



**University
of Victoria**

**UNIVERSITY OF VICTORIA
BOARD OF GOVERNORS
Tuesday, November 28, 2017
11:00 a.m. – 12:00 p.m.
Senate and Board Chambers**

DRAFT AGENDA - OPEN BOARD

1. Approval of Agenda

MOTION:

That the agenda of the open session of the regular meeting of November 28, 2017 be approved.

2. Summary Record

a. Regular Meeting of September 26, 2017 (attached)

MOTION:

That the summary record of the open session of the regular meeting of September 26, 2017 be approved.

3. Business Arising

4. Remarks from the Chair

5. Correspondence

6. President's Report

a. International Rankings Project

CONSENT

7. Operations and Facilities Committee (Ms. Cathy McIntyre)

a. Status Report on Capital Projects

BOG-Nov28/17-11

b. Due Diligence Report – Facilities Management

BOG-Nov28/17-12

c. New and Revised Awards

BOG-Nov28/17-05

MOTION:

THAT the Board of Governors approve the new and revised undergraduate and graduate awards set out in the attached documents and listed below:

- Ray and Naomi Simpson Scholarship (revised)*
- Dave Ian Dunnet Music Education Scholarship (new)*
- Vikes Cross Country and Track Alumni Award (new)*
- Maurice William Summerhayes Memorial Scholarship (revised)*
- Rob and Tammy Lipson Research Scholarship (revised)*
- Tectoria Video Game Industry Award for Developers (revised)
- Robert and Audrey Harry Indigenous Scholarship in Nursing (new)
- VIPIRG Scholarships (new)
- Graham Clark Rugby Award (revised)*
- Canadian Federation of University Women of Victoria Recent Grads Bursary (revised)*
- CFUW Victoria Margaret Lowe Memorial Scholarship (revised)*
- Aboriginal Scholarship in Economics (revised)
- STÓ:LÖ Ethnohistory Legacy Scholarship (revised)
- Dr. Leo Bakony Memorial Scholarship (revised)
- Doug Beardsley Scholarship (new)*
- Gwen Lock Scholarship for Women (revised)
- Kathleen Mary Oliver Nursing Scholarship (new)
- W.E. Cowie Innovation Award (revised)*
- CFUW Victoria Doreen Sutherland Indigenous Scholarship in Faculty of HSD (new)*
- CFUW Victoria Doreen Sutherland Scholarship in the School of Exercise Science, Physical & Health Education (new)*
- Jimmy Spencer Memorial Award (new)
- Crocus Scholarship in Psychology (new)*
- Lindsay Jennerich Award (new)*
- Faculty of Education Emergency Bursary (revised)
- Chris Considine Prize in Evidence (revised)*
- Roderick Maclsaac Graduate Scholarship (new)*
- Eloise Spitzer Scholarship for Indigenous Women (revised)*
- Urbanecology.ca Scholarship (revised)
- Affinity Law Group Financial Hardship Bursary (new)
- Dr. David Cook Memorial Scholarship (revised)
- Dr. Jean Downie Dey Memorial Award (revised)*
- Elizabeth (Betty) Valentine Prangnell Scholarship (revised)*
- Eric & Gail Whitley Scholarship (new)*
- Victoria Bar Association – Founders Award in Law in Honour of Allan Cox, Hamish Gow, and Robert Hutchison (revised)*
- Georgia Klap Award (revised)*
- Lindsfarne Scholarship in Medieval Studies (revised)*
- Heather J. Lindstedt and Brian A. Pollick Fellowship (new)
- Norma Mickelson Legacy Scholarship (revised)*
- Bill and Lilian Herod Bursary (new)*
- Edgar Ferrar Corbet Scholarship (revised)*
- G. Robert Smith Memorial Scholarship (new)*
- Nimrod Mobility Award (new)*
- Victoria Medal (revised)*
- Emil and Lynette Hain Scholarship in Ukrainian Studies (revised)*

- Chief Michael A. Underwood Memorial Scholarship
- Canadian Bar Association BC Branch Entrance Scholarship (revised)*
- Ronald C. Corbeil Award for Merit in Program Evaluation (revised)*
- Ronald F. MacIsaac Prize (revised)
- Robert Hagedorn Graduate Scholarship (revised)*
- Murray Dawson Fellowship in Humanities (new)*
- Social Justice Award (new)
- Sheila & John Hackett Research Travel Award (revised)*
- Tamara Vrooman Women's Leadership Award (new)
- Peninsula Co-op Dr. Ian MacPherson Memorial Scholarship (revised)*
- Marlene Donald Vikes Women's Rugby Award (new)*
- Empresa Properties Vikes Cross Country and Track Award (new)*
- Elsa Groundwater Scholarship (revised)
- Elsa Stephens Scholarship in Nursing (revised)*
- Esther S. Gardom Scholarship (revised)*
- Eva Hannah Parlee Scholarship (revised)*
- Gertrude Helen Robertson Scholarship (revised)*
- Glenn and Pauline Greene Scholarship in Nursing (revised)*
- Julia Alice Saddington Memorial Scholarship (revised)*
- Peter and Leela M. Bertram Scholarship (revised)*
- Mrs. Anne Greskiw Scholarship in Nursing (revised)*
- Marion Ricker Memorial Scholarship in Nursing (revised)*
- Margaret A. Evans Scholarship in Nursing (revised)*
- London Drugs Undergraduate Scholarship in Nursing (revised)*
- Sharron Higgins Scholarship in the School of Nursing (revised)*
- Royal Jubilee Hospital School of Nursing Alumni Association Student Award (revised)*
- Robert S. Evans Memorial Scholarship in Nursing (revised)*
- Purves Sisters Memorial Scholarship (revised)*
- Pacific Blue Cross Scholarship (revised)
- Phillips, Hager and North Prize in Research Excellence in Environmental and Resource Economics (revised)*
- Eugene Dowling Scholarship (new)*
- Women in Economics Graduate Scholarship (new)
- Gilbert and Marie Alice Peart Scholarship in Music (revised)*
- Kathleen Mary Oliver Nursing Scholarship (revised)
- Robert and Audrey Harry Indigenous Scholarship in Nursing (revised)
- University of Victoria Youth in Care Award (revised)

* Administered by the University of Victoria Foundation

8. Finance Committee (Ms. Ida Chong)

a. Student Housing Update

b. Staff Pension Plan December 31, 2016 Valuation

BOG-Nov28/17-10

9. Executive and Governance (Ms. Daphne Corbett)

a. Appointment to the Joint Senate and Board Retreat (JSBR) Committee

MOTION:

That the Board of Governors appoint Cathy McIntyre, Elizabeth Borycki and David Eso to the Joint Senate Board Retreat Committee for 2017/2018.

10. Update on GDP Dividend for Employees as per Agreements under 2014 Economic Stability Mandate BOG-Nov28/17-09

Pro Forma Motion: That the above items be approved by the Board of Governors by consent.

REGULAR

11. Operations and Facilities Committee (Ms. Cathy McIntyre)

a. 2017/18 Enrolment Analysis BOG-Nov28/17-18

b. Report on Student Financial Aid 2016-17 BOG-Nov28/17-19

c. Retention of External Legal Counsel Policy (AD2100) BOG-Nov28/17-13

MOTION:

THAT the Board of Governors approve the revisions to AD 2100 Retention of External Legal Counsel Policy, effective December 01, 2017.

12. External Relations Update BOG-Nov28/17-22

13. Other Business

14. Adjournment



**University
of Victoria**

**UNIVERSITY OF VICTORIA
BOARD OF GOVERNORS
Tuesday, September 26, 2017
2:00 pm
Senate and Board Chambers**

DRAFT SUMMARY RECORD – OPEN SESSION

- Present:** Ms. Daphne Corbett (Chair), Mr. Rizwan Bashir, Dr. Elizabeth Borycki, Prof. Jamie Cassels, Ms. Ida Chong, Mr. Peter Driessen, Mr. David Eso, Mr. Michael Mitchell, Ms. Shelagh Rogers, Ms. Beverly Van Ruyven, Dr. David Zussman, Dr. Julia Eastman (Secretary)
- Regrets:** Ms. Cathy McIntyre, Ms. Kate Fairley
- Invitation:** Dr. Valerie Kuehne, Vice-President Academic and Provost, Ms. Gayle Gorrill, Vice-President Finance and Operations, Mr. Tom Zsolnay, Associate Vice-President Alumni and Development, and Ms. Kimberley Kennard, Board Coordinator

Welcome

1. Approval of Agenda

MOTION: (S. Rogers/E. Borycki)

That the agenda of the open session of the regular meeting of September 26, 2017 be approved.

CARRIED

2. Summary Record of Regular Meeting of June 27, 2017

MOTION: (D. Zussman/B. Van Ruyven)

That the summary record of the open session of the regular meeting of June 27, 2017 be approved.

CARRIED

3. Business Arising

There was no business arising.

4. Remarks from the Chair

There were no remarks from the Chair.

5. Correspondence

There was no correspondence.

6. President's Report

Prof. Cassels spoke about recent campus visits from the provincial Advanced Education and Skills Training (AEST) Minister Melanie Mark and Deputy Minister Shannon Baskerville. Federal Minister Kirsty Duncan, Minister for Science was on campus with the President of NSERC Dr. Mario Pinto, announcing a significant investment in research by the Government of Canada through NSERC's Discovery Grants, scholarships and fellowships programs. Minister Maryam Monsef, Minister for the Status of Women visited campus and was most impressed with UVic's work on the Sexual Violence Policy and especially the Bystander Training program. These visits provided an opportunity to elaborate on UVic priorities including the Justice Indigenous Degree program, student housing and funding for student supports.

Prof. Cassels noted that UVic was part of a bid by industry and several post-secondary institutions to be considered for a federal supercluster initiative.

Prof. Cassels reported on a recent visit to Ottawa. Internationally, Prof. Cassels travelled to Mexico in June and signed an agreement with the National Council of Science and Technology of the United Mexican States. He attended the Cascadia Conference in Seattle in September. Upcoming trips include a mission to Asia (Vietnam and China) in October and a second trip to Vietnam in conjunction with APEC in November.

Prof. Cassels noted that Leah Shumka is the new Sexual Violence Coordinator on campus and is working with others on implementation of the new policy and procedures. Cassbreea Dewis will continue as the Acting Director of Equity and Human Resources for the next year. Prof. Cassels commended Ms. Dewis on her excellent leadership in the position. Dr. Kuehne noted that the Bystander Training program had trained 2000 people since the beginning of September.

Prof. Cassels commented on the following welcome events: new faculty, new staff, new academic administrators, graduate students, international students, transfer students and first year students. An enrolment report would be coming out soon. Strong enrolment numbers indicated that targets were being exceeded.

Prof. Cassels reported that a proposal had been submitted to the Canada Excellence Research Chairs (CERC) competition with a decision coming soon. Additionally, four proposals had been submitted to the Canada 150 Research Chairs program.

Prof. Cassels spoke about the recent Indigenous Plan launch led by the Provost. The launch was very successful, well attended and well received on campus and in the Indigenous community.

Prof. Cassels introduced the Orange Shirt Day video recorded by Chancellor Shelagh Rogers and thanked her for her leadership in this initiative. Prof. Cassels reminded the Board of the event later in the day to celebrate the re-appointment of Ms. Rogers as Chancellor of the University of Victoria.

CONSENT

7. Audit Committee (Ms. Beverly Van Ruyven)

- a. **PSAS Budget Approval and Government Reporting Entity Quarterly Reports – period ending June 30, 2017** BOG-Sept26/17-14

MOTION:

That the Board of Governors approve the budget prepared for inclusion in the reporting on the 2017/18 University of Victoria Consolidated financial statements in accordance with Section 23.1 of the Budget Transparency and Accountability Act.

8. Operations and Facilities Committee (Ms. Cathy McIntyre)

- a. **Status Report on Capital Projects** BOG-Sept26/17-11
- b. **President's Vietnam Scholarship** BOG-Sept26/17-30

MOTION:

That the Board of Governors approve the President's Vietnam Scholarship, subject to approval by Senate.

- c. **Revisions to the Procedures for Interim Executive Appointments and Board Chair Position Description** BOG-Sept26/17-22

MOTION:

That the Board of Governors approve the proposed amendments to the Board Chair Position Description effective October 1, 2017.

AND

That the Board of Governors that the Board of Governors approve the proposed amendment to the Procedures for Interim Executive Appointments effective October 1, 2017.

9. Finance Committee (Ms. Ida Chong)

- a. **Short Term Investment Report to June 30, 2017** BOG-Sept26/17-06

MOTION:

That the Board of Governors that the Board of Governors approve the updated Short Term Investment Policy FM5200 as presented in Appendix 3.

b. Long-Term Disability Trust Financial Statements BOG-Sept26/17-08

Pro Forma Motion: *That the above items be approved by the Board of Governors by consent. (D. Zussman/S. Rogers)*

CARRIED

REGULAR

10. Operations and Facilities Committee (Mr. David Zussman, Acting Chair)

a. Strategic Planning Update BOG-Sept26/17-28

Mr. Zussman reported that the Strategic Plan was launched on September 15th, 2017. The Thoughtexchange portal opened September 18th with UVic student, faculty, staff and alumni being invited to participate. The strategic plan will be a standing agenda item for upcoming Board meetings.

b. 2017/18 Five Year Capital Plan BOG-Sept26/17-19

Ms. Gorrill presented on the 5 year Capital Plan. This plan is updated and approved annually with input from senior leaders to ensure institutional and government alignment with priorities. Priorities are also reviewed based on a building condition assessment.

Capital expansion priorities being considered include student residence expansion, an addition to the Engineering and Computer Science building, the proposed Indigenous Legal Lodge, and an addition to the Business and Economics Building. Capital renewal priorities include the Fraser building, seismic upgrades to the McPherson, Clearihue, MacLaurin buildings, Elliott Lecture and the UVC auditorium.

Planning is under way for Science and Social Science options extending space optimization for the Social Science and Humanities areas, and Health Services. Large projects currently include Science building renewals, Saunders renovations, Campus Security, the District Energy Plant and the Elliott undergraduate labs.

MOTION: (S. Rogers/D. Eso)

That the Board of Governors approve the 2017/18 Five Year Capital Plan and submit capital priorities to the Ministry on the basis of the Capital Plan.

CARRIED

c. Academic Staffing, Recruitment, and Vacancies Report BOG-Sept26/17-02

No questions or comments were received.

11. Finance Committee (Ms. Ida Chong)

a. 2017/18 Budget Expenditure Allocation Report BOG/Sept26/17-04

Ms. Chong noted the report was based on the March 2017 budget.

12. Executive and Governance Committee (Ms. Daphne Corbett)

a. Proposed Changes in Board Procedures BOG-Sept26/17-17

Ms. Corbett noted that the changes in Board procedures had emerged from a review of the enterprise risk management system. The primary responsibility for oversight and risk management was described as part of the Audit committee mandate.

MOTION: (B. Van Ruyven/I. Chong)

That the Board of Governors approve the revised Procedures, as attached and amended, for the year 2017/18 and the Statement of Responsibilities of the Board of Governors and its Members.

CARRIED

13. External Relations Update BOG-Sept26/17-24

No questions or comments were received.

14. Other Business

There was no other business.

15. Adjournment

There being no other business, the meeting adjourned at 2:44 pm.

Daphne Corbett
Chair, Board of Governors

Julia Eastman
University Secretary



University
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SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR INFORMATION

November 10, 2017

To: OPERATIONS AND FACILITIES COMMITTEE

From: VICE-PRESIDENT FINANCE AND OPERATIONS

A handwritten signature in black ink, appearing to read "G. Smith", is positioned to the right of the "From:" line.

cc: President and Vice-Chancellor

Meeting Date: November 28, 2017

Subject: STATUS REPORT ON CAPITAL PROJECTS

Basis for Jurisdiction: Committee's Terms of Reference

Strategic Relevance:

Objective 36: To manage and protect our human, financial, physical and information resources in a responsible and sustainable fashion.

Previous Consultation:

Report provided to Board of Governors Operations and Facilities Committee at each meeting.

Background:

Attached please find the regular Board reports on the status of capital projects for current approved capital projects.

Attachment(s):

VPFO/FMGT Project Updates: November 01, 2017

1. District Energy Plant
2. Queenswood

PROJECT:	DISTRICT ENERGY PLANT
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Project No: 16-02534
 Project Consultants: DIALOG/FVB Energy Inc.
 Construction Manager: Farmer Construction Ltd.

BUDGET STATUS:	APPROVED BUDGET	FMGT Forecast Costs
	01-Sept-16	01-Nov-2017

Consulting	\$2,888,770	\$2,888,770
Construction	\$13,900,000	\$13,900,000
Completion	\$1,900,000	\$1,900,000
Contingency	<u>\$780,000</u>	<u>\$780,000</u>
Sub-Total	\$19,468,770	\$19,468,770
GST (1.65%)	<u>\$321,230</u>	<u>\$321,230</u>
TOTAL PROJECT COSTS	\$19,790,000	\$19,790,000

- Total commitments to date are approximately \$18,652,000, representing 94% of the approved Budget of \$19,790,000.

SCHEDULE STATUS:	Target Date	Actual / Forecasted Date
	01-Apr-18	01-July-17

PHASE 1 – New Building w/3 Boilers, Underground Services (April 2016 to August 2018)

Schematic Design - Complete	Jun 2016	Jun 2016
Design Development - Complete	Oct 2016	Oct 2016
Construction Documents	Mar 2017	Mar 2017
Tender	Apr 2017	May 2017
Construction Stage	Feb 2018	May 2018
Commissioning	Mar 2018	Jul 2018
Fit-up and Move In	Apr 2018	Aug 2018

PHASE 2 – Energy Transfer Station Renovations (Apr 2017 to Aug 2018)

Construction Documents	Apr 2018	Dec 2017
Tender	Jun 2018	Jan 2018
Construction Stage	Feb 2019	Jul 2018
Commissioning	Mar 2019	Aug 2018

Major Risks:

- Ministry funding provided on a fiscal year basis results in spending pressures.

PROJECT:	QUEENSWOOD - OCEANS & CLIMATE CAMPUS
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Project No:	SIF 35338/QW-01
Project Consultants:	KPL James Architects
Construction Manager:	Kinetic Construction

BUDGET STATUS:	APPROVED BUDGET 1-August 2016	APPROVED BUDGET 23-October-2017	Forecast Costs 31-October-2017
Consulting	\$955,000	\$1,083,587	\$1,083,587
Construction	\$4,450,000	\$7,407,294	\$7,407,294
Completion	\$126,900	\$354,913	\$354,913
Contingency	<u>\$1,354,475</u>	<u>500,000</u>	<u>500,000</u>
Sub-Total	\$6,886,375	\$9,345,794	\$9,345,794
GST (1.65%)	<u>\$113,625</u>	<u>\$154,206</u>	<u>\$154,206</u>
TOTAL PROJECT COSTS	\$7,000,000	\$9,500,000	\$9,500,000

- Total expenditures to date are approximately \$2,384,267 representing 25.1% of the approved revised budget of \$9,500,000

SCHEDULE STATUS:	Target Date	Actual / Forecasted Date
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PHASE 1 – Base Building Demolition & Hazmat

Preliminary Investigation & Design	Nov 2016	Dec 2016
Contract Documentation	Dec 2016	Mar 2017
Issue for BP, Tender & Award	Jan 2017	Mar 2017
Hazmat Remediation & Demolition	Apr 2017	Jun 2017
Substantial Completion	May 2017	Jun 2017

PHASE 2 – Base Building Upgrades

Concept Development & Design	Dec 2017	Jun 2017
Contract Documentation	Mar 2017	Aug 2017
Issue for BP, Tender & Award	Apr 2017	Aug 2017
Mechanical, Electrical, Structural Upgrades	Nov 2017	Jan 2018
Substantial Completion	Dec 2017	Feb 2018

PHASE 3 – Interior and Tenant Improvements

Programming and Space Planning	Jan 2017	Mar 2017
Interior Design Development	May 2017	Jul 2017
Issue for BP, Tender & Award	Aug 2017	Aug 2017
Interior Improvements	Dec 2017	Apr 2018



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SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR INFORMATION

November 10, 2017

To: OPERATIONS AND FACILITIES COMMITTEE

From: Vice-President Finance and Operations

A handwritten signature in black ink, appearing to read 'G. Smith'.

cc: President and Vice-Chancellor

Meeting Date: November 28, 2017

Subject: DUE DILIGENCE REPORT – FACILITIES MANAGEMENT

Basis for Jurisdiction:

University Act Section 27(2)(y)

Elevating Devices Safety – Heritage Conservation Act – Integrated Pest Management Act – Safety Standards Act - Power Engineers and Boiler and Pressure Vessel Safety Act

Strategic Relevance:

Objective 36: To manage and protect our human, financial, physical and information resources in a responsible and sustainable fashion.

Previous Consultation:

Report provided annually to the Operations and Facilities Committee

Attachment: Facilities Management Due Diligence Report 2017

Obligation to Report	Fulfillment of Obligation
<p>Elevating Devices Safety</p>	<ol style="list-style-type: none"> 1. In accordance with the provision of the Safety Standards Act, the University of Victoria currently operates and maintains 75 elevating devices at the Gordon Head Campus. 2. Regular inspections are conducted by a Provincial Inspector. 3. All units are regularly serviced by workers qualified under the Act. Several contracted service providers. 4. Each unit has an installation number assigned by, and registered with, the B.C. Safety Authority. Individual Certificates for each elevating device are on file and renewed on an annual basis. 5. A complete detailed listing of elevating devices including location, Certificate Number, and all inspection reports, is maintained by and available upon request from UVic FMGT.
<p>Heritage Conservation Act</p>	<ol style="list-style-type: none"> 1. There are no buildings on Campus which have been designated as Provincial, Regional, or Municipal Heritage Sites. The Corporation of the District of Saanich in their <i>“Saanich Heritage Structures: An Inventory”</i> dated 1991, lists nine (9) University buildings as having heritage significance: <ul style="list-style-type: none"> • <i>Huts A, B, E, Q, and R. They are all of the huts that remain from the “Gordon Head Army Camp”, Department of National Defence 1940.</i> • <i>Y Hut – the Maritime Naval / Communications Centre Building is located off of McCoy Road. UVic has had discussions with the Saanich Heritage Foundation for possible heritage designation. Part of the discussion includes possible relocation as part of the feasibility assessment for the rugby field expansion.</i> • <i>Hamsterley Farm Water Tower located at 2489 Sinclair Road. UVic has had discussions with the Saanich Heritage Foundation for possible heritage designation.</i>

Obligation to Report	Fulfillment of Obligation
	<p>2. None of the above buildings are currently protected through formal designation.</p> <p>The Corporation of the District of Saanich staff are required to present a report to Saanich Council should there be a University application to alter or remove the building. They are all identified as having heritage value and significance to the community but are not protected by a more formal Heritage Designation By-Law (along with its regulations).</p>
<p>'Integrated Pest Management Act' Regulations <i>(This pertains only to the pesticides under the control of FMGT)</i></p>	<p>1. Permits, Licenses & Certificates</p> <ul style="list-style-type: none"> a. FMGT is committed to integrated pest management practices. b. FMGT holds the proper Pesticide Control Use License. c. FMGT holds the Public Land Endorsement which entitles FMGT to apply pesticides to public lands. d. All employees involved in the application of pesticides hold the necessary Applicator Certificate. <p>2. Storage and Disposal</p> <ul style="list-style-type: none"> a. A limited inventory of pesticides is stored in a locked, ventilated and heated room away from the general workplace. b. The storage premises are subject to occasional inspection, and on a periodic basis by the Environmental Protection Division of the Ministry of Environment & Ecology, and occasionally by Occupational Health and Safety (OHSO). c. The disposal of pesticides that are no longer required is arranged through the Hazardous Waste Management Program of UVic.
<p>Pest Control</p>	<p>1. FMGT engages a provincially certified pest control company (Victoria Pest Control) to manage pest infestations in and around building and structures.</p>

Obligation to Report	Fulfillment of Obligation
<p>Safety Standards Act</p>	<ol style="list-style-type: none"> 1. UVic staff, qualified under the Act, operate and maintain: <ol style="list-style-type: none"> a. 10 interconnected hot water, heating boilers with a combined registry capacity of 3550 horsepower. <p>The boilers are located in the Clearihue (2), Cadboro Commons (2), McKinnon (2), and the Engineering Laboratory Wing Building (4).</p> b. 28 hot water, and 4 high pressure steam, stand-alone boilers with a combined registered capacity of 518.93 horsepower located in 15 buildings. c. 215 registered pressure vessels; including an ammonia refrigeration plant serving the Ice Arena of the Ian Stewart Complex. 2. 24 hours per day, 7 days per week, qualified staffing is in place to meet the requirement of the Act.
<p>Power Engineers and Boiler & Pressure Vessel Safety Act</p>	<ol style="list-style-type: none"> 1. All boilers and pressure vessels (239) bear installation numbers assigned by, and registered with B.C. Safety Authority. <ol style="list-style-type: none"> a. Individual Certificates are renewed annually and are posted near the locations of the boilers or pressure vessels. 2. The University maintains a Contractor's "A" License No. 679 that allows maintenance, repair and installation of equipment covered by The Boilers and Pressure Vessels Act when performed by qualified UVic staff.
	<ol style="list-style-type: none"> 3. On April 11, 2001, Risk Assessment Certificates were issued by the B.C. Safety Authority for the operation of the four Main Boiler Plants and the Ian Stewart Complex Ammonia Refrigeration Plant. The Certificate Numbers are: <ul style="list-style-type: none"> • Main Boiler Plants (No. 43663) • Ian Stewart Complex Refrigeration Plant (No. 35630) <p>These are reviewed annually.</p> 4. A list of all boilers and pressure vessels indicating location, Certificate Number, and Safety Manuals, is available from UVic FMGT upon request.



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

November 10, 2017

To: Operations and Facilities Committee

From: Valerie S. Kuehne, Vice-President Academic and
Provost

A handwritten signature in blue ink that reads "Valerie S. Kuehne".

cc: President and Vice-Chancellor

Meeting Date: November 27, 2017

Subject: New and Revised Awards

Basis for Jurisdiction: - University Act, 27(2)(k)
- Senate meeting of October 6 and November 3, 2017

Strategic Relevance: These new and revised awards support our objective of increasing financial support to current and future students. The awards support our student recruitment and retention strategies, provide competitive undergraduate and graduate scholarships and bursaries that enable us to be nationally and internationally competitive in the recruitment and retention of outstanding students (see objectives 2, 4, 16 b) and 18 b) of the Strategic Plan).

Previous Consultation: At its meetings on October 6 and November 3, 2017, Senate approved the attached new and revised graduate and undergraduate awards. Senate recommends that the Board of Governors approve these awards.

Background:

Senate Committee on Awards has reviewed and approved the attached awards. At the meetings on October 6 and November 3, 2017, Senate approved the awards and recommends that the Board of Governors approve them. The awards support our student recruitment and retention strategies, provide competitive scholarships and enable the university to continue to recruit and retain outstanding students.

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the new and revised undergraduate and graduate awards set out in the attached documents and listed below:

- Ray and Naomi Simpson Scholarship (revised)*
- Dave Ian Dunnet Music Education Scholarship (new)*
- Vikes Cross Country and Track Alumni Award (new)*
- Maurice William Summerhayes Memorial Scholarship (revised)*
- Rob and Tammy Lipson Research Scholarship (revised)*
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- Georgia Klap Award (revised)*
- Lindisfarne Scholarship in Medieval Studies (revised)*
- Heather J. Lindstedt and Brian A. Pollick Fellowship (new)
- Norma Mickelson Legacy Scholarship (revised)*

- Bill and Lilian Herod Bursary (new)*
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- Eva Hannah Parlee Scholarship (revised)*
- Gertrude Helen Robertson Scholarship (revised)*
- Glenn and Pauline Greene Scholarship in Nursing (revised)*
- Julia Alice Saddington Memorial Scholarship (revised)*
- Peter and Leela M. Bertram Scholarship (revised)*
- Mrs. Anne Greskiw Scholarship in Nursing (revised)*
- Marion Ricker Memorial Scholarship in Nursing (revised)*
- Margaret A. Evans Scholarship in Nursing (revised)*
- London Drugs Undergraduate Scholarship in Nursing (revised)*
- Sharron Higgins Scholarship in the School of Nursing (revised)*
- Royal Jubilee Hospital School of Nursing Alumni Association Student Award (revised)*
- Robert S. Evans Memorial Scholarship in Nursing (revised)*
- Purves Sisters Memorial Scholarship (revised)*
- Pacific Blue Cross Scholarship (revised)
- Phillips, Hager and North Prize in Research Excellence in Environmental and Resource Economics (revised)*
- Eugene Dowling Scholarship (new)*
- Women in Economics Graduate Scholarship (new)
- Gilbert and Marie Alice Peart Scholarship in Music (revised)*
- Kathleen Mary Oliver Nursing Scholarship (revised)
- Robert and Audrey Harry Indigenous Scholarship in Nursing (revised)
- University of Victoria Youth in Care Award (revised)

* Administered by the University of Victoria Foundation

MEMORANDUM

University of Victoria

Student Awards and Financial Aid
Email: lnolt@uvic.ca
Tel: (250) 721-8425
Fax: (250) 721-8757

TO: Secretary of Senate
University Secretary's Office

DATE: September 19, 2017

FR: Lori Nolt, Director, Student Awards and Financial Aid
Secretary, Senate Committee on Awards

RE: Awards Recommended to Senate for Approval



Lori Nolt

2017/2018 Senate Committee on Awards

J. Walsh (Chair), A. Cirillo, H. Hallgrimsdottir, A. Lepp,
M. Runtz, C. Saint-Vil, C. Schallie, L. Welling, J. Wyatt,
N. Greengoe, L. Nolt, Y. Rondeau, L. Hume.

The Senate Committee on Awards recommends that the Senate approves and recommends to the Board of Governors the following awards:

*Administered by the University of Victoria Foundation

Additions are underlined

Deletions are ~~struck through~~

RAY AND NAOMI SIMPSON SCHOLARSHIP* (REVISED-UG)

One or more scholarships ~~A scholarship~~ of at least \$3,000 are ~~is~~ awarded to academically outstanding second year students enrolled in a Bachelor of Engineering program in electrical or mechanical engineering. If a student maintains a cumulative grade point average of 7.0 or better, the scholarship is automatically renewed upon entering the 3rd and 4th years of the program. A student whose grade point average falls between 6.50 and 6.99 may file a written appeal with the Dean of Engineering to seek special consideration for the renewal of the scholarship. No renewal will be considered if a student's average falls below 6.50. Preference will be given to ~~a~~ Canadian students first, secondly from Australia and/or New Zealand and if there are no available students from these countries then students from the British Commonwealth of Nations.

DAVE IAN DUNNET MUSIC EDUCATION SCHOLARSHIP* (NEW-UG)

One or more scholarships are awarded to academically outstanding undergraduate students entering their third or fourth year in the Bachelor of Music (Music Education) program who demonstrate a strong commitment to achieving excellence in teaching instrumental and choral music in the schools. Selection of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Music.

VIKES CROSS COUNTRY AND TRACK ALUMNI AWARD* (NEW-UG)

One or more awards are given to undergraduate students who are members of the Vikes Cross Country & Track Varsity Team. Eligible students must meet all U SPORTS eligibility requirements. Award recipients will be selected on the basis of work ethic, commitment and performance criteria by the Director of Athletics and Recreation in consultation with the Varsity Head Coach and the Associate Director, Sport.

MAURICE WILLIAM SUMMERHAYES MEMORIAL SCHOLARSHIP* (REVISED-UG)

One or more scholarships of \$20,000 or more, payable over four years will be awarded to a student with an outstanding academic records, who is entering an undergraduate program in the Faculty of Engineering. ~~To receive scholarship renewals, recipients must maintain a cumulative grade point average of 7.00 or better.~~ Preference will be given, in order, to students who completed secondary school studies on Vancouver Island, British Columbia, or in Canada. At the discretion of the Dean, this scholarship may not be awarded to students who hold another scholarship from the Faculty of Engineering. To be automatically renewed a student must have completed a total of 12 or more academic units in any two terms of study between May and April and maintained a cumulative grade point average of 7.00 or higher. The scholarship is automatically renewed for each year of the student's full-time study until completion of a first degree or for a maximum of four years, whichever is the shorter period. A student whose cumulative grade point average falls below 7.00 may file a written appeal with the Senate Committee on Awards to seek special consideration for the renewal of the scholarship.

Students registered in a co-op or work experience work term will automatically be renewed when they next complete 12 or more academic units in two terms, provided they have a cumulative grade point average of 7.00. Any student who takes neither a co-op, work experience/work term, nor academic units for one or more terms may forfeit their scholarship.

ROB AND TAMMY LIPSON UNDERGRADUATE RESEARCH SCHOLARSHIP* (REVISED-UG/GS)

One or more scholarships of at least \$2,000 are awarded to academically outstanding undergraduate or graduate students in the Faculty of Science who have:

- a) An international research opportunity. The opportunity needs to be a research collaboration between UVic and an international academic, industry or government research entity;
- b) Been recommended by their advisor and/or department chair;
- c) And, whose advisor/chair and international collaborator have both committed funding to the students' research opportunity.

Preference will be given to students, with first preference to undergraduates, who have demonstrated a commitment to knowledge translation through one of:

- a) A presentation at a departmental or research centre symposium or colloquium
- b) Participation in a faculty/UVic wide presentation event, such as HonoursFest or IdeasFest.

The application forms are available from the Science Dean's Office and are to be submitted by April 30th.

TECTORIA VIDEO GAME INDUSTRY AWARD FOR DEVELOPERS (REVISED-UG)

One or more awards are given to undergraduate students entering or continuing in the Department of Computer Science, the Software Engineering Program or other combined computer science programs, who have demonstrated an interest and/or ability in developing video games through:

1. Previous experience developing games, internships or work experience in the video game industry.

OR

2. Membership or participation in groups like the International Game Developers Association (IGDA) or UVicGameDev.

Applications forms are available from the Department of Computer Science and must be returned by October 30th.

ROBERT AND AUDREY HARRY INDIGENOUS SCHOLARSHIP IN NURSING (NEW-UG)

One or more scholarships are awarded to academically outstanding Indigenous undergraduate students in the School of Nursing.

VIPIRG SCHOLARSHIPS (NEW-UG)

Two scholarships of \$1,000 each are awarded to academically outstanding entering and continuing undergraduate students who have contributed to community programs that address social justice

and/or environmental issues. Students must submit a one-page summary of their community involvement and how it relates to the Vancouver Island Public Interest Research Group's (VIPIRG) mandate.

GRAHAM CLARK RUGBY AWARD* (REVISED-UG)

One or more awards are available to ~~an~~ undergraduate or graduate students who competes successfully ~~at level one~~ on a Vikes Varsity Rugby team program. Eligible students must meet all U SPORTS ~~sports~~ eligibility requirements. Award recipients will be selected on the basis of work ethic, commitment and performance criteria by the Director, ~~of~~ Athletics and Recreation in consultation with the Varsity Head Coach and the Associate Director, Sport Manager of Athletics. Preference will be given to ~~a~~ students who exemplify ~~ies~~ a dedication and commitment to the game as did Graham.

CANADIAN FEDERATION OF UNIVERSITY WOMEN OF VICTORIA RECENT GRADS BURSARY* (REVISED-UG)

One or more A bursary ~~ies is~~ are awarded annually to ~~a~~ female students whose education was interrupted for five years or more and who ~~is~~ are returning to studies toward a first degree in any faculty at the University of Victoria.

CFWV VICTORIA MARGARET LOWE MEMORIAL SCHOLARSHIP* (REVISED-GS)

One or more ~~An~~ awards, to a maximum of \$5000 each, funded by the University Women's Club of Victoria, will be made annually to ~~a woman~~ women students entering the Master of Business Administration Program. Selection will be made by the Graduate Awards Committee upon the recommendation of the Gustavson School of Business.

ABORIGINAL GRADUATE SCHOLARSHIP IN ECONOMICS (REVISED- UG/GS)

One or more A scholarships of \$1,000 ~~is~~ are awarded to ~~an~~ academically outstanding Aboriginal ~~Graduate or undergraduate~~ students in entering the Department of Economics. ~~If there is no eligible Graduate Student then the scholarship will be awarded to an Aboriginal Undergraduate Student entering the Department of Economics.~~ Selection of the recipients will be made by the Graduate Awards Committee or the Senate Committee on Awards upon the recommendation of the Department of Economics.

STÓ:LŌ ETHNOHISTORY LEGACY SCHOLARSHIP (REVISED-UG/GS)

One scholarship of \$5,000 is awarded to a registered member of any Stó:lō First Nation (i.e. any First Nation located along the Fraser River and its tributaries between Langley and Yale)

enrolled in a certificate, diploma, or a degree program (undergraduate, ~~or~~ graduate or post-doc) at the University of Victoria.

Applicants must submit a short statement of the educational goals they wish to achieve with this scholarship, a high school transcript and/or other relevant educational transcripts, proof of band membership, and two letters of reference. Applications must be submitted to the Department of History, att: Dr. John Lutz, by May 31st. In the case of an undergraduate award, selection will be made by the Senate Committee on Awards, upon the recommendation of the Department of History. In the case of a graduate award, selection will be made by the Graduate Awards Committee, upon the recommendation of the Department of History. In the case of a post-doc, selection will be approved by the Office of Research Services, upon the recommendation of the Department of History.

DR. LEO BAKONY MEMORIAL SCHOLARSHIP (REVISED-UG)

One or more ~~A~~ scholarships of at least \$1,000 are \$500 is awarded to a academically outstanding undergraduate students entering year four of a Major or Honours B.Sc. in Economics. Selection is based on academic performance in courses that fulfill the statistics requirements for the degree, with preference being given to the completion of third year requirements.

DOUG BEARDSLEY SCHOLARSHIP* (NEW-UG)

One or more scholarships of at least \$1,000 are awarded to academically outstanding undergraduate English Major or Honours students who write the best paper on modern poetry. Recipients will be nominated by the Department of English.

GWEN LOCK SCHOLARSHIP FOR WOMEN (REVISED-UG)

A scholarship of \$1,000 is awarded to an academically outstanding woman ~~female~~ undergraduate student entering or continuing to study Engineering or Computer Science in the Faculty of Engineering.

KATHLEEN MARY OLIVER NURSING SCHOLARSHIP (NEW-UG)

One or more scholarships are awarded to academically outstanding undergraduate students in the School of Nursing. Applicants must submit a statement (maximum 500 words) demonstrating their interest in public health to the School of Nursing by April 30. Selection of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Nursing.

W.E. COWIE INNOVATION AWARD* (REVISED-UG)

~~One or more awards, of at least \$5,000 each, are~~ is given to a graduating undergraduate student or a group of graduating undergraduate students in the Faculty of Engineering who demonstrates exceptional innovative ability via their graduating project (such as the BME/CENG/ELEC/SENG 499 Design Project) or an extracurricular student team ~~initiative~~. In the case where multiple students work on the same project, the award will be split evenly ~~between~~ among all team members. The recipient(s) must have successfully completed all graduation requirements before receiving the award.

CFUW VICTORIA DOREEN SUTHERLAND INDIGENOUS SCHOLARSHIP IN FACULTY OF HSD* (NEW-UG)

One or more scholarships are awarded to academically outstanding undergraduate Indigenous women students in the Faculty of Human and Social Development.

CFUW VICTORIA DOREEN SUTHERLAND SCHOLARSHIP IN THE SCHOOL OF EXERCISE SCIENCE, PHYSICAL & HEALTH EDUCATION* (NEW-UG)

Two or more scholarships are awarded to academically outstanding undergraduate women students in the School of Exercise Science, Physical & Health Education, with preference given to an Indigenous student for one of the awards. Selection of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Exercise Science, Physical & Health Education within the Faculty of Education.

JIMMY SPENCER MEMORIAL AWARD (NEW-GS)

One or more awards are given to graduate students in the UVic Concussion Lab doing research relating to *3D Motion Object Tracking (3D-MOT): A Tool for Cognitive Recovery Post-Concussion*. Selection of the recipients will be made by the Graduate Awards Committee upon the recommendation of the Director of the Concussion Lab at the University of Victoria.

CROCUS SCHOLARSHIP IN PSYCHOLOGY* (NEW-UG)

One or more scholarships are awarded to academically outstanding undergraduate students entering or continuing in the Department of Psychology.

LINDSAY JENNERICH AWARD* (NEW-UG)

One or more scholarships are awarded to academically outstanding undergraduate women students in the School of Exercise Science, Physical & Health Education who are members of a Varsity team or a registered Vikes Recreation sport club. Varsity members must meet all U SPORTS eligibility requirements. Selection of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Exercise Science, Physical & Health Education within the Faculty of Education.

FACULTY OF EDUCATION EMERGENCY BURSARY (REVISED-UG/GS)

One or more bursaries, to a maximum of \$250 each, are awarded to undergraduate or graduate students in the Faculty of Education. The bursary is intended to offer students one-time financial assistance in the event of an unforeseen emergency or circumstance while attending the University of Victoria.

CHRIS CONSIDINE PRIZE IN EVIDENCE* (REVISED-UG)

A prize of \$600 is awarded to the student ~~standing first~~ with first place standing in the Evidence course in the Faculty of Law.

RODERICK MACISAAC GRADUATE SCHOLARSHIP* (NEW-GS)

One or more scholarships are awarded to academically outstanding Ph.D. students pursuing knowledge related to public administration, health research, and/or statistical or quantitative analysis. Preference will be given to students with a focus on public administration who:

- are Canadian citizens or permanent residents who intend to build a career in Canada;
- can demonstrate financial need;
- are at least 35 years of age.

ELOISE SPITZER SCHOLARSHIP FOR INDIGENOUS WOMEN* (REVISED-UG)

A scholarship is awarded to an Indigenous, ~~female~~ woman student entering in their her 2nd second or ~~3rd~~ third year of the Faculty of Law J.D. program who has persevered through challenging circumstances. Eligible students must be in good academic standing. Nomination of student recipient will be made by the Faculty of Law.

URBANECOLOGY.CA SCHOLARSHIP (REVISED-UG)

A scholarship of ~~\$300~~ \$500 is awarded to an academically outstanding undergraduate student who is beginning a final project in the Restoration of Natural Systems program. Preference will be given to those who plan a career in urban restoration.

AFFINITY LAW GROUP FINANCIAL HARDSHIP BURSARY (NEW-UG)

One or more bursaries, to a maximum of \$1,000 each, are awarded to students in the Faculty of Law to provide one-time financial assistance to students who are experiencing an unforeseen financial hardship. The recipients will be determined at the discretion of the Law Financial Aid Officer.

DR. DAVID COOK MEMORIAL SCHOLARSHIP (REVISED-GS)

A scholarship of ~~\$1,500~~ 4,200 is awarded to an outstanding graduate student in the School of Music who shows potential in performance. Preference will be given to a student who maintains employment while at the University of Victoria or who has dependents. Financial need may also be a consideration. Selection of the recipient will be made by the Graduate Awards Committee upon the recommendation of the School of Music.

DR. JEAN DOWNIE DEY MEMORIAL AWARD* (REVISED-GS)

One or more awards are given to graduate students in the Faculty of Education to travel within Canada or internationally to attend or present at a conference, workshop or other related travel to support their studies. Preference will be given to a student pursuing language and literacy or early childhood education. ~~Applications must be submitted by September 15th to the Office of the Associate Dean of the Faculty of Education.~~ Selection of the recipients will be made by the Graduate Awards Committee upon the recommendation of the Faculty of Education.

ELIZABETH (BETTY) VALENTINE PRANGNELL SCHOLARSHIP* (REVISED-UG/GS)

~~Two A scholarships, to two students of different genders are~~ will be awarded to two academically outstanding undergraduate Indigenous students of different genders majoring in Visual Arts. Preference will be given to students with an interest in Indigenous visual art. If there are not two eligible undergraduate students, then a graduate student of a different gender than the undergraduate student recipient may receive the scholarship. In the case of a graduate student, selection will be made by the Graduate Awards Committee upon the recommendation of the Visual Arts department.

ERIC & GAIL WHITLEY SCHOLARSHIP* (NEW-GS)

A scholarship is awarded, on a rotating basis, to the top graduate student in the School of Nursing, School of Public Health and Division of Medical Sciences. Selection of the recipient will be made by the Graduate Awards Committee upon the recommendation of the School of Nursing, the School of Public Health, or the Division of Medical Sciences.

VICTORIA BAR ASSOCIATION – FOUNDERS COMMITTEE GRADUATION AWARD IN LAW IN HONOUR OF ALLAN COX, HAMISH GOW, AND ROBERT HUTCHINSON* (REVISED-UG)

The Victoria Bar Association has endowed the Founders ~~Committee~~ Graduation Award in honour of Allan Cox, Hamish Gow and the Honourable Bob Hutchinson who, with Murray Fraser, were members of the organizing committee for the Law School at the University of Victoria. The award is given to a graduating student who is articling in Victoria, and who has made an outstanding contribution to the educational experience of his or her fellow students, and has demonstrated a commitment to public service and relations with the profession during their time at the Faculty of Law. Nomination of the student recipient will be made by the Faculty of Law.

GEORGIA KLAP AWARD* (REVISED-UG)

One or more awards are given to students who are entering the ~~3rd~~third or ~~4th~~fourth year of a declared Major in Environmental Studies or students in the Restoration of Natural Systems Diploma program. Preference will be given to students who are entering a field school or field course. A letter of application must be submitted to the School of Environmental Studies by ~~May~~ March 31st demonstrating a commitment to environmental and social change, a passion for experiential learning and a passion for sharing these interests and values with others. Nominations will be made by the School of Environmental Studies.

~~It is the wish of the donors that the recipient of the award writes a brief essay and submits it to the department (1-2 pages) upon the completion of their term discussing the impact of the Georgia Klap Award and what they have learned, for online and printed communication materials. The donors would enjoy receiving a letter (submitted to the department) upon completion of the term to learn what the award and the experience meant to the recipient. This may be used for online or printed communication materials.~~

LINDISFARNE SCHOLARSHIP IN MEDIEVAL STUDIES* (REVISED-UG)

One scholarship of at least \$1,000 is to be awarded to an ~~academically outstanding~~ undergraduate student entering second or third year with an outstanding or excellent grade in at least one Medieval Studies course. ~~and~~ One or more scholarships of at least \$1,000 are to be awarded to academically outstanding undergraduate students entering third or fourth year, in the Medieval Studies Program. ~~Preference will be given to students enrolled in an honours, major or minor degree in the Medieval Studies Program.~~ Nomination of recipients will be made by the Medieval Studies Program Committee. Students registered in at least 4.5 academic units are eligible for this scholarship.

HEATHER J. LINDSTEDT AND BRIAN A. POLLICK FELLOWSHIP (NEW-GS)

A fellowship is awarded to an Art History and Visual Studies PhD (post-comprehensive) student whose work falls within the general subject area of the Centre for Studies in Religion and Society (CSRS) and who wishes to experience extensive interaction with a variety of other scholars and graduate students at the CSRS. Applications will be adjudicated by the CSRS. If there is no eligible post-comprehensive doctoral student, the award will be given to an alternate graduate student according to the following preference:

1. A MA student in Art History and Visual Studies
2. A graduate student in Fine Arts working in some aspect of visual studies
3. A graduate student whose thesis/dissertation involves any aspect of the medieval/early-modern time period, in any discipline
4. Any graduate student the CSRS deems qualified

NORMA MICKELSON LEGACY SCHOLARSHIP* (REVISED-UG/GS)

One or more scholarships are awarded to undergraduate or graduate students in the Faculty of Education who have achieved academic excellence, and who are actively involved in the community and have a record of outstanding contributions to the community through their work as volunteers. Applications must be accompanied by a letter of recommendation from a community/volunteer group providing evidence of the exceptional contributions the applicant has made, and a second letter of recommendation from a Faculty of Education faculty member. Application forms for this scholarship are available from the Dean's Office in the Faculty of Education ~~and must be submitted by May 15th.~~ In the case of an undergraduate student, selection will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Education. In the case of a graduate student, selection of the recipient will be made by the Graduate ~~Admissions and~~ Awards Committee upon the recommendation of the Faculty of Education.

BILL AND LILIAN HEROD BURSARY* (NEW-UG/GS)

One or more bursaries are awarded to graduate or undergraduate students at the University of Victoria.

EDGAR FERRAR CORBET SCHOLARSHIP* (REVISED-UG)

A ~~Three~~ scholarships ~~are~~ is awarded for proficiency in English to a second year student who is a graduate of a British Columbia high school and who will be majoring or honouring in English in the third year.

G. ROBERT SMITH MEMORIAL SCHOLARSHIP* (NEW-UG)

One or more scholarships are awarded to academically outstanding undergraduate students entering fourth year in the Faculty of Engineering who demonstrate leadership and excellence in the practical application of the knowledge they have gained through a co-op work placement. Selection of the recipients will be made by the Senate Committee on Awards upon recommendation from the Faculty of Engineering.

NIMROD MOBILITY AWARD* (NEW-UG/GS)

One or more awards are given to academically outstanding undergraduate, graduate or post-graduate students in the field of science, medicine, technology or social sciences disciplines who are either: 1) Hungarian students coming to study at UVic from accredited Hungarian universities or 2) UVic students going to Hungary to study at accredited Hungarian universities. This award would include funding for a graduate fellowship exchange. Selection of the recipients will be made by the Global Engagement Selection Committee. Two competitions are held each year. The deadlines for applications are 4:30 p.m. on the third Wednesday of March and November. Applications must be submitted to the Office of Global Engagement either in person to University Centre, Room B202, or by email as a single pdf document to world@uvic.ca.

VICTORIA MEDAL* (REVISED-UG)

A silver medal is awarded annually to the candidate in the Faculty of Fine Arts, registered for a BA, BFA, BSc, or BMus degree, who stands at the head of the graduating class on the basis of graduating average.

EMIL AND LYNETTE HAIN SCHOLARSHIP IN UKRAINIAN STUDIES* (REVISED-UG)

One or more scholarships of at least \$1,000 are awarded to academically outstanding undergraduate students in secular Ukrainian Language and Culture courses. The nominations and the number of recipients will be at the discretion of the Department of Germanic and Slavic Studies. Part-time (minimum 6.0 units) and graduating students are eligible for this scholarship.

CHIEF MICHAEL A. UNDERWOOD MEMORIAL SCHOLARSHIP* (REVISED-UG)

A scholarship of \$625 is awarded to an Indigenous native student who has completed second year of the LL.B. J.D. program and has contributed to the life of the Faculty of Law School and the Indigenous native community.

CBA CANADIAN BAR ASSOCIATION BC BRANCH ENTRANCE AWARD SCHOLARSHIP* (REVISED-UG)

An award ~~in the amount of \$4,000~~ is given to a student entering UVic Faculty of Law who has best shown a strong commitment to the ideals served by the Canadian Bar Association, which include promotion of Justice and/or law reform, through ~~his or her~~ exemplary public or community service, as demonstrated by extra-curricular activities at educational institutions, volunteer work with community or charitable organizations, or any kind of public service activities. Membership in the Canadian Bar Association is not a requirement for eligibility to receive this ~~A~~award; however, it may be a factor taken into account by the Selection Committee in choosing the successful candidate.

RONALD C. CORBEIL AWARD FOR MERIT IN PROGRAM EVALUATION* (REVISED-UG/GS)

One or more awards are given to full-time or part-time (minimum 1.5 units) undergraduate and graduate students taking courses pertaining to program evaluation, performance measurement and performance management. Students eligible for this award would have the highest GPA or a major paper in these courses. In the case of an undergraduate award, selection of the recipient will be made by the Senate Committee on Awards upon the recommendation of the School of Public Administration. In the case of a graduate award, selection will be made by the Graduate ~~Admissions and~~ Awards Committee upon the recommendation of the School of Public Administration.

RONALD F. MACISAAC PRIZE (REVISED-UG)

A prize of \$500 is awarded to a law student presenting the best paper on social justice, counselling/assisting abused children or environmental law.

ROBERT HAGEDORN GRADUATE SCHOLARSHIP* (REVISED-GS)

An award will be given to a Sociology scholarship is awarded to an outstanding graduate student who has completed at least the first year in sociology who completes the course requirements of the graduate program, including a concentration on quantitative skills, and who has an approved thesis proposal involving a quantitative examination of sociological relevance. Evaluation will focus on the student's entire program study. More specifically, students should be able to demonstrate that they can employ a quantitative approach in sociological research that can be replicated. and has the highest grade in Sociology 507. In the event of a tie, the award will be divided equally. Selection of the recipient will be made by the Graduate Awards Committee upon the recommendation of the Department of Sociology.

MURRAY DAWSON FELLOWSHIP IN HUMANITIES* (NEW-GS)

One fellowship is awarded to an academically outstanding student entering or enrolled in any graduate program in Humanities. Selection of the recipient will be made by the Graduate Awards Committee, on the recommendation of the Faculty of Humanities, Associate Dean, Research.

MEMORANDUM

University of Victoria

Student Awards and Financial Aid
Email: lnolt@uvic.ca
Tel: (250) 721-8425
Fax: (250) 721-8757

TO: Secretary of Senate
University Secretary's Office

DATE: October 16, 2017

FR: Lori Nolt, Director, Student Awards and Financial Aid
Secretary, Senate Committee on Awards

RE: Awards Recommended to Senate for Approval



Lori Nolt

2017/2018 Senate Committee on Awards

J. Walsh (Chair), A. Cirillo, H. Hallgrimsdottir, A. Lepp,
M. Runtz, C. Saint-Vil, C. Schallie, L. Welling, J. Wyatt,
C. Watt, N. Greengoe, L. Nolt, Y. Rondeau, L. Hume.

The Senate Committee on Awards recommends that the Senate approves and recommends to the Board of Governors the following awards:

*Administered by the University of Victoria Foundation

Additions are underlined

Deletions are ~~struck through~~

SOCIAL JUSTICE AWARD (NEW-UG)

One or more awards are given to academically outstanding students in the Faculty of Social Sciences entering their third or fourth year who have demonstrated financial need. Students must provide an essay (maximum 500 words) explaining how their studies will assist them to pursue a career in social justice. Selection of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Social Sciences.

SHEILA & JOHN HACKETT RESEARCH TRAVEL AWARD* (REVISED-GS)

One or more awards are given to outstanding graduate students in English, French, Greek and Roman Studies and/or History ~~in the Faculty of Humanities~~ or outstanding graduate students in

the Faculty of Fine Arts who are travelling to the European Union and/or the United Kingdom for research purposes. Selection of the recipients(s) will be made by the Graduate Awards Committee upon the recommendation of the Dean of Humanities in consultation with the Faculty of Fine Arts.

TAMARA VROOMAN WOMEN'S LEADERSHIP AWARD (NEW-GS)

One award of \$1,000 is given to the woman student with the highest GPA in the Master of Public Administration Program.

PENINSULA CO-OP DR. IAN MACPHERSON MEMORIAL SCHOLARSHIP* (REVISED-GS)

One or more scholarships are awarded to academically outstanding graduate students participating in a co-op work program, with an interest in Co-operative Studies and Community Based Economy. Preference will be given to a member or the child of a member of the Peninsula Consumer Services Cooperative. Applications can be found on the Faculty of Graduate Studies website and must be submitted by August 31 to the Faculty of Graduate Studies. Selection of the recipient will be made by the Graduate Awards Committee. ~~Centre of Cooperative and Community Based Economy by October 31st. Selection of the Recipient will be made by the Graduate Awards committee upon the recommendation of the Centre of Cooperative and Community Based Economy.~~

MARLENE DONALDSON VIKES WOMEN'S RUGBY AWARD* (NEW-UG)

Two or more awards are given to entering or continuing undergraduate women athletes who currently play, or have indicated their agreement to play, for the Westshore Valkyries Rugby Football Club (RFC). Eligible students must meet all U SPORTS eligibility requirements. Award recipients will be selected on the basis of work ethic, volunteer efforts in the community, and commitment and performance criteria set by the Director of Athletics and Recreation in consultation with the Varsity Head Coach and the Associate Director, Sport.

EMPRESA PROPERTIES VIKES CROSS COUNTRY AND TRACK AWARD* (NEW-UG)

One or more awards are given to undergraduate students who compete on the Vikes Women's Varsity Cross Country and Track team. Eligible students must meet all U SPORTS eligibility requirements. Award recipients will be selected on the basis of work ethic, commitment and performance criteria set by the Director of Athletics and Recreation in consultation with the Varsity Head Coach and the Associate Director, Sport.

ELSA GROUNDWATER SCHOLARSHIP (REVISED-UG)

Two scholarships of \$2,000 each are awarded to academically outstanding undergraduate students in the School of Nursing who are specializing in the operating room. Students registered in at least 4.50 academic units are eligible for this scholarship.

ELSA STEPHENS SCHOLARSHIP IN NURSING* (REVISED-UG)

A scholarship is awarded to an academically outstanding undergraduate student in the School of Nursing. Preference will be given to a student who is contributing to the community. Students registered in at least 4.50 academic units are eligible for this scholarship.

ESTHER S. GARDOM SCHOLARSHIP* (REVISED-UG)

A scholarship is awarded by the Canadian Federation of University Women Victoria to an outstanding woman student proceeding to year 4 of the Bachelor of Science in Nursing (B.S.N.) program. Selection of the recipient will be made by the Senate Committee on Awards upon the recommendation of the School of Nursing. Students registered in at least 4.50 academic units are eligible for this scholarship.

EVA HANNAH PARLEE SCHOLARSHIP* (REVISED-UG)

One or more scholarships are awarded to academically outstanding undergraduate students in the School of Nursing. Preference will be given to students with an interest in Geriatric nursing. Students registered in at least 4.50 academic units are eligible for this scholarship.

GERTRUDE HELEN ROBERTSON SCHOLARSHIP* (REVISED-UG)

One or more scholarships are awarded to students registered in the School of Nursing who intend to pursue a career in Nursing Administration or Maternal and Child Care. Selection of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Nursing. Students registered in at least 4.50 academic units are eligible for this scholarship.

GLENN AND PAULINE GREENE SCHOLARSHIP IN NURSING* (REVISED-UG)

A scholarship is awarded to a student in the School of Nursing. Students registered in at least 4.50 academic units are eligible for this scholarship.

JULIA ALICE SADDINGTON MEMORIAL SCHOLARSHIP* (REVISED-UG)

A scholarship is awarded to a student entering the final year of the Bachelor of Science in Nursing program who demonstrates an interest in and an aptitude for community health nursing and who intends to pursue a career in community health nursing. Selection will be made by the Senate Committee on Awards upon the recommendation of the School of Nursing. Students registered in at least 4.50 academic units are eligible for this scholarship.

PETER AND LEELA M. BERTRAM SCHOLARSHIP* (REVISED-UG)

One or more scholarships are awarded to outstanding students in the Nursing program. Selection of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Nursing. Students registered in at least 4.50 academic units are eligible for this scholarship.

MRS. ANNIE GRESKIW SCHOLARSHIP IN NURSING* (REVISED-UG)

Two scholarships are awarded to outstanding students proceeding to year 3 or 4 of the Nursing program. Selection of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Nursing. Students registered in at least 4.50 academic units are eligible for this scholarship.

MARION RICKER MEMORIAL SCHOLARSHIP IN NURSING* (REVISED-UG)

Two scholarships of \$550 each are awarded to students who have completed the first year of the program with good grades and who have demonstrated potential to provide leadership within a professional role. Selection of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Nursing. Students registered in at least 4.50 academic units are eligible for this scholarship.

MARGARET A. EVANS SCHOLARSHIP IN NURSING* (REVISED-UG)

One or more scholarships are awarded to students entering the final year of Nursing at the University of Victoria, who have demonstrated both academic achievement and an interest in Gerontological Nursing. Students registered in at least 4.50 academic units are eligible for this scholarship.

LONDON DRUGS UNDERGRADUATE SCHOLARSHIP IN NURSING* (REVISED-UG)

One or more scholarships are awarded to academically outstanding 3rd or 4th year undergraduate students in the School of Nursing. Students registered in at least 4.50 academic units are eligible for this scholarship.

SHARRON HIGGINS SCHOLARSHIP IN THE SCHOOL OF NURSING* (REVISED-UG)

A scholarship is awarded to an academically outstanding undergraduate student who is entering their 3rd year in the School of Nursing and intends to complete 4th year in the following year, and also who is a parent. Preference will be given to a student who is planning to practice in the field of Public Health Nursing. Nominations will be made by the School of Nursing. Students registered in at least 4.50 academic units are eligible for this scholarship.

ROYAL JUBILEE HOSPITAL SCHOOL OF NURSING ALUMNI ASSOCIATION STUDENT AWARD* (REVISED-UG)

One or more awards are given annually to undergraduate students continuing in the BSN program, distance or on campus, with preference given to descendants of a graduate of the Royal Jubilee School of Nursing. Students registered in at least 4.50 academic units are eligible for this scholarship.

ROBERT S. EVANS MEMORIAL SCHOLARSHIP IN NURSING* (REVISED-UG)

Scholarships are awarded to academically outstanding students who intend to continue their studies at the University of Victoria as follows:

- a. One scholarship to a student in each of the programs: Child and Youth Care, Nursing and Social Work, on the recommendation of the respective Directors;
- b. One scholarship to a student who has completed the qualifying 300-level courses for an Honours or Major program in Astronomy;
- c. Two scholarships for award within the student body at large. If no suitable candidates can be found in categories (a) or (b), additional awards can be made in category (c).

Students registered in at least 4.50 academic units are eligible for this scholarship.

PURVES SISTERS MEMORIAL SCHOLARSHIP* (REVISED-UG)

One or more scholarships are awarded to students in the School of Nursing with an interest in specializing in children's diseases and the treatment of children's diseases. Selection of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Nursing. Students registered in at least 4.50 academic units are eligible for this scholarship.

PACIFIC BLUE CROSS SCHOLARSHIP (REVISED-UG)

Two scholarships of \$1,000 each are awarded to academically outstanding students in the School of Nursing who have transferred from a College in British Columbia. Students registered in at least 4.50 academic units are eligible for this scholarship.

PHILLIPS, HAGER AND NORTH PRIZE IN RESEARCH EXCELLENCE IN ENVIRONMENTAL AND RESOURCE ECONOMICS* (REVISED-GS)

One or more A prizes are-is awarded to an MA or PhD students who have completed the best qualifying research projects. Selection of the recipients will be made by the Ggraduate Aawards Committee upon the recommendation of the Department of Economics.

EUGENE DOWLING SCHOLARSHIP* (NEW-UG)

One or more scholarships are awarded to academically outstanding undergraduate students in the School of Music who study tuba or euphonium. Selection of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of Music.

WOMEN IN ECONOMICS GRADUATE SCHOLARSHIP (NEW-GS)

One or more scholarships are awarded to academically outstanding women graduate students in the first year of a graduate degree in the Department of Economics. Applications must be submitted by January 31 prior to September entry to the Economics Department and should reference community service and/or demonstrated leadership inside and outside of the classroom.

Selection will be made by the Graduate Awards Committee upon the recommendation of the Department of Economics. Preference will be given to students who have indicated an intention or interest in the co-operative education program in the first year of their graduate study.

GILBERT AND MARIE ALICE PEART BURSARY SCHOLARSHIP IN MUSIC* (REVISED-UG/GS)

One or more scholarships bursaries are awarded to academically outstanding entering or continuing undergraduate or graduate students in the School of Music. In the case of a graduate student, the recipient will be selected by the Graduate Awards Committee upon recommendation of the School of Music.

KATHLEEN MARY OLIVER NURSING SCHOLARSHIP (REVISED-UG)

One or more scholarships are awarded to academically outstanding undergraduate students in the School of Nursing. Applicants must submit a statement (maximum 500 words) demonstrating their interest in public health to the School of Nursing and submitted by April 30. Selection of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Nursing. Students registered in at least 4.50 academic units are eligible for this scholarship.

ROBERT AND AUDREY HARRY INDIGENOUS SCHOLARSHIP IN NURSING (REVISED-UG)

One or more scholarships are awarded to academically outstanding undergraduate Indigenous students in the School of Nursing. Students registered in at least 4.50 academic units are eligible for this scholarship.

UNIVERSITY OF VICTORIA YOUTH IN CARE AWARD (REVISED-UG)

~~Up to five~~ One or more awards are given to students in their first undergraduate degree program. To be eligible for ~~this these~~ these awards, students must demonstrate financial need and be a resident of British Columbia, ~~who is living or has lived as a youth in care in British Columbia under one of the following conditions as defined by the Child, Family and Community Service Act (CFCSA):~~

- ~~• a Continuing Custody Order pursuant to sections 41 (1) (d), 42.2 (4) (d) or (7) or 49 (4), (5) or 10 (a) of the Act for a minimum of one year~~
- ~~• an Agreement with Youth pursuant to section 12.2 of the Act~~
- ~~• a Transfer of Custody Order pursuant to section 54.1 of the Act~~

and have received care from the Ministry of Children and Family Development or a Delegated Aboriginal Agency (DAA) through the *Child, Family and Community Service Act* for a minimum of twelve months (consecutive or accumulated) in any, or a combination, of the following categories:

- **Continuing Custody Order** pursuant to sections 41 (1) (d), 42.2 (4) (d) or (7) or 49 (4), (5) or 10 (a) of the Act
 - *A protection order in which the court has assigned permanent custody of the child to the Director of Child Welfare (the Director).*

- **Temporary Custody Order**
 - *A protection order in which the court has assigned custody of the child to the Director on a temporary basis.*
- **Special Needs Agreement** pursuant to section 7 of the Act
 - *A parent of a child with special needs may voluntarily and temporarily agree to place the child in the care of the Director.*
- **Voluntary Care Agreement** pursuant to section 6 of the Act
 - *A parent voluntarily and temporarily places the child in the care of the Director*
- **Youth Agreement** pursuant to section 12.2 of the Act
 - *The Director enters into an agreement with a youth (ages 16 – 19) who needs assistance to live independently and cannot be re-established with family.*
- **Extended Family Plan** pursuant to section 8 of the Act
 - *A parent voluntarily and temporarily places the child in the care of an adult who has an established familial, relational, or cultural connection to the child.*
- **Permanent Transfer of Custody Order** pursuant to section 54.01 or 54.1 of the Act
 - *An order in which the court permanently transfers custody to another (non-parent) family member or another adult with an established relational or cultural connection to the child.*
- **Temporary Transfer of Custody** pursuant to section 41(1)(b) of the Act
 - *A protection order in which the court temporarily places the child in the custody of an adult, other than a parent, who has an established familial, relational, or cultural connection to the child.*

The award covers ~~up to 8 terms of funding or~~ actual tuition costs and mandatory fees for the terms required for completion of a first undergraduate degree, ~~whichever comes first, to cover actual tuition costs (excluding mandatory fees).~~ Eligible applicants may also receive funding to assist with the costs of books, supplies and living expenses. Students who transfer to UVic from a university or college to complete their first undergraduate degree and meet all eligibility criteria will be considered for the award. Applicants must submit the application form, including the Release of Information consent form required to confirm eligibility, to Student Awards and Financial Aid by the application deadline of May 1st ~~June 30th~~.



University
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SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR INFORMATION

November 10, 2017

To: FINANCE COMMITTEE

From: VICE-PRESIDENT FINANCE AND OPERATIONS

A handwritten signature in black ink, appearing to read "D. Smith".

cc: President and Vice-Chancellor

Meeting Date: November 28, 2017

Title: STAFF PENSION PLAN DECEMBER 31, 2016 VALUATION

Basis for Jurisdiction:

- Staff Pension Plan Governance Policy Appendix A 5.
- *Income Tax Act* (Canada), Section 147.2(3)
- *Pension Benefits Standards Act* (BC), Section 38 (1) (b)
- Pension Benefits Standards Regulation (BC), Section 46

STRATEGIC RELEVANCE:

One of the pillars of the strategic plan is that we will attract and retain a diverse group of exceptionally talented faculty and staff. Part of attracting and retaining faculty and staff is a strong benefits package. Pension is a critical part of any compensation package and as such good governance of the plans is important. As well, the valuation is required in order to remain in compliance with statutory requirements under provincial law.

BACKGROUND

A valuation of the Staff Pension Plan was completed for the year ended December 31, 2016 as required by legislation. As the employer and plan administrator under the *Pension Benefits Standards Act*, the Board of Governors is provided with a summary of the valuation results and the funding requirements of the University of Victoria Staff Pension Plan, including funding required as a result of a continued solvency deficiency.

VALUATION RESULTS

The *Pension Benefits Standards Act* requires two types of actuarial valuations be conducted: a solvency valuation and a going concern valuation. The solvency valuation measures the financial position of the pension plan assuming that it is wound up on a specific date. The going concern valuation measures the financial position at the valuation date on the premise that the plan will continue indefinitely.

Solvency Valuation

The results of the solvency valuation are summarized in the following table (with comparison to December 31, 2013):

	2016-12-31	2013-12-31
A – Solvency Assets	\$258,628,097	\$208,661,091
B – Solvency Liabilities	\$323,430,968	\$250,527,301
Solvency Excess/ (Deficiency) (A-B)	(\$64,802,871)	(\$41,866,210)
Solvency Ratio (A/B)	0.80	0.83

Going Concern Valuation

The results of the going concern valuation are summarized in the following table (with comparison to December 31, 2013):

Valuation date	2016-12-31	2013-12-31
A – Actuarial Value of Assets	\$258,628,097	\$208,661,091
B – Actuarial Liabilities	\$212,595,171	\$182,168,102
Actuarial Surplus/(Unfunded Liability) (A-B)	\$46,032,926	\$26,492,889
Funded Ratio (A/B)	1.22	1.15

FUNDING REQUIREMENTS

Funding requirements are determined as part of the actuarial valuation and are the sum of contributions to fund any solvency deficiency and contributions to fund liabilities accruing on a going concern basis. The requirements are subject to minimums and maximums set by statutes, plan provisions, and collective bargaining.

Solvency Contributions

As with the 2013 valuation, there is a solvency deficiency as at December 31, 2016. This deficiency has grown from \$41.9M to \$64.8M, and the funded ratio has decreased from 83% to 80%. These results are mainly a result of a very low interest rate environment.

In order to assist with these funding challenges, the solvency methodology has been changed. The 2013 solvency valuation assumes the plan is wound up and the university stops operating. Under this methodology, pension benefits are immediately settled based on prevailing market conditions. The Pension Regulation was recently amended to provide that a solvency valuation can alternatively assume that the employer continues to operate upon plan wind-up. As a result, members would not receive benefits until their eventual retirement or termination from employment. By adopting this new methodology, which would be a more likely scenario for the plan in any event, the solvency liability decreased by \$10M, the solvency ratio improved by 2%, and the face value of the letter of credit reduced by approximately \$1.1M per year compared to results under the prior methodology.

As noted above, the Pension Regulation permits a defined benefit plan to fund solvency deficiencies with a letter of credit. The amount of the letter of credit is based on the outstanding solvency deficiency. Payments are due in monthly installments and the amortization period is normally 5 years (i.e., in year one, the letter of credit amount is approximately 1/5th of the solvency deficiency). The Government of BC amended the Pension Regulation to provide short term funding relief and extend the period new solvency deficiencies can be funded to 10 years. The letter of credit must also take into account interest that would have been earned in the plan had it not had a solvency deficiency.

The university has updated the previous letter of credit used to fund the solvency deficiency from the valuation at December 31, 2013. The new letter of credit has a value of \$46M as at October 31, 2017. This amount includes the outstanding balance of the previous letter of credit at December 31, 2016 (\$43.3M), plus 24 months of payments (\$2.9M) remaining from the December 31, 2013 deficit, plus \$1.86M reflecting the new increased deficit (\$18.6M) amortized over the new 10 year period. The letter of credit will be increased monthly by \$203K to reflect solvency contributions due until the next valuation for the year ended December 31, 2019. Based on the 0.2% rate charged for extending a letter of credit, the average annual cost over the next three years is forecast to be \$100K.

As well as carrying costs for the letter of credit, the university as employer incurs costs when plan members request a lump-sum commuted value payment from the plan. The Pension Regulation requires that when a letter of credit is used to fund solvency deficiencies, the employer must make a payment into the plan of an amount that is equal to any transfer deficiency that exists (equal to 100% - 80% = 20%). For example, if the amount of a commuted value payment to a member is \$10,000, the employer must remit \$2,000 into the plan to cover this deficiency. Based on the value of commuted value payments in the past, annual deficiency contributions will range between \$350,000 and \$600,000.

Going Concern Contributions

While the solvency deficiency has increased, the funded position of the plan on a going concern basis continues to improve. There is a going concern surplus of \$46.0M, which results in a very healthy funded ratio of 122% (compared to 115% in 2013). The maximum going concern funded ratio allowed under the *Income Tax Act* is 125%, after which a pension plan must normally use up the excess either by taking a contribution holiday or in the form of benefit improvements. However, there are exceptions to this rule in the circumstances of plans having both an excess surplus and solvency deficiency. The funded position has improved mainly due to investment gains compared to valuation assumptions made in 2013.

From a plan normal cost point of view, the actuary has calculated an increase of .07% in required contributions to the plan (including 0.25% to the Supplemental Retirement Benefit Account) as outlined in the following table:

Valuation Date	2016-12-31	2013-12-31
Total estimated required contribution (employer and employee)	\$7,389,924	\$6,921,187
Estimated payroll for ensuing year (reflects adjustments for retirements in the year)	\$44,007,627	\$41,363,019
Total required contributions as a percentage of pensionable earnings	16.80%	16.73%
Minimum Employee contribution rate (blend of 4.78% below the Year's Maximum Pensionable Earnings "YMPE" and 6.53% above the YMPE)	4.81%	4.81%
Balance of contribution rate required after minimum required employee contribution rate	11.99%	11.92%

When the December 31, 2013 valuation was completed in 2014, the University made the decision to retain its previous contribution rate of 12%. The rationale for this decision included an anticipated adjustment of mortality tables in 2014 to reflect increased longevity, and the monetary insignificance of a rate decrease of .04% under the 50/50 cost sharing agreement between CUPE and the university. Therefore, no contribution rate adjustments are required as a result of the 0.07% increase of required contributions.



University
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SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR INFORMATION

November 10, 2017

To: COMPENSATION & REVIEW COMMITTEE

From: VICE-PRESIDENT FINANCE AND OPERATIONS

A handwritten signature in black ink, appearing to read "G. Smith".

cc: President and Vice-Chancellor

Meeting Date: November 28, 2017

Subject: Update on GDP Dividend for Employees as per Agreements under 2014
Economic Stability Mandate

Basis for Jurisdiction: Committee's Terms of Reference
Public Sector Employers' Act

Strategic Relevance:

Objective 6: To recruit and retain a diverse group of faculty of the highest national and international quality.

Objective 8: To recruit and retain a diverse group of outstanding staff by providing rewarding and fulfilling careers at the University of Victoria.

Objective 36: To manage and protect our human, financial, physical and information resources in a responsible and sustainable fashion.

Previous Consultation:

Discussion with Compensation and Review Committee November 2016.

Discussion with Compensation and Review Committee November 2015.

Discussion with Compensation and Review Committee January 2014 (Bargaining Plan approval) and subsequent discussions to ratify collective agreements through 2014 and 2015.

Issue:

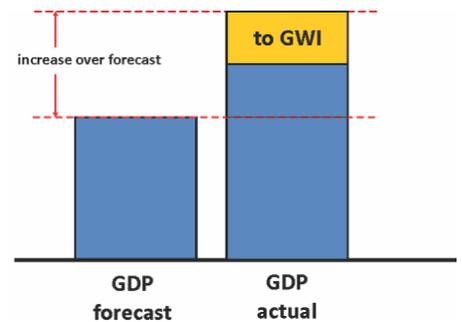
To provide an update on the status of the 2018 Economic Stability Dividend.

Background:

- A unique feature of the current provincial collective bargaining mandate is the introduction of an additional variable wage increase in the form of an Economic Stability Dividend (Dividend).
- The purpose of the Dividend is to provide public sector employees with the opportunity to share in the economic growth of the province, conditional upon economic performance and ability to pay – in exchange for longer term collective agreements so that the government can focus on fostering this growth.
- The Dividend has since formed a part of all collective agreements negotiated across the BC public sector, including those concluded at UVic, and is based on the following formula.

Employees will receive general wage increases (GWI) equal to half of any percentage gain in real GDP above the Economic Forecast Council’s forecast.

For example if measured real GDP is 1% above forecast real GDP then a 0.5% GWI would result.



- The effective date of each Dividend varies depending on the cycle of negotiated salary increases. For example, the 2018 Dividend for CUPE 951 is February 1 while the 2018 Dividend for PEA and Faculty/Librarians is May 1.
- Further, there are four (4) possible Dividend distribution dates during this bargaining mandate. To illustrate, for collective agreements that expired on March 31, 2014, the typical distribution of salary increases and Economic Stability Dividends is as follows:
 - April 1, 2014 = 0%
 - April 1, 2015 = 1%
 - February 1, 2016 = 0% plus ESD; April 1, 2016 = 0.5%;
 - February 1, 2017 = 1% plus ESD; April 1, 2017 = 0.5%;
 - February 1, 2018 = 1% plus ESD; April 1, 2018 = 0.5%;
 - February 1, 2019 = 1% plus ESD

Discussion:

On November 8, Statistics Canada published the finalized 2016 provincial GDP data. Statistics Canada reported that the B.C. economy grew by 3.5% in 2015, exceeding by 0.8% the forecast provided by the independent Economic Forecast Council of 2.7%.

On November 9, the Provincial Government announced that these economic results translate into a base salary increase of **0.40%** in 2018 for unionized provincial public sector employees who have reached agreements under the government's Economic Stability Mandate for collective bargaining. As you may recall, the 2016 and 2017 Dividends were calculated to be 0.45% and 0.35% respectively.

At UVic, all unionized employees are eligible for the 2018 Dividend. We have also received approval to extend the 2018 Dividend (and future Dividends) to our non-union, non-management employees and our Deans.

At this point, and at least until the Public Sector Management and Executive Compensation Freeze is lifted, we are advised that union-excluded managers and our executive are ineligible for the 2018 Dividend. However, the Public Sector Employers' Council has granted permission to increase the salary ranges for these positions by the standard Economic Stability Mandate amounts, including these Dividends.

As a reference point, for an employee earning a salary of \$50,000 per year, a 0.40% wage increase equals \$200.

As a reminder, the cost of Economic Stability Dividends will be funded by the provincial government.



University
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SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR INFORMATION

November 10, 2017

To: Operations and Facilities Committee

From: Dr. Valerie S. Kuehne, Vice-President Academic and Provost

cc: President and Vice-Chancellor

Meeting Date: November 27, 2017

Subject: 2017/18 Enrolment Analysis

Basis for Jurisdiction: University Act, s 27(1) and s 27(2)(r)

A handwritten signature in blue ink, reading "Valerie S. Kuehne".

Strategic Relevance: This enrolment analysis supports the Strategic Plan's objective to actively recruit and retain outstanding students from diverse regions and backgrounds and assists the university in developing effective student recruitment and retention programs. Within the current context of remaining a comprehensive university with a breadth of academic programs and with overall student enrolment of about the same size, supporting students continues to be a top priority. This year, UVic will focus on developing a Strategic Enrolment Management framework that will be informed by the university's new Strategic Plan. That framework will ensure that our enrolment priorities around size, composition, diversity, quality and student success are aligned with our strategic objectives and are informed by evidence. This report also informs our annual "Institutional Accountability Plan and Report" which is approved by the Board and submitted to the Ministry of Advanced Education and Skills Training.

Previous Consultation: None

Background: The Enrolment Analysis is an annual report that describes enrolment projections for the current year and contains information about applications, admissions, and registrations.

Summary: The interim enrolment report to the Ministry of Advanced Education and Skills Training (AEST) will indicate that UVic continues to exceed its enrolment target with the province and that projected AEST-funded enrolments at the University of Victoria are approximately 40 FTEs lower than last year. UVic exceeds its overall target at both the undergraduate and graduate levels. While overall enrolments are expected to remain at about the same size, as part of the Strategic Enrolment Management framework UVic will review and set targets related to key enrolment goals such as size, composition, diversity, quality and student success.

Planned Further Action: None

Attachment: The 2017/18 Enrolment Analysis and Appendix A - Undergraduate Applications, Admissions and Registration.

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2017/18 Enrolment Analysis

Executive Summary and Analysis

The post-secondary enrolment landscape is competitive and constrained by demographic challenges that are expected to persist until about 2022. UVic anticipates achieving its enrolment goals for the current year and beyond and is taking active measures to ensure that we anticipate and meet these and future challenges.

Parallel to the beginning of the 18-24-year-old demographic trough in 2015, our overall applications are lower than they were in 2014 but higher than the previous two years. While gross volumes are less of a concern, we do need to be vigilant of our conversion of qualified and high quality applicants to new registrants. UVic's recruitment efforts and scholarship programs are tailored such that we continue to attract and retain the highest quality students in that applicant pool, although future investments will be required to maintain and enhance this goal. Following several years of much larger entering classes, UVic has moderated new intake by raising admissions cut-offs which, in this demographic landscape, has the dual benefit of reinforcing quality and also enables us to remain at about the same size. Admission cut-offs to the Faculties of Humanities, Science and Social Sciences have increased in recent years and increases are being contemplated in other Faculties. The average entering grades of our new students have been consistent and sit above 85 percent. Under the leadership of the Provost, a Strategic Enrolment Management framework will soon be launched which will ensure our enrolment goals, including size, composition and quality, will be refined and subject to continual assessment and improvement.

The University of Victoria's annualized student FTE enrolment is expected to be about 19,058 this year – a slight decrease from last year. Our 2017 fall term headcount is 21,698, with undergraduate students comprising a projected annualized FTE of 16,155 FTE or a headcount of 18,417 and graduate students comprising a projected annualized FTE of 2,903 or a headcount of 3,281. While new registrations are lower this year compared to last year, reducing the size of our new intake is required to maintain our overall size and focus on commitments to enhance the diversity and quality of our new students.

The interim enrolment report to the Ministry of Advanced Education and Skills Training (AEST) shows that 2017/18 AEST-funded enrolments (which do not include international undergraduate students) at UVic are projected to be 123 FTE lower than last year. UVic is, nevertheless, projected to significantly exceed the graduate enrolment target set by AEST by 598 FTE and the domestic undergraduate enrolment target set by AEST by 338 FTE, ensuring that total FTE targets will be surpassed. Strategically, UVic is focused on increasing the diversity of incoming classes through recruitment efforts and enhancing the quality of incoming classes through refinements of the scholarship program.

We have exceeded our recommended enrolment level associated with full-fee-paying international undergraduate students. Growing our international undergraduate population has been a strategic priority although we expect future growth to be moderated.

University of Victoria FTE Enrolments and Targets

FTE Enrolments by Year (includes international students)

	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	10 year change	1 year change
Undergrad	13,648	14,182	14,828	14,815	14,726	15,065	15,381	15,772	16,190	16,155	2,507	-35
Graduate	2,252	2,447	2,678	2,808	2,847	2,952	2,986	3,002	2,911	2,903	651	-8
Total	15,900	16,629	17,506	17,623	17,573	18,017	18,367	18,774	19,101	19,058	3,158	-43

AEST Target Comparison

	AEST Funded 2017/18 Target	Projected 2017/18 Total	Variance from AEST Target
Domestic UG FTE	13,558	13,896	338
Graduate FTE	2,305	2,903	598
Total funded FTE	15,863	16,799	936

Internal Target Comparison

	UVic Internal 2017/18 Target	Projected 2017/18 Total	Variance from Internal Target
Domestic UG FTE	13,558	13,896	338
International UG FTE	2,050	2,259	209
Subtotal UG FTE	15,608	16,155	547
Graduate FTE	2,305	2,903	598
Total FTE	17,913	19,058	1,145

Within the context of remaining a comprehensive university with a breadth of academic programs and with an overall student enrolment of about the same size, supporting students is a top priority. As part of its Strategic Enrolment Management (SEM) framework, UVic will look to develop strategies to respond to challenges and opportunities facing our institution including actively recruiting students from regions and backgrounds that are currently under-represented, enhancing retention and graduation rates, and responding to increased competition and changing demographics. The university continues to explore the possibility of rebalancing the undergraduate-graduate mix in order to better reflect our mission as a research intensive institution.

Our internationalization goals will be achieved by diversifying current enrolments (both by country of origin and program of interest) and maintaining current retention rates of international students. As well, we will continue to enhance pathways between the Division of Continuing Studies and our academic programs, and increase opportunities for student exchange experiences.

With substantial growth in post-secondary capacity across the province over the past decade and a declining 18-24 year-old population, the student recruitment environment is increasingly competitive. With a goal of being a university of choice, the recruitment and retention of outstanding students from diverse backgrounds and areas continues to be a high priority.

Given that the university's undergraduate student growth over the past four years has occurred mostly in first year enrolments (as opposed to college transfer students), this growth is now compounding as the larger first-year classes progress to the upper years.

Enrolment Planning: Targets and Resources

Grant funding from the Province of BC is accompanied by undergraduate and graduate enrolment targets and accountabilities. This represents our "AEST-funded target" and an annual "Institutional Accountability Plan and Report" is submitted through the Board to AEST. The University also sets a higher internal target for enrolments for the purpose of its own academic and budget planning, and largely to take into account undergraduate international students who are not funded by government and pay full international tuition. International graduate students are included along with domestic students in the AEST graduate targets. Out of a 2017/18 annualized total of 2,903 FTE, 958 were international.

Our international recruiting strategy formulated a staged movement towards a "self-funded" model of undergraduate international student enrolments and that has been achieved. Our total enrolments should eventually exceed AEST-funded enrolments by the number of full-fee international undergraduate students. Our total 2017/18 enrolment is 1,145 over the AEST target (we now exceed the undergraduate international student goal by 209 FTE).

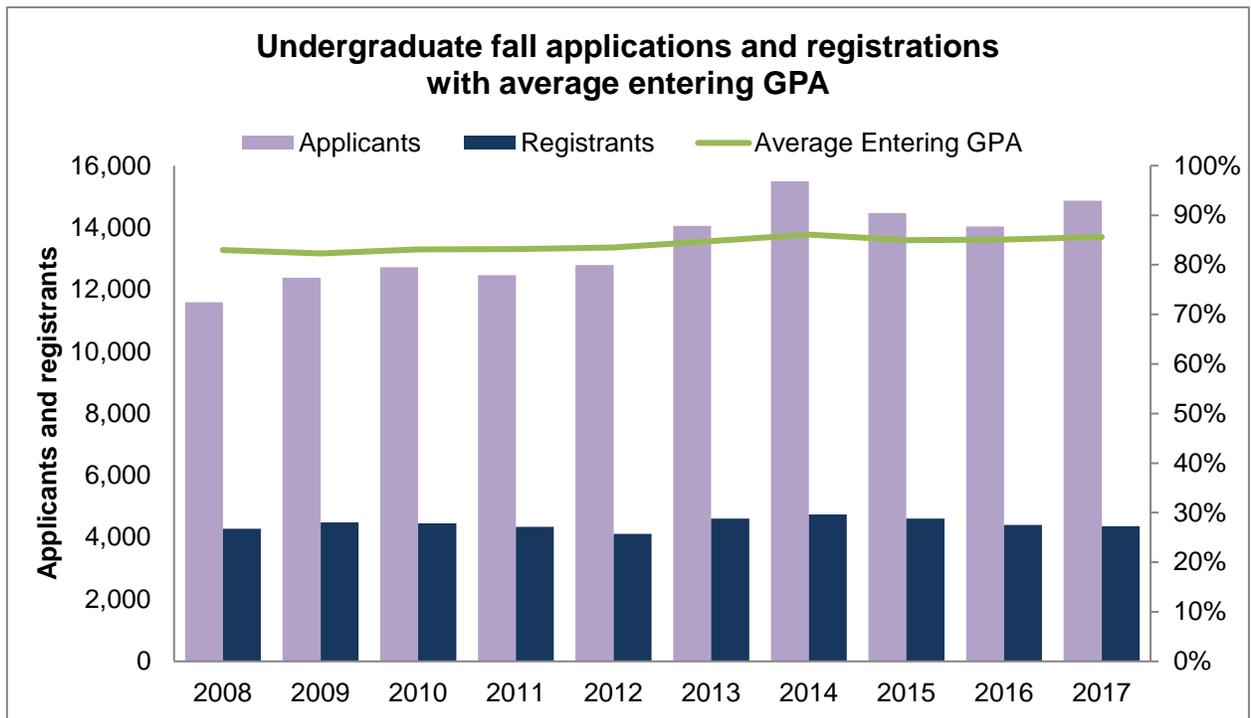
Each Faculty has undergraduate and graduate enrolment targets, and is resourced to meet those targets. Deans subsequently set enrolment expectations within the faculties. There is no mechanical formula for per student funding in the faculties since costs and resources vary substantially depending upon a number of factors including the nature of the pedagogy, different services, equipment and related personnel, labour market differences by discipline, the success of the faculty in generating additional resources, economies of scale, the different costs of research support, etc.

Undergraduate Enrolment Growth and Quality

While the number of graduating grade 12 BC students continues to decline, participation rates, especially in historically underrepresented groups will increase although the overall increase is

levelling off. UVic has focused its efforts on geographical regions with demographic growth in the 18-24 year old range and/or traditionally strong rates of participation. To date these regions outside BC have included southern Ontario and Alberta within Canada, and China, India and the US outside Canada. We have also begun to expand our efforts into Saskatchewan and Manitoba as we believe the strong economy in both of these provinces has increased student mobility for Indigenous and non-Indigenous students in those provinces. Our international recruitment tiering strategy further expands our focus to United States of America, Germany, Denmark, Vietnam, Ghana, Zimbabwe, Kenya and Uganda.

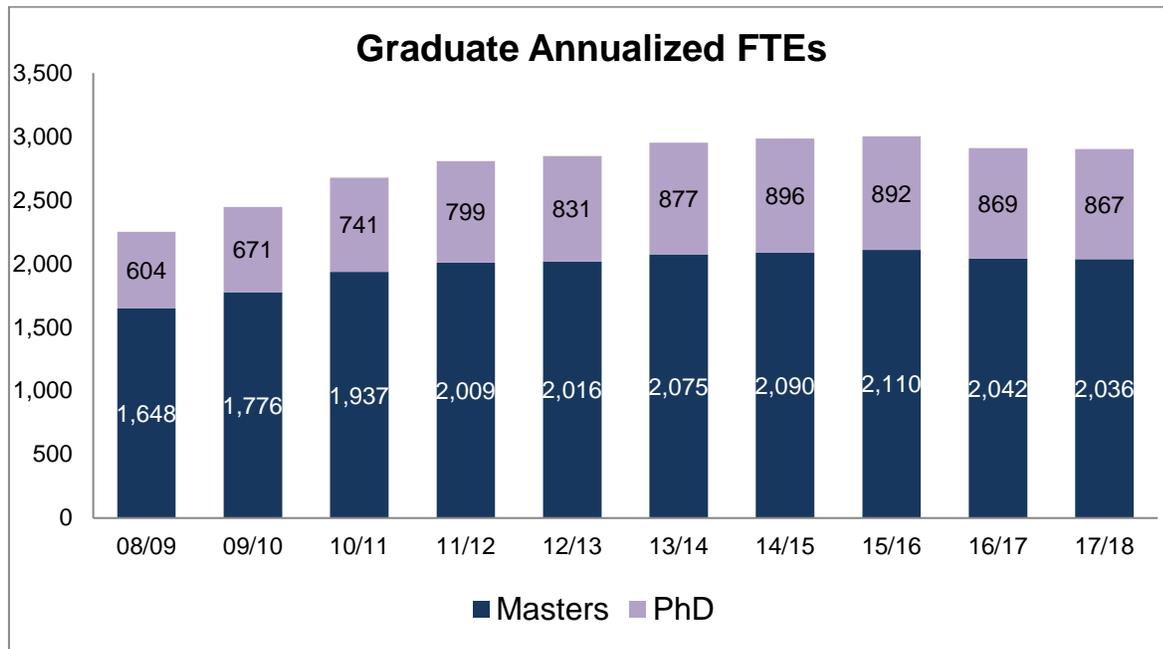
The high quality of the student body is achieved by admitting and retaining a large proportion of new undergraduates whose entering grade average would be characterized as excellent – over the past four years the average entering GPA from high school students in the fall term was 85.5 percent. From year to year the university alters its general admission cut-off, but these changes affect only a small proportion of the total incoming class.



The strategy pursued this last year in achieving a high proportion of excellent students involved an enhanced scholarship program to increase our pool of applicants who fall into that high-admission-average category.

Graduate Enrolment

Over the past 10 years, the university has achieved significant growth in graduate enrolments. Within the last five-year period, however, FTE enrolments have dropped by 2 percent—with a 1 percent drop at the PhD level. In accordance with UVic’s strategic plan, the university has now met its goal for being the appropriate size. Moving forward, however, and in the context of the strategic enrolment management initiative, discussions will take place with Deans to determine incremental areas for strategic growth, while keeping the overall graduate enrolments at approximately current levels.

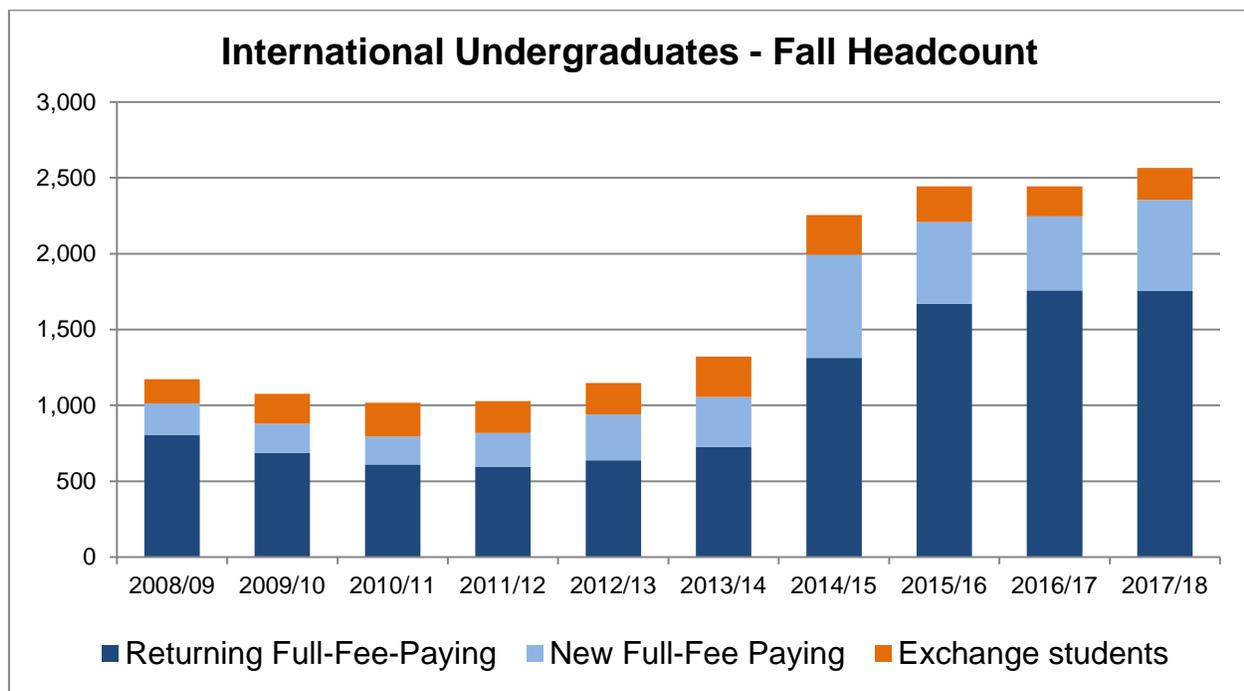


Undergraduate International Growth

In the area of undergraduate international enrolments, the University of Victoria’s goal is to maintain current enrolments, diversify the student population in alignment with our “International Recruitment Tiering Strategy”, and increase the quality of incoming undergraduate international students. UVic is also committed to supporting international students once they are here. Broadly speaking three different types of international students can be focused upon to meet these goals:

- Degree-seeking undergraduate students (full-fee paying);
- Visiting students, typically attending for one term or one academic year (full-fee paying);
- Exchange students, coming for some period of time, ranging from a number of weeks to a term or an academic year (non-full-fee paying).

UVic experienced growth in full fee-paying undergraduate international students in the fall of 2017. The number of full-fee paying FTE students increased by 4.9 percent over last year, while the number of incoming exchange FTE students (non-full fee paying) increased by 5.0 percent.



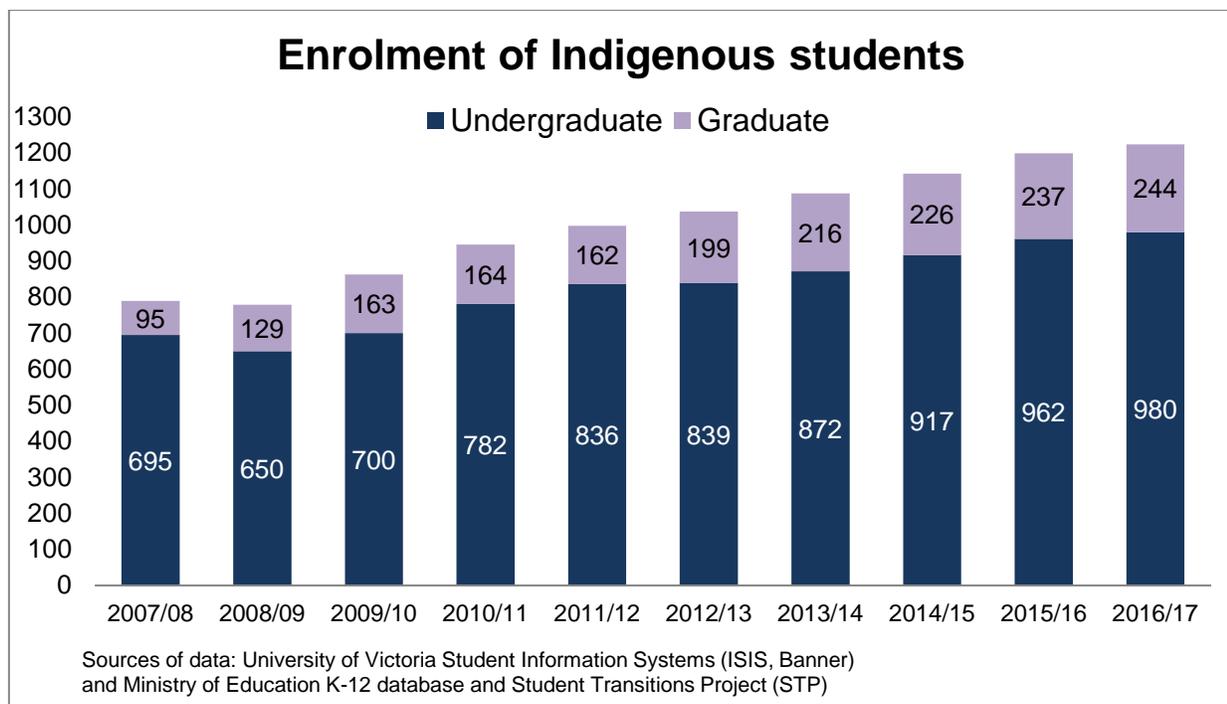
International student recruitment has changed its operations significantly since 2007, with the intent of making UVic more competitive in the current marketplace. The major objective of the changes has been to improve support for prospective students. This has been done in four general ways: focusing our staff on a few key countries to build up expertise and to allow for effective follow up; developing a limited number of hybrid agent/employee agreements with highly reputable individuals and organizations; offering a credit pathways program; and creating a competitive entrance scholarship program as well as supporting international students from lower socio-economic backgrounds.

To help realize growth, the office of Student Recruitment and Global Engagement has implemented five broad initiatives in the past few years:

- Focus BC recruitment in institutions with high concentrations of international students and a reputation for strong support. The intent of this is to make UVic the #1 choice for BC international students planning to continue post-secondary studies in Canada.
- In collaboration with the UVic Division of Continuing Studies, refine and enhance the Pathways Program whereby international students who are not academically admissible due to our language requirements would be allowed the opportunity to take credit courses in a program through Continuing Studies while improving their language skills. At the conclusion of a 12 month program successful students are admissible into the second year of study at UVic.
- Build highly selective agent programs in key countries and develop appropriate metrics to measure success.
- Focus recruitment efforts in countries noted in the International Recruitment Tiering Strategy.
- Actively pursue Germany and other European markets for short-term full-fee-paying visiting students to further internationalize classrooms across our academic disciplines.

Other enrolment goals – Indigenous Students

While the size of the Canadian and BC 18-24 age groups have been declining, for Indigenous populations this age group has been growing. The growth in the number of Indigenous students studying at UVic has mirrored this. The potential exists to continue that growth by keeping Indigenous student recruitment closely aligned with our national recruitment team and linked to the Office of Indigenous Academic and Community Engagement. Included in that alignment is a continual evaluation of the nature of support programs provided. In addition, new community-based programs may lead to changes in existing admission and registration processes.



Other enrolment goals – New Canadians

Along with the Indigenous population, new Canadians in the 18-24 age group will represent some of the highest population growth in Canada. Historically, new Canadians have placed a high priority on education – participation rates are generally higher than average. However, there are specific challenges to recruiting from this population: UVic's ability to compete with medical/doctoral institutions in Ontario, Alberta, and Quebec; and, the significant cultural considerations related to not moving away from home. The provincial immigration policy to bring more immigrants to Victoria is intertwined with UVic's success in broadening its student body in this category.

Application and Admissions Patterns

Detailed information regarding application rates from different segments of the population is presented in Appendix A. At the undergraduate level, overall applications increased by 6 percent since last year, while overall new registrations decreased by 1 percent.

From secondary schools, applications increased by 6 percent overall since the fall of 2016 and by 3 percent within BC. Registration rates were down 1 percent across all secondary schools and down 4 percent within BC. Applications from post-secondary institutions increased by 5 percent, while applications from the BC Colleges also increased by 5 percent. Registration rates for all post-secondary students decreased by 2 percent and from the BC Colleges registrations also decreased by 2 percent.

There are approximately 3,600 international students in fall 2017 currently attending UVic, including exchange students.

Challenges, new strategies and initiatives

The 18-24 year-old age cohort in BC is projected to decline between 1 and 2 percent in every year from 2015 to 2021 at which point modest (<1%) growth is anticipated. In the Greater Victoria region, declines in that age group are in the 1 to 3 percent range and continue through to 2023. Indeed, most regions in BC are experiencing declines in the 18-24 year-old age cohort with the exception of the Lower Mainland. While recruitment efforts in that region have increased, conversion to registration has been difficult due to the competitive nature of that market. There is certainly increased competition in the province, notably from “teaching” universities in communities where we see significantly higher school graduation rates (for example: Surrey, Richmond). The choice to attend these schools is attractive for students and parents as the overall cost is less and access is readily available.

There is also the increasingly competitive nature of entrance scholarship programs at competitor institutions. Further challenges to conversion rates involve admissions staff receiving an increasing number of requests for admission deferrals, whereby a student can delay their offer of admission to a later term. The most commonly cited reasons for deferral requests are concerns related to finances and the ability to afford university studies.

In light of these challenges and to address our strategic direction in maintaining domestic undergraduate enrolment, a number of initiatives are underway:

- Review of scholarship programs to increase our competitiveness in attracting and supporting high quality students. Focus on admissions processing time and ensure scholarship offers are matched with offers of admission.
- Focus on greater coordination between the office of Student Recruitment and Global Engagement and the Faculties to organize and improve conversion activities such as regional events, call campaigns, and expanded webinars. Ensure all materials are aligned with UVic's Edge campaign.
- UVic is also expanding the scope of the student recruitment committee to emphasize more strategic enrolment management initiatives.

While there are challenges associated with demographics and increased competition from other universities, UVic is well positioned for the coming years. The university must ensure that our branding and outreach activities resonate in the post-secondary market and that key university services, such as Academic Advising and Career Services are responsive to the needs of our students. Our Strategic Enrolment Management framework will help guide the priorities above and to identify further opportunities for us to move forward.

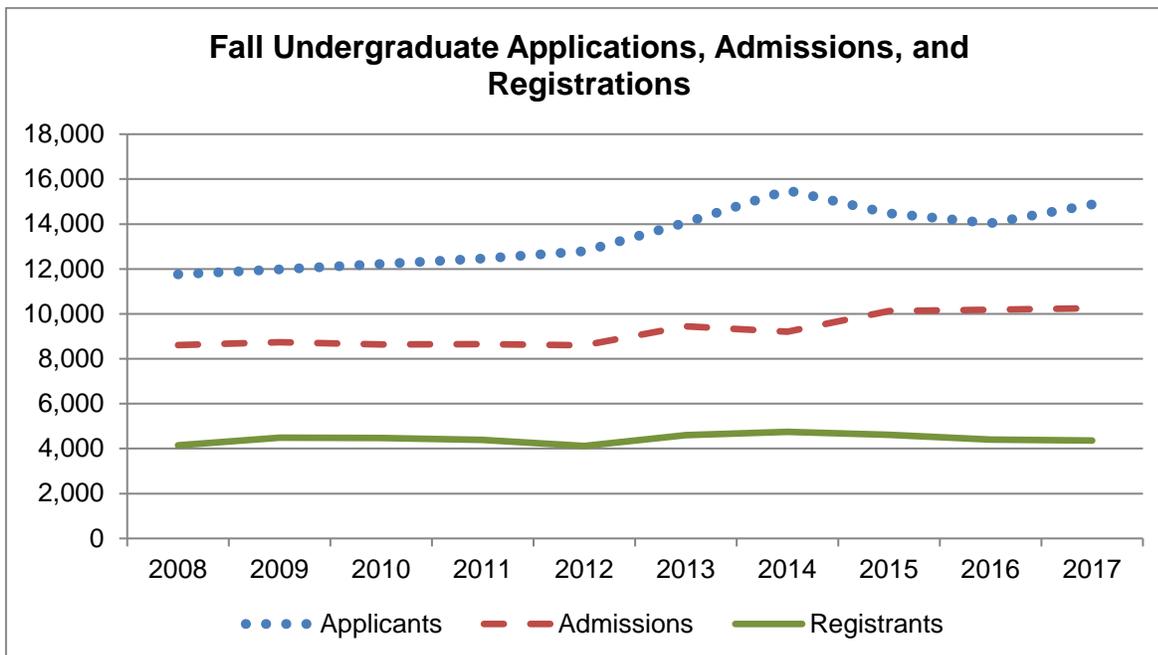
Appendix A– Undergraduate Applications, Admissions, and Registrations

1. Fall applications, admissions & registrations

The number of applicants to the University of Victoria’s undergraduate fall programs increased by 6 percent this year. The number of those admitted increased by 1 percent, while the number who registered decreased by 1 percent.

The Faculty of Law has historically not been included in the overall numbers of undergraduate applications and registrations as their application data were not systematically captured in the past. For consistency, in addition to the totals highlighted below, there were 1,116 applicants and 125 registrants to the Faculty of Law in the fall term of 2017.

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Applicants	11,760	11,988	12,226	12,463	12,792	14,059	15,500	14,472	14,035	14,871
Admissions	8,603	8,740	8,631	8,651	8,601	9,448	9,207	10,130	10,181	10,249
Registrants	4,152	4,481	4,478	4,391	4,118	4,604	4,746	4,610	4,407	4,358



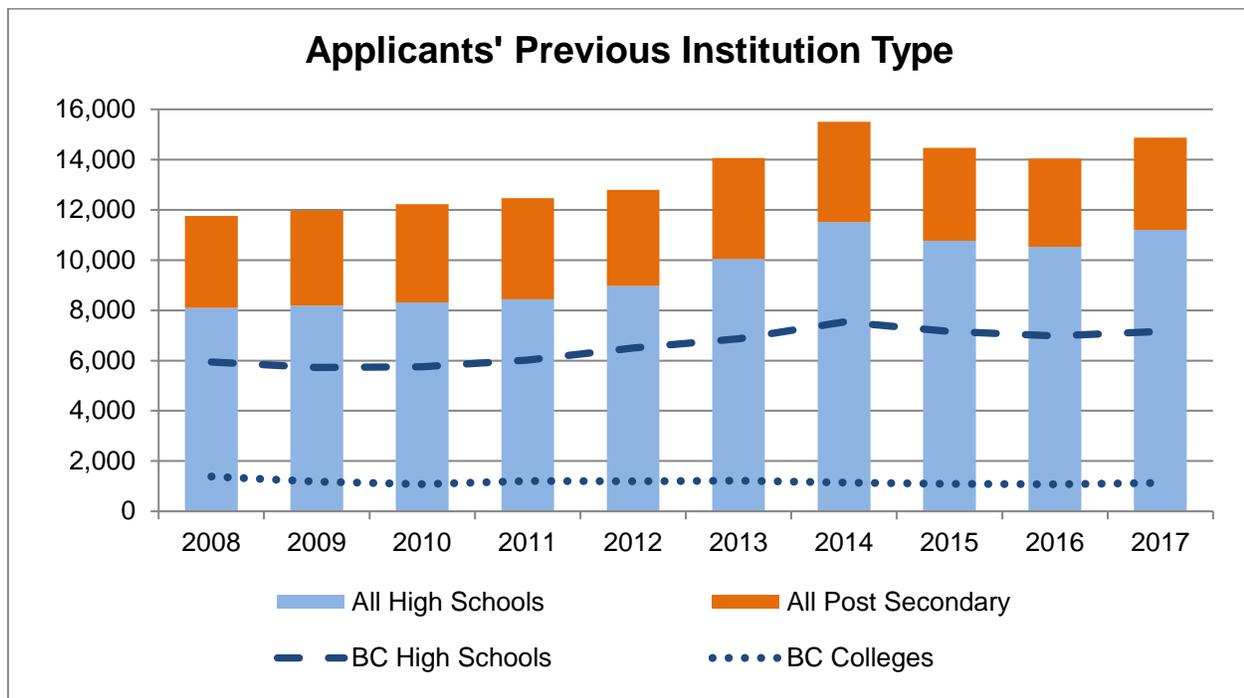
2. Previous institution of undergraduate applicants – fall term

(a) Previous institution type – applicants

As of October 2017, there was a 14 percent increase since last year in the number of applicants from high schools outside of BC, while there was a 3 percent increase in applicants from BC high schools. The number of applicants from BC colleges increased by 5 percent, although that is still lower than in 2008 when of five new BC universities were designated. Applicants from all post-secondary institutions increased by 5 percent.

Overall, the number of applicants to UVic for the fall term from all regions has increased by 6 percent this year (exclusive of the Faculty of Law).

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
BC High School	5,942	5,726	5,748	6,020	6,495	6,867	7,538	7,157	6,976	7,159
BC Colleges	1,384	1,188	1,086	1,211	1,194	1,216	1,138	1,092	1,077	1,132
Total BC	7,326	6,914	6,834	7,231	7,689	8,083	8,676	8,249	8,053	8,291
All High School	8,096	8,180	8,308	8,435	8,968	10,041	11,512	10,766	10,531	11,197
All Post Secondary	3,664	3,808	3,918	4,028	3,824	4,018	3,988	3,706	3,504	3,674
Grand Total	11,760	11,988	12,226	12,463	12,792	14,059	15,500	14,472	14,035	14,871

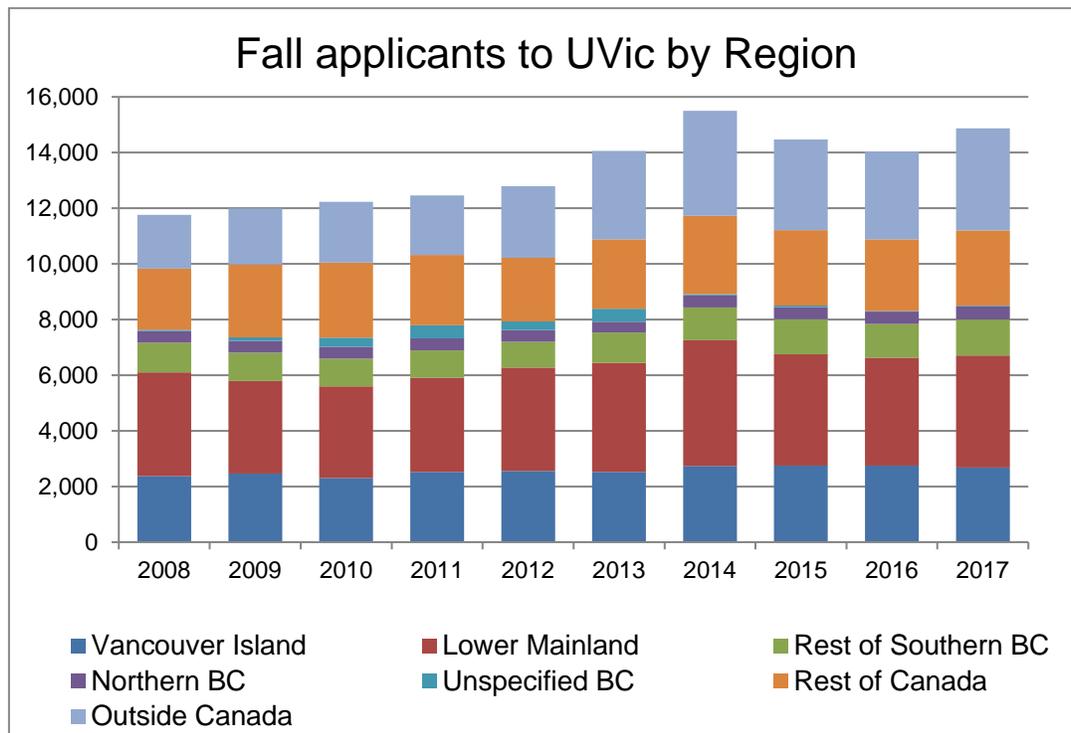


(b) Geographic region of previous institution – applicants

In total, 57 percent of undergraduate applicants to the University of Victoria were from British Columbia, while 18 percent were from the rest of Canada and 25 percent were from outside Canada (this category includes “unknown” previous institutions). The Lower Mainland continues to be a strong source of applicants—27 percent were from that area. Vancouver Island is the origin of 18 percent of applicants.

There was a 4 percent increase in applicants from the Lower Mainland and a 5 percent increase from the rest of Canada. Applicants from outside Canada increased by 16 percent.

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Vancouver Island	2,378	2,465	2,310	2,522	2,554	2,521	2,741	2,747	2,750	2,684
Lower Mainland	3,722	3,326	3,288	3,390	3,715	3,921	4,512	4,007	3,881	4,029
Rest of Southern BC	1,066	1,022	992	977	926	1,083	1,182	1,253	1,212	1,286
Northern BC	423	426	429	440	426	400	430	441	439	480
Unspecified BC	44	122	329	466	308	460	44	51	29	29
Rest of Canada	2,201	2,614	2,700	2,521	2,292	2,497	2,815	2,709	2,572	2,696
Outside Canada	1,926	2,013	2,178	2,147	2,571	3,177	3,776	3,264	3,152	3,667
Total	11,760	11,988	12,226	12,463	12,792	14,059	15,500	14,472	14,035	14,871

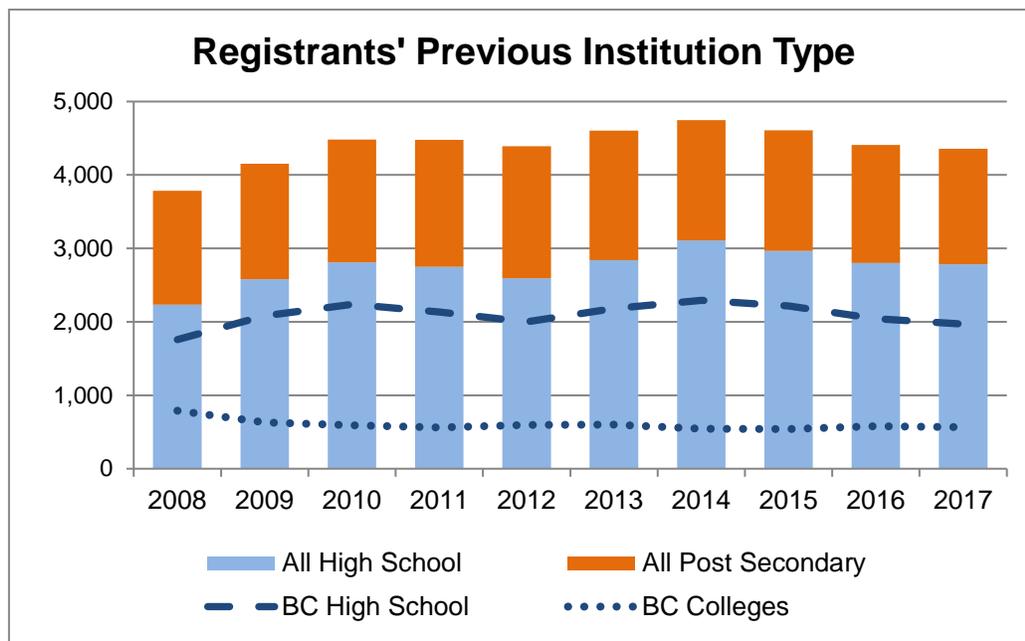


3. Previous institution of undergraduate registrants – fall term

(a) Previous Institution Type — Registrants

There was an 4 percent decrease in the numbers of registrants who were from BC high schools and an increase of 7 percent in those from high schools outside BC. Numbers from post-secondary institutions decreased by 2 percent.

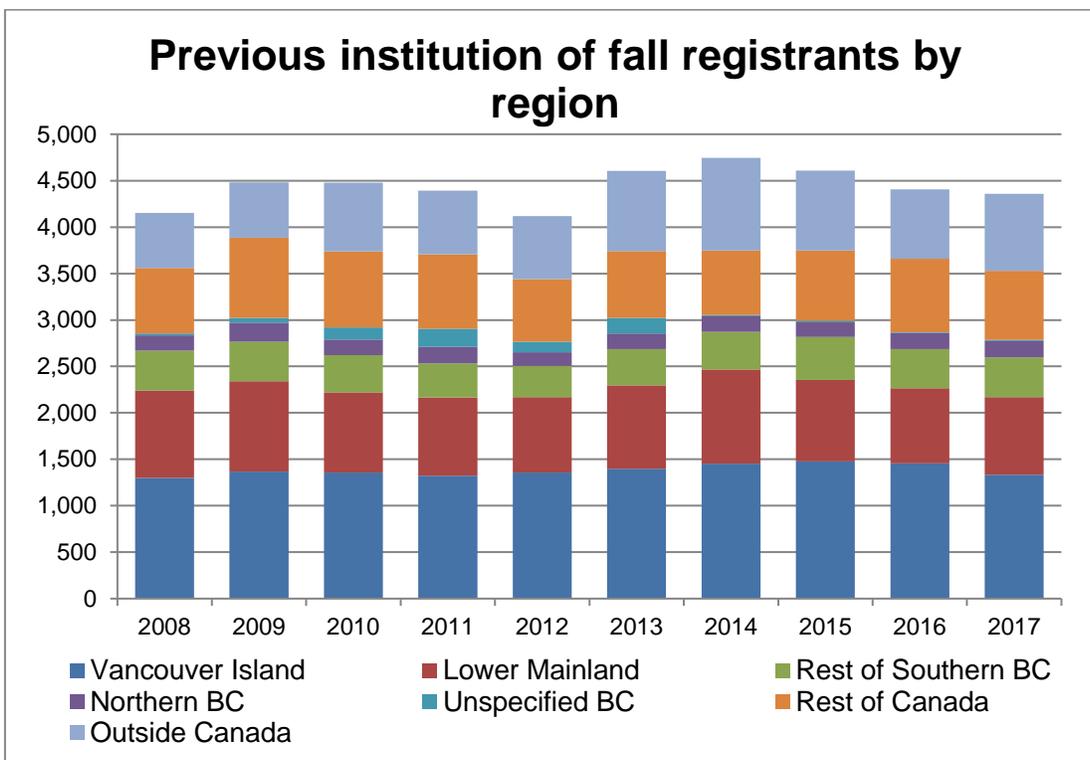
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
BC High School	2,081	2,239	2,135	2,000	2,003	2,182	2,293	2,215	2,044	1,970
BC Colleges	631	593	563	596	585	599	543	540	577	565
Total BC	2,712	2,832	2,698	2,596	2,588	2,781	2,836	2,755	2,621	2,535
All High School	2,581	2,808	2,750	2,592	2,493	2,842	3,111	2,964	2,803	2,784
All Post Secondary	1,571	1,673	1,728	1,799	1,625	1,762	1,635	1,646	1,604	1,574
Grand Total	4,152	4,481	4,478	4,391	4,118	4,604	4,746	4,610	4,407	4,358



(b) Geographic Location of Previous Institution — registrants

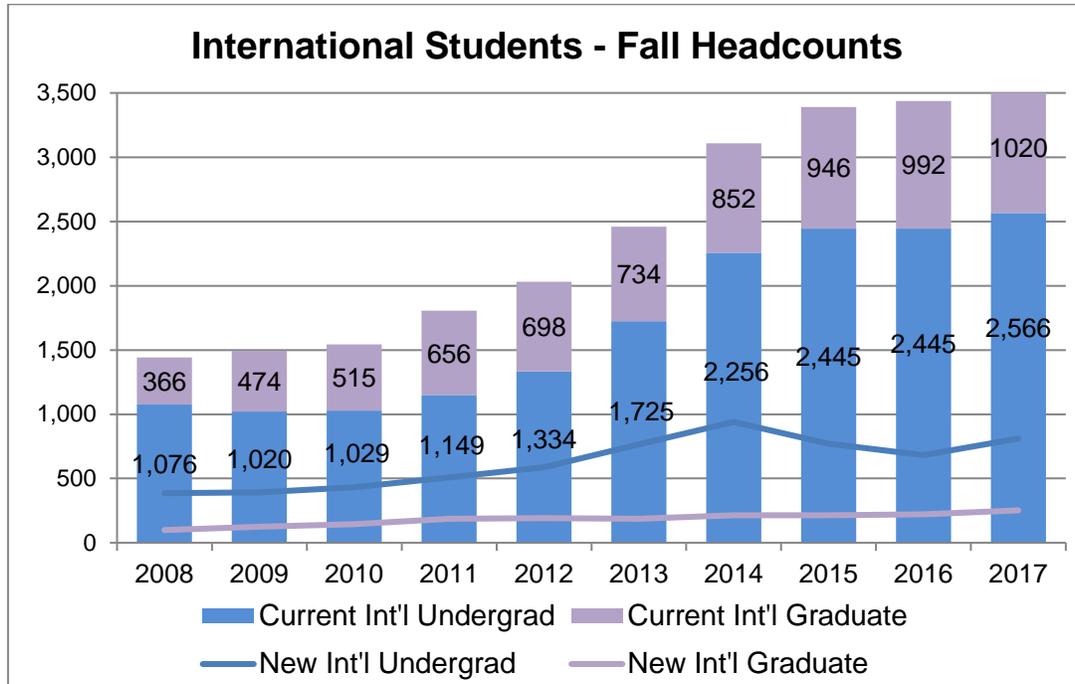
The greatest numbers of undergraduate students who registered at UVic in the fall of 2017 were from Vancouver Island (31 percent). A total of 64 percent of UVic registrants were from the province of BC in 2017, 17 percent were from the rest of Canada, and 19 percent were from outside Canada. The overall number of registrants decreased by 1 percent from last year.

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Vancouver Island	1,300	1,368	1,356	1,323	1,358	1,400	1,455	1,478	1,457	1,332
Lower Mainland	942	971	865	843	813	897	1,014	878	809	837
Rest of Southern BC	427	425	399	367	334	389	403	462	421	427
Northern BC	164	207	170	176	148	168	169	158	176	177
Unspecified BC	21	50	128	198	114	167	12	14	5	13
Rest of Canada	706	866	820	799	674	722	697	758	790	745
Outside Canada	592	594	740	685	677	861	996	862	749	827
Total	4,152	4,481	4,478	4,391	4,118	4,604	4,746	4,610	4,407	4,358



4. International Registrations

Including incoming exchange students, there were 1063 new international students (undergraduate and graduate) who registered at UVic in 2017, an increase of 15 percent from the previous year. There are a total of 3,586 international students overall currently attending UVic (headcount for the fall term only), reflecting a 4 percent increase in total international student enrolment.





University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR INFORMATION

November 10, 2017

To: Operations and Facilities Committee

From: Valerie S. Kuehne, Vice-President Academic and
Provost

Meeting Date: November 27, 2017

Subject: **Report on Student Financial Aid 2016-17**

Basis for Jurisdiction: Strategic Plan Objectives 2 and 3

A handwritten signature in blue ink that reads "Valerie S. Kuehne".

Strategic Relevance: The report provides information on UVic's longstanding priority of recruiting and retaining outstanding students from diverse regions and backgrounds and removing barriers to admission and retention. The report also highlights funding that is in place to build on our commitment to support access and success for Indigenous students. This annual report supports objectives 2 and 3 of the strategic plan and provides metrics for our goal of increasing student financial assistance.

Background: The Report on Student Financial Aid is an annual report presented to the Board of Governors.

Summary: The attached report provides an overview of the types and levels of financial assistance available to undergraduate students and need based funding received by graduate students during the May 2016 to April 2017 academic year. This includes scholarships, bursaries, awards, and work study funding.

In 2016-17, undergraduate students received more than \$13 million in financial aid from a variety of sources including: operating budget, carry over, annual donor, and endowed sources of funding. More than \$8.4 million in scholarships was awarded to 3,126 full time undergraduate students. In addition, 1,212 undergraduate students shared bursaries and awards valued at more than \$3.3 million and 291 graduate students received bursaries and awards valued at more than \$660k. The Work Study Program provided part-time employment opportunities to 475 students who earned more than \$652k from September 2016 to April 2017.

From 2012 to 2016, the annual value of student financial aid received by undergraduate students and bursaries for graduate students has increased by more than \$2.6 million dollars or a 25% increase. The University's gross expenditures (including expenditures from the specific purpose and sponsored research funds) for scholarships and bursaries for all students has increased by more than \$4.9 million dollars or 16% from \$30.9 million in 2010-11 to \$35.8 million in 2016-17. (see table on page 4)

2016 – 2017 Report on Student Financial Aid

General Information

The University of Victoria’s Goal

The renewed strategic plan “A Vision for the Future – Building on Excellence” (January 2012) articulates among its highest priorities the following objectives:

Objective 2:

To actively recruit and retain outstanding students from diverse regions and backgrounds and remove barriers to admission and retention other than academic and creative potential.

Objective 3:

To continue to increase the number of Indigenous students graduating from all faculties at UVic, building on our commitment to and our unique relationship with the First Peoples of Canada.

Student financial aid offered as scholarships, bursaries, and the work-study program support the recruitment and retention of a diverse, high achieving student population.

Under the key area of Quality within the strategic plan, our goal is *to offer programs in teaching, research and support of such quality as to place us in the upper 20 percent of a national set of comparable programs as judged by peer evaluation.*

Based on the most recent available comparative data from the Canadian Association of University Business Officers’ (CAUBO) *Financial Information of Universities and Colleges 2015-16*, UVic essentially achieved its goal of being in the top 20 percent of Canadian universities in terms of expenditures on student financial assistance. For fiscal year 2015-16, UVic was within the top 21 percent and ranked 12th overall as shown below:

Institution Name	Rank	Percentile
University of Regina	1	0%
École Polytechnique de Montréal	2	2%
University of Waterloo	3	4%
Memorial University of Newfoundland	4	6%
Dalhousie University	5	8%
University of Calgary	6	10%
Concordia University	7	12%
Trent University	8	13%
University of Manitoba	9	15%
St. Francis Xavier University	10	17%
Nipissing University	11	19%
University of Victoria	12	21%

Student Financial Aid Funding

Over the past four years, the commitment of additional funding from various sources (base budget, carry over, annual donor, and endowed sources) has made it possible to increase both the value and number of undergraduate scholarships and undergraduate and graduate bursaries¹. The decrease in scholarships in 2016-17 is the result of recalibration of scholarships to offset the decrease in available carry forward funding as explained later in the report.

	2012-13	2013-14	2014-15	2015-16	2016-17
Scholarships	\$ 5,990,420	\$ 8,029,202	\$ 9,849,772	\$ 8,863,835	\$ 8,424,656
Bursaries and Awards	\$ 3,727,287	\$ 4,189,456	\$ 4,585,880	\$ 4,110,174	\$ 3,967,071
Work Study	\$ 718,713	\$ 706,772	\$ 714,538	\$ 661,929	\$ 652,027
Total	\$ 10,436,420	\$ 12,925,430	\$ 15,150,190	\$ 13,635,938	\$ 13,043,754

This report details funding for undergraduate scholarships, undergraduate and graduate bursaries, and the work study program administered by Student Awards and Financial Aid. Merit based awards for graduate students are administered by the Office of the Dean of the Faculty of Graduate Studies and are not included in this report. The following table from UVic's audited financial statements includes all types of student financial aid received by undergraduate and graduate students expended from general operating, specific purpose, and sponsored research funds.

All Gross Expenditures for Scholarships, Fellowships & Bursaries

2010/11	\$30,918,000
2011/12	\$32,484,000
2012/13	\$33,500,000
2013/14	\$35,925,000
2014/15	\$37,440,000
2015/16	\$37,157,000
2016/17	\$35,873,000

A. University of Victoria's Undergraduate Scholarship Program

The University of Victoria offers one-time and renewable entrance and in-course scholarships in support of the overall enrolment goals of the institution, in particular the recruitment and retention of high quality students.

¹SAFA administers bursaries and work study for both undergraduate and graduate students and the dollar values for these types of aid include funding awarded to graduate students.

In 2016-17, 3,126 undergraduate students received 3,696 entrance and in-course scholarships totalling \$8,424,656 from base budget, carry over, annual donor, and endowed sources of funding. This represents a 5% decrease in the total dollar value of scholarships awarded from the previous year. This decrease resulted from a number of factors discussed later in this report.

Scholarships are awarded in two categories: entrance and in-course. The majority of entrance scholarships are offered based on the admission average of the applicant. There is also a category of entrance scholarships awarded with consideration given to admission average, volunteer commitment, athleticism, leadership, or other criteria specified in the terms of reference for each award.

The majority of in-course scholarships are adjudicated based on grades in UVic courses in the previous 12 months of study while others are awarded based on departmental nomination. There are also in-course scholarships awarded on the basis of specific criteria, as well as grades.

The following table compares all undergraduate scholarships awarded in 2015-16 and 2016-17:

Summary of Entrance Scholarships			
	May 2015 - Apr 2016	May 2016 - Apr 2017	Change from 2015-16 to 2016-17
Number of scholarships	1,817	1,786	↓ 31
Number of recipients	1,636	1,599	↓ 37
Value of scholarships	\$4,220,651	\$3,965,297	↓ \$255,354
Average award per recipient	\$2,580	\$2,480	↓ \$100
Summary of In-Course Scholarships			
	May 2015 - Apr 2016	May 2016 - Apr 2017	Change from 2015-16 to 2016-17
Number of scholarships	1,973	1,910	↓ 63
Number of recipients	1,481	1,527	↑ 46
Value of scholarships	\$4,643,184	\$4,459,359	↓ \$183,825
Average award per recipient	\$3,135	\$2,920	↓ \$215

Entrance Scholarships:

The largest category of entrance scholarships is automatic scholarships awarded based on admission average only. To be considered for this scholarship category, prospective students were required to self-report their grade 12 marks by March 31, 2016. Students entering with a self-reported admission average of 85 percent or higher were offered entrance scholarships with values ranging from \$1,500 to \$6,500. The scholarship offer letter advised that the award would be granted upon confirmation of final grades in August and registration in a full course load in the 2016-17 winter session. The number and total value of offers made each year varies depending on the admission average of each student in the entering class.

The following table details a comparison of all automatic entrance scholarships offered and accepted in 2015-16 and 2016-17:

Admission average required to qualify	Value	2015-16 # Offered	2015-16 # Accepted	2015-16 \$ Awarded	2016-17 # Offered	2016-17 # Accepted	2016-17 \$ Awarded	Change in # accepted from 2015-16 to 2016-17	Change in \$ awarded from 2015-16 to 2016-17
Renewable									
98.00 - 100%	\$6,500	46	21	\$ 136,500	51	23	\$ 149,500		
96.00 - 97.99%	\$5,000	175	84	\$ 420,000	156	65	\$ 325,000		
Total Renewable		221	105	\$ 556,500	207	88	\$ 474,500	↓ 17	↓ \$82,000
Non-Renewable									
94.00 - 95.99%	\$3,500	341	103	\$ 360,500	not offered in 2016-17				
94.00 - 95.99%	\$2,500	not offered in 2015-16			400	95	\$ 237,500		
90.00 - 93.99%	\$2,500	1,141	390	\$ 975,000	not offered in 2016-17				
90.00 - 93.99%	\$2,000	not offered in 2015-16			1,185	363	\$ 726,000		
85.00 - 89.99%	\$1,500	2,352	782	\$ 1,170,000	2,257	739	\$ 1,108,500		
Total Non-Renewable		4,055	1,275	\$ 2,505,500	3,842	1,197	\$2,072,000	↓ 78	↓ \$433,500
Totals		4,276	1,380	\$ 3,062,000	4,049	1,285	\$2,546,500	↓ 95	↓ \$515,500

Automatic entrance scholarships:

- In 2016-17, 1,285 automatic renewable and non-renewable entrance scholarships were accepted with a total value of \$2,546,500.
- There was a 7% decrease in the total number and an 11% decrease from the average value of \$2,219 in the previous year.
- The decreases in total and average value are largely due to a planned reduction in values of non-renewable scholarships for students with an admission average in the 90.00 to 95.99 percent range.

Automatic renewable entrance scholarships:

- There were 207 offers of renewable entrance scholarships made to eligible applicants in 2016-17 compared to 221 offers made in 2015-16.
- The entering averages required to qualify for the \$20,000 and \$26,000 renewable entrance scholarships are:
 - 98.00 – 100% \$26,000 payable at \$6,500 per year for four years
 - 96.00 – 97.99% \$20,000 payable at \$5,000 per year for four years

In-Course Scholarships:

The comparison of in-course scholarships on page 5 includes the following:

- In 2016-17, 1,527 students who demonstrated academic excellence in their previous year of study at UVic received in-course scholarships with a total value of \$4,459,359.
- This is a 3 percent increase in the number of in-course scholarship recipients and a 4 percent decrease in the total value from the previous year.
- Included in totals mentioned on the previous page, 348 students received renewals of entrance scholarships with a total value of \$2,130,500. This 18 percent decrease in the number and a 10 percent decrease in the total value of renewals awarded resulted from the discontinuation of the \$16,000 renewable entrance scholarships in 2015-16.
- The average value of in-course scholarships was \$2,920 for a 7 percent decrease from the previous year.

Competitiveness of UVic's Entrance Scholarship Program:

With over 70 percent of students coming from outside the south Vancouver Island region, our position as a destination university results in higher costs for students who relocate to study at UVic. In 2012, the scholarship strategy was reviewed with a view to enhancing the entrance scholarship program to better ensure our competitiveness in recruiting high quality students, to meet the goal of being in the top 20 percent of Canadian universities in terms of expenditures on student financial assistance, and to support our domestic recruitment targets.

As a result of that review, significant short-term enhancements were made to our entrance scholarship program that included the use of carry forward funds as well as a significant short-term investment from the Integrated Planning committee. Prospective students who were admitted in September 2013 with an admission average between 85-94.49 percent and domestic International Baccalaureate applicants reporting 32-37 IB points were offered higher value scholarships than those offered in previous years. In addition, students transferring from Canadian colleges or universities were eligible for higher value transfer scholarships.

The enhanced scholarship program was very successful but not sustainable. In 2014-15, there was an increase of \$733k in the value of scholarships accepted. The commitment to the ongoing renewals of those scholarships was greater than had been anticipated and the program was modified. A proposal for an adjustment to the enhanced scholarship program was presented to the Integrated Planning Committee in June 2014 that included (a) one-time funding of \$1.5 million for 2015-16 and (b) reductions in scholarship values for 2015-16 to offset the decrease in available carry forward funding:

- Renewable scholarships offered to students in the 96-100 percent range only (previously offered in the 94.50-100 percent range).
 - 98.00 – 100% \$26,000 payable at \$6,500 per year for four years
 - 96.00 – 97.99% \$20,000 payable at \$5,000 per year for four years
- Renewable scholarships valued at \$16,000 were discontinued.
- Reduced scholarship values offered within revised admission average ranges to reduce the demand on the scholarship base budget.
 - Non-renewable scholarships previously valued at \$4,000 per year reduced to \$3,500
 - Non-renewable scholarships previously valued at \$3,000 per year reduced to \$2,500
 - Non-renewable scholarships previously valued at \$2,000 per year reduced to \$1,500
- University/college transfer previously valued at \$3,000 reduced to \$2,000

The entrance scholarship program was adjusted again in the 2016-17 program year to reduce the demand on the scholarship base budget while still remaining competitive amongst our peers:

- Reduced scholarship values offered within revised admission average ranges
 - Non-renewable scholarships previously valued at \$3,500 per year reduced to \$2,500

- o Non-renewable scholarships previously valued at \$2,500 per year reduced to \$2,000

From 2015-16 to 2017-18 the most common scholarship amount offered was \$1500 for students with an admission average of 85% to 89.99%.

The following charts show UVic’s competitive position in 2017-18:

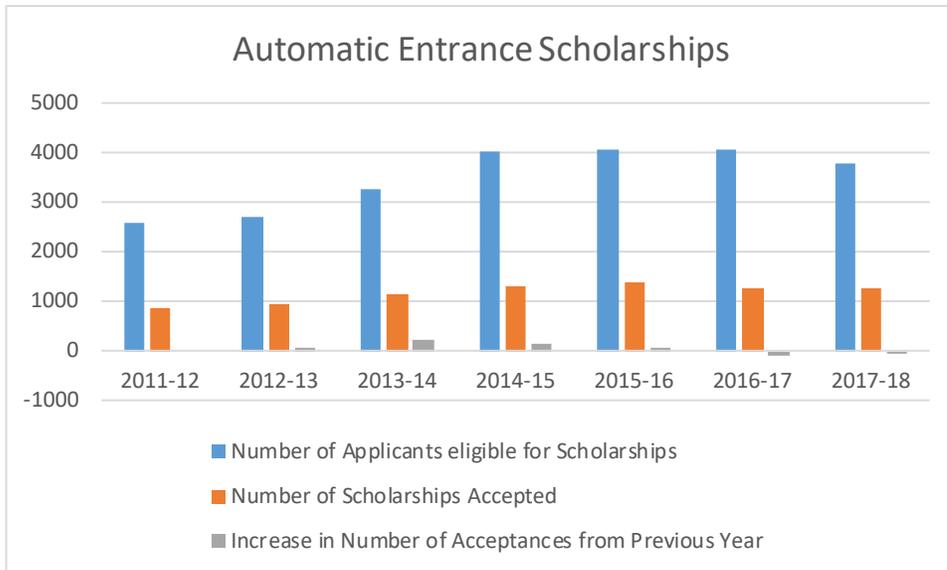
Automatic Entrance Scholarship Comparators 2017 - 2018			
School		Amount	Admission Average
UVic	UVic Excellence	\$6,500 x 4 years	98% - 100% (IB 40+)
	UVic Excellence	\$5,000 x 4 years	96% - 97.99% (IB 38-39)
	President's Entrance	\$2,500	94% - 95.99% (IB 32-37)
	UVic Entrance	\$2,000	90% - 93.99%
	UVic Entrance	\$1,500	85% - 89.99%
Guelph	University of Guelph Entrance Scholarship	\$3,000	90% +
	University of Guelph Entrance Scholarship	\$2,000	85% - 89.99%
Queen's	Senator Frank Carrel Merit Scholarship	\$5,000 x 4 years	92% + (IB 38 +)
	Principal's Scholarship	\$6,000	95% + (IB 39 +)
	Excellence Scholarship	\$2,000	90% -94.99% (IB 36 -38)
	Dean's Admission Scholarship For Bachelor of Arts and Science (Honours)	\$1,000	88.5% - 89.99% (IB 35)
SFU	Academic Excellence Entrance Scholarship	\$5,000	95% +
	IB Excellence Entrance Scholarship	\$7,000	IB 34 +
U of Calgary	President's Admission Scholarships	\$5,000	95% +
	International Baccalaureate Diploma Entrance Scholarship	\$3,500	IB 35 +
UBC	Automatic Entrance scholarships	\$0	None offered

In November 2015 and 2016, requests for additional support were presented to the Integrated Planning Committee. The requests outlined the four important outcomes that UVic had realized because of implementing the enhanced entrance scholarship program in 2013-14:

1. Increased quality (e.g., entering average) of new students
2. Growth in undergraduate enrolment
3. Retention of undergraduate students
4. Enhanced competitiveness with comparator institutions

The Integrated Planning Committee approved an additional \$1.5 million in 2016-17, 2017-18 and 2018-19 to support the entrance scholarship program. While this represents a continued and significant investment, SAFA was required to adjust scholarship values in 2016-17 and will be conducting a review of all entrance award categories in order to confirm the award values align with the institution’s anticipated new Strategic Enrolment Management plan, expected in mid 2018.

The following graph illustrates automatic scholarship offers and acceptances over the last 7 years:



B. University of Victoria’s Undergraduate Bursary Program

The Bursary Program helps remove the financial barriers to admission and supports the retention of a diverse student population. As one of the major funding tools in the University’s financial assistance strategy for undergraduate students, bursaries reduce the gap between total financial need and available resources when primary resources are insufficient. Students are required to demonstrate financial need to qualify for bursaries.

Students who have applied and qualify for government student assistance, and whose financial need exceeds the maximum government aid available, are eligible to apply for bursary funding. While the majority of bursary funds require applicants to be in receipt of government student assistance, there are need-based awards such as the LE,NONET Bursary and the UVSS Student-Parent Childcare Bursary that do not require the student to be receiving government aid.

To apply for bursaries, students submit applications that are assessed to determine eligibility. Basic educational expenses recognized by the provincial student assistance authority are included in the assessment of financial need. These costs include the associated program costs for tuition and mandatory fees, books and supplies, accommodation, food, transportation, personal expenses and childcare costs if applicable. The costs not covered by other sources, or unmet need, are calculated by deducting student, parental or spousal contributions and government aid from the allowable costs detailed above. Bursaries may be made available to cover a percentage of the applicant’s unmet need.

Students who do not qualify for government student assistance due to extenuating circumstances or who experience unforeseen financial crisis are also eligible to apply for bursary funding. These students meet with a Financial Aid Officer to discuss their financial situation and bursary funding may be approved on a discretionary basis.

In 2016-17:

- 1,212 undergraduate students shared bursaries and awards valued at \$3,307,301.
- The average value of need-based funding per bursary recipient was \$3,465.

Bursaries are awarded throughout the academic year and a detailed breakdown of bursaries and awards allocated to undergraduate students is included with this report (Appendix A).

The allocation formula used to distribute bursary funding ensures a greater level of support for students with the most significant financial barriers. The pool of applicants with the highest financial need is primarily composed of students with dependents. In consideration of the significant financial barriers that exist for high need students, applicants with need greater than \$15,000 received bursaries to cover 100 percent of the need not covered by other sources. The allocation of funding is as follows:

Range of Unmet Need	Percentage of Need Met with Bursary Funding
\$15,001+	100%
\$10,001 – 15,000	90%
\$7,501 – 10,000	80%
\$5,001 – 7,500	70%
\$4,001 – 5,000	70%
\$3,001 – 4,000	70%
\$2,001 – 3,000	70%
\$1,001 – 2,000	70%
\$501 – 1,000	70%

C. University of Victoria’s Graduate Bursary Program

Graduate bursaries are a funding tool made available to reduce the gap between total need and available resources when primary resources are insufficient. Students are required to demonstrate financial need to qualify for bursaries.

Graduate students submit online applications that are assessed to determine eligibility. The need assessment process outlined for the undergraduate bursary program is also used to assess the unmet need of graduate applicants.

In 2016-17:

- 291 graduate students shared bursaries and awards valued at \$659,770.
- The average amount of need-based funding per bursary recipient was \$2,261.

In 2015-16:

- 338 graduate students shared bursaries and awards valued at \$778,186.
- The average amount of need-based funding per bursary recipient was \$2,328.

Bursaries are awarded throughout the academic year and a detailed breakdown of bursaries and awards received by graduate students is included with this report (Appendix B).

D. Need Based Funding for International Students

Bursary Funding

International undergraduate and graduate students who experience financial crisis during their school year are eligible to apply for bursary funding. International students are invited to meet with a Financial Aid Officer in Student Awards and Financial Aid to discuss their extenuating circumstances and eligibility for bursary assistance. Bursary funds for international students are intended to assist students working towards completion of their program of study; they are not a recruitment tool offered to students commencing a UVic program.

The following table details the base budget funded undergraduate and graduate bursaries awarded from 2011 to September 2017:

Year	Number of Bursaries Awarded	\$ Value of Bursaries Awarded
2016-17	224	\$146,353
2015-16	252	\$195,226
2014-15	195	\$140,379
2013-14	174	\$120,799
2012-13	111	\$87,304
2011-12	14	\$29,307

In addition to the \$146,353 in base budget funded bursaries awarded in 2016-17, 24 international students also received donor-funded bursaries (annual and endowed) totaling \$22,740.

The base budget funding allocated for bursaries is \$219,500. An additional \$50K in bursary assistance for international students has been approved for 2017- 18. The total base budget funding allocated for international student bursaries in 2017-18 is \$269,500. There is a further \$100,000 available through the Aga Khan foundation.

Student Awards and Financial Aid will continue to monitor the demand on the international bursary funding and will advise the Associate Vice President Student Affairs if there is concern that demand will exceed the funding available.

Work Study Program

International students who demonstrate financial need are eligible to participate in the work study program. While the demand for the program is always significantly higher than the funding available, international students are participating in the work study program in a ratio relevant to their representation on campus. In 2016/17, international students represented approximately 16% of the total graduate and undergraduate student population. Of the total pool of applicants, the percentage of international students who applied for work study eligibility in the last two years was 20% in 2015/16 and 17% in 2016/17. The percentage of international students hired into work study positions was 18% (\$85,390 earned) and 17% (\$99,904 earned) in those same years.

E. University of Victoria’s Work Study Program

The work study program creates valuable experiential learning opportunities for students to engage in research activities as part of their programs. The program is designed to provide on-campus work experience for currently registered undergraduate and graduate, domestic and international UVic students who require financial assistance.

Facts about the Work Study Program:

- Students are not required to be in receipt of government student assistance to participate in the Work Study Program, but must demonstrate financial need according to a standardized needs assessment.
- The program has a base budget of \$695,000 and the hourly rate of pay in 2016-17 was a minimum of \$11.00 per hour.
- In 2016-17, more than 1,072 students were eligible to participate in the program.
- 475 students were hired into 374 positions.
- Participants earned \$652,027 for an average of \$1,373 per student.

F. Indigenous Students

The University of Victoria is committed to increasing the number of Indigenous students graduating from all faculties, building on our commitment to and our unique relationship with the First Peoples of Canada.

The following table reports the types of funding received by undergraduate scholarship recipients, and both undergraduate and graduate bursary, award, and work study funding recipients who have self-identified as Indigenous:

Funding Received by Indigenous Students				
	2015-16		2016-17	
	# of Recipients	\$ Value	# of Recipients	\$ Value
Scholarships (Undergraduate only)	75	\$ 226,658	63	\$ 177,307
Bursaries	82	\$ 147,396	76	\$ 129,098
Awards	4	\$ 9,275	4	\$ 5,200
Work Study	9	\$ 12,061	8	\$ 11,483
Total Students and Funding	170*	\$ 395,390	142**	\$ 323,088
*9 students received more than one type of funding				
**9 students received more than one type of funding				

As is the case with all students, the financial need of this group of applicants varies from year to year. This is reflected in the decrease in both bursary recipients and the total value of bursary funding in 2016-17.

G. University of Victoria's Youth in Care Award

In 2013 Mary Ellen Turpel-Lafond, the BC Representative for Children and Youth, challenged universities and colleges in BC to offer a tuition waiver for students who grew up in the care system. Each year 700 youth age-out of government care and another 400 age-out of alternative care known as the Youth Agreement.

UVic rose to the challenge and a proposal to offer the University of Victoria Youth in Care Award was approved by UVic's Executive as a 3-year pilot project commencing in 2014-15.

In 2016-17, the award covered up to 8 terms of funding or completion of a first degree, whichever came first, of actual tuition costs excluding mandatory fees. Entering, in-course, and transfer students who met the eligibility criteria and were registered in their first undergraduate degree were eligible to apply.

Thirteen students received \$51,582 in funding through the award program in 2016-17. This total includes the Youth Futures Education Award and the Youth in Care Living Expenses Bursary.

On September 1st, 2017 the BC Ministry of Advanced Education, Skills & Training announced a tuition waiver program for B.C. students who are former youth in care for at least two years, are between 19 – 26 years of age, and attending a B.C. public post-secondary institution. In response to the announcement of this new funding, revisions to the terms of reference for the UVic Youth in Care Award have been proposed. The revised award will continue to provide a tuition award for former youth in care who had been in care in BC for at least one year but do not meet the ministry's age or number of years in care criteria. In addition, funding will be made available to assist those who meet either criteria with tuition, fees, books and living expenses.

The government tuition waiver program is offered for the first time in the fall of 2017. Information regarding the uptake on that program will be included in the 2017-18 Report on Student Financial Aid.

H. Government Student Assistance

In 2016-17, 4,670 undergraduate and graduate students received \$54,740,665 in funding through all Canadian federal and provincial/territorial student assistance programs. Approximately \$10,456,688 was awarded as non-repayable grant funding. Federal grant programs continue to play a significant role in meeting the financial need of students.

In addition to Canadian government student assistance, 69 students received Direct Loans from the US Department of Education totalling \$617,216 USD.

Economic changes have an impact on participation in post-secondary studies, applications for government assistance, and the demand on the UVic Bursary Program. Trends in government student assistance and the impact on demand for UVic programs will continue to be reviewed and, where possible, our programs will be adjusted to meet the needs of students.

Plan for Further Action

We are currently developing a funding proposal to be presented to the Integrated Planning Committee that will review the outcomes of the significant, short-term investments that have been made in student financial aid over the last 5 years. This proposal will be informed by work done through our Strategic Enrolment Management (SEM) process and be aligned with our new Strategic Plan in order to ensure that we are positioned to meet our provincially funded targets as well as internal objectives regarding quality, particularly entering average and program utilization.

We anticipate making a decision about future funding in early 2018 in order to communicate our scholarship program to students applying to attend UVIC in 2018/19.

Appendix A

UVic Undergraduate Bursary Program May 2016 - April 2017							
Range of Awards	Number of Recipients	Total Assessed Need of applicants	Average Assessed Need	Total Bursary Awarded	Average Bursary Awarded	Average Remaining Unmet Need	Total Remaining Unmet Need
Over \$10,000	51	850,067	16,668	806,565	15,815	853	43,502
\$9,001-10,000	6	56,272	9,379	57,114	9,519	- 140	- 842
\$8,001-9,000	9	90,777	10,086	76,665	8,518	1,568	14,112
\$7,001-8,000	6	54,575	9,096	45,495	7,583	1,513	9,080
\$6,001-7,000	29	233,751	8,060	187,193	6,455	1,605	46,558
\$5,001-6,000	36	234,960	6,527	199,421	5,539	987	35,539
\$4,001-5,000	53	318,960	6,018	234,748	4,429	1,589	84,212
\$3,001-4,000	78	439,090	5,629	267,679	3,432	2,198	171,411
\$2,001-3,000	125	615,302	4,922	317,341	2,539	2,384	297,961
\$1,001-2,000	186	778,687	4,186	276,966	1,489	2,697	501,721
\$401-1,000	116	362,416	3,124	86,106	742	2,382	276,310
\$1-\$400	47	341,074	7,257	15,405	328	6,929	325,669
Totals	\$ 742	\$ 4,375,931		\$ 2,570,698			\$ 1,805,233

Undergraduate Awards May 2016 - April 2017			
	Number of Recipients	Total Funding Awarded	Average Award
Totals	470	\$736,603	\$1,567

Appendix B

UVic Graduate Bursary Program May 2016 - April 2017							
Range of Awards	Recipients	Need of	Assessed Need	Awarded	Bursary	Remaining	Remaining
Over \$10,000	19	303,320	15,964	281,042	14,792	1,173	22,278
\$9,001-10,000	3	33,779	11,260	28,430	9,477	1,783	5,349
\$8,001-9,000	1	12,672	12,672	8,768	8,768	3,904	3,904
\$7,001-8,000	6	56,176	9,363	44,685	7,448	1,915	11,491
\$6,001-7,000	3	25,390	8,463	19,345	6,448	2,015	6,045
\$5,001-6,000	4	28,370	7,093	21,652	5,413	1,680	6,718
\$4,001-5,000	3	19,632	6,544	13,965	4,655	1,889	5,667
\$3,001-4,000	14	70,713	5,051	49,200	3,514	1,537	21,513
\$2,001-3,000	17	59,945	3,526	42,708	2,512	1,014	17,237
\$1,001-2,000	42	402,377	9,580	51,015	1,215	8,366	351,362
\$401-1,000	88	562,105	6,388	61,485	699	5,689	500,620
\$ 1-400	89	290,521	3,264	31,175	350	2,914	259,346
Totals	289	\$ 1,865,000		\$ 653,470			\$ 1,211,530

Graduate Awards May 2016 - April 2017			
	Number of Recipients	Total Funding Awarded	Average Award
Totals	2	\$6,300	\$3,150



**University
of Victoria**

Study on Affordability and Accessibility

Prepared by Institutional Planning and Analysis

Report to the Provost and Vice-President Academic

Results to be presented to
Board of Governors (2017-2018)

This report available at
<http://web.uvic.ca/vpac/> and <http://www.inst.uvic.ca/>

Strategic Plan Objective 2: To actively recruit and retain outstanding students from diverse regions and backgrounds and **to remove all barriers to admission and retention other than academic and creative potential.**

In 2002, the provincial government lifted a six-year tuition freeze at BC's public post-secondary institutions. In each of the three years immediately after the freeze was lifted, undergraduate domestic tuition at the University of Victoria increased by 30%, 30% and 16.6%. Most recently, government has instituted limits on the increases to tuition to the rate of inflation in the province (approximately 2%).

While the increases to tuition have slowed and indeed are now limited to 2% per annum, there continues to be concern that higher education in the province may no longer be as widely accessible as it has been in the past. In particular, the Board of Governors wants to ensure that tuition increases do not cause the socio-economic profile of undergraduate students to change.

Under the leadership of the Vice-President Academic and Provost, Institutional Planning and Analysis has developed an ongoing long-term study to monitor affordability and accessibility. The study has three principal components:

1. The monitoring of employment income as reported to the Canada Revenue Agency of baccalaureate graduates from one to eight years after graduation.
2. An assessment of the financial and socio-economic status of new applicants and registrants.
3. The monitoring of debt loads and debt repayment of baccalaureate graduates two and five years after graduation.

1. Canada Revenue Agency Tax Linkage Study

In 2016 the University of Victoria participated in ground-breaking research on graduate employment income through a novel match of our own graduate records with the Canada Revenue Agency's tax filer database. This project, led by Dr. Ross Finnie of the University of Ottawa's Education Policy Research Initiative, included participating institutions from across Canada including four from British Columbia: UVic, UBC, BCIT and VIU.

UVic, along with the research universities and a selection of other post-secondary institutions in British Columbia in collaboration with the Ministry of Advanced Education and Skills training and Statistics Canada will continue this project and begin annual reporting starting in 2018-19.

From the first year of this study we see that immediately upon exit from university, the median income for UVic graduates across all fields of study, from Fine Arts to Business, is about \$40,000 per year. The study, which looks at eight distinct cohorts and tracks their earnings from graduation up to the present, dispels the low-paid or unemployed graduate myth with data directly from Income Tax records.

The results highlight both economic realities as well as program differences – we see the effect of the 2008 recession that saw starting salaries decline from their height of \$42,000 in 2007 to \$34,000 in 2009. From 2009 onwards, however, salaries have been climbing and are now back to earlier levels.

The principal benefit of the study, is that we see income growth over time. While year 1 earnings are well-above average and higher than for any other educational segment, they continue to climb annually as the benefits of university education accrue and our graduates take on positions and roles with greater responsibility and higher remuneration. For UVic 2005 grads, starting salaries averaged \$38,300 and eight years later were up to \$65,100 (adjusted for inflation): a 70% increase.

For some disciplines, the differences are even more striking: for 2005 Engineering graduates, median starting salaries were \$60,600 and eight years later had climbed to \$95,300, again adjusted for inflation, this represents a 57% increase.

	Starting Salary	Salary after 8 Years	Percent Increase
Business	\$ 43,200	\$ 61,600	42.6%
Engineering	\$ 60,600	\$ 95,300	57.3%
Fine Arts	\$ 18,500	\$ 27,500	48.6%
Health	\$ 64,800	\$ 81,100	25.2%
Humanities	\$ 25,500	\$ 48,300	89.4%
Mathematics & Computer Science	\$ 48,900	\$ 84,300	72.4%
Sciences & Agriculture	\$ 30,300	\$ 60,600	100.0%
Social Sciences	\$ 33,100	\$ 55,900	68.9%
Median All Fields	\$ 38,300	\$ 65,100	70.0%

2. Financial and socio-economic status of new applicants and registrants: Family Income Study

The relationship between family income and university attendance has been well established (Corak, Lipps, Zhao, 2003): lower family income reduces the probability of university attendance. What is less clear in the research literature is whether the differences in participation are a result of financial barriers. The available evidence suggests a more complex relationship between university attendance and socio-economic status (Butlin, 1999, Foley, 2003). Nevertheless, there is concern that the increases in tuition fees at BC universities have been substantial enough to adversely affect students from lower income groups.

Universities do not collect information on the financial or socio-economic status of their students or applicants, nor would it be appropriate to do so. Therefore indirect methods must be used to determine trends in access based on income factors. We use a method based on postal codes and taxation data to approximate family income of applicants and registrants. Statistics Canada data on median family income by neighborhood (postal code forward sortation area) is used as a proxy for the distribution of household incomes of UVic applicants and registrants.

The data for this study was drawn from two sources: a combined data file of BC grade 12 applicants and registrants to the University of Victoria; and, a special tabulation file from Statistics Canada of 2001 BC Tax Filer data that includes median income (of families with children) by postal code Forward Sortation Area (FSA's) along with the number of families (with children) within an FSA. It is important to realize that the data results in a correlation, not an actual measure of income. Our study makes use of the relatively safe assumption that university participation will be correlated with median family income of the FSA.

Given that median family incomes have increased relatively steadily in Canada since 2001, it is important to distinguish between the effects of rising income and university participation by income band. By holding family income constant at 2001 levels, we are able to distinguish if the distribution of family income among

applicants and registrants to UVic has changed. In other words, changes to the income distribution will reveal a change in the socio-economic make-up of our applicants and registrants. Given that over a decade has elapsed since 2001, for ease of interpretation, these 2001 income levels have been restated in 2010-11 dollars using the Consumer Price Index for Vancouver.

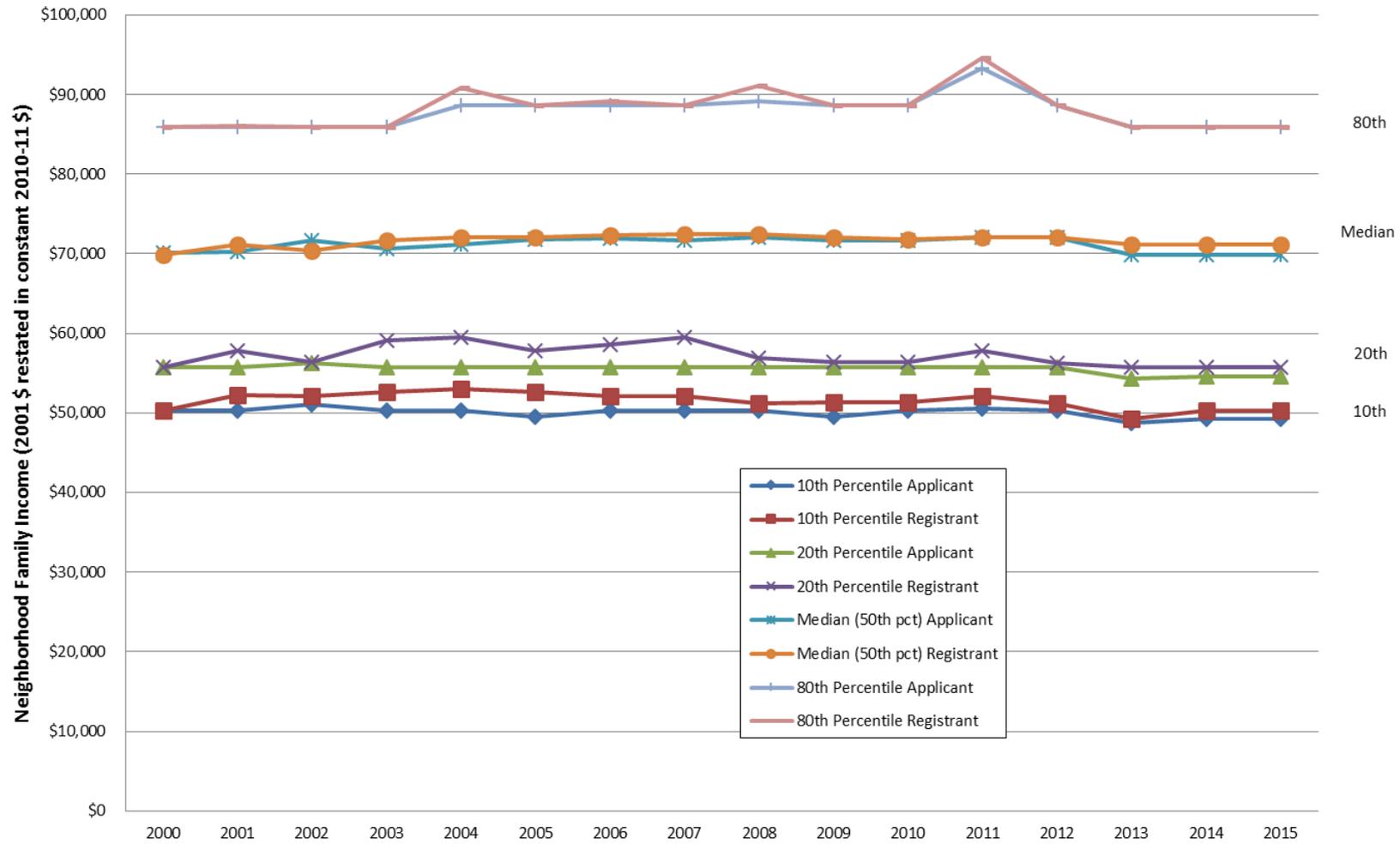
Over the fifteen years that applicant and registrant family income has been tracked, income levels have remained relatively stable. In fact, at the 10th, 20th, 50th and 80th percentiles, median family income levels of applicants and registrants are never more than \$4,200 apart and in most cases are virtually identical. For the most recent year (2015) income differences between applicants and registrants are within \$2,000 of each other. The increases in income by percentile band are generally uniform and there is no statistically significant difference between incomes over the study period. Indeed, where there are increases in income levels, they occurred as frequently in years with no increases in tuition.

In the period immediately before tuition increases occurred (from 2001 onwards to 2015) socio-economic diversity of applicants and registrants in the 50th and 80th percentiles has remained largely unchanged. In the 10th and 20th percentiles (the lowest income bands), socio-economic diversity of new applicants and registrants actually increased from 2001 onwards – a reflection of UVic's bursary program introduced in 2001 that targeted those students with the greatest need.

Table 1:
Neighborhood Family Incomes of UVic Applicants and Registrants
From BC Grade 12 (2001 dollars restated to 2010-11)

	2000	2001	2002	2003	2004	2005	2010	2015	2001 to 2015 Change
<i>Change in UVic Tuition</i>	0%	0%	30%	30%	16.6%	2%	2%	2%	
10th Percentile Applicant	\$ 50,266	\$ 50,266	\$ 51,090	\$ 50,266	\$ 50,266	\$ 49,560	\$ 50,266	\$ 49,207	-2.1%
10th Percentile Registrant	\$ 50,266	\$ 52,267	\$ 52,149	\$ 52,620	\$ 52,974	\$ 52,620	\$ 51,325	\$ 50,266	-3.8%
20th Percentile Applicant	\$ 55,799	\$ 55,799	\$ 56,270	\$ 55,799	\$ 55,799	\$ 55,799	\$ 55,799	\$ 54,622	-2.1%
20th Percentile Registrant	\$ 55,799	\$ 57,800	\$ 56,387	\$ 59,095	\$ 59,448	\$ 57,800	\$ 56,387	\$ 55,799	-3.5%
Median (50th pct) Applicant	\$ 70,160	\$ 70,278	\$ 71,691	\$ 70,631	\$ 71,220	\$ 71,809	\$ 71,691	\$ 69,807	-0.7%
Median (50th pct) Registrant	\$ 69,807	\$ 71,220	\$ 70,396	\$ 71,691	\$ 72,044	\$ 72,044	\$ 71,809	\$ 71,220	0.0%
80th Percentile Applicant	\$ 85,935	\$ 85,935	\$ 85,935	\$ 85,935	\$ 88,642	\$ 88,642	\$ 88,642	\$ 85,935	0.0%
80th Percentile Registrant	\$ 85,935	\$ 86,053	\$ 85,935	\$ 85,935	\$ 90,879	\$ 88,642	\$ 88,642	\$ 85,935	-0.1%

Neighborhood Family Income of BC Grade 12 Applicants and Registrants to UVic



Sources: UVic Student Information Systems; 2001 Statistics Canada Family Neighborhood Income; 2010-11 Consumer Price Index (Vancouver)

There are only modest variations in median income at any income-band (Table 1 and Figure 1.) As such, there is little to suggest that the socio-economic make-up of our entering undergraduate population has changed over the last seven years. The lone exception is that median incomes at the 80% percentiles rose in 2011 but those levels have returned to normal most recently.

Unfortunately, the data file provided by Statistics Canada has been discontinued and so this analysis will no longer be updated.

3. Debt load and debt repayment by baccalaureate graduates

Evidence from the annual survey of baccalaureate graduates suggests that around half of UVic grads complete their program with debt. Two-years after graduation, one quarter of UVic grads have repaid all their outstanding debt, the remainder with debt have reduced their debt load by almost half. Five-years after graduation, one third have completely repaid their outstanding debt, and those with debt on average owe less than \$10,000. Differences in debt-loads between UVic graduates and grads from the other BC universities are largely attributed to the fact that over 70% of UVic students have come from outside the Greater Victoria region in order to study, thereby incurring higher living costs (less likely to be living at home during their studies).

The most recent information on graduate debt levels is as follows:

2 years after graduation (2016 Survey of 2014 Grads)

Percent who incurred debt

UVic: 50%
Provincial Average: 47%

Median Debt upon graduation (for those with debt)

UVic: \$30,000
Provincial Average: \$25,000

Percent who have repaid all debt

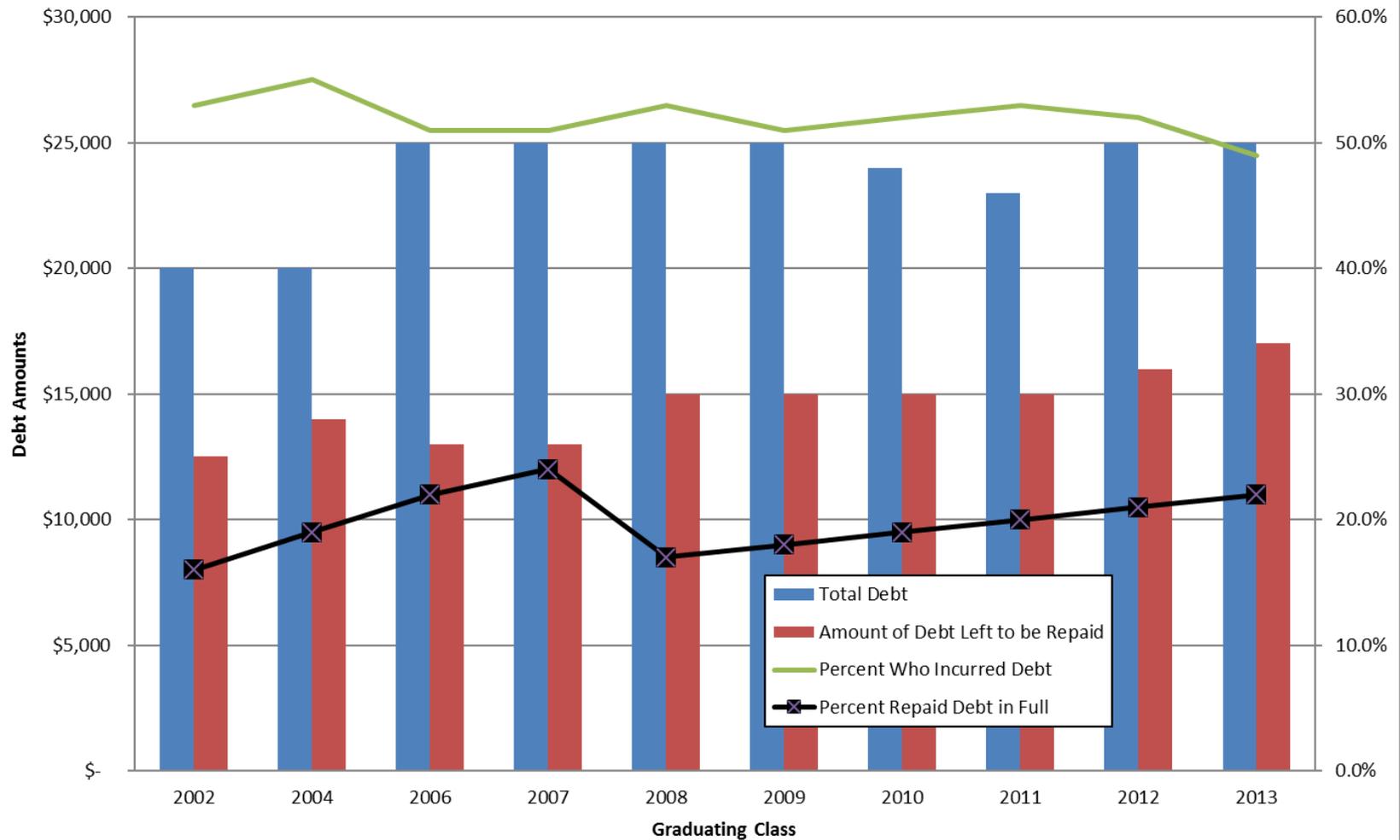
UVic: 22%
Provincial Average: 26%

Amount left to be repaid

UVic: \$18,000
Provincial Average: \$14,000

How have debt levels of UVic graduates changed over time? From the two-year-out survey, debt levels have remained constant over the previous eight years with an increase in the most recent year by \$5,000. The proportion taking on debt has been relatively constant with a slight downward trend. Almost a fifth of all students with debt have repaid those loans in full (and that proportion is rising).

University of Victoria Baccalaureate Graduate Survey 2 Years After Graduation Student Debt Incurred and Left to be Repaid



Based on the most recently posted information from the University of Victoria's office of the Registrar, the average baccalaureate degree costs about \$68,000 (<http://www.uvic.ca/registrar/safa/planning/index.php>) for four years of study. It follows that just over half of our graduates are actually financing that through debt. For those with debt, the median amount (\$25,000) is about 40% of their total educational cost. After two years, those with debt have reduced the median amount outstanding down to \$17,000, and after five years that amount falls to between \$5,000 and \$9,000.

How do baccalaureate graduates achieve this outcome? Two years after graduation, ninety-one percent of our graduates (across all disciplines) who are in the labour force are employed and they have an average annual salary of around \$54,000. The evidence supports the view that education is a good personal investment that pays for itself over a relatively short time horizon.

4. Conclusions

Taken together, the above studies suggest that while the cost of post-secondary education is high, there are no systematic issues associated with affordability and accessibility of university programs at UVic. The university plans to continue to monitor employment rates and incomes of graduates as well as levels of student indebtedness and report annually to the Board.

5. References

Butlin, George (1999). Determinants of Post Secondary Participation. *Education Quarterly Review* 5 (3):9-35.

Corak, M. Lipps, G. Zhao, J. (2003). Family Income and Participation in Post Secondary Participation. *Statistics Canada Catalogue Number 11F0019MIE – No. 210.*

Foley, K. 2003. Why Stop After High School? A Descriptive Analysis of the Most Important Reasons that High School Students Do Not Continue to PSE. *Canadian Millennium Scholarship Foundation Research Series.*



University
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SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

November 10, 2017

To: OPERATIONS & FACILITIES COMMITTEE

From: VICE-PRESIDENT FINANCE AND OPERATIONS

A handwritten signature in black ink, appearing to read "G. Hill".

cc: President and Vice-Chancellor

Meeting Date: November 28, 2017

Subject: Retention of External Legal Counsel Policy (AD2100)

Basis for Jurisdiction: Committee's Terms of Reference

Strategic Relevance:

Objective 36: To manage and protect our human, financial, physical and information resources in a responsible and sustainable fashion.

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the revisions to AD 2100 Retention of External Legal Counsel Policy, effective December 01, 2017.

Background:

The Retention of External Legal Counsel policy (AD2100) was last reviewed in 1996. As with many policies of this vintage, this policy does not comply with the Policy on University Policies and Procedures, and it does not reflect current practice.

USEC worked with the General Counsel's Office to update the policy so that it accurately reflects current practice. The list of individuals authorized to retain external counsel was updated, and the process was changed so that all other individuals who wish to retain counsel must go through the

General Counsel's Office. The processes for communicating with external counsel, and for paying invoices, were also updated. The procedures were deleted as they are no longer accurate.

Consultation:

The following individuals and units were consulted during this policy revision:

- General Counsel;
- University Secretary;
- President's Office;
- AVP Faculty Relations and Academic Administration;
- AVP Human Resources; and
- Executive Council.

Next Steps:

If approved, the revised policy will be effective in December 2017.

Attachments:

Retention of External Legal Counsel Policy (AD2100) – clean
Retention of External Legal Counsel Policy (AD2100) – with track changes

**Retention of External Legal
Counsel Policy**

University Policy No.: AD2100
Classification: Administration
Approving Authority: Board of Governors
Effective Date: December, 2017
Supersedes: September, 1996
Last Editorial Change:
Mandated Review: December, 2024

PURPOSE

- 1.00 Authorized officers of the university may, from time to time, engage outside legal counsel to act for the university and through it for its officers with respect to any responsibilities discharged in the name of the university. This policy sets out the authority, criteria, and process for retaining external legal counsel.

POLICY

- 2.00 The following individuals, or their authorized delegates, have the authority to retain external legal counsel for university purposes:
- a) the Chair of the Board of Governors;
 - b) the President;
 - c) a Vice-President;
 - d) the University Secretary;
 - e) the General Counsel;
 - f) the Associate Vice-President Human Resources, for labour relations and employment matters;
 - g) the Associate Vice-President Faculty Relations and Academic Administration, for faculty relations matters, and
 - h) the Associate Vice-President Financial Planning, for pension matters.
- 3.00 Requests for retaining external legal counsel, other than by those individuals specified above, shall be made to the General Counsel. A copy of the request shall be given to the individual listed in section 2.00 who is the requestor's line authority. The General Counsel will determine whether legal services can be resourced internally.
- 4.00 Unless explicitly authorized in advance by an individual listed in section 2.00, fees or expenses for legal advice or counsel solicited or retained by individuals at their own initiative for whatever reason will not be paid or recognized by the university and shall be the full responsibility of the individual, regardless of the nature of the action.
- 5.00 All invoices for services rendered shall be submitted by external legal counsel directly to the initiator of the respective service, who shall verify the charges by their signature,

and, except for pension matters under s. 2.00(h), shall submit them to the General Counsel, who shall be responsible for processing invoices for payment.

AUTHORITIES AND OFFICERS

6.00 The following is a list of authorities and officers for this policy:

- a) Approving Authority: Board of Governors
- b) Designated Executive Officer: President
- c) Procedural Authority: President
- d) Procedural Officer: General Counsel

University Policy No.: AD2100

Classification: Administration

Retention of External Legal ~~POLICY ON RETENTION OF~~ Approving Authority: Board of Governors

~~EXTERNAL LEGAL COUNSEL~~ Counsel Policy Effective Date: ~~September/96~~ December, 2017

Supersedes: September, 1996

Last Editorial Change: September/09

Mandated Review: ~~–~~ December 2024

Purpose of Policy

PURPOSE

1.00 Authorized officers of the university may, from time to time, engage outside legal counsel to act for the ~~corporate body~~ university and through it for its officers with respect to any responsibilities discharged in the name of the university. This policy sets out the authority, criteria, and process for ~~the retention of~~ retaining external legal counsel.

POLICY Authority

Full Access

~~Legal counsel may be retained only on~~

2.00 ~~The following individuals, or their authorized delegates, have~~ the authority ~~of to retain~~ external legal counsel for university purposes:

a) the Chair of the Board of Governors;

b) the President;

c) a Vice-President;

a)d) the University Secretary; ~~or the Chair of the Board of Governors;~~

Restricted Access

e) Any officer of the university with full access may approve continuing or one-time access for any individual reporting to them, to specialist counsel for specified purposes; e.g. the General Counsel;

f) the Associate Vice-President Human Resources, for labour relations and employment matters;

~~g) the Associate Vice-President Research for research Faculty Relations and Academic Administration, for faculty relations matters, Executive Director Facilities Management for legal matters related to the physical plant and university lands; and
b)h) the Associate Vice-President Financial Planning, for pension matters.-~~

~~2.003.00~~ Requests for ~~the retention of~~retaining external legal counsel, other than ~~by those individuals~~ specified above, shall be made to the ~~appropriate officer of the university with full access, with a copy to the General Counsel~~General Counsel. A copy of the request shall be given to the individual listed in section 2.00 who is the requestor's line authority. ~~The General Counsel will determine whether legal services can be resourced internally.~~

~~3.004.00~~ Unless explicitly authorized in advance by an ~~officer of the university with full access, individual listed in section 2.00,~~ fees or expenses for legal advice or counsel solicited or retained by individuals at their own initiative for whatever reason will not be paid or recognized by the university and shall be the full responsibility of the individual, regardless of the nature of the action.

Criteria

~~Normally, external counsel shall be engaged only for those matters which: set a significant precedent in policy and procedure within the university; have a high external profile; may result in substantial liability for the university; are too complex or specialized to be handled internally.~~

Procedure

~~To assist in minimizing the expense associated with the retention of legal counsel, and to expedite resolution of matters referred to external counsel, contact with the authorized counsel shall conform to the following administrative guidelines approved by the President:~~

- ~~• When engaging counsel for the first time, or sending a significant and complex matter to counsel with whom a continuing relationship exists, the following should be noted:
 - ~~▪ law firms have special hourly rates for blue chip clients such as the university. As well, in most cases some of the required research and writing can be delegated by external counsel to juniors within the firm at substantially lower hourly rates. Individuals retaining counsel should ensure that the lowest hourly rates consonant with quality legal work are obtained. External counsel should also be requested to identify ways in which the legal costs for any significant and complex matter in hand, and future matters of the same type, can be minimized.~~~~
- ~~• Once external counsel has been retained at fees agreed upon in advance, the initial communication to counsel concerning the case should include as much pertinent information as possible, all relevant supporting documentation, a precise statement of the issue on which a legal opinion is required (if applicable), and an indication of the date when a response is required.~~
- ~~• When a legal opinion is being sought on documents such as letters, agreements, contracts and responses to external bodies, such documents shall be prepared internally and~~

~~submitted to legal counsel for review. Unless the matter is legally complex, counsel should not be requested to undertake initial drafting of such documents.~~

~~4.995.00~~ 4.995.00 All invoices for services rendered shall be submitted by external legal counsel directly to the ~~General Counsel with a copy to the~~ initiator of the respective service. ~~The, who shall verify the charges by their signature, and, except for pension matters under s. 2.00(h), shall submit them to the~~ General Counsel, who shall be responsible for ~~verifying and~~ processing invoices for payment.

- ~~• The General Counsel, in consultation with the internal auditor, and the Associate Vice-President Faculty Relations and Academic Administration, is responsible for a periodic review of all procedures respecting the use of legal counsel, including monitoring the status of matters in progress, the selection and performance of counsel, the level of fees and budgetary provisions, and will advise the President regarding continuance of or amendments to this document as may be required.~~

AUTHORITIES AND OFFICERS

6.00 The following is a list of authorities and officers for this policy:

- a) Approving Authority: Board of Governors
- b) Designated Executive Officer: President
- c) Procedural Authority: President
- a)d) Procedural Officer: General Counsel



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR INFORMATION

10 November 2017

To: Board of Governors
From: Carmen Charette, Vice-President External Relations
cc: President and Vice-Chancellor
Meeting Date: 28 November 2017
Subject: **EXTERNAL RELATIONS UPDATE**

A handwritten signature in blue ink, appearing to read 'C. Charette'.

External Relations connects UVic and the world around it by building relationships, resources and community to enhance the UVic Edge and our university's reputation. The following report provides an update on our activities.

COMMUNICATING THE UVic MISSION AND STORY

The implementation of the communications and marketing plan continues in ten priority areas, with progress in several areas highlighted below.

Update the UVic look and feel: The Edge brand guidelines are being reviewed and updated to reflect changes, learnings and new examples over the 2.5 years since they were first launched.

Support positioning internally: Talks are underway with Human Resources to explore additional ways to embed understanding of UVic's brand into new employee welcome material; and also with the Gustavson School of Business to explore closer alignment between the school's brand and the Edge. The Department and Unit Implementation Team (DU-IT) continues its work with the faculties and research centres, and a proposal to expand/extend the DU-IT project is under development to widen the scope of the project to include non-academic and additional research units.

Create media-rich story-telling and content strategy for video and social media: New social media tools and workshops have been developed to help users produce their own videos, which lends an authentic voice to UVic's key messages. The *MyUVicLife* blog now has 33 student bloggers writing about their experience as UVic students, and the site is nearing 2 million page views since it was initiated in January 2015. DU-IT has completed 23 videos that feature students talking about what impact they hope to make and what makes studying their discipline at UVic special. These videos are published on the unit websites, are available on the UVic YouTube channel. For the upcoming year, a strategy is in place to focus on the following areas:

1. Employ specific tactics to reach future students and leaders with Edge-related social media content
2. Increase collaboration between UVic departments to communicate on social media in a more strategic, efficient and audience-centered way
3. Establish the right balance of content for our main social media channels, i.e., posts that communicate the Edge brand; posts that help departments meet their goals; and content that helps us build our social media followers.

An Edge video, narrated by Chancellor Shelagh Rogers, is in the post-production stage, and should be available for use starting in 2018.

Update key UVic website elements: The Internet Strategies team has begun drafting a project charter for a major *uvic.ca* redesign. The Indigenous web project has commenced, and websites for 26 units have been updated using the latest template through the DU-IT project. Sites improved through the DU-IT project show increased audience engagement rates.

Create more dynamic recruitment materials: The 2017-18 recruitment materials are complete and being used by the recruitment team, and planning discussions are underway for the 2018-19 suite of materials. A customizable PPT template for international presentations by university leaders has been created in partnership with Student Recruitment and Global Engagement.

Develop and implement the advertising campaign: The 2017-18 Edge advertising campaign launched in September and runs through February 2018. It includes advertising aimed at societal leaders, decision-makers and influencers in major newspapers and magazines as well as online, in social media and in airports in our target markets (Metro Vancouver and Ottawa). A prospective student campaign uses geo-targeted online and outdoor advertising as well as social media. Both campaigns are underpinned by websites that deepen the message to their intended audience. Post-campaign research is in the planning stages and will be available in March 2018.

Media coverage: UVic featured prominently in media coverage during September and October including:

- **Robina Thomas**, Indigenous Academic & Community Engagement, interviewed by CHEK News and CBC Victoria about the launch of UVic's Indigenous Plan (also was covered by the Times Colonist)
- **John Borrows**, Law, and his expertise in Indigenous Law, featured in a Globe and Mail story about possible candidates for the Supreme Court of Canada. A Toronto Star editorial also named him as an excellent candidate
- **Val Napoleon**, Law, was interviewed about Indigenous law on APTN News "Nation to Nation" program and by the Globe and Mail
- **President Jamie Cassels** and **Val Napoleon** featured in the Times Colonist for their appearance before the House of Commons Finance Committee, requesting financial support of UVic's proposed Indigenous Law Program
- **Onowa Mclvor**, Education, contributed to the Globe and Mail annual Canadian Universities Report about Indigenous programs and faculty at UVic
- **Harry Swain**, Centre for Global Studies, interviewed by The Hill Times about the federal changes to Northern Affairs Canada and its approach to Indigenous Affairs
- **Leigh Anne Swayne**, Biology, wrote an opinion piece in the Vancouver Sun on the importance of funding basic science featuring UVic examples
- **President Jamie Cassels**, quoted in the Vancouver Sun about UVic's participation in a five-year Cognitive Health Initiative, funded by an Oak Bay couple's \$2.5 million donation establishing a research partnership between UVic, Island Health, and UBC's Island Medical Program
- **Mohsen Akbari**, Engineering, and his "smart bandage", featured by CBC News, CTV, Vancouver's Roundhouse Radio, CFAX and Times Colonist, and it caught the attention of Margaret Atwood who shared the CBC article in a tweet
- **Bernie Pauly**, Nursing, talked to Global News about the fentanyl crisis and Naloxone
- **Martin Boulanger**, Biochemistry, featured in a photo used by The Hill Times in an article on how Canada's biotechnology industry is funded
- **Jay Cullen**, Earth & Ocean Sciences, spoke to the Canadian Press about his report on radioactive contamination levels in the Pacific. The story was widely published including the National Post, Globe and Mail, CTV News and Vancouver Sun
- **ONC's** new \$7.2 million funding from the federal government for technology and data that monitors Canada's ocean and coastlines, including endangered killer whale habitat, featured in coverage by the National Post, Vancouver Sun, CBC, CHEK News, CTV, Canadian Press. ONC president Kate Moran

had a live interview on CBC's "Power & Politics" national program from Ottawa

- **Teron Moore**, on ONC's early earthquake monitoring system, conducted TV interviews with Global, CHEK News and CTV, and **Benoit Pirenne** spoke with CBC Radio-Canada. The Times Colonist also ran a front page story
- **Julia Baum**, Biology, spoke to the National Observer following the announcement of a new chief scientist for Canada, and to the CBC after the release of the Living Planet Report Canada
- **Oliver Brandes** and **Rosie Simms**, POLIS, authored four different opinion pieces based on their study of Indigenous involvement and collaborative consent as a model for BC's new Water Sustainability Act. The articles appeared in the Vancouver Sun, Tyee and Times Colonist
- **Lindsay Tedds**, Public Administration and Economics, was in several national news outlets for expert comment on the Canadian economy, including the Globe and Mail, CBC News, Global News, Maclean's Magazine, and as part of a panel of experts on CBC's "On the Money" national TV program
- **Tim Black**, Educational Psychology & Leadership Studies, launched the Trauma Resiliency Program, as broadcast by CHEK News and published on the front page of the Times Colonist
- **Michael Prince**, Human and Social Development, continues to be regularly interviewed in coverage of BC politics, with CTV Vancouver Island, CHEK News, Tyee, Globe and Mail and the Times Colonist

As part of a bi-national heritage preservation endeavour, the Legacy Art Galleries director Mary Jo Hughes travelled to Buffalo NY to participate in an event unveiling the seven Frank Lloyd Wright windows that UVic repatriated to the Darwin D. Martin House national historic monument. Hughes' presentation to the media and stakeholders in attendance explained that the decision to return the windows to their original context was based on UVic's understanding of the importance of heritage conservation, and the value of partnership, collaboration, research, and education.

BUILDING MEANINGFUL PARTNERSHIPS

Provincial Government activities

- **2017 Budget Update:** The new BC government released a [Budget Update](#) on September 11, which tweaked the budget presented by the BC Liberal government in February 2017 to better align with the NDP's platform priorities and the commitments made in the NDP-Green power-sharing agreement. The update followed the Speech from the Throne presented by the Lieutenant Governor on September 8, which prioritized three areas: making life more affordable, improving services for people, and a building a strong, sustainable economy. The new government will release its first full budget in February 2018. The Community and Government Relations team will work with the Executive to ensure UVic's priorities are advanced with the provincial government in the lead up to the February budget.
- **2018 Pre-Budget Submission:** A written pre-budget submission for Budget 2018 was submitted on October 16, which focused on four areas that require partnership with the provincial government. These priorities include sparking innovation and growth in BC's tech sector by supporting the expansion of our Engineering and Computer Science Building, collaborating to establish the world's first Indigenous Law program, working together to build new student housing to address the BC housing challenge, and to ensure students have the supports they need to succeed in the future.
- **Provincial outreach:** Community and Government Relations (CGR) continues to advance UVic's key priorities with the new provincial government, and secured meetings for President Cassels with Minister of Municipal Affairs and Housing (Selina Robinson) and local MLA/Minister of Education (Rob Fleming); and with Minister Jobs, Trade & Technology (Bruce Ralston), including VP Research David Castle, to discuss emerging technology and innovation in BC.

Federal Government activities

- **Indigenous Law Program:** President Cassels and Professor Val Napoleon appeared at the House of Commons Standing Committee on Finance on October 4 to speak to UVic's pre-budget

submission on the proposed Indigenous Law Program. The appearance was well received and committee members asked several questions and requested follow-up materials. Members of UVic's Executive and the Faculty of Law continue to meet with key elected and government officials, to try to secure federal funding for the program in 2018.

- **Climate and Oceans Funding:** CGR continues to support the VP Research in tracking critical funding opportunities outside traditional research streams, e.g., Innovation Superclusters, Strategic Innovation Fund, Impact Canada Fund (both clean technology and smart cities) as well as funding in next-gen clean energy and green infrastructure. CGR is also working to raise awareness of UVic's expertise in ocean and climate sciences, leading up to the opening of the Ocean and Climate Campus in 2018.

Community activities

- **Canada C3 Expedition:** A Canada 150 Signature project, Canada C3 was a 150-day expedition from Toronto to Victoria via the Northwest Passage from June 1 to October 28. The goal of the expedition was to inspire a deeper understanding of our land, our peoples and our country. UVic researchers took part in various legs of the expedition and UVic sponsored and helped facilitate the grand finale in Victoria. The grand finale included arrival celebrations and public tours of the boat, a reception at the Hudson Market, and a conference for C3 participants held on campus on Sunday, October 29, with Chancellor Rogers providing opening remarks on behalf of the university.
- **Community Association Liaison Committee:** The September meeting included discussions on students living in the community; the engagement plan for the Campus Cycling Plan; and updates were given on the Energy Plant project and the Facilities Management Service Building renovation.
- **Vancouver Island Economic Alliance Summit:** CGR supported UVic's outreach efforts at the Vancouver Island Economic Summit on October 25-26 in Nanaimo by hosting a booth focusing on continuing education opportunities, and networking with key community and post-secondary representatives to explore future engagement and partnership opportunities.

CELEBRATING SUCCESS AND EXCELLENCE

Chancellor Shelagh Rogers presided over Fall Convocation on November 14-15, and at the end of the month she hosts the Chancellor's Volunteer Reception – a celebration to thank UVic's many volunteers who provide vital support to these important ceremonies representing the culmination of our students' academic journey.

ENHANCING COMMUNITY THROUGH CULTURAL AND OTHER ACTIVITIES

The Legacy Art Galleries hosted a community celebration on October 21st in partnership with the Faculty of Education for the exhibition *Disobedient Women: Defiance, Resistance and Creativity Past and Present*. The event brought together students, artists and activists in performance and celebration, from the Raging Grannies, to the West Coast League of Lady Wrestlers, to poet Lorna Crozier.

On November 21, the Legacy Art Galleries hosted with the Anthropology Department a round table event with Survivors of Residential Schools who are involved in our current exhibition: *There is Truth Here*. This event as well as the on-going senior high and university level tours offered in conjunction with this exhibition represent some of what Legacy and other UVic partners are doing to contribute to reconciliation.

The Farquhar Auditorium presenting season continues with the Popovich Comedy Pet Theatre's Holiday Circus on December 9, the very popular International Guitar Night on January 21, and in February the BC World Music Collective brings music from all corners of the globe to the Farquhar stage. Community groups such as Stages Dance, the Victoria Choral Society and the Victoria Symphony have performances scheduled at the Farquhar December through February.

FOSTERING A CULTURE OF PHILANTHROPY

Giving Tuesday (November 28th) is a global movement for giving and volunteering, now in its sixth year. It was developed in response to the consumerism of *Black Friday* and *Cyber Monday* and is now celebrated worldwide. The UVic goal is to raise \$25,000 in donations in a campus-wide one day fundraising initiative that engages our students, faculty, staff and growing alumni community. The day will be filled with fun activities and positive messages. All the funds raised will go towards enhancing the student experience at UVic. Volunteers are being recruited across campus to hand out hot chocolate and cookies and to engage with students on the impact of giving back.

Implementation of the 5-year Fund Development Plan is underway and on schedule, and progress in the 5-year Alumni Engagement Strategy continues. Alumni activities have seen success this year with 62 UVic events involving alumni taking place between April and October. Notable events included the Class of 1967, 50 year reunion, School of Music 50th Anniversary, and regional events in Toronto, Calgary, Kelowna, Seattle, San Francisco, London and Beijing. Alumni Week 2018 is scheduled for Feb 1-7, with highlights including the annual Distinguished Alumni Awards and a Conversation between Chancellor Shelagh Rogers and Daniel Sieberg (BFA '98), Senior Marketing Manager for Google, New York.