

**MINUTES OF THE PUBLIC MEETING OF THE BOARD OF GOVERNORS  
OF VANCOUVER COMMUNITY COLLEGE  
HELD ON FEBRUARY 25, 2015 AT THE DOWNTOWN CAMPUS**

**Committee Members:** Eugene Hodgson (Chair), Ted McGurk, Pam Ryan, Rick Stokes, Erin Klis, Tanis Sawkins, Jennifer Haggerty, Jim Storie  
**Ex-Officio:** Peter Nunoda, Todd Rowlatt  
**Staff Resources/Guests:** Irene Young, Linda Sanderson, Karen Wilson, Angela Blake, Karen Shortt, Chris Joyce, Tiffany Kalanj  
**Regrets:** Claire Marshall, Chloe Choi, Sumit Ahuja

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

**APPROVAL OF AGENDA**

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

**MINUTES OF PRIOR MEETING**

Mr. Hodgson referred to the draft minutes of the December 3, 2014 public Board meeting that was provided with the meeting materials.

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

RESOLVED THAT the minutes of the public Board of Governors meeting held on December 3, 2014 are approved.

**CHAIR REMARKS**

Mr. Hodgson briefly welcomed attendees and described recent meetings with government representatives regarding matters concerning the College.

**PRESIDENT REPORT**

Dr. Nunoda provided an update on his recent activities, noting that he has had a number of strategic planning meetings with the Province recently. He also briefly described activities related to VCC's 50<sup>th</sup> anniversary.

**TUITION FEES FOR ADULT BASIC EDUCATION (ABE)**

Karen Shortt introduced a discussion regarding the implementation of tuition fees for Adult Basic Education (ABE). She thanked the Board for the opportunity to speak and proposed a motion prepared by the Faculty Association for consideration by the Board, which read as follows:

“Because on December 4, 2014 the Provincial government announced re-instatement of tuition fees for adult basic literacy and English as a Second Language Programs to be effective April 1, 2015;

And because there was no consultation with educators on this critical issue and the reversal of a decades-old adult basic education tuition-free policy;

And because the only reason given by the Government for implementing tuition for adult basic education and English as a Second Language Programs was financial;

And because the Provincial government posted a projected budget surplus of \$879M for the upcoming fiscal;

And because charging tuition for adult basic literacy programs and English as a Second Language Programs creates yet another significant barrier for the under-privileged and working poor in our society;

And because access to and the terms of the Adult Upgrading Grant put forth by the Government as the solution to these barriers is not enough and actually creates further barriers to accessible basic education;

And because almost half of Canadian adults do not have the literacy levels required to function in today’s modern knowledge-based society;

And because Adult Basic Education is a basic right and an educated, literate population benefits all of society;

The Faculty Association of Vancouver Community College requests that the VCC Board of Governors:

1. Publically reject the Government’s re-instatement of tuition for adult basic literacy and English as a Second Language Programs and continue to offer these programs on a tuition-free basis;

**In the alternative:**

2. Publically declare in multiple media venues that no student will be turned away from taking any adult basic literacy and English as a Second Language Program at Vancouver Community College because of their inability to pay tuition;
3. Instruct the College to provide additional support to faculty and students in order to navigate the paperwork and bureaucracy created by applying for the Adult Upgrading Grant;
4. Strongly and publically advocate to the Provincial government to abandon its re-instatement of tuition fees policy for adult basic literacy and English as a Second Language Programs.”

Ms. Shortt raised particular concerns with respect to the 157 week time limit being imposed for funding availability; the need to provide a tax assessment in order to access funding; and the very low qualifying income threshold of \$23,000 for financial aid. The following individuals then spoke in support of the Faculty Association's proposed motion and described impacts of the funding and program cuts: Taryn Thompson; Gisele Diraney; John Shayler; Kathy O'Donnell; Sean Welch; Lobsang Gonang; and Lynn Horvat.

Dr. Nunoda advised that the College is asking all students to apply for the ABE grants so that VCC can determine the metrics of the program and the actual levels of eligibility, and can communicate the level of need to the Province.

Mr. Hodgson thanked the speakers for their participation and stated that the Board would consider the Faculty Association's recommendations and take the proposed motion under advisement. He noted that he and other representatives of the College speak frequently with the Province about funding cuts and will continue to do so.

### **EDUCATION COUNCIL REPORT**

#### *New Qualifications for Continuing Studies Instructor Policy and Procedures*

Mr. Rowlatt referred to the decision note regarding the approval of a new policy and procedures with respect to qualifications for Continuing Studies instructors. He noted that the Board approved qualifications for faculty members at the June 2014 Board meeting; however Continuing Studies instructors were exempt from that policy. Mr. Rowlatt and Ms. Sanderson then responded to questions from the Board with respect to potential HR implications of implementing the new policy and procedures.

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

RESOLVED THAT, the Board of Governors approves and adopts the *Qualifications for Continuing Studies Instructors Policy*, and the *Qualifications for Continuing Studies Instructors Procedure*, each in the form presented at the meeting.

#### *International Students on Study Permits*

Mr. Rowlatt referred to the decision note regarding the approval of revisions to Policy C.2.1. and Procedure C.2.1. with respect to international students on study permits. He noted that the amendments define who can qualify as an international student and establish how seats are reserved for international students, while acknowledging that the College is occasionally prevented from accepting international students in certain programs. Mr. Rowlatt then responded to questions from the Board.

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

RESOLVED THAT, the Board of Governors approves and adopts amendments to Policy C.2.1 and Procedure C.2.1, *International Students on Study Permits*, each in the amended form presented at the meeting.

### *New Academic Schedule*

Mr. Rowlatt referred to the decision note included in the meeting materials with respect to the proposed adoption of a new policy and procedures related to the setting of the College's academic schedule. He advised that this will fill a current policy gap at VCC and will give students the ability to better plan their education. Under the terms of the proposed new policy, the academic schedule will reflect an entire instructional year and will be published 18 months prior to the commencement of the applicable academic year.

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

RESOLVED THAT the Board of Governors approves and adopts the *Academic Schedule Policy*, and the *Academic Schedule Procedures*, each in the form presented at the meeting.

### *EdCo Annual Report*

Mr. Rowlatt advised that the meeting materials also contained the EdCo annual report. There were no questions from the Board with respect to the report.

### **FINANCE AND AUDIT COMMITTEE REPORT**

Mr. McGurk advised that the third quarter report was discussed extensively at the Finance and Audit Committee meeting and the in camera session earlier that evening. As per the report, ESL has caused expected revenue pressures and increased certain expenses. He noted that in the current fiscal environment the College has to be very cautious of how revenues and expenses are trending and focus on improving those numbers.

### **HUMAN RESOURCES COMMITTEE REPORT**

Ms. Sanderson discussed certain items addressed at the Human Resources Committee meeting held on February 18, 2015. She noted that the primary focus of the meeting was the third quarter HR report. She noted that days lost to sickness were up over the last year and the prior quarter. This is believed to be connected to the ESL layoffs. The College continues to implement processes to reduce costs due to employee absences. She also summarized new positions that have been filled recently at the College and the activities that have taken place with respect to respectful workplace matters. She summarized the status of the bargaining sessions with the Faculty Association and noted that the College has not yet begun bargaining with CUPE. Costs of claims for injuries continue to decline and the number of workplace injuries is also down.

The Board was then asked to consider a motion with respect to the adoption of amendments to Policy A.3.6 – *Standards of Employee Conduct and Conflict of Interest*, which was discussed at the in camera meeting that evening but had not been voted on due to time constraints.

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

RESOLVED THAT, at the recommendation of VCC's Finance and Audit Committee, the Board of Governors approves and adopts amendments to: (i) Policy A.3.6 *Standards of Employee Conduct and Conflict of Interest*, and (ii) Procedure A.3.6 *Standards of Employee Conduct and Conflict of Interest*, each in the amended form presented at the meeting, which include the addition of post-employment terms

for senior executives at Vancouver Community College in compliance with the requirements of the Public Sector Employer's Council.

Mr. Hodgson and Dr. Nunoda then briefly welcomed Ms. Wilson to the senior team as Acting Director of Communications.

### **UPDATE ON VCC PROPERTY**

Ms. Young summarized information regarding the proposed revitalization of the Downtown Campus. She noted that a PAC is being formed to consider possible events to coincide with VCC's 50<sup>th</sup> anniversary and the leadership team is working on building a long term capital plan. Ms. Young then responded to questions from the Board regarding past efforts at revitalization. She noted that in the past some consultations were undertaken with stakeholder groups but the process was put on hold due to significant turnover at the senior leadership level and issues with respect to ESL. They are now refocussing their efforts under the new leadership team, with Mr. Hodgson overseeing the process. The Board requested that the working group prepare measurable KPIs for objectives and milestone dates. Mr. Hodgson requested that Mr. Stokes and Mr. Storie join other community stakeholders on the PAC.

### **TUITION FEE APPROVALS**

#### *Hospitality Management Degree and Diploma*

Ms. Young summarized the decision note contained in the meeting materials with respect to proposed tuition fees for the Hospitality Management degree and diploma programs. She discussed the bursaries and tuition waivers the College is proposing to make available, as further described in the decision notes. Discussion ensued with respect to the proposed fees and tuition waivers. Various members of the Board voiced support for the waiver program, noting that it allows VCC to balance the financial wellbeing of the College versus the interests and demand of students.

UPON MOTION duly made, seconded and carried, with Ms. Haggerty opposing and Ms. Sawkins and Ms. Klis abstaining, the following resolution was approved and adopted:

RESOLVED THAT, at the recommendation of VCC's Finance and Audit Committee, the Board of Governors approves the implementation of:

1. tuition fees of \$190 per credit, equal to tuition of \$11,400 per student, for the Hospitality Management Degree Program; and
2. a one year tuition waiver for the 2015/16 academic year for all students entering the Hospitality Management Degree Program during that period that are not eligible for an industry scholarship, to reduce the actual tuition rate for the 2015/16 academic year for such students to \$160 per credit, equal to tuition of \$9,600 per student.

UPON MOTION duly made, seconded and carried, with Ms. Haggerty opposing, the following resolution was approved and adopted:

RESOLVED THAT, at the recommendation of VCC's Finance and Audit Committee, the Board of Governors approves the implementation of:

1. tuition fees of \$137 per credit, equal to tuition of \$8,220 per student, for the Hospitality Management Diploma Program; and
2. a one year tuition waiver for the 2015/16 academic year for all students entering the Hospitality Management Diploma Program during that period that are not eligible for an industry scholarship, to reduce the actual tuition rate for the 2015/16 academic year for such students to \$125 per credit, equal to tuition of \$7,500 per student.

#### *Dental Hygiene Diploma*

Ms. Young summarized the decision note contained in the meeting materials with respect to proposed tuition fees for the Dental Hygiene diploma program. She noted that the program has been offered by VCC for many years but is very expensive to deliver. She summarized revisions made to the program a few years ago, as further described in the decision note, which make it possible for VCC to increase the fees by an amount greater than the standard 2% increase. She advised that management recommended that the Board approve tuition fees of \$21,784 (\$272.30 per billing hour), being Option 3 in the applicable decision note.

Mr. McGurk advised that the Finance and Audit Committee carefully considered how much of a subsidy should be given to this program. He noted that the suggested fees would reduce the College's deficit by \$300,000, which can benefit other programs and other students at the College, even though the program will still need to be subsidized. Discussion ensued with respect to whether VCC should be offering programs that are not financially self-sufficient, given its current financial situation.

UPON MOTION duly made, seconded and carried, with Ms. Haggerty and Mr. Stokes opposing, the following resolution was approved and adopted:

RESOLVED THAT, at the recommendation of VCC's Finance and Audit Committee, the Board of Governors approves the implementation of tuition fees of \$21,784 (\$272.30 per billing hour) for the Dental Hygiene Diploma Program.

#### *Domestic Tuition*

Ms. Young referred to the decision note contained in the meeting materials with respect to a proposed increase in domestic tuition fees for the 2015/16 year. She noted that the increase being requested is the maximum permitted under the Province's tuition guidelines. Mr. McGurk noted that although 2% is a small amount, it is actually significant to the College over time and is very important to VCC's financial viability.

UPON MOTION duly made, seconded and carried, with Ms. Haggerty opposing, the following resolution was approved and adopted:

RESOLVED THAT, at the recommendation of VCC's Finance and Audit Committee, the Board of Governors approves a 2% increase in domestic tuition, college initiative fee and application fee, effective as of August 1, 2015.

### *Speech & Hearing Support Personnel Diploma*

Ms. Young described the background with respect to the proposed implementation of a Speech and Hearing Support Personnel diploma program, as further described in the decision note contained in the meeting materials. She noted that no government subsidies are available at this time but they have asked the Province to consider and are hoping government support will be forthcoming. She stated that Board approval is being sought for tuition to initially be implemented on a full cost recovery basis, with the tuition to potentially be reduced if a government subsidy becomes available.

Mr. Hodgson read the motion and discussion ensued. Questions were raised with respect to implementing an option that will only allow the College to break even financially if all projected expectations are met, as there is no cushion in place if things do not go as planned, and with respect to employment opportunities for program graduates. Ms. Young and Debbie Sargent, Dean of Health Sciences, responded to questions from the Board in this regard. A question was raised as to whether a tuition waiver program could be implemented for this program, like for the Hospitality Management degree and diploma programs. Discussion ensued regarding the need to balance setting tuition high enough that the program will not require subsidy versus setting tuition so high that enrolment is adversely affected.

Mr. Hodgson proposed postponing a vote on the proposed motion until the Dean has been able to speak to the Province about potential funding, so the Board can make a decision regarding tuition fees with more information available. The Board agreed to defer the decision with respect to this matter to a future date.

### **CONSTITUENCY GROUP UPDATES**

#### *SUVCC*

Ms. Kalanj addressed the Board on behalf of the Student Union. She commented on ABE, advising that the Student Union believes every student should have access to ABE without facing financial barriers. She advised that they are participating in a campaign to fight the Province's plan to reduce this funding, and have collected almost 200 letters of support from students, which they will send to local MLAs. They are also helping students prepare tax assessments. She also advised that a coalition has been formed with Emily Carr and Douglas College to encourage students to vote yes with respect to the upcoming transit referendum. The Student Union has also launched a lunch and learn series regarding First Nations educational opportunities at VCC.

#### *CUPE*

Mr. Joyce thanked the Board for their work. He stated that CUPE shares many of the Board's concerns regarding the fiscal condition of the College. He made reference to the report on the budget planning process circulated by CUPE earlier in the week and asked the Board to address concerns expressed in that report. Mr. Hodgson acknowledged receipt of the report and advised that the Board would consider.

#### *VCCFA*

Karen Shortt spoke on behalf of the Faculty Association. She stated that they support the idea of waivers for programs. She encouraged more program development as it could provide an opportunity to avoid

the 2% tuition fee cap. She also commented on the proposed new Enrolment Plan, stating that the Faculty Association believes the provision of information by school rather than by program is too broad. She advised that they will be following this matter and the transparency that comes from this. She also expressed appreciation for the respectful workplace training that has been provided, noting that all feedback received has been positive.

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

**NEXT MEETING**

It was confirmed the next public Board meeting will be held on April 29, 2015 at 6:00 p.m.

**TERMINATION**

There being no further business, the meeting was terminated at 8:28 p.m.

A handwritten signature in black ink, appearing to read 'ABL', is written over a horizontal line.

Angela Blake  
Secretary to the Board