



**ATTENDANCE**

Board Members		Staff Resources	
Joey Hartman (Chair, Board/HRC)		Deborah Lucas	Executive Assistant, Board of Governors
Libby Davies (Vice Chair)		Clodine Sartori	VP, People and Culture (Acting)
Mike Tourigny (Chair, FAC)		David Wells	VP, Academic & Applied Research
Karen Brooke		Ian Humphreys	VP, Admin & International Development
Ladan Sahraei		Jane Shin	VP, Students & Community Development (Interim)
Mahin Rashid		Elmer Wansink	AVP, IT & CIO
Nadia Belokopitov		Clayton Munro	AVP, Student & Enrolment Services (Interim)
Paul Yeung		Jamie Choi	ED, Finance & CFO
Rene-John Nicolas		Karen Wilson	ED, Marketing & Communications
Sahil Arora		Dennis Innes	Dean, Hospitality, Food & Business
Seung Oh		Surinder Aulakh	Director, Safety, Security and Risk
Shobha Rajagopalan (REGRETS)		Tyler Churchman	Interpreter
Sue Hammell		Carmen Curman	Interpreter
Ex-Officio		Guests	
Ajay Patel	President & CEO	Taryn Thomson	President, VCCFA
Elle Ting	Chair, Education Council	Chris Joyce	President, CUPE Local 4627
		Sydney Sullivan	Executive Director, SUVCC

**VCC recognizes and acknowledges the Musqueam, Squamish and Tsleil-Waututh people, on whose traditional and unceded territories we live, learn and work.**

**1. CALL TO ORDER, LAND ACKNOWLEDGEMENT & OPENING REMARKS**

- J. Hartman called the meeting to order at 5.33 p.m., presented the land acknowledgement and opening remarks:
  - Welcomed new board members K. Brooke, L. Sahraei, P. Yeung and S. Arora. Each presented a short intro and the Oath of Office was sworn.
  - Board committee elections took place on Nov 25, 2020. Committee composition will be updated on VCC.ca
- A. Patel welcomed to VCC new Dean, Continuing Studies, Adrian Lipsett and Associate Director, Indigenous Education & Community Engagement, Clay Little.

**2. APPROVAL OF AGENDA AND CONSENT AGENDA**

**MOTION:** THAT the VCC Board of Governors approve the Nov 25, 2020 agenda and approve/acknowledge receipt of the following items on the consent agenda:

- 2.1** Minutes: Sep 30, 2020 Public Meeting
- 2.2** Info: International Tuition: Accounting Diploma

- 2.3 Info: International Tuition: Marketing Technology Diploma
  - 2.4 Info: International Tuition: 2% increase
  - 2.5 Board Correspondence
  - 2.6 News & Events
  - 2.7 VCCFA Report
- Moved, Seconded & CARRIED (Unanimously)**

### 3. ACTION TRACKER

- None.

### 4. COVID-19 UPDATE

- S. Aulakh commented that students have began returning on campus. The Emergency Operations Centre (EOC) continue to work on “go forward” plans, in conjunction with union executives. The situation is fluid and consideration of present health office and ministry guidelines and accommodating new protocols is ongoing. Creating a safe and secure learning environment and workplace is the priority.
- A. Patel acknowledged that there are still challenges ahead, but we are working together. For their support, he thanked the Board, members of the EOC, Surinder Aulakh and the VCC community as a whole.

### 5. CONSTITUENCY GROUP UPDATES

#### 5.1 CUPE Local 4627

- CUPE Local 4627 President, C. Joyce addressed the Board, welcoming new Support Staff Representative, Paul Yeung and thanking outgoing rep, Erin Klis for her service.

#### 5.2 Vancouver Community College Faculty Association (VCCFA)

- T. Thomson reported on the survey, completed by 215 faculty, on the topic of working from home during the pandemic. It was noted that the survey results were anonymous and could not be broken down by department. The Board acknowledged that COVID has presented a challenging situation for faculty and staff.

**ACTION:** For context on survey results, T. Thomson to send the questions to J. Hartman.

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

- Executive Director, S. Sullivan presented the report which highlighted the current “Fund it. Fix it” campaign around provincial government funding. The board were informed that the impact of their prior pre-election campaign is pending. The expectation is that engagement was likely impacted by online interaction fatigue, as a result of COVID.

### 6. EDUCATION COUNCIL (EdCo)

#### 6.1 EdCo Chair Report

- EdCo Chair, E. Ting, provided highlights of the report provided in the meeting materials. It included concept papers for Nail Tech and Health Care Assistant Diploma (international cohort).
- All seats but one on EdCo were filled at the last election. A by-election will be held in the new year to fill the vacancy. Outgoing members were thanked and new members welcomed.

#### 6.2 Discontinuance: Interior Design Certificate

- The Interior Design Certificate program was suspended following a change to entry practise requirements, which required a degree for certification. The program renewal steering committee recommended discontinuing the program, with the view of offering interior design in the future as stackable credentials. EdCo approved the discontinuance of this program on Oct 13, 2020.

- In response to the Board’s question around the consideration of “eco/green design” for future programs, it was clarified that connecting with industry at the time of program development will identify design trends such as this.

**MOTION:** THAT, on the advice of Education Council, the Board of Governors approve the discontinuance of the Interior Design Certificate program.  
**Moved, Seconded & CARRIED (Unanimously)**

### 6.3 Suspension: Renal Dialysis Technician Short Certificate

- The Renal Dialysis Technician Short Certificate program was refreshed in 2018. Since then, there has been an increase in facilities who offer in-house training. This has resulted in a reduction in cohorts and less interest by health authorities. EdCo approved the suspension of this program on Oct 13, 2020.
- The board commented that the requirements by the authorities may have changed since COVID-19.

**MOTION:** THAT, on the advice of Education Council, the Board of Governors approve the suspension of the Renal Dialysis Technician Short Certificate program.  
**Moved, Seconded & CARRIED (Unanimously)**

### 6.4 Credential: Accounting Diploma

### 6.5 Credential: Marketing Technology Diploma

- Items 6.4 & 6.5 were summarised in one report by E. Ting. They were approved by Education Council on Oct 13, 2020. The diplomas were developed in tandem and will be launched in Sep 2021. They are full-time 60-credit programs; two (2) years in duration and open to both domestic and international students.
- While the infrastructure for an Accounting Department is being established, this program will be supported by the Provisional Approval of New Programs Committee, a new committee of EdCo.

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

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

## 7. FINANCE AND AUDIT COMMITTEE (FAC) REPORT

### 7.1 Chair’s Report

- Committee Chair M. Tourigny reported that the Finance and Audit Committee (FAC) met on Nov 4, 2020. Board agenda items 2.2, 2.3, 2.4 & 7.2 were presented for information.
- Board agenda items 7.3 and 7.4 were reviewed and approved for recommendation. Also, procurement items, which were subsequently approved by the Board: Request for Qualifications/Request for Proposal (RFP) - In-house Facilities Management Services, RFP and Award Contract – Laundry Services and Authorization to purchase leased IT hardware.
- The next FAC meeting is December 9, 2020. KPMG will be presenting the 2020/21 Audit Plan.

### 7.2 Financial Performance (Period End Sep 30, 2020)

- Tuition revenue for both domestic and international is down.
- At year end, VCC is projecting a deficit of \$4.5M.

### 7.3 TUITION: Computer Science Courses

- Tuition for three (3) second year computer science courses were reviewed by FAC on Nov 4, 2020 and recommended for Board approval.

**MOTION:** THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve tuition of \$1,008 (\$336 per credit) for the following courses:

- CMPT 2225 Data Structures and Programming
- CMPT 2276 Introduction to Software Engineering
- CMPT 2295 Introduction to Computer Architecture

**Moved, Seconded & CARRIED (Unanimously)**

### 7.4 TUITION: 2% Increase in Domestic Tuition & Mandatory Fees

- In order to offset increased operating costs and to maintain financial stability and sustainability, FAC are recommending an increase in domestic tuition and mandatory fees by 2%, effective August 1, 2021, and as capped by the Ministry.

**MOTION:** THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the implementation of a 2% increase in domestic tuition and mandatory fees, effective August 1, 2021.

**Moved, Seconded & CARRIED (Unanimously)**

## 8. GOVERNANCE COMMITTEE REPORT

### 8.1 Chair's Report

- R. Nicholas presented the report. The Committee met on Oct 7, 2020. R. Nicolas acknowledged and G. Manning for his service to the committee over the years and specifically, in the role of Governance Committee Chair since 2018. Committee elections have been conducted. A new Chair will be elected at the next meeting on Dec 2, 2020.
- Revisions to policies C.3.13 & C.3.15 (items 8.2 and 8.3 on Board agenda) were presented by EdCo and approved by the Committee.
- The Committee are drafting a new board meeting framework. This work is being completed with the view of rescinding policy A.1.1 Board Meetings and amending Board Governance Bylaw G.2.0 (s.9).
- Discussion on the matter of international tuition policy, as referred by the Board to the Committee, is to continue with the view of making a recommendation to the Board.

### 8.2 Revised C.3.13 Academic Year Policy & Procedures (formerly Academic Schedule)

### 8.3 Revised C.3.15 Academic Schedule Policy & Procedures (Academic Timetable & Room Booking)

- The review process for policy items 8.2 and 8.3 was completed in tandem. The policies and procedures have been revised to reflect current practices and terminology. They reflect the three (3)-term structure with each term lasting four (4) months: September to December, January to April, and May to August. This model came out of the Student Experience project initiated by the Registrars Office. Flexibility is built-in for programming that does not conform to the tri-semester standard.
- Changing the timing of the publication of dates from eighteen (18) months to three (3) years in advance increases the amount of lead time; simplifies enrolment planning and scheduling.

**MOTION:** THAT, on the recommendation of the Governance Committee, the Board of Governors approve the revisions to C.3.13 Academic Year Policy and Procedures (formerly Academic Schedule), as presented on November 25, 2020.

**Moved, Seconded & CARRIED (Unanimously)**

**MOTION:** THAT, on the recommendation of the Governance Committee, the Board of Governors approve the revisions to C.3.15 Academic Schedule Policy and Procedures (formerly Academic Timetable and Room Booking), as presented on November 25, 2020.  
**Moved, Seconded & CARRIED (Unanimously)**

## 9. HUMAN RESOURCES COMMITTEE (HRC) REPORT

### 9.1 Chair's Report

- J. Hartman reported that the Human Resources Committee (HRC) met on Oct 21, 2020. The President and the Committee finalised the collaborative process of establishing the President's performance objectives (up to Jan 2021), which the Board subsequently approved. An end of year assessment process will be established at the next meeting on Jan 20, 2021.

## 10. OTHER BUSINESS

### 10.1 A.3.10 Sexual Violence & Misconduct Policy

- Policy Sponsor, I. Humphrey's presented this item. It is government mandated for review every three (3) years. Caralee Maloney, Manager in Safety, Security and Risk Management, led a review team in re-drafting the policy. Consultation to reach a final draft was extensive, including legal counsel, Policy Committee, Operations Council and community feedback.
- To meet the mandated timeline, the final draft is being presented directly to the Board. Governance Committee members have reviewed the documents in advance, but have not consulted to make a recommendation.
- Discussion was primarily around the definitions. Legislation directed the definition for Sexual Misconduct. It was noted there are elements of the definition which are also addressed under other VCC policies. Related policies are cross-referenced in the policy. The consideration of reasonable jurisdiction was advised when developing the definition for College Member.
- The Board agreed to approve the revisions presented and refer it to the Governance Committee for further review with regards to:
  1. The deletion of Article 31 in the draft Procedures, which relates to procedural fairness.
  2. **"College Member" definition:**
    - a. Broadening the definition of College Member to external members of VCC community e.g. advisory committee members;
    - b. VCC's response should an incident be reported when the complainant/respondent is no longer identified as a "current" member.

**MOTION:** THAT the Board of Governors approve the revised A.3.10 Sexual Violence and Misconduct Policy and Procedures.  
**Moved, Seconded & CARRIED (Unanimously)**

## 11. NEXT MEETING & ADJOURNMENT

- The next regular Public Board of Governors meeting is on Feb 10, 2021. With no further business, the meeting adjourned at 7:45 p.m.

## APPROVED AT THE FEB 10, 2021 PUBLIC BOARD MEETING



**Joey Hartman**  
**Board Chair**  
**VCC Board of Governors**