



BC COLLEGES

CONSENT AGENDA
PRESIDENTS' MEETING

Tuesday, September 17, 2013
YVR Fairmont, Mallard Room
8:30 – 3pm

Consent Agenda Items	Supporting Documents
Minutes of the May 30 th , 2013 meeting	May 30 th minutes
ASDT	ASDT update from Diane Teslak ADST Communications Strategy
ACCC Skills update	ACCC Skills update
Economic Impact Study by EMSI	EIS update
Essential Skills update	ES update
Children in Care – Response to Children and Youth Representative	Letter from Mary Ellen Turpel-Lafond and BCC response VIU news release (Aug 14, 2013) - VIU Launches Tuition Waiver Program to Support Youth in Care
Foreign Service Job Action	BCC letter to Minister Ed Fast
Conference Board of Canada's Report on the Cost of Skills Gap	The Need to Make Skills Work – The Cost of Ontario's Skills Gap http://www.conferenceboard.ca/temp/727d5584-d764-4751-901b-edf6fced4328/14-032_skillsgap_rpt.pdf Proposal from Conference Board to BCC sent to Presidents Sept. 9/ 2013
Meeting Schedule for 2014	Draft 2014 Meeting Schedule

BCC Meeting of Presidents

May 30, 2013; Okanagan College (Penticton campus)

In Attendance:

BCC	Jim Reed Judy Kelly	NLC	Laurie Rancourt Peter Nunoda
CNC	John Bowman Bryn Kulmatycki	NWCC	Denise Henning
COTR	Dianne Teslak	OC	Jim Hamilton
DC	Scott McAlpine	SC	Angus Graeme (Chair) Neil Coburn
LC	Roy Daykin Brad O'Hara	VCC	Kathy Kinloch Sal Ferreras
NIC	Jan Lindsay		

Regrets:

CC	Peter Lockie	COTR	Nick Rubidge
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Guests:

DC	Bob McConkey, The Training Group at Douglas College
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1. Angus Graeme welcomed everyone to the business meeting of the Presidents, including VPs Academic/Education who had chosen to attend. The agenda was adopted as presented.

Jim Hamilton then welcomed everyone to the Centre of Excellence, at the Penticton campus. Okanagan College was pleased to host the meeting being held in Penticton, and in particular in the new sustainable building. He noted some of the features of the building and offered tours over the lunch break to those who were interested.

Jim Reed thanked Okanagan College for hosting the meeting, thanking Jim Hamilton and Joanna Campbell for their assistance and cooperation.

2. General Election/Priorities over next 120 days – Jim Reed

- Mandate of government during election was economic growth, to maintain debt reduction, resource expansion – skilled workforce
- Possibly a core review of all govt. departments – downsizing of government, reduced expenditures and increasing efficiencies
- Perspective some in AEIT that post-secondary are already very efficient
- ASDT (Shared Services) project will likely go ahead; important for those closely involved to keep true to objectives and parameters (for example, requiring a business case before pursuing collaborations)
- Quality Assurance framework process now has renewed energy and will go ahead; will need to keep close eye on this
- Will pass Budget - \$46M reduction to post-secondary education (emphasis on where should the priorities be placed and how does allocation of funding meet those priorities); alignment of resources and increase in post-secondary investment

- Possibly see the Trades portfolio pulled back into AEIT; important to address demand, supply and access issue
- General discussion:
 - Skill development – learners don't want to go back to high school (ARC); need alternative
 - Seeing a reduction in developmental ed population; attached to low income jobs; how do we get them back into the system and keep them there
 - Need for core common messaging from three sector associations
 - Advocacy topic – tuition fees policy – should be uniform
 - Collaboration can yield regional learning partnerships
 - Address demand, supply and access issues
 - Minister of Education (through Student Success position – Transition to Trades) getting into workforce training; Premier focused on Ministry of Education (10 year agreement with BCTF): how do colleges align and facilitate better transition

3. Essential Skills Pilot: Status – Bob McConkey

- Bob distributed an updated document (BCC and Industry Training Schools: An Essential Skills Pilot and Research Initiative – Turning Off The Tap). Document summarizes the challenge, the purpose, how the pilot will work, the outcomes from the pilot which would be documented, three potential funding models for the ESP and the implementation plan.
- Have lobbied AEIT for funding; some expectation that some institutions will allocate a portion of their year-end funding for this initiative
- Plan is to take Essential Skills into college system, identify people, do an intervention, and look at outcomes – what will make our system more efficient
- Colleges supported this initiative last year; is a priority and highly supported in government; 6 colleges needed for the pilot
- NWCC have 90% of their population who can benefit – would like to incorporate this into every teaching area
- Should focus on pilot first, then expand it out if/when additional resources are available
- **ACTION:** Colleges to review and return letter of confirmation, which was distributed, as soon as possible (Have received 2 letters at this time)

MOTION: To approve the proposed direction for the Essential Skills pilot project and commit to support further development of a BC College Essential Skills Strategy.

Moved: Laurie Rancourt

Seconded: Scott McAlpine

Carried

4. BC Consortium for Skills Development – The Business Case – Scott McAlpine, Bob McConkey

- Scott McAlpine, as Chair of the Steering Committee, introduced the Business Case and spoke of the work done thus far and how effective it can be in attracting investment
- Bob stated this is an investment which allows colleges to recruit a CEO, expert consultants, experience and training. Consortium would provide advice, direction, and any templates required to make institutions competitive when bidding for contract training funds
- Much discussion focusing on the following:
 - Concern about cost and ROI; need to know potential of ROI

- With dwindling resources, don't want to have to make choice between Consortium for Business Skills and Essential Skills Pilot
- See there is an opportunity to opt out after 2nd year, is there an opportunity to opt in?
- Gains made are now anecdotal; would want data measurement
- Risk taken as collective but opportunities; want to focus on revenue opportunities
- Have quarterly reports back to group as to ROI
- Profit is embedded in budget
- Jim Hamilton, member of the Steering Committee, supported the proposal; expectation to access revenue options; opportunity to draw on each other's areas of expertise; acknowledged Scott McAlpine and Douglas College sharing of expertise over the last 2 years, but can't expect that to go on; Necessary to move to sustainable business model
- **ACTION:** To go back to institutions and see if there has been an ROI, using LMA funds
- **ACTION:** To schedule a 1 hour conference call the end of June to get agreement on next steps.

MOTION: To approve the business case in principle for the BC Consortium for Skills Development and commit to ongoing discussion on the budget and financial plan and proceed with execution of the MOU.

Moved: Angus Graeme

Seconded: John Bowman

Carried

5. Follow up on ASTTBC Request from April 8th meeting

- Angus and Jim to follow up with John Leech with regard to his action items proposed in the April 8th meeting; follow-up will cover the below areas and BCC's position on each:
 - Letter from College Presidents' Council confirming need for/interest in one national standard for the accreditation of tech education programs, one national model and program for the accreditation of technology programs, support for renewal of the current national accreditation model and program as proposed in the report of the Canadian Standards Association
 - Strategic statement and plan for tech Ed – commitment to collaborate and provide some funding to engage consultant
 - K-12 leading to post-secondary – a statement of support and start of action planning
 - Science and Tech culture – work with Science World re: Science Charter (maybe encourage name to include 'technology'? A letter to Science World would be appreciated)

6. Economic Impact Study

- Using one college to pilot (Selkirk College)
- Take results from what Angus experiences and make final decision
- **ACTION:** To follow up with ESMI to determine timing and cost for undertaking studies at all 11 colleges.

7. Adjournment

ASDT PROJECT UPDATE FROM DIANNE TESLAK (COTR) SEPT 6, 2013

Good morning Jim,

Attached is an email I sent to all employees at CoTR on July 24th. It pretty well summarizes where the project is at. Since July 24th – we have had one more steering committee meeting. The highlights of that meeting included the announcement that we will be having a new project director as Pam Stewart did not bid on the contract. Corrie Barclay will be the new project director and she has begun working part-time on the project now and I believe she will transition to full time by end of September. I have a telephone meeting with Corrie on Monday so will get some better sense of her experience, etc at that point but Joe Thompson did tell us that she has had experience with shared services type initiatives in other industries/sectors. She has done some work in health sector I believe, but Joe cautioned not to let that frighten us!

The project sponsors from the Steering Committee are working to have initial meetings with their project teams asap and to choose leads for the projects with the hope that a few of the teams can have project proposals ready to go to the next Executive Committee meeting (I believe that is scheduled for October 3rd).

One thing that is missing from the ASDT Project Update document attached is the Shared HR Recruitment Portal Project which is the project that 7 institutions (CoTR is one) had started to work on collaboratively and when I heard about it - I identified that it was really something that should fit as an ASDT initiative. There will be some start-up cost for this initiative and the 7 institutions were asking each of their Colleges for financial contribution and I thought perhaps some funding could come from the ASDT/Ministry instead! Anyway – long story, but essentially Gary Leir at Selkirk is the lead on this project and he was fine to include it as an ASDT project and I agreed to be the Steering Committee sponsor – but Pam continually leaves it off the list of projects. It was not something that was identified in the Deloitte report – but I think there are so many initiatives going on out there in “post-secondary land” that weren’t identified but they clearly are achieving efficiencies and savings through collaborative work and they deserved to be noticed. The Steering Committee has approved it as a project so I expect it will be on the next list of ASDT projects.

As for BCNet...I believe all but 2 institutions (NLC is one – not sure of the other) have now become members and the other 2 are intending to join. I am choosing to look at BCNet as the “collaborative of IT expertise” and so are the logical choice to be the project team for IT initiatives.

At the last Steering Committee meeting I did bring up the issue about how confusing some of the documents from the ASDT office have been (responding to Carol’s note to you, Jim) and I believe that others were feeling the same way and I am hopeful that Corrie will have some expertise around that issue. I also talked about how “university-led” this project feels on occasion. It is simply imperative that we continue to have strong College reps at the project/Steering Committee/Executive Committee levels. I am not sure what other solution there is as we simply do not have the resources in the Colleges (at least at CoTR and the other smalls) to be actively involved in every project.

An interesting note...Oliver Gruter-Andrew is presenting a session at the Ellucian Conference in Vancouver later this month on the project. He also presented at the CAUBO Conference in June. I have been asked to be part of a panel for a discussion with participants following Oliver’s presentation. That

will be an interesting experience! Roy Daykin will also be part of the panel. Maybe we will be able to learn some tips and tricks from some of the participants who have gone through this in other provinces.

It has been a bit of a long road, as you know, to get there, but I am feeling more and more comfortable with this project. I am still very wary about how any significant savings will actually be achieved and how they will then be translated into funding allocation reductions. I also hope that in the end we don't end up with a procurement organization that has operating costs of its own to maintain – seems to defeat the purpose in my mind and I don't think that model has been completely successful in other provinces (OECM in Ontario – we need to learn from them), but I will need to wait to see the results of the business case!

Dianne

From: Bodnaruk, Sue
Sent: Wednesday, July 24, 2013 8:25 AM
To: All College Employees
Subject: ASDT Project Update

Sent on behalf of Dianne Teslak – Vice President, Finance:

To All College Employees,

I hope you are all enjoying the wonderful July weather we are having these days! I will be going on vacation for a few weeks soon and wanted to share an update with everyone on the ASDT (aka Shared Services) project before I go.

The project has moved on to the Implementation Phase. The signed Terms of Reference are attached. I am also attaching the communication document from the ASDT Project office. Note that at the last Steering Committee meeting it was decided that the project teams will be asked to target mid-September for delivery of their Project Proposals as opposed to the August 30th date indicated in the ASDT Project update attached.

The highlights from the ASDT Project Update are summarized below:

The Steering Committee have identified 7 opportunities from the Deloitte Report that was produced in the initial phase of the project to move forward with first. Each opportunity has been assigned a project sponsor from the Steering Committee (see table below).

Project	Opportunity	Project Sponsor
Lower Textbook Freight Costs	Collaborate on bookstore shipping/freight to obtain higher discounts.	Cathy Carson
Higher Vending Commissions	Collaborate to obtain higher commissions on vending machine contracts.	Jackie Hogan

Shared Print Shop Services	Shared print shop services provided by one institution or an external service provider for those with contracted out print shop services. (Note – for CoTR this would include only those jobs that currently go out-of-house).	Pat Hibbitts
Credit Card Merchant Fee Reduction	Shared contract to reduce credit card merchant fees for Tuition and Non-Tuition revenue.	Roy Daykin
Managed Print Services	Transition to a single managed print services (photocopiers) contract for the post-secondary sector.	Jordan Perrey
IT Opportunities	Shared procurement of desktop and laptop hardware (worstations).	Oliver Gruter-Andrew
	Standardize network hardware and software and shared procurement.	
	Provide interested institutions with shared access to IT expertise (e.g. DBA's, SharePoint Developers).	
	Extend shared procurement and hosting of IT hardware and software into specialized areas (e.g. Emergency Notification Systems).	
	Expanding BC Campus Services	
	Shared cloud-based email implementation.	
Joint Procurement	Courier Services, Natural Gas, Office Supplies, Scientific Supplies, Trades Consumable Supplies and Travel	Gayle Gorrill

There will be a project team identified with representatives from insitutions for each of these projects and that team will develop a Project Proposal to provide a common understanding of the project by mid-September, which will be the foundation for an in-depth business case proposal. Each institution will have the opportunity to provide feedback to the project proposal development and ultimately to the business case.

The VP's of Finance from all 25 institutions and a Procurement Specialist from each institution were invited to attend a joint meeting in early June. This was a great opportunity for the procurement experts to provide input into where they feel are the greatest opportunities for joint procurement. I was not able to attend the meeting, but Gary McPherson went in my place and Tracy Doyle went as our

Procurement Specialist. The outcome of the meeting was that there was a Joint Procurement Project Team put together of 6 people including 2 excellent representatives from the College sector (Carol Baert of North Island College and Bob Eby of Okanagan College). The team has agreed to focus on procurement opportunities that have common core requirements and are procured by many of the institutions including: Courier Services, Natural Gas, Office Supplies, Scientific Supplies Trade Consumable Supplies and Travel.

Stay tuned...I will provide further updates as projects proceed!

Happy summer everyone!

Dianne

Post-Secondary Sector Administrative Service Delivery Transformation Initiative

Communication Plan

ASDT Implementation Phase

Draft 6
September 9, 2013



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1 Background

The global fiscal environment and resulting slower economic growth is affecting governments and citizens everywhere. All public sector organizations in BC, including post-secondary institutions, are affected and are facing a challenging financial environment. The public post-secondary institutions (“the Sector”) and the Ministry of Advanced Education (“the Ministry”) initiated the Administrative Service Delivery Transformation (ASDT) collaborative initiative to meet these challenges and build on the effective and efficient practices in place at individual institutions.

Administrative services are defined for this initiative as services including procurement, finance, human resources, information technology, library services, facilities, and ancillary services such as printing, bookstore and food services.

2 Purpose of the Administrative Service Delivery Transformation Initiative

The ASDT initiative has two phases: the Opportunity Assessment Phase (June 2012 to February 2013) and the Implementation Phase (initiated March 2013). Full implementation of the ASDT initiative is expected to take up to six years.

In the first phase of the initiative, Deloitte Inc. was contracted to study and recommend administrative service delivery opportunities for savings and improvements through cross-sector collaboration and shared services. Deloitte worked with selected post-secondary institutions and delivered a final report on February 22, 2013 identifying opportunities for savings and efficiencies. The report is available on the Ministry's website: http://www.aved.gov.bc.ca/administrative_service_delivery/docs/deloitte_report.pdf.

The Implementation Phase will develop business cases and implement selected opportunities identified in the Deloitte Report. This phase requires the continued support and engagement across the Sector.

The following projects are initially identified to proceed with project proposals:

1. Lower Textbook Freight Costs;
2. Higher Vending Commissions;
3. Shared Print Shop Services;
4. Credit card Merchant Fee Reduction for tuition and non-tuition revenue;
5. Transition to a Management Print Services contract for the sector;
6. IT Opportunities
7. Joint Procurement; and
8. Collaborative Employee Recruitment Portal Site

The initiative is expected to build on the effective and efficient practices and cost savings already achieved by individual institutions as well as explore potential opportunities to deliver additional savings and benefits. The opportunities to be selected for implementation:

- Will respect collective agreements and regional contracts already in place; and
- Will maintain or enhance the quality of post-secondary education

3 Objectives of the ASDT Initiative Communication Plan

The ASDT Initiative is a large, multi-stakeholder project transforming the delivery of shared services across post-secondary institutions. The success of the initiative depends on the collaborative efforts between the Sector and the Ministry and the ability to provide stakeholders with timely and accurate information.

The objectives of the ASDT Communication Plan are to:

- Support a collaborative environment where the Sector and the Ministry work in partnership;
- Identify all stakeholders who should be informed about the project;
- Communicate information to stakeholders in a timely manner that supports their project activities;

- Ensure consistent messaging and information are delivered to stakeholders in a planned and coordinated approach;
- Enable stakeholders to participate and provide feedback to all the project proposals and business cases;
- Increase understanding and build awareness of the initiative; and
- Outline the communication tools and frequency.

4 Stakeholders

The stakeholders who will participate in or who need to be informed about the Implementation Phase are:

- ASDT Executive Committee members;
- ASDT Steering Committee members;
- Presidents, VPs of Finance, and participating team members of all 25 public post-secondary institutions;
- The three associations:
 - Research Universities Council of BC (RUCBC);
 - BC Colleges (BCC); and
 - BC Association of Institutes and Universities (BCAIU);
- The Ministry of Advanced Education;
- Government Communications and Public Engagement;
- Agencies that have information relevant to opportunities for savings and improvements (e.g. BCCampus, BCNet);
- Unions representing bargaining units within the institutions; and
- The employer organizations Public Sector Employers' Council (PSEC), Post Secondary Employers' Association (PSEA) and University Public Sector Employers' Association (UPSEA).

5 Key Messages

[Key messages](#) are available on the Ministry website and will be updated on a regular basis as the initiative evolves.

5.1 What administrative functions may provide savings?

Projects will proceed with realizations demonstrated in business cases. Projects are expected to implement savings and improvements in procurement, information technology, finance and ancillary services functions. For example, projects may include reduced freight costs, and credit card merchant fee reduction. The public post-secondary institutions and the Ministry would like to focus on opportunities that can provide significant savings and improvements in service delivery over the near term.

5.2 Will the quality of post-secondary education be negatively affected?

No. An objective of the project is to protect the quality of academic programs.

5.3 Will jobs be affected?

The initiative will examine and implement efficiencies of ASDT opportunities while respecting collective agreements and regional contracts already in place.

5.4 Who is running the project?

This is a collaborative effort between the 25 public post-secondary institutes and the Ministry of Advanced Education.

The initiative's Executive Committee is comprised of Presidents from 7 institutions, the Deputy Minister, and the responsible Acting Assistant Deputy Minister.

The 11 members of the project's Steering Committee include:

- 8 Vice Presidents of Finance;
- 1 Chief Information Officer;
- 1 Acting Assistant Deputy Minister; and
- 1 Acting Chief Information Officer.

The Co-Chairs of the Steering Committee are responsible for day-to-day project coordination and communications, supported by a Project Director and an administrative office.

5.5 How will progress and benefits be monitored?

During the implementation phase, the ASDT governance structure will be responsible for tracking progress of opportunities and achieving the benefits described in the business cases. As a project nears completion, on-going reporting following implementation will need to be determined.

6 Communication plans for stakeholder groups

6.1 Summary of schedule for distribution of project updates

Schedule

Material	Frequency	Distribution
ASDT Update (a newsletter)	Monthly	- ASDT Executive Committee - ASDT Steering Committee - Presidents of all institutions - VPS of Finance of all institutions* - Presidents of the 3 associations (RUCBC, BCC, BCAIU) - Public sector employers' organizations
Steering Committee meetings	Bi-weekly	Steering Committee
Status reports on projects, prepared by ASDT Office	Monthly	- ASDT Executive Committee - ASDT Steering Committee - VPS of Finance of all institutions* - Presidents of the 3 associations (RUCBC, BCC, BCAIU) - Public sector employers' organizations
*The VP of Finance is responsible to distribute communications to individuals within the institution and unions.		

6.2 Communication channels

The newly created ASDT Office is responsible for distributing all broad communications to project participants and stakeholders. Project teams and committees wishing to distribute materials to the sector will do so through the ASDT Office (AVED.ASDTOffice@gov.bc.ca).

The ASDT Office will maintain a SharePoint site accessible to stakeholders via the internet, all e-mail distribution lists, and lists of participants in ASDT teams and committees.

6.3 Plan for the Executive Committee

The Steering Committee will have an opportunity to review materials in advance of distribution to the Executive Committee.

Minutes of Executive Committee meetings will be sent directly to the Committee by the Deputy Minister's Office.

Other materials intended for distribution to the Executive Committee will be reviewed by the Steering Committee then sent to the Executive Committee by the Deputy Minister's Office or the Co-Chairs of the Steering Committee.

6.4 Plan for the Steering Committee

The Steering Committee will have an opportunity to review ASDT Updates before they are sent to all institutions.

Other materials will be reviewed as directed by the Steering Committee.

The Presidents of these institutions will receive a PowerPoint "Executive Briefing" that may be used to brief others about the project. This presentation will be the same as or similar to the "Executive Briefing" sent to the Executive Committee.

6.5 Plan for the Ministry of Advanced Education

Joe Thompson, Acting Assistant Deputy Minister, will be responsible for project updates and communications within the Ministry of Advanced Education.

6.6 Plan for the 3 associations (RUCBC, BCC, BCAIU)

For communication purposes, the 3 associations will be treated the same as institutions that are not represented on the Steering Committee.

Monthly ASDT Updates will be sent to the association Presidents.

The association Presidents will be invited to attend any cross-sector meetings or workshops.

The associations will receive any other communications and opportunities to participate that are provided to the institutions not represented on the Steering Committee.

6.7 Plan for unions and sector employer organizations

Communications with unions will be developed in consultation with employers' organizations to ensure consistency across the sector.

Communications with unions at the institution level will be the responsibility of each institution.

6.8 Plan for sector agencies

Materials may be sent to agencies at the direction of the Steering Committee. The ASDT Office will maintain the following materials to support project communications:

Contact lists: Up-to-date project contact lists will be created to include the Executive Committee, Steering Committee, Presidents, VPs and CIOs of the other institutions, institution project teams, and consultants who are working on the project.

Presentations: Presentation materials will be created for use at the executive and operational levels of institutions and the Ministry. These will be updated as the project progresses.

ASDT Overview: A brief ASDT Overview will be written by the Project Director to introduce project participants to the initiative.

Plan: A plan will be maintained with project milestones, and dates for key meetings and events.

Record of Communications: The ASDT Office will maintain a record of all communications from the ASDT initiative to groups.

6.9 Plan for ASDT participants and stakeholders within institutions

Communications will highlight the initiative's achievement in bringing together 25 institutions to work collaboratively on multiple projects operating in parallel.

Regular updates will emphasize progress and success.

Changes to project plans and draft documents are a normal part of any project. They are simply topics for discussion and should not be described as "concerns".

As the context for understanding the progress of each ASDT project, communications will reiterate the 3 stages of every project: Project Proposal, Business Case, and Transition. Where a different organization is already delivering the savings opportunities, the ASDT project may produce only a Project Proposal recommending that the other organization deliver the project.

Any communications to be sent to all institution Presidents (e.g. ASDT Updates) will be sent to the VPs of Finance 2 days in advance of distribution to the Presidents with the opportunity to provide any comments or concerns

7 ASDT contacts

Inquires from the media and the public

Dan Gilmore
Communications Manager
Ministry of Advanced Education
Dan.Gilmore@gov.bc.ca or (250) 952-6400

Inquires from stakeholders may be referred to the Co-Chairs of the Steering Committee:

Joe Thompson
Acting Assistant Deputy Minister
Ministry of Advanced Education
Joe.Thompson@gov.bc.ca

Oliver Grüter-Andrew
Chief Information Officer
University of British Columbia
Oliver.Gruter-Andrew@ubc.ca

Administrative inquiries from project participants, institutions and the Ministry may be referred through to ASDT Office at AVED.ASDTOffice@gov.bc.ca or:

8 Outcomes

The outcome of the communication plan is to increase the level of understanding, support, and engagement from all 25 public post-secondary institutions.

9 Appendix – Initial Projects and Communication Tools

Summary of Initial Projects

The Steering Committee has grouped some of the opportunities identified in the [Opportunity Assessment Report](#) into the following projects. Each project has a Project Sponsor who is a member of the Steering Committee

Project	Project Sponsor
1 Lower Textbook Freight Costs	Pat Eagar
2 Higher Vending Commissions	Jackie Hogan
3 Shared Print Shop Services	Pat Hibbitts
4 Credit Card Merchant Fee Reduction for tuition and non-tuition revenue	Roy Daykin
5 Transition to a single Managed Print Services contract for the sector	Jordan Perrey
6 IT Opportunities	Oliver Grüter-Andrew
7 Joint Procurement	Gayle Gorrill
8 Collaborative Employee Recruitment Portal Site	Dianne Teslak

Updated project teams will be available on the ASDT Sharepoint.

Communication Tools

Tool	Description	Purpose
Opportunity Assessment Final Report	The first phase was the Opportunity Assessment Phase (June 2012 to February 2013). The Ministry engaged Deloitte Inc. to identify potential opportunities and deliver an assessment of likely costs, benefits and implications.	The Sector and Ministry will work collaboratively to implement administrative services and savings across the public post-secondary sector as identified in the Report, and as new opportunities arise.
Orientation Document	The orientation document includes a high-level intro on the Opportunity and Implementation Phases, high level project deliverables and roles defined.	Welcome document for team members working on ASDT projects.
Project Proposal	The Project Proposal is intended to provide a common understanding across the sector of what the project is about, and to serve as the foundation for writing a business case.	To build a common vision among project participants and obtain endorsement from the ASDT Executive Committee. Approval of the project proposal is required to proceed with a business case.
Business Case	The business case examines the costs, benefits and risks of implementing the project outlined.	To communicate a proposed vision with sufficient detail and understanding of feasible option(s).
Consultation Process	A consultation process for soliciting input on project documents. TBD.	A collaborative approach on developing the project proposals and business cases. Each institution will be invited to provide

		feedback on project documents.
ASDT Office Email Address	Communication and information related to the ASDT initiative can be sent using the ASDT Office email: AVED.ASDTOffice@gov.bc.ca	Provide standard method of distributing emails to stakeholders.
Project Updates	Timely and concise updates (1-2 pages) on ASDT projects.	Provide a brief update on project status to stakeholders.
SharePoint	ASDT SharePoint for posting and editing documents, calendar (e.g. meetings), contact lists for committees and working groups.	Make accessible project documents and relevant resource materials to the Sector and Ministry.
Presentations	Presentations required: Executive Committee, Steering Committee, and specific audiences.	For information and common understanding.
Frequently Asked Questions & Key Messages	Provide a list of frequently asked questions and answers applicable to stakeholders.	Develop common messaging for the project teams. Build a common understanding.
ASDT Fact Sheet	1 page project summary of ASDT	Provide the 'elevator speech' for the project. Create awareness and build a basic level of understanding of project purpose, approach, progress and opportunities for engagement.



National Skills Summit

October 20-21, 2013 Ottawa, Ontario (Fairmont Château Laurier)

The Summit will assemble senior leaders across economic and social sectors, some key government leaders and CEOs of ACCC member colleges, institutes, and polytechnics. This premiere event is by invitation and will allow participants to garner a shared perspective on the challenges, successes and opportunities from several senior leaders. The latter part of the Summit will be a facilitated dialogue and a synthesis of go-forward actions. A priority for Canada's colleges, institutes and polytechnics is collaborating with industry, social organizations and governments to overcome mutual challenges and build on successes.

Sunday October 20, 2013

Reception 5:15 p.m.

Summit Opening and Dinner 6:00 p.m.

Monday October 21, 2013

Breakfast 7:00 a.m.

Summit Sessions 7:30 a.m. to 4:00 p.m.

Register online at www.accc.ca/summit (Fee: \$595.00)

Supporting Partners (as of August 15, 2013)



Federal Departments

- Human Resources and Skills Development Canada
- Industry Canada
- Department of Finance Canada
- Citizenship and Immigration Canada

For more information, please contact **Sylvie Taher** by email: staher@accc.ca.

ECONOMIC IMPACT STUDY UPDATE (as of Friday, September 6th)

We are progressing fairly well with the study. We received the majority of the colleges' data last week and so are going through the data review and modelling process for them. CDW had sent each individual college the data they collected for them so the colleges would have the chance to review and "signoff" on the data before we begin our modelling work. This process seemed to work well for most of the colleges.

All of this to say that for the most part, we are pretty much on track and do still aim to have draft reports and results to you on September 20th. I will touch base next week if for some reason that changes.

Anna Brown
Economist



Phone: 208-310-7229
abrown@economicmodeling.com
www.economicmodeling.com

Project Vision

The purpose of the Skills Bridge project is to ensure that participants in academic, trades training, and apprenticeship programs delivered across 10 colleges emerge fully ready for employment in high-demand occupations in key industry sectors. The project will pilot and evaluate a system of Essential Skills coaching in college programs to measure the effect on students' performance--including Essential Skill levels, grades, and engagement--and improve their adaptability and readiness for work.

Project Background and Overview

A significant percentage of students in British Columbia's colleges have essential skill levels too low to successfully adapt to new contexts. They can perform rote tasks perfectly well but are at risk of having challenges with completing new tasks correctly. We know that inadequate essential skill levels limit our students' educational and employment success.

The Association of Canadian Community Colleges National Framework Project produced some positive results with Health and Business students in 2012, but research on the impact of skills coaching in higher education needs to be more comprehensive, hence the Skills Bridge project that will operate in the 2013/14 academic year.

Project Steps and Timelines

Timelines may vary somewhat from institution to institution, but they are fairly tight.

September 2013

- Conduct institutional needs analysis to select suitable applied academic or trades programs.
- Identify roles within institutions: coordinator, liaison, coach (see below for details)
- If required, submit project to ethics review board, according to institutional policy.

October 2013

- Online training begins for Essential Skills instructors/coaches
- Engage faculty in selected programs
- Begin needs analysis for targeted program(s) with instructors and students

November 2013

- Continue needs analysis
- 1 week intensive training in Vancouver for skills coaches in core Essential Skills methodology.
- Begin student recruitment

December 2013

- Develop materials according to needs analysis
- Complete online training

January 2014

- Assess students' Essential Skills with the Test of Workplace Essential Skills (TOWES) prior to the delivery of coaching.
- Collect data on student participants

January to March 2014

- Provide 20 hours of coaching over the course of the term to help students access and master the content of their coursework (2 hours group sessions /week & additional one to one as needed).

March/April 2014

- Post-assessment (TOWES) upon completion of intervention
- Research Analysis (DataAngel, the research partner in the project will analyze and report on the data at the conclusion of the project)

October 2014.

- 6 mos post assessment with TOWES (we are currently exploring the potential for this research component which will require additional funding from the province or federal governments)

Project Roles for Each Institution

From our experience with the ACCC project, we have found that the project works best with the following persons, listed below with requirements and duties.

Coordinator

Requirements:

- Project management experience
- Essential Skills experience preferable
- Needs analysis experience
- Data collection and research experience

Duties:

- All institutional project management tasks
 - budget
 - timeline management
 - liaison with Douglas College.

Faculty Liaison (may be the same person as the Coordinator)

Requirements:

- institutional knowledge
- good relationships with administration and faculty
- ability to make the case for the project to deans, faculty, and students.

Duties:

- Meet with administrators, faculty, and students to create buy-in for the project

Skills Coach

Requirements:

- Essential Skills knowledge or willingness to learn it
- Teaching ability and communication skills

Duties:

- Participate in coach training
- Conduct Needs Analysis
- Conduct Assessments
- Deliver coaching

Project Contact

We welcome your questions. Please contact Peter Wilkins at The Training Group at Douglas College for more information on the steps and roles outlined here.

e-mail: wilkinsp@douglascollege.ca

Mary Ellen Turpel-Lafond
Representative for Children and Youth
546 Yates Street
PO Box 9207 Stn Prov Govt
Victoria, BC V8W 9J1

July 17, 2013

Dear Ms Turpel-Lafond,

I am writing in response to your letters to college presidents on June 28, 2013 requesting consideration by their institutions to waive tuition for youth who gain admission and who age out of government care when they turn nineteen years of age.

By mandate, the eleven public colleges in BC are the most accessible pathway to a post-secondary education in British Columbia. In many cases, colleges are the first point of entry for students who, because of previous life experiences, need additional support to restart or start and successfully complete their post-secondary education or training. This additional support does require a considerable commitment of resources within the institutions to ensure students successfully transition into and through their programs of study to the workplace. It is worth noting that colleges currently offer adult basic education that is tuition free. It is conceivable that some of the people that were formerly under government care may already be taking advantage of this service.

As you may be aware, public bodies like colleges face future, significant budget challenges, given some of the forecasted limits to be placed on provincial funding for post-secondary education over the next three years. Our colleges have operated within a restrained budget environment for several years and we do not expect the situation to improve in the near term.

Philosophically the public colleges are supportive of your proposal. In addition to certain financial considerations, we do feel there may be other potential complications with such a proposal and would encourage your office and the Ministry of Advanced Education to engage the post-secondary education system further to explore how such a worthy proposition may become a reality. We would welcome consulting further on this matter.

Thank you for taking the initiative with this issue. We look forward to discussing it further with yourself and Ministry of Advanced Education officials.

Sincerely,



Jim Reed
President, BC Colleges

cc: Deputy Minister James Gorman
Assistant Deputy Minister Dawn Minty
BC College Presidents



BC COLLEGES
We're here for BC



VIU LAUNCHES TUITION WAIVER PROGRAM TO SUPPORT YOUTH IN CARE

VIU NEWS RELEASE: 2013/117

FOR IMMEDIATE RELEASE: Wednesday, August 14, 2013

NANAIMO, B.C: Vancouver Island University is taking the lead on a new initiative aimed at making post-secondary education more accessible for youth in care. Beginning September 2013, VIU will run a pilot project – the Youth in Care Tuition Waiver Program – and waive tuition for eligible students who have grown up in the care system. It will be the first step in overcoming financial barriers that make it difficult for these students to consider and achieve success in higher education.

VIU is committed to taking the lead on this project particularly because many families in the regions VIU serves live below the poverty line. On Vancouver Island alone there are just over 900 youth in care under a continuing custody order, the majority of whom (63.8%) are Aboriginal, a percentage that has been on the rise for seven years.

Studies have also shown that “even with some tuition money available to youth in care, they are 50% more likely to attend post-secondary education”. Programs such as the Tuition Waiver Program are a critical piece in ensuring more youth in care can go on to access post-secondary education and the myriad of opportunities it affords, including better employment options and increased self-sufficiency.

VIU has been in discussion with the Government of British Columbia, the Representative for Children and Youth and various regional child and family service authorities to launch the program. Discussions are also occurring with respect to covering additional costs for the students.

The program is the first of its kind in B.C. and over the course of the year, VIU will work with participating students to identify other financial barriers or necessary supports they need to achieve success including housing, books, work study opportunities or counselling.

The pilot project will begin at VIU in September 2013. Students may be eligible for this tuition waiver if they meet the following criteria:

- o Have applied and been accepted to Vancouver Island University
- o Must be 18 or turning 18 in the 2013/2014 academic year
- o Demonstrate financial need

- o Recommended by a child and family services agency

QUOTES:

“VIU is proud to be the first university in BC to offer tuition waivers to qualifying youth in care,” says Dr. Ralph Nilson, VIU’s President and Vice-Chancellor. “It’s critical that academic institutions take the lead on initiatives like this – initiatives aimed at ensuring as many people as possible can access post-secondary education and all of the opportunities, including employment opportunities, that are created through that experience.”

“Congratulations to Vancouver Island University for being the first out the door with this program. I encourage all our public post-secondary institutions to follow in their footsteps,” says Advanced Education Minister Amrik Virk. “Exposing these students to the benefits of post-secondary education can open doors of opportunity and change lives.”

“VIU launching their tuition waiver program for former children and youth in care is great news. Many of these young people have faced extraordinary challenges throughout their lives and this program will help them secure a brighter future,” says Minister of Children and Family Development Stephanie Cadieux. “We hope more public, post-secondary institutions in B.C. follow VIU’s lead.”

“Earlier this year, I challenged B.C.’s post-secondary institutions to waive tuition fees for children in care and I’m extremely pleased to see that Vancouver Island University has taken the lead in responding to this challenge,” said Mary Ellen Turpel-Lafond, B.C.’s Representative for Children and Youth. “I hope to see other educational leaders across the province follow VIU’s example. We must do all we can to inspire and enable children in care to access post-secondary education and have a chance to succeed alongside their peers. This is an important first step in that direction.”

“It is with profound gratitude that I thank VIU for leading the way on a initiative that will make the difference in the lives of many. The cycle of children coming into care has to change and today’s announcement will be the beginning of positive change for those who have grown up in the care system,” says Bill Yoachim, Kw’umut Lelum Child and Family Services, Snuneymuxw Councilor, VIU Alumnus & Governor.

“I have a firm and enduring belief in the power of education to dramatically change a person’s life,” says VIU’s Chancellor Shawn A-in-chut Atleo. “It opens up opportunities, boosts confidence and of course gives people the chance to secure better, more fulfilling employment opportunities. A program such as this, where tuition is waived, is a great step forward in opening opportunities for youth in care to access post-secondary education.”

For more information please see www.viu.ca/waiver.

MEDIA CONTACT

Janina Stajic, Manager, Communications & Public Engagement, Vancouver Island University
P:250.740.6288 C: 250.618.2360 E: janina.stajic@viu.ca T: @viunews

BACKGROUNDER

Tuition Waiver Program

- Similar programs have been run successfully at other universities and colleges across Canada such as the University of Winnipeg.
- Vancouver Island University is the first university in BC to run a tuition waiver program.
- VIU has been in discussion with the Government of British Columbia, the Representative for Children and Youth and various regional child and family service authorities to launch the program, the first of its kind in BC.

Why the program is important

- There are more than 8,000 children and youth in care in BC.
- Of those, 4,300 are under a continuing custody order (CCO).
- Many families in the regions VIU serves live below the poverty line.
- On Vancouver Island there are just over 900 youth in care under a continuing custody order, the majority of whom (63.8%) are Aboriginal, a percentage that has been on the rise for seven years.
- Studies have shown that “even with some tuition money available to youth in care, they are 50% more likely to attend post-secondary education”.

July 24, 2013

The Honourable Edward Fast
Minister of International Trade and Minister for the Asia-Pacific Gateway
House of Commons
Ottawa, ON K1A 0A6

Re: Foreign Service Officers' Job Action – Urgent action needed

Dear Minister,

Recently you will have received a letter from the Association of Canadian Community Colleges (ACCC) regarding job action by foreign service officers and its impact on Canada's international education reputation.

BC Colleges represents the eleven public colleges in British Columbia. International education is an important component of our colleges' operations. British Columbia is projecting a 50 per cent increase in international education over the next 5 years. This increase is critical to not only each college but also to the provincial economy.

We support the points made by ACCC and we ask that you apply some urgency to finding a resolution to the current job action. We believe that if the labour dispute is allowed to drag on into September, irreparable harm will be done to Canada's international education reputation as well as its share of the global education market.

Your urgent attention to this is most appreciated.

Sincerely,



Jim H. Reed
President, BC Colleges

cc: BC College Presidents
Ms Denise Amyot, ACCC
Hon Amrik Virk, Minister of Advanced Education
Deputy Minister James Gorman, Advanced Education



9/11/2013

2014 BCC and TTBC Meeting Schedule - DRAFT version 4

[illegible]

2014: BCC Presidents: 9 mtgs	4 video/audio conferences (Feb, May, Oct, Dec) 5 F2F (Jan, April, June, Sept, Nov) Meetings held at YVR Fairmont
2014: BCC Board Chairs	April and September
2014: TTBC Presidents 3 mtgs	3 F2F (Jan 20, April 7, Sept 15)

ACCC conference in Ottawa May 25-27

Family Day Feb 10; Easter April 18, 21; Victoria Day May 19; Labour Day Sept 1; Thanksgiving Oct 13; Remembrance Day Tues, Nov 11