

**MINUTES OF THE PUBLIC MEETING OF THE BOARD OF GOVERNORS  
OF VANCOUVER COMMUNITY COLLEGE  
HELD ON FEBRUARY 24, 2016 AT THE DOWNTOWN CAMPUS**

**Board Members:** Pam Ryan (Chair), Chloe Choi, Brenda Aynsley, Mike Tourigny, Erin Klis, Garth Manning, Dee Dhaliwal, Kay Vandervalk  
**Ex-Officio:** Peter Nunoda, Todd Rowlatt  
**Board Secretary:** Deborah Lucas  
**Staff Resources/Guests:** Irene Young, Linda Sanderson, Marlene Kowalski, Kathryn McNaughton, Karen Wilson, Debbie Sargent, Lorena Espinoza  
**Regrets:** Claire Marshall, Sumit Ahuja, Shaima Jaff

The meeting was called to order at 6:06p.m. by P.Ryan. D. Lucas acted as Secretary of the meeting. P. Ryan declared the meeting to be properly called and constituted.

**APPROVAL OF AGENDA**

P. Ryan asked if there were any proposed amendments to the agenda for the meeting, a copy of which was provided with the meeting materials. The following changes were made to the agenda:

- Added Fees Process Status Report after item 6, FAC Chair report.

The agenda, as amended, was adopted.

**MINUTES OF PRIOR MEETING**

P. Ryan referred to the draft minutes of the January 27, 2016 Public Board meeting provided with the meeting materials.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

RESOLVED THAT the minutes of the Board of Governors Public meeting held on January 27, 2016 are approved.

**CHAIRS REMARKS**

A Board of Governors orientation day took place on February 5, 2016. Campus tours will take place in the next few months. P. Ryan acknowledged departing Human Resources staff Linda Sanderson and Sharon Carefoot, thanking them for their service to VCC. She introduced Garth Manning as a new member of the Governance Committee.

**PRESIDENTS REPORT**

P. Nunoda referred to the News and Events Information Note provided in the meeting materials, highlighting the February 12<sup>th</sup> Indspire event, where VCC hosted the “Soaring: Indigenous Youth Career Conference”. About 120 Indigenous youth from across B.C. came to VCC for a day of workshops and tours led by Indigenous educators from VCC and the wider community. Sessions included activities such as; baking demonstrations, student panels, and career planning seminars. He also acknowledged the work of departing VCC HR Administrators, Linda Sanderson and Sharon Carefoot, thanking them for their service to VCC and welcomed new Dean of Continuing Studies and Contract Training, Gordon McIver.

## **FINANCE & ADMINISTRATION**

### ***Finance & Audit Committee (FAC) Report***

There was no FAC meeting in February. FAC Chair, M. Tourigny, provided a verbal report. Highlights included no change to the forecasted deficit of \$5.5M, which is based on a worst case scenario due to the uncertainty of the LINC contract. Budget Town Halls for support staff and faculty took place on Feb 17 and 18, 2016. The Town Hall for students will take place on March 2, 2016.

### ***Fees Process Status Report***

As part of the annual budget process, M. Kowalski provided background on the review of tuition fees. The enrolment forecast is the starting point and it's a collaborative process. Based on that forecast, revenue and expenses are then projected and this is when shortfalls on program fees are identified. The first draft of new fees for 2016/17 was circulated to the Fees Committee on January 18, 2016. This proposal was not final and should not have been widely communicated at that time and as consequence, the Terms of Reference for the Fees Committee is being reviewed as it also conflicts with the policy. AVED have since advised that there will not be any new fees implemented for ABE and ESL programs, in addition, programs under review will not have new fees implemented. The draft 2016/17 budget includes a 2% increase on mandatory domestic and international tuition fees, in addition to the new international campus resource fee of 1% of international tuition. This still leaves a shortfall of \$1.4M and cost reduction strategies to balance the budget, as required by AVED, are being considered.

M. Kowalski responded to questions around the proposed Student Activity Fee, explaining that its purpose is to enhance student life around the campuses. Activities would include, performance and arts events and presentations and panel discussions with community partners. The process is still being identified, but there will consultation with the Student Union.

The College Initiative Fee was originally implemented for the construction of Building B. In 2015 the Board agreed that these funds would be funnelled towards the renovation and revitalization of the downtown campus. The Campus Resource Fee is used to upgrade program equipment. G. Manning requested management to review this fee for programs that do not have equipment needs. M. Kowalski confirmed that the fee is based on a tuition formula, so the programs which are equipment intensive pay a higher fee. She commented that there is not a master list of auxillary fees, this is a project for the Finance Department, but there is some data that can be circulated. E. Klis requested that a detailed breakdown of the proposed additional fees be brought to the Board when requesting approval. M. Kowalski confirmed that further information on the newly proposed additional fees will be brought to FAC for recommendation to the Board.

P. Nunoda commented that there has been no specific instruction by AVED to increase fees, but VCC would like to be comparable to other institutions. M. Kowalski stated that further dialogue is required for the new additional material, shop and lab fees, but the 2% increase in domestic and international mandatory fees, the new international campus resource fee and the student activity fee will be brought to the Board in March.

M. Kowalski confirmed that projected revenue for programs under review have not been included in the budget. If new fees for renewed programs are implemented in 2016/17, this would not have significant impact on revenue.

## **GOVERNANCE COMMITTEE (Gov Com)**

Governance Committee Chair, S. Ahuja, was not present at the meeting. P.Ryan gave the Gov Com Report. The Governance Committee met on February 10, 2016. The composition of the committee has changed. Governance Committee is comprised of 4 members, Sumit Ahuja (Chair), Pam Ryan, Dee Dhaliwal and Garth Manning. Peter Nunoda and Todd Rowlatt sit on the committee in an ex-officio capacity.

The Committee identified 3 Governance Committee sponsored policies that require immediate review; A.3.2 Policy Development and Maintenance Policy & Procedures, A.1.1 Board Meetings and A.1.2 Student Appeals to College Board. The policies will be reviewed outside of the meeting by the committee and discussed at Gov Com meeting that has been scheduled for March 23.

The Committee reviewed the Board Member Code of Conduct in preparation for its annual sign off at the February 24, 2016 Board meeting. In addition, they reviewed the Board Resourcing and Development Office (BRDO) Competency Matrix, which is part of the Request For Appointment (RFA) process and provided their recommendations to the Board Chair on the skills and experience required for new board members. For succession planning purposes, it's recommended to have a second board member with a financial designation. The VCC Board also seeks individuals with experience in the areas of law, labour relations, arts, trades and real estate.

## **EDUCATION COUNCIL (EdCo) UPDATE**

### ***New Program Proposal – Digital Graphic Design (DGD) Diploma***

T. Rowlatt referred to the Decision Note in the meeting materials. The DGD Department is proposing to re-develop their existing certificate program into a two year diploma. The program will have a strong applied focus. An articulation agreement with Capilano University's School of Design is in discussion to allow a pathway for our student into their Bachelor of Design in Visual Communication program. T. Rowlatt responded to questions around inviting industry to work with the students. Students will work with the clients on products e.g. menu design and business cards. There is demand in the industry and the program's Program Advisory Committee (PAC) has been actively involved in the consultation process.

D. Sargent (Dean) and L. Espinoza (DGD Dept. Head) responded to questions around the program development process, commenting that course outlines need to be developed and outcomes defined. The curriculum will go through Curriculum Committee and EdCo for approval. M. Kowalski confirmed that the fees would be reviewed as the program will have gone through a significant change. The financial aspects will be reviewed at a later date by FAC. T. Rowlatt commented that the program is expected to be launched in January 2017 and the transition for current students is being discussed. If the Board approve the development of the program and do not approve the tuition fees, the one year certificate program will continue.

WHEREAS the Board of Governors have enquired about the Program Development Process

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

RESOLVED THAT Management will present on the process for developing a new program, from concept to implementation, at a subsequent Board meeting.

T. Rowlatt clarified that the decision being presented to the Board is to support the development of the program and a new Motion was presented.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

RESOLVED THAT, on the recommendation of Education Council, the VCC Board of Governors approves the Digital Graphic Design Diploma credential.

### ***Approval of Revisions to C.3.1 Program Advisory Committee (PAC) Policy and Procedures***

T. Rowlatt referred to the Decision Note in the meeting materials, commenting that Policy C.3.1 was last revised in 2013 and feedback from Deans, Department Leaders and PAC members was that the current policy is too cumbersome. The revised policy and procedures have been streamlined, recognizing volunteer contributions and the time commitment by PAC members. T. Rowlatt responded to questions about PAC's, explaining that each program could have a PAC and he agreed with B. Aynsley that PAC consultation is crucial, but there appears to be gap in reporting out from PAC's to the Board. P.Nunoda agreed that this feedback is typically captured in an Annual Report, which VCC does not produce.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

RESOLVED THAT, on the recommendation of Education Council, the Board of Governors approve, in the form presented at the meeting, the C.3.1 Program Advisory Committee Policy and Procedures.

### **BOARD OF GOVERNORS CORRESPONDENCE**

P. Ryan provided an update on correspondence sent and received by the Board since January 27, 2016.

- Feb 3: Received correspondence from AVED confirming receipt of (VCC) Institutional Accountability Plan and Report (IAPR) for the 2014/15 reporting cycle, and conveying appreciation for the significant time and effort taken by VCC in preparing it.
- Feb 4: Correspondence from SUVCC re: fees process
- Feb 10: Response to AVED on draft mandate letter
- Feb 23: RFA materials to BRDO

### **CONSTITUENCY GROUP UPDATES**

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

SUVCC Executive Director, Zac Crispin, highlighted that the union hopes VCC will continue to provide high quality programs for students without increasing fees.

Student Union has a campaign to increase funding in post-secondary education. With respect to the fees that were proposed at Fees Committee, Z. Crispin commented that there was a vote to approve the recommendation of the additional fees to the Board.

Students are preparing questions for the Budget Town Hall meeting and he commented that "VCC is doing a better job than other institutions in their budget consultation process".

SUVCC have launched a student newspaper.

### ***CUPE Local 4627***

There was no presentation by CUPE Local 4627.

Not providing a specific example, B. Aynsley commented that she was uncomfortable with the tone of the report submitted by CUPE Local 4627 and found it to be unprofessional.

P. Ryan thanked the constituency group Executives for providing board meeting materials in advance of the meeting.

### ***Vancouver Community College Faculty Association (VCCFA) or (FA)***

VCCFA President, K. Shortt referred to the report included in the meeting materials. She highlighted that it is her wish for all institutions to stop competing with each other on the advertising of programs, but instead pool funds and put it towards education. She would like to see the government doing more to support students and the future of post-secondary education. VCC is now funded 55% by government and yet the government has over \$200M in “rainy day” funds.

K. Shortt welcomed new Dean, Gordon McIvor and thanked departing HR Administrators Linda Sanderson and Sharon Carefoot for their contribution to VCC.

The VCCFA have supported local causes to the sum of \$2,700. Details were provided in the report.


P. Ryan thanked the constituency group representatives for their comments.

### **NEXT MEETING**

It was confirmed the next Board of Governors Public Board meeting will be held on April 6, 2016.

### **TERMINATION**

There being no further business, the meeting was terminated at 7:21 p.m.



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Pam Ryan  
Chair  
VCC Board of Governors