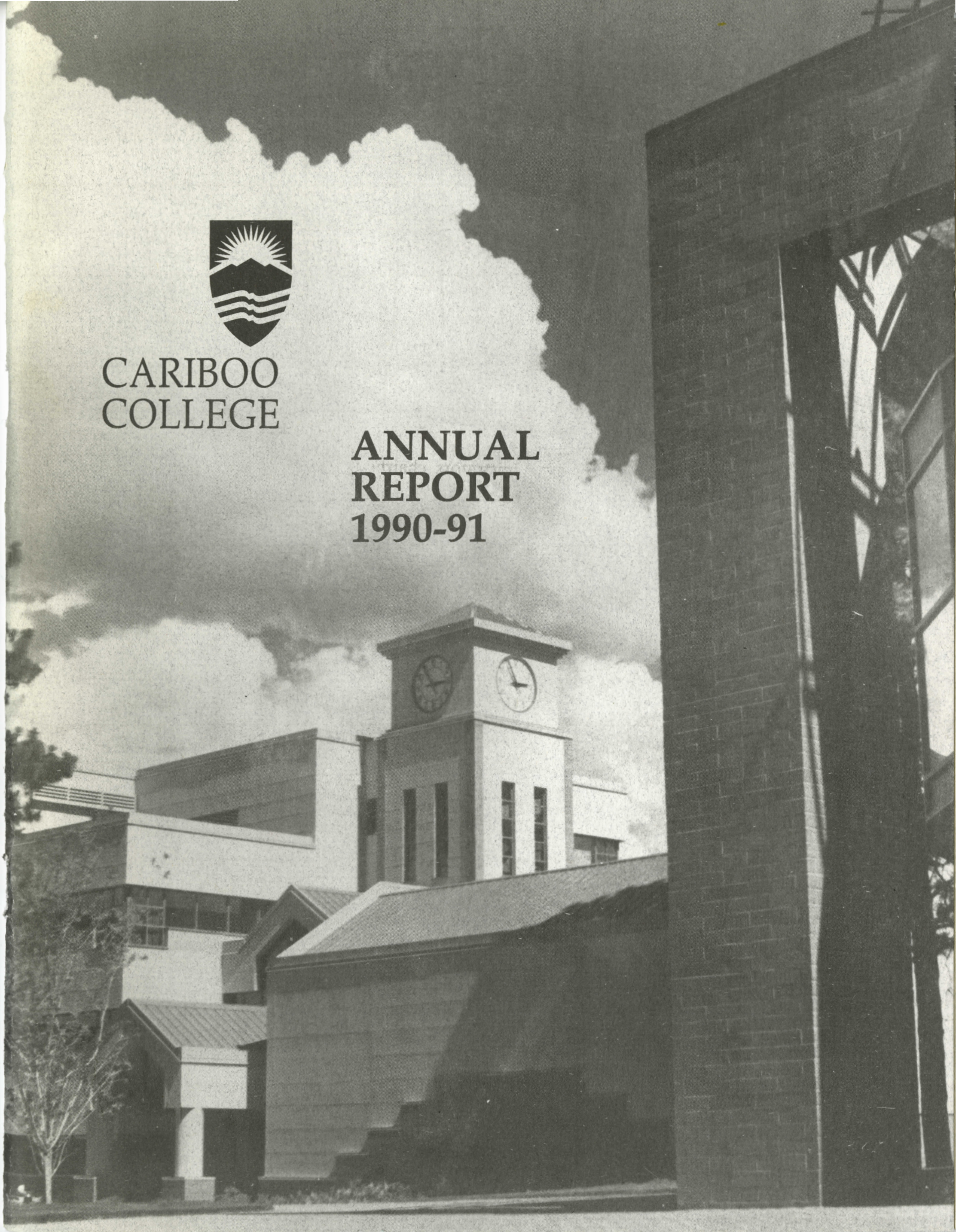




CARIBOO
COLLEGE

**ANNUAL
REPORT
1990-91**



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CARIBOO COLLEGE

*A Comprehensive
University College*

Chairman of the Board

Box 3010
Kamloops, B.C., V2C 5N3
Telephone (604) 828-5318
Fax (604) 828-5092

September 10, 1991

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

Dear Mr. Dueck:

I am pleased to submit the 1990/91 Annual Report of Cariboo College prepared in accordance with the College and Institute Act.

The College reached a significant milestone this year when we graduated our first students in five degree programs. This report highlights our continued expansion of programs and our increased enrolments.

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

Yours sincerely,

MARY M. MARTIN
Chairman, Cariboo College Board



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**Office
of the
President**

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September 10, 1991

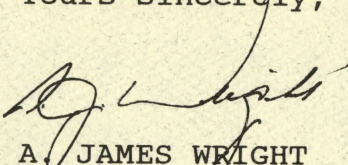
Mrs. Mary Martin
Chairman
Cariboo College Board
P.O. Box 3010
KAMLOOPS, British Columbia
V2C 5N3

Dear Mrs. Martin:

I am pleased to enclose Cariboo College's 1990/91 Annual Report. The report provides an overview of Cariboo College's 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.

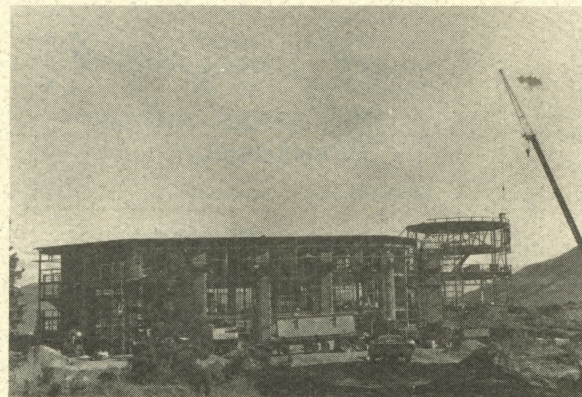
Yours sincerely,



A. JAMES WRIGHT
President

Highlights

- The final year of the Bachelor of Education was offered for the first time.
- The Bachelor of Social Work Program began at the third-year level.
- In Extension Services response to the new Teacher Assistant Program was overwhelming.
- Three major construction projects were initiated; the Library and Science buildings were both expanded to double their original size and a new 30,000 square foot Arts and Education Building was begun.
- A total of 360 International Education enrolments took place in 1990-91.
- In 1990-1991 the first Co-op program was launched in the Business, Computing Mathematics Division.
- The Office Administration Programs moved to the Victoria Street campus.
- The Computer Access Centre set a programming record for the third straight year. Over 115 courses were offered and nearly 2500 students were registered.



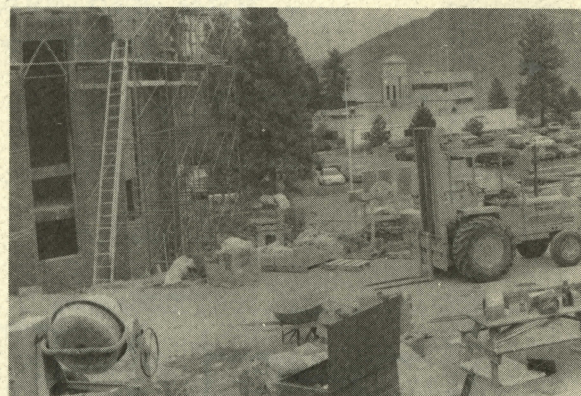
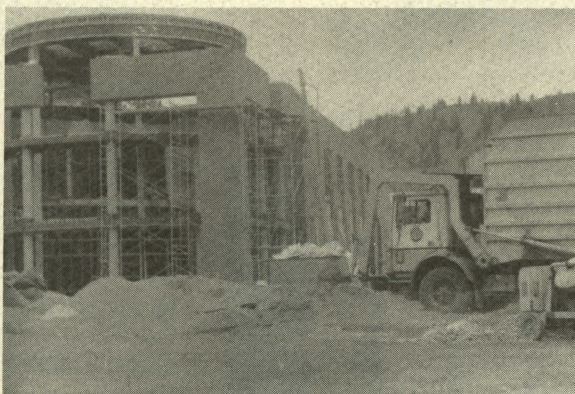
- The Tourism Department delivered a pilot eight month Canadian Job Strategy Tourism Training Program that was very successful.
- The Health, Safety and Environment Department released a core Health and Safety Program for the College.
- The total number of counselling appointments increased by 15% from the previous year.
- Majors in Biology and Chemistry received approval.
- The Library staff circulated 100,847 items.
- The Electronics Programs were expanded to 16 months of instruction (from 12 months).
- The Applied Industrial Technology Division reinstated Carpentry training (after a hiatus of 2 years).
- The Financial Aid and Awards Office experienced its busiest year to date, scheduling 2,949 appointments.
- The Bachelor of Arts initiated upper level offerings in Fine Art, French, Philosophy and Political Studies.
- The Medical Laboratory Technology Program received Canadian Medical Association approval.

Far left,
Campus
Development Plan
Scale Model

Left,
Arts & Education
Building

Right,
Library expansion

Far right,
Science Building
Expansion



Instructional Divisions

Applied Industrial Technology

Through the three year planning process, plans which will provide direction for the division throughout the decade of the 90's were developed. A slate of 14 new program initiatives addressing the needs of the transportation, manufacturing and natural resource-based industries has received preliminary approval from the Ministry of Advanced Education, Training and Technology. Also, a number of measures to broaden the basic curriculum are planned for implementation throughout the next few years. These measures will be aimed at enhancing the employability skills of graduates and will

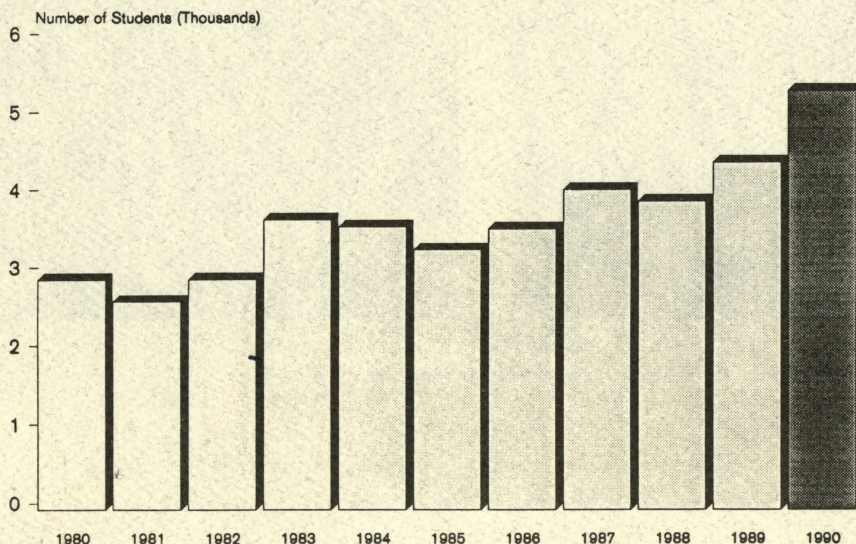
focus on decision making, problem solving, adapting to change, and working productively with others.

Enrolments in most Mechanical and 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 have rebounded completely after being in the doldrums for the past few years, and are now at capacity. Student interest in other divisional programs remained high. Graduates of these programs continue to be very successful in the labour market with most who seek it being able to find training-related employment.

The Extension Services Department had another productive year, providing updating and upgrading training opportunities on several fronts. Noteworthy in this regard were the programs offered through the CADD (Computer Aided Design and Drafting) Technology Department to upgrade drafters on computerized drafting software. Also, the Electrical Department acquired programmable logic controller hardware for use in updating programs for electricians. Several off-site programs were conducted for Native Indian Bands in Welding and Farm Equipment Repair and Maintenance. Certification of Driver Training for Class 1 and Class 3, air brake operation, commercial vehicle inspection, transportation of dangerous goods, and professional driver improvement continued at a brisk pace.

The Electronics Programs were expanded to span 16 months of instruction (from 12 months). In addition, the Computer Repair and Maintenance Technician and the Computer Automated Systems Technician/Robotics specialty options converted to the Co-operative Education delivery methodology.

TOTAL HEAD COUNT ENROLMENTS
Fall 1980 to Fall 1990



Note: Enrolments do not include part-time Vocational students.
Source: MAETT, Registrar's Office, SRS.

The Construction Trades Department continued to develop the new Welder/Fitter Training Program. This department also reinstated Carpentry training (after a hiatus of 2 years). Training for both trade entry and apprentices is again available at the University College of the Cariboo. The trade entry option focuses on residential construction, and the product of this new five month program is a completely framed house.

The Mechanical Trades Department saw continued growth in the Commercial Transport Vehicle Mechanic Program. The full two year co-operative Trade Entry Program continues, as well as a full line of apprenticeship training. The department continues to host manufacturer-sponsored updating programs for regional mechanics and technicians.

The Food Training Department managed the development of the new provincial program curriculum. This curriculum will be implemented at all training sites throughout the province in 1991/2. The Professional Cook Training Program was modified to allow for a summer work experience component.

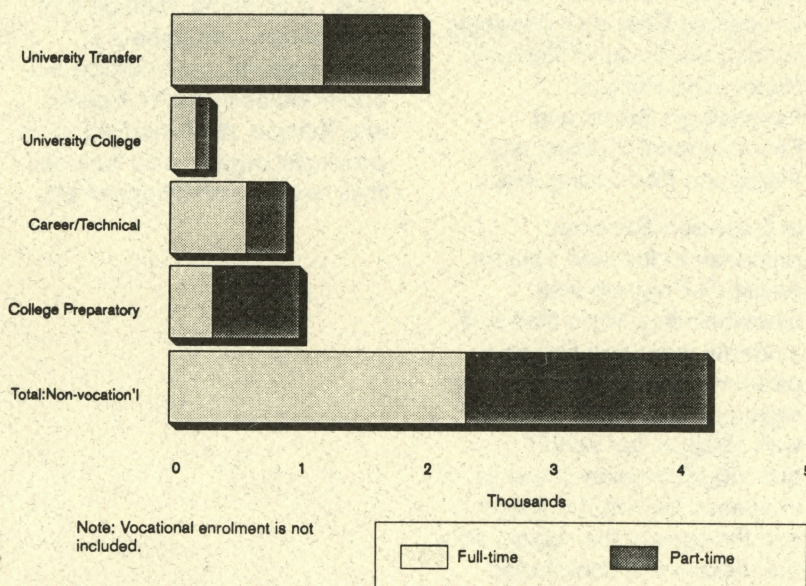
The division continued its participation in the program review process. The Heavy Duty Mechanics, Partsperson and CADD Technology Programs were reviewed during 1990/91. Several significant changes to these programs will result.

Co-operative Education

Co-operative Education Programs expanded to three in 1990-91. Plans were finalized for a fourth co-op program in the field of computer maintenance (CTEC). A Co-operative Education Centre was opened, with financial assistance from Canadian Jobs Strategy, and staffed by a Co-op Manager, a Co-op Co-ordinator and a Secretary/Receptionist.

The Commercial Transport Vehicle Mechanic/Technician Co-op Program successfully completed its initial cycle of co-op work terms and moved beyond pilot status with a second intake of 20 students in September, 1990. Computer Automated Systems Technician (CAST) and Computer Systems: Operations and Management (CSOM) co-op students completed pre-employment sessions with the Co-op Centre in preparation for co-op work terms to commence in May, 1991. In total, 58 job orders were received by the Co-op Centre to hire 31 co-op students.

TOTAL ENROLMENTS BY PROGRAM & STATUS
Fall, 1990



Arts And Education

Degree programs in the division continued to grow rapidly. The Bachelor of Arts initiated upper-level offerings in Fine Art, French, Philosophy and Political Studies, and added several new courses to the original six disciplines (English, Anthropology, Psychology, Sociology, History and Geography). Lower-level additions included German and Spanish. Degree enrolment in Bachelor of Arts increased to 103.1 FTE from 30.5 FTE in the previous year. The final year of the Bachelor of Education was offered for the first time and the Bachelor of Social Work Program began at the third-year level. Bachelor of Education enrolment increased to 30.3 FTE from 14.0 FTE in 1989-90. A large addition of faculty members resulted in the increase of departments to eight: Communication Arts; Education; Extension Services; Human Services; Philosophy, History and Politics; Psychology; Social and Environmental Studies; and Visual and Performing Arts.

In Extension Services, response to the new Teacher Assistant Program was overwhelming. More than 200 students were enrolled on a part-time basis in eight college-region centres in co-operation with all six of our school districts. Extension offerings increased both in Kamloops and throughout the region, and the department contributed

significantly to revenue generation for the College.

The Cultural Events series, often attended by more people than there were seats in the theatre, included ten varied performances by such groups as the Vancouver Opera Touring Ensemble; Argentinean guitarist, Guillermo Fierens; folksinger, Garnet Rogers; and writers Al Purdy and Joy Kogawa. Numerous papers were read in departmental and divisional series, such as the Cariboo College/U.B.C. Lecture Series in the Humanities and Social Sciences, and presentations were made by visiting artists. Dr. Helen Caldicott delivered a major address to an audience of over 1,000 in the Anniversary Lecture Series. A new scholarly journal to be published at Cariboo, Textual Studies in Canada, accepted articles, visual material and poetry for its first issue.

Away from home, members of the division read papers at many national and international conferences in North America and Europe, published widely in provincial organs, and included their work in exhibitions of art.

Business, Computing & Mathematics

The first year of the new Resort and Hotel Management Program was a resounding success. The program is already building a reputation beyond British Columbia. As a result of a number of students being employed in resorts in Alberta and Oregon during their practicum placements this Spring, client demand for the program this Fall is already double its capacity.

The 1990-91 academic year saw the first Co-op program launched in the Business, Computing and Mathematics Division. The Co-op option in the CSOM (Computer Systems: Operations and Management) Program has made a popular program even more attractive. Enrolments are up and the faculty and students are very pleased with the results.

The Office Administration Programs moved to the Victoria Street campus. The start-up of classes in Office Administration Programs (Legal, Word-processing, Financial Secretary; Medical Office Assistant; Bookkeeping with Computer Applications) was delayed a month while the Victoria Street campus was being

readied. The new facility will be state-of-the-art within two years. The department will adopt new initiatives in the coming year to further integrate its programs with the business community.

During the past year the Computer Science Department has been working on a comprehensive proposal for a Bachelor's Degree in Applied Computer Science. The Tourism Department, in co-operation with the Commerce and Economics Department, has been conducting a research project to examine the philosophy, design, content and operation of the most respected Tourism degree programs around the world. The results of this research will be used in the coming year to develop a proposal for a Bachelor's Degree in Tourism.

In 1990-91 the volume of Extension programming in the Business, Computing and Math Division generated approximately \$640,000 in revenues for the College.

The Computer Access Centre programmed over 115 courses and registered nearly 2,500 students in 1990-91. It is interesting to note that the Microcomputers in Business Certificate Programs are being used as a standard of competence in microcomputer applications by more and more local employers. The Access Centre will relocate to the Victoria Street campus during July, 1991.

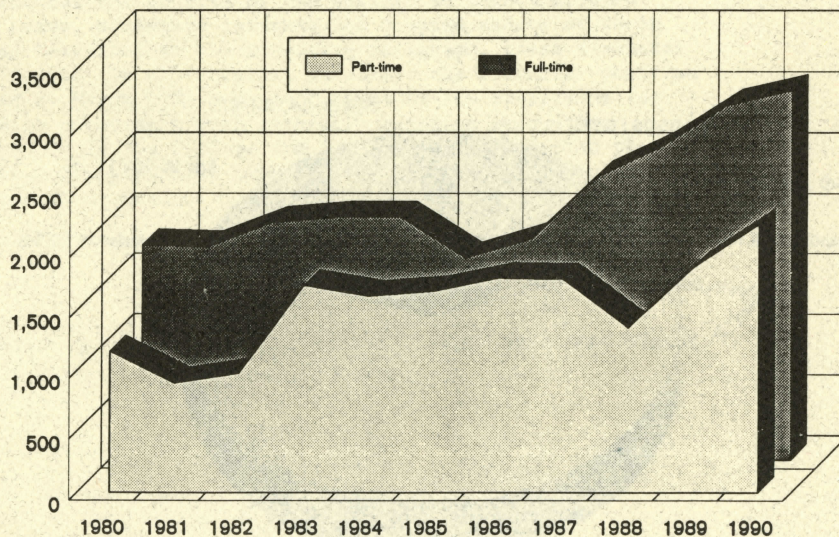
1990-91 was a record year for the Cariboo Management Centre. The Centre delivered more "Management Skills for Supervisors" training cycles than ever before. An exciting new development at the C.M.C. was the winning of its first overseas training contract with Kaltim Prima Coal in Indonesia. This overseas training experience will also be the subject of a paper Sandy Abraham and Dianne Kerr will present at the Organizational

Development Network Conference in Los Angeles in October, 1991.

The Tourism Department and Extension Services developed and delivered a pilot eight-month Canadian Job Strategy Tourism Training Program during 1990-91. This program was so successful we were invited to submit a proposal for a second run of the program in 1991-92. The department is currently exploring the possibility of running this program in Williams Lake.

Bachelor of Business Studies enrolment increased to 29.5 FTE from 6.0 in 1989-90.

TOTAL ENROLMENTS BY STATUS: ALL PROGRAMS
Fall 1980 to Fall 1990



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

Developmental And Regional Programs

The 1990-91 academic year saw the first full year of operation of the division. A new department structure was introduced comprising four departments: College Preparation, College Access, Adult Special Education and English as a Second Language. The academic year was also one of considerable growth, development and change in the division's curriculum and delivery.

In the Adult Special Education Department, a 10-month Vocational Skills Training Program was developed and delivered. The A.S.E.

Department also provided service for the first time to mentally challenged clients in Williams Lake and Merritt.

In 1990-91, the College Access Department continued its work with women in the C.O.P.E. (Career Opportunities in Preparation for Employment) and First Steps Programs. The Basic Literacy Program in Kamloops was re-oriented to form a combination of fixed classroom and peer tutor delivery.

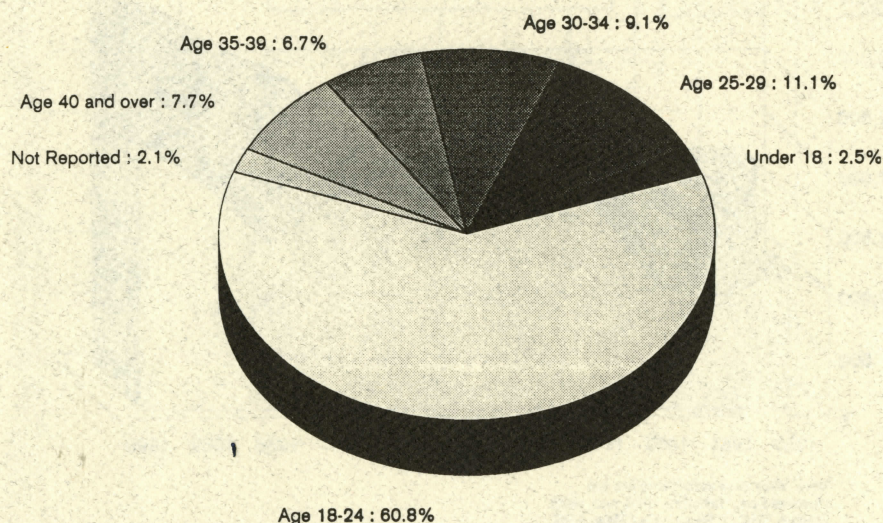
The College Preparation Program underwent a program review in 1989-90 and the past academic year saw considerable strides made to implement its recommendations. In particular, a significant shift away from the independent, self-paced format to the more traditional fixed term

classroom-based format was made. This move appears to have had a significant positive impact on completion rates.

The English as a Second Language Program for international students expanded significantly in the 1990-91 academic year. This area of programming comprised both college preparation for international students and short language training and activity programs. In addition, the E.S.L. Department provided a significant level of service to the Canadian population. Of particular note was the delivery, in conjunction with the Williams Lake Canada Manpower, of an E.S.L. Program for Indo-Canadian women as a precursor to Long Term Care training for the same client group.

The regional service activities of the division expanded considerably over the last academic year. Extension Services Programming grew by approximately 20% with significant increases in services being delivered to First Nations clients, particularly in the Williams Lake area. The division's Extension Services organized Elderhostel programming in the summer and fall and began to develop workplace literacy training programs in co-operation with local employers. The first of the two M.I.L.E. (Mobile Learning) vans was decommissioned and its service replaced with tutors located in each of the communities. The remaining M.I.L.E. van was retired at the end of the academic year.

AGE OF CURRENT STUDENTS: FALL 1990
University Transfer, University College
and College Preparatory Programs



Non-Instructional Divisions

Health, Safety And Environment Department

This has been the inaugural year for the department; several initiatives have led to the establishment of College-wide policies, guidelines and practices regarding health and safety:

- a thorough analysis of institutional health, safety and environmental needs;
- the release of a core Health and Safety Program for the University College of the Cariboo;
- a thorough inventory of hazardous materials at all College locations;
- implementation of a staff training program in hazardous material handling procedures;

- the establishment of a Bio-hazard Committee to review pending legislation on bio-waste handling procedures and infection control procedures within our facilities;
- regular inspection reports and responses to regulatory agency inquiries;
- dissemination of safety-related data in response to queries by other divisions.

Institutional response to these initiatives has been enthusiastic, and several divisions have made suggestions for future programming and services. Strategies for providing these services are being considered and readied for implementation in the coming year.

Human Resources

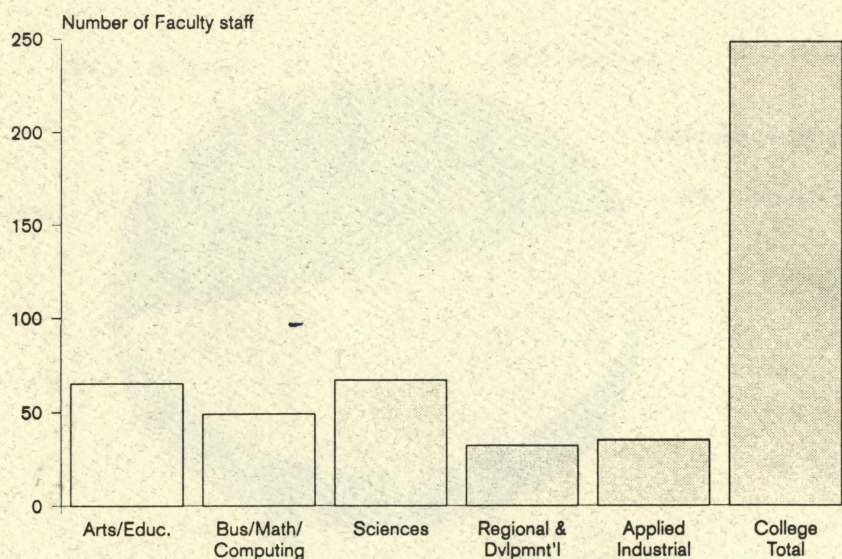
The Human Resources team continues to pursue its strategic approach to the acquisition, motivation, development and management of the College's Human Resources by providing advice, service and functional guidance.

Divisional leadership changed with the appointment of a new Director, Human Resources, in September, 1990. A Human Resources Officer, responsible for staff training, was appointed in March, 1991.

Under new leadership, the Human Resources Division has contributed significantly to the successful conclusion of a renewal agreement with the Faculty Association. Both College administration and faculty espoused the unique collaborative and non-confrontational negotiations model which has previously drawn praise from the university and college community.

Recruitment activity was up in excess of 15% over last year with a total of 187 competitions serviced and co-ordinated by the department. Grievance levels have been kept to a minimum within all employee groups through problem-solving and extensive consultation with union leadership.

Full-time On-going & Temporary Faculty Division & College Total (Nov. 1990)



Information And Facilities Services

Computer Managed Learning

In September, 1990, the re-introduction of the Carpentry Program necessitated the creation of a course map (a program that directs the computer to produce individualized tests) for that program. A course map was also created for the new Food Training test bank.

Computer Services

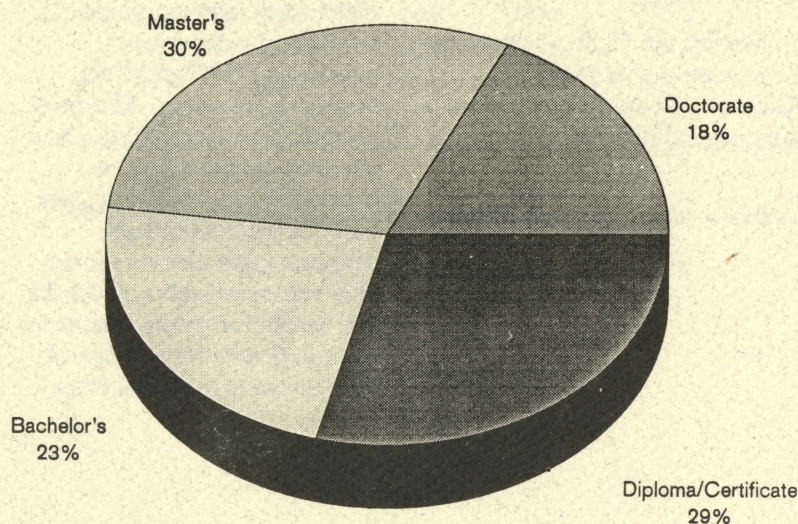
In 1990, the department continued to expand and upgrade the computer resources available to staff and students. Through operating capital allocations, the department was able to upgrade laboratories on the Merritt, Williams Lake and Kamloops campuses. Equipment thus freed was reallocated to faculty and secretaries. In addition, 20 computers were purchased and installed in December at the Victoria Street Campus for the Office Administration Program.

Prior to 1990, software loan-outs, inventory control and assistance to students in laboratories were handled by the Computer Learning Resource Centre clerks. Student demand and the increased complexity of assistance required led to a Programmer/Analyst being hired to address lab problems. Once all the "bugs" were ironed out, students were able to receive excellent assistance on any software-related problem.

In order to accommodate the needs of the staff, all audio-visual booking and hand-outs were transferred from the third floor to the Computer LRC during the Fall and Winter semesters. This allowed staff to obtain equipment from 7:45 a.m. to 10:00 p.m. Monday - Thursday without assistance from security.

Every year Computer Services offers staff training courses at no cost. These courses consist of training on how to use PC software, and the VMS and UNIX operating systems. In 1990, we developed two new courses: "Introduction to Word for Windows (WinWord)" and "Excel". Also, every year Computer Services offers seminars to new students on how to use the VMS, UNIX, and PC systems. These sessions were so well attended that additional sessions were required.

EDUCATIONAL LEVEL OF FACULTY MEMBERS
Full-time On-going & Temporary: Fall 1990



Facilities Services

This year saw intense construction activity as three major projects were initiated: a 19,000 square foot expansion to the Library, doubling it in size; a 31,000 square foot expansion to the Science Building, doubling its size; and a new 30,000 square foot Arts and Education Building containing classrooms, offices and support space for the Arts and Education Division. This building is designed to be expanded in the future.

The Campus Development Plan was another major undertaking. Downs/ Archambault Architects and Planners worked with the College community to generate a vision of the future development of the Kamloops campus that will guide constructional growth as enrolment increases to an ultimate size of 11,000.

The Office Administration Program's relocation to the newly acquired Victoria Street campus freed classroom space at the College.

In Merritt, the College moved to new premises at 2199 Charters, better suited to its educational programs there.

Learning Resources

The Library renovation and expansion was the significant feature of the past year. Construction began in the Fall of 1990 and was completed in the Summer of 1991.

The Library recorded 145,878 patron visits during the year. Library staff circulated 100,847 items and borrowed another 2,359 items from other libraries. Reference staff answered 19,397 questions and conducted 259 orientation sessions with 1,456 students.

Technical Services staff worked to update the database prior to implementing a new circulation system. Refinements were also made to the acquisitions system to enhance budget reporting. Staff ordered 4,087 items; received 6,066 items; processed 7,902 items. Cataloguing staff added 5,572 records; updated 10,281; and dropped 3,895 records.

The TRAC-LRC Centre provided service to the TRAC and Trades students, distributing learning guides, books and videos, and conducting CAT and CML testing in the centre. Distance reference and inter-library loan services continued to be provided to the Williams Lake campus from Kamloops. Williams Lake Library service was improved with a direct dial line to the Kamloops reference desk and with the addition of new books and journal titles.

Network and Technical Services

Network and Technical Services installed telephone and data connections in the newly created Victoria Street Campus and the renovated office on the 2nd floor of A-Block. 140 new computers were installed in labs across the Kamloops, Williams Lake and Merritt campuses:

Kamloops Campus

A107	(18 PCs)
A104	(20 PCs)
A110	(16 PCs)
Staff & faculty	(30 PCs)

Victoria Street Campus

Office Administration (20 PCs)

Williams Lake

(18 PCs)

Merritt

(18 PCs)

The Department participated in the planning of telephone and data communication systems in the Science Building and Library expansions, and in the Arts and Education Building.

Office Of The President

Institutional Research & Evaluation

The Office of Institutional Research and Evaluation's major project was the completion of the College Three-Year Plan for 1991-94, which, after 14 months' work, was forwarded to the Ministry of Advanced Education, Training and Technology in January, 1991. In addition, in April, 1990 and March, 1991, surveys were administered to former students as part of the annual MAETT province-wide occupational and academic outcomes studies. During 1990-91, the Office organized comprehensive evaluations of six programs: College Prep., Computer Aided Design and Drafting, Engineering Transfer, Heavy Duty Mechanics, Long Term Care Aide/Homemaker and Partsperson. The Office also completed a College-wide attrition/retention follow-up study covering the period 1988-90. Finally, the Office produced the first College Fact Book in July, 1990 and was responsible for the production of the 1989-90 Annual Report (August, 1990).

International Education

The International Education Department experienced considerable growth during the period 1990-91. Fifty international students were enrolled in Summer session, 1990, 153 in the Fall, 1990 and 157 in the Winter, 1991 session. In October, 1990, a recruiting agent was engaged in Taiwan. Steps have also been taken to identify possible agents in Thailand and Korea. To assist with the increase in student numbers, especially from Japan, a second International Student Advisor, who is bilingual in English and Japanese, joined the department.

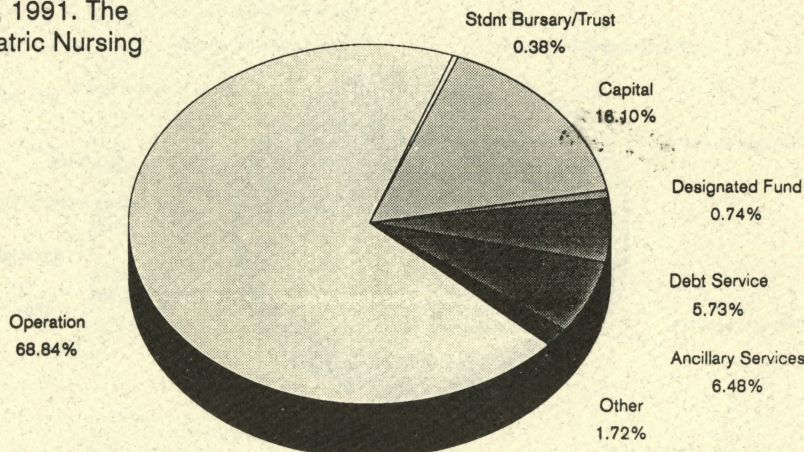
In May, 1990, a one-year preliminary agreement for five-week E.S.L. training for student groups was signed with NOVA Intercultural Institute of Japan. The first of these groups came to Kamloops in July, 1990. An agreement was also reached for similar group projects with the Kyoto Bunkyo Junior College of Uji City, Japan, for activity in August, 1991. The College's Psychiatric Nursing

Program continued in Hong Kong, as did the accredited Matriculation Program in Macau. Funding was also obtained from the Canadian International Development Agency (CIDA) for a three-year peat-based silviculture project in Indonesia. The Association of Canadian Community Colleges (ACCC) and the Indonesian Ministry of Forests are co-operants in this project.

Two students from Kamloops and Williams Lake attended the College's sister institute in Japan, the Nagasaki Wesleyan Junior College, as part of a student exchange agreement. In addition, an exchange agreement was readied with the College's new sister institution in Thailand, St. John's New College, Bangkok.

Fiscal 1990 Expenditures

Total: \$ 43,430,817



Public Relations

The Public Relations Department continued to expand media relation activities, with a focus on "soft news" stories and expanded awareness of the growing number of events taking place on campus. Weekly newspaper columns in Kamloops and Williams Lake, regular local media coverage of cultural events, lecture series and more, are a part of a raised awareness of the new University College of the Cariboo. In line with this new identity, the graphic image of the institution was a priority for the department, with considerable research being done, prior to and during the process of developing a new institutional identity program. This is the first step in the process of introducing a formal marketing/communications strategy for the College.

Student Services

Assessment Centre

The Assessment Centre is a new service to students and staff that commenced in January, 1991, following two years of study undertaken by a task force representing the many constituencies of the College. Its functions include:

- assessment of clients' education level for admission to programs and placement in appropriate courses;
- review of current assessment instruments with a view to making changes where appropriate;
- invigilation of examinations for outside agencies;
- improvement of the co-ordination and consistency of instruments used on campus.

The service has been accepted very well by all departments and has already made a significant impact.

Athletics & Recreation

During 1990-91, the trend was once again one of increased usage of and participation in athletics and recreational services. Highlights of the year were:

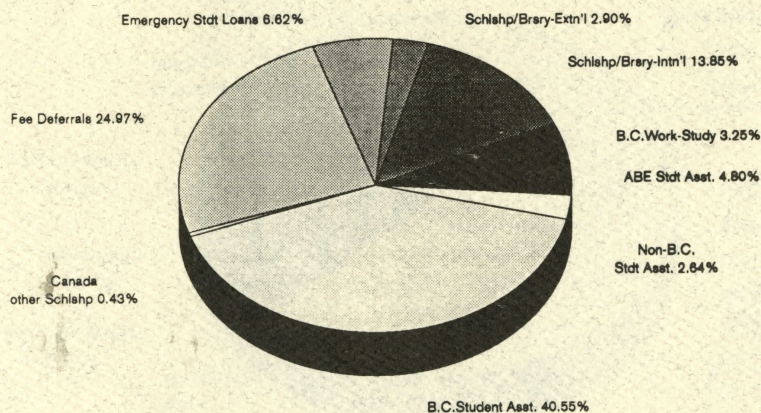
- the hosting of 1991 Canadian Colleges Athletic Association National Championships in men's and women's basketball, March 20-23, 1991;
- the securing of government scholarships for degree program athletes, similar to university provisions but smaller in amount (\$250/semester);
- the continued success of the Sports Task Force Scholarship Program.

Counselling

Demands in the Counselling Department continued to escalate as a direct result of increased student population. The total number of appointments exceeded 1989-90 figures by approximately 15%. In January and February, 1991, Counsellors and Academic Advisors dealt with 1,659 appointments, compared with 1,360 in the same period in 1990.

A full-time Native Student Advisor has been appointed to assist native students. Another full-time Academic Advisor has been hired to assist international students attending UCC. Replacements will also be required to cover resignations at Counsellor and Co-ordinator of Special Needs levels.

Financial Aid & Award: Number of Student Accepting Aid & Awards: 1990/91



Source: Student Services

With the new degree programs and their numerous rules, regulations and specific entrance requirements, with UCC's increased student numbers, and with dramatic changes in registration, timing and procedures, the Counselling Department has been constantly challenged.

Financial Aid & Awards

The Financial Aid and Awards Office experienced its busiest year to date, scheduling almost 3,000 appointments and processing in excess of \$5,000,000 worth of student loans, grants, scholarships, bursaries and prizes. (See Table, p.21).

A major innovation was the introduction of electronic transfer of government student aid assessments, which resulted in vastly improved turnaround time in the processing of applications.

Health Services

As student enrolments increase, the number of Health Service contacts continues to rise. In 1990, Health Services had a total of 12,745 contacts, in comparison to 9,960 in 1989—a 21.85% increase.

Doctor's clinics continue to be well attended. The Doctor is on campus one half day a week, and sees students by appointment.

Health Services is providing an immunization program against hepatitis B. Approximately 60 students (Nursing, Medical Laboratory and Respiratory Therapy) have received a series of three shots during the year.

Registrar's Office

This year has been the busiest ever in the history of the College with significant impact falling on the Registrar's Office. For the first time in its 20-year history, the College could not accommodate all students who applied for entry, and had to turn some students away.

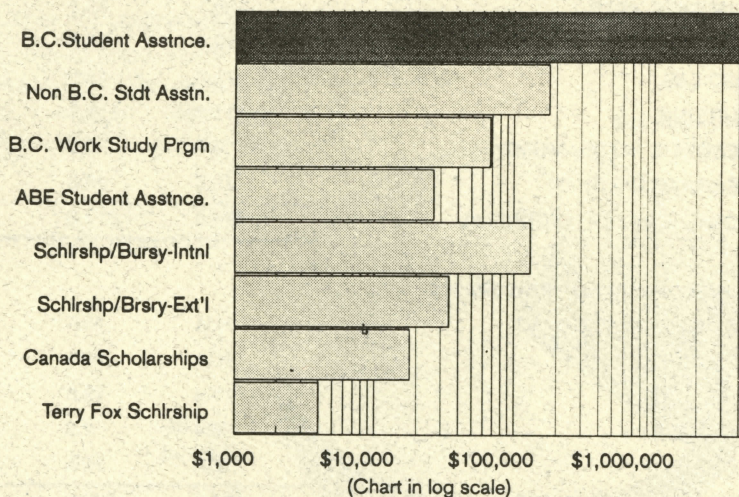
In response to this demand, especially in academic programs driven by students intending to complete degrees at Cariboo, a new admission, registration and timetable schedule was devised and implemented. Its major elements include:

- planning the course timetable for both Fall and Winter semesters by February each year;

- admission of students by date of application (rather than by student number as was done for the previous 20 years);
- registration for both semesters in June and July;
- introduction of telephonic registration for out-of-town students.

The result has been that much more lead time is now provided for enrolment confirmation and course demand. Such changes are necessary to keep abreast with the evolution of the University College of the Cariboo.

Financial Aid & Awards By Award Type:
Total Amount Awarded 1990/91



Source: Student Services
Note: Emergency student loan and fee deferrals are not included

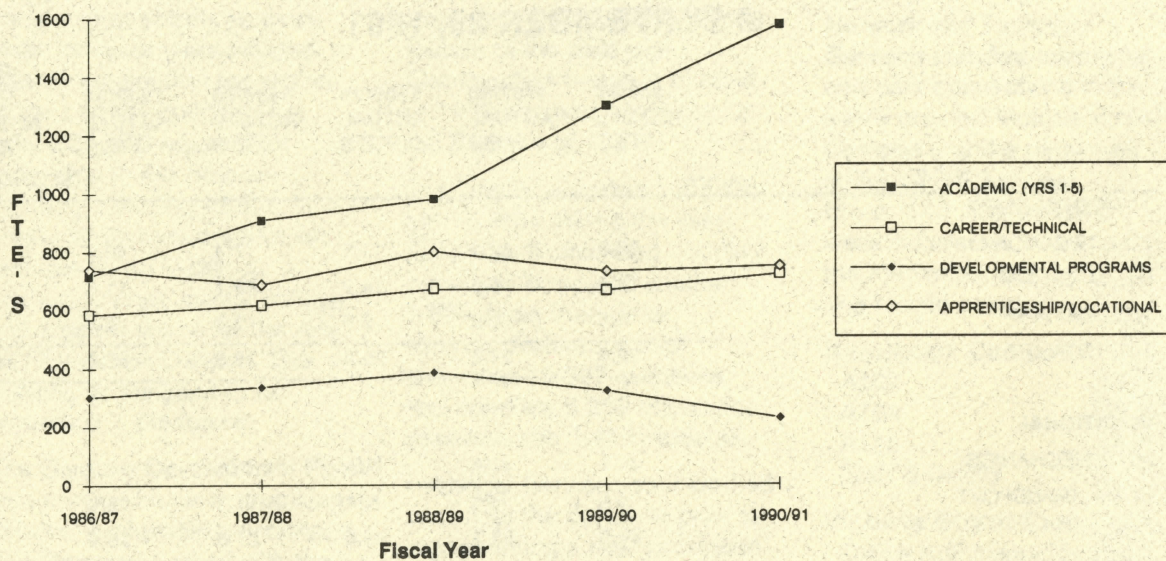
**CARIBOO COLLEGE
FTE ANALYSIS
@ SEPTEMBER 25, 1991**

NAME	1986/87 ACTUAL FTE'S	1987/88 ACTUAL FTE'S	1988/89 ACTUAL FTE'S	1989/90 ACTUAL FTE'S	1990/91 ACTUAL FTE'S	89/90 90/91 ACTUAL FTE'S % CHANGE
ACADEMIC (YRS 1,2)						
SUB TOTAL	716.2	909.7	980.0	1217.4	1359.8	+12%
ACADEMIC (YRS 3,4,5)						
B.ARTS	N/A	N/A	N/A	30.5	103.1	
B.BUSINESS STUDIES	N/A	N/A	N/A	6.0	29.5	
B.EDUCATION	N/A	N/A	N/A	14.0	30.3	
B.NURSING	N/A	N/A	N/A	22.0	34.4	
B.SCIENCE	N/A	N/A	N/A	9.8	17.6	
B.SOCIAL WORK	N/A	N/A	N/A			
SUB TOTAL	N/A	N/A	N/A	82.3	214.9	+161%
TOTAL ACADEMIC (YRS 1-5)	716.2	909.7	980.0	1299.7	1574.7	+21%
CAREER/TECHNICAL						
ANIMAL HEALTH	36.7	36.3	38.5	39.5	37.9	
BUS AD/ACCOUNTING	166.4	186.0	193.8	200.5	194.0	
CADD	53.1	40.5	55.1	45.7	50.1	
COMMUNICATIONS	18.0	17.9	16.9	17.2	17.1	
CSOM	31.0	42.2	39.6	43.1	45.7	
DIGITAL ART & DESIGN	15.0	17.7	21.1	20.3	15.0	
FINE/PERF ARTS	38.1	53.1	76.7	60.6	65.4	
REC MAN	20.4	13.6	24.5	33.7	29.0	
MED LAB	20.5	14.0	15.5	14.7	17.2	
NURSING	111.9	110.2	106.6	109.4	133.9	
RESORT & HOTEL MGMT	0.0	0.0	0.0	0.0	22.2	
RESPIRATORY THER	73.5	85.8	82.3	80.7	92.3	
TOTAL CAREER/TECHNICAL	584.6	617.3	670.6	665.4	719.8	+8%
DEVELOPMENTAL PROGRAMS						
ABE DEV LEVEL	N/A	N/A	N/A	N/A	156.3	
ABE FUND LEVEL	N/A	N/A	N/A	N/A	33.9	
ASE	15.4	12.6	14.0	28.1	15.3	
BEST/BJRT	6.4	7.3	8.8	6.0	8.9	
ELT	N/A	N/A	N/A	NA/	13.1	
TOTAL DEVELOPMENTAL PROGRAMS	301.4	336.0	384.6	321.7	227.5	-29%

CARIBOO COLLEGE
FTE ANALYSIS
@ SEPTEMBER 25, 1991

NAME	1986/87 ACTUAL FTE'S	1987/88 ACTUAL FTE'S	1988/89 ACTUAL FTE'S	1989/90 ACTUAL FTE'S	1990/91 ACTUAL FTE'S	89/90 90/91 ACTUAL FTE'S % CHANGE
APPRENTICESHIP						
ELECTRIC WORK	10.8	12.2	11.3	17.4	40.1	
H.D. MECH APP	10.0	8.6	14.3	13.1	11.6	
WELDING APP	1.6	0.8	2.7	2.3	3.7	
SUB TOTAL	22.4	21.6	28.3	32.8	55.4	+69%
VOCATIONAL						
AUTO MECHANICS	N/A	N/A	N/A	N/A	16.7	
COMM TRANSPORT	N/A	N/A	N/A	11.1	15.9	
COOK	39.5	33.7	45.6	31.8	26.4	
E.C.E.D.	15.9	16.3	30.7	34.7	37.2	
ELECTRONIC TECH	65.8	68.8	52.8	49.2	56.6	
HUMAN SERVICE WORKER	45.4	59.3	66.4	60.3	57.1	
L.T.C.A.	22.2	21.2	27.6	23.1	15.8	
MEAT CUTTING	16.0	14.3	14.1	14.3	15.2	
OFFICE ADMINISTRATION	208.6	146.3	164.7	131.8	118.5	
PARTSPERSON	22.2	16.8	21.6	23.4	24.0	
PRACTICAL HORTICULTURE	11.9	16.4	16.5	15.5	16.7	
RN REFRESHER	N/A	N/A	N/A	N/A	10.1	
TOURISM	N/A	N/A	5.0	14.0	17.6	
TRAC	91.0	89.5	102.0	79.7	3.5	
VOCATIONAL PART-TIME	141.0	147.9	183.8	166.6	186.6	
WELDING	36.8	34.7	42.7	42.8	42.8	
SUB TOTAL	716.3	665.2	773.5	698.3	692.7	-1%
TOTAL APPRENT/VOCATIONAL	738.7	686.8	801.8	731.1	748.1	+2%
GRAND TOTAL	2340.9	2549.8	2837.0	3017.9	3270.1	+8%

**Cariboo College
Total FTE Graph**



**Cariboo College
Grand Total FTE Graph**

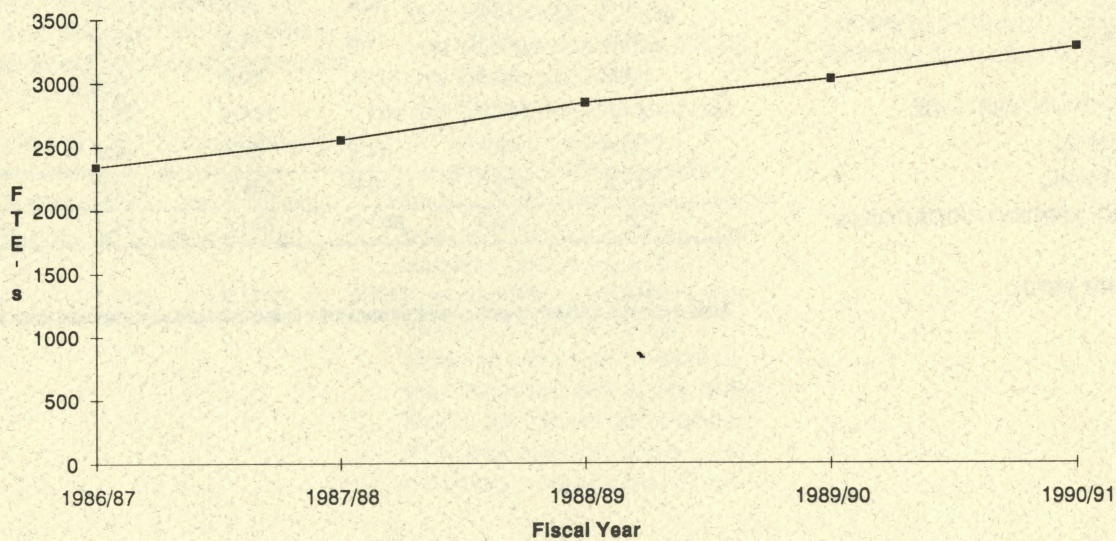


TABLE 1
Financial Aid and Awards

	<i>Picnic</i> Appointments	#Student Awards	Value
B.C. Student Assistance Program (Loans and Grants)	1,349	942	\$4,728,096
Appeals & Reassessments	255		
Out-of-Province Student Assistance	-	61	178,120
B.C. Work Study Program	120	75	68,000
Adult Basic Education Student Assistance	142	111	26,690
Awards:			
Scholarships/Bursaries-internal (inc. Entr. 16 + 14)	311	320	131,025
Scholarships/Bursaries - ext. donors	-	67	34,450
Canada Scholarships	25	9	18,000
Terry Fox Scholarship		1	4,000
	2202	1586	\$5,188,381
Emergency Student Loans	170	153	40,400
Fee Deferrals	577	577	244,500
Total	2949	2316	\$5,473,281



Audited Statements

- **Auditor's Report**
- **Balance Sheet**
- **Statements of Operations**
- **Notes to Financial Statements**
- **Expenditure**
- **Ancillary Services Operations**



DUNWOODY & COMPANY

Internationally
DUNWOODY ROBSON McGLADREY & PULLEN
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Kamloops, B.C., Canada V2C 1Z6
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AUDITORS' REPORT

TO THE BOARD

CARIBOO COLLEGE

We have audited the Balance Sheets of Cariboo College as at 31 March 1991 and the Statement of Operations and Expenditures 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. Those 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.

As disclosed in notes 1(b), (c) and 3 the College does not record accrued sick leave, vacation pay, debenture interest and donated assets at fair market value as recommended by the Canadian Institute of Chartered Accountants. In this respect, the financial statements are not in accordance with generally accepted accounting principles.

In my opinion, except for the effects of the failure to record accrued vacation pay, sick leave, debenture interest and donated assets at their fair market value as described in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the College as at 31 March 1991 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.

Kamloops, British Columbia
May 24, 1991

CHARTERED ACCOUNTANTS

CARIBOO COLLEGE

BALANCE SHEET
AS AT 31 MARCH 1991

	Operating Fund	Ancillary Services Fund	Debt Service Fund
ASSETS			
Cash	\$ 107,033	\$	\$
Short term deposit receipts	3,558,716		
Accounts receivable	1,280,315		
Sinking Fund Debentures, note 5			
Inventories	73,200	417,881	
Interfunds receivable	337,554		
Fixed assets			
Land			
Buildings			
Equipment			
Deferred capital expenditure			
	\$ <u>5,356,818</u>	\$ <u>417,881</u>	\$ <u>-</u>

LIABILITIES AND FUND BALANCES

Accounts payable	\$ 824,713	\$ 45	\$
Wages payable	802,901		
Contractors' holdback			
Temporary borrowings, bank loans			
Debentures, note 2			
Interfunds payable	2,563,514	284,008	
Deferred tuition fees	682,719		
Designated surplus			
Reserve for termination benefits, note 3	152,530		
Investment in fixed assets			
Fund balances	<u>330,441</u>	<u>133,828</u>	
	\$ <u>5,356,818</u>	\$ <u>417,881</u>	\$ <u>-</u>

SIGNIFICANT ACCOUNTING POLICIES, note 1

COMMITMENTS, note 4

Approved by:

Mary D. Dyson
Chairman of the Board

[Signature]
Bursar



Designated Fund	Capital Fund	Student Bursary and Trust Fund	Specific Purpose Fund	Total All Funds	
				1991	1990
\$	\$	\$ 217,741	\$	\$ 324,774	\$ 426,508
		5,525		3,558,716	3,080,228
	3,549,389			1,285,840	782,036
				3,549,389	3,273,568
				491,081	306,248
390,977	1,861,747	120	293,442	2,883,840	1,736,811
	2,069,835			2,069,835	1,335,829
	23,312,107			23,312,107	18,567,006
	14,562,112			14,562,112	12,936,445
	<u>239,720</u>			<u>239,720</u>	<u>49,141</u>
\$ <u>390,977</u>	\$ <u>45,594,910</u>	\$ <u>223,386</u>	\$ <u>293,442</u>	\$ <u>52,277,414</u>	\$ <u>42,493,820</u>
\$	\$	\$	\$	\$ 824,758	\$ 1,104,828
				802,901	594,079
	342,926			342,926	29,468
	3,839,000			3,839,000	1,559,000
	19,076,964			19,076,964	16,489,964
	19,894	16,424		2,883,840	1,736,811
				682,719	367,281
				-	490,000
				152,530	122,292
	20,485,301			20,485,301	18,083,557
<u>390,977</u>	<u>1,830,825</u>	<u>206,962</u>	<u>293,442</u>	<u>3,186,475</u>	<u>1,916,540</u>
\$ <u>390,977</u>	\$ <u>45,594,910</u>	\$ <u>223,386</u>	\$ <u>293,442</u>	\$ <u>52,277,414</u>	\$ <u>42,493,820</u>



CARIBOO COLLEGE
STATEMENTS OF OPERATIONS
FOR THE YEAR ENDED 31 MARCH 1991

	Operating <u>Fund</u>	Ancillary Services <u>Fund</u>	Debt Service <u>Fund</u>
REVENUE			
Temporary borrowings, bank loans	\$	\$	\$
Government grants	23,117,631		2,489,141
Tuition fees	5,957,517		
Gifts, grants and bequests	990,535		
Other	990,535		
Ancillary services, schedule 2		2,890,080	
Interfund transfers	<u>(86,098)</u>	<u>2,890,080</u>	<u>2,489,141</u>
	<u>29,979,585</u>	<u>2,890,080</u>	<u>2,489,141</u>
EXPENDITURE, schedule 1			
Major program 10, Academic/ Technical	11,266,590		
Major program 30, Vocational	6,681,773		
Major program 50, Non-credit	2,347,261		
Temporary funded courses	529,293		
Instructional and student support	3,413,509		
Institution support	5,661,177		
Debt services			2,489,141
Designated funds			
Capital			
Other			
Ancillary services, schedule 2		<u>2,816,341</u>	
	<u>29,899,603</u>	<u>2,816,341</u>	<u>2,489,141</u>
EXCESS OF REVENUE (EXPENDITURES)	79,982	73,739	-
Fund balances, beginning of year	280,698	60,089	
Increase (decrease) in contractors' holdback			
Appropriation to reserve for termination benefits, note 3	(30,239)		
Appropriation to designated surplus			
FUND BALANCES, END OF YEAR	<u>\$ 330,441</u>	<u>\$ 133,828</u>	<u>\$ -</u>



Designated Fund	Capital Fund	Student Bursary and Trust Fund	Specific Purpose Fund	Total All Funds	
				1991	1990
\$	\$ 5,388,000 1,998,927	\$	\$	\$ 5,388,000 27,605,699	\$ 2,822,009 23,258,875
			9,000	5,966,517	4,770,111
	12,545	275,744	798,413	1,074,157	1,030,479
				1,003,080	912,262
	86,098			2,890,080	2,365,311
				-	-
-	<u>7,485,570</u>	<u>275,744</u>	<u>807,413</u>	<u>43,927,533</u>	<u>35,159,047</u>
				11,266,590	8,315,649
				6,681,773	5,910,415
				2,347,261	1,335,331
				529,293	352,795
				3,413,509	2,962,671
	11,028			5,661,177	4,800,987
321,048				2,500,169	2,898,528
	6,979,636			321,048	559,772
		166,700	747,320	6,979,636	4,554,735
				914,020	1,045,684
				<u>2,816,341</u>	<u>2,330,507</u>
<u>321,048</u>	<u>6,990,664</u>	<u>166,700</u>	<u>747,320</u>	<u>43,430,817</u>	<u>35,067,074</u>
(321,048)	494,906	109,044	60,093	496,716	91,973
222,025	1,022,461	97,918	233,349	1,916,540	2,274,619
	313,458			313,458	(397,630)
				(30,239)	(22,422)
<u>490,000</u>				<u>490,000</u>	<u>(30,000)</u>
\$ <u>390,977</u>	\$ <u>1,830,825</u>	\$ <u>206,962</u>	\$ <u>293,442</u>	\$ <u>3,186,475</u>	\$ <u>1,916,540</u>



CARIBOO COLLEGE
NOTES TO FINANCIAL STATEMENTS
31 MARCH 1991

1. SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the College conform to accounting principles generally accepted for colleges and Institutes in the Province of British Columbia and include the following:

(a) Fund Accounting

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

(b) Accrual Accounting

The accrual method of reporting revenue and expenditure has been used except that:

No provision has been made for accrued vacation pay entitlements and accrued debenture interest. These expenditures are charged to operations in the fiscal year in which payment occurs.

Effective for year ends commencing after 1 January 1989, the Canadian Institute of Chartered Accountants requires not-for-profit organizations to comply with generally accepted accounting principles in all respects, except for the accounting for fixed assets.

Vacation pay expense is recorded as a salary cost when incurred. Were the accrual method followed, the effect upon the financial statements would be to decrease the unappropriated operating fund balance at 31 March 1991 by \$1,388,208. The accrued vacation pay entitlement is funded through normal operating grants and in the normal course of events will be taken during the immediate subsequent fiscal year.

Accrued debenture interest has not been recorded in the accounts as this is fully funded by the Ministry of Advanced Education Training & Technology. Accrued debenture interest as at 31 March 1991 is \$652,459.

The College's application of accrual accounting is consistent with that recommended by the Ministry of Advanced Education Training & Technology.

(c) Fixed Assets

Fixed assets are recorded at cost and are not depreciated. Certain land and buildings acquired from the Province of British Columbia have been recorded at a nominal amount of \$ 1. The Institute of Chartered Accountants requires not-for-profit to record donated property at fair market value.



CARIBOO COLLEGE
NOTES TO FINANCIAL STATEMENTS
31 MARCH 1991

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(d) Inventories

Inventories are stated at the lower of cost and net realizable value.

(e) Sinking Fund Instalments

The Sinking Fund instalments are stated at the total of instalments to date and do not include any interest earned by these funds. Interest earned will be recognized when the relevant debenture is retired.

(f) Deferred Salary Leave Plan

Cariboo College participates in a Deferred Salary Leave Plan with eligible employees. At 31 March 1991 the fully funded balance in the Plan was \$ 166,606 (1990 - \$ 132,863).

2. DEFERRED CAPITAL EXPENDITURE

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

3. RESERVE FOR TERMINATION BENEFITS

Various employment contracts provide that a staff member may accumulate up to 60 days of unused sick leave, payable upon termination after ten years of employment. The amount payable, should all employees with ten years of service terminate, is \$ 1,402,614. The increase for the 1991 fiscal year is expected to be \$ 122,691. Of this liability, the estimated requirement to fund terminations in the 1992 fiscal year is \$ 152,530. Payments are charged as an operating expense when paid.

4. COMMITMENTS

General

The College has commitments for substantial fixed asset expenditures subsequent to 31 March 1991 including the arts and education building, science building, library expansion, and the campus activity centre.

Student Residences

The College has entered into agreements to lease land to a third party for construction and operation of student residences at the Kamloops campus. The lease is for a term of sixty years ending 31 March 2049, at which time the buildings will become the property of the College.



CARIBOO COLLEGE
NOTES TO FINANCIAL STATEMENTS
31 MARCH 1991

5. SINKING FUND DEBENTURES

Debenture Number	Year Borrowed	Original Amount	Maturity Date	Interest Rate %	Sinking Fund Instalments at 31 March 1991	College Indebtedness at 31 March 1991
94	1975	400,000	1995	8.96	\$ 163,140	\$ 236,860
95	1975	400,000	1995	8.80	163,140	236,860
96	1975	700,000	1995	9.16	285,494	414,506
97	1975	400,000	1995	9.48	163,140	236,860
102	1976	400,000	1996	9.00	152,264	247,736
106	1976	300,000	1996	8.93	114,198	185,802
107	1976	200,000	1996	9.25	76,132	123,868
112	1977	200,000	1997	9.22	68,292	131,708
131	1979	667,000	1999	10.26	195,217	471,783
132	1979	800,000	1999	10.20	234,144	565,856
135	1979	400,000	1999	9.98	107,316	292,684
136	1979	400,000	1999	10.22	107,316	292,684
138	1979	300,000	1999	10.68	80,487	219,513
GG 19	1981	1,500,000	2001	13.66	295,002	1,204,998
GG 21	1981	422,000	2001	14.81	82,995	339,005
GG 30	1982	212,000	2002	16.53	37,062	174,938
GG 42	1983	512,000	2003	12.14	78,316	433,684
AB	1983	554,500	1993	11.75	267,938	286,562
BCED-M	1986	901,464	1991	9.00	687,682	213,782
GG 57	1987	1,200,000	2007	9.13	78,667	1,121,333
EDCP-29	1989	4,300,000	2009	10.17	93,964	4,206,036
EDCP-31	1989	300,000	2009	9.61	6,556	293,444
EDCP-32	1989	500,000	2009	9.41	10,927	489,073
EDCP-38	1990	1,025,000	2010	10.36		1,025,000
EDCP-41	1990	240,000	2010	10.47		240,000
BCED-CD-B	1990	935,000	2000	11.25		935,000
EDCD-D	1991	919,028	2011	10.75		919,028
		<u>\$19,087,992</u>			<u>\$ 3,549,389</u>	<u>\$15,538,603</u>

The Province of British Columbia has unconditionally guaranteed and funded the College's debentures. Sinking Fund instalments for 1992 will be \$ 551,010.



CARIBOO COLLEGE
EXPENDITURE
FOR THE YEAR ENDED 31 MARCH 1991

	Major Program 10 Academic/ <u>Technical</u>	Major Program 30 <u>Vocational</u>	Major Program 50 <u>Non-credit</u>	Temporary Funded <u>Courses</u>	Instructional and Student <u>Support</u>
Salaries					
Instructional	\$ 8,411,103	\$ 4,137,611	\$ 805,757	\$ 360,544	\$
Other staff	848,201	927,530	279,086	16,044	2,349,232
Employee benefits	938,708	483,298	73,923	25,410	265,802
Expendable supplies	600,035	751,713	91,427	84,340	191,068
Computer					
Processing charges			308		10,348
Travel	242,839	163,265	135,065	10,991	86,796
Rental and Leases					
Buildings	1,670	20,831	5,690	21,690	4,272
Equipment	25,730	22,857	31	422	16,866
Film					11,747
Equipment repair & maintenance	171,557	58,548	1,260	46	10,921
Advertising and public relations		3,534	855		165,598
Staff recruitment					
Professional fees	18,392	87,259	134,845	9,381	5,665
N.V.I.T.			816,627		
Periodicals					83,775
Library books		2,900			31,616
Miscellaneous	8,355	1,904	501	425	29,803
College Board					
College Foundation/ Alumni					150,000
Renovations		1,741			
Building service contract		12,794			
Security contracts					
Insurance					
Postage					
Utilities		3,021			
Telephone		2,967	1,886		
Debt services					
Land					
Buildings					
Equipment					
Student Bursaries and Loans					
TOTALS	<u>\$11,266,590</u>	<u>\$ 6,681,773</u>	<u>\$ 2,347,261</u>	<u>\$ 529,293</u>	<u>\$ 3,413,509</u>



Schedule 1

<u>Institution Support</u>	<u>Designated, Debt Services and Capital</u>	<u>Student Bursaries and Trust</u>	<u>Specific Purpose</u>	<u>Total all Funds</u>	
				<u>1991</u>	<u>1990</u>
2,365,057	16,559		284,536	13,999,551	11,276,383
240,417			116,130	6,917,839	5,092,447
335,870			19,058	2,046,616	1,608,337
			172,316	2,226,769	2,040,395
19,813				30,469	26,514
139,803	27,300		39,524	845,583	714,143
104,870				159,023	64,950
16,089				81,995	66,198
				11,747	8,292
170,077				412,409	472,433
30,098	49,058			249,143	193,193
317,515				317,515	397,169
121,061	17,883		58,798	453,284	835,999
				816,627	
	29,112			112,887	87,830
				34,516	66,572
17,628			15,352	73,968	44,951
141,239				141,239	105,657
				150,000	-
46,726	35,000		38,682	122,149	166,663
521,630				534,424	480,894
113,023				113,023	83,187
37,209				37,209	24,824
107,478				107,478	84,158
531,089				534,110	465,674
284,485			2,924	292,262	227,581
	2,489,141			2,489,141	2,898,528
	739,897			739,897	334,830
	4,750,237			4,750,237	2,444,165
	1,625,666			1,625,666	2,320,072
	21,000	166,700		187,700	104,528
<u>\$ 5,661,177</u>	<u>\$ 9,800,853</u>	<u>\$ 166,700</u>	<u>\$ 747,320</u>	<u>\$40,614,476</u>	<u>\$32,736,567</u>



Schedule 2

CARIBOO COLLEGE
ANCILLARY SERVICES OPERATIONS
FOR THE YEAR ENDED 31 MARCH 1991

	<u>Bookstore</u>	<u>Food Services</u>	<u>Print Shop</u>	<u>Total</u>	
				<u>1991</u>	<u>1990</u>
REVENUE					
Sales	\$ 1,836,600	\$ 808,834	\$ 244,646	\$ 2,890,080	\$ 2,365,311
Cost of sales	<u>1,481,674</u>	<u>521,108</u>	<u>75,044</u>	<u>2,077,826</u>	<u>1,709,300</u>
	<u>354,926</u>	<u>287,726</u>	<u>169,602</u>	<u>812,254</u>	<u>656,011</u>
EXPENDITURE					
Salaries and benefits	256,456	283,804	110,354	650,614	514,025
Expendable supplies	17,257	1,317	-	18,574	11,908
Equipment replacement and repairs	3,789	3,419	35,825	43,033	60,057
Other	5,462	(350)	2,191	7,303	4,313
Travel	5,716	701	1,627	8,044	6,346
Renovations	<u>3,768</u>	<u>7,179</u>	<u>-</u>	<u>10,947</u>	<u>24,558</u>
	<u>292,448</u>	<u>296,070</u>	<u>149,997</u>	<u>738,515</u>	<u>621,207</u>
EXCESS OF REVENUE (EXPENDITURE)	62,478	(8,344)	19,605	73,739	34,804
Balance, beginning of year	<u>56,062</u>	<u>(684)</u>	<u>4,711</u>	<u>60,089</u>	<u>25,285</u>
BALANCE, END OF YEAR	\$ <u>118,540</u>	\$ <u>(9,028)</u>	\$ <u>24,316</u>	\$ <u>133,828</u>	\$ <u>60,089</u>



