

BOARD OF GOVERNORS

PUBLIC SESSION AGENDA

Thursday, June 27, 2023

Zoom Only

3:00 pm – 5:00 pm

Members – Ibolya Agoston, Amanda Alexander, Allison Beswick, Eric Dampson, Joyce Henley, Iliyan Lakhani, Darlene McIntosh, Joel McKay - CHAIR, Trevor Morrison, Phil Mullins, Geoff Payne, Gregory Stewart, Todd Whitcombe, Catherine Wishart

Acknowledgement of Territory

For thousands of years, Indigenous Peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands.

1. **Chair's Remarks**

- Declarations of Conflict
- Correspondence Received

2. **Approval of Agenda**

That the Agenda for the Public Session of the June 27, 2024 meeting of the Board of Governors be approved as presented.

3. **Approval of Minutes**

a. **Public Session Minutes of May 30, 2024 – page 4**

That the Public Session Minutes of the May 30, 2024 meeting of the Board of Governors be approved as presented.

4. **Report from the Closed Session of the Board**

a. **May 6, 2024**

- Board of Governors approves the appointment of Dr. William Owen to the position of Interim Vice-President, Academic and Provost at the University of Northern British Columbia, effective April 10, 2024.

b. **May 30, 2024**

- Board of Governors reappoints Lheidli T'enneh Elder Darlene McIntosh to a second term as UNBC's Chancellor, effective May 1, 2025, until April 30, 2028.

5. **Business Arising from Previous Public Session Minutes**

6. **Reports of Committees and Related Motions**

- (i) **Audit and Risk Committee** – G. Stewart, Chair – **page 7**

- a. **New Academic Program Proposal - LPN Pathway NBNP** – B. Owen – **page 9**
That on the recommendation of the Audit and Risk Committee and the Finance and Investment Committee, the Board of Governors approves the LPN Pathway – NBNP as recommended and approved by the UNBC Senate.
 - b. **Records Management Policy** – K. Howitt – **page 33**
That on the recommendation of the Audit and Risk Committee the Board of Governors the approves the Records Management Policy as presented.
 - i. **Interim Records Management Policy** – **page 46**
That on the recommendation of the Audit and Risk Committee the Board of Governors repeals the Interim Records Management Policy.
- (ii) **Finance and Investment Committee** – A. Beswick, Chair – **page 50**
- a. **UNBC Pension Trust Agreement** – R. Somani – **page 51**
That on the recommendation of the Finance and Investment Committee the Board of Governors approves the UNBC Pension Trust Agreement as presented.
 - b. **Scholarships, Bursaries and Awards** – P. Wood-Adams – **page 88**
That on the recommendation of the Finance and Investment Committee, the Board of Governors approves the scholarships, bursaries and awards as recommended and approved by the UNBC Senate, for the period March 2024 – May 2024, as presented.
- (iii) **Governance and Human Resources Committee** – J. McKay, Chair – **page 109**
- a. **UNBC Trevor Angus Wolf Logo – Approval Contract Amendment and Trademark Filing** - K. Howitt – **page 112**
 - 1. *That on the recommendation of the Governance and Human Resources Committee, the Board of Governors approves the Trevor Angus Wolf logo contract amendment.*
 - 2. *That on the recommendation of the Governance and Human Resources Committee, the Board of Governors approves filing the Trevor Angus Wolf Logo for trademark under Canada’s Trademarks Act (RSC, 1985, c. T-13).*
 - b. **Repeal Solicitation Policies and Procedures** - K. Howitt – **page 127**
That on the recommendation of the Governance and Human Resources Committee, the Board of Governors repeals the Solicitation Policy and Procedures from the Interim Governing Council – 08P93/07/09.
 - c. **Quarterly Board of Governors Appointment Delegation Policy Report** – for information – L. Haslett – **page 129**
 - d. **Annual Report on UNBC Harassment and Discrimination Policy for the period May 1, 2023 to April 29, 2024** – for information– G. Payne – **page 134**
 - e. **Annual Schedule of Board Meetings 2024 and draft 2025 Schedule** – J. McKay- **page 137**
 - f. **Board Chair and Vice Chair Nomination and Election** – J. McKay

7. **Primary Focus for September Meeting**

- Mandate Letter

- Statement of Financial Information Submission
- Five Year Capital Plan
- Quarterly Financial Reports

8. Mandatory and Standing Reports – Public Session

a. Report of the President – G. Payne

- Regular Report – **page 140**
- Senate Update (verbal)

b. Public Reports of the Vice-Presidents, written

- Interim Vice-President Academic and Provost – B. Owen – **page 150**
- Vice-President, Finance and Administration – R. Somani – **page 152**
- Vice-President, Research and Innovation – P. Wood-Adams – **page 156**

9. Other Business

a. Schedule of Upcoming UNBC Events

For more UNBC events, please visit www2.unbc.ca/events

10. Adjournment

Audit and Risk Committee Report to the UNBC Board of Governors

Submitted by: Greg Stewart

Dates of meeting(s) since last report: May 28, 2024

Topics reviewed and discussed:

1. LPN Pathway NBNP – New Academic Program Proposal

- Discussed that the proposed program is not new but creates a new pathway for Licensed Practical Nurses (LPNs) to advance their education.
- The program serves the interests of the LPNs, recognizes their acquired knowledge and training while utilizing untapped capacity within the University
- The program keeps LPNs in their communities without needing to pursue further education at other schools.
- Discussed the long-term stability of the program.
- Agreed to recommend the approval of the LPN Pathway-NBNP to the Board

2. Records Management Policy

- Discuss what constitutes a record and how we know when a record is created and how we recall messages.
- Discussed the need to include a program review/audit at a set frequency to ensure compliance with the policy and requirements.
- Agreed to recommend the adoption of the Records Management Policy, as amended to include a program review at a set frequency.
- Agreed to recommend the repeal of the Interim Records Management Policy.

3. Mandatory and Standing Reports

- [Climate Change Accountability Report](#)
- [UNBC Student Housing Project Update](#)
- [Enterprise Risk Management: Risk Rating and Mitigation Report](#)
 - Discussed the appropriateness of the report and how best to present
 - Reviewed how the risk rating might change over time.
 - Need to move towards an understanding of when work will be completed
- [Enterprise Risk Management – Update on Key Activities](#)
 - Provided the first summary report of the Enterprise Risk Management program implementation.
 - Feedback provided to ensure the committee can see the full progress being achieved.

Audit and Risk Committee Report to the UNBC Board of Governors

Submitted by: Greg Stewart

Dates of meeting(s) since last report: March 21, 2024

Topics reviewed and discussed:

1. Audit Findings Report – KPMG Audit Representatives

- Reviewed misstatements identified and compared against the materiality threshold of the audit.
- Identified some allocation challenges resulting from the 2023-2024 cutoff last year.
- Discussed the banks reconciliation and the amount of work done on the reconciliation over the past years
 - Addressing the reconciliation this year allows the Finance team to stay up to date on the reconciliation and adopt industry best practices.
- Reviewed the risks of material misstatements, the steps taken by KPMG to assess the risks and KPMG’s assessment that note issues were noted in testing.

2. Presentation and Approval of Financial Statements

- Summarized the financial statements and reviewed the major variances.
- Discussed the departmental transition and staffing changes that have occurred over the last year.

3. UNBC Accessibility Plan Draft and Presentation

- Updated on the reasons behind and the need for developing the UNBC Accessibility Plan.
- Reviewed the specific projects for 2024
- Provided the website for final draft of the plan: <https://www.unbc.ca/equity-and-inclusion/accessibility-plan>
- Initial plan is to bring this plan back to Audit and Risk Committee annually, and will consider the integration with Enterprise Risk Management framework
- **Action:** Management to update the committee on how progress on the UNBC Accessibility Plan will be reported to the Committee.

4. FTE Audit Report to March 31, 2024

- Reviewed the FTE Audit Report.
- Discussed the focus to increase enrollment and re-initiating the Strategic Enrollment Management group.
- Discussed the importance of retention.

LPN Pathway – NBNP New Program Proposal

Prepared by the UNBC School of Nursing

March 2024

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Program Overview

UNBC's School of Nursing received ministerial approval to offer the Northern Baccalaureate Nursing Program (NBNP), an accelerated 20-month BScN program, in 2020. The NBNP had its first intake of students at the Peace River-Liard campus in September 2021. In September 2023, the NBNP was expanded to include a cohort of students in Prince George, at the Wood Innovation Design Centre. Graduates from a BScN program are eligible for licensure with the British Columbia College of Nurses and Midwives (BCCNM) as Registered Nurses (RNs).

When the NBNP was developed, admission criteria for applicants holding a Diploma in Practical Nursing (which leads to a Licensed Practical Nurse (LPN) designation with BCCNM) was established in alignment with the admission criteria for the Northern Collaborative Baccalaureate Nursing Program, a four-year BScN program offered at three sites in collaboration with the College of New Caledonia (Prince George and Quesnel) and Coast Mountain College (Terrace). As part of the proposal for funding to expand to include delivery of the NBNP in Prince George, the School of Nursing committed to developing a more accessible LPN to BScN pathway, and program development began in December 2022¹.

We have heard extensively from LPNs that they are interested in taking an accelerated BScN program, which allows them to move their careers forward as RNs, but that our admission criteria are too restrictive and in order to enter the program they need to take almost two full years of course work. Many LPNs have opted not to pursue our program because it is seen as inaccessible, and as not providing recognition of the education and experience they hold as LPNs.

Taking this feedback, the School of Nursing has reviewed both the entrance requirements and the program requirements for the NBNP and are now proposing an LPN Pathway for entry into, and graduation from the NBNP. This new pathway will better recognize the education and experience that LPNs bring to a BScN program, and it will provide an accelerated BScN experience for these learners as well.

Established as a distinct BScN degree, with separate entrance and graduation requirements, the LPN Pathway – NBNP will be offered in tandem with the NBNP and utilize existing FTE capacity within the program to admit LPNs having at least two-years of acute care experience into an accelerated BScN program. LPN Pathway – NBNP students will take an adjusted program of study to meet the same program learning objectives and meet BCCNM RN Entry to Practice standards expected of BScN graduates.

Admission Requirements for the LPN Pathway - NBNP

The admission requirements for the LPN Pathway - NBNP are outlined in Table 1 below. Any differences from the NPNP admission requirements are also noted. The current Practical Nursing (PN) Diploma curriculum in British Columbia is 68 credit hours. Overall, the PN program curriculum combined with a minimum of two years practice in an acute care area will prepare applicants for the educational program offered by the LPN Pathway - NBNP. The admission criteria proposed here better recognizes the prior education of LPNs by providing 53 credits of transferrable credits from their PN Diploma education.

¹ Please see Appendix 1: Key Internal and External Timeline and Consultations Related to Program Development

Through careful review of the PN curriculum, we determined that 15 credit hours of content in the PN program are either exclusively focused on LPN practice, or are not of sufficient depth of content to provide credit towards the BScN. Content areas identified within these 15 credit hours include pharmacology, professional practice, and care for specific populations such as maternity and pediatrics; the curriculum of the LPN Pathway – NBNP will both deepen and broaden learners’ understanding of these areas specifically within the context of RN scope of practice.

As outlined in the Program Requirements below, much of the required coursework currently required *pre-admission* to the NBNP will shift to coursework taken *during* the LPN Pathway - NBNP. There is space for this coursework during the 20-month program because the requirement to have two years of acute care experience for entry into the LPN Pathway – NBNP is taken into account and accordingly reduces the total NRSB credits that are required to graduate (see Program Requirements section below).

Table 1. LPN Pathway – NBNP Admission Requirements compared to existing NBNP Admission Requirements

	LPN Pathway – NBNP Admission Requirements	NBNP Admission Requirements²
Academic Requirements	Meet UNBC admissions requirements	<i>No differences.</i>
	Have a minimum of B- in the required 6 credit hours of Human Anatomy and Physiology. <i>To graduate from a PN Diploma program, students must achieve and maintain a B average; as applicants will have varying levels of other completed post-secondary work, this requirement for entry focuses on those courses required for admission (Anatomy & Physiology) and any coursework that will be transferred in to meet program requirements.</i>	Have a minimum B average on the most recent 60 credit hours of university level coursework.
	Must be a graduate of a Practical Nursing (PN) diploma program recognized by the British Columbia College of Nurses and Midwives (BCCNM) or a PN diploma program recognized by the PN regulatory body in another Canadian jurisdiction. Must be currently registered and licensed as a full scope Licensed Practical Nurse with BCCNM. Must have at least two years of recent (within the last 5 years) Acute Care experience in British Columbia as an LPN, as demonstrated by a letter of recommendation from a current or most	Currently, applicants who are applying as LPNs receive 15 unspecified elective transfer credit hours towards the minimum 60 UNBC or university transferable credit hours for admission. They receive no credit for their experience as LPNs, in Acute Care or elsewhere.

² As outlined on pages 176-178 of the 2023-2024 UNBC Undergraduate Academic Calendar - <https://www2.unbc.ca/calendar>

	<p>recent former employer submitted directly by the referee to UNBC on the BScN Confidential Recommendation form³.</p> <p>Applicants who meet these requirements will be awarded a 53-credit block transfer for their Practical Nursing diploma.</p>	
Required Pre-Admission Courses	<p>Required Pre-Admission coursework, with a minimum grade of B- to meet program requirements:</p> <ul style="list-style-type: none"> Human Anatomy and Physiology (6 credit hours; lab components highly recommended). <p><i>Note that applicants are encouraged to take their Social Sciences and Psychology electives before application, but can take them in the second year of the program if not completed prior to admission.</i></p>	<p>The NBNP requires 60 credit hours of pre-admission coursework. This includes the following course work with a minimum B- grade:</p> <ul style="list-style-type: none"> Human Anatomy and Physiology (6 credit hours; lab components highly recommended) Microbiology (3 credit hours); Statistics (3 credit hours); Social Sciences (3 credit hours); English (3 credit hours); Indigenous Studies (3 credit hours); Psychology (3 credit hours). <p>As well as a minimum of 24 credit hours of university level coursework completed at the 200 level or above.</p> <p><i>Note that the specific pre-admission courses are resituated as part of the LPN Pathway – NBNP program requirements, rather than as pre-requisites.</i></p>
CASPer Requirement	<p><i>The LPN Pathway – NBNP will not require applicants to complete the CASPer assessment. CASPer is used to assess non-cognitive skills and interpersonal characteristics important to healthcare. As LPN Pathway – NBNP applicants are already working in healthcare, and will provide two reference letters from employers, the CASPer test is redundant for these applicants.</i></p>	<p>The NBNP requires that students complete an online computer based assessment (CASPer) test in addition to meeting academic requirements.</p>
Supplemental Application Information	A Rural Remote Suitability Index Questionnaire.	<i>No differences.</i>
	A résumé detailing education, work, and volunteer experience and any credentials, accomplishments, or experiences relevant to nursing.	<i>No differences.</i>
	A personal statement outlining the reason(s) the LPN Pathway - NBNP is the applicant's program of choice and demonstrating why the applicant is a suitable candidate for the program.	<i>No differences.</i>

³ Please see Appendix 2: Draft UNBC School of Nursing LPN Pathway – NBNP Confidential Recommendation Form Questions

	The applicant is responsible for arranging one additional work-related reference submitted directly by the referee to UNBC on the BScN Confidential Reference form.	<i>NBNP applicants require one academic and one personal reference; LPNs might not have access to academic references due to the length of time out of school. This reference is the second reference requested, in addition to the letter of recommendation from current or most recent former employer listed above.</i>
English Language Requirement	<p><i>The LPN Pathway – NBNP will not have an English Language Requirement.</i></p> <p><i>Applicants who have completed a PN Diploma at an institution where English is the language of instruction will be deemed to have met the English Language Requirement set out for the NBNP.</i></p> <p><i>Applicants who have completed a PN Diploma at an institution where the language of instruction is not English and/or for whom English is not their first language, will have already had to meet the CELBAN requirements for BCCNM in order to hold LPN licensure with BCCNM, which is a criteria for admission, and thus can be deemed to have met the English Language Requirement for the NBNP.</i></p>	<p>Applicants whose first language is not English, regardless of citizenship or country of origin, must submit evidence of English language proficiency prior to admission. For the NBNP, either an IELTS (International English Language Testing System) Academic, or a CELBAN (Canadian English Language Benchmark Assessment for Nurses) with current, valid results and minimum scores as set by the British Columbia College of Nurses and Midwives (BCCNM) for the year of admission is required.</p> <p>Applicants who have completed 60 credit hours at recognized post-secondary institutions where English is the language of instruction, and who also have completed a university-level English course with a final grade of 75% (B) or better, may be exempt from this requirement.</p>

Program Requirements for the LPN Pathway - NBNP

Students in the LPN Pathway – NBNP will graduate with a Bachelor of Science in Nursing degree at the end of their 20-month program, provided they meet the program requirements outlined in Table 2 below.

The streamlined admission requirements reduce the number of pre-requisite courses LPNs need to take prior to admission to the program. Pre-requisite courses removed from the current admission requirements have been re-situated within the program as outlined in the next section.

Students in the LPN Pathway – NBNP enter with a minimum of 59 credit hours towards their BScN. They are awarded a block transfer of 53 credit hours for the PN Diploma; as well, they require 6 credit hours of Anatomy and Physiology for admission.

During the 20-month program, students take a further 69 credit hours, which includes 51 credit hours of nursing coursework and 18 credit hours of required breadth coursework, as outlined in Table 2 below. To graduate from the LPN Pathway – NBNP with a BScN, students need a total of 128 credit hours. The total number of credit hours aligns with the BScN requirements for graduates of the NBNP.

Table 2. LPN Pathway – NBNP Program Requirements compared to existing NBNP Program Requirements

Semester of Offer in Program	LPN Pathway – NBNP Program Requirements	NBNP Program Requirements ⁴
Year 1 September	NRS 302-3 Pathophysiological Concepts NRS 303-3 Pharmacology* <i>This course is scheduled to run September to April</i> <i>3 credits of English (ENGL 100, ENGL 170, or equivalents, recommended)</i> <i>3 credits of Microbiology (HHSC 110 or equivalent, recommended)</i> <i>3 credits of Psychology (PSYC 100 or equivalent, recommended) or Social Science</i>	NRS 300-4 Fundamentals of Nursing NRS 301-3 Health Assessment NRS 302-3 Pathophysiological Concepts NRS 303-3 Pharmacology* <i>This course is scheduled to run September to April</i> NRS 310-3 Introduction to Nursing Practice
Year 1 January	NRS 304-3 Ethics and Law for Nursing Practice NRS 305-3 Concepts for Evidence-Informed Nursing <i>3 credits of Statistics (STAT 240 or equivalent, recommended)</i> <i>3 credits of Indigenous Studies (FNST 100, FNST 282, or equivalents, recommended)</i>	NRS 304-3 Ethics and Law for Nursing Practice NRS 305-3 Concepts for Evidence-Informed Nursing NRS 311-7 Medical and Surgical Nursing Practice 1
Year 1 May	NRS 411-7 Professional Practice: Community Health Nursing NRS 412-7 Professional Practice: Perinatal Health and Care of the Childbearing Family <i>3 credits of Psychology (PSYC 100 or equivalent, recommended) or Social Science</i>	NRS 411-7 Professional Practice: Community Health Nursing NRS 412-7 Professional Practice: Perinatal Health and Care of the Childbearing Family
Year 2 September	NRS 410-7 Professional Practice: Mental Health and Addictions Nursing NRS 415-7 Medical and Surgical Nursing Practice 2	NRS 410-7 Professional Practice: Mental Health and Addictions Nursing NRS 415-7 Medical and Surgical Nursing Practice 2
Year 3 January	NRS 400-3 Nursing Leadership for Quality Care NRS 4XX-8 Clinical Focus Course – chosen from a selection of courses; not all students complete the same course	NRS 400-3 Nursing Leadership for Quality Care NRS 4XX-8 Clinical Focus Course – chosen from a selection of courses; not all students complete the same course
Credits in Program	69 credit hours	68 credit hours
Transfer Credits from Admission Requirements	53 credit hour block transfer for PN program 6 credit hours of Anatomy & Physiology	60 credit hours
Credits for BScN Degree	128 credit hours	128 credit hours

The program requirements for the LPN Pathway – NBNP were determined after reviewing multiple existing LPN to BScN pathway/bridging programs, both within and outside of B.C. Because of the unique nature of each BScN

⁴ As outlined on page 178 of the 2023-2024 UNBC Undergraduate Academic Calendar - <https://www2.unbc.ca/calendar>

program, each pathway/bridging program is uniquely structured to serve the needs of LPN students, while ensuring that graduates meet program learning objectives and practice competencies expected of entry-level RNs. The LPN Pathway – NBNP is structured with these same goals in mind.

By removing the program components that situate NBNP students in the nursing environment and build skills in basic patient care, which practicing LPNs will already bring with them from their prior education and work experience, and instead integrating the NBNP pre-admission coursework into the 20-month program, the LPN Pathway – NBNP is structured so that students graduating from either this program or the existing NBNP will meet the BCCNM RN Entry to Practice standards.

Capacity to Deliver the LPN Pathway – NBNP

NBNP Funded Seats for the LPN Pathway - NBNP

We intend to offer the LPN Pathway – NBNP using already funded FTE seats in the NBNP (16 FTE in Fort St. John; 24 FTE in Prince George). As part of the proposal submitted to the Ministry of Post-Secondary Education and Future Skills to expand the NBNP to include delivery in Prince George, the School of Nursing committed to developing a more accessible pathway for LPNs to enter the NBNP. In addition to recognizing the need for a more accessible pathway program for LPNs to obtain a BScN, the creation of this pathway was also identified as a critically important addition for long-term viability of the program by increasing the applicant pool for the NBNP.

To date, we have been underenrolled in the NBNP; while applications have increased for the Fall 2024 admission cycle, we recognized even before the expansion to include Prince George delivery that there is and continues to be capacity to leverage this program to support the LPN Pathway – NBNP. We will allocate 50% of NBNP funded seats to applicants through the LPN Pathway – NBNP; the other 50% of seats remain allocated to applicants into the NBNP. Should we not fill seats in a particular stream through our competitive admissions process, we have the flexibility to offer seats to additional applicants in the other stream.

Allocated seats identified for priority admission groups in the NBNP will remain proportionately the same. Currently, 50% of seats in Fort St. John are allocated to applicants who complete a minimum of 15 university transfer credit hours at Northern Lights College (NLC); we will maintain this allocation for the LPN Pathway – NBNP, encouraging applications from graduates of NLC's PN Diploma program. As well, in both Fort St. John and Prince George, 25% of seats are allocated to self-identified Indigenous students; we will maintain this allocation for the LPN Pathway – NBNP at both sites. If allocated seats are not filled from the identified priority admission groups, they are offered to other qualified applicants.

By establishing the LPN Pathway – NBNP, we increase accessibility of the program for LPNs who are better able to meet the differentiated admissions criteria. There is a high demand for accessible LPN to RN pathway programs across B.C.; currently the only LPN to RN pathway programs in the North are the ones offered through the NBNP and NCBNP, and neither of these existing routes are viewed as accessible as they both require almost four full years of additional post-secondary education after the PN Diploma has been completed.

UNBC Capacity to Deliver Non-Nursing Coursework

As outlined below in program requirements, most of the coursework that students in the LPN Pathway – NBNP will complete are existing courses in the NBNP; all other coursework can be completed through courses currently available at UNBC.

By aligning the proposed LPN Pathway – NBNP with the existing NBNP, we are increasing accessibility to BScN education without incurring additional financial costs to UNBC. As part of our consultation process, the Chair of Nursing has met with Program Chairs for the academic units that offer specific required courses included in the LPN Pathway – NBNP: Biology, English, First Nations Studies, Mathematics, and Psychology. The Chair of Nursing continues to reach out to other programs which may also be able to offer some of the required coursework. Overall, there is support from Program Chairs outside of Nursing to offer the required non-nursing coursework for this program. Where appropriate, we have identified specific recommended course(s) for non-nursing coursework in the program requirements section above based on these conversations.

In some academic units, students in the LPN Pathway – NBNP will be able to register in courses that are regularly scheduled to fulfill these requirements. In other academic units, a specific section of a course may need to be offered for the LPN Pathway – NBNP. As demonstrated below, the reduction in workload within the School of Nursing will allow for Nursing to provide costs to other units to offer these courses. These offerings would not be restricted to LPN Pathway – NBNP students, although their registration would take priority if scheduled specifically for the program. The School of Nursing will work collaboratively with each appropriate Program Chair around scheduling and delivery of required courses to ensure they align with the LPN Pathway – NBNP schedule.

Financial Capacity to Deliver the LPN Pathway – NBNP

As the program requirements for the LPN Pathway – NBNP require students to take fewer NRSNG courses, there are cost savings relative to the workload requirements to deliver those courses. If unique sections are necessary for the six required non-nursing courses in this program, there would be a total workload need of 18 SCH to deliver those courses. The School of Nursing can support the costs of additional course sections through the cost savings associated with reduced lab and clinical teaching needs in the NBNP for the four courses that LPN Pathway – NBNP students will not be required to take.

When the funded FTE seats are filled in the NBNP program, at both Fort St. John and Prince George, the teaching workload requirements for the four courses removed from the program totals 95.5 SCH. This includes theory, lab, and clinical teaching for one section of each course at the Prince George and Fort St. John campuses. If 35% of seats are filled with LPN applicants, the teaching workload requirements are reduced by 18.5 SCH; if 50% of seats are filled with LPN applicants, the teaching workload requirements are reduced by 31 SCH.

Clinical Capacity to Deliver the LPN Pathway – NBNP

The School of Nursing works closely with Northern Health and other health authorities throughout B.C. to deliver clinical experiences across all of our programs. The majority of our clinical placements, especially for the NBNP, are situated within the Northern Health region. We have consulted with Northern Health regarding the proposed LPN Pathway – NBNP and how it impacts clinical needs. Overall, the LPN Pathway – NBNP will see a

reduction in our clinical placement needs, as we will be placing fewer students in clinical experiences in the first year of the program (as compared with the current needs for a 40 FTE NBNP).

Appendix 1: Key Internal and External Timeline and Consultations Related to Program Development

October 2021 – Funding proposal for Prince George NBNP delivery submitted as a response to requests for proposals for expansion of BScN seats across the province; submission to the Ministry of Post-Secondary Education and Future Skills.

February 2022 – Funding granted for Prince George NBNP expansion, with first offering to take place September 2023.

February 2022 – December 2022 – Planning for implementation of Prince George NBNP expansion.

December 2022 – June 2023 – NBNP LPN Admissions Working Group conducted research including review of LPN curriculum and other pathway programs; initial development of LPN Pathway – NBNP including admission criteria and program requirements.

June 2023 – December 2023 – Continued refinement of LPN Pathway program proposal, including meetings with Ministry of Post-Secondary Education and Future Skills to share intended program structure, meetings with other Program Chairs to discuss non-nursing coursework, and with confirmation of program intended program structure, ensuring budget viability for offering the LPN Pathway – NBNP within the current funding structure for the NBNP.

January 2024 – March 2024 – Finalization of program proposal; communication with Northern Health partners and the British Columbia College of Nurses and Midwives to inform them of intent to offer the LPN Pathway – NBNP and to gain support for the initiative. Upon review of a Substantial Change Consultation form, BCCNM have advised that the LPN Pathway – NBNP as proposed is a LPN to BScN bridge program for the existing NBNP, and as such should not require separate regulatory approval. We will continue to communicate with BCCNM throughout the UNBC and Ministry approval processes, in case there are changes to the program as proposed that might result in a different consideration from BCCNM. As proposed here, we do not currently anticipate needing to seek regulatory approval for the delivery of this program as it will be part of the already approved NBNP.

Appendix 2: Draft UNBC School of Nursing LPN Pathway – NBNP Confidential Recommendation Form Questions

Note: this template will be developed into an online reference form similar to other UNBC reference forms used for admissions purposes.

This form is based on the BScN Confidential Reference form; both forms are subject to revision from time to time by the School of Nursing.

Applicant:

Referee Name:

Referee Email:

1. Please provide all of your contact information: Full name, email address, phone number, address, institute or company information, etc.
2. Please indicate your employment relationship with the applicant (eg, supervisor, unit manager, etc.), and how long you have known the applicant in this capacity.
3. Please confirm that the applicant is currently employed by your organization as a Licensed Practical Nurse and that they have at least two years of full-time experience as an LPN in an acute care setting working to full scope of practice. If the applicant is not currently employed by your organization, please provide their start and end dates with your organization, and their accumulated length of full-time experience in an acute care setting during their employment with your organization. Provide any necessary explanatory details here as well.

(the following questions use a likert scale with 1 = very poor, 2 = poor, 3 = neutral, 4 = good, 5 = very good)

4. Using the scale provided, please rank the applicant's professional interactions with patients and colleagues.
5. Using the scale provided, please rank the applicant's interpersonal skills.
6. Using the scale provided, please rank the applicant's demonstrated ability to learn and apply new nursing skills and/or knowledge.
7. Using the scale provided, please rank the applicant's critical thinking skills.
8. Using the scale provided, please rank the applicant's readiness for a BScN program leading to RN designation.
9. What do you think are the strengths the applicant brings to the Nursing profession?
10. What do you think are areas of weakness the applicant may benefit from addressing in order to perform competently as a student and as they progress into an RN career?
11. If you feel there is any additional information you would like to provide about the applicant, please do so here.

SENATE COMMITTEE ON ACADEMIC AFFAIRS

NEW ACADEMIC PROGRAM PROPOSAL

Motion: That the LPN Pathway – NBNP be approved as proposed.

A. General Information

Program Title: LPN Pathway - NBNP

Program Objectives:

The LPN Pathway – NBNP will provide an accelerated BScN program pathway for Licensed Practical Nurses (LPNs) to support the increasing demand for Registered Nurses in British Columbia. While the current Northern Baccalaureate Nursing Program (NBNP) offered in Prince George and Fort St. John offers a 5-semester accelerated BScN, the admission criteria are seen as too restrictive for LPNs who are already actively practising in clinical settings in the province. This pathway program will provide recognition of the existing education and experience of LPNs and remove restrictive academic barriers, allowing LPNs to be eligible for licensure with the British Columbia College of Nurses and Midwives (BCCNM) as Registered Nurses (RNs) upon graduation from the program in 20 months.

Credential upon Completion of the Program: Bachelor of Science in Nursing (BScN)

Program Offering the Degree: School of Nursing

Proposed Start Date: September 2025

Suggested Institutional Priority: Health programming is a high priority area for UNBC and for the Ministry. Development of an LPN Pathway is part of the seat expansion provided to the Northern Baccalaureate Nursing Program.

Relationship of Proposed Program to the Mandate of the Institution:

UNBC Vision

The LPN Pathway - NBNP will be transformative in northern B.C. The program will facilitate access to university education that can lead to sustainable employment for individuals in their home communities and bring essential health human resources to the region.

UNBC Mission

Students and graduates of the LPN Pathway - NBNP will be prepared to address the health care needs of rural and northern populations. As practitioners and leaders in northern B.C., graduates will contribute to improved health and health service delivery for people in the region.

UNBC Values

The LNP Pathway - NBNP relies on a significant number of hours of experiential learning during which students will participate in health care delivery in a wide variety of contexts and settings with emphasis on cultural safety and humility, and patient-centred care for individuals, families, and community groups. Students will be held to the professional standards required of Registered Nurses including ethical, evidence-

informed practice and demonstration of accountability, responsibility, and professional integrity. Their learning and practice will take place within interprofessional teams of health and social service providers.

Implications for the Cooperative Education Option: None

Specialties within Program: None

Related Programs at Other Institutions:

As of the time of the writing of this motion, these are the LPN to RN options in British Columbia:

- [Camosun College bridging program:](#)
 - After 2 semesters of coursework at Camosun College and a semester of consolidated practice experience, students enter the two remaining years for a BSN with Camosun College and UVic.
- [University of the Fraser Valley's LPN to BSN](#)
 - 2.5-year program,
 - Hybrid learning format: online and in-person learning,
 - Program outline and course descriptions are under construction.
- [Vancouver Community College BScN Advanced Entry](#)
 - 21 months,
 - Class-based delivery,
 - Full-time,
 - Program is divided into four terms, each with a different clinical focus (i.e., mental health, complex acute medical/surgical care, community health),
 - Consolidated practice experience provided at the end of term 6,
 - Preceptorship in Term 8.

Relation to Existing Programs:

Aligning the LPN Pathway – NBNP with the existing Northern Baccalaureate Nursing Program increases the accessibility to BScN education at UNBC and allows LPNs to work towards career advancement as Registered Nurses in an accelerated program. The pathway program will use Nursing courses already offered through the NBNP and existing courses offered in other academic units, such as English, Psychology, First Nations Studies, Biology, and Mathematics and Statistics.

Students who successfully complete the LPN Pathway – NBNP will be eligible to apply to UNBC Master of Science in Nursing (MScN) programs, including the MScN Family Nurse Practitioner (preparatory to Family Nurse Practitioner registration), and the MScN Project or Thesis.

When the NBNP was developed, admission criteria for applicants holding a Diploma in Practical Nursing (which leads to a Licensed Practical Nurse (LPN) designation with BCCNM) was established in alignment with the admission criteria for the Northern Collaborative Baccalaureate Nursing Program, a four-year BScN program offered at three sites in collaboration with the College of New Caledonia (Prince George and Quesnel) and Coast Mountain College (Terrace). As part of the proposal for funding to expand to include delivery of the NBNP in Prince George, the School of Nursing committed to developing a more accessible LPN to BScN pathway, and program development began in December 2022.

Articulation Arrangement: None.

Consultations with Other Institutions:

The School of Nursing works closely with Northern Health and other health authorities in B.C. to deliver clinical experiences across all nursing programs. Most of the clinical placements for students in the existing NBNP are situated in the Northern Health region.

Northern Health has been consulted regarding the development of the LPN Pathway – NBNP and how this additional program will impact clinical placement needs. With the reduction in nursing courses required for the pathway program, fewer students will require clinical placements in the first year of their program, compared to the current needs for a 40 FTE NBNP. Northern Health is strongly supportive of the LPN Pathway – NBNP as it provides an accessible pathway, in the North, for their current LPN employees to pursue career progression.

The delivery of the LPN Pathway – NBNP will also continue to develop the strong partnership between UNBC and Northern Lights College (NLC) in Fort St. John. We will continue to allocate priority seats for NLC graduates and have begun conversations on how we can collaboratively work to create smooth transitions for graduates of other allied health programs through the NLC PN Diploma program, into the LPN Pathway – NBNP.

We have also presented the LPN Pathway – NBNP proposed program structure to our partners at the College of New Caledonia (CNC) and Coast Mountain College (CMTN), with whom we deliver the 4-year Northern Collaborative Baccalaureate Nursing Program (NCBPN). We are actively working with these partners to develop a similar pathway into the NCBPN that will create a more accessible route for LPNs into that program; this is especially important for our Quesnel and Terrace offerings, where the NBNP and LPN Pathway – NBNP are not offered.

B. Program Description

LPN Pathway – NBNP

General Calendar Description:

The LPN (Licensed Practical Nurse) Pathway – NBNP (Northern Baccalaureate Nursing Program) is a Year 3 and Year 4 Bachelor of Science in Nursing (BScN) degree program offered in Fort St. John and Prince George, BC. Delivered in tandem with the NBNP, the LPN Pathway – NBNP offers an entry-route explicitly for graduates of Practical Nursing (PN) diploma programs recognized by BCCNM or elsewhere in Canada. Students are expected to commit to a full-time program of combined theory-based and clinical coursework delivered over five consecutive semesters.

The LPN Pathway – NBNP requires students to take at least 51 credit hours of Nursing courses. The minimum requirement for completion of a Bachelor of Science in Nursing is 128 credit hours.

Transfer Credit

Transfer credit may be awarded for coursework completed at other recognized institutions. Applicants who are admitted to the LPN Pathway – NBNP are awarded a block transfer of 53 credit hours. The total transfer credit awarded on the basis of acceptable courses completed at other institutions may not exceed 77 credit hours. All transfer credit used to meet program and elective requirements must normally be completed within 10 years prior to the semester of admission.

Criminal Records Search

LPN Pathway - NBNP students are required to undergo criminal records searches prior to admission (refer to Academic Regulation on *Criminal Records Review* in this Calendar).

Immunization and CPR Certification

The UNBC School of Nursing sends documentation and information regarding immunization policies to all students accepted into the LPN Pathway - NBNP. Once accepted into the Program, all students must submit:

- a record of immunization status and any annual vaccination requirements, such as the Influenza Vaccine, based on release date of vaccine.
 - Students must submit a completed immunization form to the UNBC School of Nursing prior to the start of their first semester of studies. Students who fail to submit a completed form may not be allowed to practice in the clinical setting.
- documentation of one of the following Cardiopulmonary Resuscitation (CPR) certifications, which must be successfully maintained throughout the program: CPR-C or Basic Life Support (BLS).
 - BLS is highly recommended.
 - Online CPR courses that do not include face-to-face practice components are not acceptable.
 - Students must submit proof of CPR certification (and recertification) annually prior to commencement of classes, regardless of the expiry date on the card.

Admission Requirements

Admission to the LPN Pathway - NBNP is a competitive, criteria-weighted process consisting of a compiled minimum admission qualification score based on all application materials.

The application deadline is January 15th. The University may review applications received after the deadline based on available space in the program.

The fulfillment of admission requirements does not guarantee admission to the LPN Pathway - NBNP. The UNBC School of Nursing considers all applicants who complete the application process and meet the minimum requirements; however, it gives preference to Canadian citizens and permanent residents. Fifty percent (50%) of LPN Pathway – NBNP seats in Fort St. John are allocated to applicants who complete a minimum of 15 university transfer credit hours (within 10 years prior to the semester of admission) or the PN Diploma at Northern Lights College. A further twenty-five percent (25%) of seats in Fort St. John and twenty-five percent (25%) of seats in Prince George are allocated to self-identified Indigenous applicants. If the allocated seats above are not filled, UNBC offers the remaining seats to other qualified applicants.

The UNBC School of Nursing reserves the right to select and admit those students who demonstrate academic potential, strong motivation to study nursing, and the qualities, judgement, and clinical aptitude necessary to be a caring and professional nurse.

Academic Requirements

Applicants must meet all of the following criteria:

- meet UNBC admission requirements;
- be a graduate of a Practical Nursing (PN) diploma program recognized by BCCNM or a PN diploma program recognized by the PN regulatory body in another Canadian jurisdiction; and
- have completed 6 credit hours of Human Anatomy and Physiology (lab components highly recommended) with a minimum grade of B- within 10 years prior to the semester of admission.

Supplemental Application Information Requirements

Applicants must also submit the following documentation:

- Proof of current registration and license as a full scope Licensed Practical Nurse with BCCNM;
- A letter of recommendation from a current or most recent former employer demonstrating the applicant has at least two years of Acute Care experience in British Columbia as an LPN within the last five years. The referee submits the letter of recommendation directly to UNBC via the BScN Confidential Recommendation form;
- A Rural Remote Suitability Index Questionnaire;
- A current resume detailing education, work and volunteer experience, and any credentials, accomplishments, or experiences relevant to nursing;
- A personal statement outlining the reason(s) the LPN Pathway – NBNP is the applicant's program of choice and demonstrating why the applicant is a suitable candidate for the program; and

- One additional work-related or academic reference letter submitted directly to UNBC via the BScN Confidential Reference form.

Program Requirements

300 Level

- NRSG 302-3 Pathophysiological Concepts
- NRSG 303-3 Pharmacology
- NRSG 304-3 Ethics and Law for Nursing Practice
- NRSG 305-3 Concepts for Evidence-Informed Nursing

400 Level

- NRSG 400-3 Nursing Leadership for Quality Care
- NRSG 410-7 Professional Practice: Mental Health
- NRSG 411-7 Professional Practice: Community Health Nursing
- NRSG 412-7 Professional Practice: Perinatal and Pediatrics
- NRSG 415-7 Medical and Surgical Nursing Practice 2

At least **one** of the following areas of clinical focus:

- NRSG 420-8 Community Health Nursing
- NRSG 421-8 Rural Health and Nursing
- NRSG 422-8 Indigenous Health and Nursing
- NRSG 423-8 Nursing Practice in Mental Health and Substance Use
- NRSG 424-8 Acute Care Nursing
- NRSG 425-8 Pediatric Nursing
- NRSG 497-8 Specialty Focus in Nursing

Elective Requirement

Eighteen credit hours chosen to fulfil the requirements below, and to ensure completion of a minimum of 128 credit hours. A course may not be used to satisfy the requirements in more than one category.

Students are strongly advised to complete the following required elective coursework prior to Year 4:

- Three credit hours in Indigenous Studies (FNST) at any level;
- Three credit hours in English (ENGL) at any level;
- Three credit hours in Microbiology (HHSC or BIOL) at any level;
- Three credit hours in Statistics (STAT) at any level, (or ECON 205-3);
- Three credit hours in Psychology (PSYC) at any level;
- Three credit hours in Social Science (i.e., ANTH, COMM, ECON, INTS, POLS, PSYC), at any level.

C. Need for Program

Enrolment Projections: The NBNP is funded for 40 FTE per program year; 80 FTE total. Enrolment for the NBNP is 16 FTE in Fort St. John and 24 FTE in Prince George, admitted in September annually. Students admitted to the LPN Pathway – NBNP will be part of the overall NBNP FTE seats; at this time we are allocating 50% of NBNP seats to the LPN Pathway – NBNP, although if we do not fill seats allocated to either the NBNP or the LPN Pathway – NBNP in any given admission cycle, we will increase admissions in the other program if there are additional qualified applicants. At this time, we do not anticipate seat increases in the next five years; however, if there is opportunity for additional program funding from the Ministry of Post-Secondary Education and Future Skills, we would look to increase the FTE in Fort St. John dependent on program demand and clinical capacity.

Cultural, Social and Economic Needs: There is a shortage of Registered Nurses (RNs) across British Columbia; Northern Health currently has the highest position vacancy rate in the province. As healthcare shortages disproportionately impact northern and rural communities, the cultural, social, and economic

need for BScN education that allows people to remain in situ is very high. By providing an accessible program for career progression, the LPN Pathway – NBNP will address this shortage with an education option that allows current LPNs to stay in the North; in turn, this will promote them remaining in the North after attaining their BScN and becoming eligible for RN designation.

Labour Market Demands: The B.C. Labour Market Outlook 2023 forecasts 22,083 job openings for RNs and Registered Psychiatric Nurses through to 2032, and overall increase of 2,350 positions; of these, 800 openings are identified in regions served by Northern Health (<https://www.workbc.ca/career-profiles/registered-nurses-and-registered-psychiatric-nurses>). This is the highest forecasted job openings listed on the 'High Opportunity Occupations' list (<https://www.workbc.ca/research-labour-market/high-opportunity-occupations>), demonstrating a critical need for RNs across the province.

Other Benefits:

The LPN Pathway – NBNP will increase enrolment at UNBC and allowing us to meet our target FTEs for the NBNP overall. It will also increase the number of practicing RNs in Northern B.C., and increase UNBC's impact and presence in Northern B.C.

D. Faculty

Faculty list:

Existing School of Nursing Teaching Members will continue to contribute to the NBNP. The Fort St John NBNP operating funding included four teaching member positions (2 tenure-track and 2 senior lab instructors); the Prince George NBNP operating funding included five teaching member positions (2 tenure-track, 2 senior instructors, 1 senior lab instructor). These positions and other faculty contribute to teaching in the NBNP and in other School of Nursing programs. As well, part-time instructors are budgeted for in operating funds, especially for lab and clinical instruction roles where they can bring their currency of practice into the educational environment.

Expected Teaching Loads:

Full-time Tenure-track Faculty: 12 SCHs per academic year
Full-time Senior Lab Instructors: 18 SCHs per academic year
Full-time Senior Instructors: 21 SCHs per academic year

See attached proposal for non-nursing course information; additional courses may be offered in other programs. If necessary, the School of Nursing will provide the SCH costs of delivering those courses to either support them with part-time instructors or to cover the costs of hiring part-time instructors for other courses if regular Teaching Members are assigned the added courses.

Research Funding: No new research funding needs.

E. Program Delivery

Distance Learning Components:

All courses will have web shells to facilitate blended course delivery and so that students on practicum have direct access to instructors and course materials.

Some courses may be taught between Fort St. John and Prince George – WIDC using distributed delivery methods.

Class Size and Structure:

Fort St. John FTE is 16 students, Prince George FTE is 24 students. Courses taught separately at each campus have a max class size of 16 or 24. Courses taught combined between campuses have a max class

size of 40 students. Final focus courses are delivered with the NCBNP and can have up to 48 students. Clinical and lab groups range from 8 to 16 students per group.

Experiential Learning:

Students will have 96 hours of laboratory and simulation experiential learning and 876 clinical practicum hours.

F. Program Resources

Administrative Requirements:

The School of Nursing has dedicated administrative staffing of 20 positions (19 CUPE, 1 Exempt), as well as faculty level support of 3 additional positions (2 CUPE, 1 Exempt), and regional campus support of 1 additional position (1 CUPE). Within this team, 4 positions have a main focus of supporting the NBNP, while many of the other positions provide additional support or backup specifically for the NBNP.

Operating Requirements: The LPN Pathway – NBNP will be offered within the current operating budget of the NBNP program, as outlined in the attached proposal. The two operating grants for the Fort St. John and Prince George offerings were awarded \$2,433,871 combined for direct and indirect operating costs.

Capital Requirements:

There are no capital requirements for the LPN Pathway – NBNP. Both Fort St. John and Prince George offerings had substantial capital investment at the startup of each program. The LPN Pathway – NBNP will use capital equipment already in place for the existing NBNP at both the Wood Innovation Design Centre (WIDC) in Prince George and NLC in Fort St. John.

Start-up Costs: None

Special Resource Requirements: Standard Nursing lab supplies and equipment, accounted for in the operating costs of the NBNP and/or purchased through the original capital investments. There are no additional special resource needs to offer the LPN Pathway - NBNP.

G. Library Resource Requirements (See attached form)

H. Evaluation

Academic Quality of Program:

Semi-annual evaluation of program delivery and student satisfaction

Formative evaluation of student progress in each course and semester

Annual summative evaluation of graduate employment and preparedness as perceived by graduates and employers.

Annual tracking of student registration exam (NCLEX-RN) success and scores compared to provincial and national averages.

Methods of Internal Institutional Review:

Peer evaluation between faculty members

Ongoing communication and consultation with practice partners in Northern Health regarding curriculum content and outcomes

Standard UNBC degree program review process

Relevant External Program Experts:

The Northern Baccalaureate Nursing Program is recognized by the British Columbia College of Nurses and Midwives as meeting all education standards and indicators set by their board. The LPN Pathway – NBNP will meet these same standards and indicators.

I. Miscellaneous

Special Features:

Attachment Pages (in addition to required Library Form): 12 pages

J. Authorization

SCCC Reviewed: April 11, 2024

Faculty(ies): Faculty of Human and Health Sciences

Faculty Council Motion Number(s): FHHS.2024.04.18.15

Faculty Council Approval Date(s): 2024.04.18.

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

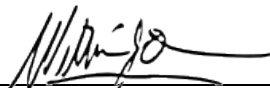
Motion No.: SCAAF 202405.03

Moved by: Trina Fyfe

Seconded by: Grant Potter

Committee Decision: CARRIED

Approved by SCAAF: May 08, 2024
Date


Chair's Signature

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

Library Resource Requirements and Consultation Form
(to be submitted with SCAAF New Academic Program Proposal Motion Form)

Completing the Library Resource Requirements and Consultation Form is a critical step in ensuring that the Library can support the program through its resources, teaching, and services. The Library is committed to identifying existing and needed resources that support students in their educational journeys at UNBC.

This form must be submitted to the Library **21 days (3 weeks)** prior to SCAAF New Program Approval deadline.

NEW ACADEMIC PROGRAM PROPOSAL *(to be completed by Faculty Member/Chair/Dean)*

Name of proposed Program or degree: LPN Pathway – NBNP

Anticipated start date of program: September 2025

Anticipated enrolment:

Are the SCAAF Program forms attached: ___ YES ___ NO

Please provide keywords associated with the discipline:

Library Resource Requirements *(to be completed by Librarians)*

Please describe the impact of the following Library service(s) or resource(s):

The following information is based on the details provided that this new program is utilizing vacant seats in an existing program.

1. Collections:

a) Required and/or recommended readings and course reserves.

b) Depth of the collection in relevant areas.

- Monographs: LCSH

UNBC's monograph collection is adequate to support the proposed LPN Pathway - NBNP program. The nursing program library requirements are supported by materials across several disciplines including medicine and other health professions. A shift in purchasing priorities has decreased the number of monographs acquired in favour of increasing UNBC's journal collections over the past few years.

- Electronic resources (*Will the addition of this program impact the electronic resources required and licenses, ex. impact on simultaneous users, contract considerations:*
- Available Databases:

Name	Description
CINAHL	Provides full text for almost 1,400 current nursing and allied health journals & other publications. Indexing and abstracts are available for over 5,300 journals.
Medline	Medline with Full Text is a comprehensive source of full text for almost 1,400 medical journals indexed. Contains approximately 12 million references to journal articles in life sciences with a concentration on biomedicine. Articles cover topics in medicine, nursing, dentistry, veterinary medicine, the health care system, pre-clinical sciences.
APA PsycInfo	Provides abstracts and citations to the scholarly literature in the psychological, social, behavioral, and health sciences.
Science Direct	Science Direct provides full text access to over 2,500 journals and 26,000 ebooks in the sciences: life, health, physical and social sciences. Subgenres include engineering, environmental science, medicine, nursing, and economics, among others.
Academic Search Complete	Large multidisciplinary resource that includes the full text for most of the publications in its index.

- Available online journals available by subject:
 - Health Professions: 8584 online journals
 - Hospitals and Other Health Facilities: 2 online journals
 - Human Anatomy: 20 online journals
 - Nursing: 149 online journals
 - Physiology: 215 online journals
 - Practice of Medicine: 4 online journals
 - Psychiatry: 129 online journals
 - Public Health, Public Aspects of Medicine: 396 online journals
 - Medical Geography & Climatology: 1 online journals
 - Medicine By Body System: 13 online journals
 - Medicine By Discipline: 15 online journals

UNBC's journal collection is adequate to support the proposed LPN Pathway - NBNP program. Again, the nursing program library requirements are supported by materials across disciplines including medicine and other health professions.

- Are there discipline or subject specific resources (databases, software) required for pedagogical and/or accreditation purposes? Yes ___ No X

No additional subject specific resources are required for the proposed program.

- If yes, provide name of resource(s) required and total cost:

2. Human Resources:

- a) Instruction (*i.e. research guide development, online tutorials, embedded instruction, tours, etc*):

Instructional support across the nursing programs includes 6-7 instruction sessions per year and libguide resources. The proposed program does not add additional classes and is not anticipated to increase the number of in-class instruction sessions from the library.

- b) The level of expertise required to support the program (*please provide rationale*):

___ Generalist

X Subject Specialist (*i.e. specific skills and/or knowledge are required to support the program*)

The existing library work is supported by a specialist librarian to facilitate comprehensive bibliographic instruction tied into curricular needs. This level of instruction is required to support the subject specific in-depth research projects assigned in years three and four.

- c) Reference assistance (*i.e. individual or group support, ongoing support*)

It is anticipated that one-on-one librarian reference consults will increase as this program includes NRSRG 305-3 Concepts for Evidence-Informed Nursing.

3. Physical space (*i.e. sufficient collaborative study space, individual study areas in the library, etc*):

Students in the proposed program will compete with other students for space in the library.

4. Collaboration with other libraries or institutions (*i.e. regional programs, distributed programs, libraries in the community, etc*):

n/a

5. Other (*i.e. special equipment and/or software*):

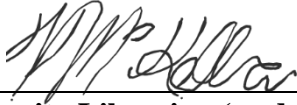
n/a

Library's recommendation (*check one option*):

X Proposal has an impact on the Library and can be supported within the Library's current budget.

___ Proposal cannot be supported without additional budgetary resources; see details above or appended.

___ Proposal has no impact on the Library.



University Librarian (or designate) signature

April 30, 2024

Date

BRIEFING NOTE FOR:

UNBC BOARD OF GOVERNORS AND BOARD COMMITTEES

Subject:	Records Management Policy	
Audit & Risk Committee	Meeting Date:	Purpose: <input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction <input checked="" type="checkbox"/> Approval
UNBC Board of Governors	Meeting Date:	Purpose: <input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction <input checked="" type="checkbox"/> Approval
Submitted By:	Governance Officer – Access, Privacy and Records Management Office of University Governance	
Please note other guests to be in attendance:		
Appendices:	1. Records Management Policy - Page 35 2. Procedures for responding to a request for access to or correction of information – Page 41 3. Information and Record Classification Levels – Page 45 4. Interim Records Management Policy – Page 46	
Motion Number:		

1.0 MOTION/DISCUSSION/RECOMMENDATION

That the Board of Governors approves the Records Management Policy as presented.

That the Board of Governors repeals the Interim Records Management Policy.

Included in the report for information only,

- *Procedures for responding to a request for access to or correction of information, and*
- *Information and Record Classification Levels.*

2.0 BACKGROUND AND ANALYSIS

The purpose of the policy is to define the responsibilities and accountabilities for records management, as well as to ensure that university records are created, used, disclosed, disposed and persevered in a systematic manner that is compliant with BC’s Freedom of Information and Protection of Privacy Act.

A significant rewrite of the interim records management policy was required. In the intervening 11 years between when the 2013 interim policy was drafted and today, some of the roles and committees defined in the policy are no longer in effect (i.e., Records Management Coordinator and University Records Management Committee). In addition, the interim policy focused on the creation and approval of record retention schedules; whereas, today, most of UNBC’s records exist in databases

and digital systems. Consequently, creating, accessing and sharing records and information is easier than it was 11 years ago, thus the updated policy addresses the responsibilities for minimizing the information we collect, and for ensuring information is protected from inappropriate access, alteration or use.

3.0 ANTICIPATED FINANCIAL AND HUMAN RESOURCE IMPACTS:

No financial costs or additional Human Resources are required as a result of this policy.

Policy

RECORDS MANAGEMENT POLICY

Number: IM 1
Classification: Information Management
Approving Authority: Board of Governors
Designated Executive Officer: President
Effective Date:
Supersedes: Interim Records Management Policy (2013)
Date of Last Review/Revision: June 2024
Mandated Review Date: July 2030

Associated Procedures: Procedures for responding to a request for access to or correction of information

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1.0 BACKGROUND

Administrative records are institutional assets and are vital to maintaining current business activities, assisting future operations and informing our institution's history. UNBC is committed to responsibly managing the information it receives and creates. The University is also committed to accurately documenting administrative activities and satisfying all regulatory and legal requirements for information management.

2.0 PURPOSE

The purpose of this policy is to:

- 2.1 define authorities, responsibilities and accountabilities for Records Management;
- 2.2 ensure that University records are created, used, disposed and preserved in a systematic manner that is compliant with relevant legislation;
- 2.3 ensure that public requests to access records in the custody or control of the University is in compliance with the BC *Freedom of Information and Protection of Privacy Act* (FOIPPA);
- 2.4 ensure preservation of the University's records of permanent value.

3.0 SCOPE

- 3.1 This policy applies to records in the custody or control of UNBC and the management of records by all units within the University.
- 3.2 This policy does not apply to:
 - 3.2.1 records containing teaching or research materials of faculty, teaching assistants, research assistants or any other person teaching or carrying out research at UNBC; or,
 - 3.2.2 records placed in archives by a person or agency other than UNBC.

4.0 DEFINITIONS

- 4.1 **Access** includes both disclosure of records under FOIPPA as a result of a request, and routine release of records that contain information that is available to the public or to an individual.
- 4.2 **Administrative Authority** means individuals with administrative responsibility for units including, but not limited to, Vice-Presidents, Associate Vice Presidents, Deans, Directors, Chairs and other unit leads.
- 4.3 **Control** refers to the University's authority to manage records that relate to its mandate and functions, and which the University relies upon for business purposes. (see [Appendix 1](#) of the *Protection of Privacy Policy*)
- 4.4 **Custody** means the University has the possession of a record and responsibility for its care and protection. (see [Appendix 1](#) of the *Protection of Privacy Policy*)
- 4.5 **Disclosure** means to transmit, reveal, show, expose or provide copies of Personal Information or records within the custody or control of the University.
- 4.6 **Disposition** means the final retention action carried out on a record. This may include destruction, deletion, secure destruction or deletion, or transfer for archival review or to a third party.
- 4.7 **Employee** means a person who is employed by the University and is remunerated for their work. For the purposes of this Policy and the associated procedures, each reference herein to Employee also includes Officers of the University (E.g. members of Senate and the Board of Governors), volunteers and service providers to the extent appropriate in the context.
- 4.8 **Personal Information** means recorded information about an identifiable individual other than business contact information. (See [Appendix 2](#) of the *Protection of Privacy Policy*)
- 4.9 **Records** include books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.
- 4.10 **Records Management** means the application of systematic controls to the creation, use, maintenance, storage, retrieval, disposition and preservation of all

forms of recorded information produced by the University in the conduct of its operations.

- 4.11 **Transitory Records** includes records of temporary usefulness, required only for a limited period of time for the completion of a routine action or the preparation of an ongoing record. Transitory Records do not include those records required to meet statutory obligations, or to sustain administrative or operational functions.
- 4.12 **Unit** refers to administrative or academic areas of the University including, but not limited to, departments, schools, facilities, and offices.

5.0 POLICY

5.1 Roles and Responsibilities

- 5.1.1 The Senior Governance Officer is responsible for the oversight of records management at the University.
- 5.1.2 The Governance Officer – Access, Privacy and Records Management is responsible for:
- i. providing standards and guidelines to assist in the implementation of records management across the University;
 - ii. maintenance of the University's records management program, including University-wide classification retention and destruction and disposition plan; and
 - iii. providing records management direction, training and advisory services.
- 5.1.3 Administrative Authorities are responsible for ensuring University records under their control are:
- i. managed according to this Policy and related procedures;
 - ii. protected from inappropriate access, alteration and use;
 - iii. stored and maintained only in University-approved repositories;
 - iv. retained in accordance with the Records Retention Schedule governing their respective records; and
 - v. destroyed only in accordance with this Policy or as required by law.
- 5.1.4 All employees are responsible for:
- i. creating university records only to carry out the University's business and perform necessary transactions;

- ii. directing all non-routine public requests to access information to the Office of Access, Privacy and Records Management.
- iii. notifying their respective Administrative Authority regarding any mismanagement of records including improper storage or unscheduled destruction; and,
- iv. ensuring that all records remain in the custody or control of the University.

5.2 Disposition

- 5.2.1 Records scheduled for disposition containing personal or confidential information and identified as having no long-term value are destroyed in a secure and permanent manner.
- 5.2.2 Records scheduled for disposition (including Transitory Records) must not be disposed of when:
 - i. identified in current or pending litigation;
 - ii. responsive to a current access to information request under FOIPPA;
 - iii. the subject of an audit; or
 - iv. identified in quasi-judicial or legal proceedings.

5.3 University Records Management Program Audit

- 5.3.1 The Office of University Governance is responsible for deploying a systematic audit of the University's records management program once every three years to ensure the records management practices of all University units are compliant with the University's Records Management Policy and related procedures.
- 5.3.2 The purpose of the audit is to improve the performance of the Records Management Program and ensure that University records maintain their authenticity and reliability.

6.0 REPORTING

- 6.1 The Senior Governance Officer is responsible for reporting on the progress of the Records Management Program to the Board annually.
- 6.2 The Senior Governance Office is responsible for reporting on the findings of the University Records Management Program Audit as outlined in section 5.3 of the Policy to the Board every three years.

7.0 AUTHORITIES AND OFFICERS

The authorities and officers for this policy are as follows:

Approving Authority: Board of Governors
Designated Executive Officer: President
Procedural Authority: President
Procedural Officer: Senior Governance Officer

8.0 RELATED LEGISLATION AND STANDARDS

- *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996

9.0 RELATED POLICIES AND OTHER ASSOCIATED DOCUMENTS

- Secure Destruction and Deletion of University Records Guidelines
- Records Management and Digitization Guidelines
- [Protection of Privacy Policy](#)
- Departmental Records Schedules

Procedures

PROCEDURES FOR RESPONDING TO A REQUEST FOR ACCESS TO OR CORRECTION OF INFORMATION

Number: GV 2.1
Classification: Governance
Procedural Authority: President
Procedural Officer: Senior Governance Officer
Effective Date:
Supersedes: NA
Date of Last Review/Revision: June 2024
Mandated Review Date: Mar 2030

Parent Policy: Records Management Policy

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1.0 PURPOSE

The purpose of these procedures is to set out how the university will manage:

- requests for access to records in the University's custody or control; and,
- requests for correction of Personal Information in the University's custody or control.

2.0 PROCEDURES

2.1 Receiving an Access Request

- 2.1.1 Access requests must be made in writing. If an applicant has not made their request in writing, the individual will be asked to make a written request.
- 2.1.2 Employees must treat access requests as confidential, including the applicant's identity, contact details and contents of request. Information about access requests is to be used or shared only to the extent necessary to respond to the access request.
- 2.1.3 Employees must not ask an applicant the reason(s) for which the applicant has submitted an access request.
- 2.1.4 Within 3 business days of receipt of an access request, employees must transfer an access request to the Office of Access, Privacy and Records Management, unless
 - i. the individual is seeking access to their Personal Information and,
 - ii. The administrative units which received the request routinely disclose the information to the individual in response to such requests.
- 2.1.5 Information or records that are responsive to an access request must not be destroyed after a request has been received.
- 2.1.6 After an access request has been transferred to the office of Access, Privacy and Records Management, all communication with the applicant regarding the access request will be handled by Access, Privacy and Records Management.

2.2 Processing an Access Request

- 2.2.1 The Access, Privacy and Records Management office is responsible for:
 - i. Determining if the university will charge a processing fee.

- ii. Issuing to the relevant administrative or academic units, a call to search for responsive records.
- iii. Ensuring that responsive records released to an applicant are compliant with Division 2 of FOIPPA.

2.2.2 An academic/administrative lead, or designate is responsible for:

- i. Conducting a search for responsive records.
- ii. Maintaining confidentiality of the access request, and only sharing the contents of the request with those within the unit that are involved in producing responsive records.
- iii. Ensuring that responsive records are not deleted after receipt of an access request.
- iv. Transferring copies of the responsive records to Access, Privacy and Records Management in a secure manner.
- v. Informing Access, Privacy and Records Management if the call for records should be sent to another academic/administrative unit.

2.2.3 An academic/administrative lead, or designate, must not share the contents of the request with other academic or administrative units, and must not request records from other units to complete the search for records.

2.3 Releasing Information

- 2.3.1 The identity of an applicant must be verified prior to releasing copies of personal records.
- 2.3.2 Access, Privacy and Records Management must notify the applicant if an access request is not completed within 30 business days of receiving the request.
- 2.3.3 Responsive records must be released in a secure manner.

2.4 Routine Requests for Information

- 2.4.1 Access, Privacy and Records Management is responsible for determining if a type of access request is sufficiently frequent that the academic/administrative unit responsible for the records can assume responsibility for processing the request.

2.4.2 In addition to the responsibilities outlined above for receiving and processing an access request, an academic/administrative lead, or designate, is responsible for:

- i. Verifying the identity of the applicant prior to releasing the information.
- ii. Notifying Access, Privacy and Records Management if a request for information will not be completed within 30 business days of receiving the request.

2.5 Correction of Personal Information

2.5.1 Any individual who believes there is an error or omission in their personal information in the custody or under the control of the University may request that the University correct the information.

2.5.2 A request to correct recorded personal information is confidential and should only be shared with those responsible for facilitating the request.

2.5.3 An academic/administrative lead, or designate, is responsible for:

- i. Verifying the identity of the applicant.
- ii. Making corrections to recorded personal information or annotating the recorded personal information with the correction request.
- iii. Notifying any other public body or any third party to whom that information has been disclosed during the one-year period before the correction was requested.
- iv. Notifying Access, Privacy and Records Management if the request to correct information will not be completed within 30 business days of receiving the request.

Information and Record Classification Levels

	Restricted	Confidential	Internal	Public
	Very sensitive information Breach reasonably expected to result in significant harm	Sensitive information Breach may result in significant harm	Not sensitive information Breach not likely to result in significant harm	
Definition	Highly sensitive information or records that require additional protective safeguards	Sensitive business or personal information.	Information or records that are used by a unit within UNBC, and not approved for distribution outside of the University.	Factual information or records that have been approved for public release.
Examples	Wellness records, banking information, student appeals, etc.	Student records, employee evaluations, employee records, etc.	Meeting notes of informal meetings, planning documentation, general email correspondence, etc.	Promotional materials, information on UNBC website, syllabi, etc.
Recommended Management of Information	Access to information is role-based, and limited to those roles that require the information to complete their operational duties. Stored within a controlled-access system (e.g., password protected, locked filing cabinet). Routinely audit user access.	Access to information is role-based, and limited to those roles that require the information to complete their operational duties. Stored within a controlled-access system (e.g., password protected, locked filing cabinet).	Access is limited to employees and authorized users for business-related purposes.	Proactively provide this information to the public in a convenient way.

SUBJECT: *Interim*Records Management Policy**1. Purpose**

The purpose of this policy is to:

- Ensure that University records are created, used, disposed of, or preserved in a systematically effective and efficient manner, compliant with relevant legislation and in accordance with current standards of best practice;
- Ensure preservation of the University's records of permanent value through transfer to Archives;
- Ensure that access is provided to University records in accordance with *the Freedom of Information and Protection of Privacy Act* (FOIPPA), in support of litigation requirements, and for other business purposes as required;
- Define authorities, responsibilities, and accountabilities for Records Management; and
- Facilitate the efficient management of the University's records through the development of a coordinated institutional Records Management Program;

2. Scope

This policy applies to all departments and administrative units of the University, to all University records¹, regardless of format, and to all University officers, employees and governing bodies, who create, receive and maintain records in the course of their duties on behalf of the University of Northern British Columbia.

3. Policy

3.1 All University records created, received and set aside by all University officers, employees and by the various governing bodies of the University are the property of the University of Northern British Columbia and are subject to its overall control. The University will manage all records subject to applicable Federal and Provincial laws and University policies.

3.2 Officers and employees leaving, changing or relinquishing their positions with the University shall leave all records to their successors.

¹*University record* pertains to any document created or received and retained in the course of University activity that is recorded evidence of that activity. These include, but are not limited to, documents, maps, drawings, photographs, letters, vouchers, films, DVDs, voicemails, emails, instant messages, and any other medium upon which information is records or stored by graphic, electronic, mechanical or other means. The classification of a University records does not extend to Faculty research or teaching materials.

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- 3.3 All records must be retained for as long as they are required to meet legal, administrative, operational, and other requirements of the University.
 - 3.4 Records disposition must be carried out in the manner established by the applicable Record Retention Schedules and Disposition Authorities and the Records Management Manual.
 - 3.5 Public access to official University records transferred to the Archives shall be determined by B.C.'s *Freedom of Information and Protection of Privacy Act*.
 - 3.6 Each University office shall designate one or more person(s) within that office to function as a **Records Officer** who, along with undertaking their regular duties, shall be responsible for records management within that office. The Records Officer(s) will undertake these duties with the advice and assistance of the Records Management Coordinator of the Northern BC Archives.
 - 3.7 All University records under the custody of a University office shall be dealt with by that office in accordance with the Records Management Policy, associated procedures and guidelines, and the applicable Record Retention Schedules and Disposition Authorities.
 - 3.8 University offices shall ensure that appropriate security measures are observed for maintaining and protecting the records in their use which contain personal or other confidential information from unauthorized access.
 - 3.9 A systematic review will be deployed on the University's records management program once every three years to ensure continued compliance with the University's records management policies, procedures and standards; to improve its performance and; to ensure the University records maintain their authenticity and reliability so as to be accepted as evidence in a court of law should this be required. The task of program facilitation will be assigned to either the Records Management Coordinator, or to an external auditor, by the VP Administration & Finance.

4. **Statement of Authority / Responsibility**

- 4.1 **Authority:** The Records Management Program was established in 2013 under the authority of the Vice President, Administration & Finance.
- 4.2 **Reporting Structure:** The University Records Management function is the temporary responsibility of the Northern BC Archives and Special Collections (the Archives). In this interim capacity, the Archives will continue in its current reporting structure whereby the Head, Archives & Special Collections reports directly to the University Librarian.
- 4.3 **Executive Responsibility:** Vice Presidents and administrative heads of unit are responsible for supporting the application of records management policies throughout their administrative portfolio.

4.4 Records Management Coordinator: The Records Management Coordinator is responsible for all aspects of records management including the design, implementation and maintenance of records management programs and their operations, and for training users on records management practice and records systems operations as they affect individual practices. The Records Management Coordinator will report directly to the Head, Archives and Special Collections and will work in collaboration with the University Records Management Committee.

4.5 Technical Services Responsibility: The Technical Unit Coordinator is responsible for ensuring that all systems documentation is accurate, available and legible to personnel when required.

4.6 UNBC Employee Responsibility: All University Employees, Faculty and Governing Officers are responsible and accountable for keeping accurate and complete records of their University related activities.

4.7 Responsibility for Access Security: It is the responsibility of individual University offices to ensure that appropriate security measures are observed for maintaining records containing personal or other confidential information.

4.8 Committee Authority: The **University Records Management Committee** (the "Committee") will be responsible for the initiation, control, and review of records management policies, procedures and programs. The Committee will ensure that the content and value of University records are taken into account during the assignment of appropriate retention periods and disposition schedules. The Committee will function as the penultimate unit of authority over the control, retention and disposition of University records and will ensure that all university records are managed in compliance with relevant legislation and in accordance with current standards of best practice.

4.8.1 This Committee shall meet at least once a month, or more often as needed.

4.8.2 This Committee shall report directly to the VP Administration & Finance.

4.8.2 The Committee will submit all University Records Retention Schedules and Disposition Authorities to VP Administration & Finance for final approval before application and implementation.

4.8.4 The Committee will submit all proposed/revised Records Management policies to the Provost for review and then on to the Board of Governors for consideration and approval.

4.8.5 The Committee shall consist of:

- University Archivist (Chair)
- University Records Management Coordinator (ex officio)
- Senior University Administrator (or designate)
- University Comptroller / Internal Auditor
- Chief Information Officer, ITS (or designate)

-
- FOIP/OP Officer

4.8.6 The term of appointment for Committee members is from the present until June 20, 2014; after which time appointment will be re-evaluated.

5. Relevant Legislation and University Policies

UNBC's Records Management Policy, Records Retention Schedules and Disposition Authorities, and Records Management Manual, along with all associated procedures and guidelines, will conform to relevant Provincial and Federal Legislation, current standards of best practice, University Information Security, and Freedom of Information and Protection of Privacy policies and procedures.

5.1 Relevant University Policies and Documents:

5.1.1 Associated Records Management Procedures:

- "Final Exam Retention Period – One Year"

5.1.2 Protection of Privacy Policy and Associated Procedures

- "Access to Information and Protection of Privacy"
- "Freedom of Information and Protection of Privacy Act - Fees Relating to Requests" (Motion: 199709.10)
- "Head of the Institution and Delegation of Authority under *the Freedom of Information and Protection of Privacy Act*"

5.1.3 Information Security Policy and Associated Procedures

- "Conduct Regarding Electronic Mail and other University Information Resources" (Motion: 199608.28)

Finance and Investment Committee Report to the UNBC Board of Governors

Submitted by: Allison Beswick

Dates of meetings since last report: June 11, 2024

Topics reviewed and discussed:

1. Motions to be brought forward to the Board

- a. UNBC Endowment: Investment Approval
- b. UNBC Land Development Corporation - Change of Directors
- c. UNBC Pension Trust Agreement
- d. New Academic Program Proposal - LPN Pathway NBNP
- e. Scholarships, Bursaries and Awards

2. Other Reports and Updates reviewed and discussed

- a. [Routine Capital 2023-24 Year End Report](#)
- b. [UNBC Pension Trust Report](#)
- c. [Endowment Portfolio-Annual Update](#)
- d. [Northern Sport Centre Ltd. Financials and Annual Report](#)
- e. [UNBC Student Housing Project Update](#)
- f. [Land Trust Update](#)
- g. University Advancement Advisory Board Report
 - o [UAAB Report January 2024](#)
 - o [UAAB Report May 2024](#)

BRIEFING NOTE FOR:

UNBC BOARD OF GOVERNORS AND BOARD COMMITTEES

Subject:	UNBC Pension Trust Agreement	
Audit & Risk Committee	Meeting Date:	
Finance & Investment Committee	Meeting Date: June 11, 2024	<u>For making recommendation to BOG for Approval</u>
Governance & HR Committee	Meeting Date:	
Board of Governors	Meeting Date: June 24, 2024	<u>For Approval</u>
Submitted By:	Rahim Somani, Vice President, Finance and Administration	
Appendices:	Additional material should be included as appendices. 1. UNBC Pension Trust Agreement	
Motion Number:		

CONTEXT

The Board of Governors approved the Pension Trust documents on September 15, 2023. However, since approval, there have been membership changes in the Pension Trustees resulting in past members not being available to sign the Pension Trust Agreement.

The changes are summarized below:

- Jennifer Dawson, Interim Director, HR replacing Kerry Roberts, former Director, HR.
- Caroline Sanders representing UNBC Faculty Association replacing Paul Sanborn.
- The CUPE 3799 representative is currently vacant at the time of approval by the UNBC Pension Trust. A new Trustee has been nominated effective from the next meeting.

The UNBC Pension Trust approved the changes of the Committee Membership during their last meeting on April 17, 2024. The Pension Trust Agreement has been signed, in counterparts, by all Pension Trustees.

MOTION

Finance and Investment Committee: That the Finance and Investment Committee recommends to the Board of Governors the approval of the UNBC Pension Trust Agreement as presented.

Board of Governors: That the Board of Governors approve the UNBC Pension Trust Agreement as presented.

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA
PENSION TRUST AGREEMENT**

(Originally effective as of January 1, 1991, consolidated and updated as of June 27, 2024.)

THIS AMENDED AGREEMENT AND DECLARATION OF TRUST is dated for reference the 27th day of June, 2024.

AMONG:

UNIVERSITY OF NORTHERN BRITISH COLUMBIA
(the "University")

AND:

**RAHIM SOMANI, KIRAN KULLAR, JENNIFER DAWSON, WILLIAM CHEW,
BETTY ANN SHIELS, and CAROLINE SANDERS**
(the "Trustees")

WHEREAS:

- A. The University established a pension plan for its employees known as "The University of Northern British Columbia Pension Plan" (the "Plan") on or about January 1, 1991, a copy of the current version of which is attached hereto and marked Schedule "A".
- B. Pursuant to the Plan, contributions are paid to the Trustees which monies when received by the Trustees will constitute a trust fund (the "Fund") to be held and administered for the benefit of the Members of the Plan, retired Members of the Plan, or their survivors and designated beneficiaries.
- C. The Fund established for the purposes of the Plan has been administered in accordance with the terms of a trust agreement effective as of January 1, 1991 (the "Trust") between the University and the original trustees, namely, John Chapman, Geoffrey R. Weller, J. Alain D. Lefebvre, Harold Kamikawaji, Patricia Appavoo, Dennis Macknak and Leanne Murphy (the "Original Trustees").
- D. The current trustees are: Rahim Somani, Kiran Kullar, Jennifer Dawson, William Chew, Betty Ann Shiels and Caroline Sanders.
- E. Article XIII(1) of the Trust provides that the University may amend the Trust at any time in whole or in part. The University has decided to amend and restate the Trust effective September 15, 2023, and the Trustees by affixing their signatures hereto acknowledge and confirm such amendment and restatement.

This Agreement witnesses that the parties agree as follows:

ARTICLE 1 INTERPRETATION

1.1 DEFINITIONS

The following terms have the following meanings, unless the context otherwise requires:

“Agreement” means this instrument amended from time to time;

“Applicable Legislation” means all statutes of Canada or a province of Canada, together with regulations thereunder, which require compliance by the Plan or the Fund.

“Chair” means the chair of the Trustees appointed in accordance with Article 3.7 hereof;

“Collective Agreement” means any written agreement between CUPE, the Faculty Association, the Directors’ Group and the Exempt Employee Group and the University which provides, among other things, for Contributions, with any and all extensions or renewals thereof and successor agreements thereto;

“Contributions” means payments made or to be made to the Fund under the provisions of, or in accordance with, the Plan;

“CUPE” means CUPE 3799.

“Directors’ Group” means the formal advisory body recognized by the University representing the needs, concerns, and conditions of employment of those University employees who are exempt from membership in CUPE, who are not members of the Faculty Association, who are not represented by the Exempt Employee Group, and who are not University student employees;

“Employee” means “Employee” as defined from time to time in the Plan;

“Exempt Employee Group” means the formal advisory body recognized by the University representing the needs, concerns, and conditions of employment of those University employees who are exempt from membership in CUPE, who are not members of the Faculty Association, who are not represented by the Directors’ Group, and who are not University student employees;

“Faculty Association” means the University of Northern British Columbia Faculty Association;

“Fund” means all money and other property paid or delivered as Contributions from time to time to the Trustees and accepted by the Trustees, together with any earnings, profits and increments thereon and property from time to time substituted therefore, as well as any other property accepted by the Trustees from whatever source, less authorized payments therefrom, and includes the trust fund established for the purposes of the Plan held by the Trustees in trust and applied in the manner and for the purposes provided in the Plan and in this Agreement;

“Member” means a person who is a “Member” as defined from time to time in the Plan;

“Person” means a natural person;

“Plan” means the University of Northern British Columbia Pension Plan, as amended from time to time;

“Recording Secretary” means the person appointed in accordance with Article 5.1 hereof;

“Trustees” means the Original Trustees and all successors thereto; and

1.2 GENERAL APPLICATION

Words in the singular include the plural and vice versa.

1.3 HEADINGS

The headings used herein are for ease of reference only and will not form part of this Agreement or be used in its interpretation.

ARTICLE 2 TRUST

2.1 PURPOSE AND ESTABLISHMENT OF THE FUND

The Trustees agree to receive the assets of the Fund and to hold and administer them for the purpose of providing pension and other benefits described in the Plan and for the purpose of paying certain expenses of the Trustees and of the operation and administration of the Fund and Plan as herein provided.

2.2 LIMITATION OF RIGHTS TO THE FUND

The following limitations apply to the rights or interests in, or use of, the Fund:

- (a) none of the University, CUPE, the Faculty Association, the Directors' Group or the Exempt Employee Group, or any other Person, association, firm or corporation have any right, title or interest, in or to the assets of the Fund, except as specifically provided by the Plan or in this Agreement; and
- (b) no money, property, equity, or interest of any nature whatsoever in the Fund or any insurance policy or other contract, or any benefits or monies payable therefrom, is subject to sale, transfer, alienation, assignment, encumbrance, nor to seizure or sale under any legal, equitable, or other process, except as provided by the Plan, this Agreement or Applicable Legislation.

2.3 INCORPORATION OF PLAN

The provisions of the Plan are incorporated and form part of this Agreement.

2.4 OPERATION OF FUND AND PLAN

The operation and administration of the Fund and the Plan is the joint responsibility of the Trustees.

ARTICLE 3 TRUSTEES

3.1 NUMBER OF TRUSTEES

The Trustees include the following voting members:

- (a) the Vice President, Finance and Administration of the University;
- (b) the Director, Finance of the University;
- (c) the Director of Human Resources of the University;
- (d) the Manager/Official responsible for University Investments (currently, Manager Treasury Services);
- (e) one Person appointed by the Board of Governors of the University who is not a Member of the Plan;
- (f) one Person appointed by CUPE;
- (g) one Person appointed by the Faculty Association;
- (h) one Person appointed by the Directors' Group;
- (i) one Person appointed by the Exempt Employee Group.

The Trustees may decide to permit the inclusion of up to two (2) additional voting or non-voting Trustees.

3.2 APPOINTMENT OF TRUSTEES AND TERMS

- (a) Each Trustee who holds office by virtue of their position will serve at the pleasure of the Board of Governors of the University.
- (b) Each Trustee appointed by the University will serve at the pleasure of the Board of Governors of the University.
- (c) Each Trustee appointed by CUPE will serve a term of at least three (3) years, which term may be renewed to a maximum of three (3) terms.
- (d) Each Trustee appointed by the Faculty Association will serve a term of at least three (3) years, which term may be renewed to a maximum of three (3) terms.

- (e) Each Trustee appointed by the Directors' Group will serve a term of at least three (3) years, which term may be renewed to a maximum of three (3) terms.
- (f) Each Trustee appointed by the Exempt Employee Group will serve a term of at least three (3) years, which term may be renewed to a maximum of three (3) terms.

3.3 ACCEPTANCE OF TRUSTEESHIP

- (a) Each Trustee, other than the Original Trustees, must sign and file with the Recording Secretary an Acceptance of Trust in the form set forth in Schedule "B" hereto and is deemed to accept the trust created and established by this Agreement and to consent to act as a Trustee strictly in accordance with the provisions of this Agreement. No appointment of a Trustee will be effective until such Trustee has signed and filed an Acceptance of Trust as aforesaid.
- (b) The entitlement to a pension or other benefit under the Plan does not constitute a conflict of interest and does not disentitle a Member from serving as a Trustee.
- (c) Each Trustee upon appointment will be provided by the Trustees with a copy of:
 - (i) this Agreement and the Plan, as well as all amendments thereto;
 - (ii) all contracts then in effect with the agents, the most recent audit report for the Fund, the Investment Policy and Guidelines for the Fund, the latest asset mix review, investment measurement report, and performance review together with any actuarial or consultant's reports for the Plan, and all written reports or statements relating to the Plan or Fund or to the agents and professional advisors of the Trustees received by the Trustees from all agents and professional advisors of the Trustees dated within the 18 month period prior to the date the Trustee signs the Acceptance of Trust in the form set forth in the Schedule "B" hereto;
 - (iii) all:
 - a. minutes of all meetings of the Trustees; and
 - b. resolutions consented to in writing; and
 - c. held or made within the 18-month period referred to in Article 3.3(c)(ii); and
 - (iv) any other document requested by the Trustee which relates to the Fund or the Plan.

3.4 RESIGNATION OF TRUSTEES

- (a) A Trustee may resign by giving 30 days' notice in writing to the other Trustees, the Recording Secretary, and their respective appointing body. Any such notice must state the date, not less than 30 days from the actual date of the notice, on which such resignation is to take effect. Such resignation will take effect on the date stated in the notice unless another Trustee has been appointed and has accepted the Trust pursuant to Article 3.5, in which event the resignation takes effect as of the date of acceptance by the successor Trustee.

3.5 APPOINTMENT OF SUCCESSOR TRUSTEES

- (a) If any Trustee dies, resigns, or is removed, the party which appointed the Trustee must forthwith appoint a successor Trustee and any such successor Trustee, immediately upon completing and filing with the official records of the Trustees an Acceptance of Trust in the form of Schedule "B", is vested with all the property, rights, powers and duties of a Trustee hereunder, from that date forward as if originally named as a Trustee.
- (b) If the appointment of a Trustee subject to (a) hereof is subject to term limits, the successor Trustee will first serve out the balance of the term of such Trustee and such partial term will be considered to be that successor Trustee's first term.
- (c) A Trustee who resigns, is removed, or otherwise ceases to be a Trustee will be fully discharged from all duties, responsibilities, and liabilities with respect to the Plan and this Agreement arising from an act or failure to act subsequent to the effective date of their ceasing to be a Trustee.

3.6 CONVEYANCE OF PROPERTY

Every person ceasing to be a Trustee hereunder is deemed to have conveyed, assigned, transferred, or made over to the other Trustees upon the effective date of such cessation (the "Cessation Date") any or all the rights to and property of the Fund, and must, if necessary, convey, assign, transfer, and make over to the other Trustees upon the Cessation Date any or all the rights and property of the Fund as the other Trustees may direct. Each Trustee, by signing this Agreement or an Acceptance of Trust in the form of Schedule "B", constitutes and appoints the other Trustees upon the effective date of such Acceptance of Trust, the Trustee's attorneys to sign all documents and deeds in the Trustee's name as may be necessary to convey the Trustee's legal interest in the rights to and property of the Fund to the other Trustees upon the Cessation Date should the Trustee cease to be a Trustee. Upon the appointment of a successor Trustee, the Trustees upon the effective date of such Acceptance of Trust by a successor Trustee will be deemed to have conveyed, assigned, transferred or made over to the successor Trustee all the rights to and property of the Fund and will sign all documents and deeds as may be necessary to convey a joint legal interest in the rights to and property of the Fund to the successor Trustee.

3.7 APPOINTMENT OF CHAIR

The Trustee who is the Vice President, Finance and Administration of the University will be the Chair.

3.8 REMOVAL OF TRUSTEES

Three (3) Trustees may request the party which appointed another Trustee to remove such other Trustee, which request must be sent to the party which appointed such Trustee and to the Trustee to be removed. If the party which appointed such Trustee does not remove such Trustee within 30 days of the receipt of such request, the three (3) requesting Trustees, or the Board of Governors, or the CUPE, or the Faculty Association, the Directors' Group or the Exempt Employee Group may make an application to the Supreme Court of British Columbia to effect such removal.

3.9 CUPE/FACULTY ASSOCIATION CEASING TO BE BARGAINING AGENT

- (a) If:
- (i) CUPE/FACULTY ASSOCIATION ceases to be the bargaining agent for all of its members who immediately prior to such cessation were Members and Employees; and
 - (ii) another trade union does not become the bargaining agent in its place in respect of more than 50% of such Members within 30 days of CUPE/FACULTY ASSOCIATION's cessation;
- then:
- (iii) all Trustees appointed by CUPE/FACULTY ASSOCIATION forthwith are removed as Trustees effective the 31st day after such cessation; and
 - (iv) any matter which by this Agreement requires the agreement or consent of CUPE/FACULTY ASSOCIATION will, from the 31st day after such cessation, no longer require such agreement or consent.
- (b) If:
- (i) CUPE/FACULTY ASSOCIATION ceases to be the bargaining agent for all of its members who immediately prior to such cessation were Members and Employees; and
 - (ii) another trade union becomes the bargaining agent in its place in respect of more than 50% of such Members;

then such replacing trade union, for the purposes of this Agreement, upon signing and filing with the official records of the Trustees an acknowledgement in the form set forth in Schedule "C" hereto, will be:

- (iii) considered a successor to CUPE/FACULTY ASSOCIATION which ceased to be the bargaining agent as aforesaid; and
 - (iv) entitled to appoint Trustees pursuant to Article 3.
- (c) If the trade union(s) replacing CUPE/FACULTY ASSOCIATION does not file its Schedule "C" within 30 days of CUPE/FACULTY ASSOCIATION ceasing to be the bargaining agent for all of its members who immediately prior to such cessation were Members and Employees, then the quorum and voting requirements set out in Article 3.11 hereof will be suspended until such time as the Schedule "C" is filed and the successor Trustees are appointed in accordance with Article 3.5 hereof. For greater clarity, those Trustees will be authorized to conduct all affairs of the Trust and the Plan until the successor trade union(s) complies with this Article.
- (d) In the event CUPE/FACULTY ASSOCIATION ceases to be the bargaining agent for all of its members who immediately prior to such cessation were Members and Employees, and no trade union becomes the bargaining agent in its place in respect of more than 50% of its members, then any trade union which has become the bargaining agent for any portion of the Members shall be entitled to receive copies of the minutes of meetings of the Trustees.

3.10 DEFECT

Notwithstanding the subsequent discovery or determination that some defect existed in the appointment, removal, or qualification of any Trustee, all acts and proceedings of the Trustees done and carried out in good faith, at any time while any such defect existed, will be valid and effective.

3.11 MEETINGS, QUORUM AND VOTING

- (a) The Trustees must meet four times each calendar year. Additional meetings may be held at the option of
- (i) the Chair, or
 - (ii) any two Trustees.

The Chair must give 14 days' notice of each meeting to the Trustees in accordance with Article 11 hereof.

- (b) Notice convening any meeting of the Trustees may be waived by consent of all Trustees.
- (c) Each meeting will be held at a time and place to be determined by the Chair and will be chaired by the Chair or, if the Chair is not available, by one of the Trustees appointed by the Trustees.
- (d) A Trustee may participate in a meeting by conference call or similar communication equipment or device so long as the Trustees and all persons participating in the meeting can hear and respond to one another. Each Trustee so participating in any such meeting is deemed to be present in person and to form part of the quorum at the stated location of such meeting and is entitled to vote by voice vote recorded by the Recording Secretary.
- (e) Each Trustee has one vote.
- (f) Individuals other than Trustees and the Recording Secretary may attend meetings of Trustees only if invited by the Chair.
- (g) If all Trustees are present at the commencement of a meeting the validity of the notice convening the meeting is not open to question.
- (h) The quorum necessary for the transaction of business at a meeting of the Trustees is five (5) Trustees, provided that at least two (2) of the five (5) must be Trustees appointed pursuant to Article 3.1(a) through (d) hereof, and at least two (2) of the five (5) must be Trustees appointed pursuant to Article 3.1 (e) through (i) hereof.
- (i) All actions of the Trustees must be taken:
 - (i) at a meeting at which a quorum is present, with the concurrence of at least five (5) Trustees, provided that at least two (2) of the five (5) must be Trustees appointed pursuant to Article 3.1(a) through (d) hereof, and at least two (2) of the five (5) must be Trustees appointed pursuant to Article 3.1 (e) through (i) hereof; or
 - (ii) with the concurrence of all Trustees as evidenced by a resolution consented to in writing and signed by all Trustees without a meeting, provided that such resolution in writing must be recorded in the minutes of the next meeting of the Trustees.
- (j) A resolution in writing that is signed by the Trustees is deemed to have been passed on the date the last signature is affixed. A Trustee may sign a resolution electronically provided that such signature complies with the requirements of the *Electronics Transactions Act* (British Columbia) or other Applicable Legislation.

ARTICLE 4 POWERS AND DUTIES OF TRUSTEES

4.1 GENERAL

The administration of the Plan and Fund is vested wholly in the Trustees who will have all of the power and authority necessary to administer the Plan, subject always to the provisions of the Plan, and to administer the Fund. Without restricting the generality of the foregoing, the Trustees will:

- (a) administer the Fund in conformity with this Agreement, the Plan, and Applicable Legislation;
- (b) construe in a manner consistent with the provisions of the Plan, this Agreement, and Applicable Legislation, the provisions of this Agreement and the Plan and the terms used in this Agreement and in the Plan, and any construction adopted by the Trustees in good faith will be binding upon CUPE, the Faculty Association, the Directors' Group, the Exempt Employee Group, the Members, and any Person claiming a benefit under the Plan;
- (c) consider all aspects of the design, financing, and administration of the Plan which the Trustees consider relevant, or, in the discretion of the Trustees, those aspects of the design, financing, and administration of the Plan which are referred to the Trustees in writing by one or more Members, CUPE, the Faculty Association, the Directors' Group, and the Exempt Employee Group, the costs of which may, in the discretion of the Trustees, be borne by the Fund or referred to the party requesting such consideration;
- (d) keep true and accurate books of accounts and records of all their transactions which will be open to the inspection of any Trustee, CUPE, the Faculty Association, the Directors' Group, and the Exempt Employee Group at all times, and ensure all records relating to the Plan (or copies of such records) are retained in Canada, in accordance with Applicable Legislation;
- (e) arrange for an independent annual audit of the assets of the Plan, if applicable, and keep a copy of the auditor's report available for inspection at all reasonable times by any Trustee, the University, CUPE, the Faculty Association, the Directors' Group, and the Exempt Employee Group;
- (f) implement the Investment Policy and Guidelines for the Fund and develop such additional guidelines and policies as may be required from time to time under the Plan (including but not limited to those required by Applicable Legislation), and provide such guidelines and policies to their agents when appropriate as well as such further determinations or instructions as may be reasonably required for the proper administration of the Plan;

- (g) review the performance of its agents at least annually;
- (h) review the investment performance of the Fund and all investment choices selected for Members at least annually;
- (i) provide information to Members concerning the operation of the Plan and the investment choices available to them in compliance with Applicable Legislation and the Guidelines for Capital Accumulation Plans proposed by the Joint Forum of Financial Market Regulators;
- (j) provide a prudent selection of investment choices for Members for their investment of their Employee Account and Employer Account (as defined in the Plan), including the selection of a default investment fund for Members who do not make an election;
- (k) establish committees with such terms of reference and appoint such persons to such committees as the Trustees in their discretion see fit, and to determine the manner in which the expenses, if any, of any such committees will be paid;
- (l) establish and document a framework and ongoing processes to identify, assess and manage the Plans' risks; and
- (m) ensure the Trustees and their agents possess the knowledge and skills necessary to perform their duties pursuant to this Agreement, and where appropriate, the Trustees shall obtain training and support from external parties and/or delegates to ensure they are able to fulfil their responsibilities.

4.2 ADDITIONAL POWERS OF TRUSTEES

The Trustees may:

- (a) appoint and remove from time to time such agents or employees as the Trustees deem necessary to assist in handling the management of the Plan and Fund including, without restricting the generality of the foregoing, actuaries, investment managers, custodians, lawyers, and accountants;
- (b) delegate any of their powers or duties to any of their agents;
- (c) make and promulgate such policies and standards consistent with this Agreement and the Plan as may in their discretion be deemed proper and necessary for effecting the provisions of this Agreement and for the sound and efficient administration of the Fund and the Plan;
- (d) administer reciprocal agreements or arrangements established under the Plan for the transfer or sharing, on an equitable basis, of service, benefits or monies or any or all of them between other pension plans and the Plan;

- (e) compromise, settle, arbitrate, and release, at the cost of the Fund, all claims or demands in favour of or against the Fund, the Trustees, or any of them, on such terms and conditions as the Trustees deem advisable, and, without restricting the generality of the foregoing, defend, at the cost of the Fund, any law suits or claims against the Trustees or a Trustee if they consider such action appropriate and in accordance with Articles 8.1, 8.2 and 8.3 hereof;
- (f) obtain such insurance as the Trustees deem advisable to:
 - (i) insure the Fund from any losses arising from the acts or omissions of any or all of the Trustees, and
 - (ii) insure the Trustees collectively and individually against any claims made against them or any of them acting in their capacities as Trustees;
- (g) in the event of an administrative error, take such steps as they consider necessary to permit reasonable resolution of the error;
- (h) rely on all tables, valuations, certificates and reports furnished by the actuary, consultant or other third-party provider appointed for the purposes of the Plan and upon all opinions given by any professional advisor selected or approved by them;
- (i) in addition to such other powers as are set forth herein or conferred by law, the Trustees may:
 - (i) sell, exchange, lease, convey, or dispose of any property at any time forming a part of the Fund or the whole thereof upon such terms as they may deem proper and effect and deliver any and all instruments of conveyance and transfer in connection therewith;
 - (ii) enter into any and all contracts and agreements, including contracts of insurance, for carrying out the terms of this Agreement and for the administration of the Fund and the Plan, and do all acts as they in their discretion may deem necessary or advisable, all of which contracts, agreements, and acts will be binding and conclusive on CUPE, the Faculty Association, the Directors' Group, and the Exempt Employee Group, Members, and any other Person claiming a benefit under the Plan;
 - (iii) appoint one or more trust companies, chartered banks, credit unions, life insurance companies, or other financial institutions that are authorized to act as a custodian of securities by the laws of any country, province, state, or any other political subdivision of any country in which such financial institutions are located as their agent to hold any or all assets belonging to the Fund, which may be held in the name of the trust companies, banks, credit unions, or insurance companies, and to hold, transfer and otherwise deal with such assets on the direction of the Trustees;

- (iv) register, or cause to be registered, the securities or other assets of the Fund in the name of:
 - a. the Trustees;
 - b. a custodian appointed by the Trustees;
 - c. a nominee of a custodian; or
 - d. in bearer form if the investment is not registerable or it would not be in the best interest of the Fund to do otherwise

provided that the accounts and records of the Fund will at all times show that all such investments are part of the Fund;

- (v) do all acts whether or not expressly authorized herein which the Trustees may deem necessary or proper for the protection of the Fund, and the judgment of the Trustees will be final.

4.3 EXPENSES AND REMUNERATION OF TRUSTEES

- (a) The Trustees may be reimbursed from the Fund, as approved by resolution of the Trustees, for the expenses of their attendance at meetings of the Trustees, and for such other expenses that may be incurred in carrying out the duties of a Trustee.
- (b) The Trustees will not be compensated by the Fund for their services, nor for loss of wages or salary occasioned by their services.

4.4 FINANCIAL

- (a) All receipts will be deposited in an account in accordance with Article 4.2(i)(vii) hereof and all disbursements will be made therefrom.
- (b) All instructions to any custodial agent will be in writing, delivered by mail, facsimile or electronic mail, and signed in a manner determined by the Trustees.
- (c) The fiscal year end of the Fund is December 31.
- (d) The Trustees are hereby empowered to authorize and make payments out of the Fund as follows:
 - (i) all taxes and other assessments levied or assessed under existing or future laws against the Trustees or the Fund in respect of the Fund or any money, property, or securities from time to time forming a part thereof;

- (ii) benefit payments to such Persons, or their beneficiaries or personal representatives, in such amounts for such purposes and in such manner as provided in the Plan;
- (iii) all reasonable and necessary expenses, costs, and fees incurred in connection with the maintenance, operation, and administration of the Fund and the Plan, including, without restricting the generality of the foregoing:
 - a. insurance premiums incurred as a result of obtaining insurance as contemplated in Article 4.2(f) hereof;
 - b. such expenses and remuneration of the Trustees and committee members permitted under Articles 4.3, 4.4 and 4.1(l);
 - c. the costs, expenses, and interest as provided in Articles 4.2 and 8.1, 8.2, and 8.3 hereof;
 - d. the professional fees, expenses, and other costs of, or relating to:
 - 1. the custodian of the assets of the Fund;
 - 2. investment management;
 - 3. legal counsel;
 - 4. the auditor;
 - 5. the actuary or consultant;
 - 6. Recording Secretary; and
 - 7. such other technical and professional advisors as are required for the purpose of efficiently and responsibly administering the Plan and the Fund;
 - e. such indemnities as are set out in a custodial agreement, approved by the Trustees, as being payable from the Fund;
 - f. any damages ordered by a court properly payable by the Fund in the sole discretion of the Trustees; and
 - g. such other expenses, costs, and fees specified in the Plan as being payable from the Fund and not inconsistent with this Agreement and in conformity with Articles 4.3 and 4.4 hereof;

to the extent such payments out of the Fund are approved by a resolution of the Trustees.

ARTICLE 5 ADMINISTRATION

5.1 RECORDING SECRETARY

A Person will be retained to serve as a Recording Secretary to the Trustees. Such individual must maintain the official records of the Trustees, including, without restricting the generality of the foregoing, complete and accurate minutes of the proceedings of the Trustees, all resolutions adopted by the Trustees, all completed forms of Acceptance of Trust and all notices of addresses of Trustees, all of which will be open at all reasonable times for inspection by any Trustee.

5.2 DELEGATION OF ADMINISTRATION

The Trustees will appoint, and from time to time may change the appointment of, an agent or agents, which may be a department or a Person employed by the University, or a firm, or a combination thereof, to administer the Plan, maintain the Plan records, and file, or arrange to be filed, such reports and returns as are required to be made under Applicable Legislation.

**ARTICLE 6
CONTRIBUTIONS**

6.1 CONTRIBUTIONS

All Contributions will be made to the Trustees in accordance with the terms of the Plan.

6.2 COLLECTION ENFORCEMENT

The Trustees may demand, collect, and receive all Contributions required to be made from the University or a Member and not paid, and for such purposes may commence and prosecute to judgment and execution such actions or may take such proceedings, at law or in equity as the Trustees see fit.

ARTICLE 7 MISCELLANEOUS

7.1 POSSESSION

All contracts, policies of insurance, or other contractual arrangements which are entered into under the terms of this Agreement will remain in the possession of, and the title thereto will remain in, the Trustees, but all such contracts and policies are open to inspection as may reasonably be required by or on behalf of any of CUPE, the Faculty Association, the Directors' Group or the Exempt Employee Group, the Trustees, and the Members.

7.2 CONCLUSIVENESS OF INSTRUMENTS

The Trustees may authorize one or more Trustees, or any other person they may designate, to execute on their behalf any notice or other instrument.

No person dealing with the Trustees in relation to the Plan is obliged to see to the application of any money or property of the Plan, or to see that the terms of this Agreement have been complied with, or is obliged to inquire into the necessity or expediency of any act of the Trustees, and every instrument executed by or under the authority of the Trustees is conclusive evidence that:

- (a) at the time of the delivery of the instrument the trust hereby created was in full force and effect;
- (b) the instrument was executed in accordance with the terms and conditions contained in this Agreement; and
- (c) the Person(s) who so executed the instrument were duly authorized and empowered to execute the instrument.

7.3 RECEIPTS

The receipt given by any Trustee for any monies or other property received effectually discharges the Person or Persons paying or transferring the same and such Person or Persons is not bound to see to the application, or answerable for the loss or misapplication thereof.

7.4 RIGHTS

No Member nor any Person claiming through a Member has any right, title, or interest in refunds or returns or other property of the Plan, or in any part of the Fund, except the right to receive the benefits provided under the Plan.

**ARTICLE 8
INDEMNIFICATION AND LIMITATION OF LIABILITY**

8.1 INDEMNIFICATION OF TRUSTEES

Each Trustee will be indemnified from the Fund against expenses reasonably incurred by the Trustee in connection with any action, suit or proceeding to which the Trustee may be made a party by reason of being or having been a Trustee, except in relation to matters as to which the Trustee shall be finally adjudged in such action, suit or proceeding to have been derelict in the performance of their duty as Trustee. "Derelict" shall mean bad faith, gross negligence, or wilful misconduct.

8.2 ADVANCEMENT OF EXPENSES

Expenses incurred with respect to any claim, action, suit or proceeding may be advanced by the Trustees prior to the final disposition thereof in the discretion of the Trustees and upon receipt of an undertaking satisfactory in form and amount to the Trustees by or on behalf of the recipient to repay such amount unless it is ultimately determined that the recipient is entitled to indemnification hereunder.

8.3 INDEMNIFICATION NOT INVALIDATED BY NON-COMPLIANCE

The failure of a Trustee to comply with the provisions of this Agreement will not invalidate any indemnity to which the Trustee is entitled under this part.

8.4 LIABILITY FOR BENEFITS

None of the University, CUPE, the Faculty Association, the Directors' Group or the Exempt Employee Group are liable for the failure of the Trustees to secure the benefits contemplated herein or in the Plan for any Beneficiary, or for any default or neglect of the Trustees.

8.5 ACTION BY TRUSTEES

The Trustees may seek judicial protection by any action or proceeding they may deem necessary to settle their accounts, or to obtain a judicial determination or declaratory judgment on any question of the construction of this Agreement or to obtain instruction as to any action hereunder. Any such determination is binding upon all parties to, or persons claiming under, this Agreement.

ARTICLE 9
TERMINATION OF TRUST

9.1 RESOLUTION

If the Plan is terminated, the trust hereby created may be terminated by a resolution of the Trustees, and if so terminated or otherwise terminated for any reason whatsoever, all unexpended sums of money and other assets in the possession of the Trustees, or to which they are entitled from any source whatsoever, must be dealt with in accordance with the Plan.

**ARTICLE 10
AMENDMENT OF TRUST**

10.1 WRITTEN AMENDMENT

This Agreement may be amended by an instrument in writing executed by the University provided that no amendment may authorize or permit any part of the Fund to be used for or diverted to purposes other than those provided for in Article 4.4 hereof.

ARTICLE 11 NOTICES

11.1 METHOD OF GIVING NOTICE

Any notice to be given to a Trustee, the University, CUPE, the Faculty Association, the Directors' Group or the Exempt Employee Group must be in writing and may be given personally, by delivery, facsimile or electronic mail, or sent by post-paid first class mail, to the respective party at the address provided to the Recording Secretary. Any notice is deemed given and received, if delivered, upon receipt and if sent by mail as aforesaid, on the fifth day, excluding holidays, after it has been posted as aforesaid at any postal station in British Columbia provided that if mailed, should there be at the time of mailing or between the time of mailing and the actual receipt of notice, a mail strike, slowdown, or other dispute which might affect the delivery of such notice by the mails, then such notice is effective only when actually delivered. For the purpose of this Article 11.1, the term "holiday" has the same meaning as set out in the *Interpretation Act* (British Columbia). Any notice given by facsimile or electronic mail is deemed given and received upon the day after such facsimile or electronic mail is sent.

**ARTICLE 12
SITUS AND CONSTRUCTION OF TRUST /
EFFECTIVE DATE / COUNTERPARTS**

12.1 BRITISH COLUMBIA

The laws of the Province of British Columbia govern this Agreement.

12.2 ENUREMENT

The rights and obligations of the parties hereunder enure to the benefit of and are binding upon the parties and their respective successors and assigns.

12.3 EFFECTIVE DATE


Notwithstanding the actual date of signing this Agreement by any Person, this Agreement will have full force and effect as of and from October 1, 2022.

12.4 COUNTERPARTS

This Agreement may be executed in any number of counterparts, and each executed counterpart will be considered to be an original. All executed counterparts taken together will constitute the Agreement.

This Agreement has been executed as of the day and year first above written on the respective dates set forth below.

Executed under the seal of the)
UNIVERSITY OF NORTHERN BRITISH)
COLUMBIA on the 7th day of May ,)
2024 by)



Geoff Payne, President)

Bill Owen, Interim Provost and Vice)
President, Academic)

SIGNED, SEALED AND DELIVERED by)
RAHIM SOMANI on the day of)
, 2024 in the presence of:)

Signature)

Print Name)

Address)

Occupation)

RAHIM SOMANI, as Trustee)
(VP Finance and Administration)

SIGNED, SEALED AND DELIVERED by)
KIRAN KULLAR on the 15th day of)
May , 2024 in the presence of:)

Shawn Creuzot)

Signature)

Shawn Creuzot)

Print Name)

3333 University Way)

Address)

Prince George, BC, V2N 4Z9)

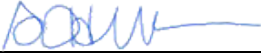
Executive Administrator, Office of the VPFA)

Occupation)



KIRAN KULLAR, as Trustee
(Director of Finance)

SIGNED, SEALED AND DELIVERED by)
Jennifer Dawson on the 7 day of)
May , 2024 in the presence of:)



_____)
Signature)

Stephanie Weldon)

_____)
Print Name)

3333 University Way)

_____)
Address)

Prince George, BC, V2N 4Z9)

_____)
Employee Wellness Advisor)

_____)
Occupation)



_____)
JENNIFER DAWSON, as Trustee
(Interim Director of Human Resources)

SIGNED, SEALED AND DELIVERED by)
WILLIAM CHEW on the 14th day of)
May, 2024 in the presence of:)

Carrie Bayes)
Signature)

Carrie Bayes)
Print Name)

3333 University Way)
Address)

Prince George, BC V2N 4Z9)

Treasury Services Officer)
Occupation)

William Chew

WILLIAM CHEW, as Trustee
(Manager, Treasury Services)

SIGNED, SEALED AND DELIVERED by)
BETTY ANN SHIELDS on the 12th day)
of May, 2024 in the presence of:)

Denna M. Pedersen)
Signature)

Denna M. Pedersen)
Print Name)

3854 Grace Cres)
Address)

Prince George, B.C. V2N 4A7)

Retiree)
Occupation)



BETTY ANN SHIELDS, as Trustee
(appointed by Board of Governors)

SIGNED, SEALED AND DELIVERED by)
CAROLINE SANDERS on the 14th)
day of MAY, 2024 in the presence)
of:)

Signature)

JONATHAN THURSFIELD)

Print Name)

Address)

#310, 1488 4th AVE)

PRINCE GEORGE BC, V2L 4Y2)

Occupation)

REGISTERED)
PSYCHOLOGIST.)

Caroline Sanders

CAROLINE SANDERS, as Trustee
(appointed by the Faculty Association)

SCHEDULE "B"
ACCEPTANCE OF TRUST FOR TRUSTEES

TO: The Trustees of the University of Northern British
 Columbia Pension Plan

The undersigned, _____ [insert name], having been appointed to serve as a Trustee of the Plan in accordance with the Agreement and Declaration of Trust dated for reference the _____ day of _____ providing for the administration of the trust fund for the Plan, as amended to the date hereof (the "Trust Agreement"), acknowledges:

- (1) I have read a copy of the Plan text and of the Trust Agreement;
- (2) I understand the powers and duties of the Trustees and the potential liability of the Trustees for acts and omissions of the Trustees.

I hereby accept the trust created and established by the Agreement, consent to act as a Trustee thereunder, and agree to administer the Plan and the Fund (as defined in the Agreement) strictly in accordance with the provisions of the Agreement and the Plan.

I have been appointed by _____ to be a Trustee.

DATED at _____, this _____ day of _____, _____.

Witness

Signature of Trustee

Residential Address of Trustee

Business Address of Trustee

Telephone:
E-mail:

Telephone:
E-mail:

SCHEDULE "C"
ACKNOWLEDGEMENT OF SUCCESSOR STATUS

TO: The Trustees of the University of Northern
 British Columbia Pension Plan

The undersigned trade union, having become the bargaining agent in the place of the _____ in accordance with the provisions of Article 3.9 of the Agreement and Declaration of Trust dated for reference the _____ day of _____ providing for the administration of the trust fund for the Plan as amended to date (the "Trust Agreement"), hereby acknowledges having been provided with a copy of the Trust Agreement and declares itself to be a successor to the _____ in accordance with the provisions of the Trust Agreement, and agrees to be bound by the Trust Agreement as successor to such union from the date hereof in accordance with the provisions of the Trust Agreement.

DATED at _____, this ____ day of _____, _____.

Executed on behalf of _____, the successor union, by:

Authorized Signatory

Authorized Signatory

BRIEFING NOTE FOR:

UNBC BOARD OF GOVERNORS AND BOARD COMMITTEES

Subject:	Scholarships, Bursaries and Awards	
Finance & Investment Committee	Meeting Date:	Purpose: <input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction <input checked="" type="checkbox"/> Approval
UNBC Board of Governors	Meeting Date:	Purpose: <input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction <input checked="" type="checkbox"/> Approval
Submitted By:	Chair Senate Committee on Scholarships and Bursaries, VP Research & Innovation	
Appendices:	<ol style="list-style-type: none"> 1. Bursary for Rural and Remote Youth 2. UNBC Emergency Financial Aid Bursary 3. Northern BC Graduate Research Scholarship 4. Northern First Nations Award 5. College Heights Veterinary Clinic Ltd Award 6. Vladimir Pasicnyk Scholarship for UNBC Engineering Undergraduates 7. MBA Alumni Award 8. Annual Report 2024 	
Motion Number:		

1.0 MOTION

That, on the recommendation of the Finance and Investment Committee, the Board of Governors, the approves of the scholarships, bursaries and awards as recommended and approved by the UNBC Senate, for the period of March 2024 to May 2024, as presented.

2.0 SCHOLARSHIPS, BURSARIES AND AWARDS RECOMMENDED BY THE SENATE FOR THE PERIOD OF MARCH 2024 TO MAY 2024

- Bursary for Rural and Remote Youth
- UNBC Emergency Financial Aid Bursary
- Northern BC Graduate Research Scholarship
- Northern First Nations Award
- College Heights Veterinary Clinic Ltd Award
- Vladimir Pasicnyk Scholarship for UNBC Engineering Undergraduates
- MBA Alumni Award

For Information

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Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Bursary for Rural and Remote Youth be approved.

Rationale: To activate the Bursary for Rural and Remote Youth commencing the 2024-2025 Academic Year.

Proposed By: Tara Mayes, Manager, Philanthropy & Engagement

Research & Innovation Contact: Tara Mayes, Manager, Philanthropy & Engagement

Faculty/Academic Department: N/A

Indigenous Content: No (Determined by the Manager, Philanthropy & Engagement)

Date to SCSB: March 5, 2024

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20240327.03

Moved by: Hanlon

Seconded by: Mayes

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: March 27, 2024



Date

Chair's Signature

For Information of Senate & Board

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Bursary for Rural and Remote Youth

Awards Guide Description/Intent: This bursary has been established to support students under the age of 30, from rural and remote communities in northern British Columbia (excluding Prince George) who are facing significant financial barriers to achieving their dream of accessing post-secondary education.

Donor: An anonymous donor

Value: \$5,000

Number: Five

Award Type: Bursary

Eligibility: Available to a full-time or part-time undergraduate or graduate student under the age of 30, from a rural and remote community in northern British Columbia (excluding Prince George). First preference will be given to a student in greatest financial need.

Criteria: Demonstrated financial need and satisfactory academic standing

Note: Successful applicants cannot receive this award more than once.

Effective Date: Established 2024

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



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the UNBC Emergency Financial Aid Bursary be approved.

Rationale: To activate the UNBC Emergency Financial Aid Bursary commencing the 2024-2025 Academic Year.

Proposed By: Tara Mayes, Manager, Philanthropy & Engagement

Research & Innovation Contact: Tara Mayes, Manager, Philanthropy & Engagement

Faculty/Academic Department: N/A

Indigenous Content: No (Determined by the Manager, Philanthropy & Engagement)

Date to SCSB: March 4, 2024

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20240327.04

Moved by: Stathers

Seconded by: Bankole

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: March 27, 2024



Date

Chair's Signature

For Information of Senate & Board

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: UNBC Emergency Financial Aid Bursary

Awards Guide Description/Intent: This award has been established to support students who face unforeseen financial crises or emergencies that jeopardize their education. The emergency bursary exists to provide immediate, one-time financial relief to students in dire need and may be used toward their education, emergency costs or living costs such as food, housing and transportation.

Donor: Anonymous

Value: Variable

Number: Variable

Award Type: Bursary

Eligibility: Available to a full-time undergraduate or graduate student facing an unforeseen financial crisis or emergency that jeopardizes their education. First preference will be given to students in greatest need.

Criteria: Satisfactory academic standing and significant unforeseen financial crisis or emergency need

Note: Students cannot receive this emergency bursary more than once. Distribution of emergency bursary funding is at the discretion of the UNBC Awards and Financial Aid Office.

Effective Date: Established 2024

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



Motion Number (assigned by SCSB): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Northern BC Graduate Research Scholarship be approved.

Rationale: To revise the Northern BC Graduate Research Scholarship commencing the 2024-2025 Academic Year.

Proposed By: Tara Mayes, Manager, Philanthropy & Engagement

Research & Innovation Contact: Tara Mayes, Manager, Philanthropy & Engagement

Faculty/Academic Department: N/A

Indigenous Content: No (Determined by the Manager, Philanthropy & Engagement)

Date to SCSB: March 4, 2024

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20240327.05

Moved by: Stathers

Seconded by: Hanlon

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: March 27, 2024

Date

Chair's Signature

For Information of Senate & Board

AWARD GUIDE INFORMATION:

Award Category: Graduate

Award Name: Northern BC Graduate Research Scholarship

Calendar Description/Intent: This award has been established to support graduate students at UNBC who are completing their thesis or studies in ~~History, Anthropology, Northern Studies or other coursework regarding~~ relating to Northern British Columbia.

Donor: Anonymous

Value: ~~\$5,000~~ 10,000

Number: ~~One in 2020/21 and one in 2021/22~~

Award Type: Scholarship

Eligibility: Available to a full-time graduate student who is completing their thesis or studies related to Northern British Columbia. ~~First preference will be given to students in History, Anthropology and Northern Studies.~~

Criteria: Academic ~~P~~proficiency.

Effective Date: ~~January~~ Established 2018, revised 2024

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the Office of Graduate Programs.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Northern First Nations Award be approved.

Rationale: To revise the Northern First Nations Award commencing the 2024-2025 Academic Year.

Proposed By: Tara Mayes, Manager, Philanthropy & Engagement

Research & Innovation Contact: Tara Mayes, Manager, Philanthropy & Engagement

Faculty/Academic Department: N/A

Indigenous Content: Yes (Determined by the Manager, Philanthropy & Engagement)

Date to SCSB: March 4, 2024

***SCII Vetting Process: (Section to be completed by SCII Committee Recording Secretary)**

SCII Motion Number: SCII202403.08

SCII Meeting Date: March 14, 2024

SCII Brief Summary of Committee Discussion: CARRIED

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20240327.06

Moved by: Mayes

Seconded by: Bankole

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: March 27, 2024



Date

Chair's Signature

For Information of Senate & Board

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Northern First Nations Award

Awards Guide Description/Intent: This award has been established to support a northern First Nations student in furthering his/her/their undergraduate or graduate education and achieving their career goals.

Donor: Anonymous

Value: \$5,000/10,000

Number: One

Award Type: Award

Eligibility: Available to a full-time undergraduate or graduate student from a First Nations Community in Northern British Columbia. ~~First preference will be given to an undergraduate student.~~

Criteria: Satisfactory academic standing.

Note: ~~This one-time award will be offered in the 2019/20 academic year and is renewable for four up to (4) years, subject to the recipient maintaining the criteria of satisfactory academic standing for this award. The renewal may be deferred for up to one (1) year if the recipient takes personal leave from UNBC. If the recipient discontinues their studies at UNBC, the award may be provided to another eligible applicant for the remaining term of the agreement.~~

~~Following each academic year, the recipient must provide a brief report (500-1000 words) on their program of study, what they have done, how the year went, what their cumulative GPA is and what they plan on doing in the coming year.~~

Effective Date: Established 2012, revised 2024

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



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

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

Rationale: To revise the College Heights Veterinary Clinic Ltd Award commencing the 2024-2025 Academic Year.

Proposed By: Carolyn Chrobot, Development Officer

Research & Innovation Contact: Carolyn Chrobot, Development Officer

Faculty/Academic Department: N/A

Indigenous Content: No (Determined by the Development Officer)

Date to SCSB: March 21, 2024

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20240327.07

Moved by: Hanlon

Seconded by: Stathers

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: March 27, 2024



Date

Chair's Signature

For Information of Senate & Board

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: College Heights Veterinary Clinic Ltd Award

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

Donor: College Heights Veterinary Clinic Ltd

Value: \$2,000

Number: One

Award Type: Award

Eligibility: Available to a full-time undergraduate or graduate student who is a resident of Northern British Columbia. First preference will be given to students who plan to pursue a career in northern British Columbia following their studies.

Criteria: Demonstrated financial need and academic proficiency.

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

Effective Date: Established 2020, revised 2024

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



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Vladimir Pasichnyk Scholarship for UNBC Engineering Undergraduates with a name change to EGBC Central Interior Branch Memorial Award be approved.

Rationale: To revise the Vladimir Pasichnyk Scholarship for UNBC Engineering Undergraduates commencing the 2024-2025 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Research & Innovation Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Indigenous Content: No (Determined by the Development Officer)

Date to SCSB: April 12, 2024

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20240424.04

Moved by: Hanlon

Seconded by: Zhou

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: April 24, 2024

Date

Chair's Signature

For Information of Senate

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: ~~Vladimir Pasicnyk Scholarship for UNBC Engineering Undergraduates~~EGBC Central Interior Branch Memorial Award

Awards Guide Information: ~~This award is in memory of Vladimir Pasicnyk P. Eng. who worked for 10 years with the Ministry of Forests in their regional office in Prince George as Regional Bridge Engineer and then for 9 years as Head of the Regional Engineering Section, retiring from the Ministry in 1996 and died in 2006. Vladimir was a long time volunteer for the Association of Professional Engineers and Geoscientists both on the BC Provincial Council and on the Central Interior Branch Executive.~~Engineers and Geoscientists BC's (EGBC) Central Interior Branch established this award to support northern students in engineering and geoscience programs at the University of Northern British Columbia (UNBC). The award is awarded based on academic standing and extracurricular activities.

~~The award scholarship was set up at the time when the engineering program at UNBC was being established. The award scholarship was established by legacies that were left by several engineers in the region and continues to be supported by donations from individuals and companies.~~

Donor: ~~Central Interior Branch of the Association of Professional Engineers and Geoscientists of BC~~Engineers and Geoscientists British Columbia's Central Interior Branch

Value: \$5001,000

Number: One

Award Type: Scholarship~~Award~~

Eligibility: Available to a full-time undergraduate student who has completed 30 credit hours toward enrolled in their second year of studies in the Environmental Engineering (BAsE) program at UNBC Engineering or Geoscience Program and who demonstrates community involvement. First preference will be given to a resident of northern British Columbia.

Criteria: ~~Academic excellence.~~Academic proficiency and extracurricular activity

Application Instructions: ~~Complete the APEG Central Interior Branch Vladimir Pasicnyk Scholarship application form available at <https://www.egbc.ca/Registration/Programs-Resources/Student-Program/Scholarships/Undergraduate-Scholarships>. Once completed, the application should be emailed to awards@unbc.ca.~~**Note:** ~~The Central Interior Branch of the Association of Professional Engineers and Geoscientists of BC will review applications and nominate the recipient. The deadline to apply for this award is April 15.~~Successful applicants cannot receive this award more than once. If two or more applicants are judged to be equal, the scholarship will be preferentially awarded to a student who completed high school in northern British Columbia.

Effective Date: Established 2011, revised 2024

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the ~~Central Interior Branch of the Association of Professional Engineers and Geoscientists of BC~~ Faculty of Science and Engineering.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

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

Rationale: To revise the MBA Alumni Award commencing the 2024-2025 Academic Year.

Proposed By: Harpreet Kaur, Scholarships Awards and Internal Grants Officer

Research & Innovation Contact: Harpreet Kaur, Scholarships Awards and Internal Grants Officer

Faculty/Academic Department: N/A

Indigenous Content: No

Date to SCSB: Apr 24, 2024

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20240424.05

Moved by: Gehloff

Seconded by: Hanlon

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: April 24, 2024



Date

Chair's Signature

For Information of Senate

AWARDS GUIDE INFORMATION:

Award Category: Graduate

Award Name: MBA Alumni Award

Awards Guide Description/Intent: The MBA Alumni Award was established in honour of our esteemed alumni, who serve as vital ambassadors for our MBA program. In commemoration of our 20th anniversary, we have created this as an endowed award to perpetually support deserving students. This award serves as a testament to the enduring commitment of our alumni community to fostering excellence and opportunity within our program. This award is being established by the MBA Program at UNBC as a thank you to MBA Alumni that make referrals resulting in new students joining the Program. The MBA Program recognizes that alumni are extremely important ambassadors for attracting future students, and that they contribute to the success of the Program by sharing their experiences with others. MBA Alumni are welcome to make charitable donations to UNBC to help grow the fund and the impact of this award. The award is intended to help promising MBA students that are encountering financial barriers.

Donor: ~~MBA Program and MBA Alumni~~ UNBC MBA Alumni

Value: ~~\$500~~ \$1,000

Number: ~~Two~~ One

Award Type: Award

Eligibility: Available to a domestic graduate student entering the MBA Program.

~~Award #1 - Available to a domestic graduate student entering into the UNBC Prince George Campus Cohort of the MBA Program that is encountering financial barriers. If there are no eligible applicants within the UNBC Prince George Campus Cohort the award may be offered to a student in the UNBC Vancouver Campus Cohort.~~

~~Award #2 - Available to a domestic graduate student entering into the UNBC Vancouver Campus Cohort of the MBA Program that is encountering financial barriers. If there are no eligible applicants within the UNBC Vancouver Campus Cohort the award may be offered to a student in the UNBC Prince George Campus Cohort.~~

Criteria: Academic proficiency Satisfactory Academic Standing and demonstrated with consideration of financial need. ~~barriers.~~

Conditions: ~~Students who are sponsored by their employers are ineligible to receive this award except in specific circumstances.~~

Note: ~~The funds for the award will be allocated to the student over the five semesters of the Program in the January semester. One award is preferred to be awarded to each campus.~~

Effective Date: Established 2018 , rev Mar 2024

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the MBA Program.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the 2023-2024 SCSB Annual Report be approved.

Rationale: The annual report is due to be submitted to Senate in April.

Proposed By: Linda Fehr, Coordinator – Awards & Financial Aid

External Relations Contact: N/A

Faculty / Academic Department: N/A

Date: March 27, 2023

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20240327.09

Moved by: Hanlon

Seconded by: Mayes

Committee Decision: CARRIED

Attachments: 4 Pages

Approved by SCSB: March 27, 2024



Date

Chair's Signature

For Information of Senate & Board

Senate Committee on Scholarships and Bursaries

Annual Report to Senate

March 27, 2024

OVERVIEW

Since the last annual report in March of 2023 the Senate Committee on Scholarships and Bursaries has met seven (7) times. During this time, and on behalf of Senate, the Committee has completed the following administrative tasks:

- Recommended to Senate the 2023/2024 general scholarships and bursaries fund expenditures.
- Ratified nominations of 2023/2024 awards recipients
- Reviewed and approved fourteen Terms and Conditions for thirty-one newly established awards.
- Approved sixteen revisions to Terms and Conditions for existing awards.
- Reviewed seven student requests for scholarship deferrals/reinstatements.

STATISTICAL SUMMARY – 2023/2024

Award Type	Number	Value
Donor-Directed	790	\$2,386,667.51
UNBC General Fund (not including waivers)	136	\$ 403,350.00
UNBC Scholars Waivers	99	\$ 531,593.97
Graduate Tuition Waivers	84	\$ 388,491.29
Athletic Tuition Waivers	48	\$ 188,740.55
Provincial/Youth in Care Tuition Waivers	20	\$ 84,826.35
School District 57 Waivers (matching)	6	\$ 8,000.00
Canada 150th Anniv. Intn'l Scholarship Waivers	2	\$ 3,000.00
Totals	*1185	\$3,994,669.67**

* 1% **increase** in number from 2022/2023

** 15% **increase** in value from 2022/2023

Student Data	Number	% of Recipients	Notes:
Self-declared Female Recipients	481	58%	
Self-declared Male Recipients	268	32%	
Undeclared Gender/nonbinary	84	10%	
Self-declared Indigenous Recipients	73	9%	
International Recipients	172	20%	
Northern Residents	464	56%	
Undergraduate Entrance Recipients	119	14%	
General Awards Recipients	215	29%	(all student types)
In-Course Undergraduate Award Recipients	295	35%	
Graduate Award Recipients	188	22%	(UNBC-administered)
Athletic Award Recipients	61	7%	
Number of individual recipients	833		(students with one or more awards)

Award Category	Number	Value	Median Value
Needs-based Awards	368	\$ 671,788.45	\$1,500
Merit-based Awards	817	\$3,322,881.22	\$3,000

NEW DONOR-NAMED AWARDS ESTABLISHED IN 2023/2024

Name of Award	Number	Value	Total
Pharmasave Prince George Scholarship	1	\$ 500	\$ 500
Vohora LLP Scholarship	2	\$5,500	\$10,000
Fort St. John Hospital Foundation Award	1	\$2,500	\$ 2,500
McElhanney Engineering Scholarship	1	\$2,500	\$2,500
Prince Rupert Port Authority Award	2	\$1,500	\$3,000
Todd French Memorial Award	1	\$1,000	\$1,000
Arrow Group Award	1	\$2,000	\$2,000
UNBC Chemistry & Biochemistry Alumni Award	1	\$1,000	\$1,000
DMC and CPAEF Bursary	1	\$2,000	\$2,000
DMC and CPAEF Scholarship	1	\$2,000	\$2,000
Magnifying Black Voices Bursary	12	\$1,000	\$12,000
Pacific Blue Cross Indigenous Health Award	1	\$1,000	\$ 1,000
Rosemary & Irving Fox Memorial Award	1	\$10,000	\$ 10,000

UNBC Master of Engineering Award	5	\$1,400	\$14,000
TOTALS	31	\$33,400	\$56,500

UNAWARDED DONOR-NAMED SCHOLARSHIPS AND BURSARIES 2023/2024

Name Of Award	Reason	Total Value	# Times Not Awarded (past Five Years including this year)
Arne & Lesley Carlson Graduate Scholarship (1)	Program specific	\$1,500	2
BC Psychological Assoc. Award (1)	Specific criteria	Certificate	3
Ricci Dalton Award (2)	Specific criteria	\$ 500	3
Spike Kendy Bursary (1)	Specific criteria	\$1,000	1
EGBC NB Matching Scholarship (1)	Matches external funding previously received at CMTN	\$1,000	1
Geoffrey R. Weller Scholarship (1)	Study abroad program – should be able to award 2024/2025	\$2,000	4
Lake Biodiversity Scholarship (1)	Program specific	\$1,250	1
McGeachy Charitable Foundation – Vanderhoof Community Scholarship (1)	Donor did not nominate a recipient	\$1,500	1
Fort St. James Scholarship (1)	Donor did not nominate a recipient	\$ 500	2
Associated Canadian Travelers and Auxiliary Bursary (1)	Program Specific	\$1,500	1
Nechako Chapter No. 40 – Order of the Eastern Star Bursary (1)	Affiliation specific	\$1,000	4
Nordic Sport Leadership Award (2)	Affiliation specific- donor nominated	\$2,000	5
van Adrichem Undergraduate Summer Research Bursary (1)	Specific criteria related to summer research	\$3,000	3
van Adrichem Family Nisga'a Leadership Award (1)	WWN Award – no eligible applicants	\$ 500	2

Ryan-Sanford Cadet Service Scholarship (1)	Affiliation specific	\$1,000	2
S.M. Blair Family Foundation Scholarship (2)	Affiliation specific	\$4,000	3
Sophie Thomas Bursary (1)	Donor did not nominate	\$1,000	4
Tom Dennett Memorial Scholarship (1)	Specific Criteria	\$1,000	5
William Dow Ferry Scholarship (1)	Program and GPA specific	\$2,000	1
TOTALS	22 Awards	\$26,250	

*Percentage of *number* of available awards not awarded 2023/2024: 1% (.8% decrease over 2022/2023)

**Percentage of *value* of available awards not awarded 2023/2024: .65% (50% decrease over 2022/2023)

DISSOLVED AWARDS 2023/2024

The following awards were dissolved in 2023/2024:

Award Description	Amount	Inactive Date	Reason
Nora Jean Garland Bursary	\$200.00	5/16/2023	Requested by ORI
Din Family Award	\$1,500.00	5/16/2023	Requested by ORI
Miriam Matejova Award	\$1,250.00	4/12/2023	Requested by ORI
Handfield Family Scholarship	\$500.00	5/16/2023	Requested by ORI
Jim and Noreen Rustad and Family Award	\$3,250.00	5/16/2023	Requested by ORI
Discretionary Student Need Fund	\$5,000.00	5/15/2023	one-time funding
Inspiring Women Among Us (IWAU) Award - Quesnel Campus	\$1,000.00	5/16/2023	Requested by ORI
Prince George Italian Club Award	\$500.00	10/24/2023	Requested by donor
Anytime Fitness Prince George Award	\$1,000.00	4/14/2023	Requested by ORI
Elan Travel Bursary	\$1,500.00	2/23/2024	Requested by ORI
Total Number	10		
Total Value:	\$15,700.00		

**Governance and Human Resources Committee
Report to the UNBC Board of Governors**

Submitted by: Joel McKay

Date(s) of meetings since last report: April 25, 2024, May 16, 2024, June 17, 2024

Topics reviewed and recommendations made:

1. Governance

- Reviewed Board agendas.
- Reviewed annual Board schedule.
- Reviewed proposed governance actions and priorities for 2024-2025.
- Board Chair and Vice Chair Nominations
- Recommendations to the Board:
 - MOU between UNBC & TRU
 - UNBC Trevor Angus Wolf Logo – Approval Contract Amendment and Trademark Filing
 - Repeal Solicitation Policies and Procedures

2. Human Resources

- Executive Compensation Disclosure
- Quarterly Appointment Delegation Policy Report
- Review of President's Reappointment Committee recommendations
- Received the Annual Report on UNBC Harassment and Discrimination Policy for the period May 1, 2023 to April 29, 2024
- Recommendations to the Board:
 - Appointment of Interim Vice-President, Academic & Provost

Board of Governors: Governance Action Items Update

June 2024

Action Item	Current Status
1. Complete new Strategic Plan and Vision	Complete. Approved by Senate in August and the Board in September 2023. The Plan rolled out to the University Community on October 5. This is now in the implementation phase.
2. A Board orientation and development site be developed to include materials readily available to BOG members. In particular, information on fiduciary responsibility and the university bi-cameral system will be included. As per the 2020 Lewis report, a statement of the duties and responsibilities of BOG members inside and outside the boardroom and examples of actual and apparent conflicts of interest should be included.	<p>Continuing. Initiated with transfer of existing materials to Teams site. BOG sessions on bi-cameral governance, university finances, academic matters, and student enrolment have been recorded and posted to the Teams site for on-going use. A session about PSEC took place in January 2024.</p> <p>Several board members participated in the June 2024 provincial Post-Secondary Board Governance Workshops, hosted by the Ministry of Post-Secondary Education and Future Skills. A couple of Board members attended the Governing in the Public Interest Workshop hosted by the Crown Agencies and Board Resourcing Office in April 2024.</p> <p>The provincial government has updated their general certificate units for board members, and the Ministry of Post-secondary Education and Future Skills updated its orientation for Board members.</p>
3. In consultation with the Board, the President determines how individual Board Members can advance the University's vision, mission, and reputation within the communities the University serves, and works with the Members to implement strategies.	The University Advancement Advisory Board began meeting in fall 2023 and are looking at this work.
4. Each September the Board holds an in-depth engagement session on its priorities and accountability mechanisms, the University's financial situation, the internal and external risk landscape, and other topics essential for informed decision making on matters expected to come to the Board in the governance year.	<p>Complete and on-going.</p> <ul style="list-style-type: none"> • Held October 2022 with discussions about the northern economic situation, national and global post-secondary trends, northern Indigenous issues, and northern social development issues. • Held December 2023 with presentations and discussions about Strategic Enrolment Management.

<p>5. The Board sets annual goals for the President against which presidential progress is measured.</p>	<p>Complete for 2022-23 academic year; set in June 2022. To be reported on in June 2023, with goals for 2023-24 developed and presented for review.</p>
<p>6. Specific Board-related policies be reviewed, revised, or developed as necessary, including: Procedures for Presidential Review; the President Search Procedures; Search Committees for Academic Vice-Presidents and other Senior Academic Administrators Procedures; Appointment of Senior Academic and Administrative Officers of the University, and of Faculty Policy; standard policy for inclusive search processes for administrators; whistle blower or safe disclosure policy; delegation of Board authority; Administrator employment standards; policy on appeals to the Board of Governors; policy on the acceptance of gifts.</p>	<p>Underway.</p> <ul style="list-style-type: none"> • In 2023, the Board approved the Hiring Equity Policy; Intentional Diversity Hire Policy; Vice-Presidents and Other Senior Academic Administrators Selection and Review Procedures; Appointment Delegation Policy; Appeals to the Board of Governors Policy; and the updated exempt handbook (administrator employment standards). • The Presidential policies and procedures related to appointment, reappointment, search and recommendation, and annual reviews were approved by the Board in March 2024.
<p>7. The Audit and Risk Committee develops a process for annual evaluation of the function and functioning of the Board and its committees.</p>	<p>Complete. Committee developed a draft survey process and tested it in May 2023. The results went to the Board in September 2023. There will be opportunities for continued improvement around integration of the renewed strategic plan, enhancing relationships with external parties and oversight of succession planning and development. The next survey will be conducted December 2024/January 2025 to allow the Board to act on the results of the survey.</p>
<p>8. Re-instate the Advisory Committee on Advancement, with a northern focus and an updated mandate.</p>	<p>Complete. Terms of reference for the University Advancement Advisory Board approved at January 2023 Board meeting. Recommended membership was approved by the Board at the June 2023 meeting. The Chair of UAAB has been appointed, and UAAB began meeting in late October 2023.</p>
<p>9. Advance the UNBC Land Trust structure and governance model.</p>	<p>Underway. Work continues between administration and the Land Development Corporation. Information on the Land Trust is readily available to Board members on the SharePoint site.</p>

BRIEFING NOTE FOR:

UNBC BOARD OF GOVERNORS AND BOARD COMMITTEES

Subject:	UNBC Trevor Angus Wolf Logo – Approval of Contract Amendment and Trade Mark Filing		
Audit & Risk Committee	Meeting Date:	Purpose: <input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction <input type="checkbox"/> Approval	
Finance & Investment Committee	Meeting Date:	Purpose: <input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction <input type="checkbox"/> Approval	
Governance & Human Resources Committee	Meeting Date: June 17, 2024	Purpose: <input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction <input checked="" type="checkbox"/> Approval	
UNBC Board of Governors	Meeting Date:	Purpose: <input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction <input type="checkbox"/> Approval	
Submitted By:	Kellie Howitt, Senior Governance Officer		
Please note other guests to be in attendance:	N/A		
Appendices:	<ol style="list-style-type: none"> 1. Amendment – Agreement Between UNBC and Trevor Angus 2. 2019 Agreement Between UNBC and Trevor Angus 3. Trevor Angus Wolf Logo (grey scale) 		
Motion Number:			

1.0 MOTION/DISCUSSION/RECOMMENDATION

That, on the recommendation of the Governance and Human Resources Committee, the Board of Governors approves the Trevor Angus Wolf logo contract amendment.

That on the recommendation of the Governance and Human Resources Committee, the Board of Governors approves filing the Trevor Angus Wolf Logo for trademark under Canada’s Trademarks Act (RSC, 1985, c. T-13).

2.0 BACKGROUND AND ANALYSIS

In 2019, the University entered into an agreement with Trevor Angus (attached) to create a Wolf logo design. The logo was created, payment was made, and UNBC has been using the logo.

In 2022, the University identified that the logo could be protected from other organizations using it by filing it as a UNBC trade mark. Under section 27(2)(u)(ii) of the BC *University Act*, the Board has the power to acquire and deal with a trade mark.

Due to the sensitivities in trade mark filings related to Indigenous art, the attached amendment was created to include language that confirms Mr. Angus agrees that UNBC owns the logo and that both parties understand that trademark rights will indeed be sought and maintained, etc., and in whose name. The amendment also confirms the name of the logo as the Trevor Angus Wolf Logo, giving recognition to the artist.

For information on trade marks, please refer to the [Trademarks Guide](#) on the Canadian Intellectual Property Office's website.

3.0 ANTICIPATED FINANCIAL AND HUMAN RESOURCE IMPACTS:

N/A

4.0 LENS OF RECONCILIATION:

N/A

5.0 OTHER CONSIDERATIONS:

N/A

- **NEXT STEPS:**

Following the approval of the amendment and obtaining the appropriate signatures, the Office of University Governance will work with Clark Wilson LLP in filing the Trevor Angus Wolf Logo as a UNBC trademark.

This Amendment to Agreement (the "Amendment") effective June 27, 2024 is entered into between the **University of Northern British Columbia** (the "University") and **Trevor Angus** (the "Contractor").

WHEREAS the Parties entered into Agreement #18-2923-CON for the Contractor to provide an Aboriginal UNBC Timberwolves logo design; and

WHEREAS the Parties wish to amend certain terms of the Agreement;

NOW THEREFORE, the parties agree as follows:

1 PURPOSE OF AMENDMENT

- 1.1 Addition of a definition to the Agreement.
- 1.2 The Ownership of the Material shall be modified.
- 1.3 A clause shall be added regarding Board approval.

2 DEFINITIONS

- 2.1 Clause 8 b) shall add the definition of "Logo" after "Material", definitions to be used interchangeably.

3 OWNERSHIP AND INTELLECTUAL PROPERTY SECTION, CLAUSES 9 – 12

- 3.1 The clauses shall be replaced with the following:

- 9 *The Logo produced by the Contractor as a result of this Agreement will be the exclusive property of the University.*
- 10. *The University will apply by September 2024 for trademark of the Logo under Canada's Trademarks Act (RSC, 1985, c. T-13).*
- 11. *Use of the Logo shall be restricted to the University unless written permission is obtained in advance by the Contractor. Any ongoing request of the Contractor to use the Logo will require a separate Trademark Licensing Agreement between the University and the Contractor.*
- 12. *The Parties agree that the Trademark application submitted by the University shall name the Logo the "Trevor Angus Wolf Logo".*

4 BOARD OF GOVERNOR APPROVAL

- 4.1 The following clause shall be added as clause 36:

Subject to UNBC Policy regarding trademarks, the Agreement shall be submitted to the UNBC Board of Governors for review and approval.

5 TERMS, CONDITIONS AND SPECIFICATIONS

- 5.1 It is acknowledged that this Amendment 01 is written as an amendment to the Agreement #18-2923-CON between the University and the Contractor.
- 5.2 In the event of any conflict, inconsistency or contradictions between the Agreement and Amendment 01, the information in Amendment 01 shall prevail.
- 5.3 The terms used in Amendment 01 shall have the same meaning as those used in the original Agreement.
- 5.4 All other sections of the Agreement shall remain current unless otherwise amended by both parties.

IN SIGNING BELOW, the Parties agree to the terms of this Amendment.

SIGNED ON BEHALF OF THE UNIVERSITY:

Geoff Payne
President and Vice Chancellor

Date

Signed on behalf of the UNBC Budget Holder:

Loralyn Murdoch
Director, Athletics / Recreation

Date

SIGNED ON BEHALF OF THE CONTRACTOR:

Trevor Angus

Date

FUND: 34344 ORG: 5770 ACCT: 7181

THIS AGREEMENT made the 21st day of March 2019

BETWEEN:

University of Northern British Columbia
3333 University Way
Prince George BC
V2N 4Z9

(herein called the "University")

OF THE FIRST PART

AND:

Trevor Angus
5880 151 A St
Surrey BC
V3S 5H1

(herein called the "Contractor")

OF THE SECOND PART

WITNESSETH that the parties hereto agree as follows:

APPOINTMENT

1. The University (herein referred to as the "University"), retains the Contractor to provide the services (herein called the "Services") described in Schedule "A" attached hereto and forming a part hereof.

TERM

2. The Contractor will provide the Services in accordance with the provisions of the Agreement during the period (herein called the "Term") commencing on March 8, 2019 and ending on April 28, 2019.

PAYMENT

3. The University will pay to the Contractor, in full payment and reimbursement for providing the Services and related expenses outlined in Schedule "A", in the manner and at the times set out in Schedule "B", both attached hereto and forming a part hereof and the Contractor will accept such fees and expenses as full payment and reimbursement as aforesaid.

1

RECORDS

4. In connection with the provision of the Services the Contractor will provide the University with free access at all reasonable times to all such records, books of account invoices, receipts and vouchers for the purposes of audit and inspection. For such purposes, the University may make copies thereof, take extracts therefrom and the Contractor shall provide the University with all information as it may from time to time require. The Contractor shall not, without the consent of the University, dispose of any such accounts, records, invoices, receipts and vouchers, but shall preserve and keep the same available for audit and inspection at any time.

INDEPENDENT CONTRACTOR

5. The Contractor will be an independent contractor and not the servant, employee or agent of the University.
6. The Contractor will not in any manner whatsoever commit or purport to commit the University to the payment of any money to any person, firm or corporation.
7. The University may, from time to time, give such instructions to the Contractor as it considers necessary in connection with the provision of the Services but the Contractor will not be subject to the control of the University in respect of the manner in which such instructions are carried out.

REPORTS

8. The Contractor will upon the request, from time to time, of the University:
 - (a) fully inform the University of the work done and to be done by the Contractor in connection with the provision of the Services; and
 - (b) permit the University at all reasonable times to inspect, examine, review and copy any and all findings, data specifications, drawings, working papers, reports, documents and material whether complete or otherwise (herein collectively called "Material") that have been produced, received or acquired, by the Contractor on behalf of the University, or provided by the University to the Contractor as a result of this Agreement.

OWNERSHIP

9. The Material produced by the Contractor or received or provided by the University to the Contractor as a result of this Agreement will:
 - (a) be the exclusive property of the University; and
 - (b) forthwith be delivered by the Contractor to the University at or before the end date of this Agreement.

10. The copyright in the Material will belong exclusively to the University. All wordmarks, trademarks, logos and identifications of the University of Northern British Columbia are controlled and protected by the University. Use of these logos, wordmarks, trademarks and identifications is restricted to the University unless written permission is obtained in advance.
11. The University will retain the rights and ownership to all information produced as specified in Schedule "A" attached hereto.
12. The University will not be bound to use any of the material produced as a part of this agreement should it be deemed unsatisfactory by the University.

CONFIDENTIALITY

13. In accordance with the Freedom of Information and Protection of Privacy Act, the Contractor will treat as confidential and will not, without the prior written consent of the University, publish, release or disclose or permit to be published, released or disclosed, the Material or any information supplied to, obtained by, or which comes to the knowledge of the Contractor as a result of this Agreement except insofar as such publication, release or disclosure is necessary to enable the Contractor to fulfil his obligations under this Agreement, or by the laws of British Columbia.
14. As a public body, the University may be required to release portions or the entirety of this Agreement to a third party applicant during a Freedom of Information request. The Contractor is responsible for indicating the portions of the Agreement that contain proprietary and confidential information and will bear the burden of proof that the entirety of the Agreement cannot be released to an applicant making a Freedom of Information request. The Contractor shall be responsible for all costs associated with the protection of the Contractor's information within this Agreement.

ASSIGNMENT AND SUBCONTRACTING

15. The Contractor will not without the prior written consent of the University:
 - (a) assign, either directly or indirectly, this Agreement or any right of the Contractor under this Agreement, or
 - (b) subcontract any obligation of the Contractor under this Agreement.
16. No subcontract entered into by the Contractor will relieve the Contractor from any of these obligations under this Agreement or impose any obligation or liability upon the University to any such subcontractor.

AMENDMENT

17. No amendment or modification to this Agreement shall become effective unless and until the same shall have been reduced to writing and duly executed by the parties hereto.

SURVIVAL

18. Paragraphs 4, 5, 8, 9 to 12, 13, 14, 20, 21, 22, 23, 25, 26, and 27 to 29 of this Agreement shall, notwithstanding the expiration or earlier determination of the Term, remain and continue in full force and effect.

CONFLICT

19. The Contractor will not perform a service for or provide advice to any person, firm or corporation where the performance of the service or the provision of the advice may or does, in the reasonable opinion of the University, give rise to a conflict of interest between the obligations of the Contractor to the University under this Agreement and the obligations of the Contractor to such other person, firm or corporation.

INDEMNITY

20. The Contractor shall hereby agree to indemnify and save harmless the University, its successor(s), assign(s) and authorized representative(s) and each of them from and against losses, claims, damages, actions and causes of action (collectively referred to as "Claims") that the University may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of the Agreement, that arises out of negligent errors, negligent omissions or negligent acts of the Contractor or their subcontractors, servants, agents, or employees under this Agreement, excepting always that this indemnity does not apply to the extent, if any, to which the Claims are caused by errors, omissions or the negligent acts of the University, its other contractors, assigns and authorized representations or any other person.

TERMINATION

21. Either party may at any time for any reason terminate this Agreement upon delivery of thirty (30) days written notice to the other. If such option is exercised the University will be under no further obligation to the Contractor except to pay the Contractor such fees and expenses as the Contractor may be entitled to receive, pursuant to Schedule III attached hereto, for Services provided and expenses incurred to the effective date of termination.
22. This Agreement may be terminated by the University on immediate notice to the Contractor if the Contractor defaults in the performance or observance of any term or condition of this Agreement or persistently or repeatedly defaults in the performance or observance of any term or condition of this Agreement, and in each case such default remains unremedied for a period of FOURTEEN (14) days after notice from the University, or in the case of a default which cannot reasonably be remedied within such period, the Contractor fails to take immediate, and diligently carry out, steps to remedy such default in accordance with instructions of the University.

NON-WAIVER

-
23. No provision of this Agreement and no breach by the Contractor of any such provision will be deemed to have been waived unless such waiver is in writing signed by the University.
24. A written waiver by the University of any breach of any provision of this Agreement by the Contractor will not be deemed a waiver of such provision or of any subsequent breach of the same or any other provision of this Agreement.

NOTICES

25. Any notice, payment, or any or all of the material that either party may be required or may desire to give or deliver to the other will be conclusively deemed validly given or delivered to and received by the addressee, if delivered personally on the date of such personal deliver or, if mailed, on the third business day after the mailing of the same in British Columbia by prepaid post addressed, if to the University:

University of Northern British Columbia
3333 University Way
Prince George, BC
V2N 4Z9

and, if to the Contractor:

Trevor Angus
5880 151 A St
Surrey BC
V3S 5H1

26. Either party may, from time to time, advise the other by notice in writing of any change of address of the party giving such notice and from and after the giving of such notice the address therein specified will, for the purposes of paragraph 25, be conclusively deemed to be the address of the party giving such notice.

FORCE MAJEURE

27. The University shall not be liable for any damage, breach of contract, or breach of covenant contained in this contract, due to causes beyond control of the University, and in particular, (but not so as to restrict the generality of the foregoing) it shall not be liable for damages or breach caused by act of God, acts of military or civil authorities, war, riot or civil disobedience, fire, explosion, strikes, lock outs or other labour unrest, including picketing, (whether lawful or not), nor shall it be liable for damages or breaches of covenant or contract caused by its being unable to obtain labour, materials, or facilities, and the University shall not, in any event, under any circumstances whatever, be liable for consequential damage or special damages to any person arising by reason of any of the aforesaid matters.

28. It is further expressly agreed by the parties that should legislation and/or budgetary direction of the Ministry of Advanced Education or Ministry of Finance or other duly constituted governmental authority adversely affect either party to this Agreement so as to frustrate the intent of this Agreement, or any part thereof, then this Agreement may, at the option of the party deeming itself adversely affected, be at an end and void, and, in such case neither party shall assess any Agreement or bring action for damages arising therefrom.
29. In any event, should the University be of the opinion that this Agreement cannot continue due to circumstances beyond its control and jurisdiction, it shall thereupon be, at the option of the University, terminated and at an end and no action of any sort shall be taken against the University as a result thereof.

DESIGNATED OFFICERS

30. (a) The Contractor designates the following personnel as individuals directly responsible for performance of this Agreement and for communication with the University during the execution of this Agreement in the capacity set opposite their names:

<u>Name:</u> Trevor Angus Ph: 604.353.8667	<u>Title:</u> Email: angus.art@hotmail.com
--	---

- (b) The Contractor will not alter the appointment(s) without the express written consent of the University provided that the individuals remain in the direct employment of the Contractor during term of the Agreement and are not prevented from full time duties by reason of death, or mental or physical disability.

- (c) The University designates the following personnel to communicate with the Contractor including receipt and dispatch of advice, instruction and information. These personnel will be the University representatives in general for all matters relating to this Agreement:

<u>Name:</u> Loralyn Murdoch Phone: 250.960.6368	<u>Title:</u> Director Athletics/Recreation Email: loralyn.murdoch@unbc.ca
--	--

INSURANCE

31. The Contractor is required to carry insurance as outlined in Schedule "C", Insurance Requirements, attached hereto and forming a part hereof. The Contractor must supply proof of the aforementioned insurance coverage before commencing the work and before any payments will be made by the University to the Contractor as outlined in Schedules "A" and "B" attached hereto and forming a part hereof.

SAFETY

32. The Contractor is responsible for complying with Workers Compensation Board and the Ministry of Labour laws, policies and procedures.

MISCELLANEOUS

33. This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia.
34. In this Agreement wherever the singular or masculine is used it will be construed as if the plural or feminine or neuter, as the case may be, had been used where the context or the parties thereto so required.
35. The headings appearing in this Agreement have been inserted for reference and as a matter of convenience and in no way define, limit or enlarge the scope of any provision of this Agreement.

18-2923-CON

IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year first written above.

SIGNED on behalf of the University
of Northern British Columbia:

Mar 26/19
(Date)

)
)
)
)

B Daigle
Barb Daigle, Interim VP Finance,
People, and Business Operations
University of Northern
British Columbia

SIGNED on behalf of the University
Budget Holder

March 25/19
(Date)

)
)
)
)

Loralyn Murdoch
Loralyn Murdoch
Director Athletics/Recreation
University of Northern British Columbia

SIGNED on behalf of the Contractor:

Mar. 21, 2019
(Date)

)
)
)
)

Trevor Angus
Trevor Angus

SCHEDULE "A"
18-2923-CON
SERVICES

1.0 Services

1.1 Provide the University with an Aboriginal UNBC Timberwolves logo design (Design).

1.1.1 Review and discuss ideas surrounding the development of the logo;

1.1.2 Provide University Designated Officer with rough draft for review;

1.1.3 Make changes to draft Design as agreed upon with the University and reissue draft for review until such time as final Design agreed upon; and

1.1.4 Provide final Design in Design and Vector file.

2.0 Project Timeline

Design and Vector file of Final Design to be issued to Designated Officer by the end of April 28, 2019.

3.0 Standards

Professional quality of work in providing the Services.

4.0 Ownership

In addition to section 9, the University will recognize "Trevor Angus" as the artist. Such recognition does not include the artist's name on every use of the name. At minimum, the University will create a webpage that provides the story of Design creation.

SCHEDULE "B"
18-2923-CON
Fees

1.0 The fees and expenses for services provided as listed in Schedule "A" attached hereto and forming a part hereof in the Agreement value amount of **\$2,000.00 (GST exempt) for fees and expenses based on:**

1.1 Deposit of 50% \$1,000.00

1.2 Balance due upon completion \$1,000.00

Completion defined as University's receipt of final agreed upon Design in Design and Vector file.

2.0 The Contractor will submit written invoices) indicating the following:

2.1 Fees for services subject to paragraphs "1" above; and

2.2 Contract Numbers:

18-2923-CON

K0982448

Invoices may be mailed to the University attention Accounts Payable or sent to accountspayable@unbc.ca

Payment will be to: **Trevor Angus**

3.0 The obligations of the Contractor in this Schedule will survive the termination of the Agreement



BRIEFING NOTE FOR:

UNBC BOARD OF GOVERNORS AND BOARD COMMITTEES

Subject:	Repeal Solicitation Policies and Procedures	
Governance & Human Resources Committee	Meeting Date: June 17, 2024	Purpose: <input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction <input checked="" type="checkbox"/> Approval
UNBC Board of Governors	Meeting Date:	Purpose: <input type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction <input checked="" type="checkbox"/> Approval
Submitted By:	Kellie Howitt, Senior Governance Officer	
Please note other guests to be in attendance:	N/A	
Appendices:	1. Solicitation – Approved by the Interim Governing Council Motion 08P93/07/09	
Motion Number:		

1.0 MOTION/DISCUSSION/RECOMMENDATION

That, on the recommendation of the Governance and Human Resources Committee, the Board of Governors repeals the Solicitation Policy and Procedures from the Interim Governing Council – 08P93/07/09.

2.0 BACKGROUND AND ANALYSIS

The Solicitation Policy approved by the Interim Governing Council (Motion 08P93/07/09) is outdated and no longer in use.



SUBJECT: SOLICITATION

That all solicitation be coordinated through the Office of University Development and that all proposals for funding (excluding Research proposals) or other substantial support be made under the President's signature or with the President's express approval.

**BRIEFING NOTE FOR: GOVERNANCE & HUMAN RESOURCES COMMITTEE
UNBC BOARD OF GOVERNORS AND BOARD COMMITTEES**

Subject:	Quarterly Board of Governors Appointment Delegation Policy Report	
Governance & Human Resources Committee	Meeting Date: June 17/24	Purpose: <input checked="" type="checkbox"/> Information <input type="checkbox"/> Discussion <input type="checkbox"/> Seeking Direction <input type="checkbox"/> Approval
Submitted By:	Lisa Haslett, Associate VP, Administration	
Please note other guests to be in attendance:	Jennifer Dawson, Interim Director of Human Resources	
Appendices:	1. <i>Appointment Delegation 5.1 Report May 2024</i>	
Motion Number:		

1.0 MOTION/DISCUSSION/RECOMMENDATION

This report is for information only.

2.0 BACKGROUND AND ANALYSIS

This report is a requirement of the Appointment Delegation Policy and provides data on the recruitment of Staff, Faculty, Students, Graduate Teaching Assistants (GTAs), and Senior Administrators of the University. The report is generated using available data from recruitment teams and UNBC's Human Resource Information System (HRIS) and supports the Board of Governors to understand recruitment successes and challenges, direction, and volume at UNBC.

3.0 ANTICIPATED FINANCIAL AND HUMAN RESOURCE IMPACTS:

N/A

4.0 LENS OF RECONCILIATION:

The Appointment Delegation Policy requires EDI data to be gathered, and HR is working towards gathering and reporting this data through the implementation of an applicant tracking system. This supports UNBC to make data-driven decisions to improve Indigenous faculty and staff representation.

5.0 OTHER CONSIDERATIONS:

Human Resources is working towards providing additional information requested in the policy surrounding EDI, numbers of applicants applying, and self-identification numbers. The Human Resources team is currently engaging with the Office of Equity Affairs to ensure we are collecting this data in a suitable manner. Human Resources is working towards achieving this data collection through our future applicant tracking system to report this information to the BOG in a meaningful way.

Of note in the period is sheer volume: 1663 positions filled. This volume is not unusual for the period due and is mainly comprised of Research Assistants, Student Assistants and Part-Time Instructors. However, as systems, processes or people changes occur, the significant volume presents risk, particularly with the current staffing levels within HR and reliance on manual processes. For example, a short leave by one position in HR at a high-volume period can significantly impact the workflow and recruitment times. A new applicant tracking system, digitization of HR processes, and structural changes in HR, including the recruitment of an additional Talent Acquisition Coordinator are planned mitigations.

There are multiple vacancies of note:

1. School of Social Work Chair – The competition started in 2022 and has yet to be filled. Utilization of an external search firm has yet to result in a successful candidate.
2. There is a higher than usual volume of School of Nursing Faculty positions due to high turnover and increased program offerings.

There are no other considerations of note.

Appointment Delegation

5.1 Report: Positions Filled (start date June 1, 2023 to April 30, 2024)

Tenure and Tenure Track Faculty Appointments

Name	Description	Begin Date	End Date	Tenure/Tenure-Track
Benoit, Shendah	Lecturer - EDUC	7/15/2023		Tenure-Track
Campana, Christine	Lecturer - ENGL	7/1/2023		Tenure-Track
Cherian, Chinchu	Assist Prof - Geotechnical ENG	7/1/2023		Tenure-Track
Crandall, Joanie	Assistant Professor - EDUC	7/15/2023		Tenure-Track
El-Hakim, Mohab	Assoc. Prof - Transportation	7/1/2023		Tenured
Erasmus, Daniel	Assistant Professor - BIOCHEM	7/1/2023		Tenured
Hamon, Michael	Assistant Professor - HIST	7/1/2023		Tenure-Track
Hossain, Shahadat	Professor - CPSC	9/1/2023		Tenured
Joly, Tara	Assist Prof - FNST	6/15/2023		Tenure-Track
K C, Luna	Asst Prof - INTS	7/1/2023		Tenure-Track
Kazemian, Hossein	Assistant Professor - NALS	7/1/2023		Tenured
Koper, Nicola	Professor - ESM	8/1/2023		Tenured
Litz, David	Assist Prof - EDUC	7/15/2023		Tenure-Track
Maurice, Sean	Assistant Professor - NMP	7/1/2023		Tenured
Rea, Roy	Assistant Professor - ESM	7/1/2023		Tenured
Reid, Jeffrey	Assistant Professor - PSYC	8/1/2023		Tenure-Track
Saha, Sajal	Assistant Prof - CPSC	8/1/2023		Tenure-Track
Wood-Adams, Paula	Professor - FSE	9/1/2023		Tenured
Standish, Katerina	Associate Professor - GIS	12/1/2023		Tenured
Hirt, Andreas	Assist Professor - CPSC	1/1/2024	12/31/2026	Tenure-Track
Chandra, Shruti	Assist Professor - ENGR	5/1/2024		Tenure-Track
Perry, Gretchen	Assoc Prof - SOCW	7/1/2024		Tenured
Senthanar, Sonja	Assist Prof - Health Sciences	7/1/2024		Tenure-Track
Total Positions - 23				

Academic and Administrative Associate Vice-Presidents and Vice-Provosts

Name	Description	Begin Date	End Date
Haslett, Lisa	Assoc. Vice Pres. Administration	08/08/23	2/7/2025
Wood-Adams, Paula	VP Research and Innovation	9/1/2023	
Tipler, Megan	Associate VP - Indigenous	12/11/2023	
Owen, Bill	Interim VP Academic & Provost	4/10/2024	

Barnes, Mark	Interim AVP, Strategy & Outreach	3/11/2024	9/13/2025
Banner-Lukaris, Davina	Interim AVP, Research and Operations	5/1/2024	4/30/2025
Total Positions - 6			

Deans, Academic Directors, University Librarian and University Registrar

Name	Description	Begin Date	End Date
Read, Kimberly	University Registrar	6/22/2023	
Koper, Nicola	Dean, Faculty of Environment	8/1/2023	7/31/2028
Daniel, Ben	Director of Centre of Teaching and Learning Technology	6/1/2024	4/30/2029
Standish, Katerina	Vice Provost Graduate and Post Doctoral Studies	12/1/2023	12/31/2028
Potter, Grant	Acting Director, CTLT	12/1/2023	5/31/2024
Schiller, Catharine-Joanne	Interim Dean, Human & Health Sciences	3/25/2024	11/30/2024
Fyfe, Trina	University Librarian	5/1/2024	4/30/2029
Total Positions - 7			

Administrative Executive Directors, Directors and Managers

Name	Description	Begin Date	End Date
Ray, Christie	Acting Director Business Services	8/9/2023	2/07/2025
Kullar, Kiranjit	Director of Finance	7/24/2023	
Abney, Richard	Interim Associate Director Athletics and Recreation	10/12/2023	8/9/2024
Vicente Gaspar Barreira, Claudia	Manager, Business Development	10/10/2023	
Mayes, Tara	Manager, Philanthropy and Engagement	11/13/2023	
Durau, Barbara	FHHS Assistant Manager, Nursing	11/13/2023	
Kandiah, Akalya	Research Manager	11/30/2023	8/31/2024
Adeniyi-Faleye, Anne Adedoyin	Director, Enterprise Risk and Safety	12/4/2023	
Balliet, Nicole	Manager, Research Administration	12/4/2023	
White, Sarah	Finance Director - CTAABC	1/2/2024	3/30/2025
Duong, Ann	Sustainability Manager	1/2/2024	
Smedley, Amanda	Admin Manager - PT & OTP	1/2/2024	
Kusz, Daniel	Manager, Retail Services	1/15/2024	
Dawson, Jennifer	Interim Director, Human Resources	1/25/2024	6/25/2024
de Leeuw, Sarah	Director NCCIH	2/1/2024	1/31/2025
Sharma, Ashutosh	Research Manager	2/1/2024	12/31/2028
Kusz, Daniel	Associate Director, Business Services	5/1/2024	11/30/2025
Total Positions - 16			

All Other Administrative Positions

Total Positions - 172

All Academic Services Positions

Total Positions - 73

**REPORT TO: GOVERNANCE & HUMAN RESOURCES COMMITTEE
UNBC BOARD OF GOVERNORS AND BOARD COMMITTEES**

Subject:	Annual Report on UNBC Harassment & Discrimination Policy
Governance & Human Resources Committee	Meeting Date: June 17, 2024
Submitted By:	Lisa Haslett, Associate Vice-President, Administration
Please note other guests to be in attendance:	Jennifer Dawson, Interim, Director of Human Resources
Appendices:	2024 Report of Complaints and Investigations (Harassment Discrimination RIWP)

Complaints and Investigations at UNBC

April 30, 2024

This report covers the period of May 1, 2023, to April 30, 2024

Report from the Director of Human Resources and the Vice Provost Faculty Relations:

As per Article 42.6 and Appendix 42A of the Faculty Collective Agreement, this document provides details of situations where Appendix 42A UNBC Harassment and Discrimination Policy is investigated. This document also includes complaints and investigations under the Respect in the Workplace Policy.

To provide the Board of Governors with information that can assist with supporting the University in enhancing a respectful workplace, we are providing the summary of all complaints received by Faculty and Staff. As UNBC is a small community, and to respect the privacy of the individuals involved in these situations, we have summarized the information.

Respondent Employee Group	New Complaints	Resolved	Still in Progress
<i>Faculty (2023-2024)</i>	3	2	1
<i>Staff (2023-2024)</i>	5	4	1
<i>Faculty (2022-2023)</i>	6	5	1
<i>Staff (2022-2023)</i>	4	4	0
<i>Faculty (2021-2022)</i>	6	6	0
<i>Staff (2021-2022)</i>	5	5	0

Types of Complaints Received (all employee groups):

- Harassment and bullying
- Accessibility concerns
- Discrimination

Location or Unit of the Incident(s) (all employee groups):

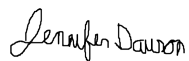
All complaints that have been received have been a result of actions taken on the Prince George campus. We’ve also seen complaints brought forward due to interactions on Zoom, Teams, and email.

Informal Resolution or Full Investigation (all employee groups):

According to UNBC Policy, complainants may decide to:

- (1) report and not want any action taken – 0
- (2) report and request informal resolutions – 1
- (3) report and request a formal investigation – 7

Jennifer Dawson



Interim Director, Human Resources

Dr. Bill Owen



Vice Provost, Faculty Relations

***As of April 10, 2024 Interim Vice-
President Academic and Provost***

UNBC Board of Governors – 2024 Meeting Dates

Type of Board Meeting	Event	Board Meetings
<u>Regular Quarterly Board Meeting</u>		Thursday, June 27, 2024 3:00 – 7:30 p.m.
<u>Informal Senate and Board Get together</u>	Venue: Thirsty Moose Wednesday, September 25, 2024 5:30 – 7:30 p.m.	
<u>Regular Quarterly Board Meeting</u> (Regional – Fort. St. John)	Board Dinner Reception: Thursday, October 3, 2024 5:00 – 7:00 p.m.	Friday, October 4, 2024 8:30 – 3:00 p.m.
<u>Effective Oversight of Cyber Security CNC and UNBC Board Engagement Session</u>		November 2024
<u>Regular Quarterly Board Meeting</u>		Thursday, November 28, 2024 3:00 – 7:30 p.m.

UNBC Board of Governors – 2025 Meeting Dates

Type of Board Meeting	Event	Board Meetings
<u>Special Board Meeting</u> <u>Joint Board and Senate Dinner Session</u>	Thursday, January 30, 2025 5:30 – 8:00 p.m.	Thursday, January 30, 2025 3:00 – 5:30 p.m.
<u>Regular Quarterly Board Meeting</u>		Thursday, March 13, 2025 3:00 p.m. – 7:30 p.m.
<u>Special Meeting:</u> Approval of Financial Statements Audit and Risk Committee meeting to receive Audit Findings Report from Audit Representatives (May 23, 2025)	Convocation: Friday, May 30, 2025	Thursday, May 29, 2025 9:00 a.m. – 11:00 a.m.
<u>Regular Quarterly Board Meeting</u>		Thursday, June 26, 2025 3:00 – 7:30 p.m.
<u>Regular Quarterly Board Meeting</u> (Regional – Wilp Wilxo'oskwhl Nisga', Nass Valley)	Board Dinner Reception: Thursday, September 18, 2025 5:00 – 7:00 p.m.	Friday, September 19, 2025 8:30 – 3:00 p.m.
<u>Informal Senate and Board Get together</u>	Venue: TBD Wednesday, October 22, 2025 5:30 – 7:30 p.m.	
<u>Regular Quarterly Board Meeting</u>		Thursday, November 27, 2025 3:00 – 7:30 p.m.

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Introduction

This report outlines the activities of the President over the past year covering the period of June 2023 to June 2024. This report is supplementing my previous written and verbal reports to the University of Northern British Columbia (UNBC) Board of Governors during the regular Board meetings during this period.

The report is meant to provide an overview of high level of activities across the University community in which I provided direct leadership, direction or guidance. This includes both positives and areas of focus that continue to inform the strategic direction and builds momentum to achieve the mission and mandate of the University. It also highlights the activities and accomplishments of others whom I as the President provide leadership, direction and mentorship within their portfolios.

Overall, I have ensured that all these activities within my portfolio as President continue to be influenced by the four key pillars that have been foundational to my approach over the past 4 plus years. Furthermore, during my first year as President and Vice Chancellor. Those four key pillars include:

1. Relationships
2. Reputation
3. Vision
4. Economic Sustainability

In addition to those four key pillars, the past year has continued to be framed through the expanded lenses focused on the following areas:

1. Indigenous Community Engagement
2. Equity Diversity & Inclusion
3. Student Centered Focus
4. Collaborative Employee Relations
5. Changing Landscape of Higher Education
6. External Community Engagement
7. Leadership Stability
8. Governance

Both publicly and privately, I continue to state that UNBC is an outstanding institution with incredible people that has a brand known at the provincial, national and international level as one of Canada's premier small research-intensive Universities that has made significant and positive impacts. Clear evidence of this was again the #2 Ranking in the McLeans University Survey mark and continued increased metrics in the global Times Higher Education survey. This is also very evident in our current 2024 Institutional Accountability Plan and Report (IAPR).

Outlined in this year's annual report are the activities building from goals identified in June 2023 which focused my attention. Additionally, the report has key information and goals for the remainder of 2024 and beyond specifically that will be aligned with the implementation of the renewed UNBC strategic vision. Despite some continued challenges, I feel the University has significantly made positive steps forward and continues to address challenges through a strategic and focused approach.

Overall, I feel a strong sense the University has entered a period of stability, transparency, open communication and is poised for growth in all aspects of the University community. I will highlight some of those areas from the past year that inform the future through our renewed strategic vision and plan.

Leadership

Critical to the success of the University are regular meetings with the President's Executive Council (PEC). This council consists of the President (Chair), and Executive leadership positions.

The purpose of this council is to ensure the strategic direction of the University is achieved and to provide operational support and guidance for the University in the areas of Equity Diversity and Inclusion and Indigenous. This is to ensure core direction by evaluating issues, developing solutions and leveraging opportunities that would be implemented and integrated across each of the executive's portfolios.

With my leadership, direction and support, the success achieved in each of the Executive's portfolios, along with their respective teams, is outlined in their respective reports throughout the year and have been provided to me during their recent annual review meetings. There has been significant communication by the Executives on successes, opportunities and challenges. With that and outlined later in the report are a number of selective key goals by the Executives that with my support and guidance will continue to move the University forward.

This past year has also been critical in recruitment to my team including the addition of the Vice President Academic & Provost, Vice President Research & Innovation and Associate Vice President, Indigenous. We have added additional support in with Associate Vice President Administration (Ms. Haslett). Although Dr Rodgers (VP Academic & Provost) and Ms. Tipler (AVP Indigenous) did decide to move on, I am fully confident in the interim leadership provided by Dr. Owen and Ms. Harding respectively to ensure the University priorities and strategic plan are moving forward.

Budget

With my support and direction, the Executive team continues to develop a financial accountability and stewardship approach along with the identification of new areas of revenue generation to ensure the mission and mandate of UNBC is achieved and enhanced. Supporting Mr. Somani, we were capable of completing the 24/25 budget which the first year of a fiscal sustainable model outlined by myself to the University community in March 2020. We also observed a budget investment model supported by the Province of British Columbia that will be strategically invested to support key areas in 24/25.

As we continue to move into a period of fiscal sustainability and growth opportunity the upcoming 24/25 annual and modeling will see more data to inform decision making, robust reporting details, metrics and indicators. This year's upcoming budget will be co-lead by Dr. Owen and Mr. Somani with support from the Finance team. We need to continue this process to ensure UNBC achieves its mission and mandate, so the institution continues to evolve as one of "Canada's small research-intensive Universities". I am both confident and impressed with the work of the Executive and their teams in developing a sustainable financial approach for UNBC. The principles and activities of our upcoming budget development are:

- ❖ Launch first annual planning cycle align to "Ready".
- ❖ Focus of Digital Technology and Transformation to support budget implementation.
- ❖ Increased measures, indicators and performance metrics for evidenced informed budget implementation.
- ❖ Continue to strategically invest in the core mission of UNBC students, faculty (teaching and research) and the infrastructure to support.

Additional factors that must be emphasized throughout the budget are streamlined operations and reducing activities so we do not overload the staff and faculty. We have begun the process for the 25/26 planning cycle to ensure strategic and appropriate utilization of resources.

Renewed Strategic Vision for UNBC: *Ready*

The renewed UNBC Strategic Vision and Strategic Plan was completed in October 2023 and was focal point of my activities over the past year. In working with our Project Team and chairing our Steering Committee along with supporting consultations in Prince George, Quesnel, Terrace and Fort St. John the time dedicated to this important work has been substantial. I am excited that we completed this important work that will be a foundational piece aligning to all directions at UNBC for the next 5 years and beyond. In addition, the renewed plan on critical takeaway was the consultation and re-establishment of important relationships across many groups within the UNBC community both internally and externally.

Convocation 2024

This year's convocation for the class of 2024 was a remarkable success, with celebration events held in Prince George, Terrace, Quesnel, Fort St. John, and Gitwinksihlkw at the Wilp Wilxo'oskwahl Nisga'a Institute (WWNI). These events highlighted the second-largest graduation class since 2014. We also celebrated significant milestones such as the First Nations Graduation, Nursing pinning ceremonies in Prince George and Terrace, and the 20th anniversary of the MBA program. The Vice-Chancellor attended

many of these celebrations, witnessing firsthand the profound impact UNBC has on its staff, faculty, communities, and, most importantly, the students, their families, and friends.

University Community Engagement

One of the key pillars of our approach is building relationships and connecting with our internal community to listen to and understand their perspectives about "their" University. This connection is crucial to ensuring that the President's office stays engaged with the broader University community. Over the past year, I have increased my external engagement activities, recognizing the critical importance of maintaining strong relationships and visibility with our external stakeholders. Key groups that have been the focus this year include:

- Donors and Community Partners of UNBC
- Alumni Council
- Northern Colleges (CNC, CMC and NLC)
- School District(s)
- Research University Council of British Columbia
- Universities Canada
- Municipal, Provincial and Federal Government and respective agencies
- Additionally, as outlined in Appendix A of this report I have selected meetings which highlight some of my engagement activities during the period of this report.

Employee Relations

Vital to our success as a university community is ensuring open dialogue and engagement with our labour groups, fostering respectful and supportive relationships focused on solutions. Over the past year, I have maintained regular meetings with members of the Faculty Association Executive, CUPE 3799 Executive, and CUPE 2278 Executive. We all work collaboratively to achieve success for the UNBC community. Our bargaining efforts were a testament to this collaboration, resulting in collective agreements that were finalized as the second fastest in British Columbia's Post-Secondary sector.

Celebrating our people is at the core of the UNBC community. We highlight individual achievements through various media channels and hold university-wide celebrations to recognize and value the contributions of our community members. This past year, we hosted events including:

- Employee Recognition and Awards for achievement and long service
- Staff Appreciation Breakfast
- Faculty Recognition Event
- Faculty Tenure and Promotion Celebration
- Employee Retirement Celebrations
- Office Hours with University Community

Indigenous Engagement

A key aspect of my efforts since becoming President has been to work closely with First Nations and Indigenous communities. This has included individual meetings with Chiefs and communities, participation in community events, and key initiatives detailed in my selected meetings in the appendix. Additionally, I have been chairing the Senate Committee on Indigenous Initiatives (SCII) and will continue to do so.

Despite the departure of Associate Vice President, Indigenous Tipler, who began some key work in her 6 months tenure I am confident in Interim AVPI Harding. This position aligns with the other pillars of our evolving engagement, including the First Nations Centre to support students, Academic and Research to support the academy, and the development of Community Advisory Councils to provide important direction for our university.

The Office of Indigenous Initiatives will be overseen by the Associate Vice President, Indigenous, and the First Nations Centre will now report to this office to strengthen relationships and provide clear direction.

Regional Engagement

Over the past year, I have made concerted efforts to visit our campuses and associated communities, reinforcing the direction that UNBC has four campuses with unique strengths. These engagements have included strategic plan consultations, Regional Advisory Council meetings, and Convocation celebrations. Additionally, there has been substantial engagement from the Deans, Provost, and VP of Research and Innovation, further supporting our collaborative efforts across the university.

President's Office

In addition to the Vice Presidents who report directly to the President, several other units also report through their Directors and receive support and direction from myself and the President's Office, including the Executive Director, Ms. Lucarelli, and Senior Administrator, Ms. Wyatt. During their annual review meetings, numerous key accomplishments were highlighted from these departments over the past year, emphasizing the outstanding work by these Directors and their teams.

- ❖ Office of Indigenous Initiatives
- ❖ Office of Equity, Diversity & Inclusion
- ❖ Office of University Governance
- ❖ Office of University Athletics

Future Directions

Building upon the success and momentum achieved over the past four years, we are now focusing on the future and where UNBC will direct its efforts going forward. The core pillars of Relationships, Reputation, Vision, and Fiscal Sustainability will continue to be embedded in my leadership approach. Guided by the principles outlined in "Building on a Community's Vision" and fully utilizing the renewed strategic vision, READY, we aim for UNBC to emerge as an engaged and connected university both in the North and globally relevant within the changing landscape of higher education. The following areas will be our focus:

- ✓ Continue to make decisions that are informed by data and evidence to leverage opportunities and maximize our resources in areas identified by our renewed strategic vision READY.
- ✓ Ensure the Digital Transformation initiative is successful by investing in modernizing systems and processes so that we're administratively efficient, harness capacity and strategically intentional on data and evidence.
- ✓ Continue to foster respectful and collaborative relationships with our First Nation communities that ensures UNBC *Acts on Truth and Reconciliation*.
- ✓ Continue to ensure UNBC is welcoming and safe community with significant and substantial commitment to equity, diversity and inclusion.
- ✓ Provide outstanding experiences in a student-centered manner which support their foundation to build and achieve the next steps in their aspirations by *Igniting, Inspiring* and Leading Change through a *cultivating curiosity* lens.
- ✓ Continue to the strategy to grow the domestic enrolment through effective implementation of systems and processes that support strategic enrolment management. Additionally align this with our international student strategy.
- ✓ Capitalize on opportunities and partnerships the leverage our strengths and expand our academic and research reach and breadth where *Local Solutions have Global Impact*.
- ✓ Reaffirm our commitment to our communities and regions in realizing the vision that was outlined for our University, 30 years ago in *Empowering Northern Communities*.
- ✓ Continue a strong commitment to collaborative, open and meaningful employee relationships which support and empower them within our university community.
- ✓ Continue to develop key relationships with our alumni and donors which will be critical to the launch and success of UNBC largest fundraising campaign ever.
- ✓ Ensure there is leadership stability to achieve the direction, actions and outcomes to further UNBC's mission in *Leading a Sustainable Future*.

Key Indicators

Data informed decisions are to ensure the University is achieving its goals and allocating resources appropriately. The executive team is working on a dashboard that will track trends and key performance indicators. Such metric and indicators will include the following and will be expanded upon:

- ❖ Financial Trends
- ❖ Enrolment and Program Trends
- ❖ Human Resources (Equity, Diversity and Inclusion)
- ❖ Research Funding
- ❖ University wide projects
- ❖ Risk Assessment and Mitigation
- ❖ Philanthropy and Donor Engagement
- ❖ Student Experience
- ❖ Community Engagement

Overall Summary:

The President's office is focused on achieving solution-driven approaches to intentionally and strategically maximize opportunities and address challenges, all while maintaining forward momentum. The "4" pillars I outlined in 2020—Relationships, Reputation, Vision, and Fiscal Sustainability—have been successfully achieved, positioning us for further growth at UNBC. We are now poised to build on this foundation and drive the university toward even greater accomplishments.

Appendix A: President 's Selected Activity Report

President Payne

Selected Yearly Activities 2023-2024

Date	Event/Meeting
June 22	Meeting with Chief Martin Louie, Nadleh Whuten
June 22	Meeting with TRIMUF CEO, Nigel Smith
June 27	BCCIE Annual Conference President Panel on International Education
June 29	Research Universities Council of BC Meeting
July 4	MITACS Board of Directors Reception (Vancouver)
July 11	Launch of the AVP Indigenous search
July 17	Partnership & MOU Signing with LaSalle College
August 8	UArctic meeting with Lisa Goulet
August 15	Collaboration meeting on Low Carbon & Natural Resource forum
August 16	Video shoot for Sustainability with City of Prince George
August 23	Lunch with Moss Rock Park Foundation
August 24	Northern Post-Secondary Indigenous Leaders event
August 25	CKPG Today Show
August 29	Academic Leaders Development Retreat (Remarks)
August 30	Meeting with MLA Coralee Oakes
September 1	Student Move in Day at Residences
September 5	Orientation Welcome (Remarks)
September 5	Bachelor's of Education Welcome (Remarks)
September 8	Interview with Robert Jobson (Kings book)
September 11-12	Prince Rupert planning trip
September 22	RUCBC Meeting
September 26	Indigenous Chancellor's Talking Circle meeting
September 27	German Researcher Delegation (Welcome Remarks)
September 28	1000 Ravens event
September 28	International Student welcome event (Remarks)
October 5	Launch of renewed Strategic Plan
October 11	Fort St. John Strategic Plan Launch
October 12	Donor dinner with long time donors
October 12-13	Government of BC Ministry meeting
October 17	Media with Alan Wishart on Strategic Plan
October 19	BC Business Council Board meeting (Vancouver)
October 20	Lunch with Student Board members
October 24-26	Universities Canada Fall Meeting (Ottawa)
October 26	Farewell Dinner for CNC Dennis Johnson
October 27	United Nations (PG) Gala (Keynote)
October 30	University Advancement Advisory Board
November 1	BC Cabinet and First Nation Leaders Gala (Vancouver)

November 3	RUCBC Meeting (Vancouver)
November 6-8	CAEI Conference (Las Vegas)
November 9	UNBC Timberwolves Legacy Night (Remarks)
November 16	Lunch for Louis Riel Day
November 17	Academic All Canadians Event
November 21	Rotary Lunch on Strategic Plan Launch Presentation
November 27	Canadian Bureau for International Education Leaders Summit (Vancouver)
November 29	Remembrance Day Violence Against Women event (Remarks)
December 8	Year in Review Media Request
December 11	meeting with UNBC, LTN and City of Prince George
December 14	Winston's Breakfast Strategic Launch Presentation
January 2	New Student welcome (Remarks)
January 4	Northern Post-secondary Council Meeting
January 8-9	Universities Canada President Professional Development Retreat (Banff)
January 15	LTN Acknowledgement Event
January 16	Meeting with Premier Eby
January 16	Northern Communities and Climate Action Roundtable
January 17	BC Hydro Event (Natural Resource Forum)
January 18	CUFA BC Conference (Vancouver)
January 19	RUCBC Meeting (Vancouver)
January 22	Meeting with Pacifican
January 30	University Advancement Advisory Board
February 2	Joint Board and Senate Meeting
February 5-7	Universities Canada Accelerate Conference (Ottawa)
February 12	Low Carbon meeting
February 15	Employee Recognition Event
February 16	Fort St. John High on Ice Event (FSJ)
February 19-20	Canadawest Basketball (Winnipeg)
February 26	Twice Colonized Film
February 29	BC Business Council (Vancouver)
March 5	Para-Nordic Reception
March 7	WestVac Meeting (Keynote) Victoria
March 12	Interrupting Privilege (Remarks)
March 14	President Luncheon long service employees
March 19	Pan Pacific Dinner
March 22	RUCBC Meeting (Vancouver)
March 26	UNBC Student Scholars Event (Remarks)
April 8	LTN and UNBC Partnership Meeting
April 12	Red Dress Day filming
April 15	Quesnel Community Engagement
April 24	Staff Appreciation Breakfast
April 30	Moosehide Pin Ceremony

May 2	Fort St. John Community Engagement (FSJ)
May 6-7	Prince Rupert Planning (Prince Rupert)
May 9	University Advancement Advisory Board
May 9	Donor Appreciation Event (Remarks)
May 13	Government Relations Meeting Andrew Dafoe
May 13	Meeting with MP Bob Zimmer
May 16	Moosehide Walk
May 23	Faculty Recognition Event (Remarks)
May 27	CNC Indigenous Strategic Plan Launch

June 10	BC Business Council meeting (Vancouver)
June 12	Post-Secondary Governance Conference (Panelist)
June 21	Spirit Bear Event, Exploration Place

Dr. Bill Owen, Interim Vice-President Academic and Provost
Report to the Board of Governors
April 2, 2024 – May 31, 2024

The Vice President Academic and Provost Office's primary role is to oversee comprehensive strategic planning and development of academic matters in collaboration with academic units, governance, administrative, research, finance and other service areas of the University. The Office of the Provost ensures that the needs of students, faculty and staff are met, and that UNBC delivers excellence in academic programs and research initiatives.

Core activities – Academic Matters:

- Consultation plan has been developed for a refresh of an Academic Plan.
 - Consultations and review to occur Fall 2024, with the intent of presenting to Senate January 2025.
- Initiating the development of an International Strategy, with a key emphasis on international student experience.
- Fall 2024, we will need to also develop an Academic Regional Strategy
- The Office of Vice Provost Graduate and Post-doctoral Studies has been engaged in a discovery process in order to identify gaps in supports for graduate students and is now engaged in prioritizing the development and communication of graduate student supports.
- AI Task Force completed its mandate to provide guidelines to faculty and students about the use of generative AI in academic settings.
- *Faculty of Business and Economics* – engaging discussions with community in Terrace and private colleges in Vancouver related to MBA delivery; faculty received a four-day workshop on Business Cases through the Ivey School of Business; FBE is in discussions with not-for-profit (NFP) leaders in Terrace on ways in which the FBE can support sustainable NFP organizations in the region.
- *Faculty of Environment* - Engaging regional community members in the northwest to explore relevant and locally delivered academic programming.
- *Faculty of Human and Health Sciences* – New academic Chairs starting July 1 in Psychology and Health Sciences, with the School of Social Work Chair search proceeding to the hiring stage; full seats expected in the MScN-Family Nurse Practitioner expansion for this fall (from 20 up to 40) and in the NBNP BScN program this fall (24 students) in its second year. A robust internal/external search for a new Dean will begin in August.
- *Faculty of Indigenous Studies, Social Sciences, and Humanities* – Implementation of external review recommendations for English, bringing forward over seventy motions to Senate that include a host of calendar and curricular changes; proposal for a course-based MA in International Studies is moving through the Senate processes; working with WWNI to launch an in-community MA in FNST for the Fall; awaiting approval for a 'limited' hire from the BC Human Rights Tribunal – this hire is specifically for an Indigenous scholar and Chair in First Nations Studies.
- *Faculty of Science and Engineering* – Department of Mathematics and Statistics has focused on retention efforts. Working with the student success staff they have improved our Math Readiness Program and redesigned a Math Success Stream. The Department of Chemistry and Biochemistry has also just hired a new professor who will start in November. They will be working on professional accreditation of the Chemistry degree. The Department of Computer

Science welcomed a new Assistant Professor as of May 1, and is working on a major curriculum review which will be ready for Senate in the fall. The School of Engineering has initiated an industrial advisory board.

- *Library* – new (term) Knowledge Synthesis Centre Research Librarian to support researchers and external partners with knowledge synthesis projects and act as a liaison for the School of Nursing for the library; redesign and migration of the library’s website.
- *Continuing Studies* and the School of Nursing recently finalized a new online course Safe Prescribing for Registered Nurses in Certified Practice
 - UNBC is the only institution in BC offering this training
 - Prescribing course is recognized by the BC College of Nurses and Midwives

Events and Celebrations:

- *Faculty of Business and Economics* – Celebration of the 20th anniversary of the UNBC MBA Program on June 1. The keynote speaker for the event was Diane Collins, MBA, Executive Director of the Kitsumkalum Economic Development Corporation.
- *Faculty of Environment* - Will Hanlon (BA, Joint Geography and Political Science) was one of the valedictorians; Dr. Catherine Nolin received the *Public Engagement Award* from the Conference of Latin American Geography at the May 2024 conference in San Juan, Puerto Rico; four retired UNBC faculty members received Emeritus/Emerita status: Drs. Phil Burton, Michael Rutherford, Paul Sanborn and Pam Wright.
- *Faculty of Human and Health Sciences* – \$700,000 in funding was received from the Ministry (PSFS) to develop and pilot a program for getting Internationally Educated Nurses in the North prepared to work in B.C.; One retired UNBC faculty member received Emerita status: Dr. Sylvia Barton.
- *Faculty of Indigenous Studies, Social Sciences, and Humanities* - three retired UNBC faculty members received Emeritus/Emerita status: Drs. Karen Beeler, Ted Binnema, and Jonathan Swainger.
- *Faculty of Science and Engineering* – Dr. Jianbing Li was inducted as a Fellow of the Engineering Institute of Canada in recognition of exceptional commitments to education and professional practice.
- On May 24, 2024, UNBC celebrated the Faculty University Excellence Awards in recognition of teaching, research, service, and professional practice.
- On May 30, 2024, UNBC celebrated convocation at the Prince George campus. Regional convocations followed. We celebrated 800 conferrals of academic credentials, the second largest graduating class in the past 10 years.

Strategic Enrolment Management (as of 6/01/2024)

- Domestic Undergraduate admits for Fall 2024 are down .2% (2) over Fall 2023
- International Undergraduate admits for Fall 2024 are down .6% (1) compared to Fall 2023
- Domestic Graduate admits are down 4.4% (8) and International Graduate admits are down 40.2% (94); registrations for graduate students are ahead of last year at this time.
- Call out campaigns, customer relations management (CRM) nurture campaigns, personalized outreach offering registration support, and incentives for registration will be implemented.

Report to the UNBC Board of Governors

Submitted by: Rahim Somani, Vice President, Finance and Administration (VPFA)

Meeting Date: June 27, 2024

1.0 Introduction

- 1.1 This report outlines key strategic initiatives across the VPFA portfolio, focusing on transformation, digital innovation, planning and budgeting, sustainability, human capacity, campus planning, risk management, and engagement. Aligned with the UNBC Strategic Plan, **Ready**, our goal is to promote governance, data-informed decisions, and continuous improvement in employee engagement and service excellence. The progress detailed here reflects our commitment to fostering a dynamic, efficient, and inclusive environment to ignite, inspire and lead change for a sustainable future.
- 1.2 I extend my appreciation for the unwavering dedication, commitment, and hard work of the entire VPFA leadership team and all team members. Their commitment underpins the progress and achievements reflected in this report, particularly amidst ongoing transitions, recruitment, and onboarding of new team members.

2.0 Awards and Recognition

- 2.1 UNBC received the following awards for the year 2024:
- ⇒ **Canada's Greenest Employers** for the twelfth time since 2012. This recognition aligns with UNBC's vision of **leading a sustainable future** and reflects the leadership of the UNBC community—our students, faculty, and staff—in driving sustainability-focused actions.
 - ⇒ **BC's Top Employers** for the tenth time since 2012. This award highlights the collective efforts and dedication of the UNBC community, which is integral to fulfilling the University's mission to **ignite, inspire, and lead change**. It demonstrates the commitment of all UNBC employees who strive every day to create the best possible learning and working environment for everyone.

3.0 Annual Planning and Budgeting Cycle

- 3.1 As UNBC commences its annual planning cycle, the focus is on refining tools and processes for 2025-26 institutional and cascading planning. Key objectives include integrating planning with budgeting, aligning timelines, enhancing understanding of strategic priorities and participation, and establishing clear documentation protocols. This multi-year initiative prioritizes developing a synchronized planning and budgeting cycle, standardizing terminology and processes, and iterative refinement. The aim is a robust and integrated planning and reporting framework to guide organizational progress.

4.0 Annual Financial Audit

4.1 The year-end financial audit, conducted by KPMG, was successfully completed with a clean audit opinion. The Board of Governors approved the financial statements on May 30, 2024. The auditors commended the Finance team's progress and expressed confidence in the future direction of the UNBC Finance team.

5.0 Transformation and Service Excellence

5.1 Structural updates, recruitment, and onboarding efforts continue within each unit of the VPFA portfolio. As part of the Service Excellence initiative and following the employee engagement surveys with 70% participation, all units are developing their Wildly Important Goals (WIGs) with an aim to integrate coaching to enhance employee engagement and belonging, leading to service excellence.

6.0 Digital Transformation

6.1 Implemented TDX for efficient project prioritization and enhanced employee engagement through regular reporting and invitations to Data Collection and Digital Infrastructure (DCDI) meetings. All TDX-coordinated projects now include change management plans.

6.2 Following the Banner/FAST diagnostic assessment, project plans for Banner system improvements are being developed and staff training scheduled. The implementation of the initial phase of the CaseWare reporting tool is completed.

6.3 Planning for PayMyTuition and the implementation of Digital Document Management are progressing. The ongoing collaboration with Amazon Web Services (AWS) for cloud adoption is a critical step in our digital evolution.

7.0 Sustainability and Energy Management

7.1 UNBC's Office of Sustainability organized "Leading a Sustainable Future," a 15-day event series culminating in the annual Green Day celebration, highlighting some of the sustainability initiatives underway at UNBC focused on the 17 United Nations Sustainable Development Goals. The series featured over 30 events, including presentations, panel discussions, and a campus cleanup.

7.2 Key Achievements in Energy Management include:

- ⇒ Reduced GHG emissions by 60% compared to 2007 baseline levels, meeting the province's 2030 sectoral target for buildings/communities and the overall 2040 target.
- ⇒ Achieved a 42% reduction in electricity use, a 73% reduction in natural gas consumption, and a 50% reduction in utility costs compared to 2010 baseline levels.
- ⇒ Avoided \$9.6M in energy purchases since 2010 through the Energy Management Program, with total benefits, including incentives and salary reimbursements, exceeding \$12.1M. Implemented lighting upgrades and cooling system improvements in 2023-24, with additional projects planned for 2025-26 to enhance energy efficiency.
- ⇒ Bioenergy accounted for 76% of district heating in 2023, reducing natural gas use by 6% year-over-year. Since its commissioning, the Bioenergy Plant has reduced heating costs by over \$4.3M.

8.0 Human Capacity

8.1 Key appointment includes the Associate Director, Business Services. Recruitment for remaining vacancies across VPFA portfolio is ongoing. Key future requirements include Associate Vice President, Equity, People and Inclusion; replacement Director for HR team; and Senior Financial Analysts.

9.0 Campus Planning and Capital Projects

9.1 All projects are progressing within budget and in adherence with safety standards. We are carefully tracking spending and invoices to ensure the optimal utilization of the budget.

9.2 The work on the business case for student housing is in progress and the planning for the Childcare including the feasibility assessment is underway. The business case for Land Trust is currently being revised based on Ministry's feedback.

10.0 Enterprise Risk Management

10.1 UNBC Enterprise Risk Management is being implemented as per the approved roadmap. The roll out of the Emergency Response Plan, including the Emergency Operations Centre and Emergency Communications Plan, is in progress.

11.0 Engagement and Outreach

11.1 My active external engagement extends to key committees such as the Administrative Services Collaborative Steering Committee, the BCNET Procurement Services Committee, and the Boards of the Prince George Public Library, and the Prince George Community Foundation. Additionally, my leadership team and relevant members within their units actively participate in various committees and forums coordinated through the Ministry and relevant networks. This commitment underscores our dedication to collaboration and community engagement.

11.2 I participated in a Senior Leadership Panel for the 2024 Global Virtual Summit for Career and Skill Development by GELP, livestreamed to 15,000 students across 25 countries. The panel explored the transformative journey of lifelong learners in a globalized world, discussing how leaders navigate diverse cultures, ideas, innovations, and essential skills.

11.3 David Claus, our Director, Facilities and Capital Planning received 2024 CAUBO Leadership in Learning Award. This award recognizes outstanding individual contributions to CAUBO professional development activities, including the annual conference, pre-conference seminars, online course, workshops and webinars.

12.0 Conclusion

12.1 This report highlights our commitment to strategic development and operational excellence. By focusing on digital transformation, financial stewardship, integrated planning, sustainability, and inclusivity, we are ready to achieve our goals and ensure long-term sustainable growth. The progress across various units underscores our commitment to fostering a dynamic and efficient environment anchored in service excellence. As we continue to evolve, our efforts will remain focused on collective excellence, innovation, and resilience, strengthening the UNBC community for the future.

**Summary of Contracts Awarded pursuant to the BOG Approval in Principle
at the 28 March 2024 Meeting**

Project Details	Procurement Type / Contractor	Contral Estimate	Actual Contract	Comments
Family Nurse Practitioners Expansion (PSFS: \$4.15M)	RFP / IDL Projects	\$1,500,000	\$809,096	The contractor identified lower-cost options, demonstrated familiarity with the building and UNBC, and priced competitively as a result.
	Direct Award: Repeat of previous project / IDL Projects	\$900,000	\$829,161	The contract cost aligns with the original estimate
Student Housing Business Case and Functional Planning (Interim Ancillary Loan: \$1.4M) – Submission: February 2025	RFP / Public Architecture	\$885,000	\$513,646	Shorter working time and reduced scope resulting in a lower cost.
Roof Replacement: Library Area 1 (PSFS: \$1.08M)	RFP / Admiral Roofing	\$500,000	\$291,424	Contract cost lower than expected due to flexibility in scheduling and decreased market costs.
QRRC Lab Expansion (BCSRIF: \$2.53M)	GC RFP	\$1,700,000	Deferred	Construction works deferred until next summer.

UNBC BOARD OF GOVERNORS REPORT OFFICE OF RESEARCH AND INNOVATION



JUNE 2024

UNBC BOARD OF GOVERNORS REPORT: OFFICE OF RESEARCH AND INNOVATION (ORI) - JUNE 2024

Our team is pleased to present the following report detailing high-level strategic initiatives, research, and innovation updates, student support endeavors, and operational advancements at UNBC for the Board of Governors' consideration.

High-Level Strategic Updates

Implementation of New Structure: UNBC is investing in research, innovation, and external relations. Under the direction of the Leadership Team, UNBC aims to enhance support for its growing research enterprise and ensure greater visibility in the communities it serves. To support this, there have been some structural and staffing changes.

We are pleased to welcome Dr. Davina Banner-Lukaris, Interim Associate Vice-President, Research Operations and Mark Barnes, Interim Associate Vice-President, Strategy and Outreach to the Leadership Team.

a. Mission and Vision Alignment: As we implement UNBC's new Strategic Plan "Ready", we continue to align our research and innovation strategies with our mission and vision, focusing on fostering academic excellence, promoting inclusivity, enhancing research impact, and nurturing a vibrant campus community.

b. Strategic Planning Progress: UNBC's Strategic Research Plan will be renewed in 2025, with planning being led by Dr. Davina Banner-Lukaris, Interim Associate Vice-President, Research Operations. Initial preparations are underway to support the initiation of a comprehensive consultation period necessary for the renewal, including broad outreach across the academic community and relevant partners. Where possible, we will align our engagement activities with concurrent initiatives, including the renewal of UNBC Academic Plan and operationalization of the UNBC READY strategic plan, aiming to minimize duplication and optimize engagement efficiencies.

Staff

We are pleased to welcome several new staff members to the UNBC ORI:

Mostafa Sabzevari, Research Project Officer, Applied Sciences and Engineering. The addition of a fourth Research Project Officer will enhance Research Administration support in the Office of Research and Innovation.

Melanie Wong, Research Contracts Specialist. Since Melanie joined the Research Administration Team in the Office of Research and Innovation, research contract processing time has been significantly reduced.

Crystal Braun, Administrative Assistant, Research Ethics. Crystal recently joined the Research Administration Team in the Office of Research and Innovation. She supports the Research Ethics Officer and the Research Ethics Board.

Harpreet Kaur, Scholarships, Awards and Internal Grants Officer. Harpreet replaced Crystal Carpenter who took on a new role in the Office of Research and Innovation as the Research Project Officer, Health.

Research

Research Achievements

Tristan Pearce, Associate Professor, Department of Geography, Earth, and Environmental Sciences, and CRC in the Cumulative Impacts of Environmental Change, was recently successful with two large awards that will lead to an increased focus on Arctic research at UNBC:

- 1) Canada Research Chair (renewal) - Tristan Pearce was successful with the renewal of his CRC – Tier 2 for a second term. The annual value of the chair is \$100,000 for 5 years.
- 2) New Frontiers in Research Fund International Joint Initiative for Research in Climate Change Adaptation and Mitigation competition – Tristan Pearce was awarded \$1.5 million over 3 years (result under embargo).

More Research Achievements

- SSHRC Insight Grants – Dana Wessell Lightfoot was awarded \$240,994 over 5 years (result under embargo).
- SSHRC-PHAC Partnership Engage Grant joint initiative “Advancing Socio-Economic Research for Evidence-Informed Public Health Decision-Making” – David Connell was awarded \$25,000 for one year (result under embargo).
- 10 UNBC researchers were awarded internal SSHRC Explore or Exchange grants from UNBC’s SSHRC Institutional Grant.
- CIHR Team Grant – Anurag Singh (\$578,389 over 3 years)
- IURC BC Interior Region Seed Grant Health Research Fund – Caroline Sanders (\$45,000)
- National Research Council of Canada: Canada-Japan 3+2 Collaborative Grant – Shannon Freeman (\$300,000 over 2.5 years)
- NSERC Discovery Grants (under embargo): 11 successful; 5-year award in brackets
 - Established Researchers: Chow Lee (\$170,000), Chris Johnson (\$235,000), Philip Owens (\$180,000), Oscar Venter (\$325,000)
 - Early Career Researchers: Chinchu Cherian (\$135,000), Nick Reid (\$145,000), Samuel Bartels (\$145,000), Theresa Adesanya (\$130,000), Jonathan Cale (\$165,000), Stanley Xiao (\$115,000), Mohammad Kamali (\$135,000)
- Forest Innovation Investment Wood First (5 Successful: Thomas Tannert (\$33,000), Fei Tong (\$19,800), Maik Gehloff (\$23,769), Jianhui Zhou (2 awards: \$28,600 and \$22,000))
- NSERC Alliance International Catalyst Grant – Oliver Iorhemen (\$25,000)
- Mitacs Accelerate – Shannon Freeman (\$120,000 with Northern Health) and June Garcia-Becerra (\$15,000 with MAGNA Engineering Services Inc.)

Research Events

Wildfire Summer School: *With funding from the Pacific Institute for Climate Solutions (PICS), UNBC is organizing a Wildfire Summer School “Adapting to Wildfires in the North.” Plans are underway to convene researchers, students, practitioners, and Knowledge Holders for a maiden UNBC Wildfire Summer School later in August this year (tentatively scheduled for August 24th to 27th). This 3-day in person event is designed to be integrative, affordable, and with emphasis on inter-mingling, breaking down silos, networking across disciplines, and connecting students and faculty from the PICS Universities. It will welcome a broad spectrum of participants including long-*

time wildfire experts and those just starting to think about how fire impacts their fields of expertise or research interests. Programming will include group discussions, panels, paper and poster sessions, field trips, social events, and arts-based inclusions to enhance our goal of drawing folks together in diverse ways with the shared goal of spending dedicated time thinking about, learning about, and discussing wildfires.

Innovation

Innovation Ecosystem

- a. *UNBC Strategic Entrepreneurship Task Force*: UNBC has the potential to create a unique entrepreneurial innovation ecosystem that resonates with the needs of students, faculty, and staff while enriching our collaborative impact with community partners. The UNBC Strategic Entrepreneurship Task Force, established to assess the university's entrepreneurial ecosystem, has completed its rapid market assessment. The Task Force aimed to identify strengths, weaknesses, opportunities, and threats (SWOT analysis) to inform a strategic plan for cultivating innovation and entrepreneurship at UNBC. Recognizing the potential for UNBC to become a hub for entrepreneurship, this initiative sought to develop an action plan to foster and grow this hub. The Task Force was optimistic about the potential to build a thriving and inclusive entrepreneurial ecosystem at UNBC. This assessment served as the foundation for the development of a strategic action plan that would guide future initiatives and solidify UNBC's position as a center for innovation and entrepreneurship to inspire students and faculty to bring solutions to local and globally important issues and to maximize the translation of UNBC's excellent research to impact. The outcomes from a robust entrepreneurial innovation ecosystem strongly align with UNBC's new strategic plan to cultivate curiosity, empower northern communities, act on truth and reconciliation, and to foster local solutions for global impact.
- b. *Lab 2 Market: Lab to Market* is a suite of programs that aim to foster innovation and commercial success in Canada by helping aspiring entrepreneurs realize and actualize the market potential of their ideas. UNBC currently has two Lab to Market projects underway:
 - Shahin Zaraie (under the supervision of Deborah Roberts for Ramla Qureshi) "Development of a Controllable and Smart Wall Damper for High-rise Buildings Subject to Extreme Loads"
 - Helena Mirzabeigi (under the supervision of Hossein Kazemian) "Valorization of wood pulp for sustainable insulation foams"
- c. *Invention to Innovation (i2I) Program*: The pilot i2I Faculty Innovation Fellows Program was held in Kingston, ON in May. The inaugural cohort came from a wide range of disciplines (ranging from Sciences to Engineering to Health Sciences) and universities, including UNBC. UNBC participants included Kalindi Morgan and Dr. Wood-Adams. Fellows participated in interactive lectures, and they also had the opportunity to network with the Kingston entrepreneurial and academic innovation ecosystem. i2I Fellows will help increase Canada's innovation capacity by bringing together expertise in STEM & Health Sciences research, developing translational skills and mindset, and helping researchers unleash their entrepreneurial mindset.

Student Supports

Financial Aid and Scholarships

- Governor General's Gold Medal: Kristen Kieta
- Graduate Calendar Awards (2024)
- Chan Sisters Foundation Graduate Award: 1 recipient
- Harold Erhard Janzen Scholarship: 1 recipient
- Lake Biodiversity Scholarship: 1 recipient
- McLean Foundation Scholarship: 1 recipient
- Northern BC Graduate Research Scholarship: 1 recipient
- Prince George Alzheimer's Society Graduate Scholarship: 1 recipient
- Peace/Williston Aquatic Research Award: 1 recipient.
- Rosemary and Irving Fox Memorial Award: 1 recipient
- UNBC Graduate Scholarship: 18 recipients
- Sun Life Financial Rural & Remote Health Research Award: 1 recipient

Operations

Administrative Efficiency

- a. Equipment Inventory: Mike Bell is currently developing an Equipment Inventory for all lab-based research and teaching equipment developed for the years 2008-2023, along with ongoing work to locate equipment from pre-2008. This will allow for long-term infrastructure planning, along with increased efficiencies in maintaining and updating research equipment and accessing funds to support maintenance. The team is looking to explore new software to support this process on an institutional level.
- b. Expansion to Enhanced Forestry Lab (EFL) Equipment: Additional equipment is being sought to expand services offered both externally and internally. This has direct benefits to UNBC and expands its capacity for revenue-generating external contracts. Other infrastructure upgrades are being completed (e.g., sunshade and vent replacement) to promote best practices and outputs.
- c. Student Engagement: Seven students have been hired and trained, providing enriched experiences in lab-based roles at UNBC.
- d. Review of ORI Staffing and Supports: Ongoing review of staffing needs for finance and contracting. Our team are currently working to optimize team roles and responsibilities (e.g., PDQ reviews) and are looking to add administrative support to enhance and streamline contracting and financial services within the ORI. We have recently also added Crystal Braun, who is supporting the UNBC Research Ethics Board and contracting. This is an expanded position that is designed to provide a high level of support to faculty and staff across UNBC, improve review efficiencies, and maintain a strong focus on risk management in studies with human participants.

Risk Management

Research Ethics – Human

- a. Research Ethics Board (REB) Composition: Long-term engagement of REB chair and Vice Chair, with contracts in place for the coming three years. Recent expansion of UNBC REB membership, ensuring diverse representation of members from across UNBC.
- b. UNBC Research Ethics Board Annual Report: Report is overdue, but plans are in place to complete and submit before the next BOG report. Resumption of usual annual timelines is expected.

Laboratory Safety

- a. Biosafety and radiation safety: Laboratory Safety Committee in place and working well. Biosafety and Radiation safety is currently overseen by one staff member. The ORI are working with the team to forecast future needs and ensure sufficient support is in place, particularly during leaves.

Animal Care

- a. Canadian Council on Animal Care Interim Assessment: Visit occurred on Oct 25/26, 2023, and resulted in serious recommendation (dated Dec 12, 2023). Recommendations for equipment and infrastructure upgrades to ensure compliance, including improvements to aquatic holding equipment and laboratory space. This is being addressed in partnership with Facilities.
- b. Animal Care and Use Committee (ACUC): The Committee is currently revising and renewing procedures and policies, along with ensuring stability of required supports, including back-up veterinary contracts. Planning for replacement chair underway, as current chair will be on sabbatical from July 01, 2024.
- c. Animal Care: Coordinator position is in place and has optimized animal care and compliance with regulatory standards. UNBC Animal care guidelines and policies are currently undergoing review and renewal.

Philanthropy, Alumni Relations and External Relations

Fundraising Initiatives

The annual Donor Appreciation event took place on May 9th, with 50 VIPs in attendance. They were treated to a special evening of gratitude and entertainment with speeches from three alumni and interactions with eight student award recipients. The evening also showcased a [donor appreciation video](#) with narrations from the late Chancellor Iona Campagnolo and a slide show featuring students thanking their donors for their support.

a. Youth and Student Engagement

- Eight community events since March
 - Highlight: Spring Break science camp in collaboration with McLeod Lake Indian Band
- Onboarded and trained 7 summer staff
- Opened summer camp registration for July and August – as of end of May, camps approximately 45% full\
- Upcoming: classroom workshops for school districts 57, 91, and 27 in May and June.

b. Alumni Giving

- LiveAlumni will be active later this summer or early this fall
- The Alumni Relations Officer is working with the Alumni Council to develop a mentorship program. The aim is to pilot this program beginning in the fall.

External Relations

a. Marketing and Communications

- Portfolio review was conducted to identify opportunities to enhance operational efficiencies and leverage innovative solutions to amplify UNBC's profile on the regional, national and international stage

Future Outlook

Our team is engaging in broad outreach across the UNBC communities, working to understand strengths, opportunities, needs and priorities. As part of this process, we will work alongside the UNBC community to create and renew the UNBC Strategic Research Plan and will work to develop cascading planning that allows for short, medium, and long-term research growth. These processes will be instrumental in guiding ongoing innovation and impact and will position us to meet the strategic priorities of UNBC, as outlined in READY.

Over the next reporting period, our team will:

- 1) Design and implement a fulsome engagement strategy to support the development of the UNBC Strategic Research Plan. Expected launch of UNBC Strategic Research Plan – first quarter 2025;
- 2) Initiate the development of an institutional Strategic Marketing and Communications Plan;
- 3) Continued review and stabilization of the ORI workforce, optimizing role clarity and contributions and providing access to additional supports and training;
- 4) Planning for enhanced support for early career and new faculty members at UNBC, recognizing the recent hiring of a large cohort of new faculty;
- 5) Review and renewal of processes to support the award and administration of UNBC awards for graduate students; &
- 6) Ongoing outreach to support advancement, innovation, and external relations.