



May 10, 2016

Christina Zacharuk  
Interim President & CEO  
Public Sector Employers' Council Secretariat  
Suite 210, 880 Douglas Street  
Victoria, BC  
V8W 2B7

Dear Ms. Zacharuk,

I am writing in regard to the annual disclosure statement for Thompson Rivers University as required by the PSEC Executive Compensation Reporting Guidelines.

The appropriate committee of the Board of Governors (Governance and Human Resources Committee) is aware of the executive compensation paid by Thompson Rivers University in the 2015-2016 fiscal year.

I have reviewed the attached executive compensation reporting for the reporting period of April 1, 2015 to March 31, 2016 and can verify it is accurate and that the executive compensation provided was within the PSEC guidelines.

Sincerely,

THOMPSON RIVERS UNIVERSITY



Jim Thomson  
Vice Chair, Board of Governors

## Executive Compensation

### **PUBLIC SECTOR EXECUTIVE COMPENSATION REPORT FISCAL YEAR 2015/2016**

This report outlines the compensation provided to the President and the four highest ranking executive employees whose base salary is \$125,000 or greater in the fiscal year 2015/2016 at Thompson Rivers University.

The top five ranking positions include:

1. President and Vice-Chancellor, (Dr. A. Shaver)
2. Provost and Vice-President Academic, (Dr. C. Bovis-Crossen / U. Scheck)
3. Vice-President Administration and Finance, (M. Milovick)
4. Vice-President Advancement, (C. Seguin) and
5. Vice-Provost Open Learning (Dr. I. Devries, Dr. G. Tarzwell, Dr. K. Sutherland)

Changes to positions and individuals reported on this year's report reflect changes in our organizational structure and changes in personnel. New to this report on executives is the Provost and Vice-President Academic, Dr. C. Bovis-Crossen, who replaces Dr. U. Scheck and joined the executive team on September 1, 2015.

### **COMPENSATION PHILOSOPHY**

Thompson Rivers University's (TRU) Executive Compensation Philosophy reflects that to remain competitive for outstanding executive administrative talent our total compensation package and human resource practices and policies must model best practices in the BC public sector and reflect our core values.

TRU is committed to embody the following core principles:

**Performance** - The total compensation to TRU executives support and promote a performance based organizational culture.

**Differentiation** – Differentiation in salaries or overall compensation is reflective of differences in the scope of the position, and or due to superior individual contributions.

**Accountability**- Compensation decisions are objective and based upon clear and well documented rationale.

**Transparency** – Compensation programs are designed, managed and communicated in a manner that ensures the program is clearly understood by employees and the public.

TRU is committed to the responsible stewardship of its resources, including its human resources and financial resources. TRU is committed to balancing the need to remain competitive in attracting top talent while aligning with the Province's Taxpayer Accountability Principles including: fostering a culture of cost consciousness and efficiency; transparently managing responsibilities and alignment with the government's strategic mandate; standardized approach to performance management and compensation; delivering cost efficient, effective, value for money services and programs; engaging in equitable compassionate, respectful and effective communications ensuring all parties are properly informed or consulted on actions and decisions; making decisions and taking actions that are transparent, ethical and free from conflict of interest.

### **SALARY**

Responsibility for determining compensation for the President and Vice-Chancellor is determined by the Board of Governors within the guidelines approved by the Government of British Columbia. The President's base salary is established upon appointment and the employment contract takes into consideration the salaries paid at other comparable Canadian Universities and the current total compensation maximums for Presidents established by government. The salary for the President and Vice-Chancellor has not been adjusted since the initial appointment in 2007.

The compensation for the remaining senior executives is determined by the President and Vice-Chancellor and is within approved limits. TRU compensation plans require approval from the university's Board of Governors, University Public Sector Employer's Association (UPSEA) and Public Sector Employers' Council (PSEC) prior to implementation. The positions reported in our Disclosure Statement have had no changes in compensation this fiscal reporting year except as through the appointment of a new incumbent. The Public Sector Management and Executive Compensation Freeze Policy, introduced by the provincial government in October 2012, continues to be in effect at this time.

### **ANNUAL REVIEW**

Salaries are reviewed annually and adjustments are based on: the attainment of annual objectives put in place for each member of the Executive; the result of market surveys and/or the amount of certain economic increases. Economic increases typically reflect the increases applied to other unionized employees at Thompson Rivers University. Adjustments must be consistent with the salary ranges established and approved for each position. No salary adjustments have been approved for this past year due to the Public Sector Management and Executive Compensation Freeze Policy.

## **HEALTH AND WELFARE BENEFITS, PENSION**

The University provides a comprehensive set of health and welfare benefits to its Executive. Consistent with the benefit package provided for other administrative staff at TRU, health and welfare benefits are another important component of an employee's total compensation. In addition to employer paid benefits for Life Insurance and Extended Health, Executives pay half of the insurance coverage for both Short Term and Long Term Disability.

Executives are enrolled in the College Pension Plan, a legislative base defined benefit plan that serves the public sector colleges and institutes in British Columbia. The full cost of the pension contribution is included in the summary compensation table.

## **LEAVES**

Thompson Rivers University has modeled compensation to reflect best practices in the post-secondary sector including offering academic/administrative leaves to each of the Executives.

Academic leaves are the norm in the university sector and are integral to our ability to recruit. Academic leaves are provided so that senior academic leaders are given the opportunity to reinitiate their academic research prior to resuming a role as a faculty member. During these term positions, they do not accrue service toward study or sabbatical leaves that they would normally receive as a faculty member under the collective agreement. These leaves offer an opportunity to reintegrate into the performance of regular academic duties after their term is over. Most importantly, such leaves support the University's commitment to renewal, learning, discovery and engagement. Plans for academic leave for the President will be approved by the Board of Governors. The President will approve the leave plans for the Vice-Presidents.

## **PERQUISITES**

A determination as to whether a perquisite is required is based on: whether it is consistent with the overall compensation package, whether it is required to assist in the effective carrying out of the position's role, and whether the perquisite is offered by comparable and/or competing universities. Perquisites must be cost effective for recruiting and retention purposes.

Summary Compensation Table at FISCAL, 2016

Name and Position (a)	Salary (b)	Holdback / Bonus / Incentive Plan Compensation (c)	Benefits (d)	Pension (e)	All Other Compensation (expanded below)	2015/16 Total	Previous Two Years Totals	
							2014/15	2013/14
Alan Shaver, President & Vice-Chancellor	\$ 200,000	\$ -	\$ 8,736	\$ 20,557	\$ -	\$ 229,293	\$ 229,346	\$ 228,512
Matthew Milovick, Vice-President, Administration & Finance	\$ 190,000	\$ -	\$ 10,612	\$ 19,509	\$ 6,000	\$ 226,121	\$ 226,596	\$ 167,055
Christine Bovis-Cnossen, Provost and Vice-President Academic	\$ 108,701	\$ -	\$ 10,241	\$ 10,704	\$ 6,000	\$ 135,646	\$ -	\$ -
Ulrich Scheck, Past Provost and Vice-President Academic	\$ 193,000	\$ -	\$ 10,075	\$ 19,824	\$ -	\$ 222,899	\$ 223,099	\$ 226,738
Irwin Devries, Interim Vice-Provost, Open Learning	\$ 117,219	\$ -	\$ 8,433	\$ 11,863	\$ -	\$ 137,515	\$ -	\$ -
Gordon Tarzwell, Retired Vice-Provost, Open Learning	\$ 164,634	\$ -	\$ 8,658	\$ 17,129	\$ -	\$ 190,421	\$ 90,129	\$ 181,788
Katherine Sutherland, Past Interim Vice-Provost, Open Learning	\$ 150,475	\$ -	\$ 9,531	\$ 15,590	\$ -	\$ 175,596	\$ 95,581	\$ -
Christopher Seguin, Vice-President, Advancement	\$ 137,700	\$ -	\$ 9,874	\$ 14,029	\$ 6,000	\$ 167,603	\$ 167,167	\$ 164,411
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Summary Other Compensation Table at FISCAL, 2016

Name and Position (a)	All Other Compensation	Severance (f)	Vacation payout (g)	Leave payout (h)	Vehicle / Transportation Allowance (i)	Perquisites / other Allowances (j)	Other (k)
Alan Shaver, President & Vice-Chancellor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Matthew Milovick, Vice-President, Administration & Finance	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ -
Christine Bovis-Crossen, Provost and Vice-President Academic	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ -
Ulrich Scheck, Past Provost and Vice-President Academic	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Irwin Devries, Interim Vice-Provost, Open Learning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gordon Tarzwell, Retired Vice-Provost, Open Learning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Katherine Sutherland, Past Interim Vice-Provost, Open Learning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Christopher Seguin, Vice-President, Advancement	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Positions Reported:** TRU has disclosed the compensation paid to the individuals in the five highest ranking positions at the university.

**Administrative and Academic Leave Accrual:** TRU Executives are eligible to accrue Administrative or Academic Leave. Administrative/Academic Leave is to be taken following the completion of contractual requirements as per the employment contract with the university. Leaves require the completion of set terms before individuals are eligible for the leaves. Approval for the purpose of the leave is required following completion of the eligibility requirements for taking leave. Leaves will be disclosed in the fiscal year in which they are taken by an individual and paid by the university.

**Notes:**

Alan Shaver, President & Vice-Chancellor	
Matthew Milovick, Vice-President, Administration & Finance	<i>Vehicle allowance as per Employment Contract, Item 3.4 Automobile and Travel Allowance: a) When Mr. Milovick assumes the duties of Vice-President, Administration &amp; Finance, he will be entitled to a taxable automobile allowance of \$500 per month. Reimbursement of travel expenses will be in accordance with TRU Policy.</i>
Christine Bovis-Crossen, Provost and Vice-President Academic	<i>As per Employment Contract, Item 29: The Provost and Vice President will be entitled to a travel allowance of \$500 per month. The travel allowance is a taxable benefit. The Provost began this position on September 1, 2015.</i>
Ulrich Scheck, Past Provost and Vice-President Academic	<i>Dr. Scheck's term as Provost ended June 30, 2015. He then went on an earned leave for 12 months to June 30, 2016.</i>
Irwin Devries, Interim Vice-Provost, Open Learning	<i>Appointed December 9, 2015; Annual salary as Dir Director is \$105,000 (April 1 to December 9, 2015) Annual Salary As AVP OL, Dec 9, 2015 to March 31, 2016, salary is \$145,000</i>
Irwin Devries, Director, Curriculum Development	<i>Term from April 1 to December 9, 2015, Seconded to VP Open Learning from December 9, 2015 to March 31, 2016. Earnings were \$74965.33. annualized was \$ 107,100</i>
Gordon Tarzwell, Retired Vice-Provost, Open Learning	<i>Term ended January 2016; Commenced 8 month admin leave</i>
Gordon Tarzwell, Interim Dean School of Business	<i>Term was from Sept 2014 to July 2015. Total compensation was \$64,711 for the period of April 1 - July 31, 2015 for this position. Annualized amount was \$185,000</i>
Katherine Sutherland, Past Interim Vice-Provost, Open Learning	<i>Term as Interim VP OL ended August 2015; commenced 14 month admin leave at AVP Academic salary</i>
Katherine Sutherland, AVP, Academic & Student Relations	<i>On Administrative leave from Sept 2015 - March 31, 2016. Total earned in this period is \$80,948 Annualized salary \$145,000</i>
Christopher Seguin, Vice-President, Advancement	<i>Employment Contract 3.7 Automobile and Travel Allowance a) The Vice-President will be entitled to an automobile allowance of \$500 per month. Reimbursement of travel expenses will be in accordance with TRU Policy.</i>