



Saint John Campus

2011-12

Operating Budget

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Saint John Campus Vice-President's Commentary

Introduction

In the current fiscal year (ending April 30, 2011), the Saint John Campus of the University of New Brunswick continued to address its structural deficit and to seek ways to generate revenue. At the same time, maintaining student support services, enhancing both domestic and international recruiting initiatives, initiating a campus-wide retention initiative, and continuing infrastructure renewal and improvement projects were key goals. While our Domestic student enrolment did not meet target, our international student numbers were more positive than anticipated helping to bring us closer to our overall enrolment target. This, in combination with a positive variance in salary savings, is expected to result in a surplus for the 2010-2011 year.

Strategy for 2011-2012

For 2011-2012, the Saint John Campus is submitting a balanced operating budget. To accomplish this, a three phase approach was implemented: 1) we reduced expenses in our units by approximately \$300,000, 2) we identified \$300,000 through a combination of new revenues and administrative efficiencies, and 3) a reallocation of \$300,000 was made from the unspent balance of a special endowment backstop fund. The latter is one time funds only, and did not help with the structural deficit. Addressing the ongoing structural deficit continues to be a priority during the 2011-2012 fiscal year, and beyond.

Priority funding (totalling \$660,000) has been maintained in our operating budget which will be used for strategic investments, primarily in the areas of recruiting and retention. Our 2011-2012 budget includes increases for AUNBT as a result of the conciliation board report.

Our major capital project, the University Commons, is scheduled to be completed in May 2011, and is expected to be on budget. The budget for 2011-2012 (and going forward) also includes operating expenses for the Commons. The 2011-2012 capital budget focuses on improvements to existing buildings. This includes \$805,000 from the operating budget which will focus mainly on safety and student area improvements.

The identified A&R projects focus mainly on improving efficiencies in utilities. The third year of UDMP funding, as well as the 2011-2012 funding from the Facility Renewal fee, will be used for rejuvenation of the Ganong Hall Lecture Theatre, as well as for renovations to other classrooms. The Non Space budget focuses on safety and teaching equipment as well as upgraded technology for faculty and staff. The Technology Fee will fund several projects that were chosen from student survey feedback.

For 2011-2012 the focus will be to:

- Continue to support student recruitment and retention targets
- Develop a campus plan in response to the recently-approved university-wide strategic plan
- Continue to enhance student support services
- Continue to promote community engagement
- Work with partners: Horizon Health, Dalhousie Medicine New Brunswick, and NBCC to develop a health research and teaching agenda for UNB.

While the strategy of filling only strategic permanent positions will be maintained for 2011-2012, it is expected that the filling of select tenure-track budget lines will continue, as was the case in 2010-2011. The above focus aligns with our priority for reducing future structural deficits.

Planning for the Future:

As in 2010-2011, the focus will be recruiting and retaining students. Projects funded through previous rounds of priority funding will be reviewed to determine whether funding extensions will be put in place going forward.

These include:

- The position of Academic Advising Assistant
- The position of Web Content Developer
- The Impact of our Retention Coordinator position and Committee

We will also closely monitor the students who enrol in a new course - University 1003 – which is set to commence in September 2011. This course aims to increase student retention rates – especially in year one through to year two.

New proposals will be considered and those deemed to have the most potential to impact student recruitment and retention will be funded where possible.

Finally, we will also continue to seek additional sources of funding to support the enhancement of student services and the recruitment of targeted student groups (e.g. PETL action plan funding).

University of New Brunswick Saint John Campus

2011-12 Operating Budget

Executive Summary

The Saint John campus is proposing a balanced budget for 2011-12, with the reallocation of one-time funds.

Revenues

For 2011-12, Saint John Campus budgeted revenues are expected to increase overall by \$170 Thousand (or .5%) over 2010-11, despite a small decline in Tuition revenue. Major drivers are:

- Provincial Government grant (\$228 Thousand)
- Student Tuition Revenue (-\$342 Thousand)
- Other Revenue (\$285 Thousand)

Expenses

Saint John Campus budgeted expenses for 2011-12 have increased by \$1.5 Million (or 4.6%) over the expenditures from the 2010-11 budget.

Major drivers of this year's 4.6% expenditure increase are:

- Academic & Research portfolio will see an increase in faculty salary, pension and benefits related to the new AUNBT agreement.
- Maintenance & Utility budget will see an increase in expenses related to the new Commons building, and overall campus fuel and electricity costs.

One-Time Items

The Vice-President (Saint John) has allocated \$300 Thousand in one-time funding to achieve a balanced budget.

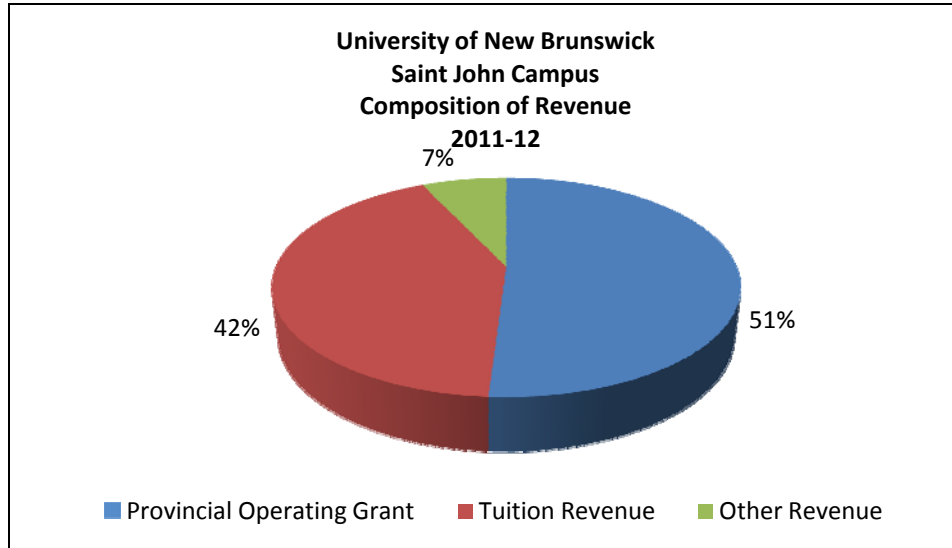
Ongoing Strategies – Priority Funding

Despite considerable fiscal challenges, the Saint John Campus will be investing \$660 Thousand in the following strategic initiatives:

- Student Recruitment and Retention
- Student Services
- Community Engagement

Revenue

Overall operating revenues for the Saint John Campus are budgeted at \$34.6 Million. This represents an increase of \$170 Thousand (or 0.5%) over the 2010-11 **budget**. Revenue is comprised of the following sources:



The following table further illustrates the composition of budgeted revenues and provides a year-to-year comparison of each source:

Saint John Campus	Approved Budget	Approved Budget	Proposed Budget	Increase (Decrease)	
	2009-10 Restated (000's)	2010-11 Restated (000's)	2011-12 (000's)	Dollars (000's)	Percent %
Provincial Operating Grant	\$16,246.7	\$17,394.4	\$17,622.0	\$ 227.6	1.3%
Tuition Revenue	13,550.0	14,724.0	14,381.8	(342.2)	(2.3%)
Other Revenues	2,206.1	2,298.6	2,583.2	284.6	12.4%
Total Revenues	\$32,002.8	\$34,417.0	\$34,587.0	\$ 170.0	0.5%

The following table provides a comparison of the relative portion of budgeted revenues, by source, for the last three years:

Saint John Campus	Approved Budget Restated 2009-10	Approved Budget Restated 2010-11	Proposed Budget 2011-12
Provincial Operating Grant	50.8%	50.5%	50.9%
Tuition Revenue	42.3%	42.8%	41.6%
Other Revenues	6.9%	6.7%	7.5%
Total Revenues	100.0%	100.0%	100.0%

Base revenue growth for 2011-12 includes the following key assumptions:

- Increase in Provincial Operating Grant
- Decrease in Tuition Revenue
- Increase in Other Revenues

Provincial Operating Grant

The Provincial operating grant is the largest component of the UNB operating budget funding. The total amount budgeted for the grant in 2011-12 is \$17.6 Million. The amounts have been confirmed by the MPHEC.

The University of New Brunswick utilizes the same funding allocation formula to allocate the provincial grant between the two main campuses of UNB, Fredericton and Saint John. A permanent adjustment to the Saint John campus base grant amount was made in 2008-09 through a reallocation mechanism resulting from a UNB Commission on Intercampus Affairs. This adjustment continues to be reflected in campus allocations.

The following table provides a comparison of the 2011-12 budget to previous years **budgeted** grant:

Saint John Campus Analysis:	Approved Budget	Approved Budget	Proposed Budget	Increase (Decrease)	
	2009-10 (000's)	2010-11 (000's)	2011-12 (000's)	Dollars (000's)	Percent %
Base Grant	\$15,079.4	\$15,604.2	\$15,831.8	\$ 227.6	1.4%
Grant In Lieu of Tuition Increase	1,167.4	1,790.2	1,790.2	0	0%
Total Grant	\$16,246.8	\$17,394.4	\$17,622.0	\$ 227.6	1.4%

In total, Provincial operating grant revenue is budgeted to increase by \$228 Thousand (or 1.4%) as compared to the *actual* grant received in 2010-11. This increase primarily consists of a \$2.0 Million (or 12.9%) increase in our base grant by the elimination of the Government operating grant in lieu of tuition increase.

The following provides a comparison of the 2011-12 budget against previous year's **actual** grant:

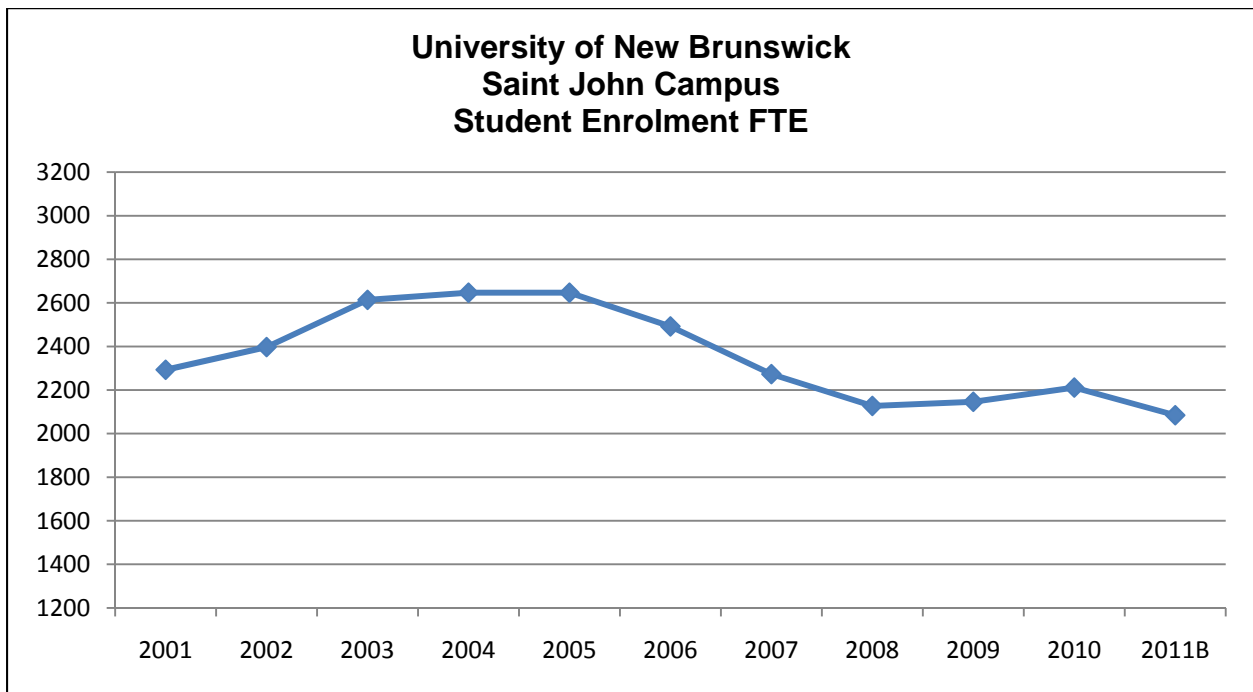
Saint John Campus Analysis:	Actual	Actual	Proposed Budget	Increase (Decrease)	
	2009-10 (000's)	2010-11 (000's)	2011-12 (000's)	Dollars (000's)	Percent %
Base Grant	\$15,048.8	\$15,604.2	\$15,831.8	\$ 227.6	1.4%
Grant In Lieu of Tuition Increase	1,167.4	1,790.2	1,790.2	0	0%
Total Revenues	\$16,216.2	\$17,394.4	\$17,622.0	\$ 227.6	1.4%

Tuition Revenue

Tuition Revenue has traditionally represented about 40% of budgeted revenues on the Saint John Campus. Tuition revenue is budgeted to decrease by \$342 Thousand (or 2.3%) in 2011-12 over 2010-11 budgeted tuition revenue.

Enrolment for 2009-10 was budgeted to reflect a slight decrease, however the final count showed a marginal increase in enrolment from 2008-09, and the first increase in enrollment since 2004. It is projected that enrolment for 2011-12 will decrease by 5.7%, with the decline showing in both Undergraduate and Graduate programs.

University of New Brunswick Saint John Campus Student Enrolment (FTE's)					
Year	FTE Undergraduate	FTE Graduate	Total	Change	% Change
2001	2205	88	2293	-	7.1%
2002	2317	80	2397	104	4.5%
2003	2535	79	2614	217	9.1%
2004	2575	72	2647	33	1.3%
2005	2574	73	2647	0	0.0%
2006	2417	75	2492	-155	-5.9%
2007	2175	98	2273	-219	-8.8%
2008	2044	83	2127	-146	-6.4%
2009	2037	109	2146	19	0.9%
2010	2075	136	2211	65	3.0%
2011B	1984	100	2084	-127	-5.7%



Other Revenue

Other Revenue has represented about 7% of budgeted revenues on the Saint John Campus. In 2011-12, Other Revenue has increased by \$285 Thousand (or 12.4%). Other Revenue is comprised of the following items:

Saint John Campus	Approved Budget 2010-11 (000's)	Proposed Budget 2011-12 (000's)	Increase (Decrease)	
			Dollars (000's)	Percent %
Indirect Costs of Research	\$ 176.0	\$ 176.0	\$ 0.0	0.0%
Short-term Investment Income	300.0	300.0	0.0	0.0%
Shared Services with Fredericton Campus	152.6	252.5	99.9	65.5%
Contract Overhead (Net of Distributions)	269.5	279.5	10.0	3.7%
Contribution from Related Units	705.3	798.3	93.0	13.2%
Parking Fees and Fines	202.1	202.1	0.0	0.0%
Application Fees	76.0	76.0	0.0	0.0%
All Other	417.1	498.8	81.7	19.6%
Total Revenues	\$ 2,298.6	\$ 2,583.2	\$ 284.6	12.4%

The major driver of this increase is:

- Contributions from management fees from Saint John College, and MBA Program;
- Contributions from food services and room rentals related to Grand Hall operations.

Other Revenue amounts flow to the central budget of the Saint John Campus and become available to offset all other expenditures.

Revenue Proposal

The following are included in this year's budget package:

- A proposal to Amend Parking Fees;
- A proposal to implement Registration Confirmation Deposit for Intensive One-year MBA program;
- A proposal to increase application fee for Intensive One-year MBA Program.

Expenses

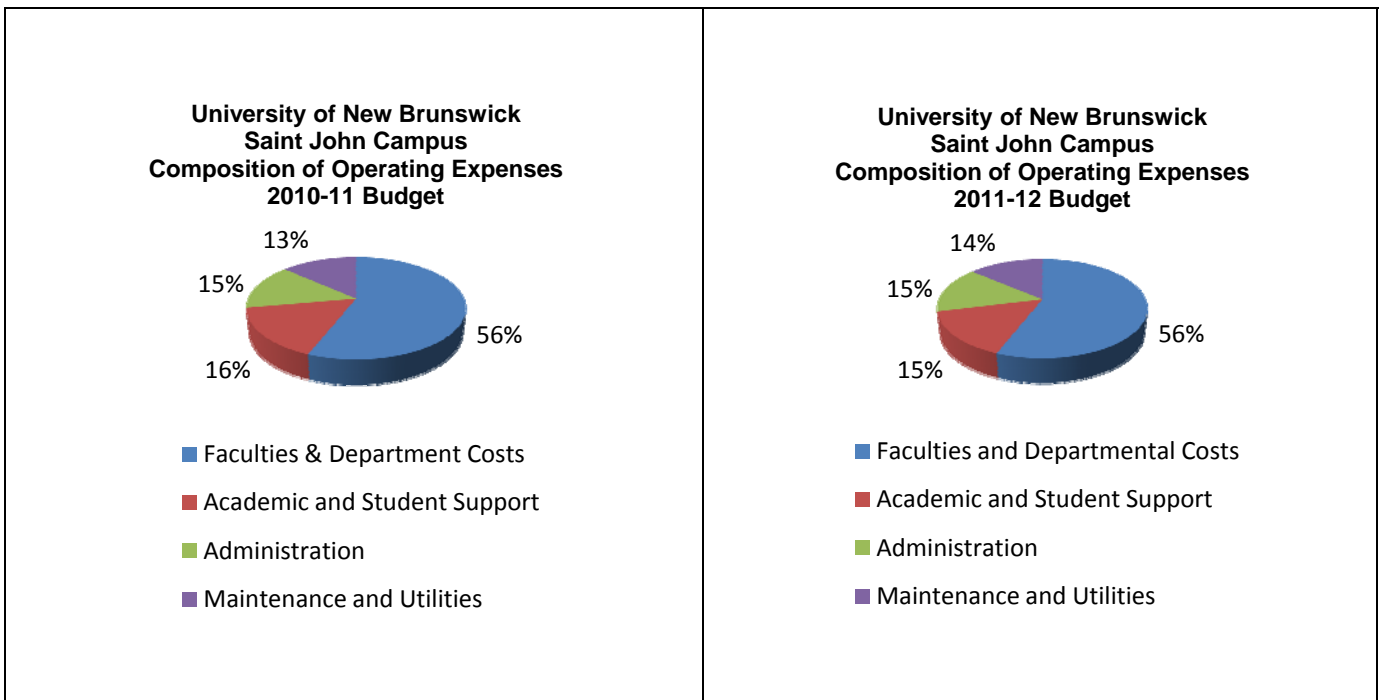
Overall operating expenses (including Ancillary Operations and In-Year Priority Allocations) for the Saint John Campus are budgeted at \$34.9 Million. This represents an increase of \$1.5 Million, or 4.6% over the 2010-11 budget. This rate of increase in Expenses compares to a decrease of expenses of \$110 Thousand, or .33% in the prior year.

The following table illustrates the composition of budgeted Expenses and provides a year-to-year comparison of each major category:

Saint John Campus	Approved Budget 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12	Increase (Decrease)	
	Restated (000's)	Restated (000's)	(000's)	Dollars (000's)	Percent %
Faculties and Departmental Costs	\$ 18,331.0	\$ 18,216.7	\$ 19,054.3	\$ 837.6	4.6%
Academic and Student Support	5,149.9	5,189.1	5,156.5	(32.6)	(0.6%)
Administration	4,693.6	4,724.3	5,142.8	418.5	8.9%
Maintenance & Utilities	4,433.3	4,367.3	4,681.6	314.3	7.2%
Total Operating Expenses	32,607.8	32,497.4	34,035.2	1,537.8	4.7%
Net Ancillary Operations	191.4	191.4	191.4	-	0.0%
In Year Priority Allocations	660.0	660.0	660.0	-	0.0%
Total Expenses	\$ 33,459.2	\$ 33,348.8	\$ 34,886.6	\$ 1,537.8	4.6%

Operating Expenses

Operating Expenses of the Saint John Campus are budgeted at \$34 Million. This represents an increase of \$1.5 Million (or 4.7%) over the 2010-11 budget. Operating Expenses are comprised of the following major categories:



The following table provides a comparison of the relative portion of budgeted Operating Expenses, by major categories:

Saint John Campus	Approved Budget 2009-10	Approved Budget 2010-11	Proposed Budget 2011-12
Faculties and Departmental Costs	56.1%	56.1%	55.9%
Academic and Student Support	16.0%	16.0%	15.2%
Administration	14.4%	14.5%	15.1%
Maintenance and Utilities	13.5%	13.4%	13.8%
Total Operating Expenses	100.0%	100.0%	100.0%

Faculties and Departmental Costs

Budgeted Change from Previous Year Faculties and Departmental Costs			
		Approved 2010-11	Proposed 2011-12
Year to Year Increase (Decrease)	(\$000)	\$(114.30)	\$837.60
	Percent	(0.62%)	4.60%

Faculties and Departmental Costs for the Saint John Campus are budgeted at \$19.1 Million. This represents an increase of \$837.6 Thousand (or 4.6%) over the 2010-11 budget. This rate of increase compares to a decrease of 0.6% in the prior year.

This category of expense includes funding for teaching and non-sponsored research activities on the Saint John Campus, including the salaries and benefits for faculty and support staff as well as day-to-day operating costs (i.e. "non-salary" expenses).

This category is subject to the normal increases related to human resources and non-salary inflationary pressures. For this budget category, we have implemented the increase in faculty salaries & benefits as a result of the recent AUNBT Collective Agreement conciliation report.

The majority "net" increase (after cost reductions in this envelope) from the previous year's budget amount is the result of the actual economic increase granted, versus what was originally projected in the 2010-11 budget.

Academic and Student Support

Budgeted Change from Previous Year Academic and Student Support			
		Approved 2010-11	Proposed 2011-12
Year to Year Increase (Decrease)	(\$000)	\$39.30	\$(32.6)
	Percent	0.75%	(0.63%)

Academic and Student Support for the Saint John Campus is budgeted at \$5.2 Million. This represents a decrease of \$32.6 Thousand (or .63%) over the 2010-11 budget. This rate of decline compares to an increase of .75% in the prior year.

This portfolio is comprised of student services, scholarships, graduate student support, including teaching and research assistantships, campus recreation and athletics, as well as certain departments that directly support teaching and research activities such as the library, web, and multimedia services.

This category is also subject to the normal increases related to human resources and non-salary inflationary pressures (of between 2.5% and 3.0%).

The decrease in this portfolio is a result of cost reductions in this budget envelope.

Administration and Development Services

Budgeted Change from Previous Year Administrative and Development			
		Approved 2010-11	Proposed 2011-12
Year to Year Increase (Decrease)	(\$000)	\$30.70	\$418.50
	Percent	0.65%	8.86%

Administrative and Development Services for the Saint John Campus is budgeted at \$5.1 Million. This represents an increase of \$418.5 Thousand (or 8.86%) over the 2010-11 budget. This rate of increase compares to an increase of .65% in the prior year.

This category of expenses includes costs of various administrative and support activities on the Saint John Campus, such as: the offices of the Vice President Saint John, Assistant Vice President (Financial and Administrative Services), and Registrar's Office.

The majority of the increase is attributable for the following reasons:

- Shared services contribution to the Fredericton campus;
- International recruiting office.

Maintenance and Utilities

Budgeted Change from Previous Year Maintenance and Utilities			
		Approved 2010-11	Proposed 2011-12
Year to Year Increase (Decrease)	(\$000)	\$(66.00)	\$314.3
	Percent	(1.49%)	7.2%

Maintenance and Utilities for the Saint John Campus are budgeted at \$4.7 Million. This represents an increase of \$314 Thousand (or 7.2%) over the 2010-11 budget. This rate of increase compares to a decrease of 1.5% in the prior year.

The majority of this category is comprised of the costs of heat, electricity, water, cleaning and operational maintenance for all academic, research and support facilities on the Saint John Campus. While this category of expenses is generally subject to the same pressures on human resource and non-salary inflation, it is particularly sensitive to fluctuations in weather as well as the volatility of fuel prices.

The cost increase is in the area of electricity and fuel, and maintenance & utilities for the new University Commons building.

Ancillary Operations (Net)

Certain components of the Saint John Campus operations are accounted for as business units having separate budgets as well as profit/loss statements. These units are expected to either remain self-sustaining or generate a small contribution towards the Saint John Campus.

The budget package contains a separate section which describes the Saint John residence system, including details about revenues, proposed fees, expenses and capital investment requirements. This package outlines the reasons for the budget shortfall of over \$191 Thousand including occupancy rates, increased costs of utilities and major capital improvement costs.

**University of New Brunswick
Saint John Campus
2011-12 Operating Budget Schedules**

**UNIVERSITY OF NEW BRUNSWICK
SAINT JOHN
2011-2012 OPERATING BUDGET
\$ (000)**

	Approved	Proposed	Increase (Decrease)	
	2010-11 Restated	2011-2012 Budget	Dollars	Percent
Revenue				
Provincial Operating Grant	\$ 17,394	\$ 17,622	\$ 228	1.31%
Tuition Revenue	14,724	14,382	(342)	(2.32%)
Other Revenue	2,299	2,583	285	12.38%
One Time Non-Recurring Revenue	-	-	-	
	<u>34,417</u>	<u>34,587</u>	<u>170</u>	<u>0.49%</u>
Expense				
Academic and Research				
Faculties and Departmental Costs	18,217	19,054	838	4.60%
Academic and Student Support	5,189	5,157	(33)	(0.63%)
	<u>23,406</u>	<u>24,211</u>	<u>805</u>	<u>3.44%</u>
Administration and Support Services				
Administration	4,724	5,143	419	8.86%
Maintenance & Utilities	4,367	4,682	314	7.20%
	<u>9,092</u>	<u>9,824</u>	<u>733</u>	<u>8.06%</u>
Total Operating Expense	<u>32,497</u>	<u>34,035</u>	<u>1,538</u>	<u>4.73%</u>
Net Ancillary - Colin B MacKay	191	191		
Funding for One-Time priorities	<u>660</u>	<u>660</u>	<u>-</u>	<u>0.00%</u>
Total Expenses	<u>33,349</u>	<u>34,887</u>	<u>1,538</u>	<u>4.61%</u>
Net Position (Shortfall) before One-Time Items	<u>1,068</u>	<u>(300)</u>	<u>(1,368)</u>	
One Time Items				
Utilization of internal reserves	-	300	300	
Suspension of Priority Allocations	(300)	-	300	
Suspension of Contribution to Capital	(768)	-	768	
Sub-total	<u>(1,068)</u>	<u>300</u>	<u>1,368</u>	
Net Position (Deficit)	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	

**University of New Brunswick
Saint John Campus
2011-12 Capital Budget Schedules**

Capital Budget 2011-12 Saint John Campus

Capital Budget Overview

The total capital budget for the Saint John campus is \$2.56 Million in 2011-12 compared to \$29.2 Million in 2010-11.

UNB Saint John Capital Budget Summary		
	\$(000's)	
	2010-11	2011-12
Major maintenance, infrastructure renewal and improvements	\$ 2,774	\$ 2,147
New construction	26,000	-
Equipment and Technology	406	413
	\$ 29,180	\$ 2,560

The major reasons for the difference in overall capital spending between 2011-12 and 2010-11 is the new construction for the Canada Games Stadium and University Commons was part of the 2010-11 capital budget.

Capital Budget Schedules

Building and Space

- Summary and Details

Equipment and Technology

- Summary and Details

Capital Budget Forecast (3 Year)

**UNB SAINT JOHN CAMPUS
CAPITAL BUDGET
BUILDINGS AND SPACE
2011-12**

<u>Source of Funding</u>	Major Maintenance Infrastructure Renewal	Alterations Improvements	New Construction	Total
Ongoing A&R Funding	\$ 197,620	\$ 137,062	\$ -	\$ 334,682
Contribution from Operating Budget	677,500	127,500	-	805,000
UDMP funding Year 2	647,500	-	-	647,500
Supplemental \$175/student fee for Infrastructure Renewal	360,000	-	-	360,000
Total	\$ 1,882,620	\$ 686,072	\$ -	\$ 2,147,182

History

2010-11 Budget	\$ 2,088,227	\$ 686,072	\$ 26,000,000	\$ 28,774,299
2009-10 Budget	2,112,610	1,328,636	7,450,000	10,891,246
2008-09 Budget	1,347,166	127,720	-	1,474,886
2007-08 Budget	3,643,023	524,078	-	4,167,101
2006-07 Budget	2,505,319	243,086	-	2,748,405
2005-06 Budget	2,373,673	52,568	4,800,000	7,226,241
2004-05 Budget	2,755,877	72,073	-	2,827,950
2003-04 Budget	131,920	137,161	600,000	869,081
2002-03 Budget	226,896	34,348	9,900,000	10,161,244
2001-02 Budget	204,514	52,786	-	257,300
2000-01 Budget	208,029	44,124	-	252,153
1999-00 Budget	120,929	126,180	-	247,109

New Construction:

Commons	20,000,000	
Canada Game Stadium	6,000,000	
Medical School building	7,450,000	included in 9/10 information
NBCC Building	Funded directly by Province	
Parking Project	2,000,000	

MAJOR MAINTENANCE AND INFRASTRUCTURE
RENEWAL

A & R Funding

Upgrade heating, mechanical & plumbing at SUB	\$ 38,378	
Upgrade data lines	32,895	
Upgrade ventilation (heating & cooling systems)	36,989	
Ventilation for new spectrometer	12,085	
Energy management metering	38,895	
Tunnel mechanical, heating and plumbing	10,965	
GH mechanical, heating and plumbing	16,448	
OH mechanical, heating and plumbing	10,965	\$ 197,620

Capital Renewal from Operating

Classroom Rejuvenation GHLT	362,500	
Roofing upgrades GH/HH/IH	315,000	677,500

Facilities Renewal Fee

Classroom Rejuvenation GHLT	225,000	
Classroom Rejuvenation GH13	135,000	360,000

UDMP

GHLT	647,500	647,500
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Total Major Maintenance & Infrastructure

1,882,620

ALTERATIONS AND IMPROVEMENTS

A&R Funding

Painting - halls, tunnels & lobbies	32,895	
Flooring improvements - replace carpets	32,895	
Ceiling & tile replacement HH	10,965	
Ceiling & tile replacement GH	10,965	
Asbestos removal	21,930	
Animal care lab upgrades	27,412	137,062

Capital Renewal from Operating

Install fibre line CGS	8,000	
Fire hydrant upgrades	25,000	
Pedestrian Tunnel GH & IH	75,000	
CURIE report upgrades	19,500	127,500

Total Alterations & Improvements

264,562

TOTAL

\$ 2,147,182

**UNB SAINT JOHN CAMPUS
CAPITAL BUDGET
EQUIPMENT AND TECHNOLOGY
2011-12**

<u>Source of Funding</u>	<u>Equipment & Materials</u>	<u>Furnishings</u>	<u>Technology</u>	<u>Unallocated</u>	<u>Total</u>
Provincial non-space grant	\$ 42,644	\$ 67,806	\$ 202,383	\$ -	\$ 312,833
Technology Fee \$50/student	-	-	100,000	-	100,000
Total	\$ 42,644	\$ 67,806	\$ 302,383	\$ -	\$ 412,833

History

2010-11 Budget	\$ 89,956	\$ 68,534	\$ 247,117	\$ -	\$ 405,607
2009-10 Budget	25,664	126,850	239,006	-	391,520
2008-09 Budget	54,424	23,668	300,092	18,066	396,250
2007-08 Budget	151,300	57,170	168,207	-	376,677
2006-07 Budget	91,467	-	275,560	-	367,027
2005-06 Budget	119,138	26,777	211,158	-	357,073
2004-05 Budget	104,681	23,900	254,739	-	383,321
2003-04 Budget	286,427	41,740	859,057	-	1,187,224
2002-03 Budget	88,544	24,679	224,774	-	337,997
2001-02 Budget	31,948	24,535	186,224	-	242,707
2000-01 Budget	49,363	-	190,894	-	240,257
1999-00 Budget	45,805	-	188,729	-	234,534

Equipment and Materials

Biology	Molecular & genetics biotechnology explorer series equipment	\$ 6,464	
Athletics	Stadium equipment	13,259	
Environmental health & safety	camera for quad	2,684	
Environmental health & safety	Cameras - CGS	13,798	
Athletics	Elliptical machine	<u>6,439</u>	\$ 42,644

Furnishings

Facilities Management	locker replacement	21,930	
Facilities Management	exam furniture	<u>45,876</u>	67,806

Technology

ISS	2 servers - VmWare and radius	11,198	
ISS	Management software	2,825	
ISS	Audio Visual - HH236 instructional upgrade	27,452	
ISS	Switch upgrade for campus	30,246	
ISS	IH107 technology upgrade	25,561	
ISS	OH104 instructional technology upgrade	27,452	
ISS	Switch upgrade for BNS	3,098	
Registrar	Printer	1,372	
Campuswide	40 computers & Microsoft licenses	64,455	
Unallocated		<u>8724</u>	202,383

TOTAL NON SPACE

312,833

Technology Fee

Mobile Application	7,000
Radio station equipment	10,844
Baron computer	2,200
iPad project - pilot course	37,080
Read and write software for the accessibility station	757
University Commons study room computers and displays	10,000
Digital production lending library - film scanner and camera	2,800
Lab renewal and expansion	<u>29,319</u>

TOTAL TECHNOLOGY FEE

100,000

TOTAL NON-SPACE AND TECHNOLOGY FEE

\$ 412,833

**University of New Brunswick
Capital Budget Forecast
Saint John Campus
3 Years - 2011-12 to 2013-14**

	2011-12 Budget	2012-2013 Forecast	2013-2014 Forecast	Total
<u>Building and Space</u>				
<u>Ongoing</u>				
Provincial A & R Funding	\$ 334,682	\$ 338,029	\$ 341,409	\$ 1,014,120
Supplemental Infrastructure Fee	360,000	360,000	360,000	1,080,000
Operating Budget Contribution	805,000	805,000	805,000	2,415,000
	1,499,682	1,503,029	1,506,409	4,509,120
<u>One-time</u>				
UDMP Funding (Year 3 of 4)	647,500	647,500		1,295,000
	647,500	647,500	-	1,295,000
Total Building & Space	\$ 2,147,182	\$ 2,150,529	\$ 1,506,409	\$ 5,804,120
<u>Non Space & Technology</u>				
Non Space	312,833	315,962	319,121	947,917
Technology Fee	100,000	100,000	100,000	300,000
	412,833	415,962	419,121	1,247,917
TOTAL CAPITAL	\$ 2,560,015	\$ 2,566,491	\$ 1,925,531	\$ 7,052,037

NOTES

Major construction projects not included in above

Commons	\$ 20,000,000	
Canada Games Stadium	6,000,000	
Medical School building	7,450,000	was included in 9/10 information
NBCC Building		funded directly by Province
Parking Project	2,000,000	

University of New Brunswick
Saint John Campus
Residence & Conference Services Budget
2011-2012

**UNIVERSITY OF NEW BRUNSWICK
SAINT JOHN CAMPUS
EXECUTIVE SUMMARY
2011-2012 RESIDENCE SYSTEM FINANCIAL PLAN**

- Projected deficit for 2011-12 of \$191,400
- 90% occupancy rate assumed.
- 3.1% room rate increase being recommended for Sir James Dunn Residence.
- 3% room rate increase being recommended for Dr. Colin B. Mackay Residence.
- Apartment rental to remain the same.
- Meal Plan to remain unchanged - \$2,400 (declining balance).
- No increase in daily summer rates being recommended.
- House dues will increase to \$70 – a \$20 yearly increase – only increase since 1993. The residence students felt they needed more revenue to operate their social events for residence students due to cost increases.
- Expenditure cost containment based on previous year's actual expenditures.
- In 2010-2011, Capital Renewal Renovations were completed in Building B – Sir James Dunn Residence had new showers installed on one floor, completion of updating beds and mattress on one floor, several pieces of new TV Lounge furniture and TV's along with the completion of installation of new energy efficient windows.

**University of New Brunswick
Saint John Campus
Proposed Residence Budget Plan
2011-12**

INTRODUCTION

UNB Saint John's residence system offers students the opportunity to live on campus in modern, convenient accommodations. Our two residences offer standard house amenities that include furnished TV and study lounges, high-speed internet and cable TV connections along with modern laundry facilities. Both residences foster an academic and cultural environment in non-smoking, co-ed and security card locked buildings. The residence system is supported by our residence life staff along with key partnerships with Student Services and other academic and administrative support units.

The Saint John residence system consists of the Sir James Dunn Residence (traditional residence) and the Dr. Colin B. Mackay Residence (two bedroom suite residence) which are operated as an ancillary operation for financial purposes. The MPHEC does not provide financial support to residence facilities and therefore the residence system budget is a cost-recovery budget which relies completely on accommodation revenue from residence students and conference services.

The proposed residence budget is a comprehensive report of revenues, operating expenses and capital expenditures associated with the Saint John campus residence system.

The Saint John campus has two residential buildings which can accommodate 238 students. The academic year 2010-11 occupancy was 99%.

Our strengths in residence & conference services are our students, clients and staff along with a high residence demand from new and returning students along with recurring conference business customers.

Our goal is to be continually committed to our students, university community and to maintain and grow our conference business while offering professional development to our staff/students and continued support of our residence programs with our diverse student residence population.

2011-2012 BUDGET PREPARATION

The successful experience of the residence system (238 beds) was used in preparing the 2011-2012 financial plan.

It is **recommended** that the room portion of the residence fee increase by 3.1% for the Sir James Dunn Residence and 3% for the Dr. Colin B. Mackay Residence to offset increasing operating costs and also to stay competitive in the Saint John student housing market. A summary of all room rates from the beginning of our first year of operation is attached as Appendix 'A'. The existing Saint John Market and vacancy rates (see Appendix 'B') have also been taken into consideration in determining the residence fee.

Recent History Average Last Five Years 1.55%	
2010-11	2.75%
2009-10	2.5%
2008-09	0%
2007-08	0%
2006-07	2.5%

The tax free meal plan fees will remain unchanged at \$2,400. The \$300 and \$800 taxed meal card for the students living in the suites will remain unchanged.

The residence house dues will that the University collects on behalf of the students will change to \$70 (previously \$50 since 1993).

The budgeted operating expenditures are based upon the previous years' actual expenditures, with minor changes in both directions as appropriate.

The following table summarizes the 2011-2012 fees associated with the residence system in Saint John:

SAINT JOHN CAMPUS SUMMARY OF RESIDENCE FEES	
	PROPOSED 2011-2012
<u>Sir James Dunn Residence</u>	
- Super Single (double bed)	\$ 4,665
- Large Single (single bed)	\$ 4,561
- Single	\$ 4,266
- Double	\$ 3,805
- Meal Plan	\$ 2,400
 <u>Dr. Colin B. Mackay Residence</u>	
- Two Bedroom Suites	\$ 4,785
- Meal Plan III (taxable)	\$ 300
- Meal Plan IV (taxable)	\$ 800

ALL ROOM RATES INCLUDE HIGH SPEED INTERNET, LOCAL TELEPHONE, CABLE TV AND FREE LAUNDRY.

Food Plan

The Saint John Campus residence food plan, operated by an external food contractor, Aramark Campus Services, is a ‘declining balance’ board plan which offers several advantages over the traditional types of plans:

Convenience – students do not need to rush to meals served only in one dining hall. Students have the flexibility to eat in the Baird Dining Hall or at Tim Horton’s, which are both operated by Aramark.

No missed meals – Students, who go home on weekends, play team sports or have untimely schedules for meals need not worry about paying for meals they miss.

No HST – meal plan \$2,400 is tax exempt.

Security – students do not need to carry cash at any time on campus to enjoy a meal or a snack – they just use their student ID card.

Students are **not expected to eat limited menu items** at precise meal times. They have the flexibility to eat at their leisure, and choose a menu that agrees with them for that meal.

All plans allow students to **purchase additional ‘debits’** in increments of \$25.00 should their original balance purchased reach zero.

Conference Services

Conference Services is critical to the financial well being of the Residence System and requires exploring ways to increase new revenues along with marketing and working closely with the Saint John tourism community and Sport New Brunswick. This has become increasingly more difficult over the past few years due to the construction of several new hotels in Saint John and another hotel under construction for opening in 2012. The Canada Games Stadium has now been refurbished and it is hoped that we will now see more external provincial tournaments including major track & field events which will help to increase our summer revenue.

The 2011-2012 summer rates will not change. This will keep UNB Saint John's accommodation prices competitive with other universities in the Atlantic Provinces with similar facilities and services.

SUMMER ACCOMMODATIONS RATES		
	Daily	
Summer Rates		
Single	\$ 32	Plus tax
Double	\$ 45	Plus tax
Suite	\$ 72	Plus tax
Additional persons \$5.00 plus tax		
Student Rates per person		Weekly
Single		\$ 100
Two Bedroom Suite – per person		\$ 125

**UNB SAINT JOHN CAMPUS
CONSOLIDATED RESIDENCE SYSTEM
2011-12 BUDGET**

	2011-12	2010-11
NUMBER OF RESIDENTS	238	238
REVENUE		
Students Income	\$ 986,823	\$ 964,879
Summer Income	200,000	200,000
Vacancy Allowance (note budget is 90% occupancy)	-	-
Meal Plan Income	170,000	170,000
Apartment Rentals	13,000	13,000
House Fines	1,000	1,000
TOTAL REVENUE	\$ 1,370,823	\$ 1,348,879
OPERATING EXPENSES		
Travel/Entertainment Pool	11,870	11,870
Residence Assistant Training	7,000	6,000
Steam Heat	40,000	40,000
Electrical	85,000	85,000
Water	42,000	23,000
Renovation/Maintenance Pool	23,000	23,000
Cleaning Contractor	72,000	62,000
Meal Plan Expenses Contractor	170,000	170,000
Garbage Contractor	10,000	12,000
Telephone Contract	78,040	78,040
Internet Contract	48,325	48,325
Cable Contract	28,100	28,100
Elevator Contract	6,600	6,600
Management Fee Physical Plant	39,500	39,500
Misc. Maintenance Contracts	10,000	5,000
Repair/Cleaning Supplies	17,000	17,000
Laundry Service	2,000	2,000
Furniture & Equipment	13,000	13,000
Office operating expenses	23,750	23,750
House fines - spent	1,000	1,000
TOTAL OPERATING EXPENSES	\$ 728,185	\$ 695,185
SALARY EXPENSES		
Full Time Salaries	139,748	131,095
Residence Assistants	33,495	32,522
Summer Students Office/Cleaning	28,320	25,095
Fringe Benefit Costs	29,529	27,655
TOTAL SALARY EXPENSES	\$ 231,092	\$ 216,367
TOTAL EXPENSES BEFORE DEBT SERVICE AND CAPITAL RENEWAL	\$ 959,277	\$ 911,552
CAPITAL RENEWAL	6,596	32,377
DEBT SERVICE	596,350	596,350
DEFICIT	-\$ 191,400	-\$ 191,400

NOTE (In Kind-Apartment costs for RLC for 12 month period at \$575

APPENDIX "A"
Page 1

SIR JAMES DUNN RESIDENCE ROOM & APARTMENT RATES					
Year	Super Single Double Bed	Large Single Single Bed	Single	Double	Apartments (Per Month)
1993-94		\$ 2,734	\$ 2,734	\$ 2,189	\$ 575
1994-95		2,734	2,734	2,189	575
1995-96		2,835	2,835	2,260	575
1996-97		3,050	3,050	2,350	575
1997-98		3,210	3,210	2,470	575
1998-99		3,410	3,210	2,470	575
1999-00		3,410	3,210	2,470	575
2000-01		3,474	3,274	2,520	575
2001-02		3,655	3,355	2,583	575
2002-03		3,738	3,438	2,648	575
2003-04		3,824	3,524	2,714	575
2004-05		4,015	3,700	2,850	575
2005-06		4,215	3,885	3,135	575
2006-07		4,257	3,924	3,449	575
2007-08		4,257	3,924	3,449	575
2008-09		4,257	3,924	3,449	575
2009-10	\$ 4,463	4,363	4,022	3,535	575
2010-11	4,574	4,472	4,122	3,624	600 – per person 800 – 1 person
PROPOSED	4,665	4,561	4,266	3,805	600 – per person 800 – 1 person

DR. COLIN B. MACKAY RESIDENCE TWO-BEDROOM SUITE RATES	
Year	Rate Per Person
2003-04	\$ 3,950
2004-05	4,150
2005-06	4,357
2006-07	4,401
2007-08	4,401
2008-09	4,401
2009-10	4,511
2010-11	4,646
Proposed 2011-12	4,785

APPENDIX “B”

COMPARABLE (AVERAGE) APARTMENT RENTS								
SAINT JOHN AREA								
Zone	Bachelor		1 Bedroom		2 Bedroom		3 Bedroom	
	2010	2009	2010	2009	2010	2009	2010	2009
South-1	469	454	574	562	701	714	810	730
West-2	441	427	486	485	578	584	659	653
North-3	470	479	576	552	673	666	678	668
East-4	450	456	520	515	623	629	685	676
Saint John (1-4)	465	458	558	544	652	656	707	685

Most sought after by students is in Zone 3, and preferably within walking distance of the University (Zone 3). The above Saint John area rental charges may or may not include heat.

VACANCY RATES (%) BY ZONES								
SAINT JOHN AREA								
Zone	Bachelor		1 Bedroom		2 Bedroom		3 Bedroom	
	2010	2009	2010	2009	2010	2009	2010	2009
*South-1	10.1	4.8	5.5	3.2	7.8	4.2	4.8	No Data
*West-2	No Data	No Data	2.2	2.4	2.6	3.0	5.4	No Data
*North-3	No Data	No Data	4.1	4.7	3.9	2.8	5.8	3.0
East-4	4.5	8.3	4.7	5.2	5.7	7.1	4.3	4.5
Saint John (1-4)	8.8	4.3	4.6	3.8	5.0	3.7	5.3	2.3

* Data suppressed to protect confidentiality or data is not statistically reliable.

Source: CMHC Rental Market Report, October, 2010
 Saint John, Canadian Mortgage & Housing Corporation

The overall average rent increased by 2.9% in the Saint John Area.