

**MINUTES OF THE PUBLIC MEETING OF THE BOARD OF GOVERNORS  
OF VANCOUVER COMMUNITY COLLEGE  
HELD ON MAY 30, 2018 AT THE DOWNTOWN CAMPUS**

**Board Members:** Pam Ryan (Chair), Chloe Lau, Dee Dhaliwal, Brenda Aynsley, Mike Tourigny, Rene-John Nicolas, Erin Klis, Garth Manning, Tarun Puri  
**Ex-Officio:** Dr. Peter Nunoda, Todd Rowlatt (EdCo Chair)  
**Board Secretary:** Deborah Lucas  
**Staff Resources:** Marlene Kowalski, Kathryn McNaughton  
**Guests:** Constituency Group Representatives  
**Regrets:** Zahra Hashemi

**1. CALL TO ORDER**

The meeting was called to order at 5:47 p.m. by P. Ryan. D. Lucas acted as Secretary of the meeting. P. Ryan declared the meeting to be properly called and constituted.

**2. APPROVAL OF CONSENT AGENDA**

UPON MOTION duly moved, seconded and unanimously resolved:

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

- 2.1 Minutes – Apr 7, 2018
- 2.2 Consent Resolution – Revised Bylaw G.1.0
- 2.3 VCC News & Events
- 2.4 VCCFA Report

**3. CHAIR’S REMARKS**

P. Ryan:

- Congratulated P. Nunoda on his appointment to the board of directors of Innovate BC.
- Welcomed R. Nicolas to the Board Human Resources Committee.
- Highlighted the VCCFA report and their comment around the uplifting Community Report developed by Marketing.
- Confirmed submission of the Request for Appointment package to the Crown Agencies and Board Resourcing Office (CABRO). The response is pending.
- Highlighted the upcoming June 19 Convocation. Board members are invited to attend and should advise D. Lucas.

**4. PRESIDENT’S REMARKS**

P. Nunoda:

- Highlighted the successful events, Fair in the Square on May 27, EdTech on May 24, Student Awards on May 25.
- Appreciated the opportunity to meet with Telus, the new partner for the Tooth Trolley initiative. This event provides a unique, first time dental experience to children in the community.
- Highlighted the reintroduction of the VCC Community Report, which speaks to community engagement. VCC is an anchor institution for the city of Vancouver and metro Vancouver.

## 5. CONSTITUENCY GROUP UPDATES

### 5.1 CUPE Local 4627

C. Joyce, CUPE Local 4627 President, presented a handout to the Board in response to a statement made at the April 4, 2018 public meeting concerning support staff in the Assessment Centre. For the purpose of the minutes, as this document was not provided in advance it will be included on the June 27, 2018 Consent Agenda.

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

The VCCFA Report was included in the meeting materials. VCCFA Executive, J. Demeulemeester provided highlights:

- Reconciliation in Education week on May 7-10. The FA would like the speaker, Kevin Lamoureux, to return and present to a wider audience. Many faculty could not attend due to teaching commitments.
- Federation of Post-Secondary Educators AGM and Convention took place in Whistler on May 14-17.
- The VCCFA celebrates VCC's students' success by presenting \$6,600 of scholarships a year. At the recent Spring Student Awards, 5 were presented. Another 6 will be presented in the fall.
- The VCCFA donates 1% of their budget to Community Action donations, their report provides donations for May 2018.

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

Student Board Representative, T. Puri, presented the SUVCC report:

- The SUVCC participated in VCC's Mental Health Day. Approx. 300 students attended.
- Over the summer SUVCC will be preparing their campaign for more Open Education resources
- Sydney Sullivan has joined the SUVCC as their new organizer.

#### **ACTION:**

1. For May 30, 2018 Public Meeting, Management will provide a report, clarifying the plan for the Assessment Centre.

## 6. COMMITTEE REPORTS

### 6.1 Human Resources Committee (HRC)

The Human Resource Committee met on April 25, 2018. HRC Chair, B. Aynsley presented the report:

- The Committee welcomed new member, R. Nicolas.
- A revised process for submitting the annual Executive Compensation Statement to the Post-secondary Education Council (PSEC) was presented.
- C. Sartori presented an update on HR matters in the regular HR Report.

### 6.1 Governance Committee (Gov Com)

The Governance Committee met on April 25, 2018. Gov Com Chair, D. Dhaliwal presented the report:

- To comply with new accounting standards and meet the 2017/18 audit deadlines, bylaw G.1.0 was revised by Consent Resolution. For information, it's included in the Consent Agenda.

- The Committee reviewed the 2018/19 Board Meeting Schedule, set dates for strategic planning and orientation days and it was approved by the Board.
- The Board have commenced their annual performance evaluation. They will be evaluating the results over the summer.

### **6.3 Finance & Audit Committee (FAC)**

The Finance and Audit Committee met on May 16, 2018. FAC Chair, M. Tourigny presented the report.

- The Financial Performance (MD&A) Report for the period ending March 31, 2018 was presented.
- The Office of the Auditor General presented the 2017/18 audit report and the Committee reviewed and approved the 2017/18 audited financial statements.

## **7. FINANCE**

### **7.1 Financial Performance (MD&A) – Period End Mar 31, 2018**

The Financial Performance (MD&A) Report for the period ending Mar 31, 2018 was presented in the meeting materials. FAC Chair, M. Tourigny, provided highlights:

- At year end, the net surplus was \$905K compared to a break even budget.
- Revenues were below budget \$100K. Where domestic revenue was down by \$2.1M, this has been offset by higher international revenue of \$1.5M

### **7.2 2017/18 Audited Financial Statements**

- For the third year, the Office of the Auditor General BC (OAG) conducted the annual audit of the financial statements and presented a report to the Board. The qualified opinion stated that the financial statements present fairly, in all respects, the financial position of the college. Audit observations and recommendations were made, including:
  - Implement a central policy for cash handling. Management are in the process of developing this policy.
  - Implement controls in the student application process to ensure the classification of students is correct and avoid risk around international students registering for domestic programs.
  - Add a quarterly report to FAC on incidents and grievances, in particular lawsuits over a specified threshold, significant union grievances and instances of fraud or theft.
- Management will respond to all recommendations.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the 2017/18 Audited Financial Statements.

## **8. 2018/19 INTEGRATED COLLEGE PLAN (ICP)**

The draft 2018/19 Integrated College Plan was included in the meeting materials.

- It is the 3<sup>rd</sup> iteration of ICP, which incorporates elements of a strategic plan, a business plan and an academic plan in a cohesive framework. It incorporates the annual budget, as well as the enrolment and academic plans.

- There has been significant consultation with the VCC community and recommendations made by the Board have been incorporated.
- The Board questioned the sustainability of the goal *1.1.2 Renew programs that have not gone through renewal in the past 5 years*. Will management consider extending renewal timeframes and reviewing the depth of the process required for each program? Management responded that the Program and Renewal Committee will be looking at new approaches, including framing the renewal process specific to each program. The objective was set in consultation with the Deans and Department Heads.
- T. Rowlatt provided an overview of the quality assurance process for program review and renewal.
- The Board request a revision to the language under the section Campus Master Plan (CMP), so it's clear that the Board approve the plan. M. Kowalski confirmed that the language had been provided by Partnership BC and will consult with them.
- The Board appreciated the Executive Summary, but would like the accomplishments and goals of the Board to be included. In response, it was agreed that the Board Chair would submit a "Letter from the Chair" to be included in the introduction.

**ACTION:**

2. D. Lucas to make recommended edits to the CMP section of the ICP.
3. P. Ryan to submit "Letter of Introduction from the Chair" to D. Lucas for inclusion in the ICP.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the recommendation of the Senior Executive, the Board of Governors approves the 2018/19 Integrated College Plan, with the following edits:

- Under section Campus Master Plan, change language from Board endorse to approve the plan.
- Add a letter of introduction from the Board Chair.

## **9.0 PROGRAMS, TUITIONS AND FEES**

### **9.1 2019/2020 Academic Schedule**

T. Rowlatt presented the 2019/20 Academic Schedule, as reviewed and approved by Education Council.

- It is prepared in accordance with Policy C.3.13 Academic Schedule and is designed to identify important dates in our students' academic lives.
- The Academic Schedule includes the start and end dates of programs as well as courses not part of a program, statutory holidays, known VCC closures, registration and exam dates.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at this meeting, the 2019-2020 Academic Schedule.

### **9.2 Suspension – Applied Technology for Visually Impaired Certificate & Office Administration for the Visually Impaired Certificate**

T. Rowlatt provided a summary of the Decision Note included in the meeting materials.

- As per policy C.3.3 Suspension and/or Discontinuance of Programs Policy, Education Council are recommending the suspension of this program at the joint request of the department and Dean.

- These programs are at a more advanced level than the other upgrading courses offered by the Visually Impaired Department, and they are finding it very difficult to locate instructional materials to support student learning. The department does not have the resources currently to modify resources on their own. Enrolment has dropped significantly since 2010.
- Students should have the skills from the Basic level (adult upgrading) courses to be able to successfully complete the Office Administration Program (or other programs).
- Transitioning options have been discussed with the students.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the advice of Education Council, the Board of Governors approve the suspension of the Visually Impaired Certificate and the Office Administration for the Visually Impaired Certificate Programs.

## **10. POLICIES**

### **10.1 Revised D.2.2 Awards Policy and Procedures**

T. Rowlatt provided a summary of the Decision Note included in the meeting materials.

- The policy was last reviewed in 2009. Significant amendments included merging two policies into one: the content of D.2.1 Student Academic Medal Awards Policy were combined into the D.2.2 Awards Policy.
- This policy went out for community feedback and feedback was reviewed by the Education Policy Committee and Education Council.
- The D.2.1 Student Academic Medal Awards Policy, governed by Education Council, was rescinded in April 2018 and Education Council approved the revised D.2.2.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at the meeting, D.2.2 Awards Policy and Procedures.

### **10.2 Revised D.3.6 Admissions Policy and Procedures**

T. Rowlatt provided a summary of the Decision Note included in the meeting materials.

- This policy was reviewed in 2017, but based on a recommendation from the College's auditor, Section 2 has been added to the procedures that admission officers will review documentation to ensure the stated immigration status is consistent with previous educational experience. This is to ensure that applicants are correctly categorized as domestic or international students.
- This policy has gone out for community feedback and has been reviewed by the Education Policy Committee and Education Council.
- In response to the Board, M. Kowalski confirmed the VCC Foundation Director was involved in the revision process.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at the meeting, D.3.6 Admissions Policy and Procedures.

### **10.3 New Policy - C.1.6 Registration**

T. Rowlatt provided a summary of the Decision Note included in the meeting materials.

- This is a new policy that governs the institutional practices for program and course registration. It is designed to ensure a consistent, fair and accessible registration process for students.
- The policy defines an active versus an inactive student (defined as a student who has not registered in a course for 12 consecutive months). It was clarified that students remain active for this period of time as some may be taking self paced or part time programs or taking a short break.
- This policy has gone out for community feedback and has been reviewed by the Education Policy Committee and Education Council.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at the meeting, C.1.6 Registration.

## 10. PRESENTATION

As part of a series of portfolio/department presentations to the Board, David Wells, Dean, School of Arts and Sciences presented to the Board. The presentation was well received.

## 11. OTHER BUSINESS

### 11.1 Board of Governors Correspondence

- The RFA was submitted to CABRO. A response is pending.

### 11.2 Action Tracker

- To keep track of ongoing action items, a new standing agenda item will be added to the agendas for future Board and standing committee meetings.

### 11.3 International Student Experience Evaluation

- As a follow up to discussion at the Apr 4, 2018 Public Meeting, the Board would like to see a framework developed for international student experience evaluations. Working with departments to define what success means to the students.

#### **ACTION:**

4. D. Lucas to add Action Tracker agenda item to all Board and Committee meeting agendas.
5. Management create a framework for international student experience evaluations.

## 12. NEXT MEETING

The next Board of Governors Public Board meeting will be held on June 27, 2018.

## 13. ADJOURN

There being no further business, the meeting adjourned at 7:11 p.m.

### **APPROVED AT THE JUNE 27, 2018 PUBLIC BOARD MEETING:**



**Pam Ryan**  
Chair, VCC Board of Governors