

**MINUTES OF THE PUBLIC MEETING OF THE BOARD OF GOVERNORS
OF VANCOUVER COMMUNITY COLLEGE
HELD ON SEPTEMBER 27, 2017 AT THE DOWNTOWN CAMPUS**

Board Members:	Pam Ryan (Chair), Mike Tourigny, Brenda Aynsley, Dee Dhaliwal, Erin Klis, Garth Manning
Ex-Officio:	Peter Nunoda (President & CEO), Todd Rowlatt (EdCo Chair)
Board Secretary:	Deborah Lucas
Staff Resources:	Marlene Kowalski, Kathryn McNaughton (VP's), Clodine Sartori (Director, HR)
Guests:	J. Davies, SUVCC, Executive Director (Interim)
Regrets:	Chloe Lau, Howard Grant, Karen Wilson, Shannon Railton

1. CALL TO ORDER

The meeting was called to order at 5:38 p.m. by P. Ryan. D. Lucas acted as Secretary of the meeting. P. Ryan declared the meeting to be properly called and constituted.

2. APPROVAL OF CONSENT AGENDA

UPON MOTION duly moved, seconded and unanimously resolved:

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

- 2.1 Minutes – June 28, 2017, with amendment to typo under 6.1
- 2.2 VCC News & Events
- 2.3 VCCFA Report
- 2.4 Institutional Accountability Report 2016/17

3. CHAIR'S REMARKS

P. Ryan advised the Board:

- J. Davies, SUVCC, Exec. Director, was invited to sit at the Board table, as an observer, in light of two vacancies for Student Reps until the election in Oct.
- Appointed Board Member S. Kukucha resigned from the Board effective July 31, 2017.
- Appointed Board Member H. Grant will not be seeking re-appointment at the end of his term on Dec 31, 2017. AEST is aware of the Board recruitment priorities. P. Ryan and P. Nunoda will work with AEST on filling these vacancies as soon as possible.
- Institutional Accountability Report 2016/17 has been approved and is posted publicly on VCC.ca.
- August 11, 2017 – Telephone intro meeting with Minister Melanie Mark, at which mandate requirements were discussed.
- The President's contract has been re-negotiated for a 3 year term. P. Ryan acknowledged P. Nunoda's contribution to VCC during his first term.

4. PRESIDENT'S REMARKS

- P. Nunoda acknowledged that constituency group pre-board meetings had not been scheduled.
- AEST Minister, Hon. Melanie Mark and Assistant Deputy Minister, Jeff Vasey visited VCC and met with the President, Senior Executive and other stakeholders. A lunch catered by VCC's Culinary and Baking Program students was well received. The Minister is committed to community engagement and accessibility, which are areas that VCC is uniquely positioned to support. AEST led a roundtable session at VCC about sustainable tuition free delivery of ABE and EAL programs.

- Project EveryBODY is a collaboration of community and no-profit organizations, which focusses on the inclusion of people of all abilities, advocating for communities that are diverse and inclusive. Sponsored by the OpenDoor Group, they kicked off a series of events on Sept 27 with their annual employment fair, held at the Downtown Campus.
- A new partnership with the Rick Hansen Foundation has been established. The Rick Hansen Foundation Accessibility Certification (RHFAC) program is designed to benefit students and industry professionals interested in improving accessibility in commercial and public settings.

5. CONSTITUENCY GROUP UPDATES

5.1 CUPE Local 4627

CUPE 4627 President, C. Joyce, addressed the Board:

- For the Board's information, the Occupational, Health & Safety Committee have received complaints about ventilation in one of the biology labs. Under the Capital Plan project "Laboratory and Training Space Renewal", it is indicated that the renewal of this space will be completed in 2021. P. Ryan acknowledged that the comment would be addressed under the Finance agenda item.

5.2 Vancouver Community College Faculty Association (VCCFA or FA)

VCCFA President, K. Shortt, addressed the Board:

- Tuition free ABE & EAL is good news. The Ministry consultation on the sustainability of tuition free ABE is exciting and positive.
- The FA are requesting that the pre-layoff process for faculty in the ABE and CCA is postponed to Jan 2018.
- The FA acknowledged the quick action by Facilities in removing "Moneymart" advertisements from washrooms. In response to the Board's question, M. Kowalski confirmed that this advertising is not covered under the Sponsorship policy. Appropriate advertising will be addressed, as it's a contracted service that is in the process of being renewed.
- P. Ryan and B. Aynsley acknowledged the VCCFA for the Community Action donations that were listed in the report.

5.3 Student Union of Vancouver Community College (SUVCC)

SUVCC Executive Director, J. Davies, addressed the Board:

- SUVCC will continue to advocate for sustained funding for ABE program students. SUVCC have sent a communication to AEST and they will meet with Minister Mark later in the year.
- Nominations for Student Elections for positions on Student Union Board, Board of Governors and Education Council have been released.
- SUVCC are presenting to the Standing Committee of Finance and Government Services on topics including a Student Debt Strategy and a one time investment for the development of more open text book materials and educational resources and increased funding to sustain the U-Pass program.
- SUVCC will proceed with a fee referendum in 2018. SUVCC has the lowest fees in the region at \$20 a semester.
- K. McNaughton acknowledged the participation of SUVCC in the recent VCC Welcome Days.

6. FINANCE

6.1 Finance & Audit Committee (FAC) Report

The Committee met on September 6, 2017. The FAC Chair, M. Tourigny, presented highlights:

- The Financial Performance for Period End Jul 31, 2017 was presented:
 - VCC trended above budget for the first four months ended July 31, 2017. Revenues are \$1.4M above budget, while expenses are slightly below.
 - The Q2 report being presented to FAC in October will include the enrolment for September, providing a more accurate forecast. It's currently based on prior budget.
 - Where enrolment has been low in some domestic programs, enrolment has been opened up to international students.
 - There are a lot of opportunities to grow the international portfolio.
- FAC reviewed the following items and are recommending them for Board approval:
 - Statement of Financial Information (2016/17)
 - 5 Year Capital Plan 2018/19 to 2022/23 – In response to the item raised by CUPE, Management have been in discussion with the Occupational, Health & Safety Committee (OH&S). Options to resolve the problem with the biology lab have been identified. A test study will be conducted and the OH&S will be advised of next steps.

6.2 Financial Performance (Management Discussion & Analysis) – Period End Jul 31, 2017

The MD&A report was provided in the meeting materials and summarised by M. Tourigny in the FAC Report.

6.3 Statements of Financial Information (SOFI) – Year ended Mar 31, 2017

The Statements of Financial Information (SOFI) for the year ended Mar 31, 2017 was provided in the meeting materials. FAC recommended its approval.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on recommendation of the Finance and Audit Committee, the Board of Governors approve the Statement of Financial Information for the year ended March 31, 2017.

6.4 Ministry of Advanced Education, Skills & Training (AEST) – Five-Year Capital Plan - Period 2018/19 to 2022/23

The Five-Year Capital Plan - Period 2018/19 to 2022/23 was provided in the meeting materials.

- The capital plan priorities are the same as those identified and approved by the Board for last fiscal year because no capital improvements were completed last year. The Plan was included in the 2017/2018 Integrated College Plan that was approved by the Board in May 2017.
- Costing information for each project has been updated to reflect current construction costs.
- FAC recommended its approval.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the recommendation of the Finance & Audit Committee, the Board of Governors approve in principle the Five-Year Capital Plan for the period 2018/19 to 2022/23.

7. POLICIES

7.1 D.3.6 Admissions policy & procedures

7.2 D.3.6.1 Flexible Admissions policy & procedures

T. Rowlatt summarized the Decision Notes provided in the meeting materials.

- The policies were last reviewed in 2015. They have been updated with the view to open more accessible pathways into courses and programs. Revisions to both policies included clarifying language around underage applicants (domestic and international), equivalency, and admissions review. EdCo recommend them for Board approval.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at the meeting, D.3.6 Admissions Policy and Procedures and D.3.6.1 Flexible Admissions Policy and Procedures.

7.3 F.1.01 Ethical Conduct for Research Involving Humans policy & procedures.

7.4 F.1.02 Ethics and Integrity in Research & Scholarly Activity policy and procedures

7.5 F.1.03 Conflict of Interest Related to Research Procedures policy & procedures

T. Rowlatt summarized the Decision Notes provided in the meeting materials.

- The policies were last revised in 2013. Minor edits have been made to ensure compliance with the Tri-Council Policy Statement (TPCS). EdCo recommend them for Board approval.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at this meeting, F.1.01 Ethical Conduct for Research Involving Humans Policy and Procedures, F.1.02 Ethics and Integrity in Research and Scholarly Activity Policy and Procedures, and F.1.03 Conflict of Interest Related to Research Policy and Procedures.

8. INTEGRATED COLLEGE PLAN (ICP)

8.1 2017/18 Key Priorities, Goals & Objectives – Q1 Update

The 2017/18 Key Priorities, Goals and Objectives Q1 report was provided in the meeting materials.

M. Kowalski and K. McNaughton responded to questions:

- The ICP has helped focus people on developing departmental goals and objectives.
- The Q1 report recognizes the top goals and priorities, of which a lot are in progress at this stage. People are presenting great ideas and everyone is pulling together to support the initiatives in the ICP. Being on trend to meet the budget allows VCC to support the initiatives being presented.
- M. Kowalski and K. McNaughton are visiting every department to get to know people and hold open discussions about the around the ICP process.
- A fundraising campaign around the Denturist Program did not get any traction. A budget for new equipment was allocated, however, understanding the requirements of the space to accommodate the new equipment must be identified first.

9. EDUCATION COUNCIL (EdCo) CHAIR REPORT

T. Rowlatt summarized the Information Note provided in the meeting materials.

- New programs under development:
 - Counselling Skills Diploma and Post-Basic Early Childhood Care and Education Diploma
- The project to harmonize apprenticeship training in Red Seal trades across Canada is underway. The goal is to standardize the number of training levels and the number of hours for training in all provinces, along with a more consistent approach to technical training. It benefits students by allowing them to move between provinces during their training. At VCC, harmonized curriculum for the Automotive Service Technician Foundation and Apprenticeship Levels 1 and 2 has been approved by EdCo. P. Nunoda acknowledged VCC faculty, whom have been integral in the implementation of this.
- P. Nunoda acknowledged Dean, McIvor and the Continuing Studies team for the work they have put into the development of the two new Diploma programs. Employment opportunities in the ECCE field are endless.

10. BOARD COMMITTEE REPORTS

10.1 Human Resources Committee Report (HRC)

Human Resources Committee met on July 13 and Sept 20, 2017. The HRC Chair, B. Aynsley, provided highlights:

- HRC reviewed the President's strategic goals and objectives.
- Continued review of two Board policies.
- HR Director, C. Sartori presented the Q2 Human Resources report, which included an update on the Employment Engagement Survey and its priority initiatives and action plan.
- M. Tourigny commended the HRC on the renewal of the President's contract.

11. PRESENTATION

As part of a series of portfolio/department presentations by Deans and Directors, Brett Griffiths, Dean, School of Trades, Technology & Design presented to the Board. The presentation was well received.

12. OTHER BUSINESS

12.1 Board of Governors Correspondence

- AEST approved 2016/17 Institutional Accountability Report. It is posted publicly on VCC.ca.

13. NEXT MEETING

The next Board of Governors Public Board meeting will be held on November 15, 2017.

14. ADJOURN

There being no further business, the meeting adjourned at 6:52 p.m.

APPROVED AT THE NOVEMBER 15, 2017 PUBLIC BOARD MEETING:



Pam Ryan
Chair, VCC Board of Governors