

# BCIT UPDATE

## YOUR CAMPUS BULLETIN

1988 05 25

### PRESIDENT'S REPORT

Since the amalgamation in 1985, the reorganization of the Ministry, and the appointment of a new Minister, the Board has been attempting to have the mandate of BCIT clarified. In the last Update it was reported that the Minister, on 17 May 1988 stated that the Provincial Government had laid out a new mandate for the B.C. Institute of Technology, "Effective fiscal year 1989/90 the Institute will become the Centre for Advanced Technology Training in the Province." The clarification of the Institute's mandate is positive news which should help with our transition to formula funding.

### CENTRE FOR ADVANCED TECHNOLOGY

The Minister reported that "Dr. Jack Newberry, Director of Programs Division in his Ministry, will head a team to direct and work with BCIT's administration during the transition." To date, Dr. Newberry has had two meetings with BCIT personnel to identify a process which will enable a plan to be completed by mid-September. The process will include a more detailed mandate statement, a review of the Institute's current program profile, and investigation of possible new initiatives. It is anticipated that the review could result in the transfer of some programs to the college system. This transfer could mean that a program be transferred but physically remain on BCIT's property, similar to the UBC building which was on BCIT's campus for many years.

I will be giving updates on the Centre for Advanced Technology as the process develops.

### BUDGET

The current budget crisis has been a stressful process for all employees. I hope the recent announcement will provide a period of financial stability which we all need. I want to thank those who have submitted suggestions on ways to affect savings and improve our operation. You will see many of your ideas in this report.

The financial crisis forced us to look at every aspect of how we operate and as a result has presented an opportunity to make some major functional changes. The organizational and staffing changes announced today will place us in a good position to deal with the new direction for the Institute.

Although the government has restored most of the budget, we are still faced with a \$726,000 shortfall for administration and may have additional expenses as a result of collective agreements. Many of the organizational changes being implemented are as a result of this shortfall.

### ORGANIZATIONAL CHANGES

The following changes will be implemented immediately:

1. The position of Vice President Administration has been eliminated.
2. The filling, on a permanent basis, of the Vice President Student Services and Educational Support has been deferred.
3. Effective 1 July 1988, the Dean of Health will be moved to the Vice President, Education Office in a staff position. We are requesting that the Staff Society accept Dr. Gillespie as a preferred candidate for the Dean, School of Engineering Technology effective 1 July 1989.
4. In addition to his responsibilities of Vice President Education, the Vice President will assume the role of Acting Dean, School of Engineering Technology. Dean Sterne will officiate as Dean, School of Engineering Technology during the 1988 graduation ceremonies.
5. The Dean of Engineering will become the Acting Associate Dean Mechanical.

6. The Trades programs will come together to form the School of Trades Training and Len McNeely will become the Acting Dean, School of Trades Training for a period of six months.
7. Aviation will be part of the School of Trades Training. Food Training will remain with the School of Business and the Industrial Education Teacher Education with School of Engineering Technology.
8. The Associate Dean Health Technology will become the Acting Dean, School Health Sciences.
9. The Dean, Educational Services position will be eliminated. Faculty meetings will take place immediately in order to determine the location for educational services programs. Communications will move into the School of Business while Math, Physics and Chemistry will become part of the School of Engineering Technology.
10. The Associate Dean Academic Support will return to faculty.
11. Security will become part of Physical Plant.
12. Planning will commence for an integrated repair centre that will be responsible for maintaining small tools, A/V equipment and computer equipment. The Centre will also be responsible for distributing A/V equipment. This function may become a part of Physical Plant.
13. Printing will become responsible for advertising and publications, reporting to the Executive Director Finance. This will include brochures and the calendar. The calendar will become a two year document.
14. The Director of Corporate and Community Liaison, Martin Hendy, will accept responsibility for Cooperative Education, Industry Services, Fundraising, Alumni, Media and Special Events. A separate organization chart is attached.
15. The position Executive Assistant to the President will be eliminated.



16. The reorganization of the School of Business will contain a common core of subjects in the first year. This will be implemented by September 1988. The details of this organizational change will be completed the end of the first week of June 1988.
17. The decentralization of the ELTT will commence immediately. This will be the responsibility of the Acting Dean of Trades Training.
18. Curriculum Development will be revised to enhance both inhouse and external development of materials. The proposed reorganization will be completed by the end of June.
19. Continuing Education will be reorganized and decentralized to the Associate Dean level with certain functions being coordinated within the Dean's office. Each Dean will be submitting a plan outlining how this will be achieved within their School.
20. The collection of statistics has been done in various departments throughout the Institute. This function will now be pulled together under the Director Institute Planning and Research, reporting to the Executive Director Finance. A separate organization chart is attached.
21. A new plan for dealing with First Aid within the Trades will be announced within the next month. The Acting Dean Trades Training will be responsible for this plan.
22. The position of Associate Dean Medical Imaging will be eliminated 1 January 1989.
23. The Acting Dean Trades Training will consolidate his organization to four Associate Deans by 1 November 1988.
24. The Vice President Education will immediately proceed with the investigation of program consolidation within the Chemical Science group and the possibility of a common first year core in Civil and Structural, Building Technology and Surveying. Some organizational changes may result.

25. The Director of the Computer Centre will immediately proceed with the necessary organizational changes that will result in the savings of three positions.

### PROCEDURAL CHANGE

The in-depth review conducted over the past few weeks identified a number of areas requiring changes in procedures. Vacation: Much of the paper work dealing with the tracking of vacation will be reduced and decentralized to the manager level. This new policy will recognize the responsibility of each individual manager to ensure that vacation is taken within the fiscal year. Carry over of vacation will only be approved in exceptional circumstances and must be approved in advance. It is the responsibility of each employee to ensure that vacation is requested and of each manager to ensure that vacation is approved. I have instructed the Director of Personnel and Employee Relations to draft the new policy.

Staff Society Professional Development. Commencing immediately, because of the high administrative costs involved in the tracking of these funds, neither Personnel nor Financial Services will be involved. Each Associate Dean will be charged with the responsibility while efforts through the collective bargaining process are made to eliminate this requirement.

Pay System. I have asked Personnel to meet with the unions to see if a monthly pay system can be established, with a mid-month advance, or at a minimum, a 24 pay system.

### FEE INCREASES

The following fee increases are necessary to generate the additional revenue required to balance the budget for the 1988/89 fiscal year. The fee increases approved by the Board are as follows:

- a. Parking The Board resolution concerning increased parking fees is, "that the fees for parking be established at \$10 and \$20 according to the location on the campus for students and staff alike; the fees for union members being subject to the agreement of the union as required under the collective agreements."

I have asked the Director of Personnel and Employee Relations to immediately meet with our bargaining units to outline the impact of this Board resolution.

b. Student Fees

The 4.5% increase approved by the Board and Ministry will remain.

c. Continuing Education fees to be increased on an average of 7.5% effective July 1, 1988. There is to be an increased effort to have all CE courses "break even".

d. CE Course Change fee of \$15.00 when the changes are initiated by the student.

e. Trades Training fee to be increased to \$75.00 per month effective July 1, 1988. This fee is not in excess of fees charged by other Lower Mainland training institutions.

f. Visa Students taking either full or part-time programs will be required to pay the Institute foreign-student fee.

g. Aviation Students will be considered technology students and will pay the technology tuition fee. This is similar to other institutions offering these programs in other provinces.

h. Application Fee

A non-refundable application fee of \$15.00 will be charged effective July 1, 1988 to offset the cost of processing student applications. Many B.C. academic institutions currently have such a fee.

i. Calendar Charge

Effective June 1, 1988 there will be a \$5.00 mail-out or a \$3.00 pick-up fee for the Institute's calendar. The calendar will become a two-year calendar with the first issue being 1989-1991.

j. Food Prices

Food prices at all food outlets will be increased an average of 8% during the fiscal year.



### OPERATIONS

Many employees have expressed the need for the Institute to provide a mechanism where programs might not only benefit from increased C.E. operations, but have the opportunity to assist the Institute with maintenance and renovations. I have asked the Personnel Department to meet with BCGEU Support Staff to gain agreement for ELTT students to carry out campus needs during their normal program of studies. The automotive program might commence maintaining our own vehicles and all trades programs consider assisting with equipment servicing in their area. This is not intended to reduce support staff but to improve the overall service level.

I have gained Board approval for limited decentralization of Continuing Education and a 50/50 profit sharing with departments when profits exceed the base established over the past few years. These profits will be used for capital equipment, faculty and staff professional development and other needs determined by faculty.

Secretarial/clerical personnel will receive training so that assistance can be provided to the Registrar's area during the registration period. Rather than bringing in additional staff for this peak period, the plan is to move key personnel from within the Institute to provide assistance.

We hope these adjustments will assist with reducing operational costs, thus providing additional resources for the academic sector.







