



Vancouver Community College Board of Governors Public Meeting Agenda

November 23, 2022, 5:30 p.m.

Board Members (In-person Broadway A, Room 5025)

Other participants (Zoom):

<https://vcc.zoom.us/j/64397010942?pwd=YWFYcWNGNXFITm5qdFBRSGRZRMVODz09>

Zoom Phone: +1 778 907 2071

Meeting ID: 643 9701 0942

Password: 037455

ATTENDANCE

Board Members

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

Staff Resources

David Wells VP, Academic & Applied Research
Ian Humphreys VP, Admin & International Development
Kate Dickerson VP, People Services
Elmer Wansink AVP, IT & CIO
Clayton Munro AVP, Student & Enrolment Services
Tannis Morgan AVP, Academic Innovation
Jamie Choi ED, Finance & CFO
Karen Wilson ED, Marketing & Communications
Deborah Lucas EA, Board of Governors

Ex-Officio

Ajay Patel President & CEO
Natasha Mandryk Chair, Education Council

Guests

Taryn Thomson President, VCCFA
Chris Joyce President, CUPE Local 4627
Stefan Nielsen Organiser, Advocacy & Governance, SUVCC

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

Item	Topic	Action	Speaker	Time	Attach	Page
1.	CALL TO ORDER, LAND ACKNOWLEDGEMENT/ OPENING REMARKS		J. Hartman/ A. Patel	7 min		
2.	APPROVAL OF AGENDA/CONSENT AGENDA	Decision	J. Hartman	2 min		
	<i>"THAT the VCC Board of Governors approve the agenda and approve/ acknowledge receipt of the following items on the consent agenda."</i>					
	2.1 Minutes: Sept 28, 2022, Public Meeting				✓	3
	2.2 Board Correspondence & Activity				✓	8
	2.3 News & Events				✓	9
	2.4 VCCFA Report				✓	12
3.	NEW MEMBER - OATH OF OFFICE		J. Hartman	10 min		
4.	ACTION TRACKER:	Info	J. Hartman	1 min		

No items

5.	CONSTITUENCY GROUP REPORTS				
	5.1 CUPE Local 4627	Info	Constituency	5 min	
	5.2 SUVCC		Reps	5 min	
	5.3 VCCFA			5 min	
6.	EDUCATION COUNCIL REPORT		N. Mandryk	10 min	
	6.1 Chair's Report	Info			✓ 15
7.	FINANCE AND AUDIT COMMITTEE REPORT		J. Yu	10 min	
	7.1 Chair's Report	Info			
	7.2 Financial Performance (Period End: Sept 30, 2022)	Info			✓ 16
8.	GOVERNANCE COMMITTEE REPORT			15 min	
	8.1 Chair's Report	Info	M. Rashid		
	8.2 REVISED: D.3.10 Indigenous Education Enrolment Policy and Procedures				✓ 24
	8.3 REVISED: D.1.3 Copyright Policy and Procedures				✓ 35
9.	HUMAN RESOURCES COMMITTEE REPORT				
	9.1 Chair's Report	Info	J. Hartman	5 min	
10.	NEW BUSINESS				
	As required & approved under Item 2.	Info	J. Hartman	5 min	
11.	NEXT MEETING & ADJOURNMENT				
	Next regular meeting is Feb 8, 2023	Info	J. Hartman	1 min	



VANCOUVER COMMUNITY COLLEGE BOARD OF GOVERNORS

DRAFT PUBLIC MEETING MINUTES

September 28, 2022

5:30 p.m. Room 5025, Broadway Campus & Zoom

ATTENDANCE

Board Members

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

Staff Resources

David Wells	VP, Academic & Applied Research
Ian Humphreys	VP, Admin & International Development
Kate Dickerson	VP, People Services
Jane Shin	VP, Students & Community Development
Elmer Wansink	AVP, IT & CIO
Clayton Munro	AVP, Student & Enrolment Services
Tannis Morgan	AVP, Academic Innovation
Jamie Choi	ED, Finance & CFO
Karen Wilson	ED, Marketing & Communications
Patris Aghakian	AD, Institutional Research REGRETS
Deborah Lucas	EA, Board of Governors

Ex-Officio

Ajay Patel	President & CEO
Natasha Mandryk	Chair, Education Council

Guests

Taryn Thomson	President, VCCFA
Chris Joyce	President, CUPE Local 4627
Stefan Nielsen	Organiser, Advocacy & Governance, SUVCC

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

1. CALL TO ORDER, LAND ACKNOWLEDGEMENT & OPENING REMARKS

- The meeting was called to order at 5:39 p.m. J. Hartman presented the land acknowledgement and recognized the upcoming National Day for Truth and Reconciliation on Sept 30. The VCC Board will continue holding space for these conversations. A facilitated session on Indigenous cultural safety will be held at the board retreat in December.
- J. Hartman presented opening remarks:
 - Thanked Minister Kang for attending the on-campus Pride event on Jul 27.
 - VCC has received letter of appreciation from Vancouver Coastal Health for providing a COVID-19 vaccination site which accommodated approximately 3,500 children. The Board and Leadership acknowledge VCC's Director of Safety, Security & Risk, Surinder Aulakh and his team for their continued efforts to support local government and more importantly, the VCC community.
 - On Nov. 10 the Board will be represented by the Chair and J. Yu at a governance training event, hosted by the Ministry. This is the second event they have hosted for appointed members.
 - A. Patel has joined the College & Institute Canada (CiCan) Board of Directors in the role of At-Large Director from an institution. J. Hartman commended him on his dedication to participate in discussions on important sectoral issues.

- Congratulated VCC’s Leadership Team for signing Memorandums of Understanding with universities in Taiwan and Ireland. Expanding opportunities for international collaboration aligns with the strategic direction of college, supported by the Board.
- Announced that VCC is now Canada’s first Center for Automotive Diversity, Inclusion and Advancement (CADIA) certified automotive school. It recognizes organizations who strive to be Equity, Diversity & Inclusion (EDI) champions. EDI is woven throughout VCC’s Strategic Innovation Plan.

Ajay Patel presented opening remarks:

- Acknowledged Sept 30 as National Truth and Reconciliation Day. He encourages everyone to go out to communities and listen to the truths, the impacts, and continue sharing this knowledge, making it an everyday commitment.

2. APPROVAL OF AGENDA AND CONSENT AGENDA

MOTION: THAT the VCC Board of Governors approve the Sept 28, 2022, agenda, with the addition of items:

- 10.1** Campus Plan Update
- 10.2** Funding Review Update

and approve/ acknowledge receipt of the following items on the consent agenda:

- 2.1** Minutes: June 29, 2022, Public Meeting
- 2.2** Board Correspondence
- 2.3** News & Events

Moved, Seconded & CARRIED (Unanimously)

3. ACTION TRACKER

- No brought forward actions from Jun 29, 2022, Board of Governors Public Meeting.

4. CONSTITUENCY GROUP UPDATES

4.1 CUPE Local 4627

- No report.

4.2 Student Union of Vancouver Community College (SUVCC): Presented by S. Nielsen, Organiser, Advocacy & Governance

- S. Nielsen was welcomed by the Board, who are happy to see a dedicated position to governance and advocacy.
- S. Nielsen highlighted that with increasing grocery costs, students are facing food insecurity issues. The SUVCC has launched a grocery cart program and will be looking to government for sustainable solutions.
- The SUVCC continues to support the BC Federation of Students in their advocacy for low tuition, with campaigns such as Fund It, Fix It.

4.3 Vancouver Community College Faculty Association (VCCFA): Presented by T. Thomson, President

- Enrolment in English as an Additional Language (EAL) has increased since the collaboration between the Registrars Office and the departments. The faculty and staff were acknowledged.

5. INSTITUTIONAL ACCOUNTABILITY PLAN & REPORT 2021-2022

- E. Wansink introduced the Institutional Accountability Plan & Report (IAPR) (2021-2022) by thanking VCC's Institutional Research team and the departments who contributed to its development.
- The IAPR has been prepared in accordance with the Ministry Accountability Framework Standard Manual and Guidelines, and provides outlines of goals, objectives, and outcomes for 2021-2022. It indicates achievements and accomplishments which align with the government's priorities as stated in the annual Mandate Letter. The report was distributed to the Board for review in advance of the meeting.
- Highlights include:
 - VCC was recognized as one of B.C.'s Top Employers in 2021 and 2022, offering reliable and rewarding employment to over 1,200 people in Metro Vancouver.
 - VCC's newly implemented Strategic Innovation Plan (approved June 29, 2021). This plan supports VCC's community who have been impacted by COVID-19, including members of vulnerable and underrepresented groups, to participate fully in growing career opportunities.
 - Working with the Canadian Mental Health Association, VCC has unveiled a Mental Health and Well-Being Framework that will guide the college's efforts in promoting mental health for the next five years.
 - Establishing partnerships to create customized, accessible training courses for people with disabilities and those facing barriers to education.
 - VCC continues to provide the in-demand trades skills experiential training, include low-cost public services, e.g., restaurant services, hairstyling, esthetics, graphic design, auto repair, and dental care.
 - VCC is the only institution in B.C. to offer Adult Basic Education (ABE) at fundamental levels (beginner to Grade 8) which is essential to the success of many newcomers, refugees, and other British Columbians with interrupted education.
 - With the introduction of alternate formats of learning, survey results show that VCC students rated the quality of blended learning and their experience accessing required educational supports very favourably. There's equity in the responses between the different demographics.
 - VCC graduates report a higher-than-average employment outcome across the province, contributing to a stable and robust economy.

MOTION: THAT the Board of Governors approve the VCC Institutional Accountability Plan and Report, 2021-2022 Reporting Cycle.

Moved, Seconded & CARRIED (Unanimously)

6. EDUCATION COUNCIL (EdCo)

6.1 Education Council Chair's Report

- The Board were informed of the Concept Paper for the new Event Management Short Certificate Program. It is the only one of its kind offered by a recognized institution in BC which includes wedding planning. There's an anticipate 9.1% growth in this area, as event bookings are continuing to exceed pre-pandemic numbers.
- Education Council and Board of Governors elections are underway. The results will be announced Oct 14. Daria Rabadzija, Education Council Assistant, was acknowledged for her work recruiting students. In addition to participating in Welcome Days at both VCC campuses, she co-organized and held a student information session about governance with Deborah Lucas, Executive Assistant to the Board. Departing members were thanked for their contribution.

7. FINANCE AND AUDIT COMMITTEE (FAC) REPORT

7.1 Chair's Report

- The Finance and Audit Committee met on Sept 21, 2022.
- Agenda item 7.2 Financial Performance was received for information and items 7.3 & 7.4, were considered and approved for recommendation to the board.
- The next FAC meeting is on Nov 9, 2022.

7.2 2% Increase in Domestic Tuition and Mandatory Fees

- To offset increased operating costs and to maintain financial stability and sustainability, FAC are recommending an increase in domestic tuition and mandatory fees by 2%, effective August 1, 2023, and as capped by the Ministry

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the implementation of a 2% increase in domestic tuition and mandatory fees, effective August 1, 2023.

Moved, Seconded & CARRIED (Unanimously)

7.3 4% Increase in International Tuition and Mandatory Fees

- To offset some of the increased operating costs and to maintain financial stability, FAC are recommending an increase to international tuition and mandatory fees by 4%, effective August 1, 2023. There is no Ministry cap.
- FAC discussed the matter at great length, including accessibility and affordability. It was noted that VCC's fees for international fees remain lower than other post-secondary institutions. is catching up with other post-secondary institutions with its international fees. Establishing tuition which covers true costs helps supports program sustainability.
- Some board members highlighted the burden of tuition increases on VCC's international students, who already pay high rates.
- This discussion reiterates the importance of the funding review and advocating to government for appropriate funding.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the implementation of a 4% increase in international tuition and mandatory fees, effective August 1, 2023.

Moved, Seconded & CARRIED (Opposed: A. Sahagun, Abstain: K. Brooke)

8. GOVERNANCE COMMITTEE (GC) REPORT

8.1 Chair's Report

- In partnership with People Services, the Governance Committee has identified a facilitator who will present three Indigenous cultural education sessions to the Board. The first will take place at the Board Retreat in December.
- The next Governance Meeting is Oct 13, 2022.

9. HUMAN RESOURCES COMMITTEE (HRC) REPORT

9.1 Chair's Report

- The Human Resources Committee (HRC) has conducted the mid-year review of the President's Objectives and reported to the Board that the results were very satisfactory. People Services are supporting the identification of review process, by looking at current best practices.

10. NEW BUSINESS

10.1 Campus Plan Update

- I. Humphreys provided an update on the Campus Plan, detailing the business plan components. It includes a financial analysis, options identified, e.g., new build, rent. There are schematics, risk assessments and implementation strategy. It's a significant undertaking and he acknowledged the team dedicated to its development. Further updates will be presented as they come.

10.2 Funding Review

- A. Patel informed the Board that the Funding Review Findings Report is pending. With Ministry consultations with First Nations still in progress and a new Premier expected, the report may be delayed. Institutions Funding Review submissions are accessible online.
- The plan "Future Ready: Skills for the Jobs of Tomorrow" is a multi-ministry initiative. It's anticipated that funding will be allocated to programs which the government identifies as priorities, e.g., expansion of dual credit programs and health programs. Work integrated learning opportunities and collaborations between institutions.

11. NEXT MEETING & ADJOURNMENT

- The next regular Board of Governors Public Meeting is on Nov 23, 2022. With no further business, the meeting adjourned at 7:31 p.m.

APPROVED AT THE NOV 23, 2022, PUBLIC BOARD MEETING

Joey Hartman
Chair, VCC Board of Governors



Board of Governors Public Meeting
November 23, 2022

BOARD OF GOVERNORS CORRESPONDENCE

DATE	FROM	DETAIL
Oct 5, 2022	Crown Agency and Board Resourcing Office (CABRO)	Request For Appointment Package – Renew term: J. Hartman

BOARD OF GOVERNORS ACTIVITY

DATE	EVENT	DETAIL
Nov 2, 2022	VCC Day	Jeffrey Yu presented message from the Board to VCC employees at the QE Theatre (am) session.
Nov 10, 2022	AEST Governance Training	Attended by Jeffrey Yu and Shobha Rajagopalan.



VCC NEWS AND EVENTS

September-November 2022

- During the month of September, VCC partner SPUD ran a [food donation drive](#) in support of the Indigenous Education and Community Engagement's Gathering Space Pantry. At the end of the drive, SPUD delivered 20 boxes of food supplies to VCC.
- On September 23, automotive retailer the Dilawri Group [hosted](#) the Automotive Service Technician (AST) students to a luxury vehicle show and treat and treated them to a food truck lunch. Since 2018, the Dilawri Group has offered two scholarships for promising students in VCC's AST program.



VCC's Gathering Space Pantry provides healthy and accessible snacks and grocery items for Indigenous students who are impacted by food insecurity.

- VCC was honoured as one of three finalists at the [UnTapped B.C. Workplace Inclusive Culture Champion Awards](#) on September 28. The annual awards are organized and hosted by the Open Door Group (ODG), one of BC's largest not-for-profit providers of employment services. The college was nominated for the award by RBC.
- In the week leading up to Orange Shirt Day and National Day for Truth and Reconciliation (September 30), VCC's Indigenous Education and Community Engagement team organized a variety of events and activities to enhance the college community's understanding and awareness of the history of residential schools, the Indian Act, and the origin of Orange Shirt Day. [Read President Patel's message.](#)
- On October 24, VCC International Education and SUVCC hosted Diwali festivities at the VCC Broadway and Downtown campuses with food, music, and activities. [Read President Patel's message.](#)
- VCC hosted Experience VCC, our largest student recruitment event, in-person for the first time since the pandemic on October 22. The open house provides potential students with the opportunity to explore VCC programs, speak with advisors and tour the campus.
- On October 28, Ajay Patel and members of VCC's Culinary and Hospitality departments attended the Michelin Guide's Vancouver Revelation event where it announced the recipients of the Vancouver Michelin star rating or special award. Many VCC alumni were in attendance and received awards.



Ajay Patel, Kate Dickerson, VP People Services and a VCC student celebrating Diwali at the Downtown campus.



- Louise Perrone, VCC instructor in the Jewellery Art & Design program, was a [recipient](#) of the 2022 Carter Wosk Award in Applied Art + Design. The award “celebrates British Columbians whose creative, innovative work contributes directly to the cultural and economic fabric of the province and enhances day-to-day life for individuals.”
- On November 2, VCC hosted its first in-person VCC Day in three years. This year’s theme was “Celebrating You and All You Do”. The morning featured the VCC Day Great Northern band, keynote speaker Jody Urquhart, The Comedy Department, and the Arts Umbrella dancers. The afternoon featured a lunch, block party, and professional development workshops.
- VCC’s Partnership Development Office hosted an Employer Appreciation lunch on November 8, to thank them for participating in the college’s work integrated learning initiatives. About 27 employer partners attended and represented a variety of industries including accounting, building service management, material handling, and medical lab services.
- On November 9, VCC members including Elder Jean Wasegijig, VP Academic and Applied Research David Wells and Associate Director, Indigenous Education and Community Engagement Clay Little participated in Indigenous Veteran’s Remembrance Day ceremony held at Victory Square in Downtown Vancouver.
- On November 15, VCC hosted the opening of a creative exhibition sharing migrant women’s experiences of *Belonging and Exclusion in Canada*. The project is a research collaboration between faculty at the University of the Fraser Valley and VCC. The exhibition is ongoing at the Broadway campus until November 24.

GOVERNMENT RELATIONS

- On September 21, VCC was pleased to welcome B.C.’s **Parliamentary Secretary for Technology and Innovation Brenda Bailey** to the Broadway campus to share our ongoing work towards green technology and access to underserved communities in the tech sector.
- On October 28, VCC hosted the 2022 BC Culinary Apprentice of the Year competition in partnership with the Chefs’ Table Society of BC and the Industry Training Authority (ITA) BC. VCC alum Anh Tran took home [first place](#) this year. Anh is a Culinary Arts grad and currently apprentices under Chef Alex Chen at Boulevard Kitchen and Oyster Bar. **B.C. Parliamentary Secretary for Skills Training, Andrew Mercier** stopped by to chat with students and hand out the awards.



PS Brenda Bailey, Libby Davies, and members of VCC’s senior leadership team.



- On November 9, VCC hosted **B.C. Minister of State for Child Care, Katrina Chen** to discuss VCC's Early Childhood Care and Education programs.
- On November 10 in appreciation of Apprenticeship Recognition Month, **B.C. Minister for Advanced Education and Skills Training, Anne Kang**, paid a visit to VCC to meet with students and take a tour of VCC's automotive trades department and working garage and try out some of the innovative technology students learn on.



Hon. Anne Kang with faculty and students from the Automotive Collision program.

VCC IN THE NEWS (HIGHLIGHTS)

- Penner, Derrick (September 28, 2022). [Employees exert influence in B.C.'s pandemic-recovery workforce](#). Vancouver Sun.
- Turner, Allie (September 29, 2022). [Meet the Stubborn Baker, a quadriplegic pastry chef who also happens to be a rugby champ](#). Daily Hive.
- Kostuch Media Ltd. (October 6, 2022). [KML's Top-30-Under-30 award winners have raised the bar for industry success](#). Foodservicehospitality.com.
- Stainsby, Mia (October 18, 2022). [Review: Itosugi Kappo Cuisine offers omakase on a budget](#). Vancouver Sun.

UPCOMING EVENTS

- **Photovoice exhibition: Belonging and Exclusion**, November 14-24. Broadway campus.
- **VCC Fall Concert Series**, November 21-25. Featuring jazz, choir ensemble, brass, and more. Broadway campus.
- **Fall Convocation**, November 24. Hosted in-person at the Queen Elizabeth Theatre.
- **Student Awards**, December 9. Recognizing student achievement. Broadway campus.

PREPARED BY: VCC Marketing & Communications
DATE: November 15, 2022



November 2022

VCCFA Report to the VCC Board of Governors: themes of 2022

Finances and Funding

The state of VCC's finances was certainly a major theme of 2022. The year began with the closure of the HMT program out at Annacis Island, and this closure was directly related to VCC's financial state. Later in the year, ten EAL faculty received lay-off notices, and again, this was entirely due to VCC's financial precarity. The college, SUVCC and the VCCFA all made submissions to BC's Post-Secondary Funding Review this past summer in the hopes of having some influence that might help VCC. Recently, a new initiative by the VP Academic called RFQ (Risk, Financial Sustainability, and Educational Quality) is designed to make our program designing, planning and delivery processes more financially accurate and sustainable, and this new set of processes is beginning to receive feedback from stakeholders around the college. Finally, VCC's Campus Master Plan provides an exciting vision for financial sustainability (as well as other innovative and exciting aspects), but this is for the future. Assuming the province does not decide to alter the funding model so that we rob from the rich to feed the poor, we are going to be grappling with our systemic problems for the foreseeable future.

The Pandemic

While the pandemic continues, its strangle hold on our lives has lifted, and for many of us, this has meant a return to face-to-face teaching, meetings, and socializing. Collectively, we have learned and changed a great deal over the past few years. We have learned that this flu is here to stay, that there may be others like it, and that basic measures like washing hands, staying home when sick and wearing a mask can go a long way to prevent it from taking hold. We have learned how to work with students virtually, and many programs have kept a component of online instruction going as it works well for some students. We have learned the convenience of online meetings in some instances; gone are the days of racing from campus to campus in the rain. We know that online is efficient and convenient and keeps our feet dry! At the same time, we have learned what we miss when we are not together. There is definitely a missing component when we meet online. The things we do when together – eating, drinking, making small talk, commenting on a new sweater or haircut – these are the things that bring us closer together and help us to empathise with each other. While I appreciate the option to zoom into a meeting at Broadway from my downtown office rather than rushing across town, I miss those moments grabbing a coffee and chatting with folks, or the chance meetings on the elevator. Convenience can be bittersweet.

The Nature of our Work

It is striking how much work changed for some of us during the course of the pandemic. While many of us continued coming in to work each day once the immediate “stay home” orders lifted, quite a number of you have remained at home, either a few days a week or most of the time. Some folks moved during the pandemic and are able to live further from the city since the daily commute has been eradicated. Some relish the convenience of being better able to accommodate care of children and other family members with the flexibility of working from home. And further, many report that this same choice is being requested and demanded from students as well. I still marvel that we all lurched into the big “pivot” in early 2020, that it was painful, and that we all resisted the change, and yet here we are. A new world.

The Price of Gas

There is nothing that makes you appreciate a good union job like gas at \$2.00 a litre or tomatoes at \$4 per pound. Life has gotten expensive, and we know for our students, most of whom don't have good union jobs, life is particularly difficult. Food insecurity is real and challenging for our students, both domestic and International. The VCCFA does have a small budget for supporting students experiencing financial need. Faculty should reach out if there are students experiencing food insecurity or other symptoms of poverty.

Community Action Donations for October, 2022

1. Weaving Our Communities Together (Britannia Community Centre), \$500 toward for cultural supplies like beads, cedar and fabric

This is a multigenerational program for Indigenous and non-Indigenous to share and learn cultural arts, practice and world views. Led by Indigenous residents this group does crafts, drumming, singing, cooking and so much more. We hope that \$500 may be applied for cultural supplies like beads, cedar and fabric. Every year the groups make hundreds of red dress pins, orange shirt pins, poppy pins, cedar roses and medicine bags to share with the community. They also made cedar bracelets for each of the graduating students from Britannia Secondary School. These bracelets are a symbol of friendship and unity that remind the students that we are here for them. <https://www.facebook.com/groups/408474686291567/>

2. Feast of Flavours & Latin Cooking (Britannia Community Centre), \$500 toward food supplies

This is part of Britannia's food program that supports youths and teens to learn how to cook. In these programs youth work with their peers to identify foods that they would like to try, they work with coordinators to research and identify dishes, invite cultural leaders, shop, prep and cook affordable meals for themselves, their friends and their families. We hope that \$500 may be applied to food supplies.

https://www.britanniacentre.org/database/files/library/Britannia_Food_Programs_winter_2020_FIN_AL_.pdf

3. Spectrum Society for Community Living: \$500.00 towards refreshments and medicines for gatherings

This project, a new initiative called Person-Centered Planning through an Indigenous Lens, will explore how it can support young adults leaving the foster system who are indigenous and have a disability. Spectrum Society could use funding to help with refreshments at events and indigenous medicines that the elder gives to the participants and uses at activities. There will be 8-12 gatherings over the next year with their individual clients who have a disability and their support network. There will be between 10-12 people at each meeting.

Spectrum Society is a non-profit agency serving up to 150 individuals with disabilities (mostly intellectual) and living in Vancouver. Their mission is to support people with disabilities to experience full citizenship and genuine belonging in community. Their focus is on strengthening the capacity of individuals and their personal networks, and augmenting rather than replacing natural supports. Their clients direct their own planning and set their own goals with the support of the staff.

4. RayCam Co-operative Centre, \$400 towards snacks for a new youth club initiative.

RayCam Co-operative Centre is a neighborhood facility on East Hastings St near Clark Drive that offers recreation and social activities for all ages and support services for individuals and families. The new youth club initiative is for youth “to lead events, fundraisers, and choose the organizations and agencies in the community they want to support. The drive is for youth to lead their own initiatives, give back to their own community, and bring community together through events, all the while gaining volunteer hours/experience and leadership skills.

Respectfully submitted,

Taryn Thomson
VCCFA President



INFORMATION NOTE

PREPARED FOR: Board of Governors

DATE: November 23, 2022

ISSUE: Education Council Chair Report to Board of Governors

EDUCATION COUNCIL ELECTIONS

Each October, elections take place for membership on Education Council. We would like to extend our sincere thanks to all who ran or voted in this election.

We are excited to welcome our new faculty and student representatives – Derek Sproston (Trades, Technology & Design), Belinda Kaplan (Hospitality, Food Studies & Applied Business), Gabriel Sarnoh (BWY Campus Student), and Sonal Singh (DTN Campus Student).

Returning members are Heidi Parisotto (Health Sciences), Sarah Kay and Natasha Mandryk (Arts & Sciences), and Marcus Ng (BWY Campus Student).

We would like to say thanks and farewell to departing members John Demeulemeester (Hospitality, Food Studies & Applied Business), who served on EdCo for four years and also chaired the Education Policy Committee; and Shantel Ivits (Arts & Sciences), who completed a two-year term and served as EdCo Vice-Chair.

PLANNING DAY

EdCo has two Planning Day sessions per year; we are eagerly anticipating the next session on November 25. Council members will meet in the morning to discuss topics including self-evaluation results, EdCo goals, and a framework for assessing equity impact on proposed initiatives. An afternoon session will focus on topics of interest to Education Policy Committee and Curriculum Committee members.

PREPARED BY: Natasha Mandryk, Chair, Education Council

DATE: November 16, 2022



INFORMATION NOTE

PREPARED FOR: Board of Governors

DATE: November 23, 2022

ISSUE: **Financial Performance (for the Six Months ended September 30, 2022)**

2022/23 Operating Overview (April 2022 – September 2022)

Revenue for the period was \$67.4 million compared to budget of \$66.7 million (\$728K above plan) and prior year of \$62.1 million (\$5.3 million above prior year) **(Table 4)**. Domestic tuition revenue was down for the period by \$417K (excluding ABE/EAL) compared to original budget, and international revenue was up by \$204K. **(Table 1, 2 and 3)**.

The School of Hospitality, Food Studies and Applied Business domestic tuition revenue was \$36K lower than budget and international tuition revenue was down by \$146K; Culinary domestic program was down by \$37K, and for international tuition, Business Management was up by \$133K but Project Management, Accounting and Marketing programs were down by \$186K, \$75K and \$50K respectively. The School of Trades, Technology and Design domestic tuition revenue was higher than budget by \$17,721 and international tuition revenue was lower than budget by \$125K, mainly coming from Auto Collision Program.

The School of Health and Science domestic tuition revenue was higher than budget by \$39K. The School of Arts and Sciences domestic tuition was higher than budget by \$61K, and international tuition revenue was up by \$66K. For College Career Access, College Foundations and ESL Pathway programs were down by \$324K than budget, but Adult Basic Education program domestic tuition was increased by \$25K compared to budget.

Continuing Studies domestic tuition revenue was down by \$374K, mostly from Medical Device Reprocessing Technician program and international tuition revenue was up by \$332K from ECCE and IT Operations Programs.

Other revenues such as parking, movie rental, space rental, commercial services and interest income is higher by \$1.04 million.

Total expenses for the period were \$65.3 million compared to budget of \$66.6 million (\$1.29 million less budget) and prior year of \$62.5 million (\$2.6 million above prior year).

The surplus for period was \$2.1 million compared to a budget surplus of \$137K (\$2 million more favourable than budget) and prior year deficit of \$451K (\$2.6 million favourable than prior year).

2022/23 Forecast to Budget Overview

2022/23 Forecast (6 months actual + 6 months forecast) in **Table 8** shows that VCC is projecting a net surplus of \$996K. Revenue is forecasted to be \$144.3 million compared to budget of \$142.1 million (\$2.1 million above budget) and prior year of \$134.6 million (\$9.6 million above than prior year). The main increases in revenues are coming from increased international tuition revenues, an increase in interest income due to a higher interest rate and investments in GICs, and higher sales of goods and services,

Expenses are forecasted to be \$143.3 million compared to budget of \$142.1 million (\$1.18 million higher than budget) and prior year of \$136 million (\$7.2 million above than prior year). The main increases in professional fees and building and telecom are due to Campus Plan and other projects \$945K and due to higher cost to address aging infrastructures and facilities of \$524K.

ATTACHMENTS:

APPENDIX A

Table 1, 2 and 3: Summary – Actual Revenue by School (Apr – Sept 2022)

Table 4 – Statement of Operations for the Six Months ended Sept 30, 2022

Table 5, 6 and 7: Summary – Forecast Revenue by School (Apr 2022 – Mar 2023)

Table 8 – Statement of Operations: 2022/23 Forecast with Six Months Actual (Ended Sept 30, 2022) and Six Months Forecast

PREPARED BY:

Jamie Choi, Executive Director FS & CFO

DATE:

November 16, 2022

Summary - Year to Date Revenue by School

APPENDIX A

Table 1:
Domestic Tuition Revenue by School – Actual Compared to Budget and Prior Year

	Current Year 2022/23 Actuals (Apr 2022 - Sep 2022)	Current Year 2022/23 Budget (Apr 2022 - Sep 2022)	Variance (Actuals vs Budget)	Prior Year 2021/22 Actuals (Apr 2021 - Sep 2021)	Variance (Current Year vs Prior Year Actuals)
CENTRE FOR CONTINUING STUDIES	1,128,020	1,502,582	(374,562)	1,680,463	(552,443)
SCHOOL OF ARTS AND SCIENCES	566,369	504,497	61,872	566,029	340
ABE & EAL TUITION FREE	1,431,495	1,744,242	(312,747)	1,742,669	(311,174)
SCHOOL OF HEALTH	1,924,544	1,885,043	39,501	1,927,116	(2,572)
SCHOOL OF HOSP, FOOD & BUSINESS	668,534	704,737	(36,203)	603,644	64,890
DIVISION OF LIBRARY, TEACH & LEARN	294,749	420,172	(125,423)	352,622	(57,873)
SCHOOL OF TRADES, TECH & DESIGN	1,149,622	1,131,901	17,721	1,135,536	14,086
	7,163,332	7,893,174	(729,842)	8,008,080	(844,748)

Table 2:
International Tuition Revenue by School – Actual Compared to Budget and Prior Year

	Current Year 2022/23 Actuals (Apr 2022 - Sep 2022)	Current Year 2022/23 Budget (Apr 2022 - Sep 2022)	Variance (Actuals vs Budget)	Prior Year 2021/22 Actuals (Apr 2021 - Sep 2021)	Variance (Current Year vs Prior Year Actuals)
CENTRE FOR CONTINUING STUDIES	1,569,432	1,236,534	332,898	279,560	1,289,872
SCHOOL OF ARTS AND SCIENCES	143,633	76,878	66,755	76,880	66,753
SCHOOL OF HEALTH	81,066	74,864	6,202	45,928	35,138
SCHOOL OF HOSP, FOOD & BUSINESS	10,228,435	10,374,870	(146,435)	8,365,428	1,863,007
DIVISION OF LIBRARY, TEACH & LEARN	71,144	0	71,144	8,042	63,102
SCHOOL OF TRADES, TECH & DESIGN	4,716,106	4,841,984	(125,878)	4,171,083	545,023
	16,809,815	16,605,130	204,685	12,946,920	3,862,895

Table 3:
Combined Domestic and International Revenue by School

	Current Year 2022/23 Actuals (Apr 2022 - Sep 2022)	Current Year 2022/23 Budget (Apr 2022 - Sep 2022)	Variance (Actuals vs Budget)	Prior Year 2021/22 Actuals (Apr 2021 - Sep 2021)	Variance (Current Year vs Prior Year Actuals)
CENTRE FOR CONTINUING STUDIES	2,697,452	2,739,116	(41,664)	1,960,023	737,429
SCHOOL OF ARTS AND SCIENCES	710,002	581,375	128,627	642,909	67,093
ABE & EAL TUITION FREE	1,431,495	1,744,242	(312,747)	1,742,669	(311,174)
SCHOOL OF HEALTH	2,005,610	1,959,907	45,703	1,973,044	32,566
SCHOOL OF HOSP, FOOD & BUSINESS	10,896,969	11,079,607	(182,638)	8,969,073	1,927,896
DIVISION OF LIBRARY, TEACH & LEARN	365,893	420,172	(54,279)	360,664	5,229
SCHOOL OF TRADES, TECH & DESIGN	5,865,727	5,973,885	(108,158)	5,306,618	559,109
	23,973,148	24,498,304	(525,156)	20,955,000	3,018,147

Statement of Operations –Comparison to Budget and Prior Year 2022/23 For the Six Months Ended September 30, 2022

Table 4:

(In \$ Thousands)	Current Year 2022/23 Actuals (Apr 2022- Sept 2022)	Current Year 2022/23 Budget (Apr 2022 - Sept 2022)	2022/23 Actuals vs Budget	Comments	Prior Year 2021/22 Actuals (Apr 2021 - Sept 2021)	Variance (Current Year vs Prior Year Actuals)
Province of B.C. Grants	30,366	30,209	157		30,200	166
Adult Upgrading Grant (AUG)	232	244	(12)		114	118
Sales of goods and services	2,460	2,049	411	Room revenue \$48K, Bookstore revenue \$28K, food services revenue \$127K higher than budget and salon & spa \$100K higher than budget	1,563	897
Tuition and student fees	24,334	24,509	(176)	Table 1,2 and 3	20,734	3,599
ABE/EAL Tuition Free	1,431	1,744	(313)	CCA \$61K, CF \$150K , EAL \$113K less than budget; ABE \$25K higher than budget	1,743	(311)
Other grants, fees & contract services	3,927	3,790	138		3,650	278
Miscellaneous income	1,138	1,051	87	Movie rental \$75K higher than budget	917	222
Donation income (Foundation Related)	277	286	(9)		256	21
Amortization of deferred capital contribution	2,569	2,676	(107)		2,769	(200)
Interest income	741	190	551	New GICs with higher interest rate	185	556
REVENUES	67,475	66,748	728		62,131	5,345
SALARY AND BENEFIT EXPENSES	48,389	49,654	1,265	Faculty salary down by \$475K (Curriculum \$131K, Marketing & Accounting \$145K, SIE & CTR \$139K); CS instructors increased by \$62K; overall CUPE salary down by \$302K and admin salary down by \$167K; benefits down by \$216K; Salary to deliver additional contracts increased by \$192K	47,339	(1,050)
Supplies and general expenses, other	3,522	3,894	372	Travel and Conference, PD fund higher by \$111K, overall supplies expenses increased by \$40K, mostly timing difference; one time AIC related adjustment \$530K favourable	3,597	75
AUG Financial Aid	232	244	12		114	(118)
Bursary/Scholarship (donation related)	277	286	9		256	(21)
Professional fees	3,718	3,153	(565)	To carry out Campus Plan, and contracts delivery and projects that were not in budget.	2,576	(1,143)
Building and telecom	3,197	3,019	(178)	Utilities and building engineering fees increased	2,841	(356)
Cost of Goods Sold	1,613	1,567	(45)		1,189	(424)
Depreciation Expense	4,373	4,793	421	Depreciation not recognized - due to delay in projects and less asset retirement obligation depreciation amount	4,670	298
OPERATING EXPENSES	16,931	16,956	25		15,243	(1,688)
TOTAL EXPENSES	65,321	66,610	1,290		62,582	(2,739)
NET SURPLUS (DEFICIT)	2,155	137	2,017		(451)	2,606

*ABE : Adult Basic Education

*EAL : English as Additional Language

*CCA: College & Career Access

*CF: College Foundation

*AUG: Adult Upgrading Grant

Summary – Forecast Revenue by School

Table 5:
Domestic Tuition Revenue by School – Forecast Compared to Budget and Prior Year

	Current Year 2022/23 Forecast (Apr 2022 - Mar 2023)	Current Year 2022/23 Budget (Apr 2022 - Mar 2023)	Variance (Forecast vs Budget)	Prior Year 2021/22 Actuals (Apr 2021 - Mar 2022)	Variance (Current Year Forecast vs Prior Year Actuals)
CENTRE FOR CONTINUING STUDIES	3,019,850	3,457,317	(437,467)	3,721,221	(701,371)
SCHOOL OF ARTS AND SCIENCES	1,385,725	1,421,790	(36,065)	1,462,902	(77,177)
ABE & EAL TUITION FREE	3,397,039	3,684,766	(287,727)	3,547,095	(150,056)
SCHOOL OF HEALTH	4,312,573	4,178,126	134,447	4,219,349	93,224
SCHOOL OF HOSP, FOOD & BUSINESS	1,549,020	1,732,340	(183,320)	1,505,383	43,637
DIVISION OF LIBRARY, TEACH & LEARN	763,384	903,448	(140,064)	693,144	70,240
SCHOOL OF TRADES, TECH & DESIGN	2,278,073	2,450,327	(172,254)	2,654,547	(376,475)
	16,705,663	17,828,114	(1,122,451)	17,803,641	(1,097,978)

Table 6:
International Tuition Revenue by School – Forecast Compared to Budget and Prior Year

	Current Year 2022/23 Forecast (Apr 2022 - Mar 2023)	Current Year 2022/23 Budget (Apr 2022 - Mar 2023)	Variance (Forecast vs Budget)	Prior Year 2021/22 Actuals (Apr 2021 - Mar 2022)	Variance (Current Year Forecast vs Prior Year Actuals)
CENTRE FOR CONTINUING STUDIES	3,949,055	3,693,859	255,196	1,425,272	2,523,783
SCHOOL OF ARTS AND SCIENCES	317,478	250,723	66,755	304,017	13,461
SCHOOL OF HEALTH	258,713	213,993	44,720	188,877	69,836
SCHOOL OF HOSP, FOOD & BUSINESS	25,915,465	25,423,247	492,218	21,320,247	4,595,218
DIVISION OF LIBRARY, TEACH & LEARN	71,144	0	71,144	10,932	60,212
SCHOOL OF TRADES, TECH & DESIGN	10,696,357	10,471,262	225,095	9,057,745	1,638,611
	41,208,211	40,053,084	1,155,127	32,307,091	8,901,120

Table 7:
Combined Domestic and International Tuition Revenue by School - Forecast

	Current Year 2022/23 Forecast (Apr 2022 - Mar 2023)	Current Year 2022/23 Budget (Apr 2022 - Mar 2023)	Variance (Forecast vs Budget)	Prior Year 2021/22 Actuals (Apr 2021 - Mar 2022)	Variance (Current Year Forecast vs Prior Year Actuals)
CENTRE FOR CONTINUING STUDIES	6,968,905	7,151,176	(182,271)	5,146,493	1,822,412
SCHOOL OF ARTS AND SCIENCES	1,703,203	1,672,513	30,690	1,766,920	(63,717)
ABE & EAL TUITION FREE	3,397,039	3,684,766	(287,727)	3,547,095	(150,056)
SCHOOL OF HEALTH	4,571,286	4,392,119	179,167	4,408,226	163,059
SCHOOL OF HOSP, FOOD & BUSINESS	27,464,485	27,155,587	308,898	22,825,630	4,638,855
DIVISION OF LIBRARY, TEACH & LEARN	834,528	903,448	(68,920)	704,076	130,452
SCHOOL OF TRADES, TECH & DESIGN	12,974,429	12,921,589	52,840	11,712,293	1,262,137
	57,913,875	57,881,198	32,677	50,110,732	7,803,142

Statement of Operations – Comparison to Budget and Prior Year
2022/23 Forecast with Six Months Actual (Ended September 30, 2022) and Six Months Forecast

Table 8:

(In \$ Thousands)	Current Year 2022/23 Forecast (6 + 6)	Current Year 2022/23 Budget	Forecast vs Budget	Comments	Prior Year 2021/22 Actuals	Current Year Forecast vs Prior Year Actuals
Province of B.C. Grants	60,714	60,421	293		60,041	673
Adult Upgrading Grant (AUG)	388	400	(12)		320	67
Sales of goods and services	4,089	3,677	411	Rental revenue higher by \$48K, Bookstore revenue higher by \$28K; food services revenue \$125K; salon and spa revenue high by \$100K	3,577	512
Tuition and student fees	58,305	57,768	537	Table 5, 6 & 7	50,027	8,278
ABE/EAL Tuition Free	3,397	3,685	(288)	CCA \$106K, CF \$145K, EAL \$41K less than budget; ABE \$25K higher than budget	3,547	(150)
Other grants, fees & contract services	7,787	7,649	138		8,411	(624)
Miscellaneous income	2,078	2,034	44		1,989	89
Donation income (Foundation Related)	751	760	(9)		582	169
Amortization of deferred capital contribution	5,244	5,352	(107)		5,769	(525)
Interest income	1,551	380	1,171	New GICs with higher interest rate	410	1,141
REVENUES	144,304	142,126	2,178		134,674	9,631
SALARY AND BENEFIT EXPENSES	103,778	103,324	(455)	Salary increase projected to deliver additional international cohorts and contracts	99,459	(4,320)
Supplies and general expenses	9,896	10,630	734	Overall supplies expenses lowered by \$200K; one time AIC related adjustment \$530K favourable	9,661	(235)
AUG Financial Aid	388	400	12		320	(67)
Bursary/Scholarship	751	760	9		582	(169)
Professional fees	8,859	7,914	(945)	To carry out Campus Plan, and contracts delivery and projects that were not in budget; increased agency commission	7,088	(1,771)
Building and telecom	7,264	6,741	(524)	Utilities and building engineering fees increased	6,687	(577)
Cost of Goods Sold	2,967	2,771	(195)	Cost of goods sold higher due to higher bookstore and cafeterial revenues	2,556	(411)
Depreciation Expense	9,405	9,586	181		9,672	266
OPERATING EXPENSES	39,530	38,802	(728)		36,565	(2,964)
TOTAL EXPENSES	143,308	142,126	(1,183)		136,024	(7,284)
NET SURPLUS (DEFICIT)	996	0	996		7	990

*ABE : Adult Basic Education

*EAL : English as Additional Language

*CCA: College & Career Access

*CF: College Foundation

*AUG: Adult Upgrading Grant



DECISION NOTE

PREPARED FOR: Board of Governors

DATE: November 23, 2022

ISSUE: **RECOMMENDATION FOR APPROVAL:**
Revisions to D.3.10 Indigenous Education Enrolment Policy & Procedures

BACKGROUND:

Policy D.3.10 Indigenous Education Enrolment outlines practices designed to increase and facilitate enrolment of Indigenous learners in programs and courses at the College. The policy underwent a scheduled five-year review. Revisions were made in collaboration between Indigenous Education and Community Engagement and the Registrar's Office to reflect current practice and clarify processes for holding designated seats for Indigenous learners.

A key point was to specify that two designated seats are held in every program or course, and to include specific timelines for how long seats are held. These changes are intended to set accurate expectations and provide a clear path for Indigenous learners; mitigate potential risk to the College; and improve consistency across departments serving students.

An FAQ document will be developed to complement the policy and procedures and provide more detailed guidance around processes.

DISCUSSION:

Proposed revisions were reviewed at several Education Policy Committee meetings. Based on committee feedback, the definition of Indigenous learner was clarified to indicate that it refers to Indigenous learners of Canada or Canadian descent. Policy principle #2 was added, explicitly stating the aim of the policy to redress underrepresentation of Indigenous learners.

The policy and procedures were posted for community feedback in May/June 2022, and comments were discussed at the June committee meeting.

A key question throughout the review revolved around processes in Continuing Studies (CS) and the Registrars Office. The policy stipulates that programs will hold two designated seats for Indigenous learners; however, the registration system used in CS does not have this capability at this time. The possibility of incorporating this option into the system is being explored. In the meantime, Indigenous learners have priority registration in CS courses, which opens two days before the general registration period. Priority registration will be prominently advertised on CS web pages. Education Council requested only minor edits to wording. Under advisement by EdCo, on October 11, 2022 it was considered and approved by the Governance Committee.

RECOMMENDED MOTION:

THAT, on the recommendation of the Governance Committee, the Board of Governors approve revisions to D.3.10 Indigenous Education Enrolment policy and procedures.

ATTACHMENTS: APPENDIX A: D.3.10 Indigenous Education Enrolment Policy (Clean copy)
 APPENDIX B D.3.10 Indigenous Education Enrolment Procedures (Tracked Copy)
 APPENDIX C: D.3.10 Indigenous Education Enrolment Procedures (Clean Copy)
 APPENDIX D: D.3.10 Indigenous Education Enrolment Procedures (Tracked Copy)

PREPARED BY: Natasha Mandryk, Chair, Education Council

DATE: October 12, 2022



APPENDIX A CLEAN COPY

POLICY

Policy Name	Indigenous Education Enrolment
Policy Number	D.3.10
Approval Body	Board of Governors, Education Council (advice)
Sponsor	Vice President, Students & Community Development
Next Scheduled Review Date	
Effective Date	August 5, 2017

CONTEXT AND PURPOSE

Vancouver Community College (VCC; the College) serves a large number of Indigenous learners and is committed to providing opportunities for Indigenous learners to achieve their academic potential in an environment that advocates full access, participation and success.

This Policy sets out the supports and practices designed to increase and facilitate enrolment of Indigenous learners in programs and courses at the College.

DEFINITIONS

Course: A series of learning opportunities within a specific subject area with a defined set of learning outcomes, offered under a designated subject code and course number, within a defined time period.

Indigenous Learner: A person who has self-identified as Indigenous from Canada (First Nations, Métis, or Inuit) and has applied to a full-time or part-time credit or non-credit course or program at VCC. This includes self-identified Indigenous employees of the College who have applied to any course or program.

Priority Admission: The period of time that is more than two months before the start of a program, in which applicants are accepted into a program.

Priority Registration: An early and brief registration period that opens two days before the scheduled start date of course registration.

Program: A defined set of courses of instruction leading to a credential.

SCOPE AND LIMITS

This policy applies to all self-identified Indigenous learners of Canada or Canadian descent.

POLICY PRINCIPLES

1. In addition to the full scope of student support services provided by the College, Indigenous learners are provided additional cultural and support services through the Indigenous Education & Community Engagement department (IECE).
2. VCC is committed to redressing the underrepresentation of Indigenous learners.

3. VCC provides opportunities for priority admission and registration in programs and courses for Indigenous learners.
4. All programs and courses will designate two (2) seats for Indigenous learners.

RELATED RESOURCES

Legislation

Gender Equality in Indian Registration Act, SC 2010 c 18.

VCC Policies

C.1.6 Registration

D.3.6 Admissions

D.3.6.1 Flexible Admissions

VCC Procedures

Indigenous Education Enrolment D.3.10



POLICY

Policy Name	Indigenous Education Enrolment
Policy Number	D.3.10
Approval Body	Board of Governors, Education Council (advice)
Sponsor	Vice President, Students & Community Development
Next Scheduled Review Date	
Effective Date	DRAFT: August 11, 2022

CONTEXT AND PURPOSE

~~The intent of this Policy and related procedures is to increase and facilitate Indigenous participation and enrolment in educational activities at Vancouver Community College (VCC; the College). VCC serves a large segment of the Indigenous 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 number of Indigenous learners and is committed to providing opportunities for Indigenous students mandatory for all learners to achieve their academic potential in an environment that advocates full access, participation and success. This Policy sets out the supports and practices designed to increase and facilitate enrolment of Indigenous learners in programs and courses at the College.~~

~~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."~~

DEFINITIONS

~~– Candidates are encouraged to~~ Course: A series of learning opportunities within a specific subject area with a defined set of learning outcomes, offered under a designated subject code and course number, within a defined time period.

Indigenous Learner: A person who has self self-identify when applying for admission, identified as Indigenous from Canada (First Nations, Métis, or Inuit) and has applied to a full-time or part-time credit or non-credit course or program at VCC. This includes self-identified Indigenous employees of the College who have applied to any course or program.

Priority Admission: The period of time that is more than two months before the start of a program, in which applicants are accepted into a program.

Priority Registration: An early and brief registration period that opens two days before the scheduled start date of course registration.

Program: A defined set of courses of instruction leading to a credential.

SCOPE AND LIMITS

This policy applies to all ~~Indigenous students self-identified~~ in all Indigenous learners of Canada or Canadian legislation pertaining to Indigenous identity, descent.

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

STATEMENT OF POLICY PRINCIPLES

1. ~~VCC supports Indigenous students~~In addition to the full scope of student support services provided by the College, Indigenous learners are provided additional cultural and support services 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~~VCC is committed to redressing the underrepresentation of Indigenous learners.
- 2.3. ~~VCC provides opportunities for priority admission and~~ registration will be offered to Indigenous students applying to College in 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 for Indigenous learners.~~
3. ~~In situations where there is a demand for existing or new programs or courses from Indigenous 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 Indigenous participation VCC will consider alternative forms of delivery such as distributed learning and distance education where there are sufficient resources and demand.~~
4. ~~None~~All programs and courses will designate two (2) seats for Indigenous learners.

RELATED RESOURCES

Legislation

Gender Equality in Indian Registration Act, SC 2010 c 18.

VCC Policies

- C.1.6 Registration
- D.3.6 Admissions
- D.3.6.1 Flexible Admissions

VCC Procedures

- D.3.10 Indigenous Education Enrolment



**APPENDIX C
CLEAN COPY**

PROCEDURES

Procedures Name	Indigenous Education Enrolment
Policy No.	D.3.10
Approval Body	Board of Governors, Education Council (advice)
Sponsor	Vice President, Students & Community Development
Next Scheduled Review Date	
Effective Date	August 5, 2017

1. The Registrar's Office will work closely with the Indigenous Education and Community Engagement (IECE) Department to manage designated seating for Indigenous learners.
2. The Registrar's Office will:
 - a. provide the IECE Department with access to information pertaining to current Indigenous applicants;
 - b. notify the IECE Department when an Indigenous learner has been offered a seat in a program;
 - c. notify the IECE Department before releasing designated seats that have not been filled by Indigenous learners; and
 - d. notify the IECE Department before withdrawing the completed application of an Indigenous learner.
3. The Registrar's Office and IECE will work together to exercise flexibility for Indigenous learners around tuition and fee payments, including tuition deposits/commitment deadlines where applicable.
4. If an Indigenous learner declines a designated seat before the established deadline, the seat will be filled by the next eligible Indigenous learner.

Program Admission

5. Programs will designate two (2) seats for Indigenous learners. Additional seats may be available in some programs.
6. Designated seats will be administered as indicated below:
 - a. Programs with no published application deadline
 - Seats designated for Indigenous learners that are not allocated will be released two (2) months before the start of a program; and
 - Eligible Indigenous learners who apply after the designated seats have been released (within two (2) months of the start of a program) will have priority admission should a seat become available.
 - b. Programs with non-competitive entry and where an admission requirement is in progress

- Conditional admission will be offered provided interim documentation is submitted that supports the successful completion of that pre-requisite. Proof of successful completion will be required before the start of the program.
- c. Programs with published application deadlines
 - Designated seats will be held until the admission processes have been completed, and if no eligible applications from Indigenous learners have been received, designated seats will be released.
- d. Programs with competitive admission
 - Designated seats will be held for Indigenous learners who meet at least the minimum program requirements until the selection process is complete.
 - Where there are more than two Indigenous applicants who meet the minimum requirements but who do not gain admission through the competitive process, offers of admission will be given on a first come first serve basis.
- e. Programs that require the submission of a portfolio or an audition
 - Designated seats will be held until the selection process is complete.

Course Registration

7. Course registration for Indigenous learners will open two days before the scheduled start of course registration.

RELATED RESOURCES

Indigenous Education Enrolment Policy D.3.10



**APPENDIX D
TRACKED COPY**

PROCEDURES

Procedures Name	Indigenous Education Enrolment
Policy No.	D.3.10
Approval Body	Board of Governors, Education Council (advice)
Sponsor	Vice President, Students & Community Development
Next Scheduled Review Date	
Effective Date	DRAFT: August 11, 2022

~~Procedure for Reserving and Releasing Indigenous Seats~~

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

~~Timelines for program registration~~

- ~~b. notify the IECE Department when an Indigenous learner has been offered a seat in a program;~~
- ~~c. notify the IECE Department before releasing designated seats that have not been filled by Indigenous learners; and~~
- ~~d. notify the IECE Department before withdrawing the completed application of an Indigenous learner.~~
- ~~3. The Registrar's Office and IECE will work together to exercise flexibility for Indigenous learners around tuition and fee payments, including tuition deposits/commitment deadlines where applicable.~~
- ~~5.4. If an Indigenous student learner declines a reserved designated seat before the established deadline, the seat may will be filled by the next eligible Indigenous student learner.~~

~~For~~

Program Admission

5. Programs will designate two (2) seats for Indigenous learners. Additional seats may be available in some programs.
6. Designated seats will be administered as indicated below:
 - a. Programs with no published application deadline
 - Seats designated for Indigenous learners that are not allocated will be released two (2) months before the start of a program; and
 - Eligible Indigenous learners who apply after the designated seats have been released (within two (2) months of the start of a program) will have priority admission should a seat become available.
 - b. Programs with non-competitive entry and where an admission requirement is in progress
 - Conditional admission will be offered provided interim documentation is submitted that supports the successful completion of that pre-requisite. Proof of successful completion will be required before the start of the program.
 - c. Programs with published application deadlines
 - Designated seats will be held until the admission processes have been completed, and if no eligible applications from Indigenous learners have been received, designated seats will be released.
 - d. Programs with competitive admission
 - Designated seats will be held for Indigenous learners who meet at least the minimum program requirements until the selection process is complete.
 - Where there are more than two Indigenous applicants who meet the minimum requirements but who do not gain admission through the competitive process, offers of admission will be given on a first come first serve basis.
 - ~~a.e.~~ Programs that require ~~at~~ the submission of a portfolio, or an audition, seats will be reserved until the submission deadline or audition date.
 - ~~Timelines~~ Designated seats will be held until the selection process is complete.

Course Registration

- ~~6.7.~~ Course registration for Indigenous learners will open two days before the scheduled start of course registration.
- ~~7.~~ Registration for Indigenous students into all courses will be scheduled two days before other students are allowed to register.
- ~~8.~~ The IECE Department will invite students to the early registration session.
- ~~9.~~ For Continuing Studies courses, two seats will be held for Indigenous students until two weeks prior to the course start date.

Funding

- ~~10.~~ When an Indigenous student is accepted, the IECE Department must be notified.
- ~~11.~~ The IECE Department will support and follow up with the students to ensure the process for funding is underway.

~~12. Additional time is often required for Indigenous students to secure funding. The College will exercise flexibility around tuition and fee payments, including tuition deposits/commitment deadlines where applicable, provided all admission requirements have been satisfied by the applicant.~~

~~Admissions Clerks should not withdraw Indigenous from programs or courses until they have confirmed with the IECE Department that the student is not receiving funding. The IECE Department 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 RESOURCES

D.3.10 Indigenous Education Enrolment Policy



DECISION NOTE

PREPARED FOR: Board of Governors

DATE: November 23, 2022

ISSUE: **RECOMMENDATION FOR BOARD APPROVAL:**
Revisions to D.1.3 Copyright Policy and Procedures

BACKGROUND:

D.1.3 Copyright Policy and Procedures underwent a scheduled five-year review. The main change to the policy was to add recognition of Indigenous Peoples' rights regarding Indigenous knowledge as outlined in the [United Nations Declaration on the Rights of Indigenous Peoples \(UNDRIP\)](#). Policy writer V. Adams consulted with D. Wells, VP Academic & Research, and R. Noel, Associate Director, Student Recruitment and Learner Engagement, around language.

DISCUSSION:

The draft policy and procedures were discussed at the August 10, 2022 Education Policy Committee meeting. The committee suggested only minor edits (adding "or designate" to the reference to the Dean, Indigenous Initiatives (procedure #4); and listing the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) under related resources).

The committee approved posting the policy for College feedback, which was open from August 11 to September 1, 2022. Feedback was reviewed by the policy writer and discussed at the September 7 committee meeting.

One suggestion was to include more guidance around the use of online materials, Creative Commons and Open Educational Resources (OER). It was agreed not to add more details to the policy, as these points are addressed through copyright education, including workshops run by the Copyright Coordinator and the online [Copyright Guide](#).

It was clarified that questions regarding the respectful use and protection of Indigenous knowledge should be discussed with both the Copyright Coordinator and the Dean or designate, Indigenous Initiatives (procedure #4).

Minor edits included clarification on the location of the Copyright Guide and adding a link to [UNDRIP](#).

A more substantive change requested by the committee was to include intellectual property in policy principle #2. V. Adams noted that during the 2016 policy revision, the idea of creating a separate policy on Indigenous knowledge and intellectual property emerged. C. Little, Associate Director, Indigenous Education and Community Engagement (acting), will take this back for consideration.

As this policy is Board approved only, the revised policy was presented to Education Council on September 8, 2022 for information. No additional comments were made. It was reviewed and approved by Governance Committee on October 11, 2022.

RECOMMENDATION:

THAT, on the recommendation of the Governance Committee, the Board of Governors approve revisions to D.1.3 Copyright Policy and Procedures.

ATTACHMENTS:

APPENDIX A:	D.1.3 Copyright Policy and Procedures. (Clean copy)
APPENDIX B	D.1.3 Copyright Policy and Procedures. (Tracked Copy)
APPENDIX C:	D.1.3 Copyright Policy and Procedures. (Clean Copy)
APPENDIX D:	D.1.3 Copyright Policy and Procedures. (Tracked Copy)

PREPARED BY: David Wells, VP Academic & Research

DATE: October 13, 2022



APPENDIX A CLEAN COPY

POLICY

Policy Name	Copyright
Policy Number	D.1.3
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Research
Last Full Review	
Last Revised	June 8, 2016

CONTEXT AND PURPOSE

Vancouver Community College (VCC; the College) is in compliance with the provisions of the *Copyright Act of Canada* and is committed to the fair and ethical use of copyrighted materials at the College. VCC supports the right of Indigenous peoples to maintain, control, protect, and develop Indigenous knowledge as outlined in the United Nations Declaration on the Rights of Indigenous Peoples.

DEFINITIONS

Copyright: The sole right of the copyright owner of a work to produce, copy, perform, publish, adapt, translate or telecommunicate that work and to authorize others to do the same.

Copyright Act of Canada: The Federal legislation that governs all matters related to copyright.

Copyright Cooperative: An organization that represents creators and licenses the use of their work.

Copyright Coordinator: A librarian at the College with expertise on copyright matters, who maintains copyright information, obtains copyright permissions where required, and who provides copyright information, guidance, and workshops.

Fair Dealing: The provision in the Copyright Act that allows limited copying and communicating of a work for the purposes of research, private study, education, criticism, review, news reporting, satire, and parody.

License agreement: A contract which outlines how licensed materials may be used.

SCOPE AND LIMITS

This policy applies to all employees and students at VCC and is subject to applicable federal and international laws and to licensing agreements.

POLICY PRINCIPLES

1. All College employees and students are responsible for using copyright protected works in accordance with the *Copyright Act* and within the terms of negotiated license agreements.
2. With regard to the respectful use and protection of Indigenous knowledge and intellectual property, College employees and students will follow the guidance of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Article 31 (Appendix A).
3. It is the responsibility of each individual to be familiar with the College *Copyright Policy*, *Copyright Act* and *Fair Dealing Guidelines*.
4. The College maintains a Copyright Coordinator position in the Library and appropriate resources to provide copyright information through the Library website and to support the College in copyright compliance.
5. College employees and students may reproduce and use copyright protected works for educational purposes where the *Copyright Act*, *Fair Dealing Guidelines* and/or license agreements permit such use.
6. When reproduction or use of materials for instructional purposes is not permitted under the above, permission must be sought through the Copyright Coordinator.

RELATED RESOURCES

Legislation

Copyright Act, RSC 1985, c C-42 <https://laws-lois.justice.gc.ca/eng/acts/c-42/>

[United Nations Declaration on the Rights of Indigenous Peoples \(UNDRIP\)](#)

VCC Policies and Procedures

D.1.3 Copyright Procedures

D.1.4 Curriculum/Educational/Institutional Material Created within the College

APPENDIX A**United Nations Declaration of the Rights of Indigenous Peoples*****Article 31***

1. Indigenous peoples have the right to maintain, control, protect and develop their cultural heritage, traditional knowledge and traditional cultural expressions, as well as the manifestations of their sciences, technologies and cultures, including human and genetic resources, seeds, medicines, knowledge of the properties of fauna and flora, oral traditions, literatures, designs, sports and traditional games and visual and performing arts. They also have the right to maintain, control, protect and develop their intellectual property over such cultural heritage, traditional knowledge, and traditional cultural expressions.
2. In conjunction with Indigenous peoples, States shall take effective measures to recognize and protect the exercise of these rights.



POLICY

Policy Name	Copyright
Policy Number	D.1.3
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Research
Last Full Review	
Last Revised	DRAFT: September 7, 2022

CONTEXT AND PURPOSE

Vancouver Community College (VCC; the College) is in compliance with the provisions of the *Copyright Act of Canada* and is committed to the fair and ethical use of copyrighted materials at the College. [VCC supports the right of Indigenous Peoples to maintain, control, protect, and develop Indigenous knowledge as outlined in the United Nations Declaration on the Rights of Indigenous Peoples.](#)

DEFINITIONS

Copyright: The sole right of the copyright owner of a work to produce, copy, perform, publish, adapt, translate or telecommunicate that work and to authorize others to do the same.

Copyright Act of Canada: The Federal legislation that governs all matters related to copyright.

Copyright Cooperative: An organization that represents creators and licenses the use of their work.

Copyright Coordinator: A librarian at the College with expertise on copyright matters, who maintains copyright information, obtains copyright permissions where required, and who provides copyright information, guidance, and workshops.

Fair Dealing: The provision in the Copyright Act that allows limited copying and communicating of a work for the purposes of research, private study, education, criticism, review, news reporting, satire, and parody.

License agreement: A contract which outlines how licensed materials may be used.

SCOPE AND LIMITS

This policy applies to all employees and students at VCC and is subject to applicable federal and international laws and to licensing agreements.

POLICY PRINCIPLES

1. All College employees and students are responsible for using copyright protected works in accordance with the *Copyright Act* and within the terms of negotiated license agreements.
2. With regard to the respectful use and protection of Indigenous knowledge and intellectual property, College employees and students will follow the guidance of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Article 31 (Appendix A).
- ~~2.3.~~ It is the responsibility of each individual to be familiar with the College *Copyright Policy*, *Copyright Act* and *Fair Dealing Guidelines*.
- ~~3.4.~~ The College maintains a Copyright Coordinator position in the Library and appropriate resources to provide copyright information through the Library website and to support the College in copyright compliance.
- ~~4.5.~~ College employees and students may reproduce and use copyright protected works for educational purposes where the *Copyright Act*, *Fair Dealing Guidelines* and/or license agreements permit such use.
- ~~5.6.~~ When reproduction or use of materials for instructional purposes is not permitted under the above, permission must be sought through the Copyright Coordinator.

RELATED RESOURCES

Legislation

Copyright Act, RSC 1985, c C-42 <https://laws-lois.justice.gc.ca/eng/acts/c-42/>

[United Nations Declaration on the Rights of Indigenous Peoples \(UNDRIP\)](#)

VCC Policies and Procedures

D.1.3 Copyright Procedures

D.1.4 Curriculum/Educational/Institutional Material Created within the College

APPENDIX A

United Nations Declaration of the Rights of Indigenous Peoples

Article 31

1. Indigenous peoples have the right to maintain, control, protect and develop their cultural heritage, traditional knowledge and traditional cultural expressions, as well as the manifestations of their sciences, technologies and cultures, including human and genetic resources, seeds, medicines, knowledge of the properties of fauna and flora, oral traditions, literatures, designs, sports and traditional games and visual and performing arts. They also have the right to maintain, control, protect and develop their intellectual property over such cultural heritage, traditional knowledge, and traditional cultural expressions.
- ~~1.2.~~ In conjunction with indigenous peoples, States shall take effective measures to recognize and protect the exercise of these rights.



APPENDIX C CLEAN COPY

PROCEDURES

Procedures Name	Copyright
Procedures Number	D.1.3
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Research
Last Full Review	
Last Updated	June 8, 2016

1. Information regarding the use of copyrighted materials for education purposes is available in the Copyright Guide webpage located on the Library website.
2. It is the responsibility of each individual to be familiar with the College *Copyright Policy*, *Copyright Act* and *Fair Dealing Guidelines*. Employees and students are responsible for consulting the Copyright Guide prior to copying, using, distributing and posting copyrighted materials in face-to-face or online courses.
3. Questions regarding the Copyright Guide should be directed to the Copyright Coordinator or another librarian.
4. Questions regarding the respectful use and protection of Indigenous knowledge should be directed to the Copyright Coordinator and the Dean or designate, Indigenous Initiatives.
5. College and departmental copyright workshops and individual consultations are offered by the Copyright Coordinator on a continual basis.
6. When the Copyright Act, Fair Dealing Guidelines and/or licensing agreements do not allow for the instructional use of copyrighted materials, employees should contact the Copyright Coordinator to initiate a copyright permission request with the copyright owner or copyright cooperative.
7. Records for all copyright clearances, permissions and licenses are retained by the Copyright Coordinator.

RELATED RESOURCES

D.1.3 Copyright Policy

[The United Nations Declaration on the Rights of Indigenous Peoples \(UNDRIP\)](#)



**APPENDIX D
TRACKED COPY**

PROCEDURES

Procedures Name	Copyright
Procedures Number	D.1.3
Approval Body	Board of Governors
Policy Sponsor	Vice President, Academic & Research
Last Full Review	
Last Updated	DRAFT: September 7, 2022

1. Information regarding the use of copyrighted materials for education purposes is available in the Copyright Guide [webpage](#) located on the Library website.
2. It is the responsibility of each individual to be familiar with the College *Copyright Policy*, *Copyright Act* and *Fair Dealing Guidelines*. Employees and students are responsible for consulting the Copyright Guide prior to copying, using ~~and~~, distributing [and posting](#) copyrighted materials in face-to-face or online courses.
3. Questions regarding the Copyright Guide should be directed to the Copyright Coordinator or another librarian.
4. [Questions regarding the respectful use and protection of Indigenous knowledge should be directed to the Copyright Coordinator and the Dean or designate, Indigenous Initiatives.](#)
5. College and departmental copyright workshops ~~are offered several times a year by the Copyright Coordinator~~ and individual consultations are offered [by the Copyright Coordinator](#) on a continual basis.
6. When the Copyright Act, Fair Dealing Guidelines and/or licensing agreements do not allow for the instructional use of copyrighted materials, employees should contact the Copyright Coordinator to initiate a copyright permission request with the copyright owner or copyright cooperative.
7. Records for all copyright clearances, permissions and licenses are retained by the Copyright Coordinator.

RELATED RESOURCES

D.1.3 Copyright Policy

[The United Nations Declaration on the Rights of Indigenous Peoples \(UNDRIP\)](#)