VANCOUVER COMMUNITY COLLEGE

Vancouver Community College Board of Governors
Public Meeting Agenda
June 28, 2023, at 5:30 p.m.

VCC Broadway Campus, Room 5025
Additional Zoom option for Public & Guests:
https://vcc.zoom.us/j/64397010942?pwd=YWFYcWNGNXFlTm5qdFBRSGRZRmVOdz09

Zoom Phone: +1 778 907 2071
Meeting ID: 643 9701 0942
Password: 037455

ATTENDANCE

Board Members	Staff Resources	
Joey Hartman (Chair, Board/HRC)	David Wells	VP, Academic & Applied Research
Libby Davies (Vice Chair)	Ian Humphreys	VP, Admin & International Development
Jeffrey Yu (Chair, FAC)	Kate Dickerson	VP, People Services
Mahin Rashid (Chair, Governance)	Jane Shin	VP, Students & Community Development
Justine Gonzales	Elmer Wansink	AVP, IT & CIO
Karen Brooke	Clayton Munro	AVP, Student & Enrolment Services
Nadia Belokopitov	Tannis Morgan	AVP, Academic Innovation
Paul Yeung	Jamie Choi	ED, Finance & CFO
Seung Oh	Karen Wilson	ED, Marketing & Communications
Shobha Rajagopalan	Deborah Lucas	EA, Board of Governors (Recording Secretary)
Sue Hammell REGRETS		
Yanni Wong REGRETS		

Ex-Officio		Guests	
Ajay Patel	President & CEO	Taryn Thomson	President, VCCFA
Natasha Mandryk	Chair, Education Council	Chris Joyce	President, CUPE Local 4627
		Stefan Nielsen	Organizer, Advocacy & Governance, SUVCC

VCC recognizes and acknowledges the Musqueam, Squamish and Tsleil-Waututh people,
on whose traditional and unceded territories we live, learn and work.

Item	Topic	Action	Speaker	Time	Attach	Page
1.	**CALL TO ORDER, LAND ACKNOWLEDGEMENT/ OPENING REMARKS**		J. Hartman/ A. Patel	8 min		
2.	**APPROVAL OF AGENDA/CONSENT AGENDA**					
	"THAT the VCC Board of Governors approve the agenda and approve/ acknowledge receipt of the following items on the consent agenda."	Decision	J. Hartman	2 min		
	2.1 Minutes: May 31, 2023, Public Meeting				✓	3
	2.2 Board Correspondence & Activity				✓	8
	2.3 2024 Board of Governors Meeting Schedule				✓	9
3.	**ACTION TRACKER:**					
	No items	Info	J. Hartman	1 min	--	--

Item	Topic	Action	Speaker	Time	Attach	Page
4.	**CONSTITUENCY GROUP REPORTS**					
	4.1 CUPE Local 4627	Info	Constituency Reps	5 min	--	--
	4.2 SUVCC			5 min	--	--
	4.3 VCCFA			5 min	--	--
5.	**EDUCATION COUNCIL REPORT**		N. Mandryk	15 min		
	5.1 Chair's Report	Info			✓	10
	5.2 PROGRAM SUSPENSIONS: ABE Graduation Program Certificate and; ABE Intermediate Program Certificate	Decision			✓	34
6.	**FINANCE AND AUDIT COMMITTEE REPORT**		J. Yu	5 min		
	6.1 Chair's Report	Info			--	--
7.	**GOVERNANCE COMMITTEE REPORT**		M. Rashid	15 min		
	7.1 Chair's Report	Info			--	--
	7.2 REVISED: B.1.7 Financial Responsibility and Accountability and; RESCIND Policies B.1.5 Banking, B.1.2 Interfund Transfers and B.1.6 Short Term Borrowing	Decision			✓	36
	7.3 REVISED: B.3.7 Tuition and Fees and; RESCIND B.1.4 Delinquent Accounts.	Decision			✓	46
8.	**HUMAN RESOURCES COMMITTEE REPORT**		J. Hartman	5 min		
	8.1 Chair's Report	Info			--	--
9.	**INDIGENIZATION AT VCC**	Info	J. Hartman	10 min	--	--
10.	**VCC FOUNDATION**	Info	J. Hartman	5 min	--	--
11.	**NEW BUSINESS**	Info	J. Hartman	5 min	--	--
	11.1 BC Government Post-Secondary Institutions Mandate Letter	Decision	J. Hartman	10 min	✓	59
12.	**NEXT MEETING & ADJOURNMENT**	Info	J. Hartman	1 min	--	--
	Next meeting is Sept 25, 2023					

Vancouver Community College Board of Governors
Public Meeting DRAFT MINUTES
May 31, 2023, at 5:30 p.m.

VCC Broadway Campus, Room 5025
Zoom for guests & public

ATTENDANCE

Board Members

Joey Hartman (Chair, Board/HRC)	
Libby Davies (Vice Chair)	
Jeffrey Yu (Chair, FAC)	
Mahin Rashid (Chair, Governance)	
Justine Gonzales	
Karen Brooke	
Nadia Belokopitov	
Paul Yeung	
Seung Oh	
Shobha Rajagopalan REGRETS	
Sue Hammell REGRETS	
Yanni Wong	

Staff Resources

David Wells	VP, Academic & Applied Research
Ian Humphreys	VP, Admin & International Development
Kate Dickerson	VP, People Services
Jane Shin	VP, Students & Community Development
Elmer Wansink	AVP, IT & CIO
Clayton Munro	AVP, Student & Enrolment Services
Tannis Morgan	AVP, Academic Innovation
Jamie Choi	ED, Finance & CFO
Karen Wilson	ED, Marketing & Communications
Moira Gookstetter	ED, VCC Foundation
Deborah Lucas	EA, Board (Recording Secretary)

Ex-Officio

Ajay Patel	President & CEO
Natasha Mandryk	Chair, Education Council

Guests

Taryn Thomson	President, VCCFA
Deanne Bates	Chief Shop Steward, CUPE Local 4627
Stefan Nielsen	Organizer, Advocacy & Governance, SUVCC

VCC recognizes and acknowledges the Musqueam, Squamish and Tsleil-Waututh people, on whose traditional and unceded territories we live, learn and work.

1. CALL TO ORDER, LAND ACKNOWLEDGEMENT & OPENING REMARKS

- J. Gonzales presented the land acknowledgement. J. Hartman called the meeting to order at 5:42 p.m. and presented opening remarks:
  - Acknowledged the passing of former VCC President, Dr. Peter Nunoda. Dr. Nunoda was President at the College from 2014-2019. Condolences have been sent to his family.
  - Congratulated the Student Fall Awards recipients and acknowledged that the May 26 ceremonies were attended by student's family, friends and board members J. Gonzales, S. Rajagopalan and K. Brooke, joined in the celebration. The VCC Foundation Board and generous donors were thanked.

- A. Patel presented opening remarks:
  - Reiterated condolences to the family of Dr. Peter Nunoda.
  - Thanked the Board, VCC community and Indigenous advisors, Ginger Gosnell-Myers and Cory Douglas for their contribution towards the Brand Refresh project.
  - Announced the hiring of the Dean of Indigenous Initiatives, Jessie Williams. Jessie will join VCC in July. The hiring committee were acknowledged for their contribution. The hiring process has been consultative, and it will be shared with public sector groups.

2. **APPROVAL OF AGENDA AND CONSENT AGENDA**

> **MOTION:** THAT the Board of Governors approve the May 31, 2023, public meeting agenda and approve/acknowledge receipt of the following items on the consent agenda:
>
> > 2.1 Minutes: Mar 29, 2023, Public Meeting w/amendments:
> >
> > 6.3 Correction: Articulation Agreement developer is Reza Nezami.
> > 6.4 Correction: EdCo does not approve program suspensions.
> >
> > 2.2 Board Correspondence & Activities
> > 2.3 News & Events
>
> **Moved, Seconded & CARRIED (Unanimously)**

3. **ACTION TRACKER**

▪ No brought forward actions from Mar 29, 2023, Board of Governors Public Meeting.

4. **CONSTITUENCY GROUP UPDATES**

4.1 **CUPE Local 4627**

▪ Chief Shop Steward, D. Bates reported to the Board on behalf of CUPE Local 4627. It included the news that with the opening of the new Seifert Market and Bakery, CUPE members that were on recall during COVID have been reinstated. Also, that the first Bargaining session took place on May 16, 2023, with VCC. It was positive and productive. CUPE has also awarded 10 x $1K bursaries to dependents of its members.

4.2 **Student Union of Vancouver Community College (SUVCC)**

▪ S. Nielsen reported to the Board on behalf of the SUVCC. It included the SUVCC Board of Directors made presentation to the government's Select Standing Committee on the topic of governance & finance on consultation process of 2024 BC Budget. The ask is for stable, reliable long-term funding for program delivery and not to rely on international tuition.

4.3 **Vancouver Community College Faculty Association (VCCFA)**

▪ T. Thomson reported to the Board on behalf of the VCCFA. The report included congratulations to students that participated and won awards at the recent Skills BC competition. Also, on Jun 12, 2023, the VCCFA will be making a presentation to the Select Standing Committee on the topic of program funding at VCC.

5. **EDUCATION COUNCIL (EDCO)**

5.1 **Chair's Report**

▪ N. Mandryk presented to the Board highlights of the Education Council (EdCo) Chair's report in the meeting materials, including:
  – The development of curriculum for the Sign Language Interpretation Diploma which was transferred to VCC from Douglas College in an expedited process. Course details are being finalized and are expected to go to Curriculum Committee and EdCo in June.
  – In 2022, EdCo approved significant revisions to curriculum for three programs in the Baking and Pastry Arts department: Artisan Baking Certificate, Pastry Arts Certificate, and Baking Foundation Certificate. With Ministry direction to not increase tuition for these programs, the current tuition applies.
  – EdCo are holding a Planning Day on Jun 12, 2023. The agenda includes an educational session focusing on academic freedom in governance, as well, VP, David Wells will lead a discussion on the Academic Plan.

5.2 Academic Year 2023/2024, 2024/2025, and 2025/2026

- The Academic Year is presented to Education Council by the Registrar. It supports the coordination of academic and campus activities and operation of the Registrar's Office. It includes public holidays and College closures, term dates, exam periods, and grade submission deadlines.

> **MOTION:** THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at this meeting, the Academic Year 2023/2024, 2024/2025, and 2025/2026.
> **Moved, Seconded & CARRIED (Unanimously)**

6. FINANCE AND AUDIT COMMITTEE (FAC) REPORT

6.1 Chair's Report

- The Finance and Audit Committee (FAC) met on May 17, 2023. They addressed agenda items 6.2 and 6.3. FAC approved one procurement matter under their purview:
  - An Invitation to Bid and Award a Contract for the remediation of washrooms at Broadway Campus, Building A, Level 2.
- The next meeting is Jun 14, 2023.

6.2 Financial Performance (for the Twelve Months ended March 31, 2023)

- The Financial Performance Report (for the Twelve Months ended March 31, 2023) shows that revenue for the year was $143.9M ($1.84M above budget and $9.29M than prior year). There are some programs in the School of Trades, Technology and Design, School of Health and Science & School of Arts and Design, where domestic revenue has increased, however, overall, the trend continues of decreased domestic tuition revenue and increased international.

6.3 2022/23 Audited Financial Statements.

- The annual audit of VCC's accounts and transactions has been completed by external auditors KPMG. It is the 3rd year of a 5-year contract where KPMG has conducted the audit. It is a requirement under the College & Institute Act.
- As stated by KPMG, VCC's 2022/23 audited financial statements satisfy audit requirements under the College and Institute Act. The audit is risk focused. No significant risks were identified or issues to report as a result of the audit procedures performed. The statements were reviewed and approved for recommendation to the Board by the Finance and Audit Committee at a meeting on May 17, 2023.

> **MOTION:** THAT, on the recommendation of the Finance and Audit committee, the Board of Governors approve the 2022/23 Audited Financial Statements.
> **Moved, Seconded & CARRIED (Unanimously)**

7. GOVERNANCE COMMITTEE (GC) REPORT

7.1 Chair's Report

- The Governance Committee (GC) met on Apr 19, 2023. They addressed policy items 7.2 and 7.3 on the agenda. The GC also reviewed the results of the 2023 Board Evaluation survey and compiled a report for the Board, including areas of opportunity for 2023/24. The committee will be responsible for progressing the recommendations which the Board agree to pursue for 2023/24.
- The next Governance Committee meeting is Jun 7, 2023.

7.2 REVISED: E.2.1 Named Recognition of Assets

- Policy E.2.1 Named Recognition of Assets establishes the principles and processes that guide the naming of any VCC assets, including buildings, academic areas, endowments, and equipment of significant value. The policy has undergone its first review since 2005. All public sector organizations must also adhere to the Province of British Columbia's Naming Privileges' Policy.

- To help guide discussions between the Naming Asset Committee (NAC) and donor/sponsor, it is expected that for every submission, the NAC will refer to VCC's other supporting pillars for guidance such as the Strategic Innovation Plan and the Foundation's Campaign Plan, where VCC's values are already embedded.
- VCC's policy maintenance procedures have been followed, including community feedback, as well, consultation with VCC's Indigenous Advisor, Ginger Gosnell-Myers and the Indigenous Education & Community Engagement Department.

> **MOTION:** THAT, on the recommendation of the Governance Committee, the Board of Governors approve the revised E.2.1 Named Recognition of Assets Policy and Procedures.
> **Moved, Seconded & CARRIED (Unanimously)**

7.3 REVISED: F.1.1 Ethical Conduct for Research Involving Humans, REVISED: F.1.2 Ethics & Integrity in Research and Scholarly Activity, and; RESCIND: F.1.3 Conflict of Interest Related to Research

- VCC's research policies have undergone a scheduled review and the outcome has resulted in content from policy F.1.3 Conflict of Interest Related to Research to be merged into policies F.1.1 Ethical Conduct for Research Involving Humans and F.1.2 Ethics and Integrity in Research and Scholarly Activity. The revisions align with the latest Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2.
- Key changes to F.1.1 include the addition of new of a section on research involving Indigenous peoples in Canada, and a change in composition for the Research Ethics Board (REB) to include one Indigenous member, and that the REB Chair position is open to employees in general (not limited to faculty).
- Key changes to F.1.2 include establishing a clear process and reasonable timeline for handling allegations of misconduct, expanded the definition of research misconduct, and added the requirement to follow First Nations Principles of Ownership, Control, Access, and Possession (OCAP) for data collected by, on, or from Indigenous communities.
- Education Policy Committee incorporated an explicit statement on equity, diversity, and inclusion.

> **MOTION:** THAT, on the recommendation of the Governance Committee, the Board of Governors approve revisions to F.1.1 Ethical Conduct for Research Involving Humans and F.1.2 Ethics and Integrity in Research and Scholarly Activity Policies and Procedures and rescind F.1.3 Conflict of Interest Related to Research Policy and Procedures.
> **Moved, Seconded & CARRIED (Unanimously)**

8. HUMAN RESOURCES COMMITTEE (HRC) REPORT

8.1 Chair's Report

- The Human Resources Committee (HRC) has approved the 2022/23 Executive Compensation Statement for submission to the Public Sector Employer's Council Secretariat (PSEC). The statement discloses all compensation accrued and paid to the President & CEO and the next four highest ranking/paid executives with an annualized base salary of $125,000 or greater during the fiscal year. PSEC will direct institutions on the date in which the statements are to be publicly posted.

9. VCC FOUNDATION

9.1 Elect Board of Governors member to VCC Foundation Board.

- There is an ex-officio, non-voting seat on the VCC Foundation Board for a member of the Board of Governors. J. Yu accepted J. Hartman's nomination. With no further nominations, by acclamation, J. Yu was designated to the position for a term ending Nov 22, 2023, when the Board will hold its annual election for board and committee positions.

> **MOTION:** THAT, Jeffrey Yu, be designated as the ex-officio Board of Governors Representative on the VCC Foundation Board for the term ending November 22, 2023.
> **Moved, Seconded & CARRIED (Unanimously)**

9.2 VCCF Executive Director Report

- VCC Foundation Executive Director, M. Gookstetter, presented the Foundation's strategic operational plan and its three priorities, Build Operational Excellence, Telling Our Stories and Raise Funds. These priorities address building and enhancing governance/admin systems and structures, leveraging communications opportunities to raise awareness, and building strong relationships with donors throughout the donor cultivation cycle, keeping donors engaged.
- Foundation stats were presented, as well, a breakdown of distributed funds for 2021/22. The Board was thanked for their continued support.
- An overview of campaign goals includes raising $10M for new building and $5M over 3-years for academic technology and other teaching, learning and student supports.
- The fundraising approach was presented. A 3-year budget has been put in place and will be reviewed annually. The Foundation has developed 7 new policies to support progressing the campaign. Board members are encouraged to leverage their connections to solicit gifts to the Foundation, as well, identify two members who can meet with donors. The campaign structure will have an Indigenized strategy. The Foundation will consult with new Dean, IECE, Jessie Williams, on this.
- In response to questions around leveraging VCC Alumni, it was explained that there's an Ambassador piece of the strategy which will be the alumni engagement platform. The Foundation has also hired an Alumni Manager. With 2024 being the 25th Anniversary of Outstanding Alumni Awards, the Foundation will identify strategies for increasing alumni engagement with the current VCC community.
- VP, Jane Shin, acknowledged M. Gookstetter for her contribution to VCC since joining. There has been much progress.

10.   NEW BUSINESS

10.1 Post-Secondary Board Governance Workshop – Apr 17, 2023

- The Ministry of Post-Secondary Education & Future Skills hosted the Post-Secondary Board Governance Workshop on Apr 17, 2023, in Vancouver. J. Hartman, A. Patel, N. Belokopitov, J. Yu, N. Mandryk, K. Brooke, P. Yeung and D. Lucas attended this event.
- The format being post-secondary focussed was more beneficial than prior years which included the whole public sector.
- Highlights included the afternoon presentations on the Board's Role in Supporting Reconciliation and Cybersecurity Policy and Risk Management, as well.

10.2 Colleges & Institutes Canada World Congress: Collective Intelligence – Apr 23-26

- J. Hartman, N. Belokopitov and P. Yeung (on behalf of CUPE Local 4627) attended this event in Montreal. The sessions were well received. Kory Wilson's presentation on Indigenization was a highlight, as well, VCC Nursing Program student, Eddy Gooch, received a Student of the Year award.

11.   NEXT MEETING & ADJOURNMENT

- The next regular Board of Governors Public Meeting is on Jun 28, 2023.
- With no further business the meeting adjourned at 7:35 p.m.

APPROVED JUNE 28, 2023, PUBLIC BOARD MEETING

Board of Governors Public Meeting
June 28, 2023

BOARD OF GOVERNORS CORRESPONDENCE

DATE	TO	FROM	DETAIL
Jun 6, 2023	VCC Board Chair	Dr. Lindy	Suspension of Fee Waiver for Seniors
Jun 22, 2023	VCC Board Chair	Hon. Selina Robinson, Minister of Post-Secondary Education & Future Skills	BC Government Post-Secondary Institutions Mandate Letter 2023-24

BOARD OF GOVERNORS ACTIVITY

DATE	EVENT	
Jun 15, 2023	Vancouver Board of Trade – Reconciliation in Action: Annual Address with Musqueam, Squamish and Tsleil-Waututh Nations	Attended by: M. Rashid, J. Gonzales, P. Yeung, N. Belokopitov
Jun 16, 2023	VCC People Services "Lead In" Internal Training Session	J. Hartman presented *Governance at VCC*
Jun 22, 2023	Spring Convocation	Attended by: J. Hartman, K. Brooke

VANCOUVER
COMMUNITY
COLLEGE

2024 Board of Governors Public Meeting Schedule

Feb 7
Mar 27
May 29
Jun 26
Sept 25
Nov 27

- **Public Board Meeting Time & Location:**
  5:30 – 7:30 p.m. Broadway or Downtown Campus / Zoom option for guests &
  public.
  (Meeting location and agenda will be posted on VCC.ca one week in
  advance.)

- **Matters for the Board:**
  Please submit your request to the Deborah Lucas, Executive Assistant, Board
  of Governors at dlucas@vcc.ca, a minimum of 2 weeks in advance of meeting.

INFORMATION NOTE

PREPARED FOR: Board of Governors

DATE: June 28, 2023

ISSUE: Education Council Chair Report to Board of Governors

SIGN LANGUAGE INTERPRETING DIPLOMA

The transfer of Douglas College's Sign Language Interpretation Diploma to VCC is in progress, following approval by both colleges' governance bodies. VCC's Board of Governors approved program tuition and the credential at a special meeting on April 14, 2023. Due to the tight timeline before the September 2023 program launch at VCC, an exception was made to usual process, and the Board approved the credential prior to Education Council approval of curriculum.

Education Council reviewed and approved the curriculum (program content guide (PCG) and courses) at its May 9 and June 20, 2023 meetings, respectively. Minor adjustments to courses may come to Curriculum Committee in August.

CONCEPT PAPER: CYBERSECURITY RISK MANAGEMENT POST-DEGREE DIPLOMA

A concept paper for a proposed Cybersecurity Risk Management Post-Degree Diploma (PDD) was presented at Education Council in June.

The proposed credential addresses a critical and growing shortage of cybersecurity professionals in Canada and globally. The (ISC)² 2022 Cybersecurity Workforce Study estimates a talent gap of over 25,000 in Canada alone and over 3.4 million worldwide. VCC's program will have a unique focus on skills in governance, risk, and compliance (GRC) within the cybersecurity context, which are essential to protection of sensitive data, intellectual property, and critical infrastructure.

The two-year PDD will be delivered out of VCC Continuing Studies and complements existing information technology programming, which is seeing high student demand. International graduates will be eligible for a post-graduate work permit (PGWP). Opportunities to incorporate industry certification as well as develop cybersecurity micro-credentials are being explored.

EDUCATION COUNCIL PLANNING DAY

EdCo held a half-day Planning Day event on June 12. Planning Day provides an opportunity for members to engage with emerging topics. There was an educational session focusing on academic freedom in governance with the aim of establishing a common dialogue about academic freedom and its relation to EdCo's work. For the second session, VP Academic & Research David Wells led a discussion about VCC's Academic Plan.

Both sessions enjoyed rich engagement. A common thread to both sessions was the benefit of acknowledging tensions between different perspectives and priorities.

EDUCATION COUNCIL ANNUAL REPORT

Education Council's annual report documents the activities completed by EdCo and its standing committees (Curriculum Committee, Education Policy Committee, and Education Quality Committee) in the preceding calendar year, as well as any updates to committee membership and processes within that time frame. The Education Council 2022 Annual Report is attached for the Board of Governors' review.

ATTACHMENT: APPENDIX A – 2022 Education Council Annual Report

PREPARED BY: Natasha Mandryk, Chair, Education Council

DATE: June 16, 2023

VANCOUVER COMMUNITY COLLEGE
Education Council Annual Report 2022

Prepared by: Natasha Mandryk, Chair Education Council

June 5, 2023

Table of Contents

Message from the Chair

As a governance body made up of College employees and students, our work is connected to our understanding and experience of working or studying at VCC. We strive for active awareness of College developments to inform and provide context to our work, and to enable us to support important College initiatives.

Some of the key initiatives at VCC presented to Education Council in 2022 included

- Implementation of the Strategic Innovation Plan (SIP) 2022–2025

- Completion of the Indigenization Readiness Assessment & Planning Report

- Release of the Mental Health and Well-Being Framework

- Start of discussions about the RFQ Academic Process (Operational Risk, Financial Sustainability, Educational Quality)

- Implementation of a Micro-Credential Approval Process

- Signing of Memoranda of Understanding (MOUs) with National Chung Cheng University, Shu-Te University, Hungkuang University and Atlantic Technological University

EdCo can't claim credit for these items, whose strategic direction and oversight comes from elsewhere. We share responsibility with other College bodies as appropriate – Indigenization and mental health are everyone's to support – but we acknowledge that in the above, we benefit from the work of others. We also directly benefit from receiving informational reports on items listed above, as they strengthen our capacity to provide advice to the Board.

We will continue to engage with College initiatives and look for collaborative ways to help move VCC forward within our scope of responsibilities.

The remainder of this report is dedicated to sharing Education Council's direct involvement with, and tangible work outcomes in, curriculum, policy, and educational quality.

A big thank you to all members of Education Council, as well as its Standing Committees and working groups, for contributing their time, experiences and expertise.

Sincerely,

Natasha Mandryk

VCC Education Council Chair

Program & Curriculum Highlights

Concept Papers for New Programs:
- Building Manager Certificate
- Event Management Short Certificate

Program Renewals:
- American Sign Language (ASL) & Deaf Studies
- Community & Career Education (CACE) Computer Applications
- College & Career Access (CCA) Computer Courses
- ESL Pathways
- Hospitality Management
- Medical Office Assistant
- Medical Transcription Certificate

Program Accreditations:
- Technology Accreditation Canada (TAC) – CAD & BIM Technician

New & Significantly Revised Programs:
- Applied Leadership and Business Management Certificate
- Significantly revised Artisan Baking Certificate, Pastry Arts Certificate and Baking Foundation Certificate
- Significantly revised Building Manager Certificate and new Short Certificate
- Event Management Short Certificate (approved by the Board on March 29, 2023)
- Health Care Assistant Diploma (International Cohort)
- Significantly revised Hospitality Management Diploma and new Hospitality Management Certificate credential (approved by the Board on March 29, 2023)
- Hospitality Management Post-Degree Diploma
- Preparatory Music Certificate (approved by the Board on March 29, 2023)

Education Council Approved:
- Ending the provisional process for curriculum changes necessitated by the COVID-19 pandemic at the end of March 2022
- Changes to grading scales in 33 programs, in the context of the review of policy C.1.1 Grading, Progression and Withdrawal

Board of Governors Approved on the Advice of Education Council:
- Academic Plan 2022–2025
- Academic Year 2022/23, 2023/2024, and 2024/2025
- Enrolment Plan 2022/23

Education Council Elections

Education Council held its chair elections for this year at its December 2021 meeting. The elections for members of the EdCo Executive were by majority vote. All other elections were by acclamation. The following members were elected for the period of January–December 2022:

- Chair of Education Council: Natasha Mandryk
- Vice-Chair of Education Council: Shantel Ivits
- EdCo Executive Members: Sarah Kay and Lucy Griffith
- Chair of Appeals Oversight Committee: Natasha Mandryk
- Chair of Curriculum Committee: Todd Rowlatt
- Chair of Education Policy Committee: Sarah Kay
- Chair of Education Quality Committee: Todd Rowlatt

A by-election took place in February to fill vacancies: two support staff and two faculty seats (Student Success and CTLR/School of Instructor Education). There were no nominees for the Student Success faculty seat.

Due to the end of Shantel Ivits' term in October 2022, elections were held at the November 2022 EdCo meeting. Sarah Kay was elected interim Vice-Chair of Education Council, and Louise Dannhauer interim Executive Committee Member for November–December 2022 (both by acclamation).

Education Council Membership

Chair: Natasha Mandryk
Vice-Chair: Shantel Ivits (to October 2022); Sarah Kay (from November 2022)
Executive: Lucy Griffith and Sarah Kay (to October 2022); Louise Dannhauer (from November 2022)

Ajay Patel, President & CEO .... Ex officio
Ali Oliver, Support Staff, College-at-Large ....Feb 2022–Oct 2023
Andy Sellwood, Faculty, CTLR/Instructor Education...Feb 2022–Oct 2023
Belinda Kaplan, Faculty, Hospitality, Food Studies & Applied Business .... Nov 2022–Oct 2024
Dave McMullen, Registrar ....Jan 2022–Dec 2022
David Wells, Vice President, Academic & Research ....Jan 2022–Dec 2022
Derek Sproston, Faculty, College-at-Large.. Nov 2022–Oct 2024
Gabriel Sarnoh, Student, Broadway Campus... Nov 2022–Oct 2023
Heidi Parisotto, Faculty, Health Sciences......................................Nov 2021–Oct 2022 & Nov 2022–Oct 2024
Ishaan Saini, Student, Broadway Campus..Nov 2021–Aug 2022
Janita Schappert, Faculty, Health Sciences .... Nov 2021–Oct 2023
Jessica Yeung, Student, Downtown Campus ....Nov 2021–Aug 2022
Jo-Ellen Zakoor, Dean, School of Health Sciences ....Jan 2022–Dec 2022
John Demeulemeester, Faculty, Hospitality, Food Studies & Applied Business................. Nov 2020–Oct 2022
Louise Dannhauer, Faculty, Trades, Technology & Design .... Nov 2021–Oct 2023
Lucy Griffith, Acting Dean, School of Trades, Technology & Design....................................Jan 2022–Dec 2022
Marcus Ng, Student, Broadway Campus ....Nov 2021–Oct 2022 & Nov 2022–Oct 2023
Natasha Mandryk, Faculty, Arts and Sciences .... Nov 2020–Oct 2022 & Nov 2022–Oct 2023
Poshak Sachdeva, Student, Downtown Campus .... Nov 2021–Apr 2022
Sarah Kay, Faculty, College at Large/Arts and Science ....Nov 2020–Oct 2022/Nov 2022–Oct 2024
Shantel Ivits, Faculty, Arts and Sciences .... Nov 2020–Oct 2022
Sonal Singh, Student, Downtown Campus.. Nov 2022–Oct 2023
Todd Rowlatt, Faculty, Library & Learning Centre.. Nov 2021–Oct 2023
Vivian Munroe, Support Staff, College-at-Large ....Feb 2022–Oct 2023
Faculty, Student Success .... Vacant

Education Council Planning & Initiatives

Education Council holds two annual planning sessions to discuss emerging topics in education and governance. Since regular meeting agendas are devoted to new business and information, these sessions are valuable opportunities for member education and strategic direction.

June 6 Planning Session

Elder Jean Wasegijig and Clay Little, Associate Director of Indigenous Education and Community Engagement, led a session around Indigenizing EdCo meeting practices. This session led to the ongoing practice of EdCo members sharing the responsibility of giving land acknowledgements to open meetings.

During the second session, members discussed Strategic Innovation Plan (SIP) goals in light of potential priorities for Education Council, both for its own internal processes and for its role at the College overall. Themes included academic quality, empowerment, inclusivity, and communication and engagement with the College and wider community. The next step will be to develop an EdCo planning document with goals and questions based on this conversation.

November 25 Planning Session

In preparation for this meeting, members completed an EdCo self-evaluation survey. The results of the survey and a draft EdCo planning document were discussed.

There was a presentation of the EDI Impact Assessment Tool, developed by VCC's EDI Committee, and discussion about incorporating EDI considerations into policy and curriculum review.

The afternoon session for Education Policy and Curriculum Committee revolved around anti-racism in policy; justice, equity, diversity, and inclusion (JEDI) in curriculum; and Universal Design for Learning (UDL).

Proposal for Indigenous Representation on Education Council

As part of the College's commitment to advance Indigenization and decolonization, Education Council began discussions about the possibility of adding a seat for an Indigenous representative on the council.

EdCo voted to direct the EdCo Executive to develop a detailed case for adding Indigenous members to Education Council, including incorporation of consultation with Indigenous Education and Community Engagement, community feedback, and a legal opinion.

Standing Committees

Curriculum Committee

Chair: Todd Rowlatt

Curriculum Committee ensures that College curriculum development and revisions are consistent with approved processes and are undertaken in compliance with educational policies. The committee provides quality assurance to help ensure College curricula reflect sound pedagogical practices. Curriculum Committee is the first stop in the curriculum approval governance process, as its recommendations are formally considered by Education Council for approval or for advice to the Board of Governors.

The Provisional Approval of New Programs Ad Hoc Committees for the Electronics Repair Technology Diploma and for the Marketing Technology & Accounting Diploma programs held several meetings.

In 2022, Curriculum Committee approved 23 proposals and recommended 29 proposals to Education Council. Please see Appendix A for a summary of curriculum proposals approved by Curriculum Committee and/or Education Council.

Education Policy Committee

Chair: Sarah Kay

The members of Education Policy Committee are responsible for checking that all educational policies and procedures are thoroughly reviewed during the policy development and approval cycle. The committee reviews existing policies on a five-year cycle and helps in the creation of new policies. Members aim to ensure policies are sound, consistent, and fair, striving to make each policy readable, clear, and practical. Education Policy Committee acts in an advisory role to Education Council on all policy review-related matters.

Following the significant revision of policy A.3.2 Policy Development and Management, the committee's terms of refence were updated to align with its expanded role. The committee now has the authority to send policies and procedures for College feedback without requiring Education Council approval. The committee can also approve updates to procedures and policy definitions, provided they are consistent with the intentions of the policy and do not contravene the approved principles. The rationale for these changes was to streamline the approval process and avoid unnecessary delays.

Following the planning day sessions on JEDI, UDL and anti-racism, the committee is continuing its discussions on concrete ways to incorporate these considerations into policy review.

In 2022, Education Policy Committee reviewed seven policies and recommended two policies to Education Council for approval.

Approved by Education Council and/or the Board of Governors:

- A.3.2 Policy Development and Management
- C.1.3 Granting of Credentials (approved by the Board on February 8, 2023)
- D.1.3 Copyright
- D.3.5 Prior Learning Assessment and Recognition (approved by Education Council on May 9, 2023)
- D.3.10 Indigenous Education Enrolment
- F.1.1 Ethical Conduct for Research Involving Humans (approved by the Board on May 31, 2023)

Under Review:

- C.3.14 Curriculum Development and Approval
- D.4.5 Academic Integrity (edits)

Appeals Oversight Committee

Chair: Natasha Mandryk

The Appeals Oversight Committee was established in June 2013 to recruit and train panelists for student appeals, as well as to provide feedback on the overall functionality of the College's appeals processes.

As appeals processes at VCC became more robust, the committee's role gradually shifted from oversight to a working body, with its scope going beyond the role of a governance body. A proposal was put forward in October 2021 to dissolve this standing committee of Education Council, while ensuring the continuity of this important work. Following extensive discussions, Education Council voted to dissolve the Appeals Oversight Committee at its December 6, 2022 meeting.

Education Council will continue to fulfill its mandate under the College and Institute Act related to policies and procedures and establishing a tribunal for final appeals on academic matters. A new working group was established outside of EdCo to continue work around appeals (both academic and non-academic). The chair of Education Council is part of this group.

It is widely acknowledged that the Appeals Oversight Committee has done outstanding work over the past several years to support students and develop best practices for appeals, and the contributions of committee members are deeply appreciated.

Education Quality Committee

Chair: Todd Rowlatt

The Education Quality Committee is responsible for guiding fundamental aspects of educational quality at VCC, such as program review, program renewal, and curriculum development (CD) fund allocation. Members of the committee ensure all of these processes are clearly defined, and are constantly on the lookout for new and better methods to improve integral College processes.

The committee provides a regular annual report to Education Council summarizing conversations with deans about annual program reviews. Key themes in this year's program reviews included adjustments to COVID-19 and efforts around decolonization and Indigenization, as well as mental health and well-being. Areas identified for further exploration include the College's capacity for innovation; recruitment and retention of employees; and quality in online and blended delivery.

Curriculum Development Fund 2022/2023

The College sets aside an annual budget for curriculum development (CD) funding that supports projects related to our educational programming. Funding is meant to support new ideas and foster creativity and innovation. The budget is $400,000. The Education Quality Committee provides advice to the Vice President, Academic & Research in allocating the funds. In order to support VCC's Online Learning Strategy and the increase in online and blended delivery, the development of online teaching and learning materials was again eligible for funding (since 2020).

A total of about $800,000 in funding was requested. As a result, the committee gave priority to: 1) projects identified in the Academic or department-level plans; 2) projects currently in progress needing additional funds for completion; 3) projects arising from program reviews or renewals; and 4) projects needed for program accreditation. In addition, scheduled program renewals received automatic seed funding of at least $5,000.

CD funding was allocated to 24 curriculum development projects and 7 program renewals.

Projects funded in 2022/23:

- Marketing Technology Diploma
- Hospitality Management Diploma Program Renewal
- Medical Office Assistant Program Renewal
- Medical Transcriptionist Program Renewal
- Building Manager Certificate & Short Certificate – Online Curriculum Design & Development
- Cybersecurity/IT Program Design
- Event Management Short Certificate
- Computer Systems Technology – Program and Course Outlines Update
- Heavy Mechanical Trades Foundation Hybrid Model
- Auto Collision Apprenticeship Level 3 Harmonization
- Steel Construction Modelling Second Year Diploma
- New Mechanical Engineering Technician Specialty
- ABE (Adult Basic Education) Youth Social Science Course
- Basic Education Equity – Grammar Course
- Science - Decolonizing Anatomy & Physiology
- Community & Career Education (CACE) Computer Applications Renewal
- College & Career Access (CCA) Computer Program Renewal
- Deaf & Hard of Hearing (DHH) Program Renewal

- American Sign Language (ASL) & Deaf Studies Renewal
- English as an Additional Language (EAL) Pathways Renewal
- Health Care Assistant Diploma
- Dental Hygiene Entry-to-Practice (ETP) Competencies
- Certified Dental Assisting (CDA) Curriculum Revision & Student-Centred Delivery
- Bachelor of Science in Nursing (BScN) CASN Accreditation & Entry-Level Competencies

Automatically Funded Program Renewals:
- Architectural Technician
- Asian Culinary Arts – Level 1
- Basic Education
- Legal Administrative Assistant
- Medical Laboratory Assistant
- Paralegal
- University Transfer (UT)/Associate Degrees

Appendix A – Approved Curriculum Proposals

Approved by Curriculum Committee: Program and Course Changes

School of Arts & Sciences

- Changes to courses CHEM 1121 Chemistry 1 and CHEM 1223 Chemistry 2
- Updates to BIOL 1602 Human Anatomy & Physiology
- Revisions to MUSC 3217 Creative Music Improvisation 2
- Updates to evaluation plans for MATH 0863 Business/Technical Math 11 Part 1 and MATH 0872 Foundations of Mathematics 11 Part 2
- Updates to the course lists in the ABE Graduation Program Certificate and the ABE Intermediate Program Certificate

School of Hospitality, Food Studies & Applied Business

- Update to the Culinary Arts Diploma program content guide, moving CULI 1509 to a different term
- Revisions to three (3) culinary courses - CULI 1165 Culinary Arts High School Bridging, CULP 1001 Culinary Arts Apprentice Level 1, CULP 2001 Culinary Arts Apprentice Level 2
- Updated course hours for CULI 2500 Kitchen Management and Cost Controls and CULI 2503 Restaurant Customer Service

School of Health Sciences

- Updates to pre-/co-requisites and corrections to hours in four LPN to BSN bridging courses
- Updates to the Practical Nursing Diploma & Access to Practical Nursing Diploma program content guides
- Updates to the Bachelor of Science in Nursing (First Year Entry) and Bachelor of Science in Nursing (Advanced Entry) program content guides
- Minor updates to the Dental Hygiene Diploma and Dental Technology Sciences Diploma program content guides to reflect the new regulatory body
- Update to evaluations in the Pharmacy Technician Certificate program content guide and two courses
- Updates to the Medical Laboratory Assistant program content guide, including to English language admission requirements

School of Trades, Technology & Design

- Changes to the sequence of courses in the Automotive Service Technician Harmonized Foundation Certificate program content guide and updates to five course outlines

Approved by Curriculum Committee: Course Deactivations

AATT 1010 Engines
AATT 1020 Equipment Operation
AATT 1030 Forklift
AATT 1050 Safety
AATT 1060 Welding
AATT 1070 Wheels and Lube
ABEY 030 ABE Intermediate Youth Program
ABUT 1000 Keyboarding 1
ABUT 1001 Online Learner Success
ABUT 1004 Computers & the Internet
ABUT 1005 Word Processing 1
ABUT 1009 Presentation Software
ABUT 1011 Administrative Procedures
ABUT 1014 Spreadsheets 1
ABUT 1015 Word Processing 2
ABUT 1017 Spreadsheets 2
ABUT 1018 Accounting 2
ABUT 1022 Intro to PowerPoint
ABUT 1100 Litigation Procedures 1
ABUT 1101 Family Litigation Procedures
ABUT 1102 Legal Office Procedures
ABUT 1103 Intro to the Canadian Legal
System
ABUT 1104 Conveyancing Procedures 1
ABUT 1105 Corporate Procedures 1
ABUT 1106 Wills & Estates
ABUT 1200 Litigation Procedures 2
ABUT 1204 Conveyancing Procedures 2
ABUT 1205 Corporate Procedures 2
BIOL 1061 Introductory Biology - Part 1
BIOL 1071 Introductory Biology - Part 2
BIOL 1083 Principles of Biology - Part 1
BIOL 1093 Principles of Biology - Part 2
CHEM 1061 Introductory Chemistry - Part 1
CHEM 1071 Introductory Chemistry - Part 2
CHEM 1083 Principles of Chemistry - Part 1
CHEM 1093 Principles of Chemistry - Part 2
DENT 3862 Oral Health Care Indiv. 2
DHAP 1001 Heavy Duty Mech Appr Lvl 1
GEMM 1101 Preliminary Year Gemmology
GEMM 2101 Diploma Year Gemmology

HLTH 1130 LPN Pharma/Parenteral Lab
MATH 0755 Trades Math 10 Part 1
MATH 0757 Trades Math 10 Part 2
MATH 0882 Business/Technical Math 11
MATH 1061 Intermediate Algebra - Part 1
MATH 1071 Intermediate Algebra - Part 2
MATH 1083 Precalculus Algebra - Part 1
MATH 1093 Precalculus Algebra - Part 2
MTSK 0757 Mathematics Skills 10
MTSK 0867 Mathematics Skills 11 Part 1
MTSK 0997 Mathematics Skills 12 Part 2
NURS 1602 Human Anatomy & Physiology
OPTA 1217 Communications 2
OPTA 1218 OTA Principles and Practice 1
OPTA 1219 PTA Principles and Practice 1
OPTA 1220 Conditions 2
OPTA 1221 Practicum 1
OPTA 1308 OTA Principles and Practice 2
OPTA 1309 PTA Principles and Practice 2
OPTA 1310 Conditions 3
OPTA 1325 Growth and Development 1 -
Pediatrics
OPTA 2108 OTA Principles and Practice 3
OPTA 2109 PTA Principles and Practice 3
OPTA 2110 Conditions 4
OPTA 2111 Practicum 2
OPTA 2125 Growth and Development 2
Geriatrics
OPTA 2208 OTA Principles and Practice 4
OPTA 2209 PTA Principles and Practice 4
OPTA 2211 Practicum 3
OPTA 2214 Administrative and Support Skills
OPTA 2215 Community Practice
PHYS 1061 Introductory Physics - Part 1
PHYS 1071 Introductory Physics - Part 2
PHYS 1083 Principles of Physics - Part 1
PHYS 1093 Principles of Physics - Part 2
PIDP 1101 Vocational & Educ. Training
PIDP 3280 Facilitating Learning 1
SCIE 1020 Introduction to Computer Design

Approved by Education Council: New Programs, Program & Course Changes

School of Arts & Sciences

- Updates to the ABE Graduation Program Certificate to include two new courses
- Program content guide for the new Preparatory Music Certificate, including six new and four revised course outlines
- Updates to four (4) course outlines to include self-paced/online options (BIOL 0983, BIOL 0993, CHEM 0861, CHEM 0871)
- Revised program content guide for the ESL Pathways Standard Certificate and nine (9) revised courses

Centre for Continuing Studies

- Program content guide for the new Applied Leadership and Business Management Certificate and 18 new courses
- Program content guides for the significantly revised Building Manager Certificate and new Building Manager Short Certificate, and nine new courses
- Program content guide for the new Event Management Short Certificate and 11 new courses

School of Health Sciences

- Revisions to admission requirements for the Occupational/Physical Therapist Assistant Diploma program
- Revised program content guides for the Bachelor of Science in Nursing (First Year Entry) and Bachelor of Science in Nursing (Advanced Entry), including four new and six revised course outlines
- Revised program content guide for the Dental Reception Certificate and five new courses

School of Hospitality, Food Studies & Applied Business

- Revisions to the Business Management Post-Degree Diploma program, including a program name change (formerly Canadian Business Management Post-Degree Diploma); one new course; and 16 revised course outlines
- Significantly revised program content guides for the Artisan Baking Certificate, Pastry Arts Certificate, and Baking Foundation Certificate, including 20 new courses
- Program content guide for the new Hospitality Management Post-Degree Diploma and 15 new courses
- Revised program content guide for the Marketing Technology Diploma, including seven new and six revised course outlines
- Revised program content guide for the Hospitality Management Diploma, including a certificate exit option, 8 new and 12 revised course outlines

School of Instructor Education

- Revisions to the Provincial Instructor Diploma Program (PIDP), including new elective course PIDP 3351

School of Trades, Technology & Design

- 18 revised and 16 new Digital Media Design course outlines
- Updates to the Automotive Collision and Refinishing Foundation Certificate program content guide
- Revised program content guide for the Computer Systems Technology Diploma, including one new and 23 revised course outlines
- Updates to the Computer Aided Draft (CAD) and Building Information Modelling (BIM) Technician Diploma program content guide to include a second-year option in Steel Construction Modelling, including seven (7) new courses

Approved by Education Council: New Courses

School of Arts & Sciences

BIOL 1602 Human Anatomy & Physiology
COMP 0736 Online Learning Skills 10
COMP 0986 Digital Art and Graphics
COMP 0987 Computer Programming
DHHE 0605 English for Academic & Workplace Access 5
DHHE 0606 English for Academic & Workplace Access 6
DHHE 0607 English for Academic & Workplace Access 7
DHHE 0608 English for Academic & Workplace Access 8
DHHE 0609 English for Academic & Workplace Access 9
ENSK 0858 English Grammar Skills 11
MUSC 1012 Preparatory Certificate Musicianship 1
MUSC 1014 Preparatory Certificate Music Theory 1
MUSC 1032 Preparatory Certificate Musicianship 2
MUSC 1034 Preparatory Certificate Music Theory 2
MUSC 1091 Preparatory Certificate Ensemble 1
MUSC 1095 Preparatory Certificate Ensemble 2
SOSC 0861 Social Science 11
SOSC 0999 Social Justice 12

Centre for Continuing Studies

BLDG 1201 Contract Law in the Built Environment
BLDG 1202 Interpersonal Communication for Building Managers
BLDG 1203 Building Service Management
BLDG 1204 Building Maintenance
BLDG 1205 Finance and Budgets for Building Managers
BLDG 1206 Introduction to Building Operations and Risk Management
BLDG 1207 Project Management in the Built Environment
BLDG 1208 Sustainable Buildings
BLDG 1209 Building Technology
EVNT 1201 Event and Wedding Management Foundations
EVNT 1202 Food and Beverage
EVNT 1203 Proposals and Budgets
EVNT 1204 Elements of Event Design
EVNT 1205 Event Human Resource & Risk Management
EVNT 1206 Fashion, Photography and Videography
EVNT 1207 Wedding Protocols and Culture
EVNT 1208 Destination Weddings
EVNT 1209 Event Contracts and Negotiations
EVNT 1210 Event Technology and Logistics
EVNT 1211 Event Marketing & Communications
LEAD 1201 Introduction to Business Management

LEAD 1202 The Fundamentals of Leadership
LEAD 1203 Sales and Marketing Fundamentals
LEAD 1204 Foundations of Human Resource Management
LEAD 1205 Ethics in Business
LEAD 1206 Finance and Accounting Fundamentals
LEAD 1207 Interpersonal Communication & Relationships
LEAD 1208 Communicating in the Workplace
LEAD 1209 Project and Change Management
LEAD 1210 Reflective Leadership
LEAD 1211 Public Speaking and Strategic Narratives for Leaders
LEAD 1212 Workplace Culture and Organizational Success
LEAD 1213 Essential Coaching Skills for Leaders
LEAD 1214 Taking Your Leadership Coaching to the Next Level
LEAD 1215 Coaching Your Team for High Performance
LEAD 1216 Leading from Conflict to Collaboration
SMBU 1201 Entrepreneurship for Small Business
SMBU 1203 Operations for Small Business

School of Health Sciences

DREC 1111 Dental Practice Theory
DREC 1112 Dental Practice Communication and Professionalism
DREC 1113 Dental Practice Administration
DREC 1114 Dental Practice Software
DREC 1121 Dental Practice Practicum
NURS 1150 Pharmacotherapeutics 1
NURS 1153 Health Determinants
NURS 4064 Population and Public Health Clinical
NURS 4165 Health Ethics and Law

School of Hospitality, Food Studies & Applied Business

BAKG 1150 Quick Breads & Cookies
BAKG 1155 Pies, Tarts, Puff Pastries
BAKG 1160 Basic Lean Yeast Doughs
BAKG 1165 Basic Rich Yeast Doughs
BAKG 1170 Basic Cakes & Pastries
BAKG 1175 Specialty Cakes & Pastries
BAKG 1265 Advanced Lean Yeast Doughs
BAKG 1266 Sourdough Baking
BAKG 1267 Advanced Rich Yeast Doughs
BAKG 1268 Advanced Laminated Doughs
BAKG 1269 Gluten Free Baking
BAKG 1275 Chocolate & Confectionery
BAKG 1276 Advanced Cakes
BAKG 1277 Advanced Pastries & Dessert Presentation

BAKG 1278 Advanced Decoration
BAKG 1279 Selected Topics in Pastry Arts
BAKG 1365 Artisan Baking Capstone Project
BAKG 1366 Artisan Baking Work Experience
BAKG 1375 Pastry Arts Capstone Project
BAKG 1376 Pastry Arts Work Experience
CUIS 3201 Certified Chef de Cuisine (CCC) Menu Planning and Development
CUIS 3202 Certified Chef de Cuisine (CCC) Nutrition
CUIS 3203 Certified Chef de Cuisine (CCC) Human Resource Management
CUIS 3204 Certified Chef de Cuisine (CCC) Cost Controls
CUIS 3205 Certified Chef de Cuisine (CCC) Theory Exam
CUIS 3206 Certified Chef de Cuisine (CCC) Practical Exam - 2 Parts
HOSP 1311 Introduction to Business Communications
HOSP 1312 Essentials of Business Communication
HOSP 1501 The Global Tourism Industry
HOSP 1502 Fundamentals of Service Operations Management
HOSP 1503 People and Culture
HOSP 1504 Accounting Processes in Hospitality
HOSP 1505 Global Business Environment
HOSP 1506 Workplace Communication Skills
HOSP 1507 Organizational Behaviour Impacts
HOSP 1508 Hospitality Industry Operations
HOSP 2102 Catering, Meetings and Event Management
HOSP 2113 Global Business Decisions
HOSP 2114 Management Accounting and Cost Control
HOSP 2230 Trends in Global Hotel Management
HOSP 2240 Hospitality Work Experience Co-Op
HOSP 2311 Communicating Effectively as a Hospitality Professional
HOSP 2501 Tourism and Hospitality Law
HOSP 2502 Hospitality Food and Beverage Services
HOSP 2503 Revenue Management in Hospitality
HOSP 2504 Intercultural Leadership
HOSP 2505 Hospitality Marketing Strategies
HOSP 2506 Organizational Leadership
HOSP 2507 Hospitality Industry Practicum
MGMT 2010 Fundamentals of Business Law
MKTG 1034 Introduction to Digital Marketing
MKTG 1044 Marketing Math
MKTG 2068 Managing Software Projects
MKTG 2069 Law and Ethics for Marketing
MKTG 2077 Data Analytics for Marketing
MKTG 2078 Digital Advertising
MKTG 2099 Marketing Technology Capstone

School of Instructor Education

PIDP 3351 Feedback Strategies

School of Trades, Technology & Design

CSTP 2110 Introduction to Cloud Computing
DRFT 2290 Diploma Structural Steel Fabrication Codes and Standards
DRFT 2291 Diploma Introduction to Steel Detailing
DRFT 2292 Diploma Structural Bolting & Welding
DRFT 2293 Diploma Industrial and Commercial Basic Framing
DRFT 2294 Diploma BIM Software for Steel Detailing
DRFT 2295 Diploma Detail of Inclined Components
DRFT 2296 Diploma Miscellaneous Metals Detailing
VCDP 1115 Digital Design Tools
VCDP 1134 Writing for Designers
VCDP 1135 Design Research
VCDP 1142 Composition
VCDP 2100 Equity, Diversity, and Inclusion in Design
VCDP 2110 Print Production and Design
VCDP 2115 Video Production
VCDP 2120 Brand Identity Design 1
VCDP 2125 Design Exploration
VCDP 2313 Design Project Management
VCDP 2315 UI/UX Strategy and Design 1
VCDP 2345 Web Development
VCDP 2351 Content Strategy and Information Architecture
VCDP 2355 Wordpress
VCDP 2360 Brand Identity Design 2
VCDP 2475 Studio: Design and Development

Appendix B – Committee Memberships 2022

Curriculum Committee

Ali Oliver, Support Staff
Alison Rudko, Associate Registrar, International Education (to June 2022)
Andrea Korens, Program Coordinator, Continuing Studies
Anne Emberline, Faculty, Music, Dance & Design
Blair McLean, Faculty, Student Success (to September 2022)
Bruce McGarvie, Faculty, Trades & Technology
Clay Little, Associate Director, Indigenous Education & Community Engagement
David Wells, Vice President, Academic & Research
Dawn Cunningham Hall, Assistant Registrar
Emily Simpson, Faculty, Library & Learning Centre (to March 2022)
Francesco Barillaro, Faculty, Centre for Teaching, Learning & Research
Jacquie Harrison, Faculty, Instructor Education
James Fournie, Faculty, Library & Learning Centre (from April) 2022
Jay Baik, Associate Registrar, International Education (from June 2022)
Jennifer Cummins, Faculty, Language Studies
Jennifer Kelly, Faculty, Arts & Sciences
Julie Gilbert, Faculty, Health Sciences
Marcus Ng, Student Representative (from November 2022)
Natasha Mandryk, Chair, Education Council (ex officio)
Robbie Ruddell, Faculty, Student Success (from November 2022)
Shirley Lew, Dean, Arts & Sciences (to November 2022)
Stefan Nielsen, Student Representative (July – October 2022)
Sydney Sullivan, Student Representative (to June 2022)
Tannis Morgan, Associate Vice President, Academic Innovation (from December 2022)
Todd Rowlatt, Faculty, Library & Learning Centre
Tyler Churchman, Student Success
Ysabel Sukic, Faculty, Hospitality, Food Studies & Applied Business

Education Policy Committee

Alison Woods, Faculty, Arts & Sciences (to August 2022)
Amber Ariss, Faculty, Health Sciences (to October 2022)
Andrew Candela, Faculty, Arts & Sciences (from September 2022)
Beatrice Antica, Faculty, Hospitality, Food Studies & Applied Business (from December 2022)
Blair McLean, Faculty, Student Success (to September 2022)
Bonnie Chan, Associate Registrar (to July 2022)
Celine Huang, Manager, International Education
Cheryl Howrigan, Faculty, Language Studies (to November 2022)
Clay Little, Associate Director, Indigenous Education & Community Engagement (from July 2022)
David Wells, Vice President, Academic & Research
Dennis Innes, Dean, Hospitality, Food Studies & Applied Business

Doug Mauger, Faculty, Instructor Education
Janita Schappert, Faculty, Health Sciences (from November 2022)
John Lewis, Faculty, Hospitality, Food Studies & Applied Business (to November 2022)
Julie Gilbert, Faculty, Centre for Teaching, Learning & Research
Katarina Jovanovic, Program Coordinator, Centre for Continuing Studies
Kristina Oldenburg, Faculty, Library & Learning Centre
Laurence Mollerup, Faculty, Music, Dance & Design
Les Apouchtine, Deputy Registrar (acting) (from August 2022)
Melanie Burke, Faculty, Trades
Natasha Mandryk, Chair, Education Council (ex officio)
Nicole Degagne, Coordinator, Curriculum & Policy
Reba Noel, Dean (interim), Indigenous Initiatives (to July 2022)
Robyn Wood, Support Staff
Sarah Kay, Faculty, Arts & Sciences
Sheri Wiwchar, Student Success (designate)
Stefan Nielsen, Student Representative (from July 2022)
Sydney Sullivan, Student Representative (to June 2022)
Tanny Marks, Arbiter of Student Issues (ex officio)
Vesna Radivojevic, Faculty, Language Studies (from December 2022)

Education Quality Committee

Andy Sellwood, Faculty, Centre for Teaching, Learning & Research (to May 2022)
Claire Sauvé, Associate Director, Continuing Studies
Clay Little, Associate Director, Indigenous Education & Community Engagement (from July 2022)
David Wells, Vice President, Academic & Research
Emily Simpson, Faculty, Centre for Teaching, Learning & Research (from June 2022)
Gabriel Sarnoh, Student Representative (from November 2022)
Heidi Parisotto, Faculty, Health Sciences
Jacqueline Shehadeh, Faculty, Arts & Sciences (from April 2022)
Natasha Mandryk, Chair, Education Council (ex officio)
Patris Aghakian, Associate Director, Institutional Research
Pervin Fahim, Operations Manager, School of Health Sciences
Reba Noel, Dean (interim), Indigenous Initiatives (to July 2022)
Shirley Lew, Dean, Arts & Sciences
Stefan Nielsen, Student Representative (July–October 2022)
Sydney Sullivan, Student Representative (to June 2022)
Tannis Morgan, Associate Vice President, Academic Innovation
Todd Rowlatt, Faculty, Library, Teaching & Learning Services
Vivian Munroe, Support Staff (from April 2022)
Ysabel Sukic, Faculty, School of Hospitality, Food Studies & Applied Business

Appendix C – 2022 Meeting Dates

Education Council

Education Council met on the second Tuesday of each month, except for July and August. There was a special meeting in March.

January 11	February 8	March 8	March 16
April 12	May 10	June 7	September 13
October 11	November 8	December 6	

Curriculum Committee

Curriculum Committee met on the third Tuesday of each month, except in July.

January 18	February 15	March 15	April 19
May 17	June 14	August 16	September 20
October 18	November 15	December 13	

Education Policy Committee

Education Policy Committee met on the first or second Wednesday of the month, as required.

February 9	April 13	May 11	June 8
August 10	September 7	November 9	December 7

Education Quality Committee

Education Quality Committee met on the fourth Tuesday of each month, except for July, August, and December. Several additional meetings were held in March.

January 26	February 23	March 2	March 3
March 7	April 27	May 25	June 22
September 28	October 26	November 23	

DECISION NOTE

PREPARED FOR: Board of Governors

DATE: June 28, 2023

ISSUE: **RECOMMENDATION FOR APPROVAL:** Program Suspensions:
ABE Graduation Program Certificate and ABE Intermediate Program Certificate

BACKGROUND:
The ABE (Adult Basic Education) Graduation Program Certificate and ABE Intermediate Program Certificate were developed in 2015 to offer grade 12 and grade 10 level completion credentials, respectively. The intent was to enable ABE students to ladder into other programs at VCC.

Since their creation, both programs have seen a very low number of graduates. Most ABE students in Grade 10—12 level classes take courses à-la-carte to upgrade or complete required pre-requisites. Completion of an ABE program is often not their goal. Moreover, since program completion is not required for eligibility for the BC Adult Graduation Diploma (Adult Dogwood), there is little incentive for students to complete the certificates. Therefore, the involved departments are embracing a course-focused informational strategy, rather than program-focused.

Since VCC's systems, including the website, are geared towards traditional program-based offerings, it has been challenging to market to and recruit students who mainly want to focus on upgrading to meet prerequisites elsewhere. A new type of document – a course content guide (CCG) – was developed to group courses and present them on the website in a way that is more accessible and appealing to potential students.

There is no VCC credential attached to the CCG, but students will still be able to earn credit toward a BC Adult Graduation Diploma.

With the development of the CCG, it was determined that the ABE Graduation Program Certificate and ABE Intermediate Program Certificate were no longer needed and suspending them would reduce confusion for students. The proposal is to suspend the two programs in accordance with Policy C.3.3 Suspension and/or Discontinuance of Programs.

DISCUSSION:
The proposal was presented to Education Council at its June 13, 2023 meeting. At the same meeting, the new Academic Upgrading Grades 10-12 CCG was approved, as well as a streamlined process to approve changes to CCGs. There were no concerns about the proposed program suspensions.

RECOMMENDATION:
THAT, on the advice of Education Council, the Board of Governors approve the suspension of the ABE Graduation Program Certificate and ABE Intermediate Program Certificate.

PREPARED BY: Natasha Mandryk, Chair, Education Council

DATE: June 16, 2023

VANCOUVER
COMMUNITY
COLLEGE

DECISION NOTE

PREPARED FOR: Board of Governors

DATE: June 28, 2023

ISSUE: **RECOMMENDATION FOR APPROVAL:**
Renewal of B.1.7 Financial Responsibility and Accountability and rescind three financial policies B.1.5 Banking, B.1.2 Interfund Transfers and B.1.6 Short Term Borrowing

BACKGROUND:
Policy B.1.7 Financial Responsibility and Accountability was last reviewed in 2004. It outlines the framework of responsibilities and accountabilities that govern the financial activities of the institution, under the oversight of the Board of Governors.

DISCUSSION:

The policy lists the responsibilities of the Board, the Finance and Audit Committee, the President, Chief Financial Officer, Senior Administrators and Budget Officers, as well as detailing the budget development and approval process.

As part of this renewal, three policies are being recommended to be rescinded: Policies B.1.5 Banking, B.1.2 Interfund Transfers and B.1.6 Short Term Borrowing. They are all old policies that seem to have very little purpose.

A draft policy was reviewed by the Finance & Audit Committee in October 2022, and by Operations Council. It was sent for community feedback in March/April 2023. No feedback was received. Governance Committee approved the revisions on June 14, 2023.

RECOMMENDATION:

THAT, on the recommendation of the Governance Committee, the Board of Governors approve the revised B.1.7 Financial Responsibility and Accountability policy and procedures, and rescind Policies B.1.5 Banking, B.1.2 Interfund Transfers and B.1.6 Short Term Borrowing.

PREPARED BY: Jamie Choi, Executive Director Finance & CFO

ATTACHMENTS: APPENDIX A - B.1.7 POLICY Clean Copy Draft
APPENDIX B - B.1.7 PROCEDURES Clean Copy Draft
APPENDIX C - B.1.7 CURRENT POLICY & PROCEDURES

VANCOUVER
COMMUNITY
COLLEGE

APPENDIX A
Clean Copy Draft

POLICY

Policy No.	B.1.7
Title	**Financial Responsibility and Accountability**
Approval Body	Board of Governors
Policy Sponsor	President
Next Scheduled Review	~~September 15, 2004~~
Effective Date	Draft: April 27, 2023

CONTEXT AND PURPOSE

The Board of Governors of Vancouver Community College (VCC, the College) is responsible for ensuring the timely, efficient, ethical, fair and transparent stewardship of College funds. This policy establishes the framework of oversight, accountability and responsibilities for the College. This policy sets out the guidelines for creating and maintaining internal financial controls to ensure the integrity of financial information relating to:

- authorization and recording of transactions and activities
- roles and responsibilities
- safeguarding of College assets

SCOPE AND LIMITS

This policy applies to all employees of the College and is subject to the duties and responsibilities outlined in the College and Institute Act, Financial Information Act, Budget Transparency Act, Generally Accepted Accounting Principles (GAAP), Public Sector Accounting Board (PSAB) and other legislation, regulations and statutes that direct the financial affairs of the College.

DEFINITIONS

Budget Officer: An individual responsible for managing the budget within their area of responsibility.

Employee: An individual who is currently employed by VCC on a full-time, part-time, permanent, term, contract, or temporary basis.

Senior Administrators: The President, Vice Presidents, Associate Vice President's and Executive Directors of the College.

POLICY PRINCIPLES

1. VCC's financial systems provide for financial transaction processing as well as financial reporting for control, planning and decision-making purposes.

2. The College conducts its financial operations within the following guiding principles:
   a. complying with applicable legislation
   b. according to College policies and procedures

    c.   following the agreed-upon conditions of sponsors and donors
    d.   maximizing utilization of available resources
    e.   disallowing over expenditures, except in specific situations
    f.   using a best practices approach
    g.   purchasing goods and services
    h.   leveraging technology

RELATED RESOURCES

Legislation
College and Institute Act, RSBC 1996, c 52
Budget Transparency and Accountability Act, SBC 2000, c 23
Financial Information Act, RSBC 1996, c 140

Resources
CPA Handbook
Generally Accepted Accounting Principles (GAAP)
Public Sector Accounting Board (PSAB) Standards

VCC Policies & Procedures
B.1.3   Expenses and Travel
B.1.7   Financial Responsibility and Accountability Procedures
B.1.8   Selection and Appointment of Auditors
B.1.9   Investments
B.1.10 Signing and Spending Authority
B.1.11 Capital Assets
B.1.12 Cash Handling
B.1.3   Honoraria
B.3.3   Rental of College Facilities
B.3.4   Space Allocation and Room Booking
B.4.1   Procurement
B.5.2   Appropriate and Responsible Use of Education and Information Technology
C.3.3   Suspension and/or Discontinuance of Programs

VANCOUVER
COMMUNITY
COLLEGE

PROCEDURES

Policy No.	B.1.7
Title	**Financial Responsibility and Accountability**
Approval Body	Board of Governors
Policy Sponsor	President
Next Scheduled Review	~~September 15, 2004~~
Effective Date	Draft: March 23, 2023

Roles and Responsibilities

1. Board of Governors (the Board)

   a. Establishes policies and procedures that govern the financial operations of the College

   b. Approves the annual, capital, and operating budgets, including strategic initiatives

   c. Approves changes to the main banking service provider, including short term borrowing

   d. Approves long-term borrowing for the purpose of acquiring land or construction, repairs, furnishing or equipping a building or other structure for use by the College, in accordance with the College and Institute Act. Final approval of long-term borrowing is granted by the Ministry.

   e. Delegates its authority as required for financial management

   f. Monitors financial performance and overall organizational health

   g. Approves the recommendation from the Finance & Audit Committee to appoint an auditor to provide an independent opinion on the annual financial statements

   h. Approves signing authorities for banking and short term borrowing upon recommendation of the Chief Financial Officer

2. Finance & Audit Committee (the FAC)

   a. Advises the Board on matters relating to financial planning, the audit process, financial reporting, the system of corporate controls and risk management, and when required, makes recommendations to the Board for approval.

3. President and Chief Executive Officer (the President)

   a. Develops the annual, capital, and operating budgets, including strategic initiatives

   b. Delegates budgetary responsibility and accountability

   c. Monitors financial performance and overall organizational health

   d. Advises the Board of any significant financial or risk matters arising, and provides a mitigation strategy

4. <u>Chief Financial Officer (the CFO)</u>

    a. Directs the development, maintenance and communication of all financial controls, including the management of systems, reporting, policies and procedures

    b. Develops a budgeting process which includes opportunities for input from operational areas

    c. Develops and implements an annual operating budget, which includes capital and strategic initiatives

    d. Provides authorization to open bank accounts in the name of "Vancouver Community College"

    e. Where appropriate, delegates responsibility for the implementation of financial processes

    f. Develops, trains and provides financial reporting tools and processes for those who have financial accountability

    g. Monitors financial performance and overall organizational health

    h. Advises the President and Board on all financial matters, and any significant financial or risk matters arising, and provides a mitigation strategy

    i. Opens new bank accounts, as delegated by the Board

5. <u>Senior Administrators</u>

    a. Develop an annual operating budget, which includes capital and strategic initiatives for their area of responsibility

    b. Where appropriate, delegates responsibility for the development of departmental and/or operating budges to Deans, Directors, Associate Directors or other assigned Budget Officers

    c. Advise the CFO of any significant financial or risk matters arising

6. <u>Budget Officers</u>

    a. Develop an annual operating budget, which includes capital and strategic initiatives for their area of responsibility

Banking Process

7. All cheques must be signed by two officers as established by a resolution of the Board.

8. Banks accounts can only be opened in the name of Vancouver Community College.

Budget Process

9. The vision, values, and strategic plan of the College shall provide guidance for development of the budget.

10. The budget shall be developed with a long-term view to financial and operational stability.

11. The process of developing the annual budget will have a broad base of input from

operational areas.

12. The Vice President Academic and Applied Research will seek the advice of Education Council prior to finalizing the enrolment plan.

13. The Board Finance & Audit Committee will provide recommendation for approval of the budget.

14. The Board of Governors will give final approval to the budget.

RELATED POLICY

B.1.7 Financial Responsibility and Accountability Policy

Purpose	To establish a framework of accountability, enabling the Board, Executive, Administration and Staff to understand their responsibilities and accountabilities.
Policy	VCC will conduct its financial affairs in a way that is transparent, ethical and compliant with Generally Accepted Accounting Principles and with the College and Institute Act.
Applies to	The VCC Community.
Principles	**Responsibilities of the Board of Governors:**

Responsibilities of the Board of Governors:

The Board is accountable to the Minister of Advanced Education. The Board meets its obligations by establishing policies and directions and by delegating responsibility to the President for meeting the financial goals of the college.

Responsibilities of the President:

The President is accountable to the Board for the application of Board financial policies and directions, and for the financial management of the College. Operationally, the President delegates the responsibility and accountability to the appropriate senior level administration.

Responsibilities of the Vice President, Finance and Administration:

The Vice President, Finance and Administration advises the President and Board on all financial matters of the College.

The Vice President, Finance and Administration is accountable for all financial management matters, including the application of financial policies, financial systems and financial procedures.

Responsibilities of Senior Administrators:

Senior administrators are responsible and accountable to the President and the Vice President, Finance and Administration for financial matters in their respective areas. When appropriate, responsibility and accountability may be delegated to appropriate staff within their units. Anyone who has been delegated financial responsibility is accountable to the individual who delegated the responsibility.

Principles: All financial management processes and actions will be built upon sound financial and business principles, and carried out in accordance with College policies, Generally Accepted Accounting Principles and applicable legislation.

References   Criteria for Development or Cancellation of Programs Leading to Certificates, Diplomas or Degrees Policy, Policy #C.3.3

Replaces   Budgeting Policy, Policy #B.1.7

GUIDELINES

A.   Roles and Responsibilities

1. **Financial Responsibility and Accountability of the Board**

    a.   Establish broad financial policy that will guide the College;

    b.   Approve the College annual operating budget, including capital initiatives and strategic initiatives;

    c.   Monitor financial performance and overall organizational health throughout the year;

    d.   Appoint an auditor to provide an independent opinion on the annual financial statements.

2. **Financial Responsibility and Accountability of the President**

    a.   Develop an annual operating budget, which includes capital initiatives and strategic initiatives;

    b.   Delegate budgetary responsibility and accountability;

    c.   Hold accountable those who have been delegated financial responsibility for the development, monitoring and management of budgets;

    d.   Monitor financial performance and overall organizational health throughout the year;

    e.   Advise the Board of any significant financial or risk matters arising, and advise a mitigation strategy.

3. **Financial Responsibility and Accountability of the Vice President, Finance and Administration**

    a.   Direct the development, maintenance and communication of all financial policies, financial systems and financial procedures;

    b.   Develop a budgeting process which includes opportunities for stakeholder input;

    c.   Develop and implement an annual operating budget, which includes capital initiatives, and strategic initiatives;

    d.   Where appropriate, delegate responsibility for the implementation of financial processes;

    e.   Develop, train and provide financial reporting tools and processes for those who have financial accountability;

    f.   Monitor financial performance and overall organizational health throughout the year;

    g.   Advise the President and Board of any significant financial or risk matters arising, and advise a mitigation strategy.

4. **Financial Responsibility and Accountability of Senior Administration (Management Team)**

    a. Develop an annual operating budget, which includes capital initiatives and strategic initiatives for their area of responsibility;

    b. Where appropriate, delegate responsibility for the development of departmental budgets;

    c. Hold accountable those who have been delegated financial responsibility for the development, monitoring and management of budgets;

    d. Monitor financial performance and overall organizational health throughout the year;

    e. Advise the Vice President, Finance and Administration of any significant financial or risk matters arising;

    f. Carry out all transactions in accordance with College policies and procedures.

5. **Financial Responsibility and Accountability of Individuals who are Delegated Budget Officer**

    a. Develop an annual operating budget, which includes capital initiatives and strategic initiatives for their area of responsibility;

    b. Monitor financial performance and overall organizational health throughout the year;

    c. Advise the appropriate Dean or Director of any significant financial or risk matters arising;

    d. Carry out all transactions in accordance with College policies and procedures.

B. **Budget Process**

    a. The mission, values, and strategic plan of the College shall provide guidance for development of the budget;

    b. The budget shall be developed with a long-term view to financial and operational stability;

    c. The process of developing the annual budget will have a broad base of input from stakeholders through forums and feedback mechanisms;

    d. The Vice President Education will seek the advice of Education Council prior to finalizing the education plan;

    e. Operations Council and the Board Finance & Administration Committee will provide recommendation for approval of the budget;

    f. The Board of Governors will give final approval to the budget.

VANCOUVER
COMMUNITY
COLLEGE

DECISION NOTE

PREPARED FOR: Board of Govenors

DATE: June 28, 2023

ISSUE: **RECOMMENDATION FOR APPROVAL:**
                     Revised: D.3.7 Tuition and Fees, Rescind: B.1.4 Delinquent Accounts

 BACKGROUND:

The revisions to D.3.7 Tuition and Fees policy and procedures are primarily to add sections on Payment of Fees and Overdue Accounts. With these revisions, Policy B.1.4 Delinquent Accounts (last reviewed in 1997) can be rescinded, as all relevant elements will be added to D.3.7.

DISCUSSION:

This policy has been reviewed and iwas recommended for approval by Operations Council. Governance Committee approved the revisions on June 14, 2023.

Key edits to the procedures include:

- The addition of sections relating to payment of fees and overdue accounts, to provide clarification on how the College manages fees that are not paid by deadlines, the consequences of non-payment, and how re-instatement occurs once overdue fees are paid.
- A clarification of the differences between sponsors and agents, to ensure that the section related to Overdue Account covered all potential fee paying groups.
- The adjustment of language specific to post-secondary institutions, which make the policy easier to understand (e.g. dropped, seat).
- The addition of Procedure #12g that allows a legal dependent of a Canadian citizen access to domestic fees.
- A small edit was made to policy principle 6 to clarify that the policy now refers to overdue accounts.

THAT, on the recommendation of the Governance Committee, the Board of Governors approve revisions to D.3.7 Tuition and Fees policy and procedures, and rescind B.1.4 Delinquent Accounts.

PREPARED BY: Jamie Choi, Executive Director, Finance & CFO

ATTACHMENTS: APPENDIX A - D.3.7 POLICY Clean Copy Draft
                        APPENDIX B - D.3.7 POLICY Tracked Copy Draft
                        APPENDIX C - D.3.7 PROCEDURES Clean Copy Draft
                        APPENDIX D - D.3.7 PROCEDURES Tracked Copy Draft

VANCOUVER COMMUNITY COLLEGE

POLICY

Title	**Tuition and Fees**
Policy No.	D.3.7
Approval Body	Board of Governors
Policy Sponsor	Vice President, Administration & International Development
Nex Scheduled Review	
Effective Date	DRAFT: May 18, 2023

CONTEXT AND PURPOSE

The provision of postsecondary education is a joint endeavour with financial contributions shared between students, government, the institution, sponsors, industry, and the communities served. Tuition and fees reflect an investment in valuable educational experiences that enhance student career and personal success, and play an important role in ensuring institutional sustainability and the provision of high quality educational services.

This policy informs how tuition and fees are determined and administered at Vancouver Community College (VCC, the College).

SCOPE AND LIMITS

This Policy applies to all applicants, students, programs and courses offered by VCC.

STATEMENT OF POLICY PRINCIPLES

1. Tuition and fees are determined based on input from a variety of internal stakeholders and are compliant with the Ministry of Post Secondary Education and Future Skills Tuition Limit policy.

2. The VCC tuition fee model will take into account program duration, program operating costs, and tuition rates for comparable programming at other BC institutions.

3. The VCC tuition fee model will strive for consistency and common practice for all programs and students, and is not exceptions-based.

4. Domestic and international tuition and domestic and international mandatory fees are reviewed as part of the annual College budget development process and are approved by the Board of Governors.

5. The College Administration sets continuing studies non-credit tuition rates.

6. The College will ensure there is a system in place to manage fee deferrals and overdue accounts.

7. The College will inform students of payment deadlines. It is the student's responsibility to meet those deadlines.

8. The College will provide reasonable options for student payments.

DEFINITIONS

Finance & Audit Committee: A standing committee of the Board of Governors responsible for assisting the Board in fulfilling its obligations and oversight responsibilities related to financial planning, the audit process, financial reporting, the system of corporate controls and risk management.

Mandatory Fee: Required fees assessed at the time of acceptance or registration other than tuition, including but not limited to College Resource Fees (RFEE) and College Initiative Fees (IFEE).

Other Fee: The fees for services levied by the College, including but not limited to application fees, transcript fees, late payment, and graduation fees. These are typically charged at the time the service is provided to the students and are usually non-refundable.

Registration Area: The areas of the College responsible for registering students:

- Registrar's Office (RO)
- Continuing Studies (CS)
- International Education (IE)
- School of Instructor Education (SIE)

Sponsor: An organization paying tuition and fees on a student's behalf. This does not include agents for international students or family members.

Tuition: The set fee tied specifically to a course or number of courses.

Tuition Deposit: A fee paid at the time of acceptance that is applied to the cost of tuition. A portion of the fee may be non-refundable.

Tuition and Fee Deferral: Authorized delay in the payment of a fee. May be granted in the event the student has applied for a student loan or third-party sponsorship but has not received confirmation of a positive outcome. A deferral has a deadline associated with it.

RELATED LEGISLATION & POLICIES

Legislation

Immigration and Refugee Protection Act, SC 2001, c 27

Guidelines Respecting International Students at British Columbia Public Post Secondary Institutions, British Columbia Ministry of Advanced Education, Amended: October 2002

Tuition Limit Policy, Ministry of Post Secondary Education and Future Skills,

Policies
B.1.7   Financial Responsibility and Accountability
D.2.3   Student Financial Aid
D.3.3   Tuition Waiver and Reimbursement for Employees
D.3.4   Tuition and Fee Refund
D.3.10 Aboriginal Education Enrolment

RELATED PROCEDURES
Refer to D.3.7 Tuition and Fees Procedures.

VANCOUVER
COMMUNITY
COLLEGE

APPENDIX B
Tracked Copy Draft

POLICY

Title	**Tuition and Fees**
Policy No.	D.3.7
Approval Body	Board of Governors
Policy Sponsor	Vice President, Administration & International Development
Nex Scheduled Review	March 31, 2026
Effective Date	~~March 31, 2021~~DRAFT: April 27, 2023

CONTEXT AND PURPOSE

The provision of postsecondary education is a joint endeavour with financial contributions shared between students, government, the institution, sponsors, industry, and the communities served. Tuition and fees reflect an investment in valuable educational experiences that enhance student career and personal success, and play an important role in ensuring institutional sustainability and the provision of high quality educational services.

This policy informs how tuition and fees are determined and administered at Vancouver Community College (VCC, the College).

SCOPE AND LIMITS

This Policy applies to all applicants, students, programs and courses offered by VCC.

STATEMENT OF POLICY PRINCIPLES

1. Tuition and fees are determined based on input from a variety of internal stakeholders and are compliant with the Ministry of Post Secondary Education and Future Skills Tuition Limit policy.

2. The VCC tuition fee model will take into account program duration, program operating costs, and tuition rates for comparable programming at other BC institutions.

3. The VCC tuition fee model will strive for consistency and common practice for all programs and students, and is not exceptions-based.

4. Domestic and international tuition and domestic and international mandatory fees are reviewed as part of the annual College budget development process and are approved by the Board of Governors.

5. The College Administration sets continuing studies non-credit tuition rates.

6. The College will ensure there is a system in place to manage fee deferrals and overdue accounts.

7. The College will inform students of payment deadlines. It is the student's responsibility to meet those deadlines.

8. The College will provide reasonable options for student payments.

DEFINITIONS

Finance & Audit Committee: A standing committee of the Board of Governors responsible for assisting the Board in fulfilling its obligations and oversight responsibilities related to financial planning, the audit process, financial reporting, the system of corporate controls and risk management.

Mandatory Fee: Required fees assessed at the time of acceptance or registration other than tuition, including but not limited to College Resource Fees (RFEE) and College Initiative Fees (IFEE).

Other Fee: The fees for services levied by the College, including but not limited to application fees, transcript fees, late payment, and graduation fees. These are typically charged at the time the service is provided to the students and are usually non-refundable.

Registration Area: The areas of the College responsible for registering students:

- Registrar's Office (RO)
- Continuing Studies (CS)
- International Education (IE)
- School of Instructor Education (SIE)

Sponsor: An organization paying tuition and fees on a student's behalf. This does not include agents for international students or family members.

Tuition: The set fee tied specifically to a course or number of courses.

Tuition Deposit: A fee paid at the time of acceptance that is applied to the cost of tuition. A portion of the fee may be non-refundable.

Tuition and Fee Deferral: Authorized delay in the payment of a fee. May be granted in the event the student has applied for a student loan or third-party sponsorship but has not received confirmation of a positive outcome. A deferral has a deadline associated with it.

RELATED LEGISLATION & POLICIES

Legislation

Immigration and Refugee Protection Act, SC 2001, c 27

Guidelines Respecting International Students at British Columbia Public Post Secondary Institutions, British Columbia Ministry of Advanced Education, Amended: October 2002

Tuition Limit Policy, Ministry of Post Secondary Education and Future Skills,

Policies

B.1.4   ~~Delinquent Accounts~~
B.1.7   Financial Responsibility and Accountability
D.2.3   Student Financial Aid
D.3.3   Tuition Waiver and Reimbursement for Employees
D.3.4   Tuition and Fee Refund
D.3.10 Aboriginal Education Enrolment

RELATED PROCEDURES

Refer to D.3.7 Tuition and Fees Procedures.

APPENDIX C
Clean Copy Draft

PROCEDURES

Title	**Tuition and Fees**
Procedures No.	D.3.7
Approval Body	Board of Governors
Policy Sponsor	Vice President, Administration & International Development
Next Scheduled Review	
Effective Date	DRAFT: May 18, 2023

1. All tuition will be calculated by course credit or equivalent where possible.

2. Tuition and fee information will be available on the College website.

3. Departments/Schools will not publish tuition or fees information in brochures, handouts or other materials. Departmental marketing material should refer to the College website.

4. All publicly available information must include the disclaimer that "tuition and fees are subject to change" and refer to an effective date.

5. Tuition and Mandatory Fees are reviewed annually and changes will be communicated as part of the annual budget process.

6. Domestic students may be required to pay a Tuition Deposit. This information will be provided by the Registration Area in the Acceptance Letter.

7. International students must pay a Tuition Deposit to secure a seat in a program. This information will be provided by International Education.

RESPONSIBILITIES

8. The Board of Governors is responsible for:

   a. Approving domestic and international tuition for new programs and courses, upon the advice of the Finance & Audit Committee.
   b. Approving annual increases to domestic and international tuition, upon the advice of the Finance & Audit Committee.
   c. Approving all domestic and international mandatory fees, upon recommendation by College Administration.

9. College Administration is responsible for:

   a. Setting tuition and fees for non-credit Continuing Studies programs.
   b. Making a recommendation to the Board of Governors regarding domestic and international tuition and all domestic and international mandatory fees.
   c. Setting all other fees, taking into account the advice of Operations Council.

10. Financial Services is responsible for:

     a.   Calculating and recommending tuition and fees.

     b.   Maintaining a central listing of all current tuition fees.

     c.   Maintaining complete and correct tuition payment schedules.

11. The Registrar's Office or delegate is responsible for:

     a.   Maintaining tuition and fee information within Banner.

ELIGIBILITY FOR DOMESTIC FEES

12. To be eligible for domestic fees, an applicant must provide proof of their status as a:

     a.   Canadian citizen.

     b.   Permanent Resident of Canada.

     c.   Convention Refugee (requires documentation from Immigration, Refugees and Citizenship Canada (IRCC)).

     d.   Foreign Caregiver (as stipulated by IRCC guidelines)

     e.   International Exchange Student (requires evidence of an agreement of exchange with Vancouver Community College).

     f.   Diplomat or consular officer carrying out official duties; or a dependent or spouse of any diplomat or consular officer.

     g.   Legal dependent of Canadian citizen (requires evidence of legal dependency for a minimum of one year).

13. Documentary evidence will be required by the College in support of any changes to student status, such as proof of citizenship, Permanent Resident Card or passport demonstrating diplomatic status.

14. Eligibility for domestic fees is assessed and determined by the Registrar or delegate. The decision of the Registrar or delegate is final.

15. All students who are not eligible for domestic fees are expected to pay international fees.

TUITION & FEE DEFERRAL

16. If funding has been secured from an external source (i.e. government student loans, Indigenous Nations/Organizations/Agencies, or other third-party sponsors) but is not yet available by the deadline, a student may apply for a Tuition and Fee Deferral.

17. The Fee Deferral Form, available from the Student Accounts Office, must be completed in full and approved by the Student Accounts Office or delegate.

18. Default of a fee deferral by the due date may result in the suspension of instruction or services until all outstanding fees are paid.

19. Students who do not apply for funding in a timely manner may not qualify for a fee deferral.

20. Fee deferrals for the StudentAid BC Program (SABC) purposes will authorize payment of all outstanding fees directly to the College.

PAYMENT OF FEES

21. Students must pay all outstanding balances by their payment deadline unless they have received an approved fee deferral.

22. VCC does not allow students with outstanding tuition fees to attend classes and discontinues such students from the program or course.

23. Non-payment of fees will result in the following:

    For programs:

    a. Students will be de-registered if the deposit or the first installment is not received by the due date.

    b. Students who fail to pay their second and third installment by the due date will incur a late-payment charge and a hold will be put on their account. Refer to Late Fees Hold section, below.

    c. Students are unable to register for additional courses if there is an outstanding balance in their account.

    For courses:

    a. If payment is not received by the due date, registration will be dropped without notice.

    b. For Continuing Studies courses, students are generally required to pay tuition and associated costs at the time of registration in order to confirm attendance in a class. Students who do not pay will be dropped from the course.

24. Re-instatement into the program or course requires the following:

    a. payment of outstanding debts

    b. payment of a re-instatement fee

    c. permission from the Dean

OVERDUE ACCOUNTS

25. A student account is considered overdue when there are outstanding tuition fees.

26. Once a student account is outstanding for 120 days or more, the account will be sent to a collection agency.

27. If an agent, sponsor or student is on the overdue account list, the College will not provide credit to that agent, sponsor or student until they have paid their outstanding account balance.

28. If the student attends classes and tuition has not been paid, final grades will only be released once the student has paid their outstanding account balance.

SPONSOR ACCOUNTS

29. A sponsor account is considered overdue when there are outstanding tuition charges and subject to a late fee. Within the 120 days, the Student Account Office, Registrar's Office and Indigenous Education and Community Engagement departments will work with sponsors to address outstanding balances. Sponsor accounts more than 120 days overdue will be sent to collections.

LATE FEES HOLD

30. A hold is placed as soon as a student account is considered overdue and will remain in place until the account is cleared. The hold will be maintained for accounts sent to collections.

31. Once a hold has been placed:

    a. access to student services will be limited,

    b. students will not be able to register for any future courses, and

    c. official transcripts will not be issued.

32. When a payment is made on the overdue account by a cheque, the College will allow 10 business days to ensure a cheque clears the bank. The cheque must clear the bank before the account hold is released allowing subsequent registration, services, transcript release, and other student services.

33. Once a student or sponsor clears the outstanding balance, the hold is removed and the student can register for classes and receive services.

NOT SUFFICIENT FUND (NSF)

34. If cheques are not honoured where drawn, VCC will assess a charge on all cheques returned by the bank. Students who pay for tuition or other fees with cheques for which there are insufficient funds or who place a stop payment order on their cheques are only permitted to make subsequent payments by cash, credit card, money order or certified cheque.

35. A student must pay any fees including ancillary fees and bookstore charges owing to VCC before re-registering at any campus or obtaining any official record of grades.

36. For books and supplies, if there is a returned cheque, the account will be sent to collections through Financial Services.

RELATED POLICY
Refer to D.3.7 Tuition and Fees Policy.

VANCOUVER COMMUNITY COLLEGE

PROCEDURES

Title	**Tuition and Fees**
Procedures No.	D.3.7
Approval Body	Board of Governors
Policy Sponsor	Vice President, Administration & International Development
Next Scheduled Review	March 31, 2026
Effective Date	~~March 31, 2021~~DRAFT: April 27, 2023

1. All tuition will be calculated by course credit or equivalent where possible.

2. Tuition and fee information will be available on the College website.

3. Departments/Schools will not publish tuition or fees information in brochures, handouts or other materials. Departmental marketing material should refer to the College website.

4. All publicly available information must include the disclaimer that "tuition and fees are subject to change" and refer to an effective date.

5. Tuition and Mandatory Fees are reviewed annually and changes will be communicated as part of the annual budget process.

6. Domestic students may be required to pay a Tuition Deposit. This information will be provided by the Registration Area in the Acceptance Letter.

7. International students must pay a Tuition Deposit to secure a seat in a program. This information will be provided by International Education.

RESPONSIBILITIES

8. The Board of Governors is responsible for:

   a. Approving domestic and international tuition for new programs and courses, upon the advice of the Finance & Audit Committee.
   b. Approving annual increases to domestic and international tuition, upon the advice of the Finance & Audit Committee.
   c. Approving all domestic and international mandatory fees, upon recommendation by College Administration.

9. College Administration is responsible for:

   a. Setting tuition and fees for non-credit Continuing Studies programs.
   b. Making a recommendation to the Board of Governors regarding domestic and international tuition and all domestic and international mandatory fees.
   c. Setting all other fees, taking into account the advice of Operations Council.

10. Financial Services is responsible for:

a. Calculating and recommending tuition and fees.
b. Maintaining a central listing of all current tuition fees.
c. Maintaining complete and correct tuition payment schedules.

11. The Registrar's Office or delegate is responsible for:

a. Maintaining tuition and fee information within Banner.

ELIGIBILITY FOR DOMESTIC FEES

12. To be eligible for domestic fees, an applicant must provide proof of their status as a:

a. Canadian citizen.
b. Permanent Resident of Canada.
c. Convention Refugee (requires documentation from Immigration, Refugees and Citizenship Canada (IRCC)).
d. Foreign Caregiver (as stipulated by IRCC guidelines)
e. International Exchange Student (requires evidence of an agreement of exchange with Vancouver Community College).
f. Diplomat or consular officer carrying out official duties; or a dependent or spouse of any diplomat or consular officer.
g. Legal dependent of Canadian citizen (requires evidence of legal dependency for a minimum of one year).

13. Documentary evidence will be required by the College in support of any changes to student status, such as proof of citizenship, Permanent Resident Card or passport demonstrating diplomatic status.

14. Eligibility for domestic fees is assessed and determined by the Registrar or delegate. The decision of the Registrar or delegate is final.

15. All students who are not eligible for domestic fees are expected to pay international fees.

TUITION & FEE DEFERRAL

16. If funding has been secured from an external source (i.e. government student loans, Indigenous bandsNations/Organizations/Agencies, or other third-party sponsors) but is not yet available by the deadline, a student may apply for a Tuition and Fee Deferral.

17. The Fee Deferral Form, available from the Student Accounts Office, must be completed in full and approved by the Student Accounts Office or delegate.

18. Default of a fee deferral by the due date may result in the suspension of instruction or services until all outstanding fees are paid.

19. Students who do not apply for funding in a timely manner may not qualify for a fee deferral.

20. Fee deferrals for the StudentAid BC Program (SABC) purposes will authorize payment of all outstanding fees directly to the College.

PAYMENT OF FEES

21. Students must pay all outstanding balances by their payment deadline, unless they have received an approved Fee Deferral.

22. VCC does not allow students with outstanding tuition fees to attend classes and discontinues such students from the program or course.

23. Non-payment of fees will result in the following:

For programs:

   a. Students will be de-registered dropped if the seat deposit or the first installment is not received by the due date.

   b. Students who fail to pay their second and third installment by the due date will incur a late-payment charge and a hold will be put on their account. (See details of Holds, below)

   c. Students are unable to register for additional courses if there is an outstanding balance in their account.

For courses:

   a. If payment is not received by the due date, registration will be dropped without notice.
   b. For Continuing Studies courses, students are generally required to pay tuition and associated costs at the time of registration in order to confirm attendance in a class. Students who do not pay will be dropped from the course.

22.24. Re-instatement into the program or course requires the following:

   a. payment of outstanding debts

   b. payment of a re-instatement fee

   c. permission from the Dean

OVERDUE ACCOUNTS

25. A student account is considered overdue when there are outstanding tuition fees.

26. Once a student account is outstanding foraged 120 days or more, the account will be sent to a collection agency.

27. If ann agency agent, sponsor or student is on the overdue account list, the College will not provide credit to that agent, agencysponsor or student until they have paid their outstanding account balance.

28. If the student attends classes and tuition has not been paid, final grades will only be released once the student has paid their outstanding account balance.

SPONSOR ACCOUNTS

29. A sponsor account is considered overdue when there are outstanding tuition charges and subject to a late fee. Within the 120 days, the Student Account Office, Registrar's Office and Indigenous Education and Community Engagement departments will work with sponsors to address outstanding balances. Sponsor accounts more than 120 days overdue will be sent to collections.

LATE FEES HOLD

30. A hold is placed as soon as a student account is considered overdue and will remain in place until the account is cleared. The hold will be maintained for accounts sent to collections.

31. Once a hold has been placed:

    a. access to student services will be limited,

    b. students will not be able to register for any future courses, and

    c. official transcripts will not be issued.

32. When a payment is made on the overdue account by a cheque, the College will allow 10 business days to ensure a cheque clears the bank. The cheque must clear the bank before the account hold is released allowing subsequent registration, services, transcript release, and other student services.

33. Once a student or sponsor clears the outstanding balance, the hold is removed and the student can register for classes and receive services.

NOT SUFFICIENT FUND (NSF)

34. If cheques are not honoured where drawn, VCC will assess a charge on all cheques returned by the bank. Students who pay for tuition or other fees with cheques for which there are insufficient funds or who place a stop payment order on their cheques are only permitted to make subsequent payments by cash, credit card, money order or certified cheque.

35. A student must pay any fees including ancillary fees and bookstore charges owing to VCC before re-registering at any campus or obtaining any official record of grades.

36. For books and supplies, if there is a returned cheque, the account will be sent to collections through Financial Services.

RELATED POLICY
Refer to D.3.7 Tuition and Fees Policy.

June 22, 2023
Our Ref. 129479

Jocelyn Hartman
Board Chair
Vancouver Community College
1155 East Broadway
Vancouver BC V5T 4V5

Email Address: joeyhartman@shaw.ca

Dear Jocelyn Hartman:

On behalf of Premier Eby and the Executive Council, I would like to extend my thanks to you, your board members and your organization's leadership for your dedication, expertise and service to the people of British Columbia.

Public sector organizations—including Crowns, health authorities and post-secondary institution boards—support British Columbians by delivering vital public services and are accountable to the public through their responsible Minister. Your leadership in advancing and protecting the public interest strengthens trust in public institutions.

You are serving British Columbians at a time when people in our province continue to recover from and respond to the upheaval caused by the COVID-19 pandemic, an ongoing toxic drug crisis, climate-related natural disasters and while global inflation is driving up costs. Now more than ever, we need to focus on building a prosperous, low-carbon, sustainable economy, and a province where everyone can find a good home—in rural areas, in cities and in Indigenous communities.

This mandate letter, which I am sending in my capacity as Minister responsible for post-secondary institutions, sets out overarching principles relevant to the entire public sector and specific direction on priorities and expectations for your institution for the remainder of government's term.

Government and public sector organizations must continue to advance results that people can see and feel in these key areas: strengthened health care, safer communities, attainable and secure housing and a clean and fair economy that delivers affordability and prosperity.

In doing so, you will continue working towards lasting and meaningful Reconciliation by supporting opportunities for Indigenous Peoples to be full partners in the province we are building together and delivering on specific commitments as outlined in the *Declaration on the Rights of Indigenous Peoples Act* action plan.

...../2

Ministry of Post-Secondary Education and Future Skills

Office of the
Minister

Mailing Address:
PO Box 9080 Stn Prov Govt
Victoria BC V8W 9E2

Location:
Parliament Buildings
Victoria

- 2 -

As required by the *Climate Change Accountability Act*, please ensure your institution implements targets and strategies for minimizing greenhouse gas emissions and managing climate risk, including achieving carbon neutrality each year and aligning with the CleanBC target of a 50 per cent reduction in public sector building emissions and a 40 per cent reduction in public sector fleet emissions by 2030. Your institution is expected to work with government to report out on these plans and activities as required by legislation.

Our province's history, identity and strength are rooted in its diverse population. Yet racialized and marginalized people face historic and present-day barriers that limit their full participation in their communities, workplaces, government and their lives. The public sector has a moral and ethical responsibility to tackle systemic discrimination in all its forms—and every public sector organization has a role in this work. As part of this work, your organization is expected to adopt the Gender-Based Analysis Plus (GBA+) lens to ensure gender equity is reflected in your operations and programs.

British Columbians expect that public sector organizations operate in a responsible manner to deliver quality services equitably in all regions of the province. This requires strategic stewardship of planning, operations and policies in the areas of financial, risk and human resource management including information security and privacy protection.

The protection of government data and networks is a priority, especially where it concerns personal information of British Columbians. Public sector organizations must maintain up to date systems and effective cybersecurity practices, including maintaining current information management and cybersecurity policies, guidelines and standards; evaluating your organization against industry standards and maintaining appropriate security and privacy practices. The Office of the Chief Information Officer within the Ministry of Citizens' Services is available to support and offer guidance to your organization in any of these areas.

Public sector organizations must also implement and maintain an effective fraud risk management strategy. The Office of the Comptroller General and the Risk Management Branch in the Ministry of Finance are available for consultation.

The Crown Agencies Secretariat (CAS) in the Ministry of Finance supports public sector organizations to operate effectively, in the public interest and aligned with government's strategic direction and priorities. Within CAS, the Crown Agencies and Board Resourcing Office (CABRO) will continue to support you and your board on recruitment, appointments and professional development, as well as ensuring board composition and governance reflects the diversity of our province. CAS can support you in public sector governance best practices, policy and planning.

I expect you to ensure the important priorities and areas of focus listed in this letter are incorporated into the practices of your institution and develop plans to address the following new priorities within your approved budget and within the following context.

Post-secondary education and training are fundamental for anyone who wishes to access and succeed in most careers in our province. We know that 80 per cent of the 1 million new job openings in BC over the next decade will require post-secondary education and training. The StrongerBC Future Ready Action Plan aims to make education and training more accessible, affordable and relevant to prepare British Columbians for the jobs of tomorrow. Achieving the objectives of the Action Plan will require collaboration across many sectors, driven by the post-secondary sector.

…/3

- 3 -

I ask you to rise to the challenge and work across the post-secondary system, as well as with businesses, unions, tradespeople and community leaders, to build a province of opportunity and equity, where everyone can succeed and prosper by focusing on the following priorities:

- Delivering educational and training programming as described in the StrongerBC Future Ready Action Plan to equip British Columbians to capitalize on new opportunities and remain resilient in the face of unprecedented change, including the continued expansion of access to affordable, accessible and relevant training, such as through micro-credentials and expanded health seats.
- Working with SkilledTradesBC, Indigenous leadership and partners to ensure Indigenous voices are reflected in trades training decision-making that impacts Indigenous workers, businesses and communities.
- Continuing to provide culturally sensitive and safe learning environments for Indigenous learners to maximize their participation and success in post-secondary education.
- Developing and implementing protections for international students that support their fair treatment.
- Meeting or exceeding the financial targets identified in the Ministry's Service Plan tabled under Budget 2023.
- Complying with the Tuition Limit Policy, which sets a two percent cap on tuition and mandatory fee increases for domestic students to ensure programs are affordable.

The Ministry posts the annual reporting requirements for public post-secondary institutions on its website. This document outlines the statistical, financial and performance reports for the fiscal year. Your institution is expected to meet these requirements by providing the data and reports necessary for government to carry out its responsibilities.

As Board Chair, you are required, upon resolution of your board, to sign this letter to acknowledge this direction from government to your institution. The signed letter is to be posted publicly on your institution's website by September 21, 2023.

I look forward to continuing to work with you and your board colleagues to meet the high standards set for us by all British Columbians.

Sincerely,

Honourable Selina Robinson   Date: June 22, 2023
Minister

pc: Honourable David Eby, KC
        Premier
        Premier@gov.bc.ca

        Shannon Salter
        Deputy Minister to the Premier, Cabinet Secretary and Head of the BC Public Service
        OOP.DMO@gov.bc.ca

- 4 -

Heather Wood, Deputy Minister and Secretary to Treasury Board
Ministry of Finance
Heather.Wood@gov.bc.ca

Bobbi Plecas, Deputy Minister
Ministry of Post-Secondary Education and Future Skills
PSFS.DeputyMinister@gov.bc.ca

Mary Sue Maloughney, Associate Deputy Minister, Crown Agencies Secretariat
Ministry of Finance
MarySue.Maloughney@gov.bc.ca

Ajay Patel, President and Chief Executive Officer
Vancouver Community College
ajpatel@vcc.ca

Keri Zwicker, Executive Assistant to the President
Vancouver Community College
kzwicker@vcc.ca

Deborah Lucas, Executive Assistant to the Board
Vancouver Community College
dlucas@vcc.ca

_____

Jocelyn Hartman
Board Chair, Vancouver Community College
Date: