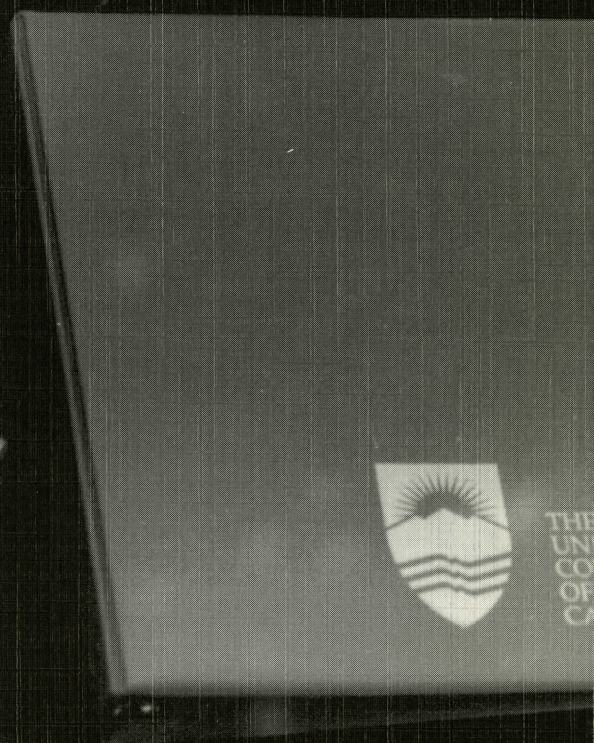
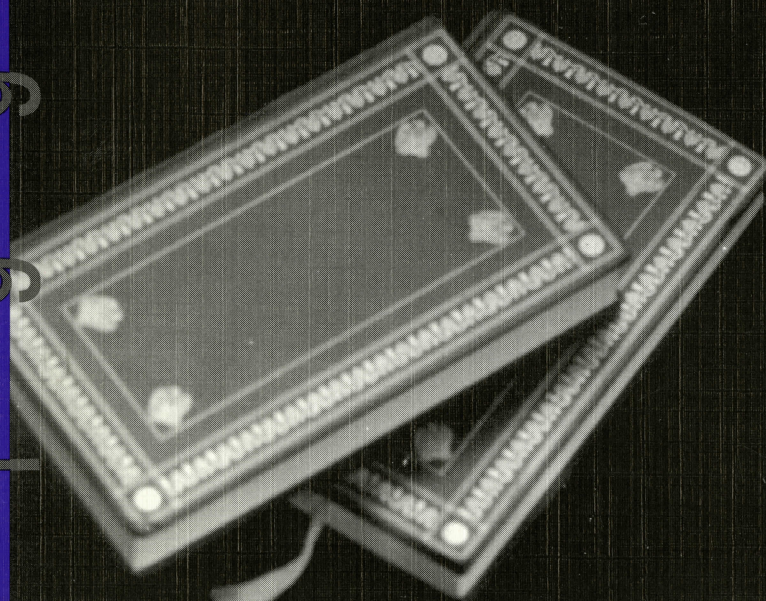
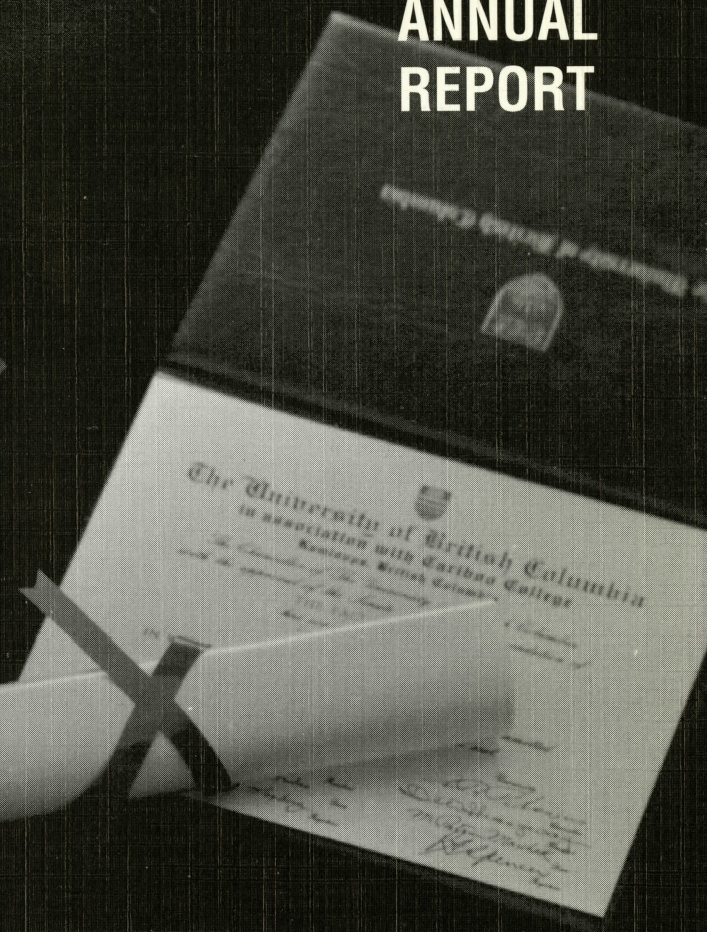
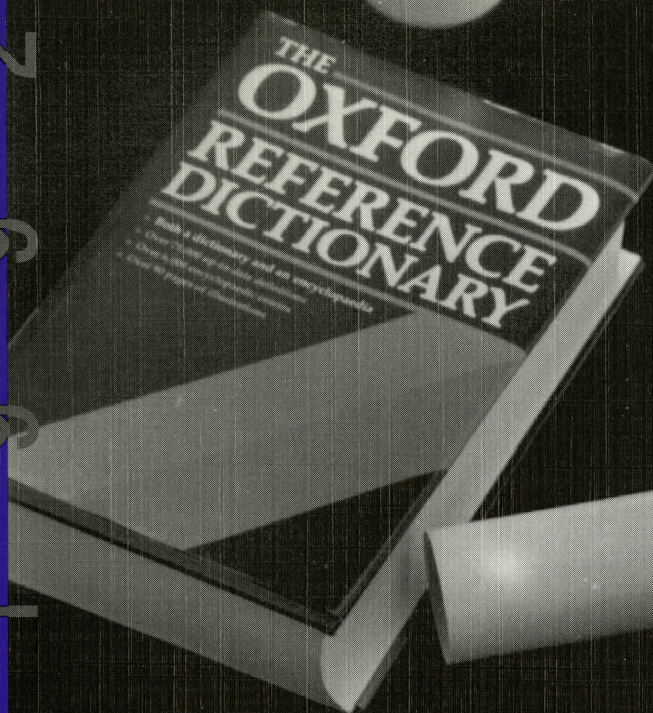




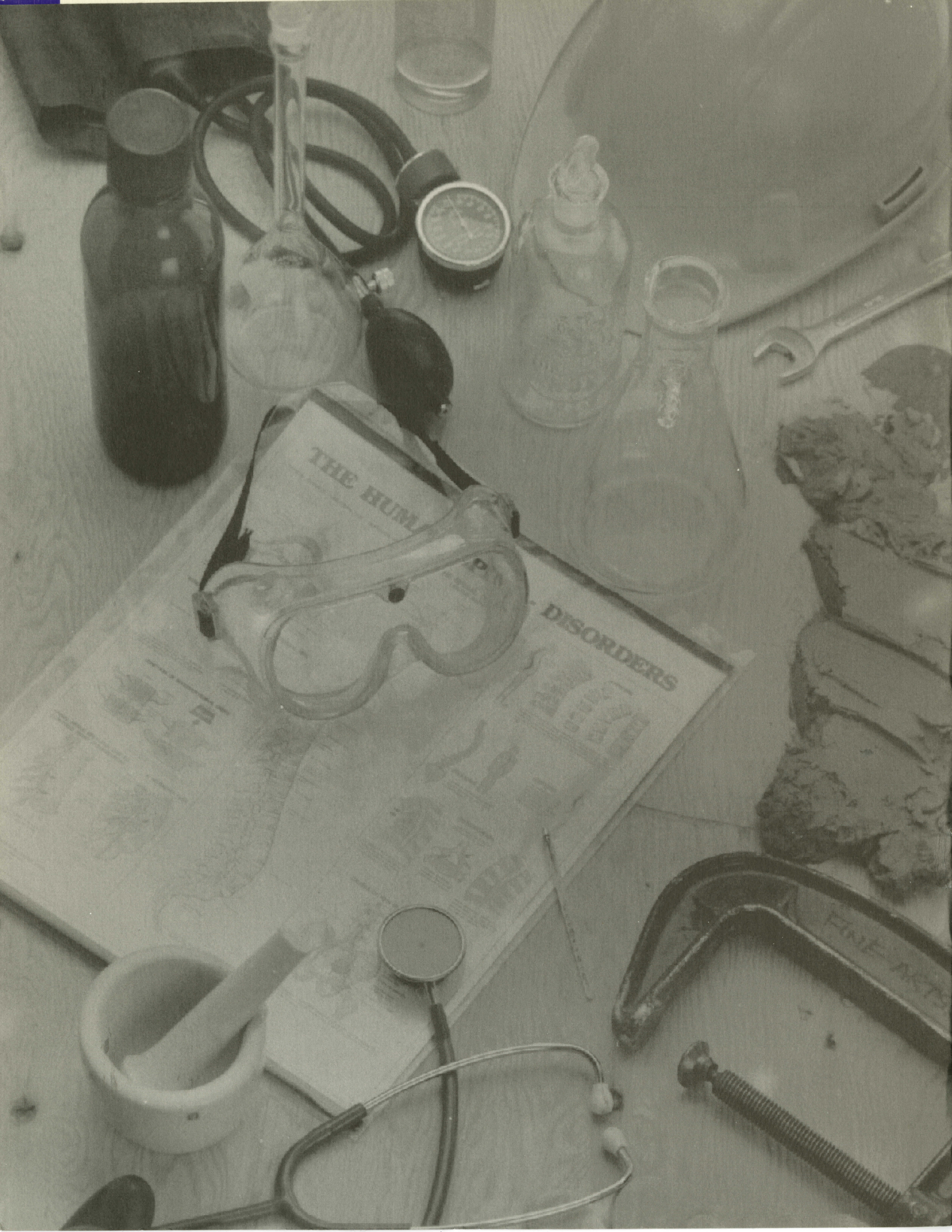
THE  
UNIVERSITY  
COLLEGE  
OF THE  
CARIBBOO

# ANNUAL REPORT

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# Mission Statement

The University College of the Cariboo is a university-college responding to the educational needs of the various communities it serves. It offers a comprehensive range of university degree, academic transfer, career/technical, college preparatory and vocational programs with the aim of developing individuals with expanded capabilities for responsible citizenship, vocational competence, and intellectual and social growth. To enhance each student's personal and academic growth in a world that is diverse, complex, and increasingly interdependent, UCC encourages life-long learning and fosters thinking, learning, and creative and social skills.

UCC is committed to excellence in education achieved through exemplary teaching, scholarship, research, the uniqueness of its programs, and the quality of its support services. Through participatory processes, it aspires to develop a distinct identity as an institution of higher learning.

The University College of the Cariboo is legally incorporated as Cariboo College under the College and Institute Act of British Columbia.





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# Letter of Transmittal

A



900 College Drive  
Box 3010  
Kamloops, B.C.  
V2C 5N3  
Telephone (604) 828-5000  
Facsimile (604) 828-5086

June 23, 1992

The Honorable Tom Perry  
Minister of Advanced Education  
Training and Technology  
Parliament Buildings  
VICTORIA, British Columbia  
V8V 1X4

Dear Dr. Perry:

I am pleased to submit the 1991/92 Annual Report of the University College of the Cariboo prepared in accordance with the College and Institute Act.

This report highlights our continued expansion of programs and our increased enrolments. We take great pride in the quality programs we are able to offer our students.

I trust the report meets the requirements of your Ministry and provides you with an overview of the many educational services that UCC provides to its region.

Yours sincerely,

*Mona M. Murray*  
MONA M. MURRAY  
Board Chair



*UCC 1991/92 Board Members: (back) Stan Brevik, Roger Solly, Neal Evans, George Marcyniuk; (front) Mona Murray, Ruth Roberts, Mary Martin, Frank Quinn; (missing) Gordon Antoine, Randy Murray, Trev Whiting*



# Letter of Transmittal

**B**



900 College Drive  
Box 3010  
Kamloops, B.C.  
V2C 5N3  
Telephone (604) 828-5000  
Facsimile (604) 828-5086

June 23, 1992

Mrs. Mona Murray  
Board Chair  
University College of the Cariboo  
P.O. Box 3010  
KAMLOOPS, British Columbia  
V2C 5N3

Dear Mrs. Murray:

I am pleased to enclose the 1991/92 Annual Report for the University College of the Cariboo. The report provides an overview of our program offerings and administrative support services as well as full-time equivalent enrolment figures.

I trust the report will be favorably received by the Board.

Yours sincerely



A. JAMES WRIGHT

Encl.



*UCC President A. James Wright*



# UCC Highlights

- Total UCC headcount was 5,770 students at October 31, 1991.
- Greatly increased enrolments, the first cohort of degree graduates, and the move to a new building highlighted another extremely busy year for Arts and Education personnel.
- The Tourism Department completed three major projects: a second CJS Tourism Training Program, and planning for the Adventure Tourism, and Conventions, Attractions and Events Management programs.
- The Developmental and Regional Division experienced a 10% enrolment increase in its outlying communities programs.
- The College Preparatory Department continued its shift away from the self-paced format to more traditional classroom-based instruction. As a consequence, student success rates have risen from approximately 30% to 70%.
- The Natural Resource Science Baccalaureate Program was developed and will accept its first students in September, 1992.
- The Assessment Centre administered 2,129 tests and handled 5,715 inquiries in 1991/92.
- Computer Services installed 225 PC's and MacIntoshes and 25 laser printers in the Library, Science, and Arts and Education Buildings in 1991/92.
- Construction of the Campus Activity Centre, a 54,000 square foot multi-purpose building, was started in February, 1992, and is due to be completed in January, 1993.
- 205,412 patrons visited the Library. Staff circulated 118,495 items and borrowed an additional 3,266 items from other libraries. Reference staff answered 25,462 questions and conducted 172 orientation sessions with 1,669 students.
- The Counselling Department interviewed an average of 800 students and handled an average of 3,450 telephone calls per month in 1991/92.



*A scene from the Theatre Program's annual production.*



# Instructional Divisions

## Applied Industrial Technology



Several initiatives were launched to broaden and enrich the

students' educational experience. Writing has been expanded in the Mechanical and Welding Programs. Computer Aided Drafting and Design has experimented with linked programs. Electronics has introduced some aspects of the Learning Communities approach to instruction. The Retail Meat Processing, Electronics and Partsperson Programs have introduced elements of the Student Success Program. Planning began for the creation of a Baccalaureate degree in Technologies Management. This degree would be a joint offering of the Applied Industrial Technology and Business, Computing and Math Divisions and would provide graduates of the divisions' programs the opportunity to ladder their diplomas into degrees through completion of two additional years of upper level management and technology courses.

Enrolments in the Mechanical, CADD Technology, Electrical Trade Entry, Retail Meat Processing, and C-level Welding programs remained at robust levels. Electronics enrolments, reflecting a national trend, continued to be lower than capacity. Enrolments in the Professional Cook Training Program showed positive signs of rebounding from the doldrums.

The Carpentry Program was reopened (following a two year suspension) and is rapidly approaching full-strength. The apprenticeship enrolments have increased from six apprentices per class to their present level of 16. The trade entry Carpentry Program, Residential Construction, operated at capacity this year and built two houses, one for the Secwepemc Indian Band and the other for the Kamloops Home Builders' Association.

The Extension Services Department had another productive year, providing a wide range of updating and upgrading training opportunities for those already in the work force, as well as those seeking a place in the work force. Work began, through a grant received from the MAETT's Centre for Professional and Curriculum Development, on curriculum for



# Instructional Divisions

## Applied Industrial Technology

updating electricians on programmable logic controllers. Under the terms of a Canadian Jobs Strategy contract with CEC, Cook Training was initiated for 10 First Nations students in a restaurant at Riske Creek.

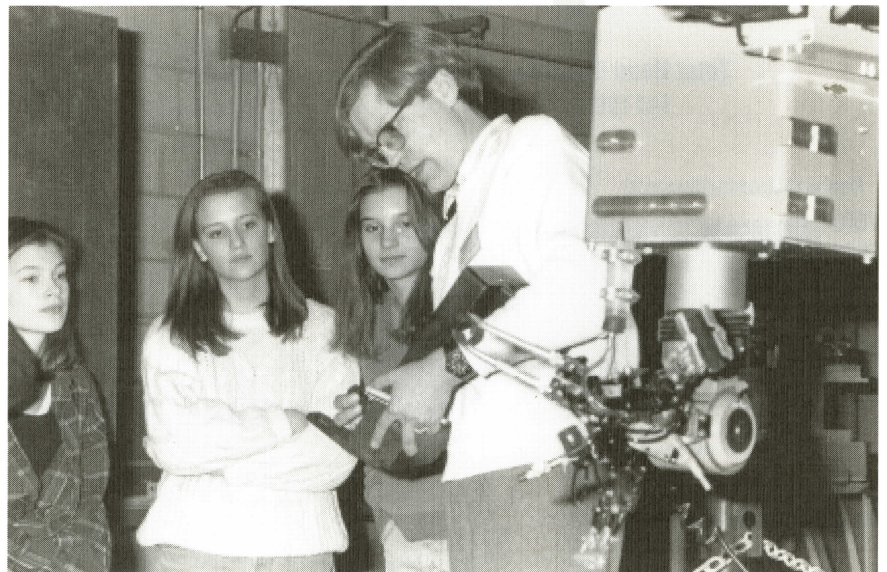
One discouraging aspect of the year has been the failure of the Welder/Fitter Program to attract sufficient students to justify its continuation. In spite of industry's insistence that graduates of this program would be in high demand, classes were rarely more than half full and one program was cancelled due to low enrolment.

Another program that was changed was the Commercial Transport Vehicle Mechanic Co-op Ed. Program. After consultation with industry and students, the program was shortened from 24 months (including an eight month work experience term) to 12 months. Students will graduate from the program with training to the first year apprentice level, with some advanced training in transmissions and electronics, and a month of work experience.

The Mechanics  
Department

continues to host manufacturer-sponsored updating programs for regional mechanics and technicians.

The Division continued its participation in the Program Review process, with the Retail Meat Processing Program being reviewed during 1991/92 and the Electrical Work Programs nearing completion at the end of the fiscal year.





# Instructional Divisions

## Applied Industrial Technology

### Co-operative Education

In 1991-92, the Co-operative Education Centre

ran four co-op programs:

- Commercial Transport Vehicle Mechanic/Technician
- Computer Systems: Operations and Management
- Computer Automated Systems Technician
- Computer Maintenance Technician (new in 1992).

Co-op placements increased by 68% in 1991-92. By program, these were:

CSOM	18
CAST	20
Comm-Tran	14
Total	52

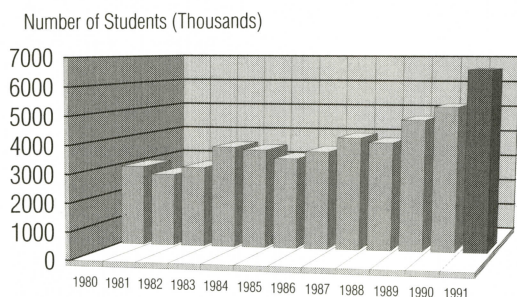
Seventy-one job orders were processed from employers requesting co-op students, an increase of 22% over the last year. By program, the figures were: CSOM, 28; CAST, 21; Comm-Tran, 12; and CTEC, 10 (first placement will be in May, 1992).

UCC Co-op students worked in Calgary, Penticton, Fort St. John, Clearwater, Salmon Arm, 100 Mile House, Kamloops and the Lower Mainland. UCC Co-op employers included Weyerhaeuser, B.C. Lottery Corporation, the B.C. Government, Newnes Machine and Trans Mountain Pipeline.

The Co-op Education Centre is gaining a reputation with business and industry for its quality service. This fiscal year, for example, the Centre received 25 job orders for Forestry transfer students alone.

### Total Head Count Enrolments

Fall 1980 to Fall 1991



Source: MAETT, Registrar's Office



# Instructional Divisions

## Arts And Education

Greatly increased enrolments, the first cohort of degree graduates, and the move to a new building highlighted another extremely busy year for Arts and Education personnel. In June, 1991, colleagues from U.B.C. joined us in honouring our first B.A. and B.Ed. recipients. In August, 1991, most administrators and half of the full-time faculty in the division moved to the Arts and Education Building, which includes specialized classrooms and laboratories for Anthropology, Early Childhood Education, Elementary Education, Geography, Human Service Work, Modern Languages, Philosophy, Psychology and Social Work, as well as general classrooms for such disciplines as Economics, English, History, Political Studies and Sociology. Detailed planning for the second wing of the building is now underway.

In Visual and Performing Arts, upper-level courses in Theatre and a first-year Music course were introduced. An extensive "visiting artist" series enriched the Fine Art Program. B.S.W. faculty offered a full program for the first time, enhanced by a cross-cultural workshop for students and field supervisors. The Departments of

English and Psychology planned majors programs and won approval for their implementation in the fall of 1992. Extension Services continued to enrol large numbers of students throughout the UCC region, notably in the Teacher Assistant Program.

Departmental and divisional noon-hour lecture series continued to flourish, importing major speakers such as Mel Hurtig, and the Cultural Events Program included 10 well attended concerts by performers as diverse as Ferron, Faustwork Mask Theatre, Lorne Elliott, and Winds of the Southern Cross (from Australia). UCC's new scholarly journal, *Textual Studies in Canada*, produced its first issue and was granted ongoing financial support by the Canada Council.

Individual faculty members presented papers at numerous scholarly conferences, both in Canada and abroad, and published widely in literary and learned journals. A few completed Ph.D.'s, while many won research fellowships and grants.



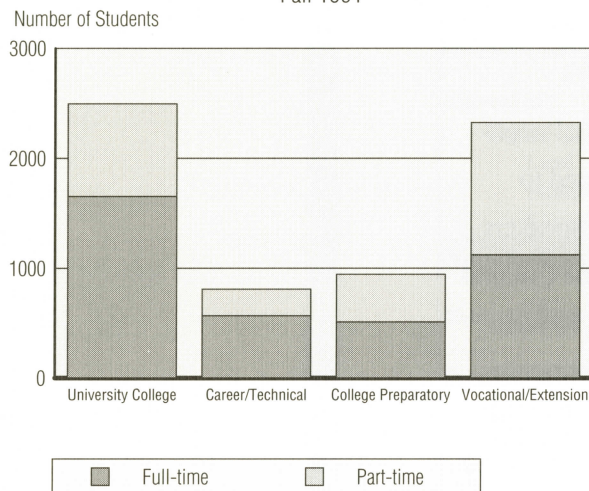
*The new Language Lab.*



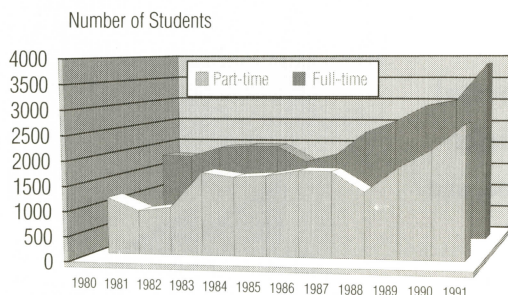
# Instructional Divisions

## Business, Computing & Mathematics

**Total Enrolments by Program & Status**  
Fall 1991



**Total Enrolments by Status: All Programs**  
Fall 1980 to Fall 1991



Note: Vocational enrolments are not reported from 1980 through 1988, and 1990. Source: MAETT, Registrar's Office.

The Bachelor of Business Administration (B.B.A.) Program continues to grow with 20 students graduating in 1992. New electives in 3rd and 4th year were offered in Accounting, Management Information Systems and Economics. New courses in Finance are planned for 1992-93.

A major program review of all Office Administration specialties was undertaken during the year.

OAD has completed planning and will now move ahead with the implementation of new program initiatives. These include direct entry to the Legal Secretary and Medical Office Assistant Programs, an accelerated Word Processing Secretary Program and a new Office Systems Specialist (OSS) Program. OSS will be the first program of its type in British Columbia.

The Computer Systems: Operations and Management Program initiated a successful co-op option. Planning continues on the detailed proposal for a Bachelor's degree in Applied Computer Science.

The Tourism Department completed three major projects during the year. Following the success of the pilot eight-month CJS Tourism Training Program undertaken in 1990, a second program was run in 1991. In addition, detailed planning for two new Tourism programs—Adventure Tourism, and Conventions, Attractions and Events Management—was completed in 1991/92. The Adventure Tourism Program was developed with input from all sectors of the adventure tourism industry and will be the only one of its type in Canada.



# Instructional Divisions

## **Business, Computing & Mathematics**

The Mathematics and Statistics Department expanded UCC's 3rd year offerings in Mathematics in support of the Bachelor of Science degree, and launched a Math Lab to provide tutorial assistance for students.

The Business Administration Department successfully implemented new changes to the Accounting Technician Program so that it ladders more effectively to the B.B.A. program. The department also began to work on a Business Administration Diploma Program for Williams Lake.

1991-92 was the division's best year to date in Extension Programming. The first Owner Development Programs were launched in co-operation with CEC and Okanagan College. The Computer Access Centre scheduled over 200 courses and

registered 2,130 students during the year. 1991-92 was also a record year for the Cariboo Management Centre (CMC). The overseas training contract with Kaltim Prima Coal in Indonesia was very successful and the final training component will be completed in September, 1992.





# Instructional Divisions

## Developmental And Regional Programs

1991/92

was a year of growth and development for the Division.

The Regional

operation experienced an enrolment increase of over 10% and continues to provide innovative programming to the communities outside of Kamloops. Of particular note is the CEC sponsored project at Riske Creek, which is providing cook training in a commission operating restaurant for First Nations' students from the area. Another highlight is the opening of a community learning

centre at Cache Creek (also serving

Ashcroft), again with the assistance of CEC.

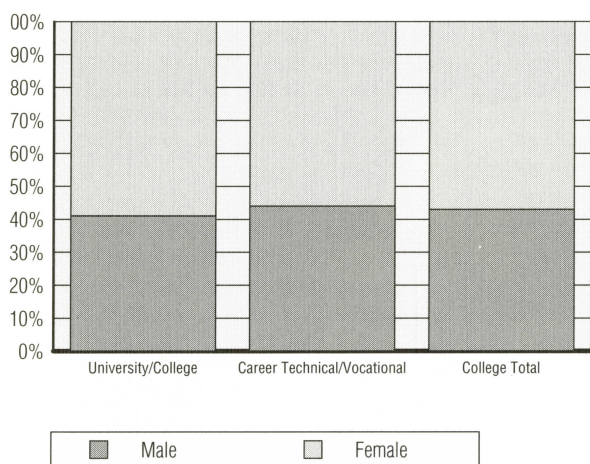
This project focuses on academic upgrading and micro-computer training for some 15 stu-

dents. The affiliation and accreditation

agreements with Nicola Valley Institute of Technology and Secwepemc Cultural and Educational Society have been strengthened over the past year with the development of new diploma and certificate programs. An interim accreditation agreement was signed in the Winter semester with the Northern Shuswap Training Centre.

The College Access Department has expanded its Fundamental Level Program in Kamloops and Williams Lake to include computer literacy as well as the more familiar Mathematics, English and Life Skills. Computers are also being used in the new full-time basic literacy program being offered in Kamloops. A grant from the local Sorooptimists' Club enabled the College to purchase two computers and a CD Rom to support this program. The past academic year also saw continued involvement with First Nations communities throughout the region. Projects were completed at Fountain, Canim Lake, Toosey, Nemiah, Riske Creek, Dog Creek, and Skeetchesen.

**Student Gender Distributions**  
Fall 1991





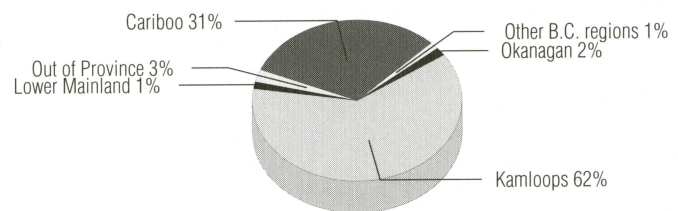
# Instructional Divisions **Developmental And Regional Programs**

The College Preparatory Department continued its shift away from the self-paced format to more traditional classroom-based instruction. As a consequence, student success rates have risen from approximately 30% to 70%. The Native Access Program in Williams Lake was augmented with a special grant to include a highly successful intermediate level component. In Kamloops, a "Learning Communities" approach to teaching College Prep was piloted. Resources permitting, it is intended to make this approach to instruction a permanent feature of the Department's offerings.

The Department of Adult Special Education saw its Vocational Skills Program receive college credit status. Efforts to further integrate Vocational Skills Program students into regular College programs continue, particularly in Food Training, Office Administration and Automotive Assistant Training. Similar strides have been made in Williams Lake, where students are also being introduced to micro-computer skills. Finally, the Department has been providing consulting services to a group home in Clinton for the Ministry of Social Services.

The English as a Second Language Department saw continued growth in its International Education Program. An increased number of month-long language and activity projects has occurred over the past year, principally for Japanese clients. The Department's base funded activity remained low during 1991/92. However, with a notification in Spring of increased base funding, the Department is planning significant expansion of its community-based activity in the coming year in Kamloops, Merritt and Williams Lake.

**Enrolment by Permanent Address**  
Fall 1991





# Instructional Divisions

## Sciences And Health Sciences

1991/92

was another year of increased growth. Virtually all program areas

within the Division experienced increased enrolments or increased applications for enrolment in the case of limited entry programs.

The Division became a centre for continuing studies in Forestry, adding a full-time program co-ordinator with secretarial support. The Extension Services Department increased its course and contract offerings.

The Natural Resource Science Baccalaureate Program was developed and will accept its first intake for years one and two in September, 1992.

Science degree enrolments increased to over 50 FTE's from 18 in 1991, primarily due to the draw of Chemistry and Biology

majors. Nine students graduated with B.Sc. degrees this Spring.

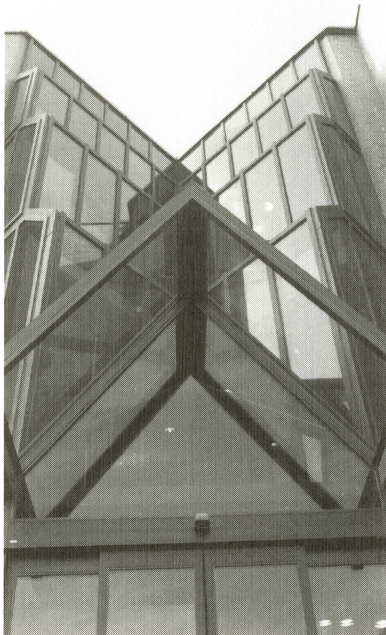
The Generic Baccalaureate Program in Nursing received approval and will enroll its first classes in Kamloops and Williams Lake in September, 1992.

The B.S.N. program graduated 16 students from UCC with University of Victoria degrees.

The Respiratory Therapy and Cardiovascular Perfusion Technology Programs both underwent Canadian Medical Association Accreditation processes, receiving unconditional five-year approval. CVP formed an affiliation with Montreal Children's Hospital.

Negotiations continue on the offering of second year Engineering and the transfer of the clinical year of the Medical Laboratory Sciences Program to UCC jurisdiction.

Sciences and Health Sciences personnel has been active in regional, provincial, national and international ventures, committee work and scholarly activity.





# Non-Instructional Divisions

## Health, Safety and Environment Department

The second year of this department's operation has provided a broadening of established Health and Safety Programs. Departmental leadership changed with the appointment of a new Health & Safety officer early in March, 1992.

The initial Workplace Hazardous Material Information System (WHMIS) inventory and labelling requirements have been completed for over 2,000 chemical substances and products. Over 60% of College staff have received training in WHMIS, and the program continues.

An Asbestos Management/Control Program resulted in the removal of asbestos (or the containment of any potential risk thereof) from most UCC facilities.

The response to the Health and Safety Program continues to be both positive and enthusiastic. All divisions are

actively participating and making suggestions for additional programs or requesting safety related training to improve their awareness. A comprehensive work plan was developed for 1992-93 which will address many of the outstanding issues.



*Foreground: Trying out the office space on the site of the Campus Activity Centre.  
Background: The Arts & Education Building.*



# Non-Instructional Divisions

## Human Resources

In the inaugural year of Human Resources' Training and Development

Program, 17 courses were offered to 296 employees. Course offerings spanned New Employee Orientation, Writing Improvement, Time Management, Budget Planning, Leadership and Supervisory Skills for Women, Selection Interviewing Skills, and Disciplinary and Corrective Action.

To promote constructive staff relations with faculty and support groups, "Continuing Dialogue Forums" were designed and introduced. The object of these management-staff committees is to prevent grievances and maintain an open channel of communication to

resolve contractual issues before formal resolution mechanisms are invoked.

New and revised

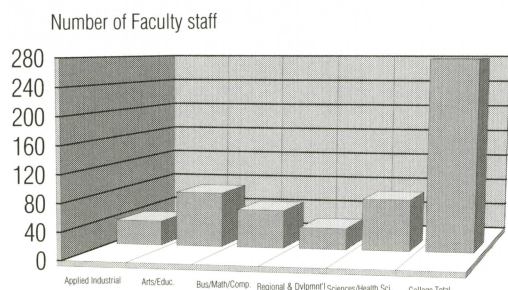
Human Resources Policies and Procedures were designed and implemented, specifically:

- revision of Staff Recruitment Policy to accommodate departmental needs, increase cost-effectiveness and expedite advertising placement;
- new Administrative Benefits and Working Conditions which clarify and guarantee Administrative employees' right to benefits, leave, conditions of work and due process;
- new Chairperson Recruitment Selection Procedures, developed to expedite efficient renewal and reappointment of chairpersons and minimize procedural conflict;
- new Employee Exit Procedures.

Recruitment activity has remained at a high level, closely matching last year's with a total of 180 competitions.

Work has commenced to plan and implement a Human Resources Information System (HRIS) which will be operational in 1993 and eventually integrate with the planned College IMIS (Integrated Management Information System).

**Full-time On-going & Temporary Faculty**  
Division & College Total (As of Nov. 1991)





# Non-Instructional Divisions

## Information And Facilities Services

### Computer, Network and Technical Services

During the past year, the Library, Science, and Arts and Education Building expansions and capital allocations included an additional 225 PC's and MacIntoshes installed along with 25 laser printers.

The following PC Labs were installed:

- 1 MacIntosh Lab in the Arts and Education Building for Elementary Education;
- 1 General Access PC Lab in the Arts and Education Building;
- 1 General Access MacIntosh Lab in the Science Building;
- 1 General Access 486 PC Lab in the Main Building (replacing a terminal lab).

A Language Lab was installed in the Arts and Education Building consisting of:

- 1 Sony Language Lab console and 8 stations;
- 8 PCs;
- 8 VCR/Monitor units hooked to a master VCR and the CATV system.

The on-campus CATV system is now extended to the following buildings: Science Building (added in 1991), Arts and Education Building (added in

1991), Visual Arts Building (added in 1991), Library, Clock Tower and the Main Building.

In co-operation with Media Production Services, a UCC text information channel is now broadcast over the CATV system on Channels 3 and 6. Two monitors currently display this information: one in the Library foyer and the other in the security kiosk at the entrance of the Main Building.

An additional cabinet was added to the telephone system to meet the expanding demand for telephone service. In addition, the telephone room was expanded and extensively rewired.

The campus 10 Mbps (megabytes per second) ethernet local area network (LAN) was expanded to include the Arts and Education Building, the Science Building, the Clock Tower and the Library. Services offered on the LAN include automated backup, shared laser printer access and access to a Novell V3.11 server. LAN services to the Arts and Education Building and Science Building were provided on multi-mode fibre optic cable. Cabletron hubs were used to

# Non-Instructional Divisions

## Information And Facilities Services

provide 10-Base-T ethernet services over unshielded twisted pair

wiring inside the buildings.

Computer Services co-ordinated exploratory work for an IMIS (Integrated Management Information System) for the College. DMR Group Inc. was hired as consultant. The initial thrust of the IMIS system will be the integration of Student Records, Finance, and Human Resources.

### Facilities Services

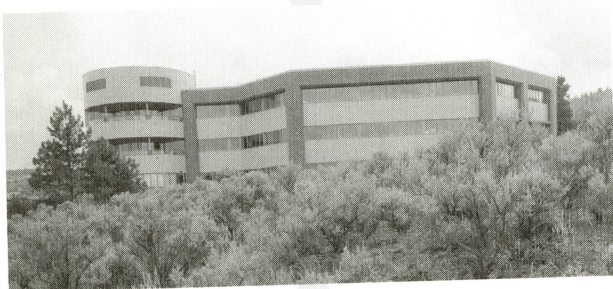
Four major projects were undertaken this year:

- The Library expansion, a 19,000 square foot increase, doubling it in size, was completed in June, 1991;
- The 30,000 square foot Arts and Education Building was completed in August, 1991, containing classrooms, offices and support space;

- The Science Building expansion, a 31,000 square foot addition, was completed in September, 1991;
- The Campus Activity Centre, a 54,000 square foot multi-purpose building containing a bookstore, student government offices, cafeteria, pub, meeting rooms and international centre, was started in February, 1992, and is due to be completed in January, 1993.

Several minor projects were completed this year:

- The infrastructure development report by Stanley Engineering checked the functionality of the conceptual campus development plan and outlined discrete infrastructure projects required for future development;
- The electrical and communication infrastructure was upgraded to provide service for the Arts and Education Building and other facilities;
- Work continued on campus landscape design guidelines;
- Renovations to the Computer Access Centre were completed at the Victoria Street Campus;
- Renovations were completed to the third floor of the Clock Tower Building;





# Non-Instructional Divisions

## Information And Facilities Services

- Discussions were held with Nicola Valley Institute of Technology regarding a Crown Land grant and possible joint facility in Merritt.

In addition to the routine maintenance and operation of all College facilities, the following major projects were completed by the Facilities Services Department during the past year:

- moving and fitting out of new building space in the Library, the Arts and Education Building and the Science Building;
- the establishment of a 6,000 square foot leased facility (Broadway Place) at Williams Lake;
- the establishment of a satellite instructional facility at Cache Creek;
- the assumption of parking control responsibilities and the expansion of parking facilities with the creation of 400 new parking spaces;
- the replacement of the Food Training Building roof;
- various health/safety projects and handicap accessibility improvements;
- the survey and removal of asbestos material hazards in several buildings;

- grounds improvement projects around the Science and Main Buildings.

### Learning Resources

The renovated and expanded Library Building completed its first year of operation. The extra space, three group study rooms, an audio-visual viewing room and a library instruction room have enabled better access and services.

A Library Advisory Committee comprised of faculty and students was established to advise and assist the Library with policies and programs.

UCC joined Simon Fraser University and the Electronic Library Network in a pilot project to provide end-user searching of the Social Science Index



*Campus Activity Centre Model*



*New Library entrance.*

# Non-Instructional Divisions

## Information And Facilities Services

and direct requesting of articles from SFU. Citations were matched to

UCC's and SFU's holdings, enabling ready access to available sources.

User services increased in most areas over the last year. 205,412 patrons visited the Library. Staff circulated 118,495 items and borrowed an additional 3,266 items from other libraries. Reference staff answered 25,462 questions and conducted 172 orientation sessions with 1,669 students.

Technical services staff implemented an approval plan with a major vendor to increase degree program-related acquisitions. Staff ordered 10,835

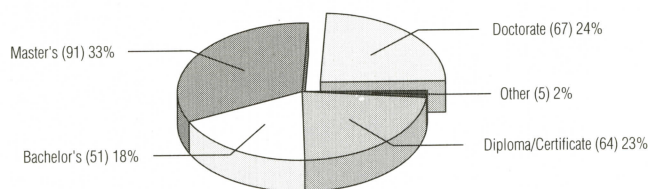
items; received 9,612 items; catalogued 6,849 items; and processed 9,714 items; 350 new journals were added to the collection. Several new CD-ROM databases were purchased for patron use.

The TRAC Learning Resource Centre transferred CAT testing to the new Student Assessment Centre, but continued to provide learning materials to the trades and technology students and faculty.

The position of Campus Librarian was approved for the Williams Lake Library, with the new Librarian scheduled to begin work in April, 1992. The creation of this new position recognizes the importance of professional reference services and instruction, collection development and faculty liaison at the Williams Lake Campus Library. Kamloops continued to support Williams Lake with loans of books and journal articles, and reference service via fax, phone and E-mail. A CD-ROM index and matching micro-film of the full-text of journals were purchased for the Library.

### Educational Level of Faculty Members

Full-time On-going & Temporary: As of Fall 1991





# Non-Instructional Divisions

## Office Of The President

### Institutional Research and Planning

During 1991-92, Institutional Research and Planning conducted comprehensive evaluations of the following programs: Human Service Worker (including Corrections, Community Service Worker and Social Service Worker), Retail Meat Processing, and the Office Administration Program (including Bookkeeping, Financial Secretary, Legal Secretary, Medical Office Assistant, and Word Processing Secretary).

The Office produced the second College Fact Book in August, 1991, and was responsible for the production of the 1990-91 Annual Report (September, 1991).

In March, 1992, the Office administered academic and occupational surveys to former students as part of the annual MAETT province-wide outcomes study.

Other projects included a CADD industry survey (June-August, 1991), a 1991 Summer Session Survey, and a preliminary study on the impact of Student Success Seminars at UCC (March, 1992), as well as numerous ad hoc reports. Analysis of retention, attrition and internal migration patterns continued.

### International Education

The international student program and UCC's general international activities both experienced considerable expansion in 1991/92. International students increased to 153 in the Summer semester of 1991, 205 in the Fall semester of 1991 and 210 in the Winter semester of 1992. While the majority of the students still come from the Asia Pacific Rim, there are now new appearances from such countries as France, Mexico and the U.K.

International student recruitment was enhanced by hiring three representatives in South Korea in March, 1992. Regular recruitment activities continued as in past years in Hong Kong, Macau, Taiwan, Japan and Singapore. Although many overseas students still come to UCC solely for training in the English language, a steadily increasing number stay on for academic study.



# Non-Instructional Divisions

## Office Of The President

This year has also seen a significant increase in special programming and contract

activities both on campus and off-shore. In the summer of 1991 three short-term language and recreational programs were provided: two for UCC's long-term partner in Japan, the NOVA Intercultural Institute, and the third for the Kyoto Bunkyo Junior College in Kamloops' new Japanese sister city, Uji. In addition, two Winter programs were provided for NOVA in February and March, 1992. Approximately 80 students participated in

these programs, as well as 57 mental health nurses from Hong Kong who attended special clinical training in the Summer of 1991.

Special off-shore programming has continued. UCC's CIDA-funded Silviculture Project was completed in the Summer of 1991 when six Indonesian Forestry instructors were trained on campus (six weeks) and then in Indonesia (twelve weeks). Sixty-two registered nurses were trained in mental health nursing in Hong Kong, and the College's Accredited Learning Centre in Macau continued to offer the special Matriculation Diploma. Planning has been undertaken for new activities in Indonesia, Hong Kong, Thailand, Malaysia, Vietnam and the People's Republic of China.

These increased activities have necessitated an expansion to the International Education Department. In July, 1991, a third International Student Advisor was added to respond to the needs of Mandarin-speaking students, and in January, 1992, a new Associate Director was appointed to undertake direct administration of on-campus activities and programming.





# Non-Instructional Divisions Office Of The President

In addition, Student Services hired an Academic Advisor in April, 1991, to assist international students with course and program selection.

In the past year the College has had the privilege of hosting individual visitors and delegations from China, Vietnam, Thailand, Malaysia, Indonesia and Japan; three local students joined exchange programs in Japan and Thailand.

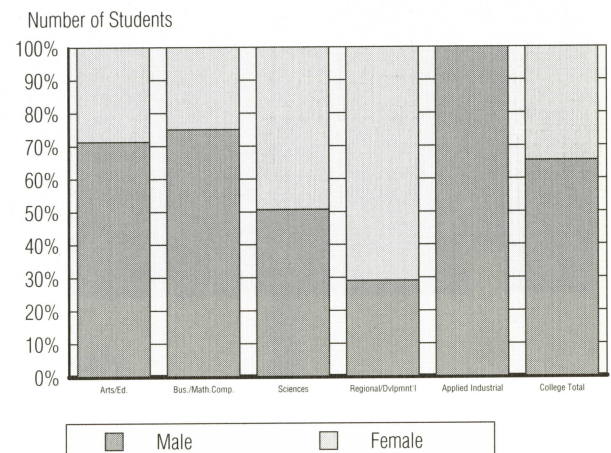
## Public Relations and Publications

In the course of the year, the department assumed responsibility for camera-ready production of all advertising needs, and overall a new high quality look is beginning to emerge in consistent fashion.

The introduction of the new UCC name and identity for purposes of marketing and promotion, and the development of graphic standards have been ongoing throughout the year.

The department has continued to expand media coverage of various events on campus and increased the quality and quantity of support for extension services and regional centres of operation.

**Gender Distribution: Instructional Staff**  
Full-time On-going Temporary (As of Nov. 1991)  
by Division & College Total



# Non-Instructional Divisions

## Student Services

With continued enrolment expansion, UCC Student Services saw demand and

service to students increase in all departments.

The graduation celebration in June, 1991, became a convocation recognizing not only all graduates but also our first-ever degree recipients. A packed gymnasium witnessed a colourful ceremony attended by the Chancellors and Presidents of the three provincial universities. All indications are that the ceremony should continue to grow in size, outstripping the capacity of any facility on campus.



## Assessment Centre

A new service which commenced in January, 1991, the Assessment Centre administered 2,129 tests in the 1991/92 fiscal year, and dealt with 5,715

enquiries. A major task is the develop-

ment of thresholds for English and Mathematics assessments for students entering Adult Basic Education. Pilot work will continue in 1992/93, with placements based on these thresholds scheduled for Fall, 1993.

## Athletics and Recreation

University college status has resulted in much higher retention of students on athletic teams. Campus recreation enjoyed its highest success and participation rates in many years, capped by a 192 student year-end slow pitch tournament. In the past year, 140,000 patrons used the gymnasium for sport and non-sport-related activities. 1992 was the most successful year to date for the Sports Task Force, which raised funds for 41 student-athlete scholarships ranging from \$400 - \$800.

The change of the institution's colours to red and purple and renaming of the athletic teams to "Sun Demons" had a major impact on student morale.



## Counselling

Counsellors and Advisors saw, on average, 800 students per month and the department handled 3,450 telephone calls each month. Increased programming and expansion of summer school have resulted in substantial demands on service. The Ministry continues to fund a full-time Advisor for our 350 Native students. Expansion of cultural awareness programs is expected to improve retention and success rates of these students.

## Financial Aid and Awards

Distributed financial aid rose significantly due largely to increased enrolments and very successful UCC Foundation fund-raising campaigns. Figures are as follows:

- **B.C. Student loans:** 1,707 applications, 1,057 approved for a value of \$5,616,393.
- **Scholarships, bursaries, prizes:** 988 applications, 518 awards for a value of \$266,172.
- **In total:** 1,946 students received \$6,183,545 in financial aid.

## Health Services

Health Services had 11,000 contacts with students and staff this year. A special service provided this year was the immunization of nearly 1000 students under the age of 19 as part of the Kamloops meningitis protection program. A new alcohol policy stressing responsible consumption, education, and prevention was drafted and approved.

## Registrar's Office

Applications for admission hit an all time high, especially for degree programs, with the biggest increases in Arts and Sciences. Total headcount was 5,770 students at October 31, 1991.

A detailed FTE analysis for 1991/92 appears on the following pages.

# FTE's Analysis

## Comparative Actual FTE's Analysis as at June 15, 1992

Name	1987/88 Actual FTE's	1988/89 Actual FTE's	1989/90 Actual FTE's	1990/91 Actual FTE's	1991/92 Actual FTE's	% Change
<b>Academic (Yrs 1, 2)</b>						
Sub Total	909.7	980.0	1217.4	1359.8	1433.9	6%
<b>Academic (Yrs 3, 4, 5)</b>						
B.Arts	N/A	N/A	30.5	90.3	135.5	
B.Business Admin	N/A	N/A	6.0	29.5	43.8	
B.Education	N/A	N/A	14.0	30.3	51.8	
B.Nursing	N/A	N/A	22.0	34.4	26.2	
B.Science	N/A	N/A	9.8	17.6	30.7	
B.Social Work	N/A	N/A	N/A	12.8	26.9	
Sub Total	N/A	N/A	82.3	214.9	314.9	47%
Total Academic (Yrs 1-5)	909.7	980.0	1299.7	1574.7	1748.8	11%
<b>Career/Technical</b>						
Animal Health	36.3	38.5	39.5	37.9	41.0	
Bus Ad/Accounting	186.0	193.8	200.5	194.0	232.4	
CADD	40.5	55.1	45.7	50.1	53.1	
Communications	17.9	16.9	17.2	17.1	N/A	
CSOM	42.2	39.6	43.1	45.7	40.7	
Digital Art & Design	17.7	21.1	20.3	15.0	25.1	
Fine/Perf. Arts	53.1	76.7	60.6	65.4	71.3	
Health Science (N-CON)	N/A	N/A	N/A	N/A	30.3	
Leisure & Rec.	13.6	24.5	33.7	29.0	10.1	
Med. Lab.	14.0	15.5	14.7	17.2	11.0	
Nursing	110.2	106.6	109.4	133.9	144.4	
Resort & Hotel Mgmt.	0.0	0.0	0.0	22.2	17.6	
Respiratory	85.8	82.3	80.7	92.3	107.9	
Total Career/Technical	617.3	670.6	665.4	719.8	784.9	9%
<b>Developmental Programs</b>						
ABE Part-Time (CIS)	207.2	146.0	152.0	52.9	78.7	
ASE	12.6	14.0	28.1	15.3	24.8	
BEST/BJRT	7.3	8.8	6.0	8.9	10.9	
College Prep (SEM)	108.9	215.8	135.6	150.4	193.8	
Total Develop Programs	336.0	384.6	321.7	227.5	308.2	35%



# FTE's Analysis

## Comparative Actual FTE's Analysis as at June 15, 1992

Name	1987/88 Actual FTE's	1988/89 Actual FTE's	1989/90 Actual FTE's	1990/91 Actual FTE's	1991/92 Actual FTE's	% Change
<b>Apprenticeship</b>						
Electric Work	12.2	11.3	17.4	40.1	40.1	
H.D. Mech App	8.6	14.3	13.1	11.6	26.8	
Welding App	0.8	2.7	2.3	3.7	2.8	
Subtotal	21.6	28.3	32.8	55.4	69.7	26%
<b>Vocational</b>						
Comm Transport	N/A	N/A	11.1	15.9	27.7	
Cooking	33.7	45.6	31.8	26.4	46.3	
E.C.E.D.	16.3	30.7	34.7	37.2	25.3	
Electronic Tech	68.8	52.8	49.2	56.6	58.1	
Human Service Wkr	59.3	66.4	60.3	57.1	56.3	
LTCA	21.2	27.6	23.1	15.8	52.1	
Meat Cutting	14.3	14.1	14.3	15.2	16.2	
Office Admin	146.3	164.7	131.8	118.5	148.2	
Partsperson	16.8	21.6	23.4	24	23.5	
Practical Hort	16.4	16.5	15.5	16.7	18.3	
LPN/RN Access	N/A	N/A	N/A	10.1	7.1	
Teacher Assistant	N/A	N/A	N/A	N/A	41.3	
Tourism	N/A	5	14	17.6	25.1	
*TRAC	89.5	102	79.7	52.2	87.4	
Vocational Part-Time	147.9	183.8	166.6	186.6	68.2	
Welding	34.7	42.7	42.8	42.8	46.4	
Sub Total	665.2	773.5	698.3	692.7	747.5	8%
Total Apprent/Vocation	686.8	801.8	731.1	748.1	817.2	9%
<b>Grand Total</b>	<b>2549.8</b>	<b>2837</b>	<b>3017.9</b>	<b>3270.1</b>	<b>3659.1</b>	<b>12%</b>
<b>*TRAC</b>						
Automotive				16.7	24.6	
Electrical Trade Entry				N/A	14.9	
Heavy Duty				26	33.8	
Inboard/Outboard				9.5	14.1	
				52.2	87.4	

### 1991/92 UCC FTEs Base Funded Comparison (Inc. Pt Voc.)

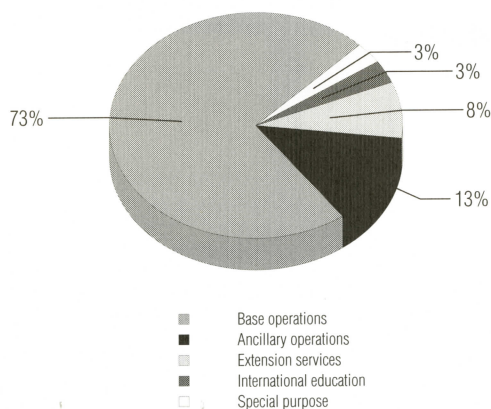
	1990/91	1991/92	+/-
Actual	3270.1	3547	277
Funded	3462.8	3749.5	287
% Utilization	94.44%	94.60%	

**Overall 1991/92 UCC FTE Utilization = 97.60%**

# Audited Statements

- Auditor's Report
- Balance Sheets
- Investment in Capital Assets
- Statements of Operations and Fund Balance
- Ancillary Services Operations
- Changes in Financial Position, March 31, 1992
- Notes to Financial Statements

**University College of the Cariboo**  
1992 Activity Volume - \$58,000,000



In 1991/92 UCC received funding for 3,749.5 full-time equivalent students, a 6% increase over the previous year.

In dollar terms, UCC administered operations with revenues and expenditures in excess of \$58 million. The Finance Division experienced an 11.5% increase in financial transaction volumes.

There were increased pressures of accountability and managerial efficiency in allocation of resources ("value for money"), compliance with new legislation, and levels of service and quality.



# Audited Statements

## Auditor's Report



**DUNWOODY & COMPANY**

Internationally  
DUNWOODY ROBSON McGLADREY & PULLEN  
Chartered Accountants  
272 Victoria Street, Scotiabank Building  
Kamloops, B.C., Canada V2C 1Z6  
Telephone: (604) 372-9505  
Telefax: (604) 374-6323

### Auditors' Report

#### To The Board Cariboo College

We have audited the balance sheets of Cariboo College as at 31 March 1992 and the statements of Investment in Capital Assets, Changes in Financial Position and Consolidated Statements of Operations and Fund Balances for the year then ended. These financial statements are the responsibility of the College's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. These standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the College as at 31 March 1992 and the results of its operations for the year then ended in accordance with generally accepted accounting principles. As required by the College and Institute Act we report that, in our opinion these principles have been applied on a basis consistent with that of the preceding year.

Chartered Accountants

Kamloops, British Columbia 23 May 1992

# Audited Statements

## Balance Sheets as at March 31, 1992

Assets	1992	1991
<b>Operating Fund</b>		
Cash	\$ 47,713	\$ 107,033
Short term deposit receipts	5,297,365	3,558,716
Accounts receivable	1,167,154	1,280,315
Inventories	50,275	73,200
Interfunds receivable	280,532	337,554
	<b>6,843,039</b>	<b>5,356,818</b>
<b>Ancillary Services Fund</b>		
Inventories	462,730	417,881
Interfunds receivable	55,067	-
	<b>517,797</b>	<b>417,881</b>
<b>Designated Services Fund</b>		
Interfunds receivable	233,494	390,977
<b>Capital Fund</b>		
Accounts receivable	935,596	598,623
Sinking Fund, note 7	4,641,574	6,318,783
Premium on debentures	77,295	11,028
Interfunds receivable	2,522,549	1,861,747
Capital assets		
Land	2,899,528	2,069,835
Buildings	33,051,176	23,312,107
Equipment	17,663,292	14,562,112
Deferred capital expenditures, note 3	145,385	239,720
	<b>61,936,395</b>	<b>48,973,955</b>
<b>Bursary and Trust Fund</b>		
Cash	34,249	217,741
Short term deposit receipts	315,253	-
Accounts receivable	4,107	5,525
Interfunds receivable	-	120
	<b>353,609</b>	<b>223,386</b>
<b>Specific purpose fund</b>		
Interfunds receivable	427,658	293,442
	<b>\$ 70,311,992</b>	<b>\$ 55,656,459</b>

Approved by:

  
Chairman of the Board

  
Bursar

Significant accounting policies, note 1  
Change in accounting policies, note 2  
Commitments, note 5  
Deferred salary leave plan, note 6



# Audited Statements

## Balance Sheets

as at March 31, 1992

Liabilities and fund balances	1992	1991
<b>Operating Fund</b>		
Accounts payable	\$ 1,249,057	\$ 824,713
Wages payable	1,048,941	802,901
Vacation and sick leave payable, note 4	3,389,957	2,790,822
Interfunds payable	3,238,768	2,563,514
Deferred tuition fees	813,238	682,719
Fund balance	(2,896,922)	(2,307,851)
	<b>6,843,039</b>	<b>5,356,818</b>
<b>Ancillary Services Fund</b>		
Accounts payable	74	45
Interfunds payable	225,728	284,008
Fund balance	291,995	133,828
	<b>517,797</b>	<b>417,881</b>
<b>Designated Fund</b>		
Fund balance	<b>233,494</b>	<b>390,977</b>
<b>Capital Fund</b>		
Accrued interest payable	935,596	598,623
Contractors holdback	48,514	342,926
Temporary borrowings, bank loans	3,443,000	3,839,000
Debentures	28,912,795	19,087,992
Interfunds payable	31,949	19,894
Investment in capital assets	26,073,941	23,243,667
Fund balance	2,490,600	1,841,853
	<b>61,936,395</b>	<b>48,973,955</b>
<b>Bursary and Trust Fund</b>		
Interfunds payable	22,855	16,424
Fund balances	330,754	206,962
	<b>353,609</b>	<b>223,386</b>
<b>Specific Purpose Fund</b>		
Fund balance	<b>427,658</b>	<b>293,442</b>
	<b>\$ 70,311,992</b>	<b>\$ 55,656,459</b>

# Audited Statements

## Statement of Investment in Capital Assets for the year ended March 31, 1992

	1992	1991
<b>Balance, Beginning of Year</b>		
As previously reported	\$ 20,485,301	\$ 18,083,557
Adjustment for Sinking Fund interest not previously recorded	2,769,394	2,262,329
Adjustment for debenture issue costs	(11,028)	-
As restated	23,243,667	20,345,886
<b>Assets Acquired From</b>		
Capital Funds	1,690,821	1,370,115
Operating Funds	15,199	98,643
Designated Funds	-	125,138
	1,706,020	1,593,896
<b>Debenture Sinking Funds</b>		
Principal payments	551,012	796,820
Interest on sinking funds	573,242	507,065
	1,124,254	1,303,885
<b>Balance, End of Year</b>	<b>\$ 26,073,941</b>	<b>\$ 23,243,667</b>



# Audited Statements

## Consolidated Statement of Operations and Fund Balances

for the year ended

March 31, 1992

	1992	1991
<b>Revenue</b>		
Temporary borrowings, bank loans	\$ 12,334,000	\$ 5,388,000
Government grants	33,069,935	27,605,699
Tuition fees	7,774,359	5,966,517
Gifts, grants and bequests	928,142	1,074,157
Other	1,064,145	1,003,080
Ancillary services	3,105,481	2,890,080
	<b>58,276,062</b>	<b>43,927,533</b>
<b>Expenditures</b>		
Academic/Technical	13,220,521	11,266,590
Vocational	7,458,606	6,681,773
Non-credit, International, C.J.S.	3,407,224	2,347,261
Temporary funded courses	381,504	529,293
Instructional and student support	4,131,289	3,413,509
Institutional support	6,486,240	5,661,177
	<b>35,085,384</b>	<b>29,899,603</b>
Debt services	4,311,106	2,500,169
Designated funds	157,483	321,048
Capital	13,669,943	6,979,636
Bursary and Trust	199,667	166,700
Specific Purpose	693,251	747,320
Ancillary services	2,947,314	2,816,341
	<b>57,064,148</b>	<b>43,430,817</b>
<b>Excess of Revenue Before Accrued Vacation and Sick Leave</b>	<b>1,211,914</b>	<b>496,716</b>
Accrued vacation and sick leave, note 2	599,134	-
<b>Excess of Revenue</b>	<b>612,780</b>	<b>496,716</b>
<b>Fund Balances, Beginning of Year</b>		
As previously stated	3,186,475	1,916,540
Accrued vacation and sick leave, note 2	(2,638,292)	(2,638,292)
Premium on debenture	11,028	11,028
<b>As restated</b>	<b>559,211</b>	<b>(710,724)</b>
Increase in contractor's holdback	(294,411)	313,458
Appropriation to reserve for termination benefits	-	(30,239)
Appropriation to designated surplus	-	490,000
	<b>264,800</b>	<b>62,495</b>
<b>Fund Balances, End of Year</b>	<b>\$ 877,580</b>	<b>\$ 559,211</b>

# Audited Statements

## Statement of Operations and Fund Balances

for the year ended

March 31, 1992

Operating Fund	1992	1991
<b>Revenue</b>		
Government grants	\$ 26,186,634	\$ 23,117,631
Tuition fees	7,774,359	5,957,517
Other	1,048,946	990,535
Interfund transfer	85,508	(86,098)
	<b>35,095,447</b>	<b>29,979,585</b>
<b>Expenditures</b>		
Salaries		
Instructional	15,943,609	13,715,015
Other staff	8,114,362	6,785,150
Employee benefits	2,585,218	2,027,558
Expendable supplies	2,149,425	2,054,453
Computer processing	35,832	30,469
Travel	966,156	778,759
Rental and leases		
Buildings	213,168	159,023
Equipment	89,312	81,995
Film	9,428	11,747
Equipment repair and maintenance	418,286	412,409
Advertising and public relations	147,090	200,085
Staff recruitment	297,035	317,515
Professional fees	670,187	376,603
N.V.I.T.	960,183	816,627
Periodicals	95,335	83,775
Library books	57,283	34,516
Miscellaneous	79,473	58,616
College board	130,436	141,239
College Foundation/Alumni	170,000	150,000
Renovations	212,150	48,467
Building service, contract	569,666	534,424
Security contracts	128,847	113,023
Insurance	23,570	37,209
Postage	126,269	107,478
Utilities	595,740	534,110
Telephone	297,324	289,338
	<b>35,085,384</b>	<b>29,899,603</b>
<b>Excess of Revenue Before Accrued Vacation and Sick Leave</b>	<b>10,063</b>	<b>79,982</b>
Accrued vacation and sick leave	(599,134)	-
<b>Excess of Revenue (Expenditure)</b>	<b>(589,071)</b>	<b>79,982</b>
<b>Fund Balance, Beginning of Year</b>		
As previously stated	330,441	280,698
Accrued vacation and sick leave, note 2	(2,638,292)	(2,638,292)
As restated	(2,307,851)	(2,357,594)
Appropriation to reserve for termination benefits	-	(30,239)
	<b>(2,307,851)</b>	<b>(2,387,833)</b>
<b>Fund Balance, End of Year</b>	<b>\$ (2,896,922)</b>	<b>\$ (2,307,851)</b>



# Audited Statements

## Statement of Operations and Fund Balances for the year ended March 31, 1992

Debt Services Fund	1992	1991
Revenue		
Government grants	\$ 4,311,106	\$ 2,489,141
Expenditure		
Debt services	4,311,106	2,489,141
<b>Fund Balance, End of Year</b>	<b>\$ 0</b>	<b>\$ 0</b>

Designated Fund	1992	1991
Expenditures		
Salaries	\$ 35,656	\$ 16,559
Scholarly activity	31,233	27,300
Travel	5,795	-
Advertising and public relations	45,161	49,058
Professional fees	-	17,883
Periodicals	20,888	29,112
Foundations	18,750	-
Renovations	-	35,000
Land	-	5,136
Buildings	-	120,000
Equipment	-	21,000
	157,483	321,048
Expenditures	(157,483)	(321,048)
Fund balance, beginning of year	390,977	222,025
Appropriation to designated surplus	-	490,000
<b>Fund Balance, End of Year</b>	<b>\$ 233,494</b>	<b>\$ 390,977</b>

# Audited Statements

## Statement of Operations and Fund Balances for the year ended

Capital Fund	1992	1991
Revenue		
Temporary borrowings, bank loans	\$ 12,334,000	\$ 5,388,000
Government grants	2,349,410	1,998,927
Other	15,199	12,545
Interfund transfer	(85,508)	86,098
	14,613,101	7,485,570
Expenditure		
Capital		
Land	208,924	728,870
Buildings	10,359,839	4,745,100
Equipment	3,101,180	1,505,666
	13,669,943	6,979,636
Excess of Revenue	943,158	505,934
Fund balances, beginning of year		
As previously reported	1,830,825	1,022,461
Adjustment for change in accounting policy for premium	11,028	-
As restated	1,841,853	1,022,461
Increase in contractor's holdback	(294,411)	313,458
<b>Fund Balance, end of year</b>	<b>\$ 2,490,600</b>	<b>\$ 1,841,853</b>



# Audited Statements

## Statement of Operations and Fund Balances for the year ended

Bursary & Trust Fund	1992	1991
Revenue		
Gifts, grants and bequests	\$ 323,459	\$ 275,744
Expenditure		
Student bursaries	199,667	166,700
Excess of Revenue	123,792	109,044
Fund balance, beginning of year	206,962	97,918
<b>Fund Balance, End of Year</b>	<b>\$ 330,754</b>	<b>\$ 206,962</b>

Specified Purpose Fund	1,992	1,991
Revenue		
Government grants	\$ 222,785	\$ 9,000
Other grants and contracts	604,683	798,413
	827,468	807,413
Expenditures		
Salaries		
Instructional	197,443	284,536
Other staff	158,437	116,130
Employee benefits	23,733	19,058
Expendable supplies	110,907	172,316
Travel	73,464	39,524
Rental and leases		
Equipment	560	-
Equipment repair and maintenance	202	-
Professional fees	92,603	58,798
Miscellaneous	1,147	15,353
Renovations	31,763	38,682
Telephone	2,993	2,923
	693,252	747,320
Excess of Revenue	134,216	60,093
Fund balances, beginning of year	293,442	233,349
<b>Fund Balance, End of Year</b>	<b>\$ 427,658</b>	<b>\$ 293,442</b>

# Audited Statements

## Consolidated Statement of Operations

for the year ended

March 31, 1992

Ancillary Services	1992	1991
Revenue		
Sales	\$ 3,105,481	\$ 2,890,080
Cost of goods sold	2,138,059	2,077,826
Gross Margin	967,422	812,254
Expenditures		
Salaries/Benefits	716,992	650,614
Supplies	11,843	18,574
Equipment	63,598	43,033
Other	9,645	7,303
Travel	6,589	8,044
Renovations	588	10,947
Total Expenses	809,255	738,515
Revenue over Expenditures	158,167	73,739
Surplus, beginning of year	133,828	60,089
Surplus, End of Year	\$ 291,995	\$ 133,828

Ancillary Services Fund - Bookstore	1992	1991
Revenue		
Sales	\$ 2,004,947	\$ 1,836,600
Cost of goods sold	1,558,658	1,481,674
Gross Margin	446,289	354,926
Expenditures		
Salaries and benefits	293,026	256,456
Supplies	10,958	17,257
Equipment	10,021	3,789
Other	9,448	5,462
Travel	6,102	5,716
Renovations	588	3,768
	330,143	292,448
Excess of Revenue	116,146	62,478
Fund Balance, Beginning of Year	118,540	56,062
Fund Balance, End of Year	\$ 234,686	\$ 118,540



# Audited Statements

## Statement of Operations and Fund Balances for the year ended

Ancillary Services Fund - Food Services	1992	1991
Revenue		
Sales	\$ 790,687	\$ 808,834
Cost of goods sold	489,897	521,108
Gross Margin	300,790	287,726
Expenditures		
Salaries/Benefits	292,502	283,804
Supplies	885	1,317
Equipment	4,266	3,419
Other	198	(350)
Travel	486	701
Renovations	-	7,179
	298,337	296,070
Excess of Revenue (Expenditure)	2,453	(8,344)
Fund balance, beginning of year	(9,028)	(684)
Fund Balance, End of Year	\$ (6,575)	\$ (9,028)

Ancillary Services Fund - Print Shop	1992	1991
Revenue		
Sales	\$ 309,847	\$ 244,646
Cost of goods sold	89,504	75,044
Gross Margin	220,343	169,602
Expenditures		
Salaries/Benefits	131,464	110,354
Equipment	49,311	35,825
Other	-	2,191
Travel	-	1,627
	180,775	149,997
Excess Revenue	39,568	19,605
Fund balance, beginning of year	24,316	4,711
Fund Balance, End of Year	\$ 63,884	\$ 24,316

# Audited Statements

## Statement of Changes in Financial Position for the year ended March 31, 1992

	1992	1991
<b>Operating Activities</b>		
Excess of Revenue over Expenditure	\$ 612,780	\$ 496,716
Items not involving cash		
Accounts receivable	(222,394)	(503,804)
Inventories	(21,924)	(184,833)
Premium on debentures	(77,295)	-
Deferred capital expenditures	94,336	(190,579)
Accounts payable	1,312,108	242,210
Deferred revenue	130,519	315,438
Net investment in land, buildings and equipment	2,830,274	2,401,744
Cash provided by operating activities	4,658,404	2,576,892
<b>Investing Activities</b>		
Sinking Funds	(1,677,209)	275,821
Land, buildings and equipment	13,669,942	7,104,774
Cash used in investing activities	11,992,733	7,380,595
<b>Financing Activities</b>		
Contractors holdback	(294,412)	313,457
Short-term debt	(396,000)	2,280,000
Long-term debt	9,835,831	2,587,000
Cash provided by financing activities	9,145,419	5,180,457
Increase in cash during the year	1,811,090	376,754
Cash, beginning of year	3,883,490	3,506,736
<b>Cash, End of Year</b>	<b>\$ 5,694,580</b>	<b>\$ 3,883,490</b>
<b>Represented by:</b>		
Cash	\$ 81,962	\$ 324,774
Short term deposit receipts	5,612,618	3,558,716
	<b>\$ 5,694,580</b>	<b>\$ 3,883,490</b>



# Audited Statements

## Notes to Financial Statements

March 31, 1992

### 1. Significant Accounting Policies

The College has applied generally accepted accounting principles for colleges in the Province of British Columbia as follows:

#### a) Fund Accounting

The transactions of the College are accounted for using fund accounting principles.

#### b) Accrual Accounting

Revenue and expenditure are recorded in the accounts on an accrual basis.

#### c) Capital Assets

Capital assets are recorded at cost. Certain land and buildings acquired from the Province of British Columbia have been recorded at a nominal amount of \$1. No provision for amortization is recorded in these financial statements.

#### d) Inventories

Inventories are stated at the lower of cost and net realizable value. Cost is generally determined on a first-in, first-out basis.

#### e) Sinking Fund

The Sinking Fund is stated at the total of instalments and interest earned by those funds, to date.

#### f) Premium on Debentures

Premiums paid on debentures are being amortized over the terms of the relevant debenture. The amortization is charged to investment in capital assets.

### 2. Change In Accounting Policies

#### a) Operating fund

At 31 March 1991, the College changed its method of recording holiday pay and sick leave pay entitlements for regular employees. These entitlements, formerly expensed when paid, are now accrued when they are earned by the employee. The amount of these entitlements has not been determined as at 31 March 1990. Accordingly, the statement of operations for the year ended 31 March 1991 has not been restated. However, the balance sheet as at 31 March 1991 has been restated, resulting in an increase in accounts payable and accrued liabilities and a decrease in the Operating Fund balance of \$2,638,292. The effect of this change on the current year has been to increase Operating Fund expenses by \$599,134 and to Operating Fund accounts payable and accrued liabilities by \$3,237,426.

#### b) Capital Fund

##### i) Accrued Interest

At 31 March 1991, the College changed its method of recording interest on debenture debt. Interest expense, formerly recognized when paid, is now being accrued along with a corresponding amount of grant revenue from the Government of British Columbia. The amount of the accrued interest has not been determined as at 31 March 1990. Accordingly, the Debt Services Fund statement of operations for the year ended 31 March 1991 has not been restated.

However the Capital Fund balance sheet as at 31 March 1991 has been restated resulting in an increase in accounts payable of \$598,623 and a corresponding increase in accounts receivable from the Ministry of Advanced Education, Training and Technology. The effect of this change on the current year has been to increase Debt Services Fund revenue and expenditure by \$935,596 and to increase accounts payable and accounts receivable by \$935,596.

##### ii) Sinking Fund Interest

At 31 March 1991, the College changed its method of recording interest on the Sinking Fund. Interest on the Sinking Fund was previously recognized when the relevant debenture is retired. The Capital Fund balance sheet as at 31 March 1991 has been restated resulting in an increase in the Sinking Fund of \$2,769,394 and corresponding increase in Investment in Capital Assets. The effect of this change on the current year has been to increase the Sinking Fund by \$573,242 and Investment in Capital Assets of \$573,242.

##### iii) Premium on Debenture

At 31 March 1991, the College changed its method of recording this debenture issue costs. Debenture issue costs, formerly were expensed when incurred, are now being amortized over the term of the relevant debenture. The Capital Fund balance sheet has been restated resulting in an increase in Capital Fund balance of \$11,028 and a corresponding increase in premium on debentures. The effect of this change on the current year has been to increase this Capital Fund balance by \$66,267.

### 3. Deferred Capital Expend

Deferred capital expenditure represents Capital Borrowing Authority funds exercised but not expended by the College during the current fiscal year.

### 4. Vacation And Sick Leave Payable

	1992	1991
Accrued payroll benefits		
Holiday pay	\$1,835,957	\$1,388,208
Sick leave	<u>1,554,000</u>	<u>1,402,614</u>
	\$3,389,957	\$2,790,822

Vacation entitlement is charged as an operating expense when it is taken.

### 5. Commitments

The College has commitments for substantial capital asset expenditures including the Campus Activity Centre, Arts and Education building and various other capital projects as at 31 March 1992.

The College has leased realty at an annual rental of approximately \$189,394. The aggregate minimum lease payment to the expiry dates are \$707,600.

The College has agreed to share one third of the net operating profit/loss of the Aquatic Centre to a maximum of \$150,000 annually.

### 6. Deferred Salary Leave Plan

Cariboo College participates in a Deferred Salary Plan with eligible employees. At 31 March 1992 the fully funded balance in the Plan was \$247,083.

# Audited Statements

## Notes to Financial Statements

March 31, 1992

### 7. Sinking Fund Debenture Schedule

Resolution or Bylaw	Debenture Number	Issue Date	Original Amount	Maturity Date	Interest Rate %	Sinking Fund 31-Mar-92	College Indebtedness 31-Mar-92
105	102	1976 \$	400,000	1996	8.93 \$	424,618	
109	106	1976	300,000	1996	9.25	290,161 \$	9,839
110	107	1976	200,000	1996	9.25	180,114	19,886
116	112	1977	200,000	1997	9.22	164,371	35,629
128	131	1979	160,000	1999	10.26	107,055	52,945
126	131	1979	247,000	1999	10.26	165,266	81,734
127	131	1979	260,000	1999	10.26	173,964	86,036
129	132	1979	800,000	1999	10.2	528,284	271,716
130	135	1979	400,000	1999	9.98	254,095	145,905
131	136	1979	400,000	1999	10.22	250,292	149,708
133	138	1979	300,000	1999	10.68	186,201	113,799
1	GG 19	1981	1,500,000	2001	13.66	582,024	917,976
2	GG 21	1981	422,000	2001	14.81	163,518	258,482
4	GG 30	1982	212,000	2002	16.53	69,853	142,147
5	AB	1983	554,500	1993	11.75	490,994	63,506
6	GG 42	1983	512,000	2003	12.14	138,295	373,705
8	GG 57	1987	1,200,000	2007	9.13	135,815	1,064,185
9	EDCP-29	1989	4,300,000	2009	10.17	225,471	4,074,529
10	EDCP-31	1989	300,000	2009	9.61	14,829	285,171
11	EDCP-32	1989	500,000	2009	9.41	24,468	475,532
12	EDCP-38	1990	1,025,000	2001	10.36	24,495	1,000,505
13	EDCP-41	1990	240,000	2010	10.47	5,591	234,409
14	BCED-CD-B	1990	935,000	2000	11.25	21,563	913,437
15	EDCD-D	1991	919,028	2011	10.75	20,238	898,790
16	EDCP-45	1991	1,508,000	2011	10.01		1,508,000
17	EDCP-46	1991	2,072,000	2011	9.81		2,072,000
18	EDCP-47	1991	1,500,000	2011	9.86		1,500,000
19	EDCP-48	1991	1,800,000	2011	10.04		1,800,000
20	BCCD-J	1992	5,746,267	2012	9.105		5,746,267
<b>\$ 28,912,795</b>						<b>\$ 4,641,575</b>	<b>\$ 24,295,838</b>

The Province of British Columbia has unconditionally guaranteed and funded the College's debentures.  
Sinking fund instalments for 1993 will be \$ 775,260.









# CARIBOO FILM SOCIETY 91/92

FRIDAY NIGHT  
MAIN SERIES

SUNDAY  
BIG SCREEN  
MATINEES

NOTES/MESSAGES

EXAM  
9:00 a.m.  
Room 220A

\*CALL JOHN

PHONE NUMBERS

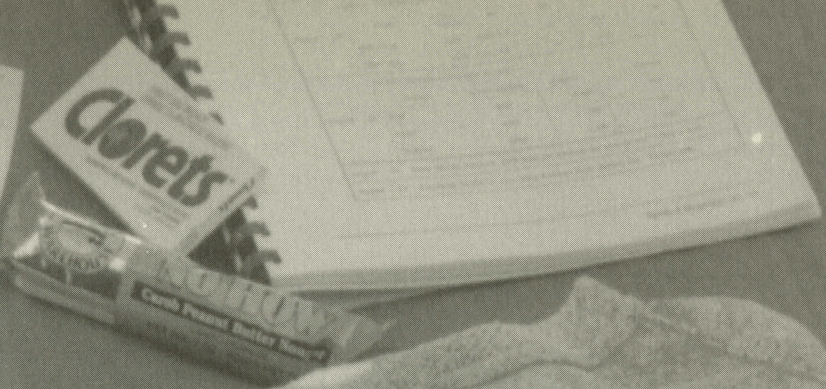
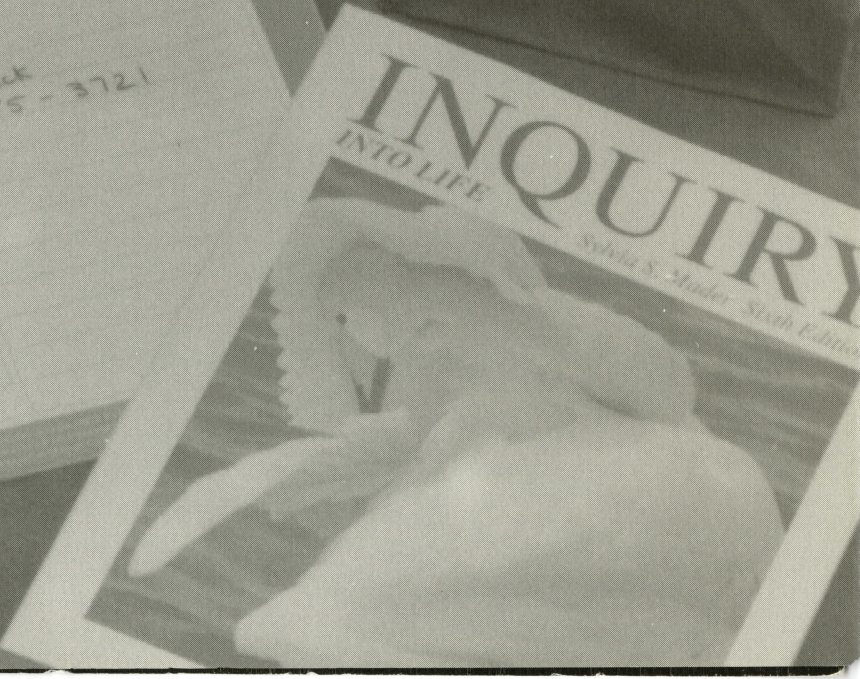
Jack  
555-3721

THINGS TO DO

CALL MOM

PICK UP LAUNDRY  
TUESDAY

USE







THE  
UNIVERSITY  
COLLEGE  
OF THE  
CARIBOO

Box 3010  
Kamloops  
British Columbia  
V2C 5N3