

**MINUTES OF THE PUBLIC MEETING OF THE BOARD OF GOVERNORS  
OF VANCOUVER COMMUNITY COLLEGE  
HELD ON APRIL 4, 2018 AT THE DOWNTOWN CAMPUS**

**Board Members:** Pam Ryan (Chair), Chloe Lau, Dee Dhaliwal, Brenda Aynsley, Mike Tourigny, Garth Manning, Rene-John Nicolas

**Ex-Officio:** Todd Rowlatt (EdCo Chair)

**Board Secretary:** Deborah Lucas

**Staff Resources:** Marlene Kowalski, Karen Wilson (VP's)  
B. Griffiths, Dean, School of Trade, Technology & Design  
D. Sargent, Dean, School of Health Sciences

**Guests:** Constituency Group Representatives

**Regrets:** Dr. Peter Nunoda, Tarun Puri, Zahra Hashemi, Erin Klis

### **1. CALL TO ORDER**

The meeting was called to order at 5:47 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 – Feb 7, 2018
- 2.2** VCC News & Events – Mar/Apr 2018
- 2.3** VCCFA Report

### **3. CHAIR'S REMARKS**

P. Ryan:

- Attended a BC Colleges meeting for Board Chairs and Presidents on Feb 26. Topics of discussion included Indigenization, applied research and student housing.
- Congratulated the VCC Foundation and organizers of the Flourish gala and Alumni Awards for successful events on Mar 14. The outstanding Alumni Award was presented to Jim Storie, an alumni of VCC, ex-Board of Governors Chair and currently a Director on the VCC Foundation Board.
- Attended an event on Mar 27. organized for members of the Board of Governors and Foundation Board. The Board's had an opportunity to connect through a cooking activity delivered by VCC's culinary team.
- Acknowledged that these events have provided valuable opportunities to speak with faculty, alumni and students.

### **4. PRESIDENT'S REMARKS**

In the absence of P. Nunoda, K. Wilson provided a summary:

- VCC welcomed Minister Mark as she toured the Annacis Island Campus (AIC) facilities on Mar 21. She visited the VR lab, classrooms and met with VCC students and spoke about the importance of gathering information on ITA and the trades in general. Delta MLA, Ravi Kahlon also toured AIC on Mar 26. and met with VCC's Heavy Duty Mechanical Trades students.

- MLA Shane Simpson, Minister of Social Development and Poverty Reduction, toured the Adult Special Education programs and met with students from VCC's career awareness program. VCC is seeking funding to provide Students with Disabilities with additional supports they need while attending VCC programs.
- On Feb 28. 300 Lower Mainland high school students visited VCC for the interactive Try-A-Trade event., which highlights VCC's programs and presents hands-on activities.
- In Feb, VCC held two Town Hall meetings with the VCC staff to communicate and respond to questions regarding the 2018/19 Budget.

## **5. CONSTITUENCY GROUP UPDATES**

### **5.1 CUPE Local 4627**

There was no report from CUPE Local 4627.

### **5.2 Vancouver Community College Faculty Association (VCCFA or FA)**

The VCCFA Report was included in the meeting materials. VCCFA President, K. Shortt:

- Distributed copies of the handbook titled "Whose Land is it Anyway? A Manual for Decolonization".
- Highlighted the comments around the draft 2018/19 budget that are provided in full in the VCCFA report.

### **5.3 Student Union of Vancouver Community College (SUVCC)**

There was no report from CUPE Local 4627.

## **6. FINANCE**

### **6.1 Finance & Audit Committee (FAC) Report**

The Committee met on Mar 21. FAC Chair, Mike Tourigny, presented the report to the Board:

- The 2018/19 Operating Budget and Capital were presented and approved for recommendation to the Board.

### **6.2 Financial Performance (MD&A) – Period End Feb 28, 2018**

- The Financial Performance (MD&A) Report for the period ending Feb 28, 2018 was presented.
- For the period, revenues were on budget, while expenses are \$1.3M below budget. The main variance is due to the funding model change from Adult Upgrading Grants (AUG) to free tuition for Adult Basic Education and English as an Additional Language.
- The year end forecast shows that VCC is projecting a surplus of \$988K. Revenue is forecasted to be \$107.6M (900K below budget). Again, the main reason for the decrease in revenue is the funding model change from AUG to free tuition for ABE and EAL which results in \$2.4M less revenue. However, this is offset by lower expenses.
- Expenses are forecasted to be \$105.7M (\$1.9 million lower than budget).
- This forecast recognizes that \$500K of the \$1M contingency built into the 2017/18 budget will not be used. However, the remaining \$500K will be absorbed due to higher costs, mainly in salaries.

### 6.3 2018/19 Operating Budget

- The draft 2018/19 Operating Budget was presented to FAC for review and recommendation to the Board.
- FAC were satisfied with the assumptions and agreed that the budget is conservative and realistic with the anticipated revenue.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the 2018/19 Operating Budget.

### 6.4 2018/19 Enrolment Plan

T. Rowlatt presented the 2018/19 Enrolment Plan to the Board.

- Education Council (EdCo) reviewed the plan at meetings in Feb and March 2018.
- The plan aligned with budget projections, but EdCo commented that the significant increase in international students is something they will continue to review to ensure that adequate support services are being provided to these students.
- International student satisfaction is currently being received through a survey and via instructor feedback. The results indicate that overall, VCC's student's are satisfied. The international agents would like to more seats to become available.
- VCC currently has between 6-8 Youth-Out-of-Care students.
- Senior Executive confirmed that the Assessment Centre is currently under review, but it's maintaining the provision of full assessment services during this time. The review is due for completion in the fall 2018.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the advice of Education Council, the Board of Governors approve the 2018/19 Enrolment Plan.

### 6.5 2018/19 Capital Budget

- As part of the annual budgeting cycle VCC has developed a capital plan funded through VCC internal capital. For 2018/19 VCC is requesting that \$3.0 million be allocated for, facilities improvements, library, furniture and equipment and for IT projects that are not covered under the tech refresh leasing program.
- FAC reviewed the Statement of Financial Position and Statement of Cash Flow and they support the 2018/19 Capital Budget submission.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the 2018/19 Capital Budget.

## 7. 5-YEAR ACADEMIC PLAN 2018-2023

- VP, Academic, K. McNaughton, presented the draft plan to EdCo in March 2018.
- Academic Deans presented the key initiatives of their schools and highlighted current year accomplishments.

- EdCo noted themes to the plan, including a focus on the development of new and existing programs and improving practices around space, registration and support services.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the advice of Education Council, the Board of Governors approve the 2018-2023 Academic Plan.

## **8. NEW PROGRAMS, TUITION & FEES**

### **8.1 New Program – Associate of Science Degree**

T. Rowlett provided a summary of the Decision Note included in the meeting materials.

- The Associate of Science Degree provides two years of undergraduate university level study that allows students to move into upper-level courses when they transfer to a four-year university setting.
- This is the first Associate credential VCC is proposing, with an Associate of Arts Degree still in development. Gathering VCC's UT courses into an Associate credential will simplify the transfer pathway to universities.
- The anticipated start date is for 2019, however, significant capital is required to develop labs for this program. Funding for this project is one of five capital project requests submitted to AEST.
- EdCo reviewed and approved the implementation of this program at a meeting in March 2018.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the advice of Education Council, the Board of Governors approve the implementation of the Associate of Science Degree.

### **8.2 Suspension of TESOL Certificate and Diploma**

T. Rowlett provided a summary of the Decision Note included in the meeting materials.

- VCC's English as an Additional Language (EAL) department currently teaches a certificate and diploma program in TESOL (Teachers of English to Speakers of Other Languages).
- The governing body TESOL Canada, responsible for licensing faculty and validating the programs, ceased to operate as an independent organization in 2017. This has caused uncertainty in the field.
- TESOL programs do not support a regular faculty cohort, and the EAL department have the challenge of sustaining faculty qualified to teach in TESOL. As a consequence, keeping curriculum up to date is an added challenge.
- There are structural issues around both credentials, as they do not meet the minimum credit and hour requirements for a certificate or diploma credential.
- There is a demand for this program, but a renewal will allow the College to develop a more sustainable and stable model. The estimated completion of the renewal is the 2019/20 fiscal year.
- The current cohort of Certificate students will finish in June 2018, but new intakes would be suspended, effective immediately.

UPON MOTION duly moved, seconded and resolved:

THAT, on the advice of Education Council, the Board of Governors approve the suspension of the TESOL Certificate and Diploma programs effective April 2018.

### **8.3 International Tuition - New Heavy Mechanical Technology Diploma**

Dean, Brett Griffiths, presented this item for information only.

- The two-year diploma program, scheduled for implementation in May 2019, is designed for international students who wish to obtain employment in the Heavy Mechanical Trades Industry as Heavy Duty Equipment Technicians, Truck and Transport Mechanics, Diesel Engine Mechanics or Transport Trailer Technicians.
- Graduates with this training are in high demand. It is the only program of this type, offered in the province to international students.
- This program creates an opportunity to add a revenue stream to the department.
- Tuition was set by Senior Executive at \$32,820 for the two-year Diploma (\$547/credit 60 credits). This a similar rate to other programs offered by VCC's International Education department and is high enough to recover equipment costs and provides a 37% net contribution to overhead.

## 9. POLICIES

### 9.1 C.3.2 Program Review and Renewal Policy

T. Rowlatt provided a summary of the Decision Note included in the meeting materials.

- EdCo's Program Review and Renewal Standing Committee conducted the review of C.3.2, which was last reviewed in 2011. Significant revisions include:
  - Streamlining annual review process.
  - Expanding Program Renewal processes, building in an external peer review process and clearer reporting and accountability.
  - With the exception of degree programs, replacing 6-year program review cycle with the more robust annual review process.
- Updating C.3.2 is timely as VCC is currently undergoing a review by a provincial quality assurance process audit (QAPA).

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the advice of Education Council, the Board of Governors approve the revised C.3.2 Program Review and Renewal Policy and Procedures.

## 10. EDUCATION COUNCIL (EdCo)

The Educational Council Report was included in the meeting materials. T. Rowlatt provided highlights:

- VCC is developing a Computer System Technology (CST) Diploma. It is a two-year diploma program, open to international and domestic students and is designed for individuals who wish to obtain employment in the IT Industry as a Mobile Applications programmer, Computer Programmer, and Network Administrator. The College has received new base funding from the Ministry of Advanced Education and Skills Training (AEST). Capital funds will be used to develop the computer labs required to run these programs.
- With the development of technology programs being a high priority for VCC, a new department will be established. Dean, Brett Griffiths will oversee this project.
- The 2025 BC Labour Market Outlook anticipates 34,249 job openings to 2025 in BC. The majority of job openings are a result of industry growth rather than job replacement.

## 9. BOARD COMMITTEE REPORTS

### 9.1 Human Resources Committee Report (HRC)

No Report. The next meeting is on Apr 25.

## **9.2 Governance Committee (Gov Com)**

No Report. The next meeting is on Apr 25.

## **10. PRESENTATION**

As part of a series of portfolio/department presentations to the Board, Debbie Sargent, Dean, School of Health Sciences presented to the Board. The presentation was well received.

## **11. OTHER BUSINESS**

### **11.1 Board of Governors Correspondence**

- The 2018/19 Mandate Letter was executed by the Board and submitted to AEST.
- The Crown Agency and Board Resourcing Office Request for Appointment package was submitted.

## **12. NEXT MEETING**

The next Board of Governors Public Board meeting will be held on May 30, 2018.

## **13. ADJOURN**

There being no further business, the meeting adjourned at 7:11 p.m.

### **APPROVED AT THE MAY 30, 2018 PUBLIC BOARD MEETING:**



**Pam Ryan**  
**Chair, VCC Board of Governors**