



## Vancouver Community College Board of Governors

### Public Meeting Agenda

May 27, 2021 at 5:30 p.m.

#### Zoom Video:

<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)  
 Mike Tourigny (Chair, FAC)  
 Mahin Rashid (Chair, Governance)  
 Karen Brooke  
 Ladan Sahraei  
 Nadia Belokopitov  
 Paul Yeung  
 Rene-John Nicolas  
 Sahil Arora  
 Seung Oh  
 Shobha Rajagopalan  
 Sue Hammell

##### Ex-Officio

Ajay Patel President & CEO  
 Elle Ting Chair, Education Council

##### Staff Resources

David Wells VP, Academic & Applied Research  
 Ian Humphreys VP, Admin & International Development  
 Jane Shin VP, Students & Community Development (Interim)  
 Kate Dickerson VP, People Services  
 Clayton Munro AVP, Student & Enrolment Services (Interim)  
 Elmer Wansink AVP, IT & CIO  
 Tannis Morgan AVP, Academic Innovation  
 Jamie Choi ED, Finance & CFO  
 Karen Wilson ED, Marketing & Communications  
 Deborah Lucas Executive Assistant, Board of Governors Director  
 Surinder Aulakh Safety, Security & Risk  
 Carmen Curman Interpreter  
 Lisz Keallen Interpreter

##### Guests

Taryn Thomson President, VCCFA  
 Chris Joyce President, CUPE Local 4627  
 Sydney Sullivan Executive Director, SUVCC  
 Eddy Gooch Student, VCC Bachelor of Nursing Program

**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.	<b>CALL TO ORDER, LAND ACKNOWLEDGEMENT &amp; OPENING REMARKS</b>		J. Hartman/ S. Rajagopalan /A. Patel	7 min		
2.	<b>APPROVAL OF AGENDA/CONSENT AGENDA</b>		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>	Decision				
	<b>2.1</b> Minutes: Mar 31, 2021 Public Meeting				✓	3
	<b>2.2</b> News & Events				✓	9
	<b>2.3</b> VCCFA Report				✓	11
3.	<b>ACTION TRACKER</b>	Info	J. Hartman	1 min		

No brought forward actions from Mar 31, 2021.

Item	Topic	Action	Speaker	Time	Attach	Page
4.	<b>COVID-19 UPDATE</b>	Info	A. Patel/ S. Aulakh	10 min		
5.	<b>CONSTITUENCY GROUP REPORTS</b>					
5.1	CUPE Local 4627	Info	Constituency Reps	5 min each	✓	11
5.2	VCCFA					
5.3	SUVCC					
6.	<b>EDUCATION COUNCIL REPORT</b>		E. Ting	10 min		
6.1	Chair's Report	Info			✓	13
6.2	Academic Year (formerly Academic Schedule)	Decision			✓	15
7.	<b>FINANCE AND AUDIT COMMITTEE REPORT</b>		M. Tourigny	10 min		
7.1	Chair's Report	Info				
7.2	Financial Performance (Period End Mar 31, 2021)	Info			✓	20
7.3	2020/21 Audited Financial Statements	Decision			✓	25
8.	<b>GOVERNANCE COMMITTEE REPORT</b>		M. Rashid	10 min		
8.1	Chair's Report	Info				
8.2	D.4.3 Student Non-Academic Conduct	Decision			✓	51
9.	<b>HUMAN RESOURCES COMMITTEE REPORT</b>		J. Hartman	5 min		
9.1	Chair's Report	Info				
10.	<b>NEW BUSINESS</b>					
10.1	Student Guest: Eddy Gooch	Info	A. Patel	15 min		
11.	<b>NEXT MEETING &amp; ADJOURNMENT</b>	Info	J. Hartman	1 min		

Next meeting: Jun 30, 2021



## VANCOUVER COMMUNITY COLLEGE BOARD OF GOVERNORS

### **DRAFT** PUBLIC MEETING MINUTES

March 31, 2021

5:30 p.m. Zoom Video Conference

#### ATTENDANCE

##### Board Members

Joey Hartman (Chair, Board/HRC)  
 Libby Davies (Vice Chair)  
 Mike Tourigny (Chair, FAC)  
 Mahin Rashid (Chair, GC)  
 Karen Brooke  
 Ladan Sahraei  
 Nadia Belokopitov  
 Paul Yeung  
 Rene-John Nicolas  
 Sahil Arora (REGRETS)  
 Seung Oh  
 Shobha Rajagopalan  
 Sue Hammell (REGRETS)

##### Staff Resources

Deborah Lucas	Executive Assistant, Board of Governors
David Wells	VP, Academic & Applied Research
Ian Humphreys	VP, Admin & International Development
Jane Shin	VP, Students & Community Development (Interim)
Elmer Wansink	AVP, IT & CIO
Clayton Munro	AVP, Student & Enrolment Services (Interim)
Tannis Morgan	AVP, Academic Innovation
Jamie Choi	ED, Finance & CFO
Karen Wilson	ED, Marketing & Communications
Darlene Hodgson	Director, Human Resources (Interim)
Surinder Aulakh	Director, Safety, Security and Risk
Carmen Curman	Interpreter
Lisz Keallen	Interpreter

##### Ex-Officio

Ajay Patel	President & CEO
Elle Ting	Chair, Education Council

##### Guests

Taryn Thomson	President, VCCFA
Brendan Frith	Dept. Leader, Heavy Mechanical Trades (HMT)
Deanne Bates	Chief Shop Steward, CUPE Local 4627
Sydney Sullivan	Executive Director, SUVCC

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

#### 1. CALL TO ORDER, LAND ACKNOWLEDGEMENT & OPENING REMARKS

- J. Hartman called the meeting to order at 5.31 p.m. The land acknowledgement was presented by L. Davies. J. Hartman presented opening remarks:
  - Welcomed Tannis Morgan to VCC in the role of Associate Vice President, Academic Innovation.
  - On May 21, N. Belokopitov will attend a Ministry hosted, virtual gathering of Indigenous board members. This is the second meeting of this group. Guests will discuss challenges and opportunities in Indigenous post-secondary education and training. Board members have also registered for San'yas Indigenous Cultural training; created with the goal to promote positive partnerships between service providers and Indigenous people.
  - The Board Chair, Vice Chair and President have met with the Hon. Ravi Kahlon, Minister of Jobs, Economic Recovery and Innovation, and Brenda Bailey, Parliamentary Secretary for Technology and Innovation. On Apr 1, they meet with Hon. Melanie Mark, Minister of Tourism, Arts, Culture and Sport. These are opportunities to share more about VCC and its future, including the campus redevelopment and the broader Strategic Innovation Plan that it fits within.

- A. Patel presented opening remarks:
  - Introduced Tannis Morgan and she gave a short introduction to the Board.
  - Reba Noel (Dean, Indigenous Initiatives) joined Colleges and Institutes Canada Indigenous Education Advisory Committee. Its purpose is to advance our collective commitment to reconciliation, decolonization and indigenization.
  - Introduced VCC’s in-house designed “Feel the Effect Campaign”. The concept showcases VCC’s impactful contributions to its surrounding community, the city & the province. A. Patel thanked VCC’s talented Marketing & Communications team for their work.
  - Staff, Faculty and organisers were acknowledged for their contribution to the Wellness and Mental Health workshops and activities. The events have been well received and he has enjoyed doing something which connects people and betters our wellbeing.
  - VCC will receive \$168K of government funds to support students in financial need at this time. \$17K is dedicated to Indigenous students. The approach to distributing these funds will be decided swiftly. VCC continues to source funding through the VCC Foundation.

## 2. APPROVAL OF AGENDA AND CONSENT AGENDA

- J. Hartman noted missed correspondence from Item 2.4.
  - Feb 17: Letter from MLA Andrew Mercier, Parliamentary Secretary for Skills Training: Acknowledging receipt of VCC's introduction letter.

**MOTION:** THAT the VCC Board of Governors approve the Mar 31, 2021 agenda and approve/acknowledge receipt of the following items on the consent agenda:

- 2.1 Minutes: Feb 10, 2021 Public Meeting
- 2.2 Decision Note: Change of Board Meeting Cycle
- 2.3 Info Note: OAG Exec. Comp Disclosures Audit
- 2.4 Board Correspondence
- 2.5 News & Events
- 2.6 VCCFA Report

**Moved, Seconded & CARRIED (Unanimously)**

## 3. ACTION TRACKER

- No brought forward actions from Feb 10, 2021 public meeting.

## 4. COVID-19 UPDATE

- S. Aulakh presented an update to the Board. VCC is addressing COVID-19 issues as they arise and has established a Recovery Working Group to bring students and staff back on campus; adhering to the Ministry’s timeline.
- This group will identify strategies and how best to implement them, as well as hear concerns of stakeholders and discuss how to mitigate them.
- In continued support of the province’s COVID-19 recovery efforts, VCC has offered space alongside the current outdoor test collection site at the Broadway Campus, to the Vancouver Coastal Health to host vaccination clinics during Phase 2 of B.C.’s Immunization Plan.

## 5. CONSTITUENCY GROUP UPDATES

### 5.1 CUPE Local 4627: Presented by CUPE Local 4627 Chief Shop Steward, D. Bates

- Following the issuance of consultation notices to CUPE and VCCFA regarding the future of VCC’s Heavy Mechanical Trades (HMT) Program at Annacis Island Campus (AIC), D. Bates informed the Board that CUPE will be providing support to all members who are affected.

- Acknowledging one year of COVID, CUPE members dropped off chocolates to the service providers at Broadway Campus' COVID test/vaccination site.

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

- The VCCFA Report was included in the meeting materials. T. Thomson introduced Brendan Frith, Department Leader, Heavy Mechanical Trades (HMT) based at VCC's Annacis Island Campus.
- B. Frith presented historical background on the HMT program and spoke of the inclusivity of VCC's programs and the value VCC instructors bring to the student experience.
- J. Hartman thanked him for taking the time to present to the Board. The longevity of the HMT program speaks for itself. The hope is to move forward so that the innovation and good work can continue.

## 5.3 Student Union of Vancouver Community College (SUVCC): Presented by Exec. Director, S. Sullivan.

- The SUVCC will be providing support to HMT students at AIC if they have concerns.
- The SUVCC has completed a nationwide survey, initiated by non-profit organization Utile, to better understand how to advocate for student housing. The results will be available in May.
- A by-election to fill SUVCC Executive vacancies will be conducted to ensure there's a strong team to support students returning on-campus in the fall.
- In response to P. Yeung, S. Sullivan confirmed that emergency funding to assist students facing hard times is accessible through the VCC Foundation; students can be directed there to apply.

## 6. EDUCATION COUNCIL (EdCo)

### 6.1 EdCo Chair's Report

- The report was distributed in advance. It informs the Board of the Concept Paper for the Post-Degree Diploma in Hospitality Management and the by-election for the downtown rep position (voting closes Apr 16).
- Whereas discussion has commenced with regards to transferring the HMT program at AIC to BCIT, the Education Quality Committee (EQC) has begun to assemble a feasibility working group, in accordance with Section 1(b) of C.3.3 Suspension and/or Discontinuance of Programs Procedures. It's expected to take three months and its conclusion will be presented to the Board by EdCo.

### 6.2 Enrolment Plan 2021/2022

- The 2021/2022 Enrolment Plan was approved by EdCo on Mar 17, 2021.

**MOTION:** THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at the meeting, the 2021-2022 Enrolment Plan.  
**Moved, Seconded & CARRIED (Unanimously)**

### 6.2 Academic Plan 2021-2024

- The 2021-2024 Academic Plan was approved by EdCo on Mar 17, 2021.

**MOTION:** THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at the meeting, the 2021-2024 Academic Plan.  
**Moved, Seconded & CARRIED (Unanimously)**

### 6.3 New Program: Nail Technology Certificate

- Nail technology training has so far been limited to private institutions in the Lower Mainland. This program would be the only one of its kind in BC's public post-secondary system.
- Nail art is trending in the growing spa and salon industry. EdCo were in full support and approved the credential on Nov 10, 2020.

**MOTION:** THAT, on the advice of Education Council, the Board of Governors approve the implementation of the new Nail Technology Certificate.  
**Moved, Seconded & CARRIED (Unanimously)**

### 6.4 New Program: Mechanical Engineering Technician Certificate

- The Mechanical Engineering Technician Certificate is an exit credential option that has been added to the CAD & BIM (Computer Aided Draft and Building Information Modelling) Technician Diploma.
- Graduates who complete the Mechanical specialty stream in Year One, can exit with skills to work in consulting mechanical engineering firms; municipal, provincial, or federal offices; and developers and construction companies. They will also have the benefit of directly entering into the second year of the diploma program, if they choose to return within 4 years. EdCo approved the credential on Mar 9, 2020.

**MOTION:** THAT, on the advice of Education Council, the Board of Governors approve the implementation of the Mechanical Engineering Technician Certificate.  
**Moved, Seconded & CARRIED (Unanimously)**

## 7. FINANCE AND AUDIT COMMITTEE (FAC) REPORT

### 7.1 Chair's Report

- Finance and Audit Committee met on Mar 17 and board agenda items 2.3 and 7.2 thru to 7.6 were presented for information or consideration.
- Next meeting is May 18, 2021. KPMG will be presenting the 2020/21 year end audit report.

### 7.2 Financial Performance (Period End Feb 28, 2021)

- VCC is projecting a year end deficit of \$4.23M. To offset the retro salary for faculty and CUPE staff, the College received the funding confirmation from the Ministry and is reflected in the forecast.
- The Ministry have approved sector-wide deficits for 2020/21 & 2021/22.

### 7.3 2021/22 Operating Budget

- The VCC operating budget for 2021/22 is developed with various assumptions. FAC reviewed 1<sup>st</sup> and final drafts and it was approved on Mar 17, 2021.
- Best efforts will continue to mitigate the deficit. Changes will be addressed through the forecast.

**MOTION:** THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the 2021/22 Operating Budget, as presented at the March 31, 2021 meeting.  
**Moved, Seconded & CARRIED (Unanimously)**

### 7.4 2021/22 Capital Budget

- The annual capital budget process involves departments submitting capital requests and priorities are established. It is funded through VCC internal Capital.
- On March 17, Finance and Audit Committee approved the recommendation to allocate \$3M for facilities improvements, furniture and equipment, classroom enlargement and IT projects. It is the same budget as 2020/21.

**MOTION:** THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the 2021/22 Capital Budget, as presented at the March 31, 2021 meeting.  
**Moved, Seconded & CARRIED (Unanimously)**

### 7.5 Tuition: Nail Technology Certificate

- In advance of the meeting, the Board were informed of an amendment to FAC's recommendation and agreed to proceed without referral to FAC.
- The program description was presented under item 6.3. VCC is the only public institution offering this program. Unrestricted increases by private competitors should be expected, as costs increase. With VCC's tuition cap, program costs will have to be monitored to remain competitive in the future.

**MOTION:** THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve tuition of \$5,411 (\$301 per credit) for the new Nail Technology Certificate Program, effective May 1, 2021.  
**Moved, Seconded & CARRIED (Unanimously)**

### 7.6 Policy: Revised D.3.7 Tuition and Fees

- In Nov 2020, D.3.7 was reviewed by Admin Policy Committee and amendments identified. It was also at this time that the Board referred the matter of authority of international tuition and fees to the Governance Committee for a recommendation.
- In conclusion, on Feb 10, 2021, the Board approved Governance Committee's recommendation to take back the delegated authority for approving international tuition and fees from College Administration. This direction has been incorporated in the draft revisions to D.3.7 policy and procedures, which were presented and approved by the Finance & Audit Committee on March 17.
- K. Brooke would like a procedure to be included for obtaining input from internal stakeholders, as per Statement of Policy Principles (1.) A. Patel clarified that the current procedure for establishing tuition and fees is a collaboration between the relevant departments and finance.

**MOTION:** WHEREAS, D.3.7 Tuition and Fees Policy and Procedures have undergone a review by the Admin Policy Committee; and  
 WHEREAS, D.3.7 Tuition and Fees Policy and Procedures have been amended, as directed by Board Resolution dated Feb 10, 2021, to reflect that the Board approves international tuition and fees;  
 THEREFORE, BE IT RESOLVED THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve, in the form presented at this meeting, the revised D.3.7 Tuition and Fees Policy and Procedures.  
**Moved, Seconded & CARRIED (1 Abstention: K. Brooke)**

## 8. GOVERNANCE COMMITTEE (GC) REPORT

### 8.1 Chair's Report

- The Governance Committee (GC) met on Feb 24, 2021. A new Board meeting framework is being finalized and will be included in the review of Board Governance bylaw G.2.0.
- Board Bylaw G.1.0 Board Conduct was reviewed and no amendments identified. It's an annual requirement for the purpose of obtaining Oath of Office affirmations.
- The next meeting is April 28. Upcoming business includes completing the 2021 Board Evaluation.

## 8.2 Revised C.3.5 Education Service Contract Policy (formerly Programs Offered Under Service Contract) & Rescind E.4.1 Non-Base Funded Activities Policy

- The proposed revisions combine the policies C.3.5 Programs Offered Under Service Contract Policy and E.4.1 Non-Base Funded Activities Policy, thus eliminating the requirement for E.4.1. The revised C.3.5 has a new name of *Education Service Contract Policy*, and guides the development and management of contracts with external funding organizations for the provisions of education services by VCC.
- Other amendments include transferring the policy to the current template; providing clearer direction on context, purpose, principles and procedures and that reflect current practices. M. Rashid acknowledged Tanis Sawkins and the review committees for their work.

**MOTION:** THAT, on the recommendation of the Governance Committee, the Board of Governors approve revisions to C.3.5 Education Service Contract Policy and Procedures (formerly Programs Offered Under Service Contract Policy) and approve rescinding E.4.1 Non-Base Funded Activities Policy and Procedures.  
**Moved, Seconded & CARRIED (Unanimously)**

## 9. HUMAN RESOURCES COMMITTEE (HRC) REPORT

### 9.1 Chair's Report

- Human Resources Committee (HRC) met on Jan 20, 2021 and finalized agenda item 9.2. They continue to work with the President on setting objectives for 2021. The next meeting is Apr 14, 2021.

### 9.2 Rescind A.1.7 President's Performance Assessment Policy and Procedures and Revisions to Human Resources Committee (HRC) Terms of Reference (TOR)

- The principles and process for the president's evaluation and compensation are currently outlined in the HRC's Terms of Reference (TOR), as directed by Board Governance Bylaw G.2.0, thus eliminating the need for policy A.1.7 President's Performance Assessment.
- HRC reviewed their TOR accordingly, rewriting the president's evaluation section to reflect the current process, which includes gathering data from stakeholders on the president's performance at least once in every three-year period.
- K. Brooke stated her preference to keeping a policy, as it would reviewed by the wider VCC community on a regular basis, allowing input into the process. J. Hartman responded that stakeholders will have input into the assessment every three years and the TOR will be reviewed regularly.
- J. Hartman thanked the HRC for their work, and policy coordinator, Nicole Degagne for her support in the process for rescinding A.1.7. Nicole sought community feedback on rescinding the policy. There was no objection or comments.

**MOTION:** THAT, on the recommendation of Human Resources Committee, the Board of Governors approve revisions to the Human Resources Committee Terms of Reference and approve rescinding A.1.7 President's Performance Assessment Policy.  
**Moved, Seconded & CARRIED (1 Abstention: K. Brooke)**

## 10. NEXT MEETING & ADJOURNMENT

- J. Hartman thanked EdCo and staff resources who prepared reports and briefing notes for the meeting. The next regular Public Board of Governors meeting is on May 27, 2021. With no further business, the meeting adjourned at 7:45 p.m.

## APPROVED AT THE MAY 27, 2021 PUBLIC BOARD MEETING

Joey Hartman, Chair, VCC Board of Governors



## VCC NEWS AND EVENTS April/May 2021

- More than 300 VCC employees joined VCC President Ajay Patel for a **virtual Town Hall** on Tuesday, May 18 for a presentation on VCC Sustainability, and other updates, including Campus Master Plan, and COVID-19 return to work discussion.
- On Thursday, May 13, students, staff, family, and community members were invited to VCC's **virtual Mental Health and Wellness Day** for a variety of virtual wellness workshops on the theme Cultivating Calmness. Thank you to our outstanding keynote speaker Carrie DeJong and all the staff and alumni behind this refreshing virtual event.
- VCC is pleased to offer a **new no-cost Building Service Worker+ program** to support recent immigrants seeking employment. This 12-week, full-time program provides the classroom training, hands-on work experience, and certifications needed to work in the building service field. The first cohort starts June 7.
- When it comes to mental health and wellness of post-secondary students, staff and instructors are often the first point of contact. A new training initiative was provided to VCC employees and students. **Capacity to Connect**, is a free, two-hour session that provides basic mental health and wellness knowledge for post-secondary faculty and staff to support students in distress.
- Ivan Coyote joined the college for **VCC's The Space Between author interview series on May 12**. Larry Perras, Humanities department leader, speaks to authors who are challenging the discourse surrounding gender, race, sexuality, and culture. Award-winning author, filmmaker, and storyteller Ivan Coyote, latest book, *Rebent Sinner*, tackles what it means to be trans and non-binary today.
- **Experience VCC**, the college's largest recruitment event, was held on April 20 and 21. It was a huge success, collecting a grand total of 1,928 individual session registrations (topping the Spring 2020 event by over 500).
- VCC baking students claim victory at **Skills BC 2021** on Sunday, April 18. Congratulations to VCC baking and pastry arts students for claiming a total of five medals including two gold in the Skills Canada BC 2021 provincial competition which was held virtually.
- Eleven students from Vancouver Community College's (VCC) Fashion Design & Production program showcased their 2020-21 grad collections as part of Vancouver Fashion Week (VFW) held online this year from April 16 to 18. VCC Fashion students collaborated with VCC Graphic Design students to stream a virtual runway film featuring collections including kids wear, Mariachi-inspired designs, horror film-inspired creations, and nature-inspired looks.

## VCC IN THE NEWS: HIGHLIGHTS

- [Moving new photo fundraiser focuses on Vancouver restaurants amidst pandemic \(PHOTOS\)](#) (Vancouver is Awesome, May 10) A non-profit group that launched at the onset of the COVID-19 pandemic in Vancouver is behind a new fundraising initiative that puts the spotlight on the city's hard-hit restaurants and food businesses... All proceeds from the sale of each print will be dedicated to the creation of two new scholarships for restaurant workers who have experienced employment set-backs due to COVID-19 — one via the BC Hospitality Foundation and the other to the Chinese Restaurant Awards scholarship at Vancouver Community College.
- [Upcoming speaker series to explore Whistler's tourism future](#) (Pique newsmagazine, May 10) An upcoming Speaker Series event hosted by the Whistler Institute (formerly known as the Whistler Learning Centre) will explore the risks and challenges that lie ahead when the visitors return... "We're also looking at working with Vancouver Community College and BCIT to look at the need for culinary programs in the local area, and developing those, so we're moving into program development [along with hosting the ongoing speaker series events]," she said.
- [Eddy's story: A new wave in nursing](#) (VCC News, May 10) At multiple points in his life, Eddy Gooch took career aptitude tests and they all told him the same thing: he would make an excellent nurse. His father was in construction, however, and no one in his family had pursued post-secondary education in health care. "I thought nursing was beyond me," Eddy says. It was only after he had tried multiple other careers that Eddy found his way into the Bachelor of Science in Nursing program at Vancouver Community College (VCC).
- [David Blake: The relentless call of jazz.](#) (VCC News, April 29) For recent VCC Bachelor of Applied Music grad David Blake, a typical teenage affinity to classic rock transformed into a lifelong passion for jazz guitar. As David gears up for his next chapter as a master's student at New York University (NYU), he looks back on his complex journey and what it means to live and breathe this extraordinary genre.
- [Four colleges partner to deliver workforce training](#) (VCC News, May 3) Four colleges from across Canada have partnered to support economic recovery in their regions with the launch of a new industry training program in the supply chain sector, funded by the Future Skills Centre and developed by City School by Mohawk. Nova Scotia Community College, Mohawk College, Red River College and Vancouver Community College have partnered to deliver the Material Handling 4.0 pilot program, designed to help people transition into careers in the supply chain sector.

## UPCOMING EVENTS:

- Student Awards, May 28
- Jewellery Art & Design Student Exhibition, May 29 – June 15
- Convocation, June 24

**PREPARED BY:** Karen Wilson, Executive Director, Marketing & Communications

**DATE:** May 19, 2021

## May 2021 VCCFA Report to the VCC College Board Submitted by Taryn Thomson, VCCFA President

### Heavy Mechanical Trades at Annacis Island

There has not been much progress in talks with BCIT about the proposed transfer of our program, faculty and staff. Our main concern at present is to establish clear and reasonable timelines for this transition so that faculty, staff and students are not waiting endlessly for the shoe to drop. As the program has students until March of next year, and as the program has been budgeted until March 31 of next year, we suggest that 31/03/2022 would be the natural date for a transition to BCIT. In the absence of direction from BCIT on this point, we urge the college to take the lead. After a year of a pandemic and the associated stresses, we ask the college to do whatever it can to provide a semblance of certainty to its employees.

### Return to Class in September

The planned return to class in September is an evolving situation. At this point, I think the college and the FA both are working to find the interpretation of PHO orders that is safe, compliant, and that works well for students, faculty and staff. While we are heartened that Dr. Henry is full of optimism about vaccines being a complete “game changer”, of course there are concerns and worries about what our return to “normal” might look. I will speak more on this during my address to the Board on May 27<sup>th</sup>.

### Programs Already on Campus

Kudos to the faculty who have been working face-to-face in some capacity for some time, some as long as a year. We would like to acknowledge the following departments for leading the way in a safe return to campus:

Acute Care Skills/Automotive Collision and Refinishing/Automotive Service Technician/Asian Culinary Arts/BS of Nursing/Baking and Pastry Arts/Basic Education/CACE/Culinary Arts/Dental Assisting/Dental Hygiene/Dental Reception Coordinator/Dental Technology/Digital Media and Design/Hair Design and Aesthetics/Health Care Assistant/Health Unit Coordinator/Heavy Mechanical Trades/Hospitality Management/Jewelry, Art and Design/Library/ CF Math/Medical Lab Assistant/Music/Occupational/Physical Therapist Assistant/Pharmacy Technician/Practical Nursing/Salon and Spa/CF Science/Gemmology

### Community Action Donations for May 2021

1. **Aboriginal Mother Centre Society - \$650 towards supplies such as toiletries, pyjamas, underwear, diapers, powdered milk and snacks.** This organization began in 2002 and opened its doors in 2011. “The Aboriginal Mother Centre, dedicated to moving mothers and children at risk off the streets provides, under one roof, all the support, tools and resources a mother needs to rebuild her health, self esteem and skills to regain and retain her child. The centre, grounded in a grass roots setting, creates a healing community to nurture children and families to become vital members of their communities.”

2. **WISH'S Peer Facilitator Training Program** - \$600.00 for snacks and beverages for participants in the Peer Facilitator Training Program workshops.  
WISH'S mission is to improve the health, safety and well-being of women who are involved in Vancouver's street-based sex trade. The services include: a drop-in center, an outreach van (MAP-harm reduction supplies, bad date sheets, referrals, a safe space) a supported employment program, a learning center, and an Aboriginal Health & Safety Program (AHSP). WISH wants to train their peer facilitators (women who are participants in WISH programs) to provide workshops to new participants. These workshops include a general orientation to WISH, Fundamentals of Anti-Oppression, Gender Diversity and Decolonization. This is a new initiative, and because of the pandemic, much of the training of peer facilitators has to be offered one to one. Peers are incredibly valuable members of the WISH team, but are unable to attend virtual training sessions on their own. To encourage in person attendance and make it a more pleasant experience, it would be beneficial to be able to provide light refreshments.
3. **Quest Outreach "Fresh" program** - \$650 for the purchase of fresh produce. Quest recovers quality surplus food and necessities from suppliers and redistributes these goods through a non-profit grocery store in East Vancouver to clients of Community Resource Programs (social service agencies, government and non-government programs, churches, school, and hospital programs). Because of the dependence on donations, fresh fruits and vegetables are not consistently available. The goal of the Fresh program is to ensure that they are.

### Anti-Racist Caucus Groups

We are pleased to have hosted several anti-racist caucus groups over the past few months, and we plan to offer several more. We are pleased at the great interest there has been in the group, and the passion faculty have shown to get involved in anti-racist work.

### Vaccines, hope, fatigue

As always, I acknowledge and appreciate the hard work of faculty over this past long year. May everyone get some well-earned rest in the coming months, and may the next year be a little gentler and sweeter to us all.

Taryn Thomson  
President



## INFORMATION NOTE

<b>PREPARED FOR:</b>	Board of Governors
<b>DATE:</b>	May 27, 2021
<b>ISSUE:</b>	Education Council Chair Report to Board of Governors

### HEAVY MECHANICAL TRADES (HMT) PROGRAM FEASIBILITY WORKING GROUP: UPDATE

A Program Feasibility Working Group has been created<sup>1</sup> to review the Heavy Mechanical Trades (HMT) program, which is at the centre of a challenging reorganization of the Annacis Island Campus shared between VCC and BCIT since 2014.

This working group, which has met twice since it was struck in late March, is chaired by Todd Rowlett (Education Quality Committee Chair) and includes the following membership:

- Brendan Frith, HMT Department Head
- Alan Kelly, HMT faculty member
- Lucy Griffith, CTRLR Instructional Associate
- Keith Mew, Auto Collision Department Head
- Killian McGibney, Toolroom Equipment Specialist and member of CUPE Executive
- Dennis Innes, Dean of Hospitality, Food Studies, and Applied Business
- Jessica Yeung, SUVCC Director of Internal Affairs

The group has received documents related to the Annacis Island Campus lease agreement and financial analysis of the HMT program and is exploring various contingencies, including the relocation of HMT to Broadway campus or a new facility.

VCC has retained legal counsel, and David Wells (Vice President, Academic and Research) plans to meet with both BCIT's Vice President-Academic, Tom Roemer, and representation from the Ministry of Advanced Education and Skills Training (AEST).

### EDUCATION COUNCIL BY-ELECTION: DTN STUDENT VACANCY

The spring by-election to fill the last vacancy on Education Council, a Downtown campus student representative seat, ended May 4. Unfortunately, there were no nominations for this position this time, so the seat remains unfilled. The next election will be held in October.

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<sup>1</sup> In accordance with [C.3.3 Suspension and/or Discontinuance of Programs Procedures, Section 1\(b\)](#).

## **EDUCATION COUNCIL PLANNING DAY**

Education Council will hold its next Planning Day on June 3: a semi-annual, half-day event, Planning Day is intended to allow members time for workshoping and conversation around EdCo's priorities.

The EdCo executive is still finalizing the Planning Day agenda, but expected areas of focus include the anticipated return to campus in the fall; the Strategic Innovation Plan and Academic Master Plan; and equity, diversity, and inclusion (EDI) and Indigenization.

**PREPARED BY:** Elle Ting, Chair, Education Council

**DATE:** May 20, 2021



## DECISION NOTE

**PREPARED FOR:** Board of Governors

**DATE:** May 27, 2021

**ISSUE:** **RECOMMENDATION FOR APPROVAL:**  
Academic Year 2021/2022, 2022/2023, and 2023/2024

### BACKGROUND:

The Academic Year document defines important dates for VCC students over the next three academic years: these dates include closures and statutory holidays, as well as term start and end dates (for courses running the entire term).

Subsection 23(1)(h) of the *College and Institute Act* requires the Board to approve, with the advice of Education Council, the Academic Year: once approved by the Board of Governors, the Academic Year is not subject to further changes except in extraordinary circumstances, with the Registrar's Office acting as the point of contact for a change request prior to recommendation being made to the Education Council and, in turn, to the Board of Governors for revision (C.3.13 *Academic Year* Procedures, Section 11).

The Academic Year document is now formatted to reflect three years' advance planning, in accordance with the revised C.3.13 *Academic Year* (Procedures, Section 7).

### DISCUSSION:

Dave McMullen, Registrar, presented the Academic Year information at Education Council's May 11, 2021 meeting: there were no concerns or questions raised by Education Council members.

### RECOMMENDATION:

THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at this meeting, Academic Year 2021/2022, 2022/2023, and 2023/2024.

**ATTACHMENTS:** APPENDIX A – Academic Year 2021/2022, 2022/2023, and 2023/2024

**PREPARED BY:** Elle Ting, Chair, Education Council

**DATE:** May 18, 2021

**APPENDIX A****Academic Year Information**

**Note:** Some vocational and/or trades programs may start or end on dates that do not coincide with the semester-based dates below. Please contact the appropriate instructional department for additional information.

<b>Public Holidays and Closures (2021/2022)</b>	
<b>Event</b>	<b>Date</b>
Labour Day	Mon, Sep 06, 2021
Thanksgiving	Mon, Oct 11, 2021
VCC Day	Wed, Nov 03, 2021
Remembrance Day	Thu, Nov 11, 2021
Holiday Closure (TBD)	Thu, Dec 24, 2021 – Mon, Jan 03, 2022
Family Day	Mon, Feb 21, 2022
Good Friday	Fri, Apr 15, 2022
Easter Monday	Mon, Apr 18, 2022
Victoria Day	Mon, May 23, 2022
Canada Day	Fri, Jul 01, 2022
BC Day	Mon, Aug 01, 2022

<b>Term Dates (2021/2022) (For courses running the entire term)</b>			
<b>Term</b>	<b>Fall</b>	<b>Winter</b>	<b>Spring/Summer</b>
<b>First Day of Class</b>	Tue, Sep 07, 2021	Wed, Jan 05, 2022	Mon, May 9, 2022
<b>Last Day of Class</b>	Fri, Dec 10, 2021	Fri, Apr 09, 2022	Fri, Aug 12, 2022
<b>Exam Period</b>	Mon, Dec 13 – Fri, Dec 17, 2021	Mon, Apr 11 – Wed, Apr 20, 2022	Mon Aug 15 – Fri, Aug 19, 2022
<b>Grade Submission Deadline</b>	Wed, Dec 22, 2021	Tue, Apr 26, 2022	Thu, Aug 25, 2022

<b>Public Holidays and Closures (2022/2023)</b>	
<b>Event</b>	<b>Date</b>
Labour Day	Mon, Sep 05, 2022
Thanksgiving	Mon, Oct 10, 2022
VCC Day	TBD
Remembrance Day	Fri, Nov 11, 2022
Holiday Closure (TBD)	Sat, Dec 24, 2022 – Mon, Jan 02, 2023
Family Day	Mon, Feb 20, 2023
Good Friday	Fri, Apr 07, 2023
Easter Monday	Mon, Apr 10, 2023
Victoria Day	Mon, May 22, 2023
Canada Day	Mon, Jul 03, 2023 (Observed)
BC Day	Mon, Aug 07, 2023

<b>Term Dates (2022/2023) (For courses running the entire term)</b>			
<b>Term</b>	<b>Fall</b>	<b>Winter</b>	<b>Spring/Summer</b>
<b>First Day of Class</b>	Tue, Sep 06, 2022	Mon, Jan 09, 2023	Mon, May 8, 2023
<b>Last Day of Class</b>	Fri, Dec 9, 2022	Fri, Apr 14, 2023	Thu, Aug 10, 2023
<b>Exam Period</b>	Mon, Dec 12 – Fri, Dec 16, 2022	Mon, Apr 17 – Fri, Apr 21, 2023	Mon Aug 14 – Fri, Aug 18, 2023
<b>Grade Submission Deadline</b>	Thu, Dec 22, 2022	Wed, Apr 26, 2023	Thu, Aug 24, 2023

<b>Public Holidays and Closures (2023/2024)</b>	
<b>Event</b>	<b>Date</b>
Labour Day	Mon, Sep 04, 2023
Thanksgiving	Mon, Oct 09, 2023
VCC Day	TBD
Remembrance Day	Mon, Nov 13, 2023 (Observed)
Holiday Closure (TBD)	Sun, Dec 24, 2023 – Tue, Jan 02, 2024
Family Day	Mon, Feb 19, 2024
Good Friday	Fri, Mar 29, 2024
Easter Monday	Mon, Apr 01, 2024
Victoria Day	Mon, May 20, 2024
Canada Day	Mon, Jul 01, 2024
BC Day	Mon, Aug 05, 2024

<b>Term Dates (2023/2024) (For courses running the entire term)</b>			
<b>Term</b>	<b>Fall</b>	<b>Winter</b>	<b>Spring/Summer</b>
<b>First Day of Class</b>	Tue, Sep 05, 2023	Thu, Jan 04, 2024	Mon, May 6, 2024
<b>Last Day of Class</b>	Thu, Dec 7, 2023	Tue, Apr 09, 2024	Fri, Aug 9, 2024
<b>Exam Period</b>	Mon, Dec 11 – Sat, Dec 16, 2023	Thu, Apr 11 – Thu, Apr 18, 2024	Mon Aug 12 – Fri, Aug 16, 2024
<b>Grade Submission Deadline</b>	Wed, Dec 20, 2023	Wed, Apr 24, 2024	Thu, Aug 22, 2024



## INFORMATION NOTE

**PREPARED FOR:** Board of Governors

**DATE:** May 27, 2021

**ISSUE:** **Financial Performance (for the Twelve Months ended March 31, 2021)**

### 2020/21 Operating Overview (April 2020 – March 2021)

Revenue for the period was \$122.7 million compared to budget of \$128.3 million (\$5.68 million below plan) and prior year of \$123.9 million (\$1.26 million below prior year) **(Table 4)**. Domestic tuition revenue is down for the period by \$1.7 million compared to original budget and international revenue was down by \$2.6 million. **(Table 1, 2 and 3)**.

The School of Hospitality, Food Studies and Applied Business domestic revenue was \$313K lower than budget. International revenue was down by \$1.5 million. Project Management and Post Diploma Business Management programs international tuition revenues were lower by \$2 million together, but have been offset by higher Culinary, Baking and Hospitality programs tuition revenue of \$606K.

The School of Arts and Science was \$174K lower than the domestic tuition revenue budget. The ABE/EAL tuition free programs tuition revenues are down by \$1.17 million. The School of Health and Science domestic tuition revenue was down by \$494K. 3 dental programs and Allied Health program domestic tuition revenues were down by \$139K and \$100K respectively. Continuing care programs domestic tuition revenues were down by \$139K.

The School of Trades, Technology and Design domestic tuition revenue was lower than budget by \$354K, with a decrease in international revenue of \$975K. Hair Design & Skin Therapy program international revenue was \$552K lower than budget and new electronics program was offered in January instead in September and its international tuition revenue was lower by \$263K. International revenue for Digital Media Design program is up by \$123K, but Auto Tech program is down by \$180K.

Contract training revenue was \$1.4 million above budget, which includes revenues from many contracts that have been closed this fiscal year. Converting to on-line bookstores and closing the food services operations have resulted in \$3.2 million in revenue reduction and the cost of goods sold has been reduced by \$1.9 million.

Total expenses for the period were \$125.8 million compared to budget of \$128.3 million (\$2.52 million below budget) and prior year of \$123 million \$2.78 million higher than prior year). The main variance of \$2.52 million included the salary increases due to retro payment for the FA and CUPE bargaining increases but the increase is offset by reduced overall expenses due to the closure of

commercial services and current global pandemic situation. The year-end adjustments included a \$266K in employee future benefits accrual based on a third party year-end actuarial report.

The increase in expenses is due to an increase in software license fees due to various IT projects, one time leased equipment purchase and increase in professional fees to deliver contracts for this fiscal year.

The deficit for period was \$3.16 million compared to a break-even budget (\$3.16 million less favourable than budget) and prior year surplus of \$893K (\$4.05 million unfavourable than prior year).

**ATTACHMENTS:** Table 1, 2 and 3: Summary – Actual Revenue by School (Apr 2020 –Mar 2021)  
Table 4 – Statement of Operations for the Eleven Months ended Mar 2021

**PREPARED BY:** Jamie Choi, Executive Director FS & CFO

**DATE:** May 12, 2021

## Summary - Revenue by School

## APPENDIX A

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

	2020/21 Actual (Apr 2020 - Mar 2021)	2020/21 Original Budget (Apr 2020 - Mar 2021)	Variance (Forecast vs Original Budget)	2019/20 Actual (Apr 2019 - Mar 2020)	Variance (2020/21 Actual vs 2019/20 Actual)
CENTRE FOR CONTINUING STUDIES	3,057,999	3,373,753	(315,754)	3,410,586	(352,587)
SCHOOL OF ARTS AND SCIENCES	1,427,416	1,601,657	(174,241)	1,480,731	(53,315)
ABE & EAL TUITION FREE	3,868,032	5,037,280	(1,169,248)	4,956,732	(1,088,700)
SCHOOL OF HEALTH	3,816,166	4,310,991	(494,825)	3,853,246	(37,080)
SCHOOL OF HOSP, FOOD & BUSINESS	1,611,510	1,924,357	(312,847)	1,843,225	(231,715)
DIVISION OF LIBRARY, TEACH & LEARN	811,533	840,680	(29,147)	931,078	(119,545)
SCHOOL OF TRADES, TECH & DESIGN	2,293,565	2,647,930	(354,365)	2,222,400	71,165
	<b>16,886,221</b>	<b>19,736,648</b>	<b>(2,850,427)</b>	<b>18,697,997</b>	<b>(1,811,776)</b>

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

	2020/21 Actual (Apr 2020 - Mar 2021)	2020/21 Original Budget (Apr 2020 - Mar 2021)	Variance (Forecast vs Original Budget)	2019/20 Actual (Apr 2019 - Mar 2020)	Variance (2020/21 Actual vs 2019/20 Actual)
CENTRE FOR CONTINUING STUDIES	134,542	96,600	37,942	186,675	(52,133)
SCHOOL OF ARTS AND SCIENCES	328,145	490,941	(162,796)	465,042	(136,896)
SCHOOL OF HEALTH	44,019	1,621	42,398	51,329	(7,309)
SCHOOL OF HOSP, FOOD & BUSINESS	16,848,884	18,397,918	(1,549,034)	15,307,324	1,541,561
DIVISION OF LIBRARY, TEACH & LEARN	11,853	0	11,853	0	11,853
SCHOOL OF TRADES, TECH & DESIGN	8,194,339	9,170,101	(975,762)	7,403,403	790,936
	<b>25,561,783</b>	<b>28,157,181</b>	<b>(2,595,398)</b>	<b>23,413,772</b>	<b>2,148,011</b>

**Table 3:**  
**Combined Domestic and International Revenue by School**

	2020/21 Actual (Apr 2020 - Mar 2021)	2020/21 Original Budget (Apr 2020 - Mar 2021)	Variance (Forecast vs Original Budget)	2019/20 Actual (Apr 2019 - Mar 2020)	Variance (2020/21 Actual vs 2019/20 Actual)
CENTRE FOR CONTINUING STUDIES	3,192,541	3,470,353	(277,812)	3,597,260	(404,720)
SCHOOL OF ARTS AND SCIENCES	1,755,561	2,092,598	(337,037)	1,945,772	(190,211)
ABE & EAL TUITION FREE	3,868,032	5,037,280	(1,169,248)	4,956,732	(1,088,700)
SCHOOL OF HEALTH	3,860,185	4,312,612	(452,427)	3,904,575	(44,389)
SCHOOL OF HOSP, FOOD & BUSINESS	18,460,394	20,322,275	(1,861,881)	17,150,548	1,309,846
DIVISION OF LIBRARY, TEACH & LEARN	823,386	840,680	(17,294)	931,078	(107,692)
SCHOOL OF TRADES, TECH & DESIGN	10,487,904	11,818,031	(1,330,127)	9,625,803	862,101
	<b>42,448,004</b>	<b>47,893,829</b>	<b>(5,445,825)</b>	<b>42,111,769</b>	<b>336,235</b>

**Statement of Operations – Comparison to Budget and Prior Year  
For the Twelve Months Ended March 31, 2021**

**Table 4:**

<b>(In \$ Thousands)</b>	<b>2020/21 Actual</b>	<b>2020/21 Budget</b>	<b>Actual vs Budget</b>	<b>Comments</b>	<b>2019/20 Actual</b>	<b>2020/21 Actual vs 2019/20 Actual</b>
Province of B.C. Grants	60,111	56,798	3,313	2019/20 & 2020/21 SSNM received	56,759	3,352
Adult Upgrading Grant (AUG)	295	427	(132)		427	(132)
Sales of goods and services	2,329	6,164	(3,835)	Food services revenues lower by \$2.6M, Bookstore revenues lower by \$1.1M and room rentals revenues lower by \$122K	5,909	(3,580)
Tuition and student fees	41,140	45,980	(4,840)	Table 1, 2 & 3	40,136	1,004
ABE/EAL Tuition Free	3,868	5,037	(1,169)	ABE \$147K, CF \$190K, EAL \$837K lower than revised budget; \$13K CCA higher than revised budget	4,957	(1,089)
Other grants, fees & contract services	6,447	4,980	1,468	Dental Access \$180K, Work Integrated Learning \$100K, ASP \$140K, CALP\$51K, LINC\$234K, HCA/PN \$133K, City of Vancouver project \$361K & Emergency Assistance Funding \$140K higher than budget	6,874	(427)
Miscellaneous income	1,853	2,123	(270)	Movie rental \$180K, parking revenue \$190K lower than budget	1,968	(115)
Donation income (Foundation Related)	687	760	(73)		752	(66)
Amortization of deferred capital contribution	5,678	5,411	268	Expenses increased due to changes in capital commitment	5,472	207
Interest income	288	700	(412)	Due to lower interest rate	708	(419)
<b>REVENUES</b>	<b>122,697</b>	<b>128,379</b>	<b>(5,682)</b>		<b>123,962</b>	<b>(1,265)</b>
<b>SALARY AND BENEFIT EXPENSES</b>	<b>93,484</b>	<b>92,764</b>	<b>(721)</b>	Retro bargaining increases (\$1.3M not in the budget for 19/20) have been paid to faculty & CUPE staff. \$266K increase for post employment benefits. The overage is offset by savings from unfilled positions, delayed hiring, changes in scheduling due to COVID 19 and benefits expenses.	<b>87,611</b>	<b>(5,873)</b>
Supplies and general expenses	8,445	9,424	979	Contingency \$1.2M removed from budget; \$600K one-time leased equipment purchase and \$800K Software addition	9,274	(829)
AUG Financial Aid	295	427	132		427	(132)
Bursary/Scholarship	687	760	73		752	(66)
Professional fees	5,363	5,454	91		5,384	(21)
Building and telecom	5,948	6,865	917	Due to the reduced revenue and activities, overall expenses reduced	6,995	(1,047)
Cost of Goods Sold	2,018	3,701	1,682	Expenses reduced due to closure of food services and limited bookstore services. \$215K added for City of Vancouver COVID 19 project	3,627	(1,608)
Depreciation Expense	9,617	8,985	(632)	Expenses increased due to changes in capital commitment	8,999	618
<b>OPERATING EXPENSES</b>	<b>32,373</b>	<b>35,615</b>	<b>3,242</b>		<b>35,458</b>	<b>(3,085)</b>
<b>TOTAL EXPENSES</b>	<b>125,857</b>	<b>128,379</b>	<b>(2,522)</b>		<b>123,069</b>	<b>2,788</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>(3,160)</b>	<b>0</b>	<b>(3,160)</b>		<b>893</b>	<b>(4,053)</b>

\*ABE : Adult Basic Education  
\*CCA: College & Career Access  
\*ASP: Aboriginal Service Plan

\*EAL : English as Additional Language  
\*CF: College Foundation  
\*CALP: Community Adult Literacy Program

\*ITA: Industry Training Authority  
\*SSNM: Sustainable Services Negotiating Mandate  
\*HCA: Health Care Assistant

\*PN: Practical Nursing



## DECISION NOTE

**PREPARED FOR:** VCC Board of Governors

**DATE:** May 27, 2021

**ISSUE:** **RECOMMENDATION FOR APPROVAL:**  
VCC 2020/21 Audited Financial Statements

### BACKGROUND:

Section 55 of the [College and Institute Act](#) requires that post-secondary institutions conduct an audit of their accounts and transactions annually. The 2020/21 audited financial statements presented satisfy this audit requirement under the Act.

KPMG LLP was appointed in accordance with the Selection and Appointment of Auditors Policy and Procedures after VCC had gone through a Request For Proposals (RFP) process. This is a five year commitment, with 2020/21 being the first year KPMG has conducted the audit for VCC.

### RECOMMENDED MOTION:

That, on the recommendation of the Finance and Audit committee, the Board of Governors approve the 2020/21 audited Financial Statements as presented.

**ATTACHMENTS:** APPENDIX A: Audited Financial Statement for the year ended March 31, 2021

**PREPARED BY:** Jamie Choi, Executive Director, FS & CFO

**DATE:** May 19, 2021

**APPENDIX A**

Financial Statements of

**VANCOUVER COMMUNITY COLLEGE**

Year ended March 31, 2021

## VANCOUVER COMMUNITY COLLEGE

### Statement of Management Responsibility

The financial statements have been prepared by management in accordance with Section 23.1 of the *Budget Transparency and Accountability Act* of the Province of British Columbia. The integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes of the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements. A summary of the significant accounting policies are described in Note 2 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced. The internal controls are designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements.

The Vancouver Community College Board of Governors is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control, and exercises these responsibilities through the Finance and Audit Committee. The Finance and Audit Committee reviews the internal financial statements on a quarterly basis and external audited financial statements yearly. The Finance and Audit Committee also discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The external auditors, KPMG LLP, conducts an independent examination, in accordance with Canadian auditing standards, and express their opinion on the financial statements. The external auditors have full and free access to financial management of Vancouver Community College and meet when required. The accompanying Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the financial statements.

On behalf of Vancouver Community College

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Ajay Patel  
President and CEO  
May 27, 2021

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Jamie Choi  
Executive Director, Finance & CFO  
May 27, 2021



## INDEPENDENT AUDITORS' REPORT

To the Board of Governors of Vancouver Community College, and

To the Minister of the Ministry of Advanced Education, Skills and Training, Province of British Columbia

### **Opinion**

We have audited the financial statements of Vancouver Community College (the "Entity"), which comprise:

- the statement of financial position as at March 31, 2021
- the statement of operations and accumulated surplus for the year then ended
- the statement of changes in net debt for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements as at and for the year ended March 31, 2021 of the Entity are prepared, in all material respects, in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditors' Responsibilities for the Audit of the Financial Statements**" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Emphasis of Matter – Financial Reporting Framework**

We draw attention to Note 2(a) to the financial statements which describes the applicable financial reporting framework and the significant differences between that financial reporting framework and Canadian public sector accounting standards.

Our opinion is not modified in respect of this matter.



### ***Other Matter – Comparative Information***

The financial statements for the year ended March 31, 2020 were audited by another auditor who expressed a qualified opinion on those financial statements on May 31, 2020 because those financial statements were not prepared in accordance with Canadian public sector accounting standards.

### ***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation of the financial statements in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants  
Vancouver, Canada  
DATE

# VANCOUVER COMMUNITY COLLEGE

## Statement of Financial Position

March 31, 2021, with comparative information for 2020

	2021	2020
<b>Financial assets</b>		
Cash and cash equivalents	\$ 42,341,754	\$ 30,600,051
Investments (note 3)	237,500	237,500
Accounts receivable	3,073,522	2,939,969
Due from government and government organizations (note 4)	188,813	1,609,765
Inventories for resale	938,347	931,592
	46,779,936	36,318,877
<b>Liabilities</b>		
Accounts payable and accrued liabilities (note 5)	34,400,014	26,099,128
Due to government organizations (note 4)	741,443	444,588
Employee future benefits (note 6)	2,587,000	2,397,000
Deferred tuition fees (note 7)	7,014,483	7,528,898
Deferred revenue (note 8)	9,717,823	3,776,913
Deferred capital contributions (note 9)	73,290,568	73,293,557
Capital lease obligation (note 10)	8,714,173	10,818,028
	136,465,504	124,358,112
Net debt	(89,685,568)	(88,039,235)
<b>Non-financial assets</b>		
Tangible capital assets (note 11)	106,970,650	108,421,361
Inventories held for use	101,611	122,349
Prepaid expenses	957,260	999,852
	108,029,521	109,543,562
Accumulated surplus	\$ 18,343,953	\$ 21,504,327

Contractual obligations (note 13)

Contingent liabilities (note 15)

See accompanying notes to financial statements.

Approved on behalf of the Board:

\_\_\_\_\_  
President

\_\_\_\_\_  
Chair of the Board

# VANCOUVER COMMUNITY COLLEGE

## Statement of Operations and Accumulated Surplus

Year ended March 31, 2021, with comparative information for 2020

	<b>Budget</b>	<b>2021</b>	<b>2020</b>
	(note 2 k)		
<b>Revenue</b>			
Province of British Columbia grants and contributions	\$ 62,262,205	\$ 64,274,504	\$ 62,128,367
Province of British Columbia contracts	39,868	1,356,651	1,353,869
Federal Government grants and contracts	4,050,000	4,279,681	4,611,546
Tuition and student fees	45,979,544	41,139,801	40,135,973
Sales of goods and services	6,163,666	2,328,967	5,908,777
Other grants and contracts	889,648	810,744	923,976
Miscellaneous income	2,883,270	2,539,928	2,720,497
Investment income	700,000	288,185	707,535
Revenue recognized from deferred capital contributions	5,410,612	5,678,318	5,471,593
	128,378,813	122,696,779	123,962,133
<b>Expenses (note 16)</b>			
Instruction and instructional support	120,470,937	121,142,013	115,196,550
Ancillary operations	6,720,865	3,719,345	6,666,676
Special purpose	1,187,011	995,795	1,206,091
	128,378,813	125,857,153	123,069,317
<b>Annual surplus (deficit)</b>	<b>\$ -</b>	<b>\$ (3,160,374)</b>	<b>\$ 892,816</b>
Accumulated surplus, beginning of year	21,504,327	21,504,327	20,611,511
Accumulated surplus, end of year	\$ 21,504,327	\$ 18,343,953	\$ 21,504,327

See accompanying notes to financial statements.

# VANCOUVER COMMUNITY COLLEGE

## Statement of Changes in Net Debt

Year ended March 31, 2021, with comparative information for 2020

	<b>Budget</b>	<b>2021</b>	<b>2020</b>
	(note 2 k)		
Annual surplus (deficit)	\$ -	\$ (3,160,374)	\$ 892,816
Acquisition of tangible capital assets	(3,000,000)	(7,580,248)	(9,675,878)
Amortization of tangible capital assets	7,545,282	9,616,953	8,998,782
Acquisition of tangible capital assets through capital lease	1,439,233	(585,994)	(1,635,329)
	5,984,515	1,450,711	(2,312,425)
Acquisition of inventories	-	(101,611)	(122,349)
Acquisition of prepaid expenses	-	(957,260)	(999,852)
Use of inventories	-	122,349	120,659
Use of prepaid expenses	-	999,852	361,838
	-	63,330	(639,704)
Increase in net debt	5,984,515	(1,646,333)	(2,059,313)
Net debt, beginning of year	(88,039,235)	(88,039,235)	(85,979,922)
Net debt, end of year	\$ (82,054,720)	\$ (89,685,568)	\$ (88,039,235)

See accompanying notes to financial statements.

# VANCOUVER COMMUNITY COLLEGE

## Statement of Cash Flows

Year ended March 31, 2021, with comparative information for 2020

	2021	2020
Cash provided by (used in):		
<b>Operations:</b>		
Annual surplus (deficit)	\$ (3,160,374)	\$ 892,816
Items not involving cash:		
Amortization of tangible capital assets	9,616,953	8,998,782
Revenue recognized from deferred capital contributions	(5,678,318)	(5,471,594)
Change in employee future benefits	190,000	192,001
Change in non-cash operating working capital:		
Decrease (increase) in accounts receivable	(133,553)	55,265
Decrease (increase) in inventories for resale	(6,755)	85,129
Decrease (increase) in due from government and other government organizations	1,420,952	(608,688)
Decrease (increase) in prepaid expenses	42,592	(638,014)
Decrease (increase) in inventories held for use	20,738	(1,690)
Increase in accounts payable and accrued liabilities	8,300,886	5,129,507
Increase in due to government and other government organizations	296,855	177,340
Decrease in deferred tuition fees	(514,415)	(701,595)
Increase in deferred revenues	5,940,910	766,418
Net change in cash from operating activities	16,336,471	8,875,677
<b>Capital activities:</b>		
Acquisition of tangible capital assets	(7,580,247)	(9,675,877)
Net change in cash from capital activities	(7,580,247)	(9,675,877)
<b>Financing activities:</b>		
Principal payment on capital lease obligation	(2,689,850)	(1,362,796)
Deferred capital contributions received	5,675,329	5,359,605
Net change in cash from financing activities	2,985,479	3,996,809
Net increase in cash and cash equivalents	11,741,703	3,196,609
Cash and cash equivalents, beginning of year	30,600,051	27,403,442
Cash and cash equivalents, end of year	\$ 42,341,754	\$ 30,600,051

See accompanying notes to financial statements.

Tangible capital assets acquired through capital lease obligations - \$585,994 (2020 - \$1,635,329). Interest received during the year was \$288,185 (2020 - \$707,535). Interest paid during the year was \$433,119 (2020 - \$449,714).

# VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements

Year ended March 31, 2021

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## 1. Authority, Purpose and Nature of Operations:

Vancouver Community College (the “College”) is a post-secondary educational institution funded in part by the Province of British Columbia and incorporated under the College and Institute Act on November 28, 1978. The College is a not-for-profit entity governed by a Board of Governors, the majority of whom are appointed by the provincial government of British Columbia. The College is exempt from income taxes under Section 149 of the Income Tax Act.

The College serves a diverse urban community by providing excellent programs and services that prepare learners for ongoing education, direct entry into employment, career advancement and greater participation in the community.

In March 2020, the COVID-19 outbreak was declared a pandemic by the World Health Organization. The College continues to closely monitor the recommendations from public health agencies and government authorities and has implemented its business continuity plans in efforts to reduce the financial impact and continue operations.

## 2. Summary of significant accounting policies:

The financial statements of Vancouver Community College are prepared by management in accordance with the basis of accounting described below. Significant accounting policies are as follows:

### (a) Basis of accounting:

The financial statements have been prepared in accordance with Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board.

The Budget Transparency and Accountability Act requires that the financial statements be prepared in accordance with the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada, or if the Treasury Board makes a regulation, the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada as modified by the alternate standard or guideline or part thereof adopted in the regulation.

Regulation 257/2010 requires all tax-payer supported organizations in the Schools, Universities, Colleges and Hospitals sectors to adopt Canadian Public Sector Accounting Standards without any PS4200 elections effective their first fiscal year commencing after January 1, 2012.

Regulation 198/2011 requires that restricted contributions received or receivable are to be reported as revenue depending on the nature of the restrictions on the use of the funds by the contributors. Contributions for the purpose of acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are recorded and referred to as deferred capital contributions and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded. The reduction of the deferred capital contributions and the recognition of the revenue are accounted for in the fiscal period during which the tangible capital asset is used to provide services. Contributions restricted for specific purposes other than those for the acquisition or development of a depreciable tangible capital asset are recorded as deferred contributions and recognized in revenue in the year in which the stipulation or restriction on the contributions have been

# VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2021

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## 2. Summary of significant accounting policies (continued):

(a) Basis of accounting (continued):

met. For British Columbia tax-payer supported organizations, these contributions include government transfers and externally restricted contributions.

The accounting policy requirements under Regulation 198/2011 are significantly different from the requirements of Canadian Public Sector Accounting Standards which requires government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410. As a result, revenue recognized in the Statement of Operations and Accumulated Surplus and certain related deferred capital contributions would be recorded differently under Canadian Public Sector Accounting Standards.

(b) Cash and cash equivalents:

Cash and cash equivalents include highly liquid investments with a term to maturity of three months or less at the date of purchase.

(c) Financial instruments:

Financial instruments are classified into two categories: fair value or cost.

(i) Fair value category: Portfolio investments in equity instruments that are quoted in an active market and derivative instruments are reflected at fair value as at the reporting date. Sales and purchases of investments are recorded on the trade date. Transaction costs related to the acquisition of investments is recorded as an expense. Unrealized gains and losses on financial assets are recognized in the Statement of Remeasurement Gains and Losses until such time that the financial asset is derecognized due to disposal or impairment. At the time of derecognition, the related realized gains and losses are recognized in the Statement of Operations and Accumulated Surplus and related balances reversed from the Statement of Remeasurement Gains and Losses.

(ii) Cost category: Gains and losses are recognized in the Statement of Operations and Accumulated Surplus when the financial asset is derecognized due to disposal or impairment. Sales and purchases of investments are recorded on the trade date. Transaction costs related to the acquisition of investments is included in the cost of the related investments.

(iii) The College does not have any financial instruments that are recorded at fair value and hence does not have any remeasurement gains and losses.

(iv) The following items are included in the cost category and measured as follows:

(A) Accounts receivable are measured at amortized cost using the effective interest method.

(B) Investments are comprised of a term deposit that is capable of prompt liquidation. The investments are cashable on demand and are recorded at amortized cost based on the transaction price on the trade date. All interest income, gains and losses are recognized in the Statement of Operations and Accumulated Surplus in the period in which they arise.

(C) Accounts payable and accrued liabilities are measured at amortized cost using the effective interest method.

# VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2021

## 2. Summary of significant accounting policies (continued):

(d) Inventories for resale:

Inventories held for resale, including books and school supplies, are recorded at the lower of cost or net realizable value. Cost includes the original purchase cost, plus shipping and applicable duties. Net realizable value is the estimated selling price less any costs to sell. Inventories are written down to net realizable value when the cost of inventories is estimated not to be recoverable. When circumstances that previously caused inventories to be written down below cost no longer exist, the amount of write down previously recorded is reversed.

(e) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets:

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Interest during construction is capitalized whenever external debt is issued to finance the construction of tangible capital assets. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives shown below. Land is not amortized as it is deemed to have a permanent value.

Asset	Basis
Buildings	30 - 50 years
Building improvements	15 years
Building under capital lease	30 years
Furniture and equipment	5 years
Leasehold improvements	remaining lease term
Computer hardware and software	4 years
Computer equipment under capital lease	3 - 5 years

Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the College's ability to provide goods and services.

Leases of tangible capital assets which transfer substantially all the benefits and risks of ownership are accounted for as leased tangible capital assets. Capital lease obligations are recorded at the present value of the minimum lease payments excluding executor costs. The maximum-recorded value of the leased assets cannot exceed the leased property's fair value when determining the discount rate to be used.

# VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2021

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## 2. Summary of significant accounting policies (continued):

(ii) Inventories held for use:

Inventories held for use are recorded at the lower of cost and replacement cost.

Cost includes the original purchase cost, plus shipping and applicable duties. Replacement cost is the estimated current cost to replace the items.

(iii) Prepaid expenses:

Prepaid expenses are recorded at cost and amortized over the period where the service benefits are received.

(f) Employee future benefits:

(i) The College and its employees make contributions to the College Pension and Municipal Pension Plans which are multi-employer joint trustee plans. These plans are defined benefit plans, providing a pension on retirement based on the member's age at retirement, length of service and highest earnings. Defined contribution plan accounting is applied because the assets and liabilities of the plan are not segregated by employer. Contributions are expensed as they become payable.

(ii) Sick leave benefits are also available to the College's employees. The costs of these benefits are actuarially determined based on length of service and best estimates of benefit usage, retirement ages and expected future salary and wage increases. The obligation under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits. Actuarial gains and losses are amortized over the expected employee average remaining service life. The accrued benefit obligation and the net periodic benefit cost were estimated by an actuarial valuation completed for the year ended March 31, 2021.

(iii) The College provides long-service and gratuity benefits to the employees. The costs of these benefits are actuarially determined based on length of service and best estimates of benefit usage, retirement ages and expected future salary and wage increases. The obligation under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits. Actuarial gains and losses are amortized over the expected employee average remaining service life. The most recent valuation of the College's future employee benefits was completed for the year ended March 31, 2021.

(iv) Employees who are retiring at age 55 or over and who receive pension under the provisions of the Pension Act, receive a benefit where the College pays for the premiums of Group Life Insurance coverage in the amount of \$10,000 for a period of five years from the date of retirement. These benefits are recognized based on the net present value of the expected obligations.

(v) Certain College employees are entitled to the continuation of health and dental benefits while on disability leave. The accrued benefit obligation for currently disabled employees was estimated by an actuarial valuation for accounting purposes at March 31, 2021. The costs of insured benefits reflected in these financial statements are the employer's portion of the insurance premiums owed for coverage of employees during the period.

# VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2021

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## 2. Summary of significant accounting policies (continued):

(g) Revenue recognition:

(i) Fees for services:

Tuition fees are collected in advance and recognized as revenue at the time services are provided. Student fees and sales of goods and services are reported as revenue at the time the services are provided or the products are delivered, and collection is reasonably assured.

(ii) Contributions:

Unrestricted donations and grants are recorded as revenue when receivable if the amounts can be estimated and collection is reasonably assured.

Contributions for the purpose of acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are recorded in accordance with Regulation 198/2011 (note 2(a)) which requires that they be recorded and referred to as deferred capital contributions and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded. The reduction of the deferred capital contributions and the recognition of the revenue are accounted for in the fiscal period during which the tangible capital asset is used to provide services.

Contributions restricted for specific purposes other than those for the acquisition or development of a depreciable tangible capital asset are recorded as deferred revenue and recognized in revenue in the year in which the stipulation or restriction on the contributions have been met.

(iii) Investment income:

Investment income includes interest recorded on an effective interest method, dividends recorded as declared, realized gains and losses on the sale of investments, and write-downs on investments where the loss in value is determined to be other-than-temporary.

(h) Expense recognition:

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed.

(i) Asset retirement obligations:

The College recognizes asset retirement obligations in the period in which it incurs a legal obligation associated with the retirement of a tangible long-lived asset, including leased premises resulting from the acquisition, construction, development, and/or normal use of the asset. The fair value of the asset retirement cost is capitalized as part of the carrying value of the related long-lived asset and is amortized over the life of the asset. The liability may be changed to reflect the passage of time and changes in the fair value assessment of the retirement obligation.

(j) Foreign currency translation:

The College's functional currency is the Canadian dollar. Transactions in foreign currencies are translated into Canadian dollars at the exchange rate in effect on the transaction date. Monetary assets

# VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2021

## 2. Summary of significant accounting policies (continued):

and liabilities denominated in foreign currencies and non-monetary assets and liabilities which were designated in the fair value category under the financial instrument standard are reflected in the financial statements in equivalent Canadian dollars at the exchange rate in effect on the Statement of Financial Position date. Any gain or loss resulting from a change in rates between the transaction date and the settlement date or statement of financial position date is recognized in the Statement of Operations and Accumulated Surplus.

(k) Budget figures:

The budget figures have been derived from the 2020/21 Budget approved by the Board of Governors of the College on March 25, 2020. The budget is reflected in the Statement of Operations and Accumulated Surplus and the Statement of Changes in Net Debt.

(l) Use of estimates:

The preparation of the financial statements in accordance with Canadian Public Sector Accounting Standards requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets, liabilities, and related disclosures. Key areas where management has made estimates and assumptions include those related to the useful lives of tangible capital assets, amortization of related deferred capital contributions, the present value of employee future benefits, and provisions for contingencies and commitments. Where actual results differ from these estimates and assumptions, the impact will be recorded in future periods when the difference becomes known.

## 3. Investments:

Investments consist of a GIC with an automatic monthly renewal that bears interest of 0.2% per annum.

## 4. Due from / to government and government organizations:

	2021		2020	
Due from the Province of British Columbia	\$	131,734	\$	357,633
Due from the Federal Government		57,079		1,252,132
	\$	188,813	\$	1,609,765
Due to BCIT	\$	741,443	\$	444,588
	\$	741,443	\$	444,588

The amounts due from and due to are due on demand and are non-interest bearing.

# VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2021

## 5. Accounts payable and accrued liabilities:

	2021	2020
Accounts payable and accrued liabilities	\$ 9,818,138	\$ 8,651,966
Salaries and benefits payable	5,274,546	\$ 4,605,072
Accrued vacation payable	3,624,872	\$ 3,092,650
Student deposits	15,682,458	\$ 9,749,440
	<b>\$ 34,400,014</b>	<b>\$ 26,099,128</b>

## 6. Employee future benefits:

### (a) Pension plan

The College and its employees contribute to the College Pension Plan and Municipal Pension Plan (jointly trustee pension plans). The boards of trustees for these plans, representing plan members and employers, are responsible for administering the pension plans, including investing assets and administering benefits. The plans are multi-employer defined benefit pension plans. Basic pension benefits are based on a formula. As at August 31, 2019, the College Pension Plan has about 15,000 active members, and approximately 9,000 retired members. As at December 31, 2019, the Municipal Pension Plan has about 213,000 active members, including approximately 6,000 from colleges.

Every three years, an actuarial valuation is performed to assess the financial position of the plans and adequacy of plan funding. The actuary determines and appropriate combined employer and member contribution rate to fund the plans. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plans. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the College Pension Plan as at August 31, 2018, indicated a \$303 million surplus for basic pension benefits on a going concern basis.

The most recent valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The College paid \$7,062,538 (2020 - \$6,627,011) for employer contributions to the plan in fiscal 2021.

The next valuation for the College Pension Plan will be as at August 31, 2021, with results available in 2022. The next valuation for the Municipal Pension Plan will be December 31, 2021, with results available in 2022.

Employers participating in the plans record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plans record accrued liabilities and accrued assets for each plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plans.

# VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2021

## 6. Employee future benefits (continued)

### (b) Employee future benefits

		2021		2020
Sick leave (i)	\$	1,351,000	\$	1,350,000
Long-service and gratuity (ii)		298,000		301,000
Long term disability health & dental benefits (iii)		938,000		746,000
Accrued benefit liability, end of year	\$	2,587,000	\$	2,397,000

- i. Certain employees of the College are entitled to sick leave benefits in accordance with the terms and conditions of their employment contracts. These include post-retirement benefits, benefits that are expected to be provided after employment but prior to retirement and which vest or accumulate during service; and compensated absence benefits, benefits paid during employment, including sick pay benefits that accumulate and are payable upon a future illness or injury-related absence. The benefit expense associated with the covered benefits attributed to the accounting period is included in the College's Statement of Operations and Accumulated Surplus and the accrued benefit liability for the benefits attributed to employee service to the accounting date are included in the College's Statement of financial position. The accrued benefit obligation and the net periodic benefit costs were estimated by an actuarial valuation completed on December 31, 2020 with results extrapolated to March 31, 2021.
- ii. Certain excluded employees (employed prior to August 2010) earn 3 days per year in addition to vacation in accordance with the terms and conditions of their employment contracts. The current gratuity plan for support staff ceased to accumulate as of December 31, 2016, and the balance of gratuity plan will not increase in the future. The accrued benefit obligation for long service days and gratuity plan was estimated by an actuarial valuation for accounting purposes on December 31, 2020 with results extrapolated to March 31, 2021.
- iii. Certain employees of the College are entitled to the continuation of extended health, dental and Medical Service Plan (MSP) benefits in accordance with the terms and conditions of their employment contracts. Coverage is extended to disabled employees, their spouses and dependent children while on disability. Faculty and exempt employees receive these benefits from their date of disability to the earlier of recovery from disability and return to work or age 65. The accrued benefit obligation for currently disabled employees was estimated by an actuarial valuation for accounting purposes on December 31, 2020 with results extrapolated to March 31, 2021.

# VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2021

## 6. Employee future benefits (continued)

	2021	2020
Balance, beginning of the year	\$ 2,333,000	\$ 2,129,000
Current benefit cost	129,000	125,000
Interest cost	66,000	63,000
Benefits paid	(171,000)	(160,000)
Expense for long term disability health & dental benefits	171,000	170,000
Recognized actuarial (gain)/loss	229,000	6,000
<b>Accrued benefit obligation, end of year</b>	<b>\$ 2,757,000</b>	<b>\$ 2,333,000</b>
Accrued benefit obligation, end of year consists of:		
Accrued obligation, end of year	\$ 2,757,000	\$ 2,333,000
Unamortized actuarial gain/(loss)	(170,000)	64,000
<b>Accrued benefit liability, end of year</b>	<b>\$ 2,587,000</b>	<b>\$ 2,397,000</b>

The significant actuarial assumptions adopted in measuring the College's accrued benefit obligations are as follows:

	2021	2020
Discount rates	2.60%	2.80%
Expected future base wage and salary increases	2.50%	2.50%

# VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2021

## 7. Deferred tuition fees:

Deferred tuition includes tuition received in advance of the related activity performed.

	Opening balance	Receipts during year	Recognized as revenue	2021
Deferred tuition	\$ 7,528,898	\$ 40,625,386	\$ (41,139,801)	\$ 7,014,483

	Opening balance	Receipts during year	Recognized as revenue	2020
Deferred tuition	\$ 8,230,493	\$ 39,434,377	\$ (40,135,972)	\$ 7,528,898

## 8. Deferred revenue:

Deferred revenue includes grants, contributions and contract fees received in advance of the related activity performed.

	Opening balance	Receipts during year	Recognized as revenue	2021
Deferred contract	\$ 224,948	\$ 8,620,406	\$ (6,399,564)	\$ 2,445,790
Deferred contributions	3,551,965	15,810,314	(12,090,246)	7,272,033
Deferred revenue and contribution	\$ 3,776,913	\$ 24,430,720	\$ (18,489,810)	\$ 9,717,823

	Opening balance	Receipts during year	Recognized as revenue	2020
Deferred contract	\$ 301,979	\$ 6,715,525	\$ (6,792,556)	\$ 224,948
Deferred contributions	2,708,516	7,670,791	(6,827,342)	3,551,965
Deferred revenue and contribution	\$ 3,010,495	\$ 14,386,316	\$ (13,619,898)	\$ 3,776,913

## 9. Deferred capital contributions:

Deferred capital contributions represent the unamortized amount of externally restricted grants and other funding received for the purchase of tangible capital assets. Amortization of deferred capital contributions is recorded as revenue in the Statement of Operations and Accumulated Surplus over the useful life of the related asset.

# VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2021

## 9. Deferred capital contributions (continued)

	2021	2020
Balance at beginning of the year	\$ 73,293,557	\$ 73,405,545
Contributions received	5,675,329	5,359,605
Less amortization to revenue	(5,678,318)	(5,471,593)
	\$ 73,290,568	\$ 73,293,557

Deferred capital contributions are comprised of the following:

	2021	2020
Unamortized capital contributions	\$ 73,223,250	\$ 73,214,290
Unspent contributions	67,318	79,268
	\$ 73,290,568	\$ 73,293,557

## 10. Capital lease obligation:

(a) Annacis Island Campus

During 2014/15, Vancouver Community College and BCIT entered into a Memorandum of Understanding to share a facility space on Annacis Island in Delta, British Columbia. As part of this arrangement, Vancouver Community College and BCIT entered into a joint lease agreement for a building with a third party. The term of the lease is 30 years and commenced August 1, 2014. The future minimum lease payments are as follows:

2022	\$ 390,350
2023	390,350
2024	390,350
2025	416,301
2026	429,276
Thereafter	9,247,142
Total minimum lease payments	11,263,769
Less amounts representing interest (at 4.19% per annum)	(4,333,339)
Present value of net minimum capital lease payments	\$ 6,930,430
Total interest on the capital lease for the year	\$ 292,612

# VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2021

## 10. Capital lease obligation (continued)

### (b) Computer and copier equipment

During 2017/18 up to 2020/21, the College has entered into various capital leases for computer and copier equipment. The future minimum lease payments for all computer and copier equipment capital lease is as follows:

2022	\$	829,339
2023		660,117
2024		278,620
2025		137,370
2026		4,011
Total minimum lease payments		1,909,457
Less amounts representing interest (Nil to 1.85% per annum)		(125,714)
Present value of net minimum capital lease payments		\$ 1,783,743
Total interest on the capital leases for the year		\$ 140,507

Total interest on capital leases for the year was \$433,119 (2020 – \$449,714).

# VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2021

## 11. Tangible capital assets:

2021	Land	Buildings	Building improvements	Building under capital lease	Furniture and equipment	Leasehold improvements	Computer hardware and software	Computer equipment under capital lease	2021 Total
<b>Cost</b>									
Opening balance	\$ 7,744,768	\$ 144,414,647	\$ 22,554,003	\$ 7,350,333	\$ 27,954,854	\$ 4,202,525	\$ 20,308,191	\$ 6,422,987	\$ 240,952,308
Additions	-	-	5,124,942	-	2,045,874	-	409,432	585,994	8,166,242
Ending	7,744,768	144,414,647	27,678,945	7,350,333	30,000,728	4,202,525	20,717,623	7,008,981	249,118,550
<b>Accumulated amortization</b>									
Opening balance	-	81,876,787	4,591,779	1,388,405	23,885,334	785,151	17,266,237	2,737,254	132,530,947
Amortization	-	3,449,328	1,674,432	245,016	1,430,436	140,088	1,122,085	1,555,568	9,616,953
Closing balance	-	85,326,115	6,266,211	1,633,421	25,315,770	925,239	18,388,322	4,292,822	142,147,900
Net book value	\$ 7,744,768	\$ 59,088,532	\$ 21,412,734	\$ 5,716,912	\$ 4,684,958	\$ 3,277,286	\$ 2,329,302	\$ 2,716,159	\$ 106,970,650

2020	Land	Buildings	Building improvements	Building under capital lease	Furniture and equipment	Leasehold improvements	Computer hardware and software	Computer equipment under capital lease	2020 Total
<b>Cost</b>									
Opening balance	\$ 7,744,768	\$ 144,414,647	\$ 15,962,879	\$ 7,350,333	\$ 26,858,764	\$ 4,202,525	\$ 18,319,528	\$ 4,787,658	\$ 229,641,102
Additions	-	-	6,591,124	-	1,096,090	-	1,988,663	1,635,329	11,311,206
Ending	7,744,768	144,414,647	22,554,003	7,350,333	27,954,854	4,202,525	20,308,191	6,422,987	240,952,308
<b>Accumulated amortization</b>									
Opening balance	-	78,377,346	3,307,883	1,143,390	22,425,324	645,064	16,219,527	1,413,632	123,532,166
Amortization	-	3,499,441	1,283,896	245,015	1,460,010	140,087	1,046,710	1,323,622	8,998,781
Closing balance	-	81,876,787	4,591,779	1,388,405	23,885,334	785,151	17,266,237	2,737,254	132,530,947
Net book value	\$ 7,744,768	\$ 62,537,860	\$ 17,962,224	\$ 5,961,928	\$ 4,069,520	\$ 3,417,374	\$ 3,041,954	\$ 3,685,733	\$ 108,421,361

## 12. Associated organization:

The Vancouver Community College Foundation (“the Foundation”) is a separate society formed to raise funds to further the interests of the College and to provide scholarships and bursaries for students of the College. The College does not control the Foundation; therefore, the Foundation’s assets, liabilities, revenues and expenses are not included in these financial statements.

The College had the following transactions with the Foundation:

	2021	2020
Foundation contributed awards and bursaries to the College	\$ 656,377	\$ 761,319
Foundation provided project funding and equipment to the College	210,186	284,575
Foundation reimbursed the College for salaries expenses	557,179	462,264
College contributed grants to the Foundation for operating expenses	647,179	522,264

As of March 31, 2021, the College had accounts receivable from the Foundation of \$871 (2020 - \$24,220) for expenses that were paid for by the College on behalf of the Foundation. At March 31, 2021, the Foundation had net assets of \$17.6 million (2020 - \$14.3 million).

# VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2021

## 12. Associated organization (continued)

For the year ended March 31, 2021, gift in kind donations from the Foundation to the College were \$197,162 (2020 - \$96,483).

## 13. Contractual obligations:

### (a) Building construction contracts:

During the year ended March 31, 2009, the College completed construction of a new campus building. At year end, the College has an outstanding letter of credit with the City of Vancouver, secured by a term deposit for \$237,500. This letter of credit will be held until Phase II of the campus redevelopment has been completed.

### (b) Operating lease land

In 2014/15, Vancouver Community College entered into a partnership with BCIT to share a joint facility from a third party. As part of this lease, land has been segregated as an operating lease. The term is 30 years commencing August 1, 2014.

Payments required under this lease are as follows:

2022	\$	127,438
2023		127,438
2024		127,438
2025		135,910
2026		140,146
Thereafter		3,018,877
Total minimum lease payments		\$ 3,677,247

### (c) Service contracts:

The College entered into a number of long term service contracts for equipment rentals and services with expected payments as follows:

2022	\$	2,944,842
2023		2,474,886
2024		1,849,247
2025		100,000
2026		41,666
		\$ 7,410,641

# VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2021

## 14. Contractual rights

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenues and assets in the future. The College's contractual rights arise because of contracts entered into to lease building space and to provide educational services. The following table summarize the contractual rights of the College for future assets:

2022	\$	4,989,428
2023		4,605,500
2024		4,529,500
2025		4,537,661
2026		329,200
	\$	18,991,289

## 15. Contingent liabilities:

The College is currently engaged in or party to certain pending matters. A reasonable estimate of these future contingent liabilities is made and is recorded in the financial statements as a liability where the outcome is assessed as likely and the amount is determinable. No amounts are recorded where the outcomes of amounts or losses are uncertain.

## 16. Expenses by object:

The following is a summary of expenses by object:

	2021	2020
Salaries and benefits	\$ 93,484,154	\$ 87,611,249
Supplies and services	14,715,999	15,801,996
Building and telecom	6,021,887	7,030,730
Cost of goods sold	2,018,160	3,626,560
Amortization	9,616,953	8,998,782
	\$ 125,857,153	\$ 123,069,317

## 17. Financial risk management:

The College has exposure to the following risks from its use of financial instruments: credit risk, market risk and liquidity risk.

The Board of Governors ensures that the College has identified its major risks and ensures that management monitors and controls them.

### (a) Credit risk:

Credit risk is the risk of financial loss to the College if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from certain financial assets held by the College consisting of investments and accounts receivable. The College assesses

# VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2021

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these financial assets, on a continuous basis for any amounts that are not collectible or realizable.

## 17. Financial risk management (continued)

### (b) Market and interest risk:

Market risk is the risk that changes in market prices, such as interest rates, will affect the College's income. The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing the return on risk.

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in the market interest rates.

It is management's opinion that the College is not exposed to significant market or interest rate risk arising from its financial instruments.

### (c) Liquidity risk:

Liquidity risk is the risk that the College will not be able to meet its financial obligations as they become due.

The College manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing and financing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the College's reputation.

## 18. Comparative information:

Certain comparative information has been reclassified to conform with the financial statement presentation adopted in the current year.



## DECISION NOTE

**PREPARED FOR:** Board of Governors

**DATE:** May 27, 2021

**ISSUE:** **RECOMMENDATION FOR APPROVAL:**  
Revisions to D.4.3 Student Non-Academic Conduct Policy and Procedures  
(formerly Student Code of Conduct Non-Educational Matters)

### BACKGROUND:

D.4.3 *Student Non-Academic Conduct* explains the standards of non-academic conduct for VCC students and describes the rights and responsibilities of VCC students regarding non-academic conduct; resolution options (both informal and formal) and appeal processes to be followed when non-academic conduct standards are breached; and the values and principles on which the policy and procedures are based.

The revised D.4.3 *Student Non-Academic Conduct* policy and procedures were posted for community feedback in December 2019; following further revisions, they were sent out again for community feedback in February 2021.

### DISCUSSION:

Two notable recommendations were received. A change to the policy Context and Purpose statement, which was proposed by the Indigenous Education and Community Engagement (IECE) department, to include language that refers specifically to the importance of Indigenous and diverse ways of being in the interpretation and implementation of the policy and procedures: "This policy integrates Indigenous and diverse ways of being into the resolution of student non-academic misconduct and to building capacity for intercultural understanding." This statement has been added.

The other suggestion was to define *Indigenous* to clarify whether the use of this term in the policy and procedures is limited to the Indigenous peoples of Canada (i.e., Aboriginal, First Nations, Métis, and Inuit) or inclusive of all Indigenous peoples worldwide. It was understood that the College-wide initiative to support Indigenization would be the appropriate framework for creating this standardized definition, and that once that definition has been determined, consequent edits to policy language can be made as needed.

The suggested changes were reviewed and approved by Education Council at its April 13, 2021 meeting; there were no concerns put forward by EdCo members regarding these revisions. Subsequently, they were approved by Governance Committee on April 24, 2021.

**RECOMMENDATION:**

THAT, on the advice of Education Council and on the recommendation of the Governance Committee, the Board of Governors approve revisions to D.4.3 Student Non-Academic Conduct policy and procedures.

**ATTACHMENTS:**

APPENDIX A - D.4.3 Student Non-Academic Conduct Policy (Clean Draft)

APPENDIX B - D.4.3 Student Non-Academic Conduct Procedures (Clean Draft)

APPENDIX C - D.4.3 Student Non-Academic Conduct Policy (Tracked Draft)

APPENDIX D - D.4.3 Student Non-Academic Conduct Procedures (Tracked Draft)

**PREPARED BY:**

Elle Ting, Chair, Education Council

**DATE:**

April 25, 2021



## APPENDIX A Clean Draft

### POLICY

Title	<b>Student Non-Academic Conduct</b>
Policy No.	D.4.3
Approval Body	Board of Governors, Education Council (advice)
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	January 27, 2000; May 3, 2007; May 29, 2013
Effective Date	<i>DRAFT</i>

#### CONTEXT AND PURPOSE

Vancouver Community College (VCC; the College) seeks to provide and maintain a safe and respectful learning and working environment in which the rights, responsibilities, and dignity of all are respected. This policy integrates Indigenous and diverse ways of beings into the resolution of student non-academic misconduct and to building capacity for intercultural understanding.

This policy outlines the expected standards of non-academic student conduct and describes the processes that will be followed should a breach of these standards occur.

#### SCOPE AND LIMITS

This policy and its related procedures apply to all students, and address conduct that:

- arises in connection with VCC activities or events on or off VCC property, including all educational events, and through any medium or means of communication
- involves property, equipment, or systems owned, borrowed, or leased by VCC

This policy and its related procedures may not apply to specific conduct more appropriately covered under other College policies and procedures, including but not limited to D.4.5 Academic Integrity; A.3.1 Prevention of Harassment, Discrimination, and Bullying; and A.3.10 Sexual Violence and Misconduct.

The responsive or disciplinary measures outlined in this policy will apply to violations of policy A.3.10 Sexual Violence and Misconduct, if the Respondent is a Student.

#### STATEMENT OF POLICY PRINCIPLES

1. VCC has the right and responsibility to establish and enforce standards of student conduct.
2. Students are responsible for educating themselves about VCC policies and procedures, including standards of student conduct. Ignorance of any VCC policies and procedures does not excuse students from responsibility for their actions.
3. VCC expects students to conduct themselves responsibly in accordance with the following values:
  - a. the right to learn
  - b. courtesy

- c. mutual respect
  - d. diversity
  - e. free inquiry
  - f. individual safety
  - g. freedom from harassment, discrimination, and bullying
4. Students have the right to assemble for a lawful protest, subject to reasonable restrictions imposed by the College for safety and security reasons.
  5. VCC will investigate allegations of student misconduct and take appropriate fair and timely action. VCC will impose Corrective Measures appropriate to the nature and seriousness of the misconduct.
  6. The College may elect not to begin proceedings or impose Corrective Measures under this policy for alleged misconduct if public prosecution for that misconduct is anticipated or until law enforcement officials have disposed of the case. If the College determines its interest is clearly distinct from that of the community outside the College, proceedings under this policy may go forward.
  7. Students and employees are encouraged to report any student misconduct to the relevant instructor, Department Leader, Dean/Director, Student Conduct and Judicial Affairs Officer, or another College employee.
  8. The College's Committee Concerned with Student Behaviour (CCSB) assists in supporting a safe campus community that engages all areas of the College, students and employees in creating a respectful and responsible environment for the success of all students.

## DEFINITIONS

Appeal Hearing Committee: The group that decides appeals of student conduct decisions.

Balance of probabilities: The standard of proof used in investigations and Appeal tribunals is that, based on the evidence, the alleged violation is "more likely than not" to have occurred.

Corrective Measure: Any sanction imposed by the College to address, correct, or mitigate conduct violations. More than one corrective measure may be imposed at one time. Corrective measures may include, but are not limited to, the following:

- a. Letter of Reprimand: The minimum sanction for a student found responsible for an incident of misconduct. It may be given with or without other corrective measures.
- b. Student Conduct Contract: A formal document specifying conduct expectations for a defined length of time that the student must meet. Failure to meet the requirements of the conduct contract may lead to more severe Corrective Measures up to and including suspension.
- c. Restriction: Limiting access to specific College activities, facilities, and/or services for a specified period of time or permanently.
- d. Safety Suspension: An immediate action taken to remove a Student from College property for a specified period of time.

- e. Suspension from the College: Removal of a Student from the College by the President for an identified or indefinite period of time pursuant to the College and Institute Act.
- f. Loss of Privileges: Denial of specific privileges for a specified period of time (e.g., access to a service or lab space).
- g. Hold: Preventing access to one or more College services for a specified period of time. The type of hold may vary depending on the nature of the conduct violation and may include, but is not limited to registration, admission, or readmission.

Discretionary Measure: Any other sanction that appears warranted under the circumstances, such as a letter of apology, work assignment, restitution, service to the College, essay, or other measure.

Interim Measure: Any direction given to a student pending a formal review of a safety, risk or conduct concern. Interim Measures are taken in an effort to protect the safety and wellbeing of students, employees, and community members. Interim Measures are preliminary in nature and are generally in effect until an investigation and meetings with the student are completed. Interim Measures may include a ban from campus property, safety suspension or other necessary restrictions.

Misconduct: Unacceptable or improper behaviour which may include one or more of the following: (Specific examples of student misconduct can be found in Appendix A.)

- a. Dishonesty: Knowingly providing false or incomplete information to any VCC employee; forgery; alteration or misuse of any VCC document, record, or form of identification; misrepresentation or falsification of identity, status, or documentation.
- b. Disruption or obstruction of VCC business, including learning, teaching, research, administration, and other events and activities on or off VCC property. This definition should not be construed to deny students the right to assemble and protest lawfully.
- c. Use of VCC computers or electronic equipment or systems in contravention of College policies and procedures on such matters, including but not limited to policy B.5.2 Appropriate and Responsible Use of Education Information Technology.
- d. Actual or attempted theft or damage, misuse, vandalism, defacement, or destruction of VCC property or the property of any student, employee, or visitor.
- e. Failure or refusal to comply with a reasonable request or direction from an authorized VCC employee.
- f. Refusal to identify oneself to an authorized VCC employee when asked to do so.
- g. Possession, copying, or use of keys, access cards, or any other mechanism for entering VCC premises without advance authorization.
- h. Use, manufacture, distribution or possession of open alcoholic drinks, except in locations licensed for that purpose.
- i. Being under the influence of any substance to the point of impairment and being unsafe or disruptive.
- j. Use, possession, manufacturing, or distribution of any controlled substances except as expressly permitted by law.

- k. Possession of firearms, explosives, other weapons, or dangerous chemicals or use of any such items, in a manner that threatens, harms, or intimidates others.
- l. Unreasonable interference with the free flow of pedestrian or vehicle traffic except when part of a lawful protest.
- m. Unlawful actions on VCC property, physical or virtual, in violation of the *Criminal Code of Canada* or any other federal and/or provincial legislation or municipal by-laws.
- n. Unauthorized use of the VCC name, reputation, symbols, or logo.
- o. Violation of any VCC policy, rule, or regulation published by VCC or available on the VCC website.
- p. Aiding and/or encouraging any of the misconduct listed above.
- q. Any other conduct that may be reasonably deemed to be in violation of the College's student conduct expectations.

Non-Corrective Measures: Measures that address actual behaviour but are non-disciplinary in nature; e.g., involuntary leave of absence related to medical or mental health concerns.

Procedural Fairness & Natural Justice: The principles ensuring that a dispute is fairly decided. Both the Student and Respondent(s) have equal right to:

- a. have a policy applied equally;
- b. have a College decision or action communicated in writing with sufficient detail;
- c. dispute an initial College decision or action;
- d. appeal a subsequent College decision or action;
- e. be provided with sufficiently detailed and timely reasoned notice of activity;
- f. have a timely and reasonable opportunity to be heard and present a case before impartial/neutral decision makers;
- g. be provided with sufficiently detailed, reasoned and timely tribunal decisions;  
and
- h. seek representation or advocacy.

Special Circumstances: Situations where a Student or employee, due to events or forces outside their control, is unable to submit the appropriate documentation within the prescribed deadline. Special Circumstances include, but are not limited to, illness, family emergency, inability to access support services in a timely manner, or College delay in rendering pertinent information.

Student: A person who is registered in a full-time or part-time credit or non-credit course offered by VCC. Persons are still considered a student if they withdraw after allegedly violating the Student Non-Academic Conduct policy or have been subject to involuntary withdrawal. Those who are not officially enrolled for a particular term but who have a continuing relationship with VCC or who have been notified of their acceptance for admission are also considered students.

Student Conduct File: A record held by the Associate Vice President, Student & Enrolment Services or delegate, separate from the Student's academic record that contains a complete record of any alleged misconduct by the Student, held in accordance with prudent and acceptable standards within the field.

Student Conduct Report: A document used for reporting allegations of student misconduct.

## **RELATED LEGISLATION & POLICIES**

### Legislation

College and Institute Act, Sections 19(1), 23(1)(j); 37(2), 37(3), 37(4)  
Criminal Code of Canada

### Policies

- A.1.2 Student Appeal of Suspension to Board of Governors
- A.2.1 Appeal to Education Council on Educational Matters
- A.3.1 Prevention of Harassment, Discrimination, and Bullying
- A.3.3 Freedom of Information and Protection of Privacy
- A.3.6 Standards of Employee Conduct and Conflict of Interest
- A.3.8 Violence Prevention
- A.3.9 Records Management
- A.3.10 Sexual Violence & Misconduct
- A.3.11 Emergency Management
- B.3.6 Alcoholic Beverages on Campus
- B.3.8 Smoking on Campus
- B.5.2 Appropriate and Responsible Use of Education Information Technology
- D.4.1 Students with Disabilities
- D.4.2 Student Complaints about Instruction, Services and Employees
- D.4.5 Academic Integrity
- D.6.1 Lending and Borrowing College Equipment

### Other

Committee Concerned with Student Behaviour (CCSB) Terms of Reference

## **RELATED PROCEDURES**

Refer to D.4.3 Student Non-Academic Conduct Procedures

## Appendix A

### Student Non-Academic Misconduct

Examples of student misconduct while on VCC property, in an online learning environment, or during other VCC-related activities are:

- Audio and/or video recording of lectures or other classroom activities without appropriate instructor/classroom participant approval.
- Speech or action that disrupts or interferes with the ability of students to learn, the ability of an instructor to teach, or the ability of an employee to provide services.
- Extreme or unreasonable demands for attention or special treatment from instructors or employees.
- Repeated interruption of classes and/or services with remarks that are irrelevant, rude, or inappropriate.
- Speech or action that is clearly unrelated to learning and that demeans or creates an atmosphere of hostility, intimidation, ridicule, or anxiety among other students, employees, or visitors.
- Abusive or bullying behaviours, violence, threats of violence, or conduct which threatens or endangers the health or safety of any person.
- Unsanctioned activities on VCC-owned computers or other devices.
- Pulling the fire alarm for any reason other than to report a fire.

These examples represent a diverse range of student misconduct that may, under specific circumstances, be referred to other College policies, such as Prevention of Harassment, Discrimination & Bullying (A.3.1), or Sexual Violence & Misconduct (A.3.10), or to the Police, such as when the Criminal Code of Canada is breached.



## APPENDIX B Clean Draft

### PROCEDURES

Title	<b>Student Non-Academic Conduct</b>
Policy No.	D.4.3
Approval Body	Board of Governors, Education Council (advice)
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	January 27, 2000; May 3, 2007; May 29, 2013
Effective Date	<i>Draft</i>

#### General

1. Students and employees are encouraged to seek advice about this policy and/or its procedures from VCC employees such as the Arbiter of Student Issues, and/or from the SUVCC's Student Advocate.
2. Incidents of misconduct occurring during a practicum, work experience, or other VCC activity off campus are reported and addressed in a formal resolution process. If a College employee is not present, the workplace supervisor observing the incident employs their own workplace policy and procedures in order to manage the immediate situation. The workplace supervisor notifies a previously identified VCC contact person, who assesses the situation and determines whether additional action is required in accordance with College policy.

#### Misconduct Involving Safety or Risk

3. Misconduct that obstructs the activities of the College and/or represents a threat to students or employees should be reported to Security immediately.
4. Security representative(s) manage the situation in accordance with established practices and policies to restore activities to their normal state and/or to control, mitigate, or eliminate the threat.
5. Security representative(s) complete an Incident Report that is forwarded to the Director of Safety, Security and Risk Management (DSSRM), who forwards a copy to the Student Conduct and Judicial Affairs Officer (Conduct Officer) to be included in the Student Conduct File.
6. If Security is unavailable, where circumstances require action, any VCC employee has the right to ask the student to leave the classroom or learning area. Security is notified as soon as possible. An Incident Report should be sent to the DSSRM and the Conduct Officer within one (1) business day.
7. In the event of a serious or imminent threat, the College has the right to take all necessary Corrective or Interim Measures to secure the safety of students, employees, and visitors. This may include the removal of a student from a classroom or other College facilities or locations either temporarily or for an extended period of time, or calling the police.
8. Where serious risks to safety are identified, the DSSRM or designate and/or the Conduct Officer are authorized to remove a student from a program, class, and/or

College facilities or locations, and issue a 24-hour Safety Suspension, which may be extended if needed for investigation purposes. Interim Measures may also be imposed at this time. Such a removal and/or any Interim Measures do not imply a finding of responsibility or breach of the Student Non-Academic Conduct policy.

9. The DSSRM or designate reviews the circumstances with the Conduct Officer and drafts an action plan that is circulated to affected College employees.
10. The student is required to meet with the DSSRM or designate, the Conduct Officer and/or other employees before returning to the College.
11. The Conduct Officer supports the Manager of Safety and Security as needed for any investigation regarding Policy A3.10 Sexual Violence and Misconduct.

### **Classroom Management**

12. In cases where reasonable efforts to manage student non-academic conduct are not successful, instructors or other employees have the right to ask the student to leave the classroom/service area for the day. Such incidents must be reported to the relevant Department Leader/Supervisor and the Conduct Officer in a timely manner.
13. The student may be required to meet with the Conduct Officer to review the concern and to receive support and direction before returning to class.
14. In cases where the recording of lectures or other classroom activities have been approved by the instructor, such content is restricted to personal use only. Permission must be expressly granted in writing by the instructor and other classroom participants, including other students, for any other use, including sharing with other classmates. This is not meant to limit the support for students who have been approved by Disability Services for audio and/or video recording of lectures and other classroom activities as a reasonable accommodation.

### **Informal Resolution**

15. VCC encourages the informal resolution of student misconduct situations where appropriate, and believes that in most cases, early discussion and education is the most effective way to resolve student misconduct and to prevent the escalation of concerns.
16. In many cases, misconduct that does not interfere with the activities of the College and/or does not represent a threat to others may be addressed by the appropriate instructor or employee as follows:
  - a. Bring the misconduct to the student's attention and utilize additional Student and Enrolment Services when required.
  - b. Give the student an opportunity to explain the behaviour.
  - c. Explain why the misconduct is unacceptable, what element of Policy was breached, and the standard of conduct that is expected. This could include a written document explaining what behaviour was unacceptable, what acceptable behaviour is, and what the consequences of non-compliance are.
  - d. Give the student an opportunity to correct the behaviour.
  - e. If the misconduct persists, consult with the Department Leader/Supervisor and complete a Student Conduct Report.
17. An issue of misconduct is referred to a formal resolution process when:
  - a. there are multiple instances of misconduct by the same student

- b. the matter is a serious breach of conduct
- c. the informal resolution process is not engaged, such as when there are concerns regarding safety and/or power imbalance
- d. the alleged student misconduct issue is not resolved through the informal resolution process

### **Formal Resolution**

18. Incidents of alleged student misconduct that cannot be resolved informally must be recorded in a Student Conduct Report. The Student Conduct Report is prepared by the relevant employee, immediate supervisor, or Department Leader and forwarded to the Conduct Officer and the relevant Dean/Director. The Conduct officer forwards a copy of the Report to the student.
19. Student Conduct Reports must be completed and forwarded no later than four (4) business days after the incident, or within a reasonable time limit given Special Circumstances.
20. The Conduct Officer or designate, in consultation with the relevant Dean/Director, reviews the Student Conduct Report to determine if an investigation is required.
21. The Conduct Officer or designate may request interviews with the student, the employee, the employee's supervisor, Department Leader, relevant Dean/Director, and/or any other relevant person in order to make this determination.
22. Based on the evidence provided at the time, the Conduct Officer determines how to proceed with a resolution. They may decide that:
  - a. The allegations do not constitute a breach of student conduct. In this case, the student is notified and the matter is considered resolved.
  - b. An informal resolution should be attempted. In this case, the matter is sent back to the Instructor/staff member who submitted the Student Conduct Report. Recommendations and/or tips for resolving the matter may be provided.
  - c. A Discretionary or Interim Measure be imposed.
  - d. An investigation into the alleged student misconduct is required. In this case, the employee, the employee's supervisor, the Department Leader, and the student are notified in writing, and the investigation begins. An estimated timeline for the investigation is also provided.

### **Investigation**

23. The Conduct Officer conducts the investigation.
24. The purpose of the investigation is to gather facts and statements relevant to the behavior or incident in question. The Conduct Officer determines an appropriate process for the investigation, which may include:
  - a. a review of relevant information and documents
  - b. obtaining written submissions
  - c. meeting with the parties involved or any witnesses deemed relevant to the investigation
25. The student may bring a support person or an advocate to the interview.
26. With the exception of the student subject to the investigation, all persons who are involved in an investigation or proceeding pertaining to alleged student non-

- academic misconduct are expected to treat confidentially any information they receive during the course of the investigation or proceeding.
27. If the student fails to cooperate with the investigation or to be reasonably available for a meeting, the investigation proceeds without the input of the student.
  28. Based on the evidence presented in the investigation, the Conduct Officer or designate determines an appropriate course of action.
    - a. If the student is found to have not breached the standards of conduct, all Interim Measures are lifted, and the student is returned to full status. The findings are communicated to the student and added to the Student Conduct File. The Conduct Officer works with the student and relevant areas of the College to address any negative impact of the Interim or Discretionary Measures on the student's academic progress.
    - b. If the student is found to have breached the standards of conduct, a suitable Corrective Measure is imposed based on the seriousness of the misconduct, the student's record of prior conduct, and any other factors that may be relevant to the decision.
    - c. If the Student is found to have breached the standards of conduct, but may not be culpable for their conduct, a Non-corrective Measure may be imposed. In some cases, the College may cancel the Student's registration for a period of time, and may grant a refund if warranted. The Conduct Officer or designate may subsequently permit the Student to re-register at the College subject to conditions that are appropriate in the circumstances.
  29. If the recommended Corrective Measure is suspension from the College, the Conduct Officer consults with the appropriate Dean, and submits the recommendation in writing to the Vice President, Academic & Research.
    - a. The Vice President, Academic & Research considers the recommendation and decides on the appropriate response.
    - b. The Vice President, Academic & Research submits the recommendation to suspend to the President, who makes the final decision within ten (10) business days of receipt of the recommendation, and informs the student in writing of the decision and rationale. This timeframe may be extended if circumstances warrant such an extension.
    - c. The President immediately reports the suspension of a Student, with reasons, to the Board of Governors.
  30. If a student does not comply with mandated Corrective Measures, additional Corrective Measures may be imposed.
  31. The Conduct Officer or designate informs those employees of the College who have a need to know as part of their ongoing employment responsibilities, of the results of the investigation and any Measures that have been taken. This information shall be treated in confidence.
  32. Records of the investigation and its result are kept in the Student Conduct File in accordance with policy A.3.9 Records Management.
  33. Corrective Measures imposed under this policy may be appealed in accordance with established College processes. Corrective Measures that are imposed remain in place during the appeal process.

### Appeals of Corrective Measures other than Suspension from the College

34. A student may appeal Corrective Measures except Suspension from the College, by submitting a Student Non-Academic Conduct Appeal Request Form to the Registrar.
35. Appeals can be made under either of the following circumstances:
  - a. The investigation lacked Procedural Fairness; or
  - b. There is relevant new information that was not available at the time the decision was made and that would have influenced the outcome.
36. Students are encouraged to contact the Conduct Officer if relevant new information or evidence of a lack of procedural fairness arises before filing a formal appeal, to provide an opportunity to revise the original disciplinary decision.
37. Appeals must be submitted no later than ten (10) business days from the date of the decision. Submissions received after the ten (10) business days are forwarded to the Appeal Hearing Committee (the Committee) for a decision as to whether or not they will hear the case.
38. The Registrar forwards the completed Appeal Form and all supporting documentation to the Associate Vice President, Student & Enrolment Services, who, as soon as practicable and in a reasonable timeframe, forms a Committee.
39. The Committee is composed of the following three members:
  - a. Associate Vice President, Student & Enrolment Services as the Chair;
  - b. One (1) employee; and
  - c. One (1) student member.
40. Committee members are required to disclose any actual or potential conflicts of interest to the Chair, who determines their suitability for the Committee.
41. The Chair submits all relevant documentation to Committee members as soon as they are appointed.
42. The Chair calls an initial meeting of the Committee to review the documentation and decide whether to accept the appeal request or reject it based on insufficient grounds. The Arbiter of Student Issues is invited to attend the meeting as a silent observer.
43. The student is notified of the Committee's decision. If the appeal request is accepted, the Chair normally schedules an Appeal Hearing (the Hearing) within fifteen (15) business days of receipt of the appeal request. The Chair contacts the student to determine if any accommodations are required for the Hearing.
44. The names of Committee members remain confidential and are only provided to the attendees at the time of the Hearing.
45. The Hearing is attended by:
  - a. The Chair and members of the Committee;
  - b. The student;
  - c. The Conduct Officer or designate who imposed the initial Corrective Measures and/or the DSSRM for a safety suspension;
  - d. Witnesses;
  - e. Any Support Persons and/or advocates; and
  - f. The Arbiter of Student Issues (as a silent observer).
46. Hearings are closed meetings and are not open to the public or VCC community members who are not involved in the case being heard.

- a. The student may have an advocate to advise and/or represent them during the Hearing. The student needs to provide 48 hours' notice to the College of the identity of the advocate. However, the student must participate fully in the Hearing and answer any direct factual questions asked by the Committee.
  - b. The student may also have a support person present. The support person may not speak to the Committee.
47. The Chair begins the Hearing by introducing all parties in attendance and outlining the procedures to be followed. An opportunity is provided for presentation of the issues and questions from the student's perspective. The decision-maker named in the Appeal is given the same opportunity. Committee members may ask questions of the parties and any witnesses.
  48. All attendees, except the Student, are expected to return all documentation at the close of the Hearing and to maintain the confidentiality of the proceedings.
  49. Immediately after the Hearing, the Committee members deliberate in private and make a decision regarding whether the Appeal is founded or not founded.
  50. The decision:
    - a. is based on the "balance of probabilities";
    - b. is made by majority vote; and
    - c. with the Chair voting only in the event of a tie.
  51. The Committee may uphold the Corrective Measure(s) or reject the original decision and return it to the decision-maker.
  52. The student and the decision-maker are notified in writing within three (3) business days of the Hearing.
  53. All Hearings are recorded, and written or audio records are maintained in the Student Conduct File in accordance with policy A.3.9 Records Management. These records remain confidential.
  54. The Committee's decision is final.

#### **Appeal of a Suspension from the College**

55. Students have the right to file an appeal of suspension to the Board of Governors. Refer to policy A.1.2 Student Appeal of Suspension to Board of Governors.

#### **RELATED POLICY**

Refer to D.4.3 Student Non-Academic Conduct Policy



## APPENDIX C Tracked Draft

### POLICY

Title	<b>Student <del>Code of Non-Academic</del> Conduct (<del>Non-Educational Matters</del>)</b>
Policy No.	D.4.3
Approval Body	Board of Governors, Education Council (advice)
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	January 27, 2000; May 3, 2007; May 29, 2013
Effective Date	<i>DRAFT</i>

#### CONTEXT AND PURPOSE

Vancouver Community College (VCC; the College) seeks to provide and maintain a safe and respectful learning and working environment in which the rights, responsibilities, and dignity of all are respected. ~~The purpose of This policy is to establish standards integrates Indigenous and diverse ways of beings into the resolution of non-educational student conduct. (Please refer to the Student Educational Conduct Policy and Procedures (D.4.5) non-academic misconduct and to building capacity for educational standards of conduct). The Student Code of Conduct (Non-Educational Matters) Procedures (D.4.3) describes the processes VCC follows should a breach of these standards occur intercultural understanding.~~

This policy outlines the expected standards of non-academic student conduct and describes the processes that will be followed should a breach of these standards occur.

#### SCOPE AND LIMITS

This policy and its related procedures apply to:

- ~~1. The individual or collective non-educational conduct of all students who are registered in full-time or part-time credit or non-credit courses offered by VCC.~~
- ~~2. Student conduct by persons who voluntarily withdraw after allegedly violating the Student Code of Conduct or who have been subject to involuntary withdrawal. Those who are not officially enrolled for a particular term but who have a continuing relationship with VCC or who have been notified of their acceptance for admission are also considered students.~~

Student, and address conduct that:

- arises in connection with VCC activities or events on or off VCC property, including practicums, etc.; and/or all educational events, and through any medium or means of communication
- involves property, equipment, or systems owned, borrowed, or leased by VCC; and/or
  - a. ~~occurs while students are engaged in, or as a result of, VCC events and activities through any medium or means of communication.~~

This policy and its related procedures may not apply to specific conduct more appropriately dealt with covered under other College policies and procedures, including, but not limited to :

~~Student educational conduct governed by the Student Educational Conduct Policy (D.4.5), including plagiarism, cheating, fabrication Academic Integrity; A.3.1 Prevention of Harassment, Discrimination, and Bullying; and A.3.10 Sexual Violence and facilitation of educational misconduct; or Misconduct.~~

- ~~1.— Student conduct governed by the Human Rights Policy (A.3.1).~~

~~The responsive or disciplinary measures outlined in this policy will apply to violations of policy A.3.10 Sexual Violence and Misconduct, if the Respondent is a Student.~~

## STATEMENT OF POLICY PRINCIPLES

~~The following principles govern the non-educational conduct of VCC students:~~

- ~~2-1. VCC has the right and responsibility to establish and enforce standards of student conduct.~~
- ~~3.— VCC expects students to conduct themselves responsibly in accordance with the following values: the right to learn; courtesy; mutual respect; diversity; free inquiry; individual safety; and freedom from harassment and discrimination.~~
- ~~4.— Students are responsible for complying with the standards of conduct described in this policy, which include but are not limited to:~~
- ~~a.— complying with VCC policies and procedures;~~
  - ~~b.— complying with all applicable federal and/or provincial legislation and regulations or municipal by-laws;~~
  - ~~c.— complying with the codes of conduct and/or policies of affiliated accrediting and regulatory agencies;~~
  - ~~d.— respecting the rights of all students, employees and visitors to work and learn in a safe and disruption-free environment; and~~
  - ~~e.— respecting the property of VCC and others.~~
- ~~5-2. Students are responsible for educating themselves about VCC policies and procedures, including standards of student conduct. Ignorance of any VCC policies and procedures does not excuse students from responsibility for their actions. Policies that relate to students are available on the website at [www.vcc.ca](http://www.vcc.ca).~~
- ~~6-3. VCC expects students to conduct themselves responsibly in accordance with the following values:~~
- ~~a. the right to learn~~
  - ~~b. courtesy~~
  - ~~c. mutual respect~~
  - ~~d. diversity~~
  - ~~e. free inquiry~~
- ~~7.— individual safety Students have the right to assemble for a lawful protest at any College activity that has been endorsed by the Students' Union of VCC (SUVCC). Students participating in a lawful and SUVCC-endorsed protest are exempt from being sanctioned~~

~~under this Student Code of Conduct Policy for concurrent disruptions of College activities or services that are consistent with a lawful protest. However, this Student Code of Conduct Policy is otherwise in full force during such a protest.~~

~~f. \_\_\_\_\_~~

~~g. \_\_\_\_\_ freedom from harassment, discrimination, and bullying~~

~~4. \_\_\_\_\_ Students have the right to assemble for a lawful protest, subject to reasonable restrictions imposed by the College for safety and security reasons.~~

~~8. \_\_\_\_\_ VCC will investigate allegations of student misconduct and will take appropriate action in a fair and timely fashion where misconduct is established. When student conduct contravenes this policy, action. VCC will impose disciplinary Corrective Measures appropriate to the nature and seriousness of the misconduct. The Student Code of Conduct Procedures (D.4.3) defines misconduct and provides examples of disciplinary measures.~~

~~9.5. \_\_\_\_\_ Disciplinary measures imposed under this policy may be appealed in accordance with the process described in the Student Code of Conduct Procedures (D.4.3). Disciplinary measures that are imposed will remain in place during the appeal process.~~

~~10.6. \_\_\_\_\_ The College may elect not to begin proceedings or impose sanctions Corrective Measures under this policy for alleged misconduct if public prosecution for that misconduct is anticipated or until law enforcement officials have disposed of the case. If the College determines its interest is clearly distinct from that of the community outside the College, proceedings under this Student Code of Conduct policy may go forward.~~

~~11. \_\_\_\_\_ Students are encouraged to seek advice about this policy and/or its procedures from VCC employees such as the Arbiter for Student Issues; and/or from the SUVCC's Student Advocate.~~

~~12.7. \_\_\_\_\_ Students are encouraged to report any student misconduct to their the relevant instructor, the Department Leader, Dean/Director of, Student Services Conduct and Judicial Affairs Officer, or another College employee.~~

~~13. \_\_\_\_\_ All persons who are involved in an investigation or proceeding pertaining to alleged student misconduct are expected to treat confidentially any information they receive in the course of the investigation or proceeding.~~

~~8. \_\_\_\_\_ The College's Committee Concerned with Student Behaviour (CCSB) assists in supporting a safe campus community that engages all areas of the College, students and employees in creating a respectful and responsible environment for the success of all students.~~

## DEFINITIONS

Appeal Hearing Committee: The group that decides appeals of student conduct decisions.

Balance of probabilities: The standard of proof used in investigations and Appeal tribunals is that, based on the evidence, the alleged violation is "more likely than not" to have occurred.

Corrective Measure: Any sanction imposed by the College to address, correct, or mitigate conduct violations. More than one corrective measure may be imposed at one time. Corrective measures may include, but are not limited to, the following:

- a. Letter of Reprimand: The minimum sanction for a student found responsible for an incident of misconduct. It may be given with or without other corrective measures.
- b. Student Conduct Contract: A formal document specifying conduct expectations for a defined length of time that the student must meet. Failure to meet the requirements of the conduct contract may lead to more severe Corrective Measures up to and including suspension.
- c. Restriction: Limiting access to specific College activities, facilities, and/or services for a specified period of time or permanently.
- d. Safety Suspension: An immediate action taken to remove a Student from College property for a specified period of time.
- e. Suspension from the College: Removal of a Student from the College by the President for an identified or indefinite period of time pursuant to the College and Institute Act.
- d.f. Loss of Privileges: Denial of specific privileges for a specified period of time (e.g., access to a service or lab space).
- g. Hold: Preventing access to one or more College services for a specified period of time. The type of hold may vary depending on the nature of the conduct violation and may include, but is not limited to registration, admission, or readmission.

Discretionary Measure: Any other sanction that appears warranted under the circumstances, such as a letter of apology, work assignment, restitution, service to the College, essay, or other measure.

Interim Measure: Any direction given to a student pending a formal review of a safety, risk or conduct concern. Interim Measures are taken in an effort to protect the safety and wellbeing of students, employees, and community members. Interim Measures are preliminary in nature and are generally in effect until an investigation and meetings with the student are completed. Interim Measures may include a ban from campus property, safety suspension or other necessary restrictions.

Misconduct: Unacceptable or improper behaviour which may include one or more of the following: (Specific examples of student misconduct can be found in Appendix A.)

- a. Dishonesty: Knowingly providing false or incomplete information to any VCC employee; forgery; alteration or misuse of any VCC document, record, or form of identification; misrepresentation or falsification of identity, status, or documentation.
- b. Disruption or obstruction of VCC business, including learning, teaching, research, administration, and other events and activities on or off VCC property. This definition should not be construed to deny students the right to assemble and protest lawfully.
- c. Use of VCC computers or electronic equipment or systems in contravention of College policies and procedures on such matters, including but not limited to policy B.5.2 Appropriate and Responsible Use of Education Information Technology.
- d. Actual or attempted theft or damage, misuse, vandalism, defacement, or destruction of VCC property or the property of any student, employee, or visitor.

- e. Failure or refusal to comply with a reasonable request or direction from an authorized VCC employee.
- f. Refusal to identify oneself to an authorized VCC employee when asked to do so.
- g. Possession, copying, or use of keys, access cards, or any other mechanism for entering VCC premises without advance authorization.
- h. Use, manufacture, distribution or possession of open alcoholic drinks, except in locations licensed for that purpose.
- i. Being under the influence of any substance to the point of impairment and being unsafe or disruptive.
- j. Use, possession, manufacturing, or distribution of any controlled substances except as expressly permitted by law.
- k. Possession of firearms, explosives, other weapons, or dangerous chemicals or use of any such items, in a manner that threatens, harms, or intimidates others.
- l. Unreasonable interference with the free flow of pedestrian or vehicle traffic except when part of a lawful protest.
- m. Unlawful actions on VCC property, physical or virtual, in violation of the *Criminal Code of Canada* or any other federal and/or provincial legislation or municipal by-laws.
- n. Unauthorized use of the VCC name, reputation, symbols, or logo.
- o. Violation of any VCC policy, rule, or regulation published by VCC or available on the VCC website.
- p. Aiding and/or encouraging any of the misconduct listed above.
- q. Any other conduct that may be reasonably deemed to be in violation of the College's student conduct expectations.

Non-Corrective Measures: Measures that address actual behaviour but are non-disciplinary in nature; e.g., involuntary leave of absence related to medical or mental health concerns.

Procedural Fairness & Natural Justice: The principles ensuring that a dispute is fairly decided. Both the Student and Respondent(s) have equal right to:

- a. have a policy applied equally;
- b. have a College decision or action communicated in writing with sufficient detail;
- c. dispute an initial College decision or action;
- d. appeal a subsequent College decision or action;
- e. be provided with sufficiently detailed and timely reasoned notice of activity;
- f. have a timely and reasonable opportunity to be heard and present a case before impartial/neutral decision makers;
- g. be provided with sufficiently detailed, reasoned and timely tribunal decisions;  
and
- h. seek representation or advocacy.

**Special Circumstances:** Situations where a Student or employee, due to events or forces outside their control, is unable to submit the appropriate documentation within the prescribed deadline. Special Circumstances include, but are not limited to, illness, family emergency, inability to access support services in a timely manner, or College delay in rendering pertinent information.

**Student:** A person who is registered in a full-time or part-time credit or non-credit course offered by VCC. Persons are still considered a student if they withdraw after allegedly violating the Student Non-Academic Conduct policy or have been subject to involuntary withdrawal.

Those who are not officially enrolled for a particular term but who have a continuing relationship with VCC or who have been notified of their acceptance for admission are also considered students.

Student Conduct File: A record held by the Associate Vice President, Student & Enrolment Services or delegate, separate from the Student's academic record that contains a complete record of any alleged misconduct by the Student, held in accordance with prudent and acceptable standards within the field.

**Student Conduct Report:** A document used for reporting allegations of student misconduct.

## RELATED LEGISLATION & POLICIES

### Legislation

College and Institute Act, Sections 19(1), 23(1)(j); 37(2), 37(3), 37(4)  
Criminal Code of Canada

### Policies

- A.1.2 Student Appeal of Suspension to Board of Governors
- A.2.1 Appeal to Education Council on Educational Matters
- ~~A.3.1 Human Rights~~
- [A.3.1 Prevention of Harassment, Discrimination, and Bullying](#)
- A.3.3 Freedom of Information and Protection of Privacy
- A.3.6 Standards of Employee Conduct and Conflict of Interest
- A.3.8 Violence Prevention
- A.3.9 Records Management
- [A.3.10 Sexual Violence & Misconduct](#)
- A.3.11 Emergency Management
- B.3.6 Alcoholic Beverages on Campus
- B.3.8 Smoking on Campus
- B.5.2 Appropriate and Responsible Use of Education Information Technology
- D.4.1 Students with Disabilities
- D.4.2 Student Complaints about Instruction, Services and Employees
- D.4.5 [Student Educational Conduct Academic Integrity](#)
- D.6.1 Lending and Borrowing College Equipment

### Other

Committee Concerned with Student Behaviour (CCSB) Terms of Reference

**RELATED PROCEDURES**

Refer to D.4.3 Student Non-Academic Conduct Procedures

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## Appendix A

### Student Non-Academic Misconduct

Examples of student misconduct while on VCC property, in an online learning environment, or during other VCC-related activities are:

- Audio and/or video recording of lectures or other classroom activities without appropriate instructor/classroom participant approval.
- Speech or action that disrupts or interferes with the ability of students to learn, the ability of an instructor to teach, or the ability of an employee to provide services.
- Extreme or unreasonable demands for attention or special treatment from instructors or employees.
- Repeated interruption of classes and/or services with remarks that are irrelevant, rude, or inappropriate.
- Speech or action that is clearly unrelated to learning and that demeans or creates an atmosphere of hostility, intimidation, ridicule, or anxiety among other students, employees, or visitors.
- Abusive or bullying behaviours, violence, threats of violence, or conduct which threatens or endangers the health or safety of any person.
- Unsanctioned activities on VCC-owned computers or other devices.
- Pulling the fire alarm for any reason other than to report a fire.

These examples represent a diverse range of student misconduct that may, under specific circumstances, be referred to other College policies, such as Prevention of Harassment, Discrimination & Bullying (A.3.1), or Sexual Violence & Misconduct (A.3.10), or to the Police, such as when the Criminal Code of Canada is breached.



## APPENDIX D Tracked Draft

### PROCEDURES

Title	<b>Student Non-Academic Conduct</b>
Policy No.	D.4.3
Approval Body	Board of Governors, Education Council (advice)
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	January 27, 2000; May 3, 2007; May 29, 2013
Effective Date	<i>Draft</i>

#### General

1. Students and employees are encouraged to seek advice about this policy and/or its procedures from VCC employees such as the Arbiter of Student Issues, and/or from the SUVCC's Student Advocate.
2. Incidents of misconduct occurring during a practicum, work experience, or other VCC activity off campus are reported and addressed in a formal resolution process. If a College employee is not present, the workplace supervisor observing the incident employs their own workplace policy and procedures in order to manage the immediate situation. The workplace supervisor notifies a previously identified VCC contact person, who assesses the situation and determines whether additional action is required in accordance with College policy.

#### Misconduct Involving Safety or Risk

- ~~2.3.~~ Misconduct that obstructs the activities of the College and/or represents a threat to students or employees should be reported to Security immediately.
- ~~a.~~ ~~In the event that a risk to safety or security is identified, the College will immediately take all necessary measures to secure the safety of students, employees and visitors. Where serious risks to safety are identified, the Director of Safety and Security (or designate) is authorized to remove a student temporarily from a program, class and/or College facilities or locations. Such students will not be permitted to return to the College until the safety concern is resolved.~~
- ~~3.4.~~ Security representative(s)- manage the situation in accordance with established practices and policies to restore activities to their normal state and/or to control, mitigate, or eliminate the threat.
- ~~4.5.~~ Security representative(s) complete an Incident Report that is forwarded to the Director of Safety, Security and Risk Management (DSSRM), who forwards a copy to the Student Conduct and Judicial Affairs Officer (Conduct Officer) to be included in the Student Conduct File.
- ~~5.6.~~ If Security is unavailable, where circumstances require action, any VCC employee has the right to ask the student to leave the College premises, classroom or learning area. Security is notified as soon as possible. An Incident Report should be sent to the

~~Director of Safety and Security DSSRM and the Director of Student Services Office Conduct Officer within one (1) business day.~~

7. In the event of a serious or imminent threat, the College has the right to take all necessary Corrective or Interim Measures to secure the safety of students, employees, and visitors. This may include the removal of a student from a classroom or other College facilities or locations either temporarily or for an extended period of time, or calling the police.
8. Where serious risks to safety are identified, the DSSRM or designate and/or the Conduct Officer are authorized to remove a student from a program, class, and/or College facilities or locations, and issue a 24-hour Safety Suspension, which may be extended if needed for investigation purposes. Interim Measures may also be imposed at this time. Such a removal and/or any Interim Measures do not imply a finding of responsibility or breach of the Student Non-Academic Conduct policy.
9. The DSSRM or designate reviews the circumstances with the Conduct Officer and drafts an action plan that is circulated to affected College employees.
10. The student is required to meet with the DSSRM or designate, the Conduct Officer and/or other employees before returning to the College.
11. The Conduct Officer supports the Manager of Safety and Security as needed for any investigation regarding Policy A3.10 Sexual Violence and Misconduct.

### Classroom Management

- ~~6-12.~~ In cases where reasonable efforts to manage student non-academic conduct are not successful, instructors or other employees have the right to ask the student to leave the classroom, service area, or College premises for one (1) business the day. The incident should promptly be reported to the relevant Department Leader/Supervisor and the Conduct Officer in a timely manner.
13. The student may be required to meet with the Conduct Officer to review the concern and to receive support and direction before returning to class.
  14. In cases where the recording of lectures or other classroom activities have been approved by the instructor, such content is restricted to personal use only. Unless permission must be expressly granted in writing by the instructor and other classroom participants, including other students, for any other use, including sharing with other classmates. This is not meant to limit the support for students who have been approved by Disability Services for audio and/or video recording of lectures and other classroom activities as a reasonable accommodation.

### Informal Resolution

- ~~7-15.~~ VCC encourages the informal resolution of student misconduct situations where appropriate. VCC, and believes that in most cases, early discussion with students and education is the most effective way to resolve student misconduct and to prevent the escalation of concerns. Where possible, efforts should be made to resolve situations of student misconduct on an informal basis. If the inappropriate conduct persists, it may be necessary to employ the intervention processes described below under Formal Report of Student Misconduct.

- ~~8-16.~~ In many cases, misconduct that does not interfere with the activities of the College and/or does not represent a threat to others may be addressed by the appropriate instructor or employee as follows:
- a. Bring the misconduct to the student's attention and utilize appropriate support additional Student and Enrolment Services when required;
  - b. Give the student an opportunity to explain the behaviour.
  - c. Explain why the misconduct is unacceptable, what element of Policy was breached, and the standard of conduct that is expected. This could include a written document explaining what behaviour was unacceptable, what acceptable behaviour is, and what the consequences of non-compliance are.
  - d. Give the student an opportunity to correct the behaviour.
  - e. If the misconduct persists, consult with the Department Leader/Supervisor and complete a Student Conduct Report.

~~2.~~ The methods described under item 4 above, may not be appropriate in all circumstances (e.g., where the misconduct may involve unlawful acts such as theft, sale of controlled substances, etc). If uncertain, the employee observing the misconduct should seek guidance from the employee's supervisor/Department Leader, Director of Safety and Security, Director of Student Services and/or Arbiter of Student Issues.

17. An issue of misconduct is referred to a formal resolution process when:
- a. there are multiple instances of misconduct by the same student
  - b. the matter is a serious breach of conduct
  - c. the informal resolution process is not engaged, such as when there are concerns regarding safety and/or power imbalance
  - d. the alleged student misconduct issue is not resolved through the informal resolution process

### Formal Resolution

9-18. Incidents of alleged student misconduct that cannot be resolved informally must be recorded in a Student Conduct Report. The Student Conduct Report ~~will be~~ is prepared by the relevant employee, immediate supervisor, or Department Leader and forwarded to the Conduct Officer and the relevant Dean/Director. The Conduct officer forwards a copy of the Report to the student.

~~3.~~ Incidents of misconduct occurring during a practicum, work experience or other VCC activity off campus will be addressed and reported as above. If a College employee is not present, the workplace supervisor observing the incident will employ their own workplace policy and procedures in order to manage the immediate situation. The workplace supervisor will notify a previously identified VCC contact person, who will assess the situation and determine whether additional action is required in accordance with College policy.

10-19. Once completed, the Student Conduct Report is forwarded to the Director of Student Services and the relevant Dean/Director. Student Conduct Reports shall ~~must~~ be completed and forwarded no later than four (4) business days after the incident giving rise to the Student Conduct Report, or within a reasonable time limit given Special Circumstances.

### Formal Investigation

The Director of Student Services Office receives all Student Conduct Reports. Officer

~~20. The Director of Student Services (or delegate) reviews the Student Conduct Report and determines designate, in consultation with the relevant Dean/Director, reviews the Student Conduct Report to determine if an investigation is required. The Director of Student Services (~~

~~11-21. The Conduct Officer or delegate) designate may conduct request interviews with the student, the employee, the employee's supervisor, Department Leader, relevant Dean/Director, and/or any other relevant person in order to make this determination.~~

~~22. If, at any time during the investigation, it is determined that the student has not contravened the Student Code of Conduct (Non-Educational Matters) Policy (D.4.3) based on the Based on the evidence provided at the time, then the Conduct Officer determines how to proceed with a resolution. They may decide that:~~

~~a. The allegations do not constitute a breach of student conduct. In this finding will be communicated to case, the student is notified and the matter will be considered resolved.~~

~~b. If the Director of Student Services (or delegate) determines that further investigation An informal resolution should be attempted. In this case, the matter is sent back to the Instructor/staff member who submitted the Student Conduct Report. Recommendations and/or tips for resolving the matter may be provided.~~

~~c. A Discretionary or Interim Measure be imposed.~~

~~b.d. An investigation into the alleged student misconduct is required, the Director of Student Services (or delegate) will investigate. The Director of Student Services (or delegate) will ensure the student. In this case, the employee, the employee's supervisor, and the Department Leader, and the student are notified of in writing, and the investigation. The Director of Student Services (or delegate) will provide begins. An estimated timeline for the investigation, and will notify the student of any delays or extension to that timeline. is also provided.~~

### Investigation

~~4. The student will be entitled to know the allegations against him/her. The student will be given an opportunity to provide a full response to the allegations, and to explain any relevant mitigating or other circumstances.~~

~~5. A student who declines to participate in an investigation may have a hold placed on his/her student record in addition to other sanctions as deemed appropriate.~~

~~23. Conduct Officer conducts the investigation.~~

~~24. The purpose of the investigation is to gather facts and statements relevant to the behavior or incident in question. The Conduct Officer determines an appropriate process for the investigation, which may include:~~

~~a. a review of relevant information and documents~~

~~b. obtaining written submissions~~

- c. meeting with the parties involved or any witnesses deemed relevant to the investigation
  - 25. The student may bring a support person or an advocate to the investigative interview.
  - 26. With the exception of the student subject to the investigation, all persons who are involved in an investigation or proceeding pertaining to alleged student non-academic misconduct are expected to treat confidentially any information they receive during the course of the investigation or proceeding.
  - 27. If the student fails to cooperate with the investigation or to be reasonably available for moral support only. A support person meeting, the investigation proceeds without the input of the student.
  - 28. Based on the evidence presented in the investigation, the Conduct Officer or designate determines an appropriate course of action.
- 6. ~~If the student is found to have not permitted to answer the questions or speak on behalf~~breached the standards of the student. The investigator may ask if the support person has any questions regarding process at the end of the interview.
  - 7. ~~Pending the outcome of the investigation, the Director of Student Services (or delegate) may take any interim measures considered necessary. Such measures may include but are not limited to: requiring conduct, all Interim Measures are lifted, and the student to comply with interim measures; temporarily restricting access to a specific area, class, service or campus; placing a hold on student records, or requiring the student to leave VCC property temporarily.~~

### **Results of Investigation**

- 8. ~~If the Director of Student Services (or delegate) determines that the student has contravened the Student Code of Conduct (Non-Educational Matters) (D.4.3), the Director of Student Services (or delegate) will determine a suitable disciplinary measure. The penalty will be commensurate with the seriousness of the misconduct and will take into account the student's prior conduct. Disciplinary measures include but are not limited to:~~
  - a. ~~Letter of Reprimand~~
  - b. ~~Student Conduct Contract (see Appendix B)~~
  - c. ~~Recommendation of Suspension from a College course or program~~
  - d. ~~Recommendation of suspension from the College~~
- 9. ~~If the Director of Student Services (or delegate) is of the view that the appropriate response is either~~
  - a. ~~suspension from the course/program for an identified period of time or for the duration of the course/program, or~~
  - b. ~~suspension from the College for an identified period of time, indefinitely, or permanently,~~

~~the Dean responsible for the student's program will provide his/her recommendation in that regard to the Vice President Education & Student Services.~~

- ~~10. The Vice President Education & Student Services will consider the recommendation provided by the Dean/Director and decide on the appropriate response.~~
- ~~a. If the Vice President Education & Student Services is of the view that the appropriate response is suspension from the College for an identified period of time, indefinitely, or permanently, the Vice President Education & Student Services will make such a recommendation to the President.~~
  - ~~b. Where such a recommendation is made by the Vice President Education & Student Services, the President will make the decision within ten (10) business days of receipt of the recommendation. This time frame may be extended by the President if he/she determines that the circumstances warrant such an extension.~~
  - ~~c. If the President decides to suspend the student from the College, the President will immediately report such action to the Board with a statement of the reasons, in accordance with Section 37(3) of the College and Institute Act.~~
    - ~~a. If the Director of Student Services (or delegate) determines that the student has not contravened the Student Code of Conduct (Non-Educational Matters) (D.4.3), all interim measures will be lifted and the student will be returned to full status. The findings will be communicated to the student and added to the Student Conduct File. The Conduct Officer works with the student and relevant areas of the College to address any negative impact of the Interim or Discretionary Measures on the student's academic progress.~~
    - ~~b. If the Director/student is found to have breached the standards of Student Services (or delegate) determines that there was conduct, a contravention/suitable Corrective Measure is imposed based on the seriousness of the Student Code of Conduct (Non-Educational Matters) (D.4.3) misconduct, the student's record of prior conduct, and any other factors that may be relevant to the decision.~~
    - ~~b.c. If the Student is found to have breached the standards of conduct, but finds that the student may not be culpable for their conduct (e.g., due to medical or mental health conditions) an involuntary leave of absence, a Non-corrective Measure may be imposed. In some cases, the College may cancel the Student's registration for a period of time, and may grant a refund if warranted. The Conduct Officer or designate may subsequently permit the Student to re-register at the College subject to conditions that are appropriate in the circumstances.~~
29. If the recommended Corrective Measure is suspension from the College, the Conduct Officer consults with the appropriate Dean, and submits the recommendation in writing to the Vice President, Academic & Research.
- a. The Vice President, Academic & Research considers the recommendation and decides on the appropriate response.
  - b. The Vice President, Academic & Research submits the recommendation to suspend to the President, who makes the final decision within ten (10) business days of receipt of the recommendation, and informs the student in writing of

the decision and rationale. This timeframe may be extended if circumstances warrant such an extension.

c. The President immediately reports the suspension of a Student, with reasons, to the Board of Governors.

12.30. If a student does not comply with mandated Corrective Measures, additional Corrective Measures may have a hold placed on his/her student record be imposed.

13.31. The Conduct Officer or designate informs those employees of the College who have a need to know as part of their ongoing employment responsibilities, of the results of the investigation and any Measures that have been taken. This information shall be treated in confidence.

14.32. Records of the investigation and its result are kept in the Student Conduct File in accordance with policy A.3.9 Records Management.

33. Corrective Measures imposed under this policy may be appealed in accordance with established College processes. Corrective Measures that are imposed remain in place during the appeal process.

### **Appeals of Corrective Measures other than Suspension from the College**

11. A student may appeal the imposition of a disciplinary measure. For an appeal of a Corrective Measures except Suspension from the College, please see “Final by submitting a Student Non-Academic Conduct Appeal of a Suspension from the College” in these procedures below.

12. During an appeal, all sanctions shall remain in full force and effect.

34. Grounds for appeal are limited Request Form to the Registrar.

15.35. Appeals can be made under either of the following:— circumstances:

- a. The investigation lacked Procedural Fairness; or
- b. There is relevant new information that was not available at the time the decision was made and that may would have influenced the outcome.

16.36. Students are encouraged to contact the person responsible for the original disciplinary decision Conduct Officer if relevant new information or evidence of a lack of procedural fairness arises before filing a formal appeal, to provide an opportunity to revise the original disciplinary decision.

17.37. For all disciplinary measures except suspension from the College, a student may submit a Student Conduct (Non-Educational) Appeal Request Form (see Appendix C), along with all supporting documentation, to the Registrar’s Office. Appeals must be submitted within no later than ten (10) business days offrom the date when the student was notified in writing of the decision. Submissions received after the ten (10) business days will beare forwarded to the Appeal Hearing Committee (the Committee) for a decision as to whether or not they will hear the case.

18.38. Upon receipt of the Appeal Request Form, The Registrar forwards the completed Appeal Form and all supporting documentation to the Associate Vice President, Student & Enrolment Services, who, as soon as practicable and in a reasonable timeframe, will appoint five (5) members of the Appeals Standing Committee of Education Council to form an Appeal Hearing forms a Committee.

19.39. The Appeal Hearing Committee will typically beis composed of the following three members:

- a. ~~A Dean or Director as Appeal Hearing Committee Chair (Chair) who will vote only in the event of a tie;~~
- a. ~~Two (2) faculty members~~ Associate Vice President, Student & Enrolment Services as the Chair;
  - b. One (1) employee; and
  - c. ~~Two (2) One (1) student members~~ member.
- ~~20.40.~~ 21.40. ~~Appeal Hearing Committee members are required to disclose any actual or potential conflict/conflicts of interest to the Committee for discussion and determination of Chair, who determines their suitability for the Appeal Hearing Committee.~~
- ~~21.41.~~ 22.41. ~~The Registrar's Office will submit the Appeal Request Form, supporting documentation and any other~~ The Chair submits all relevant documentation held in the Student Conduct File to the Chair to Committee members as soon as they are appointed.
- ~~22.42.~~ 23.42. ~~The Chair will call/calls an initial meeting of the Appeal Hearing Committee to review the documentation and decide whether to accept the appeal request or reject it based on insufficient grounds. The student will be notified of this decision. If the appeal request is accepted, the Chair will normally schedule an Appeal Hearing within fifteen (15) business days of receipt of the appeal request~~ The Arbitrator of Student Issues is invited to attend the meeting as a silent observer.
- ~~43.~~ 44. ~~The names student is notified of the Committee's decision. If the appeal request is accepted, the Chair normally schedules an Appeal Hearing (the Hearing) within fifteen (15) business days of receipt of the appeal request. The Chair contacts the student to determine if any accommodations are required for the Hearing.~~
- ~~23.44.~~ 24.44. ~~The names of Committee members will remain confidential, and will are only be provided to the participants/attendees at the time of the Hearing.~~
- ~~24.45.~~ 25.45. ~~The Appeal Hearing will be is attended by:~~
- a. ~~The Chair and members of the Appeal Hearing Committee;~~
  - b. ~~The student;~~
- a. ~~Director of Student Services (The Conduct Officer or delegated designate who imposed the initial disciplinary measures);~~
- b. ~~The relevant Dean/Director (Corrective Measures and/or delegate);~~
- c. ~~The Vice President, Education & Student Services (if appealing the DSSRM for a safety suspension from a program);;~~
  - d. ~~Witnesses;~~
  - e. ~~Any Support Persons and/or advocates; and~~
  - e.f. ~~The Arbitrator of Student Issues (as a silent observer only); and).~~
- c. ~~Other persons as indicated below.~~
- ~~25.46.~~ 26.46. ~~The Appeal Hearings are closed meetings and are not open to the public or VCC community members who are not involved in the case being heard.~~
- a. ~~The student may have a VCC Students' Union an advocate to advise and/or represent him/her/them during the Hearing. The student needs to provide 48 hours' notice to the College of the identity of the advocate. However, the student is expected to fully must participate fully in the Hearing and answer any direct factual questions asked by the Committee.~~
  - b. ~~The student may also have a support person present. The support person may not speak to the Committee.~~

d. ~~The student may request accommodations needed to fully participate in the Hearing (e.g., sign language interpreter) and must inform the Chair of such requirements five (5) business days before the Appeal Hearing.~~

~~26.47.~~ During the Appeal Hearing, the Chair will chair the proceedings and ensure that due process is followed. ~~The Chair will begin~~ The Chair begins the Hearing by introducing all parties in attendance and outlining the procedures to be followed. An opportunity ~~will be~~ is provided for presentation of the issues and questions from the student's perspective. The decision-maker named in the Appeal ~~will be~~ is given the same opportunity. Committee members may ask questions of the parties and any witnesses.

~~28.48.~~ The student, decision-maker, and members of ~~All attendees, except the Appeal Hearing Committee~~ Student, are expected to return all documentation ~~to the Chair~~ at the close of the Hearing and to maintain the confidentiality of the proceedings.

~~28.49.~~ Immediately after the Appeal Hearing, the Committee members will deliberate in private and make a decision regarding whether the Appeal is founded or not founded.

~~29.50.~~ The decision:

- a. is based on the "balance of probabilities,"
- b. is made by majority vote; and
- c. with the Chair voting only in the event of a tie.

~~13.~~ The Committee may uphold the original disciplinary ~~Corrective Measure(s), reverse) or reject the original decision, or substitute new disciplinary measures, up and return it to and including recommending suspension from the program or the College.~~

~~51.~~ The final decision will be conveyed to ~~maker.~~

~~30.52.~~ The student and the decision-maker in person the same day, and/or are notified in writing within three (3) business days of the Appeal Hearing.

~~31.53.~~ All Appeal Hearings will be ~~recorded, and written or audio records will be~~ maintained by the Director of Student Services Office in the Student Conduct File for at least one (1) year after the Hearing date in accordance with policy A.3.9 Records Management. These records ~~will~~ remain confidential.

54. ~~Final~~ The Committee's decision is final.

### **Appeal of a Suspension from the College**

- ~~14. The student may appeal the decision of the Appeal Hearing Committee by submitting a request in writing for a final appeal to the Vice President Education & Student Services within ten (10) business days of receiving written confirmation of the decision of the Appeal Hearing Committee.~~
- ~~15. Grounds for further appeal are limited to aspects of the previous appeal process only, such as:~~
- ~~a. Conflict of interest;~~
  - ~~b. Substantive bias; and/or~~
  - ~~c. Denial of natural justice.~~
- ~~16. The Vice President Education & Student Services will review and consider information relevant to the Appeal and decide whether to accept the decision of the Appeal Hearing Committee or to order a new Appeal Hearing. In the event a new Hearing is ordered, an Appeal Hearing Committee with new membership will be struck. The student will be notified in writing of the Vice President's decision within a reasonable time. The Vice President's decision is final.~~

### **Final Appeal of a Suspension from the College**

- ~~17. A student wishing to appeal a suspension from the College by the President may appeal to the College Board. The student must follow the process under the Student Appeals to the College Board Policy (A.1.2). Appeals under Policy A.1.2 must be submitted within ten (10) business days of the date of the President's notification of suspension from the College.~~

55. Students have the right to file an appeal of suspension to the Board of Governors.  
Refer to policy A.1.2 Student Appeal of Suspension to Board of Governors.

### **RELATED POLICY**

Refer to D.4.3 Student Code of Non-Academic Conduct Policy (D.4.3)