

BOARD OF GOVERNORS - PUBLIC SESSION AGENDA

Friday, March 18, 2016

11:00am – 12:15pm & 12:45pm – 1:15pm

UNBC Senate Chambers Room #1079

Participants:

Karin Beeler, Carolee Clyne, Eric Depenau, Katherine LaForge, Kathy Lewis, John MacDonald, Ryan Matheson, Harry Nyce Sr., Sean Simmons, Daniel Weeks, Tracey Wolsey, Simon Yu, Julie Ziebart

UNBC Representatives (Non-Voting):

Geoff Payne (Interim Vice-President Research), Colleen Smith (Director of Finance & Budgets), Barb Daigle (Interim Vice-President Administration and Finance), Daniel Ryan (Interim Vice-President Academic and Provost), Katherine Scouten (Development Manager), Heather Sanford (University Secretary)

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 3

Regular *That, the Agenda for the Public Session of the March 18, 2016 meeting of the Board of Governors be approved, as presented.*

3. Approval of Minutes

Regular January 29, 2016 – page 4

That, the Public Session Minutes of the January 29, 2016 meeting of the Board of Governors be approved as presented.

4. Business Arising

5. Human Resources Committee – Carolee Clyne, Chair

- Regular a. Currently Advertised Faculty Positions (discussion) – D. Ryan – page 8
Regular b. Health and Safety Report (discussion) – B. Daigle – page 11

6. Finance and Audit Committee – Sean Simmons, Chair

- Regular a. 2016/2017 Budget Planning Update (discussion/approval) – B. Daigle/C. Smith – page 16
Regular b. UNBC Fees Schedule 2016/2017 (approval) – B. Daigle/C. Smith – page 17
That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the 2016/17 Fee Schedule for the University of Northern British Columbia, as presented.
Consent c. Quarterly Reports (information) – B. Daigle/C. Smith
(i) General Operating Fund Report to December 31, 2015 – page 31
(ii) Consolidated Financial Report to December 31, 2015 – page 38
(iii) Quarterly Forecast - page 42

- Consent d. Capital Projects Update (information) – B. Daigle – **page 47**
- Regular e. Audit Plan and Schedule (discussion) – B. Daigle/C. Smith – **page 50**
- Regular f. Enrolment Report (discussion) – D. Ryan – **page 51**
- Regular g. Agreements, Scholarships, Bursaries and Awards (approval) – D. Ryan – **page 56**
That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the establishment of scholarships, bursaries, and awards as recommended by the Senate, for the period January 2016 to February 2016, as presented.
- Regular h. Regional Operations Report (information) – D. Ryan – **page 75**
- Regular i. Financial Statement Approval (approval) – C. Smith – **page 81**
That, the Board of Governors delegates authority to the Finance and Audit Committee of the Board, to approve the audited University of Northern British Columbia 2016/17 Consolidated Financial Statements at a special teleconference meeting in May 2016.

7. Governance Committee – Kathy Lewis, Chair

- Regular a. 2017 Board of Governors Meeting Schedule (discussion) – H. Sanford – **page 82**
- Regular b. Code of Conduct & Conflict of Interest Policy (annual review & signing) – R. Matheson – **page 83**
- Regular c. 2016 Board of Governors Updated Meeting Schedule (approval) – H. Sanford – **page 86**
That, on the recommendation of the Governance Committee, the Board of Governors approves the 2016 Updated Board of Governors Meeting Schedule, as presented.

8. Office of External Relations – Daniel Weeks

- Regular a. Office of External Relations Report (discussion) – D. Weeks – **page 88**
 - (i) Fundraising Report
 - (ii) Communications with Stakeholders
 - (iii) Report on Government Relations

9. Office of Research – Geoff Payne

- Regular a. Office of Research Report (discussion) – G. Payne – **page 90**

10. President’s Report

- Regular a. Report on President’s Activities (information) – D. Weeks – **page 91**

11. Chancellor’s Report – page 92

12. Other Business

BOARD OF GOVERNORS – PUBLIC SESSION

Approved for Submission:



Heather Sanford
University Secretary

AGENDA ITEM BRIEFING NOTE

Date:	March 18, 2016			
Agenda Item:	2. Approval of Agenda			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
Prepared By:	Denise Nagy, Executive Assistant, UNBC Board of Governors			
Reviewed By:	Heather Sanford, University Secretary and the President's Executive Council			

Material: Agenda for the Board Public Session of March 18, 2016 attached.

Issue:

Background:

Motion: *That, the Agenda for the Public Session of the March 18, 2016 meeting of the Board of Governors be approved as presented*

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	March 18, 2016			
Agenda Item:	3. Approval of Minutes – Public Session January 29, 2016			
Prepared For:	<input type="checkbox"/> In-Camera Session		<input checked="" type="checkbox"/> Public Session	
Purpose:	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
Prepared By:	Denise Nagy, Executive Assistant, UNBC Board of Governors			
Reviewed By:				

Material:

Issue:

Background:

Motion: *That, the Public Session Minutes of the January 29, 2016 meeting of the Board of Governors be approved as presented.*

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	March 8, 2016			
Agenda Item:	5.a. Currently Advertised Faculty Positions			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Joan Schneider, Coordinator Faculty Relations, Vice-President Academic and Provost			
Reviewed By:	Daniel A. J. Ryan, Acting Vice-President Academic and Provost			

Material: Memorandum attached.

Issue:

Background:


Motion:

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

Remarks/Next Steps:



MEMORANDUM

TO: Daniel Weeks, President and Vice-Chancellor
FROM: Daniel A. J. Ryan, Acting Vice-President Academic and Provost 
DATE: March 8, 2016
RE: Currently Advertised Faculty Positions

COLLEGE OF ARTS, SOCIAL & HEALTH SCIENCES

School of Nursing – Chair
Associate/Full Professor
Posting: FANU19-15
Applications Received to Date:
Status: Successful Applicant

Type of Appointment: Tenure-track
Closing date: January 5, 2015
Preferred start date: January 1, 2016

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

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

COLLEGE OF SCIENCE & MANAGEMENT

Integrated Wood Engineering & Design
Assistant/Associate Professor
Posting: FAENG18-15
Applications Received to Date: 26
Status: Failed Search

Type of Appointment: Tenure-track
Closing date: September 28, 2015
Preferred start date: January 1, 2015

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

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

NORTHERN MEDICAL PROGRAM

Assistant/Associate Professor
Posting: FANMP22-15
Applications Received to Date: 16
Status: Receiving Applications

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

RESEARCH CHAIRS

Tallwood and Hybrid Structures Engineering
Assistant/Associate Professor
Posting: FAENG02-15
Applications Received to Date: 10
Status: Pending BC Innovation Council Approval

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

AGENDA ITEM BRIEFING NOTE

Date:	March 18, 2016			
Agenda Item:	5.b. Health & Safety 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:	Sarah Elliott, Assistant Director, Safety, Security & Risk Management			
Reviewed By:	Barb Daigle, Interim Vice-President Administration & Finance			

Report for March 2015 – March 2016

Executive Summary

The Emergency Notification System (ENS) that UNBC was going to onboard with several other Post-Secondary Institutions ended up not being an option for many of those Institutions, including UNBC. Further research was made by the Assistant Director and the Chief Information Officer and a system by Alertus has been selected for UNBC along with several other Universities in Western Canada. The initial implementation will be for the desktop application whereby computer and TV displays can be instantly overridden for critical alert messaging. Some trial text-to-speech self-amplified speakers and wall mounted integrated audible visual notification alert beacons will be tested before the expansion of this project.

The Risk and Safety Officer continued to provide advice and training for the University community during this period. Working with the Chief Engineer, the department developed a Confined Space Program for the University; a program mandated by Worksafe BC. The successful completion of this program has included an MOU with the Prince George Fire Department for the certification and rescue from these spaces. In September 2015 the Risk and Safety Department coordinated and participated in a successful rescue simulation with the Prince George Fire Department at the Bio-energy Plant to test this plan.

The Risk and Safety office worked with the HR Wellness Officer to complete the Ergonomics Program; another major program that UNBC are mandated to have by Worksafe BC.

Health and Safety Committees

- *Occupational Health and Safety Committee* – Regular monthly meeting held
- *Facilities Safety Committee* – Monthly meetings have changed to bi-monthly.
- *Laboratory Safety Committee* – Regular meeting held monthly.
- *Field Safety Committee* – Regular meetings were held during the semester.
- *Radiation Safety Committee* – Regular annual meeting held.
- *Animal Care and Use Committee (ACUC)* – Attended meetings and participated in an advisory role.
- *College University Safety Association (CUSA)* – Risk & Safety Coordinator will be attending conference in May 2016.

With the ratification of the Faculty Agreement, the Joint Health and Safety committee no longer reflects representation from the entire UNBC community. The JHS would like to receive approval from the BOG to amend the terms of reference in order that the committee is extended to include faculty representation (voting members) as well as student representation (non-voting members).

Like the Facilities Department, the Information Technology group works in surroundings and conditions that mean their employees face unique safety and risk concerns. The group have now developed their own IT Safety Committee which meet bi-monthly and to whom the Risk and Safety Coordinator sits as a resource. Any concerns from that group are brought to the JHS by the Risk and Safety Coordinator.

Fire Safety

- Fire drills for the main campus buildings were held February and September 2015. Overall the evacuation by staff and students was expedient with no issues.
- The NSC drill was held in September. Evacuation was timely and no issues arose.
- Monthly fire drills continue to be held at the UNBC Daycare.
- The renewal of the fire evacuation plans for all UNBC sites are ongoing with the Risk and Safety officer working with Facilities.

Building Inspections

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

Ergonomics

The ergonomics program was re-written this year to confirm to mandates. The Risk and Safety Coordinator is providing general ergonomic assessments in order to help employees with work space setup. More detailed ergonomic assessments involving an injury or medical request are now coordinated with the HR Manager of Health and Wellbeing. Ergonomic assessment requests have continued to increase this year.

Chemical Safety

The Chemical Safety Officer underwent Hazardous Materials technician level training in a shared course with Prince George Fire rescue. An Assistant Chemical Safety officer, Hossein Kazemian, was appointed by the Dean of CSAM.

Ongoing development of the Laboratory Safety program has continued including procedures for UNBC personnel to calibrate the fume hoods and fume hood monitors, resulting in greater accuracy in fume hood alarm systems. The website continues to function as a safety guide and reference site, including training information and user forms/tools.

Several chemical safety incidents occurred during this period. A slight natural gas inhalation resulted in a fire department hazmat response, harm was deemed extremely low. A potential employee occupational chemical exposure was investigated with specific recommendations to minimize future exposure. A concern about volatile organic vapors from the new artificial turf at the Northern Sports Centre was investigated. Those concerns were negated and the turf was deemed to be safe after investigation. A student suffered a needle stick injury whilst injecting chemicals into a test specimen. Subsequent investigation revealed the chemical exposure was below toxic thresholds. Smell complaints were received for an area outside of a laboratory. Investigation revealed that the lab was not operating under negative pressure, which has now been rectified.

Radiation Safety

Have completed his training, Conan Ma, has now been appointed as the Assistant Radiation Safety Officer.

UNBC's consolidated Canadian Nuclear Safety Commission (CNSC) licenses are valid until 2017. The Applicant Authority registered with the CNSC was changed from Sheila Keith to Sarah Elliott.

Three radioisotope permits are expected to be renewed for 2016 and at present 1 new permit is expected to be issued.

There were no radiation safety incidents during this period.

Waste Management

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

Clean Harbor was awarded the contract for the disposal of chemical hazardous waste with an annual transfer cycle. A major chemical waste and old chemical clean-out is planned for 2016.

Material Safety Data Sheets

Access to Material Safety Data Sheets is required for all laboratories. This access continues to be maintained through an online subscription to the Canadian Centre for Occupational Health and Safety (CCOHS). All

computers on campus have access to the CCOHS MSDS database. For the few laboratories without internet access, MSDS paper copies are required to be available.

WHMIS

Federal WHMIS legislation came into effect on February 11, 2015 to align WHMIS 1988 with the Globally Harmonized System of Classification and Labelling. To address these new requirements and in order that as employers we adhere to the requirements for education and training as well as providing this training for those working in laboratory's an online training module is being contracted with the intent of having all personnel completing this training.

Biosafety

A new dedicate Biosafety Level 2 lab was constructed following the requirements described in the Canadian Biosafety Standard. An existing Biosafety Level 2 lab that is used for teaching purposes will be downgraded to level 1 and the materials moved to this area.

Three Biosafety level 2 laboratory's continue to operate in building 9 and seven level 1 laboratories.

The Human Pathogens and Toxins Act came into force on December 1, 2015, with specific additional requirements including licensing, a written Biosafety Program/Policy, an advisory committee. A written program is in place with the intent of it being made into a UNBC policy. The Laboratory Safety Committee continues to perform an advisory role under the new requirements.

Biosafety applications will be performed through the new ROMEO software suite (Office of Research), with the Biosafety Officer and Lab Safety Committee vetting the applications.

There were no bio hazardous incidents during this period.

Inspections

54 Laboratory inspections were performed on behalf of the Laboratory Safety Committee, with specific recommendations provided to laboratory supervisors.

The three Level 2 and seven Level 1 Biosafety Laboratory's on campus have been inspected and certified according to CFIA and PHAC standards.

The NMP program working out of the University Hospital of Northern British Columbia (UHNBC) has now been declared as a UNBC work place and registered as such with Worksafe BC. This site is not being included in annual inspection reports.

Training

Eleven Laboratory Safety & Methodology Orientation sessions were provided for teaching assistants, research assistants, and research students.

Two Radiation Safety & Methodology Orientations were held in 2015.

There were six Level 2 Biosafety training sessions given this past year with a total of 50 students and researchers attending. The Biosafety Level 1 course on Blackboard was updated and implemented in September 2013. 331 students registered and successfully completed the course.

The Biosafety Officer has developed a Standard Operating procedure (SOP) for all autoclaves on campus.

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

Several first aid Level 1 courses were provided to students and employees supervising minors and groups working in the field.

Occupational Health & Safety Program

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

Risk & Safety worked with the Wood Engineering Program to develop a safety program for the new engineering lab space at the Wood Innovation & Design Centre and this site is now represented at the Laboratory Safety Committee.

The Risk & Safety Coordinator has provided respirator, lock-out and confined space awareness training for facilities workers as well as respirator fitting and testing for students and employees in the Northern Medical Program.

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	March 18, 2016			
Agenda Item:	6.a. 2016/2017 Budget Planning Update			
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:	Colleen Smith, Director, Finance & Budgets			
Reviewed By:	Barb Daigle, Interim Vice-President Administration & Finance			

Material: No materials. An update will be provided and materials presented at the meeting.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	March 18, 2016			
Agenda Item:	6.b. UNBC Fees Schedule 2016/2017			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
Prepared By:	Colleen Smith, Director, Finance & Budgets			
Reviewed By:	Barb Daigle, Interim Vice-President Administration & Finance			

Material: Report attached.

Issue:

Background:

Motion: *That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the 2016/17 Fee Schedule for the University of Northern British Columbia, as presented.*

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

Remarks/Next Steps:

**University of Northern British Columbia
2016/17 Proposed Fees**

FEE	INTERNAL FEES 2015/16	INTERNAL FEES 2016/17	Change (\$)	Change (%)	EXTERNAL FEES 2016/17	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
Tuition							
Undergraduate Program Fees							
Undergraduate Tuition Fees	167.03	170.37	3.34	2%	n/a	Per Credit Hour	Board
Master Level Program Fees							
Full Time	Per Unit:	Per Unit:					
Master of Social Work - Full time	1,819.06	1,855.44	36.38	2%	n/a	The minimum fee for the Masters degree is six full-time tuition fee units.	Board
Master of Education - Full time	2,122.24	2,164.68	42.44	2%	n/a	The minimum fee for the Masters degree is six full-time tuition fee units.	Board
Master of Arts in Disability Management - Full time	1,970.65	2,010.06	39.41	2%	n/a	The minimum fee for the Masters degree is six full-time tuition fee units.	Board
Master of Science in Community Health - Full time	1,970.65	2,010.06	39.41	2%	n/a	The minimum fee for the Masters degree is six full-time tuition fee units.	Board
Master of Science in Nursing	1,970.65	2,010.06	39.41	2%	n/a	The minimum fee for the Masters degree is six full-time tuition fee units.	Board
Master of Engineering in Integrated Wood Design	6,880.00	6,880.00	0.00	0%	n/a	The minimum fee for this Masters degree is three full-time tuition fee units.	Board
Part Time	Per Unit:	Per Unit:					
Master of Social Work - Part time	955.01	974.11	19.10	2%	n/a	The minimum fee for the Masters degree is twelve part-time tuition fee units.	Board
Master of Education - Part time	1,114.18	1,136.46	22.28	2%	n/a	The minimum fee for the Masters degree is twelve part-time tuition fee units.	Board
Master of Arts in Disability Management - Part time	1,034.58	1,055.27	20.69	2%	n/a	The minimum fee for the Masters degree is twelve part-time tuition fee units.	Board
Master of Science in Community Health - Part time	1,034.58	1,055.27	20.69	2%	n/a	The minimum fee for the Masters degree is twelve part-time tuition fee units.	Board
Master of Science in Nursing	1,034.58	1,055.27	20.69	2%	n/a	The minimum fee for the Masters degree is twelve part-time tuition fee units.	Board
All Other Master Level Programs	Per Unit:	Per Unit:					
Full time	1,553.48	1,584.55	31.07	2%	n/a	The minimum fee for the Masters degree is six full-time tuition fee units.	Board
Part time	821.12	837.54	16.42	2%	n/a	The minimum fee for the Masters degree is twelve part-time tuition fee units.	Board
Masters Time Extension							
Master of Social Work - Extension	1,819.06	1,855.44	36.38	2%	n/a	Per Semester	Board
Master of Education - Extension	2,122.24	2,164.68	42.44	2%	n/a	Per Semester	Board
Master of Arts in Disability Management - Extension	1,970.65	2,010.06	39.41	2%	n/a	Per Semester	Board
Master of Science in Community Health - Extension	1,970.65	2,010.06	39.41	2%	n/a	Per Semester	Board
All Other Masters Programs - Extension	1,553.48	1,584.55	31.07	2%	n/a	Per Semester	Board
Post-Baccalaureate Diploma Program							
Post-Baccalaureate Diploma Course Fee	245.63	250.54	4.91	2%	n/a	Per Credit Hour	Board
Master of Business Administration							
Dip. BA Tuition Fee	21,511.68	21,941.91	430.23	2%	n/a	Payable in 3 installments: \$7,170.56 within 30 days of offer of admission and \$7,170.56 per subsequent semester payable the first day of classes.	Board
MBA Program Tuition	14,341.12	14,627.94	286.82	2%	n/a	Payable over 2 semesters at \$7,170.56 per semester-payable the first day of classes.	Board
Time Extension Fee	1,171.65	1,195.08	23.43	2%	n/a	Beyond 5 Terms Registration, Per Term	Board
Pre-MBA Program Course Fee	585.82	597.54	11.72	2%	n/a	Per Course	Board
Doctoral Programs	Per Unit:	Per Unit:					
PhD	1,553.48	1,584.55	31.07	2%	n/a	The minimum fee for the PhD is nine full-time tuition fee units.	Board
Time Extension							
PhD	1,553.48	1,584.55	31.07	2%	n/a	Per Semester	Board
Continuing Registration Fee	547.10	558.04	10.94	2%	n/a	Per Semester for all Graduate Programs	Board
Non-Degree Graduate Students	864.06	881.34	17.28	2%	n/a	Per Course	Board

**University of Northern British Columbia
2016/17 Proposed Fees**

FEE	INTERNAL FEES 2015/16	INTERNAL FEES 2016/17	Change (\$)	Change (%)	EXTERNAL FEES 2016/17	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
International Students							
International Students Fee (Ugrad) (Commencing Studies Prior to May 1, 2002)	375.82	383.33	7.51	2%	n/a	2.25 times the domestic per credit hour tuition charge	Board
International Students Fee (Grad) (Commencing Studies Prior to May 1, 2002)					n/a	domestic rate for Program	Board
International Students Fee (Ugrad) (Commencing Studies Between May 1, 2002 and April 30,	459.33	468.52	9.19	2%	n/a	2.75 times the domestic per credit hour tuition charge	Board
International Students Fee (Ugrad) (Commencing Studies Between May 1, 2004 and April 30, 2005)	501.09	511.11	10.02	2%	n/a	3.00 times the domestic per credit hour tuition charge	Board
International Students Fee (Ugrad) (Commencing Studies May 1, 2005 Onward)	584.61	596.30	11.69	2%	n/a	3.50 times the domestic per credit hour tuition charge	Board
New International Students Fee (Grad)					n/a	Domestic Rate for Program	Board
International Students Fee (Ugrad & Grad)	50.00	50.00	0.00	0%	n/a	Per Semester-Field trips	Board
International Students Enrolled in the North2North Program					n/a	Same as Domestic Tuition Charge	
Other							
Co-operative Education Work Term Fees - NOTE: \$75.00 reduction per work term that is self developed	501.08	511.10	10.02	2%	n/a		Board
Registration Deposit	100.00	100.00	0.00	0%	n/a	Per Semester	Board
Graduate-Late Registration Fee	100.00	100.00	0.00	0%	n/a	Late Registration Fee	Board
Course Challenge Fee	83.52	85.19	1.67	2%	n/a	50% of regular tuition fee-per credit hour	Board
Tuition Waiver for Undergraduate Courses			0.00			for BC residents 65 or older	Board
Tuition Waiver for Graduate Courses			0.00			for BC residents 65 or older	Board
High School Dual Credit Courses	83.52	85.19	1.67	2%		Dual credit courses at high schools at half the tuition (with no student fees) for three-credit course. The first offering was a course in Psychology (2008).	Board
Environmental Engineering Majors (APEGBC Membership Fee)	20.00	20.00	0.00	0%		Annual Professional Activity Fee (Fall Only)	Board
Withdrawal & Tuition Refund Fee							
50% Up to the Date of Withdrawal Without Academic Penalty					n/a		Board

**University of Northern British Columbia
2016/17 Proposed Fees**

FEE	INTERNAL FEES 2015/16	INTERNAL FEES 2016/17	Change (\$)	Change (%)	EXTERNAL FEES 2016/17	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
Course Fees							
BIOL 101-4 (Now BIOL 123-1)	15.61	15.92	0.31	2%	n/a	Per Semester	Board
BIOL 102-4 (Now BIOL 124-1)	15.61	15.92	0.31	2%	n/a	Per Semester	Board
BIOL 123-1	20.40	20.81	0.41	2%	n/a	Per Semester	Board
BIOL 124-1	20.40	20.81	0.41	2%	n/a	Per Semester	Board
BIOL 202-3	15.61	15.92	0.31	2%	n/a	Per Semester-Laboratory Specimen Costs	Board
BIOL 203-3	16.23	16.55	0.32	2%	n/a	Per Semester-Laboratory Supplies	Board
BIOL 204-3	5.10	5.20	0.10	2%	n/a	Per Semester-Laboratory Supplies	Board
BIOL 301-3 On-Campus Fee	25.50	26.01	0.51	2%	n/a	Per Semester-Field Trips	Board
BIOL 301-3 Off-Campus Fee	178.50	182.07	3.57	2%	n/a	Per Semester-Field Trips	Board
BIOL 302-3	26.01	26.53	0.52	2%	n/a	Per Semester-Field Trips	Board
BIOL 305-3	5.10	5.20	0.10	2%	n/a	Per Semester-Laboratory Supplies	Board
BIOL 307-3	15.30	15.61	0.31	2%	n/a	Per Semester-Laboratory Supplies	Board
BIOL 318	255.00	260.10	5.10	2%	n/a	Per semester-Field Camp (Terrace)	Board
BIOL 321-3	15.30	15.61	0.31	2%	n/a	Per Semester-Laboratory Supplies	Board
BIOL 333-3	1,900.00	400.00	-1,500.00	-79%	n/a	Field school fees requested annually (North Coast)	Board
BIOL 402-3	35.70	36.41	0.71	2%	n/a	Per Semester-Field Trips	Board
BIOL 404-3	26.01	26.53	0.52	2%	n/a	Per Semester-Field Trips/Laboratory Supplies	Board
BIOL 406-3/606-3	5.10	5.20	0.10	2%	n/a	Per Semester-Laboratory Supplies	Board
BIOL 412-3	5.10	5.20	0.10	2%	n/a	Per Semester-Field Trips/Laboratory Supplies	Board
BIOL 414-3/602-3	5.10	5.20	0.10	2%	n/a	Per Semester-Field Trips/Laboratory Supplies	Board
BIOL 423-3	5.10	5.20	0.10	2%	n/a	Per Semester-Laboratory Supplies	Board
BIOL 425-3	36.41	37.14	0.73	2%	n/a	Per Semester-Laboratory Supplies	Board
BCMB 255	36.41	37.14	0.73	2%	n/a	Per Semester-Laboratory Supplies	Board
BCMB 308-3	36.41	37.14	0.73	2%	n/a	Per Semester-Laboratory Supplies	Board
CHEM 120	26.01	26.53	0.52	2%	n/a	Per Semester-Laboratory Supplies	Board
CHEM 121-3	26.01	26.53	0.52	2%	n/a	Per Semester-Laboratory Supplies	Board
CHEM 210	26.01	26.53	0.52	2%	n/a	Per Semester-Laboratory Supplies	Board
CHEM 221-1	25.50	26.01	0.51	2%	n/a	Per Semester-Laboratory Supplies	Board
CHEM 250-1	31.21	31.83	0.62	2%	n/a	Per Semester-Laboratory Supplies	Board
CHEM 251-1	31.21	31.83	0.62	2%	n/a	Per Semester-Laboratory Supplies	Board
CHEM 302-4	15.61	15.92	0.31	2%	n/a	Per Semester-Laboratory Supplies	Board
CHEM 310-3	26.01	26.53	0.52	2%	n/a	Per Semester-Laboratory Supplies	Board
CHEM 311	26.01	26.53	0.52	2%	n/a	Per Semester-Laboratory Supplies	Board
CHEM 312-3	26.01	26.53	0.52	2%	n/a	Per Semester-Laboratory Supplies	Board
CHEM 315	26.01	26.53	0.52	2%	n/a	Per Semester-Laboratory Supplies	Board
CHEM 322-3	26.01	26.53	0.52	2%	n/a	Per Semester-Laboratory Supplies	Board
CHEM 400	10.20	10.40	0.20	2%	n/a	Per Semester-Field Trip	Board
CHEM 406-3	31.21	31.83	0.62	2%	n/a	Per Semester-Laboratory Supplies	Board
CHEM 407-3	31.21	31.83	0.62	2%	n/a	Per Semester-Laboratory Supplies	Board
CPSC 100	10.20	10.40	0.20	2%	n/a	Per Semester-Printing Fee	Board
CPSC 101	10.20	10.40	0.20	2%	n/a	Per Semester-Printing Fee	Board
CPSC 150	30.60	31.21	0.61	2%	n/a	Per Semester-Upgrades on Course Software	Board
CPSC 200	10.20	10.40	0.20	2%	n/a	Per Semester-Printing Fee	Board
CPSC 230-4	15.30	15.61	0.31	2%	n/a	Per Semester-Laboratory Supplies	Board
CPSC 231-4	15.30	15.61	0.31	2%	n/a	Per Semester-Laboratory Supplies	Board
CPSC 250	30.60	31.21	0.61	2%	n/a	Per Semester-Course Materials	Board
CPSC 321	10.20	10.40	0.20	2%	n/a	Per Semester-Printing Fee	Board
CPSC 704	10.20	10.40	0.20	2%	n/a	Per Semester-Printing Fee	Board
ENGL 271-3	40.80	41.62	0.82	2%	n/a	Per Semester-Visiting Author Reading Fee	Board
ENGL 470-3/670-3	40.80	41.62	0.82	2%	n/a	Per Semester-Visiting Author Reading Fee	Board
ENGL 471-3/671-3	40.80	41.62	0.82	2%	20 n/a	Per Semester-Visiting Author Reading Fee	Board

**University of Northern British Columbia
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FEE	INTERNAL FEES 2015/16	INTERNAL FEES 2016/17	Change (\$)	Change (%)	EXTERNAL FEES 2016/17	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
ENGL 472-3/672-3	40.80	41.62	0.82	2%	n/a	Per Semester-Visiting Author Reading Fee	Board
ENGR 151	20.00	20.00	0.00	0%	n/a	Per Semester-Software License	Board
ENGR 152	20.00	20.00	0.00	0%	n/a	Per Semester-Laboratory Supplies	Board
ENPL 104	10.61	10.82	0.21	2%	n/a	Per Semester-Field Trip	Board
ENPL 205	10.61	10.82	0.21	2%	n/a	Per Semester-Field Trip	Board
ENPL 208	26.01	26.53	0.52	2%	n/a	Per Semester-Field Trip or Guest Speakers	Board
ENPL 303	10.40	10.61	0.21	2%	n/a	Per Semester-Course Materials	Board
ENPL 319	5.30	5.41	0.11	2%	n/a	Per Semester-Research Supplies	Board
ENPL 402	26.01	26.53	0.52	2%	n/a	Per Semester-Field Trips	Board
ENPL 409	10.40	10.61	0.21	2%	n/a	Per Semester-Field Trip	Board
ENPL 415/619	26.53	27.06	0.53	2%	n/a	Per Semester-Mapping and Drawing Materials	Board
ENSC 100	10.20	10.40	0.20	2%	n/a	Per Semester-Field Trip	Board
ENSC 150	5.10	5.20	0.10	2%	n/a	Per Semester-Field Trip	Board
ENSC 201	10.61	10.82	0.21	2%	n/a	Per Semester-Lab Equipment and Materials	Board
ENSC 307	20.40	20.81	0.41	2%	n/a	Per Semester-Lab Equipment and Materials	Board
ENSC 312	20.40	20.81	0.41	2%	n/a	Per Semester-Lab Equipment and Materials	Board
ENSC 404	25.50	26.01	0.51	2%	n/a	Per Semester-Field Trips	Board
ENSC 406	20.40	20.81	0.41	2%	n/a	Per Semester-Software License	Board
ENSC 412	10.20	10.40	0.20	2%	n/a	Per Semester-Field Trips	Board
ENSC 418	31.21	31.83	0.62	2%	n/a	Per Semester-Laboratory supplies	Board
ENSC 454/654	40.80	41.62	0.82	2%	n/a	Per Semester-Field Trip	Board
ENSC 604	25.50	26.01	0.51	2%	n/a	Per Semester-Field Trip	Board
FNST 203	0.00	50.00	50.00		n/a	Per Semester-Field Trip *NEW*	
FNST 249	25.50	26.01	0.51	2%	n/a	Per Semester-Field Trip	Board
FNST 280	102.00	104.04	2.04	2%	n/a	Per Semester-Laboratory Supplies	Board
FNST 281	25.50	26.01	0.51	2%	n/a	Per Semester-Laboratory Supplies	Board
FNST 451	0.00	50.00	50.00		n/a	Per Semester-Field Trip *NEW*	
FSTY 201-3	5.10	5.20	0.10	2%	n/a	Per Semester-Laboratory Supplies	Board
FSTY 205-3	15.91	16.23	0.32	2%	n/a	Per Semester-Field Trips/Lab Equip and Materials	Board
FSTY 209-4	5.20	5.30	0.10	2%	n/a	Per Semester-Laboratory Supplies	Board
FSTY 302-3	15.30	15.61	0.31	2%	n/a	Per Semester-Field Trip	Board
FSTY 305-3	26.01	26.53	0.52	2%	n/a	Per Semester-Field Trip	Board
FSTY 307-4	15.30	15.61	0.31	2%	n/a	Per Semester-Field Trip	Board
FSTY 309-3	15.30	15.61	0.31	2%	n/a	Per Semester-Laboratory Supplies/Handouts	Board
FSTY 315	25.50	26.01	0.51	2%	n/a	Per Semester-Field Trips and Lab Exercises	Board
FSTY 407-3	25.50	26.01	0.51	2%	n/a	Per Semester-Field Trip	Board
FSTY 408-3	5.10	5.20	0.10	2%	n/a	Per Semester-Laboratory Supplies	Board
FSTY 425-3	156.06	159.18	3.12	2%	n/a	Per Semester-Field Trips Required	Board
FSTY 455-3	25.50	26.01	0.51	2%	n/a	Per Semester-Laboratory Supplies	Board
FSTY 499	102.00	104.04	2.04	2%	n/a	Per credit/module. There are 5 modules covering different ecosystems, and students can register for any one or all of them. This is the Field Trip fee for each module (each having a weight of 1 credit hour).	Board
GEOG 101-3	15.61	0.00	-15.61	-100%	n/a	DELETED	Board
GEOG 111	40.80	41.62	0.82	2%	n/a	Per Semester-Field Trips Required	Board
GEOG 210-3	15.91	16.23	0.32	2%	n/a	Per Semester-Laboratory Supplies	Board
GEOG 311-3	15.61	15.92	0.31	2%	n/a	Per Semester-Field Trips	Board
GEOG 333-3/NRES 763	0.00	1,500.00	1,500.00		n/a	Field school travel and expenses-Guatemala	Board
GEOG 333-3	0.00	1,150.00	1,150.00		n/a	Field school fees requested annually (USA)	Board
GEOG 405/605-3	52.02	53.06	1.04	2%	n/a	Per Semester-Field Trips	Board
GEOG 411/611-3	42.43	43.28	0.85	2%	n/a	Per Semester-Field Trips	Board
GEOG 414	15.30	15.61	0.31	2%	n/a	Per Semester-Lab Fees	Board
HHSC 112	20.81	21.23	0.42	2%	n/a	Per Semester-Laboratory Supplies	Board

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FEE	INTERNAL FEES 2015/16	INTERNAL FEES 2016/17	Change (\$)	Change (%)	EXTERNAL FEES 2016/17	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
HHSC 325-1	25.00	25.00	0.00	0%	n/a	Per Semester-Laboratory Supplies	Board
HHSC 326-1	25.00	25.00	0.00	0%	n/a	Per Semester-Laboratory Supplies	Board
IASK 101	20.40	20.81	0.41	2%	n/a	Per Semester-Field Trip	Board
IASK 103	20.40	20.81	0.41	2%	n/a	Per Semester-Field Trip	Board
IASK 104	20.40	20.81	0.41	2%	n/a	Per Semester-Field Trip	Board
IASK 107	20.00	20.00	0.00	0%	n/a	Per Semester-Field Trip	Board
NREM 100-2	10.61	10.82	0.21	2%	n/a	Per Semester-Field Trips	Board
NREM 203-3	5.10	5.20	0.10	2%	n/a	Per Semester-Field Trips	Board
NREM 204-3	15.30	15.61	0.31	2%	n/a	Per Semester-Field Trips	Board
NREM 210-4	5.10	5.20	0.10	2%	n/a	Per Semester-Laboratory Supplies	Board
NREM 333-3	688.50	702.27	13.77	2%	n/a	Per Field Camp	Board
ORTM 100	44.15	45.03	0.88	2%	n/a	Per Semester-Field Trip	Board
ORTM 200	21.23	21.65	0.42	2%	n/a	Per Semester-Field Trip	Board
ORTM 202	27.05	27.59	0.54	2%	n/a	Per Semester-Field Trip	Board
ORTM 204	26.52	27.05	0.53	2%	n/a	Per Semester-Field Trip	Board
ORTM 205	122.40	124.85	2.45	2%	n/a	Per Semester-Field Trip	Board
ORTM 300	31.83	32.47	0.64	2%	n/a	Per Semester-Lab Fee	Board
ORTM 301-3	36.41	37.14	0.73	2%	n/a	Per Semester-Field Trips	Board
ORTM 305	38.63	39.40	0.77	2%	n/a	Per Semester-Field Trip	Board
ORTM 332	153.00	156.06	3.06	2%	n/a	Per Semester-Project Wild Certification Fee and Field Trip	Board
ORTM 333/633	2,500.00	1,750.00	-750.00	-30%	n/a	Field school fees requested annually (Jasper)	Board
ORTM 410 & RRT 610	10.40	10.61	0.21	2%	n/a	Per Semester-Group Project Fee	Board
PHYS 100-4	10.20	10.40	0.20	2%	n/a	Per Semester-Laboratory Supplies	Board
PHYS 110-4	10.20	10.40	0.20	2%	n/a	Per Semester-Laboratory Supplies	Board
PHYS 111-4	10.20	10.40	0.20	2%	n/a	Per Semester-Laboratory Supplies	Board
PHYS 115-4	10.20	10.40	0.20	2%	n/a	Per Semester-Laboratory Supplies	Board
PHYS 202-4	10.20	10.40	0.20	2%	n/a	Per Semester-Laboratory Supplies	Board
PHYS 206-4	10.20	10.40	0.20	2%	n/a	Per Semester-Laboratory Supplies	Board
PHYS 303-3	10.20	10.40	0.20	2%	n/a	Per Semester-Laboratory Supplies	Board
PHYS 305-4	10.20	10.40	0.20	2%	n/a	Per Semester-Laboratory Supplies	Board
PHYS 402-3	10.20	10.40	0.20	2%	n/a	Per Semester-Laboratory Supplies	Board
SOCW 401 - PG ONLY	55.20	56.30	1.10	2%	n/a	Per Semester-Field Trips	Board
SOCW 422	40.80	41.62	0.82	2%	n/a	Per Semester-Course Materials	Board

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FEE	INTERNAL FEES 2015/16	INTERNAL FEES 2016/17	Change (\$)	Change (%)	EXTERNAL FEES 2016/17	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
Mandatory Student Fees							
Except Where Otherwise Noted, all Mandatory Fees are Applicable to Exchange Students							
UNDERGRADUATE							
Prince George Full Time							
Intramural Recreation and Fitness Fee	56.00	56.00	0.00	0%	n/a	Per Semester - increase effective September 1, 2015	Board
Athletic Intersvarsity and Junior Varsity Program Fee	51.00	51.00	0.00	0%	n/a	Per Semester - increase effective September 1, 2015	Board
Student ID Card	2.00	2.00	0.00	0%	n/a	Per Semester	Board
Student Services Fee	5.00	5.00	0.00	0%	n/a	Per credit hr, to a max. of 15 credit hours	Board
NUGSS Student Society Fee	32.58	32.58	0.00	0%	n/a	Per Semester	NUGSS
NUGSS Building Fee	35.63	35.63	0.00	0%	n/a	Per Semester	NUGSS
NUGSS U-Pass	57.50	57.50	0.00	0%	n/a	Per Semester - increase effective May 1, 2015	NUGSS
World University Services Canada Student Refuge Fee	5.00	5.00	0.00	0%	n/a	Per Semester	NUGSS
PGPIRG Fee	4.00	4.00	0.00	0%	n/a	Per Semester	PGPIRG
CFUR Radio Fee	10.18	10.18	0.00	0%	n/a	Per Semester	CFUR
Over the Edge Newspaper Fee	10.18	10.18	0.00	0%	n/a	Fall and Winter Semester only	Over the Edge
Note: Dual Credit Courses-Student Fee Waiver						Dual Credit courses under agreement with high schools (above)-student fees waived for three-credit course.	Board
Prince George Part Time							
Intramural Recreation and Fitness Fee	56.00	56.00	0.00	0%	n/a	Per Semester - increase effective September 1, 2015	Board
Athletic Intersvarsity and Junior Varsity Program Fee	51.00	51.00	0.00	0%	n/a	Per Semester - increase effective September 1, 2015	Board
Student ID Card	2.00	2.00	0.00	0%	n/a	Per Semester	Board
Student Services Fee	5.00	5.00	0.00	0%	n/a	Per credit hr, to a max. of 15 credit hours	Board
NUGSS Student Society Fee	32.58	32.58	0.00	0%	n/a	Per Semester	NUGSS
NUGSS Building Fee	35.63	35.63	0.00	0%	n/a	Per Semester	NUGSS
NUGSS U-Pass	57.50	57.50	0.00	0%	n/a	Per Semester - increase effective May 1, 2015	NUGSS
World University Services Canada Student Refuge Fee	5.00	5.00	0.00	0%	n/a	Per Semester	NUGSS
PGPIRG Fee	2.00	2.00	0.00	0%	n/a	Per Semester	PGPIRG
CFUR Radio Fee	10.18	10.18	0.00	0%	n/a	Per Semester	CFUR
Over the Edge Newspaper Fee	10.18	10.18	0.00	0%	n/a	Fall and Winter Semester only	Over the Edge
Regional Full Time							
Student ID Card	2.00	2.00	0.00	0%	n/a	Per Semester	Board
Student Services Fee	5.00	5.00	0.00	0%	n/a	Per credit hr, to a max. of 15 credit hours	Board
NUGSS Student Society Fee	22.40	22.40	0.00	0%	n/a	Per Semester	NUGSS
PGPIRG Fee	4.00	4.00	0.00	0%	n/a	Per Semester	PGPIRG
World University Services Canada Student Refugee Fee	5.00	5.00	0.00	0%	n/a	Per Semester	NUGSS
Regional Part Time							
Student ID Card	2.00	2.00	0.00	0%	n/a	Per Semester	Board
Student Services Fee	5.00	5.00	0.00	0%	n/a	Per credit hr, to a max. of 15 credit hours	Board
NUGSS Student Society Fee	22.40	22.40	0.00	0%	n/a	Per Semester	NUGSS
PGPIRG Fee	2.00	2.00	0.00	0%	n/a	Per Semester	PGPIRG
World University Services Canada Student Refugee Fee	5.00	5.00	0.00	0%	n/a	Per Semester	NUGSS

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FEE	INTERNAL FEES 2015/16	INTERNAL FEES 2016/17	Change (\$)	Change (%)	EXTERNAL FEES 2016/17	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
Other							
Health and Dental Plan	207.00	207.00	0.00	0%	n/a	Per year-if no other plan in effect for Full Time PG Campus Students only	NUGSS
International Student-Medical Insurance Coverage	160.00	160.00	0.00	0%	n/a	Compulsory Medical Insurance for 3 Months	Board
GRADUATE							
PG Campus							
Intramural Recreation and Fitness Fee	56.00	56.00	0.00	0%	n/a	Per Semester - increase effective September 1, 2015	Board
Student ID Card	2.00	2.00	0.00	0%	n/a	Per Semester	Board
Student Services Fee	40.00	40.00	0.00	0%	n/a	Per Semester	Board
GSS Student Society Fee	33.33	33.33	0.00	0%	n/a	Per Semester	GSS
GSS U-Pass	57.50	57.50	0.00	0%	n/a	Per Semester - increase effective May 1, 2015	GSS
PGPIRG Fee	4.00	4.00	0.00	0%	n/a	Per Semester	PGPIRG
Regional							
Student ID Card	2.00	2.00	0.00	0%	n/a	Per Semester	Board
Student Services Fee	40.00	40.00	0.00	0%	n/a	Per Semester	Board
GSS Student Society Fee	33.33	33.33	0.00	0%	n/a	Per Semester	GSS
PGPIRG Fee	4.00	4.00	0.00	0%	n/a	Per Semester	PGPIRG
Health and Dental Plan	346.50	346.50	0.00	0%	n/a	Per year-if no other plan in effect for PG Campus Students only	GSS
International Student-Medical Insurance Coverage	160.00	160.00	0.00	0%	n/a	compulsory medical insurance for 3 months	Board
Thesis Binding Fee	34.00	34.00	0.00	0%	n/a	Per copy including taxes	Board
Thesis/Dissertation Registration Fee	48.00	48.00	0.00	0%	n/a	National Library of Canada Fee for inclusion in NLC Database and Dissertation Abstracts. Taxes included.	Board
Acceptance Confirmation Deposit	100.00	100.00	0.00	0%	n/a	Encourages applicants to confirm acceptance of offer of admission to graduate studies at UNBC. Would be applied to the student's tuition when they register for classes.	Board
Outgoing Exchange Student Fees							
Study Abroad Application Fee	125.00	125.00	0.00	0%	n/a	National Student Exchange Program application fee in US dollars	Board
Application Fees							
UNDERGRADUATE							
Undergraduate-Applicant Fee	35.70	35.70	0.00	0%	same	Non-refundable to accompany each application for admission.	Board
Document Evaluation Fee	40.80	40.80	0.00	0%	same	For out-of-province or out-of-country secondary and post-secondary documents.	Board
Admissions Postponement Fee (Domestic)	17.85	17.85	0.00	0%			
Admissions Postponement Fee (International)	38.25	38.25	0.00	0%			
			0.00				
GRADUATE			0.00				
Graduate-Applicant Fee (Domestic Students)	76.50	76.50	0.00	0%	same	Application to a graduate program.	Board
Graduate-Re-Application Fee	100.00	100.00	0.00	0%	same		Board
Graduate-Admission Deferral Deposit	250.00	250.00	0.00	0%	same		Board

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FEE	INTERNAL FEES 2015/16	INTERNAL FEES 2016/17	Change (\$)	Change (%)	EXTERNAL FEES 2016/17	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
INTERNATIONAL							
Undergraduate-International Applicant Fee *	76.50	76.50	0.00	0%	same	*This fee may be waived at the discretion of the International Recruiter for certain markets-see Fees Cmttee minutes of Jan. 16/06.	Board
International Document Fee *	40.80	40.80	0.00	0%	same	For out of country high school and post-secondary documents. *This fee may be waived at the discretion of the International Recruiter for certain markets-see Fees Cmttee minutes of Jan. 16/06.	Board
Graduate-International Applicant Fee	153.00	153.00	0.00	0%	same		Board
International Exchange Application Fee	25.00	25.00	0.00	0%	same	To support International Exchange Program.	Board
International Exchange Placement Fee	0.00	100.00	100.00		same	Non refundable fee	
Library Fees							
Overdue Charges:							
Overdue/Recall	1.00	1.00	0.00	0%	n/a	Per day per item-under review and subject to change	Board
Reserve	0.50	0.50	0.00	0%	n/a	Hourly loan period per item	Board
Reserve	5.00	5.00	0.00	0%	n/a	Daily loan period per item	Board
Books-All Patrons	2.00	2.00	0.00	0%	same	Per day per item	Board
Maps	0.50	0.50	0.00	0%	same	Per day	Board
Mediated Online Searching					30 + 60/hr search fee	User must reimburse all direct costs	Board
Lost Items	cost + 50.00	cost + 50.00			same	Processing/admin fee	Board
Overdue InterLibrary Loans-All Patrons Effective April 1, 2008	10.00	10.00	0.00	0%	same	Per Day	Board
			0.00				
Community Borrower Library Card	50.00	50.00	0.00	0%	25.00	Per Year	Board
Community Borrower Library Card for Seniors	n/a	n/a			10.00	Per Year	Board
Alumni Library Card	50.00	50.00	0.00	0%			
Video/Audio Cassettes	2.00	2.00	0.00	0%	0.50/day	Per Day	
Interlibrary Loans:							
UNBC Students & Staff (no charge)							Board
External Users (UNBC Alumni, Community Borrowers, and Research Affiliates)	n/a	n/a			10.00	Per Request	

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FEE	INTERNAL FEES 2015/16	INTERNAL FEES 2016/17	Change (\$)	Change (%)	EXTERNAL FEES 2016/17	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
Housing Fees							
Student Rental Fee-4 Bedroom Unit	2,220.15	2,275.65	55.50	2%	n/a	Per semester per student-4 bedroom unit. To include telephone services with voice mail, high-speed internet connection and cable vision services.	
Student Rental Fee-2 Bedroom Unit	2,534.12	2,597.47	63.35	2%	n/a	Per semester per student-2 bedroom unit. To include telephone services with voice mail, high-speed internet connection and cable vision services.	
Meal Plan Fee	2,191.99	2,320.00	128.01	6%	n/a	per semester	
Housing Application Fee (Students)	25.00	25.00	0.00	0%	n/a	Non-refundable	
Residence Life Fees	30.00	30.00	0.00	0%	n/a	Per Semester	
Residence Network Infrastructure Fee	25.00	25.00	0.00	0%		Per semester per student	
Housing Damage Deposit	250.00	250.00	0.00	0%	n/a	Payable when student confirms the housing assignment. Refundable if no damage.	
Housing Damage Assessment Fee	250.00	250.00	0.00	0%	n/a	Applied after move out following residence inspection if damage exceeds \$250.	
Refund Cancellation-After Aug. 1	100.00	100.00	0.00	0%	n/a	If cancellation is after Aug. 1	Board
Refund Cancellation-After Sept. 1	0.00	0.00	0.00		n/a	If cancellation is after Sept. 1	
Residence Parking-Plug In	161.68	161.68	0.00	0%	n/a	Per Semester (plus taxes)	
Lost Key Charge	10.00	10.00	0.00	0%	same	To replace mail box key	
Lost Key Charge	65.00	65.00	0.00	0%	same	To replace suite keys	
Residence Suite Supplies	Varied	Varied			same	Bedding, dishes, small kitchen appliances, etc.	
Damage, Cleaning Charges	Varied	Varied			same	A charge plus admin. fee and taxes. Depends on type and degree of damage.	
Room Change Fee	75.00	75.00	0.00	0%	n/a	Per Room Change	
Conference Housing Fee	n/a	n/a			25.00 - 40.00	Per Night May-August	
Off-Campus Housing Registration Fee	10.00	10.00	0.00	0%		Per 4 Month Listing	
Residence Community Standard Fines-Effective September 1, 2008	5.00 - 150.00	5.00 - 150.00			n/a	Fee ranging between \$5.00-\$150.00 depending on behavioral stage level.	Board
Winter Break Accommodation Fee	200.00	200.00	0.00	0%		Charged to students who wish to remain in residence over the winter break.	
Parking Fees-General or Student							
Hourly Meter	0.50	0.50	0.00	0%		Per 1.5 Hours	
Monthly	45.00	45.00	0.00	0%		Plus Taxes	
Semester	180.00	180.00	0.00	0%		Plus Taxes-September to December or January to April	
Intersessions	90.00	90.00	0.00	0%		Plus Taxes-September to December or January to April	
2 Semesters	360.00	360.00	0.00	0%		Plus Taxes	
Annual	540.00	540.00	0.00	0%		Plus Taxes	
Reserved Permit (Plug)	780.00	780.00	0.00	0%		Annual Staff/Faculty-subject to availability-plus taxes (payroll deduction)	
Reserved Permit (No Plug)	660.00	660.00	0.00	0%		Annual Staff/Faculty-subject to availability-plus taxes (payroll deduction)	
Payroll Deduction-General	20.77	20.77	0.00	0%		No expiry plus taxes-bi weekly	
Payroll Deduction-Reserved	30.00	30.00	0.00	0%		No expiry plus taxes-bi weekly	
Payroll Deduction-Reserved (No Plug)	25.38	25.38	0.00	0%		No expiry plus taxes- bi weekly	
Carpool:						Carpool price is 30% off regular price	
Bi-weekly	14.54	14.54	0.00	0%		No expiry-plus taxes	
Monthly	31.50	31.50	0.00	0%		Plus Taxes	
Intersession (2 months)	63.00	63.00	0.00	0%		Plus Taxes	
Semester (4 months)	126.00	126.00	0.00	0%		Plus Taxes	
2 Semesters (8 months)	252.00	252.00	0.00	0%		Plus Taxes	
Annual	378.00	378.00	0.00	0%		Plus Taxes	

**University of Northern British Columbia
2016/17 Proposed Fees**

FEE	INTERNAL FEES 2015/16	INTERNAL FEES 2016/17	Change (\$)	Change (%)	EXTERNAL FEES 2016/17	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
Parking Violations:						All parking infractions are inclusive of tax	
Parking in a Fire Lane	50.00	50.00	0.00	0%	same	Per infraction, plus towing	Board
Parking Within 5 Metres of a Fire Hydrant or in a Fire Lane	50.00	50.00	0.00	0%	same	Per infraction, plus towing	Board
Unauthorized Handicap Parking	100.00	100.00	0.00	0%	same	Plus towing as set by towing company	Board
Parking Violations	30.00	30.00	0.00	0%	same	This fee will be charged for: parking in a crosswalk, expired permit, expired meter, invalid permit/stub, parking in a loading zone, parking in a "no parking" zone, parking in a "no stopping" zone, stub not clearly visible, parking in a "tow away" zone and parking in an unauthorized area - per infraction.	Board
Parking Violations	50.00	50.00	0.00	0%	same	Permit/stub/cite altered	Board
Parking Violations	25.00	25.00	0.00	0%	same	Boot administration fee	Board
Other Fees							
Calendar Fee	3.00	3.00	0.00	0%	same	Not applicable to new applicants if sent with registration package.	Board
Transcript Fee	10.20	10.20	0.00	0%	same		Board
Transcript Delivery Fee	20.40	20.40	0.00	0%	same		Board
Certified True Copy Fee	25.50	25.50	0.00	0%	same		
Confirmation of Enrolment Fee	10.20	10.20	0.00	0%	same		
Letter of Permission Fee	10.20	10.20	0.00	0%	same		
Records Search Fee	51.00	51.00	0.00	0%	same		Board
International Student Document Courier Fee	100.00	100.00	0.00	0%	same	Optional	Board
NSF Charge	15.00	15.00	0.00	0%	same	Per returned cheque	Board
Late Payment Charge	0.02	0.02	0.00	0%	same	Per month on outstanding principal	Board
Northern Degrees Orientation	40.00	40.00	0.00	0%	n/a	Annually in the Fall	Board
Winter Orientation Registration Fee	30.00	30.00	0.00	0%	n/a	Annually in January	Board
Leadership/Peer Helper Program Fee	50.00	50.00	0.00	0%	n/a	When course is offered	Board
Learning Communities Activity Fee	175.00	175.00	0.00	0%	n/a	By learning community	Board
Student ID Card Lost/Replacement Fee	15.00	15.00	0.00	0%	n/a	Per lost or damaged card	Board
Graduation Processing Fee	40.80	40.80	0.00	0%	n/a	Non-refundable, per application for all graduating students	Board
Parchment Courier Charges	15.00	15.00	0.00	0%	n/a	Per Parchment - BC	Board
	25.00	25.00	0.00	0%		Per Parchment - rest of Canada	
	25.00	25.00	0.00	0%		Per Parchment - U.S.	
	50.00	50.00	0.00	0%		Per Parchment - outside North America	
Key Deposit-Building Keys	30.00	30.00	0.00	0%	n/a	Refundable upon return of key(s) to Facilities	Board
	5.00	5.00	0.00	0%	n/a	per additional key	
	25.00	25.00	0.00	0%	n/a	replacement of lost key	
Key Deposit-Intellikey Locks-Laboratory	30.00	30.00	0.00	0%	n/a	Refundable upon return of key(s) to Laboratory	Board
	25.00	25.00	0.00	0%	n/a	replacement of lost or damaged key	
Career Fair Registration Fee	75.00	75.00	0.00	0%	n/a	Table/booth rental for Career Fair participants.	Board
GRADUATE FEES							
Office of Graduate Programs Administrative Fee	250.00	250.00	0.00	0%	n/a	Charged to cover retroactive enrolment activities in Graduate Programs	
Alumni Charges							
Alumni Parchment Replacement Fee	50.00	50.00	0.00	0%	n/a	Per Parchment	Board
Regional Fees							
Regional Equipment Rental	10.00	10.00	0.00	0%			Board

**University of Northern British Columbia
2016/17 Proposed Fees**

FEE	INTERNAL FEES 2015/16	INTERNAL FEES 2016/17	Change (\$)	Change (%)	EXTERNAL FEES 2016/17	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
Ancillary Fees/Charges							ALL Ancillary fees to be approved with the budgets.
Media Services							
Production Rates:							
Audio Cassette	2.00	2.00	0.00	0%	same	Per Duplication	
Digital to 35 mm Film Conversions	2.50	2.50	0.00	0%	same	Per Slide (film extra)	
8mm Film to Video Conversion			0.00			Note: All UNBC patrons will receive the first one-half hour of services listed below at no charge: the cost of supplies is not included in the prices.	
16mm Film to Video Conversion	20.00	20.00	0.00	0%	same	First Reel	
Video Duplication	10.00	10.00	0.00	0%	same	Tape costs extra	
Video Format Transfer/Conversion	20.00	20.00	0.00	0%	same	Per transfer/conversion-tape costs extra	
Colour Prints-Paper Printing	1.50	1.50	0.00	0%	same	Per paper print	
Colour Prints-Transparency Printing	3.00	3.00	0.00	0%	same	Per transparency	
Supplies Rates:							
Mini DV Tapes	12.00	12.00	0.00	0%	same	Per Tape	
VHS Tapes	5.00	5.00	0.00	0%	same	Per Tape	
SVHS Tapes	12.00	12.00	0.00	0%	same	Per Tape	
Video Floppies	17.00	17.00	0.00	0%	same	Per Floppy	
ENX,EXR Lamps	15.00	15.00	0.00	0%	same	Per ENX,EXR Camp	
Audio Tapes	2.00	2.00	0.00	0%	same	Per Tape	
Equipment Rates:							
						All equipment rental rates for non-UNBC patrons are for a one-day rental, additional days are charges at ½ the normal rates.	
						No charge for use of the equipment by Faculty, Staff and/or Student. UNBC departments, organizations or students which charge registration and/or admission fees are charged for services and one-half of the equipment rental fees.	
Overdue charges	2.00	2.00	0.00	0%	2.00	Per hour for equipment not returned by students by the due time/date.	
Audio and Video Cables	n/a	n/a			N/C		
Audio Amplifiers and Two Speakers	n/a	n/a			35.00	Per Day	
Cassette Player/Recorders	2.50	2.50	0.00	0%	10.00	Per Day	
VHS Camcorders Fee	n/a	n/a			25.00	Per Day Effective	
Digital Still Camera	5.00	5.00	0.00	0%	10.00	Per Day	
Digital Video Camcorders Fee	10.00	10.00	0.00	0%	50.00	Per Day Effective	
Still Video Floppy	n/a	n/a			20.00	Per Day	
Re-Broadcast on Campus	n/a	n/a			75.00	Per hour technician hourly rates apply	
VHS Tape Playback	n/a	n/a			15.00	Per Day	
Equipment Carts	n/a	n/a			5.00	Per Day	
Extension Cords	n/a	n/a			N/C		
Flip-Charts	n/a	n/a			10.00	Per day-patrons provide their own supplies	
Laptop	10.00	10.00	0.00	0%	n/a	Per Day	
Microphones and Cables	n/a	n/a			15.00	Per Day	
Microphone Stands	n/a	n/a			10.00	Per Day	
Microphones (Wireless)	n/a	n/a			35.00	Per Day	
Monitors	n/a	n/a			20.00	Per Day	
Overhead Projectors with Cart	n/a	n/a			15.00	Per Day	
Portable PA Systems (Includes Microphones)	n/a	n/a			20.00	Per Day	
High End Portable PA System	n/a	n/a			90.00	Per day, technician hourly rates apply	
Scan-Converters (Apple and IBM Compatible)	n/a	n/a			28 40.00	Per Day	

**University of Northern British Columbia
2016/17 Proposed Fees**

FEE	INTERNAL FEES 2015/16	INTERNAL FEES 2016/17	Change (\$)	Change (%)	EXTERNAL FEES 2016/17	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
Screens	n/a	n/a			10.00	Per Day	
Slide Projectors and Tray	n/a	n/a			20.00	Per Day	
Remote Controls and Remote Control Extension Cables and Zoom Lenses	n/a	n/a			N/C		
2 Projector Dissolve Unit	n/a	n/a			10.00	Per Day	
Tripods	5.00	5.00	0.00	0%	30.00	Per Day	
TV/VCR/Cart System	n/a	n/a			10.00	Per Day	
Video Cassette Players/Recorder	10.00	10.00	0.00	0%	40.00	Per Day	
Visual Presenters	n/a	n/a			15.00	Per Day	
Portable LCD Video Projection System	10.00	10.00	0.00	0%	60.00	Per Day	
Fixed LCD Video Projection System	n/a	n/a			200.00	Per Day	
Portable PC	n/a	n/a			175.00	Per Day	
Transcriber	2.50	2.50	0.00	0%	75.00	Per Day	
					n/a	Per Day	
Dynacom System Rates:							
16mm Projector (Video Trans-Converter)	n/a	n/a			40.00		
Computer	n/a	n/a			60.00		
CD-ROM	n/a	n/a			N/C		
Networked	n/a	n/a			N/C		
Stand-Alone PC (Loading Software)	n/a	n/a			25.00	Per Hour	
CD-Audio	n/a	n/a			20.00		
CD-I	n/a	n/a			25.00		
Electronic Bulletin Board	n/a	n/a			25.00	Per Hour	
Laser Disc	n/a	n/a			40.00		
Slide Projector	n/a	n/a			20.00		
Satellite Video Conferencing	n/a	n/a			100.00	See hourly rate for technician	
Technician for Satellite Video Conferencing	n/a	n/a			25.00	Per hour when requesting a 27" or 33" monitor	
Satellite Video Conferencing in Lecture	n/a	n/a			250.00	Per conference session, see hourly rate for technician	
Halls include:							
two satellite systems, a video tape recorder, a wide screen, a video projection system & a sound system							
Staff Time Rates:							
Regular Staff Rate	n/a	n/a			60.00	UNBC patrons receive first one-half hour at no charge: Regular working hours (8:30am to 4:30pm Mon-Fri) apply. Per hour with a minimum of 1 hr charge.	
Evenings and Weekends-Staff Rate	35.00	35.00	0.00	0%	60.00	Per hour applied to faculty and staff for special events, special requests and after hours/weekends.	
Audio Visual Technician	n/a	n/a			60.00	Per hour. With a minimum of a 1 hour charge.	
Out of Warranty Service/Maintenance Fee	35.00	35.00	0.00	0%	n/a	Per hour	
Miscellaneous Fees							
Career Fair Registration	n/a	n/a			75.00	Table and Booth Rental	
Quesnel River Research Centre Rental Rates							
GST not Included in Rates	n/a	n/a				25% discount on all rates for UNBC Researchers, faculty, students and staff	
Accommodation: Includes Kitchen Priveleges							
Single	n/a	n/a			34.00	Per Day	
	n/a	n/a			153.00	Per Week	

**University of Northern British Columbia
2016/17 Proposed Fees**

FEE	INTERNAL FEES 2015/16	INTERNAL FEES 2016/17	Change (\$)	Change (%)	EXTERNAL FEES 2016/17	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
	n/a	n/a			408.00	Per Month	
Double Sharing/Person	n/a	n/a			27.00	Per Day	
	n/a	n/a			127.00	Per Week	
	n/a	n/a			340.00	Per Month	
Camping	n/a	n/a			12.00	Per Day	
	n/a	n/a			63.00	Per Week	
	n/a	n/a			170.00	Per Month	
Full Room and Board:							
8 Person Minimum-Per Person	n/a	n/a			63.00	Per Day	
	n/a	n/a			357.00	Per Week	
	n/a	n/a			1,147.00	Per Month	
Facility Development Charge for all Accommodation	n/a	n/a			1.00	Per Day	
	n/a	n/a			7.00	Per Week	
	n/a	n/a			30.00	Per Month	
Office Space: 120 sq ft Including Amenities	n/a	n/a			25.00	Per Day	
	n/a	n/a			162.00	Per Week	
	n/a	n/a			638.00	Per Month	
If Staying in Residence	n/a	n/a			21.00	Per Day	
	n/a	n/a			81.00	Per Week	
	n/a	n/a			319.00	Per Month	
Meeting/Lecture Room:							
Maximum of 20	n/a	n/a			65.00		
VCR and Monitor	n/a	n/a			12.00		
Overhead Projector or Slide Projector	n/a	n/a			10.00		
Lab Space							
135 Sq Feet Including Amenities	n/a	n/a			15.00	Per Day	
	n/a	n/a			75.00	Per Week	
	n/a	n/a			225.00	Per Month	
Equipment: Boat Rates Include Life Vests and all Required Safety Gear but not Fuel							
16.5 ft Gregor Aluminum Jet Boat with 90 Horsepower Johnson Jet Motor	n/a	n/a			12.00	Per Hour	
17 FOT OMC Roughneck Aluminum Jet Boat with a 65 Horsepower Evinrude Jet Motor	n/a	n/a			15.00	Per Hour	
18 ft Lund Alaskan Aluminum Lake Boat with a 50 Horsepower Johnson Motor	n/a	n/a			17.00	Per Hour	
18.5 ft Gregor Aluminum Jet Boat with a 125 Horsepower Johnson Jet Motor	n/a	n/a			17.00	Per Hour	
All Terrain Vehicle	n/a	n/a			65.00	Per Day	
	n/a	n/a			350.00	Per Week	
	n/a	n/a			1,050.00	Per Month	
GPS Unit	n/a	n/a			45.00	Per Day	
	n/a	n/a			250.00	Per Week	
	n/a	n/a			750.00	Per Month	

AGENDA ITEM BRIEFING NOTE

Date:	March 18, 2016		
Agenda Item:	6.c. Quarterly Reports (i) General Operating Fund Report to December 31, 2015		
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session	
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input type="checkbox"/> Approval
Prepared By:	Colleen Smith, Director, Finance & Budgets		
Reviewed By:	Barb Daigle, Interim Vice-President Administration & Finance		

Material: Report attached.

Issue:

Background:

Motion:

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


Remarks/Next Steps:

General Operating Fund Report For the Period Ended December 31, 2015

Submitted by:

Barb Daigle

Interim Vice President, Administration &
Finance



**UNBC
25**

The logo features a central black circle with the text 'UNBC' in white, bold, uppercase letters above the number '25' in a larger, white, bold, sans-serif font. The circle is surrounded by several thick, colored lines radiating outwards: a teal line at the top, a light green line to the left, an orange line at the bottom, and a teal line to the right. The background is white with faint, large numbers '1989' and '2015' visible behind the logo.

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA
OPERATING STATEMENT
AS AT DECEMBER 31, 2015**

REVENUES

	2015/2016 Approved Budget	2015/2016 Revised Budget	Actual YTD	Variance from Budget	
	(000's) (Note 1)	(000's) (Note 2)	(000's)	(000's)	%
<u>OPERATING FUND REVENUES</u>					
Revenue Generated					
Provincial Government Grants	46,980	46,980	35,151	(11,829)	-25.18%
Federal Government Grant	1,145	1,145	859	(286)	-25.00%
Student Fees (Note 3)	18,078	18,078	9,647	(8,431)	-46.64%
Interest, Miscellaneous & Other	1,024	1,024	856	(168)	-16.37%
Ancillary Services (Note 4)	885	1,057	719	(338)	-32.02%
Internal Cost Recoveries	326	326	143	(183)	-56.00%
Total Operating Revenues	68,439	68,610	47,375	(21,235)	-30.95%

Comments on Revenue Variances:

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

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

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA
OPERATING STATEMENT
AS AT DECEMBER 31, 2015**

EXPENDITURES and TRANSFERS

	2015/2016 Approved Budget	2015/2016 Revised Budget	Actual YTD	Committed	Budget Remaining	
	(000's) (Note 1)	(000's) (Note 2)	(000's)	(000's) (Note 5)	(000's)	%
<u>OPERATING EXPENDITURES</u>						
Salaries & Benefits (Note 5)						
President's Office / Executive Services	470	630	458	147	25	3.9%
External Relations	1,019	944	735	209	0	0.0%
Academic Services	7,522	7,281	5,364	1,716	201	2.8%
Research	832	801	640	162	(0)	0.0%
Academic Programs	30,954	31,636	22,246	7,319	2,072	6.5%
Student Engagement	2,449	2,567	1,774	571	222	8.6%
Administrative Services	5,446	5,601	4,220	1,369	13	0.2%
University Operations (Note 6)	2,951	2,356	821	-	1,535	65.1%
Total Salaries and Benefits	51,644	51,816	36,257	11,494	4,066	7.8%
Operating Expenditures						
President's Office / Executive Services	232	248	154	1	94	37.7%
External Relations	266	268	208	49	11	4.2%
Academic Services	804	913	500	30	383	42.0%
Research	175	175	129	13	33	19.0%
Academic Programs	2,507	2,498	1,544	71	883	35.3%
Student Engagement	816	818	635	48	135	16.5%
Administrative Services	754	750	600	51	99	13.2%
University Operations (Note 6)	9,172	9,073	6,035	1,224	1,814	20.0%
Total Operating Expenditures	14,726	14,743	9,804	1,487	3,452	23.4%
Transfers to Other Funds (Note 8)	2,524	2,731	2,470	-	261	9.6%
Transfers from Other Funds (Note 9)	(2,215)	(2,440)	(1,716)	-	(724)	-29.7%
Total Operating Expenditures and Transfers	66,679	66,850	46,815	12,981	7,055	10.6%

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA
OPERATING STATEMENT
AS AT DECEMBER 31, 2015**

EXPENDITURES

	2015/2016 Approved Budget	2015/2016 Revised Budget	Actual YTD	Committed	Budget Remaining	% Remaining
	(000's) (Note 1)	(000's) (Note 2)	(000's)	(000's)	(000's)	
<u>CAPITAL EXPENDITURES</u>						
Library Acquisitions	1,760	1,760	1,760	-	-	0.0%
Capital Equipment Replacement Reserve	-	-	-	-	-	0.0%
Total Capital Expenditures	1,760	1,760	1,760	-	-	0.0%
2015/16 Total Budget	68,439	68,610	48,575	12,981	7,055	10.3%

Comments on Expenditures, Labour & Transfers:

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

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

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

Shifts between units' budget allocations have occurred from the second quarter to the third quarter, as a result of a reorganization related to the creation of the University Governance unit.

GLOSSARY

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

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

NOTES TO THE OPERATING STATEMENT

1. The 2015/16 Approved Budget comprises the amounts approved at the May 30, 2015 Board meeting.
2. The 2015/16 Revised Budget comprises the approved budget plus reallocations and transfers that occur during the fiscal year.
3. Student fee revenue represents revenue recorded when a student registers. It does not mean that the fees have been collected. Over the fiscal year the system adjusts student fee revenue as students add or drop courses. At year end an assessment is made to determine whether outstanding fees are collectible. Where they are determined to be doubtful the amount is recorded as bad debt.
4. This revenue represents the rent paid to UNBC by Compass Group Canada, National Collaborating Centre for Aboriginal Health, and Rogers Communications for on-campus space, and by other agencies renting space at the University. As well, it includes the chargeback for personnel services provided to the Northern Sport Centre, the 4% of gross sales administration fee charged to Ancillary operations and 15% of gross revenue administration fee charged to the Master of Business Administration program for the administrative and operational (heat, light and power) services provided to them, and an additional \$150,000 contribution from Ancillary operations.
5. The budget for salaries and benefits includes \$1,033,348 in salary savings prorated amongst the various operating areas. The committed amount includes benefits on contractual salaries estimated at 8 to 21.5%.
6. Salary budget in University Operations includes estimated costs of: tuition waivers for employees, increases occurring July 1, 2015, and other items under the various employee agreements (e.g. previous year amounts not yet reallocated to units pending conclusion of employee group negotiations), long term leaves such as maternity/parental leaves, and new positions approved in the 2015/16 budget but not yet allocated to the appropriate unit(s), pending completion of the hiring process. This budget is reallocated to the operational areas incurring the expenses during the year. The spending under this category represents the cost of tuition waivers for staff and faculty, any employee severance pay, and administrative leaves.
7. The University Operations budget includes the plant operation costs of \$3,181,047.
8. Transfers to other funds include such items as transfers to capital, sponsored research, professional development and scholarship funds, as included in the 2015/16 approved budget. These transfers occur at various points during the year.
9. Transfers from other funds include such items as transfers from endowments, research funds and the Northern Medical Program, as included in the 2015/16 approved budget. These transfers occur at various points during the year.

AGENDA ITEM BRIEFING NOTE

Date:	March 18, 2016		
Agenda Item:	6.c. Quarterly Reports (ii) Consolidated Financial Report to December 31, 2015		
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session	
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input type="checkbox"/> Approval
Prepared By:	Colleen Smith, Director, Finance & Budgets		
Reviewed By:	Barb Daigle, Interim Vice-President Administration & Finance		

Material: Report attached.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA

CONSOLIDATED FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2015



Submitted by: Barb Daigle
Interim Vice-President, Administration & Finance

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2015

(unaudited)
(thousands of dollars)

	ASSETS	
	<u>2015</u>	<u>2014</u>
CURRENT ASSETS		
Cash and temporary investments	\$ 52,982	\$ 52,556
Accounts receivable	1,844	1,937
Inventory	1,194	1,763
Prepaid and deferred charges	1,019	1,205
	<u>57,039</u>	<u>57,461</u>
INVESTMENTS AND RESTRICTED CASH	63,496	63,992
CAPITAL ASSETS	<u>212,424</u>	<u>216,580</u>
	<u>\$ 332,959</u>	<u>\$ 338,033</u>

LIABILITIES & NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 5,858	\$ 5,730
Unearned revenue	271	233
	<u>6,129</u>	<u>5,963</u>
DEFERRED CONTRIBUTIONS	31,474	27,990
LONG-TERM DEBT	19	179
UNAMORTIZED DEFERRED CAPITAL CONTRIBUTIONS	165,611	168,896
NET ASSETS	<u>129,726</u>	<u>135,005</u>
	<u>\$ 332,959</u>	<u>\$ 338,033</u>

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA
 DETAILED SCHEDULE OF OPERATIONS
 FOR THE QUARTER ENDED DECEMBER 31, 2015
 (Unaudited)**

(thousands of dollars)

	<u>2015</u>	<u>2014</u>
REVENUE		
Government grants		
Provincial government	\$ 36,690	\$ 35,788
other govt/univ/college	4,045	3,861
Federal government	4,240	4,483
Tuition	10,624	11,743
Other fees	876	868
Investment	380	3,794
Misc	4,833	7,061
Sales	5,375	5,774
Amortization of deferred capital contributions	4,951	5,173
	<u>72,014</u>	<u>78,545</u>
EXPENSES		
Salaries and benefits	46,800	46,167
Operating expense	22,476	22,596
Amortization	6,666	6,675
Debt service costs	270	487
Cost of goods sold	1,159	1,113
	<u>77,371</u>	<u>77,038</u>
Excess (deficiency) of revenue over expenses	<u>\$ (5,357)</u>	<u>\$ 1,507</u>

AGENDA ITEM BRIEFING NOTE

Date:	March 18, 2016		
Agenda Item:	6.c. Quarterly Reports (iii) Quarterly Forecast		
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session	
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input type="checkbox"/> Approval
Prepared By:	Colleen Smith, Director, Finance & Budgets		
Reviewed By:	Barb Daigle, Interim Vice-President Administration & Finance		

Material: Report attached.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

STATEMENT OF CONTRIBUTIONS AND DEFERRED REVENUE

Please enter amounts received as positive amounts and amounts amortized to revenue as negative.	Forecast	Projections		
	2015/16	2016/17	2017/18	2018/19
Operating Contributions				
From Ministries				
Contributions deferred from previous years	2,314	2,314	2,314	2,314
plus: Operating contributions from AVED	48,192	48,534	49,317	49,317
plus: Operating contributions from other Ministries	1,100	1,100	1,100	1,100
plus: Routine Capital (received through EFT) recognized as	169	169	169	169
minus: Amounts amortized to revenue	(49,461)	(49,803)	(50,586)	(50,586)
Deferred contribution balance at the end of the year	2,314	2,314	2,314	2,314
From Other Service Delivery Agencies				
Contributions deferred from previous years	3,359	2,914	2,349	1,662
plus: Contributions received in the current year	5,555	5,555	5,555	5,555
minus: Amounts amortized to revenue	(6,000)	(6,120)	(6,242)	(6,367)
Deferred contribution balance at the end of the year	2,914	2,349	1,662	850
From the Federal Government				
Contributions deferred from previous years	2,507	2,507	2,507	2,507
plus: Contributions received in the current year	6,000	6,120	6,242	6,367
minus: Amounts amortized to revenue	(6,000)	(6,120)	(6,242)	(6,367)
Deferred contribution balance at the end of the year	2,507	2,507	2,507	2,507
From Other Sources				
Contributions deferred from previous years	10,589	10,589	10,589	10,589
plus: Contributions received in the current year	2,500	2,499	2,498	2,497
minus: Amounts amortized to revenue	(2,500)	(2,499)	(2,498)	(2,497)
Deferred contribution balance at the end of the year	10,589	10,589	10,589	10,589
Endowment Deferred Contributions				
Opening Balance	11,428	9,553	7,676	5,769
New endowment spend contribution (Endowment Matching)				
Unrealized gains/(losses)				
Realized gains/(losses)				
Transfers (to)/from Capitalization	(975)	(977)	(1,007)	(1,037)
Transfers to Stmt of Remeasurement				
Amortized/Transferred to revenue	(900)	(900)	(900)	(900)
Balance at end of period	9,553	7,676	5,769	3,832
Deferred Capital Contributions				
From Ministries: Cash				
Contributions deferred from previous years	144,295	140,032	134,422	128,868
plus: Certificates of Approval (COAs) received	1404	-	-	-
plus: other (please specify nature in Notes)				
minus: Amounts amortized to revenue	(5,667)	(5,610)	(5,554)	(5,498)
Deferred capital contribution balance at the end of the year	140,032	134,422	128,868	123,370
From Ministries: Depreciable Assets				
Contributions deferred from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue				
Deferred capital contribution balance at the end of the year				
From the Federal Government: Cash				
Contributions deferred from previous years	11,280	11,385	11,494	11,607
plus: Contributions received in the current year	500	500	500	500
minus: Amounts amortized to revenue	(395)	(391)	(387)	(383)
Deferred contribution balance at the end of the year	11,385	11,494	11,607	11,724
From Other Sources: Cash				
Contributions deferred from previous years	14,341	14,066	13,796	13,531
plus: Contributions received in the current year	250	250	250	250
minus: Amounts amortized to revenue	(525)	(520)	(515)	(510)
Deferred capital contribution balance at the end of the year	14,066	13,796	13,531	13,271
From Other Sources: Depreciable Assets				
Contributions deferred from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue				
Deferred capital contribution balance at the end of the year				
Contributed Surplus				
Cash				
Contributed surplus from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue				
Contributed surplus balance at the end of the year				
Non-depreciable Assets				
Contributed surplus from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue				
Contributed surplus balance at the end of the year				
Externally Restricted Assets				
Opening balance	47,382	48,857	50,334	51,841
plus: Contributions received in the current year	500	500	500	500
Endowment transfers (to)/from other institutions/entities				
Transfers to/(from) Deferred Endowment Contributions to Stmt of Remeasurement Gains/Losses				
Transfers to/(from) Deferred Endowment Contribution (income permanently restricted for inflation protection)	975	977	1,007	1,037
Closing balance at the end of the year	48,857	50,334	51,841	53,378

STATEMENT OF OPERATIONS

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

	Forecast	Projections		
	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>
----- \$thousands -----				
Revenue - (credits)				
Amortization of contributions:				
Operating contributions from Provincial Ministries	(49,461)	(49,803)	(50,586)	(50,586)
Operating contributions from Provincial Crown Corps & Agencies	(6,000)	(6,120)	(6,242)	(6,367)
Operating contributions from the Federal Government	(6,000)	(6,120)	(6,242)	(6,367)
Operating contributions from other sources	(2,500)	(2,499)	(2,498)	(2,497)
Deferred capital contributions from Province	(5,667)	(5,610)	(5,554)	(5,498)
Deferred capital contributions from Federal Government	(395)	(391)	(387)	(383)
Deferred capital contributions from Other Sources	(525)	(520)	(515)	(510)
Contributed surplus	-	-	-	-
Sales of goods and services to Provincial Ministries (including contracts)				
Sales of goods and services to Crown Corps & Agencies (including contracts)				
Sales of goods and services to others (contracts and other sales)	(1,000)	(1,020)	(1,040)	(1,061)
Sales of goods and services to others (Ancillary Services)	(8,700)	(8,874)	(9,051)	(9,232)
Domestic Tuition and Mandatory Fees	(16,900)	(17,238)	(17,583)	(17,935)
International Tuition and Mandatory Fees	(3,290)	(3,356)	(3,423)	(3,491)
Recognition of endowment investment income	(900)	(900)	(900)	(900)
Realized investment earnings (gains)/losses	-	-	-	-
Earnings from commercial subsidiaries (GBE's)				
Investment Earnings (not included above)	(1,500)	(1,500)	(1,500)	(1,500)
Other revenue (not included above)	(500)	(510)	(520)	(530)
Total Revenue	<u>(103,338)</u>	<u>(104,461)</u>	<u>(106,041)</u>	<u>(106,857)</u>
Expenses - debits				
Salaries and benefits	63,000	63,630	64,266	64,909
Cost of goods sold	1,790	1,808	1,826	1,844
Operating costs paid to Provincial Ministries				
Operating costs paid to Provincial Crown Corps & Agencies				
Other operating costs (less amortization & debt servicing)	26,150	26,673	27,206	27,750
Capital asset amortization expense	8,800	8,888	8,977	9,067
Capital asset write-downs				
Grants to Crown corporations and agencies				
Grants to third parties (Scholarships)	2,600	2,626	2,652	2,679
Grants to third parties (Foundations and Other)				
Debt service costs (net of sinking fund earnings)	270	270	270	270
Amortization of debt issue costs				
Other				
Total Expense	<u>102,610</u>	<u>103,895</u>	<u>105,197</u>	<u>106,519</u>
Net (Revenues)/Expenses before extraordinary items	(728)	(566)	(844)	(338)
(Gain) loss on sale of capital assets	-	-	-	-
Net (Revenues)/Expenses	(728)	(566)	(844)	(338)
Unallocated Pressures (use in Q1 only)				
Operating Net (Income) Loss (for Ministry)	(728)	(566)	(844)	(338)
Endowment (restricted asset) contributions	(1,475)	(1,477)	(1,507)	(1,537)
Net (Income) Loss (PSI)	<u>(2,203)</u>	<u>(2,043)</u>	<u>(2,351)</u>	<u>(1,875)</u>

STATEMENT OF FINANCIAL POSITION

Please report all debits as positive amounts and credits as negative amounts	Forecast 2015/16	2016/17	Projections 2017/18	2018/19
Financial assets - debits				
Cash and temporary investments	51,890	53,398	51,343	48,724
Accounts receivable (net):				
from Ministries				
from other Service Delivery Agencies				
other receivables	2,500	2,525	2,550	2,576
	<u>2,500</u>	<u>2,525</u>	<u>2,550</u>	<u>2,576</u>
Sinking Funds:				
Sinking funds on Fiscal Agency Loan program debt	3,325	3,325	3,325	3,325
Sinking funds on other debt		-	-	-
	<u>5,825</u>	<u>5,850</u>	<u>5,875</u>	<u>5,901</u>
Inventory held for resale	790	798	806	814
Loans, advances and mortgages receivable (net)				
Investments in commercial subsidiaries (GBE's)				
Investments - other (net)	19,751	20,146	20,549	20,960
TOTAL FINANCIAL ASSETS	<u>78,256</u>	<u>80,192</u>	<u>78,573</u>	<u>76,399</u>
Liabilities - (credits)				
Accounts payable (net):				
to Provincial Ministries				
to Provincial Crown Corporations and Agencies				
other payables (excluding current portion of debt and/or leases)	(7,600)	(7,676)	(7,753)	(7,831)
	<u>(7,600)</u>	<u>(7,676)</u>	<u>(7,753)</u>	<u>(7,831)</u>
Unfunded pension and other accrued liabilities				
Deferred income on externally restricted assets	(9,553)	(7,676)	(5,769)	(3,832)
Deferred contributions:				
deferred operating contributions - Ministries & SDAs	(5,228)	(4,663)	(3,976)	(3,164)
deferred operating contributions - Federal & Other	(13,096)	(13,096)	(13,096)	(13,096)
deferred capital contributions - Ministries	(140,032)	(134,422)	(128,868)	(123,370)
deferred capital contributions - Federal & Other	(25,451)	(25,290)	(25,138)	(24,995)
Deferred Tuition				
Deferred Other		-	-	-
Unearned lease revenue				
	<u>(183,807)</u>	<u>(177,471)</u>	<u>(171,078)</u>	<u>(164,625)</u>
Public debt (including current portion):				
Obligations under Capital Leases (including current portion)		-	-	-
P3 liabilities		-	-	-
Fiscal Agency Loan program debt	(3,000)	(3,000)	(3,000)	(3,000)
other debt		-	-	-
	<u>(3,000)</u>	<u>(3,000)</u>	<u>(3,000)</u>	<u>(3,000)</u>
TOTAL LIABILITIES	<u>(203,960)</u>	<u>(195,823)</u>	<u>(187,600)</u>	<u>(179,288)</u>
Net assets/(liabilities)	<u>(125,704)</u>	<u>(115,631)</u>	<u>(109,027)</u>	<u>(102,889)</u>
Non-financial assets - debits				
Inventory for operating purposes	90	91	92	93
Capitalized debt issue costs		-	-	-
Prepaid expenses and other deferred charges	1,800	1,818	1,836	1,854
Endowment Funds (restricted assets)	48,857	46,436	47,820	49,222
Capital assets (net of amortization)	212,275	206,647	200,991	195,307
TOTAL NON-FINANCIAL ASSETS	<u>263,022</u>	<u>254,992</u>	<u>250,739</u>	<u>246,476</u>
Accumulated (surplus)/deficit - Operating				
Share capital		-	-	-
Contributed surplus		-	-	-
Accumulated Surplus	(137,318)	(139,361)	(141,712)	(143,587)
Accumulated Remeasurement Gains and (losses)		-	-	-
TOTAL ACCUMULATED (SURPLUS)/DEFICIT	<u>(137,318)</u>	<u>(139,361)</u>	<u>(141,712)</u>	<u>(143,587)</u>
Guarantees of Third Party Debt	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

STATEMENT OF CHANGES IN FINANCIAL POSITION

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

	Forecast 2015/16	Projections		
	2016/17	2017/18	2018/19	
Opening balance - cash & temporary investments	55,969	51,890	53,398	51,343
Operating activities:				
Net (Income) Loss (PSI)	2,203	2,043	2,351	1,875
Less:				
non-cash revenue	(70,548)	(71,063)	(72,024)	(72,208)
(gain) loss sale of assets	-	-	-	-
Add:				
non-cash expenses	8,800	8,888	8,977	9,067
cash received for operating contributions	63,516	63,977	64,881	65,005
Net change in working capital	(2,300)	43	44	44
Net change in investments	(500)	(395)	(403)	(411)
Net change in restricted assets & Deferred Endowment Contributions	(800)	544	(3,291)	(3,339)
Net change in other assets	(2,000)	(19)	(19)	(19)
	<u>(1,629)</u>	<u>4,018</u>	<u>516</u>	<u>14</u>
Financing activities:				
Cash received for deferred capital contributions	2,154	750	750	750
Cash received for contributed surplus	-	-	-	-
Capital Leases:				
New capital leases				
Capital lease payments				
P3 liabilities:				
Liabilities incurred (i.e. capitalized contract costs)				
Reduction in liabilities (impact of unitary payments)				
Fiscal Agency Loans:				
New borrowing under Fiscal Agency Loan program				
Repayment of existing Fiscal Agency Loan program debt				
Sinking fund instalments - Fiscal Agency Loan program debt	-	-	-	-
Other Borrowing:				
New borrowing of other debt				
Repayment of other debt				
Sinking fund instalments - other debt				
Capitalized debt issue costs				
Dividends				
	<u>2,154</u>	<u>750</u>	<u>750</u>	<u>750</u>
Capital asset activities:				
Capital assets additions (with Provincial funding)	(1,604)	(200)	(200)	(200)
Capital assets additions (without Provincial funding)	(3,000)	(3,060)	(3,121)	(3,183)
Capital assets additions (including P3s and capital lease assets)	<u>(4,604)</u>	<u>(3,260)</u>	<u>(3,321)</u>	<u>(3,383)</u>
Capitalized interest (including IDC on P3 projects)	-	-	-	-
Proceeds from sale of capital assets	-	-	-	-
	<u>(4,604)</u>	<u>(3,260)</u>	<u>(3,321)</u>	<u>(3,383)</u>
Closing balance - cash & temporary investments	<u>51,890</u>	<u>53,398</u>	<u>51,343</u>	<u>48,724</u>

AGENDA ITEM BRIEFING NOTE

Date:	March 18, 2016			
Agenda Item:	6.d. 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:	Barb Daigle, Interim Vice-President Administration & Finance			

The Five Year Capital Plan 2015 – 2020 includes the following projects, in priority order.

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

The annual submission of the Five Year Capital Plan for 2016 – 2021 was a straight roll-over of the 2015 – 2021 plan in anticipation of the Academic Planning process. A committee is currently being formulated to start the detailed planning process for the submission of the 2017- 2022 Five Year Capital Plan which is due to government in June 2016. The report will be presented to the Board at the May meeting for approval prior to submission.

UPDATE on the current plan

- 1/ Allied Health Sciences Building

Status:

A consultant was retained to provide a report to UBC, MAVED, and UNBC on the viability of expanding Allied Health Sciences, particularly Physiotherapy in the north. The draft report has been received and confirms the need for expanded programming at UNBC. This information is currently being reviewed in conjunction with the Academic Planning process.

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

Status:

No change in this project since the last report.

3/ Engineering Program space – Repurposing

Status:

The development of a Civil Engineering program at UNBC is currently going through the academic approvals and capital planning processes. Following the recent Functional Planning exercise that was undertaken it is clear that an expansion of the undergraduate portion of the Civil program can be housed in current, underutilized space on the Prince George campus. Graduate, research and other future additional Engineering programming space will require a new building.

Update: The Conceptual Plan and a request for funding has been submitted to the Ministry.

4/ Sustainable Communities and Bioenergy Expansion

Status:

Sustainable Communities Demonstration Project – Phase 1

The piping has been installed, but connection of the heat input and retrofit of the end-use buildings has been delayed. Design work is restarting, with installation scheduled for spring and summer 2016. The schedule is driven by a need to coordinate with the residence renovations, and energy cost savings that begin to accrue once complete.

Budget: There is \$1.0 million remaining in this budget to complete this project.

5/ Residence Renewal

Status:

The focus of this project is: to enhance student experience, to preserve the building asset, and to reduce on-going operating costs. The construction tenders have come in and are currently being reviewed. Award is expected by the end of March.

Construction work in Residence 1 (Neyoh) is scheduled for April 25 through August 26, 2016, with work on Residence 2 (Keyoh) scheduled for the following summer.

Budget: \$11 million has been allocated for this project.

6/ International Education and Continuing Studies Building

Status:

The requirement for a building to house these activities has been put on hold pending the Academic Planning process.

7/ Charles Jago Northern Sports Centre Expansion

Status:

A proposal to start the planning and consultation process for building expansion is part of ongoing discussions with the NSCL Board. Further updates will be provided as this moves forward.

OTHER CAPITAL PROJECTS

BMO

The BMO building downtown is currently underutilized and a number of deferred maintenance items are on the horizon. Therefore a business concept and capital renewal report is currently being developed to determine potential future uses and requirements of this building.

Wood Innovation and Design Centre Update:

The building fit-out is substantially complete with the final pieces of equipment being installed in the next month.

Of the original \$2.7 million budget, only \$18,000 is remaining. We are on track to close the project out this fiscal year end.

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	March 18, 2016			
Agenda Item:	6.e. Audit Plan and Schedule			
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:	Colleen Smith, Director, Finance & Budgets			
Reviewed By:	Barb Daigle, Interim Vice-President Administration & Finance			

Material: Report attached

Issue:


Background:

Motion:

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	March 2, 2016			
Agenda Item:	6.f. Enrolment Report			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Brenda Sitter, Executive Assistant to the Vice-President Academic and Provost			
Reviewed By:	Dan Ryan, Interim Vice-President Academic and Provost 			

Material: Report attached.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

March 1st Snapshot Winter FTE Summary 2016 vs. 2015 and Fall Applications 2016 vs. 2015

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

Executive Summary:

Winter 2016 FTE, Winter 2015 FTE and Fall 2016 Application reports as of the January 1st snapshot.

Winter 2016 FTE summary:

- Total FTE (excluding international fee paying FTE) down -3.3% (-80.2)
 - At 74.5% of estimated winter portion of ministry FTE targets
 - At 91.3% of Measure (M)
- Overall registrations down -5.1% (-170)
 - At 77.0% of estimated winter portion of head count needed to meet ministry FTE targets
 - At 92.5% of Measure (M)

Fall 2016 application summary:

- Total applications up 12.6% (270 h.c.) from Fall 2015
 - At 79.9% of Measure (M)
- Total admissions up 17.3% (169 h.c.) from Fall 2015
 - At 60.1% of Measure (M)
- Total registrations flat n/a (0 h.c.) from Fall 2015
 - At 0.0% of Measure (M)

More detailed:

Full Time Equivalents (FTE)

Overall

- Undergraduate FTE down -1.8% (-34.7).
 - At 68.8% of estimated winter portion of ministry FTE targets.
 - At 91.6% of Measure (M).
- Graduate FTE down -10.6% (-59.0).
 - At 104.2% of estimated winter portion of ministry FTE targets.
 - At 86.7% of Measure (M).
- Continuing Studies FTE down -20.4% (-6.0).
 - At 134.9% of estimated winter portion of ministry FTE targets.
 - At 81.6% of Measure (M).

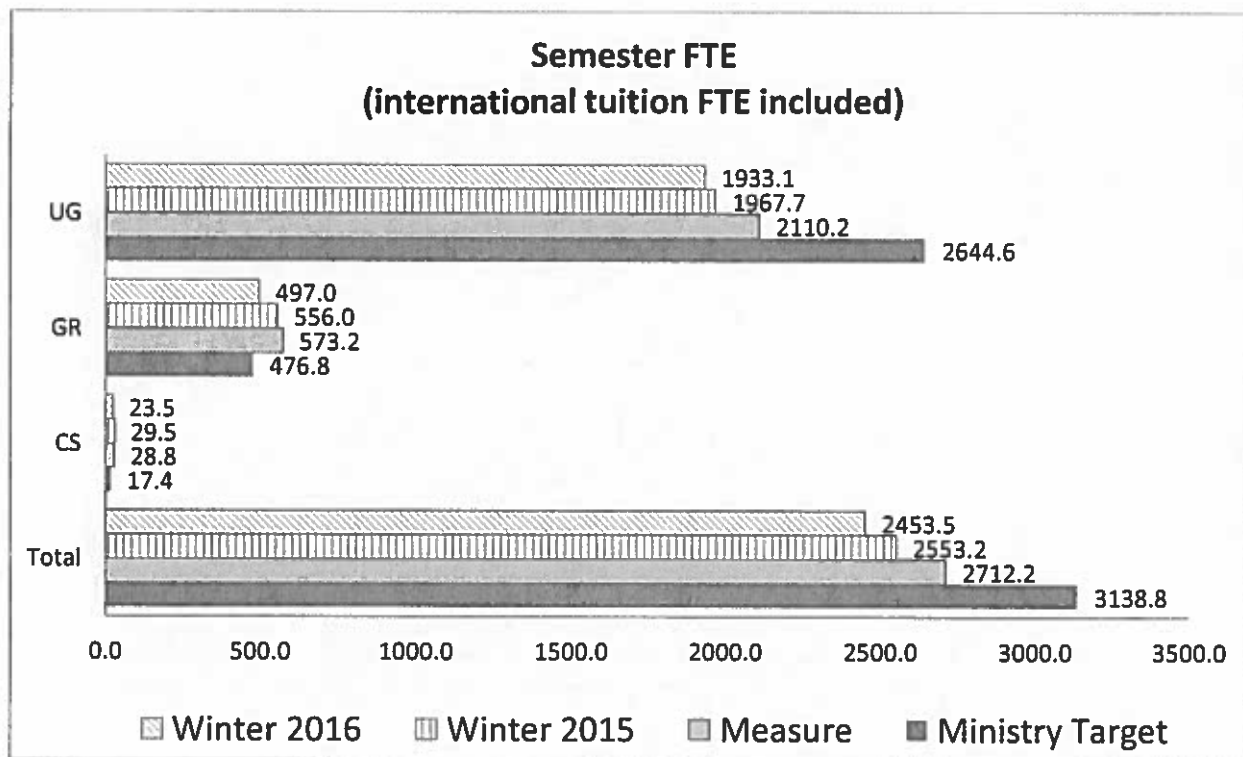
Included in above numbers:

- International (domestic tuition paying) FTE down -15.9% (-21.7).
 - At 87.9% of Measure (M).
- International (international tuition paying) FTE down -14.5% (-19.5).
 - At 76.8% of Measure (M).

Total FTE change with international tuition paying FTE removed is down -3.3% (-80.2)

College breakdown (FTE)

- CASHS
 - Overall FTE down -5.9% (-72.7)
 - Undergraduate down -3.3% (-30.1)
 - Graduate down -13.4% (-42.7)
- CSAM
 - Overall FTE down -0.6% (-7.2)
 - Undergraduate up 1.5% (14.5)
 - Graduate down -9.2% (-21.7)



Registrations (hc)

Overall

- Undergraduate registrations down -2.5% (-63hc).
 - At 71.7% of estimated winter portion of head count needed to meet ministry FTE targets.
 - At 91.7% of Measure (M).
- Graduate registrations down -9.3% (-57hc).
 - At 99.1% of estimated winter portion of head count needed to meet ministry FTE targets.
 - At 87.0% of Measure (M).
- Continuing Studies registrations down -23.6% (-50hc).
 - At 121.3% of estimated winter portion of head count needed to meet ministry FTE targets.
 - At 143.4% of Measure (M).

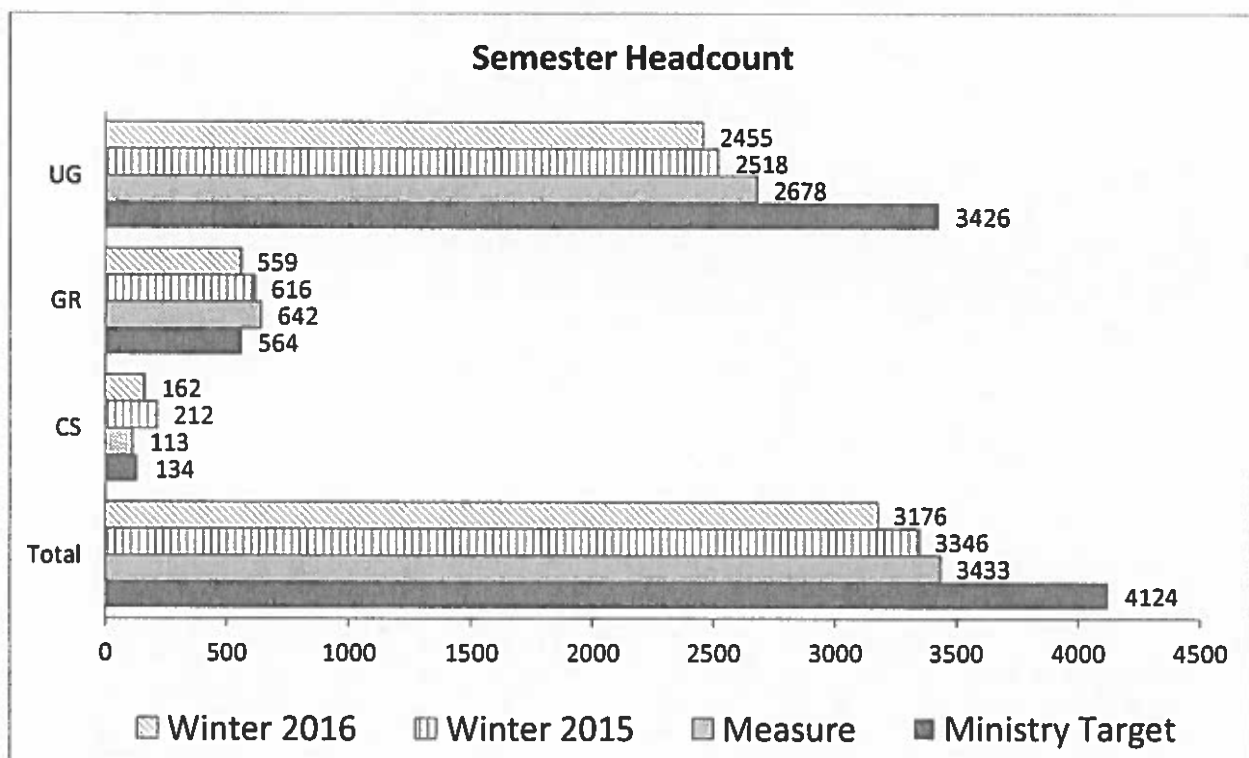
Included in above numbers:

- International (domestic tuition paying) registrations down -17.6% (-26hc).
 - At 82.4% of Measure (M).
- International (international tuition paying) registrations down -18.5% (-34hc).
 - At 74.6% of Measure (M).

Total unique registration down -5.1% (-170hc).

College breakdown (hc)

- CASHS
 - Overall hc down -4.4% (-68)
 - Undergraduate down -2.1% (-24)
 - Graduate down -11.7% (-44)
- CSAM
 - Overall hc down -0.8% (-11)
 - Undergraduate up 1.0% (12)
 - Graduate down -9.7% (-23)



Notes:

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

AGENDA ITEM BRIEFING NOTE

Date:	March 4, 2016		
Agenda Item:	6.g. Agreements, Scholarships, Bursaries & Awards		
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session	
Purpose:	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input checked="" type="checkbox"/> Approval
Prepared By:	Brenda Sitter, Executive Assistant to the Vice-President Academic and Provost		
Reviewed By:	Dan Ryan, Interim Vice-President Academic and Provost		

Material: Report attached.

Issue:

Background:

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

Motion:

That, on behalf of the Board of Governors, the Finance and Audit Committee approves the establishment of Agreements, Scholarships, Bursaries and Awards, as recommended by the Senate, for the period of January – February, 2016.

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

Remarks/Next Steps:



Motion Number (assigned by SCS): SCSB20151125.04

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the London Drugs Scholarship be approved.

Effective Date: 2016-2017 Academic Year

Rationale: To revise the London Drugs Scholarship as follows:

Eligibility: Available to a full or part time undergraduate or graduate student enrolled in a health sciences program who has an interest in pursuing a career in a health sciences field.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: November 25, 2015

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20151125.04

Moved by: Dale

Seconded by: Schorcht

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: November 25, 2015
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: London Drugs Scholarship

Awards Guide Description/Intent: Giving back to the community is a corporate philosophy established by the late Tong Louie. In that spirit, London Drugs' corporate contributions are dedicated to health and wellness organizations, medical research, education, and the arts. These awards have been established in celebration of London Drugs' 60th Anniversary, in order to support individuals pursuing an education in the health sciences.

Donor: London Drugs

Value: \$2,000

Number: 2

Award Type: Scholarship

Eligibility: Available to a full or part time undergraduate or graduate student enrolled in a health program who has an interest in pursuing a career in a health sciences field.

Criteria: Academic Excellence and Demonstrated Financial Need

Effective Date: Endowed 2007

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



Motion Number (assigned by SCS): SCSB20151209.03

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Northern First Nations Health Partnership Committee Health and Wellness Awards be approved.

Effective Date: 2016-2017 Academic Year

Rationale: To activate the Northern First Nations Health Partnership Committee Health and Wellness Awards commencing the 2016-2017 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: December 9, 2015

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20151209.03

Moved by: Reimer

Seconded by: Jensen

Committee Decision: CARRIED

Attachments: 2 Pages

Approved by SCSB: December 9, 2015
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Northern First Nations Health Partnership Committee Health and Wellness Award

Awards Guide Description/Intent: The donors are providing these awards to illustrate their commitment to implementing the Northern First Nations Health and Wellness Plan. They work in close partnership to enhance the health and well-being of First Nations and Aboriginal peoples in northern British Columbia and would like to support individuals who are also interested in this goal.

Donor: Aboriginal Health Department of Northern Health and the First Nations Health Authority, Northern Region

Value: \$2,000

Number: One

Award Type: Award

Eligibility: Available to a full time student enrolled in the Northern Medical Program or a graduate student enrolled in a health sciences program. Applicants must be of Aboriginal or First Nations decent.

Criteria: Academic proficiency and demonstrated financial need.

Conditions: Applicants must provide a plan for pursuing a career in a health related field that enhances the health and well-being of First Nations and Aboriginal Peoples.

Effective Date: Established 2015 (This is a one-time award.)

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

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Northern First Nations Health Partnership Committee Health and Wellness Award

Awards Guide Description/Intent: The donors are providing these awards to illustrate their commitment to implementing the Northern First Nations Health and Wellness Plan. They work in close partnership to enhance the health and well-being of First Nations and Aboriginal peoples in northern British Columbia and would like to support individuals who are also interested in this goal.

Donor: Aboriginal Health Department of Northern Health and the First Nations Health Authority, Northern Region

Value: \$1,000

Number: Two

Award Type: Award

Eligibility: Available to a full time undergraduate student enrolled in his or her 3rd or 4th year of studies in a health sciences program. Applicants must be of Aboriginal or First Nations decent.

Criteria: Demonstrated financial need and satisfactory academic standing.

Conditions: Applicants must provide a plan for pursuing a career in a health related field that enhances the health and well-being of First Nations and Aboriginal Peoples.

Effective Date: Established 2015 (This is a one-time award.)

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

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Northern First Nations Health Partnership Committee Health and Wellness Award

Awards Guide Description/Intent: The donors are providing these awards to illustrate their commitment to implementing the Northern First Nations Health and Wellness Plan. They work in close partnership to enhance the health and well-being of First Nations and Aboriginal peoples in northern British Columbia and would like to support individuals who are also interested in this goal.

Donor: Aboriginal Health Department of Northern Health and the First Nations Health Authority, Northern Region

Value: \$500

Number: Two

Award Type: Award

Eligibility: Available to a full time undergraduate student enrolled in his or her 1st or 2nd year of studies in a health sciences program. Applicants must be of Aboriginal or First Nations decent.

Criteria: Demonstrated financial need and satisfactory academic standing.

Conditions: Applicants must provide a plan for pursuing a career in a health related field that enhances the health and well-being of First Nations and Aboriginal Peoples.

Effective Date: Established 2015 (This is a one-time award.)

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



Motion Number (assigned by SCS): SCSB20151209.04

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Reuben Horwitz Memorial Bursary be approved.

Effective Date: 2016-2017 Academic Year

Rationale: To activate the Reuben Horwitz Memorial Bursary commencing the 2016-2017 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: December 9, 2015

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20151209.04

Moved by: Murphy

Seconded by: Erasmus

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: December 9, 2015
Date


Chair's Signature

For information of Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201602.10

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the motion to approve the Agreement of Cooperation between UNBC and Zhengzhou University (ZZU), China be approved as proposed.

Effective Date: Upon the approval of Senate

Rationale: Zhengzhou University is a comprehensive University in Zhengzhou, Henan Province, China that is interested in starting collaboration discussions. An MOU was signed with Zhengzhou University and UNBC in July 2015.

The proposed agreement was designed jointly by the School of Business and International Education to develop an articulated 2+2 agreement in Bachelor of Commerce, Accounting and Finance majors. Both programs agree to formalize an agreement wherein students from ZZU in either the Finance or Accounting program will be granted acceptance to UNBC to declare a major in the Bachelor of Commerce program in the above majors. The first two years will be taught at ZZU with the students transferring to UNBC for their final years. Upon entry to UNBC, ZZU students will become UNBC students and credentials shall be awarded by UNBC upon successful completion of UNBC's degree requirements. The program is beneficial to UNBC by recruiting qualified international students from China to attend UNBC.

Both programs have agreed to develop a new integrated curriculum agreement blending the curricula from both institutions and delivering the program to a cohort of Chinese students.

Motion proposed by: Dr. Steven Cronshaw, Chair, School of Business and Sylvester Chen, Director, International Education

Academic Program: n/a **Implications for Other Programs / Faculties?** None **College:** CSAM College
Council / Committee Motion Number: CSAMCC 2016:02:11:02 **College Council / Committee Approval**
Date: February 11, 2016 **Attachment Pages (if applicable):** 8 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201602.10

Moved by: E. Jensen **Seconded by:** B. Schorcht

Committee Decision: CARRIED, with editorial changes to the agreement.

Approved by SCAAF: February 3, 2016 

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

Memorandum

To:

From:

Date: December 16, 2015

Re: Transfer from Zhenghou University to University of Northern BC School of Business

This memo proposes that the following recognition of transfer course work between the University of Northern British Columbia and Zhenghou University. Graduates who successfully complete the approved courses listed below and declare a major in the School of Business, achieve a certain admission gpa, IELTS 6.5 etc

The attached worksheet contains transfer information on courses from Zhenghou University that have gone through the articulation process and awarded credit.

This agreement will be effective September 2016, but will be applicable to applicants who have completed these specific courses within the past two academic years.

Appendix 1. Transfer worksheet. The following list of course equivalents will appear on the transfer credit summary for students who have successfully completed the course work from Zhenghou and meet University of Northern British Columbia Admission requirements.

<u>Zhenghou Course title</u>	<u>UNBC Equivalence</u>	<u>UNBC course title</u>	<u>Statistics</u>
STAT IXX (3)	Unassigned STAT 100 level	Mgmt Accounting	
COMM 2XX (3)	Unassigned COMM 200 level		

Accounting	COMM 2XX (3)	Unassigned COMM 200 level
Financial Management	COMM 220 (3)	Financial Management I Tax
Law	COMM 2XX (3)	Unassigned COMM 200 level Economic Law
	ECON 1XX (3)	Unassigned ECON 100 level Information Economics
	ECON 3XX (3)	Unassigned ECON 300 level
International Economic	ECON 308 (3)	International Economics Relations
Political Econometric	ECON 312 (3)	Introduction to Econometrics Money and Banking
ECON 3XX (3)	Unassigned ECON 300 level	Macroeconomics ECON 101 (3) Macroeconomics
Microeconomics	ECON 100 (3)	Microeconomics
Political Economics	ECON 2XX (3)	Unassigned ECON 200 level
Organizational Beh Sci	COMM 3XX (3)	Unassigned COMM 300 level
Principles of Mgmt	COMM 2XX (3)	Unassigned COMM 200 level
Calculus	MATH 1XX (3)	Unassigned MATH 100 level ^b
Calculus B (II)	MATH 2XX (3)	Unassigned MATH 200 level
Linear Algebra	MATH 1XX (3)	Unassigned MATH 100 level ^b

Transfer credit total: 54 credit hours

1 Course equivalencies were determined based on the following criteria:

- a) Course(s) articulated in BCCAT or previous standard established in other block agreements from the same college/university**
- b) Approval from appropriate professor or chair acknowledging course equivalency**
 - MATH 1XX-3 "Calculus" will be used to fulfil MATH 152 for Business majors only
 - MATH 1XX-3 "Linear Algebra" will be used to fulfil MATH 150 for Business majors only

2 If student(s) from Zhengzhou University make the decision to change their major from a Business major, all waivers/substitutions will be removed from their student record.

An Agreement of Cooperation Between
Zhengzhou University, China
and
the University of Northern British Columbia, Canada School
of Business

I. Preamble

Zhengzhou University (ZZU) and the University of Northern British Columbia (UNBC) enter into this agreement to promote collegial relations and academic cooperation between the two institutions. Each university will make every effort to foster cooperation

in the following areas, based upon the principles of academic integrity, equality and reciprocity:

- a) developing a joint/articulated program, beginning with School of Business in the areas of Accounting and Finance;
- b) the exchange of students;
- c) the exchange of faculty for the purpose of teaching, research and other scholarly activity;
- d) the conduct of cooperative and comparative research programs, with both sides having equal access to the results of such work;
- e) the exchange of information, including scientific and scholarly publications, bibliographic and reference materials, teaching aids, and curricula;
- f) joint participation in scientific conferences, symposia and congresses;
- g) *and* other mutually agreeable undertakings.

Without in any way limiting the scope of the agreement, the two universities are especially interested in fostering cooperative examination of issues related to the field of Business, specifically in the subject areas of Finance and Accounting.

II. Articulation Programs - School of Business

A. Overview:

UNBC and ZZU agree to the formalization of an articulation program wherein after completing their second year, students from ZZU in either the Finance or Accounting program will be granted acceptance to UNBC in the Bachelor of Commerce Finance or Accounting or Honours major to complete their degree at UNBC upon meeting the admission requirements of UNBC.

The Chair of the UNBC School of Business and the Dean of the ZZU School of Business will consult regarding course offerings in Finance and Accounting across both institutions to ensure that the course offerings in the 1st and 2nd years at ZZU prepare their students adequately for their continuation in the 3rd and 4th year at UNBC.

B. Admission Requirements

Each applicant from ZZU to UNBC is subject to the admission requirements of UNBC. Students from ZZU who apply through the articulation program will be admitted as BComm students in either Finance or Accounting or Honours majors. Admission requirements are outlined in the current undergraduate academic calendar at UNBC.

C. English Language Requirements

In order to be admitted to UNBC, each applicant from ZZU must provide proof of English Language proficiency as outlined in the current undergraduate academic calendar at UNBC.

In the event that a student does not meet the English language requirement at UNBC but meets the academic requirements, conditional acceptance to UNBC through UNBC's English Language Studies program may be granted. Credits obtained from the successful completion of the English Language Studies program are eligible for elective credits toward a student's degree program upon registration at UNBC as an undergraduate student.

D. Program Requirements and Articulations

Students from ZZU entering their 3rd year of study in business at UNBC will require the equivalent of the first two years of study in the BCOMM Program. These programs of study in the Accounting and Finance or Honours Majors at UNBC for the first two years are laid out in the UNBC Undergraduate Calendar.

Course requirements for the BCOMM at UNBC may change from time to time, and UNBC will inform ZZU of any anticipated changes and provide them with new course information in a timely manner needed for ZZU to adjust its offerings in the first two years of study in Accounting and Finance to ensure a smooth flow of students between ZZU and UNBC.

E. Integrated Curriculum

Both parties agree to collaborate on creating an integrated curriculum program in Business and delivering the program to a cohort of students. Enrolment to the integrated program will be included in the national program of regular colleges and universities of the People's Republic of China. The entry point of the program is in sync with all the regular universities' enrolment in China.

The purpose of the integrated curriculum program is to harmonize the Business programs at both institutions. Reasonable efforts to match curriculum shall be made by both institutions. Any specific agreements with regard to resource allocation shall be outlined in a separate agreement.

Students, who have finished their 2 years studies at ZZU and satisfied the admissions and English language proficiency requirements of UNBC, may pursue their undergraduate studies at UNBC.

F. Academic Program and Student Life

Each party to this agreement agrees to provide appropriate advisory and other academic services to students in this program. Each institution also agrees to work toward the integration of students into student life at UNBC. Each university will appoint an administrator or coordinator for this program who will serve as a contact person for the students while they are at either institution. If student(s) from ZZU make the decision to

change their major from a Business major, all waivers/substitutions/transfer will be reassessed.

3

G. Fees and Expenses

Students participating in this program, while studying at ZZU, shall pay all required tuition, fees and charges as required by their home university.

Students participating in this program, while studying at UNBC, shall pay all required tuition, fees and charges as required by UNBC.

Travel arrangements, expenses and the acquisition of all necessary student visas, residence permits, health insurance and the like are the responsibility of each student. All participating students are required to have adequate health insurance coverage and provide proof of medical and immigration documents to UNBC.

Accommodation expenses and arrangements are the responsibility of the student. UNBC agrees to assist students from ZZU by providing information about housing options to the student or coordinator directly.

ZZU and UNBC will negotiate teaching loads, tuition sharing and expenses incurred by both institutions in a separate amendment to this agreement.

H. Credentials Granted

Each successful participant in the articulation program will receive, upon completion of their degree requirements, a parchment from the University of Northern British Columbia in Bachelor of Commerce – Finance or Bachelor of Commerce – Accounting with all of the rights and privileges granted by the degree. Successful students are eligible to convocate in the UNBC Convocation and Conferring of degrees ceremony.

Students enrolled in the integrated curriculum program would have the option to attend ZZU for two (2) years and then transfer to UNBC for their remaining two (2) years or to complete the entirety of their program at ZZU. Upon transferring to UNBC, and completing their degree requirements, students are eligible to receive UNBC credential.

If a student attends ZZU for the entire four-year degree, ZZU is the issuing authority for any credentials granted.

III. Scientific and Faculty Exchanges

In order to facilitate inter-institutional research and scholarly activity, contribute to faculty development, examine joint research interests and enhance student education, each university agrees to welcome visiting faculty members and research fellows from the other institution. While neither institution is obliged to provide financial support for such visitors, each agrees to make every effort to furnish visiting faculty with access to university facilities (office space, reasonable administrative support and library privileges) provided that such facilities are available. If such facilities are not available, the host institution must inform the partner institution prior to agreeing to receive any visiting faculty.

In the event that visiting faculty/scholars/researchers are invited to teach a regularly scheduled course, this will be subject to a separate agreement being entered into.

IV. Student Exchanges

Recognizing the importance of student mobility, each university agrees to explore the possibility of a student exchange agreement. In the event that a student exchange agreement is sought from both institutions, this will be subject to a separate agreement being entered into.

V. Duration and Administration of the Agreement

The terms and conditions of this agreement will remain in effect for five (5) years, subject to annual review and modification by agreement of both universities. Either university may terminate the agreement by providing the other university with written notice at least six (6) months prior to the suggested date of termination. If either party terminates this agreement, each party agrees to carry out any obligations and responsibilities assumed prior to the termination date.

The appointed administrator or coordinator for this program at each University is responsible for overseeing the program's implementation and success. The appointed administrators will report to their respective governing bodies as required.

Dr. Daniel Weeks
President & Vice Chancellor

Dr. Liu Jiongtian, President

Date: _____
For the University of Northern British Columbia

Date: _____
For Zhengzhou University



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Aboriginal Student Support Bursary be approved.

Effective Date: 2016-2017 Academic Year

Rationale: To activate the Aboriginal Student Support Bursary commencing the 2016-2017 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: January 27, 2016

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20160127.03

Moved by: Schorcht

Seconded by: Murphy

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: January 27, 2016
Date **Chair's Signature**

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Aboriginal Student Support Bursary

Awards Guide Description/Intent: The donors wish to establish this award to assist aboriginal students achieve their academic goals by alleviating some of the financial burden that comes from attending university.

Donor: Michael and Betty Gibbins

Value: \$1,000

Number: One

Award Type: Bursary

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

Criteria: Demonstrated financial need and satisfactory academic standing.

Effective Date: Established 2015

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



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Susan Stevenson Memorial Award be approved.

Effective Date: 2016-2017 Academic Year

Rationale: To activate the Susan Stevenson Memorial Award commencing the 20162017 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: January 27, 2016

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20160127.04

Moved by: Schorcht

Seconded by: Murphy

Committee Decision: CARRIED.

Attachments: 1 Page

Approved by SCSB:

January 27, 2016

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Graduate

Award Name: Susan Stevenson Memorial Award

Awards Guide Description/Intent: This award was established in memory of wildlife ecology and NRESi member Susan Stevenson. During a 35-year career built primarily in the BC central interior, Susan designed and implemented important research and inventory projects related to mountain caribou habitat, lichen biology, and silvicultural systems. She collaborated effectively with allied researchers in other domains of biology, forestry, and environmental science. She gave generously of her expertise to the next generation of scientists, by providing guest lectures, assisting at field schools, and serving on graduate advisory committees. Susan exemplified the Institute's values of interdisciplinary curiosity and unselfish collaboration, and enriched the lives of all those who worked and studied with her.

Donor: Friends and Family of Susan Stevenson

Value: \$1,000

Number: One

Award Type: Award

Eligibility: Available to a full or part time female graduate student enrolled in either the Masters (NRES) or PhD (NRES) degree programs with a research emphasis in one or more of: wildlife ecology, plant biology, forest ecology, or innovative silvicultural systems and practices that emphasize wildlife management and biodiversity objectives.

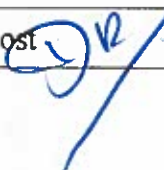
Criteria: Satisfactory Academic Standing (3.0 GPA).

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

Effective Date: Endowed 2015

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation of the NRESi Steering Committee. Applicants will provide a statement, not exceeding 500 words in length, explaining how their intended research fits within the areas specified for this award.

AGENDA ITEM BRIEFING NOTE

Date:	March 4, 2016			
Agenda Item:	6.h. Regional Operations 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:	Brenda Sitter, Executive Assistant to the Vice-President Academic and Provost			
Reviewed By:	Dan Ryan, Interim Vice-President Academic and Provost 			

Material: Report attached.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

Regional Programs Report to UNBC Board of Governors

Submitted by Mark Dale

March 2016

Under the academic leadership of a Dean, the focus of Regional Programs has been the integration of regional efforts and expansion of the course offerings and modes of delivery.

Current initiatives:

- Senate approval of an Associate of Arts Degree and Associate of Science Degree
 - In BC, an Associate Degree is a 2-year academic credential of 60 credits with an Arts or Science focus. It provides two years of university level study, combining a broad range of courses with in-depth study of specific disciplines. Its requirements are sufficiently flexible to enable students to complete pre-requisites for upper level course work. UNBC has always recognised this credential; we will now offer it. It will be especially useful as a focus for offerings to students in small communities.
- Web and Coach Model: currently implementing MATH 220 Linear Algebra: pilot project as proof of concept
 - This model takes advantage of pre-existing material from web sources and a standard UNBC syllabus, but learning is facilitated through an academic coach. It can make a greater range of courses available to students in small communities.
- Ongoing work with the Northern Post-Secondary Council's Distance Delivery Working Group (partnership with the three northern colleges) and the Provost's Committee on Pedagogical Practices' Regional Delivery Working Group to collate data on past and future course offerings and modes of delivery for greater effectiveness.
- BA First Nations Studies joint program offered in partnership between Terrace and Quesnel, beginning Sept 2016
- Indigenous Language Fluency Degree Partnership developing a BA in language fluency; the partners are: UBC-V, UBC-O, NVIT, UNBC, WWNI, En'owkin, FNEESC, IAHLA.
- Ongoing efforts to assist with the development of Bachelor of Nursing for the North East.
- MBA and Bachelor of Social Work Program offered at Langara College
- Discussions of Master of Social Work to be delivered at Langara College

South-Central Region

Submitted by Titi Kunkel, Acting Regional Chair

Quesnel Nursing:

- The Nursing program in Quesnel has 16 students registered in the 3rd year of the program, and 17 registered in the 4th year with all 17 set to graduate in 2016.
- CNC continues to offer the first 2 years of the program and are set to once again fill the 24 seats in Quesnel in the upcoming academic year.
- Clara Antoniazzi is the current full time Nursing SLI located in South Central with Martha MacLeod providing coordination from the Prince George Campus.

Quesnel Social Work:

- South Central Social Work coordinates with the College of New Caledonia (CNC) and their Social Service Worker Certificate and Diploma (SSWK).
 - Historically more than 80% of UNBC's BSW students in Quesnel have come out of this certificate program.
 - Numbers in the previous (2012-2014) CNC program were low, thus our Fall 2014 BSW intake of 8. Four of these students are expected to graduate in the 2016.
 - Application for the next intake for BSW concluded February 01, 2016. These are applications are currently being evaluated. It is anticipated that there would be a full cohort (10 students) starting in the Fall of 2016.
- Heather Peters is the local faculty member coordinating the BSW delivery in Quesnel in conjunction with Social Work at the Prince George Campus.

Williams Lake Education:

- The M.Ed. (Counselling) program started in Williams Lake (Fall 2014).
- There are 11 students enrolled and classes are being delivered from the TRU campus at Williams Lake.

Use of Technology:

- The number of courses delivered using technology increased in the winter 2016 semester. Students from Terrace, Prince George, and Vancouver were able to access three courses which were face-to-face in Quesnel via BlueJeans technology. Some Quesnel students were also able to access a Terrace course via audio conferencing.

First Nations Language Certificate programs:

- South Central office was successful in receiving funds for the Tsilhqot'in and Carrier Language proposals submitted to the Ministry of Jobs, Tourism and Skills Training. These programs have commenced with the Tsilhqot'in Language being delivered out of 'The Old School' at Riske Creek in the Chilcotin and the Carrier Language out of the Quesnel campus.
- The Tsilhqot'in program is being delivered with support and in-kind contributions from the Tsilhqot'in National Government while the Carrier program with support and in-kind contribution from the Nazko First Nation.
- The two programs will run for duration of one year.
- Enrollment is ongoing, with numbers at 35 of the 50 sponsored seats for the programs.

- Two new Aboriginal Community Connections Coordinators have been employed to coordinate the programs. Hiring is in progress for two Academic Learning Advisors who would provide support for the students for the duration of the program.

Others In progress:

- South Central staff will be attending a Job Fair hosted by the Yunesit'in Band at Williams Lake in March, and another job fair hosted by the Quesnel Employment Centre in April. The events would provide opportunities for members of these communities to meet practitioners and education providers.
- South Central is planning a 2016 UNBC 101 event following the success of the 2015 event. The event will provide prospective students an opportunity to experience life as an undergraduate in Quesnel. Six programs participating in the event are Nursing (NURS), Social Work (SOCW), Environmental Studies (ENVS), Business (COMM), Integrated Analytical Skills and Knowledge (IASK) and First Nations Studies (FNST). Additional UNBC Student services such as Financial Aid would be added to the event this year. The proposed date is April 12, 2016.

Peace River - Liard Region

Submitted by Betty Powers

Education

- Fort St. John: Sixteen Master of Education students in Counselling continue to work on their courses.

Social Work

- Eight students from the 2012 Intake of the Bachelor of Social Work program graduated in May 2015.
- Three students in Fort St. John are enrolled in the Master of Social Work program. Two are working on their Thesis or Project and one is taking courses.
- Four students from the 2014 Intake of Bachelor of Social Work are continuing their courses.
- Applications are being for the 2016 Intake of Bachelor of Social Work.

Continuing Studies

- There have been a number of Continuing Studies courses offered during the year.
- Occupational Health and Safety has had between 10 and 12 students enrolled in each module.
- Master Certificate in Project Management has been offered during the year and there have been 8 – 12 students enrolled.
- Wildlife Danger Tree Assessment has been offered a number of times over the year with 10 – 15 students in each course.

Northwest Region

Submitted by Phil Burton, Professor & Regional Chair

The 2015/16 school year saw continued strength in our three core undergraduate programs (Nursing, Social Work, and Education), while new initiatives were undertaken in support of our B.Sc. and M.Ed. programs.

- 12 B.Ed. students started their program in September 2015, and now make up Cohort #5 for the NW Region.
- Cohort #8 of B.S.W. students is now in their second year, split between the Prince Rupert (6 students) and Terrace (12 students) campuses.
- 13 senior B.S.N. students (Cohort #8 for the NW Region) are primarily undertaking practicum training, with a new intake (Cohort #7) of 17 new Nursing students started in September 2015.
- Three regional students are in the process of completing final requirements for their B.Sc. (Integrated) degree, while three new students have started a more formally structured pilot version of that curriculum.
- The Haida Language & Culture program, which leads to classroom assistant training and qualification for B.Ed. admission, is nearing its first milestone: 13 students on Haida Gwaii are expected to receive their First Nations Studies certificate in Haida language this year.
- Plans to offer a complete B.A. in First Nations Studies in conjunction with South-Central Region have been postponed until September 2016, due to an insufficient period of time to promote the new program last year.
- A few students have been taking individual courses in English and Biology, even though they may not be working towards a degree. Collectively, we have had a regional head count of approximately 137 students this year (over both semesters). Of these, 17 are expected to participate at our convocation ceremonies in Terrace on May 31, although it would be nice to similarly honour the 13 certificate recipients on Haida Gwaii.
- In addition, UNBC's Continuing Studies arm has been offering Project Management and Wildlife Monitoring courses at the Terrace Campus.
- Another important UNBC service in the greater Terrace community has been the hosting of noon-hour public lectures, 13 of which were held (or are still booked) over the fall and winter semesters; these are now being LiveStreamed on the worldwide web and are archived at <http://www.unbc.ca/northwest/public-presentation>.

Initiatives this year have included implementation of a trial reconfiguration of the B.Sc. (Integrated) program in support of a more cohort-based approach, with a planned progression of courses that foregoes the requirement for every course to be made available every year. The School of Education has been successfully promoting options for both a "B.Ed. Fifth Year" and an M.Ed. program (Counselling specialization), for which numerous applicants have stepped forward; so we should see those programs commencing in September 2016. I have been developing a Northwest version of BIOL 333 (Field School) to

be held near Prince Rupert, and have been working with a newly created curriculum committee to develop a Food Systems minor that would include regional courses. Prof. Amy Klepetar (Nursing) has returned from leave, while another School of Nursing position in the Northwest remains unfilled, and Dr. Bruce Bidgood (Social Work) is planning for his sabbatical to commence in July. In recognition of the added responsibilities associated with tracking the needs of facilities and staff at a separate campus, Deidre Quinlan's role as Regional Services Coordinator has been redefined to that of Northwest Campus Administrator. With the increased use of video-conferencing throughout northern B.C., we often run into limits on the availability of video-equipped classroom or IT support staff at the Prince George campus and at Northwest Community College campuses. Regional activities are now updated regularly on the www.unbc.ca/northwest website and on our facebook page.

AGENDA ITEM BRIEFING NOTE

Date:	March 18, 2016			
Agenda Item:	6.i. Financial Statement Approval			
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 checked="" type="checkbox"/> Approval
Prepared By:	Colleen Smith			
Reviewed By:	Barb Daigle			

Material:

Issue:

The audited financial statements for the University will not be available for review until May 20, 2016 so consequently cannot be approved at the March 18, 2016 meeting of the Board of Governors. However, due to the timelines set by the Province, they must be approved prior to the June 17, 2016 meeting of the Board. It is therefore recommended that the Board delegate authority to approve the financial statements to the Finance and Audit Committee at a meeting of the committee to be held May 25, 2016.

Background:

Motion:

That, the Board of Governors delegates authority to the Finance and Audit Committee of the Board, to approve the audited University of Northern British Columbia 2016/17 Consolidated Financial Statements at a special teleconference meeting in May 2016.

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	March 18, 2016		
Agenda Item:	7. a. 2017 Board of Governors Meeting Schedule		
Prepared For:	<input checked="" type="checkbox"/> In-Camera Session	<input type="checkbox"/> Public Session	
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input type="checkbox"/> Approval
Prepared By:	Heather Sanford, University Secretary		
Reviewed By:			

Material: Attached for review.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	March 18, 2016		
Agenda Item:	7. a. 2017 Board of Governors Meeting Schedule		
Prepared For:	<input checked="" type="checkbox"/> In-Camera Session	<input type="checkbox"/> Public Session	
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input type="checkbox"/> Approval
Prepared By:	Heather Sanford, University Secretary		
Reviewed By:			

Material: Attached for review.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

SUBJECT: BOARD OF GOVERNORS CODE OF CONDUCT AND CONFLICT OF INTEREST

1. Purpose

Board members shall, at all times, conduct themselves in a manner that serves the best interests of the University of Northern British Columbia (UNBC), and brings credibility and good will to the institution.

2. Scope

The Code of Conduct and Conflict of Interest Policy is a statement of the essential principles that govern the conduct of Board members.

3. Policy

- a. Board members shall act honestly and in good faith with a view to the best interests of UNBC.
- b. Board members shall have a general understanding of the business and affairs of UNBC.
- c. Board members shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- d. Board members have a duty of confidentiality not to disclose or discuss with another person or entity, or to use for his or her own purposes, confidential information concerning the business, activities and affairs of the University received in his or her capacity as a Governor.
- e. Board members shall ensure that no statement is made to stakeholder groups, the media or public without authorization of the Board. Normally, as required and appropriate, the Board Chair (or, when requested by the Board Chair, the Board Vice-Chair) serves as spokesperson for the Board of Governors with stakeholders and the media.
- f. Board members shall respect and support UNBC Bylaws, policies and decisions of the Board.
Members will not publicly challenge Board or management decisions outside of Board meetings.
- g. The transmittal of audio or visual, or audio and visual records, by any person, of a closed portion of any Meeting, is not permitted without prior approval of the Chair of the relevant meeting.
- h. Board members shall ensure that the financial affairs of UNBC are conducted in a responsible and transparent manner with due regard to their fiduciary responsibilities and public trusteeship.

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- i. Board members shall immediately declare any real, potential or perceived conflicts of interest.

Bylaw 10.3 of the UNBC Board of Governors defines Conflict of Interest as any conflict between, on one side, the interests of the University or a member's duty to the University and, on the other side, that member's financial interests, personal interests, family interests or duty to other people or organizations.

- j. If a Board member has a potential conflict of interest on any issue, the member must declare the potential conflict prior to discussion of the issue. This declaration shall be noted in the Minutes. The member may make a statement, with the permission of the chair, but shall not take part in the discussion and voting of the issue and shall remove him/herself from the place of discussion. This abstention shall be recorded in the Minutes. The member is still included in determining a quorum.
- k. If a Board member is found to have breached his/her duty by violating the minimum standards set out in this document, he/she may be liable to censure or a recommendation for dismissal.

I have read the above and agree to comply.

(signature)

AGENDA ITEM BRIEFING NOTE

Date:	March 18, 2016			
Agenda Item:	7.c. 2016 Board of Governors Updated Meeting Schedule			
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, Board of Governors			
Reviewed By:	Heather Sanford, University Secretary			

Material: Attached for review.

Issue:

Background:

Motion: *That, on the recommendation of the Governance Committee, the Board of Governors approves the 2016 Updated Board of Governors Meeting Schedule, as presented.*

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

Remarks/Next Steps:

Updated Meeting Schedule - For Approval – Public Session of the Board, March 18th, 2016

BOARD OF GOVERNORS – 2016 MEETING SCHEDULE

Friday January 29	Full Board Meeting 8:30am – 3:00pm (in person) <u>Wed Jan 27th</u> - Committee Meetings (teleconference)
Friday March 18	Full Board Meeting 11:00am - 3:00pm (in person) <u>Fri March 18</u> - Joint Board / Senate workshop on Governance 8:00am - 11:00am <u>Thurs March 17th</u> 5:30pm – 8:30pm - Evening dinner, speaker and workshop with Senate <u>Wed March 16th</u> - Committee Meetings (teleconference)
Friday May 20	Special Full Board Meeting (in person) Approval of Budget
Wednesday May 25	Finance and Audit Committee (teleconference) approval of Financial Statements *pending approval by Board on March 18 th to delegate authority to FAC.
Friday June 17	Full Board Meeting 8:30 - 3:00pm (in person) <u>Wed June 15th</u> - Committee Meetings (teleconference)
Friday September 16	Regional Board Meeting (Academic and Budget Planning) <u>Wednesday Sept 14th</u> - Committee Meetings (teleconference)
Friday November 18	Full Board Meeting 8:30am – 3:00pm (in person) (Academic and Budget Planning) <u>Wed Nov 16th</u> - Committee Meetings (teleconference)



BRIEFING NOTE

Date:	February 29, 2016	
Agenda Item / Prepared For:	8. Advancement/External Relations – Public Session	
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion
	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Decision/Approval
Prepared by:	K Scouten/M Wood	
Reviewed by:	D Weeks	

1. Fundraising:

Distribution of Donations	April 2014 – January 2015		April 2015 – January 2016	
	Total Giving	Donor Count	Total Giving	Donor Count
Student Awards	\$390,719	249	\$966,825	369
General	\$341,414	195	\$106,845	180
Athletics	\$135,158	155	\$133,479	138
Northern Medical Program Trust	\$244,029	594	\$152,758	455
First Nations	\$11,215	7	\$25,565	4
Library	\$29,160	25	\$81,231	24
Green Initiatives	\$401,931	10	\$2,923	7
General Research	\$85,182	9	\$80,540	11
Area of Greatest Need	\$38,312	117	\$57,010	142
Gift in Kind	\$83,146	60	\$176,089	59
Office of Research	\$28,661	1	\$255,347	2
Total	\$1,778,927	1422	\$2,038,612	1391

Giving by Constituency	April 2014 – January 2015		April 2015 – January 2016	
	Total Giving	Donor Count	Total Giving	Donor Count
Association / Organization	\$77,723	36	\$644,317	26
Business / Corporation	\$986,985	203	\$306,702	157
Foundations	\$291,153	11	\$511,390	13
Government	\$9,357	6	\$54,089	9
Individuals (non-UNBC)	\$297,763	733	\$404,229	732
UNBC Individuals	\$80,053	133	\$85,713	176
Alumni	\$45,893	166	\$35,172	168
Total	\$1,788,927	1288	\$2,038,612	1281

- a. Proposals have been submitted for campaign priorities, prospect research and development continues
- b. Collaboration with Office of Research to enhance external funding, establishment of 'Research and Advancement Strategy Committee'
2. Fundraising initiatives of note: 2016 Class Gift, 12th Annual Dr. Bob Ewert, Athletics Legacy Breakfast
3. **Communication with Stakeholders**
 - a. Communications is proactively reaching out to faculty to tell research stories, also working to promote special talks from guest speakers and UNBC-hosted conferences.
 - b. Communications is working with IT to transition the main website to a mobile-friendly platform, thorough examination of content at the same time.
 - c. Regular promotional work continues, including UPDATE magazine development, media pitches (on stories of interest to local/provincials media), social media moderation (Instagram account just passed milestone 2,000 followers – started with fewer than 200 two years ago).
4. **Government and Political Relations: Verbal**

AGENDA ITEM BRIEFING NOTE

Date:	March 18, 2016			
Agenda Item:	9. Office of Research Report			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Dr. Geoff Payne			
Reviewed By:				

Material: No material provided – verbal report

Issue:

Background:

Motion:

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

Remarks/Next Steps:

BOARD OF GOVERNORS

AGENDA ITEM BRIEFING NOTE

Date:	March 18, 2016			
Agenda Item:	10. President's Report			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Daniel Weeks, President			
Reviewed By:				

Material: Verbal Report.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	March 18, 2016			
Agenda Item:	11. Chancellor's Report			
Prepared For:	<input type="checkbox"/> In-Camera Session		<input checked="" type="checkbox"/> Public Session	
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Dr. John MacDonald, UNBC Chancellor			
Reviewed By:				

Material: Verbal Report.

Issue:

Background:

Motion:

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

Remarks/Next Steps: