UNIVERSITY OF NORTHERN BRITISH COLUMBIA

BOARD OF GOVERNORS

PUBLIC SESSION AGENDA

Friday, September 25, 2020
ZOOM Videoconference Only
11:30 AM – 1:30 PM

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

1. Chair's Remarks

- Declarations of Conflict
- Correspondence Received

2. Approval of Agenda

That, the Agenda for the Public Session of the September 25, 2020 meeting of the Board of Governors be approved as presented.

3. Approval of Motions on the Consent Agenda

That the motions on the Consent Agenda, except for those removed for placement on the Regular Agenda, be approved as presented.

4. Approval of Minutes

a. **Public Session Minutes of June 19, 2020** – **page 4**
That, the Public Session Minutes of the June 19, 2020 meeting of the Board of Governors be approved as presented.

b. **Public Session Minutes of July 17, 2020** – **page 9**
That, the Public Session Minutes of the July 17, 2020 electronic meeting of the Board of Governors be approved as presented.

5. Business Arising from Previous Public Session Minutes

a. Budget update – C. Smith

6. Presentation – Faculty Association – S. Rader

7. Motions for Approval

a. ***Financial Information Act*** **Report** – C. Smith – **page 11**
That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the Financial Information Act Report to March 31, 2020, as presented.

b. **Five Year Capital Plan** – C. Smith – **page 30**
That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the 2021/22 to 2025/26 Five Year Capital Plan for the University of Northern British Columbia, as presented.

c. **Change from Programs to School - Engineering Programs** – M. Dale – **page 47**
That, a School of Engineering be established consisting of the Civil Engineering, Environmental Engineering, Joint Environmental Engineering, and MENG – WID degree programs, as recommended and approved by the UNBC Senate.

d. **Common First-Year Engineering Curriculum Agreement** – M. Dale – **page 50**
That, the Board of Governors approves the Common First-Year Engineering Curriculum Agreement (CFYEC) as recommended and approved by the UNBC Senate, as presented.

e. **Transfer Agreement – Vancouver Island University – UNBC Engineering** – M. Dale – **page 83**
That, the Board of Governors approves the Vancouver Island University - University of Northern British Columbia Engineering Transfer Agreement based on the Common First-Year Engineering Curriculum Agreement (CFYEC) as recommended and approved by the UNBC Senate, as presented.

f. **Agreements, Scholarships, Bursaries and Awards** – M. Dale – **page 88**
Consent *That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the agreements, scholarships, bursaries and awards as recommended and approved by the UNBC Senate, for the period June 2020 to August 2020, as presented.*

8. Mandatory and Standing Reports - Public Session

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

- Regular Report – **page 100**
- Senate Update

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

- Interim Provost and Vice-President Academic – M. Dale – **page 107**
- Interim Vice-President, Finance and Administration – C. Smith – **page 113**
  - Deficit Mitigation and Financial Accountability (verbal)
  - Capital Projects Update
- Acting Vice-President, Research – (verbal) – K. Lewis ***(material to follow)***
- Vice-President, University Advancement – (verbal) – T. Tribe

b. **Reports of Committees:**

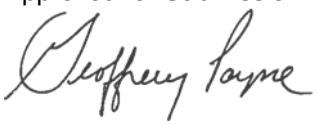
(i) Finance and Audit Committee – A. Beswick, Chair

- Finance and Audit Committee received Quarterly Reports, including General Operating Fund Report to June 30, 2020, Consolidated Financial Report to June 30, 2020 and First Quarter Forecast.

9. Other Business

10. Adjournment

BOARD OF GOVERNORS – PUBLIC SESSION
Approved for Submission:



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Geoff Payne
Interim President and Vice-Chancellor

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

BOARD OF GOVERNORS

Agenda Item:	7.a. Financial Information Act Report – C. Smith
Material:	1. *Financial Information Act* Report
Motion:	*That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the Financial Information Act Report to March 31, 2020 as presented.*

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Financial Information Act

Financial Information Regulation, Schedule 1

Statement of Financial Information

The following information is prepared for the year ending March 31, 2020 as required under the provincial *Financial Information Act* and related *Financial Information Regulation*

The attached schedules are an excerpt from the complete report so pages are numbered 24 through 40. Pages 1 – 23 are reserved for the audited financial statements approved at the June 5, 2020 Finance and Audit Committee meeting on behalf of the Board of Governors.

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
SCHEDULE OF CAPITAL DEBT OUTSTANDING
AS AT MARCH 31, 2020

Schedule of Debts (FIR Schedule 1 Section 1(1)(c)

The University of Northern British Columbia has no outstanding debt (see financial statement note 9.

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS
AS AT MARCH 31, 2020

List of financial guarantee and indemnity agreements in force which required government approval prior to being given under the Financial Administration Act Guarantees and Indemnities Regulations (BC Reg 258/87):

INDEMNITEE	ISSUANCE NUMBER
Foundation for Environmental Stewardship	202010590
British Columbia Assessment Authority	202010568
Evidence Partners Incorporated	202010221
Langara College	202010244
Vancouver Island University	202010428
BC Emergency Health Services	202010227
Parallels International GMBH	202010287
West Fraser Mills Ltd.	202010528
Courtyard by Marriott Prince George	202010361
The Government of the Northwest Territories as represented by the Minister of Environment and Natural Resources	202010520
City of Nanaimo	202010216
Coast Mountain College	202010195
Vancouver Island University	202010378
Workers' Compensation Board	202010379
BayesMap Solutions, LLC	202010410
Princess Lake, Leisure & Lodging	202010435
City of Nanaimo	202010928
Workers' Compensation Board	202011217
Brentwood College School	202010614
College of the Rockies	202010404
Wildlife Conservation Society	202010201
Thompson Rivers University	202010384
Ten Feet Sports and Entertainment Ltd., Langley Facilities Society, and Township of Langley and its elected and appointed officials, officers, employees, agents, and volunteers	202011012
Atlassian Pty Ltd, c/o Atlassian, Inc.	202011002
Maritime Heritage Society	202010963
Custom House ULC dba Western Union Business Solutions	202011383
The Government of Manitoba	202011248
Northern Lights Estate Winery (NLEW), a division of Family Fast Foods Ltd.	202011467
University of Saskatchewan	202011269
YMCA of Northern British Columbia	202010795
Addgene	202011032
University of Waterloo	202011305
Her Majesty the Queen in Right of the Province of British Columbia represented by Minister of Forests, Lands, Natural Resource Operations & Rural Development	202011132
Prestige Hudson Bay Lodge & Conference Centre	202011116
Prestige Lakeside Resort & Convention Centre	202011194
Prestige Vernon Hotel & Conference Centre	202011167
Her Majesty the Queen in Right of Canada Represented by the Regional Deputy commissioner, Correctional Services of Canada	202011180
Saik'uz First Nation	202010633
Prestige Hudson Bay Lodge & Conference Centre Smithers	202011195
ACUTA	202011463
ACTUA, a federal corporation governed by the Canada Not-for-profit Corporations Act	202010629
TeejLab Inc.	202010695

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS
AS AT MARCH 31, 2020

Workers' Compensation Board	202011265
Her Majesty the Queen in Right of Canada, as represented by the Minister of Employment and Social Development styled as Minister of Families, Children and Social Development	202011500
The Governors of the University of Alberta	202010859
City of Chilliwack, Parks, Recreation and Culture Department	202010946
Coast Prince George Hotel by APA	202011103
L.A. Promotions & Tents	202010752
Prestige Rocky Mountain Resort & Conference Centre	202011298
Courtyard by Marriott Prince George	202010844
BC Conservation Foundation	202011226
Best Western PLUS Kelowna Hotel & Suites	202011235
Prestige Rocky Mountain Resort	202011236
University of the Fraser Valley	202011299
Best Western PLUS Kelowna Hotel & Suites	202010955
Dassault Systemes Canada Inc.	202011392
Two Rivers Galley	202010810
Acro Media Inc.	202010895
Canadian National Railway Company	202010968
P.G. Rental Centre Ltd.	202010745
Cision Canada Inc.	202011044
Days Hospitality Limited dba Ramada Plaza Prince George	202010843

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
BOARD OF GOVERNORS
FOR THE YEAR ENDED MARCH 31, 2020

Name	Type of Appointment	Member at March 31	Expenses
Dr. Geoffrey Payne	President and Vice Chancellor (acting)	YES	-
Joseph Gosnell	Chancellor	YES	3,011.43
Furqana Khan	Elected, Graduate Student Representative	YES	-
Garfield Staats	Elected, Undergraduate Student Representative	YES	1,910.04
Dr. Kerry Reimer	Elected, Faculty Representative	YES	-
Dr. Ranjana Bird	Elected, Faculty Representative	YES	-
Mark Barnes	Elected, Staff Representative	YES	-
Allison Beswick	Order-in-Council, Alumni	YES	-
Michael Reed	Order-in-Council, Alumni	YES	279.42
Aaron Ekman	Order-in-Council	YES	30.88
Andrew Robinson	Order-in-Council	YES	5,409.21
Barbara Ward-Burkitt	Order-in-Council	YES	-
Kapaldev Manhas	Order-in-Council	YES	-
C.E. Lee Ongman	Order-in-Council	YES	-
Dr. Daniel Weeks	President and Vice Chancellor	NO	-
James Moore	Chancellor	NO	-
Dr. Karin Beeler	Elected, Faculty Representative	NO	-
Timothy Carmack	Order-in-Council, Alumni	NO	-
Tracey Wolsey	Order-in-Council, Alumni	NO	5,018.38
Olive Godwin	Order-in-Council	NO	-

Board members receive no remuneration. Applicable travel expenses are reimbursed by the University. Amounts paid to employees are reflected with their remuneration.

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
SCHEDULE OF EMPLOYEE REMUNERATION
FOR THE YEAR ENDED MARCH 31, 2020

Employee Name	Position	Total Remuneration	Total Expenses
Ali, Khawaja Faran	Assist Prof - GEOG	84,360.67	2,235.16
Andrews, Nathan	Assist Prof - INTS	80,339.13	20,173.61
Annear, Robert	University Registrar	123,442.36	10,831.43
Aravind, Alex	Professor - CPSC	110,354.62	6,222.13
Atkinson, Donna	NCCIH/AAN Research Manager	89,487.67	17,615.10
Bai, Ping	Sr Lab Instructor - GIS	84,401.55	0.00
Bankole, Julius	Lecturer - BUSM	119,040.62	3,410.38
Banner-Lukaris, Davina	Assoc Prof - NURS	107,818.86	7,582.10
Barnes, Mark	Director Office of Research	113,194.68	13,495.79
Barton, Sylvia	Chair - Nursing	142,647.27	6,183.26
Beaumont, Sherry	Professor - PSYC	115,081.17	1,495.11
Beeler, Karin	Chair - English	120,042.29	589.19
Beeler, Stan	Athletics & Rec Coordinator	84,234.49	0.00
Best, Beverly	Mgr Aboriginal Stdt Engagement	88,261.46	6,826.12
Beveridge, Erin	Sr Lab Instructor - CSAM	83,818.89	92.57
Bhullar, Amarjit	Assist Prof - ECON	76,398.21	4,437.99
Bidgood, Bruce	Assoc Prof - SOCW	108,048.77	10,745.75
Binnema, Theodore	Chair - History	122,278.90	5,849.24
Bird, Ranjana	Professor - HLSC	157,779.54	0.00
Blair, Jenia	Sr Lab Instructor - ESM(BIOL)	89,877.37	144.80
Booth, Annie	Professor - ENVA	120,342.24	3,029.02
Borgia, Christopher	Shift Engineer	82,645.53	121.97
Bouchard, Michel	Professor - ANTH	115,627.93	2,924.33
Bowen, Jean	Learning Specialist - Sci/Math	93,776.28	1,604.87
Bowles, Paul	Professor - ECON/INTS	172,044.07	5,127.33
Brookhart, Anika	Sr Lab Instructor - NURS	79,245.50	3,374.24
Bryce, Benjamin	Assist Prof - HIST	82,465.07	11,016.08
Budde, Robert	Professor - ENGL	116,436.67	410.90
Burke, Leslie	Purchasing Agent Level III	83,589.74	154.95
Burke, Susan	Assist Prof - SOCW	123,823.98	2,789.12
Burton, Philip	Professor - ESM-FSTY (RO)	119,763.68	9,112.34
Callaghan, Russell	Professor - NMP	122,568.29	1,164.41
Casperson, David	Chair - Computer Science	103,398.97	1,455.62
Chen, Jing	Assist Prof - BUSM	144,690.19	24.60
Chen, Liang	Professor - CPSC	146,156.03	1,339.25
Chew, William	Treasury Services Manager	89,853.59	4,709.38
Choi, Sungchul	Chair - School of Business	177,933.31	22,354.66
Chun, Wootae	Assist Prof - BUSM	140,307.96	4,329.43
Claus, David	Director Facilities/Capital Pl	126,020.42	8,316.95
Cole, Jennifer	Co-op Education Coordinator	77,842.07	1,549.32
Connell, David	Assoc Prof - ESM	96,409.41	2,902.98
Constantin, Alina	Sr Lab Instructor - NMP	88,014.54	6,249.22
Coxson, Darwyn	Professor - ESM(BIOL)	117,530.83	13,685.79
Cuthbertson, Mike	Lecturer - BUSM	137,461.39	2,017.44
Daigle, Barbara	Intl Program Dev Officer	215,284.52	16,336.65
Dale, Mark	Dean of Regional Programs	188,164.99	9,101.22
Dawson, Russell	Professor - ESM(BIOL)	117,614.24	626.46
de Leeuw, Sarah	Professor - NMP/HLSC	152,877.00	56,354.21
Deo, Balbinder	Assoc Prof - BUSM	159,090.68	2,687.61
Dery, Stephen	Professor - ENVS	113,225.01	7,775.30
DeWiel, Boris	Chair - Political Science	113,679.43	5,157.21
Dewijn, Katherine	Patient Program Supervisor	75,556.84	10,554.13
Dickson, Lisa	Assoc Prof - ENGL	100,379.44	0.00
Dobrowolski, Edward	Assist Prof - MATH	78,200.67	17.57
Doucette, Danika	Energy Manager	76,874.38	5,234.88
Duchesne, Annie	Assist Prof - PSYC	76,810.53	4,742.90

Remuneration includes any form of salaries or wages paid to the employee during the period.
It also includes benefits such as life insurance, medical and tuition waiver.

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
SCHEDULE OF EMPLOYEE REMUNERATION
FOR THE YEAR ENDED MARCH 31, 2020

Employee Name	Position	Total Remuneration	Total Expenses
Dunn, Elizabeth	Maintenance Assistant	75,862.58	42.87
Elkin, Che	Assoc Prof - ESM(FSTY)	102,048.15	7,475.53
Elliott, Sarah	Director, Safety and Security	152,331.54	4,241.15
Emmons, Scott	Sr Lab Instructor - GIS	83,376.55	1,495.20
Empey, Heather	Acquis/Collec & Info Librarian	102,544.21	729.24
Erasmus, Daniel	Sr Lab Instructor - BIOCHEM	92,581.49	455.77
Fadock, Kaila	Sr Lab Instructor - CHEM	79,541.42	54.93
Fondahl, Gail	Chair - GEOG	124,656.82	9,595.24
Foo, Richard	Intl Program Dev Officer	78,663.46	54,536.19
Foster, Justin	Housing Manager	75,932.31	8,599.44
Fraser, Tina	Chair - First Nations	114,071.49	204.89
Fredeen, Art	Professor - ESM(FSTY)	109,234.26	1,521.85
Fredj, Karima	Assoc Prof - ECON	89,663.27	1,905.97
Freeman, Shannon	Assist Prof - NURS	115,273.47	8,504.34
Freylejer, Leandro	Assist Prof - ECON	77,517.17	2,094.08
Fu, Chengbo	Assist Prof - BUSM	126,384.99	10,850.26
Fung, Samuel	Residence Life Coordinator	103,686.98	3,435.19
Fuson, Trevor	Interim Director of ITS	102,705.18	3,032.97
Fyfe, Trina	Librarian Northern Health Scie	100,647.06	5,323.23
Ge, Xin	Assoc Prof - BUSM	146,703.49	3,261.16
Gehloff, Maik	Sr Lab Instructor - IENG	88,033.01	17,476.78
Gingerich, Andrea	Assist Prof - NMP	81,617.82	8,619.83
Goetzinger, Richard	Maintenance & Proj Supervisor	85,294.63	330.36
Gorrell, Andrea	Assoc Prof - BIOCHEM	99,941.33	507.21
Gouger, Claudette	Manager School of Nursing	89,237.57	485.33
Gray, Sarah	Assoc Prof - NMP	169,564.65	9,590.73
Green, Scott	Assoc Prof - ESM(FSTY)	95,916.24	3,893.05
Greenwood, Margo	Academic Leader NCCIH/BC Init	129,889.35	83,189.24
Groulx, Mark	Assist Prof - ENPL	80,759.48	9,761.88
Guest, Kristen	Professor - ENGL	103,715.73	0.00
Hagiwara, Ami	Lecturer - INTS	78,533.16	2,911.50
Halseth, Greg	Professor - GEOG	141,096.68	4,271.93
Hamelin, Twylla	Administrative Director NMP	108,153.33	10,808.72
Hamieh, Alia	Assist Prof - MATH	79,565.37	4,779.83
Hanlon, Neil	Professor - GEOG	109,129.62	2,865.69
Hanson, Clayton	Manager Client Services	80,281.39	9,414.51
Haque, Waqar	Professor - CPSC/BUSM	168,918.46	13,369.89
Harder, Henry	Professor - DISM/PSYC	158,834.73	3,252.34
Harris, Robinson	Assoc Prof - HLSC	92,790.89	2,019.39
Harrison, Edward	Assist Prof - BUSM	105,357.24	3,619.09
Hartley, Ian	Professor - ESM(FSTY)	115,178.84	6,466.70
Haslett, Lisa	Director Business Svs / CS	117,804.96	5,524.57
Hay, William	Assoc Prof - ENGL	123,647.60	3,483.17
Helle, Steve	Assoc Prof - EENG	102,524.71	1,389.60
Hemingway, Dawn	Assoc Prof - SOCW	134,915.99	6,923.18
Herbert, Patrick	Interim Manager Enterprise Sys	77,636.62	3,413.97
Hernandez-Read, Erica	Int Head, Arch & Spec Collect	81,598.33	3,706.57
Holler, Jacqueline	Assoc Prof - HIST/WMST	115,297.65	10,196.89
Horne, Dee	Professor - ENGL	114,920.43	1,439.58
Howard, Julie	Sr Lab Instructor - PSYC	85,076.55	79.32
Huber, Dezene	Professor - ESM(FSTY)	107,904.76	770.07
Hutchings, Kevin	Professor - ENGL	112,798.13	6,305.00
Huynh, Ngoc	Sr Lab Instructor - NURS	77,659.27	761.42
Ingram, Christina	Academic Success Coordinator	82,818.43	1,729.39
Iqbal, MD Asif	Assist Prof - IENG	94,782.70	6,644.15
Islam, Siraj ul	Research Associate - ENSC	81,698.05	0.00

Remuneration includes any form of salaries or wages paid to the employee during the period.
It also includes benefits such as life insurance, medical and tuition waiver.

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
SCHEDULE OF EMPLOYEE REMUNERATION
FOR THE YEAR ENDED MARCH 31, 2020

Employee Name	Position	Total Remuneration	Total Expenses
Jackson, Christine	Sr Lab Instructor - GEOG	84,401.55	493.31
Jackson, Peter	Professor - ENVS	118,694.67	1,285.64
Jensen, Erik	Dean of CSAM	142,568.55	1,857.03
Jiang, Fan	Assist Prof - CPSC	91,413.69	9,959.43
Johnson, Christopher	Professor - ESM(FSTY)	107,909.04	928.46
Jones, George	Sr Lab Instructor - PHYS	81,288.91	357.75
Jordan, Todd	Head Coach - Mens Basketball	79,872.60	18,028.82
Kaiser, Amelia	Director Student Affairs	103,111.58	10,613.18
Kaminska, Malgorzata	Assist Prof - NMP	104,730.63	5,863.68
Karunanithi, Bharanitharan	Assist Prof - BUSM	88,440.47	19,016.23
Kazemian, Hossein	Sr Lab Instructor - NALS	92,868.56	1,857.37
Keeler, Gwen	Sr Lab Instructor - NURS	81,050.56	674.53
Keen, Kevin	Professor - MATH	102,312.52	0.00
Keryluik, Jennifer	Assoc Prof - NURS	81,547.42	4,576.03
Kinsley, Sean	Sr Financial Analyst	87,763.15	602.45
Kitchenham, Andrew	Professor - EDUC	131,819.90	2,446.30
Klassen-Ross, Tammy	Assist Prof - HLSC	96,760.07	304.95
Koehn, Deborah	Lecturer - EDUC	83,793.71	3,991.04
Korkmaz, Elie	Professor - PHYS	131,355.34	4,366.29
Kranz, Allan	Sr Lab Instructor - CPSC	78,606.31	0.00
Kubert, David	IT Security Officer	83,495.18	7,073.42
Kumar, Pranesh	Professor - MATH	115,463.10	5,311.53
Kuo, Kuo-Hsing	Assoc Prof - NMP	100,393.29	1,530.11
Lacharite, Jason	Assist Prof - INTS	106,870.43	0.00
Langille, Craig	Manager Northern Sport Ctr	90,974.74	1,366.86
Lautensach, Alexander	Assoc Prof - EDUC	93,559.38	5,239.91
Lee, Chow	Professor - CHEM	114,102.56	0.00
Lewis, Kathy	Acting VP Research	136,472.54	2,961.69
Li, Han	Professor - PSYC	118,622.26	1,930.47
Li, Jianbing	Professor - EENG	111,554.80	33,377.64
Lindsay, Ian	Director of Development	112,187.71	12,806.80
Linklater, Natalie	Sr Lab Instructor - EENG	79,611.94	40.46
Loukacheva, Natalia	Assoc Prof - POLS	102,365.78	34,627.29
Lucarelli, Arleta	Senior HR Consultant	85,035.32	6,150.09
Lukawitski, Natascha	Lecturer - BUSM	89,645.13	2,039.70
MacLeod, Martha	Professor - NURS/COMH	172,408.10	6,660.55
MacPhail, Fiona	Professor - ECON	120,433.47	3,769.82
Mandy, Margot	Professor - CHEM	113,345.78	2,567.73
Margolin, Indrani	Assoc Prof - SOCW	96,802.66	8,741.67
Martins, Eduardo	Assist Prof - ESM(FSTY)	76,035.69	3,086.59
Massicotte, Hugues	Professor - ESM(FTSY)	109,479.03	2,310.04
Matheson, Heath	Assist Prof - PSYC	75,991.96	8,453.16
Maurice, Sean	Sr Lab Instructor - NMP	131,247.90	9,931.18
McCabe, Kealin	Librarian Research/Learning Sv	83,317.82	4,290.89
McCannon, Jason	Assistant Director Facilities	94,257.83	2,225.99
McDonald, Verna	Assoc Prof - EDUC (RO)	81,269.85	8,723.35
McGill, William	Interim University Librarian	172,451.90	2,531.75
McIntyre, Tracey	Sr Financial Analyst	87,854.44	136.42
McKenzie, Shelley	Director Health & Wellbeing	93,182.75	9,080.25
Meletis, Zoe	Assoc Prof - GEOG	93,277.17	2,402.92
Menounos, Brian	Professor - GEOG	125,612.93	22,808.45
Migabo, Saphida	Sr Lab Instructor - ESM(BIOL)	85,076.55	2,101.18
Monu, Kafui	Assist Prof - BUSM	142,831.39	3,524.43
Morris, Jason	Lecturer - POLS	103,616.51	375.00
Morris, Marleen	Associate Director - CDI	138,559.30	36,633.43
Mullins, Philip	Assoc Prof - ORTM	91,991.58	975.61

Remuneration includes any form of salaries or wages paid to the employee during the period.
It also includes benefits such as life insurance, medical and tuition waiver.

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
SCHEDULE OF EMPLOYEE REMUNERATION
FOR THE YEAR ENDED MARCH 31, 2020

Employee Name	Position	Total Remuneration	Total Expenses
Murdoch, Loralyn	Director Athletics/Recreation	93,412.45	12,409.74
Murphy, Leanne	Financial Svs/Systems Manager	97,461.20	2,083.67
Murphy, Michael	Professor - POLS	115,356.63	165.00
Murray, Brent	Assoc Prof - ESM(BIOL)	102,158.86	3,053.07
Niebergall, Michelle	Payroll Services Coordinator	102,513.01	843.69
Nolin, Catherine	Assoc Prof - GEOG	102,562.93	4,949.99
Olsen, Aaron	Mgr Operations/Compliance/Svs	87,704.70	830.39
O'Neill, Linda	Assoc Prof - PSYC	110,569.99	4,791.26
Opio, Christopher	Professor - ESM(FSTY)	113,933.34	65.66
Oster, Michelle	Mgr Curric/Assess Yrs 1/2 NMP	76,288.33	3,361.87
Otter, Ken	Professor - ESM(BIOL)	107,548.17	5,379.42
Owen, William	Assoc Prof - PSYC	118,184.48	580.18
Owens, Philip	Professor - ENVS	128,091.17	15,798.88
Parkes, Margot	Assoc Prof - HLSC/NMP	102,198.03	17,672.21
Parshotam, Umesh	Sr Lab Instructor - CHEM	89,971.57	359.02
Patenaude, Bernadette	Director - Integrated Planning	121,851.66	5,491.10
Payne, Geoffrey	Interim President & Vice Chanc	229,182.39	47,460.22
Pearce, Tristan	Assoc Prof - INTS	75,874.35	19,654.89
Pearson, Tammy	Assist Prof - SOCW	103,111.12	6,253.51
Pelletier, Chelsea	Assist Prof - HLSC	76,890.60	8,365.33
Peters, Heather	Assoc Prof - SOCW (RO)	108,884.36	5,074.41
Petersen, Bjorn	Mgr International Operations	80,509.96	9,913.67
Petticrew, Ellen	Professor - GEOG	133,153.62	18,110.41
Pierce, Joanna	Chair - Social Work	116,062.39	632.39
Plourde, Guy	Professor - CHEM	116,050.69	991.27
Poirier, Lisa	Assoc Prof - ESM(BIOL)	88,223.17	2,454.39
Popovic, Peter	Electrician	75,871.51	0.00
Potter, Grant	Sr Lab Instructor - E-Learning	109,928.87	17,546.17
Rader, Stephen	Professor - CHEM	117,865.90	9,396.30
Rahemtulla, Farid	Assist Prof - ANTH	94,665.17	4,145.40
Ray, Christie	Sr Advisor Business Develop	75,248.31	3,540.56
Rea, Roy	Sr Lab Instructor - ESM (FSTY)	89,463.42	8,547.10
Read, Kimberly	Associate Registrar Record/Sys	90,050.15	6,387.61
Reid, Matthew	Professor - PHYS	107,057.45	684.58
Reimer, Kerry	Professor - CHEM	110,354.62	109.85
Roberts, Kerry	Director Human Resources	120,128.77	5,204.61
Roldan-Flores, Leonel	Director International Educ	120,668.92	41,585.52
Romanets, Maryna	Professor - ENGL/WMST	105,669.12	0.00
Rushton, Anne	Sr Exec Administrator-Pres	75,837.74	6,071.06
Rutherford, P Michael	Professor - ENVS	110,858.26	1,985.36
Ryan, Daniel	Provost & VP Academic	227,282.88	58,465.68
Safaei Boroojeny, Jalil	Professor - ECON	124,002.00	0.00
Sanborn, Paul	Assoc Prof - ESM(FSTY)	109,469.49	4,680.15
Sanders, Caroline	Assoc Prof - NURS	130,197.37	12,687.18
Sanford, Heather	Admin Assistant - Nursing SC	96,379.90	4,107.71
Schiller, Catharine-Joanne	Assist Prof - NURS	100,878.41	674.53
Schlesinger, Brenda	Manager Ancillary Projects	76,022.39	1,613.95
Schorcht, Blanca	Assoc Prof - ENGL	110,999.12	1,882.68
Schretlen, Kevin	Manager IT Infrastructure	88,704.11	9,151.45
Scott, Laurence	Lecturer - BUSM	96,090.13	7,354.74
Shchepotkin, Sergey	Head Coach - Womens Basketball	79,702.34	20,754.51
Shchepotkina, Alla	Manager Advancement Info	76,814.97	2,373.32
Shea, Joseph	Assist Prof - GEOG	77,562.37	4,223.99
Shegelski, Mark	Professor - PHYS	121,859.07	240.40
Sherry, John	Assist Prof - PSYC	96,004.69	6,791.84
Shrimpton, Mark	Professor - ESM(BIOL)	115,376.16	5,814.30

Remuneration includes any form of salaries or wages paid to the employee during the period.
It also includes benefits such as life insurance, medical and tuition waiver.

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
SCHEDULE OF EMPLOYEE REMUNERATION
FOR THE YEAR ENDED MARCH 31, 2020

Employee Name	Position	Total Remuneration	Total Expenses
Shubair, Mamdouh	Assoc Prof - HLSC	97,760.58	67.42
Siakaluk, Paul	Chair - Health Sciences	130,159.40	1,352.96
Simmonds, Angela	Post Doctoral Fellow - ESM	83,993.52	1,671.82
Simonson, Stephan	Head Coach - Mens Soccer	75,250.51	7,396.53
Simpson, Andrew	Assistant Chief Engineer	100,549.60	0.00
Sivertsen, David	Systems Administrator	77,072.34	840.49
Slater, Mardeana	Manager Retail Services	77,899.64	7,803.56
Smereka, Darcy	Associate Registrar Enrolment	95,281.66	3,163.66
Smith, Angele	Chair - Anthropology	101,701.75	3,318.02
Smith, Colleen	Interim VP - Finance	154,461.62	7,962.10
Smith, Heather	Professor - INTS	102,923.35	4,609.88
Smith, Trevor	Sr Acad Budget/Plng Officer	113,277.76	3,679.24
Sommerfeld, Elizabeth	Interim Director CTLT	99,581.35	15,202.42
Stark, Dennis	Director Student Recruitment	94,405.31	6,309.85
Sui, Jueyi	Professor - EENG	117,340.72	7,119.16
Swainger, Jonathan	Professor - HIST	118,970.24	3,480.14
Tang, Youmin	Professor - ENVS	102,505.63	321.03
Tannert, Thomas	Assoc Prof - IENG	145,140.74	27,067.98
Thring, Ronald	Professor - EENG	145,654.84	4,758.06
Transken, Si	Assoc Prof - SOCW	110,783.50	0.00
Tribe, Timothy	VP University Advancement	208,464.97	29,017.46
Troc, Lydia	Manager Health & Safety	75,578.11	4,980.58
Trujillo, Maria	Student Career Ctr Coord	95,645.08	898.30
Turner, Tristen	Shift Engineer	75,100.95	0.00
Usman, Lantana	Assoc Prof - EDUC	104,924.06	3,947.17
Van Pelt, Linda	Assist Prof - NURS	114,628.35	9,138.41
Venter, Oscar	Assoc Prof - ESM(FSTY)	107,909.41	20,120.74
Wagner, Shannon	Dean of CASHS	162,379.60	13,105.18
Wallace, Cheryl	MBA Program Director	92,186.20	10,212.77
Walters, Samuel	Chair - Math & Stats	121,929.72	140.42
Weeks, Daniel	Special Advisor	305,754.83	89,549.60
Wells, Rachael	Research Manager HRI	89,889.03	7,444.09
Wessell Lightfoot, Dana	Assoc Prof - HIST	95,167.82	7,870.28
Whalen, Catherine	Assist Prof - EDUC	87,656.98	0.00
Wheate, Roger	Assoc Prof - GEOG	109,835.49	802.68
Whitcombe, Todd	Professor - CHEM	109,839.90	4,391.96
Wilson, Erin	Assist Prof - NURS	118,748.18	4,989.38
Wilson, Gary	Professor - POLS	117,825.55	7,741.19
Wimmers, Guido	Assoc Prof - IENG	147,484.63	18,105.71
Wimmers-Klick, Julia	Sr Lab Instructor - NMP	98,504.78	1,325.55
Winwood, Paul	Associate Vice President NMP	231,826.95	19,483.90
Wood, Matthew	Director Communications & Mktg	112,863.96	5,165.23
Wright, Pamela	Assoc Prof - ORTM	120,347.13	2,513.59
Zhou, Jianhui	Assist Prof - IENG	84,698.64	16,772.00
Zimmer, Lela	Assoc Prof - NURS	108,317.29	2,716.79
Total remuneration > $75,000		29,123,625.98	1,895,974.81
Total remuneration < $75,000		30,405,785.25	1,040,847.10
Total remuneration		59,529,411.23	2,936,821.91

Total remuneration does not equal salaries and benefits in the financial statements as it does not include the employer's payments for non-taxable benefits, CPP, EI or WCB. There are also differences that arise as the University of Northern British Columbia uses accrual accounting. Total remuneration does not include payments made with respect to severance agreements.

Remuneration includes any form of salaries or wages paid to the employee during the period.
It also includes benefits such as life insurance, medical and tuition waiver.

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
SCHEDULE OF EMPLOYER CONTRIBUTIONS
FOR THE YEAR ENDED MARCH 31, 2020

Employment Insurance Contributions	862,300.73
Canada Pension Contributions	2,054,911.18
Total Contributions to Receiver General of Canada	2,917,211.91

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
STATEMENT OF SEVERANCE AGREEMENTS
FOR THE YEAR ENDED MARCH 31, 2020

There were 4 severance agreements under which payment commenced between the University of Northern British Columbia and its non-unionized employees during fiscal year 2019/2020

These agreements represent from 2 to 11 months of compensation.

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
PAYMENTS FOR GOODS AND SERVICES
FOR THE YEAR ENDED MARCH 31, 2020

Vendor Name	Total Payment
1223184 B.C. Ltd.	69,361.85
Accelerated Sport & Spine Physiotherapy	37,171.18
Acme Parking Lot Maintenance Ltd	48,123.60
Agilent Technologies Canada Inc.	163,459.74
AiMHi - Prince George Association for Community Living	46,597.23
Alderfer-Mumma, Charis	39,077.15
Aleza Lake Research Forest Society	45,385.23
All Points Fire Protection Ltd.	124,226.90
All Pro Plumbing and Heating Inc.	60,872.56
All West Glass Ltd.	167,135.34
Allnorth Consultants Ltd	26,250.00
Allrite Heating and Ventilation	38,504.72
AMCO Wholesale	36,241.28
Amylia Capital Corp.	108,000.00
Aon Hewitt Inc.	25,102.09
Applanix Corporation	49,643.24
Apple Canada Inc.	120,316.48
Barber, Ernest	59,859.23
Barry Wong Copy Services Ltd	81,808.93
Bartle & Gibson Co. Ltd.	32,696.96
BC Cancer Agency	125,780.15
BC Hydro	1,102,531.28
BCNET	707,041.20
Bearfoot Data Solutions	32,025.43
Besserer, Floyd	52,991.85
Bio-Rad Laboratories (Canada) Ltd.	208,876.46
Blackbaud Canada	33,258.13
Blackboard Inc	54,658.63
BMO MasterCard (Employee Procurement Cards)	2,442,674.06
Boyden Vancouver, Inc.	269,728.91
Brookfield Infrastructure Fund	51,741.67
Brookfield Real Estate Fund	29,190.00
Burgundy Asset Management	190,206.73
Calstone Inc.	36,723.70
Campbell Scientific Corp.	40,552.94
Canada Post Corporation	40,992.96
Canada West Universities Athletic Association	76,533.69
Canadian Curling Association	36,260.00
Canadian Engineered Products & Sales	135,715.15
Canadian Research Knowledge Network	752,461.68
Cardinal Building Maintenance Service Ltd.	36,853.65
Cascades Recovery+	34,602.71
Centre City Electric Ltd	127,122.20
Charter Telecom Inc.	31,743.51
Chubb Life Insurance Company	31,638.38
Chubb Security Systems	82,929.28
Cision Canada Inc.	31,106.26

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
PAYMENTS FOR GOODS AND SERVICES
FOR THE YEAR ENDED MARCH 31, 2020

Vendor Name	Total Payment
City of Prince George	356,789.36
Clark Wilson LLP	32,801.95
Coast Mountain College	44,514.62
College of New Caledonia	148,310.36
Collett Contracting	62,674.71
Compass Group Canada Ltd.	381,751.05
Compugen Inc.	363,715.27
COPPUL	27,820.80
Corporate Express Canada Inc.	46,190.18
Council of Prairie and Pacific University Libraries	211,624.46
Cowley, Clarence	81,151.38
Crichton Consulting	38,893.56
Darren Kersey Electric	85,837.50
DDB Canada	65,606.02
Dell Canada Inc.	353,210.99
DeSousa, Natasha	29,776.92
Dr Becky Ann Temple Inc	47,250.00
Dr Gerrard Prigmore Inc.	66,163.68
Dr Jessica Zimbler, Inc.	38,462.94
Dr K Closson Inc.	32,470.04
Dr Karin Blouw, Inc.	35,575.52
Dr Steven W K Chang, Inc.	54,925.17
Dr. Kathleen O'Malley Inc.	47,250.00
Drs Spooner and Odulio Inc	80,010.00
DSI Industries Inc.	27,907.64
EBSCO Canada Ltd	240,345.77
EDge Interactive Publishing Inc.	30,765.00
EDI Environmental Dynamics Inc	117,601.05
Educational Consulting Services Corp.	27,011.79
EECOL Electric Ltd.	579,559.48
Ellement Consulting Group	54,977.90
Essential Resources Inc.	41,796.52
evisions Inc.	56,740.49
Field Lievers Architecture Ltd.	67,395.12
FortisBC-Natural Gas	288,434.06
Garvie, Angela	26,277.42
GOBI Library Solutions From EBSCO	202,460.76
Graphic Office Interiors Ltd.	27,275.44
Gunnar Pacific Agencies, Inc.	112,953.98
H.C. Vidal Ltee	144,112.50
Hilltop Toyota	49,358.11
Homewood Health Inc.	58,375.00
Hopkins, Terri	30,261.51
Hoskin Scientific Ltd.	28,059.36
Hub City Motors & Equipment Ltd.	41,585.60
IDL Projects Inc.	984,666.01
IEEE Customer Operations	35,281.42

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
PAYMENTS FOR GOODS AND SERVICES
FOR THE YEAR ENDED MARCH 31, 2020

Vendor Name	Total Payment
IFM Investors	82,636.95
Industrial Forestry Service Ltd	86,621.61
Infosilem Inc.	37,366.35
Inland Control and Services Inc.	26,523.98
Innovative Interfaces Inc	45,513.93
Integra Forest Consulting Ltd.	114,086.13
Jaworsky, Denise	42,770.06
John Wiley & Sons Canada Ltd.	28,875.77
JPT Sales Ltd.	25,462.08
Kahunaverse Sports Group Inc.	64,836.15
Kenroc Building Materials Co Ltd.	30,002.00
Kisik Aerial Survey Inc.	82,526.86
KMBR Architects Planners Inc.	131,717.91
Kode Contracting Ltd	40,196.57
KONE Inc.	46,826.98
KPMG LLP	85,566.05
Lamar Transit Advertising Canada, Ltd.	52,631.25
Life Fitness	26,270.97
Login Brothers Canada	77,850.69
Long View Systems Corp.	591,588.43
M Square Business Solutions Inc.	62,236.53
MacKay Electric Ltd.	31,713.12
Manning, Eric	37,258.64
Marsh Canada Limited	32,160.00
McGraw Hill Ryerson Ltd.	97,604.35
Microserve/MicroAge	571,069.14
Mills, Susan	47,250.00
Minister of Finance	287,936.21
Ministry of Finance BC Mail Plus	39,660.49
Moneris Solutions	393,865.93
Moore Canada Corporation	84,778.51
MPS	45,718.69
MTS Systems Corp.	86,070.01
MTS Testing Systems (Canada) Ltd.	52,626.95
Muskwa-Kechika Adventures	35,516.25
Nebraska Book Company Inc	26,103.19
Nelson Education Ltd.	186,877.19
NNW Communications	231,046.61
Northern Health Authority	409,722.82
OCLC Inc	30,323.62
Oracle Canada ULC	81,520.55
Oxford University Press Canada	59,909.60
P.L. Light Systems Canada Inc	51,952.95
Pearson Canada Inc.	160,242.56
Perrett Laver Inc.	40,586.99
PJS Systems Inc.	53,312.86
Praxair Canada Inc.	29,277.28

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
PAYMENTS FOR GOODS AND SERVICES
FOR THE YEAR ENDED MARCH 31, 2020

Vendor Name	Total Payment
Premier Printing Ltd.	71,724.42
Prince George Transit Ltd	58,331.91
PrismRBS	27,575.25
Process Pathways Inc.	28,000.00
Project Management Centre of Excellence Inc.	178,677.54
ProQuest LLC	61,971.29
Protocase Inc.	139,684.94
Purolator Inc	43,239.80
QSR International (Americas) Inc.	29,299.25
R F Klein & Sons Ltd.	323,443.02
Ricoh Canada Inc.	60,515.25
Right Choice Flooring Ltd.	54,694.50
Roper Greyell LLP	200,533.17
S2 Mechanical Ltd.	42,802.51
Sage Publications Inc	50,250.78
School District No 57	101,146.42
Shanahan's Building Specialties Ltd.	26,790.05
Sharper Marketing Inc.	33,334.73
Shell Energy North America(Canada) Inc.	330,751.95
Shepard, Michael	35,451.73
Siemens Canada Limited	66,739.08
Silvertip Ecotours Ltd.	45,910.20
Simon Fraser University	230,492.08
Sodexo Canada Ltd.	1,114,105.96
StarRez Inc.	38,069.93
Stinger Welding Ltd.	230,221.04
Structurlam Mass Timber Corporation	52,431.70
Sun Life Assurance Company of Canada	5,871,761.29
TELUS	234,981.38
Thermo Fisher Scientific	101,316.89
Trane Canada ULC	66,857.28
Trident Lock & Security Ltd.	236,481.27
Tula Foundation	64,000.00
Tulane University	29,407.90
Unity Connected Solutions Inc.	79,339.47
Universities Canada	38,618.00
University of British Columbia	1,475,934.37
University of Guelph	37,943.50
University of Victoria	108,792.00
Vermont Systems, Inc.	27,209.88
Verschoor, Jacob	54,354.76
VWR International Co.	122,146.98
Waste Management of Canada Corporation	40,941.07
White Oak Global Advisors	47,745.77
WorkSafeBC	133,309.86
Xerox Canada Ltd.	132,815.18

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
PAYMENTS FOR GOODS AND SERVICES
FOR THE YEAR ENDED MARCH 31, 2020

Vendor Name	Total Payment
Total payments to vendors > $25,000	31,748,109.84
Total payments to vendors < $25,000	5,238,914.58
Total payments to vendors	36,987,024.42

The University of Northern British Columbia uses accrual accounting, capitalizes the purchase of all assets greater than $1,000, maintains inventories of salable goods in the bookstore, central laboratories, copy services and central stores, and receives a rebate on the Goods and Services Tax. As a result, total payments made to vendors in a year is not equal to total operating expenditures in the financial statements.

Total payments to BMO MasterCard does not include travel expenses reported on the Employee Remuneration Schedule.

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
GRANTS AND CONTRIBUTIONS
FOR THE YEAR ENDED MARCH 31, 2020

Name	Total Payment
Aleza Lake Research Society	31,150.00
Algoma University	40,000.00
Carrier Sekani Family Services	25,450.00
MITACS Inc.	96,000.00
Northern Health Authority	379,260.00
Northern Lights College	221,898.38
UNBC Childcare Society	45,000.00
University of Manitoba	25,508.07
Wilp Wilxo'oskwhl Nisga'a Institute	352,770.89
Total Grants and Contributions > $25,000	1,217,037.34

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

BOARD OF GOVERNORS

Agenda Item:	7.b. Five Year Capital Plan – C. Smith
Material:	1. Five Year Capital Plan – 2021/22 to 2025/26
Motion:	*That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the 2021/22 to 2025/26 Five Year Capital Plan for the University of Northern British Columbia, as presented.*

Five-Year Capital Plan Instructions (2021/22 to 2025/26)

Attachment 3: Prioritized List of Proposed Projects

Project Categories

Category 1: New Priority Projects
Category 2: Whole Asset Replacement & Renewal Projects
Category 3: Student Housing Projects

#	Institution	Campus	Region	Program Type	Project Description	Project Category	Facility Condition Index (for existing assets)	Asset Replacement Value	Anticipated Construction Start Date	Anticipated Occupancy Date	Total Project Budget	Total Cashflow Forecast 2021/22	Total Cashflow Forecast 2022/23	Total Cashflow Forecast 2023/24	Total Cashflow Forecast 2024/25	Total Cashflow Forecast 2025/26	Total Cashflow Forecast Outgoing Years	Provincial Cashflow Forecast 2021/22	Provincial Cashflow Forecast 2022/23	Provincial Cashflow Forecast 2023/24	Provincial Cashflow Forecast 2024/25	Provincial Cashflow Forecast 2025/26	Total Provincial Cashflow Forecast Outgoing Years	Total Provincial Budget
1	UNBC	Prince George	Northern / Central	Other - please specify	Multi-use Building: Housing, First Nations Centre, Foo	Student Housing Projects	N/A	N/A	Jun/2022	Sep/2023	$ 53,300,000	$ 8,000,000	$ 21,300,000	$ 24,000,000				$ 5,100,000	$ 13,600,000	$ 15,200,000				$ 33,900,000
2	UNBC	Terrace	Northern / Central	Arts & Sciences	CMTN and UNBC Terrace Learning Centre	New Priority Projects	N/A	N/A	Apr/2022	Sep/2024	$ 73,400,000	$ 6,600,000	$ 8,700,000	$ 36,700,000	$ 21,400,000			$ 6,600,000	$ 8,700,000	$ 36,700,000	$ 21,400,000			$ 73,400,000
3	UNBC	Prince George	Northern / Central	Other - please specify	Agora Renewal	Whole Asset Replacement & Renewal Projects	0.55	$ 44,854,019	Apr/2022	Sep/2023	$ 16,200,000	$ 1,600,000	$ 7,300,000	$ 7,300,000				$ 1,600,000	$ 7,300,000	$ 7,300,000				$ 16,200,000
4	UNBC	Prince George	Northern / Central	Science & Technology	Research Lab Renewal	Whole Asset Replacement & Renewal Projects	0.72	$ 40,860,323	Apr/2024	Sep/2025	$ 11,900,000			$ 1,200,000	$ 10,700,000					$ 1,200,000	$ 10,700,000			$ 11,900,000
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											$ 154,800,000	$ 16,200,000	$ 37,300,000	$ 69,200,000	$ 32,100,000	$ -	$ -	$ 13,300,000	$ 29,600,000	$ 60,400,000	$ 32,100,000	$ -	$ -	$ 135,400,000

Five-Year Capital Plan Instructions (2021/22 to 2025/26)

Attachment 4: Summary of Major Ongoing and Planned Self-Funded Projects (>$5 million)

#	Institution	Campus	Project Description	Anticipated Construction Start Date	Anticipated Occupancy Date	Total Project Budget	Total Cashflow Forecast 2021/22	Total Cashflow Forecast 2022/23	Total Cashflow Forecast 2023/24	Total Cashflow Forecast 2024/25	Total Cashflow Forecast 2025/26	Total Cashflow Forecast Outgoing Years
1	UNBC	Prince George	David Douglas Botanical Garden	May/2021	Jun/2022	**$ 5,300,000**	$ 2,700,000			$ 1,600,000	$ 1,000,000	
2						$ -						
3						$ -						
4						$ -						
5						$ -						
6						$ -						
7						$ -						
8						$ -						
9						$ -						
10						$ -						
11						$ -						
12						$ -						
13						$ -						
14						$ -						
15						$ -						
						$ 5,300,000	**$ 2,700,000**	**$ -**	**$ -**	**$ 1,600,000**	**$ 1,000,000**	**$ -**

#	Institution	Campus	Municipality	Neighbourhood/ Building Group Name	Building Name	Type (e.g. Single, Quad, Duplex)	Description	Number of Beds	Year Built	Year Renovated (if applicable)	Description of Renovations
1	University of Northern British Columbia	Prince George	Prince George		Neyoh - Dorm 1	Quad	Both Housing buildings on campus are identical. They are primarily wood frame construction and the majority of the suites are 4 bedroom with shared kitchen and bathrooms. There are a few 2 bedroom suites for RL Coordinators. There is also some common space provided.	270	1995	2016	The work completed was substantially on the interior and involved the architectural elements (eg. Paint, flooring and furniture replacements, washroom upgrades, upgraded social space, and lighting. All electric baseboard heaters within the suites and common areas were also replaced with hydronic radiators and connected to the Bioenergy Plant. Door hardware was also replaced and upgraded to card access. Basic envelope repairs were completed to the roof and the exterior. as well as a major upgrade to the sidewalk to accommodate accessibility issues. Cost was $5.2 million.
2	University of Northern British Columbia	Prince George	Prince George		Keyoh - Dorm 2	Quad	Both Housing buildings on campus are identical. They are primarily wood frame construction and the majority of the suites are 4 bedroom with shared kitchen and bathrooms. There are a few 2 bedroom suites for RL Coordinators. There is also some common space provided.	270	1996	2017	The work completed was substantially on the interior and involved the architectural elements (eg. Paint, flooring and furniture replacements, washroom upgrades, upgraded social space, and lighting, the same as Neyoh. All electric baseboard heaters within the suites and common areas were also replaced with hydronic radiators and connected to the Bioenergy Plant. Door hardware was also replaced and upgraded to card access. Basic envelope repairs were completed to the roof and the exterior. as well as a major upgrade to the sidewalk to accommodate accessibility issues. Cost was $5.5 million.
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Five-Year Capital Plan Instructions (2021/22 - 2025/26)

Attachment 2: Project Overview

Institution	Campus/City	Project Title	Project Category	Project Priority
UNBC	Prince George	New Mixed Use Housing, Academic [illegible]	3 (and 1)	1 of 4

1.0 Current Situation

This would be a new build on vacant land adjacent to campus buildings. New programs (Civil and Environmental Engineering, Physical Therapy and Occupational Therapy) have been accommodated in existing spaces, and students are living in commercial properties off-campus.
Existing food services area (cafeteria) is "all you care to eat" for those on the meal plan, which means access is controlled. Much of the campus community feels that they are "cut-off" from some of the best study and social space on campus.

Specific program not identified at this time.

The Agora area currently occupied by the cafeteria would be repurposed as an open access learning commons, and some small scale retail food services.

2.0 Project Description

Construct a new 8,300 m2 mixed use building as the heart of the campus. A ten story mass timber residence tower would be situated atop a two story conventional construction academic foundation. The housing will be single bedrooms, with central washrooms. Social and cafeteria space will be incorporated in the lower two floors of the building, along with a relocated kitchen and servery.
The location is to the west of the Wintergarden, between the existing residences and the Agora/Library.

4,750 m^2 **housing** – 200 beds, single occupancy bedrooms with central washrooms, no kitchens and basement laundry
1,200 m^2 **food services** – cafeteria and kitchen to supports 700 students on campus, plus catering for off campus staff, students and faculty. Seating for 300 in "all you care to eat" plus general access seating for another 150 learners

1,500 m^2 **new academic programs** – new programs to come based on academic priorities; space is needed for labs, distance learning enabled classrooms, faculty offices and problem based learning breakout rooms

3.0 Project Objectives

This project will increase the student housing available on campus, add single occupancy beds, and shift the campus student nucleus closer to the heart of the campus.
Provides on campus housing option for aboriginal students.
Demonstrate mass timber construction with highly integrated supply chain integration and efficient site construction

4.0 Options considered

Stand-alone housing build was considered, but the locations available were not suitable. One and two bedrooms suites were considered, but are too low of density to be cost-effective to construct.

5.0 Project Outcomes

Infrastructure Improvements:
Life-safety risk will be reduced by eliminating the steep grade that is the approach from the residences to the main campus. Space utilization will improve through co-locating research groups, and it will place student welcome services at an easy to locate "start here".

Cost Effectiveness:
Mass timber passive house will result in lower life cycle costs and GHG emissions. Fast site works will lower overall construction costs.

Innovation:
Active Learning classrooms support emerging pedagogical styles while videoconference delivery enables increasing variety of program offerings in rural parts of the province.

Strategic Alignment:

- The project supports the Ministry goals of aboriginal success, advanced wood product use, campus housing for students, and professional programs that support resource development.
- A signature building that champions sustainability and mass timber construction is a perfect fit for UNBC's vision to be a destination university of choice, and also Canada's Green University. The 2019 Campus

Master plan identified the proposed location as a key spot for enhancing the community and culture of the campus.
- Providing space for academic programs would be based on well documented needs in Northern BC, and support the resource development activities (LNG, Site C) in the area.

Quality Education:
- Existing supports for aboriginal learners will be enhanced through purpose built housing.

Energy and Emission Reduction:
- As a passive house project this building will use 90% less heat than existing buildings on campus, and will be heated by the Bioenergy facility to further reduce greenhouse gas emissions.

6.0 Project Cost/Funding

The estimated total capital cost for this project is $53,300,000 as detailed below.

	Provincial Grant	Provincial Loan	UNBC	Total
Student Housing (200 beds)		21,500,000	7,100,000	**28,600,000**
Food Services		3,100,000	3,100,000	**6,200,000**
New Academic Programs	9,300,000			**9,000,000**
First Nations Centre and Event Space			9,200,000	**9,000,000**
Total	**9,300,000**	**24,600,000**	**19,400,000**	**53,300,000**

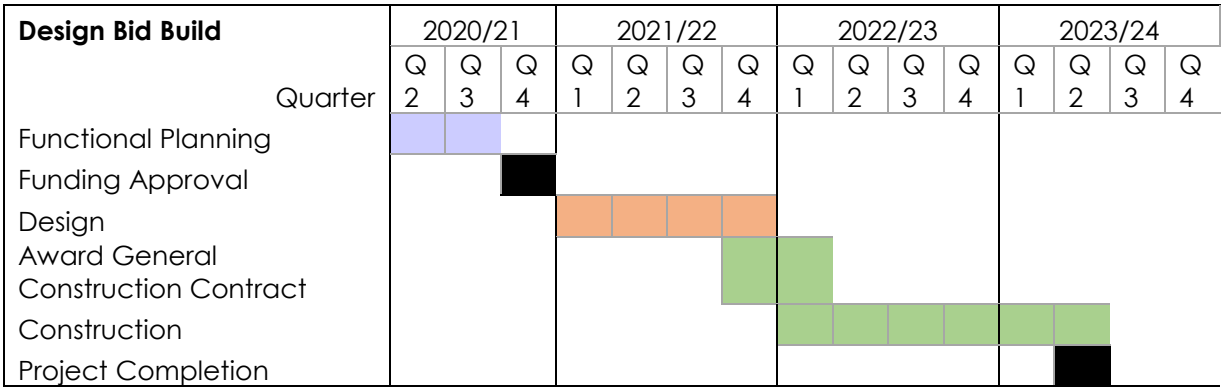
Annual operating costs will be cost recovery for the housing and food services portions of the project, new funding sought from government for the operations of the academic programs. The funding for the First Nations Centre will be maintained through internal operating.

7.0 Key Risks

Multi-use building with multiple funding sources – requires concerted effort to coordinate the design and ensure all funding partners' needs are met.
Tall wood and mass timber construction using prefabricated elements is still an emerging field in BC. This project will incorporate careful supply chain planning and Building Information Modelling (BIM) to ensure components arrive just in time for short duration construction. BIM will also lower the long term costs of maintaining the building

8.0 Project Schedule

Project would begin with functional planning in Fall 2020. Construction would begin in Q1 of 2022/23 and be complete by August 2023. This schedule is based on a funding decision by Q4 of 2020/21.



Five-Year Capital Plan Instructions (2021/22 - 2025/26)

Attachment 2: Project Overview

Institution	Campus/City	Project Title	Project Category	Project Priority
UNBC	Terrace	CMTN and UNBC Terrace Learning Centre	1	2 of 4

1.0 Current Situation

- UNBC will continue to strengthen our partnerships with the colleges that operate in the North, particularly where there are synergies in facility utilization and program delivery. The aim is to provide better pathways for our students wherever possible.
- The UNBC Terrace campus is a single 1,314 m^2 building with an FCI of 0.44 that is owned by UNBC. Due to challenges associated with operating a single remote building, and a desire to provide better pathways for students in the Northwest region, UNBC and Coast Mountain College are proposing combining programming into a single site and a new building.

The Terrace campus accommodates roughly 80 FTE.

The expectation is that the existing Terrace UNBC campus building and land would be sold.

2.0 Project Description

- At a conceptual level this would be nominally 11,000 m^2 in gross area and of mass timber construction. The two institutions intend to proceed with functional planning through the summer of 2020 with a possible construction schedule as shown below.

Programs include Nursing, Social Work and Education from UNBC, and Early Childhood Education, Social Work and Nursing from CMTN.

3.0 Project Objectives

• The primary reason for considering this is to provide an enhanced learning environment for our students in North Western BC, and ensure that our students have the supports they need to succeed.
• This would create operational efficiencies especially around facilities, and expand the support systems for students (many of which UNBC shares with CMTN now, even though we are not on the same site).
• UNBC is exploring the idea of moving our operations out of UNBC's existing facility in Terrace, and disposing of both the land and the building.

4.0 Options considered

The primary alternative option would be to maintain the status quo of each institution within their existing facilities on separate sites while the buildings continue to age.

5.0 Project Outcomes

Space utilization would be improved through co-location of student services between the two institutions. Shared services within the building would include Library, Cafeteria and Food Services.
Cast effectiveness would be achieved through combined building services. On the broader campus level there would be shared usage of existing CMTN facilities including housing and the First Nations Longhouse.
Videoconference classroom for remote support of the Nursing program, and joint delivery of programs between the University and the College as a means to meet the educational needs to rural regions of the province.
Supports UNBC's regional campus goals, and supporting students in rural areas of the province.
Better integration with the College, and stronger service delivery in the home regions will improve the access to education for Aboriginal learners.

Energy efficiency of a new building constructed to Energy Step 4 is expected to reduce emissions by approximately 75% relative to comparable institutional buildings. Operating a single combined building (rather than two buildings on separate sites) will achieve additional efficiencies.

6.0 Project Cost/Funding

The estimated capital cost for the project is $73,400,000.

	2020/21	2021/22	2022/23	2023/24	Total
Provincial Cashflow	500,000	10,400,000	40,500,000	22,000,000	73,400,000

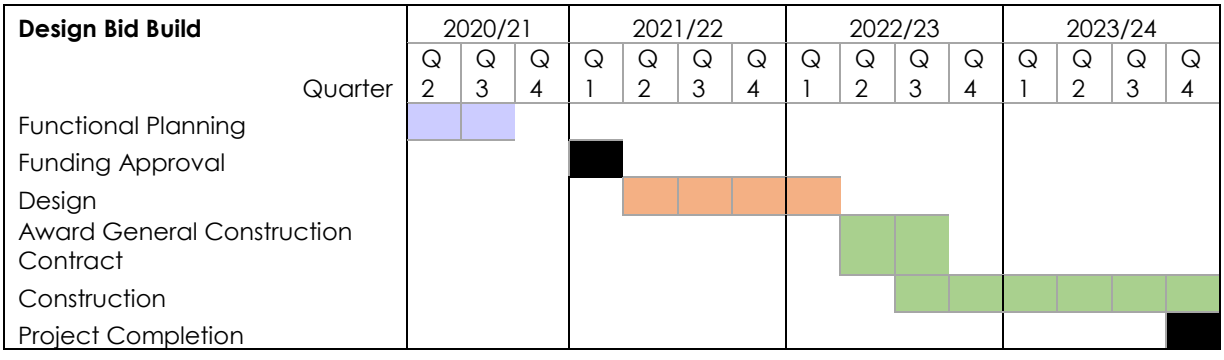
The annual operating costs are anticipated to be met through reallocation of existing resources for the buildings that would be replaced.
The existing UNBC Terrace building and land could potentially be sold – this revenue has not currently been factored into the project funding.

7.0 Key Risks

The project is at the concept development stage; key risks and proposed mitigation strategies will be developed as the Functional Planning is completed (Fall 2020).

8.0 Project Schedule

- Based on funding approval in Q1 of 2021/22 the project would begin design in July 2021, proceed to construction in Fall 2022 and be complete by March 2024.



Five-Year Capital Plan Instructions (2021/22 - 2025/26)

Attachment 2: Project Overview

Institution	Campus/City	Project Title	Project Category	Project Priority
UNBC	Prince George	Agora Renewal	2	3 of 4

1.0 Current Situation

- One of the original five campus buildings, the Agora was constructed in 1994 and contains Lecture Theatres, Main Entrances, Lobby, Offices and Food Services. It connects all the original buildings and behind all these services is the Utilidor that contains all the campus utility infrastructure.
- The exterior of the building includes cast-in-place concrete walls, stone and brick cladding finishing's and pre-cast concrete elements. The roof includes adhered built-up-roof with concrete interlocking pavers, metal roof assemblies and green roofs.
- With a high FCI (at 0.55) this building has been deemed the highest maintenance priority.
- According to VFA there are $24.7 million worth of requirements identified in the next five years.

N/A

The Agora will continue to serve as the heart and hub of campus – connecting the majority of the building while providing essential student services and classroom space.

2.0 Project Description

- This project will involve an evaluation, repair and upgrade to the mechanical and electrical systems, stabilization of concrete retaining walls, substantial roof repairs (green, BUR, concrete pavers, etc.), and architectural interior work including glazing, doors, accessibility upgrades and access control.

Student support services, Registrar's office, Experiential Learning, Retail: Bookstore and Cafeteria.

3.0 Project Objectives

- The primary objective of the project would be to repair and/or replace aging infrastructure prior to any further damage taking place. A number of the upgrades will also have positive energy savings opportunities.

4.0 Options considered

- The only option available is to try to address small parts of this project with the yearly Routine Capital funding. Given the project management resources available and the volume of work required, this would take up to ten years to complete and is not a viable option.

5.0 Project Outcomes

Campus infrastructure services would be upgraded to current standards as part of the renewal.
Repairing and renewing the building at this stage in its life is more cost effective than deferring until catastrophic failures occur.
Improved building envelope and advanced heat recovery will enable low carbon electrification of the building heating systems.
Sustainability and efficient provision of campus space are strategic university goals. Maintainance of key campus buildings is a central tenate of the campus master plan.
Provides high quality and safe learning environment.
Upgrades to HVAC, lighting, heat recovery and building envelope will be included to further reduce the emissions resulting from operating this building.

6.0 Project Cost/Funding

The estimated capital cost for the project is $16,200,000.

7.0 Key Risks

The project will need to be competed while the campus is operational – close cooperation with the scheduling office, night work and swing spaces will be utilized to mitigate impacts.
Renovation work has the potential to uncover unknown conditions. Exploratory checks during design and contingency budgeting will reduce this to a mangeable level.

8.0 Project Schedule

Preplanning	2020/21
Planning	2021
Design	2021/22
Construction	2022 -2023

Five-Year Capital Plan Instructions (2021/22 - 2025/26)

Attachment 2: Project Overview

Institution	Campus/City	Project Title	Project Category	Project Priority
UNBC	Prince George	Research Lab Renewal	2	4 of 4

1.0 Current Situation

- One of the original five campus buildings, this building is a four storey building with approximately 7,581 square meters of floor space. The "Research Lab" was originally built as the only lab on campus and housed, teaching labs, research labs and graduate space. This building is now used solely for Research and Graduate students and contains a variety of research labs, a greenhouse, an archaeology lab, DNA sequencing lab, loading bay, Chemical Stores, multiple specialized labs and substantial associated mechanical and electrical systems.
- The building has the highest UNBC building FCI at 0.72 with $29.7 million worth of requirements over the next five years according to the VFA reports.

N/A

The Research Lab will continue provide lab space for research and office space for faculty and graduate students.

2.0 Project Description

- This project will involve an evaluation, repair and upgrade to the mechanical and electrical systems, Fire Alarm system renewal, exhaust system renewal (fume hoods), substantial roof repairs (green, BUR, concrete pavers, etc.), and architectural interior work including glazing, doors, accessibility upgrades and access control.

Research programs across the institution.

3.0 Project Objectives

- The primary objective of the project would be to repair and/or replace aging infrastructure prior to any further damage taking place. A number of the upgrades will also have positive energy savings opportunities.
- Will also be undertaking the first functional planning exercise for this building since the adjacent Teaching Lab was built in 2002/2004 and the use of this original lab building changed.

4.0 Options considered

- The only option available is to try to address small parts of this project with the yearly Routine Capital funding. Given the volume of work required, this would take up to ten years to complete and is not a viable option.

5.0 Project Outcomes

Campus infrastructure services would be upgraded to current standards as part of the renewal.
Repairing and renewing the building at this stage in its life is more cost effective than deferring until catastrophic failures occur.
Improved building envelope and advanced heat recovery will enable low carbon electrification of the building heating systems.
Sustainability and efficient provision of campus space are strategic university goals. Maintainance of key campus buildings is a central tenate of the campus master plan.
Provides high quality and safe learning environment.
Upgrades to HVAC, lighting, heat recovery and building envelope will be included to further reduce the emissions resulting from operating this building.

6.0 Project Cost/Funding

The estimated capital cost for the project is $11,900,000.

7.0 Key Risks

The project will need to be competed while the campus is operational – close cooperation with the scheduling office, night work and swing spaces will be utilized to mitigate impacts.
Renovation work has the potential to uncover unknown conditions. Exploratory checks during design and contingency budgeting will reduce this to a mangeable level.

8.0 Project Schedule

Planning	2021/22
Design	2023
Construction	2024

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

BOARD OF GOVERNORS

Agenda Item:	7.c. Change from Programs to School – Engineering Programs – M. Dale
Material:	1. Senate Motion No. S-202008.03
Motion:	*That, a School of Engineering be established consisting of the Civil Engineering, Environmental Engineering, Joint Environmental Engineering, and MENG – WID degree programs, as recommended and approved by the UNBC Senate.*

UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Motion Number (assigned by Steering Committee of Senate): **S-202008.03**

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That a School of Engineering be established consisting of the Civil Engineering, Environmental Engineering, Joint Environmental Engineering, and MENG – WID degree programs.

Effective Date: September 1st, 2020

Rationale: Presently, the Engineering degree programs are housed in separate administrative units or not assigned to an administrative unit at all. The Joint Environmental Engineering degree is administered by Chemistry, Environmental Science, and Environmental Engineering, the MENG degree is administered by WIDC, and the Civil Engineering and Environmental Engineering programs are technically without an administrative home. It was envisioned with the creation of the new Faculty of Science and Engineering that the Engineering programs at UNBC would be consolidated into a single unit and this unit would be a "School of Engineering". A single unit will facilitate the development of the degree programs and address issues with respect to accreditation.

This motion is being brought forward at this time and ahead of the reorganizational structure of the institution as we will need to address issues surrounding Canadian Engineering Accreditation Board requirements in the coming September term. The Administrative structure of the school will be determined in consultation with the Dean and the new Faculty of Science and Engineering.

Motion proposed by: Todd Whitcombe, Chair, CHESEE, and Ernie Barber, Associate Dean, Engineering

Academic Program: Engineering

Implications for Other Programs / Faculties? None

College: College of Science and Management

College Council / Committee Motion Number: CSAMCC 2020: 08:13:04

College Council / Committee Approval Date: Aug 13, 2020

Attachment Pages (if applicable): **2** pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF202008.05 (e-vote)

Moved by: K. Lewis **Seconded by:** I. Hartley

Committee Decision:

Approved by SCAAF: August, 17, 2020 _____
Date **Chair's Signature**

For recommendation to ✓, or information of _____ Senate.

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

BOARD OF GOVERNORS

Agenda Item:	7.d. Common First-Year Engineering Curriculum Agreement – M. Dale
Material:	1. Senate Motion No. S-202008.04 2. Common First-Year Engineering Curriculum Agreement
Motion:	*That, the Board of Governors approves the Common First-Year Engineering Curriculum Agreement (CFYEC) as recommended and approved by the UNBC Senate, as presented.*

UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Motion Number (assigned by Steering Committee of Senate): S-202008.04

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That "Common First Year Engineering Agreement" be approved as proposed.

Effective Date: September 1, 2020

Rationale: The agreement is attached. It will allow students in British Columbia to have predictable paths for preparing to transfer into Engineering at UNBC and the other receiving institutions.

Motion proposed by: Todd Whitcombe, Chair, CHESEE, and Ernie Barber, Associate Dean, Engineering

Academic Program: Engineering

Implications for Other Programs / Faculties? None

College: CSAM

College Council / Committee Motion Number: CSAMCC 2020: 08:13:05

College Council / Committee Approval Date: CSAM evote Carried Aug 14, 2020

Attachment Pages (if applicable): #__ pages (fill in number of pages, or indicate "0" if none)

THE MOTION FORM IS NOW COMPLETE — PLEASE DISREGARD THE BLOCK BELOW

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF2020

Moved by: **Seconded by:**

Committee Decision: No Quorum – SCS sends directly to Senate for approval

Approved by SCAAF: _____ _____

Date **Chair's Signature**

For recommendation to ✓ **, or information of** _____ **Senate.**

Common First-Year Engineering Curriculum Agreement

1.0 Objectives:

The Common First-Year Engineering Curriculum (CFYEC) is intended to prepare graduates for transfer into second-year Engineering at any of the post-secondary institutions shown as signatories to this document. This program (with its appropriate appendix) contains the common first-year expectations for each of the receiving institutions, and, for clarity, are shown in this document as course blocks in the areas of physics, chemistry, engineering design, computer programming, mathematics, and communication skills.

The key objectives include:

- **Improving** efficiencies at sending institutions.
- **Assisting** smaller institutions in developing an engineering focus, creating opportunities for **community engagement** and **partnerships**.
- **Improving** the student learning environment (e.g. stronger cohort development, student supports.)
- **Enhancing** quality reporting for accreditation processes.

2.0 Agreement Terms and Conditions

The terms and conditions of this agreement have been informed by:

- Pre-existing course-by-course articulation agreements (via the BC Council on Admissions and Transfer - BCCAT).

And applies to:

- Students who have completed fully and successfully the common first-year engineering curriculum at one of the signatory institutions.

As a good faith agreement between all its signatories.

2.1 Good Faith Agreement

A Good Faith Agreement is an agreement that outlines a sincere effort and purpose of undertaking an action or activity with an aim or objective to achieve good results or outcomes. With respect to the Common First-Year Engineering Agreement, good faith can be described as just and honest conduct, which should be expected of all parties in their dealings, one with another and with third parties. Good faith requires that each party perform their respective obligations and enforce their rights and responsibilities honestly and fairly.

2.2 Obligations:

Through their signatures on this agreement, each primarily receiving institution agrees to:

- Accept, as equivalent to its first-year engineering curriculum, the curriculum stated in Section 3.0 of this document, including the appropriate Appendix.

- Post information on its website regarding CFYEC and its signatory sending institutions, and promote the CFYEC option when meeting with high schools.

- Endeavour to provide access to information regarding the CFYEC and its signatory sending institutions to any applicant denied direct entry into an engineering program or school. Such data to be provided in compliance with the BC Freedom of Information and Privacy Act (FOIPA) and other relevant statues.

- On an annual basis, endeavour to provide details (in comparison to direct-entry students) on progression and academic success for students from a sending institution to that sending institution. Such data to be provided in compliance with FOIPA and other relevant statutes.

- Facilitate course-by-course articulation of the CFYEC through BCCAT for each signatory primarily sending institution upon request by said primarily sending institution.

Through their signatures on this agreement, each primarily sending institution agrees to:

- Encapsulate the CFYEC as a recognized credential (e.g. a certificate)
- Provide information on its website regarding the CFYEC and its signatory receiving institutions, and promote the CFYEC option when meeting with high schools.

- Ensure that instructors for designated engineering content within the CFYEC (typically those covering engineering science, engineering design, project work, and/or an introduction to the engineering profession) have a professional engineering credential (e.g. P. Eng, Eng. L) allowing for practice of engineering in Canada.

- Articulate course-by-course transfer of the CFYEC through BCCAT.

- Reasonably accommodate a request by receiving institutions to participate in at least one university transfer information session to provide details about their engineering programs.

- Reasonably accommodate requests by receiving institutions to document AU counts and topics in CEAB workbooks or equivalent, and collect a limited amount of graduate attribute data

- Ensure students within the CFYEC program are aware that they must follow all application procedures and policies of the receiving institution, including applying for admission and submitting post-secondary and/or high school academic transcripts.

2.3 Agreement Review:

This agreement will be reviewed **annually** at the BCCAT Engineering Articulation committee meeting after it has been formally adopted.

2.4 Agreement Withdrawal:

Signatory institutions may give notice that they wish to withdraw from the agreement at any time; this notice must be served to the BCCAT Engineering Articulation Committee chair, who is responsible for communicating the intent to agreement signatories. The withdrawal will be effective no less than two years from the date the notice is served.

2.5 Change Requests

Change requests must be presented at the annual BCCAT Engineering Articulation Committee and approved by **all** the signatory primarily receiving institutions and a **2/3** majority of signatory primarily sending institutions. Such change requests ought not be unreasonably refused, and will typically be effective no less than **18 months** from the date of that meeting.

3.0 Curriculum:

This certificate will consist of eleven core courses plus one course specific to the signatory receiving institution, and will be treated as equivalent to the first-year engineering curriculum at that receiving institution. Students are expected to obtain the required skills and knowledge to transfer to second year and be successful.

General Requirements of Certificate:

- P.Eng, Eng.L., or equivalent designations in other Canadian professional engineering associations for designated engineering classes

Specific learning outcomes include the ability to:

- Demonstrate an understanding of the scientific method and apply it to critically solve problems;
- Demonstrate proper laboratory techniques, including the use of appropriate equipment and instrumentation;
- Develop original designs to solve engineering problems;
- Collect, analyze, and interpret laboratory data, and draw sound conclusions;
- Effectively communicate ideas and project results;
- Demonstrate an ability to work well independently and in groups;
- Engage in informed debate on topics related to technology; and
- Effectively apply scientific/engineering concepts towards subsequent coursework.

To add clarity, the learning outcomes from the certificate have been packaged in course units. Sending institutions need not organize these learning outcomes exactly as specified, although to

aid course-by-course articulation between sending and receiving institutions, it is recommended that these course packages be maintained as much as possible.

Course packages are presented in terms of hours of instruction (lecture:lab) per week over a standard term length of 12 weeks. This term length describes the effective instructional time, and excludes statutory holidays and any relevant final exam period. Terms that differ from this standard ought to be pro-rated to ensure that same minimum coverage (both in terms of learning outcomes and time) is maintained. Learning outcomes are elaborated for each course package in Appendix A, while the approximate course-by-course transferability of these units to each institution is shown in their appropriate appendix.

Differential Calculus - CALC I (4:0)
Limits, continuity, intermediate value theorem; Differentiation; Taylor polynomials and special Taylor series; Curve sketching

Integral Calculus - CALC II (4:0)
Integration; Numerical Integration (including the Trapezoidal Rule); Improper integrals: evaluation and convergence estimates; Differential equations (first-order linear) with applications.

Engineering Chemistry - CHEM I* (4:3)
A survey of general first year chemistry. Topics include thermochemistry, atomic and molecular structure, chemical bonding, solution and phase equilibria, equilibrium, chemical thermodynamics, and electrochemistry.

For those institutions not offering CHEM I*, the following combinations would be acceptable:

- CHEM I and CHEM II (BSc standard first-year chemistry curriculum)
- CHEM I and a one-credit course such that the latter course includes the topics of thermochemistry, thermodynamics, and electrochemistry

Computer Science I - CSCI I (4:2)
A first-year course in computer science using the 'C' programming language. Topics include structured programming, top-down program design, procedures, and an introduction to dynamic data structures.

University Writing - ENGL I (3:0)
An introduction to critical thinking and reasoning, academic writing, and research skills, consistent with the conditions and expectations students encounter as readers and writers at university.

Technical Writing - ENGL II (3:0)
An introduction to business and technical communication skills with a focus on documents (such as letters and reports) and presentations. Topics may include planning, outlining, summarizing, presenting data, handling references, and editing. The course comprises several practical assignments, including a formal report and an oral presentation.

Engineering Design I - ENGR I (2:2)
An introduction to the principles of engineering design, engineering drawing and sustainable practice. This knowledge will be applied to practical projects to be undertaken by teams of students. ENGR I is to be instructed by a P.Eng, Eng.L., or equivalent designations in other Canadian professional engineering associations.

Engineering Design II - ENGR II (2:2)
Principles and applications of engineering design, engineering drawing, and sustainable practice. This knowledge will be applied to practical projects to be undertaken by teams of students. ENGR II is to be instructed by a P.Eng, Eng.L., or equivalent designations in other Canadian professional engineering associations.

Matrix Algebra - LALG I (4:0)
An examination of vectors, matrices and their operations, linear systems, determinants, linear dependence and independence, eigenvalues, and eigenvectors, and applications.

Fundamental Physics I - PHYS I (4:3)
A calculus-based course. Topics such as kinematics and dynamics of particles, energy and momentum, rotational and periodic motion.

Fundamental Physics II - PHYS II (4:3)
A calculus-based course. Topics include waves, electricity and magnetism, geometrical and physical optics, quantization and nuclear processes.

4.0 Admissions and Transfer:

Although this agreement does not mandate a specific minimum admission standard for primarily sending institutions, it does provide the following guidance on evaluating incoming students:

- English 12 with a minimum grade of B
- Physics 12 with a minimum grade of C+; Outstanding candidates missing Physics 12 or equivalent are encouraged to apply and will be reviewed on a case-by-case basis.
- Chemistry 12 with a minimum grade of C+; Outstanding candidates missing Chemistry 12 or equivalent are encouraged to apply and will be reviewed on a case-by-case basis.
- Pre-Calculus 12 with a minimum grade of B
- Recommended: Calculus 12 (if available); Programming 12 (if available)

5.0 Minimum Articulation Unit/Graduate Attribute Delivery

The following Accreditation Units (AU) and Graduate Attributes (GA) are determined to be the **minimum** delivery outcomes from the CFYEC, based 12 weeks of instruction with 10-weeks of labs. The AU/GA total has been broken down into lecture/lab hours/week, as well as hour counts in the areas of Math (M), Natural Science (NS), Complementary Studies (CS), Engineering Science (ES), and Engineering Design (ED). Definitions for each of these areas can be found in Appendix G.

Table 1. Prescribed AU Outcomes claimed by the Common First-Year Engineering Curriculum

Course	Cred.	Lec (hr/wk)	Lab/Tut (hr/wk)	Total AU	M	NS	M+NS	CS	ES	ED	ES+ED
CALC I	3	4	-	48	48		48	-	-	-	-
CALC II	3	4	-	48	48	-	48	-	-	-	-
CHEM I	4	4	3	63	-	63	63	-	-	-	-
CSCI I	4	4	2	58	-	-	-	-	58	-	58
ENGL I	3	3	-	36	-	-	-	36	-	-	-
ENGL II	3	3	-	36	-	-	-	36	-	-	-
ENGR I	3	2	2	34	-	-	-	8.5	8.5	17	25.5
ENGR II	3	2	2	34	-	-	-	8.5	8.5	17	25.5
LALG I	3	4	-	48	48	-	48	-	-	-	-
PHYS I	4	4	3	63	-	63	63	-	-	-	-
PHYS II	4	4	3	63	-	63	63	-	-	-	-
Totals				**531**	**144**	**189**	**333**	**89**	**75**	**34**	**109**

Although Graduate Attributes are not prescribed by the CEAB at a first-year level, the accreditation board is looking for progression of each attribute through a students' academic studies. The CFYEC claims the following Graduate Attributes, *each at an introductory level*:

Table 2. Prescribed GA Outcomes claimed by the Common First-Year Engineering Curriculum

1. A Knowledge Base of Engineering
2. Problem Analysis
3. Investigation
4. Design
5. Use of Engineering Tools
6. Individual and Team Work
7. Communication Skills
8. Professionalism
9. Impact of Engineering on Society and the Environment
10. Ethics and Equality
12. Life-long Learning

Each signatory receiving institution may require additional AU/GA credits, as identified in Appendices B - F.

6.0 SIGNATORIES

The Common First-Year Engineering Certificate is signed on behalf of:

6.1 Primarily Receiving Institutions

By placing your signature, you commit your institution, as a major receiving school, to adhere to the terms of this agreement

_____

Carol Jaeger, Associate Dean – Undergraduate Engineering Programs
University of British Columbia - Point Grey Campus Date

Yang Cao, Associate Director for Undergraduate Studies
University of British Columbia – Okanagan Campus Date

Christine L. Bovis-Cnossen, Provost and Vice-President Academic and Research Date
Thompson Rivers University

Lillanne Jackson, Associate Dean – Undergraduate Studies
University of Victoria Date

University of Northern British Columbia Date

Additional institutions may use the space below for their signatures.

6.2 Primarily Sending Institutions

By placing your signature, and within two years of the stated date, you commit your institution to offering intakes to a curriculum aligned to the CFYEC, and adhering to the terms of this agreement.

Pouyan Mahboubi, Dean – Faculty of Arts and Sciences — Date
Capilano University

Titi Kunkel, Dean of Instruction – UC, Sciences, and Health Programming — Date
Coast Mountain College

Alison Anderson, Dean – School of University Studies and Career Access — Date
College of New Caledonia

Robin Hicks, Vice President Academic and Applied Research — Date
College of the Rockies

Ben Cecil, Provost and Vice-President, Academic and Students — Date
Langara College

Loren Lovegreen, Vice President, Academic and Research — Date
Northern Lights College

Neil Cruickshank, Dean – Arts, Science and Technology — Date
North Island College

Christine L. Bovis-Cnossen, Provost and Vice-President Academic and Research Date
Thompson Rivers University

Shirley Lew, Dean – School of Arts and Science Date
Vancouver Community College

Harry Janzen, Dean – Faculty of Science and Technology Date
Vancouver Island University

Additional institutions may use the space below for their signatures.

APPENDIX A: Required Learning Topics/Outcomes

CALC I/II

CALC I (Differentiation) and CALC II (Integration) have been standardized for the science stream across all BC post-secondary institutions under a BCCAT TI project entitled *First-year Core Calculus*[1] (updated in 2013[2]) and the BC Transfer Guide shows the equivalent of CALC I and II are articulated across all receiving institutions on a course-by-course basis.

Required Learning Topics - CALC I/II

The first-year Core Calculus - Science Stream prescribes the following core content, which shall be the equivalent of 75% of a standard one-year calculus experience:

- Limits, continuity, intermedia value theorem
- Differentiation
    - First and second derivatives with geometric and physical interpretation
    - Mean value theorem
    - Derivatives of exp and log functions, exponential growth and decay
    - Derivatives of trigonometric functions and their inverses
    - Differentiation rules (including chain rule, implicit differentiation)
    - Linear approximation and Newton's Method
    - Optimization - local and absolute extrema and applications
- Taylor polynomials and special Taylor series (sin, cos, exp, 1/(1-x)), plus enough sequences and series to understand the radius of convergence; in particular the concept of series and convergence, the ratio test, and how to find the radius of convergence.
- Curve Sketching
- Integration
    - Definition of the definite integral
    - Areas of plane regions
    - Average value of a function
    - Fundamental Theorem of Calculus
    - Integration techniques: Substitution (including trig substitutions), parts, tables, partial fractions
    - At least one more application of integration
- Improper integrals: Evaluation and Convergence estimates
- Separable differential equations

The first-year Core Calculus - Science Stream suggests several additional topics to cover the remaining 25% of a standard one-year calculus experience. The CFYEC suggests the additional topics to best prepare students for success in second year:

- Sequences and Series; for example, the following tests: integral, comparison, alternating series, root, and limit ratio
- Polar coordinates and parametric equations (with calculus applications)

[1]http://www.bccat.ca/pubs/calculus.pdf (as of 16.Jul.2016) - pg 10
[2]http://www.bccat.ca/pubs/CoreCalcUpdate2013.pdf (as of 12.Jun.2018)

- Complex numbers

CHEM I*[3]

Chemistry I* is a single course which combines the learning outcomes from both Chemistry I (CHEM I) and Chemistry II (CHEM II), the two standard chemistry courses within the first year of a Bachelor of Science program at most institutions.

Recommended Learning Outcomes:

- Understand the present model of atomic structure, and how it influences the periodic properties of the elements
- Understand present models of chemical bonding
- Understand how intermolecular interactions determine the properties and phases of matter
- Understand the principles of chemical thermodynamics, and how they relate to the spontaneity of chemical processes
- Know and practice proper laboratory procedures of safety and cleanliness
- Know and be proficient with basic techniques in quantitative and volumetric analysis, and spectrophotometry
- Be able to produce a properly structured laboratory report

For those institutions not offering CHEM I*, the following combinations would be acceptable:

- CHEM I and CHEM II (Standard BSc first-year Chemistry curriculum)
- CHEM I and a one-credit course such that the latter course includes the topics of thermochemistry, thermodynamics, and electrochemistry

CSCI I[4]

An introduction to programming is a required course by all receiving institutions although emphasis on practical applications of programming may vary. The programming language must be C or C++ and include:

Recommended Learning Outcomes

Program Comprehension

- Analyze and explain the behaviour of simple programs involving the fundamental programming constructs variables, expressions, assignments, I/O, control constructs, functions, parameter passing, and recursion.

Program Design and Implementation

- Design, implement, test, and debug a program that uses each of the following fundamental programming constructs: basic computation, simple I/O, standard conditional and iterative structures, the definition of functions, parameter passing, constants, and enumerated types.

Primitive Data Types

[3]Example from D. Friesen, CHEM 150 (VIU)

[4] Example from S. Carruthers, CSCI 160 (VIU)

- Identify and describe the appropriate use of primitive data types
- Write programs that use primitive data types

Conditional and Iterative Constructs

- Choose appropriate conditional and iteration constructs for a given programming task
- Modify and expand short programs that use standard conditional and iterative control structures and functions.

Functions

- Describe the purpose of function definitions
- Describe the importance of modularization when solving problems
- Break problems up into sub-problems using functions, when writing programs

Advanced Data Structures

- Write programs that use each of the following data structures: arrays, structs, strings.
- Write programs that use pointers for dynamic memory allocation and release
- Describe the concept of dynamic data structures and their uses
- Recognize the risks of pointers.

Code Quality

- Apply consistent documentation and program style standards
- Describe the importance of consistent documentation and program style standards
- Create readable and maintainable software using conventions like documentation and program style standards

ENGL I[5]

ENGL I is a standard university academic writing course historically required by all sending and receiving institutions. It typically consists of an introduction to critical thinking and reading, academic writing, and research skills consistent with the expectations of university. Within the common core context, it is *recommended* that this course be offered as a collaborative effort with ENGR I.

Recommended Learning Outcomes

- Analyze the rhetorical situation
- Explore technical and scientific topics
- Create effective persuasive documents
- Write effective academic prose
- Implement a structured writing process
- Create effective arguments, using appropriate evidence
- Practice the problem-solving process to develop creative and innovative solutions
- Collaborate on oral and written communication projects

ENGL II[6]

ENGL II focusses on communicating technical information clearly and concisely, managing issues of persuasion when communicating with diverse audiences, presentation skills, and

[5]Example from J. Eikenaar APSC 176 (UBC-O)
[6]Example from Distant Education, ENG 160 (NIC)

teamwork. Within the common core context, it is *recommended* that this course be offered as a collaborative effort with ENGR II.

Recommended Learning Outcomes

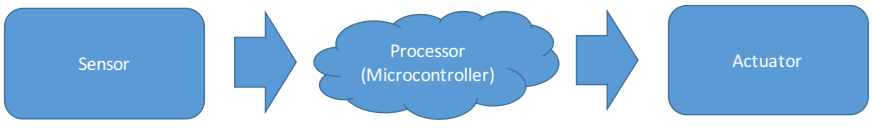
- Understand and apply the key concepts of organizational communication and the writing process
- Establish the purpose(s) of a written or spoken discourse
- Analyze the target audience
- Apply the various strategies and general formats used to produce appropriate business correspondence (e.g. letters, memos & e-mails)
- Describe a variety of employment search skills and prepare an effective letter of application and a functional or targeted resume
- Apply the skills of document design (e.g. effective use of layout, headings, graphics, etc.)
- Develop effective descriptive writing skills frequently used to produce lengthy documents such as process descriptions or formal reports
- Research, plan, organize and prepare formal reports. (Table of Contents, List of Figures, Executive Summary, Body [i.e. effective layout, headings and subheadings], and APA documentation and with the appropriate in-text citations)
- Research, plan, and organize information to prepare unsolicited proposals
- Prepare and deliver effective presentations

ENGR I/II

An effective engineer requires a broad understanding of a large body of expertise, separate from and independent of the sciences. The increasing emphasis of the Canadian Engineering Accreditation Board (CEAB) on graduate attributes encourages developing students' understanding of engineering design, the engineering profession, and engineers' roles in society at a much earlier point in their academic career. Estimated coverage time for each topic is indicated in brackets in terms of instruction lecture and lab hours (lecture:lab).

Recommended Learning Outcomes

Engineering Design (20:20 hrs)	• Describe/identify tools within each Engineering Design Process step • Identify and engaging stakeholders • Identify project scope (function/constraints) • Integrate design considerations (e.g. environment, safety) • Identify and Consider risks and hazards • Use brainstorming and creative tools • Apply formal decision processes (e.g. Pugh, weighted decision matrix) • Build/test prototypes
Sustainability (8:8 hrs)	• Understand the three pillars of sustainability • Compare Traditional vs. Sustainable Design Criteria

	• Apply life cycle assessment to a product • Describe the impact of human activity on health, safety, and environmental systems. • Suggested Instructional Activity: Case Studies
Engineering Drawing (10:10 hrs)	• Demonstrate sketching • Demonstrate isometric/multi-dimensional drawing • Use lines/angles/dimensioning in a drawing • Demonstrate CAD (e.g. Solidworks, 3D Fusion or similar) up to and including 3D sketching, exploded views. • Produce prototypes by interfacing CAD with fabrication tools (e.g. 3D printers)
Professionalism/Ethics Social/Professional Responsibility (2:2 hrs)	• Describe the CEAB core competencies • Apply continuous improvement • Describe the engineering code of ethics • Apply ethical conflict resolution • Suggested Instructional Activity: Case studies
Team work	• Understand group dynamics theory (e.g. Tuckman model) • Describe models for building successful teams • Apply conflict resolution techniques • Give/receive feedback effectively
Project Work (included as 10:10 workload within the topics above)	Students, working in teams, follow a structured process to design a sophisticated system comprising of multi-disciplinary subsystems (e.g. electrical, mechanical, and software) and include the following characteristics: • Demonstrate progress at several milestone stages with associated technical reporting • Client-based (e.g. the client prescribes the scope and constraints and verifies delivery) • Consider regulatory constraints, the business case, stakeholder interests and environmental considerations as part of an iterative project design • Develop a project consisting of the following structure: 

LALG I

Linear Algebra is required by all receiving institutions although it can be numbered as either a 1st or 2nd year course. It is *suggested* that MATLAB (or equivalent tool) and its application be introduced to students as part of the course content, preferably as a lab component. A typical syllabus includes:

Recommended Learning Topics:

- Systems of linear equations and matrices
- Matrix algebra
- Determinants
- Linear independence and bases in R^n
- Linear transformations
- Eigenvalues and eigenvectors
- Applications of linear algebra

PHYS I/II

Collectively, these topics shown below typically comprise of what is equivalent to the first-year physics requirements for a BSc program at most institutions. Although the actual order of topics may vary from institution to institution, all topics must be covered to fulfill the CFYEC requirements. Recommended additional topics include RLC, LC circuits, Relativity, Gravitation, or Thermodynamics (if not covered in PHYS III). Estimated coverage time for each topic is indicated in brackets in terms of instruction lecture and lab hours (lecture:lab).

Recommended Learning Topics:

Kinematics and Vectors (~8:6 hrs)

- Vectors
- Projectile Motion
- Circular Motion

Dynamics (Mechanics) (~24:18 - 32:24 hrs)

- Newton's Laws and Free Body Diagrams
- Friction
- Work and Energy
- Conservation Forces, Potential Energy, Work-Energy Theorem
- Rotational Kinetics, Moment of Inertia, Torque
- Rotational Dynamics
- Angular Momentum and Rolling Bodies

Waves and Optics (~24:18 - 32:24 hrs)

- Physical Optics - Reflection, Refraction, and Lenses
- Simple Harmonic Motion and Pendulums
- Waves, Sound, Interference, and Standing Waves, Doppler Effect
- Wave Optics - Superposition, Interference, Reflection
- Properties of EM waves, Light, and Polarization

Electronics (~12:9 hrs)

- DC Circuits: Ohm's Law, Kirchoff's Law
- RC Circuits
- AC Circuits

Quantum Physics (~4:3 hrs)

APPENDIX B: Additional Requirements - Thompson Rivers University

Curriculum

Thompson Rivers University requires the following curriculum content, nominally captured in the course package entitled PHYS III:

Thermodynamics	Zeroth Law and Heat Capacity	
	Kinetic Theory, First Law of Thermodynamics	
	Heat Engines	
Mechanics	Chpt 1.1-1.6	General Principles
	Chpt 2.1-2.9 (excl. 2.4)	Force Vectors
	Chpt 3.1-3.4	Equilibrium of a Particle
	Chpt 4.1-4.10	Moments
	Chpt 5.1-5.7	Rigid Body
	Chpt 6.1-6.6	Structural Analysis
	Chpt 7.1-7.3	Internal Forces
	Chpt 8.1-8.4	Friction
	Chpt 12.1-12.8	Kinematics
	Chpt 13.1-13.6	Kinetics

*Mechanics material drawn from Hibbler, R.C., *Statics and Dynamics*, 13th Edition (2013)

Minimum AU/GA Delivery Requirements

Course	Cred.	Lec	Lab/Tut	Total AU	M	NS	M+NS	CS	ES	ED	ES+ED
PHYS III	3	4	-	48		24	24	-	24	-	24
Total				**579**	**144**	**213**	**357**	**89**	**99**	**34**	**133**

Transfer Pathway

This transfer agreement provides for a direct transfer into second year of a Bachelor of Applied Science (Engineering) at Thompson Rivers University. Individual course equivalencies, established in the BC Transfer Guide, form the foundation of this agreement. The following conditions will apply:

- Students progressing into the Bachelor of Engineering in Software Engineering at Thompson Rivers University will be **required** to successfully complete:
  - MATH 1700 – *Discrete Mathematics*, and
  - SENG 1210 – *Programming for Engineers II*.

  at the earliest scheduled date for each course at that institution to validate their transfer.

- Students fully completing the CFYEC will receive transfer credit for:
  - CHEM 1520 – *Principles of Chemistry,*

  Which is course is normally scheduled in Year 2 at TRU.

- Applicants who have successfully completed all courses within the CFYEC with a *minimum TRU GPA of C+ (or TRU GPA of 2.33) and have no courses applicable for transfer with a grade less than a 'C'* will be guaranteed second year standing within the Bachelor of Engineering in Software Engineering at TRU.

- Applications from the CFYEC must follow all applications procedures at TRU, including applying for admission and submitting post-secondary and high school academic transcripts.

Course-to-Course Transfer (BCCAT)

Course	TRU
CALC I	MATH 1130
CALC II	MATH 1230
CHEM I*	CHEM 1520
CSCI I	SENG 1110
ENGL I	ENGL 1100
ENGL II	CMNS 1290

Course	TRU
ENGR I	ENGR 1100
ENGR II	ENGR 1200
LALG I	MATH 1300
PHYS I	EPHY 1170
PHYS II	EPHY 1270
PHYS III	EPHY 1700

Approved by:

_____ _____

Name / Title (Print) Signature

APPENDIX C: Additional Requirements - University of British Columbia (Okanagan Campus)

Curriculum

The University of British Columbia (Okanagan Campus) requires the following curriculum content, nominally captured in the course package entitled PHYS III:

Thermodynamics	Zeroth Law and Heat Capacity	
	Kinetic Theory, First Law of Thermodynamics	
	Heat Engines	
Mechanics	Chpt 1.1-1.6	General Principles
	Chpt 2.1-2.9 (excl. 2.4)	Force Vectors
	Chpt 3.1-3.4	Equilibrium of a Particle
	Chpt 4.1-4.10	Moments
	Chpt 5.1-5.7	Rigid Body
	Chpt 6.1-6.6	Structural Analysis
	Chpt 7.1-7.3	Internal Forces
	Chpt 8.1-8.4	Friction
	Chpt 12.1-12.8	Kinematics
	Chpt 13.1-13.6	Kinetics

*Mechanics material drawn from Hibbler, R.C., *Statics and Dynamics*, 13th Edition (2013)

Minimum AU/GA Delivery Requirements

Course	Cred.	Lec	Lab/Tut	Total AU	M	NS	M+NS	CS	ES	ED	ES+ED
PHYS III	3	4	-	48		24	24	-	24	-	24
Total				**579**	**144**	**213**	**357**	**89**	**99**	**34**	**133**

Transfer Pathway

Applicable to the following institutions only:

Capilano University
College of New Caledonia
Kwantlen Polytechnic University
Langara College
Selkirk College
Thompson Rivers University
University of the Fraser Valley
Vancouver Island University

The CFYEC provides a seamless transfer into second year engineering at UBC. This formal agreement is based both on individual course equivalencies established in the BC Transfer Guide as well as recognition of course groupings specific to the CFYEC.

- Students completing the entire CFYEC within two terms (typically eight months), no later than 30-Jun, and with a minimum CGPA[7] or higher will be guaranteed placement at UBC.
- Students completing the terms of this agreement will compete on an equal footing with UBC students for placement in their first choice of engineering program in second year at UBC.
- For the purposes of this agreement, ENGL II will be considered as a complementary elective towards later engineering studies at UBC.

For all remaining institutions, this agreement guarantees that a student completing the full CFYEC will be considered as completing the first-year engineering curriculum at UBC. Admission into second year is not, however, guaranteed, and will be approved based on CGPA and available seats.

Course-to-Course Transfer (BCCAT)

Course	UBC-O
CALC I	APSC 172
CALC II	APSC 173
CHEM I*	APSC 180
PHYS I	APSC 181
PHYS III	APSC 182
	APSC 183
CSCI I	APSC 177

Course	UBC-O
ENGL I	APSC 176
ENGL II	N/A
ENGR I	APSC 169
ENGR II	APSC 171
LALG I	APSC 179
PHYS II	APSC 178

Approved by:

_____ _____

Name / Title (Print) Signature

[7]Minimum CGPA will be reviewed annually and reported at the BCCAT Engineering articulation committee meeting in the year prior to the expected UBC start date.

APPENDIX D: Additional Requirements - University of British Columbia (Point Grey Campus)

Curriculum

The University of British Columbia (Point Grey Campus) requires the following curriculum content, nominally captured in the course package entitled PHYS III:

Thermodynamics	Zeroth Law and Heat Capacity	
	Kinetic Theory, First Law of Thermodynamics	
	Heat Engines	
Mechanics	Chpt 1.1-1.6	General Principles
	Chpt 2.1-2.9 (excl. 2.4)	Force Vectors
	Chpt 3.1-3.4	Equilibrium of a Particle
	Chpt 4.1-4.10	Moments
	Chpt 5.1-5.7	Rigid Body
	Chpt 6.1-6.6	Structural Analysis
	Chpt 7.1-7.3	Internal Forces
	Chpt 8.1-8.4	Friction
	Chpt 12.1-12.8	Kinematics
	Chpt 13.1-13.6	Kinetics

*Mechanics material drawn from Hibbler, R.C., *Statics and Dynamics*, 13th Edition (2013)

Minimum AU/GA Delivery Requirements

Course	Cred.	Lec	Lab/Tut	Total AU	M	NS	M+NS	CS	ES	ED	ES+ED
PHYS III	3	4	-	48		24	24	-	24	-	24
Total				**579**	**144**	**213**	**357**	**89**	**99**	**34**	**133**

Transfer Pathway

Applicable to the following institutions only:

Capilano University
College of New Caledonia
Kwantlen Polytechnic University
Langara College
Selkirk College
Thompson Rivers University
University of the Fraser Valley
Vancouver Island University

The CFYEC provides a seamless transfer into second year engineering at UBC. This formal agreement is based both on individual course equivalencies established in the BC Transfer Guide as well as recognition of course groupings specific to the CFYEC.

- Students completing the entire CFYEC within two terms (typically eight months), no later than 30-Jun, and with a minimum CGPA[8] or higher will be guaranteed placement at UBC.
- Students completing the terms of this agreement will compete on an equal footing with UBC students for placement in their first choice of engineering program in second year at UBC.
- For the purposes of this agreement, ENGL II will be considered as a complementary elective towards later engineering studies at UBC.

For all remaining institutions, this agreement guarantees that a student completing the full CFYEC will be considered as completing the first-year engineering curriculum at UBC. Admission into second year is not, however, guaranteed, and will be approved based on CGPA and available seats.

Course-to-Course Transfer (BCCAT)

Course	UBC-V
CALC I	MATH 100
CALC II	MATH 101
CHEM I*	CHEM 154
CSCI I	APSC 160
ENGL I	ENGL 112
ENGL II	CS I
ENGR I	APSC 100
ENGR II	APSC 101

Course	UBC-V
LALG I	MATH 152
PHYS I	PHYS 157
PHYS II	PHYS 158
	PHYS 159
PHYS III	PHYS 170

Approved by:

_____ _____

Name / Title (Print) Signature

[8]Minimum CGPA will be reviewed annually and reported at the BCCAT Engineering articulation committee meeting in the year prior to the expected UBC start date.

APPENDIX E: Additional Requirements - University of Victoria

Curriculum

The University of Victoria (UVic) requires the following curriculum content, nominally captured in the course package entitled PHYS III:

Thermodynamics	Zeroth Law and Heat Capacity	
	Kinetic Theory, First Law of Thermodynamics	
	Heat Engines	
Mechanics	Chpt 1.1-1.6	General Principles
	Chpt 2.1-2.9 (excl. 2.4)	Force Vectors
	Chpt 3.1-3.4	Equilibrium of a Particle
	Chpt 4.1-4.10	Moments
	Chpt 5.1-5.7	Rigid Body
	Chpt 6.1-6.6	Structural Analysis
	Chpt 7.1-7.3	Internal Forces
	Chpt 8.1-8.4	Friction
	Chpt 12.1-12.8	Kinematics
	Chpt 13.1-13.6	Kinetics

*Mechanics material drawn from Hibbler, R.C., *Statics and Dynamics*, 13th Edition (2013)

Minimum AU/GA Delivery Requirements

Course	Cred.	Lec	Lab/Tut	Total AU	M	NS	M+NS	CS	ES	ED	ES+ED
PHYS III	3	4	-	48		24	24	-	24	-	24
Total				**579**	**144**	**213**	**357**	**89**	**99**	**34**	**133**

Transfer Pathway

This transfer agreement provides for a direct transfer into second year Engineering at the University of Victoria. Individual course equivalencies, established in the BC Transfer Guide, form the foundation of this agreement. The following conditions will apply:

- ENGR 130 (Introduction to Professional Practice) must be completed by all students in the program soon after they begin in a UVic Engineering Program
- This transfer agreement features guaranteed admission into second year of one of the Bachelor of Engineering programs for students who have successfully completed all of the course in the agreement with a *minimum UVIC GPA of C+ (or UVic 3.0)* and who have *no course transferrable to a UVic Engineering program with a grade less than a C.*
- Students accepted under this agreement will complete on an equal footing with UVic students for placement in their chosen engineering program.

Course-to-Course Transfer (BCCAT)

Course	UVic
CALC I	MATH 100
CALC II	MATH 101
CHEM I*	CHEM 150
CSCI I	CSC 110
ENGL I **ENGR I**	ENGR 110
ENGL II **ENGR II**	ENGR 120

Course	UVic
LALG I	MATH 110
PHYS I	PHYS 110
PHYS II	PHYS 111
PHYS III	ENGR 141

Approved by:

_____ _____

Name / Title (Print) Signature

APPENDIX F: Additional Requirements - University of Northern BC

Curriculum

The University of Northern British Columbia requires the second half of the standard first-year Chemistry offered within a typical BSc program. The combination of CHEM I/CHEM I* and CHEM II will emphasize:

Classification of matter, periodic properties of elements, atomic and molecular structure, stoichiometry, chemical reactions, thermochemistry, chemical bonding an introduction to organic chemistry, intermolecular forces, properties of solutions, reaction kinetics, chemical equilibrium, acids and bases, applications of aqueous equilibria, entropy and free energy, and electrochemistry

Minimum AU/GA Delivery Requirements

Course	Cred.	Lec	Lab/Tut	Total AU	M	NS	M+NS	CS	ES	ED	ES+ED
CHEM II	4	4	3	63		63	63	-	-	-	-
Total				**594**	**144**	**252**	**396**	**89**	**75**	**34**	**109**

Transfer Pathway

This transfer agreement provides for a direct transfer into second year Engineering at the University of Northern British Columbia. Individual course equivalencies, established in the BC Transfer Guide, form the foundation of this agreement. The following conditions will apply:

- Students completing the entire CFYEC within two terms (typically eight months), no later than 30-Apr, and with a minimum CGPA[9] or higher will be guaranteed placement within the Bachelor of Applied Science in Environmental Engineering at UNBC.

- Applications from the CFYEC must follow all applications procedures at UNBC, including applying for admission and submitting post-secondary and high school academic transcripts.

[9]Minimum CGPA will be reviewed annually and reported at the BCCAT Engineering articulation committee meeting in the year prior to the expected UNBC start date.

Course Block Transfers (BCCAT)

Course	UNBC
CALC I	MATH 100
CALC II	MATH 101
CHEM I*	CHEM 100 CHEM 120
CSCI I	CPSC 110
ENGL I	N/A
ENGL II	ENGR 110
ENGR I **ENGR II**	ENGR 117 ENGR 151 ENGR 152

Course	UNBC
LALG I	MATH 220
PHYS I **PHYS II**	PHYS 110 PHYS 111
CHEM II	CHEM 101 CHEM 121

Approved by:

_____ _____

Name / Title (Print) Signature

APPENDIX G: Definitions

Articulation Unit (AU)	Defined on an hourly basis for an activity which is granted academic credit and for which the associated number of hours corresponds to the actual contact time of that activity between the student and the faculty members, or designated alternate, responsible for delivering the program: • one hour of lecture (corresponding to 50 minutes of activity) = 1 AU • one hour of laboratory or scheduled tutorial = 0.5 AU This definition is applicable to most lectures and periods of laboratory or tutorial work. Classes of other than the nominal 50-minute duration are treated proportionally. In assessing the time assigned to determine the AU of various components of the curriculum, the actual instruction time exclusive of final examinations should be used
Mathematics (M)	Includes appropriate elements of linear algebra, differential and integral calculus, differential equations, probability, statistics, numerical analysis, and discrete mathematics.
Natural Sciences (NS)	Include elements of physics and chemistry; elements of life sciences and earth sciences may also be included in this category. These subjects are intended to impart an understanding of natural phenomena and relationships through the use of analytical and/or experimental techniques.
Engineering Science (ES)	Involves the application of mathematics and natural science to practical problems. This may involve the development of mathematical or numerical techniques, modeling, simulation, and experimental procedures. Such subjects include, among others, the applied aspects of strength of materials, fluid mechanics, thermodynamics, electrical and electronic circuits, soil mechanics, automatic control, aerodynamics, transport phenomena, and elements of materials science, geoscience, computer science, and environmental science. In addition to program-specific engineering science, the curriculum must include engineering science content that imparts an appreciation of the important elements of other engineering disciplines.
Engineering Design (ED)	Integrates mathematics, natural sciences, engineering sciences, and complementary studies in order to develop elements, systems, and processes to meet specific needs. It is a creative, iterative, and open-ended process, subject to constraints which may be governed by standards or legislation to varying degrees depending upon the discipline. These constraints may also relate to economic, health, safety, environmental, societal or other interdisciplinary factors.

Complementary Studies (CS)

Include humanities, social sciences, arts, management, engineering economics and communications that complement the technical content of the curriculum. While considerable latitude is provided in the choice of suitable content for the complementary studies component of the curriculum, some areas of study are essential in the education of an engineer. Accordingly, the curriculum must include studies in the following:

a) Subject matter that deals with the humanities and social sciences
b) Oral and written communications
c) Professionalism, ethics, equity and law
d) The impact of engineering on society
e) Health and safety
f) Sustainable development and environmental stewardship
g) Engineering economics and project management

Graduate Attributes (GA)

The institution must demonstrate that the graduates of a program possess the attributes under the following headings. The attributes will be interpreted in the context of candidates at the time of graduation. It is recognized that graduates will continue to build on the foundations that their engineering education has provided[10].

1. A knowledge base for engineering: Demonstrated competence in university level mathematics, natural sciences, engineering fundamentals, and specialized engineering knowledge appropriate to the program
2. Problem Analysis: An ability to use appropriate knowledge and skills to identify, formulate, analyze, and solve complex engineering problems in order to reach substantiated conclusions.
3. Investigation: An ability to conduct investigations of complex problems by methods that include appropriate experiments, analysis and interpretation of data, and synthesis of information in order to reach valid conclusions.
4. Design: An ability to design solutions for complex, open-ended engineering problems and to design systems, components or processes that meet specified needs with appropriate attention to health and safety risks, applicable standards, and economic, environmental, cultural and societal considerations.

[10]From https://engineerscanada.ca/sites/default/files/Graduate-Attributes.pdf (fetched 04.May.2018)

5. Use of Engineering Tools: An ability to create, select, apply, adapt, and extend appropriate techniques, resources, and modern engineering tools to a range of engineering activities, from simple to complex, with an understanding of the associated limitations.
6. Individual and Team work: An ability to work effectively as a member and leader in teams, preferably in a multidisciplinary setting.
7. Communication Skills: An ability to communicate complex engineering concepts within the profession and with society at large. Such ability includes reading, writing, speaking and listening, and the ability to comprehend and write effective reports and design documentation, and to give and effectively respond to clear instructions.
8. Professionalism: An understanding of the roles and responsibilities of the professional engineer in society, especially the primary role of protection of the public and the public interest.
9. Impact of Engineering on Society and the Environment: An ability to analyze social and environmental aspects of engineering activities. Such ability includes an understanding of the interactions that engineering has with the economic, social, health, safety, legal, and cultural aspects of society, the uncertainties in the prediction of such interactions; and the concepts of sustainability design and development and environmental stewardship.
10. Ethics and Equality: An ability to apply professional ethics, accountability, and equity.
11. Economics and Project Management: An ability to appropriately incorporate economics and business practices including project, risk, and change management into the practice of engineering and to understand their limitations.
12. Life-long Learning: An ability to identify and to address their own educational needs in a changing world in ways sufficient to maintain their competence and to allow them to contribute to the advancement of knowledge.

APPENDIX H: REVISION HISTORY

Version	Comments	Date
1.00	Initial Draft	21.Aprl.2018
1.01	Minor editing; CHEM II topical coverage replace by learning outcomes; ENGR I/II description updated; page numbers and header added; order of terms adjusted. P.Eng/Eng.L requirement added to specific course loads. PHYS III credits reduced to 3; editorial changes; addition of FOIPA requirement to access to applicant requirement; Canada-wide professional requirement from BC-only	27.Apr.2018
1.02	GA filled in from Engineers Canada reference; P.Eng/Eng.L requirement added to PHYS III; Added - Sending term suggestion to articulate course packages as much as possible	04.May.2018
1.1	P.Eng/Eng.L requirement removed from PHYS III (AUs adjusted accordingly for impacted institutions); CALC I/II description adjusted to match the first-year core calculus - science stream; Sequences and series, complex numbers, and polar coordinates and parametric equations added as recommended additional topics; MATLAB content LALG I changed to suggested; Course block transfers to each major receiving institution for units in the common curriculum added as Appendix I; Definitions renumbers as Appendix J; Term shorten to 12 effective weeks (AUs/GAs adjusted accordingly); GAs explicitly claimed in main text; Assessment methods removed from course unit descriptions ; PHYS I/II description re-structured.	24.May.2018
1.11	Clarity added to signature sheets; Pathway material is provided; Learning Outcomes header replaced by Learning Topics for some courses; Learning Outcome statements adjusted to better reflect a learning outcome; hours added to ethics/profession; impact on environment LO added to sustainability topic.	02.Jun.2018
1.12	Course-by-course articulation wording strengthened; clarity on term lengths; Adjustment to effective dates for change requests and withdrawal; Math curriculum update (2013) reflected; SFU Transfer pathway/requirements updated; Course-by-course transfers moved to Institutional appendix; P.Eng/Eng.L equivalency statement added;Minor edits.	12.Jun.2018

1.122	Minor editing. Agreed to by UBC, UVic, and UNBC at this iteration.	28.Aug.2018
1.123	Minor change to AU counts; Transfer pathway added to UNBC; TRU transfer pathway added	22.Nov.2018
1.130	Removed SFU pathways; Correct typo in UNBC requirements; Added signature lines for sending and receiving institutions.	28.Jan.2020
1.131	College of the Rockies added to signature page.	06.Feb.2020
1.40	Section 2.0*f* amended to include a good faith description and appropriate wording changes; TRU Appendix adjusted to reflect current practice; Signature page updated to reflect only capacity grant recipients and those who have explicitly indicated intent to sign.	12.Feb.2020

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

BOARD OF GOVERNORS

Agenda Item:	7.e. Transfer Agreement – Vancouver Island University – UNBC Engineering – M. Dale
Material:	1. Senate Motion No. S-202008.05 2. The Vancouver Island University – University of Northern British Columbia Engineering Transfer Agreement
Motion:	*That, the Board of Governors approves the Vancouver Island University - University of Northern British Columbia Engineering Transfer Agreement based on the Common First-Year Engineering Curriculum Agreement (CFYEC) as recommended and approved by the UNBC Senate, as presented.*

UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Motion Number (assigned by Steering Committee of Senate): **S-202008.05**

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the Vancouver Island University - University of Northern British Columbia Engineering Transfer Agreement based on the Common First-Year Engineering Curriculum Agreement (CFYEC) agreement be approved as proposed.

Effective Date: September 2020

Rationale: This agreement specifically maps courses from the VIU Engineering Transfer Certificate (ETC) program to 1st year UNBC courses to allow seamless transition for successful VIU students into 2nd year engineering at UNBC. Based on the CFYEC agreement. See attachment for Vancouver Island University - University of Northern British Columbia Engineering Transfer Agreement details.

Motion proposed by: Engineering

Academic Program: Engineering

Implications for Other Programs / Faculties? None

College: CSAM

College Council / Committee Motion Number: not applicable

College Council / Committee Approval Date: not applicable

Attachment Pages (if applicable): **3** pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF2020

Moved by: **Seconded by:**

Committee Decision: No Quorum – SCS sends directly to Senate for approval

Approved by SCAAF: _____ _____

Date **Chair's Signature**

For recommendation to ✓**, or information of** _____ **Senate.**

Vancouver Island University - University of Northern British Columbia Engineering Transfer Agreement

Vancouver Island University (VIU) is a fully accredited public post-secondary institution that enrolls approximately 8500 FTE students per year in a variety of academic and trades programs. VIU has four campuses through the mid-Island region and BC mainland coast including the main Nanaimo campus and satellite campuses at Parksville, Cowichan, and Power River.

In order to better serve its community, VIU offers the Engineering Transfer Certificate (ETC) program which can be used for transfer into the University of Northern British Columbia (UNBC) Bachelor of Applied Science (Engineering). This document confirms the details of the VIU - UNBC Transfer agreement.

- The VIU - UNBC Transfer program assures the curriculum content for students to transfer into second year of the Bachelor of Applied Science (Engineering) at UNBC. This formal agreement is based on both individual course equivalences established in the BC Transfer Guide as well as recognition of course groups specific to this agreement.

- VIU applicants who have completed the entire first-year engineering transfer program (as identified in Table 1) at VIU within two years, no later than April 30th, with a GPA of 2.0 or higher, and no course grade less than a 'C-' will be guaranteed placement within the Bachelor of Applied Science (Engineering) at UNBC.

- Applications from the VIU ETC must follow all applications procedures at UNBC, including applying for admission and submitting post-secondary and high school academic transcripts.

- UNBC agrees to post information on its website regarding the VIU ETC program, and UNBC Student Recruitment and the UNBC College of Science and Engineering will promote the transfer program option when meeting with high schools. The VIU ETC program agrees to post information on its website regarding the Bachelor of Applied Science (Engineering) at UNBC, and promote this transfer option to its students.

- UNBC may participate in a VIU transfer information session at least once a year to provide information about programs within the UNBC College of Science and Engineering.

This agreement is effective for transfer to UNBC starting in the 2020/21 academic year and will be reviewed annually with respect to curriculum, course equivalencies, transfer admission criteria, timeliness etc... Changes to this agreement (including its cancellation) will require a minimum of **two years** notice to either party.

Table 1. Required Courses for the VIU - UNBC Transfer Agreement

VIU	UNBC	UNBC Title	Comment
CSCI 160	CPSC 110	Introduction to Computer Systems and Programming	
ENGL 204	ENGR 110	Technical Writing	
ENGR 112 + ENGR 121	ENGR 117 + ENGR 151 + ENGR 152		See Note #1
MATH 100 (or MATH 121)	MATH 100	Calculus I	
MATH 101 (or MATH 122)	MATH 101	Calculus II	
MATH 141	MATH 220	Linear Algebra	
CHEM 150	CHEM 1XX + CHEM 120	CHEM 120 General Chemistry Laboratory I	Waive CHEM 100 General Chemistry I
PHYS 121	PHYS 110	Introductory Physics I: Mechanics /	
PHYS 122	PHYS 111	Introductory Physics II: Waves and Electricity	For students transferring into the environmental engineering program, waive CHEM 101 General Chemistry II / CHEM 121 General Chemistry Laboratory II. See Note #2 for more details.
ENGM 141 (or ENGR 214)	ENGR 130	Mechanics of Materials I	

Note #1 - UNBC accepts the block transfer of VIU ENGR 112 / ENGR 121 as equivalent to UNBC ENGR 117 / ENGR 151 / ENGR 152 for the purposes of the VIU - UNBC Transfer only.

Note #2 – For students transferring into the Environmental Engineering Program, students will be required to take UNBC CHEM 101/121 if they wish to take FSTY 205 and subsequent soil science courses upon transfer (electives in the environmental engineering program). Alternatively, to meet prerequisite requirements for elective courses (e.g. FSTY 205), students can take both VIU CHEM 140 and CHEM 142 in place of VIU CHEM 150. VIU CHEM 140 and CHEM 142 articulate to UNBC CHEM 100/120 and CHEM 101/121 respectively.

SIGNATORIES
The VIU - UNBC Transfer agreement is signed on behalf of:

_____ _____
Carol Stuart, Date
Vice President Academic and Provost
Vancouver Island University

_____ _____
Harry Janzen, Date
Interim Dean, Faculty of Science and Technology
Vancouver Island University

_____ _____
UNBC Date

_____ _____
UNBC Date

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

BOARD OF GOVERNORS

Agenda Item:	7.f. Agreements, Scholarships, Bursaries and Awards – M. Dale
Material:	1. Agreements, Scholarships, Bursaries and Awards as recommended and approved by the UNBC Senate for the period of June 2020 to August 2020.
Motion:	*That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the agreements, scholarships, bursaries and awards as recommended and approved by the UNBC Senate, for the period June 2020 to August 2020, as presented.*

Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Gorton Family Award be approved.

Effective Date: 2021-2022 Academic Year

Rationale: To activate the Gorton Family Award commencing the 2021-2022 Academic Year.

Proposed By: Emmy Blouin, Development Officer – Donor Relations

Advancement Contact: Emmy Blouin, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: May 1st, 2020

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20200513.03

Moved by: Jensen **Seconded by:** Budde

Committee Decision: CARRIED **Attachments:** 1 Page

Approved by SCSB: May 13, 2020 _____
Date **Chair's Signature**

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Entrance

Award Name: Gorton Family Award

Awards Guide Description/Intent: Louise Gorton established this award to ensure financial barriers do not stand in the way of achieving a university degree. This award honours UNBC students with a passion for teaching.

Donor: Louise Gorton

Value: $5,000

Number: Two

Award Type: Award

Eligibility: Available to a full-time undergraduate student entering the Bachelor of Education Program. First preference will be given to an Indigenous student. Second preference will be given to a student who has demonstrated commitment to Indigenous learning or knowledge.

Criteria: Demonstrated financial need and academic proficiency.

Conditions: No student may receive the Gorton Family Scholarship, Gorton Family Bursary, Gorton Family Rural Education Award, Gorton Family Education Award or Gorton Family Award during the same academic year.

Effective Date: Endowed 2020

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

Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the College Heights Veterinary Clinic Ltd. Award be approved.

Effective Date: 2020-2021 Academic Year

Rationale: To activate the College Heights Veterinary Clinic Ltd. Award commencing the 2020-2021 Academic Year.

Proposed By: Emmy Blouin, Development Officer – Donor Relations

Advancement Contact: Emmy Blouin, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: May 29, 2020

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20200610.03

Moved by: Budde **Seconded by:** Wagner

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

Approved by SCSB: June 10, 2020
Date

Chair's Signature

For information of Senate.

College Heights Veterinary Clinic Ltd Award

For UNBC Students

Terms and Conditions

THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Office of University Advancement
Jun 2020

Terms and Conditions for the College Heights Veterinary Clinic Ltd Award at the University of Northern British Columbia

The University of Northern British Columbia (UNBC) is delighted to establish the College Heights Veterinary Clinic Ltd Award with College Heights Veterinary Clinic Ltd. This document outlines the terms and conditions for this award.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: College Heights Veterinary Clinic Ltd Award

Awards Guide Description/Intent: The owners of College Heights Veterinary Clinic came from Argentina to Canada, looking for a better life for their family. They moved to Prince George, where, in 2012 opened the clinic. They love the life and community in Northern BC, and decided to establish this award for students from low income families who wish to attend UNBC and, if they are doing well, continue to support them for the duration of their diploma/degree. The recipient can be working towards any career and is encouraged to stay in the North after graduation.

Donor: College Heights Veterinary Clinic Ltd

Value: $1,000

Number: One

Award Type: Award

Eligibility: Available to a full-time undergraduate or graduate student who is a resident of Northern British Columbia.

Criteria: Demonstrated financial need and academic proficiency.

Note: This award is renewable up to three years, subject to the recipient maintaining the criteria of academic proficiency for this award.

Effective Date: Established 2020

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

ANNUAL AWARDS PARTNERSHIP ARRANGEMENTS:

College Heights Veterinary Clinic Ltd will:

- Provide the award funds in the amount of $1,000 to the University according to the following payment schedule:

$1,000	by	June 30, 2020
$1,000	by	March 31, 2021
$1,000	by	March 31, 2022

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 College Heights Veterinary Clinic Ltd Award in all appropriate UNBC materials and publications.

- Encourage student recipients to provide a letter of appreciation to the donor.
- Provide recognition to College Heights Veterinary Clinic Ltd.

Representatives of College Heights Veterinary Clinic Ltd 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:

_____
Tim Tribe, VP University Advancement
University of Northern British Columbia

_____
Date

_____
Flavia Bigas, Manager
College Heights Veterinary Clinic Ltd

_____
Date

FOR OFFICE USE ONLY

Date approved by The UNBC Senate Committee on Scholarships and Bursaries: _____

First award available in the September/January semester of 2020/21.

Copies to:
Manager of Treasury Services (If Endowed)
Office of University Advancement (2)

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: College Heights Veterinary Clinic Ltd Award

Awards Guide Description/Intent: The owners of College Heights Veterinary Clinic came from Argentina to Canada, looking for a better life for their family. They moved to Prince George, where, in 2012 opened the clinic. They love the life and community in Northern BC, and decided to establish this award for students from low income families who wish to attend UNBC and, if they are doing well, continue to support them for the duration of their diploma/degree. The recipient can be working towards any career and is encouraged to stay in the North after graduation.

Donor: College Heights Veterinary Clinic Ltd

Value: $1,000

Number: One

Award Type: Award

Eligibility: Available to a full-time undergraduate or graduate student who is a resident of Northern British Columbia.

Criteria: Demonstrated financial need and academic proficiency.

Note: This award is renewable up to three years, subject to the recipient maintaining the criteria of academic proficiency for this award.

Effective Date: Established 2020

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

Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

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

Effective Date: 2020-2021 Academic Year

Rationale: To revise the Miriam Matejova Awarwd commencing the 2020-2021 Academic Year.

Proposed By: Emmy Blouin, Development Officer – Donor Relations

Advancement Contact: Emmy Blouin, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: May 29, 2020

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20200610.04

Moved by: Horianopoulos **Seconded by:** Jensen

Committee Decision: CARRIED. **Attachments:** 1 Page

Approved by SCSB: June 10, 2020
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~~their dreams.

Donor: Miriam Matejova ~~and Don Munton~~

Value: ~~approx. $1700~~ $1,200

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. 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. Second preference will be given to a student enrolled in the Global and International Studies Program. Third preference will be given to a female student.~~

Available to a full-time undergraduate student entering UNBC who has completed high school or other secondary school outside of Canada and the United States. First preference will be given to a permanent resident or naturalized Canadian citizen who has not commenced any schooling in Canada or the United States prior to UNBC. Second preference will be given to a student enrolled in the Global and International Studies Program. 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.

Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Master of Engineering in Wood Design Program Scholarship be approved.

Effective Date: 2020-2021 Academic Year

Rationale: To update the effective date of this Scholarship so that it can continue until all funds are exhausted. Clarified wording on value to allow flexibility but noting the minimum value is $5,000

Proposed By: Dr. Erik Jensen, Dean

External Relations Contact: n/a

Faculty/Academic Department: CSAM

Date: June 8, 2020

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20200610.05

Moved by: Jensen **Seconded by:** Stathers

Committee Decision: CARRIED. **Attachments:** 1 Page

Approved by SCSB: June 10, 2020
Date

Chair's Signature

For information of Senate.

Master of Engineering in Wood Design Program Scholarship
Donor: Graduate Programs Office

Value: Min of $5,000.00~~, $10,000.00 or $15,000.00~~ towards the total cost of tuition for the MEng in Integrated Wood Design Program.

Eligibility: Available to full-time students entering the MEng in Integrated Wood Design Master's Program. Students must remain in satisfactory academic standing to maintain the scholarship.

Criteria: Academic proficiency or a minimum acceptable level of industrial/business/professional experience.

Application Instructions: All applicants to the program will be considered.

Note: The scholarships will be administered by the Office of Graduate Programs.

Recipient Selection: The recipients of the scholarships will be determined by a committee chaired by a representative of the Graduate Programs Office and comprising of the Dean of CSAM, the Chair of the MEng Integrated Wood Design Program, and two additional members appointed by the Graduate Programs Office with expertise in Integrated Wood Design

Effective: ~~January 2016, January 2017, January 2018 Program Entries.~~ Established 2016 and will continue until funding exhausted

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

BOARD OF GOVERNORS

Agenda Item:	8.a. Report of the Interim President
Material:	1. Quarterly Public Written Report of the Interim President

Overview

This report outlines the activities during my tenure as Interim President during the period since my last report to the UNBC Board of Governors (June 2020 to September 2020). Outlined below are a number of key items that have been active during this period.

COVID-19

The global community continues to be impacted by the ongoing and evolving COVID-19 pandemic. The focus for the UNBC community over the summer months has been full preparation for the Fall 2020 academic term. This preparation has taken tremendous efforts from everyone in our community to ensure the Fall term was ready to begin. I have continued to update the community on a variety of topics outlined below among others. As always, working with the team to ensure the UNBC COVID-19 website and all information is fully updated on our collective efforts to support the UNBC community during the COVID-19 pandemic.

- Assessment of campuses for implementation of safety protocols for all students, staff and faculty following Provincial Health Office guidelines
- Launch of the Fall 2020 Academic term
- Preparation to offer modified services on campus to support the UNBC community (e.g. Library, Registrar, Student support services, Student Residences) among others
- Preparation for the Winter 2021 Academic Term

Senior Leadership

Over the past 3 months I have made some changes and additions within the senior team to support the direction of the University:

- Interim Provost & VP Academic: Dr. Mark Dale
- Vice Provost Indigenous Initiatives: Dr. Henry Harder
- Vice President Finance & Administration: Final stages

Budget

Following the completion of the University of Northern British Columbia's 20/21 budget cycle as outlined during the June Board of Governors meeting , we would begin work on the 21/22 budget process. This will be year two of a four-year economic sustainability framework and plan to address the financial situation to achieve both short and long-term economic sustainability. The 20/21 budget was extremely difficult for the UNBC community given the decisions that needed to made but as conveyed during our consultations and communications, a necessary step to ensure UNBC continues to achieve our mission and mandate and evolve as one of Canada's small research-intensive Universities and address its financial situation. The *Resource Priorities Allocation Committee (RPAC)* has completed our initial assessments and we had our first set of consultations including the newly named Collaborative Leadership Forum (CLF); a group of senior leaders across the institution. As outlined in the 21/22 budget planning process

we will continue with University wide consultation into the development of the 21/22 University Budget. The Principles of our budget remain as last year which are:

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

University Community Engagement

Since the beginning of my term as Interim President, I continue to build relationships and connecting with our internal community to listen and hear their thoughts about "their" University. My "Presidential Office Hours" have continued on a bi-weekly basis to meet with staff and faculty which has been well received. Additionally, during COVID it has been challenging to ensure our UNBC community remains connected and be recognized for the outstanding work they have done to keep our University moving forward. I have hosted a number of "thank you" events virtually to connect with our staff and faculty who are working from home. I have also hosted a thank lunch with safety protocols in place for those staff and faculty whom work on campus. I feel it is critical to remain connected and let the UNBC community know how we appreciate all they are doing during this extremely challenging time. I have also connected externally with stakeholders which are integral to the success of UNBC's mission and mandate and although COVID-19 has impacted connecting with our external community, I have had initial engagements via phone or video-conference meetings. Outlined in Appendix A of this report are select meetings which highlight some my engagement activities.

Labour Relations

As outlined in previous reports to the Board of Governors, I have continued to work on building our relationships with the University labour groups. This includes continuing with the bi-weekly meetings with the leadership of the labour groups and additional meetings where appropriate to address emerging areas of interest. The joint Labour Relations Review with the Faculty Association has now been completed and I am now working with the President of the Faculty Association to provide information as to outcomes of that review. Myself and the Faculty Association President have also jointly provided an update message to the UNBC community on the ongoing arbitration which is a positive step in our evolving relationship. I remain excited by these developments and I look forward to the next steps in our relationship building with all our labour groups at UNBC.

Governance

I moved forward with an external formal Governance Review that was announced to the University community on April 21st. This review has now been completed and I have received the final report to provide recommendations and approaches on ensuring UNBC's aspiration for good governance. I am working on the next steps of this review and on sharing the findings of the report.

Equity Diversity and Inclusion and Confronting Racism

Following discussions with individuals and groups within the UNBC Community over the past few months, I have subsequently launched two initial initiatives to address issues related to Equity Diversity and Inclusion and Racism at UNBC. We have to ensure UNBC is a safe place for all and I am fully committed to listening, learning and ultimately turning words to action to positively impact UNBC. Those two initiatives which have already began to meet are:

- President Task Force of Equity Diversity and Inclusion
- President's Round Table with Students on Confronting Racism at UNBC

Enrolment

As of September 1st, the total enrolment was 3,321 students across the undergraduate and graduate cohorts. This year we received more applications than we have for at least 15 years (5,137 – an almost 20% increase over last year). This has translated in being down 5 students (Head count) from last year which is a 0.2% decrease. This is encouraging, considering the potential impact of COVID-19 on student enrolment. Our International student numbers are 367 in total (243 undergraduate students and 123 graduate students. Additionally, students who have identified themselves as Aboriginal (included across above number sets)

- 2020 - 326
- 2019 - 330
- 2018 – 328
- 2017 – 257
- 2016 – 244

Academic Restructuring

Critical to UNBC's long-term success is the implementation of the new 5-Faculty model. During the last period since the UNBC Board of Governors have met there has been the successful recruitment of the 5 new Deans for the new 5-Faculty model. We have been able to successful recruit 4 new Deans (3 external) and appoint an interim Dean in the Faculty of the Environment to ensure a successful launch on April 1st, 2021. Under the leadership of Dr. Dale, we are in full planning and implementation for this launch date.

Summary:

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

Immediate Key Areas of Focus

- *Covid-19 Planning and Implementation: Ensuring that UNBC's planning, preparation and implementation framework aligns with the guidelines of the Provincial Health Office and supports the health and safety of the entire University community in meeting our collective activities (academic, research and administrative).*

- *Academic Planning & Restructuring: Ensuring the Academic Plan and implementation move forward to support this new direction for the University.*

- *Enrolment: Working with the team to develop and implement a strategic Enrolment Plan that supports both domestic and international undergraduate and graduate students.*

- *Budget: Implement a renewed budget framework and strategy that informs both the 21/22 budget and long-term fiscal responsibility, making decisions that support UNBC's core mandate to ensure economic sustainability.*

- *Labour relations: Continue to work on positive relationships and outcomes with the labour groups at UNBC.*

- *External Community Engagement: Re-engage our external UNBC community as a valuable and integral stakeholder to support the University.*

- *Partnerships with Northern Post-Secondary Institutions: Continue to work with the three other northern post-secondary institutions in moving towards new partnerships highlighted in the Building Strength through collaboration: Post-Secondary Education in Northern British Columbia report.*

- *Assessment of UNBC Strategic Priorities: Review UNBC's strategic road map and ensure the mission and mandate has the necessary infrastructure and direction to achieve success.*

Appendix A: Interim President Selected Activity Report

	President's Monthly Activity Report to the Board of Governors September 25, 2020 Last Meeting Attended: June 19, 2020	
June		
18th	President, Coast Mountain College via telephone	Prince George
22nd	UNBC Town Hall Meeting	Prince George
24th	Media Calls RE: 2020 Young University Rankings	Prince George
25th	Teleconference with AEST Deputy Minister and PSI Presidents	Prince George
26th	UNBC Class of 2020 Virtual Convocation Ceremonies	Prince George
26th	President's Open Office Hours	Prince George
26th	CKPG Interview RE: Convocation	Prince George
29th	Meeting with NUGSS General Manager & Assistant Manager	Prince George
29th	Meeting with UNBC Afro-Caribbean Student Association	Prince George
July		
7th	CKPG Interview RE: UNBC Lay Offs	Prince George
8th	RUCBC Strategy Brief	Prince George
9th	Teleconference with AEST Deputy Minister RE: Go Forward Guidelines Discussion	Prince George
9th	MSRHR Bi-Weekly Chair/Vice-Chair Teleconference	Prince George
10th	President's Open Office Hours	Prince George
11th	Dinner Meeting with President, Coast Mountain College	Prince George
14th & 15th	Essential Services Staff Appreciation Lunch	Prince George
17th	Staff Appreciation Meetings with President	Prince George
20th	RUCBC President and RUCBC Presidents Pre-Meeting Update	Prince George
21st	Meeting with CNC President RE Update	Prince George
21st	Telephone Call with MLA, Nechako Lakes RE: UNBC Update	Prince George
21st	CNC Strategic Planning Interview	Prince George
22nd	Meeting with RUCBC President RE UNBC Winter Semester	Prince George
24th	Telephone Call with MLA, Prince George – Mackenzie RE: UNBC Update	Prince George
24th	President's Open Office Hours	Prince George
28th	Telephone Call with MLA, Prince George – Valemount	Prince George
August		
5th	Media Interview with CKPG RE Fall Semester Update	Prince George
6th	Telephone Call with RUCBC President RE Current Ministry Directive	Prince George
7th	Participant in Ask a Prof Friday	Prince George
7th	President's Open Office Hours	Prince George

11th	Media Interview with CFIS-FM RE Fall Semester	Prince George
12th	Meeting with CMC President RE UNBC/CMC Collaboration	Prince George
13th	Meeting with CNC President RE Update	Prince George
14th	Support PG Update meeting with City of Prince George	Prince George
19th	Presidents' Briefing on Embedding Social Impact into Strategic Plans	Prince George
20th	MSFHR Biweekly Chair/Vice-Chair meeting	Prince George
24th	AEST Call with PSI Presidents	Prince George
25th	MSFHR Executive Committee meeting	Prince George
25th	UNBC Parents & Families Panel Session	Prince George
25th	RUCBC Presidents - COVID coordination/update	Prince George
26th	Universities Canada Presidents Summer Regional Roundtable with Deputy Minister University Champions	Prince George
26th	UNBC Land Trust - Finance / Operating Loan Discussion with Consultants	Prince George
27th	Kaffeeklatsch Discussion	Prince George
27th	Meeting with RUCBC President	Prince George
27th	Meeting with Moss Rock Park Foundation Board	Prince George
September		
4th	Lheidli T'enneh Ancient Forest Enhancement Project Press Conference	Prince George
4th	President's Open Office Hours	Prince George
4th	Virtual Presidents' Roundtable for Faculty & Staff	Prince George
7th	Orientation Move In Day	Prince George
8th	Virtual Student Welcome Event	Prince George
9th	CBC Daybreak North Interview	Prince George
10th	PG Citizen Interview	Prince George
10th	City of PG Support PG Update Meeting	Prince George
11th	Northern Post-Secondary Council Meeting	Prince George
15th	President's Task Force on Equity, Diversity and Inclusion Inaugural Meeting	Prince George
17th & 18th	Arbitration Hearings	Prince George
21st	Student Roundtable on Confronting Racism on our Campus	Prince George
22nd	CSA/UBC Joint Working Group	Prince George

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

BOARD OF GOVERNORS

Agenda Item:	8.a.(i) Reports of the Vice-Presidents – Interim Provost and Vice-President Academic
Material:	1. Quarterly Public Written Report of the Interim Provost and Vice-President Academic

UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Office of the Provost and Vice-President Academic

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

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

Our Values

Experiential Learning and Discovery

Inclusiveness and Diversity

Community

Integrity

Academic Excellence

Our Signature Areas

Environment and Natural Resources

First Nations and Indigenous Priorities

Health and Quality of Life

Northern Community Sustainability and Development

Innovative and Quality Distributed Delivery Programs

Report to the UNBC Board of Governors

Submitted by Dr. Mark Dale, Interim Provost and Vice-President Academic
For the period June 2020 to September 2020

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

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

1. Indigenous
   a. Office of Indigenous Initiatives
      Confirmed the appointment of the new Vice-Provost Indigenous Initiatives, Dr. Henry Harder for a two-year term.
      - Introducing the Office of Indigenous Initiatives as the central point of contact and coordination for Indigenous communities and partners across the North.
      - Supporting faculty and staff in responding to the Truth and Reconciliation's Calls to Action and the UNBC Academic Action Plan.
      - Realigning the First Nations Centre as an integral part of the Office of Indigenous Initiatives.
      - Supporting the community engagement and development of the UNBC Indigenous Action Plan and 2021/22 Aboriginal Service Plan.

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

2. Graduate Programs
   a. New/Renewed Programming
      - Facilitating various aspects of the UBC Physical Therapy and Occupational Therapy degree programs.
      - Supporting the Dean and the School of Education in the renewal of the Master of Education Program.
      - Supporting the Dean and the Department of Psychology in moving the Master of Education in Counselling degree to a Master of Arts (MA) in Counselling and Psychology.
      - Supporting the Dean and the School of Business in developing the MBA degree program that will be offered in Grande Prairie.
      - Supporting the Dean in the development of an MASc in Engineering degree program proposal for DQAB review and Minister approval.

3. Undergraduate Programs
    a. New/Renewed Programming
    Supporting, leading and facilitating various aspects of the following new academic programs at UNBC:
        - Engineering Laboratory: Renovations of new laboratory and procurement of capital and minor equipment.
        - Nursing in the Northeast: Ministry approved a deferral of this program start to F21 due to impacts of COVID.
        - Bachelor of Education: Continuing with the revision of the Bachelor of Education program offered at all UNBC campuses.

    b. COVID-19
        - Chairing weekly meetings of the Readiness Group, previously called the Fall Planning Group, to discuss and give advice about the winter term and beyond, in response to the pandemic and its effects on teaching and learning at UNBC.

4. Student Affairs
    a. Orientation
    Implemented the accelerated plans for on-line orientation:
    Online Student Orientation Modules Welcome
    https://360.articulate.com/review/content/4d7ce178-147a-49e4-80b8-c751d65d03f8/review
    Planning Your Academic Journey
    https://360.articulate.com/review/content/8a8ce6d7-8d9c-4849-8676-19a5fea51825/review
    Success Starts Within
    https://360.articulate.com/review/content/ec35ec90-2ede-4016-b3a1-d82c9ec4d8fa/review

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

1. Academic Restructuring:
    a. Dean Searches
    Finalized the selection process for 4 of the 5 Deans of the new Faculties:
        - Faculty of Business and Economics: Dr. Ronald Camp
        (Start Date: January 1, 2021)
        - Faculty of Human and Health Sciences: Dr. Shannon Wagner
        (Start Date: July 1, 2020)
        - Faculty of Indigenous Studies, Social Sciences and Humanities: Dr. Kriston Rennie
        (Start Date: January 1, 2021)
        - Faculty of Science and Engineering: Dr. Deborah Roberts
        (Start Date: October 1, 2020)

    Faculty of the Environment: Interim Dean appointed: Dr. Peter Jackson (Start Date: January 1, 2021). The search for a permanent Dean will commence in October, with an anticipated start of July 1, 2021.

b. Provost's Advisory Committee on the Academic Action Plan
Leading and facilitating discussions with the Provost's Advisory Committee on the Academic Action Plan. This committee plays an important role in supporting, advocating and advising on the implementation of the recommendations. Discussions have included:
   - Online student orientation and modules
   - Student advising model
   - Electronic tenure and promotion processes
   - Creation of the School of Engineering
   - Librarians and Archivists alignment to the five faculties
   - Academic Leadership Development and Onboarding Program

c. Graduate Programs
   - Realigned the Graduate Programs under the Vice-President Research until April 1, 2021 to coincide with the implementation of the five Faculties and the transition of accountabilities to the Deans.

d. Retired Faculty - Access to Service and Resources
   - Supported the development of procedures that provide details about UNBC's services and resources that faculty may access upon retirement (draft and consultation stage).

e. Implementation of the five Faculties
   - Supporting the transition to five Faculties and working with units across the University to identify priorities in preparation for implementation on April 1, 2021.

2. Registrar
   a. Delivery Methods
      - Supporting changes to delivery methods and adjusting scheduling in F20 and W21 to align with alternative delivery course plans.

3. Recruitment
   - Revised the committee structure to review student recruitment and retention, and student success: the Enrollment Task Force has evolved into "Students' Plus", currently Provost, Registrar, Recruitment, International Education, & Student Affairs, with additional participants to join in as required.

4. Library
   a. University Librarian
      - Chairing the University Librarian Search Committee. Currently at the decision stage.

Strategic Priority #3 - Enhance the research culture

1. Research personnel
    a. Faculty
        - Oversee the hiring of tenure-track faculty with proven research excellence or promise.

    b. Academic administrators
        - Encourage continued research activity.
        - Set an example of research involvement and productivity.

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

1. Planning and Budget
    a. Integrated Planning
        - Collaborating and supporting the development of the 2021/22 planning strategies and priorities with the President, Vice-Presidents, Integrated Planning, and Financial Services.
        - Facilitating the Customer Relationship Management (CRM) System Project to
            - enhance student recruitment, retention, and tracking.
            - enhance the student experience and support students throughout their journey at UNBC (from prospect to alumni).
            - unify communications and coordinate supports across multiple student services.

    b. Information Technology
        - Restructured the current Information Technology Security Officer role as a Chief Information Security Officer and realigned reporting direct to the Provost and Vice-President Academic to:
            - focus on a strategic university-wide mandate as the technology used to manage and manipulate it has become a critical infrastructure that affects every aspect of university operations, research, and teaching.
            - develop and implement an information security program for UNBC to defend against actions aimed at obtaining valuable research data, attempting to defraud staff and students, or causing disruption to university operations
        - Refreshing audio visual equipment in classrooms and WIFI connectivity on campus.
        - Continuing to ensure our infrastructure systems are sufficient to support alternative delivery for teaching and support services.

    c. Labour Relations
        - Attended the monthly Joint Consultation Committee meeting with the UNBC FA to discuss articles and issues to deal proactively with potential grievances and increase communications and improve relations.

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Other current and key initiatives and collaborations:

Renew efforts on the development of the on-line BHSc, with Dean Wagner.

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

Work with CTLT and others on “web & coach” and other models of course delivery.

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

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

Facilitate a smooth and effective transition from two Colleges to five Faculties.

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

BOARD OF GOVERNORS

Agenda Item:	8.a.(i) Reports of the Vice-Presidents – Interim Vice-President, Finance and Administration
Material:	1. Quarterly Public Written Report of the Interim Vice-President, Finance and Administration

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First Nations and Indigenous priorities

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Northern Community Sustainability and Development

Innovative and Quality Distributed Delivery Programs

Report to the UNBC Board of Governors

Submitted by Colleen Smith, Interim Vice-President, Finance
For the Period July to September 2020

The Office of the Vice President, Finance is comprised of the following areas:

- Office of the Vice President
- Facilities & Capital Planning
- Financial Services
- Health & Well Being
- Human Resources
- Integrated University Planning (joint report with Provost)
- Safety and Security

Highlights

COVID 19

COVID-19 continues to impact all areas of the University's operations. Significant work continues in all areas to ensure the safety and security of employees and students who are present on campus and to plan for the beginning of the Fall term. Preparation for the start of term and return to work on campus in some areas includes exposure control plans, documentation, room occupancy limits, installation of Plexiglas shields, reminder decals; staff in Safety & Security and Facilities & Capital Planning have been key in ensuring implementation of these measures. We have also provided online training modules for all employees who are working on campus that deal with basic COVID-19 information, hygiene tips, and several points to consider regarding working around others safely and responsibly.

We are currently updating estimates of the financial impacts of the pandemic on the overall operations of the University. While enrolment numbers are encouraging, there are significant disruptions in many operational areas that impact our financial position.

Other

Work on various capital projects has continued over the summer, with all projects currently on time and on budget. Financial reporting requirements, including quarterly reports and forecasts to the province, the Statement of Financial Information, Charitable Information Return and various others, require significant attention in the summer months.

Finalizing the startup requirements for the Land Trust, as well as details of operationalizing activities continue as well. Planning for the 2021/22 fiscal year also started in earnest in August.

From a personnel perspective, we were very happy to welcome Michelle McKinnon as Manager, Contracts & Supply Chain Management in July. We were also pleased to have Arleta Lucarelli move to the role of Acting Director, Human Resources in September; Arleta will be serving in the role while Kerry Roberts enjoys a well-deserved parental leave.