

**MINUTES OF THE PUBLIC MEETING OF THE BOARD OF GOVERNORS
OF VANCOUVER COMMUNITY COLLEGE
HELD ON MAY 31, 2017 AT THE DOWNTOWN CAMPUS**

Board Members:	Pam Ryan (Chair), Mike Tourigny, Garth Manning, Janet Crawford, Stephen Kukucha, Chloe Choi, Dee Dhaliwal
Ex-Officio:	Peter Nunoda (President & CEO), Todd Rowlatt (Chair, EdCo)
Board Secretary:	Deborah Lucas
Staff Resources:	Marlene Kowalski, Kathryn McNaughton
Guests:	SUVCC and VCCFA Representatives
Regrets:	Danica Kong, Brenda Aynsley, Howard Grant

1. CALL TO ORDER

The meeting was called to order at 5:36 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 unanimously resolved:

THAT the VCC Board of Governors approve the agenda and approve/acknowledge receipt of the following items on the consent agenda:

- 2.1** Minutes – Apr 5, 2017 & May 11, 2017
- 2.2** VCC News & Events
- 2.3** VCCFA Report

3. CHAIR'S REMARKS

The Chair:

- Acknowledged the passing of Jewellery Department Instructor, Dariusz Bebel and his contribution to VCC.
- Announced the resignation of Board member, Sumit Ahuja and thanked him for his service to VCC.
- Thanked the coordinators and volunteers for their support in making the VCC Fair in the Square event on May 28 successful.
- Congratulated VCC graduates in advance of convocation on June 29, as she cannot attend.

4. PRESIDENT'S REMARKS

The President:

- Thanked the coordinators and volunteers of the VCC Fair in the Square event. It was well attended.
- Acknowledged the Tooth Trolley event sponsored by the Vancouver Trolley Company and Chevron came to the Downtown campus and brought children in the community to VCC's dental technician students to have their teeth check-up and cleaned. For some, this was their first time. The student's make it a fun experience, dressing as tooth fairies.
- Acknowledged the passing of Dariusz Bebel and his dedication to VCC and his students. Highlighted the display of work by the Jewellery department in the Downtown campus atrium. Encouraged individuals to reach out to the talented artists for custom pieces.

5. FINANCE

5.1 Finance & Audit Committee Report (FAC)

The Committee met on May 17, 2017. Interim FAC Chair, C. Choi, presented highlights:

- As mandated, VCC conducts an annual audit of their accounts and transactions.
- The Office of the Auditor General of BC (OAG) presented the audit of the 2016/17 Financial Statements. FAC were happy to see that VCC ended the year with a surplus and were satisfied with Management's response to questions and approved the recommendation for Board approval of the statements.
- FAC approved the recommendation for VCC to enter into an Invitation to Tender (ITT) process for the replacement of the roof of Broadway campus Building A.
- The Management Discussion and Analysis (MD&A) for the period ended Mar 31, 2017 was presented to FAC and provided in the board meeting materials. There were no questions.
- FAC Chair, M. Tourigny, thanked C. Choi for acting in his stead at the meeting and B. Aynsley for joining the committee to ensure quorum.
- The next FAC meeting is June 14, 2017.

5.2 2016/17 Audited Financial Statements

- The 2016/17 audited financial statements were included in the meeting materials.
- The Office of Auditor General of BC (OAG) conducted the audit and the Independent Auditors Report was presented in the meeting materials.
- The OAG were satisfied with the cooperation of management throughout the process.
- The qualified opinion states that VCC reports in accordance with the Canadian Public Sector, except for specific accounting policy around deferred revenue, which in their opinion does not meet the definition of liability.
- The OAG and management satisfied FAC's questions regarding the audited financial statements and recommend them for Board approval.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the audited 2016/17 Financial Statements.

5.3 Invitation to Tender >\$500K – Roof Replacement

- Part of the Broadway building A campus roof was identified to be replaced as it is beyond the end of its predicted useful life.
- This project was identified to be completed this year using restricted Routine Capital funding from the Ministry of Advanced Education (AVED). These funds have been notionally approved.
- As per the spending authority thresholds, VCC are requesting Board approval to enter into an Invitation to Tender process for a value greater than \$500K.
- The benefits of proceeding and implications of not proceeding were highlighted in the Decision Note in the meeting materials.
- M. Kowalski confirmed that VCC is commencing work on a Campus Master Plan.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors authorize VCC to enter into Invitation to Tender process and award a contract, with an expected value greater than \$500,000, to complete the partial roof replacement of building A, Broadway campus.

6. 2017/18 INTEGRATED COLLEGE PLAN (ICP)

6.1 Vision and Values Statements

P. Nunoda introduced the 2017/18 Integrated College Plan. It is the second iteration of the ICP and includes the new Vision and Values statements, 2017/18 Budget and 2017-22 Academic Plan.

T. Rowlatt referred to the Education Council (EdCo) Decision Note in the meeting materials.

- EdCo was fully consulted during the process to establish new Vision and Values statements. P. Nunoda presented the draft Vision and Values at three EdCo meetings and fulsome discussion took place.
- EdCo supported adding the word “access” or “accessibility” into the statements. As a result, of this advice and from feedback from the SUVCC, the word “accessible” was added to the Values statement under *Student Success* and *Diversity*.
- EdCo discussed whether the Vision statement moves the college towards defining a “signature learning experience”. P. Nunoda’s response was that these core values were already embedded into most of the current curriculum. A process to establish institution-level learning outcomes (ILO’s) that continue expanding the idea of a VCC learning experience has commenced.
- At the May 9, 2017 EdCo meeting, the Vision and Values statements were approved for recommendation to the Board.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the advice of Education Council, the Board of Governors approves, in the form presented at the meeting, the VCC Vision and Values statements.

P. Nunoda referred to the Decision Note in the meeting materials and responded to questions by the Board.

- Extensive consultation has taken place regarding the development of the Vision and Values. P. Nunoda met with EdCo, academic Schools, constituency groups and departments. There was a strong consensus among the members of the VCC community that the Vision and Values statements satisfy the criteria set out by the Board.
- The statements are aspirational and align with the College’s core values.
- Through consultation the Values were revised to include the word “accessibility”.
- Student Board Rep, J. Crawford, commented that consultation with students was appreciated, but questioned the negative consequences of not including “accessible” in the Vision statement. Accessibility is important to students and is VCC’s niche.
- P. Nunoda commented that the term accessible is recognized in the Values statement. Any concerns by the SUVCC were not raised during his pre-board meeting with the SUVCC Executive Director. At this stage of the process he is comfortable with it being part of the Values statement, but is willing to have further dialogue with the SUVCC on this topic.

UPON MOTION duly moved, seconded and resolved:

THAT, on the advice of Senior Executive, the Board of Governors approves, in the form presented at the meeting, the VCC Vision and Values statements.

Abstain: J. Crawford

6.2 Academic Plan 2017-2022

The 2017-2022 was presented to the Board as part of the Integrated College Plan. T. Rowlatt referred to the Decision Note in the meeting materials and responded to questions.

- A 5-Year Academic Plan was developed. The process was robust and the draft plan was presented to EdCo, academic deans and directors for review and advice.
- Long term planning of capital requirements and curriculum development are some of the benefits of implementing a 5-Year plan, while maintaining the flexibility to update initiatives.
- EdCo's main point of discussion was the Adult Basic Education (ABE) programs.
- Dean Wells is exploring ways to cross-list some courses at VCC.
- ABE programs have been pathways into other programs at VCC. EdCo would like to see data on the impact of enrolment in other programs if there are fewer ABE programs.
- Department leaders and the Dean of Arts & Sciences have proposed a tuition waiver to assist students who are just above the income eligibility line for the Adult Upgrading Grant (AUG) funding.
- Management did not support this proposal for reasons that the criteria for tuition waivers should be clear and that the process for implementation is equitable across the Schools. Until such time as outcomes on provincial government funding for AUG change, this issue is being addressed as part of implementing the Academic Plan.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the advice of Education Council, the Board of Governors approves, in the form presented at the meeting, the 2017-2022 Academic Plan.

6.3 2017/18 Integrated College Plan

P. Nunoda referred to the Decision Note in the meeting package.

- The ICP is unique within the BC Public Sector. It combines the elements of a strategic plan, a business plan and an academic plan in a cohesive framework and is annually refreshed.
- P. Nunoda congratulated the team of people who developed the plan. It was a consultative and collaborative process involving academic and operational departments, as well as Educational Council.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the advice of Senior Executive, the Board of Governors approves the 2017/18 Integrated College Plan.

7. EDUCATION COUNCIL (EdCo)

7.1 Education Council Chair Report

T. Rowlatt summarized the Information Note in the meeting materials.

- A Heavy Mechanical Technology Diploma is being developed, primarily for international students interested in the heavy mechanical trades industry. There is no comparable program in BC. VCC currently runs a successful domestic program out of Annacis Island, but this space is fully utilized. The department are looking into additional space options, as well as changing delivery hours to accommodate the programs.
- The assignment of Curriculum Development funds was summarised. EdCo's Standing Committee on Program Review and Renewal, allocated \$400K of funds, but over \$1.2 million was requested. The Committee was challenged in assigning funds as many worthwhile projects were turned down. The committee discussed the need for additional CD funds, as well as other ways of funding these types of projects.
- Education Council approved minor changes to the Student Attendance and Participation D.4.6 policy to ensure it was consistent with changes made to the Grading policy last year.

7.2 Academic Schedule 2018/19

T. Rowlatt summarized the Information Note in the meeting materials.

- As required by the College and Institute Act, the Board, with the advice of EdCo, must approve the Academic Schedule for each year. The Academic Schedule is designed to identify important dates in our students' academic lives.
- It was consultative process with the Deans of the Schools and was prepared in accordance with Policy C.3.13 Academic Schedule.
- ITA programs and non-credentialed courses/programs in Continuing Studies are exempt from this process.
- EdCo reviewed the Academic Schedule at its May 2017 meeting. No concerns were identified.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the advice of Education Council, the Board of Governors approves, in the form presented at the meeting, the 2018-2019 Academic Schedule.

8. BOARD COMMITTEE REPORTS

8.1 Governance Committee (Gov Com)

Governance Committee met on April 26, 2017. Committee Chair, Dee Dhaliwal, addressed the Board.

- The Committee are developing a new process for evaluating the Board's performance.
- The new Board Bylaws are in progress. The next step is to reach out to the VCC community for feedback.

8.2 Human Resources Committee (HRC)

The HRC met on April 26, 2017. In the absence of HRC Chair, B. Aynsley, P. Ryan, presented the HRC report.

- VP, People & Culture, S. Railton presented the quarterly Human Resources Report. It included updates on recruitment, respectful workplace training and labour/employee relations.
- HRC approved the Executive Compensation Disclosure Statement for 2016/17 for submission to AVED. VCC received notification of AVED's on May 31 and it will be posted online.

- VCC Exempt Employee Compensation: As the salary freeze for exempt employees has been lifted. S. Railton explained the process for VCC Exempt Employee Compensation. This has been communicated to staff through information sessions.
- A.1.7 President's Performance Assessment Policy Review: HRC are in the process of finalising the draft policy. Community feedback concluded on April 25. HRC wanted time to review and respond to recommendations.

9. PRESENTATION: INDIGENOUS EDUCATION AND ENGAGEMENT

As part of a series of portfolio/department presentations by Deans and Directors, Tami Pierce, Director, Indigenous Education and Engagement presented to the Board.

The presentation was well received. T. Pierce responded to questions by the Board and commented that enrolment is consistent and compares well with other institutions in Vancouver. AUG funding continues to be a challenge, due to the low income threshold.

10. CONSTITUENCY REPORTS

10.1 CUPE LOCAL 4627

There was no representative from CUPE Local 4627.

10.2 Vancouver Community College Faculty Association (VCCFA or FA)

The VCCFA report was provided in the meeting materials. In the absence of VCCFA President, K. Shortt, J. Demeulemeester addressed the Board. Highlights included:

- Welcomed new Dean, Student Services, Dr. Jane Shin.
- As a Key Driver, indicated by the Employee Engagement Survey, faculty was disheartened to learn that Professional Development funds had been allocated after only one month. K. McNaughton confirmed that the funds had not been decreased, but demand was high and with the implementation of a new process, the funds have been dispersed more quickly. This process is being reviewed to address this issue.
- The Open the Doors campaign will continue. The Federation of Faulty Unions supports making post-secondary education more accessible. VCCFA continue to focus on ABE.
- The VCCFA Community Action Committee continues to donate funds to worthy programs in the VCC community.
- From the 2017 Confidence and Supply Agreement between the BC Green Caucus and the BC New Democrat Caucus, two initiatives under Section 3 - Policy initiatives:
 - 3. g i - Restore funding to ABE and English Learning funding.
 - 3.g ii - Implement and agree on an approach to improving access and reducing the cost of post-secondary education for students."

10.3 Student Union of Vancouver Community College (SUVCC)

In the absence of Interim SUVCC Executive Director, J. Davies, A. Postnikoff addressed the Board.

Highlights included:

- The "Pledge to Vote" campaign ran during the election period. SUVCC look forward to seeing the changes that will happen under the new government.
- They will continue to campaign for the ABE and ESL programs to be part of VCC.
- SUVCC are working to implement changes that will improve the lives of VCC's students, including improvements to the student health plan.

11. OTHER BUSINESS

11.1 Board of Governors Correspondence

- The AVED Request for Appointment (RFA) package has been submitted.

11.2 Colleges & Institutes Canada 2017 Conference (CiCan)

The conference was held in Ottawa in May. The Board Chair, E. Klis and members of the Senior Executive team attended. Highlights and takeaways included:

- Growing recognition of applied research and the role of colleges
- Disaster planning: knowing the process
- What can board members do to support the college in the community?
- VCC were awarded a Gold Medal for the ESL Pathways Program
- VCC's Baking and Pastry Arts department gave a presentation.

12. NEXT MEETING

The next Board of Governors Public Board meeting will be held on June 28, 2017.

13. ADJOURN

There being no further business, the meeting adjourned at 7:25 p.m.

APPROVED AT THE JUNE 28, 2017 PUBLIC MEETING:



Pam Ryan
Chair, VCC Board of Governors