



Vancouver Community College Board of Governors Public Meeting Agenda

May 29, 2019

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

Board Members

Joey Hartman (Chair/
Chair, Human Resources)
Mike Tourigny (Chair, Finance & Audit)
Garth Manning (Chair, Governance)
Chloe Lau
Erin Klis
Mahin Rashid
Nadia Belokopitov
Shobha Rajagopalan
Seung Oh
Jennifer Chen
Sukhmanjot Singh
Libby Davies (Vice Chair) REGRETS
Rene-John Nicolas (REGRETS)

Board Secretary

Deborah Lucas

Ex-Officio

Dr. Peter Nunoda President & CEO
Elle Ting Chair, Education Council

Staff Resources

Dr. Kathryn McNaughton VP, Academic, Students & Research
Karen Wilson ED, Marketing & Communications Acting
Clodine Sartori VP, People & Culture
Jamie Choi Interim VP, Finance & CFO
Ajay Patel VP, Enterprise & International Development
Dr. Jane Shin AVP, Student Success
Elmer Wansink AVP, IT & Chief Information Officer

Guests

VCC Faculty Association (VCCFA) Taryn Thomson or alternate
CUPE Local 4627 Chris Joyce or alternate
Student Union of VCC (SUVCC) Valerie Skalicky or alternate
TalentMap Norm Baillie-David

Item	Topic	Action	Speaker	Time	Attachment	Page
1.	CALL TO ORDER & OPENING REMARKS		J. Hartman/ P. Nunoda	5 min		
2.	APPROVAL OF AGENDA/CONSENT AGENDA					
	Recommended Resolution: <i>"THAT the VCC Board of Governors approve the agenda and approve/ acknowledge receipt of the following items on the consent agenda."</i>	Decision		2 min		
	2.1 Minutes – Apr 10, 2019 Board Meeting				✓	3
	2.2 VCC News & Events				✓	10
	2.3 VCCFA Supplemental Report Apr 10, 2019				✓	12
3.	ACTION TRACKER – ITEMS FROM APR 10, 2019	Info	J. Hartman	2 min	✓	13
4.	NEW BOARD MEMBER INTRODUCTIONS & OATH OF OFFICE	Info	J. Hartman	5 min		
5.	STRATEGIC INNOVATION PLAN					
	5.1 Build a culture of innovation & engagement – Presentation by TalentMap	Info	C. Sartori/ N. Ballie- David	20 min		

6. CONSTITUENCY GROUP REPORTS						
6.1	CUPE Local 4627	Info	Constituency Reps	5 min each	✓	14
6.2	VCCFA					
6.3	SUVCC					
7. BOARD COMMITTEE REPORTS						
7.1	Governance Committee	Info	G. Manning	5 min each		
7.2	Human Resources Committee		J. Hartman			
7.3	Finance and Audit Committee		M. Tourigny			
8. FINANCE						
8.1	Financial Performance - Management, Discussion & Analysis (MD&A) – Period End Mar 31, 2019	Info	M. Tourigny	5 min	✓	18
8.2	2018/19 Audited Financial Statements	Decision	M. Tourigny	10 min	✓	27
9. POLICIES & BYLAWS						
9.1	Revisions to Policy Review & Approval Bodies	Decision	G. Manning	5 min	✓	53
9.2	Revised - G.1.0 Board Conduct	Decision	G. Manning	5 min	✓	61
9.3	Revised – D.3.7 Tuition & Fees & Rescind D.3.2 Fee Deferral	Decision	M. Tourigny	5 min	✓	68
10. EDUCATION COUNCIL REPORT						
		Info	E. Ting	5 min	✓	80
11. OTHER BUSINESS						
11.1	Governing in the Public Interest Event	Info	J. Hartman	2 min		
11.2	2019/20 Board Meeting Schedule	Info	J. Hartman	2 min		
12. NEXT MEETING & ADJOURNMENT						
	Next meeting: Jun 26, 2019	Info	J. Hartman	1 min		



VANCOUVER COMMUNITY COLLEGE BOARD OF GOVERNORS
DRAFT PUBLIC MEETING MINUTES

10 April, 2019

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

ATTENDANCE

Board Members

Joey Hartman (Chair/Chair, Human Resources)
 Libby Davies (Vice Chair)
 Mike Tourigny (Chair, Finance & Audit)
 Garth Manning (Chair, Governance)
 Chloe Lau
 Erin Klis
 Rene-John Nicolas
 Mahin Rashid
 Nadia Belokopitov
 Shobha Rajagopalan
 Seung Oh
 Jennifer Chen

Ex-Officio

Dr. Peter Nunoda President & CEO
 Elle Ting Chair, Education Council

Board Secretary

Deborah Lucas

Staff Resources

Dr. Kathryn McNaughton	VP, Academic, Students & Research
Karen Wilson	ED, Marketing & Communications
Clodine Sartori	Acting, VP, People & Culture
Jamie Choi	Interim, VP, Finance & CFO

Guests

VCC Faculty Association (VCCFA)	Taryn Thomson (President)
CUPE Local 4627	Chris Joyce (President)
Student Union of VCC (SUVCC)	Sydney Sullivan

REGRETS

Shobha Rajagopalan
 Sukhmanjot Singh

1. CALL TO ORDER & OPENING REMARKS

- J. Hartman called the meeting to order at 5:37 p.m.

CHAIR'S REMARKS:

- J. Hartman welcomed new board members, Seung Oh and Jennifer Chen, and the Oath of Office was sworn.
- Feb 28 & Mar 1 – S. Rajagopalan, M. Rashid and E. Ting attended the Campus Master Plan consultation events with external stakeholders. They will present a summary of this at the meeting.
- Apr 25 – The Board will meet with consultants DIALOG for consultation on the Campus Master Plan.
- May 4-7 – The Board will send 3 representatives to the College and Institutes Canada annual conference.
- May 23 – The Ministry are holding an event for newly appointed members: Governing in the Public Interest: Foundational Training for New Public Sector Board Members. Update at next meeting.
- Welcomed Dr. Jane Shin (Associate VP, Student Success) and Elmer Wansink (Associate VP, IT and Chief Information Officer) in their new roles.

PRESIDENT'S REMARKS

- VCC welcomes new Vice President of Enterprise and International Development, Ajay Patel, who will join the Senior Executive Team on May 3, 2019. Ajay brings more than 15 years experience in post-secondary education. He will provide strategic leadership to International Education, the Partnership Development Office, and Continuing Studies.

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 Minutes – Feb 13, 2019 Public Meeting

2.2 VCC News & Events

Moved, Seconded & CARRIED (Unanimously)

3. ACTION TRACKER

ACTION - Brought forward from Feb 13, 2019		WHO	COMMENT
1.	Create a framework for international student experience evaluations and advise the Board.	Management	No update from Feb 13 meeting.
2.	Send the Board the link to the VCC Foundation and Alumni on VCC.ca.	D. Lucas	COMPLETED

4. NEW BOARD MEMBER INTRODUCTION & OATH OF OFFICE

For the purpose of the minutes, these items were addressed in the Chair's opening remarks.

5. CONSTITUENCY GROUP UPDATES

5.1 CUPE Local 4627

- C. Joyce, CUPE Local 4627 President, presented the report.
- The union urge the Board to look into these concerns:
 - Service levels in the area of Indigenous Education & Community Engagement, not meeting the demand.
 - Health & Safety issues with health and science labs were raised at the Joint Occupational Health & Safety Committee, which have not been addressed.
 - The absence of town halls for staff and students or side consultation with unions during the 2019/20 budget process.
- J. Hartman recommends submitting a report in the board package providing additional information on items for concern and will take these items under advisement.

5.2 Vancouver Community College Faculty Association (VCCFA)

- T. Thomson, VCCFA President, presented the report, which was included in the meeting materials. An additional handout was distributed at the meeting. As the Board have not had an opportunity to review this, it will be included in the May 15, 2019 meeting materials.
- The VCCFA are pleased to be included in the process for evaluating the President.
- Members ratified the Bargaining package at the end of Feb 2019. Next step is an initial meeting with the College at the end of the month.
- The report highlighted concerns that the VCCFA were missed from the deep engagement stage of the Campus Master Plan consultation. In addition, disappointment with not being part of the decision to hire new Associate Vice President's (AVP's). Where in the past, faculty have been consulted on positions at this level.
- With the increase in international enrolment, additional library and counselling support is required. Is VCC investing where needed? The Board appreciates that the President is monitoring the risks of increased international enrolment. Public funding is designed to support domestic students.

International students often require additional support services, which VCC budgets for to ensure they receive the same experience as domestic students.

- P. Nunoda explained that a decline in domestic demographic is attributing to low domestic enrolment. There are fewer high school graduates. Indigenous learners are the fastest growing population. VCC is working with high schools to develop strategies to improve the recruitment of indigenous learners.
- To support recruitment strategies, the Marketing department's budget has increased and High school tours have increased from 40 to approximately 120.

5.3 Student Union of Vancouver Community College (SUVCC)

- Sydney Sullivan acted in the stead of Executive Director, V. Skalicky and presented the report.
- 3 active campaigns – Open Education Resources, Needs Based Grants Program, Knock-out Interest (eliminating interest on federal government student loans).
- With the recent increase in SUVCC membership fees, an Organizer of Campus Life has been hired. As well, free printing services (with limitations) and yoga classes have been introduced.
- Apr 11 – SUVCC Board of Directors will be meeting with Campus Master Plan consultants DIALOG.
- In response to the Board, S. Sullivan confirmed that there were no plans at this time for International Day Against Homophobia, Transphobia and Biphobia, observed on May 17.
- On Apr 7, the SUVCC supported Green Shirt Day raising awareness for organ donation.

6. BOARD COMMITTEE REPORTS

6.1 Governance Committee (Gov Com)

- The Governance Committee will met on Mar 6, 2019.
- In response to Bill 36, that repeals Section 59(8) of the College & Institute Act, the Governance Committee reviewed VCC's policies and bylaws and will make a recommendation for amendments at the May 29 board meeting. This section restricted the election of union executive to Boards. The change is intended to broaden options for board representation and support diverse and inclusive governance.
- The committee reviewed external legal counsel opinion on revisions to A.1.2 Student Appeal to the Board of Governors. The next steps are for the Governance Committee to make recommendations for review by Education Policy Committee.
- The committee received approval for the 2019 Board Evaluation for recommendation to the Board. The evaluation will be conducted in May and the results discussed by the Board in June.
- The next meeting is Apr 24. G. Manning thanked Governance Committee members for their stewardship.

6.2 Human Resources Committee (HRC)

- A sub-committee of HRC, composed of J. Hartman and L. Davies have commenced stakeholder interviews, as part of the President's Performance Evaluation process. A series of questions were distributed to approximately 12-14 internal and external stakeholders and telephone interviews conducted.

6.3 Finance & Audit Committee (FAC)

- Finance and Audit Committee met on Apr 3, 2019
- The committee reviewed the Financial Performance (Management, Discussion & Analysis) Report for the period end Dec 31, 2018. Full report under 7.1.
- FAC reviewed and are recommending for approval:
 - 2019/20 Capital & Operating Budgets
 - Tuition: Transportation Trades Sampler Certificate
- The next meeting is scheduled for May 15, 2019.

- For FAC succession planning purposes, J. Hartman made the recommendation that Seung Oh be elected to FAC for a term of one year. S. Oh has accepted the nomination.

MOTION: THAT the Board of Governors approve for Seung Oh to be a member Finance and Audit Committee for a term of one year.

Moved, Seconded & CARRIED (Unanimously)

7. FINANCIAL REPORTING

7.1 Financial Performance - Management, Discussion & Analysis (MD&A) – Period End Feb 28, 2019

- The MD&A report was included in the meeting materials. M. Tourigny provided highlights.
- Revenue for the period was \$104.2M (\$2.8M above plan).
- Domestic revenue is down for the period by \$1.46M compared to budget and has been offset by higher international, revenue of \$1.42M. This is a trend that is being observed. FAC recognizes the importance of offering international students the same experience as domestic students and understands that costs for providing additional support services may be incurred.
- The 2018/19 forecast shows that VCC is projecting a net surplus of \$446K. Increased contract revenue has contributed to this.

7.2 2019/20 Capital Budget

- The annual budget cycle includes developing a capital plan that will be funded through VCC internal capital. Capital requests are submitted by various departments and from there priorities are established.
- The budget was presented to FAC on Apr 3, 2019 for review. Supporting documents included the Statement of Financial Position and Statement of Cash Flow. In 2019/20, VCC is requesting the \$3.0M be allocated for facilities improvements, library, furniture and equipment, classroom enlargement and for IT projects that are not covered under the tech refresh leasing program. FAC confirmed that the capital projects are consistent with the current plans and recommend it for Board approval.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the \$3.0 million 2019/20 Capital Budget, as presented at the April 10, 2019 meeting.

Moved, Seconded & CARRIED (Unanimously)

7.3 2019/20 Operating Budget

- The 2019/20 operating budget draft was developed with various assumptions made by the management.
- To support the increase in international students additional services have been budgeted. It was explained that through monthly variance analysis reporting, departments can adjust the forecast can request additional resources.
- The projected increase in domestic enrolment is explained with the implementation of new programs and running cohorts that were cancelled in 2018/19.
- Contract revenue is kept conservative, but expectations are that contract revenue will be higher. The assumption is based on signed contracts.
- FAC reviewed and agreed with the assumptions made by management for the development of the budget and approved its recommendation to the Board on Apr 3, 2019.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the 2019/20 Operating Budget, as presented at the April 10, 2019 meeting.

Moved, Seconded & CARRIED (Unanimously)

8. PROGRAMS, TUITION AND FEES

8.1 New Program: Transportation Trades Sampler Certificate

8.1.1 Credential

- E. Ting and B. Griffiths introduced this item and responded to questions.
- It is an Industry Training Authority (ITA) funded program that's designed to offer high school students (Grades 11 and 12) the opportunity to experience a variety of transportation trades, including Auto Service Technician, Heavy Duty Equipment Technician. It's run over the summer and is focused on experiential learning. The availability of counselling services over the summer may be a challenge. VCC's counselling department will reach out to school districts to discuss the implementation of a contingency plan. The program could be offered in multiple formats e.g. women in trades, indigenous groups. ITA has opened up adult training blocks, which will be taken into consideration when looking at alternate formats for this program. Outreach to Vancouver School Board isn't limited to Vancouver school districts as they also represent other areas including Richmond, Coquitlam, Delta and the RayCam Community Centre.
- Students that successfully complete the forklift training course are immediately employable in a number of jobs including warehousing and parts distribution.
- Students are not required to have a driving license to take the program, but a requirement in the heavy duty industry is a valid license. As obtaining a driving license can be a barrier for many indigenous learners and other students who live in the city and only use transit, VCC will provide advice to students on how to overcome these barriers.
- This program is considered a pathway for students to transition into foundation entry level programs at VCC.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve the implementation of the Transportation Trades Sampler Short Certificate credential.

Moved, Seconded & CARRIED (Unanimously)

8.1.2 Tuition

- The financial analysis is based on 16 students. Indirect and direct costs were explained. FAC commented that the recommended tuition will generate 10% contribution to net revenue. This pricing is slightly higher than similar programs of longer duration, but it was important to set tuition at an amount that would ensure the program is sustainable.
- Tuition for this program is funded by the VCC Foundation, however, there is not a bursary in perpetuity. With the assistance of the Foundation, they are seeking to secure funds through donors.

MOTION: THAT, on the recommendation of the Finance & Audit Committee, the Board of Governors approve tuition of \$1,349 for the Transportation Trades Sampler Certificate, effective June 1, 2019.

Moved, Seconded & CARRIED (Unanimously)

9. EDUCATION COUNCIL (EdCo)

9.1 EdCo Chair Report

- E. Ting left the meeting at 6:49 p.m. The EdCo report was included in the meeting materials.

9.2 2019/20 Enrolment Plan

- Institutional Research (IR) developed the draft 2019/20 enrolment plan for review by EdCo.
- Tracking international students has been challenging and IR are working on improving the reporting of this data. EdCo reviewed the draft plan in Jan 2019 and again on Apr 2, when they approved its recommendation to the Board.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at this meeting, the 2019-2020 Enrolment Plan.

Moved, Seconded & CARRIED (Unanimously)

9.3 2019-2024 Academic Plan

- K. McNaughton presented the draft 2019-24 Academic Plan. The plan is a framework for the next 5-years. It's been a good pathway and direction for programming for the past few years, but following her retirement announcement, future plans may change depending on the approach of the new VP, Academic.
- The plan ensures that the student experience is addressed, with more blended learning and digital learning opportunities. A working group has been established to ensure curriculum development and instructional learning is supporting this. More flexible programs e.g. evening and weekend offerings.
- Institutional Learning Outcomes (ILO's) are also guiding programming. Program leaders contribute to understanding how ILO's are built into VCC's programs.
- A teaching and learning framework is an opportunity to gain widespread support in what learning looks like in the 21st century. How to support returning learners, G12 graduates and learners that are newcomers to Canada. How to increase public and private partnerships.
- VCC are seeing increased professional development by staff and faculty as they see themselves as lifelong learners, wanting to continue delivering a high quality and relevant education to students.
- VCC students have an opportunity to learn in a highly diverse community. VCC wants to position students for immediate employment, as well as create pathways for further education. VCC graduates should be socially engaged and able to contribute to the community.
- The 2019/20 initiatives are budgeted.
- On Apr 2, 2019, Education Council approved the plan 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, the 2019-2024 Academic Plan.

Moved, Seconded & CARRIED (Unanimously)

10. STRATEGIC INNOVATION PLAN

10.1 Building Campuses of the Future: Building Ideas – Campus Master Plan Consultation

- As part of the "Building Ideas" consultation process on the Campus Master Plan (CMP), meetings at both the Broadway and Downtown Campuses were organised for external stakeholders. Participants included members of the local community, provincial and municipal governments, industry and post-secondary partners. Board members M. Rashid, E. Ting and S. Rajagopalan attended and submitted a briefing note to the board for information.

10.2 Building the Brand

- K. Wilson, Executive Director, Marketing and Communications gave a presentation on Strategic Innovation Plan priority "Building the Brand". It was well received. The Board are looking forward to seeing logo options.

11. OTHER BUSINESS

- The Board submitted the Request for Appointment package to the Ministry. This included expressions of interest for reappointment by M. Rashid, S. Rajagopalan and L. Davies, whose terms end on Jul 31, 2019. A response is pending.
- The Board received and signed the 2019/20 Mandate Letter. It's published on VCC.ca. It will be highlighted in the VCC Digest.

- Received letter of complaint from a student relating to refund application. J. Hartman contacted the student and met with P. Nunoda.

12. NEXT MEETING & ADJOURNMENT

- The next Board of Governors Public Board meeting will be held on May 29, 2019.
- There being no further business, the meeting adjourned at 7:37 p.m.

APPROVED AT THE MAY 29, 2019 PUBLIC BOARD MEETING

Joey Hartman
Chair, VCC Board of Governors



VCC NEWS AND EVENTS

May 2019

- VCC Jewellery Art & Design student exhibition runs from May 23-June 13. Check out the artistry of 27 up-and-coming designers at the annual show and peek into the future of jewellery design. This year technology forms the basis of several collections.
- Fair in the Square, a neighbourhood event hosted by Central City Foundation in partnership with VCC, featured live music, arts and crafts, and kids' activities at Victory Square Park on May 26. VCC culinary students served a free BBQ lunch to the DTES community.
- The college community was invited to a special Town Hall and reception with the theme of "Building Community" on May 22 and 23. Jerry Guspie, Director, Facilities Management presented information on recent and upcoming renovations, and gave an update on accomplishments on VCC's energy initiatives. A welcome reception followed providing an opportunity to meet Ajay Patel, VCC's new Vice President, Enterprise and International Development.
- The annual Tooth Trolley dropped by the Downtown campus to bring free dental care and education provided by VCC dental assisting students to Metro Vancouver children on May 21-25. The partnership event with Telus and Chevron makes seeing the dentist fun for kids – it is often their first experience with a dentist.
- The VCC Community Report 2019, is hot off the press. This annual publication highlights many of the college's key milestones, partnerships, and student and employee accomplishments over the past year. The 2019 edition showcases the many "Good Reasons" for partnering with, investing in, and studying at VCC. All employees are welcome to read the VCC Community Report and share it with their partners and supporters in the community. For extra printed copies, please contact Beth, bboyd@vcc.ca in marketing and communications department.
- The ECCE Student Advocacy Forum 2019, took place on May 11 during the Post Basic ECCE class Professional Perspectives instructed by Gyda Chud. It was an opportunity to engage and excite our ECCE students by exposing them to strong advocates whose hard work helped move this profession forward. The session was facilitated by Sharon Gregson, Consultant with the Coalition of Child Care Advocates of BC and several presenters from the CCCABC Board of Directors.
- The Canadian Mental Health Association introduced Mental Health Week in 1951 to promote awareness and education surrounding mental health. Several departments showcased resources and provided the college community with health and wellness activities to celebrate Mental Health Week from May 6-10.

- On May 14, our student recruiters hosted more than 45 high school counsellors from all over the lower mainland. They were treated to a lunch at the Bistro, salon and spa services, and a tour of the downtown campus. Deans provided updates on their programs and a panel featuring current students from nursing and culinary were a big hit.
- The Downtown campus Atrium was really buzzing on Wednesday, April 24 during our Spring 2019 [Experience VCC](#) open house. It was the highest-ever attendance for our Downtown location! VCC faculty, staff, and student volunteers helped make Experience VCC a great experience for all. The college had 530 online registrations, a 56 per cent attendance rate, and a lot of great feedback about student engagement. We had roughly 130 applications to our programs on the evening of the event with more applications continuing to roll in as all registrants received a promo code to waive their application fee.

VCC News, highlights

- Coast Capital Savings Federal Credit Union has donated \$20,000 to support Vancouver Community College's (VCC) [Gateway to Post-secondary \(GPS\) program](#). The program provides an opportunity for cognitively challenged youth to bridge their education between high school and post-secondary.
- [Meet the Chef: Alessandro Vianello is a local keeping it local](#) – (Vancouver Sun, Apr. 27) Pourhouse executive chef Alessandro Vianello has a passion for local...He bookended his Red Seal from Vancouver Community College at Castello Vicchiomaggio's vineyards in Tuscany and a gig as head chef at Esperante in the Fairmont St Andrews in Scotland. Locally, he has headed kitchens at Wildebeest and Bufala.
- [B.C. Skills competition gives students hands-on experience in the collision repair field](#) – (CollisionRepairmag.com Apr. 22) More than 3,000 people filled the Tradex in Abbotsford, B.C. last Wednesday, for the provincial skills competition. Ricky Guan from Vancouver Community College took home the gold medal for the post-secondary auto collision repair competition.
- [Plant-based Amaranthus to open soon in New Westminster's River Market](#) – (The Georgia Straight Apr. 22) Metro Vancouver has a new plant-based restaurant to look forward to. "Our goal with this menu is not to try to replicate meat dishes, but rather to showcase the inherent beauty of the plant-based ingredients that we're using," says Fabbro, who studied culinary arts at Vancouver Community College and who has held positions at Raincity Grill and Cin Cin, among other local restaurants.

Upcoming Events:

- [Bike to Work Week](#), May 27-June 2
- VCC Educational Technology Day, May 30
- Student Awards, May 31
- [Colonized Classrooms](#): Racism, Trauma, and Resistance in Post-Secondary Education, June 5
- Convocation, June 27

PREPARED BY: Karen Wilson, Executive Director, Marketing & Communications
DATE: May 21, 2019

NOTE: THIS REPORT WAS DISTRIBUTED AT THE APR 10, 2019 PUBLIC MEETING.

Supplement to the VCCFA Report to the VCC Board – April 10, 2019 Taryn

Thomson, VCCFA President

1. Rise in International Education:

- Are we building in plans to increase services (library, counselling, learning support) in order to support these students?
- How are we doing with the Int Ed students we currently have? Are we studying these programs to learn from them? Are we building in enough supports for instructors working with Int Ed students?
- We recall that this Board requested information about these very questions last year. It is now quite urgent that we research what we are doing, how we are doing it, and what the outcomes are.
- In short, there is a cost associated with Int Ed, as well as a profit. Are we investing where we need to in order that these programs are successful in the truest sense of the word?

2. Decline in Domestic students:

- What is going on? Are we asking that question?
- What are we doing to attract domestic students?

3. Transportation Trades Sampler:

- What is "indirect student support"? (page 40 of the package)
- In our view this costing representation is misleading and disrespectful. A proposal like this with significant ITA support is being costed as "break even" after a 38% margin has been folded in as "indirect student support". Then it is presented that this is still not enough, and an extra 10% "surplus margin" is added on the top. It is a sad comment on the state of our funding models that such a good idea is burdened with such a heavy profit projection. It is also sad that it is presented in such a way as to hide the true nature of what's being proposed.



Board of Governors Public Meeting
May 29, 2019

ACTION TRACKER

ACTION - Brought forward items from Apr 10, 2019		WHO	COMMENT
1.	Create a framework for international student experience evaluations and advise the Board.	Management	APR 10 - No update
2.	Send the Board the link to the VCC Foundation and Alumni on VCC.ca.	D. Lucas	COMPLETED



VCCFA Report to the College Board

Submitted May 6, 2019 for the meeting on May 29, 2019

Background and context:

I learned something from the last board meeting. The academic plan was up for your approval. I had recently come from Education Council where a few items in the academic plan were debated thoroughly. In fact, ahead of the Education Council meeting, the faculty who sit on Education Council met and discussed the plan and the process in depth. Then I witnessed the plan get passed here at the board table without any of those issues of concern entering the conversation. This is not the problem of the board – you don't have the context. For me it was enlightening though, and I realized that if we want you to know about context, history, and issues of import to faculty, we need to make sure you know about them. Therefore, my reports are going to be longer.

Academic Plan:

The academic plan process may change with the new VP Academic once Kathryn retires, but let me tell you about how it has worked in the past several years. Each department participates in a process every fall called an Annual Program Review. The department gets together and considers what stresses or threats are present, what possibilities exist, and what the priorities of the department will be. Once this work is done, departments send this review to their dean or director, who compiles all the reviews for their area. One of the things that faculty discussed at length prior to Ed Co was the fact that some things on the academic plan had not come from departments. Deans had written priorities for departments into the plan without departments having seen or discussed the items. Clearly this is less than ideal. Plans that are foisted on departments have way less chance of success than plans that emerge from a collaborative, consultative process involving both departments and their deans.

Governance Timelines:

Another thing that was new this year was that Education Council only had a short meeting to approve the academic plan. Our meeting to approve was only 30 minutes long, and this was due to short timelines to do with getting information to you folks so you could approve the academic plan. Faculty feel that board driven timelines should not curtail this process. We requested time at the next Education Council meeting to have a more fulsome discussion of the Academic Plan, and our chair, Elle Ting was happy to accommodate. Even though the plan was already approved at that point, we felt it important that questions and concerns should not be left unaddressed. It is important that there is ample opportunity for faculty, staff, deans and directors to consider, discuss, and debate the Academic Plan together. We suggest that in the

future, governance would be well served by agenda's being written in such a way to encourage vigorous discussion of issues and ideas.

Online Counselling:

Another issue discussed at length by Ed Co faculty concerns two initiatives in student development. One is a partnership with Adler University and the other is the use of online or phone counsellors through Morneau Shepell. On the surface, these might seem like positive ideas. The Adler idea is a partnership where Adler students do a practicum at VCC and are supervised by their own Adler faculty. The second is an idea to increase counselling hours available to students by offering online or phone counselling through Morneau Shepell. In both cases, the VCCFA views this as contracting out. If we want to increase counselling services available to students, then let's increase the number of counsellors. Our counsellors are stretched thin and deal with increasingly complex student health issues. The answer is to support our counsellors by arming them better to do their jobs. Do evening students need counselling? Great. Let's hire more VCC counsellors to work evenings. Let's not hire a private company to undercut our own hardworking and professional faculty.

Support for students and the budget

This brings me to another item from the April meeting. Libby Davies asked questions around whether tuition costs took into consideration student service costs. Jamie Choi responded that yes, those things are factored in, and if departments need more resources, they can just ask. This is simply not true. Take the example above. We don't have enough counsellors at VCC. We don't have enough people working to support students with disabilities. We ask for more resources in these areas all the time. Perhaps if money for student services is part of the costing for a program, it should appear in the budget, and be a line item that we can trace. This way we can know, in real dollar figures, how much is being spent on services for students.

Bargaining

Our bargaining team has had three sessions with the college. We are a bit frustrated that we have no confirmed dates for further bargaining. The VCCFA group continues to meet and work at our package. We are very prepared, and hope that the college will agree to meet with us soon.

VCCFA Community Action

The VCCFA Community Action Committee is pleased to announce the following donations:

1. **abOUT, \$500: towards the creation of marketing and outreach materials, and to cover the costs of food and beverages for the abOUT meetings and social gatherings.**

This is a new community resource for LGBTQ+ people with intellectual disabilities. One of their goals is to "create a space for queer folks with different abilities to create and nurture new possibilities for our lives, which we never thought we could have: a respectful, connected, loving life". Past and current initiatives include providing advocacy and information to participants, families and support workers at conferences, pride events, film and discussion nights, participation in the annual Inclusion Art Show, and a joint project with

the art students at Emily Carr to create and showcase artwork to be displayed at the Vancouver LGBTQ+ Centre, Qmununity. This group is sponsored by posAbilities, which provides employment support, independent and group living arrangements, and social/recreational and leisure programs for persons with intellectual disabilities.

2. **Kettle Friendship Society, \$1000: \$750 for three clients (out of 50) to go on the Kettle 4-day camping trip at Camp Jubilee, and \$250 towards outdoor supplies for homeless clients under the Homeless Outreach Program (HOP).**

The Kettle Friendship Society “provides support services for individuals living with mental illness, addictions and at risk for homelessness.” The camping trip is “one of the most anticipated programs of the year, and it provides people (some of whom rarely leave the DTES) with a truly life-changing experience”. The HOP program is open to anyone experiencing homelessness or is at risk of homelessness.

VCCFA Cheryl Draper Memorial Scholarships

VCCFA annually awards one or more Cheryl Draper Memorial Scholarships to a child or spouse of a VCCFA member in good standing as defined in the VCCFA Constitution.

- These scholarships may be used for any public post-secondary institution in Canada and for any certificate, diploma or degree program.
- The scholarships are to be used for post-secondary tuition and other related expenses up to a maximum of \$1,000.00.
- The scholarship monies will be released up to one calendar year following an award and upon receipt of proof of registration in a recognized institution.

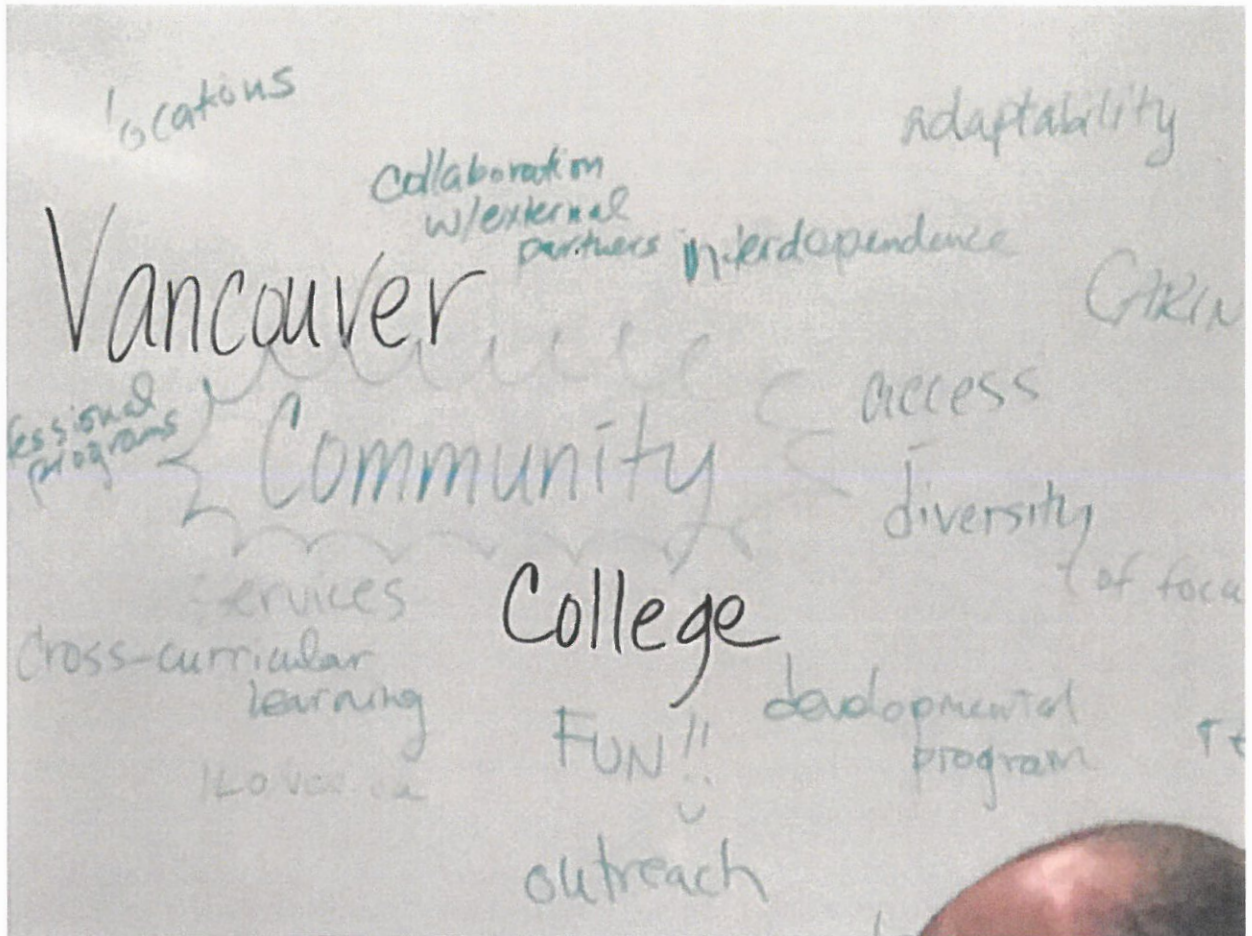
The scholarship committee met on Wednesday, May 1st and chose the following two applicants:

1. **Gregory Freeman (spouse of Alison Woods – College & Career Access).** He will be using the funds to continue his computer science degree in the BCS Program at UBC. He has returned to university for a second degree after several years as a stay at home parent. He is currently registered for 2019/2020.
2. **Julia Wynne (child of Janet Wynne – Applied Business).** She is currently in the Master of Science Program in Speech Language Pathology at UBC. In her career she is particularly interested in rehabilitation for patients with acquired language disorders, which are often the result of strokes and dementia. She is currently registered for September 2019.

What is VCC?

Recently I attended D2. D2 is a monthly meeting of department leaders, deans, and directors. At D2 information is shared and gathered, and topics of interest to all are discussed. Several Instructional Associates were leading a session on one of our Institutional learning outcomes. To start, they asked us to brainstorm what words came to mind when we thought of VCC. In

about one minute, these are the words that people called out. I thought it was a great snapshot of who we see ourselves to be, and so I share it with you: access, diversity, developmental, outreach, professional programs, caring, services.



Respectfully submitted,
Taryn Thomson, President, VCCFA



FINANCIAL PERFORMANCE

Management Discussion & Analysis

Year Ended March 31, 2019

PERFORMANCE HIGHLIGHTS

2018/19 OPERATING OVERVIEW

Revenue for the period was \$115.2 million compared to budget of \$111.8 million (\$3.4 million above plan) and prior year of \$107.5 million (\$7.6 million above prior year) (Table 4). Although domestic revenue is down by \$1.5 million, this has been offset by higher international revenue of \$1.6 million (Table 1, 2 and 3).

The School of Hospitality, Food Studies and Applied Business domestic revenue was \$357K lower than budget, however, international revenue was up by \$679K. Domestic culinary and baking programs experienced softer enrolments earlier in the year. The Canadian Post Degree Diploma program showed strong growth.

The School of Trades, Technology and Design domestic revenue was lower than budget by \$757K, with an increase in international revenue of \$697K. Combined Skin & Body Therapy and Hair Design had lower domestic revenue of \$235K, although there was a \$320K increase in international revenue. Automotive programs domestic revenue was \$177K lower but this was offset by \$237K increase in international revenues.

School of Arts and Sciences was \$416K lower than the domestic revenue budget but had \$195K increase in international revenue. Continuing Studies domestic revenue was above budget by \$361K and increased international tuition revenue of \$89K. The School of Health Sciences revenue from domestic was \$419K lower than budget due to one cohort of Access to Practical Nursing not being offered in September due to lower enrolment.

Contract training revenue was \$2.8 million above budget, which includes revenues from many contracts that have been closed this fiscal year, but the full amount of revenue was not recognized.

Total expenses for the period were \$113.5 million compared to budget of \$111.8 million (\$1.7 million above budget) and prior year of \$106.5 million (\$6.9 million above prior year). The main variance of \$2 million is due to salary and expense increase to deliver new contracts. Year-end adjustments included a \$200K vacation accrual increase and \$70K increase in employee future benefits accrual based on a third party year end actuarial report.

The net surplus for the year was \$1.6 million compared to a break even budget (\$1.6 million more favourable than budget) and prior year surplus of \$905K (\$728K more favourable than prior year).

Summary - Revenue by School

Table 1:
Domestic Tuition Revenue by School – Actual Compared to Budget and Prior Year

	2018/19 Actuals (Apr 2018 - Mar 2019)	2018/19 Budget (Apr 2018 - Mar 2019)	Variance Favourable / (Unfavorable)	2017/18 Actuals (Apr 2017 - Mar 2018)	Variance Favourable / (Unfavorable)
CENTRE FOR CONTINUING STUDIES	3,574,414	3,212,810	361,604	3,261,263	313,151
SCHOOL OF ARTS AND SCIENCES	1,426,983	1,843,656	(416,673)	1,674,063	(247,080)
SCHOOL OF HEALTH	3,879,952	4,299,756	(419,804)	3,739,548	140,404
SCHOOL OF HOSP, FOOD & BUSINESS	1,975,382	2,333,380	(357,998)	2,049,675	(74,293)
DIVISION OF LIBRARY, TEACH & LEARN	871,421	869,894	1,527	823,203	48,218
SCHOOL OF TRADES, TECH & DESIGN	2,013,508	2,770,569	(757,061)	1,967,604	45,904
	13,741,660	15,330,065	(1,588,405)	13,515,356	226,304

Table 2:
International Tuition Revenue by School – Actual Compared to Budget and Prior Year

	2018/19 Actuals (Apr 2018 - Mar 2019)	2018/19 Budget (Apr 2018 - Mar 2019)	Variance Favourable / (Unfavorable)	2017/18 Actuals (Apr 2017 - Mar 2018)	Variance Favourable / (Unfavorable)
CENTRE FOR CONTINUING STUDIES	89,006	0	89,006	113,317	(24,311)
SCHOOL OF ARTS AND SCIENCES	582,130	387,511	194,619	497,545	84,585
SCHOOL OF HEALTH	111,375	102,465	8,910	129,464	(18,089)
SCHOOL OF HOSP, FOOD & BUSINESS	10,674,615	9,995,209	679,406	6,870,329	3,804,286
DIVISION OF LIBRARY, TEACH & LEARN	4,946	258	4,688	5,494	(548)
SCHOOL OF TRADES, TECH & DESIGN	5,815,953	5,118,436	697,517	4,329,345	1,486,608
	17,278,025	15,603,879	1,674,146	11,945,494	5,332,531

Table 3:
Combined Domestic and International Revenue by School

	2018/19 Actuals (Apr 2018 - Mar 2019)	2018/19 Budget (Apr 2018 - Mar 2019)	Variance Favourable / (Unfavorable)	2017/18 Actuals (Apr 2017 - Mar 2018)	Variance Favourable / (Unfavorable)
CENTRE FOR CONTINUING STUDIES	3,663,420	3,212,810	450,610	3,374,580	288,840
SCHOOL OF ARTS AND SCIENCES	2,009,113	2,231,167	(222,054)	2,171,608	(162,495)
SCHOOL OF HEALTH	3,991,327	4,402,221	(410,894)	3,869,012	122,315
SCHOOL OF HOSP, FOOD & BUSINESS	12,649,997	12,328,589	321,408	8,920,004	3,729,993
DIVISION OF LIBRARY, TEACH & LEARN	876,367	870,152	6,215	828,697	47,670
SCHOOL OF TRADES, TECH & DESIGN	7,829,461	7,889,005	(59,544)	6,296,949	1,532,512
	31,019,685	30,933,944	85,741	25,460,850	5,558,835

**Statement of Operations – Comparison to Budget and Prior Year
For the Year Ended March 31, 2019**

Table 4:

2018/19 Actuals vs Budget and Prior Year

(In \$ Thousands)	2018/19 Actuals (Apr 2018 - Mar 2019)	2018/19 Budget (Apr 2018 - Mar 2019)	Variance favourable /(unfavourable)	Comments	2017/18 Actuals (Apr 2017 - Mar 2018)	Variance favourable /(unfavourable)
Province of B.C. Grants	55,026	55,242	(216)	Reduced ITA funding by \$600K due to lower enrolment in Culinary Programs; operating grant increased by \$300K	54,415	611
Adult Upgrading Grant (AUG funding)	406		406		1,057	(651)
Sales of goods and services	6,141	6,308	(167)		5,910	232
Tuition and student fees	33,535	33,521	15	Domestic tuition - School of Hospitality & Food tuition revenue lower by \$357K, School of Trades tuition revenue lower by \$757k, School of Health tuition revenue lower by \$419K, Continuing Studies increased by \$361K. International tuition - School of Hospitality & Food tuition revenue increased by \$679K, School of Trades tuition revenue increased by \$697K.	27,876	5,659
Adult Basic Education / English as an Additional Language (ABE/EAL)	4,869	4,395	474	Mostly for English as an Additional Language (EAL) program	3,140	1,729
Other grants, fees & contract services	7,208	4,280	2,928	ASP \$182K, CACE pilot \$75K, Building Service Worker \$92K, ECCE \$231K, EWH \$96K, OAT \$150K, Intro Skills to Culinary \$154K, LINC \$477K, BC Hydro \$55K, IRCC projects \$357K, Leadership program \$75K, Dental Access \$132K, Automotive Service Innovation porject \$97K, ABE Redesign project \$85K	6,405	803
Miscellaneous income	1,791	1,507	285	Movie rental increased by \$18K, Parking revenue increased by \$62K, Electronic Books increased by \$70K	2,312	(521)
Donation income (Foundation Related)	733	520	213		598	135
Amortization of deferred capital contribution	5,074	5,820	(746)	Restricted capital project overbudgeted and true up the restricted restricted capital	5,498	(423)
Investment income	452	200	252		261	191
REVENUES	115,236	111,792	3,444		107,472	7,764

(In \$ Thousands)	2018/19 Actuals (Apr 2018 - Mar 2019)	2018/19 Budget (Apr 2018 - Mar 2019)	Variance favourable /(unfavourable)	Comments	2017/18 Actuals (Apr 2017 - Mar 2018)	Variance favourable /(unfavourable)
SALARY AND BENEFIT EXPENSES	82,384	80,211	(2,173)	Faculty/Staff expenses increased by \$1.3M to accommodate increase in contracts. Various positions added throughout the year. Vacation accrual expenses \$200K added, and actuarial benefit accrual increased by \$70K.	76,670	(5,714)
Supplies and general expenses	7,417	7,810	(393)	Software increased by \$80K, Supplies increased by \$300K, Other expenses increased to accommodate additional contracts by \$303K. \$1M contingency removed	7,186	(232)
Adult Upgrading Grant (AUG funding)	406		406		1,057	651
Bursary/Scholarship	733	520	213		598	(135)
Professional fees	3,709	3,037	672	Agency fee increased by \$566K	2,372	(1,337)
Building and telecom	6,817	6,685	132	Increased cleaning & security expenses.	6,563	(254)
Cost of Goods Sold	3,651	3,897	(246)		3,732	81
Depreciation Expense	8,454	9,632	(1,178)	Related to restricted capital and copier lease expense moved from operating to depreciation exp	8,390	(64)
OPERATING EXPENSES	31,188	31,581	(394)		29,897	(1,291)
TOTAL EXPENSES	113,571	111,792	(1,779)		106,567	(7,004)
NET SURPLUS (DEFICIT)	1,665		1,665		905	760

*ABE: Adult Basic Education

* EST: Essential Skills to Trainig

*EAL : English as an Additional Language

* EHW: Entry to Hospitality for Women

* ASP: Aboriginal Service Plan

* IRCC: Immigration, Refugees & Citizenship Canada

* CACE: College & Career Access

* LINC: Language Instruction for Newcomers to Canada

* ECCE: Early Childhood Certificate

* OAT: Office Assistance Trainng

REPORT REMOVED

REPORT REMOVED

REPORT REMOVED

REPORT REMOVED



DECISION NOTE

PREPARED FOR: VCC Board of Governors

DATE: May 29, 2019

ISSUE: **RECOMMENDATION FOR APPROVAL:**
VCC 2018/19 Audited Financial Statements

BACKGROUND:

Section 55 of the *College and Institute Act* requires that post-secondary institutions conduct an audit of their accounts and transactions annually. The 2018/19 audited financial statements presented satisfy this audit requirement under the Act.

The Office of the Auditor General (OAG) of British Columbia was appointed in accordance with the Auditor General Act as the auditor of VCC. This is a five year commitment, with 2018/19 being the fourth year the OAG has conducted the audit for VCC.

RECOMMENDED MOTION:

THAT, on the recommendation of the Finance and Audit committee, the Board of Governors approve the 2018/19 audited Financial Statements as presented.

ATTACHMENTS: APPENDIX A: Audited Financial Statement for the year ended
March 31, 2019

PREPARED BY: Jamie Choi, Interim VP, Finance & CFO

DATE: May 22, 2019

APPENDIX A

Financial Statements of

VANCOUVER COMMUNITY COLLEGE

Year ended March 31, 2019

VANCOUVER COMMUNITY COLLEGE

Statement of Management Responsibility

The financial statements have been prepared by management in accordance with Section 23.1 of the *Budget Transparency and Accountability Act* of the Province of British Columbia. The integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes of the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements. A summary of the significant accounting policies are described in Note 2 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced. The internal controls are designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements.

The Vancouver Community College Board of Governors is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control, and exercises these responsibilities through the Finance and Audit Committee. The Finance and Audit Committee reviews the internal financial statements on a quarterly basis and external audited financial statements yearly. The Finance and Audit Committee also discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The external auditors, the Office of the Auditor General of British Columbia conducts an independent examination, in accordance with Canadian auditing standards, and express their opinion on the financial statements. The external auditors have full and free access to financial management of Vancouver Community College and meet when required. The accompanying Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the financial statements.

On behalf of Vancouver Community College

Dr. Peter Nunoda
President
May 29, 2019

Jamie Choi
Interim Vice President, Finance & CFO
May 29, 2019

INDEPENDENT AUDITOR'S REPORT

*To the Board of Governors of the Vancouver Community College, and
To the Minister of Advanced Education, Skills and Training, Province of British Columbia*

Qualified Opinion

I have audited the accompanying financial statements of Vancouver Community College (“the entity”), which comprise the statement of financial position as at March 31, 2019, and the statements of operations and accumulated surplus, changes in net debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In my opinion, except for the effects of the matter described in the Basis for Qualified Opinion section of my report, the financial statements present fairly, in all material respects, the financial position of the Vancouver Community College as at March 31, 2019, and the results of its operations, change in its net debt, remeasurement gains and losses and its cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards (PSAS).

Basis for Qualified Opinion

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified opinion.

As described in Note 3 to the Financial Statements, the entity’s accounting treatment for contributions received from governments and for externally restricted contributions received from non-government sources is to initially record them as deferred revenue (a liability) and then recognize revenue in the statement of operations either on the same basis as the related expenditures occur or, in the case of funds for the purchase or construction of capital assets, to recognize revenue on the same basis as the related assets are amortized. The entity was required to adopt this accounting policy as prescribed by Province of British Columbia Treasury Board Regulation 198/2011.

Under Canadian Public Sector Accounting Standards, the entity’s method of accounting for contributions is only appropriate in circumstances where the funding meets the definition of a liability. Otherwise, the appropriate accounting treatment is to record contributions as revenue when they are received or receivable. In my opinion, certain contributions of the entity do not meet the definition of a liability, and as such the entity’s method of accounting for those contributions represents a departure from Canadian Public Sector Accounting Standards.

This departure has existed since the inception of the standard, which applies to periods beginning on or after April 1, 2012. Had the entity made an adjustment for this departure in the current year, as at March 31, 2019, the liability for deferred revenue would have been lower by \$0.7

million, the liability for deferred capital contributions would have been lower by \$73.3 million, revenue, annual surplus and accumulated surplus would have been higher by \$74.0 million and net debt would have been lower by \$74.0 million.

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am independent of the entity in accordance with the ethical requirements that are relevant to my audit of the entity's financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with these requirements.

Responsibilities of Management and Those Charged with Governance for the Financial Statements.

Those charged with governance are responsible for the oversight of the financial reporting process. Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting when the entity will continue its operations for the foreseeable future.

Auditor's Responsibilities for the Audit of Financial Statements

My objectives are to obtain reasonable assurance about whether the entity's financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decision of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error; design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

VANCOUVER COMMUNITY COLLEGE
Independent Auditor's Report

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

I also provide those charged with governance with a statement that I have complied with relevant ethical requirements regarding independence, and communicated with them all relationships and other matters that may reasonably be thought to bear on my independence, and where applicable, related safeguards.

Signature

Russ Jones, FCPA, FCA
Deputy Auditor General

Victoria, British Columbia, Canada

[Date]

Please be advised that the numbers in this draft auditor's report are based on the draft financial statements. As such, the numbers may change upon receipt of the final financial statements

VANCOUVER COMMUNITY COLLEGE

Statement of Financial Position

March 31, 2019, with comparative information for 2018

	2019	2018
Financial assets		
Cash and cash equivalents	\$ 27,403,442	\$ 21,488,320
Investments (note 4)	237,500	237,500
Accounts receivable	2,995,234	1,867,191
Due from government and other government organizations (note 5)	1,001,077	1,104,386
Inventories for resale	1,016,721	969,696
	<u>32,653,974</u>	<u>25,667,093</u>
Liabilities		
Accounts payable and accrued liabilities (note 6)	20,969,620	15,905,499
Due to government and other government organizations (note 5)	267,248	168,216
Employee future benefits (note 7)	2,205,000	2,173,000
Deferred tuition fees (note 8)	8,230,493	6,251,895
Deferred revenue (note 9)	3,010,495	3,332,908
Deferred capital contributions (note 10)	73,405,545	75,734,721
Capital lease obligation (note 11)	10,545,495	8,653,713
	<u>118,633,896</u>	<u>112,219,952</u>
Net debt	(85,979,922)	(86,552,859)
Non-financial assets		
Tangible capital assets (note 12)	106,108,936	104,973,826
Inventories held for use	120,659	121,447
Prepaid expenses	361,838	403,827
	<u>106,591,433</u>	<u>105,499,100</u>
Accumulated surplus	<u>\$ 20,611,511</u>	<u>\$ 18,946,241</u>

Contractual obligations (note 14)

Contractual rights (note 15)

Contingencies (note 16)

See accompanying notes to financial statements.

Approved on behalf of the Board:

President

Chair of the Board

VANCOUVER COMMUNITY COLLEGE

Statement of Operations and Accumulated Surplus

Year ended March 31, 2019, with comparative information for 2018

	Budget	2019	2018
	(note 2 k)		
Revenue			
Province of British Columbia grants and contributions	\$ 59,637,233	\$ 60,301,696	\$ 57,542,378
Province of British Columbia contracts	522,477	1,553,641	1,633,265
Federal Government grants and contracts	3,684,624	4,185,447	3,953,712
Tuition and student fees	33,520,649	33,535,422	28,946,606
Sales of goods and services	6,307,654	6,141,135	5,909,597
Other grants and contracts	72,499	1,468,604	817,806
Miscellaneous income	2,026,550	2,524,251	2,910,245
Investment income	200,000	451,667	260,596
Revenue recognized from deferred capital contributions	5,820,172	5,074,488	5,497,923
	111,791,858	115,236,351	107,472,128
Expenses (note 17)			
Instruction and instructional support	104,771,647	105,777,737	98,283,979
Ancillary operations	6,500,211	6,636,403	6,602,478
Special purpose funds	520,000	1,156,941	1,680,201
	111,791,858	113,571,081	106,566,658
Annual surplus (deficit)	\$ -	\$ 1,665,270	\$ 905,470
Accumulated surplus, beginning of year	18,946,241	18,946,241	18,040,771
Accumulated surplus, end of year	\$ 18,946,241	\$ 20,611,511	\$ 18,946,241

See accompanying notes to financial statements.

VANCOUVER COMMUNITY COLLEGE

Statement of Change in Net Debt

Year ended March 31, 2019, with comparative information for 2018

	Budget	2019	2018
	(note 2 k)		
Annual surplus (deficit)	\$ -	\$ 1,665,270	\$ 905,470
(Acquisition) of tangible capital assets	(3,000,000)	(6,753,677)	(5,438,712)
Amortization of tangible capital assets	8,728,978	8,453,913	8,389,535
Capital lease obligation	903,312	(2,835,346)	(994,728)
	6,632,290	(1,135,110)	1,956,095
(Acquisition) of inventories	-	(120,659)	(121,447)
(Acquisition) of prepaid expenses	-	(361,838)	(403,827)
Use of inventories	-	121,447	112,893
Use of prepaid expenses	-	403,827	263,443
	-	42,777	(148,938)
Decrease (increase) in net debt	6,632,290	572,937	2,712,627
Net debt, beginning of year	(86,552,859)	(86,552,859)	(89,265,486)
Net debt, end of year	\$ (79,920,569)	\$ (85,979,922)	\$ (86,552,859)

See accompanying notes to financial statements.

VANCOUVER COMMUNITY COLLEGE

Statement of Cash Flows

Year ended March 31, 2019, with comparative information for 2018

	2019	2018
Cash provided by (used in):		
Operations:		
Annual surplus (deficit)	\$ 1,665,270	\$ 905,470
Items not involving cash:		
Amortization of tangible capital assets	8,453,913	8,389,535
Revenue recognized from deferred capital contributions	(5,074,488)	(5,497,923)
Change in employee future benefits	32,000	473,604
Change in non-cash operating working capital:		
(Increase) in accounts receivable	(1,128,043)	(15,175)
(Increase) in inventories for resale	(47,025)	(161,317)
Decrease in due from government and other government organizations	103,309	258,341
Decrease (increase) in prepaid expenses	41,989	(140,384)
Decrease (increase) in inventories held for use	788	(8,554)
Increase in accounts payable and accrued liabilities	5,064,121	3,198,592
Increase in due to Province of British Columbia and other government organizations	99,032	16,461
Increase in deferred tuition fees	1,978,598	691,360
(Decrease) increase in deferred revenues	(322,413)	508,842
Net change in cash from operating activities	10,867,051	8,618,852
Capital activities:		
(Acquisition) of tangible capital assets	(6,753,677)	(5,438,713)
Net change in cash from capital activities	(6,753,677)	(5,438,713)
Financing activities:		
Principle (increase) capital lease obligation	(943,564)	(436,544)
Deferred capital contributions received	2,745,312	2,607,239
Net change in cash from financing activities	1,801,748	2,170,695
Net increase in cash and cash equivalents	5,915,122	5,350,834
Cash and cash equivalents, beginning of year	21,488,320	16,137,486
Cash and cash equivalents, end of year	\$ 27,403,442	\$ 21,488,320

See accompanying notes to financial statements.

Interest received during the year was \$451,667 (2018 - \$260,596). Interest paid during the year was \$413,024 (2018 - \$339,395).

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements

Year ended March 31, 2019

1. Authority and Purpose:

Vancouver Community College (the "College") is a post-secondary educational institution funded in part by the Province of British Columbia and incorporated under the College and Institute Act on November 28, 1978. The College is a not-for-profit entity governed by a Board of Governors, the majority of whom are appointed by the provincial government of British Columbia. The College is exempt from income taxes under Section 149 of the Income Tax Act.

The College serves a diverse urban community by providing excellent programs and services that prepare learners for ongoing education, direct entry into employment, career advancement and greater participation in the community.

2. Summary of significant accounting policies:

The financial statements of Vancouver Community College are prepared by management in accordance with the basis of accounting described below. Significant accounting policies are as follows:

(a) Basis of accounting:

The financial statements have been prepared in accordance with Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board.

The Budget Transparency and Accountability Act requires that the financial statements be prepared in accordance with the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada, or if the Treasury Board makes a regulation, the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada as modified by the alternate standard or guideline or part thereof adopted in the regulation.

Regulation 257/2010 requires all tax-payer supported organizations in the Schools, Universities, Colleges and Hospitals sectors to adopt Canadian Public Sector Accounting Standards without any PS4200 elections effective their first fiscal year commencing after January 1, 2012.

Regulation 198/2011 requires that restricted contributions received or receivable are to be reported as revenue depending on the nature of the restrictions on the use of the funds by the contributors. Contributions for the purpose of acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are recorded and referred to as deferred capital contributions and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded. The reduction of the deferred capital contributions and the recognition of the revenue are accounted for in the fiscal period during which the tangible capital asset is used to provide services. Contributions restricted for specific purposes other than those for the acquisition or development of a depreciable tangible capital asset are recorded as deferred contributions and recognized in revenue in the year in which the stipulation or restriction on the contributions have been met. For British Columbia tax-payer supported organizations, these contributions include government transfers and externally restricted contributions.

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2019

2. Summary of significant accounting policies (continued):

(a) Basis of accounting (continued):

The accounting policy requirements under Regulation 198/2011 are significantly different from the requirements of Canadian Public Sector Accounting Standards which requires government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410. As a result, revenue recognized in the Statement of Operations and certain related deferred capital contributions would be recorded differently under Canadian Public Sector Accounting Standards.

(b) Cash and cash equivalents:

Cash and cash equivalents include highly liquid investments with a term to maturity of three months or less at the date of purchase.

(c) Financial instruments:

Financial instruments are classified into two categories: fair value or cost.

(i) Fair value category: Portfolio investments in equity instruments that are quoted in an active market and derivative instruments are reflected at fair value as at the reporting date. Sales and purchases of investments are recorded on the trade date. Transaction costs related to the acquisition of investments is recorded as an expense. Unrealized gains and losses on financial assets are recognized in the Statement of Remeasurement Gains and Losses until such time that the financial asset is derecognized due to disposal or impairment. At the time of derecognition, the related realized gains and losses are recognized in the Statement of Operations and related balances reversed from the Statement of Remeasurement Gains and Losses.

(ii) Cost category: Gains and losses are recognized in the Statement of Operations when the financial asset is derecognized due to disposal or impairment. Sales and purchases of investments are recorded on the trade date. Transaction costs related to the acquisition of investments is included in the cost of the related investments.

(iii) The College does not have any financial instruments that are recorded at fair value.

(iv) The following items are included in the cost category and measured as follows:

(A) Accounts receivable are measured at amortized cost using the effective interest method.

(B) Investments are comprised of a term deposit that is capable of prompt liquidation. The investments are cashable on demand and are recorded at amortized cost based on the transaction price on the trade date. All interest income, gains and losses are recognized in the Statement of Operations in the period in which they arise.

(C) Accounts payable and accrued liabilities are measured at amortized cost using the effective interest method.

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2019

2. Summary of significant accounting policies (continued):

(d) Inventories for resale:

Inventories held for resale, including books and school supplies, are recorded at the lower of cost or net realizable value. Cost includes the original purchase cost, plus shipping and applicable duties. Net realizable value is the estimated selling price less any costs to sell.

(e) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets:

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Interest during construction is capitalized whenever external debt is issued to finance the construction of tangible capital assets. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives shown below. Land is not amortized as it is deemed to have a permanent value.

Asset	Basis
Buildings	30 - 50 years
Building improvements	15 years
Building under capital lease	30 years
Furniture and equipment	5 years
Leasehold improvements	remaining lease
Computer hardware and software	4 years
Leased computer and copier equipment	3 - 5 years

Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the College's ability to provide goods and services.

Leases of tangible capital assets which transfer substantially all the benefits and risks of ownership are accounted for as leased tangible capital assets. Capital lease obligations are recorded at the present value of the minimum lease payments excluding executor costs. The discount rate used to determine the present value of the lease payments for Annacis Island Building was based on the current government borrowing rates of 30 year term debts at that time. The discount rate used to determine the present value of the lease payments for computer leases is the lower of the College's rate for incremental borrowing or the interest rate implicit in the lease. The maximum-recorded value of the leased assets cannot exceed the leased property's fair value when determining the discount rate to be used. Note 11 provides a schedule of repayments and amount of interest on the leases. Depreciation for capital computer and copier leases is charged over the lease term. Lease terms range from 3 to 5 years.

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2019

2. Summary of significant accounting policies (continued):

(ii) Inventories held for use:

Inventories held for use are recorded at the lower of cost and replacement cost.

Cost includes the original purchase cost, plus shipping and applicable duties. Replacement cost is the estimated current cost to replace the items.

(iii) Prepaid expenses:

Prepaid expenses are recorded at cost and amortized over the period where the service benefits are received.

(f) Employee future benefits:

- (i) The College and its employees make contributions to the College Pension and Municipal Pension Plans which are multi-employer joint trustee plans. These plans are defined benefit plans, providing a pension on retirement based on the member's age at retirement, length of service and highest earnings. Defined contribution plan accounting is applied because sufficient information is not available to apply defined benefit accounting. Contributions are expensed as they become payable.
- (ii) Sick leave benefits are also available to the College's employees. The costs of these benefits are actuarially determined based on length of service and best estimates of benefit usage, retirement ages and expected future salary and wage increases. The obligation under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits. Actuarial gains and losses are amortized over the expected employee average remaining service life. The accrued benefit obligation and the net periodic benefit cost were estimated by an actuarial valuation completed March 31, 2019.
- (iii) The College provides long-service and gratuity benefits to the employees. The costs of these benefits are actuarially determined based on length of service and best estimates of benefit usage, retirement ages and expected future salary and wage increases. The obligation under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits. Actuarial gains and losses are amortized over the expected employee average remaining service life. The most recent valuation of the College's future employee benefits was completed March 31, 2019.
- (iv) Employees who are members of the Faculty Association who are retiring at age 55 or over and who receive pension under the provisions of the Pension Act, receive a benefit where the College pays for Group Life Insurance premiums equivalent to the lesser of \$10,000 or the coverage in effect immediately preceding retirement for five years. These benefits are recognized based on the net present value of the expected obligations.
- (v) Certain College employees are entitled to the continuation of health and dental benefits while on disability leave. The accrued benefit obligation for currently disabled employees was estimated by an actuarial valuation for accounting purposes at March 31, 2019. The costs of insured benefits reflected in these statements are the employer's portion of the insurance premiums owed for coverage of employees during the period.

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2019

2. Summary of significant accounting policies (continued):

(g) Revenue recognition:

(i) Fees for services:

Tuition fees are collected in advance and recognized as revenue at the time services are provided.

Student fees and sales of goods and services are reported as revenue at the time the services are provided or the products are delivered, and collection is reasonably assured.

(ii) Contributions:

Unrestricted donations and grants are recorded as revenue when receivable if the amounts can be estimated and collection is reasonably assured.

Contributions for the purpose of acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are recorded in accordance with Regulation 198/2011 which requires that they be recorded and referred to as deferred capital contributions and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded. The reduction of the deferred capital contributions and the recognition of the revenue are accounted for in the fiscal period during which the tangible capital asset is used to provide services.

Contributions restricted for specific purposes other than those for the acquisition or development of a depreciable tangible capital asset are recorded as deferred revenue and recognized in revenue in the year in which the stipulation or restriction on the contributions have been met.

(iii) Investment income:

Investment income includes interest recorded on an effective interest method, dividends recorded as declared, realized gains and losses on the sale of investments, and write-downs on investments where the loss in value is determined to be other-than-temporary.

(h) Expense recognition:

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed.”

(i) Asset retirement obligations:

The College recognizes asset retirement obligations in the period in which it incurs a legal obligation associated with the retirement of a tangible long-lived asset, including leased premises resulting from the acquisition, construction, development, and/or normal use of the asset. The fair value of the asset retirement cost is capitalized as part of the carrying value of the related long-lived asset and is amortized over the life of the asset. The liability may be changed to reflect the passage of time and changes in the fair value assessment of the retirement obligation.

The College has determined that there were no significant asset retirement obligations to be recognized.

(j) Foreign currency translation:

The College’s functional currency is the Canadian dollar. Transactions in foreign currencies are translated into Canadian dollars at the exchange rate in effect on the transaction date. Monetary assets

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2019

2. Summary of significant accounting policies (continued):

and liabilities denominated in foreign currencies and non-monetary assets and liabilities which were designated in the fair value category under the financial instrument standard are reflected in the financial statements in equivalent Canadian dollars at the exchange rate in effect on the statement of financial position date. Any gain or loss resulting from a change in rates between the transaction date and the settlement date or statement of financial position date is recognized in the Statement of Operations.

(k) Budget figures:

The budget figures have been derived from the 2018/19 Budget approved by the Board of Governors of the College on April 4, 2018. The budget is reflected in the Statement of Operations and the Statement of Changes in Net Debt.

(l) Measurement uncertainty:

The preparation of the financial statements in accordance with Canadian Public Sector Accounting Standards requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets, liabilities, and related disclosures. Key areas where management has made estimates and assumptions include those related to the useful lives of tangible capital assets, amortization of related deferred capital contributions, the present value of employee future benefits, and provisions for contingencies and commitments. Where actual results differ from these estimates and assumptions, the impact will be recorded in future periods when the difference becomes known.

3. Impact of accounting for government transfers in accordance with Section 23.1 of the Budget Transparency and Accountability Act:

As noted in the significant accounting policies, Section 23.1 of the Budget Transparency and Accountability Act and its related regulations require the College to recognize all government transfers provided to purchase capital assets into revenue on the same basis as the related amortization expense. In addition, all government transfers related to restricted contributions for purposes other than purchasing capital assets are to be deferred by the College and included in revenue in the period when the transfer restriction has been met.

Canadian Public Sector Accounting Standards would require these grants to be fully recognized into revenue when received by the College unless they contain a stipulation that meets the definition of a liability. This departure has resulted in an:

- (a) March 31, 2019 – overstatement of the annual surplus by \$1,021,396 (March 31, 2018 – overstatement of the annual surplus by \$2,263,489).
- (b) March 31, 2019 – understatement of the beginning balance of accumulated surplus by \$75,040,975 and an overstatement of deferred operating contributions by \$714,246 and deferred capital contributions by \$73,305,333 (March 31, 2018 – understatement of the beginning balance of accumulated surplus by \$77,449,820 and an overstatement of deferred operating contributions by \$353,851 and deferred capital contributions by \$74,832,480).

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2019

4. Investments:

Short-term investments consist of a GIC with an automatic monthly renewal that bears interest of 0.2%.

5. Due from / to government and other government organizations:

	2019	2018
Due from the Province of British Columbia	\$ 65,787	\$ 125,021
Due from the Federal Government	935,290	979,365
	\$ 1,001,077	\$ 1,104,386
Due to the Province of British Columbia	98,300	15,715
Due to BCIT	168,948	152,501
	\$ 267,248	\$ 168,216

The amounts are due on demand and are non-interest bearing.

6. Accounts payable and accrued liabilities:

	2019	2018
Accounts payable and accrued liabilities	\$ 6,920,851	\$ 4,742,178
Salaries and benefits payable	4,479,583	3,416,552
Accrued vacation payable	2,890,280	2,601,374
Student deposits	6,678,906	5,145,395
	\$ 20,969,620	\$ 15,905,499

7. Employee future benefits:

(a) Pension plan

The College and its employees contribute to the College Pension Plan and Municipal Pension Plan (jointly trustee pension plans). The boards of trustees for these plans, representing plan members and employers, are responsible for administering the pension plans, including investing assets and administering benefits. The plans are multi-employer defined benefit pension plans. Basic pension benefits are based on a formula. As at August 31, 2018, the College Pension Plan has about 14,000 active members, and approximately 8,000 retired members. As at December 31, 2017, the Municipal Pension Plan has about 197,000 active members, including approximately 6,000 from colleges.

Every three years, an actuarial valuation is performed to assess the financial position of the plans and adequacy of plan funding. The actuary determines and appropriate combined employer and member contribution rate to fund the plans. The actuary's calculated contribution rate is based on the entry-age

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2019

7. Employee future benefits (continued)

normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plans. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any funded actuarial liability.

The most recent actuarial valuation for the College Pension Plan as at August 31, 2015, indicated a \$67 million surplus for basic pension benefits on a going concern basis.

The most recent valuation for the Municipal Pension Plan as at December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

The College paid \$6,202,197 (2018 - \$5,885,928) for employer contributions to the plan in fiscal 2019.

The next valuation for the College Pension Plan will be as at August 31, 2018, with results available in 2019. The next valuation for the Municipal Pension Plan will be December 31, 2018, with results available in 2019.

Employers participating in the plans record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plans record accrued liabilities and accrued assets for each plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plans.

(b) Employee future benefits

	2019	2018
Sick leave	\$ 1,339,000	\$ 1,382,000
Long-service and gratuity	306,000	308,000
Long term disability health & dental benefits	560,000	483,000
Accrued benefit liability, end of year	\$ 2,205,000	\$ 2,173,000

- i. Certain employees of the College are entitled to sick leave benefits in accordance with the terms and conditions of their employment contracts. These include post-retirement benefits, benefits that are expected to be provided after employment but prior to retirement and which vest or accumulate during service; and compensated absence benefits, benefits paid during employment, including sick pay benefits that accumulate and are payable upon a future illness or injury-related absence. The benefit expense associated with the covered benefits attributed to the accounting period is included in the college's statement of operations and the accrued benefit liability for the benefits attributed to

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2019

7. Employee future benefits (continued)

employee service to the accounting date are included in the College's statement of financial position. The accrued benefit obligation and the net periodic benefit costs were estimated by an actuarial valuation completed in March 2019.

- ii. Certain excluded employees (employed prior to August 2010) earn 3 days per year in addition to vacation in accordance with the terms and conditions of their employment contracts. The current gratuity plan for support staff ceased to accumulate as of December 31, 2016, and the balance of gratuity plan will not increase in the future. The accrued benefit obligation for long service days and gratuity plan was estimated by an actuarial valuation for accounting purposes as at March 31, 2019.
- iii. Certain employees of the College are entitled to the continuation of extended health, dental and Medical Service Plan (MSP) benefits in accordance with the terms and conditions of their employment contracts. Coverage is extended to disabled employees, their spouses and dependent children while on disability. Faculty and Exempt employees receive these benefits from their date of disability to the earlier of recovery from disability and return to work or age 65. The accrued benefit obligation for currently disabled employees was estimated by an actuarial valuation for accounting purposes as at March 31, 2019.

	2019	2018
Balance, beginning of the year	\$ 2,173,000	\$ 1,699,397
Current benefit cost	119,000	550,000
Interest cost	66,000	62,000
Benefits paid	(211,000)	(252,000)
Plan amendment	-	(257,000)
Expense for long term disability health & dental benefits	63,000	483,000
Recognized actuarial (gain)/loss	(5,000)	(112,397)
Accrued benefit obligation, end of year	2,205,000	2,173,000
Accrued benefit obligation, end of year consists of:		
Accrued obligation, end of year	\$ 2,129,000	\$ 2,101,000
Unamortized actuarial gains/(losses)	76,000	72,000
Accrued benefit obligation, end of year	\$ 2,205,000	\$ 2,173,000

The significant actuarial assumptions adopted in measuring the College's accrued benefit obligations are as follows:

	2019	2018
Discount rates	2.9%	3.2%
Expected future base wage and salary increases	2.50%	2.50%

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2019

8. Deferred tuition fees:

Deferred tuition includes tuition received in advance of the related activity performed.

	Opening balance	Receipts during year	Transferred to revenue	2019 Total
Deferred tuition	\$ 6,251,895	\$ 35,514,020	\$ (33,535,422)	\$ 8,230,493

	Opening balance	Receipts during year	Transferred to revenue	2018 Total
Deferred tuition	\$ 5,560,535	\$ 29,637,966	\$ (28,946,606)	\$ 6,251,895

9. Deferred revenue:

Deferred revenue includes grants, contributions and contract fees received in advance of the related activity performed.

	Opening balance	Receipts during year	Transferred to revenue	2019 Total
Deferred contract	\$ 704,073	\$ 6,719,949	\$ (7,122,043)	\$ 301,979
Deferred contributions	2,628,835	6,453,189	(6,373,508)	2,708,516
Deferred revenue and contribution	\$ 3,332,908	\$ 13,173,138	\$ (13,495,551)	\$ 3,010,495

	Opening balance	Receipts during year	Transferred to revenue	2018 Total
Deferred contract	\$ 493,074	\$ 6,519,567	\$ (6,308,568)	\$ 704,073
Deferred contributions	2,330,992	4,948,347	(4,650,504)	2,628,835
Deferred revenue and contribution	\$ 2,824,066	\$ 11,467,914	\$ (10,959,072)	\$ 3,332,908

10. Deferred capital contributions:

Deferred capital contributions represent the unamortized amount of externally restricted grants and other funding received for the purchase of tangible capital assets. Amortization of deferred capital contributions is recorded as revenue in the Statement of Operations over the useful life of the related asset.

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2019

10. Deferred capital contributions (continued)

	2019	2018
Balance at beginning of the year	\$ 75,734,721	\$ 78,625,405
Contributions received	2,745,312	2,607,239
Less amortization to revenue	(5,074,488)	(5,497,923)
	\$ 73,405,545	\$ 75,734,721

Deferred capital contributions are comprised of the following:

	2019	2018
Unamortized capital contributions	\$ 73,305,333	\$ 74,832,480
Unspent contributions	100,212	902,241
	\$ 73,405,545	\$ 75,734,721

11. Obligations under capital lease

(a) Annacis Island Campus

During 2014/15, Vancouver Community College and BCIT entered into a Memorandum of Understanding to share a facility space on Annacis Island in Delta, British Columbia. As part of this arrangement, Vancouver Community College and BCIT entered into a joint lease agreement for a building with a third party. The term of the lease is 30 years and commenced August 1, 2014. The future minimum lease payments are as follows:

2020	\$ 378,466
2021	390,350
2022	390,350
2023	390,350
2024	390,350
Thereafter	10,092,720
Total minimum lease payments	12,032,586
Less amounts representing interest (at 4.19% per annum)	(4,922,464)
Present value of net minimum capital lease payments	\$ 7,110,122
Total interest on the capital lease for the year	\$ 299,177

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2019

11. Obligations under capital lease (continued)

(b) Computer and copier equipment

During 2017/18, the College has entered into various capital leases for computer and copier equipment. The future minimum lease payments for all computer and copier equipment capital lease is as follows:

2020	\$	1,199,464
2021		1,091,658
2022		847,399
2023		497,122
2024		45,487
Therafter		-
Total minimum lease payments		3,681,130
Less amounts representing interest (Nil to 1.85% per annum)		(245,757)
Present value of net minimum capital lease payments		\$ 3,435,373
Total interest on the capital lease for the year		\$ 113,847

Total interest on leases for the year was \$413,024 (2018 – \$339,395).

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2019

12. Tangible capital assets:

2019	Land	Buildings	Building improvements	Building under capital lease	Furniture and equipment	Leasehold improvements	Computer hardware and software	Computer equipment under capital lease	2019 Total
Cost									
Opening balance	\$ 7,744,768	\$ 144,414,647	\$ 12,278,798	\$ 7,350,333	\$ 25,201,225	\$ 4,202,525	\$ 16,907,471	\$ 1,952,312	\$ 220,052,079
Additions	-	-	3,684,081	-	1,657,539	-	1,412,057	2,835,346	9,589,023
Disposals	-	-	-	-	-	-	-	-	-
Ending	7,744,768	144,414,647	15,962,879	7,350,333	26,858,764	4,202,525	18,319,528	4,787,658	229,641,102
Accumulated amortization									
Opening balance	-	74,871,951	2,366,493	898,377	20,622,532	504,978	15,330,558	483,364	115,078,253
Amortization	-	3,505,395	941,390	245,013	1,802,792	140,086	888,969	930,268	8,453,913
Disposals	-	-	-	-	-	-	-	-	-
Closing balance	-	78,377,346	3,307,883	1,143,390	22,425,324	645,064	16,219,527	1,413,632	123,532,166
Net book value	\$ 7,744,768	\$ 66,037,301	\$ 12,654,996	\$ 6,206,943	\$ 4,433,440	\$ 3,557,461	\$ 2,100,001	\$ 3,374,026	\$ 106,108,936

2018	Land	Buildings	Building improvements	Building under capital lease	Furniture and equipment	Leasehold improvements	Computer hardware and software	Computer equipment under capital lease	2018 Total
Cost									
Opening balance	\$ 7,744,768	\$ 144,414,647	\$ 8,888,987	\$ 7,350,333	\$ 73,868,911	\$ 4,202,525	\$ 25,517,462	\$ 957,584	\$ 272,945,217
Additions	-	-	3,389,811	-	1,418,643	-	630,259	994,728	6,433,441
Disposals	-	-	-	-	(50,086,329)	-	(9,240,250)	-	(59,326,579)
Ending	7,744,768	144,414,647	12,278,798	7,350,333	25,201,225	4,202,525	16,907,471	1,952,312	220,052,079
Accumulated amortization									
Opening balance	-	71,262,087	1,660,900	653,365	68,478,045	364,893	23,511,368	84,639	166,015,297
Amortization	-	3,609,864	705,593	245,012	2,230,816	140,085	1,059,440	398,725	8,389,535
Disposals	-	-	-	-	(50,086,329)	-	(9,240,250)	-	(59,326,579)
Closing balance	-	74,871,951	2,366,493	898,377	20,622,532	504,978	15,330,558	483,364	115,078,253
Net book value	\$ 7,744,768	\$ 69,542,696	\$ 9,912,305	\$ 6,451,956	\$ 4,578,693	\$ 3,697,547	\$ 1,576,913	\$ 1,468,948	\$ 104,973,826

13. Associated organization:

The Vancouver Community College Foundation ("the Foundation") is a separate society formed to raise funds to further the interests of the College and to provide scholarships and bursaries for students of the College. The College does not control the Foundation; therefore, the Foundation's assets, liabilities, revenues and expenses are not included in these financial statements.

The College had the following transactions with the Foundation:

	2019	2018
Foundation contributed awards and bursaries to the College	\$ 778,502	\$ 635,677
Foundation provided project funding and equipment to the College	168,087	68,329
Foundation reimbursed the College for salaries expenses	361,540	367,552
College contributed grants to the Foundation for operating expenses	401,540	407,552

As of March 31, 2018, the College had accounts receivable from the Foundation of \$22,216 (2018 - \$11,521) for expenses that were paid for by the College on behalf of the Foundation. At March 31, 2019, the Foundation had net assets of \$14.5 million (2018 - \$14.1 million).

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2019

13. Associated organization (continued)

For the year ended March 31, 2019, gift in kind donations from the Foundation to the College were \$37,599 (2018 - \$64,940) of which \$0 (2018- \$0) was recorded as tangible capital assets.

14. Contractual obligations:

(a) Building construction contracts:

During the year ended March 31, 2009, the College completed construction of a new campus building. At year end, the College has an outstanding letter of credit with the City of Vancouver, secured by a term deposit for \$237,500. This letter of credit will be held until Phase II of the campus redevelopment has been completed.

(b) Operating lease land

In 2014/15, Vancouver Community College entered into a partnership with BCIT to share a joint facility from a third party. As part of this lease, land has been segregated as an operating lease. The term is 30 years commencing August 1, 2014.

Payments required under this lease are as follows:

2020	\$	123,558
2021		127,438
2022		127,438
2023		127,438
2024		127,438
Thereafter		3,294,933
Total minimum lease payments		\$ 3,928,243

(c) Service contracts:

The College entered into a number of long term service contracts for equipment rentals and services with expected payments as follows:

2020	\$	2,969,220
2021		1,506,129
2022		210,000
2023		210,000
2024		-
Thereafter		-
		\$ 4,895,349

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2019

15. Contractual rights

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenues and assets in the future. The College's contractual rights arise because of contracts entered into to lease building space and to provide educational services. The following table summarize the contractual rights of the College for future assets:

2020	\$	4,872,177
2021		125,000
2022		104,167
2023		-
2024		-
	\$	5,101,344

16. Contingent liabilities:

The Collge is currently engaged in or party to certain pending matters. A reasonable estimate of these future liabilities has been made and is recorded in the financial statements as a liability. Where the outcomes of amounts or losses are uncertain, no amounts have been recorded.

17. Expenses by object:

The following is a summary of expenses by object:

	2019	2018
Salaries and benefits	\$ 82,383,573	\$ 76,669,687
Supplies and services	12,265,942	11,213,858
Building and telecom	6,816,797	6,562,006
Cost of goods sold	3,650,856	3,731,572
Amortization	8,453,913	8,389,535
	\$ 113,571,081	\$ 106,566,658

18. Financial risk management:

The College has exposure to the following risks from its use of financial instruments: credit risk, market risk and liquidity risk.

The Board of Governors ensures that the College has identified its major risks and ensures that management monitors and controls them.

(a) Credit risk:

Credit risk is the risk of financial loss to the College if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from certain financial assets held by the College consisting of investments and accounts receivable. The College assesses these financial assets, on a continuous basis for any amounts that are not collectible or realizable.

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2019

18. Financial risk management: (continued)

(b) Market risk:

Market risk is the risk that changes in market prices, such as interest rates, will affect the College's income. The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing the return on risk.

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in the market interest rates.

It is management's opinion that the College is not exposed to significant market or interest rate risk arising from its financial instruments.

(c) Liquidity risk:

Liquidity risk is the risk that the College will not be able to meet its financial obligations as they become due.

The College manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing and financing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the College's reputation.



DECISION NOTE

PREPARED FOR: VCC Board of Governors

DATE: May 29, 2019

ISSUE: **RECOMMENDATION FOR APPROVAL:**
Amendments to policy review/approval body structure

BACKGROUND:

On April 3, 2019, the Finance & Audit Committee (FAC) sought advice from the Governance Committee with concerns on their expertise and value added in reviewing and recommending new/amended college policies for approval by the Board. In response, at a meeting on Apr 24, 2019, Governance Committee reviewed policies where FAC is a review body and the Board an approver, and they discussed amending the policy review and approval body structure. Points to consider were:

- Legislation under the [College and Institute Act](#) (see appendix B for excerpts)
- Financial & reputational risk
- What are the joint responsibilities of Education Council (EdCo) and the Board?

NEXT STEPS:

After discussion and deliberation, Governance Committee are recommending amendments to the policy review and approval body structure as presented in Appendix A.


ATTACHMENTS: APPENDIX A – Table of recommendations
APPENDIX B – College & Institute Act (Powers of the Board & EdCo) – Excerpts

PREPARED BY: Deborah Lucas, Executive Assistant, VCC Board of Governors
on behalf of the Governance Committee

DATE: May 21, 2019

APPENDIX A

POLICIES FOR REVIEW BY FINANCE & AUDIT COMMITTEE (in status order)

 Approval body amended to President & FAC removed as review body.

 consideration by Management. Remain under FAC until resolved.

POLICY INFORMATION			REVISED AT APRIL 24, 2019			
Number	Name	Date	Sponsor	Review Bodies (Committee Names)	Approval Body	Status
D.3.2	Fee Deferral	10-Sep-02	VP Fin & CFO	Finance & Audit Committee Operations Council	Board	TO BE RESCINDED PENDING APPROVAL
D.3.3	Tuition and Fee Waiver & Reimbursement for Employees	13-Feb-07	VP Fin & CFO	Finance & Audit Committee Operations Council	Board President	PENDING APPROVAL
D.3.4	Tuition & Fee Refund	1-May-14	VP Fin & CFO	Finance & Audit Committee Operations Council	Board President	PENDING APPROVAL
D.3.7	Tuition & Fees	15-Sep-04	VP Fin & CFO	Finance & Audit Committee Operations Council	Board	REVISED PENDING APPROVAL
B.4.1/B.4.3	Purchasing : Policy B.4.1 / Procedures B.4.3	18-Mar-13	VP Fin & CFO	Finance & Audit Committee Operations Council	Board	UNDER REVIEW
D.3.9	Tuition Waiver for Seniors	27-Apr-06	VP Fin & CFO	Operations Council Finance & Audit Committee	Board	UNDER REVIEW
B.1.1	Stale-Dated Cheque Replacement	13-May-97	VP Fin & CFO	Finance & Audit Committee Operations Council	Board President	DUE REVIEW (OVER 5 YRS OLD)
B.1.2	Interfund Transfers	13-May-97	VP Fin & CFO	Finance & Audit Committee Operations Council	Board President	DUE REVIEW (OVER 5 YRS OLD)
B.1.4	Delinquent Accounts	13-May-97	VP Fin & CFO	Finance & Audit Committee Operations Council	Board President	DUE REVIEW (OVER 5 YRS OLD)
B.1.5	Banking	13-May-97	VP Fin & CFO	Finance & Audit Committee Operations Council	Board	DUE REVIEW (OVER 5 YRS OLD)
B.1.6	Short-term Borrowing	13-May-97	VP Fin & CFO	Finance & Audit Committee Operations Council	Board	DUE REVIEW (OVER 5 YRS OLD)
B.1.7	Financial Responsibility and Accountability	15-Sep-04	VP Fin & CFO	Finance & Audit Committee Operations Council	Board	DUE REVIEW (OVER 5 YRS OLD)
B.1.8	Selection and Appointment of Auditors	3-Mar-11	VP Fin & CFO	Finance & Audit Committee Operations Council	Board	DUE REVIEW (OVER 5 YRS OLD)
B.1.9	Investment	1-Jul-13	VP Fin & CFO	Finance & Audit Committee Operations Council	Board	DUE REVIEW (OVER 5 YRS OLD)
B.1.3	Expenses & Travel	26-Sep-18	VP Fin & CFO	Finance & Audit Committee Operations Council	Board	ACTIVE POLICY
B.1.10	Signing & Spending Authority	26-Sep-18	VP Fin & CFO	Finance & Audit Committee Operations Council	Board	ACTIVE POLICY

Excerpt
COLLEGE AND INSTITUTE ACT
[RSBC 1996] CHAPTER 52

APPENDIX B

Part 4 – The Powers and Duties of Boards and Education Councils

Powers of board

19 (1) Subject to this Act, a board may do the following:

- (a) make bylaws for the orderly conduct of its affairs;
- (b) manage, administer and control the property, revenue, expenditures, business and affairs of the institution;
- (b.1) regulate, prohibit and impose requirements in relation to the use of real property, buildings, structures and personal property of the institution, including in respect of
 - (i) activities and events,
 - (ii) vehicle traffic and parking, including bicycles and other conveyances, and
 - (iii) pedestrian traffic;
- (b.2) regulate, prohibit and impose requirements in relation to noise on or in real property, buildings and structures of the institution;
- (b.3) for the purposes of paragraphs (b.1) and (b.2), provide for the removal, immobilization or impounding, and recovery, of any property associated with a contravention of a bylaw or other instrument made in the exercise of a power under this section;
- (b.4) set, determine and collect fees for the purposes of paragraphs (b.1) to (b.3), including in relation to approvals, permits, security, storage and administration, and expenses related to any of these;
- (b.5) regulate, prohibit and impose requirements in relation to nuisance on or in real property, buildings and structures of the institution, including providing for remediation of a nuisance and recovery of the costs of remediation;
- (c) establish committees it considers necessary and advisable;
- (d) determine courses or programs to be offered or cancelled at the institution;

College and Institute Act

- (e) manage and promote the educational or training programs offered at the institution, subject to sections 24 and 25;
 - (f) determine all questions relating to the qualifications for admission, subject to section 24;
 - (g) provide for the granting of diplomas, certificates and associate degrees and, subject to designation under section 5.1, baccalaureate degrees, applied baccalaureate degrees, applied masters degrees and honorary degrees to be awarded by the institution;
 - (h) establish and administer trust funds for scholarships, fellowships, exhibitions, bursaries, prizes and student loans out of money donated or made available for that purpose;
 - (h.1) impose and collect penalties, including fines, in relation to a contravention of a bylaw or other instrument made in the exercise of a power under this section;
 - (h.2) provide for the hearing and determination of disputes arising in relation to
 - (i) the contravention of a bylaw or other instrument made in the exercise of a power under this section, and
 - (ii) the imposition of a penalty under paragraph (h.1);
 - (i) perform other functions consistent with this Act that the board considers advisable for the proper administration and advancement of the institution.
- (2) If there is a conflict between subsection (1) (d) and an agreement entered into by a board on or after July 7, 1983, subsection (1) (d) prevails.
- (3) [Repealed 2004-33-4.]
- (3.1) Without limiting subsection (1) (b), the board may collect fees on behalf of a student organization and remit those fees to the student organization.
- (3.2) Without limiting subsection (1) (b), the board may, in accordance with section 21 (1.1),
- (a) impose fees on and collect fees from students who are not members of a student society, and
 - (b) remit those fees to the student society.

College and Institute Act

- (4) The board may pay to a municipality incorporated under an Act a grant in a year not exceeding the lesser of
- (a) the amount that would be payable as general municipal taxes in the year on property of the institution within the municipality if the property were not exempt from these taxes, and
 - (b) the amount specified by the minister or calculated in the manner specified by the minister.
- (5) The board must act as follows:
- (a) at the request of the minister, prepare and submit budgets, financial statements, reports and other information that the minister considers necessary to carry out the minister's responsibilities in relation to institutions;
 - (b) provide for the conservation of any heritage property that is owned by, assigned to or in the possession of the institution;
 - (c) make bylaws establishing the following:
 - (i) fees and charges to be paid to the institution by students;
 - (ii) duties of members of the board or committees of the board in conflict of interest situations;
 - (iii) powers, duties and benefits of the president as chief executive officer of the institution;
 - (iv) reimbursement by the institution to members of its board for travelling and out of pocket expenses necessarily incurred by them in the discharge of their duties.

(5.1) to (5.3) [Repealed 2004-33-4.]

- (6) Information requested under subsection (5) (a) may include personal information about a student.
- (7) Personal information obtained under subsection (5) (a) or under section 170.2 of the *School Act* may not be used to make a decision respecting an individual student.
- (8) For the purposes of subsections (6) and (7), "**student**" has the same meaning as in section 41.1.
- (9) Subject to a requirement in this Act that the board act by enacting a bylaw, the board may act by bylaw or resolution.
- (10) The board must hold a minimum of 4 meetings each year and the intervals between meetings should be approximately equal.

Advisory role of the education council

- 23** (1) An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy for the following matters:
- (a) the mission statement and the educational goals, objectives, strategies and priorities of the institution;
 - (b) proposals about implementation of courses or programs leading to certificates, diplomas or degrees, including the length of or hours for courses or programs;
 - (c) reports after implementation by the institution without prior review by the education council of
 - (i) new non-credit programs, or
 - (ii) programs offered under service contract;
 - (d) priorities for implementation of new programs and courses leading to certificates, diplomas or degrees;
 - (e) cancellation of programs or courses offered by the institution or changes in the length of or hours for courses or programs offered by the institution;
 - (f) evaluation of programs and educational services;
 - (g) policies concerning library and resource centres;
 - (h) setting of the academic schedule;
 - (i) policies on faculty member qualifications;
 - (j) adjudication procedure for appealable matters of student discipline;
 - (k) terms for affiliation with other post secondary bodies;
 - (l) consultation with community and program advisory groups concerning the institution's educational programs;
 - (m) qualifications for admission policies;
 - (n) criteria for awarding certificates, diplomas and degrees;
 - (o) other matters specified by the board.
- (2) Advice given under subsection (1) must not conflict with policy or directives established under section 2 (1) (a).
- (3) The board must request advice on a matter under subsection (1) by giving the education council, at least 10 working days before the board will deal with the matter, the following:
- (a) the agenda items concerning the matter for the meeting of the board at which the matter will be discussed;
 - (b) the date by which a statement setting out the advice of the education council must be given to the chair of the board.

- (4) Despite subsection (3), if the board must deal with a matter under subsection (1) and there are substantial reasons why 10 working days' notice under subsection (3) cannot be given, the board must advise the education council, as soon as practicable, concerning
- (a) the matter,
 - (b) the reason why notice could not be given under subsection (3), and
 - (c) the decision taken on the matter.

Powers of the education council

- 24** (1) An education council must make bylaws for the conduct of the business of the education council including bylaws specifying the duties of members of the education council in conflict of interest situations.
- (2) Subject to the policy and directives established under section 2 (1) (a), the education council has the power and duty to do all of the following:
- (a) set policies concerning examinations and evaluation of student performance;
 - (b) set policies concerning student withdrawal from courses, programs and the institution;
 - (c) set criteria for academic standing, academic standards and the grading system;
 - (d) set criteria for awards recognizing academic excellence;
 - (e) set policies and procedures for appeals by students on academic matters and establish a final appeal tribunal for these appeals;
 - (f) set curriculum content for courses leading to certificates, diplomas or degrees.

Joint approval

- 25** (1) To be implemented, decisions concerning the following matters must have joint approval:
- (a) curriculum evaluation for determining whether
 - (i) courses or programs, or course credit, from another institution, university or other body are equivalent to courses or programs, or course credit, at the institution, or
 - (ii) courses or programs, or course credit, from one part of the institution are equivalent to courses or programs, or course credit, in another part of the institution;
 - (b) other responsibilities of the board that, on the initiative of the board, the board and the education council agree are subject to joint approval.

College and Institute Act

- (2) Subsection (1) (a) does not include curriculum evaluation based on instructional methods.
- (3) An agreement under subsection (1) (b) may be terminated by
 - (a) the board giving written notice of termination to the chair of the education council, or
 - (b) the education council giving written notice of termination to the chair of the board.
- (4) Joint approval given under subsection (1) must not conflict with policy or directives established under section 2 (1) (a).
- (5) If joint approval on a matter described in subsection (1) is not attained within 60 days of the board or education council requesting the other to consider its proposal, the board or education council may refer the matter to the minister, and the minister, or the person the minister designates for the purposes of this subsection, may make the decision the minister or person designated considers most appropriate.



DECISION NOTE

PREPARED FOR: VCC Board of Governors

DATE: May 29, 2019

ISSUE: **RECOMMENDATION FOR APPROVAL:**
Amendment to G.1.0 Board Conduct Bylaw

BACKGROUND:

Following the Miscellaneous Statutes Amendment Act (No.3), 2018, which repealed section 59(8) of the College and Institute Act. The Ministry has advised colleges to review existing bylaws and make amendments where necessary.

Repealed Section 59(8) of College & Institute Act

Boards and Members of Boards

- 59 (8) A person is not eligible to be or to remain a member of the board if the person is
- (a) An employee of the institution, and
 - (b) a voting member of the executive body of, or an officer of, an instructional, administrative or other staff association of the institution who has the responsibility, or joint responsibility with others, to
 - (i) negotiate with the board, on behalf of the instructional, administrative or other staff association of that institution, the terms and conditions of service of members of that association, or
 - (ii) adjudicate disputes regarding members of the instructional, administrative or other staff association of that institution.

The restrictions on the election of employees to boards were established by the previous government through Bill 18, the Advanced Education Statutes amendment Act, in 2011. The majority of jurisdictions across Canada do not include these restrictions in legislation, but rather, deal with conflict of interest matters of all types within institution bylaws. This change was intended to broaden options for board representation to support diverse and inclusive governance.

DISCUSSION & RECOMMENDATION

Language in the current [Election Rules](#), which details the process of electing members to the Board of Governors and Education Council, is not affected. Governance Committee reviewed the Board of Governors bylaws and is recommending the following amendment to G.1.0 Board Conduct bylaw:

Under 4.2 add point:

- h) Board members who are also members of their faculty and staff associations should refrain from and should not be privy to any board discussion in relation to collective agreement negotiations or dispute resolution.

RECOMMENDED MOTION:

THAT, on the recommendation of the Governance Committee, the Board of Governors approve the amended G.1.0 Board Conduct Bylaw, as presented at the meeting.

ATTACHMENTS: APPENDIX A – DRAFT Amendments - G.1.0 Board Conduct Bylaw

PREPARED BY: Deborah Lucas, Executive Assistant, VCC Board of Governors
on behalf of the Governance Committee

DATE: May 21, 2019

APPENDIX A



BOARD CONDUCT BYLAW	
VCC BYLAW:	G.1.0
APPROVED BY:	Board of Governors
APPROVED DATE:	February 7, 2018
AMENDMENT DATE:	May 3, 2018

DRAFT (version May 29, 2019)

1. PURPOSE / RATIONALE

Members of the Board must avoid any real or perceived conflict of interest that might impair or impugn the independence, integrity or impartiality of the Board. There must be no apprehension of bias based on what a reasonable person might perceive.

Members of the Board who are in any doubt must disclose their circumstances and consult with the Chair.

2. SCOPE / LIMITS

This bylaw applies to all Board members, appointed or elected, voting or non-voting and ex officio.

3. DEFINITIONS

- a) Board means the governing board as defined in the College and Institute Act.
- b) Appointed member means a community member appointed by Order in Council.
- c) Internal employee member means a member of the faculty or support staff working at the college, elected by their peers to the Board as allowed under the College and Institute Act (including the ex officio position of Chair of Education Council).
- d) Student member means a student elected to the Board by their peers as allowed under the College and Institute Act.
- e) Board employee member means the President of the College who is named in the College and Institute Act as a non-voting member of the Board.
- f) Board Chair means an appointed member elected annually to the position of the Chair from among the voting board members by a majority vote.
- g) Related party means a person that is known to the Board member (usually close family or friend) who provides or intends to provide services to the Institution.
- h) Related party transaction is the provision of services by one party to the Institution over which the other "related party" has some influence or control.

4. PRINCIPLES

4.1 Code of Ethics

- a) Each member, regardless of whether they are elected or appointed or is an ex officio member of the Board, has the responsibility first and foremost to the welfare of the institution and must function primarily as a member of the Board, not as a member of any particular constituency.
- b) Members of specific constituency groups such as faculty, staff or students may bring forward to board discussions the views of their respective constituency; however, in deliberations and voting they shall always act in accordance with the best interest of the college as a whole.
- c) Board members are expected to act at all times in good faith and with honesty and due diligence.
- d) Board members are expected to regularly attend meetings and to adequately prepare for the duties expected of them.
- e) "If a member of the board has not attended three (3) consecutive regular meetings of the board, the member is no longer a member of the board unless excused by resolution of the board." College and Institute Act, [S.59.7].
- f) Board members shall stand by and uphold decisions of the Board.
- g) The conduct and language of Board members must be free from any discrimination or harassment prohibited by the Human Rights Code.
- h) Board members' conduct shall reflect social standards of courtesy, respect and dignity.
- i) Board members must not reveal or divulge confidential information received in the course of their duties.
- j) Confidential information must not be used for any purpose outside that of undertaking the work of the Board. To this end each member of the Board shall take due care to ensure that confidential information of the Board is not made public.
- k) The Board speaks as with one voice. The Board Chair or someone designated by the Board Chair, represents the Board in the public. All Board members must refer to the Board Chair for public comments about the Board and its decisions.
- l) Performance of Board duties shall not result in any personal or private financial or other substantive gain for its members. (Private gain does not include honoraria for service on the Board.)

4.2 Conflict of Interest

Actions taken in the course of performing duties as a member of the Board shall neither cause nor suggest the reality or perception that the member's ability to perform or exercise those duties has been or could be affected by private gain or interest. All Board members shall ensure that:

- a) Personal financial interests, assets or holdings are not in conflict with any decision, information or other matter that may be heard by or acted upon by the Board.
- b) Activities undertaken as a private citizen are not in conflict with any responsibilities held as a member of the Board.
- c) Activities undertaken as a member of the Board are not in conflict with any activities undertaken as a private citizen.
- d) They remain impartial at all times toward individuals who deal with the Board and, as a member, avoid taking any action that may result in preferential treatment for any individual.
- e) Any actual or potential related party transactions are brought to the attention of the Chair and (if deemed appropriate by the Chair) to the rest of the Board.
- f) Personal employment is not dependent on any decision, information or other matter that may be heard by or acted upon by the Board.
- g) Other memberships, directorships, voluntary or paid positions or affiliations, are not in conflict with work undertaken in the course of performing their duties as a member of the board.
- g)h) Board members who are also members of their faculty and staff associations should refrain from and should not be privy to any board discussion in relation to collective agreement negotiations or dispute resolution.
- h)i) Student members are not considered to be in conflict on issues related to fees and charges paid to the institution by students, and may engage in the full debate and vote on these issues.

4.3 Enforcement

As part of their commitment to the Board, members of the Board are required to affirm an Oath of Office (Appendix A), agreeing to abide by the Board Conduct Bylaw.

- a) The Board Chair shall take action if the Board Conduct Bylaw is breached. Such action may include removal from a board activity including a board meeting, suspension from activities other than regular board meetings for a period of time, suspension for up to two consecutive regular board meetings (in-camera sessions are considered part of the regular board meeting), reprimand, warning, forfeiture of stipend and other sanctions. Any suspension imposed must not exceed two consecutive board meetings based on the limit noted in Section 59(7) of the College and Institute Act.
- b) A member on whom a penalty has been imposed may appeal to the Board of Governors the decision or the penalty, or both.

- c) The decision of the Board is final.

5. GUIDELINES

The following guidelines are intended to assist the members of the Board and the Board Chair to resolve or handle situations where real, potential or perceived conflict of interest exists or the code of ethics has been breached.

5.1 Handling Conflict of Interest

- a) The Board Chair will examine the agenda with a view to determining real, potential or perceived conflict of interest.
- b) If the Board Chair believes there is a conflict of interest situation, they will advise the individual involved.
- c) If the Board member agrees, they will:
 - i. Declare the conflict at the commencement of the meeting at which the topic of conflict is scheduled.
 - ii. For In Camera sessions, the Board member in conflict will absent themselves from the meeting for the duration of the discussion and decision on the topic in conflict.
 - iii. For public sessions, the Board member in conflict will refrain from discussing or voting on the topic in conflict.
- d) If the Board member does not agree, the Board Chair will:
 - i. Call an In Camera meeting prior to the meeting of at which the topic of conflict is scheduled.
 - ii. Put the question to the full Board for a decision at that In Camera meeting.
 - iii. The Board's decision will be final.

5.2 Handling a Breach to the Code of Ethics

- a) When a breach to the code of ethics has been identified, the Board Chair will take whatever action they believe is appropriate based on the nature and severity of the breach. Such action may include but is not limited to:
 - i. Warning
 - ii. Reprimand
 - iii. Suspension from the Board
- b) If the member accepts the decision of the Board Chair, the penalty is imposed and the Board Chair must report the action at the next In Camera meeting of the Board.

5.3 Processing an Appeal

- a) If the member rejects the decision of the Board Chair, they may appeal to the Board in writing. The appeal must be requested within one week of the imposition of the penalty.
 - i. The penalty will remain imposed until such time as the Board hears the appeal.
 - ii. The Board will make every effort to hear the appeal within one month of its imposition.
- b) On hearing the appeal the Board may:
 - i. allow whatever evidence it considers appropriate, without regard to the rules of evidence
 - ii. allow the appeal, or
 - iii. impose any of the penalties listed in 5.2(a) or, in the case of an appointed member, request that the Lieutenant Governor in Council remove the appellant from the Board.
- c) The decision of the Board is final.

6. RELATED LEGISLATION & POLICIES

College and Institute Act

7. RELATED POLICIES AND PROCEDURES

G.1.0 APPENDIX A – VCC Board Oath of Office (Revised May 3, 2018)

DECISION NOTE

DATE: May 29, 2019

PREPARED FOR: VCC Board of Governors

ISSUE: **RECOMMENDATION FOR APPROVAL:**
Revised D.3.7 Tuition and Fees Policy and Procedures
Rescind D.3.2 Fee Deferral Policy and Procedures

BACKGROUND:

The purpose of this revised policy and procedures is to update the [existing D.3.7 policy](#), which is over ten years old. The information was dated and not reflective of current practices. In addition, there were aspects, such as international student fees, that were not adequately addressed. D.3.2 Fee Deferral and C.2.2 Eligibility for Domestic Fees were also separate policies which have been incorporated into this revised policy and procedures.

DISCUSSION:

There was a need to update the information as it was not reflective of the reality by which we assessed tuition and fees for students here at VCC. There was a significant amount of discussion around terms that were employed throughout the College and we determined it would be of benefit to expand on the definitions that were included as part of the policy so as to provide greater clarity. In addition, updates to the related legislation was also missing. The revised policy and procedures have been shared with SUVCC and they have provided their comments as part of these revisions.

The Committee received feedback from the College community and comments were taken into consideration with subsequent review, including updating and clarifying the policy definitions for various fees.

Finance and Audit Committee approved the revisions to D.3.7 Tuition and Fees and the recommendation to rescind D.3.2 Fee Deferral. As the revised policy incorporates C.2.2 Eligibility for Domestic Fees, the Board will make the recommendation to rescind this policy, currently under the purview of the President.

RECOMMENDATION:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve rescinding policy D.3.2 Fee Deferral and revisions to policy D.3.7 Tuition and Fees and;

THAT, the Board of Governors recommend the President rescinds policy C.2.2 Eligibility for Domestic Fees.

ATTACHMENTS: APPENDIX A - D.3.7 Tuition & Fees (REVISED)
APPENDIX B - D.3.2 Fee Deferral
APPENDIX C - C.2.2 Eligibility for Domestic Fees

PREPARED BY: Jag Mundi, Interim Chair, Administrative Policy Committee
Deborah Lucas, Executive Assistant, Board of Governors



APPENDIX A

POLICY

Policy No.	D.3.7
Title	Tuition and Fees (combines D.3.2 Fee Deferral and C.2.2 Eligibility for Domestic Fees)
Approval Body	Board of Governors
Policy Sponsor	Vice President Administration & Chief Financial Officer
Last Revised/Replaces	September 2002
Effective Date	

CONTEXT AND PURPOSE

This Policy and related Procedures informs how tuition and fees are administered at Vancouver Community College (VCC, the College).

SCOPE AND LIMITS

This Policy applies to all applicants, students, and all programs/courses offered by VCC.

STATEMENT OF POLICY PRINCIPLES

1. Tuition and fees are determined based on input from a variety of internal stakeholders and are consistent with Advanced Education, Skills and Training (AEST) Tuition Limit policy.
2. The VCC tuition fee model will take into account program duration, program operating costs, and tuition rates for comparable programming at other BC institutions.
3. Tuition and fees are reviewed as part of the annual College budget development process and are approved by the Board of Governors.
4. The VCC tuition fee model shall strive for consistency and common practice for all programs and students, and is not exceptions-based.
5. The College will set different tuition rates for domestic and international students.
6. The College will ensure there is a system in place to manage fee deferrals.
7. Fee deferrals, approved by the Director, Financial Services or delegate may be permitted under special circumstances.
8. The Registrar or a designate will assess the eligibility of each international student who applies for domestic fees.
9. It is the student's responsibility to register during the designated periods and to pay all applicable fees and deposits by the published deadlines.
10. The College has a responsibility to provide reasonable options for student payments.

DEFINITIONS

Fee Deferral: Authorized delay in the payment of a fee. May be granted in the event the student has applied for a student loan but has not received confirmation of a positive outcome. A deferral has a deadline associated with it and the tuition and fees charges would be automatically debited from the student's loan once it has been received and processed by the College.

Mandatory Fee: These are fees that are charged by the College where students cannot opt-out. They include capital construction support (e.g., building fees), consumable fees (e.g., fees charged for field trips and consumable supplies) and other mandatory fees (e.g., application fees and technology fees).

Other Fee: The fees levied by the College for a charge other than that directly tied to tuition.

Tuition Deposit: A fee applied as a payment to tuition fees, which is non-refundable.

Tuition: The fee tied specifically to a course or number of courses.

RELATED LEGISLATION & POLICIES

Legislation:

Immigration and Refugee Protection Act

"Guidelines Respecting International Students at British Columbia Public Post Secondary Institutions", British Columbia Ministry of Advanced Education, Amended: October 2002

Tuition Limit Policy, Government of British Columbia

Policies:

- B.1.7 Financial Responsibility and Accountability
- D.2.3 Student Financial Aid
- D.3.3 Tuition Waiver for Employees
- D.3.4 Tuition and Fee Refund
- D.3.10 Aboriginal Education Enrolment

RELATED PROCEDURES

Refer to D.3.7 Tuition and Fees Procedures.



PROCEDURES

Policy No.	D.3.7
Title	Tuition and Fees (combines D.3.2 Fee Deferral and C.2.2 Eligibility for Domestic Fees)
Approval Body	Board of Governors
Policy Sponsor	Vice President, Finance & Chief Financial Officer
Last Revised/Replaces	September 2004
Effective Date	

1. All tuition will be calculated by course credit or equivalent where possible.
2. Tuition for new programs is approved by the Board of Governors.
3. Other fees are established and set by the College Administration, taking into account the advice of Operations Council.
4. Other Fees include but are not limited to transcript fee and the graduation fee.
5. Mandatory domestic fees are fees which are to be charged to all students attending VCC. These fees are recommended to the College Administration and must ultimately be approved by the Board of Governors.
6. International tuition and mandatory fees are set by College administration.
7. Financial Services is responsible for:
 - a. Maintaining a central listing of all current tuitions.
 - b. Maintaining complete and correct tuition schedules.
 - c. Calculating and establishing tuition and fees.
 - d. Reviewing impact on tuition and fees when there are changes made to courses and programs.
8. The Registrar's Office or delegate is responsible for:
 - a. Maintaining tuition and fee information within Banner.
 - b. Communicating tuition and fee information to students in response to inquiries.
9. Tuition and fee information will be posted on the College website.
10. Departments/Schools will not publish tuition or fees information in brochures, handouts or other materials without prior approval by the Registrar.
11. Given that tuition and fees are subject to change, all publicly available information must include the disclaimer that "tuition and fees are subject to change" and refer to an effective date.

12. The College will publish tuition and fee information no later than 30 days prior to the start of the start date.
13. Tuition and fees are reviewed annually and changes will be communicated as part of the annual budget process.
14. Domestic students:
 - a. A non-refundable tuition deposit is due at the time of their registration.
 - b. All tuition and mandatory fees are due and payable 30 days prior to the start of the term.
15. International students:
 - a. International student admission processes and timelines are different than for domestic students. Deposits and tuition and fees are in some cases unique and have unique deadlines. Contact VCC International for specific program information.
 - b. Commitment Fee: A fee paid to hold a seat in a program for international students. This fee is non-refundable.
 - c. First Installment: A payment covering the first-term of tuition and other fees that is required to confirm admission and includes a non-refundable tuition deposit for international students.
 - d. First Year Tuition: Estimated tuition fees for the first year of a program for International students applying through the Study Direct Stream (SDS).
 - e. If a study permit is denied, official proof of rejection must be submitted to VCC one month prior to the start of the program to receive a full refund of the deposit and fees. The following exception applies:
 - i. If a study permit application is rejected by Immigration, Refugees and Citizenship Canada (IRCC) for fraud/alleged fraud or other dishonesty, VCC reserves the right to retain the entire deposit, tuition and fees paid.

Eligibility for Domestic Fees

16. To be eligible for domestic fees, prospective students must provide official proof of at least one (1) of the following requirements.
 - a. Canadian citizen.
 - b. Permanent Resident of Canada.
 - c. Refugee (requires a letter from the IRCC).
 - d. Foreign Live-in Caregiver (may only study for a maximum of 6 months on a part-time basis in "special interest" courses, e.g. English As A Second Language; require a work permit).
 - e. International Exchange Student (requires evidence of an agreement of exchange with Vancouver Community College).
 - f. Carrying out official duties as a diplomat or consular officer; or is a dependent or spouse of any diplomat or consular officer.

17. Documentary evidence will be required by the College in support of any changes to student status including, such as Proof of citizenship, Permanent Resident Card or Passport demonstrating diplomatic status.
18. Eligibility for domestic fees is assessed and determined by the Registrar, or delegate. The decision of the Registrar or delegate is final.
19. All students who are not eligible for domestic fees are expected to pay international fees.

Fee Deferral

20. For students who are unable to pay fees by the published deadline, they may request a fee deferral. The Fee Deferral Form, available on the College website or from the Financial Aid Office, must be completed in full.
21. Default of a fee deferral by the due date will result in the denial of further instruction or services until all outstanding fees are paid. Please note that student who do not apply for funding in a timely manner may not qualify for a fee deferral.
22. Fee deferrals for the British Columbia Student Assistance Program (BCSAP) purposes will authorize payment of all outstanding fees directly to the College.

RELATED POLICY

Refer to D.3.7 Tuition and Fees Policy.



APPENDIX B

Title: **Fee Deferral Policy**

Approval Date: **January 14, 1997**

Date of Last Revision: **September 10, 2002**

Policy Category: **Education Support**

Number: **D.3.2**

Fee Deferral Policy

Purpose	To defer due date of fee payments.
Policy	<ol style="list-style-type: none"> 1. All fees are due and payable at time of registration in accordance with the fee payment schedule. 2. Fee deferrals, approved by the Registrar or delegate may be permitted under special circumstances. 3. Students who do not apply for funding in a timely manner may not qualify for a fee deferral. 4. Fee deferrals for BCSAP purposes will authorize payment of all outstanding fees directly to the College. 5. Default of a fee deferral will result in the denial of further instruction or services until all outstanding fees are paid.
Applies to	Student of Vancouver Community College.
Procedures	<ol style="list-style-type: none"> 1. A student requesting a fee deferral must complete a fee deferral form. 2. The Fee Deferral form may be recommended and signed by the Financial Aid Office, where applicable. 3. The Registrar or delegate will confirm the amount of payment and the date on which the balance will fall due. 4. The student will present the fee deferral form to the Cashier, who will verify the amount to be deferred and give a copy of the form to the student. 5. In the case of default, the Cashiers Office will notify the appropriate departments.
Replaces	Deferral of Fees, Policy #2.3.3.2 Fee Deferral, Policy #2.2.1.4

1. Policy Sponsor Registrar

2. Approvals:

President _____ Date: _____

Education Council Chair _____ Date: _____

Operations Council Chair _____ Date: _____

Board Chair _____ Date: _____

3. Amendments

President _____ Date: _____

Education Council Chair _____ Date: _____

Operations Council Chair _____ Date: _____

Board Chair _____ Date: _____

4. Review Date

APPENDIX C

POLICY



Policy No.	C.2.2
Title	Eligibility for Domestic Fees (formerly International Students – Eligibility for Domestic Fees)
Approving Jurisdiction	President
Policy Sponsor	Vice-President, Community and Advancement
Last Revised/Replaces	not available
Effective Date	12-03-19
Signed by	Kathy Kinloch, President
	SIGNED COPY ON FILE

Version 2012-03-12

This Policy and related Procedures outlines the College's policy on a prospective student's eligibility for domestic fees.

CONTEXT AND PURPOSE

The intent of this Policy is to provide a clear and unambiguous statement about a prospective student's eligibility for domestic fees. All students who are Canadian citizens or are permanent residents of Canada or fall into one of the categories outlined in the Procedures document are eligible for domestic fees.

Students who are not eligible for domestic fees pay international fees.

The College is guided in its determination of eligibility for domestic fees by directives from the Department of Citizenship and Immigration Canada and the BC Ministry of Advanced Education.

SCOPE AND LIMITS

All students who are Canadian citizens or are permanent residents of Canada or have a study permit and fall into one of the categories outlined in the Procedures document related to this Policy.

STATEMENT OF POLICY PRINCIPLES

1. All Canadian citizens and permanent residents of Canada are eligible for domestic fees.
2. All students who fall into one of the categories outlined in the Procedures document related to this Policy are eligible for domestic fees.
3. Students who do not fit into one of the two categories identified in 1 and 2 above pay international fees.
4. The Registrar or a designate will assess the eligibility of each international student who applies for domestic fees within the guidelines included in the Procedures document related to this the Policy.

DEFINITIONS

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

RELATED POLICIES & LEGISLATION

Federal and Provincial Guidelines:

"Guidelines Respecting International Students at British Columbia Public Post Secondary Institutions", British Columbia Ministry of Advanced Education, Amended: October 2002

Canadian Immigration and Refugee Protection Act, Department of Citizenship and Immigration Canada

Policies:

D.3.7 Tuition and Fees Policy

RELATED PROCEDURES

Refer to Procedures C. 2.2 Eligibility for Domestic Fees



PROCEDURES FORM

Policy No.	C.2.2
Title	Eligibility for Domestic Fees (formerly International Students – Eligibility for Domestic Fees)
Approving Jurisdiction	President
Policy Sponsor	Vice-President, Community and Advancement
Last Revised/Replaces	not available
Effective Date	12-03-19
Signed by	Kathy Kinloch, President
	SIGNED COPY ON FILE

Version 2012-03-12

DEFINITIONS

Canadian Citizen: Canadian citizens are individuals who are able to provide proof of Canadian citizenship as outlined by the Department of Citizenship and Immigration Canada; refer to web-site: <http://www.cic.gc.ca/english/citizenship/proof.asp>

Permanent Resident of Canada: Permanent residents are individuals who are able to provide proof of permanent residency as outlined by the Department of Citizenship and Immigration Canada; refer to web-site: <http://www.cic.gc.ca/english/information/pr-card/index.asp>

Study Permit: people who are not Canadian citizens or permanent residents of Canada and who wish to study temporarily in Canada may apply for a study permit. A study permit is issued if the application is accepted; refer to web-site: <http://www.cic.gc.ca/english/study/study.asp>

ELIGIBILITY FOR DOMESTIC FEES

The following prospective students are eligible for domestic fees:

- (1) Canadian citizens
- (2) Permanent Residents of Canada
- (3) Prospective students who fall into one of the following categories:
 - (a) Refugees (require a letter from the Department of Citizenship and Immigration Canada)
 - (b) Foreign Live-in Caregiver (may only study for a maximum of 6 months on a part-time basis in “special interest” courses, e.g. English As A Second Language; require a work permit)
 - (c) International Exchange Student (requires evidence of an agreement of exchange with Vancouver Community College and a study permit)

- (d) Dependent of a Canadian citizen (requires citizenship of spouse, marriage certificate; dependency must have been established for at least one year; requires a study permit)

PROCEDURES

1. All students who are not eligible for domestic fees are expected to pay international fees at the rate established by the College.
2. Students identified in the section above “Eligibility...” are eligible for domestic fees.
3. Proof of status under one of the categories identified in the section “Eligibility for Domestic Fees” (1), (2), and (3) above must be provided in a form satisfactory to the College.
4. Each prospective student applying for eligibility for domestic fees under (3) above will be assessed by the Registrar or a designate, the decision of the Registrar or designate will be final.

RELATED POLICY

Refer to Policy C.2.2 Eligibility for Domestic Fees



INFORMATION NOTE

PREPARED FOR: Board of Governors

DATE: May 29, 2019

ISSUE: Education Council Chair Report to Board of Governors

PROVISIONAL APPROVAL OF NEW PROGRAMS AD HOC COMMITTEE TERMS OF REFERENCE

In the development of new programs, Education Council and Curriculum Committee identified a need for a more agile process that would make additional support available to curriculum developers. Specifically, developers sometimes needed repeated access to additional (often impromptu) review and advice as they work to finesse their new curricula: such “tweaking” is fairly common, particularly in cases of new programs for which there have previously been no existing home departments or resident subject matter experts (SMEs) at VCC.

The Provisional Approval of New Programs Ad Hoc Committee, which will be piloted this year, has been designed as an optional opportunity for new or significantly revised programs to consult committee members about adjustments to new curricula. This committee is chaired by the Curriculum Committee chair (Mr. Todd Rowlett) and includes the Vice President Academic, Students and Research (Dr. Kathryn McNaughton), an Associate Registrar, and experienced elected representatives from the Curriculum and Quality Assurance Committees (previously Program Review and Renewal Committee). It would facilitate an extension of the current review process: during the first two years of a new program’s “life,” the program faculty would meet quarterly and report to this ad hoc committee. These additional check-ins would allow for more frequent and spontaneous discussion with departments that are putting a newly offered curriculum into place and may need to make numerous small curricular changes in order to do so.

There has been much discussion both within and outside of Education Council and Curriculum Committee about this pilot process. It was confirmed at the February 19, 2019 Curriculum Committee meeting that the process is only intended for programs, not standalone courses; that the committee could indeed decline changes; and that changes would only be permitted “if those changes do not in any way disadvantage the current group of students and do not jeopardize the integrity of the program” (Terms of Reference). A question about the term “significantly revised” was raised at the March 12, 2019 Education Council meeting: in alignment with Policy C.3.14 Curriculum Development and Approval, a program would be considered significantly revised if there have been changes to its credential, program learning outcomes, or credit count(s). Finally, further conversation with CTLR (April 9, 2019) clarified how the pilot would complement current curriculum development (which CTLR facilitates regularly).

As this new process is being piloted and is expected to be subject to limited implementation, no changes will be made to current policies. The Terms of Reference for this ad hoc committee have been attached for the Board's information.

QUALITY ASSURANCE COMMITTEE (QAC) ACTION PLAN 2019-2022 AND TERMS OF REFERENCE

The Quality Assurance Committee (formerly the Program Review and Renewal Committee [PRRC]) is a standing committee of Education Council responsible for "supporting the educational quality of the College by ensuring that the review and renewal of College programs are consistent with approved policies and processes" (Terms of Reference).

The Quality Assurance Process Audit (QAPA) undertaken in 2018-2019 included an assessors' report, to which VCC was formally required to craft a response by late March 2019. In partial fulfillment of this required institutional response, the PRRC developed an action plan for 2019-2022 that addresses each of the recommendations put forth by the QAPA assessors.

As noted in the April 10, 2019 Education Council Chair Report to the Board of Governors, the assessors' feedback was very positive overall, but an area identified for improvement was the seeming over-resourcing of annual departmental program reviews, with the attendant recommendation being that these resources—materiel and personnel—would be put to better use supporting program renewals instead.

As per the recommendation for the institution to focus more on program renewals, the PRRC revised its Terms of Reference to reflect its central role and responsibilities within VCC's educational quality assurance structures. The committee also changed its name to *Quality Assurance Committee* in recognition of the direct relationship between sustained good practices in program renewal and overall quality assurance at the College.

The QAC Action Plan 2019-2022 and Quality Assurance Committee Terms of Reference, which document these changes, have been attached to this report for the Board's information.

EDUCATION COUNCIL MEMBERSHIP

Mr. Ilyes Belhacene, the Broadway/Annacis Island student representative on Education Council, sent notification on Monday, May 13, 2019, that he was resigning from his committee commitments. On behalf of Education Council, I thank Ilyes for his many contributions to our discussions at EdCo and wish him the best in his endeavors at VCC and beyond. The next election to fill vacancies on EdCo will take place in September 2019.

ATTACHMENTS: APPENDIX A - Provisional Approval of New Programs Ad Hoc Committee Terms of Reference
APPENDIX B - Quality Assurance Committee Action Plan 2019-2022
APPENDIX C - Quality Assurance Committee Terms of Reference

PREPARED BY: Elle Ting, Chair, Education Council

DATE: May 16, 2019



APPENDIX A

Provisional Approval of New Programs Committee of Education Council Terms of Reference

Approved by Education Council: May 2019

Committee name:	Provisional Approval of New Programs Committee
Type:	Ad Hoc Committee of Education Council, to be reviewed after two years for consideration as a standing committee
Chairperson:	Chair of Curriculum Committee
Responsible To:	Education Council
Purpose:	To provide new programs with the opportunity for support and guidance while implementing a new program, and to refine their curriculum and delivery approaches over the first year(s) of their program. It is an adaptive, continuous improvement model of curriculum review that requires active and ongoing reflection by instructors and department leads.

New programs (or significantly revised ones) have the option to take provisional approval of their new curriculum, with Education Council's agreement.

Provisional approval provides an opportunity for making some adjustments to curriculum during the first two years (or the length of the first complete offering of the program), and for program faculty to meet quarterly to review the program, and then report to a small committee.

It is a hands-on, eyes-on process. It allows programs to more quickly make changes to their curriculum, but monitored through reporting and regular reviews.

Duties:	<p>The Department will:</p> <ol style="list-style-type: none"> 1. Meet after each term (or other natural check-in point) and at the end of the program, and review elements such as: student success, assessments, sequencing, gaps, student profile, student and faculty feedback, teaching materials, and additional supports needed. This meeting will involve at a minimum all instructors teaching in the program, the department leader, the Dean, Instructional Associates who have worked on the program, and any program assistants working with the program. Members from Institutional Research and any curriculum developers who worked on the initial program design are invited, as appropriate. 2. Complete all required reports and send them to the Provisional Approval Committee, and send representatives to meet with the committee.
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3. Identify gaps in their program (curriculum or other issues) and develop plans to fill those gaps.

The Committee will:

1. Meet with the program representatives after each term (or other natural check-in point) and review the current state of the program.
2. Review and approve changes to the curriculum for courses for subsequent terms (if those changes do not in any way disadvantage the current group of students and do not jeopardize the integrity of the program). Examples of changes are adjustments to the evaluation plans, topics, or course sequence.
3. At the end of the review period, review and approve changes to the curriculum moving forward, and provide advice to Education Council on the provisional status of the program. At this point, final program approval would be the desired outcome.

Authority:

Education Council grants the Committee the ability to approve changes to curriculum given the status of Provisionally Approved without the curriculum being reviewed by Curriculum Committee or Education Council prior to implementation.

When the program comes forward for final approval, it will go through the process of Curriculum Committee and Education Council review and approval.

Timeframes and Reporting:

The Committee meets between terms, or as needed based on the schedule of new programs under review, and reports to Education Council at the meeting following the Committee's meetings.

Membership:

The Committee is composed of the following members:

1. Curriculum Committee Chair as Chair of the Committee
2. Vice President Academic & Applied Research
3. One (1) Curriculum Committee member elected by Curriculum Committee
4. Two (2) members of Quality Assurance Committee, elected by the QA Committee
5. Associate Registrar, appointed by the Registrar

Any member of the Committee who works as an instructor, staff member, or administrator of a new program under discussion will recuse themselves as a member of the Committee but can participate in discussions as a member of the program department.

Length of Term:

All terms will be two (2) years, renewable.

Quorum:

The quorum shall be three (3) members.

Other Resources: The Education Council Recording Secretary provides support as needed. This person is responsible for collecting submissions, preparing and distributing documents, agendas, and notes, and providing organizational support for meetings.

Notes: Notes are taken at all committee meetings.

Communication with Council: Other business arising from the Provisional Approval of New Programs Committee meeting may be forwarded as agenda items to the Education Council through the Council Executive. The Provisional Approval of New Programs Chair presents any required actions in the form of a motion to Education Council. Information will be reported to Curriculum Committee and Education Council throughout the provisional approval period.

APPENDIX B



QUALITY ASSURANCE COMMITTEE | EDCO

ACTION PLAN 2019-2022

Initiatives 2019-2020	Lead	2020-2021	2021-2022	Updates
PROGRAM RENEWAL				
<ul style="list-style-type: none"> Revise Policy C.3.2 Program Review and Renewal: VPASR appoints external assessors based on recommendations from Steering Committee. 	QAC Chair		<ul style="list-style-type: none"> Complete a full review of C.3.2 policy and revise policy as needed. 	
<ul style="list-style-type: none"> Review the Self-Study process. Consult with department leaders who have recently gone through the process. 	IAS & Committee	<ul style="list-style-type: none"> Adjust the policy and procedures if needed. 		
<ul style="list-style-type: none"> Continue to make improvements to the renewal forms and templates Continue developing guidelines and support documents for External Panels. 	IAS	<ul style="list-style-type: none"> Continue to make improvements to the renewal forms and templates Continue developing guidelines and support documents for External Panels. 		
	Committee	<ul style="list-style-type: none"> Conduct a gap analysis between our program renewal process and accreditation processes used for our programs. Review process ITA programs undergo for updating their curriculum, and ensure our current processes support them. 		
<ul style="list-style-type: none"> Review the current 5-year Renewal schedule to ensure it is feasible. 	Committee	<ul style="list-style-type: none"> Review current status of all programs and how recently their curriculum has been updated. 		
ANNUAL PROGRAM REVIEW				
<ul style="list-style-type: none"> Simplify and streamline the Program Review forms and reports to focus on 4-7 key questions. Review statistics currently provided for relevancy and adjust. Consult with department leaders. 	Committee, IR			



QUALITY ASSURANCE COMMITTEE | EDCO

ACTION PLAN 2019-2022

COURSE AND PROGRAM FEEDBACK				
<ul style="list-style-type: none"> Complete pilot of course and program feedback and review results. Analyze requirements for a college-wide process. 	IR & Committee	<ul style="list-style-type: none"> Develop a proposal and implementation plan. 	<ul style="list-style-type: none"> Implement a college-wide process. 	
CD FUNDS				
<ul style="list-style-type: none"> Train Operations Managers on the reporting process. Clarify reporting requirements on CD Funds. Refine oversight processes by Project Coordinator to ensure reports received and money spent in time to re-allocate if needed. 	VPASR Project Coordinator			
<ul style="list-style-type: none"> Develop arguments/champion for additional financial support for CD, renewal, and online development. 	VPASR & Committee			
COMMUNICATION, TRAINING & AWARENESS				
<ul style="list-style-type: none"> Change name of PRRC to the Quality Assurance Committee, to better reflect scope of our work (overall quality assurance, training, development of department leaders). Review membership of QAC and adjust Terms of Reference as needed. 	QAC Chair			
<ul style="list-style-type: none"> Clarify processes for renewal and accreditation reports to be sent to VPASR Office and then to QAC and EDCO. Review plan for making summary reports available to College and for long-term archives. 	VPASR Project Coordinator, IR & Committee	<ul style="list-style-type: none"> Establishment webpages on MyVCC that will house information for annual program reviews and program renewals (ie. Dashboard-style information) where all College members can access on an on-going basis. 	<ul style="list-style-type: none"> Continue work on program QA webpages 	
<ul style="list-style-type: none"> Establish training plan for department leaders, such as: <ul style="list-style-type: none"> Panel discussion at Leaders' Forum of dept leaders who have recently completed Renewal, to support departments starting their renewals. Set up mentorship of renewal department leaders with recent renewal participant. 	IAs & Committee	<ul style="list-style-type: none"> Continue training opportunities 	<ul style="list-style-type: none"> Continue training opportunities 	



QUALITY ASSURANCE COMMITTEE | EDCO

ACTION PLAN 2019-2022

OTHER QUALITY ASSURANCE PROCESSES				
<ul style="list-style-type: none"> Review action plan submitted to QAPA on an annual basis to ensure progress is happening. 	QAC Chair	<ul style="list-style-type: none"> Review action plan submitted to QAPA. 	<ul style="list-style-type: none"> Review action plan submitted to QAPA. 	
	Committee	<ul style="list-style-type: none"> Review current situation of Program Advisory Committees across the College. Where are the gaps and are there plans in plan to close them? 		
TOPICS FOR DISCUSSION				
<ul style="list-style-type: none"> Discussion of micro-credentials and the overall Pan Canadian conversation. Next steps? Discussion of co-curricular activities. What is required for support and integration into College policies? 	Committee	<ul style="list-style-type: none"> Discussion of supporting Practicums and Co-op experiences in the College. How do we effectively and efficiently support more experiential learning? 		

APPENDIX C



Quality Assurance Committee of Education Council Terms of Reference

Last Approved by Education Council: May 2019; April 2016

Committee name:	Quality Assurance Committee
Type:	Standing Committee of Education Council
Chairperson:	An Education Council member is elected by Education Council at the December meeting for a one (1) year (January-December) term as Chair of the Quality Assurance Committee.
Responsible To:	Education Council
Purpose:	The Quality Assurance Committee is a standing committee of Education Council charged with supporting the educational quality of the College by ensuring that the reviews and renewals of College programs and educational service areas are consistent with approved policies and processes.
Duties:	<p>The Committee will:</p> <ol style="list-style-type: none"> 1. Support the overall educational quality of the College's programs and courses through the establishment and maintenance of a quality assurance framework. 2. Ensure that all program reviews, renewals, accreditations, and educational service renewals are done regularly and systematically as required by approved policies and regulatory bodies. 3. Provide advice and recommendations around trends and priorities identified in reviews and renewals to Education Council and other appropriate committees. 4. Track action plans developed during the program reviews, renewals, accreditations, and educational service renewals to ensure progress is being made, identifying barriers to success. 5. Respond to Ministry-directed cyclical quality assurance audits in consultation with the Vice President Academic and Applied Research and follow up on recommendations. 6. Recommend changes to policies related to educational quality assurance as needed. 7. Provide advice on the allocation of curriculum development funds as requested by the Vice President Academic and Applied Research.
Authority:	The Committee acts in an advisory capacity to Education Council as directed by Articles 14.1 to 14.9 of the Education Council bylaws or as directed by the Council.
Timeframes and Reporting:	The Committee meets as required, and reports to Education Council.

Membership: Members do not have to be Education Council members to serve on Education Council committees.

The Committee is composed of the following members:

1. One (1) Education Council member elected by the members of Education Council as Chair.
2. Three (3) faculty members selected by the faculty representatives of Education Council.
3. One (1) support staff member selected by the support staff representatives of Education Council.
4. One (1) student selected by the student representatives of Education Council.
5. Vice President Academic and Applied Research.
6. Director of Institutional Research or designate.
7. Dean of the Centre for Teaching, Learning, and Research.
8. One (1) Dean appointed by the Vice President Academic and Applied Research.
9. One (1) Instructional Associate appointed by the Dean of the Centre for Teaching, Learning, and Research.
10. Senior Program Coordinator from the Centre for Continuing Studies or designate.
11. Other members of the College deemed to provide relevant input, appointed by the Committee Chair, for a defined period of time of no more than one (1) year.
12. Chair of Education Council is an ex officio member.

Length of Term: All terms are two (2) years in renewable alternating terms, except for the Chair, who is elected for a one (1) year term.

Quorum: The quorum shall consist of a simple majority of the voting members, with no less than five (5) members attending.

Other Resources: The Education Council Assistant provides support as needed. This person is responsible for preparing and distributing documents, agendas and notes, and providing organizational support for meetings.

Chair release time equals 25%.

Notes: Notes are taken at all committee meetings. A summary of these notes is forwarded to the Chair of Education Council by the Chair of the Quality Assurance Committee.

Communication with Council: Business arising from the Quality Assurance Committee meeting may be forwarded as agenda items to the Education Council through the Council Executive.