

BOARD OF GOVERNORS - PUBLIC SESSION AGENDA

Saturday, September 12, 2015

9:00am – 10:45am

Main Floor Boardroom, Fort St. John Regional Hospital
8407 112 Avenue, Fort St. John, BC

Teleconference Instructions:

From the Vancouver area, dial: 604.899-4310

From anywhere else in North America, dial: 1-877-234-4610

Participants conference Pass Code: 2599371#

For assistance anytime throughout the conference please press * and 0 (zero) for a TELUS conference representative

Participants:

Andy Clough (Regrets), Carolee Clyne, Eric Depenau, Katherine LaForge, Kathy Lewis, John MacDonald, Shannon MacKay (Regrets), Judy Mason, Ryan Matheson, Harry Nyce Sr.(Regrets), Jonathan Swainger, Dan Weeks, Simon Yu, Julie Ziebart

UNBC Representatives (Non-Voting):

Ranjana Bird (Vice-President Research) (Regrets), Barb Daigle (Interim Vice-President Administration and Finance), William Krane (Vice-President Academic and Provost) (Regrets), TBD (Interim Vice-President External Relations), Colleen Smith (Director of Finance & Budgets) *Via Teleconference*, Katherine Scouten (Development Manager), Denise Nagy (EA, Board of Governors - Recording)

1. Chair's Remarks

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

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

2. Approval of Agenda – page 3

Regular *That, the Agenda for the Public Session of the September 12, 2015 meeting of the Board of Governors be approved, as presented.*

3. Approval of Minutes

Regular a. May 30, 2015 – page 4

That, the Public Session Minutes of the May 30, 2015 meeting of the Board of Governors be approved as presented.

4. Business Arising

5. Human Resources Committee –Judy Mason, Chair

Regular a. Currently Advertised Faculty Positions (discussion) – W. Krane – page 10

6. Finance and Audit Committee – Simon Yu, Acting Chair

- Regular a. Financial Information Act Report (approval) – B. Daigle – **page 14**
That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the Financial Information Act Report to March 31, 2015.
- Regular b. Audited Pension Plan Financial Statements to December 31, 2014 (approval) – B. Daigle - **page 32**
That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the Audited Pension Plan Financial Statements to December 31, 2014.
- Regular c. Quarterly Forecasts (discussion) – B. Daigle – **page 47**
- Consent d. Quarterly Reports (information) – B. Daigle
(i) General Operating Fund Report to June 30, 2015 – **page 52**
(ii) Consolidated Financial Report to June 30, 2015 – **page 59**
- Consent e. UNBC Childcare Society Budget (information) – B. Daigle – **page 63**
- Consent f. Capital Projects Update (information) – B. Daigle – **page 69**
- Regular g. Enrolment Report (information) – W. Krane – **page 72**
- Consent h. Agreements, Scholarships, Bursaries and Awards (information) – W. Krane – **page 77**

7. Governance Committee – Ryan Matheson, Chair

- Regular a. 2015/16 Mandate Letter for Public Post-Secondary Institutions (approval) – R. Matheson – **page 113**
That, on the recommendation of the Governance Committee, the Board of Governors approves the signing of the 2015/16 Mandate Letter for Public Post-Secondary Institutions, as presented.
- Regular b. 2016 Board of Governors Meeting Schedule (approval) – D. Weeks – **page 120**
That, on the recommendation of the Governance Committee, the Board of Governors approves the 2016 Board of Governors meeting schedule, as presented.
- Regular c. Institutional Accountability Plan and Report (approval) – D. Weeks – **page 122**
That, on the recommendation of the Governance Committee, the Board of Governors approves the 2015 Annual Report -2014/15 Institutional Accountability Plan and Report for the University of Northern British Columbia, as presented.

8. Office of External Relations – Katherine Scouten

- Regular Office of External Relations Report (discussion) – K. Scouten – **page 155**
(i) Fundraising Report
(ii) Communications with Stakeholders
(iii) Report on Government Relations

9. Office of Research – Ranjana Bird

- Regular Office of Research Report (discussion) – R. Bird – **page 157**

10. President’s Report – page 163

11. Chancellor’s Report – page 164

12. Other Business

- Regular a. Code of Conduct & Conflict of Interest Policy (annual review & signing) – R. Matheson – **page 165**

BOARD OF GOVERNORS – PUBLIC SESSION

Approved for Submission:



as per

Dr. Daniel J. Weeks
President and Vice-Chancellor

AGENDA ITEM BRIEFING NOTE

Date:	September 12, 2015			
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:	Ryan Matheson, Chair, UNBC Board of Governors and the President's Executive Council			

Material: Agenda for the Board Public Session of September 12, 2015 attached.

Issue:

Background:

Motion: *That, the Agenda for the Public Session of the September 12, 2015 meeting of the Board of Governors be approved as presented*

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	September 12, 2015			
Agenda Item:	3. Approval of Minutes – Public Session May 30, 2015			
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 May 30, 2015 meeting of the Board of Governors be approved as presented.*

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	September 12, 2015		
Agenda Item:	5.a. Currently Advertised Faculty Positions		
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session	
Purpose:	<input type="checkbox"/> Information	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction <input type="checkbox"/> Approval
Prepared By:	Joan Schneider, Executive Assistant, Vice-President and Provost		
Reviewed By:	Bill Krane, 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: Bill Krane, Vice-President Academic and Provost
DATE: August 24, 2015
RE: Currently Advertised Faculty Positions

COLLEGE OF ARTS, SOCIAL & HEALTH SCIENCES

Department of First Nations Studies
Assistant Professor
Posting: FAFN24-14
Applications Received to Date: 23
Status: Position Filled

Type of Appointment: Tenure-track
Closing date: February 27, 2015
Preferred start date: July 1, 2015

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

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: Accepting Applications

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

School of Nursing (Quesnel)
Assistant/Associate Professor
Posting: FANU21-14
Applications Received to Date: 5

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

Status: Accepting Applications

School of Nursing
Assistant Professor
Posting: FANU20-14
Applications Received to Date: 6
Status: Accepting Applications

Type of Appointment: Term
Closing date: January 5, 2015
Preferred start date: July 1, 2015

COLLEGE OF SCIENCE & MANAGEMENT

Physics Department
Lecturer
Posting: FAPH26-14
Applications Received to Date: 62
Status: Position Filled

Type of Appointment: Term
Closing date: June 12, 2015
Preferred start date: September 1, 2015

School of Environmental Planning
Assistant/Associate Professor
Posting: FAEP16-14
Applications Received to Date: 64
Status: Positions Filled

Type of Appointment: Tenure-track
Closing date: January 15, 2015
Preferred start date: July 1, 2015

Northern Analytical Laboratories
Senior Laboratory Instructor III
Posting: FANALS03-15
Applications Received to Date: 13
Status: Position Filled

Type of Appointment: Continuing
Closing date: March 13, 2015
Preferred start date: July 1, 2015

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

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

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

Applications Received to Date: 25
Status: Accepting Applications

School of Business (Marketing)
Assistant/Associate Professor
Posting: FABU07-15
Applications Received to Date: 46
Status: Accepting Applications

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

NORTHERN MEDICAL PROGRAM

No positions are currently advertised

RESEARCH CHAIRS

Tallwood and Hybrid Structures Engineering
Assistant/Associate Professor
Posting: FAENG02-15
Applications Received to Date: 10
Status: Negotiating with Candidate

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

Growth & Yield
Assistant/Associate Professor
Posting: FAESM06-15
Applications Received to Date: 8
Status: Position Filled

Type of Appointment: Tenure-track
Closing date: April 15, 2015
Preferred start date: July 1, 2015

AGENDA ITEM BRIEFING NOTE

Date:	September 12, 2015			
Agenda Item:	6.a. Financial Information Act Report			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
Prepared By:	Colleen Smith, Director-Finance & Budgets			
Reviewed By:	Barb Daigle, Interim Vice-President Administration & Finance			

Material: Report attached.

Issue:

Background:

Information prepared for the year ending March 31, 2015 as required under the provincial *Financial Information Act* and related *Financial Information Regulation*.

The attached schedules are an excerpt from the complete report so pages are numbered 24 through 40. Pages 1 – 23 are reserved for the audited financial statements which were approved at the May 30, 2015 meeting of the Board of Governors.

Under legislation, the information must be approved by the university's governing body prior to submission to the Ministry of Advanced Education by September 30 each year.

Motion: *That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the Financial Information Act Report to March 31, 2015.*

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

Remarks/Next Steps:

DEBENTURE ISSUE	MATURITY DATE	INTEREST RATE	AMOUNT OUTSTANDING
UNBC-MTN-26	June 17, 2019	9.000%	3,000,000.00
Total Debentures			3,000,000.00
Sinking Fund Balances			2,995,363.11
Total Debt Outstanding			4,636.89

The University of Northern British Columbia has not given any guarantee or indemnities under the Guarantees and Indemnities Regulation

Name	Type of Appointment	Member at March 31	Expenses
Dr. Daniel Weeks	President	Yes	-
Dr. Mark Dale	President (Acting)	No	-
Dr. John MacDonald	Chancellor	Yes	6,314.32
Mr. Don Prior	Order-in-Council	Yes	697.19
Ms. Louise Burgart	Order-in-Council, Cariboo Regional District Region	No	-
Mr. Simon Yu	Order-in-Council, Member at Large	Yes	144.03
Dr. Kathy Lewis	Elected, Faculty Representative	Yes	-
Dr. Jonathan Swainger	Elected, Faculty Representative	Yes	-
Mr. Glen Montgomery	Elected, Staff Representative	No	-
Ms. Carolee Clyne	Elected, Staff Representative	Yes	-
Ms. Shannon Norum	Elected, Undergraduate Student Member	Yes	-
Mr. Stephen Bennett	Elected, Graduate Student Member	Yes	-
Mr. Harry Nyce, Sr.	Order-in-Council, First Nations	Yes	132.86
Ms. Judy Mason	Order-in-Council, Alumni & College of New Caledonia Region	Yes	-
Mr. John Turner	Order-in-Council, Northern Lights College Region	Yes	8,198.29
Mr. Andy Clough	Order-in-Council	Yes	-
Mr. Ryan Matheson	Order-in-Council, Alumni	Yes	6,823.64

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

Employee Name	Total Remuneration	Total Expenses
Abioye, Oyekanmi	82,437.83	5,549.92
Annis, Eleanor	85,677.23	5,172.58
Antoniazzi, Clara	79,958.21	1,347.04
Aravind, Alex	89,750.12	3,224.67
Arocena, Joselito	107,903.45	4,603.66
Atkinson, Donna	84,288.30	20,897.41
Bai, Ping	75,666.45	2,608.32
Bankole, Julius	96,442.83	546.16
Banks, Kathryn	91,592.92	6,598.93
Banner-Lukaris, Davina	95,430.05	2,455.46
Beaulieu, Loretta	84,156.50	2,422.16
Beaumont, Sherry	87,883.52	1,881.57
Beeler, Karin	96,167.74	4,006.80
Beeler, Stan	87,085.64	4,375.14
Berg, Mardeana	75,140.94	4,961.22
Bidgood, Bruce	93,528.63	10,012.47
Binnema, Theodore	92,352.52	9,918.61
Bird, Ranjana	195,573.33	33,870.37
Blair, Jenia	92,673.83	2,288.04
Bluskov, Iliya	102,971.86	5,732.37
Booth, Annie	106,764.17	1,001.88
Bott, Tina	78,195.76	0.00
Bouchard, Michel	83,503.58	3,163.82
Bowles, Paul	165,946.29	15,644.36
Bray, Eileen	201,615.00	15,968.83
Brown, Willow	76,571.34	1,699.11
Budde, Robert	103,876.69	2,763.77
Burton, Philip	105,401.88	16,297.21
Callaghan, Russell	104,675.32	10,577.92
Casperson, David	77,893.62	4,925.89
Chen, Chunyi	111,670.44	48,620.61
Chen, Jing	137,795.92	0.00
Chen, Liang	138,825.53	5,532.50
Chew, William	91,669.28	7,079.03
Choi, Sungchul	144,325.91	458.85
Claus, David	91,636.60	7,272.89
Condon, Gregory	128,130.52	24,322.55
Connell, David	91,170.40	5,759.47
Corrigal, Sherri	91,112.19	0.00
Coxson, Darwyn	109,945.72	13,640.56
Croft, Elizabeth	150,455.16	483.00
Cronshaw, Steven	153,985.50	2,789.41
Curry, Gail	85,670.99	1,186.18
Curry, John	259,139.44	0.00
Cuthbertson, Mike	110,019.81	2,100.80
Dale, Mark	228,101.59	26,105.86
Dawson, Russell	102,706.28	8,343.27
de Leeuw, Sarah	98,547.45	33,555.53

Employee Name	Total Remuneration	Total Expenses
Deo, Balbinder	186,174.38	8,493.28
Dery, Stephen	101,127.46	4,935.33
DeWiel, Boris	93,857.37	933.20
Dickson, Lisa	85,224.77	4,339.92
Egger, Keith	112,320.58	3,855.78
Elliott, Sarah	85,042.62	3,779.86
Empey, Heather	84,958.03	2,389.00
Erasmus, Daniel	84,263.36	215.81
Ericsson, Kevin	113,115.26	105.00
Esler, Allen	123,828.67	0.00
Fayowski, Vivian	91,746.23	3,837.24
Fellers, Wendy	78,257.22	848.87
Fondahl, Gail	111,881.62	14,426.61
Fraser, Tina	100,896.72	475.97
Fredeen, Art	102,962.26	483.16
Fredj, Karima	97,141.79	1,084.65
Fuson, Trevor	84,141.98	6,075.68
Fyfe, Trina	86,510.15	6,935.55
Garcia, Oscar	107,028.56	6,296.56
Ge, Xin	122,005.87	0.00
Gillingham, Michael	99,564.03	5,045.63
Gorrell, Andrea	87,148.05	0.00
Gray, Sarah	142,220.29	4,884.71
Green, Scott	87,734.28	21,419.86
Greenwood, Margo	120,201.93	49,118.94
Guest, Kristen	97,826.22	0.00
Hall, Kevin	133,754.15	0.00
Halseth, Greg	132,465.38	6,736.97
Hamelin, Twylla	81,085.38	5,504.42
Hanlon, Neil	93,156.66	0.00
Hanschen, Troy	120,367.60	9,632.21
Hanson, Sarah	95,377.44	1,088.17
Haque, Waqar	162,909.61	9,880.84
Harder, Henry	139,914.09	11,207.81
Hardy, Cindy	100,827.71	0.00
Harris, R. Luke	80,272.05	1,897.84
Hartley, Ian	100,140.13	1,803.97
Hartman, Bryan	124,117.99	3,914.81
Helle, Steve	101,716.00	421.27
Hemingway, Dawn	117,495.10	17,065.80
Hoffman, Ross	88,690.31	3,430.75
Holler, Jacqueline	124,807.97	9,197.79
Horne, Dee	98,575.08	1,902.10
Huber, Dezene	101,968.96	3,412.70
Hutchings, Kevin	106,460.68	10,083.45
Huynh, Ngoc	79,424.82	3,607.22
Hyndman, Jennifer	93,800.01	2,494.26
Jackson, Peter	92,318.88	874.78

Employee Name	Total Remuneration	Total Expenses
James, Jeffery	77,811.65	1,099.95
Jensen, Erik	109,440.62	344.74
Johnson, Christopher	87,477.80	6,212.68
Jokinen, Nancy	77,926.29	6,405.25
Keeler, Gwen	75,593.23	894.28
Keen, Kevin	90,346.66	0.00
Keith, Sheila	115,335.74	3,385.31
Kinsley, Sean	79,105.30	0.00
Kitchenham, Andrew	120,370.34	10,410.78
Klassen-Ross, Tammy	75,355.39	1,520.39
Koehn, Corinne	90,832.17	4,141.85
Korkmaz, Elie	106,385.29	925.36
Kranz, Allan	75,932.74	0.00
Kubert, David	76,749.16	7,962.33
Kumar, Pranesh	97,602.13	12,761.56
Kunkel, Titilope	83,695.08	6,052.41
Kuo, Kuo-Hsing	96,005.32	21,231.66
La Fontaine, Lynette	79,825.58	(178.63)
Lautensach, Alexander	76,272.25	4,693.63
Lavallee, Loraine	78,632.89	2,251.33
Lawson, Heidi	77,845.10	9,978.78
Lazenby, Richard	174,442.12	14,124.88
LeBlanc, Aaron	105,014.44	31,795.51
Lee, Chow	95,969.76	1,915.54
Lewis, Kathy	108,681.61	2,240.87
Li, Han	101,548.97	3,044.46
Li, Jianbing	99,937.36	17,352.60
Lindgren, Staffan	83,116.25	2,544.60
Loukacheva, Natalia	90,682.49	27,122.28
MacLeod, Martha	156,144.18	18,893.14
MacMillan, Peter	88,426.26	5,145.61
MacPhail, Fiona	94,532.83	5,135.32
Madak, Paul	120,791.09	0.00
Mandy, Margot	86,868.66	3,327.93
Margolin, Indrani	82,579.85	15,209.31
Martens, Clifford	78,618.30	496.04
Marusiak, Warren	75,906.67	3,478.83
Massicotte, Hugues	100,556.17	6,313.31
Maurice, Sean	77,293.16	5,180.93
McDonald, Verna	78,078.15	6,220.51
McGill, William	193,400.58	8,123.48
McKenzie, Shelley	79,062.08	8,740.95
Meletis, Zoe	78,589.90	2,423.80
Menounos, Brian	104,906.11	29,714.67
Michel, Paul	84,186.05	543.60
Migabo, Saphida	78,303.70	3,583.12
Montgomery, Glen	96,083.12	5,423.36
Morris, Jason	94,442.98	2,596.64

Employee Name	Total Remuneration	Total Expenses
Morris, Marleen	131,589.86	13,814.66
Murdoch, Loralyn	89,433.62	7,414.71
Murphy, Leanne	90,449.82	1,569.89
Murphy, Michael	103,515.71	5,878.39
Murray, Brent	79,114.16	1,989.79
Niebergall, Michelle	80,929.35	3,954.46
Nixon, Gregory	75,491.65	0.00
Nolin, Catherine	76,681.57	1,939.35
Nowotnick, Kevin	77,069.11	0.00
Olsen, Aaron	89,235.44	330.36
O'Neill, Linda	104,174.81	7,275.22
Opio, Christopher	86,183.98	9,413.99
Otter, Ken	101,890.41	3,747.44
Owen, William	123,944.05	5,397.76
Owens, Philip	109,858.74	37,794.52
Page, Sheila	119,130.44	9,110.83
Parker, Katherine	105,695.82	4,436.17
Parkes, Margot	95,944.30	14,191.36
Parshotam, Umesh	102,182.61	201.10
Payne, Geoffrey	181,128.62	32,761.29
Peters, Heather	97,498.51	3,586.33
Petticrew, Ellen	116,741.71	30,106.34
Pierce, Joanna	87,421.18	1,040.97
Plourde, Guy	103,669.21	492.18
Poirier, Lisa	75,604.77	2,294.64
Polajnar, Jernej	100,052.36	5,023.61
Prkachin, Ken	132,328.25	4,935.47
Rader, Stephen	99,826.08	4,254.95
Rahemtulla, Farid	81,224.76	3,628.10
Rea, Roy	76,625.20	8,002.21
Reid, Matthew	83,371.55	12,677.15
Reimer, Kerry	98,238.55	620.59
Rennick, Shelley	125,836.80	7,538.09
Reschny, Jamie	77,742.27	5,092.32
Romanets, Maryna	89,102.09	2,315.91
Rose, Ramona	91,418.57	1,881.93
Rutherford, P Michael	88,487.61	4,653.13
Ryan, Daniel	141,674.40	27,503.00
Safaei Borojony, Jalil	104,966.06	0.00
Sanborn, Paul	90,129.97	3,653.81
Sangha, Hardev	77,285.77	4,039.09
Schiller, Catharine-Joanne	91,502.18	2,872.20
Schmidt, Glen	121,825.93	11,113.68
Schorcht, Blanca	119,269.34	7,768.92
Scott, Laurence	114,658.77	9,159.25
Scouten, Katherine	98,559.78	6,140.32
Seidel, Andrew	143,487.32	14,614.25
Shegelski, Mark	115,306.08	250.25

Employee Name	Total Remuneration	Total Expenses
Sherry, John	101,287.20	12,352.70
Shrimpton, Mark	111,789.92	7,197.08
Shultis, John	93,901.93	2,142.74
Siakaluk, Paul	123,293.77	3,025.52
Smith, Angele	81,128.45	8,943.24
Smith, Colleen	139,825.62	5,056.72
Smith, Heather	115,902.20	22,927.47
Smith, Kevin	106,142.66	28,538.86
Smith, Trevor	80,151.62	8,298.95
Stewart, Kevin	93,937.18	13,755.67
Stubley, Tammy	77,058.55	3,397.48
Sui, Jueyi	96,937.18	3,429.03
Summerville, Tracy	87,482.13	8,545.43
Swainger, Jonathan	102,453.94	380.03
Tait, Robert	148,125.73	0.00
Tallman, Frederick	165,090.48	3,070.29
Tang, Youmin	111,319.26	17,309.05
Thring, Ronald	121,214.33	11,249.56
Transken, Si	80,322.16	1,475.59
Usman, Lantana	88,492.39	5,996.56
van Adrichem, Robert	161,870.32	15,312.10
Van Pelt, Linda	103,364.00	7,029.75
Wagner, Shannon	100,122.86	6,739.79
Walters, Samuel	92,349.60	0.00
Wang, Baotai	92,512.98	8,139.66
Wang, You Qin	78,303.70	3,043.24
Weeks, Daniel	189,681.59	79,366.64
Wells, Rachael	79,611.26	1,736.23
Wessell Lightfoot, Dana	82,213.23	23,017.52
Wheate, Roger	99,608.32	2,793.38
Whitcombe, Todd	105,236.35	3,709.16
Wilkening, Kenneth	91,441.50	3,066.25
Wilson, Allan	122,595.59	9,566.16
Wilson, Erin	91,257.83	3,175.12
Wilson, Gary	90,430.93	11,467.68
Wimmers, Guido	93,403.11	14,496.67
Winwood, Paul	230,276.04	26,604.39
Wood, Matthew	79,117.19	9,000.74
Wright, Pamela	85,572.69	8,905.55
Young, Jane	79,389.86	1,143.54
Young, John	143,010.76	14,090.06
Zahir, Saif	109,817.88	7,326.13
Zimmer, Lela	97,573.00	6,410.51
Total remuneration > \$75,000	24,431,679.98	1,756,401.14
Total remuneration < \$75,000	29,622,973.23	1,219,723.69
Total remuneration	54,054,653.21	2,976,124.83

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

Salaries and benefits on the financial statements also includes \$311,000 in salaries that have been reimbursed to third party agencies (primarily research). These vendors and these amounts are included in the statement of goods and services.

Employment Insurance Contributions	861,569.32
Canada Pension Contributions	1,652,136.02
Total Contributions to Receiver General of Canada	2,513,705.34

There were 3 severance agreements under which payment commenced between the University of Northern British Columbia and its non-unionized employees during fiscal year 2014/2015

These agreements represent from 2 - 5 months of compensation.

Vendor Name	Total Payment
A Plus Automatic Door and Storefront	32,198.96
Accelerated Sport & Spine Physiotherapy	44,786.50
Acme Janitor Service Ltd.	33,187.35
Acrodex Inc.	119,239.22
Airmax Air Purification Systems Inc.	53,404.41
Aleza Lake Research Forest Society	49,524.39
All Points Fire Protection Ltd	89,149.77
All Pro Plumbing and Heating Inc.	76,211.44
Allnorth Consultants Ltd	124,681.21
AMCO Wholesale	31,881.93
AMEC Environment & Infrastructure	34,608.09
API Asset Performance Inc.	59,749.89
Apple Canada Inc.	110,727.99
Apple Valley Promotions	37,174.94
Barry Wong Copy Services Ltd	73,338.35
BC Cancer Agency	138,383.74
BC Hydro	1,324,446.71
BC Schizophrenia Society	52,583.10
BCNET	257,876.66
Belfor (Canada) Inc.	26,874.63
Big Kahuna Sport Company	68,570.90
Blackboard Inc	33,389.44
Boyden Vancouver, Inc.	43,049.74
Bruker AXS Inc.	32,387.08
Calstone Inc	96,212.01
Canada Post Corporation	42,973.28
Canada West Universities Athletic Association	83,180.11
Canadian Research Knowledge Network	957,941.49
Cardinal Building Maintenance Service Ltd.	37,083.86
Cascades Recovery Inc.	43,280.59
CAUBO	29,091.00
CDW Canada, Inc.	34,177.11
Centaur Products Inc	36,086.18
Central Interior Native Health Society	52,491.64
Centre City Electric Ltd	26,091.61
Cherwell Software, LLC	27,750.00
City of Prince George	393,542.95
Coast Inn of the North	38,770.13
College of New Caledonia	160,430.38
Compass Group Canada Ltd.	2,752,217.21
Connected Shopping Ltd	28,000.00
Council of Prairie and Pacific University Libraries	211,586.41
Creative Embroidery	35,402.08
D A Townley	2,355,233.16
Davidson & Sons Custom Brokers	69,923.32
DDB Hodes Recruitment Communications	38,024.80
Dell Canada Inc	470,410.98

Vendor Name	Total Payment
Diversified Transportation Ltd.	25,111.65
Dr A A Hamour Inc.	28,686.82
Dr A Preston, Inc.	52,290.00
Dr Andrea Geller, Inc.	37,168.07
Dr Becky Ann Temple, Inc.	32,500.00
Dr Gerrard Prigmore Inc.	46,487.33
Dr Karin Blouw, Inc.	28,271.74
Dr Muniba Faraz and Dr Faraz Jabbar Medical Services Inc.	28,449.94
Dr PD Rowe, Inc.	114,187.50
Dr Pritampal Dhady Inc	55,912.63
Dr Steven W K Chang, Inc.	47,265.00
Dr Vincent Arockiasamy, Inc.	91,000.00
Drs Spooner and Odulio Inc.	53,365.00
Dunleavey, Melvin	25,181.04
Ebsco Canada Ltd	218,081.09
EDge Interactive Publishing Inc.	68,824.00
EDI Environmental Dynamics Inc	132,231.52
EECOL Electric Ltd	86,064.23
Electrical Geodesics Inc.	36,030.00
Ellucian Support Inc.	139,531.00
Emantras Inc.	76,805.77
Fairmont Hotels & Resorts	56,197.04
Foliot Furniture Inc.	26,600.93
Follett Higher Education Group	105,767.87
FortisBC-Natural Gas	205,084.44
Free Spirit Ventures Inc.	149,880.69
global FRAMEWORKS Ltd.	31,500.00
Graham, CR	109,467.22
Grand & Toy	33,595.50
Gunnar Pacific Agencies, Inc.	94,323.60
Halogen Software Inc.	54,998.06
Hanover Research Council	34,650.00
Harris & Company LLP	59,055.54
Horseshoe Press Inc.	28,190.40
Hoskin Scientific Ltd	53,003.11
Hughes Condon Marler Architects (HCMA)	157,445.96
IBM Canada Ltd	338,427.62
IDL Projects Inc	617,115.53
Innovative Interfaces Canada Inc.	56,219.52
Insight Canada Inc.	29,461.89
Integra Forest Consulting Ltd	66,035.39
ISS Medical	53,175.00
Jim Pattison Broadcast Group	39,777.57
Johnston Research Inc.	35,632.67
Jonathan Morgan & Company Limited	95,224.78
KONE Inc.	46,353.95
KPMG LLP	70,822.50

Vendor Name	Total Payment
KRH Consulting Services	63,710.47
Lakeland Mills Ltd	310,930.02
Life Technologies Inc.	37,369.18
Little Floors Ltd	69,679.65
Login Brothers Canada	99,504.99
Long View Systems Corp.	455,117.91
Marquis Advertising Group Inc	26,649.28
MasterCard	1,919,695.64
McCarthy Tetrault	117,990.07
McGraw Hill Ryerson Ltd	111,788.15
Mike's Tech-On-Call Services	32,457.25
Millennium Professional Services Ltd.	74,506.11
Minister of Finance	248,225.95
Ministry of Finance BC Mail Plus	110,500.29
Molecular Devices, LLC.	26,113.15
Moore Canada	75,643.16
Morinwood Mfg Inc	29,225.70
MPS	37,793.08
Mussell Crane MFG.	86,994.33
Nebraska Book Company Inc	126,039.11
Nelson Education Ltd	100,878.33
Northern BC Trim Line	78,272.32
Northern Health Authority	342,807.33
Northern Undergraduate Student Society	48,152.59
Northland Chrysler Jeep Dodge	38,764.18
Northwest Community College	29,177.22
NR Motors	38,250.32
OCLC Inc	30,087.10
Onyenwosa, Benjamin	93,000.00
Oracle Corporation Canada Inc	165,539.91
Oxford University Press Canada	53,835.19
P&A Furniture Inc	125,951.12
Pacific Carbon Trust	55,335.00
Papyrus Printing & Stationery	45,876.15
Pathonix Innovation Inc.	48,720.00
Patricia Evans & Associates Inc.	49,984.63
Patrick Gilligan-Hackett	49,143.58
Peace River Forage Association of BC	26,969.00
Pearson Education Canada	109,483.35
Pepsi-Cola	26,308.55
Perkin Elmer Canada Ltd	57,837.98
PJS Systems Inc.	769,567.61
Prince George Toyota	41,109.93
Prince George Transit Ltd	34,974.37
Prism Engineering Ltd.	87,825.36
Project Management Centre of Excellence Inc.	164,372.29
Proquest LLC	33,763.80

Vendor Name	Total Payment
Purolator Inc.	48,366.60
Qiagen Inc (Canada)	38,993.47
R F Klein & Sons Ltd	337,443.65
R G Moody, Inc.	28,800.00
RH Jones & Sons Mechanical	90,013.35
Riegl USA, Inc	560,451.00
Rogers Consumer Publishing Ltd.	34,713.00
Sanderson, Peter	66,152.97
Sharps Audio Visual Ltd	33,633.78
Siemens Canada Limited	99,989.44
Simon Fraser University	192,157.29
Skeena Landing Ltd	47,905.00
Sluggett, Larine	34,060.00
Snaring River Holdings Ltd	55,909.25
Sodexo Canada, Ltd.	1,129,240.29
SpeeDee Your Office Experts Ltd.	90,040.32
Spence Software	25,606.00
Spicers Canada ULC	49,579.17
Stantec Consulting Ltd.	95,402.31
Stinger Welding Ltd.	90,897.06
Summit Insurance Brokers Inc.	33,513.00
Sun Life Financial	3,572,479.70
Swanky Photographic	31,660.71
Tanuk Productions	44,141.01
Telus	383,335.00
Temple, Becky	31,904.95
The Prince George Citizen	69,613.02
Thermo Fisher Scientific	49,396.34
Trane Canada ULC	99,576.27
Unity Telecom Corp.	90,587.37
Universite du Quebec a Montreal - UQAM	37,194.00
Universite Laval	28,585.00
Universities Canada	49,438.00
University College & Institute Protection Program	96,226.01
University of British Columbia	189,806.36
University of Guelph	46,142.00
University of Manitoba	247,066.50
University of Victoria	99,712.45
Urecon	163,783.91
Venture Elevator Inc	41,952.26
VWR International Ltd	98,949.90
Washington State University	28,988.00
Wismer & Rawlings Electric Ltd	29,230.95
WorkSafeBC	111,487.48
Xerox Canada Ltd	299,474.33
YBP Library Services	205,452.70

Vendor Name	Total Payment
Total payments to vendors > \$25,000	31,173,749.72
Total payments to vendors < \$25,000	6,839,721.78
Total payments to vendors	38,013,471.50

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

Total payments made to vendors also includes \$311,000 dollars in salaries reimbursed to third party agencies (primarily for research) reported as salaries and benefits in the financial statements.

Total payments to American Express, MasterCard and Seven Seas Travel do not include travel expenses reported on the Employee Remuneration Schedule.

Name	Total Payment
Aleza Lake Research Forest Society	83,782.80
Canadian Public Health Association	28,000.00
City of Prince George	36,700.00
Institut national de sante publique de Quebec	74,430.07
Michael Smith Foundation for Health Research	45,000.00
National Collaborating Centre for Determinants of Health	90,673.64
UNBC Childcare Society	90,000.00
University of British Columbia	200,000.00
Wilp Wilxo'oskwhl Nisga'a Institute	343,133.43
Total Grants and Contributions > \$25,000	991,719.94

AGENDA ITEM BRIEFING NOTE

Date:	September 12, 2015			
Agenda Item:	6.b. Audited Pension Plan Financial Statements to December 31, 2014			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
Prepared By:	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 Audited Pension Plan Financial Statements to December 31, 2014.*

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

Remarks/Next Steps:

**UNIVERSITY OF NORTHERN
BRITISH COLUMBIA PENSION PLAN**

UNBC

**FINANCIAL STATEMENTS
DECEMBER 31, 2014 and 2013**

UNIVERSITY OF NORTHERN BRITISH COLUMBIA PENSION PLAN

FOR THE YEARS ENDED DECEMBER 31, 2014 and 2013

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UNIVERSITY OF NORTHERN BRITISH COLUMBIA PENSION PLAN

STATEMENT OF MANAGEMENT RESPONSIBILITY

To the Board of Trustees of the
University of Northern British Columbia Pension Plan

The Finance Department of the University of Northern British Columbia is responsible for the preparation of the financial statements and has prepared them in accordance with Canadian generally accepted accounting principles.

The Pension Plan Board of Trustees is required to ensure that adequate internal controls exist to achieve, in a cost effective manner, its responsibilities in the following areas:

- meeting the requirements under the University of Northern British Columbia Trust Agreement;
- efficient and effective investment of the pension plan funds;
- accuracy and reliability of accounting information;
- timely preparation of reliable financial information consistent with prior years.

The statements are examined by KPMG LLP, who provide an opinion on the fairness of presentation of the information contained therein. KPMG LLP has full access to the Pension Plan Board of Trustees.

Barb Daigle
Interim VP Administration and Finance
University of Northern British Columbia

Colleen Smith
Director, Finance & Budgets
University of Northern British Columbia

August 24, 2015

UNIVERSITY OF NORTHERN BRITISH COLUMBIA PENSION PLAN
STATEMENT OF NET ASSETS AVAILABLE FOR BENEFITS
AS AT DECEMBER 31, 2014 AND 2013

	2014		2013
Investments held in trust by Sun Life of Canada (Note 3)			
Balanced funds	\$ 10,263,142	\$	8,122,638
B.G. Balanced	6,370,127		4,823,791
CI Signature Income & Growth	3,295,075		2,697,600
MB Select Balanced Fund	597,940		601,247
Canadian Equity funds	20,367,733		18,940,648
B.G. Canadian Equity	2,775,525		2,406,587
B.G. Small Cap	4,882,819		4,618,569
BlackRock S&P/TSX Composite Index	1,976,877		1,904,257
CC&L Group Canadian Q Growth	10,732,512		10,011,235
Fixed & Diversified Income funds	21,598,253		19,122,104
Blackrock Bond Index	3,542,664		3,028,788
CC&L Group Income & Growth	11,152,410		10,194,586
PH&N Bond	6,903,179		5,898,730
US/Global Equity funds	11,392,321		7,815,469
B.G. American Equity	1,937,591		1,012,557
BlackRock US Equity Index	2,097,922		1,376,152
CI American Value	2,315,938		1,599,103
Hexavest World Fund	5,040,870		3,827,657
MB US Equity	-		-
MB Global Equity	-		-
Money Market/Guaranteed Income funds	8,226,685		8,622,069
SLF Money Market	4,968,953		5,427,635
SLA Guaranteed - 1, 3, and 5 year	3,257,732		3,194,434
NET ASSETS AVAILABLE FOR BENEFITS	\$ 71,848,134	\$	62,622,928

Approved :

Barb Daigle, Chair, Board of Trustees

William Chew, Trustee

UNIVERSITY OF NORTHERN BRITISH COLUMBIA PENSION PLAN
STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS
FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2013

	2014	2013
INCREASE IN ASSETS		
Investment income (loss)	\$ 6,927,711	\$ 7,530,420
Balanced funds	894,697	1,434,501
B.G. Balanced	491,073	617,911
B.V. Balanced	-	414,665
CI Signature Income & Growth	327,065	264,949
MB Balanced Growth	-	85,292
MB Select Balanced Fund	76,559	51,684
Canadian Equity funds	2,084,354	3,344,380
B.G. Canadian Equity	270,612	519,910
B.G. Small Cap	500,900	746,716
BlackRock S&P/TSX Composite Index	189,671	220,615
CC&L Group Canadian Q Growth	1,123,171	1,523,945
MB Canadian Equity Growth	-	67,026
MB Canadian Equity Core	-	266,168
Fixed & Diversified Income funds	2,162,574	774,393
BlackRock Bond Index	268,614	(42,796)
CC&L Group Income & Growth	1,341,234	869,945
PH&N Bond	552,726	(52,756)
US/Global Equity funds	1,675,031	1,865,085
B.G. American Equity	319,532	209,667
Blackrock US Equity Index	355,986	375,532
CI American Value	390,571	412,030
Hexavest World Fund	608,942	598,218
MB US Equity	-	228,312
MB Global Equity	-	41,326
Money Market/Guaranteed Income funds	111,055	112,061
SLF Money Market	52,031	59,137
SLA Guaranteed - 1, 3, and 5 year	59,024	52,924
Contributions	5,429,262	5,091,928
Employees' contributions	1,690,219	1,583,095
Employer's contributions	3,739,043	3,508,833
Transfers in of employee contributions	87,605	177,354
TOTAL INCREASE IN ASSETS	12,444,578	12,799,702
DECREASE IN ASSETS		
Refunds and transfers of employees' contributions	(2,858,893)	(4,989,728)
Administrative and investment management fees	(311,892)	(259,780)
Employer's over-contributions (Note 5)	(48,587)	(45,114)
TOTAL DECREASE IN ASSETS	(3,219,372)	(5,294,622)
NET INCREASE IN NET ASSETS	9,225,206	7,505,080
NET ASSETS AVAILABLE FOR BENEFITS, BEGINNING OF YEAR	62,622,928	55,117,848
NET ASSETS AVAILABLE FOR BENEFITS, END OF YEAR	\$ 71,848,134	\$ 62,622,928

1. DESCRIPTION OF PLAN:

The following description of the University of Northern British Columbia Pension Plan is a summary only. For more complete information, reference should be made to the Plan Agreement.

(a) General

The Plan is a defined contribution pension plan covering all permanent employees of the University of Northern British Columbia. Under the Plan, contributions are made by the Plan members and the University. The net assets of the Plan represent the total obligations to Plan members.

The Plan qualifies as a Registered Pension Trust as defined in the Income Tax Act and is not subject to income taxes. The Plan Registration number is 0991034.

The Plan was registered under the Pension Benefits Standards Act of British Columbia as at November 24, 1994. The Plan complied with the Act during the year ended December 31, 2014.

(b) Vesting

The employer's contributions for a member who has completed two years of credited service are deemed to be vested in the pension plan.

(c) Retirement Benefits

Upon retirement, the combined total of the employee and the employer accounts will be available to vested employees.

(d) Termination Benefits

A vested member who terminates employment is entitled to receive the value of the member's employee and employer accounts. An unvested member who terminates employment is entitled to receive a refund of the member's employee account, including interest.

(e) Disability Benefits

A disability pension is available at any age for vested members who are totally and permanently disabled. Such pension will not be paid while the member is in receipt of benefits from a long term disability plan sponsored by the University.

(f) Death Benefits

A member's spouse or beneficiary is entitled to a death benefit equal to the combined value of the member's employee and employer accounts if vested or the member's employee account, including interest, if the member dies before vesting.

(g) Members' accounts transferred or refunded

Members' accounts transferred or refunded are recognized as a decrease in net assets when the funds are disbursed.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The financial statements have been prepared in accordance with Canadian accounting standards for pension plans. The plan's significant accounting policies are as follows:

(a) Investments

Investments are carried at fair value. In determining fair values, adjustments have not been made for transaction costs as they are not considered significant. The change in the difference between the fair value and cost of investments at the beginning and end of each year is reflected in the statement of changes in net assets available for benefits as net unrealized change in fair value of investments. Fair values are determined as follows:

- i. Publicly traded bonds, debentures and equities are valued at published closing market quotations.
- ii. Units in pooled funds are valued based on published unit values supplied by the pooled fund administrator, which represents the Plan's proportionate share of underlying net assets at fair values determined using closing market prices.

(b) Investment income

Investment income is recorded on the accrual basis. Any adjustments to investments due to the fluctuation of market prices are reflected as part of the return on investments in the statement of changes in net assets available for benefits.

(c) Use of estimates

The preparation of financial statements, in conformity with Canadian generally accepted accounting principles, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of increases and decreases in assets during the period. Actual results could differ from those estimates. Significant areas requiring the use of management estimates relate to the valuation of investments.

3. INVESTMENTS:

Sun Life of Canada was appointed in April, 1997 to provide management services for the pension plan funds. Investment management services are provided by several fund managers including Phillips, Hager & North Investment Management Ltd., Sun Life Assurance Company of Canada, Beutel Goodman & Company Ltd., BlackRock Asset Management Canada, McLean Budden Limited, Connor, Clark & Lunn Financial Group and CI Investments Inc.

Market values are derived from external quotations.

4. FUNDING POLICY:

In accordance with the Trust Agreement, members are required to contribute 3% of their earnings up to the Year's Maximum Pensionable Earnings (YMPE), where "Pensionable" refers to the amount covered annually under the Canada Pension Plan, and 5% of their earnings in excess of the YMPE. The University contributes an amount equal to 8% of the member's earnings up to the YMPE and 10% of the member's earnings in excess of the YMPE.

5. EMPLOYER'S OVER-CONTRIBUTIONS:

Employer's over-contributions represent the employer's contributions that are returned to the employer for employees who have left the University prior to vesting.

6. INVESTMENT INCOME:

Investment income for the year is analyzed as follows:

	<u>2014</u>	<u>2013</u>
Interest	\$ 397,201	\$ 370,890
Dividends	4,206,252	2,191,457
Capital gains, net	<u>2,324,258</u>	<u>4,968,073</u>
	<u>\$6,927,711</u>	<u>\$7,530,420</u>

7. INVESTMENTS:

Canadian generally accepted accounting principles require disclosure of the fair value of financial instruments. The Plan's investments are carried at fair value in accordance with the accounting policy disclosed in note 2(b) and as disclosed on the statement of net assets.

	2014		2013	
	Units	Amount	Units	Amount
Balanced Funds:				
B.G. Balanced	165,571	6,370,127	136,929	4,823,791
CI Signature Income & Growth	199,920	3,295,075	183,010	2,697,600
MB Select Balanced	28,625	597,940	32,387	601,247
		10,263,142		8,122,638
Canadian Equity Funds:				
B.G. Canadian Equity	43,866	2,775,525	42,474	2,406,587
B.G. Small Cap	83,248	4,882,819	87,754	4,618,569
BlackRock S&P/TSX Composite Index	73,455	1,976,877	78,210	1,904,257.00
CC&L Group Canadian Q Growth	623,621	10,732,512	648,808	10,011,235
		20,367,733		18,940,648
Fixed & Diversified Income Funds:				
BlackRock Bond Indexed Fund	120,733	3,542,664	112,278	3,028,788
CC&L Group Income & Growth	350,266	11,152,410	363,557	10,194,586
PH&N Bond Fund	320,830	6,903,179	299,527	5,898,730
		21,598,253		19,122,104
US/Global Equity Funds:				
B.G. American Equity	98,640	1,937,591	64,958	1,012,557
BlackRock US Equity Indexed	142,901	2,097,922	115,753	1,376,152
CI American Value	435	2,315,938	373	1,599,103
Hexavest World	290,441	5,040,870	253,728	3,827,657
		11,392,321		7,815,469
Money Market/Guaranteed				
SLF Money Market	288,139	4,968,953	317,982	5,427,635
SLA Guaranteed – 1, 3 and 5 year		3,257,732		3,194,434
		8,226,685		8,622,069
Total, all funds		\$71,848,134		\$62,622,928

7. INVESTMENTS: (cont'd.)

The allocation of assets by class and by fair value hierarchy is as follows:

Investments held for trading by asset class and fair value hierarchy

	2014		2013	
	\$	%	\$	%
Level 1				
Canadian equities	31,447,929	43.8	28,681,301	45.8
US equities	10,748,481	15.0	6,951,145	11.1
International equities	4,052,234	5.6	3,694,753	5.9
Short term investments	3,269,090	4.5	3,193,769	5.1
Cash	7,709,305	10.7	8,015,735	12.8
Total Level 1	57,227,039	79.7	50,536,703	80.7
Level 2				
Bonds	14,613,910	20.3	12,023,602	19.2
Other investments	7,185	0.0	62,623	0.1
Total Level 2	14,621,095	20.3	12,086,225	19.3
Total investments	71,848,134	100.0	62,622,928	100.0

8. RISK MANAGEMENT:

It is inherent in the design of a defined contribution pension plan that each member assumes all of the risk and rewards associated with the funds in which the member chooses to invest. Fair values of investments are exposed to price risk, liquidity risk and credit risk.

(a) Price risk

Price risk is comprised of currency risk, interest rate risk, and market risk.

- (i) **Currency risk:** Currency risk relates to the possibility that the investments will change in value due to future fluctuations in US, Euro and other international foreign exchange rates. For example, a 5% strengthening of the Canadian dollar against the US dollar at December 31, 2014 would have decreased the US equity value by about \$ 533,000. Each fund manager may utilize various strategies to minimize currency risk.
- (ii) **Interest rate risk:** Interest rate risk relates to the possibility that the investments will change in value due to future fluctuations in market interest rates. Duration is an appropriate measure of interest rate risk for fixed income funds as a rise in interest rates will cause a decrease in bond prices – the longer the duration, the greater the effect. At December 31, 2014, the average duration of bonds in all funds was about 10 years. Therefore, if interest rates were to increase by 1%, the value of bonds included in the various funds would drop by about 7.8%.
- (iii) **Market risk:** Market risk relates to the possibility that the investments will change in value due to future fluctuations in market prices. The Plan's exposure to market risk is the responsibility of each Plan member who is able to manage that risk by monitoring the asset allocation and diversifying the investments in their accounts. Market risk can be measured in terms of volatility, i.e., the standard deviation of change in the value of a financial instrument within a specific time horizon. Based on the volatility of the Plan's current asset class holdings shown below, the expectation is that over the long-term, the Plan will return around 10%, within a range of +/- 15% (i.e. results ranging from -5% to 25%).

8. RISK MANAGEMENT: (cont'd.)

	Estimated volatility %	
Canadian and foreign equities	+/- 20.0	
Short-term holdings	+/- 2.0	
Bonds	+/- 8.0	
Benchmark for investments	% change	Net impact on market value (in thousands)
DEX Universe Bond Index	+/- 8.0	+/- 1,156
S&P/TSX Capped Composite Index	+/- 20.0	+/- 6,258
MSCI World ex-Canada Net Index	+/- 20.0	+/- 806

Equity price risk is managed by diversification of the options available for selection by members, by selecting investment managers with differing investment styles and focus.

(b) Liquidity risk

Liquidity risk is the risk of being unable to generate sufficient cash or its equivalent in a timely and cost effective manner in order to meet commitments as they come due. Liquidity risk for the Plan is low because the underlying investments of each member are sufficiently liquid (e.g., publicly traded equities, pooled funds and other easily marketable instruments) to meet obligations as they become due.

(c) Credit risk

Credit risk relates to the possibility that a loss may occur from failure of a fixed income security issuer or derivative contract counter-party to meet its debt obligations. At December 31, 2014, the maximum risk exposure for this type of investment is \$14,454,147. Each fund manager establishes policies to limit the risk in the event of non-performance related to derivative financial instruments. For example, the PH&N Bond Fund has a policy of investing in bonds with a quality rating of "BBB" or higher.

In practice, actual results may vary from the sensitivity analysis provided in note 8(a) (i), (ii) and (iii) and the difference could be significant.

9. CAPITAL DISCLOSURES:

The primary purpose of the Plan is to assist and encourage individuals to plan and save for retirement. Each Plan member is responsible for the management of capital within their individual account.

The University of Northern British Columbia Pension Plan is a reporting entity separate from the employer and participants. At December 31, 2014, 639 employees were active in the Plan.

Investment Returns:

Sun Life of Canada was appointed in April, 1997 to provide management services for the pension plan funds. Investment management services are provided by several fund managers including Phillips, Hager & North Investment Management Ltd., Sun Life Assurance Company of Canada, Beutel Goodman & Company Ltd., BlackRock Asset Management Canada, McLean Budden Limited, Connor, Clark & Lunn Group and CI Investments Inc.

	Annual Return 2014	Median Return 2014	Annual Return 2013	Median Return 2013
	(%)	(%)	(%)	(%)
Balanced funds				
B.G. Balanced	9.40	11.20	17.60	16.10
CI Signature Income & Growth	11.90	11.20	16.60	16.10
MB Select Balanced	12.60	11.20	17.00	16.10
Canadian Equity funds				
B.G. Canadian Equity	11.80	11.20	26.10	19.60
B.G. Small Cap	11.60	-2.50	19.00	27.40
BlackRock S&P/TSX Composite Index	10.60	10.60	13.00	13.00
CC&L Group Canadian Q Growth	11.60	11.20	25.40	19.60
Fixed & Diversified Income funds				
BlackRock Bond Index	8.80	8.80	-1.20	-1.20
CC&L Group Income & Growth	13.60	7.0	14.50	16.10
PH&N Bond	9.30	8.80	-0.70	-0.70
US/Global Equity funds				
B. G. American Equity	26.20	22.10	41.50	42.50
BlackRock US Equity Index	23.50	24.00	40.80	41.50
CI American Value	24.20	22.10	43.30	42.50
Hexavest World	15.10	12.10	32.50	33.60
Money Market/Guaranteed Income funds				
SLF Money Market	1.10	0.90	1.10	1.0
SLA Guaranteed (as at Dec. 31, 2014)				
- 1 year	1.35	n/a	1.30	n/a
- 3 year	1.65	n/a	1.75	n/a
- 5 year	2.15	n/a	2.25	n/a

(Source: API Asset Performance Inc.)

Note: All returns stated before deduction of fees)

Fee Schedule:

Investment Management/Custody

Varies by fund manager. Ranges from 0.19% to 1.25%, depending on market value of total assets.

Administrative Fee

\$4.00 per month per member. All fees are deducted from the member accounts.

	<u>NAME OF FUND</u>						<u>Totals</u>
	<u>Balanced Funds</u>	<u>Canadian Equity Funds</u>	<u>Fixed Income Fund</u>	<u>Global Equity Funds</u>	<u>Money Market Fund</u>	<u>Guaranteed Income Funds</u>	
Opening balance, January 1, 2014	\$ 8,122,638	\$ 18,940,648	\$ 19,122,104	\$ 7,815,469	\$ 5,427,635	\$ 3,194,434	\$ 62,622,928
Monthly contributions	1,379,334	1,131,483	1,499,216	707,269	464,277	247,683	5,429,262
Income for the year	894,697	2,084,354	2,162,574	1,675,031	52,031	59,024	6,927,711
Expense Charges	(56,289)	(78,953)	(86,140)	(66,304)	(12,340)	(11,866)	(311,892)
Refunds/death payments etc.	(310,682)	(680,524)	(520,451)	(106,199)	(254,877)	(9,716)	(1,882,449)
Transfers between funds and to/from other carriers	233,444	(1,029,275)	(579,050)	1,367,055	(707,773)	(221,827)	(937,426)
Closing balance, December 31, 2014	\$ <u>10,263,142</u>	\$ <u>20,367,733</u>	\$ <u>21,598,253</u>	\$ <u>11,392,321</u>	\$ <u>4,968,953</u>	\$ <u>3,257,732</u>	\$ <u>71,848,134</u>

For information only (actual percentage of fees charged depends on the monthly market value of the total assets held in each fund):

Expenses as percentage of average fund balance

$\frac{\text{Opening balance} + \text{Ending balance}}{2}$

2

0.61%

0.40%

0.42%

0.69%

0.24%

0.37%

0.46%

AGENDA ITEM BRIEFING NOTE

Date:	September 12, 2015			
Agenda Item:	6.c. Quarterly Forecasts			
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:

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 r	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

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

	Forecast	Projections		
	2015/16	2016/17	2017/18	2018/19
----- \$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)				
Sales of goods and services to others (Ancillary Services)	(9,200)	(9,384)	(9,572)	(9,763)
Domestic Tuition and Mandatory Fees	(17,500)	(17,850)	(18,207)	(18,571)
International Tuition and Mandatory Fees	(3,360)	(3,427)	(3,496)	(3,566)
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>(104,508)</u>	<u>(105,654)</u>	<u>(107,259)</u>	<u>(108,099)</u>
Expenses - debits				
Salaries and benefits	63,000	63,630	64,266	64,909
Cost of goods sold	1,950	1,970	1,990	2,010
Operating costs paid to Provincial Ministries				
Operating costs paid to Provincial Crown Corps & Agencies				
Other operating costs (less amortization & debt servicing)	27,300	27,846	28,403	28,971
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>103,920</u>	<u>105,230</u>	<u>106,558</u>	<u>107,906</u>
Net (Revenues)/Expenses before extraordinary items	<u>(588)</u>	<u>(424)</u>	<u>(701)</u>	<u>(193)</u>
(Gain) loss on sale of capital assets	-	-	-	-
Net (Revenues)/Expenses	<u>(588)</u>	<u>(424)</u>	<u>(701)</u>	<u>(193)</u>
Unallocated Pressures (use in Q1 only)				
Operating Net (Income) Loss (for Ministry)	<u>(588)</u>	<u>(424)</u>	<u>(701)</u>	<u>(193)</u>
Endowment (restricted asset) contributions	(1,475)	(1,477)	(1,507)	(1,537)
Net (Income) Loss (PSI)	<u>(2,063)</u>	<u>(1,901)</u>	<u>(2,208)</u>	<u>(1,730)</u>

Please report all debits as positive amounts and credits as negative amounts	Forecast	Projections		
	2015/16	2016/17	2017/18	2018/19
Financial assets - debits				
Cash and temporary investments	51,750	53,116	50,918	48,154
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>78,116</u>	<u>79,910</u>	<u>78,148</u>	<u>75,829</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>(125,844)</u>	<u>(115,913)</u>	<u>(109,452)</u>	<u>(103,459)</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	(137,178)	(139,079)	(141,287)	(143,017)
Accumulated Remeasurement Gains and (losses)		-	-	-
TOTAL ACCUMULATED (SURPLUS)/DEFICIT	<u>(137,178)</u>	<u>(139,079)</u>	<u>(141,287)</u>	<u>(143,017)</u>
Guarantees of Third Party Debt	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

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

	Forecast 2015/16	2016/17	Projections 2017/18	2018/19
Opening balance - cash & temporary investments	55,969	51,750	53,116	50,918
Operating activities:				
Net (Income) Loss (PSI)	2,063	1,901	2,208	1,730
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 Contributor	(800)	544	(3,291)	(3,339)
Net change in other assets	(2,000)	(19)	(19)	(19)
	(1,769)	3,876	373	(131)
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				
	2,154	750	750	750
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)	(4,604)	(3,260)	(3,321)	(3,383)
Capitalized interest (including IDC on P3 projects)	-	-	-	-
Proceeds from sale of capital assets	-	-	-	-
	(4,604)	(3,260)	(3,321)	(3,383)
Closing balance - cash & temporary investments	51,750	53,116	50,918	48,154

AGENDA ITEM BRIEFING NOTE

Date:	September 12, 2015		
Agenda Item:	6.d. Quarterly Reports (i) General Operating Fund Report to June 30, 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 June 30, 2015

Submitted by:

Barb Daigle

Interim Vice President, Administration &
Finance

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 at the top-left, an orange line at the right, a teal line at the bottom, and a light green line at the bottom-right. The years '1990' and '2015' are faintly visible in the background behind the logo.

**UNBC
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	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	11,669	(35,310)	-75.16%
Federal Government Grant	1,145	1,145	286	(859)	-75.00%
Student Fees (Note 3)	18,078	18,078	2,051	(16,027)	-88.66%
Interest, Miscellaneous & Other	1,024	1,024	291	(733)	-71.55%
Ancillary Services (Note 4)	885	972	139	(833)	-85.73%
Internal Cost Recoveries	326	326	7	(320)	-97.99%
Total Operating Revenues	68,439	68,526	14,443	(54,083)	-78.92%

Comments on Revenue Variances:

The University of Northern British Columbia's fiscal year is April 1 - March 31. At June 30, it is expected that the variance from budget for most revenues would be in the range of 75% - 90%.

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.

	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	471	111	356	4	0.8%
External Relations	1,019	1,030	257	671	103	10.0%
Academic Services	7,522	7,269	1,792	5,102	375	5.2%
Research	832	836	190	550	96	11.5%
Academic Programs	30,954	31,505	7,513	18,659	5,333	16.9%
Student Engagement	2,449	2,460	549	1,549	362	14.7%
Administrative Services	5,446	5,548	1,390	3,975	184	3.3%
University Operations (Note 6)	2,951	2,692	93	88	2,511	93.3%
Total Salaries and Benefits	51,644	51,812	11,894	30,950	8,967	17.3%
Operating Expenditures						
President's Office / Executive Services	232	232	59	2	172	73.8%
External Relations	266	268	79	72	117	43.6%
Academic Services	804	925	217	43	665	71.9%
Research	175	175	72	10	93	53.1%
Academic Programs	2,507	2,499	507	86	1,907	76.3%
Student Engagement	816	815	164	60	591	72.6%
Administrative Services	754	754	212	51	491	65.1%
University Operations (Note 6)	9,172	9,073	2,028	1,490	5,554	61.2%
Total Operating Expenditures	14,726	14,742	3,337	1,814	9,590	65.1%
Transfers to Other Funds (Note 8)	2,524	2,586	1,003	-	1,584	61.2%
Transfers from Other Funds (Note 9)	(2,215)	(2,374)	(532)	-	(1,842)	-77.6%
Total Operating Expenditures and Transfers	66,679	66,766	15,702	32,764	18,300	27.4%

	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	100.0%
Capital Equipment Replacement Reserve	-	-	-	-	-	0.0%
Total Capital Expenditures	1,760	1,760	-	-	1,760	100.0%
2015/16 Total Budget	68,439	68,526	15,702	32,764	20,060	29.3%

Comments on Expenditures, Labour & Transfers:

The University of Northern British Columbia's fiscal year is April 1 - March 31. At June 30, it is expected that the variance from budget for most expenditures would be in the range of 60% - 75%. 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.

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, 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, Senate, 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 2% 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:	September 12, 2015		
Agenda Item:	6.d. Quarterly Reports (ii) Consolidated Financial Report to June 30, 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 JUNE 30, 2015



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

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
STATEMENT OF FINANCIAL POSITION
AS AT JUNE 30, 2015
(unaudited)
(thousands of dollars)

ASSETS

	<u>2015</u>	<u>2014</u>
CURRENT ASSETS		
Cash and temporary investments	\$ 46,679	\$ 47,296
Accounts receivable	3,983	6,186
Inventory	1,182	1,252
Prepaid and deferred charges	726	407
	52,570	55,141
INVESTMENTS AND RESTRICTED CASH	68,181	62,791
CAPITAL ASSETS	215,244	217,032
	\$ 335,995	\$ 334,964

LIABILITIES & NET ASSETS

CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 5,079	\$ 4,843
Unearned revenue	270	235
	5,349	5,078
DEFERRED CONTRIBUTIONS	30,700	28,824
LONG-TERM DEBT	(8)	185
UNAMORTIZED DEFERRED CAPITAL CONTRIBUTIONS	168,266	171,250
NET ASSETS	131,688	129,627
	\$ 335,995	\$ 334,964

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
SCHEDULE OF OPERATIONS
FOR THE QUARTER ENDED JUNE 30, 2015
(Unaudited)

(thousands of dollars)

	<u>2015</u>	<u>2014</u>
REVENUE		
Government grants		
Provincial government	\$ 11,969	\$ 11,823
Federal government	1,487	974
Tuition	2,612	3,025
Other fees	249	230
Investment	(338)	1,925
Misc	2,557	2,929
Sales	1,056	1,343
Amortization of deferred capital contributions	1,650	1,642
	<u>21,242</u>	<u>23,891</u>
EXPENSES		
Salaries and benefits	15,361	15,101
Operating expense	6,843	7,545
Amortization	2,222	2,225
Debt service costs	135	352
Cost of goods sold	129	155
	<u>24,690</u>	<u>25,378</u>
Excess (deficiency) of revenue over expenses	<u>\$ (3,448)</u>	<u>\$ (1,487)</u>

AGENDA ITEM BRIEFING NOTE

Date:	September 12, 2015			
Agenda Item:	6.e. UNBC Childcare Society Budget			
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:	Kelly Thirkettle, Manager Childcare Services			
Reviewed By:	Barb Daigle, Interim Vice-President Administration & Finance			

Material: Report attached.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

UNBC Childcare Society Budget 2015-2016

<u>INCOME</u>	April	May	June	July	August	Sept	October	Nov	Dec	Jan	February	March	Total
<u>REVENUE:</u>													
UNBC Subsidy	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	45,000
Daycare Fees	37,880	38,309	37,880	32,498	30,390	39,174	38,950	39,379	39,334	38,890	38,890	38,950	450,524
Grants-CCOF	6,700	6,760	7,434	6,977	6,072	7,136	7,093	6,760	5,973	6,812	6,760	7,374	81,851
Total Income	48,330	49,819	49,064	43,225	40,212	50,060	49,793	49,889	49,057	49,452	49,400	50,074	577,375
<u>EXPENSES</u>													
Operating Expenses:													
Operating Wages	34,103	33,338	37,096	35,321	30,074	36,121	36,607	35,121	39,113	34,331	34,316	37,706	423,247
Maternity Wages	700	790	700	700	700	700	700	790	700	700	700	700	8,580
Benefits	6,620	6,485	7,182	6,844	5,848	6,996	7,089	6,824	7,565	6,656	6,654	7,298	82,061
Equipment Replacement	487	487	487	487	487	487	487	487	487	487	487	489	5,846
Freight/Postage	18	18	18	18	18	18	18	18	18	18	18	18	216
Bank Charges/Interest	22	22	22	22	22	22	22	22	22	22	22	22	264
Insurance	1,700	-	-	-	1,600	-	-	-	-	-	-	-	3,300
Groceries	450	450	450	450	450	450	450	450	450	450	450	450	5,400
Operating Supplies	600	600	600	600	600	600	600	600	600	600	600	600	7,200
Craft Supplies	300	300	300	300	300	300	300	300	300	300	300	300	3,600
Telephone	160	160	160	160	160	160	160	160	160	160	160	160	1,920
Professional Development	5,000	8,000	-	-	-	-	-	-	-	-	-	-	13,000
Post Basic Training Funds	-	-	-	-	-	-	-	2,000	-	-	2,000	-	4,000
Membership Fees	-	-	825	-	-	825	-	-	-	-	-	-	1,650
Review Financial Stmt	-	-	-	-	-	-	-	-	-	-	-	2,500	2,500
Miscellaneous	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Reserve Funds	1,197	1,197	1,197	1,197	1,197	1,197	1,197	1,197	1,197	1,197	1,197	224	13,391
Total Operating Expenses	51,457	51,947	49,137	46,199	41,556	47,976	47,730	48,069	50,712	45,021	47,004	50,567	577,375
Net Income/Loss	\$ (3,127) \$	\$ (3,128) \$	\$ (73) \$	\$ (2,974) \$	\$ (1,344) \$	\$ 2,084 \$	\$ 2,063 \$	\$ 1,820 \$	\$ (1,655) \$	\$ 4,431 \$	\$ 2,396 \$	\$ (493) \$	\$ -

Notes

1. Office Assistance for 5 hours per week
2. Funds to support post basic education
3. Increase to equipment and groceries allocation
4. Daycare fees increase for September 2015

INCOME

Revenue:	April	May	June
UNBC Subsidy	3,750	3,750	3,750
Daycare Fees	37,880	38,309	37,880
CCOF	<u>6,700</u>	<u>6,760</u>	<u>7,434</u>
Total Income	<u>48,330</u>	<u>48,819</u>	<u>49,064</u>

EXPENSES

Operating Expenses:			
Operating Wages	34,103	33,338	37,096
Maternity Wages	700	790	700
Benefits	6,620	6,485	7,182
Equipment Replacement	487	487	487
Freight/Postage	18	18	18
Bank Charges/Interest	22	22	22
Insurance	1,700		
Groceries	450	450	450
Operating Supplies	600	600	600
Craft Supplies	300	300	300
Telephone	160	160	160
Professional Development	5,000	8,000	-
Post Basic Training Fund	-	-	-
Membership Fees	-	-	825
Review Financial Statements			
Miscellaneous	100	100	100
Reserve	1,197	1,197	1,197
Total Operating Expenses	<u>51,457</u>	<u>51,947</u>	<u>49,137</u>
Net Income/Loss	<u>\$ (3,127)</u>	<u>\$ (3,128)</u>	<u>\$ (73)</u>

INCOME

Revenue:	July	August	Sept
UNBC Subsidy	3,750	3,750	3,750
Daycare Fees	32,498	30,390	39,174
CCOF	<u>6,977</u>	<u>6,072</u>	<u>7,136</u>
Total Income	<u>43,225</u>	<u>40,212</u>	<u>50,060</u>

EXPENSES

Operating Expenses:			
Operating Wages	35,321	30,074	36,121
Maternity Wages	700	700	700
Benefits	6,844	5,848	6,996
Equipment Replacement	487	487	487
Freight/Postage	18	18	18
Bank Charges/Interest	22	22	22
Insurance		1,600	
Groceries	450	450	450
Operating Supplies	600	600	600
Craft Supplies	300	300	300
Telephone	160	160	160
Professional Development		-	
Post Basic Training Fund		-	
Membership Fees	-	-	825
Review Financial Statements			
Miscellaneous	100	100	100
Reserve	1,197	1,197	1,197
Total Operating Expenses	<u>46,199</u>	<u>41,556</u>	<u>47,976</u>
Net Income/Loss	<u>\$ (2,974)</u>	<u>\$ (1,344)</u>	<u>\$ 2,084</u>

INCOME

Revenue:	October	Nov	Dec
UNBC Subsidy	3,750	3,750	3,750
Daycare Fees	38,950	39,379	39,334
CCOF	<u>7,093</u>	<u>6,760</u>	<u>5,973</u>
Total Income	<u>49,793</u>	<u>49,889</u>	<u>49,057</u>

EXPENSES

Operating Expenses:			
Operating Wages	36,607	35,121	39,113
Maternity Wages	700	790	700
Benefits	7,089	6,824	7,565
Equipment Replacement	487	487	487
Freight/Postage	18	18	18
Bank Charges/Interest	22	22	22
Insurance			
Groceries	450	450	450
Operating Supplies	600	600	600
Craft Supplies	300	300	300
Telephone	160	160	160
Professional Development	-	-	-
Post Basic Training Fund		2,000	-
Membership Fees	-	-	-
Review Financial Statements			
Miscellaneous	100	100	100
Reserve	1,197	1,197	1,197
Total Operating Expenses	<u>47,730</u>	<u>48,069</u>	<u>50,712</u>
Net Income/Loss	<u>2,063</u>	<u>1,820</u>	<u>(1,655)</u>

INCOME

Revenue:	January	February	March
UNBC Subsidy	3,750	3,750	3,750
Daycare Fees	38,890	38,890	38,950
CCOF	6,812	6,760	7,374
Total Income	49,452	49,400	50,074

EXPENSES

Operating Expenses:			
Operating Wages	34,331	34,316	37,706
Maternity Wages	700	700	700
Benefits	6,656	6,654	7,298
Equipment Replacement	487	487	489
Freight/Postage	18	18	18
Bank Charges/Interest	22	22	22
Insurance			
Groceries	450	450	450
Operating Supplies	600	600	600
Craft Supplies	300	300	300
Telephone	160	160	160
Professional Development	-	-	-
Post Basic Training Fund	-	2,000	-
Membership Fees	-	-	-
Review Financial Statements			2,500
Miscellaneous	100	100	100
Reserve	1,197	1,197	224
Total Operating Expenses	45,021	47,004	50,567
Net Income/Loss	4,431	2,396	(493)

AGENDA ITEM BRIEFING NOTE

Date:	September 12, 2015			
Agenda Item:	6.f. 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.

- 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

UPDATE

1/ Allied Health Sciences Building

Status:

A consultant has been retained to provide a report to UBC, MAVED, and UNBC. This report has not yet been received.

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

Status:

There has been no further activity on this project since the last report.

3/ Engineering Program space – Repurposing

Status:

Facilities is currently working with the Dean of CSAM to review current lab space to determine availability and short and long term requirements. These discussions are in the very preliminary stages and will for part of the current Academic Planning going forward.

4/ Sustainable Communities and Bioenergy Expansion

Status:

Sustainable Communities Demonstration Project – Phase 1

The installation of the underground piping is complete. The design of the building connections is ongoing, and it is anticipated that this portion of the project will be put out for tender this fall. The final conversion of the residence buildings and Daycare will be postponed until summer 2016 to coincide with the balance of the residence renovation work. The delivery lead time on mechanical equipment is such that it could not be on site in time for a summer 2015 installation.

Budget: There is \$1.1 million remaining in this budget to complete this project.

5/ Residence Renewal

Status:

Detailed planning and design is continuing and addresses security, deferred maintenance, code issues and asset preservation, office/reception space and the replacement of furniture. Construction will begin on this 2 year project May 1st, 2016.

Budget: \$14.8 million has been approved 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 going to the NSCL board in September. The plan will be presented to the UNBC Board at the November meeting.

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 nearing completion: all furniture, IT infrastructure and the majority of the lab equipment is in place and operational. Two major pieces of lab equipment are still being fabricated and delivered. The Computer Numerical Controlled (CNC) wood processing machine is now slated for delivery and installation in October 2015. This unit is being custom fabricated in Germany, and will be the anchor piece of teaching and wood milling equipment in the lab. The second item still to come is the Universal Testing Machine for controlled loading and breaking of test pieces. Building deficiencies are being addressed by WSI (the building operator) as per a list provided by UNBC. It is expected that these are to be completed by September 2015. Commissioning of the dust extraction system, and installation of a paint booth exhaust fan are to be coordinated in the coming weeks. Of the original \$2.7 million budget, total invoicing to date is \$2,102,000.

Timeline: Project completion is scheduled for November 2015 (postponed from September due to delayed delivery of CNC machine).

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	August 25, 2015			
Agenda Item:	6.g. Enrolment 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:	Bill Krane, Vice-President Academic and Provost			

Material: Report attached.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

August 15th Update of Summer 2015 FTE and Fall 2015 Applications

The following summary compares summer 2015 Full Time Equivalents (FTE) and headcounts as of August 15, 2015 to winter 2014 numbers as of August 15, 2014. Fall 2015 application numbers are also compared to Fall 2014 numbers as of the August 15th snapshots.

Executive Summary:

Summer 2015 FTE Summary:

Total FTE (excluding international fee paying FTE) down -5.4% (-43.9)

- At 86.4% of estimated summer portion of ministry FTE targets
- At 93.4% of Measure (M)

Overall unique registrations up 6.8% (115hc)

- At 98.6% of estimated summer portion of head count needed to meet ministry FTE targets
- At 103.7% of Measure (M)

Fall 2015 FTE Summary:

Total FTE (excluding international fee paying FTE) down -4.1% (-89.6)

- At 63.0% of estimated fall portion of ministry FTE targets
- At 76.7% of Measure (M)

Overall registrations down -4.2% (-115hc)

- At 61.3% of estimated fall portion of head count needed to meet ministry FTE targets
- At 72.7% of Measure (M)

Fall 2015 Applications Summary:

Total applications up 14.0% (386 h.c.) from Fall 2014

- At 103.5% of Measure (M)

Total admissions down -6.4% (-117 h.c.) from Fall 2014

- At 83.5% of Measure (M)

Total registrations down -6.8% (-62 h.c.) from Fall 2014

- At 77.4% of Measure (M)

More Detailed Summary:

Full Time Equivalents (FTE)

Undergraduate FTE down -1.6% (-4.9).

- At 60.8% of estimated summer portion of ministry FTE targets³.
- At 87.6% of Measure (M).

Graduate FTE down -3.4% (-16.3).

- At 114.4% of estimated summer portion of ministry FTE targets.
- At 95.3% of Measure (M).

Continuing Studies FTE down -41.6% (-29.4).

- At 181.4% of estimated summer portion of ministry FTE targets.
- At 86.6% of Measure (M).

Included in Above Numbers:

International (domestic tuition paying) FTE down -2.8% (-2.5).

- At 111.6% of Measure (M).

International (international tuition paying) FTE down -14.0% (-8.5).

- At 72.9% of Measure (M).

Total FTE change with international tuition paying FTE removed is down -5.4% (-43.9).

Summer 2015 FTE:

CASHS FTE is up 3% (12)

- Undergraduate down 0.5% (-0.7)
- Graduate up 4.6% (12.7)

CSAM FTE is down 10% (-35.2)

- Undergraduate down 6.8% (-10.2)
- Graduate down 12.3% (-25)

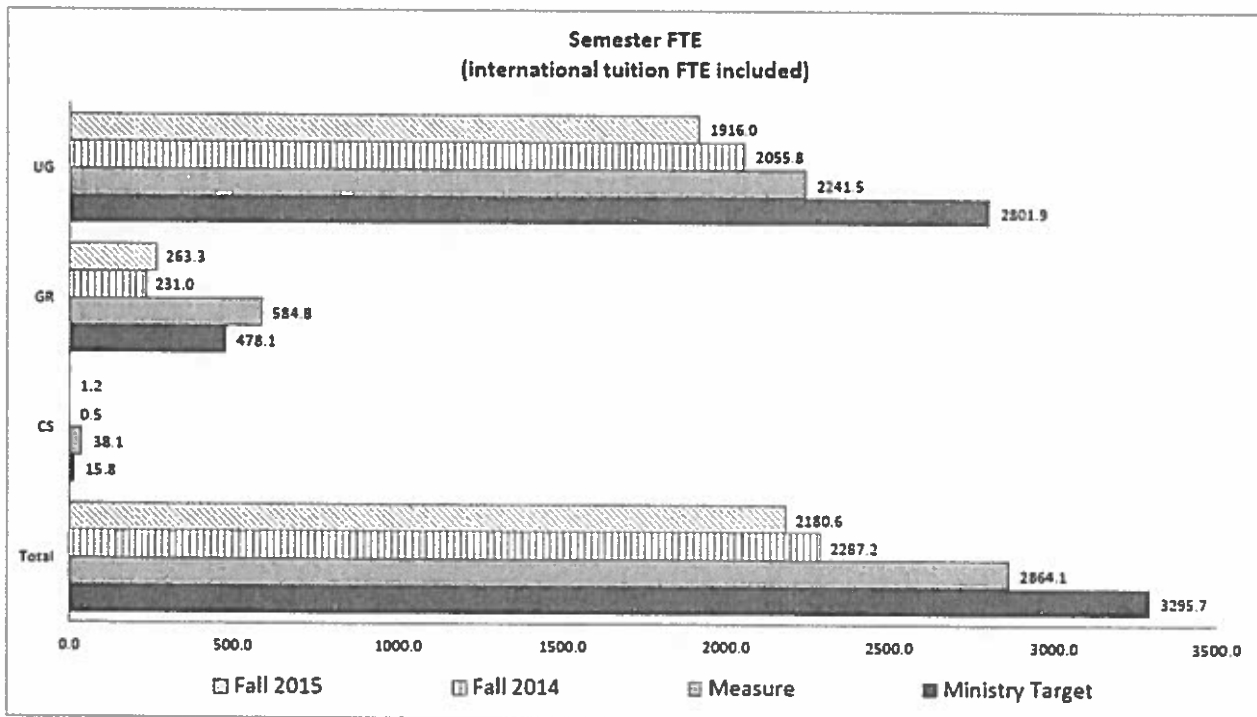
Fall 2015 FTE:

CASHS FTE is down 7.7% (-86.6)

- Undergraduate down 11.5% (-112.6)
- Graduate up 18.3% (26)

CSAM FTE is down 0.7% (-7.7)

- Undergraduate down 1% (-9.7)
- Graduate up 2.3% (2)



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

Registrations (hc)

Undergraduate registrations down -4.2% (-34hc).

- At 73.3% of estimated summer portion of head count needed to meet ministry FTE targets.
- At 87.6% of Measure (M).

Graduate registrations down -6.3% (-34hc).

- At 111.7% of estimated summer portion of head count needed to meet ministry FTE targets.
- At 91.8% of Measure (M).

Continuing Studies registrations up 54.0% (183hc).

- At 164.8% of estimated summer portion of head count needed to meet ministry FTE targets.
- At 172.8% of Measure (M).

Included in Above Numbers:

International (domestic tuition paying) registrations down -8.2% (-8hc).

- At 106.4% of Measure (M).

International (international tuition paying) registrations down -32.1% (-45hc).

- At 61.2% of Measure (M).

Total unique registration up 6.8% (115hc).

Summer 2015:

CASHS registration is down 2.4% (-16)

- Undergraduate down 6.3% (-22)
- Graduate up 1.9% (6)

CSAM registration is down 10.7% (-61)

- Undergraduate down 9.3% (-34)
- Graduate down 13.2% (-27)

Fall 2015:

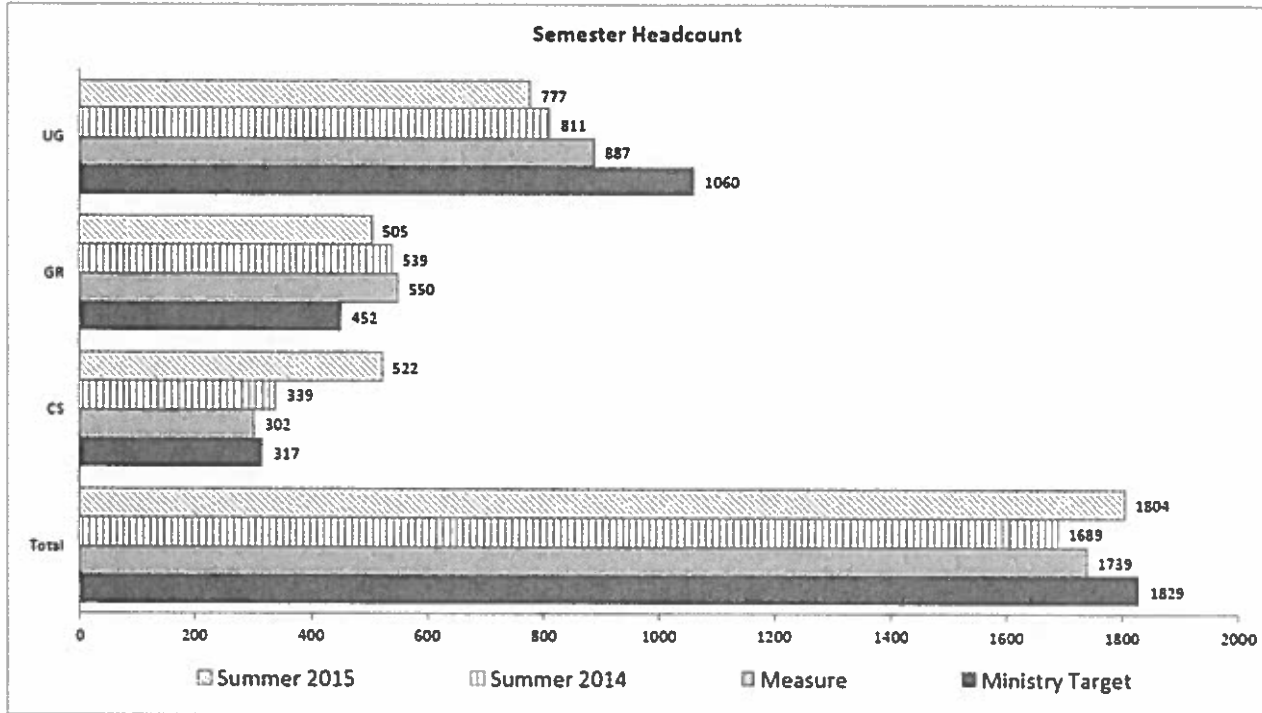
CASHS registration is down 8.1% (-108)

- Undergraduate down 11.1% (-128)
- Graduate up 10.9% (20)

CSAM registration is down 0.5% (-6)

- Undergraduate down 0.5% (-6)
- Graduate even 0% (0)

Head Count and FTE Breakdown
 Summer 2015 vs. Summer 2014
 August 15th snapshot



Appendix

Definitions/Notes:

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

AGENDA ITEM BRIEFING NOTE

Date:	August 25, 2015			
Agenda Item:	6.h. Agreements, Scholarships, Bursaries & Awards			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Brenda Sitter, Executive Assistant to the Vice-President Academic and Provost			
Reviewed By:	Bill Krane, 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 May 2015.

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

Remarks/Next Steps:

**Excerpts from the May 27, 2015 Senate Minutes related to Agreements,
Scholarships, Bursaries, and Awards**

Senate Committee on Academic Affairs

"For Approval" Items:

S-201505.24

Renewal the Bilateral Exchange Agreement between University of Northern British Columbia and ESGCV – Groupe ESG, France

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the motion to renew the bilateral Exchange Agreement between University of Northern British Columbia and ESGCV – Groupe ESG, France, be approved as proposed.

Effective Date: Upon approval of the Senate

CARRIED (consent agenda).

S-201505.25

Approval of the Dual University/High School Credit Memorandum of Understanding

Whitcombe

That, on the recommendation of the Senate Committee on Academic Affairs, the Dual University/High School Credit Memorandum of Understanding between the University of Northern British Columbia and School District 57 (Prince George) be approved as proposed.

Effective Date: September 2015

CARRIED.

Senate Committee on Nominations (SCN)

"For Information" Items:

SCSB20150422.03

New Terms and Conditions - UNBC Psychology Club Award

Whitcombe

That the new Terms and Conditions for the UNBC Psychology Club Award be approved in principal.

Effective Date: 2015-2016 Academic Year

CARRIED (consent agenda).

SCSB 20150422.04

Revised Terms and Conditions/Dissolution of Terms and Conditions - Provincial Chapter of BC

IODE Bursary for Mature Students

Whitcombe

That the revised Terms and Conditions for the Provincial Chapter of BC IODE Bursary for Mature Students be approved.

Effective Date: 2015-2016 Academic Year

CARRIED (consent agenda).

Motion Number (assigned by
Steering Committee of Senate): S-201505.24

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the motion to renew the bilateral Exchange Agreement between University of Northern British Columbia and ESGCV – Groupe ESG, France, be approved as proposed.

Effective Date: Upon approval of the Senate

Rationale: The bilateral Exchange agreement between our two institutions has been in effect since 2007 and is an active exchange agreement. This agreement was one of the recommended agreements to renew made from Dr. Owen in his Memorandum on Renewing and Ending International Agreements from March 2013.

Motion proposed by: Sylvester Chen, Director of International Education

Academic Program: n/a

Implications for Other Programs / Faculties? Yes

College: n/a

College Council / Committee Motion Number: n/a

College Council / Committee Approval Date: n/a

Attachment Pages (if applicable): 3 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF201505.24

Moved by: K. Smith

Seconded by: D. Lightfoot

Committee Decision: CARRIED

Approved by SCAAF: May 6, 2015

Date

Chair's Signature

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

**An Agreement of Cooperation Between
ESGCV - Groupe ESG, France
and
the University of Northern British Columbia, Canada**

I. Preamble

ESGCV here after known as Groupe ESG and the University of Northern British Columbia (UNBC) enter into this agreement in order 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 equality and reciprocity:

- a) the exchange of students;
- b) the exchange of faculty for the purpose of teaching, research and other scholarly activity;
- c) the conduct of cooperative and comparative research programs, with both sides having equal access to the results of such work;
- d) the exchange of information, including scientific and scholarly publications, bibliographic and reference materials, teaching aids, and curricula;
- d) joint participation in scientific conferences, symposia and congresses;
- e) 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 language learning and cultural understanding.

The 'home institution' is the institution in which the student is originally enrolled. The 'host institution' is the institution to which the exchange student is attached for the duration of the exchange.

II. Scientific and Faculty Exchanges

In order to facilitate inter-institutional research and scholarly activity, contribute to faculty development, examine joint research interests and enhance graduate 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 secretarial 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.

III. Student Exchange Program

A. Nomination and Selection of Student Participants

Each university may nominate only one (1) student annually at the undergraduate level to spend an academic year or part of an academic year at the other university. Exchanges will be guided by the general principle of reciprocity - one student for one student. One (1) student studying for one academic year will be considered equivalent to two (2) students, each studying for one semester. While it is not requisite that an equal number of students be exchanged in a given year, an overall balance will be sought through the duration of the agreement.

In the event that there are insufficient exchange places available at either university, the other university may send student(s) under the respective Study Abroad programmes. These are administered by:

- The Director of International Education at UNBC and
- The Head of International Mobility at Groupe ESG

The selection of student participants is the responsibility of the home institution. The method of selection will be determined by each party to the agreement applying the following criteria in a general way: (a) academic excellence; and (b) an evaluation of the students' reasons for wishing to pursue the course of study made available through the exchange program.

Nomination of a University of Northern British Columbia student to the Groupe ESG will be accompanied by: (a) a completed application form, (b) an official university transcript, and (c) a letter of permission from recognized officials of UNBC.

A Groupe ESG student seeking admission to the University of Northern British Columbia as an exchange student shall furnish: (a) a completed UNBC application form, (b) an official transcript, and (c) a letter of permission from recognized officials of the Groupe ESG.

The Host institution has sole discretion to reject any candidates not considered suitable. In such a case, the Home institution may submit additional applications for consideration.

Some programs are unavailable for exchange and study abroad students and both institutions will inform each other of current restricted programs.

B. Academic Program and Student Life

Each of the Groupe ESG or UNBC students who participate in the exchange shall pursue an academic program which is developed in consultation with and approved by his/her respective institution, and which is not in conflict with the regulations of the host university. Credit will not be granted unless the student has received prior written approval to enrol in a particular course of study. The approved program of study may not be varied without written permission of the student's home university. (This approval can be obtained from the student's academic advisor and a copy must be forwarded to the Registrar's Office or equivalent).

Each student will take courses regularly offered at the host university and will have all the rights and privileges enjoyed by other students on that campus. Students participating in an exchange program will be subject to the rules, regulations and discipline of the host institution in which they are enrolled. It is further agreed that the two universities will provide each other with adequate information on the performance of participants. Participating students will continue as candidates for degrees of their home institution and will not be candidates for degrees of the host institution.

Each party to this agreement agrees to provide appropriate advisory and other academic services to exchange students. Each institution also agrees to work toward the integration of exchange students into student life. 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 the host institution.

C. Fees and Expenses

Students participating in this exchange shall be liable for such tuition, fees and charges as required by their home institution or country. No additional fees will be required of exchange students at the host university except incidental payments associated with some services, student union/society fees, medical insurance, books, materials, recreation, and the like. Travel arrangements, expenses and the acquisition of all necessary student visas, residence permits, health insurance and the like are the responsibility of each exchange student. All participating students are required to have adequate health insurance coverage and provide proof of this to the host institution.

Exchange students who elect to stay in on-campus housing will pay the cost of accommodation in student residence for the duration of their exchange to the host institution. For students who are granted a place in the university residence (and remain in good standing), housing will be available for the full period of the exchange from the suggested date of arrival for incoming participants at the host university through the end of the last examination period, including breaks between academic sessions but excluding summer vacations unless a student has enrolled in courses over the summer period. In all cases, the period for which accommodation is to be provided should be based upon the academic calendar in effect at the host university during the exchange period.

The quality of accommodation provided shall match or exceed that normally available to regular students at the host university. If students elect not to live in the university residence or if such accommodation is not available, the host institution will assist students in locating suitable accommodation off campus.

IV. 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. Each university will appoint an administrator or coordinator for this exchange program. It will be the responsibility of these two individuals to develop an annual protocol to this agreement, spelling out what academic exchanges will take place between the institutions for the ensuing year. A contact person will also be designated to facilitate cooperative research by providing information on common research interests, funding sources and so on.

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.

Dr. Daniel Weeks
President & Vice Chancellor

Date: _____

For the University of Northern British Columbia

Mr Gavin Browne
Head of International Mobility

Date: _____

For ESGCV-Groupe ESG

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED MOTION

Motion: That the Dual University/High School Credit Memorandum of Understanding between the University of Northern British Columbia and School District 57 (Prince George) be approved as proposed.

Effective Date: September 2015

Rationale: Building off of the existing Dual High School/University Credit admission regulation, the goal of the dual university/high school credit initiative is to encourage high-achieving secondary school students in School District 57 (Prince George) to continue to be engaged in their high school programming, be challenged in their studies and experience a university environment first-hand. The program is designed to both enhance UNBC recruitment initiatives with the School District and to support retention initiatives by engaging students in a post-secondary environment early in their academic careers. Once the groundwork is laid with SD 57, dual credit initiatives could be facilitated with other school districts within the UNBC Region.

Motion proposed by: Troy Hanschen, Registrar & Secretary to Senate

Academic Program: Office of the Registrar

Implications for Other Programs / Faculties? The potential for increased enrolment in a select list of first-year courses

College: Both

College Council / Committee Motion Number:

College Council / Committee Approval Date:

Attachment Pages (if applicable): 20* pages

*Pages 1-5: Memorandum of Understanding and Appendix A to MOU (For Approval by SCAAF)

*Pages 6-20: Dual Credit Application Package & Course List (For the Information of SCAAF)

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:


Motion No.: SCAAF 201505.25

Moved by: W. Schwab

Seconded by: W. Owen

Committee Decision: CARRIED

Approved by SCAAF: May 6, 2015
Date


Chair's Signature

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



School District No. 57
(Prince George)

Memorandum of Understanding

University of Northern British Columbia and School District 57 Dual Credit Collaboration Agreement

Purpose

As signatories to the Memorandum of Understanding, the University of Northern British Columbia (UNBC) and School District 57 (SD57) agree to collaborate under the spirit set out within the BC Ministry of Education's Dual Credit initiative. This agreement will allow northern students to benefit from integrated and comprehensive learning opportunities in a number of academic areas.

Principles of the Agreement

UNBC and SD57 agree to collaborate to ensure a successful transition of students from secondary to post-secondary education. In so doing, both UNBC and SD57 will observe the following principles:

- The needs of students are paramount;
- The autonomy of UNBC and SD57 will be respected, including recognition and respect for educational values, policies, collective agreements, strategic plans, and operational processes;
- Communication, discussion, and dialogue between parties will be open and ongoing;
- The division of resources to support this activity will be equitable; and
- Course rigour and safety will not be compromised; therefore, SD57 students will be expected to work under the same regulations, policies and performance expectations as any post-secondary student at UNBC.

Objectives of the Partnership

The Partnership between UNBC and SD57 will aim to:

- Enhance the academic success and transition for secondary school students moving to a post-secondary environment;
- Utilize courses that provide dual credit towards secondary school graduation and post-secondary credentials;

- Collaborate to develop and execute a plan for the advertising and promotion of dual credit opportunities;
- Collaborate to develop and execute joint professional development opportunities;
- Review and revise the Services and Financial Agreement (Appendix A) at the end of each calendar year.

As a partner to this agreement SD 57 agrees to:

- Provide opportunity for representatives from UNBC to visit appropriate forums at their schools to disseminate information about UNBC degree programs;
- Actively promote opportunities for their students to participate in the agreed to dual credit programs;

As a partner to this agreement, UNBC agrees to:

- Accept current Grade 12 students, as set out in the approved "Dual High School/University Credit" admission requirement, meeting published prerequisite requirements into the appropriate courses at UNBC;
- apply appropriate grades and credit, in full, to students enrolled in the UNBC/SD57 Dual Credit Partnership;
- Provide SD57 with official UNBC transcripts (free of charge) at the end of each UNBC semester in order to facilitate the transfer of credit to SD57 students.

All parties agree to update the other with respect to changes in their courses and programs that are anticipated or approved.

All parties agree to make information about this agreement available to their respective relevant institutional departments and students

Implementation of this agreement will be through the Registrar's Office at UNBC and School District 57.

Commitment to Students

Beginning in the 2015-2016 academic year, UNBC and SD57, by mutual agreement, will establish opportunities in academic programs that lead to the completion of undergraduate courses at the University of Northern BC that can be applied as dual credit to students enrolled in School District 57.

Should the agreement expire or not continue, UNBC and SD57 commit to making arrangements so that students may complete the courses in the manner expected upon admission.

Terms of Agreement

The agreement is in effect as of the date signed and remains in effect until June 2020. UNBC and SD57 will review this agreement on an annual basis. Any institution must provide written notice of termination of the agreement by the end of September before the next academic year. As the program is a collaborative program between UNBC and SD 57, the partner institutions will share information concerning student applications, admissions, registrations, academic standings, and grades, in compliance with the *BC Freedom of Information and Protection of Privacy Act* and with the policies and procedures of the University of Northern British Columbia and School District 57.

Signed this day _____

Mr. Tony Cable
Chair, Board of Education
School District 57 (Prince George)

Dr. Daniel Weeks
President and Vice-Chancellor
University of Northern British Columbia



Memorandum of Understanding

University of Northern British Columbia and School District 57 Dual Credit Collaboration Agreement

Appendix A Services and Financial Agreement

The following services, financial arrangements, and access for students with disabilities apply for the duration of the agreement. These arrangements will be reviewed, amended, and mutually agreed upon on an annual basis throughout the life of this agreement.

UNBC agrees to deliver university level courses and provide related services, as follows:

- To Provide a list of courses* open to registration each semester by eligible SD57 Dual Credit students;
- Courses will be delivered face-to-face at UNBC's Prince George Campus during the September and January semesters of each year;
- Eligible SD57 Dual Credit students will have full access to UNBC's services, including but not limited to:
 - Student Advising
 - Library Services
 - Academic Success Centre
 - Academic Resource Centre
 - Student Life
 - Health & Wellness Centre
- Delivery of an Orientation Day prior to the start of each semester to ensure eligible SD57 Dual Credit students are well prepared for their university-level experience.
- SD57 Students will be considered UNBC students and as such have full access to UNBC facilities and are full members of the Northern Undergraduate Student Society.

*Final schedule of courses eligible for Dual Credit registration will be determined in consultation with School District 57.

School District 57 agrees to:

- Arrange and support students in completing the application and admission process;
- Promote the Dual Credit agreement and listed courses in each secondary school course selection guide with an aim to achieving targeted enrolment goals

Access for Students with Disabilities

UNBC and School District 57 recognize that they have a shared responsibility to ensure that all students have access to the UNBC/SD 57 Dual Credit Program. As such each school in SD 57 and the UNBC Access Resource Centre agree to work together to provide services for those students with documented disabilities.

Students with disabilities must be able to work within the support structures at UNBC. The UNBC Access Resource Centre staff will consult with School District 57 personnel on a case-by-case basis to ensure a coordinated effort to provide resources, services, and supports to students are provided, as appropriate.

Parents/Guardians of SD 57 students with disabilities will be encouraged to provide a copy of a student's Individual Education Plan (IEP) in order to facilitate a seamless transition of services and supports to UNBC.

Financial Arrangement

School District 57:

- School District 57 will pay all associated tuition and course costs at the same rate as other UNBC students, as applicable, including the following:
 - Tuition (up to 4 credit hours per semester at \$167.03/credit hour)
 - Lab Fees, Course Fees, Field Trip Fees (up to \$75/semester)

University of Northern British Columbia

- The University of Northern British Columbia will be responsible for all associated Ancillary and Northern Undergraduate Student Society fees at the same rate as other UNBC students, including (as per <http://www.unbc.ca/finance/accounts-receivable/fees-unbc>):
 - Student ID Card Fee
 - Intramural, Recreation, and Fitness Fee
 - Building Fee
 - PGPIRG Fee
 - Student Services Fee
 - Intersarsity and Junior Varsity Fee
 - NUGSS Student Society Fee
 - CFUR Student Radio Fee
 - WUSC Refugee Fee
 - U-Pass
 - Over the Edge Newspaper Fee

School District 57 Students

- School District 57 Dual Credit Students will be responsible to pay all associated costs for books and other course supplies at the same rate as other UNBC students.

Signed this day _____

Mr. Brian Pepper, Superintendent of Schools
School District 57 (Prince George)

Dr. Daniel Weeks, President & Vice-Chancellor
University of Northern British Columbia



UNBC



School District No. 57
(Prince George)

Office of the Registrar
University of Northern British Columbia
3333 University Way, Prince George, BC V2N 4Z9
Telephone: (250) 960-6300 Fax: (250) 960-6330
E-mail: registrar-info@unbc.ca
World Wide Web: www.unbc.ca

Administrative Offices
School District 57
2100 Ferry Ave, Prince George, BC V2L 4R5
Telephone: (250) 561-6800 Fax: (250) 561-6801
E-mail: sd57@sd57.bc.ca
World Wide Web: www.sd57.bc.ca

Application for the UNBC/School District 57 Dual Credit Program

Application Deadline: TBD

1. PERSONAL INFORMATION (Please print clearly)

Intended Semester of Study:

- September
 January
 May

Year:

Have you ever attended UNBC or applied and not attended?

- Yes No

If "yes" please provide your UNBC Student Identification Number:

UNBC
9 digits

A. Legal Name(s)

(The following must be your legal names for use on all official UNBC documentation.)

Mr. Miss Mrs. Ms. Other (specify): _____

Last/Family Name:

First Name:

Middle Name(s):

Former Name(s), if applicable:

Preferred First Name:

B. Mailing Address

Street # and Name, Apt. #, PO Box, RR/SS, Site, Comp:

City or Town:

Province:

Postal Code:

Country:

Telephone
Number: - -

D. Emergency Contact

Last/Family Name:	First Name:
Relationship:	
Telephone Number:	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>

E. Personal Data

Gender: Female Male

Marital Status (statistical purposes):

Date of Birth:

Married or equivalent
 Single, never married

D D M M Y Y

Single, previously married

BC Personal Education
Number (PEN) (9 digits):

Aboriginal (voluntary declaration)

- First Nations Status Métis
 First Nations Non-Status Inuit

If you are First Nations Status, what is your Band?

F. Immigration Status (Mandatory; all applicants must complete.)

Canadian Citizen

or Country of Citizenshi _____

If not born in Canada, specify
date of entry:

D D M M Y Y

If not a Canadian citizen, you **MUST** check one of the following:

- Study Permit Permanent Resident/Landed Immigrant
 Other (please specify): _____

If not a Canadian citizen, total number of years in an English-language school system: _____

G. First Language (mother tongue)

What is your language of origin?

- English Aboriginal (specify): _____
 French Other (specify): _____

2. ADMISSION ROUTES

UNBC/School District 57 Dual Credit Program

3. UNBC ACCESS RESOURCE CENTRE

Do you have a documented disability? Yes No

*If "Yes", provide a copy of your current disability documentation and SD 57 Individual Education Plan (IEP)

4. ACADEMIC HISTORY

Secondary Schools Attended (list most recent first)				
From (mm-yy)	To (mm-yy)	Name of School	Location (City/Province)	Level Completed

Include a Transcript from your current secondary school with the application package

5. DECLARATION

I hereby declare that the information I have submitted in this Application for Admission is correct and true. I understand that completion of this signed application permits UNBC and/or SD 57 to request and/or confirm any information necessary to support my Application for Admission; that submission of any false statement or documents will result in the immediate cancellation of admission or registration to the University of Northern British Columbia and that information on falsifications may be shared with the Member Institutions of the Association of Registrars of Universities and Colleges of Canada.

6. INFORMATION RELEASE STATEMENT

Students are advised that the use of information provided on this application form, and other information placed in a student record, complies with the BC *Freedom of Information and Protection of Privacy Act*, and with the policies and procedures of UNBC and SD 57. In addition to internal administrative uses related to student admission, registration and status, student information may also be used in strict confidence by UNBC and/or SD 57 for research and planning. Certain student information is provided on a confidential basis to Partner Institutions, to Statistics Canada as governed by the *Canada Statistics Act*, and to the BC Government. The internal use of student records, and the obligatory reporting of student data to external bodies respect the absolute confidentiality of student information.

As the program is a collaborative program between UNBC and SD 57, I authorize the institutions to share information concerning my application, admission, registration, academic standing and grades.

I have read and understand the statements contained in the "Declaration" and "Information Release Statement" sections above.

Signature of Applicant

Date

7. AUTHORIZATION TO ACT ON BEHALF OF APPLICANT

You may wish to authorize someone to act on your behalf with respect to application status, registrations, financial information/activities, transcripts or graduation. If you wish to designate someone to act on your behalf, please provide the following information (please print clearly):

Name of Designate

Relationship



School District No. 57
(Prince George)

UNBC/SCHOOL DISTRICT 57

DUAL CREDIT PROGRAM

APPLICATION PACKAGE

DRAFT

UNBC/School District 57 Dual High School/University Credit Program

School District 57 students in grade 12 who are in good standing, and have the recommendation from their principal or guidance counsellor, may enroll with UNBC in order to earn credits that can be used jointly as elective credits towards high school graduation and as first year university credit towards a degree. This program is designed to allow high school students the opportunity to gain first-hand experience in a university-level course while at the same time earning credits towards their high school diploma. High school students who successfully complete a course(s) can also apply the credits earned towards their future university degree. The courses offered to School District 57 students will be first-year UNBC courses. In order to qualify for dual credit, the British Columbia Ministry of Education requires that the course be approved by a representative of School District 57 before the student registers for the course.

High school students wishing to take a UNBC course to obtain Dual Credit must be in grade 12 at the time that they begin their studies and must be in good academic standing at the time of application to the UNBC/SD 57 Dual Credit Program. In addition, students must obtain the signature of their principal (or counsellor) and a parent or guardian (if under 18 years old) indicating that they are capable of successfully completing a university level course.

While students may take up to three courses from UNBC for Dual Credit, they may only take one course at a time. Upon completion of the course, a transcript will be mailed to the student and to the high school. It should be noted that successful completion of a Dual High School/University Credit course does not guarantee future admission to UNBC

For Further Information:

UNBC Student Recruitment & Advising Centre

Telephone: 250.960.6306
Email: unbc4u@unbc.ca
Web: unbc4u.unbc.ca

University of Northern British Columbia and School District 57 Dual Credit Application Package

Enclosed within this package is all of the information that you will need to apply to the School District 57 and University of Northern British Columbia's Dual Credit program. Follow the steps closely and make sure that you fill out all of the required information before submitting your application to UNBC.

CHECKLIST TO FOLLOW:

Step 1: Working With Your School & Parent/Guardian

- Download the UNBC/SD57 Dual Credit Application package from your school website
- Meet with your Counsellor to discuss the Dual Credit program opportunities that are available to you.
- Complete the following parts of the UNBC/SD57 Dual Credit application package:
 - UNBC/SD57 Dual Credit Application Form
 - Freedom of Information Release
 - Parent/Guardian Statement

Any questions can be directed to your Secondary School Counsellor or a UNBC Student Recruitment Officer

Step 2: Working With Your Counsellor

- Complete the following parts of the UNBC/SD57 Dual Credit application package with your Counsellor:
 - Counsellor Statement
 - School District Sponsorship Agreement
 - UNBC Access Resource Centre "Information for Students With Disabilities" (if applicable)
- Have your Counsellor forward the completed Application Package and a copy of your high school transcript to the UNBC Admissions Office (admissions@unbc.ca)

Note: If you plan to use UNBC credits to meet your Grade 12 graduation requirements, please be aware that you are responsible for confirming with your school that the courses are acceptable for graduation credit.

Step 3: Working With UNBC

Once your application package has been received by the UNBC Admissions Office, you will be contacted by a UNBC Student Advisor to schedule a readiness interview. You should be prepared to discuss:

- Your UNBC/SD57 Dual Credit Application package
- The course(s) you would like to take
- The prerequisites that are required to register in the course(s)
- The responsibility and understanding needed for participation in a university learning environment
- The UNBC Access Resource Centre "Information for Students With Disabilities" section (if applicable)
- Information specific to the course(s) you have applied to, including but not limited to:
 - the admissions process, the costs of going to university, schedules and course location
- Additional questions that you may have about being a UNBC student

If your UNBC/SD57 Dual Credit application package is approved, you will be sent an acceptance letter from UNBC and information about how to register in UNBC courses.

UNBC/School District 57 Dual Credit Program Student & Parent Information

Applicant Name: _____ Birthdate: _____

School Name: _____

FREEDOM OF INFORMATION RELEASE

(To be completed by the Applicant)

Students are advised that the use of information provided in this application package, and other information placed in a student record, complies with the *BC Freedom of Information and Protection of Privacy Act*, and with the policies and procedures of the University of Northern British Columbia. In addition to internal administrative uses related to student admission, registration and status, student information may also be used in strict confidence in University research and planning. Certain student information is provided on a confidential basis to Partner Institutions, to Statistics Canada as governed by the *Canada Statistics Act*, and to the BC Government. The internal use of student records and the obligatory reporting of student data to external bodies, respect the absolute confidentiality of student information.

As the program is a collaborative program between UNBC and SD 57, I authorize the institutions to share information concerning my application, admission, registration, academic standing and grades.

I give permission to share information about my student record, including grades, attendance, performance, and my Individual Education Plan (IEP) with my parent/guardian and my School District during the current academic year September 20__ to June 20__.

Applicant Signature

Date

Name of Parent/Guardian

Address

Phone Number

City

Postal Code

Email Address

UNBC/School District 57 Dual Credit Program Parent/Guardian Statement

(To be completed by the Applicant's Parent or Guardian)

The applicant named above has indicated an interest in studying at the University of Northern British Columbia. Studying in a university environment means that adult content may form part of the course content to support the learning outcomes. Also, keeping in mind that students are expected to be self-motivate and self-directed and not reliant on others to assist in the organization of their learning activities, we ask you to answer the following questions:

Please tell us about your son or daughter's ability and comfort level in communicating with adults.

Please tell us about your son or daughter's ability to be an independent and self-directed learner.

Does your son or daughter have any identified special need or learning challenges? (please circle) YES NO

Your signature indicates your support for this applicant to take the identified course(s) at UNBC and your responsibility to support this student in their studies.

Parent/Guardian Signature

Date

UNBC/School District 57 Dual Credit Program Counsellor Statement

(To be completed by the Applicant's Counsellor)

Counsellor Name _____

School Name _____

Telephone _____

Email Address _____

This applicant has indicated an interest in studying at the University of Northern British Columbia. Keeping in mind they would be studying in an adult learning environment where they would be communicating with adults in a cooperative learning environment, please answer the following questions.

Applicants who require accommodations and supports must notify the UNBC Access Resource Centre six months before the start of their program to provide time for required accommodations to be put into place (see page 7).

Please comment on this student's academic readiness and maturity to study in an adult environment?

Self-motivation and commitment to learning are important attributes for a successful learner at the post-secondary level. How do you view this student in this regard?

Do you recommend this student to take the identified course(s) at UNBC?

- Yes. I have worked closely with this applicant and I believe they have shown readiness for this opportunity. I support their application to UNBC.
- No. I do not have enough information at this time to make a recommendation.

Signature _____

Date _____

Title _____

UNBC/School District 57 Dual Credit Program Information for Students with Disabilities

Students with disabilities should identify themselves to the UNBC Access Resource Centre (ARC). Applicants should contact ARC at least 6 months in advance of their intended course start date and provide a copy of their Individual Education Plan (IEP) and current disability documentation to the Centre's Coordinator.

At the initial meeting between an applicant and the ARC Coordinator, the role of ARC will be explained and signed consents for release and exchange of information will be completed. These consents may be for School District staff, medical professionals or other agencies that may have completed assessments or consultations with the student.

The Access Resource Centre will then gather related documentation from the School District (SD) or other sources as needed. This information is required to assess the support needs of each student with disabilities attending UNBC.

ARC will then consult with individual school counsellors on a case-by-case basis regarding who best can provide the disability supports that are required. All accommodations required within UNBC classes, including exam accommodations, will be coordinated by UNBC.

Another meeting will be arranged with the applicant to discuss accommodations and support services that the applicant is eligible to receive through the School District and UNBC. School District staff will be invited to this meeting.

When completed, ARC will sign off on the Dual Credit Applicant form and return it to the UNBC Student Recruitment & Advising Centre. If accepted a standard accommodation notification will be sent to the course instructor and will be signed by the student, UNBC's ARC Coordinator and the school counsellor (if involved) in the delivery of supports and/or accommodations.

Contact Information:

UNBC Access Resource Centre

Email: arc@unbc.ca
Telephone: 250.960.5682 (toll free 1.888.960.5682)
Location: 10-1048 of the Teaching & Learning Building)

UNBC ACCESS RESOURCE CENTRE

(To be completed by UNBC Access Resource Centre)

The UNBC Access Resource Centre Coordinator will sign this form once they have reviewed the student's documentation, recommended a plan for accommodations and supports and determined how these will be provided.

Accommodations Plan is in place and agreed upon (please circle): **Yes** **No** **Not Applicable**

Comments:

Name

Signature

Date



School District No. 57
(Prince George)

UNBC/SCHOOL DISTRICT 57 DUAL CREDIT PROGRAM SPONSORSHIP FORM

Date (mm/dd/yyyy) _____

Tel. 250.960.6390

Fax 250.960.5794

A. SPONSOR'S DETAILS

School District 57
2100 Ferry Avenue
Prince George, BC V2L 4R5
250.561.6800

Email: _____

B. STUDENT'S DETAILS

Surname: _____ Given Name: _____

UNBC Student No.: _____

Birth date if student no. is not provided: _____

C. DURATION OF SPONSORSHIP

SEPTEMBER
SEMESTER

JANUARY
SEMESTER

MAY
SEMESTER

YR

YR

YR

D. LIMITATION & COVERAGE

*TUITION/LAB/COURSE
FEES ONLY

Up to 4 Credit Hours

Up to 4 Credit Hours

Up to 4 Credit Hours

*UNBC Ancillary & Northern Undergraduate Student Society Fees to be covered by UNBC

*Books and other supplies to be covered by the student

E. PRINCIPAL'S APPROVAL

Principal's Name (please print) _____

Principal's Signature: _____ Telephone: _____



School District No. 57
(Prince George)

University of Northern British Columbia and School District 57 Dual Credit Initiative

September 2015 Semester Course Choices

ANTH 102-3 Anthropology: A World of Discovery

Using a thematic approach, this course explores what defines the human species. Some of the themes explored may include human evolution and our primate biological kin; archaeology and digging for the past; culture in a global world; communication or the essentials of being a talking and increasingly texting primate; health as a social and biological; production and consumption, from the first stone tools to the Big Mac; and other topics that deal with humanity past and contemporary.

Schedule: Monday & Wednesday 11:30 – 12:50

Instructor: Dr. Erin Gibson

CHEM 110 Chemistry of Everyday Life

A lecture-based chemistry course for non-science majors, which presents the chemistry of substances of our everyday world and discusses real-world societal issues that have important chemistry components. Environmentally relevant topics including the ozone layer and its depletion, global warming, and acid rain will be studied. The use of energy in our society in its various forms will be looked at from a chemical perspective. The importance and implications of using man made materials and drugs will be discussed. A discussion of these topics will give students a fundamental background in chemistry, and allow them to better understand issues of relevance to our modern industrial society.

Schedule: Tuesday & Thursday 4:00 – 5:20

Instructor: Dr. Todd Whitcombe

ENSC 111-3 Introduction to Environmental Science

This course introduces students to the discipline of environmental science. Students are exposed to a variety of environmental science topics through seminars, lectures, assignments and invited presentations. Some field trips may be required.

Schedule: Thursday 11:30 – 2:20

Instructor: Dr. Michael Rutherford

FNST 100-3 The Aboriginal Peoples of Canada

This course is an introduction to the languages, history, culture, and enduring presence of the aboriginal people of Canada, intended to explore the range of aboriginal social formations, both past and present, and to consider the future. Oral, written, and archaeological records will be examined. Special attention will be given to the crucial economic, social, and spiritual contacts that exist within aboriginal societies, as well as to materials on the changes that have occurred since contact with Europeans.

Schedule: Tuesday 8:30 – 11:20 (Students will have to schedule a Tutorial, as well)

Instructor: Dr. Ross Hoffman

GEOG 100-3 Environments and People

This course is intended to introduce students to the Earth's physical processes that are hazardous to people. Students will be able to identify which regions of the world are at greatest risk for a given hazard and how humans can mitigate the loss of life and property.

Schedule: Mondays, Wednesdays and Fridays 11:30 to 12:20

Instructor: Dr. Brian Menounos

GEOG 101-3 Human Geographies of Global Change

This course examines global issues of development and change from a human geographic perspective. Students focus especially on the interconnectedness of places in the world and the range of local responses to widespread change processes.

Schedule: Mondays, Wednesdays and Fridays 1:30 to 2:20

Instructor: Dr. Neil Hanlon

HIST 190-3 World History to 1550

This course explores the history of Asia, Africa, Europe and the Americas from human origins to 1550. Although the course is organized chronologically, it does not cover all or even most aspects of World History during this time period. Rather, it focuses on certain themes to consider the development of various civilizations. At the same time, students work on developing their skills as historians by reading, writing and discussing primary and secondary sources through a number of different historical lenses.

Schedule: Monday & Wednesday 12:30 – 1:20 (Students will have to schedule a Tutorial, as well)

Instructor: Dr. Dana Wessell Lightfoot

ORTM 100-3 Foundations of Outdoor Recreation and Tourism

This course introduces the foundations of outdoor recreation and tourism from the perspective of both the natural and social sciences. Content includes the history and philosophy of the concept of leisure, the role of leisure, recreation and tourism in students' lives and Western culture, outdoor recreation and tourism in integrated resource management, and current delivery systems

Schedule: Monday, Wednesday, & Friday 2:30 – 3:20

Instructor: Dr. Pamela Wright

POLS 100-3 Contemporary Political Issues

An introduction to the basic concepts of political science through an examination of contemporary political issues: local, provincial, national and international.

Schedule: Monday & Wednesday 8:30 – 9:50 (Students will have to schedule a Tutorial, as well)

Instructor: Dr. Jason Lacharite

PSYC 101-3 Psychology as a Science

This course describes psychology as a basic science in two logical modules: psychology as a natural science and psychology as a social science.

Schedule: Tuesday & Thursday 2:30 – 3:50

Instructor: To Be Announced

DRAFT



School District No. 57
(Prince George)

University of Northern British Columbia and School District 57 Dual Credit Initiative

January 2016 Semester Course Choices

Biology 110-3 Introductory Ecology

This course is designed to introduce non-science majors to ecological systems. Principles of ecology, biotic and abiotic conditions, population, community and ecosystem structure, human impacts on these systems, and basic concepts of conservation and preservation of ecosystems.

Schedule: Monday, Wednesday, & Friday 9:30 – 10:20

Instructor: To Be Announced

COMM 100-3 Introduction to Canadian Business

This course is an overview of the Canadian business environment, forms of organizations, the management function, and an introduction to the functional areas of business management. This course includes the challenges and opportunities facing small business.

Schedule: Tuesday & Thursday 10:00 – 11:20

Instructor: Dr. Charles Scott

ECON 100-3 Microeconomics

The interactions of households, firms and government policies. An analysis of how different economic agents interact to determine what is produced, how it is produced and to whom it is distributed.

Schedule: Tuesday & Thursday 2:30 – 3:50

Instructor: Dr. Fiona MacPhail

HIST 191-3 World History Since 1550

This course examines the history of the world from the mid-sixteenth century through the end of the twentieth. The global movement of people, ideas, and economic practices receives particular attention, as do processes of imperialism and colonialism. Students are also introduced to the discipline of History and to the skills of document analysis, historical writing, and primary source research.

Schedule: Monday & Wednesday 12:30 – 1:20 (Students will have to schedule a Tutorial, as well)

Instructor: Dr. Ben Bryce

PHYS 121-3 Introduction to Astronomy II: The Universe

This is a one-semester introductory course in Astronomy mainly for science students, but general enough to be of interest to non-science majors with a proper background in mathematics. This course is complementary to PHYS 120-3. Topics include: the origins of stars and planetary systems; the sun; properties and structures of stars; stellar interiors; the evolution of stars; stellar remnants; white dwarfs; neutron stars; black holes, worm holes and warped spacetime; the Milky Way; the universe of galaxies; distance scales and indicators; active galaxies and quasars; cosmology: past, present, and future of the universe, "Is 'Anyone' Out There?". PHYS 121 and PHYS 120 may be taken in either order.

Prerequisites: Principles of Math 11 or Pre-calculus 11 or Foundations of Mathematics 11

Schedule: Monday, Wednesday & Friday 11:30 – 12:20

Instructor: Dr. Erik Jensen

PHYS 150-3 Physics for Future Leaders

This course examines the physics underlying major technological aspects of modern society and issues of global concern. Through addressing themes such as global warming, the energy problem and alternative sources of energy, nuclear power and nuclear weapons, health and medical technology, pollution of the atmosphere, satellites, telecommunication, and the internet, this course introduces basic physics topics such as motion and energy, atoms and heat, gravity and force, electricity and magnetism, light and electromagnetic waves, radioactivity and nuclear reactions, quantum physics, and relativity. This course requires no scientific or mathematical background and is accessible to students in any discipline.

Schedule: Monday, Wednesday & Friday 8:30 – 9:20

Instructor: Dr. Ian Hartley

PSYC 101-3 Psychology as a Science

This course describes psychology as a basic science in two logical modules: psychology as a natural science and psychology as a social science.

Schedule: Tuesday & Thursday 2:30 – 3:50

Instructor: To Be Announced



Motion Number (assigned by SCS): SCSB20150422.03

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the UNBC Psychology Club Award be approved in principal.

Effective Date: 2015-2016 Academic Year

Rationale: To activate the UNBC Psychology Club Award commencing the 2015-2016 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty / Academic Department: N/A

Date: April 22, 2015

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion in principal but wished for clarification to be made between the Development Office and the donor regarding the definition of "active club member" in the terms and conditions.

Motion No.: SCSB20150422.03

Moved by: Ryan

Seconded by: Erasmus

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: April 22, 2015
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: UNBC Psychology Club Award

Awards Guide Description/Intent: To assist students majoring in Psychology at UNBC.

Donor: UNBC Psychology Club

Value: \$750

Number: One

Award Type: Award

Eligibility: Available to a full time undergraduate student enrolled in his or her second, third, or fourth year of study in Psychology or Honours Psychology. Applicants must be active members of the UNBC Psychology Club.

Criteria: Academic proficiency.

Note: Applicants must provide documentation from the UNBC Psychology Club confirming his or her involvement.

Effective Date: Endowed 2015

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



Motion Number (assigned by SCS): SCSB20150422.04

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Provincial Chapter of BC IODE Bursary for Mature Students be approved.

Effective Date: 2015-2016 Academic Year

Rationale: To revise the Provincial Chapter of BC IODE Bursary for Mature Students commencing the 2015-2016 Academic Year with alterations to the Eligibility section as follows:

Eligibility: Available to a Canadian citizen who has been accepted under the UNBC mature student policy and who is commencing a program of study towards a degree from the ~~Faculty of Health and Human Sciences UNBC~~. Preference will be given to a student from the School of Health Sciences. ~~Preference will be given to~~ The successful applicant must be a northern resident by virtue of birth or by continuous dwelling for four years immediately prior to admission at UNBC.

Proposed By: Jennifer Hicke, Administrator - Development Awards

External Relations Contact: Jennifer Hicke, Administrator - Development Awards

Faculty / Academic Department: N/A

Date: April 22, 2015

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20150422.04

Moved by: Schwab

Seconded by: Ryan

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: April 22, 2015

Date

Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Entrance

Award Name: Provincial Chapter of BC IODE Entrance Bursary for Mature Students

Awards Guide Description/Intent: Founded in Canada in 1900, IODE is a volunteer organization of women who participate in areas of citizenship (welcoming new Canadians at citizenship courts), education (providing scholarships and bursaries as well as loans at all levels) and service (providing equipment and supplies to areas of need or emergency). IODE is friends working together to make "good things" happen in their communities.

Donor: The Provincial Chapter of BC IODE

Value: \$1,000

Number: One

Award Type: Bursary

Eligibility: Available to a Canadian citizen who has been accepted under the UNBC mature student policy and who is commencing a program of study towards a degree from ~~the Faculty of Health and Human Sciences UNBC.~~ Preference will be given to a student from the School of Health Sciences. ~~Preference will be given to~~ The successful applicant must be a northern resident by virtue of birth or by continuous dwelling for four years immediately prior to admission at UNBC.

Criteria: Demonstrated financial need and satisfactory academic standing.

Effective Date: Endowed 1992

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

BOG Finance and Audit Committee meeting on May 26th 2015

The following quote and motion is from the Finance and Audit Committee Meeting Minutes:

The award on page 38, regarding the Ph.D. doctorial is of concern in regards to the consultation and impact on our ability to attract Ph.D. students, as there are no clear criteria identified in this package. The committee has requested that this award be removed from the motion.

Response

Discussions between Dr. Kevin Smith (Dean of Graduate Programs) and Dr. Kathy Lewis (Board and Committee Member) identified changes to the original motion which will hopefully address the concerns expressed.



3 JULY 2015

Revised Motion

Award Name: UNBC Doctoral Tuition Scholarship Award

Value: Equivalent to the value of Tuition fees for eligible doctoral students for two years, renewable for two additional years if satisfactory progress has been achieved.

Award Number: Variable

Award Type: Scholarship award

Eligibility: The scholarship award is available to full-time students entering a doctoral program at UNBC for the first time. All successful applicants to doctoral programs are eligible will be considered for this receive the scholarship award.

Students must remain in satisfactory academic standing to maintain the scholarship award and have passed the appropriate doctoral candidacy examination within two years of initial registration.

To be renewed, a student must be judged to be making satisfactory progress by the student's Supervisory Committee and a recommendation sent to the Dean of Graduate Programs who will make the final decision.

Criteria:

Academic proficiency, which is a GPA equivalent to or greater than 3.33. Students demonstrating academic proficiency, which is a GPA equivalent to or greater than 3.33, will receive the tuition fees waiver at the discretion of the appropriate Graduate Committee, and subject to approval by the Dean of Graduate Programs who has the final decision..

Note: The doctoral tuition award provides a two-year tuition waiver to incoming students and in order to keep the award, the student must maintain satisfactory academic standing and produce a timeline for completion of their degree by the end of their first year. The award may be extended for a further two years if the student passes the appropriate candidacy examination and maintains satisfactory progress.

Application Instructions: All successful applicants to doctoral programs receive the scholarship.

AWARDS GUIDE INFORMATION

Award Category: Graduate

Award Name: UNBC Doctoral Tuition Scholarship Award

Value: Tuition for eligible doctoral students for two years, renewable for two additional years if satisfactory progress has been achieved.

Award Type: Scholarship Award

Eligibility: The scholarship award is available to full-time students entering a doctoral program for the first time. Students must remain in satisfactory academic standing to maintain the scholarship award and should have passed the appropriate doctoral candidacy examination within two years of initial registration. To be renewed, a student must be judged to be making satisfactory progress by the student's Supervisory Committee and a recommendation sent to the Dean of Graduate Programs.

Criteria: Academic proficiency, which is a GPA equivalent to or greater than 3.33 and the submission, to the Dean of Graduate Programs, of an acceptable timeline for completion within the first semester of registration. The nature of the proposed project and supervisor will also be considered.

Note: The doctoral tuition award provides a two year tuition waiver providing that the student maintains satisfactory academic standing. The award may be extended for a further two years. The student should have passed the appropriate candidacy examination.

Application Instructions Note: All successful applicants to doctoral programs receive the scholarship are eligible to be considered for the award.

Effective Date: Established 2004

Recipient Selection: Selection is made by the Graduate Programs Office Dean of Graduate Programs.

FOR OFFICE USE ONLY

Reviewed by the Financial Aid and Awards Officer and Dean of Graduate Programs:

Linda Fehr, Financial Aid and Awards Officer



Dean of Graduate Programs

Dr. Kevin Smith

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

First revised award available in the September semester of 2015.

AGENDA ITEM BRIEFING NOTE

Date:	September 12, 2015			
Agenda Item:	7. a. 2015/16 Mandate Letter for Public Post-Secondary Institutions			
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:	Ryan Matheson, Chair, UNBC Board of Governors			

Material: Letter attached for information.

Issue:

As discussed, I am requesting that all UNBC Board members sign the attached final 2015/16 Mandate Letter at the September 11, 2015 Board meeting. The version of the Letter signed June 30th was the draft Letter, shared with institutions by the Ministry on December 16, 2014 for consultations.

Page 5 of the attached final Letter includes the signature blocks for the current membership of the Board, however as you have advised that three members will no longer be on the board, and new members may have been appointed by OIC by September 11, changes can be made to the signature page using the attached Word document.

If you have any questions, please do not hesitate to give me a call.

Thank you for your assistance.

Ian Hendry
Analyst
Post-Secondary Audit and Accountability Branch
Ministry of Advanced Education
604 306-5616

Background:

Motion:

That, on the recommendation of the Governance Committee, the Board of Governors approves the signing of the 2015/16 Mandate Letter for Public Post-Secondary Institutions, as presented.

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

Remarks/Next Steps:



May 14, 2015

Our Ref: 99816

Mr. John Turner
Chair, Board of Governors
University of Northern British Columbia
3333 University Way
Prince George BC V2N 4Z9

Dear Mr. Turner:

Re: 2015/16 Mandate Letter for Public Post-Secondary Institutions

British Columbians have come to expect high-quality programs from our public post-secondary institutions. The province is well served by our public post-secondary institutions. In signing this 2015/16 Mandate Letter, members of the University of Northern British Columbia Board of Governors individually and collectively acknowledge their statutory obligations to act in the best interests of the institution and affirm their commitment to take into account the Taxpayer Accountability Principles in exercising this duty.

A core value of Government is respect for the taxpayer through affordable public policies. It is critical that public post-secondary institutions operate as efficiently as possible, to ensure British Columbians are provided with the highest-quality programs and services. This requires constant focus on maintaining a cost-conscious and principled culture through the efficient and effective delivery of programs and services that stand the test of public scrutiny and help develop a prosperous economy and society in an environmentally sustainable manner. The foundation of this work is the commitment by Government to control spending and balance the budget.

Government is responsible for funding, setting the legislative, regulatory and public policy frameworks in which public post-secondary institutions operate along with establishing the Institution's mandate. This includes the following statutory provisions:

Section 47 (2) of the *University Act*:

A university must, so far as and to the full extent that its resources from time to time permit, do all of the following:

- establish and maintain colleges, schools, institutes, faculties, departments, chairs and courses of instruction;

Page 1 of 6

- provide instruction in all branches of knowledge;
- establish facilities for the pursuit of original research in all branches of knowledge;
- establish fellowships, scholarships, exhibitions, bursaries, prizes, rewards and pecuniary and other aids to facilitate or encourage proficiency in the subjects taught in the university and original research in all branches of knowledge;
- provide a program of continuing education in all academic and cultural fields throughout British Columbia; and,
- generally, promote and carry on the work of a university in all its branches, through the cooperative effort of the board, senate and other constituent parts of the university.

Within the terms of the legislation, University of Northern British Columbia will, in fulfilling its mandate, consider strategic priorities of Government when allocating institutional resources. Specific strategic priority actions of Government for 2015/16 are:

- Implement B.C.'s Skills for Jobs Blueprint which sets out the fundamental changes and shifts B.C. must undertake to support students to move through each stage of their education, and transition into the workforce with the skills necessary to realize the career opportunities most in demand in our province.
- Assist in advancing key strategies of Government contained within the Aboriginal Post-Secondary Education and Training Policy Framework and Action Plan, and the International Education Strategy.
- Meet or exceed the financial targets identified in the Ministry's three-year Service Plan as tabled under Budget 2015, including maintaining balanced or surplus financial results unless Government approval is provided.
- Continue to support the Administrative Service Delivery Transformation initiative, focused on achieving administrative efficiencies, sharing best practices, and enhancing the quality of services across the public post-secondary sector.

Government is committed to further strengthening accountability, improving the management of public funds and continuing the collaborative relationship between Government and public post-secondary institutions. This strong focus on improved two-way communication is to support and ensure a complete understanding of Government directions and institutional priorities. As such, it is important that each of us advise the other in a timely manner of any issues that may materially affect the operations of University of Northern British Columbia and/or the interests of Government, including information on any risks to achieving financial forecasts and performance targets.

As part of the commitment to fiscal responsibility and to ensure the best possible use of taxpayer resources, public post-secondary institutions affirm their commitment to take into account the Taxpayer Accountability Principles (attached). These principles are: cost consciousness (efficiency), accountability, appropriate compensation, service, respect and integrity. Through the implementation of Taxpayer Accountability Principles, public sector organizations demonstrate a commitment to a cost-conscious public sector that strengthens cost management capabilities and fosters a principled culture of efficiency and accountability at all levels. This includes implementing the Code of Conduct of your institution, which contains conflict of interest provisions and post-employment restrictions.

As public post-secondary institutions that receive funding from the Government, institutions are expected to conduct their affairs in a manner consistent with the legislative, regulatory and policy framework established by Government and share in upholding the Taxpayer Accountability Principles. This includes:

- Adhering to the policy, guidelines and directions of the Public Sector Employers' Council regarding executive compensation and the management freeze that remains in place for the present time, recognizing the fiscal reality facing the provincial public sector.
- Negotiating settlements with unionized employee groups consistent with the Economic Stability Mandate for all collective agreements that expire on or after December 31, 2013.
- Ensuring that institutional operational and financial activities, including procurement and travel, are conducted consistent with Government standards for cost-consciousness and the most cost-effective use of taxpayer resources.
- Conducting board matters in accordance with the best practice guideline.

The Core Policy and Procedures Manual of Government can be found on the Ministry of Finance website at <http://www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/CPMtoc.htm> and other supporting documents found on the Public Sector Employers' Council Secretariat website at <http://www.fin.gov.bc.ca/psec/>.

Government and the public post-secondary institutions share a commitment to ensuring that British Columbians have access to the high quality post-secondary education and training programs they need to fully participate in the provincial economy and society. This includes being responsive to student and labour market demands and to addressing the overall socio-economic and regional employment needs of the province.

Government is committed to supporting the success of students and post-secondary institutions, while at the same time making sure that funding is focused on the legislated mandate of the institution. Post-secondary education needs to be affordable for students and parents as well as taxpayers.

Making changes to align education, training and resources with the economic and social needs of the province will guarantee success for our province and students. Only by working together will we find additional efficiencies, further reduce duplication and position ourselves for even greater success.

Sincerely,



Andrew Wilkinson
Minister

Attachment

pc: Honourable Christy Clark
Premier

Mr. John Dyble
Deputy Minister to the Premier and Cabinet Secretary

Mr. Peter Milburn
Deputy Minister and Secretary to Treasury Board
Ministry of Finance

Ms. Sandra Carroll
Deputy Minister
Ministry of Advanced Education

Ms. Cheryl Wenezenki-Yolland
Associate Deputy Minister
Ministry of Finance

As members of the University of Northern British Columbia Board of Governors, we individually and collectively acknowledge our statutory obligations to act in the best interests of the University of Northern British Columbia and affirm as Governors to take into account the Taxpayer Accountability Principles in exercising our duty.

Eric Depenau
Elected Student Member

Shannon MacKay
Elected Student Member

Kathy Lewis
Elected Faculty Member

Jonathan Swainger
Elected Faculty Member

Carolee Clyne
Elected Non-Faculty
Member

Andy Clough
Appointed Government
Member

Judy Mason
Appointed Government
Member

Harry Nyce, Sr
Appointed Government
Member

Katherine LaForge
Appointed Government
Member

Simon Yu
Appointed Government
Member

Julie Ziebart
Appointed Government
Member

John MacDonald
Chancellor

Daniel Weeks
President and Vice-
Chancellor

Ryan Matheson
Chair, Board of Governors
Appointed Government
Member (Alumni)

Date Signed

Taxpayer Accountability Principles

Further information available at: <http://gov.bc.ca/crownaccountabilities>

1 Cost Consciousness (Efficiency)	Strengthen cost management capabilities and foster a culture of cost-consciousness at all levels of public sector organizations. Provide public services and programs as efficiently and effectively as possible to “bend the cost curve” and support sustainable public policies and programs as a lasting legacy for generations to come.
2 Accountability	Transparently manage responsibilities according to a set of common public sector principles in the best interest of the citizens of the province. By enhancing organizational efficiency and effectiveness in the planning, reporting and decision making, public sector organizations will ensure actions are aligned with government’s strategic mandate.
3 Appropriate Compensation	Comply with a rigorous, standardized approach to performance management and employee compensation, which reflects appropriate compensation for work across the public sector that is consistent with government’s taxpayer accountability principles and respectful of the taxpayer.
4 Service	Maintain a clear focus on positive outcomes for citizens of British Columbia by delivering cost-efficient, effective, value-for-money public services and programs.
5 Respect	Engage in equitable, compassionate, respectful and effective communications that ensure all parties are properly informed or consulted on actions, decisions and public communications in a timely manner. Proactively collaborate in a spirit of partnership that respects the use of taxpayers’ monies.
6 Integrity	Make decisions and take actions that are transparent, ethical and free from conflict of interest. Require the establishment of a strong ethical code of conduct for all employees and executives. Serve the citizens of British Columbia by respecting the shared public trust and acting in accordance with the taxpayer accountability principles.

AGENDA ITEM BRIEFING NOTE

Date:	September 12, 2015			
Agenda Item:	7. b. 2016 Board of Governors 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:	Daniel Weeks, President			

Material: Attached for review.

Issue:

Background:

Motion:

That, on the recommendation of the Governance Committee, the Board of Governors approves the 2016 Board of Governors meeting schedule, as presented.

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

Remarks/Next Steps:

BOARD OF GOVERNORS – 2016 MEETING SCHEDULE

Friday January 29	Full Board Meetings 8:30am – 3:00pm – Teleconference Committee Meetings to be held earlier in the week - Teleconference
Friday March 18	Full Board Meetings 8:30am - 3:00pm - In/Person re: Budgets Reception in the Evening with Senate Membership Committee Meetings to be held earlier in the week - Teleconference
Saturday March 19	Joint Board/Senate Workshops
Friday May 20	Special Full Board Meeting – Teleconference Re: Financial Statements & Ministry Reporting Requirements
Friday June 17	Full Board Meetings 8:30-3:00pm - Teleconference Committee Meetings to be held earlier in the week – Teleconference
Friday September 16	Regional Board Meeting/Planning (Academic and Budget Planning) President & Chair Travel to Regions, Board Members participate via Teleconference Committee Meetings to be held earlier in the week - Teleconference
Friday November 18	Full Board Meeting 8:30am – 3:00pm – In/Person Re: Budgets, Planning Session (Academic Planning and Budget Planning) Annual Employee Recognition Event in Afternoon followed by Reception in the Evening Committee Meetings to be held earlier in the week – Teleconference

AGENDA ITEM BRIEFING NOTE

Date:	September 12, 2015			
Agenda Item:	7.c. Institutional Accountability Plan & Report			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
Prepared By:	William Krane, Vice-President Academic and Provost			
Reviewed By:	William Krane, Vice-President Academic and Provost			

Material: Report attached.

Issue:

Background:

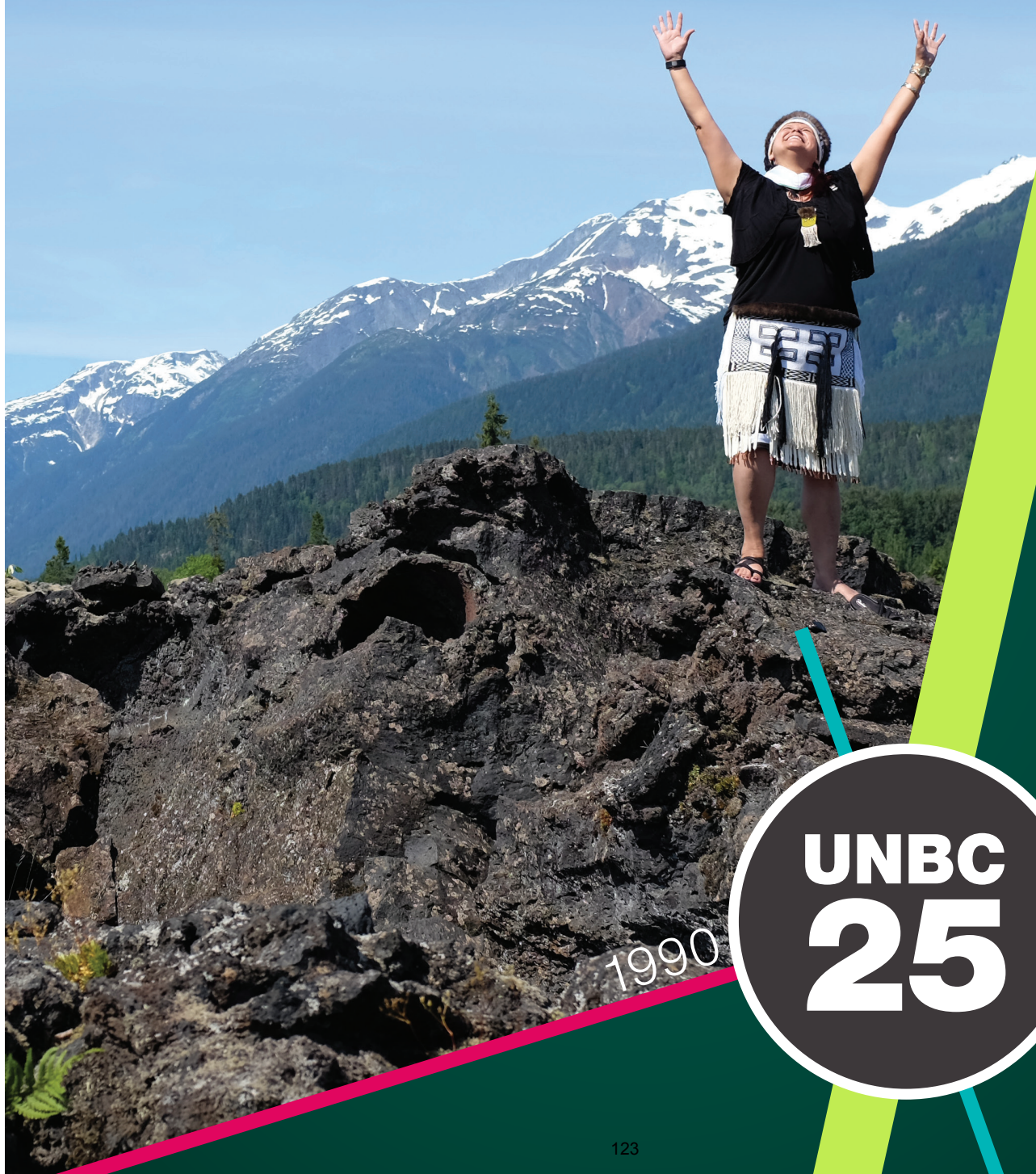
Motion: *That, on the recommendation of the Governance Committee, the Board of Governors approves the 2015 Annual Report - 2014/15 Institutional Accountability Plan and Report for the University of Northern British Columbia, as presented.*

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

Remarks/Next Steps:

2015 Annual Report

2014/15 Institutional Accountability
Plan and Report



1990

UNBC
25

2015

On the Cover

Leading the Way

When Lori Nyce crossed the stage at the Wilp Wilxo'oskwhl Nisga'a Institute (WWNI) in Gitwinksihlkw this spring with a Master of Arts in First Nations Studies, she became the first student to earn a graduate degree at the UNBC affiliate campus in the Nass Valley. Nyce is from Skidegate, Haida Gwaii and was born and raised in Prince Rupert, where she graduated high school. She began her post-secondary education studying nursing at Camosun College before moving to Gitwinksihlkw to work at WWNI, the Nisga'a post-secondary institute.

"I encouraged everyone to go to school at WWNI and I decided to take my own advice," she says.

Nyce completed a Bachelor of Arts in First Nations Studies in 2007 and started studying for her Master's degree two years later. She graduated with distinction and her thesis looks at the history of Nisga'a education, from traditional practices to the creation of the WWNI and its ongoing impact.

All the while the mother of three continued to work full-time at WWNI, helping students on their educational journeys. She hopes her story can inspire others to reach their full academic potential.

"By seeing that one person can do it, they can say 'I can do that,'" she says. "I want it to rub off; I want people to use their skills and utilize our institution."

2015

Honourable Andrew Wilkinson, Minister
Ministry of Advanced Education
PO Box 9080 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Minister,

We are pleased to submit this Institutional Accountability Plan and Report (IAPR) in accordance with our governing structure and in fulfillment of the Ministry's requirements with respect to our annual reporting.

This document has been prepared for both the general public and the Ministry of Advanced Education. It includes information about the past academic year (2014/15), some of our results and outcomes in relation to Ministry targets, the University's operational context, and our strategic priorities for the future. In so doing, we are conforming to the Ministry's accountability framework and illustrating how our results and aspirations are consistent with the University's mandate, our capital plan, and the management and advancement of BC's post-secondary system as a whole.

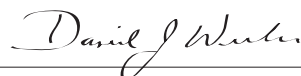
The University's operations and governance are aligned with the Government's Taxpayer Accountability Principles: cost-consciousness, accountability, appropriate compensation, service, respect, integrity. For example, UNBC complies with the compensation mandates provided by the Public Sector Employers' Council, we collaborate with other institutions to deliver academic programming (examples include Nursing, Environmental Engineering, and Medicine) in innovative ways, we openly discuss budget development to maximize transparency and value, and we require senior managers to comply with a code of conduct.

True to its founding a generation ago, UNBC regards itself as a university both in and for the North. The University is committed to serving the needs of a vast region by providing educational opportunities for northerners, including First Nations, through its principal campus in Prince George and regional campuses in Quesnel, Fort St. John, and Terrace. UNBC, however, is also a resource for all British Columbians and, indeed, those from around the world who seek our special educational environment. By being both local and global, engaged in diverse research, and being an active citizen of the North, UNBC is a vital part of a knowledge-based, resource economy connected to the world. We are proud of our history in this regard and eager to play an expanded role over our next 25 years and beyond.

Sincerely,



Ryan Matheson
Chair, Board of Governors



Daniel J. Weeks
President and Vice-Chancellor

Sarah Nickerson, BSW 2015,
of Queen Charlotte.



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Eric and Richard Anderson,
BComm 2015, of Terrace.



UNBC's 25th Anniversary - 2015

June 22 is the day the BC Legislature passed the University of Northern British Columbia Act, with all-party support.

On June 20, 2015, the University hosted a community celebration with nearly 500 founders, alumni, faculty and staff, students, donors, and government officials in attendance. The event served as a platform for stories: stories about how the founding of UNBC made it into the institution it is today and how students, families, and entire communities have been transformed by the University through its first 25 years.

Highlights of UNBC's 25th anniversary

- A 25th anniversary kick-off in September 2014 included an announcement of a \$2.2 million Sustainable Communities Demonstration Project that is connecting UNBC's award-winning bioenergy systems to the residences, childcare centre, and I.K. Barber Enhanced Forestry Lab. This system will reduce UNBC's consumption of fossil fuel and serve as a demonstration for northern and remote communities.
- 16,000 trees have been planted throughout the North in honour of the 16,000 northerners who became members of the Interior University Society in the late 1980s and demonstrated the public support that preceded the Government's creation of UNBC. The names of the 16,000 are also now on display at the Canfor Winter Garden along with the founding faculty and staff in the Founders Lounge, located on the top floor of the Geoffrey R. Weller Library.
- Special lectures and public presentations were presented as part of the 25th anniversary, including events focused on rural nursing, social development in the North, economic development, and student leadership. Hayley Wickenheiser was the keynote speaker for an Athletics fundraiser.
- \$2500 tuition credits were offered to the athletes and officials who participated in the 2015 Canada Winter Games in Prince George. A "discovery centre" was also presented on campus during the Games and was funded by the 25th anniversary.
- Every home and business in Northern BC received a booklet highlighting local graduates, award-winners, research projects, and courses as part of a regional outreach campaign in conjunction with the 25th anniversary. This was complemented by local graduation celebrations around Northern BC and an "op-ed" from President Weeks.

- A first-of-its-kind alumni survey was conducted and attracted responses from more than 1500 alumni from around the world. Alumni gave top marks to the University's small class sizes, accessible and excellent faculty, and the impact UNBC has had on the North. The survey also found that more than two-thirds of alumni are in leadership positions and confirmed an exceptionally low unemployment rate among grads: only about 4%.

The culmination of the 25th anniversary is leading into a comprehensive financial and academic planning process that will help to chart a course for UNBC's future. unbc.ca/25

unbc.ca/25



UNBC 2014/2015 Year in Review

Beyond the 25th anniversary, the past academic year saw UNBC host multiple activities related to the Canada Winter Games, welcome a new president, and make the play-offs for the first time as a member of Canadian Interuniversity Sport. It was also a year of significant student and faculty awards and successes.

- A first of its kind in North America, the spectacular Wood Innovation and Design Centre opened in downtown Prince George. Touted as one of the tallest wood buildings in the world, the building will be home to UNBC's new graduate-level engineering programs in integrated wood design.
- UNBC placed second among universities of its size in the annual Maclean's magazine ranking of Canadian Universities. The #2 finish in the "Primarily Undergraduate" category matches UNBC's best-ever ranking. News of the ranking was enthusiastically greeted by members of the UNBC community, who made the Facebook post of the #2 ranking the single-most popular social media post in UNBC history.
- A decision by new UNBC President Daniel Weeks to forego a traditional installation and instead provide the event funding to student leadership awards also attracted considerable support. The president's installation instead took place during the first convocation ceremony in May and \$50,000 in new funding was provided to students awards in 2015/16.
- The UNBC men's basketball team qualified for the playoffs for the first time since joining the Canada West Universities Athletic Association. The Timberwolves finished with a winning record but lost in the quarter-finals to UBC.
- Thousands of athletes, officials, and fans came together in the Agora Courtyard for the first outdoor closing ceremony at a Canada Winter Games. The event capped a successful two weeks of competition during which time the Charles Jago Northern Sport Centre at UNBC hosted five sports (more than any other venue), UNBC presented the Games sustainability program, and students raised more than \$37,000 to make public transit free during the Games.
- Both Lieutenant Governor Judith Guichon and Governor General David Johnston visited UNBC during the Canada Winter Games. His Excellency the Governor General also participated in a panel discussion with President Weeks and Prince George Mayor Lyn Hall about the importance of a university-community relationship.

- UNBC students and members of the Lheidli T'enneh First Nation joined together to build a traditional First Nations pit house through an Undergraduate Experiential and Service Learning Program course. The structure was built in a wooded area behind the campus.
- Research funding in the 2014/15 fiscal year topped \$12 million and researchers produced nationally recognized research on such topics as the Mt Polley tailings pond breach and the impacts of climate change on BC's glaciers. Researchers from UNBC's three institutes – community development, natural resources and environmental studies, and health – are also joining together to form a cumulative and communities impacts research consortium, which is providing a platform for research and dialogue on recent and proposed increases for resource development across Northern British Columbia
- UNBC's annual Green Day in January featured official recognition of UNBC as a Fair Trade Campus in January. Fairtrade coffee, tea, and chocolate options are available at campus food service providers. Later in the year, UNBC's "bike to work week" team logged more kilometres than any other team in BC.
- The Northern Medical Program is celebrating ten years at UNBC this year. With the 2015 graduation, the program has produced more than 200 physicians and the majority practice in rural and northern communities once they complete residency.



Kimberly Hoekstra, BEd 2015, of Terrace,
and Kateri Clay, BEd 2015, of Hazelton.



Strategic Direction and Context

Mission

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

Vision

To be a student-centered, research-intensive university, uniquely Northern and personal in character, responsive to the region it serves, of national and international acclaim.

Values

- We excel in our teaching, our research, and our service as well as in the management of the University. We are innovative in all of these efforts. We aspire to the highest standards in all that we do.
- We value our community. We care passionately for the people who make up the UNBC community. We aspire to sustain our culture of mutual respect. We strive to engage students, faculty, and staff in all aspects of university life.
- We value the contribution of indigenous peoples in British Columbia and around the world.
- We are relevant to Northern British Columbia and other like regions in the world. We respond to the needs that arise, according to the talents and resources we have.
- We exercise good governance in the management of the University. In our practices, we aspire to be effective, transparent, and compassionate.

UNBC Overview

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

UNBC provides outstanding undergraduate and graduate learning opportunities that explore such topics as health and well-being, economies, cultures, and the environment. Credentials include certificates, diplomas, and bachelor's, master's, and doctoral degrees in two academic colleges: Arts, Social and Health Sciences and Science and Management. The University also has a number of partnerships with the northern colleges and with UBC to provide programs such as Nursing, Environmental Engineering, and Medicine. A full listing of academic programs is provided on page 29 of this document. UNBC is also a member of the University of the Arctic to make university education more accessible around the global North.

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

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

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

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

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

Our Roots

UNBC was born from a grassroots social movement among the citizens of northern BC. In the late 1980s, 16,000 of them paid \$5 as part of a public appeal to the Government of BC to create a northern university. In 1990, the legislation creating UNBC passed with all-party support. Four years later, the Prince George campus was opened by Queen Elizabeth II and 1,400 students enrolled. Both the campus and the student body have since

tripled in size and UNBC has added regional operations in Terrace, Quesnel, and Fort St. John. UNBC also has an affiliation agreement with the Wilp Wilxo'oskwhl Nisga'a Institute in the Nass Valley.

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

Building on this foundation, the last decade was characterized by expansion in health science disciplines critical to northern and rural communities. This included the Northern Medical Program, new Nursing specializations, and new bachelor's and doctoral degrees in Health Sciences. In accordance with this expansion, health-related research conducted by UNBC increased in value from \$292,817 in 2000/01 to \$6.3 million in 2010/11.

The current decade is already being defined by a strong and timely focus on sustainability, both for the institution itself and for those families and communities whose well-being is based on natural resources. This theme emerged in a series of internal and public consultations that contributed to the creation of the University Plan 2010. The Plan articulates a number of priorities and goals:

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

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

Participation in Post-Secondary Education

An original goal of UNBC was to improve the participation rate of northerners in university.

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

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

Today, nearly 50% of eligible high school graduates from Northern BC enrol in a BC post-secondary institution within one year of graduation. The figure for Metro Vancouver is just over 60%. So while the rise in the participation rate has served to be valuable evidence for UNBC's early success, post-secondary participation rates in Northern BC are still lower than the BC average and much lower than Metro Vancouver.

UNBC and Northern BC

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

Insert graphic related to where students are from along with the total number of students and the percentage from each “market group”

- UNBC is emerging as the clear “university of choice” for northerners and has been acquiring a greater share of the northern market. UNBC now, in fact, attracts about 85% of the graduates from School District #57 (Prince George) who are bound for a BC university.
- UNBC has been highly successful in attracting Aboriginal students. In 2013/14, 13% of UNBC students self-declared as Aboriginal, First Nations, or Inuit – one of the highest percentages in Canada.
- Graduate students make up nearly 20% of the student body at UNBC, slightly higher than UBC (18%), the University of Victoria (17%), Simon Fraser University (15%), and Thompson Rivers University (less than 1%).

- The number of international students has tripled over the last decade. International students now comprise more than 11% of the UNBC student body.

....And What Are They Studying?

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

Programs of study:

Insert chart showing CIP cluster data for Arts and Sciences, Business and Management, Education, Engineering and Applied Sciences, Health, Human and Social Services, Visual and Performing Arts, and Other

UNBC has been particularly successful in attracting students to study topics related to the environment and natural resources:

	09/10	10/11	11/12	12/13	13/14
Institution	Percentage of students majoring in Natural Resource degrees				
UNBC	7.3%	7.8%	7.7%	8.3%	8.4%
SFU	1.1%	1.1%	1.3%	1.4%	1.4%
UBC Okanagan	1.4%	1.6%	1.6%	1.7%	1.8%
UBC Vancouver	1.8%	1.8%	2.0%	2.1%	2.2%
UVic	.9%	1.0%	1.0%	.9%	0.8%
TRU		.8%	.8%	.8%	0.8%

A relationship with the North is also integral to the University's research profile. The creation of the Canada Research Chairs (CRC) program provided UNBC with the means to enhance its capacity for research and the University is currently home to 11 CRCs and a total of 15 research chairs. Three-quarters of UNBC's research chairs focus on environment, natural resource, or health topics, the highest proportion among universities in Canada. UNBC has established itself as a research intensive university with exemplary research in natural resources and the environment. Further, among current research projects, approximately 80% are being conducted in the North and nearly 40% are being conducted with regional partner in surrounding communities.

Canada's Green University

This phrase was trademarked by UNBC in 2008 because of the academic strengths – in programming and research – that UNBC had developed in the environment, natural resources, and sustainability. At a more fundamental level, however, the Green University initiative is rooted in the North.

The region is characterized by the presence of natural resources at a scale and diversity not seen in other parts of North America. At the same time, the region is home to spectacular landscapes and communities – both Aboriginal and non-Aboriginal – that rely on the environment for jobs, recreation, and cultural sustenance. Balancing these values, identifying and understanding cumulative effects, and fostering development defined by northerners is at the core of UNBC's relationship to the region and the aspirations of its people.

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

Today's Priorities

1. Develop a New Academic Plan

Teaching and research define UNBC's "core business". Renewing the academic plan will provide a clear direction that will enhance areas of excellence and leadership, inform budget planning, strengthen regional relationships, and serve to both attract and retain students. The updated academic plan will celebrate the contributions and expertise of our faculty, identify opportunities for collaboration, leading to more robust and relevant academic programs for 21st century research. It will also enhance regional relevance, with consideration for financial sustainability. It will focus on a number of areas of academic activity, including enrolment planning, faculty renewal, administrative support, and organization, the student experience and pedagogy, and academic structures. The goal is to deliver academic programs that reach more students and enhance their learning experiences. Ultimately, the academic plan will build upon UNBC's strengths, not just what it does currently.

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

As the Wood Innovation and Design Centre grew on the site at 5th and George in downtown Prince George, people from around the world tuned in more than 30,000 times to watch the construction progress via live webcams. WIDC is a showpiece, and UNBC has begun to occupy the first three floors for its Master of Engineering program. The first academic positions have been filled and the process is underway to fill the remaining faculty positions and finalize the program content and curriculum. The University's programming will be the foundation for how the WIDC can be a catalyst for the development of new forest products and the construction of more multi-storey wood buildings. UNBC is working with the Emily Carr University of Art and Design on complementary programming.

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

3. Enhance leadership in local energy

In 2009, UNBC added bioenergy on its Prince George campus. It was a wood pellet system at the I.K. Barber Enhanced Forestry Laboratory funded by the Government of Canada's pine beetle recovery program. This was followed by a biomass gasification system that is the primary source of heat on campus. Over the last five years, UNBC has saved nearly \$3 million in fuel costs and built out its energy system to the point that it is now a model for integrating renewable energy in a northern context. No UNBC initiative has won more awards than the bioenergy project.

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

teaching and research capacity in related areas, student projects, and public education.

A new district energy system connecting the Bioenergy Plant and wood pellet system to the two student residences and daycare will be completed in 2015, reducing fossil fuel consumption in those buildings by approximately 50%. It's expected that this infrastructure will be integrated with on-campus food production in the future as another step in modeling sustainable and healthy northern communities, and serving as a platform for education, research, and student engagement.

4. Strengthen regional linkages and programming

Demographic change and economic development are heightening the importance of education, training, research, and innovation that will prepare the region for its future, enable local people to access new employment opportunities, and provide British Columbia with the capacity to leverage new projects for the growth of communities and diversification of the economy. UNBC is an active participant in the Northern Post-Secondary Council (UNBC, the northern community colleges, and the Government of BC) to ensure that programming is enhanced and duplication is reduced. Further, the University is reviewing and renewing its own structures to ensure personnel and technologies are deployed effectively throughout the region. This includes programming at both the undergraduate and graduate levels, offerings in Continuing Studies, and research activity.

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

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

Shaun Cormier, BA 2015, of Mackenzie.



Bernadette Lacerte,
BEd 2015, of Burns Lake.



Strategic Context

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

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

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

In the Region

Northern BC is experiencing a consistent and dramatic decline in the number of youth. As represented by the total enrolment in Northern BC school districts, the population of young people in the region has declined by 38% since the peak enrolment in the late 1990s.

Insert graph/chart featuring Northern BC school district enrolment to 2014/15

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

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

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

Outside the region

Three areas of action by the Government of BC have had a profound effect on UNBC's planning and operations:

Grant reduction: The Government of BC reduced UNBC's operating grant for 2013-14 by \$128,000, a further \$512,000 in 2014/15, and \$665,000 in 2015/16 (excluding an amount for new programming and funded compensation increases).

Skills Blueprint: The Government's promise to re-direct funding to the education and training of "high-demand occupations" has the potential to shape UNBC's academic profile in significant ways.

New Universities: The expansion of degree-completion options in southern BC has had the effect of eroding UNBC's ability to attract students from southern BC. Whereas in the 1990s, close to one-third of UNBC students were from southern BC, the percentage now about 15%. This decline is aligned with the increase in the number of BC institutions awarding bachelor's degrees.

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

Another key external factor that affects UNBC's planning and operations concerns the public perception of Prince George, and northern BC more broadly, along with the distance of Prince George from major population centres. UNBC's location is the top reason prospective students decide to not attend UNBC. However, being "close to home" is the most popular reason students identify for choosing UNBC.

Within UNBC

A critical achievement in 2014/15 concerned the appointment, and subsequent installation, of Daniel J. Weeks as UNBC's fifth president. President Weeks is a prolific researcher, gifted communicator, and former Vice-President Research at the University of Lethbridge. He is launching a planning process that will align UNBC's academic mission and priorities with its finances, annual budget planning, and personnel.

While this planning begins, UNBC is continuing to pursue a first collective agreement with its Faculty Association, which unionized in the spring of 2014. The Faculty Association exercised a strike vote in early 2015 and began a two-week strike in early March. The job action ended when the University sought a specialized process through the Labour Relations Board that is only accessible when parties have been unable to reach a first collective agreement through negotiations. This process led to a recommendation for binding arbitration, which will begin in 2015. UNBC's support staff, unionized with CUPE, settled with UNBC in May for a five-year agreement that is aligned with the Government of BC's economic stability mandate.

2014-15 marked the first time that a UNBC operating budget was smaller than the previous year. Today, the University's financial position continues to be challenged due to reduced government grants, declining enrolments and a related drop in tuition fee revenues, and increasing compensation costs. Over the next three years, the base budget projections identify the need for a reduction of approximately \$4 million (or 4-6% of the operating budget). The single biggest contributing factor is declining tuition revenue. Therefore, attracting more financial resources is an important part of the planning and operational context. Increased capacity in Ancillary Services is supporting additional Continuing Studies courses, increased revenue from conferences and events, and enhanced housing and food services. During the 2014-15 academic year, more than 1,700 students participated in Continuing Studies courses in 37 communities.

Along with the academic and financial planning that is underway, the University has been exploring options for strengthening its regional delivery. This has included creating a new position of Dean of Regional Programs, held by former Provost Mark Dale, to strengthen regional program delivery.

Many in northeast BC were celebrating when the Northern Medical Program (NMP) held its eighth graduation ceremony this May. Of 30 graduates, five were from the Peace region. The Class of 2015 included 14 students from Northern BC. Representing the northeast were Taya O'Neill-Haugland (Fort St. John); and Omesh Syal, Jayden McIntyre, Elizabeth Weninger and Sheldon Clark, all from Dawson Creek.



Performance Plan: Goals, Objectives, Performance Measures, and Targets

Performance Measure	2013/14 Actual	2014/15 Target	2014/15 Actual	2014/15 Assessment		
Student Spaces²						
Total student spaces	2,833	3,455	2,653	Not achieved		
Nursing and other allied health programs	339	363	305	Not achieved		
Credentials Awarded³						
Number	801	790	786	Substantially achieved		
Sponsored research funding⁴						
Sponsored research funding from all sources (million \$)	\$10.1	≥ previous year	\$12.3	Exceeded		
Federal sources (million \$)	\$7.5		\$7.3			
Provincial sources (million \$)	\$0.6		\$1.0			
Other sources (million \$)	\$2.0		\$4.0			
Aboriginal Student Spaces⁴						
Total Aboriginal student spaces	348	N/A	294	Not Assessed		
Ministry (AVED)	348		294			
Industry Trainity Authority (ITA)	N/A		N/A			
Student satisfaction with education⁵						
	%	+/-		%	+/-	
Bachelor degree graduates	93.9%	1.5%	≥ 90%	94.0%	2.4%	Achieved
Student assessment of the quality of instruction⁵						
	%	+/-		%	+/-	
Bachelor degree graduates	94.4%	2.3%	≥ 90%	95.3%	2.0%	Achieved
Student assessment of skill development⁵						
	%	+/-		%	+/-	
Bachelor degree graduates	87.5%	3.4%	≥ 85%	89.1%	3.0%	Achieved
Student assessment of usefulness of knowledge and skills in performing job⁵						
	%	+/-		%	+/-	
Bachelor degree graduates	92.0%	3.1%	≥ 90%	91.3%	3.1%	Achieved
Unemployment Rates^{5,6}						
	%	+/-		%	+/-	
Bachelor degree graduates	5.1%	2.3%	≤ 12.4%	5.7%	2.4%	Exceeded

Notes:

TBD - for measures where results are still to be received, the fields have been labelled as "To Be Determined".
N/A - Not applicable

¹ Please consult the 2014/15 Standards Manual for a current description of each measure. See http://www.aved.gov.bc.ca/framework/docs/standards_manual.pdf

² Results from the 2013/14 reporting year are based on data from the 2013/14 fiscal year; results from the 2014/15 reporting year are based on data from the 2014/15 fiscal year. Excludes Industry Training Authority student spaces.

³ Annual performance is measured using a rolling three-year average of the most recent fiscal years, e.g., the results for the 2014/15 reporting year are a three-year average of the 2011/12, 2012/13 and 2013/14 fiscal years.

⁴ Results from the 2013/14 reporting year are based on data from the 2012/13 fiscal year; results from the 2014/15 reporting period are based on data from the 2013/14 fiscal year.

⁵ Results from the 2013/14 reporting year are based on 2013 survey data; results from the 2014/15 reporting year are based on 2014 survey data. For all survey results, if the result plus or minus the margin of error includes the target, the measure is assessed as achieved. In all cases, the survey result and the margin of error are used to determine the target assessment. Survey results are not assessed if the number of respondents is less than 20 or the confidence interval is 10% or greater.

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

Performance Measure	Reporting Year					
	2013/14 Actual		2014/15 Target	2014/15 Actual		2014/15 Assessment
Bachelor degree graduates' assessment of skill development						
	%	+/-		%	+/-	
Skill development (avg. %)	87.5%	3.4%	≥ 85%	89.1%	3.0%	Achieved
Written communication	86.8%	3.5%		87.1%	3.3%	
Oral communication	86.5%	3.5%		89.5%	3.0%	
Group collaboration	90.0%	3.0%		90.0%	2.9%	
Critical analysis	88.4%	3.2%		94.3%	2.2%	
Problem resolution	81.6%	4.0%		86.1%	3.4%	
Learn on your own	89.7%	3.1%		89.5%	3.0%	
Reading and comprehension	89.9%	3.1%		87.5%	3.2%	
Target Assessment Scale						
Target Assessment Scale	Description					
Exceeded	110% or more of the target					
Achieved	100% - 109% of the target					
Substantially achieved	90% - 99% of the target					
Not achieved	Less than 90% of the target					
Not Assessed	Survey results with less than 20 respondents or a margin of error of 10% or greater, descriptive measures, and measures without targets					

Financial Information

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

Degrees, Certificates, and Diplomas Offered at UNBC

Undergraduate Degrees

Diplomas

Education Diploma Program

First Nations Language and Culture (Elem)

First Nations Diploma Programs

Aboriginal/Indigenous Health and Healing
First Nations Languages

Post-Baccalaureate Diplomas

Curriculum and Instructional Studies
Montessori Education

Certificates

First Nations Certificate Programs

Aboriginal Community Resource Planning
Aboriginal/Indigenous Health and Healing
First Nations Language
First Nations Public Administration
General First Nations Studies
Métis Studies
Nisga'a Studies
Traditional Ecological Knowledge

Nursing Certificate Program

Rural Nursing

Public Administration Certificate Program

Public Administration

Social Work Certificate Programs

Aboriginal Child and Youth Mental Health
Child Welfare

Northern Medical Program(MD)

A UBC degree delivered in partnership with UNBC

Bachelor's Degrees *Honours Offered

Arts (BA)

Anthropology*
Economics
English
Environmental Studies
First Nations Studies
General
Geography
History*
Global and International Studies
Nature-Based Tourism Management
Northern Studies
Political Science
Public Administration and Community Development
Women's Studies

Commerce (BComm)

Accounting
Finance
General Business
Human Resources Management
International Business
Marketing

Education (BEd)

Elementary (K-7) | Secondary (8-12)

Fine Arts (BFA)

Fine Arts and Creative Writing
A UNBC/Emily Carr University joint degree

Health Sciences (BHSc)

Biomedical Studies*
Community and Population Health: Aboriginal and Rural Health*
Community and Population Health: Environmental Health*

Science (BSc)

Biology*
Biochemistry and Molecular Biology*
Chemistry*
Computer Science*
Environmental Science*
Geography
Integrated Science
Mathematics
Natural Resources Management

- Forest Ecology and Management*
- Outdoor Recreation and Conservation*
- Wildlife and Fisheries*

Physics*
Psychology*

Applied Science (BASc)

Environmental Engineering*
A UBC/UNBC joint degree

Nursing (BScN)

Northern Collaborative Baccalaureate Nursing
Post-Diploma Baccalaureate Nursing

Planning (BPI)

First Nations Planning
Natural Resources Planning
Northern and Rural Community Planning

Social Work (BSW)

Child Welfare Specialization
First Nations Specialization

Master's Degrees

Business Administration (MBA) (MSc)
Development Economics (MA)
Disability Management (MA)

Education (MEd)

- Counselling
- Multidisciplinary Leadership
- Special Education

English (MA)

First Nations Studies (MA)

Gender Studies (MA)

Health Sciences (MSc)

History (MA)

Interdisciplinary Studies (MA) (MSc)

International Studies (MA)

- Global Environmental Policy
- International Development
- Regional Relations

Mathematical, Computer, Physical, and Molecular Sciences (MSc)

- Biochemistry
- Chemistry
- Computer Science
- Mathematics
- Physics

Natural Resources and Environmental Studies (MA)

- Environmental Studies
- Geography
- Outdoor Recreation, Conservation
and Tourism

Natural Resources and Environmental Studies (MNRES)

Natural Resources and Environmental Studies (MSc)

- Biology
- Environmental Science
- Forestry
- Geography
- Outdoor Recreation, Conservation,
and Tourism

Nursing (MScN) (MScN: FNP)

Political Science (MA)

Psychology (MSc)

Social Work (MSW)

Doctorate Degrees

Health Sciences (PhD)

Natural Resources and Environmental Studies (PhD)

Psychology (PhD)

Graduate Certificate
Leading for Learning



Alexandra Oskey, BA 2015,
of Prince Rupert.

BRIEFING NOTE

Date:	September 12, 2015	
Agenda Item / Prepared For:	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:	Alla Shchepotkina, Advancement Information Specialist	
Reviewed by:	Katherine Scouten, Development Manager	

1. Fundraising:

Distribution of Donations	April 2014 – July 2014		April 2015 – July 2015	
	Total Giving	Donor Count	Total Giving	Donor Count
Student Awards	\$173,420	119	\$163,275	230
General	\$55,253	98	\$27,791	56
Athletics	\$55,358	77	\$73,012	77
Northern Medical Program Trust	\$58,685	510	\$54,705	393
First Nations	\$10,433	3	\$22	1
Library	\$7,915	8	\$77,436	8
Green Initiatives	\$681	6	\$1,660	4
General Research	\$84,707	7	\$79,965	8
Area of Greatest Need	8,966	48	\$33,802	77
Gift in Kind	30,589	44	\$132,731	25
Office of Research	0	0	105,000	1
Total	\$486,007	920	749,399	880

Giving by Constituency	April 2014 – July 2014		April 2015 – July 2015	
	Total Giving	Donor Count	Total Giving	Donor Count
Association / Organization	\$11,822	11	\$13,275	11
Business / Corporation	\$214,812	106	\$174,180	79
Foundations	\$85,240	6	\$249,527	6
Government	\$1,768	2	\$31,975	5
Individuals (non- UNBC)	\$127,436	511	\$241,741	439
UNBC Individuals	\$24,738	103	\$23,965	156
Alumni	\$20,191	124	\$14,736	132
Total	\$486,007	863	\$749,399	828

- a. Donor Appreciation was held June 20th in conjunction with 25th Anniversary Celebration
- b. Campaign feasibility analysis underway

2. Communication with Stakeholders (and Alumni Relations):

- a. Alumni Survey results released end of June recognizing high level of satisfaction, low unemployment, high percentage of graduates in management positions.
- b. Planning for President's engagement tour in 15/16
- c. Release and production of 2015 Regional Report

3. Government and Political Relations:

- a. Verbal

4. 25th Anniversary

- a. The Founding and the Future community celebration held June 20th, more than 300 in attendance. Full video, image documentation on website <http://www.unbc.ca/25>
- b. Unveiling of 16,000 names is generating interest and visits to campus post-event
- c. Faculty and staff appreciation barbeque held on June 22 and was well attended, marking the end of the official anniversary period .

AGENDA ITEM BRIEFING NOTE

Date:	September 12, 2015			
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. Ranjana Bird			
Reviewed By:				

Material: Attached

Issue:

Background:

Motion:

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

Remarks/Next Steps:

VICE-PRESIDENT, RESEARCH BOARD REPORT – SEPTEMBER 2015

ACTIVITIES DURING THE PAST THREE MONTHS

Attended the Northwest Innovation Challenge, Terrace (May 22): My goal was to participate in the event and make further connection with the College and the community. UNBC is a sponsor for one of the prizes.

Genome BC Celebrating Community Event, Vancouver (June 5): This event was to network and connect with Genome BC.

Chaired a workshop on Men's Health (June 8): The Research Chair in Cancer Prevention (UBC Okanagan) held a workshop in Men's Health in Prince George. I was requested to Chair a session and say a few words about the session.

UNBC Office of the VP Research is currently engaged in searches for Research Chairs. The VP Research Chairs the Search Committee. The hiring process is in the final stages for both the Tall Wood and Hybrid Structures Engineering Research Chair and FRBC West Fraser Growth and Yield Research Chair. The hiring committee has completed the interview process. The Growth & Yield position has been filled and the Tall Wood position is currently in negotiations.

A third Chair, NH-UNBC Knowledge and Mobilization Research Chair, has been established and approved by the Senate. The search committee has recently been established and the hiring process is underway.

Evaluation and appointment of the Academic Leader of the National Collaborating Centre for Aboriginal Health (NCCAH): This Centre is funded by the Public Health Agency of Canada and UNBC is the host institution. Dr. Margo Greenwood, the Academic Leader, has been administering the activities of NCCAH for the past 10 years. Under her leadership NCCAH has been renewed by the Government for the next five years. This is an exceptional situation because many such centers funded by the Federal Government are renewed once only. The VP Research conducted a review of the performance of the Academic Leader, Dr. Greenwood, to reappoint for the next five years. The review was completed during the month of July and Dr. Greenwood has been reappointed as the Academic Lead of the NCCAH for the next five years. Please visit the website (<http://www.nccah-ccnsa.ca/en/>) for more information on NCCAH.

Innovation Collaboration with Europe Symposium, Toronto (June 25): This conference brought together a number of university personnel including the VP Research to discuss what collaborations are in place and how to foster the relationship. Round table discussion took place to address various aspects of collaboration including the sharing of intellectual property, cross country movement of knowledge, funding opportunities, etc.

NSERC Leaders Meeting, Ottawa (July 10): This meeting was called by the newly appointed President of NSERC to discuss various topics to foster research and innovation at Canadian universities. There was a discussion about a few new initiatives and how to use existing NSERC related funding such as the General Research Fund.

PopData Board Meeting, Vancouver (July 16): Population Health Data BC is a database, which originated from UBC. There are a number of initiatives related to access to specific data for research being discussed at the Provincial level. This meeting was held to develop a strategy to ensure that the work done by PopData BC is on the government's radar and to avoid duplication.

Other Significant Activities:

ROMEO Research Administration System: The Office of Research has engaged an electronic system, Process Pathways Romeo. Romeo is an online, database-driven research administration software solution to manage grants, contracts and awards, as well as certifications, ethics and intellectual property. Romeo will lead to increased workflow productivity, as well as better communication and connectivity within and between UNBC Research Services (including: Office of Research, Research Finance Office, Purchasing Office) and researchers. The software also features tracking and reporting capabilities. What's more, Romeo will ensure accountability and compliance in a highly regulated environment, minimizing risk. The process has begun, and the ITS Department is assisting with the logistics and technical aspects of the system. The lead staff members are Nicole Balliet and Kevin Stewart.

CARA West Conference: The Canadian Association of Research Administrators (CARA) holds an annual meeting in a different part of the country, including a National meeting. CARA West involves Western Research Administrative units belonging to Universities and Research Institutes and not for profit organizations. CARA West engages approximately 20 organizations. This year UNBC Office of Research is hosting the annual meeting of CARA West December 3 and 4, 2015. A brief description of the organizing and advisory committee and a tentative plan is provided for your information.

UNBC- Forestry Partnership Workshop: The UNBC Office of Research will be holding a workshop titled "Forestry Innovation through Partnerships: Products and Technology" held on September 30th and October 1st at the UNBC Bentley Centre. The key objectives of this workshop are to share and exchange knowledge and build partnerships to foster innovation in forestry. The two day event is to bring funders, knowledge providers and stakeholders together and discuss the future of the forest industry and potential collaborations.

This workshop includes a half-day information session on available funding opportunities. This will be followed by an all-day networking "think tank" session aimed to identify challenges and collaboration opportunities.

Tri-council funding opportunities: The Office of Research is preparing for the upcoming competitions by Natural Sciences and Engineering Research Council, Social Sciences and Humanities Research Council and Canadian Institute for Health Research.

Canada First Research Excellence Fund (CFREF): This is major grant funding opportunity provided by the Federal Government. UNBC is planning a letter of intent to be submitted in October. This will be a proposal involving a number of national and international partners.

Successful Grant Applications:

- Dr. Sarah Gray's CIHR Collaborative Health Research Project LOI was successful and she has been invited to submit a full proposal
- Dr. Henry Harder's CIHR Pathways Implementation Research Team Grant LOI was successful and he was invited to submit a full proposal
- Dr. Kristen Guest's SSHRC Connection Grant application was successful
- Dr. Ranjana Bird SSHRC Institutional Grant application was successful
- Dr. Shannon Freeman's (Dr. Martha MacLeod) CIHR Postdoctoral Fellowship application was successful

- Dr. Kendra Mitchell-Foster's (Dr. Sarah de Leeuw) MSFHR Postdoctoral Fellowship Award application was successful

Research Ethics Board ("REB") Activities:

- Two REB committee members' appointments expired and they will not be renewing;
- Two new REB committee members have been appointed;
- Six associate REB members have been appointed to conduct minimal risk delegated reviews for research projects that meet the Tri-Council definition of minimal risk;
- Research Risk Assessment Guidelines and a Risk Matrix were created and the REB New Application form was revised to allow for delegated reviews;
- The delegated review process was implemented at UNBC on June 15, 2015. To date, there have been approximately 12 applications;
- UNBC remains involved in the BC Ethics Harmonization Initiative ("BCEHI"). The minimal risk pilot project launched in December, 2014, to the end of July, 2015, and the above minimal risk pilot project launched on June 1 of this year and will continue to the end of the year;
- The REB has now received their first BCEHI application (where UNBC is the Board of Record). The application is still in progress.

CARA West Conference Update

Organizing Committee Members:

- Harold Hume
- Jacqui Dockray
- Nicole Balliet
- Isobel Hartley
- Mark Barnes
- Sagar Saxena

Advisory Committee Members:

- Communication is ongoing with the advisory committee
 - Susan Blum, Director, Research Services and Ethics, University of Saskatchewan* (and member at large on the CARA executive)
 - Barb Crutchley, Director, Research Services, University of Manitoba*
 - Troy Fuller, Manager, Research Services, Thompson Rivers University
 - Rebecca Heartt, Manager, Research Services, Athabasca University
 - Martin Kirk, Director, Research Services, University of British Columbia* (and past president of CARA)
 - Deborah Zornes, Director, Research Services, Royal Roads University* (and vice president of CARA)
 - In addition, we have had offers of help from Patricia Tait at UBC and Frances Chandler at UBC

Further Assistance Provided by:

- Communication is regular and ongoing with the following people
- Sarah Lampson, Executive Director, CARA
- Frances Chandler, UBC

Conference Plan:

- See attached document “Draft Program”

Keynote Speaker:

- Dr. Charles Jago has accepted
- Dr. Jago was invited not as a past president of UNBC, but for his insight on growing research at a small institution, the challenges associated with supporting research at a small university and the role of the Office of Research and the research administration (OR, Finance, Purchasing, etc.) related to research in supporting that growth

Plenary Speaker(s):

- Dr. Henry Harder and Dr. Shannon Wagner have accepted. They will speak about health and welfare at work on day 2

Completed Tasks:

- Conference organization is well underway.
- Conference dates selected (Dec. 3-5, 2015)
- Civic Centre has been booked for the conference venue; we have met with the Civic Centre food and beverage department; we have two quotes for A/V equipment which has been sent to Purchasing

- Conference registration will be handled by UNBC Conference Services; the Registration form is ready to go
- UNBC has been booked for the banquet; catering/meal selection has been confirmed
- A block of rooms has been booked at the Coast Inn until one month prior to the event
- Conference theme selected: “Growing Research Enterprise”
- Call for speakers has been sent out
- Bus rental confirmed for the transportation of guests from the Civic Centre to UNBC for the banquet
- UNBC tour arranged for the evening of the banquet
- The conference website is almost ready to go live
- A First Nations elder has been booked for the welcome
- Tri-Council invitations accepted for Tri-Council session
- There will be no pre-conference workshops

Ongoing Tasks:

- Seeking external sponsorship for the conference
- Inquiring about gifts for speakers
- Collecting items for conference bags
- Arranging entertainment for the banquet
- Looking into action breaks vs. coffee breaks
- Welcome reception - wine and cheese order
- Lanyards for name tags confirmed
- Maintaining a conference budget

To Do:

- Program (to be completed once speakers confirmed)
- Registration Table attendants
- Concurrent session leaders
- Confirm speaker for opening and closing remarks
- Name tags (to be completed once registrants confirmed)

AGENDA ITEM BRIEFING NOTE

Date:	September 12, 2015			
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:	September 12, 2015			
Agenda Item:	11. Chancellor's Report			
Prepared For:	<input type="checkbox"/> In-Camera Session	<input checked="" type="checkbox"/> Public Session		
Purpose:	<input checked="" type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input type="checkbox"/> Approval
Prepared By:	Dr. John MacDonald, UNBC Chancellor			
Reviewed By:				

Material: Verbal Report.

Issue:

Background:

Motion:

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

Remarks/Next Steps:

AGENDA ITEM BRIEFING NOTE

Date:	September 12, 2015			
Agenda Item:	12.a. Code of Conduct & Conflict of Interest Policy			
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:	Denise Nagy, Acting Executive Assistant, Board of Governors			
Reviewed By:				

Material: Attached for review.

Issue:

Background:

In follow up to the recommendation made by the office of the Auditor General with regard to their governance audit, the Board of Governors Code of Conduct and Conflict of Interest Policy has been brought forward for annual review and signing by each Board Member.

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.

-
- 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)