

## THE UNIVERSITY OF BRITISH COLUMBIA



Senate Secretariat  
Senate and Curriculum Services  
Enrolment Services  
1874 – 2016 East Mall  
Vancouver, BC V6T 1Z1

October 24, 2007

To: Okanagan Senate

From: Okanagan Senate Policies & Procedures Committee

**Subject: Senate Secretariat (information)**

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The following report was prepared by the Vancouver Senate Agenda Committee, and has been endorsed by the Okanagan Senate Policies & Procedures Committee

**Report from the Vancouver Senate Agenda Committee**

We are pleased to provide to the Senates, for information, the following update regarding the operation of the Senate Secretariat.

**Secretariat Budget**

In order to conduct the business of the Senates, the Secretariat has in previous years been reliant on one-time funding transfers from a variety of units. Each time a new service was requested or an event planned, the Secretariat found itself in the uncomfortable position of requesting a subsidy of some sort. Accordingly, a request was made for the development of a distinct operations budget for the secretariat activities of the Vancouver Senate, the Okanagan Senate, and the Council of Senates. We note that the Secretariat also administers triennial elections for the Chancellor and faculty, staff, convocation, and student representatives to the Board of Governors and the Senates. We are pleased to advise the Senates that the Secretariat budget has been suitably increased on an annualized basis, such that current core activities at both campuses are appropriately funded.

**Associate Secretary**

Following a recommendation of the Vancouver Senate Agenda Committee, the President as Chair of the Senates and the Register as Secretary of the Senates have assigned the title of Associate Secretary of Senate to be used in addition to, or as an alternate to, that of the Assistant Registrar, Senate & Curriculum Services. This recommendation arises because of the extensive role of the incumbent (Ms. Lisa Collins) with respect to the Senate Secretariat, particularly through duties that are closely aligned to those of the Secretary of the Senates; and the need for frequent references to Ms. Collins' position by a title that suitably reflects these aspects of her portfolio.

The Committee is grateful to President Stephen Toope, Chair of the Senates, and to Brian Silzer, Secretary of the Senates, for their support for the enhancements indicated above.

### **Secretariat Composition**

We wish to take this opportunity to update the Senates of the current composition of the Secretariat. The following list shows the primary campus location for each person, although most of them provide support to both campuses.

Secretary: Mr. Brian Silzer, Associate Vice-President, Enrolment Services & Registrar  
(Vancouver)

Associate Secretary: Lisa Collins, Assistant Registrar, Senate & Curriculum Services  
(Vancouver)

Academic Governance Officer: Christopher Eaton (Vancouver)

Academic Governance Officer: Amandeep Mann (Vancouver)

Manager, Okanagan Senate Secretariat: Kelly Ross (returning from leave late Oct. 2007)  
(Okanagan)

Associate Academic Governance Officer: Nathalie Limbos-Bomberg (until Nov. 2007)  
(Okanagan)

Associate Academic Governance Officer: Ginette Vallée (Vancouver)

Senate & Curriculum Services Secretary: TBA (Vancouver)

Communications and Calendar Coordinator (shared position with Communications  
Services): Regan Truscott (Okanagan)

Calendar Coordinator: Heidi Peterson (Vancouver)

Respectfully submitted,

Michael Isaacson, Chair, Vancouver Senate Agenda Committee

Report respectfully submitted to Okanagan Senate,

Daniel Keyes, Chair, Okanagan Senate Policies & Procedures Committee