



# VANCOUVER COMMUNITY COLLEGE BOARD OF GOVERNORS

## PUBLIC MEETING MINUTES

November 24, 2021

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

### ATTENDANCE

#### Board Members

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

#### Staff Resources

Deborah Lucas Executive Assistant, Board of Governors  
 David Wells VP, Academic & Applied Research  
 Ian Humphreys VP, Admin & International Development  
 Jane Shin VP, Students & Community Development  
 Kate Dickerson VP, People Services  
 Elmer Wansink AVP, IT & CIO **(REGRETS)**  
 Clayton Munro AVP, Student & Enrolment Services  
 Tannis Morgan AVP, Academic Innovation  
 Jamie Choi ED, Finance & CFO  
 Karen Wilson ED, Marketing & Communications  
 Surinder Aulakh Director, Safety, Security and Risk  
 Emily Allan Interpreter  
 Julia Menzies Interpreter

#### Ex-Officio

Ajay Patel President & CEO  
 Todd Rowlett Chair, Education Council  
 (Interim)

#### Guests

Taryn Thomson President, VCCFA  
 Chris Joyce President, CUPE Local 4627  
 Sydney Sullivan Executive Director, SUVCC  
 Ishaan Saini Chair, SUVCC

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

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

- J. Hartman called the meeting to order at 5:42 p.m. The land acknowledgement was presented by VCC's Elder in Residence, Jean Wasejijg. The opening remarks were presented after item 3. The Chair:
    - Thanked Elle Ting, whose term ended on Education Council (EdCo). Elle has been a dedicated Chair of EdCo and a valued member of the Board, during her two-year term. A new EdCo Chair will be elected on Dec 6. In the interim Todd Rowlett is the Chair.
    - Congratulated the graduating Class of 2021 at the recent online ceremony. There was much support from family and friends. L. Sahraei and M. Rashid also joined in the celebration, representing the Board.
    - Congratulated President Patel who has been awarded one of this year's Top 25 Canadian Immigrant Awards. This prestigious people's choice awards honours inspirational immigrants who have made a positive impact on their communities since arriving in Canada.
    - Congratulated Clayton Munro on his permanent appointment as AVP, Students and Enrolment Services. Clayton has been serving in this role in an interim capacity since Aug 2020. During this period, he has also managed a significant role on the Emergency Operations Committee.
- A. Patel reiterated this message.

- On Nov 8, the Board welcomed Advanced Education, Skills & Training, Minister Kang to their annual retreat. Minister Kang joined for lunch and spent time afterwards talking to the Board.
- A. Patel:
  - Acknowledged the VCC Day organizing team on executing another successful virtual event attended by approximately 600 employees. It's a day of reflection, learning & celebration.
  - Announced VCC's Partnership Development Office has secured Ministry of Advanced Education, Skills and Training (AEST) funding to implement an employer engagement pilot project to support VCC departments and faculty with student work placements. This aligns with VCC's Strategic Innovation Plan, making stronger connections with local industry.
  - Lucy Griffiths to the new position Associate Director, School of Trades Tech and Design. Lucy has been a Technical and Vocational Education and Training (TVET) faculty member at VCC since 2009. She will work alongside Dean, Brett Griffiths.
  - Congratulated VCC's Basic Ed. Dept. Head, Shantel Ivits, who was presented the BCcampus Award of Excellence in Open Education. Shantel's work on the BC Reads: Adult Literacy Fundamental English series is an exceptional example of the application of inclusiveness, diversity, and universal design for learning principles. This series is highly adopted across the province and has been impactful for both learners and teachers in BC.

## 2. APPROVAL OF AGENDA AND CONSENT AGENDA.

**MOTION:** THAT the VCC Board of Governors approve the Nov 24, 2021, agenda, and approve/acknowledge receipt of the following items on the consent agenda:

- 2.1** Minutes: Sep 29, 2021, Public Board Meeting
- 2.2** Board Correspondence
- 2.3** News & Events
- 2.4** VCCFA Report

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

## 3. MENTAL HEALTH & WELL-BEING FRAMEWORK

- C. Munro presented an overview of the Mental Health & Well-Being Framework, which has been developed using a consultative, collaborative approach with resources from the Canadian Mental Health Association BC, including CEO, Jonny Morris. All VCC stakeholders were eager to support the project and a Steering Committee was established that has developed for implementation, a strategic and systemic approach to supporting the mental health and well-being of students and employees. Its implementation will commence in Jan 2022.

## 4. ACTION TRACKER

- No brought forward actions from Sep 29, 2021, Public Board of Governors Meeting.

## 5. RETURN TO CAMPUS UPDATE

- S. Aulakh addressed the Board. The return to on-campus learning and other activities is transitioning smoothly so far. There has been the occasional report of COVID; these incidences and other concerns are dealt with on a case-by-case basis. VCC is kept apprised of updates from Vancouver Coastal Health and the Provincial Health Office.
- The Board agreed with S. Aulakh's recommendation to remove this matter as a standing agenda item, and to receive essential updates only as needed. On VCC Day, Surinder was awarded the first ever Key to VCC. It's in recognition of his commitment to VCC and represents his contributions to the well-being of our college, our employees, and our students, over the many years. The Board agreed that it was well deserved.

## 6. CONSTITUENCY GROUP UPDATES

### 6.1 CUPE Local 4627: Presented by President, Chris Joyce

- The CUPE National Conference was recently held. It was very well attended and there is considerable growth in membership. The sessions included mental health & well-being topics.

### 6.2 Vancouver Community College Faculty Association (VCCFA): Presented by President, T. Thomson

- The VCCFA Report was received by the Board in the Consent Agenda.

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

- SUVCC Chair, Ishaan Saini and Executive Director, S. Sullivan presented the BC Federation of Students [Fund It, Fix It](#) campaign, which seeks endorsement for the prioritization of a Funding Review, to establish accessible and affordable education.
- The Board thanked them for presenting this important issue and expressed their appreciation of the work of the SUVCC for continuing to advocate for VCC students and the broader community across BC.

## 7. EDUCATION COUNCIL (EdCo)

### 7.1 Education Council Chair's Report

- The Education Council (EdCo) Interim Chair, T. Rowlett, distributed the report in advance of the meeting. There were no questions.

## 8. FINANCE AND AUDIT COMMITTEE (FAC) REPORT

### 8.1 Chair's Report

- Finance and Audit Committee (FAC) met on Nov 10 and received the Financial Performance for information (Item 9.2). They were notified of online access to the Office of the Auditor General of BC (OAG) Fraud & Risk Management Report (developed with data from 135 organisation, including VCC). [www.bcauditor.com](http://www.bcauditor.com). FAC considered 2 tuition matters for (Items 9.3 & 9.4).
- Next FAC meeting is Dec 1, 2021. External auditors KPMG will present the 2021/22 Audit Plan.

### 8.2 Financial Performance (Period End Sep 30, 2021)

- The report was distributed in advance for review. The 2021/22 Forecast (6 months actual + 6 months forecast): VCC is projecting a deficit of \$4.5M. The College will update its tuition forecast when the Jan 2022 enrolment is finalized, and report back.

### 8.3 Tuition: 2% Increase in Domestic Tuition & Mandatory Fees

- To offset increased operating costs and to maintain financial stability and sustainability, FAC are recommending an increase in domestic tuition and mandatory fees by 2%, effective August 1, 2022, and as capped by the Ministry.

**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, 2022.

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

#### 8.4 Tuition: Increase in International Tuition & Mandatory Fees

- International tuition and mandatory fees do not fall under the AEST tuition cap. The FAC are recommending a 4% increase, effective Aug 1, 2022.
- Globally, Canada is the most desired country for immigration. The pandemic has created program access challenges, particularly for experiential learning programs, however, VCC anticipates a steady increase as restrictions are lifted. VCC has made a commitment to support predictability of costs for students. Increasing tuition can be challenging for all students, however, to sustain program delivery, with increasing costs and a \$4.5M deficit, it is a necessity.
- It was confirmed that international students must show proof of funds to be granted a visa. Knowing costs upfront supports this process and ensures they have financial stability during their study period. VCC advisors work with students to make their safety and well-being a priority.

**MOTION:** THAT the Finance and Audit Committee recommend the Board of Governors approve the implementation of a 4% increase to international tuition and mandatory fees, effective August 1, 2022.  
**Moved, Seconded & CARRIED (1 – Abstain: K. Brooke)**

### 9. GOVERNANCE COMMITTEE (GC) REPORT

#### 9.1 Chair's Report

- Governance Committee (GC) met on Oct 13. Policy revision/rescindment items (9.2 & 9.3) were presented for consideration and item 9.4 Policy Renewal Approval Authorities was a continuation of work that was completed by the committee over the break.
- The GC also made recommendations for the Nov 8 Board Retreat agenda, based on results of annual board evaluation.
- The next meeting is Feb 23, 2022.

#### 9.2 Revised: D.1.5 Use of Library Resources

- Policy D.1.5 has undergone a routine five-year review earlier and revisions identified. There was no community feedback, which is sought as part of the review process in May 2021.
- The Education Policy Committee (EPC) conducted this review & suggested minor clarifying edits, the most substantial of which was the addition of “and/or” under Section 14 of Procedures: the passage now reads “Final grades and transcripts will not be issued to students until billed materials have been returned and/or paid for” to line up properly with previous references to lost/damaged library materials.
- Draft revisions were reviewed and approved by EdCo on Sept 14, 2021, and subsequently by GC on Oct 13.

**MOTION:** THAT, on the recommendation of the Governance Committee, the Board of Governors approve revisions to D.1.5 Use of Library Resources policy and procedures.  
**Moved, Seconded & CARRIED**

#### 9.3 Revised C.2.1 International Students on Study Permits & Rescind D.3.6 Admissions

- The Registrars Office, in consultation with International Education, reviewed D.3.6 Admissions Policy and agreed that merging it with policy C.2.1 International Students on Study Permits streamlines policy. The Education Policy Committee oversaw the review, and the most significant amendment was the revision of the definition of Prior Learning Assessment and Recognition (PLAR), to clarify its use in determining whether prerequisites had been met.

- There was no community feedback, which is sought as part of the review process in June 2021.
- Draft revisions were reviewed and approved by EdCo on Sep 14, 2021, and subsequently by GC on Oct 13.

**MOTION:** THAT, on the recommendation of the Governance Committee, the Board of Governors approves, in the form presented at this meeting, the revised D.3.6 Admissions Policy and Procedures and.

THAT, on the recommendation of the Governance Committee, the Board of Governors approves the rescindment of C.2.1 International Students on Study Permits Policy and Procedures.

**Moved, Seconded & CARRIED**

#### 9.4 Policy Framework Renewal – Approval bodies

- This recommendation is the result of work completed by the Governance Committee over the summer break, in support of the Policy Framework Renewal project.
- GC assigned/reassigned policy approval authorities where an approver has not been assigned (policy is old format, it's unclear) and:
- Policies that GC have identified require a change in approver, based on reviewing current policy, clarifying the Board's fiduciary responsibilities under the C&I Act. The GC agreed on these recommendations on Oct 13.
- A Working Committee has been established to review policy A.3.2 Policy Development & Maintenance, with the purpose of aligning it with the new framework, also, viewing from a lens of Indigenization, and Justice, Equity, Diversity & Inclusion (JEDI). This will be presented to the Governance Committee for review for recommendation to the Board.
- N. Degagne, VCC Policy Coordinator, was acknowledged for providing the background info and recommendations.

**MOTION:** WHEREAS VCC's Policy Framework has undergone a renewal, Governance Committee were required to review policies where the approver is not identified or is uncertain and recommend changes to the Board.

BE IT RESOLVED THAT, on the recommendation of the Governance Committee, the Board approve the following changes to VCC policy approval authorities.

**Moved, Seconded & CARRIED**

POLICY	POLICY #	CURRENT APPROVER	ASSIGNED AUTHORITY
Emergency Management	A.3.11	NOT ASSIGNED	PRESIDENT
Post Emergency Intervention	A.3.4	NOT ASSIGNED	PRESIDENT
Banking	B.1.5	NOT ASSIGNED	BOARD
Short-term Borrowing	B.1.6	NOT ASSIGNED	BOARD
Financial Responsibility and Accountability	B.1.7	NOT ASSIGNED	BOARD
Ancillary Services	B.3.5	NOT ASSIGNED	PRESIDENT
Alcoholic Beverages on Campus	B.3.6	NOT ASSIGNED	PRESIDENT
Parking	B.3.7	NOT ASSIGNED	PRESIDENT
Transportation of Students	C.3.8	NOT ASSIGNED	PRESIDENT
Students with Disabilities	D.4.1	NOT ASSIGNED	BOARD
Student Grievance	D.4.2	NOT ASSIGNED	PRESIDENT
Named Recognition of Buildings, Endowments and Units	E.2.1	NOT ASSIGNED	BOARD
Sponsorship	E.3.1	NOT ASSIGNED	PRESIDENT
Environmental	A.3.7	BOARD	PRESIDENT
Records Management	A.3.9	BOARD	PRESIDENT
Sharing & Stewardship of Information	B.5.1	BOARD	PRESIDENT
Appropriate and Responsible Use of Educational & Info	B.5.2	BOARD	PRESIDENT
Electronic Mail (Employees)	B.5.4	BOARD	PRESIDENT
Tuition Waiver for Seniors	D.3.9	BOARD	PRESIDENT
Lending and Borrowing of College Equipment	D.6.1	BOARD	PRESIDENT
Qualifications for Faculty Members	C.3.11	EdCo	BOARD W/EdCo ADVICE
Selection of Library Materials	D.1.2	EdCo	BOARD W/EdCo ADVICE

## **10. HUMAN RESOURCES COMMITTEE (HRC) REPORT**

### **10.1 Chair's Report**

- The Board Chair and Vice Chair are keeping apprised of the status of the President's Objectives and the Human Resources Committee (HRC) shall conduct a formal review in the fall.

## **11. NEW BUSINESS**

### **11.1 Student Stories**

- In a series of presentations to the Board, Professional Cook (PC1) student, Joy Rudder, joined the meeting as a guest and talked about her journey to enrolling at VCC and her experience so far. Board members met Joy at a VCC event and invited her to the meeting to hear her story. Joy, like many of VCC's mature students, enrolled at VCC to pursue learning a skill that she has always had a keen interest in.

### **11.2 AEST Indigenous Board Member Gathering**

- N. Belokopitov provided a summary of the AEST Indigenous Board Member Gathering she attended. It was the fourth gathering of this group. Individuals have welcomed the opportunity to connect with counterparts and hear each other experiences as board members, as well, discuss challenges and goals, both individual and shared. A shared opinion was the importance of embedding Indigenous peoples in decision making processes.

## **12. NEXT MEETING & ADJOURNMENT**

- The next regular Public Board of Governors meeting is on Feb 9, 2022. With no further business, the meeting adjourned at 8:07 p.m.

### **APPROVED AT THE FEB 9, 2022, PUBLIC BOARD MEETING**



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