

**MINUTES OF THE PUBLIC MEETING OF THE BOARD OF GOVERNORS
OF VANCOUVER COMMUNITY COLLEGE
HELD ON SEPTEMBER 28, 2016 AT THE DOWNTOWN CAMPUS**

Board Members: Pam Ryan (Chair) Claire Marshall, Dee Dhaliwal, Stephen Kukucha, Mike Tourigny, Brenda Aynsley, Garth Manning, Erin Klis, Shaima Jaff
Ex-Officio: Peter Nunoda, Todd Rowlatt
Board Secretary: Deborah Lucas
Staff Resources: Marlene Kowalski, Kathryn McNaughton, Dennis Innes, Debbie Sargent
Guests: Karen Shortt (VCCFA), Chris Joyce (CUPE Local 4627)
Regrets: Sumit Ahuja

1. CALL TO ORDER

The meeting was called to order at 5:38 p.m. by P.Ryan. D. Lucas acted as Secretary of the meeting. P. Ryan declared the meeting to be properly called and constituted.

2. APPROVAL OF CONSENT AGENDA

UPON MOTION duly moved, seconded and resolved:

THAT the Consent Agenda of the September 28, 2016 VCC Board of Governors Public meeting was approved, including the following items:

- Agenda - Sept 28, 2016 VCC Board of Governors Public meeting
- Minutes - June 29, 2016 VCC Board of Governors Public meeting
- MD&A Report – Period Ended Jul 31, 2016
- SUVCC Info Note – Sept 21, 2016
- VCCFA Report – September 2016

3. CHAIRS REMARK'S

P. Ryan welcomed the board and members of the public to the first Board meeting of the new school year.

4. PRESIDENT'S REMARKS

- Introduction of employee and student mass notification system "VCC Alerts".
- The "*Chef's Table*" pop up restaurant is open for reservations until Oct 14.
- The 2016 FIAT Mode Fashion Show was held on Sept 21 and it was a big success.
- Welcome Days for new students were held at both campuses on Sept 13 & 15. It was a fun carnival themed event and a great way to kick off the school year.
- New Leadership positions: Dean, School of Trades & Technology and Design – Brett Griffiths
Director, International Education – Jennifer Gossen, Director, Indigenous Education & Community Outreach – Tami Pierce
- VCC received confirmation that the Federal Government has approved the first stage of the LINC contract renewal, next stage is contract negotiations.
- Asst. Deputy Minister – Jeff Vassey enjoyed his tour of VCC campuses and recommended that our student's stories are shared.

5. FINANCIAL REPORTING

5.1 FINANCE AND AUDIT COMMITTEE (FAC) REPORT

The Committee met on September 14, 2016. C.Choi, was Interim Committee Chair for this meeting and provided highlights to the Board.

- The Management, Discussion & Analysis (MD&A) Report for period end July 31, 2016 was presented. VCC is trending above budget. VCC's net deficit for this period is \$494K compared to a budget deficit of \$813K. There was 823K variance off from tuition due to a program timing difference. This is offset by a positive variance in salary and benefits, partly due to unfilled Administrator positions. Mgmt still breakeven forecast for the year.
- FAC were happy to see the bottom line reigned in and revenue generating opportunities with the upcoming availability of kitchen space at the downtown campus in evenings and weekends.
- FAC discussed and approved three items for recommendation to the Board. Decision Notes were provided in the meeting materials:
 - 1) Statement of Financial Information (SOFI) 2015/16
 - 2) Tuition & fees: Dental Technology Sciences Diploma
 - 3) Tuition & fees: Professional Cook 1 & 2 (PC1 & PC2)

5.2 2015/16 STATEMENT OF FINANCIAL INFORMATION (SOFI)

The Statement of Financial Information is a Ministry of Finance statutory requirement under the Financial Information Act. The Report is due to the Ministry of Advanced Education on or before September 30, 2016. It was presented to the Board in the meeting materials for review and approval. There were no questions.

UPON MOTION duly moved, seconded and resolved:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the Statement of Financial Information (SOFI) for the year ended March 31, 2016.

6. Q1 GOALS AND OBJECTIVES UPDATE

The Q1 report on the status of 2016/17 Goals and Objectives was provided in the meeting materials. M. Kowalski responded to the Board's questions on the format of the data. The Board recommended the following:

- Standardize language and highlight null reports.
- Identify ways of qualifying updates. Provide an Executive summary.
- M. Kowalski to confirm if Q2 updates will be presented at the October or November Board meeting.

7. NEW PROGRAMS AND TUITION

7.1 Dental Technology Sciences Diploma (formerly Dental Technology) – Implementation/tuition & fees

Background on the development of the program and tuition and fees options were presented by EdCo and VP, Finance in the form of Decision Notes in the meeting materials. The Board agreed with the implementation of program. EdCo advised that AVED have asked that the program be renamed to Dental Technology Sciences Diploma and this will come to EdCo for approval in October. The last cohort graduated in June 2016.

UPON MOTION duly moved, seconded and resolved:

THAT, on the advice of Education Council, the Board of Governors approves the implementation of the new Dental Technology Diploma program.

FAC presented their recommendation for tuition and fees.

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the implementation of the following tuition and fees for the new Dental Technology Sciences Diploma, effective January 1, 2017, subject to AVED's approval and minimum of 12 students:

- 1) Tuition: \$19,200 + Lab and Equipment Fee \$5,800 (approximately)
- 2) Tuition Waiver: \$2,000 (\$1,000/year) for students in the first intake

It was moved, seconded and opened for discussion. The Board raised the following questions:

- What is current expression of interest?
9 domestic and 3 international students. International tuition has not been set at this point.
- What happens if the minimum number of students does not enroll? What is the cut-off for notifying students?
If the minimum number of students does not enroll, the program could be deferred. The cut-off date to give notice to students would have to be end of November.
- Would the Board consider removing the enrolment restriction, as the risk of not running the program could have a negative effect on VCC's reputation and serious impact on the students planning to move to Vancouver to study?
VCC are encouraging students to apply ASAP and not wait to see if the program is delayed, to avoid being turned away if it's full. The PAC would be disappointed if the program start is delayed
- What is delaying AVED's approval of the tuition? Has this happened before? What if it isn't approved?
AVED requested additional info, which has been provided. There's no explanation for the delay. In some circumstances when enrolment is low, the program is deferred.
- Have faculty been hired?
3 instructors have been hired (1 full time and 2 term). VCC would continue to hire term faculty for the first 1-2 terms and determine requirements for September depending on enrolments. The program will run every year.

S. Kukucha agreed with T. Rowatt's recommendation to remove the restrictive language around enrolment minimums and presented a new motion removing restrictions:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the implementation of the following tuition and fees for the new Dental Technology Sciences Diploma, effective January 1, 2017, subject to AVED's approval:

- 1) Tuition: \$19,200 + Lab and Equipment Fee \$5,800 (approximately)
- 2) Tuition Waiver: \$2,000 (\$1,000/year) for students in the first intake

The motion was moved, seconded and opened for discussion:

Understanding risks to reputation, M. Tourigny and C. Choi reiterated concerns on removing financial threshold. FAC's concern was primarily due to the short time to market the program and wanted to ensure it does not run program a big loss. However, even with 12 students there is a loss, as the numbers do not include the bursary and are based on 16 students. FAC approved it understanding that

the PAC wanted it to go ahead and understanding risks to reputation. P. Nunoda commented that the Ministry was also concerned about the number of students enrolled in the program. G. Manning clarified that if the restriction is removed Management can still postpone the program if minimum number is not met.

The motion was put to vote and was not carried. 5 Opposed

D.Dhaliwal proposed quantifying enrolment by setting it at a minimum of 10 students. A new motion was moved, seconded and opened for discussion:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the implementation of the following tuition and fees for the new Dental Technology Sciences Diploma, effective January 1, 2017, subject to AVED's approval and minimum of 10 students:

- 1) Tuition: \$19,200 + Lab and Equipment Fee \$5,800 (approximately)
- 2) Tuition Waiver: \$2,000 (\$1,000/year) for students in the first intake

Board members proposed amending D. Dhaliwal's motion to include a minimum enrolment of 10 domestic students or equivalent tuition as international tuition rates are a lot higher. The amended motion was put to vote and resolved unanimously.

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the implementation of the following tuition and fees for the new Dental Technology Sciences Diploma, effective January 1, 2017, subject to AVED's approval and enrolment at a minimum of 10 students or equivalent tuition for the first intake:

- 1) Tuition: \$19,200 + Lab and Equipment Fee \$5,800 (approximately)
- 2) Tuition Waiver: \$2,000 (\$1,000/year) for students in the first intake

7.2 Professional Cook 1 & 2 Certificates (PC1 & PC2) – Implementation/Tuition & Fees

Decision Notes were provided in the meeting materials. T. Rowlatt provided background on the extensive renewal of the culinary arts program, separating it into two Certificate programs. EdCo approved the programs at the September 14, 2016 meeting, subject to minor revisions. EdCo agreed that the new programs meet the students and industry stakeholders needs by offering a four day week for PC1, allowing them to accumulate workplace hours. EdCo's concern is if the new programs can be run effectively with the existing infrastructure. C. Choi commented that FAC's recommendation for tuition was based on pricing VCC competitively. M. Kowalski and D. Innes responded to the Board's questions on transitioning students, the effect on Food Services, definition of lab fees and funding:

- There will be a gradual transition so it will not affect current students. New program is the same number of contract hours and does not affect faculty FTE.
- Lab Fees will cover the cost of food for demonstrations in class.
- Food services will continue, but at a reduced offering.
- AVED funds will pay for additional equipment and capital funding has been secured for renovations. A staggered start means that not all kitchens need to be ready for January. Renovations to JJ's would need to be completed in time for the start of PC2 in September 2017.

UPON MOTION duly moved, seconded and resolved:

THAT, on the advice of Education Council, the Board of Governors approves the implementation of the new Professional Cook 1 Certificate and the Professional Cook 2 Advanced Certificate programs.

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the implementation of the following tuition and fees for the new Professional Cook 1 & 2 Programs:

- 1) PC1 : Tuition - \$3,022.80 + Lab Fee - \$300.00
- 2) PC2 : Tuition - \$1,512.50 + Lab Fee - \$150.00

The resolution was not unanimous. S. Jaff abstained.

8. POLICIES

8.1 C.3.14 Curriculum Development & Approval Procedures

- This policy has been revised to simply the process and clearly defines the Board's involvement at each stage of the process.
- Dept. Leader & Dean present new program to the Senior Exec. for approval to proceed.
- Upon approval, it's presented to EdCo who take it to the Board in the format of an Info Note only, providing them opportunity to ask questions and raise concerns.
- The Board no longer provide prior approval of the credential. It is approved at the same time EdCo presents the recommendation for implementation.
- With the introduction of the Integrated College Plan, program renewals can be identified in advance.
- It was approved by Education Council on September 13, 2016 and is being presented to the Board for approval.

UPON MOTION duly moved, seconded and resolved:

THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at this meeting, the revised C.3.14 Curriculum Development & Approval Procedures.

8.2 C.3.15 Academic Timetable & Room Booking & D.2.3 Student Financial Aid

K. McNaughton presented policies C.3.15 and D.2.3. for information in the meeting materials.

- C.3.15. – Provides a framework for scheduling learning activities in a way that optimizes VCC's human and physical resources. A working group composed of individuals representing various stakeholder groups has been formed for the implementation of this policy. It will coincide with the full implementation of the Event Management System (EMS) that works with Banner to assign rooms.
- D.2.3. – This policy articulates the Financial Aid office responsibilities and authority related to financial aid matter and provides an operational framework.

9. GOVERNANCE COMMITTEE REPORT

- The Governance Committee met on September 7, 2016.
- Policy **A.3.2 Policy Development and Maintenance Policy & Procedures** are under revision. Senior Executive will present their recommendations to Governance Committee at the next meeting on November 2, 2016.

- The Board Manual is under revision by the Governance Committee. The committees of Board will present revisions to their sections of the manual to the Governance Committee. The recommended changes will be presented to the Board for final approval.

10. BOARD OF GOVERNORS CORRESPONDENCE

P. Ryan advised the Board that term renewals have been submitted for C. Choi, xxx . C. Marshall will be resigning from her position on the Board at the end of her term on December 31, 2016.

11. CONSTITUENCY GROUP UPDATES

11.1 Student Union of Vancouver Community College (SUVCC)

The SUVCC provided an Information Note for the Board in the meeting material. There was no SUVCC representative present at the meeting.

11.2 CUPE 4627

CUPE President, C. Joyce, confirmed a null report from CUPE Local 4627.

11.3 Vancouver Community College Faculty Association (VCCFA or FA)

VCCFA President, K. Shortt, welcomed to the new school year and referred to the report provided in the meeting materials.

- The FA is excited to hear that LINC negotiations will commence and that a 3 year contract is being offered.
- Congratulated the SUVCC on their work in getting the City of Vancouver to proclaim September 12, 2016 as “Adult Basic Education Day”.
- Congratulated VCC for being awarded *Best Professional Culinary School* by the readers of The Georgia Straight.
- ABE students are still in crisis. VCCFA is speaking in Kelowna on XXX about the economic benefits of having English language training.

12. NEXT MEETING

The next Board of Governors Public Board meeting will be held on 16 November, 2016.

13. TERMINATION

There being no further business, the meeting adjourned at 6:28 p.m.

APPROVED AT THE NOVEMBER 16, 2016 PUBLIC MEETING:



Pam Ryan
Chair
VCC Board of Governors