

BOARD OF GOVERNORS - PUBLIC SESSION AGENDA

Friday, June 17, 2016

9:45 am – 12:00 pm

UNBC Senate Chambers Room #1079

Chair's Remarks

1. Approval of Agenda – page 3

That, the Agenda for the Public Session of the June 17, 2016 meeting of the Board of Governors be approved, as presented.

2. Approval of Minutes

a. March 18, 2016 – **page 4**

That, the Public Session Minutes of the March 18, 2016 meeting of the Board of Governors be approved, as presented.

b. May 5, 2016 – **page 10**

That, the Public Session Minutes of the May 5, 2016 meeting of the Board of Governors be approved, as presented.

c. May 20, 2016 – **page 12**

That, the Public Session Minutes of the May 20, 2016 meeting of the Board of Governors be approved, as presented.

d. May 26, 2016 – **page 15**

That, the Public Session Minutes of the May 26, 2016 meeting of the Board of Governors be approved, as presented.

3. Consent Agenda

- a. Removal of items from Consent Agenda
- b. Approval of Consent Agenda

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

4. Business Arising

- a. Update UNBC Sexual Assault Policy – B. Daigle – **page 18**

5. Human Resources Committee – Carolee Clyne, Chair

- a. Currently Advertised Faculty Positions – D. Ryan – **page 19**
- b. Harassment & Discrimination Report – R. Knight – **page 22**

6. Finance and Audit Committee – Sean Simmons, Chair

- a. Enrolment Report – D. Ryan – **page 26**
- b. Capital Projects Update – R. Knight – **page 31**
- c. Agreements, Scholarships, Bursaries & Awards – D. Ryan – **page 32**
- d. Routine Capital Year End Report – R. Knight – **page 64**
- e. Northern Sport Centre Ltd. Financials – R. Knight – **page 72**
- f. Endowment Investment Portfolio Update – R. Knight – **page 76**
- g. Northern Sport Centre Annual Report – R. Knight – **page 82**
- h. FTE Audit Report to March 31, 2016 – R. Knight – **page 91**

7. **Governance Committee – Kathy Lewis, Chair**
 - a. Institutional Accountability Plan (verbal) – D. Ryan & R. Knight– **page 96**
8. **Office of Advancement and Communications – Daniel Weeks**
 - a. Office of Advancement and Communications Report– **page 97**
 - (i) Fundraising Report
 - (ii) Communications with Stakeholders
 - (iii) Report on Government Relations
9. **Office of Research – Geoff Payne**
 - a. Office of Research Report – G. Payne– **page 99**
10. **President’s Report**
 - a. Report on President’s Activities (verbal) – D. Weeks – **page 102**
11. **Chancellor’s Report (verbal) – page 103**
12. **Other Business**

BOARD OF GOVERNORS – PUBLIC SESSION

Approved for Submission:



Heather Sanford
University Secretary

Members (voting):

Hon. James Moore (Chancellor), Daniel Weeks (President and Vice-Chancellor), Karin Beeler (Faculty Member - CASHS), Kathy Lewis (Faculty Member – CSAM) Katherine LaForge (Order in Council), Ryan Matheson (Order in Council – Alumni - CHAIR), Harry Nyce, Sr. (Order in Council), Sean Simmons (Order in Council), Simon Yu (Order in Council), Tracey Wolsey (Order in Council - Alumni), Julie Ziebart (Order in Council – VICE-CHAIR), Wendel Schwab (Undergraduate Student), Mamie Ifem (Graduate Student), Carolee Clyne (Employee)

UNBC Representatives (Non-Voting):

Dan Ryan (Interim Vice-President Academic and Provost), Robert Knight (Vice-President of Finance and Business Operations), Geoff Payne (Interim Vice-President Research), Barb Daigle (Director of Human Resources), Heather Sanford (University Secretary) Katherine Scouten (Development Manager), Colleen Smith (Director of Finance & Budgets)

Shari Hoff – Governance Officer and Recording Secretary
Denise Nagy – Executive Assistant (Support)

AGENDA ITEM BRIEFING NOTE

Date:	June 17, 2016			
Agenda Item:	2. Approval of Agenda			
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:	Shari Hoff, Governance Officer, UNBC Board of Governors			
Reviewed By:	Heather Sanford, University Secretary and the President's Executive Council			

Material: Agenda for the Board Public Session of June 17, 2016 attached.

Issue:

Background:

Motion:

That, the Agenda for the Public Session of the June 17, 2016 meeting of the Board of Governors be approved as presented.

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	June 17, 2016			
Agenda Item:	3.a. Approval of Minutes – Public Session March 18, 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:	Shari Hoff, Governance Officer, UNBC Board of Governors			
Reviewed By:				

Material: Public Session Minutes of the March 18, 2016 meeting attached.

Issue:

Background:

Motion:

That, the Public Session Minutes of the March 18, 2016 meeting of the Board of Governors be approved as presented.

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	June 17, 2016			
Agenda Item:	3.b. Approval of Minutes – Public Session May 5, 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:	Shari Hoff, Governance Officer, UNBC Board of Governors			
Reviewed By:				

Material: Public Session Minutes of the May 5, 2016 meeting attached.

Issue:

Background:

Motion:

That, the Public Session Minutes of the May 5, 2016 meeting of the Board of Governors be approved as presented.

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	June 17, 2016			
Agenda Item:	3.c. Approval of Minutes – Public Session May 20, 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:	Shari Hoff, Governance Officer, UNBC Board of Governors			
Reviewed By:				

Material: Public Session Minutes of the May 20, 2016 meeting attached.

Issue:

Background:

Motion:

That, the Public Session Minutes of the May 20, 2016 meeting of the Board of Governors be approved as presented.

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	June 17, 2016			
Agenda Item:	3.d. Approval of Minutes – Public Session May 26, 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:	Shari Hoff, Governance Officer, UNBC Board of Governors			
Reviewed By:				

Material: Public Session Minutes of the May 26, 2016 meeting attached.

Issue:

Background:

Motion:

That, the Public Session Minutes of the May 26, 2016 meeting of the Board of Governors be approved as presented.

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	June 15, 2016			
Agenda Item:	4.a. Update UNBC Sexual Assault Policy			
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:	Barb Daigle, Director of Human Resources			
Reviewed By:	Barb Daigle, Director of Human Resources			

Material: No material.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	June 6, 2016			
Agenda Item:	5.a. Currently Advertised Faculty Positions			
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:	Joan Schneider, Coordinator Faculty Relations, Vice-President Academic and Provost			
Reviewed By:	Daniel A. J. Ryan, Interim 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: Daniel A. J. Ryan, Interim Vice-President Academic and Provost 
DATE: June 6, 2016
RE: Currently Advertised Faculty Positions

COLLEGE OF ARTS, SOCIAL & HEALTH SCIENCES

School of Social Work
Assistant Professor
Posting: FASW12-16
Applications Received to Date: 10
Status: Shortlisting Applications

Type of Appointment: Tenure-track
Closing date: May 30, 2016
Preferred start date: January 1, 2017

School of Nursing
Assistant/Associate Professor
Posting: FANU21-16
Applications Received to Date: 8
Status: Failed Search

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

COLLEGE OF SCIENCE & MANAGEMENT

School of Business (Informatics)
Assistant/Associate Professor
Posting: FABU08-15
Applications Received to Date: 25
Status: Successful Applicant

Type of Appointment: Tenure-track
Closing date: August 31, 2015
Preferred start date: September 1, 2016

NORTHERN MEDICAL PROGRAM

Assistant/Associate Professor (2 positions)
Posting: FANMP22-15
Applications Received to Date: 16
Status: Negotiating with candidates

Type of Appointment: Tenure-track
Closing date: January 31, 2016
Preferred start date: January 1, 2016

RESEARCH CHAIRS

Knowledge Mobilization Research Chair
Professor
Posting: FAKMB13-16
Applications Received to Date: 2
Status: Short Listing

Type of Appointment: Term (3 Years)
Closing date: May 31, 2015
Preferred start date: July 1, 2015

GEOFFREY R WELLER LIBRARY

Data Services Librarian
Librarian 1
Posting: FALI14-16
Applications Received to Date: 2
Status: Short Listing

Type of Appointment: Continuing
Closing date: May 31, 2015
Preferred start date: June 26, 2015

AGENDA ITEM BRIEFING NOTE

Date:	June 17, 2016			
Agenda Item:	5.b.Harassment & Discrimination 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:	Tina Fraser, Acting Harassment and Discrimination Advisor Barb Daigle, Human Resources Director			
Reviewed By:	Robert Knight, Vice-President Finance and Business Operations			

Material: Attached reports

Issue: n/a

Background: n/a

Motion:

*All motions being submitted will be reviewed by the Board of Governors Office to ensure wording is correct.

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

Remarks/Next Steps:

Outgoing Report of the Harassment and Discrimination Advisor

December 31, 2015

This report covers the period of Aug 1, 2015 – December 31, 2015. After serving a year as Acting H & D for Dr. Lela Zimmer, my role was extended until December 31st. This will be my out-going report.

Report from Dr. Tina Fraser

The total of informal inquiries/complaints received since the last reporting period involved 2 only and 1 formal remaining from the previous case. Both informal were inquiries or seeking for direction and/or redirection. The formal situation after an intervention, pursuit of mediation, and lengthy emails for solutions finally concluded with a positive stroke and agreement for how to move forward.

Over the last few months, the following events included:

- Residence Life Assistants Training (1 hour, Aug, 2015)
- Faculty & Student Information Session “roles and responsibilities of an H & D” (Sept, 2015)
- Meeting with Cormier Consulting (mediator)
- Introduction to new HR (Barb Daigle)
- Brief discussion with Sarah Elliot (collaboration)

I want to take this opportunity to thank faculty, staff and students for their patience in dealing with delicate situations and for maintaining professionalism. This is not an easy process and UNBC would like to recognize each case as unique and a top priority.

Sincerely,



Dr. Tina Fraser, PhD
Associate Professor
Acting Harassment and Discrimination Advisor (to Dec 31, 2015)

**Report of the Harassment and Discrimination at UNBC
April 29, 2016**

This report covers the period of January 01, 2016 – April 29, 2016. I, Barb Daigle, Director of Human Resources was named by the President as the Harassment and Discrimination Advisor to provide advice surrounding Harassment and Discrimination issues, including advising on policies and procedures, initiating appropriate inquiries, and attempting to diffuse and resolve complaints informally. This work is done through the office of Human Resources.

Report from Barb Daigle:

10 inquiries/complaints were received in the above reporting period. Of these 10, 3 were requests for information and did not require further action. The remaining 7 inquiries were formal complaints that required additional steps to resolve. Out of these 7 remaining complaints, 6 were investigated and resolved, 1 is an ongoing investigation.

Detail surrounding the 7 inquiries below:

- 2 complaints were from students directed to a faculty member which were investigated and resolved
- 1 complaint was from a CUPE member directed to a faculty member which was investigated and resolved
- 1 complaint was from a third party contractor directed to a CUPE member which was investigated and resolved
- 1 complaint was from a CUPE member directed to a Manager which was investigated and resolved
- 1 complaint was from a faculty member directed to their leader, which has an investigation in process.
- 1 complaint was from a faculty member directed to a CUPE member which has been resolved

To date, Human Resources has invested in Harassment and Discrimination awareness by:

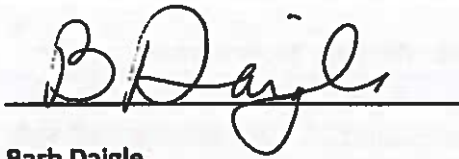
- Sending the Manager of Recruitment and Positive Work Environments to the Rubin Thomlinson's Workplace Investigation Techniques and Report Writing Workshop
- Training Human Resource Managers in how to conduct investigations
- Developing a Positive Work Environments website (soft launched). This website contains policies, supporting links and provides students, staff, and faculty instructions on what to do when faced with Harassment and Discrimination.

Challenges surrounding Harassment and Discrimination:

1. Improving the Positive Work Environments website, focusing on Bullying, Harassment and Discrimination. This website will provide students, staff, and faculty with information on who

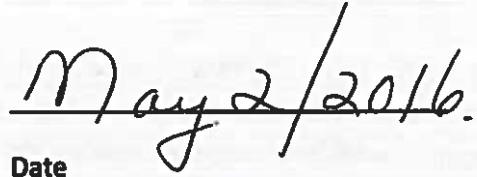
they can contact if an incident occurs and definitions surrounding Bullying, Harassment and Discrimination.

2. Reviewing all related policies.
3. Developing a communication plan surrounding the definitions of Harassment and Discrimination as there appears to be some misinterpretation regarding these terms.



Barb Daigle,


Director of Human Resources



Date

AGENDA ITEM BRIEFING NOTE

Please ensure you use a briefing note for every agenda item from your office and/or department. If the item is recurring, or there's no material, I still require a briefing note and indicate "no material".

Date:	June 1, 2016			
Agenda Item:	6.a. 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 Vice-President Academic and Provost			
Reviewed By:	Dan Ryan, Interim Vice-President Academic and Provost 			

Material: Report attached.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

June 1st Snapshot Summer FTE Summary 2016 vs. 2015 and Fall Applications 2016 vs. 2015

The following summary compares Summer 2016 Full Time Equivalents (FTE) and headcounts as of June 1, 2016 to Summer 2015 numbers. Fall 2016 application numbers are also compared to Fall 2015 numbers as of the June 1st snapshots.

Executive Summary:

Summer 2016 FTE Summary:

- Total FTE (excluding international fee paying FTE) down -3.4% (-23.7)
 - At 76.0% of estimated summer portion of ministry FTE targets
 - At 87.2% of Measure (M)
- Overall unique registrations down -2.8% (-41hc)
 - At 77.4% of estimated summer portion of head count needed to meet ministry FTE targets
 - At 96.7% of Measure (M)

Fall 2016 Application Summary:

- Total applications up 6.9% (197 h.c.) from Fall 2015
 - At 100.8% of Measure (M)
- Total admissions up 34.6% (476 h.c.) from Fall 2015
 - At 96.9% of Measure (M)
- Total registrations up 40.1% (152 h.c.) from Fall 2015
 - At 51.6% of Measure (M)

More detailed:

Full Time Equivalent (FTE)

- Undergraduate FTE down -2.7% (-8.1).
 - At 60.8% of estimated summer portion of ministry FTE targets³.
 - At 89.4% of Measure (M).
- Graduate FTE down -5.8% (-24.7).
 - At 98.3% of estimated summer portion of ministry FTE targets.
 - At 83.2% of Measure (M).
- Continuing Studies FTE down -29.1% (-5.5).
 - At 58.5% of estimated summer portion of ministry FTE targets.
 - At 54.2% of Measure (M).

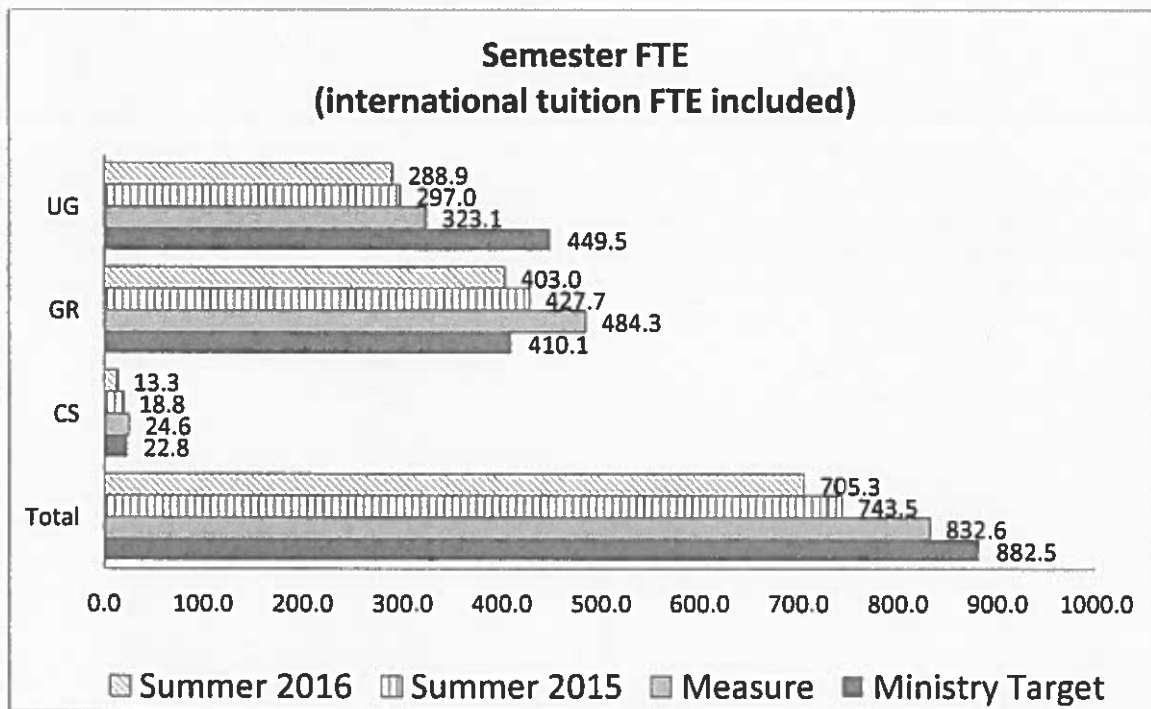
Included in above numbers:

- International (domestic tuition paying) FTE down -3.5% (-2.7).
 - At 88.7% of Measure (M).
- International (international tuition paying) FTE down -29.6% (-14.5).
 - At 54.7% of Measure (M).

Total FTE change with international tuition paying FTE removed is down -3.4% (-23.7).

College breakdown (FTE)

- CASHS
 - Overall FTE down -2.8% (-11.1)
 - Undergraduate up 4.9% (6.6)
 - Graduate down -6.9% (-17.7)
- CSAM
 - Overall FTE down -0.7% (-2.2)
 - Undergraduate up 4.2% (5.5)
 - Graduate down -4.5% (-7.7)



** estimated portion of the ministry yearly annualized target needed to meet final FTE target

Registrations (hc)

- Undergraduate registrations up 5.6% (42hc).
 - At 74.2% of estimated summer portion of head count needed to meet ministry FTE targets.
 - At 94.8% of Measure (M).
- Graduate registrations down -5.2% (-24hc).
 - At 97.1% of estimated summer portion of head count needed to meet ministry FTE targets.
 - At 81.7% of Measure (M).
- Continuing Studies registrations down -23.8% (-59hc).
 - At 59.7% of estimated summer portion of head count needed to meet ministry FTE targets.
 - At 196.9% of Measure (M).

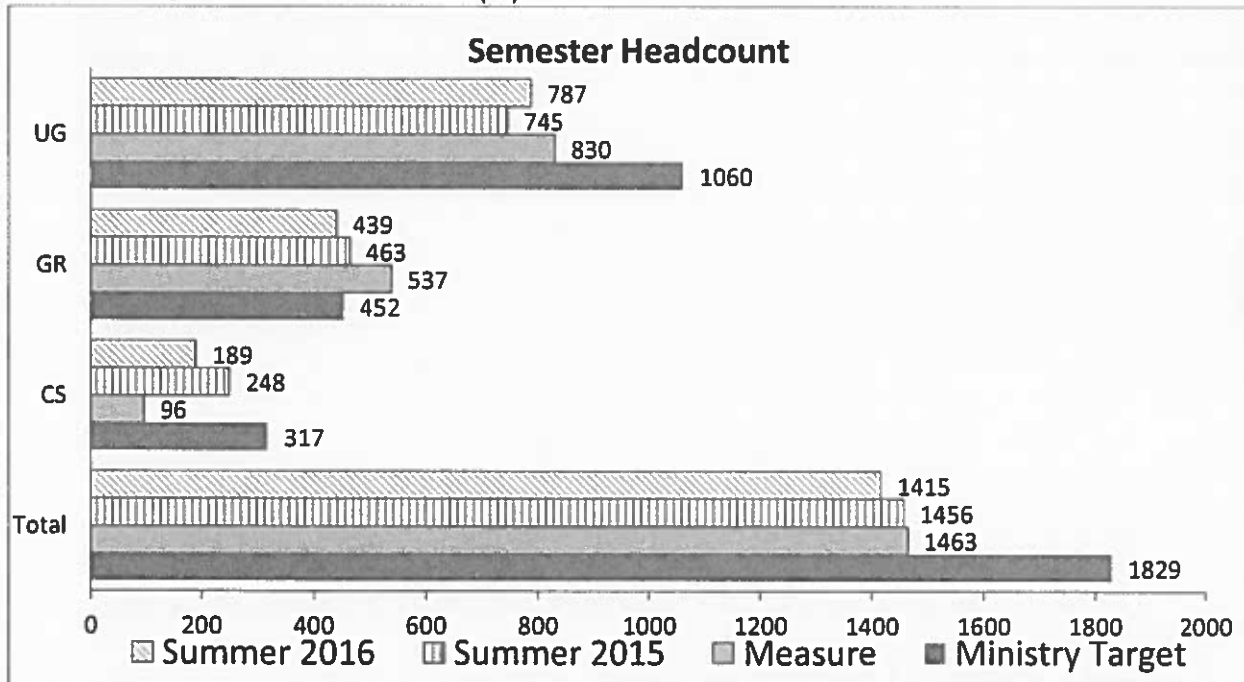
Included in above numbers:

- International (domestic tuition paying) registrations down -1.3% (-1hc).
 - At 88.4% of Measure (M).
- International (international tuition paying) registrations down -2.1% (-2hc).
 - At 70.8% of Measure (M).

Total unique registration down -2.8% (-41hc).

College breakdown (hc)

- CASHS
 - Overall hc up 5.0% (31)
 - Undergraduate up 14.7% (48)
 - Graduate down -5.9% (-17)
- CSAM
 - Overall hc up 7.0% (34)
 - Undergraduate up 13.1% (41)
 - Graduate down -4.1% (-7)



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. International tuition group UG FTE are not included in the % of estimated ministry target calculations.
4. 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:	June 17, 2016		
Agenda Item:	6.b.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:	Robert Knight, Vice-President Finance and Business Operations		

Update:


There are no substantial changes to the last report provided.

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Please ensure you use a briefing note for every agenda item from your office and/or department. If the item is recurring, or there's no material, I still require a briefing note and indicate "no material".

Date:	May 31, 2016			
Agenda Item:	6.c. Agreements, Scholarships, Bursaries & Awards			
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:	Brenda Sitter, Executive Assistant to the Vice-President Academic and Provost			
Reviewed By:	Dan Ryan, Interim Vice-President Academic and Provost 			

Material: Material attached.

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 Agreements, Scholarships, Bursaries and Awards, as recommended by the Senate, for the period of March – May, 2016

*All motions being submitted will be reviewed by the Board of Governors Office to ensure wording is correct.

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

Remarks/Next Steps:



Motion Number (assigned by SCS): SCSB20160224.04

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the UNBC Alma Mater Award be approved.

Effective Date: 2016-2017 Academic Year

Rationale: To activate the UNBC Alma Mater Award commencing the 2016-2017 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: February 24, 2016

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20160224.04

Moved by: Erasmus

Seconded by: Murphy

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: February 24, 2016
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: UNBC Alma Mater Award

Awards Guide Description/Intent: The intent of this award is to demonstrate ongoing support for the alumni community, and to encourage loyalty to UNBC for generations to come. UNBC graduates are also invited to support this legacy by making financial contributions to the award, which was established by Stacey Pickering, a proud UNBC graduate. She was also the first person to serve as the Alumni Relations Officer at UNBC and took a leadership role in developing alumni programming for the institution. Stacey established this award because she strongly believes moral and financial support from alumni is integral to the advancement of the University, and the best way to lead is by example.

Donor: Stacey and Rory Pickering

Value: \$500

Number: One

Award Type: Award

Eligibility: Available to full time undergraduate or graduate students who are UNBC alumni or lineal descendants (children or grandchildren) of UNBC graduates.

Criteria: Satisfactory academic standing

Effective Date: Established 2016

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



Motion Number (assigned by SCS): SCSB20160224.05

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the van Adrichem Family Nisga'a Leadership Award be approved.

Effective Date: 2016-2017 Academic Year

Rationale: To activate the van Adrichem Family Nisga'a Leadership Award commencing the 2016-2017 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: February 24, 2016

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20160224.05

Moved by: Erasmus

Seconded by: Bankole

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: February 24, 2016
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: van Adrichem Family Nisga'a Leadership Award

Awards Guide Description/Intent: Rob and Deb van Adrichem are both alumni of UNBC who believe in the University's northern and regional mandate. This award supports students who are pursuing UNBC programming in the Nass Valley in conjunction with the Wilp Wilxo'oskwhl Nisga'a Institute.

Donor: Rob and Deb van Adrichem and Family

Value: \$500

Number: One

Award Type: Award

Eligibility: Available to a full or part time undergraduate or graduate student, registered with UNBC at the Wilp Wilxo'oskwhl Nisga'a Institute (WWNI). First preference will be given to students who have demonstrated their leadership potential through educational achievement and/or involvement in local government or community organizations. Second preference will be given to a 1st or 2nd year student.

Criteria: Academic proficiency and/or demonstrated financial need.

Effective Date: Established 2016

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



Motion Number (assigned by SCS): SCSB20160323.04

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the SCSB Annual Report be approved.

Effective Date: March 2016

Rationale: The annual report is due to be submitted to Senate in April.

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

External Relations Contact: N/A

Faculty / Academic Department: N/A

Date: March 23, 2016

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20160323.04

Moved by: Erasmus

Seconded by: Dale

Committee Decision: CARRIED

Attachments: 3 pages

Approved by SCSB: March 23.2016
Date

Chair's Signature (Acting)

For information of Senate.

Senate Committee on Scholarships and Bursaries

Annual Report to Senate

March 23, 2016

OVERVIEW

Since the last annual report in March of 2015 the Senate Committee on Scholarships and Bursaries has met nine (9) times. During this time, and on behalf of Senate, the Committee has completed the following administrative tasks:

- Recommended to Senate the 2015/2016 general scholarships and bursaries fund expenditures
- Ratified nominations of 2015/2016 awards recipients
- Reviewed and approved eighteen Terms and Conditions for newly established awards
- Approved thirteen revisions to Terms and Conditions for existing awards
- Reviewed six student requests for scholarship deferrals/reinstatements

STATISTICAL SUMMARY – 2015/2016 Awards

Award Type	Number	Value
Donor-Directed	619	\$ 1,186,318
UNBC-Funded	265	\$ 604,988
UNBC Scholars	111	\$ 556,110
Graduate Tuition Awards	73	\$ 267,025
Athletic Tuition Awards	20	\$ 96,716
Youth in Care Tuition Waivers	2	\$ 6,012
Canada Winter Games Tuition Waivers	8	\$ 20,000
Totals	1098*	\$ 2,737,169**

* 8% increase in number from 2014/2015

** 14% increase in value from 2014/2015

Student Type	Number	
Self-declared Female Recipients	616	
Self-declared Male Recipients	259	
Self-declared Aboriginal Recipients	36	
Northern Residents	602	
Undergraduate Admission Awards	216	
Athletic Awards	87	
In-Course Undergraduate Awards	596	
Graduate Awards	184	(includes only UNBC-administered awards)
NMP Awards	15	
Multiple Recipients	223	(received more than one award)
Individual Recipients	875	(1098 awards – 223 multiple recipients)

Award Category	Number	Value	Median Value
Needs-based Awards	599	\$ 418,875	\$ 1,200
Merit-based Awards		\$2,318,294	\$ 2,500

In addition to the \$80,000 generated from endowment interest and donations, the University provided \$221,025 from its operating budget as well as \$396,674 from previous years' tuition increases for the 2015/2016 academic year. It is anticipated that the funding levels for the General Scholarships and Bursaries Fund will remain stable for 2016/2017.

NEW DONOR-NAMED AWARDS ESTABLISHED IN 2015/2016

Name of Award	Number	Value	Total Value
Nordic Sport Leadership Award	1	\$ 5,000 (renewable)	\$20,000
Nordic Sport Leadership Award*	1	\$ 1,000	\$ 1,000
Spectra Energy Bursaries	4	\$ 1,000	\$ 4,000
Chapter B PEO Sisterhood Bursary	1	\$ 1,000	\$ 1,000
President's Silver Anniversary Award for Excellence in Leadership	2	\$ 6,500 (renewable)	\$46,000
UNBC Psychology Club Award	1	\$ 750	\$ 750
Jan Goodlad Memorial Scholarship *	1	\$10,000	\$10,000
Ricci Dalton Awards	2	\$ 500	\$ 1,000
Earl Johnson Memorial Scholarship	1	\$ 1,000	\$ 1,000
Master of Engineering in Integrated Wood Design Scholarship	3	\$15,000	\$30,000
Tom Dennett Memorial Scholarship	1	\$ 1,000	\$ 1,000
Dr. Galt Wilson Northern Medical Programs Trust Residency Placement Award	3	\$10,000	\$30,000
Gwyn Morgan "Be an Engineer" Bursary	1	\$ 5,000	\$ 5,000
London Drugs Scholarship	2	\$ 2,000	\$ 4,000
Reuben Horwitz Memorial Bursary	2	\$ 3,000	\$ 6,000
Northern First Nations Health Partnership Community Health & Wellness Awards	5	variable	\$ 5,000
UNBC Leadership Awards (new and in-course)*	20	\$ 2,500	\$50,000
Totals	42		\$216,250

*one-time only awards

UNAWARDED SCHOLARSHIPS AND BURSARIES 2015/2016

Name Of Award	Reason
Aldyen Hamber Women's Study Bursary	Program specific
Beta Sigma Phi Bursary	Specific membership
Bill Reid Award	Specific criteria
David A. Bradbury Bursary	Program specific
George W. Baldwin, Q.C. Graduate Scholarship	Program specific
Great West Life Graduate Scholarship in Disability Management	Program specific
Jessie Craig Bursary	Program specific
McCarthy Tetrault Annual Scholarship	Program specific (NAP)
Miriam Matejova Award	Specific criteria
Nechako Chapter No. 40 Order of the Eastern Star Bursary	Specific membership
Northern BC Mining Research Award	Research specific – industry partnership
Over the Edge Scholarship	Affiliation with OTE
Peace/Williston Aquatic Research Award	Research in specific geographical area
Prince George Alzheimer's Society Graduate Scholarship	Research specific
Rising Star Health Service Award	Criteria to be reviewed (NMP)
Simons Foundation Bursaries for Lone Parents	Enrollment in UNBC DayCare
Spruce Credit Union - Dene Bachand Memorial Bursary	Program specific
Van Adrichem Undergraduate Summer Research Bursary	Research Specific

Percentage of number of available awards not awarded in 2015/2016: 1.9%

Percentage of *value* of available awards not awarded in 2015/2016: 1.4%



Motion Number (assigned by SCS): SCSB20160427.03

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Inspiring Women Among Us Award be approved.

Effective Date: 2016-2017 Academic Year

Rationale: To activate the Inspiring Women Among Us Award commencing the 2016-2017 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: April 27, 2016

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20160427.03

Moved by: Murphy

Seconded by: Jensen

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: April 27, 2016
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Inspiring Women Among Us Award

Awards Guide Description/Intent: A UNBC degree has the power to change lives through education and experiences that being a student provides. A better job, more self-confidence, financial independence, greater engagement in the community, a positive peer group – all are direct impacts of engaging with professors, students and the opportunities that campus life provides while achieving a UNBC education. This award was established to assist women who are facing barriers in pursuing a UNBC degree.

Donor: Inspiring Women Among Us Committee and community donors

Value: \$1,000

Number: One

Award Type: Award

Eligibility: Available to a full or part time undergraduate or graduate student who identifies as female and who is facing significant challenges and/or financial barriers.

Criteria: satisfactory academic standing.

Note: There is no application deadline, however all applicants must provide a statement outlining why they feel they are eligible for this award.

Effective Date: Established 2016

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



Motion Number (assigned by SCS): SCSB20160427.04

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the CPA Education Foundation Awards be approved.

Effective Date: 2016-2017 Academic Year

Rationale: To activate the CPA Education Foundation Awards commencing the 2016-2017 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: April 27, 2016

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20160427.04

Moved by: Jensen

Seconded by: Bankole

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: April 27, 2016
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: CPA Education Foundation Awards

Awards Guide Description/Intent: The Chartered Professional Accountants' Education Foundation would like to honour top business students from UNBC.

Donor: Chartered Professional Accountants' Education Foundation

Value: \$500

Number: Two

Award Type: Award

Eligibility: Available to full time undergraduate students enrolled in his or her 3rd or 4th year in the School of Business BComm Program with a major in Accounting.

Criteria: The awards will be given to those students who have a standing that is at least in the top quartile of the class and have the highest standing in COMM 312.

Conditions: Applicants must indicate their intention to pursue the CPA designation.

Effective Date: Established 2016

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

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: CPA Education Foundation Awards

Awards Guide Description/Intent: The Chartered Professional Accountants' Education Foundation would like to honour top business students from UNBC.

Donor: Chartered Professional Accountants' Education Foundation

Value: \$1,000

Number: One

Award Type: Award

Eligibility: Available to full time undergraduate students enrolled in his or her 4th year the School of Business BComm Program with a major in Accounting.

Criteria: Applicants must possess all pre-requisite course credits as defined by the CPA Western School of Business to be eligible to enter the CPA program. The awards will be given to those students who have a final program GPA at least in the top quartile of the graduating group and have the highest standing in COMM 411.

Conditions: Applicants must indicate their intention to pursue the CPA designation.

Effective Date: Established 2016

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



Motion Number (assigned by SCS): SCSB20160427.05

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Jared Parker Memorial Scholarship be approved.

Effective Date: 2016-2017 Academic Year

Rationale: To activate the Jared Parker Memorial Scholarship commencing the 2016-2017 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: April 27, 2016

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20160427.05

Moved by: Murphy

Seconded by: Jensen

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: April 27, 2016
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Graduate

Award Name: Jared Parker Memorial Scholarship

Awards Guide Description/Intent: Jared Parker was born and raised in Prince George and was passionate about snowboarding, friends and family. Tragically Jared took his life at the age of 20, in 2015, after suffering from depression and anxiety. Friends and family of Jared have created this scholarship to leave a legacy honouring his life, and to support research around mental health, awareness, and stigmatization.

Donor: Family and Friends of Jared Parker

Value: \$1,000

Number: One

Award Type: Scholarship

Eligibility: Available to a full or part time graduate student doing research in mental health or mental health awareness. First preference will be given to applicants doing research in mental health in youth.

Criteria: Academic excellence

Conditions: Applicants must provide a letter outlining information on his or her research.

Note: If there are multiple eligible applicants, preference will be given to students who have demonstrated financial need.

Effective Date: Endowed

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



Motion Number (assigned by SCS): SCSB20160427.06

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Matt Pearce Athletics Scholarship be approved.

Effective Date: 2016-2017 Academic Year

Rationale: To activate the Matt Pearce Athletics Scholarship commencing the 2016-2017 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: April 27, 2016

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20160427.06

Moved by: Bankole

Seconded by: Reimer

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: April 27, 2016
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Athletic

Award Name: Matt Pearce Athletics Scholarship

Awards Guide Description/Intent: The Matt Pearce Athletics Scholarship was established to memorialize a man who had the drive to succeed as both an athlete and a scholar. Matt excelled in high school, varsity, and professional sport, earned Bachelor degrees in both Science and Education, and spent 18 years teaching and coaching Prince George. This award is given to varsity athletes at UNBC who demonstrate the same strong dedication to these two aspects of university life.

Donor: The UNBC Athletics supporters

Value: \$1,000

Number: Two (Preference for one award to be given to a male varsity basketball player, one award to be given to a female varsity basketball player.)

Award Type: Scholarship

Eligibility: Available to a full time undergraduate student. First preference will be given to a resident of Northern British Columbia.

Criteria: Academic proficiency.

Effective Date: Established 2016

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the respective coaches of the UNBC Men's and Women's Varsity Basketball teams.



Motion Number (assigned by SCS): SCSB20160427.07

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the dissolution of the Terms and Conditions for the following awards be approved:

1. Aidan Kelly Leadership Award
2. Annita Caswell Memorial Bursary
3. International Association for Impact Assessment – Western & Northern Canada Affiliate Scholarship
4. Spirit of the North – JDC West Nursing Award
5. Vancouver Airport Authority Annual Scholarship
6. Westcana Electric Inc. Award
7. CMA Award.

Effective Date: 2016-2017 Academic Year

Rationale: The donors' giving intentions have changed from when they first established the awards, and the donors are no longer funding the awards.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: April 27, 2016

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20160427.07

Moved by: Smith

Seconded by: Murphy

Committee Decision: CARRIED

Attachments: 12 Pages

Approved by SCSB: April 27, 2016
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Aiden Kelly Leadership Award

Awards Guide Description/Intent: Aiden Kelly is a proud graduate of UNBC and also a strong advocate of Northern BC and the benefits that the University helps bring to the community of Prince George.

Donor: Aiden Kelly

Value: \$1,000

Number: One

Award Type: Award

Eligibility: Available to a full time undergraduate student with demonstrated community involvement and leadership as well as involvement in recreational activities.

Criteria: Satisfactory academic standing

Note: Applicants are requested to submit a letter of nomination from a third party confirming their leadership, community and recreational activities.

Effective Date: Established 2012

Recipient Selection: The UNBC Awards Office will forward the eligible applicants' letters of nomination to Aiden Kelly (names to be blacked out) for review. Selection will be made by the Senate Committee on Scholarships and Bursaries on recommendation from the UNBC Awards Office and Aiden Kelly.

Annita Caswell Memorial Bursary
For UNBC Students
Terms and Conditions

THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA



University Advancement
March 2002, revised March 2009,
revised May 2010



**Terms and Conditions for the
Annita Caswell Memorial Bursary
at the University of Northern British Columbia**

The University of Northern British Columbia (UNBC) is delighted to establish the Annita Caswell Memorial Bursary with the Central Interior Logging Association. This document replaces previous undertakings and outlines the terms and conditions for the Annita Caswell Memorial Bursary at the University of Northern British Columbia.

CALENDAR INFORMATION:

Award Category: In-course

Award Name: Annita Caswell Memorial Bursary

Calendar Description/Intent: Annita Caswell was a twenty-five year employee at the main office of the Central Interior Logging Association (CILA). She embraced the values of the organization and was committed to the members it served. As office manager, she kept the operations running smoothly, providing service and a 'family' environment to the CILA membership. CILA represents some 200 independent logging and log-hauling contractors and suppliers in central and northern BC. Since 1966, the Association has worked to improve the business climate of its members through representation on issues of safety, environment, forestry and transportation policy at Federal, Provincial and Regional levels as well as liaison with industry groups and other forest sector stakeholders. Our website is located at www.cila.ca.

Donor: Central Interior Logging Association

Value: \$1,000

Number: One

Placement in which Calendar: Undergraduate

Award Type: Bursary

Eligibility: Available to a full time undergraduate student with a declared major in Forestry who has completed a minimum of 60 credit hours and who is a resident of Northern British Columbia. First preference will be given to students within the service area of CILA which includes: the Yukon border in the north to 100 Mile House in the south; Hazelton in the west to the Alberta border in the east.

Criteria: Academic proficiency and demonstrated financial need.

Application Instructions: Fill out all sections of the Awards Application form.

Effective Date: Established 2002

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

ANNUAL AWARDS PARTNERSHIP ARRANGEMENTS:

The Central Interior Logging Association will:

- Provide the award funds in the amount of \$1,000 to the University by March 31 of the year that the award is to be provided.

- Inform UNBC in writing on or before 31st of December in the year prior to your intended withdrawal of the award(s). This provides UNBC time to withdraw advertising of the award(s) in the Academic Calendar for the upcoming new year.

UNBC will:

- Provide a charitable tax receipt in the amount of the gifts provided by the Donor(s) in the year the University receives the donations.
- Promote and advertise the Annita Caswell Memorial Bursary in all appropriate external and internal publications.
- Encourage students receiving the award to contact the donor(s) and thank them for their support.
- Provide an annual update on the student recipient(s) by the University President or designate.
- Provide recognition to Central Interior Logging Association as outlined in the Donor Recognition Brochure (http://www.unbc.ca/giving/recognition_programs.html).

Representatives of the Central Interior Logging Association and the University may meet from time to time to review the terms of this agreement to ensure both parties continue to be satisfied with the partnership. It is understood that the funds of the donation were obtained in a rightful manner and are otherwise unencumbered.

The agreement will commence upon signing of the document. Signed in agreement on behalf of:

Maryanne Arcand, Executive Director
Central Interior Logging Association

George Iwama, President & Vice-Chancellor
University of Northern British Columbia

Date

FOR OFFICE USE ONLY

Reviewed by the Financial Aid and Awards Officer and Dean of _____:

Linda Fehr, Financial Aid and Awards Officer

_____, *Dean of* _____

Copies to:
Financial Aid and Awards Office
Manager of Treasury Services
Office of University Advancement (2)

AWARDS GUIDE INFORMATION:

Award Category: Graduate

Award Name: International Association for Impact Assessment – Western & Northern Canada Affiliate Scholarship

Awards Guide Description/Intent: This scholarship is intended to help support a Masters' or PhD student at UNBC whose research covers an aspect of environmental impact assessment in Northern or Western Canada.

Donor: International Association for Impact Assessment – Western & Northern Canada Affiliate

Value: \$2,500

Number: One

Award Type: Scholarship

Eligibility: Available to a full or part time graduate student enrolled in a program leading to a Master's degree or PhD in Natural Resources & Environmental Studies. The student will have completed the first year of their program and have a demonstrated interest and aptitude in any sector in the field of impact assessment. The student must be working on predicting, evaluating, managing, assessing or monitoring the impacts of human activities on ecosystems and people in Northern (referring to lands north of the 60th parallel) or Western Canada, in order to assist in decision making about economic developments. First preference will be give to students from the Yukon, Northwest Territories or Nunavut. Second preference will be given to students who have been living and/or working in the Yukon or North West Territories or Nunavut. Preference will be given to full-time Master's students.

Criteria: Academic proficiency.

Conditions: Student is unable to receive this award more than once.

Application Instructions: Fill out all sections of the Awards Application form and attach your Resume and an abstract of your research.

Effective Date: Established 2011

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the Dean of Graduate Programs.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Spirit of the North – JDC West Nursing Award

Awards Guide Description/Intent: This award was established to support a nursing student in furthering his or her education and achieving his or her career goals.

Donor: UNBC JDC West Team

Value: \$5,000

Number: One

Award Type: Award

Eligibility: Available to a full time undergraduate student enrolled in the School of Nursing (BScN Program). Student must have demonstrated community involvement. First preference will be given to a resident of Northern British Columbia. If there are no qualified undergraduate applicants, the award may be available to a graduate student.

Criteria: Academic proficiency

Effective Date: Established 2013

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

**Vancouver Airport Authority Annual
Scholarship**

For UNBC Students

Terms and Conditions

THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA



**External Relations
April 1998, revised March 2011,
revised April 2012**



**Terms and Conditions for the
Vancouver Airport Authority Annual Scholarship
at the University of Northern British Columbia**

The University of Northern British Columbia (UNBC) is delighted to continue the Vancouver Airport Authority Annual Scholarship with the Vancouver Airport Authority. This document replaces previous terms and conditions for the Vancouver Airport Authority Annual Scholarship at the University of Northern British Columbia.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Vancouver Airport Authority Annual Scholarship

Awards Guide Description/Intent: Vancouver Airport Authority has established this annual scholarship to reward those students from British Columbia who have achieved academic excellence. Through the establishment of this scholarship, the Airport Authority offers its support to British Columbia students.

Donor: Vancouver Airport Authority

Value: \$2,000

Number: One

Placement in which Calendar: Undergraduate

Award Type: Scholarship

Eligibility: Available to a full time undergraduate student enrolled in and have a major course of study in International Business; Marketing; Environmental Planning; Geography; International Studies; Women's Studies, Outdoor Recreation and Conservation; or Nature-Based Tourism Management who has completed 60 credit hours. First preference will be given to residents of British Columbia by virtue of birth or uninterrupted residence for four years immediately preceding the commencement of current studies at UNBC. The candidate will be a Canadian Citizen. Preference will be given to students with demonstrated community involvement through voluntary or other activities.

Criteria: Academic excellence.

Application Instructions: Fill out all sections of the Awards Application form and attach two letters of reference; one from an individual who is familiar with your academic background and one from an individual who is familiar with your work or volunteer background. You must also submit a short essay (not more than 500 words) outlining your academic goals, career aspirations, and interest in the Airport Authority Scholarship..

Effective Date: Established 1998

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

ANNUAL AWARDS PARTNERSHIP ARRANGEMENTS:

Vancouver Airport Authority will:

- Provide the award funds in the amount of \$2,000 to the University by March 31 of the year that the award is to be provided.

Vancouver Airport Authority Annual Scholarship

- Inform UNBC in writing on or before 31st of December in the year prior to your intended withdrawal of the award(s). This provides UNBC time to withdraw advertising of the award(s) in the Academic Calendar for the upcoming year.

UNBC will:

- Provide a charitable tax receipt in the amount of the gifts provided by the Donor(s) in the year the University receives the donations.
- Promote and advertise the Vancouver Airport Authority Annual Scholarship in all appropriate UNBC materials and publications.
- Ensure student recipients provide a letter to the Donor(s) thanking them for their support.
- Provide an annual update on the student recipient(s).
- Provide recognition to Vancouver Airport Authority as outlined in the Donor Recognition Program (http://www.unbc.ca/giving/recognition_programs.html).

Representatives of Vancouver Airport Authority and the University may meet from time to time to review the terms of this agreement to ensure both parties continue to be satisfied with the partnership. It is understood that the funds of the donation were obtained in a rightful manner and are otherwise unencumbered.

The agreement will commence upon signing of the document. Signed in agreement on behalf of:

Signatory
Vancouver Airport Authority

George Iwama, President & Vice-Chancellor
University of Northern British Columbia

Date

FOR OFFICE USE ONLY

Reviewed by the Financial Aid and Awards Officer and Dean of _____:

Linda Fehr, Financial Aid and Awards Officer

_____, *Dean of* _____

Copies to:

Financial Aid and Awards Office

Manager of Treasury Services

Office of External Relations (2)

First award available in the September semester of 2011.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Westcana Electric Inc. Award

Awards Guide Description/Intent: Westcana Electric is a Prince George-based electrical company that is a leader in developing and providing environmentally friendly lighting and electrical systems. Westcana has established this award to support students conducting projects on renewable sources of energy.

Donor: Westcana Electric Inc.

Value: \$4,000

Number: One

Award Type: Award

Eligibility: Available to a full or part time graduate or undergraduate student who has completed 60 credit hours and is doing a project on renewable sources of energy, with a preference given to a project on renewable sources of electricity. First preference will be given to an undergraduate student.

Criteria: Satisfactory academic standing.

Application Instructions: Fill out all sections of the Awards Application form and attach your Resume and a letter outlining your project.

Effective Date: Established 2011

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the Chair of the Environmental Programs and verification by the UNBC Awards Office.

Detailed Award Information

Welcome to the UNBC Scholarship Bursary and Awards Guide

Use this guide to review a listing of scholarships bursaries and awards offered at UNBC the selection criteria and application periods for the academic year.

* Additional information regarding the awards criteria program award amount and application instructions is available by clicking on each award name.

* The information in this guide is subject to change and the availability of funds.

Information and instructions for applying for UNBC Awards is available on the Awards and Financial Web page.

Award Detail Information

Name:	CMA Award
Description:	
Type:	In-Course Undergraduate Awards
Selection Process:	Recipient selection is made by the Awards Office/SCSB
Application Method:	On-line Application
Apply To:	Awards and Financial Aid Office
Award Criteria:	Scholarships are awarded annually by the Certified Management Accountants Society of BC honouring top business students from UNBC. Donor: The Certified Management Accountants Society of BC Value: \$1,000 credit towards CMA student fees Number: Up to five Eligibility: These continuing education tuition awards will be granted to graduating students who will continue their education in pursuit of the CMA professional accounting designation. Criteria: Applicants must possess all 15 prerequisite course credits as defined by CMA to be eligible to write the Society's Entrance Examination. The scholarships will be awarded to those students who have a final program GPA in the top quartile of the graduating group and have the highest GPAs in COMM 312/411. Conditions: Awarded upon enrollment in the Certified Management Accountant professional accounting program. Application Instructions: Submit a letter stating your intention of pursuing a CMA designation to the Awards Office. Note: Awarded in the Spring. Established 1996
Accept Applications?:	Yes
Application Requires Additional Documentation?:	Yes
Applications Accepted:	Oct 15, 2015 to Mar 01, 2016
Code:	0461

Applies to Programs

Program Name
Bachelor of Commerce

[Return to Award List](#)

RELEASE: 8.4

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Motion Number (assigned by SCS): SCSB20160511.04

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Miriam Matejova Award be approved.

Effective Date: 2016-2017 Academic Year

Rationale: To revise the Miriam Matejova Award commencing the 2016-2017 Academic Year with alterations to the Eligibility section as follows:

Eligibility: Available to a full time undergraduate student who is a permanent resident or naturalized Canadian citizen who has completed high school or other secondary school outside of Canada and the United States. ~~Recipient must not have~~ First preference will be given to applicants who have not commenced any schooling in Canada or the United States prior to UNBC, including elementary or secondary. ~~First~~ Second preference will be given to a student enrolled in the Global and International Studies Program. ~~Second~~ Third preference will be given to a female student.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: May 4, 2016

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20160511.04

Moved by: Beeler

Seconded by: Murphy

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: May 11, 2016
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Entrance

Award Name: Miriam Matejova Award

Awards Guide Description/Intent: Miriam Matejova is a UNBC alumnus with an Honours degree in International Studies (2009). As a permanent resident of Canada with no prior Canadian schooling, she had difficulties receiving funding in the first year of her studies – despite her high academic achievements outside of Canada. Since then, she has received many academic and leadership awards from UNBC and wishes to help someone who may be in a similar situation achieve his/her dreams.

Donor: Miriam Matejova and Don Munton

Value: approx. \$1700

Number: One

Award Type: Award

Eligibility: Available to a full time undergraduate student who is a permanent resident or naturalized Canadian citizen who has completed high school or other secondary school outside of Canada and the United States. ~~Recipient must not have~~ First preference will be given to applicants who have not commenced any schooling in Canada or the United States prior to UNBC, including elementary or secondary. ~~First~~ Second preference will be given to a student enrolled in the Global and International Studies Program. ~~Second~~ Third preference will be given to a female student.

Criteria: Academic excellence and demonstrated financial need.

Conditions: Upon acceptance of the award, the recipient must write a creative letter/story (minimum 1 page) describing why he/she came to Canada (and where from) and why he/she selected UNBC and the particular program he/she is enrolled in. The letter should also include the recipient's future plans, hopes and dreams.

Effective Date: Established 2012

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

AGENDA ITEM BRIEFING NOTE

Date:	June 17, 2016			
Agenda Item:	6.d. Routine Capital Year End 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:	Shelley Rennick, Director Facilities Management			
Reviewed By:	Robert Knight, Vice-President Finance & Business Operations			

Material: Please see the attached report

Issue: n/a

Background: See attached report

Motion: n/a

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

Remarks/Next Steps:

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Office of the Director, Facilities Management

Telephone: (250) 960-6413

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To: Board of Governors

From: Shelley Rennick

Date: June 3, 2016

RE: Routine Capital Year End Report

Background:

Routine Capital funding has been changing these past few years both with respect to dollar amounts as well as rules and reporting requirements. Unfortunately this has not been a smooth transition due to the timing of the funding notification during the year and the different pots of money available, some of which have to be separately applied for and some delivered to us in a lump sum. This makes planning extremely difficult, particularly as the Universities are not allowed to carry forward any unexpended funds from year to year.

The other major change in the last few years is the focus on the building FCI (Facility Condition Index) and the Ministry's desire to support projects that reduce the FCI. The FCI is calculated by dividing the maintenance requirements by the current replacement value (CRV) of the building.

Major building components are known to reach the end of their useful life after 25 years. Eleven of our 20 buildings will reach that age in the next 2 – 3 years or have already surpassed that age.

Funding:

Routine Capital funding is now broken down into 4 categories, Major (> \$250k), Minor (< \$250k), Carbon Neutral Capital Program (CNCP – based on Carbon Offsets), and Emergent funds. The Minor Capital funding is distributed in a lump sum in June of each year based on a Ministry funding formula, the remainder must be separately applied for.

Various sources suggest as a rule of thumb that expenditures on deferred maintenance should be about 1.5% of the CRV. Our current CRV is \$387,149,609 for the buildings alone. This does not take into consideration all the utility infrastructure, roads, etc.

2015/16 Routine Capital Year End Report

To meet the upcoming DM needs, annual funding should be in the neighborhood of \$5,807,244.

2015/16 Report:

The detailed project costs are attached for your information. In summary, UNBC received a total of \$885,556 broken down as follows:

UNBC Routine Capital Funding 2015/16 Year			
	Province	UNBC *	Project Total
Major	\$ 589,303	\$ 91,364	\$680,667
Minor	\$ 241,653	\$ 6,837	\$248,490
CNCP	\$ 54,600	\$ 23,163	\$ 77,763
	\$885,556	\$121,364	\$1,006,920

* UNBC funding came from a combination of BCHydro rebates, the Revolving Loan, centrally managed funds and department labour transfers.

Funding was received very sporadically and unexpectedly this year.

May 11/15	\$241,653
May 11/15	\$ 54,600
Aug. 26/15	\$144,000
Oct. 30/15	\$119,000
Jan. 28/16	\$111,303
Mar. 1/16	\$215,000
	<u>\$885,556</u>

Future Outlook:

It remains to be seen whether the Ministry will continue to require the institutions contribute a percentage of the total project cost (part way through the year we were told we needed to contribute 5%) toward the projects. Initial indications are that that won't be required of UNBC in 2016/17 but we have not received the funding letter as yet.

The Universities have been working very hard with the Ministry to try to streamline all these processes, stabilize the funding, and minimize reporting requirements. One of the topics we have discussed is the need to plan these major maintenance projects in advance as the buildings age. We have been somewhat successful in this regard in that we are

2015/16 Routine Capital Year End Report

hoping to receive notification in the coming days regarding the funding envelopes for the next 3 years.

Initial indications are that UNBC will receive funding as follows:

UNBC 3 year Routine Capital funding projections.			
	2016/17	2017/18	2018/19
Minor	\$ 128,000	\$ 103,000	\$ 103,000
Major	\$ 803,000	\$ 920,000	\$ 1,047,000
CNCP	<u>\$ 65,000</u>	<u>\$ 65,000</u>	<u>\$ 65,000</u>
	\$ 996,000	\$1,088,000	\$ 1,215,000

If these are indeed the funding envelopes we receive planning and staffing will be much easier going forward.

Regards,

Shelley Rennie

The Ministry of Advanced Education
Capital Asset Management



Major Maintenance and Rehabilitation (M&R) Project List - 2015/16

PSI Priority No.	Region	Institution	Campus Name/City	Building Name/ID	Building FCI (per VFA audit)	Primary Use*	Project Title	Project Category	Project Description	Provincial contribution	Institution/ other contribution	Total project budget	Provincial cashflow forecast 15/16	Provincial cashflow forecast 16/17	Total Provincial cashflow forecast outgoing years	Comments
1	Northern /Central	UNBC	Prince George	BMO	0.50	Office / Administration	Boiler Replacement	Boiler Upgrades	Replacement of the hot water boiler used for perimeter heating.	65,378	0	65,378	65,378	0	0	
2	Northern /Central	UNBC	Prince George	Power Plant	0.15	Site Infrastructure	District Heating System - Redundancy Isolation	HVAC Upgrades	Replacement of existing triple duty discharge valves and section butterfly valves on the Power Plant boiler and campus distribution pumps. Will permit safe isolation and redundancy during maintenance.	47,973	0	47,973	47,973	0	0	
3	Northern /Central	UNBC	Prince George	Campus	N/A	Site Infrastructure	Expanded Street Lighting Upgrade	Electrical Upgrades	Upgrade the majority of the campus street lighting to improve peoples safety and save on operating costs. This project is estimated to save 172,000 kWh of electricity yearly.	63,811	45,160	108,971	63,811	0	0	
4	Northern /Central	UNBC	Prince George	Research Lab	0.28	Research	Secondary Distribution Pump Upgrade	HVAC Upgrades	Replacement of heating system secondary distribution pumps in follow-up to recent changes made as part of campus efficiency review (Continuous Optimization program).	21,410	0	21,410	21,410	0	0	
5	Northern /Central	UNBC	Prince George	Campus	N/A	IM / IT	Fibre Optic Infrastructure	IM/IT Infrastructure	Upgrade the fibre optic plant with single mode fibre on diverse physical paths to provide network redundancy and required backbone speeds of 10Gbps and higher	114,899	40,000	154,899	114,899	0	0	
6	Northern /Central	UNBC	Prince George	Campus	N/A	IM / IT	Data Centre Infrastructure	IM/IT Infrastructure	Install two additional F5 Big-IP appliances to maintain redundancy with a second data centre.	99,978	0	99,978	99,978	0	0	
7	Northern /Central	UNBC	Prince George	Campus	N/A	Site Infrastructure	Sustainable Communities Demonstration	Linear Infrastructure	Sustainable Communities demonstration. Expand district heating system to connect Enhanced Forestry Lab to bioenergy system	68,553	0	68,553	68,553	0	0	
8	Northern /Central	UNBC	Prince George	Research Lab	0.28	Research	Bio II Level Lab Upgrade	Health and Safety	Addresses code and safety requirements surrounding the current level of biological research being undertaken	21,568	6,204	27,772	21,568	0	0	
9	Northern /Central	UNBC	Prince George	Agora	0.33	Classrooms	Fall Mitigation Project	Health and Safety	Install handrail along perimeter of green roof to mitigate fall potential	60,736	0	60,736	60,736	0	0	Classrooms are primary use, also student services and offices
10	Northern /Central	UNBC	Terrace	Terrace	0.36	Multiple Use	Exterior Lighting Upgrade	Electrical Upgrades	Replace exterior lighting along building perimeter to improve operating efficiency	7,522	0	7,522	7,522	0	0	
11	Northern /Central	UNBC	Prince George	Research Lab	0.28	Classrooms	Flooring Replacement	Interior Finshes/Wayfinding	Replace flooring in Bentley Centre presentation rooms	17,476	0	17,476	17,476	0	0	

* NOTE:
In **Primary Use** field , when selecting **Multiple** or **Other**, please specify which programs are conducted and which one is main program in the **Comments** field.

589,303 91,364 **680,667**

The Ministry of Advanced Education
Capital Asset Management



Minor Maintenance and Rehabilitation (M&R) Project List - 2015/16

PSI Priority No.	Region	Institution	Campus Name/City	Building Name/ID	Building FCI (per VFA audit)	Primary Use*	Project Title	Project Category	Project Description	Provincial contribution	Institution/ other contribution	Total project budget	Provincial cashflow forecast 15/16	Provincial cashflow forecast 16/17	Total Provincial cashflow forecast outgoing years	Comments
1	Northern /Central	UNBC	Prince George	Power Plant	0.15	Utility Plant	Chiller #1 Rebuild and Testing for #2	HVAC Upgrades	Central plant chillers provide air conditioning to the entire Prince George campus. Project involved rebuild of Chiller #1 and testing of Chiller #2 to ensure reliable and efficient operation.	33,692	0	33,692	33,692	0	0	COA
2	Northern /Central	UNBC	Prince George	Conference Centre	0.23	Multiple Use	Stairwell tread replacement	Interior Finshes/Wayfinding	Install continuous stair treads on main student stairwell into campus. Improves safety by including contrast strip, tactile warning and eliminating tripping hazard.	16,784	210	16,994	16,784	0	0	COA
3	Northern /Central	UNBC	Prince George	Administration	0.20	Office / Administration	Third floor carpet replacement	Interior Finshes/Wayfinding	Replace worn carpet in faculty and administration offices on the third floor of the Admin building	22,583	0	22,583	22,583	0	0	COA
4	Northern /Central	UNBC	Prince George	Research Lab	0.28	Research	Emergency Shower and Eyewash Upgrades/Repairs	Health and Safety	Improved piping and flow control valving to ensure appropriate flow and temperature for emergency showers and eyewash stations	16,853	2161.62	19,015	16,853	0	0	EFT
5	Northern /Central	UNBC	Prince George	Administration	0.20	Office / Administration	Replace Admin Server Room UPS Batteries	IM/IT Infrastructure	Uninterruptible power supply for main campus server/data centre required battery upgrade	59,609	0	59,609	59,609	0	0	EFT
6	Northern /Central	UNBC	Prince George	Agora	0.33	Multiple Use	Roof and Skylight Rehabilitation	Roof Repairs	Condition assessment and pre-emptive rehabilitation of roof membrane, membrane beneath 'green' roof, and architectural skylight feature.	16,533	1935.18	18,468	16,533	0	0	EFT
7	Northern /Central	UNBC	Prince George	Various			Project Management	Other (Please show in Comments)	Project management services for all projects funded through these programs	13,312	0	13,312	13,312	0	0	EFT
8	Northern /Central	UNBC	Prince George	Various			Roof Leaks	Roof Repairs	Repairs and minor patching to various flat roofs on campus	13,672	934.73	14,607	13,672	0	0	EFT
9	Northern /Central	UNBC	Prince George	Various			Flooring replacements	Interior Finshes/Wayfinding	Replace worn carpet in specific areas on campus	48,616	1595.01	50,211	48,616	0	0	EFT

* NOTE:
In **Primary Use** field, when selecting **Multiple** or **Other**, please specify which programs are conducted and which one is main program in the **Comments** field.

241,653 6836.82 **248,490**



The Ministry of Advanced Education
Capital Asset Management

Upgrade & Renovation (U&R) Project List -2015/16

PSI Priority No.	Region	Institution	Campus Name/City	Building Name/ID	Building FCI (per VFA audit)	Primary Use*	Project Title	Project Description	Provincial contribution	Institution/ other contribution	Total project budget	Provincial cashflow forecast 15/16	Provincial cashflow forecast 16/17	Total Provincial cashflow forecast outgoing years	Comments
1															
2															
3															

* NOTE:
In **Primary Use** field , when selecting **Multiple** or **Other**, please specify which programs are conducted and which one is main program in the **Comments** field.

The Ministry of Advanced Education
Capital Asset Management



Carbon Neutral Capital Program (CNCP) Project List -2015/16CNCP

PSI Priority No.	Region	Institution	Campus Name/City	Building Name/ID	Building FCI (per VFA audit)	Primary Use*	Project Title	Project Description	Provincial contribution	Institution/ other contribution	Total project budget	Provincial cashflow forecast 15/16	Provincial cashflow forecast 16/17	Total Provincial cashflow forecast outgoing years	Comments
1	UNBC	Northern	Prince George	Conference Centre	0.23	Multiple	Conference Centre/NUSC Air Handler Hot Water Conversion	Conversion of direct-fired natural gas air handler to hot water district heating system supplied primarily by bioenergy.	9900	2689	12589	9900	0	0	The Conference Centre/NUSC contains offices, meeting rooms, a lecture theatre, a restaurant, a coffee shop, and an event space.
2	UNBC	Northern	Prince George	Campus Exterior	N/A	Site Infrastructure	Street Lighting Retrofit	Retrofit existing street lights from High Pressure Sodium fixtures to high efficiency LED fixtures.	44700	20474	65174	44700	0	0	
3															
									54600	23163	77763				

* NOTE:
In **Primary Use** field , when selecting **Multiple** or **Other**, please specify which programs are conducted and which one is main program in the **Comments** field.

AGENDA ITEM BRIEFING NOTE

Date:	June 17, 2016			
Agenda Item:	6.e.Northern Sports Centre Ltd. Financials			
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:	Robert Knight, Vice-President Finance & Business Operations			

Material: Please see the attached report

Issue: n/a

Background: See attached report

Motion: n/a

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

Remarks/Next Steps:

NORTHERN SPORT CENTRE LIMITED

BALANCE SHEET

AS AT MARCH 31, 2016

	<u>2016</u>	<u>2015</u>
ASSETS		
ASSETS		
Cash	\$ 6,521	\$ 6,615
Prepaid expense	5,004	4,821
TOTAL ASSETS	<u>\$ 11,525</u>	<u>\$ 11,436</u>
LIABILITIES & SHAREHOLDERS EQUITY		
LIABILITIES		
Account payable	<u>\$ -</u>	<u>\$ -</u>
	<u>\$ -</u>	<u>\$ -</u>
SHAREHOLDERS EQUITY		
Share capital	\$ 1	\$ 1
Retained earnings	11,524	11,435
	<u>\$ 11,525</u>	<u>\$ 11,436</u>
TOTAL LIABILITIES & SHAREHOLDERS EQUITY	<u>\$ 11,525</u>	<u>\$ 11,436</u>

Prepared for Management Purposes

NORTHERN SPORT CENTRE LIMITED
INCOME STATEMENT AND RETAINED EARNINGS
FOR THE YEAR ENDED MARCH 31, 2016

	<u>2016</u>	<u>2015</u>
REVENUE		
NSC contribution	\$ 12,537	\$ 13,524
Total Revenue	<u>12,537</u>	<u>13,524</u>
EXPENSES		
Directors remuneration & expenses	1,000	4,000
Legal fees	1,537	259
Insurance	9,817	9,861
Bank fees	94	103
Total Expenses	<u>12,448</u>	<u>14,223</u>
NET INCOME	<u>\$ 89</u>	<u>\$ (699)</u>
Retained Earnings, beginning	\$ 11,435	\$ 12,134
RETAINED EARNINGS, ENDING	<u>\$ 11,524</u>	<u>\$ 11,435</u>

Prepared for Management Purposes

NORTHERN SPORT CENTRE LIMITED
INCOME STATEMENT AND RETAINED EARNINGS
FOR THE YEAR ENDED MARCH 31, 2016
PRO-FORMA

	BUDGET 2017	ACTUAL 2016	ACTUAL 2015	ACTUAL 2014
REVENUE				
Northern Sport Centre	\$ 11,000	\$ 12,537	\$ 13,524	\$ 16,541
Total Revenue	<u>11,000</u>	<u>12,537</u>	<u>13,524</u>	<u>16,541</u>
EXPENSES				
Directors remuneration & expenses	-	1,000	4,000	4,000
Legal fees	600	1,537	259	541
Insurance	10,000	9,817	9,861	13,012
Bank fees	100	94	103	92
Total Expenses	<u>10,700</u>	<u>12,448</u>	<u>14,223</u>	<u>17,645</u>
NET INCOME	<u>\$ 300</u>	<u>\$ 89</u>	<u>\$ (699)</u>	<u>\$ (1,104)</u>
Retained Earnings, beginning	\$ 11,524	\$ 11,435	\$ 12,134	\$ 13,238
RETAINED EARNINGS, ENDING	<u>\$ 11,824</u>	<u>\$ 11,524</u>	<u>\$ 11,435</u>	<u>\$ 12,134</u>

Prepared for Management Purposes

AGENDA ITEM BRIEFING NOTE

Date:	June 17, 2016			
Agenda Item:	6.f.Endowment Investment Portfolio 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:	Colleen Smith, Director Finance and Budgets			
Reviewed By:	Robert Knight, Vice-President Finance and Business Operations			

Material: Please see attached report

Issue: n/a

Background: See attached report

Motion: n/a

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

Remarks/Next Steps:

EXECUTIVE SUMMARY:

This report is to provide some background on the UNBC Endowment Investment Portfolio and to update the Board on the status, performance, and any changes in investment structure or investment policy. The rate of return and performance results as well as fund balance and asset mix information is based on information to fiscal year end March 31, 2015. The one year return to March 31, 2016 was -0.9% and the four year annualized return was 9.5%. The endowment fund market value balance at March 31, 2016 was \$70.3 million, including the Northern Medical Programs Trust (NMPT) of \$9.2 million.

ENDOWMENT INVESTMENT FUND

The Endowment Investment Fund is a result of years of philanthropy where donors have provided gifts to benefit specific areas of UNBC's activities in perpetuity. Some of these gifts have been augmented by Provincial match funding. Investment returns from the endowment are used to fund activities, to fund capital maintenance, and to cover management expenses. The endowment composition of the major areas of activity support is as follows:

Endowment Composition

Endowment - Activities	Market Value @ Mar 31, 2016	%
Student Awards	\$ 21,103,250	30.0%
Library	1,961,615	2.8%
Program support	4,004,382	5.7%
Northern Medical Programs Trust	9,217,519	13.1%
Research	33,996,741	48.4%
Total Endowments	\$ 70,283,507	100.0%

Individual endowments are governed by the terms and conditions of the donor agreement. The endowment fund market value at March 31, 2015 was \$72,149,146. Donations in 2015/2016 totaled \$811,259, including donations to the NMPT.

LEGAL FRAMEWORK FOR INVESTMENT MANAGEMENT OF ENDOWMENT

Under Section 57 of the *University Act* universities are authorized to make investments that a "prudent person" would make. Investment guidelines for the University are defined in the *Investment Policy Statement*.

INVESTMENT COMMITTEE

The Investment Committee is a sub-committee of the Finance and Audit Committee of the Board of Governors. It is made up of four (4) internal, six (6) external, and two (2) ex-officio members. Some of the functions carried out by the Committee include:

1. Setting endowment objectives and policies
2. Setting spending policy
3. Determining asset allocation
4. Selecting investment managers
5. Identifying and examining risks
6. Evaluating investment costs
7. Examining roles and responsibilities

INVESTMENT MANAGERS

The Investment Committee had examined various asset classes, asset mixes, investment managers and styles in determining the investment portfolio. Six investment managers are employed in carry out investing activities of the portfolio. Gryphon Investment Counsel Inc. and Letko Brosseau & Associates Inc. manage investing in bonds, Canadian and global equities with offsetting investment styles (growth and value) in institutional pooled balanced funds. Wellington Financial, Trez Capital, and Clairvest Group, and Bentall Kennedy manage limited partnership (LP) investments. Trez Capital also manages an open-ended mutual fund unit trust. Bentall Kennedy was added to the portfolio in 2016. The composition of the portfolio is designed to maximize returns given a moderate level of risk. Preservation of the capital value of the endowments is one of the most important investment objectives.

At March 31, 2016, the endowment portfolio consisted of the following:

Investment Manager	%	Mandate
Gryphon Investment Counsel Inc	40.2%	Fixed income, Cdn & Global Equities
Letko Brosseau & Associates Inc	45.7%	Fixed income, Cdn & Global Equities
Wellington Financial	3.5%	Fixed income – Private Debt
Trez Capital Inc & Trez Capital LP	6.8%	Fixed income - Mortgages
Clairvest Group	1.1%	Private Equities
Bentall Kennedy	2.7%	Real Estate
Total	100.0%	

Note that in April 2016, the relationship with Gryphon Investment Counsel Inc and Letko Brosseau & Associates Inc was terminated and the responsibility for fixed income, Canadian and global equities was transferred to Burgundy Asset Management Ltd.

Daily investing decisions are made by investment managers but the overall asset mix will remain within investment policy parameters set by the University. The table below compares the asset mix allocation to the target asset mix. Transitions towards the long term policy asset mix will occur over a number of years as opportunities arise. The move will provide stable cashflow to fund spending rate and growth with lower market volatility. The investment strategy is designed to consider the varying needs over time with spending and liquidity requirements part of the overall strategy. Endowment spending is balanced with asset growth over the long term and may be increased as assets increase.

Asset Class March 31, 2016	Actual Asset Mix	Target Asset Mix
Bonds	23.3%	5.0%
Mortgages	6.8%	10.0%
Private Debt	3.5%	25.0%
Equities	58.6%	20.0%
Private Equity	1.1%	7.5%
Real Estate	2.7%	15.0%
Infrastructure	0.0%	15.0%
Cash	4.0%	2.5%
Total	100.0%	100.0%

Source: Ellement Consulting (formerly API Asset Performance Inc.)

ENDOWMENT INVESTMENT PORTFOLIO PERFORMANCE

Annualized and annual rates of return for the Endowment Investment Portfolio are shown in tables below:

Description	1 Year	2 Year	3 Year	4 Year
Annualized Return (Mar 31)	-0.9%	4.4%	9.3%	9.5%

Annual Rates of Return – (Pre-fee)

Annual Return (Mar 31)	%	Benchmark	Median
2016	-0.9%	-0.1%	-1.3%
2015	10.0%	12.4%	11.7%
2014	19.9%	13.8%	15.4%
2013	10.0%	8.0%	8.5%
2012	-2.3%	1.4%	1.0%
2011	10.1%	10.9%	11.0%
2010	24.3%	20.70%	21.80%
2009	-16.7%	-16.80%	-15.50%
2008	-2.3%	-0.90%	-1.10%
2007	13.2%	9.70%	10.0%
2006	15.2%	15.1%	13.9%
2005	7.9%	7.4%	8.1%
2004	24.3%	23.6%	23.0%
2003	-11.6%	-11.0%	-9.9%

Source: Ellement Consulting, 2003 - 2016

Annual rates of return fluctuate but annualized return is the key measure for the determination of sustainable spending.

Performance measurement is provided by an independent consultant, Ellement Consulting (formerly API Asset Performance Inc.), as to the rates-of-returns and fund performances to their respective fund universes. Investment risk is also evaluated based on risk versus return.

In terms of the portfolio performance among the balanced fund universe, the fund’s one year return of -0.9% ranks 44th percentile (ranking 44th out of 100) and the four year annualized return of 9.5% ranks 26th percentile. In 2014/15, the annual return for the portfolio ranked 78th percentile. The four year moving annualized return of 9.5% outperformed the median portfolio performance of 8.8%. Long term investing is the focus.

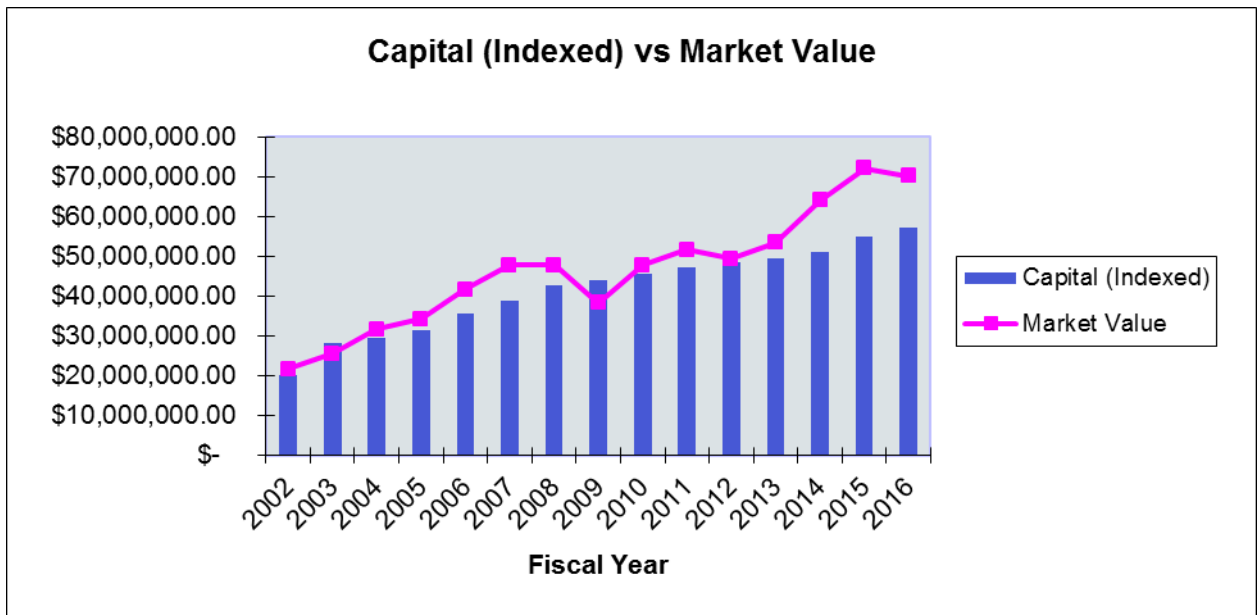
ENDOWMENT SPENDING

Endowment spending is a function of two (2) components:

1. Sustainable spending
2. Intergenerational equity

Sustainable spending:

The 2015/2016 spending rate was 3.5% of the market value of the endowment based on a 3 year rolling average. Long term investment returns are estimated to be between 5% - 8% and inflation 1% - 3%, a spending rate of 3.5% is sustainable. In theory, the endowment’s long term returns should support spending of 3.5% for awards, capitalization for inflation to preserve the purchasing power of the endowment (capital maintenance), and 0.5% for administration expenses. Spending may encroach on capital from time to time as shown on the table below (see fiscal years 2003 and 2009).



Intergenerational equity:

In setting the spending rate, a management objective is to provide intergenerational equity - balance current spending and future spending. If the spending rate is set above the sustainable rate, more value is placed on spending for current needs and there is a risk that assets will not keep up with inflation. If the spending rate is set below the sustainable rate, more value is placed on future spending and assets will grow faster.

The appropriateness of the spending rate is continuously being monitored given long term investment return expectations.

AGENDA ITEM BRIEFING NOTE

Date:	June 17, 2016			
Agenda Item:	6.g. Northern Sports Centre Ltd. Annual 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:	Aaron LeBlanc, Director Ancillary Services			
Reviewed By:	Robert Knight, Vice-President Finance and Business Operations			

Material: Please see attached report

Issue: n/a

Background: See attached report

Motion: n/a

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

Remarks/Next Steps:

NORTHERN SPORT CENTRE

- NORTHERN SPORT CENTRE LIMITED
- BOARD OF DIRECTORS
- PRESENTATION TO COUNCIL OF THE CITY OF PRINCE GEORGE



NORTHERN SPORT CENTRE

AGENDA

- 1) NSCL Vision
- 2) NSCL Operating Principles
- 3) NSCL Board of Directors
- 4) Operating Model
- 5) Financial Report
- 6) Future Actions



NORTHERN SPORT CENTRE

VISION

- A facility that fills a gap in the regional, community, and the University sport and recreation delivery system.
- We will provide a sport & recreational facility for the City of Prince George & the University of Northern British Columbia.
- We will foster sport development together with regional & community development & pride and will become a regional sport centre.



NORTHERN SPORT CENTRE

VISION

- We will encourage the integration of education, sport, health, & wellness for Northern British Columbia, recognizing athletes' desires to train while pursuing their education.
- We will enhance & complement the existing competitive & recreational sport facilities of the City of Prince George.
- We will enhance the region's national profile & help draw & retain student athletes to the area.
- We will contribute to Tourism in the community & region by hosting major tournaments & championships.



A Welcoming Place



NORTHERN SPORT CENTRE

NSCL OPERATING PRINCIPLES

- To ensure that the NSC meets the needs of its two major stakeholders we will strive to accommodate six specific areas:
 1. Use by CPG & user groups affiliated with or designated by the CPG.
 2. Use by UNBC and user groups affiliated with or designated by UNBC.



NORTHERN SPORT CENTRE

NSCL OPERATING PRINCIPLES

3. Athlete training.
4. Provide a mix of structured & casual leisure opportunities.
5. Provide opportunities for investment by the private sector & non-profit societies.
6. Cost recovery of the NSC.



NORTHERN SPORT CENTRE

BOARD OF DIRECTORS

- Don Bassermann – Chair
- Kathleen Soltis – Secretary
- Geoff Payne – Vice Chair
- Michael McMillan
- Walter Babicz – President
- Jim Martin
- Robert Knight – Vice President
- Arctica Cunningham - NUGSS
- Aaron LeBlanc – Treasurer



NORTHERN SPORT CENTRE

OPERATING MODEL

- Full and part-time regular staff.
- Key tenants include UNBC Athletics and PacificSport Northern BC.



NORTHERN SPORT CENTRE

OPERATING MODEL

- Timberwolves basketball games attract large audiences.
- Facility serves a wide demographic: pre-schools, 1-12 grades from various schools, youth & adult sports organizations.
- University students, adults & seniors pursuing high performance & recreational activities including track & fitness areas.



NORTHERN SPORT CENTRE

PROGRAMMING SERVICES

- More than 26 hours per week of free drop in classes and recreation activities.
- Registered programming: 350+ participants per week across a variety of programs.
- Childminding services free for members.
- Personal Training services.

Mandate

- Aid our members and the community in successfully achieving their goals by providing various fitness and recreational services.



GROUP FITNESS PROGRAMMING



NORTHERN SPORT CENTRE

BOOKING SERVICES

- Multi-sport facility unlike any other in Prince George with generous bookable space including an indoor soccer field and three gymnasiums.

Mandate:

- To promote equitable access to the facility that will assist sustainable organization growth for local sport organizations.
- Increase sporting opportunities for the community and region.



NORTHERN SPORT CENTRE

KEY USER GROUPS

- UNBC Athletics –varsity & intramurals
- City of Prince George
- Pacific Sport North
- British Columbia Indoor Soccer League
- Prince George Youth Soccer Association
- School District 57
- Prince George Youth Volleyball Association
- Prince George Minor Basketball Association



FIELD HOUSE – LSO'S



GYMNASIUM - LSOs



NORTHERN SPORT CENTRE

FACILITY RENTAL RATES

AREA	AVERAGE ¹	NORTHERN SPORTS CENTRE
Fields	\$160.32 / Hour	\$70.80 / Hour ²
Gyms	\$ 54.25 / Hour	\$47.94 / Hour ³

¹Average: Compiled from similar Canadian based facilities.

²This is an average rate of the majority of the NSC user groups. **High Rate:** \$125.87/hour **Low Rate:** Free

³This is an average rate of the majority of the NSC user groups. **High Rate:** \$86.12/hour **Low Rate:** Free



NORTHERN SPORT CENTRE

- ✓ The contribution from the City has a direct result on Facility Rental Rates for qualifying sport and community groups, and on PacificSport North High Performance Training Centre.
- ✓ The contribution from UNBC provides usage of the space for Athletics and Recreation programs, NSC Programming, as well as student fitness memberships.



NORTHERN SPORT CENTRE

MEMBER SERVICES

- Offering memberships that include access to essential fitness services: various strength training areas, cardio equipment and fitness classes.

Mandate

- Continually look for opportunities to increase memberships at the NSC.
- Create engagement opportunities with members and the community.



Serious Exercising



NORTHERN SPORT CENTRE

TOTAL ACTIVE MEMBERS (Not including UNBC students)

April 2013	3,390
April 2014	3,798
April 2015	4,229
April 2016	4,338



NORTHERN SPORT CENTRE

*TOTAL DAILY VISITS

April 2009 to March 2010	137,334
April 2010 to March 2011	159,230
April 2011 to March 2012	276,230
April 2012 to March 2013	219,760
April 2014 to March 2014	228,742
April 2014 to March 2015	225,606
April 2015 to March 2016	233,891

*Does not include user groups that access areas where a membership is not required.



THE ELEVATED TRACK



NORTHERN SPORT CENTRE EVENT SERVICES

- Currently focusing resources to capitalize on event procurement and event hosting.

Mandate

- To identify and attract events which compliments the NSC facility and services in a positive and beneficial way through increased business and revenue.
- To become an integral part of the City's goals for Sport and Event.
- To develop sustainable partnerships that lend to the overall growth of sport in the region.



2016 RACE SERIES



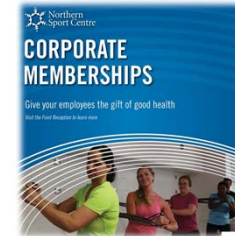
NORTHERN SPORT CENTRE

MARKETING SERVICES

- Continue to improve internal & external communication with current & future members.
- Launch of online member services, summer 2016.

Mandate

- Develop, implement and maintain a strategically focused marketing strategy that grows all business at the NSC while ensuring the NSC brand is preserved.



2016 SUMMER ACTIVITY GUIDE



NORTHERN SPORT CENTRE

Status	2012	2013	2014	2015	2016	2016	2017
	2013	2014	2015	2016	Budget		
REVENUE (000's)							
City of Prince George Contribution	300	300	300	300	300		300
Recreation Class Fee	107	96	63	107	100		100
Facilities Rental	240	272	301	192	300		300
Memberships	955	1,102	1,099	1,290	1,250		
Other	167	119	113	122	105		
TOTAL REVENUES	1,768	1,888	1,877	2,011	2,055		
EXPENSES (000's)							
LABOUR & BENEFITS	518	617	791	852	851		
Operating Expenses, Capital, and Other Transfers	1,304	1,532	1,354	1,346	1,302		
TRANSFER - UNBC Contribution	-300	-300	-300	-300	-300		
TRANSFER - TO NSC RESERVE	247	39	32	114	203		
TOTAL EXPENSES and TRANSFERS	1,768	1,888	1,877	2,012	2,055		
BALANCE (000's)							



NORTHERN SPORT CENTRE

Capital Reserve Report

Preliminary opening balance, April 1, 2015		1,078,266	
Add (Deduct) final year end closing		46,076	
Final opening balance, April 1, 2105		1,124,342	
2015/16	Actual		Projected
Planned projects	\$ (696,462)		\$ (631,000)
2015/16 contribution from NSC Operating Surplus	168,834		173,000
	596,234		666,342
2016/17			
Planned projects	\$ -		\$ (1307,000)
Projected 2015/16 contribution from NSC Operating Surplus	202,900		202,900
Estimated opening balance, April 1, 2017		799,634	562,242
2017/18			
Planned projects	\$ -		\$ (1267,000)
Projected 2015/16 contribution from NSC Operating Surplus	230,000		230,000
Estimated opening balance, April 1, 2018		1,029,634	525,242
2018/19			
Planned projects	\$ (300,000)		\$ (300,000)
Projected 2015/16 contribution from NSC Operating Surplus	230,000		230,000
Estimated opening balance, April 1, 2019		959,634	455,242



AGENDA ITEM BRIEFING NOTE

Date:	June 17, 2016			
Agenda Item:	6.h.FTE Audit Report to March 31, 2016			
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 and Budgets			
Reviewed By:	Robert Knight, Vice-President Finance and Business Operations			

Material: Please see attached report

Issue: n/a

Background: See attached report

Motion: n/a

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

Remarks/Next Steps:

Student Full Time Equivalent (FTE) Enrollment Report of

**UNIVERSITY OF NORTHERN
BRITISH COLUMBIA**

Year ended March 31, 2016



KPMG LLP
400 - 177 Victoria Street
Prince George BC V2L 5R8

Telephone (250) 563-7151
Telefax (250) 563-5693
www.kpmg.ca

INDEPENDENT AUDITORS' REPORT

To the Board of Governors of the University of Northern British Columbia

We have audited the student Full-Time Equivalent (FTE) Enrollment Report of the University of Northern British Columbia (the "University") for the year ended March 31, 2016, in accordance with the British Columbia Ministry of Advanced Education Student FTE Enrollment Reporting Manual. This report is the responsibility of the University's management. Our responsibility is to express an opinion on this report based on our audit.

We conducted our audit in accordance with the standards for assurance engagements established by the Canadian Institute of Chartered Professional Accountants. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the report is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the report. An audit also includes assessing the procedures by which the enrolment report was prepared and significant estimates made by management as well as evaluating the overall report presentation.

In our opinion, the Full-Time Equivalent (FTE) Enrollment Report presents fairly, in all material respects, the full-time equivalent enrollment at the University for the year ended March 31, 2016, in accordance with the British Columbia Ministry of Advanced Education Student FTE Enrollment Manual referred to above.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, slightly slanted style. Below the signature is a long, horizontal, slightly wavy line that serves as a flourish or underline.

Chartered Professional Accountants

Prince George, Canada
May 13, 2016

2015/16 Final FTE Report
University of Northern British Columbia
Ministry of Advanced Education
Post-Secondary Finance

Institution Contact: Dr. Daniel Weeks, President and Vice-Chancellor Phone Number: 250-960-5601 Email: daniel.weeks@unbc.ca

Ministry Code	CIP Code	Program Name	Target Funded FTEs					Actual FTEs				Comments		
			Blueprint Baseline	14/15 Skills Gap Plan	15/16 Skills Gap Plan	Total Skills Gap Plan FTEs	Total Target Funded	Base Funded Target	Total Target	Blueprint Baseline Actual	Skills Gap Plan Actual		Base Funded Actual	Total Actual
NURS	51.3801	Bachelor of Science in Nursing	237			-	237	41	278	204.02			204.02	
NURS	51.3805	Nurse Practitioner	30			-	30		30	25.78			25.78	
NURS	51.3801	Masters in Nursing	10			-	10		10	8.22			8.22	
NURS	51.3811	Rural Nursing with Remote Certification	24			-	24		24	21.50			21.50	
HLTH	51.0000	Other Graduate Level Health Science				-	-		21			22.56	22.56	
AVED	1414	Bachelor of Applied Science in Environmental Engineering		10	18	28	28		28		28.00	57.07	85.07	
AVED	5203	Bachelor of Commerce (Major in Accounting)		9	22	31	31		31		31.00	61.97	92.97	
AVED	5208	Bachelor of Commerce (Major in Finance)			20	20	20		20		20.00	48.40	68.40	
AVED	5202	Bachelor of Commerce (Major in General Business)			9	9	9		9		9.00	38.03	47.03	
AVED	5210	Bachelor of Commerce (Major in Human Resources)			4	4	4		4		4.00	27.93	31.93	
AVED	5214	Bachelor of Commerce (Major in Marketing)			4	4	4		4		4.00	18.90	22.90	
AVED	5122	Bachelor of Health Science		6		6	6		6		6.00	11.77	17.77	
AVED	2601	Bachelor of Health Sciences (Major in Biomedical Studies)			6	6	6		6		6.00	133.53	139.53	
AVED	2602	Bachelor of Science (Major in Biochemistry & Molecular Biology)		6	5	11	11		11		11.00	137.53	148.53	
AVED	2601	Bachelor of Science (Major in Biology)			3	3	3		3		3.00	77.57	80.57	
AVED	1107	Bachelor of Science (Major in Comp. Science)			5	5	5		5		5.00	54.77	59.77	
AVED	4201	Bachelor of Science (Major in Psychology)		7	-	7	7		7		7.00	87.17	94.17	
AVED	4407	Bachelor of Social Work		21	8	29	29		29		29.00	61.30	90.30	
AVED	0305	BSc in Natural Resources Management (Major in Forest Ecology and Mng)			10	10	10		10		10.00	29.60	39.60	
GRAD	0502	Master of Arts in First Nations Studies		5	-	5	5		5		5.00	1.00	6.00	
GRAD	1310	Master of Education (Special Education Specialization)			9	9	9		9		9.00	20.67	29.67	
GRAD	1311	Masters of Education (Counselling Specialization)			14	14	14		14		14.00	37.00	51.00	
GRAD	4407	Masters of Social Work			15	15	15		15		15.00	24.33	39.33	
AVED	0301	Bachelor of Science (Major in Environmental Science)			5	5	5		5		5.00	30.30	35.30	
GRAD	5112	PhD Health Sciences		6	-	6	6		6		6.00	16.33	22.33	
GRAD	0301	PhD Natural Resources & Environmental Studies		4	3	7	7		7		7.00	24.67	31.67	
AVED	Multiple	AVED Undergraduate Balance Not Targeted				-	-	2,492	2,492			710.71	710.71	
GRAD	Multiple	AVED Graduate Balance	126			-	-	212	338	126		138.22	264.22	
AVED	Multiple	AVED Undesignated				-	-	28	28			46.80	46.80	continuing studies for credit FTE
AVED SubTotal			427	84	150	234	661	2,794	3,455	386	234	1,918	2,538	

Supplementary FTE Information

Health Program FTEs

Multiple	Health Programs Funded by AVED	322	all above programs with CIP code 51.xxxx
Multiple	Health Programs Funded by Other Sources (please list programs)		

International FTEs

Reported in FTE Report (Domestic Tuition)			
Multiple	Undergraduate	17	charged domestic tuition rates
Multiple	Graduate	94	charged domestic tuition rates
Not Reported in FTE Report (International and Full-cost Tuition)			
Multiple	Undergraduate	148	charged international tuition rates
Multiple	Graduate		

FTE Summary by Program Grouping

	Target	Actual	Utilization
NURS	342	260	75.9%
HLTH	21	23	107.4%
UNGR	2,670	1,811	67.8%
GRAD	394	397	100.9%
Undesignated	28	47	167.1%
TOTAL	3,455	2,538	73.4%
Total Health			
	363	282	77.7%
UNGRD	2,972	1,990	67.0%
GRAD	455	501	110.1%
Undesignated	28	47	167.1%
TOTAL	3,455	2,538	73.4%

FTE Summary

	Target	Actual	Utilization
Blueprint Baseline	427	386	90.3%
Skills Gap Plan	234	234	100.0%
Target Funded Subtotal	661	620	93.7%
Base Funded	2,794	1,918	68.7%
TOTAL	3,455	2,538	73.4%

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Notes to the Student Full Time Equivalent (FTE) Enrollment Report
Year ended March 31, 2016

1. International Enrolments

This report includes enrolments for International Students. These enrolments, calculated based on course credits or class hours, are shown separately as they are not counted towards the target established by the Ministry.

AGENDA ITEM BRIEFING NOTE

Date:	June 15, 2016			
Agenda Item:	7.a. Institutional Accountability Plan			
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:	Daniel Ryan, Interim Vice-President Academic & Provost and Robert Knight, Vice President Finance and Business Operation			
Reviewed By:				

Material: Verbal Report.

Issue:

Background:

Motion:

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

Remarks/Next Steps:



BRIEFING NOTE

Date:	June 1, 2016	
Agenda Item / Prepared For:	8. Office of University Advancement – Public Session	
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion
	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Decision/Approval
Prepared by:	K Scouten/M Wood	
Reviewed by:	D Weeks	

1. Fundraising:

Distribution of Donations	April 2014 – March 2015		April 2015 – March 2016	
	Total Giving	Donor Count	Total Giving	Donor Count
Student Awards	\$434,641	276	\$1,017,552	430
General	\$358,749	197	\$119,501	182
Athletics	\$160,486	272	\$167,355	248
Northern Medical Program Trust	\$299,959	637	\$212,286	501
First Nations	\$21,605	7	\$25,575	4
Library	\$44,235	26	\$98,691	24
Green Initiatives	\$402,131	10	\$3,105	7
General Research	\$85,285	9	\$87,000	14
Area of Greatest Need	\$41,956	120	\$67,041	148
Gift in Kind	\$83,166	61	\$179,914	62
Office of Research	\$28,661	1	\$255,347	2
Total	\$1,960,874	1616	\$2,233,337	1622

Giving by Constituency	April 2014 – March 2015		April 2015 – March 2016	
	Total Giving	Donor Count	Total Giving	Donor Count
Association / Organization	\$98,821	45	\$656,817	35
Business / Corporation	\$1,035,494	214	\$377,237	179
Foundations	\$301,533	11	\$536,790	14
Government	\$24,114	8	\$65,239	10
Individuals (non-UNBC)	\$360,586	845	\$460,984	866
UNBC Individuals	\$85,492	136	\$,95,974	191
Alumni	\$56,834	195	\$40,296	198
Total	\$1,960,874	1454	\$2,233,337	1493

- a. Fiscal 16 year end giving closed at \$2.23m. The totals for April 2016 (\$120,315) is approximately the same as for April 2015 (\$124,315)
 - b. Fundraising initiatives of note: 2016 Class Gift met participation goal and recognized in Convocation speeches by both Valedictorians and President. Athletics Golf Tournament raised just under last year’s total. Chancellor’s Dinner ‘soft ask’ raised funds for Chancellor Iona Campagnolo Scholarship. 2016 Spring Solicitation with ask from Sean Simmons generating good response.
 - c. Thank you to the board members that have become donors or continue their giving, at this time of year.
 - d. Planning continues for Northern Leadership campaign
- 2. Communication with Stakeholders**
- a. Update for Spring 2016 delivered.
 - b. Supported and participated in Prince George and regional convocations.
 - c. Improvements to University website well underway, including a move to a site featuring responsive design and that features greater functionality for mobile devices. New analytical software is also providing greater quality assurance regarding broken links, misspellings, etc.
- 3. Government and Political Relations: Verbal**

AGENDA ITEM BRIEFING NOTE

Date:	June 17, 2016			
Agenda Item:	9.a. 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. Geoff Payne, Interim Vice-President Research			
Reviewed By:				

Material: Materials provided.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

Overview:

Building upon my report to the Board in March 2016, I will briefly highlight some new areas as we continue the progress to achieve our research mission.

Highlights:

- A team of UNBC researchers have received \$389,908 from Canada Foundation for Innovation's John R. Evans Leaders Fund to study local mushrooms as a potential cancer and diabetes prevention or treatment. Along with project leader Dr. Chow Lee, the team also includes co-principal investigators Dr. Kerry Reimer, Dr. Keith Egger, Dr. Hugues Massicotte, and Dr. Tina Bott.
- On April 18th, representatives from Northern Health, Genome BC, First Nations Health Authority and the BC Cancer Agency were on hand with Shirley Bond, MLA for Prince George-Valemount to announce the first biobank of its kind in the province is coming to northern BC. Led by Dr. Nadine Caron, the Northern Biobank Initiative Phase 2 will improve access for B.C.'s northern population to participate in, and reap the benefits of clinical research. UNBC is the lead academic institution for the \$1.25 million project.
- On April 26th, a review committee completed the internal adjudication process for the CFI – Innovation Fund applications. The Office of Research received an increase in applications this year when compared to previous years, which is an encouraging sign on research engagement at UNBC.
- To deliver on my commitment to provide opportunities for communication around UNBC research, I hosted a Research Town Hall on May 5th. I presented an overview of the Indirect Costs of Research and Overhead, which was followed by a question period. It was held in Senate chambers and was attended by close to 30 people.
- On May 11th, the opening of the Field Education Centre at UNBC's Aleza Lake Research Forest was announced. The Aleza Field Education Centre is a 1,200 square-foot interpretive centre of log and timber construction, designed to host field courses, meetings, retreats, training, and community events.
- To best manage the current research support services at UNBC, and prepare for the increase in activity in other areas of our research mission, I have decided that the Office of Research needed an Assistant Director of Research. This position is to provide support to my office, but also provide leadership in supporting the research community here at UNBC. I am very pleased that Mark Barnes has been appointed to the role of Assistant Director of Research effective May 30th. Mark is from Prince George and is a two-time alumni receiving both his B.Sc. and M.Sc. from UNBC. Mark

left UNBC for a short time while he undertook a number of leadership positions within the BC Cancer Agency prior to his return to UNBC.

BOARD OF GOVERNORS

AGENDA ITEM BRIEFING NOTE

Date:	June 17, 2016			
Agenda Item:	10. President's 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:	Daniel Weeks, UNBC President and Vice-Chancellor			
Reviewed By:				

Material: Verbal Report.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	June 17, 2016		
Agenda Item:	11. Chancellor's 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:	Hon. James Moore, UNBC Chancellor		
Reviewed By:			

Material: Verbal Report.

Issue:

Background:

Motion:

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

Remarks/Next Steps: