



VANCOUVER COMMUNITY COLLEGE BOARD OF GOVERNORS
PUBLIC MEETING MINUTES

May 27, 2020

5:30 p.m. Zoom Video/Telephone Conference

ATTENDANCE

Board Members

Joey Hartman (Chair, Board/HR Committee)
Libby Davies (Vice Chair)
Garth Manning (Chair, Governance)
Mike Tourigny (Chair, Finance & Audit)
Armor Valor Corrales
Chloe Lau
Erin Klis
Mahin Rashid
Nadia Belokopitov
Navreet Kaur Thind
Rene John Nicolas
Shobha Rajagopalan
Seung Oh
Sue Hammell

Ex-Officio

Ajay Patel President & CEO
Elle Ting Chair, Education Council

Staff Resources

Jamie Choi CFO (Interim)
Clodine Sartori VP, People & Culture (Acting)
David Wells VP, Academic & Applied Research
Ian Humphreys VP, Administration
Elmer Wansink AVP, IT & Chief Information Officer
Jane Shin AVP, Student Success
Karen Wilson ED, Marketing & Communications
Claire Sauvé Dean, Continuing Studies (Interim)
Brett Griffiths Dean, Trades, Tech & Design

Guests

Taryn Thomson President, VCC Faculty Association
Deanne Bates Chief Shop Steward, CUPE Local 4627
Sydney Sullivan Exec. Director, Student Union of VCC

Board Secretary

Deborah Lucas

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

1. CALL TO ORDER, LAND ACKNOWLEDGEMENT & OPENING REMARKS

- J. Hartman called the meeting to order at 5:34 p.m., presented the land acknowledgement and opening remarks:
 - Received notification of board reappointments. Terms renewed for J. Hartman, N. Belokopitov, M. Tourigny, S. Oh and S. Hammell.
 - Thanked outgoing board member C. Lau for her contribution to the Board for the past six years. Chloe has been a longstanding member of the Finance & Audit Committee. Her final term ends on May 31, 2020.

2. APPROVAL OF AGENDA AND CONSENT AGENDA

MOTION: THAT the VCC Board of Governors approve the Mar 25, 2020 agenda and approve/acknowledge receipt of the following items on the consent agenda:

- 2.1 Minutes – Mar 25, 2020 Public Board Meeting
- 2.2 Board correspondence
- 2.3 News & Events
- 2.4 2020/21 Board meeting calendar
- 2.5 VCCFA Report

Moved, Seconded & CARRIED (Unanimously)

3. ACTION TRACKER

No actions to report.

4. COVID-19 UPDATE

- COVID-19 is an ongoing event and the College community is working together to get through it. VCC is in sync with where other post-secondary institutions are at.
- There are WorkSafeBC requirements during this in flux period, including submission of safety plans which will be reviewed by VCC's Joint Occupational Health & Safety Committee.
- Some programs are returning to essential in person delivery as required, after a thorough risk assessment. Campus facilities are being adapted accordingly, including adding appropriate signage.
- Updates and engagement with the affected departments are ongoing and constituency group stakeholders are being engaged in as we have some return to campus activities. The situation is fluid.
- A. Patel and S. Aulakh thanked everyone involved in helping make operations run as seamlessly as possible. J. Hartman expressed appreciation on behalf of the Board.

5. CONSTITUENCY GROUP UPDATES

5.1 CUPE Local 4627

- D. Bates, Chief Shop Steward, addressed the Board and expressed appreciation and praise to staff and faculty for their support as the College moved to alternative program delivery. A special mention to the E-Learning Dept and also to the culinary department for providing meals to the Downtown Eastside community.
- C. Lau was thanked for her service to the Board.

5.2 Vancouver Community College Faculty Association (VCCFA)

- VCCFA President, T. Thomson addressed the Board and congratulated the President on his new role.
- The VCCFA was provided in the meeting materials.
- J. Hartman commented that the Board are aware of the government mandate for a balanced budget and the pending deficit facing VCC as a result of COVID-19. Discussion with government is ongoing with regards to identifying the best approach.
- In response to the article in the VCCFA Report regarding ABE layoffs, J. Hartman stated that the Board has responded on the understanding that the layoffs are not a result of budget cut-backs. The Board would not intervene in an operational decision made by Management.

5.3 Student Union of Vancouver Community College (SUVCC)

- Executive Director, S. Sullivan addressed the Board and applauded the work of the VCC community during this challenging time.
- The SUVCC continue to advocate for better access to students, including predictability of fees for international students.

6. EDUCATION COUNCIL (EdCo)

6.1 EdCo Chair Report

- EdCo Chair, E. Ting, addressed the Board and referenced the report included in the meeting materials.
- Two concept papers were presented in the report:
 - *Information Technology Operations, Administration, and Security programs*, which are stackable credentials, delivered by Continuing Studies (CS), in partnership with the Centre for Arts and Technology (CAT). To launch Sep 2021.

- *Accounting and Marketing diplomas*, which are two-year programs that will be available to both domestic and international students as of January 2021.
- The concept paper for the new *Teaching Online Certificate*, was inadvertently missed from the report. The Board will receive the concept paper by email for review, with the view of approving the credential at the meeting on Jun 24, 2020.
- In response to the COVID-19 pandemic, EdCo has conducted three Special Meetings to facilitate emergency planning and expedite approvals for urgent temporary operational changes. On May 12, EdCo approved a streamlined system for reporting and approving curriculum modifications.

ACTION: D. Lucas to email Info Note for Teaching Online Certificate Concept Paper, pre Jun 24, 2020.

6.2 Revised Academic Plan 2020-23

- The Academic Plan 2020-23 was approved by the Board on Mar 25, 2020. Subsequently, it has been revised to include the Computer Aided Drafting (CAD) and 3D Building Information Modelling (BIM) programs.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at this meeting, the revised 2020-2023 Academic Plan.

Moved, Seconded & CARRIED (Unanimously)

6.3 2021/22 Academic Schedule

- E. Ting presented the 2021/22 Academic Schedule, which in accordance with Section 23(1) College and Institute Act, requires Board approval.
- Developed in consultation with Deans and Department Leaders, the Academic Schedule identifies important dates in VCC students’ academic lives including, but not limited to, the following: deadlines for payment and adding/dropping courses; refunds; registration in courses/programs; application for graduation; closures and statutory holidays.
- Noted are the efforts of the Registrar’s Office to support programs moving to a standardized term structure and that as a result of COVID-19 pandemic the schedule may be revised.
- It was approved by EdCo on Apr 14, 2020.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at this meeting, the 2021/2022 Academic Schedule.

Moved, Seconded & CARRIED (Unanimously)

6.4 New Credential: Addiction Counselling Skills Advanced Certificate

- As the result of a recent program renewal process, the Advanced Certificate in Addiction Counselling Skills was developed to replace the Addictions Counselling Skills Certificate. Its expected launch is Jan 2021. Continuing Studies anticipate a healthy enrolment.
- The shift to online delivery opens up opportunities for new target audiences in more remote communities and professionals already working in the field could use this as development opportunity.
- C. Sauve acknowledged the Board’s comment regarding access barriers for individuals with “lived experience”, due to the Criminal Check pre-requisite. This program is for individuals with professional experience in the field, however, the value to be brought to these positions by individuals with lived experience is recognized. A Vulnerable Sector Check is an alternate method for ensuring vulnerable persons are protected. It’s a police info check, plus a check to see if a person has a record suspension (pardon) for sexual offences. Development of future courses may take this into consideration.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve the implementation of the Addiction Counselling Skills Advanced Certificate credential.

Moved, Seconded & CARRIED (Unanimously)

7. FINANCE AND AUDIT COMMITTEE (FAC) REPORT

7.1 Chair's Report

- Finance and Audit Committee (FAC) met on May 20, 2020.
- FAC reviewed the financial performance (7.2) and approved 2 tuition items (7.4 and 7.5).
- The Office of the Auditor General attended and the Acting Deputy Auditor General presented the 2019/20 audit report.
- The next FAC meeting is June 10, 2020.
- M. Tourigny thanked outgoing board member Chloe Lau for her support on FAC over the years.

7.2 Financial Performance – Period End Mar 31, 2020

- Total revenue at year end was \$123.9M. \$2.8M above budget. The net surplus for the year was \$893K.
- The trend continues of backfilling domestic programs with international students, to offset low domestic enrolment revenue.

7.3 2019/20 Audited Financial Statements

- The 2019/20 financial statements were prepared by VCC and audited by the Office of Auditor General (OAG).
- The OAG presented the audit findings to FAC and the Independent Auditors Report was discussed in full. The report speaks to the matters of; Deferral of Revenue and the Agreement to contribute funds to the Vancouver Community College Foundation.
- FAC approved the financial statements for recommendation to the Board on May 20, 2020.

MOTION: That, on the recommendation of the Finance and Audit committee, the Board of Governors approve the 2019/20 audited Financial Statements as presented at the May 27, 2020 meeting.

Moved, Seconded & CARRIED (Unanimously)

7.4 Tuition - Addictions Counselling Advanced Certificate

- The credential had been presented by E. Ting under item 6.4. The recommended tuition provides financial stability for the program and a 10% net contribution to VCC overhead. FAC approved this proposal on May 20, 2020.
- For future tuition proposals, the Board recommended the inclusion of private institutions in the comparators, if their program offering is more comparable than public sector institutions.

MOTION: That, on the recommendation of the Finance and Audit Committee, the Board of Governors approve tuition of \$5,657 for the Addiction Counselling Skills Advanced Certificate, effective May 27, 2020.

Moved, Seconded & CARRIED (Unanimously)

7.5 Tuition - Electronics Repair Technology Diploma

- The Electronics Repair Technology Diploma credential and international tuition was approved in Oct 2019.
- FAC agreed with the rationale presented and proposed tuition, which provides a 3% net contribution to VCC overhead. With uncertainty around international enrolment levels for September, setting tuition rates for domestic students allows VCC the flexibility to open the program up for domestic enrollment.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve tuition for the Electronics Repair Technology Diploma at \$20,343 (\$339 per credit), effective September 1, 2020.

Moved, Seconded & CARRIED (Unanimously)

8. GOVERNANCE COMMITTEE REPORT

8.1 Chair's Report

- The Governance Committee met on May 6, 2020.
- The annual board evaluation survey was deployed by Institutional Research (IR) in April. Kudos to IR for their support. The Committee will develop a report for presenting areas of strength and improvement to the Board.
- A review of policy A.1.1 Board Meetings is in progress, with the view of rescinding it and amending Board Governance Bylaw G.2.0 (s.9 Board Meetings) and other amendments identified through the review process. J. Hartman attended the meeting for this item. Governance best practices were discussed. The review will continue in fall, with the Committee developing a new board meeting framework and clarifying processes for conducting meetings by video/telephone conference.

9. HUMAN RESOURCES COMMITTEE (HRC) REPORT

9.1 Chair's Report

- J. Hartman congratulated A. Patel on his position as permanent President & CEO of the College. Announcements have been made.
- The HRC were acknowledged for their contribution in supporting the Board in making this important decision. It's one that it well supported by the VCC community.
- The President will continue to meet with HRC on his responsibilities in ensuring good stewardship of the institution. The HRC will be responsible for conducting an annual performance evaluation.

10. OTHER BUSINESS

- No business.

11. NEXT MEETING & ADJOURNMENT

- The next Board of Governors Public Board meeting is on Jun 24, 2020. With no further business, the meeting adjourned at 7.04 p.m.

APPROVED AT THE JUNE 24, 2020 PUBLIC BOARD MEETING



Joey Hartman
Board Chair
VCC Board of Governors