

**BOARD OF GOVERNORS PUBLIC SESSION AGENDA –
Senate Chambers
TELECONFERENCE**

**Friday, March 27, 2015
1:00pm**

Teleconference Instructions:

From the Vancouver area, dial: 604.899-4310

From anywhere else in North America, dial: 1-877-234-4610

Participants conference Pass Code: 2599371#

For assistance anytime throughout the conference please press * and 0 (zero) for a TELUS conference representative

Participants:

Stephen Bennett, Andy Clough, Carolee Clyne, Kathy Lewis, John MacDonald, Judy Mason, Ryan Matheson, Shannon Norum, Harry Nyce Sr., Don Prior, Jonathan Swainger, John Turner, Daniel Weeks, Simon Yu

UNBC Representatives (Non-Voting):

Ranjana Bird (Vice-President Research), Eileen Bray (Vice-President Administration and Finance), John Young (Interim Vice-President Academic and Provost), Rob van Adrichem (Vice-President External Relations), Allyson Truant (Interim EA, Board of Governors - Recording)

1. Chair's Remarks

NOTE: *The Board of Governors Agenda for the Public Session consists of a consent agenda and a regular agenda. The consent agenda contains items that are routine and non-controversial, and discussion is not necessary. The consent agenda is moved and approved as a group. The Chair will inquire whether there are any items that need to be removed from the consent agenda and if so, these items will be placed on the regular agenda. The Chair will ask for approval of the items or motions on the consent agenda as follows:*

Motion: *That the motions on the consent agenda, except for those removed for placement on the regular agenda, be approved as presented.*

2. Approval of Agenda

Regular *That, the Agenda for the Public Session of the March 27, 2015 meeting of the Board of Governors be approved, as presented.*

3. Approval of Minutes

Regular November 29, 2014

That, the Public Session Minutes of the November 29, 2014 meeting of the Board of Governors be approved as presented.

4. Business Arising

5. Human Resources Committee – Judy Mason, Chair

- Regular a. Health and Safety Report (discussion) – E. Bray
- Regular b. Currently Advertised Faculty Positions (discussion) – J. Young

6. Finance and Audit Committee – Andy Clough, Chair

- Regular a. UNBC Fees Schedule 2015/2016 (approval) – E. Bray
That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the 2015/16 Fee Schedule for the University of Northern British Columbia, as presented.
- Regular b. UNBC General Operating Budget 2015/2016 (information) – E. Bray
- Regular c. UNBC Annual Ancillary Budget 2015/2016 (information) – E. Bray
- Consent d. Quarterly Reports (information) – E. Bray
 - (i) General Operating Fund Report to December 31, 2014
 - (ii) Consolidated Financial Report to December 31, 2014
 - (iii) Quarterly Forecast
- Consent e. Capital Projects Update (information) – E. Bray
- Consent f. Northern Medical Program 2015/2016 Budget (information) – E. Bray
- Consent g. Audit Plan and Schedule – no material (information) – E. Bray
- Regular h. Enrolment Report (discussion) – J. Young
- Consent i. Agreements, Scholarships, Bursaries and Awards (information) – J. Young
- Regular j. Regional Operations Report (verbal for information) – M. Dale
- Regular k. Banking Services Contract – 2 year extension (approval) – E. Bray
That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the two-year extension to the banking contract between the Bank of Montreal and the University of Northern British Columbia for the period ending July 31/17.

7. Governance Committee – Ryan Matheson, Chair

8. Office of External Relations – Rob van Adrichem

- Regular a. Office of External Relations Report (discussion) – R. van Adrichem
 - (i) Fundraising Report
 - (ii) Communications with Stakeholders
 - (iii) Report on Government Relations

9. Office of Research – Ranjana Bird

- Regular a. Office of Research Report (discussion) – R. Bird

10. President's Report

- Regular a. Report on President's Activities (verbal for information)


11. Chancellor's Report

12. Other Business

Regular a. Update on Labour Negotiations (verbal for information) – J. Young/E.Bray

BOARD OF GOVERNORS – PUBLIC SESSION

Approved for Submission:



Dr. Daniel J. Weeks
President and Vice-Chancellor

BOARD OF GOVERNORS - PUBLIC SESSION MINUTES

Saturday, November 29, 2014

9:30am – 11:06am

UNBC Senate Chambers

Participants:

Stephen Bennett, Andy Clough, Carolee Clyne, Kathy Lewis, John MacDonald, Judy Mason, Ryan Matheson, Shannon Norum, Harry Nyce Sr.(regrets), Don Prior (regrets), Jonathan Swainger, John Turner (via teleconference), Daniel Weeks, Simon Yu

UNBC Representatives (Non-Voting):

Ranjana Bird (Vice-President Research), Eileen Bray (Vice-President Administration and Finance), Mark Dale (Vice-President Academic and Provost), Rob van Adrichem (Vice-President External Relations), Colleen Smith (Director, Finance and Budgets)

Anne Rushton (Acting EA, Board of Governors - Recording), Denise Nagy (EA, Board of Governors – Transcriber)

1. Chair's Remarks – R. Matheson chaired the meeting on behalf of J. Turner

The Chair welcomed everyone and acknowledged the meeting of the Board was being held on the Lheidli T'enneh Territory. Many activities took place on campus yesterday; Employee Recognition Event, Santa Claus Debate, and the IASK (Integrated Analytical Skills and Knowledge Program) Event which brought approximately 80 potential students to our campus.

NOTE: *The Board of Governors Agenda for the Public Session consists of a consent agenda and a regular agenda. The consent agenda contains items that are routine and non-controversial, and discussion is not necessary. The consent agenda is moved and approved as a group. The Chair will inquire whether there are any items that need to be removed from the consent agenda and if so, these items will be placed on the regular agenda. The Chair will ask for approval of the items or motions on the consent agenda as follows:*

K. Lewis requested that agenda item 5. e. be moved from the consent agenda to the regular agenda.

MOTION: 2014BP11.29.01

Mover: S. Norum Seconder: J. Mason

That the motions on the consent agenda, except for those removed for placement on the regular agenda, be approved as presented.

CARRIED

2. Approval of Agenda

Agenda item 4.a. be removed from the Public Session Agenda and added to the In-Camera Agenda.

MOTION: 2014BP11.29.02

Mover: C. Clyne Seconder: S. Norum

That, the Agenda for the Public Session of the November 29, 2014 meeting of the Board of Governors be approved as presented.

CARRIED

3. Approval of Minutes

September 20, 2014

MOTION: 2014BP11.29.03

Mover: S. Norum Second: J. Mason

That, the Public Session Minutes of the September 20, 2014 meeting of the Board of Governors be approved as presented.

CARRIED

4. Business Arising

- a. Endowment Investment Portfolio (information) – E. Bray

This agenda item was removed from the Public session and added to the In-Camera agenda.

5. Human Resources Committee – Judy Mason, Chair

- a. Notification of Upcoming Promotion & Tenure Process (information) – M. Dale

The information is provided in the package. A Tenure & Promotion meeting is scheduled on Monday evening to review and to consider these cases.

- b. Currently Advertised Faculty Positions (discussion) – M. Dale

The information is provided in the meeting package. A Board member expressed her concern with the closing date for the Engineering Program position, which should be dated January 2015. Ongoing negotiations are taking place with the candidate. This is a specialized field, so it is not unusual for the hiring process to take additional time.

- c. Report on Elevating Devices Safety Regulation & Power Engineers, Boiler, Pressure Vessel & Refrigeration Safety Regulation (information) – E. Bray

- d. Report on Employment Standards (information) – E. Bray

- e. New Academic Program for Master of Engineering – Integrated Wood Design (information) – M. Dale

This program was approved in principal by Senate and the information in the meeting package provides all of the details. Additional equipment for any research activities will be purchased by the faculty member grants. At the request of a Board member, M. Dale clarified the building and the basic equipment for the lab is covered by the government.

6. Finance and Audit Committee – Andy Clough, Chair

- a. 2015/16 General Operating Fund Budget Planning Framework including Planning Projections (approval) – E. Bray

MOTION: 2014BP11.29.04

Mover: J. Mason Second: S. Norum

That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the 2015/16 General Operating Fund Budget Planning Framework for the University of Northern British Columbia, as presented.

CARRIED

- b. Report on Ancillary Operations (discussion) – E. Bray

The report is included in the meeting package. Additional information on Ancillary Operations and an update on expenses will be provided during the lunch presentation by the Director of Ancillary Services, A. Leblanc.

- c. Quarterly Reports (information) – E. Bray
 - (i) General Operating Fund Report to September 30, 2014
 - (ii) Consolidated Financial Report to September 30, 2014
 - (iii) Quarterly Forecast
- d. Capital Projects Update (discussion) – E. Bray

E. Bray provided an update on the status of capital projects. D. Claus also provided an update on the current Bio Energy project during his presentation this morning.
- e. Enrolment Report (discussion) – M. Dale

There are decreasing enrollment numbers in all geographical regions except Fort St. John. The three Northern BC Colleges also are being affected by declining enrolment numbers. A consultant is coming next week to assist our team. Graduate enrollment is a challenge as it depends on research funding and capacity. UNBC’s newly appointed Director of International Education has been very active in coordinating recruitment structures. The downward trend in domestic undergraduate students is across the country, not just in BC. The President is looking at future potential partnerships with the City of Prince George to see how we can all work together for the betterment of the city and our institution. Remaining grounded in our communities is of a top priority to the President to ensure our future success.
- f. Agreements, Scholarships, Bursaries and Awards (information) – M. Dale

The information is in the meeting package.
- g. RFP Responses for Audit Services (approval) – E. Bray

MOTION: 2014BP11.29.05

Mover: S. Yu Seconder: J. Mason

That, on the recommendation of the Finance and Audit Committee, the Board of Governors awards the RFP14-1488 to KPMG LLP and the appointment of KPMG LLP, as the auditor for the University for 2014/15 – 2016/17, with the option to renew for two one-year extensions, with fees as follows:

<u>Year</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18*</u>	<u>2018/19*</u>
Proposed fees	\$58,450	\$59,800	\$61,150	\$62,500	\$63,850

**Subject to renewal*

CARRIED

- 7. **Governance Committee – Ryan Matheson, Chair**
 - a. Summary of Maclean’s Magazine and Globe & Mail (information) – M. Dale

M. Dale narrated a brief presentation to the Board.
- 8. **Office of External Relations – Rob van Adrichem**
 - a. Office of External Relations Report (discussion) – R. van Adrichem
 - (i) Fundraising Report
 - (ii) Communications with Stakeholders
 - (iii) Report on Government Relations

The fall issue of Update magazine will be distributed over the next ten days. The Scholarship Program that highlights the top high school students was explained to Board Members. Each year there is acknowledgement of National Philanthropy Day and this year the event was called “Thank a Donor Day”. In May 2015 the annual North Central Local Government Association convention will be held in Prince George, with UNBC hosting a large part of this convention on campus. An alumni survey will be conducted early in the New Year. The Office of External Relations receives many invitations to events and makes an effort to go to the events that give the most exposure to UNBC as possible.

9. Office of Research – Ranjana Bird

a. Office of Research Report (discussion) – R. Bird

Research revenue has increased to \$12 this year compared to last year, but what is most significant is that our NSERC has not gone down this year. There is a Strategic Research Plan in place that ends in March 2015 and the conversations have commenced on how to renew and revise this plan going forward. The role of the Research Office is to strengthen our capabilities and have a strong impact within our communities. The recent call for proposals resulted in 15 submissions and all of these submissions will be funded.

ACTION: Invite a couple of the Faculty who received funding from the Office of Research to attend a future Board of Governors meeting to give a short presentation on their awarded proposal.

b. John Prince Research Forest, Aleza Lake Research Forest & Information on Quesnel River Research Centre (information) – R. Bird

10. President’s Report

a. Report on President’s Activities (information)

This has been the busiest semester in the President’s academic life, but it has been exciting. The President provided the Board with an overview of the many events and meetings he attended since September. Highlights of the President’s events include: Doug Little Memorial Lecture, WIDC Opening, CIS Academic All Canadian Reception, several lunch & dinners with donors, Remembrance Day ceremony, lunch with the Quesnel River Research Group, meeting with Northern Development Trust CEO, UNBC Campus Community Reception at President’s residence, CBIE (Canadian Bureau for International Education) Conference & Events in Ottawa, meeting with MP Dick Harris, reception for outgoing Director of the First Nations Centre, and the South Central Regional Advisory Committee meeting. The President will attend the AUCC (Association of Universities and Colleges of Canada) meeting in Calgary in December. The President acknowledged this is the last Board of Governors meeting for Mark Dale in his role as Provost, he expressed his appreciation and thanked him for his service to UNBC.

11. Chancellor’s Report

The key message from the Chancellor remains, that we should continue to think globally about the things that we are good at.

The Chancellor acknowledged Mark Dale’s role as Provost, and expressed he is happy that M. Dale is the newly appointed Dean, Regional Programs.

12. Other Business

The Chair acknowledged Mark Dale for his contributions as Provost and wished him well in his new role as Dean.

Adjournment

MOTION: 2014BP11.29.06
Mover: K. Lewis Secunder: J. Mason
CARRIED

AGENDA ITEM BRIEFING NOTE

Date:	March 12, 2015			
Agenda Item:	5.a. Health and Safety Report			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Sarah Elliott, Manager of Security & Risk			
Reviewed By:	Eileen Bray, Vice President Administration & Finance			

Report for March 2014 – March 2015

Executive Summary

Research was made by the Risk and Safety Manager and the Chief Information Officer into an Emergency Notification System (ENS). A system by Regroup has been selected by several other Universities in Western Canada and their agreement is part of BCNet. This means that UNBC can onboard without the purchase having to go through an RFP process. After further investigation it was discovered that before any MNS could be implemented at UNBC changes needed to be made to the storage of contact information within the Banner database in order that accurate and up to date information could be integrated into the ENS. The ENS project has been placed on hold until this work is nearer to completion. A consultant has attended site to review the upgrade of the exterior emergency telephone system and CCTV security camera system. As these systems are an integral part of the ENS the costs and timelines for this project are also on hold until June 2015.

UNBC hired a new Risk and Safety Coordinator in September. Heath de la Giroday was the Radiation and Chemical Safety Officer for UNBC so entered into this role already fully conversant with UNBC policy and procedures. As a long time employee working in the Safety field of academia Heath brings considerable experience to this role and has already undertaken and provided oversight into two major projects and changes of policy and procedure to ensure regulatory compliance.

The Health and Safety Office continued to provide advice and training for the University community during this period. With consultation and input from the UNBC community the Risk and Safety Coordinator developed a new on-line supervisor safety orientation course for all new and

existing employees and this project is expected to be rolled out in April 2015 through Human Resources.

Health and Safety Committees

- ***Occupational Health and Safety Committee*** – Regular monthly meetings held.
- ***Facilities Safety Committee*** – Monthly meetings have changed to bi-monthly.
- ***Laboratory Safety Committee*** – Regular meetings held monthly.
- ***Field Safety Committee*** – Regular meetings were held during the semester
- ***Radiation Safety Committee*** – Regular annual meeting held.
- ***Safety Officer Committee*** – Regular monthly one on one meetings and joint quarterly meetings held.
- ***Animal Care and Use Committee (ACUC)*** – Attended meetings and participated in an advisory role.
- ***College University Safety Association (CUSA)*** – Risk & Safety Coordinator will be attending conference in May 2015
- ***Numerous***

Fire Safety

- Fire drills for the main campus buildings were held in September 2014 and again in February 2015. Overall evacuation by staff and students was expedient with no issues.
- The NSC fire drill was held in August. Evacuation was timely and no issues arose.
- Monthly fire drills continue to be held at the UNBC Daycare.
- Prince George Fire department now requires all fire evacuation plans to be submitted in an electronic format. The Risk and Safety Manager will work with the Director of Facilities to renew the fire evacuation plans for all UNBC sites.

Building Inspections

Buildings on campus are inspected on a monthly rotating basis. Reports are forwarded to Facilities or responsible department/faculty for corrections and follow up. These reports are sent to the Health and Safety Committee for review at their regular meeting.

Ergonomics

The Risk and Safety coordinator is providing general ergonomic assessments in order to help employees with work space setup. For detailed ergonomic assessments involving an injury or medical request, an external resource is required. Ergonomic assessment requests have increased considerably this year.

Chemical Safety

The Lab safety website was completed and now contains up to date lab user information and laboratory safety information. The website functions as a safety guide and reference site, including training information and user forms/tools.

The majority of the NFPA 704 door signage for labs was updated, with a push to update the NFPA 704 ratings Vertere to streamline the process.

Several chemical safety incidents occurred during this period. A chemical container failed in the hazardous materials storage area. A student also spilled some acid in NALS. The low-oxygen alarm for the fluid nitrogen plant was activated. All these incidents and spills were cleaned up using appropriate spill procedures.

The large scale spill kits in the lab buildings were all updated.

A draft lab inspection policy was developed by the Lab Safety Committee to strengthen the laboratory safety program and is currently in the review process.

Radiation Safety

UNBC's consolidated Canadian Nuclear Safety Commission (CNSC) licenses are valid until 2017. These licenses were amended in 2015 to reflect changes in the regulations related to financial guarantees, which has no impact on UNBC as a license holder. Three new internal radioisotope permits were issued in 2015. One permit was allowed to lapse, with the associated isotopes reverting to the custody of the Radiation Safety Officer until they can be disposed of. Training sessions for new users were held on May 30th, 2014 and Nov 3rd, 2014.

Due to the Radiation Safety Committee not having a volunteer chair the Radiation Safety Officer took on the role of chair to ensure that meetings occurred as required under the license conditions

Waste Management

Stericycle remains UNBC's bio hazardous waste disposal contractor. The waste is currently picked-up on an eight week cycle.

A new contract for chemical hazardous waste was signed with Clean Harbours. An annual waste transfer was performed in August 2014, 2014

Material Safety Data Sheets

Access to Material Safety Data Sheets is required for all laboratories. This is maintained through an online subscription through the Canadian Centre for Occupational Health and Safety (CCOHS). All computers on campus have access to the CCOHS MSDS database. For the few laboratories without internet access, MSDS paper copies are required to be available.

Biosafety

The Biosafety officer is in place but we are currently without a designated back up Officer. The Biosafety manual was updated and posted on both the Risk & Safety and Chemical Stores websites.

There were no bio hazardous incidents during this period.

Inspections

The two Level 2 and seven Level 1 Biosafety Labs on campus have been inspected and certified according to CFIA and PHAC standards.

The NMP program working out of the University Hospital of Northern British Columbia (UHNBC) has now been declared as a UNBC work place and registered as such with Worksafe BC. This site is now being included in annual inspection reports.

Training

There were six level 2 Biosafety training sessions given this past year with a total of 50 students and researchers attending. The Biosafety Level1 course on Blackboard was updated and implemented in September 2013. 331 students registered and successfully completed the course. The Biosafety Officer has developed a Standard Operating procedure (SOP) for all autoclaves on campus.

Numerous Joint Health & Safety Committee members attended various training courses provided by Worksafe BC for committee work, investigations and inspections.

Occupational Health & Safety Program.

A confined space safety program was developed in the form of a policy with a full set of procedures and documentation in conjunction with Facilities Management. The program addresses regulatory requirements and is administrated by Facilities Management with support from Risk & Safety.

Risk & safety are currently working with Wood Engineering Program to develop a safety program for the new engineering lab space at the Wood Innovation & Design Centre.

The Risk & Safety coordinator provided respirator, lock-out and confined space awareness training for facilities workers in preparation for the 2014 Bioenergy Plant maintenance shutdown.

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	March 11, 2015		
Agenda Item:	5.b. Currently Advertised Faculty Positions		
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session	
Purpose:	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input checked="" type="checkbox"/> Approval
Prepared By:	Joan Schneider, Executive Assistant, Vice President Academic and Provost		
Reviewed By:	John Young, Acting Vice President Academic and Provost		

Material: Memorandum attached.

Issue:

Background:

Motion:

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:



MEMORANDUM

TO: Daniel Weeks, President and Vice-Chancellor
FROM: John Young, Vice President Academic and Provost *JY*
DATE: March 11, 2015
RE: Currently Advertised Faculty Positions

COLLEGE OF ARTS, SOCIAL & HEALTH SCIENCES

Department of First Nations Studies
Assistant Professor
Posting: FAFN24-14
Applications Received to Date: 23
Status: Interviewing four Applicants

Type of Appointment: Tenure-track
Closing date: February 27, 2015
Preferred start date: July 1, 2015

School of Nursing (Terrace)
Assistant/Associate Professor
Posting: FANU23-14
Applications Received to Date: 4
Status: Accepting Applications

Type of Appointment: Tenure-track
Closing date: January 5, 2015
Preferred start date: July 1, 2015

School of Nursing (Prince George)
Assistant/Associate Professor
Posting: FANU22-14
Applications Received to Date: 8
Status: Offer Pending Acceptance

Type of Appointment: Tenure-track
Closing date: January 5, 2015
Preferred start date: July 1, 2015

School of Nursing (Quesnel)
Assistant/Associate Professor
Posting: FANU21-14
Applications Received to Date: 5
Status: Accepting Applications

Type of Appointment: Tenure-track
Closing date: January 5, 2015
Preferred start date: July 1, 2015

School of Nursing
Assistant Professor
Posting: FANU20-14
Applications Received to Date: 6
Status: Accepting Applications

Type of Appointment: Term
Closing date: January 5, 2015
Preferred start date: July 1, 2015

School of Nursing
Assistant Professor
Posting: FANU24-14
Applications Received to Date: 4
Status: Position Filled

Type of Appointment: Term
Closing date: January 5, 2015
Preferred start date: April 15, 2015

COLLEGE OF SCIENCE & MANAGEMENT

Physics Department
Lecturer
Posting: FAPH26-14
Applications Received to Date: 43
Status: Accepting Applications

Type of Appointment: Term
Closing date: June 12, 2015
Preferred start date: September 1, 2015

Engineering Program
Assistant/Associate Professor
Posting: FAENG10-14
Applications Received to Date: 29
Status: One Position Filled/One Failed Search

Type of Appointment: Tenure-track
Closing date: June 30, 2014
Preferred start date: July 1, 2015

School of Environmental Planning
Assistant/Associate Professor
Posting: FAEP16-14
Applications Received to Date: 59
Status: Interviewing Two Candidates

Type of Appointment: Tenure-track
Closing date: January 15, 2015
Preferred start date: July 1, 2015

Northern Analytical Laboratories
Senior Laboratory Instructor III
Posting: FANALS03-15
Applications Received to Date: 7
Status: Accepting Applications

Type of Appointment: Continuing
Closing date: March 13, 2015
Preferred start date: July 1, 2015

NORTHERN MEDICAL PROGRAM

No positions are currently advertised

RESEARCH CHAIRS

**Tallwood and Hybrid Structures Engineering
Assistant/Associate Professor
Posting: FAENG02-15
Applications Received to Date: 4
Status: Accepting Applications**

**Type of Appointment: Tenure-track
Closing date: April 1, 2015
Preferred start date: July 1, 2015**

AGENDA ITEM BRIEFING NOTE

Date:	March 27, 2015			
Agenda Item:	6.a. UNBC Fees Schedule 2015/2016			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
Prepared By:	Colleen Smith, Director Finance & Budgets			
Reviewed By:	Eileen Bray, Vice President, Administration & Finance			

Material: See attached

Motion: That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the 2015/16 Fee Schedule for the University of Northern British Columbia, as presented.

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:

University of Northern British Columbia
2015/216 Proposed Fees

FEE	INTERNAL FEES 2014/15	INTERNAL FEES 2015/16	EXTERNAL FEES	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
Tuition					
Undergraduate Program Fees					
Undergraduate Tuition Fees	163.75	167.03	n/a	Per Credit Hour	Board
Master Level Program Fees					
Full Time	Per Unit:	Per Unit:			
Master of Social Work - Full time	1,783.39	1,819.06	n/a	The minimum fee for the Masters degree is six full-time tuition fee units.	Board
Master of Education - Full time	2,080.63	2,122.24	n/a	The minimum fee for the Masters degree is six full-time tuition fee units.	Board
Master of Arts in Disability Management - Full time	1,932.01	1,970.65	n/a	The minimum fee for the Masters degree is six full-time tuition fee units.	Board
Master of Science in Community Health - Full time	1,932.01	1,970.65	n/a	The minimum fee for the Masters degree is six full-time tuition fee units.	Board
Master of Science in Nursing	1,932.01	1,970.65	n/a	The minimum fee for the Masters degree is six full-time tuition fee units.	Board
Master of Engineering in Integrated Wood Design	0.00	6,880.00	n/a	The minimum fee for this Masters degree is three full-time tuition fee units.	Board
Part Time	Per Unit:	Per Unit:			
Master of Social Work - Part time	936.28	955.01	n/a	The minimum fee for the Masters degree is twelve part-time tuition fee units.	Board
Master of Education - Part time	1,092.33	1,114.18	n/a	The minimum fee for the Masters degree is twelve part-time tuition fee units.	Board
Master of Arts in Disability Management - Part time	1,014.29	1,034.58	n/a	The minimum fee for the Masters degree is twelve part-time tuition fee units.	Board
Master of Science in Community Health - Part time	1,014.29	1,034.58	n/a	The minimum fee for the Masters degree is twelve part-time tuition fee units.	Board
Master of Science in Nursing	1,014.29	1,034.58	n/a	The minimum fee for the Masters degree is twelve part-time tuition fee units.	Board
All Other Master Level Programs	Per Unit:	Per Unit:			
Full time	1,523.02	1,553.48	n/a	The minimum fee for the Masters degree is six full-time tuition fee units.	Board
Part time	805.02	821.12	n/a	The minimum fee for the Masters degree is twelve part-time tuition fee units.	Board
Masters Time Extension					
Master of Social Work - Extension	1,783.39	1,819.06	n/a	Per Semester	Board
Master of Education - Extension	2,080.63	2,122.24	n/a	Per Semester	Board
Master of Arts in Disability Management - Extension	1,932.01	1,970.65	n/a	Per Semester	Board
Master of Science in Community Health - Extension	1,932.01	1,970.65	n/a	Per Semester	Board
All Other Masters Programs - Extension	1,523.02	1,553.48	n/a	Per Semester	Board
Post-Baccalaureate Diploma Program					
Post-Baccalaureate Diploma Course Fee	240.81	245.63	n/a	Per Credit Hour	Board
Master of Business Administration					
Dip. BA Tuition Fee	21,089.88	21,511.68	n/a	Payable in 3 installments: \$7,170.56 within 30 days of offer of admission and \$7,170.56 per subsequent semester payable the first day of classes.	Board
MBA Program Tuition	14,059.92	14,341.12	n/a	Payable over 2 semesters at \$7,170.56 per semester-payable the first day of classes.	Board
Time Extension Fee	1,148.68	1,171.65	n/a	Beyond 5 Terms Registration, Per Term	Board
Pre-MBA Program Course Fee	574.33	585.82	n/a	Per Course	Board
Doctoral Programs	Per Unit:	Per Unit:			
PhD	1,523.02	1,553.48	n/a	The minimum fee for the PhD is nine full-time tuition fee units.	Board

University of Northern British Columbia
2015/216 Proposed Fees

FEE	INTERNAL FEES 2014/15	INTERNAL FEES 2015/16	EXTERNAL FEES	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
Time Extension					
PhD	1,523.02	1,553.48	n/a	Per Semester	Board
Continuing Registration Fee	536.37	547.10	n/a	Per Semester for all Graduate Programs	Board
Non-Degree Graduate Students	847.12	864.06	n/a	Per Course	Board
International Students					
International Students Fee (Ugrad) (Commencing Studies Prior to May 1, 2002)	368.44	375.82	n/a	2.25 times the domestic per credit hour tuition charge	Board
International Students Fee (Grad) (Commencing Studies Prior to May 1, 2002)			n/a	domestic rate for Program	Board
International Students Fee (Ugrad) (Commencing Studies Between May 1, 2002 and April 30,	450.31	459.33	n/a	2.75 times the domestic per credit hour tuition charge	Board
International Students Fee (Ugrad) (Commencing Studies Between May 1, 2004 and April 30, 2005)	491.25	501.09	n/a	3.00 times the domestic per credit hour tuition charge	Board
International Students Fee (Ugrad) (Commencing Studies May 1, 2005 Onward)	573.13	584.61	n/a	3.50 times the domestic per credit hour tuition charge	Board
New International Students Fee (Grad)			n/a	Domestic Rate for Program	Board
International Students Fee (Ugrad & Grad)	50.00	50.00	n/a	Per Semester-Field trips	Board
International Students Enrolled in the North2North Program			n/a	Same as Domestic Tuition Charge	
Other					
Co-operative Education Work Term Fees - NOTE: \$75.00 reduction per work term that is self developed	491.25	501.08	n/a		Board
Registration Deposit	100.00	100.00	n/a	Per Semester	Board
Graduate-Late Registration Fee	100.00	100.00	n/a	Late Registration Fee	Board
Course Challenge Fee	81.88	83.52	n/a	50% of regular tuition fee-per credit hour	Board
Tuition Waiver for Undergraduate Courses				for BC residents 65 or older	Board
Tuition Waiver for Graduate Courses				for BC residents 65 or older	Board
High School Dual Credit Courses	81.88	83.52		Dual credit courses at high schools at half the tuition (with no student fees) for three-credit course. The first offering was a course in Psychology (2008).	Board
Environmental Engineering Majors (APEGBC Membership Fee)	20.00	20.00		Annual Professional Activity Fee (Fall Only)	Board
Withdrawal & Tuition Refund Fee					
50% Up to the Date of Withdrawal Without Academic Penalty			n/a		Board
Course Fees					
ANTH 417-6	0.00	2,300.00	n/a	Field school fees requested annually (Bella Coola 2015)	Board
ANTH 422/498, POLS 422/498	0.00	2,200.00	n/a	Field school fees requested annually	Board
BIOL 123-1	20.00	20.40	n/a	Per Semester	Board
BIOL 124-1	20.00	20.40	n/a	Per Semester	Board
BIOL 202-3	15.30	15.61	n/a	Per Semester-Laboratory Specimen Costs	Board
BIOL 203-3	15.91	16.23	n/a	Per Semester-Laboratory Supplies	Board
BIOL 204-3	5.00	5.10	n/a	Per Semester-Laboratory Supplies	Board

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FEE	INTERNAL FEES 2014/15	INTERNAL FEES 2015/16	EXTERNAL FEES	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
BIOL 301-3 On-Campus Fee	25.00	25.50	n/a	Per Semester-Field Trips	Board
BIOL 301-3 Off-Campus Fee	175.00	178.50	n/a	Per Semester-Field Trips	Board
BIOL 302-3	25.50	26.01	n/a	Per Semester-Field Trips	Board
BIOL 305-3	5.00	5.10	n/a	Per Semester-Laboratory Supplies	Board
BIOL 307-3	15.00	15.30	n/a	Per Semester-Laboratory Supplies	Board
BIOL 318	250.00	255.00	n/a	Per semester-Field Camp (Terrace)	Board
BIOL 321-3	15.00	15.30	n/a	Per Semester-Laboratory Supplies	Board
BIOL 333-3	0.00	1,900.00	n/a	Field school fees requested annually (Panama 2015)	Board
BIOL 402-3	35.00	35.70	n/a	Per Semester-Field Trips	Board
BIOL 404-3	25.50	26.01	n/a	Per Semester-Field Trips/Laboratory Supplies	Board
BIOL 406-3/606-3	5.00	5.10	n/a	Per Semester-Laboratory Supplies	Board
BIOL 412-3	5.00	5.10	n/a	Per Semester-Field Trips/Laboratory Supplies	Board
BIOL 414-3/602-3	5.00	5.10	n/a	Per Semester-Field Trips/Laboratory Supplies	Board
BIOL 423-3	5.00	5.10	n/a	Per Semester-Laboratory Supplies	Board
BIOL 425-3	35.70	36.41	n/a	Per Semester-Laboratory Supplies	Board
BCMB 255	35.70	36.41	n/a	Per Semester-Laboratory Supplies	Board
BCMB 308-3	35.70	36.41	n/a	Per Semester-Laboratory Supplies	Board
CHEM 120	25.50	26.01	n/a	Per Semester-Laboratory Supplies	Board
CHEM 121-3	25.50	26.01	n/a	Per Semester-Laboratory Supplies	Board
CHEM 210	25.50	26.01	n/a	Per Semester-Laboratory Supplies	Board
CHEM 221-1	25.00	25.50	n/a	Per Semester-Laboratory Supplies	Board
CHEM 250-1	30.60	31.21	n/a	Per Semester-Laboratory Supplies	Board
CHEM 251-1	30.60	31.21	n/a	Per Semester-Laboratory Supplies	Board
CHEM 302-4	15.30	15.61	n/a	Per Semester-Laboratory Supplies	Board
CHEM 310-3	25.50	26.01	n/a	Per Semester-Laboratory Supplies	Board
CHEM 311	25.50	26.01	n/a	Per Semester-Laboratory Supplies	Board
CHEM 312-3	25.50	26.01	n/a	Per Semester-Laboratory Supplies	Board
CHEM 315	25.50	26.01	n/a	Per Semester-Laboratory Supplies	Board
CHEM 322-3	25.50	26.01	n/a	Per Semester-Laboratory Supplies	Board
CHEM 400	10.00	10.20	n/a	Per Semester-Field Trip	Board
CHEM 406-3	30.60	31.21	n/a	Per Semester-Laboratory Supplies	Board
CHEM 407-3	30.60	31.21	n/a	Per Semester-Laboratory Supplies	Board
CPSC 100	10.00	10.20	n/a	Per Semester-Printing Fee	Board
CPSC 101	10.00	10.20	n/a	Per Semester-Printing Fee	Board
CPSC 150	30.00	30.60	n/a	Per Semester-Upgrades on Course Software	Board
CPSC 200	10.00	10.20	n/a	Per Semester-Printing Fee	Board
CPSC 230-4	15.00	15.30	n/a	Per Semester-Laboratory Supplies	Board
CPSC 231-4	15.00	15.30	n/a	Per Semester-Laboratory Supplies	Board
CPSC 250	30.00	30.60	n/a	Per Semester-Course Materials	Board
CPSC 321	10.00	10.20	n/a	Per Semester-Printing Fee	Board
CPSC 704	10.00	10.20	n/a	Per Semester-Printing Fee	Board
ENGL 271-3	40.00	40.80	n/a	Per Semester-Visiting Author Reading Fee	Board
ENGL 470-3/670-3	40.00	40.80	n/a	Per Semester-Visiting Author Reading Fee	Board
ENGL 471-3/671-3	40.00	40.80	n/a	Per Semester-Visiting Author Reading Fee	Board
ENGL 472-3/672-3	40.00	40.80	n/a	Per Semester-Visiting Author Reading Fee	Board
ENGR 151	0.00	20.00	n/a	Per Semester-Software License	Board
ENGR 152	0.00	20.00	n/a	Per Semester-Laboratory Supplies	Board
ENPL 104	10.40	10.61	n/a	Per Semester-Field Trip	Board
ENPL 205	10.40	10.61	n/a	Per Semester-Field Trip	Board

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ENPL 208	25.50	26.01	n/a	Per Semester-Field Trip or Guest Speakers	Board
ENPL 303	10.20	10.40	n/a	Per Semester-Course Materials	Board
ENPL 319	5.20	5.30	n/a	Per Semester-Research Supplies	Board
ENPL 402	25.50	26.01	n/a	Per Semester-Field Trips	Board
ENPL 409	10.20	10.40	n/a	Per Semester-Field Trip	Board
ENPL 415/619	26.01	26.53	n/a	Per Semester-Mapping and Drawing Materials	Board
ENSC 100	10.00	10.20	n/a	Per Semester-Field Trip	Board
ENSC 150	5.00	5.10	n/a	Per Semester-Field Trip	Board
ENSC 201	10.40	10.61	n/a	Per Semester-Lab Equipment and Materials	Board
ENSC 307	20.00	20.40	n/a	Per Semester-Lab Equipment and Materials	Board
ENSC 312	20.00	20.40	n/a	Per Semester-Lab Equipment and Materials	Board
ENSC 404	25.00	25.50	n/a	Per Semester-Field Trips	Board
ENSC 406	20.00	20.40	n/a	Per Semester-Software License	Board
ENSC 412	10.00	10.20	n/a	Per Semester-Field Trips	Board
ENSC 418	30.60	31.21	n/a	Per Semester-Laboratory supplies	Board
ENSC 454/654	40.00	40.80	n/a	Per Semester-Field Trip	Board
ENSC 604	25.00	25.50	n/a	Per Semester-Field Trip	Board
FNST 249	25.00	25.50	n/a	Per Semester-Field Trip	Board
FNST 280	100.00	102.00	n/a	Per Semester-Laboratory Supplies	Board
FNST 281	25.00	25.50	n/a	Per Semester-Laboratory Supplies	Board
FSTY 201-3	5.00	5.10	n/a	Per Semester-Laboratory Supplies	Board
FSTY 205-3	15.60	15.91	n/a	Per Semester-Field Trips/Lab Equip and Materials	Board
FSTY 209-4	5.10	5.20	n/a	Per Semester-Laboratory Supplies	Board
FSTY 302-3	15.00	15.30	n/a	Per Semester-Field Trip	Board
FSTY 305-3	25.50	26.01	n/a	Per Semester-Field Trip	Board
FSTY 307-4	15.00	15.30	n/a	Per Semester-Field Trip	Board
FSTY 309-3	15.00	15.30	n/a	Per Semester-Laboratory Supplies/Handouts	Board
FSTY 315	25.00	25.50	n/a	Per Semester-Field Trips and Lab Exercises	Board
FSTY 407-3	25.00	25.50	n/a	Per Semester-Field Trip	Board
FSTY 408-3	5.00	5.10	n/a	Per Semester-Laboratory Supplies	Board
FSTY 425-3	153.00	156.06	n/a	Per Semester-Field Trips Required	Board
FSTY 455-3	25.00	25.50	n/a	Per Semester-Laboratory Supplies	Board
FSTY 499	100.00	102.00	n/a	Per credit/module. There are 5 modules covering different ecosystems, and students can register for any one or all of them. This is the Field Trip fee for each module (each having a weight of 1 credit hour).	Board
GEOG 101-3	15.30	15.61	n/a	Fall Semester - Field Trips	Board
GEOG 111	40.00	40.80	n/a	Per Semester-Field Trips Required	Board
GEOG 200-3	15.30	0.00	n/a	DELETED	Board
GEOG 210-3	15.60	15.91	n/a	Per Semester-Laboratory Supplies	Board
GEOG 311-3	15.30	15.61	n/a	Per Semester-Field Trips	Board
GEOG 333-3	1,400.00	0.00	n/a	Field school fees requested annually	Board
GEOG 403/603-3	25.50	0.00	n/a	DELETED	Board
GEOG 405/605-3	51.00	52.02	n/a	Per Semester-Field Trips	Board
GEOG 411/611-3	41.60	42.43	n/a	Per Semester-Field Trips	Board
GEOG 414	15.00	15.30	n/a	Per Semester-Lab Fees	Board
HHSC 112	20.40	20.81	n/a	Per Semester-Laboratory Supplies	Board
HHSC 325-1	0.00	25.00	n/a	Per Semester-Laboratory Supplies	Board
HHSC 326-1	0.00	25.00	n/a	Per Semester-Laboratory Supplies	Board
IASK 101	20.00	20.40	n/a	Per Semester-Field Trip	Board

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IASK 103	20.00	20.40	n/a	Per Semester-Field Trip	Board
IASK 104	20.00	20.40	n/a	Per Semester-Field Trip	Board
IASK 107	0.00	20.00	n/a	Per Semester-Field Trip	Board
NREM 100-2	10.40	10.61	n/a	Per Semester-Field Trips	Board
NREM 203-3	5.00	5.10	n/a	Per Semester-Field Trips	Board
NREM 204-3	15.00	15.30	n/a	Per Semester-Field Trips	Board
NREM 210-4	5.00	5.10	n/a	Per Semester-Laboratory Supplies	Board
NREM 333-3	675.00	688.50	n/a	Per Field Camp	Board
ORTM 100	43.28	44.15	n/a	Per Semester-Field Trip	Board
ORTM 200	20.81	21.23	n/a	Per Semester-Field Trip	Board
ORTM 202	26.52	27.05	n/a	Per Semester-Field Trip	Board
ORTM 204	26.00	26.52	n/a	Per Semester-Field Trip	Board
ORTM 205	120.00	122.40	n/a	Per Semester-Field Trip	Board
ORTM 300	31.21	31.83	n/a	Per Semester-Lab Fee	Board
ORTM 301-3	35.70	36.41	n/a	Per Semester-Field Trips	Board
ORTM 305	37.87	38.63	n/a	Per Semester-Field Trip	Board
ORTM 306	52.02	0.00	n/a	DELETED	Board
ORTM 310	30.00	0.00	n/a	DELETED	Board
ORTM 332	150.00	153.00	n/a	Per Semester-Project Wild Certification Fee and Field Trip	Board
ORTM 333/633	1,700.00	2,500.00	n/a	Field school fees requested annually (Northern Rockies 2015)	Board
ORTM 410 & RRT 610	10.20	10.40	n/a	Per Semester-Group Project Fee	Board
PHYS 100-4	10.00	10.20	n/a	Per Semester-Laboratory Supplies	Board
PHYS 110-4	10.00	10.20	n/a	Per Semester-Laboratory Supplies	Board
PHYS 111-4	10.00	10.20	n/a	Per Semester-Laboratory Supplies	Board
PHYS 115-4	10.00	10.20	n/a	Per Semester-Laboratory Supplies	Board
PHYS 202-4	10.00	10.20	n/a	Per Semester-Laboratory Supplies	Board
PHYS 206-4	10.00	10.20	n/a	Per Semester-Laboratory Supplies	Board
PHYS 303-3	10.00	10.20	n/a	Per Semester-Laboratory Supplies	Board
PHYS 305-4	10.00	10.20	n/a	Per Semester-Laboratory Supplies	Board
PHYS 402-3	10.00	10.20	n/a	Per Semester-Laboratory Supplies	Board
SOCW 401 - PG ONLY	54.12	55.20	n/a	Per Semester-Field Trips	Board
SOCW 422	40.00	40.80	n/a	Per Semester-Course Materials	Board

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FEE	INTERNAL FEES 2014/15	INTERNAL FEES 2015/16	EXTERNAL FEES	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
Mandatory Student Fees					
Except Where Otherwise Noted, all Mandatory Fees are Applicable to Exchange Students					
UNDERGRADUATE					
Prince George Full Time					
Intramural Recreation and Fitness Fee	55.00	56.00	n/a	Per Semester - increase effective September 1, 2015	Board
Athletic Intersarsity and Junior Varsity Program Fee	50.00	51.00	n/a	Per Semester - increase effective September 1, 2015	Board
Student ID Card	2.00	2.00	n/a	Per Semester	Board
Student Services Fee	5.00	5.00	n/a	Per credit hr, to a max. of 15 credit hours	Board
NUGSS Student Society Fee	32.58	32.58	n/a	Per Semester	NUGSS
NUGSS Building Fee	35.63	35.63	n/a	Per Semester	NUGSS
NUGSS U-Pass	54.00	57.50	n/a	Per Semester - increase effective May 1, 2015	NUGSS
World University Services Canada Student Refuge Fee	5.00	5.00	n/a	Per Semester	NUGSS
PGPIRG Fee	4.00	4.00	n/a	Per Semester	PGPIRG
CFUR Radio Fee	10.18	10.18	n/a	Per Semester	CFUR
Over the Edge Newspaper Fee	10.18	10.18	n/a	Fall and Winter Semester only	Over the Edge
Note: Dual Credit Courses-Student Fee Waiver				Dual Credit courses under agreement with high schools (above)-student fees waived for three-credit course.	Board
Prince George Part Time					
Intramural Recreation and Fitness Fee	55.00	56.00	n/a	Per Semester - increase effective September 1, 2015	Board
Athletic Intersarsity and Junior Varsity Program Fee	50.00	51.00	n/a	Per Semester - increase effective September 1, 2015	Board
Student ID Card	2.00	2.00	n/a	Per Semester	Board
Student Services Fee	5.00	5.00	n/a	Per credit hr, to a max. of 15 credit hours	Board
NUGSS Student Society Fee	32.58	32.58	n/a	Per Semester	NUGSS
NUGSS Building Fee	35.63	35.63	n/a	Per Semester	NUGSS
NUGSS U-Pass	54.00	57.50	n/a	Per Semester - increase effective May 1, 2015	NUGSS
World University Services Canada Student Refuge Fee	5.00	5.00	n/a	Per Semester	NUGSS
PGPIRG Fee	2.00	2.00	n/a	Per Semester	PGPIRG
CFUR Radio Fee	10.18	10.18	n/a	Per Semester	CFUR
Over the Edge Newspaper Fee	10.18	10.18	n/a	Fall and Winter Semester only	Over the Edge
Regional Full Time					
Student ID Card	2.00	2.00	n/a	Per Semester	Board
Student Services Fee	5.00	5.00	n/a	Per credit hr, to a max. of 15 credit hours	Board
NUGSS Student Society Fee	22.40	22.40	n/a	Per Semester	NUGSS
PGPIRG Fee	4.00	4.00	n/a	Per Semester	PGPIRG
World University Services Canada Student Refugee Fee	5.00	5.00	n/a	Per Semester	NUGSS
Regional Part Time					
Student ID Card	2.00	2.00	n/a	Per Semester	Board
Student Services Fee	5.00	5.00	n/a	Per credit hr, to a max. of 15 credit hours	Board
NUGSS Student Society Fee	22.40	22.40	n/a	Per Semester	NUGSS
PGPIRG Fee	2.00	2.00	n/a	Per Semester	PGPIRG
World University Services Canada Student Refugee Fee	5.00	5.00	n/a	Per Semester	NUGSS

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FEE	INTERNAL FEES 2014/15	INTERNAL FEES 2015/16	EXTERNAL FEES	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
Other					
Health and Dental Plan	207.00	207.00	n/a	Per year-if no other plan in effect for Full Time PG Campus Students only	NUGSS
International Student-Medical Insurance Coverage	160.00	160.00	n/a	Compulsory Medical Insurance for 3 Months	Board
GRADUATE					
PG Campus					
Intramural Recreation and Fitness Fee	55.00	56.00	n/a	Per Semester - increase effective September 1, 2015	Board
Student ID Card	2.00	2.00	n/a	Per Semester	Board
Student Services Fee	40.00	40.00	n/a	Per Semester	Board
GSS Student Society Fee	33.33	33.33	n/a	Per Semester	GSS
GSS U-Pass	54.00	57.50	n/a	Per Semester - increase effective May 1, 2015	GSS
PGPIRG Fee	4.00	4.00	n/a	Per Semester	PGPIRG
Regional					
Student ID Card	2.00	2.00	n/a	Per Semester	Board
Student Services Fee	40.00	40.00	n/a	Per Semester	Board
GSS Student Society Fee	33.33	33.33	n/a	Per Semester	GSS
PGPIRG Fee	4.00	4.00	n/a	Per Semester	PGPIRG
Health and Dental Plan	315.00	315.00	n/a	Per year-if no other plan in effect for PG Campus Students only	GSS
International Student-Medical Insurance Coverage	160.00	160.00	n/a	compulsory medical insurance for 3 months	Board
Thesis Binding Fee	34.00	34.00	n/a	Per copy including taxes	Board
Thesis/Dissertation Registration Fee	48.00	48.00	n/a	National Library of Canada Fee for inclusion in NLC Database and Dissertation Abstracts. Taxes included.	Board
Acceptance Confirmation Deposit	100.00	100.00	n/a	Encourages applicants to confirm acceptance of offer of admission to graduate studies at UNBC. Would be applied to the student's tuition when they register for classes.	Board
Outgoing Exchange Student Fees					
Study Abroad Application Fee	125.00	125.00	n/a	National Student Exchange Program application fee in US dollars	Board
Application Fees					
UNDERGRADUATE					
Undergraduate-Applicant Fee	35.70	35.70	same	Non-refundable to accompany each application for admission.	Board
Document Evaluation Fee	40.80	40.80	same	For out-of-province or out-of-country secondary and post-secondary documents.	Board
Admissions Postponement Fee (Domestic)	17.85	17.85			
Admissions Postponement Fee (International)	38.25	38.25			
GRADUATE					
Graduate-Applicant Fee (Domestic Students)	76.50	76.50	same	Application to a graduate program.	Board
Graduate-Re-Application Fee		100.00	same		Board
Graduate-Admission Deferral Deposit		250.00	same		Board

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FEE	INTERNAL FEES 2014/15	INTERNAL FEES 2015/16	EXTERNAL FEES	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
INTERNATIONAL					
Undergraduate-International Applicant Fee *	76.50	76.50	same	*This fee may be waived at the discretion of the International Recruiter for certain markets-see Fees Cmttee minutes of Jan. 16/06.	Board
International Document Fee *	40.80	40.80	same	For out of country high school and post-secondary documents. *This fee may be waived at the discretion of the International Recruiter for certain markets-see Fees Cmttee minutes of Jan. 16/06.	Board
Graduate-International Applicant Fee	153.00	153.00	same		Board
International Exchange Application Fee	25.00	25.00	same	To support International Exchange Program.	Board
Library Fees					
Overdue Charges:					
Overdue/Recall	1.00	1.00	n/a	Per day per item-under review and subject to change	Board
Reserve	0.50	0.50	n/a	Hourly loan period per item	Board
Reserve	5.00	5.00	n/a	Daily loan period per item	Board
Books-All Patrons	2.00	2.00	same	Per day per item	Board
Maps	0.50	0.50	same	Per day	Board
Mediated Online Searching			30 + 60/hr search fee	User must reimburse all direct costs	Board
Lost Items	cost + 50.00	cost + 50.00	same	Processing/admin fee	Board
Overdue InterLibrary Loans-All Patrons Effective April 1, 2008	10.00	10.00	same	Per Day	Board
Community Borrower Library Card	50.00	50.00	25.00	Per Year	Board
Community Borrower Library Card for Seniors	n/a	n/a	10.00	Per Year	Board
Alumni Library Card	50.00	50.00			
Video/Audio Cassettes	2.00	2.00	0.50/day	Per Day	
Interlibrary Loans:					
UNBC Students & Staff (no charge)					Board
External Users (UNBC Alumni, Community Borrowers, and Research Affiliates)	n/a	n/a	10.00	Per Request	

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FEE	INTERNAL FEES 2014/15	INTERNAL FEES 2015/16	EXTERNAL FEES	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
Housing Fees					
Student Rental Fee-4 Bedroom Unit	2,163.74	2,220.15	n/a	Per semester per student-4 bedroom unit. To include telephone services with voice mail, high-speed internet connection and cable vision services.	
Student Rental Fee-2 Bedroom Unit	2,472.31	2,534.12	n/a	Per semester per student-2 bedroom unit. To include telephone services with voice mail, high-speed internet connection and cable vision services.	
Meal Plan Fee	2,166.00	2,191.99	n/a	per semester	
Housing Application Fee (Students)	25.00	25.00	n/a	Non-refundable	
Residence Life Fees	30.00	30.00	n/a	Per Semester	
Housing Confirmation Fee-Non-refundable Room Deposit	400.00	0.00	n/a	This is a forfeiture amount if the student cancel their housing prior to moving in. Students are required to pay all of their housing fees on June 30 and if they decide after the fact to cancel the housing, all but the \$400.00 (non-refundable fee) will be	Board
Housing Damage Deposit	0.00	250.00	n/a	Payable when student confirms the housing assignment. Refundable if no damage.	
Housing Damage Assessment Fee	0.00	250.00	n/a	Applied after move out following residence inspection if damage exceeds \$250.	
Refund Cancellation-After Aug. 1	100.00	100.00	n/a	If cancellation is after Aug. 1	Board
Refund Cancellation-After Sept. 1	0.00	0.00	n/a	If cancellation is after Sept. 1	
Residence Parking-Plug In	161.68	161.68	n/a	Per Semester (plus taxes)	
Lost Key Charge	10.00	10.00	same	To replace mail box key	
Lost Key Charge	65.00	65.00	same	To replace suite keys	
Residence Suite Supplies	Varied	Varied	same	Bedding, dishes, small kitchen appliances, etc.	
Damage, Cleaning Charges	Varied	Varied	same	A charge plus admin. fee and taxes. Depends on type and degree of damage.	
Room Change Fee	75.00	75.00	n/a	Per Room Change	
Conference Housing Fee	n/a	n/a	25.00 - 40.00	Per Night May-August	
Off-Campus Housing Registration Fee	10.00	10.00		Per 4 Month Listing	
Residence Community Standard Fines-Effective September 1, 2008	5.00 - 150.00	5.00 - 150.00	n/a	Fee ranging between \$5.00-\$150.00 depending on behavioral stage level.	Board
Residence Network Infrastructure Fee	25.00	25.00		Per semester per student	
Winter Break Accommodation Fee	200.00	200.00		Charged to students who wish to remain in residence over the winter break.	
Parking Fees-General or Student					
Hourly Meter	0.50	0.50		Per 1.5 Hours	
Monthly	45.00	45.00		Plus Taxes	
Semester	180.00	180.00		Plus Taxes-September to December or January to April	
Intersessions	90.00	90.00		Plus Taxes-September to December or January to April	
2 Semesters	360.00	360.00		Plus Taxes	
Annual	540.00	540.00		Plus Taxes	
Reserved Permit (Plug)	780.00	780.00		Annual Staff/Faculty-subject to availability-plus taxes (payroll deduction)	
Reserved Permit (No Plug)	660.00	660.00		Annual Staff/Faculty-subject to availability-plus taxes (payroll deduction)	
Payroll Deduction-General	20.77	20.77		No expiry plus taxes-bi weekly	
Payroll Deduction-Reserved	30.00	30.00		No expiry plus taxes-bi weekly	
Payroll Deduction-Reserved (No Plug)	25.38	25.38		No expiry plus taxes- bi weekly	
Carpool:				Carpool price is 30% off regular price	
Bi-weekly	14.54	14.54		No expiry-plus taxes	
Monthly	31.50	31.50		Plus Taxes	
Intersession (2 months)	63.00	63.00		Plus Taxes	

University of Northern British Columbia
2015/216 Proposed Fees

FEE	INTERNAL FEES 2014/15	INTERNAL FEES 2015/16	EXTERNAL FEES	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
Semester (4 months)	126.00	126.00		Plus Taxes	
2 Semesters (8 months)	252.00	252.00		Plus Taxes	
Annual	378.00	378.00		Plus Taxes	
Parking Violations:				All parking infractions are inclusive of tax	
Parking in a Fire Lane	50.00	50.00	same	Per infraction, plus towing	Board
Parking Within 5 Metres of a Fire Hydrant or in a Fire Lane	50.00	50.00	same	Per infraction, plus towing	Board
Unauthorized Handicap Parking	100.00	100.00	same	Plus towing as set by towing company	Board
Parking Violations	30.00	30.00	same	This fee will be charged for: parking in a crosswalk, expired permit, expired meter, invalid permit/stub, parking in a loading zone, parking in a "no parking" zone, parking in a "no stopping" zone, stub not clearly visible, parking in a "tow away" zone and parking in an unauthorized area - per infraction.	Board
Parking Violations	50.00	50.00	same	Permit/stub/cite altered	Board
Parking Violations	25.00	25.00	same	Boot administration fee	Board
Other Fees					
Calendar Fee	3.00	3.00	same	Not applicable to new applicants if sent with registration package.	Board
Transcript Fee	10.20	10.20	same		Board
Transcript Delivery Fee	20.40	20.40	same		Board
Certified True Copy Fee	25.50	25.50	same		
Confirmation of Enrolment Fee	10.20	10.20	same		
Letter of Permission Fee	10.20	10.20	same		
Records Search Fee	51.00	51.00	same		Board
International Student Document Courier Fee	100.00	100.00	same	Optional	Board
NSF Charge	15.00	15.00	same	Per returned cheque	Board
Late Payment Charge	0.02	0.02	same	Per month on outstanding principal	Board
Northern Degrees Orientation	30.00	40.00	n/a	Annually in the Fall	Board
Winter Orientation Registration Fee	20.00	30.00	n/a	Annually in January	Board
Leadership/Peer Helper Program Fee	50.00	50.00	n/a	When course is offered	Board
Learning Communities Activity Fee	175.00	175.00	n/a	By learning community	Board
Student ID Card Lost/Replacement Fee	15.00	15.00	n/a	Per lost or damaged card	Board
Graduation Processing Fee	40.80	40.80	n/a	Non-refundable, per application for all graduating students	Board
Parchment Courier Charges	15.00	15.00	n/a	Per Parchment - BC	Board
	25.00	25.00		Per Parchment - rest of Canada	
	25.00	25.00		Per Parchment - U.S.	
	50.00	50.00		Per Parchment - outside North America	
Key Deposit-Building Keys	30.00	30.00	n/a	Refundable upon return of key(s) to Facilities	Board
	5.00	5.00	n/a	per additional key	
	25.00	25.00	n/a	replacement of lost key	
Key Deposit-Intellikey Locks-Laboratory	30.00	30.00	n/a	Refundable upon return of key(s) to Laboratory	Board
	25.00	25.00	n/a	replacement of lost or damaged key	
Career Fair Registration Fee	75.00	75.00	n/a	Table/booth rental for Career Fair participants.	Board
GRADUATE FEES					
Office of Graduate Programs Administrative Fee	250.00	250.00	n/a	Charged to cover retroactive enrolment activities in Graduate Programs	

University of Northern British Columbia
2015/216 Proposed Fees

FEE	INTERNAL FEES 2014/15	INTERNAL FEES 2015/16	EXTERNAL FEES	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
Alumni Charges					
Alumni Parchment Replacement Fee	50.00	50.00	n/a	Per Parchment	Board
Regional Fees					
Regional Equipment Rental	10.00	10.00			Board
Ancillary Fees/Charges					
					ALL Ancillary fees to be approved with the budgets.
Educational Media Services					
Production Rates:					
Audio Cassette	2.00	2.00	same	Per Duplication	
Digital to 35 mm Film Conversions	2.50	2.50	same	Per Slide (film extra)	
8mm Film to Video Conversion				Note: All UNBC patrons will receive the first one-half hour of services listed below at no charge: the cost of supplies is not included in the prices.	
16mm Film to Video Conversion	20.00	20.00	same	First Reel	
Video Duplication	10.00	10.00	same	Tape costs extra	
Video Format Transfer/Conversion	20.00	20.00	same	Per transfer/conversion-tape costs extra	
Colour Prints-Paper Printing	1.50	1.50	same	Per paper print	
Colour Prints-Transparency Printing	3.00	3.00	same	Per transparency	
Supplies Rates:					
Mini DV Tapes	12.00	12.00	same	Per Tape	
VHS Tapes	5.00	5.00	same	Per Tape	
SVHS Tapes	12.00	12.00	same	Per Tape	
Video Floppies	17.00	17.00	same	Per Floppy	
ENX,EXR Lamps	15.00	15.00	same	Per ENX,EXR Camp	
Audio Tapes	2.00	2.00	same	Per Tape	
Equipment Rates:					
				All equipment rental rates for non-UNBC patrons are for a one-day rental, additional days are charges at ½ the normal rates.	
				No charge for use of the equipment by Faculty, Staff and/or Student. UNBC departments, organizations or students which charge registration and/or admission fees are charged for services and one-half of the equipment rental fees.	
Overdue charges	2.00	2.00	2.00	Per hour for equipment not returned by students by the due time/date.	
Audio and Video Cables	n/a	n/a	N/C		
Audio Amplifiers and Two Speakers	n/a	n/a	35.00	Per Day	
Cassette Player/Recorders	2.50	2.50	10.00	Per Day	
VHS Camcorders Fee	n/a	n/a	25.00	Per Day Effective	
Digital Still Camera	5.00	5.00	10.00	Per Day	
Digital Video Camcorders Fee	10.00	10.00	50.00	Per Day Effective	
Still Video Floppy	n/a	n/a	20.00	Per Day	
Re-Broadcast on Campus	n/a	n/a	75.00	Per hour technician hourly rates apply	

University of Northern British Columbia
2015/216 Proposed Fees

FEE	INTERNAL FEES 2014/15	INTERNAL FEES 2015/16	EXTERNAL FEES	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
VHS Tape Playback	n/a	n/a	15.00	Per Day	
Equipment Carts	n/a	n/a	5.00	Per Day	
Extension Cords	n/a	n/a	N/C		
Flip-Charts	n/a	n/a	10.00	Per day-patrons provide their own supplies	
Laptop	10.00	10.00	n/a	Per Day	
Microphones and Cables	n/a	n/a	15.00	Per Day	
Microphone Stands	n/a	n/a	10.00	Per Day	
Microphones (Wireless)	n/a	n/a	35.00	Per Day	
Monitors	n/a	n/a	20.00	Per Day	
Overhead Projectors with Cart	n/a	n/a	15.00	Per Day	
Portable PA Systems (Includes Microphones)	n/a	n/a	20.00	Per Day	
High End Portable PA System	n/a	n/a	90.00	Per day, technician hourly rates apply	
Scan-Converters (Apple and IBM Compatible)	n/a	n/a	40.00	Per Day	
Screens	n/a	n/a	10.00	Per Day	
Slide Projectors and Tray	n/a	n/a	20.00	Per Day	
Remote Controls and	n/a	n/a	N/C		
Remote Control Extension Cables	n/a	n/a	N/C		
and Zoom Lenses	n/a	n/a	10.00	Per Day	
2 Projector Dissolve Unit	n/a	n/a	30.00	Per Day	
Tripods	5.00	5.00	10.00	Per Day	
TV/VCR/Cart System	n/a	n/a	40.00	Per Day	
Video Cassette Players/Recorder	10.00	10.00	15.00	Per Day	
Visual Presenters	n/a	n/a	60.00	Per Day	
Portable LCD Video Projection System	10.00	10.00	200.00	Per Day	
Fixed LCD Video Projection System	n/a	n/a	175.00	Per Day	
Portable PC	n/a	n/a	75.00	Per Day	
Transciber	2.50	2.50	n/a	Per Day	
Dynacom System Rates:					
16mm Projector (Video Trans-Converter)	n/a	n/a	40.00		
Computer	n/a	n/a	60.00		
CD-ROM	n/a	n/a	N/C		
Networked	n/a	n/a	N/C		
Stand-Alone PC (Loading Software)	n/a	n/a	25.00	Per Hour	
CD-Audio	n/a	n/a	20.00		
CD-I	n/a	n/a	25.00		
Electronic Bulletin Board	n/a	n/a	25.00	Per Hour	
Laser Disc	n/a	n/a	40.00		
Slide Projector	n/a	n/a	20.00		
Satellite Video Conferencing	n/a	n/a	100.00	See hourly rate for technician	
Technician for Satellite Video Conferencing	n/a	n/a	25.00	Per hour when requesting a 27" or 33" monitor	
Satellite Video Conferencing in Lecture	n/a	n/a	250.00	Per conference session, see hourly rate for technician	
Halls include:					
two satellite systems, a video tape					
recorder, a wide screen, a video					
projection system & a sound system					

University of Northern British Columbia
2015/216 Proposed Fees

FEE	INTERNAL FEES 2014/15	INTERNAL FEES 2015/16	EXTERNAL FEES	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
Staff Time Rates:				UNBC patrons receive first one-half hour at no charge:	
Regular Staff Rate	n/a	n/a	60.00	Regular working hours (8:30am to 4:30pm Mon-Fri) apply. Per hour with a minimum of 1 hr charge.	
Evenings and Weekends-Staff Rate	35.00	35.00	60.00	Per hour applied to faculty and staff for special events, special requests and after hours/weekends.	
Audio Visual Technician	n/a	n/a	60.00	Per hour. With a minimum of a 1 hour charge.	
Out of Warranty Service/Maintenance Fee	35.00	35.00	n/a	Per hour	
Miscellaneous Fees					
Career Fair Registration	n/a	n/a	75.00	Table and Booth Rental	
Quesnel River Research Centre Rental Rates					
GST not Included in Rates	n/a	n/a		25% discount on all rates for UNBC Researchers, faculty, students and staff	
Accommodation: Includes Kitchen Priveleges					
Single	n/a	n/a	34.00	Per Day	
	n/a	n/a	153.00	Per Week	
	n/a	n/a	408.00	Per Month	
Double Sharing/Person	n/a	n/a	27.00	Per Day	
	n/a	n/a	127.00	Per Week	
	n/a	n/a	340.00	Per Month	
Camping	n/a	n/a	12.00	Per Day	
	n/a	n/a	63.00	Per Week	
	n/a	n/a	170.00	Per Month	
Full Room and Board:					
8 Person Minimum-Per Person	n/a	n/a	63.00	Per Day	
	n/a	n/a	357.00	Per Week	
	n/a	n/a	1,147.00	Per Month	
Facility Development Charge for all Accommodation	n/a	n/a	1.00	Per Day	
	n/a	n/a	7.00	Per Week	
	n/a	n/a	30.00	Per Month	
Office Space: 120 sq ft Including Amenities	n/a	n/a	25.00	Per Day	
	n/a	n/a	162.00	Per Week	
	n/a	n/a	638.00	Per Month	
If Staying in Residence	n/a	n/a	21.00	Per Day	
	n/a	n/a	81.00	Per Week	
	n/a	n/a	319.00	Per Month	
Meeting/Lecture Room:					
Maximum of 20	n/a	n/a	65.00		
VCR and Monitor	n/a	n/a	12.00		
Overhead Projector or Slide Projector	n/a	n/a	10.00		

University of Northern British Columbia
2015/216 Proposed Fees

FEE	INTERNAL FEES 2014/15	INTERNAL FEES 2015/16	EXTERNAL FEES	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
Lab Space					
135 Sq Feet Including Amenities	n/a	n/a	15.00	Per Day	
	n/a	n/a	75.00	Per Week	
	n/a	n/a	225.00	Per Month	
Equipment: Boat Rates Include Life Vests and all Required Safety Gear but not Fuel					
16.5 ft Gregor Aluminum Jet Boat with 90 Horsepower Johnson Jet Motor	n/a	n/a	12.00	Per Hour	
17 FOT OMC Roughneck Aluminum Jet Boat with a 65 Horsepower Evinrude Jet Motor	n/a	n/a	15.00	Per Hour	
18 ft Lund Alaskan Aluminum Lake Boat with a 50 Horsepower Johnson Motor	n/a	n/a	17.00	Per Hour	
18.5 ft Gregor Aluminum Jet Boat with a 125 Horsepower Johnson Jet Motor	n/a	n/a	17.00	Per Hour	
All Terrain Vehicle	n/a	n/a	65.00	Per Day	
	n/a	n/a	350.00	Per Week	
	n/a	n/a	1,050.00	Per Month	
GPS Unit	n/a	n/a	45.00	Per Day	
	n/a	n/a	250.00	Per Week	
	n/a	n/a	750.00	Per Month	

AGENDA ITEM BRIEFING NOTE

Date:	March 27, 2015			
Agenda Item:	6.b. Draft Proposed 2015/16 General Operating Fund Budget			
Prepared For:	<input type="checkbox"/> In-Camera Session		<input checked="" type="checkbox"/> Public Session	
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Eileen Bray, Vice President, Administration & Finance Colleen Smith, Director of Finance			
Reviewed By:	Eileen Bray, Vice President, Administration & Finance			

Material:

The attached budget information (*Schedules I-IV*) was developed in mid-February 2015, based on assumptions that were predicated upon a need for the institution to remain stable over the coming fiscal year. This stability is considered essential to provide the new President and Provost the opportunity to engage in academic planning. This strategy has been discussed in several venues with a wide range of institutional audiences, including the Board of Governors.

Given the recent job action and the fact that the job action is currently suspended, not concluded, President's Executive Council (PEC) has determined that the information attached is a best-case scenario for the 2015/16 fiscal year. PEC members are not in a position to estimate the impact job action will have on enrolments in the coming academic year. In the opinion of members, there will be negative consequences. The experiences at other institutions where there has been job action have varied depending upon strike duration and the subsequent decisions related to the academic impact on students. At UNBC, there have already been several periods of declining enrolment; one can only speculate as to how job action may exacerbate that decline for September 2015.

For that reason, the attached estimates are for information and discussion purposes only. A request has been made to the Province to allow the UNBC budget to be deferred to the Board of Governors meeting on May 30th, allowing more time to clarify the situation and develop estimates that have a higher degree of precision.

The attached documents present a budget that is largely the same as last year. Even keeping budget allocations the same, however, comes under pressure from rising costs related to such items as foreign exchange rates, salary increases, and other inflationary pressures. The planning projections included in the November 2014 Budget Planning Framework estimated a deficit just over \$2 million for 2015/16. In order to maintain current operations, the deferral of several recurring transfers is proposed (*see Schedule II: Details of Budgeted Transfers*). Deferral of these transfers is considered to be a viable option because there are sufficient carry forward balances available that will allow the related activities to continue in the 2015/16 fiscal period without an additional transfer of funds. Additional details of the proposed deferrals are provided in *Schedule III: Details of Proposed One-time Adjustments*.

Another item of note is the estimate for tuition revenues. In the 2014/15 fiscal year, enrolment declines of approximately 6% were experienced. In developing the attached information, the allowed inflationary fee increase of 2% was included as a price increase. A decrease in enrolment was also projected to more closely align with current actual enrolment. The estimated decrease was not calculated at 6%, however, allowing for some degree of optimism and potential for turnaround in the coming year. This element of the budget projections will require significant review and deliberation prior to bringing forward a budget for approval at the end of May and will depend on several variables.

The salary and benefit costs have been adjusted to reflect current salary progression plans for all employee groups. Adjustments that may be required related to collective bargaining (for both the Faculty Association and CUPE) are not yet known. In addition, bargaining that is within the provincial mandate is funded; therefore, while there is no adjustment to related revenue and expenses included in the schedules, the impact of those adjustments to the bottom line is expected to be zero. Any necessary changes arising as agreements are finalized will be incorporated in a revised budget and the Board will be updated as required. Salary and benefit costs represent approximately 75% of the university's operating budget.

Remaining expenses have been maintained at historical levels with minor adjustments to reflect known inflationary increases. The current fluctuation in the value of the Canadian dollar may create an issue in the coming year related to the foreign exchange impact on software licensing and other operating costs. The attached information reflects anticipated increases but no other budgetary adjustments have been made in order to maintain stability for planning purposes. To move the university forward, it is of critical importance that budget allocations reflect institutional priorities as articulated through an institutional academic plan.

A budget document will come forward to the Board at the next meeting with additional estimates and assumptions for approval.

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:

Schedule I
University of Northern British Columbia
2015/16 Proposed Operating Budget
Year/Year Analysis (\$)
(based on assumptions as of February 13, 2015)

	Approved 2013/14		Approved 2014/15		Proposed 2015/16	
	\$	%	\$	%	\$	%
REVENUES						
Provincial Base Operating Grant	46,262,439	67.6%	45,799,813	67.3%	45,191,151	67.6%
Provincial Grants - One Time & Other	264,385	0.4%	258,160	0.4%	259,173	0.4%
Federal Grant - Indirect costs of Research	1,365,666	2.0%	1,240,666	1.8%	1,115,666	1.7%
Interest	315,000	0.5%	315,000	0.5%	315,000	0.5%
Tuition & Student Fees	18,546,838	27.1%	19,003,255	27.9%	18,228,219	27.3%
Sales & Services	420,200	0.6%	479,550	0.7%	449,810	0.7%
Miscellaneous Revenue	283,221	0.4%	173,221	0.3%	122,721	0.2%
ICR - Administrative Overhead	330,624	0.5%	416,322	0.6%	576,327	0.9%
Other Cost Recovery	613,936	0.9%	360,251	0.5%	571,492	0.9%
TOTAL REVENUES	68,402,309	100.0%	68,046,238	100.0%	66,829,559	100.0%
OPERATING EXPENDITURES						
Labour						
Salaries - Staff	16,458,400	24.1%	16,113,157	23.7%	16,268,281	24.3%
Salaries - Faculty/Librarian/SLI	20,289,785	29.7%	20,251,389	29.8%	20,555,158	30.8%
Salaries - Instructor	2,497,156	3.7%	2,902,648	4.3%	2,879,974	4.3%
Salaries - Overtime	176,445	0.3%	173,087	0.3%	173,087	0.3%
Salaries Other	2,323,681	3.4%	2,417,853	3.6%	2,463,707	3.7%
Wages TA's & Research Assts	619,346	0.9%	650,566	1.0%	650,566	1.0%
Hourly Wages	474,793	0.7%	498,626	0.7%	492,340	0.7%
Salary Savings	(833,011)	-1.2%	(833,011)	-1.2%	(1,106,348)	-1.7%
Benefits	8,298,807	12.1%	8,287,173	12.2%	8,382,448	12.5%
Subtotal Labour	50,305,401	73.5%	50,461,487	74.2%	50,759,213	76.0%
Other Operating Expenditures						
Postage & Freight Charges	141,008	0.2%	131,199	0.2%	131,249	0.2%
Office Supplies	501,030	0.7%	471,398	0.7%	452,198	0.7%
Vehicle Repair & Maintenance	19,050	0.0%	20,000	0.0%	20,000	0.0%
Waste Management	64,538	0.1%	67,538	0.1%	67,538	0.1%
Health & Safety	137,963	0.2%	137,513	0.2%	140,513	0.2%
Equipment Maintenance	399,437	0.6%	385,830	0.6%	383,030	0.6%
Travel - Non Employee	369,261	0.5%	341,159	0.5%	376,659	0.6%
Taxes, Duties & License	1,229,026	1.8%	1,156,063	1.7%	1,148,046	1.7%
Advertising & Promotion	305,825	0.4%	227,464	0.3%	227,464	0.3%
Meetings	580,579	0.8%	572,441	0.8%	602,441	0.9%
Books/Pubs/Subscriptions	510,059	0.7%	493,814	0.7%	498,714	0.7%
Materials & Supplies	152,300	0.2%	155,300	0.2%	165,300	0.2%
Other Cost & Charges	384,865	0.6%	560,436	0.8%	573,563	0.9%
Strategic Planning	2,885	0.0%	2,885	0.0%	2,885	0.0%
Miscellaneous	156,269	0.2%	218,706	0.3%	14,869	0.0%
Equipment & Furnishing	173,953	0.3%	164,135	0.2%	164,335	0.2%
Space & Equipment Rental	188,948	0.3%	213,343	0.3%	271,023	0.4%
Cost of Goods Sold	297,800	0.4%	197,800	0.3%	190,000	0.3%
Contract Services	729,506	1.1%	664,787	1.0%	670,287	1.0%
Professional Fees	786,937	1.2%	780,137	1.1%	780,137	1.2%
Program Reviews	21,200	0.0%	21,200	0.0%	21,200	0.0%
Building Reno/Mtce & Grounds	1,476,971	2.2%	1,471,391	2.2%	1,471,391	2.2%
Utilities	2,873,256	4.2%	2,682,319	3.9%	2,688,069	4.0%
Scholarships & Bursaries	930,921	1.4%	928,021	1.4%	944,529	1.4%
Travel	1,042,203	1.5%	994,386	1.5%	992,455	1.5%
Employee Recruitment	354,244	0.5%	354,244	0.5%	353,244	0.5%
Labour Relations	11,415	0.0%	11,415	0.0%	11,415	0.0%
Professional Development	263,799	0.4%	257,459	0.4%	270,459	0.4%
Contingency	239,157	0.3%	123,575	0.2%	192,974	0.3%
Subtotal Other Operating Expenditures	14,344,404	21.0%	13,805,958	20.3%	13,825,987	20.7%
Minor Capital Expenditures	259,283	0.4%	258,976	0.4%	258,976	0.4%
Transfers to Other Funds	6,183,410	9.0%	6,206,525	9.1%	4,200,791	6.3%
Transfers in from Other Funds	(2,690,191)	-3.9%	(2,686,708)	-3.9%	(2,215,408)	-3.3%
Total Operating and Capital Expenditures plus Transfers	68,402,309	100.0%	68,046,238	100.0%	66,829,559	100.0%

Schedule II
 University of Northern British Columbia
 2015/16 Proposed Operating Budget
 Details of the Budgeted Transfers
 (based on assumptions as of February 13, 2015)

	2014/15 Approved Total	2015/16 Proposed Before One time Adj.	2015/16 Proposed One time Adj.	2015/16 Proposed Total	
To Canada Research Chair (CRC)					
Operating Funds	447,300	209,750	-	209,750	
Scholarships, Bursaries & Awards	1,522,136	1,515,136	(706,684)	808,452	
Library Acquisitions	1,686,063	1,692,963	-	1,692,963	
Capital Equipment Replacement Reserve	800,000	800,000	(800,000)	-	
To Employee PD funds	571,676	567,676	-	567,676	As per employee agreements
UNBC Portion of NSC Operating	300,000	300,000	-	300,000	As per partnership agreement
Recruitment & Retention Seed Funding	92,967	92,967	(92,967)	-	
Faculty Travel Grants	67,967	67,967	(67,967)	-	
Faculty Start-up	127,329	132,329	-	132,329	Actuals vary based on hiring & employment agreements
Transactions under \$100,000	591,087	588,713	(99,092)	489,621	
Total Transfers to Other Funds	6,206,525	5,967,501	(1,766,710)	4,200,791	
From CRC / Endowed / Other Chairs	1,418,629	1,147,060	-	1,147,060	
From Endowment & Expendable funds for various operating expenses	278,968	262,968	-	262,968	
From NMP for operating & other costs	825,000	697,000	-	697,000	
Transactions under \$100,000	164,111	108,380	-	108,380	
Total Transfers from Other Funds	2,686,708	2,215,408	-	2,215,408	
Net Total Transfers	3,519,817	3,752,093	(1,766,710)	1,985,383	

Schedule II
 University of Northern British Columbia
 2015/16 Proposed Operating Budget
 Details of Proposed One Time Adjustments
 (based on assumptions as at February 13, 2015)

Transfers to Capital Equipment Replacement Reserve (CERR) and other funds

- **Transfers to other funds suspended for one year** where there is sufficient carry forward balance available to cover required expenditures in 2015/16.

- Student awards	706,684
- Recruitment & retention, publication and research travel grants	175,934
- Other miscellaneous reserves	84,092
	966,710

- **Transfer to CERR suspended for one year.** For the past several years, an additional contribution to CERR of \$600,000 has been a first call against year end surplus. For 2015/16, further planning is required to determine how best to adjust CERR allocations for the fiscal year.

- Transfer to CERR	800,000
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Salary Savings allocation

- **Salary savings allocation increase for one year.** "Salary Savings" represents a negative allocation (reduction) against overall salaries and benefits to represent the fact that there will be "recruitment lag" savings during the year.

- Increase to salary savings allocation	273,337
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Total 2015/16 proposed one time adjustments	2,040,047
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Schedule IV
University of Northern British Columbia
2015/16 Proposed Operating Budget by Budget
Holder
(based on assumptions as of February 13, 2015)

	Revenue	Wages & Benefits	Operating Expenditures	Capital Expenditures	Transfers	Net Total
Academic Programs	(1,493,868)	31,207,476	2,387,359	22,500	57,816	32,181,283
Regional Operations	(20,133)	1,733,878	383,935	-	9,700	2,107,380
College of Science and Management	(201,850)	14,109,396	475,104	2,500	(329,468)	14,055,682
College of Arts, Social and Health Sciences	-	14,429,411	846,626	15,000	(291,640)	14,999,397
Dean of Graduate Programs	(10,000)	310,180	49,420	-	669,224	1,018,824
Master of Business Administration	(1,261,885)	624,611	632,274	5,000	-	-
Physiotherapy	-	-	-	-	-	-
Academic Services	(119,563)	7,681,977	799,980	4,100	433,746	8,800,240
Provost	-	533,452	95,061	-	187,575	816,088
Office of the Registrar	(51,720)	2,312,096	275,650	-	416,039	2,952,065
Library	-	1,647,877	151,732	4,100	(59,268)	1,744,441
Information and Technology Services	(67,843)	2,908,228	230,632	-	(121,600)	2,949,417
Teaching and Learning Services	-	280,324	46,905	-	11,000	338,229
Student Engagement	(282,772)	2,501,142	812,887	2,776	(130,064)	2,903,969
Vice Provost Student Engagement	-	164,571	41,994	-	15,000	221,565
Student Engagement	(222,816)	617,467	111,302	-	-	505,953
Student Success (incl. International Programmes)	(500)	772,911	69,235	-	20,350	861,996
First Nations	-	375,151	69,556	776	(57,414)	388,069
Athletics	(59,456)	571,042	520,800	2,000	(108,000)	926,386
Research	(4,000)	849,499	174,790	-	92,134	1,112,423
President's Office / Executive Services	-	480,418	232,405	-	11,543	724,366
External Relations	-	1,040,269	266,223	-	8,800	1,315,292
Administrative Services	(275,560)	5,546,517	738,934	15,000	22,910	6,047,801
VP Finance and Administration	-	409,092	31,230	-	3,700	444,022
Access, Privacy and Records	-	93,065	3,500	-	600	97,165
Finance and Budgets	-	1,303,010	50,179	-	5,000	1,358,189
Purchasing, Contracts and Risk Management	(165,000)	874,860	267,391	-	2,350	979,601
Facilities	(84,560)	2,157,283	337,885	15,000	5,060	2,430,668
Human Resources	(26,000)	709,207	48,749	-	6,200	738,156
University Operations	(64,653,796)	1,451,915	8,413,409	214,600	1,488,498	(53,085,374)
Central Administration	(64,501,631)	1,451,915	2,632,893	-	197,535	(60,219,288)
Managed Allocations (Library, ITS, Finance, Facilities, HR)	(152,165)	-	5,780,516	214,600	1,290,963	7,133,914
Total	(66,829,559)	50,759,213	13,825,987	258,976	1,985,383	-

Note: One time savings initiatives to be implemented in 2015/16 form part of the above totals shown for the budget holders, as appropriate. A number of other allocations are being held centrally and will be reallocated during the year as details are finalized. For Athletics, there has been a significant change in the accounting treatment of certain revenues and transfers. As a result, revenue in the amount of \$672,000 and transfers in the amount of \$300,000 are now reported under Central Administration instead of Athletics.

AGENDA ITEM BRIEFING NOTE

Date:	March 27, 2015			
Agenda Item:	6.c. UNBC Annual Ancillary Budget 2015/2016			
Prepared For:	<input type="checkbox"/> In-Camera Session		<input checked="" type="checkbox"/> Public Session	
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Aaron LeBlanc, Director Ancillary Services			
Reviewed By:	Eileen Bray, Vice President, Administration & Finance			

Material:

The attached budget information for the 2015/2016 Ancillary Services was prepared in mid-February 2015, based on assumptions and projections anticipated at that time. Given the recent job action and the fact that the job action is suspended, the attached information is a best-case scenario for fiscal 2015/16.

Given the emerging business opportunities for Ancillary operations, there is a higher degree of confidence in the assumptions used to develop the attached budget as compared to the General Operating Fund. However, it is not clear how the recent job action will impact the estimates for the coming year or how it will affect the contribution to the University's General Operating Fund.

For this reason, we attach the estimates for information and discussion purposes only. A revised budget document will come forward to the Board at the next meeting.

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:

(based on assumptions as of February 16, 2015)

Increased revenues that resulted in a net increase to UNBC's bottom line are the primary financial highlights for 2014/15.

Ancillary Services provides critical internal services for UNBC while making a NET contribution.

If Ancillary Services can continue to provide important services for UNBC, while we continue to grow our annual contribution, then we will consider any given year a complete success.

2015/16 Looking Forward

Continuing Studies (CS) will move online in the spring of 2015. Last year represented a year of investment into developing its online framework. CS is poised to move online during 2015 and to further expand its traditional offerings in the regions. Additional investments into new program development such as the Land Reclamation Certificate will ensure that CS revenues continue to grow.

Conference and Event Services (CES) and the Northern Sport Centre (NSC) played a critical role in successfully implementing the Canada Winter Games. Deb Van Adrichem (Manager CES), Kevin Nowotnick (Manager CES), and Jennifer Studney (CES) and the entire compliment of staff from both CES and the NSC should be recognized for the incredible work they did during this important event for UNBC.

Housing renovations delayed until summer of 2016. Initial costing came back that was too high. As a result it was decided that we would delay the renovations until next summer so we can review and assess our plan.

Service Center will be revealed in 2015/16. The UNBC Bookstore will be changing its approach to providing services on campus. The Service Center will continue to sell textbooks and other general merchandise however it will also provide customer services support for Print Services, Parking, and One Card.

The increased traffic will benefit all retail in the Service Center. Furthermore positioning the bookstore as a Service Center will allow for more efficient use of staff while improving service delivery for the UNBC community.

University of Northern British Columbia
2015/16 Proposed Ancillary Services Budget

(based on assumptions as of February 16, 2015)

Financial Summary and 2015/16 Budget

Units		2013/14	2014/15	2015/16	
		Actual	Projected	Budgeted	Notes
Revenues	Ancillary Central	157,895	792,721	1,025,000	Note 1
	Continuing Studies	1,289,216	2,040,786	3,364,350	Note 2
	Conference and Events	831,611	946,310	605,040	Note 3
	Bookstore	2,441,424	2,140,300	2,328,220	Note 4
	Vending	7,442	47,433	-	Note 5
	Copy Services	465,025	391,195	488,000	Note 6
	Food Services	65,214	216,868	435,159	Note 7
	Residence	2,626,768	2,404,406	2,574,902	
	One Card	-	-	50,000	
SUBTOTAL REVENUES		7,884,595	8,980,019	10,870,671	
Unit Balances	Expenses	626,739	763,059	1,023,000	Note 8
	Transfers	-112,801	3,292	2,000	
	Balance Ancillary Central Balance	-356,043	26,370	-	
	Expenses	1,679,413	2,216,337	3,326,077	Note 9
	Transfers	-10,240	-119,773	38,273	Note 9a
	Continuing Studies Balance	-379,957	-55,778	-	Note 9b
	Expenses	804,868	795,293	611,179	
	Transfers	2,999	-77,359	-6,139	
	Conference and Events Balance	23,744	228,376	-	
	Expenses	2,394,847	2,144,652	2,438,607	
	Transfers	33,380	-35,721	-110,387	
	Bookstore Balance	13,197	31,369	-	
	Expenses	138	25,400	-	See Note 5
	Transfers	7,304	-	-	
	Vending Balance	-	22,033	-	
	Expenses	463,342	399,708	468,020	
	Transfers	1,683	-	19,980	
	Copy Services Balance	-	-8,513	-	
	Expenses	107,388	134,464	332,971	
	Transfers	-42,174	42,174	102,188	Note 10
	Food Services Balance	-	40,230	-	
	Expenses	3,719,525	2,625,128	1,799,545	
	Transfers	105,107	25,084	775,357	Note 11
	Residence Balance	-1,197,864	-245,806	-	
	Expenses	-	-	50,000	
	Transfers	-	-	-	
	One Card Balance	-	-	-	
TOTAL Unit Balances		-1,896,923	38,281	-	
Ancillary Contribution to UNBC position support		165,838	207,530	622,031	Note 12
Ancillary Contribution to UNBC Central		235,047	326,624	439,869	

University of Northern British Columbia
2015/16 Proposed Ancillary Services Budget

(based on assumptions as of February 16, 2015)

The NSC is not part of the UNBC reserve therefore financials have been provided for information purposes only.

Projected Year-end 2014/15				Proposed Budget 2015/16			
Revenue	Expenses	Transfers	Balance	Revenue	Expenses	Transfers	Balance
1,888,148	2,084,899	-299,600	102,849	1,955,000	2,127,859	-300,000	127,141

Notes - Financial Summary and 2015/16 Budget

Note 1 (Ancillary Central Revenue)

100% of this revenue is derived from transfers from other Ancillary Units that support the overall business of the Ancillary Division.

Note 2 (Continuing Studies Revenue)

Investments made into program development in 13/14 were realized in 14/15.

Further investments made into a Land Reclamations Certificate, an Online Framework with 4 certificates scheduled for launch in 2015, and a new employer funded certificate will be realized in 15/16.

Note 3 (Conference and Event Services Revenue)

- 1) Events such as ICASS and CWG contributed towards increased revenues.
- 2) 48% of revenue is internal revenue transferred from Ancillary Units to support Conference and Event Activities.

Note 4 (Bookstore Revenues)

The closure of the corner store resulted in a slight dip in bookstore revenue.

Note 5 (Vending Revenue)

Vending revenues will be consolidated in Food Services moving forward.

Note 6 (Copy Services Revenue)

Copy Services experienced a slight decrease in revenue during the transition to the new fleet that was rolled out in 14/15.

Note 7 (Food Services Revenue)

Meal Plan commissions will increase to 15% in 15/16. Furthermore there will be an increase in student participation.

Note 8 (Ancillary Central Expenses)

Ancillary Central will increase its marketing efforts to support new initiatives in 15/16.

Note 9/9a/9b (Continuing Studies Expenses)

9: Includes support positions for regional activities and new programming.

9a: Includes a 50K payback for online investment and program development.

9b: Losses attributed to continual investments made in the online platform and new programming will realize revenue in 2015/16.

Note 10 (Food Services Transfer)

Includes 100K payment towards renovation costs

University of Northern British Columbia
2015/16 Proposed Ancillary Services Budget

(based on assumptions as of February 16, 2015)

Note 11 (Residence Transfer)

Includes 750K payment to cover previous year's deficit and renovation costs

Note 11 (UNBC Position Support Expenses)

Ancillary Services provides revenues to support positions that support the overall business of the division. Furthermore these positions provide support for other activities that are not related to Ancillary Services.

Note 12 (Contribution to UNBC Central)

Ancillary Services provides a contribution to UNBC Central through the following means

- 1) Where applicable a 4% contribution based on revenues of each unit
- 2) \$150,000 annual contribution from Ancillary Central
- 3) \$52,000 annual contribution for the utilization of space on campus
- 4) \$622,031 for position support outside of the Ancillary Division

AGENDA ITEM BRIEFING NOTE

Date:	March 27, 2015			
Agenda Item:	6.d.(i) General Operating Fund Report to December 31, 2014			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Colleen Smith, Director Finance & Budgets			
Reviewed By:	Eileen Bray, Vice President, Administration & Finance			

Material: See attached

Recommendation Approved: **Not Approved:** **Date:**


Remarks/Next Steps:

General Operating Fund Report For the Period Ended December 31, 2014

Submitted by:

Eileen Bray

Vice President, Administration & Finance

The logo features a central black circle with the text 'UNBC' in white, bold, uppercase letters above the number '25' in a larger, white, bold, sans-serif font. Five thick, colored lines radiate from the circle: a teal line pointing towards the top right, a light green line pointing towards the top, an orange line pointing towards the right, a teal line pointing towards the bottom right, and a light green line pointing towards the bottom. The background of the slide is white with faint, large numbers '1984', '1994', and '2014' visible behind the logo.

**UNBC
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UNIVERSITY OF NORTHERN BRITISH COLUMBIA
OPERATING STATEMENT
AS AT DECEMBER 31, 2014

REVENUES

	2014/2015 Approved Budget	2014/2015 Revised Budget	Actual YTD	Variance from Budget	
	(000's) (Note 1)	(000's) (Note 2)	(000's)	(000's)	%
<u>OPERATING FUND REVENUES</u>					
Revenue Generated					
Provincial Government Grants	46,058	46,058	34,581	(11,477)	-24.92%
Federal Government Grant	1,241	1,241	930	(311)	-25.06%
Student Fees (Note 3)	19,003	19,057	10,016	(9,041)	-47.44%
Interest, Miscellaneous & Other	853	810	923	113	13.99%
Ancillary Services (Note 4)	608	608	460	(148)	-24.28%
Internal Cost Recoveries	284	285	140	(145)	-50.94%
Total Operating Revenues	68,046	68,058	47,050	(21,008)	-30.87%

Comments on Revenue Variances:

The University of Northern British Columbia's fiscal year is April 1 - March 31. At December 31, it is expected that the variance from budget for most revenues would be in the range of 25% - 50%.

Provincial Government Grants	Within expected range.
Federal Government Grant	Within expected range. Indirect Cost of Research Grant is received in 4 instalments.
Student Fees	Within expected range.
Interest, Miscellaneous & Other	Within expected range. Interest income slightly higher than expected due to higher than predicted cash balances relating to research funding and the Northern Medical Program.
Ancillary Services	Within expected range.
Internal Cost Recoveries	Within expected range.

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
OPERATING STATEMENT
AS AT DECEMBER 31, 2014

EXPENDITURES TRANSFERS

	2014/2015 Approved Budget	2014/2015 Revised Budget	Actual YTD	Committed	Budget Remaining	
	(000's) (Note 1)	(000's) (Note 2)	(000's)	(000's) (Note 5)	(000's)	%
OPERATING EXPENDITURES						
Salaries & Benefits (Note 5)						
President's Office / Executive Services	450	547	407	115	26	4.7%
External Relations	1,022	1,057	697	239	121	11.4%
Academic Services	7,591	7,371	5,468	1,710	193	2.6%
Research	832	835	577	169	89	10.7%
Academic Programs	30,525	31,266	21,990	7,254	2,023	6.5%
Student Engagement	2,297	2,321	1,660	507	154	6.6%
Administrative Services	5,367	5,557	4,179	1,378	(0)	0.0%
University Operations (Note 6)	2,377	1,593	524	-	1,069	67.1%
Total Salaries and Benefits	50,461	50,545	35,500	11,371	3,674	7.3%
Operating Expenditures						
President's Office / Executive Services	232	226	163	4	59	26.2%
External Relations	266	266	235	42	(11)	-4.0%
Academic Services	812	834	542	68	224	26.9%
Research	175	175	155	10	9	5.3%
Academic Programs	2,344	2,410	1,390	124	895	37.2%
Student Engagement	699	783	541	68	174	22.2%
Administrative Services	750	754	627	44	83	11.0%
University Operations (Note 6)	8,787	8,586	5,393	1,068	2,125	24.8%
Total Operating Expenditures	14,065	14,034	9,047	1,428	3,560	25.4%
Transfers to Other Funds (Note 8)	3,714	58,847	3,360	-	55,487	94.3%
Transfers from Other Funds (Note 9)	(2,687)	(2,655)	(2,012)	-	(643)	-24.2%
Total Operating Expenditures and Transfers	65,553	120,771	45,894	12,799	62,078	51.4%

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
OPERATING STATEMENT
AS AT DECEMBER 31, 2014

EXPENDITURES

	2014/2015 Approved Budget	2014/2015 Revised Budget	Actual YTD	Committed	Budget Remaining	% Remaining
	(000's) (Note 1)	(000's) (Note 2)	(000's)	(000's)	(000's)	
<u>CAPITAL EXPENDITURES</u>						
Library Acquisitions	1,693	1,693	1,693	-	-	0.0%
Capital Equipment Replacement Reserve	800	800	800	-	-	0.0%
Total Capital Expenditures	2,493	2,493	2,493	-	-	0.0%
2014/15 Total Budget	68,046	123,264	48,387	12,799	62,078	91.2%

Comments on Expenditures, Labour & Transfers:

The University of Northern British Columbia's fiscal year is April 1 - March 31. At December 31, it is expected that the variance from budget for most expenditures would be in the range of 25% - 45%. However, since many expenses do not occur evenly during the year, eg. hydro, individual departments are reviewed to identify potential problem areas. Based on this review, no issues requiring Board attention were identified. Because not all expenses have committed values, it is difficult to project the exact totals to year end.

Salaries and benefits are committed to March 31st. However, costs such as casual wages, sick leave replacement, sessional instructor contracts, and overtime vary due to circumstances in each area and are difficult to predict to year end.

Transfers to and from other funds are recorded at various points during the year, with most occurring at the beginning of the year. No issues have been identified in the transfer accounts that will have a significant impact on the total annual financial results.

GLOSSARY

All salary, benefit and non-salary expenditures are included in the following groupings:

President's Office/ Executive Services:	Board of Governors, Chancellor's Office, and President's Office
External Relations:	Vice President External Relations, Communications, Alumni, and University Development
Academic Services:	Provost's Office, Registrar's Office, Financial Aid, Admissions & Advising, Student Recruitment, Senate, Convocation, Library, Information Technology Services, and Teaching, Learning & Technology
Research:	Vice President Research, Research Services & Partnerships, and Northern Health Sciences Research Facility
Academic Programs:	College of Arts, Social & Health Sciences, College of Science & Management (which includes the Laboratory), Regional Operations, Master of Business Administration, and Graduate Programs
Student Engagement:	Vice Provost Student Engagement, First Nations Centre, Student Success (incl. International Operations), Student Engagement, and Athletics & Recreation
Administration:	Vice President Administration & Finance, Finance & Budgets, Facilities, Purchasing, Contracts & Risk Management, and Human Resources
University Operations:	All expenditures made and revenues collected centrally. Examples: tuition fees, tuition waivers, utilities, legal fees and audit fees

NOTES TO THE OPERATING STATEMENT

1. The 2014/15 Approved Budget comprises the amounts approved at the March 29, 2014 Board meeting.
2. The 2014/15 Revised Budget comprises the approved budget plus reallocations and transfers that occur during the fiscal year.
3. Student fee revenue represents revenue recorded when a student registers. It does not mean that the fees have been collected. Over the fiscal year the system adjusts student fee revenue as students add or drop courses. At year end an assessment is made to determine whether outstanding fees are collectible. Where they are determined to be doubtful the amount is recorded as bad debt.
4. This revenue represents the rent paid to UNBC by Compass Group Canada, National Collaborating Centre for Aboriginal Health, and Rogers Communications for on-campus space, and by other agencies renting space at the University. As well, it includes the chargeback for personnel services provided to the Northern Sport Centre, the 2% of gross sales administration fee charged to Ancillary operations and 15% of gross revenue administration fee charged to the Master of Business Administration program for the administrative and operational (heat, light and power) services provided to them, and an additional \$150,000 contribution from Ancillary operations.
5. The budget for salaries and benefits includes \$833,011 in salary savings prorated amongst the various operating areas. The committed amount includes benefits on contractual salaries estimated at 8 to 21.5%.
6. Salary budget in University Operations includes estimated costs of: tuition waivers for employees, increases occurring July 1, 2014, and other items under the various employee agreements (e.g. previous year amounts not yet reallocated to units pending conclusion of employee group negotiations), long term leaves such as maternity/parental leaves, and new positions approved in the 2014/15 budget but not yet allocated to the appropriate unit(s), pending completion of the hiring process. This budget is reallocated to the operational areas incurring the expenses during the year. The spending under this category represents the cost of tuition waivers for staff and faculty, any employee severance pay, and administrative leaves.
7. The University Operations budget includes the plant operation costs of \$3,354,047.
8. Transfers to other funds include such items as transfers to capital, sponsored research, professional development and scholarship funds, as included in the 2014/15 approved budget. These transfers occur at various points during the year.
9. Transfers from other funds include such items as transfers from endowments, research funds and the Northern Medical Program, as included in the 2014/15 approved budget. These transfers occur at various points during the year.

AGENDA ITEM BRIEFING NOTE

Date:	March 27, 2015			
Agenda Item:	6.d.(ii) Consolidated Financial Report to December 31, 2014			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Colleen Smith, Director Finance & Budgets			
Reviewed By:	Eileen Bray, Vice President, Administration & Finance			

Material: See attached

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:

Consolidated Financial Report For the Period Ended December 31, 2014

Submitted by:


Eileen Bray

Vice President, Administration & Finance

1990

2015

**UNBC
25**

A central black circle containing the text 'UNBC 25' in white. Four lines radiate from the circle: a thick gold line pointing up-right, a thin black line pointing up-left, a thin black line pointing down-left, and a thin black line pointing down-right. The years '1990' and '2015' are placed at the ends of the left and right lines respectively.

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA
STATEMENT OF FINANCIAL POSITION**

AS AT DECEMBER 31, 2014

(unaudited)

(thousands of dollars)

ASSETS

	<u>2014</u>	<u>2013</u>
CURRENT ASSETS		
Cash and temporary investments	\$ 52,556	\$ 47,764
Accounts receivable	1,937	2,189
Inventory	1,763	1,674
Prepaid and deferred charges	1,205	1,161
	57,461	52,788
 INVESTMENTS AND RESTRICTED CASH	 63,992	 62,922
 CAPITAL ASSETS	 <u>216,580</u>	 <u>219,432</u>
	 <u>\$ 338,033</u>	 <u>\$ 335,142</u>

LIABILITIES & NET ASSETS

CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 5,730	\$ 6,483
Unearned revenue	233	220
	5,963	6,703
 DEFERRED CONTRIBUTIONS	 27,990	 22,802
 LONG-TERM DEBT	 179	 1,488
 UNAMORTIZED DEFERRED CAPITAL CONTRIBUTIONS	 168,896	 173,763
 NET ASSETS	 <u>135,005</u>	 <u>130,386</u>
	 <u>\$ 338,033</u>	 <u>\$ 335,142</u>

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
DETAILED SCHEDULE OF OPERATIONS
FOR THE QUARTER ENDED DECEMBER 31, 2014
(Unaudited)

(thousands of dollars)

	<u>General Operating</u>		<u>Ancillary</u>		<u>Capital</u>		<u>Specific Purpose & Expendable Funds</u>		<u>Sponsored Research</u>		<u>Totals</u>	
	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>	<u>2014</u>	<u>2013</u>
REVENUE												
Government grants												
Provincial government	\$ 35,373	\$ 36,171	\$ -	\$ -	\$ -	\$ -	\$ 154	\$ 357	\$ 261	\$ 112	35,788	\$ 36,640
other govt/univ/college	3,861	3,873	-	-	-	-	-	-	-	-	3,861	3,873
Federal government	930	1,024	-	-	-	-	15	8	3,538	4,097	4,483	5,129
Tuition	9,191	9,586	2,460	1,749	-	-	92	-	-	-	11,743	11,335
Other fees	741	796	49	50	-	-	71	30	7	-	868	876
Investment	479	439	-	-	-	-	3,315	6,133	-	-	3,794	6,572
Misc	738	791	1,847	1,229	-	-	1,144	1,896	3,332	1,696	7,061	5,612
Sales	556	485	4,503	5,005	-	-	715	416	-	434	5,774	6,340
Amortization of deferred capital contributions	-	-	-	-	5,173	5,210	-	-	-	-	5,173	5,210
	<u>51,869</u>	<u>53,232</u>	<u>8,859</u>	<u>7,545</u>	<u>5,173</u>	<u>5,658</u>	<u>5,506</u>	<u>3,918</u>	<u>7,138</u>	<u>5,955</u>	<u>78,545</u>	<u>81,587</u>
EXPENSES												
Salaries and benefits	37,663	37,063	3,513	3,127	4	16	1,326	913	3,661	3,313	46,167	44,432
Operating expense	11,033	11,896	3,668	2,569	1,702	1,809	3,311	3,703	2,882	3,255	22,596	23,232
Amortization	-	-	-	-	6,675	6,975	-	-	-	-	6,675	6,975
Debt service costs	-	-	487	879	-	-	-	-	-	-	487	879
Debt discount	-	-	-	-	-	-	-	-	-	-	-	-
Cost of goods sold	102	50	817	1,297	-	-	194	-	-	-	1,113	1,347
Other misc	-	-	-	-	-	-	-	-	-	-	-	-
	<u>48,798</u>	<u>49,009</u>	<u>8,485</u>	<u>7,872</u>	<u>8,381</u>	<u>8,800</u>	<u>4,831</u>	<u>4,616</u>	<u>6,543</u>	<u>6,568</u>	<u>77,038</u>	<u>76,865</u>
Excess (deficiency) of revenue over expenses	\$ 3,071	\$ 4,223	\$ 374	\$ (327)	\$ (3,208)	\$ (3,142)	\$ 675	\$ (698)	\$ 595	\$ (613)	\$ 1,507	\$ 4,722

AGENDA ITEM BRIEFING NOTE

Date:	March 27, 2015			
Agenda Item:	6.d.(iii) Quarterly Forecast			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Colleen Smith, Director Finance & Budgets			
Reviewed By:	Eileen Bray, Vice President, Administration & Finance			

Material: See attached

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:

STATEMENT OF CONTRIBUTIONS AND DEFERRED REVENUE

Please enter amounts received as positive amounts and amounts amortized to revenue as negative.	Forecast	Projections		
	2014/15	2015/16	2016/17	2017/18
Operating Contributions				
From Ministries				
Contributions deferred from previous years	1,739	1,739	1,739	1,739
plus: Operating contributions from AVED	46,950	46,404	46,404	46,404
plus: Operating contributions from other Ministries	1,300	1,300	1,300	1,300
plus: Routine Capital (received through EFT) recognized as r	169	169	169	169
minus: Amounts amortized to revenue	(48,419)	(47,873)	(47,873)	(47,873)
Deferred contribution balance at the end of the year	1,739	1,739	1,739	1,739
From Other Service Delivery Agencies				
Contributions deferred from previous years	3,332	2,937	2,418	1,773
plus: Contributions received in the current year	5,805	5,805	5,805	5,805
minus: Amounts amortized to revenue	(6,200)	(6,324)	(6,450)	(6,579)
Deferred contribution balance at the end of the year	2,937	2,418	1,773	999
From the Federal Government				
Contributions deferred from previous years	2,835	2,835	2,835	2,835
plus: Contributions received in the current year	7,241	7,386	7,534	7,685
minus: Amounts amortized to revenue	(7,241)	(7,386)	(7,534)	(7,685)
Deferred contribution balance at the end of the year	2,835	2,835	2,835	2,835
From Other Sources				
Contributions deferred from previous years	10,743	10,743	10,743	10,743
plus: Contributions received in the current year	2,500	2,499	2,498	2,497
minus: Amounts amortized to revenue	(2,500)	(2,499)	(2,498)	(2,497)
Deferred contribution balance at the end of the year	10,743	10,743	10,743	10,743
Endowment Deferred Contributions				
Opening Balance	7,450	6,100	4,333	2,549
New endowment spend contribution (Endowment Matching)				
Unrealized gains/(losses)				
Realized gains/(losses)				
Transfers (to)/from Capitalization	(850)	(867)	(884)	(902)
Transfers to Stmt of Remeasurement				
Amortized/Transferred to revenue	(500)	(900)	(900)	(900)
Balance at end of period	6,100	4,333	2,549	747
Deferred Capital Contributions				
From Ministries: Cash				
Contributions deferred from previous years	147,580	145,968	140,248	134,586
plus: Certificates of Approval (COAs) received	4238	72	72	72
plus: other (please specify nature in Notes)				
minus: Amounts amortized to revenue	(5,850)	(5,792)	(5,734)	(5,677)
Deferred capital contribution balance at the end of the year	145,968	140,248	134,586	128,981
From Ministries: Depreciable Assets				
Contributions deferred from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue				
Deferred capital contribution balance at the end of the year				
From the Federal Government: Cash				
Contributions deferred from previous years	10,642	10,382	10,125	9,871
plus: Contributions received in the current year				
minus: Amounts amortized to revenue	(260)	(257)	(254)	(251)
Deferred contribution balance at the end of the year	10,382	10,125	9,871	9,620
From Other Sources: Cash				
Contributions deferred from previous years	14,594	14,204	13,818	13,436
plus: Contributions received in the current year				
minus: Amounts amortized to revenue	(390)	(386)	(382)	(378)
Deferred capital contribution balance at the end of the year	14,204	13,818	13,436	13,058
From Other Sources: Depreciable Assets				
Contributions deferred from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue				
Deferred capital contribution balance at the end of the year				
Contributed Surplus				
Cash				
Contributed surplus from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue				
Contributed surplus balance at the end of the year				
Non-depreciable Assets				
Contributed surplus from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue				
Contributed surplus balance at the end of the year				
Externally Restricted Assets				
Opening balance	43,719	45,069	46,436	47,820
plus: Contributions received in the current year	500	500	500	500
Endowment transfers (to)/from other institutions/entities				
Transfers to/(from) Deferred Endowment Contributions to Stmt of Remeasurement Gains/Losses				
Transfers to/(from) Deferred Endowment Contribution (income permanently restricted for inflation protection)	850	867	884	902
Closing balance at the end of the year	45,069	46,436	47,820	49,222

STATEMENT OF OPERATIONS

Please report all debits as positive numbers and credits as negative numbers

	Forecast	Projections		
	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>
----- \$thousands -----				
Revenue - (credits)				
Amortization of contributions:				
Operating contributions from Provincial Ministries	(48,419)	(47,873)	(47,873)	(47,873)
Operating contributions from Provincial Crown Corps & Agencies	(6,200)	(6,324)	(6,450)	(6,579)
Operating contributions from the Federal Government	(7,241)	(7,386)	(7,534)	(7,685)
Operating contributions from other sources	(2,500)	(2,499)	(2,498)	(2,497)
Deferred capital contributions from Province	(5,850)	(5,792)	(5,734)	(5,677)
Deferred capital contributions from Federal Government	(260)	(257)	(254)	(251)
Deferred capital contributions from Other Sources	(390)	(386)	(382)	(378)
Contributed surplus	-	-	-	-
Sales of goods and services to Provincial Ministries (including contracts)				
Sales of goods and services to Crown Corps & Agencies (including contracts)				
Sales of goods and services to others (contracts and other sales)	-1200	-1212	-1224	-1236
Sales of goods and services to others (Ancillary Services)	(8,900)	(8,989)	(9,079)	(9,170)
Domestic Tuition and Mandatory Fees	(16,864)	(17,201)	(17,545)	(18,075)
International Tuition and Mandatory Fees	(3,375)	(3,443)	(3,512)	(3,618)
Recognition of endowment investment income	(500)	(900)	(900)	(900)
Realized investment earnings (gains)/losses	-	-	-	-
Earnings from commercial subsidiaries (GBE's)				
Investment Earnings (not included above)	(1,250)	(1,500)	(1,500)	(1,500)
Other revenue (not included above)	(400)	(404)	(408)	(412)
Total Revenue	<u>(103,349)</u>	<u>(104,166)</u>	<u>(104,893)</u>	<u>(105,851)</u>
Expenses - debits				
Salaries and benefits	61,750	62,368	62,992	63,622
Cost of goods sold	2,002	2,022	2,042	2,062
Operating costs paid to Provincial Ministries				
Operating costs paid to Provincial Crown Corps & Agencies				
Other operating costs (less amortization & debt servicing)	27,000	27,540	28,091	28,653
Capital asset amortization expense	8,900	8,989	9,079	9,170
Capital asset write-downs				
Grants to Crown corporations and agencies				
Grants to third parties (Scholarships)	2,500	2,525	2,550	2,576
Grants to third parties (Foundations and Other)				
Debt service costs (net of sinking fund earnings)	487	270	270	270
Amortization of debt issue costs				
Other				
Total Expense	<u>102,639</u>	<u>103,714</u>	<u>105,024</u>	<u>106,353</u>
Net (Revenues)/Expenses before extraordinary items	(710)	(452)	131	502
(Gain) loss on sale of capital assets	-	-	-	-
Net (Revenues)/Expenses	(710)	(452)	131	502
Unallocated Pressures (use in Q1 only)				
Operating Net (Income) Loss (for Ministry)	(710)	(452)	131	502
Endowment (restricted asset) contributions	(1,350)	(1,367)	(1,384)	(1,402)
Net (Income) Loss (PSI)	<u>(2,060)</u>	<u>(1,819)</u>	<u>(1,253)</u>	<u>(900)</u>

STATEMENT OF FINANCIAL POSITION

Please report all debits as positive amounts and credits as negative amounts

	Forecast <u>2014/15</u>	<u>2015/16</u>	Projections	
			<u>2016/17</u>	<u>2017/18</u>
Financial assets - debits				
Cash and temporary investments	57,454	54,588	51,621	48,259
Accounts receivable (net):				
from Ministries				
from other Service Delivery Agencies				
other receivables	2,500	2,525	2,550	2,576
	<u>2,500</u>	<u>2,525</u>	<u>2,550</u>	<u>2,576</u>
Sinking Funds:				
Sinking funds on Fiscal Agency Loan program debt	487	651	815	979
Sinking funds on other debt		-	-	-
	<u>2,987</u>	<u>3,176</u>	<u>3,365</u>	<u>3,555</u>
Inventory held for resale	780	788	796	804
Loans, advances and mortgages receivable (net)				
Investments in commercial subsidiaries (GBE's)				
Investments - other (net)	15,000	15,300	15,606	15,918
TOTAL FINANCIAL ASSETS	<u>76,221</u>	<u>73,852</u>	<u>71,388</u>	<u>68,536</u>
Liabilities - (credits)				
Accounts payable (net):				
to Provincial Ministries				
to Provincial Crown Corporations and Agencies				
other payables (excluding current portion of debt and/or leases)	(7,500)	(7,575)	(7,651)	(7,728)
	<u>(7,500)</u>	<u>(7,575)</u>	<u>(7,651)</u>	<u>(7,728)</u>
Unfunded pension and other accrued liabilities				
Deferred income on externally restricted assets	(6,100)	(4,333)	(2,549)	(747)
Deferred contributions:				
deferred operating contributions - Ministries & SDAs	(4,676)	(4,157)	(3,512)	(2,738)
deferred operating contributions - Federal & Other	(13,578)	(13,578)	(13,578)	(13,578)
deferred capital contributions - Ministries	(145,968)	(140,248)	(134,586)	(128,981)
deferred capital contributions - Federal & Other	(24,586)	(23,943)	(23,307)	(22,678)
Deferred Tuition				
Deferred Other	(600)	(606)	(612)	(618)
Unearned lease revenue				
	<u>(189,408)</u>	<u>(182,532)</u>	<u>(175,595)</u>	<u>(168,593)</u>
Public debt (including current portion):				
Obligations under Capital Leases (including current portion)		-	-	-
P3 liabilities		-	-	-
Fiscal Agency Loan program debt	(3,000)	(3,000)	(3,000)	(3,000)
other debt		-	-	-
	<u>(3,000)</u>	<u>(3,000)</u>	<u>(3,000)</u>	<u>(3,000)</u>
TOTAL LIABILITIES	<u>(206,008)</u>	<u>(197,440)</u>	<u>(188,795)</u>	<u>(180,068)</u>
Net assets/(liabilities)	<u>(129,787)</u>	<u>(123,588)</u>	<u>(117,407)</u>	<u>(111,532)</u>
Non-financial assets - debits				
Inventory for operating purposes	100	101	102	103
Capitalized debt issue costs		-	-	-
Prepaid expenses and other deferred charges	1,600	1,616	1,632	1,648
Endowment Funds (restricted assets)	45,069	46,436	47,820	49,222
Capital assets (net of amortization)	216,369	210,605	204,276	197,882
TOTAL NON-FINANCIAL ASSETS	<u>263,138</u>	<u>258,758</u>	<u>253,830</u>	<u>248,855</u>
Accumulated (surplus)/deficit - Operating				
Share capital		-	-	-
Contributed surplus		-	-	-
Accumulated Surplus	(133,909)	(135,728)	(136,981)	(137,881)
Accumulated Remeasurement Gains and (losses)		-	-	-
TOTAL ACCUMULATED (SURPLUS)/DEFICIT	<u>(133,909)</u>	<u>(135,728)</u>	<u>(136,981)</u>	<u>(137,881)</u>
Guarantees of Third Party Debt	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

STATEMENT OF CHANGES IN FINANCIAL POSITION

Please enter cash inflows as positive amounts and outflows as negative amounts

	Forecast	Projections		
	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>
Opening balance - cash & temporary investments	<u>49,950</u>	<u>57,454</u>	<u>54,588</u>	<u>51,621</u>
Operating activities:				
Net (Income) Loss (PSI)	2,060	1,819	1,253	900
Less:				
non-cash revenue	(70,860)	(70,517)	(70,725)	(70,940)
(gain) loss sale of assets	-	-	-	-
Add:				
non-cash expenses	8,900	8,989	9,079	9,170
cash received for operating contributions	63,965	63,563	63,710	63,860
Net change in working capital	411	48	49	49
Net change in investments	8,514	(300)	(306)	(312)
Net change in restricted assets & Deferred Endowment Contributor	(3,100)	(3,134)	(3,168)	(3,204)
Net change in other assets	14	(17)	(17)	(17)
	<u>9,904</u>	<u>451</u>	<u>(125)</u>	<u>(494)</u>
Financing activities:				
Cash received for deferred capital contributions	4,238	72	72	72
Cash received for contributed surplus	-	-	-	-
Capital Leases:				
New capital leases				
Capital lease payments				
P3 liabilities:				
Liabilities incurred (i.e. capitalized contract costs)				
Reduction in liabilities (impact of unitary payments)				
Fiscal Agency Loans:				
New borrowing under Fiscal Agency Loan program				
Repayment of existing Fiscal Agency Loan program debt	(4,500)			
Sinking fund instalments - Fiscal Agency Loan program debt	4,306	(164)	(164)	(164)
Other Borrowing:				
New borrowing of other debt				
Repayment of other debt				
Sinking fund instalments - other debt				
Capitalized debt issue costs				
Dividends				
	<u>4,044</u>	<u>(92)</u>	<u>(92)</u>	<u>(92)</u>
Capital asset activities:				
Capital assets additions (with Provincial funding)	(3,944)	(700)	(200)	(200)
Capital assets additions (without Provincial funding)	(2,500)	(2,525)	(2,550)	(2,576)
Capital assets additions (including P3s and capital lease assets)	<u>(6,444)</u>	<u>(3,225)</u>	<u>(2,750)</u>	<u>(2,776)</u>
Capitalized interest (including IDC on P3 projects)	-	-	-	-
Proceeds from sale of capital assets	-	-	-	-
	<u>(6,444)</u>	<u>(3,225)</u>	<u>(2,750)</u>	<u>(2,776)</u>
Closing balance - cash & temporary investments	<u>57,454</u>	<u>54,588</u>	<u>51,621</u>	<u>48,259</u>

AGENDA ITEM BRIEFING NOTE

Date:	March 12, 2015			
Agenda Item:	6.e. Capital Project Update			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Shelley Rennick, Director, Facilities Management			
Reviewed By:	Eileen Bray, Vice President Administration & Finance			

The Five Year Capital Plan 2015 – 2020 includes the following projects.

- 1/ Allied Health Sciences Building
- 2/ Facilities Management building c/w multi-purpose lab
- 3/ Engineering Program space – Repurposing
- 4/ Sustainable Communities & Bioenergy Expansion
- 5/ Residence Renewal
- 6/ International Education and Continuing Studies Building
- 7/ Charles Jago Northern Sports Centre Expansion

UPDATE

1/ Allied Health Sciences Building

Status:

We are awaiting a consultant report to UBC, MAVED, and UNBC.

2/ Facilities Management building c/w multi-purpose lab

Status:

There has been no further activity on this project since the last report.

3/ Engineering Program space – Repurposing

Status:

There has been no further activity on this project since the last report.

4/ Sustainable Communities and Bioenergy Expansion

Phase 1 of the project is complete. Planning on phase 2 is continuing and work is expected to begin early April due to the favorable weather. As with all of our capital projects, continued work on these projects is dependent upon the labour dispute being settled.

5/ Residence Renewal

Status:

HCMA Architects continues to refine the design based on a substantially reduced scope of work. IDL was awarded the Construction Management @ Risk contract and is working to refine the work required, identify needed trades and get the construction tenders out this year in preparation for an April 2016 start.

We are currently reviewing the viability of completing the entire project in one year – taking advantage of the 1 year preparation and lead time on the project.

Once these exercises are complete and costed a funding update will be provided to the Board.

6/ International Education and Continuing Studies Building

Status:

The requirement for a building to house these activities has been put on hold. Instead, a proposal to house an International initiative in Vancouver is currently going through the academic approval process. If this should proceed, the need for a building here on campus will be substantially delayed, at the very least.

7/ Charles Jago Northern Sports Centre Expansion

Status:

There has been no further activity on this project since the last report.

OTHER CAPITAL PROJECTS

Wood Innovation and Design Centre Update:

Building:

Purchasing and installation of the Research lab equipment is ongoing. Due to the type and lead time on some of this complex equipment, and the challenges around outfitting the lab as a result of the Canada Winter Games, we asked the Ministry for an extension on this Certificate of Approval past the fiscal year end. An extension for a portion of the funding (\$500,000) was approved last fall. Due to the labour strike, the ability to complete the installation and commissioning of a substantial portion of the equipment has been delayed. A further extension of the funding has been requested – and received. The total deferral into the 2015/16 fiscal year is now \$1,086,349.

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	March 27, 2015			
Agenda Item:	6f. Northern Medical Program 2015/2016 Budget			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Colleen Smith, Director Finance & Budgets			
Reviewed By:	Eileen Bray, Vice President, Administration & Finance			

Material: See attached

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:



MEMORANDUM

To: Board of Governors

From: Eileen Bray, Vice President Administration & Finance

Date: March 17, 2015

Re: Northern Medical Program (NMP) 2015/16 Budget

Please find attached, for Board of Governors information, the Northern Medical Program (NMP) budget for 2015/16.

The categorization used for this report is consistent with past years. Budgeted expenditures are submitted by the NMP Office with confirmation by the Budget Office of salaries and transfers. The budgeted revenues are based on 2014/15 revenue levels, with adjustments to be made as noted in the footnotes to the budget summary.

The overall budget for the expanded medical program is developed in conjunction with the University of British Columbia and the University of Victoria, with final approval by the Distributed Program Planning Committee in June for 2015/16. It is therefore expected that changes to this budget will occur during the year.

2015/16 Northern Medical Program Budget

	2015/16 Proposed	2014/15 Revised	2014/15 Original
Projected Revenues ¹:			
Provincial operating grant - Directly to UNBC	\$ 974,157	\$ 987,278	\$ 987,278
Provincial operating grant - Through UBC	5,554,932	5,881,894	5,554,932
Total Revenue:	6,529,089	6,869,172	6,542,210
Projected Expenditures:			
Salaries & Benefits ²			
Faculty and staff salary and benefits	2,882,897	2,840,312	2,856,136
Sub-total	2,882,897	2,840,312	2,856,136
Non-Salary Operating Expenses:			
Clinical Faculty Payments ³	1,839,299	1,839,299	1,772,898
Curriculum Management Fees/Stipends ⁴	447,200	447,200	427,200
Travel ⁵	231,430	231,430	252,270
Meetings/Events ⁶	130,175	130,175	115,300
Recruitment, Relocation & Start-up ⁷	275,000	335,000	165,000
Telephone, Fax, Long Distance ⁸	57,734	57,734	57,584
Supplies & Other ⁹	857,444	857,444	847,748
Sub-total	3,838,282	3,898,282	3,638,000
Minor Capital Expenses ¹⁰:			
Office Equipment	1,000	1,000	1,000
Library Books & Equipment	17,021	17,021	19,617
Computers/Printers/Audiovisual Equipment	7,000	7,000	9,500
Other	15,000	15,000	15,000
Sub-total	40,021	40,021	45,117
Transfers ¹¹:			
Transfer to General Operating	697,000	825,000	825,000
Transfer to Sponsored Research	0	0	0
Transfer to Specific Purpose	60,000	0	0
Transfer to PD Reserve	24,400	24,400	24,400
Transfer to Internal Research Funds	157,600	157,600	157,600
Transfer from Sponsored Research	(190,000)	(190,000)	(190,000)
Transfer from Unspent Funds	(981,111)	(726,443)	(814,043)
Sub-total	(232,111)	90,557	2,957
Total Expenditures & Transfers	6,529,089	6,869,172	6,542,210
Total Revenues Less Expenditures	\$ -	\$ -	\$ -

Footnotes to the 2015/16 NMP Budget

¹Revenues:

During 2014/15 fiscal, the Distributed Program Planning Committee (DPPC) approved a total budget of \$7,494,995 for the NMP site in 2014/15. This is funded as follows:

Provincial operating grant – direct to UNBC	\$1,000,000
Provincial operating grant – through UBC	\$5,881,894
Expenses paid directly by UBC	\$90,401
Utilization of accumulated reserves	\$522,700
	<hr/>
	\$7,494,995
	<hr/>

Since DPPC approval of the overall expanded medical program budget occurs during the year, the budget submission for 2015/16 is based on the 2014/15 revenue level plus utilization of accumulated reserves at the level required to balance the 2015/16 budget. Any adjustments required to revenues, transfers or other accounts as a result of DPPC approval will be completed after the 2015/16 budget submission is approved by DPPC.

Expenditures:

²**Salaries & Benefits** – By the end of 2015/16 the NMP is expected to have 9 faculty positions (6 FTE Faculty, 1 FTE Librarian and 2 FTE Senior Lab Instructors) and 24.6 FTE staff positions (including the Vice Provost Medicine.) There are a number of funded positions which are filled via stipends or service contracts, which are not included in the position numbers above. Similarly, faculty positions which are tenure track with UBC are not included in the above numbers as they are paid directly by UBC. Clinical Education Leaders (formerly Senior Clinical Faculty) are described in the Clinical Faculty Payments note.

³**Clinical Faculty Payments** – Payments mainly to physicians and potentially other community members or healthcare professionals who could be involved in teaching. Funding on this line is for 8 FTE Clinical Education Leader positions plus a large number of smaller contracts for clinical faculty payments.

⁴**Curriculum Management Fees / Stipends** – Payments to those responsible for direction of NMP curriculum, including courses within – Family Practice, Clinical Skills, DPAS, and Foundations of Medicine, as well as to the Clerkship Director, Integrated Site Clerkship Directors (Terrace & Ft. St. John) and the Rural Family Practice Site Director who are responsible for direction of clinical clerkships. Also includes payments for leadership in support of faculty development activities.

⁵**Travel** – Costs of travel for attendance at curriculum delivery and planning meetings, program governance meetings, faculty and staff travel to Vancouver and elsewhere, conference and professional development travel, etc.

⁶**Meetings & Events** – Costs for hosting planning meetings, administrative meetings, special student events such as orientation, recognition events, graduation, etc.

⁷**Recruitment, Relocation and Start-up** – Costs for bringing in candidates for vacant positions and establishment of faculty start-up funds.

⁸**Telephone, Fax and Long Distance** – Costs for telephone and other related charges for all units included in the NMP.

⁹**Supplies & Other** – Costs for general office supplies and equipment, photocopying and printing, software, books & publications, small furnishings, postage, lab tools and supplies, etc, as well as consulting fees for various contracted services.

¹⁰**Minor Capital** – Includes an allowance for small audiovisual equipment, office furnishings and equipment, as well as costs for library books and clinical models.

¹¹**Transfers** – Transfers to General Operating are to cover UNBC overhead for heat, light, maintenance, cleaning, etc. and have historically been based on \$4,000 per student. In 2008, an additional \$1,000 per student was approved on an interim basis and this is included in the budget submission. The Transfers to General Operating also include amounts for specific activities funded by the NMP (e.g. a portion of the Northern Health Sciences Research Facility budget.) Transfers to PD (Professional Development) Reserve are to cover required allowances under various employee agreements.

Transfer from Unspent Funds represents required spending of accumulated reserves, as approved by DPPC, to fund current activities.

Transfers to Internal Research Funds and from Sponsored Research relate to the Canada Research Chair appointment and Michael Smith Foundation for Health Research funding agreement for NMP faculty.

AGENDA ITEM BRIEFING NOTE

Date:	March 10, 2015			
Agenda Item:	6h Enrolment Report			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Brenda Sitter, Executive Assistant to the Provost			
Reviewed By:	John Young, Acting Provost			

Material: Report attached.

Issue:

Background:

Motion:

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:

March 1st Update of Winter 2015 FTE and Fall 2015 Applications

The following summary compares winter 2015 Full Time Equivalents (FTE) and headcounts as of March 1st 2015 to winter 2014 numbers as of March 1st 2014. Fall 2015 application numbers are also compared to Fall 2014 numbers as of the March 1st snapshots.

Executive Summary:

- Total FTE (excluding international fee paying FTE) down -8.2% (-217.2).
 - At 77.1% of estimated winter portion of ministry FTE targets².
 - At 91.4% of Measure (M)¹.
- Overall unique registrations down -5.9% (-211hc).
 - At 81.1% of estimated winter portion of head count needed to meet ministry FTE targets².
 - At 91.7% of Measure (M)¹.

Full Time Equivalent (FTE)

- Undergraduate FTE down -8.3% (-177.4).
 - At 69.3% of estimated winter portion of ministry FTE targets.
 - At 90.0% of Measure (M).
- Graduate FTE down -7.3% (-44.0).
 - At 116.6% of estimated winter portion of ministry FTE targets.
 - At 96.1% of Measure (M).
- Continuing Studies FTE down -30.6% (-13.0).
 - At 169.4% of estimated winter portion of ministry FTE targets.
 - At 75.2% of Measure (M).

Included in above numbers:

- International (domestic tuition paying) FTE up 2.0% (2.7).
 - At 109.7% of Measure (M).
- International (international tuition paying) FTE down -11.4% (-17.3).
 - At 85.8% of Measure (M).

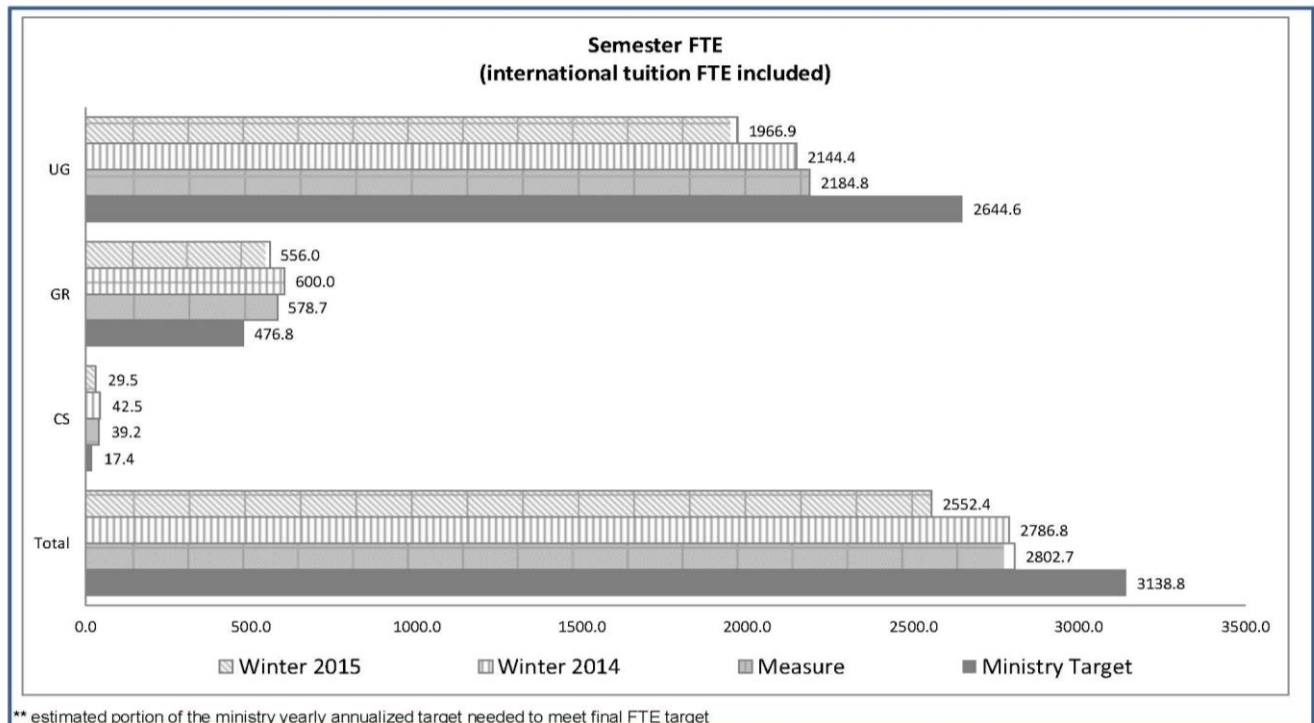
Total FTE change with international tuition paying FTE removed is down -8.2% (-217.2)

CASHS FTE is down 8.0% (-99.5)

- Undergraduate down 6.3% (-57.8)
- Graduate down 13.1% (-41.7)

CSAM FTE is down 8.9% (-106.5)

- Undergraduate down 11.1% (-108.1)
- Graduate up 0.7% (+1.6)



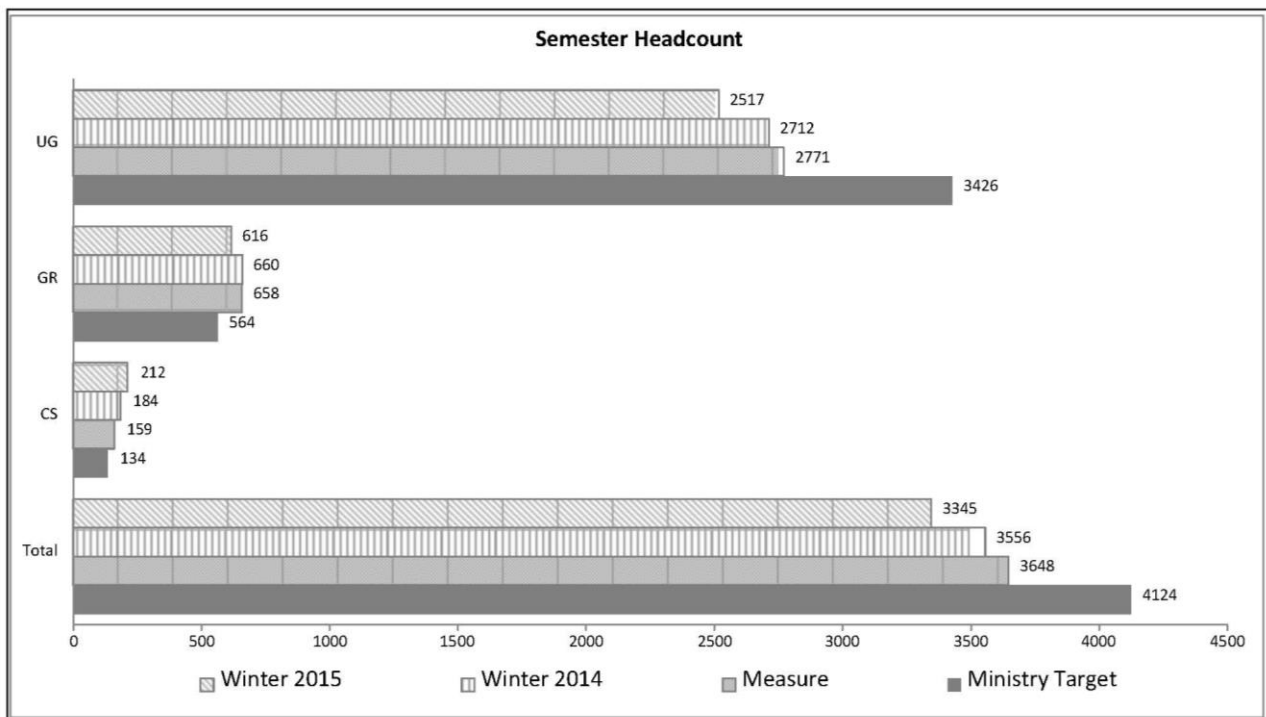
Registrations (hc)

- Undergraduate registrations down -7.2% (-195hc).
 - At 73.5% of estimated winter portion of head count needed to meet ministry FTE targets.
 - At 90.8% of Measure (M).
- Graduate registrations down -6.7% (-44hc).
 - At 109.2% of estimated winter portion of head count needed to meet ministry FTE targets.
 - At 93.6% of Measure (M).
- Continuing Studies registrations up 15.2% (28hc).
 - At 158.8% of estimated winter portion of head count needed to meet ministry FTE targets.
 - At 133.1% of Measure (M).

Included in above numbers:

- International (domestic tuition paying) registrations down -8.1% (-13hc).
 - At 101.1% of Measure (M).
- International (international tuition paying) registrations down -8.0% (-16hc).
 - At 87.8% of Measure (M).

Total unique registration down -5.9% (-211hc).



Fall 2015 Applications Preliminary Number

Fall 2015 vs 2014 Applications summary (March 1st snapshots):

Total applications up 11.2% (+214 hc = 6 UG & 208 GR) from Fall 2014.

- At 69.6% of Measure (M)

Total admissions up 0.9% (+9 hc = 32 UG & -23UG) from Fall 2014.

- At 47% of Measure (M)

Total registrations flat n/a (0hc) from Fall 2014 (registration opens April 1st.)

- At 0.0% of Measure (M)

Notes:

1. Measure (M) is a comparator number derived from the average of the last three years official final numbers for the semester being reported on. For example the Measure (M) for a summer 2011 FTE report would be based on the official numbers from the summer 2010, 2009 and 2008 terms.
2. Ministry targets are based on final year end annualized numbers; in order to come up with estimated term targets the ministry target was broken down based on the average split of FTE UNBC sees between summer, fall and winter terms. Further to this the estimated headcount targets were determined by using the average number of students it takes to generate 1FTE in a given semester and at a given student level.
3. The ministry targets proved to UNBC includes a portion of “undesigned” FTEs; for the purpose of this report these “undesigned” FTE are used as the targets for continuing studies.

AGENDA ITEM BRIEFING NOTE

Date:	March 11, 2015		
Agenda Item:	6.i. Agreements, Scholarships, Bursaries and Awards		
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session	
Purpose:	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input checked="" type="checkbox"/> Approval
Prepared By:	Brenda Sitter, Executive Assistant to the Provost		
Reviewed By:	John Young, Acting Provost		

Material:

Issue:

Background:

In accordance with the Terms of Reference for the Finance and Audit Committee, these recommendations from Senate are being forwarded to that Committee for approval, and to the full Board for information.

Motion:

That, on behalf of the Board of Governors, the Finance and Audit Committee approves the establishment of scholarships, bursaries and awards, as recommended by the Senate, for the period November 2014 to January 2015.

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:



Motion Number (assigned by SCS): SCSB20150128.08

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the list of 2014/2015 awards recipients be approved as presented.

Effective Date: January 2015

Rationale: The recipients meet the criteria for the awards they have been nominated for.

Proposed By: Linda Fehr, Coordinator – Awards & Financial Aid

External Relations Contact: N/A

Faculty / Academic Department: Awards and Financial Aid

Date: January 20, 2015

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20150128.08

Moved by: D. Erasmus

Seconded by: K. Smith

Committee Decision: CARRIED

Attachments: 6 Pages

Approved by SCSB: January 28, 2015
Date


(Acting) Chair's Signature

For Information of Senate.

AwardDescription	Amount	Criteria	Name	Program	GPA	Ann Hrs	Cum Hrs	Need	North	Fst Ntns	Nomination Program
Aldyen Hamber Women's Studies Fellowship	1,000.00	Full-time student enrolled in Gender Studies, Min Ann GPA 3.67, reason for enrolling in Gender Studies, or visiting scholar.	Casas Aguilar, Anna Note: This is not a student - visiting scholar	n/a	n/a	n/a	n/a				Program
Canadian Citizenship Celebration Scholarships	6,000.00	Full-time student, born outside Canada and US, permanent resident of Canada 3+ years, academic excellence.	Bankole, Julius	PhD - Health Sciences	4.00	n/a	6	Y			Awards Office
Don Thorlakson Memorial Award	1,000.00	School Dist 57 grad, new student financial need, community service, ESL program.	Morales, Gabrielle	Integrated Science	90.80	n/a	n/a	Y			School
George W. Baldwin, QC Graduate Scholarship	2,500.00	Canadian citizen, undertaking original research in history of BC, AB & YK, thesis proposal, CV, community service Min AnnGPA 3.67.	Moiese, JoAnne	MA - First Nations Studies	4.00	n/a	18	Y		Y	Graduate Programs
Graduate Entrance Scholarship	6,666.64	Graduate Studies, academic excellence, entering full-time studies.	Ashiedu, Anthony January 2015 entry	MSc Computer Science	4.10	n/a	n/a				Graduate Programs
Graduate Entrance Scholarship	6,666.64	Graduate Studies, academic excellence, entering full-time studies.	Islam SN January 2015 intake	NRES - PhD	4.00	n/a	n/a				Graduate Programs
Graduate Entrance Scholarship (renewed)	6,666.64	Renewal criteria 4.00+ GPA, Satisfactory Progress Report. Full-time graduate	Attah-Obeng, Prudence January renewal	MA Development Economics	4.00	6	6				Graduate Programs
Houston Scholarship	1,000.00	Graduate of Houston Secondary, Houston resident 2+ yrs, community involvement, Min HS GPA 62%.	Scofield, Ashlyn January Intake	Psychology	84.80	n/a	n/a				School
KIM Sales Shot for Tuition	250.00	Awarded at UNBC Basketball games via student draw	Piercy, Jaron	Environmental Engineering	91.25	n/a	n/a				Athletics

AwardDescription	Amount	Criteria	Name	Program	GPA	Ann Hrs	Cum Hrs	Need	North	Fst Ntns	Nomination
KJM Sales Shot for Tuition	250.00	Awarded at UNBC Basketball games via student draw	Hall, Gordon	General Business	74.80	n/a	n/a				Athletics
KJM Sales Shot for Tuition	250.00	Awarded at UNBC Basketball games via student draw	Wharton, Kayla	Biomedical Studies	3.55	30	30				Athletics
KJM Sales Shot for Tuition	500.00	Awarded at UNBC Basketball games via student draw	MacDonald, Allison	Biomedical Studies	4.03	30	30		Y		Athletics
KJM Sales Shot for Tuition	500.00	Awarded at UNBC Basketball games via student draw	Lamount, Lauren	Comm/Pop Health-Environmental	2.72	19	43				Athletics
Louis and Irene Monasch and Family Bursary	1,000.00	Full-time student, demonstrated financial need, Min ANN GPA 2.00/ HS GPA 63%.	Kerr, Ashley	Biology	3.86	30	103	Y			Awards Office
Northern Gateway Pipelines Bursary	2,000.00	Full time ugrad or grad, financial need. Northern BC residence preferred, satisfactory standing.	Allison, Charles	Finance	73.25	n/a	n/a	Y			Awards Office
Northern Gateway Pipelines Bursary	2,000.00	Full time ugrad or grad, financial need. Northern BC residence preferred, satisfactory standing.	Zeller, Joseph	Nursing	4.03	26	118	Y	Y		Awards Office
Northern Gateway Pipelines Bursary	2,000.00	Full time ugrad or grad, financial need. Northern BC residence preferred, satisfactory standing.	Valiente, Liza	Nursing	4.09	29	99	Y	Y		Awards Office
Northern Gateway Pipelines Bursary	2,000.00	Full time ugrad or grad, financial need. Northern BC residence preferred, satisfactory standing.	Jack, Krystal	Social Work	2.49	n/a	n/a	Y	Y	Y	Awards Office

AwardDescription	Amount	Criteria	Name	Program	GPA	Ann Hrs	Cum Hrs	Need	North	Fst Ntns	Nomination
NutritionLink Award	500.00	Full or part-time enrolled in NURS 206-3, HHSC 311-3, Anth311-3 or FNST 282-3, Interest in promoting nutrition in First Nations communities, financial need, min GPA 2.00	MacDonald, Allison	Biomedical Studies	4.03	30	98	Y	Y		Awards Office
Patrick Lloyd Graduate Scholarship	1,300.00	Full-time Graduate, studying creeks and Rivers of northern BC, academic proficiency	Ziorio, Amy	NRES - Environmental Science	3.87	n/a	n/a	Y	Y	Y	Graduate Programs
Pepsi Annual Athletic Award	982.50	Varsity athlete, nominated by coach	Pozniak, Kylie	Financial	78.20	n/a	n/a	Y	Y		Athletics
Pepsi Annual Athletic Award	491.25	Varsity athlete, nominated by coach	Corrado, Carly	General Arts	88.80	n/a	n/a				Athletics
Prince George Elks Lodge #122 & the Order of the Royal Purple #48 Bursary (renewed)	1,500.00	Renewal criteria GPA 2.00 or better	Kandola, Daman	Unclassified Graduate Studies	3.89	n/a	31	Y			Awards Office
Prince Of Wales Scholarship	0.00	new school dist 57 gra, community involvement, academic achievement.	Deo, Jesmeen Already on full waiver U Scholar	Biochemistry & Molecular Biology	99.25	n/a	n/a	Y	Y		School
Springboard To Success Scholarship	0.00	New student, nominated by SD 57.	Caputo, Emilio Already on full waiver U Scholar	History	97.60	n/a	n/a	Y	Y		School
Springboard To Success Scholarship	1,000.00	New student, nominated by SD 57.	Shaw-MacLaren, Carly	Mathematics	92.80	n/a	n/a	Y	Y		School
Springboard To Success Scholarship	1,000.00	New student, nominated by SD 57.	Bellavance, Brendan	General Business	97.40	n/a	n/a	Y	Y		School
Springboard To Success Scholarship	1,000.00	New student, nominated by SD 57.	Hatcher, Jessica	Biomedical Studies	92.20	n/a	n/a	Y	Y		School

AwardDescription	Amount	Criteria	Name	Program	GPA	Ann Hrs	Cum Hrs	Need	North	Fst Ntns	Nomination
Springboard To Success Scholarship	1,000.00	New student, nominated by SD 57.	Bourque, Isabelle	NRM - Outdoor Rec & Conservation	91.20	n/a	n/a		y		School
UNBC Athletic Award	437.19	Full-time students, contribution to athletic team, Min GPA 2.00 (63%).	Kamsteeg, Darin	History	3.59	27	27				Athletics
UNBC Athletic Award	437.19	Full-time students, contribution to athletic team, Min GPA 2.00 (63%).	Gosse, Ben	General Business	76.60	n/a	n/a				Athletics
UNBC Athletic Award	437.19	Full-time students, contribution to athletic team, Min GPA 2.00 (63%).	Stephens, James	General Arts	85.60	n/a	n/a		y		Athletics
UNBC Athletic Award	460.20	Full-time students, contribution to athletic team, Min GPA 2.00 (63%).	McAvoy, Josh	English	79.40	n/a	n/a				Athletics
UNBC Athletic Award	460.20	Full-time students, contribution to athletic team, Min GPA 2.00 (63%).	Rowlands, Conrad	Environmental Studies	78.40	n/a	n/a				Athletics
UNBC Athletic Award	460.20	Full-time students, contribution to athletic team, Min GPA 2.00 (63%).	Wallace, Brandon	Biology	78.60	n/a	n/a				Athletics
UNBC Athletic Award	460.20	Full-time students, contribution to athletic team, Min GPA 2.00 (63%).	Pagnotta, Dylan	General Arts	75.80	n/a	n/a				Athletics
UNBC Athletic Award	483.21	Full-time students, contribution to athletic team, Min GPA 2.00 (63%).	Bartolifo, Frensesco	Finance	78.20	n/a	n/a				Athletics
UNBC Athletic Award	300.00	Full-time students, contribution to athletic team, Min GPA 2.00 (63%).	Roy, Sydney	Environmental Engineering	3.74	24	51				Athletics
UNBC Athletic Award	300.00	Full-time students, contribution to athletic team, Min GPA 2.00 (63%).	Ricard, Mackenzie	Environmental Engineering	96	n/a	n/a				Athletics
UNBC Athletic Award	300.00	Full-time students, contribution to athletic team, Min GPA 2.00 (63%).	Carille, Alena	Nursing	85.20	n/a	n/a				Athletics

AwardDescription	Amount	Criteria	Name	Program	GPA	Ann Hrs	Cum Hrs	Need	North	Fst Ntns	Nomination
UNBC Athletic Award	300.00	Full-time students, contribution to athletic team, Min GPA 2.00 (63%).	Erb, Kyle	General Business	82.00	n/a	n/a				Athletics
UNBC Athletics Tuition Waiver	1,473.25	Nomination by coach, satisfactory standing	Corrado, Carly	General Arts	88.80	n/a	n/a				Athletics
UNBC Athletics Tuition Waiver	5,621.74	Nomination by coach, satisfactory standing	Steriopoulou, Eleni	Human Resources Management	n/a	n/a	n/a				Athletics
UNBC Athletics Tuition Waiver	4,421.25	Nomination by coach, satisfactory standing	Roy, Sydney	Environmental Engineering	3.47	24	51				Athletics
UNBC Athletics Tuition Waiver	3,438.25	Nomination by coach, satisfactory standing	Bartolilo, Frenesco	Finance	78.20	n/a	n/a				Athletics
UNBC Doctoral Tuition Scholarship	4,596.06	PHD Student, 2 year award, renewable for additional 2 years, satisfactory Progress Report.	Urquhart, Bonnie	PhD - Health Sciences	3.73	n/a	15				Graduate Programs
UNBC Doctoral Tuition Scholarship	3,064.04	PHD Student, 2 year award, renewable for additional 2 years, satisfactory Progress Report.	Sharma, Aseem	PhD - NRES	4.14	n/a	n/a				Graduate Programs
UNBC Doctoral Tuition Scholarship	4,596.06	PHD Student, 2 year award, renewable for additional 2 years, satisfactory Progress Report.	Okpodi, Julius	PhD - Health Sciences	4.00	n/a	6				Graduate Programs
UNBC Merit Award	1,250.00	New Student entering from high school, Min HS Admit 70%	Tibbetts, David January 2015 entry	Chemistry	76.80	n/a	n/a			Y	Awards Office
UNBC Merit Award	1,250.00	New Student entering from high school, Min HS Admit 70%	Rokoratu, Pita January 2015 entry	General Arts	76.40	n/a	n/a			Y	Awards Office

AwardDescription	Amount	Criteria	Name	Program	GPA	Ann Hrs	Cum Hrs	Need	North	Fst Ntns	Nomination
UNBC Merit Award	1,250.00	New Student entering from high school, Min HS Admit 70%	Obikansi, Ify January 2015 entry	International Business	75.00	n/a	n/a				Awards Office
UNBC Merit Award	1,250.00	New Student entering from high school, Min HS Admit 70%	Nwede, Chidubem January 2015 entry	Computer Science	82.50	n/a	n/a				Awards Office
UNBC Scholars Award	2,456.07	New student, northern HS graduate, nominated by school, min HS GPA 80%.	Forbes, Derek January 2015 entry	NRM Wildlife Fisheries	92.60	n/a	n/a		y		School
UNBC Transfer Student Award	1,000.00	Full-time students transferring to UNBC from another PSE, Min GPA 3.47, 30 credits min transfer.	Sanford, Scott	NRM - Wildlife & Fisheries	3.56	n/a	112		y		Awards Office



Motion Number (assigned by SCS): SCSB20141210.03

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the list of 2014/2015 awards recipients be approved as presented.

Effective Date: December 2014

Rationale: The recipients meet the criteria for the awards they have been nominated for.

Proposed By: Linda Fehr

External Relations Contact: N/A

Faculty / Academic Department: Awards and Financial Aid

Date: December 10, 2014

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20141210.03

Moved by: M. Dale

Seconded by: D. Erasmus

Committee Decision: CARRIED

Attachments: 6 Pages

Approved by SCSB: December 10, 2014
Date



(Acting) Chair's Signature

For information of Senate.

Award/Description	Amount	Criteria	Name	Program	GPA	Ann Hrs	Cum Hrs	Need	North	Est Ntns	Nominal on
Anne Fergus Mckay Groundwater & Muriel Ross Groundwater Bursary	650.00	F/T Master of Science in Comm. Health Science/ Nursing; preference given to female; financial need & academic proficiency, registration with CRNBC.	Russell, Julia	MA Community Health Science	4.00	n/a	23				Graduate Programs
Bear and Toni Scholarship	1,000.00	Full time BIoI, Chem or Biochem. min Cumhrs 30, Intention of becoming a veterinarian. min GPA 3.67	Kerr, Ashley	Biology	3.86	30	103		Y		Awards Office
Bryan Auelis Memorial Bursary	750.00	NRM Forestry. min Chrs 60, financial need, satisfactory standing.	Sye, Brian	NRM - Forest Ecology & Management	3.41	29	92	Y			Awards Office
Canadian Institute of Forestry Bursary	1,000.00	NRM or Biology, Cumhrs 60-90, interest in integrated wildlife/forest management, leadership. Min Ann GPA 2.67.	Ranson, Joanne	NRM Forest Ecology & Mgmt	4.30	18	90	Y	Y		Awards Office
Canfor Legacy Awards	2,000.00	Full time NRM, first or second year. interest in industrial forestry, plans to remain in north. min GPA 2.67	Stanislavkovic, Serean	NRM - Wildlife & Fisheries	2.78	247	24		Y		Awards Office
Canfor Legacy Awards	2,000.00	Full time NRM, first or second year. interest in industrial forestry, plans to remain in north. min GPA 2.67	Heseline, Justin	NRM - Wildlife & Fisheries	3.40	21	46				Awards Office
Canfor Legacy Awards	3,500.00	Full time NRM forestry, min cumhrs 60, interest in industrial forestry, plans to remain in north.	Ranson, Joanne	NRM Forest Ecology & Mgmt	4.30	18	90		Y		Awards Office
Celena John Bursary	1,000.00	Full or part-time student, preference to full-time aboriginal or Carrier students, min GPA 2.00, financial need.	McIsaac, Rhonda	MEG - Multidisciplinary Leadership	3.63	n/a	29	Y		Y	Doner
Cliff Marcell Trust Fund Scholarship	1,500.00	Full or P/T undergrad, Canadian First Nations, min Cumhrs 30, min GPA 2.67, financial need	Cooper, Ailthon	First Nations Studies	3.62	24	84	Y	Y	Y	Awards Office
Din Family Award	1,500.00	NMFP, aboriginal student, second preference with children residing with them or single parents. If no eligible, NIMP student with financial need.	George, Randi	Northern Medical Program	n/a	n/a	n/a	Y	Y	Y	NMP
Dr. Mary John Bursary	1,000.00	Full or part-time student enrolled in CASHS, northern BC resident, preference to Carrier First Nations Student, Min Ann GPA 2.67, financial need.	Prince, Leona	MA - Multidisciplinary Leadership	4.03	n/a	26	Y	Y	Y	Doner
Gertrude Bryant and Family Endowed Award	1,500.00	Full-time student, northern BC resident, graduating from UNBC and accepted into NIMP.	Ostapluk, Dayle	Northern Medical Program	n/a	n/a			Y		NMP
Gordon Campbell Scholarship	3,500.00	Graduated student accepted into Northern Medical Program, academic excellence, northern BC resident.	Johnal, Turner	Northern Medical Program	4.27	33	99		Y		NMP
International Association for Impact Assessment - Western and Northern Canada Affiliate Scholarship	2,500.00	Full or part-time grad, enrolled in NRES PhD or Masters, 1st pref to students from Yukon, Northwest Territories or Nunavut, 2nd pref given to students living and/or working in the Yukon or Northwest Territories or Nunavut, Pref to full-time Master's students, academic proficiency.	Russell, Kelsey	MISC - Biology	3.84	n/a	n/a				Graduate Programs
International Student Academic Excellence Scholarship	1,000.00	Full-time international students. min GPA 3.67.	Magorimbo, Ithetunopa	Biochemistry & Molecular Biology	4.04	33	47				Awards Office

International Student Academic Excellence Scholarship	1,000.00	Full-time international students, min GPA 3.67	Saenz Del Campo, Ana	Joint International Studies & Political Science	3.71	22	33				Awards Office
International Student Scholarship	1,000.00	Full-time international students, min GPA 2.67, cannot receive other awards.	Greenbaum, Anna	General Arts	86.20	n/a	n/a				Awards Office
International Student Scholarship	1,000.00	Full-time international students, min GPA 2.67, cannot receive other awards.	Emma-Olah, Owens	Computer Science	75.00	n/a	n/a				Awards Office
Ivor Milly Scholarship	2,100.00	Full-time, credit hrs >= 60, NRECM, NRES, resident of BC + 5yrs, community service, academic excellence.	Ranson, Joanne	NRM Forest Ecology & Mgmt History	4.30	18	90		Y		College
IJM Sales Ltd. Leadership Award	2,000.00	Full-time undergraduate, involvement in recreational activities, min GPA 2.00.	McMurty, Thomas	History	3.91	24	87				donor
Mark Sunstrum Bursary	500.00	Full time NRM or GIS, min cumhrs 30, prefer Forestry major, prefer northern BC resident. Financial need, min GPA 2.00.	Hooper, Hailey	NRM - Wildlife & Fisheries	3.13	28	102		Y		Awards Office
Matthew Halpin Memorial Bursary	1,000.00	Min Cum hrs 60, Resource Rec/Res-based tourism, financial need, Min avg GPA 2.00.	Pactham, Michael	NRM - Outdoor Rec & Conservation	3.06	16	98		Y		Awards Office
May and Ronald F. Whitcombe Memorial Scholarship	1,000.00	Full-time UG enrolled in 3rd or 4th year of Chemistry or Biochemistry, interest in pursuing physician training, academic excellence.	Drzdolf, Tyler	Biochemistry & Molecular Biology	4.12	19	97		Y		Awards Office
Misul Home Company Limited Scholarship	2,500.00	Bcomm, International Business, prefer interest in Japanese/northern BC trade, Min Avg GPA 3.30, Min Cumhrs 30.	Seiler, Haylee	International Business	3.40	27	83		Y		Awards Office
Morrison Undergraduate Scholarship in History	250.00	Full-time undergraduate, History program, min GPA 3.67, completed 3 upper division History Courses, not yet eligible to graduate.	Wright, Moigan	History	3.76	30	93		Y		Program
Murray Keith Memorial Bursary	500.00	Full-time student, northern BC resident, graduation from UNBC, accepted into Northern Medical Program.	Luong, Susan	Northern Medical Program	n/a	n/a	n/a		Y		NMP
Murray Keith Memorial Bursary	500.00	Full-time student, northern BC resident, graduation from UNBC, accepted into Northern Medical Program.	Mallock, Scott	Northern Medical Program	n/a	n/a	n/a		Y		NMP
NBCGS Legacy Scholarship	500.00	Full time students, 4.00 GPA, contributors to graduate culture, not in receipt of other awards exceeding tuition.	Mohammad Taheri, Nabid	MSc - Computer Science	4.22	n/a	12				Awards Office
Northern BC Friends of Children Award	1,000.00	NMP student, community involvement, commitment to stay in north or East Kootenay region.	Boucher, Christina	Northern Medical Program	n/a	n/a	n/a				NMP
Over the Edge Scholarship	500.00	New student, has applied and committed to contributing to OTE, min 70% GPA	Dalino, Maryna	Integrated Science	81.80	n/a	n/a				Awards Office
Pacific Blue Cross Award for Northern Medical Program Students	500.00	Full-time student enrolled in NMP, northern BC resident, financial need.	Clark, Sheldon	Northern Medical Program	n/a	n/a	n/a		Y		NMP

Pacific Blue Cross Award for Northern Medical Program Students	500.00	Full-time student enrolled in NMP, northern BC resident, financial need.	Leblanc, Ryan	Northern Medical Program	n/a	n/a	Y		NMP
Pepu Annual Athletic Award	750.00	Varsity athlete, nominated by coach	Louka, Vasiliki	English Language Studies	n/a	n/a			Athletics
Perry Michael Shawana Bursary	1,000.00	Full or part-time undergrad, min 30 Cumhrs financial need, min GPA 2.67.	Jack, Krystal	Social Work	3.00	93	Y	Y	Awards Office
Peter Benlley Athletic Scholarship	1,000.00	Full-time student, member of Men's Varsity Athletic team.	Howden, Mitchell	General Arts	2.37	24			Athletics
Pierce Hofer Leading Spirit Bursary	4,000.00	New student, Lakland Secondary school, financial need.	Dube, Andre	Environmental Engineering	90.75	n/a	Y	Y	School
Prince George Gyro Club Bursary	500.00	CSAM, northern BC residents, Cumhrs 30><60, financial need.	Sidsworth, Daniele	Biochemistry & Molecular Biology	3.81	36	Y	Y	Awards Office
R.T. Wilson Rural and Remote Nursing Clinical Practicum Bursary	400.00	Full-time Nursing enrolled in NURS 330, 418 or 4th year practicum, financial need.	Lee, Anne	Nursing	3.18	37	Y		Program
R.T. Wilson Rural and Remote Nursing Clinical Practicum Bursary	600.00	Full-time Nursing enrolled in NURS 330, 418 or 4th year practicum, financial need.	DeAlmeida, Jodie	Nursing	4.08	12	Y		Program
R.T. Wilson Rural and Remote Nursing Clinical Practicum Bursary	600.00	Full-time Nursing enrolled in NURS 330, 418 or 4th year practicum, financial need.	Burton, Daniela	Nursing	3.03	31	Y	Y	Program
Raven Scholarship	5,500.00	New student, Min Adm GPA 3.67 (85%)	Balfour, Nahanni	Nursing	3.22	27	Y	Y	Program
Raven Scholarship	2,750.00	New student, Min Adm GPA 3.67 (85%)	Machin, Gregory January 2015 intake	Human Resources Management	87.20	n/a			Awards Office
Raven Scholarship	2,750.00	New student, Min Adm GPA 3.67 (85%)	Sample, Caleb January 2015 entry	Integrated Sciences	86.60	n/a			Awards Office
Raven Scholarship	2,750.00	New student, Min Adm GPA 3.67 (85%)	De Sousa, Taylor January 2015 entry	General Arts	86.40	n/a		Y	Awards Office
Raven Scholarship	2,750.00	New student, Min Adm GPA 3.67 (85%)	Mecham, Daydon January 2015 intake	General Business	86.20	n/a		Y	Awards Office
Sophie Thomas Bursary	1,000.00	Full or part-time student, Min Cumhrs 30, major in Biology, Env. Planning, Env. Sciences, First Nations Studies or NRM program, financial need, Min Ann GPA 2.67, career goals.	Curtis, Ian	NRM - Outdoor Rec & Conservation	4.09	30	Y	Y	donor
Stephanie Kennedy Memorial Award	3,500.00	Full time enrolled/accepted into NMP program, northern BC resident, community involvement, intent to practice in the north.	Batchelor, Bobbi Jean	Northern Medical Program	n/a	n/a		Y	NMP
UNBC Athletic Award	484.23	Full-time students, contribution to athletic team, Min GPA 2.00 (63%)	Hall, Gordon	General Business	74.80	n/a			Athletics

UNBC Doctoral Tuition Scholarship	4,596.06	PHD Student, 2 year award, renewable for additional 2 years, satisfactory Progress Report.	George, Serena	PHD - Health Sciences	4.00	n/a	12			Graduate Programs
UNBC Doctoral Tuition Scholarship	4,596.06	PHD Student, 2 year award, renewable for additional 2 years, satisfactory Progress Report.	Fyfe, Trina	PHD - Health Sciences	3.67	n/a	6	Y		Graduate Programs
UNBC Faculty and Staff Bursary	1,000.00	New student, northern BC resident, financial need, Min AdmGPA 2.67 (70%).	Gysselink, Devon	General Business	79.80	n/a	n/a	Y		Awards Office
UNBC Masters Tuition Scholarship	4,596.06	Awarded to Master's students who have received a national award or GES.	Emon, Carolyn	MA Interdisciplinary Studies	4.00	n/a	12			Graduate Programs
UNBC Masters Tuition Scholarship	4,596.06	Awarded to Master's students who have received a national award or GES.	MacDonald, Kara-Lee	MA English	4.33	n/a	12			Graduate Programs
UNBC Masters Tuition Scholarship	4,596.06	Awarded to Master's students who have received a national award or GES.	Grant, Laura	MSc Biology	3.72	n/a	n/a			Graduate Programs
UNBC Masters Tuition Scholarship	4,596.06	Awarded to Master's students who have received a national award or GES.	McKay, Ariana	MNRES	4.00	n/a	15			Graduate Programs
UNBC Masters Tuition Scholarship	4,596.06	Awarded to Master's students who have received a national award or GES.	Newcombe, Phillip	MSc Psychology	4.07	n/a	14			Graduate Programs
UNBC Masters Tuition Scholarship	4,596.06	Awarded to Master's students who have received a national award or GES.	Aubertin, Gabrielle	MSc Biology	3.83	n/a	n/a			Graduate Programs
UNBC Masters Tuition Scholarship	4,596.06	Awarded to Master's students who have received a national award or GES.	Russell, Kelsey	MSc Biology	3.84	n/a	n/a			Graduate Programs
UNBC Merit Award	1,250.00	New Student entering from high school, Min HS Admit 70%	Stephen, Bryden January 2015 entry	Finance	84.40	n/a	n/a	Y		Awards Office
UNBC Merit Award	1,250.00	New Student entering from high school, Min HS Admit 70%	Mann, Joshua January 2015 entry	Biochemistry and Molecular Biology	73.00	n/a	n/a	Y		Awards Office
UNBC Merit Award	1,250.00	New Student entering from high school, Min HS Admit 70%	Schofield, Ashlyn January 2015 entry	Psychology	84.80	n/a	n/a	Y		Awards Office
UNBC Merit Award	1,250.00	New Student entering from high school, Min HS Admit 70%	Yusuf, Tairreeq January 2015 entry	Accounting	75.00	n/a	n/a			Awards Office
UNBC Merit Award	1,250.00	New Student entering from high school, Min HS Admit 70%	Russman, Bryne January 2015 entry	Economics	76.60	n/a	n/a	Y		Awards Office
UNBC Merit Award	1,250.00	New Student entering from high school, Min HS Admit 70%	Taylor, Tamara January 2015 entry	General Business	84.40	n/a	n/a	Y		Awards Office
UNBC Transfer Student Award	1,000.00	Full-time students transferring to UNBC from another PSE, Min GPA 3.47, 30 credits min transfer.	Shea, Karen	General Business	3.72	n/a	60	Y		Awards Office
van Adickem Undergraduate Summer Research Bursary	1,750.00	Full or part-time, min 60 Cums, preference to students doing applied research on northern ecosystems and plants during the summer, min GPA 3.00, financial need.	Sye, Brian	NRA - Forest Ecology & Management	3.41	29	92	Y		Awards Office

William Dow Ferry Graduate Fellowship in Political Science	5,000.00	Political Science (MA), full-time. Admission GPA 3.33 min, northern BC resident, intent to remain in region.	HolSink, Clarence	MA - Political Science	3.84	12	12	Y	Y	Program
William Wilfred Karpoban Memorial Award for Cancer Service	2,700.00	full or part-time, PG campus, min 60 Chr, min GPA 2.00 community service to UHNBC cancer centers, preference to a Nursing student.	McSweeney, Graeme	Biomedical Studies	3.35	27	99	Y	Y	Awards Office
WWNI Community Development Bursary	1,000.00	Full time undergrad registered at UNBC at WWNI, financial need, sat standing.	Stewart, Pauline	First Nations Studies	4.33	9	48	Y	Y	Awards Office



Motion Number (assigned by SCS): SCSB20141022.05

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the list of 2014/2015 awards recipients be approved as presented.

Effective Date: October 2014

Rationale: The recipients meet the criteria for the awards they have been nominated for.

Proposed By: Linda Fehr

External Relations Contact: N/A

Faculty / Academic Department: Awards and Financial Aid

Date: October 22, 2014


TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20141022.05

Moved by: Schwab **Seconded by:** Harria

Committee Decision: CARRIED **Attachments:** 4 Pages

Approved by SCSB: October 22, 2014 
Chair's Signature

Date

For information of Senate.

2014/2015 Awards Recipients

Award Description	Amount	Criteria	Name	Program	GPA	Ann Hrs	Cum Hrs	Need	North	Post Ntns	Nominati on
Alumni Association of UNBC Athletics Award	1,000.00	Full-time, Min Cumhrs 15, academic proficiency, preference to varsity athletes.	Smith, Michael	BA - General	n/a	n/a	60				Athletics
Alumni Association of UNBC Athletics Award	1,000.00	Full-time, Min Cumhrs 15, academic proficiency, preference to varsity athletes.	Hall, Jordan	Political Science	2.08	22	65		Y		Athletics
Anna Sokomova Memorial Bursary	1,500.00	Prefer Full-time exchange student from former eastern communist bloc countries, 2nd preference any international exchange student, third preference Canadian students. Greatest preference Canadian students. Greatest Varsity athlete, nominated by coach	Fedlakova, Anastasia	Undeclared	n/a	n/a	n/a	Y			Awards Office
Athletic Outreach Fund	660.00	Varsity athlete, nominated by coach	Bartolillo, Francesco	Finance	78.20	n/a	n/a				Athletics
Athletic Outreach Fund	500.00	Varsity athlete, nominated by coach	Grewal, Harjas	Biochemistry & Molecular Biology	4.23	30	102		Y		Athletics
Brett and Natalie Stewart Award	1,000.00	Full time Ugrad, Men's varsity basketball, min GPA 2.67.	Scholz, Gagan	BA - General	2.67	18	39				Athletics
Bruce and Pat Murdoch Bursary	500.00	Female varsity basketball player preferred, academic proficiency, financial need.	Graham, Stacey	English	n/a	n/a	n/a	Y			Athletics
Graduate Entrance Scholarship (renewed)	10,000.00	Renewal criteria 4.00+ GPA, Satisfactory Progress Report. Full-time graduate	Burke, Susan	PHD - Health Sciences	4.00	n/a	9				Graduate Programs
Integris Credit Union Athletic Awards	500.00	Full time varsity athletic students, satisfactory standing.	Pudias, Hannah	General Arts	94.60	n/a	n/a		Y		Athletics
Integris Credit Union Athletic Awards	2,500.00	Full time varsity athletic students, satisfactory standing.	Bobler, Brett	Nursing	2.50	n/a	45		Y		Athletics
Integris Credit Union Athletic Awards	2,000.00	Full time varsity athletic students, satisfactory standing.	Lahli, Georgia	English	2.59	22	83				Athletics
Integris Credit Union Athletic Awards	1,000.00	Full time varsity athletic students, satisfactory standing.	Wilson, Sydney	Nursing	3.20	39	65		Y		Athletics
International Student Academic Excellence Scholarship	1,000.00	Full-time international students, min GPA 3.67.	Nguyen, Van	Accounting	3.78	9	27				Awards Office
International Student Academic Excellence Scholarship	1,000.00	Full-time international students, min GPA 3.67.	Zhai, Xuan	Mathematics	4.15	27	76				Awards Office
International Student Academic Excellence Scholarship	1,000.00	Full-time international students, min GPA 3.67.	Wang, Jing	Finance	4.02	12	74				Awards Office
International Student Academic Excellence Scholarship	1,000.00	Full-time international students, min GPA 2.67, cannot receive other awards.	Song, Liqi	Accounting	85.00	n/a	n/a				Awards Office

Kenneth Wong Memorial Scholarship	750.00	Full-time student, Min Cumhrs 30, declared major, academic excellence.	Chawdhary, Vikram	Accounting	4.20	24	30	Y		Awards Office
KIM Sales Ltd. Athletics Award	2,000.00	Full-time students, varsity basketball team player, min gpa 2.00.	Chu, Jeffrey	Political Science	3.14	22	66			Athletics
KIM Sales Ltd. Leadership Award	2,000.00	Full-time undergraduate, community involvement/leadership, involvement in recreational activities, min GPA 2.00.	Aase, Emily	Joint English & History	2.25	19	19	Y		donor
KIM Sales Ltd. Soccer Scholarship	1,500.00	Full-time undergrad, members of varsity soccer teams, min GPA 2.67, involvement in other recreational activities.	Ricard, McKenzie	Environmental Engineering	96.20	n/a	n/a			Athletics
Nemeth Family Scholarship	1,250.00	Full-time, Environ. Engineering, min GPA 3.67	MacDonald, Alanna	Environmental Engineering	4.18	31	64	Y		Awards Office
Nora Jean Garland Bursary	600.00	Full-time student, female varsity basketball player, Min GPA 2.67, financial need.	Graham, Stacey	General Arts	n/a	n/a	n/a	Y		Athletics
Pepsi Annual Athletic Award	2,500.00	Varsity athlete, nominated by coach	Sahota, Gagan	BA - General	2.67	18	39			Athletics
Pepsi Annual Athletic Award	1,500.00	Varsity athlete, nominated by coach	Hall, Sydney	Finance & Marketing	2.67	18	55	Y		Athletics
Pepsi Annual Athletic Award	1,500.00	Varsity athlete, nominated by coach	Wilson, Sydney	Nursing	3.20	39	65	Y		Athletics
Pepsi Annual Athletic Award	1,500.00	Varsity athlete, nominated by coach	MacFarlane, Mitchell	History	3.66	21	48	Y		Athletics
Peter Bentley Athletic Scholarship	1,000.00	Full-time student, member of a Varsity Athletic team.	Plus, Tanna	Biomedical Studies	2.03	28	28	Y	Y	Athletics
Peter Bentley Athletic Scholarship	1,000.00	Full-time student, member of a Varsity Athletic team.	Noble, Connor	General Business	2.24	21	45			Athletics
Prince George Doctors Scholarship	1,250.00	Min Cumhrs 30, intention of applying to medical school, Min AvgGPA 3.67.	Noonan, Jennifer	Biology	3.89	34	68	Y		Awards Office
Prince George Minor Basketball Association Bursary	500.00	Full-time grad or undergrad, preference to northern BC resident and former participants in PG Minor Bball, financial need, Min GPA 2.00, community involvement.	Pudlas, Hannah	General Arts	94.60	n/a	n/a	Y	Y	Athletics
Prince George Minor Basketball Association Bursary	500.00	Full-time grad or undergrad, preference to northern BC resident and former participants in PG Minor Bball, financial need, Min GPA 2.00, community involvement.	Holmes, Luke	NRM Outdoor Recreation & Cons.	2.89	18	18	Y	Y	Athletics

Ramada Hotel Downtown Prince George Athletic Award	1,000.00	Full time Ugrad varsity athlete, min GPA 2.00	Hali, Jordan	Political Science	2.08	22	65	Y		Athletics
Re/Max City Centre Realty Athletics Award	500.00	Full time ugrad, member of Varsity Athletics, sat standing	Hali, Sydney	Finance & Marketing	2.67	18	55	Y		Athletics
Residence Meal Plan Bursary	2,000.00	Full time ugrad, under 30 cr, on residence meal plan, financial need as per student loan assessment.	Rahimtda, Sulainah	Bachelor of Education	n/a	n/a	n/a	Y		
Talisman Energy Scholarship for Aboriginal Students	1,000.00	Full or part-time Aboriginal Student. Prefer resident of BC, BC or SK. GPA 2.67 or better.	Sandhu, Kehay	Biomedical Studies	2.67	32	98	Y	Y	Awards Office
UNBC Athletic Award	1,500.00	Full-time students, contribution to athletic team, Min GPA 2.00 (63%).	Smith, Michael	General Arts	n/a	n/a	n/a			Athletics
UNBC Athletic Award	965.00	Full-time students, contribution to athletic team, Min GPA 2.00 (63%).	Notife, Connor	General Business	2.24	21	45			Athletics
UNBC Athletic Award	660.00	Full-time students, contribution to athletic team, Min GPA 2.00 (63%).	Fabunle, Tofa	Psychology	82.80	n/a	n/a			Athletics
UNBC Athletic Award	660.00	Full-time students, contribution to athletic team, Min GPA 2.00 (63%).	Piernuff, Logan	Biomedical Studies	4.04	30	87			Athletics
UNBC Athletic Award	1,164.16	Full-time students, contribution to athletic team, Min GPA 2.00 (63%).	Kesagnia Kamdoun, Franck Oliver	Economics	2.05	21	81			Athletics
UNBC Athletic Award	1,164.16	Full-time students, contribution to athletic team, Min GPA 2.00 (63%).	Elliott, Rhys	International Business	2.95	n/a	n/a			Athletics
UNBC Athletic Award	844.14	Full-time students, contribution to athletic team, Min GPA 2.00 (63%).	Cheng, Ho Hang	Finance & International Business	3.19	27	72			Athletics
UNBC Athletic Award	1,000.00	Full-time students, contribution to athletic team, Min GPA 2.00 (63%).	Holmes, Luke	NBA Outdoor Recreation & Cons.	2.89	18	18	Y		Athletics
UNBC Athletics Tuition Waiver	1,965.00	Nomination by coach, satisfactory standing	Fleith, Kelle	General Arts	2.63	24	84			Athletics
UNBC Athletics Tuition Waiver	2,292.50	Nomination by coach, satisfactory standing	Nijjar, Jasprit	Biomedical Studies	3.94	28	57			Athletics
UNBC Athletics Tuition Waiver	982.50	Nomination by coach, satisfactory standing	Pozniak, Kyle	Finance	89.20	n/a	n/a			Athletics
UNBC Athletics Tuition Waiver	982.50	Nomination by coach, satisfactory standing	Corrado, Carly	General Arts	88.80	n/a	n/a			Athletics
UNBC Athletics Tuition Waiver	982.50	Nomination by coach, satisfactory standing	Reick, Cassandra	Psychology	87.20	n/a	n/a	Y		Athletics
UNBC Athletics Tuition Waiver	491.25	Nomination by coach, satisfactory standing	Graham, Stacey	General Arts	n/a	n/a	n/a			Athletics
UNBC Athletics Tuition Waiver	491.25	Nomination by coach, satisfactory standing	Boon, Nicole	Social Work	3.40	n/a	n/a			Athletics

UNBC Athletics Tuition Waiver	1,473.75	Nomination by coach, satisfactory standing	Erickson, Jessica	Biomedical Studies	3.16	25	25	Y	Athletics
UNBC Athletics Tuition Waiver	1,965.00	Nomination by coach, satisfactory standing	Roy, Sydney	Environmental Engineering	3.47	24	51		Athletics
UNBC Athletics Tuition Waiver	1,965.00	Nomination by coach, satisfactory standing	Grob, Tanya	Biomedical Studies	3.70	27	98	Y	Athletics
UNBC Athletics Tuition Waiver	491.25	Nomination by coach, satisfactory standing	Pius, Tianna	Biomedical Studies	2.03	28	28	Y	Athletics
UNBC Athletics Tuition Waiver	982.50	Nomination by coach, satisfactory standing	Emmond, Madison	Accounting	3.60	n/a	n/a	Y	Athletics
UNBC Athletics Tuition Waiver	1,965.00	Nomination by coach, satisfactory standing	Roitke, Connor	General Business	2.24	21	45		Athletics
UNBC Athletics Tuition Waiver	1,965.00	Nomination by coach, satisfactory standing	Falunle, Toja	Psychology	3.00	24	24		Athletics
UNBC Athletics Tuition Waiver	1,473.75	Nomination by coach, satisfactory standing	Bartolito, Francesca	Finance	78.20	n/a	n/a		Athletics
UNBC Athletics Tuition Waiver	4,912.50	Nomination by coach, satisfactory standing	Phenufi, Logan	Biomedical Studies	4.04	30	87		Athletics
UNBC Athletics Tuition Waiver	4,850.00	Nomination by coach, satisfactory standing	Louka, Vasiliki	English Language Studies	n/a	n/a	n/a		Athletics
UNBC Doctoral Tuition Scholarship	4596.06	PHD Student, 2 year award, renewable for additional 2 years, satisfactory standing	Burke, Susan	PHD - Health Sciences	4.00	n/a	9		Graduate Programs
UNBC Founders Bursary	1,500.00	Full-time graduate or undergraduate, financial need, Min Ann Gpa 2.67, community service, reference.	Mann, Joshua	Anthropology & Economics	3.39	36	111	Y	Awards Office
UNBC International Study Abroad Award	500.00	Full-time undergraduate or graduate enrolled in UNBC Int'l Exchange program or field school program, demonstrated interest in study area, highest GPA.	Donker, Francesca	International Business	3.17	24	72		Awards Office
UNBC Men's Basketball Alumni Bursary	1,000.00	Satisfactory standing, varsity athletic, preference to male player.	Smith, Michael	BA - General	n/a	n/a	60		Athletics
UNBC Men's Basketball Alumni Bursary	1,000.00	Satisfactory standing, varsity athletic, preference to male player.	Chu, Jeffrey	Political Science	3.14	22	66		Athletics
UNBC Transfer Student Award	1,000.00	Full-time students transferring to UNBC from another PSE, Min GPA 3.47, 30 credits min transfer.	Klassen, Jackson	Biomedical Studies	3.97	n/a	40		Awards Office

AGENDA ITEM BRIEFING NOTE

Date:	March 27, 2015			
Agenda Item:	6.k. Banking Service Contract			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
Prepared By:	William Chew, Treasury Services Manager			
Reviewed By:	Eileen Bray, Vice President, Administration & Finance			

Material: See below.

Issue: The current contract with the Bank of Montreal for banking services will expire July 31, 2015. Normally, we would issue a Request for Proposal (RFP); however, given current activities at the provincial level, we feel it would be beneficial from a cost and efficiency perspective, to extend the existing contract for two years.

Background: As part of the Administrative Services Delivery Transformation (ASDT) initiative, Provincial Treasury is in the process of negotiating banking services contracts with all major banks. It is anticipated that negotiations will be completed within a year. It is expected that post-secondary institutions will be able to sign on to one of the master banking service agreements and benefit from cost savings within 6 to 12 months after negotiations are complete..

Motion: That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the two-year extension to the banking contract between the Bank of Montreal and the University of Northern British Columbia for the period ending July 31, 2017.

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:



BRIEFING NOTE

Date:	March 18, 2015	
Agenda Item / Prepared For:	External Relations – Public Session	
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion
	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Decision/Approval
Prepared by:	Katherine Scouten, Development Manager Christine Dillabaugh, EA to Vice President External Relations	
Reviewed by:	Robert van Adrichem, Vice-President External Relations	

1. Fundraising:

Distribution of Donations	April 2013 – January 2014		April 2014 – January 2015	
	Total Giving	Donor Count	Total Giving	Donor Count
Student Awards	\$377,338	287	\$375,719	249
General	\$391,954	156	\$356,414	195
Athletics	\$84,405	141	\$135,158	155
Northern Medical Program Trust	\$271,563	416	\$245,029	595
First Nations	\$14,335	6	\$11,215	7
Library	\$15,105	23	\$29,160	25
Green Initiatives	\$5,560	9	\$401,931	10
General Research	\$63,859	13	\$85,182	9
Area of Greatest Need	\$53,169	150	\$38,312	117
Gift in Kind	\$120,554	44	\$58,379	59
Office of Research	\$329,197	3	\$28,661	1
Total	\$1,727,039	1248	\$1,765,160	1422

Giving by Constituency	April 2013 – January 2014		April 2014 – January 2015	
	Total Giving	Donor Count	Total Giving	Donor Count
Association / Organization	\$49,302	37	\$77,723	36
Business / Corporation	\$852,984	185	\$965,968	204
Foundations	\$292,549	12	\$291,153	11
Government	\$110,210	8	\$9,357	5
Individuals (non- UNBC)	\$61,373	586	\$295,213	738
UNBC Individuals	\$69,464	127	\$79,933	131
Alumni	\$69,464	174	\$45,813	162
Total	\$1,727,039	1129	\$1,765,160	1287

Note that the next report to the Board will be for the fiscal year-end.

It has been said that donors don't give to your institution, but through it to create a better world. The first few months of 2015 have provided stories of how UNBC is achieving this through post-secondary education and research:

- Pave the Way - Students presented the legacy of their fundraising efforts to Winnipeg Host Society to seed their sustainability initiatives for Canada Summer Games 2017
- Three children in the Cadell family, inspired by the Canada Games performances of local biathletes Emily Dickson and Claire Lapointe, donated their savings in mason jars for the Nordic Legacy Scholarship
- Miriam Wolfe maintained a connection as a tourist that signed the 16,000 petition long ago with UNBC. That connection became a gift to create an endowed scholarship in her brother's name

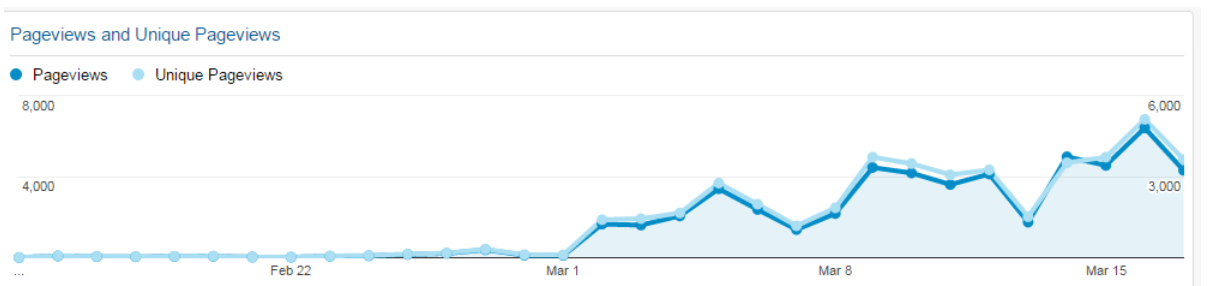
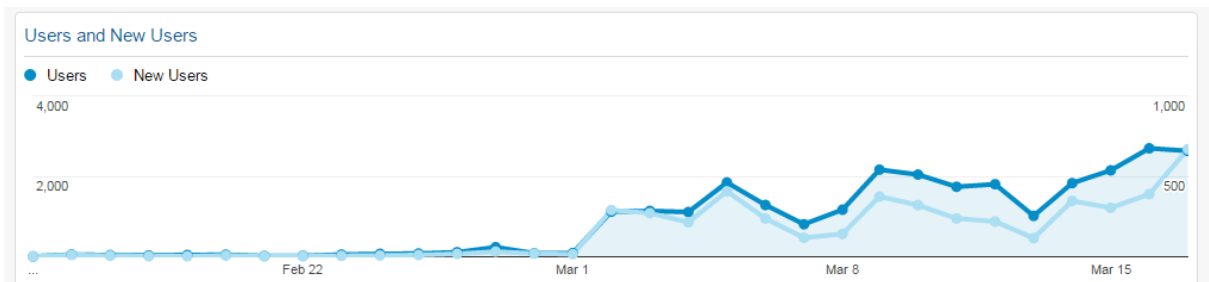
Other Activities to Report from Development

- a. Fundraising priorities list has been discussed with President's Council and other university chairs/faculty.
- b. 1st Annual Timberwolves Legacy Breakfast was held March 17th with keynote speaker Hayley Wickenheiser. The event was sold out with 380 in attendance including all student athletes, coaches and staff, Mayor and Chief, VPs, sponsors and donors, youth. The event exceeded fundraising objectives, all proceeds going directly to students (scholarships and bursaries). Using undesignated donated funds for scholarships and bursaries, UNBC offered to match all donations made at the event up to \$12,500. To kick off the challenge, UNBC Executive Team made personal donations totaling \$2000. Over \$25,000 was raised at the breakfast plus the proceeds from the event itself for a total of \$50,000 (estimated). The success of the fundraiser was due in large part to the contribution of \$7500 from the 25th Anniversary fund allowing Athletics to bring such a high profile and sought after keynote speaker.
- c. The Dr. Bob Ewert Lecture will be held April 11th, planning by the Development Office along with the NMS, PG Community Foundation, Northern Health. 860 tickets sold so far – close to a sell-out.
- d. UNBC is in receipt of an estate gift from a long time donor to UNBC (first in recent history) for a student award in the School of Education.
- e. A group of UNBC donors attended a private reception arranged with the Governor General of Canada, March 2nd prior to the public panel. Alex Castley, a UNBC grad who works with Integris Credit Union received the Governor General's Silver Medal while at UNBC and was able to have His Excellency sign it for him.
- f. R. van Adrichem attended the PG Community Foundation Fall Grant Reception on Dec 4. UNBC received a cheque for \$3,000.
- g. Through an introduction from Chancellor MacDonald, R. van Adrichem has been working with the Pacific Energy Innovation Association to advance opportunities for enhancing educational and demonstration capacity at UNBC related to rural and remote energy systems.

2. Communications with Stakeholders:

- a. R. van Adrichem met with Dave Porter of the BC First Nations Energy and Mining Council on Dec 5 in Prince George. This was followed by a campus tour in March.
- b. Dan Ryan, Todd Whitcombe and Bev Isaac (First Nations Centre) presented UNBC recruitment Wolfies to Lheidli T'enneh children, as per a request made by Chief Frederick
- c. Throughout the month of December R. van Adrichem met with various UNBC stakeholders and founders including Janine North, Don Bassermann, Charles Jago, and Bruce Strachan
- d. Campus tours were recently conducted with Richard Dunn of Encana, Lianne Olson and Keving Dobbin of Rio Tinto Alcan, and Shiela Flemmer of TransCanada

- e. During the CWG 480 grades 9 to 11 students from the region participated in the Canfor Tours organized as part of Canfor's CWG sponsorship. Students received a campus tour, a presentation from Dr. Chris Opio on opportunities in forestry and NRM programs. This was the first time many of these students had been on campus
- f. The CWG provided several networking opportunities for UNBC's senior administration including: pre and post closing ceremonies VIP receptions, sponsorship reception, City of PG reception, Lheidli T'enneh dinner and reception, and the Closing Ceremony on campus
- g. Just over 1500 UNBC alumni participated in the first-ever survey of UNBC graduates. Analysis is now underway
- h. President Weeks hosted a dinner for Toronto alumni in February.
- i. Communications activities during negotiations and the recent job action was meant to inform multiple stakeholders about the status of negotiations.
 - A Communications Working Group was chaired by the Provost and included the Manager of Communications, the VP External Relations, the Dean of CSAM, and the Vice-Provost of Student Engagement.
 - A "faculty relations" website was created in April. It was the main repository for updates. See below for usage statistics:



- In late January, the Communications Working Group produced a communications workflow chart that identified the involvement of UNBC personnel and target audiences. *See attached.*
- Thirteen emails were sent directly to students. Emails were also sent directly to staff and faculty.
- The Vice-President External Relations has been UNBC's chief media spokesperson. As of writing, more than 40 interviews have been conducted. These have been with all local media outlets as well as with the Tye, Global Television, and regional media. The UNBC strike generated roughly 450 media impressions in the first 13 days of the strike (this includes the same story running on multiple occasions - radio newscasts, for example).

3. Government and Political Relations:

a. Municipal Government

- i. R. van Adrichem met with City Hall representatives to discuss the May 2015 NCLGA AGM, this year taking place in Prince George. Several events, including the opening reception, energy tour and NMPT AGM will take place at UNBC – on May 6
- ii. R. van Adrichem met with Mayor Lyn Hall and Councilor Murry Krause to discuss collaboration opportunities between the City's Centennial and UNBC's 25th Anniversary celebrations
- iii. Numerous UNBC employees attended the City of PG's 100th birthday celebration dinner on March 6
- iv. The Mayor's new Education Committee met for the first time on March 12. Membership includes senior representatives from SD 57, CNC, UNBC, and the City. The Committee is chaired by Albert Koehler and UNBC reps are D. Weeks, J. Young, and R. van Adrichem.

b. Provincial Government

- i. New Advanced Education Minister Andrew Wilkinson visited UNBC in January and met with the senior administration team.
- ii. The annual Premier's Natural Resources Forum took place in Prince George in late January, providing networking opportunities with provincial leaders
- iii. Local MLAs Shirley Bond and Mike Morris joined UNBC in celebrating the 10th anniversary of the Northern Medical Program on January 16
- iv. Planning had been completed for a lunch and research presentation for Government officials in Victoria. This was postponed due to the faculty job action.
- v. D. Weeks attended the announcement of Emily Carr University of Art & Design's intention to deliver programming in the Wood Innovation and Design Centre.
- vi. The Northern BC Career Zone Pavilion was officially opened by local MLAs at the CWG plaza on Feb 14. Several of UNBC's senior admin team attended
- vii. R. van Adrichem and K. Scouten attended the CWG provincial reception at WIDC on Feb 20, hosted by Shirley Bond.
- viii. Lieutenant Governor Judith Guichon toured WIDC and the UNBC campus on January 27. She met with a small group of students, alumni, local farmers, and faculty who are involved with northern food production

c. Federal Government

- i. R. van Adrichem met with MP Bob Zimmer in Ottawa on January 27 and discussed a meeting with the BC caucus.
- ii. R. van Adrichem attended the annual AUCC Government Relations meetings in Ottawa in late January

- iii. R. van Adrichem and Conservative party candidate Todd Doherty met on Feb 3
- iv. As part of the CWG, a breakfast meeting was held at UNBC for the provincial and territorial Sport Ministers on Feb 12

4. UNBC's 25th Anniversary

Governor General David Johnston visited UNBC on March 2 for a panel discussion at the PG Playhouse involving the GG, President Dan Weeks, and Mayor Lyn Hall. The discussion focused on the importance of cities and universities working together for their mutual benefit. More than 100 people attended.

Two students who have been hired to follow-up with personal phone calls to founders have completed more than 700 calls to date. This project is connected to the initiative to publicize the names of all 16,000 original petition-signers online and invite founders to update their contact information and tell the story of their involvement with UNBC. The purpose of the phone calls is to thank founders and bring them into a closer relationship with the University.

The Discovery Centre, presented during the Canada Games on the ground floor of the Library, was one of the largest 25th anniversary projects in terms of project budget. It featured displays and activities presented by over 30 students and faculty, and attracted over 1000 people during its two-week run.

A Student Leadership Gala and Awards event on January 31st recognized over 65 students for their many contributions to UNBC. The event included workshops, presentations, dinner and a keynote by Drew Dudley, whose TED talk was voted as "one of the 15 most inspirational TED talks of all time."

A team including two UNBC faculty members and two local community artists has been selected to create a permanent art installation for the 25th Anniversary project led by the Northern BC Archives. Their concept includes two paintings linked together by pieces of fused glass, that tell a story of UNBC's past, future and the journey linking the two. The project will involve members of the Prince George and university communities in co-creating the art glass through a series of workshops.

President Weeks spoke to the local business community and other stakeholders at a PG Chamber of Commerce luncheon on January 29. The event was sold out and more than 50% of the attendees were alumni. The president's topic *UNBC at 25: Strengthening the UNBC/Prince George Relationship* was well received.

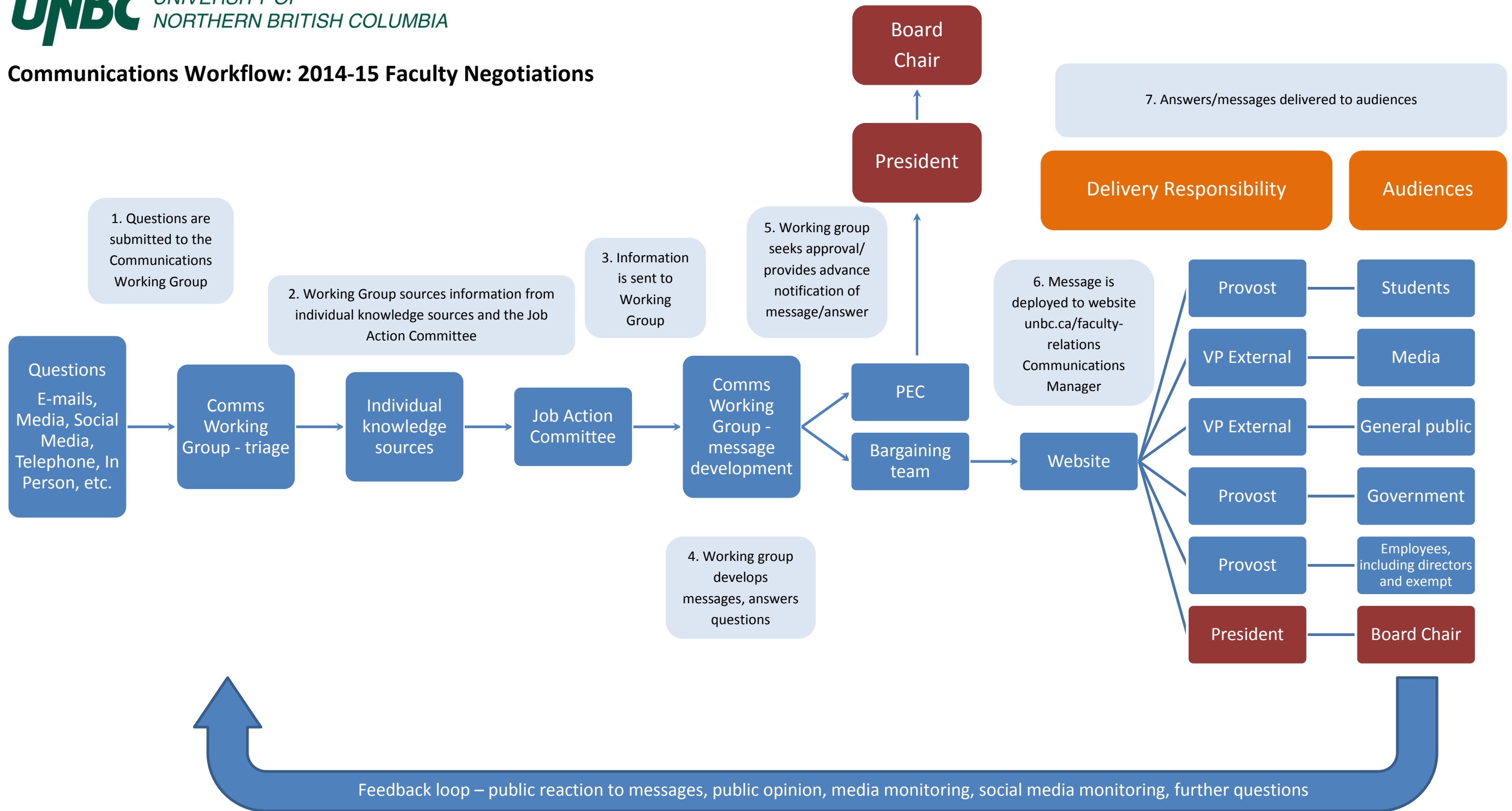
Professor Daniel Drache from York University visited UNBC on January 15th for a Global Friday's presentation sponsored by the 25th Anniversary. The talk attracted about 75 people over two sessions for a discussion about the challenges of being a country blessed with natural resource bounty in the current global economic climate.

Recommendation Approved:

Not Approved:

Date:

Communications Workflow: 2014-15 Faculty Negotiations



AGENDA ITEM BRIEFING NOTE

Date:	March 16, 2015			
Agenda Item:	Office of Research Report			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Dr. Ranjana Bird			
Reviewed By:				

Material: Attached

Issue:

Background:

Motion:

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:

VICE-PRESIDENT, RESEARCH BOARD REPORT – MARCH 2015

ACTIVITIES EXTERNAL TO UNBC DURING THE PAST THREE MONTHS

SSHRC Annual Meeting (December 3): This meeting is held each year to connect with SSHRC Leaders of each institution. The meeting is to discuss the future planning for research funding in Canada and to look at the current trends and practices. This is also a great networking opportunity.

RUCBC Meeting (January 21): This regular meeting which takes place either through a teleconference call or face to face was held in Vancouver. We discussed the strategy for Canada First Research Excellence Fund. We also met with the CEO of the BC Innovation Council, Michael Smith Health Research Foundation and discussed the future possibilities and opportunities. One of UNBC's researchers is participating in a Canada First Research Excellence Fund proposal submitted by the University of Victoria in the area of Climate Change and Coastal region.

Natural Resource Forum (January 20-23): UNBC's Office of Research has been a sponsor and participant in this annual conference each year. This conference is to connect with industries and discuss collaborations on a topic of mutual interests. The Office of Research prepared an information document for the industries to highlight the resources UNBC has to partner with the industries.

Michael Smith Foundation for Health Research (MSFHR, January 29): MSFHR held its annual reception to honor the recipients of MSFHR's Fellows. My participation was to show support and network.

Meeting with Rachael Ritchie, Genome BC (January 29): This meeting was arranged at my request to touch base with Genome BC. This organization funds research in various fields and promotes the understanding and use of genome based technology in research and innovation. UNBC has researchers who have applied for funding from Genome BC. A face to face meeting is always helpful in highlighting what we are doing and how Genome BC could enhance our research capacity in the north.

Meeting with Laurence Meadows, MITACS (January 29): Mitacs is a funding agency which promotes involvement of students with industries and not for profit organizations. It supports funding in all disciplines. The purpose of this meeting was to discuss how UNBC can take additional advantage of the opportunities offered by Mitacs program. UNBC is an Associate Member and the fee to join Mitacs is based on the number of graduate students we have. Our membership is approximately \$20,000. I also requested a report from Mitacs (see attached) to determine if this membership should be maintained. Whereas UNBC has benefitted by the Mitacs Accelerate Program, we should and could take additional advantage of this membership. The Office of Research will be enhancing its effort to let the research community know about this program and support submissions to Mitacs.

Meeting with the Western Economic Diversification Officials (January 29, 2015): This meeting was to address the expenditure and reporting of WED funding received by UNBC in 2010. This meeting was critical to ensure that UNBC is seen in a positive light with WED for future funding.

ACCRU Meeting (February 23): The Alliance of the Council of Comprehensive Research Universities are working together to enhance the profile of Canadian Universities who may not fall under the category of U15 (15 highly research intense universities in Canada). ACCRU is critical for positioning the small and medium size institutions to be heard at the Federal level.

SELECTED HIGHLIGHTS: RESEARCH FUNDING AND RECOGNITION

Dr. Mark Shrimpton received more than \$350,000 to establish a Fish Aquatic Laboratory and enhance genomic capabilities from the Canadian Foundation for Innovation and BC Advanced Knowledge Development Fund. Dr. Shrimpton is a Fish Biologist and through these funding sources he is building a much needed research capacity at UNBC.

Dr. Stephen Rader and his team of researchers have discovered a new way to study gene splicing in pre-messenger ribonucleic acid (RNA). The large number of diseases linked to splicing (ranging from cancer to cystic fibrosis to spinal muscular atrophy) indicates the importance of this process for proper cell function, but the complexity of the process has hampered our ability to investigate how splicing happens.

The team studied the splicing process in red alga (*C. merolae*) and discovered it is the first known organism to splice genes without the help of a specific type of small nuclear RNA called U1.

This important discovery could help provide a better understanding of how the process works in humans and lead to development of new treatments for genetic diseases.

“Dramatically Reduced Spliceosome in Cyanidioschyzon Merolae” was recently published in the prestigious journal Proceedings of the National Academy of Sciences.

Dr. Chow Lee and his team have published recently in a highly acclaimed journal, the Journal of Biological Chemistry. The team has identified unique characteristics of a protein that is involved in the growth and progression of cancer cells. The significance of their research is two-fold; 1.) we have increased our knowledge of how a protein involved with cancer growth functions in the cell, and 2.) we have identified ideal targets for anti-cancer therapeutics. Their results can assist in the design of drugs that could be used to prevent the growth and spread of cancer cells. According to the lead author, Mark Barnes, “The better we understand how cancer works, the better chance we have at identifying ways to stop cancer.”

INFORMATION ON UNBC SOCIAL SCIENCES AND HUMANITIES (SSH) SEED GRANT AWARDEES AS REQUESTED BY THE BOARD

A few selected abstracts as submitted by the applicants follow:

Lantana Usman, Education

Terrorism and Girls Education in Northern Nigeria: Analysis of Educational Policy Reforms

The goal of my research is to investigate the school transition and adjustment of the girls in their new schools. I hope to elucidate school based reforms and resources as the UN Safe School Initiative for girls education in the affected research states, and particularly their impacts on the kidnapped girls. Secondary purpose of the research is to provide a report that will aid Nigerian institutions in charge of

girl-child education as the ministries of education to review current policy practices for a more inclusive and transformational school leadership and management of girls education in northern Nigeria.

Ben Bryce, History

Healing the Nation: Healthcare, Philanthropy, and Ethnicity in Argentina, 1880-1945

The first project that this grant will support is a brief two-week archival trip to Buenos Aires in late April and early May in conjunction with a conference on immigration that I will attending at the Universidad Nacional de San Martín. After the conference, I will begin to lay the foundations for my next major research project, entitled “Healing the Nation: Healthcare, Philanthropy, and Ethnicity in Argentina, 1880-1945.” In Buenos Aires, I will research at the archives of several foreign-language hospitals, the Argentine National Library, and the library of the Faculty of Medicine at the University of Buenos Aires. I will also make contact with the Museum of Immigration in Buenos Aires in order develop stronger connections with different community groups and lay the groundwork for a public lecture and a conference in 2016.

The second major research activity that this grant will support is a monograph entitled *The*

Boundaries of Ethnicity: Language, Community, and Religion in Canada, 1880-1930. Between May and August 2015, I will carry out extensive archival work in the Great Lakes region in order to complete the research for this book. It examines the conflicting views over issues of citizenship and ethnicity held by German-speaking immigrants, bilingual Canadians of German heritage, politicians, and religious leaders. It stresses the importance bilingualism and religious identities within the individual, group, and national constructions of ethnicity. I argue that the negotiation between state bureaucrats, community leaders, and bilingual children carved out a space for cultural pluralism in many Canadians’ understanding of the nation in the early-twentieth century. The book engages with broader debates about state authority, nationalist ideologies, and language policy in North America.

Boris DeWiel, Political Science

Reality, Creativity, Discovery

The project is a monograph in philosophy, for which I request funding for final production assistance and for dissemination. The research question is whether reality is created or discovered. I take the latter position and argue that creativity, including human creativity, is a post-biblical notion that has been accepted uncritically by Western modernity. Humans have the limited power to discover realities but we do not literally have the power to bring new realities into existence. As a literalism, the notion of human creativity is a false inheritance.

Greg Halseth, Geography

Lessons from Smart Service Infrastructure Projects in Rural BC

This project will identify key benefits and lessons for developing smart, efficient service infrastructure that can enhance the capacity and resiliency of rural and small town places. Developing an understanding of these lessons is critically important as many organizations and communities respond to ongoing social, economic, and political restructuring with fewer human and financial resources.

Kristen Guest, English

Equine Cultures: The Horse and Human Society, 1700-present

Over the past decade Animal Studies has emerged as a vibrant focus of interdisciplinary research for scholars in the Humanities, Social Sciences, and Sciences. Attesting to the strength of this emergent field are the wide range of dedicated monograph series, journals, scholarly organizations, and graduate programs that have recently appeared. Within this field, the study of horses has become a significant focus, particularly among humanities scholars who have investigated how these non-human animals have shaped human culture in real and symbolic terms. As a species often identified with human capabilities (intelligence and emotional sensitivity, as well as abstract qualities such as nobility and honour) the horse offers a unique discursive framework for thinking about the formation of human identity, even as it asks us to consider fundamental differences between human and non-human forms of subjectivity. Thus far, most research focusing on horses and human society have focused on the early modern period (pre-1700). This project will examine the horse in modern society (1700 to the present), focusing on how economic and technological advances associated with modernity have impacted a range of equine cultures and their related human identities.

Mitacs Accelerate

Outcomes:

Industry

Partner Survey



January 2015

Executive Summary

Report Objectives

The goal of this report is to summarize and present findings from a recent longitudinal survey of current and past Mitacs-Accelerate industry partners. This carefully designed survey allows Mitacs to capture intermediate and long-term outcomes and impacts of its Accelerate internship program.

Mitacs is proud to share these exciting results with its external stakeholders, including our funders and current and future program participants, demonstrating the significant and tangible impact that Accelerate is having on Canadian companies and their achievements.

Key Results

Program Satisfaction:

- Over 95% of companies indicated that Accelerate was successful in meeting their corporate needs
- 92% of companies would recommend Accelerate to others and 88% would participate in the program again

Business and R&D Outcomes:

- 66% of companies indicated that the project results have been (32%) or will be (34%) commercialized
- 30% of companies have hired one or several interns (25% into new positions; 10% into existing positions)
- 26% of companies hired other new employees based on their Accelerate experience
- 40% of companies invested \$250,000 or more of new money into R&D as a result of their Accelerate experience (including 10% that invested more than \$500,000)

Industry-Academic Research Collaborations:

- 66% of companies remained in contact with their Accelerate intern(s) in some capacity
- 82% of companies continued to collaborate with the academic supervisor involved in the Accelerate project
- 47% of companies engaged in *new* collaborations within the academic sector

Conclusion

The majority of Mitacs industry partners are extremely satisfied with their experiences to date, and their participation in the program has led to actions that are consistent with increased business investments in R&D and innovation.

Mitacs-Accelerate improves key industry partner business and R&D outcomes and promotes industry-academic relationships and collaborations.

We expect that as Accelerate continues to grow, the clear impact it is having on R&D investment, innovation, and productivity in Canada will continue to increase as well.



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Introduction and Survey Objectives

Rationale & Survey Objectives

The goal of this report is to summarize and present findings from a recent longitudinal survey of current and past Mitacs-Accelerate industry partners. This carefully designed survey allows Mitacs to capture intermediate and long-term outcomes and impacts of its Accelerate internship program. These results supplement the rich data that is already collected through participant exit surveys and final reports that are limited to immediate program satisfaction, outputs, and short-term participant outcomes.

Mitacs is proud to share these exciting results with its external stakeholders, including our funders and current and future program participants, demonstrating the significant and tangible impact that Accelerate is having on Canadian companies and their achievements. These results will also be used internally to inform program improvements and identify new or changing client needs.

Methodology

Design

The survey instrument was designed by the Mitacs Policy Team and reviewed by representatives from multiple Mitacs departments. It was created, managed and distributed using FluidSurveys, an online tool with which program participants and Mitacs staff were familiar. Upon completion, the survey instrument was programmed online and underwent both internal and external pre-testing. Where applicable, recommendations were integrated into the survey. Once finalized, the survey instrument was translated into French to provide respondents the option of participating in either official language.

Distribution

The list of survey participants was created using multiple Accelerate program databases. All for-profit companies that participated in the Accelerate program for the first time between 2004 and 2013 were targeted. When Mitacs industry partners had participated in multiple Accelerate projects, each contact associated with one or more projects was contacted. A total of 1,421 part participants were reached representing 1,287 Mitacs industry partner organizations.

The survey was active between November 4 and November 27, 2014. Direct email invitations with an embedded survey link were sent on November 4. The original email invitation, and subsequent email reminders, were crafted in English and French, and outlined the goals of the survey as well as survey procedures. A first reminder targeting all participants who had not completed the survey was sent on November 20 and a final reminder was sent on November 26.

Response Rate

A total of 253 individuals responded to at least one question of the survey, including 214 complete questionnaires. This resulted in an overall response rate of 19% of all for-profit Mitacs industry partners. Table 1 provides a detailed breakdown of survey respondents.

“Our participation in the program was part of the R&D for the company's first product. As a result all sales and revenues will be the company's first!”

Anonymous Survey Respondent

Table 1: Mitacs industry partner response rates

	French	English	Total	Response Rate Overall	Response Rate Complete Only
Reachable individuals ¹	342	1,079	1,421	17.8%	15.1%
Reachable organizations ²	297	990	1,287	19.1%	16.1%
Incomplete & complete responses	63	190	253		
Complete responses only	48	166	214		

Limitations

While unlikely to have significant impact on the results of this survey, the following limitations are noted:

- Email invitations were sent to the identified primary project contact at companies that participated in the Accelerate program. As a result, it is likely that a greater number of more recent participants were still in their positions and thus, we were likely not able to reach as many participants from longer ago.
- Between 2004 and 2013, Accelerate has evolved both in terms of program scope and implementation. However, this limitation is unlikely to have significant impacts on the results as the vast majority of survey respondents participated in the program between 2008 and 2013.
- Selection of an appropriate control group to whom Mitacs industry partners could be compared proved to be a significant challenge. Instead, we opted for an implicit study design, where respondents are asked to evaluate and comment on what impact the program had on their company. Where appropriate, national metrics pertaining to industry-university collaborations and relationships will be used.

Mitacs Industry Partner Demographics and Program Satisfaction

Industry Partner Demographics

Survey respondents are a representative sample of Mitacs industry partners. They represent diverse companies with respect to size (figure 1), provincial distribution (figure 2), and industry sector (figure 3). Prior to their first experience with the Accelerate program, most industry partners were already active in R&D (87%) and most had previously collaborated with university researchers (81%; figure 4).

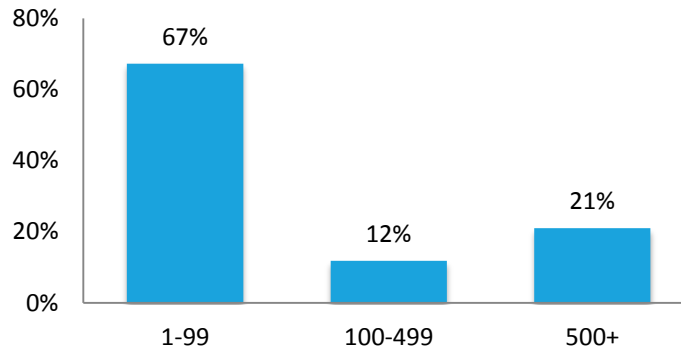


Figure 1: Mitacs industry partner size (number of employees)

¹Reachable individuals are defined as survey participants for which the email invitation did not bounce back

²The number of reachable organizations represents the total of different organizations associated with reachable individuals

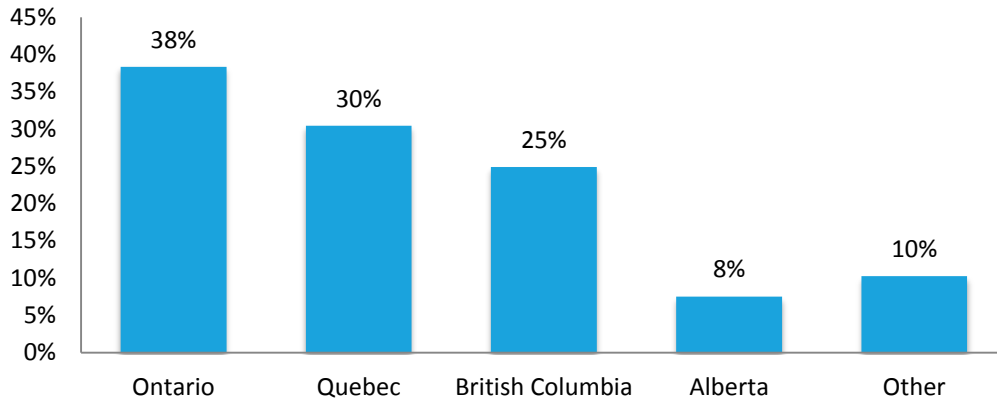


Figure 2: Province in which Accelerate project occurred (multiple responses permitted)

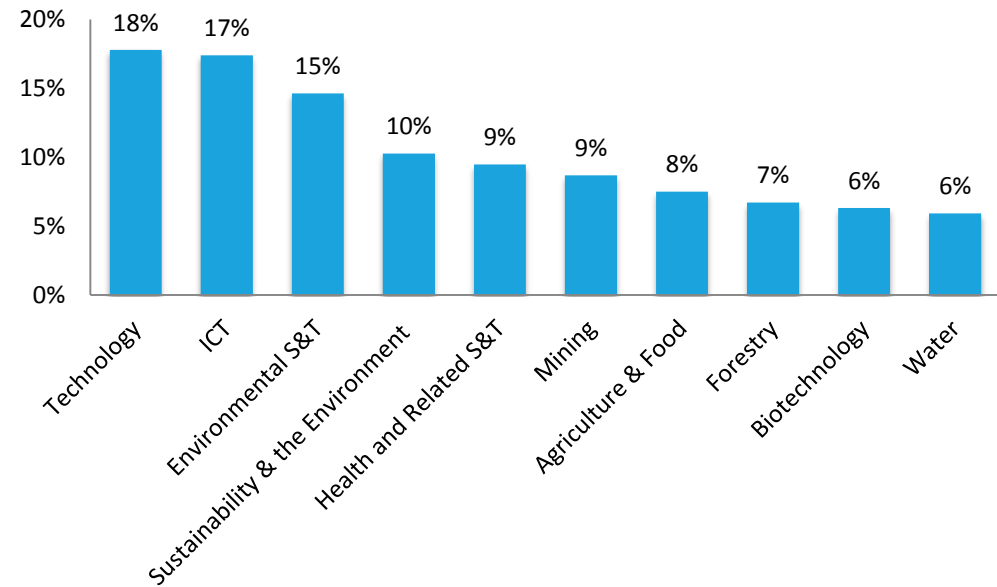


Figure 3: Industry sectors of survey respondents (top 10; multiple responses permitted)

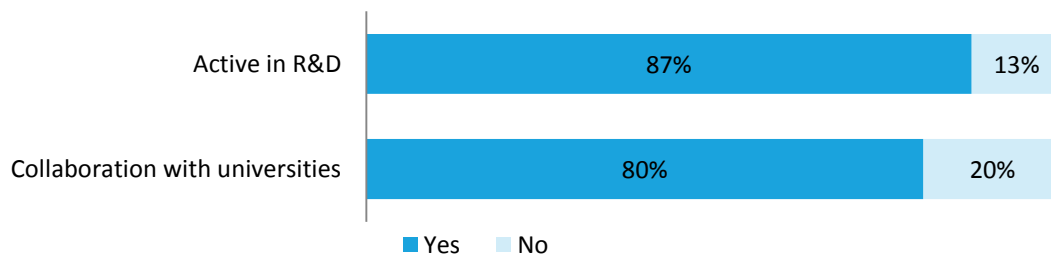


Figure 4: Proportion of Mitacs industry partners already involved in R&D and university collaborations

Industry Partner Program Satisfaction

Over 95% of survey respondents indicated that Accelerate was successful in meeting their corporate needs (to a moderate extent or more; figure 5).

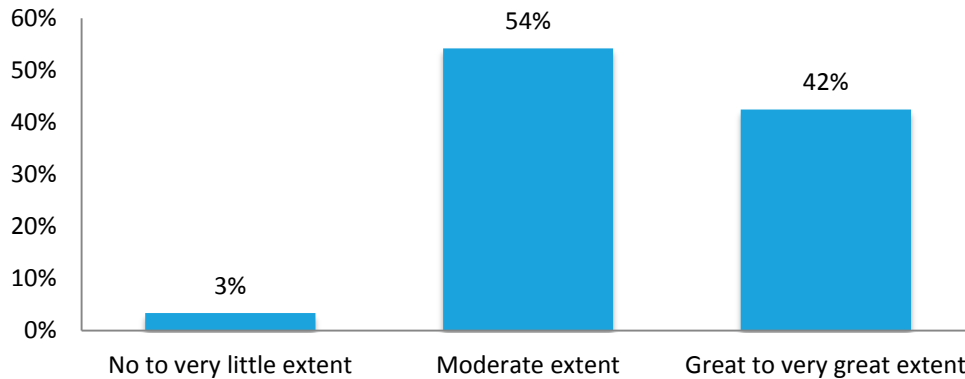


Figure 5: Extent to which Accelerate has helped Mitacs industry partner meet its corporate needs

In addition, the majority of Mitacs industry partners would participate in the program again (88%; figure 6a), or recommend Accelerate to other organizations (92%; figure 6b).

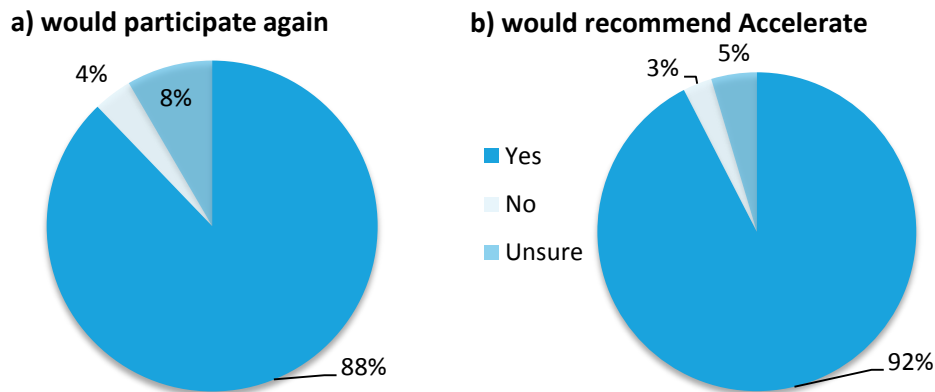


Figure 6: Survey respondent satisfaction with Accelerate program

Survey respondents identified several key factors that were important contributors to the success of their Mitacs experience. As shown in figure 7, survey respondents selected several success factors as being associated with the project(s) including: availability and expertise of the intern(s); time spent at the company facility; level of study of the intern(s); and expertise provided by the academic supervisor.

“Nous sommes très satisfaits de ce programme!”
- Dr. Silvia Todorova, President, Anatis Bioprotection

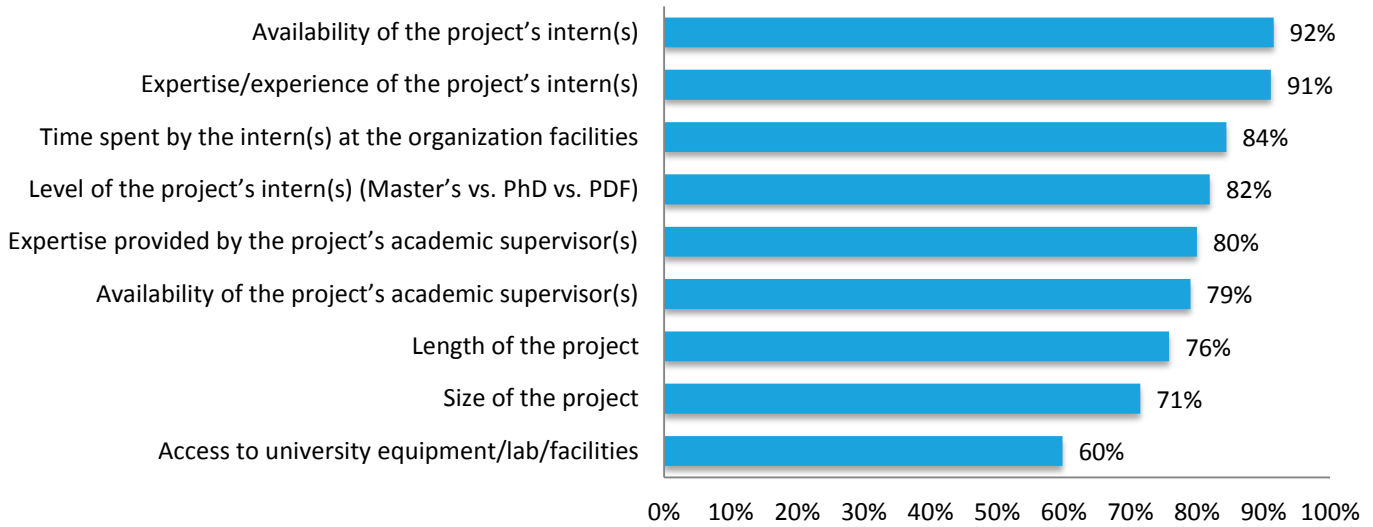


Figure 7: Mitacs program success factors selected by survey respondents (% of respondents who identified factor as moderately important or greater; multiple responses permitted)

Mitacs improves key industry partner business outcomes

To better understand what made their experiences with Accelerate so successful, industry partners were asked a series of questions about specific business and R&D outcomes directly related to their participation in the Accelerate program. Given the time delay associated with the completion of a project and when some of the results will be fully realized or implemented, the data below may underestimate the actual outcomes in some cases.

Business Outcomes

First, survey respondents were asked about the commercialization potential of results from Accelerate project(s). Figure 8 shows that two thirds of Mitacs industry partners indicated that the results have been (32%), or will be (34%), commercialized.

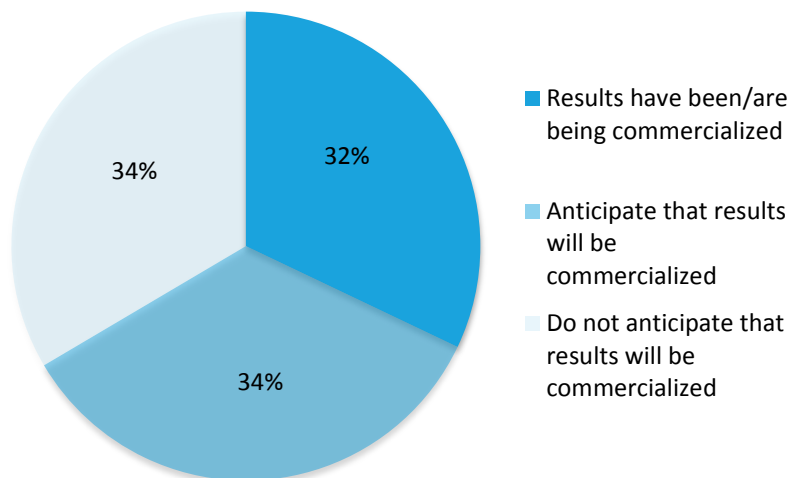


Figure 8: Proportion of survey respondents that have or intend to commercialize results from their Accelerate project(s)

Second, survey respondents indicated that their participation in the Accelerate program directly led to the creation of new jobs. As shown in figure 9, a total of 30% of industry partners have hired *at least one* of their interns (25% into newly created positions and 10% into existing positions). In addition, participation in the Accelerate program led to the hiring of other new employees for more than a quarter of partner organizations.

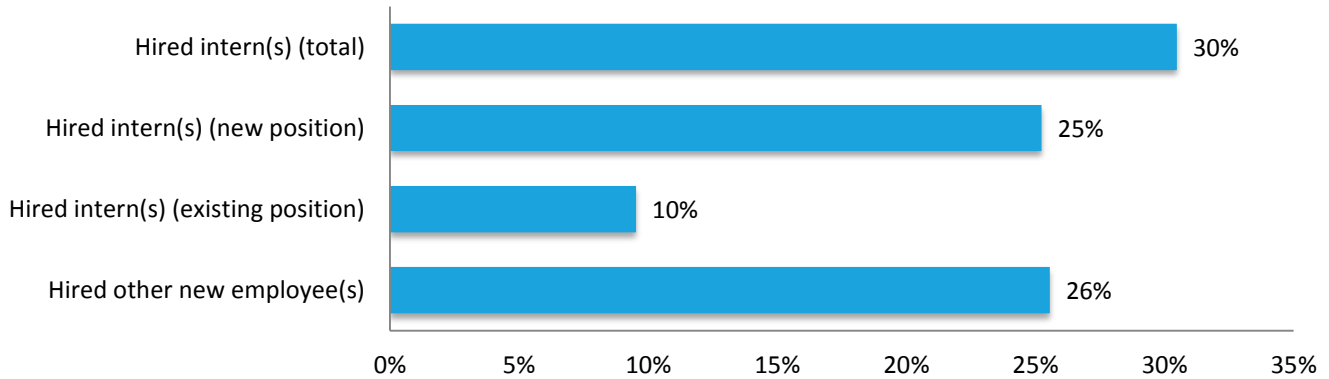


Figure 9: Proportion of Mitacs industry partners that hired new employees as a result of their Accelerate experience

Finally, in addition to commercialization and job creation, survey respondents identified several other important business outcomes resulting from their Accelerate experience (figure 10). The most commonly mentioned business outcomes included: identification of new (34%) or expanded (31%) market segments, cost savings (18%), and increased sales (11%).

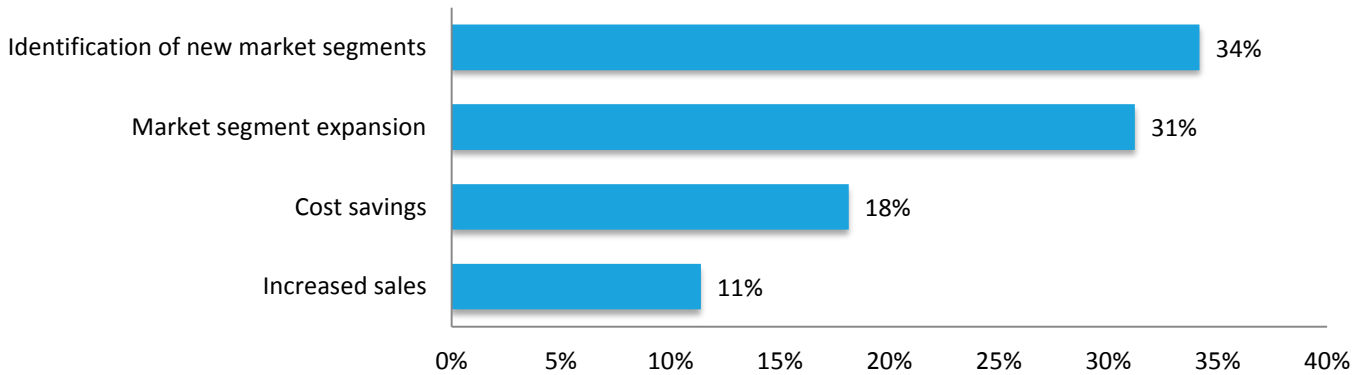


Figure 10: Additional positive business outcomes identified by survey respondents (multiple responses permitted)

"[It's] really hard to quantify the benefits, since we are just commencing commercialisation. However, we definitely increased the reliability of the technology which should have a big impact on the financial metrics.

- Ozgur Gurtuna, President, Turquoise Technology Solutions Inc.

R&D Outcomes

Figure 11 highlights that the vast majority of respondents have used, or are still using, the R&D results from their Accelerate project(s). These results include: techniques (processes and methodologies) and tools (algorithms, software, machinery, etc.) or newly generated knowledge.

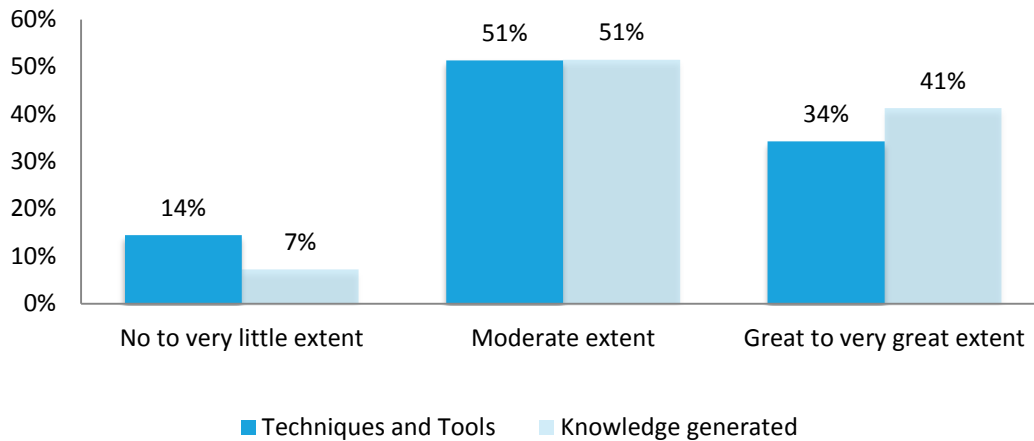


Figure 11: Extent to which Mitacs industry partner has used or is using R&D results from their Accelerate project(s)

Survey respondents were also asked about *specific* R&D-related outcomes that resulted from their Accelerate project(s). As shown in figure 12, the most cited outcome was significant progress made on a research problem (51%). Importantly, more than a third of respondents indicated that a new or enhanced product was developed as a result of the Accelerate project. Other R&D outcomes included: development of a new or enhanced process; a peer-reviewed publication; development of a new or enhanced service; patent or license application (figure 12).

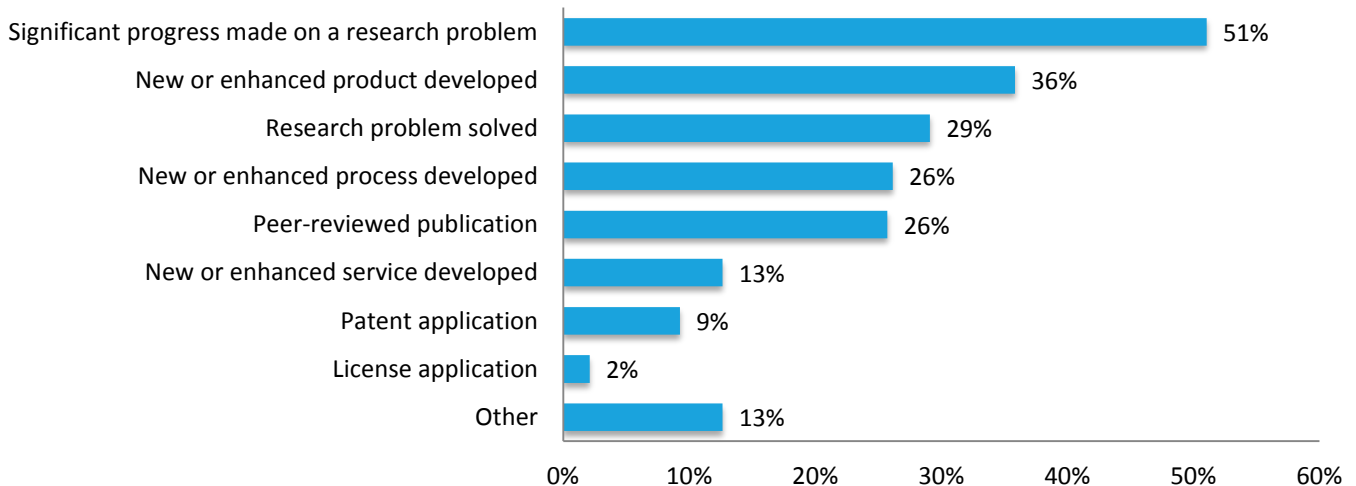


Figure 12: Most frequently identified R&D outcomes by Mitacs industry partners (multiple responses permitted)

In addition to understanding and identifying the outcomes of Accelerate program participation, we were also interested in knowing whether program participation had other longer term impacts on Mitacs industry partners. For example,

survey respondents were asked if new practices or behaviours could be identified within their organization as a result of their Accelerate experience.

Figure 13 details the R&D-related actions that resulted from Accelerate program participation including increasing overall investment in R&D activities, increasing the number and intensity of interactions with academic researchers, continuing existing or launching new R&D projects, and creating new positions in R&D or supporting roles.

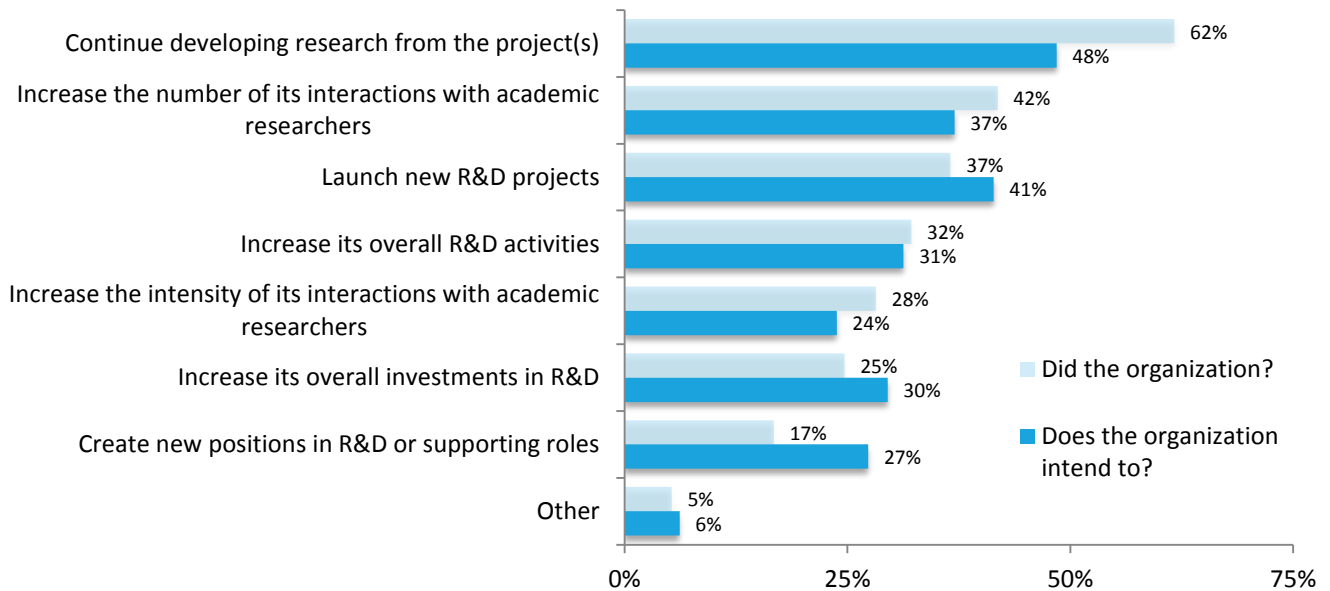


Figure 13: R&D-related changes resulting from Accelerate participation (multiple responses permitted)

Finally, survey respondents were asked about new R&D investments made at their company as a result of their Accelerate program participation. Figure 14 shows that participation in Accelerate led to significant new investments by industry partners. Ten percent of survey respondents indicated that they invested more than \$500,000 as a result of their participation in the program, while 30% invested between \$250,000 and \$500,000, and 41% invested between \$10,000 and \$250,000.

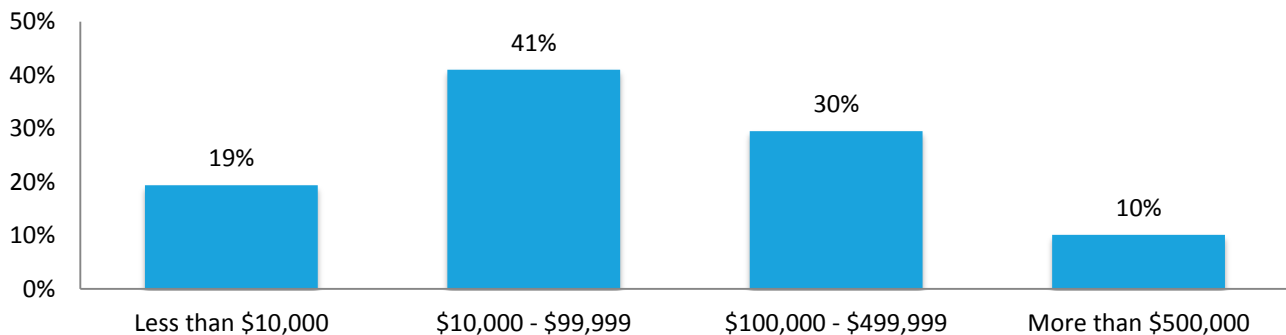


Figure 14: Value of new R&D investments by Mitacs industry partners as a result of Accelerate experience

Mitacs promotes industry-academic relationships and collaborations

While business-related successes are important outcomes of industry participation in Mitacs' Accelerate program, we also wanted to identify what impact participation had on industry partner research collaborations and relationships with academic researchers.

As shown in figure 15, two thirds of survey respondents remained in contact with their Accelerate intern(s) in some capacity (including through hiring the intern; see figure 9). When asked about the nature of the relationship with their intern, responses included through continued networking, continuing to support their academic research project, continuing to act as an advisor, or participation as a member of the intern's thesis committee (figure 15).

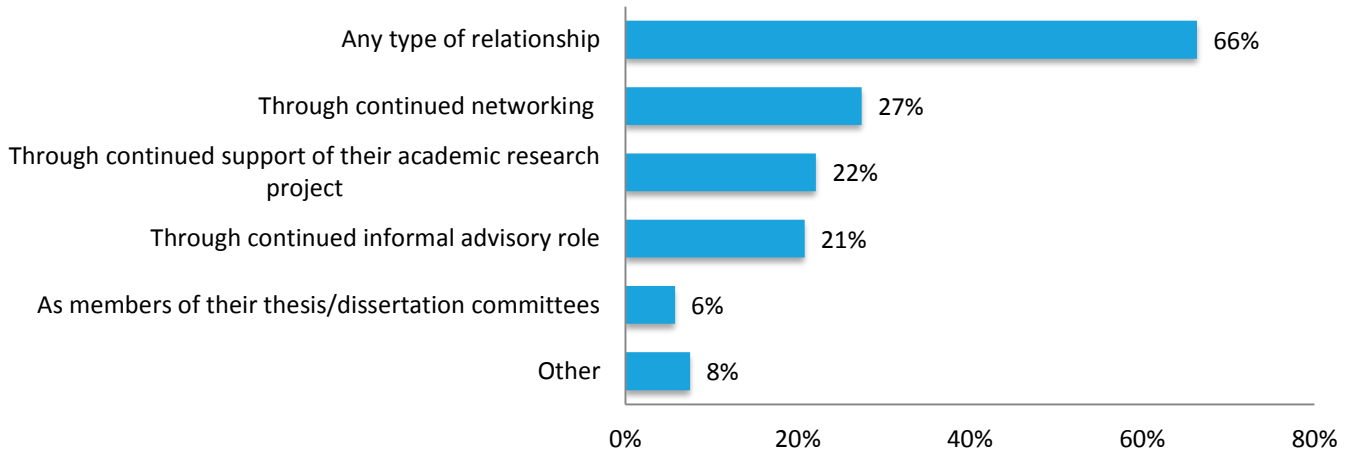


Figure 15: Proportion of Mitacs industry partners that maintained a relationship with at least one of their Accelerate interns following the project's completion (multiple responses permitted)

The majority of survey respondents also indicated that their companies remained in contact with the academic supervisor(s) associated to the Accelerate research project, either formally or informally (figure 16). Of note, nearly half of survey respondents engaged in *new* collaborations within the academic sector as a result of their participation in the Accelerate program.

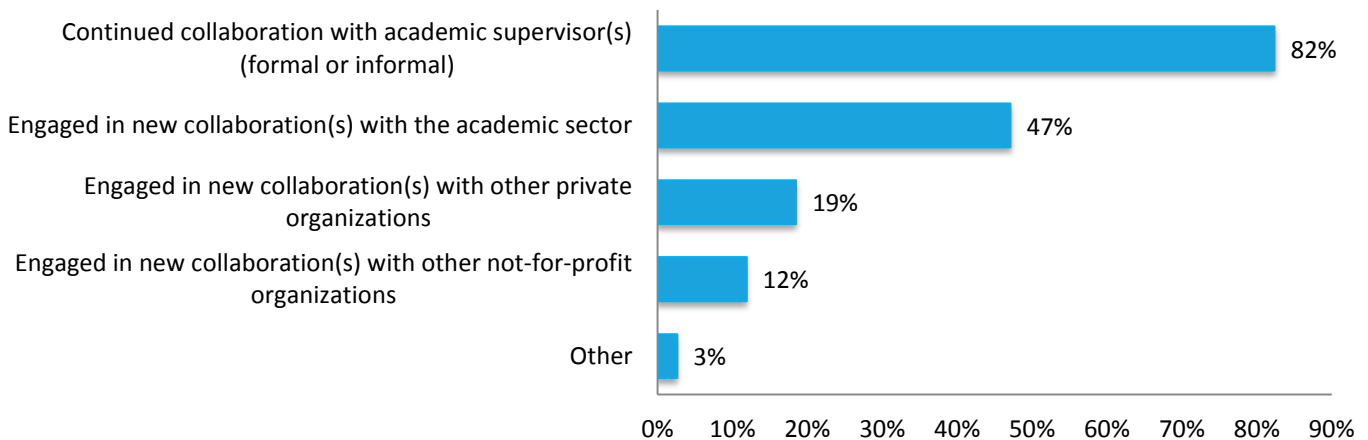


Figure 16: Academic collaborations resulting from Accelerate participation by Mitacs partner organizations (multiple responses permitted)

Finally, while most Mitacs industry partners were already active in R&D and collaborating with the academic sector prior to their first Accelerate project, figure 17 shows that for the vast majority of companies, participation in Accelerate led to at least a moderate increase in the value seen in R&D or in collaborating with the academic sector.

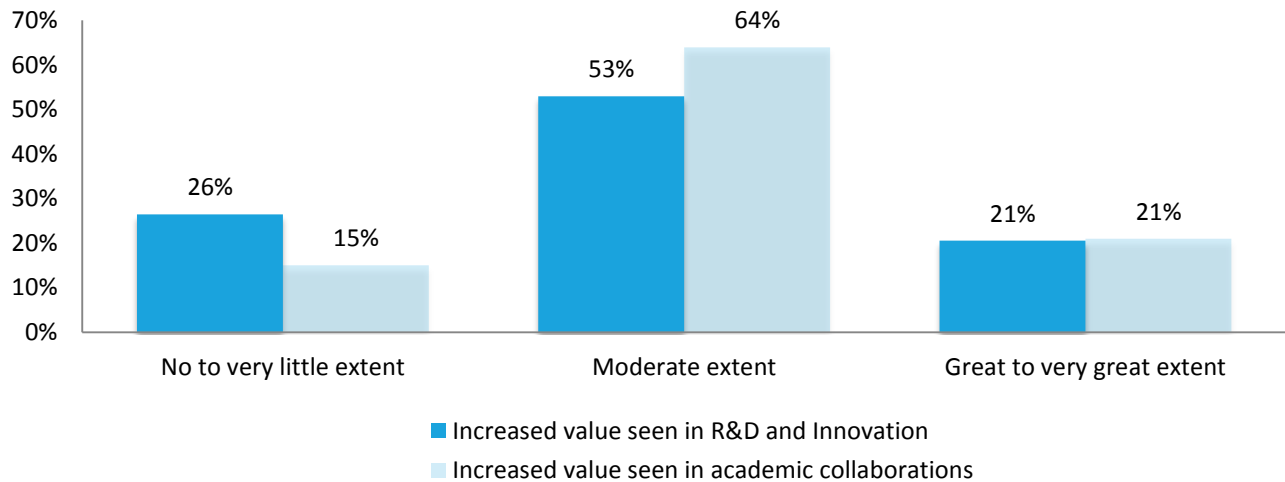


Figure 17: Increased value seen in R&D & innovation and academic collaboration as a result of Accelerate participation

Conclusion

The results of this survey indicate that Mitacs-Accelerate improves key industry partner business and R&D outcomes and promotes industry-academic relationships and collaborations. Overall, the majority of Mitacs industry partners are extremely satisfied with their experiences to date and their participation in the program has led to actions that are consistent with increased business investments in R&D and innovation.

We expect that as Accelerate continues to grow, the clear impact it is having on business R&D investment, innovation, and productivity in Canada will continue to expand as well.

