



Board of Governors  
April 18, 2013  
Agenda Item # 11.4.5

## **Saint John Campus**

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### University of New Brunswick **2013-14 Budget**

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## VICE PRESIDENT'S COMMENTARY

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### Introduction

With shrinking student demographics in southwestern New Brunswick, and more competition from other universities, the Saint John campus will continue to make strategic investments in recruiting and retention, and will continue to support activities that make the campus a destination for students from New Brunswick, from elsewhere in Canada and from abroad.

Overall, the Provincial operating grant represents 47 percent of the proposed budget for the Saint John campus for 2013-14, while tuition is expected to contribute 43 percent, and other revenues, 10 percent. As a result of this revenue distribution, the Saint John campus is particularly sensitive to any changes in enrolment and changes in the provincial grant.

### Strategy for 2013-14

For the 2013-14 budget year, the Saint John campus is proposing a balanced budget, even though the campus Registrar is projecting that enrolment for 2013-2014 (from budgeted 2012-2013) will decrease, resulting in a 4.9 percent reduction in tuition revenue.

Each of the four portfolio units were given a reduction target to achieve to contribute towards an overall reduction target of \$.892 Million. Not all portfolio units met their targets; however, the overall reductions across all units and bringing budgets in line with actuals will allow the Saint John Campus to put forward a balanced budget for 2013-2014.

The campus will also continue to closely monitor all of its budgets and will continue its cost containment efforts to keep overall expense growth minimal. Overall expenses are budgeted to increase by .25 percent in 2013-14.

Priority (strategic) funding of \$660 thousand has been maintained in the budget for 2013-2014, which will permit the campus to continue to fund initiatives related to recruitment and retention, as well as other initiatives that have been identified as priorities from the UNB Strategic plan.

For 2013/14 the Saint John campus will continue to focus on:

- Supporting recruitment by providing additional funding to help support the recruiting strategies of the international and domestic recruiting teams
- Supporting the Ontario recruiter and the ongoing efforts to generate a new source of students from this region.
- Supporting student retention through continued support of University 1003, and continuing to monitor the data to gain a better understanding our retention issues.
- Continue to work toward a campus-wide retention strategy that can be used as a guide for strategic funding, and to better improve campus services for students.
- Implementation of the Strategic Plan, by supporting initiatives that have been collectively agreed upon as goals to work toward by senior administration at UNB Saint John.
- Enhancing of student support services by supporting positions such as a Career Counsellor.
- Collaborating with partners -- Dalhousie Medicine New Brunswick, New Brunswick Community College Saint John, and Horizon Health -- to promote the development a health and life sciences research and teaching cluster at the Tucker Park campus of UNB.
- Continue to engage in community outreach activities

### Investing in Infrastructure

In order to provide students, faculty and staff a positive environment in which to work and study, continued investments in campus infrastructure and upgrades have been planned for in 2013-2014.

The proposed Capital budget for 2013/14, totaling \$2.2 million, is focused on major maintenance and infrastructure renewal projects for the campus, including: classroom renewal, washroom upgrades, and other campus improvements (totaling \$1.8

## VICE PRESIDENT'S COMMENTARY

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million) and equipment and technology purchases (totaling \$413 Thousand). This includes: A&R funding, capital renewal funding from the operating budget, facilities renewal fee funding (dedicated for classroom renewal), and UDMP funding.

### **Planning for the Future**

Overall it is anticipated that 2013/14 will be a year of striving to increase student enrolment, through a combination of recruitment and retention initiatives. Projects and initiatives that have been funded through strategic funding will be closely scrutinized to determine which ones will continue, and which ones will conclude. There will also be an opportunity to investigate new initiatives that will support the strategic plan, and the campus' efforts to maintain a balanced budget.

Saint John College will continue to play a major role as a source of new potential students for our academic programs, and as a revenue stream that helps support the campus. New programs that are in development, such as the LPN/Bachelor of Nursing bridge program, will be a new source of students for our campus. Finally, creative programs such as the Irving Oil MBA will be evaluated to determine how this type of programming could be "customized" for other markets.

Planning for the renovation of the Ward Chipman Library building is now well underway, and will continue into 2013-2014. A prioritized list with a "student-centric" focus has moved forward for further discussion: an international centre (which includes aspects of Saint John College's programming), student services and student support units, dedicated student space, and multi-use space have all been identified as priorities for the building.

## BASIC OBJECTIVES AND STRATEGY

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The Saint John campus is proposing a balanced budget for 2013-14.

### Revenues

For 2013-14, Saint John Campus budgeted revenues are expected to decrease overall by \$724.5 Thousand (or 1.9%) over budgeted revenue for 2012-13. Major drivers are:

- Decline in Student Tuition Revenue ( \$827.5 Thousand);
- Increase in Other Revenue (\$127.6 Thousand);
- No change assumed for Provincial Operating Grant

### Expenses

Saint John Campus budgeted expenses for 2013-14 have increased by \$91.9 Thousand (or .25%) over the 2012-13 budgeted expenditures.

Extensive interventions have been made to limit overall expense growth so that expenses would match revenue.

Major drivers of this year's .25% expenditure increase are:

- Academic and Research portfolio increased to reflect estimated faculty salaries and benefits increases, in recognition of the upcoming AUNBT bargaining process.
- Academic and Student Support portfolio increased to reflect additional student scholarship support;
- Administration portfolio increased to reflect an increased shared services contribution to the Fredericton campus;
- Maintenance and Utilities portfolio decreased to reflect actual operating expenses for the Hans W. Klohn Commons and Ward Chipman Library buildings.

### Ongoing Strategies – Priority Funding

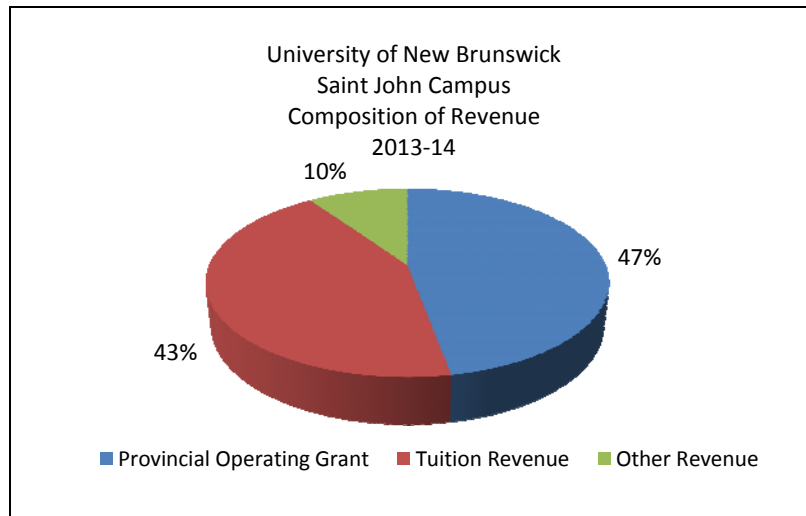
The Saint John Campus will also be investing \$660 Thousand in the following strategic areas:

- Student Recruitment and Retention;
- Student Services;
- Community Engagement.

## OPERATING BUDGET SUMMARY

### Revenue

Overall operating revenues for the Saint John Campus are budgeted at \$37.3 Million. This represents a decrease of \$724.5 Thousand (or 1.9%) over the 2012-13 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:

	Approved Budget Restated 2012-13	Proposed Budget 2013-14	Change \$	Change %
Provincial Operating Grant	\$17,619.7	\$17,595.1	(24.6)	(0.1%)
Tuition Revenue	\$16,957.1	\$16,129.6	(827.5)	(4.9%)
Other Revenue	\$3,472.2	\$3,599.8	127.6	3.7%
<b>Total Revenue</b>	<b>\$38,049.0</b>	<b>\$37,324.5</b>	<b>(724.5)</b>	<b>(1.9%)</b>

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

	Approved Budget Restated 2011-12	Approved Budget Restated 2012-13	Proposed Budget 2013-14
Provincial Operating Grant	50.2%	46.3%	47.1%
Tuition Revenue	40.8%	44.6%	43.3%
Other Revenue	9.0%	9.1%	9.6%
<b>Total Revenue</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

## OPERATING BUDGET SUMMARY

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Base revenue decline for 2013-14 includes the following key assumptions:

- A projected decline of approximately 200 students from previous year's budget.
- Increase in Other Revenues of approximately \$127 Thousand.

### 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 2013-14 is \$17.6 Million. The assumption in the budget is that there will be no change in level of provincial operating grant funding from the actual ongoing levels in 2012-13.

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 2013-14 budget to previous years' budgeted grant:

	Approved Budget Restated 2011-12	Approved Budget Restated 2012-13	Proposed Budget 2013-14	Change \$	Change %
Provincial Operating Grant	17,622.0	\$17,619.7	\$17,595.1	(24.6)	(0.14%)
Tuition Revenue	14,337.8	\$16,957.1	\$16,129.6	(827.5)	(4.90%)
Other Revenue	3,160.2	\$3,472.2	\$3,599.8	127.6	3.67%
Total Revenue	35,120.0	\$38,049.0	\$37,324.5	(724.5)	(1.90)%

In total, Provincial operating grant for 2013-14 is budgeted to decrease by \$24.6 Thousand (or .14%) as compared to the *budgeted* grant received in 2012-13.

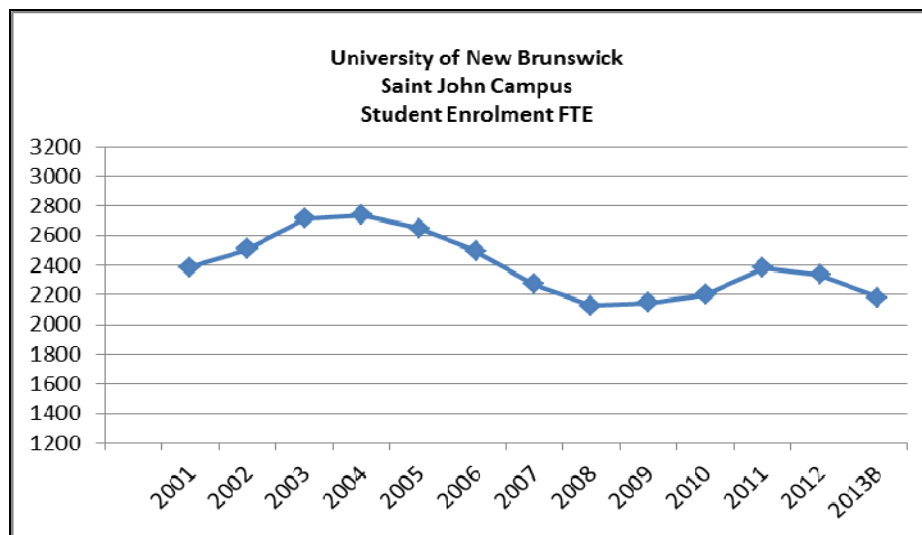
# OPERATING BUDGET SUMMARY

## Tuition Revenue & Student Enrolment

Tuition Revenue has traditionally represented about 40% of budgeted revenues on the Saint John Campus. Tuition revenue is budgeted to decrease by \$827.5 Thousand (or 4.9%) in 2013-14 over 2012-13 budgeted tuition revenue.

Enrolment for 2012-13 was budgeted to reflect no change; however the final count showed a decrease in enrolment of 51 FTE's. It is projected that enrolment for 2013-14 from **budgeted** 2012-13 will decrease by 8.7%, with the decrease 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	2286	99	2385	-	7.1%
2002	2414	94	2508	123	5.2%
2003	2623	92	2715	207	8.3%
2004	2656	81	2737	22	0.8%
2005	2574	73	2647	(90)	(3.3%)
2006	2417	75	2492	(155)	(5.9%)
2007	2175	98	2273	(219)	(8.8%)
2008	2044	83	2127	(146)	(6.4%)
2009	2037	110	2147	20	0.9%
2010	2064	138	2202	55	2.6%
2011	2199	185	2384	182	8.3%
2012B	2236	150	2386	2	0.1%
2012A	2165	170	2335	(51)	(2.1%)
2013B	2058	125	2183	(203)	(8.7%)





## OPERATING BUDGET SUMMARY

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### Other Revenue

Other Revenue represents about 10% of budgeted revenues on the Saint John Campus. In 2013-14, Other Revenue has increased by \$127.6 Thousand (or 3.7%). Other Revenue is comprised of the following items:

Saint John Campus	Approved Budget	Proposed Budget	Increase (Decrease)	
	2012-13 (000's) restated	2013-14 (000's)	Dollars (000's)	Percent %
Indirect Costs of Research	176.0	176.0	-	0.0%
Short-term Investment Income	300.0	300.0	-	0.0%
Shared Services with Fredericton Campus	252.6	252.6	-	0.0%
Contract Overhead (Net of Distributions)	364.5	357.0	( 7.5 )	(2.1%)
Contribution from Related Units	798.3	807.8	9.5	1.2%
Parking Fees and Fines	207.1	273.6	66.5	32.1%
Application Fees	98.0	140.0	42.0	42.9%
All Other	1,275.7	1,292.8	17.1	1.3%
<b>Total Revenues</b>	<b>3,472.2</b>	<b>3,599.8</b>	<b>127.6</b>	<b>3.7%</b>

The major driver of this increase is:

- Parking fees and fines
- Application fees

Parking fees and fines revenue is budgeted to increase due to a proposal to increase fees for parking permits.

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

## OPERATING EXPENSES

### Overall Allocations Operating Expenses

Overall operating expenses (including Ancillary Operations and In-Year Priority Allocations) for the Saint John Campus for 2013-14 are budgeted at \$37.4 Million. This represents an increase of \$91.9 Thousand, or .25% over the 2012-13 budget.

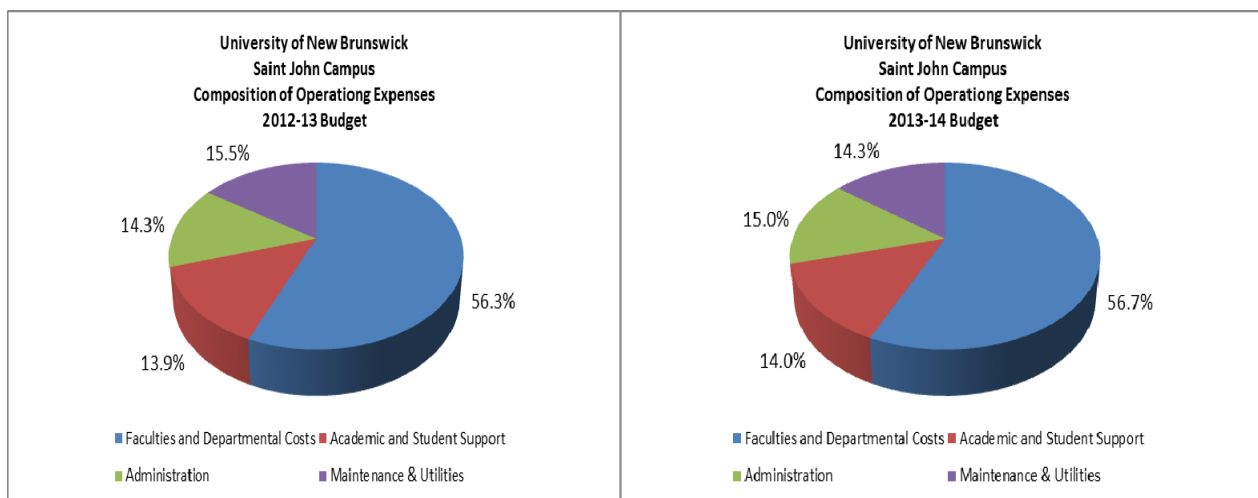
The following table illustrates the composition of budgeted Expenses and provides a year-to-year comparison of each major category:

Saint John Campus	Approved Budget	Proposed Budget	Increase (Decrease)	
	2012-13 Restated (000's)	2013-14 (000's)	\$ (000's)	%
Faculties and Departmental Costs	20,769.6	21,104.2	334.6	1.61%
Academic and Student Support	5,113.9	5,251.5	137.6	2.69%
Administration	5,278.1	5,597.3	319.2	6.05%
Maintenance & Utilities	5,681.2	5,323.1	(358.1)	(6.3%)
<b>Total Operating Expenses</b>	<b>36,842.8</b>	<b>37,276.1</b>	<b>433.3</b>	<b>1.18%</b>
Net Ancillary Operations	191.4	0	(191.4)	(100.0%)
In Year Salary Savings	(400.0)	(550.0)	(150.0)	37.5%
In Year Priority Allocations	660.0	660.0	0	0.0%
<b>Total Expenses</b>	<b>37,294.2</b>	<b>37,386.1</b>	<b>91.9</b>	<b>0.25%</b>

In order to achieve a .25% overall growth in operating expenses, a total of \$.892 Million in expenditure interventions were undertaken.

### Analysis

Operating Expenses of the Saint John Campus are budgeted at \$37.3 Million. This represents an increase of \$433.3 Thousand (or 1.2%) over the 2012-13 budget. Operating Expenses are comprised of the following major categories:



## OPERATING EXPENSES

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

Saint John Campus	Approved	Approved	Proposed
	Budget	Budget	Budget
	2011-12	2012-13	2013-14
	Restated	Restated	
Faculties and Departmental Costs	56.1%	56.3%	56.7%
Academic and Student Support	14.0%	13.9%	14.0%
Administration	14.4%	14.3%	15.0%
Maintenance & Utilities	15.5%	15.5%	14.3%
<b>Total Operating Expenses</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

### Faculties and Departmental Costs

Faculties and Departmental Costs for the Saint John Campus are budgeted at \$21.1 Million. This represents an increase of \$335 Thousand (or 1.6%) over the 2012-13 budget. This rate of increase compares to an increase of 5.9% 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 estimated an increase in faculty salaries & benefits in recognition of the upcoming AUNBT bargaining process.

Budgeted Change from Previous Year			
Faculties and Departmental Costs			
		Approved	Proposed
		2012-13	2013-14
		Restated	
Year to Year Increase (Decrease)	\$000	\$1,134.4	\$334.6
	Percent	5.9%	1.6%

### Academic and Student Support

Academic and Student Support for the Saint John Campus is budgeted at \$5.3 Million. This represents an increase of \$137.6 Thousand (or 2.7%) over the 2012-13 budget. This rate of increase compares to an increase of 4.1% in the prior year.

## OPERATING EXPENSES

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.

The majority of the increase in this portfolio is a result of providing additional student scholarship support.

Budgeted Change from Previous Year Academic and Student Support			
		Approved 2012-13 Restated	Proposed 2013-14
Year to Year Increase (Decrease)	\$000	\$206.8	\$137.6
	Percent	4.1%	2.7%

### Administration and Development Services

Administrative and Development Services for the Saint John Campus is budgeted at \$5.6 Million. This represents an increase of \$319.2 Thousand (or 6.1%) over the 2012-13 budget. This rate of increase compares to an increase of 5.2% in the prior year.

The increase to shared services to the Fredericton campus of \$255 Thousand represents the majority of the increase. The actual rate of growth for the Saint John campus administration portfolio is 1.2%.

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:

- Increase in shared services contribution to the Fredericton campus;

Budgeted Change from Previous Year Administrative and Development			
		Approved 2012-13 Restated	Proposed 2013-14
Year to Year Increase (Decrease)	\$000	\$269.5	\$319.2
	Percent	5.2%	6.1%

### Maintenance and Utilities

Maintenance and Utilities for the Saint John Campus are budgeted at \$5.3 Million. This represents a decrease of \$358.1 Thousand (or 6.3%) over the 2012-13 budget. This rate of decrease compares to an increase of 4.7% in the prior year.

# OPERATING EXPENSES

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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 decrease is in the area of electricity and fuel for the campus, due to uncertainties in projecting expenses for the Hans W. Klohn Commons and the vacancy of the upper floors of the Ward Chipman Library.

Budgeted Change from Previous Year			
Maintenance and Utilities			
		Approved	Proposed
		2012-13	2013-14
		Restated	
Year to Year Increase (Decrease)	\$000	\$264.0	(\$358.1)
	Percent	4.7%	(6.3%)

## 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.

## SUMMARY STATEMENT OF OPERATING REVENUES & EXPENSES

University of New Brunswick  
Saint John Campus  
2013-14 Operating Budget  
\$(000's)

	Approved 2012-13 <u>Restated</u>	Proposed 2013-2014 <u>Budget</u>	\$ <u>Change</u>	% <u>Changed</u>
<b>Revenue</b>				
Provincial Operating Grant	\$17,619.7	\$17,595.1	(\$24.6)	(0.1%)
Tuition Revenue	16,957.1	16,129.6	(827.5)	(4.9%)
Other Revenue	<u>3,472.2</u>	<u>3,599.8</u>	<u>127.6</u>	<u>3.7%</u>
<b>Total Revenue</b>	<b>38,049.0</b>	<b>37,324.5</b>	<b>(724.5)</b>	<b>(1.9%)</b>
<b>Expense</b>				
<b>Academic and Research</b>				
Faculties and Departmental Costs	20,769.6	21,104.2	334.6	1.61%
Academic and Student Support	<u>5,113.9</u>	<u>5,251.5</u>	<u>137.6</u>	<u>2.69%</u>
<b>Subtotal Academic &amp; Research</b>	<b>25,883.5</b>	<b>26,355.7</b>	<b>472.1</b>	<b>1.82%</b>
Administration and Support Services				
Administration	5,278.1	5,597.3	319.2	6.05%
Maintenance & Utilities	<u>5,681.2</u>	<u>5,323.1</u>	<u>(368.1)</u>	<u>(6.3%)</u>
<b>Subtotal Administration and Support Services</b>	<b>10,959.3</b>	<b>10,920.4</b>	<b>(38.9)</b>	<b>(0.35%)</b>
<b>Total Operating Expense</b>	<b>36,842.8</b>	<b>37,276.1</b>	<b>433.3</b>	<b>1.18%</b>
In-Year Salary Savings	(400.0)	(550.0)	(150.0)	37.5%
Net Ancillary - Colin B MacKay	191.4	0.0	(191.4)	(100.0%)
Funding for One-Time priorities	<u>660.0</u>	<u>660.0</u>	<u>0.0</u>	<u>0.0%</u>
<b>Total Expenses</b>	<b>37,294.2</b>	<b>37,386.1</b>	<b>91.9</b>	<b>0.25%</b>
<b>Net Position (Shortfall) before One-Time Items</b>	<b>754.8</b>	<b>(61.6)</b>	<b>(816.4)</b>	
<b>One Time Items</b>				
One-Time Provincial Operating Grant	214.7	227.6	12.9	
Capital (WCL)	(612.6)	(166.0)	446.6	
Strategic investments	<u>(356.9)</u>	<u>0.0</u>	<u>356.9</u>	
<b>Subtotal One Time Items</b>	<b>(754.8)</b>	<b>61.6</b>	<b>816.4</b>	
<b>Net Position</b>	<b><u>\$0.0</u></b>	<b><u>\$0.0</u></b>	<b><u>\$0.0</u></b>	

## CAPITAL BUDGET

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### Overview

The total capital budget for the Saint John campus is \$2.2 Million for 2013-14, as compared to \$2.6 Million in 2012-13.

UNB Saint John Capital Budget Summary		
	\$(000's)	
	2012-13	2013-14
Major maintenance, infrastructure renewal and improvements	\$2,187	\$1,750
New construction	0	0
Equipment and Technology	413	413
	<u>\$2,600</u>	<u>\$2,163</u>

### Capital Budget Schedules

Building and Space

- Summary and Details

Equipment and Technology

- Summary and Details

Capital Budget Forecast (3 Year)

## CAPITAL BUDGET

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**UNB SAINT JOHN CAMPUS  
CAPITAL BUDGET  
BUILDINGS AND SPACE  
2013-14**

<b>Source of Funding</b>	<b>Major Maintenance Infrastructure Renewal</b>	<b>Alterations Improvements</b>	<b>New Construction</b>	<b>Total</b>
Ongoing A&R Funding	\$ 94,295	\$ 239,811	\$ 0	\$ 334,106
Contribution from Operating Facilities Renewal Fee	510,750	294,250	0	805,000
UDMP funding Year 5	400,000	0	0	400,000
	211,280	0	0	211,280
<b>Total</b>	<b>\$ 1,216,325</b>	<b>\$ 534,061</b>	<b>\$ 0</b>	<b>\$1,750,386</b>
<b>History</b>	\$ 1,660,289	\$ 526,317	\$ 0	\$2,186,606
2012-13 Budget	1,882,620	263,986	0	2,146,606
2011-12 Budget	1,882,620	263,986	0	2,146,606
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	0	1,474,886
2007-08 Budget	3,643,023	524,078	0	4,167,101
2006-07 Budget	2,505,319	243,086	0	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	0	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	0	257,300
2000-01 Budget	208,029	44,124	0	252,153
1999-00 Budget	120,929	126,180	0	247,109



## CAPITAL BUDGET

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### MAJOR MAINTENANCE AND INFRASTRUCTURE RENEWAL

#### **A & R Funding**

Heating and Ventilation GH & OH	35,000	
Electrical Upgrades & Data Lines	40,000	
Energy Management Improvement	<u>19,295</u>	94,295

#### **Capital Renewal from Operating**

Washroom Accessibility	150,000	
Irving Hall Energy Audit Implementation Phases 2,5&6	130,000	
Ganong Hall Mechanical & Electrical Room Cooling	200,000	
Energy Management Improvement	<u>30,750</u>	510,750

#### **Facilities Renewal Fee**

HH 236	50,000	
OH 31	80,000	
GH 305	270,000	400,000

#### **UDMP**

Building Envelope	211,280	<u>211,280</u>
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#### **Total Major Maintenance & Infrastructure**

**1,216,325**

### ALTERATIONS AND IMPROVEMENTS

#### **A&R Funding**

Water Fountain Upgrades	14,450	
Investigation of current Animal Room HVAC Conditions	5,550	
Modifications to Railings at Stadium	10,500	
GFCI Breakers for Pendant Outlets CRI (safety issue)	13,000	
Line Painting in Gymnasium	31,000	
IH 105 AV Equipment (see non space for equipment)	4,002	
AV Remote Monitoring and Support (See non space for equipment)	4,386	
Eye Wash Stations	9,486	
Access Control for 21 Doors	26,000	
Painting Improvements	13,406	
Ceiling Tile Replacement throughout Campus	10,000	
Revamp Perimeter heat - Student Center	12,000	
Removal of Tank and Convert to Storage - Athletic Center	52,000	
Exterior Furniture (see non space for equipment)	1,862	
Hazardous Waste Room Monitor - GH (see non space for equipment)	1,277	
Chemical Store/Prep Room Cameras (see non space for equipment)	10,892	
Animal Care - Repairs to Wall Coverings, hardware, and casework	<u>20,000</u>	239,811

## CAPITAL BUDGET

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<b>Capital Renewal from Operating</b>		
Athletic Centre fire Separation Changes	100,000	
MacKay Residence Instantaneous Hot Water Heaters	82,200	
Roofing Repairs	88,000	
Plumbing Trap Primers - Student Center	3,500	
Locksmith	20,550	294,250
		<hr/>
<b>Total Alterations &amp; Improvements</b>		<b>534,061</b>
		<hr/>
<b>TOTAL</b>		<b>1,750,386</b>
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## CAPITAL BUDGET

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**UNB SAINT JOHN CAMPUS  
CAPITAL BUDGET  
EQUIPMENT AND TECHNOLOGY  
2013-14**

<u>Source of Funding</u>	<u>Equipment &amp; Materials</u>	<u>Furnishings</u>	<u>Technology</u>	<u>Unallocated</u>	<u>Total</u>
Provincial non-space grant	\$ 76,402	\$ 71,241	\$ 165,840	\$ 0	\$ 313,483
Technology Fee \$50/student	0	0	100,000	0	100,000
<b>Total</b>	<b>\$ 76,402</b>	<b>\$ 71,241</b>	<b>\$ 265,840</b>	<b>\$ 0</b>	<b>\$ 413,483</b>

**History**

2012-13 Budget	\$ 23,789	\$ 14,916	\$ 374,778	\$ 0	\$ 413,483
2011-12 Budget	42,644	67,806	303,033	0	413,483
2010-11 Budget	89,956	68,534	247,117	0	405,607
2009-10 Budget	25,664	126,850	239,006	0	391,520
2008-09 Budget	54,424	23,668	300,092	18,066	396,250
2007-08 Budget	151,300	57,170	168,207	0	376,677
2006-07 Budget	91,467	0	275,560	0	367,027
2005-06 Budget	119,138	26,777	211,158	0	357,073
2004-05 Budget	104,681	23,900	254,739	0	383,321
2003-04 Budget	286,427	41,740	859,057	0	1,187,224
2002-03 Budget	88,544	24,679	224,774	0	337,997
2001-02 Budget	31,948	24,535	186,224	0	242,707
2000-01 Budget	49,363	0	190,894	0	240,257
1999-00 Budget	45,805	0	188,729	0	234,534

## CAPITAL BUDGET

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### Equipment and Materials

Athletics	Fitness Equipment	22,338
EHS	Chemical Store/Prep Room cameras (See A&R)	10,892
Facilities Management	John Deere Gator Safety Accessories	2,000
SASE	Rotary Evaporators	8,614
Physical Science	Rotational System	17,968
Athletics	Volleyball Standards	2,885
ISS	Portable AV Cart	11,705
<b>Total Equipment and Materials</b>		<b>76,402</b>

### Furnishings

Facilities Management	White Boards for Classrooms	4,000
Facilities Management	Exterior Furniture (See A&R for installation)	10,638
Student Services	Health Records Filing cabinet	1,582
Facilities Management	Signage	15,000
Facilities Management	Matting	1,928
ISS	Computer Lab Seating	14,093
Nursing	KCI 3rd Floor Seating Area ( see A&R for installation)	2,879
Facilities Management	Locker Replacement	11,899
History & Politics	Reception Chairs	1,217
Facilities Management	Coat Racks	1,820
Facilities Management	Round Tables	6,185
<b>Total Furnishings</b>		<b>71,241</b>

### Technology

EHS	Hazardous Waste Room Monitor (see A&R)	1,277
ISS	Upgrade Edge Network Switches	57,612
ISS	Upgrade Firewalls	18,468
Biology	Bio Tek Microplate Reader	6,123
ISS	AV Remote Monitoring and Support ( See A&R for Installation)	7,018
ISS	IH 105 AV Equipment ( see A&R for installation)	38,724
Athletics	Scheduling Software	4,100
ISS	Faculty and Staff Computers	32,518
<b>Total Technology</b>		<b>165,840</b>

### **TOTAL NON SPACE**

**313,483**

### Technology Fee

Wireless Upgrades in Student Spaces		\$20,000
HH 236 Lab Renewal		\$20,630
Laptop charging Stations for open areas and labs	GH, IH, CS Lab, etc.	\$17,000
Radio Station Transmitter		\$10,000
Laptops for Lending	5 Dells @ \$1800/unit	\$9,000
Clickers -Top Hat Monocle	250 Licenses	\$5,000
Camera for Student Lending		\$3,000

**CAPITAL BUDGET**

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Digital Media Production Suite Controller	\$4,500
Server for CS Society	\$4,270
Projectors for Students	\$2,600
3D Printer	\$4,000
<b>Total Technology Fee</b>	<b>100,000</b>
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<b>TOTAL</b>	<b>413,483</b>
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## CAPITAL BUDGET

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University of New Brunswick  
Capital Budget Forecast  
Saint John Campus  
Three Years – 2013-14 to 2015-16

	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>	
	<b><u>Budget</u></b>	<b><u>Forecast</u></b>	<b><u>Forecast</u></b>	<b><u>Total</u></b>
<b><u>Building and Space</u></b>				
<b>Ongoing</b>				
Provincial A & R Funding	334,106	337,447	340,822	1,012,375
Supplemental Infrastructure Fee	400,000	400,000	400,000	1,200,000
Operating Budget Contribution	805,000	805,000	805,000	2,415,000
<b>Total Ongoing</b>	<b>1,539,106</b>	<b>1,542,447</b>	<b>1,545,822</b>	<b>4,627,375</b>
<b>One-time</b>				
UDMP Funding	211,280	211,280	0	422,560
<b>Total One-time</b>	<b>211,280</b>	<b>211,280</b>	<b>0</b>	<b>422,560</b>
<b>Total Building &amp; Space</b>	<b>1,750,386</b>	<b>1,753,727</b>	<b>1,545,822</b>	<b>5,049,935</b>
<b><u>Non Space &amp; Technology</u></b>				
Non Space	313,483	316,618	319,784	949,885
Technology Fee	100,000	100,000	100,000	300,000
<b>Total Non-Space &amp; Technology</b>	<b>413,483</b>	<b>416,618</b>	<b>419,784</b>	<b>1,249,885</b>
<b>TOTAL CAPITAL</b>	<b>2,163,869</b>	<b>2,170,345</b>	<b>1,965,606</b>	<b>6,299,819</b>

**UNIVERSITY OF NEW BRUNSWICK  
RESIDENCE BUDGET PROPOSAL  
SAINT JOHN CAMPUS  
2013-14**

# RESIDENCE BUDGET PROPOSAL

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## Highlights

- 2013-14 Projected Capital Renewal of \$59,371
- 90% occupancy rate assumed.
- 3% 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)
- House dues will remain at \$70
- Expenditure cost containment based on previous year's actual expenditures.

## 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 2012-13 academic year occupancy rate was 98%.

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.



# RESIDENCE BUDGET PROPOSAL

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## 2013-14 Budget Preparation

The successful experience of the residence system (238 beds) was used in preparing the 2013-14 financial plan.

It is **recommended** that the room portion of the residence fee increase by 3% for both the Sir James Dunn and the Dr. Colin B. Mackay Residences to off-set 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 shown in the table at the end of this proposal. The existing Saint John Market and vacancy rates (see table at end of this proposal) have also been taken into consideration in determining the residence fee.

Recent History Average Last Five Years	
2.85%	
2013-14	3.0%
2012-13	3.0%
2011-12	3.0%
2010-11	2.75%
2009-10	2.50%

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 remain at \$70.

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 2013-14 fees associated with the residence system in Saint John:

	Approved	Proposed	Change	Change
	2012-13	2013-14	Change	Change
	\$	\$	\$	%
<u>Sir James Dunn Residence</u>				
- Super Single (double bed)	4,804	4,948	144	3%
- Large Single (single bed)	4,698	4,834	136	3%
- Single	4,394	4,525	131	3%
- Double	3,920	4,037	117	3%
- Meal Plan	2,400	2,400	0	0%
<u>Dr. Colin B. Mackay Residence</u>				
- Two Bedroom Suites	4,928	5,075	147	3%
- Meal Plan III (taxable)	300	300	0	0%
- Meal Plan IV (taxable)	800	800	0	0%

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

# RESIDENCE BUDGET PROPOSAL

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## 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. 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 2013-2014 summer rates are as follows:

SUMMER ACCOMODATIONS RATES		
<b>Summer Rates</b>	Daily	
Single	\$35	Plus tax
Double	\$48	Plus tax
Suite	\$75	Plus tax
Additional persons \$5.00 plus tax		
<b>Student Rates per person</b>	Weekly	
Single	\$100	
Two Bedroom Suite – per person	\$125	

# RESIDENCE BUDGET PROPOSAL

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**UNB SAINT JOHN CAMPUS  
CONSOLIDATED RESIDENCE SYSTEM  
2013-14 BUDGET**

	<u>2012-13</u>	<u>2013-14</u>
<b>NUMBER OF RESIDENTS</b>	238	238
<b>REVENUE</b>		
Students Income	\$1,038,079	\$1,069,019
Summer Income	200,000	200,000
Meal Plan Income	170,000	170,000
Apartment Rentals	13,000	13,000
House Fines	1,000	1,000
<b>Total Revenue</b>	<u><u>1,422,079</u></u>	<u><u>1,453,019</u></u>
 <b>OPERATING EXPENSES</b>		
Travel/Entertainment Pool	11,870	11,870
Residence Assistant Training	9,500	9,500
Steam Heat	45,000	45,000
Electrical	80,000	85,540
Water	42,000	42,000
Renovation/Maintenance Pool	29,000	29,000
Cleaning Contractor	81,000	81,000
Meal Plan Expenses Contractor	170,000	170,000
Garbage Contractor	12,000	12,000
Telephone Contract	73,006	75,324
Internet Contract	59,431	59,431
Cable Contract	29,100	32,000
Elevator Contract	6,600	6,600
Management Fee Physical Plant	39,500	39,500
Misc. Maintenance Contracts	10,000	10,000
Repair/Cleaning Supplies	17,000	17,000
Laundry Repair Contract	2,000	2,500
Furniture & Equipment	13,000	13,000
Office operating expenses	24,778	25,135
House fines - spent	1,000	1,000
<b>Total Operating Expenses</b>	<u><u>755,785</u></u>	<u><u>767,400</u></u>
 <b>SALARY EXPENSES</b>		
Full Time Salaries	136,285	128,858
Residence Assistants	36,700	37,925
Summer Students Office/Cleaning	28,320	28,320

**RESIDENCE BUDGET PROPOSAL**

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Fringe Benefit Costs	29,529	27,597
<b>TOTAL SALARY EXPENSES</b>	<b>230,834</b>	<b>222,700</b>
<b>TOTAL EXPENSES BEFORE DEBT SERVICE AND CAPITAL RENEWAL</b>	<b>\$986,619</b>	<b>\$990,100</b>
CAPITAL RENEWAL	31,513	59,371
DEBT SERVICE	595,362	403,548
<b>DEFICIT</b>	<b>(\$191,415)</b>	<b>\$ 0.0</b>

## RESIDENCE BUDGET PROPOSAL

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	400 – per person
2011-12	4,665	4,561	4,122	3,805	400 – per person
2012-13	4,804	4,698	4,394	3,920	400 – per person
					800 – 1 person
<b>PROPOSED</b>	<b>\$4,949</b>	<b>\$4,834</b>	<b>\$4,525</b>	<b>\$4,037</b>	<b>400 – per person</b> <b>800 – 1 person</b>

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
2011-12	4,785
2012-13	\$4,928
<b>Proposed 2013-14</b>	<b>\$5,074</b>

## RESIDENCE BUDGET PROPOSAL

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COMPARABLE (AVERAGE) APARTMENT RENTS								
SAINT JOHN AREA								
Zone	Bachelor		1 Bedroom		2 Bedroom		3 Bedroom	
	2012	2011	2012	2011	2012	2011	2012	2011
South-1	489	472	607	590	744	735	823	764
West-2	435	No Data	515	519	626	645	689	734
<b>North-3</b>	<b>506</b>	<b>499</b>	<b>603</b>	<b>581</b>	<b>715</b>	<b>682</b>	<b>705</b>	<b>700</b>
East-4	467	498	588	557	641	639	718	879
Saint John (1-4)	487	479	558	574	691	677	734	752

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	
	2012	2011	2012	2011	2012	2011	2012	2011
*South-1	8.0	10.7	9.8	5.0	9.4	5.9	No Data	No Data
*West-2	No Data	No Data	9.9	No Data	7.2	4.1	5.7	.7
<b>*North-3</b>	<b>10.3</b>	<b>No Data</b>	<b>9.7</b>	<b>7.4</b>	<b>9.8</b>	<b>5.2</b>	<b>10.9</b>	<b>3.5</b>
East-4	21.3	20	13.3	8.9	8.6	7.1	9.5	5.3
Saint John (1-4)	10.5	10.8	10.3	6.5	9.0	5.6	9.2	4.5

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

Source: CMHC Rental Market Report, October, 2012  
 Saint John, Canadian Mortgage & Housing Corporation

The overall average rent increased by 2.6% in the Saint John Area while the increase in average rent for two-bedroom units was slightly higher at 3.4 %