Vancouver Community College Board of Governors
Public Meeting Agenda
February 13, 2019
5:30 p.m. VCC Downtown Campus, Room 420

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
Armor Valor Corrales

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

Staff Resources
Dr. Kathryn McNaughton	VP, Academic, Students & Research
Karen Wilson	Executive Director, Marketing & Communications
Clodine Sartori	Acting, VP, People & Culture
Jamie Choi	Acting, VP, Finance & CFO
Nancy Nesbitt	Director, VCC Foundation
Elmer Wansink	Chief Information Officer

Board Secretary
Deborah Lucas

Guests
VCC Faculty Association (VCCFA)
CUPE Local 4627
Student Union of VCC (SUVCC)

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: *"THAT the VCC Board of Governors approve the agenda and approve/ acknowledge receipt of the following items on the consent agenda."*	Decision	J. Hartman	2 min		
	2.1 Minutes – Nov 28, 2018 Public Meeting				✓	3
	2.2 VCC News & Events				✓	9
3.	**NEW BOARD MEMBER INTRODUCTIONS & OATH OF OFFICE**	Info	J. Hartman	5 min		
4.	**CONSTITUENCY GROUP REPORTS**					
	4.1 CUPE Local 4627	Info	Constituency Reps	5 min each	✓	11
	4.2 VCCFA					
	4.3 SUVCC					

Item	Topic	Action	Speaker	Time	Attachment	Page
5.	**BOARD COMMITTEE REPORTS**					
5.1	Governance Committee	Info	G. Manning	5 min		
5.2	Human Resources Committee		J. Hartman	each		
5.3	Finance and Audit Committee		M. Tourigny			
6.	**FINANCIAL REPORTING**					
6.1	Financial Performance - Management, Discussion & Analysis (MD&A) – Period End Dec 30, 2018	Info	M. Tourigny	5 min	✓	13
7.	**EDUCATION COUNCIL REPORT**	Info	E. Ting	5 min	✓	25
8.	**PROGRAMS, TUITIONS AND FEES**					
8.1	Suspension – Interior Design Certificate	Decision	E. Ting	5 min	✓	27
9.	**POLICIES**					
9.1	C.1.6 Registration	Decision	E. Ting	5 min	✓	31
10.	**PRESENTATIONS**					
10.1	VCC Foundation and Alumni Relations	Info	N. Nesbitt	15 min		
11.	**OTHER BUSINESS**					
11.1	Banner 9 Report	Info	E. Wansink	5 min	✓	37
11.2	Action Tracker	Info	J. Hartman	2 min	✓	40
11.3	Board of Governors Correspondence	Info	J. Hartman	2 min		
12.	**NEXT MEETING & ADJOURNMENT**					
	Next meeting: April 10, 2019	Info	J. Hartman	1 min		

VANCOUVER COMMUNITY COLLEGE BOARD OF GOVERNORS
DRAFT PUBLIC MEETING MINUTES
November 28, 2018
5:30 p.m. VCC Downtown Campus, Room 420

ATTENDANCE

Board Members
Joey Hartman (Chair/Chair, Human Resources)
Libby Davies (Vice Chair) BY PHONE
Mike Tourigny (Chair, Finance & Audit)
Garth Manning (Chair, Governance)
Erin Klis
Brenda Aynsley
Mahin Rashid
Nadia Belokopitov
Shobha Rajagopalan
Armor Valor Corrales

Board Secretary
Deborah Lucas

Regrets
Chloe Lau
Rene-John Nicolas

Ex-Officio
Dr. Peter Nunoda	President & CEO
Todd Rowlatt	Chair, Education Council

Staff Resources
Dr. Kathryn McNaughton	VP, Academic & Students
Karen Wilson	Executive Director,
Clodine Sartori	Acting, VP, People & Culture
Jamie Choi	Director, Finance
David Wells	Dean, Arts & Sciences
Brett Griffiths	Dean, Trades & Technology
Gordon McIvor	Dean, Continuing Studies
Jo-Ellen Zakoor	Dean, Health Sciences
Dennis Innes,	Dean, Hospitality
Shirley Lew	Dean, Library, Teaching & Learning
Elmer Wansink	Chief Information Officer

Guests
Karen Shortt	Faculty Association (VCCFA)
Chris Joyce	CUPE Local 4627
Valerie Skalicky	Student Union of VCC (SUVCC)

1.   CALL TO ORDER & OPENING REMARKS

- The Chair called the meeting to order at 5:38 p.m.
- With the intent of creating a more inclusive meeting, the room layout has been changed, allowing observers to join the table.
- VCC Day took place on Nov 6, 2018. The event was well attended. Keynote speaker Kevin Lamoureux presented on indigenization, truth and reconciliation. Staff had the opportunity to provide input on the Campus Master Plan and they attended learning workshops in the afternoon.
- Convocation was held on Nov 20, 2018 and was attended by multiple board members. It was a great opportunity to engage with students and celebrate their achievements.
- P. Nunoda highlighted the recent culinary event, where VCC hosted the Italian Consulate and 3 Michelin Star chef, Heinz Beck presented a Master Class. VCC is working towards creating more opportunities for international experience.

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 – Sep 26, 2018 Public Meeting
With correction throughout to spelling of Willan choir.

2.2 Minutes: Oct 3, 2018 Special Meeting

2.3 VCC News & Events

2.4 VCCFA Report

Moved, Seconded & CARRIED (Unanimously)

3.   NEW BOARD MEMBER INTRODUCTION & OATH OF OFFICE

▪ J. Hartman welcomed newly elected SUVCC representative A. Corrales to the Board and the Oath of Office was sworn.

4.   ACTION TRACKER

ACTION		WHO	STATUS	COMMENT
1.	Management create a framework for international student experience evaluations and advise the Board.	Management	Pending	In progress. Will take several months.
2.	Dean, Student Development will report on the plan for the Assessment Centre.	Dean Shin	Complete	Presented at Sept 26, 2018 meeting.

5.   CONSTITUENCY GROUP UPDATES

5.1   CUPE Local 4627

▪ C. Joyce welcomed A. Corrales to the Board.

▪ VCC Day was well received by support staff, in particular the presentation by Kevin Lamoureux.

▪ J. Hartman informed CUPE that concerns regarding the reduction of advisor positions in the Indigenous Education department, following a review of operations, should be referred to Human Resources. The role of an advisor was described by P. Nunoda for information only.

5.2   Vancouver Community College Faculty Association (VCCFA or FA)

▪ K. Shortt referred to the VCCFA report included in the meeting materials and congratulated J. Hartman on her recent Labour Appreciation Award.

▪ At the VCCFA AGM on Nov 29, 2018 a new President will be elected. K. Shortt has reached her final term.

▪ The VCCFA encourage the board to bring the issue of tuition free Adult Special Education to the Ministry. When the government reinstated tuition free English as an Additional Language (EAL) and Adult Basic Education (ABE), Adult Special Education was not included. These programs are Visually Impaired, Deaf and Hard of Hearing and Career and Community Education (CASE). Students in these programs are eligible for the Adult Upgrading Grant (AUG), however, this puts a student with disabilities at a disadvantage when applying for housing assistance or anything else related to their needs, as it's considered as income. K. Shortt met with Minister Simpson, who was open to the discussion and understood the problem, as was Minister Mark, but there was no commitment to implement free tuition for special education students. K. McNaughton informed the Board that an internal research project has commenced to compare funding for students in special education in the K-12 system, compared to ABE, to help build a case for these learners. This population of students is growing and they see VCC as their first choice because of the programs offered. P. Nunoda stated that this is a social responsibility not just for VCC, but for the post-secondary education system. The funding is ultimately an AEST decision.

5.3   Student Union of Vancouver Community College (SUVCC)

▪ V. Skalicky addressed the Board and summarized the services SUVCC provides to their members, including: health and dental plans, enhancing campus life and lobbying the government.

- SUVCC has a new structure that includes more representative positions. The idea for this is to encourage a more varied membership. A number of events are being planned with the intention of increasing student engagement.
- Current campaigns include: Don't tax my loans, Funding not fees and Grants not loans. All are designed to make education more affordable and accessible. Other campaigns include: Reconciliation through education, Open textbooks and Fairness for international students.

6.   BOARD COMMITTEE REPORTS

6.1   Governance Committee (Gov Com)

- The Committee met on Nov 14, 2018. G. Manning was elected new Chair. The Committee welcomed new members N. Belokopitov, R. Nicolas and M. Rashid.
- VCC's Policy Review Process was discussed, specifically policy review bodies and recommendations were presented to the policy coordinator.
- The review of policy A.1.2 Student Appeal to the College Board is still in progress, following the Board's request for further consideration around the grounds for appeal and process timeline.
- The next committee meeting is on Mar 6, 2019

6.2   Human Resources Committee (HRC)

- HRC met on Nov 28, 2018.
- The President's 6 month performance assessment was completed. The 12 month will be finalized in Jan 2019 and a new template for the next assessment period is being developed.

6.3   Finance & Audit Committee (FAC)

- FAC met on Nov 19, 2018 and welcomed its newest member S. Rajagopalan.
- The Financial Performance (Management, Discussion & Analysis) Report for the period end Sept 30, 2018 was presented:
    - Revenue for the period was $53.9 million, $1.6 million above budget.
    - Contract revenue is $1.1 million above budget.
    - Domestic revenue is down for the period by $456K compared to budget and has been offset by higher international revenue of $336K. In areas where domestic enrolment was softer, additional seats were made available to international students. For risk management purposes, this is a trend that is being carefully monitored by Management and FAC.
    - VCC is projecting a breakeven position at year end.
- The financial items on the public meeting agenda were reviewed by FAC for information and recommendation to the board.
- The next FAC meeting is scheduled for Dec 5, 2018. The Office of the Auditor General will present the Audit Plan for year-end Mar 31, 2019.

7.   FINANCIAL REPORTING

7.1   Financial Performance - Management, Discussion & Analysis (MD&A) – Period End Sep 30, 2018

- M. Tourigny summarised the Financial Performance in his FAC report.

8.   INTEGRATED COLLEGE PLAN

8.1   2018/19 Key Priorities, Goals and Objectives (Q2 Update)

- The 2018/19 Key Priorities, Goals and Objectives Q2 update was provided in the meeting materials. P. Nunoda commented that the report is too in depth. Moving forward, a dashboard

will be developed to update the board at a higher level, to better support them in making informed decisions.

9. PROGRAMS, TUITIONS & FEES

9.1 2019/20 - 2% increase - Domestic tuition

- The Ministry of Advanced Education, Skills & Training (AEST) will no longer be communicating the annual cap on tuition and mandatory fee increases by letter. It is now on-going at a maximum of 2% for existing programs and services. This will allow institutions to open registration for 2019/20 programs much earlier, resulting in better service to students.
- In order to offset increased operating costs and to maintain financial stability and sustainability, VCC is recommending that domestic tuition and mandatory fees be increased by 2% in 2019/20.
- FAC discussed this matter on Nov 19, 2018 and support the recommendation.

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, 2019.

Moved, Seconded & CARRIED
Opposed: A. Corrales

9.2 2019/20 – 2% increase - International tuition

- International tuition and mandatory fees do not fall under AEST's tuition cap. However, to provide a consistent approach to fee increases for international and domestic students, as well as to offset increased operating costs, VCC is implementing a 2% increase for international tuition and mandatory fees, effective Aug 1, 2019. It will still price VCC international programs competitively and maintain financial stability and sustainability.
- As per the Tuition Policy, international tuition is set and approved by Administration and presented to the Board for information.

9.3 International English Language Testing System (IELTS) Test Prep Course – International tuition

- The Board approved domestic tuition for this course on Jun 27, 2018. Following an expression of interest by an international student, the implementation of international fees was discussed by Administration.
- Given the time constraints with the student waiting to register, the use of base rate per credit for international students was selected as the formula to calculate an international tuition fee for this course.
- The feasibility of VCC becoming an IELTS testing centre is still under consideration.
- As per the Tuition Policy, international fees are set by Administration and do not require Board approval. They are presented to FAC and the Board for information only. Administration approved tuition fees of:

> $1,670 (3.75 credit times the international base rate at $445.51), effective Dec 1, 2018

9.4 Computer Systems Technology Diploma - International tuition

- The Board approved domestic tuition for this course on Sep 26, 2018. Opening enrolment to international students creates an opportunity to meet the demand for skilled professionals in information technology at a tuition fee level that is competitive and sustainable.
- As per the Tuition Policy, international fees are set by Administration and do not require Board approval. They are presented to FAC and the Board for information only. Administration approved the following tuition:

$39,000 for the two-year Diploma ($398/credit 98 credits), effective Sep 2019.

This is comparable to BCIT and Kwantlen and would result in a net 11% contribution, which will help to offset the higher costs of this program.

10. PROCUREMENT

10.1 Upgrade Wireless Infrastructure

- VCC's wireless infrastructure is outdated, has slow operating speeds, and increasing maintenance issues. The company currently maintaining the infrastructure has been bought out and the new company will not renew the maintenance contract when it comes up for renewal in Dec 2018. The hardware at both the Broadway and Downtown campuses needs replacing. Phase I will be completed in 2018/19 fiscal year at a cost of approx. $700K and Phase II in 2019/20 fiscal year for $1M
- The new infrastructure will be good for 5-10 years and the contractor procured through the governments BCNet service, assures they will maintain the hardware for the duration of its lifetime.
- The Finance & Audit Committee reviewed this matter on Nov 19, 2018, and support the recommendation.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors authorize VCC to enter into a supply arrangement with Long View Systems to purchase the software and hardware equipment with an expected value of approximately $1.7 million over 2 years.

Moved, Seconded & CARRIED (Unanimously)

11. POLICIES

11.1 C.3.14 Curriculum Development and Approval Revisions

- With the implementation of an online curriculum management software program called Courseleaf, some minor and technical revisions to the policy are required to reflect the move from fillable Adobe PDF forms. There were no significant changes to the language.
- This policy has gone out for community feedback and has been reviewed by the Education Policy Committee and Education Council.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at this meeting, C.3.14 Curriculum Development and Approval Policy and Procedures.

Moved, Seconded & CARRIED (Unanimously)

12. EDUCATION COUNCIL (EdCo)

- The EdCo Chair report was provided in the meeting materials. T. Rowlatt presented highlights and responded to questions.
- Continuing Studies and the Indigenous Education & Community Engagement department are proposing a short certificate and certificate in Gladue Report writing. There is an active Program Advisory Committee (PAC) and Continuing Studies completed a successful pilot of several of the core courses.
- The Instructor Education department is redesigning its existing Provincial Instructor Diploma program (PIDP), and is developing a new Educational Leadership Certificate.
- The College has finalized its Institutional Learning Outcomes (ILOs) and presented them to college employees at VCC Day on Nov 6, 2018.

▪ The external panel for the Quality Assurance Process Audit (QAPA) is visiting VCC on Nov 21 and 22, 2018. They will meet with individuals from the academic leadership team, EdCo and a variety VCC departments. The initial report is positive. The final report will be delivered in Dec 2018.

13.   PRESENTATION

Strategic Innovation Plan: Building Programs of the Future

▪ "Building Programs of the Future" is one of the five pillars of the Strategic Innovation Plan. What does it mean to be well educated in the next 10-25 years? Employers are less interested in credentials than they are critical skills (formerly soft skills). To accommodate the needs of students of the future, VCC will need to explore the implementation of programs that can assess prior learning. They will need to develop short intensive experiences and grow partnerships with other institutions. P. Nunoda invited the Deans to speak to "programs of the future" within their portfolios. Their responses included:

   − D. Innes, Hospitality Management – An example of programs of the future is the introduction of an Executive cohort in Hospitality Management. Funding has already been applied to a Leadership course for 4th and 5th year hospitality students, delivered by the Academy of Tomorrow.
   − J. Zakoor, Health Sciences - The introduction of new technology is key. Is Virtual Reality (VR) a way of supplementing simulation learning? The continued support of PAC's and creating new partnerships will be essential for the growth of programs in this area.
   − S. Lew, Library, Teaching & Learning - The development of programs of the future will be data and enrolment driven. Building the infrastructure to support these programs is key.
   − G. McIvor, Continuing Studies, the focus will be to implement new programs that are going to provide a net contribution to the college.
   − D. Wells, Arts & Sciences - Programs will have an element of contextual learning, which is where information is presented in way that students are able to construct meaning based on their own experiences.

▪ P. Nunoda's intention is to incubate some of the new program ideas under the guidelines of a policy to be developed around provisional approval. T. Rowlatt commented that the need to establish a quality framework would be essential for this policy.
▪ The Partnership Development Office would engage the corporate sector and other institutions in the development of new programs, ensuring that potential partners support VCC's values and principles.

14.   OTHER BUSINESS

14.1 Board of Governors Correspondence

▪ Received notice of resignation from appointed member B. Aynsley. Her term will end on Dec 31, 2018.

15.   NEXT MEETING & ADJOURNMENT

The next Board of Governors Public Board meeting will be held on Feb 13, 2019.
There being no further business, the meeting adjourned at 7:40 p.m.

APPROVED AT THE FEB 13, 2019 PUBLIC BOARD MEETING

Joey Hartman
Chair, VCC Board of Governors

VCC NEWS AND EVENTS

February 2019

Events

- On Nov. 30, the VCC Foundation distributed 189 scholarships and awards valued at over $131,000. These awards are meant to encourage and support students in their journey to academic and career success. The awards ceremonies and tea reception also provided an opportunity for the student recipients to meet with and thank donor representatives in person.

- After many months of detailed preparation, meetings and data-gathering, VCC welcomed the provincial Quality Assurance Process Audit (QAPA) team for a site visit Nov. 21 and 22. Members of the team were Dr. Robin Fisher (Degree Quality Assessment Board/DQAB), John Borass (Vice-President Education, Camosun College) and Kathy Siedlaczek (Quality Assurance and Academic Planning, BCIT). Dao Luu, from the DQAB, supported the team during their visit.

- VCC student services hosted a winter term Welcome Day event for new and returning VCC students on Jan. 8 & 9 at the Broadway and Downtown campus. The carnival-themed booths offered games, candy and helpful information to provide them with the resources they need to succeed at VCC.

- Campus Master Plan consultants DIALOG setup a mobile booth at Student Welcome Days on Jan. 8 and 9 to promote discussion about VCC's Campus Master Plan. It was well received by students.

- SUVCC and VCC's counselling department took part in Bell's Let's Talk mental health awareness day with tables and information at the Downtown campus on Jan. 30. Students and employees were asked to write some words of encouragement to their fellow peers.

- VCC Music was busy celebrating an Alumni week with a series of Off Broadway concerts and a Funky Foodbank Fundraiser from Jan. 14-18. The Culinary Arts department provided food for the event.

VCC Government Relations

- Karen Wilson, ED, Marketing and Communications attended the opening of the new modular temporary housing project, Larwill Place, beside VCC's downtown campus on Dec. 7, where she met the new mayor, Kennedy Stewart and MLA Spencer Chandra Herbert. Karen invited Kennedy Stewart to meet VCC's president and hear about the college's Campus Master Plan.

VCC in the News, highlights

- **Collector Classics: Custom car enthusiast rekindles father's passion for hot rods** (Driving, Nov. 16, 2018) …Tobin's passion for cars was ignited by Duane Mitchell, auto shop teacher at Langley Christian School. Tobin started his auto body technician apprenticeship in Grade 11 and followed it through Grade 12 and graduation. He continued his apprenticeship at Vancouver Community College and received practical experience working at Rumble Seat Restorations in Mission.

- **VCC offers a promising path to apprenticeships** (Star Metro Vancouver, Dec. 1, 2018) - From Nov. 4 to 10, British Columbians celebrated Apprentice Recognition Week — an opportunity to acknowledge the hard-working and talented tradespeople and apprentices who participate in formal apprenticeship training. One of those apprentices is Vancouver Community College (VCC) student Tyhree Nguyen-Serrano, who is making her way through the various levels of automotive collision repair technician apprentice training.

- **Vancouver student wins 2018 Vaccaro Family Scholarship** (Jewellery Business, Dec. 17, 2018) - When second-year Vancouver Community College (VCC) student Ruby Rue was crafting her submission for this year's Giovanni Vaccaro Family Scholarship, more than one kind of 'Starry Night' was on her mind.

- **CGA president honoured for gemmological excellence** (Jewellery Business, Jan. 4, 2019) - Donna Hawrelko, president of the Canadian Gemmological Association (CGA), is one of four recipients of AGA's 2019 Antonio C. Bonanno Award. The accolade recognizes Hawrelko's accomplishments in supporting gemmological education and training, as well as her commitment to her students and to furthering gemmological knowledge in Canada and worldwide.

- **New Executive Chef Announced at Wickaninnish Inn's The Pointe Restaurant** (Scout Vancouver, Jan. 16, 2019) - The Pointe Restaurant at the Wickaninnish Inn is delighted to announce the appointment of Carmen Ingham as new Executive Chef. Matching the Inn's philosophy of highlighting the beauty and the bounty of Canada's west coast, Ingham says his passion is showcasing ingredients that represent "sense of this place, at the highest level possible." Raised in North Vancouver, B.C., Ingham completed the culinary apprenticeship program at Vancouver Community College (VCC), he began cooking professionally.

Upcoming Events:

- Chef's Table, Feb. 5 – Mar. 21
- Try-a-Trade, Feb. 27
- Flourish, Mar. 13
- Off Broadway Faculty Concert Series, Mar. 15, Apr. 12

PREPARED BY: Karen Wilson, Executive Director, Marketing & Communications

DATE: Feb. 6, 2019

VANCOUVER COMMUNITY COLLEGE **Faculty Association**   FPSE LOCAL 15

VCCFA Report to the College Board
submitted February 5, 2019 for the meeting on February 13, 2019

New VCCFA President Introductions

I want to take this opportunity to introduce myself. I have worked at the college full time since 2000 and have taught all those years as an Adult Basic Education Instructor. For the last ten years or so, I have been very active in the VCCFA. I have been a steward for ten years, and I have been on the executive for six years. Karen Shortt has left me very large shoes to fill, and I am excited for the opportunity to carry on her very good work. I look forward to working with all of you, both formally here in the board room, and more informally as you learn about and engage with the community of faculty, students, staff and administrators that encompass Vancouver Community College.

Bargaining

This is a bargaining year, and the VCCFA's bargaining committee is working hard to prepare itself for the start of bargaining. We are looking forward to a productive and positive round of bargaining.

SSHRC Grant

The VCCFA is excited to be part of a Federation of Post- Secondary Educators proposal for a SSHRC grant. The idea was proposed by Dr. Shirley Johnson, an Indigenous Instructor from TRU, who sits on FPSE's Decolonization, Reconciliation, and Indigenization Standing Committee. Her suggestion is that across the locals of FPSE, we engage in research projects that will inform a union- based approach to indigenization, decolonization, and reconciliation. We are the only union to embark on such a project. Each institution will decide what form their research will take, and all data gathered will be shared amongst locals and used to facilitate mobilization on matters of importance to Indigenous people.

VCCFA Community Action

The VCCFA Community Action Committee is pleased to announce the following donations for the month of January:

1. **Saint James Music Academy (SJMA), $600 towards SJMA community dinners and nutrition, and transportation**. Saint James Music Academy offers a free after-school program each week to children in the DTES, many whom may not otherwise have such an opportunity. SJMA programming supports student nutrition, transport, outreach & literacy, while offering musicianship, instrument lessons, choir, electives, music therapy and orchestra.

2. **The Highs and Lows Choir, $500 towards food and musical supplies.** A registered charity, "this choir is a peer-managed four-part choral group that seeks to promote mental health and wellness by providing folks with lived experiences of mental health issues with access to low- barrier choral singing, musical activities and instruction."

3. **Youth Futures Education Fund, $500 towards living expenses for youth who have aged out of care and are going to Post-secondary education in BC.** The donation would go towards food, rent, healthcare costs or software for such students. It is estimated that living expenses for a post-secondary student average $12,500/year. These costs are not covered by the tuition waiver and that is where the foundation steps in. Each year we ask the post-secondary institutions for an accountability report which details what each student used the funds for.

4. **First Nations Language Centre at SFU, $500 towards language indigitization.** This organization partners with First Nations communities engaged in language revitalization efforts. It coordinates the project *First Nations Languages in the 21st Century: Looking Back, Looking Forward.* They use various hardware equipment such as VHS tapes, CD-ROMs, etc. to record and play language-based texts, as well as apps to digitize

Respectfully submitted,

Taryn Thomson, President, VCCFA

FINANCIAL PERFORMANCE

Management Discussion & Analysis (MD&A)

For the Nine Months Ended December 31, 2018

PERFORMANCE HIGHLIGHTS

2018/19 OPERATING OVERVIEW

Revenue for the period was $83.3 million compared to budget of $80.8 million ($2.5 million above plan) and prior year of $78.0 million ($5.3 million above prior year) (**Table 4**). Domestic revenue is down for the period by $784K compared to budget and has been offset by higher international revenue of $1.0 million (**Table 1, 2 and 3**). In areas where domestic enrolment was softer, additional seats were made available to international students.

The School of Hospitality, Food Studies and Applied Business domestic revenue was $222.6K lower than budget. However, international revenue was up by $491.2K. School of Arts and Sciences was $19.1K higher than the domestic revenue budget and international revenue was $66.7K higher than budget. Contract training revenue was $1.7 million above budget.

The School of Trades, Technology and Design domestic revenue was lower than budget by $510.3K, offset by an increase in international revenue of $388.7K. Combined Skin & Body Therapy and Hair Design had lower domestic revenue of $163.8K, although there was a $186.1K increase in international revenue. Automotive programs domestic revenue was $144.4K lower but this was offset by $122.4K increase in international revenues. Graphic Media Design domestic revenue was $100.2K lower than plan, with no offset from international revenue at this time.

Total expenses for the period were $81.6 million compared to budget of $81.0 million ($600K above budget) and prior year of $76.4 million ($5.2 million above prior year).

The surplus for the period was $1.7 million compared to a budget loss of $197K ($1.9 million more favourable than budget) and prior year surplus of $1.6 million ($100K more favourable than prior year).

Summary - Revenue by School

Table 1:

Separate Breakdown of Domestic and International Revenue – Actual Compared to Budget and Prior Year

	2018/19 Actuals (Apr 2018 - Dec 2018)	2018/19 Budget (Apr 2018 - Dec 2018)	Variance Favourable/ Unfavorable	2017/18 Actuals (Apr 2017 - Dec 2017)	Variance Favourable/ Unfavorable
Centre for Continuing Studies	2,482,980	2,313,595	169,385	2,173,899	309,081
Centre for International Education	11,135,527	10,123,688	1,011,839	7,411,659	3,723,868
School of Arts & Sciences	4,288,878	4,269,817	19,061	3,399,127	889,751
School of Health Sciences	2,792,991	2,987,123	(194,132)	2,699,029	93,962
School of Hospitality, Food Studies & Applied Business	1,369,402	1,592,028	(222,626)	1,433,680	(64,278)
School of Instructor Education	606,034	651,579	(45,545)	605,354	680
School of Trades, Technology & Design	1,385,503	1,895,825	(510,322)	1,333,376	52,127
Total	**24,061,315**	**23,833,655**	**227,660**	**19,056,124**	**5,005,191**

Table 2:

International Revenue by School – Actual Compared to Budget and Prior Year

	2018/19 Actuals (Apr 2018 - Dec 2018)	2018/19 Budget (Apr 2018 - Dec 2018)	Variance Favourable/ Unfavorable	2017/18 Actuals (Apr 2017 - Dec 2017)	Variance Favourable/ Unfavorable
Centre for Continuing Studies	57,923	-	57,923	73,378	(15,455)
School of Arts & Sciences	413,275	346,511	66,764	362,948	50,327
School of Health Sciences	70,668	66,891	3,777	98,482	(27,814)
School of Hospitality, Food Studies & Applied Business	6,575,973	6,084,791	491,182	4,081,583	2,494,390
School of Instructor Education	3,773	258	3,515	4,097	(324)
School of Trades, Technology & Design	4,013,914	3,625,237	388,677	2,791,170	1,222,744
Total	**11,135,526**	**10,123,688**	**1,011,838**	**7,411,658**	**3,723,868**

Table 3:

Combined Domestic and International Revenue by School

	2018/19 Actuals (Apr 2018 - Dec 2018)	2018/19 Budget (Apr 2018 - Dec 2018)	Variance Favourable/ Unfavorable	2017/18 Actuals (Apr 2017 - Dec 2017)	Variance Favourable/ Unfavorable
Centre for Continuing Studies	2,540,903	2,313,595	227,308	2,247,277	293,626
School of Arts & Sciences	4,702,153	4,616,328	85,825	3,762,075	940,078
School of Health Sciences	2,863,659	3,054,014	(190,355)	2,797,511	66,148
School of Hospitality, Food Studies & Applied Business	7,945,375	7,676,819	268,556	5,515,263	2,430,112
School of Instructor Education	609,807	651,837	(42,030)	609,451	356
School of Trades, Technology & Design	5,399,417	5,521,062	(121,645)	4,124,546	1,274,871
Total	**24,061,315**	**23,833,655**	**227,660**	**19,056,124**	**5,005,191**

Statement of Operations – Comparison to Budget and Prior Year
For the Nine Months Ended December 31, 2018
Table 4:

2018/19 Actuals vs Budget and Prior Year

(In $ Thousands)	2018/19 Actuals (Apr 2018 - Dec 2018)	2018/19 Budget (Apr 2018 - Dec2018)	Variance favourable /(unfavourable)	Comments	2017/18 Actuals (Apr 2017 - Dec 2017)	Variance favourable /(unfavourable)
Province of B.C. Grants	41,708	41,431	276	Operating grant received $212K higher	41,311	397
Adult Upgrading Grant	331		331		1,001	-669
Sales of goods and services	4,487	4,466	21		4,319	168
Tuition and student fees	22,674	22,693	-19		19,737	2,937
ABE/EAL Tuition Free Grant	3,333	3,029	304	Mostly EAL program	1,169	2,164
Other grants, fees & contract services	4,901	3,197	1,704	ASP $111K, Building Service Worker $92K, CACE Pilot $22K, ECCE $167K, EWH $152K, OAT $169K, Intro Skills to Culinary $104K, LINC $358K, BC Hydro $30K, IRCC projects $130K	4,283	618
Miscellaneous income	1,305	1,117	187	Movie rental increased by $43K, Parking revenue increased by $33K, Electronic Books increased by $50K	1,568	-263
Donation income (Foundation Related)	577	369	208		456	120
Amortization of deferred capital contribution	3,673	4,368	-695	Restricted capital project not started and true up the restricted restricted capital	3,999	-327
Investment income	304	150	154		169	135
REVENUES	**83,292**	**80,820**	**2,472**		**78,013**	**5,279**
SALARY AND BENEFIT EXPENSES	**59,557**	**59,579**	**22**	$370K MSP expenses not spent; $330K Faculty Vacation accrual	**55,518**	**4,040**
Supplies and general expenses	5,298	4,989	-308	Supplies increased by $260K.	4,657	641
ABE Financial Aid	331		-331		1,001	-669
Bursary/Scholarship (donation related)	577	369	-208		456	120
Professional fees	2,315	1,655	-660	Agency fee YTD increased by $292K. Professional fees to execute contract increased by $300K	1,460	855
Building and telecom	4,861	4,765	-96	Increased repair & maintenance - timing difference	4,578	283
Cost of Goods Sold	2,599	2,672	73		2,578	21
Depreciation Expense	6,060	6,988	928	Related to restricted capital and copier lease expense moved from operating to depreciation exp	6,163	-103
OPERATING EXPENSES	**22,041**	**21,439**	**602**		**20,892**	**1,148**
TOTAL EXPENSES	**81,598**	**81,018**	**580**		**76,410**	**5,188**
NET SURPLUS (DEFICIT)	**1,694**	**-197**	**1,892**		**1,603**	**92**

* ASP: Aboriginal Service Plan
* CACE: College & Career Access
* ECCE: Early Childhood Certificate
* EST: Essential Skills to Training

* EHW: Entry to Hospitality for Women
* IRCC: Immigration, Refugees & Citizenship Canada
* LINC: Language Instruction for Newcomers to Canada
* OAT: Office Assistance Training

2018/19 YEAR END FORECAST

2018/19 Forecast to Budget Overview

The 2018/19 Forecast (9 months actual + 3 months forecast) in **Table 5** shows that VCC is projecting a net surplus of $266K. Revenue is forecasted to be $113.3 million compared to budget of $111.8 million ($1.5 million above budget) and prior year of $107.4 million ($5.9 million higher than prior year). One of the main reasons for the increase is that contract revenue is projected to be $1.7 million higher than budget.

Expenses are forecasted to be $113.1 million compared to budget of $111.8 million ($1.3 million higher than budget) and prior year of $106.6 million ($6.5 million higher than prior year). The main increase in projected expenses is due to higher salaries of $809K (additional hires needed to deliver new programs and higher enrolment), increase in supplies and general expenses of $431K and an increase in agency fees due to higher international student enrolment of $698K.

Statement of Operations – Comparison to Budget and Prior Year
2018/19 Forecast with Nine Months Actual (Ended December 31, 2018) and Three Months Forecast
Table 5:

(In $ Thousands)	2018/19 Current Forecast (9 + 3)	2018/19 Budget	Variance favourable /(unfavourable)	Comments	2017/18 Actuals	Variance favourable /(unfavourable) - 1819 current fcst vs 1718 actuals
Province of B.C. Grants	54,933	55,242	-309	Reduced ITA funding by $625K due to lower enrolment in Culinary Programs; operating grant increased by $300K	54,415	518
ABE Grant	331		331		1,057	-726
Sales of goods and services	6,209	6,308	-99		5,910	299
Tuition and student fees	33,412	33,521	-108	Domestic tuition - School of Hospitality & Food tuition revenue lower by $336K, School of Trades tuition revenue lower by $757k, School of Health tuition revenue lower by $357K, CS increased by $170K. International tuition - School of Hospitality & Food tuition revenue increased by $686K, School of Trades tuition revenue increased by $686K.	27,876	5,536
ABE/EAL Tuition Free Grant	4,696	4,395	301	Mostly for EAL program	3,140	1,556
Other grants, fees & contract services	6,063	4,280	1,784	ASP $111K, Building Service Worker $92K, CACE Pilot $22K, ECCE $167K, EWH $152K, OAT $169K, Intro Skills to Culinary $104K, LINC $475K, BC Hydro $30K, IRCC projects $130K	6,405	-342
Miscellaneous income	1,707	1,507	200	Movie rental increased by $43K, Parking revenue increased by $33K, Electronic Books increased by $50K	2,312	-606
Donation income (Foundation Related)	728	520	208		598	130
Amortization of deferred capital contribution	4,915	5,820	-905	Restricted capital project not started and true up the restricted restricted capital	5,498	-583
Investment income	354	200	154		261	94
REVENUES	**113,348**	**111,792**	**1,556**		**107,472**	**5,876**
SALARY AND BENEFIT EXPENSES	**81,020**	**80,211**	**-809**	A few new positions have been added with a start date in September. Faculty/Staff expenses increased by $700K to accommodate increase in contracts that will start in September.	**76,670**	**4,350**
Supplies and general expenses	8,241	7,810	-431	Software increased by $160K, Supplies increased by $72K, Travel increased by $130K, Other expenses increased to accommodate additional contracts	7,186	1,055
ABE Financial Aid	331		-331		1,057	-726
Bursary/Scholarship	728	520	-208		598	130
Professional fees	3,735	3,037	-698	Agency fee increased by $300K, professional fee for contract training increased by $250K, and legal fees increased by $45K	2,372	1,363
Building and telecom	6,718	6,685	-33		6,563	155
Cost of Goods Sold	3,801	3,897	96	Related to restricted capital and copier lease expense moved from operating to depreciation expense	3,732	70
Depreciation Expense	8,508	9,632	1,124		8,390	118
OPERATING EXPENSES	**32,063**	**31,581**	**-482**		**29,897**	**2,166**
TOTAL EXPENSES	**113,082**	**111,792**	**1,290**		**106,567**	**6,516**
NET SURPLUS (DEFICIT)	**266**	**266**			**905**	**-641**

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* IRCC: Immigration, Refugees & Citizenship Canada
* LINC: Language Instruction for Newcomers to Canada
* OAT: Office Assistance Training

Major Procurement Activity over $200K

The following table provides a status update on procurement activity over $200K. Changes and new activity are highlighted in yellow.

Procurement Status Update

Table 6:

Vendor	Commodity	Contract Start Date	Contract End Date	Cumulative Contract Commitment	Status
Recurrent Needs					
Citrix	IT Software Licenses	19-Sep-15	27-Oct-19	$303,000	Projected spend for 5yrs over $200k. Contract extended for one year.
Prism Engineering Ltd	Energy Management Services. BC Hydro supports this work with a $50k annual rebate	1-Mar-13	31-Mar-19	$600,000	BCNETSource considering energy management consulting services as a future sector wide opportunity. Project on hold until further notice.
Revolution Resource Recovery Inc.	Waste and recycling removal and handling services	1-Aug-15	15-Jul-19	>$500k	Planning stage
The Toronto Dominion Bank	Banking Services	15-Jan-14	14-Jan-19		Evaluation complete. Contract awarded to RBC. Transition to take place Jan-Mar, 2019
Imperial Parking Canada Corp	Parking Management	7-Feb-14	28-Feb-19	Revenue Contract	Solicitation stage

Vendor	Commodity	Contract Start Date	Contract End Date	Cumulative Contract Commitment	Status
Known New Opportunities					
Fire Sprinkler Project - Phase I				$200,000	Planning Stage
Fire Sprinkler Project - Phase II				$800,000	Planning Stage
Washroom Renovation Phase III				$300,000	Contract awarded to KDS Construction for $220,000. Work has commenced.
Downtown 1st Floor Renovation (International Ed and Student Dev)				$800,000	Contract awarded to Holaco Construction for $560,000. Work has commenced.
Automotive Classroom Enlargement				$600,000	Contract awarded to Holaco Construction for $765,000.
New Datacenter Storage Solution				$480,000	Contract awarded to EMC (Dell) for $457,000
Wireless Infrastructure Upgrade	Phase I (FY 18/19) Downtown Campus - $700k Phase II (FY 19/20) Broadway Campus - Approx. $1M			$1,700,000	Contracts awarded to Longview for Phase 1 equipment purchase and professional services.
Broadway Lighting Project				$200,000	Contract awarded to Energy Network Services for $227,000
BCNET Common Needs Projects:					
Uniglobe Travel	Travel Management Company	TBD		>$200,000	VCC in the process of onboarding with the BCNETSource Vision Travel (formerly Uniglobe) agreement.

2018/19 Risk Assessment Update

The 2018/19 Integrated College Plan recognizes that there is risk associated with achieving these plans as well as opportunity. Changes have been highlighted in yellow. The high level risks and opportunities are identified in the following Risk Register (**Table 7**):

Risk Rating

L	Low
M	Medium
H	High

Risk Register
Table 7:

Risk associated with achieving the 2018/19 Integrated College Plan and budget

Rating	Risk	Mitigation
L	Government budget constraints	• Increase revenue from other sources such as continuing studies, contract training, international students and strategic partnerships
L	Below-target enrolment compared to plan	• On-going monitoring of enrolments by deans, department heads and leadership • Address soft enrolment by target marketing and increase in student recruitment efforts • On-going monitoring of global events and domestic policy to inform decisions that would minimize the impact on International enrolment
L	Decrease in ITA funding	• On-going monitoring of enrolments • Maintain proactive relationship with ITA to ensure any changes in funding formula is known in advance • Ensure program curriculum meets ITA expectations
L	2018/19 financial targets not realized	• Strong emphasis on budgeting process and establishing realistic budgets • Monthly financial review and forecasting • Comprehensive monthly cost analysis

Rating	Risk	Mitigation
		• Reduce manual processes by streamlining, automating and continuous improvement to create efficiencies
L	Faculty Association and CUPE labour relations	• Foster favourable relations with bargaining units
L	Program delivery meeting changing students' expectations	• Monitor engagement of Program Advisor Committees (PACs) • Monitor enrolment reports • Student surveys • Develop an education technology strategy, expand online program delivery, international programming and build flexibility in programs • Keep in regular contact with the Student Union (SUVCC) executive
L	Reputation management	• Develop an internal and external communication strategy
L	IT – Banner 9 Software upgrade – project nearing completion – on time and on budget	• Steering committee and working group in place • Continually monitor the project milestones
M	Board succession	• Develop a succession plan to address Board skill requirements prior to individual term expiry or resignations and continue to work with the government to find suitable candidates
M	Management succession	• Develop a succession plan for key positions within the college • Continue to provide career development training opportunities and mentoring
M	Government relations	• Significant and sustained outreach to government representatives, in AEST and other Ministries • Ensure there is government awareness of the VCC mandate and priorities
M	IT – Security assessment	• Develop a cyber security plan to address vulnerabilities identified in the security assessment
M	IT – Disaster recovery	• Develop a comprehensive disaster recovery plan

Rating	Risk	Mitigation
		• Migrate more IT functionality to cloud based solutions
M	Emergency response plan - roles and responsibilities clearly defined and communicated	• Update emergency preparedness and response plan and clearly identify roles and responsibilities • Conduct training workshops on emergency response
M	Aging capital infrastructure	• Develop a comprehensive space utilization plan • Develop a long-term plan and strategy to address infrastructure upgrades needed to meet the academic and enrolment plan

Opportunities associated with the 2018/19 Integrated College Plan

	Opportunities	Strategy
M	New revenue generating opportunities	• Identify strategic partnerships with both corporate and not-for-profit organizations that could result in new programming and contract training opportunities
M	Leverage VCC Foundation fundraising to support college initiatives	• In collaboration with VCC Foundation establish fundraising campaign initiatives and set targets • Reinvigorate alumni relations and turn more alumni into donors

INFORMATION NOTE

PREPARED FOR: Board of Governors Public Meeting

DATE: February 13, 2019

ISSUE: Education Council Chair Report

EDUCATION COUNCIL ELECTIONS

Elections were held at the December 11, 2018 Education Council meeting for a number of positions.

Todd Rowlatt, having completed his final term as Chair of Education Council, has moved out of the Chair position; the newly elected Chair is Elle Ting (yours truly). Education Council and VCC have been immeasurably fortunate to have had Todd lead in this role for the last four years. As Todd was elected into the Chair position for both Curriculum Committee (for which he had been Acting Chair since the summer of 2018, following the retirement of David Branter, Music faculty member and long-term [seven years!] Curriulum Chair) and Program Review and Renewal Committee (formerly chaired by Jo-Ellen Zakoor and then, in an interim capacity, Elle Ting), we will continue to benefit from his knowledge and engagement in the governance side of the house.

The second half of last year proved momentous as well for Jo-Ellen Zakoor, former Vice-Chair of Education Council and former Chair of Program Review and Renewal Committee: she became the Dean of Health Sciences and also led, with Pervin Fahim (former Executive Assistant and Project Manager from the Office of the Vice-President Academic, Students, and Research) the preparations for the Quality Assurance Process Audit (QAPA), which was a great success thanks to her efforts. Education Council will have the pleasure of continuing to see Jo-Ellen at Education Council, now as an educational administrator.

Denise Beerwald, a faculty member and former department head from the Dental Hygiene department and Faculty-at-Large representative on Education Council as of November 2018, was elected Vice-Chair of Education Council. Denise is a relative newcomer to EdCo who brings with her exceptional knowledge of the college, its history, and its needs going forward. I know Denise from other work and committee experiences at VCC, and I could not think of a more energetic, accomplished person to partner with in leading Education Council.

Paul Yeung and Natasha Mandryk were elected the Education Council Executive Committee members: Paul is an Education Council veteran, having served as its Support Staff representative for four years, while Mandryk is a recent addition to the Education Council team as she became the Faculty member representative for Language Studies in November 2018. We can expect a most interesting and productive synergy to emerge from their collaboration.

John Demeulemeester, faculty member from Applied Business and faculty representative for the School of Hospitality, Food Studies, and Applied Business, was elected Chair of Policy Committee, after serving as Interim Chair since the summer of 2018 following Mike Tunnah's departure from the role to return to full-time instruction in his home department, Hospitality. John's similar committee and leadership experience positions him well to continue the outstanding work done by Mike as Policy Committee Chair.

Andrew Candela, ABE Youth department head and Education Council's Arts and Sciences faculty representative, was elected Chair of Appeals Oversight Committee; he demonstrated exceptional skill in leading this group as its Interim Chair following the retirement of Debbie Sargent, Dean of Health Sciences and founding Chair of Appeals Oversight Committee and will continue to do excellent work in this role.

Finally, as Education Council's newly elected chair, I would like to extend my thanks to all outgoing members for their care and dedication to their respective roles on EdCo and its standing committees. I would also like to take this opportunity to thank those continuing to serve, as well as those joining in more recently. I am truly excited about what this dynamic team will achieve together.

PREPARED BY: Elle Ting, Chair, Education Council

DATE: February 5, 2019

DECISION NOTE

PREPARED FOR: Board of Governors Public Meeting

DATE: February 13, 2019

ISSUE: **RECOMMENDATION FOR APPROVAL:**
Suspension of the Interior Design Certificate program

BACKGROUND:

VCC began offering Interior Design courses in early 1985 and established an Interior Design Explorations Certificate program in 1996; programming in the area of Interior Design grew in the years that followed to include the specialized Kitchen & Bath Design Certificate and the current iteration of the Interior Design Certificate program, which was launched in September 2012.

Several challenges, both internal and external to the institution, have rendered VCC's Interior Design Certificate uncompetitive in its current state. Frequent Program Coordinator turnover in recent years has left leadership discontinuity in its wake and exacerbated existing problems with enrolment and curricular inconsistency; furthermore, the lack of college facilities conducive to experiential learning in this area has stymied the program's ability to provide learners with the most relevant and innovative training.

However, the most significant barrier to this program's sustainability has been a decision by the provincial regulatory body for interior design practitioners, the Interior Designers Institute of British Columbia (IDIBC), to limit the professional designation of Registered Interior Designer (RID) to graduates of four-year degree programs; this modification of IDIBC professional standards corresponds with the discontinuation of the internationally recognized Council for Interior Design Accreditation (CIDA) for programs culminating in anything less than a bachelor's degree.

In response to the aforementioned regulatory changes, other BC institutions have [re]designed their Interior Design programs to deliver degrees. The following BC postsecondary institutions offer CIDA-accredited Bachelor of Interior Design programs:

- British Columbia Institute of Technology (BCIT)
- Kwantlen Polytechnic University (KPU)
- Vancouver Island University (VIU)

LaSalle College Vancouver also offers a Bachelor of Applied Design in Interior Design, but is not currently listed by CIDA as an accredited program.

Some early redesign options have already been imagined (e.g., relaunching as an Interior Decorating program), but a needs assessment must be completed to determine how best to approach any changes to programming. Gordon McIvor, the Dean of Continuing Studies, and Justin Ewart, the Program Coordinator of Interior and Makeup Artistry Programs, has recommended suspension of this program to allow a needs assessment to be undertaken and plans to pursue Curriculum Development funding to support this work.

DISCUSSION:

At its December 11, 2018 meeting, EdCo reviewed the procedures for program suspension as outlined in Policy C.3.3 Suspension and/or Discontinuance of Programs, and determined that a feasibility report was not necessary in this case because the Dean and the department agreed to request suspension of the program.

Enrolment for the Interior Design Certificate program ended on January 15, 2019; the current number of students is approximately 200, but as the current registration model includes students who have not taken any courses in years, this count may not reflect the number of active students. Courses will continued to be offered to allow students to complete the program in its current structure; however, as its credential does not meet the new IDIBC/CIDA standards, completion of the program in its current form is of limited value in the current market. As such, current students will be informed of alternatives, including programming at other institutions.

As per Policy C.3.3, the program now has a period of two (2) years to review and potentially renew before it must return to Education Council and the Board of Governors for a determination around continuing or discontinuing the program.

RECOMMENDATION:

THAT, on the advice of Education Council, the Board of Governors suspend the Interior Design Certificate program.

ATTACHMENTS: APPENDIX A - Information Note to EdCo dated September 24, 2018

PREPARED BY: Elle Ting, Chair, Education Council

DATE: January 31, 2019

INFORMATION NOTE

DATE: September 24, 2018

PREPARED FOR: Marlene Kowalski, VP Administration & CFO & Kathryn McNaughton, VP, Academic, Students
                     Research

ISSUE: The future of the Interior Design Certificate program

BACKGROUND:
Interior Design has a long history at VCC Continuing Studies. Interior Design courses have been offered since 1985; the first Certificate in Interior Design Explorations was launched in 1998. In its current form, the Interior Design Certificate Program (INTD) was launched in 2012. INTD is a 444-hour certificate program that can be completed in two to five years.

The Council for Interior Design Qualifications (CIDQ) certifies Interior Designers, and the Council for Interior Design Accreditation (CIDA) accredits Interior Design training programs in North America; the VCC INTD program does not meet the requirements for accreditation, and graduates do not have a pathway towards certification. A bachelor's degree is now a minimum requirement to become a "registered interior designer (R.I.D.)" through the Interior Designers Institute of British Columbia (IDIBC); BCIT and Kwantlen both have accredited four-year Bachelor programs in Interior Design.

DISCUSSION:
The INTD program has been facing many challenges over the past several terms:
- High turnover of Program Coordinators (seven since 2012) has resulted in inconsistencies that have been experienced by students and instructors. Stability in program management has now existed for 1.5 years, allowing us to evaluate our program in the market.
- The program takes place in standard classrooms that lack subject-specific teaching and learning materials.
- There has been no investment into curriculum development and the program does not have ownership over curriculum or content (aside from approved documents), which has resulted in inconsistencies in courses across individual instructors.)
- VCC does not own the course curriculum or content; when an instructor is not available to teach a course, a new instructor has to piece one together from the course outline.
- A major schedule overhaul in 2016, which was intended to address declining enrollment impacted student progression. While the rescheduling did help to boost enrollment in individual courses, it had two negative impacts: student progress (as students must wait many terms for courses to be offered) and classroom composition (as students at any stage of the program are in classrooms together.)

A review of data over the past five years shows a steady decline of enrolment and revenue year after year. Since fiscal year 2013, only 28 students have completed the certificate.

	18/19 Budget	17/18 Actuals	16/17 Actuals	15/16 Actuals	14/15 Actuals	13/14 Actuals
Total Revenue	$86,208.00	$87,152.41	$85,166.90	$87,430.27	$93,737.41*	$168,808.52**
Enrolment	209	146	208	227	206*	325**

* 32 of the enrolments in and $2708 of the revenue 2014/15 were in the Kitchen and Bath program.
** 84 of the enrolments and $3898 of the revenue in 2013/14 were in the Kitchen and Bath program, which was discontinued in 2015.

It is Continuing Studies' expectation that the enrolment forecast for 2018-2019 will not be met for this program. Both the Continuing Studies Dean and Interior Design Program Coordinator agree that without a program review or renewal process, the financial viability of this program will continue to deteriorate and most importantly, VCC will not be offering educational value to students to meet market needs.

Continuing Studies would thus like to discontinue the program, and it will follow VCC policy to retire the program. *Policy C3.3: Suspension and/or Discontinuance of Programs*. The policy states that "if the department and Dean agree on a recommendations to suspend or discontinue a program, a Feasibility Report is not required. A proposal support with supporting rationale will be submitted to Education Council for advice to the Board, and the Board will make the final decision."

NEXT STEPS:
1. Make a request to Education Council to suspend the Interior Design Certificate program.
2. If the program is suspended or discontinued, continue to accept new students to the program in fall 2018 for the winter 2019 semester. As of January 15, 2019, no new program applications will be accepted.
3. If the program is suspended or discontinued, develop a plan to teach out the program to current students who have yet to complete requirements to graduate.
4. Collaborate with Marketing on a communication strategy if there is a program suspension.
5. Work with Finance on how to address the budgetary gaps in next fiscal plan.
6. More in depth research is needed to uncover untapped programming opportunities in the field of interior design and/or interior decorating.
7. Create a PAC to help with re-visioning and re-orientation of this type of program.

PREPARED BY:

Gordon McIvor, Dean, Continuing Studies
Justin Ewart, Program Coordinator, Interior Design and Makeup Artistry Programs, Continuing Studies
Claire Sauvé, Senior Program Coordinator, Continuing Studies
Monica Killeen, Operations Manager, Continuing Studies

DECISION NOTE

PREPARED FOR: Board of Governors

DATE: February 13, 2019

ISSUE: **RECOMMENDATION FOR APPROVAL:**
          Revisions to C.1.6 Registration Policy and Procedures

BACKGROUND:

Policy C.1.6 Registration was approved May 30, 2018 and governs the institutional practices for program and course registration to help ensure a consistent, fair, and accessible registration process for students.

DISCUSSION:

A recent review of C.1.6 Registration by Policy Committee uncovered redundant and unclear language in its Policy document and suggested changes to address these problems with the wording. Specifically, the fifth policy principle has been removed because it merely repeated information covered in more depth by another policy, C.1.1 Grading, Progression, and Withdrawal; under Definitions, *Admission* has been reworded to clarify language around the term "insert student" and the section dealing with the Continuing Studies (CS) area.

The suggested changes have been reviewed and approved by Education Council.

RECOMMENDATION:

THAT, on the advice of Education Council, the Board of Governors approve the indicated changes to C.1.6 Registration Policy and Procedures.

ATTACHMENTS: C.1.6 Registration Policy
          C.1.6 Registration Procedures

PREPARED BY: Elle Ting, Chair, Education Council

DATE: February 4, 2019

APPENDIX A

POLICY

Policy No.	**C.1.6**
Title	**Registration**
Approval Body	Education Council, Board of Governors
Policy Sponsor	Vice President Academic, Students & Research
Last Revised/Replaces	May 30, 2018
Effective Date	

CONTEXT AND PURPOSE

This policy informs students of institutional practices regarding program and course registration at Vancouver Community College (VCC, the College).

SCOPE AND LIMITS

This policy applies to all registration activity for credit and non-credit programs and courses offered by VCC. This policy does not apply to Continuing Studies non-credit courses.

STATEMENT OF POLICY PRINCIPLES

1. VCC will apply a consistent registration process that is fair, transparent, accessible, and timely for all students.

2. VCC values and promotes the principles of student success and academic progression, and is committed to working with students to achieve their educational goals.

3. VCC's registration processes are based on and promote priority registration system for individuals and groups that include, but are not limited to: Indigenous students, students with disabilities, international students and returning students.

4. VCC is committed to publishing registration information and commencing registration for classes as far in advance as possible.

5.

DEFINITIONS

Admission: The formal process by which students are granted the opportunity to be considered a student at the College and would be eligible to register for courses. In order to be admitted, students are required to fulfill the requirements stipulated in the program they are applying to. This may include specific course completion and/or grade level completion, some with specific grades. In addition, some programs will require students to present documented evidence of having met specific requirements that may not be academic in nature but are salient to the program in which they are applying. For Continuing Studies courses, there may not necessarily be a formal admissions process and, as such, the process itself revolves around the submission of an application with required demographic data so that students can be entered into the student records system for the purposes of appropriate tracking. In such situations,

students will be admitted, which serves institutional purposes of allowing the College to ensure good record keeping and this will allow the student to register for a particular course in question.

Auditing Student: A student who is approved to audit a course will attend classes and may participate in class discussions, but will not write exams, submit assignments or receive a grade or credit for the course.

Insert Student: A student who has previously completed a portion of a VCC program and has returned to complete remaining courses in that program.

Pre-requisite: A required course that a student must have taken to ensure that they have the level of understanding and competency in order to successfully complete the course which they are registering in.

Registered Student: A person who has been recorded within the Banner Student Information System as having been placed in a seat in a full-time or part-time credit or non-credit course offered by VCC.

Registration Area: The following areas of the College are responsible for registering students into specific programs:

- • Registrars' Office (RO)
- • Continuing Studies (CS)
- • International Education (IE)
- • School of Instructor Education (SIE)

RELATED LEGISLATION & POLICIES
Legislation:
British Columbia Human Rights Code
Immigration and Refugee Protection Act

Policies:
A.3.1   Prevention of Harassment, Discrimination and Bullying
C.1.1   Course/Program Grading
C.1.3   Granting of Credentials
C.2.1   International students on Study Permits
C.2.2   Eligibility for Domestic Fees
C.3.3   Suspension and/or Discontinuance of Programs
D.3.5   Prior Learning Assessment and Recognition
D.3.6.1 Flexible Admissions
D.3.7   Tuition and Fees
D.3.8   Criminal Record Check
D.3.10 Aboriginal Education Enrolment
D.4.1   Students with Disabilities
D.4.2   Student Grievance

RELATED PROCEDURES
Refer to C.1.6 Registration Procedures

VANCOUVER
COMMUNITY
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APPENDIX B

PROCEDURES

Policy No.	**C.1.6**
Title	**Registration**
Approval Body	Education Council, Board of Governors
Policy Sponsor	Vice President Academic, Students & Research
Last Revised/Replaces	May 30, 2018
Effective Date	

1. To register in courses, a student must have completed the admission process for a course and/or program, or have received permission to register for courses where there is no formal admissions process, such as in Continuing Studies.

2. Students are responsible for:

    a.   the accuracy of their registration at VCC.
    b. determining if their selected courses will meet requirements for graduation at VCC or transfer to another institution (if required to meet the student's future educational goals).
    c. paying all required fees by the published deadlines.
    d. withdrawing from courses by published deadlines. If a student fails to do so, they are responsible for all outstanding fees and the resulting grade.
    e. ensuring that the appropriate Registration Area has their current mailing and e-mail address and phone numbers on file at all times.

3. If pre-requisites are not met before the course start date, the student must withdraw from the course or may be withdrawn. The Registration Area must have proof of relevant course pre-requisites on file for each registered student.

4. Students registering as insert students must contact the Department Leader for their program. The Department Leader will forward in writing the appropriate information, including the courses the student is to be registered in, to the Registration Area. If a program has been discontinued or undergone revision, a returning student will need to apply to the revised version of the program prior to registration.

5. The following guidelines apply to individuals registering as Auditing Students:

    a. A completed Audit Request Form must be approved by the Department and submitted to the Registrar's Office at the time of registration.

        i. A student who has already registered in a course and wishes to switch to audit status must submit an approved Audit Request Form to the Registrar's Office prior to the course start date.

    b. A student cannot register as an auditor until two weeks prior to the course start date provided an empty seat is available.

    c.   A student can only register as an auditor once in a specific course. Exceptions may be made on an individual basis provided the student provides supporting documentation.

    d.   Audited courses will appear on a student's transcript with a grade of R.

6.   Students may occasionally wish to register in additional courses beyond what their program calls for within a given term. After consultation with the Department Leader and the Registration Area, students may be permitted to register in additional courses as an overload. The determination will be based on a student's past academic performance to ensure they are reasonably assured of being successful.

7.   Students who have not been registered in a course for a period of 12 consecutive months will have their academic status changed to "inactive", and will need to contact the Registration Area to re-activate their account prior to registering for courses.

RELATED POLICY
Refer to C.1.6 Registration Policy.

Audit Request Form

Name_____Student # _____
         LAST   FIRST   INITIAL

Program_____Banner Term _____

Students who wish to attend classes without participating in assignments or examinations may apply to the Department Head for permission to audit a course prior to the start of the course or program.

Written permission must be received in the Registrar's Office prior to the start of the course or program.

Audit status cannot be changed to credit. Student must repeat the course(s) and receive a credited grade to be eligible for Certificate/Diploma.

Student pays regular course/program fees for audited courses.

Course Name	Subject	Course #	CRN	Grade
				R
				R
				R
				R

Reason for auditing course(s):

_____

_____

Student's Signature:_____Date: _____

Departmental Approval: Yes_____   No _____

Departmental Approval Name (Please Print):_____

Signature:_____   Date: _____

Distribution: White copy – submitted to Admissions for registration
                       Yellow copy – department to keep for records

I:\sr\forms\audit request form

VANCOUVER COMMUNITY COLLEGE

INFORMATION NOTE

PREPARED FOR: VCC Board of Governors

DATE: February 13, 2019

ISSUE: Report on Banner 9 upgrade

EXECUTIVE SUMMARY

The Banner upgrade project first phase is close to completion. The project started May 2017 with first phase completion slated for February 2019. First phase budget was set at $485,000 and we will be under that amount.

There are some loose ends and clean up that need to be addressed but Banner 9 is functional as is. Currently we are running Banner 9 and Banner 8 side by side to allow for easier transition. This coming fiscal we would like to complete the final phase that will include Self Service for student and staff, and many new features only available in Banner 9.

WHAT IS BANNER?

- Banner by Ellucian is our Enterprise Resource Planning (ERP) System and is used to manage Students, Finance, HR, Payroll and Self-Service. It is integrated with many other business critical systems including:
    - FAST (finance reporting software)
    - Courseleaf (curriculum management system)
    - BC Financial Aid
    - Apply BC (education planner) interface
    - And many more

WHY UPGRADE?

- During the Elive2017 Ellucian conference in April 2017 it was announced that Ellucian will stop providing (payroll) regulatory updates such as T4 after Oct 2018.
- With Banner 8 support ending December 2018, we needed to upgrade or look for an alternative in a very short time span.
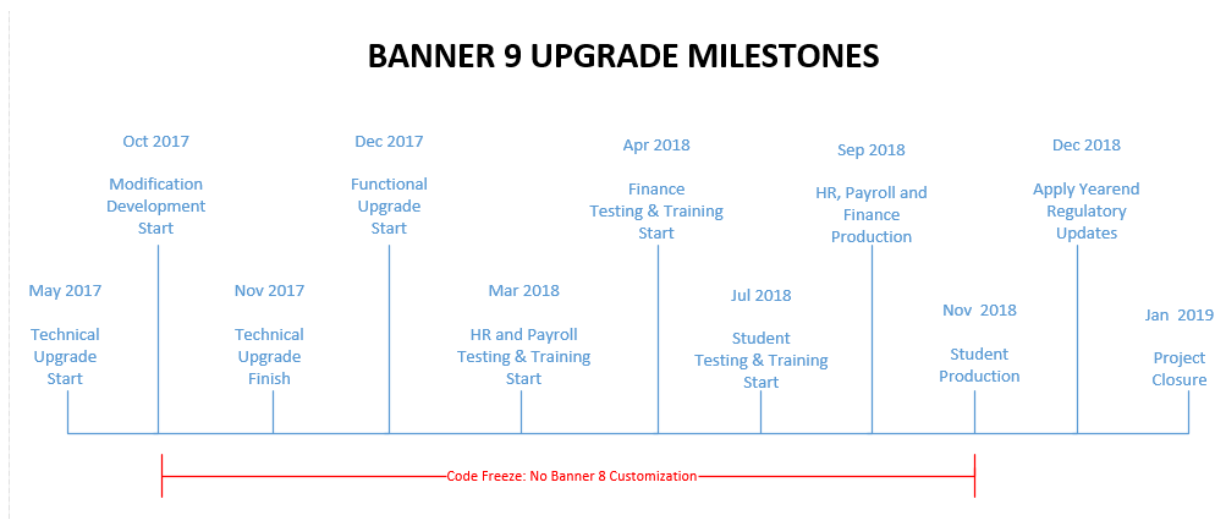
ALTERNATIVE OPTIONS

- IT reviewed other ERP options through an official Request for Information (RFI) process. There were a total of 6 vendors participating in the process:
  - Unit 4, Campus Nexus, Oracle, Workday, Jenzabar and Ellucian (Banner).

- The cost for licensing and implementation of any of the above systems was significant, ranging between $2 Million and $10 Million for the first year.
- The RFI process also allowed for a comparison between the Ellucian Product Roadmaps and the alternatives to determine the best long-term solutions for the college.

DECISION

- Banner may not be the one with the best feature set and technology, but it has the lowest cost, shortest project duration, lowest risk and least complexity.
- Decision was made to upgrade Banner 8 to Banner 9.

TIMELINE

- As the timeline was tight for such a major upgrade, the upgrade project was limited to the following scope:
  - Like-to-like technical upgrade: We focused on getting all existing functionality and services operational in the new environment. New functionality was evaluated and prioritized based on criticality. Key existing functions took precedence**.**

BANNER 9 UPGRADE MILESTONES

Oct 2017	Dec 2017	Apr 2018	Sep 2018	Dec 2018	
Modification Development Start	Functional Upgrade Start	Finance Testing & Training Start	HR, Payroll and Finance Production	Apply Yearend Regulatory Updates	
May 2017	Nov 2017	Mar 2018	Jul 2018	Nov 2018	Jan 2019
Technical Upgrade Start	Technical Upgrade Finish	HR and Payroll Testing & Training Start	Student Testing & Training Start	Student Production	Project Closure

Code Freeze: No Banner 8 Customization

CHALLENGES FACED

- We've had extensive sick time and a key team member took a 6 month leave of absence.
- Dedicated project manager left prior to completion of the project.
- Ellucian consultants were not of the caliber we were expecting.
- User training was delayed due to lack of resources

CAPITAL BUDGET

Banner 9.0 Budget Estimate:	
Technical Foundation	$ 54,160.00
Ellucian Solution Manager	$ 12,320.00
Ethos Identity Implementation	$ 21,280.00
BEIS SSO Implementation	$ 13,160.00
Hardware & License	$ 40,000.00
Custom Form Transformation	$ 126,630.00
Functional migration and support	$ 30,000.00
Travel (Consultant)	$ 20,000.00
Overtime	$ 10,000.00
Project Management	$ 113,750.00
Contingency (10%)	$ 44,130.00
	$ 485,430.00

The capital budget below does not reflect invoices still expected to come in fiscal 2017-2018.

BUDGET		ACTUAL		REMAINING
$485,430.00		$230,328.00		$255,102.00

NEXT STEPS

- Move the remaining capital budget to the coming fiscal year.
- Implement new features Banner 9 offers.
- More training.
- Network upgrades to ensure stability.

PREPARED BY: Elmer Wansink, Chief Information Officer

DATE: February 6, 2019

Board of Governors Meeting
February 13, 2019

ACTION TRACKER

ACTION	WHO	COMMENT
1. Create a framework for international student experience evaluations and advise the Board.	Management	Last update: Nov 28 - In progress. Will take several months.