



York University
Board of Governors

Notice of Meeting
Monday, June 24, 2013
3:00 pm to 6:00 pm

5th Floor, Kaneff Tower
Keele Campus

AGENDA

TAB

I. CLOSED SESSION

II. OPEN SESSION (approximately 3:30 pm)

- 1. Chair's Items** (*J. Foster*)
 - 1.1 Report on Items Decided in the Closed Session**
 - 1.2 Executive Committee Report** 1
- 2. President's Items** (*M. Shoukri*)
 - 2.1 Updates on Current Issues**
 - 2.2 Report on Fundraising** (*J. O'Hagan*)..... 2
- 3. Finance and Audit Committee** (*O. Ibrahim*) 3
 - 3.1 Budget Plan and Financial Statements** (*Presentation; G. Brewer*)
 - **Approval of Budget Plan 2013-2017** (*For approval; O. Ibrahim*) 4
 - **Approval of the 2013 Audited Financial Statements** (*For approval; O. Ibrahim*) 5
- 4. Capital Projects** (*For approval; O. Ibrahim*)
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CONSENT AGENDA

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Harriet Lewis
Secretary

York University
Board of Governors
 Minutes of the Open Session of the Meeting of
 Monday, 22 April 2013
 Marshall A. Cohen Governance Room, York Research Tower

<i>Present:</i>	<i>Regrets:</i>	<i>Others:</i>
Julia Foster, Chair Susan Black Terrie-Lynne Devonish William Hatanaka Ozench Ibrahim Debbie Jamieson Armand La Barge Sandra Levy Bob Lewis Mark Lievonen Martin Lockshin David McFadden Ken Ng Jon O’Kane Sal Paneduro Tim Price Sam Schwartz Honey Sherman Mamdouh Shoukri Paul Tsaparis Emile Wickham Paul Wilkinson Harriet Lewis, <i>Secretary</i> Cheryl Underhill, <i>Assistant Secretary</i>	Guy Burry John Hunkin Deb Hutton Zahir Janmohamed Earle Nestmann Tony Viner Henry Wu	Noël Badiou Gary Brewer Barbara Crow Richard Francki Robert Haché Brian Kelly Rhonda Lenton Ran Lewin Ke McRoberts Janet Morrison Roxanne Mykitiuk Trudy Pound-Curtis Joanna Rainbow Joanne Rider Richard Smith William van Wijngaarden Susan Webb Iris Zeng <i>Presenters:</i> Barbara Sellers-Young Michael Longford Ali Kazimi Elaine MacRae, <i>Board Coordinator</i>

II. OPEN SESSION

1. Chair’s Items

This being the final meeting for Mr O’Kane, appreciation was expressed to him for his significant contributions to the Board, the Academic Resources Committee and the Student Representative Roundtable during his two year term on the Board.

1.1 Report on Items Decided in the Closed Session

The Chair reported the approval of the *Guideline on the Term of External Members of the Board of Governors*.

1.2 *Executive Committee*

The report circulated with the agenda was noted.

1.2.1 *Action Taken on Behalf of the Board*

Mrs Foster reported the two items of business addressed by the Executive Committee on behalf of the Board: the Committee's concurrence with the 5-year appointment of Shawn Brixey as Dean of the Faculty of Fine Arts effective 1 July 2013; the naming of the York Research Tower the "Kaneff Tower".

2. **President's Items**

2.1 *Current Issues*

The President commented on the following current issues:

- the Province's ongoing review of HEQCO's recommendations on universities' Strategic Mandate Agreements
- the Province's four-year tuition fee framework, capping the total envelope for undergraduate tuition fee increases at 3%
- the growing budget pressures and the need for the University to establish a more sustainable budget framework and strive for efficiencies and revenue generating opportunities
- the success of the second "President for a Day" contest
- recent research grant successes

2.2 *Presentation: Digital Media in Fine Arts*

Digital Media has emerged as an area of strength within the Faculty of Fine Arts. Dean Sellers-Young highlighted the recent funding success of faculty members working in the field and the key role it plays in the Faculty's strategic research plan. Professors Michael Longford and Ali Kazimi engaged governors in an interactive presentation on their interdisciplinary work in digital arts and 3-D technology research.

Noting that Dean Sellers-Young is nearing the completion of her decanal term, the Chair recognized her achievements in advancing the goals and reputation of the Faculty of Fine Arts over the past five-years.

2.3 *Student Representative Roundtable: Annual Report*

Referring to the presentation slides circulated with the agenda, Mr O'Kane provided the annual year-end report on the work of the *Student Representative Roundtable*. A focus of the Roundtable this past year was the development of a "team charter" to enhance its potential impact. Among the issues the Roundtable contributed to over the course of the year were campus safety, eLearning and the Vice-Provost Students' Strategic Plan. In 2013-14, there will be a continuing focus on deepening the engagement of the Roundtable and defining measureable outputs of its impact. Mr O'Kane encouraged the Board to seek the feedback of the Roundtable on matters of interest to York students.

3. **Academic Resources Committee**

Referring to the report included with the agenda, Mr Schwartz noted the Committee's discussion of enrolment and retention challenges, and the strategies being developed to achieve enrolment targets for FW'13.

3.1 *Appointments, Tenure and Promotion*

The documentation circulated with the agenda was noted. It was duly *agreed*, **that the Board approve the President's April 2013 report on Tenure and Promotion.**

3.2 *Proposals to Establish Departments in the Lassonde School of Engineering*

Mr Schwartz spoke to the documentation included in the agenda. As required, Senate approved the establishment of the new departments in February 2013. Chairs for the Mechanical and Electrical Engineering Departments have been hired; the appointment of the Chemical Engineering Chair will follow later. Joint programming between Lassonde and other Faculties will be developed as the Engineering program evolves. It was duly *agreed*,

That the Board approve the establishment of the Departments of Mechanical Engineering, Civil Engineering and Chemical Engineering in the Lassonde School of Engineering, effective 1 May 2013 or thereafter.

4. **Finance & Audit Committee**

As set out in the report circulated with the agenda, the Committee received a budget update in April. As the four-year (2013-2017) budget is being prepared, management is focusing on the University's fiscal sustainability. The Committee also *received* the 2011-2012 Student Association Financial Statements.

4.1 *2013 Endowment Distribution Rate*

Ms Ibrahim spoke to the documentation included in the agenda. The strong 2012-13 in-year investment performance has enabled the funded position of the endowment fund to reach a ratio of 1.2 of market value to book value. In that context, it was duly agreed,

That the Board approve the 2013 endowment distribution rate as follows:

1. **Suspension of the capital protection for 2012-13.**
2. **Distribution for endowments with funded positions (Market Value to Book Value) as at April 30, 2013 as follows:**
 - a) **Normal 5% for endowments with a funded position of greater than 1.10**
 - b) **4% for endowments with a funded position of 1.08 to 1.10**
 - c) **3% for endowments with a funded position of 1.05 to 1.07**
 - d) **Suspend distribution for endowments with funded positions of 1.05 or less**

5. **Marketing, Communications and Community Affairs Committee**

Referring to the written report distributed with the meeting materials, Mr Lewis noted the Committee's focused discussion of issues related to the key risk area of reputation, including the brand campaign, campus safety and the evolution of the York Circle program.

6. **Other Business**

There was none.

7. ***In Camera Session***

An *in camera* session was held

Consent Agenda Items

All consent items were deemed to be approved.

Julia Foster
Chair

Harriet Lewis
Secretary

EXECUTIVE COMMITTEE

Report to the Board of Governors

at its meeting of 24 June 2013

The Executive Committee met on May 13 and June 6 and plans to meet on June 21, 2013. In addition to items on the agenda, it makes this report to the Board for information.

1. Overview of Planning

At the request of the committee, an additional meeting was held at which the President, the Provost and the Vice President Finance and Administration provided an overview both of the substantial progress in respect to the university's academic and administrative plans and the challenges ahead. This was presented in the context of the budget planning underway and the intention to begin an academic priority setting exercise. It was agreed by all that there are substantial financial challenges to be addressed and the university will have to make strategic and difficult choices going forward in order to sustain academic quality and make progress on the academic plan. It is expected that in addition to the current plans, there will be a capital plan and a financing plan coming forward in the Fall. The committee was grateful for the presentations and the opportunity to engage in a discussion, both of which helped to bring clarity to the plans to address the issues.

2. Senior Executive and Presidential Performance and Compensation

President Shoukri provided the committee with an overview of the progress made by his administration against last year's goals as well as the key goals for this year.

He provided an overview of the performance of his senior executive team and his recommendations for their compensation.

The committee met *in camera* to discuss the report and to determine senior executive and presidential compensation in the context of the provincially mandated composition freezes.

Julia Foster, Chair

Memo

To: Board of Governors

From: Jeff O'Hagan, Vice-President, Advancement

Date: Monday, June 24, 2013

Subject: Fundraising Update

Background on Fundraising at York University

York has a strong history of donor support from our alumni and friends.

For the last decade, the York University Foundation was tasked with raising funds for the University. The York to the Power of 50 Campaign, completed in April 2010, was very successful with \$207 million raised from more than 30,000 donors.

Current Structure - Division of Advancement

Following the successful completion of the Campaign, the operations of the York University Foundation, along with Alumni Relations, Advancement Services, University Events and Ceremonials, and Community Relations, were combined and integrated into one Division reporting directly to the President, in order to more efficiently take advantage of fundraising and engagement opportunities, and increase results.

The Division of Advancement was created in FY 2011/12 and the Vice-President, Advancement was appointed on October 1, 2011. This Division now has the previous five units represented by three new departments – Advancement Services, Alumni Relations, and Development.

A major restructuring exercise was undertaken to integrate these areas and the total number of staff was reduced from over 90 to 72. The annual budget for the Division was also reduced by more than 20%, a savings of approximately \$3 million per year.

Additionally, close relationships and accountabilities have been forged with affiliated Advancement units at Schulich, Osgoode and Glendon, to ensure operational efficiency and effectiveness.



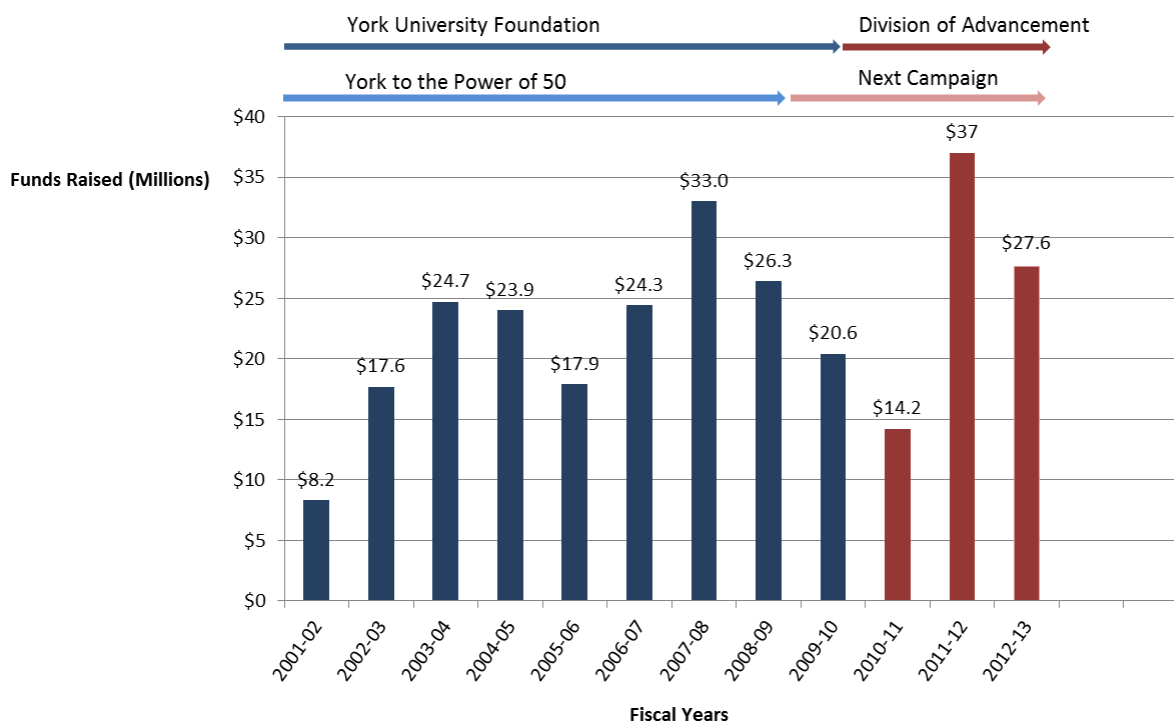
Current Fundraising Progress

We are currently in the planning phase of the next campaign, and have exceeded an interim goal of raising \$75 million for the three-year period ending April 30, 2013. \$78.8 million was raised in this period. See *Figure 1* below for the breakdown of the period, and *Figure 2*, which shows annual fundraising results since 2001-02.

Figure 1: Fundraising Performance to Date (May 1, 2010 to April 30, 2013)

Year	Goal (\$ Millions)	Actual (\$ Millions)
2010-11	\$25	\$14.2
2011-12	\$25	\$37
2012-13	\$25	\$27.6
TOTAL	\$75	\$78.8

Figure 2: Annual Fundraising Results since 2001-02



Fundraising Efficiency

One of the measures of the success of a fundraising operation is its efficiency ratio, which measures the return on investment for a fundraising program. This should not be the exclusive measure of success, but does provide some insight to the effectiveness of the program.

Total direct and indirect fundraising expenses for the two years with the new fundraising model (as calculated for the T3010 Canada Revenue filing), including fundraising costs for Schulich, Glendon and Osgoode, are shown in *Figure 3* below.

Figure 3: Fundraising Costs vs. Raised Funds for the Division of Advancement

Year	2011-12	2012-13
Funds Raised (Millions)	\$36.4	\$27.5
Fundraising Costs (Millions)	\$4.8	\$4.6
Cost Per Dollar Raised	\$0.13	\$0.17

This cost ratio will be calculated annually, and a 3 year rolling average will be used. We intend to set targets for this ratio that will allow us to build and grow our fundraising revenues, while remaining efficient and competitive in relation to other fundraising organizations.

Regular Reporting

Information regarding fundraising results and cost of fundraising will be presented semi-annually to the Board.

Board of Governors

FINANCE AND AUDIT COMMITTEE

Report to the Board of Governors

at its meeting of 24 June 2013

The Finance and Audit Committee met on 27 May 2013 and in addition to the items on the agenda for approval, submits the following report to the Board of Governors for information.

1. Enterprise Risk Monitoring Report

It was reported to the Board in February that the enterprise risk management exercise to map out the risk drivers, risk indicators and the threshold for risk tolerance had commenced, starting with the three risk categories of financial sustainability, reputation and student/alumni satisfaction. The exercise continues to evolve, and the Finance & Audit Committee received and discussed a progress report on the exercise. Summaries of three additional enterprise-risks were presented – campus safety, competitor and government policy – as well as updates on the three earlier risks. The committee shared its advice to enhance the ongoing development of risk mitigation strategies. The remaining six enterprise risks will be reported in Fall 2013.

2. Fraud Risk Assessment

In February the Board was advised that the Departments of Finance and Internal Audit are developing a comprehensive fraud risk assessment framework to mitigate incidents of fraud at the University, and that the Committee had received a draft framework. An update on the exercise was received at its May meeting, which reported on the proactive measures being applied to ten of the fifteen high-risk activities identified in the fraud risk assessment framework. The Office of Internal Audit is monitoring the effectiveness of the risk mitigation strategies. Management was commended for the highly detailed work and progress to date.

3. Report of the Internal Auditor

The Committee received an Internal Audit Status report covering the period 1 April 2013 to 30 April 2013. The department undertook 9 audit engagements, of which three have been completed. One audit completed was found to be *adequate*, with the other two categorized as *generally adequate*. Actions are being taken in response to the latter audits. During this period the Internal Audit division also continued with the development and implementation of the Enterprise Risk Management Initiative, and contributed to the preparation of a Fraud Risk Assessment framework for the University.

Ozench Ibrahim, Chair

Memo

To: Board of Governors

From: Ozench Ibrahim, Chair, Board Finance and Audit Committee

Date: June 3, 2013

Subject: **Four-Year Operating Budget Plan 2013-2014 to 2016-2017**



Recommendation

The Board Finance and Audit Committee recommends that the Board of Governors accept the proposed Four-Year Operating Budget Plan for 2013-2014 to 2016-2017.

Background and Rationale

The purpose of this memorandum is to outline and request approval for the updated Budget Plan 2013-2014 to 2016-2017, consistent with the University's multi-year rolling budget plan framework. The University's multi-year budget time frame has been prepared on a four-year planning horizon. This Plan will establish the basis for detailed budget planning for the upcoming 2013-2014 fiscal year, as well as set a longer-term financial context for planning to the end of the planning period.

The following summary provides the overall Budget Plan results. Additional background information concerning the proposed Plan will be presented at the Board meeting.

The key financial results associated with this updated Budget Plan include:

- a budget cut of 3.5% for each of 2013-2014, 2014-2015 and 2015-2016, and a 2% budget cut for 2016-2017.
- A small cumulative surplus position at the end of the four-year budget planning period of \$0.6 million dollars.

The major changes introduced in this updated Plan are as follows:

- A planning assumption for the impact of a revised enrolment plan that will be associated with lower domestic undergraduate enrolment for the period 2013-2014 to 2016-2017. Details provided later in document.
- Additional international undergraduate growth of 100 FTEs starting in 2013-2014 over the 2012 Plan.
- An adjustment downward of the planning assumption for domestic fee revenue increases in 2013-2014, 2014-2015 and 2015-2016 based on the Government's recently announced tuition fee framework.
- Tuition fee increases for domestic students for 2013-2014 to 2016-2017 in compliance with the Government's tuition fee framework.
- Tuition fee increases for international students including additional fees to offset the impact of the Government Tax on international students.
- Government Grant reduction for "Policy Levers" of \$2.8 M in 2013-2014 increasing to \$5.5M in 2014-2015.
- Grant reductions to recover the Government Tax on international students.
- Reduction in interest income based on forecasted lower cash balances.
- Elimination of the previously assumed growth related to academic investments associated with the revised domestic enrolment plan.
- A budget adjustment arising from the establishment of separate budgets for the Faculties of Science and Engineering.
- A reduction in the assumption for projected compensation starting in 2014-2015.
- An increase in employee benefit costs based on claims experience.
- A further investment in an institutional branding and marketing program to differentiate the University from its competition and address reputational concerns.
- A one-time only restructuring fund to assist units making structural changes to achieve longer-term financial sustainability.
- Recognition of lower energy costs realized through cost savings and energy efficiency measures.
- A series of targeted administrative institutional expense reductions of \$16.5M per year.

These elements of the updated Budget Plan have previously been presented to, and discussed by, the Finance and Audit Committee over the past several meetings.

OPERATING BUDGET PLAN SUMMARY 2013-14 to 2016-17 (in \$millions)				
	2013-14	2014-15	2015-16	2016-17
<u>Revenue</u>				
Total Operating Revenue per June 2012 Plan	766.69	782.09	801.19	801.19
Planning Changes (May 2013)				
Enrolment Growth				
<u>Domestic</u>				
Grant Funding - (revised enrolment plan)	(2.50)	(3.50)	(3.00)	(2.00)
Tuition Funding - (revised enrollment plan)	(2.50)	(3.50)	(3.00)	(2.00)
<u>International</u>				
June 2012 Plan growth - (+250 FTEs in 2013/14 onwards)	In Plan	In Plan	In Plan	4.00
Additional growth - (+100 FTEs in 2013/14 onwards)	1.50	1.50	1.50	1.50
Fee Increases				
Domestic- UG	(3.70)	(7.70)	(11.70)	(3.70)
International - Regular fee Increase	In Plan	In Plan	In Plan	2.50
- Municipal and Head Tax recovery increase	1.16	2.08	3.00	3.92
	(6.04)	(11.12)	(13.20)	4.22
Government Grant Adjustments				
Policy Levers	(2.80)	(5.50)	(5.50)	(5.50)
International Enrolment Tax	(1.16)	(2.08)	(3.00)	(3.92)
	(3.96)	(7.58)	(8.50)	(9.42)
Other				
Interest Income	(1.00)	(2.00)	(3.00)	(3.00)
Total Revenue Decreases	(11.00)	(20.70)	(24.70)	(8.20)
Operating Revenue - June 2013 Plan	755.69	761.39	776.49	792.99
<u>Expenses</u>				
Total Operating Expenses per May 2013 Plan	774.49	788.24	793.89	793.89
Planning changes (May 2013)				
<u>Academic Investments</u>				
VPA/P - domestic growth impact (60% share)	(3.00)	(4.20)	(3.60)	(2.40)
VPA/P - International Fee/growth increase (72% share)	1.08	1.08	1.08	5.76
Tuition-set-aside - Student support	In Plan	In Plan	In Plan	0.80
Faculty of Science/Engineering- Rebase	2.50	2.50	2.50	2.50
Research Release - additional cost (if implemented)	-	-	-	-
	0.58	(0.62)	(0.02)	6.66
<u>Compensation/Benefit</u>				
Compensation	In plan	(2.00)	(5.00)	10.00
Employee Benefit Cost Inflation	3.00	2.00	-	-
	3.00	-	(5.00)	10.00
<u>Strategic Investments</u>				
Marketing Campaign	-	0.50	0.50	0.50
Restructuring Fund	3.00	-	-	-
Copyright Access Office	0.35	0.35	0.35	0.35
Energy mgt prgm/reduced cost	(1.80)	(1.80)	(1.80)	(1.80)
	1.55	(0.95)	(0.95)	(0.95)
<u>Targetted Administrative Institutional Expense Reductions and Budget Cuts</u>				
Defer Other Post Emplmt Benefit Provision (4 years)	7.00	7.00	7.00	7.00
Defer Sinking Fund Contributions (4 years)	6.00	6.00	6.00	6.00
Reduce Building Maintenance Funding (4 years)	2.00	2.00	2.00	2.00
Reduce Energy Management Program Funding	1.00	1.00	1.00	1.00
Reduce Insurance Funding	0.50	0.50	0.50	0.50
2013-14 no change	-	-	-	-
2014-15 no change	-	-	-	-
2015-16 no change	-	-	-	-
2016-17 2%	-	-	-	8.40
Total Targetted Expense Reductions and Budget Cuts	16.50	16.50	16.50	24.90
Total Expenses Net of Budget Measures	(11.37)	(18.07)	(22.47)	(9.19)
Operating Expenses - May 2013 Plan	763.12	770.17	771.42	784.70
Annual Surplus (Deficit)	(7.43)	(8.78)	5.07	8.29
Carryforward Balances from Prior Year-End	3.44	(3.99)	(12.77)	(7.70)
	(3.99)	(12.77)	(7.70)	0.59
Budget Cuts as per Revised Plan	3.50%	3.50%	3.50%	2.00%

Budget Plan 2013-2014 to 2016-2017

1. Introduction

As we close out the 2012-2013 fiscal year, this report is intended to provide a brief update on budget planning and outline the proposed Budget Plan for 2013-2014 to 2016-2017.

In past years, the approval of the upcoming fiscal year's budget has been embedded in the approval of the overall multi-year rolling budget plan. These multi-year budget plans have typically been approved within the April through May timeframe, depending on the timing and resolution of key planning issues, including tuition fee decisions and Government operating grant announcements.

Approval of the proposed Budget Plan is required at this time in order to finalize the basis for detailed budget planning across the University for the upcoming fiscal year.

Development of these detailed operating budget plans should be completed by the end of May in order to provide for effective budget management.

2. Currently Approved Budget Plan (June 2012)

The current multi-year budget plan was approved in June 2012 and covered the period to fiscal 2015-2016. The results associated with this plan are summarized in the following table. This plan incorporated budget cuts of 3.25% for the 2012-2013 fiscal year, and cuts of 3.5% for the remaining three years. The Budget Plan reflected lower domestic undergraduate enrolment growth, inflationary increases to compensation costs, and some modest strategic academic and other investments including higher funding for marketing and branding.

The June 2012 Budget Plan Summary is shown in the following table:

<u>Approved June 2012</u>	(\$ millions)			
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Revenue	752.52	766.69	782.09	801.19
Expenses	<u>749.26</u>	<u>774.49</u>	<u>788.24</u>	<u>793.89</u>
Annual Surplus/(Deficit)	3.26	(7.80)	(6.15)	7.30
Carryforward	<u>0.18</u>	<u>3.44</u>	<u>(4.36)</u>	<u>(10.51)</u>
Cumulative Surplus/(Deficit)	<u>3.44</u>	<u>(4.36)</u>	<u>(10.51)</u>	<u>(3.21)</u>

Projected 2012-2013 Surplus/Deficit

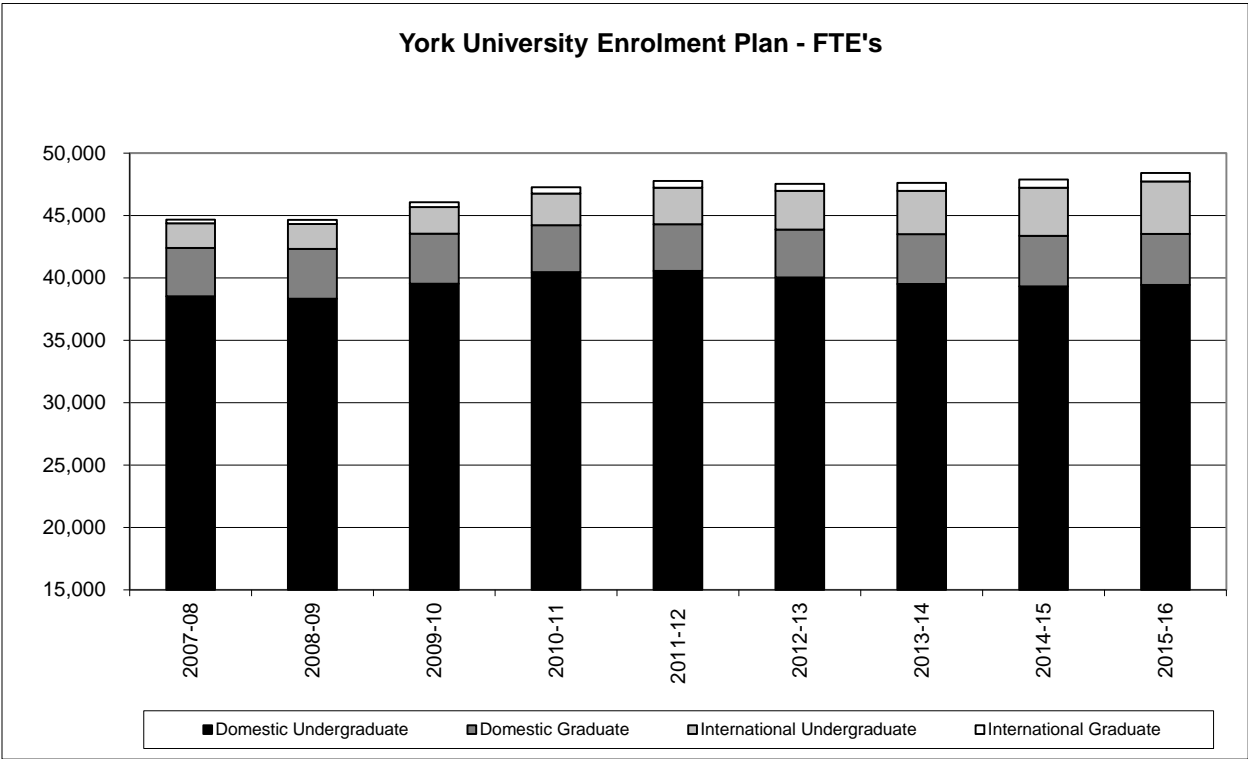
The University is in the process of finalizing the fiscal 2012-2013 financial results. The major planning assumptions were realized with no significant variances from plan. The projected 2012-2013 year-end results are expected to be on target.

3. Enrolment Growth

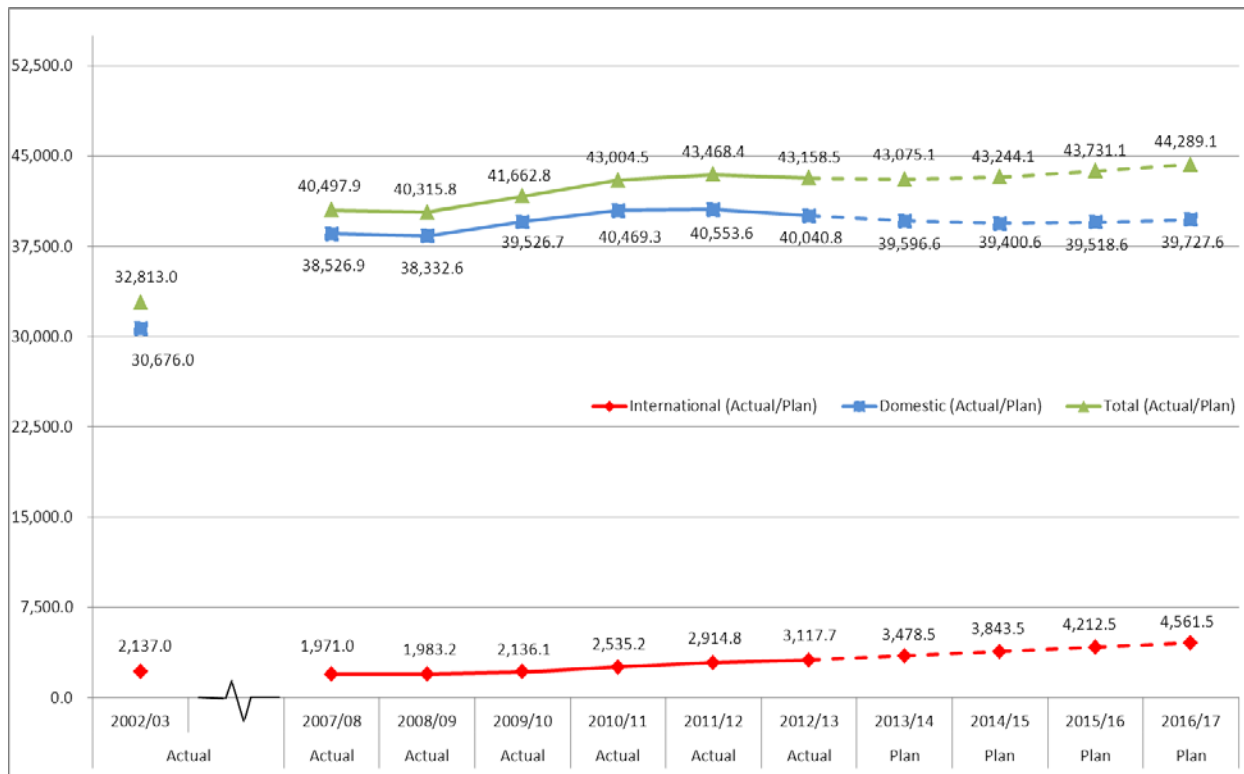
A key planning assumption which drives revenue and cost changes is the enrolment plan. The overall enrolment plan is provided in the chart below, with individual breakdowns for undergraduate and graduate enrolments shown in the charts that follow. The undergraduate enrolment chart shows that the actual 2012-2013 undergraduate enrolment results were on target. With lower than anticipated undergraduate applications for the Fall, the University has revised its 2013 enrolment plan to reflect

the projected decline in domestic enrolment. The University Budget Plan has been adjusted to reflect the lower than anticipated tuition and grant revenues associated with the revised plan. The Faculties have, however, been given slightly higher stretch enrolment targets for this planning cycle. The details are provided later in this memo.

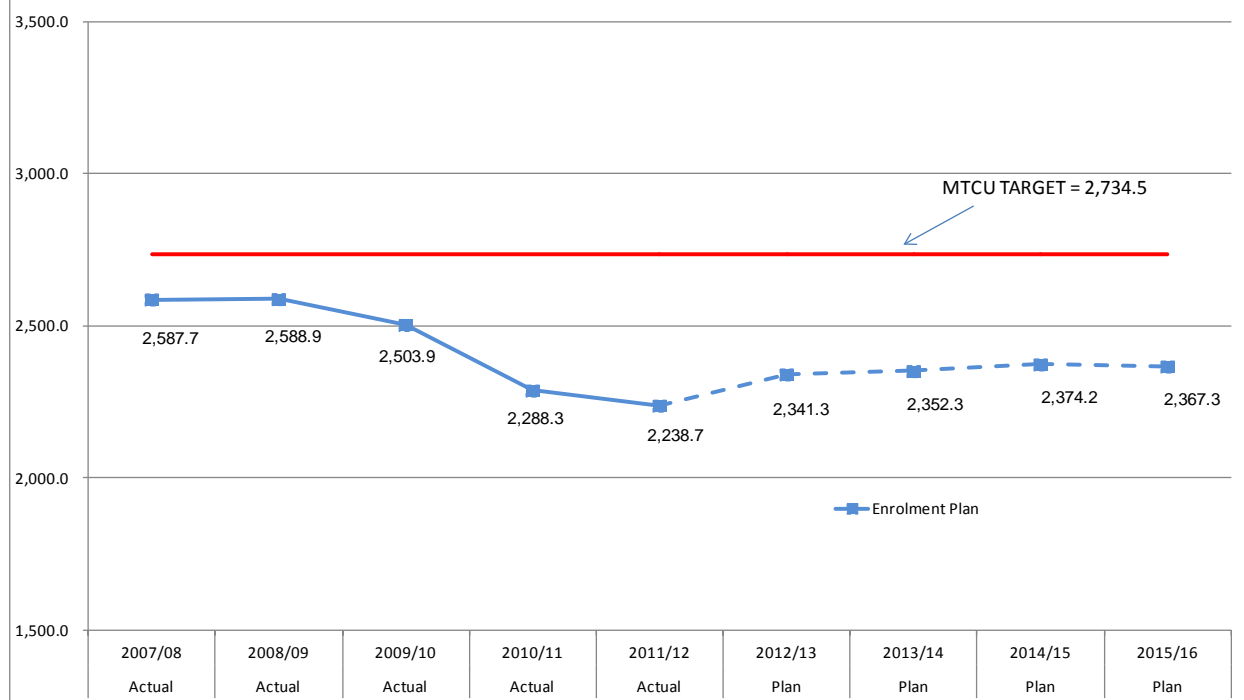
The University’s graduate enrolment plan set targets with the goal to return its enrolment level reached in 2008-2009. In the last four years, graduate doctoral and Masters level enrolment has experienced a decline.

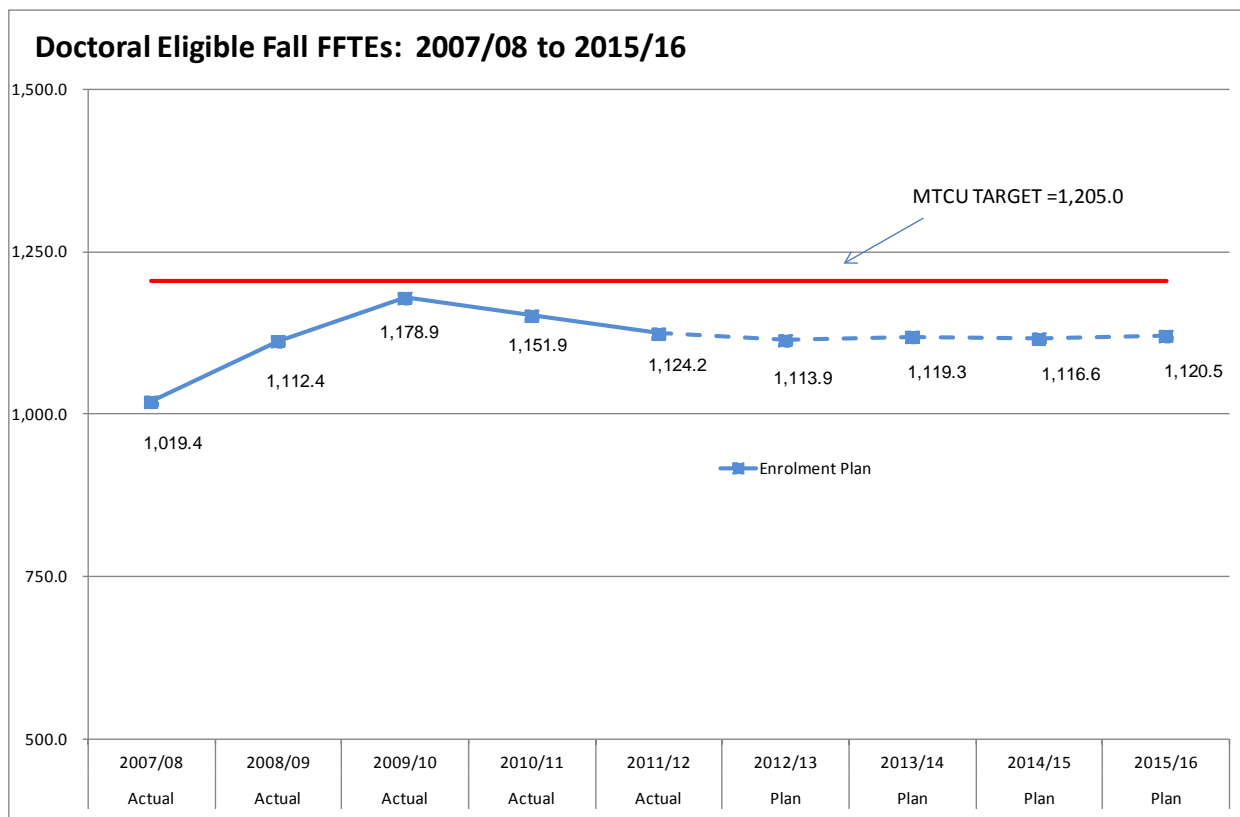


Undergraduate Enrolment Plan – Eligible + International FFTEs 2007-2017 (excludes Engineering FFTEs 2012/2013 forward)



Masters Eligible Fall FFTEs: 2007/08 to 2015/16





4. Planning Changes - Revenue

Domestic Undergraduate

As a result of the flat enrolments in 2012-2013 and the reduced number of applications received for 2013-2014, the University has approved a change to its 2012 enrolment plan. The new plan will lower the planned domestic enrolment for 2013-2014 by 500 FTEs which will grow to 700 fewer FTEs in 2014-2015, recovering to 600 fewer FTEs in 2015-2016 and 400 fewer FTEs in 2016-2017. The 2012 enrolment plan for international undergraduates was adjusted for an additional 100 FTEs in 2013-2014 and staying at that level for the remaining period of the Budget Plan.

The estimated decrease in tuition revenue associated with these reduced domestic enrolments is \$2.5 million in 2013-2014, \$3.5 million in 2014-2015, \$3.0 million in 2015-2016 and \$2.0 million in 2016-2017.

The estimated decreased accessibility grant from the Government associated with reduced domestic enrolments is \$2.5 million in 2013-2014, \$3.5 million in 2014-2015, \$3 million in 2015-2016, and \$2.0 million in 2016-2017.

International Undergraduate

In recent years, the University has been experiencing significant growth in its undergraduate international enrolment. The University Academic Plan identified as a strategic priority its plan to grow international undergraduate enrolments to 10% of the domestic undergraduate enrolments by 2017. The University continues to experience strong demand for its international undergraduate enrolments and the 2012 Plan has been further revised to reflect an additional intake of 100 students starting in 2013-2014. The impact of this enrolment change increases tuition revenue by \$1.5 million in each year of this planning cycle.

Domestic and International Fee Increases

In early April, the Government announced a new four-year tuition framework. The new framework reduces the rate of increase on tuition fees from the previous framework which has been in place since 2006.

The University's previous budget plan had incorporated an extension of the current framework. This budget plan update, now adjusts the plan to reflect the new framework. The new framework provides fee increases as follows:

- The tuition fees for all students in Arts and Science, and selected other undergraduate programs, may increase by 3% in 2013-2014 and in each year thereafter to 2016-17.
- Tuition fees for students in graduate programs and high cost professional programs may be increased as follows:
 - 5% for students entering their program in 2013-2014 and in each year thereafter to 2016-2017
 - 4% for students currently enrolled in their program and in each year thereafter to 2016-2017
- The overall average rate of tuition fee increase across all government funded programs (i.e. for domestic students) at an institution will be capped at 3.0% per year based on a prescribed methodology.

The impact of this change in fee assumption reduces the expected tuition revenue increases by \$3.7 million in 2013-2014, \$7.7 million in 2014-2015, and \$11.7 million in 2015-2016. The base reduction of \$11.7 million is then offset by the estimated fees in 2016-2017 of \$8 million to be added to the plan for a net impact of a \$3.7 million reduction in 2016-2017.

International Fee Increases

In the March 2012 Provincial Budget, the Government announced its plan to reduce the University's operating grants commencing in 2013-2014 in the amount of \$750 for each new international student (doctoral students exempted).

It further announced its intention to reduce the University's annual grant in lieu of Municipal Taxes in the amount of \$75 for all new and continuing international students (graduate students exempted) effective 2013-2014. This reduction in grant equates to an "international tax" of \$825 for each new international student and \$75 for each continuing international student.

The University has requested approval to increase the tuition fees for international students in line with domestic student fee increases as well as the addition of the new international tax as applicable for these students, to offset the reduction in the annual operating grants.

Tuition revenue is expected to increase by \$1.16 million in 2013-2014, \$2.08 million in 2014-2015, \$3.0 million in 2015-2016 and \$3.92 million in 2016-2017 with the new international tax; plus, an additional \$4.0 million resulting from the fee increases in 2016-2017 to be added to the Budget Plan.

Government Grant Adjustments

In the March 2012 Provincial Budget, the Government announced its intention to implement "Policy Levers" across the University Sector of \$28 million in 2013-2014 rising to \$55 million in 2014-2015. No details were made available at the time of the budget announcement. The Government has now outlined its plan to reduce University grants by these amounts over the next two years. York's share of these grant reductions is \$2.8 million in 2013-2014 and \$5.5 million in 2014-2015. The Budget Plan reflects these two adjustments.

In addition, the Government announced its intention to reduce University operating grants in the amount of \$825 for all new, non-graduate international students and \$75 for all currently registered, non-doctoral, international students. The reduction in grant funding is estimated at \$1.16 million in 2013-2014, \$2.08 million in 2014-2015, \$3.0 million in 2015-2016 and \$3.92 million in 2016-2017. These grant reductions will be offset by increasing international student fees equivalent to these amounts.

Other

The University's forecasted cash balances are expected to decline over the budget planning period. Short-term interest yields are also declining particularly in the laddered fixed income fund as maturities occur and new investments are acquired. It is estimated based on these two factors that short-term investment income will decline by \$1.0 million in 2013-2014, increasing to \$2.0 million in 2014-2015, and \$3.0 million in 2015-2016 and 2016-2017.

5. Planning Changes - Expenses

As a result of the lower revenues available from the undergraduate domestic enrolment plan and grant reductions, a significant reframing of the budget was required to avoid exacerbating the already significant budget cuts that are planned.

Academic Investments

A reduced allocation of \$3.0 million in 2013-2014, \$4.2 million in 2014-2015, \$3.6 million in 2015-2016, and \$2.4 million in 2016-2017 for teaching costs is expected as a result of the elimination of domestic undergraduate enrolments, offset by increased allocations for increased revenues for international students in the amounts of \$1.08 million in each of 2013-2014, 2014-2015, and 2015-2016 rising to \$5.76 million in 2016-2017.

An investment of \$2.5 million is required to rebase the Faculty of Science and the new Lassonde School of Engineering to mitigate the impact of programs that provided cross subsidization in the previously combined Faculty.

Compensation/Benefits

Collective Agreements for most employee groups are settled to 2014 with the exception of YUFA and OHFA which will expire in 2015.

The prior budget plan reflected a relatively modest increase for the employee groups. The updated plan reflects a reduction to the previous compensation assumption. This reduction in compensation adjustment results in a reduction of \$2.0M in 2014-2015, \$5.0 million in 2015-2016, and an estimated cost in 2016-2017 of \$10 million.

The actuarial valuation for the University Pension Plan at December 2011 reported a going concern deficiency of \$283 million and a solvency deficiency of \$387 million. The most recent actuarial valuation of the University Pension Plan at December 2012 is estimating a going concern deficiency of \$219.5 million and a solvency deficiency of \$354 million. The University, by regulation, is required to file at least once every three years. The University will file its next valuation in 2014 for the calendar year ended 2013.

In February 2011, the Provincial Government released details on Temporary Solvency Funding Relief for certain pension plans in the Broader Public Sector. The University filed an application and has been granted funding relief measures for Stage I of the measures. The University is able to defer solvency payments for three years and potentially amortize the deficit over a ten-year period following

the deferral period, subject to the University meeting the requirements of Stage II.

Previous budget plans incorporated the estimated increased employer contributions totaling \$33 million into the Plan. The updated Plan is not reflecting any additional pension contributions at this time.

The University has been experiencing increasing costs related to its health and dental plans. Additional budget allocations of \$3 million in 2013-2014, and \$2 million in 2014-2015 are incorporated in this updated Plan.

Strategic Investments

The University will make strategic investments and will also realize the benefits of some past strategic investments.

To continue with the branding exercise launched last year, the University will make additional allocations of \$0.5 million in each of 2014-2015, 2015-2016 and 2016-2017.

Through the Provost's Office, a \$3.0 million fund will be made available in 2013-2014 to fund academic restructuring initiatives to assist Faculties in achieving balanced budgets.

The University initiated an energy performance management project a number of years ago, in order to achieve energy savings. These investments, as well as lower gas prices have resulted in lower energy costs. A total of \$1.8 million per year for each of the four years in the planning cycle will be recovered to the budget.

As a result of recent changes in copyright access legislation, the University has created a new unit to monitor the University's compliance with copyright legislation and will require an investment of \$350K per year in each of the four years in the planning cycle.

Budget Measures

In order for the University to manage the financial pressures identified in this budget plan within the available revenues, the University administration determined that it would require a significant and fundamental reframing of the budget.

The University administration identified the need to implement a significant "expense prioritization" exercise against Administrative/Institutional budget lines in order to reduce expenditure levels over the Budget Plan period in order to help achieve a balanced budget, without resorting to further across-the-board cuts.

This "prioritization" reduces/defers \$16.5 million of current operating budget provisions in a number of "targeted" areas for a set period of time. These areas include:

• Provision of Other Post-Employment Benefits	\$7.0 million
• Debt Retirement Sinking Fund Contributions	\$6.0 million
• Building Maintenance Funding	\$2.0 million
• Energy Management Program Funding	\$1.0 million
• Provision for Insurance Costs	<u>\$0.5 million</u>
	\$16.5 million

The decision to suspend/defer these costs for the updated Plan will have long-term financial/resource implications and these should be recognized as short-term measures.

To ensure that the University takes the necessary measures to be able to reinstate these critical funding allocations, it will be necessary for the following considerations to be included in the Budget Plan.

- Commitment to starting initiatives to facilitate significant restructuring and management of costs – **2013**
- Commitment to Academic/Administrative prioritization process – **2013-2014**
- Commitment and strict discipline to address Faculty structural deficits (**3 to 5 years**)
- Developing plan for transition to New Budget Model – **2013-2014**
- Significant curtailment/restrictions of major capital projects, except those with funding “in hand” – **immediate**
- Need to re-frame how the University’s upcoming strategic plan for fundraising is developed, and focused – **immediate**
- Key considerations to ensure maximum impact from fundraising:
 - Balance capital and operating budget
 - Increase focus on expendable versus endowed
 - Focus on funds to offset current/planned spending versus incremental spending

By adopting these measures in the short-term the previously planned level of budget cuts for 2013-2014, 2014-2015 and 2015-2016 will remain at 3.5% with a planned cut of 2% in 2016-2017. It must be noted that to remain at the current level of planned cuts, the University must achieve collective bargaining settlements at the lower level of compensation adjustments reflected in the updated Plan, enrolment targets based on the revised enrolment plan must be achieved and Faculty structural deficits must be addressed. In addition, all the considerations outlined previously must be adhered to.

Impact of Budget Cuts

The ability of Faculties and departments to effectively absorb across-the-board budget cuts is becoming increasingly challenging. The Vice-President Academic and Provost has shared with the Finance and Audit Committee the significant difficulties that Faculties are facing to balance their budgets. The Vice-Presidents of Finance and Administration and other divisions face similar challenges with decreasing levels of budget flexibility to effectively provide an acceptable level of support to faculty, staff and students.

Memo

To: Board of Governors

From: Ozench Ibrahim, Chair, Finance and Audit Committee

Date: June 24, 2012

Subject: **Annual Audited Financial Statements, April 30, 2013**

Recommendation

The Finance and Audit Committee recommends that the Board of Governors approve the Financial Statements for the year ended April 30, 2013.



FINANCIAL STATEMENTS

APRIL 30, 2013

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STATEMENT OF ADMINISTRATIVE RESPONSIBILITY

The administration of the University is responsible for the preparation of the financial statements, the notes thereto and all other financial information contained in this annual report.

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations. The administration believes the financial statements present fairly, in all material respects, the University's financial position as at April 30, 2013 and 2012 and May 1, 2011 and the results of its operations and its cash flows for the years ended April 30, 2013 and 2012. In order to achieve the objective of fair presentation in all material respects, the use of reasonable estimates and judgments was employed. Additionally, the administration has ensured that all financial information presented in this report has been prepared in a manner consistent with that in the financial statements.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, the administration has developed and maintains a system of internal control designed to provide reasonable assurance that University assets are safeguarded from loss and that the accounting records are a reliable basis for the preparation of financial statements.

The University has retained Mercer (Canada) Limited in order to provide an estimate of the University's liability for pensions and other post-employment benefits. The administration has provided the valuation actuary with the information necessary for the completion of the University's report and retains ultimate responsibility for the determination and estimation of the reported pension and other benefit liabilities.

The Board of Governors carries out its responsibility for review of the financial statements and this annual report principally through its Finance and Audit Committee ("Committee"). The majority of the members of the Committee are not officers or employees of the University. The Committee meets regularly with the administration, as well as the internal auditors and the external auditors, to discuss the results of audit examinations and financial reporting matters, and to satisfy itself that each party is properly discharging its responsibilities. The auditors have full access to the Committee with and without the presence of the administration.

Ernst & Young LLP, Chartered Accountants, the auditors appointed by the Board of Governors, have reported on the financial statements for the years ended April 30, 2013 and 2012. The independent auditors' report outlines the scope of their audit and their opinion on the presentation of the information included in the financial statements.



Gary Brewer
Vice-President, Finance and Administration



Mamdouh Shoukri
President and Vice-Chancellor

INTRODUCTION TO YORK UNIVERSITY FINANCIAL STATEMENTS – 2012-2013

In 2012-2013, the University continued to manage its finances in a very challenging fiscal environment. The current year was characterized by continued strong international undergraduate enrolment growth and strong capital market performance. Quality undergraduate and domestic graduate enrolment growth continued to be key priorities for the University as part of an overall focus on achieving the objectives of the University Academic Plan. Increased tuition fees and higher international enrolments provided some additional operating income. However, cost pressures largely associated with salary and benefits continued to grow.

Grants and contract funding decreased from \$392 million in 2012 to \$387 million in 2013. The decrease is attributable to lower government funding for student-related grants cancelled in the Provincial Budget in 2012.

The Statements of Operations and Changes in Deficit reports total tuition fee revenue increasing from \$434 million in 2012 to \$453 million in 2013. The majority of this growth is associated with increases in approved tuition fee rates and increasing international undergraduate enrolments.

Salaries and benefits increased from \$652 million in 2012 to \$691 million in 2013. Salary levels were generally 2% higher than in the previous year and reflected the annual increase associated with the collective agreements that covered the majority of the University's personnel. Continued cost pressures related to current and post-employment pension and benefit costs also contributed to the higher costs.

Scholarships and bursaries decreased from \$61 million in 2012 to \$60 million in 2013. The decrease resulted from lower graduate scholarships and bursaries for undergraduate students, due to the cancellation of government grants associated with Ontario Work Study, Aim for the Top, and International Marketing and Recruitment.

Interest on long-term debt remained constant at \$19 million in 2012 and 2013. This level reflects the full cost of servicing the debentures issued in 2002 and 2004, as well as a small amount of other debt.

As summarized on the Balance Sheets, the University's unrestricted deficit has decreased from \$45 million in 2012 to \$39 million in 2013. The decrease in the deficit is the result of a small budgeted operating surplus as well as a budgeted surplus in ancillary operations.

As a result of the adoption of the new accounting standards for not-for-profit organizations, the University elected to report land at fair market value. This change resulted in an increase of the investment in capital assets by \$586 million from \$729 million to \$1,315 million for May 1, 2011 and the restatement of \$774 million to \$1,360 million in 2012. The University's investment in capital assets decreased from \$1,360 million in 2012 to \$1,353 million in 2013. This change is the result of new capital construction related to the Pan Am Stadium and its related enabling works less the annual amortization charges.

Investments at April 30, 2013 totalled \$642 million, as compared to \$591 million at April 30, 2012. Investments consisted of \$373 million in endowments (\$333 million last year) and \$269 million in other investments (\$258 million last year). The change in investments over the course of the year is the result of strong capital market returns on the endowments for the current year.

York recognizes the liabilities for future retiree benefits for both active employees and current retirees associated with post-employment benefits. As a result of the adoption of the new accounting standards for not-for-profit organizations, the University elected to adopt the immediate recognition approach for the valuation of its pension and benefit plan obligations. This change resulted in an increase to the liability to \$300 million, from the previously reported May 1, 2011 amount of \$66 million. As a result of poor capital market performance during the 2011/12 fiscal year, the May 1, 2011 amount of \$300 million increased to \$372 million by April 2012. For April 2013, the total liability reported was reduced to \$308 million. The reduction reflects a combination of strong capital market performance for the pension obligations compared to the actuarial assumptions offset by a reduction in the long term interest rate on the other post-employment benefit valuation.

Heading into fiscal 2014, the University will continue to manage its finances responsibly. The challenges for the next year are as follows:

- the achievement of enrolment growth for domestic and international;
- the achievement of planned budget cuts across the institution;
- the increasing pressures on salary and benefit costs;
- the pension fund performance and related solvency deficit payments; and
- the implications of potential changes in government grant funding allocations.

These challenges are expected to impact through fiscal year 2013-2014 and beyond.

A handwritten signature in black ink, reading "Gary Brewer". The signature is fluid and cursive, with the first name "Gary" and last name "Brewer" clearly distinguishable.

Gary Brewer
Vice-President, Finance and Administration

SUMMARY OF REVENUE AND EXPENSES

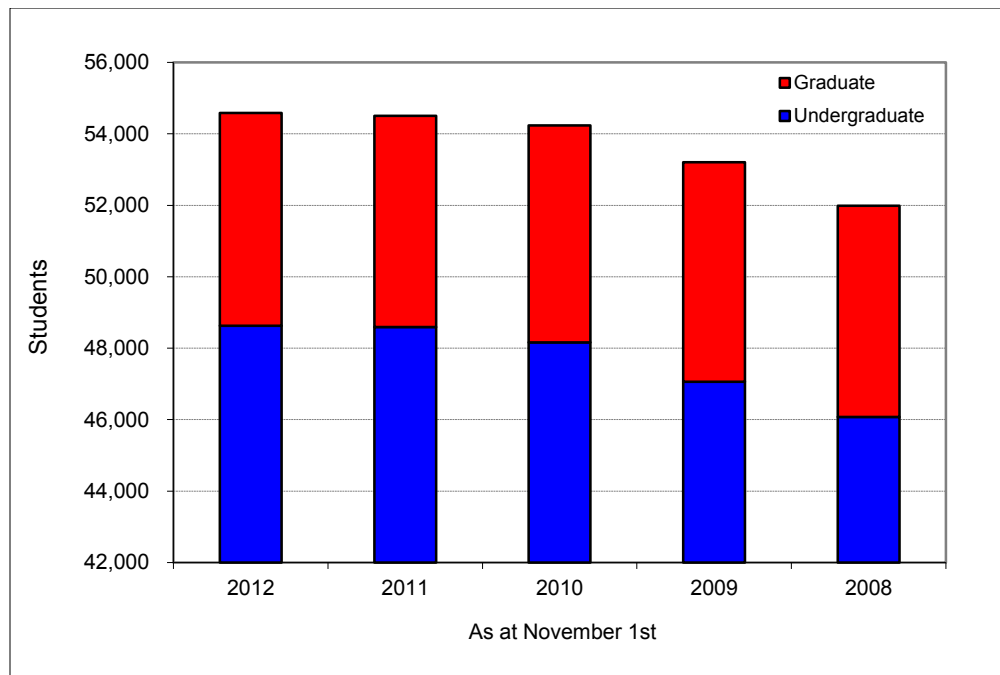
Total Revenue and Expenses (Millions of dollars)

Year Ended April 30	2013	2012	2011	2010	2009
	\$	\$	\$	\$	\$
<u>REVENUE</u>					
Student fees	453.2	433.6	404.4	370.0	339.0
Grants and contracts	387.4	392.0	384.9	375.7	386.4
Sales and services	62.8	62.8	63.8	68.0	64.9
Fees and other recoveries	28.2	27.6	26.0	27.4	25.2
Investment income	23.8	19.0	18.9	21.3	10.5
Amortization of deferred capital contributions	14.6	12.0	11.7	12.8	11.7
Donations	9.1	6.9	7.1	6.8	5.3
Other	4.0	2.9	6.2	8.4	3.7
	983.1	956.8	923.0	890.4	846.7
<u>EXPENSES</u>					
Salaries and benefits	691.2	651.5	631.5	623.8	562.5
Operating costs	123.7	125.6	114.5	110.8	124.7
Scholarships and bursaries	59.6	61.3	58.1	58.9	54.6
Amortization of capital assets	44.4	41.3	40.0	41.2	44.7
Taxes and utilities	29.2	29.1	28.8	32.6	33.3
Interest on long-term debt	19.2	19.4	19.6	21.1	22.8
Cost of sales and services	16.8	16.8	18.4	23.4	21.4
Expenses before the following	984.1	945.0	910.9	911.8	864.0
Post-employment benefit expense - remeasurement	(59.9)	72.6	(35.4)	(13.9)	198.3
	924.2	1,017.6	875.5	897.9	1,062.3

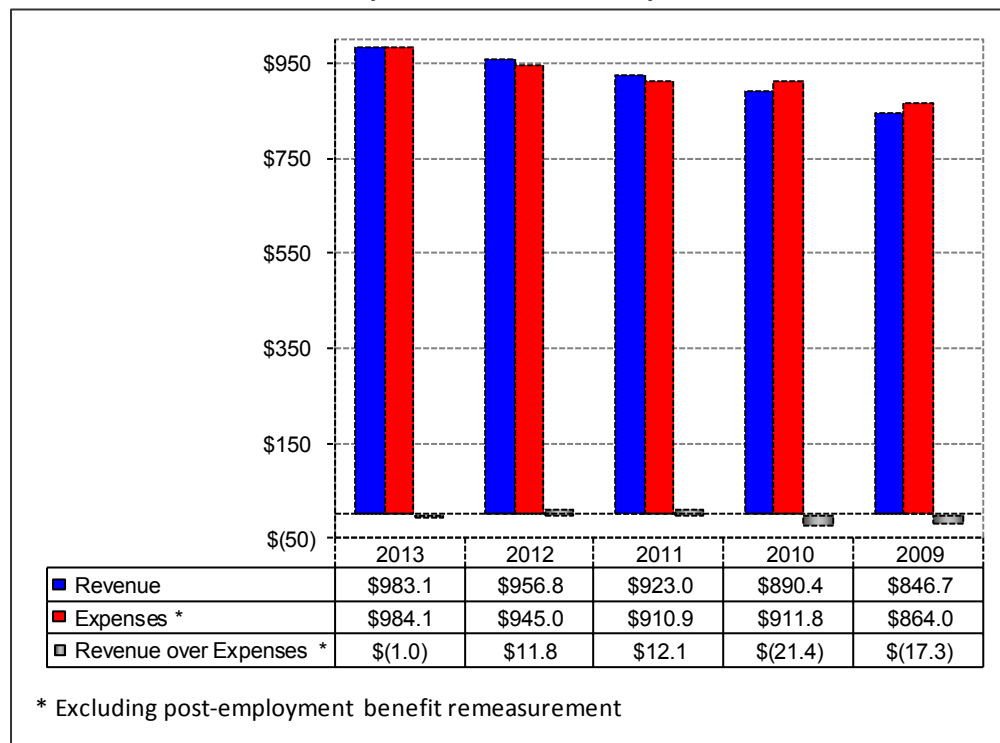
% of Total Revenue and Expenses

Year Ended April 30	2013	2012	2011	2010	2009
	%	%	%	%	%
<u>REVENUE</u>					
Student fees	46.1	45.3	43.8	41.6	40.0
Grants and contracts	39.4	41.0	41.7	42.2	45.6
Sales and services	6.4	6.6	6.9	7.6	7.7
Fees and other recoveries	2.9	2.9	2.8	3.1	3.0
Investment income	2.4	2.0	2.0	2.4	1.3
Amortization of deferred capital contributions	1.5	1.3	1.3	1.4	1.4
Donations	0.9	0.7	0.8	0.8	0.6
Other	0.4	0.2	0.7	0.9	0.4
	100.0	100.0	100.0	100.0	100.0
<u>EXPENSES</u>					
Salaries and benefits	74.8	64.0	72.1	69.5	53.0
Operating costs	13.4	12.3	13.1	12.3	11.7
Scholarships and bursaries	6.4	6.0	6.6	6.6	5.1
Amortization of capital assets	4.8	4.1	4.6	4.6	4.2
Taxes and utilities	3.2	2.9	3.3	3.6	3.1
Interest on long-term debt	2.1	1.9	2.2	2.3	2.1
Cost of sales and services	1.8	1.7	2.1	2.6	2.0
Post-employment benefit expense - remeasurement	(6.5)	7.1	(4.0)	(1.5)	18.8
	100.0	100.0	100.0	100.0	100.0

ENROLMENT GROWTH 2008 – 2012

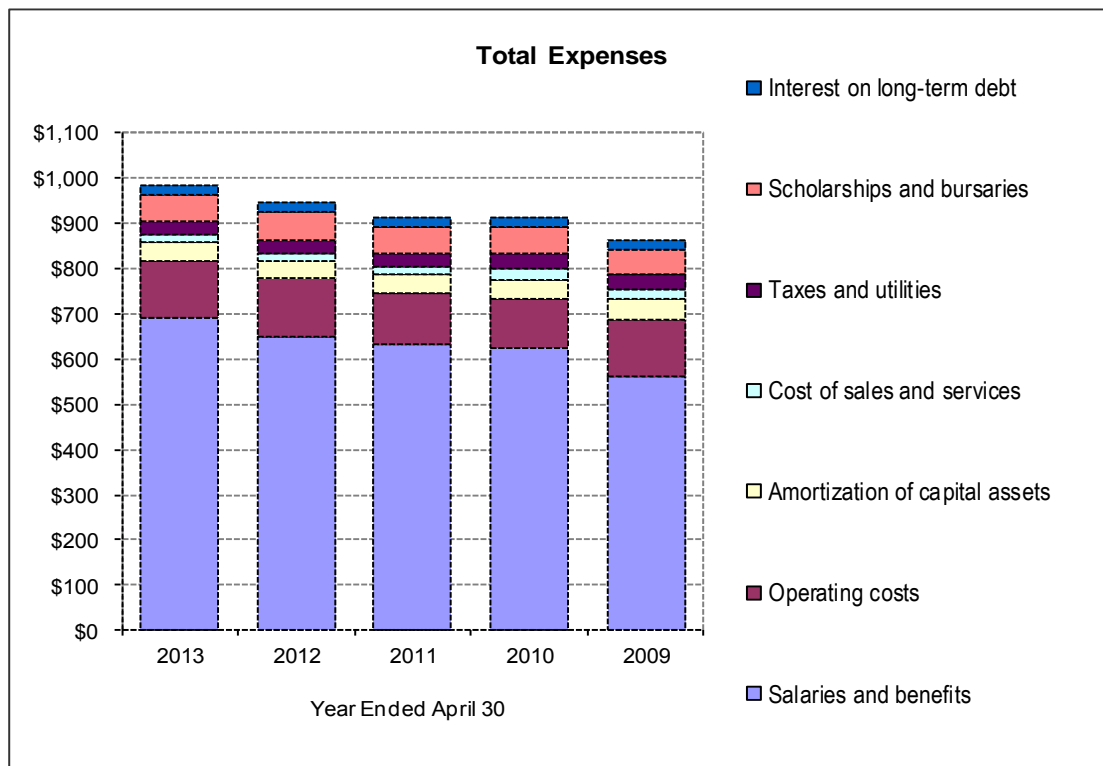
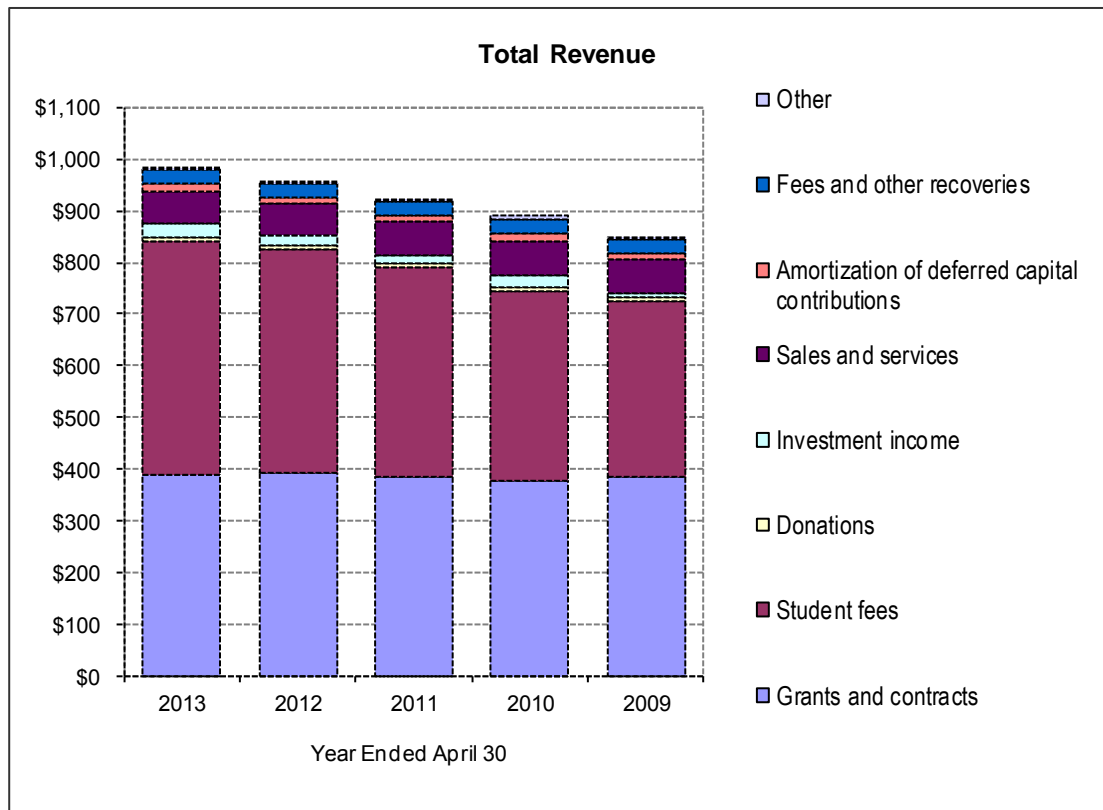


REVENUE AND EXPENSES Year Ended April 30 2009 – 2013 (Millions of dollars)



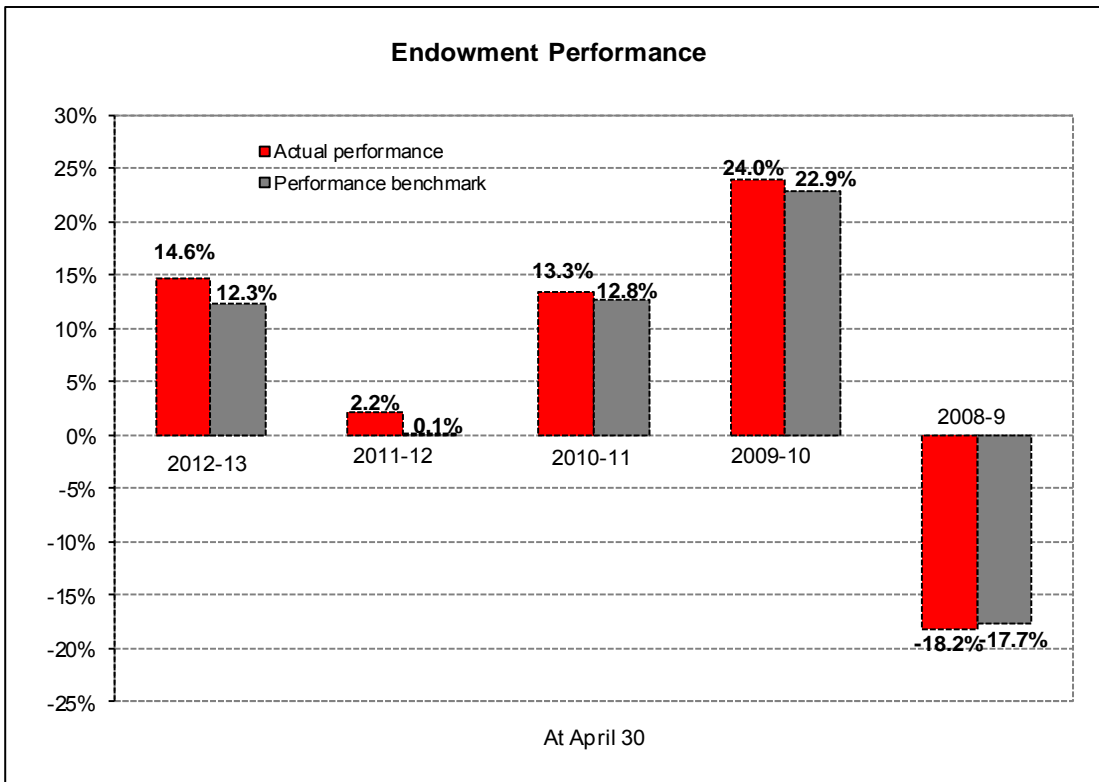
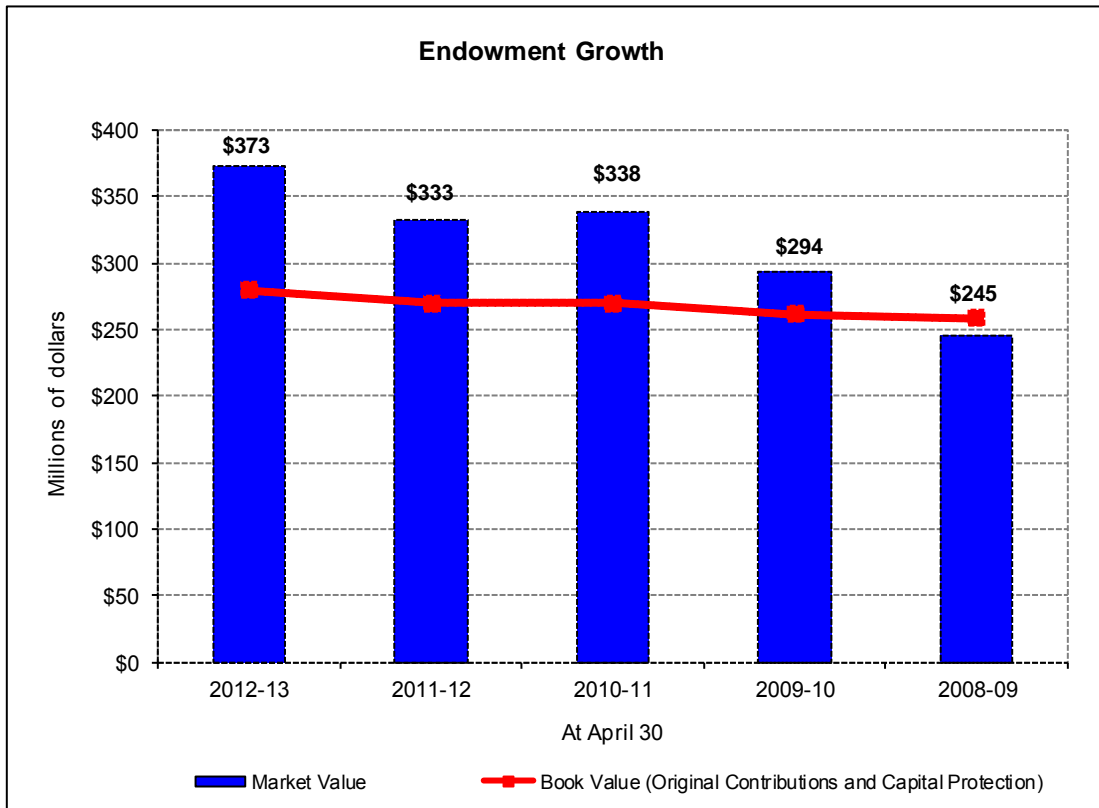
SUMMARY OF REVENUE AND EXPENSES

2009 – 2013
(Millions of dollars)



ENDOWMENT GROWTH AND PERFORMANCE

2009 – 2013



INDEPENDENT AUDITORS' REPORT

To the Board of Governors of York University

We have audited the accompanying financial statements of York University, which comprise the balance sheets as at April 30, 2013 and 2012, and May 1, 2011, and the statements of operations and changes in deficit, changes in net assets and cash flows for the years ended April 30, 2013 and 2012, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' responsibility

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

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

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

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of York University as at April 30, 2013 and 2012, and May 1, 2011 and the results of its operations and its cash flows for the years ended April 30, 2013 and 2012 in accordance with Canadian accounting standards for not-for-profit organizations.

Toronto, Canada
June 24, 2013

Chartered Accountants
Licensed Public Accountants

BALANCE SHEETS
(Thousands of dollars)

As at	April 30, 2013 \$	April 30, 2012 \$	May 1, 2011 \$
ASSETS			
Current			
Cash and cash equivalents	35,301	20,400	48,311
Accounts receivable (note 4)	48,274	64,213	66,154
Inventories	3,781	4,512	4,636
Prepaid expenses	9,224	9,700	9,338
Total current assets	96,580	98,825	128,439
Investments (note 3)	642,288	590,681	582,629
Investment in lease (note 4)	43,986	44,225	44,440
Capital assets, net (notes 5 and 18)	1,352,816	1,359,963	1,315,034
	2,135,670	2,093,694	2,070,542
LIABILITIES			
Current			
Accounts payable and accrued liabilities (notes 4, 8 and 14)	89,016	81,842	84,632
Current portion of long-term debt (note 9)	670	630	4,430
Deferred revenue	47,340	45,577	46,052
Total current liabilities	137,026	128,049	135,114
Deferred contributions (note 6)	86,987	82,074	83,170
Long-term liabilities (notes 4, 8 and 13)	352,473	415,936	344,466
Long-term debt (note 9)	303,232	303,880	304,488
Deferred capital contributions (note 10)	311,952	314,275	292,907
Total liabilities	1,191,670	1,244,214	1,160,145
Commitments and contingent liabilities (notes 7 and 16)			
NET ASSETS			
Deficit (note 18)	(38,562)	(45,166)	(60,172)
Internally restricted (note 11)	610,241	563,519	639,237
Endowments (note 12)	372,321	331,127	331,332
Total net assets	944,000	849,480	910,397
	2,135,670	2,093,694	2,070,542

See accompanying notes

On behalf of the Board of Governors:

Julia Foster
Chair

Mamdouh Shoukri
President and Vice-Chancellor

STATEMENTS OF OPERATIONS AND CHANGES IN DEFICIT
(Thousands of dollars)

Years ended April 30

	2013 \$	2012 \$
REVENUE		
Student fees	453,140	433,611
Grants and contracts	387,406	392,005
Sales and services	62,809	62,756
Fees and other recoveries	28,229	27,630
Investment income (note 3)	23,741	19,032
Amortization of deferred capital contributions (note 10)	14,630	12,041
Donations	9,071	6,873
Other	4,034	2,935
Total revenue	983,060	956,883
EXPENSES		
Salaries and benefits (note 13)	691,186	651,457
Operating costs	123,732	125,596
Scholarships and bursaries	59,614	61,293
Amortization of capital assets	44,353	41,341
Taxes and utilities	29,239	29,135
Interest on long-term debt (note 9)	19,194	19,340
Cost of sales and services	16,772	16,757
Total expenses	984,090	944,919
Revenue over expenses (expenses over revenue) before the following	(1,030)	11,964
Post-employment benefit (recovery) expense – remeasurement (note 13)	(59,940)	72,637
Revenue over expenses (expenses over revenue) for the year	58,910	(60,673)
Net transfers (to) from internally restricted net assets	(46,722)	75,718
Net transfers to internally restricted endowments	(5,584)	(39)
Change in deficit in the year	6,604	15,006
Deficit, beginning of year (note 18)	(45,166)	(60,172)
Deficit, end of year (note 18)	(38,562)	(45,166)

See accompanying notes

STATEMENTS OF CHANGES IN NET ASSETS
(Thousands of dollars)

Years ended April 30

	2013			2012	
	Deficit \$	Internally restricted \$ (note 11)	Endowments \$ (note 12)	Total \$	Total \$
Net assets, beginning of year (note 18)	(45,166)	563,519	331,127	849,480	910,397
Revenue over expenses (expenses over revenue) for the year	58,910	-	-	58,910	(60,673)
Net transfers from deficit to internally restricted net assets	(46,722)	46,722	-	-	-
Investment income on externally restricted endowments less amounts made available for spending (note 12)	-	-	30,669	30,669	(5,667)
Contributions to externally restricted endowments (note 12)	-	-	4,941	4,941	5,423
Net transfers from deficit to internally restricted endowments (note 12)	(5,584)	-	5,584	-	-
Net assets, end of year	(38,562)	610,241	372,321	944,000	849,480

See accompanying notes

STATEMENTS OF CASH FLOWS

(Thousands of dollars)

Years ended April 30

	2013 \$	2012 \$
OPERATING ACTIVITIES		
Revenue over expenses (expenses over revenue) for the year	58,910	(60,673)
Add (deduct) non-cash items:		
Amortization of capital assets	44,353	41,341
Amortization of deferred capital contributions	(14,630)	(12,041)
Loss on disposal of capital assets	73	-
Net change in non-cash working capital balances (note 14)	36,210	4,957
Net change in long-term liabilities (note 14)	(63,224)	71,685
Cash provided by operating activities	61,692	45,269
INVESTING ACTIVITIES		
Purchase of investments, net (note 14)	(20,938)	(13,719)
Purchase of capital assets (note 14)	(42,493)	(93,885)
Cash used in investing activities	(63,431)	(107,604)
FINANCING ACTIVITIES		
Repayment of long-term debt	(608)	(4,408)
Contributions restricted for capital purposes (note 10)	12,307	33,409
Contributions to externally restricted endowments (note 12)	4,941	5,423
Cash provided by financing activities	16,640	34,424
Net increase (decrease) in cash and cash equivalents during the year	14,901	(27,911)
Cash and cash equivalents, beginning of year	20,400	48,311
Cash and cash equivalents, end of year	35,301	20,400

See accompanying notes

NOTES TO FINANCIAL STATEMENTS

(All amounts are in thousands of dollars unless otherwise indicated)

APRIL 30, 2013

1. DESCRIPTION OF THE ORGANIZATION

York University ("York" or the "University") was incorporated under the York University Act 1959 and continued under the York University Act 1965 by the Legislative Assembly of Ontario. The University is dedicated to academic research and to providing post-secondary and post-graduate education. The University is a registered charity and under the provisions of Section 149 of the Income Tax Act (Canada) is exempt from income taxes.

York's financial statements reflect the assets, liabilities, net assets, revenue, expenses and other transactions of all the operations of the University and organizations in which the University has a controlling shareholding or a primary economic interest. Accordingly, these financial statements include the operations, research activities and ancillary operations of the University, the York University Development Corporation (an Ontario corporation of which the University is the sole shareholder) that oversees the development of designated undeveloped York lands and which owns York Lanes shopping mall, and York University Foundation, a federally incorporated foundation, the objects of which are to raise funds for the University and steward the funds so raised. On November 30, 2011, the assets, liabilities and fund balances of the York University Foundation were transferred to the University and all fundraising activity after that date has been carried out by the University. As a result, the Foundation is now inactive.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Part III of the Canadian Institute of Chartered Accountants' ("CICA") Handbook – Accounting which sets out generally accepted accounting principles for not-for-profit organizations in Canada and includes the significant accounting policies set out below.

a) Use of estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires the administration to make estimates and assumptions that affect the reported amounts of assets and liabilities, related amounts of revenue and expenses, and disclosure of contingent assets and liabilities. Significant areas requiring the use of estimates relate to the assumptions used in the determination of the valuation of pension and other retirement benefit obligations and the recording of contingencies. Actual results could differ from those estimates.

b) Revenue recognition

The University follows the deferral method of accounting for contributions, which include donations and grants. Grants are recorded in the accounts when received or receivable, if the amount to be received can be reasonably estimated and collection is reasonably assured. Donations are recorded in the accounts when received since pledges are not legally enforceable claims. Unrestricted contributions are recorded as revenue when initially recognized in the accounts. Externally restricted contributions, other than endowments, are initially deferred and recognized as revenue in the year in which the related expenses are recognized. Externally restricted endowment contributions are recognized as direct increases in net assets when initially recorded in the accounts.

Student fees are recognized as revenue when courses and seminars are held. Sales and services revenue is recognized at the point of sale or when the service has been provided.

Investment income and losses, which consist of interest, dividends, income distributions from pooled funds, realized gains and losses on all investments and unrealized gains and losses on investments recorded at fair value, are recorded as investment income (loss) in the Statements of Operations and Changes in Deficit, except for investment income designated for externally restricted endowments. The amount made available for spending against externally

restricted endowments is recorded as investment income and any restricted amounts available for spending that remain unspent at year-end are deferred and categorized as deferred contributions. Investment income on externally restricted endowments in excess of the amount made available for spending, losses on externally restricted endowments and deficiency of investment income compared to the amount available for spending are recorded as direct increases (decreases) to endowments.

Investment income (or loss) designated for internally restricted endowments is recognized in the Statements of Operations and Changes in Deficit. The investment income (or loss) net of all actual spending against internal endowments is transferred between the unrestricted deficit and internally restricted endowments through the Statements of Changes in Net Assets.

c) Cash and cash equivalents

Cash and cash equivalents consist of cash on deposit and investments with a maturity of approximately three months or less at the date of purchase, unless they are held for investment rather than liquidity purposes, in which case they are classified as investments.

d) Inventories

Inventories are stated at the lower of cost and net realizable value. The cost of inventories is assigned by using the first-in, first-out method or weighted average cost method, depending on the nature and use of the inventory items. The same costing method is used for all inventories having a similar nature and use.

e) Financial instruments

Investments reported at fair value consist of equity instruments that are quoted in an active market as well as pooled fund investments, derivative contracts and any investments in fixed income securities that the University designates upon purchase to be measured at fair value. Transaction costs are recognized in the Statements of Operations and Changes in Deficit in the period during which they are incurred.

Investments in fixed income securities not designated to be measured at fair value are initially recorded at fair value plus transaction costs, which represents cost, and are subsequently measured at amortized cost using the effective interest rate method, less any provision for impairment.

Long-term debt is initially recorded at fair value, which represents cost, and subsequently measured at amortized cost using the effective interest rate method. Long-term debt is reported net of related premiums, discounts and transaction issue costs.

Other financial instruments, including accounts receivable and accounts payable, are initially recorded at fair value, which represents cost, and subsequently measured at cost, net of any provisions for impairment.

f) Capital assets

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair market value at the date of contribution. Amortization of capital assets is provided on a straight-line basis over their estimated useful lives as follows:

	Annual Rate	Years
Buildings, facilities and infrastructure	2.5% to 10%	10 to 40
Equipment and furnishings	10% to 33.3%	3 to 10
Library books	100%	1

Construction in progress expenditures are capitalized as incurred and are amortized as described above once the asset is placed into service. Capitalized expenditures include interest on related debt funding of such expenditures.

Donations of items included in the art collection are recorded as direct increases in capital assets and net assets at an appraised value established by independent appraisal in the period received by the University. The art collection is considered to have a permanent value and is not amortized.

g) Foreign exchange translation

The University accounts for revenue and expense transactions denominated in a foreign currency at the exchange rate in effect at the date of the transactions. Monetary assets and liabilities denominated in a foreign currency are translated at year-end exchange rates and any translation gain or loss is included in the Statements of Operations and Changes in Deficit. Foreign exchange gains and losses on investments are accounted for consistent with investment income.

h) Employee benefit plans

The University has a defined contribution pension plan, which has a defined benefit component that provides a minimum level of pension benefits. The University also has other retirement and post-employment benefit plans that primarily provide medical and dental benefits.

The University accounts for its defined benefit plans using the immediate recognition approach. The University recognizes the amount of the accrued benefit obligation, net of the fair value of plan assets measured at year-end, adjusted for any valuation allowance, in the Balance Sheets. Actuarial gains and losses and past service costs are included in the cost of the plans for the year. The accrued benefit obligation for the pension plan is determined based on an actuarial valuation report prepared for funding purposes. This report is required to be prepared at least on a triennial basis. The accrued benefit obligation for other benefit plans is determined based on an actuarial valuation using accounting assumptions that is prepared at least every three years. In years where an actuarial valuation is not prepared, the University uses a roll-forward technique to estimate the accrued liability using assumptions from the most recent actuarial valuation report.

3. INVESTMENTS

a) Investments consist of the following:

	2013 \$	2012 \$	2011 \$
Cash	3,646	49,797	49,574
Short-term investments	5,162	5,413	7,342
Guaranteed investment certificates	54,893	-	-
Canadian government bonds	112,456	105,415	99,580
Canadian corporate bonds	97,977	108,230	112,022
Foreign bonds	23,977	20,527	18,938
Mortgages	75,549	63,998	52,401
Canadian equities	64,273	56,609	62,727
US equities	100,504	83,660	84,489
Non-North American equities	100,763	94,407	93,301
Other	3,088	2,625	2,255
Total	642,288	590,681	582,629

Investments in pooled funds have been allocated among asset classes based on the underlying investments held in the pooled funds.

All investments are recorded at fair value except certain bonds, mortgages and other investments, which are carried at amortized cost. As at year end, investments are recorded in the accounts as follows:

	2013 \$	2012 \$	2011 \$
Fair value	373,503	333,179	338,414
Amortized cost	268,785	257,502	244,215
Total	642,288	590,681	582,629

Investments are exposed to foreign currency, interest rate, other price, and credit risks (*note 17*). The University manages these risks through policies and procedures governing asset mix, equity and fixed income allocations, and diversification among and within asset categories.

To manage foreign currency risk, a hedging policy has been implemented for the University's foreign-denominated investments to minimize exchange rate fluctuations and the resulting uncertainty on future financial results. All outstanding contracts have a remaining term to maturity of less than one year. The University has significant contracts outstanding held in foreign currencies, as detailed below.

The notional and fair values of the foreign currency forward contracts are as follows:

	2013		2012		2011	
Currency Sold	Notional Value (CAD \$)	Fair Value of Contract (CAD \$)	Notional Value (CAD \$)	Fair Value of Contract (CAD \$)	Notional Value (CAD \$)	Fair Value of Contract (CAD \$)
EUR	2,872	2	2,444	7	4,826	(82)
GBP	12,280	(54)	11,294	(78)	5,425	(22)
USD	52,307	729	56,289	407	52,385	185
Other	19,469	153	15,057	90	12,388	(370)
Total	86,928	830	85,084	426	75,024	(289)

The fair value of the foreign currency forward contracts is included in other investments. The change in the fair value of the foreign currency forward contracts is accounted for consistent with investment income in the Statements of Operations and Changes in Deficit.

b) Investment income consists of the following:

	2013 \$	2012 \$
Investment income on endowments, net of management fees (<i>note 12</i>)	46,244	5,365
Investment income credited to external endowments (<i>note 12</i>)	(40,425)	(4,671)
Allocations for spending on external endowments, net of deferrals	8,826	8,678
Other investment income	9,096	9,660
Total	23,741	19,032

4. INVESTMENT IN LEASE

The University has entered into a direct finance lease with the Ontario Infrastructure and Lands Corporation ("OILC"), formerly the Ontario Realty Corporation. The leased facilities are located on the Keele campus and are occupied by the Archives of Ontario. The lease commenced on February 25, 2009 for an initial period of 25 years plus three options to extend the term, each for 10 years. Prior to the commencement of the lease, the OILC exercised the first ten-year renewal option.

To construct the facilities used by the Archives of Ontario, in May 2007 the University entered into contractual agreements with a consortium that undertook the design, construction and financing of the facility during the construction phase of the project.

As payment for the cost of the facility, York assigned the revenue stream under the OILC lease to the consortium for a period of 35 years. However, York remains liable for the lease payments to the consortium should OILC default.

The present value of the lease payments due from OILC at lease commencement was determined to be \$45 million based on a discount rate of 10.5% and with no residual value assigned to the Archives facility.

The carrying value of the investment in lease is comprised of aggregate minimum lease payments due from OILC over 35 years less unearned finance income at a rate of 10.5%. The balance is calculated as follows:

	2013 \$	2012 \$	2011 \$
Aggregate future minimum lease payments	144,146	148,964	153,782
Less unearned finance income	(99,921)	(104,524)	(109,148)
Investment in lease	44,225	44,440	44,634
Less current portion recorded in accounts receivable	(239)	(215)	(194)
Balance, end of year	43,986	44,225	44,440

Minimum future lease payments are expected to be as follows:

	\$
2014	4,818
2015	4,818
2016	4,818
2017	4,818
2018	4,818
Thereafter	120,056
Total	144,146

The University has recorded the amounts owed to the consortium under the lease assignment within the liabilities section of the Balance Sheets. The current portion of \$239 (April 30, 2012 – \$215; May 1, 2011 – \$194) is reported within accounts payable and accrued liabilities while the long-term portion is reported in long-term liabilities as \$43,986 (April 30, 2012 – \$44,225; May 1, 2011 – \$44,440) (*note 8*). This liability has been discounted at a rate of 10.5% and will reduce over the 35-year lease assignment term, concurrent with the reduction to investment in lease.

5. CAPITAL ASSETS

Capital assets consist of the following:

	2013			2012			2011		
	Cost \$	Accumulated Amortization \$	Net Book Value \$	Cost \$	Accumulated Amortization \$	Net Book Value \$	Cost \$	Accumulated Amortization \$	Net Book Value \$
Land	590,000	-	590,000	590,000	-	590,000	590,000	-	590,000
Buildings, facilities and infrastructure	1,091,324	399,271	692,053	1,055,038	373,829	681,209	927,676	349,974	577,702
Equipment and furnishings	152,065	103,747	48,318	150,967	96,814	54,153	137,468	90,551	46,917
Library books	65,321	65,321	-	65,717	65,717	-	67,607	67,607	-
Construction in progress	17,377	-	17,377	29,533	-	29,533	95,347	-	95,347
Art collection	5,068	-	5,068	5,068	-	5,068	5,068	-	5,068
Total	1,921,155	568,339	1,352,816	1,896,323	536,360	1,359,963	1,823,166	508,132	1,315,034

- During the year, the total cost of items added to library books was \$5,865 (2012 – \$4,382) and the total cost of items removed was \$6,261 (2012 – \$6,272).
- During the year, no additional artwork was received. The University's art collection consists of 114 (April 30, 2012 – 114; May 1, 2011 – 114) works and has an appraised value based upon values determined upon receipt of \$5,068 (April 30, 2012 – \$5,068; May 1, 2011 – \$5,068).
- The Glendon campus land and a majority of the Keele Street campus land were acquired by grants. These grants had restrictive covenants, which have been registered on the title of the property, and which purport to limit use of the properties for educational or research purposes at the University level.

6. DEFERRED CONTRIBUTIONS

Deferred contributions represent unspent externally restricted grants and donations and unexpended available income on externally restricted endowments. The changes in deferred contributions are as follows:

	2013			2012		
	Research and other grants and contracts	Donations and expendable balances from endowments	Total	Research and other grants and contracts	Donations and expendable balances from endowments	Total
	\$	\$	\$	\$	\$	\$
Balance, beginning of year	59,278	22,796	82,074	61,098	22,072	83,170
Additions	56,412	28,620	85,032	52,674	26,686	79,360
Transfers to revenue	(55,666)	(24,453)	(80,119)	(54,494)	(25,962)	(80,456)
Balance, end of year	60,024	26,963	86,987	59,278	22,796	82,074

7. CREDIT FACILITIES

The University has a demand operating facility in the amount of \$20 million. This facility bears interest at a rate that varies with the balances on deposit, ranging from the bank's prime rate of 3.00% minus 0.5% to the bank's prime rate plus 0.5%. Letters of credit in the amount of \$3.5 million have been utilized against this facility.

8. LONG-TERM LIABILITIES

Long-term liabilities consist of the following:

	2013	2012	2011
	\$	\$	\$
Obligation under lease assignment (<i>note 4</i>)	44,225	44,440	44,634
Less current portion recorded in accounts payable and accrued liabilities	(239)	(215)	(194)
Long-term portion of obligation under lease assignment	43,986	44,225	44,440
Employee pension benefits (<i>note 13</i>)	177,247	261,712	210,442
Employee other benefits (<i>note 13</i>)	131,240	109,999	89,497
Interest rate swaps payable	-	-	87
Total	352,473	415,936	344,466

9. LONG-TERM DEBT

Long-term debt consists of the following:

	April 30, 2013 \$	April 30, 2012 \$	May 1, 2011 \$
Debentures			
Senior unsecured debenture bearing interest at 6.48%, maturing on March 7, 2042	200,000	200,000	200,000
Senior unsecured debenture bearing interest at 5.84%, maturing on May 4, 2044	100,000	100,000	100,000
Other debentures bearing interest at 5.88% to 7.63%, maturing from 2017 to 2023. Weighted average interest rate is 6.92% (April 30, 2012 – 6.89%; May 1, 2011 – 6.87%)	4,471	4,941	5,382
Mortgages			
Mortgages bearing interest at 5.38%, maturing on July 1, 2016	304	388	467
Term loans			
Term loan bearing interest at 4.50% maturing in 2023 (April 30, 2012 – 4.50% maturing in 2023; May 1, 2011 – loans at variable rates with a weighted average rate of 5.44% maturing in 2012 and 2023)	1,106	1,182	5,092
	305,881	306,511	310,941
Unamortized transaction costs	(1,979)	(2,001)	(2,023)
	303,902	304,510	308,918
Less current portion	(670)	(630)	(4,430)
Total	303,232	303,880	304,488

Scheduled future minimum annual repayments of long-term debt are as follows:

	\$
2014	670
2015	712
2016	758
2017	708
2018	623
Thereafter	302,410
Total	305,881

Certain buildings, with an insignificant net book value, have been pledged as collateral for certain mortgages and certain term loans. The amount of interest expense during the year on long-term debt was \$19,194 (2012 – \$19,340).

10. DEFERRED CAPITAL CONTRIBUTIONS

Deferred capital contributions represent the unamortized amount of restricted donations and grants received for the purchase of capital assets. The amortization of deferred capital contributions is recorded as revenue in the Statements of Operations and Changes in Deficit when the associated capital asset is brought into service. The changes in the deferred capital contributions balance are as follows:

	2013 \$	2012 \$
Balance, beginning of year	314,275	292,907
Contributions received in the year	12,307	33,409
Amortization of deferred capital contributions	(14,630)	(12,041)
Balance, end of year	311,952	314,275
Comprised of:		
Capital contributions - expended	311,916	314,239
Capital contributions - unexpended	36	36
Balance, end of year	311,952	314,275

11. INTERNALLY RESTRICTED NET ASSETS

Details of internally restricted net assets are as follows:

	April 30, 2013 \$	April 30, 2012 \$	May 1, 2011 \$
Departmental carryforwards	38,049	48,917	51,850
Progress through the ranks	(17,074)	(19,811)	(22,300)
Computing systems development	5,909	5,272	4,010
Contractual commitments to employee groups	4,899	4,843	2,808
Research programs	20,226	18,321	18,186
Employee pension benefits (<i>note 13</i>)	(177,247)	(261,712)	(210,442)
Employee other benefits (<i>note 13</i>)	(35,290)	(19,931)	(6,849)
Sinking fund	54,893	48,597	42,684
Investment in capital assets	150,485	154,755	139,429
Land appraisal reserve (<i>note 18</i>)	585,602	585,602	585,602
Capital reserve	68,118	74,293	93,251
Future funded capital projects	(88,329)	(75,627)	(58,992)
Total	610,241	563,519	639,237

Internally restricted net assets include funds committed for specific purposes that reflect the application of the Board of Governors' policy as follows:

- Departmental carryforwards – These represent the cumulative positions of all Faculties and Divisions with net unspent balances at year-end. Under Board policy, which is approved annually, Faculties and Divisions are entitled to carry forward the net unspent funds from previous years' allocations. These funds provide units with a measure of flexibility established through prudent administration over several years to assist with future balancing of their budgets in the face of additional anticipated budget reductions, as well as resources which are to meet commitments made during the year.
- Progress through the ranks ("PTR") – This is the cumulative difference between the amounts paid for progress through the ranks salary adjustments and the budget funds provided under York's salary recovery policy. PTR

adjustments are planned to be self-funding over time. However, on a year-to-year basis, the cost of providing PTR adjustments can be more or less than the funds provided, depending on the number of retirements that occurred during the year.

- iii. Computing systems development – The University is planning to implement or upgrade several administrative computing and information systems. These appropriated funds support forward commitments for these systems planned or in progress, as well as planned future stages of system implementation not yet contracted for at year-end.
- iv. Contractual commitments to employee groups – This is the net carryforward of funds to meet future commitments defined under collective agreements with various employee groups.
- v. Research programs – This represents appropriations for internally-funded research.
- vi. Employee pension benefits – This represents the deficit associated with the pension plan.
- vii. Employee other benefits – This represents a portion of the deficit associated with the employee benefits related to the non-pension post-retirement and post-employment plans.
- viii. Sinking fund – This represents funds set aside to retire capital debt.
- ix. Investment in capital assets – This represents the net amount of capital assets funded using internal capital.
- x. Land appraisal reserve – This represents the increase to the appraised value of University land, as at May 1, 2011.
- xi. Capital reserve – This represents funds restricted for deferred maintenance, capital emergencies and capital projects planned or in progress.
- xii. Future funded capital projects – This represents projects that will be funded in the future through a combination of budget allocations, donations and debt.

12. ENDOWMENTS

Endowments include restricted donations received by the University and funds that have been internally designated. Investment returns generated from endowments are used in accordance with the various purposes established by the donors or by the Board of Governors. The University protects the future purchasing power of its endowments by designating a portion of the annual investment income earned as capital protection. On an annual basis, the University determines the distribution for spending after a review of each individual endowment's market value, original contribution and capital protection, and takes into account the long-term objective to preserve the purchasing power of each endowment. In May 2012 the University made available for spending 4-5% (May 2011 – 4-5%) of the book value of each individual endowment.

The changes in net assets restricted for endowment are as follows:

	2013			2012		
	Internally Restricted \$	Externally Restricted \$	Total \$	Internally Restricted \$	Externally Restricted \$	Total \$
Balance, beginning of year	41,087	290,040	331,127	40,533	290,799	331,332
Contributions	-	4,941	4,941	-	5,423	5,423
Investment income	5,819	40,425	46,244	694	4,671	5,365
Available for spending	(235)	(9,756)	(9,991)	(655)	(10,338)	(10,993)
Transfers	(346)	346	-	515	(515)	-
Balance, end of year	46,325	325,996	372,321	41,087	290,040	331,127

Ontario Student Opportunity Trust Fund and Ontario Trust for Student Support

Externally restricted endowments include grants from the Government of Ontario under the Ontario Student Opportunity Trust Fund ("OSOTF") and the Ontario Trust for Student Support ("OTSS") matching programs. These programs provided matching funds for eligible endowment donations in support of student aid. Investment income earned on these funds is used to finance awards to qualified students.

The position of these fund balances, at book and market value, are calculated as follows:

	OSOTF I	OSOTF II	2013	2012
For the year ended April 30	\$	\$	\$	\$
Endowment Funds:				
Balance, beginning of year	67,508	10,714	78,222	78,222
Transfer from expendable funds	75	-	75	-
Endowment at book value, end of year	67,583	10,714	78,297	78,222
Endowment at market value, end of year	91,666	13,646	105,312	96,398
Expendable Funds:				
Balance, beginning of year	8,643	232	8,875	10,412
Realized investment gains, net of capital protection and transfers	2,982	447	3,429	2,478
Bursaries awarded	(3,413)	(687)	(4,100)	(4,015)
Expendable funds available for awards, end of year	8,212	(8)	8,204	8,875
Number of bursaries awarded	2,225	366	2,591	2,463

OTSS	2013	2012
For the year ended March 31	\$	\$
Endowment Funds:		
Balance, beginning of year	44,760	40,904
Donations received	502	1,928
Government matching	502	1,928
Transfer to expendable funds	-	-
Endowment at book value, end of year	45,764	44,760
Endowment at market value, end of year	57,576	51,115
Expendable Funds:		
Balance, beginning of year	3,418	1,847
Realized investment gains, net of capital protection	2,164	2,648
Bursaries awarded	(1,463)	(1,077)
Expendable funds available for awards, end of year	4,119	3,418
Number of bursaries awarded	871	718

The expendable funds available for awards are included in deferred contributions (*note 6*) on the Balance Sheets.

13.EMPLOYEE BENEFIT PLANS

The University has a number of funded and unfunded benefit plans that provide pension, other retirement and post-employment benefits to most of its employees. The pension plan is a defined contribution plan, which has a defined benefit component that provides a minimum level of pension benefits. The most recent actuarial valuation for funding purposes for the pension plan was performed as at December 31, 2012.

Other retirement benefit plans are contributory health care plans with retiree contributions adjusted annually. A plan also provides for long-term disability income benefits after employment, but before retirement. The most recent actuarial valuation for other post-retirement benefits was performed as at September 1, 2011. The most recent actuarial valuation for post-employment benefits was performed as at April 30, 2013.

Information about the University's benefit plans is as follows:

	April 30, 2013		April 30, 2012		May 1, 2011	
	Pension benefit plan \$	Other benefit plans \$	Pension benefit plan \$	Other benefit plans \$	Pension benefit plan \$	Other benefit plans \$
Accrued benefit obligation	(1,797,011)	(131,240)	(1,666,065)	(109,999)	(1,591,734)	(89,497)
Fair value of plan assets	1,619,764	-	1,404,353	-	1,381,292	-
Plan deficit (note 8)	(177,247)	(131,240)	(261,712)	(109,999)	(210,442)	(89,497)

Employee benefit plan expense for the year consists of pension and other benefit plan expense (income) as follows:

	2013 \$	2012 \$
Pension (income) expense	(19,448)	107,634
Other benefit plans expense	25,758	24,849
Employee benefit plan expense	6,310	132,483
Distributed to:		
Salaries and benefits	66,250	59,846
Post-employment benefit (recovery) expense – remeasurement	(59,940)	72,637
Total	6,310	132,483

Post-employment benefit (recovery) expense – remeasurement is comprised of actuarial gains (losses) and the difference between expected and actual investment returns on plan assets.

The assets of the pension benefit plan are invested as follows:

	2013 %	2012 %	2011 %
Equities	61.0	62.0	67.0
Fixed income	30.0	36.0	31.0
Other	9.0	2.0	2.0
Total	100.0	100.0	100.0

Other information about the University's benefit plans is as follows:

	2013		2012	
	Pension benefit plan \$	Other benefit plans \$	Pension benefit plan \$	Other benefit plans \$
Employer contributions	65,017	4,517	56,364	4,347
Employee contributions	20,224	-	19,376	-
Benefits paid and administrative expenses	76,350	4,517	69,102	4,347

The significant actuarial assumptions adopted in measuring the University's accrued benefit obligation and benefit costs are as follows:

	2013		2012		2011	
	Pension benefit plan %	Other benefit plans %	Pension benefit plan %	Other benefit plans %	Pension benefit plan %	Other benefit plans %
Accrued benefit obligation						
Discount rate	6.00	4.20	6.00	4.90	6.25	5.60
Rate of inflation	2.20	-	2.20	-	2.50	-
Rate of compensation increase	4.50	4.50	4.50	5.00	5.00	5.00
Benefit expense						
Discount rate	6.00	4.90	6.25	5.60		
Rate of inflation	2.20	-	2.50	-		
Expected long-term rate of return on plan assets	6.00	-	6.25	-		
Rate of compensation increase	4.50	5.00	5.00	5.00		

For measurement purposes, a 5.39% (2012 – 5.73%) annual increase in the cost of covered health care benefits was assumed for 2013. The rate of increase was assumed to decrease gradually to 4.50% in 2030 and remain at that level thereafter.

14. ADDITIONAL INFORMATION

The net change in non-cash working capital balances related to operations consists of the following:

	2013	2012
	\$	\$
Accounts receivable	15,939	1,941
Inventories	731	124
Prepaid expenses	476	(362)
Accounts payable and accrued liabilities	12,388	4,825
Deferred revenue	1,763	(475)
Deferred contributions	4,913	(1,096)
Net change in non-cash working capital balances related to operations	36,210	4,957

The net change in long-term liabilities related to operations consists of the following:

	2013	2012
	\$	\$
Change in long-term liabilities	(63,463)	71,470
Net change in obligation under lease assignment (<i>note 4</i>)	239	215
Net change in long-term liabilities related to operations	(63,224)	71,685

The purchase of investments is calculated as follows:

	2013	2012
	\$	\$
Change in investments	(51,607)	(8,052)
Deduct (add) investment income on externally restricted endowments less amounts made available for spending (<i>note 12</i>)	30,669	(5,667)
Purchase of investments, net	(20,938)	(13,719)

The purchase of capital assets is calculated as follows:

	2013	2012
	\$	\$
Additions to capital assets	(37,279)	(86,270)
Change in current year, from the previous year, in accounts payable and accrued liabilities related to capital asset additions	(5,214)	(7,615)
Purchase of capital assets	(42,493)	(93,885)

As at April 30, 2013, accounts payable and accrued liabilities include government remittances payable of \$14,500 (2012 – \$978; 2011 – \$902).

15. RELATED ENTITY

The University is a member, with ten other universities, of a joint venture called TRIUMF, Canada's national laboratory for particle and nuclear physics located on the University of British Columbia ("UBC") campus. TRIUMF is an unincorporated registered charity and each university has an undivided 9.09% interest in its assets, liabilities and obligations. The land and buildings it occupies are owned by UBC. The facilities and its operations are funded by federal government grants and the University has made no direct financial contribution to date. TRIUMF's net assets are not contemplated to be and are not readily realizable by the University. The University's interest in the assets, liabilities and results of operations are not included in these financial statements (see also note 16(d)).

The following financial information as at March 31 for TRIUMF was prepared in accordance with Canadian Public Sector Accounting Standards, including accounting standards that apply to government not-for-profit organizations, except that all capital assets and related provisions for decommissioning costs, if any, are expensed in the year in which the costs are incurred.

	2013 \$	2012 \$	2011 \$
	(Unaudited)	(Unaudited)	(Unaudited)
Statement of Financial Position			
Total assets	28,556	28,070	24,934
Total liabilities	20,209	19,175	16,936
Total fund balances	8,347	8,895	7,998
Statement of Combined Funding/Income and Expenditures			
Revenue	88,031	77,398	
Expenses	88,579	76,501	
Excess (deficiency) of revenue over expenses	(548)	897	

16. COMMITMENTS AND CONTINGENT LIABILITIES

a) Forward purchases of natural gas

The University purchases natural gas for future delivery with fixed pricing. As at April 30, 2013, the University has committed to purchase 1.257M GJ of natural gas at an average cost of \$4.85/GJ, with delivery at various dates to October 2014, for a total commitment of \$6.1 million.

b) Litigation

The nature of the University's activities is such that there is usually litigation pending or in prospect at any one time. With respect to known claims at April 30, 2013, the University believes it has valid defences and appropriate insurance coverage in place. Therefore, such claims are not expected to have a material effect on the University's financial position. There exist other claims or potential claims where the outcome cannot be determined at this time. Should any additional losses occur, they would be charged to income in the year they can be estimated.

c) Canadian University Reciprocal Insurance Exchange ("CURIE")

The University participates in a reciprocal exchange of insurance risks in association with other Canadian universities. This self-insurance reciprocal, CURIE, involves a subscriber agreement to share the insurable property and liability risks of member universities for a term of not less than five years. Plan members are required to pay annual deposit premiums, which are actuarially determined and expensed in the year. Plan members are subject to further assessment in proportion to their participation in the event premiums are insufficient to cover losses and expenses. As at December 31, 2012, CURIE was fully funded.

d) TRIUMF

The members of the TRIUMF joint venture and the Canadian Nuclear Safety Commission ("CNSC") approved a decommissioning plan which requires all members to be severally responsible for their share of the decommissioning costs, which were estimated at \$44.2 million as at November 2011, as well as provide financial covenants to the CNSC for the amount of these costs. While there is no current intention to decommission the facilities, the University's share was estimated at \$4.0 million at November 2011. TRIUMF has put in place a plan to fund the cost of decommissioning which does not require any payments from the joint venture partners.

e) Capital and other commitments

The estimated cost to complete committed capital and other projects at April 30, 2013 is approximately \$39,517. These capital projects will be financed by government grants, internal funds, and fundraising.

17. FINANCIAL INSTRUMENTS

The University is exposed to various financial risks through transactions in financial instruments.

Foreign currency risk

The University is exposed to foreign currency risk with respect to its investments denominated in foreign currencies, including the underlying investments of its pooled funds denominated in foreign currencies, because the fair value and future cash flows will fluctuate due to the changes in the relative value of foreign currencies against the Canadian dollar. The University uses foreign currency forward contracts to manage the foreign currency risk associated with its investments denominated in foreign currencies (*note 3*).

Interest rate risk

The University is exposed to interest rate risk with respect to its fixed rate debt, its investments in fixed income investments, its investment in lease and offsetting liability and a pooled fund that holds fixed income securities because the fair value will fluctuate due to changes in market interest rates.

Credit risk

The University is exposed to credit risk in connection with its accounts receivable and its short term and fixed income investments because of the risk that one party to the financial instrument may cause a financial loss for the other party by failing to discharge an obligation.

Other price risk

The University is exposed to other price risk through changes in market prices (other than changes arising from interest rate or currency risks) in connection with its investments in equity securities and pooled funds.

18. FIRST-TIME ADOPTION OF ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS

These financial statements are the first financial statements which the University has prepared in accordance with Part III of the CICA Handbook – Accounting, which constitutes generally accepted accounting principles for not-for-profit organizations in Canada (“GAAP”). In preparing its opening balance sheet as at May 1, 2011 (the “Transition Date”), the University has applied *CICA 1501, First-Time Adoption for Not-for-Profit Organizations*.

(i) Exemptions elected upon transition

CICA 1501 provides a number of elective exemptions related to standards in Part III of the CICA Handbook. The University has elected to use the transition exemptions with respect to the recognition of cumulative actuarial losses and the fair value of capital assets at the Transition Date.

(ii) Reconciliations

The following table provides a reconciliation of net assets as at May 1, 2011, and the deficiency of revenue over expenses for the year ended April 30, 2012 as previously reported with those computed under GAAP.

	Deficiency of revenue over expenses for the year ended April 30, 2012 \$	Net assets as at May 1, 2011 (Transition Date) \$
Deficiency of revenue over expenses and net assets – previous GAAP	(2,488)	559,091
Election to measure land at fair market value (a)	-	585,602
Election for immediate recognition approach – pension plan (b)	(45,103)	(227,447)
Election for immediate recognition approach – other benefit plans (b)	(13,082)	(6,849)
	(58,185)	(234,296)
Deficiency of revenue over expenses and net assets – GAAP	(60,673)	910,397

(a) Election to measure land at fair market value

Using an elective exemption available at the Transition Date, the carrying value of land was increased to the appraised value as at that date of \$590,000, resulting in an increase in land and internally restricted net assets of \$585,602.

(b) Adoption of immediate recognition approach

On the Transition Date, the University adopted the immediate recognition approach to account for its employee benefit plans, in accordance with *CICA 3461*, using funding valuations for the pension plan and accounting valuations for its other benefit plans. This change in accounting policy resulted in the recognition of unamortized actuarial losses, past service costs and the transitional asset, resulting in an increase in liabilities and a decrease in internally restricted net assets of \$227,447 for the pension plan and \$6,849 for the other benefit plans.

The adjustment to the Statement of Operations and Changes in Deficit for the year ended April 30, 2012 resulted in changes to the following:

	2012 \$
Decrease in salaries and benefits	14,452
Increase in post-employment benefit expense – remeasurement	(72,637)
Total decrease in revenue over expenses	(58,185)

Memo

To: Board of Governors

From: Ozench Ibrahim, Chair, Board Finance and Audit Committee

Date: June 3, 2013

Subject: **Capital Approval: Campus IT Wire and Wireless Network Upgrade**

Recommendation

The Board Finance and Audit Committee recommends that the Board of Governors approve a \$7.6 million capital project to upgrade the campus IT wire and wireless network.

Background and Rationale

York University's data network has grown to become a very large and critical component of our information technology infrastructure that is relied upon in every facet of what the University does from teaching and learning to building management. The network has approximately 30,000 network endpoints spread over 67 buildings and two major campuses and a number of remote sites.

The campus wireless network has emerged over the past 10 years as a feature of our network that has taken on great importance, particularly for our students. Our current Wi-Fi network has grown to over 1,500 access points supporting as many as 13,000 concurrent users daily during the fall/winter 2012-2013 term, with usage growing at a 30% rate annually.

Approval is being sought to support the continued renewal and upgrade of York's wired and wireless network (excluding residence buildings) over the next two years in order to support growing community demand and the needs associated with new services. Upgrading the IT network at this time is regarded as a key strategic investment in terms of both student satisfaction and York's competitive position/reputation.

Pressures for service and equipment upgrades

The University is facing a number of pressures to upgrade its network and to enhance wireless service. In particular:

- The quality of York's network service was highlighted as a significant issue in student surveys through 2011 and 2012;
- The network equipment in a significant number of our buildings is between five and ten years old;



- Existing aging network equipment does not have the capability or capacity to support the demands of current and emerging network services;
- Emerging use of WiFi as a critical service for teaching and research purposes;
- Increased use of smartphones and tablets has greatly increased the number of devices per person using WiFi;
- The University will be making a gradual transition to “voice over IP” telephony from its existing legacy telephone service. VOIP is among the services that demand more advanced capability from our network equipment.

Project Funding

The estimated cost of the work is \$7.6M to be fully funded from a planned, accumulated surplus within the Ancillary Fund that has been designated for IT communications infrastructure upgrades. These costs are for network hardware (network switches and wireless access points) and installation (including some new network cabling).

Current state of York’s network infrastructure

Many of the network components in York’s building were installed in the buildings either when they were built or as part of the last major network renewal in 2003-2005. During that period the University carried out a comprehensive renewal of its network that focused on modernizing and standardizing our network cable infrastructure as well as upgrading building network equipment. During that three year network upgrade program complete or partial upgrades were performed on over 40 major buildings at both the Keele and Glendon campuses. Since that time, the University has built or substantially renovated over a dozen buildings including Schulich, Osgoode, TEL, Glendon Centre of Excellence, Accolade East and West, Kaneff Tower (YRT), Kinsmen, 4747 Keele, Life Sciences, Bennett Centre, William Small Centre, and the Lassonde Building.

Over the past decade UIT has been pursuing a strategy of network upgrades largely by leveraging large scale building renovations. As of summer 2012, the University had 9 major buildings with network infrastructure that met current standards. These included: Scott Library and Central Square, Life Sciences Building, YRT, Kinsmen, Osgoode, Sherman, 4747 Keele, and Kinsmen. The remaining buildings contained a mix of network technology largely related to the timing of opening of the building or the last upgrade with the age of the infrastructure in these buildings ranging from five to 10 years old.

Current state of York’s wireless network service

York’s wireless network service (called “AirYork”) was first introduced into a small number of buildings in 2003. The service was gradually expanded and included in new buildings through the years such that by Summer 2012 York’s wireless network consisted of approximately 1,200 “access points” spread across almost 60 buildings/facilities. Of these about 25% were of a current generation of wireless technology that had been installed in conjunction with new building construction of major renovation. The remainder of the wireless equipment was between five and ten years old having been installed when buildings were constructed (SSB and TEL were among the first buildings to have wireless) or implemented as part of York’s initial deployment of wireless service.

PLANS

WiRELess Service Improvement

In order to close the gap in student expectations for wireless service UIT embarked on a significant service redesign and expansion in August of 2012. This has resulted in the creation of a new service “*AirYorkPlus*” that features simplified authentication and the potential for higher speed connections.

The introduction the new *AirYorkPlus* service was begun in September 2012 through changes to service over existing wireless infrastructure and in some case through the introduction of new wireless access points.

Notably in the fall of 2012 UIT worked with staff in the Schulich School of Business on an initial pilot implementation of *AirYorkPlus*. This implementation was a significant success and included the delivery of simultaneous wireless connectivity to a class of several hundred students. At April 2013 *AirYorkPlus* service has been introduced into 20 major buildings (using existing equipment and in some cases with the addition of new access) – estimated to be 20% complete based on an expected increase in the number of access points deployed to 3,300.

Network Infrastructure Upgrade

In order to support the enhanced network services, UIT is proposing the replacement of out-of-date network equipment in order to bring all of our buildings to a standard to support the new wireless services as well as current and emerging needs for higher performance, reliability and security.

Network upgrades to select buildings were implemented through fiscal 2012-2013. Among these was the Schulich building as part of the AirYorkPLUS pilot implementation described above. At April 2013 almost 40 major buildings or locations require full or partial upgrades of network equipment.

Completion of Wireless and network infrastructure upgrades

Following the completion of the network renewal in the Schulich Building in the Fall of 2012, UIT has proceeded to do critical, selective wireless improvements and upgrades. These have been funded to date through UIT operating funds and allocated project funds. The current state of wireless renewals is illustrated in the attached campus maps.

The plan going forward is to accelerate the renewal and expansion of the wireless network along with dependent components in the broader campus network and to be substantially complete by the end of Fiscal 2014-2015. The completion of this work will triple the number of wireless access points from the legacy design and bring dependent network components into a state to support both current wireless technology and emerging network applications.

Memo

To: Board of Governors

From: Ozench Ibrahim, Chair, Board Finance and Audit Committee

Date: June 3, 2013

Subject: **Capital Approval: Undergraduate Residence Information Technology Network and Service Upgrades**

Recommendation

The Board Finance and Audit Committee recommends that the Board of Governors approve two related capital projects as follows:

- **\$1,200,000 to execute a network equipment renewal project to replace network equipment, all or in part, in ten undergraduate residence buildings at both the Keele and Glendon campuses; and**
- **\$1,800,000 to upgrade the Undergraduate “ResNet” service**

Background and Rationale

In 2000-2001, York introduced data service into its undergraduate residence buildings. At the time, ownership of personal computers was becoming relatively common and incoming students were seeking the convenience of Internet access in their residence room as an alternative to using “drop-in” computer labs.

To introduce the data service, the University’s data network was extended to the residence buildings, communications rooms expanded/renovated and network equipment installed. The network leveraged existing in-building network cable to each residence room, also used for the residence telephone system. The service that was introduced, so-called “ResNet”, at that time compared favourably with then current home “high speed” offerings.

Network Equipment Renewal

Over the past twelve-plus years, the service and the underlying infrastructure has changed little while the expectations of students and the demand for data/network access has changed dramatically. Over the past two academic years, in particular, satisfaction of residence students with the “ResNet” service has been poor. While the infrastructure capacity has been marginally satisfactory, there have been reliability challenges with the service caused in part by aging equipment and also by students introducing their own unmanaged equipment onto the network. In order to bring the wired data network in the undergraduate residences to a point where it is both supportable and reliable, the network equipment in the buildings must be renewed by September 2013.

Undergraduate “ResNet” Services Upgrade

The “ResNet” service has been essentially unchanged over the past twelve to thirteen years while student expectations and demand for Internet access has changed and increased significantly. This project is to provide a bundle of enhanced network services, including high-speed wired and wireless networking throughout the residences, in order to increase student satisfaction with and the appeal of York’s undergraduate residences.

The majority of the work and thus cost associated with this initiative is to upgrade the network cabling necessary to support a modern wireless network infrastructure. When the campus wide network upgrade program was undertaken about a decade ago the residence buildings were not done – leaving in place a cable infrastructure that is now, in many cases, 20 or more years old. This infrastructure cannot meet the growing connectivity expectations of our students and must be replaced.

The addition of wireless networking to the residences is a further step that will leverage the updated network infrastructure and position York favourably relative to other universities. Wireless residence service is not yet widespread in Ontario university residences though it is increasingly in demand from students.

Due to changing demand patterns, the existing telephone service that is currently provided in every suite will be withdrawn, although new courtesy telephones will be provided one per floor in the residence buildings. The financial framework for this service will remain cost-neutral relative to the previous arrangement for networking and telephone services in the undergraduate residences.

Funding

These two related projects will be internally financed over a six-year period with funding from the existing revenue flow from student residence fees. Currently, \$480 of each student’s residence fees is set aside for provision of voice and data services, for a total of \$1,000,000 in annual revenue, split between voice (60%) and data (40%) services. The revenue now flowing to the voice service will provide funding of \$300,000 a year for the six-year period for the renewal and expansion of the residence network service. The \$1,200,000 expense in 2013 for network equipment upgrades will be funded by a \$200,000 set aside from the annual revenue over a period of six years.

Memo

To: Board of Governors
From: Ozench Ibrahim, Chair, Board Finance and Audit Committee
Date: June 3, 2013
Subject: **Tuition Fee Approval**



Background and Rationale

The Minister of Training, Colleges and Universities announced a four year framework for tuition fees for Ontario universities on March 28, 2013. Under that framework, university governing boards may increase tuition fees subject to the following constraints:

- The tuition fees for all students in Arts and Science, and selected other undergraduate programs, may increase by 3% and thereafter to 2016-2017.
- Tuition fees for students in graduate programs and high cost professional programs may be increased as follows:
 - 5% for students entering their program in 2013-2014 and each year thereafter to 2016-2017
 - 4% for students currently enrolled in their program and each year thereafter to 2016-2017
- The overall average rate of tuition fee increase across all publicly funded programs at an institution will be capped at 3.0% per year based on a prescribed methodology.

Fee increases are being requested at this time under this framework for the period May 1, 2013 to April 30, 2017 unless otherwise stated.

Ontario universities are still at or near the lowest funded universities in Canada on a per student basis. With no allowance built into government grants for inflation and an announcement confirming grant reductions in the amount of \$2.8 million in 2013-2014, increasing to \$5.5 million in 2014-2015, significant budget pressures are being encountered due to salary and benefit costs. The proposed fee increases are required in order for the University to meet cost pressures and not exacerbate the already significant budget cuts required over the next few years.

Approval is being requested to increase tuition fees as outlined below. The increases in fees are to be effective May 1st of each year. The increases for the current year however will not be implemented until September 1, 2013.

It should be noted that in the Fall of 2005, the Board approved a tuition freeze for students in “non-professional” graduate programs. These fees for Domestic Students are not proposed to change at this time.

Upon review of tuition fees charged to International Graduate students in Ontario (attached as Appendix 1) it was identified that York’s International graduate tuition fee is considerably lower than universities in our comparison group. York is currently experiencing strong demand from international graduate students and it is being recommended that the fees be increased to more closely reflect the cost of the programs and fees charged by other Ontario universities. Fees charged by the University of Toronto, McMaster University, Ryerson, and the University of Windsor in 2012-13 were in the range of \$15,800 to \$18,886 compared to York’s fee in 2012-13 at \$11, 273. In addition, York’s tuition fee for undergraduate international students is \$17,934.

For students entering in 2013-14 or continuing, the fee increase being recommended is 5.5% plus the applicable International tax of \$825.00 and 5.5% for each year thereafter. The fee increases proposed for students entering in 2014-15 will result in annual fees of \$18,000, adjusted for the applicable International Tax (Masters Students only) and 5% each year thereafter to 2016-17. This will provide the students with reasonable notice of the higher fees that will commence in 2014-15.

The tuition fee increases being recommended in this document are reflected in the proposed 2013-2017 budget plan being presented concurrently to the Board for approval.

This projected annual percentage increase in domestic tuition rates from the tuition fee increases are compliant with Ministry Guidelines.

Tuition Fee Proposals

Approval is sought from the Board of Governors for the following tuition fee recommendations:

DOMESTIC TUITION FEES

1. That the tuition fee rate for Domestic **Undergraduate Non-Professional Arts, Science and Other** Students as defined in the Tuition Fee Guidelines from the Ministry of Training, Colleges and Universities be increased by 3% for all students. These increases will apply in 2013-2014 and in each year thereafter. The resultant fees are shown below:

a) Arts, Science and Other – Domestic Student Tuition Fee based on 30 credits (excludes centrally collected ancillary and student referenda fees)

Arts & Sciences and other	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering year	5,693.16	5,863.95	6,039.86	6,221.05	6,407.68
2nd year	5,665.92	5,863.95	6,039.86	6,221.05	6,407.68
3rd year	5,638.77	5,835.89	6,039.86	6,221.05	6,407.68
4th year	5,611.94	5,807.93	6,010.96	6,221.05	6,407.68
Beyond	5,584.80	5,780.29	5,982.16	6,191.28	6,407.68

b) Design – Domestic Student Total Fee Per Year based on 30 credits *(excludes centrally collected ancillary and student referenda fees)*

Bachelor of Design	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering year	8,374.41	8,625.64	8,884.40	9,150.93	9,425.45
2nd year	8,334.34	8,625.64	8,884.40	9,150.93	9,425.45
3rd year	8,294.45	8,584.37	8,884.40	9,150.93	9,425.45
4th year	8,250.11	8,543.28	8,841.90	9,150.93	9,425.45
Beyond	8,206.84	8,497.61	8,799.57	9,107.15	9,425.45
Supplementary year	3,355.04	3,455.69	3,559.36	3,666.14	3,776.12

Note: *Students who do not complete the program within four years and who do not qualify for a supplementary year rate will have an increase applied to their prior year tuition of 3%.*

2. That the tuition fee rate for Domestic **Undergraduate Professional** Students as defined in the Tuition Fee Guidelines from the Ministry of Training, Colleges and Universities be increased by 5% per year for students newly entering their program and 4% for those students continuing in their program. The resultant fees are shown below:

a) Business (BBA, iBBA), Administrative Studies (BAS), Engineering (BASC), Computer Science, ITEC (BA or BSc), BPA, BDEM – Domestic Student Tuition Fee based on 30 credits *(excludes centrally collected ancillary and student referenda fees)* as per the schedule below:

Undergraduate Professional	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
entering year	7,169.79	7,528.27	7,904.68	8,299.91	8,714.90
2nd year	6,904.24	7,456.58	7,904.68	8,299.91	8,714.90
3rd year	6,648.40	7,180.40	7,754.84	8,299.91	8,714.90
4th year	6,402.55	6,914.33	7,467.61	8,065.03	8,714.90
Beyond	6,165.12	6,658.65	7,190.90	7,766.31	8,387.63

b) Law (JD) — Full-time Domestic Student Tuition Fee Per Year *(excludes centrally collected ancillary and student referenda fees)*

Law (JD)	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering year	20,564.28	21,592.49	22,672.11	23,805.71	24,995.99
2nd year	19,802.64	21,386.85	22,672.11	23,805.71	24,995.99
3rd year	19,069.44	20,594.74	22,242.32	23,805.71	24,995.99
4th year	18,363.28	19,832.21	21,418.52	23,132.01	24,995.99
Beyond	17,684.16	19,097.81	20,625.49	22,275.26	24,057.29

- c) **BEng — Electrical Engineering Program – Domestic Student Tuition Fee based on 36 credits** (*excludes centrally collected ancillary and student referenda fees*). Fees currently under review by the Ministry. Fee approval is requested at the rate outlined below. Should the Ministry approve a fee for the program different than the fee outlined below, approval is being requested for the amount approved by the MTCU.

BEng Program	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering year	New Program	10,000.00	10,500.00	11,025.00	11,576.00
2nd year			10,500.00	11,025.00	11,576.00
3rd year			-	11,025.00	11,576.00
4th year			-	-	11,576.00

3. That the tuition fee rate for the Domestic **Professional Graduate Programs**, as outlined below, be increased by 5% for students newly entering their programs in 2013-2014 and in each year thereafter; and likewise 4% for those students continuing in their program. The resultant fees are shown below:

MBA/iMBA/MPA/MF/Master of Science in Business Analysis [MSc (Bus. An.)] / Master of Accounting — Full-Time Domestic Student Tuition Fee Per Term (*excludes centrally collected ancillary and student referenda fees*). Please note that the MSc (Bus. An.) fee is currently under appeal with the MTCU and the Masters of Accounting is still pending funding and fee approval from the Ontario Government. Should the Ministry approve a fee for the program different than the fee outlined below, approval is being requested for the amount approved by the MTCU.

MBA/iMBA/MPA/MF	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering year	14,525.12	15,251.37	16,013.93	16,814.62	17,655.35
2nd year	13,987.15	15,106.12	16,013.93	16,814.62	17,655.35
3rd year	13,469.11	14,546.63	15,710.36	16,814.62	17,655.35
4th year	12,954.27	14,007.87	15,128.49	16,338.77	17,655.35
Beyond	12,458.89	13,472.44	14,568.18	15,733.62	16,992.32

Note: Part-time students pay 40% of full-time fee per term.

4. That the Domestic Student tuition fee rate for the **Master of Design** be increased by 5% for students newly entering their program in 2013-2014 and in each year thereafter; and likewise 4% for students continuing in their program. The resultant fees are shown below:

Master of Design (MDes)— Full-time Domestic Student Tuition Fee Per Term (*excludes centrally collected ancillary and student referenda fees*)

Master of Design (MDes)	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering year	4,660.00	4,893.00	5,137.65	5,394.53	5,664.25
2nd year	4,660.00	4,846.40	5,137.65	5,394.53	5,664.25
3rd year	4,660.00	4,846.40	5,040.25	5,394.53	5,664.25
4th year	4,660.00	4,846.40	5,040.25	5,241.86	5,664.25
Beyond	4,660.00	4,846.40	5,040.25	5,241.86	5,451.53

Note: Part-time students pay 50% of full-time fee per term. Students who do not complete the program within 3 terms for full-time and 6 terms for part-time will be charged the part-time graduate studies tuition rate for each subsequent term until completion.

5. That the fees for **MHRM**, **MPPAL**, **MFAcc** Domestic Students be increased at the rate of 3% for students entering their program in 2013-2014 and in each year thereafter;

- a) **MHRM – Full-time Domestic Student Tuition Fee For 4 Terms** (*excludes centrally collected ancillary and student referenda fees.*)

MHRM	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering year	29,000.00	29,870.00	30,766.10	31,689.08	32,639.75

Note: Part-time students pay 50% of full-time fee per term. Students who do not complete the programs within 4 terms for full-time and 8 terms for part-time will be charged the part-time graduate studies tuition rate for each subsequent term until completion.

- b) **MPPAL – Domestic Student Tuition Fee For 6 Terms** (*excludes centrally collected ancillary and student referenda fees*)

MPPAL	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering year	18,202.00	18,748.06	19,310.50	19,889.81	20,486.50

Note:

Part-time students pay 50% of the full-time fee per term. Students who do not complete the programs within 6 terms will be charged the part-time graduate studies tuition rate for each subsequent term until completion.

- c) **MFAcc – Full-time Domestic Student Tuition Fee For 4 Terms** (*excludes centrally collected ancillary and student referenda fees*).

MFAcc	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering year	29,160.00	30,034.80	30,935.84	31,863.91	32,819.82

Note: Part-time students pay 50% of the full-time fee. Students who do not complete the programs within 4 terms for full-time and 8 terms for part-time will be charged the part-time graduate studies tuition rate for each subsequent term until completion.

6. That the Domestic Student program fee for the **EMBA** students be increased as outlined below:

EMBA Domestic Student Program Fee (*includes centrally collected ancillary and student referenda fees*)

EMBA Program	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering year	110,000.00	115,000.00	115,000.00	120,000.00	120,000.00

7. That the tuition fee rate for Domestic Students in **LLM/PDP** and **LLM International Business Law** programs be increased for students newly entering their programs as follows:

- For LLM/PDP: 5% in 2013-2014; no increase in 2014-2015; 5% in 2015-2016; and no increase in 2016-2017.
- For LLM International Business Law, no increase in 2013-2014; 5% in 2014-2015; 5% in 2015-2016; and 5% in 2016-2017.

LLM/PDP and LLM International Business Law Domestic Student Program Fee (*excludes centrally collected ancillary and student referenda fees*)

LLM/PDP	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering year	20,846.16	21,888.46	21,888.46	22,982.88	22,982.88

LLM International Business Law	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering year	28,620.00	28,620.00	30,051.00	31,553.55	33,131.22

8. That the tuition fee rate for Domestic Students in the **Diploma in Financial Engineering** program be increased by 5% per year.

Diploma in Financial Engineering Domestic Student Fee Per Term (*excludes centrally collected ancillary and student referenda fees*)

Financial Engineering Diploma	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering year	5,810.05	6,100.55	6,405.58	6,725.86	7,062.15

Note: *Part-time students pay 50% of the full-time fee. Students who do not complete the program within the three terms will be charged the part-time graduate studies tuition rate for each subsequent term until completion.*

9. That the full-time tuition fee for 6 terms for Domestic Students in the **Master of Conference Interpreting (MCI)** be increased by 5% per year for students entering the program in 2013-2014 and in each year thereafter to 2016-2017; and likewise by 4% for students currently enrolled in the program and in each year thereafter to 2016-2017.

Master of Conference Interpreting (MCI) Domestic Student Fee Per Term (*excludes centrally collected ancillary and student referenda fees*)

MCI	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering year	2,000.00	2,100.00	2,205.00	2,315.25	2,431.01
Continuing year		2,080.00	2,205.00	2,315.25	2,431.01
3rd year			2,163.20	2,315.25	2,431.01
4th year and Beyond				2,249.72	2,431.01

INTERNATIONAL TUITION FEES

The Provincial Government announced in the March 2012 budget, its intention to adjust their transfer payment grants to Universities to reflect a recovery of \$750 for all new international students commencing in September 2013. All international students enrolled in a doctoral degree program are exempted. In addition, the Government announced the elimination of the municipal grant of \$75 for all international students enrolled effective September 1, 2013.

Consistent with other Ontario universities, the fee increases requested for international students reflect an additional increase of \$825.00 for new students and \$75.00 for continuing students to offset the impact of the government decision to reduce the University's annual operating grants by these amounts per student.

These grant reductions are in effect the introduction of a new "international tax" on universities of \$825.00 for new international students and \$75.00 for existing international students.

1. That the tuition fee rates for International Students in the undergraduate categories of **Non-Professional Arts, Science and Other, and Professional** (with the exception of the BBA/iBBA) as defined in the Tuition Fee Guidelines from the Ministry of Training, Colleges and Universities, be increased by domestic rates previously outlined in this memo, plus the differential as outlined below:
 - a) 5.5% plus the \$825.00 annual international tax for new students in 2013-2014, and 5.5% in each year thereafter.
 - b) 5.5% plus \$75.00 for annual international tax for continuing students in 2013-2014, and 5.5% in each year thereafter.

International Differential	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering Year	11,410.88	12,863.47	13,570.96	14,317.36	15,104.81
Continuing year	11,410.88	12,113.47	12,779.71	13,482.59	14,224.13

2. That the tuition fee rate for International Students in the **Design Program** be increased as follows:
 - a) 3% plus the new \$825.00 international tax for new students in 2013-2014, and 3% in each year thereafter.
 - b) 3% plus the new \$75.00 international tax for continuing students in 2013-2014, and 3% in each year thereafter.

Bachelor of Design (BDes) – International Student Tuition Fee Per Year based on 30 credits
(excludes centrally collected ancillary and student referenda fees)

Bachelor of Design (BDes)	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering year	18,732.35	20,119.32	20,722.89	21,344.57	21,984.90
2nd year	18,642.72	19,369.32	20,722.89	21,344.57	21,984.90
3rd year	18,550.16	19,277.00	19,950.39	21,344.57	21,984.90
4th year	18,456.56	19,181.66	19,855.31	20,548.90	21,984.90
Beyond	18,365.04	19,085.25	19,757.10	20,450.96	21,165.36
Supplementary Year	6,907.68	7,189.91	7,405.60	7,627.76	7,856.59

Note: *Students who do not complete the program within four years and who do not qualify for a supplementary year rate will have an increase applied to their prior year tuition of 3%.*

3. That the tuition fee rate for International Students in the **Master of Design (MDes)** be increased as follows:
 - a) 5% plus the \$825.00 annual International Tax for new students in 2013-2014, and 5% in each year thereafter.
 - b) 4% plus the \$75.00 annual International Tax for continuing students in 2013-2014, and 5% in each year thereafter.

Master of Design (MDes) – International Student Tuition Fee Per Term *(excludes centrally collected ancillary and student referenda fees)*

Master of Design (MDes)	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering year	9,321.00	10,612.05	11,142.65	11,699.78	12,284.76
2nd year	9,321.00	9,768.84	11,142.65	11,699.78	12,284.76
3rd year	9,321.00	9,768.84	10,159.59	11,699.78	12,284.76
4th year	9,321.00	9,768.84	10,159.59	10,565.97	12,284.76
Beyond	9,321.00	9,768.84	10,159.59	10,565.97	10,988.60

Note: *Part-time students pay 50% of full-time fee per term.*

4. That the tuition fee rate for International Students in the **MHRM, MPPAL and MFAcc** programs increased by 3% for all students entering the program in 2013-2014 plus the new \$825.00 annual international tax for entering students, and 3% in each year thereafter. Students enrolled in a four-term program are required to pay the annualized fee of \$825.00 twice.
 - a) **MHRM – International Student Tuition Fee for 4 Terms** *(excludes centrally collected ancillary and student referenda fees).*

MHRM	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering Year	40,410.88	43,273.20	44,571.39	45,908.53	47,285.78

Note: *Part-time students pay 50% of the full-time fee.*

- b) **MPPAL – International Student Tuition Fee for 6 Terms part-time** (*excludes centrally collected ancillary and student referenda fees*). Students enrolled in a six-term program are required to pay the annual fee of \$825.00 twice.

MPPAL	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering Year	29,612.88	32,151.26	33,115.79	34,109.26	35,132.53

- c) **MFAcc – Full-time International Student Tuition Fee for 4 Terms** (*excludes centrally collected ancillary and student referenda fees*). Students enrolled in a four-term program are required to pay the annualized fee of \$825.00 twice.

MFAcc	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering Year	40,570.88	43,438.00	44,741.14	46,083.37	47,465.87

Note: Part-time students pay 50% of the full-time fee.

5. That the tuition fee rate for International Students in the **EMBA program** be set equal to the domestic rates in this program as is the current practice. The fee will be inclusive of the new \$825.00 international tax for entering students and \$75.00 for the international tax for continuing students.
6. That the tuition fee rate for International Students in the **JD Program** be set equal to the domestic rates in this program plus the new \$825.00 annual international tax for entering students and the \$75.00 annual international tax for continuing students.
7. That the tuition fee rate for International Students in the **Diploma in Financial Engineering program** be increased by \$500.00 plus the annual international tax for newly entering students. Students enrolled in a four-term program are required to pay the annual fee of \$825.00 twice.

Financial Engineering Diploma	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering year	6,835.49	7,747.99	8,247.99	8,747.99	9,247.99

8. That the tuition fee rates for International Students in the **LLM International Business Law and LLM/PDP** programs be increased for newly entering students as follows (*excluding centrally collected ancillary and student referenda fees*).
 - a) LLM International Business Law: 2013-2014 – no change; 2014-2015 – add the annual international tax of \$825.00 plus 10% of the new total; 2015-2016 – no change; 2016-2017 – 10% increase.
 - b) LLM/PDP: 2013-14 – Increase by the equivalent of two years of the international tax of \$825 for a total of \$1,650 to compensate for the annual international tax for students in the two-year program; 2014-15 – 5%; 2015-2016 – no change; 2016-2017 – 5%.

LLM International Business Law	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering year	28,620.00	28,620.00	32,307.00	32,307.00	35,537.70

LLM /PDP 1 or 2 Year Program	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering year	28,620.00	30,270.00	31,783.50	31,783.50	33,372.67

9. That the tuition fee rates for International Students in the **BBA and iBBA program based on 30 credits** be increased in 2013-2014 to reflect the new annual international tax of \$825.00 for entering students and the \$75.00 annual International Tax for continuing students (with no further increases in succeeding years).

BBA/iBBA International Student Tuition Fee (*excludes centrally collected ancillary and student referenda fees*)

International BBA/iBBA	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering year	25,000.00	25,825.00	25,825.00	25,825.00	25,825.00
2nd year	19,000.00	25,075.00	25,825.00	25,825.00	25,825.00
3rd year	19,000.00	19,075.00	25,075.00	25,825.00	25,825.00
4th year	19,000.00	19,075.00	19,075.00	25,075.00	25,825.00
Beyond	19,000.00	19,075.00	19,075.00	19,075.00	25,075.00

10. That the tuition fee rates for full-time International Students in the **MBA/iMBA/MPA/MF/ Master of Science in Business Analysis [MSc (Bus. An.)] /Masters of Accounting programs** be increased as follows:

- a) \$1,250 plus the \$825.00 annual international tax for students newly entering their programs in 2013-2014, and \$1250 in each year thereafter. Students in a four-term program are required to pay the annualized fee twice.
- b) 4% plus the \$75.00 annual international tax for those students continuing in their programs in 2013-2014. Students in a four-term program are required to pay the annual fee twice.

Please note that the MSc (Bus. An.) fee is currently under appeal with the MTCU and the Masters of Accounting is still pending funding and fee approval from the Ontario Government. Should the Ministry approve a fee for the program different than the fee outlined below, approval is being requested for the amount approved by the MTCU.

MBA/iMBA/MPA/MF/MSc (Bus.An.) International Student Tuition Fee per term (*excludes centrally collected ancillary and student referenda fees*)

MBA/iMBA/MPA/MF	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering year	17,088.72	18,751.22	20,001.22	21,251.22	22,501.22
2nd year	15,172.26	17,809.76	19,501.26	20,801.26	22,101.26
3rd year	15,172.26	15,816.65	18,522.15	20,281.31	21,633.31
4th year	15,172.26	15,816.65	16,449.31	19,263.03	21,092.56
Beyond	15,172.26	15,816.65	16,449.31	17,107.28	20,033.55

Note: Part-time students pay 40% of full-time fee per term.

11. That the tuition fee rates for full-time International Students in Non-Professional Masters Programs be increased as follows:

- For new students entering in 2013-14, an increase in tuition fee of 5.5% per term plus the annual International Tax of \$825.00 prorated to \$275.00 per term and 5.5% each year thereafter to 2016-17.
- For new students entering in 2014-15, an increase in tuition to \$6,000 per term plus the annual International Tax of \$825.00 prorated to \$275.00 per term and 5% each year thereafter to 2016-17.
- For existing or returning students, an increase of 5.5% per term plus the annual International Tax of \$75.00 prorated to \$25.00 per term and 5.5% each year thereafter to 2016-17.

Fee Per Term

International Non Professional Masters	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering year	3,757.60	4,239.26	6,275.00	6,588.75	6,918.19
2nd year	3,757.60	3,989.26	4,472.41	6,588.75	6,918.18
3rd year	3,757.60	3,989.26	4,208.66	4,440.13	6,918.18
4th year	3,757.60	3,989.26	4,208.66	4,440.13	4,684.33
Beyond	3,757.60	3,989.26	4,208.66	4,440.13	4,684.33

Note: Part-time students pay 50% of full-time fee per term.

12. That the tuition fee rates for full-time International Students in PhD Programs be increased as follows:

- For new students entering in 2013-14, an increase in tuition fee of 5.5% per term and 5.5% each year thereafter to 2016-17.
- For new students entering in 2014-15, an increase in tuition to \$6,000 per term and 5% each year thereafter to 2016-17.
- For existing or returning students, an increase of 5.5% per term for each year thereafter to 2016-17.

Fee Per Term

International PhD	Current Board Approval Fee	2013-14	2014-15	2015-16	2016-17
Entering year	3,757.60	3,964.26	6,000.00	6,300.00	6,615.00
2nd year	3,757.60	3,964.26	4,182.29	6,300.00	6,615.00
3rd year	3,757.60	3,964.26	4,182.29	4,412.31	6,615.00
4th year	3,757.60	3,964.26	4,182.29	4,412.31	4,654.98
Beyond	3,757.60	3,964.26	4,182.29	4,412.31	4,654.98

Note: Part-time students pay 50% of full-time fee per term.

Appendix 1

International Tuition Fees plus Ancillary Fees for Masters (MA) and Doctoral (PhD) Programs, by Institution, 2012-13

	Tuition Fees	Compulsory Ancillary Fees...		Total
		Collected by and Retained by Institution	Collected on Behalf of Student Govt	Tuition plus Ancillary Fees ¹
Brock	\$17,736	\$168	\$638	\$18,542
Carleton	\$16,536	\$456	\$786	\$17,777
Guelph	\$16,831	\$683	\$688	\$18,202
Lakehead	\$16,000	\$285	\$293	\$16,578
Laurentian	\$17,042	\$215	\$253	\$17,511
McMaster	\$15,813	\$170	\$477	\$16,459
Nipissing ²	\$17,500	\$545	\$854	\$18,899
OCAD ²	\$21,834	\$760	\$109	\$22,703
UOIT	\$15,615	\$760	\$671	\$17,046
Ottawa	\$16,334	\$263	\$1,069	\$17,666
Queen's	\$12,366	\$146	\$909	\$13,421
Ryerson	\$18,886	\$372	\$421	\$19,679
Toronto	\$16,886	\$776	\$466	\$18,128
Trent	\$16,093	\$291	\$621	\$17,005
Waterloo	\$17,208	\$363	\$630	\$18,201
Western	\$15,359	\$454	\$860	\$16,673
WLU	\$16,965	\$488	\$1,026	\$18,479
Windsor ³	\$17,325	\$465	\$714	\$18,503
York	\$11,273	\$494	\$681	\$12,447

¹ Excludes co-op fees and UHIP costs.

² These institutions do not have doctoral programs.

³ Windsor includes \$10.50 international student society fee (reported under Compulsory Ancillary Fees Collected by and Retained by Institution).

Memo

To: Board of Governors

From: Ozench Ibrahim, Chair, Board Finance and Audit Committee

Date: June 3, 2013

Subject: **Centrally Collected Student Ancillary Fees 2013-2014**

Recommendation:

It is recommended that, for 2013-2014, the centrally-collected ancillary fees for undergraduate students and students enrolled in the graduate professional programs (see Appendix 1), be increased by 2.0%:

- **For undergraduate students, the increase is thirty-nine cents (\$.39) per credit from \$19.32 to \$19.71, thereby increasing the student ancillary fee for full-time students (enrolled in 30 credits) from \$579.60 to \$591.30;**
- **For students in graduate professional programs, the fee increases from \$289.80 to \$295.65 for programs charged on a per-term fee basis. Part-time graduate students pay 50% of the full-time fee.**

While the adjusted fees are effective May 1, 2013, students will not be assessed actual increases in their ancillary fees until September 1, 2013.

Background and Rationale

These ancillary fees provide direct support for the activities and services in Counselling, Cultural and Special Services as well as in Sport & Recreation.

This 2.0% increase in ancillary fees is proposed in accordance with the provisions of the Ancillary Fee Agreement, and is required to address inflationary increases in operating costs for areas supported through ancillary fees. An increase in salaries and benefits costs is expected at 2.0% and while CPI for 2012 was at a level of 1.5%, a 2.0% increase overall will enable existing services to be maintained. Salaries and benefits represent approximately 75% of current operating costs.

Recent increases in ancillary fees were:

- 2.16% in 2012-2013
- 2.0% in 2011-2012
- 2.17% in 2010-2011 and
- 3.0% in 2009-2010

A table of adjusted ancillary fees for students enrolled in graduate professional programs is appended.



Appendix 1

Adjusted Ancillary Fees for Graduate Professional Programs:

	2012-13	2013-14
MBA/IMBA/MPA Full-Time	289.80	295.65
MBA/IMBA/MPA Part-Time	144.90	147.82
EMBA	579.60	591.30
MHRM Full-Time	144.90	147.82
MHRM Part-Time	72.45	73.91
Master of Design Full-Time	193.20	197.1
Master of Design Part-Time	96.60	98.55
FGS Full-Time	149.53	152.52
FGS Part-Time	74.77	76.26
FGS Theatre Voice	74.77	76.26
LLM PDP	144.90	147.82
Financial Engineering Part-Time	144.90	147.82
MES Full-Time	149.53	152.52
MES Part-Time	74.77	76.26
MPPAL Part-Time	96.60	98.55
Masters of Laws in Business of International Studies*	1159.20	1182.60
Master of Financial Accountability (MFAc) Full-Time	144.90	147.82
Master of Financial Accountability (MFAc) Part-Time	72.45	73.91
Master of Finance Full-Time	289.80	295.64
Master of Finance Part-Time	144.90	147.82
Master of Conference and Interpreting Full-Time	149.53	152.52

** The ancillary fee is collected with the program fee for 4 terms*

Memo

To: Board of Governors

From: Ozench Ibrahim, Chair, Board Finance and Audit Committee

Date: June 3, 2013

Subject: **Student Referendum Fees**

Recommendation:

Pursuant to the results of student referenda conducted March 26 through 28, 2013, it is recommended that:

- 1) a new levy of 15 cents (\$.15) per credit be implemented for all Glendon undergraduate students, adjusted on an annual basis to the Toronto Consumer Price Index, to fund GLgbt* (Glendon Lesbian Gay Bisexual Trans*); and**
- 2) a new levy of one dollar (\$1) per credit be implemented for all undergraduate students in the Faculty of Environmental Studies, to fund the capital costs for the Green Campus Cooperative Café (GCCC) in the Health, Nursing & Environmental Studies Building. The levy, to be initiated for the 2013-2014 academic year, will be instituted for 3 years and expire afterwards.**

Background and Rationale

Spring 2013 Referenda

There were six questions put to students during the voting period from March 26 – 28.

1. Undergraduate students at Glendon College were asked to establish a new levy of 15 cents (\$.15) per credit, adjusted on an annual basis to the Toronto Consumer Price Index, to fund GLgbt* (Glendon Lesbian Gay Bisexual Trans*). A student enrolled in a six-credit course would pay 90 cents (\$.90). This referendum question obtained quorum of 10% of the eligible voters and at least 50% plus 1 were in favour (200 Yes, 81 No, 10 Abstain).
2. All undergraduate students in the Faculty of Environmental Studies were asked to establish a new levy of one dollar (\$1.00)



3. per credit to fund the capital cost for the Green Campus Cooperative Café in the Health, Nursing and Environmental Studies Building. The levy would be instituted for 3 years and expire afterwards. A student enrolled in a six-credit course would pay six dollars (\$6.00). This referendum question obtained quorum of 10% of the eligible voters and at least 50% plus 1 were in favour (128 Yes, 5 No, 1 Abstain).
4. All undergraduate students in the Faculty of Liberal Arts and Professional Studies were asked to establish a new levy of 20 cents (\$.20) per credit to fund the Student Council of the Faculty of Liberal Arts and Professional Studies (SCOLAPS). A student enrolled in a six-credit course would pay \$1.20. This referendum question failed to obtain quorum of 10% of the eligible voters and therefore failed.
5. All undergraduate students in Glendon College were asked to establish a new fee levy of 50 cents (\$.50) per credit to fund Regenesis@York. A student enrolled in a six-credit course would pay \$3.00. This referendum question failed to obtain quorum of 10% of the eligible voters and therefore failed.
6. All undergraduate students, excluding those in Glendon College, were asked to establish a new fee levy of 50 cents (\$.50) per credit to fund Regenesis@York. A student enrolled in a six-credit course would pay \$3.00. This referendum question failed to obtain quorum of 10% of the eligible voters and therefore failed.
7. All graduate students and Osgoode students were asked to establish a new fee levy of ten dollars (\$10.00) per term for full-time students and five dollars (\$5.00) per term for part-time students to fund Regenesis@York. This referendum question failed to obtain quorum of 10% of the eligible voters and therefore failed.



ACADEMIC RESOURCES COMMITTEE

**Report to the Board
at its meeting of June 24, 2013**

The Academic Resources Committee met on June 3 and submits the following information report to the Board of Governors.

1. Report of the Vice-President Research and Innovation

The Committee received the most recent report of Vice-President Haché, and was pleased to learn that the Strategic Research Plan 2013-2018: Building on Strengths was approved by Senate in April. The SRP is intended to stimulate and guide research planning by the Faculties, and to express York's research strengths and aspirations. Vice-President Haché also shared the results of Tri-Council grant competitions. The University fared exceptionally well in this year's round of CIHR, NSERC and SSHRC funding. We congratulate the Vice-President, his team and collegial partners, and all York researchers for these and other impressive accomplishments over the past year.

Documentation is attached as Appendix A.

2. Report of the Vice-President Academic and Provost

Vice-Provost Lenton provided the Committee with her most recent report to Senate which this year was twinned with an update on the budget context for academic planning from Vice-President Finance and Administration Gary Brewer. The report is familiar in many respects and provides a progress report on the achievement of goals set out in the University Academic Plan and the Provostial White Paper. As the report attests, considerable progress has been made in recent years thanks in no small part to innovative approaches to teaching, learning, research, special projects sponsored by the Academic Innovation Fund, and strategic investments such as those made to re-build the complement the past two years.

The report also differs in important ways. A key message is that quality will be compromised and progress toward planning goals seriously impeded unless steps are taken to address academic and administrative priorities. Financial circumstances are such that budget cuts of 3.5 per cent planned for the next several years would have to nearly double without some relief. To that end, it has been proposed that the University defer certain expenditures over the next four years in order to maintain cuts at the levels forecast in previous budget updates. This window will provide an opportunity for a collegial, transparent, and focused academic prioritization exercise to unfold. Provost Lenton described the early stages of that process and the timelines for constructing and completing it. The Committee will take a strong and active interest, within its mandate, in this important process.

In the Speech from the Throne earlier this year, Queen's Park signaled its intention to support the expansion of French and bi-lingual postsecondary education in southern Ontario. Vice-President Lenton confirmed that the University has been exploring a role for York and Glendon with the provincial government.

On the enrolment and retention side, the target for year one intakes has been reduced slightly in view of the decline in first choice applicants. Efforts to ensure that qualified applications are converted to enrolments are underway. Recent student surveys are now being analyzed in order to better understand and successfully address the concerns of current students and the inhibiting factors that non-applicants have identified. Staff are also

working with consultants from SEM Works on projects arising from an investigatory audit the firm conducted in the winter and early spring. PRASE initiatives related to the critically important area of student advising have yielded positive recommendations that are being implemented or are planned for development.

3. Cyclical Program Reviews

In the past the Committee has received undergraduate program reviews on behalf of the Board of Governors. Under the York University Quality Assurance Procedures adopted in 2010-2011 summary reports of what are now called cyclical program reviews “are provided to the Academic Resources Committee of the Board of Governors which shall submit them to the full Board.” These reports are also shared with Senate via Academic Policy, Planning and Research and Academic Standards, Curriculum and Pedagogy, the parent committees of the Joint Sub-Committee on Quality Assurance. They are also posted on the University’s Quality Assurance Website and forwarded to the Council on Quality Assurance.

Undergraduate and graduate reviews are now covered by the same policy and procedures (previously they were conducted according to separate protocols) and, to the extent possible and practicable, they are conducted at the same time. The current framework also places greater emphasis on the role played by the Deans and Principal in affirming quality and ensuring that recommendations are considered and implemented. The material related to the Faculty of Education illustrates these aspects of the process. Some of the reviews documented here were completed under the prior regime but the reports also exemplify the development of a standard template for greater consistency.

Documentation is attached as Appendix B.

4. Thanks and Best Wishes

The Board owes a debt of gratitude to our colleagues Ken Ng and Paul Wilkinson whose terms end later this month. Both made outstanding contributions to the work of the Academic Resources Committee, and have been energetic and effective champions for the University. As always, the Committee is grateful to Dr Shoukri, Provost Lenton, and Vice-President Haché for facilitating and enriching our work.

Sam Schwartz, Chair

VPRI BARC Report- June 3, 2013

Strategic Research Plan Update

<http://srp.info.yorku.ca/>

Status: Approved Unanimously by Senate April 25, 2013

Achievements of the Consultation Process and the Plan

The new Strategic Research Plan for York addresses a number of important objectives by

- fulfilling a requirement that all universities file such a plan with government agencies
- demonstrating the widely and deeply held conviction that the University is and will be a leading research institution of local, national, and global reach
- promoting – in its development stage – an active engagement with research issues
- articulating a vision for research
- for the first time, telling in a comprehensive way, the remarkable story of York's research diversity, vitality, impact, achievements, innovation, and aspirations
- setting out commitments in support of research
- creating a space in which Faculties, units (including Organized Research Units and applicants) and collaborative research teams can develop their research strengths
- drawing on the Senate-approved University Academic Plan and helping to realize its objectives

Tri-Council Funding Success

York University currently leads the country in the Social Sciences and Humanities Research Council of Canada's (SSHRC's) large-scale awards competitions valued at \$1 million or more. Between 2006 and 2012, York researchers received 40% more of these awards valued at \$1 million or more than any other institution in Canada.

Updated Highlights for 2012/2013

Full data from 2012-2013 are still being entered into the research data system. Select successes in tri-council funding (results embargoed, for internal use only, not for external distribution):

Tri-Council Grant	Fall 2011				Fall 2012			
	Applications Submitted	Grants Received	Success Rate	Total Awarded	Applications Submitted	Grants Received	Success Rate	Total Awarded
SSHRC Insight	58	23	39.7%	\$3,457,335	94	26	27.7%	\$4,818,304
SSHRC Partnership Grant	1	1	100%	\$3,947,612	3	3	100%	\$13,900,000
SSHRC Partnership Development Grant	9	6	67%	\$1,198,458	5	2	40%	\$693,530
NSERC Discovery	71	51	71.8%	\$6,647,000	72	47	65.3%	\$7,050,000

NSERC Equipment Grant	42	8	19%	\$601,733	31	10	32%	\$860,306
CIHR Operating	21	0	0%	\$0	25	4	16%	\$2,193,405

NSERC Funding:

York also received four new NSERC Discovery Accelerator Supplements (DAS) - \$40,000/year for three years on top of the Discovery grant to provide the researchers with substantial and timely additional resources to accelerate progress and maximize the impact of superior research programs. This is the highest number of DAS grants that York has received in a year, up from two last year.

- In addition, 13 graduate students have received a total of \$469,000 in funding for scholarships and fellowships
- Strategic Project Grants Program: Professor Nick Cercone was awarded \$294,000 from NSERC, plus over \$217,000 from industrial partnership organizations through monetary and in-kind contributions, over three years, to study the expression of expression of sentiment, affect, influence and emotions in social media.
- Collaborative Research & Development Grants: Professor Michael Organ- grant details to be confirmed
 - Project: "Sustainable continuous Chemical Manufacturing Using Micro Flow Reactor Technology"

CIHR Funding:

CIHR Chairs- York received three new CIHR chairs as a result of 2012 competitions for Faculty of Health researchers. The chairs are in Autism Spectrum Disorders, Reproductive and Child Health Services and Policy Research, and Gender Work and Health with CIHR funding of \$1,000,000, \$925,000, and \$800,000 respectively over five years.

- CIHR Funding: Over \$1M for Muscle Research – Professor John McDermott, McLaughlin Research Chair in the Department of Biology in the Faculty of Science, has been awarded two grants valued at \$584,060 and \$530,600 to be awarded over five years to conduct research on muscle has part of the CIHR's virtual research initiatives, the Institute of Musculoskeletal Health & Arthritis and the Institute of Circulatory & Respiratory Health.

Banting Postdoctoral Fellowship 2012

- 3 fellowships received, out of 7 applications (in 2011 we received 1 fellowship out of 11 applications)
- Areas of Education, International Security Studies and Engineering
- \$700,000 per year for 2 years

Profiling and Celebrating Research Internally and Externally:

York Leadership Roundtable Report on May Meeting

On May 3, 2013 a YLR event was held focusing on the renaissance engineer and held at the Markham Civic Centre, co-hosted with Mayor Scarpitti. Speakers at the event included President Shoukri, Mayor Scarpitti, Dean Janusz Kozinski and Paul Gilbert, CEO of Quanser Inc., a designer and manufacturer of advanced systems for real-time control design and implementation used in industry, education and research.

The event brought experts in business, industry, government and academia together to discuss the new Lassonde School of Engineering and opportunities for partnership with industry to provide students with hands-on experience.

CIHR Program Re-visioning

Jane Aubin, Chief Scientific Officer and VP Research of the Canadian Institutes of Health Research (CIHR) met with researchers, research leaders, and staff at York on May 15, 2013 to discuss proposed reforms to the CIHR's open suite of programs and peer review system. During the visit, Aubin conducted a town hall meeting that was well attended by the York research community. At the town hall, there was extensive discussion of the proposed changes. Researchers addressed a number of potential impacts by the new changes to the system.

Research Matters Campaign

Through a new province-wide campaign, Ontario university researchers are reaching out to explain the value and benefits of university research. Among the researchers featured in the campaign is York humanities Professor Andrea Davis. The campaign profiles the work Davis is doing to alleviate the causes of youth violence.

Andrea Davis was featured on a panel discussion at a Toronto event held on May 9, 2013 at the Royal Ontario Museum. York took a lead role in facilitating the media relations and publicity initiatives for this event. The event was well attended by key MPs and MPPs and other government officials.

Trip to Germany

"Internationalizing Higher Education – Strategic Approaches, Funding Formats and Best Practice Examples" - June 16 - June 22, 2013

Seeking to enhance our existing international collaborations – strengthen existing relationships, build on partnerships and expand them at the graduate level. Further, establish dual/joint degree programs with our German partners, advance collaborative and mutually (advantageous) productive research initiatives that can benefit our communities-at-large and augment York's profile in Germany.



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Undergraduate Program Review

Art History (formerly Visual Arts), BFA & BA

Executive Summaries

The review was done in November 2010. The two external reviewers were Prof. Barbara Louder (NSCAD University) and Dr. John Osborne (Carleton University), and the internal reviewer was Dr. Deborah Barndt (Faculty of Environmental Studies, York University).

Following receipt of the unit and decanal responses to the consultants' report, members of the Senate Joint Sub-Committee on Quality Assurance met with the following program/Faculty representatives on January 25, 2012 to review progress toward implementing recommendations and opportunities for program enhancement:

Barbara Sellers-Young, Dean, Faculty of Fine Arts
Judith Schwarz, Chair, Department of Visual Arts

The reviewers were impressed with the quality of the BFA and BA (Art History) degree programs. They offered detailed recommendations for the different programs, and the Department of Visual Arts has provided a detailed response for each recommendation. The Joint Committee is satisfied with the response of the academic unit and the Dean of the Faculty of Fine Arts.

Recommendation for implementation:

Several highlights of the review that are being undertaken by the unit and the Dean include the following:

- Attention to the general morale of the unit and the steps that the current Dean has been taking to ensure broad consultation on decisions that affect the unit including resources, as well as the importance of the Chair of the Department to schedule open meetings
- Working with the Dean on the recruitment strategy for the degree programs with the aim of strengthening admissions and the GPA for the BFA including continual improvement of the website
- Strengthening services to students including on-line registration and improved enrolment procedures
- Effectively transitioning new technologies particularly the integration of digital technology
- Enhancing other student services and academic supports including specific attention to first year



- Additional support for teaching assistants
- More strongly integrating alumni

The Department also noted that many of the recommendations pertaining to the BFA curriculum have already been addressed with recent changes that the unit had implemented particularly in respect to the structure of the program and the degree requirements. The unit will want to assess the impact of these changes over the next few years. More generally, all programs at York have been clarifying their degree level expectations, required competencies and student learning outcomes. The unit continues to explore various specific ideas proposed by the reviewers.

It is also noteworthy that the dean has also taken up the issue of student service support for the entire Faculty. There is also a more general issue pertaining to the addition of art history courses as general education courses which may warrant broader discussion by the General Education Committee.

Rhonda Lenton, Vice-Provost Academic
November 2012

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Undergraduate Program Review

Canadian Studies, BA

Executive Summaries

The Undergraduate Program Review (UPR) of the Bachelor of Arts degree programs in Canadian Studies was conducted in April 2010. The consultants were: Dr. Jane Koustas (Brock University, external) and Dr. Patrick Taylor (York University, internal).

Following the receipt of the unit and decanal responses to the consultants' report, members of the Senate Joint Sub-Committee on Quality Assurance met with the following program/Faculty representatives on March 12, 2012 to review the progress toward implementing the recommendations and opportunities for program enhancement:

Kenneth McRoberts, Principal, Glendon College
 Geoffrey Ewen, Coordinator, Canadian Studies

A series of recommendations and suggestions were made by the consultants to enhance the programs and address their specific challenges. Throughout the review process, the participation and responses of the programs have been thoughtful, open and constructive. Included below is a summary of the program development considerations, initiatives and plans identified at the meetings.

Recommendations:

One theme of the recommendations is program identity. The reviewers made several suggestions to help increase the visibility of Canadian Studies at Glendon. The program has confirmed that it is taking up a series of initiatives such as:

- visiting first and second year courses to promote the major
- enhanced outreach to majors and minors in the program
- re-establishing an advisory board for the program

A second focus of the recommendations is the program cohesiveness. In response, the program will:

- articulate the required competencies in the context of the degree level expectations as well as the program learning outcomes, and map them to the requirements to foster cohesiveness (as is a requirement for all York University programs)
- review the structure of the fourth year capstone course to examine the possibility of a team taught course by fulltime faculty
- explore the possibility of adding experiential learning components

A third theme referenced resources and the key recommendations to take up



included:

- Glendon establishing a stronger connection with the Robarts Centre for Canadian Studies (this action will need to be clarified in the context of general recommendations regarding ORUs)
- exploring opportunities for the Glendon program to explore initiatives with Canadian Studies program on the Keele campus to both strengthen each program and share resources where opportunities exist

A final recommendation focused on the Canadian Studies-Bachelor of Education students. The program will liaise with the Faculty of Education to ensure effective communication about Canadian Studies as a teachable subject for those students.

It should be noted that progress has already been made on some of the above recommendations.

Rhonda Lenton, Vice-Provost Academic
November 2012

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Undergraduate Program Review

Education, BEd, MEd & PhD

Executive Summaries

The Undergraduate Program review for the Bachelor of Education was conducted in October 2010.

Dr. Jean Clandinin, University of Alberta and Dr. Jonathan Young, University of Manitoba were the external consultants and Dr. Lorna Irwin, Sociology Department, York University was the internal consultant.

The Graduate Program review for the MEd and PhD programs was conducted in April 2011. Dr. Sandra Weber, Concordia University and Dr. Anthony Pare, McGill University were the external consultants and Dr. David Murray, School of Women's Studies, York University was the internal consultant.

Following receipt of the unit and decanal responses to the consultants' reports, members of the Senate Joint Sub-Committee on Quality Assurance met with the following program/Faculty representatives on January 9, 2012 to review progress toward implementing recommendations and opportunities for program enhancement:

Alice Pitt, Dean, Faculty of Education
 Sandra Schecter, Graduate Program Director, Faculty of Education
 Lyndon Martin, Undergraduate Program Director, Faculty of Education

Program strengths:

The reviewers identified many strengths of the programs as highlighted below:

Undergraduate:

- the close links with the community
- a complementary staffing model that connects the university with the profession

Graduate:

- a well-crafted and maintained curriculum
- positive collegial relations
- a healthy, progressive and thriving community of faculty, staff and students with a strong commitment to diversity and social justice
-

Opportunities for program enhancement:

The key recommendations are summarized below:

Undergraduate:

- the concurrent program students require enhanced and prioritized



access to required and recommended disciplinary courses (offered by other Faculties) to satisfy content foundation for teaching subjects leading to intermediate/senior certification. To this end, an enhanced and more systematic means of ensuring concurrent students have access to disciplinary courses will be explored and measures toward this end need to be sustained.

- program coherence will be enhanced through new leadership and support roles. Regular exercises will include course-based curriculum reviews and efforts toward better coordination at and sharing resources between site offices.
- while the complementary staffing model is lauded as a significant strength, efforts toward better orienting and transitioning seconded faculty members will be prioritized and clearer means of communicating workload expectations (balancing teaching loads with service expectations while at the same time offering opportunities to participate in faculty-led research/scholarship) will be explored and implemented
- exploration will be undertaken into and relationships with alumni will be strengthened, particularly as it relates to broadening student exposure to and understanding of career paths beyond kindergarten to grade 12 within Ontario.
- Exploration of opportunities to expand e-learning is a further opportunity that warrants attention.

A final further priority for the Faculty involves integrated planning across the graduate and undergraduate programs.

Dean's Implementation Plans (2) -- attached

Rhonda Lenton, Vice-Provost Academic
November 2012



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Memo

To: Rhonda Lenton, Vice-Provost, Academic
From: Alice Pitt, Dean
Date: March 7, 2011
Subject: Faculty of Education Response to UPR Consultants

Please find attached the Faculty of Education's response to the external consultants' report submitted to you as part of our undergraduate program review. I have worked with the Ad Hoc Undergraduate Program Committee that was responsible for managing the undergraduate program review in the preparation of our response. There will be no need for a separate dean's response.

Should you have questions or need of further clarification, please let me know. The review has been of great benefit to the Faculty as we continue to strengthen our undergraduate programs.

cc: Don Dipppo
Tove Fynbo
Jennifer Watt
Barbara Becksted

Faculty of Education Undergraduate Program Review Response

February 2011

On behalf of the Faculty of Education York University, the Dean and the Ad Hoc Undergraduate Program Committee would like to thank the UPR team for its time and its valuable insights into our programs. The UPR process in its current form is one that encourages productive reflective dialogue and self-critique in a safe and informed venue.

The input is timely as we face a number of pressures (enrollment and financial) and as we make the transition to a new Associate Dean and Practicum Coordinator.

Subsequent to the UPR site visit and the receipt of the UPR report, the Faculty has engaged in a number of informal meetings regarding the recommendations. Below please find a summary of our intentions with regard to each recommendation.

1. *We do suggest that future UPR reviews of the Faculty are done to facilitate communication between graduate and undergraduate reviewers. (page 3)*

This would be a valuable modification to the process. Such an adjustment is not within the purview of the Faculty itself; we will forward the recommendation to the Vice Provost.

2. **The students in the Faculty of Education who are undertaking a concurrent degree appear not to be given priority in required course selection from other Faculties. 22% of students responding to the Student Questionnaire reposted that they were unable to register in a required course in the year that they wished to. This could have the very real consequence of lengthening student programs and delaying graduation for students in the concurrent program. Any time this occurs, it is a serious concern. We recommend the University attend to this concern. (page 3)**

This exercise would be of significant benefit to Education students. To accomplish this increased level of communication a series of Dean-to-Dean conversations will be undertaken. We will also undertake a review of our internal list of required and recommended courses that satisfy the content foundations for the teaching subjects leading to intermediate/senior certification.

3. **The Faculty of Education undertook to obtain detailed survey results from their field partners, and these were very helpful to us. The survey was in addition to what was required for the University Program Review (UPR). We recommend that a similar survey become a regular feature of UPRs in professional faculties. (page 4)**

We agree to take this recommendation to Vice Provost for consideration.

4. *We recommend a more formalized way of enhancing program coherence through subcommittees of the Curriculum, Teaching and Learning Committee at each site and in each program. (Page 6)*

The Faculty is currently engaged in a review of the leadership and support roles and responsibilities in the Preservice Office. We have created three new Curriculum Lead positions. Tenure stream faculty members will assume these roles beginning in 2011-2012. Curriculum Leads will be responsible for reviewing course outlines annually and convening meetings of course directors to review courses, plan and share resources, discuss issues, etc. Additionally, the roles of all personnel within the Practicum Office are being reviewed and clarified. This is being done in consultation with the newly appointed Associate Dean.

5. *Of central importance to the effective operation of a complementary staffing model is a well-developed transition/orientation planning process for seconded faculty members, particularly in the consecutive program where student time in the program is so short. (page 6)*

We concur with this recommendation and are taking steps to ensure that improvements are made. Steps are being taken to clarify secondees job descriptions and to make time for a more comprehensive orientation to the Faculty. We will investigate the possibility of changing the terms of secondment appointments with school boards so that contracts run from July 1 - June 31 instead of a start date of Sept 1. This will enable the Faculty to schedule orientation activities in the summer before the beginning of the fall term and will allow new secondees to schedule their vacation time with these expectations in mind. For 2011-2012 appointments, we have added information about expectations for participation during the summer months prior to the current Sept. 1 start date. Additionally a series of orientation meetings will take place in the spring so that new secondees will have the opportunity to learn about Faculty processes and procedures. As well, it will afford them the opportunity to meet with colleagues, staff and school contacts.

6. *It would seem to us that (i) it would be useful to have a clearer statement of the normal seconded faculty workload expectations, and (ii) if there is not to be an explicit and substantial research/scholarship expectation, then some increase in seconded faculty teaching loads might be in order. While this might allow for some reduction in the programs' dependence on contract staff, we also think that it is important to sustain and strengthen the overall involvement of tenured faculty members in the Bachelor of Education programs. (page 6)*

Adjustments have been made that will increase secondee teaching load and reduce the load equivalent allocated to practicum supervision duties. Normal secondee teaching load is now 2.5 courses plus supervision of 25 teacher candidates. The change represents an additional .5 course to historical assignments. Additionally, job descriptions will more clearly indicate University service and professional responsibilities. We will endeavour to support seconded faculty members' research interests and to provide opportunities to participate in faculty led inquiry into teacher education and practicum supervision. (see #7 for further comment)

7. *(W)e recommend that the University Central Administration consult closely with, and support, the Dean and Associate Dean as they consider ways to increase the proportion of continuing, tenured faculty supporting the Bachelor of Education programs. This is of central concern if the faculty is to attempt to raise the current level of tenured faculty involvement in the Bachelor of Education programs. (page 7)*

This recommendation is being considered by the Dean with a view to achieving the optimal balance between graduate and pre-service teaching on the part of the tenure stream faculty and between their research and teaching commitments. The creation of Curriculum Lead positions serves to provide support for seconded faculty (as well as contract faculty) to participate effectively in university-based professional education. An ad hoc working group has also been struck by the Dean to develop, among other things, innovative ways to deliver core curriculum content across the pre-service (concurrent and consecutive) programs.

8. *We recommend that the Dean and Associate Dean continue to monitor any concerns about the accessibility of advisors during interview times. (page 8)*

The Associate Dean meets with OSP staff regularly to ensure that students receive adequate advising.

9. *The proposal, contained in the Faculty's self-study report, to give some priority to the concurrent program makes sense to us. In addition the suggestion made during our on-site interviews that some thought be given to initiatives that would prepare graduates to consider a broader range of career options than kindergarten to grade 12 teaching within Ontario seems appropriate. (page 8)*

We now offer or are developing a number of concurrent initiatives that broaden career opportunities. These include B.Ed. (French); B.Ed. (Technological Education); Indigenous Teacher Education (ITEP); Summer Science; and B.Ed (International). Alternative careers can be explored through the BEd program through the creation of an Other-Than-Boards Night where NGOs, arts organizations, businesses and industries, government departments,

etc. recruit B.Ed. graduates. A Faculty priority is to strengthen our relationship with our alumnae, many of whom have pursued careers beyond classroom teaching.

10. *It is not clear to us how the organization and on-going work of each site is maintained. We were unable to ascertain who was the main contact at each site for instructors and students to contact when needed, who called meetings and coordinated ongoing curriculum coherence at each site. (page 10)*

In future, the Faculty will more clearly identify a seconded faculty member whose primary teaching responsibilities are at the site and who takes on the coordinating role as Cohort/Site Lead. The explicit responsibilities of Site Lead (curriculum, program, safety, emergency, etc.) are being reviewed and clarified. As well, the Faculty will undertake to articulate clear expectations for all faculty members teaching at a site. Both tenured and seconded faculty members are expected to attend staff meetings called by the Site Lead.

11. *We would also suggest that with the possibility of hiring new tenure stream faculty that the Faculty considers building into their hiring plans at least one new faculty member with expertise, both scholarly and practical, in teacher education. (page 10)*

This suggestion will be considered as part of the Faculty's regular process for determining hiring priorities.

12. *We also see the possibility of developing other means to encourage tenure stream and tenured faculty as well as graduate students to expand their research agendas in teacher education . . . Working as a Faculty, the Dean could encourage faculty members to focus their research on the innovative practices in the Faculty and create internal forums for sharing their research and writing internally as they work to strengthen the national agenda in research in teacher education. (page 11)*

The Faculty of Education is proud of its historical and continued innovation in the field of teacher education. The Dean's Office will undertake to identify ways to encourage more faculty (tenured, seconded and contract) to become more active in researching and presenting in the field of teacher education. At the Dean's initiation, a study group on teacher education research and scholarship is in its second year. While membership in the group is fluid, over time we can expect that self-study and action research projects will emerge that will deepen interest in teacher education research and practice. The Dean is committed to supporting the development and dissemination of knowledge relating to our own programs and the wider field of teacher education. The ad hoc working group (see # 7 above) will develop research activities that situate and monitor the curricular and pedagogical interventions that are proposed under its leadership.

13. *At the UPR Faculty retreat this (more systematic oversight and support) was seen as a long term Faculty consideration that might see the creation of two leadership positions that would facilitate increased Faculty oversight and communication. The suggestion was that these positions could be divided either between (i) the consecutive and concurrent programs; (ii) practicum administration and course content; or, (iii) elementary and secondary programming. Given the size and complexity of the undergraduate programs this suggestion would seem to make good sense to us. (page 11)*

See point #4.

Alice Pitt
Dean, Faculty of Education &

Ad Hoc Undergraduate Program Committee

Don Dippo, Associate Dean, Pre-Service

Tove Fynbo, Coordinator, Ad Hoc Undergraduate Program Committee

Jennifer Watt, Practicum Coordinator

Barbara Becksted, Manager, Pre-Service Office

February 2011



Memo

To: Rhonda Lenton, Vice-Provost, Academic

From: Alice Pitt, Dean

Date: October 3, 2011

**Subject: Decanal Response/Implementation Plan to Review Committee Report for the
2010-11 Cyclical Assessment of the Graduate Program in Education**

My response consists of two parts. In the first part, I comment generally on the review committee report and, where appropriate, on the unit response. The second part addresses each of the categories under Section 11 of the review committee report and describes actions either already underway or proposed.

General Comments

Professors Weber, Pare and Walker have submitted a fulsome and thoughtful report that provides useful recommendations for the development of the Graduate Program in Education (GPE) based on materials submitted by the program and their site visit. They describe a vibrant and innovative program that supports student flexibility, interdisciplinarity, and scholarly rigour. While they note differences in opinion among faculty members, they also emphasized the high degree of collegiality and support for a strong Graduate Program Director (GPD), Professor Sandra Schechter, an active Executive Committee, and knowledgeable supportive administrative staff. I appreciate their insights and their encouragement as the program continues to develop its strengths and reputation.

I also appreciate the considerable effort of the part of Professor Schechter, the Executive Committee and members of the GPE Council to prepare for this Cyclical Assessment, particularly given the fact that the assessment occurred during a period of transition from OCGS to university responsibility for quality assurance. The participation in both the self-study and the site visit of so many students and colleagues demonstrates a deep commitment to graduate education in the broad field of education. I also want to thank university administrators and librarians who met with the review committee.

As both the report and the GPD response make clear, the Faculty of Education's capacity to continue developing its strengths is challenged by two related factors. University planning stresses strategic decision-making in order to maximize resources, enhance York University's academic and research reputation, and meet our obligations as a public institution. At the same time, our current fiscal situation demands an immediate and radical response. Our question is whether or not we will be able to combine resource allocation reduction with revenue generation in ways that enhance rather than constrain graduate program innovation and student experience. The review committee observes, accurately in my view, that "[t]here seems to be goodwill *within* GPE and goodwill *towards* the GPE from various levels of administration." The report goes on to address a recommendation to the GPE: "Rather than polarizing the situation into villains and victims, we recommend that the faculty and students of the GPE seek solutions that acknowledge economic realities while capitalizing on their own creativity to develop alternatives to the current model of program delivery." The unit response demonstrates the commitment of the GPE to creative and collegial solutions, and I look forward to supporting its work.

The report concludes with a recommendation addressed to the administration: "...we recommend that the administration consider if all programs need to be reduced in size, or if those that are functioning well might be spared" (p. 15). It is not clear whether the report is thinking about programs within the Faculty of Education, in which case, I must assert that all of our programs are functioning well, or if it refers to other graduate programs in the university. It is my responsibility to point out that the Faculty of Education has sole responsibility for the administration and budget of its programs. I also believe that, at this point in time, growth in graduate education in the discipline of education is necessary in both the academic and professional fields. For growth to be viable within our Faculty, challenges must be addressed.

As the unit response points out, many of the issues raised in the report are already being addressed. In particular, discussions about resource allocation are underway. Some measures have been taken to reduce the number of courses offered with a view to maintaining the academic scope and reach that are greatly appreciated by both faculty and students. The dean will work with the GPD, the Executive Committee and Graduate Council to develop deeper understanding of the resource implications of various decisions and the choices available to us. As noted, the dean has struck an ad hoc committee of Faculty Council (Towards Innovation in Teaching and Learning in Education) to explore programmatic innovations in three categories (innovative use of technologies, pedagogical innovation, and program innovation). This

committee is intended to address and engage in broad consultations with undergraduate, graduate and professional development programs. Faculty leaders of the three innovation categories are all members of the graduate program. The big question is how to build a strong professional school in education that considers educational study and development in the sphere of professional careers singularly and in relation to each other.

We are exploring the development of professional master's programs. This is a direction supported by university planning documents as well as the review committee report (p 10). By necessity, distinctive professional programs will also direct our attention to the size and scope of our current program that defines itself as research program. For example, if there is a professional program available to local potential students, will this have an effect on our applicant pool to the existing program? On the other hand, as the review report notes, the capacity to attract strong research stream students is demonstrated by student satisfaction and the significant number of external scholarships awarded (p. 11). It is vital that we continue to enhance our academic program as we create new opportunities for professional streams.

The Faculty of Education, under the leadership of the Associate Dean of Research and Professional Development, has been working towards a renewed strategic plan for research. Our initial plan emphasized the enhancement of the Faculty's research culture, and significant increases in the number of faculty actively involved in funded research projects constitute one measure of success up to this point. The identification of strategic research priorities, along with the development of appropriate research performance indicators, have been contentious issues and, given the non-departmentalized nature of the Faculty of Education, understandably difficult to grapple with. The plan will continue to identify strategies for supporting faculty development, an issue that was also raised in both the review report (see pp 6 & 12) and the unit response. The areas of research and teaching strengths identified in the self-study report have not been endorsed by the faculty as the grounds of a strategic research plan. These are most usefully seen as descriptive rather than strategic. Further discussions will occur during the 2011-2012 academic year, culminating in a new strategic research plan for the Faculty of Education.

Priorities areas, once defined and agreed-upon, will become part of the ongoing development of the GPE. A concern raised by the unit response that the identification of "areas of strategic focus" may lead to the weakening of a program that "is widely reputed for a curriculum that privileges inter-disciplinarity and flexibility in

accommodating innovative directions and approaches in connection with educational processes broadly defined” must be taken into account. In my view, this foundational strength must be reflected in the development of strategic research priorities as well as in the graduate program curriculum.

One aspect of the Faculty of Education’s reach in research that is not immediately visible in this program review concerns internationalization. While our capacity to support international graduate students is constrained by current university policy, our graduate faculty enjoy an international reputation that has tremendous potential to enliven and transform our graduate offerings as well as our research collaborations.

Historically, the Faculty of Education has been focused on addressing provincial mandates, but the development of a faculty complement with a strong research mandate demonstrates both an interest in and a capacity to become leaders in international scenes of education.

Recommendations and Actions/Implementation Plan

1. Allow faculty to hire RA’s: This has been addressed in the Unit Response. It is not entirely clear what the review committee heard that would lead them to conclude that university policy does not “facilitate and support faculty initiatives to hire their graduate students as Research Assistants.” Indeed, recent developments within FGS have provided welcome policy support in this direction. However, I have been involved in a sufficient number of conversations with faculty members who have struggled meet their research needs with our own graduates students to believe that the observation merits further investigation and discussion. **Actions: with GPE and Associate Dean, Research and Professional Development, develop process for identifying faculty difficulties; consult with other graduate units and FGS about procedures that have enhanced graduate student participation in faculty research; review FGS graduate student funding policies with GPE members; develop and implement enabling policy and procedures if warranted.**
2. Increase support staff position from part-time to full-time: The review committee and the unit response both stress the need for more administrative support, particularly if the graduate program continues to grow. There are obvious resource implications, and the best response may or may not be the

one recommended by the reviewers. The university and the faculty are involved in planning processes that address organizational structures, responsibilities and staff development bearing in mind our current fiscal context. **Actions: with GPD, FGS, and Faculty Executive Officer, review work loads and tasks, assess possible solutions, and develop a plan for acting on conclusions with the view that administrative support for the GPE warrants additional support.**

3. Supervision and support for writing: The review committee recommends professional development workshops for faculty as well as “the expansion of the support for writing to include more attention to publication” for students. The unit response has developed a fulsome response to these recommendations. Remedial support for writing, while popular with students and faculty alike, must be considered anew in light of fiscal constraint as well as in light of the development of professional programs that may affect the need for this kind of support. **Action: with GPE and Executive Officer, review all resource allocations to GPE and develop priorities for faculty development and student support.**
4. Synchronize Planning: The tensions between the broad support for the existing program and the need to review resource implications are well-documented throughout the review committee report and the unit response. In particular, the unit response expresses a deep commitment to maintaining a strong program that is innovative and that offers flexibility to students while also recognizing the very real need to review, rethink, and revise. Ongoing discussions within GPE have been productive, leading to some helpful changes in the program. Of most concern is the spectre of reducing the number of courses offered along with the course load assignments in GPE that have been allocated in response to growth in enrolments. Another source of tension lies with the role of the graduate diplomas that provide a measure of specialization within the broad field of language, culture and teaching. The reviewers report that “[s]ome faculty members believe that creating diplomas is a way of responding to changing market demands while also capitalizing on growing areas of expertise and human resources” (p.4). This perspective is countered by the view that “the current curriculum does not explicitly or adequately tap into the depth of expertise that exists in certain areas of scholarship in which groups of faculty members are engaged (e.g. medial literacy and technology, psychoanalytic approaches to education,

and multiculturalism to name just three” (p. 6). Given our non-departmentalized structure and the growth in both graduate student enrolment as well as in the professoriate over the past decade, it is understandable that the curriculum has developed in a more or less ad hoc manner. In our current context, the need to maintain and continue to enhance academic integrity and the urgent necessity to address our financial situation must be thought through together and must involve consideration of all aspects of the program as well as the perspectives and aspirations of all graduate faculty members.

Actions: With the GDP and faculty members, develop a deeper understanding of resource implications of our current program as well as the implications of reductions of resources to the program, identify sources of revenue (e. g. professional masters degrees), explore viability (e. g. market demand, administrative requirements, university and government policy requirements, staffing) of new initiatives, create, approve and implement a strategic plan.

5. Raise the GPE Profile: This is a priority for the Faculty of Education.

Actions: The Faculty is currently interviewing for a manager of communications and knowledge mobilization. The manager of communications and knowledge mobilization will also have responsibility for alumni relations. We have strong anecdotal information that our alumni remain committed to our programs. The dean’s office has undertaken an environmental scan in order to help us better understand how we are perceived by local stakeholders. There was broad faculty participation in two workshops to provide input into a final report that will become a basis for further planning discussions. We are working with University Relations to conduct a SWOT analysis as the basis for a renewed communications strategy, web design and artistic treatment.

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Undergraduate Program Review

Environmental & Health Studies, BA

Executive Summaries

The Undergraduate Program Review (UPR) of the Bachelor of Arts degree programs in Environmental & Health Studies was conducted in April 2010. Dr. Donald A. Jackson (University of Toronto, external) and Dr. Anne Russon (Glendon College, York University, internal) were the consultants.

Following receipt of the unit and decanal responses to the consultants' report, members of the Senate Joint Sub-Committee on Quality Assurance met with the following program/Faculty representatives on March 12, 2012 to review progress toward implementing recommendations and opportunities for program enhancement:

Kenneth McRoberts, Principal, Glendon College
 Jocelyn Martel, Chair, Department of Multi-Disciplinary Studies
 Radu Guiasu, Program Coordinator, Environmental & Health Studies

A series of recommendations and suggestions were made by the consultants to enhance the programs and address their specific challenges. Throughout the review process, the participation and responses of the program have been thoughtful, open and constructive. Included below is a summary of the program development considerations, initiatives and plans identified at the meetings.

Program strengths:

The program in Environmental & Health Studies continues to evolve with growing enrolments. Award winning teachers and enthusiastic students enjoy small class sizes. Two recent hires and the investment of Glendon College into the lab facilities are key reasons behind the continuing emergence of the program.

Prioritized recommendations for implementation:

The focus of the recommendations is on building the cohesiveness of the program. In response, the program will:

- articulate the required competencies in the context of the degree level expectations as well as the program learning outcomes, and map them to the requirements to foster cohesiveness and integration of the health and environment components of the program
- develop focused core and capstone requirements to enhance the program's identity and strengthen cohesiveness
- explore the option of a separate program rubric for core courses



- explore opportunities to cooperate with the Faculty of Environmental Studies and the Natural Science program on the Keele campus
- explore the possibility of enhancing experiential learning components, including with bilingual external partners (it was noted that a summer field work course could be designed and course materials could take advantage of the local environment. This might be attractive both to York and non-York students)

Rhonda Lenton, Vice-Provost Academic
November 2012

Undergraduate Program Review

Film, BFA & BA

Executive Summaries

The Undergraduate Program Review (UPR) of the Bachelor of Arts and Bachelor of Fine Arts degree programs in Film was conducted in June 2010. The reviewers were: Dr. Michael Renov, (University of Southern California, external), Prof. Christine Choy (New York University, external), and Dr. Suzanne MacDonald (Psychology Department, York University, internal).

Following receipt of the unit and decanal responses to the consultants' report, members of the Senate Joint Sub-Committee on Quality Assurance met with the following program/Faculty representatives on January 9, 2012 to review progress toward implementing recommendations and opportunities for program enhancement:

Barbara Sellers-Young, Dean, Faculty of Fine Arts
 Scott Forsyth, Acting chair, Department of Film

Program strengths:

A number of specific program strengths were identified that include the following:

- the BFA program was acknowledged as being well established and as having increased the diversity of its student population by offering a relatively new BA program
- highly qualified and distinguished faculty
- a significant international reputation

Steps taken to strengthen the program and further opportunities for enhancement:

Various initiatives have been undertaken in response to the reviewers' report that include the following:

- the department continues to review its curriculum on an ongoing basis to ensure as much integration as possible across the programs and to make the best possible use of resources, both human and technical
- a new course has been developed and offered to address the need of cinema and media studies (CMS) stream students who desire hands on production experience; the intent of this offering is to allow for studio experience in large enrolment courses: the impact and success of this new offering should be examined
- the department has made a good start on efforts to improve communications with students and potential students, including through its website
- it is also working to build a clearer and more engaging identity and



integration for the cinema and media studies stream and its students, as well as to enhance the experience of its students - this is an area that likely warrants continuing attention

- while concerns relating to student advising issues appear to have stabilized, continuing attention needs to be paid to developing an identity for the cinema and media studies (CMS) stream, as distinct and relative to that of the studio stream, particularly as it relates to career planning and connections with industry
- the department has taken steps to enhance relationships with alumni to develop experiential education opportunities (for example, a new internship opportunity has been developed for CMS students) and to foster closer relationships between curriculum and industry - these initiatives should be fostered and evaluated
- initiatives to foster connections in support of the programs with the Toronto arts community and the profession, including alumni, appear to be successful and there may be further opportunities to enhance these initiatives in the future
- expanding successful existing international projects and student exchanges tied to the studio stream
- a pan-faculty summer institute geared toward high school students as well as continuing education has been under review; the program intends to play a significant role in this initiative with a view to contributing toward enhancing the Faculty's international profile.

Prioritized recommendations for implementation:

Several recommendations for implementation have been identified including:

- strengthening the sound audio teaching
- leveraging a strategic hire in new media
- developing a clear identity (including improving programmatic coherence and establishing distinctive career pathways) for the cinema and media studies (CMS) stream in order to enhance student satisfaction and improve retention and graduation rates

Rhonda Lenton, Vice-Provost Academic
November 2012

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Undergraduate Program Review

Individualized Studies, BA

Executive Summaries

The Undergraduate Program Review (UPR) of the Bachelor of Arts degree programs in Individualized Studies was conducted in April 2010. The reviewers were Dr. Jane Koustas (Brock University, external) and Dr. Patrick Taylor (York University, internal).

Following receipt of the unit and decanal responses to the consultants' report, members of the Senate Joint Sub-Committee on Quality Assurance met with the following program/Faculty representatives on March 12, 2012 to review progress toward implementing recommendations and opportunities for program enhancement:

Kenneth McRoberts, Principal, Glendon College
Jocelyn Martel, Chair, Department of Multi-Disciplinary Studies

Recommendations received from the consultants addressed specific challenges related to the current administration of the program.

Background

The Individualized Studies program was initially established as a program to support exceptionally motivated students to develop a unique interdisciplinary program of study. In more recent years, however, the program began to function as a home program for students who had not yet decided upon a major. This has become a resource intensive structure for the program director who is called upon to design programs for students. In short, it is no longer serving its original intent. This reiterates the conclusion reached by the previous program review in 2003. In a climate of finite resources, the home unit of Multi-disciplinary Studies has concluded that it is no longer able to sustain the Individualized Studies Program.

The principal and the Quality Assurance Committee concur with the plan to close the program.

Recommendations for implementation:

The unit has agreed to maintain the program in the short term. Glendon is the process of establishing a new program in communication studies. All necessary arrangements to accommodate students during the transition including grandparenting program requirements, etc. will be developed. The unit will proceed to undertake the Senate process to close the program.

Rhonda Lenton, Vice-Provost Academic
November 2012



Undergraduate Program Review

Translation, BA

Executive Summaries

This program review predates the implementation of the York University Quality Assurance Policy (October 2010) and related Procedures (November 2011). The completion of this review encountered delays owing to the transition to the new policy and procedures. Accordingly, this final assessment report bridges the old process with the new. Given these circumstances, this final assessment report may include recommendations from reviewers that may have already been accomplished. In those instances, the report will reflect where progress has been achieved.

The Undergraduate Program Review (UPR) of the Bachelor of Arts in Translation was conducted in November 2008. The Consultants were: Dr. Clara Foz (University of Ottawa, external) and Dr. Carol Fraser (Department of English, Glendon College, York University, internal).

Following receipt of unit and decanal responses to the consultants' report, members of the Senate Joint Sub-Committee on Quality Assurance met with the following program/Faculty representatives on January 9, 2012 to review progress toward implementing recommendations and opportunities for program enhancement:

Kenneth McRoberts, Principal, Glendon College
 Andrew Clifford, chair, School of Translation

Program strengths:

The reviewers highlighted several strengths of the program including that:

- the program objectives are clearly defined (all programs at York are required to submit program objectives in the form of degree level expectations, required competences and program learning outcomes)
- admissions standards are high and student satisfaction is high
- the program offers a variety of pathways to degree completion
- the Centre for French-language and Bilingual Post-secondary Education by the Ontario government
- there are significant linkages with the profession, through alumni as well as its internship program.

Opportunities for program enhancement:

Various recommendations for strengthening the program were made and the program has made considerable progress toward responding to the recommendations in the reviewers' report including:



- actively seeking external sources of funding, raising considerable external funding from federal, provincial and other sources
- seeking out innovative programming (including branching out into non-official languages) and expanding online course offerings to better meet the needs of its student demographic
- raising its profile through a significantly enhanced online marketing presence to better reach its potential applicant pool and to reinvigorate relationships with the profession
- offering a new direct-entry admissions option in an effort to meet its enrolment targets
- building joint offerings and fostering its existing relationship with Hispanic Studies.

Prioritized recommendations for implementation:

A few initiatives were prioritized by the program including:

- advancing the already successful internship program toward a more global perspective (increasing international experiences for students)
- increasing the pool of qualified applicants - while the program is in demand and various pathways to degree completion are in place, the pool of qualified applicants is relatively low and there is a high failure rate on the entrance exam. A new course is in place to help students prepare for the exam and emphasis will continue to be focussed here.

In light of the extent to which recommendations have been completed and reported, an 18 month follow up is not necessary and this review of programs in Translation is considered complete.

Rhonda Lenton, Vice-Provost Academic
November 2012

Memo

To: Julia Foster, Chair, Board of Governors

From: Sam Schwartz, Chair, Academic Resources Committee

Date: June 3, 2013

Re: **Approval of Endowed Chairs and Professorships**

Motion and Rationale:

The Academic Resources Committee recommends that the Board of Governors approve the establishment of the following Endowed Chair in the Faculty of Science:

- **The McLaughlin Chair in 21st Century Science**

The rationale provided by Provost Lenton is as follows:

“The McLaughlin Chair in 21st Century Science will recognize a generous gift from the R.S. McLaughlin Foundation.

The specific area of focus of the McLaughlin Chair will be Functional Genomics, which is an area of increasing interest and importance in the sciences and within the cellular and molecular biology field at York. The Faculty has strong research programs in molecular and cell biology and maintains a core facility in molecular biology and DNA sequencing; and the Chair will support the further development of this area of study. The McLaughlin Chair will be an "internal" chair; that is, it is intended to recognize and reward excellence and to proactively address retention in the Faculty. It will be awarded to an existing faculty member, for a five-year term, selected by the Dean of Science in consultation with the Chair of the Department of Biology.

The proposed Chair satisfies the expectations of the York University Policy on Endowed Chairs and Professorships.”

The Academic Policy, Planning and Research Committee concurred with this recommendation, and has reported this action to Senate.

The Committee is pleased to present this recommendation to the Board.

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Memo

To: Julia Foster, Chair, Board of Governors

From: Sam Schwartz, Chair, Academic Resources Committee

Date: June 3, 2013

Re: **President's June 2013 Report on Appointments, Tenure and Promotion**

Motion and Rationale:

The Academic Resources Committee recommends that the Board approve the President's June 2013 report on Appointments, Tenure and Promotion.

This report covers recent appointments as well as tenure and promotion decisions made since the Board of Governors last met.

Dr Shoukri confirms that tenure and promotion decisions followed due process and that the advice of the appropriate bodies was considered.

The final column of the appointments section identifies the nature of the funding, which can take the form of regular replacements funded by Faculties or the York University Libraries, appointments in new areas that are Faculty-funded, institutionally supported strategic hires, or endowed chairs and professorships. Provost Lenton provided a breakdown of the appointments authorized for 2013-2014. Of the 49 tenure-stream appointments, 4 are centrally-funded carry forwards, 17 are centrally-funded top-ups, and 28 are funded from other sources (Faculty-based replacement funding and endowed chairs).

Documentation is attached as Appendix A.

Appendix A: Recommendations for Tenure and Promotion

I. Recommendations for Appointment¹

Name	Department, Field	Rank at Appointment	Highest Degree (University)	Research Agenda/Specialization	Funding
Liberal Arts and Studies					
Fisher, Roger (M)	Humanities, Classics	Assistant Professor, Pre-candidacy 2	PhD, History (McMaster, 1987)	This appointment was made through the CUPE Conversion program. Dr Fisher also obtained a J.D. from Osgoode Hall Law School in 1989. Dr Fisher's main research focus is in the area of law and humanities from the ancient world to the modern.	Faculty funded
Lawrence, Geoffrey (M)	DLLL, ESL	Assistant Professor, Pre-candidacy 1	PhD, Second Language Education (OISE/ UT, 2010)	Dr Lawrence also obtained a TESL Certificate from the Canadian Centre for Language and Cultural Studies in 1994. He comes to us from OISE/UT where he has taught as a Sessional Lecturer since 2009. Dr Lawrence's research focusses on examining the potential of emerging technologies and intercultural approaches to second/additional language teaching and learning.	Faculty funded
Ma, Mary (F)	ADMS, Accounting	Assistant Professor, Pre-candidacy 1	PhD, Accounting (Hong Kong, 2011)	Dr Ma is currently an Assistant Professor of Accounting at Xiamen University in China. Her research interests are in financial reporting, risk management, executive compensation, bank accounting, financial crisis and auditing.	Faculty funded
Mekouar, Merovan (F)	Social Science, IDS	Lecturer*/Assistant Professor, Pre-candidacy 1	PhD, Political Science (McGill, 2013)	Mr Mekouar is expected to complete all requirements for his PhD in June. He is a specialist of the political economy of Tunisia and Algeria and is conducting research into the local and global economic context of recent political changes.	Institutional strategic funds
Ojo, Tokunbo (M)	Communication Studies	Assistant Professor, Pre-candidacy 1	PhD, Communication Studies (Queensland, Australia, 2010)	Dr Ojo is currently a Lecturer 1 at the School of Journalism & Communication, Carleton University. His research interests revolve around the intersection of development, communication, technology transfers, directed social change in the African context and the role of ethnic media.	Faculty funded
Glendon					
Russell, Danielle (F)	English	Assistant Professor, Pre-candidacy 1	PhD, English (York, 2003)	This appointment was made through the CUPE Conversion program. Dr Russell received the Principal's Teaching Excellence Award in 2009. Her areas of interest are in Canadian literature, women and literature, 20th century American literature, prose narrative, and children's literature.	Faculty funded

¹ All appointments effective July 1, 2013. *PhD not completed at the time of hiring. Formal appointment at the rank of Sessional Lecturer until doctorate is complete, at which point the rank is converted to Sessional Assistant Professor

Lassonde School of Engineering					
Farag, Hany (M)	Electrical Engineering	Assistant Professor, Pre-candidacy 1	PhD, Power and Energy Systems (Waterloo, 2013)	Dr Farag just recently completed his PhD in January 2013. His research focuses on "smart grids," the technology that enables multitudes of small alternative energy generators to be connected to the power distribution grid, along with energy storage devices, adaptable distribution and facilitation of electric vehicle charging.	Faculty funded
Jiang, Zhen (Jack) (M)	Software Engineering	Assistant Professor, Pre-candidacy 1	PhD, Computer Science (Queen's, 2013)	Dr Jiang has held the position of Software Performance Specialist with Research in Motion, Waterloo since 2007. Dr Jiang's research is in the field of reliability and scalability of large-scale computing systems. Examples of such systems include e-commerce and telecommunication infrastructure that is used by millions of users concurrently around the world.	Faculty funded
Leung, Siu Ning (M)	Mechanical Engineering	Assistant Professor, Pre-candidacy 1	PhD, Mechanical and Industrial Engineering (Toronto, 2009)	Dr Leung is currently a post-doctoral fellow/lab manager with the Department of Mechanical and Industrial Engineering, University of Toronto. Dr Leung's research is in the area of polymer materials in which he tailors the manufacturing process to achieve specified material properties.	Faculty funded
Science					
Elwick, James (M)	Natural Science	Assistant Professor, Pre-candidacy 1	PhD, History of Science (Toronto, 2004)	This appointment was made through the CUPE Conversion program. Dr Elwick has been a Lecturer in the Science and Technology Studies program at York since 2004. His primary research is in the history of life sciences and the history of examinations, especially science examinations in the nineteenth century.	Faculty funded
Rosonina, Emanuel (M)	Biology, Cell	Assistant Professor, Pre-candidacy 1	PhD, Molecular and Medical Genetics (Toronto, 2004)	Dr Rosonina is currently a post-doctoral fellow in the Department of Biological Sciences, Columbia University. He is interested in studying mechanisms by which eukaryotic cells regulate expression of individual genes and groups of genes in response to different stimuli and conditions.	Faculty funded replacement + intuitional strategic funds
Schulich					
Kanagaretnam, Kiridaran (M)	Accounting, Financial	Full Professor with tenure	PhD, Business Administration (Syracuse, 2000)	Dr Kanagaretnam is currently a Full Professor of Accounting and Financial Management Services and Associate Dean, Academic at DeGroote School of Business of McMaster University. His research focus is in executive compensation, corporate governance and managerial incentives.	Faculty funded replacement

Kecskes, Ambrus (M)	Finance	Assistant Professor, Candidacy 1	PhD, Finance (Toronto, 2008)	Dr Kecskes comes to us from Pamplin College of Business at Virginia Tech where he has been an Assistant Professor since 2008. His research examines a range of corporate policies as well as the interaction of firms with financial market participants, especially analysts and institutional investors.	Faculty funded replacement + institutional strategic funds
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II. Contractually Limited Appointments 2013-14

Name	Department, Field	Rank at Appointment	Highest Degree	Research Agenda/Specialization
Abbruzzese, Teresa (F) Two years	Social Science, Urban Studies	Sessional Assistant Professor	PhD, Environmental Studies (York, 2012)	Dr Abbruzzese is currently a contract faculty member in the Department of Social Science, LAPS. She has also taught in the Faculty of Environmental Studies. She has won an award as a Teaching Assistant. She has an active research agenda in urban studies, human geography, urban and regional planning, cultural studies and anthropology.
Aitken, Paul (M) Two years	Communication Studies, Critical Technology Studies	Sessional Assistant Professor	PhD, Communication Studies (Leeds, 2012)	Dr Aitken currently holds a limited term appointment in the Faculty of Information and Media Studies at Western University. His research area is in politics of media culture and communication theory and he specializes in BitTorrent and media "piracy".
Cetinic, Marija (on offer) (F) Two years	English, Fiction Post-1945	Sessional Assistant Professor	PhD, Comparative Literature (Southern California, 2010)	Dr Cetinic is currently a Canada Research Chair Post-doctoral Fellow in New Media and Visual Culture at the University of Alberta. Her expertise is in contemporary American and Eastern European fiction and critical theory.
Cook, Trevor (M) Two years	English, Renaissance Lit. & Shakespeare	Sessional Assistant Professor	PhD, English (Toronto, 2011)	Dr Cook is currently a Visiting Assistant Professor at Trent University and has held a sessional lecturer position at the University of Toronto. He is an expert in Renaissance drama and non-dramatic literature of the 16th and 17th centuries.
Danciu, Joanna (F) Two years	French Studies, ESL	Sessional Assistant Professor	PhD, French Literature (Toronto, 2012)	Dr Danciu is currently a course instructor with the Department of French, University of Toronto (Tri-campus). Her dissertation won best doctoral thesis. She specializes in French theatre of the 18th century.
Ertorer, Secil (F) Two years	Sociology, Sociological Methods	Sessional Assistant Professor	PhD, Sociology (Western Ontario, 2012)	Dr Ertorer is currently an Instructor in the Department of Sociology, King's University College at Western Ontario. She specializes in migration, with a focus on regional labour migration economics.
Guia, Aitana (F) Two years	History, Modern Europe	Sessional Assistant Professor	PhD, History (York, 2011)	Dr Guia has taught both at the undergraduate and graduate level at York, Guelph and Wilfrid Laurier. Her research is in immigration policy and the immigrant struggle for civil rights and belongings in Europe, with particular focus on migrants from Morocco and Pakistan in Spain after the collapse of dictatorship in 1975.

Karimi, Sirvan (M) Two years	SPPA, Public Administration	Sessional Assistant Professor	PhD, Political Science (York, 2012)	Dr Karimi has been a course director in Political Science, York University for several years. He has also taught courses in the areas of public policy and administration at Ryerson University and Brock University. His areas of specialization are in Canadian politics, comparative politics, comparative public administration and public policy and public law and judicial administration.
Krishnamurti, Sailaja (F) Two years	Humanities, General Education	Sessional Assistant Professor	PhD, Social and Political Thought (York, 2008)	Dr Krishnamurti currently holds the position of Lecturer in South Asian History and Religions at the University of Toronto. She has extensive teaching experience at York and the University of Toronto. Dr Krishnamurti studies South Asian identity, nationalism and migration through the lens of popular forms of literature, such as comics.
Maheux-Pelletier, Genevieve (on offer) (F) Two years	French Studies, Linguistics	Sessional Assistant Professor	PhD, French applied linguistics (Illinois at Urbana-Champaign, 2006)	Dr Maheux-Pelletier held the position of Assistant Professor of French applied linguistics at the University Alberta from 2005 to 2012. She then went on maternity leave. Her core research lies in the relationship between language use, identity, and the use of localized norms.
Thakur, Monkia (F) Two years	Political Science, International Relations	Sessional Assistant Professor	PhD, International Relations (London School of Economics, 2006)	Dr Thakur currently holds a limited term Assistant Professor appointment in the Department of Political Science, Concordia University. Her specialization is in international relations, comparative politics and the international politics of Africa.
Thomas, Danielle (M) Two years	DLLL, Spanish	Sessional Assistant Professor	PhD, Hispanic Linguistics (Toronto, 2012)	Dr Thomas has held teaching positions at the University of Toronto, Brock University and York University. She has an active research program in two main areas: experimental languages studies in first, second and bilingual language acquisitions; and, study of the cognitive and contextual factors that lead to linguistic and education success in bilingual/multilingual populations.
Troit, Anne-Sophie (F) Two years	French Studies, ESL	Sessional Lecturer/Sessional Assistant Professor*	PhD, French Literature (Moncton, 2013)	Ms Troit is currently completing her PhD in French Literature at the University of Moncton. She has been the pedagogical director of the Spring and Summer Immersion programs at Université Sainte-Anne.

III. Recommendations for Promotion to Full Professor

Name	Faculty	Unit (If Applicable)	Highest Degree (University)	Specialization(s)
Crow, B (F)	Liberal Arts and Professional Studies	Communication Studies	PhD (York)	Gender and Mobile Technology

IV. Recommendations for Tenure and Promotion to Full Professor

Name	Faculty	Unit (If Applicable)	Highest Degree (University)	Specialization(s)
Yousaf, M (M)	Science & Engineering	Chemistry	PhD (Chicago)	Chemistry, Materials

V. Recommendations for Tenure and Promotion to Associate Professor

Name	Faculty	Unit (If Applicable)	Highest Degree (University)	Specialization(s)
Blake, S (F)	Liberal Arts and Professional Studies	Humanities	PhD (Southern California)	Roman Literature and Culture
Bradley, P (F)	Health	School of Nursing	PhD (San Diego)	Nursing
Cao-Huu, T (M)	Glendon	Multidisciplinary Studies	PhD (Sherbrooke)	Computer Science
Choiniere, J (F)	Health	School of Nursing	PhD (York)	Sociology
Lunstrum, E (F)	Liberal Arts and Professional Studies	Geography	PhD (Minnesota)	Development Studies and Social Change
MacDonnell, J (F)	Health	Nursing	PhD (Toronto)	Sociology, Education, Women's Studies
McKernan, J (M)	Fine Arts	Theatre	BFA (York)	Theatre Production and Technology
Neill, D (F)	Liberal Arts and Professional Studies	History	PhD (Toronto)	Modern European History
Taylor, L (F)	Environmental Studies		PhD (Toronto)	Cultural Landscape Studies, Nature Politics in Urban, Regional exurban and suburban studies
Thiemann, G (M)	Environmental Studies		PhD (Dalhousie)	Arctic Food Web Ecology

VI. Recommendations for Promotion to Senior Lecturer

Name	Faculty	Unit (If Applicable)	Highest Degree (University)	Specialization(s)
Wilson, P (F)	Science and Engineering	Biology	PhD (York)	Biology, General Science

GOVERNANCE AND HUMAN RESOURCES COMMITTEE

Report to the Board of Governors

at its meeting of June 24 2013

The Governance and Human Resources Committee met on May 28 and in addition to the items otherwise appearing on the Agenda, makes this report for information.

Thanks to Departing Governors:

Terrie-Lynn Devonish and Ken Ng, long serving members of this committee, are both concluding their terms on the Board. We sincerely thank them for their valuable contributions and, express the hope they will continue to be part of York.

Governance:

The annual survey will be circulated in June this year, and members are asked to complete and return it as soon as possible so it can inform decisions about the composition of the committees and the Board going forward.

Nominations:

With the appointments going forward to this meeting, the Board will be at or near full complement. The committee will continue to seek and assess potential nominees and to update and review the skills matrix to ensure that the Board possesses the necessary competencies and diversity for good governance.

Human Resources

Vice President Brewer provided an overview of outstanding labour relations matters, the pension discussions and the communication plan concerning the university budget and academic priority exercise. The annual report on Occupational Health and Safety was tabled and an overview of the highlights provided.

Ms. Killick presented the institutional results of the Employee Engagement Survey. The area results will be delivered throughout the institution by the senior manager in each area.

Zahir Janmohamed, Chair

ANNUAL REPORT ON HEALTH AND SAFETY

2012

Prepared by: Occupational Health and Safety

May, 2013



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Appendix I York University Occupational Health and Safety Policy

1. Introduction

Under the *Occupational Health and Safety Act* and the University Occupational Health and Safety Policy, the University is committed to provide and maintain a healthy and safe workplace by adhering to all relevant health and safety legislation. To ensure that the University meets its obligations, the Board of Governors, through a designated Committee (Governance and Human Resources Committee), annually reviews the Occupational Health and Safety Policy, evaluates performance indicators of key areas and approves annual health and safety goals and objectives.

This report summarizes the health and safety activities undertaken at York University in 2012 and indicates the level of compliance with requirements of the applicable health and safety legislation. The report contains health and safety indicators that are quantitative measures of the University's performance. It also includes a report on achievements of goals and objectives set for the 2012 year, as well as the proposed goals and objectives for 2013. The Occupational Health and Safety unit in the Department of Human Resources has prepared this report for review by the Board Governance and Human Resources Committee.

2. Highlights of the 2012 Year

- **Major Health and Safety Issues/Program Developments in 2012**

- **Workplace Violence and Harassment Prevention Programs and Incidents**

Since the development of the Workplace Violence and Harassment Prevention programs and policies in 2010, the University has mandatory online training for all employees on both programs and has been responding to concerns related to workplace violence and harassment following the processes outlined in the program. The programs are annually reviewed in consultation with the Joint Health and Safety Committees. In 2012, the number of reported incidents had reduced compared to 2011 (from 19 to 4 for harassment and from 15 to 7 for workplace violence). Nine out of the 11 cases were internally resolved through early resolution.

- **Occupational Health and Safety System Audit**

In 2012, OHS audited the Faculty of Fine Arts, Faculty of Education and Osgoode Hall Law School (including the Osgoode Professional Development Centre at 1 Dundas Street West).

The audit focused on 4 major elements: health and safety communication, training/orientation, workplace inspection and accident response (including first aid protocol). Findings from the audit indicated that most Faculties/departments audited have Area Health and Safety Officers (HSOs) to coordinate health and safety activities in their workplaces and to monitor training. Most units also have well developed accident response and first aid protocols. Areas requiring improvements were mainly improving communication and monitoring training requirements for academic employees, and educating some supervisors in recognizing their health and safety responsibilities under the Act. Those responsibilities cannot be delegated to the Area HSOs. The auditor has received responses to recommendations that have been made from all units audited.

- **Ministry of Labour (MOL) Visits (see Indicator 3 in Section 6.3 for detail)**

There were 10 visits by the Ministry in 2012.

Four were incident investigations, four were complaint investigations (from two complaints) and two were regular inspections (MRI and X-ray source).

Eight out of the 10 visits did not result in any orders from the MOL. One visit resulted in an order to provide a lease agreement between York and the non-York facility inspected. The other visit resulted in seven orders related to the procedure for changing of outdoor lights using a boom truck.

- **Workplace Accident Statistics and Costs (see Annual Indicator 1a in Section 6)**

There were four critical injuries to York employees in 2012. Three injuries were caused by trips and falls including tripping over objects (handbag, computer cable and concrete seating in a courtyard) and one involved a worker being found unconscious in a case following a motor vehicle accident (personal vehicle hitting the rear of a parked bus).

There were 38 lost time accident cases in 2012, compared to 33 during 2011. The major lost time accidents in 2012 were caused by slips, trips and falls (19 or 50%) and musculoskeletal disorders (12 or 32%). More than half of the trips and falls happened indoors.

The total days lost for accidents/injuries in 2012 (379.25 days) was lower than in 2011 (605 days). The days lost are mainly attributed to slips, trips and falls (56%).

In 2012, the New Experimental Experience Rating (NEER) assessment period for employers changed from a 3-year window to a 4-year window. This means that a claim that is four years old but is still active (i.e. incurring cost) will continue to impact the employer's NEER rating which drives some of the premium rate costs.

In 2012, the University had a surcharge of \$49,250.37 by the WSIB under NEER. This assessment applies to 2008, 2009, 2010 and 2011 case management performances. The surcharge was mainly due to a few claims from 2009 and 2010 that were re-opened for further medical care and costs.

- **Comparison to other Ontario Universities and Industries**

Based on the September 2012 NEER statement from WSIB, York's performance index (P.I.) for 2012 is 2.10. At this point it is unlikely that the University will qualify for a rebate as the P.I. exceeds 1.0.

York's average days lost per claim in 2012 was 9.98 days per claim. WSIB data indicates that the average days lost per claim for all industries (Schedule 1 employers) ranged from 14.2 to 15.5 days in the last 5 years. In 2012, York's average days lost per claim (9.98) was below the Ontario industrial average (i.e. 14.8 days per claim).

In 2012, the Lost Time Injuries (LTI) frequency -- i.e. the number of lost time claims per 100 workers -- was 0.50 for York and 0.30 for our rate group (consisting of universities, museums, libraries and schools). This means that York's LTI frequency rate continues to be above the comparator group.

3. Achievements in 2012 in Relation to 2011 Goals and Objectives

2012 OBJECTIVES	ACHIEVEMENTS
<p>1. General: To achieve compliance and/or specified targets in respect of key health and safety performance indicators as outlined.</p> <p>Specific:</p> <p>1.1 Attain the Lost Time Injury (LTI) per 100 workers below the LTI for the rate group (i.e. educational facilities).</p> <p>1.2 Continue to monitor the number of JHSC meetings for compliance with the OHS Act. Monitor workplace inspections throughout the University are inspected.</p> <p>1.3 Continue to maintain compliance with direction received from government agencies.</p> <p>1.4 Continue to maintain education and awareness regarding compliance to mandatory training.</p> <p>1.5 Continue to provide complete responses to all interventions.</p> <p>1.6 Continue to maintain compliance with statutory testing.</p>	<p>1.1 Not achieved. The LTI frequency in 2012 was 0.50 which was slightly above the LTI of 0.30 for the rate group (educational facilities).</p> <p>1.2 Achieved substantially. One JHSC had to reschedule its meeting from December to January 2013 to meet quorum. All committees met at least once every 3 months and all committees conducted workplace inspections.</p> <p>1.3 Achieved.</p> <p>1.4 Achieved. OHS provided and coordinated legislatively required training for supervisors and employees. It is the responsibility of front line managers to ensure that employees attend the required training.</p> <p>1.5 Achieved.</p> <p>1.6 Achieved.</p>
<p>2. General: Meet legislative requirements by ensuring the development and distribution of written Health and Safety programs and procedures to affected community members and conducting reviews of existing programs every two years.</p> <p>Specific: Review Asbestos Safety, Compressed Gas Cylinder Safety, Confined Space, Laboratory Safety, Laser Safety, Radiation safety, WHMIS, Workplace Harassment Prevention and Workplace Violence Prevention.</p>	<p>Achieved. The following programs were reviewed and updated in consultation with the JHSCs: Asbestos Safety, Compressed Gas Cylinder Safety, Confined Space, Laboratory Safety, Laser Safety, Radiation Safety, WHMIS, Workplace Harassment Prevention and Workplace Violence Prevention.</p>
<p>3. General: Continue to work with members of the York Community to ensure appropriate mechanisms are in place to promote the health and safety of York faculty, staff and students.</p> <p>Specific: Continue to provide support to and development of area health and safety officers (e.g., maintain communication, organize forums/meetings, etc.) to strengthen the University's occupational health and safety management system.</p>	<p>Achieved and ongoing:</p> <p>(a) Maintained communication with Area Health and Safety Officers via:</p> <p>(i) HSO forums: three 2-hour professional development sessions were provided for the HSOs by OHS in 2012;</p> <p>(ii) Email communications: 16 communications were sent to the group in 2012.</p> <p>(b) Received annual checklists from Area Health and Safety Officers</p> <p>(c) Continued orientation training to new Area Health and Safety Officers by the OHS Director.</p>
<p>4. Specific: OHS System Audit: Conduct OHS System audits of Faculties/Departments following the established multi-year audit schedule.</p>	<p>Substantially Achieved and ongoing:</p> <p>(a) In 2012, the Faculty of Fine Arts, Education and Osgoode Hall Law School were audited for conformance with York's Occupational Health and Safety Management System.</p> <p>(b) The schedule was slightly behind due to the availability of the auditor in the last quarter.</p>
<p>5. Specific: Develop on-line training programs on Workplace Harassment Prevention for academic and non-academic employees.</p>	<p>Achieved:</p> <p>Two separate online training modules on Workplace Harassment Prevention for academic and non-academic employees were developed in 2012.</p>
<p>6. Specific: Establish partnership programs with relevant Faculties for occupational health and safety program improvement and resource sharing (e.g., engaging kinesiology students in job task physical demand analysis, ergonomic assessment etc.).</p>	<p>Achieved and ongoing:</p> <p>There were meetings with representatives of the School of Kinesiology and Health Science and the School of Nursing on student engagement resource sharing programs pertaining to OHS disciplines. Some progress was made, e.g., in 2012, a volunteer from Kinesiology worked with the OHS ergonomist on assessments and training programs, and a nursing student did a practicum with OHS, working with the Biosafety Officer.</p>

4. York University Occupational Health and Safety (OHS) Management System and Audit

This system was developed and implemented to exercise “due diligence” in managing occupational health and safety. It includes an integrated set of health and safety responsibilities for all workplace parties.

The model requires the appointment of Area Health and Safety Officers (HSOs) to advise Vice-Presidents, Deans, Directors and others responsible for health and safety matters in their areas, to act as a link to the Occupational Health & Safety (OHS) and to disseminate health and safety information to employees in their areas.

The OHS maintains regular communication with about 80 HSOs. In 2012, four new HSOs completed the OHS orientation program, which includes an overview of their functions and the York University OHS Management System. All HSOs submitted an annual checklist to OHS.

In 2012, OHS audited the Faculty of Fine Arts, Faculty of Education and Osgoode Hall Law School (including the Osgoode Professional Development at 1 Dundas Street West) in respect of compliance with the OHS management system. The audit program allows University management to exercise due diligence under the *Occupational Health and Safety Act* by ensuring that an effective internal responsibility system is in place in managing occupational health and safety at all levels of the organization. The audit focuses on 4 major elements: health and safety communication, training/orientation, workplace inspection and accident response (including the presence of first aid protocol). Findings from the audit indicate that most Faculties/departments audited have health and safety officers to coordinate health and safety activities in their workplaces and to monitor training. Most units also have well developed accident response and first aid protocols. Areas requiring improvements were mainly improving communication and monitoring training requirements for academic employees, and educating some supervisors on their roles and responsibilities under the Act. The auditor received responses to recommendations from all units audited.

5. Changes in Legislation, Policies and Programs

5.1 Proposed Changes to Legislation Pertaining to Occupational Health and Safety with Potential Impact on York University

5.1.1 Changes to Federal Legislation

Regulations under the *Human Pathogens and Toxins Act*

New regulations are being developed under the *Human Pathogens and Toxins Act* (2009). These are anticipated to be released in the fall of 2015. York’s Biosafety Officer, along with those from other Ontario universities, actively participated in the consultation process. These regulations will have significant impact on the research community, in particular, those using biological agents and animals, such as the Faculty of Health and Faculty of Science and Engineering (affecting about 55 permit holders and 300 employees). Some of the proposed requirements include: the development of a permit system for the use of biological agents; inventory; regular inspection; medical surveillance; lab commissioning/decommissioning; incident management; and new design requirements for laboratories.

5.1.2 Changes to Provincial Legislation

Regulations under the amended *Occupational Health & Safety Act*

The Ontario *Occupational Health & Safety Act* was amended in May 2011 with all revisions to be proclaimed by April 2012 (effective dates differ for sections). For most of the changes, the impact on the University is small, except for proposed regulations on mandatory health and safety awareness training for all workers and frontline supervisors, to be effective in 2014. The Act may require the University to ensure that the current training for supervisors meets the new proposed standard, to

provide mandatory training to all non-supervisory employees and to establish a mechanism for the transfer of training records between employers/organizations.

5.2 Review of the University Occupational Health and Safety, Workplace Violence and Workplace Harassment Policies

The University consults the five Joint Health and Safety Committees (JHSCs) on the review of the Occupational Health and Safety Policy (see Appendix I) and the Workplace Violence and Harassment programs annually. In 2012 there were no proposed changes to the policies proposed by the Committees.

5.3 Health and Safety Programs and Guidelines

No new health and safety programs were developed in 2012. All existing programs (see list below) are reviewed in consultation with the Joint Health and Safety Committees once every two years.

Below is a list of York University Health and Safety Programs, 2012

1. Accident Investigation	12. Laser Safety
2. Asbestos Management	13. Lift Truck Safety
3. Compressed Gas Cylinder Safety	14. Medical Surveillance Program for Research Facilities
4. Confined Space Entry	15. Mould Control
5. Ergonomics	16. Radiation Safety
6. First Aid	17. Silica
7. Hearing Conservation	18. Transportation of Dangerous Goods
8. Hepatitis A and B	19. Working Alone
9. Indoor Air Quality	20. Workplace Harassment Prevention Program
10. Laboratory Safety	21. Workplace Violence Prevention Program
11. Ladder Safety	22. Workplace Hazardous Materials Information System (WHMIS)

Below is a list of Safety Guidelines which are posted on the OHS website

1.	AED Standards, Requirement and Procedures
2.	Electrical Equipment Certification
3.	Emergency Eyewash Stations and Safety Showers
4.	Handling Heat Stress
5.	Workplace Inspection
6.	Reportable Communicable Disease
7.	Scented Products
8.	Working in Cold Weather

6. Report on Key Health and Safety Performance Indicators

6.1 Workplace Safety and Insurance Board (WSIB) claims management

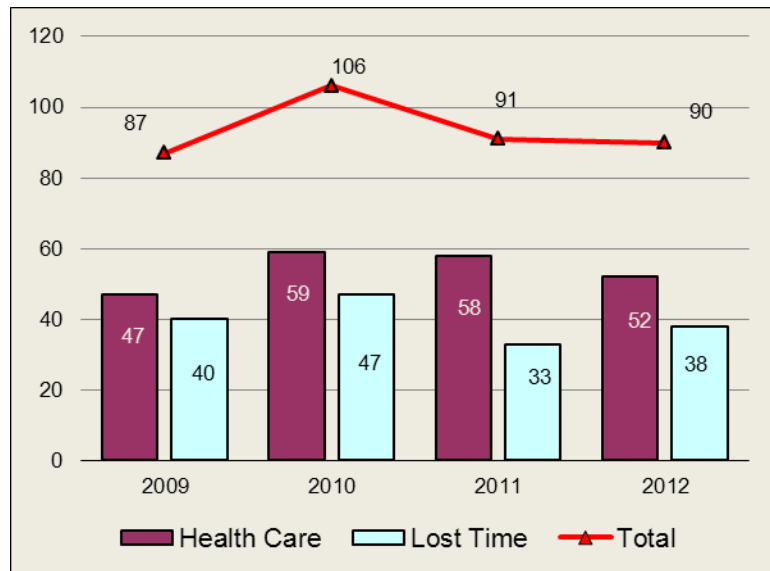
The OHS/Employee Well Being Office (EWO) in the Department of Human Resources manages WSIB claims. The OHS is responsible for accident prevention and for overseeing compliance with related safety legislation (i.e. *Workplace Safety and Insurance Act*, *Occupational Health and Safety Act* and *First Aid Regulation*).

The effectiveness of the University's management of Workplace Safety and Insurance Board (WSIB) claims is evaluated using the following indicators:

Annual Indicator 1a: Workplace Safety and Insurance Board Claims Management

Comparative Annual WSIB Claims, Costs and Days Lost

Figure 2 WSIB CLAIMS

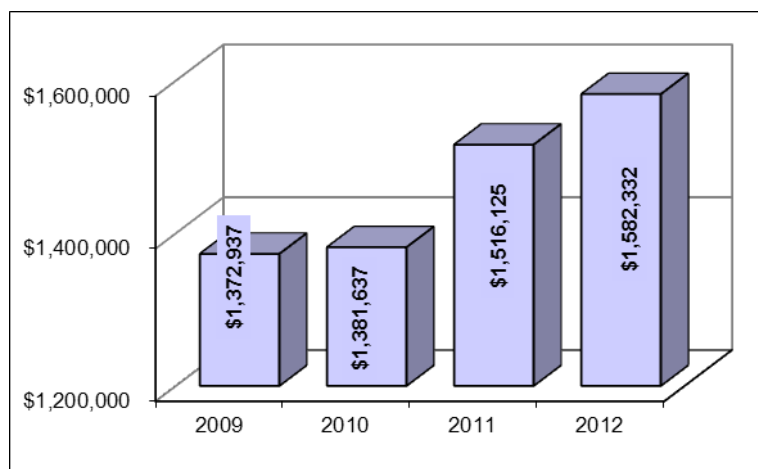


Comments:

In 2012, 50% of the lost time accidents were due to slips and falls (mostly indoors).

Note: Data for previous years were "frozen" for comparative purpose.

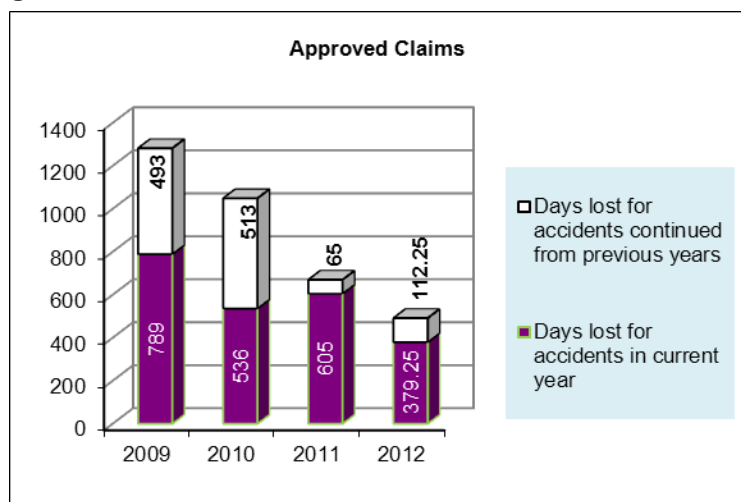
Figure 3 WSIB PREMIUM (based on September NEER Statement)



Comments:

The premium rate for 2012 was 36 cents per hundred dollars of payroll, which is unchanged from 2011.

Figure 4 WSIB - DAYS LOST



Comments:

In 2012, 56% of the days lost were due to slips, trips and falls.

Note: Date for previous years were adjusted as claims status changed.

Indicator 1a measures the year's performance in terms of annual WSIB claims, costs and days lost, against the University's performance in previous years:

- There were four critical injuries to York employees in 2012.
- Number of Lost Time claims in 2012: 38 – an increase of 15% from 2011.
- Number of Days Lost for accidents/injuries in 2012: 379.25 – a decrease of 37% from 2011.
- Number of Days Lost in 2012 per 2012 claim: 9.98 – a decrease of 46% from 2011

There were four critical injuries to York employees in 2012. Three injuries were caused by trips and falls including tripping over objects (handbag, computer cable and concrete seating in a courtyard), and one involved a worker being found unconscious in a case following a motor vehicle accident (personal vehicle hitting the rear of a parked bus).

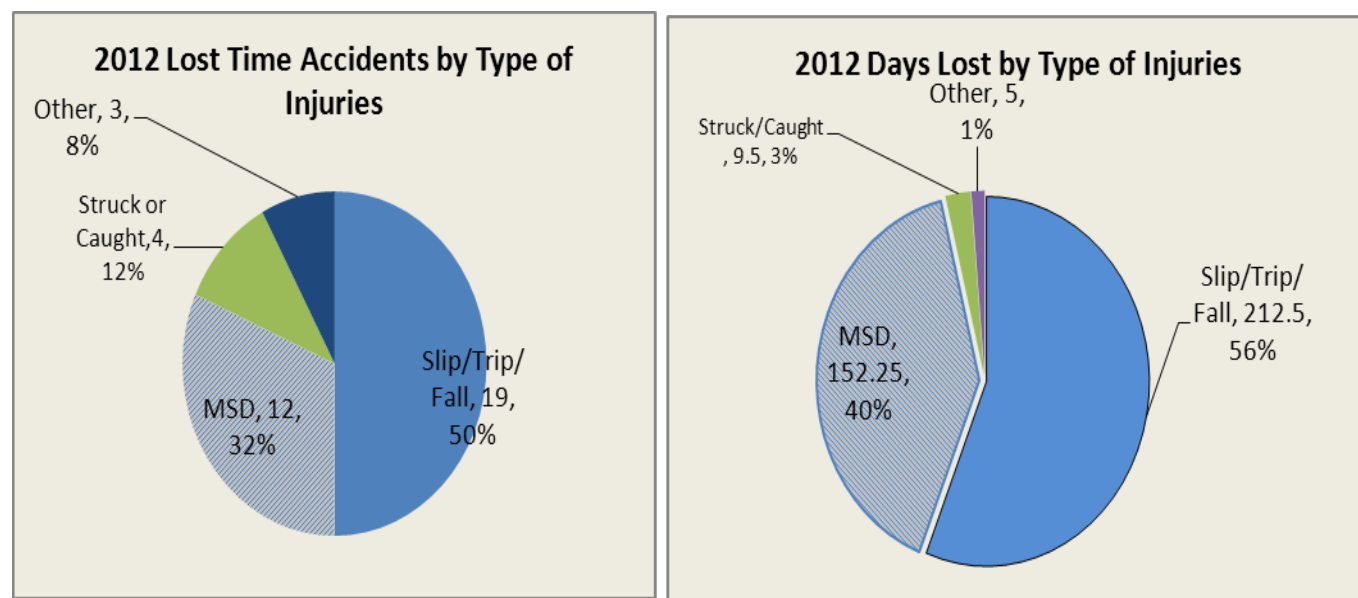
A critical injury is defined under the Act as one of a serious nature that:

- Places life in jeopardy;
- Produces unconsciousness;
- Results in substantial loss of blood;
- Involves the fracture of a leg or arm but not a finger or toe;
- Involves the amputation of a leg, arm, hand or foot, but not a finger or toe;
- Consists of burns to a major portion of the body; or
- Causes the loss of sight in an eye.

There were **38 lost time accident cases** in 2012 compared to 33 in 2011. The lost time accidents in 2012 were caused primarily by slips, trips and falls (19 or 50%) or musculoskeletal disorders (12 or 32%). More than half of the trips and falls happened indoors.

The **total days lost for accidents in 2012 (379.25 days)** was lower than in 2011 (605 days), primarily due to slips, trips and falls (56%). Two cases resulted in 138.5 days lost (37%), which incurred significant cost.

Figure 5 - 2012 Lost Time Accidents and Days Lost (for Accidents in 2012), by Type of Injuries



The **number of WSIB health care claims** (52 in total) was lower than in 2011 (59). These claims resulted from injured employees seeking medical attention following an accident.

Indicator 1b – WSIB New Experimental Experience Rating (NEER) Rating

Indicator 1b measures York's comparative performance over time as reflected in the annual NEER Performance Index, and the dollar amount of WSIB rebates received or surcharges levied.

A NEER surcharge of \$49,250.37 was applied by WSIB in 2012 for the 2008, 2009, 2010 and 2011. The surcharge was mainly due to a few re-opened claims caused by accidents that happened in 2009 and 2010.

Figure 6: Detailed information on Indicator 1b – WSIB NEER Experience Rating (effective date: Sept., 30, 2012)

	2008	2009	2010	2011	2012
WSIB Health Care Claims	18	47	59	58	52
WSIB Lost Time Claims	42	40	47	33	38
WSIB Annual Premium *	\$1,303,249	\$1,372,937	\$1,381,637	\$1,516,125	\$1,582,332
NEER Rebate/(Surcharge)	\$221,226.54	(\$175,847.32)	(\$164,095.50)	\$249,561.71	(\$49,250.37)
Performance Index	2.50	1.39	0.89	0.96	2.10

Accommodation in Employment for Persons with Disabilities

The Employee Well Being Office (EWO) is responsible for the administration and implementation of accommodation guidelines and procedures, and arranges accommodation for employees returning from WSIB, long-term disability (LTD) or short-term disability (STD) absences in consultation with department managers and the employees' respective unions.

An effective work accommodation program will decrease the amount of lost time by facilitating injured employees to return to work quickly and safely. The University maintains an Accommodation Fund to provide support to local units accommodating injured or ill employees in their early and safe return to work. In 2012, the Fund contributed to the cost of specialized equipment, workplace modifications and professional services associated with medically supported accommodation needs.

Below is a summary of the number, type and cost of accommodations in 2012:

* The WSIB assessment rate per \$100 payroll was 34 cents in 2008, 2009 and 36 cents 2011 and 2012. The Performance Index is the ratio between the NEER cost and WSIB's forecast cost. A Performance Index of less than 1.0 indicates better-than-average performance, resulting in a potential rebate eligibility.

Figure 7 – Number, Type and Cost of Accommodations in 2012:

(Data provided by the Employee Well Being Office)

Employee Group	Number of Requests	Type of Accommodation ¹ Requested			Nature of Accommodation Requested					Disposition			Amount Spent ²
		WSIB	LTD	OTHER	JR	EQ	SS	MH	OTHER	O	S	U	
CASUAL	2	2			2						2		
CUPE 3903	2			2	2						2		
CUPE 1356	48	21	1	26	39	1		9	1	19	29		\$7,949
CUPE 1356-1	5	1		4	4			1		1	4		\$2,700
CUPE 1356-2	0												
CPM	7	1		6	3	2		2		1	6		\$5,668
IUOE	2	2			2						2		
YUFA	10	2	1	7	6	3		1	1		10		\$1,435
YUSA ³	36	4		32	32	2		3	1	1	25		\$11,389
OPSEU	0												
TOTAL 2012	112	33	2	77	90	8	0	16	3	22	80	0	\$ 29,141
TOTAL 2011	121	23	1	95	4	6	0	9	94	32	63	11	\$ 44,162

Footnotes:

1. To qualify for accommodation, an employee must be under a physician's care for a specific disability.
2. Is exclusive of first \$1000 paid by the department for accommodation items.
3. Includes salary estimate for permanent job accommodation.

Legend

Requests for Accommodation	Nature of Accommodation	Disposition
WSIB Workplace Safety & Insurance Board	JR Job Redesign	O - Ongoing, at work, not performing full duties
LTD Long Term Disability	EQ Equipment using funds	S - Successful, employees at work performing full duties
Other e.g. employees on short term disability or no lost time	SS Support Services	U - Unsuccessful the employee not at work
	MH Modified Hours	
	OTHER e.g., IME, professional services	

6.2 Safety Committees

Indicators 2a, 2b, 2c, 2d – Joint Health and Safety Committee Meetings, Workplace Inspections and Recommendations

Joint Health and Safety Committees (JHSCs) assist in the creation and maintenance of a safe and healthy work environment. It is incumbent on management, in the exercise of due diligence, to ensure that the structure and functions of the JHSCs comply with legislated requirements. Indicators 2a, 2b, 2c and 2d measure the University's performance in meeting key legislated requirements.

The University has five JHSCs. There is one Health and Safety Representative for employees of the York University English Language Institute (YUELI) and members of the Ontario Public Service Employees Union (OPSEU), Local 578, as the department is too small to form a JHSC.

JHSCs are consulted in the review of the University's Occupational Health and Safety Policy as well as in the development and review of health and safety programs. Occupational hygiene reports (e.g. indoor air quality assessments, chemical spills incident reports, MOL reports, etc.) are copied to the relevant JHSC(s). Members of the JHSC review accident summary reports at every meeting.

In 2012, the University took the following steps in response to concerns raised by the various JHSCs:

- Addressed health and safety concerns (signage of fire extinguishers, location of safety showers etc.) in the Life Science Building;

- Reviewed security response procedures;
- Reviewed operating procedures on the use of slow moving vehicles (e.g., golf cart) on campus walkways;
- Installed an animal bedding disposal unit in the vivarium in the Farquharson Life Sciences Building;
- Provided a statistical summary of workplace harassment and violence incidents; and
- Removed obstructions from a loading dock at the Health, Nursing and Environmental Studies Building.

Indicator 2a – JHSC Meetings for 2012

The number of JHSC meetings for 2012 was in compliance with the OHS Act.

The *Occupational Health and Safety Act* requires JHSCs to meet at least once every three months. All committees met as required except YUFA JHSC, which had to reschedule its December meeting to January 2013 to ensure quorum.

Figure 8: Detailed Information on Indicator 2a – JHSC Meetings in 2012

JHSC Meetings ¹ 2012		
JHSC	No. of Meetings 2012	No. of Meetings 2011
CUPE 1356,1356-1 ⁴	9	6
CUPE 3903 ⁵	6	5
YUFA ²	3	5
YUSA ³	8	10
IUOE ⁶	4	4
Footnotes:		
1. <i>OH&S Act</i> requires committees to meet once every three months.		
2. YUFA = York University Faculty Association		
3. YUSA = York University Staff Association		
4. CUPE 1356, 1356-1 = Canadian Union of Public Employees, Local 1356, 1356-1		
5. CUPE 3903 = Canadian Union of Public Employees, Local 3903		
6. IUOE = International Union of Operating Engineers		

Indicator 2b – JHSC Workplace Inspections in 2012

All committees conducted workplace inspections in 2012.

All JHSCs conducted workplace inspections as scheduled in 2012. In addition to worker members conducting workplace inspections, managers and/or supervisors also conduct annual inspections.

Figure 9: Detailed Information on Indicator Number 2b – JHSC Workplace Inspections in 2012

JHSC	2012		2011	
	Inspections Completed	Person Hours	Inspections Completed	Person Hours
CUPE 1356, 1356-1	51	37.25	26	23.5
CUPE 3903	10	17.5	0	0
YUFA	12	35	3	14
YUSA	13	126	22	61
IUOE	11	49	8	12
YUELI	3	1.15	3	1.5
University Totals	100	265.9	62	112

Indicator 2c – JHSC Recommendations

There was one formal recommendation sent to the VP Finance and Administration from the Joint Health and Safety Committees in 2012

JHSCs often provide recommendations to supervisors/managers to address health and safety concerns including findings from workplace inspections. On occasion, formal written recommendations are sent to the Vice-President Finance and Administration (VPFA) for employer response.

Figure 10: Detailed Information on Indicator 2c – Joint Health and Safety Committee Recommendations

Joint Health and Safety Committee Recommendations, Jan. 2012 - Dec. 2012								
Recommendation by	Date	Recommendation to	Type of Recommendation	Nature of Response				Timeliness of Response
				Agree	Disagree	Further study	No response	
JHSC-YUSA	Nov. 8, 2012	VP-Finance & Administration	Recommend the implementation of the "Final Report on the Management of Soiled Animal Bedding".	Yes				Within 21 days

Indicator 2d – Radiation Safety Committee Compliance

The University was in compliance with the Canadian Nuclear Safety Commission (CNSC) requirements in 2012. The University renewed its consolidated license in 2012 and submitted an annual report to the CNSC as required by York's licensing conditions.

The University's Radiation Safety Committee is responsible for establishing criteria for the use of nuclear substances at the University within the licensing conditions designated by the CNSC. The Committee meets quarterly and also inspects all areas of radioisotope use at least once a year. An annual activity report was submitted by the Committee to the CNSC in 2012.

In 2012, the University completed a lengthy process to renew its consolidated licence, which included submitting its inventory, operating procedures, Radiation Safety Program, list of user and usage location and training content. The University issued 28 internal radioisotope permits as of December 2012. The University Radiation Safety Program is reviewed by the Committee once every two years.

Other radiation sources on campus, including X-ray equipment and Magnetic Resonance Imaging (MRI) facilities were inspected in 2012 by the University's Radiation Safety Officer. There were no reported incidents.

Indicator 3 – Government Contacts

The University was in compliance with direction received from government agencies in 2012.

This indicator is a measure of compliance with direction received from regulatory agencies.

There were ten visits by the Ontario Ministry of Labour (MOL) in 2012. Four were incident investigations, four were complaint investigations (from two complaints) and two were regular inspections (MRI and X-ray source).

Eight of the ten visits did not result in any orders from the MOL. One visit resulted in an order to provide a lease agreement between York and the non-York facility inspected. Another resulted in seven orders related to the procedure for changing of outdoor lights using a boom truck.

Detailed Information on Indicator 3 - Government Contacts, 2012

Date	Government Agency	Reason for Contact	Government Response	University Response
16-Jan-12	MOE	Inspection of Hazardous Waste Storage/Manifests (in Grounds, Faculty of Science & Engineering).	Issued a report with findings. Over all University compliant except for one type of hazardous waste not stored properly.	Proper storage has been arranged by Grounds.
08-Feb-12	MOE	Follow up visit to inspect the completion of the proper storage for hazardous waste.	Confirmed compliance	Compliance achieved.
19-Jun-12	MOL	Investigation. While installing a new light post, the boom arm on the boom truck was struck by a YRT bus and the top of the bus was damaged. No workers were injured.	7 orders were issued (including items related to SOPs, signage, traffic control person, traffic protection plan, personal protective equipment)	University responded and complied with all the orders.
3-Jul-12	MOL	Investigation of motor vehicle accident.	No order issued	None required.
24-Sep-12	MOL	Investigation. A glass wall collapsed at West Office Building. No workers were injured.	No order issued.	The University immediately cleaned up the broken glass and barricaded the area with dry wall.
24-Sep-12	MOL	Investigation of a trip and fall over a computer cord injuring the hip of a worker.	No order issued.	A safety awareness notice on workplace house keeping was issued to Area Health and Safety Officers for distribution.
24-Sep-12	MOL	Complaint investigation. A worker filed a complaint pertaining to ergonomic concerns related to the set up of a workplace.	No order issued.	Engaged University Ergonomist to work with the manager and workers to address ergonomic concerns.
18-Oct-12	MOL	Original purpose was to respond to a complaint from staff in the Toronto Track and Field Centre about not receiving workplace harassment and violence prevention training. During the visit the inspector gave verbal orders to York.	Verbal orders were given to correct items including the guarding of fan belts, replacing lights, locking electrical panels, repairing damaged insulation and checking gas valves (Embridge Gas).	Corrective action completed. The valves used by Embridge Gas were found to be acceptable.
24-Oct-12	MOL	Follow-up investigation of the complaint from Track and Field Centre on Oct.18, 2012.	One order issued. The University was to send a copy of the lease agreement (between York University and the City of Toronto) to the MOL.	University has complied with the order on the same day.
25-Oct-13	MOL	Continue investigation of the complaint filed on Oct.18, 2012	No order issued. University to set up meetings with Track and Field Centre staff to discuss training and formation of a JHSC.	York staff met with the City of Toronto staff on November 08, 2012 and January 25, 2013. City of Toronto to set up first JHSC meeting.
17-Nov-12	OMAFRA	Inspection of Animal Facilities	Provided report concerning a list of issues found within the facilities, the University had already started a process to address them.	Members of the Animal Care Committee are continuing to address issues outlined in the report.
22-Nov-12	CCAC	Audit of Animal Facilities and Animal Research Programs.	Team of Federal Auditors performed full day on-site inspection of programs and facilities	Members of the Animal Care Committee along with AVP Research & Innovation, toured animal facilities and answered questions regarding animal research programs.
29-Nov-12	MOL	MRI Safety Inspection	No order issued.	None required.
29-Nov-12	MOL	Cabinet X-ray source registration and site inspection	No order issued	None required.
6-Dec-12	CNSC	Annual inspection	Requested the University to lock and secure a roof moisture meter containing a radiation source.	University has complied with the request.

CCAC = Canadian Council of Animal Care

CNSC= Canadian Nuclear Safety Commission

MRI = Magnetic Resonance Imaging

MOL = Ontario Ministry of Labour

OMAFRA = Ontario Ministry of Agricultural, Food and Rural Affairs

WSIB = Workplace Safety Insurance Board

6.2 Indicator 4 – Education/Awareness

In 2012, the University informed all supervisors of legislatively mandated training, and developed relevant training programs for employees.

Figure 12 below illustrates OHS mandatory education and awareness initiatives undertaken in 2012.

All senior University officers received mandatory due diligence and health and safety training. New senior officers, as part of their health and safety orientation, are required to meet with the Director of OHS to receive an overview of the University's OHS Management System within the first month of arrival and to complete an on-line due diligence health and safety module.

Fig. 12: Detailed Information on Indicator 4 - Training Courses Provided by OHS in 2012

Courses	Number of Sessions	Trained 2012	Trained 2011
Legislatively Required Training			
Asbestos Safety	1	5	14
Biosafety	20	136	136
Confined Space Awareness (once every 2 years)	3	42	-
Confined Space Rescue Refresher	3	21	-
First Aid ¹	13	139	87
Due Diligence for Senior Executives	1	1	2
Fork Lift (once every 2 years)	0	0	0
JHSC - Certification Part 1*	1	6	9
JHSC - Certification Part 2*	2	3	8
Laser Safety	5	7	14
Occupational Health and Safety Act (includes on-line training)	n/ap	144	110
Radiation Safety for Users ²	12	43	46
Respiratory Fit Testing	17	31	13
Transportation of Dangerous Goods* (once every 3 years)	2	2	2
Violence Prevention in the Workplace (on-line)	n/ap	772	781
WHMIS I ³ (includes on-line training)	n/ap	1594	1172
WHMIS II ⁴ (includes WHMIS II modified training)	29	805	427
Workplace Harassment Train-the-Trainer	0	0	49
Workplace Harassment Prevention(online)	n/ap	223	601
X-Ray Safety	2	14	8
Mandated by Internal Policy and Procedures			
Accident Investigation	11	102	77
Blood Borne Pathogens	4	50	78
Compressed Gas Cylinder Safety	4	43	72
Health and Safety Officer Orientation	3	4	6
Ladder Safety	1	2	9
Mould Control	1	5	14
Science TA***	3	126	81
Safety Orientation for New Employees (completed checklists)	n/ap	388	311
Student Workers Orientation ⁵	5	146	130
Workplace Inspections (includes on-line training)	5	149	93
Discretionary Based upon Identified Need or Requests			
Back Safety Introduction (2 hours)	11	26	8
Back Safety Supplement/Refresher (1 hour)	15	202	147
Chainsaw Operator (<i>new</i>)	2	13	-

Chemical Handling, Volatile Storage Rooms***	4	53	24
Computer Workstation Safety	12	86	48
Electrical Safety for Maintenance Workers (new)	1	25	-
Health & Safety for 2nd and 4th Year Engineering Students	1	43	34
Laboratory Fire Safety***	2	44	47
Machine Guarding Awareness (new)	2	54	-
Radiation Safety Awareness	3	15	2
Vivaria Standard Operating Procedure (new)	2	22	-
Vivaria BSB Health and Safety for Maintenance Workers	1	15	-
Footnotes:	Total= 204		
<p>*Courses organized by OHS and provided by external trainer.</p> <p>**Courses organized by CSBO</p> <p>***Courses organized by Faculty of Science & Engineering</p> <p>1. First Aid certification is valid for 3 years (includes Security Officials and Designated First Aiders).</p> <p>2. Radiation Safety for Users, some employees received training through independent study package with completion of a quiz.</p> <p>3. WHMIS I is for employees who work in proximity to hazardous materials, including training for Security Officers.</p> <p>4. WHMIS II is for employees who work with hazardous materials.</p> <p>5. Training for CSBO and Student Services (Don's and RLC's) employees. includes: Back Safety, WHMIS, Occupational Health & Safety Act, Sharps, Blood and Bodily Fluids, Harassment Awareness, Violence Prevention, AODA</p>			

6.5 Indicator 5 – Advice and Counsel

The total number of OHS interventions in 2012 was slightly higher than in 2011.

Figure 13 provides a statistical summary of the range of OHS interventions providing professional advice and counsel to members of the University community during 2012 to assist them in making decisions and taking action to fulfill statutory health and safety responsibilities.

In 2012, there was an increase in response to complaints of chemical fumes/spills and odour. The odour/fumes come from natural gas, burning, chemical, animal base etc. OHS occupational hygienists provided immediate investigative response.

There were 5 minor chemical spills in 2012. Two involved mercury (from a broken thermometer and an old gauge), others involved spills from a septic drain, spill of chemicals containing naptha from a digital media lab and a spill from a broken flask containing biological agents. OHS safety officers assisted in the response and clean up.

Figure 13: Detained Information on Indicator 5 – Advice and Counsel 2012

Type Of Issue	No. of Interventions 2012	No. of Interventions on Same Issues 2011
Asbestos	38	40
Accessibility	0	5
Accident Prevention	39	24
Animal Care	3	0
Biohazardous Waste Disposal	9	3
Biological Spills/Exposure	6	10
Chemical Spills/Fumes/Odours	110	80
Confined Space	20	25
Diving Research	1	2
Emergency Preparedness	8	0
Emergency Response Warden Evacuation	1	2
Environmental	5	6
Ergonomics ¹	98	89
Ergonomic Committee	1	2
First Aid Supplies	85	51
Furniture RFP	0	10
General Safety	194	122
Hazardous Waste Disposal	30	25
Health and Safety Program Review	10	12
Indoor Air Quality ²	97	90
Joint Health and Safety Committee (including meetings with co-chairs)	18	20
Joint Health and Safety Committee Member Orientation	2	3
Laboratory Decommissioning and Renovation	7	5
Laboratory Safety	60	64
Medical Consultant Meetings	10	7
Mould	50	40
Noise	12	10
OHS System: New Area Health & Safety Officer Orientation	4	6
PCB	2	3
Public Health	4	10
Radiation Safety (including MRI)	9	11
Research Enquiries & Meetings	2	2
Return to Work Meeting with Employee Well Being Office	0	4
Safety Inspection & Assessment (new building)	12	10
Senior Executive Occupational Health & Safety Orientation Meetings	2	3
Sharps (Pick-up and Disposal)	2	3
Smoking	21	16
Subway Construction	5	4
Violence/Harassment in Workplace Program	10	29
Water Contamination & Sampling	10	8
Work Permit Approvals	37	36
Work Refusal - Internally Resolved	0	2
Totals	1034	894
Footnotes:		
1. Individuals or departments who received ergonomics advice but no site visits.		
2. Indoor air quality consultation e.g. by phone.		

6.6 Indicator 6 – Occupational Health and Safety Assessment and Testing

Indicator 6a – Occupational Hygiene Assessment and Testing

In 2012, the University was in compliance with the requirement for statutory testing.

In accordance with relevant legislation and internal policy and procedures, OHS conducts or arranges selected environmental testing, testing of equipment, laboratory inspection and ergonomic assessment. The testing could be in response to employee concerns, proactive monitoring or to comply with legislative requirements (e.g., leak testing of radiation sources and certification testing biocontainment cabinets).

There was an overall decrease in occupational hygiene testing as most of the enquiries or concerns were addressed through verbal advice or consultation (note: the amount of advice provided increased in 2012 as shown in indicator #5). The only testing that increased was ergonomic assessment. This is likely as a result of an increase of computer users and an increased awareness of musculoskeletal hazards and the benefit of early reporting.

Figure 14: Detailed Information on Indicator 6a – Occupational Hygiene Testing/Inspection

Type of Tests	Tests Conducted 2012	Tests Conducted 2011
Statutory Testing		
Biocontainment Cabinets/Laminar Flow Hoods ¹	46	47
Radioactive Sealed Sources Leak Testing	4	9
Radioisotope Laboratories Monitoring	19	22
X-RAY Machine Leak Testing	1	1
Mandated by Internal Policy and Procedures		
Biosafety Laboratory Inspection & Commissioning	10	14
OHS Equipment Calibration	6	2
Ergonomics ²	43	25
Ergonomics (referred by Employee Well Being Office)	28	30
Laboratory Inspections ³	43	52
Indoor Air Quality	56	70
Indoor Mould Assessment	20	30
Other Hygiene ⁴	105	110
Workplace Noise Testing of Areas >85dBA	6	5
Footnotes:		
1. OHS coordinated the annual certification of biosafety cabinets which is done by an external firm.		
2. Number of individuals or departments who received at least one visit. Multiple visits of an individual will be counted just once.		
3. Inspection of scientific laboratories in the Faculties of Science and Engineering, Health, Liberal Arts and Professional Studies.		
4. Includes testing for hazardous gases and vapours in response to odours and spills (e.g. flammables, organic vapour, carbon monoxide and hydrogen sulphide, etc.)		

Indicator 6b - Occupational Health and Disease Prevention

York University protects employees from hearing loss and exposure to chemical and biological hazards through its medical surveillance and biosafety programs.

Medical Surveillance Program

The medical surveillance programs (e.g., for exposure to biological hazards, respiratory protection, hearing conservation, etc.) establishes the initial health status (baseline) of a person and ensure adequate safety measures are enacted for the hazards present in the workplace. For example, audiometric or hearing tests are conducted annually for workers exposed to high noise levels to monitor the effectiveness of hearing protection. In addition, workers who may be exposed to biological hazards are required to complete a medical questionnaire and be assessed by a medical practitioner to ensure that various immunizations and medical tests (e.g., TB tests) are completed before work begins, and annually for specific work activities.

Biosafety Program

New regulations are being developed under the *Human Pathogens and Toxins Act (2009)*. These anticipated to be released in the fall of 2015. York's Biosafety Officer, with counterparts from other Ontario universities, actively participated in the consultation process. These regulations will have significant impact for the research community, in particular, those using biological agents and animals, such as, the Faculty of Health and Faculty of Science and Engineering (affecting about 55 permit holders and 300 employees). Some proposed requirements include: the development of a permit system for the use of biological agents; inventory; regular inspection; medical surveillance; lab commissioning and decommissioning; incident management; and, design requirements for laboratories.

The Biosafety Program, managed by the University Biosafety Officer (BSO), has progressively grown since it was formally established in 2010. A permitting/certification system is in place for all biological research, which began with 11 certificates in 2003, increasing to 55 by 2012. The BSO, with the University's Biosafety Committee, actively inspects, commissions/decommissions labs, and develops procedures/guidelines on safe handling, emergency/spill response, disinfection and biohazardous waste disposal. In 2012, 136 employees received biosafety training.

The BSO also provides expert advice to the York community regarding exposure to biohazardous materials (including reportable, communicable diseases) by liaising with OHS medical consultants and government authorities.

Below is a summary of biosafety and medical surveillance activities in 2012.

Figure 15: Indicator 6b - Summary of Biosafety and Medical Surveillance Activities in 2012

	No. of Tests/Participants	
	2012	2011
Biosafety Program		
Biosafety Certificate Approval - New	9	3
Biosafety Certificate - Renewal	26	20
Biocontainment Cabinets and Laminar Flow Hoods Certification	46	47
Medical Surveillance Programs		
Animal Care Workers and other biohazards ¹	45	35
Audiometric Testing	131	124
Vision Screening for New Laser Workers	7	17
Note: 1. OHS provides employees with instructions for completing the health assessment form.		

2013 Goals and Objectives

Ongoing Activities

1. Achieve compliance and/or specified targets with respect to key health and safety performance indicators as outlined below:

Indicator #	Indicator	Target
6.1	WSIB Lost Time Injury Frequency	Achieve the Lost Time Injury (LTI) per 100 workers below the LTI for the rate group (i.e. educational facilities).
6.2	Safety Committees	Continue to monitor that the number of JHSC meetings is in compliance with the OHS Act. Monitor workplace inspections to ensure that workplaces in the University are inspected.
6.3	Government Contacts	Continue to maintain compliance with direction received from government agencies.
6.4	Education/Awareness	Continue to provide education and awareness on legislatively required training.
6.5	Advice and Counsel	Continue to provide complete responses to all interventions.
6.6	OHS Assessment and Testing	Continue to maintain compliance with statutory testing.

2. Meet legislative requirements by ensuring the development and distribution of written Health and Safety programs and procedures to affected community members and by conducting reviews of existing programs every two years. In 2013, the following programs will be reviewed: Accident Investigation, First Aid, Indoor Air Quality, Transportation of Dangerous Goods, Working Alone, Lift Truck, Ladder Safety, Medical Surveillance Protocol, Workplace Harassment Prevention and Workplace Violence Prevention.
3. Maintain communication with and the engagement of Area Health and Safety Officers (HSOs) to support and strengthen their roles in the University's Occupational Health and Safety Management System.

New Projects

1. Conduct Occupational Health and Safety System audits of Faculties/departments following the established multi-year audit schedule. In 2013, Campus Services and Business Operations (CSBO), the Faculty of Liberal Arts and Professional Studies, Sport and Recreation, and three Vice-Presidents' offices will be audited.
2. Develop a York University laboratory design guide incorporating relevant standards. This guide will be provided to CSBO Project Coordinators who will ensure that contractors incorporate these standards prior to the design construction or major renovation of buildings containing laboratories. The guide will also include references to special laboratories (e.g., laboratories using nuclear substance, biological agents, lasers etc.) that have specific requirements.
3. Enhance compliance using technology. For example, automated training data upload, access to training records through intranet for both employees and managers, regular unit-specific accident statistics communication to managers, and automated online training registration form, etc.
4. Evaluate the adequacy of automated external defibrillators (AEDs) on campus in consultation with the in-house medical consultant. Determine the number of AEDs to be added by considering risk groups, accessibility and resources to maintain the AED's.

Appendix I

University Policies, Procedures & Regulations Database

University Policy

Occupational Health and Safety

: Pol 008

Description:

Notes: Approved by UEC: 1996/09/16; Re-Approved by the Board of Governors: 1991/05/13; 1992/10/26; 1993/10/18, 1995/04/10; 1996/10/07; 1997/03/03; 1998/01/26; Approved and Revised by Board Audit Committee: 1998/12/08; Approved by the Board of Governors: 1998/12/14, Re-Approved by the Board of Governors: 1999/12/06, 2001/06/25, 2002/04/29, 2003/04/28, 2004/04/26, 2005/05/02, 2006/05/01, 2007/04/30, 2008/06/23, 2009/06/23, 2010/06/21, 2011/06/20, 2012/06/25
Date Effective: 1991/05/13; ***This policy must be approved annually by the Board of Governors.***

Approval Authority: Board of Governors

Signature: "M. Shoukri"

Policy

York University is committed to the prevention of illness and injury through the provision and maintenance of healthy and safe conditions on its premises. The University endeavours to provide a hazard free environment and minimize risks by adherence to all relevant legislation, and where appropriate, through development and implementation of additional internal standards, programs and procedures.

York University requires that health and safety be a primary objective in every area of operation and that all persons utilizing University premises comply with procedures, regulations and standards relating to health and safety.

Occupational Health and Safety

Persons who are supervisors as defined by the Occupational Health and Safety Act shall ensure that persons under their direction are made aware of and comply with all applicable requirements and procedures adherent to this policy. Supervisors shall investigate all hazards of which they become aware and shall take appropriate corrective action.

The University shall acquaint its employees with such components of legislation, regulations, standards, practices and procedures as pertain to the elimination, control and management of hazards in their work and work environment. Employees shall work safely and comply with the requirements of legislation, internal regulations, standards and programs and shall report hazards to someone in authority, in the interests of the health and safety of all members of the community.

Students

Students are responsible for conducting themselves in a manner which is consistent with their health and safety and that of others. Failure to do so may be considered a breach of Code of Student Rights and Responsibilities.

Tenants and Contractors

The University will make its commercial tenants and contractors aware of its Occupational Health and Safety Policy and of the requirement that all persons working on its premises conduct their business in accordance with the Occupational Health and Safety Act.

This Health and Safety Policy is promulgated by the Board of Governors and the administration thereof is delegated to the Vice-President Finance and Administration.

Failure to abide by this policy or the requirements, regulations, standards or procedures contemplated herein will result in appropriate discipline or sanctions.

Memo

To: Board of Governors

From: Gary Brewer, Vice-President Finance and Administration

Date: May 28, 2013

Subject: **Employee Engagement Survey Update**

In 2010, President Mamdouh Shoukri launched Creating a Better Workplace: a pan-university commitment to work with all employee groups to enhance the University's workplace culture. By supporting creating a better workplace, it was anticipated that York University would gain competitive advantages in employee engagement, individual health and well-being, improved performance, innovation and adaptability, student satisfaction, employee pride and community reputation.

Based on feedback from consultations with the community, the Creating a Better Workplace team confirmed that York employees have a strong desire to work in a better environment, but there were issues to be addressed and areas where improvement were required. To gain a better understanding, last November, Creating a Better Workplace launched the first-ever faculty and staff employee engagement survey. Our goal was to offer an environment for employees to speak up, be heard and help make a difference by sharing with us what is and what is not working on campus. We were also able to establish a baseline against which improvements can be benchmarked.

The overall response rate was 30% (thirty-four per cent of staff and forty-three per cent of full-time faculty) conducted by Metrics@Work the independent third-party research firm responsible for administering the survey. Researchers at Metrics@Work have assured us that, for our first-ever survey, the number of participants is on par with other universities and the data robust enough for full analysis.

Over the coming weeks, all department and faculty leaders will be directly involved in collegially discussing the results and developing actions to address relevant issues and celebrate strengths. This process is not about finding fault, it is about identifying opportunities to capitalize on strengths and improve in areas that leaders and their teams believe will have positive impact on the workplace culture.



Key highlights include:

- There were two key outcomes that can be considered drivers of engagement – organizational engagement and work/role engagement. Organizational engagement reflects the employee's perceived relationship with their organization – emotional commitment and a sense of belonging. Work/Role engagement reflects the employee's perceived relationship to their work – passion for the job, dedication, and immersion in job.
- Metrics@Work provided us with our own internal benchmark comparisons as well as benchmark data with other Universities and 120 organizations in their database.
- Overall, employee engagement with York University as an institution and engagement with role/work at York University fell within a normal/acceptable range for universities.
- Organizational engagement was within the data base comparator for staff and overall, role/work engagement was higher for faculty members

Key results include:

The survey questions explored 22 different drivers of organizational and role/work engagement. Some of the institutional strengths identified by York's faculty and staff include the following:

- Support for diversity
- Role clarity
- Job control
- Workplace safety

Some of the institutional opportunities for improvement identified include:

- Opportunities for advancement
- Collaboration between departments
- Workload

Next steps:

Over the past few weeks, meetings to review the results have been held with senior administrators and Faculty deans. In the coming weeks, union leadership will be briefed and each divisional or Faculty leader will host meetings with their staff and faculty to review and discuss the results. Part of the dialogue will focus on whether the survey results accurately reflect their work experiences. The meetings will also provide a forum to obtain more detail and context about faculty, departmental or division-specific findings.

The next step will see a collaborative effort to develop solutions to address identified institutional and specific workplace areas for improvement, while capitalizing on our areas of strength. Once these meetings are completed, the joint recommendations will be reflected in each area's Integrated Resource Plan.

LAND AND PROPERTY COMMITTEE

Report to the Board of Governors

at its meeting of 24 June 2013

The Land and Property Committee met on 21 May 2013 and makes this report to the Board for information.

1. Non-Core Asset Development Process

Following on the development of the Secondary Plan and the Master Plan for the Keele campus, and in anticipation of the extension of the University Spadina Subway through the campus to the York Region, the York University Development Corporation has been exploring an integrated approach to dealing with the university's development lands. It is essential that the university determine its position on any such development, and detailed consultations will begin with the community, likely involving a Presidential Advisory Council. It is hoped that there will be a report to the Board of Governors on the consultation process at the December 2013 meeting.

2. Pond/Sentinel Development

The committee received a report on the planning and zoning issues arising with respect to the Pond/Sentinel development and the consultation process underway by the developer to obtain university input on the terms of the property lease.

3. Site Selection: Second Student Centre Corporation Building

Following on the success of the current Student Centre, and acknowledging the need for additional student social space, the university has been discussing a second Student Centre Building with the Student Centre Corporation and the York Federation of Students. A number of sites have been suggested and evaluated according to the lenses of the Master Plan, and the most probable site at this time is one adjacent to The Green (formerly known as the Osgoode/Atkinson Green). Once the program for a second building is clear, a site will be confirmed and a student levy will be held to finance the construction. The committee agreed that this is an important project and commented that the better the building, the better the student experience will be.

4. Capital Construction Report

The Committee received an update on current capital projects, the most important being the Lassonde Engineering "ripple" and the new engineering building. A capital plan expected in the fall will contextualize all needed projects and their priority, as well as a "wish list" to be addressed as part of the vision which will inform future development on the campuses. Vice President Brewer also provided a summary of the \$900 million in capital projects completed over the last thirteen years.

5. Pan Am 2015

The development of the Pan Am Stadium is several months behind due to the complications of the multi-facility contract, but construction is expected to be accelerated to meet the necessary deadlines. York has delivered the land and is otherwise in compliance with its obligations, and is working towards the execution of the facilities agreement.

Paul Tsaparis, Chair

INVESTMENT COMMITTEE

Report to the Board of Governors

at its meeting of 24 June 2013

Originally scheduled to meet in March, the agenda for the Investment Committee was carried forward for a combined meeting on 31 May 2013. It submits the following report to the Board of Governors for information.

1. Annual Investment Report

The Committee received and reviewed the Annual Investment Report as at 31 December 2012, attached as **Appendix A**. The comprehensive report provides a detailed overview of the assets and performance of the fund. It also describes the activities of the Committees over the last calendar year and those in progress in 2013. Following the June meeting of the Board, the 2012 Annual Report will be available on the Investment Committee website to enhance the transparency of the University's management of the Endowment Fund.

In sum, the endowment fund portfolio produced a one-year rate of return of 12.5% for 2012 (versus .8% in 2011), which was ahead of the benchmark by 1.1%. The investment performance of the endowment fund saw a significant change in returns this past year after several years of moderate results during the sustained period of market instability. As detailed in the report, the performance results of York's funds compared to a representative sample of pooled institutional funds, place York's results in the top quartile for four consecutive annual periods between 2009-2012. The Committee noted the importance of a strong endowment fund to support the University's student experience goals and recruitment efforts. A robust investment performance also facilitates confidence in the University's management of the fund which in turn fosters further donations.

In sharing the Annual Report last year, the Committee noted that the continuation of the currency hedge on USD denominated exposures (implemented in 2009 to capitalize on the strength of the Canadian dollar) ought to be reviewed in light of the increasing value of the US dollar. The currency hedge was taken into consideration as part of the asset liability study (Item 5 below) and consultation on this matter will continue over the summer with a recommendation possibly to be included with the proposed changes to the SIPP in the autumn.

2. Semi-Annual Snapshot of Investments

The Committee received the semi-annual snapshot of investments as at 31 December 2012 for its annual review of endowment fund expenses. Fund expenses from 2011 to 2012 saw a very slight increase, owing mainly to fund managers' fee increases. However, the overall performance of the managers improved in 2012, and management was able to reduce the expense costs per dollar for the endowment fund. Management is continuing to review options to reduce the Endowment Fund expenses and maximize cost efficiencies with the Pension Fund.

3. Performance Monitoring Report

The Committee received and discussed a detailed performance monitoring report on the endowment fund managers prepared by the University's investment consultant, Aon Hewitt. The detailed analysis provided valuable information for the Committee's oversight role of investment strategy. Manager performance and the effectiveness of the asset mix continue to be monitored on an ongoing basis.

4. Investment Performance Summary Report

The Committee received a year-to-date summary for the York University Endowment Fund as at 30 April 2013.

There has been an increase in the total fund value by \$21.3 million since 31 December 2013 to \$371.8 million. The calendar year-to-date return is positive at 12.5%, and the fiscal year-to-date return is higher at 14.6%, both of which are ahead of their benchmarks by .81% and 2.31% respectively.

5. Asset Liability Study

The Committee reported to the Board in Fall 2012 that the University was embarking on an asset-liability modeling study to review the effectiveness of its current overlay strategy and broaden the consideration to new asset classes in light of the ongoing market volatility. A working group conducted the review, which included the participation of a member of the Board Investment Committee, two members of the Pension Fund Sub-committee on Investment Performance and AON Hewitt as the consultant. The exercise was framed by a risk-diagnosis of the current asset mix and a modeling of potential outcomes to produce an asset mix optimization that would balance risk and reward, and be suitable for meeting the Fund's objectives.

Having carefully reviewed three potential models and the benefits and challenges each presented, the consensus was that a broader set of asset classes would provide the benefits of diversification and enhance the ability of the University to achieve its investment objectives. The Committee endorsed the proposed direction. Over the summer the Statement of Investment Policies and Procedures (SIPP) - the legislative framework for the management of the invested assets of the Fund – will be revised to incorporate the proposed changes to the asset mix. The revised Policy will be presented to the Investment Committee for approval in November and brought to the Board for approval in December 2013.

6. Treasury Report

The Committee received the Treasurer's Report on cash flow and short-term investments to 31 January 2013. The University short-term funds are held with banks and in externally-managed investment portfolios. The allocation of the assets is diversified among cash deposits in the bank, money market funds, redeemable GICs and a laddered fixed income portfolio, and is adjusted as appropriate to secure the best rate of return. After several quarters of maintaining high cash deposits in the bank, most of the aggregate funds are currently held as redeemable GICs (37%) and in the fixed income portfolio (59%). The shift from cash deposits to GICs has resulted in an additional \$286,000 for the University.

7. Update on Endowment Funded Position and Distribution for 2013

The Committee received for information the 2013 endowment distribution approved by the Board at its last meeting in April.

8. Update on Spending Formula and Administrative Review

The Board was advised in Fall 2011 that to mitigate risk to the University's operating budget, management was undertaking a study of the endowment distribution formula to identify a more sustainable and predictable formula that achieves its goals in both stable and extreme market conditions. A preferred distribution model has been identified and the administration has now completed its assessment of the most efficient and cost-effective solutions to implement the preferred model. The project development and execution is expected to span the next two to three years. Updates on the initiative will continue to be provided to the Board.

Guy Burry, Chair



York University Endowment Fund

Annual Investment Report to the Board of Governors

For Year Ended December 31, 2012

Investment Committee - May 31, 2013

Board of Governors - June 24, 2013

York University Endowment Fund

Annual Report for Year Ended December 31, 2012

The Endowment Fund (the Fund) is a pool of commingled assets held for the endowments of York University in long-term investments. The endowments are composed of gifts and bequests received from donors plus capital from matching programs, combined with quasi-endowments, which are funds designated by the University and invested over the long term to support specified priorities. The Fund generates annual payouts to support the endowed scholarships and academic chairs.

The Fund investments are governed by the objectives and constraints specified in the Statement of Investment Policies and Procedures (Policy). The Board of Governors reviews and approves the Policy including any changes to investment strategy or asset mix on an annual basis. The Investment Committee of the Board of Governors oversees the implementation of investment strategy and the external portfolio managers.

The Fund and Markets in Review - 2012

The market value of the Fund as at December 31, 2012 was \$350.5 million, compared to \$326.4 million as at December 31, 2011.

The market value of the Fund rose by \$24.1 million during 2012. The increase in assets was caused by inflows of \$5.9 million in donor contributions plus investment capital appreciation and income of \$39.9 million, net of withdrawals of \$21.7 million for distribution to endowed accounts.

The Fund investments earned a one-year rate of return of 12.5% for the 12 months ended December 31, 2012, compared to 0.8% in 2011. The Fund's one-year performance in 2012 exceeded the 11.4% rate of return of the benchmark by 1.1%.

Global equity markets fared well during 2012, with Emerging Markets equities continuing in the lead (16.1% indicative return in Canadian dollar terms generated by the representative index, MSCI EM), followed by Small/Mid Cap U.S. equities (15.3% returned in CAD terms by Russell 2500), then developed international equity markets (14.8% returned in CAD terms by MSCI Europe, Australasia and Far East), with Canadian equities (7.2% returned by S&P/TSX) bringing up the rear.

Conversely, fixed income markets in the developed market countries struggled alongside their economies, offering very low interest rates across the term structure - good for borrowers but trying for investors – and consequently meagre returns accrued to capital invested in the least-risk assets. Canada's representative broad market bond index composed of government and corporate issues returned 3.6% for the year. Global high yield bonds due to their equity-related component and higher risk profile, far outperformed domestic investment grade bonds, with an indicative 12.2% in CAD terms returned by the Citigroup High Yield Market index.

The Fund's seven investment managers, managing nine distinct mandates, as a group outperformed during 2012, adding 1.1% versus the Fund's target benchmark return of 11.4%. Of the seven mandates that are actively managed, including all the equity portfolios, the high yield bonds and currency overlay, five portfolios with a combined total fund weight of 55% contributed positive excess return while two fell short of their respective benchmarks and the passive bonds met their index return objective. Moderate overweight positions, relative to the benchmark, in high yield bonds and emerging markets equity in combination with an underweight in Canadian bonds were further contributing factors to the total fund added value in 2012 of 1.1%. For full perspective, fund expenses for investment management, custody and consulting, were in sum 0.6% in 2012, resulting in net-of-fees 0.5% positive excess return that converts to added value in dollars of \$1.6 million for the year.

The Fund's four-year annualized return of 11.7% exceeded, by 1.3% annualized, the 10.4% return of

the benchmark for the same period. Excluding currency overlay from the group, as it lead to a slight underperformance in 2010, the group of active managers has added value to the Fund in each of the past four years. The four-year interval for performance evaluation is the Policy standard for measuring whether the Policy return target has been achieved. The 2009-2012 stretch covered the restructuring of the Fund, achieved at the beginning of 2010, and the tail end of the savaging of global capital markets caused by the credit crisis. The consistently solid excess return generated through those years affirms that the implementation of the investment strategy has been effective.

The remainder of this Report reviews the Policy, the Fund's investment strategy, asset allocation, and manager mix plus detail on the performance of the Fund to December 31, 2012 on relative and comparative terms. A report of the activities of the Investment Committee conducted during 2012 and those planned for 2013 are summarized in the final sections.

Endowment Fund Asset Mix

The Policy asset mix is shown below, specified in terms of asset class target weights as set out in the Statement of Investment Policies and Procedures, last confirmed effective as of January 1, 2012 and unchanged since the approval of the Board of Governors on February 28, 2012.

Policy Asset Mix

<u>Asset Class</u>	<u>Target Weight</u>
Equities	70%
Canadian	15%
US - Small/Mid Cap	20%
Global	25%
Emerging Markets	10%
Fixed Income	30%
Canadian Bonds	25%
Global High Yield Bonds	5%

The Policy asset mix is formally determined by an Asset-Liability study designed to meet the Fund's investment objectives and the endowment spending needs of the University. The Policy objectives are to preserve capital over a long-term horizon and to provide inflation-adjusted annual funding to support the spending obligations of the endowments.

The asset mix illustrated above was first adopted into the Policy by the Board of Governors in 2008. In 2010, the investment strategy was amended to include active currency management in the form of an overlay for the 50% of the total fund held in non-Canadian-dollar, developed markets exposures. During the 2008-10 period, the underlying assets were restructured from the legacy mix following a phased-in approach. The Policy asset mix and actual asset mix have been in place for a full three years since the beginning of 2010.

The Fund's actual asset mix compared to the Policy asset mix, including currency overlay, as at December 31, 2012, follows.

Asset Class Weights Versus Target Asset Mix - Market Value as at December 31, 2012

<u>Asset Class</u>	<u>\$ Million (Mkt Val)</u>	<u>Actual Weight</u>	<u>Target Weight</u>	<u>Over/Under</u>
Equities	\$ 251.0	71%	70%	1%
Canadian	54.2	15%	15%	0%
US - Small/Mid Cap	68.2	20%	20%	0%
Global	88.5	25%	25%	0%
Emerging Markets	40.1	11%	10%	1%
Fixed Income	\$ 100.9	30%	30%	0%
Canadian Bonds	77.6	22%	25%	-3%
Global High Yield Bonds	22.6	7%	5%	2%
Short Term Investments	0.7	1%	0%	1%
Currency Overlay	<u>(1.4)</u>	<u>-1%</u>	<u>0%</u>	
Total Portfolio	<u>\$ 350.5</u>	<u>100%</u>	<u>100%</u>	

The actual weights of the portfolios are permitted to vary by Policy within a range of +/- 5% of the target weights and are rebalanced periodically back to target with ambient cash flows.

The University has engaged seven investment managers to manage eight specialty investment mandates plus an allocation to short-term investments for generating some yield on Fund liquidity. Each manager has been selected for their specific investment expertise. Specialty mandates have been established that prescribe the asset class, investment style, objectives and constraints for each portfolio. The firm, date of hire, asset class mandate, market value and fund weight are shown in the table below. The currency overlay composed of liquid three-month foreign exchange forward contracts for five major currency pairs is shown reported on the standard mark-to-market basis.

Investment Managers and Specialty Mandates - Allocations as at December 31, 2012

<u>Investment Manager</u>	<u>Inception Date</u>	<u>Mandate</u>	<u>\$ Million</u>	<u>Weight</u>
Equities				
Foyston, Gordon & Payne	October 2004	Canadian Equities	26.6	7%
Mawer	April 2011	Canadian Equities	27.6	8%
Westwood	July 2008	Small/Mid Cap US	68.2	20%
Aberdeen	February 2011	Global Equities	88.5	25%
Aberdeen	July 2008	Emerging Markets	40.1	11%
Fixed Income				
TD Asset Management	August 1997	Canadian Bonds	77.6	22%
Stone Harbor	July 2008	Global High Yield Bonds	22.6	7%
TD Asset Management	May 2008	Short Term Investments	0.7	1%
Currency Overlay				
Mesirow Financial	January 2010	Currency Hedges	<u>(1.4)</u>	<u>-1%</u>
Total Portfolio			<u>\$350.5</u>	<u>100%</u>

Endowment Fund Performance Objectives

The target return objective is stated in the form of a composite benchmark. The benchmark for the total fund is a weighted composite of total returns produced by specific capital markets indices. Each component index is broadly representative of an asset class as defined in the Policy asset mix and is a transparent and reproducible sample of publically-traded investable equities or bonds for a specific country or area.

Performance Objective and Composite Benchmark

<u>Asset Class</u>	<u>Weight</u>	<u>Index</u>
Canadian Equities	15%	S&P/TSX Composite
Small/Mid Cap US Equities	20%	Russell 2500
Global Equities	25%	MSCI World
Emerging Markets Equities	10%	MSCI Emerging Markets
Canadian Bonds	25%	DEX Universe Bond
Global High Yield Bonds	5%	Citigroup High Yield Market Capped

The Policy return objective of the Fund is to achieve a four-year annualized rate of return, net of investment fees, that meets or exceeds the four-year annualized rate of return of the composite benchmark for the same period, over most four-year annualized periods, as measured year to year.

Fund performance is expressed as a total fund rate of return, gross of fees, in Canadian dollars. The rates of return are calculated by an independent performance measurement provider, BNY Mellon's Global Risk Solutions group.

Evaluating Endowment Fund Performance

Performance evaluation for the Fund is carried out using several facets. On a monthly basis, the total fund rate of return is measured, compared to the return of the composite benchmark, and reported over a series of intervals spanning one month to ten years. Formal performance evaluations, conducted semi-annually for review by the Committee, focus on one-year and four-year returns to, respectively, gauge recent performance and assess longer-term success in meeting Policy objectives. The results for individual portfolios and managers are reviewed, including performance statistics for portfolio risk and return that are measured and compared to the objectives specified in each of the specialty mandates.

The Fund's long-term performance record shown below provides a snapshot of the success of the investment program.

Total Fund Long Term Performance - Annualized ROR (%)

	Annualized Rates of Return (%) for Periods Ended December 31 2012									
	<u>1 Yr</u>	<u>2 Yrs</u>	<u>3 Yrs</u>	<u>4 Yrs</u>	<u>5 Yrs</u>	<u>6 Yrs</u>	<u>7 Yrs</u>	<u>8 Yrs</u>	<u>9 Yrs</u>	<u>10 Yrs</u>
Currency Hedged										
Endowment Fund	12.5	6.5	8.6	11.7	4.7	3.9	5.4	6.2	6.6	7.3
Benchmark	11.4	4.7	7.4	10.4	3.9	3.6	4.8	5.7	6.0	6.7
	<u>1.1</u>	<u>1.8</u>	<u>1.2</u>	<u>1.3</u>	<u>0.8</u>	<u>0.3</u>	<u>0.6</u>	<u>0.5</u>	<u>0.6</u>	<u>0.6</u>
Unhedged										
Endowment Fund	12.0	7.1	8.7	11.5	4.6	3.8	5.3	6.1	6.5	7.2
Benchmark (Unhedged)	10.7	4.7	7.0	10.2	3.7	3.4	4.7	5.5	5.9	6.6
	<u>1.3</u>	<u>2.4</u>	<u>1.7</u>	<u>1.3</u>	<u>0.9</u>	<u>0.4</u>	<u>0.6</u>	<u>0.6</u>	<u>0.6</u>	<u>0.6</u>

The ten-year annualized rate of return of 7.3% illustrates that on a smoothed basis the Fund capital net of investment expenses has been preserved on a nominal (excluding the impact of inflation) basis. This is despite the market travails of the last decade, including the deeply negative return in 2008-09 and the slow multi-year recovery process. For comparison, annualized ten-year returns generated by benchmark indexes to December 31, 2012 were 9.2% for the S&P/TSX index (Canadian equities), 3.2% for the MSCI World (global equities) in CAD terms and 6.0% for the DEX Universe (Canadian bonds).

The effect of strategic currency hedging is shown in the table above. Currency hedging was introduced into the portfolios in 2009 with a passive currency hedge on USD denominated exposures. In 2010, strategic hedging was integrated into the Policy and benchmark and an active currency overlay mandate for hedging developed markets currency exposures was fully implemented. Over the four years, since introduction of the currency strategy, the annualized contribution of the currency hedging program has been 0.2%.

Success over the longer term is attained through a variety of factors. These include program developments in response to shifts in the investment environment, changes in the cashflow characteristics of the endowment fund, and evolving risks contributed by components of the Fund. The Committee has concentrated on selecting strategies and managers that align with the investment objectives of preserving capital through a range of capital market outcomes while sustaining a regular stream of inflation-adjusted spending over the long run.

Annual and Four-Year Annualized Performance

The following table shows annual one-year returns for the past ten years and the four-year annualized return to December 31, 2012 relative to the Policy benchmark, on hedged and unhedged terms:

Total Fund Performance - Annual Rates of Return (%)										
	Annual Rates of Return (%) for One-Year Periods Ended December 31									
	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003
Currency Hedged										
Endowment Fund*	12.5	0.9	12.8	21.7	(19.1)					
Benchmark	11.4	(1.5)	12.9	20.2	(18.6)					
	1.1	2.4	(0.1)	1.5	(0.5)					
Unhedged										
Fund	12.0	2.4	12.0	20.3	(19.1)	(0.3)	15.1	12.0	9.8	13.5
Benchmark (UnH)	10.7	(0.9)	11.8	20.2	(18.6)	1.9	12.7	11.6	9.1	13.0
	1.3	3.3	0.2	0.1	(0.5)	(2.2)	2.4	0.4	0.7	0.5

* Currency hedging commenced in 2009.

The one-year total fund rate of return as at December 31, 2012, including the effect of the currency hedging program, was 12.5%. The Fund outperformed the half-hedged benchmark rate of return of 11.4% by 1.1%. Excluding the impact of hedging, the Fund return of 12.0%, exceeded the unhedged benchmark return of 10.7% by 1.3%.

The aggregate added value of 1.1% to the total fund return during calendar 2012 was a positive effect of the active management of equities and high yield bonds. Attribution level analysis of the added value showed that the emerging markets equity, global equity and high yield bonds portfolios added 0.8%, 0.1% and 0.1% a piece to the one-year total return. The two Canadian equity portfolios together contributed 0.9%. Small/Mid Cap US equity and the active component of the currency overlay detracted by 0.7% and 1.0% respectively. Fund interaction contributed 0.9% overall, and is caused by variance in the asset class weights relative to benchmark weights. The favourable contribution during 2012 was due to overweights in emerging markets equity and high yield bonds and an underweight in Canadian bonds.

Over four years to December 31, 2012, the annualized return for the Fund was 11.7%. This result exceeded the Policy benchmark four-year annualized return of 10.4% by 1.3%. The four-year annualized return of 11.7% includes hedging. Excluding hedging, the four-year annualized return was 11.5% indicating a net positive annualized return of 0.2% from the hedging program over the four-year period.

The index total fund rates of return in Canadian dollar terms for the past four calendar years and annualized for the four-year period were:

Equity and Fixed Income Index Returns (CAD)					Annualized (%)
	<u>Annual Rates of Return (%)</u>				<u>Four Years</u>
	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2009-12</u>
Equities					
S&P/TSX Composite (Cdn Eq)	7.2	(8.7)	17.6	35.1	11.7
Russell 2500 (SmidCap US Eq)	15.3	(0.1)	20.1	14.1	12.1
MSCI World (Global Eq)	13.3	(3.2)	5.9	10.4	8.0
MSCI Emerging Markets (EM Eq)	16.0	(16.2)	13.0	52.0	13.7
Fixed Income					
DEX Universe Bond (Cdn Bonds)	3.6	9.7	6.7	5.4	6.3
Citigroup High Yield Markets Capped	12.2	8.4	9.2	33.8	15.5

Total Fund Comparative Performance

Aon Hewitt provides comparative performance results for a representative sample of balanced funds in its pooled funds survey, as compiled quarterly. The annual performance results for a group of funds with investment allocations largely similar to that of the Endowment Fund, excluding the effect of outliers (outside the range of 5th to 95th percentiles), is shown below for the recent four one-year periods and for the annualized multi-year periods to December 31, 2012.

Comparative Analysis - Balanced Funds Results (%)							
Percentile	<u>Annual Return (%)</u>				<u>Annualized Returns</u>		
	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2 Yrs</u>	<u>3 Yrs</u>	<u>4 Yrs</u>
5th (highest)	12.6	4.3	13.0	23.0	8.7	9.2	11.0
25th	10.9	1.1	11.3	20.0	5.6	7.2	10.0
50th (median)	9.2	(1.0)	10.5	16.7	3.4	5.7	8.9
75th	8.2	(3.5)	9.2	15.0	2.8	4.9	7.6
95th (lowest)	6.7	(7.4)	7.2	13.0	(0.6)	2.7	6.2
Comparative							
York University	12.5	0.8	12.8	21.7	6.5	8.6	11.7
Quartile Rank	Q1	Q2	Q1	Q1	Q1	Q1	Q1

Source: Pooled funds returns from Aon Hewitt survey and Morningstar database.

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The York Endowment Fund one-year rate of return of 12.5% ranked above the 25th percentile break (first quartile) compared to the pooled fund survey results. For each of the two, three and four year annualized periods, the Fund ranked in the first quartile.

In general, the institutional funds participating in the Aon Hewitt pooled fund survey tend toward the conventional 60-40 stock-bond mix of pension funds. In years when equity market returns are strong relative to bonds, those funds with higher equity content such as the York Endowment Fund tend to outperform the sample. The Fund ranked high among its peers for two reasons: its 70% exposure to equities and the 1.1% added value from active management.

Endowments Growth

Over four years, the Endowment Fund book value has grown by \$9.1 million and the market value, net of distributions for endowed spending, has appreciated by \$106.7 million.

Endowments Annual Growth (\$ Millions)

<u>At December 31</u>	<u>Market Value</u>	<u>Book Value</u>
2012	\$ 350.5	\$ 277.3
2011	326.4	271.0
2010	320.0	265.7
2009	287.1	257.4
2008	243.8	268.2

The book value represents the original donated capital together with matching programs capital plus cumulative annual inflation protection and capitalized investment earnings, applied to some of the older endowments. The total market value includes realized and unrealized appreciation and is net of withdrawals distributed to endowed accounts.

The one-year change in the market value of the Fund is the net effect of cashflows and earnings.

Endowment Fund - Changes to Market Value (\$ Millions)

Market Value, Beginning of Year, December 31, 2011	\$326.4
Contributions: Gifts, Bequests and Matches	\$ 5.9
Withdrawals: Distributions and Expenses	(21.7)
Earnings: Investment Income and Appreciation	<u>39.9</u>
Net Change	<u>24.1</u>
Market Value, End of Year, December 31, 2012	<u>\$350.5</u>

To track the market and book values for each individual endowed account, the University contracts the services of an external record keeper. At the end of 2012, there were 1,900 individual endowed accounts that composed the Fund.

Investment Oversight

The Investment Committee holds four meetings a year and conducts its activities in accordance with the Statements of Investment Policies and Procedures. The Committee's responsibilities are principally in the domain of fund governance and investment strategy. Activities include regular monitoring of assets and performance, oversight and selection of portfolio managers, development of investment strategy and asset mix, review of fund expenses, and reporting to the Board. The Committee additionally undertakes and oversees further initiatives that are in the best interests of the Endowment Fund and its beneficiaries.

Investment Committee Activity Report – 2012

There were no changes to the Policy, asset mix, specialty mandates or managers during 2012. After four consecutive years of changes to managers and mandates, the gelling of the investment structure during 2012 was a relative calm during which to assess the success of past investment decisions.

The recovery of the Fund since its post-credit crisis nadir in 2009 permitted the distribution during the second half of 2012 to be executed at near-normal levels. The distribution of \$10 million reached a level near the pre-crisis payout. Withdrawals to fund the distribution were used as an opportunity to rebalance the emerging markets and Canadian equities classes which were overweight due to excellent performance in prior years.

As in prior years, the Committee reviewed the fund expenses in detail and compared York's expense levels to those of its closest peer group composed of medium to large sized Canadian university endowment funds. The complexity of York's investment structure, given its range and number of non-Canadian asset classes, together with currency overlay, caused it to tend to be expensive relative to peers on a strictly external investment management fees basis. However, taking into consideration that there were no internal costs charged by York to the Fund and that added value from performance has been strongly positive, the ratio of value to costs accrued showed that York's endowment expenses were worthwhile and of good value when compared to the peer group.

With the restructuring of assets completed for the time being, Administration directed its attentions toward the upgrade of the structures used to manage the endowment obligations and corresponding operations. As background, this project was launched in 2011 with a full review of the endowment spending formula and culminated the year with agreement in principle of the Investment Committee to adopt the Smoothed Banded Inflation (SBI) approach for endowment distributions as soon as practicably possible. The SBI spending formula approach is a hybrid, similar to the Yale approach for determining annual endowment payout, that calculates the current year's distribution by taking the prior year's payout rate and adjusting it first for the inflation rate and second for alignment within minimum and maximum bands based on market value smoothed over four years.

Administration has developed a multi-year plan for managing the necessary changes to the endowments structure, accounting framework, distribution processes and reporting to the community. An administrative work group was established to review and compare contrasting service solutions for managing the structure and accounting considered necessary to support the planned adoption of a market-value basis unitized pool.

Responsible investment initiatives are ongoing. During 2012, the University joined the Social Investment Organization, a respected source of responsible investing research and analysis geared to institutional investors in Canada. The investment managers of the Fund as a group are active proponents of responsible investing. Ongoing dialogues between managers and the Administration include updates on their incremental progress in integrating ESG (environmental, social and governance) factors into their investment processes and engagements with corporate managements to induce sustainable practices. The Administration representing the Endowment Fund investments worked closely with members of the President's Sustainability Council to develop a structure, terms of reference and a set of guidelines in a critical lead up to the establishment of an Advisory Committee on Responsible Investing. A survey of approaches adopted by other universities and review of related documentation, where available, formed part of the work of developing an approach suitable to York.

Investment Committee Planned Activity – 2013

Part of the ongoing cyclical diligence applied to the oversight of the Endowment Fund is the use of Asset-Liability work as a means to assess the health of the Fund's investment positioning and probability that the investment strategy will meet the long-term objectives of the Fund in the context of a dynamic investment environment. Typically, but not necessarily, this work leads to a revision of the main component of investment strategy, the asset mix. In late 2012, the preparations for launching a new Asset-Liability Study for 2013 were begun with the assistance of York's investment consultant, Aon Hewitt. The last such work with Aon Hewitt had been conducted over the 2006-2008 period and culminated with the implementation of the fully revised asset mix, as finalized in 2010.

The Asset-Liability Study in 2013 will focus on an update of the expected cashflows to and from the Fund, particularly in view that Fund capital contributions from endowed giving have declined relative to the past given that government matching programs have died down and donors are increasingly likely to make expendable gifts. Special consideration will be given to the impact on the Fund's projected risk and return of adding new asset classes, with candidates for study due to potential fit to include real assets such as real estate and infrastructure and alternative asset classes. As customary, an advisory group with membership from the Investment Committee will review and advise on the capital markets assumptions and study parameters. The investment consultant will produce a forward looking optimization and will work closely with the Administration and advisors to develop suitable recommendations that, if supported by the Investment Committee, will be first introduced to the Board as proposed revisions to the Investment Policy.

Meanwhile, the Spending Formula and Administrative Review work will be continued during 2013, focusing on progressing through a layered plan of consecutive and concurrent activities intended to accomplish all of the following:

- Conversion of the Endowment Fund book value accounting to a market value basis unitized pool
- Conversion of the external record keeping system from dollarized to unitized
- Conversion of the general ledger records to the unitized system
- Implementation of the Smoothed Banded Inflation spending formula
- Recasting of the reporting mechanisms and formats published to inform internal and external stakeholders.

The expanse of the project requires assistance from multiple divisions of the University as well as a commitment of technology resources. To that end an internal multi-unit work group will be formed during 2013. The time horizon for completion of all conversion activities is forecast for 2014-15.

Responsible investment program initiatives and developments are ongoing. The focus in 2013 will be on the formation of an operational Advisory Committee on Responsible Investing made up of faculty staff and students.

**MARKETING, COMMUNICATIONS AND
COMMUNITY AFFAIRS COMMITTEE**
Report to the Board of Governors
at its meeting of 24 June 2013

The Marketing, Communications and Community Affairs Committee met on June 17 and makes this report for information.

1. Brand Strategy and Campaign Update: Strategic Counsel Survey Results

The committee met in a special session to hear the results of the surveys of influencers, parents, and York applicants and non-applicants with respect to the effectiveness of the reputation campaign. The objectives of the survey of key target markets were to establish a baseline using key performance measures for assessing the impact of the campaign and to determine the effectiveness of existing and proposed advertising concepts in improving the perception of York.

The evidence indicated that the “This is My Time” campaign has had an effect on improving York’s profile and reputation: it is inspirational and focusses on excellence.

The intention of the university is to extend the campaign to parents and influences to more generally lift the knowledge and perception of the university, and to add both successful alumni and noteworthy faculty. At issue is how best to allocate the advertising budget to achieve the goal of improving the overall reputation of the university while improving recruitment and retention.

Robert Lewis, Chair

Memo

To: Board of Governors

From: Ozench Ibrahim, Chair Board Finance and Audit Committee

Date: June 3, 2013

Subject: **Discontinuation of the Graduate Lounge Student Levy**

During the past 2012-2013 academic year, the York University Graduate Students' Association (YUGSA) passed several motions that closed the Graduate Lounge and requested that the University cease the collection of the levy. In recent years, the "Grad Lounge" has not been profitable and the YUGSA was using funds from its own (student government) operating grant to subsidize the Grad Lounge operation. The YUGSA has decided that it no longer wants to be involved in the food and beverage business. Effective May 1, 2013, the University ceased collecting this levy from students enrolled in graduate programs.

The YUGSA has requested that the University transfer to it residual revenues of \$106,670 from the Graduate Lounge levy collected in the past two years in consideration of the several financial transfers YUGSA has provided to the Grad Lounge in the past; and also because, administratively, this would be the most efficient and cost neutral option for the University. In the circumstance, I regard this as an appropriate disposition of these monies.



Memo

To: Board of Governors

From: Zahir Janmohamed, Chair, Board Governance and Human Resources Committee

Date: June 3, 2013

Subject: **Annual Review of the Occupational Health & Safety Policy**

Recommendation

The Board Governance and Human Resources Committee recommends that the Board of Governors re-approve the Occupational Health and Safety Policy.

Background and Rationale

The Occupational Health and Safety Act requires annual review of this policy. Through its Joint Health and Safety Committees, York maintains a process of continuous re-assessment of the policy. Through the Board Governance and Human Resources Committee, the University has annually re-approved the Policy. In 2012, the Joint Health and Safety Committees again considered the policy and recommended no changes.

Attachment:
University Policy -Occupational Health and Safety Policy



POLICIES, PROCEDURES & REGULATIONS

Occupational Health and Safety, Policy on

Notes: Approved by UEC: 1996/09/16; Re-Approved by the Board of Governors: 1991/05/13; 1992/10/26; 1993/10/18, 1995/04/10; 1996/10/07; 1997/03/03; 1998/01/26; Approved and Revised by Board Audit Committee: 1998/12/08; Approved by the Board of Governors: 1998/12/14, Re-Approved by the Board of Governors: 1999/12/06, 2001/06/25, 2002/04/29, 2003/04/28, 2004/04/26, 2005/05/02, 2006/05/01, 2007/04/30, 2008/06/23, 2009/06/23, 2010/06/21; 2011/06/20; 2012/06/25; 2013/06/24
Date Effective: 1991/05/13; ***This policy must be approved annually by the Board of Governors.***

Approval Authority: Board of Governors

Signature: "M. Shoukri"

Policy

York University is committed to the prevention of illness and injury through the provision and maintenance of healthy and safe conditions on its premises. The University endeavours to provide a hazard free environment and minimize risks by adherence to all relevant legislation, and where appropriate, through development and implementation of additional internal standards, programs and procedures.

York University requires that health and safety be a primary objective in every area of operation and that all persons utilizing University premises comply with procedures, regulations and standards relating to health and safety.

Occupational Health and Safety

Persons who are supervisors as defined by the Occupational Health and Safety Act shall ensure that persons under their direction are made aware of and comply with all applicable requirements and procedures adherent to this policy. Supervisors shall investigate all hazards of which they become aware and shall take appropriate corrective action.

The University shall acquaint its employees with such components of legislation, regulations, standards, practices and procedures as pertain to the elimination, control and management of hazards in their work and work environment. Employees shall work safely and comply with the requirements of legislation, internal regulations, standards and programs and shall report hazards to someone in authority, in the interests of the health and safety of all members of the community.

Students

Students are responsible for conducting themselves in a manner which is consistent with their health and safety and that of others. Failure to do so may be considered a breach of Student Code of Rights and Responsibilities.

Tenants and Contractors

The University will make its commercial tenants and contractors aware of its Occupational Health and Safety Policy and of the requirement that all persons working on its premises conduct their business in accordance with the Occupational Health and Safety Act.

This Health and Safety Policy is promulgated by the Board of Governors and the administration thereof is delegated to the Vice-President Finance and Administration.

Failure to abide by this policy or the requirements, regulations, standards or procedures contemplated herein will result in appropriate discipline or sanctions.

Memo

To: Board of Governors

From: Zahir Janmohamed, Chair, Board Governance and Human Resources Committee

Date: June 3, 2013

Subject: **Annual Review of the Policy on Workplace Violence**

Recommendation

The Board Governance and Human Resources Committee recommends that the Board of Governors re-approve the Policy on Workplace Violence.

Background and Rationale

The Occupational Health and Safety Act requires annual review of the policy on workplace violence. Through its Joint Health and Safety Committees, York maintains a process of continuous re-assessment of the policy and associated program. In 2012, the Joint Health and Safety Committees again considered the policy and recommended no changes.

Attachment:

University Policy –Policy on Workplace Violence



POLICIES, PROCEDURES & REGULATIONS

Workplace Violence, Policy on

Description: Describes workplace violence and the University's commitment to protect its workers from workplace violence.

Notes: Reviewed by President and Vice-Presidents, January 27, 2010. Approved by Board Governance and Human Resources Committee February 10, 2010. Approved by the Board of Governors February 22, 2010. Effective March 1, 2010.

Approval Authority: Board of Governors

Signature: "Paul Cantor"

I. Scope

This policy is intended to protect all persons working for York University including but not limited to students, faculty, staff, and volunteers.

II. Definition

The term, "workplace violence" means:

- (a) the exercise of physical force by a person against a worker, in a workplace, that causes or may cause personal injury to the worker;
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or
- (c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

III. Policy

- 1. York University is committed to protecting all persons working for York University and shall take reasonable precautions to prevent workplace violence.
- 2. York University shall assess, and reassess as necessary, the risks of workplace violence that may arise from the nature of the workplace, the type of work or the conditions of work.
- 3. Anyone who engages in workplace violence shall be subject to complaint procedures, investigation, remedies, sanctions and discipline up to and including termination.

IV. Review

This policy shall be reviewed at least annually.

V. Responsibility

The Vice-President Finance and Administration shall be responsible for establishing a program, guidelines and procedures to implement this policy.

VI. Related Policies

[Occupational Health and Safety Policy](#)

[Policy Concerning Racism](#)

[Sexual Harassment Policy](#)

[Code of Student Rights and Responsibilities](#)

[Workplace Harassment Policy](#)



UNIVERSITÉ
UNIVERSITY

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Memo

To: Board of Governors

From: Zahir Janmohamed, Chair, Board Governance and Human Resources Committee

Date: June 3, 2013

Subject: **Annual Review of the Policy on Workplace Harassment**

Recommendation

It is recommended that the Board Governance and Human Resources Committee re-approve the Policy on Workplace Harassment and recommend re-approval to the full Board of Governors.

Background and Rationale

The Occupational Health and Safety Act requires annual review of the policy on workplace harassment. Through its Joint Health and Safety Committees, York maintains a process of continuous re-assessment of the policy and associated program. In 2012, the Joint Health and Safety Committees again considered the policy and recommended no changes.

Attachment:

University Policy –Policy on Workplace Harassment



POLICIES, PROCEDURES & REGULATIONS

Workplace Harassment, Policy on

Description: Describes the nature of workplace harassment and the University's commitment to protect its workers from workplace harassment.

Notes: Reviewed by President and Vice-Presidents, January 27, 2010. Approved by Board Governance and Human Resources Committee February 10, 2010. Approved by the Board of Governors February 22, 2010. Effective March 1, 2010.

Approval Authority: Board of Governors

Signature: "Paul Cantor"

I. Scope

This policy is intended to protect all persons working for York University including but not limited to students, faculty, staff, and volunteers.

II. Definition

The term, "workplace harassment" means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Workplace harassment does not include rudeness unless extreme, demotion, legitimate performance management, operational directives, job assignments, inadvertent management errors, or a single incident unless grave or harmful.

III. Policy

1. York University is committed to protecting all persons working for York University and shall take reasonable precautions to prevent workplace harassment.
2. Anyone who engages in workplace harassment shall be subject to complaint procedures, investigation, remedies, sanctions and discipline up to and including termination.

IV. Review

This policy shall be reviewed at least annually.

V. Responsibility

The Vice-President Finance and Administration shall be responsible for establishing a program, guidelines and procedures to implement this policy.

VI. Related Policies

Occupational Health and Safety Policy

Policy Concerning Racism

Sexual Harassment Policy

Code of Student Rights and Responsibilities

Workplace Violence Policy

Memo

To: Board of Governors
From: Julia Foster, Chair, Board Executive Committee
Date: June 21, 2013
Subject: **Appointment of Pension Fund Trustee**

Background

As you know, the Pension Fund Board of Trustees (BoT) has responsibility for the pension fund as delegated by the Board of Governors under a Trust Agreement. BoT's Terms of Reference, approved by the Board of Governors, specify that various bodies recommend members for BoT. Those recommended become members when they are approved by the Board of Governors and have signed an acknowledgement that they are bound by the Trust Agreement. Even though a specific body nominates a Trustee, once appointed, Trustees do not represent only that particular body, but have fiduciary responsibilities to all the members and beneficiaries of the pension plan.

The normal term of office is three years, with retiring members being eligible for re-appointment to a maximum of nine consecutive years.

Recommendation - Appointment

Dave Hylton

That the Board of Governors approve the appointment of Dave Hylton to the Pension Fund Board of Trustees, as a CUPE-1356-1 nominee, effective July 1, 2013, for a three year term.

Nominee Background

Dave works in Security Services at York University. This is Dave's first appointment as a Pension Trustee and he is filling a vacant position.



Board and Board Committee Meeting Dates 2013-2014

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	Board of Governors	Executive	Academic Resources	Finance and Audit	Investment	Land and Property	Governance and Human Resources	Marketing, Communications and Community Affairs
2013								
September	Mon. Sept. 30/2013 3:00 pm – 6:00 pm 5 th Floor, Kaneff Tower	Tues. Sept. 17/2013 8:00am – 10:30 am Nadal	Mon. Sept 9/2013 9:00am-11:00am 1048 Kaneff Tower	Mon. Sept. 16/2013 3:00 pm – 5:00 pm Michigan Room North #46026, Offices of KPMG LLP, Bay Adelaide Centre, 333 Bay Street, Suite 4600	Mon. Sept. 23/2013 9:00am-11:00am 1048 Kaneff Tower	Tues. Sept 17/2013 10:45am-12:45pm Nadal	Wed. Sept.11/2013 5:00 pm – 7:00 pm Nadal	Thurs Sept.12/2013 2:00 pm – 4:00 pm Nadal
October	Board Retreat Fri, Oct. 25/2013 4:00pm – 8:00 pm Sat. Oct. 25/2013 8:30 am – 4:00 pm							
November		Tues. Nov.5/2013 6:00 pm – Dinner Meeting, Joint with Senate Executive Location TBA Fri. Nov. 29/2013 8:00 am – 10:30am Nadal	Mon. Nov. 11/2013 8:30am-10:30am 1048 Kaneff Tower Followed by Remembrance Day Ceremonies	Mon. Nov 18/2013 8:00am-10:30am Nadal		Tues Nov 19/2012 8:30am-10:30am 1048 Kaneff Tower	Wed. Nov. 13/2012 5:00pm – 7:00pm Room A224 Centre of Excellence Glendon Campus	Fri. Nov. 15/2013 9:00am – 11:00am Nadal
December	Mon. Dec 9/2013 3:00pm-6:00pm 5 th Floor, Kaneff Tower Holiday Reception 6:30 pm Keele				Mon. Dec. 2/2013 9:00am-11:00am 1048 Kaneff Tower			

Board and Board Committee Meeting Dates 2013-2014

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	Board of Governors	Executive	Academic Resources	Finance and Audit	Investment	Land and Property	Governance and Human Resources	Marketing, Communications and Community Affairs
2014								
January								
February	Mon. Feb. 24/2014 3:00 pm – 6:00 pm 5 th Floor, Kaneff Tower	Fri. Feb. 14/2014 8:00 am – 10:30 am Nadal	Mon. Feb. 3/2014 9:00 am – 11:00 am 1048 Kaneff Tower	Mon. Feb. 10/2014 8:00 am – 10:30 am Nadal		Tues. Feb. 11/2014 8:30 am – 10:30 am 1048 Kaneff Tower	Wed. Feb. 5/2013 5:00 pm – 7:00 pm Nadal	Fri. Feb. 7/2014 9:00 am – 11:00 am Nadal
March					Mon. Mar. 24/2014 9:00 am – 11:00 am 1048 Kaneff Tower			
April	Mon. Apr. 28/2014 3:00pm-6:00pm 5 th Floor, Kaneff Tower	Mon. Apr. 14/2014 8:00 am – 10:30 am Nadal	Mon. Apr. 1/2014 9:00 am – 11:00 am 1048 Kaneff Tower	Mon. Apr. 7/2014 8:00 am – 10:30 am 1048 Kaneff Tower				Fri. Apr. 11/2014 9:00 am – 11:00 am Nadal
May				Mon. May. 26/2014 8:00 am – 10:30 am 1048 Kaneff Tower	Fri. May 30/2014 9:00 am – 11:00 am 1048 Kaneff Tower	Tues. May 27/2014 8:30 am – 10:30 am 1048 Kaneff Tower	Wed. May 28/2014 5:00 pm – 7:00 pm Nadal	
June	Mon. Jun 23/2014 3:00pm-6:00pm 5 th Floor, Kaneff Tower Followed by Hail & Farwell	Mon. Jun 9/2014 8:00 am – 10:30 am Nadal	Mon. Jun 2/2014 9:00 am – 11:00 am 1048 Kaneff Tower	Mon. June 23/2014 12:30 pm – 2:30 pm 519 Kaneff Tower				