

**ATTENDANCE**

**Board Members**

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

**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
Adrian Lipsett	Dean, Continuing Studies

**Ex-Officio**

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

**Guests**

Deanne Bates	Chief Shop Steward, CUPE Local 4627
Robbie Ruddell	Department Head, Counselling Services
Stefan Nielsen	Organizer, Advocacy & Governance, SUVCC

**We acknowledge that Vancouver Community College (VCC) is located on the traditional and unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliwətał (Tseil-Waututh) peoples who have been stewards of this land from time immemorial.**

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

- J. Hartman called the meeting to order at 5:39 p.m. K. Dickerson presented the land acknowledgement. Chair’s opening remarks:
  - Regrets from N. Belokopitov, M. Guerin and P. Yeung.
  - Highlighted the News & Events report and list of activities attended by the board. Later in the meeting, the board will be sharing their experience attending the Apr 12, Ground Blessing Ceremony.
  - Congratulated the Alumni Awards and Student Awards recipients. VCC’s Alumni are integral in the future success of the college. Sharing their stories puts VCC on the map. The Student Awards is a wonderful opportunity to for students to meet VCC’s generous donors, who make the awards possible. Family and friends join in the celebration. Representing the board was M. Rashid, J. Yu and D. Ocanas. She thanked the organizing committees for their work on these awards events.
  - Congratulated VCC for being the recipient of the 2024 YWCA Women of Distinction Outstanding Workplace award on May 9. This award demonstrates VCC’s commitment to equity, diversity, and inclusion.

- A. Patel:
  - Happily echoed J. Hartman’s comments on the awards. In addition, he congratulated Marcia Tanaka, VCC’s Deaf and Hard of Hearing (DHH) Department Head. Marcia won Silver in the Leadership Excellence for Faculty at Colleges & Institutes Canada annual conference in May. VCC’s DHH department celebrated its 50th anniversary on May 17, 2024. MLA, Joan Phillip attended and the Honourable Lisa Beare, Minister of Post Secondary Education and Future Skills, brought virtual remarks.

## 2. APPROVAL OF AGENDA & CONSENT AGENDA

**MOTION:** THAT the Board of Governors approve the May 29, 2024, public meeting agenda, and the Consent Agenda items:

- 2.1 Minutes: Mar 27, 2024, Public Meeting
- 2.2 Board Correspondence & Activity
- 2.3 News & Events – May 2024 Report

**Moved, Seconded & CARRIED**

## 3. ACTION TRACKER

- No actions.

## 4. CONSTITUENCY REPORTS

### 4.1 CUPE Local 4627

- The Board received a report from D. Bates, Chief Shop Steward about the rescinding of historical Human Resources policies, specifically, B.2.4 Personal Services Department-Policies & Procedures Manual. The concern being raised is that B.2.4 is not reflected in current policy. People Services will work with D. Bates to identify the gaps in current policies.

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

- The Board received a report from S. Nielsen, SUVCC Advocacy & Governance Organizer.
- The SUVCC Broadway Office renovation is complete, and a grand opening event is being organized for Sept.
- On the matter of food insecurity, collaboration with the VCC Foundation continues, maximizing efforts to have meaningful impact.
- No response to the Open Letter to Premier Eby.

### 4.3 Vancouver Community College Faculty Association (VCCFA)

- Counselling Services Department Head, Robbie Ruddell, informed the board about concerns expressed by the counselling staff. Focus was around support of mental health initiatives and education at VCC, and to raise awareness of the increasing number of students in crisis.

## 5. EDUCATION COUNCIL (EDCO) REPORT

### 5.1 Chair’s Report – Presented by EdCo Chair, N. Mandryk

- The Education Council (EdCo) Chair’s Report was included in the meeting materials. N. Mandryk highlighted that the Articulation Agreement established between VCC’s School of Trades, Technology and Design and Nova Scotia College Art and Design University in Nova Scotia, is being reported for information only. The transfer of credit term is not under the purview of the Board.

### 5.2 Enrolment Plan 2024/25

- In March 2024, EdCo delayed the approval of the draft 2024-25 Enrolment Plan as adjustments were required for both domestic and international registration numbers. A final draft was approved by EdCo on May 14, 2024. It was confirmed that the adjustments do not impact the budget approved by the Board on Mar 27. Management acknowledges there are system issues, but these also require expensive solutions. It is expected that the 2025-26 budget and enrolment plan will be submitted together.

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

**Moved, Seconded and CARRIED**

### 5.3 Academic Year 2024/25, 2025/26, 2026/27

- The Academic Plan is presented to Education Council by the Registrar. It supports the coordination of academic and campus activities and operation of the Registrar’s Office. It includes public holidays and College closures, term dates, last day of exams, and grade submission deadlines.

**MOTION:** 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.

**Moved, Seconded and CARRIED**

### 5.4 CREDENTIAL: Counselling Skills Foundations: Mental Health and Addictions Certificate

- In May 2024, the Ministry informed EdCo that the revisions to VCC’s Counselling Skills Foundations: Mental Health and Addictions Certificate were considered significant and warranted a tuition review. EdCo had approved the revisions in 2023, with no concerns, however, advice to the board was not required at that time.
- To avoid delays to student registration, and to the planned program launch for September 2024, the EdCo 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.
- The Board did not express concerns with proceeding with this proposal.

## 6. FINANCE AND AUDIT COMMITTEE (FAC)

### 6.1 Chair’s Report – Presented by FAC Chair, J. Yu

- The Finance and Audit Committee (FAC) met on May 24, 2024. They approved one (1) procurement matter; the purchase and installation of 7 (3-tiered) car-stackers) at the Broadway Campus. Other matters considered are on the public agenda.
- The next meeting is Jun 12, 2024.

### 6.2 2023/24 Actuals to Budget

- The Financial Performance Report (for the Twelve Months ended March 31, 2024) was provided in the meeting materials for information.

### 6.3 2023/24 Audited Financial Statements

- External auditors KPMG have conducted the annual audit of VCC’s accounts and transactions. It is a requirement under the College & Institute Act. It is the 4th year of a 5-year contract that KPMG as completed this work.
- The audit is complete, subject to FAC’s review, signing of the Management Letter and Board approval of the audited financial statements.
- As stated by KPMG, VCC’s 2023/24 audited financial statements satisfy the audit requirements under the College and Institute Act. The audit was also risk focused, and no significant risks were identified or issues to report. Accounting policies and practices are consistently applied.
- There have been no significant changes to accounting policies and practices impacting VCC.
- The statements were approved by FAC on May 24, 2024, and were presented in the meeting materials for Board approval.

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

**Moved, Seconded and CARRIED**

#### 6.4 TUITION: Counselling Skills Foundations: Mental Health and Addictions Certificate

- The program was described in EdCo's Info Note. With significant revisions, a tuition review was warranted. For VCC, this training is essential for its community. In response to questions about the comparative data, it was explained that VCC is the only public sector institution that runs the program out of Continuing Studies (CS), where costs are higher.
- Dean, CS, Adrian Lipsett, explained that the Counselling Skills Program Advisory Council (PAC) provided feedback indicating that the current Foundational Counselling Skills Program needed updating to be more relevant. Employers will expect this foundational training.
- VCC's tuition proposal of \$8,040 was approved by the Ministry. FAC understand that the net contribution is minimal, however, given the relevance of the program to VCC's community, and approval by the Ministry, they approved the recommendation.

**MOTION:** 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 Sept 1, 2024:

Domestic Tuition: \$8,040

**Moved, Seconded and CARRIED**

### 7. GOVERNANCE COMMITTEE (GC)

#### 7.1 Chair's Report – Presented by GC Chair, N. Mandryk

- The Governance Committee (GC) met on May 6, 2024. They reviewed the results of the 2024 Board Evaluation and have presented a report to the Board with recommendations. They will discuss progressing the recommendations at the next committee meeting on Jun 5, 2024

#### 7.2 POLICY: Rescind Historical Human Resources Policies x 13

- For policy maintenance, the Governance Committee proposed that thirteen (13) historical Human Resources policies be rescinded as they are either redundant or have been incorporated into other policies.

**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

**Moved, Seconded and CARRIED**

### 7.3 POLICY: Revised Education Services Renewal (405)

- The Education Services Renewal (#405) policy underwent a scheduled review. The consultation process included service area leaders, as well as the Chair of EdCo and the Education Quality Committee. Key revisions were made to strengthen the education services renewal process, including:
  - Stronger alignment of the education services renewal process with broader institutional plans and frameworks, including the Strategic Innovation Plan (SIP)
  - Alignment of the renewal process with existing external reporting requirements, e.g. Ministry of Post-Secondary Education and Future Skills.
- On May 6, 2024, on the recommendation of EdCo, the Governance Committee reviewed and approved the revisions with no concerns.

**MOTION:** 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.

**Moved, Seconded and CARRIED**

## 8. HUMAN RESOURCES COMMITTEE (HRC) REPORT

### 8.1 Chair's Report – Presented by HRC Chair, M. Rashid

- There was a Special Meeting of the Human Resources Committee (HRC) on April 2. On behalf of the Board, the Collective Agreement between VCC and CUPE Local 4627 was ratified.
- The next HRC meeting is on May 31, 2024.

## 9. INDIGENIZATION AT VCC

- On Apr 12, 2024, the 3 First Nations, the x<sup>w</sup>məθk<sup>w</sup>əy̓əm (Musqueam), Sk̓wx̓wú7mesh (Squamish), and səliłwətał (Tsleil-Waututh), conducted a Ground Blessing Ceremony for VCC's new Centre for Clean Energy & Automotive Innovation building at the Broadway Campus. The event was organized and led by the host nations and was attended by VCC's community. Board members recalled their experience. Personal comments included:

*Reframing how we interact with earth; ground blessing vs ground-breaking.*

*Very special event. Observing the VCC community interact with each other.*

*Other institutions gave positive comments stating that they have learned something.*

*Since the blessing, the land acknowledgement now gives a feeling of being more connected to the land.*

*Celebrate that VCC is setting the precedence.*

*Proud to be a faculty member and to have the opportunity to be involved. So appreciative of opportunities to learn and grow.*

*Ground blessing helped connect to own ancestors. Follow the teaching and wonderful expression of community.*

*Important that we recognize that these events are transforming the future of VCC.*

*A testament that we have knowledge holders like Jessie and David.*

## 10. VCC FOUNDATION - J. YU (BOARD REPRESENTATIVE ON THE VCC FOUNDATION BOARD (VCCF)) PRESENTED A REPORT TO THE BOARD,

- Congratulations to Alumni Award winners Samantha Rematore, Ali Raja Memar, Talita Zampieri Lima Mendes, and Lloyd Taganahan, the ceremony on May 9, was well attended.

- At the Spring Student Awards on May 24, 2024, awards were given to students to a value of approx. \$250k. This event was a wonderful opportunity for students to celebrate with family and friends, as well, an opportunity to thank the generous donors. J. Yu observed the diversity of VCC’s students, acknowledging VCC’s commitment to this.

## 11. NEW BUSINESS

### 11.1 Board Ad Hoc Oversight Committee

**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, Board Chair, Board Vice Chair, 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. 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.
5. Review: The Governance Committee will review this Oversight Committee prior to the June board meeting each year and recommend to the board any changes in the purpose, composition, or requirements of the committee, as well and to recommend regarding continuation as an ad hoc committee.”

**Moved, Seconded and CARRIED**

### 11.2 College & Institutes Canada (CiCan) – Board Member Debrief

- Colleges & Institutes Canada (CiCan) held its annual conference in Calgary on Apr 29 -May 2, 2024.
- The conference is attended by approx. 1200 post-secondary institute leaders and sector partners. The theme was “Growing Talent”. J. Hartman, J. Yu and C. Lo attended as board representatives. P. Yeung attended in his CUPE Executive role.
- J. Hartman found the event a great opportunity to grow connections and make new ones. J. Yu’s observations include how differently provinces approach Indigenization and how the First Nations practice of *heart-over-mind/speak from the heart* resonates with him and his own culture. C. Lo learned more about post-secondary education and newcomers to Canada. Everyone liked getting to know each other outside of regular meetings, as well, meeting counterparts from across Canada.

## 12. NEXT MEETING & ADJOURNMENT

- The next regular public board meeting is on Jun 26, 2024.
- The meeting adjourned at 7:30 p.m.

**MINUTES APPROVED ON JUNE 26, 2024**