

May 31, 2019

Ms. Christina Zacharuk, President & CEO  
PSEC Secretariat  
Suite 210 - 880 Douglas Street  
Victoria, BC V8W 2B7

Dear Ms. Zacharuk:

I confirm that the information contained in the attached report accurately states the executive compensation paid out in fiscal year 2019 and is in compliance with the compensation plans approved by PSEC.



Bruce LeRose  
Board Chair

## Compensation Philosophy for 2018/2019

April 12, 2018

### A. PURPOSE/OBJECTIVE

Selkirk College's total compensation programs are a tool to help attract and retain qualified staff and are designed in a fiscally responsible manner in support of our mission, vision, values, and culture with flexibility to respond to changing and unique circumstances.

### B. SCOPE

This policy applies to all Selkirk College employees who are excluded from or not recognized by a union or association, excepting student employees, contractors, CE instructors, secondments from other institutions and the President of the College. For the purposes of this Policy, "total compensation" means salary, other forms of cash payments (including stipends and honoraria), vacation, pension, benefits, travel allowances, and perquisites with measurable value.

### C. GUIDING PRINCIPLES

The guiding principles of the total compensation program at Selkirk College are as follows:

- a) **Performance:** Selkirk College establishes compensation programs that support and promote a performance-based organizational structure.
- b) **Differentiation:** Selkirk College supports a differentiation of salary where there are differences in the scope of the position and/or where there are superior individual or team contributions.
- c) **Accountability:** Total compensation decisions are objective and based upon a clear and well documented business rationale that demonstrates the appropriate expenditure of public funds.
- d) **Transparent:** Total compensation programs are designed, managed, and communicated in a manner that ensures the program is clearly understood by employees and the public while protecting individual personal information.

### D. ROLE OF TOTAL COMPENSATION ELEMENTS

The role of the total compensation program at Selkirk College includes four main elements:

- a) **Compensation:** Selkirk College provides fair compensation for the scope and breadth of job responsibilities and the education, competencies, and experience that employees bring to their roles.
- b) **Benefits:** Selkirk College provides security and protection to employees and their families.
- c) **Career Development:** Selkirk College provides support for skill development, professional development, and other career development opportunities.
- d) **Work/Life:** Selkirk College provides paid time off and other programs to help employees balance their work and personal demands.

**E. COMPARATOR GROUPS**

The comparator group for Selkirk College includes organizations where we can attract qualified employees from and are at risk of losing qualified employees to. Our core comparator group includes similar post-secondary and other public sector organizations in BC. For other jobs where talent may be needed from out-of-province and jobs that require skills from specific industries or from outside the public sector, a secondary comparator group may be used.

**F. INTERNAL EQUITY**

Selkirk College considers the relative scope, responsibilities, and complexities of jobs to ensure that compensation levels are fair and equitable. Market competitiveness is balanced with internal equity to ensure that the relative internal value of work is fairly recognized.

**G. AFFORDABILITY AND SUSTAINABILITY**

Selkirk College total compensation programs are designed and administered in a fiscally responsible manner that ensures that costs are affordable and sustainable over time.

**H. GOVERNANCE**

The Board of Governors is responsible for approving Selkirk College's overall compensation philosophy. The executive team is responsible for the day-to-day oversight and administration of the programs. Total compensation programs may be amended from time to time, as determined by the College, and as approved by the designated Minister.

Selkirk College

Summary Compensation Table at 2019

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2018/2019 Total Compensation	Previous Two Years Totals Total Compensation	
							2017/2018	2016/2017
Angus Graeme, President & CEO	\$ 181,847	-	\$ 10,243	\$ 18,639	\$ 2,942	\$ 213,671	\$ 207,231	\$ 203,316
Rhys Andrews, VP Education	\$ 131,504	-	\$ 9,654	\$ 13,202	\$ 7,281	\$ 161,641		
Kerry Clarke, VP College Services, CFO	\$ 131,141	-	\$ 8,971	\$ 13,187	\$ 7,650	\$ 160,949		
Neil Coburn, VP Education and Students	\$ 98,718	-	\$ 4,919	-	\$ 2,700	\$ 106,337	\$ 141,993	\$ 149,490
John Kincaid, VP Students & Advancement/Registrar	\$ 128,273	-	\$ 9,891	\$ 13,148	\$ 7,650	\$ 158,962		

**Summary Other Compensation Table at 2019**

<b>Name And Position</b>	<b>All Other Compensation</b>	<b>Severance</b>	<b>Vacation payout</b>	<b>Leave payout</b>	<b>Vehicle / Transportation Allowance</b>	<b>Perquisites / other Allowances</b>	<b>Other</b>
Angus Graeme, President & CEO	\$ 2,942	-	-	-	\$ 2,942	-	-
Rhys Andrews, VP Education	\$ 7,281	-	-	-	\$ 7,281	-	-
Kerry Clarke, VP College Services, CFO	\$ 7,650	-	-	-	\$ 7,650	-	-
Neil Coburn, VP Education and Students	\$ 2,700	-	-	-	\$ 2,700	-	-
John Kincaid, VP Students & Advancement/Registrar	\$ 7,650	-	-	-	\$ 7,650	-	-

**Notes**

Angus Graeme, President & CEO	<b>General Note:</b> Actual base salary includes \$5,845 paid out in 2018/2019 for amounts owed from the 2017/2018 fiscal year. Benefits costs were under reported by \$2,560 in fiscal 2018.
Rhys Andrews, VP Education	<b>General Note:</b> Rhys started in the position of VP Education on July 1, 2018. The salary reported is a combination of the salary for the Dean of Health, Human Services, and Applied Research from April 1 to June 30, 2018 and the salary of the VP Education from July 1, 2018 to March 31, 2019.
Kerry Clarke, VP College Services, CFO	<b>General Note:</b> Actual base salary includes \$1,493 paid out in 2018/2019 for amounts owed from the 2017/2018 fiscal year. This is the first year the position's salary has exceeded the minimum threshold for disclosure as a named executive officer.
Neil Coburn, VP Education and Students	<b>General Note:</b> Neil Coburn does not contribute to the College Pension Plan. Vehicle allowance only paid from April to July 2018. Neil retired on December 31, 2018.
John Kincaid, VP Students & Advancement/Registrar	<b>General Note:</b> Actual base salary includes \$1,434 paid out in 2018/2019 for amounts owed from the 2017/2018 fiscal year. This is the first year the position's salary has exceeded the minimum threshold for disclosure as a named executive officer.