce Willows has called Prince George and UNBC her home since arriving here in 2001. Both George and Joyce greatly believe in the value of education and understand that sometimes life circumstances can get in the way. This bursary has been created to help students who began a degree path at UNBC at some point but were unable to complete for any reason. It is their hope that by providing financial assistance these students will be able to pursue their education goals.

**Donor:** George & Joyce Willows

**Value:** \$1,000

**Number:** One in 2021/22, one in 2022/23, one in 2023/24, one in 2024/25 and one in 2025/26

**Award Type:** Bursary

**Eligibility:** Available to a full-time or part-time undergraduate or graduate student.

**Criteria:** Demonstrated financial need and satisfactory academic standing.

**Effective Date:** Established 2021

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): \_\_\_\_\_

## SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

### PROPOSED MOTION

**Motion:** That the revised Terms and Conditions for the Kvist Family Award be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To revise the Kvist Family Award commencing the 2021-2022 Academic Year.

**Proposed By:** Emmy Blouin, Development Officer – Donor Relations

**Advancement Contact:** Emmy Blouin, Development Officer – Donor Relations

**Faculty/Academic Department:** N/A

**Date:** January 13, 2021

#### TO BE COMPLETED AFTER SCSB MEETING

**Brief Summary of Committee Debate:** The Committee endorsed the motion.

**Motion No.:** SCSB20210127.08

**Moved by:** Bankole

**Seconded by:** Stathers

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** January 27, 2021  
**Date**

**Acting Chair:** Ian Hartley  
**Chair's Signature**

**For information of Senate.**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** In-course

**Award Name:** Kvist Family Award

**Awards Guide Description/Intent:** Devin and Lacey Kvist truly understand the importance of education. As Alumni of UNBC themselves, they appreciate the difference an award can have in a student's life and hope to give that opportunity to someone deserving. This award has been established by the Kvist family to assist students who are facing barriers in pursuing an education at UNBC.

**Donor:** Devin and Lacey Kvist

**Value:** \$2,000

**Number:** One

**Award Type:** Award

**Eligibility:** Available to a full time undergraduate student enrolled in the Nursing or Social Work Program who has completed 60 credit hours and who is facing significant challenges and/or financial barriers. First preference will be given to [a student who identifies that their hometown lies within the Northern BC region.](#) ~~a resident of Northern British Columbia.~~

**Criteria:** Satisfactory academic standing.

**Application Instructions:** All applicants must provide a statement to the Awards and Financial Aid Office outlining why they feel they are eligible for this award.

**Effective Date:** Established 2018

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.

<b>Agenda Item:</b>	7.a. Report of the Interim President
<b>Material:</b>	1. Quarterly Public Written Report of the Interim President



## ***Report to the UNBC Board of Governors***

**Submitted by Dr. Geoffrey Payne, Interim President and Vice-Chancellor**

**Board Meeting Date: March 19, 2021**

### **Overview**

This report outlines the activities during my tenure as Interim President for the time period since my last report to the UNBC Board of Governors. Outlined below are a number of key items that have been active during this period.

### **COVID-19**

As we mark the one-year anniversary since the beginning of the COVID-19 global pandemic, UNBC continues to be impacted in all areas of our university community. The current focus for UNBC since the launch of the Winter term has been to continually assess the activities and the impact of the COVID-19 pandemic on academic delivery, support and research. It is clear as the pandemic moves into its 12<sup>th</sup> month, some negative impacts of COVID still remain. These include online fatigue from students, faculty and staff and the need to increase engagement as COVID-19 continues to disrupt the social aspects of the university community. As always, we continue to work as a team to ensure the UNBC COVID-19 website is continuously updated on our collective efforts to support the UNBC community during the pandemic.

- Continued assessment of campuses for implementation of safety protocols for all students, staff and faculty following Provincial Health Office guidelines
- Preparation for the May 2021 and the Fall 2021 terms

### **Budget**

We are in the final stages of the 21/22 budget development and the two areas of focus have been the continued impact of COVID-19 and continuing the work of the four-year economic sustainability framework that began during the 20/21 budget development. The Executive Team continues to address financial issues and identify new areas of revenue generation to ensure the mission and mandate of UNBC is achieved. The 21/22 University budget will continue to be a difficult one for UNBC, as we have implemented a significant vertical cut in University Advancement, resulting in the elimination of nine positions. Despite these challenges, we need to continue this process to ensure UNBC achieves its mission and mandate so the institution continues to evolve as one of “Canada’s small research-intensive Universities”. I am both confident and impressed with the work of the Executive and their teams in developing a sustainable financial approach for UNBC. The Principles of our budget remain as last year which are:

- Ensure we reduce spending expenses above our revenues
- Significantly reduce dependency on one-time budget adjustments each year for budget balancing
- Invest in the core mission of UNBC students, faculty (teaching and research) and infrastructure to support

There are additional factors that must be emphasized throughout the budget in which we have to streamline operations and reduce activities so we do not overload the staff and faculty.

### University Community Engagement

Over the past few months, I have increased my external engagement activities. It is extremely important to UNBC's success to have strong engagements with our external stakeholders. Areas of focus for the upcoming months are as follows:

- Donors and Community Partners of UNBC
- Alumni Council
- School District(s)
- Municipal, Provincial and Federal Government and respective agencies

Additionally, and outlined in Appendix A of this report are select meetings which highlight some of my engagement activities during the period of this report.

### Regional Engagement

Highlighted specifically are my efforts on re-engaging with our regional communities and campuses. The regions were a focal point during the inception and early days of UNBC and my goal is to increase that engagement. I have publicly stated that UNBC's long-term success is predicated on a robust and sustained strategy. Over the coming months, I will be develop a renewed Regional Engagement Strategy.

### Northern Post-Secondary Institution Collaborations

Over the past year, the four Northern Post-Secondary Institution Presidents have been working on ideas that capitalize on individual strengths of each institution to collectively enhance opportunities for students. One concept is the Northern Summit which through education will lead to northern community sustainability. It has become very evident during the COVID pandemic, the important role post-secondary plays to support our society. The summit will be focused on education leading to prosperity.

### Labour Relations

I continue to engage with the leadership of the university's labour groups. In addition, I have now instituted meetings with the Executives of these labour groups to meet with President's Executive Council to ensure open communication, as we all work collaboratively to achieve success for the UNBC community.

### Equity Diversity and Inclusion and Confronting Racism

The President Task Force of Equity, Diversity and Inclusion and the President's Round Table with Students on Confronting Racism at UNBC continue to meet. The work of both groups are moving towards identification of actions and the next steps. I had an opportunity to meet with the Collective for Anti-Racism (CAR) UNBC group, a group that consists of students, staff and faculty committed to confronting racism at UNBC, as well as the Recruitment and Registrar's Office Anti-Racism Sub-Committee (RROARS) which is a group that ensures UNBC is a positive and safe place for everyone.

Key steps which include the following:

- The continued development of the UNBC Equity Affairs Office to support the UNBC Community
- A University Town Hall on Confronting Racism and Equity, Diversity and Inclusion that is scheduled on March 15<sup>th</sup>, 2021
- UNBC has become an official partner in the National Dialogue and Action initiative through the University of Toronto.
- 

## Enrolment

Assessment of the Winter 2021 academic term enrolment continues to see a “flat” enrolment trend. There was a decrease in headcount (-0.3%) and a decrease in FTE (-3.6%) in comparison to 2020. This is indicative of the ongoing pandemic. With the launch of the 5 faculties in April and the evolving programming along with the initiatives from our recruitment, advising and student life teams, we expect a positive enrolment trend for Fall 2021.

## Summary:

Overall, in my thirteen months as Interim President, I continue to work with the UNBC community to establish a positive foundation to move UNBC forward in a strategic and pro-active direction that supports the continued success in achieving the University’s mission and mandate. Below are the areas of immediate focus which I have highlighted previously and continue to be key areas of my focus.

## Interim President’s Ongoing Key Areas of Focus

### Immediate Key Areas of Focus

- *Covid-19 Planning and Implementation: Ensuring that UNBC’s planning, preparation and implementation framework aligns with the guidelines of the Provincial Health Office and supports the health and safety of the entire University community in meeting our collective activities (academic, research and administrative).*
- *Academic Planning & Restructuring: Ensuring the Academic Plan and implementation move forward to support this new direction for the University.*
- *Enrolment: Working with the team to develop and implement a strategic Enrolment Plan that supports both domestic and international undergraduate and graduate students.*
- *Budget: Implement a renewed budget framework and strategy that informs both the 21/22 budget and long-term fiscal responsibility, making decisions that support UNBC’s core mandate to ensure economic sustainability.*
- *Labour relations: Continue to work on positive relationships and outcomes with the labour groups at UNBC.*

- *External Community Engagement: Re-engage our external UNBC community as a valuable and integral stakeholder to support the University.*
- *Partnerships with Northern Post-Secondary Institutions: Continue to work with the three other northern post-secondary institutions in moving towards new partnerships highlighted in the Building Strength through collaboration: Post-Secondary Education in Northern British Columbia report.*
- *Assessment of UNBC Strategic Priorities: Review UNBC's strategic road map and ensure the mission and mandate has the necessary people plan, infrastructure and direction to achieve success.*

## Appendix A: Interim President Selected Activity Report

	<b>President's Monthly Activity Report</b> <b>To the Board of Governors</b> <b>March 19, 2021</b> <b>Last Meeting Attended: January 29, 2021</b>	
<b>February</b>		
1st	Student Roundtable on confronting Racism on our Campus	Prince George
2nd	Meeting with DDBS Representatives	Prince George
4th	Media Interview with Vista Radio	Prince George
4 <sup>th</sup>	Media Interview with CKPG	Prince George
4th	Media Interview with PG Citizen	Prince George
4 <sup>th</sup>	Meeting with PG Donor	Prince George
8th	MSFHR Board Meeting	Prince George
8th	Meeting with Ambassador of Canada to China	Prince George
9th	NPSC Meeting	Prince George
12th	President's Open Office Hours Sessions	Prince George
17th	President's Task Force on Equity, Diversity & Inclusion	Prince George
17th	Meeting with School District 57 Deputy Superintendent of Schools	Prince George
17th	Meeting with Northern Development Trust CEO	Prince George
18th	Meeting with CUPE Executive	Prince George
19 <sup>th</sup>	RUCBC Presidents Committee Meeting	Prince George
22nd	PEC and CUPE Executive Meeting	Prince George
23rd	PEC and NUGSS President Meeting	Prince George
23rd	Meeting with Dayi Pountney & First Nations Elder	Prince George
23rd	MSFHR 20 <sup>th</sup> Anniversary Campaign Discover Session	Prince George
23rd	RUCBC Presidents Meeting with Deputy Minister of Jobs, Economic Recovery and Innovation	Prince George
24th	Strategic Planning Call with McConnel Foundation Representatives	Prince George
24th	Conference Call with AEST Deputy Minister	Prince George
25th	MSFHR Executive Committee Meeting	Prince George
25th	Meeting with SFU VP External Relations RE: BCCSI Founding Committee	Prince George
26th	MSRHR Transition Task Force Meeting	Prince George
<b>March</b>		
1st	Meeting with Consultant RE Northern PSE Sustainable Communities through Education	Prince George
1 <sup>st</sup>	Meeting with Donor	Prince George
1st	Meeting Faculty of Medicine/UNBC Partnership Advisory Group	Prince George
2nd	Northern BC Youth Talent Retention Roundtable	Prince George
3rd	Universities Canada: Celebrating Research Excellence: In conversation with Nobel Laureates	Prince George
4 <sup>th</sup>	Meeting with CUPE Executive	Prince George
5th	Period Poverty on UNBC Campus Follow Up Meeting	Prince George
8th	Academic Achievers Event	Prince George
10th	Quarterly Land Trust Update Meeting	Prince George

12th	Strategic Enrollment Management Session	Prince George
15th	RUCBC Presidents Committee Meeting	Prince George
15th	MSRHR Transition Task Force Meeting	Prince George
15 <sup>th</sup>	Town Hall with Guest Charlotte Loppie	Prince George
16th	President's Task Force on Equity, Diversity & Inclusion Meeting	Prince George

<b>Agenda Item:</b>	7.a.(i) Reports of the Vice-Presidents – Interim Provost and Vice-President Academic
<b>Material:</b>	1. Quarterly Public Written Report of the Interim Provost and Vice-President Academic

**Our Vision:** to be Canada's leading destination University, personal in character, that transforms lives and communities in the North and around the world.

**Our Mission:** To inspire leaders for tomorrow by influencing the world today.

**Our Values**

Experiential Learning and Discovery

Inclusiveness and Diversity

Community

Integrity

Academic Excellence

**Our Signature Areas**

Environment and Natural Resources

First Nations and Indigenous Priorities

Health and Quality of Life

Northern Community Sustainability and Development

Innovative and Quality Distributed Delivery Programs

## **Report to the UNBC Board of Governors**

**Submitted by Dr. Mark Dale, Interim Provost and Vice-President Academic  
For the period December 2020 to February 2021**

Key current initiatives and collaborations of the Office of the Provost and Vice-President Academic that support UNBC's Strategic Priorities:

### *Strategic Priority #1 - Attract, retain and develop outstanding students, faculty and staff*

#### **1. Indigenous**

##### **a. Office of Indigenous Initiatives**

- Building capacity and support in the Office of Indigenous Initiatives through the hiring of the operational lead for Indigenous programs and services across UNBC campuses, and in Indigenous communities in northern BC. Brandon Prince started in this new role at UNBC on February 22.
- Initiatives currently underway include:
  - Engaging the UNBC community in the "Walking this Path Together" to examine pedagogy in light of the TRCC Calls to Action and the UNDRIP declarations.
  - Delivering the first of the "Four Connections" celebrations at the Prince George campus, introducing the Office of Indigenous Initiatives to communities across British Columbia. Four hundred participants joined the virtual Winter Solstice Celebration showcasing Indigenous healing practices and promoting Indigenous musicians.
  - Continuing to build on this success, the "Four Connections" Spring Equinox Celebration will be delivered from the UNBC South Central Campus on March 19. It will showcase the Indigenous protocols for engaging Elders in education and will feature Indigenous comedians.
  - Developing the 2021/22 Aboriginal Service Plan submission to the Ministry for Indigenous programming and initiatives.
  - Initiating work on the Indigenous Action Plan.

##### **b. Vice-Provost Indigenous Initiatives**

- Resuming the search process for a permanent Vice-Provost Indigenous Initiatives in summer 2021.



## 2. Graduate Degree Programs

### a. New and Renewed Programming

- Continuing to facilitate various aspects of the planning and implementation of the UBC Physical Therapy and Occupational Therapy degree programs.
- Continuing to support the Dean and the School of Education in the renewal of the Master of Education Program. Revisions to the degree requirements are making their way through the University's internal approval process.
- Continuing to support the Dean and the Department of Psychology in moving the Master of Education in Counselling degree to a Master of Arts (MA) in Counselling Psychology. DQAB recommended a province-wide desk audit of degree nomenclature and program requirements for such degrees to ensure consistency. The audit will take up to 3 months.
- Supporting the Dean and the School of Business in developing the MBA degree program that will be offered in Grande Prairie. Campus Alberta Quality Council has completed a preliminary review of the proposal.
- Supporting the Dean in the development of an MASc in Engineering proposal for DQAB review and Minister approval. DQAB will review the proposal at their meeting in March and prepare their recommendation for the Minister.

## 3. Undergraduate Degree Programs

### b. New and Renewed Programming

Supporting and facilitating various aspects of the following new academic programs at UNBC:

- Civil and Environmental Engineering Laboratory: Year 3 of the phased in operating budget development continues for the new Civil and Environmental programs.
- Nursing in the Northeast: Supporting the School of Nursing and various stakeholders from across the University on the implementation of the program with the first cohort of student beginning in September 2021. The first tenure track faculty member has been hired for this program and all staff positions have been filled. Applications for the first cohort have been received and the first offer letters will be sent out soon. Discussions are ongoing with Northern Lights College to finalize a shared services agreement that will increase the overall student experience at this campus.
- Bachelor of Education: Continuing to support the Dean and the School of Education with the implementation of the refreshed BEd at all UNBC campuses. BC Teachers' Council (Teacher Education Program Accreditation essentially) has given UNBC approval to deliver the BEd in the regions via the distributed model. Continuing to work on the overall budget to support the refreshed program with recommendations coming into President's Executive Council. The first cohort of students will begin in September 2021 with the Saik'uz First Nations for the delivery of a 100 level language course from our First Nations Studies Program.
- Bachelor of Health Sciences: Supporting the Dean in the development of options for students in the regions to begin the Bachelor of Health Sciences (Community and Population Health, with majors in Aboriginal and Rural Health or Environmental Health) in their home communities.

### c. COVID-19

- COVID response continues with Spring and Summer courses in alternate delivery. No decision has been made on instruction mode for F21 or W22 but the University is studying all options.

## 4. Student Affairs

- Supporting the engagement process for an enhanced advising model proposal that will integrate academic and career goal advising, and provide students a better experience, enhance student

advising capacity and build on collaborations and connections with Faculty.

5. International Education – uTrek Program

- Supporting International Education consultation and planning for a proposed English language pathway with a start date of September 2022.
- Ongoing engagement of presentations and discussions of the plan and with input including Deans and Senate.

6. Kaffeeklatsch Discussions

- Supporting and facilitating discussions between students, the Readiness Group and various academic and student service units focusing on issues related to pandemic academic planning and pedagogy. This has been a highly successful format for broadly based discussions.

7. Interdisciplinary Studies

- Facilitating the transition of the MA and MSc programs in Interdisciplinary Studies to be housed in the Faculty of Indigenous Studies, Social Sciences, and Humanities.
- Supporting the development of a PhD in Interdisciplinary Studies degree program.

*Strategic Priority #2 - Enhance the quality and impact of academic programming and delivery*

1. Academic Restructuring:

- Supporting and facilitating the Academic Leadership Development and Orientation program for the successful transition of the Deans to their new roles on April 1, 2021. Programming focuses on transformational leadership to enhance our success and build on the strengths of each leader. Most of the program has been completed, but additional sessions will occur in the coming months.
- Working with units across the University to implement operational, system and reporting modifications related to the transition to five Faculties.

2. Registrar

a. Delivery Methods

- Supporting changes to delivery methods and adjusting scheduling in F20 and W21 to align with alternative delivery course plans.
- Preparing for F21 and W22 scheduling and registration requirements
- Spring/Summer registration for 2021 is open.

b. Transition to the Five Faculties

- Supporting the planning and implementation of the Banner system changes. Phase 1 enables reporting requirements to align with the transition to the five Faculties on April 1, 2021. Phase 2 begins in May, and consists of a redesign and rebuild of the Banner codes and system to create further efficiencies (e.g. in course scheduling, calendar entries, admissions) and to prepare for degree audit enhancements in the future.

c. Convocation 2021 update

- Virtual Convocation announcement on March 15
- New Virtual Convocation date of June 25, 2021, 9:30 am for both ceremonies
  - Same format as last year (using StageClip again)
- Will recognize the two 2020 Honorary Degree recipients, and the two 2021 Honorary Degree recipients
- Honorary Degree press releases will start end of March (individualized, a few days apart)

- Selection Committee currently vetting the Valedictorian nominations
- On campus grad photography sessions March 29-April 16 (vetted by Sarah E.)

### 3. Recruitment

- a. Nearing completion of Phase 1 of the Customer Relationship Management (CRM) software (Sales Force and Target X) in June 2021. This phase of the project will support the full student recruitment cycle. Phase 2 will focus on the student retention spanning Registrar services and Student Affairs.
- b. Supporting the transition of the Indigenous Student Recruiter position from a term to a full-time regular position.
- c. To enhance student recruitment and retention and student success, the Enrollment Task Force has evolved into “Students Plus”, currently Provost, Registrar, Recruitment, International Education, & Student Affairs. This term, we have focused on data as the basis for Strategic Enrollment Management, with presentations to the group and the Deans from Recruitment (x2), from Student Life, and from International Education and the Registrar.

### 4. Library

- a. University Librarian
- d. Chairing the University Librarian Search Committee. The search for a University Librarian is under way, and moving forward quickly.

### *Strategic Priority #3 - Enhance the research culture*

#### 1. Research personnel

- a. Faculty
  - e. Oversee the hiring of tenure-track faculty with proven research excellence or promise.
- b. Academic administrators
  - f. Encourage continued research activity.
  - g. Set an example of research involvement, productivity, and quality.

### *Strategic Priority #4 - Ensure financial accountability, sustainability and operational effectiveness*

#### 1. Planning and Budget

- a. Integrated Planning
  - h. Collaborating in the development of the 2021/22 planning and priorities with the President, Vice-Presidents, Integrated Planning, and Financial Services.
  - i. Facilitating the Customer Relationship Management (CRM) System Project for an integrated approach across UNBC student services to:
    - enhance student recruitment, retention, and tracking.
    - enhance the student experience and support students throughout their journey at UNBC from prospects to alumni.
    - unify communications and coordinate supports across multiple student services.
- b. International Education – uTrek Program
  - j. Supporting a comprehensive plan for uTREK which will provide opportunities for revenue generation (see Strategic Priority 1 – item 5)
- c. Information Technology

- k. Supporting the new role of a Chief Information Security Officer and the realigned reporting (directly to the Provost) to:
  - focus on a strategic university-wide mandate as the technology used to manage and manipulate it has become a critical infrastructure that affects every aspect of university operations, research, and teaching.
  - develop and implement an information security program for UNBC to defend against unauthorized access to research data, fraud aimed at staff and students, and disruption of university operations.
- l. Refreshing audio visual equipment in classrooms and WIFI connectivity on campus.
- m. Continuing to ensure our infrastructure systems are sufficient to support alternative delivery for teaching and support services.
- n. Supporting the implementation of Ellucian WorkFlow optimization and automation that will allow increased efficiencies by replacing paper-based processes. The initial installation of the software is complete and work is underway to identify the top-priority processes for optimization and automation.
- o. Supporting the transition to an electronic tenure and promotion committee process, applied in December for UPTC.
- p. Working with Information Technology to find cost-effective video conferencing system to replace Livestream.

d. Labour Relations

- Attended the Joint Consultation Committee meeting with the UNBC FA to discuss articles and issues to deal proactively with potential grievances and increase communications and improve relations. Participated in two JCC subcommittees to work on particular grievances.
- Creating a temporary position of Vice-Provost, Faculty Relations, to work with the Provost, Deans, HR and the FA to avoid and resolve grievances and to facilitate positive interactions between Faculty and Administration at UNBC.

1. Workforce Planning

- Supporting the engagement and adjustment of the workforce structure that best supports the Five Faculty model with existing resources. Options are being developed and drafted for presentation to the UNBC community; with university-wide engagement completed, recommendations on options to implement will be brought forward.

Other current and key initiatives and collaborations:

Develop interdisciplinary PhD program, working with former Dean Schorcht and VPR.

Work with CTLT and others on innovative models of course delivery.

Summary & Looking Forward (Portfolio Goals & Priorities for the next 6 -12 months)

Maintain and enhance academic excellence through the months of the pandemic.

Facilitating a smooth and effective transition from two Colleges to five Faculties (almost there!).

Continue planning and discussions for delivery of courses in F21 and W22 while we project future impacts of COVID and of the roll-out of the province-wide vaccination program.

<b>Agenda Item:</b>	7.a.(i) Reports of the Vice-Presidents – Vice-President, Finance and Administration
<b>Material:</b>	1. Quarterly Public Written Report of the Vice-President, Finance and Administration

## **Report to the UNBC Board of Governors**

**Submitted by: Rahim Somani, Vice President, Finance and Administration**

**Date: March 9, 2021**

**Our Vision:** to be Canada's leading destination University, personal in character, that transforms lives and communities in the North and around the world.

**Our Mission:** To inspire leaders for tomorrow by influencing the world today.

### **Our Values**

*Experiential Learning and Discovery*

*Inclusiveness and Diversity*

*Community*

*Integrity*

*Academic Excellence*

### **Our Signature Areas**

*Environment and Natural Resources*

*First Nations and Indigenous priorities*

*Health and Quality of Life*

*Northern Community Sustainability and Development*

*Innovative and Quality Distributed Delivery Programs*

### **1.0 An Overview**

1.1 The portfolio of the Vice President, Finance and Administration comprises:

- ⇒ Office of the Vice President, Finance and Administration
- ⇒ Financial Services (Colleen Smith, Associate Vice President)
- ⇒ Business Services and Continuing Studies (Lisa Haslett, Director)
- ⇒ Facilities Management and Capital Planning (David Claus, Director)
- ⇒ Human Resources (Arleta Lucarelli, Acting Director)
- ⇒ Safety and Security (Sarah Elliott, Director)
- ⇒ Health and Wellbeing (Shelley McKenzie, Director)
- ⇒ Integrated Planning (Bernadette Patenaude, Director - joint reporting to Provost)

### **2.0 COVID-19 Pandemic: Safety and Security**

- 2.1 The paramount goal is to protect the health and wellbeing of the UNBC community, while continuing to ensure effective university operations and services, and delivery of programs to the best degree possible.
- 2.2 Effective exposure control plan guidelines are being implemented for all campuses to ensure safety and compliance with the Ministry and WorkSafe BC requirements. Work site inspections through WorkSafe BC and the City of Prince George byelaw officers did not result in any infractions.
- 2.3 Despite the COVID-19 pandemic, UNBC continues to show its resilience and make steady progress, primarily driven by unwavering commitment, dedication, and collective team effort of the UNBC community with exemplary support from Safety and Security. As the situation evolves, UNBC will continue to monitor the situation, promptly mitigate, and update its operating plans on an ongoing basis.

### **3.0 Deficit Mitigation and Financial Accountability**

- 3.1 As discussed previously with the Board of Governors, UNBC continues to diligently progress its four-year financial sustainability framework, which commenced in 2020/21 to achieve both short and long-term financial sustainability, which entails difficult decisions. The steps taken to date include rationalization of priorities, vertical reduction and corresponding layoffs, reduction in operating expenses and deferral of some expenses.

***Office of the Vice President, Finance and Administration***

- 3.2 The impact of the COVID-19 pandemic further exacerbates the financial challenges; however, the key principles for university planning and budgeting remain the same as previous year, which include: (a) invest in the core mission of knowledge creation and dissemination (research and teaching), campus life and infrastructure aligned with strategic priorities, (b) achieve operational effectiveness, efficiency and excellence, and (c) systematically address the financial sustainability through a structured approach and minimize the need for one-time budget adjustments.
- 3.3 In the short-term, the student enrolment and course registration will continue to pose a financial challenge due to the online mode of delivery and international travel restrictions. Other financial challenges include (a) expected loss of revenue from ancillary services, and (b) additional measures required to prevent the spread of COVID-19 and ensure the health and wellbeing of the UNBC community.
- 3.4 The overall financial challenge is partly mitigated through managing expenditure due to suspension of face-to-face activities and in-person classes. UNBC will continue to ensure stringent financial discipline during these difficult times (a) carefully monitor and scrupulously manage expenditures, (b) use video conferencing and online means of communication, and (d) continually identify savings, operating efficiencies, and effectiveness.
- 3.5 Under normal circumstances, the university is not permitted to operate in a deficit; however, given the extraordinary impact of the COVID-19 pandemic, the government has approved the deficit for 2020/21 and 2021/22, which shall be funded through available reserves. The current deficit forecast for 2020/21 is \$3.07M, which is \$0.9M (22%) lower than the deficit of \$3.96M approved by the government. The budgeted deficit of \$2.15M for 2021/22 is in line with the deficit approved by the government.

**4.0 Human Resources**

- 4.1 Current priorities include workforce planning and implementation of five faculties; recruitment of key vacant positions; managing and supporting employee layoffs; finalizing the implementation of the approved exempt compensation framework; support employee relations and finalizing the collective agreement with UNBC faculty association.

**5.0 Capital Projects**

- 5.1 All projects are progressing on time and within budget ensuring complete adherence to the sanitary requirements and safety standards as recommended by the Public Health Authorities.
- 5.2 The funding for the Northern Baccalaureate Nursing Program renovations has been extended to March 31, 2022 to allow for delivery and setup of remaining teaching equipment and upgrades. The facilities management building is complete and the energy efficiency certification package is under review by the International Passive House Institute.

**Office of the Vice President, Finance and Administration**

5.3 UNBC team also progressed ten additional projects (\$0.5M) utilizing savings resulting from better project management to reduce internal funding and / or future funding needs.

5.4 In partnership with BC Hydro, UNBC achieved energy savings of over 950,000 KWh/year (\$60K/year) in 2020/21. Since 2009/10, UNBC has saved \$6.9M in energy costs through projects in partnership with BC Hydro, Fortis and Carbon Neutral Capital Program (CNCP) Canada.

## **6.0 Business Services**

6.1 Business Services continues to advance a strong service excellence focus and adapt to COVID-related changes. Specific highlights include:

6.1.1 *Hospitality Services*: Developing expertise in digital event strategies with pilot events and professional development activities. For Fall 2020, 34.7% BC food purchases against the Feed BC target of 30%.

6.1.2 *Retail Services*: Preparing for inventory and virtual convocation including Regalia rentals. For current year, 325 regalia packages (~60% of regular average) are expected. In an average year, the Bookstore rents 530 regalia packages. During Winter 2021, over 9,000 orders were delivered including 3,900+ textbooks and 1,200 online orders.

6.1.3 *Continuing Studies*: Program development is currently underway with the Association of BC Forestry Professionals. Continuing Studies is also supporting the development of online Big Timber courses with Engineering. Recently signed an MOU with Assiniboine Community College in Manitoba to jointly market and sell the UNBC Environmental Monitoring certificate program in their region. Online course sales will be ~20% higher than originally budgeted.

6.1.4 *Residence Life*: Currently 117 students (47% of reduced capacity or 22% of full capacity) in Housing. Residence Life is focused on virtual programming and phased implementation of a restorative justice model for student conduct.

6.1.5 *Northern Sport Centre (NSC)*: Currently 3,500+ active members including 550 UNBC students.

6.2 *Athletics and Recreation* moved to Business Services portfolio to bring synergies with NSC, residence life, community and youth activities.

6.2.1 Recruitment of athletes for 2021/22 season is underway (expected 80-100). Athletics Wall of Honour at NSC has unveiled 3 of the first 15 inductees.

6.2.2 Recipient of two Council for Advancement and Support of Education (CASE) District VIII awards in February 2021 for – [Black Lives Matter: A Student's Plea To Be Seen, Heard](#). Grand Golds for (a) *video on a shoestring budget*; and (b) newly created *opportunity and inclusion* category.

6.2.3 BIPOC training/Equity Statement: Athletics department taking part in professional development with Equity Connections and working on the development of a departmental equity statement along with departmental commitment items and accountabilities.



***Office of the Vice President, Finance and Administration*****7.0 Health and Wellbeing**

- 7.1 New spaces for Counselling Services and the Medical Clinic have been designed and finalized, with relocation planned for late spring 2021. Access Resource Centre moved to a new space in the Library building.
- 7.2 Successful on-site delivery of Mental Health First Aid course for faculty & staff in February 2021. Additional course offerings are scheduled over the next few months.
- 7.3 Received \$50K from Canadian Mental Health Association (Healthy Minds, Healthy Campuses) for establishing a Behavioral Intervention Team towards suicide intervention initiatives.

**8.0 Land Trust**

- 8.1 Land Trust planning is on track. Forthcoming milestones for the coming months include completion of revised cost estimate related to site servicing, meeting to update the officials from City of Prince George and Regional District of Fraser Fort George, visioning process, and incorporation of UNBC Land Development Corporation.
- 8.2 Due to departure of the Vice President, University Advancement it is recommended to replace the UNBC Land Development Corporation (corporate trustee, upon incorporation) internal Board appointment of Vice President, University Advancement with the Vice President, Research and Innovation. After the proposed change the updated list will comprise of the following:
  - 8.2.1 External Directors: Brian Fehr, Dennis Callahan, and Cliff Shields
  - 8.2.2 UNBC Designates: Vice President, Finance and Administration and Vice President, Research
- 8.3 In order to provide future flexibility, the number of Directors set in the Articles of UNBC Land Development Corporation, upon incorporation, will be removed. This does not affect the first set of five Directors appointed by the UNBC Board of Governors and future ability to change the number of directors, as required.

## 9.0 Key Priorities and Status Update

9.1 Key priorities for the coming months and the next fiscal year(s) include (but not limited to and may be adapted as required):

- ⇒ Assumptions and planning for the fiscal year 2021/22 including final recommendations for Tuition Fees **(complete)**.
  - ⇒ President's Executive Council Budget Review Meeting: 22 February 2021
  - ⇒ Senate Committee on the University Budget-SCUB: 5 March 2021
  - ⇒ Finance and Investment Committee of UNBC BOG: 8 March 2021
  - ⇒ Collaborative Leadership Forum (CLF): 16 March 2021
  - ⇒ UNBC Senate: 17 March 2021
  - ⇒ UNBC Board of Governors: 19 March 2021
  - ⇒ UNBC Town Hall: 25 March 2021
- ⇒ Workforce planning for the five-faculty model to optimally utilize available resources for effective implementation of the new academic structure **(substantially complete)**.
- ⇒ Review of business processes, systematic workflow analysis, and gradual realignment to achieve operational efficiencies and excellence over time **(in planning stage; may require dedicated expertise and resources)**.
- ⇒ Ongoing review and optimization of business plans related to Business Services to achieve greater impact, efficiencies, and contribution over time **(ongoing)**.
- ⇒ Progress planning and implementation of approved capital projects as per schedule and within budget **(ongoing)**.
- ⇒ Ongoing monitoring and proactive mitigation of safety, security, health, and wellbeing risks, particularly related to COVID-19 pandemic **(ongoing)**.
- ⇒ Review and adapt the Human Resources strategy including employee health and wellbeing to attract and retain quality human resources, ensure effective employee engagement, and adequate health and wellbeing for all employees **(preliminary discussions at concept stage; may require dedicated expertise and resources)**.
- ⇒ Build upon the substantial preparatory work and complete the review of progress to date related to start-up requirements and finalize a roadmap with timelines, decisioning criteria and interim milestones for operationalizing the UNBC Land Trust **(on track)**.
- ⇒ Build upon the previous work and conceptualize an Enterprise Risk Management program for UNBC to identify, prioritize, and mitigate significant enterprise risks **(review of draft risk policy and ERM framework in progress)**.

<b>Agenda Item:</b>	7.a.(i) Reports of the Vice-Presidents – Acting Vice-President, Research
<b>Material:</b>	1. Quarterly Public Written Report of the Acting Vice-President, Research

## ***Report to the UNBC Board of Governors***

**Submitted by Dr. Kathy Lewis, Acting Vice President, Research (and Graduate Programs)**

**Board Meeting Date: March 19, 2021**

### **1. Preamble**

It has been a year since I started as Acting VP Research, and what a year it has been. I have learned so much over the past 12 months, and am enormously grateful for the support provided by the senior executive team, and the staff in the Office of Research. I wish to acknowledge the resilience of our faculty, staff and students as they continue to do their very best in providing high quality education, carrying out research, and persevering with their studies during exceptionally challenging times.

### **2. Overview of Office of Research Portfolio**

The Office of Research (OR) is undergoing some changes brought about by a renewed focus on supporting scholarly activities and student education through research experiences, as well as academic restructuring to five faculties. To this end, several support units have been brought into the Office of Research portfolio, and we are working on strengthening connections with research institutes and centres. In addition, budget cuts and restructuring to support the core activities of teaching and research, has resulted in a transition of the Office of Research to include an Innovation mandate focused on development of research related partnerships, existing donor relations, and fundraising for student scholarships and bursaries. Currently the portfolio consists of:

- **Direct Reports:** research support and project officers, research ethics support, graduate scholarships, development officer and support<sup>1</sup>.
- **Research Centres** (with reporting to OR): Pacific Institute for Climate Solutions, Quesnel River Research Centre, Centre for technology Adoption for Aging in the North, TeejLab, Research Data Centre, Northern Health Sciences Research Facility, Research Ethics Board<sup>2</sup>
- **Research Services:** High Performance Computing, Enhanced Forestry Lab, Northern Analytical Services Lab
- **Research Institutes** (Autonomous, supported by Office of Research): Northern Collaborative Centre for Indigenous Health, Natural Resources and Environmental Studies Institute, Community Development Institute, Health Research Institute, John Prince Research Forest, Aleza Lake Research Forest

### **3. Reports from Centres, Institutes and Boards**

- Research Ethics Board report (attached) – brought for information to Board of Governors as per policy.

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<sup>1</sup> Development officer and support are new additions as Office of Research transitions to the Office of Research and Innovation

<sup>2</sup> REB is an independent decision making body supported administratively by the OR

#### **4. Research Grants, Contracts and Outreach**

- Research week took place March 1-5, 2021 and I am grateful to the Office of Research staff for all of their fantastic work to pull this together. This week showcases the research and scholarly activities being carried out by our faculty, staff and students. A schedule of activities can be found here: <https://www2.unbc.ca/research/research-week>
- Over the past 3 months, 8 research grants were awarded to UNBC researchers, 7 from external sources and one internal grant. Another 31 applications were submitted with results pending, and 7 of those were submitted to a federal tri-council program, with the remainder submitted to other funding sources.

#### **5. Student Research Support**

- The Research Ambassadors Program continues to thrive. The students are engaged in recruitment and community outreach activities to promote research and student life at UNBC; they have established quite the following. We have identified some great leveraging opportunities with other on-going programs at UNBC, which will enhance the supports we offer to our students while improving operational efficiencies.
- We continue to review and revise our student scholarships and awards programs to ensure we are meeting the needs of the students, while responding to the requests of our donors and partners.

#### **6. Research Facilities and Infrastructure**

- Several research service units and facilities are being migrated to the Office of Research from the Dean of the College of Science and Management, due to the transition to five faculties, and the pan-institutional services provided by these units. These include the Quesnel River Research Centre (QRRC), the High Performance Computing facility, the Enhanced Forestry Lab (EFL), and the Northern Analytical laboratory Services (NALS).
- Research Space Allocation policy has been drafted, sent for review to faculty once, and will be sent out one more time for final review and approval.
- Funds have been approved for a new Gas Chromatograph and Mass Spectrophotometer for the NALS facility, and Canada Foundation for Innovation funds have provided for new growth chambers located in the EFL.
- The QRRC has been supporting fish-rearing activities by Department of Fisheries and Oceans, and we are working on a MOU to support the partnership.

#### **7. Graduate Programs**

- In order to better support graduate students from pre-admission through to completion, the Office of Graduate Programs is being renamed to the Office of Graduate Administration, and is moving to the Registrar's Office. The current Manager position will end, and a competition has started for an Associate Registrar, Graduate position.
- The Graduate Advisory Group has developed several recommendations, including changes to signing authority for key milestones in graduate student programs, and minimum tuition fee payments, which are working their way through the Senate (and Board for tuition fee) approval processes.

#### **8. Office of Research and Innovation Transition**

- We have been working with staff in the Advancement, Finance and Treasury offices to complete essential tasks prior to year-end, and to understand the required functions. Our focus in the short term is to complete required year-end functions and strengthen relationships with existing donors.

**9. Priorities for upcoming months**

- Develop strategic and operational plans with components that directly report to the Office of Research and Innovation, including budget and work planning.
- Complete revisions to the Research Space Allocation Policy and shepherd it through the approval process.
- Assist with the transition of graduate program administration to the Registrar's office, and assist the new deans with discussions on academic leadership and guidance for graduate programs.
- Develop a strategic and operational plan for the development component of ORI.

<b>Agenda Item:</b>	8.a. FIPPA Annual Statistical Report – G. Payne
<b>Material:</b>	1. Freedom of Information Request Statistics – 2015 – 2020

## Freedom of Information Request Statistics 2015-2020

*Updated January 2021*

<b>Year</b>	<b>Total FOI Requests</b>	<b>*Type of FOI Request</b>	<b>Total for Type of FOI Request</b>	<b>Total FOI 3<sup>rd</sup> Party Consults</b>
2015	20			2
		Academic Governance Records	1	
		Employment Related Records	5	
		Law Enforcement/Government Case Records	5	
		Public Interest Records	3	
		Student Records	6	
2016	14			3
		Access to Restricted Archival Records	1	
		Employee Related Records	3	
		Law Enforcement/Government Case Records	1	
		Public Interest Records	7	
		Student Records	2	
2017	34			3
		Academic Governance Records	2	
		Access to Restricted Archival Records	1	
		Employment Related Records	9	
		Law Enforcement/Government Case Records	3	
		Public Interest Records	17	
		Student Records	2	
2018	21			0
		Access to Restricted Archival Records	1	
		Employment Related Records	1	
		Law Enforcement/Government Case Records	5	
		Public Interest Records	11	
		Student Records	3	
2019	9			0
		Employment Related Records	2	
		Law Enforcement / Government Case Records	2	
		Public Interest Records	3	
		Student Records	2	
2020	34			1
		Employment Related Records	10	
		Public Interest Records	15	
		Student Records	8	



### **Types of FOI Requests:**

**Academic Governance Records:** external program reviews, academic planning documents, and documents supporting decisions that impact academic units or planning.

**Access to Restricted Archival Records:** Archival records that have been donated or received with restrictions.

**Employment Related Records:** Records that relate to employment history, investigations, complaints or terminations.

**Law Enforcement / Government Case Records:** Records that respond to requests from the Integrity Services Branch of Service Canada, Canadian Border Service Agency or other law enforcement agency. Law Enforcement / Government Case Records are no longer calculated into these statistics as of April 18 2019. These requests are now handled by individual departments who consult with the Information Governance Officer as needed.

**Public Interest Records:** Contracts, financial reports, statistical information or documents related to an institutional decision or report.

**Student Records:** Official student files and supporting documentation.

**3<sup>rd</sup> Party FOI Consults:** When a third party receives an FOI request and the information they are asked to release contains information about UNBC, the third party will formally *consult* with UNBC prior to release to allow UNBC to object or request redactions.

**Notes:** When an individual requests a copy of their *own* records, or a properly authorized lawyer or other representative makes a request on an individual's behalf, this is considered a "*routine*" request for information. The majority of routine requests can be handled directly by the Office holding the records. With a few exceptions b/w 2015-2016, *routine* requests are not reflected in the Statistics provided.

The routine release of records is not without risk. The Privacy Officer, and the responsible Directors and Managers, have worked closely with the units most likely to receive routine requests and most likely to hold sensitive personal information (Human Resources, the Office of the Registrar and the Wellness Centre), to ensure that processes are in place to validate the identity of requestors or the authenticity of the legal authorization, and to review and redact any third party personal information from the files before release.

Training and work with these and other departments to mitigate the risk of an inappropriate release or privacy breach is ongoing and should be built into onboarding

and training for all staff, and in particular front-line staff who are most likely to receive a request for records.

Release of information to the public through internal and external media is also a regular and routine function of the Office of Communications. This however is a relatively low risk area as personnel in the Communications field are trained and accustomed to thinking critically about information being released. Communications will seek the support of the Privacy Officer when appropriate.

Requests for general financial, statistical and other readily available information about UNBC, such as copies of reports that UNBC is required to submit to the Ministry of Advanced Education or under Financial Accountability legislation, etc., are also considered routine requests. These generally do not need to be treated or counted as formal FOI requests unless they contain identifying or personal information and require review and redaction.

Building institutional awareness of best practices in a Public Institution for the creation of “release ready” reports is an ongoing process.