

The following Motions and Documents were considered by the Board of Governors during the Open Session of its Friday, December 16, 2016 meeting:

Agenda Title: **University of Alberta 2017-2018 General Tuition Fee Proposal**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve that tuition that falls within the tuition fee regulation for 2017-18 be set at the 2014-15 rates, as directed by the Government of Alberta.

Final Item: 4bi.

Agenda Title: **2017-2018 Residence Rental Rates Proposal**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the 2017-2018 Residence Rental Rate proposal as set forth in Attachment 1, effective May 1, 2017.

Final Item: 4bii.

Agenda Title: **2017-2018 Visitor Parking Rates**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the 2017-2018 Visitor Parking Rate proposal as set forth in Attachment 1, effective April 1, 2017.

Final Item: 4biii.

Agenda Title: **Calgary Centre - Lease Renewal**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the lease of approximately 10,250 square feet (952 square meters) of main floor space at 333 – 5th Avenue SW in Calgary on terms and conditions acceptable to the Vice-President (Facilities and Operations).

Final Item: 4biv.

Agenda Title: **Proposed Changes to the University Equity Statement in the Academic Staff Posting and Advertising Procedure and the Support Staff Posting and Advertising Procedure**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Human Resources and Compensation Committee and General Faculties Council, approve proposed changes to the University Equity Statement in the Academic Staff Posting and Advertising Procedure and the Support Staff Posting and Advertising Procedure (UAPPOL), as set forth in Attachments 1 and 2, to take effect upon final approval.

Final Item: 4ci.

Agenda Title: **Proposed Changes to the University Bloodborne Pathogens Regulation in the *University of Alberta Calendar* including renaming to University Infectious Diseases Regulation**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Safety, Health and Environment Committee, approve the proposed revisions to the University Bloodborne Pathogens Regulation contained in the University Calendar, including the renaming to University Infectious Diseases Regulation, as set forth in Attachment 1, to take effect in 2017/2018.

Final Item: 4di.

Agenda Title: **Board Committee Appointments**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Chair, Mr Michael Phair, approve Board Committee appointments, as set forth in Attachment 1 to the agenda documentation.

Final Item: 4ei.

Agenda Title: **University of Alberta 2017-2018 International Tuition Fee Proposal**

DEFEATED MOTION: THAT the Board of Governors table motions I and II until further student consultation on the 2017-18 international tuition fee proposal has occurred.

APPROVED MOTION I: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve an across the board increase of 3.02% to international tuition fees, effective Fall Term, 2017, as illustrated in the table below:

Undergraduate ^a	2016-17 ^d	2017-18	Change ^e	
			\$	%
Arts and Science	\$20,395.20	\$21,009.60	\$614.40	3.01%
Business	\$26,827.84	\$27,636.32	\$808.48	3.01%
Engineering	\$24,474.24	\$25,211.52	\$737.28	3.01%
Juris Doctor (JD) Program	\$44,239.16	\$45,573.48	\$1,334.32	3.02%
Pharmacy	\$38,278.40	\$39,431.68	\$1,153.28	3.01%
Economics Course	\$2,602.20	\$2,680.62	\$78.42	3.01%
Graduate ^a	2016-17 ^d	2017-18	Change ^e	
			(\$)	(%)
Course Based Masters	\$7,941.60	\$8,181.36	\$239.76	3.02%
Thesis 919 ^b	\$4,955.24	\$5,104.84	\$149.60	3.02%
Thesis Based Masters /PhD ^c	\$6,851.04	\$7,057.80	\$206.76	3.02%
Master's in Business Administration	\$15,549.12	\$16,017.84	\$468.72	3.01%
Integrated Petroleum Geosciences Course	\$1,323.60	\$2,924.12	\$1,600.52	121.28%
International Graduate Tuition Increase ^f	n/a	\$4,000.00 ^g	\$4,000.00	n/a

Notes:

- (a) Values are based on a full-time per term and full-time per year unless otherwise stated.
- (b) Tuition applies to thesis students who were admitted to the program of study prior to Fall 2011 and are assessed the reduced thesis rate.
- (c) Tuition applies to thesis students who were admitted to the program of study beginning in Fall 2011 or later; this is based on an annual fee assessment (including spring/summer).
- (d) As approved by the board December 11, 2015.
- (e) Figures may be rounded downwards at fee index level for administrative purposes, thus lowering the effective year over year percentage increase below 3.02 percent.
- (f) Per year for full time student, excluding Cost recovery and graduate course based Physical Therapy, Occupational Therapy, and Speech masters programs in Faculty of Rehabilitation Medicine.
- (g) \$4000 will be cost-neutral and offset by an equal amount of financial support.

APPROVED MOTION II: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve a tuition increase of \$4,000, not subject to future increases of the Academic Price Index (API), to all international graduate tuition fees except for graduate course-based programs in the Faculty of Rehabilitation Medicine and cost-recovery programs, with the understanding that the increase will be offset by an equal amount of financial support that will be revenue and cost neutral, effective Fall Term, 2017, and that future tuition increases and changes to offset amounts will be subject to governance review and Board approval.

APPROVED MOTION III: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve an increase of \$1600.52 per course for international tuition fees in the Integrated Petroleum Geosciences (IPG) program, effective Fall Term, 2017, with the understanding that current students will be grandfathered for one year.

Final Amended Item: 5a.

Agenda Title: Fees for Meal Services in Lister Residence 2017 – 2018

DEFEATED MOTION: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the fees for meal services in Lister Residence at \$4650 for 7 days and \$4285 for 5 days, effective fall 2017.

Final Item: 5b.

OUTLINE OF ISSUE
Action Item

 Agenda Title: **University of Alberta 2017-2018 General Tuition Fee Proposal**

Motion: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve that tuition that falls within the tuition fee regulation for 2017-18 be set at the 2014-15 rates, as directed by the Government of Alberta.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Provost and Vice-President (Academic) Vice-President (Finance and Administration)
Presenter	Steven Dew, Provost and Vice-President (Academic) Gitta Kulczycki, Vice-President (Finance and Administration)

Details

Responsibility	Provost and Vice-President (Academic) Vice-President (Finance and Administration)
The Purpose of the Proposal is (please be specific)	To approve that the tuition and fees amounts be set at the amounts directed by the Government of Alberta for 2017-18.
The Impact of the Proposal is	To comply with the directive below as announced by the Government of Alberta in October 2016. No decision has been made by the Government on whether or not offset funding will be provided to the Institutions.
Replaces/Revises (eg, policies, resolutions)	Tuition proposal approved by the Board of Governors on December 11, 2015.
Timeline/Implementation Date	Effective September 1, 2017.
Estimated Cost and funding source	n/a
Next Steps (ie.: Communications Plan, Implementation plans)	n/a
Supplementary Notes and context	

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity) <For further information see the link posted on the Governance Toolkit section Student Participation Protocol >	<u><i>Those who have been informed:</i></u> <ul style="list-style-type: none"> Students – Tuition Budget Advisory Committee
	<u><i>Those who have been consulted:</i></u> <ul style="list-style-type: none"> President’s Executive Committee – Operational (November 10, 2016)
	<u><i>Those who are actively participating:</i></u> <ul style="list-style-type: none">
Approval Route (Governance) (including meeting dates)	GFC Academic Planning Committee – November 16, 2016 (recommendation) Board Finance and Property Committee (recommendation) – November 21, 2016 Board of Governors (approval) – December 16, 2016

Final Approver	Board of Governors (December 16, 2016)
----------------	--

Alignment/Compliance

<p>Alignment with Guiding Documents</p>	<p>Comprehensive Institutional Plan – 2016-2017</p> <p><u>Institutional Strategic Plan - For the Public Good</u> Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans.</p> <p>22. OBJECTIVE: Secure and steward financial resources to sustain, enhance, promote, and facilitate the university’s core mission and strategic goals.</p> <p>i. Strategy: Seek and secure resources needed to achieve and support our strategic goals.</p> <p>ii. Strategy: Ensure a sustainable budget model to preserve and enhance our core mission and reputation for excellence in teaching, learning, research, and community engagement.</p>
<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<p>1. <i>Post-Secondary Learning Act (PSLA)</i>, Sections 61(1) and 61(2)(a):</p> <p>“61(1) The board of a public post-secondary institution shall set the tuition fees to be paid by students of the public post-secondary institution.</p> <p>61(2) The tuition fees under subsection (1) for all public post-secondary institutions other than Banff Centre (a) must be set in accordance with the regulations[.] [...]”</p> <p>2. <i>PSLA - (Section 26(1)(o))</i> states:</p> <p>“Powers of general faculties council</p> <p>26(1) Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority to</p> <p>(o) make recommendations to the board with respect to affiliation with other institutions, academic planning, campus planning, a building program, the budget, the regulation of residences and dining halls, procedures in respect of appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university [...]”</p> <p>On the line-by-line <u>budget</u>, including consideration of matters related to tuition, GFC has delegated this responsibility to its senior standing committee, the GFC Academic Planning Committee (APC), as noted in the following.</p> <p>3. <i>GFC Academic Planning Committee (APC) Terms of Reference (Mandate-Section 3.4(b))</i>:</p> <p>“APC is responsible for making recommendations to GFC and/or to the Board of Governors concerning policy matters and action matters with respect to the following: [. . .]</p>

	<p>4. Budget Matters To recommend to the Board of Governors on the annual budget, excluding budgets for ancillary units. [...]. ”</p> <p>4. Board Finance and Property (BFPC) Terms of Reference (Section 3(d)): “3. Without limiting the generality of the foregoing, the Committee shall: [...] d) review and recommend to the Board tuition and other like fees[.]”</p>
--	--

Attachments: None

Prepared by: Sandra Kereliuk, Senior Administrative Officer, Finance and Administration,
sandra.kereliuk@ualberta.ca

Revised: 12/9/2016

OUTLINE OF ISSUE
Action Item

Agenda Title: **2017-2018 Residence Rental Rates**

Motion: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the 2017-2018 Residence Rental Rate proposal as set forth in Attachment 1, effective May 1, 2017.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Andrew Sharman, Vice-President (Facilities and Operations)
Presenter	Andrew Sharman, Vice-President (Facilities and Operations)

Details

Responsibility	Facilities and Operations
The Purpose of the Proposal is (please be specific)	To present for recommended board approval: residence rental rate increases for 2017-2018.
The Impact of the Proposal is	For 2017-18, Ancillary Services is proposing a base rent increase of 2.70%, and an increase of 3.0% to Rockcross, Stonecrop, Juniper and Speedwell Houses (Graduate Student Housing), as set forth in Attachment 1. Increases are required in order to address operating costs (minimum wage increases, carbon levy, etc.) and ongoing deferred maintenance.
Replaces/Revises	NA
Timeline/Implementation Date	May 1, 2017
Estimated Cost /funding source	NA
Next Steps (ie.: Communications Plan, Implementation plans)	Rate increases are communicated to applicable residents via email in compliance with the Residential Tenancy Act. In addition, new rates are posted on the University of Alberta Residence Services website.
Supplementary Notes and context	Ancillary Services does not receive base operating or capital dollars to build and maintain the student residences. As per Board of Governors direction, Ancillary Services must operate the student residence as self-sustaining operations. As such, the financial performance must reflect the full and true cost of replacement and renewal of their capital assets through operations and reserves, including the repayment of debt and related interest. In addition, the residences are subject to municipal property taxation.

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity) <For further information see the link posted on the Governance Toolkit section Student Participation Protocol >	<u>Those who have been informed:</u>
	<ul style="list-style-type: none"> • President's Executive Committee – Operations (October 27, 2016)
	<u>Those who have been consulted:</u>
	<ul style="list-style-type: none"> • Doug Dawson, Associate Vice-President, Ancillary Services (Facilities and Operations) • Andrew Sharman, Vice-President (Facilities and Operations) • Residence Budget Advisory Committee (RBAC) <ul style="list-style-type: none"> ○ RBAC – September 13, 2016 ○ RBAC – September 21, 2016 ○ RBAC – October 12, 2016

	<u><i>Those who are actively participating:</i></u> <ul style="list-style-type: none"> • Residence Operations • Ancillary Services
Approval Route (Governance) (including meeting dates)	Board Finance and Property Committee (recommendation) – Nov 21, 16 Board of Governors (approval) - December 16, 2016
Final Approver	Board of Governors - December 16, 2016

Alignment/Compliance

Alignment with Guiding Documents	<p><u>Institutional Strategic Plan - For the Public Good</u> Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans.</p> <p>23. OBJECTIVE: Ensure that the University of Alberta’s campuses, facilities, utility, and information technology infrastructure can continue to meet the needs and strategic goals of the university.</p> <ul style="list-style-type: none"> i. Strategy: Secure and sustain funding to plan, operate, expand, renew, and optimize the use of campus infrastructure to meet evolving teaching and research priorities. ii. Strategy: Build, operate and maintain undergraduate and graduate student housing to support our students’ academic success and sense of belonging to the university community. <p><u>2016 Comprehensive Institutional Plan</u> GOAL G9: Infrastructure - Functional renewal and reduction in deferred maintenance.</p> <ul style="list-style-type: none"> • Preserve existing physical assets by addressing deferred maintenance and functional renewal to acknowledge the changes in research and teaching requirements. Reduce the significant risk posed by the current institutional deferred maintenance liability. <p>GOAL G11: Infrastructure – Student Housing</p> <ul style="list-style-type: none"> • Accommodation of 18 per cent of full-time students in purpose-built housing featuring supportive programs.
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>Board Finance and Property Committee (BFPC) Terms of Reference Sections 3 (d) and 4 (e) state:</p> <p>3. <u>MANDATE OF THE COMMITTEE</u> <i>Without limiting the generality of the foregoing, the Committee shall:</i></p> <p style="padding-left: 40px;">(d) review and recommend to the Board tuition and other like fees;</p> <p>4. <u>LIMITATIONS ON DELEGATION BY THE BOARD</u> <i>The general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee set out in paragraph 3, the Board shall:</i></p> <p style="padding-left: 40px;">(e) approve tuition and other like fees;</p>

Attachments

1. Ancillary Services - Residence Rental Rates 2017-2018 (2 pages)

Ancillary Services 2017-2018 Residence Rate Increases

All rents are per bed, per month except Newton Place and Michener Park, which are per suite, per month.

RESIDENCES	Term	2016-2017 Rent	Proposed Rent 2017-2018	Total % Increase
<u>Campus Saint-Jean</u>				
Single	8 mos	\$657	\$675	2.70%
Single	4 mos	\$694	\$713	2.70%
<u>Maple and Aspen Houses (formerly ECV Apts)</u>				
1 Bdrm furn/reno	8 mos	\$1283	\$1318	2.70%
1 Bdrm furn/reno	4 mos	\$1351	\$1387	2.70%
2 Bdrm furn/reno	8 mos	\$864	\$887	2.70%
2 Bdrm furn/reno	4 mos	\$909	\$934	2.70%
4 Bdrm furn/reno	8 mos	\$674	\$692	2.70%
4 Bdrm furn/reno	4 mos	\$710	\$729	2.70%
1 Bdrm	8 mos	\$1030	N/A	N/A ¹
1 Bdrm	4 mos	\$1091	N/A	N/A ¹
2 Bdrm	8 mos	\$694	N/A	N/A ¹
2 Bdrm	4 mos	\$734	N/A	N/A ¹
4 Bdrm	8 mos	\$541	N/A	N/A ¹
4 Bdrm	4 mos	\$573	N/A	N/A ¹
<u>IHouse</u>				
Single/bath	8 mos	\$752	\$772	2.70%
Single/bath	4 mos	\$794	\$815	2.70%
<u>HUB</u>				
Bachelor	8 mos	\$788	\$809	2.70%
Bachelor	4 mos	\$835	\$858	2.70%
Furnished Bach	8 mos	\$854	\$877	2.70%
Furnished Bach	4 mos	\$905	\$929	2.70%
Bach furn/reno	8 mos	\$1059	\$1069	2.70%
1 Bedroom	8 mos	\$1030	\$1058	2.70%
1 Bedroom	4 mos	\$1091	\$1120	2.70%
1 Bedroom furn/reno	8 mos	\$1333	\$1369	2.70%
2 Bedroom/person	8 mos	\$648	\$665	2.70%
2 Bedroom/person	4 mos	\$688	\$707	2.70%
4 Bedroom/person	8 mos	\$476	\$489	2.70%
4 Bedroom/person	4 mos	\$504	\$518	2.70%
2 Bdrm furn/reno	8 mos	\$801	\$823	2.70%
2 Bdrm furn/reno	4 mos	\$844	\$867	2.70%
4 Bdrm furn/reno	8 mos	\$588	\$604	2.70%
4 Bdrm furn/reno	4 mos	\$618	\$635	2.70%
<u>Lister</u>				
Single	8 mos	\$616	\$622	2.70%
Single	4 mos	\$702	\$721	2.70%
Double	8 mos	\$400	\$411	2.70%
Double	4 mos	\$439	\$451	2.70%
Single/bath	8 mos	\$732	\$752	2.70%
Single/bath	4 mos	\$776	\$797	2.70%

¹ All Maple and Aspen House offerings will be furnished and renovated for Fall 2017.

Ancillary Services 2017-2018 Residence Rate Increases

All rents are per bed, per month except Newton Place and Michener Park, which are per suite, per month.

<u>Michener Park</u>					
	Row House 2 Bdrm		\$871-\$946	\$895-\$972	2.70%
	Row House 3 Bdrm		\$1090-\$1149	\$1119-\$1180	2.70%
	2 Bdrm Walk-up		\$836-\$873	\$859-\$897	2.70%
	Vanier House		\$888-\$942	\$912-\$967	2.70%
<u>Newton Place</u>					
	Bachelor		\$858-\$930	\$881-\$955	2.70%
	1 Bedroom		\$1070-\$1151	\$1099-\$1182	2.70%
	2 Bedroom		\$1377-\$1478	\$1414-\$1518	2.70%
<u>ECV Houses</u>					
	Houses		\$448-\$1101	\$510-\$1131	2.70%
<u>Graduate Student Residence</u>					
	Studio Suites		\$1049	\$1080	3.00%
	2 Bedroom		\$856	\$884	3.00%
<u>Pinecrest and Tamarack Houses</u>					
	2 Bedroom/person		\$921	\$946	2.70%
	4 Bedroom/person		\$823	\$845	2.70%
<u>Alder and Linden Houses</u>					
	1 Bedroom		\$895	\$919	2.70%
<u>Augustana (Room & Board)</u>					
			Rm & Board		
	Single Rm 8 month		\$1032	\$1060	2.70%
	Double Rm 8 month		\$884	\$908	2.70%
	Single Rm 4 month		\$1080	\$1109	2.70%
	Double Rm 4 month		\$925	\$950	2.70%
<u>Peter Lougheed Hall</u>					
	1 Bedroom dorm		N/A	\$1470	N/A
	2 Bedroom dorm		N/A	\$1345	N/A

OUTLINE OF ISSUE
Action Item

Agenda Title: **2017-2018 Visitor Parking Rates**

Motion: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the 2017-2018 Visitor Parking Rate proposal as set forth in Attachment 1, effective April 1, 2017.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Andrew Sharman, Vice-President (Facilities and Operations)
Presenter/s	Andrew Sharman, Vice-President (Facilities and Operations) and Geoff Rode, Director of Operations, Ancillary Services

Details

Responsibility	Facilities and Operations
The Purpose of the Proposal is (please be specific)	To present for recommended board approval: visitor parking rate increases for 2017-2018.
The Impact of the Proposal is	<p>For the 2017-2018 fiscal year, Ancillary Services is recommending an increase in visitor parking rates by an average by 9.0%, as set forth in Attachment 1.</p> <p>The last visitor parking rate increase was implemented in the 2010-2011 fiscal year. Since that time, monthly and annual parking rates have been subject to annual Consumer Price Index (CPI) increases. The aggregate increase to monthly and annual rates since 2010-11 is 9.2%.</p> <p>Visitor rates have not increased over this period. Annual incremental increases to visitor rates would have been impractical, as implementation requires costly reprogramming of point-of-sale technology and considerable customer inconvenience.</p> <p>Parking Services has indicated that they would propose an increase to visitor rates by a compounded amount in the future, at such time that is practically applicable.</p> <p>University parking pricing is informed by local market rates, parking demand, costs, levels of funding required for upgrading, renewal, and sustainability initiatives (Travel Demand Management).</p> <p>Proposed visitor parking rates are market competitive.</p>
Replaces/Revises (eg, policies, resolutions)	NA
Timeline/Implementation Date	April 1, 2017
Estimated Cost and funding source	NA
Next Steps (ie.: Communications Plan, Implementation plans)	<p>All approved rates are posted well in advance, shortly after approval on the University of Alberta Parking Services website. New rates are posted at point of sale on meters and at kiosks.</p> <p>Signage is posted in advance of rate change at attended kiosks.</p>

Supplementary Notes and context	
---------------------------------	--

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity) <For further information see the link posted on the Governance Toolkit section Student Participation Protocol >	<u><i>Those who have been informed:</i></u> <ul style="list-style-type: none"> President’s Executive Committee – Operations (October 27, 2016)
	<u><i>Those who have been consulted:</i></u> <ul style="list-style-type: none"> Doug Dawson, Associate Vice-President, Ancillary Services (Facilities and Operations) Andrew Sharman, Vice-President (Facilities and Operations)
	<u><i>Those who are actively participating:</i></u> <ul style="list-style-type: none"> Parking Services Ancillary Services
Approval Route (Governance) (including meeting dates)	Board Finance and Property Committee (BFPC) – November 21, 2016 (recommendation) Board of Governors (BG) – December 16, 2016 (approval)
Final Approver	Board of Governors – December 16, 2016

Alignment/Compliance

Alignment with Guiding Documents	<p><u>Institutional Strategic Plan - For the Public Good</u> Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all.</p> <p>23. OBJECTIVE: Ensure that the University of Alberta’s campuses, facilities, utility, and information technology infrastructure can continue to meet the needs and strategic goals of the university.</p> <p>i. Strategy: Secure and sustain funding to plan, operate, expand, renew, and optimize the use of campus infrastructure to meet evolving teaching and research priorities.</p> <p><u>Facilities and Operations, Ancillary Services’ Business Plan and Budget.</u></p> <p><u>Travel Demand Management Study 2007</u></p>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p><u>Post-Secondary Learning Act (PSLA)</u> Bylaws of board</p> <p>18 (1) A board may make any bylaws the board considers appropriate for the management, government and control of the university buildings and land.</p> <p>(2) A board may make the following bylaws to control vehicles and pedestrians on university land:</p> <p>(a) parking bylaws;</p> <p>(v) establishing fees respecting the parking of vehicles and providing for the collection of those fees;</p>

Item No. 04biii

	<p>Parking Bylaws</p> <p>61.1 The board of governors of a public post-secondary institution...may make the following parking bylaws to control vehicles on institutional land:</p> <p>(f) prescribing penalties, including fines, to be imposed for contraventions of bylaws made under this section and providing for the imposition and collection of those penalties</p>
--	---

Attachments:

1. Visitor Parking Rate Increases 2017-2018 (1 page)

Prepared by:

Geoff Rode
Director of Operations
Ancillary Services
1-050 Lister Centre
Phone: 780-492-6915
Email: geoff.ode@ualberta.ca

Parking Services
 Department of Ancillary Services
 University of Alberta

Visitor Parking Rate Increases 2017-2018

Visitor Rates	Current Rate	Proposed Increase (average 9.0% increase on visitor rates)	Total Proposed	ONEcard Holder Rate
Visitor hourly (North Campus Regular locations)	\$4.00 per hour	\$0.50	\$4.50 per hour	\$4.50 per hour
Visitor daily (North Campus Regular locations)	\$14.00 daily maximum	\$1.00	\$15.00 daily maximum	\$15.00 daily maximum
Visitor daily Jubilee Carpark	\$14.00 daily maximum	\$1.00	\$15.00 daily maximum	\$14.00 daily maximum
Visitor hourly (South Campus)	\$3.00	\$0.25	\$3.25	\$3.25 per hour
Visitor daily (South Campus)	\$10.00 daily maximum	\$1.00	\$11.00 daily maximum	\$11.00 daily maximum
Visitor hourly (North Campus Select locations)*	\$5.00 per hour	\$0.50	\$5.50 per hour	\$5.50 per hour
Visitor daily (Select-Education Carpark)	\$15.00 daily maximum	\$1.00	\$16.00 daily maximum	\$15.00 daily maximum
Visitor evening (North Campus all locations)	\$5.00 evening maximum	\$0.50	\$5.50 evening maximum	\$5.50 evening maximum

Notes:

At Jubilee Carpark University-affiliated personnel with a valid ONEcard will pay a reduced rate of \$13.00 per day.

At Education Carpark ONEcard holders will pay a reduced rate of \$15.00 per day.

* Lot C, Lot 84, Phys Ed East and Education Carpark.

Lot C, Lot 84 and Phys Ed East have no daily maximum rate as per Board approval in January 2009.

OUTLINE OF ISSUE

Agenda Title: **Calgary Centre - Lease Renewal**

Motion: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the lease of approximately 10,250 square feet (952 square meters) of main floor space at 333 – 5th Avenue SW in Calgary on terms and conditions acceptable to the Vice-President (Facilities and Operations).

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Facilities and Operations – Real Estate
Presenter	Andrew Sharman, Vice-President (Facilities and Operations)

Details

Responsibility	Vice-President (Facilities and Operations)
The Purpose of the Proposal is (please be specific)	To present for recommended board approval: the financial commitment for the leased space (a 10 year cost of approximately \$4 million).
The Impact of the Proposal is	Taking advantage of the high level of commercial vacancies in downtown Calgary gives the university the opportunity to downsize and consolidate the current rentable space at a lower cost and lock in that rate for an extended period. Given the prime location when the market turns around this space will retain its attractiveness in the marketplace. Programming needs are better met.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	August 2017
Estimated Cost and funding source	Approximately \$4 Million over 10 years – institutional funds
Next Steps (ie.: Communications Plan, Implementation plans)	Consultation with senior administration and Deans – completed Consultation with current occupants of the existing space – completed Consultation with new tenants – Rehab Medicine – completed
Supplementary Notes and context	See Briefing Note.

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity)	<u>Those who have been informed:</u>
	<ul style="list-style-type: none"> • PEC-S – August 11, 2016 • PEC-O – August 25, 2016
	<u>Those who have been consulted:</u>
	<ul style="list-style-type: none"> • PEC-O – December 8, 2016 (approval)
	<u>Those who are actively participating:</u>
	<ul style="list-style-type: none"> • Planning & Project Delivery • VP F&O, VP UR, VP Advancement • Stakeholders housed at the Calgary Centre & Rehab Medicine

Item No. 4biv

Approval Route (Governance) (including meeting dates)	Board Finance and Property Committee (recommendation) – December 13, 2016 Board of Governors – December 16, 2016
Final Approver	Board of Governors

Alignment/Compliance

Alignment with Guiding Documents	<p><u>Institutional Strategic Plan - For the Public Good</u> SUSTAIN...Our commitment extends to administration and governance...and infrastructure</p> <p>23. OBJECTIVE: Ensure that the University of Alberta’s campuses, facilities, utility, and information technology infrastructure can continue to meet the needs and strategic goals of the university.</p> <p>i. Strategy: Secure and sustain funding to plan, operate, expand, renew, and optimize the use of campus infrastructure to meet evolving teaching and research priorities.</p> <p><u>Long Range Development Plan</u></p>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>Post-secondary Learning Act (PSLA)</p> <p>Section 66.1 – A board may acquire any interest in land for the purposes of the board in conducting the affairs of the public post-secondary institution.</p> <p>BFPC Terms of Reference – Sections 3 and 4 state:</p> <p>3. MANDATE OF THE COMMITTEE</p> <p>Except as provided in paragraph 4 and the Board’s General Committee Terms of Reference, the Committee shall monitor, evaluate, advise and make decisions on behalf of the Board with respect to all strategic and significant financial and property matters and policies of the University. The Committee shall also consider any other matter delegated to the Committee by the Board.</p> <p>Without limiting the generality of the foregoing, the Committee shall:</p> <p>g) review and recommend to the Board the acquisition or disposal of real property, including land transferred to University of Alberta Properties Trust Inc.</p> <p>4. LIMITATIONS ON DELEGATION BY THE BOARD</p> <p>The general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee set out in paragraph 3, the Board shall:</p> <p>g) approve the acquisitions or disposal of real property including lands transferred to the University of Alberta Trust Inc.</p>

Real Property Compliance Policy:

....The approving authority limits for land and/or real property acquisitions and dispositions are based on the current approval limits set forth in the Capital Expenditure Authorization policy, as amended from time to time.....

Capital Expenditure Authorization Request (CEAR) Policy states:

Capital Expenditure Authorization Requests (CEARs) and/or Supplemental CEARs are required for all projects equal to or more than an estimated cost of \$100,000.

Approved Capital Expenditure Authorization is as follows:

Approval level	Original CEAR or individual Supplemental CEAR Approval Limit	Aggregate Total CEAR and Supplemental CEAR's Approval Limit (not to exceed)
	Up to and including:	Up to and including:
Facilities & Operations Directors	\$500,000	\$750,000
Facilities & Operations Associate Vice-Presidents	\$1,000,000	\$2,000,000
Vice-President (Facilities & Operations)	\$2,000,000	\$4,000,000
BFPC	\$7,000,000	\$14,000,000
BG	Over \$7,000,000	Over \$14,000,000

Real Property Acquisition Procedure

Attachments:

1. Briefing Note (1 page)

Prepared by:

Mary Paul
Senior Administrative Officer
Vice-President (Facilities and Operations)

Calgary Centre – 333 Fifth Avenue

Background:

In June 2007, the university leased a 7,891 sq. ft. suite on the first floor of Calgary Centre at 333 Fifth Avenue for 5 years. The lease was renewed for another 5 years with an additional 4,654 sq. ft. of area on the third floor. These leases expire August 31, 2017. Administration would like to renew the original suite of space (7,891 sq. ft.) but not the lease on the third floor.

Purpose of the Calgary Centre:

Based upon interviews done by University Relations, the perception is that the university needs to make a greater connection with Calgary.

Goals:

- Raise profile and offer a vibrant presence of the University of Alberta in Calgary and Southern Alberta
- Provide a hub for partnership and a point of connection for the Calgary business community
- Build brand and reputation
- Engage community and outreach to the citizens of Southern Alberta
- Offer employees a place of work in Calgary

Proposal:

An area of 2,357 sq. ft. on the main floor has become available for lease which better meets the institutional programming requirements. This option will offer a consolidation of programming and services for the university due to the adjacency of the spaces, enhanced visibility at street level, and an opportunity to brand the first floor of this prime downtown location.

Financials:

- Current annual rent and operating costs: approx. \$558,000 for 12, 544 sq. ft.
- New average annual rent and operating costs 1st 5 years: \$371,400 for 10,248 sq. ft.
- New average annual rent and operating costs 2nd 5 years: \$434,000 for 10,248 sq. ft.

Tenants:

- School of Business, Executive Education Program
- Faculty of ALES
- Advancement
- University Relations
- Alumni Relations
- Rehab Medicine – ISTAR clinic will be a new tenant as of summer 2017
 - ISTAR is a speech pathology clinic that treats young children, teens, and adults

OUTLINE OF ISSUE
Action Item

Agenda Title: **Proposed Changes to the University Equity Statement in the Academic Staff Posting and Advertising Procedure and the Support Staff Posting and Advertising Procedure**

Motion: THAT the Board of Governors, on the recommendation of the Board Human Resources and Compensation Committee and General Faculties Council, approve proposed changes to the University Equity Statement in the Academic Staff Posting and Advertising Procedure and the Support Staff Posting and Advertising Procedure (UAPPOL), as set forth in Attachments 1 and 2, to take effect upon final approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Provost and Vice-President (Academic); and Vice-President (Finance and Administration)
Presenter	Steven Dew, Provost and Vice-President (Academic); Gitta Kulczycki, Vice-President (Finance and Administration)

Details

Responsibility	Provost and Vice-President (Academic) and Vice-President (Finance and Administration)
The Purpose of the Proposal is (please be specific)	To revise the University Equity Statement to reflect changes to <i>Alberta Human Rights</i> Legislation and changing norms in diversity and equity within the academy.
The Impact of the Proposal is	The University Equity Statement is used on all academic and support staff job postings as outlined in the UAPPOL Procedures for Academic Staff Posting and Advertising and Support Staff Posting and Advertising . The statement would reflect the language commonly used in employment equity statements and includes the addition of gender expression and gender identity which are now protected grounds in legislation. References to designated groups identified in the <i>Employment Equity Act</i> have been removed as the groups identified are now broader and align with <i>Alberta Human Rights</i> legislation. The proposed changes align with the Statement on Equity in Student Affairs in the <i>University Calendar</i> .
Replaces/Revises (eg, policies, resolutions)	Revises the defined University Equity Statement to indicate the University Employment Equity Statement in the UAPPOL Academic Staff Posting and Advertising and Support Staff Posting and Advertising .
Timeline/Implementation Date	Upon approval
Estimated Cost /funding source	N/A
Next Steps	The University Employment Equity Statement and University Territorial Statement will be included on the Human Resource Services website.
Supplementary Notes and context	<p>In 2011, the Board of Governors approved UAPPOL human resource policies and procedures to take effect July 1, 2011. At that time, the Board of Governors noted that, following approval, the respective Vice-Presidents would manage the procedures/procedural changes within the policy without having to return to the Board of Governors for ongoing approval. This authority has not been reflected in the documents to date; at this time, the proposal seeks to have this confirmed.</p> <p>Proposed changes to the Statement on Equity in Student Affairs in the <i>University Calendar</i> will go forward with this proposal to the GFC</p>

Item No. 4ci

	<p>Executive Committee and General Faculties Council.</p> <p>In addition, the changes to the Equity Statement which align with current legislative requirements, are also an important statement of the University's position and practice in this area. Work is currently being conducted to develop a more overarching University statement.</p>
--	--

Engagement and Routing (Include meeting dates)

<p>Participation: (parties who have seen the proposal and in what capacity)</p> <p><For further information see the link posted on the Governance Toolkit section Student Participation Protocol></p>	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> • Jay Spark Vice-Provost & Associate VP (HR) and the Office of Faculty Relations - August 19, 2015 <p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Heather Zwicker, Vice-Provost Interim Dean, FGSR - August 20, 2015 • Employment and Equity Advisory Committee (HRS) - September 17, 2015 • Jax Oltean, University General Counsel - September 21, 2015 • Mike MacGregor, Vice Provost and Associate Vice-President, Information Services and Technology - September 26, 2015 • Fraser Brenneis, Vice-Dean, Education, Faculty of Medicine and Dentistry - December 23, 2016 • Lise Gotell, Acting Dean, Faculty of Arts - December 23, 2016 • Roger Graves, Director, Centre for Teaching and Learning - December 23, 2015 • Cody Bondarchuk, VP External, Students Union – February 8, 2016 • Harsh Thaker, Graduate Students Association – February 8, 2016 • Human Resource Services Team – March 7, 2016 • Vice-Provost Council – April 4, 2016 • Council on Aboriginal Initiatives - April 17, 2016 • Phyllis Clark, VP Finance and Administration – April 26, 2016 • President's Executive Committee (Operations) - April 28, 2016 • Brad Hamdon, University General Counsel – April 29, 2016 • Committee on the Learning Environment - June 1, 2016 • Dean's Council – June 1, 2016 • Academic standards committee - May 19, 2016 – For review/advice • Employment and Equity Advisory Committee – August 9, 2016, September 23, 2016 • Jax Oltean, University General Counsel – September 30, 2016 <p><u>Those who are actively participating:</u></p> <p>The Statement on Equity Working Group is responsible for the development of the University and Student Statements of Equity. The working group is composed of</p> <ul style="list-style-type: none"> Kris Wells, Chris Daberer, Institute for Sexual Minority Studies and Services Wade King, Office of Safe Disclosure and Human Rights Shana Dion, Aboriginal Student Services Centre Norma Rodenburg, Office of the Registrar Catherine Anley, Human Resource Services
---	--

Item No. 4ci

Approval Route (Governance) (including meeting dates)	GFC Academic Planning Committee - October 12, 2016 GFC Executive Committee - October 31, 2016 Board Human Resources & Compensation Committee – Nov 14, 2016 General Faculties Council - November 21, 2016 Board of Governors – December 16, 2016
Final Approver	Board of Governors

Alignment/Compliance

Alignment with Guiding Documents	<p><i>For the Public Good</i> <i>Values: We value diversity, inclusivity, and equity across and among our people, campuses, and disciplines.</i></p> <p><i>GOAL: BUILD a diverse, inclusive community of exceptional students, faculty, and staff from Alberta, Canada, and the world.</i></p> <p><i>Objective 1: Build a diverse, inclusive community of exceptional undergraduate and graduate students from Edmonton, Alberta, Canada, and the world.</i></p>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. The Alberta Human Rights Act: defines 13 grounds for protection of rights in five areas including employment practices, applications and ads (Preamble; Section 3(1)): “WHEREAS it is recognized in Alberta as a fundamental principle and as a matter of public policy that all persons are equal in: dignity, rights and responsibilities without regard to race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation;</p> <p>Discrimination re publications, notices 3(1) No person shall publish, issue or display or cause to be published, issued or displayed before the public any statement, publication, notice, sign, symbol, emblem or other representation that (a) indicates discrimination or an intention to discriminate against a person or a class of persons, or (b) is likely to expose a person or a class of persons to hatred or contempt because of the race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons.</p> <p>2. Post-Secondary Learning Act (PSLA): “Powers of general faculties council 26.(1) Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority to [...] (o) make recommendations to the board with respect to [...] procedures in respect of appointments, promotions, salaries, tenure and dismissals”</p> <p>4. GFC Academic Planning Committee Terms of Reference (3. Mandate) “The Academic Planning Committee (APC) is GFC’s senior committee dealing with academic, financial and planning issues”</p>

	<p>“15. Other a. To recommend to the Board of Governors and/or GFC on any other matter deemed by APC to be within the purview of its general responsibility.”</p> <p>5. GFC Executive Committee Terms of Reference</p> <p>“5. Agendas of General Faculties Council GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda. [...]</p> <p>When recommendations are forwarded to General Faculties Council from APC, the role of the Executive shall be to decide the order in which items should be considered by GFC. The Executive Committee is responsible for providing general advice to the Chair about proposals being forwarded from APC to GFC.”</p> <p>6. Board Human Resources and Compensation Committee (BHRCC) Terms of Reference:</p> <p>“3. MANDATE OF THE COMMITTEE Except as provided in paragraph 4 and in the Board's General Committee Terms of Reference, the Committee shall monitor, evaluate, advise and make decisions on behalf of the Board with respect to, and the Board delegates to the Committee responsibility and authority for, all policies and procedures affecting staff working conditions at the University and matters for collective bargaining and related service contracts. The Committee shall also consider any other matter delegated to the Committee by the Board.</p> <p>Without limiting the generality of the foregoing the Committee shall: (...)</p> <p>(c) review and approve material changes to personnel policies of the University that are outside the regular collective bargaining process and consider trends affecting such policies;</p> <p>4. LIMITATION ON DELEGATION BY THE BOARD The general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee as set out in paragraph 3, the Board shall make all decisions with respect to:</p> <p>c) the approval of collective agreements and any substantial revisions thereof; d) policy related to the remuneration of Deans, Vice-Presidents and the President and other senior members of the Administration of the University”</p>
--	---

Attachments:

1. Proposed Amendments to the Academic Staff Posting and Advertising Procedure in UAPPOL (4 pages)
2. Proposed Amendments to the Support Staff Posting and Advertising Procedure in UAPPOL (4 pages)

Original Approval Date: May 13, 2011 Effective Date: July 1, 2011
Most Recent Approval Date:
Parent Policy: [Recruitment Policy](#)

Academic Staff Posting and Advertising Procedure

Office of Administrative Responsibility:	Human Resource Consulting Services and Faculty Relations
Approver:	General Faculties Council Provost and Vice-President (Academic) & Board of Governors Vice-President (Finance and Administration)
Scope:	Compliance with this university policy/procedure extends to all Academic Staff, Administrators and Colleagues; and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B) Compliance with University procedure extends to all members of the University community

Overview

The University has established **posting** and **advertising** procedures for the purpose of promoting transparency in recruitment, consistency in practice and the ability to attract qualified candidates who will contribute to the achievement of the University's goals and support the University's values. The University of Alberta hires on the basis of merit.

Purpose

These procedures outline the steps that must be followed in the posting and advertising of vacancies for **Faculty, Librarians, Faculty Service Officers, Administrative Professional Officers, and Temporary Appointments.**

PROCEDURE

GENERAL REQUIREMENTS ~~FOR~~ POSTING AND ADVERTISING OF JOB VACANCIES

1. Continuing academic vacancies (Faculty, Administrative Professional Officer, Faculty Service Officer, and Librarian) will be posted on University of Alberta Careers website for a minimum of five business days.
2. Subject to the provisions of individual agreements for Temporary Appointments (Categories A2.0 and A3.0), it is recommended that temporary academic opportunities greater than one year be posted.
3. The University is committed to the principle of employment equity and welcomes applications from all qualified persons including women, members of visible minorities, First Nations, Metis and Inuit, persons with disabilities and sexual and gender minorities the designated groups.
4. **Postings and advertisements** for vacancies at Faculté Saint-Jean may appear in English, French or both. Where the advertisement is in French, it will clearly state the requirement for oral and written competency in English.
5. Advertisements will appear simultaneously or later than postings on University of Alberta Careers website.
6. Postings and advertisements for faculty will include the Canadian preference **proviso statement** unless administrative duties comprise 51% or greater of the position.

WAIVERS AND EXCEPTIONS TO POSTING

7. In exceptional circumstances, the posting requirements for continuing academic positions may be waived with the prior approval of the Provost and Vice-President (Academic). The Provost and Vice-President (Academic) will advise the AASUA of the decision and report all waivers to the General Faculties Council annually. Requests for waiver of posting should be submitted to Human Resource Consulting Services.

8. Posting is not required when an incumbent's position is reclassified or converted from Support Staff to Administrative Professional Officer (unless a **foreign national** holds the position).

RULES RELATED TO FOREIGN NATIONALS

9. As per the federal government immigration advertising requirements, posting and advertising cannot be waived if foreign national applicants are to be considered.

- a. Advertisements must appear in **designated Canadian national media**.
- b. Any position in which teaching comprises 50% or more of the position must be advertised for a minimum of 30 days in the Canadian Association of University Teachers Bulletin and University Affairs (print or website) before foreign national applicants can be considered within the competition.
- c. International advertisements must appear simultaneously or later than Canadian advertisements. The number of international media advertisements must not exceed the number of Canadian national advertisements.

UNIVERSITY EQUITY STATEMENT

10. All postings and advertisements will include the **University Employment Equity Statement**.

11. In **cross appointments**, the name of the external organization or institution may be included in the University Equity Statement or the equity statement of the external organization or institution may appear in conjunction with the University Equity Statement.

INITIATING THE PROCESS

12. If the hiring unit uses the services of a **search consultant**, the consultant must work with Human Resource Consulting Services and will follow the approved standards and templates for University of Alberta advertisements.

13. Hiring units initiate the posting and advertising process to create a new competition.

14. All postings and advertisements will include:

- a. Position title and appointment category
- b. Department/Unit
- c. Major responsibilities and accountabilities
- d. Rank (for Faculty, FSO and Librarian positions)
- e. Required academic qualifications, knowledge, skills and abilities
- f. Term of employment (if applicable)
- g. Deadline date for applications or date when the application review process will begin
- h. Contact information

ROLE OF HUMAN RESOURCE CONSULTING SERVICES

15. Human Resource Consulting Services will review and approve all postings and advertisements to:

- a. Ensure the content is accurate and the information and advertising complies with federal government immigration requirements (where applicable)
- b. Confirm rank and salary range (if applicable)
- c. Ensure compliance with the University's posting and advertising standards and templates

ADVERTISING

16. If advertising is required, Human Resource Consulting Services will submit the approved advertising copy to the advertising agency for proofs and cost quotes.

17. Upon receipt of the proofs and cost quotes, the hiring unit will advise the advertising agency and Human Resource Consulting Services of the approved cost quotes and any final edits to the proof. The cost of advertising is the responsibility of the hiring unit.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended

institution-wide use. ▲Top	
Posting	The placement of an advertisement for the recruitment of staff on the University of Alberta Careers website (careers.ualberta.ca).
Advertising	The placement of an advertisement for the recruitment of staff in appropriate media outside of the University to provide the greatest pool of qualified applicants.
Faculty, Librarians, Faculty Service Officers, Administrative Professional Officers, and Temporary Appointments	See <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> (categories A1.0 to A3.4)
Designated Groups	Women, Aboriginal persons, persons with disabilities, and visible minorities.
Postings	An internal communication designed for the recruitment of staff placed on the University of Alberta Careers website (careers.ualberta.ca).
Advertisements	An external communication designed for the recruitment of staff in appropriate media outside the University to provide the greatest pool of qualified appliant applicants.
Proviso Statement	"All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority."
Foreign National	Any individual who is not a Canadian Citizen or Permanent Resident of Canada (Permanent Resident must continue to meet residency requirements).
Designated Canadian National Media	Print, electronic or other media chosen by the hiring unit to provide the greatest pool of qualified applicants and accepted as Canadian (national) media for the purposes of Service Canada's Labour Market Opinion.
University <u>Employment</u> Equity Statement	The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply. "The University of Alberta hires on the basis of merit. We are committed to the principle of equity in employment. We welcome diversity and encourage applications from all qualified women and men, including persons with disabilities, members of visible minorities and Aboriginal persons."
Cross Appointments	Individuals appointed from an external organization or institution to work with the University on a full or part-time basis or an individual within the University appointed to an external organization or institution to work on a full or part-time basis. This may also refer to staff under categories A, B, or C under the <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues</i> who hold an unpaid appointment in another department on campus.
Search Consultant	A member of an external agency contracted by the University to undertake

	recruitment.
--	--------------

FORMS

There are no forms for this Procedure. ▲Top

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca . ▲Top
--

[University of Alberta Careers](#) (University of Alberta)

[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Administrators and Colleagues](#)

[Recruitment Policy \(Appendix B\) Definition and Categories of Support Staff \(UAPPOL\)](#)

Original Approval Date: May 13, 2011 Effective Date: July 1, 2011

Most Recent Approval Date:

Parent Policy: [Recruitment Policy](#)

Support Staff Posting and Advertising Procedure

Office of Administrative Responsibility:	Human Resource Consulting Services
Approver:	Vice-President (Finance and Administration) Board of Governors
Scope:	Compliance with this university policy/procedure extends to all Academic Staff, Administrators and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B). Compliance with University procedure extends to all members of the University community

Overview

The University ~~has~~ establishes ~~s ad~~ **posting** and **advertising** procedures ~~to for the purpose of~~ promoting transparency in recruitment, consistency in practice and ~~the ability~~ to attract qualified candidates who will contribute to the achievement of the University's goals **and support the University's values**. ~~The University of Alberta hires on the basis of merit.~~

Purpose

~~These~~ procedures ~~s~~ outlines the steps that must be followed ~~for in the~~ posting and advertising ~~of~~ vacancies ~~in for~~ **support staff** positions. The procedures ~~comply are in compliance~~ with the *Collective Agreement between the Non-Academic Staff Association and the Governors of the University*.

PROCEDURE

GENERAL REQUIREMENTS ~~FOR IN~~ POSTING AND ADVERTISING JOB VACANCIES

Longer than 12 Months

1. Once it has been determined that a vacant position of longer than 12 months in duration will be filled, that position will be posted, unless one of the following occurs in order of precedence:
 - a. There is an individual performing the duties who was appointed by virtue of a posting (change in employee type), or
 - b. The position will be filled due to a duty to accommodate, or
 - c. It is a Non-Academic Staff Association (NASA) bargaining unit position and will be filled through redeployment or recall, or
 - d. The parties (NASA and the University) agree to waive the posting procedure on a bargaining unit position.
 Postings will be on the University of Alberta Careers website for a minimum of five days.

12 Months or Less

2. For vacancies of 12 months or less:
 - a. The vacancy can be posted at the manager's discretion. Such a posting will be classified as casual.
 - b. The manager may determine that it is appropriate to fill a vacancy that will last 6 to 12 months with a temporary transfer or promotion of a current employee.
 - i. Candidates from the immediate work group are eligible to express their interest.

ii. Where the supervisor deems it appropriate, individuals in other work groups may be invited to express their interest.

iii. The invitation to apply will normally include;

1. Position title
2. Department/Unit
3. Major responsibilities and accountabilities;
4. Qualifications, which may include education, experience and/or equivalent combination, knowledge, skills and abilities;
5. Expected duration;
6. Salary range;
7. Deadline date for expression of interest and method of application; and
8. Information about the selection process.

3. The University is committed to the principle of employment equity and welcomes applications from all qualified persons including women, members of visible minorities, First Nations, Metis and Inuit, persons with disabilities and sexual and gender minorities the designated groups.

4. A manager may choose to restrict eligibility for a position to applicants internal to the University.

5. Postings and advertisements for vacancies at Faculté Saint-Jean may appear in English, French or both. Where the advertisement is French, it will clearly state the requirement for oral and written competency in English.

6. Advertisements will not precede postings on the University of Alberta Careers website.

7. As per the federal government immigration advertising requirements posting and advertising cannot be waived if **foreign national** applicants are to be considered.

a. Advertisements must appear in **designated Canadian national media**.

b. International advertisements must not precede Canadian advertisements. The number of international media advertisements must not exceed the number of Canadian national advertisements.

UNIVERSITY EMPLOYMENT EQUITY STATEMENT

8. All postings and advertisements will include the **University Employment Equity Statement**.

INITIATING THE PROCESS

9. If the hiring unit uses the services of a **search consultant**, the consultant must work with Human Resource Consulting Services and will follow the approved standards and template for University of Alberta advertisements.

10. Hiring units initiate the posting and advertising process to create a new competition.

11. All postings and advertisements will include:

- a. Position title and type
- b. Department/Unit
- c. Major responsibilities and accountabilities
- d. Qualifications, which may include education, experience and/or equivalent combination, knowledge, skills and abilities;
- e. Term of employment (if applicable)
- f. Salary range
- g. Deadline date for applications, if applicable
- h. Contact information

ROLE OF HUMAN RESOURCE CONSULTING SERVICES

12. Human Resource Consulting Services will review and approve all postings and advertising to:

- a. Ensure the content is accurate and reflects the current job through cross referencing the job fact sheet and the job evaluation

- b. Ensure the content is accurate and the information and advertising reflects **bona fide occupational requirements** and complies with federal government immigration requirements (where applicable)
- c. Confirm the salary range and/or evaluation level
- d. Ensure compliance with the University's posting and advertising standards and templates
- e. Screen for accommodation and recall obligations under the NASA Collective Agreement

ADVERTISING

13. If advertising is required, Human Resource Consulting Services will submit the approved advertising copy to the advertising agency for proofs and cost quotes.

14. Upon receipt of the proofs and cost quotes, the hiring unit will advise the advertising agency and Human Resource Consulting Services of the approved cost quotes and any final edits to the proof. The cost of advertising is the responsibility of the hiring unit.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top]	
Posting	An internal communication designed for the recruitment of staff placed on the University of Alberta Careers website (careers.ualberta.ca).
Advertising	An external communication designed for the recruitment of staff in appropriate media outside the University to provide the greatest pool of qualified applicants.
Support Staff	See <i>Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i>
Designated Groups	Women, Aboriginal persons, persons with disabilities, and visible minorities as defined in the <i>Employment Equity Act</i>,...
Foreign National	Any individual who is not a Canadian Citizen or Permanent Resident of Canada. (Permanent Resident must continue to meet residency requirements).
Designated Canadian National Media	Print, electronic or other media chosen by the hiring unit to provide the greatest pool of qualified applicants and accepted as Canadian (national) media for the purposes of Service Canada's Labour Market Opinion.
University Employment Equity Statement	The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply. The University of Alberta hires on the basis of merit. We are committed to the principle of equity in employment. We welcome diversity and encourage applications from all qualified women and men, including persons with disabilities, members of visible minorities and Aboriginal persons."
Search Consultant	A member of an agency contracted by the University to undertake recruitment.
Bona Fide Occupational Requirement (BFOR)	A standard or rule that is integral to carrying out the functions of a specific position. For a standard to be considered a BFOR, an employer has to establish that any accommodation or changes to the standard would create

	an undue hardship.
--	--------------------

FORMS

Should a link fail, please contact uappol@ualberta.ca . [▲Top]
--

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca . [▲Top]
--

[University of Alberta Careers](#) (University of Alberta)

[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff and Colleagues](#)

[Recruitment Policy \(Appendix B\) Definition and Categories of Support Staff \(UAPPOL\)](#)

Item No. 04di

OUTLINE OF ISSUE
Action Item

Agenda Title: **Proposed Changes to the University Bloodborne Pathogens Regulation in the *University of Alberta Calendar* including renaming to University Infectious Diseases Regulation**

Motion: THAT the Board of Governors, on the recommendation of the Board Safety, Health and Environment Committee, approve the proposed revisions to the University Bloodborne Pathogens Regulation contained in the University Calendar, including the renaming to University Infectious Diseases Regulation, as set forth in Attachment 1, to take effect in 2017/2018.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Steven Dew, Provost and Vice-President Academic
Presenter	Steven Dew, Provost and Vice-President Academic

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To revise the existing regulation (University Bloodborne Pathogens Policy) to align with current practice in infection control and prevention of bloodborne pathogens. The Health Science Council has been working with University Health Centre, Office of Emergency Management, Alberta Health Services, and all Health Sciences Faculties on developing a consolidated medical testing /immunization requirement calendar section to replace the individual faculty calendar sections. The University of Alberta's infectious diseases regulation is designed to align with Alberta Health Services immunization standards and to limit the possibility of transmission of infectious diseases within the educational setting.
The Impact of the Proposal is	Changes include clarification of student responsibilities with regards to medical testing and immunization for the Faculties of Agricultural, Life and Environmental Sciences (Dietetic Interns) Medicine and Dentistry (Medicine, Dentistry, Dental Hygiene, Medical Laboratory Science, Radiation Therapy), Nursing, Pharmacy and Pharmaceutical Sciences, Physical Education and Recreation, and Rehabilitation Medicine (Occupational Therapy, Physiotherapy, Speech Language Pathology).
Replaces/Revises (eg, policies)	University Bloodborne Pathogens Policy of the University Calendar
Timeline/Implementation Date	2017-2018
Estimated Cost /funding source	
Next Steps (ie.: Communications Plan, Implementation plans)	Through the upcoming year, further work will be conducted leading to the rescission of GFC policy 108 on Bloodborne Pathogens and to move the remaining sections as appropriate to UAPPOL.
Supplementary Notes and context	The name change to University Infectious Diseases Regulation more accurately reflects the content of the regulation.

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity) <For further information see	The consolidated section was drafted with input from University Health Centre, AHS, Environment, Health & Safety, and various representatives from the health sciences faculties. Drafts were then circulated by the deans within their respective faculties for additional input. Finalized drafts were then approved by the deans of the health sciences faculties at an HSC meeting (October 15, 2015) and then approved through their
--	---

Item No. 04di

<p>the link posted on the Governance Toolkit section Student Participation Protocol></p>	<p>faculty councils (or delegated body) in January 2016. Details of participation are as follows:</p> <p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> • Claire Burke, Office of the Registrar (August, 2015) • School of Public Health (Dean, June 11, 2015) • Campus Saint-Jean (Dean, June 11, 2015) • Augustana (Dean, June 11, 2015) • GFC Academic Standards Committee – Sub-Committee on Standards (June 2, 2016) <p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Office of the Provost and Vice-President (Academic) - Kate Peters, Sarah Forgie, Nat Kav (September 2015) • Lihong Yang, Office of the Registrar (August 13, 2015) • Health Sciences Council Deans (Sept 18, 2014; Oct 15, 2015) • Faculty of Agricultural Life and Environmental Studies (Academic Coordinating Committee, Jan 28, 2016) • Faculty of Medicine and Dentistry (Faculty Learning Committee, Faculty Council process, May 15, 2015) • Faculty of Nursing (Executive Committee; January 16, 2016) • Faculty of Physical Education & Recreation (Faculty Council; January 21, 2016) • Faculty of Pharmacy and Pharmaceutical Sciences (Faculty Council; January 15, 2016) • Faculty of Rehabilitation Medicine (Executive Committee, in lieu of Faculty Council; January 21, 2016) <p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> • Faculty of Medicine and Dentistry (Dean Richard Fedorak, July 12, 2015; Dr. Fraser Brenneis, July 12, 2015, October 3, 2015) • Faculty of Medicine and Dentistry, School of Dentistry (Chair, Dr. Paul Major, July 14, 2015; Ronna Lozano; September 30, 2015) • Faculty of Pharmacy and Pharmaceutical Sciences (Dean James Kehrer, July 13, 2015, September 29, 2015; Ann Thompson, October 2, 2015) • Faculty of Nursing (Dean Anita Molzahn; September 29, 2015) • Faculty of Physical Education & Recreation (Dean Kerry Mummery, July 9, 2015) • University Health Centre (Kevin Freise, Jennifer Walker, Beth Woytas August 18, 2014; May 4, 2015; June 10, 2015; July 22, 2015; October 20, 2015) • Alberta Health Services (Cindy Dribnenki, Donna Joy; May 2015) • Environment, Health, Safety (Adam Conway; June 26, 2015) • Bloodborne Pathogens Working Group (Dec 2015, May 2016) • GFC ASC Subcommittee on Standards--June 2, 2016 (for review)
<p>Approval Route (Governance) (including meeting dates)</p>	<p>GFC Academic Standards Committee - June 16, 2016 GFC Executive Committee – September 12, 2016 General Faculties Council – September 26, 2016 Board Safety, Health and Environment Committee – November 16, 2016 Board of Governors – December 16, 2016</p>
<p>Final Approver</p>	<p>Board of Governors</p>

Alignment/Compliance

<p>Alignment with Guiding Documents</p>	<p>SUSTAIN: Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans.</p> <p><i>Objective 19.</i> Prioritize and sustain student, faculty, and staff health, wellness, and safety by delivering proactive, relevant, responsive, and accessible services and initiatives.</p> <p><i>Strategy iii.</i> Endorse a strong culture of safety awareness, knowledge, planning, and practice to ensure the safety of students, employees, and visitors to our campuses</p>
<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<p>1. The Post-Secondary Learning Act (PSLA) “17 In addition to the other powers of a board under this Part and Part 4, a board may (a) Make bylaws respecting the physical examination of the students of the university” “ 26(1) Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university”</p> <p>2. GFC Executive Committee Terms of Reference (3. Mandate of the Committee): “To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council. (GFC 08 SEP 1966) (GFC 12 FEB 1996)” “5. Agendas of General Faculties Council GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda.”</p> <p>3. Academic Standards Committee – Terms of Reference “E. Physical Testing and Immunization of Students ASC approves on GFC's and the Board's behalf, all individual Faculty policies concerning physical testing and immunization of students, and files a report with the GFC Executive Committee for information.”</p> <p>4. The UAPPOL Discrimination, Harassment and Duty to Accommodate Policy and Procedures contain general guidelines about discrimination and duty to accommodate those who are infected with Bloodborne Pathogens.</p> <p>5. GFC Policy Manual 108.12 General Guidelines Regarding Bloodborne Pathogens 108.12.1 Preamble (...) The University of Alberta also recognizes its duty to minimize the risk of transmission of bloodborne pathogens to/by individuals studying or working at this University. (GFC 15 OCT 1997) (BG 07 NOV 1997) (...) This policy will limit the possibility of transmission of bloodborne pathogens within the educational setting. The University recognizes, however, that it is not possible to completely eliminate the risk of</p>

infection. (GFC 15 OCT 1997) (BG 07 NOV 1997)

108.12.2. General Guidelines

Students, Academic Staff, Non-academic staff and other individuals at the University of Alberta shall observe Universal Precautions at all times within the educational setting to lessen their risk of acquiring or transmitting bloodborne pathogens from/to another person. These precautions entail the avoidance of direct contact with the blood, blood products, and other body fluids of another person. (GFC 15 OCT 1997) (BG 07 NOV 1997)

All staff and students who have any exposure of blood and/or body fluids to non-intact skin, a mucous membrane or a needlestick injury during the course of their work or study are required to report that exposure to their supervisors and the Office of Environment, Health and Safety. These individuals are also required to seek medical attention as soon as possible at a medical facility or the University Health Centre. (GFC 15 OCT 1997) (BG 07 NOV 1997)

Further information pertaining to the Health Canada, Infection Control Guidelines: Preventing the Transmission of Bloodborne Pathogens in Health Care and Public Services Settings or Universal Precautions may be obtained from the Office of Environmental Health and Safety. (GFC 15 OCT 1997) (BG 07 NOV 1997)

6. Board Safety, Health and Environment Committee – Terms

3. Mandate of the Committee

Except as provided in paragraph 4 hereof and in the Board's General Committee Terms of Reference, the Committee shall monitor, evaluate, advise and make decisions on behalf of the Board with respect to all matters concerning environmental health and the protection of the health, safety and security of the University community and the general public at the University as well as University student health and wellness. The Committee shall also consider any other matter delegated to the Committee by the Board.

Without limiting the generality of the foregoing the Committee shall:

- a) provide oversight regarding the environmental health, safety and security of the University community:
 - (i) approve University policies and procedures relating to environmental health, safety, and security issues and compliance therewith;

4. Limitations on delegation by the Board

The general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee as set out in paragraph 3, the Board shall make all decisions with respect to issues that pose or may reasonably be expected to pose significant risk to the health and safety of individuals and policies related thereto.

Attachments:

1. University Bloodborne Pathogens Regulation (4 pages)

Prepared by: Kate Peters, Portfolio Initiatives Manager, Office of the Provost

Attachment 1: Proposed Changes to the University Bloodborne Pathogens Regulation in the University of Alberta Calendar including renaming to University Infectious Diseases Regulation

Current	Proposed
<p>University Bloodborne Pathogens Policy</p> <p>The University of Alberta's <u>policy on bloodborne pathogens</u> is designed to limit the possibility of transmission of bloodborne pathogens within the educational setting. The University recognizes, however, that it is not possible to completely eliminate the risk of infection. Concern about limiting the transmission of bloodborne pathogens must be balanced against the University's duty to provide a work, study and living environment which is free from discrimination except where that discrimination can be shown to be reasonable and justifiable in the circumstances.</p> <p>Students, Academic staff, Non-academic staff and other individuals at the University of Alberta shall observe Universal Precautions at all times within the educational setting to lessen their risk of acquiring or transmitting bloodborne pathogens from/to another person. These precautions entail the avoidance of direct contact with the blood, blood products, and other body fluids of another person.</p> <p>All staff and students who have any exposure of blood and/or body fluids to non-intact skin, a mucous membrane or a needlestick injury during the course of their work or study are required to report that exposure to their supervisors and the Office of Environmental Health and Safety. These individuals are also required to seek medical attention as soon as possible at a medical facility or the University Health Centre.</p> <p>Further information pertaining to the Health Canada, Infection Control Guidelines: Preventing the Transmission of Bloodborne Pathogens in Health Care and Public Services Settings or Universal Precautions may be obtained from the Office of Environmental Health and Safety.</p> <p>For applicants to or students in health care</p>	<p>University <u>Infectious Diseases Regulation</u></p> <p>The University of Alberta's <u>regulation on infectious diseases</u> is designed to limit the possibility of transmission of <u>infectious diseases</u> within the educational setting. The University recognizes, however, that it is not possible to completely eliminate the risk of infection. Concern about limiting the transmission of <u>infectious diseases</u> must be balanced against the University's duty to provide a work, study and living environment which is free from discrimination except where that discrimination can be shown to be reasonable and justifiable in the circumstances.</p> <p>Students, Academic staff, Non-academic staff and other individuals at the University of Alberta shall observe <u>Routine Practices and Additional Precautions</u> at all times within the educational setting to lessen their risk of acquiring or transmitting <u>infectious diseases</u> from/to another person. These precautions entail the avoidance of direct contact with blood, blood products, and other body fluids of another person.</p> <p>All staff and students who have any exposure of blood and/or body fluids to non-intact skin, a mucous membrane or a needlestick injury during the course of their work or study are required to report that exposure to their supervisors and <u>to Environment, Health and Safety</u>. These individuals are also required to seek medical attention as soon as possible <u>through their supervisor, pre-established departmental procedures, or Emergency Department</u>.</p> <p>Further information pertaining to the reduction of transmission of <u>infectious diseases</u> and/or routine practices and additional precautions may be obtained from <u>Environment, Health & Safety</u>.</p> <p>1) <u>Human Immunodeficiency Virus (HIV), hepatitis B virus (HBV) and hepatitis C virus (HCV):</u> <u>Students should be aware of the appropriate obligations or standards of practice of their professional regulatory authority. Any student performing or assisting with exposure-prone procedures is expected to know and, if infected, report their status to their respective professional</u></p>

programs where there is a greater potential for transmission of bloodborne pathogens to patients/clients as a result of clinical activities in practice settings, there may be requirements for testing for Hepatitis B and C. Testing may be either a condition of admission or a requirement during the course of a program. All testing will be done through the University Health Centre. Information on any requirements for and timing of testing for particular Faculties, appears in either the Undergraduate Admission section or Program Requirements outlines in the Faculties sections of this Calendar.

An unabridged copy of the Bloodborne Pathogens Policy may be obtained from University Governance (www.governance.ualberta.ca).

regulatory authority or directly to the Alberta Expert Review Panel for Bloodborne Viral Infections. The Panel will provide the student with recommendations for participation in curricular activities and follow-up.

2) **Medical Testing and Immunization**

Requirements: To ensure, insofar as possible, both student and patient safety, the Faculties of Agricultural, Life and Environmental Sciences (Dietetic Interns), Medicine and Dentistry (Medicine, Dentistry, Dental Hygiene, Medical Laboratory Science, Radiation Therapy), Nursing, Pharmacy and Pharmaceutical Sciences, and Rehabilitation Medicine (Occupational Therapy, Physiotherapy, Speech Language Pathology) require immunization against, and/or proof of immunity to the following diseases; diphtheria, tetanus, pertussis, measles, mumps, rubella, varicella and hepatitis B. A one-step tuberculin skin test is also required upon entry into programs. All students must have their immunization status reviewed and updated as necessary by a qualified healthcare professional upon acceptance into a health sciences program. Any fees associated with immunization updates are the responsibility of the student. If unable to meet these requirements due to a medical contraindication(s), students must sign a waiver. Please note the consequences of choosing to sign a waiver may include not being able to attend certain clinical placements or practicums which may affect the student's ability to complete requirements of their degree.

Notes:

(1) For updates on changes to medical testing and immunization requirements refer to the Faculty Student Services offices.

(2) Under the terms of the Student Placement Agreement between the University of Alberta and Alberta Health Services, AHS may remove students who do not meet these immunization requirements during their clinical placement **at any time**. The University can request that AHS perform a risk assessment for those students who do not meet the requirement. Please contact your Faculty office for more information.

1. **Tetanus/Diphtheria:** Documented history of a primary vaccination series is required for both of tetanus and diphtheria, and one documented reinforcing dose of tetanus/diphtheria-containing

vaccine within the last 10 years.

2. **Pertussis:** One documented dose of acellular pertussis-containing vaccine on/after 18 years of age is required.
3. **Measles:** Two valid documented doses of measles-containing vaccine are required.
4. **Mumps:** Two valid documented doses of mumps-containing vaccine are required.
5. **Rubella:** Legislated under the Public Health Act; Communicable Diseases Regulation, documentation of at least one valid dose of rubella-containing vaccine is required.
6. **Varicella (Chickenpox):** Documented history of valid age-appropriate varicella vaccine, or laboratory evidence of immunity, or strong history of past infection at 12 months of age or greater is required.
7. **Tuberculosis:** A single baseline tuberculin skin test (TST) is required upon entry to the programs, within 12 months of the program start date. If the student has documentation of a prior positive TST; a documented chest x-ray within 6 months of the program start date is required. Students with a positive TST who meet the criteria outlined in the AHS Immunization Program Standards manual shall be referred by the treating clinician to TB Services for further assessment.
8. **Hepatitis B:** Students will be required to show proof of immunity to hepatitis B as per the current Alberta Health Services Standard for Immunization of Health Care Workers.

Please be aware that this calendar section provides a broad outline of immunizations required and adheres to the recommended best practices prescribed by Alberta Health Services, the details of which are found at www.albertahealthservices.ca/10802.asp. This section is subject to change based on any revisions made to the Alberta Health Services Standards Manual.

OUTLINE OF ISSUE
Action Item

Agenda Title: **Board Committee Appointments**

Motion: THAT the Board of Governors, on the recommendation of the Board Chair, Mr Michael Phair, approve Board Committee appointments, as set forth in Attachment 1 to the agenda documentation.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Mr Michael Phair, Chair, Board of Governors
Presenter	Michael Phair, Board Chair

Details

Responsibility	Chair of the Board of Governors
The Purpose of the Proposal is (please be specific)	To make adjustments to the current Board Committee membership roster to extend a member through the governance year and reflect existing participation on committees.
The Impact of the Proposal is	To ensure that the committees' membership reflects the appropriate Terms of Reference and Board of Governors' membership roster.
Replaces/Revises (eg, policies, resolutions)	Replaces the 2016-2017 Committee Membership List approved by the Board on September 2, 2016.
Timeline/Implementation Date	Effective upon approval
Estimated Cost /funding source	n/a
Next Steps	Membership and contact lists will be updated accordingly
Supplementary Notes and context	The Board of Governors annually reviews the recommendations of the Board Chair for appointments to Board Standing and other committees. Other appointments are made as required.

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity)	<u><i>Those who have been informed:</i></u> •
<For further information see the link posted on the Governance Toolkit section Student Participation Protocol >	<u><i>Those who have been consulted:</i></u> • Committee members and Chairs
	<u><i>Those who are actively participating:</i></u> • Board Chair • Board Committee Chairs • University Governance
Approval Route (Governance) (including meeting dates)	Board of Governors – for approval – December 16, 2016
Final Approver	Board of Governors

Alignment/Compliance

Alignment with Guiding Documents	Mandates and Roles for the Board of Governors Institutional Strategic Plan – <i>For the Public Good:</i> <i>SUSTAIN: Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to</i>
----------------------------------	--

	<p><i>the benefit of all Albertans.</i></p> <p>21. <i>Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</i></p>
<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<p><u>The Board’s General Terms of Reference for Board Standing Committees, Sections 3 and 4 state:</u></p> <p>3. <i>A member of a Committee shall be appointed by the Board for a term commencing on a date selected by the Board and expiring on the earliest of:</i></p> <ul style="list-style-type: none"> <i>(i) the effective date of the resignation of that member from the Board;</i> <i>(ii) the effective date of the resignation of that member from that Committee;</i> <i>(iii) a date selected by the Board;</i> <i>(iv) the expiry date of the term of the appointment of a non-Board member to the Committee; and</i> <i>(v) the effective date of a general appointment of all members to that committee (ordinarily the first Board meeting in June).</i> <p><i>A member of a Committee is eligible to be reappointed to that Committee.</i></p> <p>4. <i>There shall be members of each Committee who are Board members; non-Board members may be drawn from the University Senate and elsewhere within the University or from the community as the Board considers may be appropriate or as may be provided in the Committee's terms of reference. Where the terms of reference of a Committee provide for a number of members in excess of those specifically required to be represented on the Committee, additional members may, subject to the foregoing, be appointed from any constituency.</i></p>

Attachments:

1. Proposed 2016-2017 Board of Governors Committee Membership (1 page) – for approval
2. Excerpts from Board of Governors Committees’ Terms of Reference re committee composition (7 pages)

Prepared by: Juli Zinken, Board Secretary and Manager of Board Services, University Governance

AUDIT COMMITTEE

Chair: Dick Wilson (Acting)
Vice-Chair: Dick Wilson
*Jon Chia (June 30, 2018)
Shenaz Jeraj
*Barry Kaiser (June 30, 2019)
*Stuart Lee (August 30, 2019)
~~Nizar Somji~~

FINANCE & PROPERTY COMMITTEE

Chair: Dick Wilson
Vice-Chair: Barry James
Faiza Billo
*Robert Borelli (June 30, 2017)
David Cooper
Sarah Ficko
Fahim Rahman
Glenn Stowkowy

HUMAN RESOURCES & COMPENSATION COMMITTEE

Chair: James Heelan
Vice-Chair: Ray Muzyka
Shenaz Jeraj
*Robert Teskey (June 30, 2019)
Dick Wilson

INVESTMENT COMMITTEE

Chair: *Dave Lawson (June 30, 2017)
Vice-Chair: *Jim Drinkwater (June 30, 2019)
*Derek Brodersen (June 30, 2019)
*John Butler (June 30, 2019)
*Gordon Clanachan (June 30, 2019)
James Heelan
*Allister McPherson (June 30, 2017)
*Sandy McPherson (June 30, 2018)
*Peter Pontikes (June 30, 2019)
<vacant>

LEARNING AND DISCOVERY COMMITTEE

Chair: Shenaz Jeraj
Vice-Chair: LeRoy Johnson
Sarah Ficko
Ray Muzyka
Rob Parks
Fahim Rahman
Jeremy Richards

SAFETY, HEALTH & ENVIRONMENT COMMITTEE

Chair: *Gordon Winkel (June 30, 2019) (Acting)
Vice-Chair: Gordon Winkel
Faiza Billo
Colin Champagne
David Cooper
*Dave Ferro (~~December 13, 2016~~ June 30, 2017)
Sarah Ficko
LeRoy Johnson
*William Lau (June 30, 2017)
Glenn Stowkowy

UNIVERSITY RELATIONS COMMITTEE

Chair: Rob Parks
Vice-Chair: <vacant>
Faiza Billo
Colin Champagne
Sarah Ficko
Barry James
LeRoy Johnson
*Catrin Owen (June 30, 2017)
Jeremy Richards
~~Nizar Somji~~
*<vacant>

***Ex Officio* Members on all Board Committees:**

Michael Phair, Board Chair
Douglas Stollery, Chancellor
David Turpin, President

BOARD REPRESENTATION ON UNIVERSITY COMMITTEES

Senate: Shenaz Jeraj, <vacant>
Edmonton Community Foundation Nominating Committee: Rob Parks (to June 30, 2017)
University Properties Trust Board of Directors: <vacant>, <vacant>

* Denotes External Member on a Board Committee



Audit Committee

COMPOSITION OF COMMITTEE

- (a) Voting Members appointed by the Board (Ordinarily a maximum of 12)
- (1) At least 2 Board members from the membership categories identified by the Alberta *Post-Secondary Learning Act* (the Act) as general public, alumni and senate ; and
 - (2) At least 2, but no more than 8, members of the general public
 - (3) The Board Chair, by virtue of office
 - (4) The Chancellor, by virtue of office
- (b) No member of the staff (academic or non-academic) nor any student of the University shall sit as a member of the Committee.
- (c) One member of the Committee shall also serve on the Board Finance and Property Committee.
- (d) The Board of Governors shall appoint the Committee Chair from the Committee membership category 2(a)(1), upon the recommendation of the Board Chair
- (e) The Committee appoints the Committee Vice-Chair from the Committee membership category Section 2a(1) of these Terms of Reference, upon the recommendation of the Board Chair and the Committee Chair. The Vice-Chair undertakes and discharges all duties of the Chair in the absence of the Chair.
- (f) A quorum of the Committee shall be 50% of the members listed in 2(a)(i) and (ii) of the Terms of Reference, one of whom must be a Board Member.
- (g) The majority of members of the audit committee should be financially literate and at least three members should have accounting or related financial expertise. Financial literacy requirements that may be considered include:
- i. The ability to read, comprehend and analyze the financial statements and the notes to the financial statements.
 - ii. The ability to understand accounting policies, estimates and judgments when these are explained by management and the external auditor.
 - iii. An understanding of the business of the University and any unique features that may impact the accounting policies.
 - iv. Knowledge and understanding of the strategies that the University has adopted, especially the risks inherent with new strategies.
 - v. An ability to understand the University's risk environment.



Finance and Property Committee

1. COMPOSITION OF THE COMMITTEE

- a) Voting Members appointed by the Board (ordinarily a maximum of 11 voting members):
- (1) Two Board members from the membership categories identified by the *Alberta Post-Secondary Learning Act (the Act)* as *general public, alumni* and *Senate*
 - (2) A Board member from the membership category identified by the Act as *academic staff of the University*
 - (3) A Board member from the membership category identified by the Act as *non-academic staff of the University*
 - (4) Two Board members from the membership category identified by the Act as *students nominated by the council of the students association* or as *graduate student nominated by the council of the association*
 - (5) One other member of the Board of Governors
 - (6) A member of the general public with specific expertise in a field of interest to the Committee
 - (7) The Board Chair, by virtue of office
 - (8) The President and Vice-Chancellor, by virtue of office
 - (9) The Chancellor, by virtue of office
- c) One of the members from the Board's constituencies of general public, or the Senate or the Alumni Association who is a member of the Committee shall also serve as a member of the Audit Committee.
- d) The Board of Governors shall appoint the Committee Chair from the Committee membership category 2(a)(1), upon the recommendation of the Board Chair.
- e) The Committee shall designate the Vice-Chair from the Committee membership upon the recommendation of the Board Chair and the Committee Chair. The Vice-Chair undertakes and discharges all duties of the Chair in the absence of the Chair.



Human Resources and Compensation Committee

2. COMPOSITION OF COMMITTEE

- (a) Voting Members appointed by the Board (ordinarily a maximum of 10 voting members):
 - (1) Up to six Board members from the membership categories identified by the Alberta Post-Secondary Learning Act (the Act) as general public, alumni and senate. There shall be no board members on this committee representing academic staff, non-academic staff or students
 - (2) If required, a member of the general public with specific expertise in a field of interest to the Committee, to ensure the committee has the appropriate balance of skills and competencies;
 - (3) The Board Chair, by virtue of office
 - (4) The President and Vice-Chancellor, by virtue of office
 - (5) The Chancellor, by virtue of office
- (b) The Board of Governors shall appoint the Committee Chair from the Committee membership category 2(a)(1), upon the recommendation of the Board Chair.
- (c) The Committee shall designate the Vice-Chair from the Committee membership upon the recommendation of the Board Chair and the Committee Chair. The Vice-Chair undertakes and discharges all duties of the Chair in the absence of the Chair.



Investment Committee

COMPOSITION OF COMMITTEE

- a) Voting Members appointed by the Board (ordinarily a maximum of 13 voting members)
 - (1) Two Board members from the membership categories identified by the *Alberta Post-Secondary Learning Act (the Act)* as *general public, alumni* and *Senate* subject to 2 (c) below
 - (2) Three to eight members of the general public
 - (3) The Board Chair, by virtue of office
 - (4) The President and Vice-Chancellor, by virtue of office
 - (5) The Chancellor, by virtue of office

- c) No member of the staff (academic or non-academic) nor any student of the University shall sit as a member of the Committee.

- d) The Board of Governors shall appoint the Committee Chair from the Committee membership category 2(a)(1) or 2(a)(2), upon the recommendation of the Board Chair.

- e) The Committee shall designate the Vice-Chair from the Committee membership upon the recommendation of the Board Chair and the Committee Chair. The Vice-Chair undertakes and discharges all duties of the Chair in the absence of the Chair.

- f) A skills/competency matrix of the membership will be maintained to assist the Board of Governors in the appointment of Voting Members.



Learning and Discovery Committee

2. COMPOSITION OF THE COMMITTEE

- a) Voting Members appointed by the Board (ordinarily a maximum of 10 voting members)
 - i) A Board member from the membership category identified by the Post-Secondary Learning Act (*the Act*) as *academic staff of the University*;
 - ii) A Board member from the membership category identified by the Act as *an undergraduate student nominated by the council of the undergraduate student association*;
 - iii) A Board member from the membership category identified by the Act as a *graduate student nominated by the council of the graduate student association*;
 - iv) Four Board members from the membership categories identified by the Act as *general public, alumni and senate*;
 - v) The Board Chair, by virtue of office
 - vi) The President and Vice-Chancellor, by virtue of office
 - vii) The Chancellor, by virtue of office

- b) The Board of Governors shall appoint the Committee Chair from the Committee membership category 2 a) iv), upon recommendation of the Board Chair,

- c) The Committee shall designate the Vice-Chair from the Committee membership upon the recommendation of the Board Chair and the Committee Chair. The Vice-Chair undertakes and discharges all duties of the Chair in the absence of the Chair.



Safety, Health and Environment Committee

1. COMPOSITION OF COMMITTEE

- b) Voting Members appointed by the Board (ordinarily a maximum of 12 voting members)
- (1) Two Board members from the membership categories identified by the *Alberta Post-Secondary Learning Act (the Act)* as *general public, alumni* and *Senate*
 - (2) A Board member from the membership category identified by the Act as *academic staff of the University*
 - (3) A Board member or designate from the membership category identified by the Act as *students nominated by the council of the students association*
 - (4) A Board member or designate from the membership category identified by the Act as *graduate student nominated by the council of the association*
 - (5) Board member or designate from the membership category identified by the Act as *member of the non-academic staff*
 - (6) Two members of the general public with specific expertise in the area of environmental health and safety.
 - (7) A member of the general public with specific expertise in the area of non-clinical community health
 - (8) The Board Chair, by virtue of office
 - (9) The President and Vice-Chancellor, by virtue of office
 - (10) The Chancellor, by virtue of office
- c) The Board of Governors shall appoint the Committee Chair from the Committee membership category 2(a)(1), upon the recommendation of the Board Chair.
- d) The Committee shall designate the Vice-Chair from the Committee membership upon the recommendation of the Board Chair and the Committee Chair. The Vice-Chair undertakes and discharges all duties of the Chair in the absence of the Chair.



University Relations Committee

COMPOSITION OF THE COMMITTEE

- a. Voting Members appointed by the Board (Ordinarily a maximum 12 voting members)
- (1) Three Board members from the membership categories identified by the *Alberta Post-Secondary Learning Act (the Act)* as *general public, alumni* and *Senate*
 - (2) A Board member from the membership category identified by the Act as *academic staff of the University*
 - (3) A Board member from the membership category identified by the Act as *member of the non-academic staff*
 - (4) A Board member from the membership category identified by the Act as *students nominated by the council of the students association*
 - (5) The Board member from the membership category identified by the Act as *graduate student nominated by the council of the association*
 - (6) Two members of the general public
 - (7) The Board Chair, by virtue of office
 - (8) The President and Vice-Chancellor, by virtue of office
 - (9) The Chancellor, by virtue of office
- c. Non-Voting Advisors invited by the Committee Chair
From time to time, the Committee Chair may invite individuals who are not Board members to provide advice to the Committee.
- d. Committee Leadership
The Board of Governors appoints the Committee Chair from the Committee membership category Section 4.a(1) of these terms of reference, upon the recommendation of the Board Chair. The Committee appoints the Committee Vice-Chair from the Committee membership category Section 4a(1) of these Terms of Reference, upon the recommendation of the Board Chair and the Committee Chair. The Vice-Chair undertakes and discharges all duties of the Chair in the absence of the Chair.

OUTLINE OF ISSUE
Action Item

 Agenda Title: **University of Alberta 2017-2018 International Tuition Fee Proposal**

Motion I: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve an increase of 3.02% to international tuition fees, effective Fall Term, 2017, as illustrated in the table below:

Undergraduate ^a	2016-17 ^d	2017-18	Change ^e	
			\$	%
Arts and Science	\$20,395.20	\$21,009.60	\$614.40	3.01%
Business	\$26,827.84	\$27,636.32	\$808.48	3.01%
Engineering	\$24,474.24	\$25,211.52	\$737.28	3.01%
Juris Doctor (JD) Program	\$44,239.16	\$45,573.48	\$1,334.32	3.02%
Pharmacy	\$38,278.40	\$39,431.68	\$1,153.28	3.01%
Economics Course	\$2,602.20	\$2,680.62	\$78.42	3.01%
Graduate ^a	2016-17 ^d	2017-18	Change ^e	
			(\$)	(%)
Course Based Masters	\$7,941.60	\$8,181.36	\$239.76	3.02%
Thesis 919 ^b	\$4,955.24	\$5,104.84	\$149.60	3.02%
Thesis Based Masters /PhD ^c	\$6,851.04	\$7,057.80	\$206.76	3.02%
Master's in Business Administration	\$15,549.12	\$16,017.84	\$468.72	3.01%
Integrated Petroleum Geosciences Course	\$1,323.60	\$2,924.12	\$1,600.52	121.28%
International Graduate Tuition Increase ^f	n/a	\$4,000.00	\$4,000.00	n/a

Notes:

- (a) Values are based on a full-time per term and full-time per year unless otherwise stated.
- (b) Tuition applies to thesis students who were admitted to the program of study prior to Fall 2011 and are assessed the reduced thesis rate.
- (c) Tuition applies to thesis students who were admitted to the program of study beginning in Fall 2011 or later; this is based on an annual fee assessment (including spring/summer).
- (d) As approved by the board December 11, 2015.
- (e) Figures may be rounded downwards at fee index level for administrative purposes, thus lowering the effective year over year percentage increase below 3.02 percent.
- (f) Per year for full time student, excluding Cost recovery and graduate course based Physical Therapy, Occupational Therapy, and Speech masters programs in Faculty of Rehabilitation Medicine.

Motion II: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve a tuition increase of \$4,000, not subject to future increases of the Academic Price Index (API), to all international graduate tuition fees except for graduate course-based programs in the Faculty of Rehabilitation Medicine and cost-recovery programs, with the understanding that the increase will be offset by an equal amount of financial support that will be revenue and cost neutral, effective Fall Term, 2017.

Item No. 5a

Motion III: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve an increase of \$1600.52 per course for international tuition fees in the Integrated Petroleum Geosciences (IPG) program, effective Fall Term, 2017, with the understanding that current students will be grandfathered for one year.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Provost and Vice-President (Academic) and Vice-President (Finance & Administration)
Presenter	Steven Dew, Provost and Vice-President (Academic) and Gitta Kulczycki, Vice-President (Finance & Administration)

Details

Responsibility	Provost and Vice-President (Academic) and Vice-President (Finance & Administration)
The Purpose of the Proposal is (please be specific)	<p>To set international tuition fees for the 2017-2018 academic year.</p> <p>The University is seeking Board approval to implement an inflationary increase of 3.02% (Academic Price Index - API) to be applied to both tuition and International Differential Fees (IDF) to all international students in all programs. (For further details, see <i>Attachment 1</i>.) This is consistent with the University of Alberta's principle that revenues should increase at a rate commensurate with actual costs to avoid degradation of quality.</p> <p>In addition, the University is seeking Board approval for an increase of \$4,000, for full-time international graduate students, which is intended to move the University's low graduate tuition sticker price closer to those of its U15 peers. The University's current international graduate tuition levels are approximately half of the U15 average, which creates quality perception concerns. This increase will be offset by \$4,000 in financial support to each full-time international graduate student in 2017-18.</p> <p>Part-time students would pay 50% of the \$4,000 increase and receive that amount back as financial support in the 2017-2018 academic year.</p> <p>Further, the University is seeking approval of an increase of \$1600.52 per course to the international tuition for the Integrated Petroleum Geosciences program (a professional graduate program that provides advanced multidisciplinary training for geologists and geophysicists entering the oil and gas industry) in order to increase the perceived value of the program to prospective students and to enhance the quality of the program.</p>
The Impact of the Proposal is	<p>The new \$4,000 increase will bring the University's international graduate tuition levels more in line with its U15 peers, which will allow us to grow our tradition of recruiting the top international graduate students to the U of A.</p> <p>To offset the new \$4,000 increase, in 2017-18, full time graduate international students will receive \$4,000 in automatic financial support to offset the new increase. Most graduate students receive support from (constrained) research grants and teaching assistantships that are tied to tuition levels, meaning increasing net tuition may have an adverse</p>

Item No. 5a

	<p>impact.</p> <p>The \$4,000 tuition increase will not be applied to cost-recovery programs or to course-based graduate programs in the Faculty of Rehabilitation Medicine. Currently, those course-based programs are Physiotherapy, Occupational Therapy and the Masters of Speech Rehabilitation.</p> <p>The current level of the international differential fee in the IPG program presents two significant problems to improving the quality of the program: (1) by charging tuition and fees that are very significantly lower than any other competitor program, we have devalued the program from the perspective of potential applicants; and (2) low levels of revenue to FoS that make it impossible to improve the quality of the program at the current level of enrollment and counterproductive to increase revenue by expanding the program.</p> <p>Information about the low cost of the program compared to competitor programs in the United States, Europe, Australia and the Far East is included in the attachment. (For further information, see <i>Attachment 2.</i>)</p>
Replaces/Revises (eg, policies, resolutions)	Tuition proposal set by the Board of Governors on December 11, 2015.
Timeline/Implementation Date	Effective September 1, 2017.
Estimated Cost and funding source	n/a
Next Steps (ie.: Communications Plan, Implementation plans)	
Supplementary Notes and context	<p>For 2017-2018, Alberta's Ministry of Advanced Education announced an extension of a freeze to regulated tuition. The regulation does not apply to international differential fees or surcharges assessed to individuals who are not Canadian citizens or permanent residents of Canada.</p> <p>At the November 21 Board Finance and Property Committee, an additional motion was passed, as follows:</p> <p>THAT the Board Finance and Property Committee request that administration report to the Board of Governors on the full extent of student consultation regarding the 2017-2018 international tuition fee proposal at the December 16, 2016 Board of Governors meeting.</p> <p>Attachment 5 reflects this consultation.</p>

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity)	<p><u><i>Those who have been informed:</i></u></p> <ul style="list-style-type: none"> • Students via the Tuition Budget Advisory Committee (TBAC)
<For further information see the link posted on	<p><u><i>Those who have been consulted:</i></u></p> <ul style="list-style-type: none"> • See attached Consultation Process document.

Item No. 5a

the Governance Toolkit section Student Participation Protocol >	<u><i>Those who are actively participating:</i></u> •
Approval Route (Governance) (including meeting dates)	GFC Academic Planning Committee – November 16, 2016 (recommendation) Board Finance and Property Committee (recommendation) – November 21, 2016 Board of Governors (approval) – December 16, 2016
Final Approver	Board of Governors – December 16, 2016

Alignment/Compliance

Alignment with Guiding Documents	<p>Comprehensive Institutional Plan – 2016-2017</p> <p><u>Institutional Strategic Plan - For the Public Good</u> Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans.</p> <p>22. OBJECTIVE: Secure and steward financial resources to sustain, enhance, promote, and facilitate the university’s core mission and strategic goals.</p> <p>i. Strategy: Seek and secure resources needed to achieve and support our strategic goals.</p> <p>ii. Strategy: Ensure a sustainable budget model to preserve and enhance our core mission and reputation for excellence in teaching, learning, research, and community engagement.</p>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p>1. <i>Post-Secondary Learning Act (PSLA)</i>, Sections 61(1) and 61(2)(a):</p> <p>“61(1) The board of a public post-secondary institution shall set the tuition fees to be paid by students of the public post-secondary institution.</p> <p>61(2) The tuition fees under subsection (1) for all public post-secondary institutions other than Banff Centre (a) must be set in accordance with the regulations[.] [...]”</p> <p>2. <i>PSLA - (Section 26(1)(o))</i> states: “Powers of general faculties council</p> <p>26(1) Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority to</p> <p>(o) make recommendations to the board with respect to affiliation with other institutions, academic planning, campus planning, a building program, the budget, the regulation of residences and dining halls, procedures in respect of appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university [...].”</p> <p>On the line-by-line <u>budget</u>, including consideration of matters related to tuition, GFC has delegated this responsibility to its senior standing committee, the GFC Academic Planning Committee (APC), as noted in the following.</p>

Item No. 5a

	<p>3. GFC Academic Planning Committee (APC) Terms of Reference (Mandate-Section 3.4(b)):</p> <p>“APC is responsible for making recommendations to GFC and/or to the Board of Governors concerning policy matters and action matters with respect to the following: [. . .]</p> <p>4. Budget Matters To recommend to the Board of Governors on the annual budget, excluding budgets for ancillary units. [...]. ”</p> <p>4. Board Finance and Property (BFPC) Terms of Reference (Section 3(d)):</p> <p>“3. Without limiting the generality of the foregoing, the Committee shall: [...]</p> <p>d) review and recommend to the Board tuition and other like fees[.]”</p>
--	--

Attachments:

1. University of Alberta International Tuition Proposal (3 pages.)
2. Integrated Petroleum Geoscience International Fee Differential Proposal (4 pages)
3. **2017-18 Budget and Tuition Overview PowerPoint**
4. Domestic and International Tuition Comparators, 2016-17 (1 page)
5. **Revised** International Tuition Consultation Process (4 pages)

Prepared by: Sandra Kereliuk, Senior Administrative Officer, Finance and Administration sandra.kereliuk@ualberta.ca
Edith Finczak, Director, Academic Budget and Planning, Office of the Provost
Edith.finczak@ualberta.ca

Revised: 12/13/2016



University of Alberta
Tuition Proposal, 2017-18

TUITION POLICY

Under the provincial *Public Post-Secondary Institutions' Tuition Fees Regulation*, annual tuition increases are tied to the Alberta Consumer Price Index (CPI) based on average monthly increases from July to June. For 2017-18 the calculated maximum allowable tuition increase is 1.5 percent. The regulation does not apply to international differential fees or surcharges assessed to individuals who are not Canadian citizens or permanent residents of Canada.

THE BUDGET CONTEXT

Tuition fee revenue is integral to the university's continued vitality and success. It is the second largest source of unrestricted operating funds and represents approximately 29 percent of total operating revenues.

In June 2015, Alberta Advanced Education announced a two year tuition freeze and the rollback of market modifiers approved in December 2014. During this period the Board of Governors approved increase to international tuition fees. In October 2016, Alberta Advanced Education extended this regulated tuition freeze by an additional year, ending in 2018-19. The freeze will continue for market modifiers and mandatory non-instructional fees. No decision on grant backfill has been made.

Despite the governments' decision to begin reinvesting in postsecondary education the University of Alberta continues to face significant budget challenges. The university faces challenges in balancing limited growth in public funding in operating revenue against rising investment costs for teaching and research (faculty, staff and facilities). With shifting public funding models and the new financial realities the University of Alberta must continue seek and maximize multiple revenue sources in supporting its core mission.

TUITION PROPOSAL

It is recommended that, effective September 1, 2017.:

1. All international tuition fees increase by 3.02 percent.
2. Graduate international fee be increased by an additional \$4,000 per year per full time student. (Note that full time students in 2017-18 will receive \$4,000 in financial support to offset the impact of this increase.)
3. Integrated Petroleum Geosciences International Differential Fee per course is increased by \$1,600.52 to \$2,924.12.

This is consistent with the University of Alberta's principle that revenues should increase at a rate commensurate with actual costs to avoid degradation of quality. Details of the proposal are outlined below.

For illustrative purposes, the details of the proposal are outlined below.

1) International Fees

Undergraduate^a	2016-17^d	2017-18	Change^e	
			\$	%
Arts and Science	\$20,395.20	\$21,009.60	\$614.40	3.01%
Business	\$26,827.84	\$27,636.32	\$808.48	3.01%
Engineering	\$24,474.24	\$25,211.52	\$737.28	3.01%
Juris Doctor (JD) Program	\$44,239.16	\$45,573.48	\$1,334.32	3.02%
Pharmacy	\$38,278.40	\$39,431.68	\$1,153.28	3.01%

Economics Course	\$2,602.20	\$2,680.62	\$78.42	3.01%
Graduate^a	2016-17^d	2017-18	Change^e	
			(\$)	(%)
Course Based Masters	\$7,941.60	\$8,181.36	\$239.76	3.02%
Thesis 919 ^b	\$4,955.24	\$5,104.84	\$149.60	3.02%
Thesis Based Masters /PhD ^c	\$6,851.04	\$7,057.80	\$206.76	3.02%
Master's in Business Administration	\$15,549.12	\$16,017.84	\$468.72	3.01%
Integrated Petroleum Geosciences Course	\$1,323.60	\$2,924.12	\$1,600.52	121.28%
International Graduate Tuition Increase ^f	n/a	\$4,000.00	\$4,000.00	n/a

Notes:

- (a) Values are based on a full-time per year.
- (b) Tuition applies to thesis students who were admitted to the program prior to Fall 2011 and are assessed the reduced thesis rate.
- (c) Tuition applies to thesis students who were admitted to the program of study beginning in Fall 2011 or later; this is based on an annual fee assessment (including spring/summer).
- (d) Figures may be rounded downwards at fee index level for administrative purposes, thus lowering the effective year over year percentage below 3.02 percent.
- (e) Value represents total international tuition fees including base tuition, market modifiers, program differentials and international differentials.
- (f) Per year for full time student, excluding Cost recovery and graduate course based Physical Therapy, Occupational Therapy, and Speech masters programs in Faculty of Rehabilitation Medicine.

Integrated Petroleum Geosciences (IPG) International Differential Fee Proposal

November 9, 2016

PROPOSAL

This proposal is for a \$1600.52 per course increase to the international fees for graduate students in the Integrated Petroleum Geosciences (IPG) program.

The total cost to international students in the IPG program is currently approximately \$15883.20 exclusive of non-instructional fees, consisting of approximately \$7500 in tuition and an international differential fee of \$8400. Canadian students currently pay approximately \$7500 in tuition for the IPG program. The cost of the IPG program for international students is far below the cost of attending competitor programs in the United States, Europe, Australia and the Far East. We propose to increase the international differential fee to \$27,600, resulting in a total cost to international students of approximately \$35,100 (\$2924.12 per three credits), exclusive of non-instructional fees.

The very low tuition and fees of the IPG program in comparison to competitor programs suggests to international students that the quality of the program is not high; in other words, the low financial value that we attach to the program suggests to some that this is a low value program. This is an impression that we want to reverse. Increasing the international fee differential is likely to attract an overall substantially higher quality pool of international students.

BACKGROUND

The IPG program provides advanced multidisciplinary training for geologists and geophysicists entering the oil and gas industry. In the first 6 years of the IPG program, the cohorts have been approximately 60% international students and 40% Canadian students. The Canadian and many of the international students have found employment in the Canadian oil and gas industry.

At current tuition and fee levels, international students pay much less than competitor programs (summarized below in Figure 1). The current level of the international differential fee presents two significant problems to improving the quality of the IPG program: (1) by charging tuition and fees that are much lower than any other competitor program, we devalue the program from the perspective of potential applicants; and (2) low levels of revenue to Faculty of Science (FoS) that make it impossible to improve the quality of the program at the current level of enrollment through new courses and instructional activities. The additional revenue would enable us to hire a full-time faculty member or to assure funding for a sessional to teach petroleum geochemistry, would assure the hiring of sessional instructors for key courses to replace faculty members during sabbaticals and would enable us to offer more field exercises and attend professional meetings.

There would be no impact on attracting Canadian students into the IPG program, because domestic tuition rates would remain at current levels. There should be no negative impact on attracting international students to the IPG program with the proposed increase in international differential fee, since the new tuition and fees would still be at or below the levels of our important competitors. Because the IPG program is intended to be completed in one year and implementation of the program

would begin at the start of the academic year (September 1), there should be minimal problems with increased fee levels during a student’s program.

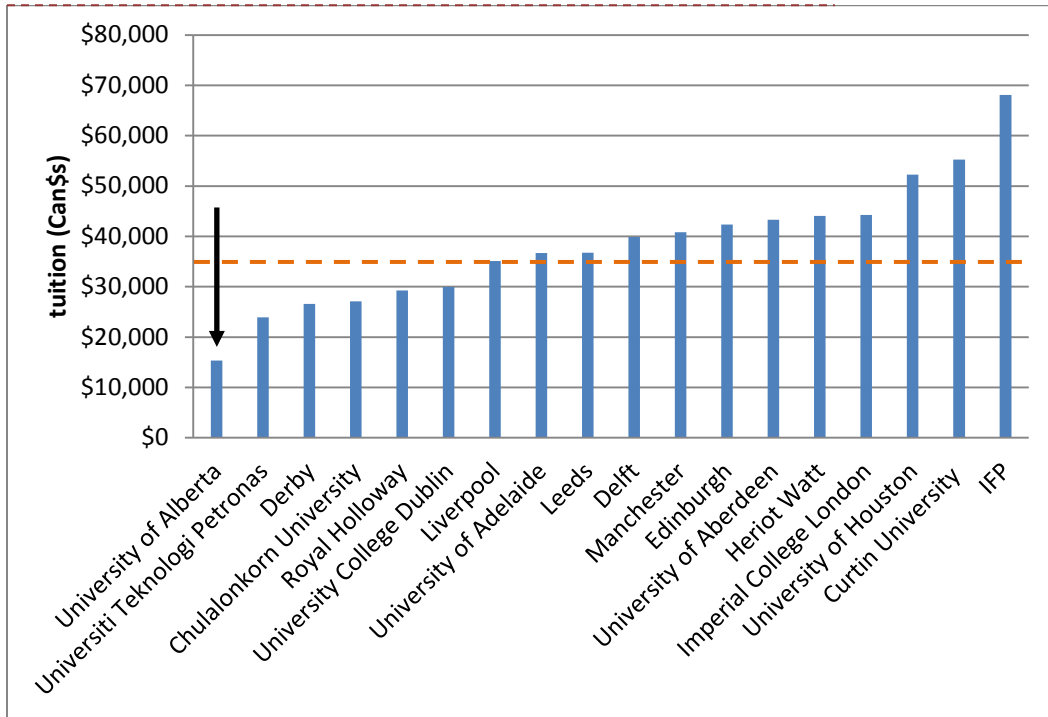


Fig. 1. Total costs to international students attending the IPG program at the University of Alberta versus other similar programs. The proposed total cost for international students under this proposal is indicated by the brown line.

2017-18 INTERNATIONAL TUITION PROPOSAL BOARD PRESENTATION

DECEMBER 19, 2016



International Tuition Fees Proposal 2017-18

Tuition for domestic students remains frozen for 2017-18¹.

The University seeks Board approval to implement:

- I. A 3.02% increase (API adjustment) to international tuition.
- II. Increase to international graduate tuition \$4,000/year per full time student. This will be offset by \$4,000/year in financial support. Part-time students 50% of these values. (Excludes cost-recovery and certain Rehab Med programs)
- III. An Integrated Petroleum Geosciences (IPG) differential fee to \$35,089 from \$15,883.

¹ The Tuition Fee Regulation does not apply to individuals who are not Canadian citizens or permanent residents of Canada.

II. International Graduate Adjustment Proposal

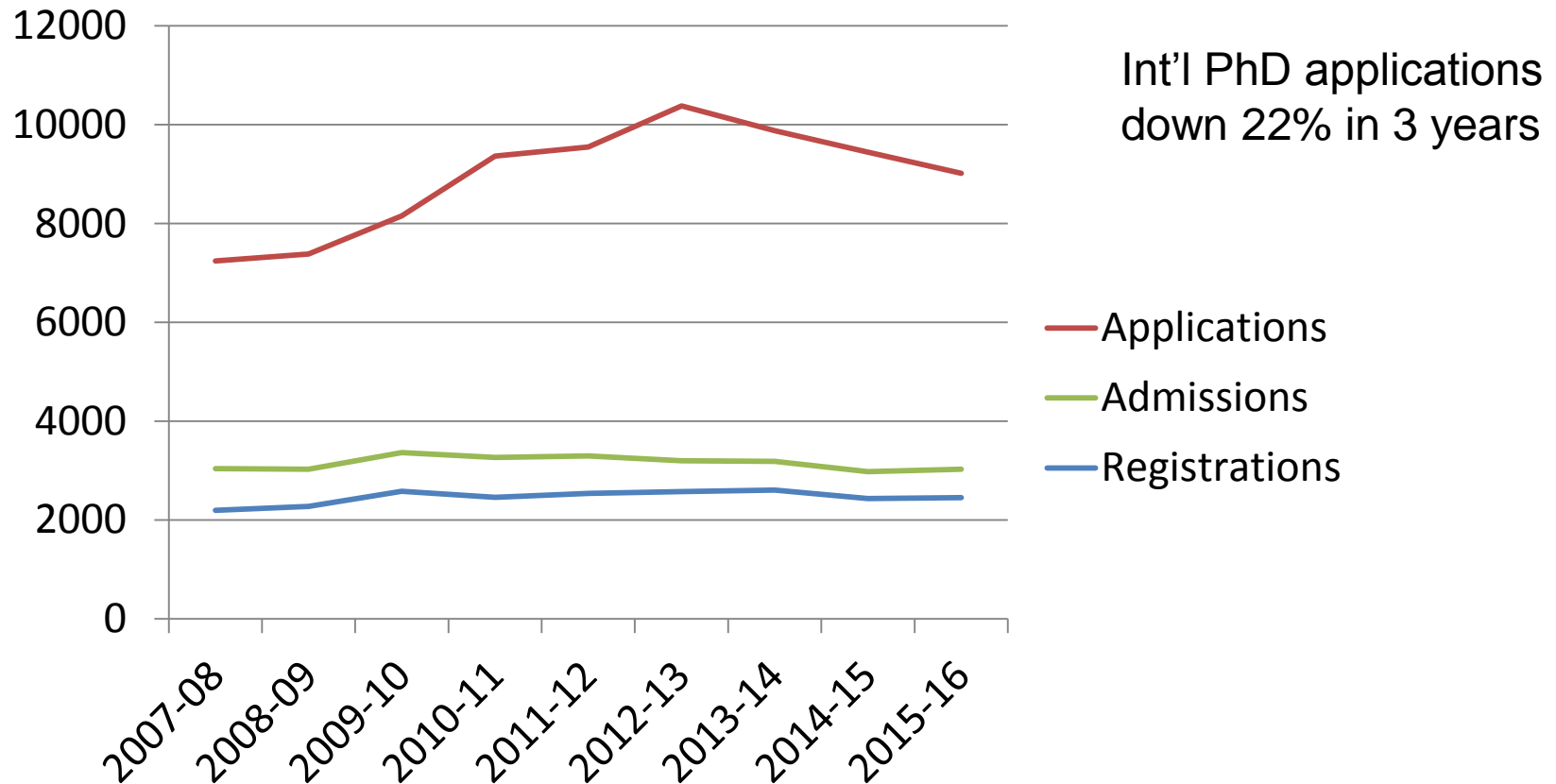
\$4,000/year increase less \$4000/year financial support.

Why?

- Cost neutral, revenue neutral
- Not a “back-door” mechanism to increase tuition
- A marketing strategy to help boost demand where perceptions of quality are linked to apparent price.
 - UofA application rates dropping, counter to NA trends
 - UofA tuition less than half of U15 average

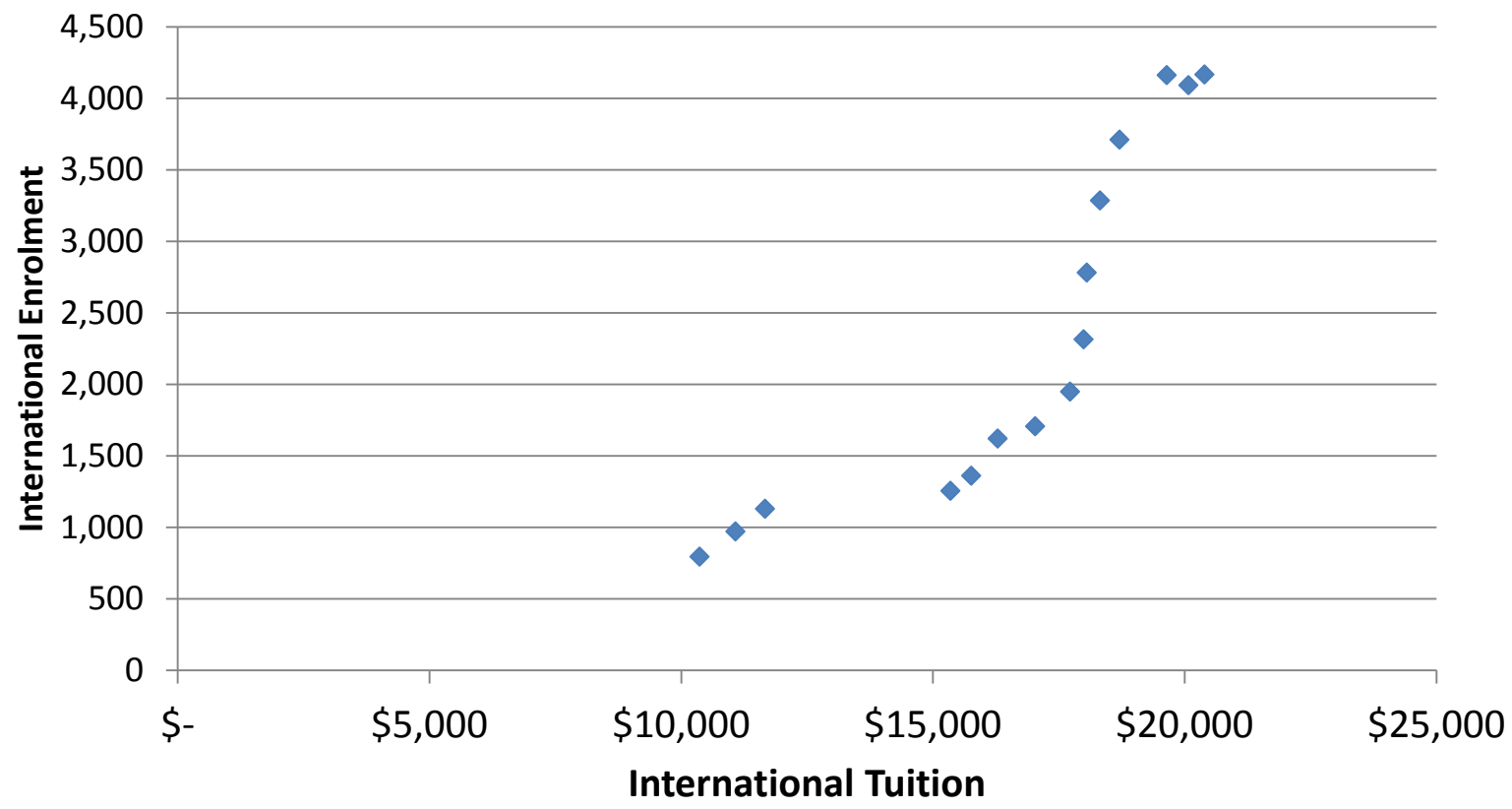
II. International Graduate Adjustment Proposal

Graduate Student Trends



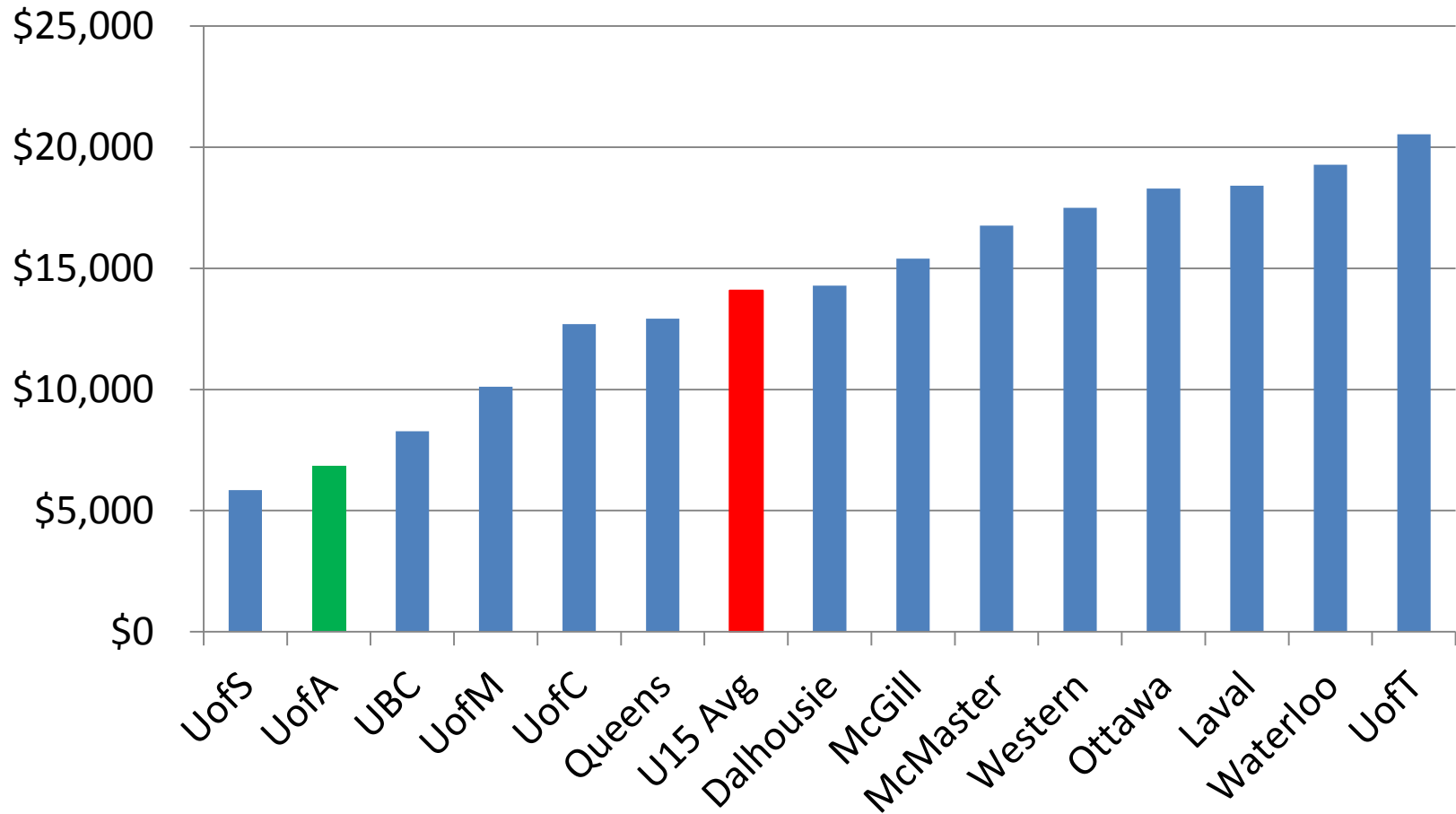
How does demand link to tuition?

International Enrolment 2002-17 (Undergraduate)



II. International Graduate Adjustment Proposal

U15 International Graduate Tuition



II. International Graduate Adjustment Proposal

Why is UofA tuition so low?

- Important to realize that (thesis based) students generally receive significant financial support that comes primarily from department budgets and researcher grants.
- Reflects the contributions grad students make to teaching and research mission
- Higher tuition translates into more money coming out of departments and research grants, reducing the number of graduate students that can be supported
- UofA has decided to prioritize supporting graduate students

II. International Graduate Adjustment Proposal

Net effect of \$4000 increase, \$4000 offset

- No increase in costs to students, departments or researchers
- Support deducted directly off tuition invoice (no admin hassle)
- Initial impression of UofA to those applying from overseas is a more appropriate level of prestige, quality
- Funding packages are more attractive (more accurate reflection of subsidy)

I. Academic Price Index Increase Proposal

- 3.02% per Academic Price Index (API)
 - Strictly an inflationary increase but based on what the University's inflation rate really is (not CPI)
 - Applies to all international students in all programs

Consumer Price Index vs Academic Price Index

Alberta CPI (1.5%) Retrospective	Academic Price Index (3.02%) Prospective
Food / Shelter	University of Alberta Salary Costs
Household Goods	University of Alberta Benefits
Transportation/Gasoline	Materials & Supplies
Health & Personal Care	Services
Recreation /Education/Reading	Utilities
Alcoholic / Tobacco Products	Maintenance
Energy	
Goods/Services	

University's API Calculation for 2017-18

	<u>% Actual Expenditures ¹</u>		<u>Projected Inflation (%)</u>		<u>Weighted (%)</u>
Compensation					
Salary	63%	x	2.48% ²	=	1.57%
Benefits	14%	x	7.50% ³	=	1.01%
Sub-Total	77%				2.58%
Non Salary & Benefits⁴					
Materials Supplies	15%	x	2.00%	=	0.31%
Utilities	4%	x	2.00%	=	0.08%
Maintenance	4%	x	2.00%	=	0.08%
Sub-Total	23%				0.5%
Total	100%		Projected Inflation		3.05%
			Scholarship Adjustment		-0.03%
			API, 2017-18		3.02%

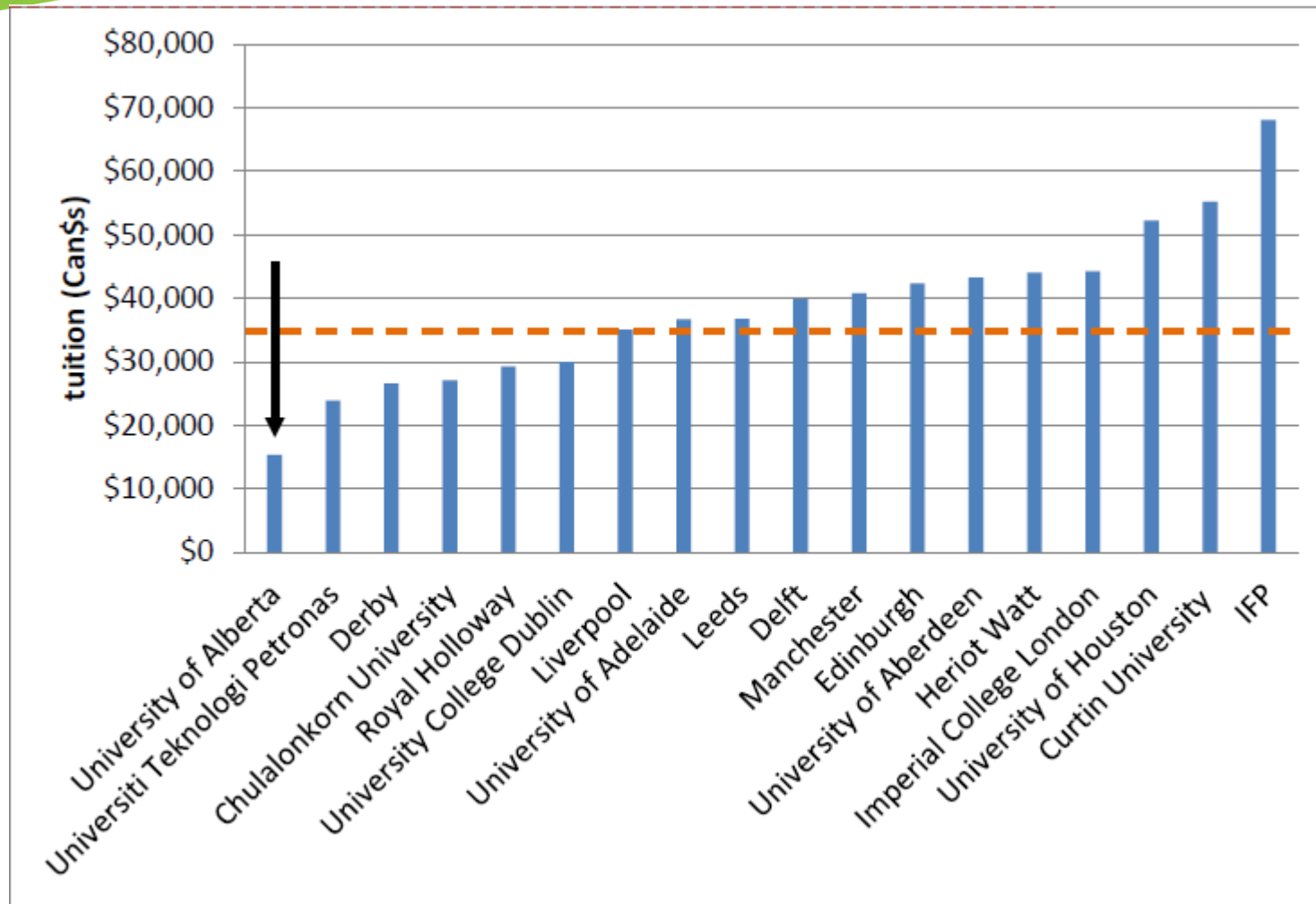
1. Based on three year rolling average of operating expenses per audited 2014, 2015, 2016 financial statements
2. Based on salary expenses weighted between Academic and Support salaries. 2017-18 Academic Settlement of 1.5%. Includes 2016-17 Support lump-sum payment of 1.5%.
3. Based on 2016-17 Benefits Budget.
4. Projected Inflation based on 2017 forecasted inflation from RBC, BMO, and TD as at Q1,2016.

III. Integrated Petroleum Geosciences International Differential Proposal

- Professional graduate program
- Total program costs increased to \$35,089 ¹
- Provides advanced multidisciplinary training for geologists and geophysicists entering the oil and gas industry.
- Cost for international students is below that of competitor programs.
- 3 credit course increased from \$1,323 to \$2,924

(1) Based on 36 credits in the program.

III. Integrated Petroleum Geosciences International Differential Proposal



CONSULTATIONS AND APPROVALS 2016-17

Date	Activity
Sept 15	TBAC
Oct 29	TBAC
Oct 26	APC update
Oct 27	PEC-O update
Nov 7	TBAC
Nov 10	PEC-O vote
Nov 16	APC vote
Nov 21	BFPC tuition/residence fee recommendations to Board
Nov 22	SU Presentation
Nov 23	FGSR Council
Dec 12	GSA Presentation
Dec 16	Board vote on tuition fees

OUTCOMES OF CONSULTATIONS

As a result of the consultation

- 10%-5%-5% proposal abandoned in favour of API
- Emergency support fund dropped
- Amount of 'virtual' tuition increase refined
- Linkage between increase and offset support made firmer
- Motions to Board refined
- Additional data sought
- Wider literature search performed

Questions ?

DOMESTIC AND INTERNATIONAL TUITION COMPARATORS, 2016-17

University	Domestic			International		
	UG	Masters	PhD	UG	Masters	PhD
Average	\$ 6,084	\$ 6,347	\$ 5,603	\$ 22,891	\$ 14,208	\$ 13,831
University of Alberta	\$ 5,321	\$ 3,662	\$ 3,662	\$ 20,395	\$ 6,851	\$ 6,851
UBC	\$ 5,088	\$ 4,708	\$ 4,708	\$ 30,359	\$ 8,271	\$ 8,271
University of Calgary	\$ 5,386	\$ 5,594	\$ 5,594	\$ 18,338	\$ 12,696	\$ 12,696
Dalhousie University	\$ 7,200	\$ 7,623	\$ 9,054	\$ 15,903	\$ 13,818	\$ 15,249
University Laval	\$ 7,228	\$ 8,608	\$ 2,780	\$ 15,943	\$ 19,051	\$ 17,101
University of Manitoba	\$ 3,519	\$ 4,595	\$ 4,595	\$ 13,400	\$ 10,109	\$ 10,109
McGill University	\$ 7,228	\$ 7,228	\$ 2,328	\$ 15,943	\$ 15,943	\$ 14,310
McMaster University	\$ 6,329	\$ 7,008	\$ 7,008	\$ 23,986	\$ 16,761	\$ 16,761
University of Ottawa	\$ 6,376	\$ 8,189	\$ 7,074	\$ 25,554	\$ 19,260	\$ 16,334
Queen's University	\$ 6,384	\$ 6,414	\$ 6,414	\$ 33,775	\$ 12,927	\$ 12,927
Saskatchewan	\$ 5,954	\$ 3,900	\$ 3,900	\$ 15,480	\$ 5,850	\$ 5,850
University of Toronto	\$ 6,400	\$ 7,030	\$ 7,030	\$ 41,920	\$ 20,530	\$ 20,530
University of Waterloo	\$ 6,420	\$ 7,380	\$ 7,380	\$ 24,830	\$ 19,338	\$ 19,146
Western Ontario	\$ 6,338	\$ 6,915	\$ 6,915	\$ 24,643	\$ 17,501	\$ 17,501

Source: U-15 Data Exchange

**International Tuition Proposal
Consultation Summary - REVISED**

Board of Governors - December 16, 2016

At the Board Finance and Property Committee meeting of November 21, 2016, the committee passed the following motion:

THAT the Board Finance and Property Committee request that administration report to the Board of Governors on the full extent of student consultation regarding the 2017-2018 international tuition fee proposal at the December 16, 2016 Board of Governors meeting.

University Administration’s primary (though not only) tool for engaging with students on the annual tuition proposal process is the Tuition Budget Advisory Committee (TBAC), with membership that includes the Provost and Vice-President (Academic), the Vice-President (Finance and Administration), Presidents and other executive members from both the Students’ Union and the Graduate Students’ Association, and a number of other resource personnel.

TBAC Terms of Reference Excerpt:

The Student/University Administration TBAC will:

- *Consult, review, consider and discuss issues affecting the University’s budget planning and development process as they relate to tuition as defined by the Public Post-Secondary Institutions Tuition Fee Regulation.*
- *[...]*
- *Ensure the effective communication between the organizations and offices represented on the committee.*

Note: In the spring of 2016, students and administration, through the MNIF Oversight Committee, discussed and came to agreement on a formula to calculate the annual increase to Mandatory Non-Instructional Fees (MNIFs), based on the cost-drivers relevant to the University. The agreed-to formula resulted in a planned increase to MNIFs in 2017-18 of 3.02%. Note that MNIFs were subsequently frozen by the Government of Alberta for 2017-18. That same formula has been used in proposing the 3.02% increase to international tuition for 2017-18 and is now referred to as the academic price index.

2016/17 Tuition Consultation Meetings Summary

Date	Meeting	Type of Student Participation	Summary
September 15, 2016	TBAC	Consult/Engage	<p>AGENDA:</p> <ul style="list-style-type: none"> ● Welcome and Introductions ● Comments from the Presidents of the Students’ Union and the Graduate Students’ Association ● Comments from the Chair ● 2017-18 Tuition Update

December 13, 2016

October 19, 2016	TBAC	Consult/Engage	Meeting cancelled on October 11 in absence of government announcement on tuition.
October 19, 2017	Note: Government Announcement on Tuition		
October 25, 2016	Provost and GSA	Consult/Engage	Regularly scheduled meeting between the Provost and the GSA President to discuss issues affecting graduate students, including tuition.
October 26, 2016	Provost and SU	Consult/Engage	Regularly scheduled meeting between the Provost and members of the SU Executive to discuss issues affecting undergraduate students, including tuition.
October 26, 2016	APC	Inform	Update to members of APC on tuition freeze announcement and on tuition model review timeline. Note that APC membership includes student representatives.
October 28th, 2016 Additional meeting scheduled in response to Government announcement	TBAC	Consult/Engage	<p>AGENDA</p> <ul style="list-style-type: none"> ● Comments from the Chair ● Comments from the Presidents of the Students' Union and the Graduate Students' Association. ● 2017-18 Tuition Update <ul style="list-style-type: none"> ○ Administration presented two options for increases to international tuition: <ul style="list-style-type: none"> ■ Option 1: A proposal for three years of increases to international tuition of 10%, 5% and 5%. ■ Option 2: A 3.02%¹ increase (based on the same formula as was agreed to for MNIFs, now referred to as the academic price index) in support of a principle that we need to recover actual costs, and an additional lump sum increase to international graduate tuition, with a corresponding rebate to students, to raise the University's tuition relative to peers. A component of this was an international grad student emergency fund. ● Mandatory Non-Instructional Fees (MNIFs)
November 7, 2016	TBAC	Consult/Engage	<p>AGENDA</p> <ul style="list-style-type: none"> ● Comments from the Chair ● Comments from the Presidents of the Students' Union and the Graduate Students' Association ● 2017-2018 Tuition Update <ul style="list-style-type: none"> ○ Administration presented a refined version of Option 2 (above), including the 3.02% Academic Price Index increase, and a \$4,000 lump sum

¹ Note that this percentage aligns with the 3.02% increase that was calculated based on the formula agreed to with students for MNIFs.

			<p>increase to international graduate tuition with a corresponding \$4,000 rebate.</p> <ul style="list-style-type: none"> Integrated Petroleum Geosciences (IPG) Program International Differential Fee Proposal: Faculty of Science
November 15, 2016	Letter from GSA President	Inform	Provost in receipt of a letter from the GSA President expressing concerns about tuition proposals.
November 16, 2016	Provost and GSA	Consult/Engage	Additional meeting scheduled in advance of APC's consideration of the tuition proposal to address concerns raised by the GSA President in letter dated November 15.
November 16, 2016	APC	Recommendation	Formal consideration of tuition proposal and recommendation to Board of Governors for approval. Note that the motion regarding the \$4,000 increase was revised based on feedback from the committee to include specific reference to the financial support payment to students to reinforce cost/revenue neutrality, and to protect the \$4,000 increase from future academic price index increases.
November 21, 2016	BFPC	Recommendation	Formal consideration of tuition proposal and recommendation to Board of Governors for approval.
November 22, 2016	SU Council	Inform	General presentation by the Provost and by the Associate Vice-President (Risk Management Services) on budget and tuition proposals to build understanding. Question and answer period.
November 23, 2016	FGSR Council	Inform	(Including representatives from GSA) Presentation by the Provost on tuition proposals to build understanding. Question and answer period.
November 24, 2016	Provost and GSA	Consult/Engage	Regularly scheduled meeting between the Provost and the GSA President to discuss issues affecting graduate students, including tuition.
November 30, 2016	Provost and SU	Consult/Engage	Regularly scheduled meeting between the Provost and members of the SU Executive to discuss issues affecting undergraduate students, including tuition.
December 1, 2016	Letter from GSA President	Inform	President and Provost receive letter from the GSA President expressing concerns about tuition proposals.
December 5, 2016	Letter from	Inform	Provost receives letter from SU President presenting survey results on a number of

	SU President		issues related to tuition, affordability. Concerns about proposed tuition increase.
December 8, 2016	Submission from GSA President	Inform	Provost receives GSA submission to the Board of Governors from the GSA President.
December 12, 2016	GSA Council	Inform	General presentation by the Provost and by the Vice-President (Finance and Administration) on budget and tuition proposals to build understanding. Question and answer period.

The Office of University Relations, in concert with the Office of the Registrar and the Faculty of Graduate Studies and Research, have developed a communication plan to ensure students fully understand the impact of this year's proposals, if approved.

December 13, 2016

OUTLINE OF ISSUE
Action Item

Agenda Title: **Fees for Meal Services in Lister Residence 2017 – 2018**

Motion: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the fees for meal services in Lister Residence at \$4650 for 7 days and \$4285 for 5 days, effective fall 2017.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Andrew Sharman, Vice President (Facilities and Operations)
Presenter	Andrew Sharman, Vice-President (Facilities and Operations)

Details

Responsibility	Facilities and Operations
The Purpose of the Proposal is (please be specific)	<p>With an institutional mandate and through engagement of stakeholders, Ancillaries is charged to deliver programs which contribute to student health services, safety, and nutrition within our residence inventory. These programs are designed to provide supportive living conditions, deliver value, quality and flexibility.</p> <p>Ancillary operations such as Residences and Hospitality Services receive no base funding, are financially interdependent of each other, and must operate on a fiscally sustainable model. Administration must have the ability to manage and maintain the institution’s physical assets and provide fiscal management to uphold the university’s reputation and risk.</p> <p>Student applications to residences for the 2017-18 academic year open up in October of the previous year, thus the critical timing for decisions.</p>
The Impact of the Proposal is	<p>Students in Lister Hall will continue to have two tier options:</p> <p>a) 7 day @ \$4250 plus mandatory flex @ \$400 = \$4650 (less than \$20 per day) for students who enjoy the full range of food offerings</p> <p>or</p> <p>b) 5 day @ \$3895 plus mandatory flex @ \$300 flex = \$4285 (less than \$19 per day) for students who are lighter eaters and/or do not stay in residence on weekends</p> <p><u>Features include:</u></p> <p>Students purchasing 5 day program may buy-up to 7 day program at any point without a penalty</p> <p>Students have price certainty and a wide selection of meal choices</p> <p>Contractor deals with market factors such as inflation, food price increases, exchange on US imports, carbon levy and minimum wage increases.</p> <p>The proposed fees for the same program for 2017 are less expensive than the <u>current year</u> plans at comparable institutions across Canada. For example: UofA 2017-18 @ \$4650 is lower than the closest comparator Carleton’s current meal rate of \$4900 and below University of Manitoba and Wilfrid Laurier.</p>
Replaces/Revises (eg, policies, resolutions)	N/A

Item No. 5b

Timeline/Implementation Date	Fall 2017
Estimated Cost and funding source	N/A
Next Steps (ie.: Communications Plan, Implementation plans)	In order for early acceptance of student applications into Lister Residences in the new year for 2017-18, the registration package requires the confirmed rate for meals by January 2017.
Supplementary Notes and context	<p>Lister 5 – the new 460 bed residence unit will be open for student admission by Fall 2018 and will have minimal kitchen facilities for personal food prep and the design was based on a reliance on the Lister Meal Services.</p> <p>Lister Hall is the only residence in the inventory to offer the 30 year old declining balance program. Aramark negotiated an agreement with Students' Union, which has been a long standing agreement, which permits meals to be charged against the Declining balance program in the SUB.</p> <p>Personal first-hand observations on student financial hardship by Aramark and Ancillaries staff points out that under the current declining balance plan students are running out of money, abandoning plates of food at the cash, selecting minimal quantities at meal times, or shopping for expired goods.</p>

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity)	<p><u><i>Those who have been informed:</i></u></p> <ul style="list-style-type: none"> • President • PEC – O Dec 8, 2016 • SU Executive • Chair, BFPC and Chair, BoG
	<p><u><i>Those who have been consulted: (see attached)</i></u></p> <p>As of November 21, 2016 BFPC meeting, consultation through the Residence Budget Advisory Committee commenced August 25th and continued with multiple monthly meetings through surveys and various approaches such as Town Halls, etc. Ancillaries maintained a meeting log of dates and times. Further consultation with the SU Exec has continued, particularly one-on-one meetings with the Vice President (F&O).</p>
	<p><u><i>Those who are actively participating:</i></u></p> <ul style="list-style-type: none"> • Lister Food Committee • Food Ambassadors • Residence Assistants • Lister resident students • Conference Services • Ancillary Services • SU Executive
Approval Route (Governance) (including meeting dates)	<p>Board Finance and Property Committee (BFPC) (recommendation)</p> <ul style="list-style-type: none"> • November 21, 2016 – motion declined • December 13, 2016 – special meeting <p>Board of Governors (BG) (approval)</p> <ul style="list-style-type: none"> • December 16, 2016
Final Approver	Board of Governors – December 16, 2016

Alignment/Compliance

<p>Alignment with Guiding Documents</p>	<p><u>Institutional Strategic Plan – For the Public Good</u> 21. OBJECTIVE: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals. iv. Strategy: Facilitate easy access to and use of university services and systems; reduce complication and complexity; and encourage cross-institutional administrative and operational collaboration.</p> <p>Proposed Healthy University Strategic Plan</p> <p><u>OBJECTIVE 6:</u> Strengthen and sustain healthy food systems on all university campuses.</p> <p>Facilities and Operations, Ancillary Services' Business Plan and Budget.</p> <p>UofA Student Participation Process Handbook</p>
<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<p>Board Finance and Property Committee (BFPC) Terms of Reference Sections 3 (d) and 4 (e) state:</p> <p>3. <u>MANDATE OF THE COMMITTEE</u> <i>Without limiting the generality of the foregoing, the Committee shall:</i> (d) review and recommend to the Board tuition and other like fees;</p> <p>4. <u>LIMITATIONS ON DELEGATION BY THE BOARD</u> <i>The general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee set out in paragraph 3, the Board shall:</i> (e) approve tuition and other like fees;</p>

Attachments

1. Stakeholder engagement tracking document (6 pages)
2. Memo of commitment to SU President (1 page)

Prepared by:
 Mary Paul
 SAO, Office of the Vice President (Facilities & Operations)
 Phone: 780.492.6171

Stakeholder	Channel	Date	Communication
Site Visits			
Lister Hall Students' Association	Site visit to Carleton University	March 23, 2010	Dining Services recruited Rory Tighe & Dustin Edwards to visit Fresh Food Company at Carleton University and to write reports on their findings and recommendations. Reported that the meal plan could potentially work at Lister Centre with some modifications.
Lister Residents	Site visit to Carleton University	March 4, 2015	Dining Services recruited Deborah Wong & Arthur Firmino (Lister residents Food Committee participants) to visit Fresh Food Company at Carleton University and to write reports on their findings and recommendations. Reported that the meal plan could work well to address student concerns in Lister but both noted that we may need an adjusted option for returning students. Note: Deborah and Arthur were also Resident Assistants
Focus Groups & Engagement Sessions			
Lister Residents	Focus Group	March 24, 2014	Brief presentation of new plan model, Q&A. Concerns recorded as foundation of Frequently Asked Questions document
Ancillary Services & aramark staff	Focus Group	March 10, 2015	Representatives from Hospitality Services, Residence Services, ONEcard, Augustanta campus, aramark were asked to perform risk analysis on potential new meal plan
Kaizen Foodservice Planning & Design Inc.	Third-party Consultation	July 2016	Engaged with third-party consultation group to assess proposal, host town hall presentations, and provide recommendations for implementation.
Resident Assistants (Student Staff)	Training Session	August 10, 2016	Presentation on current meal plan and Q&A; collected many concerns and points of dissatisfaction with value and variety of declining balance plan
Lister Residents	Town Hall 1	September 20, 2016	9:30-11:00am; Kaizen presentation, Q&A
Lister Residents	Town Hall 2	September 20, 2016	7:30-9:00pm; Kaizen presentation, Q&A
Residence Life Staff	Dedicated Consultation Session	September 20, 2016	Kaizen presentation, Q&A
Students Union Executives	Dedicated Consultation Session	September 21, 2016	Kaizen presentation, Q&A
Ancillary Services & aramark staff	Dedicated Consultation Session	September 21, 2016	Kaizen presentation, Q&A
Committees			
Residence Budget Advisory Committee	Meeting	August 25, 2015	Meal plan agenda item.
Residence Budget Advisory Committee	Meeting	September 8, 2015	Meal plan agenda item.
Residence Budget Advisory Committee	Meeting	October 13, 2015	Meal plan agenda item.
Residence Budget Advisory Committee	Meeting	October 20, 2015	Meal plan agenda item.
Residence Budget Advisory Committee	Meeting	October 27, 2015	Meal plan agenda item.
Lister Residents	Lister Food Committee meeting	November 4, 2015	Meal plan agenda item.
Lister Residents	Lister Food Committee meeting	December 2, 2015	Meal plan agenda item.
Residence Budget Advisory Committee	Meeting	September 13, 2016	Meal plan agenda item.
Residence Budget Advisory Committee	Meeting	September 21, 2016	Meal plan agenda item.
Lister Residents	Lister Food Committee meeting	October 4, 2016	Meal plan agenda item.
Residence Budget Advisory Committee	Meeting	October 12, 2016	Meal plan agenda item.
Residence Budget Advisory Committee	Meeting	October 25, 2016	Meal plan agenda item.
Lister Residents	Lister Food Committee meeting	November 1, 2016	Meal plan agenda item.

Residence Budget Advisory Committee
Lister Residents
Lister Residents

Meeting
Lister Food Committee meeting
Lister Food Committee meeting

November 8, 2016 Meal plan agenda item.
December 6, 2016 Meal plan agenda item.
TBD, 2017 Meal plan agenda item.

Email

University of Alberta Dining Services has proposed changing the meal plan structure for Lister residents to increase customer satisfaction. The new "anytime dining" model will us to extend dining hours and improve the quality, value, and variety of our menus.

Consultation through an unbiased third party to seek feedback from stakeholders will take place on Tuesday, September 20, 2016.

In your professional role as a student leader, your feedback is crucial to this process. All Lister residents are invited to participate in the consultation process at one of the Town Hall sessions, but we have scheduled a special session for Lister RAs and all RCs to hear a brief presentation on the proposed plan, ask questions, and provide feedback. This session will take place from Noon-1:00pm and a hot lunch will be provided. Please register here as seating is limited.

If you are unable to attend the lunch-time session, please feel free to register for one of our town hall forums instead.

Residence Life Staff

Email invitation for Consultation Session
on Setpember 20, 2016

September 12, 2016

Please let me know if you have any questions.

Thanks very much to those of you who were able to meet with us yesterday.

For those of you who weren't able to make it, we are inviting all Lister residents to participate in a consultation process about our proposed Lister meal plan change for next year. As SU reps, you have all been invited to a separate session with the SU Exec but if you aren't able to make that, please feel free to register for one of the town hall sessions instead.

The webpage for the Lister meal plan consultation info is now live. Please feel free to share and help us encourage Lister residents to register for the town hall sessions!

Lister Students' Union Representatives

Email

September 13, 2016

Please let me know if you have any questions.

Lister Food Ambassadors	Email	September 13, 2016	<p>University of Alberta Dining Services has proposed changing the Lister meal plan structure in 2017-2018 to increase customer satisfaction. The new "Anytime Dining" model will allow Dining Services to extend hours of operation and improve the quality, value, and variety of our menus for residents.</p> <p>Consultation through an unbiased third party is underway and we seek resident and stakeholder feedback through sessions taking place on Tuesday, September 20, 2016.</p> <p>In your role as a Food Ambassador, your participation is invaluable. All Lister residents are invited to participate in the consultation process at one of the Town Hall sessions. Please register yourself and help us spread the word far and wide to as many Lister residents as we can.</p> <p>If these times don't work for you and the Noon-1pm session would work better, please let me know and I can get you signed up to participate in that one alongside the RAs.</p>
-------------------------	-------	--------------------	---

Students' Union Executives	<p>Email invitation for Consultation Session on September 21, 2016 Note: originally scheduled for Sept. 20 but was rescheduled to ensure VPs could attend. Meeting date and time was finalized Sept. 16</p>	September 13, 2016	<p>University of Alberta Dining Services has proposed changing the meal plan structure for Lister residents to increase student satisfaction. The new "anytime dining" model will us to extend dining hours and improve the quality, value, and variety of our menus.</p> <p>Consultation through an unbiased third party is underway and we seek resident and stakeholder feedback through sessions taking place on Tuesday, September 20, 2016.</p> <p>Your feedback is crucial to this process. All Lister residents are invited to participate in the consultation process at one of the Town Hall sessions, but we have scheduled a special session for SU reps to hear a brief presentation on the proposed plan, ask questions, and provide feedback.</p> <p>Lister reps: if you are unable to attend this session, please feel free to register for one of our town hall forums instead: https://docs.google.com/a/uofalberta.ca/forms/d/e/1FAIpQLSdR5mtBdtveoOP2QdaHWeLmilffvBkeC02hTXutxWX6Vak1rQ/viewform</p>
----------------------------	---	--------------------	--

<p>Residence Budget Advisory Committee members: Masoud Khademi (GSA VP External) Francesca Ghossein (SU, VP Student Life) Sarah Wolgemuth (Assistant Dean, Student Life) Benjamin Curry (Augustana SA President) via phone Debbie Ritchie (Senior Financial Officer, Grad. Studies & Res. Fac)</p>	Email	September 14, 2016	<p>We are holding consultation sessions on September 20 to share information with our residents and other stakeholders about our proposed changes to the Lister meal plan for 2017-2018. As the <RECIPIENT'S TITLE>, you are invited to attend one or both of the Town Hall sessions that day.</p> <p>The registration form is set up for Lister residents so if you would like to attend the Town Hall(s) please just let me know and I can manually register you.</p> <p>Please let me know if you have any questions.</p>
--	-------	--------------------	--

Meal Plan Consultation: University of Alberta Dining Services has proposed changing the meal plan structure in 2017-18 for Lister Residents to increase student satisfaction. All Lister residents are invited to participate in the consultation process. Visit this link to sign up for a town hall presentation on September 20 at either: 2016 9:30-11:00am or 7:30-9:00pm. bit.ly/mealplanconsultation

Sign Up to Join the Meal Plan Consultation Process. UAlberta Dining Services has proposed changing the structure of the Lister Hall Meal Plan for 2017-18 to increase student satisfaction. All Lister residents are invited to participate in the consultation process. The proposed "Anytime Dining" model will allow Dining Services to extend hours of operation and improve the quality, value, and variety of our menus for residents. [Visit this link](#) to sign up for a town hall presentation on September 20 at either 9:30-11:00 am or 7:30-9:00 pm.

<http://www.asinfo.ualberta.ca/DiningServices/MealPlanConsultation.aspx>

Lister Residence Meal Plan Changes. The University of Alberta is working to change the Lister Residence meal plan from a Declining Balance model to an Anytime Dining model, for implementation in Fall 2017. All Lister residents are encouraged to visit the [Dining Services website](#) to view the proposed plan and see the most up-to-date information. The website and [FAQs](#) will be updated to share news on the plan.

<http://www.asinfo.ualberta.ca/DiningServices/MealPlanConsultation.aspx>

http://www.asinfo.ualberta.ca/DiningServices/~/_media/ancillary/Dinning%20Services/Documents/WebsiteCopyofFAQsMealPlan11182016.pdf

Lister Residents

Posters

September 13 - 21, 2016

Lister Residents

Lister Hall Newsletter

September 14, 2016

Lister residents

Lister Hall Newsletter

November 10, 2016

Meetings

Resident Assistants (Student Staff)	Residence Life & Dining Services Meet & Greet	July 5, 2016	Update on status of meal plan changes; questions & concerns collected
Student's Union General Manager	Meeting	September 9, 2016	Attendees: Marc Dumouchel (General Manager, SU), Dolores March (Director, Hospitality Services)
8 Lister Students' Union Representatives	Meeting	September 12, 2016	To inform Lister SU representatives of consultation process Attendees: Francesca Ghossein (SU, VP Student Life), Amy Stafford (Admin Support, Hospitality Services), Dolores March (Director, Hospitality Services), Jon Mastel (SU, Director of Research and Political Affairs)
Students' Union VP Student Life	Meeting	September 15, 2016	

Students' Union VP Student Life	Meeting	October 14, 2016	Attendees: Dolores March (Director, Hospitality Services), Brittany Hurlburt (Coordinator of Marketing & Communications, Ancillary Services), Francesca Ghossein (SU, VP Student Life), Amy Stafford (Admin Support, Hospitality Services), 3 Lister Student's Union Representatives
Resident Assistants (Student Staff)	Feedback Followup	TBD, 2017	Provide ongoing communication to RAs so they can engage with their floors on meal plan questions/concerns/feedback. Attendees: Fahim Rahman (President, SU), Francesca Ghossein (VP Student Life, SU), Dolores March (Director, Hospitality Services), Sarah Wolgemuth (Assistant Dean of Student Life, Dean of Students)
Students' Union President & VP Student Life	Meeting	December 7, 2016	

To add: meetings with student leaders and Andrew Sharman

Social Media

			Join the Lister Hall Meal Plan Consultation Process. "Lister, you're invited to join the Meal Plan Consultation process and learn about the proposed plan for 2017-18. #Ualberta #UalbertaDining"
Public	Dining Services Instagram	September 16, 2016	Lister: sign up to join the Meal Plan Consultation process! We need your feedback for 2017-18 :) #Ualberta https://ancillary2.sitecore.ualberta.ca/DiningServices/MealPlanConsultation.aspx ...
Public	Dining Services Twitter	September 16, 2016	Join the Lister Hall Meal Plan Consultation Process. "Lister residents: if you want to learn about the proposed 2017-18 Meal Plan changes from @ualbertadining this is your chance! Sign up for a town hall meeting on Sept 20! bit.ly/MealPlanConsultation"
Public	Residence Services Instagram	September 16, 2016	Lister residents: if you want to learn about the proposed 2017-18 meal plan changes from...w.instagram.com/p/BKbpXqkhPGh/
Public	Residence Services Twitter	September 16, 2016	Lister, here's your chance to learn about the Meal Plan proposal for 2017-18! UAlberta Residences added, Dining Services@UofA @UAlbertaDining Lister: sign up to join the Meal Plan Consultation process! We need your feedback for 2017-18 :) #Ualberta https://ancillary2.sitecore.ualberta.ca/DiningServices/MealPlanConsultation.aspx ...
Public	Residence Services Twitter	September 16, 2016	Curious about the new Meal Plan proposal for 2017-18? Sign up to join the consultation process & find out! #Ualberta https://ancillary2.sitecore.ualberta.ca/DiningServices/MealPlanConsultation.aspx ...
Public	Dining Services Twitter	September 19, 2016	Lister, you're invited to join the Meal Plan Consultation process and learn about the proposed...
Public	Dining Services Twitter	September 19, 2016	https://www.instagram.com/p/BKInwtAgAn6/

Public	Residence Services Twitter	September 19, 2016	RT: Lister, you're invited to join the Meal Plan Consultation process and learn about the proposed... https://www.instagram.com/p/BKinwtAgAn6/ Lister! this is your chance:UAlberta Residences added, Dining Services@UofA @UAlbertaDining Lister, you're invited to join the Meal Plan Consultation process and learn about the proposed...
Public	Residence Services Twitter	September 19, 2016	https://www.instagram.com/p/BKinwtAgAn6/
Public	Residence Services Twitter	September 19, 2016	Want to know what's up with the Meal Plan proposal, Lister? "Curious about the new Meal Plan proposal for 2017-18? Sign up to join the consultation process & find out! #UAlberta https://ancillary2.sitecore.ualberta.ca/DiningServices/MealPlanConsultation.aspx ..."
Website			
Lister Residents	Website	September 12, 2016	Webpage dedicated to meal plan changes is posted on Dining Services website. Registration for Town Hall sessions goes live. http://www.asinfo.ualberta.ca/en/DiningServices/MealPlanConsultation.aspx
Public	Website	September 30, 2016	Feedback form goes live on Dining Services website to collect student questions, concerns about the proposal
Public	Website	October 5, 2016	Frequently Asked Questions about new meal plan are posted on Dining Services website. These are questions collected during Town Halls and other consultation sessions. FAQs are updated weekly from this point forward so we can address any additional questions posed on feedback form and in meetings

2-04 South Academic Building (SAB)
Edmonton, Alberta, Canada T6G 2G7
Tel: 780.492.9238
Fax: 780.492.1439
www.facilities.ualberta.ca

November 20, 2016

Mr. Fahim Rahman
President
University of Alberta Students Union
2-900 SUB
Edmonton, AB T6G 2J7

Dear Mr. Rahman, *Fahim,*

I want to sincerely thank you for your time yesterday sharing your concerns about the Anytime Dining Meal program. I hope that I was able to clarify a number of issues as well as highlighting those that still require work and engagement as the program moves to potential operationalization for academic year 2017-18.

I want to stress that the health and well-being of students is our primary concern and that they receive the complete services, programs and supports while in residence that they require to be successful. I acknowledge that there are and will likely be student concerns, but I want to ensure that we continue to make every effort to address them as we move forward and as a matter of priority.

If the Anytime Dining Meal program is to move forward successfully, and to the satisfaction of all parties, continued engagement and collaboration both with students and with your executive team is very important to me. As such, I wanted to provide my personal assurance that both I and my team will work with you, the Students Union executive and students to develop menus, processes, dining environments, access, etc. as well as responding to ongoing feedback over the coming months to ensure the highest levels of satisfaction. I will also ensure that we actively solicit feedback on an ongoing basis as the program is implemented and address any remaining concerns with Aramark to raise student experiences in the meal program to the highest possible levels.

I hope that you and your executive will continue to voice any concerns over the efforts we take to move forward as well as letting me know personally of any gaps in our consultation and engagement processes.

I wish to thank you again for taking the time to share your concerns with me and being open to discuss these mutual areas of interest – student health and well-being. Please feel free to contact me directly as you require on a go-forward basis in order that we can jointly ensure that students in residence receive the highest quality services and experiences that we can provide.

Sincerely,



Andrew Sharman
Vice-President (Facilities and Operations)
University of Alberta

cc.

David H. Turpin, CM, LLD, FRSC, President and Vice-Chancellor
Doug Dawson, Associate Vice President, Ancillary Services