

**THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA
SENATE MEETING
PUBLIC SESSION
MINUTES**



April 3, 2002

3:30 - 4:30 PM

Senate Chambers - Prince George Campus

The Senate meeting was called to order at 3:35pm.

Present: C. Jago (Chair), D. Poff, M. Blouw, J. Swainger, T. Whitcombe, C. Hawkins, D. Procter, S. Beaumont, M. Mandy, S. Goring, N. Abji, P. Weiss, F. Abdulla, B. Anderson, B. Malcolm, G. Poelzer (for R. Fisher), W. McGill, S. Cochran, A. Nussbaumer, D. Macknak, K. Kielly (Acting Registrar), A. Truant (Recording Secretary) and K. Josephson (Acting Senate Assistant)

Regrets: L. King, W. Morrison, R. Broadbent, R. Berthiaume, R. Fisher

1.0 Approval of the Agenda

S-2002 04.01

Hawkins/Mandy

That the agenda for the April 3, 2002 meeting of Senate be approved as proposed.

CARRIED

2.0 Approval of Public Minutes

S-2002 04.02

Malcolm/Whitcombe

That the Public Minutes of February 13, 2002 be approved with the following change:

- The period after the first sentence under item #1.0, after the word “material” be replaced with a comma.

CARRIED

3.0 Business Arising from Previous Meetings of Senate

With reference to item 3.1 of the Minutes of February 13, 2002, Senator Mandy requested an update.

4.0 President's Report

4.1 2002/03 Budget Discussion and Review

4.1.1 Presentation of Budget by President

C. Jago requested that the Vice-President (Academic) & Provost assumed the role of the Chair while he reported on the 2002/03 Proposed Operating Budget.

- The budget will be presented
- An opportunity will be given for questions/comments
- The report from the Senate Committee on the University Budget will be presented by Senator Whitcombe, followed by
- Full discussion.

The President's Report:

The budget process began last November when members of President's Executive Council set out the "Budget Guidelines". At that time these guidelines attempted to forecast the fiscal environment into which we had entered and to direct budget planners as to how they were to proceed with their budget planning.

Assumptions being made at that time were:

- Government revenues directed to universities would probably be frozen at their current level
- It was anticipated that there would be federal money related to the indirect cost of research, but the amount or approval was not confirmed
- It was possible to speculate that the tuition freeze might be lifted, but there was no clear direction from government.

Given the above conditions, the initial plan was to assume:

- Static government revenue
- Static government grant
- For purposes of initial budget planning, a continuation of the tuition freeze
- Modestly, for the purposes of budget planning, about the indirect cost of research coming from the federal government
- And to put together all of the above and identify what was considered to be the cost pressures on the University including inflationary costs, including maintenance costs of the new laboratory building.

It was determined that a 5% cut would be necessary to the expenditures.

In the latter part of January, the budgets from the budget heads were brought to the President's Executive Council. The following uncertainties with respect to budget planning began to be removed:

- On February 7th, the provincial government lifted the tuition freeze and completely deregulated tuition policy (refer to appendix 2 of the documents provided)
- On February 28th, we learned what our benefit would be from the indirect cost of research – our share being just under \$520,000.00
- On March 11th, the budget letter was received from the Minister of Advanced Education (refer to appendix 1).

Highlights of the Budget Letter:

- The government grant was good news for UNBC
- It included funding for the expansion of Computer Science at UNBC
- It included funding for the introduction of the Bachelor of Education program
- It included funding for the Masters of Disabilities Management program
- It provided modest funding for some expansion of Social Work
- It provided funding for the expanded enrolment in Nursing
- It provided start-up funding for the expansion of medical education in the province, which will include funding for the Northern Medical program

In short, our base grant remained almost the same, but there was additional funding for new program initiatives.

In the budget documents, of the new revenues just over 1 million dollars has not been included in the proposed budget. There was not sufficient time to work out the detail budget for the expansion of Computer Science, the Bachelor of Education or the Masters of Disabilities Management. The funds have been set aside and they will be brought back in to the budget probably sometime in September, and at the same time the expenditures to incorporate the expenses relating to these new program initiatives will be revised.

Funds received for the Indirect Cost of Research:

- The money received from the federal government amounted to \$518,096.00

- It is to be used to support the research mission of the University to cover the indirect costs of research.

Tuition Fees:

- It was clear to members of President's Executive Council that if the tuition freeze continued, it would have devastating consequences for the operations of the University. That information was shared with student members of Senate, the Board of Governors, student bodies and the student community
- Although tuition fees had to be increased, it was the intention to exercise restraint
- There were consultations with other universities, but we wanted to act independently
- We knew that additional revenues were required, but were aware that our students carry a heavy burden of debt
- Scenario planning of fee increases were done from 20% to 35%
- For most programs, increases of 22% were recommended, and slightly higher increases for professional Masters programs
- The tuition Fee increase date of May 1st was selected to afford certain things directly related to student services and faculty positions.

In summary, the President stated that a balanced budget is being presented to Senate. It does include cuts from 2001 and 2002 budgeted expenditures. Cuts of just over 900,000.00 were made. Approximately half that amount is in salaries and benefits, and there have been very modest layoffs, the cuts having been made to mainly unfilled positions.

The additional fee revenues will allow the avoidance of much more significant cuts to the operations of the University. This increase does not include additional revenues that might result from enrolment growth, a static enrolment was assumed.

With the additional monies received from the government and from the tuition fee increases, new positions were introduced in three areas. Some are research related, some relate directly to student services to try to improve the services available to students. The major benefit to students is that we did not cut in any area that would have a detrimental effect to a student's ability to study effectively at this University.

One new faculty position was added in Environmental Engineering, which is a new program.

Among other things done to ensure a balanced budget:

- The money set aside for capital replacement fund was reduced this year by 200,000.00, which is not sustainable
- We have calculated at the outset of the budget process what we think we will experience in salary savings
- It is a balanced budget in every respect including the sharing of responsibility. We did not want to offload the cost of the University to the students alone. The approach was very balanced, we were cautious and conservative. We did not want to take bold steps such as differential tuition fees, but it was important to open a number of issues for further discussion.

From a strategic viewpoint, this budget allows the University to maintain its momentum in developing new programs in critical areas such as the Health Sciences, Education, Environmental Engineering and expanding Nursing. The President stated that it is a budget worthy of support.

4.1.2 Report from the Senate Committee on the University Budget (SCUB)

T. Whitcombe, Chair of SCUB, thanked members of the committee, members of President's Executive Council and Shelley Rennick for their efforts in the preparation of the 2002-2003 Proposed Operating Budget.

A one-page summation was provided from SCUB. A more extensive preliminary report having been included in the meeting material under appendix 5. This preliminary report dated February 27, 2002 was presented to President's Executive Council.

Senator Whitcombe stated that the proposed operating budget was not received by SCUB until March 25th and consequently the committee only had one meeting to prepare their report. The committee fully recognizes that the timeline for preparation of the proposed operating budget was obviously strained by the difficult situations involved in this exercise.

The following is an excerpt of the final report from SCUB:

SCUB recognizes that the final document is a simplified version of the budget details and does not present details at the level of budget lines rendering it difficult for the committee to provide significant commentary on the specific details of the final proposed budget.

SCUB acknowledges that the budget is a fair and accurate assessment of the University's financial picture and that it is a reasonable budget for the upcoming year. Further that it addresses the issues forced by the financial constraints imposed externally and is consistent with the preliminary versions of the budget submitted by the Vice-Presidents, particularly with respect to the restoration of priority items as identified in the initial budgeting scenario.

SCUB also acknowledges that the level of student fee increases indicated within the proposed operating budget 2002-2003 are at an acceptable level considering increases that have occurred at other institutions.

SCUB is concerned that the University needs to engage in planning for next year's budget as early as possible. This planning should occur at both the level of policy and implementation. That is, there are a number of policies that the University has followed that have implications for budgeting, such as the use of "carry-forward" accounts, and the budgeting of sessional instructors among others that have been identified in the proposed operating budget documentation. There are issues that require policy decisions to be made prior to implementation. It is SCUB's hope that these decisions will occur as quickly as possible, and further, that SCUB will play a role in these discussions. With respect to implementation, once the policy issues have been resolved, and working with the information regarding the Government Grant provided in the budget letter, SCUB would like to work with President's Executive Council to develop a three-year budget projection which will consider the implications of a shrinking revenue stream on the structure of the institution. There is every indication that the University will need to undergo further cuts over the next two years as the level of revenue shortfall will likely exceed what can reasonably be expected as revenue gains from increases in tuition fees. These cuts must occur in a strategic fashion so that the institution is not disabled. A broad consultative process and a long term budget is, in SCUB's opinion, the University's best option for dealing with the financial constraints of the next few years.

S-2002 04.02A

Whitcombe/Beaumont

That Senate having reviewed the Proposed 2002/03 University Budget, concur with the Senate Committee on the University Budget (SCUB) to recommend that the President take the 2002/03 Proposed University Budget forward to the Board of Governors for approval with the assumption that the issues raised in the SCUB report will be addressed in the coming year.

CARRIED – 1 ABSTENTION

4.1.3 Senate Discussion

A question with regard to the University's continuance of its affiliation/funding with WWN was raised. C. Jago responded that we are in the process of renewing the Affiliation Agreement with the WWN. There was a meeting with the WWN Board recently and the agreement was reviewed. There is an absolute commitment on behalf of both parties to continue that agreement and it is as a result of that agreement that we are making the changes to the membership of Senate Committees to include a member of WWN. On the issue of funding, the University has provided a subsidy to WWN since 1992 or 1993, the subsidy has been changed on two occasions, always negatively for WWN, and they have been informed that it will again be reduced this year. WWN will have the option of charging their students a higher fee to make up the difference. We have indicated to them that in time that subsidy may be stopped completely. The budget planners have raised the issue and have suggested that this question go to the Strategic Planning Committee for further review to determine if it is in the long-term interest of UNBC to continue to subsidize an affiliated institution or whether in time that affiliated institution, without dropping its affiliation, should become fully responsible for its own financing.

Other questions were answered.

C. Jago resumed the Chair's position.

5.0 Report of the Vice-President (Academic) & Provost

D. Poff reported that the Strategic Academic Planning Committee will be meeting later today. The meetings have been on hold primarily due to the budget implications. The committee will now resume its meetings until a report is brought to Senate for the period 2002-2007.

6.0 Question Period - None

7.0 Committee Reports

7.1 Senate Committee on Academic Policy & Planning

The next two motions were dealt with as an omnibus motion.

Senator Mandy raised the question: "These courses are two of a number of courses under consideration, why are they being introduced separately to the rest?" It will be put forward to Dean Fisher for a response at the next Senate meeting.

<i>Action: Tabled to the next meeting</i>

New Course Approval – HHSC 101-3

S-2002 04.03

Poff/Whitcombe

Page #1 That HHSC 101-3, Introduction to Health Sciences I: Issues and Controversies, be approved.
Effective Date: Winter 2002
CARRIED – 1 ABSTENTION

New Course Approval – HHSC 102-3

S-2002 04.04

Poff/Whitcombe

Page #8 That HHSC 102-3, Introduction to Health Sciences II: Rural and Aboriginal Issues, be approved.

Effective Date: Winter 2002
CARRIED – 1 ABSTENTION

Change Degree Requirement – SOCW 422-3

S-2002 04.05

Poff/Poelzer

Page #15 That the addition of SOCW 422-3, Child Welfare Practice, as a required course in the Child Welfare Specialization in the BSW Program, be approved as proposed.

Effective Date: Fall 2002

CARRIED

New Degree Approval – Joint Major in English & Political Science

S-2002 04.06

Poff/Whitcombe

Page #17 That the new Joint Major in English & Political Science, be approved.

Effective Date: Fall 2002

CARRIED

New Degree Approval – Joint Major in English & History

S-2002 04.07

Poff/Poelzer

Page #22 That the new Joint Major in English & History, be approved.

Effective Date: Fall 2003

CARRIED

To Senate for Information

Course Prerequisite Change – SOCW 302-6

SCAPP200206.15

Page#27 That the prerequisite for SOCW 302-6, Social Work Field Education, be approved as proposed.

Effective Date: Fall 2002

7.2 Senate Committee on Research & Graduate Studies

Motions #8 & 9 were dealt with as an omnibus motion.

New Course Approval – SOCW 701-3

S-2002 04.08

Blouw/Whitcombe

Page #29 That SOCW 701-3, Thesis Practicum, be approved.

Effective Date: Fall 2002

CARRIED

New Course Approval – SOCW 732-6

S-2002 04.09

Blouw/Whitcombe

Page #32 That SOCW 732-6, MSW Practicum II, be approved.

Effective Date: Fall 2002

CARRIED

7.3 Senate Committee on Scholarships and Bursaries

M. Blouw spoke to the following motions.

SCSB Annual Report

Page # 35 The Annual Report for the Senate Committee on Scholarships & Bursaries (SCSB) was received for information, and as such does not require a motion. The second line under the heading “Awards Ceremonies” did not include the figures for the recipient attendance rate for the two Colleges.

Action: The report is to be amended and brought back to the next meeting with these figures.

Jack Lee Scholarship

S-2002 04.11

Blouw/Malcolm

Page #38 That the change to the Terms and Conditions for the Jack Lee Scholarship, be approved as proposed.
Effective Date: Fall 2002
CARRIED

Marion & Lawrence deGrace Scholarship

S-2002 04.12

Blouw/Poelzer

Page #44 That the Terms and Conditions for the Marion & Lawrence deGrace Scholarship, be approved as proposed.
Effective Date: Endowed 2001
CARRIED

Planning Institute of British Columbia Scholarship & Annual Book Prize

The Chair confirmed that these are two separate awards and the eligibility and approval criteria for each are clearly stated in the Terms and Conditions. They will also be shown differently in the Calendar as prizes are recorded separately to scholarships. What has caused the combination here is that there is just one donor. In approving this motion, it should be understood that two separate awards are being approved from one donor.

S-2002 04.13

Blouw/Whitcombe

Page #50 That the Terms and Conditions for the Planning Institute of British Columbia Scholarship & Annual Book Prize, be approved as proposed.
Effective Date: Established/Endowed 1999
CARRIED

Mary Fallis Scholarship

S-2002 04.14

Blouw/Whitcombe

Page #57 That the Terms and Conditions for the Mary Fallis Scholarship, be approved as proposed.
Effective Date: Endowed 2000
CARRIED

Dr. Patrick Carson Endowed Bursary

S-2002 04.15

Blouw/Poelzer

Page #63 That the change to the Terms and Conditions for the Dr. Patrick Carson Endowed Bursary, be approved as proposed.

Effective Date: Fall 2002

CARRIED

Co-operative Education Work Term Report Awards

S-2002 04.16

Blouw/Procter

Page #69 That the Terms and Conditions for the Co-operative Education Work Term Report Awards, be approved as proposed.

Effective Date: Established 2002

CARRIED

Murray Keith Memorial Bursary

S-2002 04.17

Blouw/Poelzer

Page #74 That the Terms and Conditions for the Murray Keith Memorial Bursary, be approved as proposed.

Effective Date: Endowed 2002

CARRIED

Prince George Firefighters Local 1372 Bursary

S-2002 04.18

Blouw/Whitcombe

Page #80 That the Terms and Conditions for the Prince George Firefighters Local 1372 Bursary, be approved as proposed.

Effective Date: Established 2002

CARRIED

James A. Fowlie Memorial Bursary

S-2002 04.19

Blouw/Poelzer

Page #86 That the Terms and Conditions for the James A. Fowlie Memorial Bursary, be approved as proposed.

Effective Date: Established 2002

CARRIED

Yvette and Dollard Bock Health Research Award

S-2002 04.20

Blouw/Whitcombe

Page #92 That the Terms and Conditions for the Yvette and Dollard Bock Health Research Award, be approved as proposed.

Effective Date: Endowed 2002

CARRIED

Revisions to the UNBC Scholars Program

S-2002 04.21

Blouw/Poelzer

Page #98 That the revisions to the UNBC Scholars Program, be accepted as presented.

Effective Date: Winter 2002

CARRIED

The Chair said a special thanks to the Development Office for all their work in getting these awards. It is especially good at a time like this when fees are increasing to also see an increase in awards for our students.

7.4 Senate Committee on Organization & Rules

To Senate for Information

Page #102 **Annual Report – Senate Committee on Regional Policy and Inter-Institutional Relations**
The annual report was received for information.

Page #104 **Membership Change for the Senate Committee on Regional Policy & Inter-Institutional Relationships (SCRPIIR)** – To include a representative from Wilp Wilpxo'oskwhl Nisga'a (WWN), with whom UNBC has an "Affiliation Agreement". This was discussed in detail under 4.1.3.

Page #106 **Leave Request for Senator Bill Morrison** – The Senate Committee on Organization & Rules (SCOR) approved the leave request from Senate for Senator Bill Morrison according to the terms of the UNBC Senate Handbook, at its meeting on March 27, 2002.

8.0 Other Business - None

8.1 Report of the Acting Registrar - None

9.0 Information Only - None

10.0 Adjournment

S-2002 04.22

Poelzer/Whitcombe

That the meeting be adjourned.

CARRIED

The meeting ended at 4:35pm.