



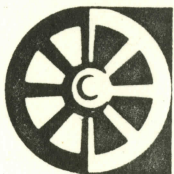
cariboo college

ANNUAL REPORT

APRIL 1, 1981 - MARCH 31, 1982

**SUBMITTED TO THE
MINISTER OF EDUCATION**

**In accordance with Section 62 of the College and Institute Act
1982**



cariboo college

board

P.O. BOX 3010
KAMLOOPS, B.C. V2C 5N3
PHONE (604) 374-0123

September 14, 1982

The Honourable W. N. Vander Zalm
Minister of Education
Room 326
Parliament Buildings
VICTORIA, British Columbia
V8V 1X4

Dear Sir:

RE: ANNUAL REPORT

Enclosed is Cariboo College's Annual Report for the period April, 1981 to March, 1982, prepared to meet the requirements of the College and Institute Act.

The Report is an overview of the College's activities during the previous fiscal year with emphasis on the educational services provided to the residents of the College region.

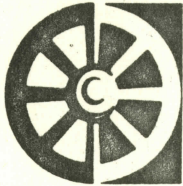
I trust the Report will meet the requirements of your Ministry.

Yours very truly,

J. G. BANN
Chairman of the Board

Attachment: (1)

/mr



cariboo college

P.O. BOX 3010
KAMLOOPS, B.C. V2C 5N3
PHONE 604-374-0123

office of the principal

September 14, 1982

Mr. J. G. Bann
Chairman of the Board
Cariboo College
Box 3010
KAMLOOPS, British Columbia
V2C 5N3

Dear Mr. Bann:

RE: ANNUAL REPORT

I am pleased to enclose for the Board's consideration the Annual Report for 1981/82.

As you will recall, this was a demanding and challenging year for the entire College community.

In education, the introduction of three new technologies, (two of them are provincially unique), gave a dramatic lift to the Career/Technical enrollments and increased our services to young adults of the region. Enrollments in the University program were very healthy, particularly in the sciences, again attracting young adults. We note, however, a decline in part-time attendance which requires some further study. Continuing Education during the year supported an expansion of the KNOW Network to several new communities and continued to develop community-based advisory committees.

In the area of facilities, we opened the new Fine Arts Building, and substantial progress was made on the Electronic Business Machines Building and the Animal Health Technology renovations. The Learning Resources Centre expansion moved to the working drawings stage.

In finance and administration, firm action was required by the College to produce a balanced budget early in the fiscal year. This was followed by a major planning exercise which led to the Cariboo College zero-based budget system. The success of that exercise was in producing a balanced budget tuned to the educational priorities of the Board.

I trust the Report will be favourably received by the College Board.

Yours truly,
Charles W. Brewster
CHARLES W. BREWSTER
Principal and Chief Executive Officer

ANNUAL REPORT

1981 - 1982

COLLEGE PHILOSOPHY

Cariboo College is committed to a philosophy of offering, first, the widest possible range of educational opportunities and services to the citizens of its region within the resources available, and, second, specialized instruction on a province-wide basis in those fields where it is particularly, even uniquely, equipped to do so. Some of these needs, such as university transfer opportunities, are relatively constant; others come, go and change with technology and the economy. Therefore, the College's spectrum of program offerings for the 140,000 people in the six school districts in its 60,000 square mile region continues to reflect a pragmatic mix of continuity, innovation and relevance.

SUMMARY OF ACTIVITIES

To cope with the budget constraints which faced the entire College system last year, Cariboo College had to reduce a number of educational services and programs. In particular, the Office of College Affairs was disbanded and the programs in Physical Education, Archaeology and Corrections were eliminated. As well, courses and sections in Astronomy, Carpentry, Community Health Service Worker, Welding at Williams Lake, Electronics Home Entertainment, General Mechanics and Small Engines were restricted or deleted. The Cafeteria was closed for the summer months. With these and other economies, such as reductions in travel, and in office and instructional supplies, the College entered the academic year with a balanced budget.

The reduction in faculty positions resulted in, first, a Labour Code Section 112 investigation in which the investigator concurred with the actions and decisions of the College; and second, in a lengthy and expensive arbitration process for which a final decision is still to be determined as of the time of writing of this report.

In the event that financial constraints might continue for the foreseeable future, the College embarked on a planning/budgeting process which resulted in a modified zero-based budgeting and decision ranking process involving all administrative managers and academic chairpersons. This process continued over the period October 1981 to April 1982 and formed the basis for the College's decisions for the 1982/83 budget.

The Institutional Evaluation was completed with the report of the External Team. Their recommendations are being implemented on an ongoing basis as are the goals and objectives of the Five-Year Educational Plan. The Program Advisory Committee, Joint Council, Administrative Council and Committee of Chairpersons continued their involvement in improving the administrative and instructional processes at the College. In line with its needs to study its role in specific areas, the College created three special committees: the Task Force on Foreign Students at Cariboo College, the Cariboo College Marketing Task Force and the Standing Committee on Continuing Education.

In spite of the curtailment of some educational programs and services, the College experienced an overall increase of 2.5% in student full-time equivalents. Of necessity, student fees were increased and a greater percentage of ancillary costs were also passed back to them. On the other hand, more entrance scholarships were provided and as many Work Study and provincially sponsored and College-related work projects as possible were initiated. The Sports Task Force, a group of local businessmen associated with the College, raised more than \$7,500 in scholarships for College athletes.

Alterations, renovations and limited new construction have helped to improve the teaching/learning environment. The trailer complex for the Visual Arts programs was completed and construction was begun on the facility for the Electronic Business Machines program and the Small Animal Clinic for the Animal Health Technology program. Plans for the expansion of the present Library Building were brought to the working drawings stage before being caught in the capital "freeze." Plans were also developed for a facility for the Meatcutting program. The College continues to rent space for its Adult Basic Education programs at the Allan Matthews Centre in Kamloops and for Adult Basic Education and Continuing Education activities in Williams Lake, Merritt and 100 Mile House. Through special funding, a position of Coordinator for Support Services to the Disabled was created. The Coordinator presented various reports on improving access to the campus by the disabled.

The College continued its liaison with U.B.C., the University of Victoria and Simon Fraser University. One major event was the very successful Hat Creek Symposium co-sponsored by U.B.C. and Cariboo and hosted by the College. The Open Learning Institute (O.L.I.) continued to lease office space at the Allan Matthews Centre and the College increased its use of O.L.I. packaged learning materials in its innovative Centre for Independent Studies. The Centre operated on a cost-effective basis and offered flexible, student-centred competency based courses on a continuous intake schedule. Involvement with the Knowledge Network (KNOW) increased with the installation of more satellite dishes in the region and the greater use of College facilities by community and specialized groups for viewing KNOW programs. In addition, College Principal, C. W. Brewster, became a member of the KNOW Board of Directors.

The College's commitment to direct community service continued apace with participation in numerous community relations activities. Various members of the College were in volunteer or service organizations such as Rotary, Phi Delta Kappa, Chamber of Commerce and the United Way. The College participated in events such as the Annual Home Show and invited members of the public to attend social and cultural events on the campus. A major event, the Annual Mathematics Contest, was held again with the largest number of participants to date. The Western Canada Theatre Company used College facilities for rehearsals. The College also hosted the kickoff activities for the First Annual Provincial Festival of the Arts as well as hosting the Canadian Debating Championships, the Young Authors Conference and the B. C. Principals Annual Conference.

The Film Society's programs were well attended and the Coordinator of Cultural Events presented a well balanced series of music, dance, poetry and readings which attracted wide-spread community interest.

Cariboo College initiated three new educational programs this past year. One was in Animal Health Technology and the other two were in the expanding field of computer technology - one in Computer-Aided Drafting and the other in Computer Systems Operation and Management. As support for these programs as well as for the financial, administrative and student services requirements for computerization, the College has created a Computer Services Centre and submitted a request for more than \$400,000 in computer hardware, software and services. Complementing these thrusts, the College applied for, and was one of two institutions in British Columbia to receive, an \$8,500 grant for the purchase of the College's first Telidon equipment.

The creation of the position of Assistant Director for Part-Time Vocational Programs in Continuing Education resulted in a dramatic improvement in the volume and quality of part-time vocational training throughout the region. The Continuing Education Department also expanded specialized programming for Native Indians through such offerings as the Native Human Service Worker program.

Indicative of the leadership that Cariboo has demonstrated in offering one and two-year technology programs was the recommendation of the Ministry Task Force on Technological Training in Engineering, Health Science and Related Fields that Cariboo College be designated as the technological centre for the Interior.

C H A L L E N G E S

The major challenge which the College foresees for the coming year is the provision of increased educational services in a period of increasing economic restraint. The College continues to plan for steady, controlled growth and to endeavour to meet the needs of as many residents of the region as it can but within the economic constraints of the day. To meet this challenge, the College intends to refine its planning/budgeting process by continued use of the zero-based budgeting system, to have its students absorb more of the costs of their education through increased fees and other costs, to recover more costs for the use of such facilities as the Gymnasium, and to establish a Cariboo College Foundation for funding of special projects.

In spite of some new facilities in the past year, the College still faces the problems of a lack of general classroom space and of having to use inadequate, inefficient portables and wartime houses for teaching purposes. Suggested solutions have been incorporated into the Five-Year Facilities Plan.

The College continues to look to the future for applications of Telidon and computers in its present and new programs and is actively expanding its capacity for continuous-intake, competency based programming.

The College continues to investigate the feasibility of a local Discovery Park and of the construction of athletic, recreational and cultural facilities in collaboration with community organizations.

COLLEGE GOVERNANCECOLLEGE BOARD
1981-82

BANN, J.G. S.D. #27
Lac La Hache, (Cariboo-Chilcotin)

BLACK, S. Kamloops
Appointed by Lieutenant-Governor
in Council

GUICHON, L. Quilchena
Appointed by Lieutenant-Governor
in Council

HUTTON, J. Kamloops
Appointed by Lieutenant-Governor
in Council

JANOWSKY, R.D. Kamloops
Appointed by Lieutenant-Governor
in Council

KEIR, H. S.D. #29
Gold Bridge (Lillooet)

KRAUSENECK, H. S.D. #26
Clearwater (North Thompson)

NYMAN, A. S.D. #30
Clinton (South Cariboo)

ROTHENBURGER, M. S.D. #24
Kamloops (Kamloops)

SMITH, A. M. Williams Lake
Appointment by Lieutenant-Governor
in Council CHAIRMAN

TURNBULL, R.E. S.D. #31
Merritt (Merritt)

COLLEGE BOARD
1982-83

BANN, J.G. S.D. #27 CHAIRMAN
Lac La Hache (Cariboo-Chilcotin)

BLACK, S. Kamloops
Appointed by Lieutenant-Governor
in Council

GUICHON, L. Quilchena
Appointed by Lieutenant-Governor
in Council

HUTTON, J. Kamloops
Appointed by Lieutenant-Governor
in Council

JANOWSKY, R.D. Kamloops
Appointed by Lieutenant-Governor
in Council

KEIR, H. S.D. #29
Gold Bridge (Lillooet)

KENDALL, D. S.D. #24
Kamloops (Kamloops)

KRAUSENECK, H. S.D. #26
Clearwater (North Thompson)

NYMAN, A. S.D. #30
Clinton (South Cariboo)

SMITH, A. M. Williams Lake
Appointed by Lieutenant-Governor
in Council

TURNBULL, R.E. S.D. #31
Merritt (Merritt)

BOARD COMMITTEES

The following standing committees have been established to consider business coming before the Board in particular areas:

Education Committee
Facilities Committee
Finance Committee
Labour Relations Committee
Liaison Committee
Policy Committee

Except for the Education Committee, each committee consists of a Chairman and the other Board members appointed by the Board Chairman. The Education Committee also has faculty and student representation.

The committees' terms of reference are spelled out in the College Policy Manual.

BOARD ACTIVITIES

During the period of this report, the College Board met on a regular basis in public and committee meetings to conduct the business of the College. The major challenges of the year were to ensure a balanced budget, to complete the Hay Associates' study of the administrative compensation plan, to bring the Faculty Association and C.U.P.E. contract negotiations to successful conclusions, to review and file the Five-Year Capital Facilities Plan and to emphasize concern for educational quality through a review of the College's Mission and Goals statement, the terms of reference of the Program Advisory Committee, the Open Door policy and the implementation of new programs and courses at the College.

At its inaugural meeting in February, J. G. Bann of Lac La Hache was elected Chairman, replacing A. M. Smith of Williams Lake, who had served as Board Chairman for the previous 3 years, and also as Chairman of the Finance Committee of the Management Advisory Council for the past 2 years.

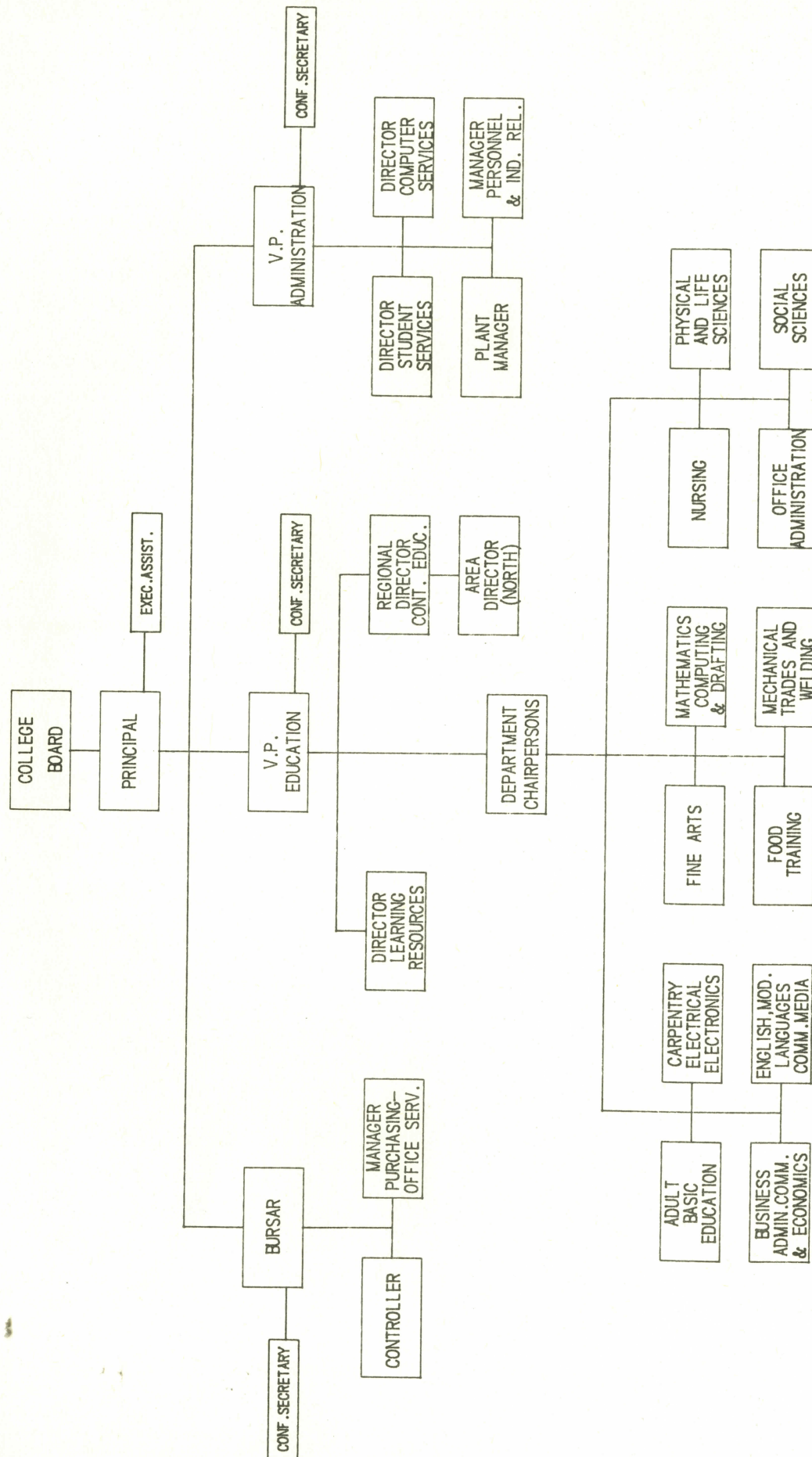
Other business of note throughout the year included the decision not to renew the contract with the British Columbia Buildings Corporation and to challenge the imposition of a facilities development fee levied by the City of Kamloops, a challenge which the College eventually lost.

Board liaison with representatives of the College community continued through meetings with staff, faculty and students, including a major meeting to review the mandate of the Program Advisory Committee and representation by Board members at various P.A.C. meetings to discuss recommendations about the governance of the College as made earlier by the External Team of the Institutional Evaluation. Liaison with external agencies was also maintained by contact with such groups as the Association of Canadian Community Colleges, the British Columbia Association of Colleges, the Occupational Training Council, the Academic Council, the Management Advisory Council, the constituent School Districts and Boards and the Ministry of Education, including the preparation and filing of the Section 66, College and Institute Act Report.

ADMINISTRATIVE STRUCTURE

The College continues to operate on the Hay System for compensation of its administrative staff and has re-written all position descriptions.

For budgetary and organizational reasons, the College implemented a number of changes in administrative positions at the College in the past year. The major ones were the creation of the positions of Director, Student Services and Director, Computer Services and the disbanding of the College Affairs Department and the position of Manager, College Affairs. The College Executive also initiated an ongoing study of the Quality Circles approach to management.



ADMINISTRATIVE STAFF

A chart showing the administrative structure of the College appears on Page 9.
The staff members holding these positions as of March 31, 1982 were:

Principal

Executive Assistant

C. W. Brewster

B. A. Sault

Bursar

Confidential Secretary

M. L. Nygren

Controller

E. A. Sheridan

Manager, Purchasing & Office Services

C. W. Neufeld

G. O. Reber

Vice-Principal, Education

Confidential Secretary

A. J. Wright

P. L. Wright

Director, Learning Resources

J. D. Fox

Regional Director, Continuing Education

A. B. Ramrattan

Area Director, North

G. R. McKee

Chairpersons

Adult Basic Education

S. L. Safford

Business Administration, Commerce & Economics

R. M. Olesen

Carpentry, Electrical & Electronics

D. W. Graham

English, Modern Languages & Communications Media

G. A. Watt

Fine Arts

W. H. Walton

Food Training

M. Bucher

Mathematics, Computing and Drafting

G. W. Ross

Mechanical Trades & Welding

L. A. Batchelor

Nursing

J. T. Funke-Furber

Office Administration

S. I. Brown

Physical & Life Sciences

D. J. Cane

Social Sciences

B. Hansen

Vice-Principal, Administration

Confidential Secretary

Director, Student Services

Director, Computer Services

Plant Manager

Manager, Personnel & Industrial Relations

M. W. Cunningham

M. M. Russell

M. A. Galloway

D. Chambers

C. F. Kane

R. M. Miller

COMMITTEE MEMBERSHIPS

Members of the governing committees of the College during the year were:

Joint Council

The Principal, the Bursar, the Vice-Principal, Education, the Vice-Principal Administration, all Chairpersons, directors and managers with the addition of:

Chief Counsellor

Manager, Admissions & Records

Athletics Coordinator

Committee Secretary

Chairman

M. G. Gordon

D. S. Mayberry

J. P. O'Brien

M. M. Russell

C. W. Brewster

Committee of Chairpersons

The Principal, the Vice-Principal, Education, the Vice-Principal, Administration (ex-officio), the Bursar (ex-officio) and all Chairpersons.

Committee Secretary

Coordinator

P. L. Wright

D. A. Graham

Administrative Council

The Principal, the Bursar, the Vice-Principal, Education, the Vice-Principal Administration, and all financial and administrative managers.

Committee Secretary

Chairman

M. W. Cunningham

C. W. Brewster

Program Advisory Committee

Members of the Program Advisory Committee were:

L. Guichon, Board Representative

C. W. Brewster, Principal

A. J. Wright, Vice-Principal, Education

M. R. Granger, Chairman

C. Baines

D. Chambers

R. Collier

J. Funke-Furber

M. A. Galloway

M. G. Gordon

B. A. Magill

W. D. Martin

I N S T R U C T I O N A L A R E A S

Instructional courses and programs at Cariboo College are under the direction of the Vice-Principal, Education. They cover a wide range of offerings within the general categories of Adult Basic Education, academic/vocational programs, career and technology programs, university programs, vocational/technical programs and the multiplicity of courses and programs offered throughout the College region under the umbrella of Continuing Education. At locations other than Kamloops, the Continuing Education Division also delivers courses and programs offered by other divisions and departments. The originating department retains responsibility, however, for ensuring instructional consistency and standards.

D E P A R T M E N T A L A C T I V I T I E S

High instructional standards were maintained through careful assessment of individual faculty members by the Chairpersons. Individual programs of professional development were planned by the faculty in consultation with the appropriate Chairperson and the Vice-Principal, Education. The expansion of the Instructional Skills Workshops provided yet another resource to ensure high quality teaching/learning situations.

Concern for quality and relevance in the classroom was also evidenced by the expenditure of more than \$49,000 from the Educational Leave Fund to permit faculty members to return to educational institutions, to develop research projects or to return to business and industry for varying periods of time.

ADULT BASIC EDUCATION

As in previous years in the Adult Basic Education (ABE) Department, the usual diversified types and levels of instruction were augmented by special programs for natives, for single-parent women (COPE) and for the mildly retarded (Alternate Route) - all designed to enhance their fitness for employment. The College also provided several extra courses in English as a Second Language (ESL) and hosted a provincial conference for ESL teachers. In addition, the Department hosted the Residential Institute for provincial ABE administrators from colleges and school districts and presented a program ranging from management skills to media usage to Ministry reporting procedures. The outreach aspect of ABE included more than thirty programs offered in nine communities around the region.

In its first full year of operation under the ABE Department, the Centre for Independent Studies was a noteworthy success, offering individualized programs in academic preparation, vocational preparation and high school completion. Through studies at the Centre, mature students who completed the High School Completion Program were eligible to receive the Dogwood Certificate signed by the Superintendent of School District #24, a further example of cooperative efforts between the College and its constituent school districts.

ACADEMIC/VOCATIONAL, CAREERS AND TECHNOLOGY PROGRAMS

During the past year, three new programs of instruction began. These were: Animal Health Technology, Computer-Aided Drafting and Computer Systems Operation and Management, the first two of which are unique in the province.

The provincially unique Respiratory Technology Program received an impressive endorsement from the National Accreditation Committee which, in granting a full five-year accreditation, concluded "that within three to four years, the students of the Cariboo College Respiratory Technology Program would measure in the top one-third of those students in the country."

The College hosted various meetings such as those for the College system laboratory demonstrators, mathematics, and business education department faculties as well as for the B. C. Animal Health Technology Association. As a public service gesture, Faculty of the Business Administration Division submitted articles on business topics as a regular column in a local newspaper. The annual display of work by the Fine Arts students also attracted a great deal of public attention as did the Fitness Institute Training course which drew more than 100 participants.

The Nursing program offered the second year of the extended three-year program, and responded to identified community needs by offering Nursing Refresher Programs, a post-basic Operating Room course, and several offerings of Long Term Care/Homemaker Training.

VOCATIONAL/TECHNICAL

A major emphasis in the past year in the College's vocational/technical programs was on curriculum development. Members of the Welding faculty were involved in the Ministry curriculum workshops for the metal trades as part of the Career Preparation Program for grades eleven and twelve. A faculty member of the Welding Department was also responsible for the preparation of the 20 module training program completed during the past year. The Welding Department laid the groundwork for the change to a continuous intake model for 1982/3.

A faculty member of the Electronics Department was seconded to the Ministry for a program development project in Electronics programs.

Unfortunately, due to the economic downturn in the region, the College's contract courses in hydraulics and millwrighting with various industries in the region had to be discontinued. However, the College continued its involvement with several local mining companies in the administration of the Mine Welding Certification Testing Program.

Meetings were held with the Industrial Arts teachers from School District 24, and with Advisory Committees for each of the College's vocational/technical programs. In addition, the College hosted the annual conference for the Society of Vocational Instructors from across the province.

UNIVERSITY TRANSFER

The College continued its involvement with the English Placement Test, and was a site for the General Education Diploma examinations as well as for examinations and classes for UBC, Waterloo University, the University of Victoria and professional organizations such as the Appraisal Institute of Canada and the Certified General Accountants.

The first graduates of Cariboo College's first year Applied Science (Engineering) Program entered the University of British Columbia. The ten students successfully transferred for a further three years of study towards a Bachelor of Applied Science degree.

In an effort to more clearly identify the University Transfer discipline areas the College has created two year Associate of Arts and Associate of Science diplomas which will be awarded to students who successfully complete two years of university transfer programming. The College continues to work toward the offering of degree completion opportunities in cooperation with the provincial universities and the Open Learning Institute.

CONTINUING EDUCATION

During 1981/82, more than 13,000 students were enrolled in Continuing Education courses throughout the College region. Among the new courses offered were Large Animal Health Care, Native Women Skills Development, Year II of the Native Human Services Program and an Introduction to Personal Computing, a home study course which included all instructional materials including the use of a computer and tutorial support from a qualified instructor. Trades qualification courses were expanded as follows: Logan Lake - Heavy Duty; Merritt - Hydraulics and Heavy Duty; 100 Mile House - Electrical. Contract courses were also expanded for Backhoe Operators with the Kamloops Indian Band, for Native Human Services, for Cardio-Pulmonary Resuscitation courses, and for Welding with School Districts #30 and #31. In addition, 65 courses were offered in School District #26.

The highly successful Management Supervisory Program ran through seven complete cycles with approximately 135 persons from thirty-five organizations completing all three parts of the program.

The annual study tours conducted by the Continuing Education Division have been well accepted in the region and this past year 23 participants attended the tour to Greece and Turkey. Plans were also developed to expand this type of service in the coming year.

Three special projects were completed. A Needs Assessment for Womens' Programs was made in the Williams Lake and 100 Mile House areas. A Labour Studies project was conducted to determine the feasibility of labour studies at Cariboo College. And, finally, the 1980/81 project of establishing Community Advisory Committees was expanded to include seven additional communities.

Knowledge Network (KNOW) activity increased with the establishment of live inter-active centres at Kamloops and Williams Lake. More than 500 practitioners from professional groups participated in programs at the centres.

Professional development activities included the offering of nine Instructional Skills Workshops for part-time instructors throughout the region and five Community Coordinator Workshops to assist part-time coordinators in understanding the needs of their local communities and College policies and procedures in meeting them.

WILLIAMS LAKE CENTRE

In addition to administering four full-time vocational programs with more than 100 students, the College centre in Williams Lake served 15 communities in the 25,000 square mile expanse of School District #27.

Full-time programs included: Accounting/Bookkeeping; Adult Basic Education; Business Office Training; Mechanical Training in four trades - Automotive, Heavy Duty, Millwright and Small Engine. Education counselling and information programs from other educational institutes were also available at the downtown centre.

Special courses were conducted for the mentally handicapped and women on social assistance who wanted to find employment. The Study Skills Centre continued to provide tutorial assistance to illiterate adults.

The Mobile Welding Trailer was reactivated and short courses for ranchers and mechanics were conducted in several outlying communities.

Educational courses via the Knowledge Network satellite system were available through the cable system as well as at the College campus. Over 252 students participated in 37 courses ranging from university transfer credit to general interest programs.

COMMUNITY ADVISORY COMMITTEES

All Cariboo College Career Programs and many Vocational Programs have advisory committees whose members include qualified specialists in the business, industry or profession concerned. There are currently 22 advisory committees rendering such services to the College and the students concerned.

The Committees' terms of reference include recommending appropriate standards; helping fit the courses of study to the specialized needs in the community so that employers and the public are better served and the graduates are more effectively employable; and otherwise acting as a liaison group between the College and the community.

ADULT BASIC EDUCATION/COLLEGE FOUNDATIONS/REMEDIAL PROGRAMS

- Alternate Route
- Basic Employment Skill Training
- Basic Job Readiness Training
- Basic Literacy
- Basic Training for Skill Development: Levels 2, 3, and 4
- Career Opportunities in Preparation for Employment
- Centre for Independent Studies
- College Foundations
- English as a Second Language
- High School Completion
- Pre-Technical Training

ACADEMIC-VOCATIONAL/CAREERS/TECHNOLOGY PROGRAMS

Accounting Certificate
Accounting Diploma
Animal Health Technology
Banking and Financial Services
Bookkeeping and Accounting
Business Management Diploma
Clerk-Typist
Commercial Art and Printing
Communications Media
Community Health Service Worker
Computer-Aided Drafting
Computer Systems - Operation and Management
Early Childhood Education
Executive Secretarial
Fine Arts
Legal Secretarial
Leisure and Recreation
Long Term Care/Homemaker
Medical Laboratory Technology
Medical Stenographer/Transcriptionist
Nursing
Nursing Refresher
Partsperson
Respiratory Technology
Secretarial
Social Service Worker

VOCATIONAL TECHNICAL PROGRAMS

Advanced Diesel and Gas
Automotive Mechanic Pre-Apprenticeship
Carpentry Pre-Apprenticeship
Carpentry Apprenticeship
Cook Training
Cook Upgrading
Drafting
Electrical Pre-Apprenticeship
Electrical Apprenticeship
Electronics: Business Machines Option
Electronics: Telecommunications Option
General Mechanics
Heavy Duty Mechanics Pre-Apprenticeship
Heavy Duty Mechanics Apprenticeship
Meatcutting and Processing
Practical Horticulture
Short Order/Dining Room and Restaurant Cooking
Small Engine Repair
Waiter/Waitress Training
Welding
Welding Technician
Welding Upgrading

UNIVERSITY TRANSFER COURSES

Anthropology	Geography
Astronomy	Geology
Biology	German
Chemistry	History
Commerce	Mathematics
Computing	Microbiology
Drafting	Physics
Economics	Political Studies
English	Psychology
Engineering	Sociology
Fine Arts	Spanish
French	

S E R V I C E S A N D F A C I L I T I E S

STUDENT SERVICES

Student Services underwent an organizational change in the past year with the establishment of the position of Director of Student Services. Services to students within this Department included Counselling, Financial Awards, Admissions and Records, Recreation and Athletics and Health Services. To achieve this reorganization, two positions were deleted as well as the Office of College Affairs. The College Calendar was reorganized and new marketing materials were developed. Registration of students progressed smoothly in the past year with enrollment trends consistent with those across the province. Visits to the campus by potential students were positive during the year with the new programs generating a considerable amount of interest in the region. Additionally, requests were received to visit schools outside the region mainly to discuss Cariboo College's unique programs.

ADMISSIONS AND STUDENT RECORDS

PROGRAM ENROLLMENTS

Non-Vocational Programs 1981/82

	Fall (Sept. - Dec.)	Winter (Jan. - Apr.)
Career/Technical		
Full-time	389	330
Part-time	295	264
College Preparatory		
Full-time	55	34
Part-time	177	269
University Transfer		
Full-time	418	331
Part-time	<u>421</u>	<u>409</u>
TOTALS		
Full-time	862	695
Part-time	<u>893</u>	<u>942</u>
FULL AND PART-TIME	<u>1,755</u>	<u>1,637</u>

These data are from College reports at October 31, 1981 and March 31, 1982.

FIVE YEAR SUMMARIES

TOTAL HEAD COUNT ENROLLMENTS

1977 TO 1981/82
FOR FULL-TIME, PART-TIME AND TOTAL
(EXCLUSIVE OF VOCATIONAL ENROLLMENTS)

	77/78	78/79	79/80	80/81	81/82	CARIBOO % Δ 81/82	COLLEGE % Δ 77/82	SYSTEM % Δ 81/82	% Δ 77/82
FT	810	765	783	788	862	9.4	6.4	2.8	18.4
PT	1,024	1,165	1,200	1,156	893	(22.8)	(12.8)	(6.4)	22.5
TOTAL	1,834	1,930	1,983	1,944	1,755	(9.7)	(4.3)	(3.1)	20.9

UNIVERSITY TRANSFER HEAD COUNT ENROLLMENTS

1977 TO 1981/82
FOR FULL-TIME, PART-TIME AND TOTAL

	77/78	78/79	79/80	80/81	81/82	CARIBOO % Δ 81/82	COLLEGE % Δ 77/82	SYSTEM % Δ 81/82	% Δ 77/82
FT	451	432	427	428	418*	(2.3)	(7.3)	(0.3)	2.9
PT	532	646	529	546	481	(11.9)	(9.6)	(5.8)	5.3
TOTAL	983	1,078	956	974	899	(7.7)	(8.5)	(3.7)	4.4

*

Formerly Foundations and Fine Arts were counted in University Transfer.

CAREER-TECHNICAL
TOTAL HEAD COUNT ENROLLMENTS

1 9 7 7 T O 1 9 8 1 / 8 2
FOR FULL-TIME, PART-TIME AND TOTAL

	77/78	78/79	79/80	80/81	81/82	CARIBOO % Δ 81/82	COLLEGE % Δ 77/82	SYSTEM % Δ 81/82	% Δ 77/82
FT	346	314	340	316	389	23.1	12.4	4.8	29.5
PT	<u>350</u>	<u>402</u>	<u>416</u>	<u>424</u>	<u>295</u>	<u>(30.4)</u>	<u>(15.7)</u>	<u>(6.4)</u>	<u>38.8</u>
TOTAL	<u>696</u>	<u>716</u>	<u>756</u>	<u>740</u>	<u>684</u>	<u>(7.6)</u>	<u>(1.7)</u>	<u>(0.6)</u>	<u>35.1</u>

COLLEGE PREPARATION
HEAD COUNT ENROLLMENTS

1 9 7 7 T O 1 9 8 1 / 8 2
FOR FULL-TIME, PART-TIME AND TOTAL

	77/78	78/79	79/80	80/81	81/82	CARIBOO % Δ 81/82	COLLEGE % Δ 77/82	SYSTEM % Δ 81/82	% Δ 77/82
FT	13	19	16	44	55	25.0	323.1	1.9)	72.7
PT	<u>142</u>	<u>117</u>	<u>255</u>	<u>186</u>	<u>117</u>	<u>(37.1)</u>	<u>(17.6)</u>	<u>(8.8)</u>	<u>16.0</u>
TOTAL	<u>155</u>	<u>136</u>	<u>271</u>	<u>230</u>	<u>172</u>	<u>(25.2)</u>	<u>11.0</u>	<u>(6.1)</u>	<u>27.7</u>

FULL-TIME EQUIVALENTS

1 9 7 7 T O 1 9 8 1 / 8 2

	77/78	78/79	79/80	80/81	81/82	CARIBOO %Δ 81/82	COLLEGE %Δ 77/82	SYSTEM %Δ 81/82	%Δ 77/82
UT	699	711	740	759	682	(10.1)	(2.4)	(1.1)	3.9
CT	581	553	635	556	664	19.4	14.3	2.0	39.4
CP	80	87	136	125	130	4.0	62.5	(5.8)	18.4
TOTAL	<u>1,360</u>	<u>1,351</u>	<u>1,511</u>	<u>1,440</u>	<u>1,476</u>	<u>2.5</u>	<u>8.5</u>	<u>0.4</u>	<u>22.8</u>

VOCATIONAL PROGRAMS 1981/82

(For the Period April 1, 1981 to March 31, 1982)

<u>AT APRIL 1</u>	<u>ADDITIONS</u>	<u>AT MARCH 31</u>	<u>YEAR-TO-DATE ENROLLMENTS</u>
959	2,648	761	3,607

These data are summarized from the June 15, 1982 Form TV-27:48 Enrollment Statistics for the Post-Secondary Data Support, B. C. Ministry of Education.

STUDENT FINANCIAL AID AND AWARDS

The 1981/82 College year was one of increased activity in the Awards Office with student interviews up by 25% over the previous year (from 800 to 1,000).

Government student assistance programs accounted for much of the work, with 300 applications to the B.C. Student Assistance Program being processed, resulting in loans and grants of \$500,000.

The Work Study Program, a component of the B.C. Student Assistance Program, running on campus for the sixth year, was again highly popular. In all, 7,500 hours of work study employment were allocated to 54 students who assisted in 20 College departments, such as biology, chemistry, drafting, fine arts, geography, the Gymnasium, the Library, psychology, the Women's Access Centre, Counselling and political science.

The year also saw the inauguration of a new government student aid program, the Adult Basic Education Student Assistance Program, designed to provide grant funds to assist students with direct educational costs for programs such as Academic Upgrading, English as a Second Language, and Basic Literacy. Despite the fact that the Program was not introduced until the last quarter of the College year, it immediately aroused a great deal of interest and resulted in the Awards Office having to provide financial counselling services one morning per week in the downtown Allan Matthews Centre.

The College's institutional awards program provided 60 emergency loans totalling \$9,000. Repayment rate was in excess of 97%. College prizes, scholarships and bursaries amounting to \$13,000 were also processed, with media coverage arranged for many of the presentations.

COLLEGE HEALTH SERVICE

Health Service activity saw over 3,400 members of the College community receive assistance during the year. This figure is several hundred more than in the previous year, and represents a monthly average of close to 400 cases per month during the busy Fall and Winter semesters.

Services provided from the Health Office ranged from emergency first aid treatment, through medical counselling, immunization information, vision and hearing testing to referral sources to local doctors, dentists and agencies.

The Service also maintained medical records and immunization schedules for the many programs requiring them. Both these forms were reviewed and revised during the year. The medical requirements were drawn up for the new Animal Health Technology Program.

ATHLETICS AND RECREATION

The participation level was more gratifying than the won/lost tally in varsity athletics for Cariboo College during the Totem Conference season. In the nine sports offered, some of them for the first time, 123 athletes were enrolled. Women's soccer made a successful league debut with a second place in the standings. Ice hockey was also introduced, with games against B.C. Junior and Alberta college teams. Golf was represented as a club team.

Conference entries continued to include men's and women's basketball; men's soccer (bronze medal); badminton (silver medals in men's singles and men's doubles); and mixed and men's curling (bronze medal - men's). The women's curling team distinguished itself in a special way, having to withdraw from league play because two of its members were also part of the Kamloops Junior Women's Rink which proceeded to win the National Junior Championships.

Other activities of note included the initial hosting of tournaments in women's and men's basketball and in golf. Both basketball teams and the men's soccer side, after raising their own funds, took part in a training trip to the College of the Desert in southern California during the Christmas break.

As in past years, the Athletic Department hosted and facilitated a variety of community events in the College gymnasium. These included the provincial judo and high school wrestling championships, City of Kamloops Recreation Department activities, and Gung-Fu tournaments and gymnastics displays.

The second annual Sports Task Force benefit dinner helped to raise another \$5,000 to assist the athletic program. The Task Force also solicited 25 sports scholarships of \$300 for presentation at the Annual Athletic Awards banquet.

Supplementing the inter-collegiate program was an array of more than 40 different intra-mural activities, promoted and supervised by second-year students in Leisure and Recreation Management under the direction of the Athletic Department. They also sponsored a winter "Mini-Olympics" and a Spring Festival.

C O U N S E L L I N G

During the past year the Counselling Department offered a wide range of services to students, prospective students and community members. Counselling interviews (over 5,000 in the past year) focused on helping students, prospective students and community members to make decisions in three main areas: a) career/lifestyles choices; b) education/training alternatives; c) personal/social development. Counsellors also offered advisement services to students to aid them in course selections, academic planning, and introduction to College campus activities and procedures. A counsellor was available at the Williams Lake campus and at 100 Mile House on a regular monthly basis as well as at other outlying centres on an occasional basis.

The Counselling Department continued to develop contacts with the communities and especially with the secondary schools in the College region. All senior secondary schools were visited by a College counsellor at least twice during the year, once in the Fall in conjunction with the B.C. Post-Secondary Educational Liaison Committee for group presentations and once in the Spring for individual appointments with students intending to attend Cariboo College. As well, approximately 800 Grade 10 students toured the College over three days in May in order to become familiar with the College and to see displays and demonstrations set up by various departments. About 50 high school counsellors attended a Counsellor's Conference in October designed to inform them of new programs and program changes at Cariboo College. Counsellors also served as speakers for special interest groups in the community and conducted workshops in such subjects as career exploration, job search techniques, stress management, assertiveness skills, etc., throughout the College region.

The Counselling Department was able to expand its services this year by offering special services for handicapped students and potential students. A Coordinator for Support Services for Disabled Students was hired under the provision of a special grant from the Ministry of Education. The Coordinator is to provide four main service areas for students and the College community: first, to assist disabled students to access and succeed at Cariboo College by providing information and support services; second, to assist College personnel to work with disabled students by providing in-service training and information services; third, to work with educational and government/community agencies toward meeting the needs of those disabled persons who wish to take College programs; and fourth, to act in an advisement capacity to improve physical access to College facilities. A great deal of work has already been done in all these areas.

Use of Women's Access services increased by 55% in the past year while retaining the same staff and budget commitment. Over 200 community and College women received individual advisement. Nearly 400 women in Kamloops and outlying communities participated in non-credit, cost-recovery courses, and 700 more people participated in orientation sessions, training events and educational presentations organized by the Women's Access Coordinator.

The second annual regional Women's Conference, funded by the Secretary of State and organized by the Community Advisory Committee to the Centre, attracted 150 people from the Cariboo and Okanagan.

In December the Ministry of Education contracted with Cariboo College to coordinate and host a provincial Women's Access Training Program. New personnel from seven colleges and institutions initiating women's access services benefitted from a four-day exchange with the eight pioneer programs.

LEARNING RESOURCES

In 1981/82 the Study Skills Program joined the Library and Audio-Visual Department under the Learning Resources umbrella.

In general, it was a year of financial constraints and belt-tightening. The Library was unable to fill a vacancy caused by a resignation. The Department also had to use Work Study funds to supplement its part-time budget. By doing so, it managed to maintain the majority of its opening hours, sacrificing only Sunday afternoon Library service.

Despite these difficulties, some expansion of service to other College centres was accomplished in 1981/82. A supply of basic audio-visual equipment was established at the College premises in Williams Lake, 100 Mile House and Merritt; and 100 Mile House received a microfiche reader and a set of Library catalogues. The distribution of a catalogue of College films and videotapes allowed the regional centres to make greater use of these materials in 1981/82. Another example of expanded service was the establishment of a small self-serve collection of books in the Centre for Independent Study at Allan Matthews Centre.

The Department produced a student handbook, two editions of its Film and Videotape Catalogue, and three issues of a newsletter entitled "Resources". The Library and Audio-Visual departments began to use the College computer to create and manipulate files, and to produce a variety of listings.

In all, more than 133,000 patrons borrowed more than 31,000 books, periodicals, government documents, films and videotapes. In addition, nearly 6,000 reference questions were answered.

AUDIO-VISUAL DEPARTMENT

This year, the Audio-Visual Assistant was reclassified to Production Technician, to become the College Publicity Photographer, releasing materials for publication in the media, the College Calendar and other documents.

In response to other government agencies, audio-visual equipment is being rented out during non-peak periods to help defray the cost of equipment. In this way, more organizations have the opportunity to utilize the College for their training programs.

In 1981/82 the Audio-Visual Department became responsible for the distribution and maintenance of 20 TRS-80 computer kits for Continuing Education's Home Computing Course. The Department also began to use a computer terminal for film bookings and to produce an inventory listing of College audio-visual equipment.

Statistically, the Department filled more than 3,000 requests for equipment loans and almost 350 technical services requests.

STUDY SKILLS

During the fiscal year, Study Skills continued to provide skills testing, lab service, scheduled instruction and staff consultation. To supplement its established services, Study Skills this year proposed a start towards a new student pre-testing scheme. Approved by administration and faculty, the pre-testing program will begin in August 1982. Initially, the purpose of the pre-testing lies in the acquisition of test data reflecting the entry-level proficiency of students in certain limited-intake programs. At present, these programs total 20: expressed as number of students, approximately 800. Two domains of skills proficiency will be pre-tested. These are reading proficiency and mathematics competence. In due course, after data have been collected, collated and studied, the College may vary its purpose for the range of student pre-testing.

A N C I L L A R Y S E R V I C E S

Other services supplied to College students and staff included the Bookstore and Cafeteria, the latter an integral part of the Food Service Training Program. Both of these services were offered at the lowest possible cost, consistent with sound business practice.

STUDENTS' SOCIETY

In the past year, the Students' Society maintained its sponsorship of social and cultural events and participated in every public College Board meeting. The Society published a Yearbook and a Cariboo College Survival Guide for first-year students as well as completing a survey on the topic of sexual harassment.

EPILOGUE

Looking back, 1981/82 can be viewed as both a year of transition and foundation building.

Major improvements in annual planning and operating management developed out of the budget reform associated with the transition from historic incremental budgeting to a zero-based approach. Middle-managers took firm hold of their operations and developed many clever solutions to difficult problems. These tasks were performed in a highly cooperative way.

The College also achieved progress toward a number of its goals. The introduction of new programs led to modest enrollment growth. In addition, the use of new technologies relevant to some of the goals for the 80's were explored. Specifically, the expansion of KNOW facilities, the Centre for Independent Studies, the home-study course in personal computing and the expansion of more individualized self-paced study in vocational areas, all represent evolutionary paths worthy of further exploration. The development of the Instructional Skills group, along with an increasing emphasis on formative evaluation of instructors, promises a good base for improving and recognizing quality instruction.

The ability of the College to grow, explore, experiment and react to the changing clients and needs in the 1980's, requires, of course, flexible management of limited and declining resources. This has led, in turn, to greater delegation of authority to middle managers while maintaining sound and conservative financial management at the central level of the organization. Sound financial management, combined with a moderation of salary and wage expectations from employees, has buffered the College from the potential adversities of an economy poised between galloping inflation on the one hand and galloping restraint (and deflation) on the other.

It is hoped that while the funding sources for the colleges (i.e. the Councils and Ministry) will continue to articulate their program expectations, they will simultaneously credit the colleges with the wisdom to manage with the maximum flexibility over the next few years. The alternative is increasing intervention directly in the management of the institutions which can only serve to shrivel the scope of managerial decision-making at both the Board and operating levels of organizations. It is absolutely critical to the effectiveness of the College and Institute system that as resources shrink, the ability to apply resources optimally grows.

While the future may well bring its share of surprises, the issues of the next few years are much clearer than one year ago. Moderation of inflation and certainly of the inflationary expectations of Canadians is quite clear. The biggest challenge is to remain committed to thoughtful planning and management to avoid over-reaction to the surprises as they unfold.

CARIBOO COLLEGE
INDEX TO FINANCIAL STATEMENTS
31 MARCH 1982

AUDITORS' REPORT

BALANCE SHEET

STATEMENT OF OPERATIONS

NOTES TO FINANCIAL STATEMENTS

SCHEDULE OF EXPENDITURE

ANCILLARY SERVICES - STATEMENT OF OPERATIONS

DUNWOODY & COMPANY

Internationally

DUNWOODY ROBSON McGLADREY & PULLEN

Chartered Accountants

Scotiabank Building, 300 - 272 Victoria Street, Kamloops, British Columbia, Canada V2C 1Z6 Telephone (604)372-9505

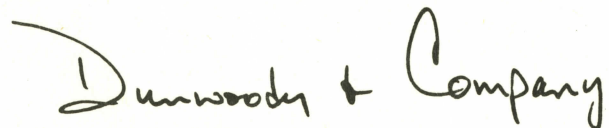
AUDITORS' REPORT

TO THE BOARD

CARIBOO COLLEGE

We have examined the balance sheet of Cariboo College as at 31 March 1982 and the statement of operations for the year then ended. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion, these financial statements present fairly the financial position of the College as at 31 March 1982 and the results of its operations for the year then ended in accordance with accounting principles generally accepted for colleges in British Columbia applied on a basis consistent with that of the preceding year.



CHARTERED ACCOUNTANTS

Kamloops, British Columbia
19 May 1982

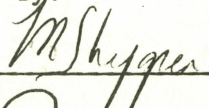
CARIBOO COLLEGE

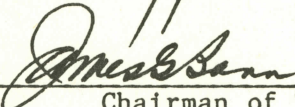
BALANCE SHEET
AS AT 31 MARCH 1982

	Operating Fund	Ancillary Services Fund	Debt Services Fund
ASSETS			
Cash	\$ 61,744	\$ -	\$ -
Short term deposit receipts	1,780,000	-	-
Accounts receivable	191,418	-	-
Inventories, at cost	62,787	176,424	-
Interfunds receivable	108,801	-	20,254
Fixed assets, at cost, note 1			
Land	-	-	-
Buildings	-	-	-
Equipment	-	-	-
Deferred capital expenditure, note 3	-	-	-
	<u>\$ 2,204,750</u>	<u>\$ 176,424</u>	<u>\$ 20,254</u>
LIABILITIES AND FUND BALANCES			
Accounts payable	\$ 394,256	\$ 22	\$ -
Wages payable	213,079	-	-
Contractor's holdback	-	-	-
Reserve for encumbrances	239,324	-	-
Due to Province of B.C., note 4	-	-	8,977
Temporary borrowings, bank loans	-	-	-
Debentures	-	-	-
Interfunds payable	943,838	108,801	-
Reserve for termination benefits, note 2	70,540	-	-
Designated surplus	214,381	-	-
Investment in fixed assets	-	-	-
Funds balances	<u>129,332</u>	<u>67,601</u>	<u>11,277</u>
	<u>\$ 2,204,750</u>	<u>\$ 176,424</u>	<u>\$ 20,254</u>

CONTINGENT LIABILITY, note 5

Approved by:


Bursar


Chairman of The Board

<u>Designated Funds</u>	<u>Capital Fund</u>	<u>Student Bursary and Loan Fund</u>	<u>Contract Services Fund</u>	<u>Specific Purposes Fund</u>	<u>Total All Funds</u>
\$ -	\$ -	\$ (1,788)	\$ -	\$ -	\$ 59,956
-	-	-	-	-	1,780,000
-	-	575	-	-	191,993
-	-	-	-	-	239,211
46,376	766,702	15,329	17,566	77,611	1,052,639
-	656,568	-	-	-	656,568
-	7,911,732	-	-	-	7,911,732
-	4,368,526	-	-	-	4,368,526
-	83,893	-	-	-	83,893
\$ <u>46,376</u>	\$ <u>13,787,421</u>	\$ <u>14,116</u>	\$ <u>17,566</u>	\$ <u>77,611</u>	\$ <u>16,344,518</u>
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 394,278
-	-	-	-	-	213,079
-	18,085	-	-	-	18,085
-	272,465	-	-	-	511,789
-	-	-	-	-	8,977
-	892,599	-	-	-	892,599
-	826,322	-	-	-	826,322
-	-	-	-	-	1,052,639
-	-	-	-	-	70,540
-	-	-	-	-	214,381
-	11,283,713	-	-	-	11,283,713
46,376	494,237	14,116	17,566	77,611	858,116
\$ <u>46,376</u>	\$ <u>13,787,421</u>	\$ <u>14,116</u>	\$ <u>17,566</u>	\$ <u>77,611</u>	\$ <u>16,344,518</u>

CARIBOO COLLEGE

STATEMENT OF OPERATIONS
FOR THE YEAR ENDED 31 MARCH 1982

	Operating Fund	Ancillary Services Fund	Debt Services Fund
REVENUE			
Temporary borrowings, bank loans	\$ -	\$ -	\$ -
Debentures	-	-	-
Government grants	12,037,549	-	1,119,822
Tuition fees	737,465	-	-
Gifts, grants and bequests	-	-	-
Other	238,362	-	-
	<u>13,013,376</u>	<u>-</u>	<u>1,119,822</u>
EXPENDITURE, schedule I			
Academic	4,377,828	\$ -	-
Vocational	2,018,739	-	-
Adult basic education	480,904	-	-
Temporary funded courses	1,047,489	-	-
Community services	351,544	-	-
Instructional and student support	1,441,464	-	-
Institution support	2,923,869	-	-
Debt services	-	-	1,110,307
Designated funds	-	-	-
Capital	-	-	-
Other	-	-	-
	<u>12,641,837</u>	<u>-</u>	<u>1,110,307</u>
EXCESS OF REVENUE (EXPENDITURE)	371,539	-	9,515
FUND BALANCES, BEGINNING OF YEAR	(27,233)	-	1,762
Increase in contractor's holdback	-	-	-
Appropriation to reserve for termination benefits	(593)	-	-
Appropriation to designated surplus	(214,381)	-	-
Ancillary services, schedule II	-	67,601	-
FUND BALANCES, END OF YEAR	\$ <u>129,332</u>	\$ <u>67,601</u>	\$ <u>11,277</u>

<u>Designated Funds</u>	<u>Capital Fund</u>	<u>Student Bursary and Loan Fund</u>	<u>Contract Services Fund</u>	<u>Specific Purposes Fund</u>	<u>Total All Funds</u>
\$ -	\$ 457,551	\$ -	\$ -	\$ -	\$ 457,551
-	826,322	-	-	-	826,322
-	863,400	-	-	-	14,020,771
-	-	-	221,159	-	958,624
-	-	25,840	-	273,216	299,056
-	<u>170,742</u>	-	-	-	<u>409,104</u>
-	<u>2,318,015</u>	<u>25,840</u>	<u>221,159</u>	<u>273,216</u>	<u>16,971,428</u>
-	-	-	-	-	4,377,828
-	-	-	-	-	2,018,739
-	-	-	-	-	480,904
-	-	-	-	-	1,047,489
-	-	-	-	-	351,544
-	-	-	-	-	1,441,464
-	-	-	-	-	2,923,869
-	-	-	-	-	1,110,307
21,779	-	-	-	-	21,779
-	1,944,981	-	-	-	1,944,981
-	-	<u>85,533</u>	<u>216,167</u>	<u>235,731</u>	<u>537,431</u>
<u>21,779</u>	<u>1,944,981</u>	<u>85,533</u>	<u>216,167</u>	<u>235,731</u>	<u>16,256,335</u>
21,779	373,034	(59,693)	4,992	37,485	715,093
68,155	110,702	73,809	12,574	40,126	279,895
-	10,501	-	-	-	10,501
-	-	-	-	-	(593)
-	-	-	-	-	(214,381)
-	-	-	-	-	<u>67,601</u>
\$ <u>46,376</u>	\$ <u>494,237</u>	\$ <u>14,116</u>	\$ <u>17,566</u>	\$ <u>77,611</u>	\$ <u>858,116</u>

CARIBOO COLLEGE

NOTES TO FINANCIAL STATEMENTS
31 MARCH 1982

1. FIXED ASSETS

Land forming the College campus, together with buildings now owned by the Ministry of Lands, is expected to be transferred to the College pursuant to Section 69 of the College and Institute Act. For 31 March 1982, only land improvements, buildings and equipment acquired with College funds have been reflected in these financial statements.

2. RESERVE FOR TERMINATION BENEFITS

Various employment contracts provide that any staff member may accumulate up to 60 days unused sick leave, payable upon termination after ten years employment. The amount which would be payable should all employees with ten years service terminate is \$ 403,379. The amount for the 1982/83 fiscal year is expected to be an additional \$ 125,919. Of this liability, the estimated requirement to fund terminations in the 1982/83 fiscal year is \$ 70,540. Payments will be charged as an operating expense in the year they are paid.

3. DEFERRED CAPITAL EXPENDITURE

This represents Capital Borrowing Authority funds exercised but not expended by the College during the 1981/82 fiscal year.

4. DUE TO PROVINCE OF BRITISH COLUMBIA

During the 1979/80 fiscal year, the Provincial Government instituted a policy on College surplus and deficit accounts which had the following effect on the financial statements:

- a) Over-funding of the 1979/80 Request for Additional Courses programs is returnable to the Province.
- b) The surplus on debt services is returnable to the Province.

During the 1981/82 fiscal year, the college repaid the Provincial Government \$ 124,616 in respect of the above.

5. CONTINGENT LIABILITY

The matter of staff lay-offs in 1981 has been referred to Arbitration. Because no decision has yet been rendered, it is impossible to determine the amount of the liability, if any.

CARIBOO COLLEGE

EXPENDITURE
FOR THE YEAR ENDED 31 MARCH 1982

	<u>Academic</u>	<u>Vocational</u>	<u>Adult Basic Education</u>	<u>Temporary Funded Courses</u>
Salaries				
Instructional	\$ 3,464,868	\$ 1,204,121	\$ 372,739	\$ 815,491
Other staff	228,705	273,579	54,140	3,900
Employee benefits	314,938	132,562	30,327	66,860
Expendable supplies	150,188	305,747	10,599	100,819
Travel	86,701	61,338	9,090	23,571
Rentals and leases				
Buildings	288	250	1,955	21,809
Computers	31,384	-	-	-
Other equipment	45,881	3,497	1,706	3,886
Equipment repairs and replacement	50,557	33,307	144	2,656
Advertising and public relations	90	58	58	4,338
Staff recruitment	-	-	-	-
Professional fees	2,000	-	-	-
Periodicals	-	-	-	-
Books	-	-	-	-
Miscellaneous	2,228	4,280	146	4,159
College Board	-	-	-	-
Renovations	-	-	-	-
BCBC maintenance	-	-	-	-
Vehicle operation	-	-	-	-
Insurance	-	-	-	-
Postage	-	-	-	-
Utilities	-	-	-	-
Telephone	-	-	-	-
Debt services	-	-	-	-
Land	-	-	-	-
Buildings	-	-	-	-
Equipment	-	-	-	-
Student bursaries and loans	-	-	-	-
	<u>\$ 4,377,828</u>	<u>\$ 2,018,739</u>	<u>\$ 480,904</u>	<u>\$ 1,047,489</u>

SCHEDULE I

Community Services	Instructional and Student Support	Institution Support	Debt Services	Designated Funds	Capital	Student Bursaries and Loans	Contract Services	Specific Purposes	Total
\$ 71,046	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 151,004	\$ -	\$ 6,079,269
197,593	1,037,968	842,207	-	-	-	-	37,921	190,532	2,866,545
19,124	95,515	88,374	-	-	-	-	6,876	12,111	766,687
16,694	71,938	48,861	-	-	-	-	7,469	5,670	717,985
13,338	41,627	43,824	-	2,694	-	-	6,374	25,815	314,372
1,247	(4,194)	160,973	-	-	-	-	2,712	-	185,040
-	37,772	41,327	-	-	-	-	-	-	110,483
6,699	12,253	11,142	-	-	-	-	-	-	85,064
12,539	7,140	18,988	-	-	-	-	94	-	125,425
12,033	33,924	-	-	-	-	-	699	487	51,687
-	-	52,450	-	-	-	-	-	-	52,450
-	1,582	94,808	-	-	-	-	-	72	98,462
-	26,143	-	-	-	-	-	-	-	26,143
-	68,390	-	-	-	-	-	-	-	68,390
1,231	11,406	14,824	-	-	-	-	3,018	1,044	42,336
-	-	100,265	-	-	-	-	-	-	100,265
-	-	212,735	-	-	-	-	-	-	212,735
-	-	921,017	-	-	-	-	-	-	921,017
-	-	11,534	-	-	-	-	-	-	11,534
-	-	49,915	-	-	-	-	-	-	49,915
-	-	33,714	-	-	-	-	-	-	33,714
-	-	56,932	-	-	-	-	-	-	56,932
-	-	119,979	-	-	-	-	-	-	119,979
-	-	-	1,110,307	-	-	-	-	-	1,110,307
-	-	-	-	12,000	-	-	-	-	12,000
-	-	-	-	291	1,205,147	-	-	-	1,205,438
-	-	-	-	6,794	739,834	-	-	-	746,628
-	-	-	-	-	-	85,533	-	-	85,533
<u>\$ 351,544</u>	<u>\$ 1,441,464</u>	<u>\$ 2,923,869</u>	<u>\$ 1,110,307</u>	<u>\$ 21,779</u>	<u>\$ 1,944,981</u>	<u>\$ 85,533</u>	<u>\$ 216,167</u>	<u>\$ 235,731</u>	<u>\$ 16,256,335</u>

CARIBOO COLLEGE

SCHEDULE II

ANCILLARY SERVICES
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED 31 MARCH 1982

	<u>Bookstore</u>	<u>Food Services</u>	<u>Total</u>
REVENUE			
Sales	\$ <u>451,015</u>	\$ <u>296,303</u>	\$ <u>747,318</u>
EXPENDITURE			
Cost of sales	368,811	190,067	558,878
Salaries and benefits	70,114	102,870	172,984
Expendable supplies	2,449	606	3,055
Equipment replacement and repairs	315	876	1,191
Travel	<u>1,630</u>	<u>-</u>	<u>1,630</u>
	<u>443,319</u>	<u>294,419</u>	<u>737,738</u>
EXCESS OF REVENUE	7,696	1,884	9,580
Balance, beginning of year	<u>54,991</u>	<u>3,030</u>	<u>58,021</u>
BALANCE, END OF YEAR	\$ <u><u>62,687</u></u>	\$ <u><u>4,914</u></u>	\$ <u><u>67,601</u></u>

