

**SELF-FUNDED ACTIVITIES POLICY**

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| <b>Policy Name:</b><br>Self-Funded Activities | <b>Responsible Owner:</b><br>Vice President,<br>Administrative Services and CFO | <b>Created:</b><br>2014 Aug               |
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**A. PURPOSE**

Douglas College (the College) is committed to expanding fully cost-recoverable, non-base-funded activities in support of its mission, mandate and strategic directions. This policy establishes guidelines for the development and implementation of quality Self-Funded Activities, and ensures consistent oversight and governance of these activities in accordance with approved principles.

**B. SCOPE**

This policy applies to all activities directly linked to educational opportunities not funded by the grant from the provincial Ministry responsible for post-secondary education, including activities in Continuing Education and The Training Group.

**Limitation of Scope**

This policy does not apply to international tuition fees in credit programs at Douglas College.

**C. DEFINITIONS**

**Responsible Administrator:** An executive of the College or an administrator responsible for the operations of a College department, Faculty or service area (e.g., Dean, Director, Chief Information Officer, Registrar).

**Self-Funded Activity/Activities:** Cost-recoverable, non-base-funded educational opportunities, including but not limited to the development of curriculum, provision of instruction and learning services, international contract activities, research and consulting and field schools; includes all projects and offerings made available through Continuing Education and The Training Group.

#### D. POLICY STATEMENTS

1. Douglas College is committed to supporting fully cost-recoverable, non-base-funded activities in support of the delivery of its quality education programs, services and activities, and its strategic directions.
2. While any employee may identify an opportunity for Self-Funded Activity, the authority to commit the College to a contract for any Activity rests with the appropriate Responsible Administrator (*see Accounting Guidelines listed in section E. PROCEDURES*).
3. Activity that supports Faculty/department initiatives and is domestic in scope (i.e., takes place within Canada) will be managed by the appropriate Responsible Administrator (e.g., the Dean); in consideration of the greater uncertainty and risks associated with international projects, all international activity will be managed by the Associate Vice President, International Education in conjunction with the appropriate Responsible Administrator.
4. In determining the viability of proposed Self-Funded Activities, the College will weigh projected revenues and the potential to advance strategic priorities against the potential for an activity to expose the College to unreasonable risk, whether financial, reputational, legal or other.
5. Every stage of work relating to Self-Funded Activities, from proposal development through to the costing model for the sharing of revenue from approved projects, must comply with the [Douglas College Accounting Guidelines – Self-Funded Activities](#), as well as with other relevant College guidelines and policy.

#### E. PROCEDURES

[Standard Operating Procedures](#) (for internal users)

- *Self-Funded Activities (Finance)*
- *Self-Funded Activities (The Training Group)*

[Douglas College Accounting Guidelines](#) (for internal users)

- [Self-Funded Activities](#)
- [Spending Authority and Commitment Guidelines](#)

#### F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Administration Policies](#)

- *Business and Travel Expenses*
- *Conflict of Interest*
- *Contracts*
- *Enterprise Risk Management*



## G. RELATED ACTS AND REGULATIONS

[College and Institute Act](#) [RSBC 1996], c. 52

## H. RELATED COLLECTIVE AGREEMENTS

- [Collective Agreement between Douglas College and the BC Government and Service Employees' Union \(BCGEU\)](#)
- [Collective Agreement between Douglas College and Douglas College Faculty Association \(DCFA\)](#)