



Our Ref. 113098  
File No. 66710-20 - 2018/19 Budget

July 4, 2018

Ms. Shelley Legin  
Chief Financial Officer & Vice-President Administration  
Vancouver Island University  
900 Fifth St  
Nanaimo BC V9R 5S5

Dear Ms. Legin:

I am writing to provide you with information regarding Vancouver Island University's operating grant and student full-time equivalent (FTE) target for 2018/19, and the associated accountabilities, roles and expectations.

### **2018/19 Operating Grant and FTEs**

Attachment 1 provides details pertaining to your institution's operating grant and student FTE targets for fiscal 2018/19.

Your institution's operating grant allocation includes funding for collective agreements ratified under the Economic Stability Mandate (ESM), and for the associated Economic Stability Dividends.

#### *Developmental Program FTEs, Adult Basic Education (ABE), English Language Learning (ELL) and Adult Special Education (ASE) programs*

Student FTE targets for developmental programs remain unchanged for 2018/19. While the invoicing process for ABE and ELL tuition compensation continues through 2018/19, Ministry of Advanced Education, Skills and Training staff are gathering data to develop a longer-term funding model for these programs. Developmental program targets may be adjusted for future years based on this data and on discussions with institutions about student demand and capacity to deliver ABE, ELL and ASE. Providing more opportunities for adult learners supports government priorities of improving access and affordability so that all British Columbians can participate in a strong economy.

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## **Skills Gap Plans**

For 2018/19, the Ministry has maintained the Skills Gap Plan (SGP) targets as per your institution's 2017/18 plan. The 2018/19 SGP funding and student FTE targets are outlined in Attachment 1. Your institution may update its 2018/19 plan during January 2019. Performance against the "Total Skills Gap Plan FTE" targets will be assessed using your institutions' final 2018/19 FTE reports, due in spring 2019. Additional direction on the future of the Skills Gap Plan process will be communicated at a later date.

Please ensure that your institution's Institutional Research Director is provided copies of correspondence from the Ministry that includes student FTE targets. This communication will help ensure accurate FTE reporting that is aligned with funding.

## **Financial Oversight and Accountabilities**

Good financial management helps ensure that institutions are able to achieve their operational and fiscal objectives; gain the respect and confidence of funding agencies and other stakeholders; and create a position of long-term financial sustainability. The post-secondary sector receives significant funding from government, and as such, is accountable to taxpayers for the effective and efficient use these resources. This includes ensuring that expenditures throughout the organization are reasonable, appropriate and directly support the core mandate of the institution. The following information is provided to guide and inform institutions' financial planning.

Post-secondary institutions are required to meet or exceed their financial targets, and are responsible for the effective and efficient use of taxpayer investments to ensure a high quality, accessible post-secondary education system in British Columbia. The financial accountabilities of institutions are outlined in legislation (the *College and Institute Act*, the *University Act*, the *Royal Roads University Act*, the *Thompson Rivers University Act* and the *Budget Transparency and Accountability Act [BTAA]*); and are grounded in prudent, transparent fiscal management.

### Balanced Financial Results

Legislation requires that an institution must be in an annual balanced or surplus financial position, including amortization expenses but excluding new endowment contributions. In addition, capital projects must be managed within approved project budgets. The starting point to achieve these results is an annual balanced budget, including both operating results and the funding requirements of capital projects.

### Financial Reporting

The *BTAA* sets out that all government reporting entities will provide quarterly financial reports, including year-to-date actuals and four-year forecasts. These reports are consolidated and publicized by specified dates.

To support these timeframes, the Ministry of Finance establishes quarterly reporting dates, and institutions are expected to provide all reports on time, ensure that all known financial changes are reflected, and that forecasts reflect best-available estimates of year-end operating and capital results.

The accuracy of forecasting is of primary importance and material changes to operating results or to capital project schedules and/or provincial cash flows should be brought to the Ministry's attention immediately.

Institutions' third-quarter projections for the following fiscal year are used to establish the Budget and Fiscal Plan targets. Institutions' financial outcomes are monitored against these figures throughout the following year.

#### Deficits

Under extraordinary circumstances, institutions may seek an exception to the annual balanced budget requirement and request approval from the Minister of Finance and the Minister of Advanced Education, Skills and Training to operate in a deficit position. Requests for deficit approval **must** be provided to the Ministry of Advanced Education, Skills and Training by the end of the second quarter and include an explanation of key deficit drivers; actions taken to mitigate the deficit; a plan to return to a balanced position and the associated timeframe; and an outline of any extraordinary implications for students. Regardless of the circumstances, an institution should not assume that a request to operate in a periodic deficit will be approved.

#### Tuition Limit

Institutions are expected to comply with Government's tuition limit policy. For 2018/19, the 2% limit on tuition and mandatory fee increases for existing programs and services continues to apply. Institutions are required to consult with the Ministry and students before implementing any new fees for new services, and must submit a written request to the Ministry to review substantially revised programs for determination as to whether the program is new for the purposes of establishing new tuition rates. The request must outline the revisions and how they lead to new or changed objectives, goals, learning competencies and outcomes for the program and students.

### **Executive and Management Compensation**

B.C.'s public sector employers are now making compensation decisions based on a common compensation philosophy with shared core principles and benchmarking criteria that will over time lead to greater consistency for excluded and executive employees across the public sector. This approach ensures that compensation decisions are based primarily on employee performance and merit rather than an entitlement to a salary increase.

While unionized employees have received modest wage increases through negotiated settlements funded under the Economic Stability Mandate, excluded and executive compensation increases are funded from within existing employer budget allocations.

### **Board Expenses**

As the institution's oversight body, the Board of Governors plays an integral role in ensuring that the institution operates within its mandate in an effective and efficient manner, and that the taxpayer funds that are invested in the institution, are managed appropriately. The ministry has developed an "[\*Orientation for B.C. Public Post-Secondary Institution Board Members\*](#)" to provide guidance to members in this regard.

[Treasury Board Directive](#) 2/17, section 7, provides guidance on business travel and expense reimbursements for appointed board members.

### **Capital and Real Estate**

Direction relating to 2018/19 Routine Capital and Carbon Neutral Program will be sent under separate cover. Should you have any questions in the interim please contact Everett Vossen, Manager, Capital Asset Management at [Everett.Vossen@gov.bc.ca](mailto:Everett.Vossen@gov.bc.ca).

### **Student Housing Program**

*Budget 2018* included a new public post-secondary financing program, providing access to up to \$450 million in government loans and grants to help B.C.'s public universities, institutes and colleges finance new student housing projects over the next 10 years. Participating institutions will be expected to contribute to project costs, with government loans being fully repaid over time through student housing rental income.

By working together and leveraging the knowledge, experience and capacity across the sector, B.C.'s public post-secondary institutions have an unprecedented opportunity to address the housing needs of B.C.'s students. Further details on how institutions can participate in the loan program will be forthcoming.

### **Administrative Service Delivery Transformation**

Institutions play a key role in achieving administrative efficiencies, reducing costs, mitigating risks and sharing best practices across the sector through the Administrative Service Delivery Transformation (ASDT) initiative. ASDT offers tangible benefits for a wide range of joint procurement agreements for administrative and facility-based supplies and services, and shared information technology services led by BCNET. Institutions are expected to consider the use of joint procurement contracts first to fully leverage their value and derive maximum benefits, unless there are unique specification requirements or contractual commitments.

The increased alignment and integration of sector Enterprise Resource Planning (ERP) solutions with the support of the BCNET ERP Office continues to be a priority in order to improve cost management, reduce overall risk and enhance service delivery to students. The Ministry remains committed to working with public post-secondary institutions to find administrative efficiencies through collaboration and shared services, while protecting and maximizing investments in students' education.

### **Central Deposit Program**

The Central Deposit Program (CDP) was launched in February 2013 to address concerns raised by the Auditor General regarding excess liquidity in schools, universities, colleges and hospitals. The CDP delivers competitive rates and lower deposit risk while reducing debt costs for taxpayers and positively contributing to government's ability to fund programs such as health and education into the future.

Thank you for your cooperation in working with the Ministry and other system partners to provide students with an accessible, affordable, high quality and relevant post-secondary education. If you have any questions, or would like to discuss contents of this letter, please contact Mr. James Postans, Executive Director, Post-Secondary Finance Branch, at (778) 698-9751 or [James.Postans@gov.bc.ca](mailto:James.Postans@gov.bc.ca)

Sincerely,



Kevin Brewster  
Assistant Deputy Minister



James Postans  
Executive Director  
Post-Secondary Finance Branch

Attachments

pc: Distribution List Follows

pc: Dr. Ralph Nilson, President and Vice-Chancellor  
Vancouver Island University

Ms. Shannon Baskerville, Deputy Minister  
Ministry of Advanced Education, Skills and Training

Mr. Jeff Vasey, Assistant Deputy Minister  
Post-Secondary Policy and Programs and  
Division Responsible for Learner Supports  
Ministry of Advanced Education, Skills and Training

Mr. Tony Loughran, Executive Lead  
Governance, Legislation and Corporate Planning Division  
Ministry of Advanced Education, Skills and Training

Attachment 1  
As at June 27, 2018  
Vancouver Island University  
Fiscal 2018/19 Operating Grant and Student FTE Targets

	2018/19					
	FTEs			Operating Grant		
	Targeted	Base	Total	Targeted	Base	Total
<b>AEST 2018/19 Budget</b>	<b>1,012</b>	<b>5,381</b>	<b>6,393</b>	<b>\$11,245,312</b>	<b>\$41,486,405</b>	<b>\$52,731,717</b>
Fiscal 2017/18	1,012	5,381	6,393	\$11,245,312	\$40,184,973	\$51,430,285
<i>Year over Year Change</i>					\$1,301,432	\$1,301,432

Details of Change from Prior Year						
Remove prior year one-time health		(12)	(12)			
2018/19 one-time health		12	12			
Economic Stability Mandate					\$1,301,432	\$1,301,432
<b>Subtotal of Change from Prior Year</b>					<b>\$1,301,432</b>	<b>\$1,301,432</b>

VIU Targeted Program FTE Details	FUNS Code	CIP Code	2017/18 FTEs				2018/19 FTE Targets		
			Target Funded FTES			Base Funded Target	Total FTE Target	New	Total FTE Target
			Baseline	Total Skills Gap Plan	Total Target Funded				
<b>Health</b>									
<b>RNs, PNs and HCAs</b>									
Bachelor of Science in Nursing	NURS	51.3801	243		243	45	288		288
Licenced Practical Nurse	NLPN	51.3901	30		30	45	75		75
Health Care Assistant	NRCA	51.3902	36		36	31	67		67
Health Care Assistant for First Nations	NRCA	51.3902	18		18		18		18
<b>Allied Health</b>									
Activity Assistant	HLTH	51.0899				2	2		2
Dental Assisting	HLTH	51.0601				34	34		34
Dental Hygiene	HLTH	51.0602	36		36		36		36
Medical Device Reprocessing	HLTH	51.1012				16	16		16
Community Health Promotion Worker in									
Aboriginal Communities (one-time)	HLOT	51.1504				12	12	-12	
Pharmacy Technician	HLOT	51.0805						12	12
Allied Health	HLTH	51.0000				46	46		46
<b>Total Health</b>			<b>363</b>		<b>363</b>	<b>231</b>	<b>594</b>		<b>594</b>
<b>Aboriginal Spaces</b>									
Aboriginal Spaces - Bridging program	ABAC	Multiple	17		17		17		17
<b>Total Aboriginal</b>			<b>17</b>		<b>17</b>		<b>17</b>		<b>17</b>
<b>Developmental</b>									
Developmental	DEV	Multiple				721	721		721
ABE - Aboriginal	ABE	5301		84	84		84		84
<b>Total Developmental</b>				<b>84</b>	<b>84</b>	<b>721</b>	<b>805</b>		<b>805</b>
<b>Other Skills Gap Plan Programs</b>									
Fisheries	AVED	0303		10	10		10		10
Information Technology and Applied Systems	AVED	1101		20	20		20		20
BA Physical Education	AVED	1313		24	24		24		24
Fundamentals of Engineering Certificate	AVED	1401		50	50		50		50
Bachelor of Arts, Majority in Psychology	AVED	4201		38	38		38		38
Bachelor of Arts in Child and Youth Care	AVED	4407		20	20		20		20
Bachelor of Social Work	AVED	4407		25	25		25		25
Bachelor of Arts, Major in Criminology	AVED	4504		25	25		25		25
Bachelor of Interior Design	AVED	5004		41	41		41		41
Bachelor of Design, Graphic Design	AVED	5004		35	35		35		35
Masters of Business Administration	AVED	5202		25	25		25		25
Bachelor of Business Administration	AVED	5202		120	120		120		120
Bachelor of Business Admin - Accounting	AVED	5203		20	20		20		20
Applied Business Technology	AVED	5204		30	30		30		30
BBA, Finance major	AVED	5208		20	20		20		20
Bachelor of Tourism Management	AVED	5209		35	35		35		35
BBA, Major in Marketing	AVED	5214		10	10		10		10
<b>Total VIU Skills Gap Plan FTE Target</b>				<b>548</b>	<b>548</b>		<b>548</b>		<b>548</b>
AVED Undergraduate Balance	AVED	Multiple				4,429	4,429		4,429
<b>Total FTE Targets</b>			<b>380</b>	<b>632</b>	<b>1,012</b>	<b>5,381</b>	<b>6,393</b>		<b>6,393</b>

## Glossary of terms in the program FTE details table

2017/18 FTE Targets	
Baseline	Reflects targets linked to targeted funding increases from 2001/02 through 2013/14 prior to the implementation of Skills Gap Plans (formerly <i>Blueprint</i> Baseline). Linked to Targeted Funding within the Operating Grant.
Total Skills Gap Plan	Skills Gap Plans show shifts and alignments of programs to support high demand occupations. These FTE targets are for programs which were identified in institutions' Skills Gap Plans as of 2017/18. Linked to Targeted Funding within the Operating Grant.
Total Target Funded	Baseline + Total Skills Gap Plan. Linked to Targeted Funding within the Operating Grant.
Base Funded Target	These are the FTEs the institutions delivers using base (non-targeted) funding.
Total FTE Target	Total Target Funded + Base Funded Target
2018/19 FTE Targets	
New	2018/19 expansion and one-time health programs.
Total FTE Target	2017/18 Total + New