

## DRAFT

### MINUTES OF THE PUBLIC MEETING OF THE BOARD OF GOVERNORS OF VANCOUVER COMMUNITY COLLEGE HELD ON NOVEMBER 16, 2016 AT THE DOWNTOWN CAMPUS

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| <b>Board Members:</b>   | Pam Ryan (Chair) Claire Marshall, Dee Dhaliwal, Mike Tourigny, Brenda Aynsley, Sumit Ahuja, Garth Manning, Erin Klis, Janet Crawford, Danica Kong |
| <b>Ex-Officio:</b>      | Dr. Peter Nunoda (President & CEO), Todd Rowlett (Chair, EdCo)  |
| <b>Board Secretary:</b> | Deborah Lucas   |
| <b>Staff Resources:</b> | Marlene Kowalski, Dr. Kathryn McNaughton (Senior Executives)  |
| <b>Guests:</b>          | Karen Shortt (VCCFA), Tiffany Ottahal (SUVCC)   |
| <b>Regrets:</b>         | Stephen Kukucha (Board Member), Shannon Railton, Karen Wilson (Senior Executive)  |

#### 1. CALL TO ORDER

The meeting was called to order at 5:34 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 VCC Board of Governors approve the agenda and approve/acknowledge receipt of the following items on the consent agenda:

- Agenda – November 16, 2016 VCC Board of Governors Public meeting
- Minutes – September 28, 2016 VCC Board of Governors Public meeting
- Management Discussion & Analysis (MD&A) – Period Ended Sept 30, 2016
- VCCFA Report

**ABSTAINED: J. Crawford and Danica Kong**

#### 3. CHAIR'S REMARKS

- P. Ryan welcomed newly elected Board Members representing the SUVCC, J. Crawford and D. Kong and thanked outgoing Board Member, C. Marshall for her service to VCC.
- BRDO have reappointed Board Members, B. Aynsley, C. Choi and M. Tourigny for terms ending Dec 31, 2018 and Howard Grant has been newly appointed for the term Jan 1, 2017 to Dec 31, 2017.
- In October, the Board Chair and FAC Chair attended a governance best practice workshop, presented by the Association of Governing Boards (AGB) and hosted by Okanagan College. Takeaways will be used at the upcoming Board Strategic Planning Retreat on Nov 23, 2016.

#### 4. PRESIDENT'S REMARKS

- Nov 1 - VCC welcomed Shirley Bond, Minister of Jobs, Tourism, Skills Training (JTST) and Minister Responsible for Labour and MLA, Greg Kylo. They celebrated Apprenticeship Recognition Week and announced funding of \$16,400 to support the improvement of training outcomes and employability for apprentices in Level 1 Auto Glass Technician Program. They complimented VCC on the new partnership with Samsung and the relationship with ITA.

- VCC and BMW Group Canada signed a Memorandum of Understanding (MOU) in October. The two-year agreement will see VCC and BMW collaborate in developing high-level automotive collision and refinishing technicians. Graduates will have a separate certification from BMW.

## 5. FINANCIAL REPORTING

### 5.1 Finance and Audit Committee (FAC) Report

The Committee met on October 26, 2016. FAC Chair, M. Tourigny and M. Kowalski presented highlights and responded to questions by the Board:

- The Q2 Financial Performance Management, Discussion & Analysis (MD&A) Report for period ended Sep 30, 2016 was presented.
- VCC is currently trending above budget. The forecast indicates that VCC is projecting to breakeven, in line with the balanced budget presented in the 2016/17 Integrated College Plan.
- Tuition revenue is \$1.2M below budget, but it's offset by higher revenues from other areas. Enrolment in VCC's University Transfer (UT) programs has increased.
- The reduction in enrolment was in part due to soft enrolments in the Professional Cook 1 & 2 programs resulting from high industry demand that prevents working cooks from returning to school for their next stage of training. The second cohort planned for September was cancelled. The Culinary Arts programs are in the process of being redesigned to better meet industry and student needs.
- FAC recommended that the Board approve the 5-Year Capital Plan for the period 2017/18 to 2021/22.
- The next FAC meeting is December 14, 2016. The Office of the Auditor General of BC (OAG) will present the 2016/17 Audit Plan.

### 5.2 Five-Year Capital Plan 2017/18 to 2021/22

- The Capital Plan was provided in the meeting materials. AVED requests Five-Year Capital plan submissions from all public post-secondary institutions. The submissions are for the period 2017/18 to 2021/22.
- The Capital Plan has been submitted to AVED, subject to Board approval.
- There is no funding for capital projects at this time, but the process allows VCC to communicate its capital priorities for future consideration should funds become available.
- VCC has submitted four project proposals for consideration, including three that has previously been identified for the Federal Strategic Investment Fund (SIF) submissions. The Building Envelope Renewal BWY A, is an addition.
- There were no significant revisions to the SIF proposals or substantive feedback from AVED. The proposals remain the same for the Capital Plan.
- M. Kowalski responded to questions regarding the capital planning process, in particular, about not presenting it to the Board in advance of its submission and VCC's response to AVED's concerns around space utilization:
  - There is an initiative by Management to improve the Capital Planning process, however, the submission is in response to AVED's request and not before. The timing of this request does not always allow for it to be presented for Board approval in advance.
  - An inventory of the campuses is being conducted to identify space and program growth. Improved timetabling will encourage more student traffic.
  - VCC is encouraging MLAs to visit the College so they can see that programs are full.
  - The development of the Learning Commons would likely be considered as an internally funded project and not included in Capital Planning.

UPON MOTION duly moved, seconded and resolved:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approves in principle the Five-Year Capital Plan for the period 2017/18 to 2021/22.

**ABSTAINED: E. Klis**

### **5.3 Q2 Goals and Objectives Update**

- In response to the Board's request, the format of the report has been revised to include an Executive Summary.
- It was explained that the Partnership Development Office was formed by consolidating different contract training areas. There are no new positions. This team will assist with prioritizing contract training and support internal departments with proposal writing. The benefit to this structure is VCC can be more responsive to contract proposals. A database will be developed to document current partnerships and new opportunities.

## **6. POLICIES**

### **6.1 C.1.3 Granting of Credentials Policy**

T. Rowlatt referred to the Decision Note in the meeting materials, provided highlights and responded to questions by the Board.

- A major revision to the C.1.3 policy and procedures were approved by the Board of Governors in May 2014.
- This policy governs what credentials the College offers, and defines the requirements for achieving each type of credential.
- The revision to the policy procedures is minor in nature. It adds "post-degree diploma" as an approved credential.
- The College is proposing a post-degree diploma in Canadian Business Management that is also coming for Board approval at this meeting. The Credential policy needs to list that as an option.
- In response to the Board's question around which credential was more advantageous to students. T. Rowlatt commented that a Post Degree and not Post Graduate is more consistently used. Graduate can suggest graduate school.
- Education Council reviewed the changes at its November 2016 meeting, and recommend the Board approve the revisions.

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.1.3 Granting of Credentials Procedures.

## **7. NEW PROGRAMS AND TUITION**

### **7.1 Canadian Business Management Post-Degree Diploma**

T. Rowlatt referred to the Decision Note in the meeting materials, provided highlights and responded to questions by the Board.

- This credential is designed for international students, who already hold an undergraduate degree from an accredited university and are interested in business studies in a Canadian context. If the

degree was not granted by a university in an English speaking country, applicants will be required to have an IELTS score of 6.0.

- Currently no public colleges offering a post-degree business diploma in downtown Vancouver. Market research indicates that there's a large demand for international business programs.
- The program will be offered by Continuing Studies, in collaboration with the Office of International Education.
- The program is taught over a two year period, the minimum amount of time needed for international students to apply for a post-graduation work permit.
- It was confirmed the initial recruitment of students will likely focus on India. VCC Office of International Education will recruit students with the assistance of overseas recruitment agents. The agents ensure interested parties meet the pre-requisites.
- International students receive the same support as domestic students
- A Program Advisory Committee (PAC) will provide input on the design and structure of the program and support the 2 month practicum placement of students.
- EdCo reviewed the program in June 2016 and had no significant concerns. They are presenting the credential and implementation of the program for board approval.

UPON MOTION duly moved, seconded and resolved:

THAT, on the advice of Education Council, the Board of Governors approves the new Canadian Business Management Post-Degree Diploma credential.

ABSTAINED: J. Crawford and D. Kong.

An Information Note for the implementation of international tuition for the new Canadian Business Management Post-Degree Diploma was provided in the meeting materials. As per Policy D.3.7, Administration approved international tuition as follows:

- \$550 per credit for a total of \$33,000

In a very competitive market, at this price point, VCC will deliver a high quality program that covers all direct and indirect costs and provides a return to the institution.

## **7.2 ABE Graduation Certificate and ABE Intermediate Certificate (Adult Basic Education)**

T. Rowlett referred to the Decision Note in the meeting materials, provided highlights and responded to questions by the Board.

- The new programs are composed of existing non-credit courses and are designed to recognize the achievements of students and to provide clear pathways to students taking ABE, which has not had credentials attached to its courses prior to this. It validates ABE as a pathway to students.
- The goal is to facilitate greater progression into VCC's programs. Once students graduate with Grade 12 education, it opens opportunities to bridge into career and training programs at VCC. The intermediate level program is a direct bridge into trade programs
- Students can graduate and then apply for their Adult Dogwood from AVED.
- Students still have the option to take individual courses.
- EdCo are presenting the credential and implementation of the programs for board approval.

P. Ryan temporarily left the meeting at 6:36pm and returned at 6:50pm. P. Nunoda acted as Chair in her stead.

UPON MOTION duly moved, seconded and resolved:

THAT, on the advice of Education Council, the Board of Governors approves the new credentials:

- ABE Graduation Program Certificate
- ABE Intermediate Program Certificate

## **8. GOVERNANCE COMMITTEE REPORT**

S. Ahuja, Chair, Governance Committee presented an update to the Board. The Committee met on November 2, 2016. They are in the process of reviewing the current Board Governance Manual with the purpose of implementing a plan for its renewal. Examples of Board Manuals & By-Laws have since been provided in preparation for a Special Governance Committee meeting on December 8, 2016 to discuss next steps.

## **9. EDUCATIONAL COUNCIL REPORT**

T. Rowlett referred to the Information Note provided in the meeting materials. He provided highlights and responded to the Board's questions:

- Drafting department is doing a significant re-development of their diploma program
- The School of Arts & Sciences is developing two associate degrees.
- Development of an Advanced Certificate in ECCE, which is similar to a Post-Degree.
  - It's an opportunity fix concerns by students and industry, including the fees which were implemented in 2015 when the certificate programs were renewed and relaunched as diploma programs. The programs failed to meet the requirements to be diplomas under the Granting of Credentials policy and even with a waiver, students indicated it was too expensive
  - Advantages: Advanced Certificate provides graduates with the skills to work in both specialties (Infant/Toddler and Special Needs). Along with the Basic certificate, this will provide them with the credential and skills needed to secure employment.
  - At a later date, the program will explore creating one diploma.
  - To avoid the same error occurring, the credential policy has changed and the requirements are clearer. VCC has improved internal knowledge of this program. The PAC has been consulted and is supportive, as is the Ministry of Children & Family Services.
  - The new tuition will be brought to FAC.

## **10. BOARD OF GOVERNORS CORRESPONDENCE**

- 2017/18 Draft AVED Mandate Letter received for board review and input by Nov 18, 2016.
- Received Order In Council for renewed appointment of members C.Choi, M. Tourigny, B. Aynsley and new appointment of H. Grant.

## **11. CONSTITUENCY REPORTS**

### **11.1 Student Union of Vancouver Community College (SUVCC)**

SUVCC Executive Director, T. Ottahal, welcomed new Board members and gave a presentation on "What is the SUVCC?" The presentation provided the Board with insight into the services it provides, how it's funded, its campaigns, events and membership to BC Federation of Students (BCFS).

## 11.2 CUPE Local 4627

There was no representative from CUPE Local 4627.

## 11.3 Vancouver Community College Faculty Association (VCCFA or FA)

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

- In September 2016, there were 100 ABE students who couldn't afford the ABE program, as they work and earned more than the AUG grant threshold. Meetings with AVED to discuss ABE have been unsuccessful. They were informed that funding was not available and there would be no changes to the threshold.
- The VCCFA are asking VCC to consider a waiver for these students.

## 9. NEXT MEETING

The next Board of Governors Public Board meeting will be held on February 8, 2017.

## 10. MEETING ADJOURNED

There being no further business, the meeting adjourned at 7:12 p.m.

**NOTE: FEB 8, 2017 PUBLIC MEETING WAS POSTPONED.  
APPROVED AT THE FEBRUARY 15 2017 PUBLIC MEETING:**



**Pam Ryan**  
Chair, VCC Board of Governors