



# VANCOUVER COMMUNITY COLLEGE BOARD OF GOVERNORS PUBLIC MEETING MINUTES

September 25, 2019

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

## ATTENDANCE

### Board Members

Joey Hartman (Chair, Board/HRC)  
 Libby Davies (Vice Chair)  
 Garth Manning (Chair, Governance)  
 Mike Tourigny (Chair, Finance & Audit)  
 Mahin Rashid  
 Nadia Belokopitov  
 Shobha Rajagopalan  
 Seung Oh  
 Sue Hammell  
 Jennifer Chen  
 Sukhmanjot Singh  
 Chloe Lau (REGRETS)  
 Erin Klis (REGRETS)

### Ex-Officio

Ajay Patel President & CEO  
 Elle Ting Chair, Education Council

### Staff Resources

Karen Wilson ED, Marketing & Communications  
 Clodine Sartori Acting, VP, People & Culture  
 Jamie Choi Interim, VP, Finance & CFO  
 David Wells VP, Academic & Applied Research  
 Dr. Jane Shin AVP, Student Success  
 Elmer Wansink AVP, IT & Chief Information Officer  
 Shirley Lew Dean, Library, Teaching & Learning  
 Brett Griffiths Dean, Trades, Technology & Design  
 Jennifer Gossen Director, International Education

### Guests

VCC Faculty Association Taryn Thomson  
 (VCCFA)  
 CUPE Local 4627 Deanne Bates  
 Student Union of VCC Sydney Sullivan, Mandy Wan &  
 (SUVCC) Phoebe Lo Patigdas

### Board Secretary

Deborah Lucas

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

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

J. Hartman commenced the meeting by presenting the land acknowledgement. The meeting was properly called and constituted at 5:40 p.m. Opening remarks were presented. The Chair:

- Welcomed A. Patel to the role as Interim President.
- Recognised the achievements of board members and staff:

<b>Board Member, Nadia Belokopitov:</b>	University of Toronto Arbour Award
<b>Interim President, Ajay Patel:</b>	International Education Distinguished Leadership Award from BC Council for International Education
<b>AVP, Student Success, Jane Shin:</b>	Canada's Top 25 Immigrant in 2019 by RBC & Canadian Magazine for its 11th Annual People's Choice Award.
<b>Arbiter of Student Issues, Tanny Marks:</b>	City of Vancouver's Civic Honour, Award of Excellence for Accessible City category
<b>Music Faculty, Paula Kremer:</b>	Healey-Willan Prize from Canada Council for Arts, Best Performance of a Canadian Work, Mixed Voice Adult Choirs First Prize, and Contemporary Music Second Prize by Vancouver Cantata Signers

- Acknowledged the feedback received regarding the decision to increase tuition for 9 international programs, in particular, the decision process. By policy, this decision is made by VCC Administration. In response, the Board will be looking at their role in decisions on international tuition.

## 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 – Jun 26, 2019 Board Meeting
- 2.2 Board Correspondence
- 2.3 VCC News & Events
- 2.4 Tuition: Increasing 9 International Programs
- 2.5 Tuition: New International Electronics Repair Technology Diploma
- 2.6 VCCFA Report

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

## 3. ACTION TRACKER

ACTION - Brought forward items from Jun 26, 2019		WHO	COMMENT
1.	Create a framework for international student experience evaluations and advise the Board.	Management	Sept 25, 2019: PENDING J. Hartman commented that this has been ongoing.

## 4. NEW BOARD MEMBER INTRODUCTIONS & OATH OF OFFICE

- J. Hartman welcomed Sue Hammell to the Board and the Oath of Office was sworn. The appointment is for an initial term of one year, ending on Jul 31, 2020.
- Outgoing student members J. Chen and S. Singh were acknowledged for their service and presented Certificates of Appreciation.
- The election results for positions on EdCo and the Board will be announced by end of Oct 2019.

## 5. CONSTITUENCY GROUP UPDATES

### 5.1 CUPE Local 4627

- D. Bates, CUPE Local 4627 Chief Shop Steward, welcomed A. Patel to his role as Interim President and addressed the Board. Concern was expressed regarding the increase in tuition for 9 international programs. It was noted that the tuition proposal had not been presented to Operations Council. CUPE 4627 thinks it should be.
- J. Hartman took note of this for the Board's discussion regarding international tuition decisions.

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

- T. Thomson, VCCFA President, welcomed S. Hammell and A. Patel to their new roles and addressed the Board, summarizing the report included in the meeting materials.
- Concern was expressed about the (6) acting/interim Administrator positions, with regards to the staff and students affected and its sustainability for a long period.
- It was welcomed news that a new Dean of Indigenous Initiatives will lead that area.
- The logic behind the international tuition increases is unclear and further discussion by the Board on this matter is welcomed.

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

- SUVCC Executive Director, S. Sullivan introduced Mandy Wan and Phoebe Lo Patigdas, who presented the “Our Time Is Now” non-partisan campaign, which outlined the trend of increased youth voters in federal elections and the SUVCC’s goal to increase youth voter participation in the upcoming 2019 federal election.

## 6. BOARD COMMITTEE REPORTS

### 6.1 Governance Committee (Gov Com)

- The Governance Committee met on Sept 17, 2019.
- Feedback from Education Council on revisions to A.1.2 Student Appeal to the College Board was reviewed and a final draft will be presented for board approval at the meeting on Nov 27, 2019.
- As part of the process of amending policy review and approval bodies, the committee have made recommendations to the Policy Coordinator, which will be presented for consideration when each policy is next reviewed.
- As a result of the Board Evaluation survey, the committee has recommended three priorities for discussion by the Board, with the view of developing an action plan.
- The next Governance Committee meeting is on Nov 13, 2019.

### 6.2 Human Resources Committee (HRC)

- The Human Resources Committee met on Sept 12, 2019.
- The HRC’s primary work is with regards to the President position, including setting evaluation parameters for the interim president and approving a process for filling the permanent position.

### 6.3 Finance & Audit Committee (FAC)

- The Finance and Audit Committee met on Sept 11, 2019.
- The committee reviewed for recommendation to the Board agenda items 7.2, 7.3, 7.4, 8.1.2.
- Under their responsibility FAC approved:
  - Request For Proposal (RFP) – External Audit Services for the next 5 years (contract with Office of the Auditor General expires after 2019/20 audit.
  - Invitation To Tender (ITT) – Downtown Plaza Membrane Replacement: Due to aging.
- The next FAC meeting is on Nov 6, 2019.

## 7. FINANCE, BUDGET AND REPORTING

### 7.1 Statement of Financial Information (SOFI)

- The Statement of Financial Information is a Ministry of Finance statutory requirement under the Financial Information Act. It is submitted annually and includes schedules such as the audited financial statements, schedule of debts, remuneration and expenses and Statement of Cash Flow.
- FAC reviewed the SOFI on Sept 11, 2019 and recommend approval by the Board.

**MOTION:** THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the Statement of Financial Information for the year ended March 31, 2019.

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

## 7.2 Financial Performance (period end Jul 31, 2019)

- Total revenue for the period is \$38.7M. (\$557K above budget). VCC is projecting a balanced budget for the year.
- The trend of increased international enrolment continues as international students are backfilling domestic programs that are experiencing low enrolment.

## 7.3 Five-Year Capital Plan for the period of 2020/21 to 2024/25

- The Capital Plan is submitted annually. The plan identifies the institutions project priorities & capital requirements for the period 2020/21 to 2024/25.
- It is the same plan that was submitted in 2018, however, the costing detail for each project has been updated to reflect current construction costs. The estimates are based on data provided by the Ministry.
- If the government capital funding becomes available, the projects would be costed out more fully. Management are aware that other capital initiatives may be identified with the Campus Master Plan.
- FAC reviewed the Capital Plan on Sept 11, 2019 and recommend approval by the Board.

**MOTION:** THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve in principle the Five-Year Capital Plan for the period of 2020/21 to 2024/25.

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

## 7.4 Request For Proposal (RFP) - Access Control System Upgrade/Replacement

- VCC's access control hardware and software system is vulnerable to compromise, primarily as a result of the credential readers being a dated technology. As well, the current system has reached its "end of life" and is no longer supported by the manufacturer.
- VCC's Procurement Services Department will manage the Request for Proposal process and select a manufacturer, following its standard procurement practices.

**MOTION:** THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors authorize VCC to enter into a Request for Proposal process for a college-wide access control system upgrade or replacement with an expected value of approximately [REDACTED] over 3 years.

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

## 8. PROGRAMS, TUITION & FEES

### 8.1 Trades Instructor Short Certificate

#### 8.1.1 Credential / 8.1.2 Tuition

- The program is a shortened version of the Provincial Instructor Diploma Program (PIDP) program and is designed for individuals certified to teach in post-secondary trades. This flexible, accelerated program is structured as seven (7) credits over four (4) courses that can be taken in any order.
- It has been developed in consultation with the Industry Training Authority (ITA). The program is based on core courses in the PIDP and credits can be applied to the PIDP. There is no equivalent in BC. The ITA endorses this program and interest in the credential from other institutions has grown.
- The indirect student support is 25% as opposed to the standard 38% to reflect the blended and online delivery.
- EdCo has reviewed the credential and recommend approval by the Board.
- FAC reviewed the tuition proposal on Sept 11, 2019 and recommend approval by the Board.

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

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

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve tuition of \$1,400 (\$200 per credit) for the new Trades Instructor Short Certificate, effective January 1, 2020.

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

## 8.2 Train the Trainer Short Certificate Credential

- The Train the Trainer Short Certificate program is a repackaging of the three (3) core courses of the PIDP that is intended to formalize an under-recognized exit option that has existed within the PIDP since the 1980s.
- Currently a certificate is issued by the School of Instructor Education (SIE), however, this is not recognized on a student's transcript.
- Formalizing Train the Trainer as a VCC program is more marketable to businesses seeking short-term training and it could be pathway into the longer PIDP program.

**MOTION:** THAT, on the advice of Education Council, the Board of Governors approve the implementation of the Train the Trainer Short Certificate credential.

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

## 9. EDUCATION COUNCIL REPORT

- **Quality Assurance Process Audit:** VCC received an official summary of its Quality Assurance Process Audit (QAPA) results, thus concluding a comprehensive sixteen (16)-month review process. VCC was commended on its quality assurance practices. A follow up report is not required, but a check-in by Degree Quality Assessment Board (DQAB) at the (1)-year point will be conducted. The Board will be kept informed of developments. EdCo extended thanks to everyone involved.
- **Virtual Reality/Augmented Reality (VR/AR) Design and Development Diploma:** The program concept is a result of collaboration between VCC and Vancouver Film School (VFS) and Curriculum Development funding was allocated in 2019-2020. Students would complete foundational courses at VCC, move on to take VR/AR courses at VFS, and then end with an extended practicum overseen by VCC, with VCC issuing the final credential. The Ministry expressed support for the proposed public-private joint programming.
- **EdCo 2018 Annual Report:** The report was provided for information in the meeting materials. It includes EdCo & Standing Committee highlights, membership status and election results.

## 10. OTHER BUSINESS

- A one day retreat is scheduled for the Board on Oct 4, 2019. The agenda will include board governance, public sector accounting and relationship building.

**ACTION:** J. Hartman to add to Action Tracker: Review the role of the Board on international tuition matters.

## 11. NEXT MEETING & ADJOURNMENT

- The next Board of Governors Public Board meeting will be held on Nov 27, 2019.
- There being no further business, the meeting adjourned at 7:18 p.m.

## APPROVED AT THE NOVEMBER 27, 2019 PUBLIC BOARD MEETING



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