

POSITION DISTRIBUTION PLAN

OUC-OC-UBCO

This document describes the plan for the distribution of continuing positions from Okanagan University College (OUC) to the new Okanagan College (OC) and UBC Okanagan (UBCO). The principles that informed this process were developed from the People Integrated Design Group which was comprised of team members from OC, UBC and OUC communities. The plan describes the allocation of all budgeted continuing positions for the delivery of programs and services allocated from OUC to OC and UBCO for September 2005 in the program distribution plan. There are no reductions in positions as a result of this process. The plan provides an important input to both OC and UBCO for the development of detailed staffing plans.

Objectives:

1. Distribute the number of continuing positions in accordance with the programs and services allocated to OC and UBCO from OUC.
2. Provide opportunities for continuing OUC employees to be offered employment at the new institutions.

Key Principles:

1. Program and service delivery is the main driver of position allocation decisions.
2. Current students must be allowed to complete their current programs.
3. Positions follow programs and services.
4. Research is a key program outcome for UBCO.
5. Current levels of activities are used to inform the position distribution.
6. Minimize disruption for current employees.

Key Present Input:

- Distribution of OUC Educational Programs, September 15, 2004.

This document begins by describing the current continuing positions. It then describes how these positions were divided as a function of the educational program distribution. Position distributions were accomplished according to the following methods:

Position Distribution Methods

- A. Positions in programs and associated services¹ that move in their entirety to OC or UBCO are allocated with the program.
- B. Positions in programs and associated services that are split between OC and UBCO are allocated in accordance with the proportion of program in each institution.
- C. Plan for non-instructional faculty, administrative, excluded, and support staff not directly associated with specific program delivery. Positions not directly associated with program delivery were allocated on one of two methods
 - Positions outside of Kelowna are allocated to OC.
 - All remaining positions are allocated according to the overall proportional allocation of FTEs to each institution described in the Distribution of OUC Educational Programs. The overall program allocations were 4241 FTEs (59%) to OC and 2909 FTEs to UBCO (41%) out of 7150 total student FTEs.

¹ Associated services refer to support services and staff directly and exclusively involved in program specific delivery, e.g. program specific technical support.

Continuing Positions at OUC

Before embarking on a distribution of OUC positions to OC and UBCO, it is first necessary to identify the nature of continuing positions and to differentiate between people and positions. Although the end goal of the process is to provide the basis for employment offers to continuing OUC employees, the goal of the present document is to allocate continuing positions, not people or resources. OUC budgets positions on an FTE basis. The following table describes these positions as a function of employee group and functional 'areas'.

Table 1: Fulltime equivalent (FTE) continuing positions by employee group

Areas	Administration	Excluded staff	OUCFA	Support Staff	Vocational	Grand Total
OUC Wide	44.1	12.8	1.0	127.4		185.3
Faculty	13.0	1.0	325.8	46.9	85.1	471.9
Cont Ed/International	24.9			23.4	15.4	63.7
Instructional support	10.6	2.0	16.0	86.7		115.3
Grand Total	92.6	15.8	342.8	284.4	100.5	836.2

Definitions:

Employee groups

- Administration refers to all positions in Senior Administration (President, Vice-Presidents, Associate Vice-Presidents), Academic Administration (Deans, Directors of Schools), Regional Principals, and the Administrators' Association (Directors, Managers, CE Program Administrators *etc.*).
- Excluded staff includes support positions excluded from the BCGEU Support staff (*e.g.* Executive Assistant to the President).
- OUCFA refers to all Instructional and Non-Instructional positions in the OUCFA Union.
- Support Staff refers to positions in the BCGEU Support Staff Union.
- Vocational refers to positions in the BCGEU Instructional Union.

Areas

- OUC Wide are those positions designated as having a support function across all of OUC (examples include Finance, Human Resources, Labour Relations, Computers Services *etc.*).
- Faculty includes all educational programs and associated services with the exception of Continuing Education (CE) and International.
- Continuing Education/International includes positions associated with Continuing Education, OUC International, and faculty in the English as a Second Language Department.
- Instructional support includes Student Services, Admissions, Registrar's Office, Co-operative Education Services, Residences, Library, Counseling, *etc.*

Methods for distribution

A. PLAN FOR PROGRAMS AND SERVICES ALLOCATED IN THEIR ENTIRETY TO OC OR UBCO

For programs that move in their entirety to one institution, transfer all current positions to that institution.

- Instructional programs taught by BCGEU faculty will be transferred to OC with their faculty positions (see Table 2).
- Programs taught by OUCFA faculty and the relevant faculty positions will be transferred to the institution designated in the program allocation process (see Table 3).
- Support staff positions, such as clerical and technical exclusively supporting the program, will move in their entirety with the program (see Table 4).

A.1 BCGEU Vocational Instructor Position Distribution

The summary of vocational position distribution by program area is shown in the following table. All programs and positions are transferred to OC.

Table 2: BCGEU Vocational Instructor position allocations based on program allocations¹

Program	Total Positions	OC Positions	UBCO Positions
ESL	15.4	15.4	0.0
ABE/ASE	31.0	31.0	0.0
Office Admin	6.0	6.0	0.0
Health	20.3	20.3	0.0
Trades	27.8	27.8	0.0
Total	100.5	100.5	0.0

B. PLAN FOR PROGRAMS AND SERVICES ALLOCATED IN PART TO OC AND UBCO

Programs and associated services that are distributed in part to both OC and UBCO are distributed proportionally between the two institutions.

- The number of faculty positions is distributed proportionally to each institution according to the allocation of FTEs (see Table 3).
- Non-Kelowna positions allocated to OC (Tables 3 and 4).
- Kelowna support positions are allocated proportionally according to the program distribution.

B.1 OUCFA Position Distribution

In the OUCFA, Business, CIS, and Technologies programs were allocated entirely to OC, while Education, Fine Arts, Nursing, and Social Work were allocated entirely to UBCO. Arts and Science programs (including Computer Science) were allocated proportionally. The allocation of positions in Arts and Science follows directly the program allocation: 1) Non-Kelowna positions were allocated to OCⁱⁱ, 2) Artsⁱⁱⁱ and Science^{iv} positions in Kelowna were allocated based on the proportion of programming allocated to each institution, and 3) Computer Science positions were allocated according to a detailed program analysis. In each case, new positions in 2004/05 were first allocated in proportion to the allocation of FTEs in the budget (see endnotes for details).

Table 3: Instructional OUCFA Position Allocations based on program allocations^v

	Program/ Years	Total Positions^{vi}	OC Positions	UBCO Positions
OC programs	Career Technical	23.5	23.5	
	Business Diploma and Degree	34.0	34.0	
UBCO programs	Bachelor of Education	13.5		13.5
	Bachelor of Science in Nursing	34.3		34.3
	Bachelor of Social Work	8.5		8.5
	Bachelor of Fine Arts	15.0		15.0
Arts	Non Kelowna	22.1	22.1	
	Kelowna	87.9	17.8	70.0
	Total Arts	110.0	40.0	70.0
Science	Non Kelowna	15.6	15.6	
	CIS, BCIS, Computer Science	12.5	9.5	3.0
	Kelowna	58.9	17.8	41.1
	Total Science	87.0	42.9	44.1
Total Instructional OUCFA		325.8	140.4	185.5

B.2 Program associated administrative and support positions

The following table shows the allocation of administration and support positions directly associated with the delivery of programs. Where a program moved in its entirety, all associated positions move to the respective institution. Where a program had an allocation split between the two institutions, the allocation of associated positions follows proportional the program FTE split.

Table 4: Kelowna administration and support positions allocated by program

Associated Program	Administration			Support staff		
	Total	OC	UBCO	Total	OC	UBCO
Adult				1.4	1.4	
Arts	2.0	0.6	1.4	6.9	1.2	5.7
Business	1.0	1.0		3.6	3.6	
Education	1.0		1.0	4.0		4.0
Fine Arts				2.0		2.0
Health ^{vii}	1.5	0.8	0.8	5.0	2.5	2.5
Nursing	1.0		1.0	1.0		1.0
Science	2.0	1.0	1.0	4.3	2.2	2.2
Social Work	1.0		1.0	1.0		1.0
Technologies	1.0	1.0		4.5	4.5	
Trades	2.5	2.5		13.3	13.3	
	13.0	6.9	6.1	46.9	28.6	18.4

C. PLAN FOR NON-INSTRUCTIONAL FACULTY, ADMINISTRATIVE, EXCLUDED, AND SUPPORT STAFF NOT DIRECTLY ASSOCIATED WITH SPECIFIC PROGRAM DELIVERY

C.1 Administrative, excluded and support staff allocations not directly associated with program delivery

The allocation of positions for administrative, excluded and support staff not directly associated with program delivery are split according to two methods: 1) non-Kelowna positions are allocated to OC and 2) the remaining positions according to the proportional level of the FTE allocation to each institution (59% to OC and 41% to UBCO).

Table 5: Summary table of administration, excluded and support positions not directly associated with program allocation

Employee group	Area	Total	Non-Kelowna	OC	UBCO
Administration	Cont Ed/International	24.9	10.9	8.3	5.7
	OUC Wide	44.1	3.5	24.0	16.6
	Instructional support	10.6		6.3	4.3
	Total	79.6	14.4	38.5	26.7
Excluded staff	OUC Wide	12.8		7.6	5.2
	Instructional support	2.0		1.2	0.8
	Trades	1.0		1.0	0.0
	Total	15.8		9.3	6.5
Support Staff	CE/International	23.4	9.5	8.2	5.7
	OUC Wide	127.4	24.4	60.8	42.2
	Instructional support	86.7	6.4	47.4	32.9
	Total	237.5	40.3	116.3	80.8
Grand Total		332.9	54.7	164.5	113.6

C.2 OUCFA (Non-Instructional)

Non-instructional faculty members in the OUCFA (*i.e.* Librarians, Counselors, Recreation Coordinator, and Educational Technology Coordinator) serve a variety of OUC-wide functions. The following table describes their proposed allocation according to the proportion of all program FTEs assigned to each institution (59% to OC and 41% to UBCO).

Table 6: Position Allocation for OUCFA (Non-Instructional)

	Total	OC	UBCO
Library	9.0	5.3	3.7
Student Services	7.0	4.1	2.9
Educational Technology	1.0	0.6	0.4
Total	17.0	10.0	7.0

SUMMARY

The result of this process combining the data from Tables 2 to 6 is shown in Table 7. At a global level, the final position allocation is similar to the program split. (59.5%/40.5%)

Table 7: Final summary allocation of all continuing positions

Positions			
Employee group	Total	OC	UBCO
Administration	92.6	59.8	32.8
Excluded staff	15.8	9.3	6.5
OUCFA	342.8	150.4	192.5
Support Staff	284.4	185.2	99.2
Vocational	100.5	100.5	
Grand Total	836.2	505.2	331.0

Continuing Positions currently unfilled or filled on a temporary basis

The above table outlines the distribution of all continuing positions. Positions that are currently unfilled or filled on a temporary basis are included. It needs to be emphasized that these budgeted positions serve critical roles in program and service delivery and should not be viewed simply as free positions. Vacant positions may be required to deliver current level of programming and services that will continue in one or both institutions. That said these positions are allocated to OC and UBCO and may be used to make adjustments to their detailed staffing plans. Faculty positions are allocated according to their program assignment. All remaining positions are allocated on a strictly proportional basis. Table 8 gives a breakdown of these positions.

Table 8: Summary of Continuing Positions currently unfilled or filled on a temporary basis

Employee group	Total	OC	UBCO
Administration	11.4	6.7	4.7
Excluded staff	3.8	2.2	1.6
OUCFA	28.5	8.5	20
Support Staff	34.0	20.1	13.9
Vocational	5.2	5.2	
Grand Total	82.9	51.0	31.9

Endnotes

ⁱ This table distributes all continuing vocational instructor positions to OC. All regular positions are included (Source: PBC-0405 V-2 database). The table does not include any support staff, excluded or administrative positions. The instructional positions include any new positions developed in the current year's (2004-05) budget.

ⁱⁱ Non-Kelowna positions include positions in regional campuses as per the Responsibility Centre Management (RCM) allocation of positions.

ⁱⁱⁱ Kelowna Arts positions are distributed according to the following rules: service courses for OC programs to OC; Research Chairs to UBCO; 6.5 new continuing positions to UBC; the remainder of the positions were allocated according to a detailed analysis of the percentage of sections offered in Upper Level and Lower Level: Upper Level (42.5%) were allocated to UBCO; Lower Level (57.5%) were divided between OC and UBCO with 30% going to OC and 70% to UBCO.

	Arts	Science
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Service	5.0	4.5
CRC/FRBC	2.0	2.0
New	6.5	5.0
Non Kelowna	22.1	15.6
Computer Science/Fine Arts	15.0	12.5
UL	31.6	20.9
LL OC	12.8	13.3
LL UBCO	29.9	13.3
Total	125.0	87.0

^{iv} Kelowna Science positions were distributed as follows: service courses for OC programs to OC; Research Chairs to UBCO; 5.0 new continuing positions to UBCO; ; the remainder of the positions were allocated according to a detailed analysis of the percentage of sections offered in Upper Level and Lower Level: Upper Level (44%) were allocated to UBCO; Lower Level (56%) were divided between OC and UBCO with 50% going to OC and 50% to UBCO.

^v This table distributes all continuing instructional positions in OUCFA based on program allocations. All continuing (probationary, candidacy and tenured) positions are included (Source: PBC-0405 V-2 database). The table does not include non-instructional OUCFA positions or any support staff, excluded or administrative positions.

^{vi} The instructional positions include all new positions developed in the current year's (2004-05) budget. Of the total 20 positions created across OUC, 5.5 are allocated to OC (in Business, Rehab and Trades) and 14.5 to UBCO (Arts, Education, and Science) with the percentage roughly equal to the allocation of new FTEs in the 2004/05 budget (*e.g.* 27.5% of positions versus 28% of FTEs in budget directed to OC). The numbers also include four research positions funded with external money (2 Canada Research Chairs and 2 Forest Renewal BC Chairs) which are allocated to UBCO.

^{vii} Health administration and support positions serve Nursing, Social Work, and Health Vocational programs. They are split on a 50/50 basis.