

**B U I L D I N G**

Report of Board meeting held Monday, January 25, 1993

### Board approves 1993/94 budget strategy

Board members approved a plan to deal with projected budget shortfalls for the 1993/94 fiscal year, which starts April 1. The plan has been drawn up by members of the Executive in anticipation of provincial government funding which is expected to be lower than the projected operating expenditures for next year.

The expected shortfall may be as low as \$877,142 or as high as \$1.5 million depending on a number of factors, including the number of new full-time equivalent student spaces (or FTEs) to be allocated to Malaspina by the Ministry.

On Friday, January 29, president Rich Johnston, accompanied by vice-presidents Gary Bauslaugh, Edwin Deas and Glenn Johnston and Board chairman Woody Hayes will meet with Ministry officials to lobby for more funding for Malaspina.

Vice-President of Administration and Bursar Edwin Deas explained to Board members that the main cause of the expected shortfall is inadequate funding for inflation over the last few years. Also, for many years, Malaspina had access to additional revenue by offering temporary programs and courses, funded by the federal government (called RACs, or Request for Additional Courses); and for the last four years Malaspina received start-up funds for degree programs. However, in recent years, federal and provincial governments have been cutting their budgets and colleges have had to absorb these ongoing expenditures into their base budgets, as colleges are not allowed to budget for deficits under the College and Institute Act.

Last year, colleges were hit with a tuition fee freeze which contributed to a \$350,000 loss of revenue, while this year, the government is imposing a 10 per cent ceiling on tuition fee increases. (Note: tuition fees make up 10 per cent of the college's total operating budget).

Last year, the Executive identified that expenditures had to be reduced by at least \$1.5 million in order to achieve a relatively stable budget condition, so as not to be dependent on temporary funding. It was decided to make reductions over a two-year period; last year \$1,067,000 was cut, leaving a further \$433,000 reduction for this year.

President Rich Johnston said that "the College community, in particular students who are suffering from lack of access to required courses and programs, are tired of living with a budget crisis,

every year." He added that, over the past year, Deans have worked with faculty and staff in preparing information and recommendations for future reductions. This body of material has allowed the Executive to identify possible reductions that seem most logical, based upon the extensive discussions and consultations of last year.

Johnston clarified that Premier Harcourt's announcement, last Thursday, of a three per cent increase for post-secondary education constituted funding for 2800 new FTEs, most of which will be allocated to the new University of the North, in Prince George, and lower mainland colleges. The provincial budget does not include an increase for inflation.

The guidelines used in drawing up the budget reduction planning document for the approach to handling the projected shortfall are as follows:

- where possible, increase existing revenues to the institution for minimal cost;
- find ways to create new revenues to maintain services or restore reductions;
- reduce the breadth of services in preference to reduction in instructional delivery;
- reduce expenses that will not significantly adversely affect the delivery of the program profile FTEs;
- consolidate all funding coming to the College in 1993/94 in serving the programs we have, rather than in attempting to offer any new programs (exceptions would be programs for which we will clearly receive new FTEs, and which will bring enough new revenue to pay for all costs);
- in order to maximize flexibility, the Executive will review, carefully, any possibilities for non-replacement of regular positions, through reductions in instruction and/or service. This may allow some savings without layoffs;
- increased class sizes will have to be considered to meet the program profile.

A copy of the draft budget reduction proposal will be circulated, next week. A final version, which will include input from College employees, will be prepared for Board approval, probably in March.

### English requirements and equivalents

The Board approved the proposal generated by the Curriculum Committee and approved by the Instructional Management Committee (IMC) regarding English requirements and equivalents. The proposal reads as follows.

"All students beginning a degree program at Malaspina must complete two sections (6 semester credit hours) of first year English composition and literature courses before completing their degree. These two sections will usually be English 111 and 112, which will be modified whenever possible to



meet specific program needs. It is recommended that these requirements be completed as early as possible in the student's program.

"Malaspina equivalents to first year university transfer composition and literature courses at Malaspina College shall include Learning Communities with a distinct literature and composition component; or "integrated" programs if those programs have a distinct composition and literature component. Decisions regarding the English equivalence of integrated programs would be made at the time of curriculum approval.

"English 115 and 116 are acceptable alternatives to English 111 and 112. Students with English 115 can also take *either* 111 *or* 112 to complete their English requirement.

Transfer equivalents to first year English will be any six semester credits of English acceptable to UVic."

## **Policies proposed**

The Board gave notice of motion for the following policies and will take a vote on the motion at their February 18 meeting.

### ***Code of ethics for Student Services personnel (policy 32.03—new)***

Student Services personnel act with professional integrity towards students and in performing services and functions on behalf of students.

Student Services Personnel:

- Respect the worth, dignity and human rights of all individuals;
- Hold the well-being of students as the highest priority and will advocate on their behalf when appropriate and necessary;
- Do not exploit the relationship with students for personal advantage;
- Ensure any outside interests do not conflict with their professional and ethical responsibilities to the College;
- Treat with respect the confidentiality of information acquired during the performance of duties;
- Assume responsibility for maintaining and demonstrating personal and professional competence and for working only within their competencies;
- Act to promote ethical and competent practices within their area of student support;
- Work for the creation and maintenance of workplace conditions and policies which are consistent with a professional standard of practice;
- Believe every person has the right to equal treatment without discrimination or harassment because of race, color, ancestry, place of origin, political belief, religion, marital status, physical or mental disability, sex or age, or because of conviction for a criminal or summary conviction charge that is unrelated to the employment/study or intended employment/study of that person; (Reference 8(1)(a) and (1)(b) Human Rights Act)

- Will not impose their values and beliefs on students;

- Maintain professional courtesy toward colleagues and students by not participating in unwarranted judgments and criticism;

- Describe their professional qualifications and affiliations honestly and accurately;

- Conform to the relevant federal, provincial and local statutes governing their profession;

- Recognize the limit of their training, expertise, and competence and refer students in need of specialized expertise to persons possessing appropriate qualifications after obtaining a signed release of information;

- Promote tolerance and understanding of difference.

### ***Accessibility to College programs, courses and services for persons with disabilities (policy 32.02—new)***

The college recognizes the rights of persons with a disability to access post secondary education. Furthermore, the College will, given the necessary resources:

(a) take the initiative in removing barriers that prevent or inhibit full participation by persons with a disability;

(b) assist persons with a disability in adapting to the College environment;

(c) adapt College services, courses and programs to the specific needs and abilities of each individual, providing the person meets college and program entry requirements and continues to demonstrate an ongoing ability to meet the academic standards of the College.

The College will not, as a general practice, deny access based on anticipated aggravation of the disability in question.

### ***Fellows of the College (policy 11.08—revised)***

The College Board may, by resolution, confer the honorary title of "Fellow of the College" on a retiring Board member in good standing who has made a significant contribution to the College.

### ***Certificate of Recognition (policy 11.23—new)***

The College Board shall confer upon a retiring Board member in good standing a Certificate of Recognition.

## **Leave approved**

A partial leave was approved for Horticulture instructor Dieter Thomas to allow him to carry out part-time administrative duties at Kwantlen College. Kwantlen recently acquired Malaspina's two-year Horticulture Technology program, while Malaspina has started to offer a new one-year Horticulture Technician program which started at the beginning of January.