

BOARD OF GOVERNORS

The material contained in this document is the Agenda for the next meeting of the Board of Governors.

Tuesday, June 23, 2015

**Alan A. Borger Sr. Executive Conference Room
E1-270 Engineering Information and Technology Complex
4:00 p.m.**

OPEN SESSION


Please call regrets to: 474-6165 no later than 9:00 a.m. the day of the meeting.

OFFICE OF THE UNIVERSITY SECRETARY



UNIVERSITY
OF MANITOBA

BOARD OF GOVERNORS OPEN SESSION
 Alan A. Borger Sr. Executive Conference Room (E1-270 EITC)
 Tuesday, June 23, 2015 at 4:00 p.m.

	AGENDA	<u>Presenter</u>	<u>Page</u>	<u>Est. Time</u>
1.	ANNOUNCEMENTS	Chair		4:00 p.m.
<u>PRESENTATIONS</u>				
2.	Visionary (re)Generation Master Plan Presentation		-	4:05 p.m.
3.	Strategic Enrolment Management Plan Presentation		-	4:45 p.m.
<u>FOR ACTION</u>				
4.	APPROVAL OF THE AGENDA	Chair	2	5:00 p.m.
5.	MINUTES (Open Session)			
5.1	Approval of the Minutes of the May 19, 2015 OPEN Session as circulated or amended	Chair	4	5:00 p.m.
5.2	Business Arising - none	Chair	-	
6.	UNANIMOUS CONSENT AGENDA	Chair		5:05 p.m.
<p><i>If any member of the Board wants to ask a question, discuss or oppose an item that is marked for the consent agenda, the member can have an item removed from the consent agenda by contacting the Secretary of the Board prior to the meeting or by asking that it be removed before the Chair calls for a mover and seconder for the motion to approve or receive, by unanimous consent, the items listed.</i></p> <p>Consent items are: 8.1, 9.1 – 9.4, and 11.1</p>				
7.	FROM AUDIT & RISK MANAGEMENT			
7.1	Annual Financial Report 2015	M. Robertson	14	5:10 p.m.
8.	FROM FINANCE, ADMINISTRATION, & HUMAN RESOURCES			
 8.1	Student Referendum – College of Dentistry	R. Zegalski	69	(consent)
8.2	Revised Policy – Access & Privacy	R. Zegalski	73	5:30 p.m.
8.3	New Policy: Custody and Control of Electronic Devices and Media	R. Zegalski	95	5:35 p.m.
8.4	New Policy: Records Management Policy	R. Zegalski	107	5:40 p.m.
8.5	Manitoban Fee Increase	R. Zegalski	130	5:45 p.m.
8.6	UMSU Health and Dental Insurance Plan	R. Zegalski	141	5:50 p.m.

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AGENDA

		<u>Presenter</u>	<u>Page</u>	<u>Est. Time</u>
9.	FROM SENATE			
Consent	9.1 Chair in Agricultural Risk Management & Insurance	President	146	(consent)
Consent	9.2 Chair in Multiple Sclerosis	President	153	(consent)
Consent	9.3 Senate Committee on Awards Reports			
	9.3.1 Part A (March 31)	President	166	(consent)
	9.3.2 Part B (March 31)	President	191	(consent)
	9.3.3 Part A (May 12)	President	205	(consent)
	9.3.4 Part B (May 12)	President	230	(consent)
Consent	9.4 Proposal for Master of Science in Genetic Counselling	President	249	(consent)
	9.5 Recommendation to Close the Faculty of Human Ecology	President	335	5:55 p.m.

FOR DISCUSSION/ADVICE

10. FROM SENATE

10.1	Extend Suspended Status of Human Ecology Programs	President	340	6:00 p.m.
10.2	Suspension of Admission to the M.Sc. Program in Textile Sciences	President	344	6:00 p.m.
10.3	Suspension of Admission to the MA in Icelandic Studies	President	349	6:00 p.m.
10.4	Suspension of Admission into the Post baccalaureate Diploma in Agrology	President	354	6:00 p.m.

FOR INFORMATION

11. FROM SENATE

Consent	11.1 Naming of the Professorship in Hematology	President	360	(consent)
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12. UPDATES

12.1	Report from the President	President	362	6:05 p.m.
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MOTION TO MOVE TO CLOSED AND CONFIDENTIAL SESSION



UNIVERSITY
OF MANITOBA

**Minutes of the OPEN Session of the
Board of Governors
May 19, 2015**

Present: P. Bovey, Chair
J. Leclerc, Secretary

D. Barnard A. Berg R. Dhalla J. Embree N. Halden S. Jesseau
R. Khatkar J. Kopp R. Kunzman J. Lederman K. Mann H. Reichert
M. Robertson H. Sector R. Sherbo A. Sych-Yereniuk
J. Taylor R. Zegalski

Assessors Present: C. Morrill B. Stone

Regrets: T. Bock B. Passey S. Senkbeil

Officials Present: J. Doering S. Foster D. Jayas J. Kearsey J. Keselman
P. Kochan K. Sobie

Guests: J. Danakas

1. ANNOUNCEMENTS

The Chair announced that this was the final meeting for Joanne Embree and Romel Dhalla as members of the Board. She added that depending on the timing of government appointments it may also be the last meeting for Shelley Jesseau, Janice Lederman and Stacy Senkbeil and that the April meeting was the last meeting for Al Turnbull, Laura Rempel. Ms. Bovey commented that Ms. Lederman's work on behalf of this Board and this Institution, both as a member and as the Chair of the Board has been tremendous. She thanked all departing members for their thoughtful comments and questions and wished them the best.

The Chair welcomed Jeremiah Kopp, new President of UMSU and Kristjan Mann, new GSA President, and welcomed back Rebecca Kunzman, who was re-elected as Vice-President (Advocacy) of UMSU.

Ms. Bovey informed the Board that John Anderson has been elected to the Board by Senate to replace Joanne Embree, beginning June 1, and congratulated Barry Stone on being re-elected as support staff assessor to the Board of Governors. She explained that the alternate assessor will be Randall Kinley who will attend should Mr. Stone need to miss any meetings. She welcomed Mona Forsen to the Board as a new member as well.

It was moved by Ms. Lederman and seconded by Mr. Kopp:

THAT the visitors who were disrupting the meeting be removed from the room.

CARRIED

The Chair informed the Board that there is an audio feed of this session of the meeting available in the Senate Chamber for anyone who wishes to listen.

FOR ACTION

2. APPROVAL OF THE AGENDA

It was moved by Mr. Robertson and seconded by Dr. Taylor:

THAT the agenda for the Open session of the May 19, 2015 Board of Governors meeting be approved as circulated.

CARRIED

3. MINUTES (Open Session)

3.1 Approval of the Minutes of the March 17, 2015 OPEN Session as circulated or amended

It was moved by Mr. Zegalski and seconded by Mr. Berg:

THAT the minutes of the Open session of the March 17, 2015 meeting be approved as circulated.

CARRIED

3.2 Business Arising – None

4. UNANIMOUS CONSENT AGENDA

The Chair asked whether any member had concern with any of the items on the Unanimous Consent Agenda. No items were identified for removal.

It was moved by Dr. Embree and seconded by Ms. Lederman:

THAT the Board of Governors approve the following:

6.2 a) That a \$2.25 per credit hour contribution be assessed against the students in the School of Dental Hygiene for a three year term commencing in the fall of 2015 as outlined in the letter from Mary Bertone, Director, School of Dental Hygiene, dated February 3, 2015.

6.2 b) That a \$100 per student per year be assessed against the students in the College of Medicine for a two year term commencing in the fall of 2015 as outlined in the letter from Brian Postl, Dean, College of Medicine, dated February 26, 2015.

6.2 c) That a \$4.00 per credit hour contribution be assessed against the students in the Faculty of Kinesiology and Recreation Management for a three year term

commencing in the fall of 2015 as outlined in the letter from Douglas Brown, Dean, Faculty of Kinesiology and Recreation Management, dated February 12, 2015.

The Board of Governors received for information the following:

8.1 Suspension of Admissions to the Master of Science in Family Social Sciences Program

CARRIED

5. NEW BUSINESS

5.1 President's Report

Dr. Barnard noted that he had submitted his report in writing and he would welcome any questions or comments. He reported on the recent Distinguished Alumni Awards event, hosted by the Alumni Association, which was an outstanding event. He added that he had received a lot of positive feedback and complimented Mr. Kearsey and his team for organizing the event. Ms. Bovey echoed Dr. Barnard's comments.

6. FROM FINANCE, ADMINISTRATION, & HUMAN RESOURCES

6.1 Operating Budget and Financial Plans for Research and Special, Trust and Endowment, and Capital Funds – 2015/2016

The Chair reminded the Board of the process of developing the budget and the Board's role in that. She stated that the Board has been kept apprised throughout the process since it began last summer with the estimates document prepared for the government and on discussions held with the provincial government. She added that the Board has been brought up to speed as the budget has come together, including through the work on the new strategic plan which is an important guiding document for the University now and in the future. Ms. Bovey reminded the Board also that the decisions made today are important for the University now and in the years to come and the Board must be careful to consider the future as well as the present during these deliberations.

Mr. Zegalski acknowledged the hard work involved in developing this budget, noting that it was especially challenging this year with the provincial budget being released on April 30. He added that the Finance, Administration, and Human Resources Committee unanimously recommended this budget.

Dr. Barnard stated that the University began the budget process earlier this year and has held a number of town halls and discussions with many different groups, including Senate, the Student Experience Committee, and the UMFA Executive. Additionally, he reminded the Board of the extensive information on the website about the issues faced by this University. He explained that the University's costs are growing faster than its revenues and the budget must take that into account and remain consistent with the strategic plan.

Mr. Kochan thanked his staff for all their work preparing the budget in a difficult year. He explained that one year ago his team had looked at a 10% shortfall over the coming three years. He added that last year there was a cut of nearly 2% and it will be 4% this year and very likely 4% next year. He noted that 4% is a prudent reduction because of unknown government funding for the next year.

Mr. Kochan reminded the Board of the extensive and transparent consultation process that began in September which should ensure that people are generally aware of the fiscal situation at the University. He explained that the University is presenting a balanced budget with an average baseline reduction of 4%. He echoed Dr. Barnard's comments that costs exceed revenues notwithstanding the increase to the provincial operating grant and that he expects these challenges will remain for a number of years. Mr. Kochan added that there will be an increase in international graduate student differential fees and a tuition fee increase of 1.9%.

Mr. Kochan stated that the process began in late summer of 2014 with the estimates document reviewed and approved by the Board of Governors in September of 2014 and culminated in discussions and presentations in January of 2015. He explained that the budget is aligned with the institutional priorities, stated in the new strategic plan. Mr. Kochan noted the increase to the operating grant amounts to approximately \$8.2 million and the remaining resource requirements are based on the assumptions listed in submission:

- The University of Manitoba will develop a balanced budget;
- Strategic investments are required to support strategic planning priorities;
- Baseline reductions in fiscal years 2016/17 are anticipated, given projected financial constraints in future years;
- Academic Position Management Program (APMP) baseline salary savings of \$900,000 will be used to partially offset Academic Unit budget reductions. APMP baseline salary savings of \$1,200,000 will be directed to areas of strategic priority;
- Increased revenue emanating from increased international student enrolment, increased international student differential surcharge fees, and from the International College of Manitoba (ICM) contract will fund fiscal only allocations as it is not prudent to fund continuing commitments from these sources. The ICM contract is up for renewal and the current undergraduate international student SEM targets have been exceeded;
- Centrally managed funding that will not be fully utilized in 2015/16 will be allocated in support of fiscal only strategic priority allocations. Base funding for mandatory pension payments, for example, will be maintained at existing levels however, due to the favourable December 31, 2013, actuarial valuation actual payments in 2015/16 will be lower. We anticipate the December 31, 2016 actuarial evaluation will result in a significant increase in mandatory payment levels. Utilities expenses are also subject to volatility due to fluctuating demand and world markets;
- \$24,926,314 in fiscal only allocations are recommended as follows:
 - allocations to areas of strategic priority \$22,196,314
 - unit-specific allocations \$2,730,000

Mr. Kochan reported that the summary of first claims indicates a shortfall of \$14.5 million, necessitating a four per cent decrease in spending. He noted that Charts A and B show a breakdown of salary allocations on page 18 & 10. In response to a question, Dr. Keselman stated that International College of Manitoba revenues will be used for fiscal only allocations, as it is not prudent to rely on such a funding source for baseline funding. Mr. Kochan referred to page 17, noting that the APM process generates savings used to allocate to strategic priorities. He explained that of the \$2.1 million in savings, \$900,000 will be used to help offset baseline reductions in certain units and the balance will be used to allocate to strategic priorities.

Dr. Doering reviewed the proposed increase in international student fees, explaining that the proposed increases would net approximately \$3.6 million in new revenue. He explained further that approximately 30% of this new revenue would be allocated to international undergraduate student financial supports, 20% to other international student supports and \$1 million would be allocated to teaching laboratory renewal and \$800,000 for classroom renewal. Dr. Doering noted that international students often require additional supports and this increase would fund those supports. He added that even with the increase; the University of Manitoba has the least expensive international student fee tuition among the U15 and that, in comparison, the University of Winnipeg's fees are two and a half times more than the University of Manitoba's. Dr. Keselman echoed Dr. Doering's comments, noting that at the graduate level virtually all the additional revenue will be directed to student bursaries and scholarships, as has been the University's practice.

It was moved by Mr. Zegalski and seconded by Mr. Robertson:

That the Board of Governors approve:

- **a tuition fee increase of 1.9% effective Regular Session 2015;**
- **an increase to the international graduate student differential fee multiplier from 2 to 2.2 effective Regular Session 2015;**
- **increases to the international undergraduate student differential fee surcharges ranging from 10% to 18% effective Regular Session 2015;**
- **a balanced fiscal operating budget based on total revenue, fund transfers and expenditures of \$701,816,581, and;**
- **financial plans for Research and Special, Trust and Endowment and the Capital Budget for the year ending March 31, 2016 as set out in Attachment 5 and 6.**

The Chair invited questions and comments from the Board. Mr. Kopp stated that he thinks highly of the priorities in the new strategic plan and asked how allocations to those priorities are determined. Dr. Keselman explained that part of the resource allocation process purpose is to hear from the deans and directors about their fiscal challenges and needs and make decisions about the allocations based in part on those conversations.

Mr. Kopp then asked about the way international differential fees are calculated and what portion of those fees goes toward student aid. He said he would like UMSU to work with the Administration to ensure that international students can see how their money is being spent. Dr. Keselman explained that in comparing these fees to other U15 institutions, it was found that

typically 30% of increased fees are allocated to student bursaries and scholarships, while 50% is invested in classroom renewal and lab renewal. With respect to Mr. Kopps's statement that UMSU would like to work with Administration in this area, she explained that her plan is to sit down with deans of the faculties with high international student enrolment to discuss how best to use the funds. She added that she would like to engage in consultations with faculty, students, and staff on this question as well.

Dr. Morrill referred to page 35, asking for more information about the reference made to "smoothing" in the operating budget funding summary. Mr. Kochan explained that the University only needs a 3 per cent reduction to balance the budget this year, but the additional one percent will help to smooth next year's cut which is anticipated to be in the neighbourhood of 5 per cent.

Dr. Morrill noted that carryover allocations are being incorporated into operating budgets for first time. Ms. Sobie remarked that the carryover was previously put into reserves and allocated later in the fiscal year. She explained that this change will be more consistent in showing actual carryover and will improve reporting for Financial Services. Dr. Morrill also noted that the percentage reductions vary considerably from faculty to faculty and asked how those figures were determined. Dr. Keselman replied that for academic units, the most frequent percentage was four per cent for most units. She stated that the faculties of Environment, Earth, and Resources; Education, and Music received smaller reductions because their small size would make a four per cent reduction difficult to manage. She added that the Faculty of Engineering received a two per cent reduction and the Faculty of Science and Asper School of Business each received a two and one half per cent reduction. Dr. Keselman explained the smaller reduction to Engineering was due to the fact that more engineers are needed in the province and a four per cent reduction would force that faculty to reduce student intake. She noted that it was similar for the Asper School of Business where there is difficulty meeting salary costs in a competitive market and issues with capacity. The Faculty of Science carries a very large service commitment to other faculties and is substantially underfunded relative to other faculties of science.

Dr. Morrill remarked that the budget cuts in 2014/15 of 1.82 per cent across units resulted in the business school closing 20 sections of a course which were fully subscribed. He added that in the Faculty of Arts, 54 sections were closed and in University 1 a number of courses were not offered. He asked what effect will this year's cuts have compared to last year's cuts with the University facing reductions totaling \$8.5 million. Dr. Keselman said the actions that will be taken this year will be the same as those used last year to manage the cuts. She added that some faculties are trying to maintain technical positions by transferring them from baseline funding to research grants and other faculties are considering administrative hubs to share services, reducing sessional appointment costs, or not filling academic positions. She said that all faculties will be exploring their course offerings and looking at low enrolment courses to find a better way to deliver those courses. Dr. Keselman noted that this has been occurring for many years. Dr. Morrill informed the Board of his observation that in 2013/14 the Drake Centre was jammed with classes and it was impossible to book a room, but after last year's budget cuts there were many empty classrooms in the middle of the day. Dr. Morrill then expressed his

concern that cutting funding to academic units while increasing funding for laboratory and classroom renewal by the same amount (roughly \$8.5 million) does not make sense. Dr. Keselman responded that there are significant issues with modernization of teaching labs and the intent is to continue renewal by setting aside one-time funding because of a demonstrated need. She added that renewing one science laboratory can cost \$2 million.

Ms. Kunzman requested more information about alternatives to this budget cut. Mr. Kochan cited competing priorities, classroom and lab renewal, and renovations to physical infrastructure as being necessary to support students. Dr. Keselman stated that the intention is to find a balance between directly supporting academic programs and supporting the infrastructure that underpins those academic programs. She added that the University has underinvested in infrastructure but it key to student success in academic programs.

Ms. Reichert referred to Attachment 5, asking why, in some cases, baseline funding appears higher than it was in 2014/15 in spite of there being cuts. Dr. Barnard responded, stating that this is due to the way the University manages some of its costs including salary costs which are centrally funded. Mr. Dhalla added that the University received more money every year; however it does not keep pace with the salary increases negotiated in collective agreements. He added the University negotiates these salary deals and then cannot pay for them because the grant increase is insufficient and the tuition increase allowed is inadequate. He commended management for bringing together this budget in a difficult year. Dr. Barnard told the Board that in results of student surveys, the need for technological renewal in classrooms and labs really stands out as being important to students. He added that the challenge is to listen to and balance all of these competing needs.

Mr. Sherbo commented on the budget process, noting what he perceived as a lack of transparency and engagement with students and faculty. He acknowledged the difficulty in this, but observed that Board members received this document only recently and that students are not given adequate time to understand the impacts of the cuts that will be made. He stated that, for his part, the lack of community feedback is a problem because students need to know they are being heard. He commented that in balancing priorities, given the constraints that exist, the balance should fall more heavily on the academic side of things. Ms. Bovey shared information about the Board's role in the budget process, explaining that a great number of discussions were had at the Board table and that Mr. Sherbo will be part of these discussions in the coming year. She stated that the feedback, ideas, and concerns of Board members are always important to be heard. Ms. Bovey informed the Board that there are two students on the Budget Advisory Committee who would have been involved in the early stages of this process but acknowledged that it is difficult to join the discussion late in the process at the approval meeting. Ms. Bovey also reminded the Board that the provincial budget came down at end of April so presenting this budget to the Board only three weeks later is a mammoth task. Mr. Sherbo stated that he understands the process and suggested that there should be conversations with the University community starting in June for the following year. Mr. Kochan stated that although Management has been very transparent throughout the process, the actual cuts are determined

by the faculties so it will be some time before the effects are known. He added that choices must be made, and it is inevitable that some people will not be pleased with them.

Ms. Bovey stated that any ideas on how to make the process more open would be welcome. Mr. Sherbo observed and Dr. Morrill agreed that some details, although open and transparent, are not obvious to students and should be highlighted. Dr. Morrill added that having students and faculty members on the Budget Advisory Committee is of limited use because the meetings are confidential and cannot be discussed with others. He suggested that perhaps these meetings could be more open. Mr. Kopp suggested that UMSU could help facilitate a process for students, such as focus groups, email discussions, and the like. He noted that there is much that UMSU and the Administration could do to make sure students feel involved.

Dr. Barnard stated that discussion with deans & directors seemed to reveal a universal sentiment that nobody likes the budget process the way it is. He added that senior management had made a commitment at a recent retreat to establish a working group to look at other budget models that might work at the University of Manitoba. He reminded the Board that although a different model may improve the process, there will remain difficult decisions to be made.

Dr. Embree observed that the entire process was much more transparent than was it had been some years ago. She suggested that a ten year summary of previous investments in strategic initiatives would give the Board a better idea of progress over time. Ms. Sobie commented that she did have some documents going back about six years relating to strategic planning allocations.

Chancellor Sexter said that he appreciates the comments on transparency and openness but noted the importance of differentiating between this compendium of many budgets and the individual budgets that are determined within the faculties. That is where the decisions are made about things that really impact students directly. Dr. Halden echoed the Chancellor's comments, adding that the increased transparency has led to greater engagement and more questions at faculty and department council meetings where decisions are made.

Before calling the questions, the Chair thanked the presenters and the members of the Board for their insight, observations, and questions.

The motion was CARRIED.

7. FROM THE GOVERNANCE & NOMINATING COMMITTEE

7.1 Committee Chairs for Board of Governors Committees

Ms. Bovey reported that the Committee had met and discussed at length the proposed amendments to the terms of reference of a number of committees. The proposal is to change the way in which chairs and vice-chairs of committees are elected or appointed. She explained that this would help to broaden the engagement of board members on committees.

Mr. Dhalla suggested an amendment to the membership of the Finance, Administration, and Human Resources Committee to require at least one member with a Certified Financial Analyst designation as, in his view, this is the most significant, highest, and most esteemed designation in the financial industry. He suggested that a certified financial analyst is more likely than an accountant to have current knowledge of portfolio managers and can advise the Committee in their deliberations. The Chair noted that the proposed changes are not related to the committee membership so asked that the Board consider the motion as written, and then Mr. Dhalla's suggestion could be brought to the next meeting of the Governance & Nominating Committee for consideration. Ms. Bovey asked that Mr. Dhalla send her more information about his idea.

It was moved by Mr. Zegalski and seconded by Dr. Taylor:

THAT the terms of reference of the Audit and Risk Management Committee, the Finance, Administration, & Human Resources Committee, the Distinguished Service Award Committee, the Executive Committee and the Governance & Nominating Committee be amended to provide that:

- **The Chair and Vice-Chair of the Audit and Risk Management Committee be appointed annually by the Board on recommendation of the Governance & Nominating Committee;**
- **The Chair and Vice-Chair of the Distinguished Service Award Committee be appointed annually by the Board on recommendation of the Governance & Nominating Committee [the Chair and Chancellor will remain on the Committee as members];**
- **THAT the Chair and Vice-Chair of the Finance, Administration and Human Resources Committee be appointed annually by the Board on recommendation of the Governance and Nominating Committee;**
- **THAT the Chair and Vice-Chair of the Board of Governors continue to be the Chair and Vice-Chair of the Executive Committee;**
- **THAT the Chair of the Board of Governors continue to be the Chair of the Management Resources and Compensation Committee;**
- **THAT the Vice-Chair of the Board be the Chair of the Governance & Nominating Committee with the Chair of the Board as a member of the Committee.**

Concurrent with these changes it is proposed that:

- **the Chair of the Audit and Risk Management Committee be added to the membership of the Executive Committee;**
- **the Vice Chair of the Board be added to the membership of the Governance and Nominating Committee;**
- **it be noted that normally, committee chairs will be independent Board members, and that vice-chairs may be internal or independent Board members.**

CARRIED

9. FROM THE CHANCELLOR'S COMMITTEE

9.1 Revisions to the Emeritus Policies.

Chancellor Sexter stated that in past years these titles were presented at Convocation in the spring; however this practice has evolved into a separate event held every spring to allow that Convocation could focus more on the students. He remarked that this event has really become one of the highlights of the year. He explained that the purpose of the proposed change is to move the annual deadline for nominations for Emeritus titles from December 31 to March 31 in order to facilitate scheduling the event annually in the fall. He also explained that this timing would better align the nomination process with the timing of retirement announcements for the nominees.

It was moved by Chancellor Sexter and seconded by Ms. Lederman:

THAT the Board of Governors approve revising the terms of reference of the Chancellor's Committee and the policies related to the honorary titles Professor Emeritus/Emerita, Dean Emeritus/Emerita, President Emeritus/Emerita, Librarian Emeritus/Emerita, and Chancellor Emeritus/Emerita to reflect a change in the nomination deadline to March 31.

CARRIED

The Chair thanked Board members for their thoughtful questions and discussion and thanked everyone involved in developing the budget.

MOTION TO MOVE TO CLOSED AND CONFIDENTIAL SESSION

It was moved by Ms. Lederman and seconded by Mr. Zegalski:

THAT the meeting move into Closed and Confidential Session.

CARRIED

Chair

University Secretary



AGENDA ITEM: Annual Financial Report 2015

RECOMMENDED RESOLUTION:

The Audit and Risk Management Committee approve the Financial Statements of The University of Manitoba for the year ended March 31, 2015.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The University of Manitoba Act requires that the Board of Governors provide the Minister of Education and Advanced Learning an annual report of the operations of the University including the audited financial statements within six months of each fiscal year end. The Act also requires that the Office of Auditor General of Manitoba (OAG) audit the accounts of the University.

The Auditor General's office will be presenting to the Audit and Risk Management Committee an Audit Results memo including Draft auditors' reports for the Financial Statements and Public Sector Compensation Disclosure report, Schedule of uncorrected misstatements, Draft transmittal letter, Draft management letters and Draft management representation letters.

The OAG has indicated that it is prepared to issue an unqualified opinion on the Financial Statements once the following items have been completed:

- Subsequent events procedures.
- Management's representations.
- Legal letter replies.
- Board of Governors approval of financial statements.

The Report of the Vice-President (Administration) is included in the Annual Financial Report and includes explanation of the financial results for the year. This year the report has been expanded to include a detailed explanation of all significant variances in balance sheet accounts as well as revenue and expense categories. The report also includes a detailed explanation of fund transfers and expanded note disclosure from prior year as fund transfers have been misunderstood in the past.

Revenue increased by \$14 million to \$865 million and expenses increased by \$8 million to \$780 million. The net result was an increase to Fund Balances from operating activities of \$85.4 million and when combined with the \$31.5 million increase in accumulated remeasurement gains is an overall increase to fund balances of \$116.9 million.

This increase results in total year end fund balances of \$1,661,575,000. The increase of \$116,966,000 reflects an increase from Operating activities of \$85,372,000 as indicated in the

Statement of Operations plus an increase of \$31,553,000 in accumulated remeasurement gains which is primarily unrealized gains on long term investments.

The Statement of Operations indicates an increase of \$24,498,000 to the General Funds, however this represents an increase in General Operating of \$9,000, an increase in Specific Provisions of \$21,937,000, and an increase in Future Revenues of \$2,552,000. Each year, unspent funds of the General Operating Fund are transferred to provisions or to the capital fund. This year an additional \$6.8 million was unspent by faculties and units and set aside in the unit carryover provision. Another \$11.9 million was transferred to provisions for various priorities such as pension plan funding, voluntary retirement program, utilities and the Learning Commons, while \$14.3 million was transferred to capital as outlined on page 11 of the Report of the Vice-President (Administration).

The net increase in Specific Provisions of \$21,937,000 is a result of a large portion of the transfers from the General Operating Fund. The Specific Provisions Fund reflects establishing a \$10 million provision for the voluntary retirement program, a net increase to unit carryover of \$6.8 million and increasing the pension reserve by \$4.3 million to guard against future funding shortfalls. The ending provision balance is now \$99 million, of which \$63 million is faculty and unit controlled and \$36 million is at the discretion of Administration:

- The Faculty/Unit provisions includes \$40 million for unit carryover, \$9 million for IST projects, \$6.8 million in Ancillary provisions for future capital improvements of residences, parking and bookstore and other specific provisions to replace faculty specific equipment.
- The Administration portion includes items such as \$10 million for the retirement program, \$6.4 million for pension,\$4.3 million for system upgrades, \$3.2 million in fiscal stabilization,\$2.9 million in a self-insured reserve fund, \$2.8 million for unforeseen utility cost increases or consumption, and \$1.3 million for student support.

The remaining \$60,915,000 (\$85,413,000-\$24,498,000) increase in fund balances is derived from an increase to Restricted Fund balances of \$49,322,000 and an increase to Endowment Fund balance of \$11,593,000. The restricted fund increase is comprised of an increase to the Capital Fund where revenues exceeded amortization and interest by \$26,882,000, the Trust fund revenues exceeded expenses by \$22,987,000 and the Research Fund and Staff Benefits Fund combined for a net decrease of \$547,000.

RESOURCE REQUIREMENTS:

Approval of the Financial Statements does not impact resource requirements.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

Issuing Financial Statements including appropriate notes supports the University's value of Accountability. Having audited statements that are expressed to be free of material error also fits within the University's value of Integrity.

Reporting of financial results and the inclusion of the discussion and analysis in the *Report of the Vice-President (Administration)* demonstrates the University as good stewards of public money and promotes the case for increased government support for post-secondary education.

IMPLICATIONS:

The University of Manitoba Act requires that we issue a report to the Province by September.

ALTERNATIVES:

N/A

Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Tan Han</u>	<u>May 27, 2015</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>P. Alcock</u>	<u>May 27/15</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Don B...</u>	<u>May 27, 2015</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>ARMC</u>	<u>June 9, 2015</u>
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Gord Pasioka, Associate Comptroller

Submission approved by:

Attachments

- Annual Financial Report including:
 - Report of the Board of Governors
 - Report of the Vice-President (Administration)
 - Financial Statements

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(Additional information is available at www.umanitoba.ca/admin/financial_services/)

MISSION:

To create, preserve, communicate and apply knowledge, contributing to the cultural, social and economic well-being of the people of Manitoba, Canada and the world.

VISION:

To take our place among leading universities through a commitment to transformative research and scholarship and innovative teaching and learning, uniquely strengthened by Indigenous knowledge and perspectives.

VALUES:

To achieve our vision, we require a commitment to a common set of ideals. The University of Manitoba values:

- Academic Freedom
- Accountability
- Collegiality
- Equity and Inclusion
- Excellence
- Innovation
- Integrity
- Respect
- Sustainability

To the Minister of Education and Advanced Learning, Manitoba

In Compliance with Section 22(1) of *The University of Manitoba Act*, the Annual Report on the financial affairs of the University for the year ended March 31, 2015 is herewith submitted to the Minister of Education and Advanced Learning. In this report, we set forth in detail –

- (a) the receipts and expenditures for the next preceding fiscal year,
- (b) the investments as they stood at the end of the year, and
- (c) other particulars which may be of interest to the Minister of Education and Advanced Learning.

Included with this Report are the Report of the Vice-President (Administration), the Statement of Management Responsibility for Financial Reporting and the Report of the Auditor General of the Province of Manitoba on the audit of the accounts of the University.

RECEIPTS AND EXPENDITURES: SUMMARY OF GENERAL OPERATING FUND RESULTS

(in thousands of dollars)

	Year Ended March 31	
	2015	2014
Revenues and Other Additions	\$ 602,326	\$ 590,828
Expenditures and Other Deductions	533,968	547,528
Net Revenues	68,358	43,300
Net Appropriated To Specific Provisions	(20,346)	(8,913)
Inter-Fund Transfers	(48,003)	(34,380)
Net Increase to Fund Balance from Operating Activities	9	7
Net Remeasurement Gains (Losses)	923	(5)
Net Increase To Fund Balances	\$ 932	\$ 2

Revenues exceeded expenses by \$68,358,000 for the current fiscal year. Net appropriations of \$20,346,000 were made to specific provisions and an amount of \$48,003,000 was transferred to other funds. The resulting net surplus of \$932,000 has been added to the general operating balance in the General Operating Fund, increasing it to a balance of \$3,238,000 as at March 31, 2015.

INVESTMENTS: INVESTMENT HOLDINGS AT MARCH 31, 2015 WERE AS FOLLOWS (AT FAIR VALUE):

(in thousands of dollars)

Canadian Bonds and Other Fixed Income	\$ 173,975
Canadian Equities	186,476
U.S. Equities	166,417
International Equities	100,862
Preferred Shares	15,936
Pooled Real Estate	85,745
Bankers Acceptances, Guaranteed Investment Certificates and Cash	62,833
Other	1,603
	\$ 793,847

REPORT OF THE BOARD OF GOVERNORS

MEMBERS OF THE BOARD OF GOVERNORS:

At March 31, 2015 the members of the Board of Governors were as follows:

Chair

Patricia Bovey, B.A., FRSA

Vice-Chair

Michael Robertson, B.A., M.A., MAA, MRAIC

Chancellor

Harvey Sexter, B.Comm, LL.B., LL.M., LL.D.

President and Vice-Chancellor

David T. Barnard, B.Sc., M.Sc., Ph.D (Toronto),
Dip.C.S. (UBC)

Appointed by the Lieutenant-Governor-in-Council:

Aaron Berg, B.A. (Hons.), LL.B.
Ted Bock, B.A., LL.B.
Patricia Bovey, B.A., FRSA
Shelley Jesseau
Ritika Khatkar, B.Sc.
Janice Lederman, B.A., LL.B.
Bev Passey, FCGA
Michael Robertson, B.A., M.A., MAA, MRAIC
Stacy Senkbeil, B.A.
Ryan Sherbo
Anastasia Sych-Yereniuk, B.A., B.Ed., M.Ed.

Elected by Senate

Joanne Embree, M.D., FRCPC
Norman Halden, B.Sc. (Hons.), Ph.D.
Jeffery Taylor, Ph.D.

Elected by Graduates

Romel Dhalla, B.A., B.Comm. (Hons.)
Heather Reichert, B.Comm. (Hons.), FCA
Rennie Zegalski, B.Comm. (Hons.)

Appointed by the University of Manitoba Students Union

Rebecca Kunzman
Laura Rempel, B.Env.D.
Al Turnbull

University Secretary

Jeff M. Leclerc, B.Ed., M.Ed., C.Dir.

Respectfully submitted,
The Board of Governors,
The University of Manitoba.

Patricia Bovey, Chair.

REPORT OF THE VICE-PRESIDENT (ADMINISTRATION)

Our planning decisions in fiscal 2015 were guided by the Strategic Planning Framework approved and implemented in 2009. The University's approach has been to allocate a small portion through the budget process to areas which, if enhanced, will lead to institutional benefits such as increased enrolment, reputational improvements and connections to Manitoba priorities.

The 2014-15 provincial budget provided for an operating grant increase of two and one half per cent. Tuition increases were limited to 2.4%, the rate of inflation. Course-related fee increases were limited to 2.2% except where permission was granted by the Council on Post-Secondary Education to exceed this amount. In order to balance the general operating budget and make strategic investments, variable reductions averaging 1.7% were applied to unit budgets.

The 2014-15 general operating budget approved by the Board of Governors allowed us to invest in the transformation of organizational infrastructure and the strategic planning framework pillars as follows:

- **Academic Enhancement**
 - Research support
 - Enhanced bridge funding
 - Enhanced research start-up funding
 - Post-doctoral fellow support
 - Truth and Reconciliation National Research Centre operations support
 - Support for teaching and learning
 - Centre for the Advancement of Teaching and Learning (CATL) staff positions
 - Service teaching support
- **Indigenous Achievement**
 - Indigenous graduate student advisor
- **Student Experience**
 - Enhanced graduate student support
 - Undergraduate student scholarships
 - Student Affairs counsellor
- **Transform Organizational Infrastructure**
 - Integrated planning and financial analysis support
 - Enhanced wireless and classroom technology
 - Human Resources consulting support
 - Teaching laboratory renewal
 - Student awards establishment support
 - Campus master plan "Visionary (re)Generation" support

In the last six successive budgets, \$32.5 million in ongoing funding was allocated to planning framework priorities. One-time funding of \$16.1 million was also earmarked to assist with the launching of new programs, enhance information technology and seed new initiatives.

In November 2014, "Taking our Place: University of Manitoba Strategic Plan 2015-2020" was approved by Senate and the Board of Governors. This new plan was developed by the University community, and will be implemented with pride, energy and innovation in the pursuit of the University's mission: to create, preserve, communicate and apply knowledge, contributing to the cultural, social and economic well-being of the people of Manitoba, Canada and the world.

REPORT OF THE VICE-PRESIDENT (ADMINISTRATION)

FINANCIAL HEALTH

Measuring the financial results of a university is challenging. Universities are involved in the undertaking of a wide variety of services and objectives. These include the teaching of its students, conducting research, constructing and maintaining facilities, raising funds through external donors, providing student aid and offering services to students, staff and the public for parking, bookstore, residences and other ancillary activities. In order to ensure transparency and accountability to our funders and diverse stakeholders, the University follows restricted fund accounting to record the inflow and outflow of these activities separately. Measuring the Financial Performance of any university becomes complex because of such activities. Operating funds received mainly from government grants and tuition are intended to be spent within the fiscal year on the primary mission of educating students. In the case of Operating funds, the primary goal is to break even which demands careful management of funds to ensure deficits are not incurred.

Restricted funds received for research projects often span more than one fiscal year and for this reason, a break even position at year-end is not the key measure. Funds spent on developing and creating new facilities, or the furniture and equipment needed to run a complex institution, are recorded as assets and only the amortization of these assets are reported as an expenditure on the Statement of Operations and Changes in Fund Balances.

Similarly, endowed gifts from our generous donors are reported as revenue when received, but are never reported as expenditures as only the investment income from these gifts can be spent.

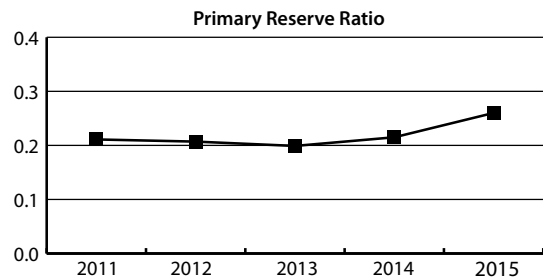
As a result of these complex funding arrangements and the complex accounting standards that must be followed, the financial statements can be difficult to interpret as there is no single measure of financial performance or condition. So instead, some universities have started considering other measures. Universities in the United States have and continue to measure performance through a variety of financial ratios and even a single ratio known as the Composite Financial Index.¹ Only a few institutions in Canada have considered such measures and in doing so, have modified ratios used in the U.S. to ratios which are better suited to the Canadian funding structure. The University of Manitoba has recently reviewed the use of financial ratios as a measure of financial performance, and presents them here to be used in conjunction with the other data being presented in this annual financial report.

Primary Reserve Ratio

Does the University have sufficient financial flexibility?

The University relies heavily on provincial operating grants (56% of 2015 Operating revenues) and tuition (24.7% of 2015 Operating revenues) to fund its Operating activities. The majority of costs are salaries and benefits (77.1% of Operating Expenditures). The Primary reserve measures the University's ability to continue operations in the event of a financial downturn or crisis.

A target score of 0.4 is considered sufficient financial flexibility as it allows the institution to continue its operations for 40% of the year or approximately 4-5 months. The University score is 0.26.

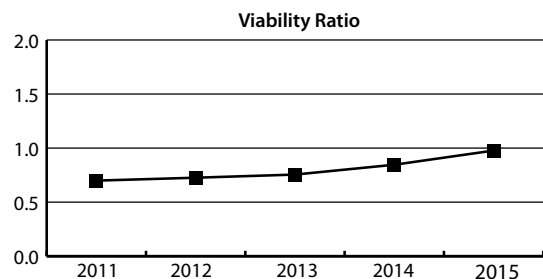


Viability Ratio

Can the University settle its debt?

The viability ratio is the availability of sufficient resources (unrestricted net assets) to cover the University's debt load should it need to do so.

The University has significant amounts of debt related to Investors Group Field, however this debt is completely offset by a Loan Receivable from Triple B Stadium. The requirement to



¹ The CFI Methodology was developed by KPMG, Prager, Sealy & Co., LLC, and Bearing Point, Inc. (see Prager, F. J., Cowen, C. J., Beare, J., Mezzina, L., Salluzzo, R. E., Lipnick, J. & Tahey, P. (2005). Strategic Financial Analysis for Higher Education. (6th ed.): KPMG, Prager, Sealy & Co., LLC, and BearingPoint, Inc.).

REPORT OF THE VICE-PRESIDENT (ADMINISTRATION)

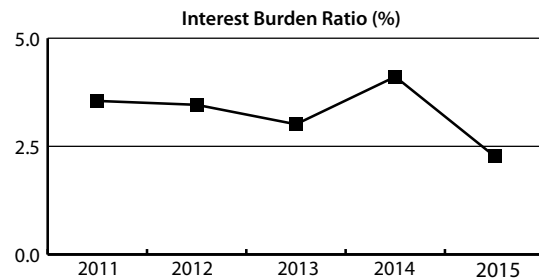
repay the debt is limited to the amounts received from Triple B against the loan receivable. This ratio, and the interest burden ratio have been calculated excluding the impact of this debt.

The target score for viability is 1.0 or better, as it indicates the institution has sufficient available resources to pay off all of its outstanding debt should it be required to do so. The University's score has been trending upward and is now almost at target.

Interest Burden Ratio

Is the University spending too much on interest and additional mandatory pension contributions?

While institutions have taken on considerable debt in the past number of years to address demands for more student residences and aging infrastructure, it is important to ensure an institution does not spend too much of its operating budget to pay interest on that debt. Note, the burden ratio includes special pension payments that universities have been required to make to fund pension deficits. For this ratio, pension deficits are treated the same as external debt. As noted above, this ratio excludes interest on the debt related to Investors Group Field as this debt is completely offset by a Loan Receivable from Triple B Stadium.

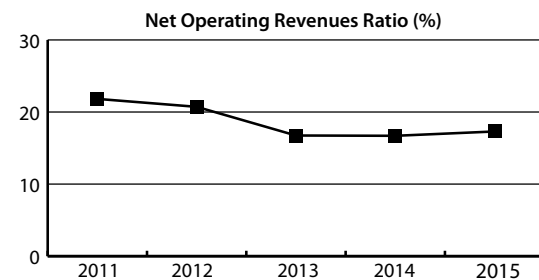


An ideal score for the interest burden ratio is that no more than 7% of an institution's resources should be spent on interest. The University's score is well below the 7% threshold at 2.3%. The variability between this ratio in 2014 and 2015 is due in large part to special pension contributions which varied significantly due to changing pension valuations.

Net Operating Revenue Ratio

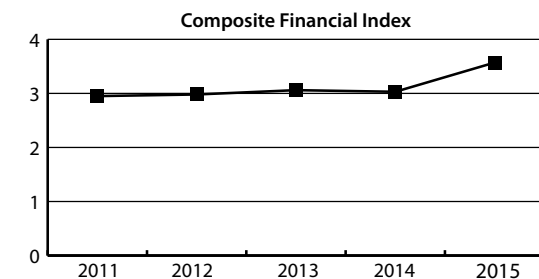
Did the University generate a positive or negative cash flow?

The net operating revenue ratio, calculated by dividing net cash generated by operating activities as per the Statement of Cash Flow by total revenues, indicates whether total activities resulted in income or a deficit. The University scores very high at over 17% where the threshold value is a score of 4%. This ratio is impacted by the Endowment fund which has revenue and no expense, and the Capital fund which may record large revenues in one year to be offset over a longer period by the amortization of assets.



Composite Financial Index

The Composite Financial Index or CFI is a single measure of financial health at single point in time. In Canada, some universities are taking the above four scores, applying weighting factors and combining these into a single measure called CFI. CFI is more broadly used in the U.S., but the components vary. As indicated at the outset, due to the differences in funding models, the calculations of CFI in Canada have been modified.



The strength factors and CFI score fall along a scale of -4 to +10. A CFI score of 3 is the threshold of institutional financial health. A score of less than 3 indicates a need for attention to the institution's financial condition. A score of greater than 3 indicates an opportunity for strategic use of resources to achieve the University's objectives. A score of 1 indicates little financial health, while a score of 10 is the high benchmark. A score of 3.0 or above is preferred.

REPORT OF THE VICE–PRESIDENT (ADMINISTRATION)

Although the University's CFI is above 3.0, the score itself is skewed by the favorable positive cash flow from operating activities. It is also important to note that this is the score for 2015 and is not necessarily indicative of the future financial health.

The University's net available assets can only sustain operations for a 2-3 month period, which is below the standard of almost 5 months. The viability ratio or ability to repay all of the debt is below the standard of 1.0, although the interest burden ratio is well below the standard of 5-7%.

The University will continue to strategically manage its resources and apply sound financial stewardship as it continues to respond to economic challenges.

FINANCIAL VARIANCE ANALYSIS – STATEMENT OF FINANCIAL POSITION

Over the past number of years resources have become more constrained. In this environment there has been increased interest in the financial condition and performance of the University. This document has been expanded to provide more information. The section above presented summary level indicators of financial health of the University. The following sections walk through the financial statements by highlighting areas of note and larger financial variances.

Assets

Cash balances at the end of the year were higher than the previous year. Cash is comprised of \$80.8 million of cash in bank and additional cash equivalents or short-term investments of \$65 million. Many of the University's revenue sources are structured in a cash positive manner where payment is secured prior to providing the related service. The University invests some operating cash balances into short-term and mid-term securities with three investment objectives: the preservation of capital; the ability to meet the liquidity requirements of day-to-day operations; and to maximize yield. The first objective is the overriding objective, and thus it affects the income earned on any security.

The University has negotiated a favorable rate on cash balances in the bank, rendering many 30-90 days cash equivalent instruments not suitable as their rates do not warrant investment. Short-term operating investments of \$65 million are comprised of \$49.3 million in guaranteed investment certificates with the Bank of Montreal yielding 1.40%, and \$15.7 million in Manitoba Hydro Bonds yielding 1.75%.

Mid-term operating investments of \$109.4 million are comprised of \$93.5 million in Bank of Montreal bonds with an average duration of 4 years, and an average yield of 2.40%. These bonds are highly rated at AA, and provide the University with additional yield in a very challenging fixed income market. There is also \$15.9 million in preferred shares of three major banks: Royal Bank, CIBC, and TD Bank. The average yield on these investments is 3.60%, and the average duration is just under 5 years. Preferred shares were added to the portfolio in 2015 for their attractive yields and security of investment. Only preferred shares of Canadian Chartered banks are allowable investments, and the overall weighting is fixed at a maximum of \$30 million.

Accounts Receivable declined \$11.7 million to \$58.0 million. The most significant changes were \$2.5 million collected from the City of Winnipeg for the Active Living Centre, \$3.8 million collected from Western Economic Diversification for capital projects and a \$6.6 million reduction related to various research projects. Also, the Province changed their practice from paying grants periodically to paying them up front. In addition we had a reduction in Canada Foundation for Innovation funding this year which resulted in a lower receivable from CFI and the Provincial matching amount.

The Loan Receivable represents amounts due from Triple B. All but the \$1.4 million current portion of this receivable is completely offset by Long Term Debt due to the Province. The \$1.4 million is guaranteed by the Province. The balance increase reflects accrued interest.

Investments increased \$56.9 million to \$793.8 million, primarily due to an increase of \$63 million in the Trust and Endowment investments as the University Investment Trust grew with \$12.3 million in new donations and an annual return of 13.6%. This is offset by payment of scholarships and transfers to Operating and other funds. Please see a detailed discussion of Trust and Endowment performance later in this report. The Investments balance also includes mid-term operating investments of \$109.4 million discussed above.

Changes in Capital Assets are discussed later in this report in the Investment in Capital, Infrastructure, and Technology section.

REPORT OF THE VICE-PRESIDENT (ADMINISTRATION)

Liabilities

Accounts Payable increased by \$4.6 million to \$62.4 million. This increase is primarily due to more days of accrued payroll and higher payables related to amounts received from funding agencies in advance of all the internal research approvals being satisfied.

Bank Loans of \$11.0 million at the end of the prior year were transferred to long term debt for the Active Living Centre.

Long Term Debt increased during the year as the Active Living Centre debt was fully drawn (\$25 million). It also includes accrued interest on Triple B debt which is fully offset by a Loan Receivable as explained above, and normal debt repayments during the year.

Fund Balances

Fund Balances represent the accumulated balance in each fund at the end of the year. Notably, the unrestricted fund balance of \$72 million is a negative balance due to the Expenses Funded by Future Revenues Fund which records the amount of non-vesting sick leave benefits and unpaid vacation pay for staff which will be funded from future revenues. It also records the actuarially determined expense for employee future benefits and change in pension liability.

FINANCIAL VARIANCE ANALYSIS – STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES

Revenues

Total University Revenue for the fiscal year 2014-15 was \$865 million, an increase of \$14.2 million over 2013-14. The more significant year over year variances are detailed below.

Tuition and Related Fees were impacted by a variety of influences during the year. Overall, tuition fees increased by 2.4% as allowed by the Province effective in September. Although there were fewer credit hours during the year, there was a higher proportion of international student credit hours which increased revenue. Also, the new Active Living Centre student fees were previously generated as sales revenue. Note that the Active Living Centre fees covered only the last two months of the year, so the impact will be even greater next year.

Donations increased \$2.9 million as we near the launch of the new campaign. Large donations in the year included \$2 million for the Obstetrics and Gynecology Trust Fund, a \$1 million donation to the Derek Riley Bursary, \$0.5 million received from the Province for Internal Medicine, and \$0.5 million for Graduate Fellowships.

Non-Government Grants increased from \$44.4 million to \$59.3 million in the current year, primarily due to funding received in the Faculty of Health Sciences. This included \$10.5 million of grant funding received for the Centre for Global Public Health from the Bill and Melinda Gates Foundation, World Health Organization and World Renew. There was also an additional \$1.5 million for the Libyan, Saudi Arabian, and UAE Student Trainee and Community Health Science program in the Northern Medical Unit.

Net Investment Income increased from \$50.2 million a year ago to \$56.1 this year. The increase in investment income was largely due to investment managers realizing gains on the appreciation of securities after a couple of years of strong growth in stock valuations. In the Endowment fund, equities were sold during the year, resulting in total gains of \$27.9 million, compared to \$20.0 million last year. Refer to the Trust and Endowment section later in this report for more detailed discussion of investment returns.

Miscellaneous Income decreased \$7.6 million this year as we have wound down the Duff Roblin fire insurance claim. In addition, in 2013-14 we received almost \$2 million in health insurance experience gains while this year's amount was \$0.2 million.

Education and Advanced Learning (EAL) grant revenue increased to \$344.4 million, of which the majority represents the Provincial operating grant.

Other Province of Manitoba revenues are down \$1.8 million with the completion of the funding for the Tache Hall redevelopment and the Active Living Centre. Partially offsetting the decline was \$4.8 million that went to Triple B for stadium improvements.

REPORT OF THE VICE–PRESIDENT (ADMINISTRATION)

Government of Canada revenues declined \$8.8 million. During the year \$2.5 million was received for demolition of the Agriculture Canada Buildings, while we saw a decrease of \$12.2 million in federal funding for capital projects. Prior year funding included amounts for the Active Living Centre and the Materials in Manufacturing facility.

City of Winnipeg revenue in the prior year represented one-time funding for the Active Living Centre.

Sales of Goods and Services declined \$2 million or 6%. These revenues represent efforts across most faculties and units in a variety of endeavours. The sale of memberships to our athletic facilities declined \$0.4 million when the new Active Living Centre opened and students no longer paid a membership, but instead were assessed a fee through their tuition. This change will be more pronounced in 2015-16 with a full year of this revenue being recorded as tuition. Sales of utilities (sale of steam) declined \$0.6 million due to the closing of the Federal Cereal Research Centre and the reduction in selling prices mirroring reduced costs of natural gas.

Expenses

The disclosure of expenses has been adjusted this year to provide more detailed information in more logical groupings. Within the body of the statements the expenses are categorized by type. A new note has been added (Note 22) which also discloses expenses by function.

Total Expenses for 2014-15 were \$779.6 million compared to \$771.6 million in 2013-14, an increase of 1.0%. The more significant year over year variances are detailed below.

Salaries experienced the budgeted increase of 2.7% this year to \$381.9 million.

Staff Benefits and Pay Levy declined \$15.3 million to \$76.5 million due to the reduction in Special Pension Payments of \$13.3 million. We experienced a positive change in the actuarial valuation for the Pension Liability and Employee Future Benefit liabilities of \$2.8 million and \$0.5 million respectively. Other benefits increased \$1.3 million due to the increase in salaries and the increase in the Health Care Spending account.

Materials, Supplies and Services increased \$10.2 million to \$105.9 million. Spending on U.S. Research grants (Bill & Melinda Gates Foundation and Genetics Institute of Wyeth) increased \$9.5 million and Research Foundation Grant funds increased \$0.9 million. Included in this amount is \$4.8 million provided from the Province to Triple B for stadium improvements.

Professional Consulting and Externally Contracted Services increased 9.1% or \$3.2 million to \$38.3 million in 2014-15. This additional spending occurred in the Special fund (\$1.2 million), in NMU and in the Operating fund (\$1.9 million). The Operating fund spending occurred throughout various projects in IST, but primarily for their Transformation Projects. The increased spending in NMU was due to increased hours of physicians for the Northern Remote Residency Program.

Within Utilities, Municipal Taxes, and Insurance, a decline of \$2.5 million in utilities was experienced this year. This decline relates primarily to the higher than usual costs experienced last year. During the year, we changed fuel classes from Interruptible to High Volume Firm in order to stabilize our gas prices for the winter and future years. In addition, gas use was down considerably this year compared to last year due to the milder winter.

Maintenance and Repairs declined \$1.7 million from a year ago to \$8.6 million. Last year included \$3.4 million for the construction of a neurosciences laboratory in the Kleyson Institute for Advanced Medicine, which is in a building owned by the Winnipeg Regional Health Authority and therefore is not a capital asset of the University. There was also an increase this year of \$2.2 million due to the spending on demolition of the Agriculture Canada Buildings, which is being fully funded by revenues from the Federal government.

Expenses By Function

As indicated above, Note 22 has been added to the financial statements this year to disclose expenses by function to better inform readers about expenses incurred during the year.

The reduction in pension costs in all areas offset much of the salary cost and other expense increases in most areas. The total special pension payments in 2013-14 were \$19.2 million compared to \$5.9 million this fiscal year. Higher payments during the early months of calendar 2014 reduced the amount required to be paid in later months based on the calendar year actuarial report. The more significant variances are detailed below.

REPORT OF THE VICE-PRESIDENT (ADMINISTRATION)

Administration and General expenses increased by \$4.2 million or 11% as \$4.8 million was received from the Province and provided to Triple B for stadium improvements. This expense is included in the Special Funds, a component of Restricted Funds.

Other Academic and Research Support increased by \$2.6 million or 14.6%. This increase was primarily in the Restricted funds and represented additional support from Mitacs and the CIHR channeled through the VP (Research and International) Office. An increase in the Operating fund of \$0.9 million was for the newly created National Research Centre for Truth and Reconciliation.

Change in Pension Liability reflects the actuarial valuation which reduced the Pension Liability.

Inter-fund Transfers

The University uses the restricted fund method of accounting and classifies resources and their use into separate Funds which correspond to our major activities and objectives. A large example of inter-fund transfers is the transfer of resources from the Operating and Research funds to the Capital fund to reflect purchases of equipment, furniture, and library books. Other examples will include transfers from the Operating fund to the Trust fund of amounts to be used for scholarships and bursaries and transfers back and forth between the Operating fund and the Provisions fund for Carryover set aside at the end of the year and moved back into Operating at the start of the next year.

Inter-fund transfers are detailed in Note 13. The more significant transfers to and from the Operating fund are described below.

- A total of \$39,342 was transferred to the Capital fund, which includes \$21,079 representing purchases of capitalized equipment and furnishings in Faculties and Units, as well as library acquisitions. An additional \$14,329 was transferred from the Operating fund to the Capital fund for strategic priorities. This included \$3.8 million for deferred maintenance, \$4.4 million for teaching labs, \$2.3 million for Canada First Research Excellence projects, \$1.0 million for Science renovations (Buller and Parker), and \$1.3 million for various other faculty renovation projects. Faculties and units initiated transfers of \$3,934 for current capital projects. Some examples of these projects are \$0.3 million from the Faculty of Architecture for renovations to studio space in the Education Building, \$0.5 million from the Faculty of Arts for classroom renovations, \$0.2 million from the Faculty of Science for Parker Lab renovations, and \$0.4 million from Risk Management and Security Services for CCTV renewal. Ancillaries transferred \$1.3 million to the provision fund for future capital projects.
- Total transfers for Debt funding of \$14,174 was transferred from the Operating fund to the Capital fund. This included \$5.1 million in Unit funded transfers for Ancillary Services and Active Living Centre debt and \$5.1 million for debt repayment under an arrangement structured to allow for debt servicing on long-term Provincial debt. An additional \$3.2 million was collected as tuition and transferred to the Capital fund to service debt related to technology improvements. The remaining \$0.8 million represents the transfer of facility rental income that is being designated for debt retirement.
- A total of \$7,200 was transferred from Operating to Trust and Endowment for the payment of scholarships, bursaries and prizes. Faculties and units funded student awards totalling \$1.3 million were transferred to the Trust fund for disbursement. The majority of student awards are generated by Trust and Endowment and our practice is to disburse all awards from this fund for operational efficiency. In addition \$5.9 million was transferred from the Operating fund to Trust and Endowment for student awards as planned in the opening budget and included undergraduate scholarships (\$2.3 million), international graduate student support (\$1.3 million), Graduate Enhancement of Tri-Council Stipends (GETS) of \$0.9 million, needs based bursaries (\$0.5 million), and emergency student aid (\$0.2 million).
- Transfers to the Specific Provisions fund for special projects totalled \$24,688 as Units and Faculties transferred \$12,754 including Ancillary Services future parking lot improvements (\$1.7 million), School of Art improvements related to the move to the new building (\$0.3 million), Northern Medical Unit establishing a protection against sudden revenue declines (\$0.7 million), Faculty of Nursing future computer and equipment renewal (\$0.2 million), and External Affairs provision to allow Alumni Relations a degree of protection from future income swings (\$0.2 million). Also included is \$8.9 million in transfers back to Provisions for IST related projects which were deferred. Centrally funded transfers to the Specific Provision Fund of \$11,934 included \$4.3 million for pension plan funding, \$3.0 million for the Voluntary Retirement Program, \$2.0 million in funds left in the utilities budget to the utilities provision, and \$1.2 million for the Learning Commons.
- Also, \$2,000 was transferred from the Staff Benefits fund to the Specific Provisions to support the Voluntary Retirement Program.

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- \$2,967 was transferred from the Operating fund to the Staff Benefits fund representing University support for staff benefit premiums.
- Students, as part of their tuition, provide amounts that support improvements to the University and contribute to trust funds. During the year, \$1,043 was transferred to the Trust and Endowment funds as instructed by students through various referenda.
- Overhead of \$5,558 earned by research projects was transferred from the Research fund to the Operating fund to contribute to the costs of supporting research.
- A total of \$23,202 was transferred into the Operating fund from all other funds. Faculties and units initiated transfers of \$10.4 million into the Operating fund from all Restricted funds which includes \$8.3 million from the Trust fund for operating expenses as supported by the terms and conditions of the various trust funds. The remaining \$2.1 million was transferred in from the Capital and Research funds to the Operating fund. Typically these amounts would be related to unused funds no longer needed and being returned to the source (Operating fund). This year also includes a transfer of some longstanding funds that were reviewed and determined not to be research funds. A total of \$12.8 million was transferred to the Operating fund from the Specific Provision fund for various operating projects and equipment purchases. The most significant transfer was \$9.8 million to fund IST projects, \$0.9 million related to the termination of a print management contract and \$0.2 million for equipment in Physical Plant.
- The net carryover transfer of \$6,800 from the Operating fund to the Specific Provision fund increased the carryover provision to \$40.0 million. These amounts are in support of one-time expenses or planned expenditures for which the funds were allocated but not expended in 2013-14.
- \$3,526 was transferred from Operating to the Research fund representing research start-up for new faculty members, deans and department heads.
- Transfers between Operating, Restricted funds and Future Revenues of \$6,517 and \$2,794 represent funding for the net change in the employee future benefits liability and pension liability.

STUDENTS

Overall enrolment in Fall Term 2014 was 29,657 students, including 25,298 undergraduate students and 3,719 graduate students. Increases were evident in International and Indigenous student enrolment.

International enrolment was 4,464 students, representing an increase of 15.4% from Fall Term 2013. The international student population now comprises 15.1% of the total student population.

Indigenous enrolment was 2,168 students. Indigenous students comprise 7.9% of undergraduate students, 4.2% of graduate students, and 7.3% of the total student population.

Table 1, Selected Statistics, provides information on undergraduate and graduate student enrolment, self-declared Indigenous students, undergraduate student credit hours and degrees, diplomas, and certificates conferred on our graduates.

STAFF

The University continues to be an outstanding workplace – one that recognizes the significant contributions of its faculty and support staff and provides challenging and enjoyable opportunities for its staff members. A total of 5,401 full-time equivalent staff were employed during the year, comprised of 2,405 faculty, 2,467 administrative staff and 169 staff in Ancillary Services.

People drive the success of the University of Manitoba – faculty and staff are committed to providing students with the exceptional education that they expect and deserve. The experience in the classroom and research laboratory is paramount to students' future success and contribution to society. Attracting and retaining the best faculty and staff requires that we compete globally by offering fair compensation packages, modern facilities in which to teach and conduct research, and state-of-the-art equipment in classrooms and laboratories.

Faculty achievements throughout the University community this past year were many and varied and are too numerous to detail in this report. To name a few:

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- Distinguished Professor Frank Plummer (Medical Microbiology) was awarded the Killam Prize in Health Sciences by the Canada Council for the Arts. Plummer is credited with decades of work in the field of infectious diseases, specifically HIV/AIDS. His efforts have saved countless lives. The Killam Program offers five awards every year to outstanding Canadian scholars working in the humanities, social sciences, natural sciences, health sciences and engineering. The \$100,000 Killam prize is among Canada's most distinguished research awards;

TABLE 1: SELECTED STATISTICS

	2014	2013	2012	2011	2010
Fall Term Enrolment					
Total Students ^{1,2}	29,657	29,759	29,181	28,430	27,751
Undergraduate students	25,298	25,363	24,996	24,347	23,929
% Annual Change	-0.3	1.5	2.7	1.7	1.2
Full-Time	20,889	20,819	20,363	19,876	19,522
Part-Time	4,409	4,544	4,633	4,471	4,407
Graduate students	3,719	3,748	3,580	3,501	3,333
% Annual Change	-0.8	4.7	2.3	5.0	0.0
Full-Time	3,057	3,042	2,843	2,720	2,560
Part-Time	662	706	737	781	773
Post-Graduate Medical Educ. Students	640	648	605	582	489
Summer Enrolment	11,267	11,070	10,469	10,157	10,121
% Annual Change	1.8	5.7	3.1	0.4	5.0
Total Enrolment	40,924	40,829	39,650	38,587	37,872
Full-Time Equivalent Students ^{1,3}	29,254	29,172	28,336	27,581	26,943
International Students	4,464	3,869	3,266	2,738	2,354
Self Declared Aboriginal Students^{4,5}	2,168	2,140	2,084	2,021	1,912
Undergraduate students	1,997	1,973	1,930	1,876	1,771
% Total undergraduate students	7.9	7.8	7.7	7.7	7.4
% Total University 1	9.3	9.6	9.1	8.4	8.4
Graduate	158	158	147	139	133
% of Total Graduate	4.2	4.2	4.1	4.0	4.0
Post-Graduate Medical Educ.	13	9	7	6	8
% of Total PGME	2.0	1.4	1.2	1.0	1.6
Undergraduate Student Credit Hours⁶					
Fall and Winter	520,258	524,993	521,345	512,849	509,309
Summer	55,091	55,963	53,366	53,617	53,910
On-load ⁷	7,666	6,625	6,074	6,156	6,084
Degrees, Diplomas, Certificates Conferred					
Undergraduate	4,148	4,309	4,045	4,139	4,120
Graduate	940	797	815	779	778

1. As at November 1st.

2. Includes B.Sc.(Dentistry), B.Sc.(Medicine) and Joint Master's Program students based on workload calculations.

3. Full-Time Equivalent Students = Full-time + (Part-time / 3.5). Includes all terms.

4. Indigenous identity is a voluntary self-declaration made on the Admission form. Therefore, the numbers reported are less than the total population of Canadian Indigenous students on campus.

5. Self-declared Indigenous Student figures for 2012 and onward reflect Canadian students only. Comparisons with previous years should be made with caution.

6. Credit hours for 2012 and onward exclude courses at or above the 6000 level, as these are associated with graduate programs. Comparisons with previous years should be made with caution.

7. Courses taught during Summer term as part of Fall and Winter teaching load.

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- The Canadian Academy of Health Sciences inducted three University of Manitoba professors as Fellows in 2014: Dr. Cheryl Rockman Greenberg (Pediatrics & Child Health/Winnipeg Regional Health Authority), Distinguished Professor Dr. Patricia Martens (Community Health Sciences/Manitoba Centre for Health Policy), and Dr. Pawan Singal (Physiology/Institute of Cardiovascular Sciences, St-Boniface Hospital Research). Fellows are chosen by their peers based on their demonstrated leadership, creativity, distinctive competencies and commitment to advancing academic health sciences;
- Two esteemed engineering faculty members of the University of Manitoba were elected new Fellows of the Canadian Academy of Engineering (CAE) in 2014: Dean of Engineering Jonathan Beddoes and Professor Douglas A. Buchanan. Fellows are nominated and elected by their peers for their distinguished achievements and career-long service to the engineering profession;
- The Women’s Executive Network named two U of M women among Canada’s Most Powerful Women Top 100 for 2014: Zahra Moussavi (Engineering) and Tracy Dahl (Desautels Faculty of Music). These awards celebrate the professional achievements of strong female leaders across the country in the private, public and not-for-profit sectors. Dahl was recognized in the BMO Arts and Communications category and Moussavi in the SunLife Financial Trailblazers and Trendsetters category;
- Distinguished Professor and Canada Research Chair in Globalization and Culture, Dr. Diana Brydon, English, Film and Theatre, was named the 2014 recipient of the Dr. John M. Bowman Memorial Winnipeg Rh Institute Foundation Award for outstanding research by established University faculty;
- Distinguished Professor Harvey Max Chochinov (Psychiatry) was named an Officer of the Order of Canada in June 2014. Chochinov holds a Canada Research Chair in Palliative Care and is Director of the Manitoba Palliative Care Research Unit, CancerCare Manitoba. Chochinov was recognized for his dedication to improving end-of-life care for Canadians; and,
- The Royal Society of Canada (RSC), the country’s most esteemed association of scholars, artists and scientists, awarded professor emeritus Dr. Gerald Friesen the J.B. Tyrrell Historical Medal. This peer-elected award is given to people who have made remarkable contributions to history and Canadian public life. The RSC also elected three professors to the inaugural cohort of scholars to the College of New Scholars: Drs. Elylt Jones (History), Kiera Ladner (Political Studies) and Laura Loewen (Music). The College is Canada’s first national multidisciplinary recognition system, which honours emerging and productive academics for their contributions to society, with an emphasis on those who take interdisciplinary approaches to their research.

OUTSTANDING WORKPLACE INITIATIVE

The Outstanding Workplace Initiative, previously identified as a time-limited project, has shifted into a more permanent pillar of strategic planning. It has become a philosophy or way of life on the University of Manitoba campus, and represents an ongoing program of continuous improvement. While the goals remain the same – *to be an employer of first choice, offering and expecting respect for all staff and faculty, providing opportunities for leadership, growth and development, and recognizing the contributions made at all levels of the organization* – the efforts to create these capacities across campus have evolved.

The six key commitments identified to help achieve this goal remain unchanged:

- To increase connectedness as a community.
- To foster exemplary leadership and management practices.
- To enhance a respectful, equitable, and inclusive work environment.
- To enhance career and professional development supports.
- To increase organizational effectiveness by reducing red-tape and bureaucracy.
- To continue to identify, build on, and communicate our workplace strengths.

Within the Human Resources department and its partners across campus, work is progressing in all areas to promote an outstanding working environment. In this past year, the University was again named one of Manitoba’s Top 25 Employers.

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Other significant activities included:

- Increased engagement with the internal and external community. This has included development of a Human Resources Network page within *UM Today* and an expanded social media presence to not only drive current staff engagement, but promote the UofM brand to external job-seekers.
- Successful completion of 2 cohorts within the Leadership Development pilot program.
- Reinvigoration and redesign of employee recognition programs.
- The launch of the President's Advisory Committee on Respect.
- Moving from development into implementation of the campus Mental Health Strategy.
- Creation of a Childcare Initiative.
- Development of two cost-saving and employee recognition measures through the Voluntary Early Retirement Program and Voluntary Days Off Program.
- Increased quality, efficiency and transparency in the job classification process.

CONTINUOUS IMPROVEMENT

In 2014, the Office of Continuous Improvement and the Change Management Office were reorganized to create two new units: Project Management Office – Information Technology (PMO-IT) and the Change Management and Project Services (CMaPS) office. The PMO-IT is focused on providing IT project management services and managing the portfolio of IT projects, while CMaPS is focused on providing process improvement, project/program delivery, and change support throughout the University. PMO-IT and CMaPS have partnered to continue jointly building a mature and consistent practice of project management with the aim of ensuring that a common approach evolves.

Throughout 2014, CMaPS has built a foundation for process improvement and change management across the institution through the use of standard methodologies and training. Lean/Six Sigma continuous improvement projects were completed to create initial awareness of Lean/Six Sigma and to provide green or yellow belt training to 13 staff. ProSci change management training was delivered to 118 staff in 2014. The unit has also directly supported project management, process improvement and change management with regard to a number of important initiatives, and these services continue to be in high demand.

WORLD CLASS RESEARCH

The University currently holds 41 Canada Research Chairs (CRC) and one Canada Excellence Research Chair, is an active participant in nine of Canada's National Networks of Centres of Excellence and is leading the TREKK Knowledge Mobilization NCE. The University is also home to, or a partner in, 50 research centres, institutes and shared facilities that foster collaborative research and scholarship in a wide variety of fields.

In 2014-15, the CRC program announced one new CRC and one renewal at the University, bringing our total to 41 CRCs. The new CRC is Dr. Carl Ho (Electrical and Computer Engineering) chair in Efficient Utilization of Electric Power. The renewed chair is Dr. Zahra Moussavi (Electrical and Computer Engineering) chair in Biomedical Engineering. The new and renewed chairs funding combined for a total of \$1 million.

In 2014-15, research at the University continued its strength, with investment in a number of key areas. University researchers received \$130.1 million in sponsored or assisted research support through grants or contracts from the federal and provincial governments, various foundations, business and industry, and individuals. This funding is an increase of 13.8% compared to the amount received in 2013-14.

Table 2, Research Expenses by Faculty or Support Unit, illustrates the level of research investment, as measured by the level of spending, in faculties and schools 2014-15. Research investment was highest in the Faculty of Health Sciences, at a level of \$69.2 million in 2014-15. The second-highest was the Faculty of Agricultural and Food Sciences at \$15.5 million, followed by the Faculty of Science, the Faculty of Engineering and, the Clayton H. Riddell Faculty of Environment, Earth and Resources, at \$11.7, \$8.9, and \$7.7 million respectively. In 2014-15, a total of \$126.3 million was spent on sponsored or assisted research activities at the University of Manitoba.

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In 2014-15, the Social Sciences and Humanities Research Council (SSHRC) announced \$395,293 in funding for two partnership development projects. One team is led by Professor Shirley Thompson (Natural Resources Institute) to work with community organizations researching solutions to food insecurity and underdevelopment in northern Manitoba Aboriginal communities. The other team is led by Professor Andrew Woolford (Sociology), with Adam Muller and Struan Sinclair (English, Film and Theatre) undertaking the Embodying Empathy project, which will use leading-edge technologies to create a prototype virtual Indian Residential School in partnership with Survivors, Indigenous commemorative and educational agencies, archivists, scholars and technology experts. In addition to the two partnership projects, SSHRC also announced \$1.391 million in funding to 39 projects being undertaken by graduate students and postdoctoral fellows through CGS masters and doctoral scholarships.

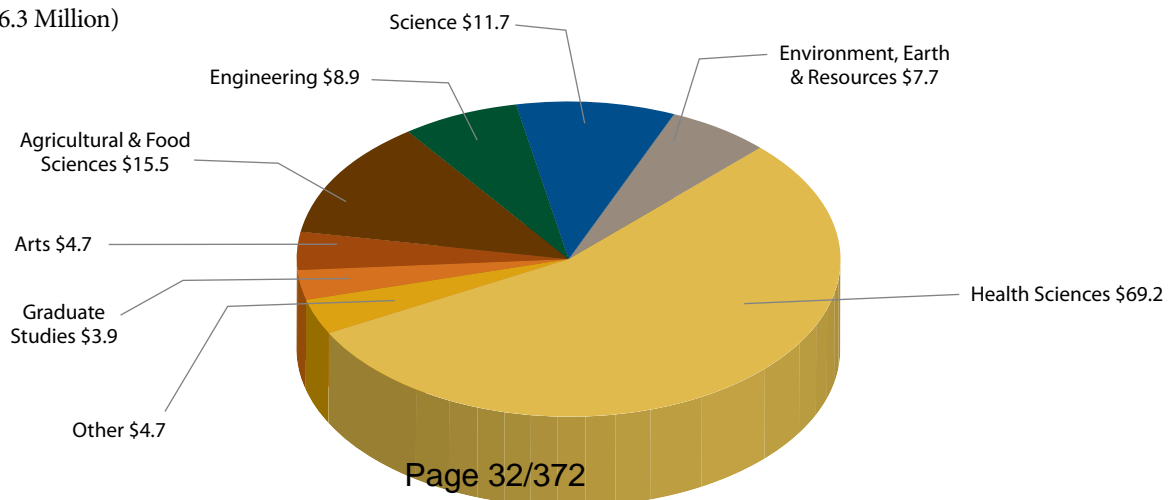
CIHR announced funding to two University professors in 2014-15: Dr. Annette Schultz (Nursing; Psychosocial Oncology & Cancer Nursing Research, St-Boniface Hospital Research) and Dr. Jonathan McGavock (Pediatrics & Child Health/Children’s Hospital Research Institute of Manitoba). Schultz was awarded \$709,987 to work in collaboration with Karen Thronson (Health Sciences Centre), a team of eight researchers, and several First Nations and health care community collaborators to further their research on First Nation Peoples heart health. McGavock was jointly awarded \$925,000 from CIHR and the Public Health Agency of Canada for an Applied Public Health Chair in Resilience and Childhood Obesity. His research will focus on promotion of healthier lifestyles to combat obesity and type 2 diabetes in First Nations youth.

On June 26, 2014, the Natural Sciences and Engineering Research Council of Canada (NSERC) awarded \$8,868,529 in new funding for grants and scholarships to 57 professors and 21 students at the masters, doctoral, or postdoctoral levels. Their research will further discoveries in a full range of fields in science, technology, engineering and mathematics.

A new non-governmental organization was formed and launched in 2014 by the University: Partners for Health and Development in Africa (PHDA). It is a non-profit organization registered in Kenya, working in the health and development fields in Kenya and elsewhere in Africa. The creation of this organization builds on a 30 year legacy of successful HIV/AIDS research, prevention and care programs that have been implemented by a collaborative group of scientists and public health professionals from the University of Manitoba, the University of Nairobi, the Government of Kenya and other partners. PHDA works closely with governments, scientists, and partners in key related thematic areas. PHDA’s mission is to increase access to health for disadvantaged communities in Africa through systems strengthening, research, program development and partnerships.

Funding from the CFI, Research Manitoba/MRIE, and matching contributions from industry, along with the corresponding expenditures, are reflected in the Capital Asset fund. In 2014-15, total contributions from these sources were \$2.7 million. The new funding supports research in four faculties, including projects such as: organometallic catalysis and solar fuels lab (Chemistry, Science), protein folding intermediates lab (Chemistry, Science), microwave imaging infrastructure (Engineering), mobile hydrobiogeochemical lab (Geological Sciences, Environment), hydrocarbon fingerprinting infrastructure (Geological Sciences, Environment), and landscape and biodiversity diagnostic facility (Entomology, Agricultural and Food Sciences). When combined with sponsored or assisted research funding of \$130.1 million, University of Manitoba researchers received \$132.8 million in funding in 2014-15.

TABLE 2: RESEARCH EXPENSE BY FACULTY OR SUPPORT UNIT 2014-15
(Total \$126.3 Million)



TRUST AND ENDOWMENT FUND

The University Investment Trust (UIT) had a market value of \$576.8 million as at March 31, 2015, compared to \$510.6 million in 2014. The growth in the UIT was primarily due to \$12.3 million in new donations, and an annual return of 13.6%. Although, on an absolute basis, the return met the objectives of funding the spending and investment management expenses of the fund, as well as adding to the purchasing power of the fund by covering these expenses plus inflation, on a relative basis the fund's return did lag. The benchmark return for the fund was 15.3%, and most of the underperformance was due to our Canadian equity portfolio returning 2.3% for the year, versus the S&P/TSX index return of 6.9%. This one-year return is not concerning, as the Canadian equity portfolio still has very strong mid-term and long-term returns, and the underperformance over the past 12 months is attributable to the investment manager's style and industry allocation, which is in alignment with the very same beliefs and processes that make them successful.

The UIT generated a spending allocation of \$18.4 million for the upcoming fiscal year, up from last year's distribution of \$17.0 million. This allocation provides funding for student support, faculty and researchers, various programs and initiatives, chairs and professorships, and additions to library resources. The continuing growth of both the UIT and the income it distributes is a testament to the generosity of the University's many donors which will allow the fund to help support current students as well as future generations of students.

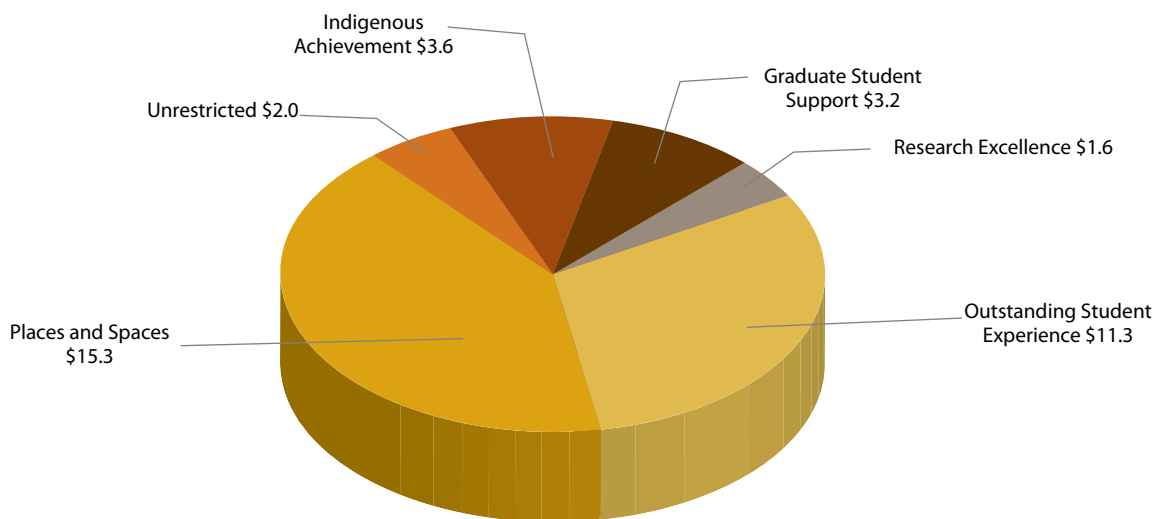
At the end of the year, the Specific Trust funds were worth \$55.2 million, up from last year's total of \$44.9 million. The bulk of these funds are:

- gifts and funding for capital projects such as Tache Hall, and
- trust funds directed toward financing construction costs and servicing the long-term debt undertaken to fund capital projects.

Tables 3.1 and 3.2 Donor Pledges summarize pledges received by type of donor and the purpose for which the gift was pledged.

TABLE 3.1: DONOR PLEDGES BY TYPE OF GIFT 2014-15

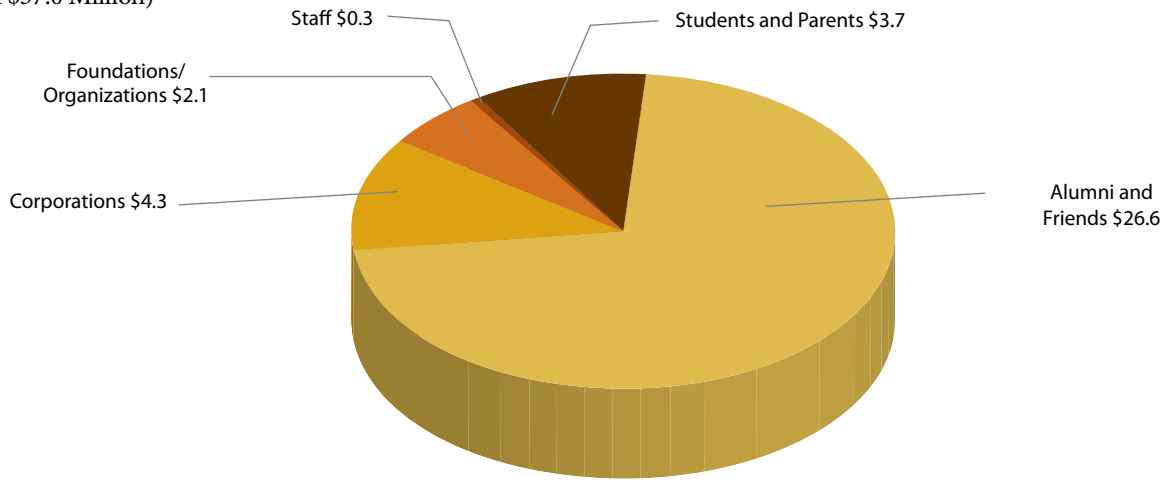
(Total \$37.0 Million)



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TABLE 3.2: DONOR PLEDGES BY CONSTITUENCY 2014-15

(Total \$37.0 Million)



INVESTMENT IN CAPITAL, INFRASTRUCTURE, AND TECHNOLOGY

In 2014-15, the University invested \$110.4 million in capital assets as follows:

- \$81.4 million for the construction of buildings, infrastructure renewal and land improvements;
- \$12.8 million for the acquisition of furniture, equipment and vehicles;
- \$4.6 million for computer equipment and technological improvements such as wireless expansion and upgrades; and
- \$11.6 million for library acquisitions and works of art.

In addition, debt servicing costs of \$23.9 million were incurred, primarily relating to the Provincial Debt, the Arthur V. Mauro Student Residence, Pembina Hall Student Residence, Active Living Centre and Triple B Stadium interest. The Triple B interest expense is offset by Triple B interest income.

Capital funding for the year includes internal sources plus \$7.1 million from EAL, \$11.4 million from other Provincial departments, \$2.0 million from the Federal Government, \$4.4 million from private donors and \$12.7 million from other income.

A number of projects were completed during the fiscal year, including the Active Living Centre (\$18.4 million), Fort Garry campus domestic water upgrade – phase 1, (\$2.5 million), upgrades to the I. H. Asper School of Business, which include student services, classroom and facility renovations (\$1.1 million) and the Truth & Reconciliation Research Centre (\$0.3 million).

Construction of the George and Fay Yee Centre for Healthcare Innovation (CHI), which will be housed in the Chown Building, commenced this fiscal year. The CHI will provide academic leadership in healthcare system design and quality in a continual drive to improve patient care and safety in Manitoba and beyond. The CHI will bring together healthcare expertise from the College of Medicine, experts in quality improvement from the I. H. Asper School of Business, systems and process design engineers from the Faculty of Engineering, computer and measurement scientists from the Faculty of Science, and health informatics experts.

The Central Energy Plant Boiler #3, which was over 50 years old, was replaced during the fiscal year with two 75,000 lbs/hr boilers. The boilers generate steam (along with three other boilers) which heats buildings on the Fort Garry campus.

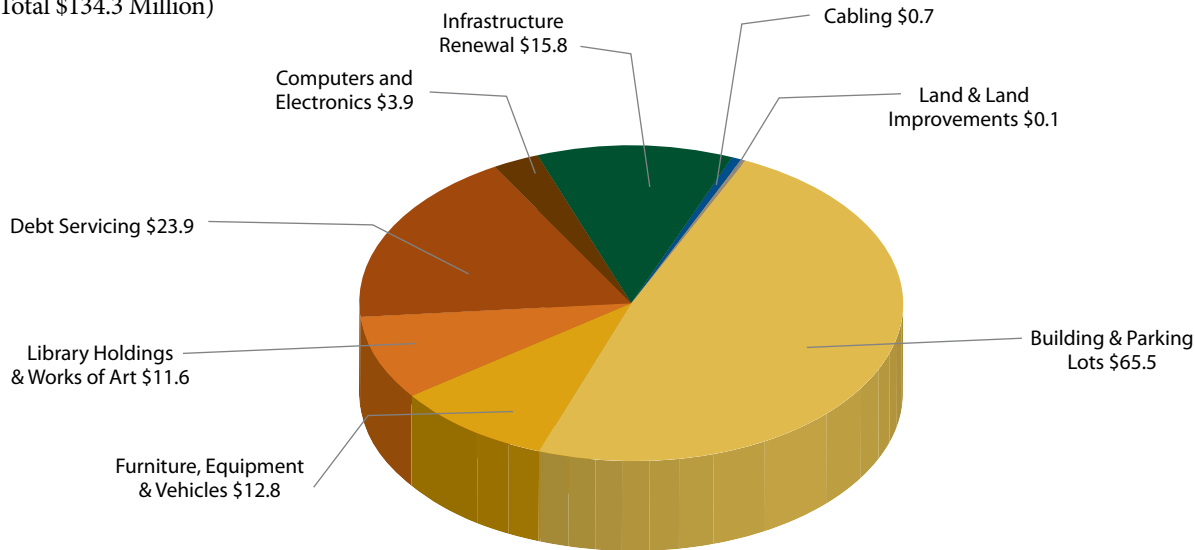
Construction continued on the Taché Hall Project Domino renovation (\$23.2 million) and the Manitoba Electron Microscopy Facility for Composite and Materials Characterization (\$1.4 million).

Infrastructure renewal projects undertaken in 2014-2015 included fire and safety (\$2.9 million), sewer & water (\$2.6 million), asbestos remediation (\$2.2 million), Bannatyne electrical reservicing (\$2.1 million) and window replacements (\$0.9 million). These projects were funded by the EAL capital grants, Deferred Maintenance funding from the Province, and the Provincial Debt.

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Table 4, Capital Fund Expenditures provides a more detailed breakdown of the \$110.4 million in capital asset expenditures and debt servicing costs of \$23.9 million during 2014-15.

TABLE 4: CAPITAL FUND EXPENDITURES 2014-15
(Total \$134.3 Million)



SUSTAINABILITY

The University's mission reflects an abiding commitment to sustainability. It speaks to balance between social, cultural, and economic development (all of which is predicated on a sustainable natural environment – reflected in the University's values) and to balancing the local, regional and global perspectives. The very business of the University – creating, preserving and communicating knowledge for well-being – is integral to sustainable development. We build capacity so that students and their communities (and our larger community of Earth) can have big futures. Our work contributes to human development, and our values guide us to pursue this work in a way that manages the impacts we have on our planet.

In 2014-15 the University, led by the Office of Sustainability and with shared community commitment and involvement from students and staff, worked to enhance the culture of sustainability at the University through integrated planning, education and awareness initiatives and research into improved processes and programs.

The University actively researches, pilots and implements initiatives that improve social and environmental outcomes, while also delivering financial benefits to the University:

- A major step in the University's stewardship efforts was the 1997 Energy Performance Contract which invested over \$12 million in utility saving initiatives and has yielded more than \$62.2 million in savings to date. Those original measures continue to generate savings which have been reinvested in additional energy saving measures. As a result, \$5.2 million in utility costs were avoided in 2014-15; representing an approximately 35% reduction in total annual utility expenditures (\$15.8 million was spent on utilities in 2014-15).
- The University continues to strive for a 5% year-over-year utility savings. Since 1990-91 the Fort Garry campus has reduced its natural gas consumption by more than 43% per square foot and electricity consumption by more than 30% per square foot.
- Water consumption is more than 56% less compared to 1990 levels, generating estimated savings of \$1.67 million in annual water billing for the University in 2014-15. Water metering technologies have been implemented providing Physical Plant with the capacity to monitor actual campus water usage. This information results in an estimated savings of an additional \$500,000 per year.
- A variety of custodial system enhancements have been implemented recently that reduce the need for disposable cleaning supplies and for cleaning chemicals. These changes are associated with social, environmental and financial benefits and include:

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- Energy efficient and hygienic hand dryers in high use washrooms run for just 12 seconds per use and reduce paper use.
- Mats that remove dirt and grit before it enters the building, thereby minimizing the use of cleaning chemicals.
- Reusable microfibre cleaning cloths.
- Chemical-free floor cleaning machines that use up to 75% less water than traditional floor cleaning methods.
- EcoTraction grit for snow and ice control to reduce the amount of chemical treated sand and salt previously used.
- A comprehensive waste prevention program that includes a Re-Shop that supports reuse of office equipment and furniture and a Really, Really Free Market that reduces waste-to-landfill (and costs) associated with residence move out.
- Continued support for active transportation which is space efficient, promotes wellness and has been shown to reduce time lost to illness: installation of self-serve bike repair stations at Bannatyne and Fort Garry Campuses and introduction of a shower-only gym membership for active commuters.
- Supporting participation and creating buy-in for programs and services by integrating sustainability into student orientation, new staff orientation and outreach materials.

CAMPUS PLAN

Visionary (re)Generation

The Visionary (re)Generation planning process is well underway. The project team is composed of Janet Rosenberg & Studio, Dialog, Cibinel Architects, MMM Group, and Arup. The proposed Campus Master Plan concept reflects a new vision for the Fort Garry campus, resulting from strategies and ideas generated through a collaborative engagement process between the University, the project team, and the community. The planning process has included over 800 people and close to 60 different consultation meetings and events. The Plan will continue to evolve and be refined in this consultative manner, reflecting a complete campus community development that is unique, diverse, welcoming, vibrant, accessible, inclusive, and sustainable.

The design concept is built on five key systems: open space structure, pedestrian connections, street configurations, cycling routes, and rapid transit possibilities. The greenspace framework is the basis for design, allowing the landscape to inform the design plan. Quality, connected pedestrian and cycling networks ensure the future Fort Garry campus will be human scaled, promoting active, healthy and efficient transportation choices. Phase II Rapid Transit will pass through Southwood lands, providing the foundation for future transit oriented development. The street network focuses development along main corridors, creating “high streets” with a village like feel. These streets will be “complete”, meaning they are accessible by a diversity of transportation modes including high quality transit service. All of these systems are working together to create an all-inclusive design that aims to be home to a diverse population in a mixed-use environment.

The planning work has incorporated market analysis of development potential and financial pro-forma scenarios from Urbanics Consultants. The collaboration between Urbanics and the project team will result in a plan that demonstrates quality design and economic feasibility. This collaboration has informed the most recent design configurations and forms the basis of the phasing development plan.

The phasing strategy focuses early development directly adjacent to the academic campus, capitalizing on the energy and critical mass of the University. Phase I development will create a dynamic, walkable environment on Sifton Street, with 4-6 story mixed use buildings, at grade retail and an exceptional public realm. Phase I development is anticipated to occur over a 10 year period, consisting of approximately 1,200-1,800 residential units and 600,000-800,000 sq. ft. of non-residential development.

Bannatyne Campus Plan

The Bannatyne Campus Plan has been approved and in effect for over one year. The focus now is to ensure growth and development of the Bannatyne campus align with the plan to ensure our collective vision is realized.

The first project of the implementation phase is in progress. ECS Consultants have been engaged to develop a detailed building program for a new academic building. The project includes space needs for the Faculty of Nursing, an interprofessional clinic, campus amenities, student life opportunities, and departments displaced by the future decommissioning of the old Basic Science (T-Building).

Fort Garry Campus and Bannatyne Campus Space Master Plans

The Fort Garry Campus and Bannatyne Campus Space Master Plans have recently been completed. The plans consist of a comprehensive space inventory and needs analysis. Going forward, the Space Master Plans will provide crucial information needed to optimize space utilization on campus. Information provided in the Space Master Plan will further inform the implementation and development associated with the Visionary (re)Generation campus planning process. The implementation phase of the Space Master Plans is now underway, focusing on priority needs identified in each plan.

General findings of the Space Master Plans include:

- The University does not have a significant space shortage, but does need reallocation to balance space needs amongst faculties;
- There is surplus instructional lab and classroom space;
- There is a space deficit for student life, student services, learner support and food services; and
- Despite meeting overall quantitative space requirements, many spaces are qualitatively deficient. The plan identifies spaces that have a poor functional fit, lack of flexibility, poor quality (technology, environment), and poor co-location for inter-disciplinary work.

AN ASSET TO OUR COMMUNITY

In addition to being successful at providing a quality university education to our students and conducting world class research with global implications, the University reaches out to the community in many other ways through continuing education, collaborative efforts with business and industry, and through the provision of specialized services not readily available locally.

More than \$1.8 billion in Province-wide economic activity is stimulated by the University, according to a study released in December 2009. The University of Manitoba Economic Impact Analysis, produced by PricewaterhouseCoopers and commissioned by the University, shows that the University has a far-reaching effect upon all Manitobans. As illustrated above, the University does more than stimulate the economy in the short term: it is successful in the delivery of education, research, and community service which translates into major long term economic, social, and cultural benefits for the people of Manitoba.

CONCLUSION

Increased investment in the University is the right choice for Manitoba and will not only result in sustaining the capacity of the University to support learning, innovation in research, community service and global influence, but also ensure that Manitobans will prosper.

The University acknowledges with gratitude the continuing support of the Province, as well as the support of our students, staff, alumni, and community stakeholders.

Respectfully submitted,

Paul Kochan
Vice-President (Administration)

STATEMENT OF MANAGEMENT RESPONSIBILITY FOR FINANCIAL REPORTING

The University is responsible for the preparation of the financial statements and has prepared them in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of Chartered Professional Accountants Canada, including the standards for government not for profit organizations. The University believes the financial statements present fairly the University's financial position as at March 31, 2015 and the results of its operations for the year ending March 31, 2015.

The University's Board of Governors is responsible for overseeing the business affairs of the University and also has the responsibility to approve the financial statements. The Board has delegated certain responsibilities to its Audit and Risk Management Committee, including the responsibility for reviewing the annual financial statements and meeting with management and the Auditor General of Manitoba on matters relating to the financial reporting. The Auditor General has full access to the Audit and Risk Management Committee with or without the presence of management. The Board has approved the financial statements.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, the University has developed and maintains a system of internal controls designed to provide reasonable assurance that University assets are safeguarded from loss and that accounting records are a reliable basis for the preparation of financial statements. The integrity of internal controls is reviewed on an ongoing basis by the Audit and Risk Management Committee, and Audit Services.

The financial statements for the year ended March 31, 2015 have been reported on by the Auditor General of Manitoba, the auditor appointed under *The University of Manitoba Act*. The Auditor's Report outlines the scope of his examination and provides his opinion on the fairness of presentation of the financial statements.

Paul Kochan
Vice-President (Administration)

Winnipeg, Manitoba
June 23, 2015

UNIVERSITY OF MANITOBA
FINANCIAL STATEMENTS
2015

FINANCIAL STATEMENTS



INDEPENDENT AUDITOR'S REPORT

To the Lieutenant Governor-in-Council
To the Legislative Assembly of Manitoba
To the Board of Governors of the University of Manitoba

We have audited the accompanying financial statements of the University of Manitoba, which comprise the statement of financial position as at March 31, 2014, and the statements of operations and changes in fund balances, remeasurement gains and losses, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the University of Manitoba as at March 31, 2014, and the results of its operations, its remeasurement gains and losses, and its cash flows for the year then ended, in accordance with Canadian public sector accounting standards.

Norm Ricard, CA
Auditor General (acting)

June 24, 2014
Winnipeg, Manitoba

FINANCIAL STATEMENTS

UNIVERSITY OF MANITOBA
STATEMENT OF FINANCIAL POSITION
AS AT MARCH 31, 2015
(in thousands of dollars)

	2015	2014
Assets		
<i>Current Assets</i>		
Cash and Cash Equivalents	\$ 145,869	\$ 111,763
Accounts Receivable (Note 3)	57,964	69,672
Inventories	3,447	3,452
Prepaid Expenses	940	1,103
Current Portion Loan Receivable (Note 4)	1,436	
	209,656	185,990
<i>Long Term Assets</i>		
Loan Receivable (Note 4)	186,722	178,447
Investments (Note 5)	793,847	736,981
Capital Assets, Net of Accumulated Amortization (Note 7)	1,062,857	1,006,522
	2,043,426	1,921,950
	\$ 2,253,082	\$ 2,107,940
Liabilities		
<i>Current Liabilities</i>		
Accounts Payable	\$ 62,442	\$ 57,823
Unearned Revenue	9,133	8,809
Vacation and Sick Leave Liability	14,134	13,766
Loan		11,000
Current Portion of Capital Lease Obligations (Note 8)	6	70
Current Portion of Long Term Debt (Note 9)	5,713	4,818
	91,428	96,286
<i>Long Term Liabilities</i>		
Other Long Term Liabilities (Note 10)	6,633	4,573
Capital Lease Obligations (Note 8)		6
Long Term Debt (Note 9)	385,840	358,583
Employee Future Benefits (Note 11)	76,519	70,002
Pension Liability (Note 15)	31,087	33,881
	500,079	467,045
Fund Balances (Note 16)		
Unrestricted	(72,445)	(75,930)
Restricted	398,383	363,462
Invested in Capital Assets	939,971	915,149
Endowed	395,666	341,928
	1,661,575	1,544,609
	\$ 2,253,082	\$ 2,107,940

Contractual Obligations and Contingencies (Note 20)

Patricia Bovey – Chair

Michael Robertson – Vice-Chair

(The accompanying Notes form an integral part of the Financial Statements) Page 42/372

STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES FOR THE YEAR ENDED MARCH 31, 2015

(in thousands of dollars)

	General Funds (Note 2D)	Restricted Funds (Note 2E)	Endowment Fund (Note 2F)	2015 Total Funds	2014 Total Funds
Revenue:					
Tuition and Related Fees	\$ 148,768	\$	\$	\$ 148,768	\$ 142,879
Donations	1,728	11,556	9,785	23,069	20,210
Non-Government Grants	3,212	56,098		59,310	44,354
Net Investment Income (Note 17)	4,400	51,751		56,151	50,198
Miscellaneous Income	7,271	8,875		16,146	23,724
Government Grants:					
Education and Advanced Learning	337,276	7,136		344,412	336,773
Other Province of Manitoba	20,512	48,043		68,555	70,440
Government of Canada	10,745	68,517		79,262	88,106
City of Winnipeg	51			51	2,551
Sales of Goods and Services	31,378	907		32,285	34,360
Ancillary Services	36,985			36,985	37,182
	602,326	252,883	9,785	864,994	850,777
Expense:					
Salaries	342,967	38,938		381,905	371,922
Staff Benefits and Pay Levy	68,961	7,558		76,519	91,839
Materials, Supplies and Services	53,585	52,275		105,860	95,654
Amortization of Capital Assets		54,075		54,075	52,546
Student Assistance	12,954	38,392		51,346	49,378
Professional Consulting and Externally					
Contracted Services	15,009	23,306		38,315	35,105
Travel and Conferences	12,261	11,772		24,033	24,033
Utilities, Municipal Taxes, and Insurance	20,253	36		20,289	22,744
Interest		18,682		18,682	18,120
Maintenance and Repairs	7,978	579		8,557	10,292
	533,968	245,613		779,581	771,633
Net Revenue from Operating Activities	68,358	7,270	9,785	85,413	79,144
Inter-Fund Transfers (Note 13)	(43,860)	42,052	1,808		
Net Increase to Fund Balances from					
Operating Activities	24,498	49,322	11,593	85,413	79,144
Fund Balances from Operating Activities Beginning					
of the Year	1,074	1,171,989	270,107	1,443,170	1,364,026
Fund Balances from Operating Activities End					
of the Year	25,572	1,221,311	281,700	1,528,583	1,443,170
Accumulated Remeasurement Gains End of Year	957	18,069	113,966	132,992	101,439
Fund Balances End of Year (Note 16)	\$ 26,529	\$ 1,239,380	\$ 395,666	\$ 1,661,575	\$ 1,544,609

(The accompanying Notes form an integral part of the Financial Statements)

FINANCIAL STATEMENTS

STATEMENT OF REMEASUREMENT GAINS AND LOSSES FOR THE YEAR ENDED MARCH 31, 2015

(in thousands of dollars)

	General Funds	Restricted Funds	Endowment Fund	2015 Total Funds	2014 Total Funds
Accumulated Remeasurement Gains Beginning of Year	\$ 34	\$ 29,584	\$ 71,821	\$ 101,439	\$ 46,246
Unrealized Gains (Losses) Attributed to:					
Derivatives		(2,060)		(2,060)	1,391
Foreign Exchange	957	1,171		2,128	511
Portfolio Investments		18,251	42,145	60,396	79,551
Amounts Reclassified to the Statement of Operations and Changes in Fund Balances					
Foreign Exchange	(34)	(516)		(550)	
Portfolio Investments		(28,361)		(28,361)	(26,260)
Net Remeasurement Gains (Losses) for the Year	923	(11,515)	42,145	31,553	55,193
Accumulated Remeasurement Gains End of Year	\$ 957	\$ 18,069	\$ 113,966	\$ 132,992	\$ 101,439

(The accompanying Notes form an integral part of the Financial Statements)

FINANCIAL STATEMENTS

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED MARCH 31, 2015

(in thousands of dollars)

	General Funds	Restricted Funds	Endowment Fund	2015 Total Funds	2014 Total Funds
Operating Activities:					
Net Revenue	\$ 68,358	\$ 7,270	\$ 9,785	\$ 85,413	\$ 79,144
Amortization of Capital Assets		54,075		54,075	52,546
	68,358	61,345	9,785	139,488	131,690
Net Change in Non-Cash Working Capital Items	(62,229)	66,980		4,751	4,817
Net Change in Other Long Term Liabilities		2,060		2,060	(1,391)
Net Change in Pension Obligation	(2,794)			(2,794)	34
Net Change in Employee Future Benefits	52	6,465		6,517	6,930
<i>Net Cash generated through Operating Activities</i>	3,387	136,850	9,785	150,022	142,080
Investing Activities:					
Increase in Loan Receivable		(8,275)		(8,275)	(7,909)
Net Remeasurement Gains (Losses)	923	(11,515)	42,145	31,553	55,193
Increase in Long Term Investments	24,064	(27,192)	(53,738)	(56,866)	(100,107)
<i>Net Cash generated through (used in) Investing Activities</i>	24,987	(46,982)	(11,593)	(33,588)	(52,823)
Capital Activities:					
Purchase of Capital Assets		(110,410)		(110,410)	(98,314)
<i>Net Cash used in Capital Activities</i>		(110,410)		(110,410)	(98,314)
Financing Activities:					
Proceeds from Long Term Debt		25,000		25,000	
Contractual Interest Added to Loan Principal		8,275		8,275	7,909
Principal Repayment on Capital Lease Obligations		(70)		(70)	(124)
Principal Repayment on Long Term Debt		(5,123)		(5,123)	(4,568)
<i>Net Cash generated through Financing Activities</i>		28,082		28,082	3,217
Net Increase (Decrease) in Cash	28,374	7,540	(1,808)	34,106	(5,840)
Inter-Fund Transfers	(43,860)	42,052	1,808		
Cash Beginning of Year	26,195	85,568		111,763	117,603
Cash End of Year	\$ 10,709	\$ 135,160	\$	\$ 145,869	\$ 111,763
<i>Cash is defined as:</i>					
Cash and Cash Equivalents	\$ 10,709	\$ 135,160	\$	\$ 145,869	\$ 111,763
Supplementary cash flow information:					
Interest Received	\$ 4,400	\$ 11,417	\$	\$ 15,817	\$ 15,929
Interest Paid	\$	\$ 10,405	\$	\$ 10,405	\$ 10,207

(The accompanying Notes form an integral part of the Financial Statements)

FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2015

(in thousands of dollars)

I. AUTHORITY AND PURPOSE

The University of Manitoba was established in 1877. It is governed by a Board of Governors acting under the authority of *The University of Manitoba Act*, R.S.M. 1987, c. U60. The University of Manitoba is a registered charity and is exempt from income taxes under Section 149 of *The Income Tax Act*.

The University of Manitoba, as the largest and most comprehensive institution of higher learning in Manitoba, plays a distinctive role within the Province. In addition to offering an undergraduate liberal education in arts, science and education, the University of Manitoba provides programs in a broad range of professional studies, applied sciences and the fine and performing arts and is responsible for the vast majority of graduate education and research in Manitoba. The University of Manitoba reaches out to a variety of constituencies in order to enhance the health, cultural, social and economic life of Manitobans and to provide lifelong learning opportunities for them. Through community service, the University makes its expertise available to all Manitobans.

2. SIGNIFICANT ACCOUNTING POLICIES

A. GENERAL

These financial statements have been prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of Chartered Professional Accountants Canada, including the standards for government not-for-profit organizations. The University has adopted the restricted fund method of accounting for contributions.

The University controls Partners for Health and Development in Africa (PHDA), but does not consolidate the accounts of PHDA (Note 19).

B. FUND ACCOUNTING

The University classifies resources used for various purposes into separate Funds which correspond to its major activities and objectives. The Statement of Financial Position combines the assets and liabilities of all Funds.

The University maintains its Funds under three fund categories, categories: General, Restricted Endowment Funds. The General Funds include the Funds for General Operating, Specific Provisions and Expenses Funded from Future Revenues. The Restricted Funds include the Capital Asset, Research and Special, Staff Benefits and Trust Funds. The Endowment Fund includes endowed funds of the University.

C. ACCOUNTING ESTIMATES

Accounting estimates are included in financial statements to approximate the effect of past revenue or expense transactions or events, or to approximate the present status of an asset or liability. Examples include accruals for salaries and benefits, the estimated useful life of an asset and certain actuarial assumptions used in determining employee future benefits. It is possible that changes in future conditions could require changes in the recognized amounts for accounting estimates.

D. GENERAL FUNDS

General Operating Fund:

The General Operating Fund includes the academic, administrative, operational and ancillary costs that are funded by tuition and related fees, government grants, investment income and miscellaneous income, sales of goods and services to external parties and ancillary income. As such, this Fund reports unrestricted resources and restricted resources earmarked for general operating purposes.

All funds received or accrued by the University for general operating purposes and for equipment and renovation expenses not meeting the University's capitalization criteria are included in the General Operating Fund. The net cost of operating units is determined by including internal cost allocations for certain centrally administered services, such as the telephone system in the units' expenses, and by deducting these expenses as internal cost recoveries from the total expenses incurred by the unit administering these services.

The University BookStore, Parking, Student Residences, Pharmacy/Post Office, and Smartpark are classified as Ancillary Services and are budgeted on a break even basis. Any surpluses or deficits are transferred to/from the Specific Provisions Fund. Overhead costs have been allocated to all ancillary operations. Amortization of ancillary capital assets and interest expense is recorded in the Capital Asset Fund.

Specific Provisions Fund:

The Specific Provisions Fund records appropriations made from (to) the General Operating, Capital Asset and Research and Special Funds.

These appropriations are made to provide future funding for the replacement, improvement or emergency maintenance of capital assets, unit carryover, a fiscal stabilization provision to offset potential spending in excess of future budgets and other matters. Such appropriations are shown as inter-fund transfers on the Statement of Operations and Changes in Fund Balances.

Expenses Funded From Future Revenues:

Expenses Funded from Future Revenues records the amount of non-vesting sick leave benefits and unpaid vacation pay for staff which will be funded from future revenues. It also records the actuarially determined expense for employee future benefits and change in pension liability.

E. RESTRICTED FUNDS

Capital Asset Fund:

The Capital Asset Fund consists of restricted contributions resulting from capital asset co-funding arrangements with external parties, contributed capital assets and government grants, restricted for the purpose of acquiring capital assets and retiring capital advances. Funding agreements, using promissory notes as a vehicle, entered into with the Provincial Government, for the construction or acquisition of capital assets, which will be repaid from future funding provided by the Provincial Government through Education and Advancement Learning (EAL) are recorded as capital grants. These capital grants, under the restricted fund method of accounting, are reflected as revenue in the Statement of Operations and Changes in Fund Balances. The interest expense and the related future funding from EAL over the terms of the promissory notes, to offset the interest expense and principal payments, are both excluded from the Statement of Operations and Changes in Fund Balances. Expenses include interest on debt relating to the acquisition or construction of capital assets, amortization and gains or losses on disposal of capital assets, including write-downs resulting from obsolescence.

Research and Special Fund:

The Research and Special Fund consists of contributions specifically restricted for research or other special activities. Contributions are provided from both Federal and Provincial granting agencies and other public and private sources. These funds are spent in accordance with the conditions stipulated in the governing contracts and agreements.

Staff Benefits Fund:

The Staff Benefits Fund is divided into Fund Accounts for the Pension Reserve, and for the Self-Insured Plans, which are the Long Term Disability Income Plan and the Dental Plan, the revenues of which are restricted.

Trust Fund:

The Trust Fund records gifts and bequests received which may be used in their entirety along with net investment income earned on these funds, according to donor restrictions. The majority of these funds are used for scholarships, bursaries, awards, loans, and other scholarly activities.

FINANCIAL STATEMENTS

F. ENDOWMENT FUND

The Endowment Fund records gifts and bequests received with the stipulation that these funds be invested in perpetuity and investment income earned be utilized for designated purposes. The Fund balance also reflects the change in fair value of Endowment Fund investments, which is recorded in the Statement of Remeasurement Gains and Losses.

G. REVENUE RECOGNITION

Restricted contributions are recognized as revenue of the appropriate Fund when received or receivable, if the amount to be received can be reasonably estimated and collection is reasonably assured.

Unrestricted contributions, including sales of goods and services and ancillary revenues, are recognized as revenue of the General Operating Fund in the year received or receivable, if the amount to be received can be reasonably estimated and collection is reasonably assured.

Contributions for endowment purposes are recognized as revenue in the Endowment Fund in the year received. Investment income earned on endowments is recorded in the appropriate Trust Fund depending on the restrictions imposed by the original donor.

Investment income, including realized gains or losses, is recorded in the Statement of Operations and Changes in Fund Balances. Investment income earned on temporary surplus funds is recorded in the appropriate Fund depending on the restrictions imposed. Investment income on unrestricted surplus funds is recorded as unrestricted income in the General Operating Fund.

The change in fair value (unrealized gains or losses) of investments is recorded in the Statement of Remeasurement Gains and Losses until the investments are sold.

H. CONTRIBUTED MATERIALS AND SERVICES

Gifts-in-kind are recorded in the financial statements to the extent that they are eligible for an official donation receipt, since this results in the capture of the information in the University's financial records.

Because of the difficulty involved in tracking and recording contributed services, the market value of these services is not recognized in the financial statements. Contributed services include activities such as membership on the University's Board of Governors and its various committees, lecturing services and volunteer services at fund raising or sporting events, all of which are performed by staff, students and the community at no charge to the University. These services, although not recognized in the financial statements, are critical to the successful functioning of the University.

I. INVESTMENTS

The University invests in equity and fixed income financial instruments and a pooled real estate fund. Investments held in restricted funds are carried at fair value except for those held in research and special funds, which are carried at modified equity. Fair value of investments is determined based on year end quoted market prices.

J. PLEDGES RECEIVABLE

The University does not record pledges receivable in its financial statements. Revenue from gifts, bequests and donations is recognized on a cash basis because of the uncertainty surrounding collection and in some instances because of the difficulty in determining the valuation of pledges receivable. The University recognizes gifts and donations to be received through the University of Manitoba Foundation U.S.A. Inc. only when the Board of Directors of the Foundation have formalized the transfer with a resolution, collectability is reasonably assured and the valuation of these gifts and donations can be reasonably determined.

K. INVENTORIES

Inventories have been valued at the lower of cost and net realizable value.

L. CAPITAL ASSETS

Purchased capital assets are recorded at cost. Capital assets which are constructed by the University are recorded as Construction in Progress until the capital asset is put into use. Contributed capital assets are recorded at market value at the date of contribution. Intangibles such as patents and copyrights are recorded at a nominal amount of one dollar in the year the patent or copyright is obtained.

Amortization is provided on a straight-line basis over the assets' estimated useful lives as follows:

Buildings and Major Renovations	15-50 years
Computer Hardware and Electronics	5-10 years
Furniture and Equipment	10 years
Library Books	10 years
Parking Lots	20 years
Vehicles	5 years

Equipment acquired under a capital lease is amortized over the useful life of the asset. Works of art, treasures, rare books and manuscripts are not amortized.

M. COLLECTIONS

The University holds a number of collections which have been donated to its libraries, faculties and schools over the years. The library, faculty or school receiving the donation assumes responsibility for safeguarding and preserving the collection. The University seldom, if ever, disposes of its collections or of individual pieces in its collections. The University policy is to use proceeds generated from deaccessioned works of art to augment the University art collection.

The University's policy with regard to its collections is to fund maintenance expenses from the General Operating Fund, if monies are not available for such purposes in a Restricted Fund. The cost of maintenance is not tracked and is therefore not determinable.

N. PENSION COSTS

The University sponsors three pension plans for its employees and retirees: The University of Manitoba Pension Plan (1970), The University of Manitoba Pension Plan (1993) and The University of Manitoba GFT Pension Plan (1986). The 1970 Plan and 1986 Plan are defined contribution plans and as a result the pension costs are based on contributions required by those plans.

The Pension Costs for the 1993 Plan are determined actuarially using the projected unit credit actuarial cost method, pro-rated on service and management's best estimate expectations of the discount rate for liabilities, the expected return on assets, salary escalation, retirement ages of employees and member mortality. Actuarial gains and losses are amortized on a straight-line basis over the expected average remaining service life of the active employees, commencing in the year following the year the respective annual actuarial gains or losses arise.

The funded position of the 1993 plan is disclosed in Note 15.

O. FINANCIAL INSTRUMENTS

The financial instruments of the University consist of cash and cash equivalents, accounts receivable, loan receivable, investments, accounts payable, vacation and sick leave liability, loans, other long term liabilities, and long term debt.

All financial instruments are recognized at cost or amortized cost, or fair value. Financial instruments recognized at fair value include derivatives, portfolio investments in equity instruments that are quoted in an active market, and financial instruments designated to the fair value category.

Cash and cash equivalents are recognized at cost. Accounts receivable, loan receivable, fixed income investments held in the general funds, accounts payable, loans, vacation and sick leave liability, other long term liabilities (excluding derivative financial instruments), and long term debt are recognized at amortized cost.

The University's investments include portfolio investments in equity instruments that are quoted in an active market and are recognized at fair value. Pooled funds are valued by the fund managers. The University has designated all other investments except for those held in the General funds and Research and Special Funds to the fair value category based on the evaluation and management of the portfolio. Derivative financial liabilities are also recognized at fair value. Unrealized gains and losses from the change in fair value of these financial instruments are reflected in the Statement of Remeasurement Gains and Losses until disposition.

All financial assets are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the Statement of Operations and Changes in Fund Balances. A write-down of a portfolio investment to reflect a loss in value is not reversed for a subsequent increase in value.

FINANCIAL STATEMENTS

For financial instruments measured using amortized cost, the effective interest rate method is used to determine interest revenue or expense. Transaction costs are a component of cost for financial instruments measured at cost or amortized cost. Transaction costs are expensed for financial instruments measured at fair value.

P. OTHER EMPLOYEE FUTURE BENEFITS

The University accrues its obligations for other employee future benefit plans relating to health, dental, sick leave, long term disability, and group life insurance. The cost of non-vesting sick leave benefits has been determined using management's best estimates. The cost of the long term disability plan for employees and the cost of non-pension and post-retirement benefits for retired employees are actuarially determined using the projected benefit method pro-rated on service, management's best estimates for the discount rate for liabilities, the expected rate of return on assets, retirement ages and expected future cost trends. For current active employees, the cost of other employee future benefit plans relating to health, dental, and group life insurance is the premiums charged under the plans to the University.

The University also accrues its obligations relating to post retirement adjustments to pensions for specifically entitled employees who retired prior to 1993. The cost of such post retirement pension adjustments is actuarially determined using the accrued benefit method and management's best estimate for the discount rate for liabilities and the expected rate of return on assets. Any increase in such adjustments is recognized in the year that it occurs.

Actuarial gains and losses on post retirement adjustments are amortized on a straight-line basis over the life expectancy of the group, commencing in the year following the year the respective annual actuarial gains or losses arise.

Actuarial gains and losses of other benefit plans are amortized on a straight-line basis over the expected average remaining service life of the active employees, commencing in the year following the year the respective annual actuarial gains or losses arise.

Q. FOREIGN CURRENCY TRANSLATION

Monetary assets and liabilities and investments at fair value, denominated in foreign currencies, are translated at the year-end exchange rate. The unrealized foreign currency translation gains or losses of these financial instruments are reflected in the Statement of Remeasurement Gains and Losses. Revenues and expenses are translated at exchange rates on the transaction dates. Realized gains or losses arising from these translations are included in the Statement of Operations and Changes in Fund Balances.

R. DERIVATIVE FINANCIAL INSTRUMENTS

From time to time, the University uses derivative financial instruments, including interest rate swap agreements, in its management of exposures to fluctuations in interest rates. An interest rate swap is a derivative financial contract between two parties who agree to exchange fixed rate interest payments for floating rate payments on a predetermined notional amount and term. Derivatives are recorded at fair value and in determining the fair value, the credit risk of both counterparties is considered.

3. ACCOUNTS RECEIVABLE

	2015	2014
Business, Industry and Foundations	\$ 19,227	\$ 20,493
Federal Government	10,414	17,097
Other	11,347	10,346
Provincial Government	14,294	18,813
Students	2,682	2,923
	\$ 57,964	\$ 69,672

4. LOAN RECEIVABLE

The University has a loan agreement with Triple B Stadium Inc. (Triple B) related to the construction of a stadium at the Fort Garry campus. The loan agreement is divided into a first phase and a second phase for a combined amount not to exceed \$160 million. The first phase is not to exceed \$75 million while the second phase is not to exceed \$85 million. The interest rate on the first phase of the loan is 4.65% and the first phase of the loan receivable is due and payable in full on June 1, 2038. The interest rate on the second phase is 4.65% until June 1, 2053 and is due and payable in full on November 24, 2058.

Any amounts received by Triple B in the form of insurance proceeds entitled to be retained by Triple B by reason of the destruction of all or part of the stadium, where such insurance proceeds are not being applied to restore, reconstruct and repair the stadium in accordance with the ground lease, shall be paid to the University and be applied to the repayment of the loan, firstly to the accrued interest and secondly to principal outstanding, for both phases of the loan, on a pro-rata basis.

Payment terms of the first phase and second phase of the loan receivable are as follows:

FIRST PHASE:

Triple B is required to make payments to the University equivalent to the aggregate of:

- Any amounts received by Triple B in respect of the stadium development from the City of Winnipeg pursuant to *The Community Revitalization Tax Increment Financing Act*.
- Any amounts received by Triple B from any party which were designated by the party for application to the loan.

Payments are applied firstly to accrued interest and secondly to the principal outstanding. Unpaid interest is added to the principal of the first phase of the loan and compounded annually.

SECOND PHASE:

Interest will be calculated annually, and unpaid interest until December 15, 2017 shall be added to the first phase of the loan. Any unpaid interest after December 15, 2017 shall be added to the second phase of the loan and compounded annually. Payments in respect of principal shall be made in amounts determined by Triple B, on or before each of:

- i) December 15, 2015;
- ii) December 15, 2016; and
- iii) December 15, 2017

Annual payments of principal and interest over the remainder of the second phase loan term are to be paid on or before December 15 of each calendar year commencing on December 15, 2018 based on the amortization of the loan following the December 15, 2017 payment.

INVESTORS GROUP FIELD LOAN:

The University has a loan receivable from Triple B of \$1.425 million. The interest rate on the loan is 3% and the loan is due and payable in full on March 31, 2016. The Province of Manitoba has guaranteed the repayment of the loan, including interest, up to \$1.5 million. The guarantee expires April 30, 2016.

	2015	2014
First Phase interest and principal outstanding	\$ 101,722	\$ 93,447
Second Phase principal outstanding	85,000	85,000
Loan Receivable	1,436	
	188,158	178,447
Less Current Portion	(1,436)	
	\$ 186,722	\$ 178,447

The First and Second Phase loans have an equal long term debt loan payable to the Province of Manitoba (Note 9).

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5. INVESTMENTS

	2015	2014
General Funds at Amortized Cost		
Corporate Bonds and Other Fixed Income Securities	\$ 93,505	\$ 133,505
Preferred Shares	15,936	
	109,441	133,505
Trust & Endowment at Fair Value		
Bankers Acceptances, Guaranteed Investment Certificates and Cash	20,599	33,415
Bonds and Other Fixed Income Securities:		
Government of Canada	22,610	26,152
Province of Manitoba	2,599	3,804
Other Provincial	29,025	23,808
Corporate	659	1,668
Other	28	37
Municipal	8,893	6,320
	63,814	61,789
Equities:		
Canadian Equities	171,315	159,495
US Equities	159,902	124,245
International Equities	94,844	82,473
	426,061	366,213
Pooled Real Estate Fund	80,686	66,690
	591,160	528,107
Capital at Fair Value		
Bankers Acceptances, Guaranteed Investment Certificates and Cash	39,084	28,472
Staff Benefits at Fair Value		
Money Market Funds and Cash	3,150	45,188
Bonds	10,094	
Equities:		
Canadian Equities	15,161	
US Equities	6,515	
International Equities	6,018	
	27,694	
Pooled Real Estate Fund	5,059	
Mortgage Fund	6,562	
	52,559	45,188
Research & Special at Modified Equity		
Other Investments	1,603	1,709
Total Investments	\$ 793,847	\$ 736,981

The University's investment in real estate consists of units of a pooled real estate investment in the Great-West Life Assurance Company Canadian Real Estate Investment Fund No. 1.

The fair value of investments held for General Funds is \$110,946 (2014, \$135,355).

6. RISK EXPOSURE AND MANAGEMENT

The University uses a disciplined, fundamental approach in its investment selection and management, which consists of an intensive and ongoing research process of investment opportunities across a broad range of investment vehicles in various types of issuers (government, corporate or financial). As a result, the University is exposed to various types of risks that are associated with its investment strategies, financial instruments and markets in which it invests. The University, through the work of its investment committees and treasury office, has formal policies and procedures in place governing asset mix, permitted investments, diversification, and minimum credit quality. The most important risks relate to market risk: other price risk, interest rate risk, foreign currency risk, credit risk and liquidity risk. These risks and the related risk management practices employed by the University are detailed below.

OTHER PRICE RISK

Other price risk represents the potential loss that can be caused by a change in the fair value of the financial instrument. The University's investments are subject to normal market fluctuations and the risks inherent in investment in the capital markets. Investments held to meet short term obligations focus on credit quality and liquidity to minimize the effect of other price risk on fair value, however the majority of investments are held for the long term to support the endowment fund. These investments are primarily equities, bonds, and pooled funds, and are subject to other price risk given their nature and the long term holding periods. Other price risk is managed through diversification provided by the endowment's asset allocation strategy, which emphasizes the importance of managing other price risk by maintaining appropriate levels of risk required to achieve consistent long term investment returns that meet the objectives of the endowment fund.

INTEREST RATE RISK

Interest rate risk arises from the possibility that changes in interest rates will affect future cash flows or fair values of financial instruments. The University is subjected to this risk when it invests in interest-bearing financial instruments, or when it borrows funds using derivative financial instruments. Both investments and financial derivatives are exposed to the risk that their fair value will fluctuate due to changes in the prevailing levels of market interest rates.

The tables below summarize the University's exposure to interest rate risk related to the financial instruments recorded at fair value, categorized by maturity dates.

INTEREST RATE EXPOSURE AS AT MARCH 31, 2015

	Less than 90 days	90 days to 1 year	1 year to 5 years	5 years to 10 years	Greater than 10 years	Total
Investments	12.6%	18.9%	49.3%	14.7%	4.5%	100%
Financial Derivatives			29.1%	70.9%		100%

INTEREST RATE EXPOSURE AS AT MARCH 31, 2014

	Less than 90 days	90 days to 1 year	1 year to 5 years	5 years to 10 years	Greater than 10 years	Total
Investments	42.5%	13.8%	30.0%	11.3%	2.4%	100%
Financial Derivatives			24.2%	75.8%		100%

	March 31, 2015		March 31, 2014	
	Interest bearing instruments	Non-interest bearing instruments	Interest bearing instruments	Non-interest bearing instruments
Investments	\$ 143,275	\$ 539,500	\$ 123,639	\$ 432,903
Financial Derivatives	\$ 6,287	\$	\$ 4,227	\$

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As at March 31, 2015, a 0.5% fluctuation in interest rates, with all other variables held constant, would have an estimated impact on the fair value of fixed income instruments of \$3,076 (2014, \$4,750) and the interest rate swaps of \$1,258 (2014, \$1,234).

FOREIGN CURRENCY RISK

The University has receivables and payables denominated in foreign currencies and holds investments in foreign currency equity markets in both the trust and endowment funds, and the staff benefits fund. The income from these investments is used to meet financial liabilities denominated in Canadian dollars. The University does not actively manage foreign exchange risk.

The University's exposure in cash and investments to foreign currencies reported in Canadian dollars is shown below:

	2015		2014	
	\$	%	\$	%
Canadian	\$ 668,410	71.13	\$ 645,433	76.04
US Dollar	171,138	18.21	125,488	14.78
Euro	33,165	3.53	26,746	3.15
Japanese Yen	27,246	2.90	19,612	2.31
British Pound Sterling	15,600	1.66	15,076	1.78
Swiss Franc	11,569	1.23	8,800	1.04
Other	12,588	1.34	7,629	0.90
Total	\$ 939,716	100.00	\$ 848,784	100.00

CREDIT RISK

Credit risk represents the potential loss that the University would incur if its counterparties failed to perform in accordance with the terms of their obligations. The University invests in financial assets that have an investment grade as rated primarily by DBRS. Should DBRS not rate an issuer, the University may use Standards & Poor's, followed by the Moody's equivalent. Ratings for securities which subject the University to credit risk are noted below:

Investment Rating	% of Total Interest Bearing Investments	
	March 31, 2015	March 31, 2014
R-1High	16.4%	35.9%
R-1Mid	0.7%	0.8%
R-1Low	7.9%	0.3%
AAA	12.0%	9.8%
AA	46.4%	48.2%
A	15.1%	5.0%
BBB	1.4%	
BB	0.1%	
Total	100.0%	100.0%

The University manages credit risk related to fixed income investments by focusing on high credit quality. General Fund investments are held by counterparties with a minimum rating of R-1High (cash equivalents) and AA (bonds). Cash is held in Canadian Chartered banks. Trust and Endowment and Capital Fund investments are held in diverse portfolios of investments with counterparties considered to be of high quality.

The University also has credit risk related to accounts receivable and loan receivable. A significant portion of the University's accounts receivable is related to Restricted Funds and is from the federal and provincial governments, not-for-profit organizations, corporations, the US government, and other universities. The University also has accounts receivable from students and staff. The credit risk on these receivables is minimal. The remaining accounts receivable are due from a diverse group of customers and are subject to normal credit risks. The credit risk related to the loan receivable is offset by a loan payable to the Province of Manitoba with matching terms of repayment.

LIQUIDITY RISK

The University aims to retain sufficient cash and cash equivalents to maintain liquidity and meet short term obligations. Most of the University's investments are considered readily realizable and liquid, thus liquidity risk is considered minimal. Investments that are not as liquid, such as the investment in the real estate pooled fund, are considered to be held for long term periods in conjunction with the investment objectives, risk tolerance and time horizon of the endowment fund.

7. CAPITAL ASSETS, NET OF ACCUMULATED AMORTIZATION

	2015		2014	
	Accumulated Cost	Accumulated Amortization	Cost	Amortization
Assets Under Capital Lease	\$ 3,060	\$ 3,060	\$ 3,286	\$ 3,286
Buildings and Major Renovations	1,061,996	262,607	994,709	240,852
Computer Hardware, Software and Electronics	102,828	92,059	101,155	88,924
Construction in Progress	76,593		62,569	
Furniture and Equipment	265,111	188,035	255,558	174,863
Land	30,593		30,496	
Library Books	201,434	149,985	192,574	142,115
Parking Lots	9,666	3,960	9,359	3,485
Rare Books and Manuscripts	6,434		6,280	
Vehicles	8,606	7,308	8,519	7,169
Works of Art	3,550		2,711	
	1,769,871	707,014	1,667,216	660,694
Less Accumulated Amortization	707,014		660,694	
Net Book Value	\$ 1,062,857		\$ 1,006,522	

8. CAPITAL LEASE OBLIGATIONS

Minimum lease payments, which include principal and interest under the capital lease obligations, are as follows:

2016	\$ 6
Less: Current Portion	(6)
	\$

9. LONG TERM DEBT

	2015	2014
Province of Manitoba:		
Promissory Note, 5.23% blended monthly payments \$413 due March 1, 2035	\$ 61,425	\$ 63,123
Promissory Note, 5.55% blended monthly payments \$428 due April 1, 2036	63,774	65,326
Promissory Note, 3.75% blended monthly payments \$129 due September 30, 2039	24,695	
Promissory Note, 5.35% blended monthly payments \$173 due February 1, 2040	28,560	29,093
Loan, First Phase, 4.65% due June 1, 2038	101,722	93,447
Loan, Second Phase, 4.65% until June 1, 2053, due November 24, 2058	85,000	85,000
	365,176	335,989

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Term loans (with floating interest rates based on Bankers' Acceptance rates plus stamping fees):

Multi Tenant Facility, due February 28, 2019	7,904	8,118
Multi Tenant Facility, due November 30, 2022	6,322	6,576
Arthur V. Mauro Student Residence, due October 1, 2023	12,151	12,718
	26,377	27,412
	391,553	363,401
Total Stadium Long Term Debt	186,722	178,447
Total Other Long Term Debt	204,831	184,954
	391,553	363,401
Less Current Portion:		
Province of Manitoba	(4,619)	(3,783)
Term Loans	(1,094)	(1,035)
	(5,713)	(4,818)
	\$ 385,840	\$ 358,583

The effective interest rate on each of the term loans is the fixed interest rate based on an interest rate swap agreement plus a stamping fee (Note 10).

Interest expense on long term debt was \$18,523 (2014, \$17,944).

The University entered into a loan agreement with the Province of Manitoba related to the construction of Investors Group Field. Any amounts received by the University in the form of insurance proceeds received and entitled to be retained by the University by reason of the destruction of all or part of the stadium, where such insurance proceeds are not being applied to restore, reconstruct and repair the stadium in accordance with the ground lease are also to be applied to the repayment of the loan, firstly to the accrued interest and secondly to the principal outstanding, for both phases of the loan, on a pro-rata basis.

Additional terms of repayment of the loan are as follows:

LOAN, FIRST PHASE:

The amount of the annual payment of principal and interest on the loan is equivalent to the aggregate of:

- any amounts paid by Triple B Stadium Inc. (Triple B) to the University in respect of the Triple B loan receivable;
- any amounts received by the University in respect of the stadium development from The City of Winnipeg pursuant to *The Community Revitalization Tax Increment Financing Act*; and
- any amounts received by the University from any party which were designated by the party for application to the loan.

Payments are applied firstly to accrued interest and secondly to the principal outstanding. Unpaid interest is added to the principal of the First Phase of the loan and compounded annually. Any accrued interest and principal outstanding on the First Phase of the loan as at June 1, 2038 is due and payable in full, subject to receipt of the accrued interest and principal outstanding from Triple B, unless the parties agree otherwise in writing.

LOAN, SECOND PHASE:

Interest will be calculated annually and unpaid interest until December 31, 2017 shall be added to the first phase of the loan.

Any unpaid interest after December 31, 2017 shall be added to the second phase of the loan and compounded annually.

Payments in respect of principal shall be made in amounts as received from Triple B, on or before each of:

- December 31, 2015;
- December 31, 2016; and
- December 31, 2017.

Annual payments of principal and interest over the remainder of the second phase loan term are to be paid on or before December 31 of each calendar year commencing on December 31, 2018, based on the amortization of the loan following the December 31, 2017 payment. Payments are applied firstly to accrued interest after December 31, 2017 and secondly to principal outstanding.

Any accrued interest and principal outstanding on the second phase of the loan as at November 24, 2015 is due and payable in full, subject to receipt of accrued interest and principal outstanding from Triple B, unless the parties agree otherwise in writing.

Principal and interest outstanding at March 31 are:

	2015	2014
Loan, First Phase	\$ 75,000	\$ 75,000
Loan, First Phase Accrued Interest	14,801	10,467
Loan, Second Phase Accrued Interest	11,921	7,980
	101,722	93,447
Loan, Second Phase	85,000	85,000
	\$ 186,722	\$ 178,447

Principal repayments on long term debt payable over the next five years are as follows:

	Province of Manitoba	Term Loans	Total
2016	\$ 4,619	\$ 1,094	\$ 5,713
2017	4,863	1,152	6,015
2018	5,120	1,217	6,337
2019	5,391	1,282	6,673
2020	5,676	1,355	7,031
Thereafter	339,507	20,277	359,784
	\$ 365,176	\$ 26,377	\$ 391,553

10. OTHER LONG TERM LIABILITIES

Amounts included in other long term liabilities are as follows:

	2015	2014
Refundable Deposit	\$ 346	\$ 346
Fair Value of Financial Derivatives	6,287	4,227
	\$ 6,633	\$ 4,573

DERIVATIVE FINANCIAL LIABILITIES

The University has entered into separate interest rate swap agreements for three term loans. Each loan has a stamping fee and a floating interest rate based on Bankers' Acceptance rates. The floating interest rate has been swapped to a fixed rate as follows:

The interest rate swap agreement for the loan for the Arthur V. Mauro Student Residence has a fixed interest rate of 5.62% that is committed until September 1, 2028. The notional principal underlying this swap agreement was \$12,151 as at March 31, 2015 (2014, \$12,718).

The interest rate swap agreement for the loan for the development of the multi-tenant facility at 150 Innovation Drive has a fixed interest rate of 4.07% that is committed until February 13, 2032. The notional principal underlying this swap agreement as at March 31, 2015 was \$6,322 (2014, \$6,576).

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The interest rate swap agreement for the loan for the addition to the multi-tenant facility at 900 – One Research Road has a fixed interest rate of 4.4%, that is committed until August 5, 2035. The notional principal underlying this swap agreement was \$7,904 as at March 31, 2015 (2014, \$8,118).

Under the terms of the agreements, the respective monthly interest and principal repayments are required similar to a conventional amortizing loan over a 25 year period.

II. EMPLOYEE FUTURE BENEFITS

The University of Manitoba provides certain health, dental and group life benefits for its retired employees who have met the eligibility criteria and long term disability benefits for current employees. Post retirement pension benefits are also provided for specifically entitled retirees.

Health, dental and group life benefits are provided to employees who retired prior to July 1, 2004 on a non-contributory basis. The group life benefits are indexed post retirement. For eligible employees retiring on or after July 1, 2004, no group life benefit is available, and retired employees share in the cost of the health and dental benefits.

The long term disability income benefit is provided on a contributory basis.

Post retirement pension benefits are provided to specifically entitled employees who retired prior to 1993. The adjustments for a year are determined as the lesser of the amounts that can be provided by a weighted average percentage salary increase at the University, or the excess interest approach provided under the University of Manitoba Pension Plan (1993). One hundred percent of the adjustments are paid by the University.

The University measures the fair value of assets and the accrued benefit obligations for the non-pension and post retirement pension adjustments as of March 31. A firm of consulting actuaries prepared an actuarial valuation for the post-retirement adjustments plan as at March 31, 2015. They also prepared extrapolations to March 31, 2015 of the 2014 actuarial valuations for the non-pension benefit plans. The actuarial gains and losses are amortized over nine years commencing in the year following the year the respective annual actuarial gains or losses arise.

The Accrued Benefit Obligations for the non-pension benefit plans and the post retirement adjustments are reported in the University's Statement of Financial Position under Long Term Liabilities.

Information about the University's non-pension benefit plans and post-retirement adjustments as at March 31 is as follows:

	Non-Pension Benefit Plans		Post-Retirement Adjustments		Total	Total
	2015	2014	2015	2014	2015	2014
Accrued Benefit Obligations	\$ 67,962	\$ 64,573	\$ 2,615	\$ 2,927	\$ 70,577	\$ 67,500
Unamortized Actuarial (Losses) Gains	5,770	2,396	172	106	5,942	2,502
Employee Future Benefits Liability	\$ 73,732	\$ 66,969	\$ 2,787	\$ 3,033	\$ 76,519	\$ 70,002
Benefit Cost	\$ 4,866	\$ 5,458	\$ 86	\$ 105	\$ 4,952	\$ 5,563
Plan Assets	47,405	39,022	1,084	1,186	48,489	40,208
Employer Contribution	6,486	6,220			6,486	6,220
Employees' Contributions	4,425	4,107			4,425	4,107
Benefits Paid	7,077	7,539	460	506	7,537	8,045

Plan assets consist of:

	Non-Pension Benefit Plans		Post-Retirement Adjustments	
	2015	2014	2015	2014
Money Market Funds and Cash	6%	100%	6%	100%
Equities	53%		53%	
Fixed Income	19%		19%	
Pooled Real Estate	10%		10%	
Mortgage Fund	12%		12%	
Total	100%	100%	100%	100%

	Non-Pension Benefit Plans		Post-Retirement Adjustments	
	2015	2014	2015	2014
Accrued benefit obligation at March 31:				
Discount rate	6.00%	6.00%	6.00%	6.00%
Benefit Cost for year ended March 31:				
Discount rate	6.00%	5.75%	6.00%	5.75%
Expected rate of return on assets	6.00%	5.75%	6.00%	5.75%
Health Care Cost Trend Rates at March 31:				
Initial rate	8.00%	8.00%		
Ultimate rate	6.00%	6.00%		
Year ultimate rate reached	2024	2024		
Dental Care Cost Trend Rates at March 31:	4.00%	4.00%		

12. INTER-FUND ADVANCES AND LOANS

As at March 31, 2015, the General Funds owed the Restricted Funds \$2,611 (2014, \$64,338).

13. INTER-FUND TRANSFERS

Inter-Fund Transfers for the years ended March 31 are as follows:

	General Operating	Specific Provisions	Expenses	Total General Fund	Total Restricted Fund	Total Endowment Fund
			From Future Revenues			
Funding of Capital Asset Additions:						
Current Year Acquisitions	(21,079)			(21,079)	21,079	
Other Funded Projects	(14,329)			(14,329)	14,329	
Faculty and Unit Funded Projects	(5,241)	1,307		(3,934)	3,934	
Total Funding of Capital Asset Additions	(40,649)	1,307		(39,342)	39,342	
Debt Funding						
Ancillary Services	(4,793)			(4,793)	4,793	
Faculties	(257)			(257)	257	
Unit Capital Development Assessment	(5,087)			(5,087)	5,087	
Student Contributions for Technology	(3,232)			(3,232)	3,232	
Other	(805)			(805)	805	
Total Debt Funding	(14,174)			(14,174)	14,174	

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Scholarships, Bursaries & Prizes						
Faculty and Unit Funded	(1,263)	(52)		(1,315)	1,215	100
Centrally Funded	(5,937)			(5,937)	5,885	52
Total Scholarships, Bursaries & Prizes	(7,200)	(52)		(7,252)	7,100	152
Transfers to Provisions for Specific Projects						
Faculty and Unit Funded	(12,754)	12,754				
Centrally Funded	(11,934)	13,934		2,000	(2,000)	
Total Transfers to Provisions for Specific Projects	(24,688)	26,688		2,000	(2,000)	
Benefit Premiums Net of Employer						
Contributions for Staff Benefits	(2,967)			(2,967)	2,967	
Student Contribution to University						
Development Fund	(1,043)			(1,043)	199	844
Overhead Recoveries	5,558			5,558	(5,558)	
Funding of General Operating Expenses	23,202	(12,806)		10,396	(10,396)	
Net Change in Unit Carryover	(6,800)	6,800				
Funding of Research Projects	(3,526)			(3,526)	3,526	
Employee Future Benefits	6,517		(52)	6,465	(6,465)	
Pension Liability	(2,794)		2,794			
Vacation and Sick Leave Liability	190		(190)			
Other Net Transfers	25			25	(837)	812
March 31, 2015	\$ (68,349)	\$ 21,937	\$ 2,552	\$ (43,860)	\$ 42,052	\$ 1,808
March 31, 2014	\$ (43,294)	\$ (5,659)	\$ (510)	\$ (49,463)	\$ 45,714	\$ 3,749

14. CONTRIBUTED CAPITAL ASSETS

Contributions recognized in the Capital Asset Fund include contributed building, capital equipment, library books and artwork of \$2,170 (2014, \$1,089).

15. PENSION PLANS

The University is the sponsor of three pension plans, The University of Manitoba Pension Plan (1970), The University of Manitoba GFT Pension Plan (1986), and The University of Manitoba Pension Plan (1993).

The University has separate Pension Committees to act as Plan Administrator for each of the 1993 and 1986 Plans. The University is the Plan Administrator for the 1970 Plan.

Each of the 1993 Pension Committee and 1986 Pension Committee has the following responsibilities for their respective plans:

- monitor the operation of the plan;
- take responsibility for the plan's administration;
- ensure that the plan is in compliance with all applicable legislation; and
- act in an advisory capacity to the University Board of Governors, making recommendations as required.

All three pension plans issue their own financial statements, none of which form part of the University's financial statements. The University's pension liability for the 1993 Plan is the net of pension obligations less plan assets and adjusted for any unamortized actuarial gains or losses. For the 1986 Plan, the University has no pension liability as pension obligations equal plan assets. The University has no pension liability for the 1970 Plan.

1993 PLAN

The University of Manitoba Pension Plan (1993) is a money purchase plan with a defined benefit minimum. The following is a summary of the Plan:

Staff members of the University of Manitoba, other than those eligible for membership in The University of Manitoba GFT Pension Plan (1986), are eligible for membership in The University of Manitoba Pension Plan (1993). The Plan members contributed at the rate of 9.0% of salary less an adjustment for the Canada Pension Plan during 2014. The University matches these contributions. If an actuarial valuation reveals a deficiency in the fund, *The Pension Benefits Act* of the Province of Manitoba requires that the University make additional contributions to fund the deficiency.

The Plan provides for full and immediate vesting on termination of employment, subject to the provisions of *The Pension Benefits Act* of the Province of Manitoba.

At retirement, the Plan provides that the Member's Contribution Account and University Contribution Account are applied to establish retirement income known as a plan annuity. This annuity is determined using a pension factor established by the Actuary and is paid from the Plan. The Plan provides that if the defined benefit pension based on a formula involving the member's years of service and highest average earnings exceeds the plan annuity, the difference (known as a supplementary pension) is paid from the Plan.

The Plan provides for retirement benefits paid from the Plan to be increased using an excess interest approach, provided such increase can be afforded by the Plan as confirmed by the Actuary.

At the December 31, 2014 valuation of the Plan, there were 5,192 active member accounts with an average salary weighted age of 51.8 for academic staff, 47.0 for support staff, and 1,241 annuitant and other recipients.

The actuarial method used to value the liabilities is the projected unit credit method, prorated on services. An actuarial valuation for accounting purposes was prepared by a firm of consulting actuaries as at December 31, 2013 and extrapolated to December 31, 2014.

The University uses a December 31 measurement date for reporting plan assets and obligations.

Accrued Benefit Obligations	2014	2013
Actuarial present value of accrued pension benefits, at the beginning of year	\$ 1,077,300	\$ 1,045,489
Interest accrued on defined benefits	23,827	24,896
Interest accrued on member accounts	56,227	80,971
Benefits accrued	53,212	54,461
Benefits paid	(89,337)	(87,645)
Plan amendment	1,521	
Actuarial gains	(1,404)	(16,284)
Change in actuarial assumptions	(11,121)	(24,588)
Actuarial present value of accrued pension benefits, at end of year	\$ 1,110,225	\$ 1,077,300
Plan Assets		
Fair value, at beginning of year	\$ 1,031,244	\$ 922,963
Actual return on plan assets	91,154	128,835
Employer contributions calendar year	33,303	42,890
Employee contributions	24,747	23,731
Transfer from other plans	321	470
Benefits paid	(89,337)	(87,645)
Fair value, at end of year	\$ 1,091,432	\$ 1,031,244

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Reconciliation of Pension Liability

Accrued benefit obligation	\$ 1,110,225	\$ 1,077,300
Plan assets	(1,091,432)	(1,031,244)
Plan deficit	18,793	46,056
Contributions during fiscal year in excess of calendar year	(7,327)	(10,848)
Adjusted plan deficit	11,466	35,208
Unamortized net actuarial gains (losses)	19,621	(1,327)
Pension liability	\$ 31,087	\$ 33,881

Net Benefit Plan Expense

Current service cost, net of employee contributions	\$ 28,144	\$ 30,260
Interest costs at discount rate	64,722	59,092
Expected return on plan assets	(66,025)	(54,761)
Amortization of net actuarial losses	(1,374)	8,687
Prior period cost	1,521	
Net benefit plan expense	\$ 26,988	\$ 43,278

Reconciliation of Unamortized Gains/(Losses)

Expected average remaining service life	9.00	9.00
Net unamortized gain (loss), beginning of year	\$ (1,327)	\$ (78,185)
New net gain (loss) for current year	22,322	68,171
Amortization for current year	147	8,687
Immediate recognition to offset prior period cost	(1,521)	
Net unamortized gain (loss), end of year	\$ 19,621	\$ (1,327)

The Plan assets measured at fair value consist of:

Cash and Other	\$ 27,272	\$ 28,356
Bonds and debentures	352,563	395,952
Canadian equities	398,837	381,834
Mortgages	61,758	
Foreign equities	251,002	225,102
	\$ 1,091,432	\$ 1,031,244

Significant Long-term Actuarial Assumptions

Discount rate	6.00%	6.00%
Expected rate of return on assets	6.5%	6.5%
Rate of general salary increase	2.0% to 2018, 3% thereafter	3.5%
Interest assumption for converting member accumulations to annuities	4.25%	4.5%

Mortality

Canadian Pensioners' Mortality
2014 Public Sector Table,
adjusted for plan experience.

Uninsured Pensioner
1994, projected to 2015
with Improvement Scale AA
adjusted for plan experience.

Mortality improvements

Projected generationally
from 2014 with CPM
Improvement Scale B.

Projected generationally
from 2003 using CPM
Improvement Scale B.

Pension Fund Assets are valued at market values. The expected rate of return on plan assets net of expenses is 6.5%. The actual return on pension funds assets in 2014 was 8.97%.

FINANCIAL STATEMENTS

In 2009, the Manitoba Pension Commission advised that the University was required to begin to make additional payments with respect to current service costs in excess of matching contributions of active members and the University. The additional annual current service cost payments required are based on a percentage (changes annually) of employee contributions. This total payment for fiscal 2015 was \$2.6 million (2014, \$6.8 million).

The unamortized net actuarial gains/(losses) shown above, which were determined on the basis of the 2013 actuarial valuation and the 2014 extrapolation for accounting purposes, are being amortized over a period of nine years (expected average remaining service life) starting in the year following the year the respective annual actuarial gains or losses arise. However, cash funding for the pension plan is based on the going concern funding valuation as described below.

The going concern deficit that results from these and other sources of loss, as they apply to the valuation for funding purposes filed with the pension regulators, is being funded under *The Pension Benefits Act* over the maximum of 15 years. The payments are \$5.1 million annually until the going concern deficit is eliminated, based on the December 2013 funding valuation. This total payment for fiscal 2015 was \$3.3 million (2014, \$12.4 million).

In 2009, as permitted under the University Pension Plans Exemption Regulation, the University filed an election for an exemption to the solvency deficiency funding requirements under *The Pension Benefits Act* for the 1993 Plan. However, the Plan will continue to be subject to the going concern funding provisions of the *The Pension Benefits Act* and the funding deficit payments are being paid by the University over the maximum of 15 years as indicated above.

1986 PLAN

For the 1986 Plan, which is a money purchase plan for active members, the University recorded contributions of \$2,018 (2014, \$1,938) and this is included in the Statement of Operations and Changes in Fund Balances as an expense.

1970 PLAN

There were no university employees earning pension entitlements in 2015 in the 1970 Plan. As a result, the University made no contributions to the Plan during the year.

16. FUND BALANCE

	Internally Restricted	Externally Restricted	Total Restricted	Endowed	Invested in Capital Assets	Unrestricted	2015 Total
General Funds							
General Operating	\$	\$	\$	\$	\$	\$ 3,239	\$ 3,239
Specific Provisions	98,974		98,974				98,974
Expenses Funded from Future Revenues						(75,684)	(75,684)
	98,974		98,974			(72,445)	26,529
Restricted Funds							
Capital Asset					939,971		939,971
Research and Special	8,438	93,630	102,068				102,068
Staff Benefits	2,284	3,469	5,753				5,753
Trust	54,674	136,914	191,588				191,588
	65,396	234,013	299,409		939,971		1,239,380
Endowment Fund				395,666			395,666
Total 2015	\$ 164,370	\$ 234,013	\$ 398,383	\$ 395,666	\$ 939,971	\$ (72,445)	\$ 1,661,575
Total 2014	\$ 137,887	\$ 225,575	\$ 363,462	\$ 341,928	\$ 915,149	\$ (75,930)	\$ 1,544,609

FINANCIAL STATEMENTS

17. NET INVESTMENT INCOME

	General Funds	Restricted Funds	Total 2015	Total 2014
Net Investment Income:				
Interest	\$ 4,400	\$ 11,417	\$ 15,817	\$ 15,929
Dividends		11,973	11,973	8,009
Net gains on sale of investments		28,361	28,361	26,260
Total	\$ 4,400	\$ 51,751	\$ 56,151	\$ 50,198

18. INTEREST IN RELATED ENTITIES

THE UNIVERSITY OF MANITOBA FOUNDATION U.S.A. INC.

The University has an economic interest in the University of Manitoba Foundation U.S.A. Inc. (the Foundation) which is an Illinois Not-For-Profit Corporation incorporated in December 1989. The Foundation's purpose is exclusively charitable, literary, scientific and educational and its activities include the promotion, encouragement, aid and advancement of higher education, research and training in the Province of Manitoba, in Canada and elsewhere. The Foundation is exempt from U.S.A. Federal Income Tax under Subsection 501(c)(3) of the Internal Revenue Code.

The Board of Directors of the Foundation is an independent board whose members direct and guide the Foundation's actions. Members of the Board include, among others, certain senior staff of the University of Manitoba. The University of Manitoba, however, is one of many entities eligible to receive aid from the Foundation. The University must make application to the Foundation's Board of Directors to request funds, which may or may not be granted. The University's economic interest therefore is beneficial, as gifts and donations which are solicited by the Foundation may be transferred to the University of Manitoba from time to time.

TRIUMF

The University has a 9.09% interest in TRIUMF, a joint venture which operates a national laboratory for particle and nuclear physics. The University uses the modified equity method of accounting to record its interest in TRIUMF.

Available financial information in respect of TRIUMF is disclosed below:

Statement of Financial Position:	March 31, 2014	U of M's Proportionate Share	March 31, 2013	U of M's Proportionate Share
Statement of Financial Position:				
Assets	\$ 25,501	\$ 2,318	\$ 28,601	\$ 2,600
Liabilities	7,868	715	9,806	891
Net Assets	\$ 17,633	\$ 1,603	\$ 18,795	\$ 1,709
Statement of Operations:				
Revenue	\$ 81,032	\$ 7,366	\$ 87,856	\$ 7,986
Expenses	82,195	7,472	88,150	8,013
Surplus (deficit) for the year	\$ (1,163)	\$ (106)	\$ (294)	\$ (27)
Statement Cash Flows:				
Cash Provided by (used in):				
Operating Activities	\$ (2,988)	\$ (272)	\$ 2,942	\$ 267
Investing Activities	(132)	(12)	(10,284)	(934)
Decrease in Cash	\$ (3,120)	\$ (284)	\$ (7,342)	\$ (667)

TRIUMF's financial statements have been prepared in accordance with section 11B of the TRIUMF joint venture agreement. TRIUMF has adopted Canadian Public Sector Accounting Standards (PSAS), including accounting standards that apply to government not-for-profit organizations, except that all property, plant and equipment purchased or constructed for use at TRIUMF and related decommissioning costs (if any) are expensed in the period in which the costs are incurred. The financial statements for the year ended March 31, 2015 are not available.

TRIUMF follows the restricted fund method of accounting for contributions.

19. OTHER RELATED PARTY TRANSACTIONS

The University has significant influence in Triple B Stadium Inc. (Triple B). Triple B is a not-for-profit corporation established to develop, own and operate a stadium as a venue for professional and university football and community athletics. The sole members of Triple B are the City of Winnipeg, the University of Manitoba and the Winnipeg Football Club. Activities of Triple B are managed by the directors comprised of the University, City of Winnipeg, Province of Manitoba and the Winnipeg Football Club. The University has an economic interest in Triple B related to the use of the stadium for university football games and events at nil charge.

As at March 31, 2015 and for year then ended, the related party transactions pertaining to Investors Group Field, with Triple B and the Province of Manitoba are as follows:

	2015	2014
Current Loan Receivable	\$ 1,436	
Loans Receivable, including accrued interest	\$ 186,722	\$ 178,447
Loan Payable, including accrued interest	\$ 186,722	\$ 178,447
Loan Guarantee from the Province of Manitoba	\$ 1,436	
Revenue and Expenses:		
Investment Income	\$ 8,286	\$ 7,909
Interest Expense	\$ 8,275	\$ 7,909

The Province of Manitoba also provided \$4.8 million to the University in fiscal 2015 to provide capital funding to Triple B. These amounts have been included in Research and Special Fund revenue and expenses.

All transactions with Triple B and the Province of Manitoba are recorded at exchange amounts.

The University controls Partners for Health and Development in Africa (PHDA), a non profit, non-governmental organization registered in Kenya. PHDA has a March 31 year end. Its main purpose is to promote health and economic development in Kenya and Africa, including promotion of health and economic services in HIV/AIDS and population and reproductive health. There were no transactions in PHDA prior to 2014-15. PHDA follows International Public Sector Accounting Standards (IPSAS).

The University funds the operations of PHDA by the transfer of research grants. PHDA is not permitted under local government restrictions to transfer any assets back to the University. Total transfers to PHDA in 2015 were \$3,644.

20. CONTRACTUAL OBLIGATIONS AND CONTINGENCIES

The University of Manitoba is a member of the Canadian Universities Reciprocal Insurance Exchange (CURIE). CURIE pools the property damage and public liability insurance risks of its members. All members pay annual deposit premiums, which are actuarially determined and are subject to further assessment in the event members' premiums and reserves are insufficient to cover losses and expenses. No additional assessment was necessary for the current year.

FINANCIAL STATEMENTS

Contractual obligations relating to Construction in Progress amount to \$23,094 (2014, \$51,176). The contractual obligations relating to service contracts is \$16,383 (2014, \$10,000).

The University of Manitoba is named as a defendant in litigations where action has commenced or is anticipated. While the ultimate outcome of these proceedings cannot be predicted at this time, management and its legal counsel are of the opinion that the outcome will not have a material effect on the financial position of the University. No provision has been made in the financial statements in respect of these claims as of March 31, 2015.

The members of the TRIUMF joint venture and the Canadian Nuclear Safety Commission (CNSC) approved a decommissioning plan which requires all members to be severally responsible for their share of the decommissioning costs, which were estimated at \$44.2 million as of November 2011, as well as provide financial covenants to the CNSC for the amount of these costs. While there are no current intentions to decommission the facilities, and the facilities are estimated to have an indefinite useful life, the University's share of the unfunded decommissioning costs, as at March 31, 2014, is estimated at \$3.1 million. The March 31, 2015 figures are not available. TRIUMF has put in place a plan for funding the cost of decommissioning which does not require any payments from the joint venture partners.

21. FAIR VALUE DISCLOSURES

The fair value of a financial instrument is the amount at which the instrument could be exchanged in a current transaction between willing parties, dealing at arm's length and motivated by normal business considerations. Financial instruments are classified using a fair value hierarchy that reflects the significance of inputs to valuation techniques used to measure fair value. The fair value hierarchy used has the following levels:

Level 1 – Inputs that reflect unadjusted publicly quoted prices in active markets for identical assets or liabilities that the University has the ability to access at the measurement date.

Level 2 – Inputs other than publicly quoted prices that are either directly or indirectly observable for the asset or liability.

Level 3 – Inputs that are unobservable. There is little if any market activity. Inputs into the determination of fair value require significant management judgment or estimation.

The following fair value hierarchy table presents information about the University's financial instruments measured at fair value at March 31:

Financial Assets at fair value as at March 31, 2015

	Level 1	Level 2	Level 3	Total
Investments 2015				
Bankers Acceptances, Guaranteed				
Investment Certificates and Cash		62,833		62,833
Canadian Equities	171,315			171,315
US Equities	159,902			159,902
Pooled Bond Fund		10,094		10,094
Pooled Canadian Equities Fund		15,161		15,161
Pooled US Equities Fund		6,515		6,515
Pooled International Equities Fund		100,862		100,862
Pooled Real Estate Fund		85,745		85,745
Pooled Mortgage Fund		6,562		6,562
Bonds and Other Fixed Income Securities		63,786		63,786
Total	\$ 331,217	\$ 351,558		\$ 682,775

FINANCIAL STATEMENTS

Investments 2014

Bankers Acceptances, Guaranteed			
Investment Certificates and Cash		107,075	107,075
Canadian Equities	159,495		159,495
US Equities	124,245		124,245
Pooled International Equities Fund		82,473	82,473
Pooled Real Estate Fund		66,690	66,690
Bonds and Other Fixed Income Securities		61,752	61,752
Total	\$ 283,740	\$ 317,990	\$ 601,730

Financial Liabilities at fair value as at March 31, 2015

	Level 1	Level 2	Level 3	Total
Financial Derivatives 2015	\$	\$	\$ 6,287	\$ 6,287
Financial Derivatives 2014	\$	\$	\$ 4,227	\$ 4,227
			2015	2014
Fair value of Financial Derivatives beginning of year			\$ 4,227	\$ 5,618
Unrealized gain (loss) reported in the Statement of Remeasurement Gains and Losses			2,060	(1,391)
Fair Value of Financial Derivatives end of year			\$ 6,287	\$ 4,227

As of March 31, 2015 and March 31, 2014 there were no transfers of investments between levels 1, 2 or 3.

22. EXPENSE BY FUNCTION

	General Funds	Restricted Funds	2015 Total Funds	2014 Total Funds
Expense:				
Instruction	\$ 330,020	\$ 118,021	\$ 448,041	\$ 445,351
Amortization		54,075	54,075	52,546
Student Support	12,954	38,392	51,346	49,378
Plant Maintenance	47,405	13	47,418	48,008
Administration & General	30,003	11,773	41,776	37,623
Ancillary Services	28,007		28,007	28,762
Computing and Communications	25,609		25,609	24,704
Other Academic & Research Support	15,717	4,649	20,366	17,763
Student Services	19,818		19,818	20,666
Interest		18,682	18,682	18,120
Libraries	17,159	8	17,167	17,678
External Relations	11,607		11,607	11,612
Actuarially Determined Employee Future Benefits	6,517		6,517	6,930
Change in Pension Liability	(2,794)		(2,794)	34
Staff Benefits Contra	(8,054)		(8,054)	(7,542)
Total	\$ 533,968	\$ 245,613	\$ 779,581	\$ 771,633

FINANCIAL STATEMENTS

23. COMPARATIVE FIGURES

Comparative figures for the year ended March 31, 2014 have been reclassified, where appropriate, to conform with the presentation adopted for the year ended March 31, 2015.



AGENDA ITEM: *Student Referendum, College of Dentistry*

RECOMMENDED RESOLUTION:

That an \$87.50 per term contribution be assessed against the students in the College of Dentistry for a three year term commencing in the fall of 2015 as outlined in the letter from Anthony Iacopino, Dean, College of Dentistry, dated April 2, 2015.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

On March 26th and 27th, the Manitoba Dental Student Association held a referendum to support the College of Dentistry Student Initiative Fund. Each student was proposed with making a donation of \$87.50 per term for three years, beginning in the fall of 2015. This amounts to a donation of \$175 per student per year. The students voted in favour of this proposal, resulting in a total contribution of approximately \$68,250 (pending student enrolment); designating 100% to the Student Initiative Fund. There was a 48% participation rate with 63 of the 130 eligible student voters casting a ballot. Of those votes, 52 were "yes" votes, 11 were "no" votes and there were no spoiled ballots.

RESOURCE REQUIREMENTS:

N/A

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION: *[delete if not applicable]*

N/A



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input type="checkbox"/>	<input type="checkbox"/>	John Kearsey <i>[Signature]</i>	May 6, 2015
<input type="checkbox"/>	<input type="checkbox"/>	David Barnard <i>[Signature]</i>	May 12, 2015
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FAHR	June 9, 2015
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Sana Mahboob, Donor Relations

Submission prepared by:

Submission approved by:

This must be the President, a Vice-President, or the University Secretary.

Attachments

Please list any related material attached. Ideally attachments for any given submission will not exceed ten (10) pages.

- Letter from Anthony Iacopino, Dean, College of Dentistry
- Letter from Emilie Cook, Senior Stick, Manitoba Dental Student Association



UNIVERSITY
OF MANITOBA | Faculty of Dentistry

Dean's Office
D113-780 Bannatyne Avenue
Winnipeg, Manitoba
Canada R3E 0W2
Telephone 204-789-3787
Fax 204-789-3912
info_dent@umanitoba.ca

April 2, 2015

Dr. David Barnard
President and Vice-Chancellor
University of Manitoba

Dear Dr. Barnard:

I am pleased to inform you that the students in the College of Dentistry have once again voted to continue making contributions to the college through their student referendum.

Attached you will find the letter I received from Emilie Cook, Senior Stick of the Manitoba Dental Students Association. The letter details how proper notice was provided to the students about the referendum initiative, including the disbursement and the vote date, through presentations made on behalf of the student council.

As Emilie explains, the students wish to contribute \$87.50 per term for three years, to the College of Dentistry Student Initiative Fund. This will result in a contribution of \$68,250 (pending enrolment) to the university. This contribution is to be collected from each student in each term when fees are paid, beginning in the fall of the 2015/2016 fiscal year.

I would appreciate it if you would present these results to the Board of Governors for approval.

Sincerely,

Anthony Iacopino, Ph.D.
Dean

enclosure

cc: Sana Mahboob, Donor Relations

April 14, 2015

Dr. Anthony Iacopino
Dean, College of Dentistry
D113 Dental Building
University of Manitoba
Winnipeg, MB R3E 0W2

Dear Dr. Iacopino,

On March 26th and 27th, the Manitoba Dental Student Association held a referendum to support the College of Dentistry Student Initiative Fund. Each student was proposed with making a donation of \$87.50 per term for three years, beginning in the fall of 2015. This amounts to an approximate donation of \$175 per student per year. I am pleased to inform you that the vote was successful and as such, the students will be contributing \$68,250 (pending student enrolment) to the College of Dentistry over the next three years. The ballot reads as follows:

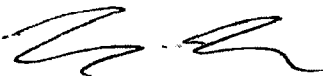
<p style="text-align: center;">COLLEGE OF DENTISTRY 2015 REFERENDUM BALLOT</p> <p style="text-align: center;">I agree to make a tax-deductible contribution of \$87.50 per term (\$175 per year) to be paid at the time of registration.</p> <p style="text-align: center;">This contribution will be directed to Dentistry as follows:</p> <p style="text-align: center;">100% Student Initiative Fund.</p> <p style="text-align: center;">The term for this agreement is to be 3 years</p> <p style="text-align: center;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

There was a 48% participation rate with 63 of the 130 eligible student voters casting a ballot. Of those votes, 52 were "yes" votes, 11 were "no" votes and there were no spoiled ballots.

Prior to the referendum vote, we conducted an open forum and class presentations to ensure all students were made aware of information detailing the referendum process, the proposed donation amount and disbursement and the need to give back.

The Manitoba Dental Student Association supports the results of this referendum and asks that the university take the necessary steps to implement the contributions. I am requesting that you forward this information to Dr. David Barnard, President of the University of Manitoba, who will present it to the Board of Governors for ratification. If you require any additional information or have any questions, please feel free to contact me.

Sincerely,



Emilie Cook
Senior Stick

cc: Sana Mahboob, Donor Relations



AGENDA ITEM: Policy Revision: Access and Privacy

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve the revised Access and Privacy Policy and receive for information the related procedures, effective upon approval.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The Access and Privacy Policy is an update of the existing *FIPPA and PHIA Policy*. It is intended to bring university policies in line with the legislative amendments, the changes in structure of the Access and Privacy Office, as well as with current standards for university policies. The reason for the policy is to ensure the University of Manitoba meets its obligations under *The Freedom of Information and Privacy Act (FIPPA)* and *The Personal Health Information Act (PHIA)*.

RESOURCE REQUIREMENTS:

The Access and Privacy Office will continue to provide the resources required to implement and maintain the Access and Privacy Policy. There is no significant change in resource allocation anticipated in the execution and support of the revised policy.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

The new policy will be in line with the ongoing policy review initiative and standards implemented by the University. This policy will affirm the University's obligations under FIPPA and PHIA, and its commitment to the principles of Access to Information and Protection of Privacy. It is consistent with the new *Records Management Policy*.

IMPLICATIONS:

The policy will ensure the University of Manitoba continues to meet its responsibilities under FIPPA and PHIA. It affirms our commitments under the Acts and ensures that responsibility is clearly assigned across the University to meet our obligations under the legislation.

ALTERNATIVES:

The University is required to maintain up-to-date policies and procedures under FIPPA and PHIA, therefore, there are no alternatives.

CONSULTATION: *[delete if not applicable]*

The Access and Privacy Office consulted with the Office of Legal Counsel, Human Resources and the unions on campus in the development of this policy.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>[Signature]</u>	<u>April 27, 2015</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>[Signature]</u>	<u>April 29, 15</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>[Signature]</u>	<u>Apr 30/15</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>[Signature]</u>	<u>May 21, 2015</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>FAHR</u>	<u>June 9, 2015</u>

Submission prepared by:

[Signature]

Submission approved by:

This must be the President, a Vice-President, or the University Secretary.

Attachments

Please list any related material attached. Ideally attachments for any given submission will not exceed ten (10) pages.

1. *Access and Privacy Procedure*
2. *PHIA Training and Pledge Procedure*

UNIVERSITY OF MANITOBA POLICY

Policy:	ACCESS AND PRIVACY
Effective Date:	To be entered by Office of Legal Counsel
Revised Date:	To be entered by Office of Legal Counsel
Review Date:	To be entered by Office of Legal Counsel
Approving Body:	Board of Governors
Authority:	<i>The Freedom of Information and Protection of Privacy Act (FIPPA)</i> <i>The Personal Health Information Act (PHIA)</i>
Responsible Executive Officer:	President
Delegate:	Vice-President (Administration)
Contact:	Access and Privacy Officer/Coordinator
Application:	All Employees, All External Parties, Students

Part I Reason for Policy

- 1.1 The reason for the Policy is to ensure the University of Manitoba meets its obligations under *The Freedom of Information and Protection of Privacy Act (FIPPA)* and *The Personal Health Information Act (PHIA)*.

Part II Policy Content

- 2.1 The following terms have the following defined meanings for the purpose of this Policy:
- (a) **Access to Information** means the viewing or copying of a Record held in the custody or under the control of a public body or trustee.
 - (b) **Disclosure** of Personal Information and Personal Health Information means making the information known, revealing, exposing, showing, providing, selling or sharing the information with any person or entity outside of the University. FIPPA and PHIA permit disclosures of Personal Information and Personal Health Information for authorized purposes only and within limitations.
 - (c) **Personal Health Information** is Recorded Information about an identifiable individual that relates to:

- (i) the individual's health, or health care history, including genetic information about the individual,
 - (ii) the provision of health care to the individual, or
 - (iii) payment for health care provided to the individual, and includes
 - (iv) the Personal Health Information Number ("PHIN") and any other identifying number, symbol or particular assigned to an individual, and
 - (v) any identifying information about the individual that is collected in the course of, and is incidental to, the provision of health care or payment for health care;
 - (vi) any identifying personal information collected in the course of, and is incidental to the provision of healthcare or payment for health care
- (d) **Personal Information** means Recorded Information about an identifiable individual, including:
- (i) the individual's name,
 - (ii) the individual's home address, or home telephone, facsimile or e-mail number,
 - (iii) information about the individual's age, sex, sexual orientation, marital or family status,
 - (iv) information about the individual's ancestry, race, colour, nationality, or national or ethnic origin,
 - (v) information about the individual's religion or creed, or religious belief, association or activity,
 - (vi) personal health information about the individual,
 - (vii) the individual's blood type, fingerprints or other hereditary characteristics,
 - (viii) information about the individual's political belief, association or activity,
 - (ix) information about the individual's education, employment or occupation, or educational, employment or occupational history,
 - (x) information about the individual's source of income or financial circumstances, activities or history,
 - (xi) information about the individual's criminal history, including regulatory offences,
 - (xii) the individual's own personal views or opinions, except if they are about another person,
 - (xiii) the views or opinions expressed about the individual by another person, and
 - (xiv) an identifying number, symbol or other particular assigned to the individual.

- (e) **Record or Recorded Information** means a Record of information in any form, including information that is written, photographed, recorded or stored in any manner, on any storage medium, or by any means, including by graphic, electronic or mechanical means, in the custody or under the control of the University of Manitoba.
 - (f) **Records Authority Schedule (RAS)** refers to a document that identifies a series or group of records, establishes the period for which they must be retained and provides the authority for the final disposition of the records, which will result in either the destruction of the records or their transfer to the appropriate archives. Records Authority Schedules provide a high level inventory of the records held by the University of Manitoba.
 - (g) **Third Party**, in relation to a request for access to a Record or for correction of Personal Information, means any person, group of persons or organization other than
 - (i) the person who made the request, or
 - (ii) a public body
 - (h) **University of Manitoba Personal Health Information Act Training (“UM PHIA Training” or “UM PHIA Orientation”)** means a training session provided by the Access and Privacy Office to Persons Associated with the University who may be exposed to Personal Health Information in the custody or under the control of the University. The training session outlines both the University’s and the individual’s roles and responsibilities governed by University policies and procedures regarding the security and protection of privacy of Personal Health Information held in University Offices and University Health Care Units. A University of Manitoba Personal Health Information Confidentiality Pledge is signed at the conclusion of the UM PHIA Training.
 - (i) **University of Manitoba Personal Health Information Pledge of Confidentiality (“UM Confidentiality Pledge” or “UM Pledge of Confidentiality”)** means an agreement that is signed by Persons Associated with the University who may be exposed to Personal Health Information in the custody or under the control of the University, that acknowledges that the signee is bound to the security and protection of privacy of the Personal Health Information held in University Offices and University Health Care Units. A UM PHIA Orientation is required prior to the signing of the UM Confidentiality Pledge.
 - (j) **Use of Personal Information and Personal Health Information** means accessing, viewing, gaining entry to, hearing, receiving, reproducing, transmitting, employing or otherwise dealing with the information within the University (e.g. between University Offices or employees of the University). Use of Personal Information and Personal Health Information must be for an authorized purpose of the University.
- 2.2 The University of Manitoba is committed to the principles of Access to Information and the protection of privacy outlined in *The Freedom of Information and Protection of Privacy Act* (FIPPA) and *The Personal Health Information Act* (PHIA).
- 2.3 The University supports the public’s right of access to general information held by the University, and the right for individuals to access, or request a correction to, their own Personal Information and Personal Health Information held by the University. The University is committed to the

protection of all Personal Information and Personal Health Information collected and held by the University, and will submit to independent reviews of the University under the Acts.

2.4 FIPPA and PHIA apply to all Records in the custody or under the control of the University, but does not include teaching materials or research information of University staff/faculty, or to a question that is to be used on an examination or test.

2.5 Should any of the University's policies conflict with FIPPA or PHIA, the provisions of FIPPA or PHIA shall prevail unless otherwise expressly provided for at law.

2.6 Access to Information

(a) The University will assist individuals in obtaining Access to Information in the custody or under the control of the University, including Records containing their own Personal Information and Personal Health Information, according to Section 7(1) of FIPPA and Section 5(1) of PHIA.

(b) The University will develop and follow Procedures to ensure timely and appropriate responses to formal requests for Access to Information.

(c) The University may provide access to routine information upon informal request and/or actively disseminate information using existing procedures.

(d) The right of access does not extend to information that may be considered exempt from Disclosure under Sections 17 to 32 of FIPPA and Section 11 of PHIA. If such information can reasonably be severed from a Record, then the applicant has the right of access to the remainder of the Record.

(e) The right of access to a Record may be subject to the payment of a fee as required under Sections 4 to 9 and 82 of the Access and Privacy Regulation under FIPPA, and Section 10 of PHIA.

2.7 Protection of Privacy

(a) Collection: The University will only collect Personal Information and Personal Health Information as provided for under Sections 36 and 37 of FIPPA and Sections 13 to 15 of PHIA. The collection of Personal Information and Personal Health Information will be limited to the minimum amount of information required for an authorized purpose under The University of Manitoba Act or other federal or provincial Act or Regulation.

(b) Accuracy of Information: The University will make every reasonable effort to ensure that the Personal Information and Personal Health Information it uses and maintains is accurate and complete. Upon request by an individual to whom the information relates, the University may correct or annotate the information when documented evidence, satisfactory to the University, is provided to substantiate the correction or annotation. In the case of a dispute, the University will include evidence of the dispute on the Record.

(c) Protection: The University will protect the Personal Information and Personal Health Information it collects and maintains by making reasonable security arrangements to prevent the risk of unauthorized collection, access, Use, Disclosure or disposal of Personal Information and Personal Health Information. The University will make

available UM PHIA Orientation to all individuals who will have access to Personal Health Information as part of their duties or association with the University. All individuals who have access to Personal Health Information as part of their duties or association with the University must sign a University of Manitoba Personal Health Information Confidentiality Pledge.

- (d) Use and Disclosure: The University will use Personal Information and Personal Health Information only for the purpose for which that information was obtained, for a use consistent with that purpose, or with the consent of the individual. The University will not disclose Personal Information and Personal Health Information to any Third Party, unless it is otherwise provided for under Sections 44 to 48 of FIPPA and Section 22 of PHIA.
- (e) Retention and Disposition: The retention and disposal of University Records will be managed through Records Authority Schedules.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Policy is required.
- 3.2 The Chief Access and Privacy Officer is responsible for the communication, administration and interpretation of this Policy.
- 3.3 All supervisors and employees are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Vice-President (Administration) may approve Procedures which are secondary to and support and comply with this Policy.
- 4.2 The Procedures approved under this Policy may include, but are not limited to, provisions relating to:
 - (a) The responsibility and accountability of supervisory staff for managing the collection, Use, Disclosure, retention and disposition of Personal Information and Personal Health Information.
 - (b) The processes regarding Access to Information applications, requests for the correction of Personal Information and Personal Health Information, and for investigating Breaches of Privacy.
 - (c) The supporting role and mandate of the Access and Privacy Office.

**Part V
Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years by the Vice-President (Administration). The next scheduled review date for this Policy is [Click here to enter a date](#).
- 5.2 In the interim, this Policy may be revised or repealed if:
- (i) the Approving Body deems it necessary or desirable to do so;
 - (ii) the Policy is no longer legislatively or statutorily compliant; and/or
 - (iii) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) comply with the revised Policy; or
 - (b) are in turn repealed.

**Part VI
Effect on Previous Statements**

- 6.1 This Policy supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

**Part VII
Cross References**

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) Access and Privacy Procedures
 - (b) PHIA Training and Pledge of Confidentiality Procedure
 - (c) Records Management Policy
 - (d) *The Freedom of Information and Protection of Privacy Act*
 - (e) *The Personal Health Information Act*

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	ACCESS AND PRIVACY
Parent Policy:	Access and Privacy Policy
Effective Date:	To be entered by Office of Legal Counsel
Revised Date:	To be entered by Office of Legal Counsel
Review Date:	To be entered by Office of Legal Counsel
Approving Body:	
Authority:	<i>The Freedom of Information and Protection of Privacy Act (FIPPA)</i> <i>The Personal Health Information Act (PHIA)</i>
Responsible Executive Officer:	Vice-President (Administration)
Delegate:	
Contact:	Access and Privacy Officer/Coordinator
Application:	All Employees, All External Parties, Students

Part I Reason for Procedure

- 1.1 Establish roles and responsibilities under *The Freedom of Information and Protection of Privacy Act (FIPPA)* and *The Personal Health Information Act (PHIA)*.
- 1.2 Establish procedures governing access to information, including general information, Personal Information and Personal Health Information, according to provisions of FIPPA and PHIA.
- 1.3 Establish procedures for the collection, use, disclosure, storage and disposal of Personal Information and Personal Health Information according to the provisions of FIPPA and PHIA.
- 1.4 Establish procedures for the reporting, investigation and remediation of Breaches of Privacy under FIPPA and PHIA.
- 1.5 The Access and Privacy Policy and Procedure are in addition to FIPPA and PHIA, and they do not supersede the Acts or any part of these Acts. If any part or parts of the Procedures are found to be in conflict with either Act, the Act shall prevail.

Part II Procedural Content

Roles and Responsibilities

2.1 For the purpose of this Procedure:

- (a) **University-President** is the head of the public body under both FIPPA and PHIA.
- (b) **Chief Access and Privacy Officer/Access and Privacy Officer** refer to the University of Manitoba employee(s) delegated by the President to act on behalf of the University in matters related to FIPPA and PHIA. The Chief Access and Privacy Officer receives all reports regarding Breaches of Privacy. The University's Vice-President (Administration) is the Chief Access and Privacy Officer. Other individuals may also be delegated specific responsibilities under the Acts.
- (c) **Access and Privacy Office** means the University Office under the Office of Fair Practices and Legal Affairs that is tasked with the administration of FIPPA and PHIA at the University.
- (d) **Unit Liaison** means a University staff member who has been appointed to represent their office or unit in matters relating to FIPPA, PHIA and Records Management.

2.2 Definitions

- (a) **Access to Information** means the viewing or copying of a Record held in the custody or under the control of a public body or trustee.
- (b) **Breach of Privacy** occurs when Personal Information, including Personal Health Information, is collected, accessed, used, disclosed, transported, transmitted, transferred or destroyed other than as authorized, or when the accuracy, confidentiality or integrity of the information is compromised.
- (c) **Confidential Information** is information that is proprietary of the University and/or to Persons Associated with the University; that has not been authorized for release by the President or the President's duly designated representatives; and that falls into two general categories: University Records, which may include Personal Information; and Personal Information, which includes Personal Health Information.
- (d) **Disclosure of Personal Information and Personal Health Information** means making the information known, revealing, exposing, showing, providing, selling or sharing the information with any person or entity outside of the University. FIPPA and PHIA permit disclosures of Personal Information and Personal Health Information for authorized purposes only and within limitations.
- (e) **Personal Health Information** is Recorded Information about an identifiable individual that relates to:
 - (i) the individual's health, or health care history, including genetic information about the individual,

- (ii) the provision of health care to the individual, or
 - (iii) payment for health care provided to the individual, and includes
 - (iv) the Personal Health Information Number (“PHIN”) and any other identifying number, symbol or particular assigned to an individual, and
 - (v) any identifying information about the individual that is collected in the course of, and is incidental to, the provision of health care or payment for health care;
 - (vi) any identifying personal information collected in the course of, and is incidental to the provision of healthcare or payment for health care
- (f) **Personal Information** means Recorded Information about an identifiable individual, including:
- (i) the individual's name,
 - (ii) the individual's home address, or home telephone, facsimile or e-mail number,
 - (iii) information about the individual's age, sex, sexual orientation, marital or family status,
 - (iv) information about the individual's ancestry, race, colour, nationality, or national or ethnic origin,
 - (v) information about the individual's religion or creed, or religious belief, association or activity,
 - (vi) personal health information about the individual,
 - (vii) the individual's blood type, fingerprints or other hereditary characteristics,
 - (viii) information about the individual's political belief, association or activity,
 - (ix) information about the individual's education, employment or occupation, or educational, employment or occupational history,
 - (x) information about the individual's source of income or financial circumstances, activities or history
 - (xi) information about the individual's criminal history, including regulatory offences,
 - (xii) the individual's own personal views or opinions, except if they are about another person,
 - (xiii) the views or opinions expressed about the individual by another person, and
 - (xiv) an identifying number, symbol or other particular assigned to the individual.

- (g) **Persons Associated with the University** means a staff, faculty, student, researcher or agent who is associated with the University by appointment, employment, contract, or agreement.
- (h) **Record or Recorded Information** means a Record of information in any form, including information that is written, photographed, recorded or stored in any manner, on any storage medium, or by any means, including by graphic, electronic or mechanical means, in the custody or under the control of the University of Manitoba.
- (i) **Records Authority Schedule (RAS)** refers to a document that identifies a series or group of records, establishes the period for which they must be retained and provides the authority for the final disposition of the records, which will result in either the destruction of the records or their transfer to the appropriate archives. Records Authority Schedules provide a high level inventory of the records held by the University of Manitoba.
- (j) **Security** means the consistent application of controls and safeguards to protect the confidentiality and integrity of Personal Information and Personal Health Information at all stages and in all aspects of its collection, access, use, processing, disclosure, transmittal, transport, storage, retention and destruction.
- (k) **Third Party**, in relation to a request for access to a Record or for correction of Personal Information, means any person, group of persons or organization other than
 - (i) the person who made the request, or
 - (ii) a public body
- (l) **Unit Liaison** means a University staff member who has been appointed to represent their office or unit in matters relating to FIPPA, PHIA and Records Management.
- (m) **University Health Care Unit** means a unit whose main function is the provision of health care by health professionals and whose function may include the education and training of students in the provision of health care.
- (n) **University Office** means a faculty, department, division, unit, centre, program, service or other office of the University unless otherwise specified. University Office includes some offices that collect significant amounts of Personal Health Information.
- (o) **Use of Personal Information and Personal Health Information** means accessing, viewing, gaining entry to, hearing, receiving, reproducing, transmitting, employing or otherwise dealing with the information within the University (e.g. between University Offices or employees of the University). Use of Personal Information and Personal Health Information must be for an authorized purpose of the University.

Access

2.3 Access to General Information and Personal Information (Excluding Personal Health Information)

- (a) FIPPA allows any individual a right of Access to Information held in the custody or under the control of public bodies, subject to specific exceptions. This includes access to

general information held by the University, as well as Personal Information about the individual requesting the Record(s). Requests for general information and access to an individual's own Personal Information may be made either informally to the holding office or formally to the Access and Privacy Office.

- (b) A formal Access to Information request is required if the information concerns:
 - (i) Confidential Information,
 - (ii) Personal Information concerning an individual who is not named as a requestor,
 - (iii) the holding office has any doubts about whether that information should be released,
 - (iv) if the individual requesting the information is not satisfied with the information they receive informally, or
 - (v) Third Party business information.
- (c) A formal Access to Information request must be submitted to the Access and Privacy Office, as described by Sections 8(2) and 8(3) of FIPPA. If the formal request is received by another University Office, it will be immediately forwarded to the Access and Privacy Office. All formal requests will be reviewed by the Chief Access and Privacy Officer or designates.

2.4 Access to Personal Health Information: The University will assist individuals in exercising their rights under Section 5(1) of PHIA to request to examine and receive a copy of his or her Personal Health Information maintained by the University.

- (a) At the University, all requests for access to Personal Health Information shall be made first to the office where the individual believes the Records containing the Personal Health Information are held.
- (b) No special form is required if the individual is making his or her own request. A written request must contain the name of the individual requesting the Record(s), address, phone number, signature and date of request. The request should be in writing, but verbal requests will be accepted in the event that writing a request causes undue harm or difficulty for the individual and the University Office is satisfied as to the rights of the individual to that information.
- (c) (c)Prior to permitting an individual to examine or receive a copy of his or her Personal Health Information, the University Office or University Health Care Unit shall confirm the identity of the requester through photo or other appropriate identification.
- (d) (d)Anyone seeking access to the Personal Health Information of another individual must submit a written request to the Access and Privacy Office.

2.5 Responding to Access Requests

- (a) When a University Office receives an informal request for Personal Information or Personal Health Information, the University Office shall review the Record(s). If the

Record(s) is about the individual making the request, and if it contains no Third Party Personal Information or Personal Health Information and no otherwise Confidential Information, the office may permit the requester to examine it and provide a copy of the Record to the requester. If the University Office is unsure about releasing the requested information, or is unable to release it, they shall contact the Access and Privacy Office or refer the individual to the Access and Privacy Office. The University Office will keep a Record of having provided access to requested information.

- (b) If a University Office anticipates that search and preparation of the requested Records will require more than 2 hours, or if the requested Records exceed 50 pages, the University Office shall contact the Access and Privacy Office or direct the requester to make a formal request through the Access and Privacy Office.
- (c) A University Office receiving a formal request via the Access and Privacy Office shall provide the Access and Privacy Office with copies of all the relevant Records to enable the Access and Privacy Office to process the request.
- (d) The University will respond to a request as promptly as possible, but no later than the time frames established under FIPPA and PHIA.
- (e) Fees may be charged to the applicant and will be assessed by the Chief Access and Privacy Officer, or designates, according to FIPPA or PHIA regulations.

Collection

2.6 Collection of Personal Information and Personal Health Information, may only take place under the authority of an Act, such as The University of Manitoba Act, for an authorized purpose and with proper notification.

- (a) The University shall collect Personal Information and Personal Health Information about an individual only for a necessary purpose that is connected with an authorized function or activity of the University.
- (b) Whenever possible, the University shall collect Personal Information and Personal Health Information directly from the individual that it is about, either verbally or in writing. If the information is collected verbally, it must be recorded by the person who is taking the information.
- (c) Personal Information and Personal Health Information shall be collected in a manner and location that ensures the security and confidentiality of such information, to the extent that it is reasonable to do so.
- (d) When Personal Information and Personal Health Information is collected directly, the University shall notify the individual of the purpose for collection and with whom the information may be shared.
- (e) The University shall collect only as much Personal Information and Personal Health Information as is reasonably necessary to accomplish the purpose for which the information is collected.

Correction of Information

- 2.7 The University shall ensure the right of individuals to request, and make corrections to, their own Personal Information and Personal Health Information in accordance with FIPPA and PHIA.
- (a) All requests for correction must be in writing. The request must include the following information:
 - (i) name,
 - (ii) address,
 - (iii) phone numbers,
 - (iv) correction requested,
 - (v) signature, and
 - (vi) date of signing.
 - (b) If an individual makes a written request for correction on his or her own behalf and the request is to a University Office, the University Office shall review the Record and if the existing information is inaccurate or incomplete, make the correction. The written request shall be placed in the file and form part of the file. Verbal requests will not be accepted. If the University Office is unsure or unable to make the correction, they shall direct the individual making the request to the Access and Privacy Office for resolution.
 - (c) Notify, where practicable, any other Public Body or Third Party to whom the Personal Information or Personal Health Information has been disclosed within the past year that the correction was made or the request for correction has been added to the Record.
 - (d) No fees are charged for the correction of Personal Information or Personal Health Information.

Use and Disclosure

- 2.8 Use and Disclosure of Personal Information and Personal Health Information by the University:
- (a) are limited to the least amount that is necessary to accomplish an authorized purpose.
 - (b) are limited to the fewest employees possible, that is, to only those who need it to accomplish an authorized purpose.
 - (c) are only used or disclosed for the purpose for which it was collected, or for a closely related purpose or for certain other purposes allowed under FIPPA and/or PHIA.
 - (d) shall be only in the discharge of work responsibilities and duties (including reporting duties imposed by legislation) and based on the need to know. This applies to all Persons Associated with the University.

- (e) for a different purpose than for which it was collected is only undertaken with consent from the individual the information is about, or from someone who is authorized to act on behalf of the individual.
- 2.9 Law Enforcement Disclosure: Personal Information and Personal Health Information collected and maintained by the University shall only be disclosed to the Winnipeg Police Service, or other law enforcement agency, in strict accordance with FIPPA and PHIA.
- (a) All requests for Personal Information and Personal Health Information relating to a criminal investigation will require a University of Manitoba Law Enforcement Disclosure Form to be completed by the representative of the law enforcement agency making the request. A copy of the completed form is sent to and kept on file in the Access and Privacy Office and a copy is forwarded to the Director, Office of Risk Management.
- 2.10 All other requests for Access to Information under FIPPA and PHIA related to Law Enforcement or Security Services, including surveillance camera recordings not relating to criminal investigations, are required to be processed as a formal access request, facilitated by the Access and Privacy Office.

Protection of Information

2.11 Protection (Security) of Personal Information and Personal Health Information

- (a) Personal Information and Personal Health Information shall be protected by the University during its collection, access, use, disclosure, retention, storage, transportation, transmission, transfer and during its destruction.
- (b) All Persons Associated with the University are responsible for protecting Personal Information and Personal Health Information that is collected, heard, handled, viewed or processed in the discharge of their duties and responsibilities with the University.
- (c) All Persons Associated with the University who are dealing with Personal Information and Personal Health Information in any manner shall take all reasonable precautions to protect the Personal Information and Personal Health Information from fire, theft, vandalism, deterioration, accidental destruction or loss and any other hazards.
- (d) Reasonable administrative, technical and physical safeguards shall be taken by the University to ensure the confidentiality, integrity and security of Personal Information and Personal Health Information, and to prevent the unauthorized collection, access, use, disclosure, transport, transmission, transfer and destruction of Personal Information and Personal Health Information.
 - (i) Administrative safeguards include, but are not limited to, training, contracts containing appropriate protective clauses, security clearances, designated and restricted access to certain Records, offices or areas and sanctions.
 - (ii) Electronic safeguards include, but are not limited to, the use of passwords, defined and restricted electronic access, encryption and firewalls.
 - (iii) Physical security safeguards include, but are not limited to, locked offices, locked filing cabinets, lock-boxes and other barriers separating the Personal Information

and Personal Health Information from those who do not need, and should not have, access to the information.

- (e) To protect the privacy of Personal Information and Personal Health Information, Persons Associated with the University should not discuss others' Personal Information and Personal Health Information (in their absence) in the presence of those who are not entitled to such information. Personal Information and Personal Health Information should not be discussed in public places such as cafeterias, elevators, lobbies, hallways, classrooms, unsecured or open offices.
- (f) Personal Information and Personal Health Information stored in electronic form on a fixed computer server or terminal shall be properly secured from unauthorized access. Personal Information and Personal Health Information stored on electronic media and mobile devices shall be kept in a secured place at all times and shall be used only by authorized personnel having access to a protected system.
- (g) Additional safeguards must be taken for the protection of Personal Health Information maintained by electronic information systems, including a Record of User Activity, which documents the following:
 - (i) individuals whose Personal Health Information has been accessed,
 - (ii) individuals who accessed Personal Health Information,
 - (iii) when Personal Health Information was accessed,
 - (iv) the electronic information system or component of the system in which Personal Health Information was accessed, and
 - (v) whether Personal Health Information that has been accessed is subsequently disclosed under Section 22 of the Act.
- (h) A Record of User Activity should be maintained for 3 years and then destroyed according to these procedures.
 - (i) The University shall ensure that at least one audit of a Record of User Activity is conducted before the Record is destroyed.
- (i) Personal Information and Personal Health Information can only be removed from University premises/systems for an authorized and approved purpose.
- (j) If authorized to remove Personal Information and Personal Health Information from University premises, security precautions must be taken, including the following:
 - (i) all Personal Information and Personal Health Information moved from a secure location shall be recorded in a tracking system,
 - (ii) only the least possible Personal Information and Personal Health Information necessary to accomplish the task may be removed,

- (iii) Personal Information and Personal Health Information should be secured according to these procedures,
- (iv) if Personal Health Information is held in electronic format, it must be encrypted or otherwise secured, and
- (v) the Person Associated with the University should carry the file/electronic media with them at all times. If this is not possible, and the information is left unattended, the Person Associated with the University must ensure secure storage at all times by following reasonable security standards.

Retention and Destruction

2.12 Retention of Personal Information and Personal Health Information

- (a) All Personal Information and Personal Health Information collected or maintained by University Offices or University Health Care Units must have Records Authority Schedules in place outlining the retention and destruction of the information. This information will be retained only as long as reasonably required for authorized purposes, and destroyed securely according to destruction guidelines approved for the University.
- (b) The Personal Information and Personal Health Information of all Persons Associated with the University shall be maintained in a secure environment and shall be protected by administrative, technical, physical and electronic safeguards that are appropriate to the sensitivity of the information.

2.13 Disposal of Personal Information and Personal Health Information

- (a) Personal Information and Personal Health Information shall be considered Confidential Information for the purposes of disposal and/or destruction.
- (b) Control procedures shall be developed and implemented in all University Offices and University Health Care Units to segregate Confidential Information from non-confidential information and other waste streams.
- (c) Confidential Information shall be disposed of by secure shredding or another confidential method of destruction.

Research

2.14 Research

- (a) Research involving the use or disclosure of Personal Information and Personal Health Information held by the University requires:
 - (i) Formal approval by an appropriate institutional research ethics board. In reviewing the request, the appropriate research ethics board shall ensure that security and confidentiality conditions meet or exceed those described in Section 24 of PHIA.

- (ii) The appropriate research ethics board shall ensure that the researcher enters into an agreement with the University as per Section 24(4) of PHIA.
- (iii) The researcher and all agents and associates coming into contact with Personal Health Information must complete the University of Manitoba Personal Health Information Act Training and sign the University's Personal Health Information Confidentiality Pledge.

Audit of Personal Health Information

2.15 The University shall conduct an audit of security safeguards at least every two (2) years. This audit shall be an overall audit that encompasses electronic, administrative, technical and physical safeguards employed to protect Personal Health Information held by the University, and will be conducted by Audit Services, or an authorized individual assigned by the University.

Breach of Privacy

2.16 A Breach of Privacy occurs when Personal Information, including Personal Health Information, is collected, accessed, used, disclosed, transported, transmitted, transferred or destroyed other than as authorized, or when the accuracy, confidentiality or integrity of the information is compromised. Breaches may include, but are not limited to, the viewing of Confidential Information by unauthorized individuals, the access, theft or loss of University Records and the unauthorized destruction of such information by deliberate means or by human or natural accident.

- (a) Any Person Associated with the University who becomes aware of a possible or actual Breach of Privacy, shall immediately report the possible or actual Breach of Privacy to the head of the University Office or University Health Care Unit, who shall take immediate steps to contain the Breach.
- (b) The head of the University Office or University Health Care Unit shall report the possible or actual Breach of Privacy to the dean, director or unit head of that University Office or University Health Care Unit and to the Access and Privacy Office.
- (c) All Breaches of Privacy will be investigated by the Access and Privacy Office.
- (d) The Access and Privacy Office will make recommendations for immediate and long-term corrective measures as necessary to protect the confidentiality, integrity and security of all Personal Information and Personal Health Information.
- (e) If it is determined that a Breach of Privacy has occurred, appropriate remedial action shall be taken by the University. Such action may include disciplinary action, which will be implemented pursuant to and in accordance with the relevant collective agreement, University policies or by-laws.
- (f) The Access and Privacy Office will act as a resource for all Persons Associated to the University regarding appropriate action to be taken following a Breach of Privacy.

**Part III
Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of these Procedures is required.
- 3.2 The Chief Access and Privacy Officer of the University is responsible for the communication, administration and interpretation of these Procedures.
- 3.3 All supervisors and employees are responsible for complying with these Procedures and all Secondary Documents.

**Part IV
Review**

- 4.1 Governing Document reviews shall be conducted every ten (10) years by the Vice-President (Administration). The next scheduled review date for these Procedures is [Click here to enter a date](#).
- 4.2 In the interim, these Procedures may be revised or repealed if:
 - (a) the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant;
 - (c) the Policy is now in conflict with another Governing Document; and/or
 - (d) the Parent Policy is revised or repealed.

**Part V
Effect on Previous Statements**

- 5.1 These Procedures supersede all of the following:
 - (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

**Part VI
Cross References**

- 6.1 These Procedures should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
 - (a) Access and Privacy Policy
 - (b) PHIA Training and Pledge of Confidentiality Procedure

- (c) **Records Management Policy**
- (d) **Closed Circuit TV (CCTV) Monitory Policy**



AGENDA ITEM: *Custody & Control of Electronic Devices and Media Policy and Procedures*

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve the Policy and receive for information the procedures for the Custody and Control of Electronic Devices and Media Policy, effective upon approval.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The University faces real financial risk and/or reputational damage resulting from unauthorized release of information and/or inappropriate disposal (including sale, donation, recycling, etc.) of computer equipment. As a result, a new decommissioning process has been implemented by IST that is endorsed by the Office of Legal Counsel, the Chief Risk Officer, and the Privacy Officer. The new process is robust and it creates records of data destruction events, which may be of significant value in the unfortunate event of unauthorized disclosure of electronically stored information. Currently the process is encouraged for all faculties/units internal and external to IST, however without a formal University policy and procedure in place, remains voluntary and inconsistent. It is of benefit to the University to ensure all electronic decommissioning follow procedures and documentation, not just those that are known and completed by IST. The establishment of a policy dealing with the disposal of electronic equipment is also necessary to ensure that the University's obligations as a public body under *The Freedom of Information and Protection of Privacy Act* and as a trustee under *The Personal Health Information Act* are met. For this reason, approval of the Custody and Control of Electronic Devices and Media Policy and Procedures is requested as a new University Governing Document.

RESOURCE REQUIREMENTS:

Equipment for decommissioning was purchased as part of the Personal Computer Commissioning and Decommissioning project. No new equipment is required. No additional human resources are required as a result of the policy or procedure. Information Services and Technology has prepared both internal and external staff for the operationalization of the decommissioning process. No additional funding is required.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

Having a University Governing, Custody and Control of Electronic Devices and Media Policy and Procedures addresses the integrity, accountability and responsibility the University has for potentially sensitive information stored on University electronic devices. Environmental sustainability is also achieved with regard to the physical disposal of its electronic devices.

IMPLICATIONS:

The University will be viewed as being both independently and socially responsible for the disposal of information it gathers, and the equipment it uses to gather and store the information. Having the University Governing policy and procedures in place will reduce the risk of environmental, legal, financial or integrity repercussions as a result of no or inadequate disposal of information and equipment.

ALTERNATIVES:

An alternative to having the Custody and Control of Electronic Devices and Media as University Policy and Procedures would be to continue with the status quo. However, continuing with the status quo opens the University to legal implications, financial and reputation loss by inadvertently, or inadequately disposing potentially sensitive information and electronic equipment.

CONSULTATION: *[delete if not applicable]*

The Policy and Procedures for the Custody and Control of Electronic Devices and Media was prepared as part of the Personal Computer Commissioning and Decommissioning project, with the assistance and endorsement from the Office of Risk Management, Privacy Office, and Office of Legal Counsel. Human Resources was also consulted. The Policy and Procedures have been reviewed by the Chief Information Officer, Office of Legal Counsel and UMFA. Individuals responsible for Information Technology in faculties and units, have been made aware of the pending policy, and have received information and training on the procedures.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Maio</i>	<i>MAY 14/15</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Mark</i>	<i>May 22/15</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>David</i>	<i>May 22, 2015</i>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FAHR	June 9, 2015
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: **Sandra Stoyko**

Submission approved by: _____

Attachments

- Custody and Control of Electronic Devices and Media Policy
- Custody and Control of Electronic Devices and Media Procedures

UNIVERSITY OF MANITOBA POLICY

Policy:	CUSTODY AND CONTROL OF ELECTRONIC DEVICES AND MEDIA POLICY
Effective Date:	To be entered by Office of Legal Counsel
Revised Date:	
Review Date:	To be entered by Office of Legal Counsel
Approving Body:	Board of Governors
Authority:	Enter the legislative or statutory authority, if any, upon which the Policy is based
Responsible Executive Officer:	Vice-President (Administration)
Delegate: (If applicable)	Chief Information Officer, IST
Contact:	IT Security Coordinator
Application:	All employees

Part I Reason for Policy

- 1.1 The purpose of this policy is twofold:
- (a) to manage the risk of exposing the University's electronic Data or licensed software programs to individuals or companies unauthorized to view or utilize the Data or programs;
 - (b) to manage the financial cost and risk associated with disposing of Electronic Devices.

Part II Policy Content

- 2.1 The following terms have the following defined meanings for the purposes of this policy:
- (a) **Change in Custody and Control:** the following situations constitute a change in custody and control of an Electronic Device or Electronic Media:
 - (i) transferring responsibility for an Electronic Device or Electronic Media from one University individual and/or department to another individual and/or department;

- (ii) returning an Electronic Device to a vendor (e.g. under a return of merchandise authorization) or leasing company;
 - (iii) allowing an unmonitored external third party to effect repairs to an Electronic Device or Media; and
 - (iv) recycling or otherwise disposing of an Electronic Device or Media.
- (b) **Clear:** means a method of sanitization that applies logical techniques to sanitize data in all user-addressable storage locations for protection against simple non-invasive data recovery techniques; typically applied through the standard Read and Write commands to the storage device, such as by rewriting with a new value or using a menu option to reset the device to the factory state (where rewriting is not supported), in accordance with applicable guidelines established by the Chief Information Officer of IST.
- (c) **Custodian:** means the individual who is forfeiting custody and control of the Electronic Device or Electronic Media and/or the individual who is responsible for the Data on the Electronic Device or Media; this may be on behalf of a department or unit.
- (d) **Electronic Devices:** Any electronic equipment that has a storage device or persistent memory. Such devices may include, but are not limited to, desktop computers, laptops, tablets, servers, personal data assistants, cell phones, printers, copiers, routers, switches, firewall hardware.
- (e) **Electronic Media:** Any media on which electronic Data can be stored, including, but not limited to: hard disk drives, solid-state drives, magnetic tapes, diskettes, CDs, DVDs, BRDs (Blu-ray Discs™). Solid-state drives include all solid state hard drives, USB external storage devices, and flash based memory cards.
- (f) **Data:** Factual information, used as a basis for reasoning, discussion or calculation; representations of information or of concepts, in any form; raw information in its simplest form. Pieces of information from which “understandable information” is derived.
- (g) **Grace Period:** the period of time between forfeiture of custody and control of the Electronic Device or Electronic Media by the Custodian and destruction of the data on the Electronic Device or Electronic Media.
- (h) **Purge:** a method of sanitization that applies physical or logical techniques that render Target Data recovery infeasible using state of the art laboratory techniques, in accordance with applicable guidelines established by the Chief Information officer of IST. .
- (i) **Technical Support Representative:** an authorized employee of the University who assists with the set-up, maintenance or decommissioning of Electronic Devices who is either internal or external to Information Services and Technology within the University, including but not limited to IST Service Desk, IST Desk Side Support, faculty assigned IT support, distributed IT staff.

2.2 This policy is applicable whenever there is a pending Change in Custody and Control of the Electronic Device or Electronic Media.

- 2.3 All software and Data files stored on University owned and/or operated Electronic Devices and Electronic Media that are to be recycled, disposed, permanently returned to a vendor or leasing company, or redeployed within or between University faculties or units must be rendered unreadable using University-approved procedures prior to effecting a Change in Custody and Control.
- 2.4 When Electronic Devices or Electronic Media are to be temporarily removed from the control and custody of the University (e.g. to facilitate repair by an external party), all Data stored on the Electronic Devices or Media must be encrypted or otherwise rendered unreadable by University-approved procedures prior to effecting the Change in Custody and Control.
- 2.5 Electronic Devices and Electronic Media that were, at any time, used in in the conduct of the affairs of the University may not be sold to an external party, including present and past employees and students; and
- 2.6 Donation of Electronic Devices and Electronic Media that were, at any time, used in the conduct of the affairs of the University to an external party, including past and present employees and students of the University) is strictly prohibited unless specifically approved by the University's Chief Information Officer. The Chief Information Officer may, at his/her discretion, approve donation of Electronic Devices and Electronic Media to an external party if the party proposing the donation can reasonably demonstrate that the goodwill is likely to outweigh the inherent cost and risk of making the donation (relative to the standard electronic waste recycling process).

**Part III
Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the Chief Information Officer, IST that a formal review of this Policy is required.
- 3.2 The Chief Information Officer, IST is responsible for the implementation, administration and review of this Policy.
- 3.3 All employees is/are responsible for complying with this Policy.

**Part IV
Authority to Approve Procedures**

- 4.1 The Chief Information Officer, IST may approve Procedures, if applicable, which are secondary to and comply with this Policy.

**Part V
Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is [Click here to enter a date](#).
- 5.2 In the interim, this Policy may be revised or repealed if:

- (a) the Chief Information Officer, IST or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) comply with the revised Policy; or
 - (b) are in turn repealed.

Part VI
Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VII
Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) Custody and Control of Electronic Devices and Media Procedure
 - (b) Requisition to Destroy Records
 - (c) Requisition to Transfer Records (RTR)
 - (d) *The Freedom of Information and Protection of Privacy Act*
 - (e) *The Personal Health Information Act*

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	CUSTODY AND CONTROL OF ELECTRONIC DEVICES AND MEDIA PROCEDURES
Parent Policy:	Custody and Control of Electronic Devices and Media Policy
Effective Date:	To be entered by Office of Legal Counsel
Revised Date:	To be entered by Office of Legal Counsel
Review Date:	June 2, 2024
Approving Body:	Vice-President (Administration)
Authority:	Enter the legislative or statutory authority, if any, upon which the document is based
Responsible Executive Officer:	Vice President (Administration)
Delegate: (If applicable)	Chief Information Officer, IST
Contact:	IT Security Coordinator
Application:	All employees

Part I Reason for Procedure

- 1.1 To set out procedures secondary to the policy entitled “Custody and Control of Electronic Devices and Media Policy” with respect to the removal or destruction of Data on Electronic Devices or Media when redeploying, recycling, repairing offsite, returning to a vendor or otherwise removing an Electronic Device or Media temporarily or permanently from University property and stewardship.

Part II Procedural Content

These Procedures are to be read in conjunction with the Custody and Control of Electronic Devices and Media Policy and all capitalized terms used herein shall have the meaning given to them in the Policy.

Shared Use Devices

- 2.1 Wherever practical, there should be clear ownership of Data that is stored on Electronic Devices and Electronic Media; in other words, there should be evidence which individual has control and custody of information contained on a given Electronic Device or Electronic Media.

- 2.2 In circumstances where there is shared use of an Electronic Device or Electronic Media, the responsible technical representative shall determine the methods that will be used to maintain the custody, control, and security of information stored on the Electronic Devices or Media. These methods might include, but are not limited to, encryption, segregation and securing of user profiles and data, and use of secure network storage.
- 2.3 When changes occur in the membership of the group of people that have shared use of an Electronic Device or Electronic Media, the responsible technical representative will determine whether the change in membership constitutes a change in custody and control (of the Electronic Device or Electronic Media) and whether the change presents a material increase in risk due to the potential to access information. In the cases where the shared use Electronic Device or Electronic or Media remains in the custody and control of the remaining group members, normally, there would not be a requirement to wipe or destroy all Data on the Electronic Device or Electronic Media; however, it may be appropriate to wipe or destroy data that was stored in profile that was uniquely associated with a person who has left the user group. For example, if there is shared use of a personal computer in a laboratory and one of the users ceases to work in the laboratory then it would be appropriate to delete that user's profile and selectively wipe all data uniquely associated with that profile. The nature of the information and, correspondingly, the level of involved risk, shall be considered in the evaluation of shared use situations. If the technical representative is unsure as to the appropriate approach or method for a given situation then they should consult with the IT Security Coordinator.

Record Keeping

- 2.4 Records shall be kept of the destruction of Data contained on Electronic Devices and Electronic Media. At a minimum, these records shall include the following information:
- (a) The date on which the Data was destroyed;
 - (b) The name of the person who owned or was responsible for the Data (i.e. had custody and control of the Data) prior to its destruction;
 - (c) The name of the technical representative responsible for providing technical support related to the Electronic Device or Electronic Media;
 - (d) The chain of custody of the Electronic Device or Electronic Media from the owner/user of the equipment through the destruction of the Data; and
 - (e) Any other information that is required to be recorded by another applicable policy or procedure (e.g. approval to dispose of an asset).

Grace Period

- 2.5 A Custodian shall be granted a Grace period of a minimum of ten (10) business days between forfeiture of custody and control of the Electronic Device and Electronic Media and destruction of the Data on the Electronic Device or Electronic Media. The purpose of this Grace Period is to allow the Custodian an opportunity to verify that they have functional copies or archives of any data that they want to retain.
- 2.6 The technical representative responsible for supporting the Electronic Device or Electronic Media from which Data will be destroyed is responsible for informing the Custodian of the Grace Period

and of the fact that the data on the Electronic Device or Electronic Media will be permanently destroyed after the conclusion of the Grace Period.

Custody and Control of Devices and Media Pending Data Destruction

- 2.7 During the period that commences with the Custodian forfeiting control of the Electronic Device or Electronic Media and ends with the destruction of the Data, the Electronic Device or Media shall be transported and stored in a secure manner. Physical access to the Electronic Device and Electronic Media shall be restricted to only those persons who are authorized to carry out the decommissioning process and to transport and store the Electronic Devices or Electronic Media. Persons responsible for the decommissioning process will not normally be provided access to the data on the Electronic Device or Media that they would not normally have; i.e. Custodians should not normally provide passwords used to access Data on Electronic Devices to persons responsible for the decommissioning process.
- 2.8 Electronic Devices and Electronic Media that might contain sensitive or confidential information may be transported intra-campus (i.e. routes that are contained within University property) by either the responsible Technical Support Representative or by the Truck Messenger service provided by Physical Plant.
- 2.9 Technical Support Representatives are responsible for assessing whether a given Electronic Device or Electronic Media might contain sensitive or confidential information. Physical Plant will accept requests to transport Electronic Devices and Electronic Media that might contain sensitive or confidential information only when the request originates from the Help and Solutions Centre. Technical Support Representatives must work through the Help and Solutions Centre to arrange transportation of Electronic Devices and Electronic Media that might contain sensitive or confidential information.
- 2.10 Requests for transportation of Electronic Devices or Electronic Media that might contain sensitive information must be made to Physical Plant by a representative of the Help and Solutions Centre. The Help and Solutions Centre will provide Physical Plant with an IT service management ticket number (e.g. a Cherwell ticket). Physical Plant will only pick up equipment that has been tagged with the corresponding ticket number.
- 2.11 Technical Support Representatives may request transportation of Electronic Devices and Electronic Media by Physical Plant directly to an (external) collector of electronic waste only when the Technical Support Representative has determined that that Electronic Devices and/or Electronic Media do not contain sensitive information, either because of the use profile of the Electronic Device or Electronic Media or because appropriate steps have been taken to remove or destroy Data that was contained on the Electronic Devices or Electronic Media.
- 2.12 If Electronic Devices or Electronic Media might contain sensitive or confidential information and they must be transported inter-campus or to/from an off-campus location (i.e. if the transportation route involves traversing off-campus property) then the Data on the Electronic Devices or Electronic Media must be encrypted, destroyed, or removed before the equipment is transported.

Data Destruction

- 2.13 Whenever possible, Electronic Media or Electronic Devices that have been deemed to be electronic waste (and is destined for recycling or disposal) shall be physically destroyed by crushing or shredding the Electronic Media and/or Electronic Device using the service provided

by the Help and Solution Centre and following the guidelines contained in the Data Destruction Standard. Procedures for Data Destruction are covered in Part A of the Data Destruction Standard.

- 2.14 Electronic Media or Electronic Devices transferred within the University (e.g. reassigned from one employee to another employee), donated to an outside organization, or returned to a vendor at the end of a lease must have data removed according to industry best practices for Clear (minimum) or Purge (preferred). If Electronic Media or Electronic Devices are leaving the property or stewardship of the University for repair or transport, Data should be securely encrypted whenever possible and appropriate agreements must be in place with external parties to ensure that the Data is handled and protected appropriately.
- 2.15 In the event of a non-functioning Electronic Device or Electronic Media going out for repair, or if it is undesirable or impossible to remove data before sending for repair, contact the IT Security Coordinator for guidance.
- 2.16 Procedures which persons responsible for wiping of data from various types of Electronic Devices and Electronic Media must follow are covered in Part B of the Data Destruction Standard.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Chief Information Officer, IST that a formal review of this Procedure is required.
- 3.2 The Chief Information Officer, IST is responsible for the implementation, administration and review of this Procedure.
- 3.3 All employees are responsible for complying with this Procedure.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is June 2, 2024.
- 4.2 In the interim, this Procedure may be revised or repealed if:
 - (a) the Chief Information Officer, IST or Approving Body deems it necessary or desirable to do so;
 - (b) the Procedure is no longer legislatively or statutorily compliant;
 - (c) the Procedure is now in conflict with another Governing Document; and/or
 - (d) the Parent Policy is revised or repealed.

Part V
Effect on Previous Statements

- 5.1 This Procedure supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VI
Cross References

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) Processes and Procedures for Commissioning and Decommissioning of Personal Computers
 - (b) FIPPA and PHIA Policy
 - (c) PHIA Procedures
 - (d) Data Destruction Standard
 - (e) Data Destruction Form



AGENDA ITEM: **New Policy: Records Management Policy**

RECOMMENDED RESOLUTION:

That the Board of Governors approves the new Records Management Policy effective upon approval of the Board.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The University of Manitoba requires a comprehensive policy to outline the requirement to keep and manage University business records to ensure the effective execution of University business. The Records Management Policy will support responsible management of University Records as valuable resources and assets, and aid in meeting the University's requirements under *The University of Manitoba Act*, *The Freedom of Information and Privacy Act (FIPPA)* and *The Personal Health Information Act (PHIA)*, *The Income Tax Act*, and other relevant legislation.

RESOURCE REQUIREMENTS:

The Access and Privacy Office retains the primary responsibility for providing records management procedures and guidance on campus and the communication and training related to the new policy will be part of the existing responsibilities of the office.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

The new policy will be in line with the ongoing policy review initiative and standards implemented by the University. This policy will support a consistent and practical approach to records management. It is consistent with the revised *Access and Privacy Policy*.

IMPLICATIONS:

The policy will provide the Access and Privacy Office with the framework that is required to implement new records management practices, such as Data Classification and a Functional Classification Scheme on campus. The implementation of consistent, appropriate and approved records management practices will enhance compliance with legislation and University policies, and also assist in managing resources effectively.

ALTERNATIVES:

Establishing a dedicated Records Management policy is a best practice that ensures the appropriate management of the information assets within the governance, risk and compliance activities of an entity. A dedicated Records Management Policy is a key part of creating an information governance framework and supporting a transition into digital or electronic records creation. It is also a requirement under section 40 (10) of FIPPA to manage records containing personal information and under section 17 (1) of PHIA to manage records containing personal health information.


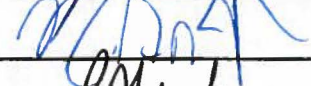
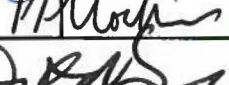
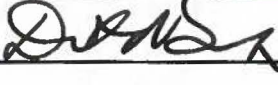
CONSULTATION: *[delete if not applicable]*

While all departments create records, the Access and Privacy Office retains primary responsibility for Records Management on campus. The Office of Legal Counsel, Archives & Special Collections and Information Services & Technology were consulted during the drafting of the policy.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		April 27, 2015
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		April 29, 15
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Apr 30/15
<input type="checkbox"/>	<input checked="" type="checkbox"/>		May 21, 2015
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FAHR	June 9, 2015

Submission prepared by:



Submission approved by:

This must be the President, a Vice-President, or the University Secretary.

Attachments

Please list any related material attached. Ideally attachments for any given submission will not exceed ten (10) pages.

1. *Records Hold Procedure*
2. *Transitory Records Procedure*
3. *Imaging Procedure*

UNIVERSITY OF MANITOBA POLICY

Policy:	RECORDS MANAGMENT
Effective Date:	To be entered by Office of Legal Counsel
Revised Date:	To be entered by Office of Legal Counsel
Review Date:	To be entered by Office of Legal Counsel
Approving Body:	Board of Governors
Authority:	<i>The University of Manitoba Act</i>
Responsible Executive Officer:	President
Delegate:	Vice-President (Administration)
Contact:	Access and Privacy Officer/Coordinator
Application:	All Employees

Part I Reason for Policy

- 1.1 The reason for the Records Management Policy is to ensure the responsible management of University Records as valuable resources and assets.

Part II Policy Content

- 2.1 The following terms have the following defined meanings for the purpose of this Policy:
- (a) Access to Information means the viewing or copying of a Record held in the custody or under the control of a public body or trustee.
 - (b) Record or Recorded Information means a Record of information in any form, including information that is written, photographed, recorded or stored in any manner, on any storage medium, or by any means, including by graphic, electronic or mechanical means, in the custody or under the control of the University of Manitoba.
- 2.2 The University of Manitoba recognizes the vital importance of efficient and effective Records and Information Management practices in creating, capturing, using, and disposing of Records. The University is committed to the effective management of Records in order to:
- (a) meet its business, fiscal and legal requirements;

- (b) support program and service delivery;
- (c) inform and document decisions;
- (d) support accountability;
- (e) ensure preservation of Records of permanent value to the University; and
- (f) support Access to Information and protection of privacy.

This Policy provides a framework through which effective Records Management can be achieved.

- 2.3 All Records (regardless of format or medium) created, received, used or maintained by officers and employees of the University of Manitoba in the course of their duties on behalf of the University are the property of the University.
- 2.4 Notwithstanding 2.2, the provisions of this Policy do not apply to personal Records or the Records that are created or acquired by faculty members or other officers or employees pursuant to their individual responsibilities for teaching or research.
- 2.5 The University Records Management Policy, Program and practice will be based on current professional standards and best practices.
- 2.6 The University's Records will be classified, retained, transferred to Archives & Special Collections, or destroyed in accordance with this Policy and related policies and procedures.
- 2.7 The responsibility and accountability for the creation, storage, transfer, security and disposition of University Records rests with the organization as a whole, as well as the individuals within the organization.
- 2.8 Records will be protected from inappropriate access, alteration and use in compliance with applicable access and privacy legislation (e.g. The Freedom of Information and Protection of Privacy Act and The Personal Health Information Act).
- 2.9 University Records, being the property of the University, shall not be removed from its custody or destroyed except under the authority of this Policy.
- 2.10 Retention of Records will be scheduled according to operational, legal, administrative and historical requirements.
- 2.11 Records due for disposal are subject to selection for long-term preservation by the head of Archives & Special Collections.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Policy is required.

- 3.2 The Chief Access and Privacy Officer of the University is responsible for the communication, administration and interpretation of this Policy.
- 3.3 Archives & Special Collections is responsible for the appraisal, acquisition and long-term preservation of University records.
- 3.4 All supervisors and employees are responsible for complying with this Policy.

**Part IV
Authority to Approve Procedures**

- 4.1 The Vice-President (Administration) may approve Procedures which are secondary to and comply with this policy.
- 4.2 The Procedures approved under this Policy may include, but are not limited to, provisions relating to:
 - (a) The responsibility and accountability of supervisory staff for managing records.
 - (b) The retention and disposal of University records.
 - (c) The regular transfer of records to Archives & Special Collections for long-term preservation.
 - (d) The supporting role and mandate of the Access and Privacy Office.

**Part V
Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years by the Vice-President (Administration). The next scheduled review date for this Policy is [Click here to enter a date](#).
- 5.2 In the interim, this Policy may be revised or repealed if:
 - (a) the Vice-President (Administration) or Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
 - (a) comply with the revised Policy; or
 - (b) are in turn repealed.

Part VI
Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VII
Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) Records Holds Procedure
 - (b) Transitory Records Procedure
 - (c) Imaging Records for use as Official Records Procedure
 - (d) Access and Privacy Policy
 - (e) Access and Privacy Procedure

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	RECORDS HOLDS
Parent Policy:	Records Management Policy
Effective Date:	To be entered by Office of Legal Counsel
Revised Date:	To be entered by Office of Legal Counsel
Review Date:	To be entered by Office of Legal Counsel
Approving Body:	Vice-President (Administration)
Authority:	Records Management Policy
Responsible Executive Officer:	Vice-President (Administration)
Delegate:	
Contact:	Access and Privacy Officer/Coordinator
Application:	All Supervisors

Part I Reason for Procedure

- 1.1 These Procedures are to provide information describing the types of Holds on the destruction of Records that can occur at the University, and to provide staff with instructions as to their responsibility in the handling and retention of Records that are subject to a Hold on destruction.

Part II Procedural Content

- 2.1 Definitions
- (a) **Access Hold** means an order to cease destruction and preserve all Records, regardless of form, related to an ongoing Access to Information request under The Freedom of Information and Protection of Privacy Act (FIPPA).
 - (b) **Access to Information** means the viewing or copying of a Record held in the custody or under the control of a public body or trustee.
 - (c) **Business Hold** means an order to cease destruction and preserve all Records, regardless of form, related to a business project or activity that takes priority over regular Record's disposition requirements. Examples include, but are not limited to: a Hold on Records

currently required for an internal or external audit; temporary Holds on retention timeframes to evaluate legislative or regulatory changes in requirements; Records related to a project or event that has had a significant time change or extension.

- (d) **Disposition Date** means the date at the end of the Record's retention period when the Record becomes eligible for its final action. This could include destruction or permanent retention.
- (e) **Legal Hold** means an order to cease destruction and preserve all Records, regardless of form, related to the nature or subject of litigation that may be reasonably anticipated.
- (f) **Record or Recorded Information** means a Record of information in any form, including information that is written, photographed, recorded or stored in any manner, on any storage medium, or by any means, including by graphic, electronic or mechanical means, in the custody or under the control of the University of Manitoba.
- (g) **Records Authority Schedule (RAS)** refers to a document that identifies a series or group of records, establishes the period for which they must be retained and provides the authority for the final disposition of the records, which will result in either the destruction of the records or their transfer to the appropriate archives. Records Authority Schedules provide a high level inventory of the records held by the University of Manitoba.
- (h) **Transitory Records** are Records which are required for a limited time to complete a routine action, are used in the preparation of a subsequent Record, or are retained as information or convenience copies by offices or individuals who do not have primary responsibility for them. Transitory Records will have no further value or usefulness beyond an immediate transaction; or will be only be required for a short time after a transaction, until they are made obsolete by an updated version of a Record or by a subsequent transaction, or decision. Transitory Records can be created in any media.
- (i) **Unit Liaison** means a University staff member who has been appointed to represent their office or unit in matters relating to FIPPA, PHIA and Records Management.

2.2 Notification of a Legal Hold on Records

- (a) If litigation is imminent, or reasonably anticipated, the Office of Legal Counsel and the Access and Privacy Office will determine the nature and location of Records that may be related to the matter, and subject to a Hold on destruction. They will then jointly notify the affected University Offices of the requirement to Hold destruction on specific Records until further notice. Notification will be sent to the Unit Liaison for the affected University Offices. Instructions provided to the University Offices will detail the nature and/or date range of the impacted Records. Transitory Records relating to the issue at hand are also included in the Hold on destruction.
- (b) It is the responsibility of the Unit Liaison to ensure that the information is communicated throughout their faculty/department/office to all impacted staff, and that all Records subject to the Legal Hold are located, clearly identified and no Requisitions to Destroy Records are submitted for the impacted Records.

2.3 Notification of an Access Hold on Records

- (a) In the event of the receipt of an Access to Information request, the Access and Privacy Office will contact the Unit Liaison for the affected University Offices and notify them of the pending Access to Information request. At this time, they will also instruct the University Office that any Record relating to the request must be placed on Access Hold until the conclusion of the request and any potential related investigation or appeal. Transitory Records relating to the issue at hand are also included in the Hold on destruction.
- (b) It is the responsibility of the Unit Liaison to ensure that the information is communicated throughout their faculty/department/office to all impacted staff, and that all Records subject to the Access Hold are located, clearly identified and no Requisitions to Destroy Records are submitted for impacted Records.

2.4 Notification of a Business Hold on Records

- (a) In the event that a faculty/department/office identifies the need for a Business Hold on Records, they are responsible for notifying the Access and Privacy Office of the nature and expected duration of the Hold. They should clearly identify which record series and Records Authority Schedules are impacted, and provide information on other University Offices that may also have Records pertaining to the issue that will also require a Hold.
- (b) The Access and Privacy Office will then be responsible for evaluating the concern regarding the other University Offices, reviewing the Records Authority Schedules in use by the impacted other University Offices, and where it is deemed necessary, informing the Unit Liaison of the Hold and their responsibility to Hold Records subject to the Business Hold. Transitory Records may be included in the Business Hold. Determining the extent to which the Hold is to be applied, and whether Transitory Records are subject to it is at the discretion of the Access and Privacy Office in consultation with the Records' creators.
- (c) If the University Office originating the Hold feels they need access to the Records of another University Office, the Access and Privacy Office will coordinate a formal request for access to the Records with the assistance of the originating University Office.
- (d) It is the responsibility of the Unit Liaison to ensure that the information is communicated throughout their faculty/department/office to all impacted staff, and that all Records subject to the Business Hold are located, clearly identified and no Requisitions to Destroy Records are submitted for impacted Records.

2.5 Removal of Holds

- (a) **Removal of a Legal Hold:** Once the litigation and any possibility of appeal has ended, the affected University Offices will be notified of the end of the Hold by the Office of Legal Counsel and the Access and Privacy Office. In the event that some of the impacted Records were used as key evidence, it will need to be reclassified as principle evidence, and as such managed under an alternate Records Authority Schedule with a new retention period and disposition date. The affected University Offices will be notified of any new requirements for the scheduling and retention of Records by the Office of Legal Counsel and the Access and Privacy Office at this time.

- (b) **Removal of an Access Hold:** The Access and Privacy Office will notify affected University Offices when they are able to remove the Hold on their Records and proceed with regular destruction.
- (c) **Removal of a Business Hold:** Upon the completion of the project or action that resulted in a Business Hold, the Unit Liaison for the initiating office must contact the Access and Privacy Office and notify them of the termination of the Hold. The Access and Privacy Office will notify any other affected University Offices, and make a record of the resolution date of the Hold.

2.6 Role and Responsibility of the Access and Privacy Office

The Access and Privacy Office shall maintain a centralized listing of all Record Holds, including the type of Hold, their start and completion dates, a description of the Records, the name of the requestor and the University Office making the request.

2.7 Destruction or Transfer of Records following a Hold

Upon the completion of a Hold, all records' retention periods should be reviewed under the applicable Records Authority Schedule for the impacted Records. If any Records have reached their disposition date, all normal procedures will apply.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Administration) that a formal review of these Procedures is required.
- 3.2 The Access and Privacy Officer/Coordinator is responsible for the communication, administration and interpretation of these Procedures.
- 3.3 Vice-President (Administration) is/are responsible for complying with these Procedures.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years by the Vice-President (Administration). The next scheduled review date for these Procedures is [Click here to enter a date](#).
- 4.2 In the interim, these Procedures may be revised or repealed if:
 - (i) the Vice-President (Administration) or Approving Body deems it necessary or desirable to do so;
 - (ii) these Procedures are no longer legislatively or statutorily compliant;
 - (iii) these Procedures are now in conflict with another Governing Document; and/or
 - (iv) the Parent Policy is revised or repealed.

Part V
Effect on Previous Statements

- 5.1 These Procedures supersede all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VI
Cross References

- 6.1 These Procedures should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) Records Management Policy
 - (b) Transitory Records Procedure
 - (c) Requisition to Destroy Records
 - (d) Access and Privacy Policy

**UNIVERSITY OF MANITOBA
PROCEDURE**

Procedure:	TRANSITORY RECORDS
Parent Policy:	Records Management Policy
Effective Date:	To be entered by Office of Legal Counsel
Revised Date:	To be entered by Office of Legal Counsel
Review Date:	To be entered by Office of Legal Counsel
Approving Body:	Vice-President (Administration)
Authority:	Records Management Policy
Responsible Executive Officer:	Vice-President (Administration)
Delegate:	
Contact:	Access and Privacy Officer/Coordinator
Application:	All Employees

**Part I
Reason for Procedure**

- 1.1 The purpose of these Procedures is to ensure that staff is aware of the definition and nature of Transitory Records, and their responsibility in the handling and destruction of these Records in all situations.

**Part II
Procedural Content**

2.1 Definitions

- (a) **Access** means gaining entrance to, making contact with, being exposed to, or using something such as Records that contain Personal Information or Personal Health Information.
- (b) **Access Hold** means an order to cease destruction and preserve all Records, regardless of form, related to an ongoing Access to Information request under The Freedom of Information and Protection of Privacy Act (FIPPA).
- (c) **Access to Information** means the viewing or copying of a Record held in the custody or under the control of a public body or trustee.

- (d) **Business Hold** means an order to cease destruction and preserve all Records, regardless of form, related to a business project or activity that takes priority over regular Record's disposition requirements. Examples include, but are not limited to: a Hold on Records currently required for an internal or external audit; temporary Holds on retention timeframes to evaluate legislative or regulatory changes in requirements; Records related to a project or event that has had a significant time change or extension.
- (e) **Confidential Information** is information that is proprietary of the University and/or to Persons Associated with the University; that has not been authorized for release by the President or the President's duly designated representatives; and that falls into two general categories: Corporate Information, which may include Personal Information; and Personal Information, which includes Personal Health Information.
- (f) **Legal Hold** means an order to cease destruction and preserve all Records, regardless of form, related to the nature or subject of litigation that may be reasonably anticipated.
- (g) **Personal Health Information** is Recorded Information about an identifiable individual that relates to:
- (i) the individual's health, or health care history, including genetic information about the individual,
 - (ii) the provision of health care to the individual, or
 - (iii) payment for health care provided to the individual, and includes
 - (iv) the Personal Health Information Number ("PHIN") and any other identifying number, symbol or particular assigned to an individual, and
 - (v) any identifying information about the individual that is collected in the course of, and is incidental to, the provision of health care or payment for health care;
 - (vi) any identifying personal information collected in the course of, and is incidental to the provision of healthcare or payment for health care
- (h) **Personal Information** means Recorded Information about an identifiable individual, including:
- (i) the individual's name,
 - (ii) the individual's home address, or home telephone, facsimile or e-mail number,
 - (iii) information about the individual's age, sex, sexual orientation, marital or family status,
 - (iv) information about the individual's ancestry, race, colour, nationality, or national or ethnic origin,
 - (v) information about the individual's religion or creed, or religious belief, association or activity,
 - (vi) personal health information about the individual,

- (vii) the individual's blood type, fingerprints or other hereditary characteristics,
 - (viii) information about the individual's political belief, association or activity,
 - (ix) information about the individual's education, employment or occupation, or educational, employment or occupational history,
 - (x) information about the individual's source of income or financial circumstances, activities or history
 - (xi) information about the individual's criminal history, including regulatory offences,
 - (xii) the individual's own personal views or opinions, except if they are about another person,
 - (xiii) the views or opinions expressed about the individual by another person, and
 - (xiv) an identifying number, symbol or other particular assigned to the individual.
- (i) Record or Recorded Information means a Record of information in any form, including information that is written, photographed, recorded or stored in any manner, on any storage medium, or by any means, including by graphic, electronic or mechanical means, in the custody or under the control of the University of Manitoba.
 - (j) Transitory Records are Records which are required for a limited time to complete a routine action, are used in the preparation of a subsequent Record, or are retained as information or convenience copies by offices or individuals who do not have primary responsibility for them. Transitory Records will have no further value or usefulness beyond an immediate transaction; or will be only be required for a short time after a transaction, until they are made obsolete by an updated version of a Record or by a subsequent transaction, or decision. Transitory Records can be created in any media.

2.2 Use and Creation of Transitory Records

- (a) Transitory Records are created daily in the course of business in order to support all types of functions of the institution. Discretion is required in the management of these Records to ensure that they are retained as needed to support the functions and routines of the office, and that they are retained no longer than required to complete a task or project.
- (b) Reference materials and documents from external sources may also be considered Transitory Records and destroyed when they are superseded or no longer relevant.
- (c) Even if Records are deemed transitory, it is still important to ensure that they are handled properly, ensuring only those who need access to the Records have access to the information, and they are stored appropriately should they contain any Personal Information, Personal Health Information or Confidential Information.
- (d) Data classification and storage standards do apply to all Transitory Records.
- (e) Transitory Records should be maintained only while there is an operational need. It should be ensured that they are destroyed before the end of the retention period that

applies to the subsequent (or final) Record they aided in the creation of, unless they document a significant change in the final document and should be retained as part of the official file.

2.3 Holds on Transitory Records

While records may be classified as Transitory, they are still subject to Holds on Records destruction. Transitory Records are subject to an Access Hold in the event of an Access to Information request; or a Legal Hold in the event of or potential event of litigation; or to a Business Hold in the event of an internal or external audit or project extension. As soon as a University Office is made aware of a pending request of this nature, the University Office must hold off on all destruction of Transitory Records that may pertain to the case or request. See the Records Holds Procedures for more information or contact the Access and Privacy Office for help in determining what records may be subject to Hold.

2.4 Destruction of Transitory Records

- (a) There is no requirement to complete and submit a Requisition to Destroy Records form for Transitory Records. They may be destroyed by the creating department once their usefulness has ended.
- (b) Destruction of Transitory Records should follow a method suitable for the level of security standards required under the data classification framework ranking that applies to the Records.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Administration) that a formal review of these Procedures is required.
- 3.2 The Vice-President (Administration) is responsible for the communication, administration and interpretation of these Procedures.
- 3.3 Vice-President (Administration) is/are responsible for complying with these Procedures.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years by the Vice-President (Administration). The next scheduled review date for these Procedures is [Click here to enter a date](#).
- 4.2 In the interim, these Procedures may be revised or repealed if:
 - (a) the Vice-President (Administration) or Approving Body deems it necessary or desirable to do so;

- (b) these Procedures are no longer legislatively or statutorily compliant;
- (c) these Procedures are now in conflict with another Governing Document; and/or
- (d) the Parent Policy is revised or repealed.

Part V
Effect on Previous Statements

- 5.1 These Procedures supersede all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VI
Cross References

- 6.1 These Procedures should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) Records Management Policy
 - (b) Records Holds Procedure
 - (c) Requisition to Destroy Records
 - (d) Access and Privacy Policy

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	IMAGING RECORDS FOR USE AS OFFICIAL RECORDS
Parent Policy:	Records Management Policy
Effective Date:	To be entered by Office of Legal Counsel
Revised Date:	To be entered by Office of Legal Counsel
Review Date:	To be entered by Office of Legal Counsel
Approving Body:	Vice-President (Administration)
Authority:	Records Management Policy
Responsible Executive Officer:	Vice-President (Administration)
Delegate:	
Contact:	Access and Privacy Officer/Coordinator
Application:	All Supervisors

Part I Reason for Procedure

- 1.1 The University of Manitoba recognizes that Imaging or digitization of paper Records offers the potential to enhance workflow and improve office processes. If the intent of the Imaging Program is to have the digital images replace the original source (or paper) document, certain requirements must be met to ensure the image is authentic and admissible in a court of law. These Procedures outline the minimum requirements that must be established to ensure that Imaging Programs established at the University of Manitoba ensure the authenticity and preservation of the digital image as the official Record.

The University of Manitoba also recognizes that various units or departments may wish to implement their own Imaging Programs to meet their individual needs. An Imaging Program refers to the Policies and Procedures developed to process and manage the Records, as well as the Electronic Records Management System that is used to access and store the Records. The University authorizes the creation and implementation of Imaging Programs that meet the minimum requirements outlined in these Procedures and have followed the approval process outlined in the guidelines that support these Procedures.

- 1.2 Relevant National and International Standards

(a) *CAN/CGSB-72.34-2005, Electronic Records as Documentary Evidence*

(b) *ISO 15489, Parts 1 and 2; Information and Documentation – Records Management*

Part II Procedural Content

- 2.1 Scope of these Procedures: These Procedures apply to paper source documents approved for capture into Electronic Records Management Systems, where the intent is for the digital image to replace the original source document. These Procedures do not apply to Imaging Programs implemented to back up vital Records or enhance access to Records where the paper original will continue to be retained and considered the original copy.
- 2.2 Definitions
- (a) **Audit Trail** means the chronological Record of system activities that is sufficient to enable the reconstruction, reviewing and examination of the sequence of environments and activities surrounding or leading to an operation, procedures, or an event in a transaction from its inception to final results.
 - (b) **Authentic** (in evidentiary proceedings) means the genuineness of a Record, which in turn means the validity or authority of its authorship. It requires proof that a Record is what it purports to be (i.e. that a Record actually comes from the person, organization or other legal entity asserting to be its author or authorizing authority).
 - (c) **Evidence** means information contributing to the proof of a fact.
 - (d) **Electronic Records Management System (ERMS)** means the electronic content management system primarily designed to assist an organization in managing its Recorded Information concerning its record-keeping practices from inception to disposition of Records. The system includes a means to demonstrate that procedures are in place to maintain the integrity and the authenticity of electronic Records. Also sometimes known as an Electronic Data and Records Management System (EDRMS).
 - (e) **Imaging** means to copy or capture a Record that can be used to generate an intelligible reproduction of that Record.
 - (f) **Imaging Program** means a program established to scan or image paper Records into an Electronic Records Management System or repository. The Program encompasses the procedures, actions and software required to establish an image repository that is reliable and authentic.
 - (g) **Indexing** means the process of establishing access points to facilitate retrieval of records or information or both.
 - (h) **Life Cycle** (of records) means the stages in the life cycle of Records include, but are not limited to, its planning, creation and organization; the receipt and capture of the data; the retrieval, processing, dissemination and distribution of data; its storage, maintenance and protection; the archival preservation or destruction.

- (i) **Metadata** refers to data about data elements, including but not limited to data descriptions; and data about data ownership, access paths, access rights and data volatility describing Records, records system, documents or data.
- (j) **Procedures Manual** (for Records Management) means the source of instruction and reference for the personnel responsible for creating, preparing, processing, storing and disposing of Records.
- (k) **Record or Recorded Information** means a Record of information in any form, including information that is written, photographed, recorded, or stored in any manner, on any storage medium, or by any means, including by graphic, electronic or mechanical means, in the custody or under the control of the University of Manitoba.
- (l) **Source Record** means the original Record containing information or data entered into an ERMS.

2.3 Responsibilities

- (a) Each University Office that establishes an Imaging Program must submit a proposal for Imaging to the Access and Privacy Office for review and acceptance. In this proposal, they are responsible for ensuring that their procedures and Records Management Systems meet the requirements for the imaged Records to be considered Records in a court of law, and that all other internal or external requirements applicable to the Records are met. It is the responsibility of each University Office establishing the Imaging Program to ensure that all applicable legislation is complied with in their proposed plan.
- (b) The Access and Privacy Office is responsible for reviewing all Imaging Programs and ensuring they are compliant with *CAN/CGSB -72.34-2005, Electronic Records as Documentary Evidence*, privacy considerations, relevant external regulations and legislation, and internal Records retention requirements.
- (c) Should the Imaging Program incorporate the Imaging of any Records that are archival, the Access and Privacy Office will engage Archives & Special Collections in the review process. Archives shall review the Imaging Program to determine if the system and captured Records meet their standards for the preservation of electronic images. If archival standards cannot be met, Archives & Special Collections reserve the right to request the transfer of the original source Records to the archives for permanent preservation.

2.4 Minimum Requirements for an Imaging Program

- (a) Authorization to implement an approved Imaging Program from the Records owner/information owner for the department or faculty.
- (b) Designation of an individual in a senior management role that is responsible for the Imaging Program.
- (c) Written procedures describing processes for:
 - (i) Description of the Records that are to be included in the project

- (ii) Data capture (paper preparation and scanning)
 - (iii) Indexing and retrieval
 - (iv) Quality control
 - (v) Procedures for retaking images that did not meet quality assurance standards
 - (vi) Storage and disposal of source documents
 - (vii) Disposal of images
 - (viii) Storage, back-up and recovery processes for images
 - (ix) Security
 - (x) Auditing
- (d) Operations Manuals for:
- (i) Hardware, software and network elements
 - (ii) Format, resolution and quality standards for images
 - (iii) Monitoring and maintenance of system
 - (iv) Trouble logs, and procedures to ensure ongoing integrity of system
 - (v) System change and upgrade
- (e) Information security measures, including the establishment of user system access profiles.
- (f) Tamper proof audit log for additions and modifications to the images and system.
- (g) Ability to recover from back-up media.
- (h) Ability to dispose/purge images at the end of the retention time.
- (i) Preservation of life-cycle metadata.
- (j) Electronic Records Management System compliant with current international standards.

2.5 Outsourcing

- (a) If the University Office decides to outsource the creation of the images, they are responsible for ensuring that the vendor selected has processes and procedures in place that are compliant with the current edition of *CAN/CGSB-72.34-2005, Electronic Records as Documentary Evidence*, and must maintain documentation outlining their procedures as outlined in Section 2.4 of these Procedures, and include a description of the process of how Records are transmitted to the vendor, the vendors procedures and how the images and source documents are transferred back to the University. The vendor may

be required to comply with *The Personal Health Information Act Regulations* (PHIA) relating to PHIA Training and signing of the University of Manitoba Pledge of Confidentiality if the Records contain Personal Health Information.

- (b) The Access and Privacy Office, in addition to the Office of Legal Counsel shall be required to review and approve the service contract with the vendor in accordance with the Signing of Agreement Policy.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Administration) that a formal review of these Procedures is required.
- 3.2 The Vice-President (Administration) is responsible for the communication, administration and interpretation of these Procedures.
- 3.3 Vice-President (Administration) is/are responsible for complying with these Procedures.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years by the Vice-President (Administration). The next scheduled review date for these Procedures is [Click here to enter a date](#).
- 4.2 In the interim, these Procedures may be revised or repealed if:
 - (a) the Vice-President (Administration) or Approving Body deems it necessary or desirable to do so;
 - (b) these Procedures are no longer legislatively or statutorily compliant;
 - (c) these Procedures are now in conflict with another Governing Document; and/or
 - (d) the Parent Policy is revised or repealed.

Part V Effect on Previous Statements

- 5.1 These Procedures supersede all of the following:
 - (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VI
Cross References

- 6.1 These Procedures should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) Records Management Policy
 - (b) Records Holds Procedure
 - (c) Transitory Records Procedure
 - (d) Access and Privacy Policy
 - (e) *Canada Evidence Act*
 - (f) *The Manitoba Evidence Act*
 - (g) *CAN/CGSB-72.34-2005, Electronic Records as Documentary Evidence*
 - (h) *ISO 15489, Parts 1 and 2; Information and Documentation – Records Management*



AGENDA ITEM: *Manitoban Fee Increase*

RECOMMENDED RESOLUTION:

For each academic year beginning in the Fall semester and ending before the commencement of the following academic year, increase the Manitoban Fee from \$4 per student per year to \$6 per student per year if the fee is charged to a student in the Fall semester, and from \$4 per year per student to \$6 per year per student if the fee is charged to a student in the Winter semester.

Apply this increase as of Fall 2015 semester fee levies.

Annually thereafter, index the fee to inflation following the Consumer Price Index (CPI) for the province of Manitoba as reported by Statistics Canada for the 12 month period ending on May 31.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

On February 23, 2015, in response to a request and presentation from the Manitoban, UMSU Council adopted a resolution to submit the request for this fee levy increase to the University's Board of Governors.

RESOURCE REQUIREMENTS:

N/A

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

N/A

IMPLICATIONS:

The University of Manitoba's student newspaper, the Manitoban, is currently funded at the lowest per student rate of any university newspaper in the province of Manitoba. As a result, salaries at the Manitoban have been stagnant for several years and are no longer appropriate to employee workload. The Manitoban also wishes to expand its coverage of the University's vibrant and diverse community.

The University of Manitoba Students' Union (UMSU) supports the Manitoban in its request for the means to provide its employees with fair wages, and wants to encourage the Manitoban to produce a higher quality publication, with more breadth and depth of coverage of student issues.

The approval of this resolution will allow the Manitoban to provide appropriate wages for its staff, and to increase both the quality and breadth of the newspaper's content.

ALTERNATIVES:

Should this fee increase not be approved, the Manitoban will certainly not be able improve the quality and breadth of its content, and may be required to reduce staffing in order to provide appropriate wages to remaining staff which would likely result in a reduction in either quality or breadth of content.

CONSULTATION:

The Manitoban, UMSU Executive Committee, UMSU Council



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	UMSU Council	February 23, 2015
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FAHR	June 9, 2015
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Jeremiah Kopp, UMSU President

Submission prepared by:

Submission approved by:

Attachments

(1) Minutes of the February 23, 2015 UMSU Council meeting during which the requested fee increase was approved. (EXCERPT)

UMSU COUNCIL MEETING

February 23, 2015 – 6:00PM

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- **Campaigns and Government Relations Committee – Kunzman** was not present; no report.

Questions/Comments: None

- **Sustainability Committee – Kunzman** was not present; no report.

Questions/Comments: None

- **SGPAC – Lukie:** Nothing to report.

Questions/Comments: None

7. **Report from the University of Manitoba Board of Governors – Turnbull:** Nothing to report. Next meeting is in two weeks.

Questions/Comments: None

Motions –

Motion #1 (221) – Increasing and indexing the Manitoban Fee

Whereas the University of Manitoba’s student newspaper, the Manitoban, is currently funded at the lowest per student rate of any university in the province of Manitoba.

Whereas salaries at the Manitoban have been stagnant for several years and are currently inadequate.

Whereas the University of Manitoba is a vibrant and diverse community, which would benefit from more comprehensive news coverage.

Whereas the University of Manitoba Students’ Union wishes to encourage a higher quality publication, with more breadth and depth of coverage of student issues in the future.

Whereas the University of Manitoba Students’ Union recognizes the requirement that the press operate free from political pressures.

BE IT RESOLVED that the University of Manitoba Students’ Union recommends to the University of Manitoba Board of Governors that the student fee due to the Manitoban be increased by \$2 to \$6 per semester for the 2015-2016 academic year, said \$6 fee to be thereafter increased annually at the rate of the Consumer Price Index.



UMSU COUNCIL MEETING

February 23, 2015 – 6:00PM

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Prior to the motion being motivated, **Pierce** moved an amendment to the motion to alter the Be It Resolved clause to read ““UMSU endorse an increase of \$2 per semester per UMSU member, to the Manitoban Fee. This increase shall take effect after a new agreement between UMSU and the Manitoban is signed. Upon approval of the new agreement, UMSU shall recommend that Board of Governors approve the increase and allow the fee to be indexed to the Manitoba Consumer Price Index.”

Pierce motivated the amendment - I've been working with Fraser and Mark on this to make sure everything is going according to the correct processes. A big part of this is that this would put a position where UMSU and the Manitoban can reach a new agreement, to make it more current. Obviously we're talking about how a lot of the past agreement doesn't include stuff with websites, and it's just outdated. I'll let them speak to the specifics of why they want the increase, because they know a lot more about that.

Pierce/ Turnbull

Adopted

The **Chair** read the motion as amended.

Neuland motivated the motion – Thanks for having me here. I'm Fraser Neuland, Editor-in-Chief of The Manitoban. This is Craig Adolphe, Managing Editor of the Manitoban. We're here to talk about what we can do for the University of Manitoba Students' Union and, obviously, it's pretty clear what the University of Manitoba Students' Union can do for us in return. The relationship between the Union and The Manitoban has been ongoing for quite a while, since 2001. We're in a contractual relationship with the goal of serving the students at the University of Manitoba and the members of the students' union.

Currently, the annual funding for local student newspapers in Manitoba is as follows: The Manitoban is \$4 / semester / student; The Uniter (University of Winnipeg) is sitting at \$7.21 / semester / student; The Quill (Brandon University) is sitting at \$5.66 / semester / student.

Adolphe: As for Le Réveil (Université de Saint-Boniface), we talked to the students' union at USB, and they don't have a hard number as they were going through a process of contracting it out to a department of the University, but the number they pay for their student paper and student radio station is factors more than what we pay at the UofM. It was a bizarrely high number. I guess that's because they contract it out, but we don't have a hard number for them, but it's significantly higher—it's off the charts for the graphs we were doing.

Right now the position we're in, we are at \$4. By far, it's the lowest per-student rate in



UMSU COUNCIL MEETING

February 23, 2015 – 6:00PM

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the Province for a student paper. The fee we're asking for put us a little bit above The Quill, but we'd still be a fair bit behind The Uniter, and we're not even looking at going near Le Réveil, but it would basically make us competitive in terms of per-capita funding with student papers.

Neuland: In addition to that, the attachment to the Consumer Price Index is a long-term thing to keep up with price inflation, so we don't have to come back and beg for money once inflation has forced us into a difficult situation. One of the problems at The Manitoban currently is that the price of software has gone up considerably. It used to be that software was something you would buy a program, and that program would be sufficient for years and years, and it would be pretty nearly what the industry standard was, for at least a few years past the point where you purchased it. Currently, specifically with design, but also in terms of Microsoft Office suite, the programs are licenced on a monthly basis, and we've been operating with four versions back from the latest updated version of the design software, which leaves us in the position of no longer being able to train the students that are employed at the paper to be employable once they get out of their time at the paper and once they're finished their schooling. They're not up-to-date on the most current software, which is not in keeping with the mandate of The Manitoban, which includes a sentence where we're supposed to be training the students as journalists. It's very hard for them to be journalists without the proper software; it's very hard for us to coordinate without the proper software; it's a very expensive piece of the development with technology.

Along those lines, and just as importantly, if not more so, is the website. The website isn't talked about in the current contract between UMSU and The Manitoban. There's no funding provided with it in mind. I don't think I need to talk to how important the Internet is—we feel that it's about time it gets accounted for.

Another difficulty that we have is in hardware. This one is going to be a bit easier to correct, because you can still have that one-time output that will give you a few years of okay levels of technology. However, currently our most recently purchased computer was in 2008. It's incapable of actually running the software that we require. We're not planning on buying an entire suite for everybody who works for The Manitoban, but we're hoping that the software will be able to be made available to them so they can work on their own personal computers. Then this way we'll be able to limit the costs of this upgrade. But we feel that it's something we're going to have to provide to some students who may not have a laptop, for example. If you don't have a laptop, we have to be able to let you work. Currently, there are people lending their computers to other people in the office. My own, right now, is being used to lay out the paper with software that I've purchased. It's an ongoing problem that definitely degrades the quality of the coverage we can offer, because it distracts from our ability to deliver the news.



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The one other major thing—and this is a strange one—it's never been accounted for, the change in legislation around what we're allowed to advertise. This may sound a little callous, but tobacco advertising brought in a lot of money to The Manitoban a number of years ago, and that money's disappearance was upwards of \$2000 an issue, has certainly never been made up anywhere that we can tell. That's problematic in a lot of ways—detracting from all sorts of other areas in the paper. It makes it difficult to function without that steady funding.

Adolphe: We reached out to all sorts of nefarious industries to make it up. One of the other big things right now is doing a salary increase, because it's been some years since the fee's been increased, and we're not tied to inflation right now. We're not in a position to really offer regular inflationary salary increases. Right now our reporters, for whatever section they work for, make \$120 every two weeks; \$60 a week to provide a page of content. If I've ever interviewed anyone here, it might give you a little bit of an indication what sort of back work was required for an article—usually, at least two or three interviews; scheduling interviews; going out and writing; getting feedback from editors; that sort of thing. Same with editors—they make a little bit more. The baseline rate for an editor's pay is \$290, and depends on the sections a little bit. People are putting in a lot of time on weekly basis. I don't think any section editors make minimum wage—probably closer to half that.

Neuland: I can actually speak to that a little more. I've seen the reports at the end of the year that we always ask for from the section editors in terms of the amount of time they put in, and I've also been a section editor, so I know that those reports are pretty accurate for a number of reasons, part of them being that they reflect what the person is doing the next year as well. I don't think there are very many people on our staff who are paid even near minimum wage—based on the numbers—which makes it difficult to ask people to do things. It certainly is hard when you've spent the entire year asking people to do work that hasn't been accounted for in the funding that you're getting, and hasn't necessarily been the realm they've been told they're going to be working in. The level of sourcing that our news reporters do, the level of research our science reporters do, is far beyond what is really fair to ask them to do on \$60 a week wage.

Adolphe: We've been told we do more thorough editing and sourcing than most CBC articles and coverage.

Neuland: We won't say which CBC person mentioned that.

Adolphe: For most professional outlets, I shouldn't have said just CBC.

Neuland: In addition to hardware, software, and getting the wages up to a point where



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it's reasonable to ask students to work at The Manitoban, an additional capital pool expenditure we've been looking at and have priced, is outdoor stands. We don't have any outdoor stands at the moment, which we find a little disheartening. We're working on getting those. That's something that we can talk to a little more when we're talking about what the benefits to UMSU are. If we're going to get outdoor stands, we're probably going to buy some new indoor stands: for example, I don't think we're in the Arts building, except in the very basement, we've no stands in the Stadium. It's been something that needs attention and needs to have some money spent on it. If we're going to get those, it would be reasonable—we think—to mention UMSU, 'This stand brought to you by UMSU', or something along those lines, and something we would have to negotiate in specifically.

That brings me to benefits to UMSU, of the motion that's before Council. We would be able to hire some additional staff to cover the Bannatyne and Inner City campuses which, I think, have been under covered. I don't think you can argue with that. There's not enough attention paid to those campuses.

Adolphe: I think we've tried to squeeze in a little bit, but the same issues affect us that affect UMSU in terms of helping cover Bannatyne. The reality of it is that we operate off of the Fort Garry campus. I don't attend Bannatyne, I don't attend the Inner City Campus. What we'd like to have is a couple of extra reporters, at least one that covers those two campuses. That way, there's a regular stream of news coming in from those two campuses. There's something for people on those campuses to pick up and read. Improving that sense of them being part of UMSU, part of the students' union.

Neuland: Another benefit would be that we could lock in some advertising for student services, such as GoSA, or any others that UMSU feels needs to be brought to the attention of students and highlighted.

Adolphe: Womyn's Centre, whatever other student services are being run through UMSU.

Neuland: Speaking of advertising, there is currently an UMSU page in The Manitoban, which you've seen if you're familiar with The Manitoban. It's always a black & white page, unless locked down through additional UMSU funds to become a colour page. We could make that a colour page, and we can talk about what area of the paper it's going to be in. Right now, it's not really specified where in the paper it's supposed to appear. Black and white is the norm.

Adolphe: We generally lock it into Page 8 or 10, and the idea being that we can put it earlier in the paper. It's usually used to promote UMSU services, UMSU events like Frosh or Frost Fest. Just something that lets students know exactly what UMSU



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specifically is doing. They have editorial control over the page, to put whatever message they want to put in.

Neuland: That was benefits to UMSU, basically in terms of the communication they can have with their members. Benefits to students are pretty obvious. We'll have expanded coverage of student issues in the paper, enabling our reporters to expand reporting coverage, which is pretty crucial to a functional campus, where everybody knows what they need to know about what's going on. This includes more coverage of Council. We're hoping to cover Faculty associations, and Student Groups. It's something that we just haven't had the resources to get into specifics.

Adolphe: I've been coming to UMSU Council meetings for a while. I'm trying to remember how many I've been to since I started coming. I've been coming consistently. I might have better attendance than some of you. Just teasing. But when it comes to Councillor reports, there's usually five or six things that I pick up and that I want to follow up on. My position is generally like an editing role, it's not a writing role, but this week I wrote four articles. I've written something like twelve since we got back from break in January, because there's interesting stuff coming up in UMSU council meetings, but with individual faculties that I want to follow up on. Usually I'll get to one or two of them every Council meeting. There's lots more interesting stuff going on with each individual Faculty council, but we just haven't had the capacity to deal with. I think we really should be covering that stuff more thoroughly. I'm sure each Council has some idea of things that have gone on with their faculty, within their community if they're a community rep, that have needed more coverage—specifically Faculty elections.

Neuland: There's a number of topics that's been raised today that we're just not going to be able to cover because of the dearth of reporters, which sucks.

Questions/Comments:

Dacquay: Do you guys have a percentage of students who actually read The Manitoban?

Adolphe: We have rough figures on pick up. It's hard to gauge actual percentage of readership—at least a couple thousand a week.

Neuland: That actually pick up each specific newspaper. Our website hits are considerably higher than even our circulation, which again, speaks to the need to concentrate on the Internet.

Turnbull: Despite my love/hate relationship with The Manitoban over the last two years, I do think this is really important for the student body. Right now as it stands, I've seen a little bit more in-depth of a presentation. This paper is falling really behind in national standards, and it's potentially not going to have anything close to the ability to stay afloat the next couple of years.



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Adolphe: I hope you mean funding, not quality.

Turnbull: No, no, not quality. I think it benefits the student body. I think it allows The Manitoban to have legitimate news. You look at some of the other student papers.; I'm not a huge fan of The Uniter at all. I think The Manitoban does a great job. It also modernizes the news service. Right now the website is unfunded, there is no real funding. It's stabilizes it for years to come. If this isn't an issue now, it's going to be an issue in five years, ten years, there's no indexing [currently]. That's more important than anything, is indexing it so that we don't have to deal with this in the future. I do think that a news source on campus, and in many ways, if it does increase in future years, the quality and funding, I think we'll see a situation where The Manitoban ends up in the Free Press and ends up getting picked up a lot more. And that's just better for the student body in general.

Zinger: I was on the Finance Committee when The Manitoban presented to us. They have laid out exactly where this extra funding is going to go to, and it's all going to a good cause, and much needed upgrades. Lots of the systems they're using are very outdated. This will bring them up to—maybe not the best quality—but at least to be competitive with other newspapers, which I think is very necessary. Just having the extra staff will give us more coverage for more important things, also just more news in general, as well as our council. Our events can get more coverage, as well as more things like that. Just on the low pay they have, how they're saying it's hard to enforce deadlines and make sure their workers are actually working, we've all on volunteer councils, and we know how difficult it is to get volunteers to get things done, so I'm sure it's very similar for them. Last point, it's pretty embarrassing that we're the largest university in the Province, and we're the poorest funded one. I think that needs to be brought up—to speed.

Turnbull: One last point. Connor, you had mentioned you asked them how many issues get picked up. I'm not too sure if you wanted to show if there was too few for this increase or not?

Connor: I just asked how many people read it.

Turnbull: I know, what I'm saying is that I think this will increase the readership, which is important as well. We can talk about how many people read The Manitoban all day, but as far as I'm concerned, not enough people read The Manitoban.

Kelsey: Just for clarification—the increase from \$2 to \$6—what would be the total fee?

Chair: Right now it's \$8 / year, or \$4 / term. It would be \$2 extra / term, so it would be \$12 / year.

The **Chair** read the motion as amended:

Whereas the University of Manitoba's student newspaper, the Manitoban, is currently funded at the lowest per student rate of any university in the province of Manitoba.

Whereas salaries at the Manitoban have been stagnant for several years and are



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currently inadequate.

Whereas the University of Manitoba is a vibrant and diverse community, which would benefit from more comprehensive news coverage.

Whereas the University of Manitoba Students' Union wishes to encourage a higher quality publication, with more breadth and depth of coverage of student issues in the future.

Whereas the University of Manitoba Students' Union recognizes the requirement that the press operate free from political pressures.

BE IT RESOLVED THAT UMSU endorse an increase of \$2 per semester per UMSU member, to the Manitoban Fee. This increase shall take effect after a new agreement between UMSU and the Manitoban is signed. Upon approval of the new agreement, UMSU shall recommend that Board of Governors approve the increase and allow the fee to be indexed to the Manitoba Consumer Price Index.

The Chair called for the vote:

Motion #1 (#221)

Adopted

Dacquay asked that his vote against the motion be noted in the minutes.

Leung raised the question of whether Council currently met quorum; the Chair replied that it did.

Motion #2 (220) – Amendment to Bylaw 1010.9 (Campaign Spending Limits)

Motion to change Bylaw 1010.9 a) to read 'Candidates are eligible to spend \$350.00 indexed to inflation'.

Chair motivated: This is a change to the Elections bylaws, similar to how Council passed an increase to this year's Election limit, allowing the cap to be \$350, this is changing the pertinent section of the Bylaws to make it so that this is the baseline is set for future years.

CRO: CEAC met this year, and forwarded this suggestion on to Policy and Bylaws. The new limit for the 2015 Election will be indexed to inflation, just so that CEAC doesn't have to meet every single year. This sets the new standard.

Questions/Comments: None.





AGENDA ITEM: *UMSU Health and Dental Plan Fee Increase*

RECOMMENDED RESOLUTION:

Increase the UMSU Health and Dental Plan fee from an initial assessment of \$246.75 in the fall semester to no more than \$306.75, to be applied beginning with the levies for the Fall 2015 semester. For students who enrol in the HDIP for the winter term, they will be assessed an increase that is proportionate to their current fee of \$164.50 and the adjusted rate.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The University of Manitoba Students' Union (UMSU) endeavours to provide students with a highly accessible and reasonably priced Health and Dental Insurance Plan (HDIP).

The HDIP is structured such that the risks associated with those treatments covered by the HDIP are shared equally by members of UMSU and members of the University of Manitoba Graduate Students' Association (UMGSA).

In 2013, UMSU engaged in a competitive bidding process for the brokerage of its HDIP. This process resulted in the a change of both the HDIP's brokerage as well as the HDIP's underwriter.

As a result of these changes, the fee for the HDIP was reduced by \$10.00 while maintaining coverage and improving member services. The reduced premium, based on claims history, was guaranteed by the HDIP's underwriter, Manitoba Blue Cross, for a period of two years. This guarantee assumed that the previous broker's implementation of the HDIP was executed in such a way as to satisfy the goal of being "highly accessible."

In consultation with UMSU, the HDIP broker engaged in 2013 implemented a number of changes to services including improvements to the communication of the HDIP's existence to its members, as well as a number of measures that increased the HDIP's accessibility (e.g. the provision of mobile device claims submission applications).

As a result of improved communications and accessibility, the HDIP's use by its members has increased over the course of the two years since the new broker and underwriter were hired. Claims made by members have increased by 15% and plan units in absolute terms have increased by 15%.

The increase in the fee associated with the HDIP is commensurate with the increase in claims and represents a more accurate valuation of both risk and cost sharing associated with the treatments related to student health and wellness via the HDIP. This cost sharing mechanism has been approved by students via referendum and fee variations similar to these have been

approved by the Board.

RESOURCE REQUIREMENTS:

N/A

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

N/A

IMPLICATIONS:

The approval of this resolution will allow the continuation of the HDIP which has been in place since 2002. The requested increase to the fee will allow coverage to be maintained while continuing to service a substantially increased number of participants and claims. The increase in claims covered helps to ensure that the health and wellness of students is prioritized at the University.

ALTERNATIVES:

Should this fee increase not be approved, either the coverage provided by the HDIP will need to be substantially reduced such that known health and wellness issues of students are not addressed, or the HDIP will have to be terminated.

CONSULTATION:

UMGSA, UMSU Executive Committee, UMSU Council.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	UMSU Council	May 14, 2015
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FAHR	June 9, 2015
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Jeremiah Kopp, UMSU President

Submission prepared by:

Submission approved by:

Attachments

(1) May 14, 2015 UMSU Council resolution authorizing request to Board of Governors for the fee increase.

WHEREAS in January of 2002, students voted to implement a Health and Dental Insurance Plan (HDIP);

WHEREAS in consultation with the Canadian Federation of Students' "National Student Health Network", UMSU engaged the broker Morneau Shepell and underwriter Green Shield Canada to implement the HDIP;

WHEREAS in the summer of 2013, UMSU performed a request for proposals for the brokerage of its Health and Dental Insurance Plan (HDIP), and subsequently engaged a new broker, Student Care, and a new underwriter, Manitoba Blue Cross;

WHEREAS as a result of this undertaking, UMSU secured a two-year fixed premium for the HDIP's underwriting at a substantially lower rate, all while maintaining coverage and improving services to members;

WHEREAS this fixed premium was based on HDIP claim data provided to UMSU by its former broker and underwriter;

WHEREAS since 2013, the HDIP's new broker has implemented a number of much needed service, communication, and accessibility improvements which have resulted in a substantial increase in the HDIP's use (i.e. insurance claims);

WHEREAS although brokerage and services fees for the plan shall continue to remain fixed and although coverage has remained the same, the increase in claims resulting from improved HDIP communication and accessibility has necessitated a recalculation of the premium for the insurance provided by the underwriter which has resulted in a commensurate increase to the cost of the insurance premium;

WHEREAS this increase in insurance cost, being commensurate with an increase in claims, is not subject to Article 10 of Bylaw 1800 as the intention of implementing the HDIP is to distribute individual HDIP member risk of costs associated with health and wellness issues across the broader student population by implementation of an accessible and well advertised HDIP (i.e. in keeping with the spirit of the original 2002 referendum, and the spirit of Article 8 of Bylaw 1800);

WHEREAS when an HDIP cost increase is required, UMSU and its members should endeavour to consider options that might mitigate such increases;

WHEREAS there are a number of factors regarding the HDIP's implementation which may be considered in order to mitigate and/or differentially apportion costs including: changes to levels of coverage, and demographic differentiation of premiums.

WHEREAS in the spirit of Articles 7 and 13 of Bylaw 1800, consultation regarding such options should be as broad as possible, however, considering the inapplicability of Article 10 of Bylaw 1800 -- following the reasoning set out above -- the restrictions set out in

Article 2 of Bylaw 1000, and the impossibility of reasonably implementing Article 13 of Bylaw 1800, alternative processes must be considered.

WHEREAS deliberations regarding mitigating options must satisfy the University of Manitoba's Board of Governors time limits for consideration of changes to fees at its June meeting for implementation in the coming Fall session;

BIRT the Executive Committee investigate the feasibility of options for mitigating HDIP premium costs including changes to levels of coverage and demographic differentiation of premiums.

BIFRT if reasonable and practicable, the Executive Committee shall endeavour to consult UMSU's membership via electronic ranked ballot in a non-binding poll to establish their preference for HDIP premium cost options and associated plan modifications.

BIYFRT following Article 32 of Bylaw 2400, Council authorizes the Executive Committee to apply to the University of Manitoba's Board of Governors for a fee increase not to exceed \$60 for the HDIP in time for the Board's June meeting, all pending the outcome of the above resolutions to be executed by the Executive Committee at its discretion such that by default the HDIP may continue operation without interruption or change save for a possible change in fee.



AGENDA ITEM: Request to Convert the Professorship in Agricultural Risk Management and Insurance to a Chair

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve the conversion of the Professorship in Agricultural and Risk Management and Insurance to a Chair, as recommended by Senate on November 5, 2014.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The establishment of Chairs at the University is governed by the Policy on Chairs and Professorships. The policy states that:

- Chairs and Professorships are established to advance the University's academic goals and objectives. (Section 2.3.1)
- A Chair normally must, at its establishment, be fully funded from sources outside of the University's regular operating budget. The funding for a Chair normally must be sufficient to cover the full salary and benefits of the incumbent and an appropriate level of unrestricted research/scholarly support. (Section 2.3.2.1)
- For Chairs... funds may be provided by way of an endowment or through a schedule of annual expendable gifts for a defined period of not less than five years, or by an appropriate combination of endowment and annual expendable gifts. (Section 2.3.3)

The Board approved the establishment of a Professorship in Agricultural and Risk Management and Insurance at its meeting on September 25, 2012. The Professorship was subsequently named the Guy Carpenter Professorship.

The I.H. Asper School of Business's original intent was to establish a Chair in Agricultural and Risk Management and Insurance, with funding from a variety of sources, as outlined below. As the federal government was not able to approve funding for this initiative until late 2013, and, given budget constraints within the Asper School at the time, a Professorship had been established instead. Now that the funding required to support a research Chair is in place, the Dean of the Asper School of Business has requested that the Professorship be converted to a Chair, with the terms of reference set out in the attached documentation.

RESOURCE REQUIREMENTS:

Resources are required to support a full-time faculty appointment at the level of Assistant or Associate Professor, including salary, benefits, and research/scholarly support for that individual. Funding, in the amounts noted, would be derived or sought from the following sources:

- Guy Carpenter Inc. - \$150,000/year for a period of five years, for a total contribution of \$750,000;

- federal government and provincial government - \$100,000/year for a period of five years, for a total contribution of \$500,000;
- other external funders;
- \$30,000 baseline contribution from the Support Program for Externally Funded Research Chairs.

The I.H. Asper School of Business had previously indicated that, at the end of five years, when external funding has ended, it would be responsible for covering the faculty member's salary and benefits, minus the annualized baseline support from the Support Program for Externally Funded Research Chairs. The Asper School has now confirmed that is in a position to allocate a tenure-track position to the Chair.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

N/A

IMPLICATIONS:

The purpose of the Chair would be the same as that indicated for the Professorship, which is to:

- provide academic and professional leadership in the area of Agricultural and Risk Management and Insurance within the Warren Centre for Actuarial Studies, the Asper School of Business, the Department of Agribusiness and Agricultural Economics, the University of Manitoba, and the insurance and agricultural communities in Manitoba and Canada;
- foster original and interdisciplinary research focused at the intersection of actuarial science, risk management, finance, statistics, and agricultural economics;
- by fostering an innovative and interdisciplinary approach to research, contribute to sustainable research activity, generate results with improved scientific relevance, enhance training, encourage graduate study, stimulate academic collaborations and dialogue with industry and government;
- seek to improve stability for the rural economic sector in Canada and abroad.

ALTERNATIVES:

N/A

CONSULTATION:

This request has been endorsed by the Vice-President (Academic) and Provost and the Vice-President (Research and International). The proposal was considered and endorsed by Senate on October 1, 2014.

Proposal For the Chair in Agricultural Risk Management and Insurance

Terms of Reference

April 2012

1.1 Type of Appointment

Chair

1.2 Name of Chair

Chair in Agricultural Risk Management and Insurance

1.3 Purpose and Objective of Chair

The purpose of the Chair is to provide academic and professional leadership in the area of Agricultural Risk Management and Insurance within the Warren Centre for Actuarial Studies, The Asper School of Business, The Department of Agribusiness and Agricultural Economics, The University of Manitoba, and the Insurance and Agricultural communities in Manitoba and Canada. The intent is to foster original and interdisciplinary research focused at the intersection of actuarial science, risk management, finance, statistics, and agricultural economics. The Chair will combine elements from the contributing disciplines and integrate them in way that generates new and innovative approaches to agricultural risk management and insurance. This interdisciplinary approach is expected to contribute to the growth of sustainable research activity that will generate results with improved scientific relevance, enhance training, motivate more graduate study, and stimulate academic collaborations and dialogue with industry and government. It will also seek to improve stability for the rural economic sector in Canada, other developed, and developing countries. The Chair will contribute to undergraduate and graduate teaching in the area of agricultural risk management and insurance. Finally, the Chair will be expected to liaise with both government and private industry in matters relating to agricultural risk management and insurance.

1.4 Relationship of the Goals of the Chair to the Proposing Unit

The establishment of a Chair in Agricultural Risk Management and Insurance will place the Warren Centre, The Asper School, and The University of Manitoba at the forefront of research in Agricultural Risk Management and Insurance. It will be the first Chair of its kind focused on Agricultural Risk Management and Insurance within an actuarial

science framework. The location of the Chair within the Warren Center for Actuarial Studies will allow for the:

- Establishment of research specialization at the intersection of Actuarial Science and Agricultural Economics, Statistics, Finance, and other disciplines at the University of Manitoba.
- Formation of ties to agricultural groups, multi-level industry leaders, provincial governments, and federal government, in the area of agricultural insurance and risk management and reinsurance, and possible collaboration contributing to advancements in pricing, product development, and policy.
- Increased research output, with publications in top journals in the field, including the areas of actuarial science, risk management, agricultural economics, and finance.
- Exposure to industry context and applied research challenges.
- Access to real-world data for future research and analysis.
- Feedback from farm groups, academics at other institutions, and industry, on research results and implementation.
- Specialized teaching in the area of agricultural insurance and risk management at the intersection of actuarial science.
- Potential for employers from government and business, both within and outside Manitoba, including donors, to hire students from University of Manitoba.
- Potential for new sources of graduate student funding.
- Enrolment of additional undergraduate and graduate students.

1.5 Method by Which Chair will be Funded

The Chair will be funded through a combination of both private and public contributions. To date Guy Carpenter Inc. has agreed (see attached letter) to contribute a minimum of \$150,000 per year, over a five-year period to establish a Chair. This will result in a total contribution of \$750,000 over five years. In addition, both the Federal and Manitoba Provincial Governments have indicated a willingness to contribute an additional \$100,000 per year for a five-year period. Discussions with both levels of Government are ongoing.

Annual Donor Inflows¹		
Guy Carpenter	\$	150,000.00
Federal/Provincial Cost-Share Arrangement	\$	100,000.00
Annual Total	\$	250,000.00
Other Potential Funders		
Northbridge (other future potential donor)	\$	50,000.00
		Funds not included in total below

¹ Final numbers to be determined after discussions from donors, and any funds not expended in a budget year would be carried forward for expenditure in future years on the Chair activities.

1.6 General and Specific Required Academic Qualifications of the Candidates or Nominees

The Following Academic qualifications are required:

- Minimum degree requirement of PhD specializing in actuarial science and agricultural economics
- Interdisciplinary training in actuarial science, risk management, finance, and agricultural economics
- Demonstrated capacity to conduct research in collaboration with government and industry in the area of agricultural insurance and risk management
- Demonstrated teaching excellence

The Following Academic qualifications are desirable but not required:

- MBA
- Experience working with government and/or industry

1.7 Term of Appointment and Provision for Reappointment

The inaugural appointment to the Chair will come from recruitment of an academic to the University of Manitoba.

The chair holder shall have a tenure-track appointment at the Rank of Associate or Assistant Professor (the appointment is conditional on \$250,000 in external funding).

Each appointment to the Chair shall be limited to a term appointment of five years (renewable subject to continued external funding)

The appointee shall be a full-time member of the University of Manitoba

The selection of the individual to the Chair shall be done in accordance with normal University of Manitoba policies on academic hiring and the University of Manitoba/University of Manitoba Faculty Collective Agreement.

The successful candidate will be expected to perform at a high level of academic achievement including, but not limited to:

- Generate high-quality peer reviewed publications
- Attract research partners (academic, public and/or industry)
- Play a leadership role in the area of Agricultural Risk Management and Insurance in the Asper School of Business
- Attract research funds from recognized funding sources
- Provide effective teaching and supervision of undergraduate and/or graduate students

The appointee will provide an annual report on his/her activities to the Dean, the Office of the Vice-President (Academic) and Provost, the Office of the Vice-President (Research) on July 1 of each year following the appointment to the Chair.

The title of the Chair shall appear on business cards, publications, conference papers, public communications, and all other university publications and the like pertaining to the appointee.

1.8 Other Provisions unique to the Chair

The Chair would be expected to teach not more than two courses per year in order to ensure that sufficient research time and resources are spent on agricultural risk management and insurance research.



AGENDA ITEM: Proposal to Establish an Endowed Research Chair in Multiple Sclerosis

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve the establishment of an endowed research Chair in Multiple Sclerosis [as recommended by Senate, November 5, 2014].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The establishment of Chairs at the University is governed by the Policy on Chairs and Professorships. The policy states that:

- Chairs and Professorships are established to advance the University's academic goals and objectives. (Section 2.3.1)
- A Chair normally must, at its establishment, be fully funded from sources outside of the University's regular operating budget. The funding for a Chair normally must be sufficient to cover the full salary and benefits of the incumbent and an appropriate level of unrestricted research/scholarly support. (Section 2.3.2.1)
- For Chairs... funds may be provided by way of an endowment or through a schedule of annual expendable gifts for a defined period of not less than five years, or by an appropriate combination of endowment and annual expendable gifts. (Section 2.3.3)

The College of Medicine, Faculty of Health Sciences is proposing to establish an endowed research Chair in Multiple Sclerosis. The appointment would be held in the Department of Internal Medicine. Cross appointment to an appropriate basic science department may also be considered. The full-time appointment would be at the level of Associate or Full Professor and would include teaching responsibilities in undergraduate, graduate, and post-graduate programs, where appropriate. The appointment would be for a period of five years, with an option for renewal for an additional term(s) subject to a successful review of performance within the context of the College of Medicine's research strategy.

RESOURCE REQUIREMENTS:

An endowment fund of \$3 million will be established with contributions from the following sources:

- Department of Internal Medicine – up to \$1.5 million
- College of Medicine - \$500,000

The College of Medicine has indicated its commitment to secure the balance of the \$3 million from other potential contributors. The Chair will not be implemented before all of the required funds are in place.

Investment revenue from the endowment would be used to support a portion of, rather than to fully support, the salary and benefits of full-time faculty appointment at the rank of Associate or Full Professor. Any additional revenues required to support the full salary costs of the chair

holder would be derived from his/her clinical earnings rather than University operating funds. Revenue from the endowment would also be used for research/scholarly support for the Chair.

IMPLICATIONS:

The purpose of the endowed research Chair in Multiple Sclerosis would be to provide leadership, scholarship, and mentorship in the area of multiple sclerosis. Establishment of the Professorship would allow the College of Medicine to:

- promote basic, translational, clinical, and epidemiologic research in multiple sclerosis;
- recruit or retain a leader with demonstrated research expertise in neuroscience medicine and related research;
- establish and sustain intramural and extramural collaborations, to promote research at the University;
- enhance the University's competitiveness in national and international peer-reviewed competitions for funding in the area of multiple sclerosis research;
- provide mentorship and opportunities for trainees and new researchers who will pursue careers focused on multiple sclerosis research;
- pursue research that will lead to cures or improved health for individuals with multiple sclerosis and to ensure that high quality and timely care is available for these individuals in Manitoba.

CONSULTATION:

In accordance with the University policy on Chairs and Professorships, this proposal has been endorsed by the Vice-President (Academic) and Provost and by the Senate Committee on University Research. The proposal was considered and endorsed by Senate on November 5, 2014.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Vice-President (Academic) & Provost	September 23, 2014
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Committee on University Research	October 6, 2014
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Executive	October 22, 2014
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate	November 5, 2014
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- Proposal for an Endowed Research Chair in Multiple Sclerosis



UNIVERSITY
OF MANITOBA

OFFICE OF THE
VICE-PRESIDENT (RESEARCH
AND INTERNATIONAL)

207 Administration Building
Winnipeg, MB R3T 2N2
Telephone: (204) 474-6915
Fax: (204) 474-7568
www.umanitoba.ca/research

MEMORANDUM

TO: Mr. Jeff Leclerc, University Secretary

FROM: Digvir Jayas, Vice-President (Research and International)
and Chair, Senate Committee on University Research

DATE: October 6, 2014

SUBJECT: Proposal to establish an Endowed Research Chair in Multiple Sclerosis

The Vice-President (Academic) and Provost, and the Senate Committee on University Research (SCUR), recommends the establishment of an Endowed Research Chair in Multiple Sclerosis, in accordance with the University's policy on *Chairs and Professorships*.

Please include this report and recommendation on the next Senate agenda. Please feel free to contact me should you require any further information.

Thank you.

DSJ/nis
Encl.

Cc: Dr. Brian Postl, Dean, College of Medicine and Faculty of Health Sciences



SEP 23 2014

208 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 480-1408
Fax (204) 275-1160

Vice-President (Academic) & Provost

OFFICE OF THE VICE-PRESIDENT
(RESEARCH AND INTERNATIONAL)

September 23, 2014

To: Digvir Jayas, Vice-President (Research and International)
From: Joanne C. Keselman, Vice-President (Academic) and Provost
Re: Endowed Research Chair in Multiple Sclerosis

Dr. Brian Postl, Dean of the College of Medicine and Faculty of Health Sciences, has provided a letter of support for the proposal to establish an endowed research chair in multiple sclerosis. This chair aligns with the research priorities of the Department of Internal Medicine and, more generally, the College of Medicine.

The policy on Chairs and Professorships specifies that:

- (1) the chair be established consistent with the academic goals and objectives of the University;
- (2) the chair be fully funded from external sources, rather than University operating funds, and that the funds be sufficient to cover the salary and benefits of the incumbent and provide for an appropriate level of unrestricted research/scholarly support;
- (3) the funds for the chair be provided by way of an endowment or through a schedule of annual expendable gifts for a defined period of not less than five years, or by an appropriate combination of endowment and annual expendable gifts;
- (4) the chair shall be attached to a department, faculty, school, college, centre or institute of the University, and have goals consistent with the unit to which it is attached;
- (5) the establishment of the chair is not tied to the appointment of a particular individual;
- (6) individuals appointed to the chair normally shall have the academic qualifications commensurate with an appointment at the rank of Professor; and
- (7) the initial term of the appointment of the chair shall be 3-5 years, and if renewal is permitted, such renewal shall be subject to a successful performance review and the availability of funds.

The proposed endowed research chair in multiple sclerosis satisfies all of the above requirements with the following exceptions:

1. The revenue generated from the endowment fund will support a portion of, as opposed to fully supporting, the salary and benefits of the incumbent. In this case, however, as the incumbent will be a clinician-scientist, any additional revenues to

support the full salary costs of the chairholder will come from clinical earnings as opposed to University operating funds; and

2. It is proposed that the incumbent have academic qualifications commensurate with an appointment at the rank of Associate Professor or Professor.

The funding for the proposed endowed research chair will be derived from a \$3 million endowment. The Department of Internal Medicine and the College of Medicine have committed \$1.5 million and \$500,000, respectively. The College of Medicine has committed to securing the balance of the funds required from other potential contributors.

I support this proposal from the College of Medicine, Faculty of Health Sciences and request that you present it to the Senate Committee on University Research for consideration and recommendation to Senate and, in turn, the Board of Governors.

If you have any questions or concerns, I would be pleased to meet with you.

/encl.

- c. Dr. Brian Postl, Dean, College of Medicine and Faculty of Health Sciences



UNIVERSITY
OF MANITOBA

Faculty of Medicine

Office of the Dean
Room 260 Brodie
727 McDermot Avenue
Winnipeg, Manitoba
Canada R3E 3P5
Telephone 204-789-3557
Fax 204-789-3928

September 23, 2014

Dr. Joanne Keselman
Vice-President (Academic) & Provost
208 Administration Building
Fort Garry Campus
Winnipeg, Manitoba

Dear Dr. Keselman,

RE: Application for the Establishment of an Endowed Research Chair in Multiple Sclerosis

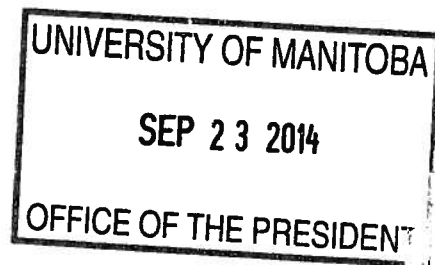
Dr. Dan Roberts Professor and Head, Department of Internal Medicine has submitted an application for the establishment of an Endowed Research Chair in Multiple Sclerosis.

The Department of Internal Medicine is willing to fund a maximum of \$1.5 million in support of this Chair. The College of Medicine has committed funding in the amount of \$500,000 towards this Chair, and commits to securing the remainder of the \$3 million to fund the Chair from other potential contributors.

The College of Medicine supports this endeavor. The establishment of an Endowed Research Chair in Multiple Sclerosis will raise the research profile of the Department and the College. The recipient of this Endowed Chair will provide leadership to the Department's research enterprise and play an important role for junior faculty members.

Sincerely,

Brian Postl, MD
Dean, College of Medicine
Dean and Vice-Provost (Health Sciences)





UNIVERSITY
OF MANITOBA

Faculty of Medicine
Department of Internal Medicine

Dr. Dan Roberts, Head
Department of Internal Medicine
GC430 – 820 Sherbrook Street
Winnipeg, MB R3A 1R9
Tel: (204) 787-7772
Fax: (204) 787-4826

MEMORANDUM

DATE: September 12, 2014

TO: Dr. Brian Postl
Dean of Medicine

FROM: Dr. D. Roberts, MD, FRCPC
Professor and Head
Department of Internal Medicine

RE: **Endowed Chair, MS Research**

The Department of Internal Medicine is committed to establishing and providing funding for a Research Chair in Multiple Sclerosis (MS). The Department is willing to fund a maximum of \$1.5 million. The Department may see both private and industry to support to ensure funding is in place. The proposal is attached for your information.

The College of Medicine has generously committed funding in the amount of \$0.5 million to use toward this Chair, and has identified other potential contributors for the balance.

The establishment of an endowed research chair in MS will raise the research profile of the Department and the College of Medicine. The recipient of this endowment will provide leadership to the Department's research enterprise and play an important role for junior faculty members.

The revenue generated from this fund will support a portion of the salary for the appointee as well as an appropriate level of unrestricted research support for the chair in the form of operating funds.

Your support and demonstrated commitment to this Chair is greatly appreciated and welcomed.

DR/mlr

CC: Dr. P. Nickerson
Ms. Kathy Blair-Colbert

**PROPOSAL TO ESTABLISH AN ENDOWED RESEARCH CHAIR
IN MULTIPLE SCLEROSIS
AT THE UNIVERSITY OF MANITOBA**

EXECUTIVE SUMMARY:

In accordance with the procedures and mechanisms for establishing Chairs at the University of Manitoba, the following is presented:

TYPE OF APPOINTMENT: Chair

NAME OF CHAIR: Endowed Research Chair in Multiple Sclerosis

PURPOSE AND OBJECTIVES OF CHAIR:

The Chair in Multiple Sclerosis (MS) is a joint initiative between the University of Manitoba and the Department of Internal Medicine. The Chair will provide leadership, scholarship, and mentorship in multiple sclerosis. The specific objectives of the Chair will include:

- The promotion of translational, clinical and epidemiologic research in Multiple Sclerosis.
- To create the opportunity to recruit/retain an experienced leader with demonstrated expertise in neuroscience medicine and a proven track record in related research. The support of an endowed chair would afford such an individual with the time and necessary support to fully devote his/her efforts to achieve the proscribed objectives.
- The establishment and sustenance of critical intramural and extramural links and collaborations that serve to promote research at the University of Manitoba
- Enhance the competitiveness of the University of Manitoba at national and international peer reviewed funding agencies such as CIHR, NIH, and the MS Society of Canada in the area of MS research.
- Research in the area of MS will promote health care excellence and benefit the diverse communities served by the Health Sciences Centre.
- The provision of mentorship and opportunities for young investigators embarking on careers focused on research and MS.
- The pursuit of research topics that will lead to cures or improved health for individuals with MS, and to ensure that high quality and timely care is available for Manitobans.

RELATIONSHIP TO THE PROPOSING UNIT

Section of Neurology, Department of Internal Medicine, College of Medicine:

The College of Medicine and the Department of Internal Medicine at the University of Manitoba have a major academic commitment to achieving the highest level of

excellence in Multiple Sclerosis research. Moreover, there exist within the Faculty of Medicine a number of excellent opportunities for state-of-the-art collaborative research between basic and clinical investigators focused on Multiple Sclerosis. The proposed Chair would serve to enhance research activity in Multiple Sclerosis and inflammatory diseases and, in doing so, the overall research profile of the Department of Internal Medicine and the College of Medicine.

- By promoting translational, clinical and epidemiological research in Multiple Sclerosis, the Section of Neurology will meet its academic objectives of achieving excellence in MS research.
- The promotion of research excellence in MS is highly congruent with the academic mission of the Department of Internal Medicine and College of Medicine at the University of Manitoba.

The Chair will support an individual Clinician-Scientist by providing salary support and operating funds to pursue independent research in MS. This support will allow the recipient to maximize his/her research activity and effectiveness, as well as lead research activity in the Faculty in this strategically important area. Excellence of the candidate will be the first priority.

THE METHOD BY WHICH THE CHAIR WILL BE FUNDED:

Interest accrued for the initial endowment of \$3,000,000.

FUNDING METHOD:

The Department of Internal Medicine is committed to funding a maximum of \$1.5 million in support of this Chair. The College of Medicine has committed funding in the amount of \$500,000 towards this Chair, and commits to securing the remainder of the \$3 million to fund the Chair from other potential contributors. It is anticipated that funding of the Chair would be from the interest accrued on this endowment.

The revenue generated from this fund will support a portion of the salary for the appointee as well as an appropriate level of unrestricted research support for the Chair in the form of operating funds. In addition, opportunities to leverage these funds will be explored through programs offered by the CIHR.

GENERAL AND SPECIFIC REQUIREMENTS FOR THE CHAIR

In accordance with the policy and procedures for establishing chairs at the University of Manitoba, individuals appointed to the Endowed Chair in Multiple Sclerosis will have the following qualifications:

- Canadian citizen or permanent resident.
- Specialist in Neurology (FRCPC) with expertise in multiple sclerosis.
- M.Sc. or Ph.D in a related field.

- Holding a current academic appointment at the rank of Associate Professor or Professor.
- History of excellence in research as evidenced by a strong publication record in high impact journals and acquisition of national or international peer reviewed grants and contracts.
- History of mentoring junior colleagues and investigators.
- History of effective and productive collaboration with intramural and extramural investigators and institutions.

TERM OF APPOINTMENT:

- The initial term of the appointment will be five years, biennial and final year progress report
- Internal midterm evaluation
- The renewal of the appointment for an additional term(s) will be subject to a successful review of the incumbent's performance within the context of the College of Medicine's research strategy, such a review to be carried out during the fourth year of the term.

A successful performance review will provide evidence of the following:

- Personal research productivity in the form of external grants, presentations, and peer-reviewed publications. It is expected that funding from one or more national agencies would be expected along with additional funding from local sources.
- Evidence of mentoring including having one or more full-time research trainees or supervision of clinical fellows in their research year.
- Evidence of publication in the range of 3-5 publications/year with 1 or more in a high impact journal.
- Evidence of linkages, collaboration and multi-disciplinary research within the University and between the University and other research institutions.

PREAMBLE:

Multiple sclerosis (MS) is a chronic disease of the brain and spinal cord, estimated to affect over 3,000 Manitobans, 93,000 Canadians and more than 2.5 million persons worldwide. While most individuals with MS present with their first symptoms between the ages of 20 and 40 years, 5% of individuals develop symptoms before age 16 years and 5% develop symptoms after age 60 years. Thus this is a disease that affects individuals of all ages. Most patients affected by MS ultimately experience a constellation of symptoms including weakness, sensory symptoms, bowel and bladder dysfunction, fatigue, spasticity, pain, and cognitive impairment. MS is the most common non-traumatic cause of disability in young adults. Rates of unemployment are high, and the societal costs of MS exceed those for stroke or Alzheimer's disease. MS places a substantial burden on affected individuals, their families and society.

In the last 5-7 years the Section of Neurology, Department of Internal Medicine has transformed its clinical services and research programs. Currently, the Section has obtained more than \$5 million in funding from the Canadian Institutes of Health Research, and funding from other national and international organizations of more than \$5 million. At present the Section of Neurology is collaborating extensively at the national and international levels on research related to the causes of MS in adults and children with MS, the epidemiology and impact of comorbid disease in MS, health care utilization including hospitalizations, disease-modifying therapy use, and nursing home admission, and interventions to improve outcomes in MS. This has led to publications in *Lancet Neurology*, *Neurology*, and *Annals of Neurology* and other prominent journals.

The Multiple Sclerosis clinical group has four full-time clinician scientists. We provide care through the provincial Multiple Sclerosis Clinic at the Health Sciences Centre. The provincial program is structured such that all individuals with MS who require access to disease-modifying therapies must be evaluated in the MS Clinic.

Dr. Michael Cossoy, Assistant Professor, completed a two-year fellowship in Neuroimmunology at the Cleveland Clinic under the supervision of Dr. Richard Ransohoff. His work focuses on identifying serum markers of blood brain barrier breakdown that could improve clinical decision-making regarding disease activity without the need for administration of costly contrast agents during MRIs.

Dr. Ruth Ann Marrie, Associate Professor, completed a three-year clinical and research fellowship at the Cleveland Clinic, followed by a PhD in Epidemiology. She has developed an internationally recognized program in the epidemiology of MS with particular contributions to the understanding of the burden of comorbid disease in MS, and the etiology and outcomes of MS in affected children. She collaborates extensively on a broad range of projects.

Dr. James Marriott, Assistant Professor, completed a three-year clinical fellowship and a Master of Science Degree in Clinical Epidemiology at the University of Toronto and leads the clinical trials program in MS at the Health Sciences Centre. He is dedicated to developing a program in investigator-initiated trials aimed at modifying disease activity and improving long-term outcomes, as well as aimed at addressing common symptomatic concerns. For example, he has been a co-investigator in a national trial of minocycline as a therapy for individuals presenting with the first symptoms that may represent MS, and recently lead a pilot study testing testosterone as a therapy for fatigue in men with MS. He has developed collaborations with oncology to focus on regeneration and repair strategies for MS.

Dr. Reza Vosoughi completed a clinical fellowship at the University of Ottawa. He will begin a Master of Science degree in Community Health Sciences in September 2014 with the goal of developing the necessary skills to lead a competitive research program. He is the site principal investigator for a CIHR-funded clinical trial of a vascular intervention in MS.

Despite this success, there is a lack funding to recruit and support additional neurologists and scientists specializing in MS, who are needed to help continue the growth of our research program. As treatment needs become more complex and time consuming, it is an increasing challenge to maintain high quality clinical care while sustaining our research programs. To address these challenges, the Department intends to raise \$3.0 Million for a research chair in multiple sclerosis, which will support our staff and allow us to hire additional researchers/clinician scientists. This initiative will help the Department build on its achievements and secure its standing as a premier center of Multiple Sclerosis research and clinical care in North America.

OTHER PROVISIONS:

- 1) The selection and appointment of an individual to the proposed Chair shall be conducted in accordance with section 2.3 of University Policy on Chairs and Professorships
- 2) The duties and responsibilities of the individual appointed to the proposed Chair will be in accordance with 2.4 of University Policy on Chairs and Professorships.
- 3) Annual reporting requirements shall also be in accordance with the University Policy on Chairs and Professorships. In addition to the reporting requirements stipulated in this policy, the Chair holder shall provide an annual report of activities to the President of the University. In turn, the President shall provide a copy of said report to individuals or organizations that have contributed to the establishment of the Chair, and that have specifically requested this information.
- 4) The Chair holder will have an appointment in the Department of Internal Medicine and some restricted clinical activity to ensure a clinical profile. Cross appointment to an appropriate basic science department may also be considered. The Chair holder will participate in an appropriate amount of teaching activity, including undergraduate and post-graduate medical trainees and graduate students, where appropriate.
- 5) The role of the Chair will be to contribute significantly to the body of research and scholarship in the Department of Internal Medicine, Accordingly, the appointment of the Chair will be made on the recommendation of the Department of Internal Medicine and shall be conducted in accordance with the University policy in Academic Appointments and the guidelines for the establishment of Chairs.
- 6) It is understood that the Chair would be structured with a five year maximum term with an option of renewal subject to satisfactory performance of the incumbent, but also with the understanding that the research focus could be changed at such intervals according to the changing needs of the Department of Internal Medicine as determined by the Head, Department of Internal Medicine and subject to approval by the University of Manitoba.



AGENDA ITEM: Report of the Senate Committee on Awards – Part A [dated March 31, 2015]

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve eleven new offers, twenty-seven amended offers, and the withdrawal of four offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated March 31, 2015].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

At its meeting on March 31, 2015, the Senate Committee on Awards approved eleven new offers, twenty-seven amended offers, and the withdrawal of four offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated March 31, 2015].

RESOURCE REQUIREMENTS:

The awards will be funded from the sources identified in the Report.

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION:

All of these award decisions meet the published guidelines for awards, as approved by Senate. They were reported to Senate for information on May 13, 2015.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Senate Committee on Awards</u>	<u>March 31, 2015</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Senate Executive</u>	<u>April 29, 2015</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Senate</u>	<u>May 13, 2015</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- Report of the Senate Committee on Awards – Part A [dated March 31, 2015]

REPORT OF THE SENATE COMMITTEE ON AWARDS – PART A

Preamble

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

Observations

At its meeting of March 31, 2015 the Senate Committee on Awards approved 11 new offers, 27 amended offers, and the withdrawal of four awards as set out in Appendix A of the *Report of the Senate Committee on Awards – Part A* (dated March 31, 2015).

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 11 new offers, 27 amended offers, and the withdrawal of four awards as set out in Appendix A (dated March 31, 2015). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr. Phil Hultin
Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

Appendix A March 31, 2015

1. NEW OFFERS

Access and Aboriginal Focus Program Prizes

The Extended Education Endowment fund offers to support annually funded prizes totaling up to \$1,500 to students in the Access and the Aboriginal Focus Programs in the Division of Extended Education. The purpose of these prizes is to recognize students who have shown perseverance while enrolled in an Access or Aboriginal Focus program. Each year, prizes of equal value will be offered to undergraduate students who:

- (1) have completed a minimum of 18 credit hours in either an Access or Aboriginal Focus Program offered by the Division of Extended Education at the University of Manitoba in the year in which the prizes were tenable;
- (2) have achieved a minimum degree grade point average of 2.5;
- (3) have described how they have demonstrated perseverance while enrolled in an Access or Aboriginal Focus program in a written essay.

Candidates for this prize will be required to submit a written statement (maximum 250 words) demonstrating how they have persevered and overcome obstacles while enrolled in an Access or Aboriginal Focus Program.

The selection committee will have the discretion to determine the number of awards based on the available funds.

The prizes will be presented at the annual Access Graduation Celebration.

The Endowment Fund and Awards Committee will be responsible for contacting the Financial Aid and Awards office by no later than March 31 to confirm the available funds each year.

The Chair of the Endowment Funds and Awards Committee (or designate) will ask the Area Director of the Access and Aboriginal Focus Programs (or designate) to convene the selection committee for this award.

Department of Mathematics Two Year Entrance Scholarship

The Department of Mathematics in the Faculty of Science has established an annually funded scholarship supported by the proceeds from the sale of student study booklets. The purpose of the scholarship is to recruit the top graduating high school students to pursue an Honours degree program in the Department of Mathematics at the University of Manitoba.

Beginning in 2015-2016, one or more scholarships valued at \$2,500 each will be offered to undergraduate students who:

- (1) have met the Direct Entry admission requirements for the Faculty of Science at the University of Manitoba;
- (2) are enrolled full-time (minimum 80% course load) in a Bachelor of Science (B.Sc.) degree program;
- (3) has achieved a top 5 result in the province in one or more of the following math contests (in decreasing order of priority): Canadian Mathematical Olympiad (CMO) or another national Olympiad, Canadian Open Mathematics Challenge (COMC), Hypatia, Galois, Fryer, Canadian Senior and Intermediate Math contests, Euclid, Pascal, Cayley, and Fermat.

The scholarships are renewable in the second year of study, provided that the recipients:

- (1) enroll full time (minimum of 80% course load) in the Bachelor of Science Honours degree program with a declared Major in Mathematics;
- (2) have achieved a minimum degree grade point average of 3.5;
- (3) have completed the following courses offered by the Department of Mathematics: *Linear Algebra 1* (currently numbered MATH 1220), *Calculus 1* (currently numbered MATH 1230), *Calculus 2* (currently numbered MATH 1232), and *Elements of Discrete Mathematics* (currently numbered MATH 1240);
- (4) has achieved a minimum sessional grade point average of 3.75 in the courses listed in criterion (3) above in the previous academic session.

The value of the renewable scholarship will be determined based on the recipient's sessional grade point average in the following manner:

GPA	Amount
3.75 – 3.99	\$2,500
4.00 – 4.24	\$5,000
4.25 – 4.50	\$7,500

The selection committee will have the discretion to determine the number of awards based on the available funds.

The donor will notify the Financial Aid and Awards office by March 31 in any year the award is not to be offered.

The selection committee will be named by the Head of the Department of Mathematics (or designate).

Distance and Online Education Scholarships

The Extended Education Endowment Fund offers to support annually funded scholarships totaling up to \$1,500 for students taking courses provided by Distance and Online Education in the Division of Extended Education. The purpose of these scholarships is to encourage students to register for courses offered by Distance and Online Education. Each year, three scholarships of equal value will be offered to undergraduate students who:

- (1) have completed a minimum of 18 and a maximum of 36 credit hours in any school or faculty at the University of Manitoba;
- (2) have successfully completed a minimum of three (3) credit hours but not more than six (6) credit hours by Distance and Online Education at the University of Manitoba;
- (3) are enrolled in a minimum of one course (minimum three credit hours) offered by Distance and Online Education as a full-time student (minimum 80% course load) in any school or faculty at the University of Manitoba in the academic year in which the scholarship is tenable;
- (4) have achieved a minimum degree grade point average of 3.5;

Candidates will be required to submit an essay (maximum 250 words) describing their experiences while enrolled in the Distance and Online Education course(s) and show intent to enroll in further Distance and Online Education courses offered by the University of Manitoba in the next ensuing fall/winter academic session.

The selection committee will have the discretion to determine the number of awards available each year, based on the available funds.

The Endowment Fund and Awards Committee will be responsible for contacting the Financial Aid and Awards office by no later than March 31 to confirm the available funds each year.

The Chair of the Endowment Funds and Awards Committee (or designate) will ask the Area Director of the Distance and Online Education (or designate) to convene the selection committee for this award.

Earl Parker Prize

In memory of Earl Parker, Q.C., his friends established an endowment fund with an initial gift of \$10,000 in 2014. The purpose of the fund is to offer a prize for students in the Faculty of Law. Beginning in the 2016-2017 academic year, the available annual income from the fund will be used to offer one prize to an undergraduate student who:

- (1) has achieved the highest standing in the course The Art of the Deal (currently numbered LAW 3862) in the Faculty of Law at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.0.

In the event of a tie, the prize shall be awarded to the student with the highest standing calculated on the compulsory and elective subjects the tied students have in common.

The Dean of the Faculty of Law (or designate) shall name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Emy Ozamoto Resident Research Award for Quality Improvement

Mrs. Emy Ozamoto was the first Clinical Education Coordinator for the Department of Internal Medicine—a position she developed and held for nearly 25 years. In 2014, the Ozamoto family, as well as Emy's friends and colleagues from Internal Medicine established an endowment fund at the University of Manitoba in recognition of her dedication to the Internal Medicine Residency Program. The purpose of the award is to encourage resident research in quality improvement initiatives, which will lead to enhanced patient outcomes. Each year, beginning in 2016-2017, the available annual income from the fund will be used to offer one prize to a student who:

- (1) was enrolled full-time, in good standing, in the Post Graduate Medical Education Program in the Department of Internal Medicine in the College of Medicine, in the year in which the prize was tenable;
- (2) has presented the best quality improvement project focused on improving patient outcomes and service delivery at the Annual Department Resident Research Day.

Research projects (podium or poster presentations) will be evaluated using the following criteria:

- Abstract – 20 points
- Presentation – 50 points
- Knowledge base and preparation – 20 points
- Independence – 10 points

If warranted, and at the discretion of the selection committee, the award may be divided equally between two worthy recipients.

In the event that no residents have submitted quality improvement projects in any given year, the award will not be offered and the annual income for that year will remain in the fund.

The award recipient(s) will be announced at the annual Resident Research Dinner and the name(s) of the recipients will be engraved on the Emy Ozamoto Award plaque located on GC4 at the Health Sciences Centre.

The Dean of the College of Medicine (or designate) will ask the Resident Research Day panel of judges to act as the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

GAC-MAC Winnipeg 2013 Scholarship

The Organizing Committee of the Joint Annual Meeting of the Geological Association of Canada and Mineralogical Association of Canada held in Winnipeg in 2013 has established an endowment fund in the amount of \$42,200 at the University of Manitoba to recognize the contribution of the local geoscience community in hosting this successful meeting. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The purpose of the fund is to provide scholarships for students in the Department of Geological Sciences.

One scholarship, amounting to one-third of the available annual interest, will be awarded to an undergraduate student who:

- (1) is enrolled full-time or part-time with a declared Major in Geological Sciences in the Bachelor of Science degree program in the Clayton H. Riddell Faculty of Environment, Earth, and Resources at the University of Manitoba;
- (2) is undertaking a B.Sc. Honours thesis project or B.Sc. Major technical report project in the academic year that the scholarship is awarded;
- (3) has achieved a minimum degree grade point average of 3.5.

The undergraduate candidates will be required to submit a letter of application (maximum 500 words), which demonstrates the student's research interest in the geology and/or geophysics of Manitoba and is accompanied by the student's B.Sc. Honours thesis proposal or B.Sc. Major technical report proposal for a Manitoba project.

One scholarship, amounting to two-thirds of the available annual interest, will be awarded to a graduate student who:

- (1) is enrolled full-time in a Master's or doctoral program in the Faculty of Graduate Studies offered by the Department of Geological Sciences in the Clayton H. Riddell Faculty of Environment, Earth, and Resources;
- (2) has achieved a minimum degree grade point average of 3.5.

The graduate candidates will be required to submit a letter of application (maximum 500 words), which demonstrates the student's research interest in the geology and/or geophysics of Manitoba and is accompanied by an approved M.Sc. or Ph.D. proposal for a Manitoba project from their current degree program.

In any given year, if there are no eligible candidates who qualify for the undergraduate scholarship, the selection committee has the discretion to award that scholarship to a graduate student. Similarly, in any given year, if there are no eligible candidates who qualify for the graduate scholarship, the selection committee has the discretion to award that scholarship to an undergraduate student.

Undergraduate students may hold the undergraduate scholarship only once. Graduate students may hold the graduate scholarship only once within the M.Sc. or Ph.D. program; i.e., if a student completed all three degrees, they could potentially receive an undergraduate scholarship and two graduate scholarships.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Department of Geological Sciences Awards Committee to name the selection committee.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Karen Craigen Memorial Scholarship

The family and friends of Karen Craigen have established an endowment fund in her memory at the University of Manitoba. The fund will be used to offer the Karen Craigen Memorial Scholarship to students who intend to teach classroom mathematics in grades K - 12, and whose mathematical education significantly exceeds the minimum requirements of a mathematics concentration in the Bachelor of Education program. The purpose of the scholarship is to offer incentive to students to go beyond the basic standard of preparation for a career in mathematics education and to encourage and reward students who have demonstrated this initiative. Beginning in 2015-2016, the available annual interest from the fund will be used to offer one scholarship to a student who:

- (1) is enrolled in any of the following:
 - (i) full-time in the Faculty of Graduate Studies in a Master's program offered by the Department of Mathematics in the Faculty of Science;
 - (ii) full-time (minimum 80% course load) as an undergraduate student in the Faculty of Science at the University of Manitoba;
 - (iii) full-time (minimum 80% course load) as an undergraduate student in the Faculty of Arts at the University of Manitoba;
 - (iv) full-time (minimum 80% course load) as an undergraduate student in the Faculty of Education;
- (2) has completed three years of an undergraduate honours or major degree in Mathematics (or equivalent);
- (3) has achieved a minimum grade point average of 3.5 (or equivalent) in the previous 60 credit hours of study, in which 42 credit hours must be in Mathematics courses taken from the Faculty of Science;
- (4) has expressed the intention to teach classroom mathematics.

Candidates must submit a letter stating their intention to teach classroom mathematics and why they would like to pursue a career in mathematics education (maximum 250 words), along with a copy of their transcript(s).

In the event of a tie, the highest combined average will be calculated based on the students' combined average based on the best 24 credit hours. In the event that the tie persists, the degree grade point average will be used to break the tie.

A student may hold the Karen Craigen Memorial Scholarship in Mathematics Education only once in his or her lifetime.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate), along with the Director of Financial Aid and Awards (or designate), will ask the Head of the Department of Mathematics (or designate) to name the selection committee for this award.

The Board of Governors of The University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Oscar Grubert Faculty of Law Bursary

Oscar Grubert, a 1954 graduate of the University of Manitoba Faculty of Law, made a bequest of \$50,000 in 2014 to establish an endowment fund. The purpose of the fund is to support undergraduate students in

the Faculty of Law. Each year, beginning in 2016-2017, the available annual income from the fund will be used to offer one or more bursaries to undergraduate students who:

- (1) are enrolled full-time in the Faculty of Law at the University of Manitoba;
- (2) have achieved a minimum degree grade point average of 2.0;
- (3) have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee will have the discretion to determine the number and value of bursaries offered each year based on the available income.

The Dean of the Faculty of Law (or designate) shall name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Pawas and Mradula Verma Fellowship for Transplant Research

The Pawas and Mradula Verma Foundation (PMVF) has established the Pawas and Mradula Verma Endowment Fund (PMVEF) for Transplant Research at the University of Manitoba with an initial gift of \$100,000 in 2014. The Manitoba Scholarship and Bursary Initiative has made a matching contribution to the fund. Beginning in the 2016-2017 academic year, ninety percent (90%) of the available annual income from the fund will be used to offer one Pawas and Mradula Verma fellowship to a student who:

- (1) has obtained an undergraduate medical degree;
- (2) is enrolled full-time in either:
 - (a) the Faculty of Graduate Studies in a graduate program delivered by the College of Medicine; or
 - (b) the Postgraduate Medical Education (PGME) program as a resident or fellow;
- (3) has achieved:
 - (a) as a graduate student, a minimum grade point average of 3.5 (based on the previous 60 credit hours of study); or
 - (b) as a resident or fellow, good standing in the PGME program;
- (4) is/will be conducting a research project in the area of kidney transplant research;
- (5) has demonstrated outstanding interest or commitment to kidney transplant research.

To support criteria (4) and (5), candidates will be required to submit an application which includes the following information: (i) a current transcript(s), (ii) a *curriculum vitae*, (iii) two academic letters of reference from professors or advisors at a post-secondary institution, (iv) a description of the proposed or ongoing research (maximum 500 words) and (v) a personal statement regarding the applicant's interest in transplantation research and the role of this training in their projected career trajectory (maximum 500 words).

Recipients may hold the Pawas and Mradula Verma Fellowship for Transplant Research concurrently with any other awards, consistent with the policies in the Faculty of Graduate Studies.

The Associate Dean of the Postgraduate Medical Education program (or designate) and the Vice Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will jointly name the selection committee, which will include one member from each of the Kidney Foundation of Canada and the kidney research transplant group at the University of Manitoba. Any recipient named to receive the fellowship under (2)(a) will be reported through the Vice Provost (Graduate Education) and Dean of the Faculty of Graduate Studies.

The remaining 10% will be reinvested back into the Pawas and Mradula Verma Endowment Fund. Should there be no qualified candidate in kidney transplant research, the fellowship may be awarded to an individual engaged in liver and/or lung transplant research. Selection criteria (4) and (5) will be amended to identify applicants engaged in liver and/or lung transplant research. The selection committee will be jointly named by the Associate Dean of the Postgraduate Medical Education program (or designate) and the Vice Provost (Graduate Education) and Dean of the Faculty of Graduate Studies. In any year that there are no eligible applicants, the income will be re-capitalized into the PMVEF.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Summer Session Prize

The Extended Education Endowment fund offers to support annually funded prizes totaling up to \$400 to students who have taken courses in the University of Manitoba Summer Session. The University of Manitoba Summer Session is designed to ease course loads for the Fall and Winter terms, speed up degree completion, and to provide students with the opportunity to catch up on missed courses. The purpose of these prizes is to recognize students who have taken full advantage of Summer Session course offerings in the completion of their degree. Each year, two prizes of equal value will be offered to undergraduate students who:

- (1) have met the degree requirements of their program and are graduating at the time the prize is offered;
- (2) have taken the highest number of Summer Session credit hours among all students in the respective graduating class;
- (3) have achieved the highest degree grade point average with a minimum of 3.5 from among the graduating students who have taken the highest number of Summer Session credit hours.

Recipients will be selected based on the following tie-breaking mechanisms:

- (1) highest degree grade point average from the selected group;
- (2) most "A" grades in Summer Session courses;
- (3) most "A" grades in courses taken towards degree.

Each year, one prize will be awarded to a graduating student in May; the other will be awarded to a graduating student in October. These prizes are not to be presented during the regular University of Manitoba convocation ceremony in either May or October. Recipients will be invited to the Extended Education graduation to accept the prize.

The Endowment Fund and Awards Committee will be responsible for contacting the Financial Aid and Awards office by no later than March 31 to confirm the available funds each year.

The Chair of the Endowment Funds and Awards Committee (or designate) will ask the Area Director of Summer Session (or designate) to convene the selection committee for this award.

University of Manitoba English Language Centre (ELC) Summer LEAP Program Bursary

The English Language Centre (ELC) is dedicated to teaching English for Academic Purposes (EAP) students and assisting them to enter the University of Manitoba. The Centre has established an annually funded bursary to support Canadian Permanent Residents and Landed Immigrants studying EAL in the summer Language Enrichment for Academic Preparation (LEAP) program and encourage them to continue on to pursue degree-credit studies at the University of Manitoba. Each summer, bursaries will be offered to students who:

- (1) are Canadian Permanent Residents or Landed Immigrants;

- (2) meet the requirements for, and are registered in, the summer LEAP program delivered by the ELC at the University of Manitoba;
- (3) have demonstrated financial need on the English Language Centre bursary application form as approved by the Financial Aid and Awards office at the University of Manitoba.

Applicants should note that the deadline for the ELC program deposit is postponed to the start of the program if the bursary application is presented at the time of registration.

The number and value of bursaries to be offered each summer will be determined annually by the English Language Centre.

The selection committee shall be named by the Director of the English Language Centre (or designate) and shall include at least two members of the English Language Centre.

The ELC will notify the Financial Aid and Awards office by March 31 in any year this bursary is not to be offered.

2. AMENDMENTS

Brian J. Katz Award for Best Final Paper in GMGT 2120 Business/Government Relations

The following amendments have been made to the terms of reference for the Brian J. Katz Award for Best Final Paper in GMGT 2120 Business/Government Relations:

- *The name of the award has been changed to: Brian J. Katz Prize*
- The following purpose statement was added to the opening paragraph to reflect the change in criteria:
The purpose of the fund is to provide a prize to a student who achieves the highest grade in Business and Society.
- The numbered eligibility criteria were revised to:
 - (1) *was enrolled full-time (minimum 80% course load) in the I.H. Asper School of Business at the University of Manitoba in the year in which the prize is tenable;*
 - (2) *has achieved a minimum degree grade point average of 3.0;*
 - (3) *has achieved the highest final grade in the course Business and Society (currently numbered GMGT 1010).*
- The following sentences were removed:
At the end of the Summer, Fall and the Winter Terms, every instructor of Business/Government Relations will forward to the selection committee, the name of the student who submits the best final paper in each section of the course. An instructor may nominate a maximum of two students for each course section. The papers will be forwarded to a member of the Katz family for review and comment.
- The selection committee sentence was revised to:
The Dean of the I.H. Asper School of Business (or designate) will name the selection committee for this prize.
- The following statements were added:
 - *Students who complete the course during the previous Summer, Fall and Winter Terms will be considered.*
 - *The standard Board of Governors statement.*

Catherine E. Reimer Memorial Scholarship

The following amendments have been made to the terms of reference for the Catherine E. Reimer Memorial Scholarship:

- The preamble was updated to reflect current terminology, with references to Agriculture and Human Ecology removed.
- The first scholarship was amended to be offered to an undergraduate student who:
 - (1) *is a Canadian citizen or Permanent Resident of Canada;*
 - (2) *is registered full-time (80% course load) in the Bachelor of Science (Human Nutritional Sciences) degree program, offered by the Faculty of Agricultural and Food Sciences;*
 - (3) *has achieved a minimum grade point average of 3.5 (or equivalent) based on the past 60 credit hours of study;*
- Criterion (4) was updated to reflect the current course number in Composition, Functional and Nutritional Properties of Foods (currently numbered HNSC 2150);
- The second scholarship was amended to be offered to an undergraduate student who:
 - (1) *is a Canadian citizen or Permanent Resident of Canada;*
 - (2) *is registered full-time (80% course load) in any Bachelor of Science degree program offered by the Faculty of Agricultural and Food Sciences;*
 - (3) *has achieved a minimum grade point average of 3.5 (or equivalent) based on the past 60 credit hours of study;*
- Criterion (4) was updated to reflect the current course number in Food Chemistry (currently numbered FOOD 2500);
- The selection committee sentence was revised to:

The selection committee for this scholarship will be the Faculty of Agricultural and Food Sciences Awards Committee.
- The standard Board of Governors Statement has been added.

Christina Gow Community Health Nursing Scholarship

The following amendments have been made to the terms of reference for the Christina Gow Community Health Nursing Scholarship:

- All references to the Faculty of Nursing were updated to the College of Nursing.
- “a minimum of” was added to criterion (3).
- Criterion (4) was added to include a minimum degree grade point average of 3.5.
- The application paragraph was revised to:

Eligible students will apply for this scholarship on or before the designated deadline date. Applicants will be required to submit (i) a letter of application (max 500 words) outlining how they meet the criteria listed above and (ii) one letter of reference from their academic advisor.
- The selection committee sentence was revised to:

The Vice-Provost (Graduate Education) and the Dean of the Faculty of Graduate Studies (or designate) will ask the Chair of the Curriculum Governance & Quality Assurance Committee in the College of Nursing to convene the selection committee.
- The standard Board of Governors statement was added.

D.A. Thompson Q.C. Bursaries

The following amendments have been made to the terms of reference for the D.A. Thompson Q.C. Bursaries:

- The terms were broken out of block paragraph format and revised to current formatting standards with numbered eligibility criteria.
- When offered, bursaries will be awarded to undergraduate students who:
 - (1) *are enrolled full-time in any year of the J.D. program in the Faculty of Law at the University of Manitoba;*
 - (2) *have achieved a minimum degree grade point average of 2.0, or in the case of first year students, have met the requirements for admission to the Faculty of Law and are in good academic standing;*
 - (3) *have demonstrated financial need on the standard University of Manitoba bursary application form.*
- The following statements were added:
 - *The Faculty of Law has the discretion to determine how much of the fund (held at The Winnipeg Foundation) will be used towards the D.A. Thompson Q.C. Bursaries and the D.A. Thompson Q.C. Prizes in Law.*
 - *The selection committee will have the discretion to determine the number and value of bursaries to be awarded each year.*

Darren Voetberg Memorial Award

The following amendments have been made to the terms of reference for the Darren Voetberg Memorial Award:

- *The name of the award has been changed to: Darren Voetberg Memorial Bursary.*
- The Manitoba Scholarship and Bursary Initiative statement was added to the preamble.
- The biographical information that makes up the majority of the first page has been removed from the preamble and included in a separate section to appear after the terms under the heading “Biographical Information.” This section will appear on the final draft of the terms shared with the department and donor and is not a part of the terms to be considered for approval.
- The award amount was revised to \$750.
- Criterion (1) was revised to include both third and fourth years students of the Honours or Major program in Computer Science as eligible for the award.
- Criterion (2) was revised to consider the degree grade point average, instead of cumulative.
- The preference statement was removed from the terms.
- The standard Board of Governors statement was added.

David Renfrew Petrie Memorial Medal

The following amendments have been made to the terms of reference for the David Renfrew Petrie Memorial Medal:

- The numbered eligibility criteria were revised to:
 - (1) *was enrolled full-time (minimum 80% coarse load) in the third year of the Chemistry honours program offered through the Faculty of Science at the University of Manitoba;*

- (2) *has achieved a minimum degree grade point average of 3.5;*
- (3) *has achieved the highest standing in any three chemistry courses in the past 60 credit hours of study.*
- The following statements were added:
 - *The available annual income from the fund will be used to offer one prize and a gold medal to an undergraduate student.*
 - *The selection committee will be the Department of Chemistry Awards and Scholarship committee.*
 - The standard Board of Governors statement.

Dr. Max Rady Memorial Bursary in Nursing

The following amendments have been made to the terms of reference for the Dr. Max Rady Memorial Bursary in Nursing:

- The name of the fund was added to the preamble.
- The terms were broken out of block paragraph format and revised to current formatting standards with numbered eligibility criteria.
- The numbered eligibility criteria state:
 - (1) *is enrolled full-time (maximum 60% course load) in the Bachelor Nursing Program in the College of Nursing at the University of Manitoba;*
 - (2) *has achieved a minimum degree grade point average of 2.5;*
 - (3) *has demonstrated financial need on the standard University of Manitoba bursary application form.*
- The following statements were added:
 - *Each year, The Winnipeg Foundation will report the available earnings from the fund to Financial Aid and Awards at the University of Manitoba.*
 - *The selection committee shall be the Student Awards Committee of the College of Nursing.*
- The following statements were removed:
 - *The value of the bursary shall be \$500.*
 - *The bursary shall be awarded to a student enrolled in the Faculty of Nursing of the University of Manitoba and proceeding in the next ensuing academic session to a full program leading to the degree of Bachelor of Nursing of this institution.*
 - *The bursary shall be tenable with all other awards.*
 - *The first award will be made in 1966.*

Doris Marjorie Johnson Bursary in Human Ecology

The following amendments have been made to the terms of reference for the Doris Marjorie Johnson Bursary in Human Ecology:

- *The name of the award has been changed to: Doris Marjorie Johnson Bursary.*
- The amount of the gift was updated to \$100,000.
- The first paragraph was revised to reflect the purpose of the fund: supporting students in the

Human Nutritional Science degree program.

- The biographical information that makes up the majority of the first page was removed from the preamble and included in a separate section to appear after the terms under the heading “Biographical Information.” This section will appear on the final draft of the terms shared with the department and donor and is not a part of the terms to be considered for approval.
- The endowment fund will now be used to offer two bursaries at equal value based on the available income from the fund.
- Criterion (1) was revised to “*are enrolled full-time (minimum 60% course load) in any year of study in the Bachelor of Science (Human Nutritional Sciences) degree program, offered by the Faculty of Agricultural and Food Sciences at the University of Manitoba;*” replacing “in the Faculty of Human Ecology, in any year;”
- Criterion (2) was revised to consider the degree grade point average, instead of cumulative grade point average.
- The preference statement was removed.
- The selection committee sentence was revised to:
The selection committee will be the Faculty of Agricultural and Food Sciences Awards Committee.
- The standard Board of Governors Statement was added.

Frank and Donna Hruska Prize

The following amendments have been made to the terms of reference for the Frank and Donna Hruska Prize:

- The fund will now be used to support prizes for graduate students under the supervision of a staff member of the Chemistry Department.
- The fund will no longer be used to offer prizes to undergraduate students, support the purchase of books and subscriptions to scientific journals, or assist with the expenses incurred by travel to conferences and workshops.
- The numbered eligibility criteria were revised to:
Each year, one or more prizes will be offered to undergraduate students who are:
 - (1) registered full-time in the Faculty of Graduate Studies in a Masters or Ph.D. program offered by the department of Chemistry;*
 - (2) have achieved a minimum degree grade point average of 3.5.*
- The following statement was added:
The selection committee will have the discretion to determine the number and value of prizes to be offered each year.
- The selection committee statement was revised to:
The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Chemistry (or designate) to name the selection committee for this award.

Frosty Gold Classic Bursary in Recreation Management and Community Development

The following amendments have been made to the terms of reference for the Frosty Gold Classic Bursary in Recreation Management and Community Development:

- The preamble was revised to:

The Matthew Frost Sports Fund is an endowment fund held at The Winnipeg Foundation that was established in memory of Matthew Frost. The purpose of the fund is to provide financial support to undergraduate students pursuing their studies in Recreation Management and Community Development in the Faculty of Kinesiology and Recreation Management. Proceeds from the annual Frosty Golf Classic tournament were used to create the Frosty Golf Classic Bursary fund. Each year, The Winnipeg Foundation will report the available earnings from the fund to Financial Aid and Awards at the University of Manitoba.

- The fund will support one or more bursaries with a minimum value of \$1,000 each.
- The following statement was added:

The Winnipeg Foundation will confirm the number and value of awards to be offered each year.

- The selection committee sentence was revised to:

The selection committee will be named by the Dean of the Faculty of Kinesiology and Recreation Management (or designate).

Greene Memorial Fellowship

The following amendments have been made to the terms of reference for the Greene Memorial Fellowship:

- The eligibility criteria were revised to include graduate students in the Ph.D. in Nursing program.
- The selection committee sentence was revised to:

The Vice-Provost (Graduate Education) and the Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Community Health Sciences (or designate) to name the selection committee for this award, which will include at least one representative from the College of Nursing.

Experimental Lakes Area Graduate Fellowship

The following amendments have been made to the terms of reference for the Experimental Lakes Area Graduate Fellowship:

- *The name of the award has been changed to: IISD – Experimental Lakes Area Graduate Fellowship.*
- All references to the Experimental Lakes Area were revised to the International Institute for Sustainable Development – Experimental Lakes Area (IISD-ELA).
- The available annual interest from the fund will be used to provide one or more fellowships to graduate students.
- The numbered eligibility criteria were revised to:
 - (1) *is enrolled full-time in the Faculty of Graduate Studies in any Master's or doctoral program offered at the University of Manitoba;*
 - (2) *has achieved a minimum grade point average of 3.5 (or equivalent) based on the previous 60 credit hours of study;*

(3) *has been accepted to conduct research at the IISD-ELA;*

(4) *has demonstrated exceptional research ability, as determined by the selection committee.*

- Required application materials were outlined in the terms.
- The selection committee sentence was revised to:

The Vice-Provost (Graduate Education) and the Dean of the Faculty of Graduate Studies (or designate) will ask the Deans of the Faculty of Science and the Clayton H. Riddell Faculty of Environment, Earth, and Resources (or designates) to name the selection committee, which will also include the Director of the IISD-ELA research unit.

- The following statements were added:
 - *Previous recipients are encouraged to apply. In addition to the required application materials provided in the previous year, past recipients must also provide a brief summary (maximum 250 words) describing the benefits of having received the IISD-Experimental Lakes Area Graduate Fellowship in the past along with an updated budget justification. This must be accompanied by a letter of support from the applicant's academic advisor.*
 - *Candidates will be assessed based on a combination of academic standing, the quality of the applicant's proposed research, and by the relevance of the proposed research to the IISD-ELA program.*
 - *The selection committee can offer to provide funds to meet some of an applicant's entire request. Award payments of equal value will be disbursed to the student's fee account at the beginning of each academic term in the year the award is tenable.*
 - *The selection committee will have the discretion to determine the number and value of fellowships offered each year based on the available funds.*
 - The standard Board of Governors statement.

Experimental Lakes Area Undergraduate Summer Award

The following amendments have been made to the terms of reference for the Experimental Lakes Area Undergraduate Summer Award:

- *The name of the award has been changed to: IISD – Experimental Lakes Area Undergraduate Research Scholarship.*
- All references to the Experimental Lakes Area were revised to the International Institute for Sustainable Development – Experimental Lakes Area (IISD-ELA).
- The available annual interest from the fund will be used to provide one or more scholarships to undergraduate students.
- The numbered eligibility criteria have been revised to:
 - (1) *have completed a minimum of one year of study as a full-time student (minimum 30 credit hours) in any school or faculty at the University of Manitoba;*
 - (2) *have achieved a minimum degree grade point average of 3.0;*
 - (3) *have applied for a research placement at the IISD-ELA and has been accepted;*
 - (4) *have declared an intention to register full-time (minimum 80% course load) in the academic session immediately following the research placement.*
- Required application materials have been outlined in the terms.

- The award payment structure was outlined in the terms.
- The selection committee sentence was revised to:
The Deans of the Faculty of Science and the Clayton H. Riddell Faculty of Environment, Earth, and Resources (or their designates) will jointly name the selection committee, which will include the Director of the IISD-ELA research unit (or designate).
- The following statements were added:
 - *Candidates will be assessed based on a combination of: academic standing, the relevance of the applicant's undergraduate field of study to the research carried out at the IISD-ELA, and the degree to which this award is critical to the applicant's ability to participate in a research placement at the IISD-ELA.*
 - *Co-op students and students who have previously received this scholarship are encouraged to apply. In addition to the required application materials listed above, past recipients must also provide a brief summary (maximum 250 words) describing the benefits of having received the IISD-ELA Undergraduate Research Scholarship in the past.*
 - *The selection committee will have the discretion to determine the number and value of scholarships offered each year based on the available funds.*
 - The standard Board of Governors statement.

Janet Fabro McComb Award

The following amendments have been made to the terms of reference for the Janet Fabro McComb Award:

- *The name of the award has been changed to: Janet Fabro McComb Scholarship*
- The opening paragraph was revised to:
An endowment fund has been established at the University of Manitoba in memory of Janet Fabro McComb (B.H.Ec/76, M.Sc./79) to support graduate students in the field of Human Nutritional Sciences. Mrs. McComb received her undergraduate as well as her graduate degree in Foods in Nutrition from the former Faculty of Human Ecology. Each year, the available annual income from this fund will be used to offer one scholarship to a graduate student who:
- The numbered eligibility criteria were revised to:
 - (1) *is enrolled full-time in the Faculty of Graduate studies in the M.Sc. or Ph.D. program in Human Nutritional Sciences or the Individual Interdisciplinary Studies in Human Nutritional Sciences at the University of Manitoba;*
 - (2) *has achieved a minimum degree grade point average of 3.5 (or equivalent) based on the previous 60 credit hours of study;*
 - (3) *has demonstrated excellent communication skills and leadership qualities.*
- The following sentences were added:
Candidates will be required to submit a letter of reference indicating how they meet criterion (3) above. The reference letter should be written by someone in a position to objectively ascertain the communication skills and leadership qualities of the candidate (e.g. professor, supervisor, employer, etc.).
- The selection committee sentence was changed to:
The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or

designate) will ask the Chair of the Awards Committee of the Faculty of Agricultural and Food Sciences to convene the selection committee for this award.

- The standard Board of Governors statement was added.

Katherine M.S. Middleton Scholarship

The following amendments have been made to the terms of reference for the Katherine M.S. Middleton Scholarship:

- The terms were broken out of block paragraph format and revised to current formatting standards with numbered criteria.
- The numbered eligibility criteria were revised to:
 - (1) *is a Canadian citizen or Permanent Resident;*
 - (2) *is enrolled full-time in the Faculty of Graduate Studies in the Department of Human Nutritional Sciences at the University of Manitoba;*
 - (3) *has achieved a minimum grade point average of 3.5 (or equivalent) based on the most recent 60 credit hours of study; and*
 - (4) *is carrying out research focused on food product development.*
- The following statements were added:
 - *Applicants must submit a written statement (maximum 250 words) to demonstrate how they have met criteria (4) above.*
 - *The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Agricultural and Food Sciences (or designate) to name the selection committee for this award.*
- The standard Board of Governors statement.

Manitoba Ag Days Scholarship in the Faculty of Agricultural and Food Sciences

The following amendments have been made to the terms of reference for the Manitoba Ag Days Scholarship in the Faculty of Agricultural and Food Sciences:

- The following sentence was added to the preamble:

Manitoba Ag Days has established an annually funded scholarship to recognize academic achievement and community involvement by students in the Faculty of Agricultural Food Sciences at the University of Manitoba.
- The numbered eligibility criteria were revised to:
 - (1) *has completed a minimum of 24 credit hours and a maximum of 36 credit hours of university-level courses;*
 - (2) *is enrolled full-time (minimum 80% course load) in the second year of study of any undergraduate degree program offered by the Faculty of Agricultural and Food Sciences at the University of Manitoba;*
 - (3) *has achieved a minimum degree grade point average of 3.0;*
 - (4) *has demonstrated leadership in both the agriculture community and within the university.*
- The following statements were added:

- *Applicants will be required to submit a statement (maximum 500 words) outlining their involvement in the university and agriculture community, indicating how they have demonstrated leadership in these roles.*
- *The donor will contact the Financial Aid and Awards office by March 31 in any year this award will not be offered.*

Manitoba Ag Days Scholarship in the School of Agriculture

The following amendments have been made to the terms of reference for the Manitoba Ag Days Scholarship in the School of Agriculture:

- *The name of the award has been changed to: Manitoba Ag Days Convocation Prize in the School of Agriculture.*
- The following sentence was added to the preamble:
Manitoba Ag Days has established an annually funded scholarship to recognize academic achievement and community involvement by students in the School of Agriculture at the University of Manitoba.
- The numbered eligibility criteria was revised to:
 - (1) *has successfully completed the requirements for the Diploma in Agriculture at the University of Manitoba;*
 - (2) *has achieved a minimum degree grade point average of 3.0;*
 - (3) *has demonstrated community involvement and leadership in both the agriculture community and within the university.*
- The following statements was added:
 - Applicants will be required to submit a statement (maximum 500 words) outlining their involvement in the university and agriculture community, indicating how they have demonstrated leadership in these roles.
 - The donor will contact the Financial Aid and Awards office by March 31 in any year this award will not be offered.

Martin Nevile Award

The following amendments have been made to the terms of reference for the Martin Nevile Award:

- *The name of the award has been changed to: Martin Nevile Scholarship.*
- The numbered eligibility criteria were revised to:
 - (1) *is enrolled full-time (minimum 80% course load) in the fourth year of the program in the College of Dentistry in the Faculty of Health Sciences at the University of Manitoba;*
 - (2) *has attained a high academic standing in the courses Pediatric Dentistry 1 and Pediatric Dentistry 2 (currently numbered PDSO 2410 and PDSO 3412);*
 - (3) *has achieved a minimum degree grade point average of 3.5;*
 - (4) *has demonstrated (i) a high level of care and judgment in the treatment of pediatric patients, (ii) interacts well with pediatric dental patients and their parents, as well as with the academic, laboratory and support staff, and with their student peers, (iii) has the potential for, and indicates an interest in, graduate pediatric dentistry education.*
- The nomination paragraph was revised to:

Nominations are to be elicited from full-time and part-time academic faculty in the Section of Pediatric Dentistry. The letter of nomination (maximum 250 words) should explain how the nominee meets criterion (3) above.

- The selection committee sentence was revised to:

The selection committee will be the College of Dentistry Scholarship Committee with input from the Department of Preventive Dental Science (or designate) and the Section Head of Pediatric Dentistry (or designate).

- The standard Board of Governors statement has been added.

Matthew Frost Award in Recreation Management and Community Development

The following amendments have been made to the terms of reference for the Matthew Frost Award in Recreation Management and Community Development:

- The biographical information that made up the preamble has been removed and included in a separate section to appear after the terms under the heading “Biographical Information.” This section will appear on the final draft of the terms shared with the department and donor and is not a part of the terms to be considered for approval.
- A new preamble has been written and the eligibility criteria have been revised to:

The Matthew Frost Sports Fund is an endowment fund held at The Winnipeg Foundation that was established in memory of Matthew Frost. The purpose of the fund is to reward a student who has been accepted to an internship assignment offered in conjunction with the Faculty of Kinesiology and Recreation Management. Each year, The Winnipeg Foundation will report the available earnings from the fund to the Financial Aid and Awards office at the University of Manitoba. A portion of these earnings will be used to offer two scholarships with a minimum value of \$1,000 each to undergraduate students who:

 - (1) are enrolled full time (minimum 60% course load) in the Bachelor of Recreation Management and Community Development degree program in the Faculty of Kinesiology and Recreation Management at the University of Manitoba;*
 - (2) have achieved a minimum degree grade point average of 2.5 (the minimum requirement to be eligible for a supervised fieldwork experience);*
 - (3) have been accepted to participate in an internship assignment;*
 - (4) demonstrate an interest in sport management through submission of information on their accepted internship and the assigned role as it relates to a career in sport management;*
- The preference order in which to consider eligible candidates was revised to:
 - (1) have been accepted into an internship of at least three months duration offered by the Winnipeg Jets;*
 - (2) have been accepted into an internship of at least three months duration offered by another professional sports franchise;*
 - (3) have been accepted into an internship of at least three months duration offered by another amateur or national sport organization;*
 - (4) have been accepted into an internship of at least three months duration offered by Sport Manitoba, Bison Sports, or any other equivalent internship.*
- The selection committee sentence was revised to:

The selection committee will be named by the Dean of the Faculty of Kinesiology and Recreation Management (or designate), and upon selection, will advise The Winnipeg Foundation of which of the four priorities was used.

Mildred I. Lucky Bursary in Nursing

The following amendments have been made to the terms of reference for the Mildred I. Lucky Bursary in Nursing:

- The biographical information that made up a majority of the preamble has been removed and included in a separate section to appear after the terms under the heading “Biographical Information.” This section will appear on the final draft of the terms shared with the department and donor and is not a part of the terms to be considered for approval.
- The fund will be used to offer one or more bursaries.
- Criterion (1) was revised to include the definition of full-time enrolment.
- Criterion (2) was revised to consider the degree grade point average, instead of cumulative.
- The following statements were added:
 - *Each year, the number and value of the individual bursaries to be offered will be determined by the selection committee, provided each bursary covers at least 30% of the recipient’s estimated tuition, books, and lab costs.*
 - The standard Board of Governors statement.

Mildred I. Lucky Scholarship in Nursing

The following amendments have been made to the terms of reference for the Mildred I. Lucky Scholarship in Nursing:

- All references to the Baccalaureate Nursing Program were changed to the Bachelor of Nursing program.
- The numbered eligibility criteria were revised to:
 - (1) *has completed the second year of full-time study in the Bachelor of Nursing program in the College of Nursing at the University of Manitoba;*
 - (2) *is enrolled full-time (minimum 80% course load) in the third year of the Bachelor of Nursing program;*
 - (3) *has achieved a minimum degree grade point average of 3.5;*
 - (4) *has achieved a passing grade in all courses;*
 - (5) *has never failed a clinical course.*
- The following statements were added:
 - *Each year, the number and value of the individual bursaries to be offered will be determined by the selection committee, provided each bursary covers at least 30% of the recipient’s estimated tuition, books, and lab costs.*
 - The standard Board of Governors statement.

MMCF – Medicine Class of 1954 Student Bursary

The following amendments have been made to the terms of reference for the MMCF – Medicine Class of 1954 Student Bursary:

- All references to the Faculty of Medicine have been changed to the College of Medicine.
- The available earnings from the fund will be used to offer one bursary to a student in the second, third, or fourth year of the Undergraduate Medical Education Program in the College of Medicine.

Peter Letkeman Scholarship in Chemistry

The following amendments have been made to the terms of reference for the Peter Letkeman Scholarship in Chemistry:

- The biographical information that made up a majority of the preamble has been removed and included in a separate section to appear after the terms under the heading “Biographical Information.” This section will appear on the final draft of the terms shared with the department and donor and is not a part of the terms to be considered for approval.
- The numbered eligibility criteria were revised to:
 - (1) *is enrolled in a minimum of 18 credit hours in the fourth year of the honours or major chemistry program in the Faculty of Science at the University of Manitoba or is entering full-time study in the first year of a Master of Science program in Chemistry in the Faculty of Graduate Studies;*
 - (2) *has achieved a minimum cumulative grade point average of 3.5 on all courses completed to date;*
 - (3) *has achieved the highest standing in the course Instrumental Methods of Analysis (currently numbered CHEM 3590) in the academic session preceding the session in which this scholarship is tenable.*
- The selection committee sentence was revised to:

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Chemistry (or designate) to name the selection committee for this award.
- The standard Board of Governors statement has been added.

Professional Interior Designers Institute of Manitoba Medal

The following amendments have been made to the terms of reference for the Professional Interior Designers Institute of Manitoba Medal:

- The terms were broken out of block paragraph format and revised to current formatting standards with numbered criteria.
- The numbered eligibility criteria were revised to:
 - (1) *has completed the requirements for the Master of Interior Design degree delivered by the Faculty of Architecture at the University of Manitoba;*
 - (2) *has achieved the highest academic standing (minimum degree grade point average of 3.75 based on coursework completed in the Master of Interior Design program) amongst all students who have graduated in the preceding October or February, or is eligible to graduate in the spring of the applicable academic year.*
- A tie-breaking mechanism was added.
- The following statements were added:

- *The Professional Interior Designers Institute of Manitoba will notify the Financial Aid and Awards office by no later than March 31 in any year this award is not to be offered.*
- *The Vice Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Interior Design (or designate) to name the selection committee for this award.*

R.A. (Bob) Bristow Memorial Scholarship

The following amendments have been made to the terms of reference for the R.A. (Bob) Bristow Memorial Scholarship:

- Each year, the available annual interest from the fund will be used to offer one scholarship.
- The numbered eligibility criteria were revised to:
 - (1) *is enrolled full-time in the Faculty of Graduate Studies at the University of Manitoba in a Master's or Ph.D. program in a department in the Faculty of Agricultural and Food Sciences;*
 - (2) *has achieved a minimum grade point average of 3.5 in the past 60 credit hours of study;*
 - (3) *has cereal breeding as a principal field of study.*
- The selection committee sentence was revised to:

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Agricultural and Food Sciences (or designate) to name the selection committee for this award.
- The standard Board of Governors statement was added.

Ronley Award

The following amendments have been made to the terms of reference for the Ronley Award:

- *The name of the award has been changed to: Ron McCasin Bursary.*
- Criterion (3) was removed from the eligibility criteria.
- The standard Board of Governors statement was added.

Science Students' Association Honours Bursary

The following amendments have been made to the terms of reference for the Science Students' Association Honours Bursary:

- The terms were broken out of block paragraph format and revised to current formatting standards with numbered criteria.
- The available annual income from the fund will be used to offer two bursaries of equal value.
- The numbered eligibility criteria state:
 - (1) *are enrolled full-time (minimum 60 % course load) in the second year of any honours program offered through the Faculty of Science at the University of Manitoba;*
 - (2) *have achieved a minimum degree grade point average of 2.5;*
 - (3) *have demonstrated financial need on the standard University of Manitoba bursary application form.*
- The following statements were removed:

- *The bursary shall be awarded until the exhaustion of the principal and income. In the year in which the residue is less than \$500, the final award shall be made and shall consist of the entire residue.*
- *Should a student so selected not continue as specified in the next annual ensuing session at The University of Manitoba, exclusive of the affiliated colleges, the award shall revert to the next qualified candidate.*
- The selection committee sentence was revised to:
The selection committee will be named by the Dean of the Faculty of Science (or designate).
- The standard Board of Governors statement was added.

3. WITHDRAWALS

Chartered Professional Accountants – Robert Syme Memorial Scholarship

This award is being withdrawn from the University of Manitoba's awards program at the request of the donor.

Frank and Donna Hruska Prize

(Award 44136)

This award is being withdrawn from the University of Manitoba's awards program at the request of the donor.

Manrex Medication Delivery Bursary

This award is being withdrawn from the University of Manitoba's awards program at the request of the donor.

Margaret E. Miller Prize in Community Dental Health

This award is being withdrawn from the University of Manitoba's awards program at the request of the donor.



AGENDA ITEM: Report of the Senate Committee on Awards – Part B [dated March 31, 2015]

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve five new offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated March 31, 2015].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

At its meeting on March 31, 2015, the Senate Committee on Awards approved five new offers that appear to be discriminatory according to the policy on the *Non-Acceptance of Discriminatory Awards*, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated March 31, 2015].

The Lewis Bursary would be offered to Indigenous undergraduate students in the Faculty of Science.

The following awards would be offered to students who are members of the Aboriginal Business Education Partners (ABEP) Program:

- MTS Future first Bursary in Aboriginal Business Education
- MTS Future First Scholarship in Aboriginal Business Education
- Pauline and Roger Presland Bursaries in Aboriginal Business Education – Select Manitoba College and Select Manitoba University Diploma Graduates

The Scott Saxberg Entrance Scholarship in Engineering would provide for two scholarships for undergraduate Engineering students, at least one of whom would be a female student.

RESOURCE REQUIREMENTS:

The awards would be funded from the sources identified in the Report.

IMPLICATIONS:

The Lewis Bursary would aid in the recruitment and retention of Indigenous undergraduate students to the Faculty of Science. The MTS Future first Bursary in Aboriginal Business Education, the MTS Future First Scholarship in Aboriginal Business Education, and the Pauline and Roger Presland Bursaries in Aboriginal Business Education would aid in the recruitment and retention of Indigenous undergraduate students to the I.H. Asper School of Business.

The Scott Saxberg Entrance Scholarship would aid in the recruitment of female students to undergraduate Engineering programs.

CONSULTATION:

This award offer was approved by Senate at its meeting on May 13, 2015.

REPORT OF THE SENATE COMMITTEE ON AWARDS – PART B

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

Observation

At its meeting of March 31, 2015, the Senate Committee on Awards reviewed five new offers that appear to be discriminatory according to the policy on the *Non-Acceptance of Discriminatory Awards*, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated March 31, 2015).

Recommendation

The Senate Committee on Awards recommends that Senate and the Board of Governors approve five new offers, as set out in Appendix A of the *Report of the Senate Committee on Awards- Part B* (dated March 31, 2015). This award decision complies with the published guidelines of November 3, 1999, and is reported to Senate for information.

Respectfully submitted,

Dr. Phil Hultin
Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

Appendix A March 31, 2015

1. NEW OFFERS

Lewis Bursary

In honour of his great-aunt Sarah Lewis, Anthony Williams, B.Sc. (Hons.)/77, has established an endowment at fund at the University of Manitoba with a gift of \$100,000 in 2015. The purpose of the fund is to provide financial support to Indigenous undergraduate students in the Faculty of Science. Beginning in the 2016-2017 academic year, the available annual income will be used to offer bursaries with a minimum value of \$1,500 each to undergraduate students who:

- (1) are Indigenous (Status, non-Status, Métis, Inuit);
- (2) are enrolled full-time (minimum 60% course load) in any year of study in the Faculty of Science;
- (3) have a record of satisfactory achievement which is defined as:
 - (a) for first year students, the required minimum entrance average based on those courses used for admission;
 - (b) for continuing students, a minimum degree grade point average of 2.5;
- (4) have demonstrated financial need on the standard University of Manitoba bursary application form.

The bursaries are renewable (with a minimum value of \$1,500 each) for up to three years provided that the recipients:

- (1) continue to be enrolled full-time (minimum 60% course load) in the Faculty of Science;
- (2) have achieved a minimum degree grade point average of 2.5;
- (3) continue to demonstrate financial need on the standard University of Manitoba bursary application form.

The selection committee will have the discretion to determine the number and value of awards, based on the available funds.

In the event that a recipient does not qualify for continuation of the award, the University may select another qualified student to receive the funds that would have been awarded to the initial recipient.

The Dean of the Faculty of Science (or designate) will name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing this award.

(Attachment I)

MTS Future First Bursary in Aboriginal Business Education

As a long-time supporter of the Aboriginal Business Education Partners (ABEP) program, MTS (Manitoba Telecom Services Inc.) has formalized their support with the establishment of an annually funded bursary. The purpose of the bursary is to support students in the ABEP program in the I.H. Asper School of Business at the University of Manitoba. Each year, two bursaries of \$1,000 will be offered to undergraduate students who:

- (1) are members of the Aboriginal Business Education Partners (ABEP) program;
- (2) are enrolled full-time (minimum 60% course load) in the B.Comm. (Hons.) program in the I.H. Asper School of Business;

- (3) have achieved a minimum degree grade point average of 2.0;
- (4) have demonstrated financial need on the ABEP bursary application form as approved by the Financial Aid and Awards office at the University of Manitoba.

If there are no candidates that meet all of the criteria, the bursary may be offered to a student who is enrolled full-time (minimum 60% course load) in any faculty or school at the University of Manitoba and otherwise meets criteria (1), (3) and (4).

The donor will notify the Financial Aid and Awards office at the University of Manitoba by no later than March 31 in any year this award will not be offered.

The selection committee shall be named by the Director of the Aboriginal Business Education Partners (ABEP) program (or designate).

(Attachment II)

MTS Future First Scholarship in Aboriginal Business Education

As a long-time supporter of the Aboriginal Business Education Partners (ABEP) program, MTS (Manitoba Telecom Services Inc.) has formalized their support with the establishment of an annually funded scholarship. The purpose of the award is to recognize students in the ABEP program in the I.H. Asper School of Business at the University of Manitoba. Each year, one scholarship of \$1,000 will be offered to an undergraduate student who:

- (1) is a member of the Aboriginal Business Education Partners (ABEP) program;
- (2) is enrolled full-time (minimum 80% course load) in the B.Comm. (Hons.) program in the I.H. Asper School of Business;
- (3) has achieved a minimum degree grade point average of 3.0.

If there are no candidates that meet all of the criteria, the scholarship may be offered to a student who is enrolled full-time (minimum 80% course load) in any faculty or school at the University of Manitoba and otherwise meets criteria (1) and (3).

The donor will notify the Financial Aid and Awards office at the University of Manitoba by no later than March 31 in any year this award will not be offered.

The selection committee shall be named by the Director of the Aboriginal Business Education Partners (ABEP) program (or designate) and will include a representative from MTS.

(Attachment II)

Pauline and Roger Presland Bursaries in Aboriginal Business Education – Select Manitoba College and Select Manitoba University Diploma Graduates

Pauline and Roger Presland will offer an annual contribution of \$15,000 for ten years, to offer three renewable bursaries of \$5,000 each, beginning in 2015-2016 and ending in 2024-2025. The aim of the bursaries is to provide support to student members of the Aboriginal Business Education Partners (ABEP) program who enroll in the I.H. Asper School of Business upon completion of the diploma portion of one of the approved articulation agreements in place with select Manitoba colleges and select Manitoba universities. Each year, the bursaries will be offered to undergraduate students who:

- (1) are members of the Aboriginal Business Education Partners (ABEP) program;
- (2) have enrolled in the I.H. Asper School of Business upon completion of the diploma portion of one of the approved articulation agreements in place with select Manitoba colleges and select Manitoba universities;
- (3) are enrolled full-time (minimum 60% course load) in the I.H. Asper School of Business at the University of Manitoba;

- (4) have a record of satisfactory academic achievement defined as:
 - a. for entering students, meeting the minimum admission requirements for the I.H. Asper School of Business as identified in the articulation agreement with the corresponding Manitoba college or Manitoba university;
 - b. for continuing students, a minimum degree grade point average of 2.0;
- (5) have demonstrated financial need on the ABEP bursary application form as approved by the Financial Aid and Awards office at the University of Manitoba.

The \$5,000 bursaries are renewable provided that the recipients:

- (1) continue to be members of the Aboriginal Business Education Partners (ABEP) program;
- (2) are enrolled full-time (minimum 60% course load) in the I.H. Asper School of Business at the University of Manitoba;
- (3) have achieved a minimum degree grade point average of 2.0;
- (4) continue to demonstrate financial need on the ABEP bursary application form as approved by the Financial Aid and Awards office.

If there are no qualified applicants, the selection committee will have the discretion to offer the award to a student, or students, from the pool of ABEP bursary applicants who otherwise meet criteria (1) and (3) through (5), as set out in the first paragraph.

Only three recipients may hold the bursaries at any one time. In the event that a recipient does not qualify for the renewal, a new recipient will be selected based on the first set of eligibility criteria.

The funds for each bursary will first be applied to the recipients' tuition fees. In the event that there are funds remaining once those expenses have been paid, the recipient will receive a cheque from the Financial Aid and Awards office intended to offset the costs of books and course supplies.

The donors will notify the Financial Aid and Awards office at the University of Manitoba by no later than March 31 in any year they wish to discontinue this award.

The selection committee shall be named by the Director of the Aboriginal Business Education Partners (ABEP) program (or designate) and may include the Director of Financial Aid and Awards (or designate).

(Attachment III)

Scott Saxberg Entrance Scholarship in Engineering

Scott Saxberg has established an annually funded entrance scholarship for students in the Faculty of Engineering. The purpose of the scholarship is to recognize academic excellence as well as athletic and extra-curricular involvement in students entering directly from high school to the University of Manitoba. Each year, beginning in 2015-2016, scholarships of \$3,000 each will be offered to two undergraduate students (at least one of whom is female) who:

- (1) are entering the Faculty of Engineering at the University of Manitoba directly from high school and enroll full time (minimum 24 credit hours);
- (2) have achieved high standing (minimum 85% average) in Mathematics 40S (Pre-Calculus), Physics 40S and Chemistry 40S;
- (3) have represented their high school as student-athletes and/or have participated in extra-curricular activities.

Preference will be given to students from John Taylor High School.

Students will be required to submit a letter of reference from a teacher or principal at their high school indicating how they meet criterion (3) above.

The donor will notify the Financial Aid and Awards office by no later than March 31 in any year the award will not be offered.

The selection committee will be the Scholarships, Bursaries and Awards Committee of the Faculty of Engineering and will include a donor representative.

(Attachment IV)



UNIVERSITY
OF MANITOBA

Faculty of Science

Office of the Dean
239 Machray Hall
Winnipeg, Manitoba
Canada R3T 2N2
Telephone: 204-474-8256
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Toll Free: 1-800-432-1960 ext. 8256

February 18, 2015

Dr. Philip Hultin
Chair, Senate Committee on Awards
c/o Adrienne Domingo,
Awards Establishment Coordinator
422 University Centre
University of Manitoba

Dear Dr. Hultin,

The Faculty of Science is happy to support the establishment of the Lewis Bursary.

When comparing the numbers in the table below to the number of self-declared Indigenous people in the general Manitoba population (15%), it becomes clear that Indigenous students are under-represented at the University of Manitoba.

Year (fall)	Number of Indigenous Students (undergraduate)	% Indigenous
2014	229	5.2
2013	186	4.6
2012	160	4.4
2011	142	4.3
2010	135	4.4

As an institution, I know that we're all committed to increasing the number of Indigenous students on our campuses. Awards such as this will provide support to Indigenous students which will contribute to meeting our goals and more importantly will contribute to the success of individual Indigenous students.

Sincerely,

Dr. Stefi Baum
Dean
Faculty of Science





UNIVERSITY
OF MANITOBA

Asper School of Business

March 17, 2015

Dr. Philip Hultin
Chair, Senate Committee on Awards
c/o Mandy Laing,
Awards Establishment/Selection Coordinator
424E University Centre
University of Manitoba

Michael Benarroch, PhD
Dean and CA Manitoba Chair in Business Leadership
314 Drake Centre
181 Freedman Crescent
Winnipeg, Manitoba
Canada R3T 5V4
Telephone 204-474-9209
Fax 204-474-7928
Email: m_benarroch@umanitoba.ca

RE: MTS Future First Bursary and Scholarship in Aboriginal Business Education

Dear Dr. Hultin,

The I.H. Asper School of Business supports the establishment of both the MTS Future First Bursary in Aboriginal Business Education and the MTS Future First Scholarship in Aboriginal Business Education.

In the Fall Term of 2014, the School's self-declared Aboriginal student population was 3.6% of total enrolment, compared to the University of Manitoba Aboriginal student population average of 7.3%

Aboriginal student enrolment data for the past five years in the I.H. Asper School of Business is provided for context in the table below.

Year (Fall Term)	Number of Aboriginal Students	Total Students	% Aboriginal Students
2014	63	1753	3.6
2013	55	1752	3.1
2012	59	1742	3.4
2011	62	1698	3.7
2010	62	1604	3.9

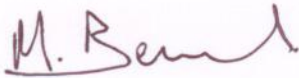
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Letter to Dr. Philip Hultin
Chair, Senate Committee on Awards
Page Two
March 17, 2015

As an institution, our commitment is to increase the number of Aboriginal students on our campuses. Increasing the number of bursaries, scholarships and awards for Aboriginal students contributes to this commitment. This bursary and scholarship will provide the I.H. Asper School of Business the opportunity to recruit, support and retain Aboriginal students at the University of Manitoba and, in doing so, will also contribute to the success of individual Aboriginal students.

Sincerely,

A handwritten signature in dark ink, appearing to read "M. Benarroch". The signature is fluid and cursive, with a prominent initial "M" and a long, sweeping tail.

Dr. Michael Benarroch



UNIVERSITY
OF MANITOBA

Asper School of Business

March 5, 2015

Dr. Philip Hultin
Chair, Senate Committee on Awards
c/o Mandy Laing,
Awards Establishment/Selection Coordinator
424E University Centre
University of Manitoba

Michael Benarroch, PhD
Dean and CA Manitoba Chair in Business Leadership
314 Drake Centre
181 Freedman Crescent
Winnipeg, Manitoba
Canada R3T 5V4
Telephone 204-474-9209
Fax 204-474-7928
Email: m_benarroch@umanitoba.ca

Dear Dr. Hultin,

RE: Pauline and Roger Presland Bursaries in Aboriginal Business Education – Select Manitoba College and Select Manitoba University Diploma Graduates

The I.H. Asper School of Business supports the establishment of the Pauline and Roger Presland Bursaries in Aboriginal Business Education – Select Manitoba College and Select Manitoba University Diploma Graduates.

In the Fall Term of 2014, the School's self-declared Aboriginal student population was 3.6% of total enrolment, compared to the University of Manitoba Aboriginal student population average of 7.3%

Aboriginal student enrolment data for the past five years in the I.H. Asper School of Business is provided for context in the table below.

Year (Fall Term)	Number of Aboriginal Students	Total Students	% Aboriginal Students
2014	63	1753	3.6
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2010	62	1604	3.9

/continued



Dr. Philip Hultin
Chair, Senate Committee on Awards
March 5, 2015
Page Two

As an institution, our commitment is to increase the number of Aboriginal students on our campuses. Increasing the number of bursaries, scholarships and awards for Aboriginal students contributes to this commitment. This bursary will provide the I.H. Asper School of Business the opportunity to recruit, support and retain Aboriginal students at the University of Manitoba and, in doing so, will also contribute to the success of individual Aboriginal students.

Sincerely,

A handwritten signature in black ink, appearing to read "M Benarroch". The signature is fluid and cursive, with the first letter of the first name being a large, stylized "M".

Michael Benarroch



UNIVERSITY OF MANITOBA | Faculty of Engineering
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11 February 2015

Dr. Philip Hultin
Chair, Senate Committee on Awards
c/o Mandy Laing
Awards Establishment/Selection Coordinator
424E University Centre
University of Manitoba

Dear Dr. Hultin,

RE: Scott Saxberg Entrance Scholarship in Engineering

The Faculty of Engineering supports the establishment of the Scott Saxberg Entrance Scholarship in Engineering.


In the Fall Term of 2013, the Faculty's female student population was 18% of total enrolment, compared to the University of Manitoba female student population average of 55%.

Undergraduate female student enrolment data for the past five years in the Faculty of Engineering is provided for context in the table below. Graduate student enrolment of about 450 students is approximately 21% female.

Year (Fall Term)	Number of Female Students	Total Students	% Female Students
2013	301	1644	18%
2012	265	1497	18%
2011	230	1309	18%
2010	213	1259	17%
2009	190	1227	15%

As a Faculty, we are supportive of increasing the number of female students enrolled in our programs. Increasing the number of scholarships, bursaries, and awards for female students in Engineering contributes to this endeavor. This scholarship will provide the Faculty of Engineering the opportunity to recruit, recognize and retain female students and, in doing so, will also contribute to the success of individual female students in their chosen field.

Sincerely,

A handwritten signature in cursive script that reads "J. Beddoes".

Jonathan Beddoes, Ph.D., P.Eng.
Professor and Dean



AGENDA ITEM: Report of the Senate Committee on Awards – Part A [dated May 12, 2015]

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve sixteen new offers, nineteen amended offers, and the withdrawal of one offer, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated May 12, 2015].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

At its meeting on May 12, 2015, the Senate Committee on Awards approved sixteen new offers, nineteen amended offers, and the withdrawal of one offer, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated May 12, 2015].

RESOURCE REQUIREMENTS:

The awards will be funded from the sources identified in the Report.

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION:

All of these award decisions meet the published guidelines for awards, as approved by Senate. They will be reported to Senate for information on June 24, 2015.

REPORT OF THE SENATE COMMITTEE ON AWARDS – PART A

Preamble

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

Observations

At its meeting of May 12, 2015 the Senate Committee on Awards approved 16 new offers, 19 amended offers, and the withdrawal of one award as set out in Appendix A of the *Report of the Senate Committee on Awards – Part A* (dated May 12, 2015).

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 16 new offers, 19 amended offers, and the withdrawal of one award as set out in Appendix A (dated May 12, 2015). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr. Phil Hultin
Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

Appendix A May 12, 2015

1. NEW OFFERS

Audrey Soloduk Memorial Bursary

In memory of Audrey Soloduk, a trust fund has been established at the University of Manitoba. The purpose of the fund is to provide support to students in the College of Nursing. The capital and available annual income will be used to offer bursaries a total of three times beginning in the 2015-2016 academic session and continuing until the funds have been exhausted in 2017-2018. The first two bursaries will be valued at \$1,500 each. The value of the bursary will be adjusted in the final year to spend out the remainder of the trust. Each year, one bursary will be offered to an undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in any year of study in the Bachelor of Nursing Program offered by the College of Nursing;
- (2) has achieved a minimum degree grade point average of 2.5;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee will be the Student Awards Committee of the College of Nursing.

The Board of Governors of the University of Manitoba has the right to modify the terms of the award if, because of changed conditions, it becomes necessary to do so. Such modifications shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Bereziuk-Kushniryk Graduate Fellowship in Ukrainian Studies

Emil and Lynette Hain have established an endowment fund at the University of Manitoba with an initial gift of \$25,000 in 2014 to offer the Bereziuk-Kushniryk Graduate Fellowship in Ukrainian Studies. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The purpose of the fund is to recognize the academic achievements of graduate students whose research topic is focused on Ukrainian Canadians, Ukraine, or the Ukrainian diaspora. Beginning in the 2016-2017 academic year, the available interest from the fund will be used to offer one fellowship to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in a graduate program offered by the Department of German and Slavic Studies at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of study;
- (3) has demonstrated academic excellence in studies related to Ukrainian Canadians, Ukraine, or the Ukrainian diaspora.

To support criterion (3), applicants will be required to submit the following materials:

- (a) a brief personal statement (maximum 500 words) explaining the applicant's interest in the research topic and why it was chosen;
- (b) an essay (maximum 1,000 words) summarizing the approved thesis proposal, with emphasis given to how it relates to Ukrainian Canadians, Ukraine, or the Ukrainian diaspora;
- (c) a *curriculum vitae*;
- (d) a reference letter from their advisor.

If there are no eligible candidates, the fellowship will be offered to a full-time student in any other graduate program who is working on a topic that deals with Ukraine, makes use of sources in Ukraine or in the Ukrainian language, or has Ukrainian Canadians as the research focus, and meets criteria (2) and (3).

The Vice Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of German and Slavic Studies (or designate) to name the selection committee for this award. The committee will include a minimum of one faculty member from the Department of German Slavic Studies who teaches Ukrainian studies, one faculty member from the Centre for Ukrainian Canadian Studies, and a local member of the Hain family (or designate).

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

CYKE Bursary

Cynthia Shiu Yee Chan & Hung Kei Chan have established an endowment fund at the University of Manitoba with a gift of \$40,000 in 2014. The purpose of the fund is to provide financial support to full-time students at the University of Manitoba. Beginning in the 2016-2017 academic year, the available annual interest will be used to offer one bursary to an undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in any faculty, college, or school at the University of Manitoba;
- (2) has a record of competent academic achievement: a minimum degree grade point average of 3.0;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.

The Director of Financial Aid and Awards (or designate) will name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Diana Lynn Kelm Gattinger Scholarship

The Gattinger family (hereinafter referred to as <<*the Donor*>>) has established an endowment fund with an initial gift of \$50,000 to offer a memorial scholarship at the University of Manitoba in honour of daughter and sister, Diana Lynn Kelm. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The purpose of the fund is to reward students who have made significant contributions while volunteering their time in a program jointly hosted and facilitated by the Student Counselling Centre and the Health and Wellness Educator of the University of Manitoba. Beginning in the 2016-2017 academic year, the available annual interest from the fund will be used to offer one scholarship to a student who:

- (1) is enrolled part-time or full-time in any year of study in any faculty, college, or school at the University of Manitoba;
- (2) has achieved:
 - (a) for undergraduate students, a minimum degree grade point average of 3.0; or
 - (b) for graduate students, a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of study;
- (3) is a returning volunteer at the Student Counselling Centre and has made the most significant contribution to the Centre, either through programming, leadership, mentoring, and/or innovative work.

To support criterion (3), nominations (maximum 250 words) will be invited from either the Student Counselling Centre staff or the Health and Wellness Educator.

The Director of the Student Counselling Centre (or designate) will name the selection committee for this scholarship. Any graduate student recipients named to receive the scholarship under category (2)(b) above

will be reported through the Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies.

The scholarship shall cease thirty-five (35) years after its establishment, at which time the Board of Governors of the University may direct any remaining capital of the donation to another scholarship fund.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Direct Entry Scholarship in Actuarial Mathematics

An endowment fund has been established at the University of Manitoba, with initial gifts beginning in 2001 and now totaling approximately \$50,000 to encourage high school students to pursue studies in Actuarial Mathematics in either the I.H. Asper School of Business or the Faculty of Science. Each year, beginning in 2015-2016, the available annual interest from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) is admitted to, and enrolls full-time (minimum 80% course load) in, the first year of study, via direct entry from high school in either:
 - (a) the B.Comm. (Hons) degree program in the I.H. Asper School of Business, or
 - (b) the B.Sc. degree program in the Faculty of Science;
- (2) has indicated their intention to pursue a major in Actuarial Mathematics, or Statistics – Actuarial Mathematics, via application for this award;
- (3) has achieved a minimum 85% average over the following courses (or their equivalents):
 - (a) Pre-Calculus Mathematics 40S,
 - (b) English 40S or Anglais 40S,
 - (c) at least one other 40S course.

Candidates will be required to submit an application to the I.H. Asper School of Business that includes a copy of their high school transcript and indicates their intention to pursue a major in Actuarial Mathematics or Statistics – Actuarial Mathematics.

Candidates will be ranked according to their mark in Pre-Calculus Mathematics 40S (or equivalent) and the scholarship will be awarded to the top ranking student. In the event of a tie, candidates will continue to be ranked according to their next highest mark in a 40S (or equivalent) course until the tie is broken.

The selection committee shall be jointly named by the Dean of the I.H. Asper School of Business (or designate) and the Dean of the Faculty of Science (or designate) and will include the Director of the Warren Centre for Actuarial Studies and Research (or designate).

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Eirikur and Thorbjorg Stephanson Travel Award

Agnes Stephanson Cooke has established an endowment fund at the University of Manitoba with an initial gift of \$50,000 in 2014. The purpose of the fund is to provide travel awards to students who have successfully qualified to take part in the Icelandic Field School offered by the Department of Icelandic Language and Literature. The donor has provided an additional gift of \$5,000 to offer the first awards in 2015-2016. Beginning in 2016-2017, the available annual interest, plus any unspent revenue, will be used to offer the awards. Each year, two travel awards of equal value will be offered to students who:

- (1) are enrolled as either:

- (a) a full-time undergraduate student (minimum 80% course load) in the Faculty of Arts with a declared Major or Minor in Icelandic Language and Literature; or
- (b) a full-time graduate student in the Faculty of Graduate Studies, in a Master's program delivered by the Department of Icelandic Language and Literature;
- (2) have been accepted to attend the Icelandic Field School, offered in cooperation with the University of Iceland in Reykjavik and the University Centre of the West Fjords;
- (3) have achieved the highest degree grade point averages out of those students who have met the above criteria, with a minimum of:
 - (a) 3.0, for undergraduate students; or
 - (b) 3.5 based on the last 60 credit hours of study (or equivalent), for graduate students.

In the event of a tie, the travel award will be offered to the student who has completed more courses in the area of Icelandic language and literature.

In the event there are no students that meet criterion (1), the award may be offered to full-time students (minimum 80% course load for undergraduates) enrolled in any undergraduate or graduate program offered by the Faculty of Arts who have also satisfied criteria (2) and (3).

The travel awards will be available each year the Icelandic Field School course is offered.

The travel awards will first be applied to the recipients' tuition fees for the Field School. In the event that there are funds remaining once those expenses have been paid, the recipient can request a cheque from the Financial Aid and Awards office, to offset the costs of travel and course supplies.

The selection committee will be jointly named by the Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies and the Department Head of the Icelandic Language and Literature (or designate), and will include the Area Director of Summer Session - Extended Education (or designate). Any graduate student recipients named to receive the award will be reported through the Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Geza and Trudi Racz Scholarship in Soil Science

With a gift in 2015, Geza and Trudi Racz established an endowment fund at the University of Manitoba to recognize academic achievement and encourage further study in the field of Soil Science. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. Each year, beginning in 2017-2018, the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) is enrolled full-time (minimum 80% course load) in the fourth year of study in the Faculty of Agricultural and Food Sciences;
- (2) has achieved a minimum degree grade point average of 3.5;
- (3) has declared their intention to pursue graduate studies via application for this award.

Preference in selection will first be given to students with a declared minor in Soil Science who intend to pursue graduate studies in the field of Soil Science. If there are no candidates that meet these criteria, the award may be offered to a fourth-year student in the Agronomy program who otherwise meets criteria (2) and (3).

Candidates will be required to submit an application to the Faculty of Agricultural and Food Sciences that includes a brief statement (maximum 500 words) describing their intention to pursue graduate studies.

The selection committee will be the Faculty of Agricultural and Food Sciences Awards Committee.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

James Neil Adderson Memorial Bursary in Electrical Engineering

James Neil Adderson was born in Birtle, Manitoba in 1928. He showed an early aptitude for all things electrical, installing a wind generator in the family home at the age of fourteen and becoming an electrician's helper at sixteen years old. He went on to earn a degree in Electrical Engineering from the University of Manitoba in 1952 and, with a bequest of \$10,000 in 2014, established an endowment fund to support students in Electrical Engineering. Each year, beginning in 2016-2017, the available annual income from the fund will be used to offer one bursary to an undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in at least the second year of study in the Faculty of Engineering in the Electrical Engineering degree program;
- (2) has achieved a minimum degree grade point average of 2.5;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee will be the Scholarships, Bursaries, and Awards Committee of the Faculty of Engineering.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Honsa Family Prize in Intellectual Property Law

The Honsa family has established an annually funded prize for a five year term in the Faculty of Law at the University of Manitoba. The purpose of the prize is to recognize graduating students from the J.D. program in the Faculty of Law with an interest in intellectual property (IP) law. Each year, beginning in 2015-2016 and ending in the 2019-2020 academic year, one prize of \$1,000 will be offered to a graduating student who:

- (1) was enrolled full-time in the Juris Doctor program in the Faculty of Law in the year in which the award was tenable;
- (2) has achieved a minimum degree grade point average of 3.0;
- (3) has achieved the highest combined standing in the two courses Copyright Law (currently numbered LAW 3028) and Trademarks and Patents (currently numbered LAW 3026).

In the event of a tie, the prize shall be awarded to the student with the highest standing calculated in the compulsory and elective subjects the tied students have in common.

The donor will contact the Financial Aid and Awards office by no later than March 31 in any year this award will not be offered.

The Dean of the Faculty of Law (or designate) will name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Leah and Sidney Sheps Scholarship

Leah Sheps has established an endowment fund at the University of Manitoba with a bequest of \$20,000. The fund will be used to offer scholarships to students in the Theatre Program in the Faculty of Arts.

Beginning in 2015-2016, the available annual interest from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) is enrolled full-time or part-time in any year of study in the Advanced Major in Theatre, the General Major in Theatre, or the Minor in Theatre offered by the Faculty of Arts at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.5.

The Head of the Department of English, Film, and Theatre (or designate) will name the selection committee for this award.

The Board of Governors of The University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the Award.

Martin Irwin Sexton Memorial Scholarship

In honour of Marty Sexton, Interlake Pharmacy in Stonewall, Manitoba has established an annually funded scholarship to recognize students in the College of Pharmacy who have demonstrated community service and an interest in practicing community pharmacy. Each year, beginning in 2015-2016, \$350 will be offered to an undergraduate student who:

- (1) is enrolled full-time (minimum 80% course load) in the College of Pharmacy and has completed the first-year pharmacy program;
- (2) has achieved a minimum degree grade point average of 3.0;
- (3) has demonstrated involvement in community service and participation in Pharmacy events;
- (4) has expressed interest in practicing community pharmacy.

Candidates will be required to submit a letter of application (maximum 500 words) outlining their involvement in community service, participation in Pharmacy events, and interest in practicing community pharmacy.

The donor will notify the Financial Aid and Awards office by March 31 in any year this award will not be offered.

The selection committee will be the College of Pharmacy Awards Committee.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

McGregor Family Bursary

James McGregor attended the University of Manitoba from 1960 to 1963 and graduated with a Bachelor of Science. He was a Meteorologist and Physics Instructor at the Northern Alberta Institute of Technology and an Education Manager with the Government of Alberta. Victoria McGregor obtained a Secretarial certificate, enlisted with the Canadian Royal Navy and worked for the Edmonton Public School system. With a gift of \$12,000 in 2014, they established an endowment fund at the University of Manitoba to support students studying Physics in the Faculty of Science. Each year, beginning in 2016-2017, the available annual income from the fund will be used to offer one bursary to an undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in the second year of study in the Physics Honours program in the Faculty of Science;
- (2) has achieved a minimum degree grade point average of 3.0;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application.

If there are no candidates that meet all of the criteria, the bursary may be offered to a student who is enrolled full-time (minimum 60% course load) in any year of study in the Physics Honors program and otherwise meets criteria (2) and (3). If there are still no eligible candidates, the bursary may be offered to a student who is enrolled full-time (minimum 60% course load) in any year of study in a joint Physics Honours program (currently offered with Math, Chemistry, or Computer Science) and otherwise meets criteria (2) and (3).

Preference in selection will be given to Manitoba residents.

The Dean of the Faculty of Science (or designate) will ask the Head of the Department of Physics and Astronomy (or designate) to name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Medicine Class of 1959 B.Sc. (Med) Travel Award

The medicine class of 1959 established an endowment fund at the University of Manitoba with the purpose of providing funding to students in the B.Sc. (Med) program that travel to a conference or professional meeting to present the results of their research. Beginning in the 2015-2016 academic year, the available annual interest from the fund will be used to offer one or more travel awards to undergraduate students who:

- (1) are enrolled in the Undergraduate Medical Education program in the College of Medicine, and are in good standing;
- (2) have collected research data as a student in the B.Sc. (Med) program that will be presented at a national or international symposium;
- (3) will be attending an academic conference or professional meeting to present the results of their research.

Candidates will be required to submit an application that includes an abstract of their presentation.

To receive disbursement from the award fund, the recipient must submit receipts for travel, registration, hotel and/or food expenses (based on current UM *per diem* rates). Expenses will be reimbursed up to the maximum value of the recipient's award as determined by the selection committee. Travel must be completed prior to June 30th of the year of graduation from the Undergraduate Medical Education program.

The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funding.

The Dean of the College of Medicine (or designate) will name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Medicine Class of 1964 Bursary

On the occasion of the 50th anniversary of their graduation, the Medicine Class of 1964 established an endowment fund at the University of Manitoba. The purpose of the fund is to provide support to students in the Undergraduate Medical Education Program. Beginning in the 2017-2018 academic year, the available annual interest from the fund will be used to offer bursaries, valued between \$1,000 to \$2,500 each, to undergraduate students who:

- (1) are enrolled full-time in any year of study in the Undergraduate Medical Education Program (UGME) in the College of Medicine at the University of Manitoba;
- (2) are in good standing in the UGME program;
- (3) have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee will have the discretion to determine the number and value of bursaries based on the available funds.

The Dean of the College of Medicine (or designate) will name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Muriel Andrews Bursary

Mrs. Muriel E. Andrews, B.A. (Hons)/46, provided \$10,000 to the University of Manitoba in 2015 to provide ten undergraduate bursaries. In the 2015-2016 academic session, five bursaries will be offered to students in the Department of German and Slavic Studies, and five bursaries will be offered to students in the Department of History. Each bursary, valued at \$1,000, will be offered to undergraduate students who:

- (1) are enrolled full-time (minimum 60% course load) in the Faculty of Arts in either:
 - (a) the B.A. Honours Program (single/double) or Major Program (Advanced or General) in German, offered by the Department of German and Slavic Studies; or
 - (b) the B.A. Honours Program (single/double) or Major Program (Advanced or General), offered by the Department of History;
- (2) have achieved a minimum degree grade point average of 2.5;
- (3) have demonstrated financial need on the standard University of Manitoba general bursary application form.

In the event that there are not enough students that meet the eligibility criteria in the 2015-2016 academic year, the funds will be carried forward into the following years until the ten bursaries have been awarded.

The Dean of the Faculty of Arts (or designate) will name the selection committee for this award.

Pharmacy Class of 2004 Memorial Scholarship

At their 10 year reunion in 2014, the Pharmacy Class of 2004 along with friends and other supporters, raised initial funds totaling \$10,000 to establish an endowment fund at the University of Manitoba. The scholarship fund was created in memory of classmates Lisa Gibson (nee Nichol) (d. 2013) and Pak-Wai Chan (d. 2014), to act as a lasting testament of their support of pharmacy students, the profession, and their fellow classmates. The donor will provide an additional gift of \$225 in 2015, which will be combined with the available annual income from the fund, to offer the first scholarship in the 2015-2016 academic session. Each subsequent year, the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) is enrolled full-time (minimum 80% course load) in at least the second year of the B.Sc. (Pharmacy) program in the College of Pharmacy;
- (2) has achieved a minimum degree grade point average of 3.5;
- (3) has demonstrated leadership qualities and extra-curricular involvement.

Applicants will be required to submit a *curriculum vitae* demonstrating their leadership experience, participation in extra-curricular activities, and educational experiences.

The selection committee will be the College of Pharmacy Awards Committee.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor establishing the award.

2. AMENDMENTS

Abraham and Mary Mathai University Entrance Scholarships

The following amendments were made to the terms of reference for the Abraham and Mary Mathai University Entrance Scholarships:

- *The name of the award was changed to: Abraham, Mary, and Susan Mathai-Deane University Entrance Scholarships.*
- The opening paragraph was revised to:
In memory of Abraham, Mary, and Susan Mathai-Deane, Lawrence Deane and Susan Deane have established an endowment fund to provide entrance scholarships at the University of Manitoba. Susan made significant contributions while she was Principal of the International College of Manitoba. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The purpose of the fund is to award scholarships for graduates of the International College of Manitoba who are admitted to the University of Manitoba. During the 2015-2016 academic year, the available annual income and unspent revenue of the fund will be used to offer three entrance scholarships, valued at \$500 each. Beginning in the 2016-2017 academic year, the available annual income will be split equally to offer the three awards.
- The standard Board of Governors statement was added.

Boston Pizza Scholarship

The following amendments were made to the terms of reference for the Boston Pizza Scholarship:

- The opening paragraph was revised to:
In keeping with their long held commitment to Manitoba sports and athletes, Boston Pizza has made a commitment to the University of Manitoba to support Bison Sports annual entrance scholarships. Boston Pizza has pledged to make annual contributions to an endowment fund which is intended to support these scholarships. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. Beginning in 2015-2016, the available annual interest from the fund will be used to offer at least four scholarships of a maximum value of \$2,500 each to entering students who:
- The numbered criteria was revised to:
 - (1) *are eligible to compete in Canadian Interuniversity Sport (CIS) and are members of a Bison team;*
 - (2) *are enrolled full-time, as defined by CIS regulations, in any faculty or school at the University of Manitoba;*
 - (3) *are enrolled in a minimum of 9 credit hours in each of the terms of competition;*
 - (4) *have achieved, as an entering student, a minimum average of 80 percent on those high school courses used for admission to the University.*

- The description of the scholarship rotation was revised to:
Beginning in 2015-2016, the scholarships will be offered each year on a rotational basis as follows:
 - (a) *in 2015-2016, and every second year thereafter, one award each will be offered to Men's Basketball, Women's Basketball, Men's Football and Women's Soccer, and*
 - (b) *in 2016-2017, and every second year thereafter, one award each will be offered to Men's Volleyball, Women's Volleyball, Men's Hockey and Women's Hockey.*
- The following statement was added:
The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funds.
- The selection committee statement was revised to:
The selection committee shall be named by the Athletic Director of Bison Sports (or designate).
- The standard Board of Governors statement was added.
- The standard CIS statement was revised to:
The terms of this award will be reviewed annually against the Canadian Interuniversity Sport (CIS) criteria governing "Athletic Financial Awards Policy" (also referred to as "Athletic Scholarships Policy"), currently numbered 50.10.3.5 in the CIS Operations Manual.

D'Arcy & Deacon LLP Entrance Award

The following amendments were made to the terms of reference for the D'Arcy & Deacon LLP Entrance Award:

- The award has been changed from a bursary to a scholarship.
- *The name of the award was changed to: D'Arcy & Deacon LLP Entrance Scholarships.*
- The numbered criteria were changed to:
 - (1) *have applied for admission to the Faculty of Law at the University of Manitoba and have met the required standards for early admission;*
 - (2) *are residents of the province of Manitoba;*
 - (3) *have accepted an offer of early admission;*
 - (4) *have a minimum adjusted admission grade point average of 3.0;*
 - (5) *demonstrate the personal characteristics associated with the highest standards of the profession.*
- The standard Board of Governors Statement was added.

David and Marion Korn Award

The following amendments were made to the terms of reference for the David and Marion Korn Award:

- The award has been changed from a prize to a bursary.
- *The name of the award was changed to: David and Marion Korn Bursary.*
- The formatting was standardized to reflect numbered criteria and the opening paragraph and criteria were revised to:

To honour Mr. and Mrs. David Korn, Erica and Arnold Rogers, M.D. have established a trust fund at the University of Manitoba to support students in the I.H. Asper School of Business. Each year, the available annual interest from the fund will be used to offer one bursary to an undergraduate student who:

- (1) is enrolled full-time (minimum 60% course load) in the second, third or fourth year of the B.Comm. (Hons.) program in the I.H. Asper School of Business;*
 - (2) has achieved a minimum degree grade point average of 2.0;*
 - (3) has demonstrated financial need on the standard University of Manitoba general bursary application.*
- The following statement was added:
Preference will be given to a student who has declared a major in Accounting.
 - The following statement was removed:
The state of the fund supporting this award will be reviewed annually and, if either or both of earnings on, or additions to, the fund permit, the value of the award will be increased.
 - Selection committee information was added as follows:
The Dean of the I.H. Asper School of Business (or designate) will name the selection committee for this award.
 - The following statement was removed and replaced with the standard Board of Governors statement:
The university has the right to make such changes in terms as changed conditions make necessary provided that such changes conform as closely as possible to the express intent of the donors that the award pertain to Taxation Accounting and Tax Planning.

Douglas and Elizabeth MacEwan Bursary

The following amendments were made to the terms of reference for the Douglas and Elizabeth MacEwan Bursary:

- *The name of the award was changed to: Douglas and Elizabeth MacEwan Student Resident Bursary.*
- The purpose statement was revised to:
The purpose of the fund is to provide comprehensive support to a student living in residence for the duration of his/her undergraduate studies at the University of Manitoba.
- The first year of offer was revised to 2015-2016.
- The numbered criteria were revised to:
 - (1) is a Manitoba resident who is a Canadian citizen or Permanent Resident;*
 - (2) has achieved the minimum entrance average on high school courses considered for admission to the University of Manitoba;*
 - (3) enrolls full-time (minimum 60% course load) in the first year of studies in University 1 or any faculty with a Direct Entry option;*
 - (4) has a record of community involvement (e.g., school, local community, citywide/regional, provincial, etc.);*
 - (5) will be living in residence at the University of Manitoba in the first year of studies;*

(6) *demonstrates financial need on a Financial Aid and Awards approved bursary application form.*

- A new criterion was added to the renewal criteria for the award:
(5) *continues to live in residence at the University of Manitoba*
- The application deadline date was removed.

Dutkevich Memorial Trust Graduate Scholarship in Pathology

The following amendments have been made to the terms of reference for the Dutkevich Memorial Trust Graduate Scholarship in Pathology:

- The opening paragraph was revised to:
With ongoing gifts from the Dutkevich Memorial Trust to the College of Medicine, an annually funded scholarship has been established to recognize graduate students in the Department of Pathology at the University of Manitoba. Each year, the College of Medicine will report the amount of available funds for the scholarship to Financial Aid and Awards. Beginning in 2015-2016, each year, a scholarship will be offered to one or more graduate students who:
- The numbered criteria were revised to:
 - (1) *are enrolled full-time in the Faculty of Graduate Studies, in the M.Sc. program delivered by the Department of Pathology in the College of Medicine;*
 - (2) *have achieved a minimum degree grade point average of 3.5 (or equivalent) in the graduate program;*
 - (3) *have either:*
 - (a) *presented a research abstract at a meeting and/or submitted a manuscript for publication, or*
 - (b) *completed a practicum and written report as required for the Pathologist's Assistant program.*
- The following individual statements were added:
 - *Recipients may hold the Dutkevich Memorial Trust Graduate Scholarship in Pathology concurrently with any other awards, consistent with policies in the Faculty of Graduate Studies.*
 - *Students will be required to submit a letter of application (maximum 500 words) to the Department of Pathology, and include a copy of any supporting documents such as a manuscript, abstract, or practicum report (for students in the Pathologists' Assistant program).*
 - *The Department of Pathology will set the deadline date for applications each year.*
 - *The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funds.*
 - *The College of Medicine will notify the Financial Aid and Awards office by no later than March 31 in any year this award will not be offered.*
- The following paragraph was removed:

The scholarship may be divided at the discretion of the selection committee. The recipient(s) of this scholarship may hold it with any other award. Eligible students will be required to submit a letter of application to the Department of Pathology with a copy of any supporting documents such as a manuscript, abstract or practicum report. The Department of Pathology will set the deadline date for applications.

- The selection committee was revised to:

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Chair of the Department of Pathology Graduate Studies Selection Committee to convene the selection committee for this award.

Hydro X Scholarship

The following amendments have been made to the terms of reference for the Hydro X Scholarship:

- The amount of the annually funded scholarship was changed from \$1,500 (ending in 2015-2016), to \$500 beginning in 2016-2017.

- The opening paragraph was revised to:

An annually funded scholarship was established by the retired employees of Manitoba Hydro (Hydro-X Club) to recognize students who have demonstrated competence in the field of human resource management. Each year, up to and including 2015-2016, the scholarship will be valued at \$1,500. Beginning in 2016-2017, \$500 will be offered to an undergraduate student who:

- The numbered criteria were revised to:

- (1) is enrolled full-time (minimum 80% course load) in the B.Comm. (Hons.) program in the I.H. Asper School of Business, with a declared major in Human Resource Management/Industrial Relations;*
- (2) has achieved a minimum degree grade point average of 3.0;*
- (3) has completed at least three of the required courses for the major.*

- The statement regarding alternate candidates was revised to:

In the event that there are no qualified candidates, the scholarship may be awarded as a prize to a graduating student who otherwise meets the criteria.

- The following statement was added:

The donor will notify the Financial Aid and Awards office by no later than March 31 in any year this award will not be offered.

- The selection committee statement was revised to:

The Dean of the I.H. Asper School of Business (or designate) will name the selection committee for this award.

Ian R. Innes Memorial Award

The following amendments have been made to the terms of reference for the Ian R. Innes Memorial Award:

- *The name of the award was changed to: Ian R. Innes Memorial Prize.*
- The following purpose statement was added:

The purpose of this prize is to recognize and support the continuing professional development of graduate students in the Department of Pharmacology and Therapeutics.

- The formatting was standardized to reflect numbered criteria and revised to:

Each year, the available annual interest from the fund will be used to offer one prize to a graduate student who:

- (1) was enrolled full-time in the Faculty of Graduate Studies in a PhD program in the Department of Pharmacology and Therapeutics in the year in which the award was tenable;*
- (2) has completed a minimum of two years of training in a graduate program in the Department of Pharmacology and Therapeutics and is in good standing;*
- (3) has made the best research presentation at the annual Department of Pharmacology and Therapeutics Graduate Student Presentations.*

- The following statement was added:

A student may not receive the Ian R. Innes Memorial Prize and the Clive Greenway Prize in the same academic year.

- The following paragraph was added:

Should the Department of Pharmacology and Therapeutics be dissolved or amalgamated with another department of faculty, the prize must continue to be given to candidates pursuing graduate qualifications in the scientific discipline of pharmacology. Pharmacology encompasses the interactions between drugs and biological systems, and includes pharmacodynamics, pharmacokinetics and pharmacogenomics.

- The selection committee statement was revised to:

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Graduate Studies Committee of the Department of Pharmacology and Therapeutics to convene the selection committee for this award.

- The standard Board of Governors statement was added.

J. Edgar Rea Memorial Bursary

The following amendments were made to the terms of reference for the J. Edgar Rea Memorial Bursary:

- The opening sentence was revised to:

In memory of James Edgar (Ed) Rea, his family, friends, and colleagues have established an endowment fund at the University of Manitoba to provide a graduate bursary and undergraduate prize in the Department of History.

- The biographical information was removed from the preamble and included in a separate section to appear after the terms under the heading “Biographical Information.” This section will appear on the final draft of the terms shared with the department and donor and is not a part of the terms to be considered for approval.
- The funding for the award was changed to the available annual income, minus \$100.
- The numbered criteria were revised to:

- (1) is enrolled full-time in the Faculty of Graduate Studies, in a Master’s or pre-Master’s program offered by the Department of History;*
- (2) is pursuing studies in Canadian History;*

- (3) *has achieved a minimum degree grade point average of 3.0 (or equivalent) on the previous 60 credit hours of study;*
- (4) *has demonstrated financial need on the standard University of Manitoba bursary application form.*

- The following statement were added:

If there are no qualified applicants, the selection committee will have the discretion to offer the bursary to a student from the pool of bursary applicants who otherwise meet criteria (1), (3), and (4).

Each year, \$100 of the available annual income will be used to offer the J. Edgar Prize in History (award #24915).

The standard Board of Governors statement.

J. Edgar Rea Prize in History

The following amendments were made to the terms of reference for the J. Edgar Rea Prize in History:

- The opening paragraph was revised to:

In memory of James Edgar (Ed) Rea, his family, friends, and colleagues have established an endowment fund at the University of Manitoba to provide an undergraduate prize and a graduate bursary in the Department of History. The Manitoba Scholarship and Bursary Initiative has made a contribution to this fund. Each year, the available annual income will be used to offer a \$100 prize to an undergraduate student who:

- The numbered criteria were revised to:

- (1) *was enrolled full-time (minimum 80% course load) in any faculty, college, or school at the University of Manitoba in the year in which the prize was tenable;*
- (2) *has achieved a minimum degree grade point average of 3.0;*
- (3) *has achieved the highest grade in the course History of Winnipeg from 1870 to 2000 (currently HIST 3800).*

- The sentence following the numbered criteria was revised to:

In any year the History of Winnipeg from 1870 to 2000 course is not offered, the prize will be offered to the student with the highest grade in either the course A History of Western Canada (currently HIST 3730) or Modern Canada (currently HIST 2286).

- The following statements were added:

- *In the event of a tie, the student with the highest degree grade point average from among the tied students will receive the award. If a further tie occurs, the student with the greater number of A+ grades will be selected.*
- *The remainder of the available annual income will be used to offer the J. Edgar Rea Memorial Bursary (award #44916).*
- *The standard Board of Governors statement.*

John Magrega Memorial Scholarship

The following amendments were made to the terms of reference for the John Magrega Memorial Scholarship:

- The scholarship was changed to an annually funded scholarship.
- The opening paragraph was revised to:

In honour of his father, John Magrega, Dr. Dennis Magrega has established a scholarship to recognize and encourage academic achievement in Ukranian Canadian Studies at the University of Manitoba. Each year, one scholarship valued at \$1,000 will be offered to an undergraduate student who:

- The word “*Heritage*” was removed from criterion (4).

Judy Storey Memorial Scholarship

The following amendments were made to the terms of reference for the Judy Storey Memorial Scholarship:

- The following sentence was added to the opening paragraph:
Each year, The Winnipeg Foundation will report the available annual earnings from the fund to Financial Aid and Awards at the University of Manitoba.
- The first criterion was revised to:
(1) is enrolled full-time (minimum 80% course load) in the final year of study in the Bachelor of Science (Human Nutritional Sciences) degree program at the University of Manitoba;
- The selection committee statement was revised to:
The selection committee will be the Faculty of Agricultural and Food Sciences Awards Committee.

Manitoba Professional Planners Institute (MPPI) Award

The following amendments were made to the terms of reference for the Manitoba Professional Planners Institute (MPPI) Award:

- *The name of the award was changed to: Canadian Institute of Planners Student Prize for Academic Excellence.*
- The opening paragraph was revised to:
The Canadian Institute of Planners (CIP) offers an annual convocation prize to recognize a student who has excelled in the City Planning program at the University of Manitoba. Recipients of the Canadian Institute of Planners Student Prize for Academic Excellence will be officially recognized during the Annual General Meeting of the CIP local affiliate, the Manitoba Professional Planners Institute. During the ceremony, the recipient will receive a book and a certificate.
- The terms were broken out of block paragraph and numbered criteria were written:
Each year, one convocation prize will be offered to a graduate student who:
 - (1) has completed the requirements for the Master of City Planning degree delivered by the Faculty of Architecture at the University of Manitoba;*
 - (2) has achieved the highest academic standing (minimum degree grade point average of 3.75 based on course work completed in the Master of City Planning program) amongst all students who have graduated in the preceding October or February, or is eligible to graduate in the spring of the applicable academic year.*
- The following statements were added:
 - *The Canadian Institute of Planners will notify the Financial Aid and Awards office by no later than March 31 in any year this award is not to be offered.*

- *The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of City Planning (or designate) to name the selection committee for this award.*
- **Tie-Breaking Mechanism**

Only one recipient is to be named each year. Ties are to be broken using the following criteria in priority of order:

- (1) highest grade point average in required City Planning courses;*
- (2) the highest number of A+s in all required City Planning courses in the program.*

Manitoba Pulse Growers Association Degree Scholarship

The following amendments were made to the terms of reference for the Manitoba Pulse Growers Association Degree Scholarship:

- *The name of the award was changed to: Manitoba Pulse and Soybean Growers Association Degree Scholarship.*
- The opening paragraph was revised to:
The Manitoba Pulse and Soybean Growers Association (MPSG) has established an annually funded award at the University of Manitoba. MPSG wishes to encourage Agriculture Degree students to develop an interest and technical competence in pulse and soybean production, processing and marketing. Each year, one scholarship valued at \$1,000, will be awarded to an undergraduate student who:
- The numbered criteria were revised to:
 - (1) has completed the first two years of study in the Faculty of Agricultural and Food Sciences, with a minimum degree grade point average of 3.0;*
 - (2) proceeds in the next ensuing academic year to the third year of study in the Faculty of Agricultural and Food Sciences;*
 - (3) has an interest in pulse and soybean crops, as demonstrated by the writing of an essay on a topic related to the pulse and soybean industry.*
- The following statement were added:
Essays should be a maximum of 500 words and should include information on the following: (i) opportunities and challenges for pulses and soybeans in Manitoba, (ii) the current state of Manitoba's pulse and soybean industry, and (iii) promoting pulses to consumers.
The applicant selected for this award will have their essay published in the Manitoba Pulse and Soybean Growers journal, Pulse Beat.
The donor will notify the Financial Aid and Awards office by March 31 in any year the scholarships are not to be offered.

Manitoba Pulse Growers Association Diploma Scholarship

The following amendments were made to the terms of reference for the Manitoba Pulse Growers Association Diploma Scholarship:

- *The name of the award was changed to: Manitoba Pulse and Soybean Growers Association Diploma Scholarship.*
- The opening paragraph was revised to:

The Manitoba Pulse and Soybean Growers Association (MPSG) has established an annually funded award at the University of Manitoba. MPSG wishes to encourage Agriculture Diploma students to develop an interest and technical competence in pulse and soybean production, processing and marketing. Each year, one scholarship valued at \$1,000 will be awarded to a student who:

- The numbered criteria were revised to:
 - (1) *has completed the first year of study in the School of Agriculture with a minimum sessional grade point average of 3.0;*
 - (2) *is enrolled in a minimum 80 percent course-load and will be eligible to graduate at the end of the academic year for which the award is given;*
 - (3) *has an interest in pulse and soybean crops, as demonstrated by the submission of an essay about the pulse and soybean industry.*

- The following statement were added:

Essays should be a maximum of 500 words and should include information on the following: (i) opportunities and challenges for pulses and soybeans in Manitoba, (ii) the current state of Manitoba's pulse and soybean industry, and (iii) promoting pulses to consumers.

The applicant selected for this award will have their essay published in the Manitoba Pulse and Soybean Growers journal, Pulse Beat.

The donor will notify the Financial Aid and Awards office by March 31 in any year the scholarships are not to be offered.

Leader of Tomorrow Scholarships

The following amendments have been made to the terms of reference for the Leader of Tomorrow Scholarships:

- *The name of the award has been changed to: Leader of Tomorrow Entrance Scholarships*
- The purpose statement was revised to reflect a change from:

“ . . . recognize exceptional Manitoba and North Western Ontario high school graduates. . . ”

to

“ . . . recognize exceptional high school graduates from Manitoba and the rest of Canada. . . ”
- The following sentence was removed from the opening paragraph:

From time to time these scholarships may be designated in the names of individuals who have contributed to the fund.
- A second paragraph was inserted and revised to:

Initially, six scholarships will be offered to Manitoba high school graduates, and three scholarships will be offered to high school graduates from outside of Manitoba, but within Canada. The number and value of the scholarships in each category will be reviewed and may be adjusted from time to time. The scholarships, as well as priority registration, will be offered to undergraduate students who:
- The numbered criteria were revised to:
 - (1) *are entering University 1 or any faculty or school of the University of Manitoba via the direct entry option, directly from:*
 - (a) *a high school in Manitoba, or*

- (b) a high school outside of Manitoba, but within Canada;
 - (2) have achieved a high school average of at least 90% calculated on the basis of results in the following courses (or the equivalents to these courses for students from high schools outside of Manitoba):
 - (a) English 30S or Anglais 30S;
 - (b) Applied Mathematics 30S or Pre-Calculus 30S;
 - (c) the highest marks in three of: Biology 30S, Chemistry 30S, Physics 30S, History 30F, Geography 30S, or a language at the 30S level other than English 30S or Anglais 30S;
 - (3) have demonstrated leadership qualities and future potential;
 - (4) have demonstrated a high level of communication skills;
 - (5) have a record of community involvement (e.g. school, local community, city-wide/regional, provincial);
 - (6) have demonstrated achievements other than those shown by academic results (e.g. athletics, literary accomplishments, languages, etc.).
- The following sentences were removed:

These forms will include autobiographical data, questions related to leadership abilities, community involvement and special abilities. Applications must be submitted together with school transcripts of grade 10 and 11 marks (Snr. 2 and 3), and interim and/or final marks for grade 12 (Snr. 4). Three confidential letters of reference must be submitted to support the application. The reference letters will be structured, with one coming from the candidate's school principal, one from a subject teacher, and one from a member of the community-at-large (not a relative) to speak to leadership skills and potential.
 - The paragraph regarding the candidate pool screening was revised to:

The candidate pool will be reviewed by members of the Senate Committee on Awards, and a short-list will be identified on the basis of academic performance (consistency and level), leadership potential, written communication skills, achievements, and the three letters of reference.
 - The following statements were added:

Recipients will be required to present a minimum 90% average based on those courses eligible for the University of Manitoba General Entrance Scholarships.

These scholarships are renewable as the BMO Financial Group Scholarships (award #25573).

Each year, candidates must submit two letters of reference to the Lead Student Recruitment Officer (or designate), which describes how they continue to demonstrate leadership skills and ongoing community involvement.

The Leader of Tomorrow Entrance Scholarships may be held in name only with the Isabel Auld Entrance Scholarship, the Chancellor's Entrance Scholarship, and the President's Laureate Entrance Scholarship.

The Leader of Tomorrow Entrance Scholarship may not be held with the University of Manitoba General Entrance Scholarship.
 - The selection committee statement was revised to:

The selection committee will be chaired by the Director of Financial Aid and Awards (or designate) and will include the Chancellor (or designate), the Chair of the Senate Committee on

Awards (or designate), the Executive Director of Enrolment Services (or designate), an Associate Dean, and one rotating member.

- The standard Board of Governors statement was added.

Professor Robert J. Lockhart Memorial Fund

The following amendments were made to the Professor Robert J. Lockhart Memorial Fund:

- The purpose statement was revised to:
The purpose of the fund is to reward undergraduate students in the Department of Physics and Astronomy and to support the R.J. Lockhart Memorial Lecture Series.
- The funding and eligibility criteria were revised to:
Each year, 50% of the available annual interest from the fund will be used to offer the Professor Robert J. Lockhart Memorial Prize to an undergraduate student who:
 - (1) was enrolled full-time (minimum 80% course load) in the third or fourth year of study in the Honours or Major program in the Department of Physics and Astronomy in the year in which the award was tenable;*
 - (2) has completed at least one Astronomy course and at least one Physics course, each at the 3000 or 4000 level, in the year in which the award was tenable;*
 - (3) has achieved a high degree grade point average (minimum 3.5) among the students within the Honours and Major program satisfying criteria (1) and (2).*
- The selection committee statement was revised to:
The Head of the Department of Physics and Astronomy (or designate) will convene the selection committee for this prize.
- The statement regarding the Memorial Lecture series was revised to:
The remaining 50% of the available annual interest from the fund will be used to support the R.J. Lockhart Memorial Lecture Series. The essential feature of the lecture series is to bring to the University distinguished visitors for the purpose of delivering a series of lectures in the field of Astronomy and to share their knowledge of Astronomy with the students and staff of the University. The funds for this lectures series are to be administered by the Head of the Department of Physics and Astronomy (or designate).
- The following statements were added:
In the event of a tie, the prize will be awarded to the student with the highest standing calculated on all courses the tied students have in common. The prize will not be awarded if an eligible student cannot be identified.
The standard Board of Governors statement.

University Gold Medal Faculty of Music

The following amendments were made to the University Gold Medal for the Faculty of Music:

- The numbered criteria were revised to:
 - (1) has achieved the highest degree grade point average for the entire four-year undergraduate program (including non-Music electives); and*

- (2) *has completed the undergraduate program within four years. This may include any work taken during summer and intersession. All work must be done in residence at the University of Manitoba.*

Wayne Cadogan Award

The following amendments were made to the terms of reference for the Wayne Cadogan Award:

- *The name of the award was changed to: Wayne Cadogan Bison Football and Track and Field Bursary.*

- The opening paragraphs were revised to:

Wayne Cadogan, a former member of the Bison Football and Track and Field teams, has established a fund in support of student athletes. Beginning in the 2015-2016 academic year, bursaries will be offered to student athletes on the Bison Football team and the Bison Track and Field team.

Mr. Cadogan joined the Montreal Alouettes Football Club in the Canadian Football League after playing for the Bisons and is now a Regional Director with Investors Group in Winnipeg. Mr. Cadogan intends to make annual contributions of \$1,000 and will be applying for matching funds from Investors Group each year. The Manitoba Scholarship and Bursary Initiative has made a contribution to this fund. In years when Investors Group and the Manitoba Scholarship and Bursary Initiative make contributions in excess of \$2,000, the amount will be added to an endowment fund.

- The award number and value, as well as the numbered criteria were revised to:

Each year, two bursaries valued at \$1,000 each will be offered to two undergraduate students who:

- (1) are eligible to compete in Canadian Interuniversity Sport (CIS) and are members of the Bison Football team or the Bison Track and Field team;*
- (2) are enrolled full-time, as defined by CIS regulations, in any faculty of school at the University of Manitoba;*
- (3) are enrolled full-time in a minimum of 9 credit hours in each of the terms of competition;*
- (4) have achieved:*
 - (a) as an entering student, a minimum average of 80 percent on those high school courses used for admission to the University, or*
 - (b) as a continuing student, a minimum degree grade point average of 2.0;*
- (5) have demonstrated financial need on the standard University of Manitoba bursary application form.*

- The following paragraph was added:

When the available annual interest generated from the endowment fund reaches \$2,000, the fund will be used to offer two or more bursaries. The selection committee will have the discretion to determine the number and value of bursaries offered each year based on the available annual interest.

- The selection committee statement was revised to:

The Chair of the selection committee will be the Athletic Director (or designate) of the University of Manitoba and will include the Head Coach of the Bison Football team (or designate) and the Head Coach of the Bison Track and Field team (or designate).

- The standard Board of Governors statement was added.
- The standard CIS statement was revised to:

The terms of this award will be reviewed annually against the Canadian Interuniversity Sport (CIS) criteria governing “Athletic Financial Awards Policy” (also referred to as “Athletics Scholarships Policy”), currently numbered C50.10 in the CIS Operations Manual.

3. WITHDRAWALS

Mary E. Lamont Scholarship

This award is being withdrawn from the University of Manitoba’s awards program at the request of the donor.



AGENDA ITEM: Report of the Senate Committee on Awards – Part B [dated May 12, 2015]

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve three new offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated May 12, 2015].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

At its meeting on May 12, 2015, the Senate Committee on Awards approved three new offers that appear to be discriminatory according to the policy on the *Non-Acceptance of Discriminatory Awards*, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated May 12, 2015].

The Geza and Trudi Racz Entrance Scholarship in Agricultural and Food Sciences would be offered to Indigenous undergraduate students in the Faculty of Agricultural and Food Studies.

The Indigenous Leader of Tomorrow Entrance Scholarships would be offered by the University of Manitoba to Indigenous undergraduate students entering University 1 or any faculty or school at the University.

The Jeff Kushner and Randall McGinnis Scholarship would be offered to an undergraduate Engineering student who has self-declared as lesbian, gay, bisexual, or transgender (LGBT). In any given year that there is no qualified applicant in the Faculty of Engineering, the award would be offered to a qualified undergraduate student enrolled in Geology, Computer Science, or Medicine.

RESOURCE REQUIREMENTS:

The awards would be funded from the sources identified in the Report.

IMPLICATIONS:

The Geza and Trudi Racz Entrance Scholarship in Agricultural and Food Sciences and the Indigenous Leader of Tomorrow Entrance Scholarships would aid in the recruitment and retention of Indigenous undergraduate students to the Faculty of Agricultural and Food Sciences and the University, respectively.

The Jeff Kushner and Randall McGinnis Scholarship would aid in the recruitment and retention of LGBT students to undergraduate Engineering programs.

CONSULTATION:

These award offers will be considered by Senate, for approval, at its meeting on June 24, 2015.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Senate Committee on Awards</u>	<u>May 12, 2015</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Senate Executive</u>	<u>June 10, 2015</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Senate</u>	<u>June 24, 2015</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- Report of the Senate Committee on Awards – Part B [May 12, 2015]

REPORT OF THE SENATE COMMITTEE ON AWARDS – PART B

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

Observation

At its meeting of May 12, 2015, the Senate Committee on Awards reviewed three new offers that appear to be discriminatory according to the policy on the *Non-Acceptance of Discriminatory Awards*, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated May 12, 2015).

Recommendation

The Senate Committee on Awards recommends that Senate and the Board of Governors approve three new offers, as set out in Appendix A of the *Report of the Senate Committee on Awards- Part B* (dated May 12, 2015). This award decision complies with the published guidelines of November 3, 1999, and is reported to Senate for information.

Respectfully submitted,

Dr. Phil Hultin
Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

Appendix A May 12, 2015

1. NEW OFFERS

Geza and Trudi Racz Entrance Scholarship in Agricultural and Food Sciences

With a gift in 2015, Geza and Trudi Racz established an endowment fund at the University of Manitoba to recognize and encourage undergraduate students studying in the field of Agriculture. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. Each year, beginning in 2017-2018, the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) is Indigenous (Status, Non-Status, Métis, Inuit);
- (2) is enrolled full-time (minimum 80% course load) in a degree program in the first year of study in the Faculty of Agricultural and Food Sciences;
- (3) has achieved either:
 - (a) if entering directly from high school, a minimum 85% average on those courses considered for admission, or
 - (b) a minimum degree grade point average of 3.0.

If there are no candidates that meet all of the above criteria, the scholarship will be offered to a student who otherwise meets criteria (2) and (3).

The selection committee will be the Faculty of Agricultural and Food Sciences Awards Committee.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

(Attachment I)

Indigenous Leader of Tomorrow Entrance Scholarships

The University of Manitoba has established an entrance scholarship to recognize exceptional Indigenous high school graduates who combine outstanding leadership potential with academic giftedness. Initially, three scholarships will be offered. The number and value of the scholarships will be reviewed and may be adjusted from time to time. The scholarships, as well as priority registration, will be offered to undergraduate students who:

- (1) are Indigenous students (Status, Non-Status, Métis, Inuit);
- (2) are entering University 1 or any faculty or school of the University of Manitoba via the direct entry option, directly from high school;
- (3) have achieved a high school average of at least 90% calculated on the basis of results in the following courses (or the equivalents to these courses for students from high schools outside of Manitoba):
 - (a) English 30S or Anglais 30S;
 - (b) Applied Mathematics 30S or Pre-Calculus Mathematics 30S;
 - (c) the highest marks in three of: Biology 30S, Chemistry 30S, Physics 30S, History 30F, Geography 30S or a language at the 30S level other than English/Anglais 30S;
- (4) have demonstrated leadership qualities and future potential;
- (5) have demonstrated a high level of communication skills;

- (6) have a record of community involvement (e.g. school; local band or community; city-wide/regional, provincial, etc.);
- (7) have demonstrated achievements other than those shown by academic results (e.g. athletics, literary accomplishments, languages, etc.).

Application forms will be issued and received by the Financial Aid and Awards Office.

The candidate pool will be reviewed by members of the Senate Committee on Awards, and a short-list will be identified on the basis of academic performance (consistency and level), leadership potential, written communication skills, achievements, and the three letters of reference.

The short-listed candidates will be interviewed by the selection committee.

Following the interviews, and taking all factors into account, the committee will select the award recipients by majority decision, and identify alternate recipients in case any of the first choice candidates decline the offer. The chair of the selection committee will cast the deciding vote in the event of a split decision.

Recipients will be required to present a minimum 90% average based on those courses eligible for the University of Manitoba General Entrance Scholarships.

The selection committee will reserve the right not to make an award in any given year if there are no worthy candidates. The decision of the committee is final.

The scholarships are renewable, at a value to be determined from time to time, in each of the second, third, and fourth years of study provided that the recipient:

- (1) continues to be enrolled full-time (minimum 80% course load) in any faculty or school at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.5.

Each year, candidates must submit two letters of reference to the Lead Aboriginal Student Recruitment Officer (or designate), which describes how they continue to demonstrate leadership skills and ongoing community involvement.

The Indigenous Leader of Tomorrow Entrance Scholarship may be held in name only with the Isabel Auld Entrance Scholarship, the Chancellors' Entrance Scholarship, and the President's Laureate Entrance Scholarship.

The Indigenous Leader of Tomorrow Entrance Scholarship may not be held with the University of Manitoba General Entrance Scholarship or the Leader of Tomorrow Entrance Scholarship.

The selection committee will be chaired by the Director of Financial Aid and Awards (or designate) and will include the Chancellor (or designate), the Chair of the Senate Committee on Awards (or designate), The Executive Director of Enrolment Services (or designate), the Director of the Aboriginal Student Centre (or designate), an Associate Dean, and one rotating member.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

(Attachment II)

Jeff Kushner and Randall McGinnis Scholarship

Mr. Jeff Kushner and Dr. Randall McGinnis have established an endowment fund at the University of Manitoba with a gift of \$30,000. The purpose of the fund is to recognize and encourage LGBT undergraduate students in the Faculty of Engineering. In the 2015-2016 academic year, an additional gift

of \$1,000 will be used to award one scholarship. Each year, beginning in 2016-2017, the available annual interest will be used to offer one scholarship to an undergraduate student who:

- (1) has self-declared as LGBT on an approved University of Manitoba supplementary scholarship application;
- (2) is enrolled full-time (minimum 80% course load) in the Faculty of Engineering at the University of Manitoba;
- (3) has completed a minimum of thirty-six (36) credit hours;
- (4) has achieved a minimum degree grade point average of 3.0;
- (5) has demonstrated leadership skills with a focus on community service.

As part of the application, candidates will be required to include a statement (500 words maximum) summarizing how they meet criterion (5).

In the event that there are no qualified applicants within the Faculty of Engineering, the scholarship will be offered to an undergraduate student who is enrolled full-time (minimum 80% course load) in at least the third year of a degree program in (order of preference) Geology, Computer Science, or Medicine, and who otherwise meets criteria (1), (4) and (5) as set out in the first paragraph.

A student may apply for, and receive, this scholarship more than once providing they meet the criteria.

The Director of Financial Aid and Awards (or designate) shall name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

(Attachment III to VI)



UNIVERSITY
OF MANITOBA

Faculty of Agricultural and Food
Sciences

Office of the Dean
256 Agriculture Building
Winnipeg, Manitoba
Canada R3T 2N2
Phone (204) 474-6026
Fax (204) 474-7525

April 20, 2015

Dr. Philip Hultin
Chair, Senate Committee on Awards
c/o Mandy Laing,
Awards Establishment/Selection Coordinator
424E University Centre
University of Manitoba

RE: Geza and Trudi Racz Entrance Scholarship in Agricultural and Food Sciences

Dear Dr. Hultin,

The Faculty of Agricultural and Food Sciences supports the establishment of the Geza and Trudi Racz Entrance Scholarship in Agricultural and Food Sciences.

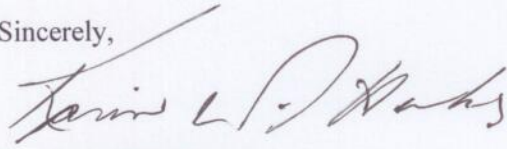
In the Fall Term of 2014, the Faculty's self-declared undergraduate Indigenous student population was 4.3% of total enrolment, compared to the University of Manitoba undergraduate Indigenous student population average of 7.3%.

Indigenous student enrolment data for the past five years in Faculty of Agricultural and Food Sciences and at the University of Manitoba is provided for context in the table below.

Year (Fall Term)	% of undergraduate Indigenous Students in Agricultural and Food Sciences	% of undergraduate Indigenous Students at University of Manitoba
2014	4.3	7.3
2013	3.9	7.2
2012	3.7	7.1
2011	3.2	7.1
2010	3.1	6.9

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships and awards for Indigenous students contributes to this commitment. This bursary and scholarship will provide the Faculty of Agricultural and Food Sciences the opportunity to recruit, support and retain Indigenous students at the University of Manitoba and, in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,

A handwritten signature in black ink, appearing to read "Karin Wittenberg". The signature is written in a cursive style with a large, sweeping initial "K".

Dr. Karin Wittenberg

Dean

Faculty of Agricultural and Food Sciences



UNIVERSITY
OF MANITOBA

Enrolment Services

Financial Aid & Awards
422 University Centre
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 474-9531
Fax (204) 474-7543
awards@umanitoba.ca

May 25, 2015

Dr. Philip Hultin
Chair, Senate Committee on Awards
c/o Mandy Laing,
Awards Establishment/Selection Coordinator
424E University Centre
University of Manitoba

RE: Indigenous Leader of Tomorrow Entrance Scholarships

Dear Dr. Hultin,

Enrolment Services supports the establishment of the Indigenous Leader of Tomorrow Entrance Scholarships.

In the Fall Term of 2014, the University of Manitoba's Indigenous undergraduate student population was 7.9% of total enrolment, compared to Manitoba's Indigenous population of 16.7%¹.

Indigenous student enrolment data for the past five years at the University of Manitoba is provided for context in the table below.

Year (Fall Term)	Number of Indigenous Students	Total Students	% Indigenous Students
2014	1,997	25,298	7.9
2013	1,973	25,363	7.8
2012	1,933	24,996	7.7
2011	1,876	24,374	7.7
2010	1,771	23,929	7.4

¹ Statistics Canada. *Aboriginal Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011*, Catalogue no. 99-011-X2011001 [cited July 18, 2013 on Employment and Social Development Canada website: <http://well-being.esdc.gc.ca/misme-iowb/.3ndic.1t.4r@-eng.jsp?iid=36>].

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships and awards for Indigenous students contributes to this commitment. This entrance scholarship will provide the opportunity to recruit, support and retain Indigenous students at the University of Manitoba and, in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,

A handwritten signature in black ink, appearing to read "Lastra", followed by a period.

Jane Lastra
Director
Financial Aid and Awards



UNIVERSITY
OF MANITOBA | Faculty of Engineering
Office of the Dean

E2-290 Engineering Building
Winnipeg, Manitoba
Canada R3T 5V6
Telephone 204-474-9809
Fax 204-275-3773

May 4, 2015

Dr. Philip Hultin
Chair, Senate Committee on Awards
c/o Mandy Laing
Awards Establishment Coordinator
424E University Centre
University of Manitoba

RE: Jeff Kushner and Randall McGinnis Scholarship

Dear Dr. Hultin,

The Faculty of Engineering supports the establishment of the Jeff Kushner and Randall McGinnis Scholarship for lesbian, gay, bisexual or transgender (LGBT) students.

A 2009 Statistics Canada survey found that two per cent of Canadians aged 18-59 reported that they are gay, lesbian or bisexual. Sociologists believe that this figure is likely under-reported. The Forum Research poll, commissioned by the *National Post* in June 2012 found that five per cent of Canadians identify as lesbian, gay, bisexual or transgender. Both are lower than the previous estimate of 10 per cent by American biologist Alfred Kinsey in 1948. If between two and 10 per cent of the population in Canada identifies as LGBT, this is an underrepresented group at the University of Manitoba.

As a Faculty, we believe it is important to create an inclusive environment for all students including LGBT students, women and students with disabilities. Indeed, the Vision statement of the Faculty of Engineering states in part that "*We aim to provide engineering programs ... whose participants reflect societal diversity especially with respect to gender balance, First Nations, Métis and Inuit participation and geographic origin.*" Students from a variety of backgrounds with a variety of experiences will enhance the education of our students and the engineering profession.

The Jeff Kushner and Randall McGinnis Scholarship will not only reward outstanding LGBT students, it will provide encouragement and inspiration to students who may feel more isolated than other students. This scholarship will provide the Faculty of Engineering the opportunity to recognize and retain LGBT students.

Sincerely,

Dr. Jonathan Beddoes
Dean
Faculty of Engineering



UNIVERSITY
OF MANITOBA

Office of Legal Counsel

E3-250 Engineering Building
Winnipeg, Manitoba
Canada R3T 2N2
Fax (204) 474-7454

Writer's Direct Line: (204) 474-8360
Email: maria.versace@umanitoba.ca
Our File No. 2015-0257

MEMORANDUM

TO: Jane Lastra, Director, Financial Aid & Awards

FROM: Maria Versace, Legal Counsel

DATE: April 2, 2015 *M Versace*

Re: Jeff Kushner and Randall McGinnis Bursary for LGBT students in the Faculty of Engineering

You asked me to determine whether a bursary designated for lesbian, gay, bisexual, transgender, two-spirit, intersex, queer and questioning individuals (collectively referred to herein as "LGBT students") in the Faculty of Engineering would be discriminatory under The Manitoba Human Rights Code (the "Code") or the Policy: Non-Acceptance of Discriminatory Awards (the "Policy").

Based on my review of the proposed Terms of Reference (the "TOR") and the relevant statute and case law, it is my opinion that the proposed award is not discriminatory and should be accepted and established.

FACTS:

Mr. Jeff Kushner and Dr. Randall McGinnis wish to establish an endowment fund at the University of Manitoba for the purpose of supporting and encouraging LGBT students to pursue undergraduate studies in the Faculty of Engineering. In the event that there are no qualifying individuals in the Faculty of Engineering, the endowment fund is to be used for LGBT students in their second year of a degree program in Computer Science, Geology or Medicine.

According to the TOR, Mr. Kushner is an alumnus of the University of Manitoba and he and Dr. McGinnis wish to establish the bursary on the basis that "the university can be a lonely and isolating experience for LGBT students", and they wish to "offer their support for those in their community who are pursuing the challenging and rewarding path" of post-secondary education.

ISSUE:

Does the proposed bursary violate the Code or the Policy?

LAW:

University policy and applicable legislation:

The University of Manitoba's Policy on Non-Acceptance of Discriminatory Awards states at section 2.1:

As a matter of principle, the University of Manitoba will not administer any new scholarship, prize, fellowship, or bursary that discriminates on the bases of the 'applicable characteristics' enumerated in section 9(2) of the Manitoba Human Rights Code (proclaimed in force December 10, 1987, and as amended from time to time).

Exceptions are occasionally warranted when it can be demonstrated that systemic discrimination may exist that results in the under-representation of identified sub-populations in Manitoba and/or when the proposed award has as its object the amelioration of conditions of disadvantaged individuals or groups, including those who are disadvantaged because of any applicable characteristic referred to in subsection 9(2) of the Manitoba Human Rights Code. Any exception to this principle shall be made only with the consent of the unit concerned, the Senate Committee on Awards, and the Senate. A request for such an exception shall be indicated by the Committee on Awards.

The Manitoba Human Rights Code includes gender identity (s.9(2)(g)) and sexual orientation (s.9(2)(h)) as characteristics enumerated in section 9(2).

Gender and Sexuality in the Context of Education:

I have not located any cases that deal specifically with the question of whether LGBT students are under-represented or disadvantaged in post-secondary education generally or in the field of engineering specifically. However, in *Trinity Western University v. Nova Scotia Barristers' Society*, 2015 NSSC 25 (NSSC) ("*TWU v. NSBS*"), evidence was presented that suggests LGBT students do experience discrimination in the context of education. Specifically, the court heard from Dr. Mary Bryson, Full Professor of Sexuality and Gender Studies in the Department of Language and Literacy Education in the Faculty of Education at the University of British Columbia, who presented the following evidence:

106 Dr. Bryson notes that there is an extensive body of research that documents the specific and persistent harms caused by discrimination, particularly against LGB students. It results in physical, psychological and social harms. There can really be little question that LGB students exposed to an environment of discrimination suffer long term and very significant negative outcomes in education, health and others areas of life.

...

108 Dr. Bryson goes on to deal with the effects of discrimination on the larger community. Harms caused by practices of LGB exclusion negatively impact the wider campus climate. The pressure to conceal LGB orientation creates a stressful

campus climate for sexual minority members of certain Catholic secondary schools and districts where LGT students' rights are restricted, abrogated or curtailed. The LGB stigma has direct impacts on sexual minority members' academic and professional wellbeing.

...

115 ...Public reports have addressed the lack of awareness and protection concerning the wellbeing of underrepresented groups, including sexual and gender minorities. Disclosure of gender identity and sexual orientation is perceived as a significant hindrance in professional development.

116 ...Dr. Bryson goes on to reference the research on the effects of institutionalized discrimination in regulated professions other than the legal profession. She notes the extensive research on LGBT issues in education and a study that finds that the regulatory authority's enactment of or support for discrimination against LGBT teachers caused negative impacts that ranged from mental health to professional development. LBG stigma and the impacts of discrimination are felt in the medical and health care professions as well. Where authorities sanction discrimination there are serious detrimental consequences for the wellbeing and professional development of workers.

117 What this means is that in environments where LGB people are discriminated against and actions are not taken by the authorities to prevent it, they suffer personally and professionally. The research in the area is set out and Dr. Bryson adopts and endorses the conclusions. There is no reason to question her expert assessment.

These comments suggest that LGBT students could be considered as an identified, underrepresented sub-population in the University because LGBT students have historically not felt comfortable enough to self-identify and seek out supports when enrolling in post-secondary educational programs.

Affirmative Action in the Context of Scholarships and Bursaries:

In the recent decision *Esther G. Castanera Scholarship Fund*, 2015 MBQB 28 (MBQB) ("*Castanera*"), Justice Dewar of the Manitoba Court of Queen's Bench considered whether a scholarship established at the University of Manitoba to benefit women graduates of a Steinbach high school would contravene s.9(2) of the Human Rights Code or public policy. In coming to his decision that such an award would not violate the Code or public policy, Justice Dewar first reviewed two cases, *Canada Trust Co. v. Ontario (Human Rights Commission)* (1990), 74 O.R. (2d) 481 (CA) ("*Leonard Trust*"), and *University of Victoria v. British Columbia (Attorney General)*, 2000 BCSC 445 ("*UVictoria*"), which also dealt with scholarship funds established to benefit individuals belonging to certain classes or groups.

Justice Dewar noted that in the *Leonard Trust* case, that court considered a trust that was established to benefit White, British, Christian students seeking post-secondary education. The court held that the trust was discriminatory and contrary to public policy, as it was designated to benefit those

groups on the basis that "the White Race is, as a whole, best qualified by nature to be entrusted with the development of civilization and the general progress of the World", that "the progress of the World depends in the future, as is in the past, on the maintenance of the Cristian religion" and that "the conduct of the British Empire should be in the guidance of Christian persons of British Nationality who are not hampered or controlled by an allegiance or pledge of obedience to any government, power or authority, temporal or spiritual, the seat of which government, power or authority is outside the British Empire" (see *Castanera* at para.25).

In reviewing the *Leonard Trust* decision, Justice Dewar noted:

29 The conclusion to be reached upon a reading of the Leonard Trust case is that since there was no good reason demonstrated for the discriminatory conditions, they could not withstand modern day notions about equality.

30 The majority decision in the Leonard Trust case however took pains to warn that the decision which came from that case could not automatically be applied to every scholarship which contained conditions which violated some discriminatory category. Robins J.A. wrote:

42 On the material before the Court, it appears that many scholarships are currently available to students at colleges and universities in Ontario and elsewhere in Canada which restrict eligibility or grant preference on the basis of such factors as an applicant's religion, ethnic origin, sex, or language. None, however, so far as the material reveals, is rooted in concepts in any way akin to those articulated here which proclaim, in effect, some students, because of their colour or their religion, less worthy of education or less qualified for leadership than others. I think it inappropriate and indeed unwise to decide in the context of the present case and in the absence of any proper factual basis whether these other scholarships are contrary to public policy or what approach is to be adopted in determining their validity should the issue arise. The Court's intervention on public-policy grounds in this case is mandated by the, hopefully, unique provisions in the trust document establishing the Leonard Foundation.

31 The minority decision written by Tarnopolsky, J.A. in coming to a similar but not identical ultimate conclusion, contained the same cautions, namely:

103 Some concern was expressed to us that a finding of invalidity in this case would mean that any charitable trust which restricts the class of beneficiaries would also be void as against public policy. The respondents argued that this would have adverse effects on many educational scholarships currently available in Ontario and other parts of Canada. Many of these provide support for qualified students who could not attend university without financial assistance. Some are restricted to visible minorities, women or other disadvantaged groups. In my view, these trusts will have to be evaluated on a case by case

basis, should their validity be challenged. This case should not be taken as authority for the proposition that all restrictions amount to discrimination and are therefore contrary to public policy.

104 It will be necessary in each case to undertake an equality analysis like that adopted by the Human Rights Commission when approaching ss. 1 and 13 of the Human Rights Code, 1981, and that adopted by the courts when approaching s. 15(2) of the Charter. Those charitable trusts aimed at the amelioration of inequality and whose restrictions can be justified on that basis under s. 13 of the Human Rights Code or s. 15(2) of the Charter would not likely be found void because they promote rather than impede the public policy of equality. In such an analysis, attention will have to be paid to the social and historical context of the group concerned (see *Andrews v. Law Society of British Columbia*, [1989] 1 S.C.R. 143, 34 B.C.L.R. (2d) 273, 25 C.C.E.L. 255, [1989] 2 W.W.R. 289, 10 C.H.R.R. D/5719, 36 C.R.R. 193, 56 D.L.R. (4th) 1, 91 N.R. 255, at 152-153 [S.C.R.] per Wilson J. and 175 per McIntyre J.) as well as the effect of the restrictions on racial, religious or gender equality, to name but a few examples.

105 Not all restrictions will violate public policy, just as not all legislative distinctions constitute discrimination contrary to s. 15 of the Charter (*Andrews*, supra, at 168-169 per McIntyre J.). In the *Indenture* in this case, for example, there is nothing contrary to public policy as expressed in the preferences for children of "clergymen", "school teachers", etc. It would be hard to imagine in the foreseeable future that a charitable trust established to promote the education of women, aboriginal peoples, the physically or mentally handicapped, or other historically disadvantaged groups would be void as against public policy. Clearly, public trusts restricted to those in financial need would be permissible. Given the history and importance of bilingualism and multiculturalism in this country, restrictions on the basis of language would probably not be void as against public policy, subject, of course, to an analysis of the context, purpose and effect of the restriction.

Justice Dewar then went on to review the *UVictoria* case, in which the British Columbia Supreme Court considered whether a gift to benefit Roman Catholic students contravened the British Columbia Human Rights Code or public policy. In finding that the gift did not violate either the Human Rights Code or public policy, the court held that, unlike in the *Leonard Trust* case, the gift was not based on blatant religious supremacy. The court held that there was nothing offensive in the testator of a particular faith wishing to promote others of the same faith if the gift was not motivated by notions of supremacy.

Having reviewed these two cases, Justice Dewar moved to consider the *Castanera* trust, stating:

36 In my view, it is impossible to lay down a general rule that will apply to every testamentary gift to a university which is to be used for a bursary or scholarship and which contains restrictions on the eligibility of recipients. The Leonard Trust case illustrates what is not acceptable, especially with regard to race, colour, ethnic origin and religion. The University of Victoria case illustrates that promotion of people with the same religious belief is at least in some circumstances acceptable. Where does the Esther G. Castanera gift fall?

37 I prefer to rest my conclusion on the case before me on the second of the grounds used by Maczko J. in reaching his decision in the University of Victoria case. Put very simply, the restrictions which drove the decision in the Leonard Trust case were motivated by a belief that white Anglo Protestant people were superior to all other people of different races and different creeds. It is this notion that a select group of people are superior to others simply because of who they are that makes the restrictions in the Leonard Scholarships so offensive. The restrictions contained in the Castanera Scholarship Fund are not motivated by superiority. If anything, they are motivated by a desire to promote women in a field which historically was a male-dominated field. There is no suggestion that women will make better scientists than men. There is only a suggestion that women should be encouraged to enter a discipline which Dr. Castanera appeared to have enjoyed, and which historically was not populated by women. The notion that these conditions can be construed as unreasonably discriminatory is simply not sustainable.

...

42 Every gift requires a contextual assessment. A one-size-fits-all policy does not fairly provide the necessary comfort to a testator that his/her gift will be treated in the manner anticipated by them. That is not to say that the University cannot make a stricter policy than the law provides and abide by it. However, in those circumstances, it should decline to accept the gift in the first place, or apply early for a variation with service to all of those parties who might benefit if the variation was not allowed. I might add that where the request is grounded on a university policy which is more strict than public policy, such a variation should not, in my view, be automatically granted if the administration of the gift would not offend public policy or any human rights legislation.

43 In my view, any policy adopted by a university should contain language that permits the university to consider the qualitative aspects of any gift made to it.

44 Where the gift can be articulated as promoting a cause or a belief with specific reference to a past inequality, there is nothing discriminatory about such a gift. It may well be that at some point in the future, society will conclude that insufficient opportunities are granted to men simply because they are men, but that does not exist today. In my view, in today's environment, it is not offensive for this gift to benefit women rather than men, and I am not prepared to change it.

...

46 I therefore answer the questions put to me in the following way:

...

(ii) Does the qualification in the Will that the Fund to be used for "women graduates" offend or violate The Human Rights Code, C.C.S.M. c. H175 (the "Code"), or public policy?

Answer: The qualification in the Will that the Fund is to be used for "women graduates" does not offend or violate The Human Rights Code, C.C.S.M. c. H175 (the "Code"), or public policy.

The *Castanera* decision suggests that where an award is designated toward a class of people not because of the notion that the select group of people is superior to others, but instead because of a desire to promote that group in a field where they have historically been underrepresented, such award would not violate the Code or public policy. Justice Dewar was clear in the *Castanera* decision that the University of Manitoba should consider the qualitative aspects of any gift made to it, and not rely solely on quantitative analysis to determine whether there is underrepresentation.

ANALYSIS:

On the face of the TOR, this is an award that discriminates on the bases of sexual orientation and gender identity, which are protected characteristics under the Code. However, Mr. Kushner and Dr. McGinnis clearly state in the TOR that they wish to establish the bursary to benefit LGBT students because they "share the concern that in some fields of study, the University can be a lonely and isolating experience for LGBT students", and they wish to "offer their support for those in their community who are pursuing this challenging and rewarding path". They do not suggest that LGBT students are superior to other students in any way, or that LGBT students will make better engineers, computer scientists, geologists or doctors than non-LGBT students.

The evidence presented in the *TWU v. NSBS* decision suggests that LGBT students do experience discrimination as an identified, underrepresented sub-population in the University, mainly because LGBT students have historically not felt comfortable enough to self-identify and seek out supports when enrolling in post-secondary educational programs. The *Castanera* decision suggests that where an award is designated toward a class of people not because of the notion that the select group of people is superior to others, but instead because of a desire to promote that group in a field where they have historically been underrepresented, such award would not violate the Code or public policy. Justice Dewar in the *Castanera* decision also urges the university to consider the qualitative aspects of any gift made to it, and states that where the gift can be articulated as promoting a cause or a belief with specific reference to a past inequality, there is nothing discriminatory about such a gift.

On this basis, the proposed award should be accepted as an award that has as its object the amelioration of conditions of disadvantaged individuals or groups, including those who are disadvantaged because of any applicable characteristic referred to in subsection 9(2) of the Manitoba Human Rights Code, in accordance with the Policy: Non-Acceptance of Discriminatory Awards.

CONCLUSION:

The proposed bursary designated for LGBT students in the Faculty of Engineering should be accepted as an award that has as its object the amelioration of conditions of disadvantaged individuals or groups, including those who are disadvantaged because of any applicable characteristic referred to in subsection 9(2) of the Manitoba Human Rights Code, as allowed under the Policy: Non-Acceptance of Discriminatory Awards. The award would not violate the Human Rights Code or public policy because it is not created on the premise that LGBT students are superior in any way to non-LGBT student, but it is created on the premise that such award can help promote a group that has historically been underrepresented in the context of education.

End memo.

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AGENDA ITEM: Proposal for a Master of Science in Genetic Counselling

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve a proposal to establish a Master of Science in Genetic Counselling [subject to Senate approval, June 24, 2015].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The purpose of the proposed Master of Science in Genetic Counselling, which would be offered through the Department of Biochemistry and Medical Genetics, would be to provide exceptional academic, clinical, and research training in the area of genetic counselling.

The proposed program would be a two-year program. Given the program requirements, it is expected that most students would require 2.5 years to complete the program. Students would be required to complete 31 credit hours of coursework, including 23 credit hours at the 7000 – level, weekly participation in a clinical genetics half-day, two clinical rotations (totaling 8 credit hours), and a research thesis.

Projected enrolment is 3 students annually.

This proposal will be considered by Senate on June 24, 2015, and is being brought forward to the Board of Governors for consideration at the June 23rd meeting subject to its being approved by Senate.

RESOURCE REQUIREMENTS:

The program would require the introduction of four courses (totaling 14 credit hours) and the corresponding deletion of one course (6 credit hours), which would lead to an overall increase of 8 credit hours of course offerings in the Department. Otherwise, the program would make use of existing courses.

The total cost of the program would be \$167,159 in Year 5. Resources would be required for:

- salaries and benefits for a Program Director and two Course Coordinators;
- operating costs, including an annual American Board of Genetic Counselling (ABGC) membership fee, provisional / probationary ABGC annual report fee, administrative expenditures, website development, external rotation *ad hoc* fees, and an annual program retreat.

Resources would be derived from the following sources:

- 85 percent of tuition fees, which would generate \$73,440 annually, assuming an intake of 3 students;
- reallocation of baseline operating funds (\$142,043) within the Department to support 1.0 FTE

academic position for a Program Director, including salary and benefits and a stipend;

- in Year 0 (2015), a Departmental allocation of \$12,700 from Manitoba Health, Healthy Living, and Seniors;
- department in-kind, in the form of current support staff, including an Office Manager and Academic Programs Coordinator, who would provide administrative support to the program.

The Department of Biochemistry and Medical Genetics has adequate physical resources to support the program, including teaching equipment, research and laboratory space and equipment, and student study/office space. Students would have access to computer resources in the Library and to Wifi throughout the Bannatyne Campus.

The University Library could support the proposed program with the purchase of a small number of books, to address deficiencies in the current collection. The current journal collection can support the program.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

The proposed program, which responds to a recommendation made in a recent academic program review in the Department, is consistent with the strategic academic and research plans of the Department of Biochemistry and Medical Genetics, which has significant expertise in the area of genetic counselling.

The program would promote the social, economic and cultural well-being of the people of Manitoba in that it would respond to a growing need for genetic counsellors that arises from a growth industry in human and medical genetics, by educating and training individuals to practice as genetic counsellors. In this respect, the proposal is consistent with the University's mission to contribute to the well-being of the people of Manitoba.

IMPLICATIONS:

The proposed program would respond to a growing need for qualified genetic counsellors that arises from an increase in direct-to-consumer medicine and available genetic testing and from a growth industry in human and medical genetics, more generally. The Winnipeg Regional Health Authority (WRHA) Program in Genetics and Metabolism, which is the only genetics program in the province and which also serves populations in northwestern Ontario and Nunavut, served more than 6,000 patients in 2012.

It is anticipated that there would be demand for graduates of the program, which would be one of only four of its kind in Canada and would be the only one of its kind in the Prairie Provinces. There are more than 30 unfilled positions for genetic counsellors in North America, including several positions in Manitoba. Genetic counsellors would find employment in academic, private-practice, and industry settings.

ALTERNATIVES:

N/A

CONSULTATION:

This proposal is forwarded to the Board of Governors following consultation with the Faculty Council of Graduate Studies on Program and Curriculum Changes, the Senate Planning and Priorities Committee, and Senate Executive. It will be considered by Senate, for approval, at its meeting on June 24, 2015.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty Council of Graduate Studies on Program and Curriculum Changes	October 20, 2014
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Planning and Priorities Committee	May 25, 2015
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Executive	June 10, 2015
<input type="checkbox"/>	<input type="checkbox"/>	Senate	June 24, 2015
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes [October 20, 2014]
- Report of the Senate Planning and Priorities Committee on a proposal to establish a Master of Science in Genetic Counselling
- Proposal for a Master of Science in Genetic Counselling

Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

Preamble:

1. The Faculty of Graduate Studies has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on October 20, 2014 to consider a proposal from the **Dept. of Biochemistry & Medical Genetics**.

Observations:

1. The **Dept. of Biochemistry & Medical Genetics** proposes the introduction of a new program, namely a **Master of Science in Genetic Counselling**. See attached full program proposal, reviewers' report, and departmental response.

The practice of genetic counselling combines the expertise of genetic disease mechanisms with a sensitive appreciation of the psychological burdens and complex social and ethical issues associated with genetic disorders. With the increase in direct-to-consumer medicine and available genetic testing, the demand for genetic counsellors has increased dramatically. This translates into a significant need for properly trained genetic counsellors. Genetics is truly a growth industry. This phenomenon is clearly evident here in the province of Manitoba. The Winnipeg Regional Health Authority (WRHA) Program of Genetics and Metabolism is the only Genetics Program in the province and also serves patients from northwestern Ontario, Nunavut and certain areas of Saskatchewan. In 2012, the Genetics Program saw over 6 000 patients. In efforts to reduce wait times, clinical and support staffing has expanded. The WRHA clinical program staff is comprised of clinical geneticists (physicians), PhD geneticists and genetic counsellors. Genetic counsellors are highly specialized healthcare professionals whose academic training includes a Masters in Science in Genetic Counselling. Upon completion of their graduate training, genetic counsellors undergo certification through examination with The Canadian Association of Genetic Counselling (CAGC) and/or the American Board of Genetic Counseling (ABGC). Genetic counsellors work in all domains of genetics including: Cancer, Prenatal, Pediatric and Metabolic Genetics. Genetic counsellors are an important part of the Genetics team and function autonomously seeing patients. They are also part of multidisciplinary teams.

Admission Requirements will include (in addition to the minimum requirement of the Faculty of Graduate Studies):

- Four-year Bachelor of Science degree where coursework includes genetics and psychology
- Minimum 3.7 (4.5 scale) grade point average or equivalent in the previous 60 CHs of university study

Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

- Practical experience in face-to-face counselling

Program Requirements include, for a total of **31** credit hours over 2 years:

- Academic Coursework
 - Minimum requirement of 23 credit hours at the 7000 level
 - Participation in the clinical genetics academic half day (held weekly)
- Clinical Rotations
 - BGEN 7270 Introduction to Genetic Counselling Clinic Rotation (4 credit hours) (Year 1)
 - BGEN 7280 Advanced Genetic Counselling Clinic Rotation (4 credit hours) (Year 2)
 - Rotations 4-6 weeks in length involving exposure to all disciplines within the Genetics program (General Genetics, Metabolics – Pediatric and Adult, Prenatal (including Maternal Serum Screening) and Cancer), in addition to multidisciplinary clinics
 - External clinic rotation between year 1 and year 2 at a recognized ABGC training site
- Research Thesis

Course Introductions

BGEN 7270 Introduction to Genetic Counselling Clinic Rotation 4

This rotation will allow students to observe and participate in various genetic counselling settings. Participation will allow for skill development and practical application of genetic counselling fundamentals. Pre-requisite: acceptance into the M.Sc. Genetic Counselling program. Course graded Pass/Fail.

BGEN 7280 Advanced Genetic Counselling Clinic Rotation 4

This rotation will provide year two students full participation in various genetic counselling settings. Students will be able to use advance genetic counselling skills, building on their skill set from the previous introduction to genetic counselling clinical rotation course. Pre-requisite: BGEN 7270. Course graded Pass/Fail.

BGEN 7142 Clinical Genetics – 1* 3

Clinical applications and principles of single gene, multifactorial, nontraditional inheritance teratogenic causes of disease. Focus on the role of the genetic counsellor in the clinical setting, including history and practice of genetic counselling, genetic counselling skills and case documentation.

BGEN 7144 Clinical Genetics – 2* 3

Clinical application and principles in advance concepts of genetic disease. Focus on the expanded role of the genetic counsellor in the clinical setting including application of role playing for genetic counselling students. Pre-requisite: BGEN 7142 Clinical Genetics – 1.

Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

Course Deletion

BGEN 7140 Clinical Genetics* **-6**

NET CREDIT HOUR CHANGE **+6**

**It was recommended by the Academic Programs Committee of the Faculty of Graduate Studies that two 3 credit hour courses, as opposed to one 6 credit hour (spanned) course, be created so as allow more flexibility for student registration.*

Recommendations

The Faculty Council of Graduate Studies recommends THAT: the new program proposal from the unit listed below be approved by Senate:

Dept. of Biochemistry & Medical Genetics

Respectfully submitted,

Dean J. Doering, Chair
Graduate Studies Faculty Council

/ak

Report of the Senate Planning and Priorities Committee on a proposal to establish a Master of Science in Genetic Counselling

Preamble:

1. The terms of reference of the Senate Planning and Priorities Committee (SPPC) are found on the website at http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/508.html wherein SPPC is charged with making recommendations to Senate regarding proposed academic programs and is further charged with making recommendations to the President and reporting to Senate on matters requiring prioritization including the prioritization of new or modified programs with significant resource requirements.
2. At its meetings on November 24, 2014, and February 23 and May 25, 2015, the SPPC considered a proposal from the Department of Biochemistry and Medical Genetics, College of Medicine, for a Master of Science in Genetic Counselling.
3. The Faculty Council of Graduate Studies has endorsed, and recommends that Senate approve a proposal to establish a Master of Science in Genetic Counselling.

Observations:

1. The purpose of the proposed Master of Science in Genetic Counselling would be to provide exceptional academic, clinical and research training in the area of genetic counselling.
2. The proposed program would respond to a growing need for qualified Genetic Counsellors that arises from an increase in direct-to-consumer medicine and available genetic testing and from a growth industry in human and medical genetics, more generally. The Winnipeg Regional Health Authority (WHRA) Program in Genetics and Metabolism, which is the only genetics program in the province and which also serves populations in northwestern Ontario and Nunavut, served more than 6,000 patients in 2012.
3. It is anticipated that there would be demand for graduates of the program, which would be one of only four of its kind in Canada and would be the only one of its kind in the Prairie Provinces. There are more than 30 unfilled positions for Genetic Counsellors in North America, including several positions in Manitoba. Genetic counsellors would find employment in academic, private-practice, and industry settings. Potential employers in Manitoba include the WHRA Program in Genetics and Metabolism, Diagnostic Services of Manitoba, and private industry.
4. Enrolment would be limited to three (3) students each year. The proposed enrolment takes into account the size of the employment market for genetic counsellors in Manitoba and the Prairie Provinces.
5. The proposed M.Sc. in Genetic Counselling would be a two-year professional program that is subject to accreditation standards. It was noted that, given the coursework and thesis requirements, most students would require an additional term (i.e. 2.5 years) to complete the program. The program requirements include 31 credit hours of coursework, including 23 credit hours at the 7000 – level, weekly participation in a clinical genetics academic half-day, two clinical rotations (totalling 8 credit hours), and a research thesis.

6. Establishment of the program would require the introduction of four courses and the corresponding deletion of one course, as described in the proposal, for a net increase of 8 credit hours of course offerings in the Department. Otherwise, the proposed program would make use of existing courses from the Master of Science in Biochemistry and Medical Genetics curriculum and counselling skills courses offered by the Unit of Extended Education.
7. The total cost of delivering the program would be \$167,159, in Year 5. Resources would be derived from the following sources:
 - 85 percent of tuition fees, which would generate \$73,440 annually, assuming an annual intake of 3 students;
 - reallocation of baseline operating funds (\$142,043) within the Department to support one 1.0 FTE academic position for a Program Director, including salary (\$102,246) and benefits (\$24,798) and a stipend (\$15,000);
 - in Year 0 (2015), a Departmental allocation of \$12,700 from Manitoba Health, Healthy Living, and Seniors (MHLS);
 - Department in-kind, in the form of current support staff, including an Office Manager and Academic Programs Coordinator, who would provide administrative support to the program.
8. Revenues identified above would be allocated to (i) salaries and benefits for a Program Director (1.0 FTE) and two Course Coordinators and (ii) operating costs, including an annual American Board of Genetic Counselling (ABGC) membership fee, provisional/probationary ABGC annual report fee, administrative expenditures, website development, external rotation *ad hoc* fees, and an annual program retreat.
9. Based on advice from the committee, the Department has indicated that, once a Program Director had been appointed, it would apply to the province for a “specialized program” status, for recognition as a professional program, and would explore the possibility of establishing a return- of-service agreement with the province.
10. The position of Program Director would be a tenure-track faculty appointment, initially at the rank of Assistant Professor.
11. The Department of Biochemistry and Medical Genetics has adequate physical resources to support the program, including teaching equipment, research and laboratory space and equipment, and study/office space for students. Students would have access to computer resources in the Library and to Wifi throughout the Bannatyne Campus.
12. The University Library has indicated that it could support the proposed program with the purchase of a number of books to address deficiencies in the current book collection. The current journal collection can support the program.
13. The committee observed that the cost of the program is significant, given the small number of students who would be enrolled. The committee acknowledged that ABGC’s requirement that the program have a full-time Program Director in order to receive accreditation contributes to the cost of the program. The importance of the program to the Department and to the College of Medicine, as signified by the Dean’s willingness to reallocate funds to support the position of Program Director, was also taken into account when considering the justification of program costs.
14. The consensus of the committee was that the academic merit of the proposal for a M.Sc. in Genetic Counselling is strong, given research and teaching strengths that exist in the Department. As noted in the proposal, researchers and clinicians in the Department have international reputations and are well placed to mentor students in genetic counselling.

15. On the basis of the SPPC's criteria for assigning priority to new programs / initiatives,¹ the Committee recommends that a high priority level be assigned to the proposal for a Master of Science in Genetic Counselling, as the proposed program: is consistent with the existing institutional strategic planning framework; is consistent with the objectives of a major, medical-doctoral research university; is consistent with the strategic academic and/or research plans of the unit making the proposal; promotes student success and addresses student needs; addresses the need to promote the social, economic and cultural well-being of the people of Manitoba.

Recommendation

The Senate Planning and Priorities Committee recommends:

THAT Senate approve and recommend to the Board of Governors that it approve the proposal to establish a Master of Science in Genetic Counselling, in the Department of Biochemistry and Medical Genetics, College of Medicine. The Senate Committee on Planning and Priorities recommends that the Vice-President (Academic) and Provost not implement the program until satisfied that there would be sufficient space and sufficient funding to support the ongoing operation of the program.

Respectfully submitted,

Ada Ducas, Chair
Senate Planning and Priorities Committee

¹ http://umanitoba.ca/admin/governance/media/SPPC_Assigning_Priorities_to_New_Programs-Initiatives.pdf



UNIVERSITY
OF MANITOBA

Faculty of Medicine

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727 McDermot Avenue
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Canada R3E 3P5
Telephone (204) 789-3557
Fax (204) 789-3928

Memorandum

DATE: May 28, 2013
TO: Dr. Alison Elliott
FROM: Brian Postl, MD
Dean, Faculty of Medicine
RE: Program Proposal for MSc in Genetic Counselling

1. This will confirm the following motion was passed at the Faculty of Medicine, Faculty Executive Council, April 10, 2013 – 5:30PM – Theatre “B” as follows:

“Program Proposal for MSc in Genetic Counselling

- Presentation made by Dr. Elliott as per attached

MOTION by Dr. Peter Nickerson and SECONDED by Dr. Thomas Klönisch. CARRIED.”

Dr. Alison Elliott

2. This will also confirm the following motion was passed at the Faculty of Medicine, Faculty Council, April 10, 2013 – 6:30PM – Theatre “B” as follows:

“Program Proposal for MSc in Genetic Counselling

- Presentation made by Dr. Elliott as per attached

MOTION by Dr. Peter Nickerson and SECONDED by Dr. Klaus Wrogemann. CARRIED.”

Dr. Alison Elliott

*Brian Postl, MD
Dean - Faculty of Medicine, University of Manitoba
Room 230 Basic Medical Sciences Building
745 Bannatyne Avenue
Winnipeg, MB R3E 0J9
Telephone: 204-789-3485; Fax: 204-789-3661*



UNIVERSITY OF MANITOBA

Revised Program Proposal for a Master's in Science in Genetic Counselling
Offered by the University of Manitoba, Faculty of Health Sciences, College
of Medicine, Department of Biochemistry and Medical Genetics

May 29, 2015

Submitted by
Louise Simard, PhD
Sherri Burnett, MS, CGC
Shannon Chin, M.Sc.,
CCGC
Erin Dola MS, CGC
Jessica Hartley, MS, CGC

(Original submission led by Alison M. Elliott, MS, CGC, PhD,
relocated to the University of British Columbia)

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E. SUPPORTING DOCUMENTS

Relevant communications and letters of support. All letters of support were directed to the Faculty of Graduate Studies

Removed from Proposal provided to Senate

A. PROGRAM DESCRIPTION

1. Rationale, Objectives and Features

I. Rationale

The practice of genetic counselling combines the expertise of genetic disease mechanisms with a sensitive appreciation of the psychological burdens and complex social and ethical issues associated with genetic disorders. With the increase in direct-to-consumer medicine and available genetic testing, the demand for genetic counsellors has increased dramatically. This translates into a significant need for properly trained genetic counsellors. Genetics is truly a growth industry. This phenomenon is clearly evident here in the province of Manitoba. The Winnipeg Regional Health Authority (WRHA) Program of Genetics and Metabolism is the only Genetics Program in the province and also serves patients from northwestern Ontario, Nunavut and certain areas of Saskatchewan. In 2012, the Genetics Program saw over 6,000 patients. In efforts to reduce wait times, clinical and support staffing has expanded. The WRHA clinical program staff is comprised of clinical geneticists (physicians), PhD geneticists and genetic counsellors. Genetic counsellors are highly specialized healthcare professionals whose academic training includes a Masters in Science in Genetic Counselling. Upon completion of their graduate training, genetic counsellors undergo certification through examination with The Canadian Association of Genetic Counselling (CAGC) and/or the American Board of Genetic Counseling (ABGC). Genetic counsellors work in all domains of genetics including: Cancer, Prenatal, Pediatric and Metabolic Genetics. Genetic counsellors are an important part of the Genetics team and function autonomously seeing patients. They are also part of multidisciplinary teams.

In 2007, there were six genetic counsellors in the WRHA Program in Manitoba. There are currently nine genetic counsellors in the WRHA program. At present, there are over 30 unfilled genetic counselling positions in North America, Manitoba is among the provinces in need. **At present, there are only three accredited genetic counselling training programs in Canada** – University of Toronto, McGill University and University of British Columbia. **There is no prairie training program**; however, the infrastructure to house one in Manitoba is in place. Specifically:

- The Genetics Program at the University of Manitoba has a well-established Royal College Medical Genetics residency training program. In addition, a formal genetic counselling rotation for the residents as part of their training has been implemented.
- The WHRA program has also been recognized as a certified training site with the American Board of Genetic Counseling. Students from training programs from Canada and the United States arrange external clinical rotations with the Winnipeg Program. The WRHA genetic counsellors are involved in research and teaching and have faculty appointments in the Department of Biochemistry and Medical Genetics, College of Medicine, Faculty of Health Sciences.

- The WRHA program is a leader in genetic research, largely due to the strong interface with basic science research at the University. For example, there were 27 publications from this program in 2012. These are listed in Appendix A.
- Clinically, this Program has also been recognized: in 2010, it was noted for two leading practices with Accreditation Canada – including the Hereditary Breast Ovarian Cancer clinic and the multidisciplinary Pediatric Metabolic Clinic (Hartley et al., Genetic Counseling in a busy pediatric metabolic practice, *Journal of Genetic Counselling*, 20:20-22, 2011).
- The genetic counsellors affiliated with the WRHA program have been recognized nationally as the top program during Genetic Counselling Awareness week 2010.

The Genetic Counselling Program at the University of Manitoba has the potential to lead internationally.

II. Objectives

The objectives of this program are to provide exceptional academic, clinical and research training. The academic infrastructure for coursework is in place. As clinical rotations are a necessary component of a genetic counselling training program, two new courses have been designed to track the students' clinical progress for these rotations (see Timeline). Otherwise, no new courses need to be created for this Program.

- The coursework will provide a solid genetics and counselling training background to fulfill the core competencies as outlined by the Canadian Association of Genetic Counselling and The American Board of Genetic Counseling.
- The clinical training will consist of clinical rotations that will primarily occur in the WRHA Program of Genetics and Metabolism where a Royal College training program for residency in Medical Genetics already exists. This program is a recognized training site with the American Board of Genetic Counseling. Clinical supervisors (geneticists and genetic counsellors) are appropriately certified and have faculty appointments in the Department of Biochemistry and Medical Genetics. The high volume of the WRHA Genetics Program will provide an exceptional and diverse clinical experience.
- The Program will be thesis based and potential areas of study will include the study of Manitoba's unique populations. Supervision of thesis projects is possible through the established research relationship with the Department of Biochemistry and Medical Genetics, Department of Pediatrics and Child Health, many other departments within the College of Medicine in addition to the Children's Hospital Research Institute of Manitoba.
- Graduates will be eligible for certification by the American Board of Genetic Counseling and Canadian Association of Genetic Counselling examinations.

III. How the Program fits with the research and academic priorities of the Department of Biochemistry and the College of Medicine

The Department of Biochemistry & Medical Genetics (BMG), a basic science department in the College of Medicine, is comprised of dedicated faculty who work closely with graduate students, post-doctoral fellows, residents and clinicians to advance our understanding of complex and diverse biological processes in normal and disease states. Our research programs are conducted in a trans-disciplinary environment that captures diverse specialties and professionals. We are also educators. BMG offers Pre-Masters, M.Sc. and Ph.D. programs that promote excellent interdisciplinary and collaborative research among students and faculty. Basic research and translational outcomes are closely integrated. Our involvement in Undergraduate Medical Education, Post-Graduate Medical Education and Physician Assistant Studies Program teaching provides another platform to link basic science with health care delivery.

Our overriding **mission** is to optimize genetic health by bridging bench research to the bedside and beyond. Our **vision** is to establish a *Personalized Medicine Pipeline* that promotes interdisciplinary and collaborative research and education. We value **excellence** as measured by our deliverables (research funding, publications, dissemination of our successes at local, national and international meetings, training of highly qualified people, community based training of our youth, research and teaching awards at all levels, etc.).

Our faculty is involved in a range of research programs; however, two strong themes form the framework of our current Strategic Plan. (1) **Gene discovery and translation:** Our department has a long-standing history of identifying genes involved in genetic disorders affecting Manitobans. Recent examples include the identification of an *EMG1* gene mutation responsible for Bowen-Conradi Syndrome (BCS) in Hutterites¹. This discovery was translated into a DNA Chip that will be used to screen for genetic disorders prevalent in this population². For Chudley-McCullough Syndrome (CMS), we exploited next generation sequencing (NGS) technology through the FORGE Canada initiative to identify genes responsible for rare genetic disorders³. More recently, we have identified the causal gene for Ritscher Shinzel Syndrome in our First Nations population⁴. The BCS discovery has moved to the functional genomics transgenic pipeline to establish and characterize BCS mouse models⁵. Our newly established MicroCT/Optical Imaging facility provides state-of-art equipment to fully characterize these models of human genetics disease. (2) **Epigenetics in health and disease states:** The phenotype of the whole organism is not governed by genes alone, but results from gene-gene and gene-environment interactions. Our department has a long-standing track record of excellence in the field of epigenetics especially as relates to developmental disorders and cancer. Dr. James Davie has established a Next Generation Sequencing Platform in the Children's Hospital Research Institute of Manitoba ensuring state-of-art technologies for gene discovery and epigenetic studies. This combination pushes us further along the continuum and provides a framework for studying environmental influences in normal and disease states. Within the next five years, these technologies will become common tools for diagnosis, prognosis, best treatment practices and outcome measures in clinical trials. Our ability to meet higher genetic counseling needs will be tested; thus, initiating a Master's in Genetic Counselling in our department is strategic. Our objective is to

train highly qualified genetic counselors that could potentially remain in Manitoba and provide the necessary expertise required for Manitoba to deliver outstanding genetic services and personalized medicine.

Given the strong focus on genetic disorders in unique populations (Hutterites, First Nations), some M.Sc. research initiatives might involve these populations. It is important to underscore that, because these studies involve human subjects, they have all undergone HREB review and participants provide “informed” consent. Finally, the results of these genetic studies have not only been disseminated via publications in academic journals, but have also been the subject of town halls (Hutterite colonies) and direct communication with First Nations’ communities. Consequently, research studies leading to an M.Sc. in Genetic Counselling will be carried out in an ethically approved manner and with appropriate dissemination to those most affected by the research findings.

¹Collaborative effort between Drs. Barbara Triggs-Raine and Cheryl Rockman-Greenberg.

²Collaboration between Drs. Barbara Triggs-Raine and Elizabeth Spriggs. Dr. Spriggs is the director of the DNA Diagnostic Laboratory.

³The Manitoba leadership for the submitted manuscript includes Drs. Teresa Zelinski and Albert Chudley; manuscript published AJHG 2012.

⁴Collaborative effort with Drs. Alison Elliott, Teresa Zelinski and Louise Simard; manuscript published JMG 2013.

⁵Collaboration between Drs. Barbara Triggs-Raine and Hao Ding has generated 2 BCS mouse models. Dr. Ding holds a CRC Tier II chair in Genetic Modeling.

IV Novel and Innovative Features of the Program

There is currently **no prairie training** program in genetic counselling. The WRHA Genetics program is centralized and the only one in the province. It is a very **high volume clinical program** with over 6000 patients being seen in 2012. Canada is a leader in **telehealth** and the Program of Genetics and Metabolism is one of the top ten utilizers of telehealth. Genetic counseling is well suited to telehealth and these sessions will be incorporated into the clinical rotations (Elliott et al., Trends in Telehealth versus on-site clinical genetics appointments in Manitoba: a comparative study, J of Genetic Counseling 21:337-444, 2012). In addition, there is a longstanding history of exceptional research productivity due to successful collaborations with the Departments of Biochemistry and Medical Genetics and Pediatrics and Child Health that have resulted in the identification of disease genes, specific to our **unique populations**. Examples include: Limb Girdle Muscular Dystrophy, Bowen-Conradi Syndrome, Ritscher-Schinzel syndrome (Elliott et al., JMG 2013). Recent international collaborations with other centres through the FORGE (Finding of Rare Disease Genes in Canada) initiative have identified additional genetic mechanisms in such diseases as: Floating Harbour Syndrome and Chudley-McCullough syndrome.

2. Context

I. Current and Future Needs of Manitoba and Canada

There is currently no prairie training program and only three accredited genetic counselling training programs in Canada. There are currently unfilled positions in genetic counselling throughout North America, including within the province of Manitoba. With the increase of available genetic tests and emphasis of direct-to-consumer genetic testing, the opportunities for employment for genetic counsellors are escalating at a rapid rate. The establishment of a training program here in Manitoba will assist with recruitment and retention of genetic counsellors. Although most genetic counsellors work in an academic setting, others work in private practice or industry. Potential employers within the province include The WRHA Program of Genetics and Metabolism (where counsellors also have faculty appointments with the University of Manitoba), Diagnostic Services of Manitoba and private industry.

One of the priorities set out by the University of Manitoba is Indigenous Achievement. Our department and the College of Medicine have a long standing commitment to increasing representation of Aboriginal students in the medical health professions (medical school admissions have steadily increased over the years). Our long term goal would be to see Aboriginal students graduate with an M.Sc. in Genetic Counselling enabling them to provide such services in their own communities and becoming excellent role models as First Nations' Health Professionals. There are two barriers to achieving this goal. One involves the low numbers of Aboriginal students pursuing undergraduate studies in basic sciences and the second is the high tuition fees for this program. With regards to the first barrier, our department has a strong record in initiating and promoting the Biomedical Youth Program which promotes the sciences in inner city grade schools. We will continue to work closely with the Faculties of Health Science and Science to make education in the "sciences" more accessible to Aboriginal students throughout their education (primary and secondary levels). This may include activities in specific schools during our yearly "Genetic Counselling Awareness Week". With regards to the second barrier, we will work closely with the Faculties of Health Science and Graduate Studies to identify scholarship opportunities for Aboriginal students entering this program. The department of Biochemistry and Medical Genetics is privileged to have Endowment funds that have provided small yearly awards to students conducting research in Human Genetics. These funds could be used to partner with FHS and FGS to create targeted scholarships.

II. Strengths of the Manitoban Genetic Counselling Program

The proposed program has many strengths.

- Centralized clinical program (in many training programs, students have to travel to different centres to attend different clinics)
- High volume clinic and an ethnically diverse population including our unique populations
- The program will be driven by eight genetic counselors who have trained in diverse genetic counselling programs and who have experience in supervising genetic counseling students, medical students and residents. Two workshops

have been specifically designed for our genetic counsellors to receive training in issues related to being a thesis supervisor. Topics include an introduction of the FGS and Departmental sub-regulations, the student/advisor agreement, human ethics, the Research Ethics Board, scientific communication, writing skills, scientific analysis, and ethics in science. They will also receive formal training in teaching, evaluation and feedback through the TIPS program offered by the University of Manitoba.

- The academic experience from the course work will be exceptional

The research opportunities will capitalize on the pre-existing relationships between the clinical program and the many other academic programs within the university. Indeed, it is these strengths that have made the Program of Genetics and Metabolism an attractive external site for genetic counselling students from other programs in Canada and the USA.

III. Program's Areas of concentration/specialization

The Departments of Biochemistry and Medical Genetics and Pediatrics and Child Health are strategically placed to provide training and experience from one end to the other of the Personalized Medicine Pipeline. We are cognizant of the genetic health needs of diverse Manitoban populations (for e.g. Hutterites, First Nations etc.). We are successful in producing new discoveries and our researchers, clinicians, and diagnosticians work closely together to translate these findings so that they can be of benefit to individuals touched by genetic disease. We are also able to create animal models of genetic conditions and thus can exploit these for pre-clinical studies to identify and test targeted therapies. Consequently, we believe that our GC Program will be viewed as a well-rounded, trans-disciplinary learning environment that stimulates our trainees to strive for new knowledge and translatable outcomes that serve the genetic needs of our constituency.

IV Interface with existing programs and potential enhancements

There is currently a graduate program, namely a Master's in Biochemistry and Medical Genetics, where the courses have been established. Therefore non genetic counselling students will be enrolled in some of these courses. Courses exclusive to the genetic counselling students will be the Theory and Practice of Genetic Counselling (BGEN 7160) as well as the practicum (genetic counseling rotations) (new courses BGEN 7270 and 7280). The genetic counselling students will also enroll in counselling courses through the extended education program (Counselling Skills I and II). There will be shared academic half days with the pre-existing Royal College of Medical Genetics University of Manitoba training program.

V. Enhanced co-operation between Manitoba universities

The University of Manitoba is the single institution conferring a Medical Degree in the province of Manitoba. Consequently, this is the natural home for such a program. This being said, students graduating from the University of Winnipeg and who satisfy the entry requirements would be eligible to pursue a M.Sc. in Genetic Counselling. Furthermore, students in this program will be completing external rotations as part of

their training. The external site needs to be accredited with The American Board of Genetic Counseling. Consequently, external rotations will be out of province and potentially outside of Canada.

VI. Enhanced National/International reputation

Researchers and clinicians in the Departments of Biochemistry and Medical Genetics and Pediatrics and Child Health have international reputations and are well placed to mentor students enrolled in the GC program. Our trainees will be expected to excel in their course work, clinical rotations and research projects. Their Research Advisory Committee members will ensure that trainees pursue outstanding research and encourage that this work will be publishable in the best journals possible. Consequently, it is expected that research findings arising from this program will be disseminated at relevant national and international meetings and be submitted for publication. The outcome of this will be an enhanced national and international reputation that should serve to attract new applicants into the program and GC trainees for external rotations.

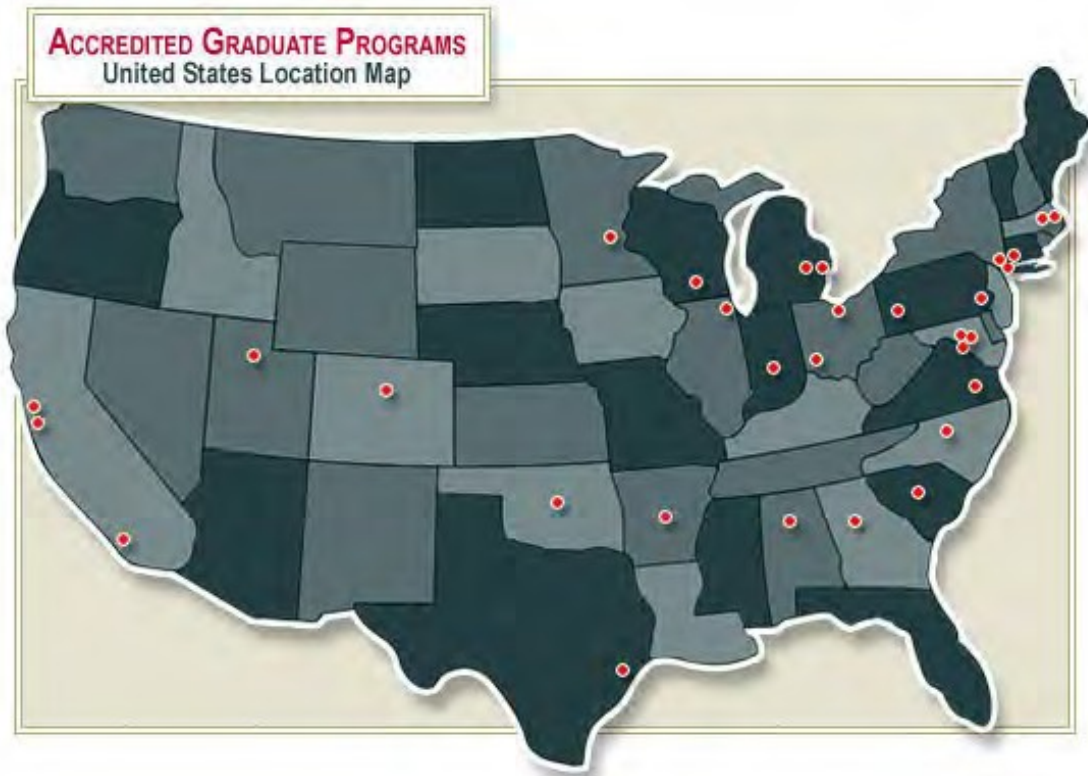
VII. Other Canadian and North America programs (Source is www.ABGC.net.)

Programs in Canada



Prov	University and Program	Accreditation Status
BC	University of British Columbia Master's Program in Genetic Counselling	Full
ON	University of Toronto Master of Science in Genetic Counselling	Full
PQ	McGill University M.Sc. in Genetic Counselling	Full

Programs in United States



	Program	Accreditation Status
AL	University of Alabama at Birmingham MasterofScienceinGeneticCounseling	Provisional
AR	University of Arkansas Medical Sciences MasterofScienceinGeneticCounseling	Full
CA	University of California – Irvine MasterofScienceinGeneticCounselingProgram	Full
CA	California State University - Stanislaus(SF Bay Area) MasterofScienceinGeneticCounseling	Full
CA	Stanford University, Stanford MasterofScienceinGeneticCounseling	Full
CO	University of Colorado Denver GraduatePrograminGeneticCounseling	Full
DC	Howard University MasterofScienceinGeneticCounseling	Probation
GA	Emory University School of Medicine MasterofMedicalScienceinHumanGeneticsandGeneticCounseling	Provisional
IL	Northwestern University Medical School GraduatePrograminGeneticCounseling	Full
IN	Indiana University Medical Center PrograminGeneticCounseling	Full
MD	Johns Hopkins University/National Human Genome Research Institute GeneticCounselingTrainingProgram	Full
MD	University of Maryland School of Medicine Master'sdegreeinGeneticCounseling	Full
MA	Boston University School of Medicine MastersinGeneticCounselingTrainingProgram	Full
MA	Brandeis University MasterofSciencePrograminGeneticCounseling	Full
MI	University of Michigan GeneticCounselingProgram	Full

	Program	Accreditation Status
MI	Wayne State University Genetic Counseling Graduate Program	Full
MN	University of Minnesota Graduate Program of Study in Genetic Counseling	Provisional
NY	Long Island University - CW Post Clinical Genetics Program	Full
NY	Mt. Sinai School of Medicine Master of Science Program in Genetic Counseling	Full
NY	Sarah Lawrence College Joan H. Marks Graduate Program in Human Genetics	Full
NC	University of North Carolina at Greensboro Master of Science Program in Genetic Counseling	Full
OH	Case Western Reserve University Genetic Counseling Training Program	Full
OH	University of Cincinnati College of Allied Health Sciences Genetic Counseling Program	Provisional
OK	University of Oklahoma Health Sciences Center Master of Science in Genetic Counseling	
PA	Arcadia University Genetic Counseling Program	Full
PA	University of Pittsburgh Genetic Counseling Program	Full
SC	University of South Carolina Genetic Counseling Program	Full
TX	University of Texas Graduate School of Biomedical Sciences at Houston Program in Genetic Counseling	Full
UT	University of Utah Graduate Program in Genetic Counseling	Full
WI	University of Wisconsin – Madison Genetic Counseling Master's Program	Full
VA	Virginia Commonwealth University Genetic Counseling Program	Full

3. Specifics

1 The Credential (a-d)

The degree to be offered is a Master's in Science in Genetic Counselling. The program will be housed in the Department of Biochemistry and Medical Genetics, College of Medicine, Faculty of Health Sciences, University of Manitoba. Sub-regulations for this program are appended in this document (See Appendix B). This credential is not offered currently at the University of Manitoba, or at any other Canadian prairie university. The only other Canadian programs that offer this credential are The University of British Columbia, McGill University and The University of Toronto. The degree name is specific to the training and is in keeping with the nomenclature for such training programs in Canada, the United States and abroad.

The Accreditation Council of Genetic Counseling (ACGC) is the sole accreditation body for genetic counselling training programs. The WRHA Genetics Program is already a recognized training site by the American Board of Genetic Counseling as students of existing genetic counselling programs arrange external rotations within our Program and include students from The Sarah Lawrence Program in New York, McGill University and The University of British Columbia. The Program has four American Board of Genetic Counselling (ABGC) board certified Masters trained genetic

counsellors, two with Canadian Certification (Canadian Association of Genetic Counselling – CAGC) and two with both the American and Canadian certification. The high volume and diverse clinical exposure combined with highly trained clinical supervisory staff make Manitoba an attractive choice for an external rotation. Both Canadian and American board certified counsellors can function as clinical supervisors for genetic counselling students.

II. Program Description

a. Admission requirements

The expected student profile for the Genetic Counselling Program (GCP) will include exceptional academic standing with a minimum requirement of a four year Bachelor of Science degree where coursework includes genetics and psychology. The minimum standard of acceptance is 3.7 (4.5 scale) Grade Point Average (GPA), or equivalent in the previous 60 credit hours of university study. Successful candidates will also have practical experience in face-to-face counselling. Ideally, students will have had exposure to a clinical genetics setting and/or exposure to research. (See amendments to Supplemental Regulations for Biochemistry and Medical Genetics presented in Appendix B). Requirements specific to the Genetic Counselling Program (GCP) are noted as such in red type - “GCP only” in the document.

Briefly, the amendments are as follows:

- For GCP: There will be Fall session admission only. Deadline for all admission documents will be February 1 for a September start date of the same calendar year (for both Canadian/US and International Students). The application package will be comprised of the completed FGS application form, a written statement of purpose of no more than two pages outlining relevant experience and reason for pursuing genetic counselling, and a minimum of two reference letters. One of the reference letters must be from an individual who can judge the applicant’s counselling abilities as previous counselling experience is required. The composition of the application package is standard for genetic counselling programs. Furthermore, interviews will be a required component of the selection process. Students selected for interviews will be informed in the spring.
- For GCP: Thesis advisors will be identified by the end of December of the first year of admission into the Program. No stipend will be associated with this Program.
- For GCP: Each student, in consultation with his/her advisor, will select an advisory committee and submit their names to the Chair of the Graduate Student Affairs Committee for approval within the first three months of the beginning of the Program.
- For GCP: Required courses will include: Theory and Practice of Genetic Counselling, Principles and Practice in Human Genetics, Clinical Genetics I and II, Genetic Epidemiology, Biomedical Trainee Skills and Seminars in Human Genetics. In addition, clinical rotations will be a mandatory component of the training program (details to follow).
- For GCP: There is no pre-Master’s admission.

- For GCP: There is no transfer of credits into the Program.

The remaining requirements are similar for both Programs.

b. Course Requirements

This program combines academic coursework, clinical rotations and a research thesis. An academic timeline follows this paragraph. Academic coursework will include a minimum requirement of 23 credit hours of courses at the 7000 level. Students will be expected to participate in the clinical genetics academic half day (held weekly).

- There is also a clinical rotation requirement, with Introduction to Genetic Counselling Clinic Rotation (BGEN7270 Year 1) and Advanced Genetic Counselling Clinic Rotation (BGEN7280 Year 2). These are new courses and the relevant documentation (Course Introduction Forms) is included as a separate document (Appendix C). Course Outlines – to follow this paragraph and also found in Appendix D. Each course will be worth 4 credit hours. Rotations will be 4-6 weeks in length and involve exposure to all disciplines within the Genetics program (General Genetics, Metabolics – Pediatric and Adult, Prenatal (including Maternal Serum Screening) and Cancer) in addition to multidisciplinary clinics.
- There will be an external clinical rotation between year 1 and 2 at a recognized ABGC training site.
- A Code of Conduct for clinical rotations is included in Appendix D1.
- As students require accrual of clinical encounters via a logbook in order to sit the certification examinations, a sample logbook sheet is included in Appendix D2.

Course Outline for New Courses - BGEN 7270 and BGEN 7280 (also found in Appendix D)

Year One: Intro GC Clinical Rotation BGEN 7270 (4 credit hr)

Fall Semester

Observational rotation:

Goal: focus on preparing students for clinical rotations.

- Shadowing GC/MD in various clinics (observing 2nd year students)
- Attending referral meetings (general/cancer)
- Attend upcoming clinic reviews with MD/Genetic Assistant (GA)
- Attend a local genetic support group meeting (NF annual general meeting in Oct)
- Attend a PHIA session

Commitment:

Three – 3 week rotations

Attend a min. 2 – half day clinics/wk for a total 6 clinical hrs/wk.

*Students will also be expected to locate and secure an external site for their summer rotation.

Winter Semester

Active participation rotations:

Goal: focus on introductory communication skills/core concepts.

- Working on basic GC skills (contracting, attending)
- Obtain medical and family histories
- Case prep

Commitment:

Three – 5 week rotations

Attend min 2- half day clinics/wk (6 clinical hrs/wk)

Rotations:

Prenatal (PND)

Genetic counselling for: advanced maternal age, family history of known genetic conditions, teratogen exposures, ultrasound anomalies and other prenatal indications.

Students may also be expected to attend:

- monthly fetal medicine case rounds
- obstetrical and gynecology grand rounds (if pertinent)
- participate in the prenatal referral triage process.

Cancer

Genetic counselling for: hereditary breast and ovarian cancer, hereditary colon cancer (HNPCC and FAP) and other hereditary cancer syndromes.

Students may also be expected to attend:

- hereditary cancer working group meeting
- weekly cancer referral triage meeting.

Pediatric (primarily MD based clinics)

Genetic counselling for: a variety of pediatric genetic conditions (e.g. Down syndrome, muscular dystrophy, neurofibromatosis), birth defects and other pediatric indications.

Students may also be expected to attend:

- weekly general genetics referral triage meeting
- in-hospital consults with the geneticist
- weekly in-hospital consult review
- Pediatric grand rounds if pertinent.

This rotation may also include the multidisciplinary cystic fibrosis clinic.

In year one, students will also be expected to spend a day in the Molecular Diagnostic and Cytogenetic Laboratories. Date and time to be determined.

Summer Semester

External Rotation:

Goal: exposure to an external institution to allow for a more in-depth, versatile clinical experience.

- Students must locate and secure a clinical rotation in an external clinical setting.
- External setting must comply with ABGC criteria (certified supervisors)
- This is a non-credit rotation thus will not appear on the student's transcript

Commitment:

Rotation must be a minimum of 5 weeks duration

Year Two: Advanced GC Clinical Rotation (4 credit hrs) (BGEN 7280)

Fall Semester

Advanced clinical rotations:

Goal: build on concepts of year one and introduce advanced clinical skills.

Full participation in clinics

- Case prep, risk assessment, psychosocial assessment
- Identifying appropriate testing/investigations
- Letter writing
- Follow up, identifying support info

Commitment:

Three – 4 week rotations

Attend min 2- half day clinics/wk (6 clinical hrs/wk).

Rotations:

Maternal Serum Screening (MSS)

Genetic counselling for: positive maternal serum screens (Down syndrome, spina bifida), soft signs and ultrasound anomalies.

Students may be expected to:

- participate in referral triage
- attend pertinent meetings, fetal medicine rounds etc.
- rotate in the Cadham Provincial Laboratory (in MSS)

Adult General Genetics

Genetic counselling for: adult onset conditions (Huntington disease, Hemochromatosis), family history of genetic conditions/birth defects, infertility and other indications.

Students may also be expected to attend:

- weekly general genetics referral triage meeting
- internal grand rounds if pertinent
- hemoglobinopathy committee meeting(s).

Psychology

Counselling for various psychological conditions. Rotation will involve a didactic teaching component in addition to observation of counselling (including perinatal) and cognitive assessments. There will be opportunities for role playing. Counselling

issues to explore include: motivational interviewing, overcoming resistance, empathy, delivering bad news. Students may also be expected to attend various meetings, teaching sessions, etc.

This rotation will be 3 weeks in length.

Winter Semester

Advanced clinical rotations:

Goal: continuation of advanced clinical skills

- Rotations in various clinics
- Acting as the primary GC
- Oral exam: to occur at the end of the course
 - students will have a mock GC case
 - must successfully pass the oral exam to complete the course

Commitment:

Three – 5 week rotations

Attend min 2- half day clinics/wk (6 clinical hrs/wk).

Rotations:

Adult & Pediatric Metabolic

Genetic counselling for: metabolic and mitochondrial conditions (e.g. Fabry disease, phenylketonuria). This rotation will also include newborn screening.

Students may also be expected to attend:

- Metabolic Discipline Advisory Meeting
- the Cadham Provincial Laboratory (in newborn screening)
- Biochemistry laboratory.

Movement Disorder Clinic:

External rotation at the Deer Lodge Center. Genetic counselling for a variety of movement disorders (e.g. Huntington disease, Parkinson disease, dystonia). Students may also be expected to attend various meetings, teaching session etc.

May - June: remedial rotations if necessary.

Summary:

Fall

Year Ones: Three – 3 week observation rotation

Start: early Oct

End: mid Dec

Clinics:

To be determined

Year Twos: Three – 4 week rot

Start: early Sep

End: mid Dec

Clinics:

MSS

Adult general genetics

Psychology

Winter:

Year Ones: Three – 5 week rot
 Start: early Jan
 End: early May

Clinics:
 PND
 Cancer
 Peds

Year Twos: Three – 5 week rot
 Start: early Jan
 End: early May

Clinics:
 Metabolic (adult/peds)
 Movement disorder clinic
 Open (peds/cancer/pnd etc)

May – June: remedial rotations (if necessary)

Summer:

Year ones: One – 5 wk external rotation
 May – Aug

Clinics:
 ABGC accredited external
 clinic

Ancillary Rotations:

In addition to the above listed clinics, students may have the opportunity to rotate in the following clinics/facilities:

Heartland Fertility & Gynecology Clinic Pediatric
 Neurology - Health Sciences Centre Amputee Clinic
 - Rehabilitation Centre for Children
 Muscular Dystrophy Clinics - Rehabilitation Centre for Children
 Spina Bifida Clinic - Rehabilitation Centre for Children
 Manitoba FASD Centre - Rehabilitation Centre for Children
 Craniofacial Differences Clinic - Health Sciences Centre
 Bleeding Disorders Program - Health Sciences Centre
 Pediatric Ophthalmology - Health Sciences Centre

b) continued Complete Course Requirements - includes Timeline
Year One Curriculum

Fall

BGEN 7090 – Principles and Practice of Human Genetics (3 credits)
 BGEN 7142 – Clinical Genetics I (3 credits)
 BGEN 7130 – Genetic Epidemiology of Human Populations (3 credits)
 BGEN 7000 – Research Seminar (1 credit per year)
 BGEN 7270 – Introduction to Genetic Counselling Clinic Rotation (2 of 4 credits)
 Supplemental Course – Counselling Skills I (Counselling Certificate Program)
 Research Thesis: Student will meet with a minimum of two potential thesis advisors.
 By December of the Fall semester, the student will have thesis project and thesis committee identified (minimum of 3 members). A short summary of project intentions should be drafted by the end of Fall semester.

Winter

BGEN 7144 – Clinical Genetics II (3 credits)

IMED 7410– Biomedical Trainee Skills (3 credits)

BGEN 7000 – Research Seminar

BGEN 7270 – Introduction to Genetic Counselling Clinic Rotation (2 of 4 credits)

Supplemental Course – Counselling Skills II (Counselling Certificate Program)

Research Thesis requirement – student will submit Letter of Intent to thesis oversight committee for approval by end of Winter semester. Begin Research Ethics Board submission.

Summer

The student will complete a 5 week external clinic rotation which has been previously arranged by the student. The site for this external rotation must comply with ABGC criteria.

Research Thesis requirement – student will complete literature review and finalize data collection measures for start of data collection by Fall Year Two.

Year Two Curriculum

Fall

BGEN 7160 – Theory and Practice of Genetic Counselling (3 credits)

BGEN 7000 – Research Seminar (1 credit per year)

BGEN 7280 – Advanced Genetic Counselling Clinic Rotation (2 of 4 credits)

Research Thesis requirements – student will complete data collection by end of Fall Year Two semester.

Winter

BGEN 7040 – Seminars in Human Genetics (3 credits)

BGEN 7000 – Research Seminar

BGEN 7280 – Advanced Genetic Counselling Clinic Rotation (2 of 4 credits)

Research Thesis requirements – student will perform data analysis, interpretation of results and submit final draft of thesis to thesis oversight committee. Defend final thesis. Present research at Seminars in Human Genetics course. Submit abstract for a genetics associated national meeting (NSGC, CAGC, ASHG, etc.)

Total Credits for Graduation – 31

Course work will be completed by April of the second year. Clinic rotations will be completed by May of second year. The thesis must be submitted by April 1st of the second year. Students are expected to graduate in June of second year based on the successful completion of all three major areas of the program.

b) For required academic courses – Clinical Genetics I and II were previously one course (Clinical Genetics – worth 6 credit hours). The course deletion form and the course introduction forms related to Clinical Genetics are located in Appendix C.

Detailed outlines for required courses are found in Appendix D
This section includes Evaluation of Students for Academic Courses – (c) Description of Academic Course Content that meet core competencies as outlined by CAGC and ABGC

ii. Supplemental Course Information

Counselling Skills I

Applied Counselling Certificate Program
University of Manitoba, Extended Education Unit
Fall Semester Year One
Instructor: Ron Thorne-Finch

This is the screening course of the Applied Counselling Certificate Program and is an opportunity for the instructor and the student to assess personal suitability and/or readiness to participate in the program. Students will be introduced to a client centred helping model and will learn, practice and begin to integrate the Level I counselling skills of attending, listening, empathy and probing. Self-awareness, as it relates particularly to values and attitudes congruent to the helping skills, will be examined throughout this course and in Levels II and III.

This course is experientially based learning and therefore, participants are required to attend regularly, and to take part in the practice interviews, taping and group discussions that are central to the learning.

Counselling Skills II

Applied Counselling Certificate Program
University of Manitoba, Extended Education Unit
Winter Semester Year One
Instructor: Mitch Bourbonniere

Progressive practice of the skills learned in Level I are further increased. The focus is on the practice and development of advanced accurate empathy, facilitative self-disclosure, confrontation and immediacy.

Course on Research Ethics (CORE)

On-line Course
Panel of Research Ethics Government of Canada

CORE is an on-line tutorial that provides contemporary reviews of issues related to the safe and ethical conduct of research with humans. EPIC works to ensure that this resource is available to the University community and that a standard level of research training is achieved before REB approval is given to a researcher working with humans. While it is recognized that many researchers will have already completed the older version of the in-line Tri-Council Policy Statement (TCPS), the National Institutes of Health (NIH) tutorial, or other tutorials specific to Research with

Humans, completion of CORE remains a condition of REB review and approval as of September 2011.

All students, researchers and faculty at the University of Manitoba are encouraged to work, at their own pace, through the modules of the CORE tutorial. It is estimated that it will take between 3 and 5 hours to complete. A certificate is made available for those who complete all modules. Researchers and students are asked to print and retain a copy of the certificate for verification of completion. One (1) copy (submitted once) will be required to accompany the submission of a project for REB review. Completion of CORE will also serve to fulfill requirements of some courses (for e.g. BGEN7040 – Seminars in Human Genetics).

iii. Ancillary Meetings and Requirements

All students are required to attend:

- Thursday academic sessions 2-4pm – requirement one presentation per year
 - guideline reviews
 - case presentations
 - mini-reviews of genetic conditions
 - informal case roundsand one journal club article as lead per year.
- All patient review or meetings that coordinate with clinic rotations. For example, general genetic referral meeting, cancer referral meetings, subspecialty rounds such as fetal assessment, newborn screening, consult review, metabolic discipline advisory committee, hereditary cancer working group
- Support group meeting – evening time commitment, Fall Year One, minimum of one group meeting
- Telegraf presentations relevant to genetics (bimonthly Royal College training sessions via Telehealth)
- Grand Rounds relevant to genetics – ongoing
- Public presentations – at least one presentation to schools, support group, etc.

iv. Clinical Rotation Framework

Year One: Intro GC Clinical Rotation BGEN 7270(4 credit hr)

Fall Semester

Observational rotation:

Goal: focus on preparing students for clinical rotations.

- Shadowing GC/MD in various clinics (observing 2nd year students)
- Attending referral meetings (general/cancer)
- Attend upcoming clinic reviews with MD/Genetic Assistant (GA)
- Attend a local genetic support group meeting (NF annual general meeting in Oct)
- Attend a PHIA session

Commitment:

Three – 3 week rotations

Attend a min. 2 – half day clinics/wk for a total 6 clinical hrs/wk.

*Students will also be expected to locate and secure an external site for their summer rotation.

Winter Semester

Active participation rotations:

Goal: focus on introductory communication skills/core concepts.

- Working on basic GC skills (contracting, attending)
- Obtain medical and family histories
- Case prep

Commitment:

Three – 5 week rotations

Attend min 2- half day clinics/wk (6 clinical hrs/wk)

Rotations:

Prenatal (PND)

Genetic counselling for: advanced maternal age, family history of known genetic conditions, teratogen exposures, ultrasound anomalies and other prenatal indications.

Students may also be expected to attend:

- monthly fetal medicine case rounds
- obstetrical and gynecology grand rounds (if pertinent)
- participate in the prenatal referral triage process.

Cancer

Genetic counselling for: hereditary breast and ovarian cancer, hereditary colon cancer (HNPCC and FAP) and other hereditary cancer syndromes.

Students may also be expected to attend:

- hereditary cancer working group meeting
- weekly cancer referral triage meeting.

Pediatric (primarily MD based clinics)

Genetic counselling for: a variety of pediatric genetic conditions (e.g. Down syndrome, muscular dystrophy, neurofibromatosis), birth defects and other pediatric indications.

Students may also be expected to attend:

- weekly general genetics referral triage meeting
- in-hospital consults with the geneticist
- weekly in-hospital consult review
- Pediatric grand rounds if pertinent.

This rotation may also include the multidisciplinary cystic fibrosis clinic.

In year one, students will also be expected to spend a day in the Molecular Diagnostic and Cytogenetic Laboratories. Date and time to be determined.

Summer Semester

External Rotation:

Goal: exposure to an external institution to allow for a more in-depth, versatile clinical experience.

- Students must locate and secure a clinical rotation in an external clinical setting.
- External setting must comply with ABGC criteria (certified supervisors)
- This is a non-credit rotation thus will not appear on the student's transcript

Commitment:

Rotation must be 5 weeks in duration.

Year Two: Advanced GC Clinical Rotation (4 credit hrs) (BGEN 7280)

Fall Semester

Advanced clinical rotations:

Goal: build on concepts of year one and introduce advanced clinical skills.

Full participation in clinics

- Case prep, risk assessment, psychosocial assessment
- Identifying appropriate testing/investigations
- Letter writing
- Follow up, identifying support info

Commitment:

Three – 4 week rotations

Attend min 2- half day clinics/wk (6 clinical hrs/wk).

Rotations:

Maternal Serum Screening (MSS)

Genetic counselling for: positive maternal serum screens (Down syndrome, spina bifida), soft signs and ultrasound anomalies.

Students may be expected to:

- participate in referral triage
- attend pertinent meetings, fetal medicine rounds etc.

- rotate in the Cadham Provincial Laboratory (in MSS)

Adult General Genetics

Genetic counselling for: adult onset conditions (Huntington disease, Hemochromatosis), family history of genetic conditions/birth defects, infertility and other indications.

Students may also be expected to attend:

- weekly general genetics referral triage meeting
- internal grand rounds if pertinent
- hemoglobinopathy committee meeting(s).

Psychology

Counselling for various psychological conditions. Rotation will involve a didactic teaching component in addition to observation of counselling (including perinatal) and cognitive assessments. There will be opportunities for role playing. Counselling issues to explore include: motivational interviewing, overcoming resistance, empathy, delivering bad news. Students may also be expected to attend various meetings, teaching sessions, etc.

This rotation will be 3 weeks in length.

Winter Semester

Advanced clinical rotations:

Goal: continuation of advanced clinical skills

- Rotations in various clinics
- Acting as the primary GC
- Oral exam: to occur at the end of the course
 - students will have a mock GC case
 - must successfully pass the oral exam to complete the course

Commitment:

Three – 5 week rotations

Attend min 2- half day clinics/wk (6 clinical hrs/wk).

Rotations:

Adult & Pediatric Metabolic

Genetic counselling for: metabolic and mitochondrial conditions (e.g. Fabry disease, phenylketonuria). This rotation will also include newborn screening.

Students may also be expected to attend:

- Metabolic Discipline Advisory Meeting
- the Cadham Provincial Laboratory (in newborn screening)
- Biochemistry laboratory.

Movement Disorder Clinic:

External rotation at the Deer Lodge Center. Genetic counselling for a variety of movement disorders (e.g. Huntington disease, Parkinson disease, dystonia). Students may also be expected to attend various meetings, teaching session etc.

May - June: remedial rotations if necessary.

Summary:

Fall

Year Ones: Three – 3 week observation rotation
Start: early Oct
End: mid Dec

Clinics:

To be determined

Year Twos: Three – 4 week rot
Start: early Sep
End: mid Dec

Clinics:

MSS
Adult general genetics
Psychology

Winter:

Year Ones: Three – 5 week rot
Start: early Jan
End: early May

Clinics:

PND
Cancer
Peds

Year Twos: Three – 5 week rot
Start: early Jan
End: early May

Clinics:

Metabolic (adult/peds)
Movement disorder clinic
Open (peds/cancer/pnd etc)

May – June: remedial rotations (if necessary)

Summer:

Year ones: One – 5 wk external rotation
May – Aug

Clinics:

ABGC accredited external
clinic

Ancillary Rotations:

In addition to the above listed clinics, students may have the opportunity to rotate in the following clinics/facilities:

Heartland Fertility & Gynecology Clinic

Pediatric Neurology - Health Sciences Centre

Amputee Clinic - Rehabilitation Centre for Children

Muscular Dystrophy Clinics - Rehabilitation Centre for Children

Spina Bifida Clinic - Rehabilitation Centre for Children

Manitoba FASD Centre - Rehabilitation Centre for Children

Craniofacial Differences Clinic - Health Sciences Centre

Bleeding Disorders Program - Health Sciences Centre
Pediatric Ophthalmology - Health Sciences Centre

c. Evaluation of Students procedures and Student Evaluations - Clinical

i. Evaluation of Clinical Rotations for Year One Students

**University of Manitoba
Genetic Counselling Graduate Program
Evaluation of Clinical Rotation Year
One Students**

Student Name:

Date:

Clinic:

Clinical Supervisor:

SECTION 1

- Rating:**
- A** Performs skill competently and appropriately for **level of training**
 - I** Needs improvement. Please use comment box to write specifics to improving skill(s)
 - N/A** Not applicable/Not observed

Practice Based Competencies	Rate	Supervisor's Comments
Case Preparation: Reviews indication for referral and any relevant information pertaining to the case prior to the session.		
Contracting: Initiates the genetic counselling session, elicits patient's concerns and expectations, and establishes the agenda.		
Eliciting Medical History: Asks appropriate questions to obtain pregnancy, developmental and medical histories as appropriate.		
Eliciting Family History & Pedigree Documentation: Asks appropriate questions to construct a complete pedigree and uses standard pedigree symbols, notation and nomenclature.		
Risk Assessment: Performs pedigree analysis and evaluation of medical/laboratory data to determine recurrence and/or occurrence		

risks.		
Discussion of Inheritance & Risk Counselling: Applies knowledge of inheritance patterns and etiology and effectively communicates this information.		
Discussion of Diagnosis & Natural History: Applies knowledge of clinical features and natural history and effectively communicates this information.		
Discussion of Testing Options & Results: Applies knowledge of current testing options available and result outcomes, and effectively communicates this information.		
Psychosocial Assessment: Demonstrates an understanding of family/interpersonal dynamics and recognizes impact of emotions on cognition and retention of information provided.		
Psychosocial Support & Counselling: Responds to verbal and nonverbal cues and structures/modifies information given. Engages patient in the decision making process.		
Resource Identification & Referral: Identifies local, regional and/or national support groups, and other resources. Provides referrals to other professionals/agencies.		
Follow Up: Able to present succinct/precise case summary and provide appropriately written documentation for patients and/or health care professionals.		

SECTION 2

OVERALL PERFORMANCE THROUGHOUT THE ROTATION

Please check the most appropriate category:

Meeting Clinical Rotation Objectives

Meets and shows progress beyond set objectives

- Meets objectives satisfactorily
- Meets some objectives, needs help with others
- Not able to meet objectives

Judgment in the Clinical Setting

- Above average in making decisions
- Usually makes the right decision
- Often uses poor judgment
- Consistently uses poor judgment

Attitude towards Duties and Responsibilities

- Very interested and industrious
- Average in diligence and interest
- Somewhat indifferent
- Definitely not interested

Relations with Staff and Patients

- Works well with others
- Gets along satisfactorily
- Difficulty working with others
- Works poorly with others

Quality of Work

- Very good
- Average
- Below average
- Very poor

Dependability

- Above average in dependability
- Usually dependable
- Sometimes neglectful or careless
- Unreliable

Overall Evaluation of Rotation

- Very good
- Average
- Below average

Student Signature

Supervisor Signature

ii. Evaluation of Clinical Rotations for Year Two Students

**University of Manitoba
Genetic Counselling Graduate Program
Evaluation of Clinical Rotation Year
Two Students**

Student Name:

Date:

Clinical Supervisor & Rotation:

SECTION 1

Rating:	1 – 2	<i>Beginning Level:</i> level of skill expected for an entry level student with limited clinical experience.
	3 – 4	<i>Intermediate Level:</i> level of skill expected for a student with some clinical experience. Skills are progressing.
	5	<i>Advanced Level:</i> level of skill expected for a graduating year two student. Proficient in skill.
	N/A	Not applicable/Not observed

Practice Based Competencies	Level of skill
Communication Skills	
Can establish a mutually agreed upon agenda with the patient	1 2 3 4 5 N/A
Can elicit an appropriate and inclusive family history	1 2 3 4 5 N/A
Can elicit pertinent medical information including pregnancy, developmental and medical histories	1 2 3 4 5 N/A
Can elicit a social and psychosocial history	1 2 3 4 5 N/A
Can effectively convey genetic, medical and technical information to the patient	1 2 3 4 5 N/A
Can understand, listen, communicate and manage a session in a culturally sensitive manner	1 2 3 4 5 N/A
Can document and present information clearly, concisely orally and written as appropriate to the audience	1 2 3 4 5 N/A

Critical Thinking Skills						
Can assess and calculate genetic and teratogenic risks	1	2	3	4	5	N/A
Can evaluate a social and psychosocial history	1	2	3	4	5	N/A
Can identify and evaluate pertinent medical and genetic information	1	2	3	4	5	N/A
Can assess patient understanding and response to information and modify a session as needed	1	2	3	4	5	N/A
Can identify and access local, regional and national resources/services	1	2	3	4	5	N/A
Interpersonal, Counselling & Psychosocial Assessment Skills						
Can establish rapport, identify concerns and respond to emerging issues of a patient/family	1	2	3	4	5	N/A
Can elicit and interpret patient/family experiences, behaviors, emotions, perceptions and attitudes	1	2	3	4	5	N/A
Can use a range of interviewing techniques	1	2	3	4	5	N/A
Can provide short-term patient-centered counselling/psychosocial support	1	2	3	4	5	N/A
Can promote client decision making in an unbiased, non-coercive manner	1	2	3	4	5	N/A
Professional Ethics & Values						
Can act in accordance with the ethical, legal and philosophical principles and values of the profession	1	2	3	4	5	N/A
Can serve as an advocate for the patient/family	1	2	3	4	5	N/A
Can recognize their own limitations in knowledge and capabilities as it pertains to the medical and/or psychosocial aspects of a patient encounter	1	2	3	4	5	N/A
Can demonstrate initiative for continued professional growth	1	2	3	4	5	N/A

SECTION 2

OVERALL PERFORMANCE THROUGHOUT THE ROTATION

Please check the most appropriate category:

Meeting Clinical Rotation Objectives

___ Meets and shows progress beyond set objectives

- Meets objectives satisfactorily
- Meets some objectives, needs help with others
- Not able to meet objectives

Judgment in the Clinical Setting

- Above average in making decisions
- Usually makes the right decision
- Often uses poor judgment
- Consistently uses poor judgment

Attitude towards Duties and Responsibilities

- Very interested and industrious
- Average in diligence and interest
- Somewhat indifferent
- Definitely not interested

Relations with Staff and Patients

- Works well with others
- Gets along satisfactorily
- Difficulty working with others
- Works poorly with others

Quality of Work

- Very good
- Average
- Below average
- Very poor

Dependability

- Above average in dependability
- Usually dependable
- Sometimes neglectful or careless
- Unreliable

Overall Evaluation of Rotation

- Very good
- Average
- Below average

Student Signature

Supervisor Signature

iv. Student evaluation of clinical rotation and supervision

**University of Manitoba
Genetic Counselling Graduate Program
Student Evaluation of the Clinical Rotation & Supervision**

Student Name:

Date:

Clinic:

Clinical Supervisor:

Please check the most appropriate category:

Supervisor's Expectations of the Student

The supervisor's expectations for my performance for this rotation were:

- | | |
|--|--|
| <input type="checkbox"/> far too great | <input type="checkbox"/> very appropriate |
| <input type="checkbox"/> a little too much | <input type="checkbox"/> not very high; I felt I was more advanced |

The supervisor's expectations of my knowledge base for this rotation were:

- | | |
|--|---|
| <input type="checkbox"/> far too great | <input type="checkbox"/> very appropriate |
| <input type="checkbox"/> a little too much | <input type="checkbox"/> not very high; I felt I was not given credit for what I knew |

The supervisor's expectations of my clinical skills for this rotation were:

- | | |
|--|--|
| <input type="checkbox"/> far too great | <input type="checkbox"/> very appropriate |
| <input type="checkbox"/> a little too much | <input type="checkbox"/> not very high; I felt that I could have done more |

Feedback

The quality of feedback from the supervisor was:

- | | |
|--|---|
| <input type="checkbox"/> very useful | <input type="checkbox"/> not helpful |
| <input type="checkbox"/> somewhat useful | <input type="checkbox"/> unconstructive & harmful; I did not feel supported |

The timing of the feedback from the supervisor was:

- | | |
|---|--|
| <input type="checkbox"/> appropriate & timely | <input type="checkbox"/> inconsistent |
| <input type="checkbox"/> adequate | <input type="checkbox"/> inadequate; I needed more feedback on a regular basis |

Overall evaluations of my performance as a genetic counsellor were:

- very helpful; I saw improvement
- feedback was not given until the end of my rotation which did not allow for improvement
- I could have used more structure to plan improvement

The Clinical Experience

I found the degree of independence during this rotation:

- too little for my experience
- I felt pushed into situations I was not ready to handle
- appropriate for my experience

In preparing cases and working with patients, I found the supervisor:

- helped me prepare where appropriate
- did not help me as much as I needed
- helped me to think about how to prepare

I found this supervisor was:

- able to help me when needed
- not available enough; I needed more help
- occasionally available to help

In working with patients, I found this supervisor:

- was supportive and helped me through the session
- was not available for most sessions
- interrupted me during the session too much; did not trust me

I found this clinical rotation to be:

- a great experience; I learned a lot
- very difficult; I had a hard time learning
- a good learning experience but I could have learned more

Student Signature

Supervisor Signature
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d. Thesis procedures and regulations
See supplemental regulations (Appendix B)

University of Manitoba Genetic Counselling Program
Thesis Project Timeline

The goals of the research project are to:

1. Gain a thorough understanding of the research process
2. Learn to critically evaluate research studies
3. Formulate an original research question to add to the body of genetic counseling knowledge
4. Implement study design and data collection
5. Understand research methodology and the statistical tools necessary to analyze data
6. Formally defend and write a thesis
7. Have the opportunity to submit work for publication and present findings at a national conference

Timeline for Research Projects:

<u>Date Due</u>	<u>Project Goal</u>
Fall Year 1	Student will meet with a minimum of two potential thesis advisors.
End of Fall Year 1	Thesis project and thesis committee identified (minimum of 3 members). A short summary of project intentions should be drafted to oversight committee.
Winter Year I	Research Course (IMED 7410). Other didactic lectures relevant to genetic counselling research will be incorporated into other coursework.
End of Winter Year 1	Letter of intent must be reviewed by the thesis advisor. Once approved, the student must submit the Letter of Intent to the Program Director for review and approval by the GCP Research Oversight Committee. Student to complete online CORE ethics course.
Early Summer Year 1	Background readings completed and summarized in a comprehensive literature review (submitted to primary advisor); data measures developed or acquired before REB submission.
Summer Year 1	Protocol and REB submissions completed and submitted to primary advisor and project committee members for comments and approval.
Summer Year 1	REB forms completed and submitted to REB office and possible hospital impact committee (can take a month).

Start Fall Year 2	Data measures finalized and (after REB approval) pilot tested as necessary; data collection begins (if not already).
End of Fall Year 2	<i>Introduction</i> to advisor/committee . Data collection complete.
Early Winter Year 2	<i>Materials/Methods</i> to advisor/committee.
Mid-Winter Year 2	Data analysis complete; <i>Results/discussion</i> to advisor/committee.
Mid-Winter Year 2	Complete first draft to advisor and/or full committee; review revisions.
End of Winter Year 2	After final approval by entire thesis committee, send to 2 members of GCP Research Oversight Committee for approval.
April 1 Year 2	Final copies due to the Graduate Studies Office (they will distribute bound copies to the student, advisor, library and the department). Graduate Student Research Colloquium. Submit abstract of research project to national meeting (NSGC, CAGC, ASHG, ACMG).

Please note:

- Depending on the project and its progress, students may need to spend time over “school breaks” (summer or winter) on data collection and/or other thesis related areas. This possibility should be discussed with primary advisors in advance.
- Students will also be expected to have regular meetings with their advisor +/- committee members.
- Students will be expected to submit progress reports to the program every few months.

e. Ability to transfer courses into the program

Not applicable (see Supplemental Regulations – Appendix B)

f. Relevant Procedures and Regulations – Supplemental Regulations – Appendix B
Course Deletion and New Course Forms– Appendix C
Course Outline Forms for New Courses– Appendix D
Code of Conduct for Clinical Rotations – Appendix D1
Logbook for case accrual in order to sit certification board examinations – Appendix D2

4. Projections and Implementations

I. Sample Program Listing and a timeline for Completion – listed previously

II. Enrolment will be limited to three students per year. This is to ensure adequate clinical exposure and supervision. For comparison, McGill University accepts 3-5 students per year and the University of Toronto, 4 students per year.

III. Distance education

There will be a distance education component. This will include pre-existing Telegraf sessions, which are part of the Royal College genetics residency training program. All training programs across Canada participate in this monthly academic experience. In addition, patients will be seen via Telehealth as part of the clinical rotations. Students are also expected to complete an external clinical rotation at an ABGC accredited training site.

IV. Schedule for the implementation was discussed previously in timeline.

A. HUMAN RESOURCES

1. Faculty

This is a thesis-based program. The following table identifies potential thesis advisors and committee members. All have appointments in the Department of Biochemistry and Medical Genetics. The individuals listed are also currently involved in teaching genetics at the University of Manitoba and will serve as lecturers within the Program. Additional lecturers include clinicians and basic scientists involved in the Genetics Academic Half days. This includes subspecialists from Pediatric Neurology, Pediatric Nephrology, Palliative Care, Clinical Psychology, Pediatrics and Child Health, Ethics, Maternal Fetal Medicine, support groups. The compiled Curriculum vitae from potential thesis advisors are included in Appendix E.

I. a-c Thesis advisors, committee members and Course Teachers

**Advisors and Lecturers for Genetic Counselling Program
Faculty with Primary or Cross Appointments in Biochemistry and Medical Genetics**

Academic Listing	Potential Advisors	Lecturers
Chodirker , Bernie – Professor	x	X
Chudley , Albert – Professor	x	X
Dawson , Angie J. – Associate Professor		X
Ding, Hao – Associate Professor		X
Greenberg , Cheryl R. – Professor		X
Hu , Pingzhao - Assistant Professor	X	X
Leygue , Etienne – Associate Professor		X
Liu , Michelle – Assistant Professor	x	X
Mai , Sabine – Professor		X
Marles , Sandra – Assist Professor	x	X
McManus , Kirk – Assistant Professor		X
Merz , David – Assistant Professor		X
Mhanni , Aziz – Assist. Professor	X	X
Murphy , Leigh C. – Professor	x	X
Nachtigal , Mark – Associate Professor	x	X
Ogilvie , Tamra – Assistant Professor		X
Pemberton , Trevor – Assistant Professor	X	X
Rastegar , Mojgan – Assistant Professor		X
Reed , Martin – Adjunct Professor	x	X
Simard , Louise – Professor & Dept. Head	x	X
Spriggs , Beth – Assistant Professor	x	X
Triggs-Raine , Barb – Professor	x	X
Wigle , Jeffrey – Associate Professor	x	X
Wirtzfeld , Debrah – Associate Professor	x	X
Hartley , Jessica – Lecturer	X	X
Chin , Shannon - Lecturer	X	X
Serfas , Kim - Lecturer	X	X
Burnett , Sherri - Lecturer	X	X

Abbreviated curriculum vitae for thesis and program advisors

See Appendix E

Potential Thesis Topics are listed in Appendix E1

c) For faculty designated as lecturers/other, graduate courses taught over last five years:

Lecturers: Graduate Courses Taught in the Last Five years

Angie Dawson
2007-current
BGEN 7090
BGEN 7180

Hao Ding
2008-current
IMED 7290
2011-current
BGEN 7000
BGEN 8000

Cheryl Greenberg
2007-current
BGEN 7090

Etienne Leygue
2007-current
BGEN 7260
IMED 7240
2007-2011
BGEN 7000
BGEN 8000

Sabine Mai
2007-current
IMED 7200
IMED 7300
IMED 7302
IMED 7304
IMED 7240

Kirk McManus
2012 - current
IMED 7240

David Merz
2008-current
IMED 7290

Tamra Ogilvie
New faculty

Mojgan Rastegar
2011-current
BGEN 7210
2012-current
IMED 7101

Extent of participation in BMG/GC Graduate Programs of Thesis Advisors
As mentioned, the thesis advisors are already faculty members of the Dept of Biochemistry and Medical Genetics and many are currently involved in teaching courses within this department.

Impact of the proposed program on teaching loads

The teaching loads of the course coordinators will be increased from what it is currently. The impact will be greatest for the genetic counsellors who will be functioning as course coordinators and will also serve as the primary lecturers for these courses.

2. Support Staff

The Department of Biochemistry and Medical Genetics will provide the support staff for the administration of the Program. No new positions need to be created. There is currently an office manager and an academic programs coordinator. They are housed in the BMG general office located on the third floor of the Basic Medical Sciences building.

3. Other

Other individuals involved in the training will include the clinical supervisors for multidisciplinary clinics and those involved in the external rotation.

C. PHYSICAL RESOURCES

1. Space

I. Students

There is dedicated space on the third floor of Basic Medical Sciences, Department of Biochemistry and Medical Genetics to house this Program. There is a student room, complete with ten study carrels (room 310AB) in addition to a lunch room (room 340) and a seminar room (room 341) which has a fully equipped audio-visual system. No new space is needed.

II. Administration

The Program will require a Program Director and Medical Director. There will also be a clinical and research coordinator. The Department of Biochemistry and Medical Genetics will provide the support staff for the administration of the Program. There is currently an office manager and an academic programs coordinator. They are housed in the third floor, Basic Medical Sciences building.

The Resource Implication statement from the Director of Student Records is found in Appendix F.

2. Equipment

I. Teaching

Audiovisual equipment is configured in the BMG seminar room (room 341). In addition, clinical academic half days occur in the Gordon Chown Room, Community Services Building. This is a pre-existing Royal College accredited academic half day. The space is reserved for this purpose. Laptops and projectors are accessible and available for both rooms (held by the Department of Biochemistry and Medical Genetics and The WRHA Program of Genetics and Metabolism). No new teaching equipment is required.

II. Research

There is space in both wet and dry labs in the Basic Medical Sciences building, Department of Biochemistry and Medical Genetics. No new space is required. No new laboratory equipment is required.

The Resource Implication Statement from the Director of Information Services Technology is found in Appendix G.

3. Computers

Most graduate students own their own personal laptop computer. Wifi for students is available in most areas of the Bannatyne Campus (including Basic Medical Sciences building and the Brodie Centre); thus, students can access the Internet with their own computers. In addition, the library has computers available for student use. No new computers are needed to be purchased.

4. Library

Below is a list of the student reading resources that will be required for the proposed Genetic Counselling Master's training program. The majority of these readings will be provided for the students to use by either the Program of Genetics and Metabolism or the Department of Biochemistry and Medical Genetics. There are libraries in both departments with the relevant textbooks available.

a. Readings Provided:

1. *Chromosome Abnormalities and Genetic Counselling (4th edition)* 2011: Gardner, Sutherland and Schaffer. Published by Oxford University Press.
2. *Emery and Rimoin's Principles and Practice of Medical Genetics (6th edition)* 2013: Rimoin, Pyeritz, and Korf. Published by Academic Press
3. *Genetic Counseling Practice: Advanced Concepts and Skill*, 2010: Veach, LeRoy and Bartels. Published by Wiley-Blackwell
4. *Human Malformations and Related Anomalies (2nd edition)* 2006: Stevenson and Hall. Published by Oxford University Press

5. *Human Molecular Genetics (4th edition)* 2010: Strachan and Read. Published by Garland Science
6. *Management of Genetic Syndromes (3rd edition)* 2010: Cassidy and Allanson. Published by Wiley-Blackwell.
7. *The Metabolic and Molecular Bases of Inherited Disease (8th edition)* 2000: Scriver et al. published by McGraw-Hill Professional
8. *The Practical Guide to the Genetic Family History*, 2010: Bennett. Published by Wiley-Blackwell.
9. *Smith's Recognizable Patterns of Human Malformation (6th edition)* 2005: Kenneth Lyons Jones. Published by Saunders

b. Recommended textbooks for students to have a personal copy:

1. *Facilitating the Genetic Counselling Process: A Practice Manual*, 2003: Veach, LeRoy and Bartels. Published by Springer
2. *Practical Genetic Counselling (7th edition)* 2010: Harper. Published by Edward Arnold Ltd.
3. *Thompson & Thompson Genetics in Medicine (7th edition)* 2007: Nassbaum, McInnes and Willard. Published by Saunder Elsevier
4. *A Guide to Genetic Counselling (2nd edition)* 2009: Uhlmann, Schuette and Yashar. Published by Wiley-Blackwell.

c. Reading highly suggested:

1. *Psychosocial Genetic Counseling*, 2000: Jon Weil. Published by Oxford University Press
2. *Counseling about Cancer: Strategies for Genetic Counseling (3rd edition)* 2011: Schneider. Published by Wiley-Blackwell.

d. Electronic Journals frequently used and available via the Neil John McLean library:

American Journal of Human Genetics
 American Journal of Medical Genetics
 Clinical Genetics
 Journal of Genetic Counseling
 Genetics in Medicine
 Nature
 Nature Genetics
 The Lancet
 New England Journal of Medicine

The European Genetic Counseling Journal not available electronically, but a hard copy can be requested through Lonesome Doc

e. Online Access to PubMed is available and will be utilized for other journals as needed.

The Resource Implication Statement from the Director of Libraries is found in Appendix H.

D. FINANCIAL RESOURCES

1. Six year Budget Projection: We have projected a 6 year budget for the MSc in Genetic Counselling program. Our ability to recruit a Program Director in 2015 will be critical in ensuring an intake of the first cohort of graduate students for September 2016. A five year budget is a requirement for provisional accreditation by ABGC*.

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5
	2015	2016	2017	2018	2019	2020
EXPENDITURES						
Salaries						
1.0 FTE Program Director (Assistant Professor)	79,357	83,655	88,091	92,666	97,383	102,246
Benefits (21.15%)	16,784	17,693	18,631	19,599	20,597	21,625
Program Director Stipend	15,000	15,000	15,000	15,000	15,000	15,000
Benefits (21.15%)	3,173	3,173	3,173	3,173	3,173	3,173
Course Coordinators (BGEN 7040 and 7160; \$5,000 ea.)		10,000	10,000	10,000	10,000	10,000
Benefits (21.15%)		2,115	2,115	2,115	2,115	2,115
	114,314	131,636	137,010	142,553	148,268	154,159
Operating Costs						
Provisional/Probationary Annual Report Fee (ABGC)		5,000	5,000	5,000	5,000	5,000
Annual ABGC Membership Fee	200	200	200	200	200	200
Office (telephones, mailings etc.)	5,000	5,000	5,000	5,000	5,000	5,000
Web Site development (2 month contract)	7,500					
External rotation Ad Hoc Fee (\$100 ea. for 3 students)		300	300	300	300	300
Annual Program Retreat		500	500	500	500	500
Miscellaneous		2,000	2,000	2,000	2,000	2,000
	12,700	13,000	13,000	13,000	13,000	13,000
TOTAL PROGRAM EXPENDITURES	127,014	144,636	150,010	155,553	161,268	167,159
REVENUE						
Tuition (\$14,400/student and 85% program recovery)		36,720	73,440	73,440	73,440	73,440
Other Revenue (MHLS*)	12,700					
Reallocation of BMG Baseline	114,314	119,521	124,894	130,437	136,152	142,043
TOTAL REVENUE	127,014	156,241	198,334	203,877	209,592	215,483
OVERALL PROGRAM SUPPLUS (Deficit)	0	11,605	48,324	48,324	48,324	48,324

*ABGC – American Board of Genetic Counsellors; MHLS – Manitoba Health Living and Seniors

2. Budget Justifications

1) EXPENDITURES

a) Salaries

Program Director (1.0 FTE*) – start salary of \$79,357 (entry level Assistant Professor). Increments include both step and general increases projected from the current UMFA collective agreement. We have also included a stipend of \$15,000; this is consistent with current practice of the College of Medicine and brings the salary of the Program Director (professional Genetic Counsellor) to a competitive level nationally.

*It should be noted that with an intake of 6 students per year from year 2 onwards of the program, we are mandated by the American Board of Genetic Counsellors (ABGC) to have a 1.0 FTE Program Director as part of the accreditation requirements.

Course Coordinators – two courses (BGEN 7040 and BGEN 7160) will be coordinated by nil-salaried Lecturers (BMG) who are themselves Genetic Counsellors. It is the College of Medicine practice to provide nil-salaried course coordinators a stipend of \$5,000.

Benefits were calculated at the University rate of 21.15%; this includes the Health and Education Levy.

Lecturers will not be remunerated.

b) Operating Costs

As a professional program, we will require provisional/probationary status from ABGC, the North American accrediting board of Genetic Counselling Programs. The long term goal is to attain and retain accreditation status; thus, this will be a yearly recurring expense.

The Program Director would have to retain ABGC membership and a yearly budget line has been applied for this purpose.

We have also budgeted a one-time cost for the development of a M.Sc. in Genetic Counselling web site; we expect to outsource this task and estimate that it will require ~2 months to complete. Maintenance will be done by existing BMG support staff.

Other operating costs include office supplies/equipment (telephones, mailing etc.), costs for an annual program meeting, and miscellaneous expenses.

2) REVENUE

a) Tuition

Tuition for genetic counselling programs in Canada ranges from \$7,000 (McGill out of province students and University of Toronto) to \$17,500 per year (University of British Columbia). The professional program at the University of Manitoba that most closely resembles the M.Sc. in Genetic Counselling Program is the M.Sc. in Physician Assistant Studies which has a yearly tuition of \$15,262 (2 year program). It is interesting to note that the minimum starting salary of Physician Assistant graduates is \$75,000 whereas this is \$68,300 for a Manitoban

genetic counsellor. Based on these considerations, and the need for this program to approach cost recovery, we have arrived at a yearly tuition of \$14,400 for the Genetic Counselling program. It is important to note that because of limited admission to genetic counselling programs in Canada due to the small number of programs, Canadian students are willing to train in the United States and pay well over \$30,000/year for tuition. Therefore, we feel confident that enrolment into a program with a \$14,400 yearly tuition will not be problematic.

We are very cognisant of the fact that this high tuition might be prohibitive for individuals with socioeconomic challenges that would include First Nations individuals. We are very supportive of encouraging First Nations students to pursue a career in genetic counselling. Such an initiative is already in effect with regards to entrance into Medicine. We will work very closely with the Dean of the College of Medicine to ensure accessibility to targeted scholarships/incentives that would include seeking a “return of service” agreement with the Province. Funds permitting, BMG would be happy to partner with such incentives. This is important on a number of levels including having First Nations individuals counselling First Nations individuals and providing excellent role models of First Nations health professionals.

Given a tuition fee of \$14,400, the College will receive approximately \$12,240 per year per student (85%) that would be applied directly to cost of the M.Sc. in Genetic Counselling program (see supporting documents).

b) Other

- i) **BMG revenues from MHLS:** The College of Medicine has signed a 3 year agreement with Manitoba Health Healthy Living and Seniors; BMG revenues from MHLS will be used for the M.Sc. in Genetic Counselling program deficit in 2015.
- ii) **Institution:** It is critical that the funding for the M.Sc. in Genetic Counselling program be sustainable to meet accreditation standards. In recognition of this, as well as the importance of this program to the College of Medicine, the Dean has reallocated FTE baselines recently freed from the BMG Operating Budget to the 1.0 FTE Program Director Faculty position as of April 1, 2015 (letter confirming this commitment is appended). This baseline commitment ensures the longevity of the program and alleviates constraints to achieve cost-recovery.

PROJECTED COSTS AND REVENUES

	Costs	Revenues
Year 0:	127,014	127,014
Year 1:	144,636	156,241
Year 2:	150,010	198,334
Year 3:	155,553	203,877
Year 4:	161,268	209,592
Year 5:	167,159	215,483

The spreadsheet, as required by the Senate Planning and Priorities Committee (SPPC), is part of this proposal in supporting documents; quoted is the budget for the periods from Year 1 to Year 4 (periods of active intake of graduate students). You will note from this document that we have presented a balanced budget.

3) FURTHER CONSIDERATIONS

The reallocation of freed-up baselines from the BMG operating budget to the 1.0 FTE Program Director position, coupled with initial support from MHLS, ensures that the M.Sc. in Genetic Counselling program is cost recovery.

Under the guidance of the Program Director and in collaboration with the College of Medicine, we will seek to establish a “return to service” agreement with the Province. This will serve to enable entrance of students with socioeconomic challenges that would include First Nations students. We will also apply to the Province for designated funding for the program and for “specialized program status”.

4) PHYSICAL RESOURCES

No new space or physical resources are required.

5) BALANCE SHEET

Relevant information is covered in the SPPC spreadsheet. The SPPC spreadsheet can be found in supporting documents. Note that this spreadsheet provides the budget for Years 1 to 4 when graduate students would actually be enrolled into the program.

E. SUPPORTING DOCUMENTS

Letters of support have been sent to the Dean of Graduate Studies directly. Some of these are included in the supporting documents following the appendices, in addition to other relevant documents.

**Appendix A - Summary of Research Publications WRHA Genetics Program for
2012**

Appendix A - Summary of Research Publications WRHA Genetics Program for 2012

1. Salman MS, Lee EJ, Tjahjadi A, Chodirker BN. The epidemiology of intermittent and chronic ataxia in children in Manitoba, Canada. *Dev Med Child Neurol*. 2013 Feb 7.
2. Dawson AJ, Hryshko M, Konkin D, Bal S, Bernier D, Tomiuk M, Burnett S, Frosk P, Chodirker BN, Chun K. Origin of a prenatal mosaic supernumerary neocentromeric derivative chromosome 13 determined by QF-PCR. *Fetal Diagn Ther*. 2013;33(1):75-8.
3. Walfisch A, Mills KE, Chodirker BN, Berger H. Prenatal screening characteristics in Emanuel syndrome: a case series and review of the literature. *Arch Gynecol Obstet*. 2012 Aug;286(2):299-302.
4. Vaz SS, Chodirker B, Prasad C, Seabrook JA, Chudley AE, Prasad AN. Risk factors for nonsyndromic holoprosencephaly: a Manitoba case-control study. *Am J Med Genet A*. 2012 Apr;158A(4):751-8.
5. Elliott AM, Mhanni AA, Marles SL, Greenberg CR, Chudley AE, Nyhof GC, Chodirker BN. Trends in telehealth versus on-site clinical genetics appointments in Manitoba: a comparative study. *J Genet Couns*. 2012 Apr;21(2):337-44.
6. Hood RL, Lines MA, Nikkel SM, Schwartzentruber J, Beaulieu C, Nowaczyk MJ, Allanson J, Kim CA, Wiczorek D, Moilanen JS, Lacombe D, Gillessen-Kaesbach G, Whiteford ML, Quaio CR, Gomy I, Bertola DR, Albrecht B, Platzer K, McGillivray G, Zou R, McLeod DR, Chudley AE, Chodirker BN, Marcadier J; FORGE Canada Consortium, Majewski J, Bulman DE, White SM, Boycott KM. Mutations in SRCAP, encoding SNF2-related CREBBP activator protein, cause Floating-Harbor syndrome. *Am J Hum Genet*. 2012 Feb 10;90(2):308-13.
7. Iqbal J, Ragone A, Lubinski J, Lynch HT, Moller P, Ghadirian P, Foulkes WD, Armel S, Eisen A, Neuhausen SL, Senter L, Singer CF, Ainsworth P, Kim-Sing C, Tung N, Friedman E, Llacuachaqui M, Ping S, Narod SA; Hereditary Breast Cancer Study Group. The incidence of pancreatic cancer in BRCA1 and BRCA2 mutation carriers. *Br J Cancer*. 2012 Dec 4;107(12):2005-9
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APPENDIX F RESOURCE IMPLICATION STATEMENT – DIRECTOR OF STUDENT RECORDS

Memo

Registrar's Office
400 University Centre
Phone 474-9425
Fax 275-2589



UNIVERSITY
OF MANITOBA

May 29, 2014

Sent as email attachment

To: Dr. Alison Elliott, Program Director, WRHA Program of Genetics and Metabolism
Assistant Professor, Paediatrics & Child Health, Biochemistry and Medical Genetics

From: Neil Marnoch, Registrar

~ ~

Re: Proposal for a Master's in Science Program in Genetic Counselling

Dr. Elliott, having reviewed the program proposal for a Master's in Science Program in Genetic Counselling, I see no problems in the Registrar's Office supporting this program with respect to registration, fee assessment and academic evaluation.

Best of luck with your proposal.

APPENDIX G RESOURCE IMPLICATION STATEMENT – DIRECTOR OF INFORMATION SERVICES TECHNOLOGY



UNIVERSITY
OF MANITOBA

**Information Services
And Technology**

General Office
E3-606 EITC
Winnipeg, Manitoba
Canada R3T 2N2
Tel: (204) 474-9249
Fax: (204) 474-7515

March 29, 2013

Alison M. Elliott, MS, CGC, PhD
Assistant Professor, Paediatrics & Child Health
Department of Biochemistry and Medical Genetics
College of Medicine
University of Manitoba

Dear Dr. Elliott:

Thank you for sending me the program proposal for the Master's in Science in Genetic Counselling.

Based on the material therein, this proposed new program should have no significant effect on IST facilities.

Best wishes on the success of your team's proposal.

S i

Mike Langedock, CIO
Information Services & Technology

APPENDIX H RESOURCE IMPLICATION STATEMENT - DIRECTOR OF LIBRARIES

University of Manitoba Libraries
Statement for New Programme

UNIVERSITY
of MANITOBA
Libraries

Faculty Medicine
Department Biochemistry and Medical Genetics
Programme Name Master of Science in Genetic Counselling

Executive Summary

The Libraries' collection can support this new graduate programme, especially with additional books the Libraries will acquire.

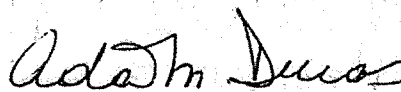
The Neil John Maclean Health Sciences Library, its associated hospital libraries and main University campus libraries are able to support the program based on its substantial current collection of electronic journals, databases, ebooks as well as print materials to be supplemented with additional purchases noted below. Library services and facilities such as document delivery, library instruction, seminar rooms, computer lab & workstations, are well established and should be able to adequately fulfill the needs of the small number of students in the program.

The journal collection, mostly in electronic form, along with various online article finding databases are more than adequate to support the research and practicum requirement of the program. The UM Libraries hold current subscriptions to all of the recommended core periodicals and much more.

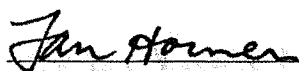
There are some deficiencies in the libraries' book holdings identified on checking the required, provided and suggested readings as well as a survey of titles in print. This should be remedied with the purchase of the recommended titles at a total cost of about \$1425 CAD for the print versions.



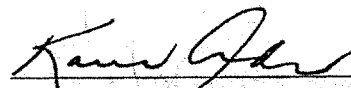
Michael Tennenhouse
Basic Medical Sciences Liaison Librarian



Ada Ducas
Head, Neil John Maclean Health Sciences Library



Jan Homer
Coordinator, Collections Management



University Librarian

22 March 2013

Date

TO: Shannon Chin, Program of Genetics & Metabolism, HSC
FROM: Michael Tennenhouse, Neil John Maclean Health Sciences Library
CC: Ada Ducas, Head, Neil John Maclean Health Sciences Library
Jan Horner, Coordinator, Collections Management
Dr. Louise Simard, Head, Department of Biochemistry and Medical Genetics
RE: **Library Support for New Program: Master's in Science in Genetic Counselling**

This is a library support statement for the proposed new Master's in Science program in Genetic Counselling. The assessment is based on the materials emailed to me on 12 Feb. 2013 and 19 Mar. 2013: 1. GC Program Course Overview; 2. GC Program Sample Timeline; 3. GC Program Student Resources; 4. Program Proposal for a Master's in Science in Genetic Counselling Offered by the University of Manitoba, Faculty of Medicine, Department of Biochemistry and Medical Genetics, March 12, 2013

The proposed thesis based program will be 2 years in duration admitting 3 students per year for a maximum of 6 students. Working primarily under the auspices of the Department of Biochemistry and Medical Genetics the program consists of five courses already offered by the department and two sponsored by the Extended Education's Applied Counselling Certificate Program. All are currently supported by the Libraries:

- BGEN 7090-Principles and Practice of Human Genetics (3 credits)
- BGEN 7140-Clinical Genetics (3 of 6 credits)
- BGEN 7130-Genetic Epidemiology of Human Populations (3 credits)
- BGEN 7000 – Research Seminar (1 credit per year)
- BIOL 7100-Skills in Biological Research (3 credits)
- Counselling Skills I & II (Applied Counselling Certificate Program)

Courses proposed that are specific to the new program are:

- BGEN 7160- Theory and Practice of Genetic Counselling

- BGEN 7270 & 7280 -Introduction to Genetic Counselling Clinic Rotation

Calendar description: "This rotation will allow students to observe and participate in various genetic counselling settings. Participation will allow for skill development and practical application of genetic counselling fundamentals."

In summary, the Neil John Maclean Health Sciences Library, its associated hospital libraries and main University campus libraries are able to support the program based on its substantial current collection of electronic journals, databases, ebooks as well as print materials to be supplemented with additional purchases noted below. Library services and facilities such as document delivery, library instruction, seminar rooms, computer lab & workstations, are well established and should be able to adequately fulfill the needs of the small number of students in the program.

The journal collection, mostly in electronic form, along with various online article finding databases are more than adequate to support the research and practicum requirement of the program. The UM Libraries hold current subscriptions to all of the recommended core periodicals and much more. A couple of counselling specific journals are not held but were not recommended in the course outline. Details are provided in the Journal Analysis section below.

There are some deficiencies in the libraries' book holdings identified on checking the required, provided and suggested readings as well as a survey of titles in print. This should be remedied

by the purchase of the recommended titles at a total cost of about \$1425 CAD for the print versions. Electronic copies could be considered instead of or in addition to the print versions at a slightly higher cost. Print versus electronic selections would be done in consultation with the unit. Titles, costs and other details are provided in the Monograph Analysis section that follows.

Journal Analysis

The following recommended journal titles identified for the program are all held.

American Journal of Human Genetics
American Journal of Medical Genetics
Clinical Genetics
Journal of Genetic Counseling
Genetics in Medicine
Nature
Nature Genetics
The Lancet
New England Journal of Medicine

The recommended journal titled "European Genetic Counseling Journal" could not be bibliographically verified. Other current genetic counselling titles below were also identified based on a search of Journals in NCBI Database and ulrichsweb.com (Ulrich's Periodicals Directory).

Other Genetic Counselling Journals Held

Journal of Community Genetics - held online via Springerlink.

Titles NOT Held with Impact Factor & Pricing for Consideration

1. Public Health Genomics. Karger. Impact Factor is 2.33. \$1563 USD.
2. Genetic Testing & Molecular Biomarkers. Mary Ann Liebert. Have only 2009-2011 via Health Reference Centre; Impact Factor is 1.1; \$1553 USD
3. Genetic Counseling. Geneva: Edition Medecine Et Hygiene; Impact Factor is 0.5. €300 EUROS.

Approximately 1100 article citations were also analyzed based on a PubMed & Scopus search:

1. Search of PubMed from 2010 onwards for article titles containing the phrase "genetic counseling". 383 citations were retrieved.
2. Search of Scopus for titles cited by articles in the Journal of Genetic Counseling. 710 citations were retrieved.

The results were sorted using EndNote software to display the most cited journals. 58 of 62 titles (94%) were cited at least 3 times and are currently held online. Of a total of 664 articles published in these 62 journals, 628 (95%) are held in journals currently accessible online, most from 1996 onward, others going back much earlier. See Appendix I for a list of these 62 titles and holding details. The *UML Collection Assessment Guidelines* would rank this at a level 4 – Research Support/Doctoral Level.¹

Monograph Analysis

The following recommended titles are not currently held. Approximate pricing in Canadian dollars for print and electronic versions is shown.

1. *Chromosome Abnormalities and Genetic Counselling (4th edition)* 2011: Gardner, Sutherland and Schaffer. Published by Oxford University Press \$72.50 (ebrary \$238)
2. *Emery and Rimoin's Principles and Practice of Medical Genetics (7th edition)* 2013: Rimoin, Pyeritz, and Korf. Published by Academic Press \$970.00 (ebrary, Elsevier?)
3. *Genetic Counseling Practice: Advanced Concepts and Skill*, 2010: Veach, LeRoy and Bartels. Published by Wiley-Blackwell \$109.95 (EBL \$110; Wiley Online?)
4. *The Practical Guide to the Genetic Family History*, 2010: Bennett. Published by Wiley-Blackwell. \$70.99 (ebrary \$72)
5. *Facilitating the Genetic Counselling Process: A Practice Manual*, 2003: Veach, LeRoy and Bartels. Published by Springer. \$45.08 (ebrary \$45, Springer)
6. *A Guide to Genetic Counselling (2nd edition)* 2009: Uhlmann, Schuette and Yashar. Published by Wiley-Blackwell. \$79.16 (ebrary \$100; Wiley Online?)
7. *Counseling about Cancer: Strategies for Genetic Counseling (3rd edition)* 2011: Schneider. Published by Wiley-Blackwell. \$76.95 (ebrary \$75; Wiley Online?)

Total cost for print: \$455 CAD excluding Emery; \$1425 CAD including Emery.

Total cost for online versions: \$640 excluding Emery. Cost for online version of Emery was not available.

A representative sample of 52 book titles on Genetic Counseling, Genetic Testing, Genetic Screening and Prenatal Diagnosis published since 2007 in English from established publishers was retrieved by searching Amazon.com & the NLM Catalog, 2007-2012. UML held 21 or 40%. 10 are held online, 6 held at NJM, 2 held at SBGH, 1 held at Science, 1 held at Victoria GH, 1 held at Dafoe Library. The *UML Collection Assessment Guidelines* would rank the book collection at a level 2 - basic support. This would be elevated with the supplementary purchases noted above.

A similar but more comprehensive search of the University of Manitoba Libraries catalogue identified 123 titles on genetics and genetic counseling-related topics published since 2007. About 50 were in electronic format. There appears to be a fair amount of supplementary book material in the collection, and with coursework focusing on the recommended readings this should be adequate to support the start of the program.

Appendix 1: Top Cited Genetic Counselling Journal Titles

		Times Cited	1=have	Years Online	Platform
1	Journal of Genetic Counseling	182	1	1992-	Springer
2	Genetics in Medicine	41	1	1998-	Nature
3	Prenatal Diagnosis	29	1	1996-	Wiley
4	American Journal of Medical Genetics, Part A	22	1	2003-	Wiley
5	Familial Cancer	22	1	2001-	Springer
6	American Journal of Medical Genetics	21	1	1996-	Wiley
7	Pediatrics	20	1	1948-	Highwire
8	European Journal of Human Genetics	17	1	1998-	Nature
9	Patient Education and Counseling	17	1	1995-	Elsevier
10	Clinical Genetics	15	1	1970-	Wiley
11	Journal of Clinical Oncology	13	1	1999-	Highwire
12	Journal of Community Genetics	13	1	2010-	Springer
13	[Redacted]	12	0		
15	[Redacted]	10	0		Karger
16	Journal of medical genetics	10	1	1964-	BMJ
17	Cancer Epidemiology Biomarkers and Prevention	9	1	1991-	Highwire
18	Genetic testing and molecular biomarkers	9	0	2009-2011	Health Reference Centre
19	Obstetrics and Gynecology	9	1	1953-	Ovid LWW
20	Gastroenterology	8	1	1995-	Elsevier
21	JAMA- Journal of the American Medical Association	8	1	1883-	JAMA
22	Journal of Autism and Developmental Disorders	7	1	1971-	Springer
23	New England Journal of Medicine	7	1	1812-	NEJM
24	Cancer	6	1	1948-	Wiley
25	Lancet	6	1	1823-	Elsevier
26	Preventive Medicine	6	1	1993-	Elsevier
27	Social Science and Medicine	6	1	1981-	Elsevier
28	Taiwanese Journal of Obstetrics and Gynecology	6	1	2004-	Elsevier
29	Academic Medicine	5	1	1926-	Ovid LWW
30	American Journal of Preventive Medicine	5	1	1998-	Elsevier
31	British Journal of Cancer	5	1	1947-	Nature
32	British Medical Journal	5	1	1840-	BMJ
33	International Journal of Cancer	5	1	1996-	Wiley
34	Mental Retardation, AD, intellectual and developmental disabilities	5	0		
35	Health Psychology	4	1	1982-	PsycARTICLES
36	Human Genetics	4	1	1965-	Springer

38	Journal of Consulting and Clinical Psychology	4	1	1968-	PsycARTICLES
39	Journal of Transcultural Nursing	4	1	1989-	Sage
40	Mental Retardation and Developmental Disabilities Research Reviews; AD: Developmental disabilities research reviews	4	1	1995-	Wiley
41	Public Understanding of Science	4	1	1992-	Sage
42	American Journal of Human Genetics	3	1	1949-	Elsevier - PMC
43	American Journal of Obstetrics and Gynecology	3	1	1995-	Elsevier - MDC
44	Anesthesiology	3	1	1940-	Ovid
45	Annals of Behavioral Medicine	3	1	1995-	Springer
46	Birth Defects Research Part A - Clinical and Molecular Teratology	3	1	2003-	Wiley
47	Breast Disease	3	1	1998-	AUC Swetswise
48	Developmental Medicine and Child Neurology	3	1	1958-	Wiley
49	European Journal of Cancer Care	3	1	1992-	Wiley
50	European Journal of Medical Genetics	3	1	2005-	Elsevier
51	Gynecologic Oncology	3	1	1993-	Elsevier
52	Journal of Cancer Education	3	1	2007-	Springer
53	Journal of Intellectual Disability Research	3	1	1957-	Wiley
54	Journal of Medical Screening	3	1	1998-	SwetsWise
55	Journal of Pediatrics	3	1	1993-	Elsevier
56	Journal of Personality and Social Psychology	3	1	1965-	PsycARTICLES
57	Nature	3	1	1869-	Nature
58	Nature Genetics	3	1	1992-	Nature
59	Obstetrics and Gynecology Clinics of North America	3	1	1996-	MD Consult
60	Psychology and Health	3	1	1997-	Taylor & Francis
61	Qualitative Health Research	3	1	1991-	Sage
62	Science	3	1	1885-	Highwire - JSTOR

664 58

Total Citations	664
Total Citations Held	628
Percent Citations Held	95%
Total Journal Titles	62
Total Journal Titles Held	58
Percent Journal Titles Held	94%

Titles NOT held

1	American Journal on Mental Retardation; AD: American journal on intellectual and developmental disabilities	12	
2	Community Genetics; AD: Public Health Genomics 2008-	10	Karger
3	Genetic testing and molecular biomarkers	9	Liebert
4	Mental Retardation; AD: Intellectual and developmental disabilities	5	

SUPPORTING DOCUMENTS

COPSE

Program Proposal Financial Form

Form Instructions:

1. When proposing a new program *Current Fiscal Year* (the first column) should be left blank, with the first year of the program starting in year 1.
2. When proposing a program expansion *Current Fiscal* should be entered in the first column.
3. If a program reaches maturity prior to *Fiscal Year 4* , remaining fiscal year columns must still be completed so that *Ongoing Program Funding* can be calculated.
4. Fill in line items for revenue, expenditure, and capital as these pertain to the program. Examples are correspondently listed to the right of the table.
5. Ensure that line items account for overhead. For example, include the amount of tuition that the program will receive after administrative overhead.
6. Only fill out areas shaded in green, using cash accounting. The increment, on-going and total will self-populate accordingly.

Overview	
Institution:	University of Manitoba
Program Name:	M.Sc. In Genetic Counselling - Budget for September 2016 intake (Year 1)
Contact Information:	Dr. Louise R. Simard, Faculty of Health Sciences, College of Medicine, Department of Biochemistry & Medical Genetics; (204) 977-5689; Louise.Simard@umanitoba.ca
Date:	May 5, 2015

	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr 1	(change from current year to year 1)	Budget Yr 2	(change from year 1 to year 2)	Budget Yr 3	(change from year 2 to year 3)	Budget Yr 4	(change from year 3 to year 4)	
REVENUE INFORMATION										
Tuition		\$ 36,720	\$ 36,720	\$ 73,440	\$ 36,720	\$ 73,440	\$ -	\$ 73,440	\$ -	\$ 73,440
Contribution from Institution		\$ 119,521	\$ 119,521	\$ 124,894	\$ 5,373	\$ 130,437	\$ 5,543	\$ 136,152	\$ 5,715	\$ 136,152
Other Revenue (MB Health)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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Total Revenue (A)	\$ -	\$ 156,241	\$ 156,241	\$ 198,334	\$ 42,093	\$ 203,877	\$ 5,543	\$ 209,592	\$ 5,715	\$ 209,592

	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr 1	(change from current year to year 1)	Budget Yr 2	(change from year 1 to year 2)	Budget Yr 3	(change from year 2 to year 3)	Budget Yr 4	(change from year 3 to year 4)	
EXPENDITURE INFORMATION										
Salaries (includes 21.15% benefits)			\$ -		\$ -		\$ -		\$ -	\$ -
1.0 FTE		\$ 101,348	\$ 101,348	\$ 106,722	\$ 5,374	\$ 112,265	\$ 5,543	\$ 117,980	\$ 5,715	\$ 117,980
Program Director Stipend		\$ 18,173	\$ 18,173	\$ 18,173	\$ -	\$ 18,173	\$ -	\$ 18,173	\$ -	\$ 18,173
2 Course Coordinators (5K each)		\$ 12,115	\$ 12,115	\$ 12,115	\$ -	\$ 12,115	\$ -	\$ 12,115	\$ -	\$ 12,115
Operating Costs										
Provisional/Probationary Annual Report Fee (ABGC)		\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000
Annual ABGC Membership Fee		\$ 200	\$ 200	\$ 200	\$ -	\$ 200	\$ -	\$ 200	\$ -	\$ 200
Office (telephones, mailings, etc.)		\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000
External rotation Ad Hoc Fee		\$ 300	\$ 300	\$ 300	\$ -	\$ 300	\$ -	\$ 300	\$ -	\$ 300
Annual Program Retreat		\$ 500	\$ 500	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ -	\$ 500
Miscellaneous		\$ 2,000	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000
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Total Expenditures (B)	\$ -	\$ 144,636	\$ 144,636	\$ 150,010	\$ 5,374	\$ 155,553	\$ 5,543	\$ 161,268	\$ 5,715	\$ 161,268

	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr 1	(change from current year to year 1)	Budget Yr 2	(change from year 1 to year 2)	Budget Yr 3	(change from year 2 to year 3)	Budget Yr 4	(change from year 3 to year 4)	
CAPITAL INFORMATION										
Major Equipment			\$ -		\$ -		\$ -		\$ -	\$ -
Renovations			\$ -		\$ -		\$ -		\$ -	\$ -
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Total Capital (C)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Revenues less Expenditures and Capital (A-(B+C))	\$ -	\$ 11,605	\$ 11,605	\$ 48,324	\$ 36,719	\$ 48,324	\$ -	\$ 48,324	\$ -	\$ 48,324
COPSE Funding Request	\$ -	\$ (11,605)	\$ (11,605)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (11,605)



UNIVERSITY OF MANITOBA | Faculty of Health Sciences

College of Medicine
Office of the Dean
Room 230
745 Bannatyne Ave
Basic Medical Sciences Building
Winnipeg, MB
(204) 789-3485

May 8, 2015

Louise Simard
Professor and Department Head
Biochemistry and Medical Genetics
College of Medicine

Dear Louise:

RE: Establishment of a Master's Program in Genetic Counselling (MSc GC)

Please accept this letter of support from the College of Medicine, Faculty of Health Sciences as an agreement to my commitment to the establishment of a Master's Program in Genetic Counselling through a reallocation of baseline funding to support the 1.0 FTE Program Director position (including benefits & levy).

The College of Medicine has also committed funding from Manitoba Health Healthy Living and Seniors (MHLS) to cover any excess costs that will not be covered by our share of tuition revenue.

I have also reviewed and am in agreement with the revised budget proposal showing the anticipated revenues and expenses over the next six years.

Thank you.

Sincerely,

Dr. Brian Postl
Dean and Vice-Provost
Faculty of Health Sciences

Cc: Holly Madden, Director of Finance
Raman Dhaliwal, Director of Administration

Louise Simard

From: Kathleen Sobie
Sent: May-21-15 5:09 PM
To: Louise Simard; Holly Madden
Cc: Joanne Dyer; David Collins; Jay Doering
Subject: RE: Revised budget, M.Sc. in Genetic Counselling

Hi Louise and Holly,

The Office of the Provost has approved the proposed fee sharing arrangement at 85% of revenues. Please let us know the outcome of the SPPC meeting.

Thanks,
Kathleen



UNIVERSITY
OF MANITOBA

www.umanitoba.ca

Kathleen Sobie • HB Com • CGA
University Budget Officer
Office of the Vice-President (Administration)
Room 202 Administration Building
Winnipeg, Manitoba R3T 2N2
Tel: 204-474-7209 Fax: 204-261-1318

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From: Kathleen Sobie
Sent: Wednesday, May 20, 2015 4:13 PM
To: Louise Simard; Holly Madden
Cc: Joanne Dyer (Joanne.Dyer@umanitoba.ca)
Subject: RE: Revised budget, M.Sc. in Genetic Counselling

Hi Louise and Holly,

Thank you, this is very helpful. I'll discuss this with the Provost office.

If you want to set this up as targeted tuition until the program is established, and intend on supplementing the costs with reallocated baseline, we'll need to figure out the mechanics.

As the SPPC meeting is on the 25th, I'll encourage a decision by this Friday. We can work out the details later.

Thanks,
Kathleen

Assigning Priority to New Programs/Initiatives

The following six pages is a summary document of the strategic planning retreat in the Dept of Biochemistry and Medical Genetics. This summary describes the extent to which the proposal is consistent with the existing strategic planning framework in addition to the other criteria outlined by Senate Planning and Priorities Committee.

BIOCHEMISTRY AND MEDICAL GENETICS STRATEGIC PLAN UPDATE

DEPARTMENT:	Biochemistry and Medical Genetics (BMG), Faculty of Medicine
I. INTRODUCTION: (Mission, Vision, Values)	<p>BMG, a basic science department in the Faculty of Medicine, is comprised of dedicated faculty who work closely with graduate students, post doctoral fellows, residents and clinicians to advance our understanding of complex and diverse biological processes in normal and disease states. Our research programs are conducted in a trans-disciplinary environment that captures diverse specialties and professionals.</p> <p>We are also educators: BMG offers Pre-Masters, M.Sc. and Ph.D. programs that promote excellent interdisciplinary and collaborative research among students and faculty. Basic research and translational outcomes are closely integrated. Our involvement in UMGE, PGME, and PAEP teaching provides another platform to link basic science with health care delivery.</p> <p>Our overriding mission is to optimize genetic health by bridging bench research to the bedside and beyond. Our vision is to establish a <i>Personalized Medicine Pipeline</i> that promotes interdisciplinary and collaborative research and education; this pipeline would comprise both local and outsourced expertise. We value excellence as measured by our deliverables (research funding, publications, dissemination of our successes at local, national and international meetings, training of highly qualified people, community based training of our youth, research and teaching awards at all levels, etc.).</p>
II. STRATEGIC INFLUENCES Strengths:	<p>Our faculty is involved in a range of research programs; presented are 2 strong themes that form the framework for BMG's proposed Strategic Planning.</p> <p>Gene discovery and translation: Our department has a long-standing history of identifying genes involved in genetic disorders affecting Manitobans. Recent examples include the identification of an <i>EMG1</i> gene mutation responsible for Bowen-Conradi Syndrome (BCS) in Hutterites¹. This discovery was translated into a DNA Chip that will be used to screen for genetic disorders prevalent in this population². For Chudley-McCullough Syndrome (CMS), we exploited next generation sequencing (NGS) technology through the FORGE Canada initiative to identify genes responsible for rare genetic disorders³. Both discoveries have moved to the functional genomics transgenic pipeline to establish and characterize BCS and CMS mouse models⁴. Our newly established MicroCT/Optical Imaging facility provides state-of-art equipment to fully characterize these models of human genetics disease.</p> <p>¹<i>Collaborative effort between Drs. Barbara Triggs-Raine and Cheryl Rockman-Greenberg.</i></p> <p>²<i>Collaboration between Drs. Barbara Triggs-Raine and Elizabeth Spriggs. Dr. Spriggs is the director of the DNA Diagnostic Laboratory</i></p> <p>³<i>The Manitoba leadership for the submitted manuscript includes Drs. Teresa Zelinski and Albert Chudley</i></p> <p>⁴<i>Collaboration between Drs. Barbara Triggs-Raine and Hao Ding has generated 2 BCS mouse models. Dr. Ding holds a CRC Tier II chair in Genetic Modeling. Dr. Geoff Hicks functional genomics platform will undertake the creation of a CMS mouse model.</i></p> <p>Epigenetics in health and disease states: The phenotype of the whole organism is not governed by genes alone, but results from gene-gene and gene-environment interactions. Our department has a long-standing track record of excellence in the field of epigenetics especially as relates to developmental disorders and cancer. Combined with our expertise in gene discovery, epigenetics pushes us further along the continuum and provides a framework for studying environmental influences in normal and disease states.</p>

<p>II. STRATEGIC INFLUENCES cont'd Weaknesses: existing gaps within the themes.</p>	<p>Technologies driving gene discovery, epigenetics, and DNA diagnostics are rapidly evolving; unfortunately, there is a gap between availability of these technologies and expertise to exploit the vast amount of information generated by next generation sequencing as well as genomic and expression microarrays. Within the next five years, these technologies will become common tools for diagnosis, prognosis, best treatment practices and outcome measures in clinical trials. A ability to meet higher genetic counseling needs will be tested; thus, initiating a Master's in Genetic Counseling through our department is strategic.</p>
<p>Threats and Opportunities: significant trends (negative or positive) to be addressed, as well as strategies to address them.</p>	<p>It is clear that the technologies required to drive this "big science" require major platforms to generate the data as well as theme specific and informatics expertise to exploit this information into usable knowledge for translation into health benefits. Consequently, it will be important to develop a strategy that exploits local expertise, out-sourcing to nationwide capabilities, while at the same time investing in the training of new skill sets (bioinformatics) and technologies (medium throughput sequencing) while enhancing local expertise (research, clinical, genetic counseling etc.) so that they become accessible for research and health care delivery.</p>
<p>III. STRATEGIC PRIORITIES – ACCOMPLISHMENTS</p>	<p>1. University Strategic Planning Framework: Academic Enhancement, Student Experience, Indigenous Achievement, Outstanding Workplace Priority. BMG Unit Priority Statement: Faculty Recruitment was a critical BMG priority for 2011-2012 in light of two (2) retirements and one (1) resignation. Our overriding principle was to align with and expand existing research programs, meet teaching responsibilities in biochemistry and genetics at all educational levels and revitalize the department's research enterprise. Our teaching priorities are heavily related to graduate student training; however, recruitment of new graduate students is a challenge especially as most undergraduate training occurs at the Fort Garry campus. Performance Measure: Outcomes include evidence of integration of new recruitments into the department and faculty, establishment of BMG summer studentships to enhance capacity to recruit undergraduate students to graduate study and evidence for involvement of our faculty and students in initiatives that specifically target the inner city/aboriginal community. Current State: We have now had approval from VP Central to issue two letters of offer and expect that two baselines will be assigned in February 2012. A search committee has been established for the third hire, applications screened and 3 candidates short-listed. Interviews will be conducted in the Spring of 2012. For the first time in the past 5 years, we participated in the Undergraduate Student Fair at the Fort Garry campus to provide enhanced visibility. There are no existing BMG studentships. BMG has been actively involved in Community Outreach: specifically, on-going initiatives include the Professional Development Program in Learning and Leading in Biotechnology for Manitoba School Science Teachers, the Inner-City Science Centre (Niji Mahkwa School) and the Biomedical Youth Program which was run out of the Inner-City Science Centre during the summer of 2011. Performance targets: Three new Faculty hires in the 2011 and 2012 budget cycles. Continue BMG visibility at the Fort Garry campus, establish BMG summer studentships, and continued outreach events. Progress: Paperwork for 2 faculty members to be completed within the first quarter of 2012. The final Faculty hire to be completed within the 2012 budget cycle. The hiring of 2 new faculty has already resulted in enhanced "discovery" and "learning" as collaborations between faculty members have been struck and new information workshops delivered to our graduate students.</p>

**STRATEGIC PRIORITIES –
ACCOMPLISHMENTS**
(cont'd)

For the second year, BMG participated in the Undergraduate Student Fair at the Fort Garry campus. A call for summer BMG studentships was issued and applications were due Feb. 3, 2012. We received 19 applications which will be reviewed and awarded by February 29th, 2012. We expect to issue close to 10 studentships for a total of \$45K which will be expended over the summer months. Sustained outreach commitment resulted in the Dr. and Mrs. Ralph Campbell Outreach Award going to Dr. Francis Amara, our leader in this priority.

2. University Strategic Planning Framework: Academic Mission in Discovery

BMG Unit Priority Statement: Creating a culture of collaboration.

Performance Measure: Increased interaction among basic researchers and between basic and clinician scientists.

Current State: While BMG has a culture of collaboration, team building is a BMG priority.

Performance targets: Events and publications demonstrating cross pollination.

Progress: The 2nd Annual Translational Research Symposium was an excellent example of team building and featured 2 new initiatives specifically touching BMG: transdisciplinary teams targeting research in chronic lymphocytic leukemia (CLL) and fetal alcohol syndrome disorder (FASD). BMG now holds a Monthly PI meeting which is an informal seminar series that platforms research directions and innovative concept building. There has been significant progress in interfacing clinical and basic genetics research exploiting genomic technologies (for example, we have identified a potential causal gene for Ritscher Shinzel Syndrome, a collaborative effort between Drs. Alison Elliott, Teresa Zelinski and Louise Simard).

3. University Strategic Planning Framework: Institutional Infrastructure Transformation

BMG Unit Priority Statement: Revitalization of Faculty and core departmental facilities.

Performance Measure: Enhancing critical mass on the 3rd Floor of the Basic Medical Sciences Building (BSMB) and core equipment for research purposes.

Current State: Loss of faculty members to retirement has freed up laboratory space for our research enterprise. Furthermore, some of our core laboratory equipment, available to all BMSB researchers, has become seriously outdated and dangerous to use.

Performance targets: In order to achieve a critical mass for a vibrant “discovery” environment, we aim to recruit 2 new faculty members and if possible repatriate off-site researchers back to the 3rd floor of BMSB. This space needs to be refurbished to meet the needs of the new hires. Identify and replace inadequate core equipment.

Progress: Cleanup and repairs have been completed for 1 laboratory and a new faculty member has taken possession and is building up his research program. In a second laboratory, we have created an enclosed office space for a Principal Investigator we hope to repatriate and refurbishing this laboratory (no work has been done with this space for 30 years) is an on-going project. A third laboratory is currently being vacated (PI moving to the 6th Floor Regenerative Medicine Program space) and will need to be refreshed for the final Faculty recruitment we are undertaking. In addition, we have refurbished an old storage space into a “microscopy” facility. Finally, we have invested in a table top ultracentrifuge, a MilliQ Advantage Distilled Water system, A FluoroMax Imaging System and have upgraded our Audiovisual system for the departmental conference room.

IV. ENROLMENT					
	2010/11	2011/12 Actual	2012/13 Anticipated	Reason	
Graduate - PhD	14	16	16	Continuing students	
Graduate - Masters FT	15	15	20	2 accepted, 3 to be confirmed	
Undergraduate Enrolment - FT	-	1	-	Pre-Masters (rarely have more than 1 per every few years)	
UGCHs - Fall	28	45	36	BGEN 3020 & 4010 (6 cr hrs each)	
Other	9	6	8	PDFs; active recruitment	

V. TEACHING LOADS AND GRADUATE STUDENT SUPERVISION	Academic Activity	Discipline	Standard Teaching Load – F.T. Lecturer, Assistant, Associate or Full Professor (total credit hours*)	Standard Teaching Load – F.T. Instructor 1, Instructor 2, or Senior Instructor
Standard undergraduate and/or graduate credit hours taught per full-time academic staff member per academic year, by discipline	UGME UG Faculty Science (BGEN3020, 4010) PAEP PGME Med Ed. FGS	204 hrs 1,752 hrs 12 hrs 3 hrs 6 hrs 243 hrs <hr/> 2,220 hrs Total by BMG Faculty	Not Applicable	
Standard F.T.E. graduate student supervision (as advisory only), by discipline if applicable	Biochemistry & Medical Genetics	4,650 hrs (16 Faculty)	Not Applicable	

*teaching delivered by multiple teachers per course therefore only listed total credit hours. All Faculty deliver teaching but at different loads depending on level of protected time for research.

<p>VI. UNIT STRATEGIC PRIORITIES</p>	<p>1. University Strategic Planning Framework (Academic Enhancement, Student Experience)</p> <p>A) <u>Recruitment</u> of one Assistant Professor externally to enhance our capacity, especially in the area of Human Genetics. We expect that this recruitment will serve to further consolidate our research priorities, feed into a personalized medicine pipeline and enhance our ability to deliver quality teaching at all levels (undergraduate, graduate and post-graduate).</p> <p>B) <u>Review the graduate student program</u> with the objective of exploring the potential of creating a single program for the Basic Science Departments while respecting the individual needs of the various disciplines. At the end of this exercise, we expect to report on the feasibility of such a program, provide a workable outline and provide guidelines towards the consolidation of a graduate program should this be seen as adventitious to the faculty and student body. This would feed directly into our intention to “cluster” initiatives of the Health Sciences Centre, minimize the external Graduate Student Program review process and enhance the graduate student experience at the Bannatyne campus. Furthermore, we expect that this exercise will also result in curriculum renewal similar to that currently being undertaken for UGME.</p> <p>C) <u>Develop a graduate program in Genetic Counseling</u> with the objective of training highly qualified genetic counselors that could potentially remain in Manitoba and provide the necessary expertise required for Manitoba to deliver state of the art genetic services. We expect that these professionals will play a significant role in our ability to deliver personalized medicine.</p> <p>2. University Academic Mission (Discovery)</p> <p>A) <u>Develop expertise</u> in and explore state of the art <u>next generation sequencing technologies</u> for gene discovery, epigenetic profiling and biomarker identification/research & development. Biomarkers are of use in clinical trials and to determine clinical course (prognosis) and disease classification, to name a few. Areas of priority include Mendelian disorders relevant to Manitoban populations, cancer, regenerative medicine and fetal alcohol spectrum disorder.</p> <p>B) <u>Identify a BMG relevant research theme</u> by organizing a “brainstorming” workshop to explore the potential of engaging a number of faculty members within a transdisciplinary working group. Objectives include identifying a leader, creating a short and long term plan, and develop a plan for creating seed money that would allow the team to become competitive at a national level. The expectation would be that this theme would significantly feed into a “Personalized Medicine” pipeline. Taken together, these priorities would contribute significantly to translational research, further solidify collaboration between basic and clinician scientists and feed into our ability to cluster initiatives.</p>
<p>VII. OUSTANDING WORKPLACE</p>	<p>No plans in place outside those mentioned in VI.</p>

VIII. COLLABORATIVE EFFORTS	N/A
IX. RESPONSE TO POTENTIAL BUDGET REDUCTION	<p>The BMG operating budget covers baseline salaries for 19 Faculty and 2.7 Support Staff (this represents a reduction of support staff from 4.7 to 2.7 FTE's in the past 1.5 years; two support staff were funded by "soft" money). Thus, we are undergoing significant restructuring of the deliverables that we can provide our Faculty and students. To meet our recruitment objectives, we have moved the baseline salary of one support staff (2.7 FTE → 2.0 FTE) onto Manitoba Health funds so as to be able to meet our new baseline Faculty salary contributions beyond the "Faculty Mean" returned to departmental baseline budgets. We are provided \$5,300 to cover standard operating costs (for example, phones, photocopying, parking passes for instructors, student recruitment, postage etc.); however, our operating costs are estimated at \$25,600 yearly. In the absence of letting go faculty or the bare bones support staff, we are unable to submit to a 3% "baseline" reduction, or any reduction, to our basic operating budget.</p>



AGENDA ITEM: Recommendation from the Acting Dean to Close the Faculty of Human Ecology

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve a recommendation from the Acting Dean to close the Faculty of Human Ecology, effective July 1, 2015.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The Acting Dean of the Faculty of Human Ecology, Dr. Frankel, is recommending that the Faculty be closed, effective July 1, 2015. The recommendation follows from a number of decisions previously taken by Senate and the Board of Governors to transfer all of the Faculty's departments and their respective programs to other faculties at the University, including:

- the Department of Human Nutritional Sciences joining the Faculty of Agricultural and Food Sciences (Senate, May 14, 2014; Board, May 20, 2014), effective July 1, 2014;
- the Department of Family Social Sciences merging with the Department of Community Health Sciences, Faculty of Health Sciences (Senate, June 25, 2014; Board, June 24, 2014), effective July 1, 2015;
- the Department of Textile Sciences merging with the Department of Biosystems Engineering, Faculty of Agricultural and Food Sciences (Senate, March 4, 2015; Board, March 17, 2015), effective July 1, 2015.

RESOURCE REQUIREMENTS:

N/A

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

Restructuring of the various units involved in the mergers outlined above has taken place in response to the Academic Structure Initiative launched by the President in January 2012, to improve and simplify the current academic structure of the University. The goal of the Academic Structure Initiative (ASI) is to arrive at a structure that better reflects the University's size and scope and enhances its progress on its Strategic Planning Framework and its ability to meet its mandate.

IMPLICATIONS:

The transfer of administrative responsibilities for the various Human Ecology departments and associated academic programs will be transferred to other departments and/or faculties, as outlined above, by July 1, 2015.

ALTERNATIVES:

N/A

CONSULTATION:

The recommendation to close the Faculty of Human Ecology was considered and endorsed by Senate at its meeting on May 13, 2015.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Senate Executive</u>	<u>April 29, 2015</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Senate</u>	<u>May 13, 2015</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- Correspondence from the Vice-President (Academic) and Provost [dated April 22, 2015] RE: Closure: Faculty of Human Ecology
- Correspondence from the Acting Dean, Faculty of Human Ecology [dated April 6, 2015] RE: Faculty of Human Ecology



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UNIVERSITY
OF MANITOBA

Office of the Vice-President
(Academic) & Provost

April 22, 2015

To: Mr. Jeff Leclerc, University Secretary
From: Dr. Joanne Keselman, Vice-President (Academic) and Provost
Subject: Closure: Faculty of Human Ecology

Please see the attached letter from Dr. Harvy Frankel, Acting Dean, Faculty of Human Ecology dated April 2, 2015 recommending the closure of the Faculty of Human Ecology effective July 1, 2015.

To reiterate, the Department of Human Nutritional Sciences joined the Faculty of Agricultural and Food Sciences effective July 1, 2014; the Department of Family Social Sciences will merge with the Department of Community Health Sciences, College of Medicine effective July 1, 2015 and the Department of Textile Sciences will join the Department of Biosystems Engineering, Faculty of Agricultural and Food Sciences effective July 1, 2015. As such, all departments and associate programs will be transferred to other faculties by July 1, 2015.

I support the recommendation to close the Faculty of Human Ecology effective July 1, 2015.

Enclosure

To Senate
RAM →



UNIVERSITY
OF MANITOBA

Faculty of
Human Ecology

Office of the Dean
Harvy Frankel
Acting Dean

209 Human Ecology
Winnipeg, Manitoba
Canada R3T 2N2
Phone: (204) 474-9704
Fax: (204) 474-7592
h_ecology@umanitoba.ca

April 6, 2015

To: Dr. Joanne Keselman, Vice-President (Academic) and Provost

From: Dr. Harvy Frankel, Acting Dean, Faculty of Human Ecology

Subject: Faculty of Human Ecology

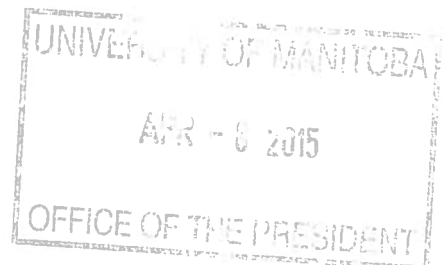
As part of the University's Academic Structure Initiative, the Faculty of Human Ecology and its departments have been exploring and formalizing structural changes. As a result of these discussions, on May 20, 2014, the Board of Governors approved Senate's recommendation that the Department of Human Nutritional Sciences move to the Faculty of Agricultural and Food Sciences effective July 1, 2014.

On June 24, 2014, the Board of Governors approved Senate's recommendation that the Department of Family Social Sciences join the Department of Community Health Sciences, Faculty of Health Sciences effective July 1, 2015.

On March 17, 2015, the Board of Governors approved Senate's recommendation that the Department of Textile Sciences join the Department of Biosystems Engineering, Faculty of Agricultural and Food Sciences effective July 1, 2015.

Given that all Faculty of Human Ecology's departments and their respective programs have been formally approved to transfer to other faculties within the University by July 1, 2015, I am recommending that the Faculty of Human Ecology be closed effective July 1, 2015.

cc: Dr. D. Collins
Mr. J. Leclerc





AGENDA ITEM: Recommendation to Extend Suspension of Admissions to Three Human Ecology Programs

RECOMMENDED RESOLUTION:

For discussion / advice.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The Board policy on enrolment limits specifies it is the President who approves changes to, or the introduction of, enrolment limits following consultation and discussion with the dean or director and with Senate. Prior to approving any changes, the President reviews the proposed changes with the Board.

At its meeting on May 13, 2015, Senate received, for consultation, correspondence from the President together with a recommendation from Dr. Collins, Vice-Provost (Integrated Planning and Academic Programs), to extend the suspension of admissions to the following programs to May 2016, with review no later than February 2016: Bachelor of Human Ecology, General Human Ecology; Bachelor of Science (Textile Science), Product Development Stream; Bachelor of Science (Textile Science), Textile Development Stream.

Admissions to these programs were initially suspended in May 2013, effective through May 2015. The initial recommendation to suspend admissions was reported to the Board at its meeting on April 22, 2014.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

N/A

IMPLICATIONS:

Students currently enrolled would be allowed to complete their programs. It is expected that students will continue to be registered in each of these programs for the 2015 – 2016 academic year.

CONSULTATION:

The President consulted with Senate regarding the recommendation from the Vice-Provost (Integrated Planning and Academic Programs) to extend the suspension of admissions to these programs, at the May 13, 2015 Senate meeting. The Vice-Provost had previously consulted with the Acting Dean, Faculty of Human Ecology, and with the Dean and Vice-Provost (Faculty of Health Sciences).



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Senate Executive	April 29, 2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Senate	May 13, 2015
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Senate

Submission approved by: University Secretary

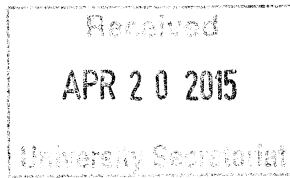
Attachments

- Correspondence from the President and Vice-Chancellor [dated April 17, 2015] RE: Recommendation on Current Program Suspensions – Human Ecology
- Correspondence from the Vice-Provost (Integrated Planning and Academic Programs) [dated March 31, 2015] RE: Recommendation on Current Program Suspensions – Human Ecology



UNIVERSITY
OF MANITOBA


Office of the President



202 Administration Building
Winnipeg, MB
Canada R3T 2N2
Telephone: 204-474-9345
Fax: 204-261-1318

DATE: April 17, 2015

TO: David Collins, Ph.D.
Vice-Provost (Integrated Planning and Academic Programs)

FROM: David T. Barnard, Ph.D.
President and Vice-Chancellor 

RE: Recommendation on Current Program Suspensions – Human Ecology

I accept your recommendation that the suspended status of the below listed programs be extended to May 2016, with review for no later than February 2016 and I would ask that you proceed accordingly.

B.H.Ecol., General Human Ecology
B.Sc. (T.S.), Product Development
B.Sc. (T.S.), Textile Development

cc: Joanne Keselman, Vice-President (Academic) & Provost
✓ Jeff Leclerc, University Secretary
Harvy Frankel, Acting Dean, Faculty of Human Ecology
Brian Postl, Dean, College of Medicine; Dean, Faculty of Health Sciences & Vice-Provost (Health Sciences)
Karin Wittenberg, Dean, Faculty of Agricultural and Food Sciences

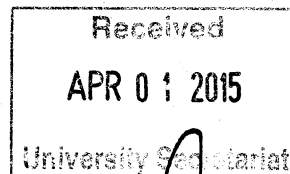




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Office of the Vice-President
(Academic) & Provost

208 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 480-1408
Fax (204) 275-1160



Date: March 31, 2015
To: Dr. David Barnard, President and Vice-Chancellor
From: Dr. David Collins, Vice-Provost (Integrated Planning & Academic Programs)
Subject: Recommendation on Current Program Suspensions – Human Ecology

At its meeting of January 8, 2014, Senate was notified that admission to the following programs be suspended:

B.H.Ecol., General Human Ecology
B.Sc. (T.S.), Product Development
B.Sc. (T.S.), Textile Development

Admission was suspended to these programs from May 2013 to May 2015, with review of the status planned for February 2015.

Following consultation with Dr. Harvy Frankel, Acting Dean, Faculty of Human Ecology as well as Dr. Brian Postl, Dean and Vice-Provost (Health Sciences), Faculty of Health Sciences, [whose Faculty is currently in the process of taking over the administration of the *B.H.Ecol.* program], I recommend that the suspended status of these programs be extended to May 2016, with review for no later than February 2016. It is expected that current students will continue to register in all of these programs for the 2015-2016 academic year.

cc. Joanne Keselman, Vice-President (Academic and Provost)
Jeff Leclerc, University Secretary
Harvy Frankel, Acting Dean, Faculty of Human Ecology
Brian Postl, Dean and Vice-Provost (Health Sciences), Faculty of Health Sciences
Karin Wittenberg, Dean, Faculty of Agricultural and Food Sciences



AGENDA ITEM: Suspension of Admissions to the Master of Science in Textile Sciences Program

RECOMMENDED RESOLUTION:

For discussion / advice.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The Board policy on enrolment limits specifies it is the President who approves changes to, or the introduction of, enrolment limits following consultation and discussion with the dean or director and with Senate. Prior to approving any changes, the President reviews the proposed changes with the Board.

At its meeting on May 13, 2015, Senate received, for consultation, correspondence from the President together with a request from Dr. Doering, Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies, to suspend admissions to the Master of Science in Textile Sciences program. The request follows from the recent merger of the Department of Textile Sciences with the Department of Biosystems Engineering (Board of Governors, March 17, 2015) and subsequent discussions concerning graduate programs offered by those departments.

RESOURCE REQUIREMENTS:

N/A

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

N/A

IMPLICATIONS:

A decision to suspend admissions to the program would not adversely affect students currently enrolled in the Master of Science in Textile Sciences, who would be allowed to complete their program.

ALTERNATIVES:

N/A

CONSULTATION:

The President consulted with Senate regarding a request from the Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies to suspend admission to the Master of Science in Textile Sciences at the Senate meeting on May 13, 2015.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Senate Executive	April 29, 2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Senate	May 13, 2015
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Senate

Submission approved by: University Secretary

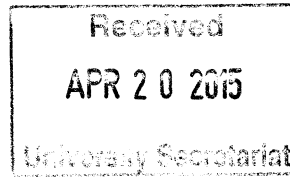
Attachments

- Correspondence from the President and Vice-Chancellor [dated April 17, 2015] RE: Textile Sciences Graduate Program
- Correspondence from the Vice-Provost (Integrated Planning and Academic Programs) [dated April 15, 2015] RE: Textile Sciences Graduate Program
- Correspondence from the Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies [dated April 13, 2015] RE: Suspension of admission to M.Sc. in Textile Sciences




UNIVERSITY
OF MANITOBA

Office of the President



202 Administration Building
Winnipeg, MB
Canada R3T 2N2
Telephone: 204-474-9345
Fax: 204-261-1318

DATE: April 17, 2015

TO: Jeff Leclerc
University Secretary 

FROM: David T. Barnard, Ph.D.
President and Vice-Chancellor

RE: Textile Sciences Graduate Program

I have received the attached request regarding the suspension of admissions in the Master of Science in Textile Sciences (M.Sc. (TS)). Under the Enrolment Limitations Policy, it is the President who approves changes to, or the introduction of, enrolment limits following consultation and discussion with the dean or director and with Senate. Prior to making a decision on this request, I would like an opportunity to present this matter to Senate for consultation.

Please place this item on the next agenda for the Senate Executive Committee and Senate.

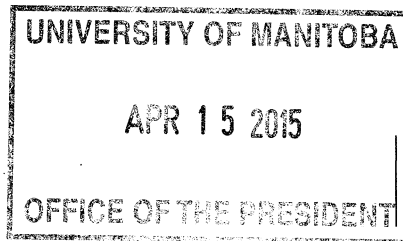
cc: Joanne Keselman, Vice-President (Academic) & Provost
David Collins, Vice-Provost (Integrated Planning and Academic Programs)
Jay Doering, Vice-Provost (Graduate Education) and Dean, Graduate Studies
Neil Marnoch, Registrar





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OF MANITOBA

Office of the Vice-President
(Academic) & Provost



208 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 480-1408
Fax (204) 275-1160

Date: April 15, 2015
To: David Barnard, President and Vice-Chancellor
From: David Collins, Vice-Provost (Integrated Planning and Academic Programs)
Subject: Textile Sciences Graduate Program

Please find attached a recommendation from Dr. John Doering, Vice-Provost (Graduate Education) and Dean (Faculty of Graduate Studies), to formally suspend admissions into the Master of Science in Textile Sciences (M.Sc. (TS)).

Following the announcement of the amalgamation of the Department of Textile Sciences and the Department of Biosystems Engineering, discussions commenced about their respective programs. Since both of the departments offer a Master's program leading to the same degree designation (M.Sc.) the amalgamation has resulted in some redundancy. Following discussions about this issue, the decision has been made to focus on-going efforts in support of the Master of Science in Biosystems Engineering, and to discontinue the M.Sc. (TS).

Therefore, in accordance with the Enrolment Limitations Policy, I am requesting that you formally suspend admissions to the M.Sc. (TS). Moving forward, new students will be admitted to the M.Sc. in Biosystems Engineering. At a later date, once students currently enrolled in the Textile Sciences program have completed their studies, a recommendation to close the M.Sc. (TS) will be forwarded for consideration to the Faculty Council of Graduate Studies.

Cc. Joanne Keselman, Vice-President (Academic) & Provost
Jay Doering, Vice-Provost (Graduate Education) and Dean, Graduate Studies
Jeff Leclerc, University Secretary
Neil Marnoch, Registrar



500 University Centre
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Fax: (204) 474-7553

MEMORANDUM

Date: 13 April 2015

To: Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs)
xc: Dr. Harvy Frankel, Acting Dean, Human Ecology

From: Dr. John (Jay) Doering, Vice-Provost (Graduate Education)
& Dean (Faculty of Graduate Studies)

Re: Suspension of admission to M.Sc. in Textile Sciences

On Thursday, 19 February 2015 I met with Dean Frankel and Dr. Cicek (Head of Biosystems Engineering) along with Drs. Liu and Zhong to discuss the amalgamation of the M.Sc. program in Textile Sciences with the graduate programs in Biosystems Engineering. That amalgamation is proceeding very well. It was agreed at the aforementioned meeting that all future students to be supervised by Drs. Liu and Zhong would be admitted to the Biosystems graduate programs. On Thursday, 2 April 2015 I received a formal request from Dean Frankel to suspend admission to the Master's program in Textile Sciences. I concur with his request. I am, therefore, writing to you to request that admission to the Master's program in Textile Sciences be suspended as soon as possible. Thank you.



AGENDA ITEM: Suspension of Admissions to the Master of Arts in Icelandic Language and Literature

RECOMMENDED RESOLUTION:

For discussion / advice.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The Board policy on enrolment limits specifies it is the President who approves changes to, or the introduction of, enrolment limits following consultation and discussion with the dean or director and with Senate. Prior to approving any changes, the President reviews the proposed changes with the Board.

At the June 24, 2015 Senate meeting, the President will consult with committee on a request from Dr. Doering, Dean and Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies, to suspend admissions to the Master of Arts in Icelandic Language and Literature, effective June 30, 2015. The decision would be reviewed after an interval of twelve months. The request was prompted by the recent resignation of a faculty member, who had served as both Head of the Department of Icelandic Language and Literature and the Chair of the program, which leaves only one academic staff member in the Department.

RESOURCE REQUIREMENTS:

N/A

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

N/A

IMPLICATIONS:

A decision to suspend admissions to the program would not adversely affect students currently enrolled in the Master of Arts in Icelandic Language and Literature.

ALTERNATIVES:

N/A

CONSULTATION:

The President will consult with Senate regarding a request from the Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies to suspend admission to the Master of Arts in Icelandic Language and Literature at its meeting on June 24, 2015. Dr. Doering had previously consulted with Dean Taylor, Faculty of Arts, and Mr. Buchan, Instructor, Department of Icelandic Language and Literature.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Senate Executive	June 10, 2015
<input type="checkbox"/>	<input type="checkbox"/>	Senate	June 24, 2015
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- Correspondence from the President and Vice-Chancellor [dated June 3, 2015] RE: Suspension of Admissions to the M.A. Program in Icelandic Language and Literature
- Correspondence from the Vice-Provost (Integrated Planning and Academic Programs) [dated June 3, 2015] RE: Suspension of Admissions to the M.A. Program in Icelandic Language and Literature
- Correspondence from the Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies [dated June 2, 2015] RE: M.A. Admissions to Icelandic Language and Literature




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Office of the President

202 Administration Building
Winnipeg, MB
Canada R3T 2N2
Telephone: 204-474-9345
Fax: 204-261-1318

DATE: June 3, 2015

TO: Jeff Leclerc
University Secretary

FROM: David T. Barnard, Ph.D.
President and Vice-Chancellor 

RE: Suspension of Admissions to the M.A. Program in Icelandic Language and Literature

I have received the attached request regarding the suspension of admissions in the M.A. Program in Icelandic Language and Literature, effective June 30, 2015. I would recommend reviewing this decision after an interval of 12 months. Under the Enrolment Limitations Policy, it is the President who approves changes to, or the introduction of, enrolment limits following consultation and discussion with the dean or director and with Senate. Prior to making a decision on this request, I would like an opportunity to present this matter to Senate for consultation.

Please place this item on the next agenda for the Senate Executive Committee and Senate.

cc: Dr. Joanne Keselman, Vice-President (Academic) and Provost
Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs)
Dr. Jay Doering, Vice-Provost (Graduate Education) and Dean, (Faculty of Graduate Studies)
Mr. Jeff Leclerc, University Secretary
Mr. Neil Marnoch, Registrar
Ms. Thelma Lussier, Executive Director, Office of Institutional Analysis
Ms. Cassandra Davidson, Undergraduate Program Analyst

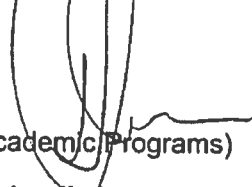


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208 Administration Building
Winnipeg, Manitoba
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Telephone (204) 480-1408
Fax (204) 275-1160

Date: June 3, 2015
To: Dr. David Barnard, President and Vice-Chancellor
From: Dr. David Collins, Vice-Provost (Integrated Planning & Academic Programs)
Subject: **Suspension of Admissions to the M.A. Program in Icelandic Language and Literature**



Please find attached a recommendation from Dr. John Doering, Vice-Provost (Graduate Education) and Dean (Faculty of Graduate Studies), to suspend admissions to the M.A. Program in Icelandic Language and Literature, effective June 30, 2015. Having consulted with Dr. Doering, in the event that this recommendation is validated, I would suggest reviewing this decision after an interval of 12 months.

As noted in the attached correspondence, this request was triggered in the Faculty of Arts by the resignation of Dr. Birna Bjarnadottir from her position as Department Head and Chair of Icelandic Language and Literature. The request to suspend admissions was made pursuant to discussions between Dr. Doering, and Dean Jeff Taylor and Mr. Peter Buchan of the Faculty of Arts.

cc. Dr. Joanne Keselman, Vice-President (Academic) and Provost
Dr. John Doering, Vice-Provost (Graduate Education) & Dean (Faculty of Graduate Studies)
Dr. Jeff Taylor, Dean, Faculty of Arts
Mr. Jeff Leclerc, University Secretary
Mr. Neil Mamoch, Registrar
Ms. Thelma Lussier, Executive Director, Office of Institutional Analysis
Ms. Cassandra Davidson, Undergraduate Program Analyst



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MEMORANDUM

Date: 2 June 2015

To: Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs)
xc: Dr. Jeff Taylor, Dean, Faculty of Arts
Peter John Buchan, Head, Icelandic Language and Literature

From: Dr. John (Jay) Doering, Vice-Provost (Graduate Education)
& Dean (Faculty of Graduate Studies)

Re: M.A. Admissions to Icelandic Language and Literature

Dr. Birna Bjarnadottir will be resigning from her position as Department Head and Chair of Icelandic Language and Literature effective 30 June 2015. This will leave PJ Buchan as the only academic staff member in the department. In light of this, I am requesting, after having consulted with PJ Buchan and Dean Taylor, that admissions to the M.A. program in Icelandic Language and Literature be suspended effective 30 June 2015. Thank you.



AGENDA ITEM: Suspension of Admissions to the Post-Baccalaureate Diploma
in Agrology

RECOMMENDED RESOLUTION:

For discussion / advice.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The Board policy on enrolment limits specifies it is the President who approves changes to, or the introduction of, enrolment limits following consultation and discussion with the dean or director and with Senate. Prior to approving any changes, the President reviews the proposed changes with the Board.

At the June 24, 2015 Senate meeting, the President will consult with committee on a request from Dean Wittenberg, Faculty of Agricultural and Food Sciences, to temporarily suspend admissions to the Post-Baccalaureate Diploma in Agrology for a period of twelve months, effective for the 2015 - 2016 academic year. The request was prompted by declining enrolments over the life of the program and the small number of applicants for the upcoming academic year, which have led to concerns about the financial feasibility of the program.

RESOURCE REQUIREMENTS:

N/A

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

N/A

IMPLICATIONS:

A decision to suspend admissions to the program would not adversely affect students currently enrolled in the Post-Baccalaureate Diploma in Agrology.

ALTERNATIVES:

N/A

CONSULTATION:

At its meeting on June 24, 2015, the President will consult with Senate regarding a request from the Dean, Faculty of Agricultural and Food Sciences, to temporarily suspend admission to the Post-Baccalaureate Diploma in Agrology.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Senate Executive	June 10, 2015
<input type="checkbox"/>	<input type="checkbox"/>	Senate	June 24, 2015
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- Correspondence from the President and Vice-Chancellor [dated June 1, 2015] RE: Suspension of Admissions to the Post-Baccalaureate Diploma in Agrology
- Correspondence from the Vice-Provost (Integrated Planning and Academic Programs) [dated May 21, 2015] RE: Suspension of Admissions to the Post-Baccalaureate Diploma in Agrology
- Correspondence from Dean Wittenberg, Faculty of Agricultural and Food Sciences [dated May 20, 2015] RE: Suspension of Intake into Internationally Educated Agrologists Post-Baccalaureate Program (IEAP)




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Office of the President

202 Administration Building
Winnipeg, MB
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Fax: 204-261-1318

DATE: June 1, 2015

TO: Jeff Leclerc
University Secretary

FROM: David T. Barnard, Ph.D. 
President and Vice-Chancellor

RE: Suspension of Admissions to the Post-Baccalaureate Diploma in Agrology

I have received the attached request regarding the suspension of admissions to the Post-Baccalaureate Diploma in Agrology (IEAP) for a period of 12 months. Under the Enrolment Limitations Policy, it is the President who approves changes to, or the introduction of, enrolment limits following consultation and discussion with the dean or director and with Senate. Prior to making a decision on this request, I would like an opportunity to present this matter to Senate for consultation.

Please place this item on the next agenda for the Senate Executive Committee and Senate.

cc: Dr. Joanne Keselman, Vice-President (Academic) and Provost
Mr. Jeff Leclerc, University Secretary
Mr. Neil Marnoch, Registrar
Dr. Karin Wittenberg, Dean, faculty of Agricultural and Food Sciences
Ms. Cassandra Davidson, Undergraduate Program Analyst
Ms. Thelma Lussier, Executive Director, Office of Institutional Analysis






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Fax (204) 275-1160

Date: May 21, 2015
To: Dr. David Barnard, President and Vice-Chancellor
From: Dr. David Collins, Vice-Provost (Integrated Planning & Academic Programs)
Subject: **Suspension of Admissions to the Post-Baccalaureate Diploma in Agrology**



Please find attached a recommendation from Dr. Karin Wittenberg, Dean, Faculty of Agricultural and Food Sciences, to temporarily suspend admissions to the Post-Baccalaureate Diploma in Agrology (IEAP) for a period of 12 months.

As noted in the attached correspondence, this request has been initiated due to concerns about the financial feasibility of this program, exacerbated by limited student interest. Of note, applications to the IEAP have been declining; in 2014/15 enrolment was only nine students, well below enrolment cap of 15. As of May 1st this year, applications declined further to just four students.

Following discussions about this request with Dr. Jared Carlberg, Associate Dean (Academic), Faculty of Agricultural and Food Sciences, it is my understanding that the Faculty will be meeting with their industry partners to explore the future viability of the IEAP.

cc. Dr. Joanne Keselman, Vice-President (Academic) and Provost
Mr. Jeff Leclerc, University Secretary
Mr. Neil Marnoch, Registrar
Dr. Karin Wittenberg, Dean, Faculty of Agricultural and Food Sciences
Ms. Cassandra Davidson, Undergraduate Program Analyst
Ms. Thelma Lussier, Executive Director, Office of Institutional Analysis



UNIVERSITY
OF MANITOBA

Faculty of Agricultural and Food
Sciences

Office of the Dean
256 - 66 Dafoe Road
Winnipeg, Manitoba
Canada R3T 2N2
Phone (204) 474-6026
Fax (204) 474-7525

MEMORANDUM

DATE: May 20th, 2015

TO: Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs)

FROM: Dr. Karin Wittenberg, Dean of Agricultural and Food Sciences

SUBJECT: Suspension of Intake into Internationally Educated Agrologists Post-Baccalaureate Program (IEAP)

The Faculty of Agricultural and Food Sciences recommends suspension of the Internationally Educated Agrologists Post-Baccalaureate Program (IEAP) effective for the 2015-2016 academic year.

The IEAP had its first intake of students in 2007, and for the first six years of its existence received significant financial support from the Province. However, the program no longer receives external support, and instead is funded through differential tuition fees (approximately \$2,800 per student) plus our Faculty's discretionary income. Students in the program take between 24 and 30 credit hours of courses, which consist of IEAP-specific offerings (AGRI 1010, AGRI 4000, AGRI 4010), a subset of our regular faculty offerings required for IEAP students (ABIZ 1000, AGRI 1500, PLNT 2500), other faculty offerings which serve as electives to match students' interests and previous training, and a co-operative education course (AGRI 4550) which is effectively the students' paid practicum with an industry partner.

The IEAP-specific offerings, miscellaneous costs associated with industry tours, etc., and cost of the Program support staff member (Administrative Assistant 2) are paid for by the Faculty (slightly offset by the differential tuition fees). These costs totalled approximately \$105,000 for the 2014-2015 fiscal year, and comprise a significant proportion of our Faculty's discretionary income. Student numbers in the IEAP have also been weakening (the Program's cap is 15 students, a number that has never been achieved) with only nine students enrolled in 2014-2015 and just four applications for the 2015-2016 intake received as of May 1st this year. It is thus clear to us that it is no longer

feasible for our Faculty to offer the IEAP in the absence of significant external support. Faced with the prospect of continued reductions in baseline funding, we are likely to have to shift current baseline-supported activities to being supported by soft money.

We have asked the University of Manitoba Admissions office to notify applicants to the IEAP for the upcoming academic year that the program will not be offered; our IEAP staff member has also contacted applicants to this effect. We will next be advising instructors for the IEAP-specific courses that the courses will no longer be offered. Lastly, we will liaise with our industry partners (i.e. firms who have traditionally provided co-operative work opportunities to IEAP students and hired graduates of the program) to let them know that there will be no intake into the program for this year.

Please do not hesitate to contact me if you require any further information on this matter.



AGENDA ITEM: Naming of Professorship in Hematology

RECOMMENDED RESOLUTION:

For information only.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

At its meeting on November 5, 2014, Senate approved and recommended to the Board of Governors the establishment of a Professorship in Hematology. The Board of Governors approved the establishment of the Professorship at its November 25, 2014 meeting.

At its meeting on May 13, 2015, pursuant to the policy on Chairs and Professorships, Senate approved the naming of this Professorship as the *Dr. Lyonel G. Israels Professorship in Hematology*.

RESOURCE REQUIREMENTS:

None related to the naming.

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION:

Senate considered and approved the naming of the Professorship in Hematology at its meeting on May 13, 2015.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Committee on Honorary Degrees	April 28, 2015
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate	May 13, 2015
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- none

PRESIDENT'S REPORT: June 23, 2015

GENERAL

On April 27, 2015 the recipients of the 2014 Rh Awards and the 2014 Dr. John M. Bowman Memorial Winnipeg Rh Institute Foundation Award were celebrated at an awards presentation and lecture event. The Rh Awards are given to academic staff members who are in the early stages of their careers and who display exceptional innovation, leadership and promise in their respective fields. The recipients are: Applied Sciences – Dr. Barbara Sharanowski (Entomology) and Dr. Tricia Stadnyk (Civil Engineering), Health Sciences – Dr. Tracie Afifi (Community Health Sciences), Interdisciplinary – Dr. Adolf K.Y. Ng (Supply Chain Management), Social Sciences – Dr. Laura Funk (Sociology) and Dr. Royce Koop (Political Studies). The 2014 Dr. John M. Bowman Memorial Winnipeg Rh Institute Foundation Award recipient is Dr. Diana Brydon (English, Film and Theatre; and Canada Research Chair of Globalization and Cultural Studies). A public lecture was held following the awards presentation entitled: Canada in the World Today - Insights from the Humanities. Dr. Brydon is an internationally recognized scholar in the fields of postcolonial literary and cultural studies.

Rebecca Dielschneider, medicine graduate student, took her award-winning Three Minute Thesis (3MT) presentation “Lysosomes as Targets in Leukemia” all the way to Nationals. After winning first-place and People’s Choice at the local U of M Three Minute Thesis (3MT) competition in February, Dielschneider went on to win People’s Choice at the Western Canada regional 3MT competition last month and most recently placed second in the National 3MT competition.

The Royal Society of Canada’s (RSC) president-elect Dr. Maryse Lassonde made public that the RSC’s 2017 annual meeting will be held in Winnipeg, hosted by the University of Manitoba. Lassonde was in Winnipeg attending the reception honouring University of Manitoba RSC medal winner Gerald Friesen and three new College Scholars (Esyllt Jones, Kiera Ladner, Laura Loewen) where she shared the news and unveiled the 2017 AGM sign with Dr. Digvir Jayas, Vice-President (Research and International).

The University of Manitoba has 42 current Fellows, 3 Members of the College (launched in 2014), with a total of 60 Fellows since 1954. Founded in 1882, the Royal Society’s mission is to recognize scholarly, research and artistic excellence, to advise governments and organizations, and to promote a culture of knowledge and innovation in Canada and with other national academies around the world.

There has been a great deal of activity recently related to the Truth and Reconciliation Commission (TRC) and the National Centre on Truth and Reconciliation (NCTR). A gift announcement was held on May 13, 2015 to celebrate a gift of \$1,000,000 from TD Bank Group in support of the TD Internships for Truth and Reconciliation. Nearly 100 guests attended, including Mr. Frank McKenna, TD Deputy Chair, and Ms. Monique Bateman, TD Senior Vice-President, Prairie Region, and other TD Bank representatives; Dr. Cynthia Wesley-Esquimaux, NCTR Governing Circle and inter-generational survivor; and Mr. Paul Soubry, Front and Centre Campaign Chair. On June 2, the TRC released its preliminary findings at its closing events in Ottawa, at which the University’s commitment to the reconciliation process was reaffirmed. The grand opening of the NCTR at the University of Manitoba, which will house the statements, documents and other materials gathered by the TRC, is planned for the fall of 2015.

As part of the 2015 Spring Convocation, the University of Manitoba was honoured to present the following honorary degrees during the 2015 Spring Convocation: Elder Stella Blackbird, Susan Glass, Dr. Dean Louder, Ernest Rady, André Picard, Steven Schipper, Dr. Emőke Szathmáry, and Dr. David Turpin.

ACADEMIC MATTERS

- The Asper School received reaccreditation by The Association to Advance Collegiate Schools of Business (AACSB) International, the longest-serving global accrediting body for business schools that offer undergraduate, masters, and doctoral degrees in business and accounting. The Association to Advance Collegiate Schools of Business (AACSB) Accreditation is the hallmark of excellence in business education, and has been earned by less than five percent of the world's business programs.
- Neal Davies, Dean of Pharmacy, received the Leadership in Canadian Pharmaceutical Sciences Award by the Canadian Society for Pharmaceutical Sciences. This award is bestowed upon an individual who has demonstrated leadership in advancing the cause of pharmaceutical research and development in Canada.
- Rick Holley, food science, and Kateryn Rochon, entomology, were presented with the North American Colleges and Teachers of Agriculture Teaching Award of Merit. These awards are given annually to individuals who excel in teaching an agricultural discipline
- Victor Cui, business administration, received the Golden Shovel Award in honour of his outstanding teaching skills. He was nominated by the graduating class as the professor who made the most significant impact on their time at Asper.
- Fikret Berkes, natural resources institute, was awarded the prestigious Elinor Ostrom Award for Senior Scholars on Collective Governance of the Commons Council. The award was presented at the XV International Association for the study of the Commons Global Conference to be held in Edmonton, Alberta in May, 2015. This award reflects a lifetime of achievement and his leading role in Commons Research.
- Cheryl Rockman-Greenberg, pediatrics, was awarded the Partners in Research (PIR) Biomedical Science Ambassador Award. The award recognizes a Canadian researcher whose outstanding body of work over a period of time has contributed to the fields of biomedical science and/or clinical medicine, and their promotion of this research to the Canadian public. Dr. Rockman-Greenberg is an expert in genetic diseases who championed DNA-based diagnostics in Winnipeg.
- Yvonne Halden, architecture student advisor, is one of only ten internationally who has been selected to serve as a mentor for the 2015-2017 Class of Emerging Leaders for National Academic Advising Committee. The purpose of the Emerging Leader Program is to provide an intentional and focused mentoring experience to those who are interested in becoming more involved in the Association through committee work, research, publications and presentations.
- Douglas Maguire, anesthesia, volunteered with the Red Cross to perform disaster relief work in the aftermath of Nepal's devastating earthquake April 25 that killed more than 6000 people.

- The University of Manitoba's Colleges of Medicine and Dentistry's Division of Continuing Professional Development-Dentistry (CPD) was named the 2015 Royal College Accredited Continuing Professional Development Provider Innovation Award for its Oral Systemic Health Interprofessional CPD education day held in February, 2014. The honour recognizes Accredited CPD providers for their innovative development and implementation of: educational policies or processes; administrative policies; and educational processes, resources or tools.
- Luke McKim and Eben Rawluk, business students, received the Ignacy "Iggy" Domagalski Award for their leadership of Asper's Jeux du Commerce (JDC) West competition team. This year, Asper was named Jeux du Commerce (JDC) West "School of the Year" for the first time ever.

RESEARCH MATTERS

- On May 12, 2015 the University of Manitoba and CancerCare Manitoba (CCMB) announced a joint institute to expand the scope of cancer research in Manitoba: the Research Institute of Oncology and Hematology (RIOH), which will be located at the CancerCare Manitoba Research Centre. The joint institute will bring together all pillars of cancer and blood disorder research, to foster innovation, collaboration and translation of leading edge research into meaningful improvements in cancer care for Manitobans. RIOH builds upon the success of CCMB and the University of Manitoba's original cancer research institution, the Manitoba Institute of Cell Biology, which has focused on molecular biology research since 1969. The RIOH expansion will create an umbrella organization to include all cancer research in the Province of Manitoba. The expanded cancer research platform at RIOH will include the entire spectrum of cancer research: discovery research, prevention, clinical innovation/health services, and patient experience. Research Manitoba's recent award of a \$2.5 million grant to CCMB leukemia researchers, confirms the integrated, multidisciplinary approach to research planned for RIOH.
- Engineers Canada announced Distinguished Professor Dr. Digvir S. Jayas (Biosystems Engineering), Vice-President (Research and International) as its new President. Engineers Canada is the national organization of the 12 engineering regulators that license the country's 280,000 members of the profession. Jayas is a Fellow of the Canadian Academy of Engineering, the Engineering Institute of Canada, and Engineers Canada and is a Professional Engineer. The appointment is for the 2015/2016 time period. Engineering is a self-regulated profession. Engineers Canada exists to support the provincial and territorial engineering regulatory bodies. Together, they work to advance the profession in the public interest.
- On April 22, Jobs and the Economy Minister Kevin Chief announced \$5,954,390 in funding from Research Manitoba for two Collaborative Research CLUSTER grants and one team grant: Dr. Spencer Gibson (CancerCare Manitoba; Biochemistry/Medical Genetics/Cell Biology/Immunology) receives \$2.5 million for his project entitled "*An Innovative Cancer Research Model: Integrated Multidisciplinary CLL Research Cluster;*" and Dr. Jonathan McGavock (Pediatrics and Child Health; Children's Hospital Research Institute of Manitoba) receives \$2.5 million for his project entitled "*The Manitoba development origins of chronic diseases in children network (DEVOTION)*". Dr. Peter Jones (Richardson Centre for Functional Foods & Nutraceuticals and Canada Research Chair in Functional Nutrition) receives \$954,390 for his team grant entitled "*The Manitoba personalized lifestyle research (TMPLR) program.*"

- On April 29, an international team of researchers, which includes Dr. Rotimi Aluko (Human Nutritional Sciences) were awarded \$4.4 million in funding from the Canadian International Food Security Research Fund (CIFSRF). The funding will go towards a project in Nigeria and Benin that is synergizing fertilizer micro-dose and under-utilized indigenous vegetables innovations to enhance food and economic security of farmers in the West African sub-region. The CIFSRF works to increase food security in developing countries. The lead research partners include the University of Saskatchewan and the University of Manitoba in Canada, Osun State University and Obafemi Awolowo University in Nigeria and the Université de Parakou in Bénin.
- Dr. B. Mario Pinto, President of the Natural Sciences and Engineering Research Council of Canada (NSERC) was in Winnipeg on May 7 to announce more than \$13 million direct and in-kind funding jointly with Manitoba Hydro to three University of Manitoba and Manitoba Hydro collaborative research teams. The research projects funded will seek answers to: the impacts of climate change and hydro-electric activities in the Hudson Bay system; the complex processes affecting river ice formation on the Lower Nelson, Red and Assiniboine Rivers; and better ways to protect and sustain the endangered Lake Sturgeon.

Distinguished Professor David Barber (Environment & Geography), Canada Research Chair in Arctic System Science, receives \$9.14 million over four years for the Collaborative Research and Development project entitled *“BaySys – Contributions of climate change and hydro-electric regulation to the variability and change of freshwater-marine coupling in the Hudson Bay system,”* with Manitoba Hydro, Hydro-Québec, and Ouranos Consortium. Dr. Gary Anderson (Biological Sciences) receives \$2.15 million over five years for the NSERC/Manitoba Hydro Industrial Research Chair in Conservation Aquaculture of Lake Sturgeon (*Acipenser Fulvescens*). Dr. Shawn Clark (Civil Engineering) receives \$2.15 million over five years for the NSERC/Manitoba Hydro Industrial Research Chair in River Ice Engineering, with Manitoba Hydro and Clarkson University.

- Research Quality Management Update - the University of Manitoba research community now has access to the Good Clinical Practice (GCP) REFRESHER course, which was launched in early April. This is made possible through a membership with Network of Networks (N2) and the Collaborative Institutional Training Initiative (CITI)/University of Miami. Eligibility for the course is completion of the CITI Basic GCP course.
- Five international partnership agreements were recently signed. They are:

Country	Partner Institution	Agreement Type	Initiating Faculty
Canada	DFATD Canada Brazil Joint Research Project	Contribution Agreement Amendment	College of Medicine, Faculty of Health Sciences
Germany	Ostfalia University of Applied Sciences	Memorandum of Understanding	Science
Germany	Ostfalia University of Applied Sciences	Student Exchange	Science
Ghana	MountCrest University College	Memorandum of Understanding	Social Work

USA	WACE International CWIE Student Exchange Program	SEA Consortium	International Centre for Students
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- The University of Manitoba hosted one visiting delegation.

Country	Name of Institution	Date	Hosting Faculty
Ghana	MountCrest University College	April 29 – May 1, 2015	Social Work

- Fifty-seven research projects led by 51 investigators were awarded \$3,050,852.20. Those projects receiving more than \$25,000 are:

PI	Sponsor	Title	Awarded
Barber, David (Centre for Earth Observation Science)	Laval University	Sea ice - understanding and modelling ocean-sea ice-atmosphere biogeochemical coupling in a changing climate	\$83,806
Barclay-Goddard, Ruth (Physical Therapy)	McGill University Health Centre	The role of exercise in modifying outcomes for people with Multiple Sclerosis	\$60,720
Faubert, Michelle (English, Film, and Theatre)	SSHRC	Romanticism and revolutionary suicide	\$145,697
Ferguson, Steven (Centre for Earth Observation Science)	Laval University	Adaptation of Arctic marine mammals to climate warming	\$77,939
Gole, Aniruddha (Electrical and Computer Engineering)	Mitacs Inc.	Power flow control in HVDC grid and its effects on the underlying AC power system stability	\$30,000
Issa, Mohamed (Civil Engineering)	NSERC	Evaluation of indoor environmental quality in LEED and non-LEED residential homes	\$25,000
Ivanco, Tammy (Psychology)	Great-West Life	Stress and resiliency in military populations	\$75,000
Ivanco, Tammy (Psychology)	IGM Financial Inc.	Stress and resiliency in military populations	\$75,000
Jacoby, Gady (Accounting and Finance)	SSHRC	Asset pricing with liquidity and information-quality risk factors	\$114,885
Katyal, Sachin (Pharmacology and Therapeutics)	CIHR	ATM and TDP1 coordinate neurodevelopment and modulate Top1-mediated anti-cancer therapeutic outcome	\$25,000

Kumar, Ayush (Microbiology)	Government of Madhya Pradesh State, India	Characterization of global regulators of multidrug resistance and virulence in <i>Acinetobacter baumannii</i>	\$51,000
Kuzyk, Zou Zou (Centre for Earth Observation Science)	Dalhousie University	Canadian Ocean Acidification Research Network (COARnet)	\$85,000
Kuzyk, Zou Zou (Centre for Earth Observation Science)	Laval University	Winter estuarine processes in the coastal corridor in Southeast Hudson Bay and effects of environmental change	\$87,071
Lengyel, Christina (Human Nutritional Sciences)	Canadian Foundation for Dietetic Research	Perceptions of body image and food choices among rural and urban baby boomer women	\$30,000
Levin, David (Biosystems Engineering)	NSERC	Characterization of hydrocarbon degrading microbial cocktails: Improved product performance	\$25,000
Loseto, Lisa (Centre for Earth Observation Science)	Laval University	Knowledge co-production for the identification and selection of ecological, social and economic indicators for the Beaufort Sea	\$70,728
Mahmud, Salaheddin (Community Health Sciences)	Winnipeg Regional Health Authority	Sentinel team research on influenza vaccine effectiveness (STRIVE) funding 2014	\$40,000
Nickerson, Peter (Internal Medicine)	ICAHN School of Medicine at Mount Sinai	Effects of inhibiting early inflammation in kidney transplant patients	\$204,257
Papakyriakou, Timothy (Environment & Geography)	Laval University	Marine biogeochemistry and surface exchange of climate sensitivity gases in a changing Arctic system	\$78,000
Pawlak, Miroslaw (Electrical and Computer Engineering)	Manitoba Hydro	PMU based load modelling and validation methodology	\$42,000
Rysgaard, Soren (Centre for Earth Observation Science)	Laval University	Transport and fate of slutes, precipitates and gases in the Arctic ocean air-ice-ocean system	\$35,000
Siddiqui, Tabrez (Physiology & Pathophysiology)	Brain & Behavior Research Foundation	Autism linked LRRTM4-heparin sulfate proteoglycan complex functions in synapse development	\$56,803
Soderstrom, Melanie (Psychology)	SSHRC	Similarities and differences in language environment within and across childcare settings	\$279,000

Stern, Gary (Centre for Earth Observation Science)	Laval University	Understanding the effects of climate change and industrial development on contaminant processes and exposure in the Canadian Arctic marine ecosystem: How can we prepare?	\$92,403
Stern, Gary (Centre for Earth Observation Science)	Laval University	ArcticNet IRIS-1 coordinator	\$210,000
Wall, Donna (Pediatrics and Child Health)	Multiple Sclerosis Society of Canada	The functions of MSC from multiple sclerosis patients and effects of MSC infusion on the adaptive immune cells in multiple sclerosis	\$41,000

Wang, Feiyue (Centre for Earth Observation Science)	Laval University	Understanding the effects of climate change and industrial development on contaminant processes and exposure in the Canadian Arctic marine ecosystem: Mercury	\$36,750
Woodgate, Roberta (Nursing)	Research Manitoba	Improving access and quality of mental health services for youth through implementation of a shared care stepped approach	\$199,997
Wu, Christine (Mechanical and Manufacturing Engineering)	NSERC	Development of a design tool for roll-over prevention of tractor-tandem-disc system	\$25,000
Yuan, Qiuyan (Civil Engineering)	NSERC	Improving understanding of the chemical and biological treatment kinetics of existing wastewater lagoon treatment	\$25,000
Yuan, Qiuyan (Civil Engineering)	Mitacs Inc.	Innovative use of compost at Brady Road Resource Management Facility	\$30,000

ADMINISTRATIVE MATTERS

- **FIFA Women's World Cup Soccer** at Investors Group Field on June 8th, June 12th, June 15th, and June 16th
- **Blue Bomber 2015 schedule** and other Investors Group Field events can be found on the U of M Parking Services site: <http://umanitoba.ca/campus/parking/igf.html>
- **Manitoba Marathon** taking place on campus Sunday, June 21st. Access to campus is restricted from 5 am to 9 am. After 9 am access opens via King's Drive.
- On May 13, the University became the first post-secondary institution to sign the **Lake Friendly Accord**. The Manitoba government and the South Basin Mayors and Reeves first partnered in June 2013 to announce the Lake Friendly Accord and the Lake Friendly Stewards Alliance. The goal of these initiatives is to foster collaboration amongst a wide range of stakeholders to reduce phosphorus and nitrogen loading to Lake Winnipeg. In signing on the accord, the research, education and operational achievements of the University were noted. Through the Office of Sustainability, the scope of Lake Friendly operational education will be increased and the University's efforts will be reported regularly. The recommendation to sign on to the Accord came from the University's Sustainability Committee.

- **Voluntary Early Retirement Program:** A letter of understanding was negotiated with UMFA regarding this program. Although small changes were made as a result of the discussions, nothing is expected to impact the program costs, savings, or goals. Phase 1 of the program has closed, with more than half of the \$10 million allocated being spent, and strong uptake particularly among academic staff.
- **Damianakos v. University of Manitoba:** Settlement negotiations have been unsuccessful. The Commission has referred the case to adjudication. The University made a formal offer to settle which was rejected. A hearing was held to determine whether the offer was reasonable. The adjudicator found that the offer was not reasonable and that the main hearing should proceed. The University applied for judicial review of the decision, which is pending.
- CIO Mike Langedock resigned May 14th, 2015. Mario Lebar, Director, Planning and Governance, was appointed **Acting CIO effective May 15th, 2015**. Mr. Lebar will remain in the CIO role until the search for a permanent CIO is complete, expected to be Dec 2015.
- The infrastructure which will host the **Truth and Reconciliation public web site** is operational in the Manitoba Hydro co-location facility.
- D2L, the current learning management system, has been re-branded as **UM Learn**. Migration to a continuous delivery model was completed that will improve availability and accessibly to new functions.
- **OAG management responses** completed related to outstanding recommendations and new findings. Presentation to ARMC complete and ready for distribution. Of the seven (7) outstanding recommendations expected to be addressed this year, four (4) have been remediated and good progress made on three (3). Good progress made on working relationship with OAG throughout the year based on more regular contact (monthly meetings) and better and more frequent reporting from IST to ARMC.
- **Tri-Council has issued their Detailed Assessment report.** At the overview level, the University passed ten of the criteria, partially failed six, and failed five. Tri-Council did not respond to our request to compare our report to reports received by our peers, even at a summary level. We are preparing a response to the report, including action plans to address deficiencies. The report covered a period during which many improvements have been implemented, but audit samples included transactions concluded prior to the improvement being operational. Tri-Council indicated that they will ask for a progress update in about two years and we will be subject to the next monitoring review in about six years. The areas that were not passed are detailed below.

Criteria	Evaluation	Example
Previous monitoring history	Fail	Supporting documentation for travel expenses
Authorization of expenses	Fail	Sub-delegation of CRC authority from the Chair to alternate signing authorities
Internal stores	Fail	Justification for office supplies and computer equipment purchases
Equipment and supplies	Fail	Home internet should not be 100%

		allocated to research. Latex gloves are regulatory compliance, not research.
Travel	Fail	Purpose of trip, affiliation to the research, missing receipts
Review of compliance and eligibility of expenses	Partial fail	Hospitality and equipment & supply transactions lacking sufficient justification
Access to grant funds with research involving animal subjects certification requirement	Partial fail	Researcher may still conduct research on existing animals when annual review is not submitted
Purchasing card	Partial fail	Transactions not tested specifically for compliance with agency requirements
Transfer of funds between internal accounts	Partial fail	Justification for transfer not provided
General Research Funds (GRF) and General Graduate Studies Funds (GGSF) administration	Partial fail	The spending in GRF and GGSF over the last two years was less than 50% annually which is not meeting NSERC and SSHRC expectations
CIHR Institute	Partial fail	Missing supporting documentation – attestation from Director that expense is a direct cost of research

EXTERNAL MATTERS

- For the period of April 1, 2015 to June 4, 2015, the University has raised \$4,360,698.85 for the 2015/2016 fiscal year. As of this date, we have raised \$2.2million more in our current fiscal year, as compared to last fiscal year.
- Significant gifts and activities in the last reporting period include:
 - A gift of \$750,000 was received from Mr. Robert Michaleski in support of the Active Living Centre. Combined with his previous donation of \$250,000, Mr. Michaleski’s support for the Active Living Centre now totals \$1 million.
 - A gift was received from the estate of Mary Beamish for \$139,795.50. This gift is directed to the Dr. Robert E. and Mary Beamish Fund in the Neil John McLean Library.
 - A gift of \$500,000 was received from Gendis Inc. in support of the Albert D. Cohen Management Library.
 - A 2015 Circle of Excellence Award was won by the University of Manitoba in the Donor Relations section of Advancement Services Programs. A Silver award was won for the #WeekofThanks program, recognizing donors’ generosity throughout the week culminating in National Philanthropy Day (November 15).
- On May 4, David Barnard, President and Vice-Chancellor and Tyler MacAfee, Director, Government and Community Engagement, participated in a teleconference call with Manitoba Premier Greg Selinger to explain the need for quick passage of the National Research Centre for Truth and

Reconciliation Act in order to ensure a smooth transition of the transfer of archival material from the federal government to the National Centre for Truth and Reconciliation (NCTR). In addition, Dr. Barnard discussed securing a commitment from the provincial government to provide matching funds for the Canada Foundation for Innovation (CFI) funded Churchill Marine Observatory (CMO) project and assistance in securing the site lease agreement with OmniTRAX.

- On May 6, Dr. Barnard and Dr. Joanne Keselman, Vice-President (Academic) & Provost, met with Scott Sinclair, Assistant Deputy Minister Advanced Learning Division, Department of Education and Advanced Learning, to discuss University of Manitoba key priorities and how the Department of Education and Advanced Learning can support them. This meeting also presented an opportunity for the University of Manitoba to express appreciation for the post-secondary education commitments in the April 2015 provincial budget, but also convey that the University of Manitoba will still be challenged fiscally.
- On May 22, ballots were counted for the Board of Governors election and we are pleased to inform you that Mrs. Shona Connelly has been elected by members of the Alumni Association as alumni representative to the Board of Governors for a three year term beginning in June, 2015. She will replace Mr. Romel Dhalla, who has completed the maximum number of three-year terms. We would like to congratulate Shona on this new role and thank Romel for his participation on the Board of Governors over the past nine years.
- The Distinguished Alumni Awards Celebration of Excellence took place on May 12 at the Winnipeg Art Gallery and featured stirring performances from students, staff and faculty in honour of the five outstanding recipients; Marion Meadmore (Lifetime Achievement), Nick Logan (Professional Achievement), Wayne Davies (Community Service), Juliette (Archie) Cooper (Service to the University of Manitoba) and Tito Daodu (Outstanding Young Alumni). More than 300 people attended as we honored these five remarkable graduates and shared their stories.
- The University of Manitoba Alumni Association Annual General Meeting was held on June 8, 2015 in University Centre. The Board of Directors welcomed five new members: Rene Chu, Jerome Knysh, Michael Puchniak, Laura Rempel and Michael Silicz. Jeremiah Kopp and Kristjan Mann were welcomed as the new UMSU and UMGSA representatives. The board also elected Kim Metcalfe as Alumni Association President for the 2015/16 year.
- The University of Manitoba has won a Grand Gold Award in the Fundraising Publications category of the 2015 CASE Circle of Excellence awards. The Circle of Excellence Awards is the post-secondary education industry's premier awards program, recognizing outstanding work in the fields of Alumni Relations, Fundraising, Advancement Services, Marketing and Communications from around the world. Judges award gold, silver and bronze awards in each category, however, they also have the option of giving no awards. They may also recognize exceptional entries with a grand gold award.

In 2015, CASE received more than 3,200 entries for consideration in nearly 100 categories by more than 720 member higher education institutions, independent schools and non-profits from around the world. Judges gave 307 awards: 93 bronze; 106 silver, 91 gold and 17 grand gold. One of those grand golds belongs to the University of Manitoba.