

The following Motions and Documents were considered by the Board Finance and Property Committee during the Open Session of its March 10, 2022 meeting:

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Agenda Title: **Proposed New Non-Regulated Exclusion to Program Fees, Proposed Changes to Existing Non-Regulated Exclusion to Program Fees**

APPROVED MOTION: THAT the Board Finance and Property Committee, on the recommendation of the General Faculties Council Academic Planning, and with delegated authority from the Board of Governors, approve:

- the proposed New Non-Regulated Exclusion to Program Fees (set forth in Attachment 1)
- the proposed Changes to Non-Regulated Exclusion to Program Fees (set forth in Attachment 2)

as submitted on behalf of the relevant Faculties/Departments by the Registrar's Advisory Committee on Fees (RACF), to take effect as noted in each respective attachment.

Final Item: 4b.

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Agenda Title: **2022-2023 Mandatory Non-Instructional Fees Proposal**

APPROVED MOTION: THAT the Board Finance and Property Committee, on the recommendation of the General Faculties Council Academic Planning Committee, and acting with delegated authority of the Board of Governors, approve a 1.38%<sup>1</sup> increase to mandatory non-instructional fees for 2022-2023, equivalent to \$11.43 per full time student.

<sup>1</sup>1.38% represents the increase in cost drivers for the University year over year (Academic Price Index (API)).

Final Item: 4c.

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Agenda Title: **2022/23 University of Alberta Parking Rates**

APPROVED MOTION: THAT the Board Finance and Property Committee recommend that the Board of Governors approve a 10% increase to parking permit rates, and an increase of up to 22% for select visitor parking rates, as set forth in Attachment 1 and effective April 1, 2022.

Final Recommended Item: 4d.

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Agenda Title: **Capitalization of Unrestricted Funds to Permanent Restricted Endowments Net Assets**

APPROVED MOTION: THAT the Board Finance and Property Committee, acting with delegated authority of the Board of Governors, approve the transfer of \$550,000 of unrestricted net assets to permanent restricted endowment net assets.

Final Item: 4e.

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Agenda Title: **University of Alberta 2022-2023 Tuition Fee Proposal and Student Financial Aid**

APPROVED MOTION: THAT the Board Finance and Property Committee, on the recommendation of General Faculties Council Academic Planning Committee, recommend that the Board of Governors approve the Tuition Proposal for Fall 2022 as outlined in the following table, with exclusions as outlined below:

Category of Student	Proposed Increase for Fall 2022	Financial Support
Domestic Undergraduate (incoming and continuing students) <sup>1</sup>	7%	15% of net increase
International Undergraduate (continuing students admitted prior to Fall 2020)	4%	7.55% <sup>2</sup>
Domestic Graduate Thesis (continuing students admitted prior to Fall 2020)	7% increase with rebate to 2.67% <sup>3</sup>	15% of net increase
Domestic Graduate Thesis (2020 entry and beyond) <sup>1</sup>	7%	15% of net increase
Domestic Graduate Course-based (per *3) <sup>1</sup>	7%	15% of net increase
International Graduate Thesis (continuing students admitted prior to Fall 2020)	7% increase with rebate to 2.67% <sup>3</sup>	7.55% <sup>2</sup>
International Graduate Course-based (per *3, continuing students admitted prior to Fall 2020)	4%	7.55% <sup>2</sup>

<sup>1</sup> With the exception of incoming students in programs with approved exceptional tuition increases for Fall 2022. (As approved by the Board of Governors on October 15, 2021.)

<sup>2</sup> Existing model for International tuition financial aid.

<sup>3</sup> 2.67% is consistent with the rebated increase from last year and is designed to ensure consistency and predictability for students in alignment with cost drivers. This is of net tuition and expires after 4 years after first introduction.

**Exclusions:**

The following programs will have their tuition rates held at the Fall 2021 rate:

**Undergraduate Program Exclusions to Domestic Tuition Increases:**

The following programs will be excluded from the 7% tuition increase:

- Certificate in Teaching Students with Complex Communication Needs
- Certificate in Advanced Adolescent Literacy
- Certificate in Early Childhood Education

**Graduate Program Exclusions to Domestic Tuition Increases:**

The following programs will be excluded from the 7% tuition increase:

- Graduate Certificate in Educational Studies
- Graduate Certificate in School Leadership

Continued...

- Master of Education in Educational Studies
- Master of Education in Health Science Education
- Master of Science Internetworking
- Master of Science in Multimedia Studies

Final Recommended Item: 5a.

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Agenda Title: **2022/23 University of Alberta Meal Plan Rates**

APPROVED MOTION: THAT the Board Finance and Property Committee, acting with delegated authority of the Board of Governors, approve a 3.0% increase to all meal plan rates for the 2022-23 academic year.

Final Item: 5b.

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Agenda Title: **2022/23 University of Alberta Residence Rates (Edmonton)**

APPROVED MOTION: THAT the Board Finance and Property Committee, acting with delegated authority of the Board of Governors, approve an increase of 2.25% to the rates charged for all University of Alberta residences within the City of Edmonton.

Final Item: 5c.

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Agenda Title: **2022-2023 University of Alberta Residence Rates (Augustana)**

APPROVED MOTION 1: THAT the Board Finance and Property Committee, acting with delegated authority of the Board of Governors, approve an increase of 2.25% to the rates charged for non-renovated residence rooms at Augustana.

APPROVED MOTION 2: THAT the Board Finance and Property Committee recommend that the Board of Governors approve an increase of \$100 per month for renovated residence rooms at Augustana.

Final Recommended Item: 5d.

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Agenda Title: **University of Alberta 2022-2023 Consolidated Budget**

APPROVED MOTION: THAT the Board Finance and Property Committee, on the recommendation of the General Faculties Council Academic Planning Committee, recommends that the Board of Governors approve the 2022-23 Consolidated Budget as set forth in Attachment 1.

Final Recommended Item: 5e.

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Agenda Title: **Board Finance and Property Committee Terms of Reference**

APPROVED MOTION: THAT the Board Finance and Property Committee recommend to the Board Governance Committee that the Board of Governors approve proposed changes to the Finance and Property Committee's Terms of Reference, as set forth in Attachment 1, to take effect July 1, 2022.

Final Recommended Item: 7.

**Governance Executive Summary  
Action Item**

<b>Agenda Title</b>	<b>Proposed New Non-Regulated Exclusion to Program Fees, Proposed Changes to Existing Non-Regulated Exclusion to Program Fees</b>
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**Motion**

THAT the Board Finance and Property Committee, on the recommendation of the General Faculties Council Academic Planning, and with delegated authority from the Board of Governors, approve:

- the proposed New Non-Regulated Exclusion to Program Fees (set forth in Attachment 1)
- the proposed Changes to Non-Regulated Exclusion to Program Fees (set forth in Attachment 2)

as submitted on behalf of the relevant Faculties/Departments by the Registrar's Advisory Committee on Fees (RACF), to take effect as noted in each respective attachment.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Vice-Provost and University Registrar and the Faculties and Departments that have proposed new and changed fees.
Presenter(s)	Steven Dew, Provost and Vice-President (Academic)

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is	To establish new New Non-Regulated Exclusion to Program Fees and Changes to Existing Non-Regulated Exclusion to Program Fees
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>The impacts of the proposals are stated in the purpose and outline in each attached proposal.</p> <p>Implementation dates for each proposal may vary; see attachments for details.</p> <p>After final approval by the Board Finance and Property Committee, the proposed fees would be implemented by the Office of the Registrar, Financial Services and the corresponding units proposing fee changes. The Office of the Registrar will communicate the approval of all fees to the proposers of the various fees contained in this proposal. All of these categories of fees are listed on the Office of the Registrar's website and the units initiating the proposal are responsible for communicating any fees to the impacted students.</p>
Supplementary Notes and context	

**Engagement and Routing** (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)  <For information on the	<u><i>Those who are actively participating:</i></u> <ul style="list-style-type: none"> <li>• As outlined in various proposals</li> </ul>
	<u><i>Those who have been consulted:</i></u> <ul style="list-style-type: none"> <li>• As outlined in various proposals</li> </ul>

## Item No. 4b

protocol see the <a href="#">Governance Resources section Student Participation Protocol</a> >	<p><b><i>Those who have been informed:</i></b></p> <ul style="list-style-type: none"> <li>As outlined in various proposals</li> </ul>
Approval Route (Governance) (including meeting dates)	<p>GFC Academic Planning Committee (recommendation) – February 9, 2022          Board Finance and Property Committee (approval) – March 10, 2022          Board of Governors (information) – March 25, 2022</p>

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	<p><b>Institutional Strategic Plan – <i>For the Public Good:</i></b></p> <p>SUSTAIN: Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all.</p> <p>Objective 21. Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p> <p>Objective 22: Secure and steward financial resources to sustain, enhance, promote, and facilitate the university’s core mission and strategic goals.</p> <p>i. Strategy: Seek and secure resources needed to achieve and support our strategic goals.</p> <p>ii. Strategy: Ensure a sustainable budget model to preserve and enhance our core mission and reputation for excellence in teaching, learning, research, and community engagement.</p>													
Alignment with Core Risk Area	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="0"> <tr> <td><input type="checkbox"/> Enrolment Management</td> <td><input type="checkbox"/> Relationship with Stakeholders</td> </tr> <tr> <td><input type="checkbox"/> Faculty and Staff</td> <td><input type="checkbox"/> Reputation</td> </tr> <tr> <td><input checked="" type="checkbox"/> Funding and Resource Management</td> <td><input type="checkbox"/> Research Enterprise</td> </tr> <tr> <td><input type="checkbox"/> IT Services, Software and Hardware</td> <td><input type="checkbox"/> Safety</td> </tr> <tr> <td><input type="checkbox"/> Leadership and Change</td> <td><input checked="" type="checkbox"/> Student Success</td> </tr> <tr> <td><input type="checkbox"/> Physical Infrastructure</td> <td></td> </tr> </table>		<input type="checkbox"/> Enrolment Management	<input type="checkbox"/> Relationship with Stakeholders	<input type="checkbox"/> Faculty and Staff	<input type="checkbox"/> Reputation	<input checked="" type="checkbox"/> Funding and Resource Management	<input type="checkbox"/> Research Enterprise	<input type="checkbox"/> IT Services, Software and Hardware	<input type="checkbox"/> Safety	<input type="checkbox"/> Leadership and Change	<input checked="" type="checkbox"/> Student Success	<input type="checkbox"/> Physical Infrastructure	
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<input type="checkbox"/> Leadership and Change	<input checked="" type="checkbox"/> Student Success													
<input type="checkbox"/> Physical Infrastructure														
Legislative Compliance and jurisdiction	<ol style="list-style-type: none"> <li><i>Post-Secondary Learning Act (PSLA):</i> Sections 61(1) and (2)(a)</li> <li><i>Post-Secondary Learning Act (PSLA) Regulations</i> – Alberta Regulation 228/2018 – Section 2</li> <li>BFPC Terms of Reference, Section 2j</li> <li>University of Alberta Calendar</li> <li>GFC Academic Planning Committee Terms of Reference</li> </ol>													

## Attachments:

- Attachment 1: Proposals for New Mandatory Non-Regulated Exclusion to Program Fees (55 pages)
- Attachment 2: Proposals for Changes to Existing Non-Regulated Exclusion to Program Fees (41 pages)

Prepared by: Angelene Lavers, Specialist – Fees and Registration, angelene.lavers@ualberta.ca

**Attachment 1****Proposals for Non-Regulated Exclusion to Program Fees**

<b>Course</b>	<b>Implementation</b>	<b>Fee</b>	<b>Page Number</b>
Master of Science in Speech Language Pathology – First Year Students	September 1, 2022	\$45 - \$60	2
NURS 425/485 – Rural and International Sections	September 1, 2022	\$800 - \$1,500	6
ECE 202/203/209	September 1, 2022	\$20 - \$50	16
ECE 212	September 1, 2022	\$35 - \$100	23
ECE 312	September 1, 2022	\$75 - \$150	27
ECE 410/511	September 1, 2022	\$200 - \$300	31
ECE 478	September 1, 2022	\$35 - \$100	37
ECE 491/492/493/495	September 1, 2022	\$0 - \$100	42
ECE 450	September 1, 2022	\$100 - \$300	47
ECE 457	September 1, 2022	\$300 - \$500	52

# Registrar's Advisory Committee on Program Budgets and Fees (RACF)

For the meeting of:  
December 21, 2021

Item No. <02>

## Request for Approval for: Master of Science Speech Language Pathology

### Fee Type (see end of form for definitions)\*:

- Non-Regulated Exclusion to Program Fees  
 Non-Regulated Exclusion to Tuition Fees  
 Other

### OUTLINE OF ISSUE:

Current CSD MSc-SLP student fee structure does not include a Non-Regulated Exclusion to Program Fee. Instead, students are asked to purchase items essential to their learning throughout their program, which they can keep. Students were consulted (Y1 and Y2) and they would find it easier to budget for a single upfront fee rather, than being asked for funds multiple times during the program.

*Put N/A in any boxes that do not apply*

#### Proposer

Faculty/Department	Communication Sciences and Disorders
Dean/Chair	Esther Kim, Acting Chair
Primary Contact (Name, phone number, and e-mail)	Esther Kim 780-492-5980; esther.kim@ualberta.ca
Secondary Contact (Name, phone number, and e-mail)	Priya Swamy 780-492-0262; <a href="mailto:pswamy@ualberta.ca">pswamy@ualberta.ca</a>

#### Item

Purpose of Fee (what it is to be used for)	Materials Student Keeps
Proposed Amount	\$45 - \$60 First Years Students (One Time Payment)
Previous Fee Amount (if this is a new fee, please indicate that here)	New Fee
Requested Implementation Date	September 2022 (Next Academic Year)
The Impact of the Fee (number of students affected, etc.)	62
Collected Centrally or by Department	Department



**Course Information (if fee is attached to a course)**

Course Name(s)	N/A – Applies to the Program as a Whole
Required Course(s)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The course/program is on or off campus	<input checked="" type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus
New or Existing Course(s)	Existing Courses within the Program
New or Existing Program (include name)	Existing Program – Master of Science – Speech Language Pathology
Course Description(s)	

**Details**

Estimated Costs (Budget information must be included here or as an attachment)	Hearing Aid Kits, Penlights, and Clinic Badges
Explanatory Notes	Students will get to keep this items during and after their program

**Routing**

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	CSD Department Council – April 2020. Executive Council – Approved November 29, 2021 Faculty Council – Approved December 3, 2021
Student Group Consultative Route – What consultation has occurred and provide outcome	MScSLP 1 <sup>st</sup> and 2 <sup>nd</sup> Year Students – See attached minutes for comments
Advisory Route (RACF) Include dates	September 28, 2021 – For Discussion and Comments December 21, 2021
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

**Attachments**

1. Minutes from April 20, 2021 CSD Department Council Meeting
2. Budget

- Second year students are hopeful to be placed at the end of June to complete the program – waiting for AB. Directives on returning to work and gatherings.
- Students have been exceptionally patient and helpful
- Spring/Summer courses will be delivered online
- U of A received a 5% budget cut in the fall. Additional cuts were announced by the provincial government in the Spring resulting in closer to a 12.3 % budget cut. In our department, we are doing our best to move things in house –having to really watch expenditures

#### 4 **Discussion & Vote Items (15 minutes)**

##### 4.1 Mandatory Student Instructional Fee for approval

- In speaking with 2<sup>nd</sup> year students building these into the budget will be more helpful to student planning rather than piecemeal costs throughout the year.
- Students will be covering ~50% of the recouping costs, the department covers the other portion
- The fee will be in addition to any university increases

Vote to yes 17 yes 3 abstain

#### 5 **Information Items (30 minutes / 4 minutes each)**

5.1 CHEEP Update Jamie Maschmeyer

5.2 OASIS Update Sara Al Souqi & Sarah Kaban

- General meeting held in January
- Speech and hearing events will all be moved online
- Spring Carnival is cancelled
- Conference is up in the air – possible to have one portion online and then another portion in November with an in person component
- All other committees online – grad & conference – many students are really not feeling involved in the process of change

5.3 ISTAR Update Holly Lomheim

- Programming has been postponed and or cancelled
- Intensive clinic has been moved forward
- Hoping to make move to having student participation in the fall
- Cold Lake contract was cancelled (full time position that was lost)
- Moved to virtual treatment
- Lidcombe workshop had to be postponed
- Move to digital newsletter
- Move to a new building in January
- Research – planning to do some research - plans that are able to go forward in the summer despite VR at home

5.4 ACSLPA Update Michael Neth

- ACSLPA has been responding to COVID 19
- There has been a paradigm shift in what is an essential service
- Massive shift to telehealth
- Lots of new inquiries about PPE and social distancing
- Redeployment of staff to help AHS – swabbing,
- Discussing the impact on students with delay of practicum
- Reiterate that there is still no practice to entry exam in Alberta
- Still a lot of work to be done with CAASPR
- Sask FAQs – If register in Alberta you would have to put in a 750 hour supervised
- Lower funding from government is going to become the norm
- More clinicians moving to private practice

5.5 Alberta Health Services Update Julie Evans/Tanis Howarth (regrets)  
See the report for highlights

5.6 MScSLP Update Jacqueline Cummine  
Highlights increased admissions to 62 students  
Applicant pool was smaller this year. Very diverse bunch that have applied from across the country

**Non-Regulated Exclusion to Program Fees****Department of Communication Sciences & Disorders  
Budget Proposal**

<b>Materials Owned by Students - Budget Item</b>	<b>One time payment paid by student at year 1 of the program</b>
Hearing Aid Kits	\$25 - \$30/Student
Penlights	\$10 - \$15/Student
Clinic Badges	\$10 - \$15 Student

**Total Year 1 Student Contribution: \$45 -\$60/Student**

## Registrar's Advisory Committee on Program Budgets and Fees (RACF)

For the meeting of: January 25, 2022

Item No. <02>

### Request for Approval for: NURS 425/485 – Rural and International Sections

#### Fee Type (see end of form for definitions)\*:

- Non-Regulated Exclusion to Program Fees  
 Non-Regulated Exclusion to Tuition Fees  
 Other

**OUTLINE OF ISSUE:** Faculty of Nursing is requesting RACF to approve non-regulated exclusion to program fees for NURS 425 – Nursing Leadership in a Focused Area & NURS 485 - Nursing Practice in a Focused Area in anticipation of costs that are considered required elements of a preceptored/ faculty-led nursing consolidation course. Examples of student placement “in a Focused Area” requiring Non-Regulated Exclusion to Program Fees would be student sections going abroad (international) and rural areas (provincial or national). This would include fees for professional support and arranging professional placements for required practicum and field experience.

In the past, the Faculty of Nursing has been covering the cost of the faculty-led preceptorship courses to support rural and international practicum. With recent budget restrictions, requesting for Non-Regulated Exclusion to Program Fees for these two courses will allow us to continue providing this valuable nursing experience to nursing students.

*Put N/A in any boxes that do not apply*

#### Proposer

Faculty/Department	Faculty of Nursing/ Global Nursing Office
Dean/Chair	Dr. Diane Kunyk
Primary Contact (Name, phone number, and e-mail)	Isabelle Kelly (Director, Global Nursing Office) 587-337-1340 ikelly@ualberta.ca
Secondary Contact (Name, phone number, and e-mail)	Nooria Naeemi (Program Assistant, Global Nursing Office) 780-860-9336 naeemi@ualberta.ca

#### Item

Purpose of Fee (what it is to be used for)	To support faculty led preceptorship for global and rural practicum.
Proposed Amount	\$800-\$1500
Previous Fee Amount (if this is a new fee, please indicate that here)	New fee
Requested Implementation Date	Fall 2022
The Impact of the Fee (number of students affected, etc.)	12-36 per semester
Collected Centrally or by Department	Centrally

#### Course Information (if fee is attached to a course)

Course Name(s)	NURS 425 – Nursing Leadership in a Focused Area - Rural and
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	International Sections NURS 485 - Nursing Practice in a Focused Area - Rural and International Sections
Required Course(s)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
The course/program is on or off campus	<input type="checkbox"/> On-Campus <input checked="" type="checkbox"/> Off-Campus
New or Existing Course(s)	Existing
New or Existing Program (include name)	Existing: NURS 425 Nursing Leadership in a Focused Area NURS 485 - Nursing Practice in a Focused Area
Course Description(s)	<p><b>NURS 425 – Nursing Leadership in a Focused Area:</b> This preceptored leadership experience provides opportunity to consolidate prior learning and develop confidence and competence as students prepare to transition to the role of the Registered Nurse. The focus is on collaboration with interprofessional teams, systems thinking, and healthcare system change. Students evaluate the influence of evidence, policy and legislation on decision-making in complex health systems using a relational practice lens. Students demonstrate and enhance their own relational capacity as leaders and innovators for 21st Century Canadian healthcare. The course culminates in a capstone leadership project. Clinical hours listed are the total number of hours and will be offered over 12 weeks. Prerequisites: All courses in the program except NURS 422 and NURS 485. Corequisite: NURS 422.</p> <p><b>NURS 485 - Nursing Practice in a Focused Area:</b> The course provides an opportunity to consolidate learning and preparation to assume the role of BScN graduate via a preceptored clinical experience. The area of focus may be a particular setting of practice, client population, or health challenge or trend. It provides opportunities to demonstrate the integration of prior learning through the development of a comprehensive care planning assignment. The preceptorship is designed in collaboration with faculty and is based on practicum area availability. Course includes 350 clinical hours total. Prerequisites: All courses in the program except NURS 422/SC INF 422 or PHILE 386 and NURS 425/SC INF 425.</p>

### Details

Estimated Costs (Budget information must be included here or as an attachment)	Travel Budget for faculty-led preceptor included in proposal
Explanatory Notes	This budget outlines the cost associated with the faculty-led preceptor to accompany the students on their preceptorship in the focused areas of Rural or International.

### Routing

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Acting Dean, Diane Kunyk & Faculty General Manager, Dawn MacRitchie Faculty of Nursing Undergraduate Leadership Team: Dr. Bev Temple (Associate Dean of Undergraduate Studies) Linda Youell (Director of Undergraduate Programs) Katie Burgess (Director of Undergraduate Student Services &
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	Operations)
Student Group Consultative	Faculty of Nursing – Nursing Student Association President Vice President Executives and Members
Route – What consultation has occurred and provide outcome	- Consultation meetings were held with each party reviewing the vision and strategic direction of the Faculty of Nursing. Discussions around course objectives and course outcomes, clinical and leadership placements in rural and global settings were presented. Outlined the proposed fee range amount of \$800-\$1500, purpose of the fee, funding opportunities available to students and estimated travel costs for students partaking in this global preceptorship followed up with a question and answer session. - Outcome of the meeting was that the all parties approved the proposed fee and range, requesting for non-regulated exclusion to program fees for the two practicum courses (NURS 425 & NURS 485). With recent budget restrictions, requesting for Non-Regulated Exclusion to Program Fees for these two courses will allow us to continue providing this valuable nursing experience.
Advisory Route (RACF) Include dates	RACF Meeting: Jan 25, 2022
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC)
Final Approver	Board Finance and Property Committee (BFPC)

**Attachments** (each to be numbered 1 - <>)

1. Budget
2. Letter of support – Acting Dean, Faculty of Nursing
3. Letter of support – Faculty of Nursing Undergraduate Leadership Team
4. Letter of support – Student Consultative Route – Nursing Student Association

**Faculty-Led Preceptor - Faculty of Nursing****Nursing 425/485 Instructor Budget****Rural (Based on 45 days)**

<b>Description</b>	<b>Amount</b>	<b>Receipts</b>
Airport Ground Transportation	\$ 120.00	Receipt must be provided
Transportation Allowance	\$ 300.00	Receipt must be provided
Meals Allowance	\$ 2,250.00	No Receipts Required
Flight	\$ 1,000.00	
Accomodations	\$ 6,750.00	

<b>Total Faculty Instructor</b>	<b>\$ 10,420.00</b>	
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<b>Side notes</b>
To and from airport in Edmonton
\$50/ day for 45 days
\$150/night



**Faculty-Led Preceptor - Faculty of Nursing****Nursing 425/485 Instructor Budget****Based on 90 days in Ghana**

<b>Description</b>	<b>Amount</b>	<b>Receipts</b>
Ghana Visa Application and Photos	\$ 200.00	Receipt must be provided
Ghana Nursing Licence	\$ 160.00	Receipt must be provided
Airport Ground Transportation	\$ 120.00	Receipt must be provided
Ghana Transportation	\$ 1,010.00	Receipt must be provided
Incidentals	\$ 1,010.00	No Receipts Required
Meals Allowance	\$ 3,030.00	No Receipts Required
Flight	\$ 2,546.81	
Accomodations	\$ 8,522.25	

<b>Total Faculty Instructor</b>	<b>\$ 16,599.06</b>	
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Side notes	Category
	<i>Cash Advance - Finance</i>
To and from airport in Edmonton	
\$10/ day for 101 days	
\$10/ day for 101 days	
\$30/ day for 101 days	Arranged by GNO



January 7, 2022

Ms. Melissa Padfield  
Chair, RACF  
Office of the Registrar,  
Administration Building,  
University of Alberta  
Edmonton, AB, T6G 2M7

**Re. Non-Regulated Exclusion to Program Fees NURS 425 & NURS 485**

Dear Ms. Padfield,

On behalf of the Faculty of Nursing, the Global Nursing Office has submitted our proposal to the Registrar's Advisory Committee on Fees (RACF) on Non-Regulated Exclusion to Program Fees for NURS 425 – Nursing Leadership in a Focused Area & NURS 485 - Nursing Practice in a Focused Area. We hope the timing of this submission will enable the review process to be completed in time for the March Board of Governors meeting.

If you have any questions or concerns, please do not hesitate to contact me at, [ddkunyk@ualberta.ca](mailto:ddkunyk@ualberta.ca).

Sincerely,

A handwritten signature in cursive script that reads "Diane Kunyk".

**Dr. Diane Kunyk**  
Acting Dean, Faculty of Nursing



December 14, 2021

Ms. Melissa Padfield  
Chair, RACF  
Office of the Registrar,  
Administration Building,  
University of Alberta  
Edmonton, AB, T6G 2M7

**Re. Non-Regulated Exclusion to Program Fees NURS 425 & NURS 485**

Dear Ms. Padfield,

The Faculty of Nursing Leadership team provides this document in support of the proposal submitted to the Registrar's Advisory Committee on Fees (RACF) on Non-Regulated Exclusion to Program Fees for NURS 425 – Nursing Leadership in a Focused Area & NURS 485 - Nursing Practice in a Focused Area proposed by the Global Nursing Office.

The Global Nursing Office, Director Isabelle Kelly and Program Assistant Nooria Naeemi called a meeting on Nov 26, 2021 with the consultative route as part of the RACF proposal requirement. The meeting outlined the proposed fee range amount (\$800-\$1500), purpose of the fee, funding opportunities available to students, course description and estimated travel costs for the student and faculty instructor partaking in this global preceptorship were presented to the members followed up with a question and answer period.

Faculty of Nursing Undergraduate Leadership asks the RACF Committee approve the non-regulated exclusion to program fees NURS 425 – Nursing Leadership in a Focused Area & NURS 485 - Nursing Practice in a Focused Area.

Should you have any questions or concerns about this proposal, please feel free to contact me at [batemple@ualberta.ca](mailto:batemple@ualberta.ca).

Sincerely,

A handwritten signature in black ink that reads "Bev Temple".

**Dr. Bev Temple**  
Associate Dean Undergrad Studies



December 14, 2021

Ms. Melissa Padfield  
Chair, RACF  
Office of the Registrar,  
Administration Building,  
University of Alberta  
Edmonton, AB, T6G 2M7

**Re. Non-Regulated Exclusion to Program Fees NURS 425 & NURS 485**

Dear Ms. Padfield,

The Nursing Student Association (NUA) provides this document in support of the proposal submitted to the Registrar's Advisory Committee on Fees (RACF) on Non-Regulated Exclusion to Program Fees for NURS 425 – Nursing Leadership in a Focused Area & NURS 485 - Nursing Practice in a Focused Area proposed by the Global Nursing Office.

The Global Nursing Office, Director Isabelle Kelly and Program Assistant Nooria Naeemi called a meeting on Dec 14, 2021 with the student consultative group (NUA) as part of the RACF proposal requirement. A presentation outlining the proposed fee range amount (\$800-\$1500), purpose of the fee, funding opportunities available to students, course description and estimated travel costs for the student partaking in this global preceptorship were presented to the NUA members followed up with a question and answer period.

The NUA asks the RACF Committee to approve the non-regulated exclusion to program fees NURS 425 –Nursing Leadership in a Focused Area & NURS 485 - Nursing Practice in a Focused Area.

Should you have any questions or concerns about this proposal, please feel free to contact me at [ijoy@ualberta.ca](mailto:ijoy@ualberta.ca).

Sincerely,

A handwritten signature in black ink that reads "Isaiah Joy".

**Isaiah Joy**  
NUA President

## Registrar's Advisory Committee on Program Budgets and Fees (RACF)

For the meeting of: September 28, 2021

Item No. <03>

**Request for Approval for:** ECE 202 - Electrical Circuits I  
ECE 203 - Electrical Circuits II  
ECE 209 – Fundamentals of Electrical Engineering

**Fee Type (see end of form for definitions)\*:**

- Non-Regulated Exclusion to Program Fees**  
 **Non-Regulated Exclusion to Tuition Fees**  
 **Other**

**OUTLINE OF ISSUE:** ECE 202, 203 and 209 students require use of electrical devices for the lab component of the course. To date these consumables have been provided at no cost to them, where the cost has been covered by the department. As a result of recent budget cuts, the department can no longer continue to cover these costs as we have done in the past. To be able to continue providing a high-quality lab experience for our students, we are requesting the ability to charge students cost-recovery fees for the cost of these components. Other alternative solutions will negatively affect students' learning.

*Put N/A in any boxes that do not apply*

### Proposer

Faculty/Department	Engineering/Electrical and Computer Engineering
Dean/Chair	Dr. Fraser Forbes/Dr. Ivan Fair
Primary Contact (Name, phone number, and e-mail)	Ivan Fair, <a href="mailto:ifair@ualberta.ca">ifair@ualberta.ca</a> ECE Department Chair
Secondary Contact (Name, phone number, and e-mail)	Wendy Barton, <a href="mailto:bartonw@ualberta.ca">bartonw@ualberta.ca</a> Department Manager

### Item

Purpose of Fee (what it is to be used for)	Costs for consumable components and devices used in the labs.
Proposed Amount	\$20-\$50
Previous Fee Amount (if this is a new fee, please indicate that here)	new fee
Requested Implementation Date	Sept. 2022
The Impact of the Fee (number of students affected, etc.)	400
Collected Centrally or by Department	By Department

**Course Information (if fee is attached to a course)**

Course Name(s)	Electrical Circuits I, Electrical Circuits II, Fundamentals of Electrical Engineering
Required Course(s)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The course/program is on or off campus	<input checked="" type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus
New or Existing Course(s)	Existing course
New or Existing Program (include name)	Existing program
Course Description(s)	<p>ECE 202: Circuit element definitions. Circuit laws: Ohm's, KVL, KCL. Resistive voltage and current dividers. Basic loop and nodal analysis. Dependent sources. Circuit theorems: linearity, superposition, maximum power transfer, Thevenin, Norton. Time domain behavior of inductance and capacitance, energy storage. Sinusoidal signals, complex numbers, phasor and impedance concepts. Magnetically coupled networks. Single phase power and power factor.</p> <p>ECE 203: Nonlinear circuit analysis. Diodes: ideal and simple and models, single phase rectifiers. Ideal and finite gain op-amps. Treatment of RLC circuits in the time domain, frequency domain and s-plane. Two port networks. Prerequisites: ECE 202 or E E 240. Corequisite: ECE 240 or E E 238. Credit may be obtained in only one of ECE 203 or E E 250.</p> <p>ECE 209: Physical concepts of passive circuit elements, Kirchhoff's laws and DC circuit equations. Energy concepts, time domain analysis of AC circuits. Impedance, complex numbers and phasor algebra. AC power concepts, resonance, three phase circuits, introduction to machines. Credit may be obtained in only one of ECE 209, E E 239, ECE 202, or E E 240, unless approved by the Department.</p>

**Details**

Estimated Costs (Budget information must be included here or as an attachment)	2020/21 retail cost: \$47, 2020/21 our cost \$23 Please see the attached file for details
Explanatory Notes	

**Routing**

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Undergraduate Studies Committee of the Department of Electrical and Computer Engineering (3 student members sit on this committee, one representative from each of our student clubs) Faculty of Engineering Academic Planning Committee (two student members sit on this committee)
Student Group Consultative Route – What consultation has occurred and provide outcome	The presidents and other leading members of our three student clubs (Electrical Engineering, Computer Engineering, Engineering Physics) have been consulted in multiple meetings. They voted in favor of instituting this fee at the Department Undergraduate Studies (USC)

	meeting.
Advisory Route (RACF) Include dates	ECE Dept. USC (April 6, 2021) ECE Dept. Council (April 14, 2021) RACF – September 28, 2021
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

**Attachments** (each to be numbered)

1. Kit's content and estimate costs: Microsoft Excel file named "Kits \_ costing (fall 2020)"
2. Student's support letter: PDF file named "Student Support Letter"



<b>Course Name: ECE 202/209</b>					<b>Our Total Price per Kit:</b>		<b>20.65</b>	
Item	Supplier	Quantity per Kit	Returnable	Retail Price Per Unit	Retails Price per kit	Our Price per Unit	Our Cost Per Kit	Pricing Notes
wrist strap	* Rick	1	N	10.000000	10.000000	6.710000	<b>6.710000</b>	
Breadboard	* Rick	1	N	6.370000	6.370000	6.370000	<b>6.370000</b>	
JUMPER KIT VARIOUS 26AWG 65PCS male-male	Digikey	1	N	8.170000	8.170000	5.494520	<b>5.494520</b>	
POT 1K OHM 1/5W PLASTIC LINEAR	Digikey	1	N	1.060000	1.060000	0.755200	<b>0.755200</b>	
RES 10 OHM 1/4W 1% AXIAL	Digikey	5	N	0.130000	0.650000	0.015970	<b>0.079850</b>	
RES 20 OHM 1/4W 5% AXIAL	Digikey	5	N	0.140000	0.700000	0.009450	<b>0.047250</b>	
RES 24 OHM 1/4W 5% AXIAL	Digikey	5	N	0.140000	0.700000	0.009450	<b>0.047250</b>	
RES 100 OHM 1/4W 5% AXIAL	Digikey	5	N	0.140000	0.700000	0.009450	<b>0.047250</b>	
RES 220 OHM 1/4W 5% AXIAL	Digikey	5	N	0.140000	0.700000	0.009450	<b>0.047250</b>	
RES 240 OHM 1/8W 5% AXIAL	Digikey	5	N	0.140000	0.700000	0.011730	<b>0.058650</b>	
RES 470 OHM 1/4W 5% AXIAL	Digikey	5	N	0.140000	0.700000	0.009450	<b>0.047250</b>	
RES 680 OHM 1/4W 5% AXIAL	Digikey	5	N	0.140000	0.700000	0.009450	<b>0.047250</b>	
RES 1K OHM 1/4W 5% AXIAL	Digikey	5	N	0.140000	0.700000	0.009450	<b>0.047250</b>	
RES 1.5K OHM 1/4W 5% AXIAL	Digikey	5	N	0.140000	0.700000	0.009450	<b>0.047250</b>	
RES 2.2K OHM 1/4W 5% AXIAL	Digikey	5	N	0.140000	0.700000	0.009450	<b>0.047250</b>	
RES 4.7K OHM 1/4W 5% AXIAL	Digikey	5	N	0.140000	0.700000	0.009450	<b>0.047250</b>	
RES 10K OHM 1/4W 5% AXIAL	Digikey	5	N	0.140000	0.700000	0.009450	<b>0.047250</b>	
RES 20K OHM 1/4W 5% AXIAL	Digikey	5	N	0.140000	0.700000	0.009450	<b>0.047250</b>	
RES 10M OHM 1/4W 5% AXIAL	Digikey	5	N	0.140000	0.700000	0.030000	<b>0.150000</b>	
CONN HEADER VERT 6POS 2.54MM	Digikey	2	N	0.230000	0.460000	0.230000	<b>0.460000</b>	

<b>Course Name: ECE 203 Complete Kit</b>			<b>Our Total Price per Kit:</b>		<b>24.36</b>	
Item	Quantity per Kit	Retail Price Per Unit	Retails Price per kit	Our Price per Unit	Our Cost Per Kit	Pricing Notes
wrist strap	1	10.000000	10.000000	6.710000	6.710000	
Breadboard	1	6.370000	6.370000	6.370000	6.370000	
JUMPER KIT VARIOUS 26AWG 65PCS	1	8.170000	8.170000	5.494520	5.494520	
RES 4.02K OHM 1/4W 1% AXIAL	5	0.130000	0.650000	0.014740	0.073700	
RES 2.7K OHM 1/4W 1% AXIAL	5	0.130000	0.650000	0.015970	0.079850	
RES 4.99K OHM 1/4W 1% AXIAL	5	0.130000	0.650000	0.014740	0.073700	
RES 2K OHM 1/4W 1% AXIAL	5	0.130000	0.650000	0.014740	0.073700	
POT 1K OHM 1/5W PLASTIC LINEAR	1	1.060000	1.060000	0.755200	0.755200	
RES 10 OHM 1/4W 1% AXIAL	5	0.130000	0.650000	0.015970	0.079850	
RES 20 OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.009450	0.047250	
RES 24 OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.009450	0.047250	
RES 100 OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.009450	0.047250	
RES 220 OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.009450	0.047250	
RES 240 OHM 1/8W 5% AXIAL	5	0.140000	0.700000	0.011730	0.058650	
RES 470 OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.009450	0.047250	
RES 680 OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.009450	0.047250	
RES 1K OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.009450	0.047250	
RES 1.5K OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.009450	0.047250	
RES 2.2K OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.009450	0.047250	
RES 4.7K OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.009450	0.047250	
RES 10K OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.009450	0.047250	
RES 20K OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.009450	0.047250	
RES 10M OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.030000	0.150000	
CAP FILM 0.1UF 5% 63VDC RADIAL	2	0.430000	0.860000	0.116940	0.233880	
CAP FILM 0.22UF 10% 63VDC RADIAL	2	0.440000	0.880000	0.138300	0.276600	
CAP FILM 1UF 5% 63VDC RADIAL	2	0.820000	1.640000	0.324380	0.648760	
FIXED IND 10MH 100MA 12 OHM TH	2	0.930000	1.860000	0.484580	0.969160	
UA741CP IC OPAMP GP 1 CIRCUIT 8D	2	0.600000	1.200000	0.302860	0.605720	
1N4005 DIODE GEN PURP	8	0.170000	1.360000	0.030070	0.240560	
CONN HEADER VERT 6POS 2.54MM	2	0.230000	0.460000	0.230000	0.460000	
LED RED	5	0.480000	2.400000	0.086920	0.434600	

<b>Course Name: ECE 203 addon to 202</b>			<b>Our Total Price per Kit:</b>		<b>5.78</b>	
Item	Quantity per Kit	Retail Price Per Unit	Retails Price per kit	Our Price per Unit	Our Cost Per Kit	Pricing Notes
RES 4.02K OHM 1/4W 1% AXIAL	5	0.130000	0.650000	0.014740	0.073700	
RES 2.7K OHM 1/4W 1% AXIAL	5	0.130000	0.650000	0.015970	0.079850	
RES 4.99K OHM 1/4W 1% AXIAL	5	0.130000	0.650000	0.014740	0.073700	
RES 2K OHM 1/4W 1% AXIAL	5	0.130000	0.650000	0.014740	0.073700	
POT 1K OHM 1/5W PLASTIC LINEAR	1	1.060000	1.060000	0.755200	0.755200	
RES 10 OHM 1/4W 1% AXIAL	5	0.130000	0.650000	0.015970	0.079850	
RES 20 OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.009450	0.047250	
RES 24 OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.009450	0.047250	
RES 100 OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.009450	0.047250	
RES 220 OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.009450	0.047250	
RES 240 OHM 1/8W 5% AXIAL	5	0.140000	0.700000	0.011730	0.058650	
RES 470 OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.009450	0.047250	
RES 680 OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.009450	0.047250	
RES 1K OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.009450	0.047250	
RES 1.5K OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.009450	0.047250	
RES 2.2K OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.009450	0.047250	
RES 4.7K OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.009450	0.047250	
RES 10K OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.009450	0.047250	
RES 20K OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.009450	0.047250	
RES 10M OHM 1/4W 5% AXIAL	5	0.140000	0.700000	0.030000	0.150000	
CAP FILM 0.1UF 5% 63VDC RADIAL	2	0.430000	0.860000	0.116940	0.233880	
CAP FILM 0.22UF 10% 63VDC RADIAL	2	0.440000	0.880000	0.138300	0.276600	
CAP FILM 1UF 5% 63VDC RADIAL	2	0.820000	1.640000	0.324380	0.648760	
FIXED IND 10MH 100MA 12 OHM TH	2	0.930000	1.860000	0.484580	0.969160	
UA741CP IC OPAMP GP 1 CIRCUIT 8D	2	0.600000	1.200000	0.302860	0.605720	
1N4005 DIODE GEN PURP	8	0.170000	1.360000	0.030070	0.240560	
CONN HEADER VERT 6POS 2.54MM	2	0.230000	0.460000	0.230000	0.460000	
LED RED	5	0.480000	2.400000	0.086920	0.434600	

11<sup>th</sup> Floor, Donadeo Innovation Centre for Engineering  
9211 – 116 St  
Edmonton, Alberta  
Canada T6G 1H9  
Tel: 780.492.3332

April 12, 2021

Re: Support from Students in Electrical and Computer Engineering for the introduction of mandatory instructional support fees to support educational initiatives in our undergraduate ECE programs

To Whom It May Concern:

The Department of Electrical and Computer Engineering offers three undergraduate engineering programs: the Bachelor of Science in Electrical Engineering, the Bachelor of Science in Computer Engineering (which includes the Software Option), and the Bachelor of Science in Engineering Physics. Each discipline has a student club that represent students in their program.

During the 2020-21 academic year the Department of Electrical and Computer Engineering has been in discussion with the student clubs regarding the institution of the following mandatory instructional support fees:

1. Fees for electronic components that ECE students will use to complete labs exercises in several undergraduate ECE courses;
2. Cost of components and services that we elect to use as we complete our senior year capstone design projects;
3. Cost-recovery fees for use of nanoFAB facilities for nanoFAB-based lab courses (currently ECE 450 and ECE 457).

Details of these three measures are attached.

As authorized representatives of the Electrical Engineering Student Club, the Computer Engineering Student Club, and the Engineering Physics Student Club, we hereby confirm that we support the institution of these mandatory instructional support fees.

 *Paul Rebstock*

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Katie Lin & Paul Rebstock  
Co-Presidents of the Electrical  
Engineering Club



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Tharidu Witharana  
President of the Computer  
Engineering Club

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Ray Liu & Timothy Lee  
Co-Presidents of the Engineering  
Physics Club

## Registrar's Advisory Committee on Program Budgets and Fees (RACF)

For the meeting of: September 28, 2021

Item No. <04>

### Request for Approval for: ECE 212 – Introduction to Microprocessors

#### Fee Type (see end of form for definitions)\*:

- Non-Regulated Exclusion to Program Fees  
 Non-Regulated Exclusion to Tuition Fees  
 Other

**OUTLINE OF ISSUE:** ECE 212 students require use of electrical devices and microprocessors for the lab component of the course. To date these consumables have been provided at no cost to them, where the cost has been covered by the department. As a result of recent budget cuts, the department can no longer continue to cover these costs as we have done in the past. To be able to continue providing a high-quality lab experience for our students, we are requesting the ability to charge students cost-recovery fees for the cost of these components. Other alternative solutions will negatively affect students' learning.

*Put N/A in any boxes that do not apply*

#### Proposer

Faculty/Department	Engineering/Electrical and Computer Engineering
Dean/Chair	Dr. Fraser Forbes/Dr. Ivan Fair
Primary Contact (Name, phone number, and e-mail)	Ivan Fair, <a href="mailto:ifair@ualberta.ca">ifair@ualberta.ca</a> ECE Department Chair
Secondary Contact (Name, phone number, and e-mail)	Wendy Barton, <a href="mailto:bartonw@ualberta.ca">bartonw@ualberta.ca</a> Department Manager

#### Item

Purpose of Fee (what it is to be used for)	Costs for consumable components and devices used in the labs.
Proposed Amount	\$35-\$100
Previous Fee Amount (if this is a new fee, please indicate that here)	new fee
Requested Implementation Date	Sept. 2022
The Impact of the Fee (number of students affected, etc.)	350
Collected Centrally or by Department	By Department

**Course Information (if fee is attached to a course)**

Course Name(s)	Introduction to Microprocessors
Required Course(s)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The course/program is on or off campus	<input checked="" type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus
New or Existing Course(s)	Existing course
New or Existing Program (include name)	Existing program
Course Description(s)	Microcomputer architecture, assembly language programming, sub-routine handling, memory and input/output system and interrupt concepts. Prerequisite: ECE 210 or E E 280 or CMPUT 329. Credit may be obtained in only one of ECE 212, E E 380 or CMPUT 229.

**Details**

Estimated Costs (Budget information must be included here or as an attachment)	2020/21 retail cost: \$75, 2020/21 our cost \$55 Please see the attached file for details
Explanatory Notes	

**Routing**

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Undergraduate Studies Committee of the Department of Electrical and Computer Engineering (3 student members sit on this committee, one representative from each of our student clubs) Faculty of Engineering Academic Planning Committee (two student members sit on this committee)
Student Group Consultative Route – What consultation has occurred and provide outcome	The presidents and other leading members of our three student clubs (Electrical Engineering, Computer Engineering, Engineering Physics) have been consulted in multiple meetings. They voted in favor of instituting this fee at the Department Undergraduate Studies (USC) meeting.
Advisory Route (RACF) Include dates	ECE Dept. USC (April 6, 2021) ECE Dept. Council (April 14, 2021) RACF – September 28, 2021
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

**Attachments** (each to be numbered)

1. Kit's content and estimate costs: Microsoft Excel file named "Kits \_ costing (fall 2020)"
2. Student's support letter: PDF file named "Student Support Letter"

<b>Course Name: ECE 212</b>				<b>Our Total Price per Kit:</b>		<b>42.63</b>	
Item	Supplier	Quantity	Retail Price Per	Retails Price per	Our Price per Unit	Our Cost Per Kit	Pricing Notes
8x8 LED Matrix display	MacroFab	1	16.140000	16.140000	15.480000	15.480000	
NUCLEO-L432KC	Mouser	1	8.170000	8.170000	5.494520	5.494520	
12VDC ≥2A, 2.1 mm barrel	Digikey	1	12.900000	12.900000	10.310000	10.310000	
Breadboard PS kit	RobotShop	1	6.000000	6.000000	5.310000	5.310000	
JUMPER KIT VARIOUS 26AWG	RobotShop	1	7.640000	7.640000	5.560000	5.560000	
LED RED	Digikey	5	0.480000	2.400000	0.086920	0.434600	
RES 330 OHM 1/4W 5% AXIAL	Digikey	5	0.150000	0.750000	0.008000	0.040000	

11<sup>th</sup> Floor, Donadeo Innovation Centre for Engineering  
9211 – 116 St  
Edmonton, Alberta  
Canada T6G 1H9  
Tel: 780.492.3332

April 12, 2021

Re: Support from Students in Electrical and Computer Engineering for the introduction of mandatory instructional support fees to support educational initiatives in our undergraduate ECE programs

To Whom It May Concern:

The Department of Electrical and Computer Engineering offers three undergraduate engineering programs: the Bachelor of Science in Electrical Engineering, the Bachelor of Science in Computer Engineering (which includes the Software Option), and the Bachelor of Science in Engineering Physics. Each discipline has a student club that represent students in their program.

During the 2020-21 academic year the Department of Electrical and Computer Engineering has been in discussion with the student clubs regarding the institution of the following mandatory instructional support fees:

1. Fees for electronic components that ECE students will use to complete labs exercises in several undergraduate ECE courses;
2. Cost of components and services that we elect to use as we complete our senior year capstone design projects;
3. Cost-recovery fees for use of nanoFAB facilities for nanoFAB-based lab courses (currently ECE 450 and ECE 457).

Details of these three measures are attached.

As authorized representatives of the Electrical Engineering Student Club, the Computer Engineering Student Club, and the Engineering Physics Student Club, we hereby confirm that we support the institution of these mandatory instructional support fees.



Katie Lin & Paul Rebstock  
Co-Presidents of the Electrical  
Engineering Club



Tharidu Witharana  
President of the Computer  
Engineering Club



Ray Liu & Timothy Lee  
Co-Presidents of the Engineering  
Physics Club



## Registrar's Advisory Committee on Program Budgets and Fees (RACF)

For the meeting of: September 28, 2021

Item No. <05>

### Request for Approval for: ECE 312 – Embedded System Design

#### Fee Type (see end of form for definitions)\*:

- Non-Regulated Exclusion to Program Fees  
 Non-Regulated Exclusion to Tuition Fees  
 Other

**OUTLINE OF ISSUE:** ECE 312 students require use of electrical devices, microcontrollers and peripherals for the lab component of the course. To date these consumables have been provided at no cost to them, where the cost has been covered by the department. As a result of recent budget cuts, the department can no longer continue to cover these costs as we have done in the past. To be able to continue providing a high-quality lab experience for our students, we are requesting the ability to charge students cost-recovery fees for the cost of these components. Other alternative solutions will negatively affect students' learning.

*Put N/A in any boxes that do not apply*

#### Proposer

Faculty/Department	Engineering/Electrical and Computer Engineering
Dean/Chair	Dr. Fraser Forbes/Dr. Ivan Fair
Primary Contact (Name, phone number, and e-mail)	Ivan Fair, <a href="mailto:ifair@ualberta.ca">ifair@ualberta.ca</a> ECE Department Chair
Secondary Contact (Name, phone number, and e-mail)	Wendy Barton, <a href="mailto:bartonw@ualberta.ca">bartonw@ualberta.ca</a> Department Manager

#### Item

Purpose of Fee (what it is to be used for)	Costs for consumable components and devices used in the labs.
Proposed Amount	\$75-\$150
Previous Fee Amount (if this is a new fee, please indicate that here)	new fee
Requested Implementation Date	Sept. 2022
The Impact of the Fee (number of students affected, etc.)	150
Collected Centrally or by Department	By Department

**Course Information (if fee is attached to a course)**

Course Name(s)	Embedded System Design
Required Course(s)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The course/program is on or off campus	<input checked="" type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus
New or Existing Course(s)	Existing course
New or Existing Program (include name)	Existing program
Course Description(s)	Design methodology. Internal and external peripherals: serial communication, timers, D/A converters, interrupt controllers. Embedded system programming: introduction to real time operating systems, basics of real time programming, real-time debugging. Power and memory management. Fault tolerance. Prerequisites: ECE 220, and ECE 212 or E E 380. Corequisite: ECE 340.

**Details**

Estimated Costs (Budget information must be included here or as an attachment)	2020/21 retail cost: \$105, 2020/21 our cost \$91 Please see the attached file for details
Explanatory Notes	

**Routing**

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Undergraduate Studies Committee of the Department of Electrical and Computer Engineering (3 student members sit on this committee, one representative from each of our student clubs) Faculty of Engineering Academic Planning Committee (two student members sit on this committee)
Student Group Consultative Route – What consultation has occurred and provide outcome	The presidents and other leading members of our three student clubs (Electrical Engineering, Computer Engineering, Engineering Physics) have been consulted in multiple meetings. They voted in favor of instituting this fee at the Department Undergraduate Studies (USC) meeting.
Advisory Route (RACF) Include dates	ECE Dept. USC (April 6, 2021) ECE Dept. Council (April 14, 2021) RACF – September 28, 2021
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

**Attachments** (each to be numbered)

1. Kit's content and estimate costs: Microsoft Excel file named "Kits \_ costing (fall 2020)"
2. Student's support letter: PDF file named "Student Support Letter"

<b>Course Name: ECE 312</b>				<b>Our Total Price per Kit:</b>		<b>107.02</b>	
Item	Supplier	Quantity per Kit	Retail Price Per Unit	Retails Price per kit	Our Price per Unit	Our Cost Per Kit	Pricing Notes
Microchip ATTiny13A-PU	* Rick	2	1.260000	2.520000	1.045000	2.090000	
Microchip ATMEGA328P-PU	* Rick	2	3.190000	6.380000	1.660000	3.320000	
Tricolour LED		1	1.460000	1.460000	0.730000	0.730000	
Resistor - 147Ω 1/4W, leaded	Digikey	5	0.200000	1.000000	0.036000	0.180000	
Resistor - 220Ω 1/4W, leaded	Digikey	5	0.150000	0.750000	0.024000	0.120000	
Resistor - 330Ω 1/4W, leaded	Digikey	5	0.150000	0.750000	0.024000	0.120000	
Resistor - 470Ω 1/4W, leaded	Digikey	5	0.150000	0.750000	0.024000	0.120000	
Resistor - 10kΩ 1/4W, leaded	Digikey	5	0.150000	0.750000	0.024000	0.120000	
Potentiometer - 10kΩ, multi- turn, top adj	Digikey	1	2.310000	2.310000	0.240000	0.240000	
Capacitor 10uF electro 16V	Digikey	3	0.150000	0.450000	0.193333	0.580000	
Capacitor - 10nF ceramic 50V	Digikey	5	0.380000	1.900000	0.258000	1.290000	
NO Momentary pushbutton switch	Digikey	5	0.430000	2.150000	1.786000	8.930000	
MPLAB SNAP Programmer - PG164100	Microchip	1	37.430000	37.430000	37.430000	37.430000	
SNAP adapter board	In House	1	6.000000	6.000000	6.000000	6.000000	
Breadboard PS kit	RobotShop	1	12.900000	12.900000	12.900000	12.900000	
Power supply 12VDC >=2A 2.1mm barrel	Digikey	5	0.430000	2.150000	1.786000	8.930000	
8 channel WS2812 5050 RGB LED bar	Mouser	1	8.930000	8.930000	8.930000	8.930000	
1602 Character LCD Display Module Blue Backlight - 5V version	Amazon	1	14.990000	14.990000	14.990000	14.990000	

11<sup>th</sup> Floor, Donadeo Innovation Centre for Engineering  
9211 – 116 St  
Edmonton, Alberta  
Canada T6G 1H9  
Tel: 780.492.3332

April 12, 2021

Re: Support from Students in Electrical and Computer Engineering for the introduction of mandatory instructional support fees to support educational initiatives in our undergraduate ECE programs

To Whom It May Concern:

The Department of Electrical and Computer Engineering offers three undergraduate engineering programs: the Bachelor of Science in Electrical Engineering, the Bachelor of Science in Computer Engineering (which includes the Software Option), and the Bachelor of Science in Engineering Physics. Each discipline has a student club that represent students in their program.

During the 2020-21 academic year the Department of Electrical and Computer Engineering has been in discussion with the student clubs regarding the institution of the following mandatory instructional support fees:

1. Fees for electronic components that ECE students will use to complete labs exercises in several undergraduate ECE courses;
2. Cost of components and services that we elect to use as we complete our senior year capstone design projects;
3. Cost-recovery fees for use of nanoFAB facilities for nanoFAB-based lab courses (currently ECE 450 and ECE 457).

Details of these three measures are attached.

As authorized representatives of the Electrical Engineering Student Club, the Computer Engineering Student Club, and the Engineering Physics Student Club, we hereby confirm that we support the institution of these mandatory instructional support fees.

 Paul Rebstock

Katie Lin & Paul Rebstock  
Co-Presidents of the Electrical  
Engineering Club



Tharidu Witharana  
President of the Computer  
Engineering Club

Ray Liu & Timothy Lee  
Co-Presidents of the Engineering  
Physics Club

## Registrar's Advisory Committee on Program Budgets and Fees (RACF)

For the meeting of: September 28, 2021

Item No. <06>

**Request for Approval for: ECE 410 – Advanced Digital Logic Design  
ECE 511 – Digital ASIC Design**

**Fee Type (see end of form for definitions)\*:**

- Non-Regulated Exclusion to Program Fees**  
 **Non-Regulated Exclusion to Tuition Fees**  
 **Other**

**OUTLINE OF ISSUE:** ECE 410 and 511 students require use of electrical devices, microcontrollers and peripherals for the lab component of the course. To date these consumables have been provided at no cost to them, where the cost has been covered by the department. As a result of recent budget cuts, the department can no longer continue to cover these costs as we have done in the past. To be able to continue providing a high-quality lab experience for our students, we are requesting the ability to charge students cost-recovery fees for the cost of these components. Other alternative solutions will negatively affect students' learning.

*Put N/A in any boxes that do not apply*

### Proposer

Faculty/Department	Engineering/Electrical and Computer Engineering
Dean/Chair	Dr. Fraser Forbes/Dr. Ivan Fair
Primary Contact (Name, phone number, and e-mail)	Ivan Fair, <a href="mailto:ifair@ualberta.ca">ifair@ualberta.ca</a> ECE Department Chair
Secondary Contact (Name, phone number, and e-mail)	Wendy Barton, <a href="mailto:bartonw@ualberta.ca">bartonw@ualberta.ca</a> Department Manager

### Item

Purpose of Fee (what it is to be used for)	Costs for consumable components and devices used in the labs.
Proposed Amount	\$200-\$300
Previous Fee Amount (if this is a new fee, please indicate that here)	new fee
Requested Implementation Date	Sept. 2022
The Impact of the Fee (number of students affected, etc.)	ECE410: 80 students ECE 511: 25 students
Collected Centrally or by Department	By Department

**Course Information (if fee is attached to a course)**

Course Name(s)	Advanced Digital Logic Design, Digital ASIC Design
Required Course(s)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The course/program is on or off campus	<input checked="" type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus
New or Existing Course(s)	Existing course
New or Existing Program (include name)	Existing program
Course Description(s)	<p>ECE 410: Review of classical logic design methods. Introduction to the hardware description language VHDL. Logic simulation principles. Digital system design. Digital system testing and design for testability. Arithmetic circuits. State-of-the-art computer-aided design tools and FPGAs are used to design and implement logic circuits. Corequisite: ECE 304 or E E 351. Credit may be obtained in only one of CMPE 480 or ECE 410.</p> <p>ECE 511: Design of digital application-specific integrated circuits (ASICs) using synthesis CAD tools. Topics include design flow, hierarchical design, hardware description languages such as VHDL, synthesis, design verification, IC test, chip-scale synchronous design, field programmable gate arrays, mask programmable gate arrays, CMOS circuits and IC process technology. For the project, students will design and implement a significant digital system using field programmable gate arrays. Note: Only one of the following courses may be taken for credit: ECE 511 or E E 552.</p>

**Details**

Estimated Costs (Budget information must be included here or as an attachment)	2020/21 retail cost: \$425, 2020/21 our cost \$365 Future costs will be less than 2020/21 due to use of different devices. Please see the attached file for details
Explanatory Notes	

**Routing**

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Undergraduate Studies Committee of the Department of Electrical and Computer Engineering (3 student members sit on this committee, one representative from each of our student clubs) Faculty of Engineering Academic Planning Committee (two student members sit on this committee)
Student Group Consultative Route – What consultation has occurred and provide outcome	The presidents and other leading members of our three student clubs (Electrical Engineering, Computer Engineering, Engineering Physics) have been consulted in multiple meetings. They voted in favor of instituting this fee at the Department Undergraduate Studies (USC) meeting.
Advisory Route (RACF) Include dates	ECE Dept. USC (April 6, 2021) ECE Dept. Council (April 14, 2021) RACF – September 28, 2021
Approval Route* (Governance)	GFC Academic Planning Committee (APC)

*The approval process is initiated in January for the next academic year	Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

**Attachments** (each to be numbered)

1. Kit's content and estimate costs: Microsoft Excel file named "Kits \_ costing (fall 2020)"
2. Student's support letter: PDF file named "Student Support Letter"

<b>Course Name: ECE 410</b>				<b>Our Total Price per Kit:</b>			<b>203.00</b>	
Item	Supplier	Quantity	Retail Price Per	Retails Price per	Our Price per Unit	Our Cost Per Kit	Pricing Notes	
wrist strap	* Rick	1	10.000000	6.710000	6.710000	6.710000		
Cora Z7 or Zybo	Diligent/Testforce	1	202.500000	202.500000	133.650000	133.650000		
PMOD KYPD	Diligent/Testforce	1	16.210000	16.210000	16.210000	16.210000		
PMOD OLED	Diligent/Testforce	1	21.620000	21.620000	21.620000	21.620000		
PMOD SSD	Diligent/Testforce	1	10.080000	10.080000	10.080000	10.080000		
Micro USB type B cable 3 ft	Digikey	1	3.890000	3.890000	2.730000	2.730000		
Supply 5VDC ≥2A - centre-	Digikey	1	12.000000	12.000000	12.000000	12.000000		



<b>Course Name: ECE 511</b>				<b>Our Total Price per Kit:</b>			<b>203.00</b>	
Item	Supplier	Quantity	Retail Price Per	Retails Price per	Our Price per Unit	Our Cost Per Kit	Pricing Notes	
wrist strap	* Rick	1	10.000000	6.710000	6.710000	6.710000		
Cora Z7 or Zybo	Diligent/Testforce	1	202.500000	202.500000	133.650000	133.650000		
PMOD KYPD	Diligent/Testforce	1	16.210000	16.210000	16.210000	16.210000		
PMOD OLED	Diligent/Testforce	1	21.620000	21.620000	21.620000	21.620000		
PMOD SSD	Diligent/Testforce	1	10.080000	10.080000	10.080000	10.080000		
Micro USB type B cable 3 ft	Digikey	1	3.890000	3.890000	2.730000	2.730000		
Supply 5VDC ≥2A - centre-positive 2.1mm ID barrel	Digikey	1	12.000000	12.000000	12.000000	12.000000		

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Edmonton, Alberta  
Canada T6G 1H9  
Tel: 780.492.3332

April 12, 2021

Re: Support from Students in Electrical and Computer Engineering for the introduction of mandatory instructional support fees to support educational initiatives in our undergraduate ECE programs

To Whom It May Concern:

The Department of Electrical and Computer Engineering offers three undergraduate engineering programs: the Bachelor of Science in Electrical Engineering, the Bachelor of Science in Computer Engineering (which includes the Software Option), and the Bachelor of Science in Engineering Physics. Each discipline has a student club that represent students in their program.

During the 2020-21 academic year the Department of Electrical and Computer Engineering has been in discussion with the student clubs regarding the institution of the following mandatory instructional support fees:

1. Fees for electronic components that ECE students will use to complete labs exercises in several undergraduate ECE courses;
2. Cost of components and services that we elect to use as we complete our senior year capstone design projects;
3. Cost-recovery fees for use of nanoFAB facilities for nanoFAB-based lab courses (currently ECE 450 and ECE 457).

Details of these three measures are attached.

As authorized representatives of the Electrical Engineering Student Club, the Computer Engineering Student Club, and the Engineering Physics Student Club, we hereby confirm that we support the institution of these mandatory instructional support fees.

 Paul Rebstock

Katie Lin & Paul Rebstock  
Co-Presidents of the Electrical  
Engineering Club



Tharidu Witharana  
President of the Computer  
Engineering Club

Ray Liu & Timothy Lee  
Co-Presidents of the Engineering  
Physics Club

## Registrar's Advisory Committee on Program Budgets and Fees (RACF)

For the meeting of: September 28, 2021

Item No. 07

### Request for Approval for: ECE 478 – Microwave Circuits

#### Fee Type (see end of form for definitions)\*:

- Non-Regulated Exclusion to Program Fees  
 Non-Regulated Exclusion to Tuition Fees  
 Other

**OUTLINE OF ISSUE:** ECE 478 students require use of electrical devices for the lab component of the course. To date these consumables have been provided at no cost to them, where the cost has been covered by the department. As a result of recent budget cuts, the department can no longer continue to cover these costs as we have done in the past. To be able to continue providing a high-quality lab experience for our students, we are requesting the ability to charge students cost-recovery fees for the cost of these components. Other alternative solutions will negatively affect students' learning.

*Put N/A in any boxes that do not apply*

#### Proposer

Faculty/Department	Engineering/Electrical and Computer Engineering
Dean/Chair	Dr. Fraser Forbes/Dr. Ivan Fair
Primary Contact (Name, phone number, and e-mail)	Ivan Fair, <a href="mailto:ifair@ualberta.ca">ifair@ualberta.ca</a> ECE Department Chair
Secondary Contact (Name, phone number, and e-mail)	Wendy Barton, <a href="mailto:bartonw@ualberta.ca">bartonw@ualberta.ca</a> Department Manager

#### Item

Purpose of Fee (what it is to be used for)	Costs for consumable components and devices used in the labs.
Proposed Amount	\$35-\$100
Previous Fee Amount (if this is a new fee, please indicate that here)	new fee
Requested Implementation Date	Sept. 2022
The Impact of the Fee (number of students affected, etc.)	25
Collected Centrally or by Department	By Department

**Course Information (if fee is attached to a course)**

Course Name(s)	Microwave Circuits
Required Course(s)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The course/program is on or off campus	<input checked="" type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus
New or Existing Course(s)	Existing course
New or Existing Program (include name)	Existing program
Course Description(s)	Introduction to RF/microwave circuits and their applications. Maxwell's Equations and basic wave-propagation concepts. Transmission-line theory and impedance-matching techniques. Practical planar transmission lines. Lumped and distributed microwave-circuit elements. Microwave network analysis using impedance/admittance parameters, scattering parameters, and transmission-matrix methods. Analysis, design, fabrication, and test of practical RF/microwave devices including power dividers/combiners, couplers, amplifiers, and filters. Prerequisites: ECE 370 or E E 315 or PHYS 381. Credit may be obtained in only one of ECE 478 or E E 478.

**Details**

Estimated Costs (Budget information must be included here or as an attachment)	2020/21 retail cost: \$320, 2020/21 our cost \$320 Costs in 2020/21 included test equipment that will be re-used in future years. Our 2020/21 cost of consumables was around \$45. Please see the attached file for details
Explanatory Notes	

**Routing**

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Undergraduate Studies Committee of the Department of Electrical and Computer Engineering (3 student members sit on this committee, one representative from each of our student clubs) Faculty of Engineering Academic Planning Committee (two student members sit on this committee)
Student Group Consultative Route – What consultation has occurred and provide outcome	The presidents and other leading members of our three student clubs (Electrical Engineering, Computer Engineering, Engineering Physics) have been consulted in multiple meetings. They voted in favor of instituting this fee at the Department Undergraduate Studies (USC) meeting.
Advisory Route (RACF) Include dates	ECE Dept. USC (April 6, 2021) ECE Dept. Council (April 14, 2021) RACF – September 28, 2021
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

**Attachments** (each to be numbered)

1. Kit's content and estimate costs: Microsoft Excel file named "Kits \_ costing (fall 2020)"
2. Student's support letter: PDF file named "Student Support Letter"

<b>Course Name: ECE 478</b>				<b>Our Total Price per Kit:</b>			
Item	Supplier	Quantity	Retail Price Per	Retails Price per	Our Price per Unit	Our Cost Per Kit	Pricing Notes
Xacto knife	-	1		6.970000		6.970000	
steel rule, 15 cm	-	1		0.740000		0.740000	
wrist strap	-	1		10.000000		6.710000	
roll 3mm copper tape	-	1		13.000000		13.000000	
Cut-resistant gloves, pair	-	1		7.220000		7.220000	
Safety glasses	-	1		2.000000		1.950000	
9V batteries	-	2		5.110000		5.110000	
±9V battery connector assembly	-	1		3.820000		3.820000	

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Tel: 780.492.3332

April 12, 2021

Re: Support from Students in Electrical and Computer Engineering for the introduction of mandatory instructional support fees to support educational initiatives in our undergraduate ECE programs

To Whom It May Concern:

The Department of Electrical and Computer Engineering offers three undergraduate engineering programs: the Bachelor of Science in Electrical Engineering, the Bachelor of Science in Computer Engineering (which includes the Software Option), and the Bachelor of Science in Engineering Physics. Each discipline has a student club that represent students in their program.

During the 2020-21 academic year the Department of Electrical and Computer Engineering has been in discussion with the student clubs regarding the institution of the following mandatory instructional support fees:

1. Fees for electronic components that ECE students will use to complete labs exercises in several undergraduate ECE courses;
2. Cost of components and services that we elect to use as we complete our senior year capstone design projects;
3. Cost-recovery fees for use of nanoFAB facilities for nanoFAB-based lab courses (currently ECE 450 and ECE 457).

Details of these three measures are attached.

As authorized representatives of the Electrical Engineering Student Club, the Computer Engineering Student Club, and the Engineering Physics Student Club, we hereby confirm that we support the institution of these mandatory instructional support fees.

 Paul Rebstock

Katie Lin & Paul Rebstock  
Co-Presidents of the Electrical  
Engineering Club



Tharidu Witharana  
President of the Computer  
Engineering Club

Ray Liu & Timothy Lee  
Co-Presidents of the Engineering  
Physics Club

## Registrar's Advisory Committee on Program Budgets and Fees (RACF)

For the meeting of: September 28, 2021

Item No. <11>

**Request for Approval for:** ECE 491 - Electrical Engineering Design Project II  
ECE 492 - Computer Engineering Design Project  
ECE 495 - Engineering Physics Design Project II  
ECE 493 – Software System Design Project

**Fee Type (see end of form for definitions)\*:**

- Non-Regulated Exclusion to Program Fees  
 Non-Regulated Exclusion to Tuition Fees  
 Other

**OUTLINE OF ISSUE:** ECE 491, 492 and 495 students require use of electrical devices and computing services for their design project. To date the department has provided a budget of up to \$100 per student to cover the cost of the components that students used in their design project. As a result of recent budget cuts, the department can no longer continue to cover these costs as we have done in the past.

ECE 493 students also may use electrical devices or computing services for their design project. To date the department has provided sufficient resources for students to complete their projects. However, should computationally-intensive projects be undertaken in the future, as a result of recent budget cuts, the department will not be able to cover costs associated with using computational resources outside of the department.

Starting Fall 2022, we would like students to pay for the cost of components and out-of-department services that they choose to use to complete their projects. Students will then own the outcome of the project. Other alternative solutions (e.g., simulation projects) will negatively affect students' learning.

*Put N/A in any boxes that do not apply*

### Proposer

Faculty/Department	Engineering/Electrical and Computer Engineering
Dean/Chair	Dr. Fraser Forbes/Dr. Ivan Fair
Primary Contact (Name, phone number, and e-mail)	Ivan Fair, <a href="mailto:ifair@ualberta.ca">ifair@ualberta.ca</a> ECE Department Chair
Secondary Contact (Name, phone number, and e-mail)	Wendy Barton, <a href="mailto:bartonw@ualberta.ca">bartonw@ualberta.ca</a> Department Manager

### Item

Purpose of Fee (what it is to be used for)	Costs for components and devices used in the student's project
Proposed Amount	\$0-\$200
Previous Fee Amount (if this is new fee)	



a new fee, please indicate that here)	
Requested Implementation Date	Sept. 2022
The Impact of the Fee (number of students affected, etc.)	ECE 491: 150 ECE 492: 80 ECE 495: 50 ECE 493: 50
Collected Centrally or by Department	Students would purchase their own components or services from suppliers. We would like the costs listed in the calendar so that the students will be aware of the costs associated with completing their projects in this course.

### Course Information (if fee is attached to a course)

Course Name(s)	Electrical Engineering Design Project II
Required Course(s)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The course/program is on or off campus	<input checked="" type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus
New or Existing Course(s)	Existing course
New or Existing Program (include name)	Existing program
Course Description(s)	<p>ECE 491: The second of two design courses that must be taken in the same academic year, in which student teams develop an electronic system or device from concept to working prototype. Emphasis is placed on continued execution of the project plan developed in ECE 490. Formal interim and final reports are required; groups demonstrate and present their designs. Prerequisite: ECE 490 or E E 400 in the preceding Fall term. Co-requisite: ECE 303. Credit may be obtained in only one of ECE 491 or E E 401.</p> <p>ECE 492: Design of microprocessor systems, input/output systems, programmable timers, address decoding and interrupt circuitry. This course has a major laboratory component and requires the design and implementation of a microprocessor-based system. Prerequisites: ECE 315 or CMPE 401, and ECE 410 or CMPE 480. Credit may be obtained in only one of CMPE 450, 490, or ECE 492.</p> <p>ECE 495: The second of two design courses that must be taken in the same academic year, in which students implement an engineering system, process or device. Emphasis is placed on continued execution of the project plan developed in ECE 494. Prerequisite: ECE 494 in the preceding Fall Term. Credit may be obtained in only one of ECE 495 or E E 495</p> <p>ECE 493: Design of software systems from concept to working prototype. Applying software engineering techniques. Working in small groups under constraints commonly experienced in industry. Exposing each team member to the design, implementation, documentation, and</p>

	testing phases of the project. Managing software development projects. Provides a capstone experience in software development processes. Prerequisite: ECE 421 or CMPE 410. Credit may be obtained in only one of CMPE 440 or ECE 493.
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### Details

Estimated Costs (Budget information must be included here or as an attachment)	0-\$200 Please see the attached file for details
Explanatory Notes	

### Routing

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	<ol style="list-style-type: none"> <li>1. Undergraduate Studies Committee of the Department of Electrical and Computer Engineering (3 student members sit on this committee, one representative from each of our student clubs)</li> <li>2. ECE Dept. Council</li> <li>3. Faculty of Engineering Academic Planning Committee (two student members sit on this committee)</li> </ol>
Student Group Consultative Route – What consultation has occurred and provide outcome	The presidents and other leading members of our three student clubs (Electrical Engineering, Computer Engineering, Engineering Physics) have been consulted in multiple meetings. They voted in favor of instituting this fee at the Department Undergraduate Studies (USC) meeting.
Advisory Route (RACF) Include dates	ECE Dept. USC (April 6, 2021) ECE Dept. Council (April 14, 2021) RACF – September 28, 2021
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

### Attachments (each to be numbered 1 - 2)

1. Justification of the costs: PDF file named "Capstone Costs"
2. Student's support letter: PDF file named "Student Support Letter"

## ECE Capstone Costs

### ECE 491 (Electrical Engineering program)

Costs of materials for the EE Capstone Course for the past four years are as shown in the table below, which indicates that the average cost per student has been just over \$55.

Year	Students	Total Budget	Spent	(including G0)	Reclaimed	Total	%	Cost/Student
2016-17	109	\$11,900.00	\$7,464.29	\$234.74	\$1,764.23	\$5,700.06	47.9	\$52.29
2017-18	86	\$9,600.00	\$7,171.09	\$0.00	\$0.00	\$7,171.09	74.7	\$83.38
2018-19	130	\$14,000.00	\$6,645.67	\$864.00	\$0.00	\$6,645.67	47.5	\$51.12
2020-21	118	\$12,800.00	\$5,072.36	\$0.00	\$0.00	\$5,072.36	39.6	\$42.99
<b>TOTAL</b>	<b>443</b>	<b>\$48,300.00</b>	<b>\$26,353.41</b>	<b>\$1,098.74</b>	<b>\$1,764.23</b>	<b>\$24,589.18</b>	<b>50.9</b>	<b>\$55.51</b>

### ECE 492 (Computer Engineering program)

In previous years computer engineering students have been restricted to using specific hardware components supplied by the department, which they used for their projects and returned to the department. Low-cost peripheral components were supplied to the students free-of-charge by the department. The main hardware components are now out of date.

With a change of instructor ECE 492 has moved to the model used in ECE 491 where students are responsible for procuring their own devices which they will keep following the end of term.

### ECE 493 (Software Engineering option)

In previous years students have completed their software projects on their own laptops or on desktop computers in the lab. It is anticipated that many ECE 493 capstone projects will continue to be completed in that manner at no additional cost to the students or department. However students are showing increased interest in AI and machine learning projects which typically have much larger computational requirements. Our request for instructional fees for ECE 493 is to cover the cost of computational resources such as Azure, AWS, or ISAIC, should students elect to use these services during completion of their project.

### ECE 495 (Engineering Physics program)

The Engineering Physics capstone course has been offered in a manner similar to the Electrical Engineering capstone course (ECE 491), incurring similar costs per student.

11<sup>th</sup> Floor, Donadeo Innovation Centre for Engineering  
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April 12, 2021

Re: Support from Students in Electrical and Computer Engineering for the introduction of mandatory instructional support fees to support educational initiatives in our undergraduate ECE programs

To Whom It May Concern:

The Department of Electrical and Computer Engineering offers three undergraduate engineering programs: the Bachelor of Science in Electrical Engineering, the Bachelor of Science in Computer Engineering (which includes the Software Option), and the Bachelor of Science in Engineering Physics. Each discipline has a student club that represent students in their program.

During the 2020-21 academic year the Department of Electrical and Computer Engineering has been in discussion with the student clubs regarding the institution of the following mandatory instructional support fees:

1. Fees for electronic components that ECE students will use to complete labs exercises in several undergraduate ECE courses;
2. Cost of components and services that we elect to use as we complete our senior year capstone design projects;
3. Cost-recovery fees for use of nanoFAB facilities for nanoFAB-based lab courses (currently ECE 450 and ECE 457).

Details of these three measures are attached.

As authorized representatives of the Electrical Engineering Student Club, the Computer Engineering Student Club, and the Engineering Physics Student Club, we hereby confirm that we support the institution of these mandatory instructional support fees.

 Paul Rebstock

Katie Lin & Paul Rebstock  
Co-Presidents of the Electrical  
Engineering Club



Tharidu Witharana  
President of the Computer  
Engineering Club

Ray Liu & Timothy Lee  
Co-Presidents of the Engineering  
Physics Club

## Registrar's Advisory Committee on Program Budgets and Fees (RACF)

For the meeting of: September 28, 2021

Item No. <12>

### Request for Approval for: ECE 450 - Nanoscale Phenomena in Electronic Devices

#### Fee Type (see end of form for definitions)\*:

- Non-Regulated Exclusion to Program Fees  
 Non-Regulated Exclusion to Tuition Fees  
 Other

**OUTLINE OF ISSUE:** Currently, ECE 450 students use the nanoFAB facility to complete the course labs. For cost recovery, nanoFAB has charged the department about \$150/student. To date the department has covered this cost. As a result of recent budget cuts, the department can no longer continue to cover these costs as we have done in the past. To be able to continue providing a high-quality lab experience for our students, we need to continue with nanoFAB based labs. Hence, we are requesting that the nanoFAB cost-recovery fees be charged to students' tuitions.

*Put N/A in any boxes that do not apply*

#### Proposer

Faculty/Department	Engineering/Electrical and Computer Engineering
Dean/Chair	Dr. Fraser Forbes/Dr. Ivan Fair
Primary Contact (Name, phone number, and e-mail)	Ivan Fair, <a href="mailto:ifair@ualberta.ca">ifair@ualberta.ca</a> ECE Department Chair
Secondary Contact (Name, phone number, and e-mail)	Wendy Barton, <a href="mailto:bartonw@ualberta.ca">bartonw@ualberta.ca</a> Department Manager

#### Item

Purpose of Fee (what it is to be used for)	Covering the nanoFAB facility costs
Proposed Amount	\$100 - \$300
Previous Fee Amount (if this is a new fee, please indicate that here)	new fee
Requested Implementation Date	Sept. 2022
The Impact of the Fee (number of students affected, etc.)	50
Collected Centrally or by Department	Centrally

**Course Information (if fee is attached to a course)**

Course Name(s)	ECE 450 Nanoscale Phenomena in Electronic Devices
Required Course(s)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The course/program is on or off campus	<input checked="" type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus
New or Existing Course(s)	Existing course
New or Existing Program (include name)	Existing program
Course Description(s)	ECE 450: Semiconductor device physics, device scaling trends, advanced MOSFET fabrication and the associated quantum mechanical framework in nanoscale systems. Semiconductor devices as a system of elemental components. Quantum phenomena in the evaluation of semiconductor devices. Impact of new materials such as high-k gate dielectrics, copper damascene processing and diffusion barriers on device performance. Choice of channel materials and strain condition for ultrascaled logic devices, RF and power electronic devices. Prerequisite: ECE 302 or E E 340. Credit may be obtained in only one of ECE 450 or E E 450.

**Details**

Estimated Costs (Budget information must be included here or as an attachment)	The average cost per student is approximately \$150. (See the attachment)
Explanatory Notes	

**Routing**

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	<ol style="list-style-type: none"> <li>Undergraduate Studies Committee of the Department of Electrical and Computer Engineering (3 student members sit on this committee, one representative from each of our student clubs)</li> <li>ECE Dept. Council</li> <li>Faculty of Engineering Academic Planning Committee (two student members sit on this committee)</li> </ol>
Student Group Consultative Route – What consultation has occurred and provide outcome	The presidents and other leading members of our three student clubs (Electrical Engineering, Computer Engineering, Engineering Physics) have been consulted in multiple meetings. They voted in favor of instituting this fee at the Department Undergraduate Studies (USC) meeting.
Advisory Route (RACF) Include dates	ECE Dept. USC (April 6, 2021) ECE Dept. Council (April 14, 2021) RACF – September 28, 2021
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

**Attachments** (each to be numbered 1 - 2)

1. Proof of estimated costs: PDF file named "ECE450-Winter2020". This file shows the nanoFAB bill for ECE450 in Winter2020 term.
2. Student's support letter: PDF file named "Student Support Letter"

**Invoice**

nanoFAB	Invoice Date : Apr 1, 2020
W1-060 ECERF	Period : Jan 1, 2020
9107-116 Street	Mar 31, 2020
Edmonton, Alberta	
Bill To:	
U of A ECE - ECE	
Dr. Asha Rao	
2nd Floor ECERF	
Edmonton, AB	

**Invoice Details**

Project Name : ECE Labs.ECE 450 Winter 2017
Period : Jan 1, 2020 - Mar 31, 2020
Total : \$5,252.00
<b><i>This bill may contain one time Administration Fees for all new users registered between 01/01/16 - 06/30/17</i></b>
<b><i>For billing inquiries please contact Melissa Hawrelechko &lt;melissa.h@ualberta.ca&gt; (780) 492-0167</i></b>

Remark: This cost is for 37 students. Hence, the average cost per student in ECE 450 is approximately \$142.



11<sup>th</sup> Floor, Donadeo Innovation Centre for Engineering  
9211 – 116 St  
Edmonton, Alberta  
Canada T6G 1H9  
Tel: 780.492.3332

April 12, 2021

Re: Support from Students in Electrical and Computer Engineering for the introduction of mandatory instructional support fees to support educational initiatives in our undergraduate ECE programs

To Whom It May Concern:

The Department of Electrical and Computer Engineering offers three undergraduate engineering programs: the Bachelor of Science in Electrical Engineering, the Bachelor of Science in Computer Engineering (which includes the Software Option), and the Bachelor of Science in Engineering Physics. Each discipline has a student club that represent students in their program.

During the 2020-21 academic year the Department of Electrical and Computer Engineering has been in discussion with the student clubs regarding the institution of the following mandatory instructional support fees:

1. Fees for electronic components that ECE students will use to complete labs exercises in several undergraduate ECE courses;
2. Cost of components and services that we elect to use as we complete our senior year capstone design projects;
3. Cost-recovery fees for use of nanoFAB facilities for nanoFAB-based lab courses (currently ECE 450 and ECE 457).

Details of these three measures are attached.

As authorized representatives of the Electrical Engineering Student Club, the Computer Engineering Student Club, and the Engineering Physics Student Club, we hereby confirm that we support the institution of these mandatory instructional support fees.

 Paul Rebstock

Katie Lin & Paul Rebstock  
Co-Presidents of the Electrical  
Engineering Club



Tharidu Witharana  
President of the Computer  
Engineering Club

Ray Liu & Timothy Lee  
Co-Presidents of the Engineering  
Physics Club

## Registrar's Advisory Committee on Program Budgets and Fees (RACF)

For the meeting of: September 28, 2021

Item No. <13>

### Request for Approval for: ECE 457 - Microfabrication and Devices

#### Fee Type (see end of form for definitions)\*:

- Non-Regulated Exclusion to Program Fees  
 Non-Regulated Exclusion to Tuition Fees  
 Other

**OUTLINE OF ISSUE:** Currently, ECE 457 students use the nanoFAB facility to complete the course labs. For cost recovery, nanoFAB has charged the department about \$350/student. To date the department has covered this cost. As a result of recent budget cuts, the department can no longer continue to cover these costs as we have done in the past. To be able to continue providing a high-quality lab experience for our students, we need to continue with nanoFAB based labs. Hence, we are requesting that the nanoFAB cost-recovery fees be charged to students' tuitions.

*Put N/A in any boxes that do not apply*

#### Proposer

Faculty/Department	Engineering/Electrical and Computer Engineering
Dean/Chair	Dr. Fraser Forbes/Dr. Ivan Fair
Primary Contact (Name, phone number, and e-mail)	Ivan Fair, <a href="mailto:ifair@ualberta.ca">ifair@ualberta.ca</a> ECE Department Chair
Secondary Contact (Name, phone number, and e-mail)	Wendy Barton, <a href="mailto:bartonw@ualberta.ca">bartonw@ualberta.ca</a> Department Manager

#### Item

Purpose of Fee (what it is to be used for)	Covering the nanoFAB facility costs
Proposed Amount	\$300 - \$500
Previous Fee Amount (if this is a new fee, please indicate that here)	new fee
Requested Implementation Date	Sept. 2022
The Impact of the Fee (number of students affected, etc.)	50
Collected Centrally or by Department	Centrally

**Course Information (if fee is attached to a course)**

Course Name(s)	Microfabrication and Devices
Required Course(s)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The course/program is on or off campus	<input checked="" type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus
New or Existing Course(s)	Existing course
New or Existing Program (include name)	Existing program
Course Description(s)	Microfabrication processes for CMOS, bipolar, MEMS, and microfluidics devices. Laboratory safety. Deposition processes of oxidation, evaporation and sputtering. Lithography, wet and dry etch, and device characterization. Note: Consent of Department required. Credit may be obtained in only one of ECE 457 or E E 457.

**Details**

Estimated Costs (Budget information must be included here or as an attachment)	The average cost per student is approximately \$400. (See the attachment)
Explanatory Notes	

**Routing**

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	<ol style="list-style-type: none"> <li>Undergraduate Studies Committee of the Department of Electrical and Computer Engineering (3 student members sit on this committee, one representative from each of our student clubs)</li> <li>ECE Dept. Council</li> <li>Faculty of Engineering Academic Planning Committee (two student members sit on this committee)</li> </ol>
Student Group Consultative Route – What consultation has occurred and provide outcome	The presidents and other leading members of our three student clubs (Electrical Engineering, Computer Engineering, Engineering Physics) have been consulted in multiple meetings. They voted in favor of instituting this fee at the Department Undergraduate Studies (USC) meeting.
Advisory Route (RACF) Include dates	ECE Dept. USC (April 6, 2021) ECE Dept. Council (April 14, 2021) RACF – September 28, 2021
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

**Attachments** (each to be numbered)

- Proof of estimated costs: PDF file named "ECE457-Winter2020". This file shows the nanoFAB bill for ECE457 in Winter2020 term.
- Student's support letter: PDF file named "Student Support Letter"

**Invoice**

nanoFAB	Invoice Date : Apr 1, 2020
W1-060 ECERF	Period : Jan 1, 2020
9107-116 Street	Mar 31, 2020
Edmonton, Alberta	
Bill To:	
U of A ECE - ECE	
Dr. Asha Rao	
2nd Floor ECERF	
Edmonton, AB	

**Invoice Details**

Project Name : ECE Labs.ECE_457
Period : Jan 1, 2020 - Mar 31, 2020
Total : \$5,955.60
<b><i>This bill may contain one time Administration Fees for all new users registered between 01/01/16 - 06/30/17 For billing inquiries please contact Melissa Hawrelechko &lt;melissa.h@ualberta.ca&gt; (780) 492-0167</i></b>

Remark: This cost is for 15 students. Hence, the cost per student in ECE 457 is approximately \$400.

11<sup>th</sup> Floor, Donadeo Innovation Centre for Engineering  
9211 – 116 St  
Edmonton, Alberta  
Canada T6G 1H9  
Tel: 780.492.3332

April 12, 2021

Re: Support from Students in Electrical and Computer Engineering for the introduction of mandatory instructional support fees to support educational initiatives in our undergraduate ECE programs

To Whom It May Concern:

The Department of Electrical and Computer Engineering offers three undergraduate engineering programs: the Bachelor of Science in Electrical Engineering, the Bachelor of Science in Computer Engineering (which includes the Software Option), and the Bachelor of Science in Engineering Physics. Each discipline has a student club that represent students in their program.

During the 2020-21 academic year the Department of Electrical and Computer Engineering has been in discussion with the student clubs regarding the institution of the following mandatory instructional support fees:

1. Fees for electronic components that ECE students will use to complete labs exercises in several undergraduate ECE courses;
2. Cost of components and services that we elect to use as we complete our senior year capstone design projects;
3. Cost-recovery fees for use of nanoFAB facilities for nanoFAB-based lab courses (currently ECE 450 and ECE 457).

Details of these three measures are attached.

As authorized representatives of the Electrical Engineering Student Club, the Computer Engineering Student Club, and the Engineering Physics Student Club, we hereby confirm that we support the institution of these mandatory instructional support fees.



Katie Lin & Paul Rebstock  
Co-Presidents of the Electrical  
Engineering Club



Tharidu Witharana  
President of the Computer  
Engineering Club



Ray Liu & Timothy Lee  
Co-Presidents of the Engineering  
Physics Club

**Attachment 2****Proposal for Change to Non-Regulated Exclusion to Program Fees**

<b>New Course</b>	<b>Course to be Replaced</b>	<b>Implementation</b>	<b>New Course Fee</b>	<b>Course to be Replaced Fee</b>	<b>Page Number</b>
REN R 341/541	REN R 441/741	September 1, 2022	\$100 - \$160	\$100 - \$160	57
REN R 290	REN R 299	July 1, 2022	\$0 - \$2,000	\$0 - \$4,000	61
REN R 295		July 1, 2022	\$0 - \$1,000		67
ENCS 299		July 1, 2022	\$0 - \$1,000		73

<b>Course</b>	<b>Implementation</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Page Number</b>
ECE 210	September 1, 2022	\$20	\$20 - \$50	79
ECE 302/303	September 1, 2022	\$20	\$35 - \$100	84
ECE 315	September 1, 2022	\$20	\$200 - \$300	92

## Registrar's Advisory Committee on Program Budgets and Fees (RACF)

For the meeting of: December 21, 2021

Item No. <06>

**Request for Approval for: REN R 341/541 Soil Formation and Landscape Processes**

**Fee Type (see end of form for definitions)\*:**

- Non-Regulated Exclusion to Program Fees**  
 **Non-Regulated Exclusion to Tuition Fees**  
 **Other**

### **OUTLINE OF ISSUE:**

The Department of Renewable Resources has embraced experiential learning as a critical part of undergraduate learning. REN R 341/541 integrates off-campus field trips as part of the laboratory component of the course.

In 2021, the ALES Environmental and Conservation Science (ENSC) and Forestry Program Committee conducted a major program curriculum review to improve the alignment of courses, better accommodate the needs of students and improve the attractiveness of our programs to employers. Approved changes to the Environmental and Conservation Sciences (ENCS) program included the change of REN R 441/741 (Soil Formation and Landscape Processes) to REN R 341/541 (Soil Formation and Landscape Processes). This course remains a required course within certain majors within the ENCS program. In particular, it is required for students to gain a Professional Agrologist designation. REN R 441/741 had an approved fee range of \$100 to \$160 per student. We are seeking this same range for the new course REN R 341/541.

The department fully recognizes the financial burden these courses place on students. To address this, in 2019 we undertook a survey of students. This survey showed that students value experiential learning opportunities; are willing to pay additional fees to have these experiential opportunities; and find that these experiences positively differentiate them from students in similar programs on- and off-campus. Renewed approvals for field trip/field course fee ranges took into account this survey.

These proposed fees are solely to cover the costs of transportation. The amount proposed is a reflection of distance traveled and number of field trips taken, both of which can vary depending on the instructor. i.e., travel to the Slave Lake area for an entire day or short trips to the Devon area or within the Edmonton.

*Put N/A in any boxes that do not apply*

### Proposer

Faculty/Department	Renewable Resources
Dean/Chair	Nadir Erbilgin, Department Chair
Primary Contact (Name, phone number, and e-mail)	Sarah Gooding, Academic Department Manager, 780-492-8313 or 780-964-5722 cell, <a href="mailto:sarah.gooding@ualberta.ca">sarah.gooding@ualberta.ca</a>
Secondary Contact (Name, phone number, and e-mail)	John Acorn, Co-Chair Program Committee, 780-492-7202, <a href="mailto:jacorn@ualberta.ca">jacorn@ualberta.ca</a>  Brad Pinno, Co-Chair Program Committee, 780-492-1280, <a href="mailto:bpinno@ualberta.ca">bpinno@ualberta.ca</a>

### Item

Purpose of Fee (what it is to be used for)	To cover the added cost for transportation for field trips offered as part of experiential learning.
Proposed Amount	REN R 341/541 - \$100 to \$160 Remove Fee for REN R 441/741 - \$0
Previous Fee Amount (if this is a new fee, please indicate that here)	New course, new fee. Replaces REN R 441/741 course and with similar fee range.
Requested Implementation Date	Fall 2022
The Impact of the Fee (number of students affected, etc.)	Estimated 25 to 35 students with no change in impact
Collected Centrally or by Department	Centrally



**Course Information (if fee is attached to a course)**

Course Name(s)	REN R 341/541 Soil Formation and Landscape Processes
Required Course(s)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The course/program is on or off campus	<input checked="" type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus
New or Existing Course(s)	New Course
New or Existing Program (include name)	Existing – Bachelor of Science in Environmental and Conservation Sciences as well as the BSc in Environmental and Conservation Sciences/BA in Native Studies Combined Degrees.
Course Description(s)	★ 3 (fi 6)(FIRST, 3-0-3) Soil formation, with emphasis on landscape processes as factors in soil development; pedogenic processes and their relation to environmental issues; soils; vegetation, and geological associations; kinds and distribution of soils in Canada; soil classification; field examination and computer-assisted learning of soils and their landscape. Field trips. Prerequisite: REN R 210.

**Details**

Estimated Costs (Budget information must be included here or as an attachment)	School bus or vans depending on enrollment numbers, with the choice of transportation based on accommodating the route to the destination (highway vs gravel roads) and providing the lowest cost/student.
Explanatory Notes	The proposed fees cover transportation for field trips. Some trips are local within the greater Edmonton area (generally afternoon trips) while others are full day trips to sites within 250km of Edmonton (generally full day field trips).

**Routing**

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	As a new approved course, consultation was provided by Faculty of Agricultural, Life & Environmental Sciences: Associate Dean (Academic), Forestry Program Chair, Environmental and Conservation Sciences Program Chair, Department of Renewable Resources Department Chair
Student Group Consultative Route – What consultation has occurred and provide outcome	2019 - Online survey for all ENCS, Forestry, and Forest Business Management students (Oct 15-29). Letter to undergraduate student clubs (Forest Society and ECSA) from Dept. Chair encouraging participation. Follow up letter to list-serve for Forestry and ENCS students (Oct 22). Reminder of survey sent Oct 23. . From the survey we were able to come to 3 important conclusions <ul style="list-style-type: none"> <li>• Students value experiential experiences and opportunities</li> <li>• Students are willing and prepared to pay additional fees to obtain these experiential opportunities</li> </ul> Students find that these experiences positively differentiate them from students and graduates in similar programs both on and off campus.

Advisory Route (RACF) Include dates	December 21, 2021
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC)
Final Approver	Board of Governors

**Attachments** (each to be numbered 1 - <>)

Based on actual costs for 2021 accommodating min/max number of students per vehicle and increased on rental rate changes. Fall 2021 fees took into account increased student spacing for Covid-19 protocols.

<b>Actual Costs - REN R 441 comparable course costs for Transportation</b>			
<b>Description</b>	<b>2021 Actual</b>		
Fees Charged	\$120		
Number of students	26		
Field Trip Camp School Revenue	\$3,120		
Rentals Equipment & Vehicles Expenses	\$3,022		
<b>Balance</b>	<b>\$97.68</b>		

## Registrar's Advisory Committee on Program Budgets and Fees (RACF)

For the meeting of: December 21, 2021

Item No. <04>

### Request for Approval for: REN R 290 Field Skills in Environmental, Conservation, and Forest Sciences

Fee Type (see end of form for definitions)\*:

- Non-Regulated Exclusion to Program Fees  
 Non-Regulated Exclusion to Tuition Fees  
 Other

**OUTLINE OF ISSUE:** The Department of Renewable Resources has embraced experiential learning as a critical part of undergraduate learning, which aligns with the UofA Strategic Plan. As a new approved course, *Ren R 290* is a 7-day off-campus field school that combines the concepts and practices of environmental, conservation and forest sciences, providing students with proficiencies in sampling, identification, and measurement of biophysical components of terrestrial and aquatic environments. Skills that are highly regarded for summer employment opportunities (industry, government, NGOs etc). *REN R 290* requires additional student fees to cover costs related to transportation, accommodation, meals, course pack, casual staff support, and field supplies.

*Ren R 290* represents part of the modification of *Ren R 299* (\*3 Spring Field School), which was previously approved for Non-Regulated Exclusion to Program Fees. *Ren R 299* was the required field course in four programs (Forestry, Forest Business Management, Environmental and Conservation Sciences and Environmental and Conservation Sciences/Native Studies). Practical field courses are mandatory for the accreditation of these programs as they lead to Registered Professional Forester, Registered Professional Biologist or Professional Agrologist designations for graduating students.

*REN R 299* was offered as a 3-week overnight field school in Spring Session with an approved fee range from \$2,000 to \$4,000. *REN R 299* will now be replaced by *REN R 290* (\*2 Forestry and ENCS programs) in combination with *REN R 295* (\*1 for Forestry programs only) or *ENCS 299* (\*1 for ENCS programs only) – see complimentary applications to RCAF for *REN R 295* and *ENCS 299*.

In 2021, the ALES Environmental and Conservation Science (ENSC) and Forestry Program Committee conducted a major program curriculum review to improve the alignment of courses, accommodate the needs of students and improve the attractiveness of our programs to employers (see Videos and Folio story linked at the end

of this document). One such change, the condensing and re-aligning of the field school, experienced an accelerated timeline due to the arrival of the pandemic in 2020. *REN R 299* was offered in Aug 2020 and Aug 2021 as a 6-day field school with multiple day trips out of Edmonton in order to accommodate institutional COVID restrictions, rather than a 3-week overnight field school in May. This change was well received by the students because it was offered at a reduced cost from previous years and it allowed students to begin summer employment earlier. However, the breadth of the topics normally covered could not be accommodated in such a compressed schedule.

Working from this experience, the Program Committee established a combined field school course (*REN R 290*) and two specialized field courses (*REN R 295* and *ENCS 299*). This format allows for common concepts to be taught via *REN R 290* to all the Forestry and ENCS program students taking advantage of economies of scale for travel and overnight trips. It also allows for specialization or broadening of concepts that target the individual programs to be taught via *REN R 295* or *ENCS 299* depending program and major.

Replacing *REN R 299*, we are requesting a similar but reduced fee structure for the combined new field courses. We have set the range to accommodate annual changes to course structure (# day trips vs # overnight trips) and potential subsidies from the *Peter J. Murphy Forest Industry Field Learning Endowment*. We have made the bottom of the range zero to accommodate the possibility of full subsidy via sector donations and/or Endowment funds; or if we have to cancel the course due to another event such as the COVID pandemic.

The Department fully recognizes the financial burden of experiential learning *via* field schools places on students. A survey of students in the ENCS and Forestry programs was undertaken in 2019. This survey showed that students value experiential learning opportunities; are willing to pay additional fees to have these experiential opportunities; and find that these experiences positively differentiate them from students in similar programs on and off-campus. The following videos and Folio article more fully express the importance of field schools (especially to the professional forestry programs), the change underway and the impact on students.

Videos that document the appreciation by students:

- For the love of forests (field courses at UofA): <https://youtu.be/wx4qs-MWHWk>
- Field School Endowment Student impact : <https://youtu.be/j7JUDp5SIlc>

Folio story that highlights our program revisions:

- Forestry field school gets a makeover for a growing industry: <https://tinyurl.com/Folio-REN-FieldSchool>

*Put N/A in any boxes that do not apply*

### Proposer

Faculty/Department	Renewable Resources
Dean/Chair	Nadir Erbilgin, Department Chair
Primary Contact (Name, phone number, and e-mail)	Sarah Gooding, Academic Department Manager, 780-492-8313 or 780-964-5722 cell, <a href="mailto:sarah.gooding@ualberta.ca">sarah.gooding@ualberta.ca</a>
Secondary Contact (Name, phone number, and e-mail)	John Acorn, Co-Chair ENCS and Forestry Program Committee, 780-492-7202, <a href="mailto:jacorn@ualberta.ca">jacorn@ualberta.ca</a>  Brad Pinno, Co-Chair ENCS and Forestry Program Committee, 780-492-1280, <a href="mailto:bpinno@ualberta.ca">bpinno@ualberta.ca</a>

### Item

Purpose of Fee (what it is to be used for)	The fees cover student costs for a 7-day field school, including transportation, accommodation, full meals, course pack, casual staff support, and minimal supply costs
Proposed Amount	REN R 290 - \$0 to \$2000 Remove Fee for REN R 299 - \$0
Previous Fee Amount (if this is a new fee, please indicate that here)	New course with new fee range . Together with REN R 295 or ENCS 299 students will have fee range of \$0 to \$2000 for REN R 295 plus \$0 to \$1000 for either REN R 295 or ENCS 299. Therefore, the maximum total of \$3000 would be replacing the fee range for REN R 299 (\$0 to \$4000), which would no longer be offered.
Requested Implementation Date	Summer 2022
The Impact of the Fee (number of students affected, etc.)	Estimated at 80 to 100 students with an impact of reduced fees
Collected Centrally or by Department	Centrally

**Course Information (if fee is attached to a course)**

Course Name(s)	REN R 290 Field Skills in Environmental, Conservation, and Forest Sciences
Required Course(s)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The course/program is on or off campus	<input type="checkbox"/> On-Campus <input checked="" type="checkbox"/> Off-Campus
New or Existing Course(s)	NEW
New or Existing Program (include name)	Existing – Bachelor of Science in Environmental and Conservation Sciences, Bachelor of Science in Forestry, Bachelor of Science in Forest Business Management and the BSc in Environmental and Conservation Sciences/BA in Native Studies Combined Degrees
Course Description(s)	<b>★ 2 (fi 4) (EITHER, 7 DAYS)</b> Combines the concepts and practices of environmental, conservation and forest sciences in an off-campus field experience. Proficiency in sampling, identification, and measurement of biophysical components of terrestrial and aquatic environments is emphasized. Prerequisites: *30 and REN R 110. REN R 205, REN R 210 and REN R 120 are recommended. Students must complete this course prior to completion of the final *30 of their program.

**Details**

Estimated Costs (Budget information must be included here or as an attachment)	See Budget Table on last page based on Summer 2021 actual costs/student/day for REN R 101 and REN R 299 – as comparable cost estimates for field schools based on overnight trips vs day trips, respectively.
Explanatory Notes	<p>We are very sensitive to the financial implications for our students, and are careful in managing expenses each year in that context. Significant efforts go each year into keeping fees reasonable for our students through, among other things, the partnership arrangements outlined below. A key factor in selecting the institutions at which the field school is based, is affordability for our students.</p> <p>A key feature of our field school is collaboration with government, industrial, and other third-party agencies that assist with logistics and partner in the delivery of course content throughout the course. These partnerships are key to delivery of the academic content, and also provide significant in-kind contributions towards course costs. Presentations, tours and discussions with external experts add greatly to the students' experience, and also support development of future employment contacts.</p> <p>Currently there is a campaign to establish a Field School Endowment, which would significantly reduce the cost per student, and will be incorporated into each year's fee estimate.</p>

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## Routing

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	As a new course, approvals have been provided by Faculty of Agricultural, Life & Environmental Sciences: Associate Dean (Academic), Assistant Dean (Administration), Forestry Program Chair, Environmental and Conservation Sciences Program Chair, Department of Renewable Resources Department Chair
Student Group Consultative Route – What consultation has occurred and provide outcome	2019 - Online survey for all ENCS, Forestry, and Forest Business Management students (Oct 15-29) to assess student view point of experiential learning and the added financial burden. Letter to undergraduate student clubs (Forest Society and ECSA) from Dept. Chair encouraging participation. Follow up letter to list-serve for Forestry and ENCS students (Oct 22). Reminder of survey sent Oct 23. From the survey we were able to come to 3 important conclusions <ul style="list-style-type: none"> <li>• Students value experiential experiences and opportunities</li> <li>• Students are willing and prepared to pay additional fees to obtain these experiential opportunities</li> <li>• Students find that these experiences positively differentiate them from students and graduates in similar programs both on and off campus.</li> </ul>
Advisory Route (RACF) Include dates	December 21, 2021
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC)
Final Approver	Board of Governors

## Attachments (each to be numbered 1 - <>)

See Budget estimate below

Estimate for Fee Ranges for New Field School Courses							
Course	Title	# Days	Day Trips only		Overnight Trips		Range per student
			Estimated Cost Student/Day	Estimated Fees/Student	Estimated Cost Student/Day	Estimated Fees/Student	
REN R 290	ENCS and Forestry Field School	7	\$65	\$455	\$170	\$1,190	\$0 to \$2000
REN R 295	Special Topics Forest Science	4	\$65	\$260	\$170	\$680	\$0 to \$1000
ENCS 299	Special Topics in ENCS	4	\$65	\$260	\$170	\$680	\$0 to \$1000
<i>Note: Based on Summer 2021 cost per student/day below, minimum of \$0 to accommodate potential full endowment support.</i>							
<b>Actual Costs for Summer 2021 Field Courses - as comparative courses</b>							
	<b>Description</b>	<b>REN R 299</b>	<b>REN R 101</b>				
		<b>Day Trips</b>	<b>Overnight Trips</b>				
	Accommodations	\$0	\$5,160				
	Hospitality - meals	\$0	\$2,814				
	Rentals Equipment & Vehicles	\$15,094	\$3,796				
	Supplies & Services General	\$1,735	\$961				
	Support Staff - Temporary (note)	\$5,513	\$1,354				
		<b>\$22,342</b>	<b>\$14,085</b>				
	Number of days	6	6				
	Number of students	67	15				
	Total cost/student/day	<b>\$55.58</b>	<b>\$156.50</b>				
<p>NOTE re staffing:  Staff are NOT considered teaching assistants. These staff are responsible for supporting the academic program through daily driving, student management (in the field and on site through planning/delivering recreation programs or other student engagement programs), overall logistical support, equipment management, site preparation, instructor (non-academic) support. The staff have little or no academic/instructional responsibilities</p>							



## Registrar's Advisory Committee on Program Budgets and Fees (RACF)

For the meeting of: December 21, 2021

Item No. <05>

### Request for Approval for: REN R 295: Special Topics in Field Skills and Their Application in Forest Sciences

Fee Type (see end of form for definitions)\*:

- Non-Regulated Exclusion to Program Fees  
 Non-Regulated Exclusion to Tuition Fees  
 Other

**OUTLINE OF ISSUE:** The Department of Renewable Resources has embraced experiential learning as a critical part of undergraduate learning, which aligns with the UofA Strategic Plan. As a new approved course, *Ren R 295* is a 4-day off-campus field school that emphasizes technical skills, their application, and integration in the forest sciences through hands-on, experiential learning that complements theory and knowledge acquired in the classroom. Built around the collection of field data in small groups, course goals include fostering students understanding of the diverse forest ecosystems of Alberta, current forestry practices, and current issues in managing forests for diverse benefits. Through group work, students will also develop skills in leadership and collaboration. This course builds on the skills learned in *REN R 290*. *REN R 295* requires additional student fees to cover costs related to transportation, accommodation, meals, course pack, casual staff support, and field supplies.

*Ren R 295* represents part of a modification of *Ren R 299* (\*3 Spring Field School), which was previously approved for Non-Regulated Exclusion to Program Fees. *Ren R 299* was the required field course in four programs (Forestry, Forest Business Management, Environmental and Conservation Sciences and Environmental and Conservation Sciences/Native Studies). Practical field courses are mandatory for the accreditation of these programs as they lead to Registered Professional Forester, Registered Professional Biologist or Professional Agrologist designations for graduating students.

*REN R 299* was offered as a 3-week overnight field school in Spring Session with an approved fee range from \$2,000 to \$4,000. *REN R 299* will now be replaced by *REN R 290* (\*2 Forestry and ENCS programs) in combination with *REN R 295* (\*1 for Forestry programs only) or *ENCS 299* (\*1 for ENCS programs only) – see complimentary applications to RCAF for *REN R 290* and *ENCS 299*.

In 2021, the ALES Environmental and Conservation Science (ENSC) and Forestry Program Committee conducted a major program curriculum review to improve the alignment of courses, better accommodate the needs of students and improve the

attractiveness of our programs to employers (see Videos and Folio story linked at the end of this document). One such change, the condensing and re-aligning of the field school, experienced an accelerated timeline due to the arrival of the pandemic in 2020. *REN R 299* was offered in Aug 2020 and Aug 2021 as a 6-day field school with multiple day trips out of Edmonton in order to accommodate institutional COVID restrictions, rather than a 3-week overnight field school in May. This change was well received by the students because it was offered at a reduced cost from previous years and it allowed students to begin summer employment earlier. However, the breadth of the topics normally covered could not be accommodated in such a compressed schedule.

Working from this experience, the Program Committee established a combined field school course (*REN R 290*) and two specialized field courses (*REN R 295* and *ENCS 299*). This format allows for common concepts to be taught via *REN R 290* to all the Forestry and ENCS program students taking advantage of economies of scale for travel and overnight trips. It also allows for specialization or broadening of concepts that target the individual programs to be taught via *REN R 295* or *ENCS 299* depending program and major.

Replacing *REN R 299*, we are requesting a similar but reduced fee structure for the combined new field courses. We have set the range to accommodate annual changes to course structure (# day trips vs # overnight trips) and potential subsidies from the *Peter J. Murphy Forest Industry Field Learning Endowment*. We have made the bottom of the range zero to accommodate the possibility of full subsidy via sector donations and/or Endowment funds; or if we have to cancel the course due to another event such as the COVID pandemic.

The Department fully recognizes the financial burden of experiential learning *via* field schools places on students. A survey of students in the ENCS and Forestry programs was undertaken in 2019. This survey showed that students value experiential learning opportunities; are willing to pay additional fees to have these experiential opportunities; and find that these experiences positively differentiate them from students in similar programs on and off-campus. The following videos and Folio article more fully express the importance of field schools (especially to the professional forestry programs), the change underway and the impact on students.

Videos that document the appreciation by students:

- For the love of forests (field courses at UofA): <https://youtu.be/wx4qs-MWHWk>
- Field School Endowment Student impact : <https://youtu.be/j7JUDp5Sllc>

Folio story that highlights our program revisions:

- Forestry field school gets a makeover for a growing industry: <https://tinyurl.com/Folio-REN-R-Field-School>

*Put N/A in any boxes that do not apply*

### Proposer

Faculty/Department	Renewable Resources
Dean/Chair	Nadir Erbilgin, Department Chair
Primary Contact (Name, phone number, and e-mail)	Sarah Gooding, Academic Department Manager, 780-492-8313 or 780-964-5722 cell, <a href="mailto:sarah.gooding@ualberta.ca">sarah.gooding@ualberta.ca</a>
Secondary Contact (Name, phone number, and e-mail)	John Acorn, Co-Chair Program Committee, 780-492-7202, <a href="mailto:jacorn@ualberta.ca">jacorn@ualberta.ca</a>  Brad Pinno, Co-Chair Program Committee, 780-492-1280, <a href="mailto:bpinno@ualberta.ca">bpinno@ualberta.ca</a>

### Item

Purpose of Fee (what it is to be used for)	The fees cover student costs for a 4-day field school, including transportation, accommodation, full meals, course pack, casual staff support, and minimal supply costs
Proposed Amount	REN R 295 - \$0 to \$1000 Remove Fee for REN R 299 - \$0
Previous Fee Amount (if this is a new fee, please indicate that here)	New course with new fee range . Together with REN R 290 students will have a fee range of \$0 to \$3000, replacing the fee range for REN R 299 (\$0 to \$4000), which will no longer be offered.
Requested Implementation Date	Summer 2022
The Impact of the Fee (number of students affected, etc.)	Estimated at 20 – 25 students with an impact of reduced fees.
Collected Centrally or by Department	Centrally

**Course Information (if fee is attached to a course)**

Course Name(s)	REN R 295: Special Topics in Field Skills and Their Application in Forest Sciences
Required Course(s)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The course/program is on or off campus	<input type="checkbox"/> On-Campus <input checked="" type="checkbox"/> Off-Campus
New or Existing Course(s)	NEW
New or Existing Program (include name)	Existing – Bachelor of Science in Forestry and Bachelor of Science in Forest Business Management
Course Description(s)	★ 1 (fi 2) (EITHER, 4 DAYS) Focuses on specialized field skills and their application in forest sciences. The course involves off-campus field experiences. Pre- or corequisite: REN R 290.

**Details**

Estimated Costs (Budget information must be included here or as an attachment)	See Budget Table on last page based on Summer 2021 actual costs/student/day for REN R 101 and REN R 299 – as comparable cost estimates for field schools based on overnight trips vs day trips, respectively.
Explanatory Notes	<p>We are very sensitive to the financial implications for our students, and are careful in managing expenses each year in that context. Significant efforts go each year into keeping fees reasonable for our students through, among other things, the partnership arrangements outlined below. A key factor in selecting the institutions at which the field school is based, is affordability for our students.</p> <p>A key feature of our field school is collaboration with government, industrial, and other third-party agencies that assist with logistics and partner in the delivery of course content throughout the course. These partnerships are key to delivery of the academic content, and also provide significant in-kind contributions towards course costs. Presentations, tours and discussions with external experts add greatly to the students' experience, and also support development of future employment contacts.</p> <p>Currently there is a campaign to establish a Field School Endowment, which would significantly reduce the cost per student, and will be incorporated into each year's fee estimate.</p>

**Routing**

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees)	As a new course, approvals have been provided by Faculty of Agricultural, Life & Environmental Sciences: Associate Dean (Academic), Assistant Dean (Administration), Forestry Program Chair, Environmental and Conservation Sciences Program Chair, Department
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and in what capacity)	of Renewable Resources Department Chair
Student Group Consultative Route – What consultation has occurred and provide outcome	<p>2019 - Online survey for all ENCS, Forestry, and Forest Business Management students (Oct 15-29) to assess student view point of experiential learning and the added financial burden. Letter to undergraduate student clubs (Forest Society and ECSA) from Dept. Chair encouraging participation. Follow up letter to list-serve for Forestry and ENCS students (Oct 22). Reminder of survey sent Oct 23. From the survey we were able to come to 3 important conclusions</p> <ul style="list-style-type: none"> <li>• Students value experiential experiences and opportunities</li> <li>• Students are willing and prepared to pay additional fees to obtain these experiential opportunities</li> <li>• Students find that these experiences positively differentiate them from students and graduates in similar programs both on and off campus.</li> </ul>
Advisory Route (RACF) Include dates	December 21, 2021
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC)
Final Approver	Board of Governors

**Attachments** (each to be numbered 1 - <>)

See Budget estimate below

Estimate for Fee Ranges for New Field School Courses							
Course	Title	# Days	Day Trips only		Overnight Trips		Range per student
			Estimated Cost Student/Day	Estimated Fees/Student	Estimated Cost Student/Day	Estimated Fees/Student	
RENR 290	ENCS and Forestry Field School	7	\$65	\$455	\$170	\$1,190	\$0 to \$2000
RENR 295	Special Topics Forest Science	4	\$65	\$260	\$170	\$680	\$0 to \$1000
ENCS 299	Special Topics in ENCS	4	\$65	\$260	\$170	\$680	\$0 to \$1000
<i>Note: Based on Summer 2021 cost per student/day below, minimum of \$0 to accommodate potential full endowment support.</i>							
<b>Actual Costs for Summer 2021 Field Courses - as comparative courses</b>							
	<b>Description</b>	<b>REN R 299</b>	<b>REN R 101</b>				
		<b>Day Trips</b>	<b>Overnight Trips</b>				
	Accommodations	\$0	\$5,160				
	Hospitality - meals	\$0	\$2,814				
	Rentals Equipment & Vehicles	\$15,094	\$3,796				
	Supplies & Services General	\$1,735	\$961				
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	Number of students	67	15				
	Total cost/student/day	<b>\$55.58</b>	<b>\$156.50</b>				
	<p>NOTE re staffing:            Staff are NOT considered teaching assistants. These staff are responsible for supporting the academic program through daily driving, student management (in the field and on site through planning/delivering recreation programs or other student engagement programs), overall logistical support, equipment management, site preparation, instructor (non-academic) support. The staff have little or no academic/instructional responsibilities</p>						

## Registrar's Advisory Committee on Program Budgets and Fees (RACF)

For the meeting of: December 21, 2021

Item No. <03>

### Request for Approval for: ENCS 299 Special Topics in Field Skills and Their Application in the Environmental and Conservation Sciences

Fee Type (see end of form for definitions)\*:

- Non-Regulated Exclusion to Program Fees  
 Non-Regulated Exclusion to Tuition Fees  
 Other

**OUTLINE OF ISSUE:** The Department of Renewable Resources has embraced experiential learning as a critical part of undergraduate learning, which aligns with the UofA Strategic Plan. As a new approved course, *ENCS 299* is a 4-day off-campus field school that focuses on specialized field skills, their application, and integration in different sub-disciplines of environmental, conservation, and forest sciences, building on skills learned in *REN R 290*. Each course section targets content related to different ENCS program majors. Students are required to register for the section associated with their major but may take additional sections as part of their electives. *ENCS 299* requires additional student fees to cover costs related to transportation, accommodation, meals, course pack, casual staff support, and field supplies.

*ENCS 299* represents part of the modification of *Ren R 299* (\*3 Spring Field School), which was previously approved for Non-Regulated Exclusion to Program Fees. *Ren R 299* was the required field course in four programs (Forestry, Forest Business Management, Environmental and Conservation Sciences and Environmental and Conservation Sciences/Native Studies). Practical field courses are mandatory for the accreditation of these programs as they lead to Registered Professional Forester, Registered Professional Biologist or Professional Agrologist designations for graduating students.

*REN R 299* was offered as a 3-week overnight field school in Spring Session with an approved fee range from \$2,000 to \$4,000. *REN R 299* will now be replaced by *REN R 290* (\*2 Forestry and ENCS programs) in combination with *REN R 295* (\*1 for Forestry programs only) or *ENCS 299* (\*1 for ENCS programs only) – see complimentary applications to RCAF for *REN R 290* and *REN R 295*.

In 2021, the ALES Environmental and Conservation Science (ENSC) and Forestry Program Committee conducted a major program curriculum review to improve the alignment of courses, better accommodate the needs of students and improve the attractiveness of our programs to employers (see Videos and Folio story linked at the end

of this document). One such change, the condensing and re-aligning of the field school, experienced an accelerated timeline due to the arrival of the pandemic in 2020. *REN R 299* was offered in Aug 2020 and Aug 2021 as a 6-day field school with multiple day trips out of Edmonton in order to accommodate institutional COVID restrictions, rather than a 3-week overnight field school in May. This change was well received by the students because it was offered at a reduced cost from previous years and it allowed students to begin summer employment earlier. However, the breadth of the topics normally covered could not be accommodated in such a compressed schedule.

Working from this experience, the Program Committee established a combined field school course (*REN R 290*) and two specialized field courses (*REN R 295* and *ENCS 299*). This format allows for common concepts to be taught via *REN R 290* to all the Forestry and ENCS program students taking advantage of economies of scale for travel and overnight trips. It also allows for specialization or broadening of concepts that target the individual programs to be taught via *REN R 295* or *ENCS 299* depending program and major.

Replacing *REN R 299*, we are requesting a similar but reduced fee structure for the combined new field courses. We have set the range to accommodate annual changes to course structure (# day trips vs # overnight trips) and potential subsidies from the *Peter J. Murphy Forest Industry Field Learning Endowment*. We have made the bottom of the range zero to accommodate the possibility of full subsidy via sector donations and/or Endowment funds; or if we have to cancel the course due to another event such as the COVID pandemic.

The Department fully recognizes the financial burden of experiential learning *via* field schools places on students. A survey of students in the ENCS and Forestry programs was undertaken in 2019. This survey showed that students value experiential learning opportunities; are willing to pay additional fees to have these experiential opportunities; and find that these experiences positively differentiate them from students in similar programs on and off-campus. The following videos and Folio article more fully express the importance of field schools (especially to the professional forestry programs), the change underway and the impact on students.

Videos that document the appreciation by students:

- For the love of forests (field courses at UofA): <https://youtu.be/wx4qs-MWHWk>
- Field School Endowment Student impact : <https://youtu.be/j7JUDp5SIlc>

Folio story that highlights our program revisions:

- Forestry field school gets a makeover for a growing industry: <https://tinyurl.com/Folio-REN-FieldSchool>



*Put N/A in any boxes that do not apply*

### Proposer

Faculty/Department	Renewable Resources
Dean/Chair	Nadir Erbilgin, Department Chair
Primary Contact (Name, phone number, and e-mail)	Sarah Gooding, Academic Department Manager, 780-492-8313 or 780-964-5722 cell, <a href="mailto:sarah.gooding@ualberta.ca">sarah.gooding@ualberta.ca</a>
Secondary Contact (Name, phone number, and e-mail)	John Acorn, Co-Chair Program Committee, 780-492-7202, <a href="mailto:jacorn@ualberta.ca">jacorn@ualberta.ca</a>  Brad Pinno, Co-Chair Program Committee, 780-492-1280, <a href="mailto:bpinno@ualberta.ca">bpinno@ualberta.ca</a>

### Item

Purpose of Fee (what it is to be used for)	The fees cover student costs for 4-day field school, including transportation, accommodation, full meals, course pack, casual staff support, and minimal supply costs.
Proposed Amount	ENCS 299 - \$0 to \$1000 Remove Fee for REN R 299 - \$0
Previous Fee Amount (if this is a new fee, please indicate that here)	New course with new fee range . Together with REN R 290 students will have a fee range of \$0 to \$3000, replacing the fee range for REN R 299 (\$0 to \$4000), which will no longer be offered.
Requested Implementation Date	Summer 2022
The Impact of the Fee (number of students affected, etc.)	Estimated at 15-20 students per section, with an impact of reduced fees
Collected Centrally or by Department	Centrally

**Course Information (if fee is attached to a course)**

Course Name(s)	ENCS 299 Special Topics in Field Skills and Their Application in the Environmental and Conservation Sciences
Required Course(s)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The course/program is on or off campus	<input type="checkbox"/> On-Campus <input checked="" type="checkbox"/> Off-Campus
New or Existing Course(s)	NEW
New or Existing Program (include name)	Existing – Bachelor of Science in Environmental and Conservation Sciences as well as the BSc in Environmental and Conservation Sciences/BA in Native Studies Combined Degrees.
Course Description(s)	<p>★ 1 (fi 2)( EITHER, 4 DAYS)</p> <p>Focuses on specialized field skills, their application, and integration in different sub-disciplines of the environmental and conservation sciences. The course involves off-campus field experiences. A student is required to select a topic related to their major, but may take additional sections as part of their electives. Pre- or corequisite: REN R 290.</p>

**Details**

Estimated Costs (Budget information must be included here or as an attachment)	See Budget Table on last page based on Summer 2021 actual costs/student/day for REN R 101 and REN R 299 – as comparable cost estimates for field schools based on overnight trips vs day trips only, respectively.
Explanatory Notes	<p>We are very sensitive to the financial implications for our students, and are careful in managing expenses each year in that context. Significant efforts go each year into keeping fees reasonable for our students through, among other things, the partnership arrangements outlined below. A key factor in selecting the institutions at which the field school is based, is affordability for our students.</p> <p>A key feature of our field school is collaboration with government, industrial, and other third-party agencies that assist with logistics and partner in the delivery of course content throughout the course. These partnerships are key to delivery of the academic content, and also provide significant in-kind contributions towards course costs. Presentations, tours and discussions with external experts add greatly to the students' experience, and also support development of future employment contacts.</p> <p>Currently there is a campaign to establish a Field School Endowment, which would significantly reduce the cost per student, and will be incorporated into each year's fee estimate.</p>

**Routing**

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	As a new course, approvals have been provided by Faculty of Agricultural, Life & Environmental Sciences: Associate Dean (Academic), Assistant Dean (Administration), Forestry Program Chair, Environmental and Conservation Sciences Program Chair, Department of Renewable Resources Department Chair
Student Group Consultative Route – What consultation has occurred and provide outcome	2019 - Online survey for all ENCS, Forestry, and Forest Business Management students (Oct 15-29) to assess student view point of experiential learning and the added financial burden. Letter to undergraduate student clubs (Forest Society and ECSA) from Dept. Chair encouraging participation. Follow up letter to list-serve for Forestry and ENCS students (Oct 22). Reminder of survey sent Oct 23. From the survey we were able to come to 3 important conclusions <ul style="list-style-type: none"> <li>• Students value experiential experiences and opportunities</li> <li>• Students are willing and prepared to pay additional fees to obtain these experiential opportunities</li> <li>• Students find that these experiences positively differentiate them from students and graduates in similar programs both on and off campus.</li> </ul>
Advisory Route (RACF) Include dates	December 21, 2021
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC)
Final Approver	Board of Governors

**Attachments** (each to be numbered 1 - <>)

See Budget estimate below

Estimate for Fee Ranges for New Field School Courses							
Course	Title	# Days	Day Trips only		Overnight Trips		Range per student
			Estimated Cost Student/Day	Estimated Fees/Student	Estimated Cost Student/Day	Estimated Fees/Student	
REN R 290	ENCS and Forestry Field School	7	\$65	\$455	\$170	\$1,190	\$0 to \$2000
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ENCS 299	Special Topics in ENCS	4	\$65	\$260	\$170	\$680	\$0 to \$1000
<i>Note: Based on Summer 2021 cost per student/day below, minimum of \$0 to accommodate potential full endowment support.</i>							
<b>Actual Costs for Summer 2021 Field Courses - as comparative courses</b>							
	<b>Description</b>	<b>REN R 299</b>	<b>REN R 101</b>				
		<b>Day Trips</b>	<b>Overnight Trips</b>				
	Accommodations	\$0	\$5,160				
	Hospitality - meals	\$0	\$2,814				
	Rentals Equipment & Vehicles	\$15,094	\$3,796				
	Supplies & Services General	\$1,735	\$961				
	Support Staff - Temporary (note)	\$5,513	\$1,354				
		<b>\$22,342</b>	<b>\$14,085</b>				
	Number of days	6	6				
	Number of students	67	15				
	Total cost/student/day	<b>\$55.58</b>	<b>\$156.50</b>				
<p>NOTE re staffing:  Staff are NOT considered teaching assistants. These staff are responsible for supporting the academic program through daily driving, student management (in the field and on site through planning/delivering recreation programs or other student engagement programs), overall logistical support, equipment management, site preparation, instructor (non-academic) support. The staff have little or no academic/instructional responsibilities</p>							

## Registrar's Advisory Committee on Program Budgets and Fees (RACF)

For the meeting of: **September 28**

Item No. <08>

### Request for Approval for: ECE 210 - Introduction to Digital Logic Design

#### Fee Type (see end of form for definitions)\*:

- Non-Regulated Exclusion to Program Fees**  
 **Non-Regulated Exclusion to Tuition Fees**  
 **Other**

**OUTLINE OF ISSUE:** ECE 210 students require use of electrical devices for the lab component of the course. Currently, there is a cost of \$20 for these consumables in the calendar. This value is more than a decade old and needs updating. We are proposing to change the existing \$20 value with a range value of \$20-\$50 to better reflect the current and future costs.

*Put N/A in any boxes that do not apply*

#### Proposer

Faculty/Department	Engineering/Electrical and Computer Engineering
Dean/Chair	Dr. Fraser Forbes/Dr. Ivan Fair
Primary Contact (Name, phone number, and e-mail)	Ivan Fair, <a href="mailto:ifair@ualberta.ca">ifair@ualberta.ca</a> ECE Department Chair
Secondary Contact (Name, phone number, and e-mail)	Wendy Barton, <a href="mailto:bartonw@ualberta.ca">bartonw@ualberta.ca</a> Department Manager

#### Item

Purpose of Fee (what it is to be used for)	Costs for consumable components and devices used in the labs.
Proposed Amount	\$20-\$50
Previous Fee Amount (if this is a new fee, please indicate that here)	Existing fee, current listed amount in the calendar is \$20.
Requested Implementation Date	Sept. 2022
The Impact of the Fee (number of students affected, etc.)	400
Collected Centrally or by Department	By Department

**Course Information (if fee is attached to a course)**

Course Name(s)	Introduction to Digital Logic Design
Required Course(s)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The course/program is on or off campus	<input checked="" type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus
New or Existing Course(s)	Existing course
New or Existing Program (include name)	Existing program
Course Description(s)	Boolean algebra, truth tables, Karnaugh maps. Switching devices and their symbology with an introduction to NAND and NOR logic. Number systems, codes, minimization procedures, synthesis of combinational networks. Synchronous sequential circuits, flip-flops, counters. Arithmetic circuits. Introduction to computer-aided design and simulation tools for digital design and implementation. Requires payment of additional student instructional support fees. Refer to the Tuition and Fees page in the University Regulations section of the Calendar. Credit may be obtained in only one of ECE 210, E E 280 or CMPUT 329.

**Details**

Estimated Costs (Budget information must be included here or as an attachment)	2020/21 retail cost: \$56, 2020/21 our cost \$29 Please see the attached file for details
Explanatory Notes	

**Routing**

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Undergraduate Studies Committee of the Department of Electrical and Computer Engineering (3 student members sit on this committee, one representative from each of our student clubs) Faculty of Engineering Academic Planning Committee (two student members sit on this committee)
Student Group Consultative Route – What consultation has occurred and provide outcome	The presidents and other leading members of our three student clubs (Electrical Engineering, Computer Engineering, Engineering Physics) have been consulted in multiple meetings. They voted in favor of instituting this fee at the Department Undergraduate Studies (USC) meeting.
Advisory Route (RACF) Include dates	ECE Dept. USC (April 6, 2021) ECE Dept. Council (April 14, 2021) RACF – September 28, 2021
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

**Attachments** (each to be numbered)

1. Kit's content and estimate costs: Microsoft Excel file named "Kits \_ costing (fall 2020)
2. Student's support letter: PDF file named "Student Support Letter"

<b>Course Name: ECE 210</b>				<b>Our Total Price per Kit:</b>		<b>26.41</b>	
Item	Supplier	Quantity	Retail Price Per	Retails Price per	Our Price per Unit	Our Cost Per Kit	Pricing Notes
NAND 4ch 2-input	* Rick	2	0.600000	1.200000	0.380000	0.760000	
NAND 4ch 2-input	Diligent/Testforce	2	0.610000	1.220000	0.395000	0.790000	
INV 6ch 6-input	Diligent/Testforce	2	1.120000	2.240000	0.750000	1.500000	
AND 4ch 2-input	Diligent/Testforce	2	0.600000	1.200000	0.400000	0.800000	
NAND 3ch 3-input	Diligent/Testforce	2	0.740000	1.480000	0.405000	0.810000	
NAND 2ch 4-input	Digikey	2	0.600000	1.200000	0.385000	0.770000	
AND 2ch 4-input	Digikey	2	0.780000	1.560000	0.435000	0.870000	
OR 4ch 2-input	Digikey	2	0.600000	1.200000	0.385000	0.770000	
AND 3ch 3-input	Digikey	2	0.600000	1.200000	0.385000	0.770000	
wrist strap	* Rick	1	10.000000	10.000000	6.710000	6.710000	
Breadboard	* Rick	1	6.370000	6.370000	6.370000	6.370000	
JUMPER KIT VARIOUS 26AWG 65PCS male-male	Digikey	1	8.170000	8.170000	5.494520	5.494520	



11<sup>th</sup> Floor, Donadeo Innovation Centre for Engineering  
9211 – 116 St  
Edmonton, Alberta  
Canada T6G 1H9  
Tel: 780.492.3332

April 12, 2021

Re: Support from Students in Electrical and Computer Engineering for the introduction of mandatory instructional support fees to support educational initiatives in our undergraduate ECE programs

To Whom It May Concern:

The Department of Electrical and Computer Engineering offers three undergraduate engineering programs: the Bachelor of Science in Electrical Engineering, the Bachelor of Science in Computer Engineering (which includes the Software Option), and the Bachelor of Science in Engineering Physics. Each discipline has a student club that represent students in their program.

During the 2020-21 academic year the Department of Electrical and Computer Engineering has been in discussion with the student clubs regarding the institution of the following mandatory instructional support fees:

1. Fees for electronic components that ECE students will use to complete labs exercises in several undergraduate ECE courses;
2. Cost of components and services that we elect to use as we complete our senior year capstone design projects;
3. Cost-recovery fees for use of nanoFAB facilities for nanoFAB-based lab courses (currently ECE 450 and ECE 457).

Details of these three measures are attached.

As authorized representatives of the Electrical Engineering Student Club, the Computer Engineering Student Club, and the Engineering Physics Student Club, we hereby confirm that we support the institution of these mandatory instructional support fees.



Katie Lin & Paul Rebstock  
Co-Presidents of the Electrical  
Engineering Club



Tharidu Witharana  
President of the Computer  
Engineering Club



Ray Liu & Timothy Lee  
Co-Presidents of the Engineering  
Physics Club

## Registrar's Advisory Committee on Program Budgets and Fees (RACF)

For the meeting of: **September 28, 2021**

Item No. <09>

**Request for Approval for: ECE 302 - Electronic Devices  
ECE 303 – Analog Electronics**

**Fee Type (see end of form for definitions)\*:**

- Non-Regulated Exclusion to Program Fees**  
 **Non-Regulated Exclusion to Tuition Fees**  
 **Other**

**OUTLINE OF ISSUE:** ECE 302 and 303 students require use of electrical devices for the lab component of the course. Currently, there is a cost of \$20 for these consumables in the calendar. This value is more than a decade old and needs updating. We are proposing to change the existing \$20 value with a range value of \$35-\$100 to better reflect the current and future costs.

*Put N/A in any boxes that do not apply*

### Proposer

Faculty/Department	Engineering/Electrical and Computer Engineering
Dean/Chair	Dr. Fraser Forbes/Dr. Ivan Fair
Primary Contact (Name, phone number, and e-mail)	Ivan Fair, <a href="mailto:ifair@ualberta.ca">ifair@ualberta.ca</a> ECE Department Chair
Secondary Contact (Name, phone number, and e-mail)	Wendy Barton, <a href="mailto:bartonw@ualberta.ca">bartonw@ualberta.ca</a> Department Manager

### Item

Purpose of Fee (what it is to be used for)	Costs for consumable components and devices used in the labs.
Proposed Amount	\$35-\$100
Previous Fee Amount (if this is a new fee, please indicate that here)	Existing fee, current listed amount in the calendar is \$20.
Requested Implementation Date	Sept. 2022
The Impact of the Fee (number of students affected, etc.)	250
Collected Centrally or by Department	By Department

**Course Information (if fee is attached to a course)**

Course Name(s)	Electronic Devices Analog Electronics
Required Course(s)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The course/program is on or off campus	<input checked="" type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus
New or Existing Course(s)	Existing course
New or Existing Program (include name)	Existing program
Course Description(s)	<p>ECE 302: PN junction semiconductor basics, charge flow and diode equation. Zener diodes. BJT and MOSFET devices and operating regions. Amplifier basics: biasing, gain, input and output resistance, analysis and design. Large signal effects. Requires payment of additional student instructional support fees. Refer to the Tuition and Fees page in the University Regulations section of the Calendar. Prerequisite: ECE 203 or E E 250. Credit may be obtained in only one of ECE 302 or E E 340.</p> <p>ECE 303: Differential amplifiers. Frequency response: active device high-frequency behaviour and circuit models; amplifier circuits and design. Feedback: concepts and structure; feedback topologies and amplifiers; open- and closed-loop response. Operational amplifiers: behaviour, circuit analysis and design. Requires payment of additional student instructional support fees. Refer to the Fees Payment Guide in the University Regulations and Information for Students section of the Calendar. Prerequisite: ECE 302 or E E 340. Credit may be obtained in only one of ECE 303 or E E 350.</p>

**Details**

Estimated Costs (Budget information must be included here or as an attachment)	2020/21 retail cost: \$77-\$87 (depending on the course), 2020/21 our cost \$37-\$43 (depending on the course) Please see the attached file for details
Explanatory Notes	

**Routing**

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Undergraduate Studies Committee of the Department of Electrical and Computer Engineering (3 student members sit on this committee, one representative from each of our student clubs) Faculty of Engineering Academic Planning Committee (two student members sit on this committee)
Student Group Consultative Route – What consultation has occurred and provide outcome	The presidents and other leading members of our three student clubs (Electrical Engineering, Computer Engineering, Engineering Physics) have been consulted in multiple meetings. They voted in favor of instituting this fee at the Department Undergraduate Studies (USC) meeting.
Advisory Route (RACF) Include dates	ECE Dept. USC (April 6, 2021) ECE Dept. Council (April 14, 2021) RACF – September 28, 2021

Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

**Attachments** (each to be numbered)

1. Kit's content and estimate costs: Microsoft Excel file named "Kits \_ costing (fall 2020)"
2. Student's support letter: PDF file named "Student Support Letter"

<b>Course Name: ECE 302</b>				<b>Our Total Price per Kit:</b>		<b>37.79</b>	
Item	Supplier	Quantity per Kit	Retail Price Per Unit	Retails Price per kit	Our Price per Unit	Our Cost Per Kit	Pricing Notes
wrist strap	* Rick	1	10.000000	10.000000	6.710000	6.710000	
Breadboard	* Rick	1	10.000000	10.000000	6.710000	6.710000	
Small Screwdriver		1	5.000000	5.000000	1.750000	1.750000	
JUMPER WIRES 28AWG male-male 6"	Digikey	1	5.700000	5.700000	5.700000	5.700000	
JUMPER WIRES 28AWG male-male 12"	Digikey	1	2.810000	2.810000	2.810000	2.810000	
DIODE ZENER 10V 1W DO41	Digikey	2	0.350000	0.700000	0.070000	0.140000	
DIODE GEN PURP 1KV 1A DO41	Digikey	6	0.300000	1.800000	0.050000	0.300000	
TRANS NPN 40V TO92	Digikey	4	0.260000	1.040000	0.100000	0.400000	
CAP CER 10UF 25V X5R RADIAL	Digikey	8	0.630000	5.040000	0.630000	5.040000	
RES 10 OHM 1/4W 1% AXIAL	Digikey	2	0.140000	0.280000	0.030000	0.060000	
RES 15 OHM 1/4W 1% AXIAL	Digikey	2	0.140000	0.280000	0.030000	0.060000	
RES 20 OHM 1/4W 1% AXIAL	Digikey	2	0.140000	0.280000	0.025000	0.050000	
RES 22 OHM 1/4W 1% AXIAL	Digikey	2	0.140000	0.280000	0.025000	0.050000	
RES 27 OHM 1/4W 1% AXIAL	Digikey	2	0.140000	0.280000	0.025000	0.050000	
RES 33 OHM 1/4W 1% AXIAL	Digikey	2	0.140000	0.280000	0.025000	0.050000	
RES 39 OHM 1/4W 1% AXIAL	Digikey	2	0.140000	0.280000	0.020000	0.040000	
RES 47 OHM 1/4W 1% AXIAL	Digikey	2	0.140000	0.280000	0.030000	0.060000	
RES 56 OHM 1/4W 1% AXIAL	Digikey	2	0.140000	0.280000	0.025000	0.050000	
RES 68 OHM 1/4W 1% AXIAL	Digikey	2	0.140000	0.280000	0.025000	0.050000	
RES 82 OHM 1/4W 1% AXIAL	Digikey	2	0.140000	0.280000	0.025000	0.050000	
RES 100 OHM 1/4W 5% AXIAL	Digikey	5	0.140000	0.700000	0.010000	0.050000	
RES 220 OHM 1/4W 5% AXIAL	Digikey	5	0.140000	0.700000	0.009450	0.047250	
RES 470 OHM 1/4W 5% AXIAL	Digikey	5	0.140000	0.700000	0.009450	0.047250	

RES 680 OHM 1/4W 5% AXIAL	Digikey	5	0.140000	0.700000	0.009450	0.047250
RES 1K OHM 1/4W 5% AXIAL	Digikey	5	0.140000	0.700000	0.009450	0.047250
RES 1.5K OHM 1/4W 5% AXIAL	Digikey	5	0.140000	0.700000	0.009450	0.047250
RES 2.2K OHM 1/4W 5% AXIAL	Digikey	5	0.140000	0.700000	0.009450	0.047250
RES 4.7K OHM 1/4W 5% AXIAL	Digikey	5	0.140000	0.700000	0.009450	0.047250
RES 1.2K OHM 1/4W 5% AXIAL	Digikey	5	0.150000	0.750000	0.009450	0.047250
RES 820 OHM 1/4W 5% AXIAL	Digikey	5	0.150000	0.750000	0.010000	0.050000
RES 560 OHM 1/4W 5% AXIAL	Digikey	5	0.150000	0.750000	0.010000	0.050000
RES 330 OHM 1/4W 5% AXIAL	Digikey	5	0.150000	0.750000	0.008000	0.040000
RES 2.7K OHM 1/4W 5% AXIAL	Digikey	5	0.150000	0.750000	0.001000	0.005000
RES 3.3K OHM 1/4W 5% AXIAL	Digikey	5	0.150000	0.750000	0.001000	0.005000
RES 5.6K OHM 1/4W 5% AXIAL	Digikey	5	0.150000	0.750000	0.001000	0.005000
RES 6.8K OHM 1/4W 5% AXIAL	Digikey	5	0.150000	0.750000	0.000800	0.004000
RES 8.2K OHM 1/4W 5% AXIAL	Digikey	5	0.150000	0.750000	0.001000	0.005000
RES 10K OHM 1/4W 5% AXIAL	Digikey	5	0.150000	0.750000	0.009450	0.047250
RES 12K OHM 1/4W 5% AXIAL	Digikey	5	0.150000	0.750000	0.009450	0.047250
RES 15K OHM 1/4W 5% AXIAL	Digikey	5	0.150000	0.750000	0.010000	0.050000
RES 18K OHM 1/4W 5% AXIAL	Digikey	5	0.150000	0.750000	0.062000	0.310000
RES 22K OHM 1/4W 5% AXIAL	Digikey	5	0.150000	0.750000	0.010000	0.050000
RES 27K OHM 1/4W 5% AXIAL	Digikey	5	0.150000	0.750000	0.010000	0.050000

RES 33K OHM 1/4W 5% AXIAL	Digikey	5	0.150000	0.750000	0.010000	0.050000
RES 39K OHM 1/4W 5% AXIAL	Digikey	5	0.150000	0.750000	0.008000	0.040000
RES 47K OHM 1/4W 5% AXIAL	Digikey	5	0.150000	0.750000	0.010000	0.050000
RES 56K OHM 1/4W 5% AXIAL	Digikey	5	0.150000	0.750000	0.010000	0.050000
RES 68K OHM 1/4W 5% AXIAL	Digikey	5	0.150000	0.750000	0.010000	0.050000
RES 82K OHM 1/4W 5% AXIAL	Digikey	5	0.150000	0.750000	0.010000	0.050000
Conn Jack Stereo 3.5 mm PCB	Digikey	1	0.980000	0.980000	0.650000	0.650000
Term Blk 3pos Top Entry 2.54mm PCB	Digikey	1	1.670000	1.670000	0.830000	0.830000
Male-to-male 1/8" audio jack patch cable 0.5 m	Digikey	1	3.120000	3.120000	2.190000	2.190000
speaker 8Ω	Digikey	1	2.550000	2.550000	2.550000	2.550000

<b>Course Name: ECE 303</b>				<b>Our Total Price per Kit:</b>		<b>43.29</b>	
Item	Supplier	Quantity per Kit	Retail Price Per Unit	Retails Price per kit	Our Price per Unit	Our Cost Per Kit	Pricing Notes
TRANS 4NPN 40V 0.5A	* Rick	3	7.360000	22.080000	4.996667	14.990000	
UA741CP IC OPAMP GP 1 CIRCUIT 8DIP	* Rick	2	0.750000	1.500000	0.315000	0.630000	
TRANS NPN 40V TO92		3	0.260000	0.780000	0.100000	0.300000	
CAP ALUM 100UF 20% 25V RADIAL	Digikey	4	0.460000	1.840000	0.127500	0.510000	
CAP CER 1000PF 50V X7R RADIAL	Digikey	10	0.290000	2.900000	0.062000	0.620000	
TRIMMER 10K OHM 0.25W PC PIN TOP	Digikey	1	3.190000	3.190000	2.320000	2.320000	
DIODE ZENER 5.1V 500MW DO35	Digikey	3	0.190000	0.570000	0.080000	0.240000	
wrist strap	* Rick	1	10.000000	10.000000	6.710000	6.710000	
Breadboard	* Rick	1	10.000000	10.000000	6.710000	6.710000	
Small Screwdriver		1	5.000000	5.000000	1.750000	1.750000	
JUMPER WIRES 28AWG male- male 6"	Digikey	1	5.700000	5.700000	5.700000	5.700000	
JUMPER WIRES 28AWG male- male 12"	Digikey	1	2.810000	2.810000	2.810000	2.810000	



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April 12, 2021

Re: Support from Students in Electrical and Computer Engineering for the introduction of mandatory instructional support fees to support educational initiatives in our undergraduate ECE programs

To Whom It May Concern:

The Department of Electrical and Computer Engineering offers three undergraduate engineering programs: the Bachelor of Science in Electrical Engineering, the Bachelor of Science in Computer Engineering (which includes the Software Option), and the Bachelor of Science in Engineering Physics. Each discipline has a student club that represent students in their program.

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3. Cost-recovery fees for use of nanoFAB facilities for nanoFAB-based lab courses (currently ECE 450 and ECE 457).

Details of these three measures are attached.

As authorized representatives of the Electrical Engineering Student Club, the Computer Engineering Student Club, and the Engineering Physics Student Club, we hereby confirm that we support the institution of these mandatory instructional support fees.

 Paul Rebstock

Katie Lin & Paul Rebstock  
Co-Presidents of the Electrical  
Engineering Club



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Ray Liu & Timothy Lee  
Co-Presidents of the Engineering  
Physics Club

## Registrar's Advisory Committee on Program Budgets and Fees (RACF)

For the meeting of: **September 28, 2021**

**Item No. <10>**

### Request for Approval for: **ECE 315 – Computer Interfacing**

#### Fee Type (see end of form for definitions)\*:

- Non-Regulated Exclusion to Program Fees**  
 **Non-Regulated Exclusion to Tuition Fees**  
 **Other**

**OUTLINE OF ISSUE:** ECE 315 students require use of electrical devices, microcontrollers and peripherals for the lab component of the course. Currently, there is a cost of \$20 for these consumables in the calendar. This value is more than a decade old and needs updating. We are proposing to change the existing \$20 value with a range value of \$200-\$300 to better reflect the current and future costs.

*Put N/A in any boxes that do not apply*

#### Proposer

Faculty/Department	Engineering/Electrical and Computer Engineering
Dean/Chair	Dr. Fraser Forbes/Dr. Ivan Fair
Primary Contact (Name, phone number, and e-mail)	Ivan Fair, <a href="mailto:ifair@ualberta.ca">ifair@ualberta.ca</a> ECE Department Chair
Secondary Contact (Name, phone number, and e-mail)	Wendy Barton, <a href="mailto:bartonw@ualberta.ca">bartonw@ualberta.ca</a> Department Manager

#### Item

Purpose of Fee (what it is to be used for)	Costs for consumable components and devices used in the labs.
Proposed Amount	\$200-\$300
Previous Fee Amount (if this is a new fee, please indicate that here)	Existing fee, current listed amount in the calendar is \$20.
Requested Implementation Date	Sept. 2022
The Impact of the Fee (number of students affected, etc.)	100
Collected Centrally or by Department	By Department

**Course Information (if fee is attached to a course)**

Course Name(s)	Computer Interfacing
Required Course(s)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The course/program is on or off campus	<input checked="" type="checkbox"/> On-Campus <input type="checkbox"/> Off-Campus
New or Existing Course(s)	Existing course
New or Existing Program (include name)	Existing program
Course Description(s)	Design and use of digital interfaces, including memory, serial, parallel, synchronous and asynchronous interfaces. Hardware implementations of interrupts, buses, input/output devices and direct memory access. Multitasking software architecture, real-time preemptive multitasking kernels. Data structures and mechanisms for flow control. Computer communications interfaces, interfacing of microcontroller to peripheral devices such as stepper motors. Requires payment of additional student instructional support fees. Refer to the Tuition and Fees page in the University Regulations section of the Calendar. Prerequisite: ECE 212 or ECE 380 or CMPUT 229, and 275 or permission of the Instructor. Credit may be obtained in only one of CMPE 401 or ECE 315.

**Details**

Estimated Costs (Budget information must be included here or as an attachment)	2020/21 retail cost: \$425, 2020/21 our cost \$365 Note: future costs will be less than 2020/21 costs due to use of different devices. Please see the attached file for details
Explanatory Notes	

**Routing**

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Undergraduate Studies Committee of the Department of Electrical and Computer Engineering (3 student members sit on this committee, one representative from each of our student clubs) Faculty of Engineering Academic Planning Committee (two student members sit on this committee)
Student Group Consultative Route – What consultation has occurred and provide outcome	The presidents and other leading members of our three student clubs (Electrical Engineering, Computer Engineering, Engineering Physics) have been consulted in multiple meetings. They voted in favor of instituting this fee at the Department Undergraduate Studies (USC) meeting.
Advisory Route (RACF) Include dates	ECE Dept. USC (April 6, 2021) ECE Dept. Council (April 14, 2021) RACF – September 28, 2021
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

**Attachments** (each to be numbered)

1. Kit's content and estimate costs: Microsoft Excel file named "Kits \_ costing (fall 2020)"
2. Student's support letter: PDF file named "Student Support Letter"

<b>Course Name: ECE 315</b>				<b>Our Total Price per Kit: 293.34</b>			
Item	Supplier	Quantity per Kit	Retail Price Per Unit	Retails Price per kit	Our Price per Unit	Our Cost Per Kit	Pricing Notes
wrist strap	* Rick	1	10.000000	6.710000	6.710000	6.710000	
Breadboard	* Rick	1	10.000000	6.710000	6.710000	6.710000	
DC 2.1mm barrel adapter for breadboard	Amazon	1	25.990000	25.990000	25.990000	25.990000	
BARREL CONN 2.1MM SPLITTER	<a href="#">Amazon</a>	1	4.980000	4.980000	4.980000	4.980000	
JUMPER WIRE M/F 6" 20PCS	<a href="#">Digikey</a>	1	2.540000	2.540000	2.540000	2.540000	
JUMPER KIT VARIOUS 26AWG 65PCS MALE-MALE	<a href="#">Digikey</a>	1	7.940000	7.940000	7.940000	7.940000	
Photocell	Digikey	30	1.280000	38.400000	1.280000	38.400000	
RES 220 OHM 1/4W 5% AXIAL	Digikey	5	1.150000	5.750000	0.010000	0.050000	
RES 2.7K OHM 1/4W 5% AXIAL	Digikey	5	0.150000	0.750000	0.010000	0.050000	
RES 10K OHM 1/4W 5% AXIAL	Digikey	5	0.150000	0.750000	0.010000	0.050000	
OPTOISOLTR 5KV 4CH TRANS 16-DIP	<a href="#">Digikey</a>	2	1.290000	2.580000	1.290000	2.580000	
STEPPER MOTOR - 28BYJ-48 PLUS DRIVER	AliExpress	1	1.050000	1.050000	1.050000	1.050000	
Cora Z7 or Zybo	Diligent/Testforce	1	202.500000	202.500000	133.650000	133.650000	
PMOD KYPD	Diligent/Testforce	1	16.210000	16.210000	16.210000	16.210000	
PMOD OLED	Diligent/Testforce	1	21.620000	21.620000	21.620000	21.620000	
PMOD SSD	Diligent/Testforce	1	10.080000	10.080000	10.080000	10.080000	
Micro USB type B cable 3 ft	Digikey	1	3.890000	3.890000	2.730000	2.730000	
Supply 5VDC ≥2A - centre-positive 2.1mm ID barrel	Digikey	1	12.000000	12.000000	12.000000	12.000000	

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April 12, 2021

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 Paul Rebstock

Katie Lin & Paul Rebstock  
Co-Presidents of the Electrical  
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Tharidu Witharana  
President of the Computer  
Engineering Club

Ray Liu & Timothy Lee  
Co-Presidents of the Engineering  
Physics Club

**Governance Executive Summary  
Action Item**

<b>Agenda Title</b>	<b>2022-2023 Mandatory Non-Instructional Fees Proposal</b>
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**Motions**

THAT the Board Finance and Property Committee, on the recommendation of the General Faculties Council Academic Planning Committee, and acting with delegated authority of the Board of Governors, approve a 1.38%<sup>1</sup> increase to mandatory non-instructional fees for 2022-2023, equivalent to \$11.43 per full time student.

<sup>1</sup>1.38% represents the increase in cost drivers for the University year over year (Academic Price Index (API)).

*Note: This motion is pending recommendation from General Faculties Council Academic Planning Committee on March 9, 2022*

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Provost and Vice-President (Academic) and Vice-President (University Services and Finance)
Presenter(s)	Steven Dew, Provost and Vice-President (Academic) and Todd Gilchrist, Vice-President (University Services and Finance) Wendy Rodgers, Deputy Provost

**Details**

Responsibility	Provost and Vice-President (Academic) and Vice-President (University Services and Finance)																														
The Purpose of the Proposal is <i>(please be specific)</i>	To approve that mandatory non-instructional fees for 2020-21 increase 1.38% in Fall 2022.																														
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>Fee impact:</p> <table border="1"> <thead> <tr> <th>Student Fees</th> <th>Current Rates/Term</th> <th>Current 2 Terms</th> <th>API Increase %</th> <th>API Increase \$</th> <th>Total Fee for two terms after API Increase</th> </tr> </thead> <tbody> <tr> <td>Athletics and Recreation</td> <td>\$91.64</td> <td>\$183.28</td> <td>1.38%</td> <td>\$2.53</td> <td>\$185.81</td> </tr> <tr> <td>Health and Wellness</td> <td>\$63.80</td> <td>\$127.60</td> <td>1.38%</td> <td>\$1.76</td> <td>\$129.36</td> </tr> <tr> <td>Academic Support</td> <td>\$258.60</td> <td>\$517.20</td> <td>1.38%</td> <td>\$7.14</td> <td>\$524.34</td> </tr> <tr> <td><b>TOTALS</b></td> <td><b>\$414.04</b></td> <td><b>\$828.08</b></td> <td></td> <td><b>\$11.43</b></td> <td><b>\$839.51</b></td> </tr> </tbody> </table> <p>For Fall 2022, we are proposing that all MNIFs increase by 1.38% (Academic Price Index). This increase aligns with the Terms of Reference of the Joint University Student MNIF Committee, which state that the MNIFs will increase annually by an agreed to inflationary amount. This amount equates to a \$11.43 increase to a full-time student over the Fall/Winter terms.</p>	Student Fees	Current Rates/Term	Current 2 Terms	API Increase %	API Increase \$	Total Fee for two terms after API Increase	Athletics and Recreation	\$91.64	\$183.28	1.38%	\$2.53	\$185.81	Health and Wellness	\$63.80	\$127.60	1.38%	\$1.76	\$129.36	Academic Support	\$258.60	\$517.20	1.38%	\$7.14	\$524.34	<b>TOTALS</b>	<b>\$414.04</b>	<b>\$828.08</b>		<b>\$11.43</b>	<b>\$839.51</b>
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Item No. 4c

	The proposal has been presented for consultation to the Joint University Students Mandatory Non-Instructional Fees Oversight Committee.
Supplementary Notes and context	

**Engagement and Routing** (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)  <For information on the protocol see the <a href="#">Governance Resources section Student Participation Protocol</a> >	<u><b>Those who are actively participating:</b></u> <ul style="list-style-type: none"> <li>● Provost and Vice-President (Academic)</li> <li>● Vice-President (University Services and Finance)</li> <li>● Office of the Registrar</li> <li>● Faculty of Graduate Studies and Research</li> <li>● University of Alberta International</li> <li>● Office of Resource Planning</li> </ul>
	<u><b>Those who have been consulted:</b></u> <ul style="list-style-type: none"> <li>● Joint University Student Mandatory Non-Instructional Fee Oversight Committee</li> </ul>
Approval Route (Governance) (including meeting dates)	GFC Academic Planning Committee – March 9, 2022 Board Finance and Property Committee (approval) - March 10, 2022 Board of Governors (information) – March 25, 2022

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	OBJECTIVE 22: Secure and steward financial resources to sustain, enhance, promote, and facilitate the university’s core mission and strategic goals. i. Strategy: Seek and secure resources needed to achieve and support our strategic goals. ii. Strategy: Ensure a sustainable budget model to preserve and enhance our core mission and reputation for excellence in teaching, learning, research, and community engagement.	
Alignment with Institutional Risk Indicator	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	Post-Secondary Learning Act APC Terms of Reference BFPC Terms of Reference Section 2j	

Attachments: none

Prepared by: Kathleen Brough, Chief of Staff, Office of the Provost and Vice-President (Academic)



**Governance Executive Summary  
Action Item**

<b>Agenda Title</b>	<b>2022/23 University of Alberta Parking Rates</b>
---------------------	--

**Motion**

THAT the Board Finance and Property Committee recommend that the Board of Governors approve a 10% increase to parking permit rates, and an increase of up to 22% for select visitor parking rates, as set forth in Attachment 1 and effective April 1, 2022.

**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Andrew Sharman, Vice-President (Facilities and Operations)
Presenter(s)	<ul style="list-style-type: none"> <li>• Katherine Huising, Associate Vice-President, Campus Services</li> <li>• James Smith, Assistant Dean, Finance and Administration, Augustana</li> </ul>

**Details**

Office of Administrative Responsibility	Office of the Vice-President (Facilities and Operations)
The Purpose of the Proposal is ( <i>please be specific</i> )	<p>The purpose of the proposal is twofold:</p> <ol style="list-style-type: none"> <li><b>1. Across-the-board increases.</b> To <b>inform</b> the Board Finance and Property Committee of the across-the-board increase of 2.6% to parking permit rates at most parking locations effective April 1, 2022.</li> <li><b>2. Dynamic pricing model increases.</b> To <b>seek approval</b> for rate increases at select high-demand University of Alberta North Campus parking locations effective April 1, 2022. (see attached)</li> </ol>
Executive Summary ( <i>outline the specific item – and remember your audience</i> )	<p>Parking Services, like all units within Campus Services, must operate on a financially sustainable basis. Fees charged for parking privileges must cover all associated costs, including ongoing and deferred maintenance, and maintaining operating and capital reserves. No tuition or government (e.g. base, capital, and maintenance) funding is expended on these operations.</p> <p>Additionally, in support of the University of Alberta for Tomorrow, Parking Services must achieve annual sustainable financial contribution targets as established through revenue modelling analyses conducted in consultation with NOUS.</p> <p><b>1. Across-the-board increases.</b></p> <p>Campus Services is increasing monthly and annual parking permit rates at most locations by 2.6 percent. For cost of living parking rate increases, Campus Services relies on the decision of the Board of Governors on December 9, 2011:</p> <p><i>THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve that parking fees up to and including cost of living increase are received by the Board Finance and Property Committee and the Board of Governors on an annual basis for information.</i></p> <p>This adjustment will result in increases at most locations only for monthly and annual permits. Rates for any particular permitted lot may not equal exactly 2.6 percent to reflect a very slight rounding to accommodate payroll</p>

## Item No. 4d

	deductions. Visitor rates at these locations will remain unchanged for the 2022/23 academic year.  <b>2. Dynamic pricing model increases.</b>  As detailed in the attached table, it is proposed that permit parking rates be increased at select high-demand North Campus parking locations by 10%, and visitor rates in similar high-demand locations by \$1.00 per hour (18-22%).
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

**Engagement and Routing** (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)	<u>Those who are actively <b>participating</b>:</u> <ul style="list-style-type: none"> <li>• Campus Services</li> <li>• Augustana</li> </ul>
	<u>Those who have been <b>consulted</b>:</u> <ul style="list-style-type: none"> <li>• Vice-President (Facilities and Operations)</li> <li>• Board Finance and Property Committee – November 23, 2022</li> </ul>
	<u>Those who have been <b>informed</b>:</u> <ul style="list-style-type: none"> <li>• University Governance Budget Briefing – February 4, 2022</li> </ul>
Approval Route (Governance)	<ul style="list-style-type: none"> <li>• Board Finance and Property Committee – March 10, 2022</li> <li>• Board of Governors – March 25, 2022</li> </ul>

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	SUSTAIN 23. OBJECTIVE: Ensure that the University of Alberta's campuses, facilities, utility, and information technology infrastructure can continue to meet the needs and strategic goals of the university. Strategy: Secure and sustain funding to plan, operate, expand, renew, and optimize the use of campus infrastructure to meet evolving teaching and research priorities.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	<ul style="list-style-type: none"> <li>• Post-secondary Learning Act</li> <li>• BFPC Terms of Reference Section 2o</li> </ul>	

## Attachments:

1. 2022-23 Proposed Parking Rates – Dynamic Pricing Locations (2 pages)

Prepared by: Gordon Weighell, Chief of Staff, Office of the Vice-President (Facilities and Operations)  
gordon.weighell@ualberta.ca

2022-23 University of Alberta Proposed Parking Rates  
**DYNAMIC PRICING LOCATIONS (MONTHLY PERMITS)**

North Campus Monthly Rates	Current Monthly Rate	Proposed increase of 10.0%	Total Proposed Monthly (after rounding)	Total Proposed Monthly (before rounding)
<b>Heated Underground</b>				
<b>ECERF, TIMMS/TELUS</b>				
Unreserved stall	\$ 178.90	\$ 17.89	<b>\$ 196.80</b>	\$ 196.79
Private stall	\$ 220.60	\$ 22.06	<b>\$ 242.70</b>	\$ 242.66
<b>Carparks</b>				
<b>EDUCATION</b>				
Unreserved stall	\$ 126.20	\$ 12.62	<b>\$ 138.80</b>	\$ 138.82
Private stall	\$ 160.30	\$ 16.03	<b>\$ 176.30</b>	\$ 176.33
<b>Surface Lots</b>				
<b>LOT E, LOT N, LOT L</b>				
Unreserved with Power	\$ 109.70	\$ 10.97	<b>\$ 120.70</b>	\$ 120.67
Private with Power	\$ 143.40	\$ 14.34	<b>\$ 157.70</b>	\$ 157.74
<b>JUBILEE</b>				
Surface	\$ 92.70	\$ 9.27	<b>\$ 102.00</b>	\$ 101.97

2022-23 University of Alberta Proposed Parking Rates  
**DYNAMIC PRICING LOCATIONS (VISITOR RATES)**

North Campus Visitor Rates	Current Hourly Rate	Proposed Rate (an increase of \$1.00/hr)	Current Weekday/Weekend and Evening Maximum Rate	Proposed Weekday/Weekend/Evening Maximum Rates (increase of \$3.00/day;\$1.00/wknd/eve)
<b>Heated Underground</b>				
<b>TIMMS/TELUS</b>				
Unreserved stall	\$ 4.50	<b>\$ 5.50</b>	\$15.00/\$5.50	<b>\$18.00/\$6.50</b>
<b>Carpark</b>				
<b>EDUCATION</b>				
Unreserved stall	\$ 5.50	<b>\$ 6.50</b>	\$16.00/\$5.50	<b>\$19.00/\$6.50</b>
<b>Surface Lots</b>				
<b>LOT E, LOT A, VAN VLIET EAST/WEST, STADIUM EAST/SOUTH</b>				
Unreserved stall	\$ 5.50	<b>\$ 6.50</b>	No maximum	<b>No maximum</b>
<b>LOT N</b>				
Unreserved stall	N/A	<b>N/A</b>	\$5.50 Flat rate eve/wknd only	<b>\$6.50 Flat rate eve/wknd only</b>
<b>LOT L</b>				
Unreserved stall	\$ 4.50	<b>\$ 5.50</b>	\$15.00/\$5.50	<b>\$18.00/\$6.50</b>
<b>JUBILEE</b>				
Surface	\$ 4.50	<b>\$ 5.50</b>	\$15.00/\$6.00	<b>\$18.00/\$7.00</b>

**Governance Executive Summary  
Action Item**

<b>Agenda Title</b>	<b>Capitalization of Unrestricted Funds to Permanent Restricted Endowments Net Assets</b>
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**Motion**

THAT the Board Finance and Property Committee, acting with delegated authority of the Board of Governors, approve the transfer of \$550,000 of unrestricted net assets to permanent restricted endowment net assets.
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**Item**

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

**Details**

Office of Administrative Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is <i>(please be specific)</i>	To approve transfer of \$550,000 of unrestricted net assets to permanent restricted endowment net assets.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>As per the University of Alberta Endowment Management Procedure, any requests for transfers from unrestricted funds to endowment capital are subject to approval by the Provost, prior to being submitted to BFPC for approval.</p> <p>The following requests have been received:</p> <ol style="list-style-type: none"> <li>1) The Faculty of Agricultural, Life and Environmental Sciences has requested funds from oil and gas lease revenue from the Mattheis Ranch be used to support the Rangeland Research Institute. Funds will supplement the Rangeland Ecology and Management Endowment (E6027). Rationale: Adding funds to the endowment ensures sustainability of the RRI after the revenues have been depleted. (\$500,000)</li> <li>2) The Canadian Institute of Ukrainian Studies (CIUS), Faculty of Arts, has requested a transfer of funds received from a bequest to provide ongoing support for Ukrainian studies. Funds will supplement the Iwanec Endowment (E0791). Rationale: Capitalization will help to ensure an ongoing source of funds. (\$50,000)</li> </ol> <p>These requests have been reviewed by the Provost and Vice-President (Academic), who is supportive.</p>
Supplementary Notes and context	Prior to June 14, 2019, the Board of Governors approved the transfers of unrestricted net assets to permanent restricted endowment net assets, but as per the BFPC Terms of Reference approved on that date, BFPC now has delegated authority to approve these transfers.

**Engagement and Routing (Include meeting dates)**

Consultation and Stakeholder Participation	<p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> <li>• Provost and Vice-President (Academic)</li> </ul>
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Item No. 4e

(parties who have seen the proposal and in what capacity)	<u><i>Those who have been consulted:</i></u>
<For information on the protocol see the <a href="#">Governance Resources section Student Participation Protocol</a> >	<ul style="list-style-type: none"> <li>Office of Advancement</li> </ul>
Approval Route (Governance) (including meeting dates)	<u><i>Those who have been informed:</i></u>
	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans. OBJECTIVE: Secure and steward financial resources to sustain, enhance, promote, and facilitate the university’s core mission and strategic goals. i. Strategy: Seek and secure resources needed to achieve and support our strategic goals. ii. Strategy: Ensure a sustainable budget model to preserve and enhance our core mission and reputation for excellence in teaching, learning, research, and community engagement.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	BFPC Terms of Reference Section 2b Endowment Management Procedure	

No Attachments

Prepared by: Theresa Curry, Financial Officer, Office of the Provost and Vice-President (Academic)  
(Theresa.curry@ualberta.ca)



**Governance Executive Summary  
Action Item**

<b>Agenda Title</b>	<b>University of Alberta 2022-2023 Tuition Fee Proposal and Student Financial Aid</b>
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**Motions**

**Motion:** THAT the Board Finance and Property Committee, on the recommendation of General Faculties Council Academic Planning Committee, recommend that the Board of Governors approve the Tuition Proposal for Fall 2022 as outlined in the following table, with exclusions as outlined below:

<b>Category of Student</b>	<b>Proposed Increase for Fall 2022</b>	<b>Financial Support</b>
Domestic Undergraduate (incoming and continuing students) <sup>1</sup>	7%	15% of net increase
International Undergraduate (continuing students admitted prior to Fall 2020)	4%	7.55% <sup>2</sup>
Domestic Graduate Thesis (continuing students admitted prior to Fall 2020)	7% increase with rebate to 2.67% <sup>3</sup>	15% of net increase
Domestic Graduate Thesis (2020 entry and beyond) <sup>1</sup>	7%	15% of net increase
Domestic Graduate Course-based (per *3) <sup>1</sup>	7%	15% of net increase
International Graduate Thesis (continuing students admitted prior to Fall 2020)	7% increase with rebate to 2.67% <sup>3</sup>	7.55% <sup>2</sup>
International Graduate Course-based (per *3, continuing students admitted prior to Fall 2020)	4%	7.55% <sup>2</sup>

<sup>1</sup> With the exception of incoming students in programs with approved exceptional tuition increases for Fall 2022. (As approved by the Board of Governors on October 15, 2021.)

<sup>2</sup> Existing model for International tuition financial aid.

<sup>3</sup> 2.67% is consistent with the rebated increase from last year and is designed to ensure consistency and predictability for students in alignment with cost drivers. This is of net tuition and expires after 4 years after first introduction.

**Exclusions:**

The following programs will have their tuition rates held at the Fall 2021 rate:

**Undergraduate Program Exclusions to Domestic Tuition Increases:**

The following programs will be excluded from the 7% tuition increase:

- Certificate in Teaching Students with Complex Communication Needs
- Certificate in Advanced Adolescent Literacy
- Certificate in Early Childhood Education

**Graduate Program Exclusions to Domestic Tuition Increases:**

The following programs will be excluded from the 7% tuition increase:

- Graduate Certificate in Educational Studies



- Graduate Certificate in School Leadership
- Master of Education in Educational Studies
- Master of Education in Health Science Education
- Master of Science Internetworking
- Master of Science in Multimedia Studies

*Note: This motion is pending recommendation from General Faculties Council Academic Planning Committee on March 9, 2022*

**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Provost and Vice-President (Academic) and Vice-President (University Services and Finance)
Presenter(s)	Steven Dew, Provost and Vice-President (Academic) and Todd Gilchrist, Vice-President (University Services and Finance)

**Details**

Responsibility	Provost and Vice-President (Academic) and Vice-President (University Services and Finance)																																																									
The Purpose of the Proposal is <i>(please be specific)</i>	To approve the tuition proposal for most domestic and international students for Fall 2022.																																																									
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>As a part of the provincial budget announcement in October 2019, the Government of Alberta announced that post-secondary institutions could increase domestic tuition by an average of 7% in each of the coming three years (Fall 2020, Fall 2021, Fall 2022) before increases would revert to being restricted to CPI in Fall 2023. Tuition for domestic students in Alberta had been frozen for the previous five years.</p> <p><b>Undergraduate Tuition Calculation Examples:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">2021-22</th> <th rowspan="2">2022-23</th> <th colspan="2">Change</th> </tr> <tr> <th>(\$)</th> <th>(%)</th> </tr> </thead> <tbody> <tr> <td><b>Domestic Tuition Fees Examples</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Undergraduate, Arts and Science</td> <td>\$6,091.20</td> <td>\$6,517.20</td> <td>\$426.00</td> <td>7.00%</td> </tr> <tr> <td>Undergraduate, Business (Admitted Prior 2022)</td> <td>\$8,012.48</td> <td>\$8,572.88</td> <td>\$560.40</td> <td>7.00%</td> </tr> <tr> <td>Undergraduate, Engineering (Admitted Prior 2022)</td> <td>\$7,309.44</td> <td>\$7,820.64</td> <td>\$511.20</td> <td>7.00%</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">2021-22</th> <th rowspan="2">2022-23</th> <th colspan="2">Change</th> </tr> <tr> <th>(\$)</th> <th>(%)</th> </tr> </thead> <tbody> <tr> <td><b>International Tuition Fees Examples</b></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><i>(Admitted prior to 2020)</i></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Undergraduate, Arts and Science</td> <td>\$24,081.60</td> <td>\$25,044.00</td> <td>\$962.40</td> <td>4.00%</td> </tr> <tr> <td>Undergraduate, Business</td> <td>\$31,678.40</td> <td>\$32,944.48</td> <td>\$1,266.08</td> <td>4.00%</td> </tr> </tbody> </table>					2021-22	2022-23	Change		(\$)	(%)	<b>Domestic Tuition Fees Examples</b>					Undergraduate, Arts and Science	\$6,091.20	\$6,517.20	\$426.00	7.00%	Undergraduate, Business (Admitted Prior 2022)	\$8,012.48	\$8,572.88	\$560.40	7.00%	Undergraduate, Engineering (Admitted Prior 2022)	\$7,309.44	\$7,820.64	\$511.20	7.00%		2021-22	2022-23	Change		(\$)	(%)	<b>International Tuition Fees Examples</b>					<i>(Admitted prior to 2020)</i>					Undergraduate, Arts and Science	\$24,081.60	\$25,044.00	\$962.40	4.00%	Undergraduate, Business	\$31,678.40	\$32,944.48	\$1,266.08	4.00%
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Undergraduate, Engineering	\$28,897.92	\$30,052.80	\$1,154.88	4.00%
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**Graduate Tuition Calculation Examples:**

Domestic Tuition Fees Examples	2021-22	2022-23	Change	
			(\$)	(%)
Graduate Thesis (entry before 2020) (7% increase with a rebate to 2.67%)	\$3,860.28	\$3,963.24	\$102.96	2.67%
Graduate Thesis (2021 entry)	\$4,192.80	\$4,486.20	\$293.40	7.00%
Grad Course Based (per *3 course)	\$714.48	\$764.40	\$49.92	7.00%

International Tuition Fees Examples	2021-22	2022-23	Change	
			(\$)	(%)
<i>(Admitted prior to 2020)</i>				
Graduate Thesis (entry before 2020) (7% increase with a rebate to 2.67%)	\$8,217.60	\$8,436.96	\$219.36	2.67%
Grad Course Based (per *3 course)	\$1,562.88	\$1,625.28	\$62.40	4.00%

Exclusions: Each of the programs listed in the motion as exclusions was formerly a cost recovery program. That status meant the programs sat outside the formal tuition regulation and were required to cover all of their costs and could not draw off the Campus Alberta Grant. Tuition rates at that time were set to reflect this reality. With the introduction of the new Alberta Tuition Framework in 2020 these programs no longer met the requirements for cost recovery. Their tuition is now subject to regulation, and fell under regulated tuition. Given this context the current tuition rates are sufficient and will not be increased.

Note that the tuition for international students incoming in Fall 2022 was already approved in June 2021. The tuition proposal for international students incoming in Fall 2023 will come forward in the coming months.

Note that the Board of Governors has approved exceptional tuition increases for new students entering the following programs in Fall 2022. Incoming students in these programs are not subject to the increase proposed above. The Minister has approved these exceptional tuition increases.

- Undergraduate
- Bachelor of Commerce
  - Bachelor of Science in Engineering
  - Juris Doctor
  - Bachelor of Science in Radiation Therapy



Item No. 5a

	<p>Bachelor of Science in Medical Laboratory Science          Doctor of Dental Surgery and Doctor of Dental Surgery (Advanced Placement)          Doctor of Pharmacy</p> <p>Graduate          Master of Business Administration          Master of Engineering          Master of Education - Counselling Psychology (course and thesis -based)</p> <p>Attachment 1 provides a comparison of tuition rates amongst the University of Alberta’s peer institutions.</p> <p>The University has committed to supporting a diverse student body and fostering continued participation by students, irrespective of socioeconomic status. For the 2022/2023 academic year, the University will continue to redirect a portion of new tuition revenue from domestic tuition increases (15%) to fund need-based financial supports. The existing model for financial aid for international students (a set aside of 7.55% of all tuition revenue) will continue.</p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

**Engagement and Routing** (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p>&lt;For information on the protocol see the <a href="#">Governance Resources section Student Participation Protocol</a>&gt;</p>	<p><b><u>Those who are actively participating:</u></b></p> <ul style="list-style-type: none"> <li>● Provost and Vice-President (Academic)</li> <li>● Vice-President (University Services and Finance)</li> <li>● Office of the Registrar</li> <li>● Faculty of Graduate Studies and Research</li> <li>● University of Alberta International</li> <li>● Office of Resource Planning</li> </ul> <p><b><u>Those who have been consulted:</u></b></p> <ul style="list-style-type: none"> <li>● Tuition Budget Advisory Committee (October 27, 2021; November 24, 2021; January 14, 2022)</li> <li>● Deans’ Council</li> </ul>
Approval Route (Governance) (including meeting dates)	<p>GFC Academic Planning Committee – March 9, 2022 (recommendation)          Board Finance and Property Committee (recommendation) – March 10, 2022          Board of Governors (approval) – March 25, 2022</p>

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	<p>Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans.</p> <p>OBJECTIVE 22: Secure and steward financial resources to sustain, enhance, promote, and facilitate the university’s core mission and strategic goals.</p> <p>Strategy: Seek and secure resources needed to achieve and support our strategic goals.</p>
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Item No. 5a

	Strategy: Ensure a sustainable budget model to preserve and enhance our core mission and reputation for excellence in teaching, learning, research, and community engagement.	
Alignment with Institutional Risk Indicator	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	Post-Secondary Learning Act APC Terms of Reference BFPC Terms of Reference 2h and 3g	

Attachments:

1. U15 International and Domestic Tuition Comparators, 2021-2022 (1 page)

*Prepared by:* Kathleen Brough, Chief of Staff, Office of the Provost and Vice-President (Academic)

## U15 International and Domestic Tuition and Fees, 2021-22

As shown in Table 1, U of A's international undergraduate tuition is \$29,500 (or \$30,328 when MNIFs are considered) for the Fall 2021 intake, although the rate is still slightly lower than the U15 average.

U of A's international tuition for the M.A. program is higher than only three institutions, namely Calgary, Manitoba, and Saskatchewan.

When MNIFs are included, U of A's international tuition & fee for the M.A. program is higher than UBC and the three institutions noted above.

Overall, the U of A's international tuition (and fees) at the M.A. level is considerably lower than the U15 average, whereas at the PhD level, the gap is smaller.

**Table 1. International Tuition for BA, MA, & PhD, 2021-2022**

2021-22 Tuition	International								
	Arts & Social Science Undergraduate			MA			PhD		
	Tuition	MNIFs retained by Institution	Total	Tuition	MNIFs retained by Institution	Total	Tuition	MNIFs retained by Institution	Total
<b>University of Alberta</b>	\$ 29,500	\$ 828	\$ 30,328	\$ 8,700	\$ 1,021	\$ 9,721	\$ 8,700	\$ 1,021	\$ 9,721
Dalhousie University	\$ 23,286	\$ 1,451	\$ 24,737	\$ 16,014	\$ 1,716	\$ 17,730	\$ 6,519	\$ 1,716	\$ 8,235
McMaster University	\$ 37,237	\$ 687	\$ 37,923	\$ 17,096	\$ 271	\$ 17,368	\$ 6,307	\$ 271	\$ 6,579
Queen's University	\$ 50,926	\$ 568	\$ 51,494	\$ 12,927	\$ 377	\$ 13,304	\$ 12,927	\$ 377	\$ 13,304
University of British Columbia	\$ 41,156	\$ 275	\$ 41,431	\$ 9,131	\$ 235	\$ 9,367	\$ 9,131	\$ 235	\$ 9,367
University of Calgary	\$ 22,189	\$ 719	\$ 22,908	\$ 8,081	\$ 521	\$ 8,602	\$ 8,081	\$ 521	\$ 8,602
University of Manitoba	\$ 16,620	\$ 544	\$ 17,164	\$ 7,133	\$ 650	\$ 7,783	\$ 3,808	\$ 650	\$ 4,458
University of Ottawa	\$ 36,161	\$ 325	\$ 36,486	\$ 25,472	\$ 304	\$ 25,776	\$ 6,367	\$ 304	\$ 6,671
University of Saskatchewan	\$ 20,130	\$ 283	\$ 20,413	\$ 8,096	\$ 338	\$ 8,435	\$ 8,096	\$ 338	\$ 8,435
University of Toronto	\$ 58,160	\$ 1,033	\$ 59,193	\$ 26,210	\$ 1,033	\$ 27,243	\$ 6,210	\$ 1,033	\$ 7,243
University of Waterloo	\$ 42,520	\$ 469	\$ 42,989	\$ 22,416	\$ 598	\$ 23,014	\$ 22,188	\$ 598	\$ 22,786
Western University	\$ 36,208	\$ 513	\$ 36,721	\$ 18,984	\$ 541	\$ 19,525	\$ 6,360	\$ 541	\$ 6,901
McGill University	\$ 26,500	\$ 1,360	\$ 27,860	\$ 18,662	\$ 1,281	\$ 19,943	\$ 16,751	\$ 1,281	\$ 18,032
Universite de Montreal	\$ 24,608	\$ 1,104	\$ 25,712	\$ 27,993	\$ 1,661	\$ 29,654	\$ 25,126	\$ 1,660	\$ 26,786
Universite Laval	\$ 19,916	\$ 718	\$ 20,634	\$ 15,933	\$ 718	\$ 16,651	\$ 20,101	\$ 874	\$ 20,975
<b>AVERAGE (Excluding U of A)</b>	\$ 32,544	\$ 718	\$ 33,262	\$ 16,725	\$ 732	\$ 17,457	\$ 11,284	\$ 743	\$ 12,027

Sources:

U15 2021-2022 Tuition & Fees results

Institutions' tuition & fees websites

As shown in Table 2, domestic undergraduate tuition at the U of A is the sixth lowest in the country, approximately 9% lower than the U15 average.

When MNIFs are included, the U of A becomes the seventh lowest in the country, about 6% lower than the U15 average.

Domestic graduate tuition is substantially lower than the U15 average. Approximately 37% below the U15 average at the masters level (or 28% when MNIFs are included) and 18% below the U15 average at the PhD level (or 9% when MNIFs are included).

**Table 2. Domestic Tuition for BA, MA, & PhD, 2021-2022**

2021-22 Tuition	Domestic								
	Arts & Social Science			MA			PhD		
	Tuition	MNIFs retained by Institution	Total	Tuition	MNIFs retained by Institution	Total	Tuition	MNIFs retained by Institution	Total
<b>University of Alberta</b>	\$ 6,091	\$ 828	\$ 6,919	\$ 4,193	\$ 1,021	\$ 5,214	\$ 4,193	\$ 1,021	\$ 5,214

Dalhousie University	\$ 8,346	\$ 710	\$ 9,056	\$ 8,835	\$ 975	\$ 9,810	\$ 6,519	\$ 975	\$ 7,494
McMaster University	\$ 6,224	\$ 687	\$ 6,910	\$ 6,307	\$ 271	\$ 6,579	\$ 6,307	\$ 271	\$ 6,579
Queen's University	\$ 6,083	\$ 568	\$ 6,651	\$ 5,773	\$ 377	\$ 6,150	\$ 5,773	\$ 377	\$ 6,150
University of British Columbia	\$ 5,617	\$ 275	\$ 5,892	\$ 5,198	\$ 235	\$ 5,433	\$ 5,198	\$ 235	\$ 5,433
University of Calgary	\$ 6,166	\$ 719	\$ 6,885	\$ 3,464	\$ 521	\$ 3,985	\$ 3,464	\$ 521	\$ 3,985
University of Manitoba	\$ 4,352	\$ 544	\$ 4,895	\$ 3,808	\$ 650	\$ 4,458	\$ 3,808	\$ 650	\$ 4,458
University of Ottawa	\$ 6,088	\$ 325	\$ 6,413	\$ 7,370	\$ 304	\$ 7,675	\$ 6,367	\$ 304	\$ 6,671
University of Saskatchewan	\$ 6,710	\$ 283	\$ 6,993	\$ 4,473	\$ 338	\$ 4,811	\$ 4,473	\$ 338	\$ 4,811
University of Toronto	\$ 6,100	\$ 1,033	\$ 7,133	\$ 6,210	\$ 1,033	\$ 7,243	\$ 6,210	\$ 1,033	\$ 7,243
University of Waterloo	\$ 6,128	\$ 469	\$ 6,597	\$ 6,762	\$ 598	\$ 7,360	\$ 6,762	\$ 598	\$ 7,360
Western University	\$ 6,050	\$ 513	\$ 6,563	\$ 6,360	\$ 541	\$ 6,901	\$ 6,360	\$ 541	\$ 6,901
McGill University	\$ 8,506	\$ 1,360	\$ 9,866	\$ 8,506	\$ 1,281	\$ 9,787	\$ 2,725	\$ 1,281	\$ 4,006
Universite de Montreal	\$ 8,506	\$ 1,104	\$ 9,610	\$ 12,758	\$ 1,661	\$ 14,419	\$ 4,088	\$ 1,660	\$ 5,748
Universite Laval	\$ 8,506	\$ 718	\$ 9,224	\$ 6,804	\$ 718	\$ 7,523	\$ 3,270	\$ 874	\$ 4,145
<b>AVERAGE (Excluding U of A)</b>	<b>\$ 6,670</b>	<b>\$ 665</b>	<b>\$ 7,335</b>	<b>\$ 6,616</b>	<b>\$ 679</b>	<b>\$ 7,295</b>	<b>\$ 5,095</b>	<b>\$ 690</b>	<b>\$ 5,785</b>

Sources:

U15 2021-2022 Tuition & Fees results

Institutions' tuition & fees websites

NOTES:

McGill University, Laval University, and U de Montreal domestic tuition, and McMaster University domestic undergraduate tuition, is for out-of-province students.

Undergraduate data are for an Arts & Social Science program, except for U of British Columbia, which is from an Arts program. Data for UBC's Arts & Social Science program are unavailable in the U15 report.

U of Saskatchewan & U of Calgary Arts & Social Science International Tuition was taken from the university website.

U of Manitoba tuition amounts are obtained from the U15 report, because of differing values on the university website.

Graduate tuition is for the first year of an MA/PhD program. Laval University (Masters only), McGill University, and U of Toronto are for two semesters. All other institutions and programs are for three semesters.

Dalhousie University, McMaster University, U of Manitoba, U of Ottawa, U of Toronto, and Western University do not have an international tuition differential for the PhD program.

Dalhousie University PhD tuition is \$6,519 for the majority of programs, but a PhD in Arts and Social Science is \$4,395.

U de Montreal has changed reporting for graduate programs (both domestic and international) from 24 credits to 3 terms, which is considered 45 credits.

The MNIFs for all institutions were obtained from the U15 report. Validation against institution websites were conducted on a best-attempt basis, as fees between institutions are not always consistent or the websites are not clear on which fees are included.

U of Ottawa's and Dalhousie University's MNIFs numbers have been adjusted to reflect two terms (undergraduate) or three terms (graduate), as in the U15 report they only reported for one term.

MNIFs generally include Athletics, College/Faculty Activity Fees, General Student Service Fee, Health Service, and Other Fees.

The University of Alberta's calculations for "MNIFs retained by Institution" are based on two (undergraduate) or three (graduate) terms of study.

Laval University has a declining graduate tuition structure, which charges continuing fees after the first 2 sessions, for both domestic and international MA and PhD students.

McGill University has a declining graduate tuition structure, which offers a different rate for additional sessions, for both domestic and international MA and PhD students.

U of Manitoba has a declining graduate tuition structure, which charges 1 term of graduate tuition then continuing fees, for both domestic and international MA and PhD students.

U de Montreal has a declining graduate tuition structure, which offers a different rate during the thesis portion of the graduate program, for both domestic and international MA and PhD students.

Dalhousie University has declining tuition at the MA level, after the first three semesters, for both international and domestic students.

At UBC, domestic graduate students are only placed on the declining tuition schedule if they have not finished their programs within a defined period of time.

U of Ottawa offers an International Differential Exemption for those MA students enrolled in a French or French-immersion program, which amounts to approximately \$15,000 for three terms.



**Governance Executive Summary  
Action Item**

<b>Agenda Title</b>	<b>2022/23 University of Alberta Meal Plan Rates</b>
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**Motion**

THAT the Board Finance and Property Committee, acting with delegated authority of the Board of Governors, approve a 3.0% increase to all meal plan rates for the 2022-23 academic year.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Andrew Sharman, Vice-President (Facilities and Operations)
Presenter(s)	<ul style="list-style-type: none"> <li>• Katherine Huising, Associate Vice-President, Campus Services</li> <li>• James Smith, General Manager, Augustana</li> </ul>

**Details**

Office of Administrative Responsibility	Office of the Vice-President (Facilities and Operations)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the Board Finance and Property Committee seeking approval to increase student meal plan rates as a component of the university's overall consolidated budget.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>For many students, staying in a university-provided residence is an integral part of the experience and, for some, a key component of the residence experience is access to dining services. At the University of Alberta, students residing in specific residences are required to participate in the meal plan.</p> <p>Dining operations must operate on a financially sustainable basis having due regard for operating costs, addressing ongoing and deferred maintenance, as well as maintaining operating and capital reserves. All revenues received from students stay within the system and, commensurately, no tuition or government (e.g. base, capital, and maintenance) funding is expended on these operations. No profit is made nor is a deficit acceptable.</p> <p>Rates are proposed to increase for all meal plans by 3.0% for the 2022/23 academic year. The prime driver of this is the significant increase in the cost of food, specifically Halal, meat, and dairy products.</p> <p>In determining the approval path for meal plan rates, Campus Services relies on the decision of the Board of Governors on June 14, 2019:</p> <p><i>THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, delegate approval of increases to meal plan rates equal or less than the most recently reported Alberta Consumer Price Index plus one percent (1%) to the Board Finance and Property Committee, effective upon Board of Governors' approval.</i></p> <p><b>Lister Hall</b></p> <ul style="list-style-type: none"> <li>• Level 1 - net increase of \$152 / year or \$19 / month</li> <li>• Level 2 - net increase of \$132 / year or \$16.50 / month</li> </ul>



	<p><b>Peter Lougheed Hall</b></p> <ul style="list-style-type: none"> <li>• net increase of \$152 / year or \$19 / month</li> </ul> <p><b>Augustana</b></p> <ul style="list-style-type: none"> <li>• 8-month - increase of \$175 / year or \$21.90 / month</li> <li>• 4-month - increase of \$91.50 / year or \$22.90 / month</li> </ul>
Supplementary Notes / context	

**Engagement and Routing** (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p>&lt;For information on the protocol see the <a href="#">Governance Resources section Student Participation Protocol</a>&gt;</p>	<p><b><i>Those who are actively participating:</i></b></p> <ul style="list-style-type: none"> <li>• Campus Services</li> <li>• Augustana</li> </ul> <hr/> <p><b><i>Those who have been consulted:</i></b></p> <ul style="list-style-type: none"> <li>• Residence Advisory Committee (RAC) <ul style="list-style-type: none"> <li>○ Oct 27, 2021</li> <li>○ Nov 17, 2021</li> </ul> </li> <li>• Meeting(s) Students' Union President <ul style="list-style-type: none"> <li>○ August 5, 2021</li> <li>○ August 24, 2021</li> <li>○ November 2, 2021</li> </ul> </li> <li>• Meetings with Augustana Students' Association Executive <ul style="list-style-type: none"> <li>○ January 19, 2022</li> </ul> </li> <li>• Meeting(s) Students' Union VP, Student Life <ul style="list-style-type: none"> <li>○ May 18, 2021</li> <li>○ June 7, 2021</li> <li>○ June 16, 2021</li> <li>○ July 7, 2021</li> <li>○ July 20, 2021</li> <li>○ August 26, 2021</li> <li>○ October 5, 2021</li> <li>○ October 24, 2021</li> <li>○ November 16, 2021</li> <li>○ December 16, 2021</li> <li>○ January 14, 2022</li> <li>○ February 15, 2022</li> </ul> </li> <li>• Meeting(s) VP, External Student Life - Graduate Students' Association <ul style="list-style-type: none"> <li>○ May 18, 2021</li> <li>○ June 17, 2021</li> <li>○ July 20, 2021</li> <li>○ August 25, 2021</li> <li>○ September 27, 2021</li> <li>○ October 19, 2021</li> <li>○ November 16, 2021</li> <li>○ December 21, 2021</li> <li>○ January 27, 2022</li> <li>○ February 15, 2022</li> </ul> </li> <li>• Board Finance and Property Committee <ul style="list-style-type: none"> <li>○ November 23, 2021</li> </ul> </li> </ul>
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Item No. 5b

	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> <li>University Governance Budget Briefing – February 4, 2022</li> </ul>
Approval Route (Governance) (including meeting dates)	<ul style="list-style-type: none"> <li>Board Finance and Property Committee – March 10, 2022 (for approval)</li> </ul>

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	<p><b>Institutional Strategic Plan – For the Public Good</b> Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all.</p> <p>21. Objective: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enables students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p> <p>iv. Strategy: facilitate easy access to and use of university services, and systems; reduce complication and complexity, and encourage cross-institutional administrative and operational collaboration.</p>	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input checked="" type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	<ul style="list-style-type: none"> <li>Post-Secondary Learning Act</li> <li>BFPC Terms of Reference: Sections 2n and 3k</li> </ul>	

Attachments: none

Prepared by: Katherine Huising  
Associate Vice-President, Campus Services  
huising@ualberta.ca



**Governance Executive Summary  
Action Item**

<b>Agenda Title</b>	<b>2022/23 University of Alberta Residence Rates (Edmonton)</b>
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**Motion**

<p>THAT the Board Finance and Property Committee, acting with delegated authority of the Board of Governors, approve an increase of 2.25% to the rates charged for all University of Alberta residences within the City of Edmonton.</p>
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**Item**

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

**Details**

Office of Administrative Responsibility	Office of the Vice-President (Facilities and Operations)
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the Board Finance and Property Committee seeking approval to increase Edmonton-based residence rates as a component of the university's overall consolidated budget.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>For many students, staying in a university-provided residence is an integral part of the experience. A wide array of residence options exist for those new to university life as well as those in their upper years. Specifically designed to provide wrap-around supports for first-year students are residences on North Campus (Lister Hall and Peter Lougheed Hall) where participation in a meal plan is mandatory. Numerous other residence options are also available where students are independently responsible for their meals.</p> <p>Residences must operate on a financially sustainable basis having due regard for operating costs, addressing ongoing and deferred maintenance, as well as maintaining operating and capital reserves. All revenue received from students for room and board stays within the residence system and, commensurately, no tuition or government (e.g. base, capital, and maintenance) funding is expended on these operations. No profit is made nor is a deficit acceptable.</p> <p>In determining the approval path for residence rates, Campus Services relies on the decision of the Board of Governors on June 14, 2019:</p> <p><i>THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, delegate approval of increases to residence rental rates equal or less than five percent (5%) to the Board Finance and Property Committee, effective upon Board of Governors' approval.</i></p>
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>



**Engagement and Routing (Include meeting dates)**

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p> <p>&lt;For information on the protocol see the <a href="#">Governance Resources section Student Participation Protocol</a>&gt;</p>	<p><u><i>Those who are actively participating:</i></u></p> <ul style="list-style-type: none"> <li>• Campus Services</li> <li>• Office of the Vice-President (Facilities and Operations)</li> </ul> <hr/> <p><u><i>Those who have been consulted:</i></u></p> <ul style="list-style-type: none"> <li>• Residence Advisory Committee (RAC) <ul style="list-style-type: none"> <li>○ Oct 27, 2021</li> <li>○ Nov 17, 2021</li> </ul> </li> <li>• Meeting(s) Students' Union President <ul style="list-style-type: none"> <li>○ August 5, 2021</li> <li>○ August 24, 2021</li> <li>○ November 2, 2021</li> </ul> </li> <li>• Meeting(s) Students' Union VP, Student Life <ul style="list-style-type: none"> <li>○ May 18, 2021</li> <li>○ June 7, 2021</li> <li>○ June 16, 2021</li> <li>○ July 7, 2021</li> <li>○ July 20, 2021</li> <li>○ August 26, 2021</li> <li>○ October 5, 2021</li> <li>○ October 24, 2021</li> <li>○ November 16, 2021</li> <li>○ December 16, 2021</li> <li>○ January 14, 2022</li> <li>○ February 15, 2022</li> </ul> </li> <li>• Meeting(s) VP, External Student Life - Graduate Students' Association <ul style="list-style-type: none"> <li>○ May 18, 2021</li> <li>○ June 17, 2021</li> <li>○ July 20, 2021</li> <li>○ August 25, 2021</li> <li>○ September 27, 2021</li> <li>○ October 19, 2021</li> <li>○ November 16, 2021</li> <li>○ December 21, 2021</li> <li>○ January 27, 2022</li> <li>○ February 15, 2022</li> </ul> </li> <li>• Board Finance and Property Committee <ul style="list-style-type: none"> <li>○ November 23, 2021</li> </ul> </li> </ul> <hr/> <p><u><i>Those who have been informed:</i></u></p> <ul style="list-style-type: none"> <li>• University Governance Budget Briefing – February 4, 2022</li> </ul>
<p>Approval Route (Governance) (including meeting dates)</p>	<ul style="list-style-type: none"> <li>• Board Finance and Property Committee – March 10, 2022 (for approval)</li> <li>• Board of Governors – March 25, 2022 (for information)</li> </ul>



**Strategic Alignment**

<p>Alignment with <i>For the Public Good</i></p>	<p><b>Institutional Strategic Plan – For the Public Good</b> Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all.</p> <p>21. Objective: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enables students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p> <p>iv. Strategy: facilitate easy access to and use of university services, and systems; reduce complication and complexity; and encourage cross-institutional administrative and operational collaboration.</p>			
<p>Alignment with Core Risk Area</p>	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="0" data-bbox="570 751 1542 961"> <tr> <td data-bbox="570 751 1084 961"> <input type="checkbox"/> Enrolment Management  <input type="checkbox"/> Faculty and Staff  <input checked="" type="checkbox"/> Funding and Resource Management  <input type="checkbox"/> IT Services, Software and Hardware  <input type="checkbox"/> Leadership and Change  <input checked="" type="checkbox"/> Physical Infrastructure         </td> <td data-bbox="1084 751 1542 961"> <input type="checkbox"/> Relationship with Stakeholders  <input type="checkbox"/> Reputation  <input type="checkbox"/> Research Enterprise  <input type="checkbox"/> Safety  <input checked="" type="checkbox"/> Student Success         </td> </tr> </table>		<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input checked="" type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input checked="" type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success			
<p>Legislative Compliance and jurisdiction</p>	<ul style="list-style-type: none"> <li>• Post-secondary Learning Act (PSLA)</li> <li>• BFPC Terms of Reference Sections 2m and 3j</li> </ul>			

Attachments: none

*Prepared by:* Katherine Huising  
Associate Vice-President, Campus Services  
huising@ualberta.ca

**Governance Executive Summary  
Action Item**

<b>Agenda Title</b>	<b>2022-2023 University of Alberta Residence Rates (Augustana)</b>
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**Motion 1**

THAT the Board Finance and Property Committee, acting with delegated authority of the Board of Governors, approve an increase of 2.25% to the rates charged for non-renovated residence rooms at Augustana.

**Motion 2**

THAT the Board Finance and Property Committee recommend that the Board of Governors approve an increase of \$100 per month for renovated residence rooms at Augustana.

**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Steven Dew, Provost & Vice-President (Academic)
Presenter(s)	James Smith, Campus General Manager

**Details**

Office of Administrative Responsibility	Office of the Provost & Vice-President (Academic)																						
The Purpose of the Proposal is <i>(please be specific)</i>	The proposal is before the committee seeking approval to increase rental rates for residence rooms at Augustana.																						
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>Augustana is planning to offer a new renovated room rate as a result of renovations that will be completed on three of its six Ravine residence buildings. This renovated room rate is \$100/month more than the 2021-2022 rate and includes the 2.25% increase incorporated with the 2022-23 residence room rates.</p> <table border="1"> <thead> <tr> <th rowspan="2">Contract</th> <th colspan="2">Monthly Rent</th> <th rowspan="2">Percent Increase</th> </tr> <tr> <th>2021-22</th> <th>2022-23 Renovated*</th> </tr> </thead> <tbody> <tr> <td>8 Month Single</td> <td>\$618</td> <td>\$718</td> <td>16.20%</td> </tr> <tr> <td>8 Month Double</td> <td>\$438</td> <td>\$538</td> <td>22.90%</td> </tr> <tr> <td>4 Month Single</td> <td>\$647</td> <td>\$747</td> <td>15.50%</td> </tr> <tr> <td>4 Month Double</td> <td>\$459</td> <td>\$559</td> <td>21.80%</td> </tr> </tbody> </table> <p>*Includes the 2.25% Increase            This proposed rate increase exceeds the authority for the Board Finance and Property Committee (BFPC) to approve under its delegated authority. BFPC has delegated authority to approve the 2.25% increase to non-renovated residence rooms at Augustana.</p>	Contract	Monthly Rent		Percent Increase	2021-22	2022-23 Renovated*	8 Month Single	\$618	\$718	16.20%	8 Month Double	\$438	\$538	22.90%	4 Month Single	\$647	\$747	15.50%	4 Month Double	\$459	\$559	21.80%
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Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>																						



Item No. 5d

**Engagement and Routing** (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)  <For information on the protocol see the <a href="#">Governance Resources section Student Participation Protocol</a> >	<u>Those who are actively <b>participating</b>:</u> <ul style="list-style-type: none"> <li>• Augustana Campus</li> <li>• Associate Vice-President (Campus Services)</li> </ul>
	<u>Those who have been <b>consulted</b>:</u> <ul style="list-style-type: none"> <li>• Meeting(s) Augustana Students Association President             <ul style="list-style-type: none"> <li>○ January 19, 2022</li> </ul> </li> </ul>
	<u>Those who have been <b>informed</b>:</u> <ul style="list-style-type: none"> <li>• University Governance Budget Briefing – February 4, 2022</li> </ul>
Approval Route (Governance) (including meeting dates)	<ul style="list-style-type: none"> <li>• Board Finance and Property Committee – March 10, 2022</li> <li>• Board of Governors – March 25, 2022</li> </ul>

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	<p><b>Institutional Strategic Plan – For the Public Good</b>          Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all.</p> <p>21. Objective: Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enables students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</p> <p>iv. Strategy: facilitate easy access to and use of university services, and systems; reduce complication and complexity; and encourage cross-institutional administrative and operational collaboration.</p>	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input checked="" type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input checked="" type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	<ul style="list-style-type: none"> <li>• Post-secondary Learning Act (PSLA) Section 73(1)</li> <li>• BFPC – Terms of Reference Sections 2m and 3j</li> </ul>	

Attachments: none

Prepared by: James Smith - Augustana Campus General Manager



**Governance Executive Summary  
Action Item**

<b>Agenda Title</b>	<b>University of Alberta 2022-2023 Consolidated Budget</b>
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**Motion 1**

THAT the Board Finance and Property Committee, on the recommendation of the General Faculties Council Academic Planning Committee, recommends that the Board of Governors approve the 2022-23 Consolidated Budget as set forth in Attachment 1.

**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Steve Dew, Provost and Vice-President (Academic) Todd Gilchrist, Vice-President (University Services & Finance) Andrew Sharman, Vice-President (Facilities & Operations)
Presenter(s)	Steve Dew, Provost and Vice-President (Academic) Todd Gilchrist, Vice-President (University Services & Finance) Andrew Sharman, Vice-President (Facilities & Operations)

**Details**

Office of Administrative Responsibility	Office of the Provost and Vice-President (Academic) Office of the Vice-President (University Services & Finance) Office of the Andrew Sharman, Vice-President (Facilities & Operations)
The Purpose of the Proposal is ( <i>please be specific</i> )	To propose the University of Alberta 2022-23 Budget for recommendation to the Board of Governors.
Executive Summary ( <i>outline the specific item – and remember your audience</i> )	<p>The University of Alberta 2022-23 Budget document (Attachment 1) provides a comprehensive overview of the university's budget, inclusive of all its component parts. The supporting slidedeck (Attachment 2) provides an overview of the budget components and includes supporting documentation as presented during the February 4, 2022 Budget Briefing.</p> <p>On February 24, 2022, the provincial budget was announced. This announcement represented the last year of three years worth of funding cuts to the post-secondary budget. For the University of Alberta, this was an additional \$52 million (10.7%) operating grant reduction. This was slightly less than the anticipated 11% reduction and represented an additional \$1.7M in funding than had been expected for the grant. This final year of cuts had been anticipated, and the fiscal year 2022-23 consolidated budget is prepared based on this assumption.</p> <p>Through fundamental transformation, our goals continue to be to meet the financial challenge, reduce administrative spending, achieve financial sustainability, position the university for future growth, and become an even stronger driver of economic growth, social change, innovation, and creativity in the province and beyond.</p> <p>The capital budget represents projects to be funded in fiscal year 2022-23. The projects are fully aligned with the principles within the Integrated Asset</p>



Item No. 5e

	Management Strategy in that the focus is almost exclusively on space optimization and asset renewal.
Supplementary Notes and context	<This section is for use by University Governance only to outline governance process.>

**Engagement and Routing** (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)	<u>Those who are actively participating:</u> <ul style="list-style-type: none"> <li>● President's Executive Committee</li> <li>● Resource Planning</li> </ul>
	<u>Those who have been consulted:</u> <ul style="list-style-type: none"> <li>● College and Faculty Deans</li> <li>● Academic Planning Committee</li> </ul>
	<u>Those who have been informed:</u> <ul style="list-style-type: none"> <li>●</li> </ul>
Approval Route (Governance) (including meeting dates)	<ul style="list-style-type: none"> <li>● Academic Planning Committee: Recommendation of the FY 2022-23 Budget to the Board (March 9, 2022)</li> <li>● Board Finance and Property Committee: Recommendation of the FY 2022-23 Budget and Capital Plan to the Board (March 10, 2022)</li> <li>● Board of Governors: Approval (March 25, 2022)</li> </ul>

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all. OBJECTIVE: Secure and steward financial resources to sustain, enhance, promote, and facilitate the university's core mission and strategic goals. i. Strategy: Seek and secure resources needed to achieve and support our strategic goals. ii. Strategy: Ensure a sustainable budget model to preserve and enhance our core mission and reputation for excellence in teaching, learning, research, and community engagement.	
Alignment with Core Risk Area	Please note below the specific institutional risk(s) this proposal is addressing.	
	<input checked="" type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input checked="" type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
Legislative Compliance and jurisdiction	Cite reference to relevant legislation, policy, and governance committee(s) [title only is required].	

Attachments

1. University of Alberta Budget 2022-23 (25 pages)
2. Consolidated Budget Fiscal Year 2022-23 (slidedeck) (46 pages)

Prepared by:

Martin Coutts, Associate Vice-President (Finance, Procurement, and Planning)  
Gordon Weighell, Chief of Staff (Facilities & Operations)



# University of Alberta Budget 2022-23

**March 2022**

**Prepared by:  
Resource Planning  
Finance, Procurement and Planning**

**Date:  
March 9, 2022**





# Table of Contents

<b>1 Introduction</b>	<b>2</b>
<b>2 Consolidated Budget</b>	<b>3</b>
Table 1: Consolidated Budget (2022-23, 2023-24, 2024-25)	3
Table 2: Consolidated Budget by Fund (2022-23)	5
<b>2.1 Operating Budget</b>	<b>5</b>
2.1.1 Operating Revenues	6
2.1.1.1 Government of Alberta Grants	6
2.1.1.2 Federal and Other Government Grants	7
2.1.1.3 Student Tuition and Fees	7
2.1.1.4 Investment Income	9
2.1.1.5 All Other Sources of Revenues	9
2.1.2 Operating Expenditures	9
2.1.2.1 Compensation	9
2.1.3 Overall Budget Planning Assumptions	10
Table 3. Assumptions and Planning Parameters	10
Table 4. Key Budget Sensitivities	11
Table 5. Operating Budget	12
<b>2.2 Ancillary Enterprises</b>	<b>12</b>
Table 6. Ancillary Budget	14
<b>2.3 Research</b>	<b>14</b>
Table 7. Research Budget	15
<b>2.4 Capital Budget</b>	<b>15</b>
2.4.1 Capital Investments	15
2.4.2 Capital Budget Development	16
2.4.3 Capital Budget	16
Table 8. Capital Budget	16
Table 9. Capital Budget Revenues	17
Table 10. Capital Budget: Materials, Supplies, and Services	18
Table 11. Capital Budget: Maintenance and Repairs	18
Table 12. Capital Budget: Tangible Capital Acquisitions	19
2.4.4 Deferred Maintenance	19
<b>2.5 Special Purpose</b>	<b>20</b>
Table 13. Special Purpose Budget	20
<b>3 Concluding Comments</b>	<b>21</b>
<b>Appendix A: Supplemental Financial Information</b>	<b>22</b>
Table 14. Budget Consolidated Statement of Operations with Expenses by Function	22
Table 15. Budget Consolidated Statement of Cash Flows	23
Table 16. Budget Consolidated Statement of Charges in Net Financial	24

# 1 Introduction

The University of Alberta's 2022-2023 budget has been developed during a time of continued challenge and uncertainty. While in the first year of the global pandemic, the university community moved primarily online—teaching, learning, and working remotely—the second year demanded more flexibility. In-person learning increased to 80% in September 2021 and then returned to remote learning for the first two months of 2022, before returning to a near full resumption of in-person activity.

At the same time, the U of A continued to address and manage significant reductions in provincial grant funding. In February 2020, the Government of Alberta announced major cuts to the post-secondary sector over the following three years. For the U of A, this has represented to date a \$170M reduction in the operating budget. On February 24, 2022, the last of the three years of cuts was announced, with an additional 10.7% reduction or \$52 million for the U of A. This 10.7% reduction, combined with cuts in the prior three fiscal years, totals a \$222M reduction in our provincial funding. This final year of cuts was anticipated and the U of A 2022-2023 budget is prepared based on this assumption. As mandated by the Government of Alberta, the university is not permitted to post a deficit, even while managing the cuts as well as ongoing impacts associated with COVID-19.

To address our serious financial challenges, the university launched a major transformation initiative in June 2020 called University of Alberta for Tomorrow (UAT). Through fundamental transformation, our goals continue to be to meet the financial challenge, reduce administrative spending, achieve financial sustainability, position the university for future growth, and become an even stronger driver of economic growth, social change, innovation, and creativity in the province and beyond.

While we still have more work to do, significant progress has been made over the past two years. We are not only meeting the financial challenge and balancing our budget, but also making operations more efficient and reducing administrative costs. Other peer universities that have made similar gains have generally been engaged in administrative restructuring, cost reduction and revenue growth for well over 10 years.

Our long-term goal is sustainability. This budget will mark a turning point for the University of Alberta. In 2022-23, the implementation of the university's new operating model will be completed, preserving the gains made in reducing administrative costs. With a long term continuous improvement plan in place, we will ensure that the greatest possible percentage of our resources advance our core mission of teaching, research and community engagement.

## 2 Consolidated Budget

The consolidated budget for the upcoming year, as well as projections for the following two years, are presented below and include all university activities.

**Table 1: Consolidated Budget (2022-23, 2023-24, 2024-25)**

(\$000's)	2020-21	2021-22		2022-23	2023-24	2024-25
	Actual	Budget	Forecast	Budget	Projection	Projection
<b>Revenue (including deferrals)</b>						
Government of Alberta grants	779,987	739,412	730,367	694,597	690,536	688,294
Federal and other government grants	228,655	202,366	223,522	216,784	220,452	223,135
Student tuition and fees	387,315	424,908	430,763	463,270	484,225	509,708
Sales of services and products	140,635	182,482	176,303	207,391	212,302	217,957
Donations and other grants	119,957	124,361	133,440	128,429	131,002	133,455
Investment income	103,685	91,269	120,151	101,787	103,618	106,368
Investment gain (loss) from government business enterprise	(214)	-	-	-	-	-
Gain on sale of tangible capital assets	-	-	34,911	-	-	-
<b>Total revenue</b>	<b>1,760,020</b>	<b>1,764,798</b>	<b>1,849,457</b>	<b>1,812,258</b>	<b>1,842,135</b>	<b>1,878,917</b>
<b>Expense</b>						
Salaries	891,502	873,496	883,564	880,851	890,833	900,699
Employee benefits	208,711	193,052	195,572	200,852	206,229	211,483
Materials, supplies and services	215,026	239,468	255,461	259,492	251,670	258,946
Scholarships and bursaries	138,443	142,179	150,843	158,191	161,982	165,560
Maintenance and repairs	66,264	103,194	78,426	93,023	82,632	75,170
Utilities	46,698	50,383	54,536	59,466	58,718	58,941
Amortization of tangible capital assets	157,883	159,873	160,162	160,030	172,737	181,992
<b>Total expense</b>	<b>1,724,527</b>	<b>1,761,645</b>	<b>1,778,564</b>	<b>1,811,905</b>	<b>1,824,801</b>	<b>1,852,791</b>
<b>Annual operating surplus (deficit)</b>	<b>35,493</b>	<b>3,153</b>	<b>70,893</b>	<b>353</b>	<b>17,334</b>	<b>26,126</b>

The Government requires that the university has a balanced budget on a consolidated basis for all fiscal years. This requirement is found in legislation. (Post-Secondary Learning Act, Subsection 78(6): "The board of a public post-secondary institution shall not submit a budget in which consolidated operating expense exceeds consolidated operating revenue unless the board has the written approval of the Minister to do so.")

The university is forecasting a surplus of \$71M for the year ending 2021-22 driven by the following one-time significant factors: the gains on sale of Newton Place and the Husfloen Centre<sup>1</sup> (\$35M), and the reversal of the endowment encroachment<sup>2</sup> that occurred in 2019-20 (\$29M).

<sup>1</sup>As Newton Place and Husfloen Centre were ancillary assets, the revenues gained from the sale of these facilities are being applied to the ancillary budget.

<sup>2</sup>In fiscal 2020, the investments held by the university realized a loss. As a result, there were not sufficient investment earnings to cover the endowment budgeted spending allocations and spending allocations were funded from operating revenues, which led to an operating deficit in that year. In fiscal 2022 to date, sufficient investment income has been realized to recover the majority of the encroachment which in this year has resulted in an increase in restricted revenue (\$29M) without any offsetting expenses.

These two factors resulted in a one-time increase in revenues, without corresponding expenses. The remaining forecasted surplus of \$7M is just 0.4% of consolidated revenues and is in line with the approved budget for the year.

Public Sector Accounting Standards (PSAS) require a budgeted Statement of Change in Net Financial Assets and a consolidated budget with expenses by function (the above representation is by object). Additionally, the government requires a consolidated Statement of Cash Flows. All of these statements are derived from the figures included in the consolidated budget. All these statements will appear as comparatives in the institution's annual audited financial statements. Please refer to Appendix A for this information.

The consolidated budget for the institution includes the Operating, Ancillary, Research, Capital and Special Purpose funds.

- **Operating** relates to funds within the university's budget that represent the general operations of the institution. The revenue sources support the core teaching activities and the indirect costs of research. The university's budget process focuses on the allocation of these funds.
- **Ancillary** relates to cost recovery operations within the University of Alberta. These units are expected to be stand-alone enterprises funded by their own revenues. Major operations include residence and hospitality services, parking services and utilities.
- **Research** includes the annual spending allocation for research-related endowments and other research funding used in the direct pursuit of research endeavors. These are generally subject to restrictions and can only be used for the purposes for which the funds were provided.
- **Capital** includes both restricted and unrestricted funding used for major capital projects and large deferred maintenance projects.
- **Special Purpose** relates primarily to the Academic Medicine and Health Services Program (AMHSP), and the annual spending allocation for undergraduate student awards and non-research-related endowment funds held by the university. The AMHSP encompasses various specializations including medicine, pediatrics, family medicine and psychiatry.

The following is the 2022-23 consolidated budget segregated into the various funds identified above.

**Table 2: Consolidated Budget by Fund (2022-23)**

(\$000's)	Ancillary				Special	Total
	Operating	Operations	Research	Capital	Purpose	
<b>Revenue (including deferrals)</b>						
Government of Alberta grants	456,463	-	67,723	91,431	78,980	694,597
Federal and other government grants	22,799	-	174,075	19,910	-	216,784
Student tuition and fees	462,705	565	-	-	-	463,270
Sales of services and products	84,942	104,157	18,169	-	123	207,391
Donations and other grants	6,250	-	98,347	19,770	4,062	128,429
Investment income	20,000	10	55,908	700	25,169	101,787
Investment gain (loss) from government business enterprise	-	-	-	-	-	-
Gain on sale of tangible capital assets	-	-	-	-	-	-
<b>Total revenue</b>	<b>1,053,159</b>	<b>104,732</b>	<b>414,222</b>	<b>131,811</b>	<b>108,334</b>	<b>1,812,258</b>
<b>Expense</b>						
Salaries	638,641	20,979	164,328	-	56,903	880,851
Employee benefits	152,901	5,331	28,447	-	14,173	200,852
Materials, supplies and services	71,707	32,169	125,245	16,561	13,810	259,492
Scholarships and bursaries	52,513	-	86,673	-	19,005	158,191
Maintenance and repairs	25,370	20,009	1,757	45,739	148	93,023
Utilities	54,829	3,863	774	-	-	59,466
Amortization of tangible capital assets	55,328	12,061	-	92,641	-	160,030
<b>Total expense</b>	<b>1,051,289</b>	<b>94,412</b>	<b>407,224</b>	<b>154,941</b>	<b>104,039</b>	<b>1,811,905</b>
<b>Annual operating surplus (deficit)</b>	<b>1,870</b>	<b>10,320</b>	<b>6,998</b>	<b>(23,130)</b>	<b>4,295</b>	<b>353</b>

An overview for each individual fund follows, including the key assumptions used in the development of the budget and the projections for the following two years.

## 2.1 Operating Budget

The Government of Alberta released the 2022 provincial budget on February 24, 2022. The University of Alberta's provincial grant (operating) was decreased by a further 10.7 %, or \$52 million in 2022-2023. This 10.7% reduction, combined with cuts in 2019-20 and 2020-21, totals a \$222M reduction in our provincial funding (operating) over the last three and a half years. These cuts come with the caveat that the institution handles them in-year and it is not permitted to post a deficit.

During the current fiscal year, the campus was still affected by the ongoing impacts of COVID 19 and was subject to different levels of closure during the year. Although the majority of course

delivery occurred online over the past two fiscal years, staffing costs as well as building costs remained relatively stable. Costs associated with digital course delivery increased as a result of the new learning structure. The expectation is that by the beginning of the 2022-2023 fiscal year, normal operations will resume as the lifting of health restrictions permit.

In order to address the continued and expected cuts, the University of Alberta for Tomorrow (UAT) initiative continued in earnest during the 2021-22 fiscal year, addressing the cuts through four major areas:

- Administrative savings (SET) through the development of a more centralized model using service partners, centers of expertise and shared services centers
- Non-labour reductions through a significant reduction in procurement costs and volumes
- Centralization of IT and Marketing/Communication services
- The establishment of the Colleges

The university continues to implement a proactive approach to managing budget reductions. Rather than reacting to cuts in a distributed way after they have occurred, through UAT and SET, the institution is taking action now to address anticipated reductions in the year ahead and through pan-institutional actions. The approach next year will be similar; 2022-23 budget planning reflects the reduced operating grant going forward.

While the overall impacts of the cuts to the institution involve a number of one-time factors, the most significant ongoing impacts are the following:

- The \$52 million reduction to the Campus Alberta Grant (section 2.1.1.1)
- This is offset by the overall increase in tuition budget by approximately \$38 million in comparison to the 2021-22 fiscal year
- An increase in the expected investment income by \$5 million
- An increase in utilities costs of \$10 million

## 2.1.1 Operating Revenues

### 2.1.1.1 Government of Alberta Grants

As noted in the introduction, the institution received an 10.7% grant cut in 2022-23 which amounts to \$52 million.

In its Budget 2022, the Government of Alberta announced that it will invest \$171 million over three years to increase enrolment in high demand programs as part of the Alberta at Work initiative. The mechanism for disbursement of the funds and timing has not yet been announced, and while the university is well-positioned to attract a portion of the funding during the 2022/23 fiscal year, this new source of funding has not been reflected in current budget figures.

### 2.1.1.2 Federal and Other Government Grants

The largest component of this category relates to the Federal Research Support Fund provided to the institution in order to support research grants provided by the Tri-Council agencies. The amount budgeted for the 2022-23 fiscal year is consistent with the amount forecast for 2021-22 of \$21 million.

### 2.1.1.3 Student Tuition and Fees

The budget incorporates a year-over-year increase in enrollment driven primarily through strong domestic student demand. Undergraduate enrollment for 2022-23 is projected to be 27,777 domestic FLE and 4,963 international FLE. This is projected to be the highest enrollment ever experienced at the University of Alberta.

Further details on the tuition increases are presented below for both undergraduate and graduate students for the 2022-23 fiscal year.

#### Undergraduate

Tuition for both incoming and continuing domestic students reflects a 7% increase with an offset of 15% of the increase to be dedicated to student financial support. Beginning with the 2023-24 academic year, the tuition rate increase for domestic students is expected to equal projected Alberta CPI.

New undergraduate international students will continue to be provided a fixed program fee averaged over the nominal duration of their programs. This tuition methodology is consistent with the government's 2018 Tuition and Fees Regulation, which requires the university to provide international students with greater certainty in the cost of their education at time of admission. These rates increased by 2% over last year's and are projected to increase for the outlying years by an amount commensurate with the university's expected inflationary cost increases. Existing undergraduate international students prior to Fall 2020 are excluded from the program-based tuition model. For these students, the tuition increase is 4% for all years shown.

The current financial support set aside for both incoming and continuing international students will remain at 7.55% of total international student tuition. This model has been in place since the inception of international tuition differentials at the institution.

#### Graduate

Tuition for incoming domestic graduate students reflects a 7% increase with an offset of 15% of the increase to be dedicated to student financial support. Beginning with the 2023-24 academic year, the rate increase is expected to equal projected Alberta CPI.

Tuition for thesis-based students admitted prior to Fall 2020 includes a rebate to reduce the overall increase to 2.67% (representing the overall increase in university specific cost drivers). This rebate will be in place for four years starting Fall 2020.

Tuition for continuing international graduate students admitted prior to Fall 2020 reflects a 4% increase for all three fiscal years. Thesis-based students in this group also receive the rebate described above to reduce the increase to 2.67%.

Effective Fall 2020, new international graduate students were provided a fixed program fee averaged over the nominal duration of their programs. This tuition methodology was developed in response to the government's 2018 Tuition and Fees Regulation, which requires the university to provide international students with greater certainty in the cost of their education at time of admission. These rates increased by 2% over last year's and are projected to increase for the outlying years by an amount commensurate with the university's expected inflationary cost increases.

The current financial support offset for both incoming and continuing international students will remain at the current level of 7.55% of international student tuition. This model has been in place since the inception of international tuition differentials at the institution.

### Exceptional Tuition Increases

The 2022/23 Budget also takes into consideration Exceptional Tuition Increases (ETI). On October 15, 2021, the Board of Governors approved a recommendation for Exceptional Tuition Increases (ETI's) for implementation in 2022-23. These increases would affect 12 programs and are applicable to domestic tuition only. The programs include:

#### *Undergraduate*

Business	Engineering	Law
Medicine - BSc Radiation Therapy	Medicine - BSc Med Lab Sciences	Pharmacy
Medicine - DDS	Medicine - AP DDS	

#### *Graduate*

Business	Education - Master Counseling Psychology Course
Engineering	Education - Master Counseling Psychology Thesis

The increases would apply to students admitted in Fall 2022 and beyond. Approved ETI's are meant to improve the quality of the affected programs in order to equip their graduates with essential knowledge and skills that they can use to contribute to Alberta.



## Mandatory Non-Instructional Fees

The following increases to be implemented for 2022-23 will be in place for mandatory non-instructional fees:

- An increase of 1.38% to the Student Health and Wellness fee, Student Academic Support fee and the Athletics and Recreation fee.

### 2.1.1.4 Investment Income

The investment income projections in each of the following three years have been set at \$20 million in 2022-23 - 2024-25. The increase in the upcoming fiscal year is only intended to be temporary as the university continues to review its reliance on investment income to fund ongoing expenditures on an annual basis.

### 2.1.1.5 All Other Sources of Revenues

Most of the revenue-generating units are projecting revenues far below Alberta's projected CPI (high inflation). Consideration for the gradual re-opening of campus throughout the fiscal year is taken into account for this budget which results in increased sales activity as compared to the prior fiscal year. It should be noted that these revenues have been negatively impacted by the campus closure and are expected to return to normal in 2022-23.

## 2.1.2 Operating Expenditures

Operating expenditures are developed with the consideration of the cuts to be implemented through UAT along with the assumption of a gradual re-opening of the campus. The expectation is that the current largely remote work and learning environment will have ended by the beginning of the fiscal year 2022-23 which would result in an increase in operating expenses.

### 2.1.2.1 Compensation

Overall salaries are expected to change year over year reflecting two significant factors:

- Merit pay is expected to increase salaries for existing staff.
- This is more than offset by the impact of staffing reductions required to manage the grant reductions.

Benefit costs are expected to decrease by 0.3% from the prior year due to reduced pension plan contributions, and there would be an additional impact from reduced staffing levels.

As a result of budgetary cuts, we are projecting approximately 100 job losses by the end of the 2021-22 fiscal year (this is in addition to the approximately 800 jobs lost in the prior two years).

### 2.1.3 Overall Budget Planning Assumptions

The above discussion provides insights into the assumptions and planning parameters used to develop the operating budget for the 2022-2023 fiscal year. The table below provides a summary of these, along with the similar figures used for the following two years.

**Table 3. Assumptions and Planning Parameters**

<b>Revenue</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
Operating Grant	-10.7%	0.0%	0.0%
Domestic Tuition	7%	2%	2%
Financial aid (holdback of increased domestic tuition dollars)	15%	15%	15%
International Tuition (Existing students)	4%	4%	4%
International Tuition (Program-based)	2%	2%	2%
Financial aid (holdback of international total tuition to be used for student support)	7.55%	7.55%	7.55%
Mandatory Non-Instructional Fees	1.38%	2%	2%
Investment Income	\$20 million	\$20 million	\$20 million

<b>Expenditures</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
ATB (NASA & AASUA)	TBN	TBN	TBN
Merit (NASA, based on one-step merit) *	0.8%	0.8%	0.8%
Merit (AASUA, based on one-step merit)*	1.8%	1.8%	1.8%
Employee Benefits *	-0.3%	3.2%	2.4%
Other Costs**	2.6%	2.1%	2.0%

\* Average per employee across all groups

\*\* Non-salary costs such as materials, supplies, etc.

TBN: To be negotiated

Other key considerations in developing the institutional budget are the underlying sensitivities concerning major revenue sources and expenditure types. The following represent the key sensitivities.

**Table 4. Key Budget Sensitivities**

<b>Sensitivity of a 1% Change in 2022-23</b>	<b>Amount (\$ millions)</b>
Operating Grant	\$4.9
Undergraduate enrolment	\$3.0
Domestic Tuition Rates	\$2.1
International Tuition Rates	\$0.5
Mandatory Non-Instructional Fees	\$0.3
Investment Income	\$0.9
AASUA Salaries	\$3.8
NASA Salaries	\$1.9
Excluded Salaries	\$0.5
Benefits	\$1.5
Utilities	\$1.6

Table 5 provides an overall outline of the following in relation to the operating budget:

- Actual results for the years ending March 31, 2020 and March 31, 2021
- Budget and forecast for the year ending March 31, 2022
- Budget for the year ending March 31, 2023
- Projections for the years ending March 31, 2024 and March 31, 2025

Table 5. Operating Budget

(\$000's)	2020-21		2021-22		2022-23	2023-24	2024-25
	Actual	Budget	Forecast	Budget	Budget	Projection	Projection
<b>Revenue (including deferrals)</b>							
Government of Alberta grants	569,645	508,235	508,258	456,463	456,463	456,463	456,463
Federal and other government grants	21,955	22,008	22,221	22,799	23,278	23,743	23,743
Student tuition and fees	387,315	424,354	430,533	462,705	483,649	509,117	509,117
Sales of services and products	75,883	89,700	80,557	84,942	86,726	88,460	88,460
Donations and other grants	6,785	8,262	5,890	6,250	6,381	6,509	6,509
Investment income	37,333	15,000	25,000	20,000	20,000	20,000	20,000
Investment gain (loss) from government business enterprise	(214)	-	-	-	-	-	-
Gain on sale of tangible capital assets	-	-	592	-	-	-	-
<b>Total revenue</b>	<b>1,098,702</b>	<b>1,067,559</b>	<b>1,073,051</b>	<b>1,053,159</b>	<b>1,076,497</b>	<b>1,104,292</b>	
<b>Expense</b>							
Salaries	655,358	645,034	638,778	638,641	648,000	657,100	657,100
Employee benefits	163,817	145,668	148,092	152,901	158,002	162,976	162,976
Materials, supplies and services	63,440	80,352	80,540	71,707	73,219	77,464	77,464
Scholarships and bursaries	40,039	45,840	46,376	52,513	55,771	58,633	58,633
Maintenance and repairs	20,396	33,407	22,996	25,370	25,903	26,420	26,420
Utilities	41,163	46,191	49,820	54,829	53,985	54,110	54,110
Amortization of tangible capital assets	50,737	53,026	53,506	55,328	60,710	63,809	63,809
<b>Total expense</b>	<b>1,034,950</b>	<b>1,049,518</b>	<b>1,040,108</b>	<b>1,051,289</b>	<b>1,075,590</b>	<b>1,100,512</b>	
<b>Annual operating surplus (deficit)</b>	<b>63,752</b>	<b>18,041</b>	<b>32,943</b>	<b>1,870</b>	<b>907</b>	<b>3,780</b>	

## 2.2 Ancillary Enterprises

It is common for an institution as large and expansive as the University of Alberta to own and operate a number of ancillary enterprises operating as stand-alone units funded by self-generated revenues. At virtually every university, this would include enterprises such as parking, residences, and student and retail dining. Additionally, the U of A operates more specialized units including the Glen Sather Sports Medicine Clinic, the Technology Training Centre, the University Bookstore, a retail pharmacy, commercial property and real estate, and the District Energy System.

Each of these units is expected to generate revenue sufficient to cover operating costs as well as establish appropriate and adequate operating and capital reserves. To the extent that debt financing may be utilized for capital enhancements or to address deferred maintenance, revenues must also cover the cost of repayment together with the applicable interest. The university is evaluating the degree to which any of these enterprises (e.g. commercial real estate and parking services) may be able to make net contributions to the broader operating budget. This involves a focused review of each service as well as moving towards the provision of some administrative services as envisioned in the UAT initiative.

Because so many ancillary enterprises rely on a relatively captive audience for their customer base, COVID-19 had a considerable impact on all revenue streams. Reserves were heavily

depleted to maintain fiscal health for the past two years and, fortunately, the expected increase of the number of people on all campuses will see these operations return to a more 'normal' state in 2022/23.

The majority of food outlets across campus have reopened. With the return of staff to campus, parking permit sales increased and the reemergence of other campus activities has seen increased levels of visitor parking. Residence occupancy has returned to 81% of current occupancy capacity. This is an adjusted capacity as Lister remains entirely as single rooms given the transmissibility of the COVID-19 virus, with no double occupancy in the current fiscal year. Bookstore operations returned to more normal volumes in August 2021 with supply chain challenges impacting revenues. The Glen Sather Sports Medicine Clinic is also seeing traffic returning to pre-COVID-19 levels.

In addition to increased revenue related to increased sales volumes, rates charged for services will, (if approved) be subject to targeted increases:

- 2.25% increase to all residence rates - aligns with a commitment to return to increases more closely aligned with Alberta's consumer price index in the medium term following three years of 5% annual increases.
- 3% increase to meal plan rates.
- 2.6% increase to permitted parking rates (outside the demand parking model).

Of particular note, rate increases in the residence system reflect the fact that, for many years, efforts were made to keep student costs as low as possible, which was reflected in the rates charged to students living in residences. Unfortunately, the resulting revenues were not sufficient to cover the system's operating costs and also allow for adequate investments in maintenance and renewal activities. As a result, the university's residence system has accumulated a significant deferred maintenance liability of approximately \$68.7 million. Additionally, insufficient operating and capital reserves have necessitated that new residence construction and major refurbishments be mostly debt-financed.

Despite the financial challenges present in our residence and dining operations, we continue to invest in infrastructure to ensure our residences and food service outlets meet the needs of our students, faculty, staff, and visitors. Of note, the multi-year project to fully renew the three classic towers at Lister Hall will be completed in time for students in September.

Initiatives of note in 2021-22:

- Developed metrics on room-ready performance to support resource decisions, workflow prioritization, and required inventory needs (Residence Operations).
- Situated Conference Services to become the lead for all campus online bookings by becoming subject matter experts with university software such as Groupize.

- Developed a dynamic parking pricing model on campus where the highest demand spaces have commensurate pricing (pending approval).
- Opened a space in the Saville Community Sports Centre to support alternate programs that can not be managed with the Glen Sather Sports Medicine Clinic (Kaye Clinic).
- Transitioned to a new bookstore management system.

Table 6. Ancillary Budget

(\$000's)	2020-21		2021-22		2022-23	2023-24	2024-25
	Actual	Budget	Forecast	Budget	Budget	Projection	Projection
<b>Revenue (including deferrals)</b>							
Government of Alberta grants	-	-	-	-	-	-	-
Federal and other government grants	-	-	-	-	-	-	-
Student tuition and fees	-	554	230	565	576	591	
Sales of services and products	47,381	75,231	75,638	104,157	106,920	110,470	
Donations and other grants	-	-	5	-	-	-	
Investment income	1,524	513	830	10	10	10	
Investment gain (loss) from government business enterprise	-	-	-	-	-	-	
Gain on sale of tangible capital assets	-	-	32,386	-	-	-	
<b>Total revenue</b>	<b>48,905</b>	<b>76,298</b>	<b>109,089</b>	<b>104,732</b>	<b>107,506</b>	<b>111,071</b>	
<b>Expense</b>							
Salaries	16,690	20,232	19,506	20,979	21,037	21,132	
Employee benefits	4,055	5,155	4,743	5,331	5,467	5,596	
Materials, supplies and services	20,331	26,673	30,070	32,169	31,773	31,711	
Scholarships and bursaries	-	-	2	-	-	-	
Maintenance and repairs	15,220	18,731	17,265	20,009	20,637	20,308	
Utilities	4,761	3,713	3,942	3,863	3,959	4,057	
Amortization of tangible capital assets	10,691	10,773	10,582	12,061	12,876	12,884	
<b>Total expense</b>	<b>71,748</b>	<b>85,277</b>	<b>86,110</b>	<b>94,412</b>	<b>95,749</b>	<b>95,688</b>	
<b>Annual operating surplus (deficit)</b>	<b>(22,843)</b>	<b>(8,979)</b>	<b>22,979</b>	<b>10,320</b>	<b>11,757</b>	<b>15,383</b>	

## 2.3 Research

Research revenues at the University of Alberta come from five major sources:

- Government of Alberta grants from a number of Ministries (Jobs, Economy and Innovation, and Alberta Innovates)
- Federal government grants including those provided by the Tri-Council Agencies
- Fee-for-service research activities for outside entities
- Donations and nongovernmental grants
- The endowment spending allocation resulting from research-related endowments

In the current year, the partial opening of campus during the year as well as the lifting of restrictions on lab occupancy had a particular impact on research activity. It led to an increased level of spending on materials, supplies and services thereby increasing the amount of restricted

research revenues recognized. It is expected that as restrictions slowly ease up over the next 12 months that research activity will continue to be higher than in previous years.

**Table 7. Research Budget**

(\$000's)	2020-21		2021-22		2022-23	2023-24	2024-25
	Actual	Budget	Forecast	Budget	Budget	Projection	Projection
<b>Revenue (including deferrals)</b>							
Government of Alberta grants	60,898	65,094	68,506	67,723	67,723	67,392	66,595
Federal and other government grants	187,201	162,392	183,527	174,075	174,075	176,688	178,091
Student tuition and fees	-	-	-	-	-	-	-
Sales of services and products	17,363	17,422	19,979	18,169	18,169	18,533	18,903
Donations and other grants	84,656	89,927	105,467	98,347	98,347	99,841	100,677
Investment income	44,526	52,852	63,704	55,908	55,908	57,171	59,067
Investment gain (loss) from government business enterprise	-	-	-	-	-	-	-
Gain on sale of tangible capital assets	-	-	-	-	-	-	-
<b>Total revenue</b>	<b>394,644</b>	<b>387,687</b>	<b>441,183</b>	<b>414,222</b>	<b>414,222</b>	<b>419,625</b>	<b>423,333</b>
<b>Expense</b>							
Salaries	164,921	157,706	175,183	164,328	164,328	164,328	164,328
Employee benefits	28,550	27,964	30,944	28,447	28,447	28,447	28,447
Materials, supplies and services	108,574	110,610	119,066	125,245	125,245	131,452	134,830
Scholarships and bursaries	82,154	84,480	89,465	86,673	86,673	86,673	86,673
Maintenance and repairs	1,594	2,543	1,675	1,757	1,757	1,846	1,938
Utilities	774	479	774	774	774	774	774
Amortization of tangible capital assets	-	-	-	-	-	-	-
<b>Total expense</b>	<b>386,567</b>	<b>383,782</b>	<b>417,107</b>	<b>407,224</b>	<b>407,224</b>	<b>413,520</b>	<b>416,990</b>
<b>Annual operating surplus (deficit)</b>	<b>8,077</b>	<b>3,905</b>	<b>24,076</b>	<b>6,998</b>	<b>6,998</b>	<b>6,105</b>	<b>6,343</b>

## 2.4 Capital Budget

### 2.4.1 Capital Investments

While there are capital items purchased or funded with operating and other funds (such as learning materials, IT equipment, and certain research focused and renovation projects), the capital budget also incorporates construction projects and larger scale renewal and maintenance projects and equipment.

Throughout this section, it is important to note that the capital plan and the resulting capital budget are developed as “point-in-time” items. Due to the unpredictable nature with which capital construction and maintenance activities occur (e.g. impacts due to COVID-19 or unpredictability in government grants and approvals or unexpected philanthropic gifts), capital projects may be added or changed in scope throughout the year. All material changes, regardless of when they occur, remain subject to the institution’s normal governance and approval processes.

The capital budget included within the University of Alberta's consolidated budget is subject to complex financial accounting requirements. The figures throughout the capital budget have been restated for the purposes of being presented within the institution's audited financial statements.

## 2.4.2 Capital Budget Development

The university is required by legislation to develop an annual capital and maintenance plan and, further, identify its capital requirements in a submission to the Government of Alberta through the Building and Land Infrastructure Management System (BLIMS). Recent submissions, the latest submitted in June 2021, included a number of priorities with a particular focus on renewing and refurbishing existing buildings. The following capital budget is reflective of the information contained within both the capital plan and the BLIMS submission.

## 2.4.3 Capital Budget

Table 8. Capital Budget

(\$000's)	2020-21	2021-22		2022-23	2023-24	2024-25
	Actual	Budget	Forecast	Budget	Projection	Projection
<b>Revenue (including deferrals)</b>						
Government of Alberta grants	72,209	92,954	76,579	91,431	87,097	84,832
Federal and other government grants	19,499	17,966	17,774	19,910	20,486	21,301
Student tuition and fees	-	-	-	-	-	-
Sales of services and products	-	-	-	-	-	-
Donations and other grants	23,622	23,058	17,037	19,770	20,524	21,797
Investment income	873	-	873	700	700	700
Investment gain (loss) from government business enterprise	-	-	-	-	-	-
Gain on sale of tangible capital assets	-	-	1,933	-	-	-
<b>Total revenue</b>	<b>116,203</b>	<b>133,978</b>	<b>114,196</b>	<b>131,811</b>	<b>128,807</b>	<b>128,630</b>
<b>Expense</b>						
Salaries	-	-	-	-	-	-
Employee benefits	-	-	-	-	-	-
Materials, supplies and services	8,264	3,693	9,677	16,561	1,160	649
Scholarships and bursaries	-	-	-	-	-	-
Maintenance and repairs	29,002	48,413	36,440	45,739	34,096	26,351
Utilities	-	-	-	-	-	-
Amortization of tangible capital assets	96,455	96,074	96,074	92,641	99,151	105,299
<b>Total expense</b>	<b>133,721</b>	<b>148,180</b>	<b>142,191</b>	<b>154,941</b>	<b>134,407</b>	<b>132,299</b>
<b>Annual operating surplus (deficit)</b>	<b>(17,518)</b>	<b>(14,202)</b>	<b>(27,995)</b>	<b>(23,130)</b>	<b>(5,600)</b>	<b>(3,669)</b>

As part of Government of Alberta grants, the University of Alberta will receive \$34.9 million for capital maintenance and renewal in 2022/23. This is lower than the 2021/22 grant amount of \$48.0 million, but more than the amount initially forecast and in line with recent years allocations.



Due to the nature of Public Sector Accounting Standards that govern our audited financial statements, we have the added complexity of revenue deferrals. In essence, a large portion of the revenue in the capital fund cannot be recognized until the underlying expenses (predominantly amortization of tangible capital assets) have been incurred. In order to remove this impact, the following four tables provide a view of the capital budget for next year on a “near cash” basis.

### Capital budget - Revenues

Historically, Government of Alberta grants have provided targeted funding for multi-year capital projects (e.g. University Commons renewal). Additionally, capital maintenance and renewal funds are provided to address critical maintenance needs across the institution, principally by reducing our significant deferred maintenance liability. The following table provides an outline of revenue on a cash basis.

Please note that the following table shows when the revenue will be received by the institution whereas subsequent tables outline when the funds will be either spent (tables 8 and 9) or the resulting asset is capitalized (table 10).

**Table 9. Capital Budget Revenues**

(\$000's)	2022-23	2023-24	2024-25
	Budget	Projection	Projection
<b>Provincial Government Grants</b>			
Capital Maintenance Renewal (CMR)	34,914	31,000	34,900
Dentistry/Pharmacy Renewal	56,000	-	-
<b>Subtotal</b>	<b>90,914</b>	<b>31,000</b>	<b>34,900</b>
Other Projects	7,100	2,100	2,100
<b>Total revenue</b>	<b>98,014</b>	<b>33,100</b>	<b>37,000</b>

### Capital Budget: Materials, Supplies, and Services

These are expenditures related to projects across our campuses. These costs are expensed as they do not extend the useful life of the buildings.

The following table outlines materials, supplies and services to be used within the capital fund.

Table 10. Capital Budget: Materials, Supplies, and Services

(\$000's)

	2022-23	2023-24	2024-25
Project	Budget	Projection	Projection
UA District Energy System (DES)	3,265	512	-
<b>Subtotal</b>	<b>3,265</b>	<b>512</b>	<b>-</b>
Other MSS	13,296	648	649
<b>Total materials, supplies and services</b>	<b>16,561</b>	<b>1,160</b>	<b>649</b>

Capital Budget: Maintenance and Repairs

These are expenditures related to addressing major maintenance and renewal projects and/or deferred maintenance across campus. These costs are expensed as they do not extend the useful life of the buildings.

The following table outlines maintenance and repair projects planned within the capital fund.

Table 11. Capital Budget: Maintenance and Repairs

(\$000's)

	2022-23	2023-24	2024-25
Project	Budget	Projection	Projection
Health Sciences Library ECHA Integration	8,800	1,584	-
Enterprise Square Consolidation	4,950	-	-
Michener Park Demo	2,283		
<b>Subtotal</b>	<b>16,033</b>	<b>1,584</b>	<b>-</b>
Other Maintenance	8,593	4,006	2,075
CMR* and grant-funded maintenance	21,113	28,506	24,276
<b>Total maintenance and repairs</b>	<b>45,739</b>	<b>34,096</b>	<b>26,351</b>

\*CMR projects included in both maintenance and TCA.

Capital Budget: Tangible Capital Acquisitions

Major renewal projects often involve both repairs and maintenance in addition to capital investments and/or overall building improvements. The following projects represent capital investments to buildings as defined by accounting standards. In this case, the expenditures do

not appear on the Statement of Operations; rather they are captured as investments in tangible capital assets on the university's Statement of Financial Position.

Table 12. Capital Budget: Tangible Capital Acquisitions

(\$000's)

Project	2022-23	2023-24	2024-25
	Budget	Projection	Projection
Dentistry Pharmacy Renewal & Repurpose	48,971	39,732	-
Biological Sciences- Zoology Wing	8,500	7,200	180
UA District Energy System (DES)	6,228	976	-
Lister Centre Classic Towers- Kelsey Hall	5,123	-	-
CAB Renovation (East Side)	3,850	-	-
Morrison Structures Lab	3,747	-	-
Health Science Infrastructure Optimization	3,741	1,000	-
Diwan Pavilion	2,370	-	-
HUB Mall Phases 7, 8 and 9	2,000	4,750	-
Lister Centre Classic Towers- Henday Hall	1,134	-	-
<b>Subtotal</b>	<b>85,664</b>	<b>53,658</b>	<b>180</b>
Other Capital Projects	18,439	1,800	41,250
CMR Capital*	29,803	4,634	14,904
<b>Total tangible capital acquisitions</b>	<b>133,906</b>	<b>60,092</b>	<b>56,334</b>

\*CMR projects included in both maintenance and TCA.

#### 2.4.4 Deferred Maintenance

Excellence in teaching and research is only possible with well-functioning labs, classrooms, and other building infrastructure. Unfortunately, government grants alone have been insufficient in addressing the necessary maintenance activities across our campuses, which has resulted in a substantial deferred maintenance liability. As of December 31, 2021, the deferred maintenance liability stands at \$365.6 million, with a five-year projected aggregate liability of \$1.055 billion.

Because the need vastly exceeds the available resources, a diligent adherence to a system of prioritizing projects is crucial. Relying on Government of Alberta parameters, priorities are as follows:

- **High – life, health, and safety:** Elements presenting a potential for imminent risk to the life, health, and/or safety of facility occupants and users. They include risk of failure of structural supports or major building systems and requirements under a multitude of building codes.

- **Medium – immediate needs:** Elements demanding attention to prevent them escalating to the highest priority, which will lead to serious or prolonged deterioration of a facility or its systems thereby affecting the operability of a facility or its systems.
- **Low – general need:** Elements that are non-urgent and which can be planned for over a period of time without undue risk to the facility occupants or facility operability.

Current and projected funding levels require investments in addressing deferred maintenance at the University of Alberta to be limited almost exclusively to those deemed “high” priority.

## 2.5 Special Purpose

One item to note is that due to the increased market value of University Endowment pool assets, investment income for fiscal year 2021/2022 reflects the reversal of a temporary encroachment recorded against the university’s endowment net assets in fiscal year 2019/2020.

Our forward looking analysis indicates that there are no expected significant changes impacting these funds over the next three years aside from the expectation that spending on materials, supplies and services is expected to rebound (current year spending impacted by campus closure). Overall revenues and expenses are expected to remain relatively stable.

**Table 13. Special Purpose Budget**

(\$000's)	2020-21	2021-22		2022-23	2023-24	2024-25
	Actual	Budget	Forecast	Budget	Projection	Projection
<b>Revenue (including deferrals)</b>						
Government of Alberta grants	77,234	73,129	77,024	78,980	79,584	80,404
Federal and other government grants	-	-	-	-	-	-
Student tuition and fees	-	-	-	-	-	-
Sales of services and products	8	129	129	123	123	124
Donations and other grants	4,894	3,114	5,041	4,062	4,256	4,472
Investment income	19,430	22,904	29,744	25,169	25,737	26,591
Investment gain (loss) from government business enterprise	-	-	-	-	-	-
Gain on sale of tangible capital assets	-	-	-	-	-	-
<b>Total revenue</b>	<b>101,566</b>	<b>99,276</b>	<b>111,938</b>	<b>108,334</b>	<b>109,700</b>	<b>111,591</b>
<b>Expense</b>						
Salaries	54,533	50,524	50,097	56,903	57,468	58,139
Employee benefits	12,289	14,265	11,793	14,173	14,313	14,464
Materials, supplies and services	14,417	18,140	16,108	13,810	14,066	14,292
Scholarships and bursaries	16,250	11,859	15,000	19,005	19,538	20,254
Maintenance and repairs	52	100	50	148	150	153
Utilities	-	-	-	-	-	-
Amortization of tangible capital assets	-	-	-	-	-	-
<b>Total expense</b>	<b>97,541</b>	<b>94,888</b>	<b>93,048</b>	<b>104,039</b>	<b>105,535</b>	<b>107,302</b>
<b>Annual operating surplus (deficit)</b>	<b>4,025</b>	<b>4,388</b>	<b>18,890</b>	<b>4,295</b>	<b>4,165</b>	<b>4,289</b>

### 3 Concluding Comments

This continues to be a challenging time for the University of Alberta. Responding to a much lower level of government support while also dealing with the unique impacts and aftermath of the COVID-19 pandemic and related campus closures, demonstrates our community's resilience. This budget has been developed with reasonable assumptions and we will proceed forward both on a note of caution and prudence and with a commitment to continued innovation and quality.

## Appendix A: Supplemental Financial Information

Table 14. Budget Consolidated Statement of Operations with Expenses by Function

(\$000's)	2020-21		2021-22		2022-23	2023-24	2024-25
	Actual	Budget	Forecast	Budget	Budget	Projection	Projection
<b>Revenue (including deferrals)</b>							
Government of Alberta grants	779,987	739,412	730,367	694,597	690,536	688,294	
Federal and other government grants	228,655	202,366	223,522	216,784	220,452	223,135	
Student tuition and fees	387,315	424,908	430,763	463,270	484,225	509,708	
Sales of services and products	140,635	182,482	176,303	207,391	212,302	217,957	
Donations and other grants	119,957	124,361	133,440	128,429	131,002	133,455	
Investment income	103,685	91,269	120,151	101,787	103,618	106,368	
Investment income from government business enterprise	(214)	-	-	-	-	-	
Gain on sale of tangible capital assets	-	-	34,911	-	-	-	
<b>Total Revenue</b>	<b>1,760,020</b>	<b>1,764,798</b>	<b>1,849,457</b>	<b>1,812,258</b>	<b>1,842,135</b>	<b>1,878,917</b>	
<b>Expense by function</b>							
Academic costs and institutional support	980,618	977,945	966,724	975,895	1,003,000	1,031,308	
Research	450,162	454,099	487,222	474,556	483,864	488,835	
Facility operations and maintenance	122,764	147,304	143,754	161,439	135,009	127,989	
Special purpose	99,235	97,020	94,754	105,603	107,179	108,971	
Ancillary services	71,748	85,277	86,110	94,412	95,749	95,688	
<b>Total Expenses</b>	<b>1,724,527</b>	<b>1,761,645</b>	<b>1,778,564</b>	<b>1,811,905</b>	<b>1,824,801</b>	<b>1,852,791</b>	
<b>Annual operating surplus</b>	<b>\$ 35,493</b>	<b>\$ 3,153</b>	<b>\$ 70,893</b>	<b>\$ 353</b>	<b>17,334</b>	<b>26,126</b>	

Please note that the groupings used for Special Purpose and Research are slightly different than those used for the development of the overall budget. In particular, special purpose includes the attribution of amortization in this presentation where it does not in the tables above. Research in this context also includes costs related to the administration of research and costs related to graduate studies.

Table 15. Budget Consolidated Statement of Cash Flows

(\$000's)	2020-21		2021-22		2022-23
	Actual	Budget	Forecast	Budget	Budget
<b>Operating Transactions</b>					
Annual surplus (deficit)	53,650	3,153	92,658		353
Add (deduct) non-cash items:					
Amortization of tangible capital assets	157,883	159,873	160,162		160,030
Expended capital recognized as revenue	(96,455)	(96,074)	(96,074)		(92,641)
Investment loss from government business enterprise	214	-	-		-
(Gain) loss on sale of portfolio investments	(64,294)	(90,626)	(151,631)		(101,060)
(Gain) loss on disposal of tangible capital assets	748	-	-		-
Increase (decrease) in employee future benefit liabilities	14,612	(2,223)	747		3,644
Change in non-cash items	12,708	(29,050)	(86,796)		(30,027)
(Increase) decrease in accounts receivable	12,524	(3,254)	(3,002)		(2,789)
(Increase) decrease in inventories held for sale	(1,331)	(45)	(73)		(68)
Increase (decrease) in accounts payable and accrued liab	802	4,222	4,194		3,896
Increase (decrease) in deferred revenue	124,807	8,845	70,905		(43,522)
(Increase) decrease in prepaid expenses	(327)	(208)	(212)		(197)
<b>Cash provided by (applied to) operating transactions</b>	<b>202,833</b>	<b>(16,337)</b>	<b>77,674</b>		<b>(72,354)</b>
<b>Capital Transactions</b>					
Acquisition of tangible capital assets	(178,587)	(202,612)	(157,514)		(195,581)
<b>Cash applied to capital transactions</b>	<b>(178,587)</b>	<b>(202,612)</b>	<b>(157,514)</b>		<b>(195,581)</b>
<b>Investing Transactions</b>					
(Purchases) of portfolio investments, net of sales	(86,813)	100,613	(84,821)		143,250
<b>Cash provided by (applied to) investing transactions</b>	<b>(86,813)</b>	<b>100,613</b>	<b>(84,821)</b>		<b>143,250</b>
<b>Financing Transactions</b>					
Debt - new financing, net of (debt repayment)	(17,466)	(17,336)	(5,116)		(17,336)
Increase in spent deferred capital contributions	100,998	105,093	84,208		131,548
<b>Cash provided by financing transactions</b>	<b>83,532</b>	<b>87,757</b>	<b>79,092</b>		<b>114,212</b>
<b>Increase (decrease) in cash and cash equivalents</b>	<b>20,965</b>	<b>(30,579)</b>	<b>(85,569)</b>		<b>(10,473)</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>75,343</b>	<b>33,378</b>	<b>96,308</b>		<b>10,739</b>
<b>Cash and cash equivalents, end of year</b>	<b>96,308</b>	<b>2,799</b>	<b>10,739</b>		<b>266</b>

Table 16. Budget Consolidated Statement of Charges in Net Financial

(\$000's)	2020-21	2021-22		2022-23
	Actual	Budget	Forecast	Budget
Annual surplus (deficit)	53,650	3,153	92,658	353
Acquisition of tangible capital assets	(187,659)	(202,612)	(157,514)	(195,581)
Proceeds on disposal of tangible capital assets	5,159	-	-	-
Amortization of tangible capital assets	157,883	159,873	160,162	160,030
Loss on disposal of tangible capital assets	748	-	-	-
Change in prepaid expenses	(327)	(208)	(212)	(197)
Change in spent deferred capital contributions	8,456	9,019	(11,866)	38,907
Change in accumulated remeasurement gains	371,359	55,539	110,693	82,844
<b>Increase (decrease) in net financial assets</b>	<b>409,269</b>	<b>24,764</b>	<b>193,921</b>	<b>86,356</b>
<b>Net financial assets, beginning of year</b>	<b>1,115,952</b>	<b>1,229,456</b>	<b>1,525,221</b>	<b>1,719,142</b>
<b>Net financial assets, end of year</b>	<b>1,525,221</b>	<b>1,254,220</b>	<b>1,719,142</b>	<b>1,805,498</b>



# Consolidated Budget FY 2022-23

Academic Planning Committee - March 9, 2022

Board Finance & Property Committee - March 10, 2022

Board of Governors - March 25, 2022



**UNIVERSITY  
OF ALBERTA**



# Agenda

- ❖ Current Approval Path
- ❖ University of Alberta Consolidated Budget
- ❖ University of Alberta Operating Budget
  - Provincial Grants
  - Tuition & Mandatory Non-Instructional Fees
- ❖ University of Alberta Ancillary Budget
- ❖ University of Alberta Research Budget
- ❖ University of Alberta Capital Budget
- ❖ University of Alberta Special Purpose Budget
- ❖ Questions

# Current Approval Path

- February 4 University Governance Budget Briefing
- February 24 GoA 2022 Budget Release
- March 9 Academic Planning Committee  
(recommendation on tuition/fees and budget)
- March 10 Board Finance and Property Committee  
(recommendation on tuition/fees, residence rates, budget and capital budget; approval of meal plan rates)
- March 25 Board of Governors Meeting  
(approval on tuition/fees, residence rates, parking rates, budget and capital budget)

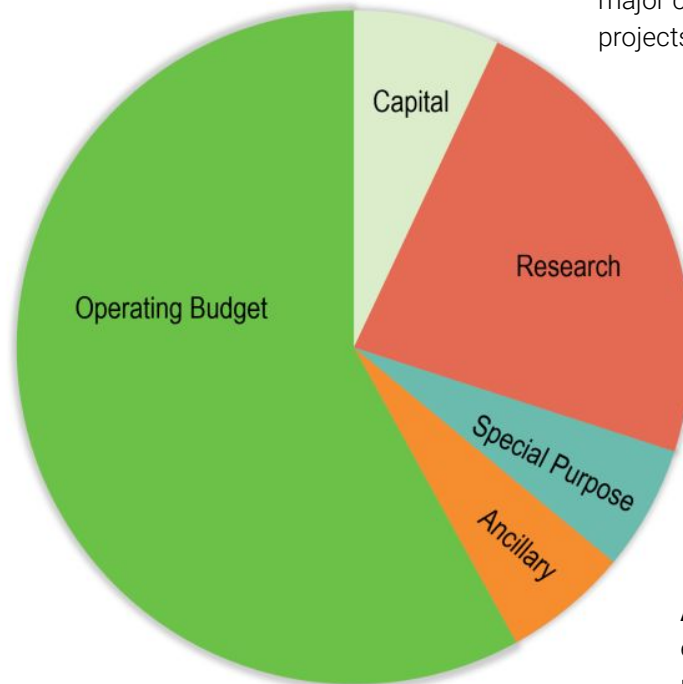
# University of Alberta Consolidated Budget

Attachment 2

## Structure of Consolidated Budget

FY 2021-22 Breakdown

**Operating (58%):** represents the institution's general operations. The budget process focuses on the allocation of these funds.



**Capital (7%):** includes both restricted and unrestricted funding used for major capital/deferred maintenance projects.

**Research (23%):** subject to external restrictions, and can only be used for the purposes for which the funds were provided.

**Special Purpose (6%):** primarily related to the Academic Medicine and Health Services Program, and annual endowment spending allocations from non-research related endowments.

**Ancillary (6%):** stand-alone enterprises funded by their own revenues.

# University of Alberta Consolidated Budget - cont'd

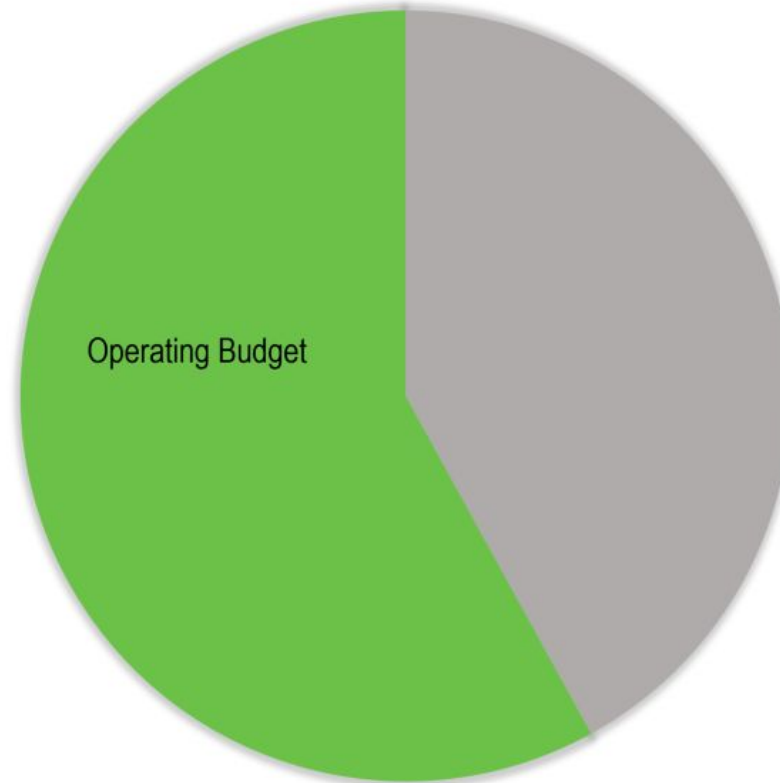
(\$000's)	2020-21	2021-22		2022-23	2023-24	2024-25
	Actual	Budget	Forecast	Budget	Projection	Projection
<b>Revenue (including deferrals)</b>						
Government of Alberta grants	779,987	739,412	730,367	694,597	690,536	688,294
Federal and other government grants	228,655	202,366	223,522	216,784	220,452	223,135
Student tuition and fees	387,315	424,908	430,763	463,270	484,225	509,708
Sales of services and products	140,635	182,482	176,303	207,391	212,302	217,957
Donations and other grants	119,957	124,361	133,440	128,429	131,002	133,455
Investment income	103,685	91,269	120,151	101,787	103,618	106,368
Investment gain (loss) from government business enterprise	(214)	-	-	-	-	-
Gain on sale of tangible capital assets	-	-	34,911	-	-	-
<b>Total revenue</b>	<b>1,760,020</b>	<b>1,764,798</b>	<b>1,849,457</b>	<b>1,812,258</b>	<b>1,842,135</b>	<b>1,878,917</b>
<b>Expense</b>						
Salaries	891,502	873,496	883,564	880,851	890,833	900,699
Employee benefits	208,711	193,052	195,572	200,852	206,229	211,483
Materials, supplies and services	215,026	239,468	255,461	259,492	251,670	258,946
Scholarships and bursaries	138,443	142,179	150,843	158,191	161,982	165,560
Maintenance and repairs	66,264	103,194	78,426	93,023	82,632	75,170
Utilities	46,698	50,383	54,536	59,466	58,718	58,941
Amortization of tangible capital assets	157,883	159,873	160,162	160,030	172,737	181,992
<b>Total expense</b>	<b>1,724,527</b>	<b>1,761,645</b>	<b>1,778,564</b>	<b>1,811,905</b>	<b>1,824,801</b>	<b>1,852,791</b>
<b>Annual operating surplus (deficit)</b>	<b>35,493</b>	<b>3,153</b>	<b>70,893</b>	<b>353</b>	<b>17,334</b>	<b>26,126</b>

# University of Alberta Consolidated Budget - *by Fund Type*

(\$000's)	Ancillary				Special	Total
	Operating	Operations	Research	Capital	Purpose	
<b>Revenue (including deferrals)</b>						
Government of Alberta grants	456,463	-	67,723	91,431	78,980	<b>694,597</b>
Federal and other government grants	22,799	-	174,075	19,910	-	<b>216,784</b>
Student tuition and fees	462,705	565	-	-	-	<b>463,270</b>
Sales of services and products	84,942	104,157	18,169	-	123	<b>207,391</b>
Donations and other grants	6,250	-	98,347	19,770	4,062	<b>128,429</b>
Investment income	20,000	10	55,908	700	25,169	<b>101,787</b>
Investment gain (loss) from government business enterprise	-	-	-	-	-	-
Gain on sale of tangible capital assets	-	-	-	-	-	-
<b>Total revenue</b>	<b>1,053,159</b>	<b>104,732</b>	<b>414,222</b>	<b>131,811</b>	<b>108,334</b>	<b>1,812,258</b>
<b>Expense</b>						
Salaries	638,641	20,979	164,328	-	56,903	<b>880,851</b>
Employee benefits	152,901	5,331	28,447	-	14,173	<b>200,852</b>
Materials, supplies and services	71,707	32,169	125,245	16,561	13,810	<b>259,492</b>
Scholarships and bursaries	52,513	-	86,673	-	19,005	<b>158,191</b>
Maintenance and repairs	25,370	20,009	1,757	45,739	148	<b>93,023</b>
Utilities	54,829	3,863	774	-	-	<b>59,466</b>
Amortization of tangible capital assets	55,328	12,061	-	92,641	-	<b>160,030</b>
<b>Total expense</b>	<b>1,051,289</b>	<b>94,412</b>	<b>407,224</b>	<b>154,941</b>	<b>104,039</b>	<b>1,811,905</b>
<b>Annual operating surplus (deficit)</b>	<b>1,870</b>	<b>10,320</b>	<b>6,998</b>	<b>(23,130)</b>	<b>4,295</b>	<b>353</b>

# University of Alberta Operating Budget

Attachment 2



**Operating (58%):** represents the institution's general operations. The budget process focuses on the allocation of these funds.

# University of Alberta Operating Budget

(\$000's)	2020-21	2021-22		2022-23	2023-24	2024-25
	Actual	Budget	Forecast	Budget	Projection	Projection
<b>Revenue (including deferrals)</b>						
Government of Alberta grants	569,645	508,235	508,258	456,463	456,463	456,463
Federal and other government grants	21,955	22,008	22,221	22,799	23,278	23,743
Student tuition and fees	387,315	424,354	430,533	462,705	483,649	509,117
Sales of services and products	75,883	89,700	80,557	84,942	86,726	88,460
Donations and other grants	6,785	8,262	5,890	6,250	6,381	6,509
Investment income	37,333	15,000	25,000	20,000	20,000	20,000
Investment gain (loss) from government business enterprise	(214)	-	-	-	-	-
Gain on sale of tangible capital assets	-	-	592	-	-	-
<b>Total revenue</b>	<b>1,098,702</b>	<b>1,067,559</b>	<b>1,073,051</b>	<b>1,053,159</b>	<b>1,076,497</b>	<b>1,104,292</b>
<b>Expense</b>						
Salaries	655,358	645,034	638,778	638,641	648,000	657,100
Employee benefits	163,817	145,668	148,092	152,901	158,002	162,976
Materials, supplies and services	63,440	80,352	80,540	71,707	73,219	77,464
Scholarships and bursaries	40,039	45,840	46,376	52,513	55,771	58,633
Maintenance and repairs	20,396	33,407	22,996	25,370	25,903	26,420
Utilities	41,163	46,191	49,820	54,829	53,985	54,110
Amortization of tangible capital assets	50,737	53,026	53,506	55,328	60,710	63,809
<b>Total expense</b>	<b>1,034,950</b>	<b>1,049,518</b>	<b>1,040,108</b>	<b>1,051,289</b>	<b>1,075,590</b>	<b>1,100,512</b>
<b>Annual operating surplus (deficit)</b>	<b>63,752</b>	<b>18,041</b>	<b>32,943</b>	<b>1,870</b>	<b>907</b>	<b>3,780</b>



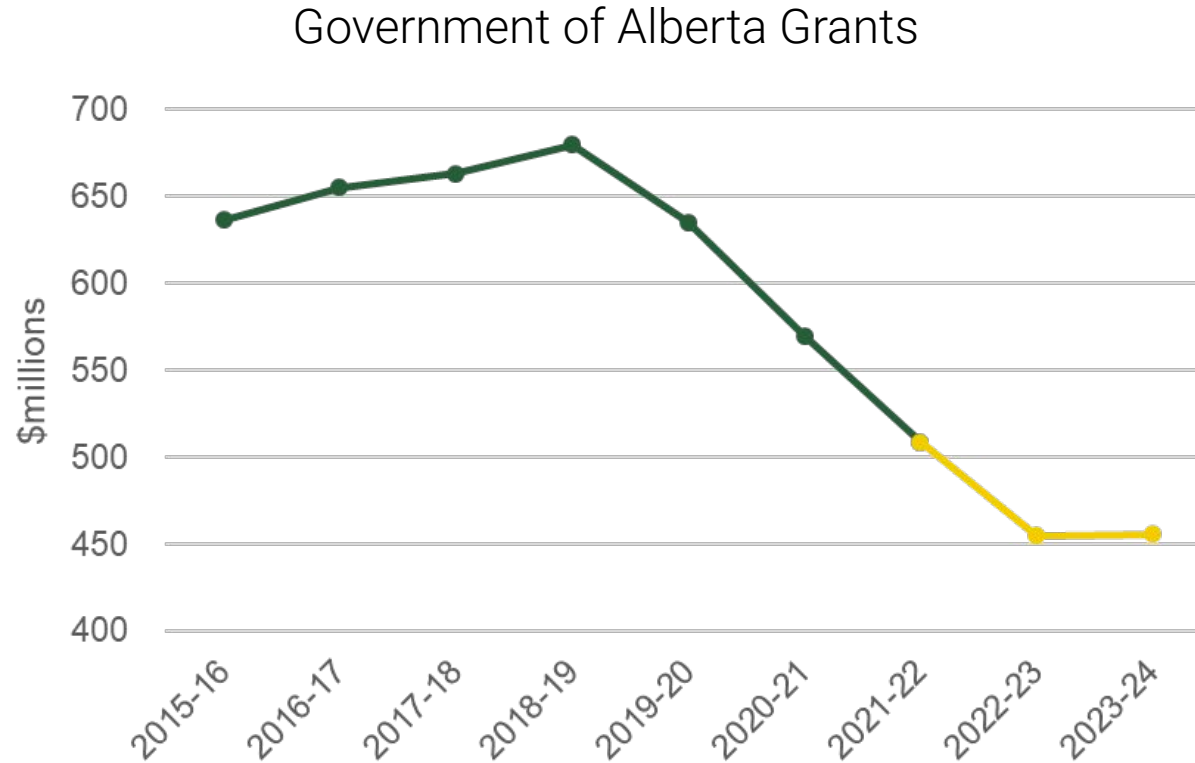
# Provincial Grants

- **Operating Program and Support Grant**
- **Operating Program and Support Grant History**
- **Capital Maintenance Renewal Grant**

# Operating and Program Support Grant

- The Operating and Program Support Grant (OPS) is the main source of operating funding provided by the provincial government.
- Funding announcements in the Provincial Budget were largely as expected for the University.
- Our Operating Grant reduction was 10.7% versus the 11.0% that we had expected, which translates into \$1.7 million less of a base reduction than we were forecasting.

# Operating and Program Support Grant History



# Capital Maintenance Renewal Grant

- The GoA has historically provided a grant principally to address deferred maintenance - formerly infrastructure maintenance program (IMP); now capital maintenance and renewal (CMR).
- After an unusually high grant of \$48 million last year, this year the CMR grant will be \$34.9 million, which is closer to recent years' allocation. This is somewhat unexpected as we were informed last year's increase would be clawed back in subsequent years.
- These are the only funds the university uses to address a still-growing deferred maintenance liability.

# Tuition & Mandatory Non-Instructional Fees

- **Fall 2022 Tuition Proposal**
  - **Domestic**
  - **International**
  - **Tuition Offset**
- **Fall 2022 Mandatory Non-Instructional Fees Proposal**
- **Exceptional Tuition Increases**
- **U15 Domestic and International Tuition Comparators**
- **Tuition Revenue Sensitivities**

# Fall 2022 Tuition Proposal - Domestic

Proposed 7% increase for domestic undergraduate and graduate students.

- Thesis-based graduate students admitted prior to Fall 2020 receive a rebate to 2.67% increase.
- Financial support offset of 15% of increase for domestic students continues (implemented in the fall of 2020).

# Tuition Fees - Domestic

Increase of 7% in 2022-23 for Undergraduate and Graduate

Tuition Fees - Domestic*	2021-22	2022-23	Change	Change (%)
Undergraduate, Arts and Science	\$6,091.20	\$6,517.58	\$426.38	7.0
Undergraduate, Business**	\$8,012.48	\$8,573.35	\$560.87	7.0
Undergraduate, Engineering**	\$7,309.44	\$7,821.10	\$511.66	7.0
Graduate Thesis (entry prior to Fall 2020)***	\$3,860.40	\$3,976.21	\$115.81	2.67
Graduate Thesis (Fall 2020 and beyond)	\$4,192.80	\$4,486.30	\$293.50	7.0
Graduate Course-based (per 3 credit course)	\$714.48	\$764.49	\$50.01	7.0

\*Programs listed for illustration only. This list is not exhaustive.

\*\*Business and Engineering rates are for students admitted prior to Fall 2022.

\*\*\*Continuing graduate thesis students increase by 7% with a rebate to bring the effective increase down to 2.67%.

# Fall 2022 Tuition Proposal - International

Proposed 4% increase for international undergraduate and graduate students admitted prior to Fall 2020.

- Thesis-based graduate students admitted prior to Fall 2020 are subject to 7% increase, but receive a rebate to 2.67%.
- Financial support offset of 7.55% of total tuition for international students continues.
- Tuition for international students admitted starting in Fall 2020 falls under program-based model. A 2% increase to program-based tuition was already approved for Fall 2022 intake.



# Tuition Fees - International

Tuition Fees - International (Legacy)*	2021-22	2022-23	Change	Change (%)
Undergraduate, Arts and Science	\$24,081.60	\$25,044.86	\$963.26	4.0
Undergraduate, Business	\$31,678.80	\$32,945.95	\$1,267.15	4.0
Undergraduate, Engineering	\$28,898.40	\$30,054.34	\$1,155.94	4.0
Graduate Thesis**	\$8,217.60	\$8,464.13	\$246.53	2.67
Graduate Course-based (per 3 credit course)	\$1,562.88	\$1,625.40	\$62.52	4.0

\*Programs listed for illustration only. This list is not exhaustive. Rates for students admitted prior to Fall 2020.

\*\*Continuing graduate thesis students increase by 7% with a rebate to bring the effective increase down to 2.67%.

# Tuition Fees - International

Tuition Fees - International (Program-based)*	2021-22	2022-23	Change	Change (%)
Undergraduate, Arts and Science	\$29,500.00	\$30,090.00	\$590.00	2.0
Undergraduate, Business	\$35,000.00	\$35,700.00	\$700.00	2.0
Undergraduate, Engineering	\$39,500.00	\$40,290.00	\$790.00	2.0
Graduate Thesis	\$8,700.00	\$8,874.00	\$174.00	2.0
Graduate Course-based (per 3 credit course)	\$1,864.30	\$1,901.52	\$37.22	2.0

\*Programs listed for illustration only. This list is not exhaustive. Rates for students admitted in Fall 2020 and beyond.

Note: For Reference Only. International (Program-based) Tuition Fees are approved for Fall 2022.

# Tuition Offset

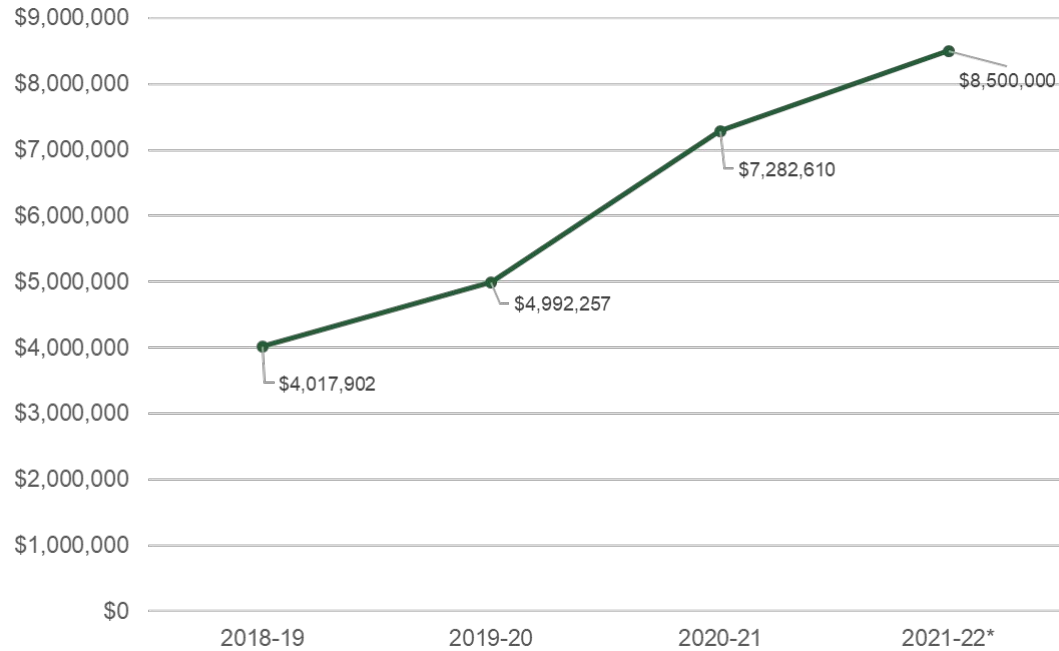
15% of domestic tuition increases and 7.55% of total international tuition are set aside to support student financial supports.

Tuition offsets serve to:

1. Offset potential negative financial impacts from tuition increases, and
2. Continue to support vulnerable student populations (e.g. students from low-income families, students with dependents, Indigenous students, students with disabilities, and students facing emergent financial challenges).

# Tuition Offset - *cont'd*

## University Operating Bursary Spending



\*Projected

# Mandatory Non-Instructional Fees (MNIF)

The MNIFs are proposed to increase by 1.38% in 2022-23, as per an agreed upon formula (Academic Price Index) based on the University's cost drivers.

MNIFs (full-time rates, 2 terms*)	2021-22	2022-23 (after API)	Change	Change (%)
Student Health and Wellness	\$127.60	\$129.36	\$1.76	1.38
Student Academic Support	\$517.20	\$524.34	\$7.14	1.38
Athletics and Recreation	\$183.28	\$185.81	\$2.53	1.38

\*Annual amounts for full-time enrollment in Fall and Winter terms.

# Exceptional Tuition Increases (ETI)

On October 15, 2021, the Board of Governors approved a recommendation for Exceptional Tuition Increases (ETI) for implementation in 2022-23:

- 12 programs affected.
- Applicable to domestic tuition fees only (not international).
- Increases would apply to students admitted in Fall 2022 and beyond only.
- The increase must result in improvements in program quality.
- The Minister has now approved the ETI proposals.

# Exceptional Tuition Increase (ETI) - cont'd

Faculty	Program	Approved Tuition 2021-22	Fall 2022 Proposed ETI (\$)	Fall 2022 Proposed ETI (%)	Approved Tuition 2022-23
<b>UNDERGRADUATE</b>					
Business	BComm	\$8,012.48	\$1,761.76	22.00%	\$9,774.24
Engineering	BSc Engineering	\$7,309.44	\$1,789.92	24.50%	\$9,099.36
Law	JD	\$11,701.48	\$3,393.36	29.00%	\$15,094.84
Medicine	BSc Radiation Therapy	\$6,091.20	\$1,218.00	20.00%	\$7,309.20
Medicine	BSc Med Lab Sciences	\$6,091.20	\$1,034.40	17.00%	\$7,125.60
Medicine	DDS	\$23,109.16	\$9,243.60	40.00%	\$32,352.76
Medicine	AP DDS	\$57,093.40	\$9,243.60	16.19%	\$66,337.00
Pharmacy	PharmD	\$11,431.68	\$5,029.12	44.00%	\$16,460.80
<b>GRADUATE</b>					
Business	MBA	\$14,380.80	\$10,243.20	71.23%	\$24,624.00
Engineering	MEng	\$7,345.20	\$1,688.40	22.99%	\$9,033.60
Education	Master Counselling Psych - Course	\$4,268.88	\$4,286.99	100.00%	\$8,573.76
Education	Master Counselling Psych - Thesis	\$4,192.80	\$4,380.96	104.49%	\$8,573.76

# U15 Tuition Comparators - Domestic

2021-22 Tuition	Domestic								
	Arts & Social Science Undergraduate			MA			PhD		
	Tuition	MNIFs retained by Institution	Total	Tuition	MNIFs retained by Institution	Total	Tuition	MNIFs retained by Institution	Total
<b>University of Alberta</b>	<b>\$6,091 (10th*)</b>	<b>\$828 (4th*)</b>	<b>\$6,919 (7th*)</b>	<b>\$4,193 (13th*)</b>	<b>\$1,021 (4th*)</b>	<b>\$5,214 (12th*)</b>	<b>\$4,193 (10th*)</b>	<b>\$1,021 (4th*)</b>	<b>\$5,214 (10th*)</b>
<b>AVERAGE (Excluding U of A)</b>	<b>\$ 6,670</b>	<b>\$ 665</b>	<b>\$ 7,335</b>	<b>\$ 6,616</b>	<b>\$ 679</b>	<b>\$ 7,295</b>	<b>\$ 5,095</b>	<b>\$ 690</b>	<b>\$ 5,785</b>
Dalhousie University	\$ 8,346	\$ 710	\$ 9,056	\$ 8,835	\$ 975	\$ 9,810	\$ 6,519	\$ 975	\$ 7,494
McMaster University	\$ 6,224	\$ 687	\$ 6,910	\$ 6,307	\$ 271	\$ 6,579	\$ 6,307	\$ 271	\$ 6,579
Queen's University	\$ 6,083	\$ 568	\$ 6,651	\$ 5,773	\$ 377	\$ 6,150	\$ 5,773	\$ 377	\$ 6,150
University of British Columbia	\$ 5,617	\$ 275	\$ 5,892	\$ 5,198	\$ 235	\$ 5,433	\$ 5,198	\$ 235	\$ 5,433
University of Calgary	\$ 6,166	\$ 719	\$ 6,885	\$ 3,464	\$ 521	\$ 3,985	\$ 3,464	\$ 521	\$ 3,985
University of Manitoba	\$ 4,352	\$ 544	\$ 4,895	\$ 3,808	\$ 650	\$ 4,458	\$ 3,808	\$ 650	\$ 4,458
University of Ottawa	\$ 6,088	\$ 325	\$ 6,413	\$ 7,370	\$ 304	\$ 7,675	\$ 6,367	\$ 304	\$ 6,671
University of Saskatchewan	\$ 6,710	\$ 283	\$ 6,993	\$ 4,473	\$ 338	\$ 4,811	\$ 4,473	\$ 338	\$ 4,811
University of Toronto	\$ 6,100	\$ 1,033	\$ 7,133	\$ 6,210	\$ 1,033	\$ 7,243	\$ 6,210	\$ 1,033	\$ 7,243
University of Waterloo	\$ 6,128	\$ 469	\$ 6,597	\$ 6,762	\$ 598	\$ 7,360	\$ 6,762	\$ 598	\$ 7,360
Western University	\$ 6,050	\$ 513	\$ 6,563	\$ 6,360	\$ 541	\$ 6,901	\$ 6,360	\$ 541	\$ 6,901
McGill University	\$ 8,506	\$ 1,360	\$ 9,866	\$ 8,506	\$ 1,281	\$ 9,787	\$ 2,725	\$ 1,281	\$ 4,006
Universite de Montreal	\$ 8,506	\$ 1,104	\$ 9,610	\$ 12,758	\$ 1,661	\$ 14,419	\$ 4,088	\$ 1,660	\$ 5,748
Universite Laval	\$ 8,506	\$ 718	\$ 9,224	\$ 6,804	\$ 718	\$ 7,523	\$ 3,270	\$ 874	\$ 4,145

\*Ranking within U15, based on the highest to lowest tuition costs.

Notes:

1. U of A international graduate tuition figures do not include the \$4,000 Graduate International Tuition (Reduction), which is charged and then remitted.
2. The University of Alberta's "MNIFs retained by Institution" reflect 2 terms for Undergraduate, and 3 terms for Graduate. This allows for the most accurate comparison possible with other U15 institutions.
3. Fees retained by student government and flow-through fees (e.g. U-PASS) are not included.



# U15 Tuition Comparators - International

2021-22 Tuition	International								
	Arts & Social Science Undergraduate			MA			PhD		
	Tuition	MNIFs retained by Institution	Total	Tuition	MNIFs retained by Institution	Total	Tuition	MNIFs retained by Institution	Total
University of Alberta	\$29,500 (8th*)	\$828 (5th*)	\$30,328 (8th*)	\$8,700 (12th*)	\$1,021 (5th*)	\$9,721 (11th*)	\$8,700 (7th*)	\$1,021 (5th*)	\$9,721 (6th*)
<b>AVERAGE (Excluding U of A)</b>	<b>\$ 32,544</b>	<b>\$ 718</b>	<b>\$ 33,262</b>	<b>\$ 16,725</b>	<b>\$ 732</b>	<b>\$ 17,457</b>	<b>\$ 11,284</b>	<b>\$ 743</b>	<b>\$ 12,027</b>
Dalhousie University	\$ 23,286	\$ 1,451	\$ 24,737	\$ 16,014	\$ 1,716	\$ 17,730	\$ 6,519	\$ 1,716	\$ 8,235
McMaster University	\$ 37,237	\$ 687	\$ 37,923	\$ 17,096	\$ 271	\$ 17,368	\$ 6,307	\$ 271	\$ 6,579
Queen's University	\$ 50,926	\$ 568	\$ 51,494	\$ 12,927	\$ 377	\$ 13,304	\$ 12,927	\$ 377	\$ 13,304
University of British Columbia	\$ 41,156	\$ 275	\$ 41,431	\$ 9,131	\$ 235	\$ 9,367	\$ 9,131	\$ 235	\$ 9,367
University of Calgary	\$ 22,189	\$ 719	\$ 22,908	\$ 8,081	\$ 521	\$ 8,602	\$ 8,081	\$ 521	\$ 8,602
University of Manitoba	\$ 16,620	\$ 544	\$ 17,164	\$ 7,133	\$ 650	\$ 7,783	\$ 3,808	\$ 650	\$ 4,458
University of Ottawa	\$ 36,161	\$ 325	\$ 36,486	\$ 25,472	\$ 304	\$ 25,776	\$ 6,367	\$ 304	\$ 6,671
University of Saskatchewan	\$ 20,130	\$ 283	\$ 20,413	\$ 8,096	\$ 338	\$ 8,435	\$ 8,096	\$ 338	\$ 8,435
University of Toronto	\$ 58,160	\$ 1,033	\$ 59,193	\$ 26,210	\$ 1,033	\$ 27,243	\$ 6,210	\$ 1,033	\$ 7,243
University of Waterloo	\$ 42,520	\$ 469	\$ 42,989	\$ 22,416	\$ 598	\$ 23,014	\$ 22,188	\$ 598	\$ 22,786
Western University	\$ 36,208	\$ 513	\$ 36,721	\$ 18,984	\$ 541	\$ 19,525	\$ 6,360	\$ 541	\$ 6,901
McGill University	\$ 26,500	\$ 1,360	\$ 27,860	\$ 18,662	\$ 1,281	\$ 19,943	\$ 16,751	\$ 1,281	\$ 18,032
Universite de Montreal	\$ 24,608	\$ 1,104	\$ 25,712	\$ 27,993	\$ 1,661	\$ 29,654	\$ 25,126	\$ 1,660	\$ 26,786
Universite Laval	\$ 19,916	\$ 718	\$ 20,634	\$ 15,933	\$ 718	\$ 16,651	\$ 20,101	\$ 874	\$ 20,975

\*Ranking within U15, based on the highest to lowest tuition.

Notes:

1. U of A international graduate tuition figures do not include the \$4,000 Graduate International Tuition (Reduction), which is charged and then remitted.
2. The University of Alberta's "MNIFs retained by Institution" reflect 2 terms for Undergraduate, and 3 terms for Graduate. This allows for the most accurate comparison possible with other U15 institutions.
3. Fees retained by student government and flow-through fees (e.g. U-PASS) are not included.

# Tuition Revenue Sensitivities

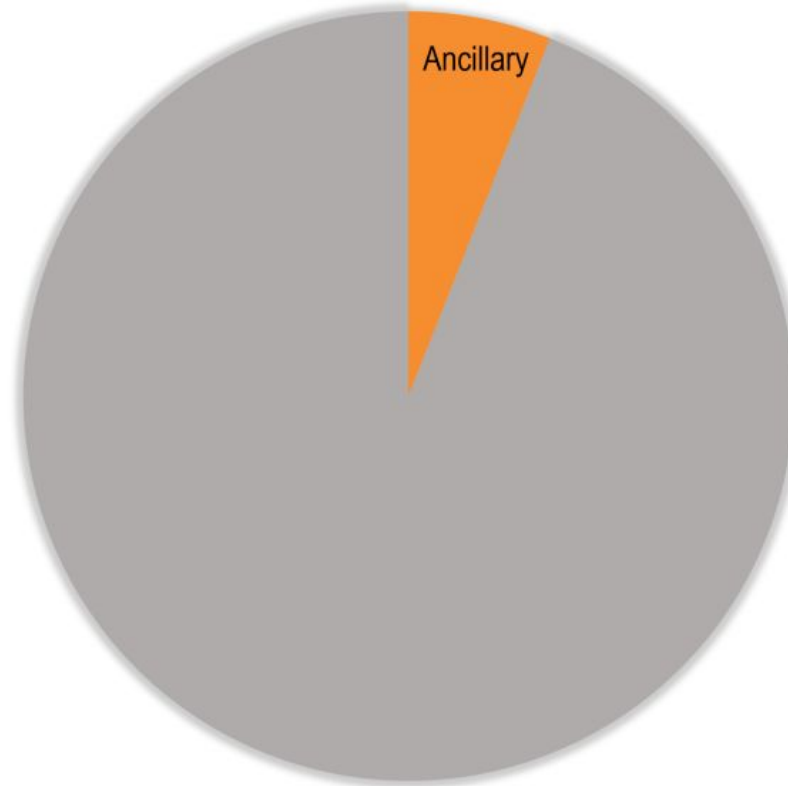
Sensitivity of a 1% change:	2022-23
Tuition Rate - Domestic	\$2.1M
Tuition Rate - International, Legacy	\$0.3M
Tuition Rate - International, Program-based*	\$0.5M
MNIF Rates	\$0.3M
Total Impact of a 1% Change to Rates**	\$3.2M
Undergrad Enrolment Volume (1% change)	\$3.0M

\*Program-based cohort rates are fixed for the entire program duration.

\*\*Reflects a 1% change to instructional rates (Domestic, International- Legacy, International- Program-based (incoming cohort year only)) and MNIF rates.

# University of Alberta Ancillary Budget

Attachment 2



**Ancillary (6%):** stand-alone enterprises funded by their own revenues.

# University of Alberta Ancillary Budget

(\$000's)	2020-21	2021-22		2022-23	2023-24	2024-25
	Actual	Budget	Forecast	Budget	Projection	Projection
<b>Revenue (including deferrals)</b>						
Government of Alberta grants	-	-	-	-	-	-
Federal and other government grants	-	-	-	-	-	-
Student tuition and fees	-	554	230	565	576	591
Sales of services and products	47,381	75,231	75,638	104,157	106,920	110,470
Donations and other grants	-	-	5	-	-	-
Investment income	1,524	513	830	10	10	10
Investment gain (loss) from government business enterprise	-	-	-	-	-	-
Gain on sale of tangible capital assets	-	-	32,386	-	-	-
<b>Total revenue</b>	<b>48,905</b>	<b>76,298</b>	<b>109,089</b>	<b>104,732</b>	<b>107,506</b>	<b>111,071</b>
<b>Expense</b>						
Salaries	16,690	20,232	19,506	20,979	21,037	21,132
Employee benefits	4,055	5,155	4,743	5,331	5,467	5,596
Materials, supplies and services	20,331	26,673	30,070	32,169	31,773	31,711
Scholarships and bursaries	-	-	2	-	-	-
Maintenance and repairs	15,220	18,731	17,265	20,009	20,637	20,308
Utilities	4,761	3,713	3,942	3,863	3,959	4,057
Amortization of tangible capital assets	10,691	10,773	10,582	12,061	12,876	12,884
<b>Total expense</b>	<b>71,748</b>	<b>85,277</b>	<b>86,110</b>	<b>94,412</b>	<b>95,749</b>	<b>95,688</b>
<b>Annual operating surplus (deficit)</b>	<b>(22,843)</b>	<b>(8,979)</b>	<b>22,979</b>	<b>10,320</b>	<b>11,757</b>	<b>15,383</b>

# Summary of Proposed Changes for 2022-23

## Residences

- 2.25% increase will be applied to residence rates.\*

## Meal Plans

- 3.0% increase to all meal plan rates.

## Parking

- 2.6% increase to permit rates.
- 10% increase to highest demand permit locations.
- 18% to 22% increase to highest demand visitor rates.

# Proposed Residence Rates for 2022-23

What do rate increases look like?

<b>2.25%</b>	<b>Room Type</b>	<b>2022-23 Monthly Rate</b>	<b>2022-23 Monthly Increase</b>
Lister Towers	Single (dorm)	\$1,259	\$28
Residence Saint-Jean	Single (private bath)	\$831	\$18
HUB	4-bedroom	\$744	\$16
Pinecrest / Tamarack	2-bedroom	\$1,220	\$27

<b>20.6%</b>	<b>Room Type</b>	<b>2022-23 Monthly Rate</b>	<b>2022-23 Monthly Increase</b>
Augustana	Renovated Ravine residences only	\$586	\$100

# Proposed Meal Plan Rates for 2022-23

What does a 3% rate increase look like?

	Plan Type	2022-23 Annual Rate	2022-23 Annual Increase
Level 1	7 - Day	\$5,211	\$152
Level 2	5 - Day	\$4,548	\$132

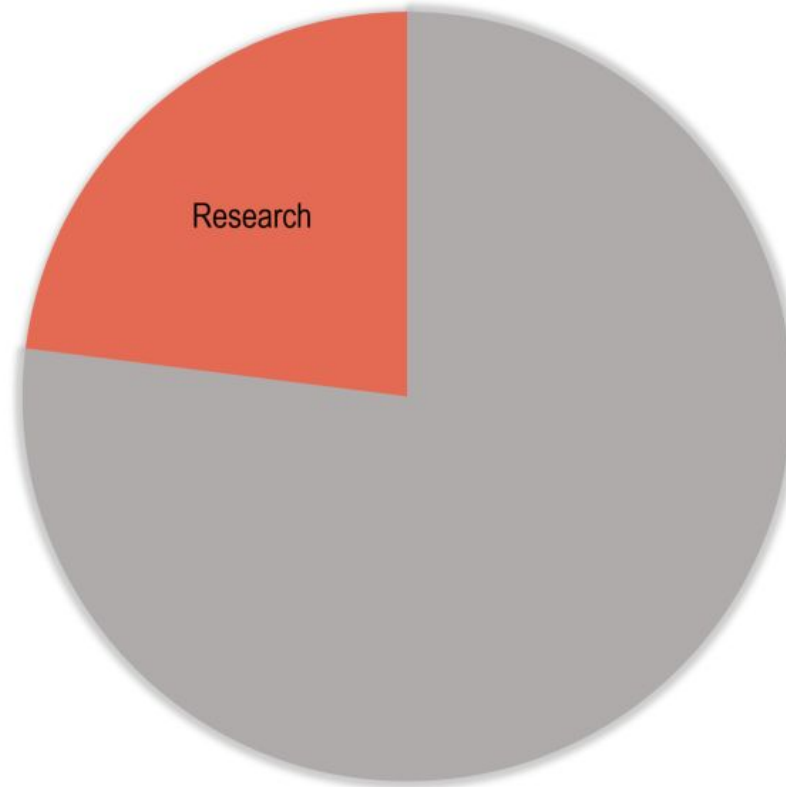
# Proposed Parking Rates for 2022-23

Parking Rates	
2.6%	<b>Monthly / Annual Permit Rates</b> Augustana Campus Saint-Jean South Campus Jubilee Parkade Stadium Parkade Windsor Parkade Heated Underground Parking North Campus Evening Rates (secondary, graveyard, motorcycle, and evening)
10%	<b>Monthly / Annual Permit Rates</b> Electrical and Computer Engineering Research Facility Timms / TELUS Education Parkade Surface Lots (E, L, N, Jubilee)
18% to 22%	<b>Visitor Rates</b> Timms / TELUS Education Parkade Surface Lots (A, E, L, N, Jubilee, Stadium Loop, Van Vliet East / West)



# University of Alberta Research Budget

Attachment 2

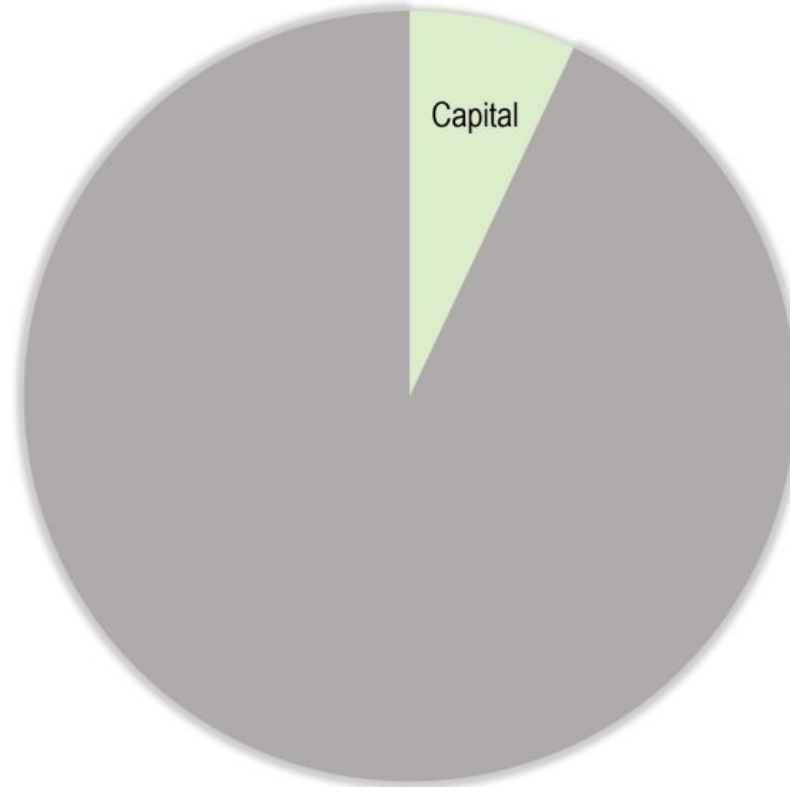


**Research (23%):** subject to external restrictions, and can only be used for the purposes for which the funds were provided.

# University of Alberta Research Budget

(\$000's)	2020-21		2021-22		2022-23	2023-24	2024-25
	Actual	Budget	Forecast	Budget	Budget	Projection	Projection
<b>Revenue (including deferrals)</b>							
Government of Alberta grants	60,898	65,094	68,506	67,723	67,723	67,392	66,595
Federal and other government grants	187,201	162,392	183,527	174,075	174,075	176,688	178,091
Student tuition and fees	-	-	-	-	-	-	-
Sales of services and products	17,363	17,422	19,979	18,169	18,169	18,533	18,903
Donations and other grants	84,656	89,927	105,467	98,347	98,347	99,841	100,677
Investment income	44,526	52,852	63,704	55,908	55,908	57,171	59,067
Investment gain (loss) from government business enterprise	-	-	-	-	-	-	-
Gain on sale of tangible capital assets	-	-	-	-	-	-	-
<b>Total revenue</b>	<b>394,644</b>	<b>387,687</b>	<b>441,183</b>	<b>414,222</b>	<b>414,222</b>	<b>419,625</b>	<b>423,333</b>
<b>Expense</b>							
Salaries	164,921	157,706	175,183	164,328	164,328	164,328	164,328
Employee benefits	28,550	27,964	30,944	28,447	28,447	28,447	28,447
Materials, supplies and services	108,574	110,610	119,066	125,245	125,245	131,452	134,830
Scholarships and bursaries	82,154	84,480	89,465	86,673	86,673	86,673	86,673
Maintenance and repairs	1,594	2,543	1,675	1,757	1,757	1,846	1,938
Utilities	774	479	774	774	774	774	774
Amortization of tangible capital assets	-	-	-	-	-	-	-
<b>Total expense</b>	<b>386,567</b>	<b>383,782</b>	<b>417,107</b>	<b>407,224</b>	<b>407,224</b>	<b>413,520</b>	<b>416,990</b>
<b>Annual operating surplus (deficit)</b>	<b>8,077</b>	<b>3,905</b>	<b>24,076</b>	<b>6,998</b>	<b>6,998</b>	<b>6,105</b>	<b>6,343</b>

# University of Alberta Capital Budget



**Capital (7%):** includes both restricted and unrestricted funding used for major capital/deferred maintenance projects.

# University of Alberta Capital Budget

(\$000's)	2020-21	2021-22		2022-23	2023-24	2024-25
	Actual	Budget	Forecast	Budget	Projection	Projection
<b>Revenue (including deferrals)</b>						
Government of Alberta grants	72,209	92,954	76,579	91,431	87,097	84,832
Federal and other government grants	19,499	17,966	17,774	19,910	20,486	21,301
Student tuition and fees	-	-	-	-	-	-
Sales of services and products	-	-	-	-	-	-
Donations and other grants	23,622	23,058	17,037	19,770	20,524	21,797
Investment income	873	-	873	700	700	700
Investment gain (loss) from government business enterprise	-	-	-	-	-	-
Gain on sale of tangible capital assets	-	-	1,933	-	-	-
<b>Total revenue</b>	<b>116,203</b>	<b>133,978</b>	<b>114,196</b>	<b>131,811</b>	<b>128,807</b>	<b>128,630</b>
<b>Expense</b>						
Salaries	-	-	-	-	-	-
Employee benefits	-	-	-	-	-	-
Materials, supplies and services	8,264	3,693	9,677	16,561	1,160	649
Scholarships and bursaries	-	-	-	-	-	-
Maintenance and repairs	29,002	48,413	36,440	45,739	34,096	26,351
Utilities	-	-	-	-	-	-
Amortization of tangible capital assets	96,455	96,074	96,074	92,641	99,151	105,299
<b>Total expense</b>	<b>133,721</b>	<b>148,180</b>	<b>142,191</b>	<b>154,941</b>	<b>134,407</b>	<b>132,299</b>
<b>Annual operating surplus (deficit)</b>	<b>(17,518)</b>	<b>(14,202)</b>	<b>(27,995)</b>	<b>(23,130)</b>	<b>(5,600)</b>	<b>(3,669)</b>

# University of Alberta Capital Revenue

Attachment 2

(\$000's)	2022-23	2023-24	2024-25
	Budget	Projection	Projection
<b>Provincial Government Grants</b>			
Capital Maintenance Renewal (CMR)	34,914	31,000	34,900
Dentistry/Pharmacy Renewal	56,000	-	-
<b>Subtotal</b>	<b>90,914</b>	<b>31,000</b>	<b>34,900</b>
Other Projects	7,100	2,100	2,100
<b>Total revenue</b>	<b>98,014</b>	<b>33,100</b>	<b>37,000</b>

# University of Alberta Materials, Supplies, and Services Budget

Attachment 2

(\$000's)

	2022-23	2023-24	2024-25
<b>Project</b>	<b>Budget</b>	<b>Projection</b>	<b>Projection</b>
UA District Energy System (DES)	3,265	512	-
<b>Subtotal</b>	<b>3,265</b>	<b>512</b>	<b>-</b>
Other MSS	13,296	648	649
<b>Total materials, supplies and services</b>	<b>16,561</b>	<b>1,160</b>	<b>649</b>

# University of Alberta Maintenance and Repairs Budget

Attachment 2

(\$000's)

**Project**

Health Sciences Library ECHA Integration  
Enterprise Square Consolidation  
Michener Park Demo

**Subtotal**

Other Maintenance  
CMR\* and grant-funded maintenance

**Total maintenance and repairs**

	2022-23	2023-24	2024-25
	Budget	Projection	Projection
	8,800	1,584	-
	4,950	-	-
	2,283		
	<b>16,033</b>	<b>1,584</b>	<b>-</b>
	8,593	4,006	2,075
	21,113	28,506	24,276
	<b>45,739</b>	<b>34,096</b>	<b>26,351</b>

\*CMR projects included in both maintenance and TCA.

# University of Alberta Tangible Capital Acquisitions Budget

(\$000's)

Project	2022-23	2023-24	2024-25
	Budget	Projection	Projection
Dentistry Pharmacy Renewal & Repurpose	48,971	39,732	-
Biological Sciences- Zoology Wing	8,500	7,200	180
UA District Energy System (DES)	6,228	976	-
Lister Centre Classic Towers- Kelsey Hall	5,123	-	-
CAB Renovation (East Side)	3,850	-	-
Morrison Structures Lab	3,747	-	-
Health Science Infrastructure Optimization	3,741	1,000	-
Diwan Pavilion	2,370	-	-
HUB Mall Phases 7, 8 and 9	2,000	4,750	-
Lister Centre Classic Towers- Henday Hall	1,134	-	-
<b>Subtotal</b>	<b>85,664</b>	<b>53,658</b>	<b>180</b>
Other Capital Projects	18,439	1,800	41,250
CMR Capital*	29,803	4,634	14,904
<b>Total tangible capital acquisitions</b>	<b>133,906</b>	<b>60,092</b>	<b>56,334</b>

\*CMR projects included in both maintenance and TCA.



# Capital Budget 2022-23

Principally strives to maintain and strengthen our position as a centre of world-class teaching and research.

Recognizes the imperatives of:

- Providing functional spaces to serve the university for the long-term
- Maximizing utilization of university-owned space
- Reducing overall footprint – space incapable of serving over the long-term
- Reducing our deferred maintenance liability

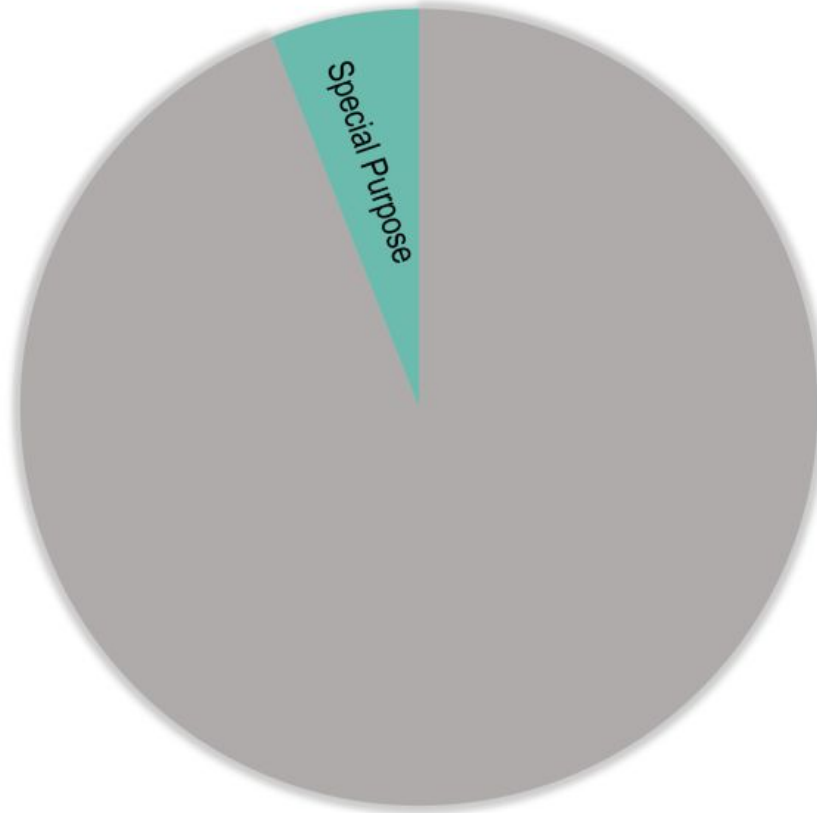
# Capital Projects

Funded Projects	
2021 - 2024	2022 - 2025
Biological Sciences Brain and Aging Research Facility Central Academic Building Chemistry West - 1st and 2nd floor Chemistry electrical vault Clinical Sciences Diwan Pavilion (UABG) Edmonton Clinic Health Academy / John Scott Library Enterprise Square Fine Arts Building Lister Towers Morrison Structures Lab Tory University Commons	Biological Sciences Brain and Aging Research Facility Campus Saint-Jean electrical vault + Central Academic Building Chemistry West - 1st and 2nd floor Chemistry electrical vault Clinical Sciences Diwan Pavilion (UABG) DES - Cooling Plant river water intake Edmonton Clinic Health Academy / John Scott Library Fine Arts Building Enterprise Square Lister Towers Morrison Structures Lab Students' Union Building electrical vault Students' Union Building - Myer Horowitz Theatre Tory University Commons

2022-23 Aspirational Projects*	\$ million
Universiade Pavilion (Butterdome)	32.50
Education Complex	21.95
College of Social Sciences and Humanities - space optimization	72.80
<i>*top three - pending funding</i>	

# University of Alberta Special Purpose Budget

Attachment 2



**Special Purpose (6%):** primarily related to the Academic Medicine and Health Services Program, and annual endowment spending allocations from non-research related endowments.

# University of Alberta Special Purpose Budget

(\$000's)	2020-21	2021-22	2022-23	2023-24	2024-25
	Actual	Budget	Forecast	Budget	Projection
<b>Revenue (including deferrals)</b>					
Government of Alberta grants	77,234	73,129	77,024	78,980	80,404
Federal and other government grants	-	-	-	-	-
Student tuition and fees	-	-	-	-	-
Sales of services and products	8	129	129	123	124
Donations and other grants	4,894	3,114	5,041	4,062	4,472
Investment income	19,430	22,904	29,744	25,169	26,591
Investment gain (loss) from government business enterprise	-	-	-	-	-
Gain on sale of tangible capital assets	-	-	-	-	-
<b>Total revenue</b>	<b>101,566</b>	<b>99,276</b>	<b>111,938</b>	<b>108,334</b>	<b>109,700</b>
<b>Expense</b>					
Salaries	54,533	50,524	50,097	56,903	58,139
Employee benefits	12,289	14,265	11,793	14,173	14,464
Materials, supplies and services	14,417	18,140	16,108	13,810	14,292
Scholarships and bursaries	16,250	11,859	15,000	19,005	20,254
Maintenance and repairs	52	100	50	148	153
Utilities	-	-	-	-	-
Amortization of tangible capital assets	-	-	-	-	-
<b>Total expense</b>	<b>97,541</b>	<b>94,888</b>	<b>93,048</b>	<b>104,039</b>	<b>107,302</b>
<b>Annual operating surplus (deficit)</b>	<b>4,025</b>	<b>4,388</b>	<b>18,890</b>	<b>4,295</b>	<b>4,289</b>

# Questions?



**UNIVERSITY  
OF ALBERTA**

# Leading with Purpose.





**Governance Executive Summary  
Action Item**

<b>Agenda Title</b>	<b>Board Finance and Property Committee Terms of Reference</b>
---------------------	--

**Motion**

<p>THAT the Board Finance and Property Committee recommend to the Board Governance Committee that the Board of Governors approve proposed changes to the Finance and Property Committee’s Terms of Reference, as set forth in Attachment 1, to take effect July 1, 2022.</p>
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**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Charlene Butler, Chair, Board Finance and Property Committee
Presenter	Charlene Butler, Chair, Board Finance and Property Committee Erin Plume, Assistant Board Secretary

**Details**

Office of Admin Responsibility	University Governance
The Purpose of the Proposal is (please be specific)	To review and recommend final changes to the Board Finance and Property Committee’s terms of reference, mandate, role and responsibilities, as part of the Board Governance Committee’s triennial review of committee structure and mandates in 2021-22.
Executive Summary ( <i>outline the specific item – and remember your audience</i> )	<p><b><u>Committee Review – May to November</u></b></p> <p>The Board Governance Committee (BGC) is responsible for reviewing the Board’s committee structure and mandates to ensure committees remain relevant and effective, with a comprehensive review every three years.</p> <p>BGC launched its first triennial committee review in May 2021 and asked committees to consider their mandates at that time. In September, Board standing committee members provided advance feedback on potential changes to the committee’s terms of reference (ToR) and discussed those changes at the committee meeting. The advance feedback, discussions at the September committee meetings, and items identified by University Governance were compiled into proposed changes to the ToR, which the committee discussed at its November meeting.</p> <p><b><u>BGC Review - February</u></b></p> <p>Incorporating all of that feedback, University Governance drafted redlined versions of the standing committees’ terms of reference for a special meeting of BGC on February 2, 2022. BGC reviewed all the standing committee ToR to ensure committees remain relevant and effective and that the Board remains compliant with governance legislation and documents.</p> <p>As part of that review, BGC:</p> <ul style="list-style-type: none"> <li>• made one request for BFPC, to include ‘including substantive amendments’ to section 2.s (highlighted in yellow).</li> <li>• agreed to defer consideration of Board/committee oversight of Environmental, Social, and Governance (ESG) matters, until following ESG’s integration into the future institutional strategic plan.</li> </ul>



Item No. 7

	<p><b><u>Current review of final changes:</u></b></p> <p>The committee is now being asked to review the ToR (Attachment 1) for recommendation to the Board of Governors.</p> <p>Three additional changes were made following BGC’s review (highlighted in green):</p> <ul style="list-style-type: none"> <li>• ‘capital budget’ was removed from section 2c, as it is included in the consolidated budget;</li> <li>• an editorial change to section 2j, as the new name for <i>mandatory student instructional support fees</i> is <i>non-regulated exclusion to program fees</i>.</li> <li>• a new section (2r) was added, regarding the committee’s role in recommending the capital plan.</li> </ul> <p>Questions for Discussion:</p> <ul style="list-style-type: none"> <li>• do the proposed changes accurately reflect the committee’s discussion in November?</li> <li>• is anything missing or unclear?</li> </ul>
Supplementary Notes / context	<p>Note: Committee Composition Frameworks (Section 4 of each Terms of Reference), are not included for consideration. The final committee composition framework proposal will come forward for BGC recommendation and Board approval in March, to be incorporated into each committee’s final Terms of Reference.</p>

**Engagement and Routing** (Include proposed plan)

Consultation and Stakeholder Participation	<p>Board Finance and Property Committee – September 28, 2021          Board Finance and Property Committee – November 23, 2021          Board Governance Committee – February 2, 2022 (for consideration of proposed changes)</p>
Approval Route (Governance) (including meeting dates)	<p>Board Finance and Property Committee – March 10, 2022 (recommendation)          Board Governance Committee – April 27, 2022 (recommendation of all committee ToR)          Board of Governors – May 13, 2022 (approval)</p>

**Strategic Alignment**

Alignment with <i>For the Public Good</i>	<p><i>SUSTAIN: Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all.</i></p> <p><i>21. Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</i></p>		
Alignment with Core Risk Area	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Enrolment Management  <input type="checkbox"/> Faculty and Staff  <input checked="" type="checkbox"/> Funding and Resource Management  <input checked="" type="checkbox"/> IT Services, Software and Hardware  <input checked="" type="checkbox"/> Leadership and Change  <input checked="" type="checkbox"/> Physical Infrastructure             </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Relationship with Stakeholders  <input type="checkbox"/> Reputation  <input type="checkbox"/> Research Enterprise  <input type="checkbox"/> Safety  <input type="checkbox"/> Student Success             </td> </tr> </table>	<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input checked="" type="checkbox"/> IT Services, Software and Hardware <input checked="" type="checkbox"/> Leadership and Change <input checked="" type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
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Legislative Compliance and jurisdiction	<ol style="list-style-type: none"> <li>1. Post-Secondary Learning Act (PSLA), Section 60 (1)(b):</li> <li>2. Principles for Board of Governors Delegation of Authority</li> <li>3. Board Finance and Property Committee Terms of Reference Section 5c</li> <li>4. Board Governance Committee Terms of Reference Section 2i</li> </ol>		

Attachment:

1. Proposed Board Finance and Property Committee Terms - redlined (3 pages)
2. Proposed Board Finance and Property Committee Terms – clean copy (3 pages)



1. **Mandate and Role of the Committee** – The Board Finance and Property Committee assists the Board of Governors in fulfilling its governance responsibilities by providing strategic oversight, insight and foresight with respect to all significant financial and property matters of the University.

2. **Areas of Responsibility**

Without limiting the generality of the foregoing, the Committee:

Financial

- a) reviews and monitors quarterly financial statements with respect to operating and capital funds.
- b) reviews and approves capitalization of funds to endowments.
- c) reviews and recommends approval of the annual consolidated ~~and capital budget.~~
- d) ~~reviews and approves authorized signing officers in respect of all banking and safekeeping;~~
- d) monitors trends and key budget drivers affecting the University and identifies the strategic implications of those trends for the University's future needs.
- e) ~~reviews and recommends sections of the Investment Management Agreement and / or a similar document that aligns with the committee's mandate and role.~~
- f) ~~with input from the Board Reputation and Public Affairs Committee, reviews the annual report on donations and gifts, monitors fundraising performance, and considers implications, within the Board Finance and Property Committee mandate, for the mission and sustainability of the University~~
- f) reviews, approves, and recommends approval of internal loans, as determined by the university's Internal Loan Policy.
- g) ~~reviews and recommends execution of borrowing resolutions, as required by the Alberta Post-Secondary Learning Act.~~

Tuition and Fees

- h) approves increases to domestic student tuition fees equal to or less than the Consumer Price Index, as defined under the Alberta *Post-Secondary Learning Act* and its associated Regulations.
- i) reviews and recommends new mandatory non-instructional fees ~~and non-credit international support fees~~, and approves increases to existing mandatory non-instructional fees ~~and non-credit international support fees~~ equal to or less than the agreed-upon weighted annual inflation with both a ceiling of 5.0% and a floor of 0%.
- j) approves new ~~non-regulated exclusion to program fees mandatory student instructional support fees~~, and changes to or deletions of existing ~~non-regulated exclusion to program fees mandatory student instructional support fees.~~
- k) reviews and recommends approval of international student tuition fees.
- l) approves the collection of fees on behalf of University of Alberta Students' Union and Graduate Students' Association.
- m) ~~reviews and approves residence rental rate increases equal to or less than 5.0%.~~
- n) ~~reviews and approves meal plan rate increases equal to or less than the most recently reported Alberta Consumer Price Index plus 1.0%.~~
- o) ~~m) reviews budget drivers for ancillary operations, including rates and financial targets for residences and meal plans, and receives an overview of residence system health, including quality of services provided.~~
- p) ~~n) reviews and recommends approval of parking rates.~~

Facilities, Property and Capital Expenditures

- q) ~~p) reviews, approves, and recommends approval of capital expenditures, as determined by the University's Capital Expenditure Authorization Request (CEAR) Policy.~~

**Commented [EP1]:** Removed because the capital budget is part of the consolidated budget.

**Commented [EP2]:** Moved to BARC, as per November 25, 2021 BGC and VP (F&A)

**Formatted:** Indent: Left: 0.63 cm, Hanging: 0.87 cm, No bullets or numbering

**Commented [EP3]:** Added to align with a change to the BLRSEC Terms of Reference: the IMA is replacing the Comprehensive Institutional Plan (CIP), which was reviewed and recommended by both BFPC and BLRSEC

**Commented [EP4]:** As per BGC, BFPC and BRPAC - to remain with BRPAC only

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**Commented [EP5]:**

**Commented [EP6]:** As per BFPC discussions and VP (F&A), to align with PSLA(72)

**Commented [EP7]:** As per Provost and Vice-President (Academic) (PVPA)

**Commented [EP8]:** To replace Sections 2 m and n, as per discussions with BFPC, BFPC Chair and Vice-Chair, and VP (F&O). There is no specific reference to residence or meal plan rates in the PSLA or Tuition Regulations.

**BOARD FINANCE AND PROPERTY COMMITTEE**  
Terms of Reference

- ~~f)p)~~ reviews and recommends approval of the acquisition or disposition of real property, as determined by the University's Real Property Acquisition and Disposition Procedures and as guided by the Capital Expenditure Authorization Request (CEAR) Policy approval limits.
- ~~g)~~ Identifies and monitors trends relating to the University's property and its deferred maintenance needs, and assesses the strategic impact of such trends and changes on the University.
- ~~e)j)~~ **reviews and recommends approval of the capital plan.**
- ~~t)s)~~ **reviews quarterly planning reports for individual capital projects, reviews and recommends the Integrated Asset Management Strategy, including substantive updates, and receives regular updates on the institution's progress toward achieving the objectives outlined in the strategy.**
- ~~u)t)~~ reviews and recommends approval of lands to be transferred to the University of Alberta Properties Trust Inc. **as well as accompanying transfer terms to be negotiated with UAPTl reflecting the long term strategies under which transferred lands are to be managed and developed.**
- ~~v)u)~~ reviews and **recommends approval** of the appointment and renewal of terms of office of directors of the University of Alberta Properties Trust Inc.
- ~~w)v)~~ reviews and recommends the university's long-range development plans and other master plans, **including substantive amendments**, for university lands, and monitors individual project proposals for implications to the university's long-range planning and strategic vision.
- ~~x)w)~~ approves expenditures of a non-capital nature from the real property reserve fund.

**Commented [EP9]:** To align with the PSLA

**Commented [EP10]:** As per VP (F&O), to align with current practice

**Commented [EP11]:** As per BGC

**Commented [EP12]:** At the request of BFPC and as per University Secretary and General Counsel, to incorporate oversight for long term strategy

**Commented [EP13]:** BFPC recommended delegating approval of UAPTl director appointments to itself, to allow the Board to pursue major policy and strategic issues

**Commented [EP14]:** Recommended by VP (F&O) to capture amendments and align with current practice

Information Technology and Intellectual Property

- ~~y)x)~~ reviews reports, strategies and plans regarding physical infrastructure and resource optimization for University information technology systems.
- ~~z)~~ **reviews and recommends new University policies on intellectual property and technology transfer and approves changes to policy in consultation with the Board Learning, Research and Student Experience committee.**

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**Commented [15]:** Remove - this is part of BLRSEC's mandate.

Policy and Other Matters

- ~~aa)y)~~ reviews and approves changes to existing University policies relating to the Committee's mandate, subject to the Limitations on Delegation as set out in paragraph 3.
- ~~bb)z)~~ reviews and recommends new University policies relating to the Committee's mandate, as set out in the University's Policy Development Framework.
- ~~cc)aa)~~ considers **enterprise risk and opportunities risks** associated with **all** items before the Committee and **communicates those as needed makes recommendations** to the Board Audit and Risk Committee **and the Board.**
- ~~dd)bb)~~ considers other matters at the request of the Board.

**Commented [ZJ16]:** Changes recommended by the Audit and Risk Committee (standard for all committees), to clarify the role of other standing committees regarding risk oversight.

**3. Limitation on Delegation by the Board of Governors**

The Committee functions in accordance with the Principles for Board of Governors Delegation of Authority. The general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee as set out in paragraph 2, the Board approves:

- a) policy changes with significant institutional impact.
- b) new policies relating to the Committee's mandate, as set out in the University's Policy Development Framework.
- c) policies for the control and regulation of pedestrian and vehicle traffic on University lands.
- d) guiding principles for changes to approved budgets and for transfer or reallocation of monies included in approved budgets.
- e) the annual consolidated **and capital budgets.**
- f) **the Investment Management Agreement and / or a similar document**
- e)g) **internal loans, as determined by the as determined by the university's Internal Loan Policy, and the execution of borrowing resolutions.**
- f)h) international student tuition fees.

**Commented [EP17]:** To align with changes to Section 2c

**Commented [EP18]:** To align with addition following Section 2e

**Commented [EP19]:** To align with addition following Section 2g

**BOARD FINANCE AND PROPERTY COMMITTEE**  
Terms of Reference

- g) ~~i) exceptional increases to domestic student tuition greater than the Consumer Price Index, as allowed under the Alberta *Post-Secondary Learning Act* and its associated Regulations.~~
- ~~h) j) new mandatory non-instructional fees and non-credit international support fees.~~
- ~~i) k) increases to mandatory non-instructional fees and non-credit international support fees greater than 5%, as allowed under the Alberta *Post-Secondary Learning Act* and its associated Regulations.~~
- ~~j) residence rental rate increases greater than 5.0%.~~
- ~~k) meal plan rate increases greater than the most recently reported Alberta Consumer Price Index plus 4.0%.~~
- l) parking rates.
- m) capital expenditures as determined by the University's Capital Expenditure Authorization Request Policy.
- n) the acquisition or disposition of real property as determined by the University's Real Property Compliance Policy.
- ~~o) the capital plan.~~
- ~~p) the Integrated Asset Management Strategy.~~
- ~~q) lands to be transferred to the University of Alberta Properties Trust Inc., together as well as accompanying transfer terms to be negotiated with UAPTI reflecting the long term strategies under which transferred lands are to be managed and developed.~~
- ~~r) the appointment and renewal of terms of office of directors of the University of Alberta Properties Trust Inc.~~
- ~~s) the university's long-range development plan and other master plans for university lands, including substantive amendments.~~
- t) recommendations, and considers information and reports, on matters that in the opinion of the Committee may pose significant risk to the University.

**Commented [EP20]:** To align with changes in Section 2i

**Commented [EP21]:** To align with changes in Section 2i

**Commented [EP22]:** To align with changes in Sections 2m and n

**Commented [EP23]:** To align with the new Section 2r.

**Commented [EP24]:** To align with addition following Section 2s

**Commented [EP25]:** To align with changes to Section 2t

**Commented [EP26]:** To align with changes to Section 2u

**Commented [EP27]:** To align with changes to Section 2v

#### 4. Composition *(Redacted for current review purposes)*

#### 5. Committee Process and Procedures

The Committee:

- functions in accordance with the Board of Governors Bylaws, Board's General Committee Terms of Reference.
- develops and follows an annual work plan addressing both strategic and routine issues.
- annually reviews the terms of reference of the Committee and recommends to the Board Governance Committee any required changes.

#### 6. Reporting to the Board of Governors

The Committee reports regularly to the Board of Governors with respect to its activities and decisions.

#### Decision History:

DATE	DECISION-MAKER	DECISION
2019-05-28	Board Finance and Property Committee	Recommended
2019-06-14	Board of Governors	Approved
2020-05-26	Board Finance and Property Committee	Recommended
2020-06-19	Board of Governors	Approved

**1. Mandate and Role of the Committee** – The Board Finance and Property Committee assists the Board of Governors in fulfilling its governance responsibilities by providing strategic oversight, insight and foresight with respect to all significant financial and property matters of the University.

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#### Information Technology

- x) reviews reports, strategies and plans regarding physical infrastructure and resource optimization for University information technology systems.

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