



**BOARD OF GOVERNORS
PUBLIC MEETING PACKAGE**

**Saturday, June 14, 2014
UNBC Senate Chambers**

BOARD OF GOVERNORS - PUBLIC SESSION AGENDA

Saturday, June 14, 2014

9:15am – 11:45am

UNBC Senate Chambers

Participants:

Stephen Bennett, Louise Burgart, Andy Clough, Mark Dale, Kathy Lewis, John MacDonald (regrets), Judy Mason, Ryan Matheson, Glen Montgomery, Shannon Norum, Harry Nyce Sr.(regrets), Don Prior, Jonathan Swainger, John Turner, Simon Yu

UNBC Representatives (Non-Voting):

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

1. Chair's Remarks

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

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

2. Approval of Agenda – page 4

Regular *That, the Agenda for the Public Session of the June 14, 2014 meeting of the Board of Governors be approved, as presented.*

3. Approval of Minutes

Regular a. March 29, 2014 – page 5

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

b. May 29, 2014 – page 10

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

4. Business Arising

5. Human Resources Committee – Judy Mason, Chair

Regular a. Currently Advertised Faculty Positions (discussion) – J. Young – page 12

Consent b. Harassment & Discrimination (information) – M. Dale - page 15

6. Finance and Audit Committee – Louise Burgart, Chair

Regular a. Enrolment Report (discussion) – J. Young – page 18

Consent b. Capital Projects Update (information) – E. Bray – page 23

- Regular c. Five Year Capital Plan (approval) – E. Bray – **page 25**
That, the Finance and Audit Committee recommends to the Board of Governors the approval of the Five Year Capital Plan for the University of Northern British Columbia, as presented.
- Consent d. Agreements, Scholarships, Bursaries & Awards (information) – M. Dale – **page 40**
- Consent e. Routine Capital Year End Report (information) – E. Bray – **page 96**
- Regular f. Northern Sport Centre Ltd. Financials (approval) – E. Bray – **page 98**
That, the Finance and Audit Committee recommends to the Board of Governors the approval of the Northern Sport Centre Limited Income Statement and Retained Earnings for the year ended March 31/14.
- Consent g. Debt Schedule Report (information) – E. Bray – **page 102**
- Consent h. Endowment Investment Portfolio Update (information) – E. Bray – **page 104**
- Consent i. Northern Sport Centre Annual Report (information) – E. Bray – **page 109**
- 7. Governance Committee – Ryan Matheson, Chair**
- Consent a. Institutional Accountability Plan and Report (approval) – M. Dale – **page 139**
That, on the recommendation of the Governance Committee, the Board of Governors approves the 2014/15 – 2016/17 Institutional Accountability Plan and Report for the University of Northern British Columbia, as presented.
- 8. Office of External Relations – Rob van Adrichem**
- Regular a. Office of External Relations Report (discussion) – R. van Adrichem - **page 157**
 (i) Fundraising Report
 (ii) Communications with Stakeholders
 (iii) Report on Government Relations
- 9. Office of Research – Ranjana Bird**
- Regular a. Office of Research Report (discussion) – R. Bird – **page 161**
- 10. President’s Report**
- Regular a. Report on President’s Activities (information) – **page 167**
- Consent b. University Plan Update (information) – **page 168**
- 11. Chancellor’s Report – page 169**
- 12. Other Business – page 170**
- a. Terms of Reference for the UNBC Chancellor Advisory Task Force (CATF) (Approval) – R. Matheson
That, on the recommendation of the Governance Committee, the Board of Governors the approves the Terms of Reference for the UNBC Chancellor Advisory Task Force (CATF), as presented.

BOARD OF GOVERNORS – PUBLIC SESSION

Approved for Submission:



Dr. Mark Dale
 Interim President and Vice-Chancellor

AGENDA ITEM BRIEFING NOTE

Date:	May 29, 2014			
Agenda Item:	2. Approval of Agenda			
Prepared For:	<input type="checkbox"/> In-Camera Session		<input checked="" type="checkbox"/> Public Session	
Purpose:	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
Prepared By:	Denise Nagy, Acting Executive Assistant, UNBC Board of Governors			
Reviewed By:	John Turner, Chair, UNBC Board of Governors and President's Executive Council			

Material: Agenda for the Board Public Session of June 14, 2014 attached.

Issue:

Background:

Motion: *That, the Agenda for the Public Session of the June 14, 2014 meeting of the Board of Governors be approved as presented*

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	May 27, 2014			
Agenda Item:	3. a. Approval of Minutes – March 29, 2014			
Prepared For:	<input type="checkbox"/> In-Camera Session		<input checked="" type="checkbox"/> Public Session	
Purpose:	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
Prepared By:	Denise Nagy, Executive Assistant, UNBC Board of Governors			
Reviewed By:	John Turner, Chair, UNBC Board of Governors			

Material: 3. a. Public Session Minutes of the March 29, 2014 meeting attached.

Issue:

Background:

Motion: *That, the Public Session Minutes of the March 29, 2014 meeting of the Board of Governors be approved as presented.*

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	May 29, 2014			
Agenda Item:	3. b. Approval of Minutes – May 29, 2014			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
Prepared By:	Denise Nagy, Executive Assistant, UNBC Board of Governors			
Reviewed By:	John Turner, Chair, UNBC Board of Governors			

Material: Public Session Minutes of the May 29, 2014 meeting attached.

Issue:

Background:

Motion: *That, the Public Session Minutes of the May 29, 2014 meeting of the Board of Governors be approved as presented.*

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	May 30, 2014			
Agenda Item:	5. a. Currently Advertised Faculty Positions			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Joan Schneider, Executive Assistant, Vice President and Provost			
Reviewed By:	John Young, Acting Vice President Academic and Provost			

Material: Memorandum Attached.

Issue:

Background:


Motion:

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

Remarks/Next Steps:



MEMORANDUM

TO: Mark Dale, Interim President and Vice-Chancellor
FROM: John Young, Acting Vice President Academic and Provost 
DATE: May 30, 2014
RE: Currently Advertised Faculty Positions

COLLEGE OF ARTS, SOCIAL & HEALTH SCIENCES

School of Education

Assistant Professor

Posting: FAED12-13

Applications Received to Date: 53

Status: Successful Search – Candidate Hired

Closing date: December 6, 2013

Preferred start date: January 1, 2014

Department of First Nations Studies

Assistant Professor

Posting: FAFN10-13

Applications Received to Date: 11

Status: Candidate to be Approved by Board of Governors

Closing date: January 16, 2014

Preferred start date: July 1, 2014

School of Health Sciences

Assistant Professor

Posting: FAHS13-13

Applications Received to Date: 41

Status: Negotiating with Candidate

Closing date: January 31, 2014

Preferred start date: July 1, 2014

Department of History

Assistant Professor

Posting: FAHI15-13

Applications Received to Date: 72

Status: Successful Search – Candidate Hired

Closing date: January 31, 2014

Preferred start date: July 1, 2014

**Report of the Harassment and Discrimination Advisor
April 30, 2014**

This report covers the period of May 1 2013 to April 30 2014. Dr. Shannon Wagner served as Advisor between May and December 2013. On January 1, 2014, Dr. Lela Zimmer took over the position.

Report from Shannon Wagner:

The total number of new inquiries received prior to January 1, 2013 was 15. Of those 15 inquiries, 8 were requests for information only, 5 concerned matters that were redirected to more appropriate channels, 1 were informal complaints resolved within the reporting period, and 1 moved onto tribunal/investigation processes outside of the University.

The H&D office conducted three educational sessions on campus in the reporting period, as follows.

- *Faculty Information Session*, “speed dating” format, 1.5 hours, on August 27, 2013.
- *Grad Student Orientation*, Sept 03th, 2013.

I also completed continuing education activities regarding privacy issues, and ongoing training with Adriana Wills, UNBC legal counsel.

Sincerely,



Shannon Wagner, Ph.D., R.Psych.
Harassment and Discrimination Advisor (to Jan 01, 2013)

Report from Lela Zimmer:

Six new inquiries were received between January 1, 2014 and April 30, 2014. Of these six, one was an informal complaint that was resolved within the reporting period, three were for information only, and two were redirected to more appropriate channels.

I completed a Harassment & Discrimination Advisor Position Orientation Session with Adriana Wills, UNBC legal counsel, on January 29, 2014. As the H&D Advisor, I participated in UNBC Respect Week 2014 in the following way:

- Prepared and distributed an educational brochure, “Responding to Harassment and Discrimination at UNBC”
- Was available at an information table, Student Services Street, February 26, 2014



Lela Zimmer, Ph. D., R.N.
Harassment and Discrimination Advisor January 1 to April 30, 2014

AGENDA ITEM BRIEFING NOTE

Date:	June 14, 2014		
Agenda Item:	6.a. Enrolment Report		
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session	
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input type="checkbox"/> Approval
Prepared By:	Sharon Thompson, Executive Assistant to the Provost		
Reviewed By:			

Material: Report attached.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

May 15th Update of Summer 2014 FTE and Fall 2014 Applications

The following summary compares summer 2014 Full Time Equivalents (FTE) and headcounts as of May 15th 2014 to winter 2013 numbers as of May 15th 2013. Fall 2014 application numbers are also compared to Fall 2013 numbers as of the May 15th snapshots.

Summer 2014 FTE and Registration Numbers:

- Total FTE (excluding international fee paying FTE) down -1.0% (-6.8)
 - At 78.6% of estimated summer portion of ministry FTE targets
 - At 82.0% of Measure (M)
- Overall unique registrations up 1.3% (19hc)
 - At 80.6% of estimated summer portion of head count needed to meet ministry FTE targets
 - At 76.3% of Measure (M)

More detailed:

Full Time Equivalents (FTE)

- Undergraduate FTE down -15.3% (-54.7)
 - At 60.8% of estimated summer portion of ministry FTE targets
 - At 85.9% of Measure (M)
- Graduate FTE down -4.9% (-20.0)
 - At 95.3% of estimated summer portion of ministry FTE targets
 - At 77.5% of Measure (M)
- Continuing Studies FTE up 373.0% (45.5)
 - At 253.0% of estimated summer portion of ministry FTE targets
 - At 93.1% of Measure (M)

Included in above numbers:

- International (domestic tuition paying) FTE up 13.5% (9.4)
 - At 111.3% of Measure (M)
- International (international tuition paying) FTE down -26.0% (-20.7)
 - At 81.1% of Measure (M)

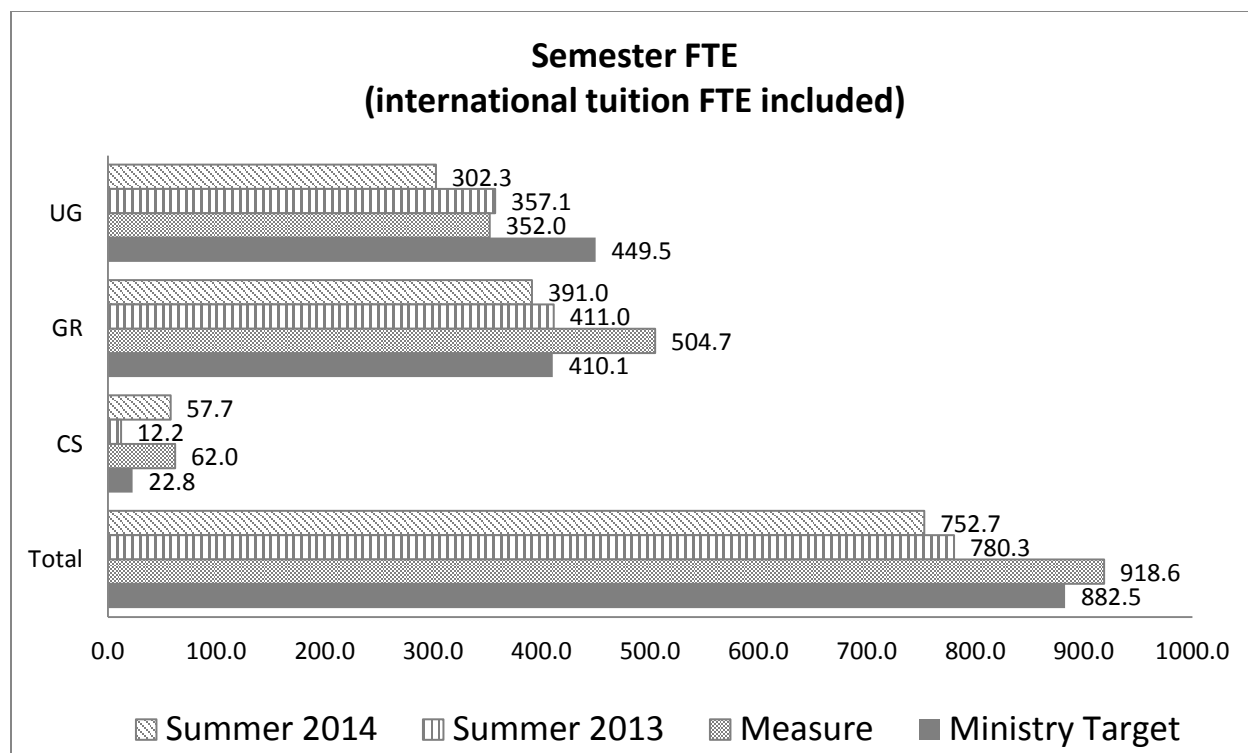
Total FTE change with international tuition paying FTE removed is down -1.0% (-6.8).

CASHS FTE is down 13.5% (-54.8)

- Undergraduate down 10.5% (-15.5)
- Graduate up 15.2% (-39.3)

CSAM FTE is down 7.0% (-24.0)

- Undergraduate down 21.0% (-40.0)
- Graduate up 10.5% (16.0)



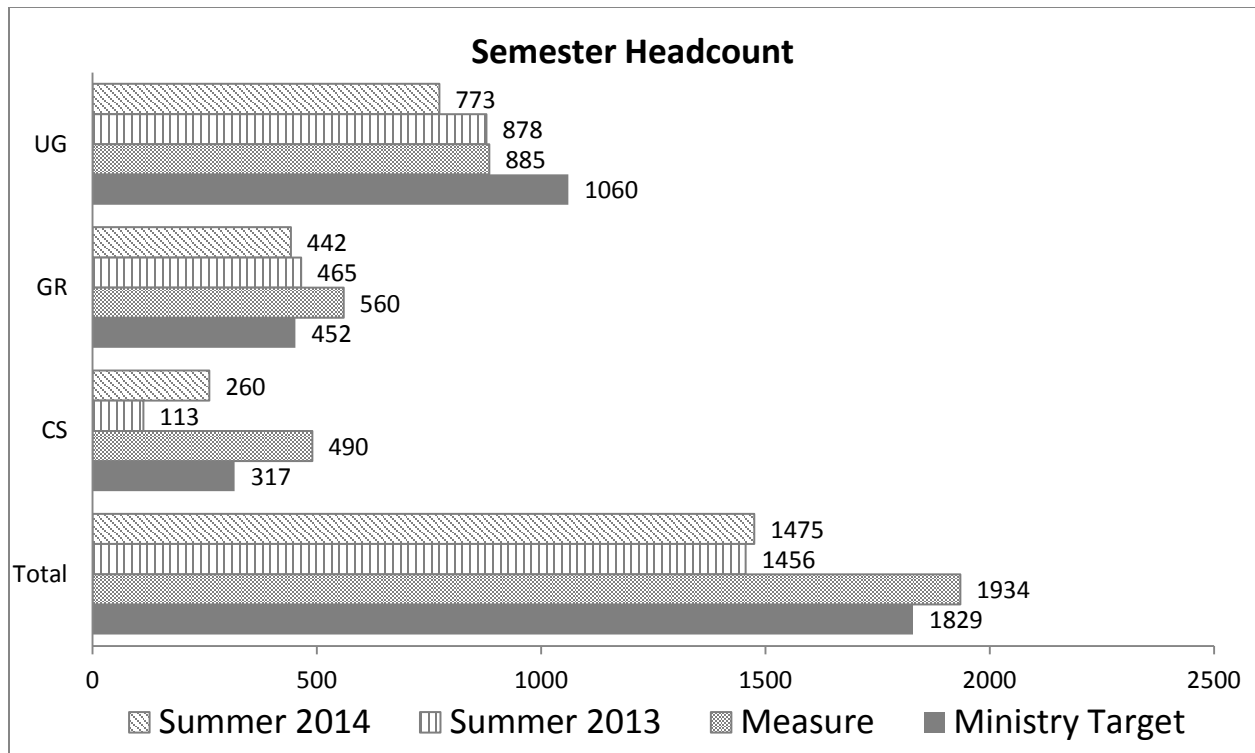
Registrations (hc)

- Undergraduate registrations down -12.0% (-105hc)
 - At 72.9% of estimated summer portion of head count needed to meet ministry FTE targets
 - At 87.4% of Measure (M)
- Graduate registrations down -4.9% (-23hc)
 - At 97.8% of estimated summer portion of head count needed to meet ministry FTE targets
 - At 78.9% of Measure (M)
- Continuing Studies registrations up 130.1% (147hc)
 - At 82.1% of estimated summer portion of head count needed to meet ministry FTE targets
 - At 53.1% of Measure (M)

Included in above numbers:

- International (domestic tuition paying) registrations up 13.5% (10hc)
 - At 113.0% of Measure (M)
- International (international tuition paying) registrations down -17.8% (-29hc)
 - At 88.7% of Measure (M)

Total unique registration up 1.3% (19hc).



Fall 2014 Applications Preliminary Numbers:

(Only students applying to UNBC for the fall 2014 term are included in these numbers)

Fall 2014 vs. 2013 Applications summary (May 15th snapshots):

- Total applications down -3.8% (-96 h.c.) from fall 2013.
 - At 79.4% of Measure (M).
- Total admissions down -17.7% (-298 h.c.) from fall 2013.
 - At 66.2% of Measure (M).
- Total registrations down -16.1% (-56 h.c.) from fall 2013.
 - At 24.9% of Measure (M).

Appendix

Some definitions/notes:

- What is an FTE? FTE is enrolment (headcounts) converted to the equivalent number of students carrying a normal full credit load. FTE is calculated by taking a student's semester credit total and dividing by the standard full course load credit total. Generally speaking for undergraduate students this would be semester total/15. For graduate students if they are taking 6 or more credits they are 1FTE and if they are taking less than 6 credits they are 0.333FTE (there are some finer points involved with calculating FTE but for the purpose of a general description they need not be discussed). The FTE value is calculated for each student enrolled in a given semester and then totaled to come up with the overall semester FTE.
- A point of note is that international students paying international tuition rates do not have their FTE included in reports that we submit to the ministry with regards to targets or funding levels. The reason for this is that they are paying a "cost recovery" rate of tuition and as such are not funded by the ministry.
- A "Measure" (M) is a comparator number derived from the average of the last three years official final numbers for the semester being reported on. For example the Measure (M) for a fall 2011 FTE report would be based on the official numbers from the fall 2010, 2009 and 2008 terms.
- Ministry targets are provided to the institution based on final year end annualized numbers; in order to come up with estimated term targets the ministry target was broken down based on the average split of FTE UNBC sees between summer, fall and winter terms. Further to this the estimated headcount targets were determined by using the average number of students it takes to generate 1FTE in a given semester and at a given student level.
- The ministry targets provided to UNBC includes a portion of "undesignated" FTEs; for the purpose of this report these "undesignated" FTE are used as the targets for continuing studies.

AGENDA ITEM BRIEFING NOTE

Date:	June 14, 2014			
Agenda Item:	6. b. Capital Projects Update			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Shelley Rennick, Director, Facilities Management			
Reviewed By:	Eileen Bray, VP Administration & Finance			

Wood Innovation and Design Centre Update:

Building:

Construction of the building is almost complete. The schedule calls for substantial completion of the building by July 29, 2014. UNBC staff are working with the team from Partnerships BC to coordinate fit-out of the building for the proposed degree programs in wood engineering. It is expected that the new Engineering staff will occupy the space some time this fall.

Budget:

Although this is not a UNBC building, due to the academic programming taking place in the WIDC, government has agreed to provide funding to UNBC to outfit the space we will be occupying. The funding is broken down as follows:

Research Equipment	\$1 million
AV/IT Design & Equipment	\$1 million
Furniture, Fixtures & Equipment	\$700,000

We have now received the entire amount requested in the form of a Certificate of Approval (COA) and will completely expend all funds on or before March 31, 2015 as required.

Sustainability Community Demonstration Project:

As identified in the Five Year Capital Plan, this multi-stage project involves a number of phases. The first of which is a "Smart Heating Loop" that will create a low temperature district heating network connecting the EFL, Residences and Daycare with the wood pellet heating system. Peak load and back-up heat will be

provided from the Bioenergy facility. Subsequent phases may include the development of graduate student family housing, a research park, and some form of food production. The details of these phases are still in the planning stages.

It is anticipated that the entire project will be connected to the Bioenergy facilities for heat and potentially a future co-generation system.

Phase 1, the Smart Heating Loop is currently underway as a result of the receipt of partial funding (\$1.1 million) just received from the Provincial Government. The remainder of the funding (\$1.1 million) will be provided from donations and Ancillary Services. The piping will be installed this summer and the government portion of the funds expended by March 31, 2015 as required. The internal equipment replacement in the Residence buildings and the Daycare building will be completed during the summer of 2015.

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	June 13, 2014			
Agenda Item:	6. c. Five Year Capital Plan			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
Prepared By:	Shelley Rennick, Director Facilities			
Reviewed By:	Eileen Bray, VP Administration & Finance			

Material:

Issue:

Background:

Motion: *That, the Finance and Audit Committee recommends to the Board of Governors the approval of the Five Year Capital Plan for the University of Northern British Columbia, as presented.*

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

Remarks/Next Steps:



FIVE YEAR CAPITAL PLAN
2015/16 to 2019/20

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FIVE-YEAR CAPITAL PLAN

2015 - 2020

EXECUTIVE SUMMARY

The focus of this capital plan involves a combination of new buildings and re-purposed space to meet the anticipated needs and goals of the University and the Province (including economic development, jobs, families, and health) in the next five years. The new buildings include facilities for expanded Health Sciences, and a new Facilities Management building. The new infrastructure includes expanding our Bioenergy program to include additional buildings outside the ring road. This will maximize the use and efficiency of our current systems in preparation for further development of the Sustainably Communities initiative, and reduce future capital equipment replacement needs. The third initiative is the re-purposing of current space to accommodate Engineering needs.

Our Goals

The University is eager to build on the foundation already established to make UNBC the best among like universities. To achieve this, we have identified the following goals:

- As Canada's Green University™, to be a leader in renewable energy.
- To engage all of our undergraduate students in research or experiential learning.
- To enrich the learning experience through new pedagogical models.
- To increase the impact of our research through enhancing capacity and building external linkages.
- To encourage a respectful, supportive, exciting, and friendly environment throughout the University.
- To transform our communities through the contributions of our alumni.

Our Priorities

The University Plan 2010 also includes the following as areas of priority:

- Health and Quality of Life
- Northern Community Sustainability and Development
- Innovative distributed delivery of programs
- Environment & Natural Resources
- First Nations and Indigenous Issues

PLANNING ASSUMPTIONS

Since its inception, UNBC has been characterized by periods of intense development and construction, growth in student population, and expansion in areas of direct relevance to British Columbia and northern communities. The immediate future is expected to be characterized by gradual growth in overall student enrolments, and integration of renewable energy consistent with the branding of UNBC as Canada's Green University. New programs in Engineering and Physiotherapy have also been documented as tremendous needs in the region.

An update to the University Master Plan for the Prince George campus has recently been completed consistent with this future vision of UNBC. This plan outlines development opportunities for expansion around the Bioenergy Plant at the western edge of the campus, and strengthens language related to sustainability. As always, the Master Plan will shape our approach to campus development.

All projects are also developed in accordance with Ministry guidelines including LEED requirements and the Wood First Initiative.

PLANNED OUTCOMES

Within this five-year planning horizon, UNBC will celebrate its 25th anniversary (in 2015). This marks an exciting opportunity to chart a course for the future. While it would be accurate to characterize the last decade for expansion in the health sciences (Northern Medical Program and 700% increase in Nursing enrolments, for example), this decade for UNBC may come to be defined by sustainability, particularly for the communities dependent on the resource wealth of the North. This would involve building on the recent bioenergy and "infrastructure loop" projects and adding other renewable energy sources, programs and research to foster wood and forest product innovation, and engineering.

As UNBC approaches its 25th anniversary in 2015, there is a special opportunity to enhance UNBC's role as an institution that has transformative power for its region and the province as a whole. Much can be achieved through targeted capital investment directed by Government's priorities and aligned with the University's mission and strategic direction.

- UNBC is uniquely positioned to deliver on Government's priorities and the needs of the region: engineers – a new program in re-purposed space
- Allied health service professionals – new programming in new space
- Sustainable communities rooted in local energy production that provides social, environmental, and economic benefits – building on the University's existing infrastructure and bioenergy platform

The intent is to be able to meet the identified programming needs with a phased-in capital program over the next five years.

Category 1: New Priority Projects and Category 2: Whole Asset Replacement and Renewal Projects

Institution	Campus/City	Project Title	Project Category (1 or 2)	Project Priority
University of Northern British Columbia	Prince George	Allied Health Sciences Building	1	1 of 4

1.0 Current Situation

This project would entail an expansion to the current Dr. Donald Rix Northern Health Sciences building (NHSB). A number of synergies can be gained by combining the added Health Sciences programs with the medical program space and staff. The NHSB was also originally designed for expansion and therefore has mechanical and electrical system capacity to facilitate an expansion.

2.0 Project Description

Planning, in conjunction with UBC, has continued and further refined the space requirements for Allied Health Sciences programming resulting in 1,986 nasm being required. “While the current assessment examined the possibility of leveraging existing UNBC and Northern Medical Program facilities to support the distribution of OT and PT, it revealed that existing infrastructure does not have sufficient capacity to host approximately 100 students, faculty and staff on a permanent basis” (UBC Faculty of Medicine Initial Assessment report). Therefore, it is proposed that a new building be constructed to accommodate the programming identified.

3.0 Project Objectives

The North is a strategically vital region and one of the economic engines of BC. Developing a building to enable health professions education at UNBC will complement and reinforce the presence of the MD program, and create a true regional hub of health education. Moreover, a health professions building at UNBC will honour space adjacencies required for effective program delivery, can serve as an education and research center, and will play a key role in the recruitment and retention of health professionals in the North. Recent data shows that there will be a shortage of PTs and OTs in the north with retirements exceeding new appointments. While it is primarily planned to host the OT and PT programs, it will also provide a modest footprint in the North for the Midwifery and SLP programs in the form of office space. The new space will also enable inter-professional collaboration and achieve significant economies of scale through space sharing.

4.0 Options Considered

Sharing current medical education space was evaluated and deemed not viable due to the types of space required, the scheduling complexities of the medical program, and the lack of office space available.

Re-purposing other space on campus was also considered however not viable with the re-purposing of space for Engineering that is proposed.

5.0 Project Outcomes

Capital expansion is necessary to accommodate programming in the Allied Health Sciences. These professions are in short supply in the North. UNBC's track record is such that an increase in programming is a critical investment in order to produce graduates who have both the skills and inclination necessary to work in northern and rural communities.

6.0 Project Cost/Funding

Capital:

The investment required to develop a new facility at UNBC to host distributed PT and OT cohorts is estimated at approximately \$22 million. A lesser amount has been identified in the UBC Faculty of Medicine Initial Assessment report, however, as identified in the report "this estimate is preliminary and has not been thoroughly vetted by all OT, PT, UBC, and UNBC representatives". Applying the functional program to the Ministry budget model with Prince George as the location has resulted in a Project Budget of just under \$22 million.

Operating:

Incremental operating funding will be required to cover the increased FTE. These discussions are ongoing and a submission will follow under separate cover.

7.0 Key Risks

There are always certain risks associated with building a new facility such as escalation in costs, and schedule delays. There are also inherent risks in program expansion and clinical placement capacity for health programs. Each of these will need to be carefully considered during the detailed planning stages.

8.0 Project Schedule

Detailed Planning	2014
Design	2015
Construction	July 2015- August 2016
Occupancy	September 2016

Institution	Campus/City	Project Title	Project Category (1 or 2)	Project Priority
University of Northern British Columbia	Prince George	Facilities Management Building c/w multi-purpose lab/shop.	2	2 of 4

1.0 Current Situation

The current Maintenance Shop was built in 2003 to meet the needs of the Facilities Department at the time. Since then the University's maintenance needs have changed and expanded and the required facilities have not kept pace with growth. Category 9 (Maintenance) of the Space Inventory is currently at 68% of the BC space standard and has been steadily declining as the campus grows.

In addition, recent safety reviews have identified a number of code and regulatory issues that require infrastructure changes and upgrades. These include ventilation for welding, dust collection and management, and electronic access to WHMIS information. This replacement will also eliminate the VFA deferred maintenance requirements listed for this building (approx. \$100k) during the timeframe of this plan.

The current shop is also located on land that is adjacent to the campus ring road and is thus ideally situated for facilities that require student and public access. The site has also been identified as a good candidate for future expansion to accommodate Engineering programming.

2.0 Project Description

The plan is to redesign, expand (from the current 352 SM) and relocate the shop(s) to accommodate the current Facilities Management needs; take advantage of the Bioenergy plant surplus heat, replacing the current propane fuel; and consolidate distributed staff. The project will also build replacement shop and storage space that is slated for repurposing for Engineering lab space. A detailed analysis is currently underway to determine the best location based on traffic requirements and infrastructure available. This will provide space for 35 FM staff.

3.0 Project Objectives

- a) To meet the desired and required safety requirements of the staff.
- b) To provide the additional trades space required to meet the needs of the expanded campus and additional maintenance needs of the campus.
- c) To consolidate the shops and maintenance areas to gain operational efficiencies.
- d) To consolidate Facilities Management staff who are currently spread out across the campus in five different locations.

- e) To minimize space required and maximize its use by combining Facilities Shop needs with the need for Engineering lab/shop space.

4.0 Options Considered

Due to the “tin shed” type of building currently in place and the prime location for academic buildings, expanding or upgrading the current facility was not an option.

Maintaining the status quo is also not an option due to the expanded operating requirements and safety concerns.

5.0 Project Outcomes

It is anticipated that this will provide increased effectiveness and efficiencies amongst the Facilities Management (FM) department and better serve the long term needs of the University.

This project will also address the identified life-safety and occupational health risks.

To facilitate the re-purposing of some space for the Engineering program and combine shop and lab space to meet the needs of both FM and the initial Engineering programming.

6.0 Project Cost/Funding

Capital:

Due to the inability to find willing partners for a project of this type, the University is requesting 100% of the funding from the Ministry.

A preliminary cost estimate of the required functional plan is currently being sought. We expect to have this information before the end of June 2014.

7.0 Key Risks

There are always certain risks associated with building a new facility such as escalation in costs, schedule delays and the coordination of swing space during construction. These risks will be factored into the detailed planning.

8.0 Project Schedule

Planning	2014/15
Design	2015
Construction	2016-2017
Occupancy	2017

Institution	Campus/City	Project Title	Project Category	Project Priority
University of Northern British Columbia	Prince George	ENGINEERING PROGRAM SPACE – A Repurposing Project	2	3 of 4

1.0 Current Situation

We do not have appropriate space to offer the planned undergraduate Engineering expansion in current space and are therefore proposing to repurpose space in the Teaching & Learning building and the Teaching Lab.

2.0 Project Description

To provide the space required for the planned Engineering school a two-phased approach is proposed. Phase 1 includes re-purposing current space for expanded Environmental Engineering and offering Civil Engineering. Phase 2 (proposed for 2020) includes a new building for the “School of Engineering” which will include Mechanical and Electrical Engineering as well.

It is anticipated that this re-purposing of space will house 100 FTE (40 undergraduates in each of the two disciplines and 20 graduate students).

3.0 Project Objectives

- Recent labour market surveys (2008 ATEEC Report) indicates shortfalls of approximately 200 engineers, particularly in the North (Civil, Electrical and Mechanical). They also note that should the resource extraction activity accelerate (as it has and will continue to do so under the BC Jobs Plan), this will be an under estimate of the engineers required.
- This project aligns directly with UNBC and Governmental priorities and strategies, by training youth for high quality and exciting employment opportunities in the industries that have been identified as a driving force for BC’s economic development.

4.0 Options Considered

Offering expanded engineering offerings in the current space is not viable due to the lab and project room requirements.

Building a new building immediately to house the program(s) is not currently viable.

5.0 Project Outcomes

- Infrastructure Improvements
- Cost Effectiveness
- Innovation, Strategic Alignment & Quality Education

UNBC's track record has demonstrated that students educated in the North tend to stay in the North, while those educated elsewhere tend to use the North as a training ground, and leave the North when they have experience. This is a huge strain on our Northern industries, which can be alleviated by programs in the North. Anecdotally, some local firms have relied on "southern" University graduates in the past, and have moved exclusively to UNBC graduates, as they tend to remain in the North as they gain experience. UNBC annually provides more university graduates for the North than all other BC universities combined.

6.0 Project Cost/Funding

Major Capital Funding:

The repurposing of this space is dependent upon the new FM building going ahead. Therefore, once that has been notionally approved, project costing will be undertaken on the Engineering space.

Operating Funding:

Additional FTE funding will be required. A separate report on the details of the operating funding required will be forthcoming.

7.0 Key Risks

There is always a risk on the enrolment side when undertaking a new program however the market research information from the Engineering community supports the program.

8.0 Project Schedule

Planning	2014/15
Design	2015/16
Construction	2016 - 2017
Occupancy	2017

Institution	Campus/City	Project Title	Project Category (1 or 2)	Project Priority
University of Northern British Columbia	Prince George	Bioenergy Expansion and Modelling of a Sustainable Community	1	4 of 4

1.0 Current Situation

When UNBC installed the wood pellet system at the I.K. Barber Enhanced Forestry Laboratory (EFL), it was the first university in Canada to have an operating bioenergy system on campus. In 2011, the Bioenergy Plant opened, and the first year of operation saw UNBC exceed its expectations related to energy production and emissions. The opportunity exists to continue building on this platform to make the Prince George campus a model for renewable energy and its integration with teaching, research, the built environment, housing, food production, public education, and forest sustainability.

Phase 1, a partnership between the Ministry of Advanced Education, Industry and the University to connect the Residences and the Daycare to a new district energy system is currently underway.

2.0 Project Description

Phase 2 involves the expansion of the Bioenergy Plant and the addition of facilities for on-campus food production. The scale and scope of these facilities will be dependent on the new energy system and the potential to also capture waste heat from the existing Bioenergy Plant. It's likely that facilities will be built for crops, medicinal plants, and on-land fish farming, utilizing a broad range of UNBC academic programs, the existing EFL, and demonstration needs for rural communities and industry.

3.0 Project Objectives

Objective 1: To continue developing UNBC as a model for renewable energy implementation, especially in rural, resource-based communities and industry.

Objective 2: To strengthen UNBC's brand as Canada's Green University to attract students, employees, research funding, and public support.

Objective 3: To utilize UNBC's undeveloped lands in ways that will bring value and increase the University's national reputation.

4.0 Options Considered

A detailed analysis of the options regarding the crop and other community sustainability options and how they integrate with UNBC academic programming will continue to evolve during the planning process.

5.0 Project Outcomes

More than 600 communities across Canada are reliant on forests and nearly 200 burn diesel to generate energy. UNBC is ideally situated to be a model for them. The campus systems would be designed for deployment potential and students/alumni trained in them would be well-positioned to implement similar systems in communities and industrial sites.

6.0 Project Cost/Funding

Capital:

Detailed costing on the capital requirements will be carried out as specific components are further developed.

This project will have significant operating costs as well.

Fundraising feasibility is currently underway with an eye to identifying potential donors for this project.

7.0 Key Risks

The continued low cost of on-grid energy from natural gas and electricity affects the business case to develop bioenergy on campus. Nevertheless, the primary purpose of the demonstration is rural, forest-based, off-grid communities where the cost of energy is often higher and insecure, the carbon footprint of generating energy is higher, and where job creation opportunities are paramount.

UNBC's unique experience with bioenergy and fuel sourcing/delivery makes the continued development of this opportunity of lesser risk at UNBC than elsewhere. Other risks will be identified and mitigated as planning progresses.

8.0 Project Schedule

Phase 2:

Planning	2014-2016
Design	2016/17
Construction	Dependent on funding
Occupancy	TBD

MAJOR SELF-FUNDED (>\$5 MILLION) PROJECTS

1. Residence Renewal

As part of an overall review of Ancillary Services the University has undertaken a new student service that includes a revised Meal Plan program, a redesign of the current Food Services area and an upgrade to the Residence Buildings. This major overhaul will take place over the next 2 to 3 years and will involve a complete renovation to the majority of the residence suites. This will increase revenue and address a number of VFA requirements (current FCI is 0.19 = poor condition) and substantial ongoing maintenance.

2. International Education and Continuing Studies Building

Since the last Five Year Capital Plan, UNBC did conduct initial consultations regarding an English Language Studies and Continuing Studies Building (Fall 2012). At the time, it was determined that we could not self-finance this building. We have continued to review current and prospective space needs for International Education (a new unit that combines both our English Language Studies and International Student Programs and Exchanges operations), Continuing Studies, and Conference Services. The previous limitation all three units had in their ability to expand their operations continues to persist and has increased. The consequence of this pressure related to an inability to utilize dedicated space directly impacts their ability to grow revenues. This is further compounded because positions critical to grow the business cannot be added. Therefore the ability to properly manage growth is not a reality. Their presence on the UNBC campus also adds additional strains for much needed space by their academic colleagues.

Results of this work clearly illustrate that increasing specific capacities, through the creation of additional space and increasing human capital, of the three units, will allow for the self-financing of a new building.

With the approval of the Board of Governors, it is anticipated that this planning and design work could commence and be completed over the next two years and construction take place in 2018.

3. Dr. Charles Jago Northern Sport Centre (NSC) Expansion

The NSC continues to build on its partnership with the City and the facilities offerings. This business development has resulted in the building reaching its capacity. The University is currently exploring options for NSC expansion and will provide a feasibility study that aligns with the City and UNBC Master Planning efforts, to the NSC Board in late 2014.

AGENDA ITEM BRIEFING NOTE

Date:	June 14, 2014		
Agenda Item:	6. d. Agreements, Scholarships, Bursaries & Awards		
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session	
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input type="checkbox"/> Approval
Prepared By:	Sharon Thompson, Executive Assistant to the Provost		
Reviewed By:			

Material: Report attached.

Issue:

Background:

Motion:

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

Remarks/Next Steps:



Motion Number (assigned by SCS): SCSB20140226.03

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Handfield Family Scholarships for Excellence in Personal/Corporate Taxation be approved.

Effective Date: 2014-2015 Academic Year

Rationale: To activate the Handfield Family Scholarships for Excellence in Personal/Corporate Taxation commencing the 2014-2015 Academic Year

Proposed by: Jennifer Hicke, Development Awards Officer

External Relations contact: Jennifer Hicke, Development Awards Officer

Faculty / Academic Department:

Date: February 26, 2014

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20140226.03

Moved by: Murray

Committee Decision: CARRIED

Seconded by: Safaei Boroojeny

Attachments: 1 page

Approved by SCSB: February 26, 2014
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Handfield Family Scholarships for Excellence in Personal/Corporate Taxation

Awards Guide Description/Intent: The Handfield Family wishes to support students who have achieved academic excellence in Personal Taxation and Corporate Taxation.

Donor: The Handfield Family

Value: \$500

Number: Two

Award Type: Scholarship

Eligibility: Awarded to the top student in the Personal Taxation (Comm 313) course;
Awarded to the top student in the Corporate Taxation (Comm 314) course.

Effective Date: Established 2013

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



Motion Number (assigned by SCS): SCSB20140226.04

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Integris Credit Union Athletic Awards be approved.

Effective Date: 2014-2015 Academic Year

Rationale: To activate the Integris Credit Union Athletic Awards commencing the 2014-2015 Academic Year.

Proposed by: Jennifer Hicke, Development Awards Officer

External Relations contact: Jennifer Hicke, Development Awards Officer

Faculty / Academic Department:

Date: February 26, 2014

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20140226.04

Moved by: Young

Seconded by: Safaei Boroojeny

Committee Decision: CARRIED

Attachments: 1 page

Approved by SCSB: February 26, 2014
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Athletic

Award Name: Integris Credit Union Athletic Awards

Awards Guide Description/Intent: The donor wishes to support UNBC athletes and strengthen the recruitment and retention efforts of the UNBC Athletics Department.

Donor: Integris Credit Union

Value: \$2,000

Number: Four, disbursed as follows:

- 1 – male varsity basketball player
- 1 – female varsity basketball player
- 1 – male varsity soccer player
- 1 – female varsity soccer player

Award Type: Award

Eligibility: Available to full time undergraduate varsity athletic students.

Criteria: satisfactory academic standing.

Effective Date: Established 2014

Recipient Selection: Students are nominated by the Athletics Department.



Motion Number (assigned by SCS): SCSB20140226.07

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Beta Sigma Phi Bursary be approved.

Effective Date: 2014-2015 Academic Year

Rationale: To revise the Beta Sigma Phi Bursary commencing the 2014-2015 Academic Year with alterations to the Note section as follows:

Note: Applicants must provide name of active sorority member, active sorority chapter, location, and membership number of the family member that is active with Beta Sigma Phi. Membership status will be verified by the Beta Sigma Phi City Council.

Proposed by: Jennifer Hicke, Development Awards Officer

External Relations contact: Jennifer Hicke, Development Awards Officer

Faculty / Academic Department:

Date: February 26, 2014

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20140122.07

Moved by: Schorcht

Seconded by: Murray

Committee Decision: CARRIED

Attachments: 4 pages

Approved by SCSB: February 26, 2014
Date


Chair's Signature

For information of Senate.

Beta Sigma Phi Bursary
For UNBC Students
Terms and Conditions

THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA



External Relations
1995, Revised Feb 2014



**Terms and Conditions for the
Beta Sigma Phi Bursary
at the University of Northern British Columbia**

The University of Northern British Columbia (UNBC) is delighted to continue the Beta Sigma Phi Bursary with the BC Chapters of Beta Sigma Phi. This document replaces all previous undertakings and outlines the terms and conditions for this award.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Beta Sigma Phi Bursary

Awards Guide Description/Intent: Beta Sigma Phi City Council, Prince George Chapter, invited all BC Chapters under the Beta Sigma Phi umbrella to establish a student award with UNBC. Following the association's motto of 'Life, Learning, Friendship', several BC Chapters continue to support this initiative.

Donor: BC Chapters of Beta Sigma Phi

Value: \$1,500

Number: One

Award Type: Bursary

Eligibility: Available to a full or part time undergraduate or graduate student enrolled in a minimum of 6 credit hours per semester at UNBC. The recipient will be an active member of a Beta Sigma Phi Chapter or the immediate family member of such a sorority member. Recipient will be a Canadian citizen with preference given to a permanent resident of BC.

Criteria: Demonstrated financial need, academic proficiency and verified active member status.

Note: Applicants must provide name of active sorority member, active sorority chapter, location, and membership number of the family member that is active with Beta Sigma Phi. Membership status will be verified by the Beta Sigma Phi City Council.

Effective Date: Endowed 1995

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

ENDOWED AWARDS PARTNERSHIP ARRANGEMENTS:

BC Chapters of Beta Sigma Phi have:

- Fully established an endowed fund in the amount of \$45,000 with the University of Northern British Columbia.

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.
- Invest and manage all donations to the endowed fund in accordance with applicable government regulations.
- Promote and advertise the Beta Sigma Phi Bursary in all appropriate UNBC materials and publications.

- Provide the award(s) to the selected candidates from interest generated from the endowed funds.
- Make available as the award(s) an amount approved by the UNBC Board of Governors, currently set at approximately 3.5% of the principal from annual interest generated by the endowed fund less a percentage equivalent to the rate of inflation (currently approximately 2%), which is reinvested to maintain the economic value of the Fund, and a nominal annual administrative fee of ½%. The principal is to be preserved in perpetuity.
- Ensure student recipients provide a letter to the donor thanking them for their support.
- Provide an annual update on the status of the funds and on the student recipient(s).
- Provide recognition to BC Chapters of Beta Sigma Phi as outlined in the Donor Recognition Program (http://www.unbc.ca/giving/recognition_programs.html).
- Endeavour to attract any potential matching funds for the donation(s) from various legitimate sources whenever possible.
- Ensure that approximately one and one-half of the value of the awards will remain available as expendable funds. Should surplus interest be generated beyond that, the excess will be capitalized into the fund.

UNBC may accept all donations to the endowment regardless of origin, subject to the donor's complete acceptance of the arrangements of this document. Once fully established, the fund will generate one award per year, valued at approximately \$1,500 on an on-going basis. The University reserves the right to increase or decrease the number and/or value of the awards.

If future circumstances make it impossible or impractical for the University of Northern British Columbia to continue using the fund for the stated purposes, the University will endeavor to contact the donor to explore other purposes for the fund. If the University is unable to locate the donor or if the donor is deceased, the University may use the fund in the way it deems most beneficial for the institution, but must adhere as closely as possible to the spirit of the fund and to the donor's original intent.

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

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

Signatory
BC Chapters of Beta Sigma Phi

Mark Dale, Acting President & Vice-Chancellor
University of Northern British Columbia

Date

FOR OFFICE USE ONLY

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

Linda Fehr, Financial Aid and Awards Officer

_____, *Dean of* _____

Copies to:

Financial Aid and Awards Office

Manager of Treasury Services

Office of External Relations (2)

First revised award available in the September semester of 2014.



Motion Number (assigned by SCS): SCSB20140226.06

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Chan Foucher LeFebvre LLP, Chartered Accountants Scholarship be approved.

Effective Date: 2014-2015 Academic Year

Rationale: To revise the Chan Foucher LeFebvre LLP, Chartered Accountants Scholarship commencing the 2014-2015 Academic Year with alterations to the Award Name, Awards Guide Description/Intent, Donor Name, Value and Number sections as follows:

Award Name: ~~Chan Foucher LeFebvre LLP Chartered Accountants Scholarship~~ Chan Foucher LeFebvre Nelson Izgerean Naphtali Scholarship

Awards Guide Description/Intent: ~~Chan Foucher LeFebvre LLP~~ The donors recognize the importance of the UNBC Bachelor of Commerce Program. Consequently the ~~firm~~ donors, along with the Chartered Accountants' Education Foundation have established an annual scholarship for accounting students who personify the passion for excellence in accounting.

Donor: Gary D. Chan, Philip H. Foucher, J. Alain LeFebvre, Sheila A. Nelson, Julie Izgerean and Corey Naphtali

Value: ~~\$1000~~ \$1200

Number: ~~One~~ Two

Proposed by: Jennifer Hicke, Development Awards Officer

External Relations contact: Jennifer Hicke, Development Awards Officer

Faculty / Academic Department:

Date: February 26, 2014

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20140226.06

Moved by: Young

Seconded by: Brent

Committee Decision: CARRIED

Attachments: 4 pages

Approved by SCSB: February 26, 2014
Date



Chair's Signature

For information of Senate.

**Chan Foucher LeFebvre Nelson
Izgerean Naphtali Scholarship**

For UNBC Students

Terms and Conditions

THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA



**External Relations
October 2006, revised January
2014**



**Terms and Conditions for the
Chan Foucher LeFebvre Nelson Izgorean Naphtali
Scholarship
at the University of Northern British Columbia**

The University of Northern British Columbia (UNBC) is delighted to continue the Chan Foucher LeFebvre Nelson Izgorean Naphtali Scholarship with Gary Chan, Philip Foucher, Alain LeFebvre, Sheila Nelson, Julie Izgorean, and Corey Naphtali. This document replaces previous undertakings and outlines the terms and conditions for this award.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: ~~Chan Foucher LeFebvre LLP Chartered Accountants Scholarship~~ Chan Foucher LeFebvre Nelson Izgorean Naphtali Scholarship

Awards Guide Description/Intent: ~~Chan Foucher LeFebvre LLP~~ The donors recognize the importance of the UNBC Bachelor of Commerce Program. Consequently the ~~firm~~ donors, along with the Chartered Accountants' Education Foundation have established an annual scholarship for accounting students who personify the passion for excellence in accounting.

Donor: Gary D. Chan, Philip H. Foucher, J. Alain LeFebvre, Sheila A. Nelson, Julie Izgorean and Corey Naphtali

Value: ~~\$1000~~ \$1200

Number: ~~One~~ Two

Award Type: Scholarship

Eligibility: Available to a full time undergraduate student enrolled in the Bachelor of Commerce Program, with a declared major in Accounting who has completed a minimum of 60 credit hours.

Criteria: Academic excellence

Conditions: Applicants must submit a letter indicating his/her intention to become a Chartered Professional Accountant.

Effective Date: Established 2009

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

AWARDS PARTNERSHIP ARRANGEMENTS:

The Donors have:

- Fully established an endowed fund with the University of Northern British Columbia in the amount of approximately \$39,000.

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.
- Provide matching funds in the amount of \$12,000 through the UNBC Matching Student Award Investment Program.

- Request annual matching funds from the Chartered Accountants' Education Foundation in the amount of \$1,200.
- Invest and manage all donations to the endowed fund in accordance with applicable government regulations.
- Promote and advertise the Chan Foucher LeFebvre Nelson Izgorean Naphtali Scholarship in all appropriate UNBC materials and publications.
- Provide the award(s) to the selected candidates from interest generated from the endowed funds.
- Make available as the award(s) an amount approved by the UNBC Board of Governors, currently set at approximately 3.5% of the principal from annual interest generated by the endowed fund less a percentage equivalent to the rate of inflation (currently approximately 2%), which is reinvested to maintain the economic value of the Fund, and a nominal annual administrative fee of ½%. The principal is to be preserved in perpetuity.
- Ensure student recipients provide a letter to the donor thanking them for their support.
- Provide an annual update on the status of the funds and on the student recipient(s).
- Provide recognition to Chan Foucher LeFebvre LLP Chartered Accountants collectively and individually to former partners: Gary D. Chan, Philip H. Foucher, J. Alain LeFebvre, Sheila A. Nelson, Julie Izgorean and Corey Naphtali as outlined in the Donor Recognition Program (http://www.unbc.ca/giving/recognition_programs.html).
- Endeavour to attract any potential matching funds for the donation(s) from various legitimate sources whenever possible.
- Ensure that approximately one and one-half of the value of the awards will remain available as expendable funds. Should surplus interest be generated beyond that, the excess will be capitalized into the fund.

UNBC may accept all donations to the endowment regardless of origin, subject to the donor's complete acceptance of the arrangements of this document. Once fully established, the fund will generate two awards per year, valued at approximately \$1,200 on an on-going basis. The University reserves the right to increase or decrease the number and/or value of the awards.

If future circumstances make it impossible or impractical for the University of Northern British Columbia to continue using the fund for the stated purposes, the University will endeavor to contact the donor to explore other purposes for the fund. If the University is unable to locate the donor or if the donor is deceased, the University may use the fund in the way it deems most beneficial for the institution, but must adhere as closely as possible to the spirit of the fund and to the donor's original intent.

The Donors 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:

To be signed upon approval by UNBC Senate _____

Mark Dale, Acting President & Vice-Chancellor
University of Northern British Columbia

Date

FOR OFFICE USE ONLY

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

Linda Fehr, Financial Aid and Awards Officer

_____, *Dean of* _____

Copies to:

Financial Aid and Awards Office
Manager of Treasury Services
Office of External Relations (2)

First award available in the September semester of 2014.



Motion Number (assigned by SCS): SCSB20140226.05

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the criteria and procedures for the Lieutenant Governor's Silver Medal be Approved.

Effective Date: 2014-2015 Academic Year

Rationale:

Proposed by: Linda Fehr

External Relations contact:

Faculty / Academic Department: Awards and Financial Aid

Date: February 26, 2014

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20140226.05

Moved by: Murray

Committee Decision: CARRIED

Seconded by: van Adrichem

Attachments: 4 pages

Approved by SCSB: February 26, 2014
Date


Chair's Signature

For information of Senate.



Private Secretary to the Lieutenant Governor

SEP 03 2013

Mr. John S. MacDonald
Chancellor
University of Northern British Columbia
3333 University Way
Prince George BC V2N 4Z9

Dear Mr. MacDonald:

The Lieutenant Governor's Silver Medal Program was initiated in 1979 by then Lieutenant Governor, The Honourable Henry Pybus Bell-Irving and was created to recognise academic excellence and personal contribution in post-secondary diploma programs.

Each participating educational institute annually presents one medal to a student who has been registered in a vocational or career program of less than two year's duration who not only excels in academic achievement, but is considered to have contributed in a meaningful way to the life of the institution and/or the community. Initially, this award was provided to community colleges and institutes, but as these institutions evolved over the years, many are now universities and Her Honour would like to extend the opportunity for the University of Northern British Columbia to participate.

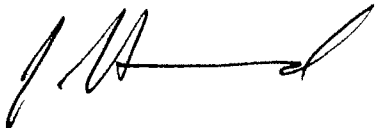
The criteria for the award have been agreed by Government House and the Ministry of Advanced Education to be flexible. As long as the student excels in a program of two years or less and contributes tangibly to the life of the institution or community, the University may determine what it considers to be excellent academic achievement and may define the type of contribution to the institution or to the community, which satisfies the general intent of the Medal Program. Each institution develops its own specific criteria, appoints its own selection committee and decides when the medal will be presented.

.../2

Once a candidate has been selected, the University of Northern British Columbia would contact the Ministry of Advanced Education that administers the Program on Her Honour's behalf for the medal. The costs of the medals are covered by the Government House Foundation thanks to a kind donation from Mr. Brandt Louie of London Drugs. The medals are sterling silver, 2" in diameter and come in a velvet box. The institution would have to pay for the engraving of the recipient's name. An image of the Lieutenant Governor's Silver Medal is enclosed.

Your interest is appreciated and I await your considered response.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J. Hammond', written in a cursive style.

James W. Hammond, OMM, CD
Private Secretary

Enclosures

pc: Ms. Theresa Cownden, Administrator, Directed Programs Unit
Ministry of Advanced Education, Innovation and Technology



First awarded in 1979, the British Columbia Lieutenant Governor's Medal is presented annually to one student from each of British Columbia's post-secondary institutions. The student chosen has not only excelled in academic achievement but is considered to have contributed in a meaningful way to the life of the institution, or to the community.



Motion Number (assigned by SCS): SCSB20140226.08

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the 2013/2014 Annual SCSB report be approved.

Effective Date: February 2014

Rationale:

Proposed by: Linda Fehr

External Relations contact: n/a

Faculty / Academic Department: Awards and Financial Aid

Date: February 26, 2014

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20140226.08

Moved by: Young

Seconded by: Schorcht

Committee Decision: CARRIED AMMENDED

Attachments: 3 pages

Approved by SCSB: February 26 2014
Date


Chair's Signature

For information of Senate.

Senate Committee on Scholarships and Bursaries

Annual Report to Senate

February 26, 2014

OVERVIEW

Since the last annual report in March of 2013 the Senate Committee on Scholarships and Bursaries has met ten (10) times. During this time, and on behalf of Senate, the Committee has completed the following administrative tasks:

- Recommended to Senate the 2013/2014 general scholarships and bursaries fund expenditures
- Ratified nominations of 2013/2014 awards recipients
- Reviewed and approved twenty Terms and Conditions for newly established awards
- Approved five revisions to Terms and Conditions for existing awards
- Reviewed and approved six student requests for scholarship deferrals/reinstatements
- Reviewed and approved revisions to the deferral policies for undergraduate entrance awards, graduate entrance awards and UNBC Scholars.
- Recommended reduction in annual awards disbursement amounts for selected endowed funds to ensure they are sustainable in the long term.
- Reviewed the proposed terms and conditions for the Lieutenant Governor General's Silver Medal.

STATISTICAL SUMMARY – 2013/2014 Awards

Award Type	Number	Value
Donor-directed	436	\$ 607,769
UNBC- Funded	415	\$ 1,189,470
UNBC Scholars	95	\$ 454,148
Graduate Tuition Awards	69	\$ 245,148
Athletic Tuition Awards	23	\$ 89,663
Totals	*1038	**2,586,198

* 1.05% increase in number over 2012/2013

** 1.08% increase in value over 2012/2013

Student Type	Number	
Self-declared female recipients	750	
Self-declared male recipients	288	
Self-declared aboriginal recipients	28	
Northern Residents	678	
Undergraduate Admission Awards	205	
Athletic Awards	65	
In-Course Undergraduate Awards	633	
Graduate Awards	129	(includes only UNBC awards)
NMP Awards	6	
Multiple Recipients	189	(received more than one award)
Individual Recipients	849	(1038 awards – 189 multiple recipients)

Award Category	Number	Value	Median Value
Needs-based Awards	284	\$ 359,525	\$1,200
Merit-based Awards	754	\$2,226,673	\$2,000

In addition to the \$80,000 generated from endowment interest and donations, the University provided \$221,025 from its operating budget as well as \$396,674 from previous years' tuition increases for 2013/2014. Additional funds were made available in 2013/2014 for "UNBC In-Course Awards" to help address the funding gap for students transitioning into their second year of study. It is anticipated that the funding levels for the General Scholarships and Bursaries fund will remain constant for 2014/2015.

NEW DONOR- NAMED AWARDS ESTABLISHED IN 2013/2014

Name of Award	Number	Value	Total Value
Over the Edge Scholarship	2	\$ 500	\$ 1,000
Health Science Graduate Scholarship	2	\$ 1,800	\$ 3,600
Prince George Business and Professional Women's Club Award	1	\$ 500	\$ 500
Elsie & Dieter Gerdes Scholarship	1	\$ 2,500	\$ 2,500
Lorraine Ruth Aulis Endowed Bursary	1	TBA	
North Central Local Government Association Bursary	1	\$ 500	\$ 500
Jim and Noreen Rustad & Family Award	1	\$20,000	\$20,000
Miram Matejova Award	1	\$ 1,250	\$ 1,250
Spirit of the North JDC West Nursing Award	1	\$ 5,000	\$ 5,000
Alumni Graduate Studies Award	1	\$ 500	\$ 500
Northern Exposure Award*	1	\$15,000	\$15,000
Bear and Tori Scholarship	1	\$ 1,000	\$ 1,000
Northern Gateway Pipelines Bursary	5	\$ 2,000	\$20,000
Ramada Downtown Prince George Athletic Award	1	\$ 1,000	\$ 1,000
City Centre Electric Ltd. Athletic Award	1	\$ 1,500	\$ 1,500
Heather Smith Bursary	1	\$ 1,000	\$ 1,000

Name of Award	Number	Value	Total Value
Northern BC Friends of Children Award	1	\$ 1,000	\$ 1,000
Stephany Kennedy Award	1	\$ 3,500	\$ 3,500
Handfield Family Scholarships	2	\$ 500	\$ 1,000
*estimated amount			
Totals	26		\$79,850

UNAWARDED SCHOLARSHIPS AND BURSARIES 2013/2014

Name Of Award	Reason
Aldyen Hamber Women's Studies Bursary	Lack of eligible applicants (program specific)
Aldyen Hamber Women's Studies Fellowship	Lack of eligible applicants (program specific)
Bill Reid Award	Lack of suitable candidates
CMA Award	No applicants
David Hoy Annual and Endowed Scholarships (3)	Lack of eligible applicants (geographical location)
Edna Chelsey Memorial Bursary	Award is being held as per Advancement Office
Jessie Craig Bursary	Lack of eligible applicants (program specific)
Morrison Graduate Scholarship in History	Lack of eligible applicants (program specific)
Nechako No 40 Order of the Eastern Star Bursary	Lack of eligible applicants (membership)
Northern BC Mining Research Award	Lack of eligible applicants (mining partnership)
Over The Edge Scholarship (1 of 2)	Lack of eligible applicants (affiliation)
Political Science Student Association Annual Scholarship	Lack of eligible applicants (program, essay requirement)
Undergraduate History Paper Prize	Lack of eligible applicants (program specific)
Van Adrichem Undergraduate Summer Research Bursary	Lack of eligible applicants (undergraduate research)
Westcana Electric Award	Lack of eligible applicants (renewable energy project)
McCarthy Tetrault Annual Scholarship	Lack if eligible candidates (program specific, GPA)



Motion Number (assigned by SCS): SCSB20140423.03

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the UNBC Nursing Club Bursary be approved.

Effective Date: 2013-2014 Academic Year

Rationale: To activate the UNBC Nursing Club Bursary commencing the 2013-2014 Academic Year.

Proposed by: Jennifer Hicke, Development Awards Officer

External Relations contact: Jennifer Hicke, Development Awards Officer

Faculty / Academic Department:

Date: March 26, 2014

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20140423.04

Moved by: Harris

Seconded by: Erasmus

Committee Decision: CARRIED

Attachments: 1 page

Approved by SCSB: April 26, 2015
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: UNBC Nursing Club Bursary

Awards Guide Description/Intent: The 2014 UNBC nursing graduation class is pleased to announce the first time offering of the UNBC Nursing Club Bursary. The bursary has been designed to support a fourth year nursing student in covering the fees of the Canadian Registered Nurse Exam (CRNE) that year. Applicants are required to have volunteered a minimum of 15 hours with the UNBC Nursing Club, in addition to having community volunteer experience. The UNBC Nursing Club is looking to support a well-rounded student who demonstrates financial need for the bursary. The recipient will receive the award at the pinning ceremony in May.

Donor: UNBC Nursing Club

Value: minimum of \$250

Number: One

Award Type: Bursary

Eligibility: Available to a fourth year nursing student who is scheduled to graduate. The recipient must have demonstrated a minimum of 15 hours of volunteer service with the UNBC Nursing Club as well as community volunteer service. Applicants must submit a 500 word essay outlining his/her community volunteer service, involvement with the Nursing Club as well as a description of leadership skills, financial need and future goals as a Registered Nurse.

Criteria: Demonstrated financial need and satisfactory academic standing.

Note: The recipient's UNBC student accounts must be in good standing, as a cheque will be issued to the successful applicant at the pinning ceremony.

Effective Date: Established 2014

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by a selection committee comprised of UNBC nursing faculty members as well as the President and Vice President of the UNBC Nursing Club.



Motion Number (assigned by SCS): SCSB20140423.04

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the TransCanada Corporation Carrier Sekani Award be approved.

Effective Date: 2014-2015 Academic Year

Rationale: To activate the TransCanada Corporation Carrier Sekani Award commencing the 2014-2015 Academic Year.

Proposed by: Jennifer Hicke, Development Awards Officer

External Relations contact: Jennifer Hicke, Development Awards Officer

Faculty / Academic Department:

Date: April 23, 2014

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20140423.05

Moved by: Harris

Seconded by: Erasmus

Committee Decision: CARRIED

Attachments: 1 page

Approved by SCSB: April 23, 2014
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: TransCanada Corporation Carrier Sekani Award

Awards Guide Description/Intent: This award was established to assist aboriginal students realize educational ambitions and thereby contribute to the capacity of their communities.

Donor: TransCanada Corporation

Value: \$2,500

Number: Two

Award Type: Award

Eligibility: Available to a full or part time undergraduate or graduate student from any Carrier Sekani Tribal Council member band nation. (Burns Lake Band (Ts'il Kaz Koh First Nation); Nak'azdli Band; Nadleh Whut'en; Saik'uz First Nation; Stelat'en First Nation; Takla Lake First Nation; Tl'azt'en Nation; or Wet'suwet'en First Nation) Preference will be given to students enrolled in: Environmental Engineering; Environmental Planning; Natural Resources Management; First Nations Studies; Northern Studies; or Public Administration and Community Development.

Criteria: Satisfactory academic standing and demonstrated financial need.

Effective Date: Established 2014

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



Motion Number (assigned by SCS): SCSB20140423.05

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Awards Guide Description for the Residence Meal Plan Bursary be approved.

Effective Date: 2014-2015 Academic Year

Rationale: To activate the Residence Meal Plan Bursary commencing the 2014-2015 Academic Year.

Proposed by: Jennifer Hicke, Development Awards Office

External Relations contact: Jennifer Hicke, Development Awards Officer

Faculty / Academic Department:

Date: April 23, 2014

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20140423.06

Moved by: Erasmus

Seconded by: Schwab

Committee Decision: CARRIED

Attachments: 1 page

Approved by SCSB: April 23, 2014
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Residence Meal Plan Bursary

Donor: UNBC Ancillary Services

Value: min. \$200 – max. \$2,000 to be applied directly to Mandatory Resident Meal Plan cost

Number: Varied

Award Type: Bursary

Eligibility: Available to full time undergraduate students who have completed fewer than 30 credit hours. Students must be: in residence for the first time; on the Mandatory Residence Meal Plan; and on student loans and show need above maximum student loan allocation.

Criteria: Demonstrated financial need and satisfactory academic standing.

Effective Date: Established 2014

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office and a committee chaired by a designate of UNBC Ancillary Services.



Motion Number (assigned by SCS): SCSB20140423.06

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Alumni Graduate Studies Award be approved.

Effective Date: 2014-2015 Academic Year

Rationale: To revise the Alumni Graduate Studies Award commencing the 2014-2015 Academic Year with alterations to the Award Name and Awards Guide/Description/Intent sections as follows:

Award Name: Alumni Association of UNBC Graduate Studies Award

Awards Guide Description/Intent: ~~The Alumni Association of UNBC believes that a lifelong relationship exists between graduates and UNBC. Being involved in the Association fosters the relationship with other graduates and provides a network of colleagues all over the country and the world. The Association is dedicated to fostering a mutually beneficial and lifelong relationship between UNBC and its graduates. Together we encourage each and every UNBC graduate to become a supporter and advocate for UNBC. The Association is pleased to be able to support Graduate students in meeting their educational goals.~~

The Alumni Association of UNBC is proud of our members, who are emerging as leaders in our communities. It is our expectation that an investment in UNBC's current students will assist in developing tomorrow's leaders. We are pleased to be able to support graduate students in meeting their educational goals.

Proposed by: Jennifer Hicke, Development Awards Officer

External Relations contact: Jennifer Hicke, Development Awards Officer

Faculty / Academic Department:

Date: March 26, 2014

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20140423.07

Moved by: Erasmus

Seconded by: Harris

Committee Decision: CARRIED

Attachments: three pages

Approved by SCSB: April 23, 2014
Date


Chair's Signature

For information of Senate.

**Alumni Association of UNBC Graduate
Award**

For UNBC Students

Terms and Conditions

THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA



**External Relations
February 2013, revised March
2014**



Terms and Conditions for the Alumni Association of UNBC Graduate Award at the University of Northern British Columbia

The University of Northern British Columbia (UNBC) is delighted to establish the Alumni Association of UNBC Graduate Award with the Alumni Association of UNBC. This document outlines the terms and conditions for this award.

AWARDS GUIDE INFORMATION:

Award Category: Graduate

Award Name: Alumni Association of UNBC Graduate Studies Award

Awards Guide Description/Intent: ~~The Alumni Association of UNBC believes that a lifelong relationship exists between graduates and UNBC. Being involved in the Association fosters the relationship with other graduates and provides a network of colleagues all over the country and the world. The Association is dedicated to fostering a mutually beneficial and lifelong relationship between UNBC and its graduates. Together we encourage each and every UNBC graduate to become a supporter and advocate for UNBC. The Association is pleased to be able to support Graduate students in meeting their educational goals.~~

The Alumni Association of UNBC is proud of our members, who are emerging as leaders in our communities. It is our expectation that an investment in UNBC's current students will assist in developing tomorrow's leaders. We are pleased to be able to support graduate students in meeting their educational goals.

Donor: Alumni Association of UNBC

Value: \$500

Number: One

Award Type: Award

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

Criteria: Satisfactory academic standing and demonstrated financial need.

Effective Date: Established 2013

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

AWARDS PARTNERSHIP ARRANGEMENTS:

The Alumni Association of UNBC will:

- Provide the award funds in the amount of \$500 to the University by March 31 of the year that the award is to be provided.
- Inform UNBC in writing on or before 31st of December in the year prior to your intended withdrawal of the award. This provides UNBC time to withdraw advertising of the award in the Awards Guide for the upcoming year.

UNBC will:

- Provide a charitable tax receipt in the amount of the gifts provided by the donor(s) in the year the University receives the donations.
- Promote and advertise the Alumni Association of UNBC Graduate Award in all appropriate UNBC materials and publications.

- Ensure student recipients provide a letter to the donor thanking them for their support.
- Provide an annual update on the student recipient(s).
- Provide recognition to Alumni Association of UNBC as outlined in the Donor Recognition Program (http://www.unbc.ca/giving/recognition_programs.html).

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

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

Signatory
Alumni Association of UNBC

Mark Dale, Acting President & Vice-Chancellor
University of Northern British Columbia

Date

FOR OFFICE USE ONLY

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

Linda Fehr, Financial Aid and Awards Officer

_____, *Dean of* _____

Copies to:

Financial Aid and Awards Office
Manager of Treasury Services
Office of External Relations (2)

First revised award available in the September semester of 2014.



Motion Number (assigned by SCS): SCSB20140423.07

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the BC Association of Social Workers Prize be approved.

Effective Date: 2014-2015 Academic Year

Rationale: To revise the BC Association of Social Workers Prize commencing the 2014-2015 Academic Year with alterations to the Awards Guide Description/Intent, Eligibility and Conditions sections as follows:

Awards Guide Description/Intent: The British Columbia Association of Social Workers' members work in a wide variety of fields including: child welfare, mental health, hospitals, alcohol and drug programs, non-profit organizations, social planning, corrections, counselling centres and private practice. The Association ~~assists in the development of guidelines for standards of practice in different fields of social work as well as providing benefits to their members in areas of providing current updates and advice on professional matters, job-finding services and professional development opportunities.~~ promotes the profession of social work and advocates for social justice as well as providing benefits to members such as current updates and advice on professional matters, job finding services and professional development opportunities.

Eligibility: Available to a full-time student currently enrolled as a third year student in the Social Work (BSW) program who is a resident with continuous dwelling with the UNBC regional for four years immediately prior to admission to the Social Work program at UNBC. ~~The candidate must be a member of BCASW in good standing.~~ The prize will be awarded for study in the fourth year of the Social Work program.

Conditions: ~~Applicants must submit proof of membership in BCASW to the Awards Office.~~

Proposed by: Jennifer Hicke, Development Awards Officer

External Relations contact: Jennifer Hicke, Development Awards Officer

Faculty / Academic Department:

Date: March 26, 2014

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20140423.08

Moved by: Henderson

Seconded by: Schwab

Committee Decision: CARRIED

Attachments: 3 pages

Approved by SCSB: April 23, 2014
Date



Chair's Signature

For information of Senate.

**BC Association of Social Workers Prize
For UNBC Students
Terms and Conditions**

THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA



**External Relations
March 2000, revised April 2006,
revised March 2014**



**Terms and Conditions for the
BC Association of Social Workers Prize
at the University of Northern British Columbia**

The University of Northern British Columbia (UNBC) is delighted to continue the BC Association of Social Workers Prize with the BC Association of Social Workers. This document replaces previous undertakings and outlines the terms and conditions for this award.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: BC Association of Social Workers Prize

Awards Guide Description/Intent: The British Columbia Association of Social Workers' members work in a wide variety of fields including child welfare, mental health, hospitals, alcohol and drug programs, non-profit organizations, social planning, corrections, counselling centres and private practice. ~~The Association assists in the development of guidelines for standards of practice in different fields of social work as well as providing benefits to their members in areas of providing current updates and advice on professional matters, job-finding services and professional development opportunities.~~ promotes the profession of social work and advocates for social justice as well as providing benefits to members such as current updates and advice on professional matters, job finding services and professional development opportunities.

Donor: BC Association of Social Workers

Value: \$250

Number: One

Award Type: Prize

Eligibility: Available to a full-time student currently enrolled as a third year student in the Social Work (BSW) program who is a resident with continuous dwelling with the UNBC regional for four years immediately prior to admission to the Social Work program at UNBC. ~~The candidate must be a member of BCASW in good standing.~~ The prize will be awarded for study in the fourth year of the Social Work program.

Criteria: Demonstrated financial need and academic proficiency.

~~**Conditions:** Applicants must submit proof of membership in BCASW to the Awards Office.~~

Effective Date: Established 1996

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the program chair/committee.

ANNUAL AWARDS PARTNERSHIP ARRANGEMENTS:

The BC Association of Social Workers will:

- Provide the award funds in the amount of \$250 to the University by March 31 of the year that the award is to be provided.
- Inform UNBC in writing on or before 31st of December in the year prior to your intended withdrawal of the award. This provides UNBC time to withdraw advertising of the award in the Awards Guide for the upcoming year.

UNBC will:

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

Representatives of the BC Association of Social Workers 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:

To be signed upon approval by UNBC Senate

Signatory
BC Association of Social Workers

Mark Dale, Acting President & Vice-Chancellor
University of Northern British Columbia

Date

FOR OFFICE USE ONLY

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

Linda Fehr, Financial Aid and Awards Officer

_____, *Dean of* _____

Copies to:

Financial Aid and Awards Office
Manager of Treasury Services
Office of External Relations (2)

First revised award available in the September semester of 2014.



Motion Number (assigned by SCS): SCSB20140423.08

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Prince George Filipino Canadian Association Scholarship be approved.

Effective Date: 2014-2015 Academic Year

Rationale: To revise the Prince George Filipino Canadian Association Scholarship commencing the 2014-2015 Academic Year with alterations to the Award Value section as follows:

Value: ~~\$250~~ \$500

Proposed by: Jennifer Hicke, Development Awards Officer

External Relations contact: Jennifer Hicke, Development Awards Officer

Faculty / Academic Department:

Date: March 26, 2014

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20140423.09

Moved by: Erasmus

Seconded by: Harris

Committee Decision: CARRIED

Attachments: four pages

Approved by SCSB: April 23, 2014
Date


Chair's Signature

For information of Senate.

**Prince George Filipino Canadian
Association Scholarship**

For UNBC Students

Terms and Conditions

THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA



**External Relations
April 2005, revised 2011, revised
March 2014**



**Terms and Conditions for the
Prince George Filipino Canadian Association Scholarship
at the University of Northern British Columbia**

The University of Northern British Columbia (UNBC) is delighted to continue the Prince George Filipino Canadian Association Scholarship with the Prince George Filipino Canadian Association. This document outlines the terms and conditions for this award.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Prince George Filipino Canadian Association Scholarship

Awards Guide Description/Intent: The Prince George Filipino Canadian Association is a socio-civic association established to uphold multiculturalism through active promotion of Filipino cultural values and heritage. The scholarship recognizes the academic excellence of a UNBC student of Filipino descent.

Donor: Prince George Filipino Canadian Association

Value: ~~\$250~~ \$500

Number: One

Award Type: Scholarship

Eligibility: Available to a full time student enrolled in any program who is of Filipino descent. Applicant must have demonstrated community leadership.

Criteria: Academic proficiency.

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

Note: Applicants must submit a letter stating your Filipino descent and outlining your community involvement, including references.

Effective Date: Established 2005

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

ENDOWED AWARDS PARTNERSHIP ARRANGEMENTS:

The Prince George Filipino Canadian Association has/will:

- Fully established an endowed fund in the amount of \$13,000 with the University of Northern British Columbia.
- Provide annual funding in the amount of \$250 to the University to supplement the annual pay out of the award.

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.
- Invest and manage all donations to the endowed fund in accordance with applicable government regulations.
- Promote and advertise the Prince George Filipino Canadian Scholarship in all appropriate UNBC materials and publications.

- Provide the award(s) to the selected candidates from interest generated from the endowed funds.
- Make available as the award(s) an amount approved by the UNBC Board of Governors, currently set at approximately 3.5% of the principal from annual interest generated by the endowed fund less a percentage equivalent to the rate of inflation (currently approximately 2%), which is reinvested to maintain the economic value of the Fund, and a nominal annual administrative fee of ½%. The principal is to be preserved in perpetuity.
- Ensure student recipients provide a letter to the donor thanking them for their support.
- Provide an annual update on the status of the funds and on the student recipient(s).
- Provide recognition to the Prince George Filipino Canadian Association as outlined in the Donor Recognition Program (http://www.unbc.ca/giving/recognition_programs.html).
- Endeavour to attract any potential matching funds for the donation(s) from various legitimate sources whenever possible.
- Ensure that approximately one and one-half of the value of the awards will remain available as expendable funds. Should surplus interest be generated beyond that, the excess will be capitalized into the fund.

UNBC may accept all donations to the endowment regardless of origin, subject to the donor's complete acceptance of the arrangements of this document. The fund will generate one award per year, valued at approximately \$250 on an on-going basis. The University reserves the right to increase or decrease the number and/or value of the awards.

If future circumstances make it impossible or impractical for the University of Northern British Columbia to continue using the fund for the stated purposes, the University will endeavor to contact the donor to explore other purposes for the fund. If the University is unable to locate the donor or if the donor is deceased, the University may use the fund in the way it deems most beneficial for the institution, but must adhere as closely as possible to the spirit of the fund and to the donor's original intent.

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

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

To be signed upon approval by UNBC Senate
Ernie Malenzia
Prince George Filipino Canadian Association

Mark Dale, Acting President & Vice-Chancellor
University of Northern British Columbia

Date

FOR OFFICE USE ONLY

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

Linda Fehr, Financial Aid and Awards Officer

_____, *Dean of* _____

Copies to:

Financial Aid and Awards Office
Manager of Treasury Services
Office of External Relations (2)

First revised award available in the September semester of 2014.



Motion Number (assigned by SCS): SCSB20140423.09

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Pulp, Paper and Woodworkers of Canada, Local 9 Bursary be approved.

Effective Date: 2014-2015 Academic Year

Rationale: To revise the Pulp, Paper and Woodworkers of Canada, Local 9 Bursary commencing the 2014-2015 Academic Year with alterations to the Award Name, Awards Guide Description/Intent, Award Type, Criteria and Note sections as follows:

Award Name: Pulp, Paper and Woodworkers of Canada, Local 9 ~~Bursary~~ Award

Awards Guide Description/Intent: The members of PPWC, Local 9 established two ~~bursaries-awards~~ to encourage its members and their families to further their academic education in the north and to assist them in overcoming financial barriers to post-secondary education.

Award Type: ~~Bursary~~ Award

Eligibility: Available to a full or part time undergraduate or graduate student enrolled in any program of study who is a member, the spouse of a member, a child, grandchild or legal ward of a member or deceased member of the Pulp, Paper and Woodworkers of Canada, Local 9. Proof of membership must be supplied to the Awards Office at the time of application.

Criteria: ~~Demonstrated financial need.~~

Conditions: ~~Student is unable to receive this award more than once.~~ Student may receive this award more than once if there are no other qualified applicants in that year.

Proposed by: Jennifer Hicke, Development Awards Officer

External Relations contact: Jennifer Hicke, Development Awards Officer

Faculty / Academic Department:

Date: March 26, 2014

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20140423.10

Moved by: Erasmus

Seconded by: Harris

Committee Decision: CARRIED

Attachments: three pages

Approved by SCSB: April 23 2014
Date


Chair's Signature

For information of Senate.

**Pulp, Paper and Woodworkers of
Canada, Local 9 Award**

For UNBC Students

Terms and Conditions

THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA



**External Relations
Dec 2004, revised Feb 2008,
revised March 2014**



Terms and Conditions for the Pulp, Paper and Woodworkers of Canada, Local 9 Award at the University of Northern British Columbia

The University of Northern British Columbia (UNBC) is delighted to continue the Pulp, Paper and Woodworkers of Canada, Local 9 Award with Pulp, Paper and Woodworkers of Canada, Local 9. This document replaces previous undertakings and outlines the terms and conditions for this award.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Pulp, Paper and Woodworkers of Canada, Local 9 ~~Bursary~~ Award

Awards Guide Description/Intent: The members of PPWC, Local 9 established two ~~bursaries~~ awards to encourage its members and their families to further their academic education in the north and to assist them in overcoming financial barriers to post-secondary education.

Donor: Members of the Pulp, Paper and Woodworkers of Canada, Local 9

Value: \$1,500

Number: Two

Award Type: ~~Bursary~~ Award

Eligibility: Available to a full or part time undergraduate or graduate student enrolled in any program of study who is a member, the spouse of a member, a child, grandchild or legal ward of a member or deceased member of the Pulp, Paper and Woodworkers of Canada, Local 9. Proof of membership must be supplied to the Awards Office at the time of application.

Criteria: ~~Demonstrated financial need.~~

Conditions: ~~Student is unable to receive this award more than once.~~ Student may receive this award more than once if there are no other qualified applicants in that year.

Effective Date: Established 2004

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

ANNUAL AWARDS PARTNERSHIP ARRANGEMENTS:

Pulp, Paper and Woodworkers of Canada, Local 9 will:

- Provide the award funds in the amount of \$3,000 to the University by March 31 of the year that the award is to be provided.
- Inform UNBC in writing on or before 31st of December in the year prior to your intended withdrawal of the award. This provides UNBC time to withdraw advertising of the award in the Awards Guide for the upcoming year.

UNBC will:

- Provide a charitable tax receipt in the amount of the gifts provided by the donor(s) in the year the University receives the donations.
- Promote and advertise the Pulp, Paper and Woodworkers of Canada, Local 9 Award in all appropriate UNBC materials and publications.

- Ensure student recipients provide a letter to the donor thanking them for their support.
- Provide an annual update on the student recipient(s).
- Provide recognition to Pulp, Paper and Woodworkers of Canada, Local 9 as outlined in the Donor Recognition Program (http://www.unbc.ca/giving/recognition_programs.html).

Representatives of Pulp, Paper and Woodworkers of Canada, Local 9 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:

To be signed upon approval by UNBC Senate _____
Signatory
Pulp, Paper and Woodworkers of Canada,
Local 9

Mark Dale, Acting President & Vice-Chancellor
University of Northern British Columbia

Date

FOR OFFICE USE ONLY

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

Linda Fehr, Financial Aid and Awards Officer

_____, *Dean of* _____

Copies to:

Financial Aid and Awards Office
Manager of Treasury Services
Office of External Relations (2)

First revised award available in the September semester of 2014.



Motion Number (assigned by SCS): SCSB20140423.10

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: 2014-2015 Academic Year

Rationale: To revise the Miriam Matejova Award commencing the 2014-2015 Academic Year with alterations to the Donor and Award Value sections as follows:

Donor: Miriam Matejova and Don Munton

Value: approx. ~~\$1250~~ \$1700

Proposed by: Jennifer Hicke, Development Awards Officer

External Relations contact: Jennifer Hicke, Development Awards Officer

Faculty / Academic Department:

Date: April 23, 2014

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20140423.11

Moved by: Schwab

Seconded by: Harris

Committee Decision: CARRIED

Attachments: three pages

Approved by SCSB: April 23, 2014
Date


Chair's Signature

For information of Senate.

Miriam Matejova Award

For UNBC Students

Terms and Conditions

THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA



**External Relations
November 2012, Revised April
2014**



**Terms and Conditions for the
Miriam Matejova Award
at the University of Northern British Columbia**

The University of Northern British Columbia (UNBC) is delighted to establish the Miriam Matejova Award with Miriam Matejova. This document outlines the terms and conditions for this award.

AWARDS GUIDE INFORMATION:

Award Category: Entrance

Award Name: Miriam Matejova Award

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

Donor: Miriam Matejova and Don Munton

Value: approx. ~~\$4250~~ \$1700

Number: One

Award Type: Award

Eligibility: Available to a full time undergraduate student who is a permanent resident or naturalized Canadian who has completed high school or other secondary school outside of Canada and the United States and who is starting his/her first Canadian degree at UNBC. Preference will be given to a female student, a student enrolled in the International Studies Program or a student who is a new post-secondary 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.

ANNUAL AWARDS PARTNERSHIP ARRANGEMENTS:

Miriam Matejova and Don Munton will:

- Provide the award funds in the amount of \$1700 to the University by March 31 of the year that the award is to be provided.
- Inform UNBC in writing on or before 31st of December in the year prior to your intended withdrawal of the award. This provides UNBC time to withdraw advertising of the award in the Awards Guide for the upcoming year.

UNBC will:

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

Miriam Matejova 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:

Miriam Matejova

Mark Dale, Acting President & Vice-Chancellor
University of Northern British Columbia

Don Munton

Date

FOR OFFICE USE ONLY

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

Linda Fehr, Financial Aid and Awards Officer

_____, Dean of _____

Copies to:

Financial Aid and Awards Office
Manager of Treasury Services
Office of External Relations (2)

First revised award available in the September semester of 2014.

AGENDA ITEM BRIEFING NOTE

Date:	June 14, 2014			
Agenda Item:	6. e. Routine Capital Year End Report			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Shelley Rennick, Director Facilities			
Reviewed By:	Eileen Bray, VP Administration & Finance			

Material:

Issue:

Background:

Motion:

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

Remarks/Next Steps:

Ministry of Advanced Education



Capital Asset Reference Guide

Template 10: Annual Accountability Report for Category 4(a): Major Maintenance & Rehabilitation Projects (≥\$250,000) and Category 5: Upgrade & Renovation Projects

Version 1.2 March 31, 2014

INSTITUTION: University of Northern British Columbia

DATE: April 16, 2014

FOR FISCAL YEAR ENDING:

2014

Routine Capital - Major Maintenance and Rehabilitation Funding Summary

	Approved Funding ¹	Actual Funding Contribution		Variance
Ministry	\$ 241,653	\$ 241,653		\$ -
Institution				\$ -
TOTAL	\$ 241,653	\$ 241,653		\$ -

VFA Priority 1 to 5 (choose from drop-down list)	Project Description ¹	Actual Project Outcomes ²	FCI prior to maintenance)	FCI (after maintenance)	Estimated Project Budget ¹	Actual Project Costs	Variance
Priority 1 - Currently Critical	Misc. Sprinkler Repairs	Safety and code repairs/upgrades			\$ 19,440	\$ 19,440	\$ -
Priority 1 - Currently Critical	TLC Fire Door Hold Opens	Improved accessibility			\$ 20,000	\$ 14,062	\$ 5,938
Priority 1 - Currently Critical	Fire Door repairs	Safety and code repairs/upgrades			\$ 4,484	\$ 4,484	\$ -
Not Applicable	Building Controls Upgrades	env. Monitoring upgrade			\$ 4,003	\$ 4,003	\$ -
Priority 4 - Recommended or Improvements	Flooring Installation	VFA recommended improvement			\$ 26,204	\$ 26,204	\$ -
Not Applicable	Heat Exchanger Plate Pack Replacements	Heating system repairs			\$ 32,687	\$ 32,687	\$ -
Priority 4 - Recommended or Improvements	Restain Remainder of T & L Exterior	VFA recommended improvement			\$ 5,997	\$ 5,997	\$ -
Not Applicable	Corner Guard installation	Building maintenance			\$ 5,433	\$ 5,433	\$ -
Priority 1 - Currently Critical	Library South Elevator Repair	emergency repair			\$ 10,632	\$ 10,632	\$ -
Priority 1 - Currently Critical	Sidewalk Repair	safety issue			\$ 12,198	\$ 12,198	\$ -
Priority 2 - Potentiall Critical	Boiler Upgrade	Routine Capital repair			\$ 6,598	\$ 6,598	\$ -
Priority 4 - Recommended or Improvements	Exterior Lighting Upgrade to reduce GHG				\$ 19,913	\$ 19,913	\$ -
Priority 4 - Recommended or Improvements	Connect Pellet Boiler to Controls BACNet				\$ 20,000	\$ 10,704	\$ 9,296
Priority 1 - Currently Critical	Sidewalk repairs	safety			\$ 12,198	\$ 12,198	\$ -
Priority 4 - Recommended or Improvements	Decommission Acid Neutralization System (partially complete)	space repurposing for research			\$ 50,000	\$ 27,663	\$ 22,337
	The remainder of the funding (\$29,438) will be expended in 2014/15						\$ -
		TOTAL			\$ 249,787	\$ 212,215	\$ 37,571

NOTE 1: Information as per funding approval letter

NOTE 2: Include outcomes for linear infrastructure, which refers to underground utilities, roadways, sidewalks, etc.

AGENDA ITEM BRIEFING NOTE

Date:	June 13, 2014			
Agenda Item:	6. f. Northern Sport Centre Ltd. Financials			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
Prepared By:	William Chew, Treasury Manager			
Reviewed By:	Eileen Bray, VP Administration & Finance			

Material:

Issue:

Background:

Motion: *That, the Finance and Audit Committee recommends to the Board of Governors the approval of the Northern Sport Centre Limited Income Statement and Retained Earnings for the year ended March 31/14.*

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

Remarks/Next Steps:

NORTHERN SPORT CENTRE LIMITED

BALANCE SHEET

AS AT MARCH 31, 2014

	<u>2014</u>	<u>2013</u>
ASSETS		
ASSETS		
Cash	\$ 5,718	\$ 4,810
Prepaid expense	6,417	8,429
TOTAL ASSETS	<u>\$ 12,135</u>	<u>\$ 13,239</u>
LIABILITIES & SHAREHOLDERS EQUITY		
LIABILITIES		
Account payable	<u>\$ -</u>	<u>\$ -</u>
SHAREHOLDERS EQUITY		
Share capital	\$ 1	\$ 1
Retained earnings	12,134	13,238
	<u>\$ 12,135</u>	<u>\$ 13,239</u>
TOTAL LIABILITIES & SHAREHOLDERS EQUITY	<u>\$ 12,135</u>	<u>\$ 13,239</u>

Prepared for Management Purposes

NORTHERN SPORT CENTRE LIMITED
INCOME STATEMENT AND RETAINED EARNINGS
FOR THE YEAR ENDED MARCH 31, 2014

	<u>2014</u>	<u>2013</u>
REVENUE		
NSC contribution	\$ 16,541	\$ 20,954
Total Revenue	<u>16,541</u>	<u>20,954</u>
EXPENSES		
Directors remuneration & expenses	4,000	4,000
Legal fees	541	586
Insurance	13,012	14,771
Bank fees	92	83
Total Expenses	<u>17,645</u>	<u>19,440</u>
NET INCOME	<u>\$ (1,104)</u>	<u>\$ 1,514</u>
Retained Earnings, beginning	\$ 13,238	\$ 11,724
RETAINED EARNINGS, ENDING	<u><u>\$ 12,134</u></u>	<u><u>\$ 13,238</u></u>

Prepared for Management Purposes

NORTHERN SPORT CENTRE LIMITED
INCOME STATEMENT AND RETAINED EARNINGS
FOR THE YEAR ENDED MARCH 31, 2014
PRO-FORMA

	BUDGET 2015	ACTUAL 2014	ACTUAL 2013
REVENUE			
Northern Sport Centre	\$ 20,000	\$ 16,541	\$ 20,954
Total Revenue	<u>20,000</u>	<u>16,541</u>	<u>20,954</u>
EXPENSES			
Directors remuneration & expenses	4,000	4,000	4,000
Legal fees	600	541	586
Insurance	14,000	13,012	14,771
Bank fees	95	92	83
Total Expenses	<u>18,695</u>	<u>17,645</u>	<u>19,440</u>
NET INCOME	<u>\$ 1,305</u>	<u>\$ (1,104)</u>	<u>\$ 1,514</u>
Retained Earnings, beginning	\$ 13,238	\$ 13,238	\$ 11,724
RETAINED EARNINGS, ENDING	<u>\$ 14,543</u>	<u>\$ 12,134</u>	<u>\$ 13,238</u>

Prepared for Management Purposes

AGENDA ITEM BRIEFING NOTE

Date:	June 13, 2014			
Agenda Item:	6. g. Debt Schedule Report			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	William Chew, Treasury Manager			
Reviewed By:	Eileen Bray, VP Administration & Finance			

Material:

Issue:

Background:

Motion:

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

Remarks/Next Steps:

University of Northern British Columbia
Section 58 Sinking Fund Debenture Debt
March 31, 2014

Section 58 Debenture Debt - Principal and Interest Payments (2013/14)

Debenture Issue	Project	Issue Date	Maturity Date	DEBENTURE Amount	Coupon Interest Rate	Annual Principal Payments	Principal Payment Date	Semi-Annual Interest Payments	Interest Payment Date
UNBC-MTN-53	Housing Ph II	May 05/1995	Aug 23/2013	7,300,000.00	8.50%	159,519.60	23-Aug	310,250.00	Aug 23
UNBC-MTN-34	Housing Ph II	Oct 31/1994	Jun 09/2014	4,500,000.00	9.63%	98,334.00	9-Jun	216,562.50	Jun 09
UNBC-MTN-26	Housing Ph I	Jun 17/1994	Jun 17/2019 *	3,000,000.00	9.00%	65,556.00	17-Jun	135,000.00	Jun 17
Subtotal:				<u>14,800,000.00</u>		<u>323,409.60</u>		<u>661,812.50</u>	
UNBC-MTN-53	Housing Ph II	May 05/1995	Aug 23/2013					0.00	Feb 23
UNBC-MTN-34	Housing Ph II	Oct 31/1994	Jun 09/2014					216,562.50	Dec 09
UNBC-MTN-26	Housing Ph I	Jun 17/1994	Jun 17/2019 *					135,000.00	Dec 17
Total:				<u>14,800,000.00</u>		<u>323,409.60</u>		<u>1,013,375.00</u>	

* Issue UNBC-MTN-26 is a 25 year debenture. Interest payments are over 25 years and the issue has a 20 year sinking fund.

The University of Northern British Columbia
Section 58 Debenture Debt Liability & Sinking Fund Asset
Balances as at March 31, 2014

Debenture Issue	Project		DEBENTURE Amount	Sinking Fund Accumulated Principal Paid	Return On Sinking Fund	Sinking Fund Market Value Mar 31, 2014	Add'n S.F. Market Value Mar 31, 2014	Unfunded Debenture Liability
UNBC-MTN-53	Housing Ph II	Matured Aug 23/13	0.00	0.00	-	-	-	-
UNBC-MTN-34	Housing Ph II		4,500,000.00	1,868,346.00	1,578,615.94	3,446,961.94	-	1,053,038.06
UNBC-MTN-26	Housing Ph I		3,000,000.00	1,245,564.00	1,434,089.17	2,679,653.17	-	320,346.83
Total:			<u>7,500,000.00</u>	<u>3,113,910.00</u>	<u>3,012,705.11</u>	<u>6,126,615.11</u>	<u>0.00</u>	<u>1,373,384.89</u>
Total SF:							<u>6,126,615.11</u>	

Sinking fund is reported at fair value per CICA HB Section 3855.

AGENDA ITEM BRIEFING NOTE

Date:	June 13, 2014			
Agenda Item:	6. h. Endowment Investment Portfolio Update			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	William Chew, Treasury Manager			
Reviewed By:	Eileen Bray, VP Administration & Finance			

Material:

Issue:

Background:

Motion:

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

Remarks/Next Steps:

EXECUTIVE SUMMARY:

This report is to provide some background on the UNBC Endowment Investment Portfolio and to update the Board on the status, performance, and any changes in investment structure or investment policy. The rate of return and performance results as well as fund balance and asset mix information is based on information to fiscal year end March 31, 2014. The one year return to March 31, 2014 was 19.9% and the four year annualized return was 9.1%. The endowment fund market value balance at March 31, 2014 was \$64.1 million, including the Northern Medical Programs Trust (NMPT) of \$8.8 million.

ENDOWMENT INVESTMENT FUND

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

Endowment Composition

Endowment - Activities	Market Value @ Mar 31, 2014	%
Student Awards	\$ 18,528,264	28.9%
Library	1,905,420	3.0%
Program support	3,882,393	6.1%
Northern Medical Programs Trust	8,826,019	13.8%
Research	30,933,622	48.2%
Total Endowments	\$ 64,075,718	100.0%

Individual endowments are governed by the terms and conditions of the donor agreement. The endowment fund market value at March 31, 2013 was \$53,530,571. Donations in 2013/2014 totaled \$255,573, including donations to the NMPT.

LEGAL FRAMEWORK FOR INVESTMENT MANAGEMENT OF ENDOWMENT

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

INVESTMENT COMMITTEE

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

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

INVESTMENT MANAGERS

The Investment Committee had examined various asset classes, asset mixes, investment managers and styles in determining the investment portfolio. Four investment managers are employed in carry out investing activities of the portfolio. Gryphon Investment Counsel Inc and Letko Brosseau & Associates Inc. manages investing in bonds, Canadian and global equities with offsetting investment styles (growth and value) in institutional pooled balanced funds. Wellington Financial LP manages private debt held in a limited partnership and mortgages are managed in an open-ended mutual fund unit trust by Trez Capital Inc. Trez Capital was added to the portfolio in October 2013. The composition of the portfolio is designed to maximize returns given a moderate level of risk. Capital preservation of the assets is of the most important investment objective.

The endowment portfolio consists of the following:

Investment Manager	%	Mandate
Gryphon Investment Counsel Inc	43.0%	Fixed income, Cdn & Global Equities
Letko Brosseau & Associates Inc	48.2%	Fixed income, Cdn & Global Equities
Wellington Financial LP	2.2%	Fixed income – Private Debt
Trez Capital Inc	6.6%	Fixed income - Mortgages
Total	100.0%	

Daily investing activities are made by investment managers but the overall asset mix must remain within investment policy parameters set by the University. Total equities in the asset mix cannot exceed 80%. The table below compares the asset mix allocation for the two years.

Asset Class	Asset Mix Mar 31/14	Asset Mix Mar 31/13	Investment Policy	
			Min	Max
Equities - Cdn	25.1%	25.7%	10%	50%
Equities - Global	37.4%	38.6%	10%	50%
Fixed Income	32.1%	30.0%	30%	55%
Real Assets	0.0%	0.0%	0%	35%
Cash	5.4%	5.7%	0%	7%
Total	100.0%	100.0%		

Source: API Asset Performance Inc on Asset Mix

ENDOWMENT INVESTMENT PORTFOLIO PERFORMANCE

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

Description	1 Year	2 Year	3 Year	4 Year
Annualized Return (Mar 31)	19.9%	14.8%	8.8%	9.1%

Annual Rates of Return – (Pre-fee)

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

Source: API Asset Performance Inc. 2003 - 2014

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

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

In terms of the portfolio performance among the balanced fund universe, the fund's one year return of 19.9% ranks 8th percentile (ranking 8th out of 100) and the four year annualized return of 9.1% ranks 49th percentile. In 2012/13, the annual return for the portfolio ranked 34th percentile. The four year moving annualized return of 9.1% matched the median portfolio performance of 9.1% and outperformed the passive portfolio of 8.4%. Long term investing is the focus.

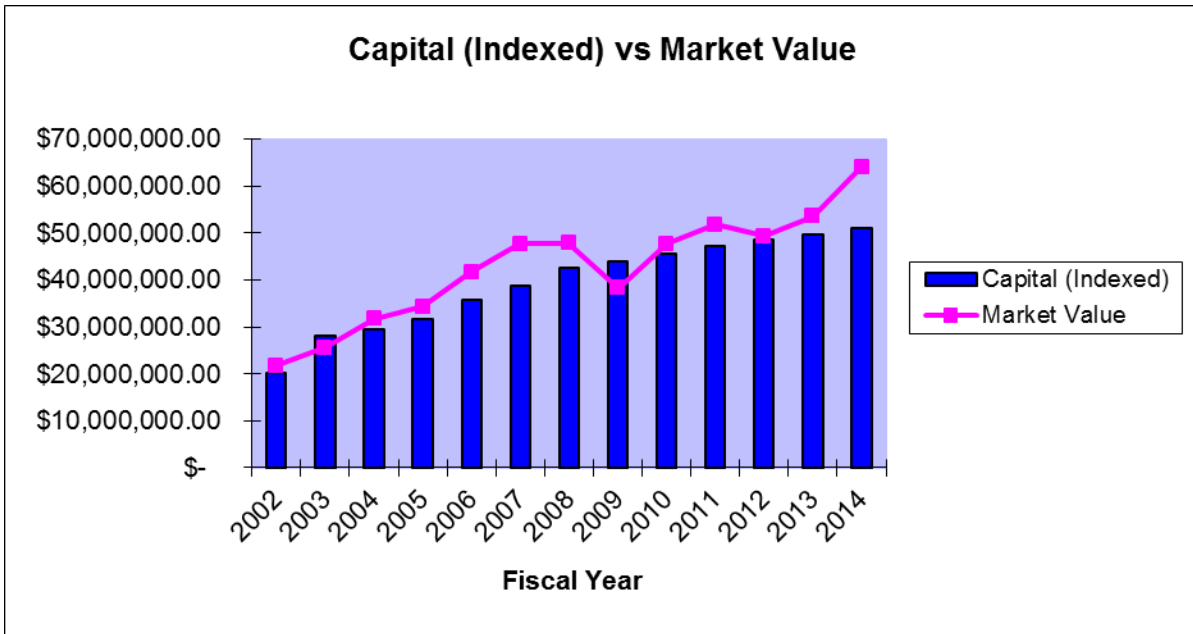
ENDOWMENT SPENDING

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

1. Sustainable spending
2. Intergenerational equity

Sustainable spending:

The 2013/2014 spending rate was 3.5% of the market value of the endowment based on a 3 year rolling average. Long term investment returns are estimated to be between 5% - 8% and inflation 1% - 3%, a spending rate of 3.5% is sustainable. In theory, the endowment's long term returns should support spending of 3.5% for awards, capitalization for inflation to preserve the purchasing power of the endowment (capital maintenance), and 0.5% for administration expenses. Spending may encroach on capital from time to time as shown on the table below (see fiscal years 2003 and 2009).



Intergenerational equity:

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

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

AGENDA ITEM BRIEFING NOTE

Date:	June 14, 2014			
Agenda Item:	6. i. Northern Sport Centre Annual Report			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Aaron LeBlanc, Director, Ancillary Services			
Reviewed By:	Eileen Bray, VP Administration & Finance			

Material:

Issue:

Background:

Motion:

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

Remarks/Next Steps:

NORTHERN SPORT CENTRE

Northern Sport Centre Limited

Board of Directors

Presentation to Council of the City of Prince George



AGENDA

- ▶ NSCL Vision, Mission, Core Values, Core Business
- ▶ NSCL Operating Principles
- ▶ NSCL Board of Directors
- ▶ Operating Model
- ▶ Financial Report
- ▶ Future Actions

VISION, MISSION, CORE VALUES AND CORE BUSINESS

Vision

- ▶ Through superior service our dedicated team aspires to deliver leadership in sport development, fitness education and programming, inspiring a community to embrace sport, health and wellness.

Mission

- ▶ The Northern Sport Centre team is committed to providing every person accessible, engaging opportunities for growth and development in sport, fitness and active living.

VISION, MISSION, CORE VALUES AND CORE BUSINESS (continued)

Core Values

- ▶ Superior Service – Ensuring the customer’s expectations are exceeded and their experience is unmatched.
- ▶ Accountability - Our responsibility to our team and our customers to take ownership of our actions in a timely and accurate manner.
- ▶ Integrity - To provide a respectful environment conducive to ethical, transparent behavior that instills trust.
- ▶ Forward thinking – To foster progressive, innovative actions that affect positive change

Core Business

- ▶ Memberships
- ▶ Programming
- ▶ Rentals
- ▶ Events



OPERATING GOALS

- ▶ A facility that fills a gap in the regional, community, and the University sport and recreation delivery system.
- ▶ We will provide a sport & recreational facility for the City of Prince George & the University of Northern British Columbia.
- ▶ We will foster sport development together with regional & community development & pride and will become a regional sport centre.
- ▶ We will encourage the integration of education, sport, health, & wellness for Northern British Columbia, recognizing athletes' desires to train while pursuing their education.
- ▶ We will enhance & complement the existing competitive & recreational sport facilities of the City of Prince George.
- ▶ We will enhance the region's national profile & help draw & retain student athletes to the area.
- ▶ We will contribute to Tourism in the community & region by hosting major tournaments & championships.

A WELCOMING PLACE



NCS OPERATING PRINCIPLES

- ▶ To ensure that the NSC meets the needs of its two major stakeholders we will strive to accommodate six specific areas:
- ▶ Use by CPG & user groups affiliated with or designated by the CPG.
- ▶ Use by UNBC and user groups affiliated with or designated by UNBC.
- ▶ Athlete training.
- ▶ Provide a mix of structured & casual leisure opportunities.
- ▶ Provide opportunities for investment by the private sector & non-profit societies.
- ▶ Cost recovery of the NSC.

BOARD OF DIRECTORS

- ▶ Cliff Dezell – Chair
- ▶ Geoff Payne – Vice Chair
- ▶ Eileen Bray – President
- ▶ Kathleen Soltis – Vice President
- ▶ Aaron LeBlanc – Treasurer
- ▶ Walter Babicz – Secretary
- ▶ Myrna Cable
- ▶ Michael McMillan
- ▶ Sue Bond
- ▶ Jim Martin
- ▶ Angela Kehler – NUGSS

OPERATING MODEL

- ▶ Full and part-time regular staff supplemented with UNBC students.
- ▶ Major tenants include UNBC Athletics and Pacific Sport North
- ▶ Timberwolves basketball games attract large audiences.
- ▶ Facility serves a wide demographic: pre-schools, 1-12 grades from various schools, youth & adult sports organizations, university students, adults & seniors pursuing high performance & recreational activities including track & fitness areas.

PROGRAMMING

- ▶ All inclusive memberships: 1 free orientation, 26 hours per week of free drop in classes, open long hours, unparalleled facilities.
- ▶ Extensive free selection by members – 300 participants per week across a variety of programs.
- ▶ Registered programming – 350-participants per week across a variety of programs.

KEY USER GROUPS

- ▶ City of Prince George
 - Prince George Youth Soccer Association
 - Prince George Youth Volleyball Association
 - Prince George Minor Basketball Association
- ▶ School District 57
- ▶ UNBC athletics – varsity & intramurals
- ▶ Pacific Sport North
- ▶ British Columbia Indoor Soccer League – 63 adult soccer teams
- ▶ Regional Training Centre – Basketball (high performance academy)

CONTRIBUTIONS

The contribution from the City has a direct result on Facility Rental Rates, NSC memberships and on the Pacific Sport High Performance Training Centre.

The contribution from UNBC provides usage of the space for Athletics as well as intramural activity and student fitness memberships.



SERIOUS EXERCISING



UNBC

Athletics

Home Games

Summer Camps

Practices

Intramural

Other

Convocation

Orientation

Storm the Hill

Other UNBC Requests

CITY OF PRINCE GEORGE

All subsidized booking requests:

- ▶ PGYSA, PGYVA, PGMBA, other LSO's
- ▶ Pacific Sport

FACILITY RENTAL RATES

<u>Area</u>	<u>Average</u> ¹	<u>Northern Sport Centre</u>
Fields	\$165.00 / Hour	\$62.63/ Hour ²
Gyms	\$105.75 / Hour	\$39.20/ Hour ³

¹Average: Compiled from similar Canadian based facilities.

²This is an average rate of the majority of the NSC user groups.
High Rate: \$118.61/hour **Low Rate:** Free

³This is an average rate of the majority of the NSC user groups.
High Rate: \$81.15/hour **Low Rate:** Free

GROWTH

New Members

- ▶ April 2009 to March 2010 331
- ▶ April 2010 to March 2011 1487
- ▶ April 2011 to March 2012 1994
- ▶ April 2012 to March 2013 2036
- ▶ April 2013 to March 2014 2158

TOTAL ACTIVE MEMBERS

Not Including UNBC Students

▶ April 2009 to March 2010	388
▶ April 2010 to March 2011	1753
▶ April 2011 to March 2012	2493
▶ April 2012 to March 2013	3208
▶ April 2013 to March 2014	3884

TOTAL DAILY VISITS

▶ April 2009 to March 2010	137,334
▶ April 2010 to March 2011	159,230
▶ April 2011 to March 2012	276,230
▶ April 2012 to March 2013	219,760
▶ April 2014 to March 2014	228,742

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

THE IMPRESSIVE TRACK



INDOOR PLAYGROUND



3rd ANNUAL STORM THE HILL

Sunday September 7th, 2014



BC ELDER'S GATHERING



CANADA WINTER GAMES TEST EVENTS



HARLEM GLOBETROTTERS



RELAY FOR LIFE - TEAM NSC



FINANCIAL REPORT

	2012 / 2013	2013 / 2014	
	Actual	Budget	Actual
Revenue	2,067,776	2,122,500	2,188,148
Salary/Benefits	517,649	763,100	617,325
Expenses	1,303,536	1,253,520	1,531,577
Surplus	246,591	95,880	39,246*

* 125K in approved reserve expenditures to cover capital improvements were covered from operations – therefor no expenses from reserve were required.

SURPLUS

- ▶ This surplus added to our existing capital reserve and total balance of 1,078,266.
- ▶ Our policy is to create a reserve of \$2M for future capital requirements.
- ▶ NSC Management has successfully covered capital maintenance and improvements from its operations without depleting the reserve or going back to stakeholders for further contributions.

FUTURE OF THE NSC

- ▶ The NSC is at capacity
- ▶ Aaron LeBlanc is currently exploring options for NSC expansion and will provide feasible opportunities that align with the City and UNBC Master Planning efforts to the NSC Board in late 2014.

AGENDA ITEM BRIEFING NOTE

Date:	May 13, 2014			
Agenda Item:	7. a. Institutional Accountability Plan & Report			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
Prepared By:	Denise Nagy, Acting Executive Assistant, Board of Governors			
Reviewed By:	Mark Dale, Interim President			

Material:

Issue:

Background:

Motion:

That, on the recommendation of the Governance Committee, the Board of Governors the approves the 2014/15 – 2016/17 Institutional Accountability Plan and Report for the University of Northern British Columbia, as presented.

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

Remarks/Next Steps:

UNBC UNIVERSITY OF
NORTHERN BRITISH COLUMBIA

2014

**Institutional Accountability
Plan & Report**



**UNBC
25**

2015

1990

On the Cover: Passing the Torch

In the late 1980s, Wendell and Iris Unger were newlyweds living in Burns Lake. Their daughter, Jocelyn, was two years old. Wendell was working in construction. One day, he was asked to pay five dollars to become a member for something called the Interior University Society. In fact, it was the public campaign to have northerners join forces in advocating for a northern university. As a new father, wishing for a happy future for his daughter and others like her, Wendell joined the campaign.

25 years later, Wendell's leap of faith has completely changed the life of his family. Little Jocelyn became the first in her family to attend university. She graduated with a bachelor's degree from UNBC and then was accepted into the Northern Medical Program. She graduated in 2014 and became a doctor. Her younger brother, Christopher, followed in his big sister's footsteps and came to UNBC. He graduated with a major in Biochemistry and Molecular Biology and followed Jocelyn into the Northern Medical Program. He completed his third year of medical studies in 2014. But that's not all. Christopher met his wife at UNBC. Also a UNBC graduate, Sophie is now pursuing a graduate degree in Natural Resources and Environmental Studies, majoring in Biology. The youngest in the family, Samantha, is a recent graduate of Lakes District Secondary in Burns Lake and is beginning her first year of studies in September, 2014. All of them – Jocelyn, Christopher, and now Samantha – entered the University as UNBC Scholars, a prestigious award for northerners that provides the opportunity to attend UNBC tuition-free.

One family. One family transformed by the opportunity provided to them in northern BC. That \$5 Wendell paid to join the crusade for a northern university was the best investment he ever made.

UNBC's 25th Anniversary: September 2014 - June 2015

UNBC will be celebrating its 25th anniversary during the 2014-15 academic year, culminating on June 22, 2015, the 25th anniversary of the day the BC Legislature passed the University of Northern British Columbia Act, with all-party support.

The 25th anniversary logo depicted on the cover of this publication features three intersecting lines. This is a graphic representation of the three lines, or axes, that intersect at the centre of the Agora Courtyard on UNBC's Prince George campus. The campus buildings are aligned on these three axes, giving a spatial order to the buildings and reinforcing their relationship to the North, the community, and the surrounding environment. In this way, the campus itself is a manifestation of the UNBC mission and purpose.

This relationship with the North, communities, and the environment is also at the root of the University's 25th anniversary celebrations.

www.unbc.ca/25

Each year, the Government of British Columbia requires that public post-secondary institutions prepare an annual accountability document that includes a three-year plan and report. This is UNBC's document for 2014-17. It is organized broadly into the following sections: an institutional overview, our planning and operational context, and strategic priorities.

Following the narrative, a number of statistics and measures are presented related to various University and Government goals and objectives. The planning horizon for this document includes 2015, the 25th anniversary of the establishment of UNBC. While this represents a time to celebrate what has been accomplished, it is also a time to imagine a future for UNBC within the region, the province, and Canada.

1. Institutional Overview

Mission

To improve the quality of life in the region, the province, and the world by attaining the highest standards of undergraduate and graduate teaching, learning, and research. To serve our vast region by nurturing relationships and being innovative, resourceful, and responsive to student and community needs.

Vision

The University of Northern British Columbia aspires to be Canada's premier small research-intensive university, with internationally recognized academic and research programs that prepare its graduates in select areas of high relevance to the peoples of our region, province, and beyond.

Values

- We excel in our teaching, our research, and our service as well as in the management of the University. We are innovative in all of these efforts. We aspire to the highest standards in all that we do.
- We value our community. We care passionately for the people who make up the UNBC community. We aspire to sustain our culture of mutual respect. We strive to engage students, faculty, and staff in all aspects of university life.
- We value the contribution of indigenous peoples in British Columbia and around the world.
- We are relevant to Northern British Columbia and other like regions in the world. We

respond to the needs that arise, according to the talents and resources we have.

- We exercise good governance in the management of the University. In our practices, we aspire to be effective, transparent, and compassionate.

Introduction

Located in the spectacular landscape of northern British Columbia, UNBC is one of Canada's best small universities. The members of the University community share a passion for teaching, discovery, the environment, and the North and its people.

UNBC provides outstanding undergraduate and graduate learning opportunities that explore such topics as health and well-being, economies, cultures, and the environment. Credentials include certificates, diplomas, and bachelor's, master's, and doctoral degrees in two academic colleges: Arts, Social and Health Sciences; and Science and Management. While most offerings are provided by UNBC, the University has a number of partnerships with the northern colleges and with UBC to provide programs such as Nursing, Environmental Engineering, and Medicine. A full listing of academic programs is provided on page 19 of this document. UNBC is also a partner with the University of the Arctic to make university education more accessible around the global North.

In addition to fostering and celebrating academic excellence, UNBC is a welcoming place, with a learning environment that is friendly, inclusive, exciting, and supportive.

UNBC is a university both in and for the North and this has instilled a strong sense of ownership, purpose, and adventure among its students, alumni, faculty, staff, donors, partners, and the communities it serves. As Canada's Green University, UNBC also has a special mandate and opportunity related to environmental leadership and the sustainability of resource-based communities.

As one of BC's research-intensive universities, UNBC aims to bring the excitement of discovery to all of its students, and the outcomes of its teaching and research to the world. Research at UNBC is concentrated around four themes:

- Environment and Natural Resources
- Community Development
- Northern, Rural, and Environmental Health
- First Nations and Indigenous Studies

These areas, together with our context in the North, provide a foundation from which teaching and research are conducted.

Our Roots

UNBC was born from a grass-roots social movement among the citizens of northern BC. In

the late 1980s, 16,000 of them paid \$5 as part of a public appeal to the Government of BC to create a northern university. In 1990, the legislation creating UNBC passed with all-party support. Four years later, the Prince George campus was opened by Queen Elizabeth II and 1400 students enrolled. Both the campus and the student body have since tripled in size and UNBC has added regional operations in Terrace, Quesnel, and Fort St. John. UNBC also has an affiliation agreement with the Wilp Wilxo'oskwahl Nisga'a Institute in the Nass Valley.

This history has a) fostered a strong sense of ownership of UNBC among northerners, and b) shaped UNBC into an institution that feels a responsibility to the North and its peoples. Through its academic programming and research, international relationships, continuing education opportunities, partnerships, and other collaborative initiatives, UNBC aims to serve the needs of people in northern British Columbia and act as a catalyst and resource for the economic and social development of the region. This is what characterized UNBC's formation in the 1990s.

Building on this foundation, the last decade was characterized by expansion in health science disciplines critical to northern and rural communities. This included the Northern Medical Program, new Nursing specializations, and new bachelor's and doctoral degrees in Health Sciences. In addition, health-related research conducted by UNBC increased in value from \$292,817 in 2000/01 to \$6,371,299 in 2010/11.

The current decade is already being defined by a strong and timely focus on sustainability, particularly for those families and communities whose well-being is based on natural resources. This opportunity will be presented more fully in the section on UNBC's Strategic Direction, starting on [page __](#).

UNBC's history has provided it with a tangible social contract accompanied by high expectations for regional engagement through outreach activities, educational programs, research, and alumni retention. UNBC has been meeting these challenges even though its large region (roughly the size of France) is serviced by a relatively small faculty complement.

Participation in Post-Secondary Education

An original mission of UNBC was to improve the participation rate of northerners in university. Before the start of full operations in 1994, this rate was among the lowest in Canada, and was the subject of considerable analysis by the University's early staff. The following was produced by UNBC in 1993:

The overall...Northern BC participation rate [is] only 8 percent, compared to 21% in the south. Further, almost 40% of northern secondary school graduates who are eligible for university do not enrol in any type of post-secondary education. Secondary school student responses to the 1993 UNBC market research study indicate the principal reasons for not

participating in university education are prohibitive costs and the lack of accessibility due to the location of the university.

Today, 47% of eligible high school graduates from Northern BC enrol in a BC post-secondary institution within one year of graduation. The figure for Metro Vancouver is nearly 61%. So while the rise in the participation rate has served to be valuable evidence for UNBC's early success, post-secondary participation rates in Northern BC are still lower than the BC average and much lower than Metro Vancouver.

Who is UNBC....?

The participation rate in Northern BC would not have increased without a corresponding change in citizen expectations related to university attendance. In short, UNBC has made university accessible for people who would have previously been unable to attend for various reasons, namely location and cost.

Over the last decade, while the overall student population at UNBC has been stable, there has been growth in the number of northerners, First Nations students, graduate students, and international students. There has been a corresponding drop in undergraduate students, primarily from southern BC. This will be outlined in the next section on Planning and Operational Context.

Table (updated from last IAPR page 7)

Students: Where they are from - 2008-09 to 2012-13

Northern BC

Southern BC

Outside of BC (with a sub-row for international)

- UNBC is emerging as the clear “university of choice” for northerners and has been acquiring a greater share of the northern market. UNBC now, in fact, attracts more than 80% of the graduates from School District #57 (Prince George) who are bound for a BC university. The pattern is similar elsewhere in the North.
- UNBC is tops among provincial universities in the proportion of students who are First Nations, with 14% of its student body self-declared as Aboriginal, First Nations, or Inuit.

Bar chart as per core review pg 7: Domestic Student Headcount by Aboriginal Identity 2012-13. New numbers: UVic should be 5%, TRU should be 10%, and Royal Roads should be 5%. The rest are the same.

- Graduate students make up nearly 18% of the student body at UNBC, second to UBC (20%) and higher than both the University of Victoria (16%) and Simon Fraser University (15%). Thompson Rivers University has fewer than 1% of its students at the graduate level.

- The number of international students has increased by 373% over the last decade and they now comprise about 10% of the UNBC student body.

....And What Are They Studying?

UNBC offers a particular suite of educational offerings that has been created and deployed in such a way as to appeal to northerners and others from around the world. This also leads to highly educated citizens who both sustain communities and enable northern economic development.

The most current analysis of recent BC university graduates illustrates the relationship between programming, student popularity, and regional responsiveness:

(insert chart from Core Review highlighting "program clusters")

UNBC is particularly effective at attracting students to programs focused on the environment and natural resources, and illustrates a critical area of strength for BC related to the Province's projections for economic development:

(insert chart from Core review pg 6 illustrating percentage of students majoring in degree programs specializing in Natural Resources and the Environment)

This relationship with the North – particularly demonstrated in environmental and resource programs but also evident in Health Science programs and elsewhere around the University – is also integral to the University's research profile. The creation of the Canada Research Chairs (CRC) program provided UNBC with the means to enhance its capacity for research and the University is currently home to 11 CRCs and a total of 16 chairs. Among the 19 universities in UNBC's category in the Maclean's magazine ranking of universities, none have a greater number of CRCs than UNBC, and importantly, three-quarters of UNBC's research chairs focus on environment and/or resource topics—the highest proportion among universities in Canada. Further, among current research projects, approximately 80% are being conducted in the North and nearly 40% are being conducted with a regional partner.

Canada's Green University

This phrase was trademarked by UNBC in 2008 because of the academic strengths – in programming and research – that UNBC had developed in the environment, natural resources, and sustainability. At a more fundamental level, however, the Green University initiative is rooted in the North. The region is characterized by the presence of natural resources, at a scale and diversity not seen in other parts of North America. At the same time,

the region is home to spectacular landscapes and communities – both Aboriginal and non-Aboriginal – that rely on the environment for jobs, recreation, and cultural sustenance. Balancing these values, understanding cumulative effects, and fostering development defined by northerners is at the core of UNBC’s relationship to the region and the aspirations of its people.

In fact, these themes have been central to UNBC since its establishment and are also manifest on campus. The Prince George campus has been a showpiece for wood and energy efficiency since its construction, and these attributes have recently been enhanced. Today, the Wood Innovation and Design Centre is being built in Prince George and the campus bioenergy systems have reduced reliance on fossil fuels by more than 80% for campus heating while attracting more awards than any other initiative in UNBC’s history.

2. Planning and Operational Context

Through its short history, UNBC has been a national success story and a source of pride for the citizens of the region as well as the University’s alumni. Its success should also be a source of pride for Government: UNBC’s creation can easily be considered as one of the greatest public investments in the North.

The history of UNBC has instilled in the institution a strong sense of responsibility to the northern region: its communities and industries, its citizens and cultures, its challenges and opportunities. Rather than work to “build bridges” with the non-campus community, as many other universities do, UNBC feels as if it is embedded within the northern region. This commitment to be a true citizen of the North is at the foundation of UNBC’s “social license to operate” and is the factor that shapes UNBC’s planning and operations more than any other.

There are, however, a multitude of other factors that affect UNBC and its plans for the future. These are presented below in one of three categories: In the Region, Outside of the Region, and Within the University.

In the region

First, Northern BC is experiencing a consistent and dramatic **decline in the number of youth**. As represented by the total enrolment in Northern BC school districts, the population of young people in the region has declined by more than 41% over the past 17 years.

Insert chart from core review pg4 (bottom)

The extent of this decline is generally unknown but is contributing to discomfort about the North's preparedness for what is expected to be a period of significant growth and economic development in the region. Current **skills shortages** are expected to worsen in coming years, with critical needs in both trades/vocations as well as in professional occupations that typically require university education. In fact, the Government of BC labour market outlook for this decade projects that 78% of jobs will require a post-secondary credential.

Nevertheless, growth will not be linear, so jobs and needs within the region will fluctuate, both over time and from place to place. Contributing to **community and regional resiliency** is a critical element in UNBC's planning and operational context.

UNBC cannot address regional resiliency alone and therefore works in collaboration with others. **Partnerships** exist with the northern colleges through the Northern Post-Secondary Council, which is a forum for program planning, course delivery and transfer, research collaboration, and professional development. UNBC also works in collaboration with First Nations, local and regional governments and development agencies (beetle action coalitions, Northern Development, etc), and businesses and industry - all aimed at ensuring the University continues to be responsive and relevant.

Outside of the region

Government policy and priorities are a significant external factor for UNBC. Recent examples have included the focus on skills/trades training, fees related to greenhouse gas and carbon emissions, and projects such as the Wood Innovation and Design Centre (and subsequent investment in Engineering). In particular, three areas of action by the Government of BC have had a profound effect on UNBC's planning and operations:

Grant reduction: The Government of BC reduced UNBC's operating grant for 2013-14 by \$126,000 and cut a further \$473,000 in this fiscal year. The University is forecasting a further grant reduction of \$585,000 in 2015-16.

Skills Blueprint - the promise to re-direct funding to the education and training of "high-demand occupations" has the potential to shape UNBC's academic profile in significant ways. While UNBC is already a British Columbia leader in educating future health practitioners and resource managers, for example, the University is also interested in providing more capacity in the areas of energy and engineering, with appropriate funding.

New Universities - the expansion of degree-completion options in southern BC has had the effect of eroding UNBC's ability to attract and retain students from southern BC.

Whereas in the 1990s, close to one-third of UNBC students were from southern BC, the percentage now is less than 15%. This decline has been almost perfectly correlated to the increase in the number of BC institutions awarding bachelor's degrees.

(insert graph from pg 4 of core review (top))

While, to a certain extent, UNBC operates in competition with other institutions, it is also critical that it works in **partnership with other universities**. Similar to the relationship with the northern colleges, UNBC is also an active member of the Research Universities Council of BC. Through this forum for collaboration, UNBC is able to connect with other universities about program offerings, research, and the relationships between universities and the Government of BC.

Another key external factor that affects UNBC's planning and operations concerns the **public perception of Prince George**, and northern BC more broadly. While Prince George can be the subject of negative stories featured in the news media, a fact is that Prince George is distant from major population centres. UNBC's location is the top reason prospective students choose not to attend UNBC.

Within UNBC

The search for a **President** to replace George Iwama has been underway since the Fall of 2013. Mark Dale, who arrived at UNBC from Edmonton in 2008 to serve as Vice-President Academic and Prost, is the Interim President. Long-time Political Science professor John Young, himself a former Dean, is acting as Interim Provost.

While the University searches for a President, it is involved with labour issues on two other fronts:

- **Faculty** conducted a strike vote in early 2014 and are now unionized. The faculty and administration are pursuing their first collective agreement.
- The **support staff** represented by CUPE Local 3799 are also negotiating a new contract. The current collective agreement expires on July 1, 2014.

2014-15 marks the first time that a UNBC **operating budget** is smaller than the previous year. This is, in part, due to a reduced government grant, but is also a reflection on static enrolments and declining research revenue. Therefore, attracting more students, attracting more research funding, and attracting more financial resources through fundraising are important parts of the planning and operational context. It is also resulting in an expansion of **Ancillary Services** to support additional Continuing Studies courses, increase revenue for conferences and events, enhance housing and food services, and strengthen operations - such as the Charles Jago Northern Sport Centre - that can serve as a magnet for the entire region. In 2013, more than 1,300 students participated in Continuing Studies courses in 36 communities.

Prompted by an imperative to both attract more students and enhance the University's financial sustainability, UNBC has been conducting its own **academic review**. Initiated by former President George Iwama in early 2013, the process began with a series of "conversations" involving all members of the UNBC community. A number of "priority principles" have emerged: building on our strengths and focusing our efforts, strengthening linkages between academic programs, being open to change, attracting

resources, and recognizing the indivisibility of academic and non-academic functions in carrying out UNBC's mission. The Senate, the Board of Governors, governments, and various educational and regional partners will all participate in advancing an academic plan for UNBC that is sustainable, attractive, practical, imaginative, and responsive.

The 2014-15 season marks the debut of **UNBC Athletics** as an official member of the Canada West conference in Canadian Interuniversity Sport. The costs and opportunities associated with membership are an important aspect of the planning and operational context.

Finally, realizing benefits of **the University's 25th Anniversary** is a unique element for UNBC this year. The anniversary is coinciding with Prince George's centennial and the local hosting of the 2015 Canada Winter Games. All of these have the potential to significantly raise the profile of the community and the University, and expose several thousand young athletes to the possibility of attending UNBC. The 25th anniversary is being planned in response to the following target outcomes:

- Engaging faculty, staff and students in hosting a celebration of UNBC's anniversary
- Bringing founders and alumni together as ambassadors for the University
- Deepening the relationships that will enhance the financial capacity and sustainability of the University
- Making UNBC's history tangible and permanent
- Contributing to the success of the 2015 Canada Winter Games and Prince George's 100th anniversary
- Enhancing UNBC's regional, provincial, and national reputation

The theme of the anniversary celebration is "Canada's Green University," where the letters in the word GREEN stand for Growth, Renewal, Engagement, Energy, and Nature.

3. Strategic Direction

UNBC's history, the aspirations of the region, and the imperative for enrolment growth formed the context for a series of internal and public consultations that contributed to the creation of the University Plan 2010. The Plan articulates a number of priorities and goals. For example, the Plan suggests that UNBC must continue to demonstrate excellence in the areas of the environment and natural resources, First Nations and indigenous issues, health and quality of life, northern community sustainability and development, and the innovative distributed delivery of programs.

From these, a number of goals emerged:

- As Canada's Green University, to be a leader in energy and the environment

- To engage all students in experiential learning or research
- To enrich the learning experience through new pedagogical models
- To increase the impact of research through enhancing capacity and building external linkages
- To encourage a respectful, supportive, exciting, and friendly environment throughout the University
- To transform communities through the contributions of our alumni

Following the Board of Governors' approval of the 2013-14 operating budget, the University embarked on a planning exercise to ensure the ongoing financial viability of UNBC relative to its ambitious mission. This will include an academic plan that will provide direction to UNBC's academic programming and research activity, and will be supported by budget planning that will reflect financial circumstances and opportunities.

Today's Priorities

UNBC is guided by its mission to be a university in and for the North and it is this mission that gives it value to the entire province. Doing so means bringing the best of what universities are and do to the region. At the same time, it means being responsible to the particular needs and opportunities of the North through relevant education and research.

This often means providing the North with skilled employees. In fact, approximately 75% of the post-secondary graduates working in the North now annually come from UNBC and the three northern colleges, even though the four institutions together only account for 5% of the provincial post-secondary capacity. This is lower than the region's share of the total provincial population and much lower than the region's contribution to British Columbia's economic prosperity.

As northern BC prepares to celebrate UNBC's 25th Anniversary, the University recognizes that it needs more students and greater capacity for delivering on an educational mission that is needed more than ever.

1. Update the Academic Plan

Teaching and research is UNBC's "core business" and a clear direction will enhance areas of excellence and leadership, inform budget planning, strengthen regional relationships, and serve to both attract and retain students. The updated academic plan will highlight collaboration, financial sustainability, and regional relevance, and the University will bring this plan to the Senate and Board of Governors for approval and implementation. This plan will include programs of study and methodologies for delivering these programs in ways that reach more students and enhance their learning experiences.

2. Expand Engineering education into the Wood Innovation and Design Centre

As the Wood Innovation and Design Centre grew on the site at 5th and George in

downtown Prince George, people from around the world tuned in more than 30,000 times to watch the construction progress via live webcams. WIDC is a showpiece, and through this year, the building will be completed. UNBC will occupy the first three floors for its proposed Master of Engineering program. The first academic position has been filled and the process is underway to fill the remaining faculty positions and finalize the program content and curriculum. The University's programming will be the foundation for how the WIDC can be a catalyst for the development of new forest products and the construction of more multi-storey wood buildings.

Labour market surveys show considerable demand for engineers to enable the development of significant resource development projects in Northern BC. Further, engineers are critical to increasing the capacity of the region and its industries to innovate in the development of new products (especially from forest resources) and truly participate in emerging sectors such as energy. Expanded engineering programs at the graduate and undergraduate levels would complement both an existing bachelor's degree in environmental engineering that UNBC delivers in partnership with UBC as well as UNBC's strengths in forest management and the sustainability of resource-based communities.

3. Enhance leadership in local energy

In 2009, UNBC added bioenergy on its Prince George campus. It was a wood pellet system at the I.K. Barber Enhanced Forestry Laboratory funded by the Government of Canada's pine beetle recovery program. Over the last five years, UNBC has built out its energy system to the point that it is now a model for integrating renewable energy and natural gas in a northern context. No UNBC initiative has won more awards than the bioenergy project.

Over these same five years, northern BC has been the site of proposed energy projects that have the potential to bring significant and lasting effects to the region along the lines of nothing it has ever seen. It is serendipity that this has occurred simultaneously with UNBC's energy roll-out, providing a unique opportunity for national leadership within the region. As Canada's Green University, UNBC has an extremely high proportion of students in natural resource and environmental programs (about 10 times the national average for universities) along with a broad range of programming and expertise focused on the environment, wellness and well-being, and rural, resource-based communities. These can be leveraged in support of additional teaching and research capacity in related areas, support for student projects, and public education.

The next step will be installation of a new district energy system through 2014-15 to connect the Bioenergy Plant and wood pellet system to the two student residences and daycare to reduce fossil fuel consumption in those buildings by approximately 50%. It's

expected that this infrastructure will be integrated with on-campus food production in the future as the next step in modeling a sustainable and healthy northern community, and serving as a platform for education and research.

4. Strengthen regional linkages and programming

Massive resource development projects have been proposed for northern BC. Some of them are already underway. This has focused attention on the necessary education, training, research, and innovation that will prepare the region for a predicted boom, enable local people to access new employment opportunities, and provide the region with the capacity to leverage these projects for the growth of communities and diversification of the economy. UNBC is an active participant in the Northern Post-Secondary Council (UNBC, the northern community colleges, and the Government of BC) to ensure that programming is enhanced and duplication is reduced. Further, the University is reviewing and renewing its own structures to ensure personnel and technologies are deployed effectively throughout the region. This includes programming at both the undergraduate and graduate levels, offerings in Continuing Studies, and research activity.

5. Expand health education and research programs aimed at enhancing wellness in Northern British Columbia and beyond

The University is keen to work with its partners to take knowledge learned in the classroom and lab, and deploy it in rural and northern health care settings. This would have the effect of increasing the pool of workers in various health care professions, enhancing service, and ultimately improving the health status of citizens. Like Engineering, where there is evidence of the need for additional regional capacity, the education of health care practitioners of all kinds is critical to communities and regional economic development. Priorities for expansion include physiotherapy, Nursing in Fort St. John, a centre for rehabilitation sciences potentially located at the Charles Jago Northern Sport Centre, and expansion into other allied health professions such as occupational therapy, speech pathology, and audiology.

4. Goals, Objectives, Performance Measures, Targets and Results

This section is organized in accordance with the Accountability Framework provided by the BC Ministry of Advanced Education. The categories and data are provided by the provincial government in order to enable transparent reporting within the public post-secondary system.

**University of Northern British Columbia
2013/14 Accountability Framework Performance Measure Results¹**

Performance measure	Reporting year					
	2012/13 Actual	2013/14 Target	2013/14 Actual	2013/14 Assessment		
Student spaces²						
Total student spaces	2,888	3,455		TBD		
Nursing and other allied health programs	339	363		TBD		
Credentials awarded³						
Number	851	840	801	Substantially achieved		
Sponsored research funding⁴						
Sponsored research funding from all sources (million \$)	\$11.9	≥ previous year	\$10.1	Not achieved		
Federal sources (million \$)	\$9.0		\$7.5			
Provincial sources (million \$)	\$1.0		\$0.6			
Other sources (million \$)	\$1.9		\$2.0			
Aboriginal student spaces⁴						
Total Aboriginal student spaces	350	N/A		Not assessed		
Ministry	350					
Industry Training Authority (ITA)	N/A		N/A			
Student satisfaction with education⁵						
	%	+/-		%	+/-	
Bachelor degree graduates	93.9%	1.5%	≥ 90%	94.0%	2.4%	Achieved
Student assessment of the quality of instruction⁵						
	%	+/-		%	+/-	
Bachelor degree graduates	92.5%	1.6%	≥ 90%	94.4%	2.3%	Achieved
Student assessment of skill development⁵						
	%	+/-		%	+/-	
Bachelor degree graduates	84.8%	2.2%	≥ 85%	87.5%	3.4%	Achieved
Student assessment of usefulness of knowledge and skills in performing job⁵						
	%	+/-		%	+/-	
Bachelor degree graduates	83.0%	2.8%	≥ 90%	92.0%	3.1%	Achieved
Unemployment rate^{5,6}						
	%	+/-		%	+/-	
Bachelor degree graduates	7.0%	1.7%	≤ 12.4%	5.1%	2.3%	Exceeded

Continued on next page....

APPENDIX
University of Northern British Columbia
2013/14 Accountability Framework Performance Measure Results

Performance measure	Reporting year					
	2012/13 Actual		2013/14 Target	2013/14 Actual		2013/14 Assessment
Bachelor degree graduates' assessment of skill development						
	%	+/-		%	+/-	
Skill development (avg. %)	84.8%	2.2%	≥ 85%	87.5%	3.4%	Achieved
Written communication	81.3%	2.4%		86.8%	3.5%	
Oral communication	87.0%	2.1%		86.5%	3.5%	
Group collaboration	85.5%	2.1%		90.0%	3.0%	
Critical analysis	85.9%	2.1%		88.4%	3.2%	
Problem resolution	80.3%	2.5%		81.6%	4.0%	
Learn on your own	88.0%	2.0%		89.7%	3.1%	
Reading and comprehension	84.3%	2.3%		89.9%	3.1%	

Notes:

TBD - for measures where results are still to be received, the fields have been labelled as "To Be Determined".

N/A - Not applicable

¹ Please consult the 2013/14 Standards Manual for a current description of each measure. See http://www.aved.gov.bc.ca/framework/docs/standards_manual.pdf

² Results from the 2012/13 reporting year are based on data from the 2012/13 fiscal year; results from the 2013/14 reporting year are based on data from the 2013/14 fiscal year.

³ Annual performance is measured using a rolling three-year average of the most recent fiscal years, e.g., the results for the 2012/13 reporting year are a three-year average of the 2009/10, 2010/11 and 2011/12 fiscal years.

⁴ Results from the 2012/13 reporting year are based on data from the 2011/12 fiscal year; results from the 2013/14 reporting year are based on the 2012/13 fiscal year. A descriptive measure only.

⁵ Results from the 2012/13 reporting year are based on 2012 survey data; results from the 2013/14 reporting year are based on 2013 survey data. For all survey results, if the result plus or minus the margin of error includes the target, the measure is assessed as achieved. In all cases, the survey result and the margin of error are used to determine the target assessment. Survey results are not assessed if the number of respondents is less than 20 or the confidence interval is 10% or greater.

⁶ Target is the unemployment rate for those aged 18 to 29 with high school credentials or less for the province.

Target assessment scale	Description
Exceeded	110% or more of the target
Achieved	100% - 109% of the target
Substantially achieved	90% - 99% of the target
Not achieved	Less than 90% of the target
Not Assessed	Survey results with less than 20 respondents or a margin of error of 10% or greater, descriptive measures, and measures without targets

5. Financial Information

For the most recent financial information, please view the audited financial statements available on our website at www.unbc.ca/finance/statements

6. Degrees, Certificates, and Diplomas Offered at UNBC, 2014-15

BOARD OF GOVERNORS

AGENDA ITEM BRIEFING NOTE

Date:	May 29, 2014			
Agenda Item:	8. (a) Office of External Relations Report			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Katherine Scouten, Development Manager Christine Dillabaugh, EA to Vice-President External Relations			
Reviewed By:	Robert van Adrichem, Vice-President External Relations			

1. Fundraising:

Distribution of Donations	April 2012 – March 2013		April 2013 – March 2014	
	Total Giving	Donation Count	Total Giving	Donation Count
Student Awards	\$ 423,161	431	\$428,857	387
General	252,485	161	412,319	161
Athletics	117,820	117	118,300	160
Northern Medical Programs Trust	255,897	223	302,203	448
First Nations	157,213	9	24,725	6
Library	20,700	26	15,305	24
Green Initiatives	60,135	8	5,780	9
General Research	43,519	25	91,390	14
Area of Greatest Need	52,444	131	67,130	157
Gift in Kind	78,642	41	135,035	51
Office of Research	186,358	2	329,197	3
Total	\$ 1,648,374	1174	\$ 1,930,241	1420

Giving by Constituency	April 2012 – March 2013		April 2013 – March 2014	
	Total Giving	Donor Count	Total Giving	Donor Count
Association / Organization	\$ 106,571	4	\$62,574	3
Business / Corporation	730,086	12	\$924,443	11
Foundations	300,578	19	\$346,729	9
Government	46,811	62	\$112,461	11
Individuals (non-UNBC)	363,789	78	\$337,081	160
UNBC Individuals	62,972	690	\$73,081	839
Alumni	37,567	206	\$73,872	250
Total	\$ 1,648,374	1071	\$1,930,241	1283

a. F

iscal 2014 total giving increased 17% over F2013, number of donors increased 19%. This allows UNBC to increase funding to students through awards, new experiential learning courses, increase in student support to athletics, new student internships, and many other designations.

- b. Dr. Bob Ewert Event highly successful event in April 2015, raising over \$100,000 for NMPT.
- c. Verbal report on fundraising performance and priorities to be provided to the Board of Governors, June meeting

2. Communications with Stakeholders:

- a. The latest UPDATE magazine was mailed out to over 10,000 stakeholders in early May and provides a preview of the plans for UNBC's 25th anniversary celebrations.
- b. The External Relations office is working with the PG Citizen, Business in Vancouver, the Vancouver Sun, Northern Development Initiative Trust, and Initiatives Prince George on the *Northern Project*, a series of articles that will highlight the benefits of living and working in northern BC.
- c. R. van Adrichem attended the GLOBE Environmental Business Summit in Vancouver in March.

- d. The Northern Medical Programs Trust AGM was held in conjunction with the NCLGA in Fort St John in early May and UNBC attendees included M. Dale, R. van Adrichem, E. Bray, P. Winwood, K. Scouten and C. Dillabaugh. Members agreed that the 10th anniversary of the NMP provides a good opportunity to review the success of the NMPT to date. The Directors of the NMPT will conduct a review during 2014/15 and report back at the May 2015 AGM.
- e. R. van Adrichem and D. Ryan participated in Initiatives Prince George's release of a labour market study, and noted the role of the University in addressing regional labour challenges.
- f. R. van Adrichem and K. Scouten attended student award receptions on campus hosted both by Canfor and Spectra Energy.
- g. K. Scouten and D. Ryan attended Minerals North in Vanderhoof; Dean Ryan presented on educational opportunities related to mining.
- h. A Memorandum of Understanding has been finalized with the Canada Winter Games. It covers a variety of topics including the use of University premises, sustainability initiatives, collaboration in teaching and research, and joint marketing.

3. Government and Political Relations:

- a. Meetings with municipal government representatives included:
 - i. The North Central Local Government Association AGM in Fort St John was attended by M. Dale, R. van Adrichem and K. Scouten. The event provided many opportunities for engagement and discussions with industry and local government officials.
 - ii. A regular series of meetings have commenced with Prince George Councillors Hall and Krause, who are co-chairing the City's centennial committee.
 - iii. NW municipal leaders Rimas Zitkauskas (City Councillor, Telkwa), Bill Miller (Chair, Regional District of Bulkley Nechako) and Gerry Thiessen (Mayor, Vanderhoof) joined R. van Adrichem, K. Lewis and D. Claus at a dinner meeting to discuss district energy systems, natural resources, and broader economic development opportunities.
- b. Meetings with provincial government representatives included:
 - i. Regular meeting with M. Dale and MLAs S. Bond and M. Morris.
 - ii. Introductory meeting between M. Dale and MLA J. Rustad
 - iii. Introductory meeting between R. Bird and MLA M. Morris
 - iv. Meeting with R. van Adrichem and MLA M. Morris in preparation for M. Morris's presentation to the rural caucus
 - v. The annual Premier's dinner took place on April 11 at the PG Civic Centre. R. van Adrichem attended as a guest of PCL Construction. R. Bird also attended.

4. UNBC's 25th Anniversary

- a. The steering committee has been struck in order to ensure a strong connection between the planning for the anniversary and the target outcomes, as well as broader institutional goals. The steering committee includes faculty (it is chaired by professor Tracy Summerville), staff, alumni, a first-year student, regional and First Nations perspectives, student recruitment, fundraising, and a member of the executive.

- b. A call for proposals from throughout UNBC attracted more than 60 ideas for events and activities. A proposal review committee, chaired by Dr. Gail Fondahl, ultimately recommended 30 proposals. The total budget for these is \$285,000.
- c. One of the initial public projects related to the Anniversary is highlighting the inter-generational benefits of UNBC and showcasing petition-signers who have children or grand-children who are graduates of UNBC. Re-engagement with “the 16,000” will continue into the fall and through the anniversary period.
- d. The 25th anniversary office is working closely with Student Life to integrate the kick-off of the anniversary year with Orientation. This will involve having founders involved with programming for first-year students.
- e. Initial planning has also started for the 25th anniversary “finale” which will be held in June 2015. The actual anniversary date is Monday, June 22.
- f. Regular meetings and communication exists with the Canada Winter Games and the City of Prince George, in order to ensure complementarity between UNBC’s anniversary, the Games, and the City’s centennial.
- g. A communications plan has been developed concerning the roll-out of the 25th anniversary visual identity in order to maximize the public awareness of this milestone and how it connects to key messages concerning the University’s successes and value.

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

AGENDA ITEM BRIEFING NOTE

Date:	June 2, 2014			
Agenda Item:	9.a. Office of Research Report			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Dr. Ranjana Bird, Vice-President, Research			
Reviewed By:				

Material: Report attached.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

ACTIVITIES EXTERNAL TO UNBC DURING THE PAST THREE MONTHS

Central Interior Science Exhibition Award Ceremony: I attended the award ceremony which took place on campus. I met with the high school students, who were bright and eager about research and innovation. The students were from grade 4 to 12. An opportunity was presented to me to mentor one of the students before she participated in the National competition. She won a gold medal in this competition. She will continue to work with the Department of Chemistry and potentially seek a patent protection. A number of faculty from UNBC have been playing important mentoring roles in advancing the talent of these students.

Meeting with MLA Mike Morris: This was the first face to face meeting with Mr. Morris. The purpose of this meeting was to brief him about UNBC Research and some of the ongoing research in different regions.

Government of the Northwest Territories (“GNWT”) Science Planning Meeting: In December, 2009, the GNWT tabled a comprehensive science agenda document in the Northwest Territories (“NWT”) legislative assembly. This agenda was received favorably by a number of Federal agencies such as the Natural Sciences and Engineering Research Council (“NSERC”) and Aboriginal Affairs and Northern Development Canada (“AANDC”) Northern Science Secretariat. During the International Polar Year Final reporting conference as a venue, Environment and Natural Resources Minister Miltenberger invited senior administrators from 10 Canadian Universities with significant research programs in the NWT to meet and discuss the research needs of the NWT in the context of the Science Agenda as well as other initiatives such as the water strategy. UNBC was not in attendance.

One of the outcomes of the Montreal meeting was that GNWT would develop and provide a more detailed list of information and research program needs than the 2009 agenda supplied.

The Government of Canada’s significant commitment to northern science is increasingly being operationalized by university based researchers and funded via the Tri-councils. Despite a large potential list of attendees, it was proposed that a relatively small group (less than 40) be invited to Yellowknife in order to keep discussions focused on GNWT research priorities. A meeting was organized in April, 2014, and UNBC was on the invitees list. In total 14 universities and several government agencies attended this meeting. The primary objective of this meeting was to establish a dialogue between those universities in southern Canada with the academic and institutional capacity to answer those fundamental and applied research questions most needed by GNWT departments.

This meeting was to help identify both opportunities for research collaborations between GNWT and academic institutions as well as the barriers faced by researchers who chose to work in the NWT.

As a result of this dialogue, a discussion took place as to how GNWT can communicate research needs to academic institutions and develop a better understanding of factors affecting their involvement.

The meeting had three main goals:

- The first goal was to provide university leaders with the list of ongoing research programs currently supported by GNWT as well as a consolidated list of emerging research needs as determined through a survey of all departments.
- The second goal was to discuss Canadian Polar Commission (“CPC”) state of Northern Research report. This report is intended to assess the current state of science in Northern Canada

including the impact of the International Polar Year, and the outcomes of the Arctic Research Infrastructure Program (“ARIF”).

- The third goal was to address changes in the way science programs will be developed in the NWT, post-devolution. This discussion may include a focus on the staff changes arising from devolution in the NWT, the Canadian High Arctic Research Station (“CHARS”), changes to the Environmental Sciences Research Fund (“ESRF”), and the Program for Energy Research and Development (“PERD”).

Potential elements of a report which will arise from the meeting are:

- Detailed recommendations for developing formal partnerships with universities;
- A list of potential program collaborations between GNWT and academic scientists;
- Summary of potential changes in NWT science “landscape” arising from devolution.

The next meeting will take place within six months in Yellowknife. The UNBC Office of Research will be engaged in the future dialogue with NWT as a research partner.

Premier’s Innovation Award Committee: I was invited for the second year to sit on the judging panel for the Premier’s Innovation Award Committee for the BC Public Service. The Premier’s Awards continue to showcase the passion and pride of BC Public Service employees, demonstrating exemplary innovation, progressive leadership and exceptional commitment to serving the citizens of British Columbia. There are six award categories for the 2014 season including: Innovation; Leadership; Legacy; Organizational Excellence; Partnership; and Emerging Leader.

Visit to China for an MOU on the Joint Research Institute of Ecology and Environment between Wenzhou University and UNBC: The two key events which took place during the visit to China are listed below.

The UNBC Alumni Association of Hebei University was formed on May 13, 2014, when the UNBC delegation led by Vice President Research Dr. Ranjana Bird visited Hebei University in China. Dr. Shigang Shen (Vice President Research of Hebei University) was elected as the chair of the association. Founded in 1921, Hebei University is a comprehensive university with about 70,000 students. UNBC and Hebei University have a long time period of collaboration. From 2003 to 2005, Hebei University sent about 80 faculty members to attend one semester of classes at UNBC. Many undergraduate exchange students from Hebei have also studied at UNBC in the past years. During the visit, UNBC delegation had meetings and discussions with Hebei University president and vice president research as well as other related departments. Both sides agreed to strengthen the current relationship and extend more research collaboration.

UNBC and Wenzhou University in China formed a Joint Research Institute of Ecology and Environment on May 15, 2014, during a UNBC delegations’ visit in China. The delegation was led by Vice President Research, Dr. Ranjana Bird, and consisted of Dr. Jianbing Li, Dr. Ron Thring and Dr. Joselito Arocena. The mission of this virtual research institute is to promote research collaboration between Wenzhou University and UNBC. Wenzhou University is a comprehensive university located in Zhejiang Province of China, and it has about 15,000 students. Wenzhou University and UNBC signed a General International Collaboration Agreement in August 2010, and then in November 2011 signed the letter of intent to establish a 1+1 M.Sc. program. Wenzhou University has sent six students to study at UNBC since 2011.

Minerals North Conference: This was the first time I attended this conference in Vanderhoof. In addition to attending various talks, I met with four organizations. The meetings were positive and UNBC

was able to identify a few shared research needs with the industrial partners. Two follow up proposals are to be submitted this fall.

AMCARE Planning Workshop: The Aggregated Metrics for Clinical Analysis Research Evaluation (“AMCARE”) group in Prince George is engaged with UNBC, UBC Faculty of Medicine and the Northern Health Authority in developing a software tool. This tool allows physicians to populate the database which could be used to provide better care to their patients and will assist in developing strategies to improve population health. The VPR was asked by the UNBC’s administration to become a member of the steering committee of AMCARE. On May 28th, one entire day was allocated to develop a future strategy for AMCARE and the issues related to research and development which could emerge from the aggregated data base. A discussion about the intellectual property embedded in AMCARE and how it can be managed and protected also took place.

University’s Delegate Meeting: A meeting will be held in Ottawa (June 6, 2014) by the Canadian Institute for Health Research to discuss the changes in the funding program and how they wish to proceed. All Canadian universities’ representatives attend this meeting. This is an important venue to connect with key Health Research Funders and interact with other colleagues to discuss the changing landscape and best practices.

SELECTED ACTIVITIES INTERNAL TO UNBC

Mentoring Lunch: Along with Blanca Schorcht, Heather Smith and Dana Wessell Lightfoot, we hosted a mentoring lunch for Women in Academy. A number of faculty, staff and students attended the lunch and expressed the interest in continuing the event periodically.

State of Research Presentation: A presentation was given to the UNBC Community on May 1st and was well attended. In total, more than 50 individuals attended. We received positive feedback and a town hall meeting will take place in another four to six months.

Ethics and Community Relations: The need to connect with our communities and to streamline the policy and procedures related to the UNBC Research Ethics Board (“REB”) were identified as two of several challenges facing the UNBC Research Community. To enhance UNBC Research in the community settings, it became apparent that the Office of Research must devote additional effort in this regard. During the past year, the Office of Research directed resources in the area. Ms. Rheanna Robinson from the Office of Research has been fully dedicating her time by working with various UNBC Committees and the community partners to strengthen the relationships between UNBC, First Nations and Aboriginal Communities. Office of Research at UNBC engaged in Ethics and Community Relations is pleased to present the following activity summary:

- Research Ethics Board Policy (“REB Policy”) and Terms of Reference (“TOR”);
- Memorandum of Understanding (“MOU”) between UNBC and the Tsilhqot’in National Government (“TNG”);
- MOU between UNBC and the Lake Babine First Nation (“LBN”);
- Protocol Agreement Meeting with the Lheidli T’enneh First Nation;
- Update: “Knowledge Exchange and Exploration: A Gathering for Aboriginal and Academic Communities” (“KEE”);

REB Policy and TOR: A revised REB Policy and TO R has been drafted and presented for information and consultation with REB members and the College Councils. The revised REB Policy and TOR meet compliance requirements determined by the Tri-Council Policy Statement 2 for ethical conduct of

research involving humans. Feedback from recent College Council presentations is being considered and some changes may be integrated into the attached TOR for the REB.

MOU Between UNBC and the TNG: After many months of consultation with members from the TNG, an MOU was drafted to align with the goals, objectives, and priorities of UNBC and TNG. The current draft has undergone several internal consultation processes including: the Faculty Association Working Group, CSAM College Council, CASHS College Council, and the Senate Committee for First Nations and Aboriginal People. The Office of Research is pleased to know that this MOU is ready to be presented and approved at the June, 2014, Senate meeting.

MOU Between UNBC and the LBN: Building on our long-standing and positive relationship with the LBN, Protocol Committee Members from the former Protocol Agreement between LBN and UNBC drafted a MOU to replace the former agreement. This MOU, written to highlight objectives of the relationship between UNBC and LBN, has undergone several internal consultation processes including the Faculty Association Working Group, CSAM College Council, CASHS College Council, and the Senate Committee for First Nations and Aboriginal People. The Office of Research is pleased to report that this MOU is ready to be presented and approved at the June, 2014, Senate meeting.

Protocol Agreement Meeting: UNBC and the Lheidli T'enneh First Nation: In April 2014, members from the UNBC and Lheidli T'enneh First Nation ("LTFN") met to discuss building a Protocol Agreement to provide more guidance and a framework to consider when working with the LTFN and on their traditional lands. Some highlights from this very important meeting included:

- A review of some of the long-term collaborations UNBC has had with the LTFN;
- Some of the initiatives being undertaken by the First Nations Studies Department in collaboration with the LTFN;
- Steps to consider when developing a protocol, including addressing issues of:
 - mutual respect;
 - mutual benefits;
 - strong communication;
 - the inclusion of community (especially youth and Elders);
 - the necessity for appropriate timeframes to be provided when community consultation is required;
 - developing trust and understanding.
- LTFN expressed a keen interest in having some involvement with the Presidential Search.
- Further communication has been followed-up with the LTFN by the Office of Research and we look forward to future meetings.

Knowledge Exchange and Exploration: A Gathering For Aboriginal and Academic Communities ("KEE"): Planning activities for the upcoming KEE Conference are well underway and we are excited to have a strong planning team together who are ready to host this conference October 16 – 18, 2014. This is the first conference at UNBC that will be held in partnership with so many local Aboriginal organizations and communities including the Lheidli T'enneh First Nation, Carrier Sekani Tribal Council, and the Prince George Native Friendship Centre. In addition, the College of New Caledonia is supportive and excited to participate.

We have an active website for potential participants to visit and sponsorship activities are progressing. The Planning Committee is working closely with UNBC Conference Services and we anticipate that

conference registration will begin in June, 2014. Panel presenters and some key note speakers are not confirmed at this time, but we look forward to sharing more information with the university community as soon as possible.

NSERC & SSHRC Grant Workshops: Two grant writing workshops were held for NSERC and SSHRC grant competitions. The workshop focuses were to present strategies for enhancing success on grant applications for the upcoming fall deadlines.

Research Personnel Recruitment Guide: The Research Personnel Recruitment Guide has been produced by the Office of Research to help UNBC researchers in hiring support personnel. This document recognizes that the hiring of a research personnel is different than regular staff. There were issues related to the definition of a position and the steps one needs to take for hiring such personnel. The guide clearly defines: the categories of research support personnel available at UNBC; how to access and prepare the documents needed to create the support position; and the tools available to generate budget costs for salary and benefits as needed for proposal submissions and planning. The Office of Research will continue to update the guide as needed and welcomes all constructive comments on this document. Changes will need to be incorporated to the guide as they occur.

RESEARCH FUNDING AND RECOGNITION

Since the last Board meeting in March, the Office of Research has submitted a total of 24 grant and contract applications to various granting agencies and industry partners. There were two NSERC CREATE Letters of Intent (LOI) and one CIHR/NSERC Collaborative Health Research Projects Notice of Intent (NOI).

CFI Innovation Fund: The grant writing team (Jacqui Dockray, Nicole Balliet and Lynn Copeland) has received research descriptions and infrastructure requests from each of the five research groups. A rough draft of the application (Project Module) has been prepared to identify gaps. This module will be written, reviewed and edited over the next 3-4 weeks. Final quotations for the requested infrastructure are also being received and the grant writing team is finalizing the budget spreadsheet. The Finance Module will be finalized over the next 3-4 weeks. The application deadline is June 27, 2014.

Integrated Watershed Research Group Funding: UNBC's Integrated Watershed Research Group ("IWRG") has recently been awarded a four year grant for research in the Nechako River basin. The proposal from the four UNBC faculty (Petticrew, Owens, Parkes and Déry) was approved by the Nechako Environmental Enhancement Fund ("NEEF") and funding awarded from the BC Ministry of Forests, Lands and Natural Resource Operations through the NEEF Management Committee. This four year, 1M\$ project will focus on aspects of water security in a changing climate, riverine fine sediment sources and tools for integration to inform watershed governance in the Nechako watershed. The awarded 0.5M\$ will be matched with funding secured by the IWRG members.

Research Excellence Award: The University Achievement Award for Research seeks to acknowledge Faculty Association Members who are deemed exceptional researchers and scholars. The following four faculty members were awarded at this year's Convocation Ceremonies:

- Dr. Jianbing Li;
- Dr. Ken Otter;
- Dr. Mark Shegelski;
- Dr. Mark Shrimpton.

AGENDA ITEM BRIEFING NOTE

Date:	May 29, 2014			
Agenda Item:	10.a. Report on President's Activities			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Dr. Mark Dale, UNBC Interim President and Vice-Chancellor			
Reviewed By:				

Material: Verbal Report.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	May 29, 2014		
Agenda Item:	10. b. University Plan Update		
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session	
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input type="checkbox"/> Approval
Prepared By:	Dr. Mark Dale, UNBC Interim President and Vice-Chancellor		
Reviewed By:			

Material: Verbal Report.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	May 29, 2014		
Agenda Item:	11. Chancellor's Report		
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session	
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input type="checkbox"/> Approval
Prepared By:	Dr. John MacDonald, UNBC Chancellor		
Reviewed By:			

Material: Verbal Report.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	May 13, 2014			
Agenda Item:	12. a. Terms of Reference for the UNBC Chancellor Advisory Task Force (CATF)			
Prepared For:	<input type="checkbox"/> In-Camera Session		<input checked="" type="checkbox"/> Public Session	
Purpose:	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
Prepared By:	Denise Nagy, Acting Executive Assistant, Board of Governors			
Reviewed By:	Ryan Matheson, Governance Committee Chair			

Material: Attached for review.

Issue:

Background:

Motion:

That, the Governance Committee recommends to the Board of Governors the approval of the Terms of Reference for the UNBC Chancellor Advisory Task Force (CATF), as presented.

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

Remarks/Next Steps:

Terms of Reference for the UNBC Chancellor Advisory Task Force (CATF)

THE TERMS OF REFERENCE (TOR) FOR THE CATF ARE ESTABLISHED BY THE UNBC BOARD OF GOVERNORS (BOG) IN CONSULTATION WITH PRESIDENT'S EXECUTIVE COUNCIL (PEC) AND THE ALUMNI ASSOCIATION OF UNBC BOARD OF DIRECTORS (AA). THE RESPONSIBILITY FOR OVERSEEING THE CATF EXISTS WITH THE BOG.

1.0 DEFINITION AND PURPOSE OF CATF

- a. As prescribed by section 11 of the University Act, the Board of Governors will appoint the Chancellor on nomination by the Alumni Association and after consultation with the Senate. At UNBC, a Chancellor Advisory Task Force (CATF) will advise the Alumni Association on selecting candidate(s) for consideration. The CATF is chaired by the Alumni Association President and includes members of the Senate and Board of Governors. Its membership will include, but may not be limited to, the following:
 - The Alumni Association (AA) President;
 - The AA Governance Director or designate;
 - UNBC Vice-President, External Relations;
 - At least one (1) of the alumni-nominated members on the UNBC Board of Governors (BOG);
 - The UNBC alumni representative from the Senate Committee on Honorary Degrees and Special Recognition (SCHDSR).

The UNBC Alumni Relations Office provides administrative support to the CATF and is the Recording Secretary at the CATF meetings.

2.0 PROCEDURES

- a. Approximately eighteen (18) months before the expiry of a Chancellor's term, the UNBC President will notify the Senate, the BOG, and the AA of the impending vacancy. At the same time, the CATF will develop or review and update, as needed, the terms of reference and criteria for selection of the Chancellor.
- b. The AA President shall issue a call for nominations to the alumni, Senate, the BOG and the University community (including, but not limited to, students, staff, and faculty). At the same time, the call for Chancellor nominations will be made available to the general public via the UNBC website. A nomination form and *Position Description of Chancellor* will be posted on-line at this time. The nominations must include a full biography of the nominee(s).

- c. The CATF shall:
 - I. consider nominees in confidence, recognizing the need for due diligence;
 - II. develop a shortlist in strict confidence;
- d. Once an eligible candidate(s) has been identified by the CATF, the AA President will advise the UNBC President, who will contact the individual(s) to confirm his/her interest.
- e. After confirming interest, the AA President will bring the nomination(s) to an in camera vote at the next AA Board meeting. The AA Board of Directors, acting as representatives of the Alumni Association of UNBC, as per section 5.1 a) of their Constitution and Bylaws, shall approve or decline the nomination(s), based on the criteria outlined in the *Position Description of Chancellor*.
- f. Once a candidate(s) has been nominated by the AA, an alumni BOG member will take the nomination(s) to the BOG Governance Committee, during an in camera meeting. The BOG Governance Committee will approve a single nominee to be put forward as the next Chancellor .
- g. After approval by the BOG Governance Committee, the following steps will be taken:
 - 1) The alumni senator on the CATF leads a discussion at the SCHDSR in regards to the process undertaken to select the Chancellor.
 - 2) The Chair of the SCHDSR will present a report about the nominated candidate and the selection process at the next meeting of the full Senate. This discussion will take place in-camera.
- h. Following consultation with SCHDSR and Senate, the UNBC President will take the nomination to the BOG for approval, during an in-camera meeting.
- i. Once approved by the BOG, the Chair of the Board will notify the candidate.

After notifying the candidate, the Chair of the BOG will publicly announce the appointment. The Chancellor will be installed at the next University Convocation ceremony.