Vancouver Community College

Board of Governors
Public Meeting MINUTES

September 18, 2024, at 5:30 p.m.
VCC Broadway Campus, Building A, Room 5025

ATTENDANCE

Board Members
Joey Hartman (Chair, Board)
Mahin Rashid (Vice Chair, HRC Chair)
Jeffrey Yu (FAC Chair)
Chi Lo
Christie Sparklingeyes
Daniela Ocana
Jennifer Cummins
Libby Davies
Michele Guerin REGRETS
Paul Yeung
Ridhi Bhatia
Seung Oh

Staff Resources	
David Wells	VP, Academic & Applied Research
Ian Humphreys	VP, Admin & International Development
Kate Dickerson	VP, People Services
Jane Shin	VP, Students & Community Development
Elmer Wansink	AVP, IT & CIO
Clayton Munro	AVP, Student & Enrolment Services
Tannis Morgan	AVP, Academic Innovation
Jamie Choi	ED, Finance & CFO
Surinder Aulakh	ED, Safety, Security & Risk Management
Charnelle McClure	ED, Marketing & Communications
Deborah Lucas	Board Secretary

Ex-Officio	
Ajay Patel	President & CEO
Natasha Mandryk	Chair, Education Council/GC

Guests	
Taryn Thomson	President, VCCFA
Deanne Bates	Chief Shop Steward, CUPE Local 4627
Brynn Joyce	ED, SUVCC

We acknowledge that Vancouver Community College (VCC) is located on the traditional and unceded territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səlilwətaɬ (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial.

1. CALL TO ORDER, LAND ACKNOWLEDGEMENT & OPENING REMARKS

- J. Hartman called the meeting to order at 5:39 p.m. T. Morgan presented the land acknowledgement.
- Chair's opening remarks:
  - Regrets from M. Guerin.
  - Acknowledged outgoing student board members R. Bhatia and D. Ocana. Both have been engaged in their roles; attending meetings, training opportunities and VCC events as board representatives.
  - The election for positions on the Board and Education Council (EdCo) will be conducted in October. An online info session is scheduled for Oct 1, 2024. J. Hartman has reached out to the SUVCC to encourage students to attend a board meeting for expectations.
  - Sept 30 is the National Day for Truth & Reconciliation. In commemoration, between Sept 16 –26, VCC is hosting a variety of talks, events, and workshops. See VCC.ca events for details.

- A. Patel's remarks:
  - Introduced Charnelle McClure, who joined VCC in August in the role of ED, Marketing & Communications.

- Thanked everyone who volunteered and attended the 2nd annual Flats Fest on Sept 7. As part of the Vancouver South Flats neighbourhood, VCC participated by offering baked goods, free manicures, and showcased our VR simulator in the Innovation Zone.
- Following a recent attack, unrelated to VCC, in the vicinity of the Downtown Campus, S. Aulakh and VCC's Safety and Security team were acknowledged for responding to this event and for providing assurance of the safety measures to protect individuals on-campus.

2. APPROVAL OF AGENDA & CONSENT AGENDA

MOTION: THAT the VCC Board of Governors approve the September 18, 2024 public meeting agenda, with the amendment to move item 6.4 Institutional Accountability Plan & Report to New Business item 11.1, and approve/acknowledge receipt of the following items on the consent agenda:

2.1 Minutes: June 26, 2024, Public Meeting
2.2 Board Correspondence & Activity
2.3 News and Events
Moved, Seconded & CARRIED

3. ACTION TRACKER
- No actions.

4. CONSTITUENCY REPORTS

CUPE Local 4627 – Presented by D. Bates, Chief Shop Steward
- Members have provided positive feedback on the recent Town Hall, intended to update employees on international education, the Centre for Clean Energy & Automotive Innovation (CCEAI) and the Safety and Security event at the Downtown Campus
- The new Cyber Security, and revised Freedom of Information & Privacy policies are supported after receiving confirmation from management that adequate training will be provided.

Student Union of Vancouver Community College (SUVCC) – Presented by B. Joyce, Executive Director
- The elections for position on the SUVCC Board are in progress. Students are being made aware of positions on Education Council (EdCo) and the Board, and the upcoming election for those seats.
- The same day government announcement of a reduction in international study permits is concerning. The provincial government needs to support public post-secondary institutions and the students.

Vancouver Community College Faculty Association (VCCFA)
- No report.

5. EDUCATION COUNCIL (EDCO) REPORT – Presented by N. Mandryk, EdCo Chair

5.1 Chair's Report
- The Education Council (EdCo) Chair's Report was included in the meeting materials. N. Mandryk highlighted the concept paper for a Professional Baking & Pastry Arts Diploma program. Also, the Memorandum of Understanding (MOU) with Athabasca University to explore transfer opportunities for VCC students in the Computer Systems Technology Diploma program to Athabasca University.
- The Board were informed of membership changes in the written report, and it was highlighted that the election dates for positions on EdCo and the Board will be posted on Sept 16, 2024.

5.2 New Global Supply Chain Management Post Degree Diploma
- The Global Supply Chain Management Post-Degree Diploma is a two-year program designed for international students. There was robust discussion with the Curriculum Committee. To attract domestic

students who prefer to transition between the workforce and education, shorter pathways are in development. In addition, opportunities are being considered for prior learning assessment and recognition (PLAR). It is an interesting pilot as an example of VCC licensing curriculum from its partnership with Scottish Qualification Authority.

> **MOTION:** THAT, on the advice of Education Council, the Board of Governors approve the new Global Supply Chain Management Post-Degree Diploma credential and program implementation.
> **Moved, Seconded and CARRIED**

5.3 New Baking and Pastry Arts Diploma

- The new Professional Baking & Pastry Arts Diploma replaces the current dual certificate offered to international students. It is beneficial for students applying for a post-graduate work permit. There was robust discussion at EdCo around the levelling of the curriculum. The diploma structure does not allow the opportunity for domestic students to ladder into the 2nd year advanced course offerings, however, as most domestic students take only 1 of the 2 foundational certificate programs offered, EdCo's concerns were alleviated. Also, domestic students can achieve the same advanced level of certification by pursuing a Skills Trade BC Red Seal.

> **MOTION:** THAT, on the advice of Education Council, the Board of Governors approve the new Professional Baking & Pastry Arts Diploma credential and program implementation.
> **Moved, Seconded and CARRIED**

5.4 Discontinuance: Teaching Online Certificate

- The Board previously approved the suspension of the Teaching Online Certificate (TOC), as it had not attracted sufficient enrolment. EdCo are recommending to permanently discontinue the TOC program in accordance with the Suspension and/or Discontinuance of Programs Policy (414). The decision was supported by the department and the Dean.

> **MOTION:** THAT, on the advice of Education Council, the Board of Governors discontinue the Teaching Online Certificate program effective January 1, 2025.
> **Moved, Seconded and CARRIED**

6. FINANCE AND AUDIT COMMITTEE (FAC) REPORT - Presented by J. Yu, FAC Chair

6.1 Chair's Report

- Finance and Audit Committee (FAC) met on Sept 11, 2024. The committee considered the matters under item 6. In addition, they received an update on Cyber Security, which included the new policy being presented under item 7.2.
- FAC and the Board have approved 3 procurement matters:
    1. AWARD CONTRACT: Prime Architect Services: Downtown Campus Kitchen Renovation Project
    2. AWARD CONTRACT: Project Management Services: Downtown Campus Kitchen
    3. AWARD CONTRACTS: Purchase wired & wireless internet infrastructure hardware equipment.

6.2 2024-25 Forecast to Budget

- The 2024/25 August Forecast (4 months actual + 8 months forecast) shows that VCC is projecting a balanced budget. Revenue is forecasted to be $188M. Domestic tuition revenue is up by $429k (excluding ABE/EAL and Future Skills Grant) compared to original budget, and international revenue is up by $410k.
- At the next FAC meeting in November, having the September enrolment finalized, FAC will receive a more accurate financial forecast, and VCC's operating forecast for 2024/25 will be revised further.

6.3 Five-Year Capital Plan - 2025/26 to 2029/30

- Annually, public post-secondary institutions submit a Five-Year Capital Plan (Plan). VCC's Plan aligns with its Strategic Innovation Plan, and the plans that sit within it, e.g., Campus Plan, Academic Plan, Indigenous Education and Community Engagement Plan, Environmental Sustainability Plan, and the Institutional Accountability Plan and Report. It also conforms to the objectives in the government mandate letter.
- For this year's submission (2025/26 to 2029/30) VCC has identified a single priority, the Downtown Campus Expansion: Dunsmuir & Pender envelope upgrade. The project will include replacing windows and the roof membrane. These upgrades are important as the Downtown Campus has heritage status.

> **MOTION:** THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the Five-Year Capital Plan (Period 2025/26 to 2029/30).
> **Moved, Seconded and CARRIED**

6.4 2023-24 Institutional Accountability Plan & Report)

- Moved to New Business Item 11.1.

6.5 DOMESTIC: 2% increase in tuition and mandatory fees

- In accordance with the provincial Tuition Fee Policy, increases in domestic tuition is capped at 2%.

> **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, 2025.
> **Moved, Seconded and CARRIED**

6.6 INTERNATIONAL: 2% increase (2025/26) & up to 5% (2026/27) tuition and mandatory fees

- To align with the increase in domestic tuition, VCC is proposing a 2% increase in international tuition and mandatory fees for all programs for the 2025/26 academic year.
- Additionally, to adhere to the new provincial government's international tuition fee transparency guidelines, VCC is proposing an increase up to 5% for the 2026/27 fiscal year. This increase will be confirmed in 2025, however, for transparency VCC is required to provide a recommendation for two-years ahead.

> **MOTION:** THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the implementation of a 2% increase, effective August 1, 2025, and up to 5% increase in international tuition and mandatory fees, effective August 1, 2026.
> **Moved, Seconded and CARRIED**

6.7 INTERNATIONAL TUITION: Global Supply Chain Management Post Degree Diplomas

- For the new Global Supply Chain Management Post-Degree Diploma program, setting the tuition at the same rate as other PDD programs, follows the philosophy of implementing a price point which makes the program sustainable, competitive, and does not negatively impact enrolment.
- To support program sustainability, a shorter credential for domestic students will be developed.

> **MOTION:** THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve tuition of $32,472 for the Global Supply Chain Management Post Degree Diploma, effective August 1, 2025.
> **Moved, Seconded and CARRIED**

6.8 INTERNATIONAL TUITION: Baking and Pastry Arts Diploma

- The new international Baking and Pastry Arts Diploma combines two certificate programs. This benefits international students applying for a post-graduate work permit (PGWP).

> **MOTION:** THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve international tuition of $39,686.32 for the Baking and Pastry Arts Diploma, effective August 1, 2025.
> **Moved, Seconded and CARRIED**

6.9 INTERNATIONAL TUITION: Increase for Esthetics & Spa Therapy Certificate Program & Cosmetology Diploma Programs

- International students studying the Cosmetology Diploma take a 10-month Hairstylist Certificate and a 10-month Esthetics & Spa Therapy Certificate (EST). FAC agreed with the recommendation to increase the fee per credit for EST, to align with the Hairstylist Certificate program. This results in total tuition increases for both programs, however, the intention is to provide financial sustainability for the Cosmetology Diploma program, which has been a challenge.

> **MOTION:** THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the increases the international tuition fee for the Esthetics & Spa Therapy Certificate to $20,951.97 and the Cosmetology Diploma program to $42,978.40, effective August 1, 2025.
> **Moved, Seconded and CARRIED**

7.   GOVERNANCE COMMITTEE (GC) REPORT - Presented by N. Mandryk, GC, Chair

7.1 Chair's Report

- The Governance Committee (GC) met on Sept 10, 2024. The committee considered the matters under item 7. In addition, the committee discussed board education opportunities. Topics have been identified and approved by the Board, including program/educational service evaluation, board interpersonal dynamics, relationships: psychological safety.
- The next meeting is Nov 6, 2024.

7.2 POLICY: New Cyber Security Policy and Procedures (506)

- The provincial government has requested that public boards have governance oversight on cyber security matters. In response, VCC has developed a new policy that establishes a cyber security governance framework which includes roles, authorities, responsibilities, and procedures for implementing and managing VCC's cyber security risk.
- The Board is responsible for oversight of the framework, including an annual review, adopting an orientation program for new members, as well, ongoing training and updates on cyber security risk management. In the Procedures, the Board delegates this authority to FAC. A Cyber Security Response Plan will outline the Board's response to a cyber security breach. The procedures include training for board members and the VCC community-at-large. Training will be ongoing as protocols change.
- This policy institutionalizes VCC's Cyber Security Standards and the unique process of cyber security risk exception and tracking through a dedicated Cyber Security Risk Register, which sets apart VCC in cyber security governance compared to similar institutions.
- N. Mandryk acknowledged Momchil Karov, Director, Information Security, who developed this policy and presented the matter to the GC and FAC.

> **MOTION:** THAT, on the recommendation of the Governance Committee, the Board of Governors approve new Cyber Security Policy and Procedures (506).
> **Moved, Seconded and CARRIED**

7.3 POLICY: New Enterprise Risk Management Policy and Procedures (131)

- The new Enterprise Risk Management (ERM) policy has been developed to provide oversight over VCC's risk management governance and accountability processes. The policy establishes an ERM framework and Risk Register and identifies key roles and responsibilities. VCC's ERM aligns with the Risk Management – Principles and Guidelines model as adopted by the BC Government.
- In the Procedures, the Board delegates oversight of ERM to FAC, who will report relevant information to the Board.

> **MOTION:** THAT, on the recommendation of the Governance Committee, the Board of Governors approve the new Enterprise Risk Management Policy and Procedures (131).
> **Moved, Seconded and CARRIED**

7.4 POLICY: Revised Freedom of Information and Protection of Privacy Policy and Procedures (#501)

- In response to revised legislation, VCC's Freedom of Information and Protection of Privacy (FOIPP) Policy and Procedures (501) has been amended, adding 3 new procedures to address VCC's commitment to treating personal information with a higher degree of confidentiality.
- The GC discussed the FOIPP request process, noting the importance of educating the community-at-large, particularly as responding to a request can be time consuming. In some cases, where requests are broad, VCC's Privacy Coordinator will work with the requestor to narrow down the search.
- Caralee Maloney, Associate Director, Risk Mgmt & Privacy, was thanked for her work on the ERM and FOIPP policies, as well, Curriculum & Policy Coordinator, Nicole Degagne for supporting all the policy matters.

> **MOTION:** THAT, on the recommendation of the Governance Committee, the Board of Governors approve revisions to Freedom of Information and Protection of Privacy Policy and Procedures (501).
> **Moved, Seconded and CARRIED**

8. HUMAN RESOURCES COMMITTEE (HRC) REPORT - Presented by J. Hartman on behalf of M. Rashid

8.1 Chair's Report –

- The Human Resources Committee (HRC) met on Sept 5, 2024. The committee received the President's 2024 Objectives Mid-Year Update and reported back to the Board.

9. INDIGENIZATION AT VCC

- Since the Board were presented the Indigenization Framework in 2020, rotational Land Acknowledgements were established for public board meetings, and Indigenization, decolonization and reconciliation has been a topic for education and discussion at Board Retreats.
- Board members have been offered an online, self-placed training course "Decolonizing the Boardroom", which has been developed to provide individuals with the knowledge, tools, and strategies for championing Indigenous perspectives in the boardroom. When the training has been completed, Dean, Indigenous Initiatives, Jessie Williams, has offered to sit with board members in a virtual or in-person circle to share reflections.

10. VCC FOUNDATION UPDATE – Presented by J. Yu, Board Representative on VCC Foundation Board

- J. Yu provided update on the activities and events, organized by the Foundation, including:
- Silent Auction (Oct 30), Recognition Event (Nov 14), Giving Tuesday (Dec 3), Fall Awards (Dec 6), Flourish Gala (Mar 5, 2025), Flourish Gala (Mar 5, 2025).
- The Foundation Board held its Annual General Meeting on Aug 24, 2024. The Foundation Annual Report is available on VCC.ca for information. It highlights the Foundations successes over the last year.
- The final stages of recruitment for a campaign cabinet are underway. This group of community leaders will be supporting the fundraising efforts over the next two years. Prospecting for potential partners for the campaign continues.

11. NEW BUSINESS

11.1. 2023-24 Institutional Accountability Plan & Report)

- The Institutional Accountability Plan and Report (IAPR) is a Ministry required annual report, posted publicly, that ensures that public post-secondary institutions are accountable to government, their boards and students, and the public for their performance. P. Aghakian, Associate Director, Institutional Research, presented highlights of new topics and areas that have been expanded on in 2023-24.

  - **Centre for Clean Energy & Automotive Innovation (CCEAI):** This project underscores VCC's commitment to environmental sustainability and innovation in clean energy and automotive technology. VCC's collaborative approach with the host First Nations enhances the CCEAI's cultural relevance and the impact of the centre.
  - **Expanded Indigenous Collaborations:** As a result of expanded collaborations with the host First Nations, Indigenous organizations, and through community engagement, VCC is integrating Indigenous knowledge and perspectives across its programs, e.g., Indigenous Adult Basic Education, which considers cultural living experience.
  - **OpenDoor Group:** VCC continues its collaboration with the OpenDoor Group, by creating customized training plans for individuals facing barriers to education. This strengthens VCC commitment to supporting diverse student groups.
  - **Affordable Housing Solutions:** New plans to integrate affordable community housing into the Campus Plan demonstrates VCC's commitment to social responsibility and community support.
  - **College-wide mental health and well-being:** The results of a comprehensive survey of students show a high level of satisfaction with feeling respected and included. These results inform VCC's strategies for mental health support. They emphasized the importance of mental health in academic success and career readiness. VCC has introduced initiatives to raise awareness about mental health issues and provide support services for both students and employees.
  - **Blending Learning Models:** Post pandemic, VCC has introduced initiatives to improve blended learning models and enhance online learning accessibility and quality. It includes offering virtual labs and new Open Education Resources. This demonstrates VCCs commitment to providing learning options catered to the needs of all students and ensuring that the entire student body benefit from digital transformation.
  - **Equity, Diversity and Inclusion:** VCC continues to exceed the Government of Canada's 50/30 Challenge, with gender parity and significant representation of underrepresented groups in key leadership portfolios.

- P. Aghakian and J. Hartman thanked everyone who contributed to the IAPR. The report is a reminder to the Board of the Mandate Letter priorities and expectations they are responsible for and VCC's response, providing assurance that their decisions serve the students and move VCC forward in a positive trajectory.

> **MOTION:** THAT the Board of Governors approve the VCC Institutional Accountability Plan and Report – 2023-24 Reporting Cycle.
> **Moved, Seconded and CARRIED**

12. NEXT MEETING & ADJOURNMENT

- The next regular public board meeting is on Nov 27, 2024.
- The meeting adjourned at 7:22 p.m.

MINUTES APPROVED: November 27, 2024