VANCOUVER COMMUNITY COLLEGE
BOARD OF GOVERNORS PUBLIC MEETING AGENDA

Wednesday, April 5, 2017 at 5:30 p.m. – Room 420, Downtown Campus

Board of Governors: Pam Ryan (Chair), Sumit Ahuja, Chloe Choi, Brenda Aynsley, Mike Tourigny, Dee Dhaliwal, Steve Kukucha, Howard Grant, Erin Klis, Garth Manning, Janet Crawford, Danica Kong
Ex-Officio: Peter Nunoda (President & CEO), Todd Rowlatt (Chair, EdCo)
Board EA: Deborah Lucas
Staff Resources: Kathryn McNaughton, Karen Wilson, Marlene Kowalski, Shannon Railton (Senior Executive Team)
Jennifer Gossen (Director, International Education)
Guests: Constituency group representatives

Item	Topic	Time	Speaker	Pre-reading materials	Action	Page
1.	Call to Order	--	P. Ryan	--	--	--
2.	**APPROVAL OF AGENDA/CONSENT AGENDA** **Recommended Resolution:** *"THAT the VCC Board of Governors approve the agenda and approve/acknowledge receipt of the following items on the consent agenda"* **2.1** Minutes – Feb 15, 2017 Public Board Meeting **2.2** VCC News & Events **2.3** VCCFA	2 min		 DRAFT Minutes – Feb 15, 2017 Public Board Mtg IN – News & Events REPORT: VCCFA	Decision	 3 9 12
3.	Chair's Remarks	2 min	P. Ryan	--	Information	--
4.	President's Remarks	2 min	P. Nunoda	--	Information	--
5.	**FINANCIAL REPORTING** **5.1** Finance & Audit Committee Report **5.2** 2017/18 Operating Budget **5.3** 2017/18 Capital Budget	30 min	 M. Tourigny M. Kowalski T. Rowlatt M. Kowalski	 Verbal DN – 2017/18 Operating Budget DN – 2017/18 Enrolment Plan DN – 2017/18 Capital Budget	 Information Decision Decision Decision	 -- 15 18 26

Item	Topic	Time	Speaker	Pre-reading materials	Action	Page
6.	**POLICIES** **6.1** Revised D.3.10 Aboriginal Education Enrolment Policy and Procedures **6.2** Revised D.1.1 Education Services Renewal Policy and Procedures	10 min	T. Rowlatt T. Rowlatt	DN – Revised - D.3.10 Aboriginal Education Enrolment Policy and Procedures DN – Revised D.1.1 Education Services Renewal Policy and Procedures	Decision Decision	29 35
7.	Board of Governors correspondence	2 min	P. Ryan	--	Information	--
8.	**PRESENTATION** International Education	10 min	J. Gossen	--	Information	--
9.	**CONSTITUENCY GROUP UPDATES** **9.1** CUPE 4627 **9.2** VCCFA **9.3** SUVCC	5 min each	Constituency Reps	-- REPORT: VCCFA --	Information	-- 12 --
10.	Next meeting date: May 31, 2017	--	--	--		
11.	Meeting Adjourns			**Meeting duration:** Approximately 1.5 hrs		

DRAFT

MINUTES OF THE PUBLIC MEETING OF THE BOARD OF GOVERNORS OF VANCOUVER COMMUNITY COLLEGE HELD ON FEBRUARY 15, 2017 AT THE DOWNTOWN CAMPUS

Board Members:	Pam Ryan (Chair), Dee Dhaliwal, Mike Tourigny, Howard Grant, Sumit Ahuja, Garth Manning, Janet Crawford, Danica Kong
Ex-Officio:	Peter Nunoda (President & CEO), Todd Rowlatt (Chair, EdCo)
Board Secretary:	Deborah Lucas
Staff Resources:	Marlene Kowalski, Kathryn McNaughton
Guests:	Karen Shortt (VCCFA), Tiffany Ottahal (SUVCC)
Regrets:	Stephen Kukucha, Erin Klis, Brenda Aynsley

1. CALL TO ORDER

The meeting was called to order at 5:39 p.m. by P.Ryan. D. Lucas acted as Secretary of the meeting. P. Ryan declared the meeting to be properly called and constituted.

2. APPROVAL OF CONSENT AGENDA

UPON MOTION duly moved, seconded and unanimously resolved:

THAT the VCC Board of Governors approve the agenda and approve/acknowledge receipt of the following items on the consent agenda:

- Agenda – Feb 15, 207 VCC Board of Governors Public meeting
- Minutes – Nov 16, 2016 VCC Board of Governors Public meeting
- VCCFA Report - Jan 30, 2017
- SUVCC Pledge to Vote Campaign Flyer

3. CHAIRS REMARK'S

- P. Ryan welcomed newly appointed Board Member, Howard Grant and congratulated Todd Rowlatt on his re-election as Chair of Education Council.
- P. Ryan has participated in 2 meetings hosted by BC Colleges. It's a good opportunity to meet counterparts and discuss shared issues.
- The Board held a retreat in November 2016. Topics included updating the VCC's vision statement. More news on this will follow.
- On Jan 27, 2017 a BC Court of Appeal reversed an earlier trial judgment in the trademark case against Vancouver Career College and ordered a permanent injunction restraining Vancouver Career College from using "VCC" and "VCCollege" in its internet advertising. P. Ryan thanked the teams who worked on this case.

4. PRESIDENT'S REMARKS

- Welcomed Howard Grant to the Board.
- Town Halls for students, faculty and staff have been held at the Broadway and Downtown campuses.
- Commended HR team, Employee Engagement Committee and VCC community for obtaining 70% participation in the recent survey.
- Acknowledged first graduates from the Samsung Tech Institute programs. The official opening of this space will take place late Feb.

5. FINANCIAL REPORTING

5.1 Finance and Audit Committee (FAC) Report

The Committee met on Jan 25, 2017. FAC Chair, M. Tourigny and M. Kowalski presented highlights and responded to questions by the Board:

- The Q3 Financial Performance Management, Discussion & Analysis (MD&A) Report for period ended Dec 31, 2016 was presented.
- The Auditor General of BC presented the 2016/17 audit plan. The report will be presented to FAC in April 2017.
- VCC continues to trend above budget. The forecast indicates that VCC is projecting to breakeven, in line with the balanced budget presented in the 2016/17 Integrated College Plan.
  Tuition revenue is $1.7 million below budget, but has been offset by higher revenues from other areas, mainly $443K in contract training.
- The reduction in enrolment was in part due to soft enrolments in the Professional Cook 1 & 2 programs. A second cohort planned for September was cancelled. The Culinary Arts programs are in the process of being redesigned to better meet industry and student needs.
- The next FAC meeting is March 22, 2017.

5.2 Q3 Goals and Objectives Update

The Q3 Goals and Objectives were updated and provided in the meeting materials. M. Kowalski responded to questions by the Board.

- D. Sargent and P. Nunoda spoke to concerns around the delay of the Denturist program. The program is in development after suspending the intake. As with the Dental Tech program, challenges obtaining approval of tuition by AVED and Ministry of Health is anticipated. Commencement is proposed for Sept 2018. Industry partners and students will be kept informed of the status of this program.

6. POLICIES

6.1 Rescind - C.3.9 Degree Standards Policy

T. Rowlatt referred to the Decision Note in the meeting materials, provided highlights and responded to questions by the Board.

- In 2008 a working group was developed to revise this policy, but no action was taken.
- K. McNaughton recently discovered and reviewed the recommendations of this committee. Taking into consideration the robust Curriculum Development and Approval Policy C.3.14, along with other recent work on educational policies, it was recommended to the Education Policy Committee that C.3.9 Degree Standards Policy be rescinded.
- Community feedback was requested and there was no response. Education Council are recommending the Board rescind this policy.

  UPON MOTION duly moved, seconded and unanimously resolved:

  THAT, on the advice of Education Council, the Board of Governors rescinds the C.3.9 Degree Standards Policy.

7. NEW PROGRAMS AND TUITION

7.1 Pre-Health Sciences Diploma

Decision Notes for the program implementation and tuition were provided in the meeting materials. T. Rowlatt and D. Sargent provided highlights and responded to questions by the Board.

- Pre-Health Sciences Certificate programs have been successful in Ontario. The School of Health Sciences partnered with the School of Arts and Sciences to develop the certificate program that packages new college level courses into an 8 month certificate program.
- There are currently no pre-health sciences programs in BC specifically designed to help prepare students for college level health sciences programs. VCC's program
- Two seats in VCC's Health Sciences programs (except BScN and Dental Hygiene) will be held for graduates of the Pre-Health Sciences program.
- VCC is exploring the opportunity of offering this as a "dual credit" program to high school students.
- EdCo reviewed the curriculum in Jan 2017 and had no significant concerns. The program was approved for recommendation to the Board.
- FAC reviewed the tuition proposal on Jan 25, 2017. Concerns around block funding and sustaining the program were satisfied. The proposed tuition will cover all program operating costs, including 38% overhead and provides a 3% profit of $7,008 for each cohort. FAC approved the tuition for recommendation to the Board.
- The elective component was explained. It's separate to allow students more flexibility in choosing an elective. It could be taken at another institution and the credit transferred to VCC.
- J. Crawford and D. Kong supported the lower tuition proposal, Option 1. FAC do not recommend this option.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the advice of Education Council, the Board of Governors approves the new Pre-Health Sciences Certificate program.

UPON MOTION duly moved, seconded and resolved:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the implementation of tuition fees of $3,787 for the new Pre-Health Sciences Certificate Program, effective September 5, 2017.

Opposed: D. Kong & J. Crawford

7.2 New credential: Computer Aided Drafting (CAD) and Building Information Modelling (BIM) Technician Diploma.

Decision Notes for the program implementation and tuition were provided in the meeting materials. T. Rowlatt, B. Griffiths and M. Tourigny provided highlights and responded to questions by the Board.

- The diploma is a valuable credential for students in these fields. It provides them with a second speciality.
- It expands on BIM skills, as well as practicing 3D Integrated Design Process (IDP) and utilizing Integrated Project Delivery (IPD).
- Complies with the diploma accreditation criteria from the Applied Science Technologists and Technicians of BC (ASTTBC).

- EDCO approved the curriculum and recommends the Board approve the implementation of the program.
- FAC reviewed the tuition proposal at a regular meeting on Jan 25, 2017. Questions around the financial analysis were satisfied. There is high demand for this program and the PAC support its redesign.
- 2 seats are held for international students. International tuition will be set following the approval of domestic tuition. There's already an indication that the first cohort will be full. If there's attrition in the program or enrolment is low, the program would breakeven at 13 students.
- The proposed tuition will fully recover all direct and indirect costs and generate 10.0% net contribution to VCC. FAC approved the tuition for recommendation to the Board.
- Concerns around generating revenue from tuition were responded to by P. Nunoda and M. Kowalski. The recommendations for tuition include the logic that the programs must be sustainable. The future of the program is considered. The revenue is for the reinvestment in curriculum development. VCC are exploring other opportunities to generate revenue.
- It was clarified that the next complete review of the program will take place in approx. 5 years. This information is useful in understanding the logic around setting tuition, as with taking into consideration the annual 2% cap on tuition increases. The Program Review Policy is currently under review.
- The program review process will added to the agenda for discussion at the next Board retreat.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the advice of Education Council, the Board of Governors approves the implementation of the new Computer Aided Drafting (CAD) and Building Information Modelling (BIM) Technician Diploma.

UPON MOTION duly moved, seconded and resolved:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the implementation of the following tuition, effective September 5, 2017, for Year 2 of the new CAD and BIM Technician Diploma:

- $5,744 ($191.45 per credit) – Year 2 (30 credits)

Opposed: D. Kong & J. Crawford

7.3 UT Courses - Engineering Certificate (UBC Option)

A Decision Note for the tuition was provided in the meeting materials. M. Tourigny and D. Wells responded to questions by the Board.

- FAC reviewed the tuition proposal on Jan 25, 2017.
- Current Engineering and Computing UT certificates courses for SFU have been successful. These new courses will open a pathway to students who have expressed interest in attending UBC.
- The recommended tuition option provides financial stability by generating 34% net contribution to VCC overhead, while ensuring individual course costs between UBC and SFU streams are not unfair. FAC approved the tuition recommendation for Board approval.
- Clarification on the courses required for the UBC stream was provided by D. Wells and the calculation of the tuition per credit was explained.

- Concern was expressed around implementing tuition that reflects VCC's values of being accessible. VCC is not a University. There's an expectation that a community college would have more reasonable tuition rates.
- The proposal considers the sustainability of the program. The remaining courses in this program currently under funded. With the UBC stream being approximately 25% smaller than SFU, it will likely take a couple of years to reach full capacity.

UPON MOTION duly moved, seconded and resolved:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the implementation of tuition of $283 per credit for the new University Transfer (UT) Courses required for satisfaction of the proposed Engineering Transfer Certificate (UBC Option), effective May 1, 2017.

Opposed: D. Kong & J. Crawford

7.4 New credential: Culinary Arts (International Cohort) Diploma program

T. Rowlatt referred to the Decision Note in the meeting materials, provided highlights and responded to questions by the Board.

- The program was implemented in 2013 and although student satisfaction is high, areas of improvement were identified from feedback received from students, agents, the International Education department and culinary faculty.
- With the implementation of new Professional Cook 1 and Professional Cook 2 programs in September 2016, it was decided to incorporate components of these courses into the curriculum for the International Culinary Arts program.
- Benefits include offering more theoretical and skills development early in the program, downtown campus experience and integration with domestic students for four months of the program.
- EdCo approved the curriculum for recommendation to the Board in Jan 2017.

UPON MOTION duly moved, seconded and resolved:

THAT, on the advice of Education Council, the Board of Governors approves the new Culinary Arts (International Cohort) Diploma program.

8. EDUCATION COUNCIL CHAIR REPORT

T. Rowlatt presented the report in the meeting materials.

9. PRESENTATION: Library, Teaching & Learning Services

As the first in a series of presentations to the Board by VCC Dean's and Directors, Dean, Shirley Lew, presented the Library, Teaching & Learning Services portfolio.

The presentation was well received by the Board.

10. CONSTITUENCY REPORTS

10.1 CUPE LOCAL 4627

There was no representative from CUPE Local 4627.

10.2 Vancouver Community College Faculty Association (VCCFA or FA)

VCCFA President, K. Shortt addressed the Board, highlights included:

- Welcomed new Board Member Howard Grant and spoke highly to the appointment of Dr. Jane Shin, local MLA and ex-VCC faculty member, in the role of Dean of Student Development.
- Congratulated VCC on the trademark case appeal win.
- Impressed with the transparency around the results of the Engagement Survey at recent Town Halls.
- Reviewed the Board package and the FA are happy that VCC is looking at the "long game".
- Happy to see an agreement in principle for rescinding 15 faculty layoffs.
- Invitations were handed out to an upcoming FA event on social justice in education.

10.3 Student Union of Vancouver Community College (SUVCC)

SUVCC Executive Director, T. Ottahal, addressed the Board. Highlights included:

- Welcomed new board member Howard Grant and introduced Jonelle Davies as Interim SUVCC Executive Director, covering her maternity leave.
- SUVCC continue to advocate for accessible education, building campus community and making members lives easier.
- "Don't close the doors" campaign is advocating for the reinstatement of ABE funding and free tuition.
- The flyer for the SUVCC campaign titled "Students Are Voting" was provided in the meeting materials. The campaign goal is to deliver 7,000 student pledges to vote to government.
- Continue build the on-campus community. Upcoming events include puppy therapy and free lunch with local community organisation SUCCESS, to talk about services for student refugees.
- SUVCC health plan members now have access to legal services.
- Student currently have access to subsidized transit with the U-Pass program. The SUVCC will be meeting with the Ministry to discuss extending contract.

11. NEXT MEETING

The next Board of Governors Public Board meeting will be held on April 5, 2017.

12. MEETING ADJOURNED

There being no further business, the meeting adjourned at 7:23 p.m.

APPROVED AT THE APRIL 5, 2017 PUBLIC MEETING:

Pam Ryan
Chair, VCC Board of Governors

VANCOUVER COMMUNITY COLLEGE

VCC NEWS AND EVENTS

March/April 2017

News

- VCC Foundation hosted the Flourish Gala, on Mar. 9 at the Broadway campus. Guests enjoyed a memorable evening displaying the work of VCC's highest-achieving students, faculty members and alumni. In addition to tasting creations by Vancouver's leading culinary minds and wines from Naramata, guests experienced the best of VCC's fashion arts, auto restoration, and live music. Net proceeds support VCC student scholarships and bursaries.

- VCC held its annual Outstanding Alumni Awards earlier in the same evening as the Flourish Gala. The 2016 recipients are the latest in a long line of VCC alumni that have made significant contributions to their industries and communities. Each winner has distinguished themselves with unique stories of success, inspiration, and dedication.
    - **Lloyd Arntzen (Honorary Alumnus)** Jazz musician, clarinetist, singer and saxophonist. Lloyd has influenced traditional jazz musicians and instructors for decades.
    - **Rosemary Bartram (Changemaker)** Owner, Era Design and jewellery designer. Rosemary specializes in custom wedding/engagement jewellery using conflict-free diamonds.
    - **Roshni Kashyap (Community Contribution)** Owner, Rosh's Chutneys. Rosh is an entrepreneur and spokesperson for others with special needs.
    - **Scott Jaeger (Career Success)** Chef/Owner, The Pear Tree Restaurant. Scott is a chef, mentor and peer-recognized industry leader.
    - **Emily Upham (One to Watch)** Owner, When Pigs Fly Pastries.

- Try-a-Trades, held at the Broadway campus on March 3, is a fun, interactive event for lower mainland high school students to learn more about VCC programs and to try some hands-on trades activities. We had about 400 students attend between 9 a.m. – 2 p.m. They also visited the Skills BC regional competition hosted by the VCC auto collision department.

- On Feb. 23, 2017, Vancouver Community College and Samsung Electronics Canada Inc. officially announced the launch of the Samsung Tech Institute at the Broadway campus – to bring the innovative education initiative to Western Canada. VCC welcomed Samsung executives, industry, students from the first cohort, and media – about 45-50 attendees – came to celebrate the opening with a ribbon cutting ceremony.

- Dr. Kathryn McNaughton, Vice President Academic, Students and Research, has been selected as a recipient of The Chair Academy's 2017 International Exemplary Leadership Award. This award recognizes exceptional leadership by individuals or teams in post-secondary institutions, awarded by The Chair Academy, an international leadership development organization.

- Vancouver Community College's English as a Second Language Pathways Program has been selected as the Gold recipient of the CICan Program Excellence Award. This year, CICan Award Recipients will be honoured and recognized during the conference in Ottawa at an Awards of Excellence luncheon, on Monday, May 1st, 2017.

- Two staff Town Halls were held mid-February on the budget and Employee Engagement survey results. President Dr. Peter Nunoda, Marlene Kowalski, Vice President Administration & CFO and Shannon Railton, Vice President People & Culture presented and answered questions at the Town Hall, which were also streamed live for those who could not attend.

- Dr. Jane Shin will be joining VCC as Dean, Student Development on April 11. Dr. Shin, who is currently representing the Burnaby-Lougheed Constituency as a member of the Legislative Assembly of British Columbia, brings a rich academic and experiential background to her new role. While she has been actively involved in provincial politics for the last four years, she has also been a regular faculty member at VCC for the Department of Science and a faculty member and program head at BCIT.

VCC in the News, highlights

- **Hemlines: Vans embraces colour, Vancouver Fashion Week returns for fall and more fashion news – Vancouver Sun (Mar 15)**
  Local fashion boutique One of a Few is giving Vancouver design students the chance to showcase their wares in its popular Gastown shop. Fashion students from Vancouver Community College Fashion Design and Production diploma program were given the opportunity to create two draped tops to be included in the store's spring/summer offering.

- **VCC's Pop-Up Restaurant, The Chef's Table, is a must eat! – Vancouver is Awesome (Mar 8)**
  Vancouver Community College is once again holding their popular pop-up restaurant, "The Chef's Table" led by Executive Chef Hamid Salimian and the International Culinary Arts students. The pop-up restaurant will be showcased at the VCC's Broadway Campus located at Glen Drive and 8th Avenue.

- **Vancouver Community College v Vancouver Career College: Rights of Trademark Owners versus Online Advertising – TheCourt.ca (Mar 2)**
  Canadian legislation differentiates between "official marks" and "trademarks." The Trade-marks Act, RSC 1985, c T-13 [TMA] legislates both trademarks and official marks. Any entity which qualifies as a "public authority" may request that the Registrar of Trademarks give public notice of the adoption of a mark by that entity.

VCC Government Relations

- Mayor Gregor Robertson met with VCC Board Chair, Pam Ryan, Dr. Peter Nunoda, VCC President & CEO and Karen Wilson, Director, Marketing & Communications on Feb. 10 at the downtown campus to discuss VCC priorities.

- On Monday, March 6, Dr. Peter Nunoda, VCC President & CEO, Marlene Kowalski, Vice President Administration & CFO and Karen Wilson, Director of Marketing & Communications went to Victoria as part of the BC Colleges Day at the Legislature and attended the following meetings with:
    - Deputy Minister Sandra Carroll and Assistant Deputy Minister Jeff Vasey from the Ministry of Advanced Education to discuss VCC's budget, Integrated College Plan, new programming and recent news from VCC.
    - Deputy Minister Sheila Taylor from the Ministry of Social Development and Social Innovation to introduce VCC, our programs and to see how they might align with the Ministry's mandates.
    - NDP MLAs: George Heyman, David Eby, Shane Simpson, Spencer Chandra Herbert, Adrian Dix, Mabel Elmore, Melanie Mark, and Nicholas Simon. Dr. Peter Nunoda, along with Lane Trotter, President of Langara College discussed the importance and challenges of urban colleges.
    - B.C. government MLAs: Sam Sullivan, Ralph Sultan and Jordan Sturdy.
- The following day, Dr. Nunoda met with MLA Scott MacDonald, Assistant Deputy Minister from the Ministry of Jobs, Tourism and Skills Training and Minister Responsible for Labour.

Upcoming Events:

- Chef's Table returns to the Broadway campus, March 8-April 21.
- Counsellor's Day – High School Counsellors will attend a tour and lunch at VCC to introduce them to VCC's programs and new program information
- Experience VCC will be held on April 26 at the Broadway campus

PREPARED BY: Karen Wilson, Director, Marketing & Communications

DATE: March 23, 2017

VCCFA Report to the College Board
Submitted March 27th, 2017 for the Board meeting on April 5th, 2017

Flourish Event

Congratulations to all of the different areas of the College that came together to make the Flourish event such a success. The Culinary Arts faculty and students were outstanding. There were also many proud moments at the Alumni Awards event that immediately preceded Flourish. Good write-up in the media following the event.

Guest Speakers

We have two events happening in early April. Board members are welcome to attend. On April 4th & 5th, Elaine Bernard, Executive Director, Labour & Worklife Program, Harvard Law School, will speak on the topic "You Don't Know What You've Got 'Till It's Gone, How Labour Unions Can Help Save Public Education. On April 11th, Charles Demers will speak about "Political Activism in Post-Secondary Institutions". More details are set out on the attached posters.

Who is ABE?

Thought you might like to meet our Adult Basic Education students who are ABE. We will show you a short 5 minute video to introduce you.

Respectfully submitted,

Karen Shortt, President,
Vancouver Community College Faculty Association

401.402 West Pender Street
Vancouver, British Columbia V6B 1T6
TEL 604.688.6210 FAX 604.688.6219
info@vccfa.ca www.vccfa.ca

YOU DON'T KNOW WHAT YOU'VE GOT 'TILL IT'S GONE

Elaine Bernard, Executive Director, Labour & Worklife Program, Harvard Law School

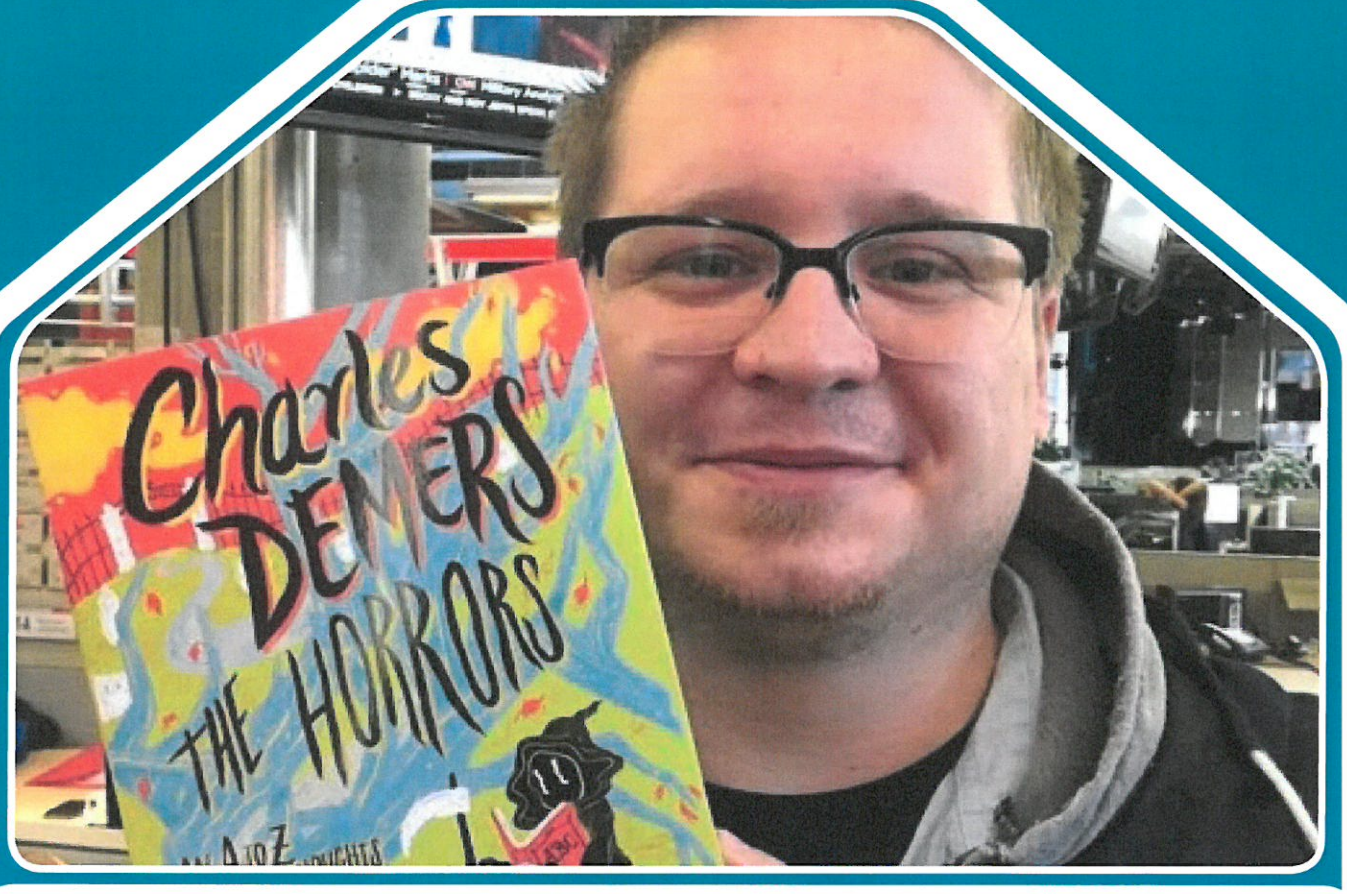
HOW LABOUR UNIONS CAN HELP SAVE PUBLIC EDUCATION

TUESDAY, APRIL 4	WEDNESDAY, APRIL 5
NOON-1:30PM	11:45AM-1:15PM
ROOM 112 (THEATRE)	ROOM 1228
DOWNTOWN CAMPUS	BROADWAY CAMPUS

Vancouver Community College
VCCFA Faculty Association
FPSE LOCAL 15

open the doors.ca

FPSE
FEDERATION OF POST-SECONDARY EDUCATORS OF BC



CHARLES DEMERS

POLITICAL ACTIVISM IN POST-SECONDARY INSTITUTIONS

Charles Demers is a Vancouver author, political activist, stand-up comedian, and faculty member of the Creative Writing program at UBC.

TUESDAY, APRIL 11
11:45AM - 1:15PM
ROOM 1228
BROADWAY CAMPUS

Authorized by FPSE, registered sponsor under the Election Act, 604-873-8988

Vancouver Community College VCCFA Faculty Association FPSE LOCAL 15

open the doors.ca

FPSE FEDERATION OF POST-SECONDARY EDUCATORS OF BC

DECISION NOTE

PREPARED FOR: Board of Governors Public Meeting

DATE: April 5, 2017

ISSUE: **RECOMMENDATION FOR APPROVAL:**
2017/18 Operating Budget

VCC's 2017/18 operating budget is part of the Integrated College Plan currently being updated. For the purpose of meeting the AVED reporting schedule, the 2017/18 operating budget is being presented in advance for review and approval by the Board of Governors.

The following supporting documents are attached:

- 2017/18 Budget Assumptions
- 2017-18 Budget Compared to 2016-17 Forecast and 2015-16 Actual

RECOMMENDATION:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the 2017/18 Operating Budget as presented at the April 5, 2017 Public Board Meeting.

ATTACHMENT: APPENDIX A **-** 2017/18 Budget Assumptions
APPENDIX B - 2017-18 Budget Compared to 2016-17 Forecast and 2015-16 Actual

PREPARED BY: Marlene Kowalski, VP, Administration and CFO

DATE: March 22, 2017

APPENDIX A

2017/18 Budget Assumptions

- Operating grant remains flat at $44.6M
- ITA funding remains at $7.1M
- Adult Upgrading Grant (AUG) for Adult Basic Education (ABE) programs $3.4M
- Incremental funding of $1.0M has been included in the Provincial Government Grants for the Economic Stability Mandate (ESM) for VCCFA and CUPE collective agreements
- Routine capital maintenance funding will be constant at $308K
- Domestic and International tuition and mandatory fees increase of 2%
- Additional revenue to be generated from increased domestic student enrolment $1.1M
- Additional revenue to be generated from increased international student enrolment $1.8M
- Language Instruction for Newcomers to Canada (LINC) program revenue reduction of 6% as per the new three year contribution agreement
- Only existing revenue contracts are budgeted
- Technology refresh operating lease increase of $290K (for a total of $680K including 2016/17 leasing amount)
- 1.5% salary increases have been forecasted for faculty and CUPE as per the collective agreement and 1.5% increase forecasted for administration staff
- Step salary increases for staff and faculty estimated to be $500,000 (and is not covered under the ESM)
- All vacant and new positions will be filled effective April 1, 2017
- Contingency of $1M budgeted

APPENDIX B

2017-18 Budget Compared to 2016-17 Forecast and 2015-16 Actual

(In $ Thousands)	2017/18 Budget	2016/17 Forecast	Variance favourable /(unfavourable)		2015/16 Actual
Province of BC grants	54,489	53,635	854		53,411
Adult Upgrading Grant (AUG)	3,425	3,151	274		2,744
Sales of goods and services	6,276	6,496	-220		6,386
Tuition and student fees	31,612	28,316	3,296		26,278
Other grants, fees & contract services	4,818	6,937	-2,118		6,483
Miscellaneous income	1,348	1,708	-360		1,668
Donation income (Foundation Related)	380	479	-99		619
Revenue recognized from deferred capital contribution	5,110	5,427	-318		5,224
Investment income	148	155	-7		166
REVENUES	**107,606**	**106,304**	**1,301**		**102,979**
SALARY AND BENEFIT EXPENSES	**73,823**	**71,776**	**-2,047**		**71,656**
Supplies and general expenses	7,677	6,951	-726		6,357
ABE Financial Aid	3,425	3,151	-274		2,744
Bursary/Scholarship (Foundation related)	380	479	99		619
Professional fees	3,034	3,082	48		2,809
Building and telecom	6,376	6,315	-61		6,377
Cost of Goods Sold	4,205	4,402	198		4,539
Amortizaton expense	8,187	8,698	512		8,942
OPERATING EXPENSES	**33,283**	**33,078**	**205**		**32,387**
TOTAL EXPENSES	**107,106**	**104,855**	**2,252**		**104,043**
NET SURPLUS (DEFICIT) BEFORE ONE-TIME COSTS	**500**	**1,450**	**-950**		**-1,065**
Restructuring Costs					2,474
Regular serverance	500	500			588
Total One-Time Costs	**500**	**500**			**3,062**
NET SURPLUS (DEFICIT)	**-**	**950**	**-950**		**-4,126**

VANCOUVER COMMUNITY COLLEGE

INFORMATION NOTE

PREPARED FOR: Board of Governors

DATE: April 5, 2017

ISSUE: **RECOMMENDATION FOR APPROVAL:**
Enrolment Plan 2017-18

BACKGROUND:

Education Council has had a series of presentations on the 2017-18 Enrolment Plan, and on the 5-Year Academic Plan 2017-2022 that is still in development. Kathryn McNaughton, Vice President Academic, Students, and Research, along with all of the academic deans and directors, gave presentations in February and March 2017 to review the specific school initiatives and enrolment plan numbers. Marlene Kowalski, Vice President Administration & CFO also presented on the draft 2017-18 budget and integrated college plan process at the March meeting.

EDCO had a special meeting on March 29th for a discussion on both plans, and to vote on a recommendation to the Board on the Enrolment Plan. Advice to the Board on the Academic Plan will be provided for the May Board of Governors meeting.

DISCUSSION:

The process in developing the Enrolment Plan was robust; drafts of the plan were brought to Education Council over several months, and EDCO was assured that department heads were fully consulted to ensure the enrolment projections were accurate and achievable. Education Council has greater confidence in the accuracy of the projections than in some previous years.

RECOMMENDATION:

THAT, on the advice of Education Council, the Board of Governors approve the 2017-2018 Enrolment Plan.

ATTACHMENT: APPENDIX A - 2017/18 Enrolment Plan

PREPARED BY: Todd Rowlatt, Chair, Education Council

DATE: March 29, 2017

APPENDIX A

2017-18 Enrolment Plan by School by ORG (FTE)

		ACTUAL FTE by School by Year**					2016-17 Forecast and Budget		
Total Student FTE by School		2011-12	2012-13	2013-14	2014-15	2015-16	Forecast Total FTE 2016-17*	Budget Total FTE 2016-17	2017-18 Budget
CCS	Centre for Continuing Studies	867.22	939.21	742.52	635.25	655.81	**625.08**	605.48	**592.30**
CIN	Center for International Education	161.90	189.16	265.75	342.50	480.16	**604.21**	605.47	**679.25**
SAS	School of Arts & Sciences	3,413.30	3,587.35	3,526.39	2,887.22	2,094.26	**1,914.20**	2,027.55	**1,933.26**
SHS	School of Health Sciences	861.61	796.53	854.65	844.98	813.28	**855.69**	890.24	**924.76**
SHP	School of Hospitality ,Food Studies & Applied Business	1,271.67	1,233.18	1,164.33	1,007.83	1,027.47	**898.29**	1,177.70	**1,068.12**
SIE	School of Instructor Education	287.59	290.46	307.50	281.89	267.80	**284.30**	273.37	**273.87**
CTT	School of Trades, Technology & Design	938.49	863.37	967.78	951.54	917.70	**947.85**	964.00	**977.23**
	Total	**7,801.78**	**7,899.26**	**7,828.92**	**6,951.20**	**6,256.46**	**6,129.62**	**6,543.82**	**6,448.79**

* as at December 2016

** FTE data provided by VCC Central Data Warehouse (CDW)

2017-18 Detailed Enrolment Plan by School by ORG Plus 5 Years Actual Registrations and FTE

* Actual Registrations and FTE data provided by VCC Central Data Warehouse (CDW)

** As at 30th December 2016

			2011-12 Actual*		2012-13 Actual*		2013-14 Actual*		2014-15 Actual*		2015-16 Actual*		2016-17 Forecast**		2017-18 Budget	
School Code	ORG Code	ORG Code Description	Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE
CCS	4550	BC Jobs Funding			254	62.51	196	7.15	20	1.40	128	8.95	44	3.06		
CCS	6022	Fashion Design	1,644	106.11	1,161	77.48	1,000	67.17	986	66.55	714	49.04	372	26.84		
CCS	6023	Jewellery	103	3.95	117	4.89	86	3.27	88	3.57	112	4.18	86	3.14		
CCS	6024	Gemmology	28	5.50	43	8.76	39	11.64	39	10.87	31	8.50	40	12.00		
CCS	6034	Cr Writng-now New Init Art&Des	170	3.03	88	1.82	76	1.83	112	1.86	115	2.19	107	6.96		
CCS	6038	Bldg Mgr Residential	207	9.86	195	18.53	201	23.25	155	18.38	181	21.27	157	13.43		
CCS	6044	Hospitalty-nowNew Init-Bus&Com	445	20.92	404	18.31	298	14.02	101	4.72	21	1.12				
CCS	6046	Computers - City Centre	695	19.17	741	20.03	881	24.40	742	23.17	779	22.89	572	15.12		
CCS	6052	Early Childhood Education	1,483	98.43	1,167	86.98	1,058	79.80	852	70.17	639	50.14	929	68.05		
CCS	6060	Management Skills Supervisors	217	8.90	263	11.01	299	11.96	127	5.26	230	9.20	216	8.91		
CCS	6064	Office & Admin CertificateProg	2,362	53.36	1,918	45.72	2,013	48.60	1,725	41.52	1,627	41.30	1,332	43.50		
CCS	6065	Leadership Skills Certificate	739	11.42	841	13.13	657	11.76	554	10.24	493	9.30	638	11.99		
CCS	6067	Paralegal Program	850	99.52	968	106.44	1,124	110.51	1,149	139.33	1,273	144.09	1,265	143.76		
CCS	6068	Small Business	919	8.59	953	9.36	978	11.47	772	7.74	779	5.44	684	4.97		
CCS	6075	Foodsafe	532	7.15	466	6.36	347	4.64	336	4.48	387	5.25	261	3.52		
CCS	6076	Allied Health	777	27.21	737	29.31	435	8.20	398	7.73	340	6.26	349	11.05		
CCS	6077	Dental Program	11	0.95	29	2.58	17	1.93								
CCS	6080	Registered Nurse	427	31.41	152	19.22	135	6.23	91	5.67	72	6.26	42	3.69		
CCS	6082	Sterile Supply Room Aide	197	58.49	202	60.49	236	79.47	197	56.46	183	69.43	166	64.76		
CCS	6087	CPR	32	0.85												
CCS	6088	Renal Technician	12	2.54			48	11.12								
CCS	6093	Counselling Skills	1,689	121.38	1,384	99.32	1,083	80.79	864	63.75	813	60.61	694	49.39		
CCS	6104	Community Interpreting	561	16.52	137	3.34							64	2.83		
CCS	6108	Mandarin & Languages	1,189	56.11	983	44.39	421	13.43	303	10.80	304	10.87	263	9.45		
CCS	6115	Interior Design Technology	359	20.17	469	27.18	409	22.84	235	14.57	232	12.77	211	11.62		
CCS	6169	GemmConf 04/05!!DO NOT USE!!									116	2.74				
CCS	6173	Family Literacy	129	6.04	120	6.75	35	2.10								
CCS	6190	Socio-Cultural Competency	38	1.14	14	0.42	23	0.69	7	0.21						
CCS	6192	Tea Sommelier	96	2.60	129	3.48	86	2.01	63	1.48	62	2.27	9	0.18		
CCS	6197	Fashion Merchandising									20	1.20	82	4.99		
CCS	6198	Makeup Artistry							142	5.93	223	9.94	210	9.19		
CCS	6199	Wedding & Event Management							46	2.36	86	4.30	70	3.63		
CCS	6200	Wine Sommelier					11	0.44	30	1.20	12	0.96	8	0.32		
CCS	6221	Essential Skills Training											20	1.36		
CCS	6222	Fashion Non-credit Courses											71	3.81		
CCS	6223	Samsung Electronic Certificate											25	2.47		
CCS	6224	Compressed Natural Gas (CNG)											9	0.38		
CCS	6225	Technical and Creative Writing									222	4.00	176	3.28		
CCS	6226	ECCE - Special Need									23	1.91	6	1.20		
CCS	6227	ECCE - Infant Toddler									36	2.94	75	8.05		
CCS	6228	ECCE - Extra											180	11.26		
CCS	6229	Sport & Recreation Management									14	0.93	21	1.40		
CCS	A093	Demonstration Proj for Older I	41	32.80	16	12.80										
CCS	A113	CS Auto Contract	7	0.65												
CCS	A124	ESA 1112 Business Readiness	98	4.02	212	8.71										
CCS	A125	ESA 1112 Building Management	111	3.70	200	6.61	326	8.25			9	0.12	38	0.51		
CCS	A127	ESA 1112 Access to Transp Trad	127	6.00	250	11.31	134	6.61	18	0.71	107	4.83	32	1.07		
CCS	A128	ESA 1112 Auto Refinishing Prep	30	1.25	247	15.75	55	4.13								
CCS	A131	ESA Consortium CapU	60	1.95	404	9.69	441	13.69	121	3.25	106	3.77	134	6.43		
CCS	A134	WTP Contract			131	51.00	9	0.41								
CCS	A141	ESA 12/13 Access to Transp Tra			112	5.32										
CCS	A142	ESA 12/13 Business Readiness			178	7.62	513	19.15	128	3.36	120	2.38	128	2.56		
CCS	A143	ESA 12/13 Building Mgmt			90	2.57	61	0.71								
CCS	A145	Moving Ahead Success			40	4.53	41	8.01	83	13.52	54	9.73				
CCS	A146	ESA 12/13 Intro to Trades			173	13.69										
CCS	A147	ESA 12/13 Retail & Hosp Custom			33	0.93	111	3.54								
CCS	A151	13/14 WORKSKILL FOR NONPROFIT					148	7.48	66	3.84	27	1.62	16	0.96		
CCS	A161	ESA 13/14 Medical Office Skill					228	6.22	351	10.37	240	6.38	206	5.08		
CCS	A170	ESA 1314 Comm Serv Asstnt Prg					153	3.63			75	1.28	80	1.36		
CCS	A187	ESA 14/15 Culinary Skills							267	16.23	176	15.44	171	9.84		
CCS	A190	ESA 14/15 Working Natural Gas							227	4.59	143	2.75				
CCS	A193	Moving Ahead Program									19	2.53				

2017-18 Detailed Enrolment Plan by School by ORG Plus 5 Years Actual Registrations and FTE

* Actual Registrations and FTE data provided by VCC Central Data Warehouse (CDW)

** As at 30th December 2016

			2011-12 Actual*		2012-13 Actual*		2013-14 Actual*		2014-15 Actual*		2015-16 Actual*		2016-17 Forecast**		2017-18 Budget	
School Code	ORG Code	ORG Code Description	Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE
CCS	A199	LMT - Office Skills Training									104	8.38	111	8.99		
CCS	A200	Indigenous Education											7	1.12		
CCS	A201	ESS-Intro to Culinary Sk 15/16									16	3.22	15	2.25		
CCS	A211	SDEB -Students w/Disab Trades											41	4.02		
CCS	A223	Building Services Worker Train											5	2.00		
CCS	A224	Entry Hospitality Career Women											131	8.05		
CCS	Z041	BC Council Admin Tribunal	72	1.28	44	0.89										
CCS	Z147	ASP-Summer Camps	14	0.74												
CCS	Z163	Communications for Engineering	42	4.27												
CCS	Z164	Communications for Accounting	38	3.86												
CCS	Z191	Skills plus	38	5.39												
CCS	Z251	Community Adult Literacy									9	0.30	21	1.31		
CCS	Z254	Centre for Excellence									55	12.83				
		Total	**16,589**	**867.22**	**16,065**	**939.21**	**14,412**	**742.52**	**11,395**	**635.25**	**11,527**	**655.81**	**10,590**	**625.08**	**10,195**	**592.30**

			2011-12 Actual*		2012-13 Actual*		2013-14 Actual*		2014-15 Actual*		2015-16 Actual*		2016-17 Forecast		2017-18 Budget	
School Code	ORG Code	ORG Code Description	Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE
CIN	1901	Visually Impaired					1	0.04								
CIN	1951	Sign Language Studies					10	0.70	5	0.30						
CIN	1952	ASL & Deaf Studies Part Time									3	0.80				
CIN	2017	UT Math											10	1.00		
CIN	2022	UT Engineering									1	0.13				
CIN	2023	UT Computing Science&Software									1	0.10				
CIN	2410	TESOL							37	3.52	33	3.41	40	3.81	27	2.18
CIN	2710	PACE Self Paced			9	1.04										
CIN	2800	English Language Skills	220	62.55	125	41.07	129	42.58	55	16.42						
CIN	3115	UT - CPE							2	0.20						
CIN	3366	ESL Pathways									4	0.65	18	3.07		
CIN	4202	Jewellery Art & Design	9	0.76	14	1.15	2	0.19	8	0.85	19	1.63	23	2.18	24	2.00
CIN	4203	Drafting	1	0.13	20	2.09	26	2.53	69	6.41	88	8.21	166	8.41	144	6.45
CIN	4204	Music	1	0.08	33	1.85	64	4.47	29	1.70	14	1.13	21	1.37		
CIN	4206	Music Degree					1	0.03			3	0.30	3	0.10		
CIN	4208	Dancing Diploma			9	0.47	3	0.20	11	0.50	11	0.73	14	0.70		
CIN	4209	Dancing Diploma - Arts Umbrell					17	0.80	56	2.87	62	3.27	60	3.00		
CIN	4303	Automotive Service Technician	114	4.20	285	10.60										
CIN	4306	Auto Collision Refinishing Dip									121	8.63	458	40.50	890	63.00
CIN	4328	Auto Serv Tech Diploma Intl			62	7.87	213	34.63	369	49.53	416	60.43	481	69.03	496	61.87
CIN	4403	Digital Graphics Design					6	0.83	20	2.67	27	3.25	12	1.33	8	0.67
CIN	4420	Visual Comm Design Certificate													24	1.65
CIN	4430	Visual Comm Design Diploma											4	0.30	28	1.73
CIN	4601	Legal Administrative Assistant							8	0.88	8	0.88			4	0.42
CIN	4602	Medical Office Assistant 15/16					1	0.10			3	0.23	9	0.77	0	0.00
CIN	4610	Health Unit Coordinator					7	0.48							0	0.00
CIN	4612	Administrative Assistant	6	0.38	2	0.12	22	1.38	16	1.00	46	2.88	28	1.74	41	2.38
CIN	4801	Canadian Business Mgmt. Diplom													300	30.00
CIN	5002	Resident Care Attendant ESL	5	0.53	2	0.32	12	1.09	14	1.41	2	0.32	1	0.07	0	0.00
CIN	5031	Baccalaureate Nursing	5	0.38			1	0.05							0	0.00
CIN	5076	Occup/Physical Therapist Asst					12	0.87	37	2.84	39	3.10	22	1.62	28	2.03
CIN	5101	Dental Hygiene											8	0.98	9	0.98
CIN	5102	Dental Assisting	4	0.31	8	0.69	20	1.69	8	0.63	16	1.38	24	2.45	50	4.83
CIN	5103	Dental Tech					9	0.85	2	0.15			12	1.20	33	3.00
CIN	5104	Dental Reception Coordinator			7	0.83			3	0.27	4	0.56			0	0.00
CIN	5105	Denturist					17	1.50	14	1.00					0	0.00
CIN	5116	Health Care Assistant							32	2.57	12	1.00	4	0.43	0	0.00
CIN	5202	Hairstyling					60	3.08							107	4.85
CIN	5205	Hairstyling ESL	151	8.80	206	11.40									0	0.00
CIN	5217	Hair Design Non ITA			8	0.40	137	6.88	478	23.75	794	40.44	978	49.54	1117	54.08
CIN	5220	Esth-Skin & Body Treatment			85	6.62	194	14.78	16	1.30						
CIN	5221	Esth-Skin & Body Non-ITA					77	6.24	349	26.38	450	34.76	588	45.32	942	66.78
CIN	5301	Baking & Pastry Arts	4	0.20	180	11.30	89	5.68	55	3.33	30	1.88	22	1.40	72	4.35

2017-18 Detailed Enrolment Plan by School by ORG Plus 5 Years Actual Registrations and FTE

* Actual Registrations and FTE data provided by VCC Central Data Warehouse (CDW)

** As at 30th December 2016

School Code	ORG Code	ORG Code Description	2011-12 Actual*		2012-13 Actual*		2013-14 Actual*		2014-15 Actual*		2015-16 Actual*		2016-17 Forecast**		2017-18 Budget	
			Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE
CIN	5302	Baking Intn'l 5 month program							112	7.00	144	9.00	196	12.93	262	14.60
CIN	5303	Baking & Pastry Arts ESL			15	1.50	332	23.55	50	2.75	48	3.00	29	1.85	35	2.15
CIN	5306	Baking & Pastry-Artisan Int'l							257	17.70	581	40.85	586	40.55	652	42.30
CIN	5401	Culinary Arts	240	11.20	452	15.50	466	18.00								
CIN	5405	Professional Cook 2							210	5.60	14	0.67	16	0.67		
CIN	5501	Asian Culinary Arts	25	2.08	15	1.25	66	6.08	130	10.63	107	8.83	109	9.75	86	6.33
CIN	5701	Hospitality Management	609	58.50	655	61.80	844	80.90	1,041	99.80	1,454	141.50	2,038	194.90	2439	214.50
CIN	5702	Hospitality Management App Deg	70	7.03	78	7.80	25	2.50	3	0.30	52	5.20	88	8.80	110	10.00
CIN	5712	Diploma Culinary Arts Intl					50	3.05	992	48.26	1,482	91.01	1,525	94.44	944	76.12
CIN	A123	Artisan Baking Specialty	52	4.78	62	3.50										
		Totals	**1,516**	**161.90**	**2,332**	**189.16**	**2,913**	**265.75**	**4,488**	**342.50**	**6,089**	**480.16**	**7,593**	**604.21**	**8,872**	**679.25**

School Code	ORG Code	ORG Code Description	2011-12 Actual*		2012-13 Actual*		2013-14 Actual*		2014-15 Actual*		2015-16 Actual*		2016-17 Forecast		2017-18 Budget	
			Registrants	FTE	Registrants	FTE	Registrants	FTE	Registrants	FTE	Registrants	FTE	Registrants	FTE	Registrations	FTE
SAS	1901	Visually Impaired	128	16.43	114	14.90	117	15.70	115	15.75	98	13.62	124	17.35	115	14.84
SAS	1902	Deaf & Hard of Hearing	239	36.64	235	30.78	255	35.21	198	31.31	237	31.01	207	22.33	216	30.83
SAS	1903	Community & Career Education	442	20.34	459	24.68	446	24.74	424	22.87	443	24.47	479	29.38	525	43.97
SAS	1907	In office Admin for Vis Impair	22	2.18	27	2.02	21	1.76	5	0.53	1	0.08			16	1.33
SAS	1908	Applied Tech for Vis Impaired	1	0.07	1	0.07							1	0.07	0	0.00
SAS	1909	Community & Career Ed P/T	98	17.95	33	10.39	33	10.39	37	11.63	38	11.88	37	11.13	33	10.39
SAS	1951	Sign Language Studies	502	33.49	538	36.53	525	35.30	525	35.40	491	32.93	460	30.90	512	32.00
SAS	1952	ASL & Deaf Studies Part Time	95	25.42	100	25.78	103	25.89	78	19.40	110	28.85	113	29.66	76	20.27
SAS	2001	Employ & Ed Acc for Women	231	31.12	241	23.57	175	12.01	271	18.18	121	8.78	112	13.99	140	14.58
SAS	2003	ABE Intermediate Youth	434	54.26	509	63.61	520	65.22	462	57.73	392	49.08	206	26.66	210	27.58
SAS	2004	College & Career Access	2,035	250.36	2,041	252.67	2,209	271.97	2,107	259.66	1,420	177.35	1,258	158.91	1296	163.38
SAS	2005	Basic Education	868	176.80	871	179.95	929	194.49	809	170.94	608	123.79	549	109.11	575	111.84
SAS	2006	CF - Humanities	549	67.64	607	75.00	538	62.58	551	66.69	437	55.25	332	42.25	264	33.34
SAS	2007	CF - Mathematics	1,048	130.97	1,082	135.23	1,013	129.03	1,037	129.61	747	95.63	550	69.26	528	66.69
SAS	2008	CF - Science	1,819	217.73	1,674	206.44	1,565	195.70	1,688	182.72	1,262	137.55	996	103.69	1232	127.70
SAS	2016	UT Humanities	1,016	101.49	997	99.49	940	93.86	881	88.09	877	87.56	959	95.49	995	99.50
SAS	2017	UT Math	298	29.78	355	35.27	295	29.34	318	31.75	249	24.80	264	26.26	460	46.00
SAS	2018	UT Sciences	837	102.68	907	107.13	945	114.88	920	111.89	881	109.66	1,014	124.53	1252	153.93
SAS	2019	ABE Lab	142	17.73	159	19.56	184	23.02	261	32.45	142	17.75	76	9.57	120	15.07
SAS	2022	UT Engineering									267	29.97	255	27.20	401	42.30
SAS	2023	UT Computing Science&Software							22	2.20	120	11.98	203	20.30	125	12.50
SAS	2410	TESOL	1,012	99.88	947	93.78	867	96.84	602	64.15	110	16.11	136	24.42	72	13.09
SAS	2700	Professional & Career English	146	36.30	102	9.57	211	33.28	217	36.35						
SAS	2710	PACE Self Paced	417	30.12	727	57.47	1,033	59.87	468	45.70						
SAS	2800	English Language Skills	2,288	435.63	2,614	505.84	2,391	448.95	784	159.83						
SAS	2900	College Preparatory English	2,239	266.94	2,446	290.23	2,189	261.30	1,376	162.54	191	19.00				
SAS	3100	ESL Outreach	1,580	173.13	1,948	212.63	1,898	210.44	858	92.78						
SAS	3108	Outreach - Homefront Learning	541	71.40	456	59.61	465	60.84	282	41.25						
SAS	3109	ESL Outreach -Learning Centres	1,604	150.27	1,304	122.63	1,387	130.00	756	70.83						
SAS	3115	UT - CPE	258	25.77	224	22.40	230	22.99	154	15.35	156	15.53	116	11.60	128	12.80
SAS	3350	ELSA/SETL/LINC	8,750	670.54	9,388	741.51	9,750	699.86	3,720	731.29	3,025	662.58	2,602	544.65	2092	449.18
SAS	3366	ESL Pathways							129	20.16	1,112	176.30	1,635	244.40	2077	282.70
SAS	4204	Music	1,535	74.73	1,596	79.29	1,454	92.40	1,369	86.73	1,275	80.57	1,153	73.33	1277	80.50
SAS	4206	Music Degree	292	22.83	259	20.62	200	16.40	242	19.43	266	21.13	274	21.43	300	22.27
SAS	4208	Dancing Diploma	52	3.47	82	4.07	48	3.20	64	3.13	54	3.60	80	4.00	70	4.67
SAS	4209	Dancing Diploma - Arts Umbrell	295	14.00	381	18.33	306	14.40	291	15.10	322	16.73	335	17.47	0	0.00
SAS	5031	Baccalaureate Nursing											18	1.40		
SAS	A077	BC ORFF Society	39	5.23	34	4.53	33	4.40	27	3.60						
SAS	A133	Vancouver Coastal Health			14	0.91										
SAS	A136	Jericho Hill Legacy			16	0.88										
SAS	A169	1314 VCH ESSENTAL STUDY SKILLS									14	0.91				
SAS	A191	Gateway to Post Secondary-GPS							10	2.93	20	5.86				
SAS	A195	BC ORFF 1516									24	3.20				
SAS	A202	BCNU - BC Nurses Union BSN									10	0.78				
SAS	A212	BC ORFF 1617											26	3.47		
SAS	Z201	ESL Transition Project 12/13					203	30.13	190	27.25						

2017-18 Detailed Enrolment Plan by School by ORG Plus 5 Years Actual Registrations and FTE

* Actual Registrations and FTE data provided by VCC Central Data Warehouse (CDW)

** As at 30th December 2016

School Code	ORG Code	ORG Code Description	2011-12 Actual*		2012-13 Actual*		2013-14 Actual*		2014-15 Actual*		2015-16 Actual*		2016-17 Forecast**		2017-18 Budget	
			Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE
		Totals	**31,852**	**3,413.30**	**33,488**	**3,587.35**	**33,478**	**3,526.39**	**22,248**	**2,887.22**	**15,520**	**2,094.26**	**14,570**	**1,914.20**	**15,107**	**1,933.25**

School Code	ORG Code	ORG Code Description	2011-12 Actual*		2012-13 Actual*		2013-14 Actual*		2014-15 Actual*		2015-16 Actual*		2016-17 Forecast		2017-18 Budget	
			Registrants	FTE	Registrants	FTE	Registrants	FTE	Registrants	FTE	Registrants	FTE	Registrants	FTE	Registrations	FTE
SHP	4601	Legal Administrative Assistant	487	53.25	348	37.79	352	37.63	336	37.63	339	36.96	320	34.92	360	35.00
SHP	4602	Medical Office Assistant 15/16	779	58.09	969	74.06	1,071	82.85	861	64.24	481	39.19	477	40.73	552	31.78
SHP	4604	BC Campus - Office & Legal Adm	17	0.13	10	0.10	45	0.41	54	0.12	51	0.19	34	0.08	21	0.00
SHP	4607	Executive Assistant	61	4.88	37	2.88	45	3.57	55	4.50	47	3.76	37	3.20	144	11.76
SHP	4611	HCM Part-Time Programs			58	5.93	34	3.70								
SHP	4612	Administrative Assistant	1,662	104.16	1,780	111.54	1,454	90.93	1,473	92.24	1,453	91.10	1,409	87.96	1500	87.65
SHP	4615	Medical Transciptionist 15/16											264	16.52	308	18.13
SHP	5301	Baking & Pastry Arts	1,644	99.74	1,432	61.38	1,229	81.36	1,443	97.33	1,158	76.22	1,264	83.65	1312	76.40
SHP	5302	Baking Intn'l 5 month program											12	0.30		
SHP	5303	Baking & Pastry Arts ESL	297	19.87	311	18.18	210	13.55	208	14.40	311	19.43	194	12.48	240	14.70
SHP	5305	Baking Apprenticeship	45	45.00	42	42.00	42	42.00	38	38.00	30	30.00	40	40.00	40	40.00
SHP	5401	Culinary Arts	6,658	247.14	6,821	255.95	3,208	113.35								
SHP	5403	Professional Cook 1					2,341	105.14	2,734	151.04	2,973	186.82	2,289	137.52	180	18.75
SHP	5404	Culinary Arts ESL	233	12.68	266	15.90	280	15.70	238	18.47	248	14.44	40	3.13	70	4.20
SHP	5405	Professional Cook 2					489	15.91	2,314	65.17	1,528	64.40	1,163	50.92	810	33.75
SHP	5406	Culinary Arts - Satellite Prg	426	34.85	704	53.17	846	60.37	480	40.07	750	56.88	692	52.79	1088	66.00
SHP	5408	Professional Cook 1											79	10.97	1500	158.44
SHP	5409	Professional Cook 2 Advanced													770	56.46
SHP	5501	Asian Culinary Arts	315	26.25	300	25.00	201	17.75	193	15.70	177	14.81	200	17.08	250	19.00
SHP	5701	Hospitality Management	2,719	259.85	2,448	234.70	2,301	218.88	2,010	191.50	1,707	161.50	1,257	117.50	994	85.30
SHP	5702	Hospitality Management App Deg	1,017	107.08	969	103.13	527	57.63	15	1.50	336	33.60	463	48.35	582	54.80
SHP	5708	Culinary Arts Apprenticeship	181	181.00	187	187.00	182	182.00	168	167.16	194	194.00	135	135.00	256	256.00
SHP	5709	Aboriginal Culinary Arts	390	14.30	135	4.21										
SHP	L403	LMA Professional Cook 1					245	15.34	17	0.83						
SHP	L405	LMA Professional Cook 2					2	0.10	7	0.33						
SHP	L530	Baking & Pastry LMA inserts					6	0.48	30	1.73						
SHP	Z153	BC Campus Tuition non VCC	110	3.41	78	0.27	143	5.70	157	5.92	107	4.17	141	5.21		
		Totals	**17,041**	**1,271.67**	**16,895**	**1,233.18**	**15,253**	**1,164.33**	**12,831**	**1,007.83**	**11,890**	**1,027.47**	**10,510**	**898.29**	**10,977**	**1,068.12**

School Code	ORG Code	ORG Code Description	2011-12 Actual*		2012-13 Actual*		2013-14 Actual*		2014-15 Actual*		2015-16 Actual*		2016-17 Forecast		2017-18 Budget	
			Registrants	FTE	Registrants	FTE	Registrants	FTE	Registrants	FTE	Registrants	FTE	Registrants	FTE	Registrations	FTE
SHS	4602	Medical Office Assistant 15/16	48	5.00												
SHS	4610	Health Unit Coordinator	638	45.28	625	44.17	625	43.86	726	52.05	542	42.72	355	25.16	360	28.13
SHS	4611	HCM Part-Time Programs	39	4.04												
SHS	5002	Resident Care Attendant ESL	327	32.89	310	31.06	299	29.60	307	30.32	297	30.20	339	31.59	408	36.00
SHS	5004	Practical Nursing	1,772	108.51	1,941	129.06	2,198	162.34	2,095	149.78	1,905	133.70	2,084	148.21	2332	160.09
SHS	5005	Pharmacy Technician	310	25.16	476	30.44	294	24.13	471	29.72	280	23.44	450	28.09	340	26.88
SHS	5010	Autopsy Technician	1	0.13												
SHS	5017	Access to Practical Nursing	878	68.30	648	38.87	773	49.12	766	49.71	790	50.27	835	54.36	966	56.34
SHS	5018	Practical Nursing Refresher	23	2.88												
SHS	5019	Success in Practical Nursing									10	0.06	13	0.00	18	0.72
SHS	5031	Baccalaureate Nursing	1,358	117.66	1,390	121.15	1,371	124.94	1,396	133.01	1,360	118.51	1,338	125.58	1508	132.00
SHS	5076	Occup/Physical Therapist Asst	463	35.30	514	39.57	504	39.07	483	37.01	486	37.16	468	34.84	538	38.82
SHS	5078	LPN Bridging to BSN					72	6.66	73	5.68	71	7.32	5	0.32	96	19.36
SHS	5101	Dental Hygiene	467	46.88	434	49.99	304	37.32	321	39.34	297	36.56	312	38.25	378	41.33
SHS	5102	Dental Assisting	948	79.18	672	58.00	972	81.00	946	78.96	930	77.39	904	92.36	1155	114.45
SHS	5103	Dental Tech	129	11.03	242	17.33	135	12.75	226	16.25	143	13.00	52	5.20	143	13.00
SHS	5104	Dental Reception Coordinator	315	37.50	293	34.71	286	33.88	208	22.60	307	36.54	283	44.46	348	54.17
SHS	5105	Denturist	134	12.75	168	12.00	128	12.25	168	12.00						
SHS	5106	Dental Radiography									8	0.47	13	0.76	8	0.47
SHS	5110	Dental Hygiene Access for CDAs	5	1.25												
SHS	5115	Distance Dental Assisting	237	14.00	204	12.54	195	12.09	228	13.04	266	15.47	248	14.67	28	1.33
SHS	5116	Health Care Assistant	1,371	113.80	1,129	90.00	1,244	106.23	1,247	102.57	1,251	103.34	1,142	118.04	1337	143.96
SHS	5117	Medical Lab Assistant	402	51.00	374	46.67	392	49.29	388	48.46	382	47.67	376	46.92	432	48.00

2017-18 Detailed Enrolment Plan by School by ORG Plus 5 Years Actual Registrations and FTE

* Actual Registrations and FTE data provided by VCC Central Data Warehouse (CDW)

** As at 30th December 2016

School Code	ORG Code	ORG Code Description	2011-12 Actual*		2012-13 Actual*		2013-14 Actual*		2014-15 Actual*		2015-16 Actual*		2016-17 Forecast**		2017-18 Budget	
			Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE
SHS	5118	CCAH Part Time Programs	370	37.66	246	22.76	252	18.93	136	12.68	131	15.40	150	23.53	144	9.33
SHS	5119	Residental Care - Aboriginal	154	10.89	40	4.57										
SHS	5120	CDA Directed Studies DAST 1600	49	0.55	47	0.55	40	0.47	80	0.93	46	0.54	36	0.42	42	0.38
SHS	A133	Vancouver Coastal Health			14	0.91										
SHS	A139	FHA - Acute Care Skills			123	12.20										
SHS	A169	1314 VCH ESSENTAL STUDY SKILLS					32	2.79	15	0.98						
SHS	A202	BCNU - BC Nurses Union BSN									252	21.76	212	22.93		
SHS	Z204	Practical Nurs-Seabird Aborig					135	7.94	129	9.87	16	1.76				
		Totals	**10,438**	**861.61**	**9,890**	**796.53**	**10,251**	**854.65**	**10,409**	**844.98**	**9,770**	**813.28**	**9,615**	**855.69**	**10,581**	**924.76**

School Code	ORG Code	ORG Code Description	2011-12 Actual*		2012-13 Actual*		2013-14 Actual*		2014-15 Actual*		2015-16 Actual*		2016-17 Forecast		2017-18 Budget	
			Registrants	FTE	Registrants	FTE	Registrants	FTE	Registrants	FTE	Registrants	FTE	Registrants	FTE	Registrations	FTE
SIE	1500	Provincial Instructor Diploma	2,274	270.41	2,338	279.71	2,429	292.20	2,269	273.12	2,133	257.39	2,157	261.55	2183	264.87
SIE	1510	Diploma in Adult Education	80	9.93	36	4.50	64	8.00								
SIE	1535	Online/eLearning Instruction	58	7.25	50	6.25	59	7.30	67	8.12	71	8.78	79	9.82	72	9.00
SIE	1537	CTP & CTDP Exams Online Prep							13	0.65	35	1.64	1	0.05		
SIE	A216	BCMEA 1617											30	3.75		
SIE	A220	BC Ferries 1617											8	1.00		
SIE	A221	BC Hydro Media Enh Learn. 1617											18	2.25		
SIE	A227	BC Ferries Sep16-Mar17 SIE											35	4.38		
SIE	A229	BC Hyrdo											12	1.50		
		Totals	**2,412**	**287.59**	**2,424**	**290.46**	**2,552**	**307.50**	**2,349**	**281.89**	**2,239**	**267.80**	**2,340**	**284.30**	**2,255**	**273.87**

School Code	ORG Code	ORG Code Description	2011-12 Actual*		2012-13 Actual*		2013-14 Actual*		2014-15 Actual*		2015-16 Actual*		2016-17 Forecast		2017-18 Budget	
			Registrants	FTE	Registrants	FTE	Registrants	FTE	Registrants	FTE	Registrants	FTE	Registrants	FTE	Registrations	FTE
CTT	4202	Jewellery Art & Design	260	25.18	338	31.39	333	31.14	366	33.75	383	35.10	349	31.63	406	34.19
CTT	4203	Drafting	547	51.05	555	50.35	562	50.75	449	39.81	510	46.64	811	41.41	1049	50.05
CTT	4301	Automotive Collision Repair	1,155	65.28	1,109	60.88	1,044	53.92	968	53.02	858	50.28	970	48.78	1122	57.81
CTT	4303	Automotive Service Technician	648	71.10	765	88.03	665	72.57	600	65.34	592	64.65	587	63.75	700	70.35
CTT	4304	Heavy Duty/Commercial Tranport	831	49.17	957	56.19	886	51.17	1,132	51.44	1,196	53.47	2,521	70.03	2653	71.92
CTT	4314	Auto Collision Apprenticeship	69	69.00	60	60.00	83	83.00	65	65.00	84	84.00	55	55.00	64	64.00
CTT	4315	Diesel Apprenticeship	168	168.00	138	138.00	210	210.00	211	211.00	215	215.00	242	242.00	208	208.00
CTT	4316	Automotive Tech Apprenticeship	121	121.00	99	99.00	134	134.00	152	152.00	165	165.00	176	175.15	168	168.00
CTT	4321	Automotive Refinish Prep - Voc	411	26.25	330	21.38	147	9.38	305	19.63	193	12.21	203	12.08	240	13.33
CTT	4322	Auto Paint - Apprenticeship	17	17.00	7	7.00	21	21.00	15	15.00	13	13.00	12	12.00	16	16.00
CTT	4323	Auto Prep - Apprenticeship	5	5.00	20	20.00	9	9.00	17	17.00	6	6.00	15	15.00	14	14.00
CTT	4324	Auto Glass - Apprenticeship	10	10.00	14	14.00	15	15.00	13	13.00	13	13.00	13	13.00	14	14.00
CTT	4325	Auto Refinishing Highschool	170	10.75	139	9.21	193	12.21	311	20.42	112	6.67	162	10.33	240	13.33
CTT	4326	AST Apprenticeship - Online	31	31.00	16	16.00			17	17.00	19	19.00	19	19.00	38	38.00
CTT	4330	HD/Commercial SIP funded			201	15.58										
CTT	4345	Auto Tech Online					5	5.00	4	4.00						
CTT	4403	Digital Graphics Design	163	32.83	260	32.17	258	31.83	235	29.42	240	29.86	235	29.25	58	4.83
CTT	4420	Visual Comm Design Certificate													384	26.40
CTT	4430	Visual Comm Design Diploma											16	1.20	252	15.44
CTT	5202	Hairstyling	1,502	77.25	946	48.58	658	34.38	110	5.16	312	15.86	276	14.24	630	29.75
CTT	5204	Esthetics	304	23.70												
CTT	5215	Hair Design - Satellite Prgms	388	19.88	342	17.53	466	24.10	294	15.05	230	11.44	272	13.98	318	15.43
CTT	5217	Hair Design Non ITA	520	26.25	927	47.18	1,079	54.91	1,023	52.26	929	46.94	685	35.34	489	25.01
CTT	5218	Esthetics Non ITA	450	34.30	246	19.22										
CTT	5220	Esth-Skin & Body Treatment			149	11.70	139	10.41	12	0.97						
CTT	5221	Esth-Skin & Body Non-ITA					67	5.43	237	17.89	295	22.92	243	18.68	376	27.38
CTT	A088	Ray Cam Program Partnership			20	0.00	19	6.62								
CTT	A102	ESAP NASKAR	84	4.50												
CTT	A158	Hair - LMA Funding					32	1.60	42	2.18						
CTT	A165	1314 SDEB - ABORIGINAL					154	5.25								
CTT	A177	Aboriginal Auto Detailing Cont							42	1.75						

2017-18 Detailed Enrolment Plan by School by ORG Plus 5 Years Actual Registrations and FTE

* Actual Registrations and FTE data provided by VCC Central Data Warehouse (CDW)

** As at 30th December 2016

			2011-12 Actual*		2012-13 Actual*		2013-14 Actual*		2014-15 Actual*		2015-16 Actual*		2016-17 Forecast**		2017-18 Budget	
School Code	ORG Code	ORG Code Description	Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE	Registrations	FTE
CTT	A181	RAYCAM/NASKARZ 14/15							26	24.16						
CTT	A196	RAYCAM/NASKARZ 15/16									16	6.67				
CTT	A207	RAYCAM Community Centre 1617											28	26.01		
CTT	L202	Hair Design LMA inserts					436	21.60	308	16.38						
CTT	L301	Auto Coll Repair LMA inserts					16	0.91	2	0.09						
CTT	L303	Auto Serv Tech LMA inserts					4	0.35	5	0.65						
CTT	L304	Heavy Duty Com Trans LMA inser					43	3.00	24	0.89						
CTT	L321	Auto Ref Prep LMA inserts					4	0.21	9	0.63						
CTT	Z239	13/14 HDCT Skillsin					147	9.06	120	6.67						
		Totals	**7,854**	**938.49**	**7,638**	**863.37**	**7,829**	**967.78**	**7,114**	**951.54**	**6,381**	**917.70**	**7,890**	**947.85**	**9,439**	**977.22**

Total College		**87,702**	**7,801.78**	**88,732**	**7,899.26**	**86,688**	**7,828.92**	**70,834**	**6,951.20**	**63,416**	**6,256.46**	**63,108**	**6,129.62**	**67,426**	**6,448.77**

DECISION NOTE

PREPARED FOR: Board of Governors Public Meeting

DATE: April 5, 2017

ISSUE: **RECOMMENDATION FOR APPROVAL:**
2017/18 Capital Budget

An integral part of the annual budgeting cycle includes developing a capital plan that will be funded through VCC internal capital. Capital requests are submitted by various departments and priorities are established. In 2017/18 VCC is requesting that $3.0 million be allocated for facilities improvements, library, furniture and equipment and for IT projects that are not covered under the tech refresh leasing program.

VCC's 2017/18 capital budget is part of the Integrated College Plan currently being updated. For the purpose of meeting AVED reporting deadlines, the 2017/18 Capital Budget is being presented in advance for review and approval by the Board of Governors.

Supporting documents included are Statement of Financial Position and Statement of Cash Flow.

RECOMMENDATION:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the $3.0 million 2017/18 Capital Budget.

ATTACHMENT: APPENDIX A - Statement of Financial Position & Cashflow

PREPARED BY: Marlene Kowalski, VP, Administration and CFO

DATE: March 29, 2017

APPENDIX A

Statement of Financial Position

(In $ Thousands)

As at March 31,	Actuals 2016	Forecast 2017	Budget 2018
Cash and cash equivalent	**15,841**	**17,510**	**17,535**
Due from Province of BC	1,506	1,506	1,506
Accounts receivable	1,556	1,556	1,556
Inventories for resale	804	804	804
Investments	238	238	238
	19,945	21,614	21,639
Accounts payable	14,214	11,214	11,214
Due to Province of BC	210	210	210
Employee future benefits	1,695	1,695	1,695
Deferred tuition	5,170	7,170	7,170
Deferred revenue	3,969	4,969	4,969
Deferred capital contribution	81,623	79,282	76,775
Capital Lease	7,270	7,218	7,166
	114,151	111,758	109,199
Net Debt	(94,206)	(90,144)	(87,560)
Tangible capital assets	**111,100**	**107,988**	**105,404**
Inventories held for use	91	91	91
Prepaid expenses	171	171	171
	111,362	108,250	105,666
Accumulated surplus	**17,156**	**18,106**	**18,106**

Assumptions:

- $5.6 M capital additions in 2016/17 and $5.6M in 2017/18 ($2.6M AVED + $3M VCC)
- Accounts payable in 2015/16 includes $3M one-time early retirement and severance accrual
- Accounts payable in 2016/17 and 2017/18 no early retirement or serverance accrual
- Deferred tuition and deferred revenue have increased in 2016/17 and are restricted funds

Statement of Cash Flow

(In $ Thousands)

As at March 31,	Actuals 2016	Forecast 2017	Budget 2018
Cash and cash equivalents, beginning of year	**13,921**	**15,841**	**17,510**
Annual surplus/deficit	(4,126)	950	-
Add depreciation	8,941	8,698	8,187
Less deferred capital contribution recognized	(5,224)	(5,427)	(5,110)
Inventories for resale	220	-	-
Accounts receivable	854	-	-
Accounts payable	5,630	(3,000)	-
Employee future benefits	(2,030)	-	-
Deferred tuition (reduction) increase	(158)	2,000	-
Deferred revenue (reduction) increase	374	1,000	-
Change in non-cash operating work capital	(32)	-	-
Less capital additions	(5,062)	(5,586)	(5,603)
Reduction in capital lease	(48)	(52)	(52)
Deferred capital contributions received	2,581	3,086	2,603
Cash and cash equivalents, end of year	**15,841**	**17,510**	**17,535**

DECISION NOTE

PREPARED FOR: Board of Governors

DATE: April 5, 2017

ISSUE: **RECOMMENDATION FOR APPROVAL:**
Revisions to D.3.10 Aboriginal Education Enrolment Policy and Procedures

BACKGROUND:

The D.3.10 Aboriginal Education Enrolment Policy is designed to help increase and facilitate Aboriginal participation and enrolment at VCC. The College serves a large segment of the Aboriginal population in Vancouver, currently and historically under-represented in post-secondary education. The policy was last revised in 2008.

Dave McMullen, the Registrar, was the primary policy writer as this is an admissions policy, and he worked closely with Tami Pierce, the Director of Indigenous Education & Community Engagement (IECE).

DISCUSSION:

There are two main changes proposed:

1. Aboriginal students are encouraged to self-identify during the application process but proof of Aboriginal ancestry is no longer required. Mr. McMullen researched and found the instances of false claims to be extremely rare, as did Ms. Pierce. Policy Committee recommended not requiring proof given the added burden of collecting documentation and the complexities and cultural issues around identity and ancestry.
2. All programs and courses will reserve two (2) seats for Aboriginal students. The previous version of the policy only required two seats to be reserved for "high demand" programs, and made it optional for all other programs and courses. Aboriginal students on waitlists will also be given priority for admissions. This step is a very reasonable approach to help address historically exclusionary practices and address access issues identified by the Truth and Reconciliation Commission.

Education Policy Committee worked over several meetings from June 2016 to review this policy. It went out for community feedback in November 2016, and came to Education Council for final review in March 2017. EDCO recommends that the Board approve the revisions to this policy and procedures.

RECOMMENDATION:

THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at this meeting, the D.3.10 Aboriginal Education Enrolment policy and procedures.

ATTACHMENTS: APPENDIX A - D.3.10 Aboriginal Education Enrolment Policy
APPENDIX B - D.3.10 Aboriginal Education Enrolment Procedures

PREPARED BY: Todd Rowlatt, Chair, Education Council

DATE: March 16, 2017

APPENDIX A

POLICY

Policy No.	D.3.10
Title	**Aboriginal Education Enrolment**
Approving Jurisdiction	Education Council, Board of Governors
Policy Sponsor	Vice-President Academic
Last Revised/Replaces	May, 2008
Effective Date	
Signed by	

CONTEXT AND PURPOSE

The intent of this Policy and related procedures is to increase and facilitate Aboriginal participation and enrolment in educational activities at Vancouver Community College (VCC; the College). VCC serves a large segment of the Aboriginal population of Canada, which is under-represented in post-secondary education. In order to address historically exclusionary practices and to address access issues identified in the Truth and Reconciliation Commission, the College has chosen to make reserved seating for Aboriginal students mandatory for all programs and courses. Candidates are encouraged to self-identify when applying for admission.

This policy meets the Education Council's legislated responsibility under the College & Institute Act Section 23 (1) which states "An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy for the following matters: ... (m) qualifications for admission policies."

SCOPE AND LIMITS

This policy applies to all Aboriginal students Identified in all Canadian legislation pertaining to Aboriginal identity

Aboriginal students who self-identify will be eligible for reserved seating. Aboriginal students who don't self-identify must be supported by the Director, Indigenous Education & Community Engagement.

STATEMENT OF POLICY PRINCIPLES

1. VCC supports Aboriginal students through the Indigenous Education & Community Engagement department (IECE). Support includes a range of services such as program advising, assistance with applications, and transition support.

2. Priority registration will be offered to Aboriginal students applying to College programs and courses on the understanding that they must meet all of the required prerequisites and criteria for the program or course they are applying to.
3. In situations where there is a demand for existing or new programs or courses from Aboriginal students, the College will encourage and seek out opportunities for funding that will permit the creation of new programs/courses or additional sections of existing programs/courses.
4. To increase and facilitate Aboriginal participation VCC will consider alternative forms of delivery such as distributed learning and distance education where there are sufficient resources and demand.

RELATED POLICIES & LEGISLATION

LEGISLATION
Bill C-3: An Act to Promote Gender Equality in Indian Registration

POLICIES
A.3.1 Prevention of Harassment, Discrimination and Bullying
C.1.1 Course/Program Grading
C.1.3 Granting of Credentials
D.3.8 Criminal Record Check
D.3.5 Prior Learning Assessment and Recognition
D.3.6.1 Flexible Admissions
D.4.1 Students with Disabilities
D.4.2 Student Grievance

RELATED PROCEDURES
Refer to Policy D.3.10 Aboriginal Education Enrolment Procedures

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APPENDIX B

PROCEDURES

Policy No.	D.3.10
Title	**Aboriginal Education Enrolment**
Approving Jurisdiction	Education Council, Board of Governors
Policy Sponsor	Vice President Academic
Last Revised/Replaces	May 2008
Effective Date	
Signed by	

Procedure for Reserving and Releasing Aboriginal Seats:

1. Students are encouraged to self-identify during the application process and/or through the Registrar's Office or Indigenous Education and Community Engagement office.
2. All programs and courses reserve two seats for Aboriginal Students. The limit on seating is a minimum not a maximum.
3. To help increase access and engagement of these students, the Registrar's Office will work closely with Indigenous Education and Community Engagement Department ("IECED") to ensure that seats are held and time is given for students to access band funding.
4. Reserved seats not in use need to be released by Registrar's Office with enough time to fill seats with non-Aboriginal students. Reserved seats are held for a specified period of time before the program commences. The Registrar's Office in consultation with the IECED will release seats earlier where the seats do not look as though they will fill.
5. Aboriginal students on waitlists will be given priority access to any seats that become available in a program.

Timelines for program registration:

6. If an Aboriginal Student declines a reserved seat before the established deadline, the seat may be filled by the next eligible Aboriginal student.
7. For programs that require a submission of a portfolio, or an audition, seats will be reserved until the submission deadline or audition date.

Timelines for course registration:

8. Registration for Aboriginal Students into all courses will be scheduled two days before other students are allowed to register.
9. The IECED will invite students to the early registration session.

10. For Continuing Studies courses, two seats will be held for Aboriginal students until two weeks prior to the course start date.

Funding:

11. When an Aboriginal student is accepted, the IECED must be notified.
12. The IECED will support and follow-up with the students to ensure the process for funding is underway.
13. Additional time is often required for Aboriginal Students to secure funding. Tuition payments will be delayed to allow time for funding to be in place provided that the applicant meets all required prerequisites and documentation for the program they are applying to.
14. Admissions Clerks should not withdraw Aboriginal Students from programs or courses until they have confirmed with the IECED that the student is not receiving funding. IECED will follow up with these students and will notify the Associate Registrar, the Admissions Supervisors, and the Admissions Clerk on status of student funding.

RELATED POLICY

D.3.10 Aboriginal Education Enrolment Policy

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DECISION NOTE

PREPARED FOR: Board of Governors

DATE: April 5, 2017

ISSUE: **RECOMMENDATION FOR APPROVAL:**
Revisions to D.1.1 Education Services Renewal Policy and Procedures

BACKGROUND:

The D.1.1 Education Services Renewal Policy governs the process for an evaluative renewal of the College's educational services areas (such as the Registrar's Office, the Library, and Interpreting Services) on a regular basis. Educational services areas are critical to supporting student success throughout their education at VCC.

This policy was last revised in 2001, and the College has not been fully compliant in many years (though there are numerous and regular instances of service areas reviewing their services outside of this formal process). This policy gap has been recognized for several years, but was not deemed as critical as improving the program review process or the curriculum development approval process.

DISCUSSION:

The policy and procedures were largely re-written from the 2001 version, providing clear policy principles that explain the reason for renewal, and significantly more guidance around the essential elements of a renewal. There are two major changes to highlight:

1. The new process requires an external review completed by two outside experts. This is a common best practice in educational reviews, and will mimic the approach for Program Renewal (this policy is still in development). The Ministry of Advanced Education is expecting external review as part of program renewal; the same principle was appropriate for service areas as well.

2. Along with an internal review and an external review, the service areas will develop an action plan that will guide their planning process in the years after the renewal, and will integrate into the College's integrated planning process. The 2001 version of the policy did not require action plans. This will both support positive changes coming out of the renewal, and maintain accountability.

Education Policy Committee worked over several meetings from June 2016 to review this policy. It was sent to the Education Services Areas several times for feedback, was sent out for full community review in January 2017, and to Education Council for final review in March 2017. EDCO recommends that the Board approve the revisions to this policy and procedures.

Effective implementation of this policy will require the College to provide additional resources: to bring in external reviewers; to provide enough time for areas to research, discuss and plan; and to ensure that all areas are reviewed every five to seven years. The Senior Leadership is aware of this need.

RECOMMENDATION:

THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at this meeting, the D.1.1 Education Services Renewal policy and procedures.

ATTACHMENTS: APPENDIX A **-** D.1.1 Education Services Renewal Policy
APPENDIX B - D.1.1 Education Services Renewal Procedures

PREPARED BY: Todd Rowlatt, Chair, Education Council

DATE: March 28, 2017

POLICY

Policy No.	D.1.1
Title	**Education Services Renewal**
Approving Jurisdiction	Education Council, Board of Governors
Policy Sponsor	Vice President Academic, Students & Research
Last Revised/Replaces	April 26, 2001
Effective Date	
Signed by	

CONTEXT AND PURPOSE

Vancouver Community College (VCC; the College) ensures that its educational services that support and assist students, prospective students and employees are of high quality. Further, the College fosters a culture of continuous improvement in its educational service functions through learning and self-assessment.

The quality of educational services is monitored and evaluated from a number of different perspectives, including the degree to which student and staff expectations are met, the degree to which the approved goals and objectives for each Education Service Area are met, and the degree to which Education Service Areas meet or exceed exemplary practices at comparable post-secondary institutions.

SCOPE AND LIMITS

The College & Institute Act states in Section 23(1) An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy for the following matters (f) evaluation of programs and educational services.

Education Service Area renewals will occur every 5-7 years.

STATEMENT OF POLICY PRINCIPLES

1. Quality services are vital to ensuring student success.
2. The College and/or service areas will encourage students to access services through various promotional activities.
3. The College will strive to ensure services are accessible to all students.
4. Educational services are governed by the College's vision, mission and strategic direction.

5. Educational services are also guided by professional practice standards.
6. Educational services will establish criteria for evaluating success over the renewal cycle.
7. Educational services must change as new or previously unrecognized student needs emerge.
8. Educational services employ quantitative and qualitative methods of monitoring and evaluation.
9. When available, regional, national, or international standards are used for benchmarking purposes.

DEFINITIONS

Refer to the related Procedures document for definitions that will enhance the reader's interpretation of this Policy.

RELATED POLICIES & LEGISLATION

C.3.2 Program Review & Renewal Policy

RELATED PROCEDURES

Refer to D.1.1 Education Services Renewal Procedures

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PROCEDURES

Policy No.	D.1.1
Title	**Education Services Renewal**
Approving Jurisdiction	Education Council, Board of Governors
Policy Sponsor	Vice President Academic, Students & Research
Last Revised/Replaces	April 26, 2001
Effective Date	
Signed by	

DEFINITIONS

Education Services Areas include:

- Registrar's Office
- Financial Aid
- Advising
- Counselling
- Disability Services
- Assessment Centre
- Interpreting Services
- Student Development
- Arbiter of Student Issues Office
- Library
- Learning Centre
- Centre for Instructional Development
- Indigenous Education and Community Engagement
- International Education
- Continuing Studies
- Peer Helpers
- Front Desk Reception
- New Education Service areas as they arise

PROCEDURES

1. The Dean/Director is responsible to initiate and guide the renewal process in consultation with faculty/instructors, staff and administrators.
2. Education Service Area renewals will be conducted every 5-7 years. The VP Academic, Students & Research will establish this schedule.
3. Every Education Service Area will have the following general standards and essential elements regardless of their specific function:

a. Mission
    i. A mission statement that is compatible with the College's vision, mission and strategic direction; compatible with professional standards and reflects a commitment to student learning and development
b. Organization
    i. Clearly stated goals and objectives
    ii. Updated operational manuals and guidelines
    iii. Organizational chart
c. Resources
    i. Employees with relevant skills and qualifications to accomplish mission, goals, and objectives
    ii. Employees professional development opportunities
    iii. Space, technology infrastructure and other required resources relative to existing needs and anticipated growth
d. Policy and governance
    i. Policies and practices that align with College governance requirements of the respective Education Service Area
e. An outline of best practices, ethical principles, standards, statements, or codes that guide the educational service area, as applicable.

4. The Education Service Area renewal will include an internal self-study undertaken by faculty/instructors, staff, and administrators that systematically reviews and generates a written report on strengths, weaknesses, needs, and recommendations for quality improvement. The self-study will be based on a broad range of indicators relevant to the Education Service Area. The indicators or metrics will be agreed upon through consensus among the Dean/Director, faculty/instructors, staff and administrators of the Service Area. Identification of relevant metrics that can be gathered on an annual basis to assist in monitoring demand, quality, operational efficiency and effectiveness of the Education Service Area. Factors to consider when developing service performance metrics may include but are not limited to:
    a. Demand:
        i. Trends in demand
        ii. Demand at comparator institutions
        iii. Relationship between service demand and student success and access
        iv. Information about demographics and demand
    b. Quality:
        i. National standards, legislation and other benchmarks
        ii. Link to service standards
        iii. Measures of users' opinions of quality and other feedback (surveys, focus groups, etc.)
        iv. Expert opinions on quality (consultants, specialists, etc.)
        v. Quality measures at comparator institutions
        vi. Mandated service provision or service standards
        vii. Relationship between service quality and student satisfaction, health and wellness
    c. Operational efficiency and effectiveness:
        i. Effectiveness of service delivery
        ii. Effectiveness of technology and tools used for the delivery of such services

iii. Trends in revenue and expenses
iv. Revenue and expenses in comparable departments or comparable institutions
v. Ratios of administrators/support staff, full-time/part-time/ temporary staff, faculty/instructors
vi. Requirements for specialized equipment and/or IT, related capital and support costs, etc.
vii. Space quantity and quality and ratios of space per staff, space per student; fluctuations in space needs by time of day/year, etc.
viii. Space and accessibility for staff and clients, modifications and costs to meet accessibility requirements
ix. Effectiveness of health and wellness initiatives

5. The renewal will also include an external review, conducted by a panel of at least two professionals with expertise in the Education Service Area. This review will include a site visit, with a focus on benchmarks and emerging standards that any similar Education Service Area can reasonably be expected to achieve. The panelists will be provided a copy of the self-study report. Input from the broader College community will be included. Protocol for identification and selection of the panel members will be developed by the VP Academic, Students & Research or respective Senior Administrator in co-operation with the Dean/Director, faculty/instructors, staff and student representative. The external review panel will prepare a report and submit to the VP Academic, who will then share that report with the appropriate Dean/Director and Service Area
6. A report with an action plan will be prepared by the Service Area in consultation with the Dean/Director that includes a summary of the self-study and external review findings.
7. An institutional response to the report prepared by the Vice President Academic, Students & Research or respective Senior Executive will be submitted to Education Council along with the report.
8. Education Council will review the institutional response and action plan report and provide an update to the Board of Governors regarding any recommendations they may decide to make.
9. The outcomes of the report and action plan will inform the College and service area's planning process. The report goes into the yearly departmental integrated planning process.
10. The action plan will be reviewed and updated each year by the department and Dean/Director.
11. A copy of each of the following documents will be kept in the office of the VP Academic Students and Research and in the Archives;
    a. The External Panel Review;
    b. The Response of the VP Academic; and
    c. The Self-Study Report.

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