



Board of Governors Public Meeting Agenda

May 29, 2024, at 5:30 p.m.

VCC Broadway Campus, Building A, Room 5025

Zoom option for Public & Guests:

<https://vcc.zoom.us/j/64397010942?pwd=YWFYcWNGNXFITm5qdFBRSGRZRMVODz09>

Zoom Phone: +1 778 907 2071

Meeting ID: 643 9701 0942

Password: 037455

ATTENDANCE

Board Members

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

Ex-Officio

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

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
Deborah Lucas EA, Board of Governors

Guests

Taryn Thomson President, VCCFA
Robbie Ruddell Department Head, Counselling
Chris Joyce President, CUPE Local 4627
Stefan Nielsen Organizer, Advocacy & Governance, SUVCC

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

Item	Topic	Action	Speaker	Time	Attach	Page
1.	CALL TO ORDER, LAND ACKNOWLEDGEMENT/ OPENING REMARKS		J. Hartman/ A. Patel	7 min		
2.	APPROVAL OF AGENDA/CONSENT AGENDA		J. Hartman	2 min		
	<i>“THAT the VCC Board of Governors approve the agenda and approve/ acknowledge receipt of the following items on the consent agenda.”</i>	Decision				
	2.1 Minutes: Mar 27, 2024, Public Meeting				✓	3
	2.2 Board Correspondence & Activity				✓	8
	2.3 News & Events – May 2024 Report				✓	9
3.	ACTION TRACKER		J. Hartman	1 min		
	No items	Info			--	--

Item	Topic	Action	Speaker	Time	Attach	Page
4.	CONSTITUENCY GROUP REPORTS	Info	Constituency Reps			
	4.1 CUPE Local 4627			5 min	--	--
	4.2 SUVCC			5 min	--	--
	4.3 VCCFA			5 min	--	--
5.	EDUCATION COUNCIL REPORT		N. Mandryk	20 min		
	5.1 Chair's Report	Info			✓	12
	5.2 Enrolment Plan 2024/25	Decision			✓	18
	5.3 Academic Year 2024/25, 2025/26, 2026/27	Decision			✓	25
	5.4 CREDENTIAL: Counselling Skills Foundations: Mental Health and Addictions Certificate	Info			✓	30
6.	FINANCE AND AUDIT COMMITTEE REPORT		J. Yu	20 min		
	6.1 Chair's Report	Info			--	--
	6.2 2023/24 Actuals to Budget	Info			✓	38
	6.3 2023/24 Audited Financial Statements	Decision			✓	44
	6.4 TUITION: Counselling Skills Foundations Mental Health and Addictions Certificate	Decision			✓	71
7.	GOVERNANCE COMMITTEE REPORT		N. Mandryk	15 min		
	7.1 Chair's Report	Info			--	--
	7.2 POLICY: Rescind Historical HR Policies x 13	Decision			✓	74
	7.3 POLICY: Revised Education Services Renewal (405) Policy	Decision			✓	76
8.	HUMAN RESOURCES COMMITTEE REPORT		J. Hartman	5 min		
	8.1 Chair's Report	Info			--	--
9.	INDIGENIZATION AT VCC	Info	All Board	10 min	--	--
	VCC Ground Blessing Ceremony					
10.	VCC FOUNDATION	Info	J. Yu	5 min	--	--
	VCC Foundation Update					
11.	NEW BUSINESS					
	11.1 Board Oversight Committee	Decision	J. Hartman	5 min	✓	90
	11.2 College & Institutes Canada (CiCan) Report	Info	J. Hartman/ J.Yu/C.Lo	10 min	--	--
12.	NEXT MEETING & ADJOURNMENT	Info	J. Hartman	1 min	--	--
	Next regular meeting: June 26, 2024					



Board of Governors Public Meeting Minutes **DRAFT**

March 27, 2024, at 5:30 p.m.

VCC Broadway Campus, Building A, Room 5025

Zoom for Public & Guests

ATTENDANCE

Board Members

Joey Hartman (Chair, Board/HRC)
Mahin Rashid (Vice Chair)
Jeffrey Yu (Chair, FAC)
Chi Lo
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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
Karen Wilson	ED, Marketing & Communications
Surinder Aulakh	ED, Safety, Security & Risk Management
Deborah Lucas	EA, Board of Governors
David Kirk	Dean, Curriculum & Pedagogy
Moira Gookstetter	ED, VCC Foundation

Ex-Officio

Ajay Patel	President & CEO
Natasha Mandryk	Chair, EdCo/GC REGRETS

Guests

Taryn Thomson	President, VCCFA
Deanne Bates	Chief Shop Steward, CUPE Local 4627
Stefan Nielsen	Organizer, Advocacy & Governance, SUVCC

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1. CALL TO ORDER, LAND ACKNOWLEDGEMENT & OPENING REMARKS

- J. Hartman called the meeting to order at 5:35 p.m. M. Rashid presented the land acknowledgement. Chair's opening remarks:
 - Regrets from Natasha Mandryk.
 - The Board has received a letter of introduction from the new Minister of Post-Secondary Education and Future Skills, the Honourable Lisa Beare. J. Hartman has also engaged in a short telephone conversation and hopes to connect in person in the near future.
 - On Feb 22, board members participated in the new brand launch celebrations both on-campus and online. She acknowledged the Marketing & Communications team for their hard work, as well, the VCC community who provided input and inspiration into the new brand.
 - On Feb 27, board members attended the VCC Foundation's annual fundraising *Flourish* gala. She expressed appreciation to everyone who supported Flourish as guests, donors, organizers and volunteers. It was a huge success.

- A. Patel:
 - Echoed the Chair’s comments about the Flourish Gala. Thanked the VCC community. The funds raised will support ongoing VCC Foundation initiatives, as well, Campuses of Future related projects.
 - Announced the Ground Blessing Ceremony for the construction of the new Centre for Clean Energy and Automotive Innovation building. The event is at 1pm on Apr 12 at Broadway Campus, Building B. This milestone event in VCC’s history will be led by the 3 Host First Nations—xʷməθkʷəy̓əm (Musqueam), Sk̓w̓x̓wú7mesh (Squamish), and səilwətał (Tsleil-Waututh).
 - VCC continues to support opportunities for education and conversation on topics of equity, diversity and inclusion. Holding space for these important matters and actioning change are what has led to VCC being nominated for a YWCA Women of Distinction Award in the category of “Outstanding Workplace”. He congratulated the VCC community. The awards ceremony is in May.

2. APPROVAL OF AGENDA & CONSENT AGENDA

MOTION: THAT the Board of Governors approve the Mar 27, 2024, public meeting agenda, and the Consent Agenda items:

1. Minutes: Feb 7, 2024, Public Meeting
2. Board Correspondence & Activity
3. Revised 2024 Board Schedule
4. News & Events – March 2024 Report

Moved, Seconded & CARRIED

3. ACTION TRACKER

- No actions.

4. CONSTITUENCY REPORTS

1. CUPE Local 4627

- The Board received a report from D. Bates, Chief Shop Steward.
- On Mar 26, 2024, members ratified the Collective Agreement with VCC (Oct 1, 2022 to Sept 30, 2025). She thanked the College for their time and consideration. J. Hartman thanked the bargaining committees.

2. Student Union of Vancouver Community College (SUVCC)

- The Board received a report from S. Nielsen, SUVCC Advocacy & Governance Organizer.
- CUPE Local 4627 and the VCCFA were thanked for their support with the Feb 13, 2024, BC Federation of Students - 5 Calls to Action open letter. To date, there’s no response.
- With international study permit changes coming into effect, the SUVCC took an opportunity to advocate for students in a meeting with the Parliamentary Secretary for International Credentials, Ravi Parmar, MLA.
- Other SUVCC on-campus events have been well attended. These are welcomed opportunities to connect, be engaged and show support for one another and the student community.

3. Vancouver Community College Faculty Association (VCCFA)

- The Board received a report from T. Thomson, VCCFA, President.
- At a General Meeting, VCCFA members voted in favour of exiting from the Federation of Post-Secondary Educators, as of Jun 1, 2024.
- The VCCFA continue to support Equity, Diversity, and Inclusion at VCC, this includes hosting award-winning author and journalist, Angela Sterrit, who shared her stories of resilience and overcoming challenges, particularly through her advocacy for Missing and Murdered Indigenous women and girls.

5. EDUCATION COUNCIL (EDCO) REPORT

- The Education Council (EdCo) Report was included in the meeting materials. In the absence of EdCo Chair, N. Mandryk, board members are requested to send questions to D. Lucas for directing to N. Mandryk for a response.

6. FINANCE AND AUDIT COMMITTEE (FAC)

1. Chair's Report – Presented by FAC Chair, J. Yu

- The Finance and Audit Committee (FAC) met on Mar 13, 2024.
- The committee considered the items on the agenda this evening, as well, approved 2 procurement matters:
 - A Negotiated Request for Proposals and 5-year contract award to replace VCC's Content Management System
 - Installation of Private Branch Exchange for campus telephones.
- The next FAC meeting is May 24, 2024. External auditors KPMG will present the 2023/24 audit findings.

2. 2023/24 Budget to Forecast [10 months actual & 2 months forecast]

- The financial report in the package shows that VCC is projecting a surplus of \$1.2M.
- Revenue is forecasted to be \$177.7M (\$18.6M above budget), with domestic tuition revenue down by \$194K (excluding ABE/EAL) compared to original budget, and international revenue is up by \$8M.
- Expenses are forecasted to be \$176.5M, which is \$17.4M higher than budget. Contributing to this is the payment of City of Vancouver covenants, which had to be discharged before VCC could proceed with the development permit application for the Centre for Clean Energy and Automotive Innovation. In addition, the retro/pay increase, and benefits expenses incurred with the new negotiated VCCFA Collective Agreement ratification.

3. 2024/25 VCC Operating Budget

- The VCC operating budget is developed with various assumptions, as presented in the meeting materials. For 2024/25, the budget is \$186.3M.
- The operating budget is reviewed twice by the Finance and Audit Committee, the first draft in January and the final, which was approved on Mar 13, 2024. It was noted by the Board that where some employers are decreasing spends in employee benefits, it is good to see that VCC has focused on improving these for employees with an increased budget.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the 2024-25 Operating Budget, as presented on Mar 27, 2024.
Moved, Seconded and CARRIED

4. 2024/25 Capital Budget

- The annual capital budget process involves departments submitting capital requests and establishing priorities. It is funded through VCC internal capital.
- For 2024/25, Finance and Audit Committee has approved the recommendation to allocate \$3.0M for facilities improvements, library, furniture and equipment, classroom enlargement and IT projects. It is the same budget as the prior year. It was confirmed that the allocation could be increased, if necessary, with approval by the Board, but that \$3.0M is considered a satisfactory budget at this time.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the 2024-25 Capital Budget, as presented on Mar 27, 2024.
Moved, Seconded and CARRIED

7. GOVERNANCE COMMITTEE (GC)

1. Chair's Report – Presented by P. Yeung on behalf of N. Mandryk

- The Governance Committee (GC) met on Mar 13, 2024. In addition to item 7.2, they commenced the process for the 2024 Board Evaluation, which starts with reviewing the survey categories and statements, and the timeline. For 2024, some of the statements were rephrased for clarification of intent. The Stakeholder Relations category was renamed VCC Relations. The board survey is deployed in April, and the GC present a summary of results with recommendations to the Board in May.
- For providing advice to Education Council on the governance process as it relates to the new International Education Strategic Plan (IESP), the GC reviewed the College & Institute Act, and agreed that the IESP is part of the larger Strategic Innovation Plan (SIP), and that presenting it to the Board for information is the correct process. The Board receives updates on the SIP.

2. G.1.0 Board Conduct Bylaw Annual Oath of Office reaffirmation

- For Oath of Office annual reaffirmation, the Governance Committee (GC) reviewed Board Bylaw G.1.0 Board Conduct. The following minor edits to G.1.0 were approved:
 1. Throughout, change “citizen” to “private individual”.
 2. Under Related Legislation & Policies:
 - Added Human Rights Code, RSBC 1996, c 210
 3. Under Related VCC Policies & Procedures, added:
 - Sexual Violence & Misconduct
 - Whistleblower Policy & Procedures
 - Financial Responsibility and Accountability
- J. Hartman conducted the annual Oath of Office affirmation, and the Board signed the Oath.

8. HUMAN RESOURCES COMMITTEE (HRC) REPORT

1. Chair's Report – Presented by J. Hartman

- The Human Resources Committee (HRC) met on Mar 12, 2024. In collaboration with President Patel, the HRC finalized the President's 2024 Performance Objectives, which were subsequently approved by the Board. The objectives are categorized under Strategic Planning & Financial, Campus Development & Infrastructure, Reconciliation at VCC, Environmental Sustainability & Climate Action, Planning for the Future and Personal Development. The HRC will regularly receive status updates, reporting back to the Board.

9. INDIGENIZATION AT VCC

- David Kirk, Dean, Curriculum and Pedagogy, spoke about his VCC journey since joining in July 2023. He shared his family history and life experiences, which led him to a career in social work and education. In the first 8 months of him joining VCC, there has been good progress with Indigenous related curriculum development. There are also new hires in key areas impacting Indigenous learners. He spoke to the importance of student's needing to be seen and heard, as well, the value of showcasing success stories.
- Dean, Indigenous Initiatives, Jessie Williams, spoke of the wrap-around support services that VCC offers to Indigenous students, including Elders in Residence support and cultural activities for engagement and connection.

10. VCC FOUNDATION

- J. Yu (Board representative on the VCC Foundation Board (VCCF)) presented a report to the Board,
- The VCC Foundation hosted the annual Flourish fundraising gala on Feb 27, 2024. The event raised a record breaking \$200K for virtual reality technology. VCCF Executive Director, M. Gookstetter acknowledged the VCCF team for their work coordinating this event.
- The following VCCF upcoming events were highlighted:
 - May 9: Outstanding Alumni Awards
 - Apr 12: Ground Blessing Ceremony for Centre for Clean Energy & Automotive Innovations

- May 24: Spring Student Awards (a.m. and p.m.) ceremonies

11. NEW BUSINESS

1. Strategic Innovation Plan (SIP) Update

- A. Patel presented an update on the Strategic Innovation Plan (SIP), starting with a brief background intro for new members on the 5 strategic priorities and objectives. He explained that Truth and Reconciliation, and Justice, Equity, Diversity & Inclusion are key elements of each priority. The objectives may change, but the priorities do not. They guide the strategic direction.
- The report (insert report link) has included employee/student/external party quotes are used to support accomplishments.
- Priority highlights:
 - **Academic Innovation:** VCC's Access Programs, including acquiring Douglas College's Sign Language Interpretation Diploma Program, making VCC the only public post-secondary institution offering this important education; incorporating an Indigenous Business in Canada course in current business program, developing micro-credentials.
 - **Campuses of the Future:** \$271.3M funding for new CCEAI.
 - **Operational Excellence:** Improved efficiency by updating processes and tech systems.
 - **Empowered People:** "Lead-In" professional development training, hosted internally for employees.
 - **Engaged Communities:** Downtown campus Seiffert Market opening, facilitated training on First Nations lands.
- The Board liked the anchoring of each section with a quote, and they acknowledged that it has taken a lot of work, consultation and collaboration to reach this point, and everyone should be proud.
- A. Patel thanked the Marketing & Communications department and VP, Jane Shin for their work on the SIP. He confirmed that it will be accessible to the public online, as well, it's shared with BC government ministries and agencies, MLA's and other industry partners.

12. NEXT MEETING & ADJOURNMENT

- The next regular public board meeting is on May 29, 2024.
- The meeting adjourned at 7:14 p.m.



Board of Governors Public Meeting
May 29, 2024

BOARD OF GOVERNORS CORRESPONDENCE

DATE	TO	FROM	DETAIL
Apr 5, 2024	VCC Board	Ministry of Post-Secondary Education and Future Skills	REGISTRATION INVITE: Post- Secondary Board Governance Workshop: June 13 & 14, 2024 @ Vancouver Convention Centre

BOARD OF GOVERNORS ACTIVITY

Board members have attended the following events since March 27, 2024:

DATE	EVENT
Apr 12, 2024	Ground Blessing – Centre for Clean Energy and Automotive Innovation
Apr 17, 2024	Board Education: Cyber Security Governance
Apr 26, 2024	Governing in the Public Interest Conference
Apr 28-May 1, 2024	College & Institute Canada (CiCan) Annual Conference
May 13, 2024	YWCA Women of Distinction Awards
May 24, 2024	Spring Student Awards



VCC NEWS AND EVENTS

March 2024 – May 2024

- On May 22, **VCC hosted its Mental Health and Wellbeing Event**, "Connecting Through Music, Movement, and Laughter." Students, staff, family, and community members enjoyed live music, bannock, Tai Chi, hand massages, therapy dogs, Chair Yoga, Drum Circles, Laughter Yoga, Sound Healing, and Ecstatic Dance.
- On May 21, **VCC hosted Jada Natalie Stevens, an award-winning Graphic Designer and Wayfinding Strategist**. Jada, a Senior Advisor at TransLink and a DMD alumna, shared her expertise on creating customer-centric products and spaces. Jada, also Chair of our DMD Program Advisory Committee and recipient of VCC's 2018 Outstanding Alumni Award, is dedicated to mentoring new designers.
- On May 13, VCC was awarded the **2024 Women of Distinction Outstanding Workplace** accolade (*pictured below*), at the prestigious YWCA Metro Vancouver Women of Distinction Awards ceremony. A testament to VCC's commitment to fostering an inclusive and empowering environment, it is an incredible honour to have our efforts recognized.



Members of the VCC Board of Governors, senior leadership, and staff celebrate the college winning the 2024 YWCA Women of Distinction Outstanding Workplace award.

- On May 9, VCC held our **2024 Outstanding Alumni Awards** ceremony, honouring the remarkable achievements of our exceptional alumni. President Ajay Patel praised their dedication, emphasizing VCC's values of excellence and community. Congratulations to award winners Samantha Rematore, Ali Raja Memar, Talita Zampieri Lima Mendes, and Lloyd Taganahan.
- VCC celebrated **National Nursing Week (May 6-12)** by sharing [Darlene Dalby's inspiring journey as an Indigenous nursing advocate](#). Darlene is a proud First Nations woman from Dakelh (Carrier) and Secwepemc (Shuswap) Nations who had two full careers before returning to Vancouver Community College for her training.



- On May 6, **VCC came together to honour the lives of the murdered and missing Indigenous women and girls, as well as gender diverse individuals**, in a solemn vigil held at the Broadway campus courtyard. We extend our gratitude to all who joined us to listen, learn, and share these important truths as we continue our journey towards decolonization and reconciliation.
- On April 30, **Marcia Tanaka, VCC's Department Leader for Deaf and Hard of Hearing, won Silver in Leadership Excellence for Faculty from CIGan!** Marcia's 30-year dedication has shaped VCC's curriculum, empowering Deaf and hard of hearing students.



- On April 12, **VCC welcomed members from the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səlilwətał (Tseil-Waututh) Nations to hold a [traditional ground blessing](#).** The event honoured the history of the land and prepared the campus for the construction of the new Centre for Clean Energy and Automotive Innovation (*pictured above*).

GOVERNMENT RELATIONS

- On May 17, **VCC celebrated 50 years of serving the Deaf, Deaf-Blind, Hard of Hearing, and Visually Impaired Adults, through our departments like DHH, DADS, VIP, and IS**, we've provided invaluable training and unwavering support to our community. The celebration showcased the impact of our collective efforts, with special guests including MLA Joan Phillip and heartfelt video greetings from PSFS Minister Lisa Beare.

VCC IN THE NEWS (HIGHLIGHTS)

- **[Vancouver Community College honours land for new innovation centre with ground blessing ceremony](#)** The ground blessing ceremony honours the land that the college's new Centre for Clean Energy and Automotive Innovation will be built on, with the centre being the catalyst for VCC's larger Campus Plan, April 15, 2024



UPCOMING EVENTS

- The **16th Annual Fair in the Square, on June 9** will provide a much-needed opportunity to connect with the community surrounding the downtown campus, while celebrating the vibrancy and resilience of our inner city.
- VCC Asian Culinary grads are off to win gold in the World Asian Culinary Competition ... AGAIN! To support the team in Taipei this September, **VCC Foundation is hosting a fundraising dinner for the team on Monday, June 17 at JJ's Restaurant**. All funds raised through the event sponsorship and ticket sales will support the training and travel costs for the team.
- The **Spring Convocation ceremony, on June 27** at the Queen Elizabeth Theatre, will celebrate the achievements of VCC graduates.

PREPARED BY: VCC Marketing & Communications
DATE: May 22, 2024



INFORMATION NOTE

PREPARED FOR: Board of Governors

DATE: May 29, 2024

ISSUE: Education Council Chair Report to Board of Governors

ARTICULATION AGREEMENT WITH NSCAD

The School of Trades, Technology and Design established an articulation agreement with NSCAD University in Nova Scotia. The agreement will enable VCC's Jewellery Art & Design Diploma graduates to transfer into NSCAD's Bachelor of Fine Arts degree program. Since VCC is the sending institution, the agreement does not require EdCo or Board approval and is presented for information only.

EDUCATION COUNCIL PLANNING DAY

Education Council will hold its bi-annual Planning Day on June 6. A session on generative AI will be facilitated by a speaker from Capilano University. In the context of the ongoing review of VCC's Curriculum Development and Approval policy, there will be a discussion about these processes as well as curriculum review at Education Council.

MEMBERSHIP CHANGES

Sarah Kay stepped down as Vice-Chair of Education Council due to a leave, but will remain a member of Education Council. Louise Dannhauer was elected EdCo Vice-Chair for the remainder of the term (until December 2024).

Student representative Jessica Ligeralde's term on Education Council ended in April 2024 due to her graduation from VCC. We thank Jessica for her active participation on both Education Council and Curriculum Committee during her term.

ACADEMIC GOVERNANCE COUNCIL

The Academic Governance Council is made up of EdCo chairs and vice-chairs from institutions across B.C. The council last met on May 21 and discussed items of interest raised by constituent members, including governance and approvals processes for non-credit programming, competing pressures on policy development, and the Quality Assurance Process Audit (QAPA) review process. Additionally, decolonization and Indigenization of governance has been an ongoing topic of discussion, encompassing questions of Indigenous representation at EdCo as well as questions about decolonizing practices and processes.

ATTACHMENTS: Appendix A – Articulation Agreement with NSCAD

PREPARED BY: Natasha Mandryk, Chair, Education Council

DATE: May 22, 2024

Articulation Agreement

Between

NSCAD University, a university existing under the laws of the Province of Nova Scotia, with its head office located in the City of Halifax, Province of Nova Scotia (NSCAD)

And

Vancouver Community College, a public College with its central office located in the city of Vancouver, Province of British Columbia, Canada (VCC)

Agreement for Articulation

from the Jewellery Art & Design Diploma (VCC) to the Bachelor of Fine Arts, degree program (NSCAD)

WHEREAS Vancouver Community College (VCC) and NSCAD University (NSCAD) recognize that collaboration between post-secondary institutions may be mutually beneficial;

AND WHEREAS VCC and NSCAD recognize that articulated transfer arrangements are feasible and beneficial from a student and institutional perspective;

In the spirit of cooperation between VCC and NSCAD and in the interest of providing further education opportunities for participating students at both NSCAD and VCC, the two institutions agree to the following principles for block articulation:

Students who have completed the Jewellery Art & Design Diploma from VCC with a minimum cumulative average upon graduation of 3.0 or higher may apply for admission to the Bachelor of Fine Arts, degree program at NSCAD with advanced standing. Students will be granted up to a maximum of 60 credits toward the Bachelor of Fine Arts degree at NSCAD. This generally represents 50% of the degree requirements.

Students must meet NSCAD's entrance criteria, submit a portfolio and have obtained the VCC minimum passing grade in all courses to be accepted for advanced standing and entry to NSCAD's Bachelor of Fine Arts.

NSCAD's agreement with respect to the transfer of credits is based on NSCAD's review of the current respective VCC programs. Please refer to the attached appendix A for the transfer credit structure.

In the event there are substantive changes to any of these programs which, in NSCAD's sole discretion, affect the ability of NSCAD to grant transfer credits, NSCAD reserves the right to amend the admission prerequisites, or terminate the Agreement. VCC agrees to notify NSCAD with as much lead time as possible, about any substantive changes to the program/s.

VCC and NSCAD agree that the courses, referenced in appendices A, B, and C, awarded by VCC from January 1, 2024 onward will be subject to the transfer credit and admission into Bachelor of Fine Arts. For students who graduated from VCC prior to January 1, 2024, transfer credits will continue to be

assessed on an individual basis. VCC and NSCAD agree to publish information on this Agreement in each other's communication vehicles as appropriate.

Implementation of this Agreement will be through the Registrar's Office at each institution, in consultation with the appropriate authorities in the respective programs. VCC and NSCAD agree to put forth a schedule of student engagement events on an annual basis to ensure enrolment and retention efforts for both institutions.

This Articulation Agreement is effective for a period of five (5) years commencing as of the date of the last signature below. At the end of the term, this Agreement will be reviewed by the parties and may be extended for an additional period as agreed upon in writing by the parties. The parties agree that any VCC transfer student who is enrolled in courses at NSCAD at the time of termination of this Agreement will not have his/her courses disrupted due to the termination.

This Agreement may be terminated by either party giving at least one (1) year prior written notice.

SIGNED ON BEHALF OF:

VANCOUVER COMMUNITY COLLEGE

NSCAD UNIVERSITY

Lucy Griffith
Dean
School of Trades, Technology & Design

Jana Macalik, Interim Provost and VP Academic
and Research



Signature

Signature

March 11, 2024

Date

Date

APPENDIX A (VCC Art & Design)

Vancouver Community College: Jewellery Art & Design Diploma/NSCAD

Course Code	Course Title	Credits	Course Code	Course Title NSCAD	Credits
JADE 1120	Metal Techniques 1: Foundations of Goldsmithing	12	JWLY 2000	Introduction to Jewellery	3
			&		
			ARTS 1199	Studio Transfer	9
JADE 1121	Drawing 1	1.5			
JADE 2222	Drawing 2	1.5	DRAW 1199	Studio Transfer	3
JADE 1122	History & Culture of Jewellery	1.5			
JADE 1128	History & Culture of Jewellery 2	1.5	AHIS 1199	Art History Transfer	3
JADE 1123	Metal Techniques 2: Wax Modelling and Casting	6	JWLY 2701	Lost Wax Casting	3
			&		
			ARTS 1199	Studio Transfer	3
JADE 1124	Gemstone Settings 1	3	ARTS 1199	Studio Transfer	3
JADE 1125	Design 1	1.5			
JADE 2227	Design 2	1.5	FNDN 1010	Intro to Studio Practice	3
JADE 1126	Practical Gemmology 1	2			

JADE 2223	Practical Gemmology 2	2	JWLY 3010	Gemmology	3
JADE 1127	Year One Capstone project	3			
JADE 2220	Metal Techniques 3: Advanced Fabrication	6	JWLY 2500	Jewellery II: Methods	3
			&		
			JWLY 2199	Studio Transfer	3
JADE 2221	Gemstone Settings 2	3	JWLY 1199	Studio Transfer	3
JADE 2224	Digital Jewellery Design 1	1.5			
JADE 2228	Digital Jewellery Design 2	1.5	CRFT 1030	Digital Tools for Making	3
JADE 2225	Metal Techniques 4: Specialized Jewellery Processes	6	ARTS 2199	Studio Transfer	6
JADE 2226	Gemstones Settings 3	3	ARTS 2199	Studio Transfer	3
JADE 2229	Business Practices for Jewellers	2.5	ARTS 3110	Entrepreneurship for the Arts	3
JADE 2230	Diploma Project	3	ARTS 2199	Studio Transfer	3
	TOTAL credits	63.5		Total NSCAD credits	60



DECISION NOTE

PREPARED FOR: Board of Governors

DATE: May 29, 2024

ISSUE: Vancouver Community College Enrolment Plan 2024–25

BACKGROUND:

The annual enrolment plan reflects budgeted registrations projected by Finance, which in turn represent prospective enrolment. The plan informs the budget process and is used to guide the number and size of course or cohort offerings in departments and program areas. Although it is a plan and subject to change, the snapshot of data provides an overall picture of program enrolment. The result is the culmination of significant and meaningful input from a broad range of constituents.

This year, the format was adjusted to remove projected full-time equivalent (FTE) student numbers and solely report projected registrations, in order to simplify and streamline the reporting process. Registrations are the authoritative measure used in enrolment planning, and FTE calculations are not standardized between programs or registrations.

DISCUSSION:

The Enrolment Plan was circulated to EdCo members on March 1. Vice President Academic and Research David Wells, Registrar Dave McMullen, and Deputy Registrar Les Apouchtine facilitated an educational session around the Enrolment Plan for EdCo members on March 11, also attended by Janet Latter, Manager, Institutional Research. At this session, the process of creating the plan was outlined, which involves educational departments, deans, Finance, the Registrar's Office and Institutional Research.

It was acknowledged that the numbers for both domestic and international enrolment would require adjustments. On the domestic side, the main factor creating inaccurate numbers was the erroneous inclusion of registrations from January, February, or March 2024 in the 2024–2025 plan, which covers April 2024–March 2025. International numbers were noted as being about 20–25% higher than they should be.

The initial draft of the Enrolment Plan 2024–2025 was discussed at a special Education Council meeting on March 18 to provide advice to the Board of Governors. Since it was identified that both domestic and international registration numbers required adjustments, EdCo advised the Board to delay approval until an updated plan was available. The draft Enrolment Plan was not presented at the March 27 Board meeting.

In May, an updated draft Enrolment Plan was provided to Education Council for discussion at its May 14 meeting. The updated draft removed the erroneous inclusions of domestic enrolments (from January—March 2024) and international enrolment in domestic-only developmental programming. International registration numbers were also adjusted.

David Wells advised that given recent changes which have come from Immigration, Refugee and Citizenship Canada, the situation with international students remains a fluid one. It is probable that the changing environment regarding international student recruitment will change. However, there are many variables beyond the control of the College which will play out in real time and will impact overall international student numbers.

There was discussion about reduced budgeted registration numbers for specific areas, including Music, Computer Systems Technology Diploma, and Baking. The reasons for the lower numbers were clarified; no strategic program reduction is planned.

RECOMMENDATION:

THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at this meeting, the 2024–2025 Enrolment Plan.

ATTACHMENT: Appendix A – Enrolment Plan 2024–25

PREPARED BY: Natasha Mandryk, Chair, Education Council

DATE: May 22, 2024

2024-25 Enrolment Plan			Final FTE - CDW					2023-24							2024-25			
								Actual FTE Forecast*			Budgeted Registrations	Actual Registrations*			Seat Utilization to Budget	Budgeted Registrations		
			2018-19	2019-20	2020-21	2021-22	2022-23	Domestic	International	Total		Domestic	International	Total		Domestic	International	Total
CCS	3,4,5	Centre for Continuing Studies	693.01	593.64	507.02	775.42	856.36	478.01	554.08	1,032.09	11,036	5,295	6,494	11,789	107%	3,502	4,669	8,171
CTT	1,4,5	Trades, Technology & Design	1106.48	1262.28	1220.25	1309.68	1191.14	765.62	475.12	1,240.74	10,994	6,198	4,016	10,214	93%	6,176	3,771	9,947
LLTL	4	Library, Language, Teaching & Learning ⁶		419.66	928.25	146.97	150.12	213.15	0.00	213.15	1,678	2,294	-	2,294	137%	1,780	-	1,780
SAS	2,4	Arts and Sciences	2082.84	1721.50	917.66	1500.13	1763.99	1,934.99	74.12	2,009.11	11,802	12,427	947	13,374	113%	11,063	1,960	13,023
SHP	1,4	Hospitality, Food Studies & Applied Business	1062.14	1088.38	1050.97	1047.64	1215.28	463.02	869.12	1,332.14	14,545	4,522	9,253	13,775	95%	4,744	8,539	13,283
SHS	3,4	Health Sciences	809.37	750.05	704.75	876.95	856.39	751.77	13.38	765.15	9,813	9,789	171	9,960	101%	9,199	189	9,388
SIE	4	Instructor Education ⁷	275.80	199.29														
CIN		International Education	554.06	780.01	743.57	867.47	1136.30	3.20	1,855.69	1,858.89	17,171	35	20,103	20,138	117%	18	20,067	20,085
			6,583.71	6,814.83	6,072.47	6,524.25	7,169.58	4,609.76	3,841.51	8,451.27	77,039	40,560	40,984	81,544	106%	36,482	39,195	75,677

*as of February 27, 2024

FTEs are allocated in this report to Schools in order to reflect department performance. FTEs for government reporting are allocated by student

LINC reported in Actuals, not included in Budgeted

Budgeted Registrations and Actuals data are activity where census/freeze date falls within Fiscal year.

1. Contributes to SkilledTradesBC target.
2. Contributes to AVED ABE/ESL/ASE targets
3. Contributes to AVED Health target.
4. Contributes to AVED target.
5. Contributes to Expansion target
6. LLTL was new in 2019-20 and not active during the 2020-21 budget process. ESL moved back to SAS in 2021-22.
7. SIE moved to LLTL

2024-25 Enrolment Plan		2023-24								2024-25			
		Actual FTE Forecast*			Budgeted Registrations	Actual Registrations*			Seat Utilization to Budget	Budgeted Registrations			
		Domestic	Intl	Total		Domestic	Intl	Total		Domestic	Intl	Total	
School of Arts and Sciences	1901	Visually Impaired Adult Program	8.92	0.00	8.92	50	51	0	51	102%	56	-	56
	1902	Deaf & Hard of Hearing	16.27	0.56	16.83	156	84	4	88	56%	148	-	148
	1903	Community & Career Education	31.68	0.00	31.68	319	353	0	353	111%	362	-	362
	1909	CCED Part Time Courses	14.88	0.00	14.88	33	37	0	37	112%	33	-	33
	1951	ASL and Deaf Studies	31.38	0.00	31.38	154	418	0	418	271%	458	-	458
	1952	ASL and Deaf Studies - Part time	25.86	0.00	25.86	108	88	0	88	81%	120	-	120
	1954	Sign Language Interpretation	10.83	0.00	10.83		132	0	132		294	-	294
	2001	Access to Careers & Education	3.04	0.00	3.04	76	19	0	19	25%	112	-	112
	2003	ABE Intermediate Youth	14.08	0.00	14.08	72	90	0	90	125%	135	-	135
	2004	College & Career Access	212.44	0.00	212.44	1,198	1,327	0	1,327	111%	1,182	-	1,182
	2005	Basic Education	62.42	0.00	62.42	255	262	0	262	103%	286	-	286
	2006	CF - Humanities	23.04	0.00	23.04	174	144	0	144	83%	174	-	174
	2007	CF - Mathematics	44.48	0.00	44.48	420	278	0	278	66%	360	1	361
	2008	CF - Science	93.28	0.00	93.28	761	581	0	581	76%	660	-	660
	2016	UT Humanities	93.90	14.30	108.20	824	939	143	1,082	131%	919	37	956
	2017	UT Mathematics	37.40	16.70	54.10	428	374	167	541	126%	411	37	448
	2018	UT Science	110.72	4.32	115.04	815	874	36	910	112%	901	2	903
	2019	ABE Lab	7.66	0.00	7.66	35	48	0	48		40	-	40
	2022	UT Engineering	5.00	1.30	6.30	74	50	13	63	85%	90	-	90
	2023	UT Computing Science&Software	4.90	8.40	13.30	112	49	84	133	119%	88	97	185
	2026	VR and AR	0.36	1.22	1.58	8	4	14	18		2	2	4
	2027	ECCE Certificate									497	1,766	2,263
	3350	LINC	470.42	0.00	470.42	1882	2,024	0	2,024			-	-
	3366	ESL Pathways	553.13	0.07	553.20	2,774	3,266	1	3,267	118%	2,956	-	2,956
	4204	Music	35.18	7.95	43.13	805	586	121	707	88%	544	1	545
	4206	Music Degree	12.36	2.40	14.76	217	144	27	171	79%	163	-	163
	4208	Dance Diploma	1.60	3.23	4.83	52	29	59	88	169%	72	17	89
4209	Dancing Diploma - Arts Umbrella	6.69	13.67	20.36		138	278	416		-	-	-	
A314	ORFF Teacher Train 2223 Aug'22	3.07	0.00	3.07		28	0	28				-	
A346	Gateway to PS Jan3-Jun30'24	0.00	0.00	0.00		10	0	10				-	
Total		1,934.99	74.12	2,009.11	11,802	12,427	947	13,374	113%	11,063	1,960	13,023	
School of Library, Language, Teaching & Instruction	1500	Provincial instructor Diploma	183.41	0.00	183.41	1,564	2,003	0	2,003	128%	1,636	-	1,636
	1531	Trades Instructor	6.62	0.00	6.62	32	92	0	92	288%	72	-	72
	1535	Online/eLearning Instruction	19.19	0.00	19.19	82	153	0	153	187%	72	-	72
	A331	BC Hydro 2324 Apr1'23-Aug31'24	1.30	0.00	1.30		13	0	13				-
	A341	2324BCHYDRTRAI3004 Nov23-Mar24	1.33	0.00	1.33		20	0	20				-
	A342	BC Hydro-PIDP Oct23-Mar24	1.30	0.00	1.30		13	0	13				-
	Total		213.15	0.00	213.15	1,678	2,294	0	2,294	137%	1,780	-	1,780
	4610	Health Unit Coordinator	32.12	0.00	32.12	537	392	0	392	73%	423	-	423
	5002	Resident Care Attendant ESL	0.00	0.00	0.00	180	0	0	0		-	-	-
	5004	Practical Nursing	140.23	0.00	140.23	2,258	2,161	0	2,161	96%	2,264	-	2,264
	5005	Pharmacy Technician	28.84	0.00	28.84	409	485	0	485	119%	498	-	498
	5017	Access to Practical Nursing	35.76	0.00	35.76	518	626	0	626	121%	594	-	594
	5019	Success in Practical Nursing	0.15	0.00	0.15		3	0	3				-
	5031	Baccalaureate Nursing	126.86	0.00	126.86	1,338	1,339	0	1,339	100%	1,262	-	1,262
	5076	Occup/Physical Therap Assist	38.72	0.98	39.70	515	434	13	447	87%	375	15	390
	5078	LPN Bridging to BSN	19.67	0.00	19.67	96	94	0	94	98%	96	-	96

2024-25 Enrolment Plan		2023-24							2024-25				
		Actual FTE Forecast*			Budgeted Registrations	Actual Registrations*			Seat Utilization to Budget	Budgeted Registrations			
		Domestic	Intl	Total		Domestic	Intl	Total		Domestic	Intl	Total	
School of Health Sciences	5101	Dental Hygiene	33.58	0.00	33.58	370	315	0	315	85%	388	-	388
	5102	Dental Assisting	58.91	0.00	58.91	1,094	1,019	0	1,019	93%	1,093	-	1,093
	5103	Dental Technology	12.40	12.00	24.40	309	150	150	300	97%	171	174	345
	5104	Dental Reception Coordinator	31.26	0.00	31.26	246	281	0	281	114%	266	-	266
	5106	Dental Radiography	3.94	0.00	3.94	32	36	0	36	113%	19	-	19
	5115	Distance Dental Assisting	27.03	0.00	27.03	381	472	0	472	124%	442	-	442
	5116	Health Care Assistant	43.82	0.36	44.18	980	583	4	587	60%	806	-	806
	5117	Medical Lab Assistant	53.32	0.00	53.32	432	481	0	481	111%	432	-	432
	5118	CCAHA Part Time Programs	0.00	0.00	0.00	64	0	0	0	0%	-	-	-
	5120	CDA Directed Studies DAST 1600	0.96	0.04	1.00	54	81	4	85	157%	70	-	70
	A288	HCA Pathways Apr 21-Jun 22	52.41	0.00	52.41		704	0	704				-
	A309	HCA ESL Pathway Sep 22-Jun 23	6.77	0.00	6.77		88	0	88				-
	A333	Min of PS May 1'23-Mar 31'24	5.02	0.00	5.02		45	0	45				-
Total		751.77	13.38	765.15	9,813	9,789	171	9,960	101%	9,199	189	9,388	
School of Hospitality, Food Studies & Applied Business	4601	Legal Administrative Assistant	14.66	0.54	15.20	278	257	9	266	96%	270	-	270
	4602	Medical Office Assistant 15/16	40.14	2.02	42.16	510	521	26	547	107%	520	-	520
	4607	Executive Assistant	1.40	0.00	1.40		14	0	14		-	-	-
	4614	Admin Professional 1 & 2	35.42	7.15	42.57	1,064	669	132	801	75%	808	101	909
	4615	Medical Transcriptionist	0.56	0.00	0.56	198	9	0	9	5%	-	-	-
	4820	Accounting Diploma	4.00	84.80	88.80	1,399	43	935	978	70%	98	1,251	1,349
	4830	Marketing Technology Diploma	2.50	111.10	113.60	1,368	29	1,222	1,251	91%	44	1,384	1,428
	5301	Baking & Pastry Arts	68.71	8.25	76.96	1,430	1,130	134	1,264	88%	1,011	54	1,065
	5302	Baking Intn'l 5 month program									-	14	14
	5305	Baking Apprenticeship	23.00	2.00	25.00	36	23	2	25	69%	20	-	20
	5406	Culinary Arts - Satellite Program	54.74	0.17	54.91	458	430	1	431	94%	588	-	588
	5410	Culinary Arts (Blended)	88.76	248.95	337.71	2,971	839	2,230	3,069	103%	924	2,070	2,994
	5501	Asian Culinary Arts	12.83	3.14	15.97	242	168	41	209	86%	194	48	242
	5701	Hospitality Management	17.50	383.30	400.80	4,066	196	4,329	4,525	111%	149	3,529	3,678
	5702	Hospitality Management App Deg	9.80	17.70	27.50	297	105	192	297	100%	22	88	110
5703	Hospitality Management App Deg	0.00	0.00	0.00	120	0	0	0	0%				
5708	Culinary Arts Apprenticeship	89.00	0.00	89.00	108	89	0	89	82%	96	-	96	
Total		463.02	869.12	1,332.14	14,545	4,522	9,253	13,775	95%	4,744	8,539	13,283	
School of Trades, Technology & Design	4110	Electronics Repair Technology	3.00	62.57	65.57	651	33	680	713	110%	46	583	629
	4202	Jewellery Art & Design	28.51	4.00	32.51	372	296	39	335	90%	334	24	358
	4203	Drafting	54.75	72.70	127.45	2,787	926	1,199	2,125	76%	986	1,130	2,116
	4301	Automotive Collision Repair	38.42	0.0	38.42	600	468	0	468	78%	476	-	476
	4303	Automotive Service Technician	55.27	0.0	55.27	650	678	0	678	104%	668	-	668
	4304	Heavy Duty/Commercial Transport	47.17	0.0	47.17	2,120	1,761	0	1,761	83%	2,136	-	2,136
	4314	Auto Collision Apprentice	81.00	0.0	81.00	88	81	0	81	92%	84	-	84
	4316	Automotive Tech Apprenticeship	189.00	0.0	189.00	182	189	0	189	104%	168	-	168
	4322	Auto Paint - Apprentice	16.00	0.00	16.00	10	16	0	16	160%	14	-	14
	4324	Auto Glass - Apprenticeship	11.00	0.00	11.00	10	11	0	11	110%	14	-	14
	4326	AST Apprenticeship - Online	51.00	0.00	51.00	16	51	0	51	319%	16	-	16
	4329	Transportation Trades Sampler	9.78	0.00	9.78	168	161	0	161	96%	154	-	154
	4430	Visual Comm Design Diploma	29.10	47.87	76.97	1,256	444	735	1,179	94%	422	808	1,230
	4702	Computer Systems Tech Diploma	30.14	23.69	53.83	828	428	342	770	93%	300	307	607
5202	Hairstyling	55.51	135.76	191.27	643	219	531	750	117%	191	407	598	

2024-25 Enrolment Plan		2023-24							2024-25			
		Actual FTE Forecast*			Budgeted Registrations	Actual Registrations*			Seat Utilization to Budget	Budgeted Registrations		
		Domestic	Intl	Total		Domestic	Intl	Total		Domestic	Intl	Total
5215	Hair Design -Satellite Pgrms	18.18	0.00	18.18	67	75	0	75	112%	58	-	58
5219	Hair Apprenticeship	0.00	0.00	0.00	35	0	0	0	0%	-	-	-
5221	Esth-Skin 7 Body Non-ITA	28.59	128.53	157.12	511	126	490	616	121%	109	512	621
A319	ASTH YIT SD41 Sep6'22-Jun29'23	19.20	0.00	19.20		235	0	235				-
Total		765.62	475.12	1,240.74	10,994	6198	4,016	10,214	93%	6,176	3,771	9,947
4305	Technical Training Access				140							
4306	Auto Collision Refinishing Dip	0.00	118.44	118.44	1,692	0	1,606	1606	95%	-	1,473	1,473
4328	Auto Serv Tech Diploma Intl	0.00	89.35	89.35	726	0	716	716	99%	-	754	754
4702	Computer Systems Tech Diploma									18	66	84
4801	Canadian Business Mgmt. Diploma	0.00	542.05	542.05	4,669	0	5,700	5700	122%	-	4,323	4,323
4811	Bus Project Mgmt PD Diploma	0.10	596.20	596.30	5,541	1	6,430	6431	116%	-	5,972	5,972
4820	Accounting Diploma	1.00	30.20	31.20		12	346	358		-	-	-
4830	Marketing Technology Diploma	0.00	15.20	15.20		0	182	182		-	-	-
5116	Health Care Assistant	0.00	0.28	0.28		0	3	3		-	-	-
5122	Health Care Assistant Int'l	0.00	46.32	46.32	514	0	568	568	111%	-	1,033	1,033
5302	Baking Intn'l 5 month program	0.00	17.82	17.82	257	0	295	295	115%	-	210	210
5306	Baking & Pastry - Artisan Int'l	0.00	45.55	45.55	515	0	679	679	132%	-	714	714
5410	Culinary Arts (Blended)	0.00	94.83	94.83	832	0	928	928	112%	-	905	905
5701	Hospitality Management	2.10	126.60	128.70	1250	22	1,410	1432	115%	-	1,896	1,896
5703	Hospitality Diploma Int'l	0.00	132.85	132.85	1035	0	1,240	1240	120%	-	2,721	2,721
Total		3.20	1,855.69	1,858.89	17,171	35	20,103	20,138	117%	18	20,067	20,085
6022	Fashion Design	6.33	12.07	18.40	291	106	179	285	98%	165	264	429
6023	Jewellery	1.26	0.00	1.26	25	29	0	29	116%	24	-	24
6034	Cr Writng-now New Init Art&Des	0.26	0.04	0.30	17	26	4	30	176%	15	-	15
6038	Bldg Mgr Residential	3.32	0.00	3.32	121	91	0	91	75%	60	-	60
6046	Computers - City Centre	3.55	0.00	3.55	53	108	0	108	204%	-	-	-
6052	Early Childhood Education	57.52	165.26	222.78	3,024	1,017	2,864	3881	128%	240	868	1,108
6060	Management Skills Supervisors	5.88	0.00	5.88	40	141	0	141	353%	86	-	86
6064	Office & Admin CertificateProg	46.39	0.26	46.65	1,005	837	3	840	84%	807	-	807
6065	Leadership Skills Certificate	5.35	0.00	5.35	164	102	0	102	62%	72	-	72
6067	Paralegal Program	81.40	0.00	81.40	1,417	893	0	893	63%	1,039	-	1,039
6068	Small Business	1.82	0.00	1.82		48	0	48		30	-	30
6076	Allied Health	39.64	0.00	39.64	83	289	0	289	348%	72	-	72
6082	Sterile Supply Room Aide	77.03	2.00	79.03	183	160	4	164	90%	112	-	112
6088	Renal Technician	32.76	0.00	32.76		43	0	43		16	-	16
6093	Counselling Skills	36.68	0.00	36.68	50	350	0	350	700%	-	-	-
6197	Fashion Merchandising	0.42	0.00	0.42	510	4	0	4	1%	383	-	383
6199	Wedding & Event Management	0.87	0.00	0.87	53	13	0	13	25%	-	-	-
6222	Fashion Non-credit Courses	2.60	0.05	2.65	15	58	1	59	393%	10	-	10
6224	Compressed Natrual Gas (CNG)	0.41	0.00	0.41	76	11	0	11	14%	45	-	45
6225	Technical and Creative Writing	0.08	0.00	0.08		94	0	94		60	-	60
6227	ECCE - Infant Toddler	0.00	0.00	0.00	88	0	0	0	0%	-	-	-
6228	ECCE - Extra	0.00	0.00	0.00	755	0	0	0	0%	-	-	-
6232	Production Micro-credential	9.15	0.00	9.15	60	256	0	256	427%	160	-	160
6245	LERN UGotClass	4.30	0.00	4.30		141	0	141		65	-	65
6255	Optician Diploma	0.00	55.50	55.50	123	0	501	501	407%	-	353	353
6601	IT Operations	2.19	318.75	320.94	260	26	2,931	2957	1137%	41	3,184	3,225

2024-25 Enrolment Plan		2023-24							2024-25			
		Actual FTE Forecast*			Budgeted Registrations	Actual Registrations*			Seat Utilization to Budget	Budgeted Registrations		
		Domestic	Intl	Total		Domestic	Intl	Total		Domestic	Intl	Total
6650	CS Music	0.15	0.05	0.20	2,557	3	1	4	0.2%			-
A125	ESA 1112 Building Management	0.15	0.00	0.15	6	11	0	11	183%			-
A131	ESA Consotrium CapU	1.06	0.00	1.06		16	0	16				-
A271	Acct Sources Community	49.36	0.10	49.46	30	269	6	275	917%			-
A312	CS Production Microcredential	0.46	0.00	0.46	30	13	0	13	43%			-
A330	2324 - ECCE Program Exp	5.07	0.00	5.07		78	0	78				-
A335	Fashion	0.12	0.00	0.12		3	0	3				-
A343	Options Leadership MC	1.68	0.00	1.68		40	0	40				-
A345	AAW-VCC Training Sources BC	0.75	0.00	0.75		19	0	19				-
Total		478.01	554.08	1032.09	11,036	5,295	6,494	11,789	107%	3502	4669	8,171.00



DECISION NOTE

PREPARED FOR: Board of Governors

DATE: May 29, 2024

ISSUE: **RECOMMENDATION FOR APPROVAL:**
Academic Year 2024/2025, 2025/2026, and 2026/27

BACKGROUND:

Les Apouchtine, Deputy Registrar, presented the proposed academic year schedule for 2024—2025, 2025—2026, and 2026—2027.

This document supports the coordination of academic and campus activities and operation of the Registrar’s Office. It includes public holidays and College closures, term dates, and grade submission deadlines.

Unlike in previous years, these proposed academic dates do not include a set exam period, since many programs do not include exams. Instead, the proposed schedule lists “Last Day of Class/Exams”, which is applicable to more VCC programs.

DISCUSSION:

It was noted that the Fall 2026 semester, as proposed, is shorter than usual at 67 instructional days due to a late Labour Day (Sept 7, 2026). By comparison, the Fall 2025 semester has 71 instructional days and the Winter 2027 semester, as proposed, has 73 days. Fall semester also includes four statutory holidays and VCC Day, an in-service staff day on which all daytime classes are cancelled.

The short Fall 2026 semester will make it challenging for some areas to meet instructional hours. The Registrar’s Office/Academic Scheduling will need to work proactively with these areas to arrange scheduling so required contact hours are met.

The Registrar’s Office is consulting with People Services and other affected areas about moving VCC Day from the traditional November date to the winter term (January–April), which would reduce the impact of lost instructional hours during the generally shorter Fall term.

The dates for the holiday closure over the winter break fall under the purview of People Services; for this reason, the dates are listed as “TBD” on the schedule.

RECOMMENDATION:

THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at this meeting, the Academic Year 2024—2025, 2025—2026, and 2026—2027.

ATTACHMENT: Appendix A – Academic Year 2024—2025, 2025—2026, and 2026—2027.

PREPARED BY: Natasha Mandryk, Chair, Education Council

DATE: May 21, 2024

APPENDIX A

Academic Year Information

Note: Some vocational and/or trades programs may start or end on dates that do not coincide with the semester-based dates below. Please contact the appropriate instructional department for additional information.

Public Holidays and Closures (2024/2025)	
Event	Date
Labour Day	Mon, Sep 02, 2024
National Day for Truth and Reconciliation	Mon, Sep 30, 2024
Thanksgiving	Mon, Oct 14, 2024
VCC Day	TBD
Remembrance Day	Mon, Nov 11, 2024
Holiday Closure (TBD)	Mon, Dec 23, 2024 – Wed, Jan 01, 2025
Family Day	Mon, Feb 17, 2025
Good Friday	Fri, Apr 18, 2025
Easter Monday	Mon, Apr 21, 2025
Victoria Day	Mon, May 19, 2025
Canada Day	Tue, Jul 01, 2025
BC Day	Mon, Aug 04, 2025

Term Dates (2024/2025) (For courses running the entire term)			
Term	Fall	Winter	Spring/Summer
First Day of Class	Tue, Sep 03, 2024	Mon, Jan 06, 2025	Mon, May 05, 2025
Last Day of Class/Exams	Mon, Dec 16, 2024	Wed, Apr 16, 2025	Fri, Aug 15, 2025
Grade Submission Deadline	Thu, Dec 19, 2024	Fri, Apr 25, 2025	Fri, Aug 22, 2025

Public Holidays and Closures (2025/2026)	
Event	Date
Labour Day	Mon, Sep 01, 2025
National Day for Truth and Reconciliation	Tue, Sep 30, 2025
Thanksgiving	Mon, Oct 13, 2025
VCC Day	TBD
Remembrance Day	Tue, Nov 11, 2025
Holiday Closure (TBD)	Tue, Dec 23, 2025 – Mon, Jan 05, 2026
Family Day	Mon, Feb 16, 2026
Good Friday	Fri, Apr 03, 2026
Easter Monday	Mon, Apr 06, 2026
Victoria Day	Mon, May 18, 2026
Canada Day	Wed, Jul 01, 2026
BC Day	Mon, Aug 03, 2026

Term Dates (2025/2026) (For courses running the entire term)			
Term	Fall	Winter	Spring/Summer
First Day of Class	Tue, Sep 02, 2025	Mon, Jan 05, 2026	Mon, May 04, 2026
Last Day of Class/Exams	Mon, Dec 15, 2025	Fri, Apr 17, 2026	Mon, Aug 17, 2026
Grade Submission Deadline	Thu, Dec 18, 2025	Fri, Apr 24, 2026	Mon, Aug 24, 2026

Public Holidays and Closures (2026/2027)	
Event	Date
Labour Day	Mon, Sep 07, 2026
National Day for Truth and Reconciliation	Wed, Sep 30, 2026
Thanksgiving	Mon, Oct 12, 2026
VCC Day	TBD
Remembrance Day	Wed, Nov 11, 2026
Holiday Closure (TBD)	Wed, Dec 23, 2026 – Fri, Jan 01, 2027
Family Day	Mon, Feb 15, 2027
Good Friday	Fri, Mar 26, 2027
Easter Monday	Mon, Mar 29, 2027
Victoria Day	Mon, May 24, 2027
Canada Day	Thu, Jul 01, 2027
BC Day	Mon, Aug 02, 2027

Term Dates (2026/2027) (For courses running the entire term)			
Term	Fall	Winter	Spring/Summer
First Day of Class	Tue, Sep 08, 2026	Wed, Jan 06, 2027	Mon, May 03, 2027
Last Day of Class/Exams	Tue, Dec 15, 2026	Tue, Apr 20, 2027	Fri, Aug 20, 2027
Grade Submission Deadline	Fri, Dec 18, 2026	Fri, Apr 23, 2027	Fri, Aug 27, 2027



INFORMATION NOTE

PREPARED FOR: Board of Governors

DATE: May 29, 2024

ISSUE: Revised Program: Counselling Skills Foundations: Mental Health & Addictions Certificate

BACKGROUND:

The Counselling Skills Foundational Certificate program offered by the Centre for Continuing Studies has undergone a series of revisions since 2017. In 2023, the program was revised based on consultations with instructors, experts in the field, and the Program Advisory Committee to enhance learning related to addictions.

Changes to the curriculum include the addition of specific addictions-focused learning outcomes throughout and a new course on pharmacology and concurrent disorders. The program name was also changed to Counselling Skills Foundations: Mental Health and Addictions Certificate.

The revised curriculum, including nine revised and three new courses, was approved by Education Council in May 2023. Since there was no discussion about potential re-costing of the program at the time, Education Council did not make a second motion to provide advice to the Board of Governors regarding program implementation.

DISCUSSION:

In May 2024, the Education Council Chair was informed that the Ministry considered the change to constitute substantial revision and approved a tuition change.

As noted above, in cases of substantial program revision resulting in tuition changes, Education Council normally provides formal advice to the Board of Governors on program implementation. Since no motion was made at the May 2023 meeting, no formal recommendation from Education Council is presented at this meeting.

In order to avoid delays to student registration and to the planned program launch for September 2024, the Education Council Executive agreed with the proposal to bring the revised

tuition to the Board of Governors in May 2024 without formal EdCo advice on program implementation, as an exceptional situation.

As noted above, Education Council approved the curriculum changes as presented and had no concerns about the program.

PREPARED BY: Natasha Mandryk, Chair, Education Council

ATTACHMENT: APPENDIX A - Program Content Guide

APPENDIX A

V C C . C A

Counselling Skills Foundations: Mental Health & Addictions

Program Content Guide

EFFECTIVE DATE

January 2024

PURPOSE

The Counselling Skills Foundations: Mental Health and Addictions Certificate provides learners with theoretical and practical knowledge in basic counselling skills to prepare them for work in support positions across diverse community settings.

ADMISSION REQUIREMENTS

- English Studies 12 with a minimum 'C+' grade or [English Language Proficiency](#) at a minimum Grade 12 'C+' level, or equivalent
- [CNSK 1401 \(Basic Counselling Skills\)](#) with a minimum 'C' grade or equivalent
- VCC Counselling Skills Reference Form and Rubric from a volunteer or employment supervisor verifying the following:
 - completion of 60 hours of work or volunteer experience in the helping field (must include direct client contact), *and*
 - personal and professional readiness for the program

Upon Acceptance:

- Criminal Record Check (CRC): Students in this program are required to complete a CRC. The CRC must be completed according to [VCC's Criminal Record Check instructions](#). Students whose CRC results indicate they pose a risk to vulnerable populations will not be able to complete the requirements of the program (e.g. practicums) or graduate.

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

Students may request formal recognition of prior learning attained through informal education, work, or other life experience, including Indigenous ways of knowing. Credits may be granted to students who are able to sufficiently demonstrate the learning outcomes of specific courses.

PLAR is available for all courses in the program, *except*:

- CNSK 1502 Foundations of Counselling
- CNSK 1505 Individual Counselling Skills
- CNSK 1508 Assessment Practices
- CNSK 1521 Practicum

PLAR is available for some courses and will be assessed by the Department according to standardized practice and using one or more of the following components: challenge exam, demonstration, interview, or external evaluation.

See [Prior Learning Assessment and Recognition](#) policy for more information.

PROGRAM DURATION & MAXIMUM TIME FOR COMPLETION

The program can be taken part-time or full-time and can be completed in one year. Maximum time for completion is 3 years.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, graduates will be able to:

- Demonstrate empathetic approaches in working with people
- Explore self-awareness by acknowledging and challenging assumptions
- Recognize the impacts of historic and systemic oppression, and commit to inclusive practices, including language, behaviour, and cultural humility
- Apply interpersonal skills to complex dynamics in social service agencies
- Develop ethical and professional practices in support positions across community settings
- Describe the benefits and potential limitations of a trauma-informed practice
- Practice effective communication skills
- Explain evidence-based models, tools, and interventions relevant to the field of counselling
- Recognize and appreciate Indigenous health models and resiliency, as well as traditional and contemporary practices

INSTRUCTIONAL STRATEGIES, DESIGN AND DELIVERY MODE

The Counselling Skills Foundations: Mental Health & Addictions Certificate curriculum is designed to provide students with practical and experiential learning that is grounded in theory and evidence-based practice. The program has a skills-based focus and emphasis is placed on integration of knowledge and practice.

Courses are delivered through a combination of instructional activities including, but not limited to, lectures, seminars, group discussion and activities, demonstrations, guest lectures, videos, clinical simulations, and field trips.

The program concludes with a practicum in which students work or volunteer in a support position within a community setting. The practicum includes on-site support and supervision from a practicum supervisor and seminars for debriefing and integration of learning.

The Counselling Skills Foundations: Mental Health & Addictions program is committed to the following embedded values:

- Value and demonstrate inclusive practices, including policies, language, behaviour, and culturally safe practice
- Acknowledge and appreciate our positions on unceded lands
- Demonstrate ethical and respectful behaviour in professional settings
- Approach our work with a trauma-informed lens
- Agree to co-create a learning environment which supports mutual respect, accountability, and humility

Students and instructors are expected to strive toward these values. Students will be provided with many opportunities to build their skills and reflect on their growth, to prepare them for the life-long learning required in the field.

EVALUATION OF STUDENT LEARNING

Student learning is evaluated in a variety of ways including, but not limited to, presentations, individual and group projects, exams, research, assignments, lab work and portfolios. Students will also engage in peer- and self-assessment and reflective practice.

Students must achieve a minimum grade of 'C' to successfully complete each course. Students must achieve a minimum cumulative grade point average (GPA) of 'C' (2.00) upon completion of all program courses to successfully graduate.

Many of the courses have a mandatory Saturday class. 80% attendance is mandatory to successfully complete each course.

RECOMMENDED CHARACTERISTICS OF STUDENTS

- Basic computer skills
- Familiarity and comfort with basic research skills

- Ability to give, receive and incorporate feedback
- Maturity, emotional stability and a suitability to work in a helping role
- Resilience when confronted with difficult or opposing perspectives
- A sufficient level of self-awareness and personal and professional development to be able to attend to another person
- Willingness to work respectfully with people with diverse backgrounds and perspectives
- An interest in helping people and willingness to work in support positions in community settings

COURSES

Code	Title	Credits
CNSK 1502	Foundations of Counselling	3
CNSK 1503	Theories of Counselling	3
CNSK 1504	Introduction to Family Systems	2.5
CNSK 1505	Individual Counselling Skills	3
CNSK 1506	Lifespan Development	2.5
CNSK 1508	Assessment Practices	3
CNSK 1509	Personal and Professional Development	2.5
CNSK 1510	Indigenous Perspectives	2
CNSK 1512	Introduction to Pharmacology and Concurrent Disorders	2
CNSK 1515	Group Facilitation Skills	2.5
CNSK 1521	Practicum: Counselling Skills	11
Total Credits		37

TRANSCRIPT OF ACHIEVEMENT

The evaluation of learning outcomes for each student is prepared by the instructor and reported to Continuing Studies at the completion of semesters.

The transcript typically shows a letter grade for each course. The grade point equivalent for a course is obtained from letter grades as follows:

GRADING STANDARD

Grade	Percentage	Description	Grade Point Equivalency
A+	96-100		4.33
A	91-95		4.00
A-	86-90		3.67
B+	81-85		3.33
B	76-80		3.00
B-	71-75		2.67
C+	66-70		2.33
C	61-65	Minimum Progression Grade	2.00
C-	56-60		1.67
D	50-55		1.00
F	0-49		0.00
S	70 or greater	Satisfactory – student has met and mastered a clearly defined body of skills and performances to required standards	N/A
U		Unsatisfactory – student has not met and mastered a clearly defined body of skills and performances to required standards	N/A
I		Incomplete	N/A
IP		Course in Progress	N/A
W		Withdrawal	N/A

Grade	Percentage	Description	Grade Point Equivalency
Course Standings			
R		Audit. No Credit	N/A
EX		Exempt. Credit Granted	N/A
TC		Transfer Credit	N/A

GRADE POINT AVERAGE (GPA)

1. The course grade points shall be calculated as the product of the course credit value and the grade value.
2. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each Program level or semester.
3. Grades shall be assigned to repeated courses in the same manner as courses taken only once. For the purpose of GPA calculation of grades for repeated courses, they will be included in the calculation of the cumulative GPA.

Notes:

- Program contents and descriptions, offerings and schedules are subject to change without notice.
- Students are required to follow all College policies including ones that govern their educational experience at VCC. Policies are available on the VCC website at: <https://www.vcc.ca/about/governance--policies/policies/>.

Broadway campus
1155 East Broadway
Vancouver, B.C. Canada
V5T 4V5

Downtown campus
250 West Pender Street
Vancouver, B.C. Canada
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VCC.ca



INFORMATION NOTE

PREPARED FOR: Board of Governors

DATE: May 29, 2024

ISSUE: **2023/24 Actuals to Budget**

2023/24 Actuals to Budget Overview

Revenue for the year was \$170.9 million compared to budget of \$159 million (\$11.87 million above budget) and prior year of \$143.9 million (\$26.9 million above than prior year). Domestic tuition revenue was up by \$149K (excluding ABE/EAL & Future Skills Grant) compared to original budget, and international revenue was up by \$8 million. **(Table 1, 2 and 3).**

The School of Hospitality, Food Studies and Applied Business domestic tuition revenue was \$78K lower than budget. International tuition revenue was up by \$4.4 million; Accounting, Project Management, Business Management and Hospitality programs were up by \$3.5 million, and Baking & Pastry and Culinary Arts programs were up by \$966K. The School of Trades, Technology and Design domestic tuition revenue was higher than budget by \$56K and international tuition revenue was higher than budget by \$502K, mostly from Hair Design and Skin/Body Therapy.

The School of Health and Sciences domestic tuition revenue was lower than budget by \$43K and international tuition revenue was higher by \$142K than budget. The School of Arts and Sciences domestic tuition was higher than budget by \$91K, and international tuition revenue was up by \$833K. College Foundations programs tuition revenues were down by \$203K than budget, but ESL Pathway program domestic tuition was increased by \$377K. UT programs international tuition was increased by \$618K and Music programs international tuition revenue was increased by \$152K compared to budget.

Continuing Studies domestic tuition revenue was increased by \$73K, and international tuition revenue was increased by \$2 million from ECCE, Option and IT Network programs. Other revenues such as parking, space rental, commercial services and interest income were higher by \$5.6 million. This increase is mainly due to the higher interest rates.

Expenses for the year was \$169.8 million compared to budget of \$159 million (\$10.7 million higher than budget) and prior year of \$142.8 million (\$26.9 million above than prior year). The salary and benefit expenses were higher to deliver programs for increased enrolments, and additional positions were added. The retroactive pay raise and benefits costs were incurred for the ratification of the VCCFA Collective Agreement for the 2023/24 fiscal year.

The contribution to the VCC Foundation was increased by \$2.2 million due to support international student bursary, campus plan projects and matching one of the Foundation donors. The main increases in professional fees were due to the City of Vancouver covenants payments and increased

agency fees due to higher international tuition revenues. The cost of goods sold was also increased by \$302K. Building and telecommunication costs were under budget mostly due to lower utility expenses than budget.

Additional notes:

Due to continued high interest rates, the 2023/24 interest income was \$4.6M. Other factors that contributed to the high interest income were increases in cash and in international students payments. The reported cash balance was \$89.5 million but the student deposit and deferred tuition liability were \$45.7 million – as a result \$45.7 million is considered restricted cash for refund liability in addition to \$12.7million accrued liabilities.

ATTACHMENTS:

APPENDIX A:

Table 1, 2 and 3: Summary - Actual Revenue by School (Apr 2023 – Mar 2024)
Table 4 – Statement of Operations for the Twelve Months ended March 31, 2024

PREPARED BY:

Jamie Choi, Executive Director Finance & CFO

DATE:

May 24, 2024

Summary – Forecast Revenue by School

APPENDIX A

Table 1:
Domestic Tuition Revenue by School – Forecast Compared to Budget and Prior Year

	Current Year 2023/24 Forecast (Apr 2023 - Mar 2024)	Current Year 2023/24 Budget (Apr 2023 - Mar 2024)	Variance (Forecast vs Budget)	Prior Year 2022/23 Actuals (Apr 2022 - Mar 2023)	Variance (Current Year Forecast vs Prior Year Actuals)
CENTRE FOR CONTINUING STUDIES	2,757,842	2,684,487	73,355	2,649,178	108,664
SCHOOL OF ARTS AND SCIENCES	1,533,922	1,442,020	91,902	1,476,888	57,034
ABE & EAL TUITION FREE	3,996,848	3,810,242	186,606	3,453,102	543,746
SCHOOL OF HEALTH	4,487,857	4,531,716	(43,859)	4,292,040	195,817
SCHOOL OF HOSP, FOOD & BUSINESS	1,457,559	1,536,290	(78,731)	1,562,197	(104,639)
CENTER FOR EDUCATION EXCELLENCE	774,243	724,169	50,074	634,511	139,732
SCHOOL OF TRADES, TECH & DESIGN	2,661,587	2,604,931	56,656	2,605,973	55,615
FUTURE SKILLS GRANT	555,783		555,783		555,783
	18,225,640	17,333,855	891,785	16,673,888	1,551,752

Table 2:
International Tuition Revenue by School – Forecast Compared to Budget and Prior Year

	Current Year 2023/24 Forecast (Apr 2023 - Mar 2024)	Current Year 2023/24 Budget (Apr 2023 - Mar 2024)	Variance (Forecast vs Budget)	Prior Year 2022/23 Actuals (Apr 2022 - Mar 2023)	Variance (Current Year Forecast vs Prior Year Actuals)
CENTRE FOR CONTINUING STUDIES	9,484,467	7,410,171	2,074,296	4,711,888	4,772,580
SCHOOL OF ARTS AND SCIENCES	1,095,654	261,697	833,957	610,649	485,005
SCHOOL OF HEALTH	1,374,914	1,232,044	142,870	440,660	934,254
SCHOOL OF HOSP, FOOD & BUSINESS	44,713,414	40,250,487	4,462,927	29,118,036	15,595,378
CENTER FOR EDUCATION EXCELLENCE	1,278	0	1,278	72,282	(71,004)
SCHOOL OF TRADES, TECH & DESIGN	12,844,443	12,342,329	502,114	11,233,748	1,610,696
	69,514,170	61,496,728	8,017,442	46,187,263	23,326,908

Table 3:
Combined Domestic and International Tuition Revenue by School – Forecast

	Current Year 2023/24 Forecast (Apr 2023 - Mar 2024)	Current Year 2023/24 Budget (Apr 2023 - Mar 2024)	Variance (Forecast vs Budget)	Prior Year 2022/23 Actuals (Apr 2022 - Mar 2023)	Variance (Current Year Forecast vs Prior Year Actuals)
CENTRE FOR CONTINUING STUDIES	12,242,309	10,094,658	2,147,651	7,361,066	4,881,243
SCHOOL OF ARTS AND SCIENCES	2,629,576	1,703,717	925,859	2,087,537	542,039
ABE & EAL TUITION FREE	3,996,848	3,810,242	186,606	3,453,102	543,746
SCHOOL OF HEALTH	5,862,770	5,763,760	99,010	4,732,700	1,130,071
SCHOOL OF HOSP, FOOD & BUSINESS	46,170,973	41,786,777	4,384,196	30,680,233	15,490,739
CENTER FOR EDUCATION EXCELLENCE	775,521	724,169	51,352	706,793	68,728
SCHOOL OF TRADES, TECH & DESIGN	15,506,030	14,947,260	558,770	13,839,720	1,666,310
FUTURE SKILLS GRANT	555,783	0	555,783	0	555,783
	87,739,810	78,830,583	8,909,227	62,861,151	24,878,659

**Statement of Operations – Comparison to Budget and Prior Year
2023/24 Actuals for the Twelve Months ended March 31, 2024**

Table 4:

2023/24 Forecast vs Budget and Prior Year

(In \$ Thousands)	Current Year 2023/24 Actuals	Current Year 2023/24 Budget	Forecast vs Budget	Comments	Prior Year 2022/23 Actuals	Current Year Forecast vs Prior Year Actuals
Province of B.C. Grants	49,139	56,990	(7,852)	Variance restricted to support Campus Plan and capital projects	52,159	(3,021)
Adult Upgrading Grant (AUG)	372	350	22		316	56
Future Skills Grant	556		556	Future Skills Grant funding		
Sales of goods and services	5,392	4,503	889	Rental revenue by \$44K; food services revenue \$447K; bookstore revenue \$225K; auto program and salon and spa service revenue \$122K higher than budget	4,789	604
Tuition and student fees	88,157	78,752	9,405	Table 1, 2 & 3	63,463	24,694
ABE/EAL Tuition Free	3,997	3,810	187	CF programs \$203K less than budget; EAL \$377K higher than budget	3,453	544
Other grants, fees & contract services	8,780	5,891	2,890	CICAN Training \$103K; AAAB \$40K; MLA \$99K; Video Game Micro Cred \$118K; Fashion MicroCred \$81K; DigiBC Flex \$162K; ECCE \$240K; ASP \$115K; LINC \$615K higher due to retro pay and increased other cost; HCA Pathway \$517K and CALP \$53K higher than budget; and other misc projects revenue \$525K	8,739	41
Miscellaneous income	2,835	2,282	553	Movie rental \$238K lower than budget; one time Microsoft Refund \$200K; misc revenues from other areas increased by \$500K	2,523	312
Donation income (Foundation Related)	866	675	191	Unbudgeted entrance bursary distributed	640	226
Amortization of deferred capital contribution	6,192	5,134	1,058	Due to increased restricted capital funding	5,534	658
Interest income	4,680	700	3,980	Due to higher interest rates	2,351	2,328
REVENUES	170,966	159,087	11,878		143,968	26,998

(In \$ Thousands)	Current Year 2023/24 Actuals	Current Year 2023/24 Budget	Forecast vs Budget	Comments	Prior Year 2022/23 Actuals	Current Year Forecast vs Prior Year Actuals
SALARY AND BENEFIT EXPENSES	118,862	110,203	(8,659)	Faculty salary and benefit retro increased by \$4.5M for 2023/24 fiscal; \$2.5M faculty & CS salary to accommodate increased tuition and contract revenues; faculty sickness increased by \$250K; additional positions projected in the forecast by \$450K. \$400K salary reclassified from capital; \$280K extended health and dental benefits increased.	101,903	(16,959)
Supplies and general expenses	13,929	12,620	(1,310)	Overall general supplies and equipment increased by \$835K; \$2.2M Foundation transfer increased due to bursary for international students, campus plan support and matching funding to one of the Foundation donors - \$2M contingency was used for this. Overall net result in \$1.3M increase.	10,301	(3,629)
AUG Financial Aid	372	350	(22)		316	(56)
Bursary/Scholarship	866	675	(191)		640	(226)
Professional fees	16,284	14,928	(1,356)	International agency commission increased by \$960K. \$1.9M covenant payment to City of Vancouver. \$1.3M campus plan delay and various projects changed to capital.	9,639	(6,645)
Building and telecom	7,127	7,638	511	Building and ground & utilities expenses lower than budget /forecast	7,705	579
Cost of Goods Sold	3,422	3,120	(302)	Cost of goods sold higher due to higher retail services revenues	3,195	(227)
Depreciation Expense	8,969	9,553	584		9,157	188
OPERATING EXPENSES	50,970	48,885	(2,085)		40,953	(10,016)
TOTAL EXPENSES	169,832	159,087	(10,745)		142,857	(26,975)
NET SURPLUS (DEFICIT)	1,134		1,134		1,111	23

*ABE : Adult Basic Education
 *CCA: College & Career Access
 *ASP: Aboriginal Service Plan

*EAL : English as Additional Language
 *CF: College Foundation
 *MLA: Medical Lab Assistant

*AAAB: Administrative Accounting and Bookkeeping
 *AUG: Adult Upgrading Grant
 *HCA: Health Care Assistant

*CALP - Community Adulty Literacy Funding



DECISION NOTE

PREPARED FOR: Board of Governors

DATE: May 29, 2024

ISSUE: **RECOMMENDATION FOR APPROVAL:**
VCC 2023/24 Audited Financial Statements

BACKGROUND:

Section 55 of the *College and Institute Act* requires that post-secondary institutions conduct an audit of their accounts and transactions annually. The 2023/24 audited financial statements presented satisfy this audit requirement under the Act.

KPMG LLP was appointed in accordance with the Selection and Appointment of Auditors Policy and Procedure after VCC had gone through a RFP process. This is a five-year commitment, with 2023/24 being the fourth year KPMG has conducted the audit for VCC.

DISCUSSION:

This package includes:

- 2023/24 Audited Financial Statements

RECOMMENDED MOTION:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the 2023/24 audited Financial Statements.

ATTACHMENTS: APPENDIX A: Audited Financial Statement for the year ended March 31, 2024

PREPARED BY: Jamie Choi, Executive Director, FS & CFO

DATE: May 24, 2024

APPENDIX A



Financial Statements of

VANCOUVER COMMUNITY COLLEGE

And Independent Auditors' Report thereon

Year ended March 31, 2024

VANCOUVER COMMUNITY COLLEGE

Statement of Management Responsibility

The financial statements have been prepared by management in accordance with Section 23.1 of the *Budget Transparency and Accountability Act* of the Province of British Columbia. The integrity and objectivity of these statements are management's responsibility. Management is also responsible for all of the notes of the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements. A summary of the significant accounting policies are described in Note 2 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced. The internal controls are designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements.

The Vancouver Community College Board of Governors is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control, and exercises these responsibilities through the Finance and Audit Committee. The Finance and Audit Committee reviews the internal financial statements on a quarterly basis and external audited financial statements yearly. The Finance and Audit Committee also discuss any significant financial reporting or internal control matters prior to their approval of Vancouver Community College's financial statements.

The external auditors, KPMG LLP, conducts an independent examination, in accordance with Canadian auditing standards, and express their opinion on the financial statements. The external auditors have full and free access to financial management of Vancouver Community College and meet when required. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the financial statements.

On behalf of Vancouver Community College:

Ajay Patel
President and CEO
DATE

Jamie Choi
Executive Director, Finance & CFO
DATE

**KPMG LLP**

PO Box 10426 777 Dunsmuir Street
Vancouver BC V7Y 1K3
Canada
Telephone (604) 691-3000
Fax (604) 691-3031

INDEPENDENT AUDITOR'S REPORT

To the Board of Governors of Vancouver Community College, and to the Minister of the Ministry of Post-Secondary Education and Future Skills, Province of British Columbia

Opinion

We have audited the financial statements of Vancouver Community College (the "Entity"), which comprise:

- the statement of financial position as at March 31, 2024
- the statement of operations and accumulated surplus for the year then ended
- the statement of changes in net debt for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies (hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements as at and for the year ended March 31, 2024 of the Entity are prepared, in all material respects, in accordance with the financial reporting provisions of Section 23.1 of the *Budget Transparency and Accountability Act* of the Province of British Columbia.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditor's Responsibilities for the Audit of the Financial Statements**" section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Financial Reporting Framework

We draw attention to Note 2(a) to the financial statements which describes the applicable financial reporting framework and the significant differences between that financial reporting framework and Canadian public sector accounting standards.

Our opinion is not modified in respect of this matter.



Vancouver Community College
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Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation of the financial statements in accordance with the financial reporting provisions of Section 23.1 of the *Budget Transparency and Accountability Act* of the Province of British Columbia and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



Vancouver Community College
Page 3

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Vancouver, Canada
DATE

VANCOUVER COMMUNITY COLLEGE

Statement of Financial Position

March 31, 2024, with comparative information for 2023

	2024	2023
Financial assets		
Cash and cash equivalents	\$ 89,523,486	\$ 68,754,053
Investments (note 4)	6,597,500	8,237,500
Accounts receivable	9,210,484	8,526,809
Due from government and government organizations (note 5)	2,491,281	1,386,322
Inventories for resale	1,142,326	903,989
	<u>108,965,077</u>	<u>87,808,673</u>
Liabilities		
Accounts payable and accrued liabilities (note 6)	57,416,602	52,264,368
Due to government and government organizations (note 5)	28,361	7,611
Employee future benefits (note 7)	3,269,000	2,676,000
Deferred tuition fees (note 8)	17,137,473	17,980,193
Deferred revenue (note 9)	11,379,770	9,024,894
Deferred capital contributions (note 10)	107,418,673	87,724,276
Asset retirement obligation (note 2 (I))	4,862,938	4,862,938
Capital lease obligation (note 11)	138,036	401,723
	<u>201,650,853</u>	<u>174,942,003</u>
Net debt	(92,685,776)	(87,133,330)
Non-financial assets		
Tangible capital assets (note 12)	110,846,643	104,293,277
Inventories held for use	129,325	114,893
Prepaid expenses	1,086,609	968,023
	<u>112,062,577</u>	<u>105,376,193</u>
Accumulated surplus	\$ 19,376,801	\$ 18,242,863

Contractual obligations and contractual rights (notes 14 and 15)

Contingent liabilities (note 16)

See accompanying notes to financial statements.

Approved on behalf of the Board:

President

Chair of the Board

VANCOUVER COMMUNITY COLLEGE

Statement of Operations and Accumulated Surplus

Year ended March 31, 2024, with comparative information for 2023

	Budget	2024	2023
	(note 2 (j))		
Revenue			
Province of British Columbia grants and contributions	\$ 61,150,660	\$ 54,040,832	55,928,520
Province of British Columbia contracts	973,220	2,812,410	2,749,801
Federal Government grants and contracts	4,529,500	5,344,240	4,486,964
Tuition and student fees	78,752,302	88,157,416	63,463,439
Sales of goods and services	4,503,307	5,392,131	4,788,600
Other grants and contracts	388,052	646,313	1,502,312
Miscellaneous income	2,956,616	3,700,455	3,162,922
Investment income	700,000	4,679,675	2,351,416
Revenue recognized from deferred capital contributions	5,133,791	6,192,051	5,533,824
	159,087,448	170,965,523	143,967,798
Expenses (note 17)			
Instruction and instructional support	151,855,401	161,791,533	136,047,016
Ancillary operations	6,207,047	6,740,443	5,772,926
Special purpose	1,025,000	1,299,609	1,037,459
	159,087,448	169,831,585	142,857,401
Annual surplus	\$ -	\$ 1,133,938	\$ 1,110,397
Accumulated surplus, beginning of year	18,242,863	18,242,863	17,132,466
Accumulated surplus, end of year	\$ 18,242,863	\$ 19,376,801	\$ 18,242,863

See accompanying notes to financial statements.

VANCOUVER COMMUNITY COLLEGE

Statement of Changes in Net Debt

Year ended March 31, 2024, with comparative information for 2023

	Budget	2024	2023
	(note 2 (j))		
Annual surplus	\$ -	\$ 1,133,938	\$ 1,110,397
Acquisition of tangible capital assets	(3,000,000)	(15,522,777)	(12,225,446)
Acquisition of tangible capital assets through capital lease	449,934	-	-
Amortization of tangible capital assets	8,981,433	8,969,411	9,157,019
	6,431,367	(6,553,366)	(3,068,427)
Acquisition of inventories	-	(129,325)	(114,893)
Acquisition of prepaid expenses	-	(1,086,609)	(968,023)
Use of inventories	-	114,893	115,143
Use of prepaid expenses	-	968,023	1,286,754
	-	(133,018)	318,981
Decrease (increase) in net debt	6,431,367	(5,552,446)	(1,639,049)
Net debt, beginning of year	(87,133,330)	(87,133,330)	(85,494,281)
Net debt, end of year	\$ (80,701,963)	\$ (92,685,776)	\$ (87,133,330)

See accompanying notes to financial statements.

VANCOUVER COMMUNITY COLLEGE

Statement of Cash Flows

Year ended March 31, 2024, with comparative information for 2023

	2024	2023
Cash provided by (used in):		
Operating activities:		
Annual surplus (deficit)	\$ 1,133,938	\$ 1,110,397
Items not involving cash:		
Amortization of tangible capital assets	8,969,411	9,157,019
Revenue recognized from deferred capital contributions	(6,192,051)	(5,533,824)
Change in employee future benefits	593,000	(61,000)
Change in non-cash operating working capital:		
Increase in accounts receivable	(683,675)	(4,599,167)
Decrease (increase) in inventories for resale	(238,337)	37,829
Decrease (increase) in due from government and other government organizations	(1,104,959)	(86,157)
Decrease (increase) in prepaid expenses	(118,586)	318,731
Decrease (increase) in inventories held for use	(14,432)	250
Increase in accounts payable and accrued liabilities	5,152,234	8,518,964
Increase (decrease) in due to government and other government organizations	20,750	(858,401)
Increase (decrease) in deferred tuition fees	(842,720)	7,873,864
Increase (decrease) in deferred revenues	2,354,876	(2,256,612)
Net change in cash from operating activities	9,029,449	13,621,893
Investing activities:		
Purchase of investments	1,640,000	-
Redemption of investments	-	(8,000,000)
Net change in cash from investing activities	1,640,000	(8,000,000)
Capital activities:		
Acquisition of tangible capital assets	(15,522,777)	(12,225,446)
Net change in cash from capital activities	(15,522,777)	(12,225,446)
Financing activities:		
Principal payment on capital lease obligation	(263,687)	(642,547)
Deferred capital contributions received	25,886,448	21,483,985
Net change in cash from financing activities	25,622,761	20,841,438
Net increase in cash and cash equivalents	20,769,433	14,237,885
Cash and cash equivalents, beginning of year	68,754,053	54,516,168
Cash and cash equivalents, end of year	\$ 89,523,486	\$ 68,754,053

See accompanying notes to financial statements.

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements

Year ended March 31, 2024

1. Authority, Purpose and Nature of Operations:

Vancouver Community College (the “College”) is a post-secondary educational institution funded in part by the Province of British Columbia and incorporated under the College and Institute Act on November 28, 1978. The College is a not-for-profit entity governed by a Board of Governors, the majority of whom are appointed by the provincial government of British Columbia. The College is exempt from income taxes under Section 149 of the Income Tax Act.

The College serves a diverse urban community by providing excellent programs and services that prepare learners for ongoing education, direct entry into employment, career advancement and greater participation in the community.

2. Summary of significant accounting policies:

The financial statements of the College are prepared by management in accordance with the basis of accounting described below. Significant accounting policies are as follows:

(a) Basis of accounting:

The financial statements have been prepared in accordance with Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board.

The Budget Transparency and Accountability Act requires that the financial statements be prepared in accordance with the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada, or if the Treasury Board makes a regulation, the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada as modified by the alternate standard or guideline or part thereof adopted in the regulation.

Regulation 257/2010 requires all tax-payer supported organizations in the Schools, Universities, Colleges and Hospitals sectors to adopt Canadian Public Sector Accounting Standards without any PS4200 elections effective their first fiscal year commencing after January 1, 2012.

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2024

2. Summary of significant accounting policies (continued):

(a) Basis of accounting (continued):

Regulation 198/2011 requires that restricted contributions received or receivable are to be reported as revenue depending on the nature of the restrictions on the use of the funds by the contributors. Contributions for the purpose of acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are recorded and referred to as deferred capital contributions and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded. The reduction of the deferred capital contributions and the recognition of the revenue are accounted for in the fiscal period during which the tangible capital asset is used to provide services.

Contributions restricted for specific purposes other than those for the acquisition or development of a depreciable tangible capital asset are recorded as deferred contributions and recognized in revenue in the year in which the stipulation or restriction on the contributions have been met. For British Columbia tax-payer supported organizations, these contributions include government transfers and externally restricted contributions.

The accounting policy requirements under Regulation 198/2011 are significantly different from the requirements of Canadian Public Sector Accounting Standards which requires government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410. As a result, revenue recognized in the Statement of Operations and Accumulated Surplus and certain related deferred capital contributions would be recorded differently under Canadian Public Sector Accounting Standards.

(b) Cash and cash equivalents:

Cash and cash equivalents include highly liquid investments with a term to maturity of three months or less at the date of purchase.

(c) Financial instruments:

Financial instruments are classified into two categories: fair value or cost.

(i) Fair value category: Portfolio investments in equity instruments that are quoted in an active market and derivative instruments are reflected at fair value as at the reporting date. Sales and purchases of investments are recorded on the trade date. Transaction costs related to the acquisition of investments is recorded as an expense. Unrealized gains and losses on financial assets are recognized in the Statement of Remeasurement Gains and Losses until such time that the financial asset is derecognized due to disposal or impairment. At the time of derecognition, the related realized gains and losses are recognized in the Statement of Operations and Accumulated Surplus and related balances reversed from the Statement of Remeasurement Gains and Losses.

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2024

2. Summary of significant accounting policies (continued):

(c) Financial instruments (continued):

- (ii) Cost category: Gains and losses are recognized in the Statement of Operations and Accumulated Surplus when the financial asset is derecognized due to disposal or impairment. Sales and purchases of investments are recorded on the trade date. Transaction costs related to the acquisition of investments is included in the cost of the related investments.
- (iii) The College does not have any financial instruments that are recorded at fair value and hence does not have any remeasurement gains and losses.
- (iv) The following items are included in the cost category and measured as follows:
 - (A) Accounts receivable are measured at amortized cost using the effective interest method.
 - (B) Investments are comprised of GICs which are capable of prompt liquidation and redeemable annually for the next 3 years. A portion of the investments are redemmmable on an annual basis and are recorded at amortized cost based on the transaction price on the trade date. All interest income, gains and losses are recognized in the Statement of Operations and Accumulated Surplus in the period in which they arise.
 - (C) Accounts payable and accrued liabilities are measured at amortized cost using the effective interest method.

(d) Inventories for resale:

Inventories held for resale, including books and school supplies, are recorded at the lower of cost or net realizable value. Cost includes the original purchase cost, plus shipping and applicable duties. Net realizable value is the estimated selling price less any costs to sell. Inventories are written down to net realizable value when the cost of inventories is estimated not to be recoverable. When circumstances that previously caused inventories to be written down below cost no longer exist, the amount of write down previously recorded is reversed.

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2024

2. Summary of significant accounting policies (continued):

(e) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets:

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Interest during construction is capitalized whenever external debt is issued to finance the construction of tangible capital assets. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives shown below. Land is not amortized as it is deemed to have a permanent value.

Asset	Basis
Buildings	30 - 50 years
Building improvements	15 years
Furniture and equipment	5 years
Leasehold improvements	remaining lease term
Computer hardware and software	4 years
Computer equipment under capital lease	3 - 5 years

Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the College's ability to provide goods and services.

Leases of tangible capital assets which transfer substantially all the benefits and risks of ownership are accounted for as leased tangible capital assets. Capital lease obligations are recorded at the present value of the minimum lease payments excluding executor costs. The maximum-recorded value of the leased assets cannot exceed the leased property's fair value when determining the discount rate to be used.

(ii) Inventories held for use:

Inventories held for use are recorded at the lower of cost and replacement cost.

Cost includes the original purchase cost, plus shipping and applicable duties. Replacement cost is the estimated current cost to replace the items.

(iii) Prepaid expenses:

Prepaid expenses are recorded at cost and amortized over the period where the service benefits are received.

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2024

2. Summary of significant accounting policies (continued):

(f) Employee future benefits:

- (i) The College and its employees make contributions to the College Pension and Municipal Pension Plans which are multi-employer joint trustee plans. These plans are defined benefit plans, providing a pension on retirement based on the member's age at retirement, length of service and highest earnings. Defined contribution plan accounting is applied because the assets and liabilities of the plan are not segregated by employer. Contributions are expensed as they become payable.
- (ii) Sick leave benefits are also available to the College's employees. The costs of these benefits are actuarially determined based on length of service and best estimates of benefit usage, retirement ages and expected future salary and wage increases. The obligation under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits. Actuarial gains and losses are amortized over the expected employee average remaining service life.
- (iii) The College provides long-service and gratuity benefits to the employees. The costs of these benefits are actuarially determined based on length of service and best estimates of benefit usage, retirement ages and expected future salary and wage increases. The obligation under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits. Actuarial gains and losses are amortized over the expected employee average remaining service life.
- (iv) Employees who are retiring at age 55 or over and who receive pension under the provisions of the Pension Act, receive a benefit where the College pays for the premiums of Group Life Insurance coverage in the amount of \$10,000 for a period of five years from the date of retirement.
- (v) Certain College employees are entitled to the continuation of health and dental benefits while on disability leave. The costs of insured benefits reflected in these financial statements are the employer's portion of the insurance premiums owed for coverage of employees during the period.

The most recent valuation of the College's future employee benefits as described in (ii) to (v) was estimated by an actuarial valuation completed on March 31, 2021 with results extrapolated to March 31, 2024.

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2024

2. Summary of significant accounting policies (continued):

(g) Revenue recognition:

(i) Fees for services and sale of goods:

Revenues from transactions with performance obligations are recognized when (at a point in time) or as (over a period of time) the College satisfies the performance obligations, which occurs when control of the benefits associated with the promised goods or services has passed to the payor.

Revenues from transactions without performance obligations are recognized at realizable value when the College has the right to claim or retain an inflow of economic resources received or receivable and there is a past transaction or event that gives rise to the economic resources.

Tuition fees are collected in advance and recognized as revenue at the time services are provided. Student fees and sales of goods and services are reported as revenue at the time the services are provided or the products are delivered, and collection is reasonably assured.

(ii) Contributions:

Unrestricted donations and grants are recorded as revenue when receivable if the amounts can be estimated and collection is reasonably assured.

Contributions for the purpose of acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are recorded in accordance with Regulation 198/2011 (note 2(a)) which requires that they be recorded and referred to as deferred capital contributions and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded. The reduction of the deferred capital contributions and the recognition of the revenue are accounted for in the fiscal period during which the tangible capital asset is used to provide services.

Contributions restricted for specific purposes other than those for the acquisition or development of a depreciable tangible capital asset are recorded as deferred revenue and recognized in revenue in the year in which the stipulation or restriction on the contributions have been met.

(iii) Investment income:

Investment income includes interest recorded on an effective interest method, dividends recorded as declared, realized gains and losses on the sale of investments, and write-downs on investments where the loss in value is determined to be other-than-temporary.

(h) Expense recognition:

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed.

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2024

2. Summary of significant accounting policies (continued):

(i) Foreign currency translation:

The College's functional currency is the Canadian dollar. Transactions in foreign currencies are translated into Canadian dollars at the exchange rate in effect on the transaction date. Monetary assets and liabilities denominated in foreign currencies and non-monetary assets and liabilities which were designated in the fair value category under the financial instrument standard are reflected in the financial statements in equivalent Canadian dollars at the exchange rate in effect on the Statement of Financial Position date. Any gain or loss resulting from a change in rates between the transaction date and the settlement date or statement of financial position date is recognized in the Statement of Operations and Accumulated Surplus.

(j) Budget figures:

The budget figures have been derived from the 2023/24 Budget approved by the Board of Governors of the College on March 29, 2023. The budget is reflected in the Statement of Operations and Accumulated Surplus and the Statement of Changes in Net Debt.

(k) Use of estimates:

The preparation of the financial statements in accordance with Canadian Public Sector Accounting Standards requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets, liabilities, and the disclosure of contingent assets and liabilities at the date of the financial statements, and revenue and expenses for the periods reported. Key areas where management has made estimates and assumptions include those related to the useful lives of tangible capital assets, amortization of related deferred capital contributions, the present value of employee future benefits, and provisions for contingencies and commitments. Where actual results differ from these estimates and assumptions, the impact will be recorded in future periods when the difference becomes known.

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2024

2. Summary of significant accounting policies (continued):

(l) Asset retirement obligations:

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- (i) There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- (ii) The past transaction or event giving rise to the liability has occurred;
- (iii) It is expected that future economic benefits will be given up; and
- (iv) A reasonable estimate of the amount can be made

The College's asset retirement obligation is primarily related to the removal of asbestos in buildings.

The estimate of the asset retirement obligation includes undiscounted costs directly attributable to the asset retirement activities and is recorded as a liability and increase to the related tangible capital assets. The amount capitalized in tangible capital assets is amortized using the amortization accounting policy outlined in note 2(e)(i).

The carrying value of the liability is reconsidered at each financial reporting date with changes to the timing or amount of the original estimate of cash flows recorded as an adjustment to the asset retirement obligation liability and tangible capital assets.

3. Adoption of new accounting standards:

(a) Adoption of PS 3400 Revenue Standard

On April 1, 2023, the College adopted Canadian Public Sector Accounting Standard PS 3400, Revenue ("PS 3400"). The new accounting standard establishes a single framework to categorize revenue to enhance the consistency of revenue recognition and its measurement. As at March 31, 2024, the College determined that the adoption of this new standard did not have an impact on the amounts presented in the financial statements.

(b) Adoption of PSG-8, Purchased Intangibles

On April 1, 2023, the College adopted Public Sector Guideline PSG-8, Purchased Intangibles, applied on a prospective basis ("PSG-8"). PSG-8 defines purchased intangibles as identifiable non-monetary economic resources without physical substance acquired through an arm's length exchange transaction between knowledgeable, willing parties who are under no compulsion to act. Intangibles acquired through a transfer, contribution, or inter-entity transaction, are not purchased intangibles. Management has assessed the impact of adopting PSG-8 and found that at present no such items meet the criteria to be recognized as a purchased intangible.

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2024

4. Investments

Investments consist of:

- (a) \$237,500 - a guaranteed investment certificate ("GIC") with an automatic monthly renewal that bears interest of 0.2% per annum. This is held as security on the letter of credit with the City of Vancouver (note 14 (a)).
- (b) \$10 million - Five-in-One GIC, with a \$2 million distribution amount redeemable annually in April, that bears interest of 3.6% per annum. As at March 31, 2024, \$4 million has been classified as cash and cash equivalents due to the redeemable nature of the distribution amount. \$360,000 of interest received during the year was reinvested to this GIC at March 31, 2024.

5. Due from / to government and government organizations:

	2024		2023	
Due from the Province of British Columbia	\$	33,382	\$	20,300
Due from the Federal Government		2,457,899		1,366,022
	\$	2,491,281	\$	1,386,322
Due to the Province of British Columbia	\$	28,361	\$	7,611
	\$	28,361	\$	7,611

The amounts due from and due to are due on demand and are non-interest bearing.

6. Accounts payable and accrued liabilities:

	2024		2023	
Accounts payable and accrued liabilities	\$	12,782,281	\$	10,543,074
Salaries and benefits payable		11,571,400		9,240,783
Accrued vacation payable		4,404,372		3,504,885
Student deposits		28,658,549		28,975,626
	\$	57,416,602	\$	52,264,368

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2024

7. Employee future benefits:

(a) Pension plan:

The College and its employees contribute to the College Pension Plan and Municipal Pension Plan (jointly trustee pension plans). The boards of trustees for these plans, representing plan members and employers, are responsible for administering the plans, including investment of assets and administration of benefits. The plans are multi-employer defined benefit pension plans. Basic pension benefits are based on a formula. As at August 31, 2023, the College Pension Plan has about 17,200 active members, and approximately 10,700 retired members. As at December 31, 2022, the Municipal Pension Plan has about 240,000 active members, including approximately 7,000 from colleges.

Every three years, an actuarial valuation is performed to assess the financial position of the plans and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plans. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plans. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the College Pension Plan as at August 31, 2021, indicated a \$202 million surplus for basic pension benefits on a going concern basis.

The most recent valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The College paid \$8,611,735 (2023 - \$7,401,858) for employer contributions to the plans in fiscal 2024.

The next valuation for the College Pension Plan will be as at August 31, 2024. The next valuation for the Municipal Pension Plan will be December 31, 2024.

Employers participating in the plans record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plans record accrued liabilities and accrued assets for each plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plans.

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2024

7. Employee future benefits (continued):

(b) Employee future benefits:

- (i) Certain employees of the College are entitled to sick leave benefits in accordance with the terms and conditions of their employment contracts. These include post-retirement benefits, benefits that are expected to be provided after employment but prior to retirement and which vest or accumulate during service; and compensated absence benefits, benefits paid during employment, including sick pay benefits that accumulate and are payable upon a future illness or injury-related absence. The benefit expense associated with the covered benefits attributed to the accounting period is included in the College's Statement of Operations and Accumulated Surplus and the accrued benefit liability for the benefits attributed to employee service to the accounting date are included in the College's Statement of financial position.
- (ii) Certain excluded employees (employed prior to August 2010) earn 3 days per year in addition to vacation in accordance with the terms and conditions of their employment contracts. The current gratuity plan for support staff ceased to accumulate as of December 31, 2016, and the balance of gratuity plan will not increase in the future.
- (iii) Certain employees of the College are entitled to the continuation of extended health, dental and Medical Service Plan (MSP) benefits in accordance with the terms and conditions of their employment contracts. Coverage is extended to disabled employees, their spouses and dependent children while on disability. Faculty and exempt employees receive these benefits from their date of disability to the earlier of recovery from disability and return to work or age 65.
- (iv) Employees who are retiring at age 55 or over and who receive pension under the provisions of the Pension Act, receive a benefit where the College pays for the premiums of Group Life Insurance coverage in the amount of \$10,000 for a period of five years from the date of retirement.

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2024

7. Employee future benefits:

(b) Employee future benefits (continued):

		2024	2023
Balance, beginning of the year	\$	2,703,000	2,782,000
Current benefit cost		119,000	123,000
Interest cost		109,000	98,000
Benefits paid		(168,000)	(213,000)
Plan amendments		-	-
Expense for long term disability health & dental benefits		537,000	(67,000)
Recognized actuarial (gain)/loss		1,527,000	(20,000)
Accrued benefit obligation, end of year	\$	4,827,000	\$ 2,703,000
Accrued benefit obligation, end of year consists of:			
Accrued obligation, end of year	\$	4,827,000	\$ 2,703,000
Unamortized actuarial gain		(1,558,000)	(27,000)
Accrued benefit liability, end of year	\$	3,269,000	\$ 2,676,000

The significant actuarial assumptions adopted in measuring the College's accrued benefit obligations are as follows:

	2024	2023
Discount rates	4.50%	4.00%
Expected future base wage and salary increases	2.50%	2.50%

8. Deferred tuition fees:

Deferred tuition includes tuition received in advance of the related activity performed.

	Opening balance	Receipts during year	Recognized as revenue	2024
Deferred tuition	\$ 17,980,193	\$ 87,314,696	\$ (88,157,416)	\$ 17,137,473
	Opening balance	Receipts during year	Recognized as revenue	2023
Deferred tuition	\$ 10,106,329	\$ 71,337,303	\$ (63,463,439)	\$ 17,980,193

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2024

9. Deferred revenue:

Deferred revenue includes grants, contributions and contract fees received in advance of the related activity performed.

	Opening balance	Receipts during year	Recognized as revenue	2024
Deferred contract fees	\$ 2,264,187	\$ 8,053,601	\$ (8,485,617)	\$ 1,832,171
Deferred contributions	6,760,707	13,491,400	(10,704,508)	9,547,599
Deferred revenue and contribution	\$ 9,024,894	\$ 21,545,001	\$ (19,190,125)	\$ 11,379,770

	Opening balance	Receipts during year	Recognized as revenue	2023
Deferred contract fees	\$ 3,514,384	\$ 7,416,448	\$ (8,666,645)	\$ 2,264,187
Deferred contributions	7,767,122	10,077,856	(11,084,271)	6,760,707
Deferred revenue and contribution	\$ 11,281,506	\$ 17,494,304	\$ (19,750,916)	\$ 9,024,894

10. Deferred capital contributions:

Deferred capital contributions represent the unamortized amount of externally restricted grants and other funding received for the purchase of tangible capital assets. Amortization of deferred capital contributions is recorded as revenue in the Statement of Operations and Accumulated Surplus over the useful life of the related asset.

	2024	2023
Balance at beginning of the year	\$ 87,724,276	\$ 71,774,115
Contributions received	25,886,448	21,483,985
Less amortization to revenue	(6,192,051)	(5,533,824)
	\$ 107,418,673	\$ 87,724,276

Deferred capital contributions are comprised of the following:

	2024	2023
Unamortized capital contributions	\$ 74,575,337	\$ 71,316,641
Unspent contributions	32,843,336	16,407,635
	\$ 107,418,673	\$ 87,724,276

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2024

11. Capital lease obligation:

Computer and copier equipment:

During 2017/18 up to 2023/24, the College has entered into various capital leases for computer and copier equipment. The future minimum lease payments for all computer and copier equipment capital lease is as follows:

2025	\$	137,371
2026		4,011
Total minimum lease payments		141,382
Less amounts representing interest (Nil to 1.85% per annum)		(3,346)
Present value of net minimum capital lease payments		\$ 138,036
Total interest on the capital leases for the year		\$ 14,933

Capital lease obligation for computer and copier equipment as of March 31, 2023 was \$401,723.

12. Tangible capital assets:

2024	Land	Buildings	Building improvements	Building - construction in progress	Furniture and equipment	Computer hardware and software	Computer equipment under capital lease	2024 Total
Cost								
Opening balance	\$ 7,744,768	\$ 149,277,585	\$ 37,053,829	\$ 3,802,585	\$ 32,506,896	\$ 22,731,813	\$ 7,031,215	\$ 260,148,691
Additions	-	-	4,492,930	5,597,605	4,353,508	1,078,734	-	15,522,777
Disposals	-	-	-	-	-	-	-	-
Ending	7,744,768	149,277,585	41,546,759	9,400,190	36,860,404	23,810,547	7,031,215	275,671,468
Accumulated amortization								
Opening balance	-	92,480,641	10,643,488	-	25,581,296	20,607,259	6,542,730	155,855,414
Disposals	-	-	-	-	-	-	-	-
Amortization	-	2,598,654	2,620,022	-	2,389,723	1,008,391	352,621	8,969,411
Closing balance	-	95,079,295	13,263,510	-	27,971,019	21,615,650	6,895,351	164,824,825
Net book value	\$ 7,744,768	\$ 54,198,290	\$ 28,283,249	\$ 9,400,190	\$ 8,889,385	\$ 2,194,897	\$ 135,864	\$ 110,846,643
2023								
Cost								
Opening balance	\$ 7,744,768	\$ 149,277,585	\$ 33,292,751	\$ -	\$ 31,642,669	\$ 21,547,554	\$ 7,031,215	\$ 250,536,542
Additions	-	-	3,761,078	3,802,585	3,477,524	1,184,259	-	12,225,446
Disposals	-	-	-	-	(2,613,297)	-	-	(2,613,297)
Ending	7,744,768	149,277,585	37,053,829	3,802,585	32,506,896	22,731,813	7,031,215	260,148,691
Accumulated amortization								
Opening balance	-	89,757,852	8,298,600	-	26,206,810	19,456,655	5,591,775	149,311,692
Disposals	-	-	-	-	(2,613,297)	-	-	(2,613,297)
Amortization	-	2,722,789	2,344,888	-	1,987,783	1,150,604	950,955	9,157,019
Closing balance	-	92,480,641	10,643,488	-	25,581,296	20,607,259	6,542,730	155,855,414
Net book value	\$ 7,744,768	\$ 56,796,944	\$ 26,410,341	\$ 3,802,585	\$ 6,925,600	\$ 2,124,554	\$ 488,485	\$ 104,293,277

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2024

13. Associated organization:

The Vancouver Community College Foundation (“the Foundation”) is a separate society formed to raise funds to further the interests of the College and to provide scholarships and bursaries for students of the College. The College does not control the Foundation; therefore, the Foundation’s assets, liabilities, revenues and expenses are not included in these financial statements.

The College had the following transactions with the Foundation:

		2024		2023
Foundation contributed awards and bursaries to the College	\$	760,974	\$	592,801
Foundation provided project funding and equipment to the College		160,047		235,216
Foundation reimbursed the College for salaries expenses		538,896		589,266
College contributed grants to the Foundation for operating expenses		818,923		625,779

As of March 31, 2024, the College had accounts receivable from the Foundation of \$220,009 (2023 - \$205,047) for expenses that were paid for by the College on behalf of the Foundation. At March 31, 2024, the Foundation had net assets of \$22.1 million (2023 - \$19.7 million).

For the year ended March 31, 2024, gift in kind donations from the Foundation to the College were \$27,703 (2023 - \$12,438).

The College contributed \$900,000 (2023 - \$750,000) to the Foundation for the restricted purpose of future campus projects, \$450,000 (2023 - \$500,000) for the entrance awards for VCC students and \$875,000 (2023 - nil) towards matching one of the Foundation’s donor gift.

14. Contractual obligations:

(a) Building construction contracts:

During the year ended March 31, 2009, the College completed construction of a new campus building. At year end, the College has an outstanding letter of credit with the City of Vancouver, secured by a term deposit for \$237,500. This letter of credit will be held until Phase II of the campus redevelopment has been completed.

(b) The College entered into a number of long term service contracts for the construction of the Center for clean Energy and Automotive Innocation (“CCEAI”) building as part of the College’s campus redevelopment building in construction project (note 12). These contracts have total expected payments as follows:

2025	\$	5,935,570
2026		5,337,387
2027		5,337,387
2028		5,337,387
	\$	21,947,731

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2024

14. Contractual obligations (continued):

(c) The College entered into a number of long term service contracts for equipment rentals and services with expected payments as follows:

2025	\$	3,343,281
2026		133,016
2027		54,810
2028		18,270
	\$	3,549,377

15. Contractual rights:

Contractual rights are rights to economic resources arising from contracts or agreements that will result in revenues and assets in the future. The College's contractual rights arise because of contracts entered into to lease building space and to provide educational services.

The following table summarize the contractual rights of the College for future assets:

2025	\$	6,340,345
2026		466,708
2027		114,590
	\$	6,921,643

16. Contingent liabilities:

The College is currently engaged in or party to certain pending matters. A reasonable estimate of these future contingent liabilities is made and is recorded in the financial statements as a liability where the outcome is assessed as likely and the amount is determinable. No amounts are recorded where the outcomes of amounts or losses are uncertain.

17. Expenses by object:

The following is a summary of expenses by object:

	2024	2023
Salaries and benefits	\$ 118,861,987	\$ 101,903,910
Supplies and services	31,451,254	20,894,656
Building and telecom	7,126,935	7,706,796
Cost of goods sold	3,421,998	3,195,020
Amortization	8,969,411	9,157,019
	\$ 169,831,585	\$ 142,857,401

VANCOUVER COMMUNITY COLLEGE

Notes to Financial Statements (continued)

Year ended March 31, 2024

18. Financial risk management:

The College has exposure to the following risks from its use of financial instruments: credit risk, market risk and liquidity risk.

The Board of Governors ensures that the College has identified its major risks and ensures that management monitors and controls them.

(a) Credit risk:

Credit risk is the risk of financial loss to the College if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from certain financial assets held by the College consisting of cash and cash equivalents, investments and accounts receivable. The College assesses these financial assets, on a continuous basis for any amounts that are not collectible or realizable.

Cash and cash equivalents and investments are held with reputable financial institutions and the Province of British Columbia's Central Deposit Program from which management believes the risk of loss to be remote.

(b) Market and interest risk:

Market risk is the risk that changes in market prices, such as interest rates, will affect the College's income. The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing the return on risk.

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in the market interest rates.

It is management's opinion that the College is not exposed to significant market or interest rate risk arising from its financial instruments.

(c) Liquidity risk:

Liquidity risk is the risk that the College will not be able to meet its financial obligations as they become due.

The College manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing and financing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the College's reputation.



DECISION NOTE

PREPARED FOR: VCC Board of Governors

DATE: May 29, 2024

ISSUE: **RECOMMENDATION FOR APPROVAL:**
TUITION: Counselling Skills Foundations: Mental Health and Addictions

BACKGROUND:

The counselling program at VCC Continuing Studies has a rich history of providing high-quality education and training to aspiring professionals in the field. The Counselling Skills Foundational Certificate program was last revised in 2018 and launched in September 2019. The plan presented in 2017 included a subsequent Addictions Counselling Advanced Certificate, but due to recruitment challenges exacerbated by the Covid-19 pandemic, the program did not launch.

In 2022, the Program Advisory Council (PAC) provided feedback indicating that, due to the ongoing opioid crisis, support counsellors are most effective if equipped with addictions and substance use training. Additionally, the PAC, comprised of employers for support services in the Lower Mainland, indicated that training for these workers should be completed in one certificate rather than the two that were initially proposed.

To address this need, the program area connected with instructors, experts in the field and the PAC, then engaged in a moderate restructuring project. The result is an enhanced Foundational certificate program with three new courses focused on delivering addictions-related content and the modification of other courses to include relevant material. Due to changes in C.1.4 Assignment of Credits to Courses since the launch in 2018, the credits have changed for all courses, while the instructor paid hours have not changed, or have changed minimally to reflect expanded content where appropriate.

Both new and revised courses have received approval from Educational Council (EdCo) and are now included in the Program Content Guide (PCG).

DISCUSSION:

The inclusion of two addictions-related courses and a longer practicum is a crucial step in addressing industry demands and ensuring our students receive the most relevant and up-to-date training in the field of counselling, however it results in a slightly increased cost of delivery, which necessitates a corresponding increase in program tuition.

Historically, Continuing Studies has employed a costing formula based on instructor paid hours, which results in a large degree of variability in cost-per-credit across the division. As this program is typically taken a-la-carte, we have applied the following approach to revising tuition on a course-by-course basis, to maintain consistency of fees throughout the program, and minimize negative impact to current students who may be currently in progress:

Number of Instructor Paid Hours	Tuition
45	\$744
36 or fewer	\$706

Six (6) of the program courses will maintain the same tuition fee as before the restructure. Considering the addition of three new courses, removal of two courses, and modest changes to instructor paid hours for two courses, the total recommended increase to program tuition is \$626, to ensure a consistent net margin and overall program sustainability.

For a comparison of current vs. proposed tuition, see Appendix A. Please see below for an updated competitive scan that indicates the range of market-acceptable fees.

Institution	Program Name	Credential	Tuition
Nicola Valley Institute of Technology	Foundational Skills in Counselling	Certificate	\$3,031
Camosun College	Mental Health and Addictions	Certificate	\$4,947
Ashton College	Mental Health and Addictions Support Worker	Certificate	\$5,400
Vancouver Community College	Counselling Skills Foundations: Mental Health and Addictions	Certificate	\$8,040
Vancouver College of Counsellor Training	Addictions Worker	Certificate	\$8,100

Based on recommendations from the Senior Team in the Fall 2023 semester, we sought approval from the Ministry of Post-Secondary Education and Future Skills to establish this new level of tuition (indicated below). The Ministry provided said approval by letter on March 26, 2024.

RECOMMENDATION:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the following tuition for the Counselling Skills Foundations: Mental Health and Addictions Certificate, effective September 1, 2024:

Domestic Tuition: \$8,040

ATTACHMENTS: APPENDIX A – Detailed Costing Comparison

PREPARED BY: Adrian Lipsett, Dean, Continuing Studies
Erin Lenz, Associate Director, Business Development

APPENDIX A

Vancouver Community College School of Continuing Studies		
Detailed Costing Comparison		
Foundational Counselling Skills Certificate		
Scenario	Current Program	Current Program w/Additional Courses
Tuition per student - Domestic	\$7,414	\$8,040
No. of students per intake - Domestic	20	20
Total students - Domestic	16	16
Expected No. of Students Revenue	16	16
Breakeven No. of Students	15	15
Instructors paid hours (IPH)	318	402
Direct Instructor rate per hour (excl. benefits)	80	80
Instructor Cost (excl. benefits)	25,440	32,160
Instructor Benefits	2,544	3,216
Total Instructor Cost	27,984	35,376
Program Coordinator Cost (excl. benefits) Program	\$ 21,212	\$ 21,212
Coordinator Benefits	\$ 5,939	\$ 5,939
Program Assistant Cost (excl. benefits) Program	\$ 8,048	\$ 8,048
Assistant Benefits	\$ 2,414	\$ 2,414
Practicum Coordinator Cost (excl. benefits)	\$ 9,788	\$ 9,788
Practicum Coordinator Benefits Department supplies and general expenses	\$ 2,741	\$ 2,741
	\$ 1,150	\$ 1,150
Instructors' cost as % of Revenue	21 %	25 %
Instructors' cost as % of total cost	23 %	27 %
Department non-labour cost as % of Revenue	1 %	1 %
Department non-labour cost as % of total cost	1 %	1 %
Number of Credits	25.0	37.0
Revenue per credit per student	297	217
Cost per credit per student	274	202
Revenue per student	7,414	8,040
Cost (breakeven tuition fee) per student	6,838	7,475
Program Gross margin	\$ 39,342	\$ 41,968
Revenue		
Tuition fees	\$ 118,617	\$ 128,635
Total Revenue	\$ 118,617	\$ 128,635
Instructor		
Salary	\$ 25,440	\$ 32,160
Benefits	\$ 2,544	\$ 3,216
Total Instructor Costs	\$ 27,984	\$ 35,376
Support Staff/Administrator		
Salary - Program Coordinator	\$ 21,212	\$ 21,212
Salary - Program Assistant	\$ 8,048	\$ 8,048
Salary - Practicum Coordinator	\$ 9,788	\$ 9,788
Benefits - Program Coordinator	\$ 5,939	\$ 5,939
Benefits - Program Assistant	\$ 2,414	\$ 2,414
Benefits - Practicum Coordinator	\$ 2,741	\$ 2,741
Total Support Staff/Administrator Costs	\$ 50,141	\$ 50,141
Non-Labour		
Department supplies and general expenses	\$ 1,150	\$ 1,150
Total Non-Labour Costs	\$ 1,150	\$ 1,150
Total Direct Program Expenditures	\$ 79,275	\$ 86,667
Indirect Program Expenditures		
Indirect Support	\$ 30,125	\$ 32,934
Total Indirect Expenditures	\$ 30,125	\$ 32,934
Total Direct and Indirect Cost	\$ 109,400	\$ 119,601
Gross Margin Income Statement		
Revenue from tuition	\$ 118,617	\$ 128,635
CS direct expenditures	\$ 79,275	\$ 86,667
Gross margin	\$ 39,342	\$ 41,968
Indirect Support	\$ 30,125	\$ 32,934
Total CS Expenditures	\$ 109,400	\$ 119,601
Net Surplus / (Deficit)	\$ 9,217	\$ 9,034



DECISION NOTE

PREPARED FOR: Board of Governors
DATE: May 29, 2024
ISSUE: **RECOMMENDATION FOR APPROVAL:**
 Rescinding historical Human Resources Policies x 13

BACKGROUND:

There were several human resource related policies that were removed from the College website and/or put into abeyance at some point between 2011 and 2014. After a thorough search of historical records in college archives, minutes of Board of Governor meetings, and senior management offices by Nicole Degagne, Coordinator of Policy, Curriculum, and Contracts, there is no apparent evidence that the policies in the list have been officially rescinded. There is no written record of a decision to inactivate and remove these policies from the College website.

To fix this oversight in the policy process, Ms. Degagne organized the policies together for review. People Services has reviewed these policies and determined that they can be rescinded based on the rationale provided.

Policy Name	No.	Eff. Date	Rationale for Rescinding
Personal Services Department-Policies & Procedures Manual	B.2.4	n/a	No longer relevant.
Employment of Foreign National	B.2.5	Oct 8/96	Covered by foreign workers legislation.
Purchase of Prior Services Under the College or Municipal Pension Acts	B.2.6	Oct 8/96	No longer relevant.
Updating Personnel Records	B.2.7	Oct 8/96	Covered in policy B.5.1 Sharing & Stewardship of Information and other current internal practice.
Administrators Salary Schedule Placement Committee	B.2.8	Oct 8/96	Replaced by B.2.2 Selection of Administrators.
Initial Step Placement - Admin.	B.2.9	Oct 8/96	Replaced by B.2.2 Selection of Administrators.
Retirement & Re-employment	B.2.10	May 27/99	Mandatory retirement in our sector was abolished in 2004. Re-employment is covered by the pension rules.
Administrators Vacation Carry Over Policy	B.2.11	Aug 12/97	Replaced by legislation.
Employment of Relatives	B.2.12	Oct 8/96	Covered in A.3.6 Standards of Employee Conduct & Conflict of Interest.
Exchange Arrangements	B.2.13	Oct 13/98	The policy is no longer in force. Some aspects are covered in the VCCFA agreement under 8.19 Renewal and 8.20 Professional Currency. For Admin, have personal leave without pay is approved by their leader and the VP for the area.
Equal Employment Opportunity and Advancement Policy	B.2.14	Jun 24/99	Content is covered in A.3.1 Prevention of Harassment, Discrimination and Bullying.
Use of Drugs or Other Medication and Alcohol	B.2.15	Sep 14/99	Covered in A.3.6 Standards of Employee Conduct & Conflict of Interest and various People Service and legislated health and safety guidelines.
Bereavement Policy	B.2.17	Apr 12/05	There is a process in People Services that addresses the roles and responsibilities and how to process the notification forms

Two additional policies were reviewed:

1. Board records indicated that policy B.2.3 Suspension and Dismissal of Employees was rescinded in 2006.
2. The Employees with Disabilities policy B.2.18 is scheduled for a full review in 2024.

DISCUSSION:

The proposal to rescind these policies was posted for community feedback. There was no response. Operations Council reviewed them for a final time and had no concerns with rescinding them.

MOTION:

THAT, on the recommendation of the Governance Committee, the Board of Governors approve to rescind 13 historical Human Resources policies:

1. Personal Services Department-Policies & Procedures Manual B.2.4
2. Employment of Foreign National B.2.5
3. Purchase of Prior Services Under the College or Municipal Pension Acts B.2.6
4. Updating Personnel Records B.2.7
5. Administrators Salary Schedule Placement Committee B.2.8
6. Initial Step Placement - Admin. B.2.9
7. Retirement & Re-employment B.2.10
8. Administrators Vacation Carry Over Policy B.2.11
9. Employment of Relatives B.2.12
10. Exchange Arrangements B.2.13
11. Equal Employment Opportunity and Advancement Policy B.2.14
12. Use of Drugs or Other Medication and Alcohol B.2.15
13. Bereavement Policy B.2.17

PREPARED BY: Kate Dickerson, Vice President, People Services

ADDITIONAL RESOURCES:

VCC Policies: <https://www.vcc.ca/about/governance--policies/policies/policies/policy-index/>

NOTE: Search by policy name in index



DECISION NOTE

PREPARED FOR:

Governance Committee

DATE:

May 29, 2024

ISSUE:

RECOMMENDATION FOR APPROVAL:

Revised Education Services Renewal (405) Policy & Procedures

BACKGROUND:

The policy was last updated in 2017 and underwent a scheduled review. The consultation process included service area leaders, as well as the chair of Education Council (EdCo) and the Education Quality Committee.

The following key revisions were made to strengthen the education services renewal process, while respecting the original intent of the policy and procedures:

- Stronger alignment of the education services renewal process with broader institutional plans and frameworks, including the Strategic Innovation Plan (SIP)
- Clear, structured process with specific stages of review and required documentation, but with flexibility to adjust the scope of renewal to make it relevant to each specific service area. The renewal proposal is reviewed and approved by the appropriate vice president (or delegate).
- Role-based procedures to clarify responsibilities
- Alignment of the renewal process with existing external reporting requirements, e.g. to the Ministry of Post-Secondary Education and Future Skills

DISCUSSION:

The revised policy and procedures were reviewed by the Education Quality Committee (EQC) and Education Policy Committee (EPC). Feedback from both groups was considered and largely incorporated, including sharing of renewal proposals with EQC for information and feedback prior to final approval by the relevant vice president (or delegate).

Separately from the policy document, both committees discussed support for education service renewals and recommended exploring opportunities to increase resourcing. Currently, the Centre for Teaching, Learning, and Research (CTLR) supports program renewals, but providing support for education services renewals is outside its scope.

The policy was posted for college feedback from March 6 to March 27, 2024. One comment was received related to Indigenization, reconciliation and decolonization. In consultation with Jessie Williams, Dean of Indigenous Initiatives, language in policy principle #2 was changed from “equity, decolonization and Indigenization” to “reconciliation and diversity,” in alignment with VCC’s Strategic Innovation Plan (SIP).

EdCo unanimously recommended the policy and procedures for approval at its April 9, 2024 meeting. The Governance Committee approved EdCo's recommendation on May 6, 2024.

RECOMMENDATION:

THAT, on the recommendation of the Governance Committee, the Board of Governors approve, in the form presented at this meeting, the revised Education Services Renewal (405) policy and procedures.

PREPARED BY: Clayton Munro, Associate Vice President, Student & Enrolment Services
Natasha Mandryk, Chair, Education Council

Appendix A: Revisions Summary - Education Services Renewal (405) Policy & Procedures

Appendix B: Education Services Renewal (405) Policy & Procedures (clean copy)

Education Services Renewal Policy - Summary of Revisions

Field	Old	New
Policy Sponsor	Vice President Academic Applied Research	Vice President Students Community Development
Context and Purpose	<p>Vancouver Community College (VCC; the College) ensures that its educational services that support and assist students, prospective students and employees are of high quality. Further, the College fosters a culture of continuous improvement in its educational service functions through learning and self-assessment.</p> <p>The quality of educational services is monitored and evaluated from a number of different perspectives, including the degree to which student and staff expectations are met, the degree to which the approved goals and objectives for each Education Service Area are met, and the degree to which Education Service Areas meet or exceed exemplary practices at comparable post-secondary institutions.</p>	<p>Vancouver Community College (VCC; the College) is dedicated to providing high quality educational support services that contribute to student success and are vital to achieving the College’s vision, goals and mandates.</p> <p>VCC’s educational services are expected to lead in their sectors and be willing to take calculated risks to incorporate new and innovative approaches to best respond to and serve the VCC community.</p> <p>This policy supports the ongoing renewal of educational services and outlines the process for monitoring and evaluating quality assurance within these areas.</p>
Scope and Limits	<p>The College & Institute Act states in Section 23(1) <i>An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy for the following matters (f) evaluation of programs and educational services.</i></p> <p>Education Service Area renewals will occur every 5-7 years.</p>	<p>This policy applies to all service areas. Educational Service Renewals do not address the performance evaluation of employees. Performance reviews are carried out through established procedures overseen by VCC People Services and/or contained in relevant collective agreements.</p>
Policy Principles	<ol style="list-style-type: none"> 1. Quality services are vital to ensuring student success. 2. The College and/or service areas will encourage students to access services through various promotional activities. 3. The College will strive to ensure services are accessible to all students. 4. Educational services are governed by the College’s vision, mission and strategic direction. 5. Educational services are also guided by professional practice standards. 	<ol style="list-style-type: none"> 1. Educational service renewals provide service areas with critical information to effectively evaluate and assess services provided. They inform service areas with what is working well and meeting needs, and what must change to serve new or previously unrecognized student and institutional needs. 2. Education service renewals will be informed by the College’s vision, mission, strategic objectives, and enhance our commitment to reconciliation and diversity, sustainability, community engagement, employee empowerment and wellbeing, and financial stewardship. 3. When available, education service renewals will be guided by professional practice standards, quantitative and qualitative data, and regional, national, or international benchmark data. 4. Education service renewals are a thorough, forward-looking, collaborative, and inclusive process. They provide the opportunity for consultation with relevant parties, including faculty/instructors, support staff, administrators, current students, past students and graduates, industry and community representatives, and employers.

Field	Old	New
	<p>6. Educational services will establish criteria for evaluating success over the renewal cycle.</p> <p>7. Educational services must change as new or previously unrecognized student needs emerge.</p> <p>8. Educational services employ quantitative and qualitative methods of monitoring and evaluation.</p> <p>9. When available, regional, national, or international standards are used for benchmarking purposes.</p>	<p>5. Education service renewals will focus on:</p> <ul style="list-style-type: none"> a. high quality and effective services; b. access; c. operational best practices; d. department culture and employee environment; e. connection with students; f. impacts of service; g. sector or service area standards (as applicable); h. effective allocation of resources; and i. use of technology.
<p>All Procedures</p>	<p>1. The Dean/Director is responsible to initiate and guide the renewal process in consultation with faculty/instructors, staff and administrators.</p> <p>2. Education Service Area renewals will be conducted every 5-7 years. The Vice President, Academic & Research will establish this schedule.</p> <p>3. Every Education Service Area will have the following general standards and essential elements regardless of their specific function:</p> <ul style="list-style-type: none"> a. Mission <ul style="list-style-type: none"> i. A mission statement that is compatible with the College’s vision, mission and strategic direction; compatible with professional standards and reflects a commitment to student learning and development b. Organization <ul style="list-style-type: none"> i. Clearly stated goals and objectives ii. Updated operational manuals and guidelines iii. Organizational chart c. Resources <ul style="list-style-type: none"> i. Employees with relevant skills and qualifications to accomplish mission, goals, and objectives ii. Employees professional development opportunities iii. Space, technology infrastructure and other required resources relative to existing needs and anticipated growth 	<p>Roles & Responsibilities</p> <p>1. The appropriate Vice President or delegate is responsible for:</p> <ul style="list-style-type: none"> a. ensuring that adequate and appropriate funding and resources are available to areas undergoing service renewals; b. maintaining critical oversight over the renewal process and final recommendations; c. ensuring the service area renewal is conducted so as to inform and/or align with the College’s strategic planning and priorities (e.g., Strategic Innovation Plan, Academic Plan); and d. maintaining copies of all Required Documentation. <p>2. The Service Area Administrator (Administrator) is the most immediate administrator directly responsible for any given Education Service Area. Administrators may assign delegates within the service area to lead the renewal or manage various components of a renewal. Administrators are responsible for:</p> <ul style="list-style-type: none"> a. initiating the renewal process; b. reviewing and approving the proposed renewal process in consultation with the appropriate Vice President or delegate; c. supporting the renewal process as required; d. ensuring the renewal is conducted as approved or subsequently revised in the Education Service Renewal Process Proposal e. drafting the Required Documentation;

Field	Old	New
	<p>d. Policy and governance</p> <p>i. Policies and practices that align with College governance requirements of the respective Education Service Area</p> <p>e. An outline of best practices, ethical principles, standards, statements, or codes that guide the educational service area, as applicable.</p> <p>4. The Education Service Area renewal will include an internal self-study undertaken by faculty/instructors, staff, and administrators that systematically reviews and generates a written report on strengths, weaknesses, needs, and recommendations for quality improvement. The self-study will be based on a broad range of indicators relevant to the Education Service Area. The indicators or metrics will be agreed upon through consensus among the Dean/Director, faculty/instructors, staff and administrators of the Service Area. Identification of relevant metrics that can be gathered on an annual basis to assist in monitoring demand, quality, operational efficiency and effectiveness of the Education Service Area. Factors to consider when developing service performance metrics may include but are not limited to:</p> <p>a. Demand:</p> <ul style="list-style-type: none"> i. Trends in demand ii. Demand at comparator institutions iii. Relationship between service demand and student success and access iv. Information about demographics and demand <p>b. Quality:</p> <ul style="list-style-type: none"> i. National standards, legislation and other benchmarks ii. Link to service standards iii. Measures of users’ opinions of quality and other feedback (surveys, focus groups, etc.) iv. Expert opinions on quality (consultants, specialists, etc.) v. Quality measures at comparator institutions 	<p>f. submitting the Final Report and Recommendations to the Senior Administrators of the College (Senior Team), Education Council and the Board of Governors;</p> <p>g. responding to completed renewals through the implementation of recommendations as appropriate and necessary to fulfill the intent of the renewal to improve and direct service delivery and quality.</p> <p>Renewal Schedule</p> <p>3. The Renewal Schedule will be developed by the Vice President Students and Community Development or delegate in consultation with the Vice Presidents of other service areas.</p> <p>4. The Renewal Schedule will be shared with the Education Quality Committee and a final version submitted to Education Council for information.</p> <p>5. Education services renewals for each area will be conducted every 5-8 years, or earlier if determined to be undertaken as part of a broader institutional plan.</p> <p>Required Documentation</p> <p>6. The Required Documentation is intended to capture a complete and thorough process, as well as the information, resources and data used in the evaluation and reflection of services and the determination of recommendations.</p> <p>7. The final version of Required Documents will be shared with department employees upon completion.</p> <p>8. The following documents are a required outcome of education service renewals:</p> <ul style="list-style-type: none"> a. Education Service Renewal Process Proposal b. Internal Reflection Report c. External Review Report d. Final Report and Recommendations

Field	Old	New
	<p>vi. Mandated service provision or service standards</p> <p>vii. Relationship between service quality and student satisfaction, health and wellness</p> <p>c. Operational efficiency and effectiveness:</p> <p>i. Effectiveness of service delivery</p> <p>ii. Effectiveness of technology and tools used for the delivery of such services</p> <p>iii. Trends in revenue and expenses</p> <p>iv. Revenue and expenses in comparable departments or comparable institutions</p> <p>v. Ratios of administrators/support staff, full-time/part-time/ temporary staff, faculty/instructors</p> <p>vi. Requirements for specialized equipment and/or IT, related capital and support costs, etc.</p> <p>vii. Space quantity and quality and ratios of space per staff, space per student; fluctuations in space needs by time of day/year, etc.</p> <p>viii. Space and accessibility for staff and clients, modifications and costs to meet accessibility requirements</p> <p>ix. Effectiveness of health and wellness initiatives</p>	<p>9. The format, including length and detail of each document, will be dependent on the approval process.</p> <p><u>a. Education Service Renewal Process Proposal</u></p> <p>This document will outline the scope of the renewal and the process by which the Education Service Area will conduct its renewal and fulfill the required documentation.</p> <ul style="list-style-type: none">Proposals may span the entire operations of the service area or, as appropriate, focus on a specific aspect of service.The service area should consider the following areas when preparing their Proposals: student data, service operations, planning and administration, staffing, space and resources. <p>Proposals should:</p> <ul style="list-style-type: none">- outline the resources and data that will be used in the renewal process, such as surveys, site visits, student feedback; and- identify roles and responsibilities within the department that will be assigned to support the renewal process. <ul style="list-style-type: none">Proposals are approved by the appropriate Vice President or delegate.

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	<p>5. The renewal will also include an external review, conducted by a panel of at least two professionals with expertise in the Education Service Area. This review will include a site visit, with a focus on benchmarks and emerging standards that any similar Education Service Area can reasonably be expected to achieve. The panelists will be provided a copy of the self-study report. Input from the broader College community will be included. Protocol for identification and selection of the panel members will be developed by the Vice President, Academic & Research or respective Senior Administrator in co-operation with the Dean/Director, faculty/instructors, staff and student representative. The external review panel will prepare a report and submit to the Vice President, Academic & Research who will then share that report with the appropriate Dean/Director and Service Area</p> <p>6. A report with an action plan will be prepared by the Service Area in consultation with the Dean/Director that includes a summary of the self-study and external review findings.</p> <p>7. An institutional response to the report prepared by the Vice President, Academic & Research or respective Senior Executive will be submitted to Education Council along with the report.</p> <p>8. Education Council will review the institutional response and action plan report and provide an update to the Board of Governors regarding any recommendations they may decide to make.</p> <p>9. The outcomes of the report and action plan will inform the College and service area’s planning process. The report goes into the yearly departmental integrated planning process.</p> <p>10. The action plan will be reviewed and updated each year by the department and Dean/Director.</p> <p>11. A copy of each of the following documents will be kept in the office of the Vice President, Academic & Research and in the Archives:</p> <p>a. The External Panel Review;</p> <p>b. The Response of the Vice President, Academic & Research; and</p> <p>c. The Self-Study Report.</p>	<ul style="list-style-type: none"> • Proposals will be shared with the Education Quality Committee for information and feedback prior to final approval. <p><u>b. Internal Reflection Report</u></p> <p>This document will capture:</p> <ul style="list-style-type: none"> • findings that are evidence-based and draw on institutional and/or departmental data already collected or data collected during the renewal process; and • input gathered from employees and students within the service area as well as broader college input. <p>This report is submitted to the appropriate Vice President or delegate and is included with the Final Report and Recommendations.</p> <p><u>c. External Review Report</u></p> <p>This document will capture a review of key findings from the Internal Reflection Report and include feedback and recommendations from one or more individuals or groups external to VCC.</p> <ul style="list-style-type: none"> • An external review team consisting of 1 to 3 members will be established, based on recommendations from the Administrator and approved by the appropriate Vice President or delegate. • Members may include experts, consultants and/or specialists from external advisory committees, organizations, local Indigenous communities and/or other post-secondary institutions or professionals that hold expertise in the area. • External reviewer(s) will be provided with the Internal Reflection Report and other appropriate documents. • External reviewer(s) will submit a Report with their recommendations to the appropriate Vice President or delegate and the Administrator. • The External Review Report will inform the Final Report and Recommendations. <p><u>d. Final Report and Recommendations</u></p> <p>This document will be an executive summary of the Internal Reflection Report and the External Review Report and outline high-level findings and provide recommendations.</p>

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		<p>This document is submitted along with all required documentation to the appropriate Vice President or delegate.</p> <p>10. An institutional response to the Final Report and Recommendations will be prepared by the appropriate Vice President or delegate and submitted to the Administrator, department, and Education Council along with the Final Report and Recommendations.</p> <p>Institutional Response</p> <p>11. Education Council will review the Final Report and Recommendations and Institutional Response and will forward these documents to the Board of Governors. Education Council may provide additional commentary.</p> <p>12. The Final Report and Recommendations will inform Service Area planning processes and may also inform broader institutional planning. The Final Report and Recommendations will go into the departmental integrated planning process.</p> <p>13. The college, Education Council and/or the Board of Governors may request updates on the recommendations and progress of outcomes from service area renewals.</p>
Definitions	<p>Education Service Areas Include: • Registrar’s Office • Financial Aid • Advising Services • Counselling Services • Disability Services • Assessment Centre • Interpreting Services • Student Development • Arbiter of Student Issues Office • Library • Learning Centre • Centre for Teaching, Learning and Research • Indigenous Education and Community Engagement • International Education • Continuing Studies • Peer Helpers • Front Desk Reception • New Education Service areas as they arise</p>	<p>Education Service Areas: Departments of the College established to provide support, direction, and guidance for all students and student needs.</p> <p>Employee: An individual who is currently employed by VCC on a full-time, part-time, permanent, temporary, term, casual or contract basis.</p>
Related Resources		<p>College and Institute Act, RSBC 1996, c 52</p>
Revision History		<p>April 26, 2001 - created</p>

APPENDIX B

Education Services Renewal

Policy Type	Academic
Policy Name	Education Services Renewal
Policy Number	405
Effective Date – Policy	tbd
Effective Date – Procedures	tbd
Last Full Review Date	April 5, 2017
Next Scheduled Review Date	tbd
Approval Body	Board of Governors with Education Council Advice
Policy Sponsor	Vice President Students & Community Development
Review Body	Education Policy Committee
Responsible Authority	AVP Students

Policy

Context and Purpose

Vancouver Community College (VCC; the College) is dedicated to providing high quality educational support services that contribute to student success and are vital to achieving the College's vision, goals and mandates.

VCC's educational services are expected to lead in their sectors and be willing to take calculated risks to incorporate new and innovative approaches to best respond to and serve the VCC community.

This policy supports the ongoing renewal of educational services and outlines the process for monitoring and evaluating quality assurance within these areas.

Scope and Limits

This policy applies to all service areas.

Educational Service Renewals do not address the performance evaluation of employees. Performance reviews are carried out through established procedures overseen by VCC People Services and/or contained in relevant collective agreements.

Policy Principles

1. Educational service renewals provide service areas with critical information to effectively evaluate and assess services provided. They inform service areas with what is working well and meeting needs, and what must change to serve new or previously unrecognized student and institutional needs.
2. Education service renewals will be informed by the College's vision, mission, strategic objectives, and enhance our commitment to reconciliation and diversity, sustainability, community engagement, employee empowerment and wellbeing, and financial stewardship.
3. When available, education service renewals will be guided by professional practice standards, quantitative and qualitative data, and regional, national, or international benchmark data.
4. Education service renewals are a thorough, forward-looking, collaborative, and inclusive process. They provide the opportunity for consultation with relevant parties, including faculty/instructors, support staff, administrators, current students, past students and graduates, industry and community representatives, and employers.
5. Education service renewals will focus on:
 - a. high quality and effective services;
 - b. access;
 - c. operational best practices;
 - d. department culture and employee environment;
 - e. connection with students;
 - f. impacts of service;
 - g. sector or service area standards (as applicable);
 - h. effective allocation of resources; and
 - i. use of technology.

Procedures

Roles & Responsibilities

1. The appropriate Vice President or delegate is responsible for:
 - a. ensuring that adequate and appropriate funding and resources are available to areas undergoing service renewals;
 - b. maintaining critical oversight over the renewal process and final recommendations;
 - c. ensuring the service area renewal is conducted so as to inform and/or align with the College's strategic planning and priorities (e.g., Strategic Innovation Plan, Academic Plan); and
 - d. maintaining copies of all Required Documentation.

2. The Service Area Administrator (Administrator) is the most immediate administrator directly responsible for any given Education Service Area. Administrators may assign delegates within the service area to lead the renewal or manage various components of a renewal. Administrators are responsible for:
 - a. initiating the renewal process;
 - b. reviewing and approving the proposed renewal process in consultation with the appropriate Vice President or delegate;
 - c. supporting the renewal process as required;
 - d. ensuring the renewal is conducted as approved or subsequently revised in the Education Service Renewal Process Proposal
 - e. drafting the Required Documentation;
 - f. submitting the Final Report and Recommendations to the Senior Administrators of the College (Senior Team), Education Council and the Board of Governors;
 - g. responding to completed renewals through the implementation of recommendations as appropriate and necessary to fulfill the intent of the renewal to improve and direct service delivery and quality.

Renewal Schedule

3. The Renewal Schedule will be developed by the Vice President Students and Community Development or delegate in consultation with the Vice Presidents of other service areas.
4. The Renewal Schedule will be shared with the Education Quality Committee and a final version submitted to Education Council for information.
5. Education services renewals for each area will be conducted every 5-8 years, or earlier if determined to be undertaken as part of a broader institutional plan.

Required Documentation

6. The Required Documentation is intended to capture a complete and thorough process, as well as the information, resources and data used in the evaluation and reflection of services and the determination of recommendations.
7. The final version of Required Documents will be shared with department employees upon completion.
8. The following documents are a required outcome of education service renewals:
 - a. Education Service Renewal Process Proposal
 - b. Internal Reflection Report
 - c. External Review Report
 - d. Final Report and Recommendations

9. The format, including length and detail of each document, will be dependent on the approval process.

a. Education Service Renewal Process Proposal

This document will outline the scope of the renewal and the process by which the Education Service Area will conduct its renewal and fulfill the required documentation.

- Proposals may span the entire operations of the service area or, as appropriate, focus on a specific aspect of service.
- The service area should consider the following areas when preparing their Proposals: student data, service operations, planning and administration, staffing, space and resources.
- Proposals should:
 - outline the resources and data that will be used in the renewal process, such as surveys, site visits, student feedback; and
 - identify roles and responsibilities within the department that will be assigned to support the renewal process.
- Proposals are approved by the appropriate Vice President or delegate.
- Proposals will be shared with the Education Quality Committee for information and feedback prior to final approval.

b. Internal Reflection Report

This document will capture:

- findings that are evidence-based and draw on institutional and/or departmental data already collected or data collected during the renewal process; and
- input gathered from employees and students within the service area as well as broader college input.

This report is submitted to the appropriate Vice President or delegate and is included with the Final Report and Recommendations.

c. External Review Report

This document will capture a review of key findings from the Internal Reflection Report and include feedback and recommendations from one or more individuals or groups external to VCC.

- An external review team consisting of 1 to 3 members will be established, based on recommendations from the Administrator and approved by the appropriate Vice President or delegate.
- Members may include experts, consultants and/or specialists from external advisory committees, organizations, local Indigenous communities and/or other post-secondary institutions or professionals that hold expertise in the area.
- External reviewer(s) will be provided with the Internal Reflection Report and other appropriate documents.
- External reviewer(s) will submit a Report with their recommendations to the appropriate Vice President or delegate and the Administrator.
- The External Review Report will inform the Final Report and Recommendations.

d. Final Report and Recommendations

This document will be an executive summary of the Internal Reflection Report and the External Review Report and outline high-level findings and provide recommendations.

This document is submitted along with all required documentation to the appropriate Vice President or delegate.

Institutional Response

10. An institutional response to the Final Report and Recommendations will be prepared by the appropriate Vice President or delegate and submitted to the Administrator, department, and Education Council along with the Final Report and Recommendations.
11. Education Council will review the Final Report and Recommendations and Institutional Response and will forward these documents to the Board of Governors. Education Council may provide additional commentary.
12. The Final Report and Recommendations will inform Service Area planning processes and may also inform broader institutional planning. The Final Report and Recommendations will go into the departmental integrated planning process.
13. The college, Education Council and/or the Board of Governors may request updates on the recommendations and progress of outcomes from service area renewals.

Definitions

Term	Description
Education Service Areas	Departments of the College established to provide support, direction, and guidance for all students and student needs.

Term	Description
Employee	An individual who is currently employed by VCC on a full-time, part-time, permanent, temporary, term, casual or contract basis.

Related VCC Policies

VCC Policies	Policy Number
Program Review and Renewal	403

Related Resources

College and Institute Act, RSBC 1996, c 52



DECISION NOTE

PREPARED FOR: Board of Governors

DATE: May 29, 2024

ISSUE: **RECOMMENDATION FOR APPROVAL:**
Ad hoc Oversight Committee

BACKGROUND:

As the campus redevelopment plan moves forward, there will be times when Board of Governors cost approvals are required within very tight timelines.

The objective is to include the full board in approvals, when possible, but to have a process to make necessary approvals by a smaller group when required.

Accordingly, the recommendation is to authorize a sub-group of the board (ad hoc Oversight Committee) to approve motions on behalf of the VCC Board within specified parameters.

MOTION:

That the VCC Board of Governors authorize the establishment of an ad hoc Oversight Committee as follows:

Composition: Members (3) of the Finance and Audit Committee (FAC)
Board Chairperson
Board Vice-Chairperson
President (non-voting / ex-officio)

Quorum: 3

Purpose:

To authorize, by a majority vote, board decisions that for financial and operational reasons cannot wait until the next regularly scheduled board meeting. In particular, this means decisions related to the Campus Redevelopment Plan and other major capital projects.

Requirements:

1. Only decisions that must be made prior to a scheduled board meeting will be brought to the Oversight Committee. For example, a deadline must be met, or a delay will have financial consequences.

2. The meeting (zoom) invitation will be circulated to all board members, along with any background information and decision notes. This will include a rationale for the timeliness questions.
3. All board members may attend the discussion and be present for the vote, but only the Oversight Committee members will participate in the vote, with any 3 empowered to effect a decision.
4. All motions will be recorded in writing, and those minutes circulated to the full board as soon as possible.

PREPARED BY: Joey Hartman, Chairperson, VCC Board of Governors