



**VANCOUVER COMMUNITY COLLEGE BOARD OF GOVERNORS
PUBLIC MEETING MINUTES**

November 27, 2019

5:30 p.m. VCC Downtown Campus, Room 420

ATTENDANCE

Board Members

Joey Hartman (Chair, Board/HR Committee)
 Libby Davies (Vice Chair) (BY PHONE)
 Garth Manning (Chair, Governance)
 Mike Tourigny (Chair, Finance & Audit)
 Armor Valor Corrales
 Chloe Lau
 Erin Klis
 Mahin Rashid
 Nadia Belokopitov
 Navreet Kaur Thind
 Rene-John Nicolas
 Shobha Rajagopalan
 Seung Oh
 Sue Hammell

Ex-Officio

Ajay Patel President & CEO (Interim)
 Elle Ting Chair, Education Council

Staff Resources

Jamie Choi VP, Finance & CFO (Interim)
 Clodine Sartori VP, People & Culture (Acting)
 David Wells VP, Academic & Applied Research
 Elmer Wansink AVP, IT & Chief Information Officer
 Jane Shin AVP, Student Success
 Karen Wilson ED, Marketing & Communications
 Dave McMullen Registrar

Guests

Taryn Thomson VCC Faculty Association (VCCFA)
 Chris Joyce CUPE Local 4627
 Sydney Sullivan Student Union of VCC (SUVCC)
 Molly Steeves/Joost Bakker/ DIALOG
 Lucas Oslo-Mongeau

Board Secretary

Deborah Lucas

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 commenced the meeting by presenting the land acknowledgement. The meeting was properly called and constituted at 5:40 p.m. Opening remarks were presented.
- It was announced that the Board elections took place at the pre-board meeting. For terms of one year, the following board members will assume the following roles:

Board Chair	Joey Hartman
Board Vice-Chair	Libby Davies
Finance & Audit Committee	Mike Tourigny, Chloe Lau, Seung Oh, Shobha Rajagopalan
Human Resources Committee	Joey Hartman, Libby Davies, Mahin Rashid, Shobha Rajagopalan
Governance Committee	Garth Manning, Rene-John Nicolas, Sue Hammell, Armor Valor Corrales

- The role of the Board with regards to international tuition matters is under review. The Student Union of VCC (SUVCC) are of the view that the Board have authority to approve international tuition.

2. APPROVAL OF AGENDA AND CONSENT AGENDA

MOTION: THAT the VCC Board of Governors approve the Nov 26, 2019 agenda and approve/acknowledge receipt of the following items on the consent agenda:

- 2.1 Minutes – Sep 25, 2019 Public Board Meeting
- 2.2 Consent Resolution – Electronics Repair Tech Diploma Credential
- 2.3 Info Note: 2% International tuition increase
- 2.4 VCC News & Events
- 2.5 VCCFA Report

Moved, Seconded & CARRIED (Unanimously)

3. ACTION TRACKER

ACTION Brought forward from Sep 26, 2019		WHO	COMMENT
1.	Create a framework for international student experience evaluations and advise the Board.	Management	NOV 27 UPDATE: COMPLETE – The Board were provided with DASCO student survey results.
2.	Consult with VCCFA on revisions to D.1.4 Policy & Procedures & bring back to the Board at a later date.	VP, People & Culture	NOV 27 UPDATE: COMPLETE - Item 11.3 on agenda

4. NEW BOARD MEMBER INTRODUCTIONS & OATH OF OFFICE

- J. Hartman welcomed new student representatives Armor Valor Corrales and Navreet Kaur Thind to the Board and the Oath of Office was sworn. They were elected by their peers for one year terms, commencing Nov 1, 2019. A. Corrales and N. Thind introduced themselves.

5. CAMPUS MASTER PLAN APPROVAL

- Campus Master Plan (CMP) consultants DIALOG gave a high level overview of the Plan. The VCC community have had extensive input throughout the development of the Plan and the Board has had its own consultation sessions with DIALOG. The final draft of the CMP was presented to the Board for review and feedback in three parts, over a period of one month, in advance of the meeting.
- A. Patel thanked DIALOG and everyone who participated in this project.

MOTION: THAT the VCC Board of Governors approve the VCC Campus Master Plan in principle.

Moved, Seconded & CARRIED (Unanimously)

6. CONSTITUENCY GROUP UPDATES

6.1 CUPE Local 4627

- No report.

6.2 Vancouver Community College Faculty Association (VCCFA)

- T. Thomson, VCCFA President, presented the report which was provided in the meeting materials.
- The issue of potential lay-offs in the Adult Basic Education (ABE) department was addressed in length in the report. It is the view of the VCCFA, that due to financial pressures and under funding, institutions are making the difficult decision to divest themselves of delivering ABE programs. This provides VCC with an opportunity and a responsibility to offer the support that is needed by this group of individuals.
- In response to board member questions, T. Thomson presented a brief overview of ABE, providing examples of its diverse student demographic and explaining barriers in policy.
- J. Hartman commented that there is a shared interest to ensure the program continues in a sustainable way and so that it has the opportunity to flourish.

6.3 Student Union of Vancouver Community College (SUVCC)

- S. Sullivan, SUVCC Executive Director, presented the report to the Board.
- SUVCC downtown office is closed for renovation. The refreshed space will reopen in Jan 2020.
- SUVCC continues to campaign to eliminate interest on the federal portion of student loans.

7. BOARD COMMITTEE REPORTS

7.1 Governance Committee (Gov Com)

- The Governance Committee met on Nov 13, 2019. They reviewed revisions to the following policies and approved them for recommendation to the Board:
 - A.1.2 Student Appeal to the College Board
 - C.3.2 Program Review and Renewal
 - D.1.4 Education/Curriculum/ Institutional Materials Created within the College
- In December the Board will submit the request for reappointment for all members with terms ending Jul 31, 2020. The approximate timeline for confirmation of reappointments is June 2020.
- The next Governance Committee meeting is on Feb 5, 2020.

7.2 Human Resources Committee (HRC)

- The Human Resources Committee met on Nov 5, 2019.
- The HRC continue to work with the interim president to assess the progress of the evaluation benchmarks, with the view of making a decision on the permanent president in Jan 2020.

7.3 Finance & Audit Committee (FAC)

- The Finance and Audit Committee met on Nov 6, 2019.
- The committee reviewed the financial performance for the period ending Sep 30, 2019 and the following items were approved for recommendation to the Board:
 - 2% increase in domestic tuition and mandatory fees.
 - Domestic tuition for new Administrative Professional 1 & 2 Program.
 - Authorize VCC to enter into a Request For Proposals process, under the guidelines of College policy, for Facilities Cleaning Services for the next 7 years and for the completion of an Elevator Modernization & Replacement Project for Broadway and Downtown Campuses.
- The next FAC meeting is on Dec 11, 2019.

8. FINANCE, BUDGET AND REPORTING

8.1 Financial Performance

- The forecast shows that VCC is projecting a break-even position at year end. Revenue is forecasted to be \$121.5M (\$340K above budget).
- Domestic tuition revenue is down for the period by \$569K compared to budget and has been offset by higher international revenue of \$422K.
- The trend of increased international enrolment continues, as international students are backfilling programs that are experiencing low domestic enrolment.

9. PROGRAMS, TUITION & FEES

9.1 2% Increase in Domestic Tuition and Mandatory Fees

- In order to offset increased operating costs and to maintain financial stability and sustainability, FAC approved Management's recommendation to increase domestic tuition and mandatory fees by 2% in 2020/21 and as capped by the Ministry.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the implementation of a 2% increase in domestic tuition and mandatory fees, effective August 1, 2020.

Moved, Seconded & CARRIED (Unanimously)

9.2 Administrative Professional 1 & 2 Certificate

9.2.1 Credential / 9.2.2 Tuition

- As a result of a program renewal, the Administration Assistant program has been re-designed and divided into two 4-month modules, Administrative Professional 1 (AP 1) and Administrative Professional 2 (AP 2). Students can take one or both modules. Students can enter AP 2 with equivalent training or experience to AP 1. While job search skills are taught in AP 1, a three-week practicum is only offered in AP 2.
- As applicable under the Tuition Limit Policy, the program has been significantly revised, as such, new tuition may be established.
- VCC's intention is to make technology upgrades a priority, therefore, to be competitive and sustainable, FAC agreed on increasing tuition to \$4,560 (\$120 per credit). These fees, based on 17 domestic and 3 international students per cohort, will generate a 10% net contribution to VCC

MOTION: THAT, on the advice of Education Council, the Board of Governors approve the implementation of the Administrative Professional 1 and Administrative Professional 2 Certificate credentials.

Moved, Seconded & CARRIED (Unanimously)

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve tuition of \$4,560 (\$120 per credit) for the new Administration Professional 1 and 2 Certificate Programs, effective May 2020.

Moved, Seconded & CARRIED (Unanimously)

9.3 Associate of Arts Degree Credential

- Equivalent to the first two (2) years of a Bachelor of Arts degree program, the Associate of Arts Degree also allows graduates to block-transfer into a number of receiving institutions, sometimes with guaranteed or preferential program admission.

- Students must complete a total of sixty (60) credits, with a minimum of eighteen (18) credits in second-year Arts taken in two (2) or more subject areas.
- Following Education Council's approval, the program was submitted for peer review through the Post-Secondary Institution Proposal System (PSIPS) as per Ministry of Advanced Education, Skills and Training (AEST) guidelines and received no suggested changes.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve the implementation of the new Associate of Arts Degree credential.

Moved, Seconded & CARRIED (Unanimously)

10. POLICIES

10.1 A.1.2 Student Appeal to the College Board

- A.1.2 was last reviewed in 1999. Governance Committee initiated the review and Appeals Review Committee, Policy Committee and Education Council have been consulted on the revisions. It was also posted for community feedback.
- A number of substantive and housekeeping changes were made. The proposed substantive changes are as follows:
 - The title has been changed to Student Appeal of Suspension to Board of Governors to make clear that A.1.2 concerns appeals to the College Board under section 37 of the Act.
 - In order to make A.1.2 consistent with the broad wording of Section 37 of the College & Institute Act, the restrictions on the grounds of appeal were removed.
 - Under the decision, the language was changed from “founded” and “unfounded” to “allowed” and “dismissed”. This is in keeping with usual adjudication parlance.
- The Governance Committee thanked the committees who contributed a significant amount of time in advising them during the review process

MOTION: THAT, on the recommendation of the Governance Committee, the Board of Governors approve the revisions to A.1.2 Student Appeal of Suspension to Board of Governors (formerly Student Appeal to the College Board), as presented at the meeting.

Moved, Seconded & CARRIED (Unanimously)

10.2 C.3.2 Program Review and Renewal

- C.3.2 was recently revised by the Quality Assurance Committee (QAC) in response to community feedback.
- Amendments include replacing references to QAC, which has the new name of Education Quality Committee (EQC).
- Language has changed to eliminate ambiguity, clarify process, and align with other documents used in program review and renewal. In addition, some of the more prescriptive terminology, has been replaced with higher-level language around educational priorities, e.g. Universal Design for Learning [UDL], Indigenization, intercultural competency.
- The revisions were approved by Education Council (EdCo) on Nov 12, 2019 and Governance Committee on Nov 13, 2019.view.

MOTION: THAT, on the recommendation of the Governance Committee, the Board of Governors approve the revisions to C.3.2 Program Review and Renewal Policy and Procedures, as presented at the meeting.

Moved, Seconded & CARRIED (Unanimously)

10.3 D.1.4 Education/Curriculum/ Institutional Materials Created within the College

- D.1.4 has been revised to align the format with current College standards, clarify definitions and to address the respectful use of Indigenous Knowledge, with reference to Article 31 of the United Nations Declaration on the right of Indigenous Peoples.
- The revised policy was tabled at the Jun 26, 2019 Board of Governors public meeting to allow further consultation between VCC Human Resources and the VCCFA.
- As a result of this consultation, further edits were approved by EdCo on Nov 12, 2019 and by Governance Committee on Nov 13, 2019.

MOTION: THAT, on the recommendation of the Governance Committee, the Board of Governors approve revisions to D.1.4 Curriculum/Educational/Institutional Materials Created within the College Policy and Procedures, as presented at the meeting.

Moved, Seconded & CARRIED (Unanimously)

11. EDUCATION COUNCIL (EDCO) REPORT

- The Quality Assurance Committee (QAC) has been renamed Education Quality Committee (EQC). This title more clearly describes the scope of its work and avoids confusion with quality assurance processes covered by other College areas.
- The 2019-24 program renewal schedule was presented to EQC by VP, Academic & Applied Research, for discussion around how resources and capacity should be considered in long-term planning.

12. PRESENTATIONS

12.1 Strategic Innovation Plan – Building the Brand

- As a priority in the Strategic Innovation Plan, K. Wilson presented an update on building the brand.

12.2 Student Experience Project

- D. McMullen presented the Student Experience Project. The objective is to increase domestic enrolment and offer the best possible experience for VCC students. The project focuses on ensuring clarity for students on what to expect, reviewing scheduling practices so students can more easily integrate educational opportunities within their busy lives, and ensuring greater harmony around funding/fees-related considerations.

13. OTHER BUSINESS

No new business.

14. NEXT MEETING & ADJOURNMENT

- The next regular Public Board meeting will be held on Feb 19, 2020. Vice Chair, L. Davies, will Chair the meeting.
- There being no further business, the meeting adjourned at 7:40 p.m.

APPROVED AT THE FEBRUARY 19, 2020 PUBLIC BOARD MEETING



Libby Davies
Vice Chair, VCC Board of Governors