

**MINUTES OF THE PUBLIC MEETING OF THE BOARD OF GOVERNORS
OF VANCOUVER COMMUNITY COLLEGE
HELD ON JUNE 29, 2015 AT THE DOWNTOWN CAMPUS**

Board Members: Eugene Hodgson (Chair), Pam Ryan, Ted McGurk, Jim Storie, Rick Stokes, Sumit Ahuja, Chloe Choi, Erin Klis, Ambra Simonella, Claire Marshall, Garth Manning

Ex-Officio: Peter Nunoda, Todd Rowlett

Staff Resources/Guests: Irene Young, Linda Sanderson, Judith McGillivray, Karen Wilson, Samantha Welsh, Deanna Bates, Karen Shortt, Surinder Aulakh, David Wells, Angela Blake

The meeting was called to order at 6:13 p.m. by Mr. Hodgson. Ms. Blake acted as Secretary of the meeting. Mr. Hodgson declared the meeting to be properly called and constituted.

APPROVAL OF AGENDA

Mr. Hodgson asked if there were any proposed amendments to the agenda for the meeting, a copy of which was provided with the meeting materials. As no amendments were suggested, the agenda, as set out in the meeting materials, was adopted.

MINUTES OF PRIOR MEETING

Mr. Hodgson referred to the draft minutes of the May 27, 2015 public Board meeting provided with the meeting materials.

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

RESOLVED THAT the minutes of the public Board of Governors meeting held on May 27, 2015 are approved.

CHAIR REMARKS

Mr. Hodgson commented that he had the pleasure of speaking at his third convocation ceremony last week and was again very impressed with the calibre of the students and their future prospects. He also stated that he would like to ensure all VCC stakeholders understand that if issues arise at the College, the Board is open to comments and suggestions.

PRESIDENT REPORT

Dr. Nunoda referred to the information note included in the meeting materials with respect to current VCC news and events. He highlighted his great pleasure of presiding at the convocation ceremonies and that he was also very impressed by the graduates.

FINANCE & AUDIT COMMITTEE REPORT

2015/16 Operating Budget and 2015/16 Enrolment Plan

Mr. McGurk advised that the draft budget and Enrolment Plan were extensively discussed at the Finance and Audit Committee meeting on June 17, 2015, noting that, given the Committee asked that the leadership team provide additional information with respect to the budget and the Plan, they had not made a pre-recommendation as to whether the Board should approve the budget or the Plan, particularly given the importance of proper enrolment projections on actual financial results.

Ms. Young presented a PowerPoint presentation based on the budget summary included in the meeting materials, noting that the presentation will be made available online. She stated that although it has been a very challenging year for VCC, the leadership team has produced a balanced budget. Ms. Young discussed the ongoing downward pressure created by lost revenue and unfunded costs at VCC since 2011/12, with the biggest cuts coming in 2014/15 due to the loss of ESL funding. At the same time, capital needs, such as building upgrades, have increased.

Ms. Young then discussed revenue trends and key components of revenue, including grants, fees and contracts, and trends in FTE since 2011/12, as well as key budget assumptions. She also discussed external pressures, including costs related to the loss of ESL; decreased government funding and capital funding; and collective agreement pressures, and new revenue opportunities, including the SFU university transfer program; tuition from ESL Pathways and ABE; increased tuition from renewed programs; an increase in certain fees; and an increase in international student enrolment. She noted that internal priorities for 2015/16 include a salary step increase; aging facilities maintenance costs; investment in revitalizing Continuing Studies programs; VCC Foundation revitalization; marketing investment; and internal bursaries to ABE students.

Ms. Young also discussed the 2015/16 budget as compared to 2014/15 actual results, and key expected changes, including expected decreases in salaries, benefits and expenses, and increases in tuition and student fees, while noting that the impact of new fees on enrolment in programs such as ABE is unknown. The key risks to meeting the budget are that the LINC contract is not renewed and projected enrolment for programs such as ABE and ESL is not achieved.

Extensive discussion ensued among the Board with respect to the various budget components, including risks related to achieving expected enrolment and tuition projections and the proposed implementation of new College fees.

Ms. McGillivray then summarized the 2015/16 Enrolment Plan. She advised that the format of the Plan had changed as compared to previous years. She noted that each dean provided input with respect to their particular department's numbers and the deans were available at the meeting to respond to any questions. Ms. McGillivray responded to questions from the Board with respect to the expected accuracy of the projections given significant shortfalls in prior years, noting that the projections have been based on three year actual rolling data, not just on enrolment capacity.

Mr. Rowlett advised that EdCo recommends that the Board approve the Enrolment Plan, however wants to ensure that the process to assist students with obtaining funding for School of Access programs is clarified, as this could negatively affect enrolment.

Dr. Nunoda advised that the leadership team is comfortable with the projections, and intends to monitor September 2015 ABE enrolment on a weekly basis, as well as to undertake targeted marketing to boost enrolment.

Extensive discussion ensued with respect to how enrolment projections and actual capacity are determined, as well as how the leadership team intends to fill the gap between current and projected enrolment for ABE and ESL programs. The Board requested monthly updates on actual enrolment because of its significant impact on financial results.

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

RESOLVED THAT the Board of Governors approves the fiscal 2015/16 Operating Budget, in the form presented at the meeting.

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

RESOLVED THAT the Board of Governors approves the 2015/16 Enrolment Plan, in the form presented at the meeting.

ONE-TIME TUITION WAIVER – ECCE CERTIFICATE – INFANT TODDLER OR SPECIAL NEEDS

Ms. Young summarized the decision note contained in the meeting materials with respect to a one time tuition waiver for students taking Post-Basic ECCE Certificate Programs in Infant Toddler or Special Needs. It was noted that, going forward, budgets for new fee increases or approvals should incorporate a contingency for potential tuition waivers as this affects the cost viability of the applicable programs.

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

RESOLVED THAT the Board of Governors approves a one-time tuition waiver of \$1,400 per student to reduce the tuition fees for the Early Childhood Care and Education (ECCE) Infant Toddler and Special Needs Diploma programs to \$5,600 per student for students enrolling in such programs in September 2015.

APPROVAL OF POLICIES AND PROCEDURES

Approval of Revised Policy A.3.7 Environmental Policy and Procedures

Ms. Young summarized the decision note included in the meeting materials with respect to the approval of revised Policy A.3.7 *Environmental Policy and Procedures*, which was prepared in consultation with the Environment & Sustainability Advisor Group (ESAG) and was posted on VCC's website for public comment, with no comments received. Ms. Young and Mr. Aulakh responded to questions regarding the composition, cost of funding, and role of the ESAG, as well as the costs of compliance with other procedures called for under the revised policy, such as LEED compliance, and how complying with specific procedural requirements would impact VCC stakeholders. Ms. Young noted that the Province requires that all new buildings meet the LEED Gold standard and the College is required to comply with that, and the leadership team will consider the other specific procedural recommendations to confirm that they are appropriate.

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

RESOLVED THAT the Board of Governors approves revised *Policy A.3.7 Environmental Policy and Environmental Procedures*, each in the form presented at the meeting.

Approval of Revised Policy B.5.2 Appropriate and Responsible Use of Educational and Information Technology

Mr. Madan summarized the decision note included in the meeting materials with respect to the approval of revised Policy B.5.2. *Appropriate and Responsible Use of Educational and Information Technology*. He described the background for renewal of the original 2003 policy to bring it up to current practices and the consultation process undertaken, noting that only two comments were received, both of which were incorporated into the revised policy.

In response to a question as to why no procedures accompanied the policy, Mr. Madan advised that the original policy did not include separate procedures and the intent was to keep the revised policy as similar as possible to the existing policy. Extensive discussion ensued as to whether the policy was in an acceptable format, given that the typical VCC standard requires separate policy and procedure documents, following which it was agreed that the draft motion included in the decision note should be revised to reflect that the revised policy would be approved subject to the leadership team preparing separate procedures to support the revised policy, and presenting the same for approval at the next public Board meeting.

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

RESOLVED THAT the Board of Governors approves, on an interim basis, revised *Policy B.5.2 – Appropriate and Responsible Use of Education Information Technology Policy*, in the form presented at the meeting, provided that a revised draft of the Policy and Procedures, in VCC's prescribed format, be presented to the Board for consideration at the next public Board meeting.

Approval of Revised Policy B.5.4 Electronic Mail Policy (Employees)

Mr. Madan summarized the decision note included in the meeting materials with respect to the approval of revised Policy B.5.4. *Electronic Mail Policy (Employees)*. As with revised Policy B.5.2, it was agreed that the motion should call for the provisional approval of the revised policy, subject to preparation of a standalone procedures document to be presented at the next public Board meeting. It was also noted that the section of the policy entitled "Definitions (Summary of Guidelines)" should be renamed "Summary of Guidelines" given that it does not contain any definitions.

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

RESOLVED THAT the Board of Governors approves, on an interim basis, revised *Policy B.5.4 – Electronic Mail Policy (Employees)*, in the form presented at the meeting, provided that a revised draft of the Policy and Procedures, in VCC's prescribed format, be presented to the Board for consideration at the next public Board meeting.

EDUCATION COUNCIL

Education Council Report

Mr. Rowlatt referred to the information note included in the meeting materials that summarized proceedings at recent meetings of EdCo, including recommendations with respect to the Enrolment Plan and EdCo's advice that the Board not approve the proposed Faculty Sick Leave Replacement Policy. Dr. Nunoda advised that he does not believe the policy is subject to Board approval as it is strictly an HR matter.

Suspension of Denturist Program

Mr. Rowlatt referred to the decision note included in the meeting materials with respect to EdCo's recommendation that the Board not approve the suspension of the Denturist Program. Ms. McGillivray summarized the rationale for the suspension, indicating that the intention was to reinstate the program once it has gone through the program renewal process. Dr. Nunoda stated that suspensions, unlike cancellations, are not subject to Board approval.

Cancellation of Kitchen & Bath Diploma

Mr. Rowlatt summarized the decision note contained in the meeting materials with respect to EdCo's recommendation that the Board approve the cancellation of the Kitchen and Bath Design Diploma on the basis of lack of enrolment due to industry changes, including that the standard practice in this area now is a degree rather than a diploma program, and the VCC diploma does not easily transfer credits into a degree program. He noted that VCC will continue to run a one year Interior Design certificate program. A question was raised regarding the impact on students enrolled in the program and whether they will be at a disadvantage as a result of the cancellation. Ms. McGillivray advised that affected students had been encouraged to contact the dean.

UPON MOTION duly made, seconded and carried, with Ambra Simonella abstaining, the following resolution was approved and adopted:

RESOLVED THAT, on the advice of Education Council, the Board of Governors approves the cancellation of the Kitchen and Bath Design Diploma.

Cancellation of Bachelor of Performing Arts Degree

Mr. Rowlatt summarized the decision note contained in the meeting materials with respect to EdCo's recommendation that the Board approve the cancellation of the Bachelor of Performing Arts degree program. He noted EdCo's concerns with respect to whether the decision to cancel would reflect badly on AVED's perception of VCC's ability to collaborate effectively with other post-secondary institutions and the timing of notification of the other program partners, given that the cancellation had not yet been approved by the Board. Ms. McGillivray responded to questions with respect to the basis for offering the program, given that no VCC students have participated historically.

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

RESOLVED THAT, on the advice of Education Council, the Board of Governors approves the cancellation of the Bachelor of Performing Arts Degree program as a VCC offering, and approves the withdrawal of

VCC from the 2005 Memorandum of Understanding with Langara College, Capilano University and Douglas College.

Approval of New Credential – Acute Care Skills for Health Care Assistants

Mr. Rowlett summarized the decision note contained in the meeting materials with respect to EdCo's recommendation that the Board approve a new Acute Care for Health Care Assistants Citation credential, noting that EdCo identified minimal financial impact with respect to the creation of the credential. The program dean responded to questions from the Board with respect to demand for the citation, tuition fees, eligible students and outreach opportunities with aboriginal communities.

Ms. McGillivray advised that she would provide the Finance and Audit Committee with financial information with respect to the program to ensure that the tuition fees reflect current market conditions.

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

RESOLVED THAT, on the advice of Education Council, the Board of Governors approves (i) the Acute Care for Health Care Assistants Citation credential, and (ii) the implementation of the Acute Care for Health Care Assistants Citation program.

Approval of Revisions to Policy C.3.10 Affiliation Agreements (Education) Policy and Procedures

Mr. Rowlett summarized the decision note included in the meeting materials with respect to the approval of revised Policy C.3.10 *Affiliation Agreements (Education) Policy and Procedures*. It was noted that the revised policy does not include a business case step – rather it jumps from an exploratory stage to a letter of intent. Ms. McGillivray advised that the business component is attached to each of the three stages of review and advised that the Finance and Audit Committee would be kept updated throughout each stage of any review process. The Board also discussed how VCC will assess the reputation of potential partner institutions.

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

RESOLVED THAT, on the advice of Education Council, the Board of Governors approves revised *Policy C.3.10 Affiliation Agreements (Education) Policy and Procedures*, each in the form presented at the meeting.

VSB Affiliation Agreement – Health Care Assistant Program

Mr. Rowlett summarized the decision note included in the meeting materials with respect to the approval of an affiliation agreement between VCC and the Vancouver School Board (VSB) related to the VCC Health Care Assistant Program, pursuant to which two VSB students will join the program in August 2015. The Board discussed the potential participants and whether there would be any parental consent requirements.

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

RESOLVED THAT, on the advice of Education Council, the Board of Governors approves the affiliation agreement between Vancouver Community College and the Vancouver School Board (VSB), in the form

presented at the meeting, with respect to the entry of two VSB students into the VCC Health Care Assistant Program in August 2015.

APPROVAL OF CAMPUS RESOURCE FEE

Ms. Jamie Choi referred to the decision note included in the meeting materials with respect to the implementation of a new campus resource fee to be imposed across all programs. She advised that the leadership team was looking for ways to increase revenues in order to balance the budget. In the past, VCC has been able to provide services without charging students fees but now it has become necessary to charge fees due to financial need. Ms. Choi discussed how the proposed fees compare to fees charged by other institutions in BC, as described in the decision note.

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

RESOLVED THAT the Board of Governors approves a Category 1 campus resource fee of 4% of tuition fees for all existing programs except those in Category 2 (as set out in the decision note included in the meeting materials).

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

RESOLVED THAT the Board of Governors approves a Category 2 campus resource fee of 2% of tuition fees for those courses and programs that have had substantially revised curriculum and higher base tuition fees in the past two years.

UPDATES

Results of Auditor General IT Audit

Mr. Madan summarized the results of the BC Auditor General IT audit of VCC, as described in the information note contained in the meeting materials. He advised that VCC had improved in all key areas and its results were above average compared to all other colleges in British Columbia in all areas of the audit. The Board congratulated Mr. Madan and his team on achieving best in class and on VCC's scores as compared to its peers.

Dark Fibre Implementation

Mr. Madan summarized the information note included in the meeting materials with respect to the dark fibre installation, highlighting the improvements and benefits realized by VCC to date and next steps with respect to the implementation of new technology solutions.

CONSTITUENCY GROUP UPDATES

SUVCC

Ms. Welsh thanked the Board and leadership team for their work with respect to the budget, noting that the Student Union understands the difficulty in balancing a budget when there are not sufficient funds available. She advised that they have been diligently lobbying the government in this regard, including working with other post-secondary institutions in BC and national student organizations. She provided an update with respect to the recent activities of the Student Union and also requested that the Board

expand the definition of "student" to include members of the community, in order for the community voice to be better represented at VCC

CUPE

Ms. Bates provided an update with respect to CUPE's recent activities, noting that they previously circulated a budget review analysis to the Board. She advised that CUPE was not given an opportunity to speak with respect to the budget prior to it being passed, which has been possible in prior years. Mr. Hodgson acknowledged receipt of the CUPE memo and advised it would be discussed at the next Finance and Audit Committee meeting.

VCCFA

Ms. Shortt referred to the Faculty Association report provided to the Board at the meeting, with a focus on the ABE funding issue and projected lower enrolment. She advised that it is critical that VCC let the community know that there is funding through the Adult Upgrade Grant and VCC for eligible students. With respect to the suspension of the Denturist Program, she noted that the Faculty Association will be looking forward to the renewed program being brought forward.


Mr. Hodgson thanked the constituency group representatives for their comments.

NEXT MEETING

It was confirmed the next public Board meeting will be held in October on a date to be determined.

TERMINATION

There being no further business, the meeting was terminated at 8:58 p.m.



Jim Storie
Interim Board Chair