VANCOUVER COMMUNITY COLLEGE BOARD OF GOVERNORS
PUBLIC MEETING MINUTES
September 26, 2018
5:30 p.m. VCC Downtown Campus, Room 420

ATTENDANCE

Board Members

Mike Tourigny (Acting Board Chair/
          Chair, Finance & Audit)
Brenda Aynsley (Chair, Human Resources)
Chloe Lau
Garth Manning
Erin Klis
Rene-John Nicolas
Joey Hartman
Shobha Rajagopalan
Nadia Belokopitov
Mahin Rashid

Board Secretary

Deborah Lucas

Ex-Officio

Dr. Peter Nunoda	President & CEO
Todd Rowlatt	Chair, Education Council

Staff Resources

Dr. Kathryn McNaughton	VP, Academic
Karen Wilson	Executive Director, Marketing
Clodine Sartori	Director, Finance
Marlene Kowalski	VP, Admin, CFO & Business Development
Brett Griffiths	Dean, School of Trades & Technology
Dennis Innes	Dean, School of Hospitality & Business

Guests

Chris Joyce CUPE Local 4627
K. Shortt VCC Faculty Association (VCCFA)

Regrets

Libby Davies

1. CALL TO ORDER

The meeting was called to order at 5:37 p.m. by M. Tourigny, who acted as Chair.

2. APPROVAL OF AGENDA AND CONSENT AGENDA

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

> **2.1** DRAFT Minutes – Jun 27, 2018 Public Board Meeting
> **2.2** News & Events
> **2.3** VCCFA Report

Moved, Seconded & CARRIED (Unanimously)

3. CHAIR'S REMARKS

M. Tourigny:

- Welcomed the 5 newly appointed board members: Joey Hartman, Nadia Belokopitov, (Terms End: Dec 31, 2020) Libby Davies, Mahin Rashid and Shobha Rajagopalan (Terms End: Dec 31, 2019).
- Priority business is to elect a Board Chair, Vice Chair and fill vacancies on Standing Committees. The Board are holding a Special meeting on Oct 3, 2018 for this purpose. The outcome will be communicated on VCC's public website and through the VCC Digest Newsletter for employees.

4. PRESIDENT'S REMARKS

P. Nunoda:

- Highlighted upcoming Campus Master Plan Ideas Fair that will provide information and ask for feedback on the project from the community. Oct 9 (Broadway) & Oct 10 (Downtown).
- Announced a series of roadshows, where he will meet will all departments and discuss the development of the new Strategic Innovation Plan.

5.   ACTION TRACKER

ACTION	WHO	STATUS	COMMENT
1.	Management create a framework for international student experience evaluations and advise the Board.	Management	Pending	No update.
2.	Dean, Student Development will report on the plan for the Assessment Centre.	Dean Shin	Complete	See agenda item 12. Portfolio Presentation

6.   CONSTITUENCY GROUP UPDATES

6.1   CUPE Local 4627

- C. Joyce welcomed new Board members and introduced CUPE Local 4627.
- The Assessment Centre operations continue to be a concern. There are arbitration and grievance matters in progress.
- The Fee Waiver for Seniors is an important community Outreach program. Rescinding this policy would impact membership of the Willan Choir, which is composed of approximately 50-60 Seniors.
- At a recent meeting, CUPE Local 4627 constituents elected new members to the Executive.

6.2   Vancouver Community College Faculty Association (VCCFA or FA)

- K. Shortt welcomed new members, thanked departing members and introduced the VCCFA.
- In their view, there is relative stability at VCC. Programs are growing. There are more term instructors. There's still work to be done. Concern continues over policy for ABE students, reduced base funding and the VCCFA strongly encourage the Board to follow up on operational issues with the Assessment Centre.

6.3   Student Union of Vancouver Community College (SUVCC)

No report.

7.   COMMITTEE REPORTS

7.1   Human Resources Committee (HRC)

- HRC met on Jun 12, 2018.
- The Committee reviewed and approved the annual Executive Compensation Statement for submission to Post-Secondary Education Council (PSEC).

7.2   Governance Committee (Gov Com)

- No report. A meeting will be held once vacancies on the committee have been filled.

7.3   Finance & Audit Committee (FAC)

- FAC met on Jun 16, 2018.
- No report, other than items being presented for approval at the meeting.

8.   FINANCIAL REPORTING

8.1   Financial Performance – Period End Aug 31, 2018

- Year to date, revenue is ahead of budget. Domestic revenue is down for the period and has been offset by higher international revenue. Where domestic enrolment was softer, additional seats were made available to international students. Forecast is on budget for year end.

- Increasing international enrolment has its risks. International tuition revenue is approximately 13%. For risk management purposes and to enhance the experience of our international students, VCC continues to pursue new international partnership opportunities.
- The Board highlighted the fast growing indigenous student demographic and the need for more Outreach programs. It was agreed that there's a critical need and constant opportunity to provide our indigenous community access to VCC's programs. Articulation agreements are being activated to support the growth, but obtaining government funding that would help VCC move at the same pace as the growth, is a challenge.

8.2 Statement of Financial Information (SOFI) – Year End Mar 31, 2018

- The Statement of Financial Information (SOFI) for the year end Mar 31, 2018 was presented to the Board in advance of the meeting.
- FAC approved this item for recommendation to the Board on Sep 19, 2018.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the Statement of Financial Information, year ended March 31, 2018.
Moved, Seconded & CARRIED (Unanimously)

8.3 Ministry of Advanced Education, Skills & Training (AEST) – Five-Year Capital Plan - Period 2019/20 to 2023/24

- The VCC Five-Year Plan has not changed from what was included in the 2018/2019 Integrated College Plan approved by the Board on Jun 27, 2018. However, the costing information for each project has been updated to reflect current construction costs.
- FAC approved this item for recommendation to the Board on Sept 19, 2018.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the Five-Year Capital Plan for the period 2019/20 to 2023/24.
Moved, Seconded & CARRIED (Unanimously)

9. PROGRAMS, TUITION & FEES

9.1 New Computer System Technology Diploma

- T. Rowlatt and B. Griffiths presented this item to the Board and responded to questions.
- The development of the new Computer System Technology diploma program creates an opportunity to meet the demand for skilled professionals in information technology. It's a full time program, open to domestic and international students.
- The College has provided capital funding from 2018/19 budget for developing computer lab space, technology and office space, that's required. New base funding from the Ministry of Advanced Education and Skills Training (AEST) has been received.
- Education Council and Curriculum Committee have reviewed the curriculum. Some adjustments were made to course learning outcomes and evaluation plans to include an emphasis on teamwork and communication. They recommend the implementation of this new program.
- The proposed tuition is comparable to Camosun College, whose program has recently been renewed. To remain competitive, other institutions will likely renew their programs and increase fees. It fully recovers all current direct and indirect costs and results in an 8% net contribution, which is the model that VCC follows. If domestic enrolment is low, it can be back-filled with international students.
- The Board expressed concern that the tuition was high in comparison to the cost of living. In response, it was highlighted that the program is capital intense and in this field, there is continuous need to invest in the technology. The benefit to students is an easy return on their investment, as it's a sector in demand.
- FAC approved this item for recommendation to the Board on Sept 19, 2018.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve the implementation of the Computer Systems Technology Diploma program.
Moved, Seconded & CARRIED (Unanimously)

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve tuition of $14,626 for the Computer Systems Technology Diploma, effective September 2019.
Moved, Seconded & CARRIED
Abstained: E. Klis

9.2 New Post-Degree Diploma (Business & Project Management) – International Program

- T. Rowlatt and D. Innes presented this item to the Board and responded to questions.
- With the introduction of the Canadian Business Management (CBM) Post-Degree Diploma program proving to be very successful, in Sept 2019, VCC will launch two cohorts of its second post-degree diploma – Business and Project Management (B&PM).
- The program is designed to offer general business training during the first year, followed by a specialization in Project Management during the second.
- As per the Tuition Policy, international tuition is set and approved by Administration and presented the Board for information. Administration set tuition for this program at $34,320 ($572 per credit), effective Sept 1, 2019. This is same tuition as the CBM program.
- Education Council and Curriculum Committee approved the curriculum and implementation of this new program.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve the implementation of the new Business & Project Management Post-Degree Diploma.
Moved, Seconded & CARRIED (Unanimously)

10. POLICIES

10.1 Revised B.1.3 Expenses & Travel/ Rescind B.1.16 Travel

- The review of Policy B.1.3 has undergone extensive consultation including the Admin Policy Committee, VCC community and Operations Council. It ensures the systematic management of expenses and travel and provides clarification on items eligible for reimbursement, the process under which employees can seek reimbursement and refinement of language related to off campus activities.
- Aspects under B.1.16 Travel Policy have been incorporated, therefore, approval to rescind B.2.16 is recommended.
- The changes to policy & process should reduce the number of petty cash transactions, which is labour intensive.
- FAC approved this item for recommendation to the Board on Sept 19, 2018.

MOTION: THAT, on the recommendation of Finance and Audit Committee, the Board of Governors approve the revised B.1.3 Expenses and Travel policy and procedures and rescinds B.2.16 Travel policy and procedures.
Moved, Seconded & CARRIED (Unanimously)

10.2 New B.1.10 Signing & Spending

- B.1.10 defines levels of signing authorities at the College.
- A Spending Authority report conducted by Grant Thornton was used as a guide throughout the policy development process. Extensive consultation with the Admin Policy Committee, VCC community and Operations Council has taken place.

- FAC approved this item for recommendation to the Board on Sept 19, 2018.

MOTION: THAT, on the recommendation of the Finance & Audit Committee, the Board of Governors approve the new B.1.10 Signing and Spending Policy and Procedures.

Moved, Seconded & CARRIED (Unanimously)

10.3 Revised C.1.3 Granting of Credentials

- This policy governs the issuance of credentials by the institution. It was last reviewed in 2016.
- Key changes:
  - Reduce the number of minimum credits for a Certificate credential from 20 credits to 18 credits, increasing the College's flexibility in offering shorter programs that appeal to students.
  - Change the name of the "Citation" credential to "Short Certificate."
- The policy was posted for community feedback, reviewed by EdCo and Education Policy Committee and approved for recommendation to the Board.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at this meeting, C.1.3 Granting of Credentials Policy and Procedures.

Moved, Seconded & CARRIED (Unanimously)

10.4 Rescind D.3.9 Fee Waivers for Seniors

- The purpose of rescinding this policy and procedures is to ensure that business practices reflect changes in the demographics, which includes the growth in the aging population.
- The rationale is that it precludes the College from considering new programs designed for Seniors and VCC would be able to maximize the impact of grant funding, which is reduced year after year. Other institutions have already rescinded similar policies.
- The Administrative Policy Committee reviewed the information and rationale around this policy, as well as the community feedback. Operations Council approved the recommendation to rescind it, with the exception of CUPE Local 4627, who felt that more learning opportunities for Seniors should be offered.
- A large proportion of VCC's Senior students are currently participating in the Willan Choir. M. Kowalski commented that it's a unique program and will be reviewed separately by the Dean of the School. Bursaries with the VCC Foundation are being considered, as well as a 0 credit option.
- The Board are concerned about the impact to VCC's Senior students and requested that this item be tabled, pending further consideration by Senior Executive. A friendly amendment was made to the motion.

MOTION: THAT the Board of Governors table the item 10.4 Rescind D.3.9 Fee Waiver for Seniors**.**

Moved, Seconded & CARRIED (Unanimously)

11. EDUCATION COUNCIL

EdCo Chair, T. Rowlatt, provided a summary of the report in the meeting materials.

12. PRESENTATION

- As part of a series of presentations by Deans and Directors, Dr. Jane Shin introduced the Student Development portfolio/department.
- The presentation was well received. The Board enquired about counselling support for indigenous students In light of call to action.   J. Shin responded that Student Services is working with the Indigenous Education department at potential gaps in this support service and will be conducting an environmental scan to pursue solution to this.

Assessment Centre Update

- In response to concerns by the Board and constituency groups, J. Shin presented an update on the operations of the Assessment Centre.
- In 2017, the department size was reduced following 1 resignation and 3 voluntary departmental moves. This was a considerable contraction of staff, however, the steady decline in assessment volume allowed the department to maintain levels of service to meet the demand. It also created the opportunity for the department to review its practices.
- Through a recent renewal process the Assessment Centre has implemented new practices to improve the student experience, e.g. expanded booking options to include email and phone, moving reception services to Advising, on-site computers for testing. An online booking tool will be implemented shortly and other initiatives being considered include Pop-up assessment centres, virtual assessments and increasing the range of assessments.
- Currently the Assessment Centre is supported by 1 supervisor and 3 assistants and with the new practices, this meets the current demand.

13.   OTHER BUSINESS

13.1   Board of Governors Correspondence

- Ministry letters of appointment for new members were received on July 17, 2018.

14.   NEXT MEETING

The next Board of Governors Public Board meeting will be held on Nov 28, 2018.

15.   ADJOURN

There being no further business, the meeting adjourned at 7:40 p.m.

APPROVED AT THE NOV 28, 2018 PUBLIC BOARD MEETING:

J Hartman

Joey Hartman
Chair, VCC Board of Governors