



VANCOUVER COMMUNITY COLLEGE BOARD OF GOVERNORS
PUBLIC MEETING MINUTES

March 30, 2022

5:30 p.m. Room 5025, Broadway Campus & Zoom

ATTENDANCE

Board Members

- Joey Hartman (Chair, Board/HRC)
- Libby Davies (Vice Chair)
- Jeffrey Yu (Chair, FAC)
- Mahin Rashid (Chair, Governance) **(Zoom)**
- Airan Sahagun
- Karen Brooke
- Ladan Sahraei
- Nadia Belokopitov
- Paul Yeung **(Zoom)**
- Rene-John Nicolas **(REGRETS)**
- Seung Oh **(Zoom)**
- Shobha Rajagopalan
- Sue Hammell **(Zoom)**

Staff Resources

- David Wells VP, Academic & Applied Research
- Ian Humphreys VP, Admin & International Dev.
- Kate Dickerson VP, People Services
- Jane Shin VP, Students & Community Dev.
- Elmer Wansink AVP, IT & CIO
- Clayton Munro AVP, Student & Enrolment Services
- Tannis Morgan AVP, Academic Innovation
- Jamie Choi ED, Finance & CFO
- Karen Wilson ED, Marketing & Communications
- Deborah Lucas EA, Board of Governors
- Lisz Keallen ASL Interpreter
- Joy Allan ASL Interpreter

Ex-Officio

- Ajay Patel President & CEO
- Natasha Mandryk Chair, Education Council

Guests

- Frank Cosco Vice President, VCCFA
- Chris Joyce President, CUPE Local 4627
- Sydney Sullivan Executive Director, SUVCC

VCC recognizes and acknowledges the Musqueam, Squamish and Tseil-Waututh peoples, 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 5:39 p.m., presented the land acknowledgement and opening remarks:
 - Condolences were extended to the Keeseekoose First Nation in Saskatchewan and Kapawe’no First Nation in Alberta, and Indigenous peoples across Canada, who have been impacted by further findings of residential school burial sites. VCC is committed to responding to the Truth and Reconciliation Commission’s Calls for Action with its Indigenization Readiness Assessment and Plan.
 - New student board member Airan Sahagun was welcomed and sworn in. She was elected by her student peers for a term ending Oct 31, 2022.
 - Long-term board member Rene-John Nicolas announced his resignation. He has been appointed to the Labour Relations Board as Vice-Chair. He was acknowledged for his dedication to this role since his appointment in Dec 2017.
 - Board Vice Chair, Libby Davies (a lifelong social activist and significant political career) was congratulated for her nomination for a 2022 YWCA Women of Distinction Award in the Non-Profit category. The results will be announced on May 26.

- President's Remarks:
 - A President's statement has been released expressing concern for the people of Ukraine; offering the college's support and care to our students and employees of Ukraine heritage and those with ties to families, friends, and communities directly impacted.
 - As of Mar 11, face masks were no longer mandated in public indoor settings including post-secondary institutions. The college is encouraging everyone to go at their own pace and be respectful of others. This advice goes hand in hand with VCC's launch of "Not Myself Today", a Canadian Mental Health Association initiative created to help reduce stigma and support mental health at work through free workplace resources, tools, and activities. Volunteer employee Ambassadors will help share awareness of services and provide support to the community.
 - On Mar 17, VCC hosted a meeting with the Hon. Anne Kang, Minister of Advanced Education and Skills Training, Consulate Generals from the Association of Southeast Asian Nations, BC Council for International Education, and University Mobility in Asia and the Pacific. Over a working lunch, they discussed educational opportunities for skilled training, while experiencing the culinary delights created by VCC's Asian Culinary Program students.
 - Royal Bank of Canada (RBC) has generously donated \$50K to support VCC's Transportation Trades Sampler Program. RBC is one of many donors whose contributions make a considerable difference in our students' lives. We very much appreciate their support.

2. APPROVAL OF AGENDA AND CONSENT AGENDA.

MOTION: THAT the VCC Board of Governors approve the Mar 30, 2022, agenda with the revisions. Under New Items:

- 9.1 Indigenous Assessment and Readiness Report
- 9.2 Funding Review Update

and approve/ acknowledge receipt of the following items on the consent agenda:

- 2.1 Minutes: Feb 9, 2022, Public Board Meeting
- 2.2 Board Correspondence
- 2.3 News & Events
- 2.4 VCCFA Report

Moved, Seconded & CARRIED (Unanimously)

3. ACTION TRACKER

- No brought forward actions from Feb 9, 2022, Board of Governors Public Meeting.

4. CONSTITUENCY GROUP UPDATES

4.1 CUPE Local 4627: Presented by President, C. Joyce

- Support staff from Annacis Island Campus have moved back to Broadway Campus. Overall, they are happy to be back.
- CUPE are hoping that with the increase of people on campus, Food Services catering will resume. Food Services staff were impacted when campus services closed due to the pandemic. They are looking forward to the reopening of VCC's Seiffert Market in its new street facing location.

4.2 Vancouver Community College Faculty Association (VCCFA): Presented by Vice President, F. Cosco.

- The VCCFA Report was received by the Board in the Consent Agenda. It included the VCCFA donation to support humanitarian aid for the Ukraine and VCCFA's continued support for the SUVCC "Fund It. Fix It." campaign.

- F. Cosco raised concerns regarding a reduction in course offerings in English as an Additional Language (EAL). Due to the timing of this decision, the current students have been challenged to accommodate the selection of alternate courses. The Regular Faculty in the EAL department have been offered the reassignment to project work for the semester, however, to better support the students, they would prefer to teach the reduced enrolment sections instead.
- Management responded that the reassignment of faculty work is seen as an opportunity to progress with refreshing the EAL department. There will be more than enough capacity to accommodate additional classes if enrolment demand increases.
- J. Hartman stated that the Board has been apprised that dialogue with Management is in progress.

4.3 Student Union of Vancouver Community College (SUVCC): Presented by SUVCC Exec. Director, S. Sullivan

- The SUVCC thanked the VCCFA for its continued support of their “Fund It. Fix It.” Campaign.
- The SUVCC are excited to see more student representation on the Board with the election of SUVCC Executive member, Airan Sahagun.

5. EDUCATION COUNCIL (EdCo)

5.1 Education Council Chair’s Report

- The Education Council (EdCo) Chair, N. Mandryk, summarized the report which included:
 - Results of by-election. EdCo welcomes new members. Two support and one faculty.
 - A Concept Paper for the redesign of the Building Management Program. The flexibility of the new structure, including online and hybrid delivery, will make the program more accessible to students.
 - The Deans and Directors presented annual reports of accomplishments and goals for their areas. Common areas of focus were around indigenization and program delivery modes.

5.2 2022/23 Enrolment Plan

- The Enrolment Plan, developed by Institutional Research, reflects budgeted registrations projected by Finance, which in turn represent prospective enrolment and form the basis of full-time equivalent (FTE) calculations. The Board makes its decision of approval on the advice of EdCo.
- A significant comparison with 2021/22 is the projected 10-15% FTE increase in Hospitality, Food Studies & Applied Business. This is primarily due to the new Marketing Technology and Accounting Diploma programs being implemented in 2022. The trend of increased international enrolment continues.
- EdCo has received two drafts for review and approved the plan on Mar 16, 2022.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve the 2022-23 Enrolment Plan, as presented on Mar 30, 2022.
Moved, Seconded & CARRIED (Unanimously)

6. FINANCE AND AUDIT COMMITTEE (FAC) REPORT

6.1 Chair’s Report

- Finance and Audit Committee (FAC) met on Mar 16, 2022.
- The committee received the Financial Performance for information (Item 6.2) and considered budget matters (6.3 & 6.4).
- Next FAC meeting is May 18, 2022. The committee will receive the 2021-22 audited financial statements and report from external auditors KPMG.

6.1 Financial Performance (Period End Dec 31, 2021)

- 2021/22 Forecast (10 months actual + 2 months forecast): VCC is projecting a deficit of \$2.48M to budget deficit of \$4.06M.
- Revenue is forecasted at \$132.7M (\$4.4M above budget), this is primarily due to an increase in international enrolment.
- Continuing Studies domestic tuition revenue was up by \$584K mainly from Early Childhood Care & Education (ECCE) & Medical Device Reprocessing Technician programs.

6.1 2022-23 Operating Budget

- The VCC operating budget for 2022/23 is developed with various assumptions, as presented in the Decision Note.
- Finance and Audit Committee commended Management on balancing the budget.
- With a reduction in contingency funds and professional fees, the committee was assured that advancement of the Campus Master Plan would not be impacted.
- With the upcoming government funding review, the board will continue to advocate for input, recognizing there are gaps in funding that VCC are continuing to subsidize.

MOTION: That, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the 2022-23 Operating Budget, as presented on March 30, 2022.
Moved, Seconded & CARRIED (Unanimously)

6.1 2022-23 Capital Budget

- The annual capital budget process involves departments submitting capital requests, which are subsequently reviewed and prioritized. The budget is funded through VCC internal Capital.
- On Mar 16, 2022, FAC approved the recommendation to allocate \$3M for facilities improvements, library furniture and equipment, classroom enlargement and IT projects. It is the same budget as 2020/21.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the 2022/23 Capital Budget, as presented at the March 30, 2022, meeting
Moved, Seconded & CARRIED (Unanimously)

7. GOVERNANCE COMMITTEE (GC) REPORT

7.1 Chair's Report

- Governance Committee met on Feb 23 and welcomed new committee member Ladan Sahraei.
- A. Patel conducted the Chair election. By acclamation, Mahin Rashid was named Chair for 2022.
- The committee identified the process for the 2022 Board Evaluation, to be conducted in April.
- Policy revision item 7.2 was presented for consideration, and the committee received the annual Policy Status Report. It is the first time received this report which summarizes the policy work completed in 2021, as well, as providing new initiatives for 2022 and next steps in advancing the renewed policy framework.
- The committee established objectives for 2022. The committee discussed the board's ongoing support for Indigenization at VCC and how it's important for the committee to review new/ revised policies from this lens.
- The next meeting is Apr 27, 2022.

7.2 Revised Policy & Procedures: A.3.2 Policy Development and Maintenance

- A.3.2 has undergone a significant review led by Policy Coordinator, Nicole Degagne. Governance Committee considered, and subsequently approved, the revisions which include:
 - Name change to A.3.2 Policy Development and Management Policy.
 - New policy principles acknowledging VCC’s commitment to decolonization, Indigenization, and equity, diversity, inclusion, and justice.
 - New expedited process for revisions to procedures and definitions where the Review Body (typically a policy committee) can approve changes without seeking community feedback. The revisions must be consistent with the intent of the policy and if required, it will undergo a full review.
- Nicole Degagne was acknowledged for leading the Policy Framework Renewal project and coordinating the review of A.3.2.

MOTION: WHEREAS A.3.2 Policy Development and Management policy and procedures has undergone a significant review.

BE IT RESOLVED THAT, on the recommendation of the Governance Committee, the Board of Governors approve revisions to A.3.2 Policy Development and Management policy and procedures (formerly A.3.2 Policy Development & Maintenance), as presented on March 30, 2022.

Moved, Seconded & CARRIED (Unanimously)

8. HUMAN RESOURCES COMMITTEE (HRC) REPORT

8.1 Chair’s Report

- The Human Resources Committee (HRC) held a Special meeting on Mar 9, 2022 and finalized the 2022 President’s Objectives for board approval.
- At a Special Meeting in May, the committee will consider for approval the annual Executive Compensation Disclosure Statement for approval and submission to the Public Sector Employers’ Council (PSEC).

9. NEW BUSINESS

9.1 Annual Oath of Office

- The Board executed the annual Oath of Office affirmation, as per Board Bylaw G.1.0 Board Conduct.

9.2 VCC Indigenization Assessment and Readiness Report

- The Board has participated in an education session on VCC’s Indigenization Assessment and Readiness. Their support of the direction VCC is taking is fundamental. For formal receipt by the Board, the Indigenization Readiness Report was submitted in advance of the meeting.
- J. Hartman explained that the report will inform and guide how VCC develops an Indigenization and decolonization plan/framework. A. Patel thanked consultants, Lindsay Heller and Dr. Robert Daum and the VCC community.

MOTION: THAT the Board of Governors has received the VCC Indigenization Readiness Assessment & Planning Report.

Moved, Seconded & CARRIED (Unanimously)

9.3 Funding Review

- The Board received an update from Jason Butler, Asst. Deputy Minister/EFO, Finance, Technology & Management Services, AEST. Mr. Butler spoke of the upcoming Funding Review, in which J. Hartman addressed by advocating for VCC's participation in the review. Phase One, the report of findings, is expected to be completed by Fall 2022.

10. NEXT MEETING & ADJOURNMENT

- The next regular Board of Governors Public Meeting is on May 25, 2022. With no further business, the meeting adjourned at 7:15 p.m.

APPROVED AT THE MAY 25, 2022, PUBLIC BOARD MEETING



Joey Hartman
Chair, VCC Board of Governors