



**VANCOUVER COMMUNITY COLLEGE
BOARD OF GOVERNORS PUBLIC MEETING AGENDA**

Wednesday, January 27, 2016 at 6:00 p.m. – Room 420, Downtown Campus

Board of Governors: Pam Ryan (Chair), Claire Marshall, Sumit Ahuja, Chloe Choi, Brenda Aynsley, Mike Tourigny, Dee Dhaliwal Erin Klis, Garth Manning, Shaima Jaff, Kay Vandervalk
Ex-Officio: Peter Nunoda, Todd Rowlatt
Recording Secretary: Deborah Lucas
Staff Resources & Guests: Irene Young, Linda Sanderson, Kathryn McNaughton, Karen Wilson, Marlene Kowalski, Karen Shortt (VCCFA), Chris Joyce (CUPE Local 4627), SUVCC Representative

Item	Topic	Time	Speaker	Pre-reading materials	Action	Page
1	Call to Order	--	Chair	Verbal	--	--
2	Adopt Agenda	--	Chair	Agenda	--	1
3	Approve Minutes	--	Chair	Draft Minutes – December 16, 2015 Public Board Meeting	Decision	3
4	Chair Remarks	5 min	Chair	Verbal	Information	--
5	President's Remarks	5 min	Peter Nunoda	IN – News and Events	Information	8
6	FINANCE & ADMINISTRATION <ul style="list-style-type: none"> • Finance & Audit Committee Chair Report • Q3 Financial Performance – Period Ended Dec 31, 2015 • Amendment to E.5.1 Media Relations Policy & Procedures 	15 min 5 min	Mike Tourigny Karen Wilson	Verbal REPORT: Financial Performance – Management Discussion & Analysis (MD&A) DN – Approval of minor changes to E.5.1 Media Relations Policy	Information Information Decision	-- 10 16
7	EDUCATION COUNCIL <ul style="list-style-type: none"> • Education Council Update 	10 min	Todd Rowlatt	REPORT: Education Council Chair	Information	23
8	Board of Governors Correspondence	1 min	Chair	Verbal	Information	--



9	CONSTITUENCY GROUP UPDATES <ul style="list-style-type: none"> • SUVCC • CUPE • VCCFA 	5 min each	SUVCC Rep Chris Joyce Karen Shortt	-- -- VCCFA Report to the College Board VCCFA Briefing Note to AVED Deputy Minister Flyer – Open the Doors Flyer – There’s More to it than Money Workshop	Information	26 28 29 33
10	Next meeting date: February 24, 2016					
11	Termination Meeting duration: Approximately 1 hour					

DRAFT

**MINUTES OF THE PUBLIC MEETING OF THE BOARD OF GOVERNORS
OF VANCOUVER COMMUNITY COLLEGE
HELD ON DECEMBER 16, 2015 AT THE DOWNTOWN CAMPUS**

Board Members: Pam Ryan (Chair), Chloe Choi, Brenda Aynsley, Mike Tourigny, Claire Marshall, Dee Dhaliwal, Kay Vandervalk, Shaima Jaff

Ex-Officio: Peter Nunoda, Todd Rowlett

Secretary: Deborah Lucas

Staff Resources/Guests: Irene Young, Linda Sanderson, Marlene Kowalski, Kathryn McNaughton, Karen Wilson, Jamie Choi, Chris Joyce, Karen Shortt

Regrets: Sumit Ahuja, Garth Manning, Erin Klis

The meeting was called to order at 6:07 p.m. by P. Ryan. D. Lucas acted as Secretary of the meeting. P. Ryan declared the meeting to be properly called and constituted.

APPROVAL OF AGENDA

P. Ryan asked if there were any proposed amendments to the agenda for the meeting, a copy of which was provided with the meeting materials. As no amendments were suggested, the agenda, as set out in the meeting materials, was adopted.

MINUTES OF PRIOR MEETING

P. Ryan referred to draft minutes of the December 16, 2015 public Board of Governors meeting provided with the meeting materials.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

RESOLVED THAT the minutes of the public Board of Governors meeting held on December 16, 2015 are approved.

CHAIR REMARKS

P. Ryan expressed that it's an honour for her to be elected as Chair of the VCC Board of Governors and looks forward to working with the Board and the broader VCC community in this role. She welcomed newly appointed member Dee Dhaliwal and newly elected Student Board Representatives Shaima Jaff and Kay Vandervalk and gave them an opportunity to introduce themselves.

PRESIDENTS REPORT

P. Nunoda welcomed the new chair and Board members. An Information Note of News and Events in November 2015 was included in the meeting materials.

FINANCIAL PERFORMANCE – PERIOD ENDED OCT 31, 2015

M. Kowalski referred to the Financial Performance – Management Discussion & Analysis (MD&A) report provided in the meeting materials. VCC continue to experience softer enrolments in some program

areas compared to the budget. The lower enrolment has resulted in a deficit of \$2.4M for the period ending October 31, 2015. The School of Access is \$1M below budget due to the change in tuition funding model. With the introduction of the Adult Upgrading Grant (AUG) for Adult Based Education (ABE) and the VCC campaign raising public awareness of the AUG, enrolment trends indicate an increase for the next intakes. VCC have submitted to AVED a forecasted deficit of \$5.5M for the year ended March 31, 2016. This incorporates one-time costs relating to the uncertain contract expiry of the Language Instruction for Newcomers to Canada (LINC) Program. The forecasted deficit will be provided to the Minister of Finance for approval in January 2016. P. Nunoda commented that VCC have been approached to discuss extending the current LINC contract. The level of funding has not been communicated but institutions should anticipate a 5-10% reduction on overall funding. VCC wish to negotiate the extension and these discussions are expected to take place mid-January 2016.

B.5.2 – APPROPRIATE AND RESPONSIBLE USE OF EDUCATION INFORMATION TECHNOLOGY POLICY & B.5.4 – ELECTRONIC MAIL POLICY (EMPLOYEES)

M. Kowalski referred to the Decision Note included in the meeting materials.

The formatting changes, that were a provision of their approval at the June 29, 2015 Public Board meeting were completed, but their submission for final approval by the Board was inadvertently missed off of the October 28, 2015 Board meeting agenda. There were no questions and the motion was put to vote.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

RESOLVED THAT the Board of Governors approves the revised policies B.5.2 – Appropriate and Responsible Use of Education Information Technology and B.5.4 Electronic Mail Policy (Employees) in the format presented in the meeting materials.

EDUCATION COUNCIL

AFFILIATION AGREEMENT WITH GOLD TRAIL SCHOOL DISTRICT NO. 74 (SD74) – EARLY CHILDHOOD EDUCATION

In May 2015, VCC was approached by the School District No. 74, who was looking for a post-secondary institution to run an ECCE Certificate Program within the region. The objectives for this project are to help local youth get vocational training and find jobs, and to qualify members of the local communities to work in the provincially funded family support program *Make Children First* and work with two of the licensed child care settings in the area. 50% of the Gold Trail community is aboriginal. T. Rowlatt commented that there are no changes to the existing curriculum and VCC will receive the program fee of \$140K prior to August 1, 2016 from SD74. Education Council approves the agreement and is recommending approval by the Board of Governors.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

RESOLVED THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at the meeting, the Affiliation Agreement between School District No. 74 Gold Trail and Vancouver Community College.

CANCELLATION OF ABORIGINAL CULINARY ARTS CERTIFICATE PROGRAM

T. Rowlatt referred to the Decision Note in the meeting materials and responded to questions around enrolment in the program. The program was suspended in September 2012 due to low enrolment and a comprehensive review of the curriculum was planned. Given that the approach of the Culinary Arts Department has shifted to a more integrated model for their programs, the review of the Aboriginal Culinary Arts Program has not taken place.

Education Council has expressed a strong interest that the Culinary Arts program includes Aboriginal techniques and perspective in their curriculum going forward, but due to the three year suspension they recommend the Board approve the cancellation of the Aboriginal Culinary Arts Program.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

RESOLVED THAT, on the advice of Education Council, the Board of Governors approve the cancellation of the Aboriginal Culinary Arts Certificate Program.

NEW PROGRAM PROPOSALS: PRE-HEALTH SCIENCES, FASHION ARTS DIPLOMA AND RENAL DIALYSIS TECHNICIAN CITATION

Background on the new program proposals was provided in the meeting materials. P. Ryan recommended a separate motion for each program for Board approval.

Pre-Health Sciences

T. Rowlatt spoke to the proposal for a new Pre-Health Sciences Program. A benefit to this program is there will be two guaranteed seats in each VCC Health Science Program for graduates. Education Council recommends continued development of this program. It's expected to come to the Board for approval with additional financial analysis very quickly. The intention is to implement the program in September 2016. T. Rowlatt responded to questions around student retention and commented that the program is designed for students to explore health sciences and attract them to ladder into other programs at VCC.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

RESOLVED THAT, on the advice of Education Council, the Board of Governors approve the continued development of the Pre-Health Sciences Program.

Fashion Arts Diploma

The Fashion Arts Diploma is an extensive re-development of an existing program that VCC has offered for the past 30 years. The program is designed to be more flexible for students and better equip graduates for a rapidly changing industry. T. Rowlatt referred to the Decision Note in the meeting materials. The program has gone through extensive consultation with its Program Advisory Committee and industry stakeholders. It will provide a part-time option that is currently unavailable in BC. The final proposal will include a significant increase in tuition, as well as establish transfer and articulation agreements with Kwantlen University to provide a pathway into their Fashion degree program. I. Young responded to questions on the current cohort and explained that there will be a plan to "teach out" the current program.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

RESOLVED THAT, on the advice of Education Council, the Board of Governors approve the continued development of the Diploma in Fashion Arts Program.

Renal Dialysis Technician Citation

T. Rowlatt provided background as per the Decision Note provided in the meeting materials. The Renal Dialysis Technician Citation is a re-development of an existing program that has been offered since 1999. T. Rowlatt and M. Yue, Interim Dean, Continuing Studies commented that following a change in the Credentials Policy, the current program no longer meets the Certificate credit requirements and has been re-developed as a Citation. It's a short, extensive program and runs in partnership with Vancouver Coastal, Fraser and Providence Health Authorities.

UPON MOTION duly made, seconded and carried, the following resolution was approved and adopted:

RESOLVED THAT, on the advice of Education Council, the Board of Governors approve the continued development of the Renal Dialysis Technician Citation.

BOARD OF GOVERNORS CORRESPONDENCE

P. Ryan referred to the Letter to CUPE 4627 from the Board of Governors in response to their report titled VCC 2015/16 Budget Review and Analysis. There were no questions.

CONSTITUENCY GROUP UPDATES

STUDENT UNION OF VANCOUVER COMMUNITY COLLEGE (SUVCC)

An SUVCC representative was not present at the meeting.

CUPE LOCAL 4627

CUPE President, C. Joyce referred to the Administration Amuck document in the meeting materials. It was submitted with the intention of being constructive information for new Board members and for the upcoming budget process. C. Joyce commented on their disappointment that elected Board members were not included in the Strategic Planning meeting that took place in November and noted that CUPE have not been approached by the Board or Administration for consultation.

A special union meeting took place on December 10, 2015 for the election of Executive positions and all of the current executive members were re-elected.

P. Ryan provided clarification that it was not the Boards decision to exclude any Board members from the Strategic Planning meeting. Members attended on invitation by Administration and there will be a Board Strategic Planning meeting in the New Year.

VANCOUVER COMMUNITY COLLEGE FACULTY ASSOCIATION (VCCFA) or (FA)

VCCFA President, K. Shortt welcomed the new Board Chair and Board members. She referred to the report included in the meeting materials, highlighting the matter of the funding level cut off for the Adult Upgrading Grant for ABE programs. Currently, if a single person makes \$23,647 they are not eligible for the grant and VCC has been using one time funding to top it up. The FA is concerned that if government do not issue further funding or do not increase the cut off threshold, there will be hundreds of students unable to enrol at VCC. The FA have requested a meeting with AVED to discuss this and at a prior meeting it was indicated that an initiative maybe implemented to provide assistance. The VCCFA will continue to advocate for this.

The Chair of the MacGregor Child Care Centre (based at the Broadway Campus) has contacted the FA to request a donation to help keep the facility open as they are 20K short on their budget. They cannot fundraise or increase fees. The child care centre cares for children of staff and students at VCC. The FA does not have funds to help and wanted to bring it to the Board for consideration. B. Aynsley would like further information on why there is a shortage of funds. K. Shortt recommended contacting Saroj Kumar for further information.

P. Ryan thanked the constituency group representatives for their comments.

NEXT MEETING

It was confirmed the next public Board meeting will be held on February 24, 2015.

TERMINATION

There being no further business, the meeting was terminated at 6:49 p.m.

Pam Ryan
Board Chair



VCC NEWS AND EVENTS

January 2016

- Up to 30 students are getting classroom training and work experience as in-demand office and medical administrative assistant workers, as a result of nearly \$250,000 in provincial funding for Vancouver Community College. After the classroom work, learners receive on-the-job experience at offices around Vancouver, and job search support. This program is geared to people who may face barriers to employment but is not exclusive to them. All graduates of the program will receive Office Administrative Assistant certification, or Medical Office Assistant certification.
- New Continuing Studies program teaches volunteer management for today's non-profits. VCC instructor, Milena Santoro says "It's a misconception that volunteers are just volunteers—that they're free," she says. "There is a cost attached to managing volunteers. You need to recruit, screen, train, recognize, support, and manage them no differently than paid staff." To address this non-profit skills gap, VCC has partnered with Milena Santoro and the Volunteer Management Institute to teach established and effective methods related to the volunteer cycle.
- VCC's Health and Safety department was awarded an Honorable Mention by NAOSH (North American Occupational Health and Safety for several initiatives including, A Day of Mourning event.
- Kory Wilson Director, Aboriginal Education and Community Engagement resigned her position on Jan. 15. Recruiting has begun for a permanent Director Aboriginal Education and Community Engagement. In the interim, Tami Pierce will be the Acting Director.
- Tina Chow, VCC Dean, International and Immigrant Education, will be leaving the college on Feb. 29. Tina will work with us on a transition plan and we hope to have the new Dean in place before her departure.
- Gordon McIver, the new Dean, Continuing Studies & Contract training, will be joining VCC on Feb. 15. Gordon comes from the University of Calgary's Continuing Education department and brings with him a strong business background and Masters in education and business. We thank Michael Yue for his work as interim Dean for the past several months.
- Vancouver Community College and Salvation Army Harbour Light present Christmas in January luncheon on Saturday, Jan. 23 at 11 a.m. VCC's culinary arts chef instructors and students prepared a Christmas lunch with all the fixings for more than 1300 people from the Downtown Eastside.

VCC in the News

- **Syrian Refugees: English classes, job hunting: Syrian brothers jump into new B.C. life** <http://bc.ctvnews.ca/english-classes-job-hunting-syrian-brothers-jump-into-new-b-c-life-1.2737997>

They've wasted no time assimilating into life in Canada. Yasin and Majd Alhomsy, Syrian brothers who reunited with their father at the Vancouver airport last month after 15 long years apart, say they feel like they woke up from a dream. Both men are already enrolled in English classes at Vancouver Community College and are committed to learning English as an important part of integration into Canadian culture.

Upcoming Events:

- VCC hosts the Try-A-Trades event for more than 700 high school students to learn about trades through interactive booths at the Broadway campus.
- VCC's 50th Anniversary celebration and Alumni Award of Distinction – April 8 (campus TBD)
- Info Night – April 20 at Broadway campus

PREPARED BY: Karen Wilson, Interim Director, Marketing & Communications

DATE: January 20, 2016



FINANCIAL PERFORMANCE

Management Discussion & Analysis

For the Nine Months Ended December 31, 2015

PERFORMANCE HIGHLIGHTS

2015/16 Nine Months Operating Overview

VCC continued to experience softer enrolments in a number of program areas (Table 1) compared to budget. However, compared to prior years, with the exception of the School of Access, forecasted enrolments are expected to trend close to historical numbers. The lower enrolment has resulted in a deficit of \$2.4 million for the nine months ending December 31, 2015 (Table 2) compared to the budgeted deficit of \$260K.

The School of Access is \$1.3 million below budget due to the change in funding model to tuition based programming for the nine months ending December 31, 2015. Tuition fees are not believed to be a barrier, as along with the change in funding model for Adult Based Education (ABE), the Provincial Government has introduced an Adult Upgrading Grant (AUG) to offset the cost of tuition. A targeted marketing campaign to increase awareness of the new AUG funding and application progress has resulted in stronger enrolment for the next intakes in ABE courses. During this period, VCC has received and distributed \$2.4 million in AUG funding and used \$490K of the \$621K one-time ABE Bridge funding to assist students with tuition in the programs. In addition, 32 advance faculty layoff notices have been rescinded.

Salary reductions resulting from the cancellation of a number of sections for ABE programming and Hospitality Programs, not filling vacant positions and recruitment lag is \$1.2 million favourable compared to budget.

Table 1: Summary Enrolment Full-Time-Equivalent (FTEs) Prior Years and 2015/16 Budget Compared to Forecast

		Actual FTE's Previous 4 Years				Budgeted and Forecasted FTES		Variance
		2011/ 12	2012/ 13	2013/ 14	2014/ 15	FY 2015/ 16 Total Budgeted FTE's	Total Forecast 2015-16	Variance
Schools								
CCS	Centre for Continuing Studies	858.9	886.1	716.4	626.53	592.73	564.99	-27.75
CIN	Ctr for International Education	254.6	260.5	304.2	381.80	479.58	529.28	49.71
SAS	School of Access	3,271.0	3,438.3	3,397.2	2,759.22	2,008.16	1,685.88	-322.28
SHS	School of Health Sciences	916.0	791.9	851.8	844.13	895.93	839.50	-56.43
SHP	School of Hospitality/ Business	503.9	575.3	502.6	378.24	448.35	379.35	-69.01
SIE	School of Instructional Develop	287.5	288.5	305.5	277.94	295.54	257.40	-38.14
SMD	School of Music, Dance & Design	396.5	381.1	394.8	338.58	415.41	372.85	-42.55
CTT	School of Trades	1,321.6	1,299.5	1,361.7	1,349.14	1,792.53	1,361.56	-430.97
Total		7,809.90	7,921.12	7,834.24	6,955.59	6,928.22	5,990.81	-937.41

Year to Date December 31st Student FTE		
Actual FTE	Budgeted FTE	Variance
423.73	444.54	-20.81
300.37	272.16	28.21
1,272.64	1,515.92	-243.28
573.07	611.59	-38.52
208.62	246.57	-37.95
179.67	206.29	-26.62
213.62	238.00	-24.38
909.25	1,197.05	-287.80
4,080.97	4,732.12	-651.15

**Statement of Operations – Comparison to Budget and Prior Year
For the Nine Months Ended December 31, 2015**

Table 2: 2015/16 for 9 months actuals vs Budget and Prior Year						
(In \$ Thousands)	2015/16 Actuals (April 2015-Dec 2015)	2015/16 Budget (April 2015-Dec 2015)	Variance favourable /(unfavourable)	Comments	2014/15 Actuals (April 2014 - Dec 2014)	Variance favourable /(unfavourable)
Province of B.C. Grants	40,583	40,408	176		45,831	-5,248
ABE Grant	2,409	86	2,323	Adult Upgrade Funding for ABE programs: College now charges tuition fees for Adult Basic Education and ESL Pathways. This funding for the ABE programs is offset by the ABE financial aid disbursement.	251	2,158
Sales of goods and services	4,517	4,771	-254		4,656	-139
Tuition and student fees	18,026	20,069	-2,043	School of Access is \$1.3 million below budget due to lower enrolments related to the change to tuition based programming. School of Music, Dance & Design is \$480K under budget due to lower domestic enrolments in Hair Design and Skin & Body Programs. School of Trades is below budget by \$352K due to lower enrolments resulting from the Industry Training Authority (ITA) funding guideline changes.	13,261	4,765
Other grants, fees & contract services	3,650	5,146	-1,496	Contract revenues are trending below budget.	5,767	-2,117
Miscellaneous income	995	703	291		889	105
Donation income (Foundation Related)	381	289	92		220	161
Amortization of deferred capital contribution	3,815	3,786	29		3,269	546
Investment income	123	225	-102		178	-55
REVENUES	74,500	75,484	-984		74,323	177
SALARY AND BENEFIT EXPENSES	52,857	54,020	1,162	Salary reduction due to the cancelling of sections for ABE programs and not filling vacant positions. This has resulted in a positive variance.	56,247	-3,389
Supplies and general expenses	4,454	4,854	400		3,983	471
ABE Financial Aid	2,409	86	-2,323	Adult Upgrade Funding for ABE programs: College now charges tuition fees for Adult Basic Education and ESL Pathways. This funding for the ABE programs is offset by the ABE financial aid disbursement.	251	2,158
Bursary/Scholarship	347	210	-137		316	31
Professional fees	1,759	1,796	37		2,523	-764
Building and telecom	4,713	4,839	127		5,259	-546
Cost of Goods Sold	3,165	3,011	-154		3,189	-24
Depreciation Expense	6,576	6,553	-23		6,318	258
OPERATING EXPENSES	23,423	21,349	-2,074		21,839	1,584
TOTAL EXPENSES	76,280	75,369	-912		78,085	-1,805
NET SURPLUS (DEFICIT) BEFORE ONE-TIME COSTS	-1,781	115	-1,896		-3,762	1,982
One-Time Costs	587	375	-212		1,913	-1,326
NET SURPLUS (DEFICIT)	-2,368	-260	-1,683		-5,675	3,307

2015/16 YEAR END FORECAST

2015/16 Forecast to Budget Overview

The 2015/16 Forecast (9 months actual + 3 months forecast) in **Table 3** shows a deficit of \$5.5 million. The deficit incorporates one-time costs relating to some continued uncertainty around ABE programming and the contract expiry of the Language Instruction for Newcomers to Canada (LINC) program. The forecast shows the potential worst case scenario.

The forecast reflects \$2.5 million less in tuition and student fees revenue compared to budget, due to lower enrolments in a number of schools and \$1.4 million less than budget in contract revenue. This has been offset by a reduction in salary costs of \$1.9 million and a removal of \$1.1 million contingency budget from the supplies and general expenses. The net surplus (deficit) before one-time costs is \$395K, significantly lower than the \$4.3 million deficit before one-time costs in the prior year.

**Statement of Operations – Comparison to Budget and Prior Year
2015/16 Forecast with Nine Months Actual (Ended December 31, 2015) and Three Months Forecast**

Table 3: 2015/16 Forecast (9 + 3) vs Budget and Prior Year

(In \$ Thousands)	2015/16 Forecast (9 + 3)	2015/16 Budget	Variance favourable /(unfavourable)	Comments	2014/15 Actuals	Variance favourable /(unfavourable)
Province of B.C. Grants	53,815	53,877	-62		60,582	-6,767
ABE Grant	2,409	115	2,294	Adult Upgrade Funding for ABE programs: College now charges tuition fees for Adult Basic Education and ESL Pathways. This funding for the ABE programs is offset by the ABE financial aid disbursement.	600	1,809
Sales of goods and services	6,207	6,383	-176		6,435	-228
Tuition and student fees	26,067	28,538	-2,471	School of Access (\$1.8M), School of Trades (\$420K) and School of Music, Dance & Design (\$170K) are experiencing softer domestic enrolments resulting in lower tuition and fees. This trend is expected to continue to the end of this fiscal.	19,563	6,504
Other grants, fees & contract services	5,459	6,868	-1,409	Fewer contracts have been awarded during the past 9 months. At this time the contract revenue forecast has been reduced by 25%.	8,162	-2,703
Miscellaneous income	1,213	957	256		1,089	124
Donation income (Foundation Related)	484	384	100		447	37
Amortization of deferred capital contribution	5,086	5,048	37		4,786	300
Investment income	162	300	-138		231	-69
REVENUES	100,902	102,470	-1,569		101,895	-993
SALARY AND BENEFIT EXPENSES	70,491	72,373	1,882	Salary reduction is due to the cancelling of some ABE program sections and not filling vacant positions.	75,136	-4,645
Supplies and general expenses	6,274	7,540	1,266	Budget contingency has been removed from the forecast.	6,215	59
ABE Financial Aid	2,409	115	-2,294	Adult Upgrade Funding for ABE programs: College now charges tuition fees for Adult Basic Education and ESL Pathways. This funding for the ABE programs is offset by the ABE financial aid disbursement.	600	1,809
Bursary/Scholarship	489	280	-209		283	206
Professional fees	2,216	2,395	179		3,410	-1,194
Building and telecom	6,401	6,517	116		7,169	-768
Cost of Goods Sold	4,221	4,014	-207		4,492	-271
Depreciation Expense	8,795	8,737	-58		8,844	-49
OPERATING EXPENSES	30,806	29,598	1,208		31,013	-207
TOTAL EXPENSES	101,297	101,970	-674		106,149	-4,852
NET SURPLUS (DEFICIT) BEFORE ONE-TIME COSTS	-395	500	-895		-4,254	3,859
One-time Costs	5,087	500	-4,587	Assumes LINC contract will expire March 31, 2016 and costs associated with lower enrolments in ABE/ESL programs	1,122	3,965
Total One-Time Costs	5,087	500	-4,587		1,122	3,965
NET SURPLUS (DEFICIT)	-5,482	-	-5,482		-5,376	-106

Major Procurement Activity over \$200K

The following table provides a status update on procurement activity over the \$200K threshold.

Table 4: Procurement Status Update

Vendor	Commodity	Contract Start Date	Contract End Date	Cumulative Contract Commitment	Status
Recurrent Needs					
Spicers	Fine Paper	19-Mar-13	31-Dec-15	\$175,000	Planning stage- Working with EDCO to define and aggregate need for group purchasing. Contract extended for final one year option.
Concord Security Corporation	Security Services	1-Jun-11	31-May-16	\$3,271,861	Decision Note approved by the Board in June 2015. Solicitation stage: Purchasing posted RFP October 27 to November 24. Proponent selected and Decision Note with Recommendation submitted to Jan 2016 FAC meeting.
Mitel Networks			31-Mar-16		Planning stage.
Citrix	IT Software Licenses	19-Sep-15	19-Sep-16	\$180,000.00	Projected spend for 5yrs over \$200k.
Known New Opportunities					
Physics Lab Renovation				>\$200,000	Director of Facilities informed Purchasing that project is on hold
ASDT Common Needs Projects:					
Uniglobe Travel	Travel Mangement Company	TBD		>\$200,000	ASDT Agreement executed. Option to opt in available to all Post Secondary Institutions. VCC to study feasibility of agreement in relation to the unque needs of the college



DECISION NOTE

PREPARED FOR: VCC Board of Governors Public Meeting

DATE: January 27, 2016

ISSUE: Approval of Minor changes to Policy E.5.1 Media Relations

BACKGROUND:

The Media Relations policy and procedures were developed in 2013. The policy sponsor is the Director, Marketing and Communication and the Board of Governors is the approving jurisdiction. Minor changes have been made and reflected as track changes on the attached policy and procedure documents:

- Reference to the Academic Freedom policy has been deleted. Back in 2013 when the Media Relations policy was developed the College was considering a separate Academic Freedom policy. However the College decided not to proceed with a separate policy and instead the matter is addressed in the VCCFA Collective Agreement Article 31.
- The sequence of the policy principle “All media inquiries and requests for interviews pertaining to the College are to be referred to the Marketing and Communications Department, or coordinated with the department prior to a response” has moved from bullet 3 to bullet 1.
- Updated title Director, Marketing and Communication.

According to Section 5 of the Policy Development & Maintenance Policy A.3.2, minor changes to the policy or procedures require:

1. The Policy Sponsor to deem that the request is of a minor nature and presents the request to the appropriate College jurisdiction body for consideration.
2. The jurisdiction body (Board of Governors) “reviews the request, determines whether it is of a minor nature and, if so, approves or denies the request. If it is determined that the request is not of a minor nature, then they may decide to ask for a full review. If it is determined that the request is of a minor nature but the jurisdiction body is not in agreement with the request, then the request is denied and the initiator of the request is informed.”
3. “All minor changes to policies, whether under the jurisdiction of the Board of Governors, Education Council or the President receive final approval from the President.”

Discussion:

The changes to the policy and procedures have been reviewed by the Senior Executive Team and the revisions approved by President Nunoda. This Briefing Note will serve as the Context and Tracking Form.

RECOMMENDATION:

THAT the Board of Governors accept and approve the minor changes to the Policy E.5.1 Media Relations.

ATTACHMENTS:

APPENDIX A - E.5.1 Media Relations Policy

APPENDIX B - E.5.1 Media Relations Procedures

PREPARED BY:

Karen Wilson, Director, Marketing and Communication

DATE:

January 20, 2016



POLICY

Policy No.	E.5.1
Title	Media Relations
Approving Jurisdiction	Board of Governors
Policy Sponsor	Executive Director, Marketing & Communications
Last Revised/Replaces	N/A
Effective Date	October 23, 2013
Signed by	Board of Governors

January 4, 2016

CONTEXT AND PURPOSE

The College recognizes the importance of establishing positive relationships with representatives of the news media both to provide timely responses to queries and to inform the media about newsworthy events at the College.

This policy and associated procedures outlines the framework for Vancouver Community College's media relations activities. It provides direction to the VCC Board of Governors and all employees for responding to the media, and ensures the College will identify appropriate spokespersons. It identifies a protocol for ensuring that newsworthy college events are disseminated in an appropriate and useful form for media use. The policy also outlines the conditions under which access to College property for the purposes of video or audio taping will be granted.

SCOPE AND LIMITS

This policy and related procedures applies to all forms of communication between all members of the College community and all media representatives.

VCC is committed to open communications with representatives of the media within the limits of the Freedom of Information and Protection of Privacy Act.

Nothing in this policy is intended to contravene the requirements of the College's Academic Freedom [statement policy which is addressed in the VCCFA Collective Agreement Article 31.](#)

This policy and associated procedures governs the College's relations with representatives of the news media.

STATEMENT OF POLICY PRINCIPLES

- [1. All media inquiries and requests for interviews pertaining to the College are to be referred to the Marketing and Communications Department, or coordinated with the department prior to a response.](#)

- 1.2. The College is committed to open and timely communications with representatives of the media within the confines of the legitimate requirements of student and employee confidentiality and safety.
- 2.3. The College recognizes the important role that the media plays in disseminating news about the College and members of the College community. The College will provide, through a designated spokesperson, full and reasonable answers to questions from the media and will ensure that newsworthy information is disseminated in a timely and appropriate manner.
- ~~3. All media inquiries and requests for interviews pertaining to the College are to be referred to the Marketing and Communications Department, or coordinated with the department prior to a response.~~
- ~~4. The College's Academic Freedom policy ensures that students and employees, within their area of expertise, knowledge and field of study, "are free to pursue independent inquiry, critical thinking and expression" (extract from statement of policy principles). Nothing in this policy is intended to contravene the requirements of the College's Academic Freedom policy.~~

DEFINITIONS

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

RELATED POLICIES & LEGISLATION

LEGISLATION

POLICIES

- A.3.3 Freedom of Information and Protection of Privacy Policy
- A.3.6 Standards of Employee Conduct & Conflict of Interest Policy
- A.3.11 Emergency Management Policy

OTHER

VCC Social Media Best Practices, Communications and Marketing Department [\(available on MyVCC\)](#)

VCC Emergency Management Plan [\(available on MyVCC\)](#)

RELATED PROCEDURES

Refer to Media Relations Procedures, E.5.1

ACKNOWLEDGEMENT

The College wishes to acknowledge the contribution of a similar policy developed by Selkirk College, with permission.



PROCEDURES

Policy No.	E.5.1
Title	Media Relations
Approving Jurisdiction	Board of Governors
Policy Sponsor	Director, Marketing & Communications
Last Revised/Replaces	N/a
Effective Date	October 23, 2013
Signed by	Board of Governors

January 4, 2016

DEFINITIONS

Members of the College Community: Members of the College community include: all VCC employees (part-time, full-time, term and temporary), contractors, volunteers, Board of Governors and students.

Media, Video and Audio Releases: Media, video and audio releases are short news stories or announcements which the College will write, audio record and/or video record for distribution to the media to publicize an event or activity, to announce something that the College believes has news value and/or to reinforce a central theme or message to manage the College's reputation.

Meetings with the Media: Meetings with the media are arranged, as required; the purpose of such meetings is to develop a mutual understanding with specific news media outlets and to determine the most effective approach in dealing with any particular issues.

News Conferences: News conferences are called by the College when it wishes to announce items of major significance and/or complexity (e.g. opening a facility, major change in funding, crisis situation); a news conference is considered a formal invitation to the news media; the media will expect to hear a major announcement, to have an opportunity to ask questions, record answers, take pictures and to receive a press kit containing information about the announcement.

Public Service Announcements: Public service announcements are generally very short in length and deal with routine activities that relate to the community served by the College; in many cases, they promote College activities that are open and free of charge.

PROCEDURES

GENERAL

Consistent with the principles outlined in the policy document, the College:

1. Requests that all media inquiries and requests for interviews pertaining to the College are to be referred to the Marketing and Communications Department, or coordinated with the department prior to a response.
2. Is committed to open and timely communications with representatives of the media within the confines of the legitimate requirements of student and employee confidentiality and safety.
3. Recognizes the important role that the media plays in disseminating news about the College and members of the College community. The College will provide, through a designated spokesperson, full and reasonable answers to questions from the media and will ensure that newsworthy information is disseminated in a timely and appropriate manner.
4. Will consider providing access to College property for the purpose of audio or video taping.

SPOKESPERSONS FOR MEDIA INQUIRIES TO THE COLLEGE

5. The Chair of the Board, or his/her designate, is the official spokesperson for media inquiries about Board matters.
6. The College President, or his/her designate, is the official spokesperson for media inquiries about College matters other than Board matters.
7. The ~~Executive~~ Director, Marketing and Communications, or his/her designate, is the official spokesperson for media inquiries about College matters other than those handled by the President.
8. Technical or subject matter experts identified by the College and who have received media training may be designated to speak to media on matters specific to their area of expertise, knowledge and field of study.

RESPONSES TO MEDIA INQUIRIES TO THE COLLEGE

9. All inquiries from the media to any member of the College community are directed to the ~~Executive~~ Director, Marketing and Communications or his/her designate. Inquiries should be forwarded promptly in order to honor the College's commitment to a short response time.
10. The ~~Executive~~ Director will determine, in consultation with the President where appropriate, who will act as the College spokesperson for a particular inquiry.

COLLEGE CONTACT FOR COMMUNICATION TO THE MEDIA

11. The ~~Executive~~ Director, Marketing and Communications, or his/her designate, is the College contact for all communications involving media, video and audio releases, news conferences, interviews, public service announcements, communications about a College crisis and meetings with the media.
12. The ~~Executive~~ Director, or his/her designate, will co-ordinate arrangements with College departments and individuals affected by the communication.

~~OTHER~~ MEMBERS OF THE COLLEGE COMMUNITY / MEDIA INQUIRIES OR COMMUNICATION TO THE MEDIA

13. All members of the College community are required to inform the ~~Executive~~ Director, Marketing and Communications, or his/her designate, prior to responding to VCC related inquiries from the media or commenting to the media on behalf of VCC.
14. ~~Consistent with the College's Academic Freedom policy, members of the College community are free to respond to inquiries from the media and to communicate with the media when these inquiries are solely within their own area of expertise, knowledge and field of study.~~
15. Members of the College community, who are interviewed by the media on their own time, as private citizens and not as representatives of the College, may not engage in interviews on or within College property. Members of the College community, in this situation, may not indicate or suggest College approval for their own or others' private actions or opinions.
16. Letters to the Editor on behalf of the College, or by an individual wishing to identify him or herself as an employee of the College, are subject to review and approval by the ~~Executive~~ Director, Marketing and Communications, or his/her designate. Personal Letters to the Editor cannot be sent on College letterhead or indicate College approval.
17. For additional direction around public comment, college employees should refer to VCC's *Standards of Employee Conduct & Conflict of Interest Policy A.3.6*.

ACCESS TO COLLEGE PROPERTY

18. Any request by the media for video or audio taping can only be carried out with the permission of the ~~Executive~~ Director, Marketing and Communications, or his/her designate, and only if the person carrying out the video or audio taping is accompanied by a member of the Marketing and Communications department or designated College employee.

RELEASE OF INFORMATION OR IMAGES INVOLVING A MEMBER OF THE COLLEGE COMMUNITY TO THE MEDIA

19. The release of information or images involving a member of the College community to the media is governed:
 - (a) For Students: by practices maintained by the Registrar's Office
 - (b) For Employees: by practices maintained by the Human Resources Department
 - (c) All Other Members of the College Community; by practices maintained by the Marketing and Communications Department

SOCIAL MEDIA

20. The *VCC Social Media Best Practices* - [\(available on MyVCC\)](#) is a document that has been prepared and is maintained by the College's Marketing and Communications Department. The document is intended to guide employees in their participation in social media as an employee or representative of the College.



INFORMATION NOTE

PREPARED FOR: Board of Governors Public Meeting

DATE: January 27, 2016

ISSUE: Education Council Chair Report

PROGRAM REVIEW AND RENEWAL STANDING COMMITTEE

Education Council is forming a Standing Committee for Program Review and Renewal. An ad hoc committee is developing terms of reference that will be finalized in the next few months. Working with the Vice President, Academic, Students, and Research, this committee will be reviewing all annual program reviews completed by department leaders, and program renewals that every program completes every 5-7 years.

The goal of this committee will be ensure that reviews and renewals are being completed regularly and systematically, and that action plans are identified and enacted. Department leaders have been required to complete annual program reviews, but prior to this year, this work has been largely ignored. The committee will work to identify trends and make recommendations to Education Council and the College administration around setting institutional priorities. The work of this committee will be timed to fit into the planning cycle being developed by VP-Finance Marlene Kowalski and VP-Academic Kathryn McNaughton, to avoid duplication of effort by deans and department heads.

EDUCATIONAL POLICY DEVELOPMENT

This is an update on educational policy development since June 2015.

Policy	Status	Target Completion
Policies Recently Approved / To Be Approved		
C.3.14 Curriculum Development and Approval		Approved by BoG- October 2015
C.3.4 Changes to Length or Hours for Courses or Programs		Rescinded by BoG- October 2015
C.3.6 Course and Program Documentation		Rescinded by BoG- October 2015
C.1.1 Grading, Progression,		To Be Approved -

Policy	Status	Target Completion
Policies Recently Approved / To Be Approved		
Withdrawal		February 2016
C.1.4 Assignment of Credit		To Be Approved - February 2016
C.3.1 Program Advisory Committee Policy		To Be Approved - February 2016
D.4.4 Students Required to Withdraw	Rescinded when the new C.1.1 Grading policy is approved.	To Be Rescinded - February 2016
Policies Currently Under Review at Policy Committee		
C.3.2 Program Review and Renewal	The Program Review and Renewal Cmte reviewing policy language	September 2016
C.3.3 Criteria for cancelation of Programs leading to Certificates, Diplomas or Degrees	Has gone out for community feedback. Small working group formed (including VP-Academic and Chair of Policy Cmte) to review and make revisions	May 2016
D.1.3 Copyright	Out for community feedback	March 2016
D.1.5 Use of Library Resources	Out for community feedback	March 2016
D.3.5 Prior Learning Assessment and Transfer Credit Policy	Split into two policies: (1) Prior Learning Assessment and (2) Transfer Credit	May 2016
D.3.10 Aboriginal Education Enrolment Policy	To Policy Cmte in February	June 2016
D.6.1 Off Campus Use of College Equipment	To Policy Cmte in February	April 2016
Policies Identified as Priorities		
A.1.2 Student Appeals to the College Board		
C.1.2 Appeal of Final Grade		
C.3.9 Degree Standards		
D.1.1 Education Services Review		
D.1.2 Selection of Instructional and Library Materials		
D.4.2 Complaints about Instruction, Services, and Employees		

SUMMARY OF CURRICULUM APPROVALS

Education Council and Curriculum Committee approved the following curriculum from July to December 2015.

Education Council approved:

- Changes to the courses PSYC 1100 and PSYC 1200
- Changes to the course BIOL 1200

- Changes to the course CNSK 1401
- The new course COMP 0740 Introduction to PowerPoint
- Changes to the program and courses of the Computer Science and Software Systems Certificate
- Changes to the program and courses of the University Transfer Engineering Certificate
- Changes to the program and courses of the Baking Apprentice program
- Changes to the program and courses of the Baking Foundations Certificate
- Changes to the courses LINC 1 – 6
- Changes to courses in the Legal Administrative Assistant Certificate

Curriculum Committee approved:

- Revised course outlines for LINC 0607F, LINC 0607H, LINC 0608F, and LINC 0608H
- Revised course outlines for ACRD 2100, ACRD 2200, and ACRD 2235
- Revised course outlines for VОВI 0730 Basic Keyboarding and VОВI 0810 Basic Microsoft PowerPoint

PREPARED BY: Todd Rowlatt
Chair, Education Council

DATE: January 19, 2016



VCCFA Report to the College Board

Submitted January 21st, 2016 for the Board meeting on January 27th, 2016

Lab Fees are the new Tuition

Post-secondary institutions increasingly rely less on government-based funding and more heavily on tuition. Now there is the newly introduced lab and material fees. The government's authorization allowing post-secondary institutions to charge students this additional amount is a work-around to their claim of a tuition freeze. It is in direct opposition to their public policy currently posted on the AVED website and set out below:

Since 2005, Government policy has limited tuition fee increases to 2% annually.

For 2014/15 and 2015/16, the limit for tuition and mandatory fees is 2%.

We are very concerned that this additional cost to students will cause a significant downturn in enrolment. These lab and material fees are not small amounts – most programs will see an increase of well over \$1,000 with some programs costing an additional \$2,000 plus. We encourage the College administration to advocate that AVED reconsider this new 'tax' on students and properly fund public post-secondary education.

Constituency Groups Voice at the College

Traditionally and for as long as any of us on Operations Council and Fees Committee can remember, discussions at both these meetings always resulted in a vote on the issues. We are now told that voting will no longer take place and the College Board will be given a summary of the meeting discussions. This hierarchical type of management is not conducive to good labour relations nor to inclusive solution-based dialogue. We strongly encourage the Chair of these two groups to reconsider this approach and to try and appreciate the benefits of a frisky dialogue.

Adult Basic Education Funding

For the past year, funding for ABE courses through the Adult Upgrading Grant has been supplemented by a one-time government allowance which is referred to as the 'VCC grant'. This grant money helps students who earn over the AUG maximum eligibility amount of \$23,677. To date, close to 500 students have accessed this grant that would otherwise not have been able to attend class. We are very concerned about what will

happen when this one-time funding runs out. We have requested that the government increase the maximum eligibility level to \$40,000 or continue with the subsidized funding.

We met with the Deputy Minister and spoke to the six points on the attached Briefing Note. We will continue to advocate for a return to tuition-free adult basic education but are requesting that in the interim, the government consider the six policy/practice revisions on the attached.

Open the Doors – FPSE Post-Secondary Education Pledge

Please take a moment to fill out the Education Pledge on the attached brochure and to read John's story on the inside. John is a VCC adult basic education student and the instructor is Taryn Thomson.

College Pension Plan – New Trustee

The Faculty Association is hosting a retirement workshop entitled "There's More to it Than Money" on February 3, 2016 at 3:30 in Room 1228 at the Broadway campus. Details are on the attached flyer. We are extending an invitation to all administrators to attend.

As faculty and administrators are joint partners through FPSE and PSEA of the College Pension Plan, we thought you would be interested to know that Paul Ramsey was elected as the retired member Trustee at our President's Council meeting at the Federation of Post-Secondary Educators meeting on January 15th. Paul is a former Minister of Finance and Minister of Advanced Education.

Happy New Year

And finally, we would like to wish the Board members all the best for a healthy and prosperous 2016. We're looking forward to a turn-around year without faculty layoffs. The student numbers in our Adult Basic Education classes have stabilized and the majority of layoff notices have been rescinded. ESL Pathways continues to grow in enrolment and the ESL LINC contract has been rolled over for the next year. All signs point to the College being on the rebound.

Respectfully submitted,
Karen Shortt, President, VCCFA



Briefing Note

To: Sandra Carroll, Deputy Minister, Advanced Education, and
Fazil Mihlar, Assistant Deputy Minister, Advanced Education

From: Taryn Thomson, Lynn Horvat, and Karen Shortt
Vancouver Community College Faculty Association

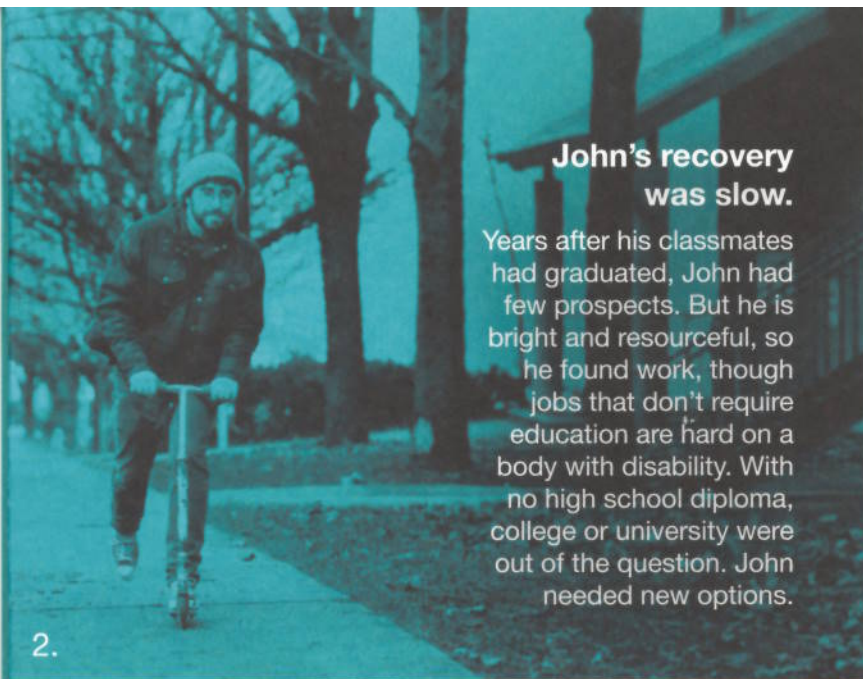
Date: January 21, 2016

Re: Adult Upgrading Grant – follow-up to our meeting on October 21, 2015

Existing Government Policy/Process	Requested revision	Rationale for request
1. Maximum income for single person to qualify for AUG- \$23,677	Increase maximum income level for AUG eligibility to \$40,000 for a single person and pro rata upwards for those with dependents	One-time funding has allowed close to 500 students with an income over the AUG level to attend class. Aligning AUG eligibility levels with the Metro Vancouver living wage and urban classification would better meet the needs of students.
2. Limited options for those needing extra time to complete courses	Allow students additional time/AUG funding to complete courses based on the department's recommendation	Often working adults need two or more attempts to complete a course
3. Students under age 22 who live with their parents must submit parental income documentation. Canada Student <u>Loan</u> rules have been used to formulate Adult Basic Education <u>Grant</u> rules.	Remove requirement of parental income documentation for those under age of 22	Young adults (under 22 years) are very often responsible for funding their own education.
4. AUG criteria bases family size only on student, spouse and dependent children	Include all dependent family members	Recognizes diverse forms of family.
5. Student must be a BC resident for 12 months to be eligible for AUG	Remove 12 month BC residency requirement.	Students leaving one province for work/education in another should not be penalized and denied access to needed courses. Removing this requirement would support refugees.
6. AVED suspended bulk book purchases in April 2015	Fund institutions to buy ABE books in bulk	Applying for reimbursement adds another layer of bureaucracy and uncertainty (having the money on-hand) and creates delays for students in getting started on their courses.

What happens
when you
open
the doors?





John's recovery was slow.

Years after his classmates had graduated, John had few prospects. But he is bright and resourceful, so he found work, though jobs that don't require education are hard on a body with disability. With no high school diploma, college or university were out of the question. John needed new options.

2.



John's promising future is back on the horizon.

His success reaffirms Taryn's belief that everyone can make their lives better through education. With the support of teachers like Taryn, he's become a life-long learner—taking his education further and working towards becoming a counsellor.

4.

Don't shut the door

The BC Government is shutting the door on students—programs have been reduced or eliminated because of a 20% decrease in education funding. Cash-strapped institutions desperate for money have dramatically increased tuition fees with student debt increasing by 225%.

The government also imposed tuition fees on adult basic education which will make school even harder for students like John. As well they cut funding for English language training in 2015.

It's time to invest in post-secondary education, not shut the door.

Take the Education Pledge



Education transforms lives

The BC government predicts 78% of jobs will need post-secondary education in BC. That's why it's important to invest in post-secondary education.

Every day, education transforms lives, opening the door to jobs, personal growth, and new discoveries. Educators across BC inspire students to learn, to grow, and to dream.

We're working together to make sure BC students have opportunities, the knowledge, tools, and training to be the best.

It's time to invest in people.

Meet John

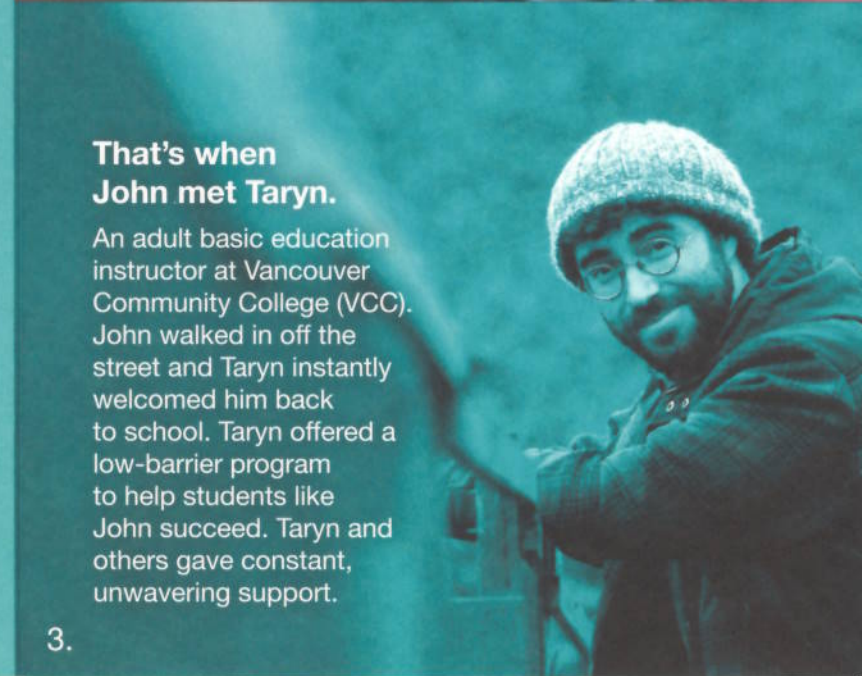
A bright young man, John had a promising future when tragedy struck. Serious health problems meant that John couldn't finish high school. Instead of learning, John's life was filled with illness and chronic pain.

1.

That's when John met Taryn.

An adult basic education instructor at Vancouver Community College (VCC), John walked in off the street and Taryn instantly welcomed him back to school. Taryn offered a low-barrier program to help students like John succeed. Taryn and others gave constant, unwavering support.

3.



Education pledge

I support post-secondary education

Dear Government of British Columbia,

I support public post-secondary education because it opens the doors for people in BC. High tuition fees and institution underfunding are preventing thousands of students from getting the education they need to get ahead.

Our post-secondary education system is vital for our economy, and our future.

It's time to invest in people.

First name: _____ Last name: _____

Address: _____

City: _____ Postal Code: _____

Email: _____ Phone Number: _____



FPSE

FEDERATION OF
POST-SECONDARY
EDUCATORS OF BC



www.openthedoors.ca

The Association of BC College Pension Plan Retirees

Presents

A Retirement Workshop

Wednesday, February 3, 2016

3:30—6:30 pm

Room 1228, Building B,
Broadway Campus



Retirement

“There Is More To It Than Money!”

This workshop is designed to follow and complement the Pension Workshop presented by the BC Pension Corporation. The Pension Corporation workshop provides essential information about the pension that plan members can expect to receive and the choices that must be made to achieve the optimum financial arrangements for each retiring educator.

We want to direct attention to the many factors that go into the fashioning of a future that is truly rewarding. Retirement living brings with it life-altering situations and a wide variety of choices, some financial, some legal, and all to do with life-style. Achieving a workable balance when teaching days are over, and making the retirement experience fulfill dreams, doesn't just happen!

VCC Faculty Association
401-402 West Pender Street
Vancouver, B.C. V6B 1T6

Phone: 604.688.6210

Fax: 604.688.6219

Email: info@vccfa.ca

Web: www.vccfa.ca

This workshop is part of a series of Retirement Preparation Workshops that the Post-Secondary Branch of the BC Retired Teachers Associations makes available to College Pension Plan members throughout the province.

Workshop presenters will be Dennis Anderson and Brenda Appleton of the Association of BC College Pension Plan Retirees.