

**MINUTES OF THE PUBLIC MEETING OF THE BOARD OF GOVERNORS  
OF VANCOUVER COMMUNITY COLLEGE  
HELD ON FEBRUARY 7, 2018 AT THE DOWNTOWN CAMPUS**

**Board Members:** Pam Ryan (Chair), Chloe Lau, Dee Dhaliwal, Brenda Aynsley, Mike Tourigny, Erin Klis, Garth Manning, Tarun Puri, Zahra Hashemi, Rene-John Nicolas  
**Ex-Officio:** Peter Nunoda (President & CEO), Todd Rowlatt (EdCo Chair)  
**Board Secretary:** Deborah Lucas  
**Staff Resources:** Marlene Kowalski, Kathryn McNaughton (VP's), Karen Wilson  
B. Griffiths, Dean, School of Trade, Technology & Design  
B. Beacham, Executive Director, Institutional Research  
**Guests:** Constituency Group Representatives

### **1. CALL TO ORDER**

The meeting was called to order at 4:51 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, with an amendment to 2.1:

- 2.1** Minutes – Nov 15, 2017
  - Correct name to T. Puri under 7.1
- 2.2** VCC News & Events – Jan 2018
- 2.3** VCCFA Report

### **3. CHAIR'S REMARKS**

P. Ryan:

- Welcomed newly appointed Board member, Rene-John Nicolas.

### **4. PRESIDENT'S REMARKS**

P. Nunoda:

- Welcomed newly appointed Board member, Rene-John Nicolas.
- Congratulated the organisers on the success of the *Chef's Table* event, featuring outstanding alumni award recipient, Chef Poyan Danesh. Tickets were sold out in 30 mins. Revenue from the event goes to student bursaries.
- Highlighted campus visits by Deputy Speaker, Raj Chouhan and Speaker of the House, Dr. Darryl Plecas. These were great opportunities to showcase VCC's programs and students.

### **5. CONSTITUENCY GROUP UPDATES**

#### **5.1 CUPE Local 4627**

There was no report from CUPE Local 4627.

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

The VCCFA Report was included in the meeting materials. VCCFA President, K. Shortt, addressed the Board:

- Welcomed R. Nicolas to the Board.
- Highlighted the challenges for students requiring the services of VCC's Assessment Centre. It is currently located at the Broadway Campus only and opening hours are limited. When reviewing the budget, the FA would like the Board to consider recommendations such as, funding the assessment centre through a percentage of tuition revenue, as well as, opportunities for "pop-up" registration and assessment centres.

## 5.3 Student Union of Vancouver Community College (SUVCC)

Executive Director, J. Davies addressed the Board.

- Welcomed R. Nicolas to the Board.
- SUVCC Board of Directors participated BC Federation General Meeting, which included guest speaker Minister Melanie Mark.
- SUVCC are ready to launch the "Open Education Resources Now" campaign, designed to bring more open education resources to campuses, as well as educating students and enrolling on-campus leaders.
- The union continue to lobby with the BC Federation of Students on the provincial wide campaign for a \$10M investment into the BC Campus project.
- SUVCC Board of Directors are in the process of a revising all bylaws. It includes the Board restructuring. The revised bylaws will be presented for approval at the SUVCC Board Meeting on Feb 28, 2018.

## 6. FINANCE

### 6.1 Finance & Audit Committee (FAC) Report

FAC Chair, Mike Tourigny, presented the Finance and Audit Committee Report.

- The Committee met on Jan 24, 2018. They reviewed, and are recommending for Board approval:
  - Tuition for new hairstylist apprenticeship courses
  - 2% tuition increase in domestic and international tuition and mandatory fees
- Presented for information only was:
  - The implementation of the new e-textbook fee for the Hairstylist and Skin and Body Therapy Certificate Programs. The Pivot Point LAB resource is an interactive textbook that provides and immersive learning environment, which includes videos and simulations. It will replace the current textbook and there's an annual fee per student. Program Advisory Committees support its implementation.
  - The 1st Draft of the 2018/19 budget. The final draft will be presented for review and recommendation to the Board at the next FAC meeting.

### 6.2 Financial Performance (MD&A) – Period End Dec 31, 2017

- Revenue for the period was \$78M compared to budget of \$78.4M. Domestic revenue is down (particularly in the Hospitality and Culinary programs), but this has been offset by higher international revenue
- Revenue is forecasted to be \$106.2M compared to budget of \$107.6 (\$1.4 million below budget).
- The 2017/18 forecast is projecting a surplus of \$462K.

## **7. INTEGRATED COLLEGE PLAN 2017/18**

### **7.1 2017/18 Goals and Objectives – Q2/Q3**

### **7.2 2017/18 Key Priorities Summary – Q2/Q3**

The updated 2017/18 Goals and Objectives and Key Priorities Summary were included in the meeting materials for information only. The Board had no questions. The updates will be posted on myVCC.

## **8. NEW PROGRAMS, TUITION & FEES**

### **8.1 New Program – Heavy Mechanical Technology (HMT) Diploma**

T. Rowlatt provided a summary of the Decision Note included in the meeting materials.

- The HMT Diploma is a two-year program, based on the ITA model for domestic students, but designed primarily for international students interested in the heavy mechanical trades industry. Currently, there is no comparable program in the Lower Mainland for international students. The program provides students with the opportunity to apply for permanent residency; this is a significant draw for international students.
- The initial plan is to implement the program in Sept 2019, with a cohort of 16 students to start each year, with an additional cohort if the first two years are successful.
- The Board requested further information on the socio-cultural competencies, which can be barriers to international students. It was confirmed that these competencies are built into the curriculum and will be monitored.
- The current space at Annacis Island is fully utilized; the department is looking at additional space options, as well as changing delivery hours to accommodate the program. VCC are in discussion with BCIT. This decision on space should be made by March 2018.
- Education Council reviewed and approved the program in November 2017.

UPON MOTION duly moved, seconded and resolved:

THAT, on the advice of Education Council, the Board of Governors approve the implementation of the new Heavy Mechanical Technology Diploma.

### **8.2 Tuition - New Hairstylist Apprenticeship Courses**

B. Griffiths provided a summary of the Decision Note included in the meeting materials.

- The courses were approved by EdCo in Dec 2017 and at this time, VCC are the only institution in BC that offers them.
- Students will graduate with a Red Seal qualification which is recognized nationwide. Industry groups encouraged the ITA to develop the credential.
- FAC supports its implementation and approved the recommended tuition, as it will fully recover all current direct and indirect costs, and result in a 10% net contribution.

UPON MOTION duly moved, seconded and resolved:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the implementation of tuition fees for the new Hairstylist Level 1 and 2 Apprenticeship courses, effective February 8, 2018:

- Hairstylist level 1 - \$2,067 per student
- Hairstylist level 2 - \$1,033 per student

### **8.3 Tuition – 2% increase in domestic tuition & mandatory fees**

### **8.4 Tuition – 2 % increase in international tuition & mandatory fees**

- The Ministry of Advanced Education, Skills and Training issued the 2018/19 budget letter confirming the 2% limit on tuition and mandatory fee increases for existing programs and services.
- FAC and the Board agreed with the consistent approach to fee increases for both international and domestic students and were satisfied that the 2% increase will offset increasing operating costs and contribute to maintaining financial stability and sustainability at the College.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the implementation of a 2% increase in domestic tuition and mandatory fees effective September 1, 2018.

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the implementation of a 2% increase in international tuition and mandatory fees effective September 1, 2018

## **9. POLICIES**

### **9.1 New Bylaws – G.1.0, G.2.0, G.3.0**

- In April 2017, the Governance Committee began a review of the Board Governance Manual, which was last updated in 2014. The Committee reviewed comparable documents from other institutions and agreed to replace the manual with three bylaws. Community feedback was sought and incorporated in the draft bylaws and a legal opinion confirmed they were in compliance with legislation.
- P. Ryan and C. Lau commended the work of the Committee.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the recommendation of the Governance Committee, the Board of Governors approve the implementation of new bylaws, as presented at the meeting:

- G.1.0 Board Conduct
- G.2.0 Board Governance
- G.3.0 Honoraria and Expenses

## **10. EDUCATION COUNCIL (EdCo)**

The Educational Council Report was included in the meeting materials. T. Rowlett provided highlights:

- In Nov 2017, the election for EdCo members was held and a new members voted in for the Jan-Dec 2018 term.
- A new Business and Project Management Post-Degree Diploma is under development. It's a two-year program, with a focus on international students. Successful graduates should be able to complete the Certified Associate in Project Management (CAPM) certification upon completion of this program. It is scheduled for implementation in Jan 2019.
- On Nov 24, 2017, EdCo held a planning day. It included the powerful Kairos Blanket activity, which led into a wide-ranging discussion of educational trends including quality assurance process, supporting international students, student mental health, and institutional learning outcomes.

## **9. BOARD COMMITTEE REPORTS**

### **9.1 Human Resources Committee Report (HRC)**

The Committee met on Jan 17, 2018. HRC Chair, B. Aynsley, presented the report to the Board.

HRC continued the review of policies A.1.7 President's Performance Assessment and B.2.19. Whistleblower. Recommendations by Gov Com were taken into consideration and included in the draft revised policies, which HRC will provide to the policy sponsors for next steps to proceed.

### **9.2 Governance Committee (Gov Com)**

The Committee met on Nov 8, 2017. The Gov Com Chair, D.Dhaliwal, presented the report to the Board.

- Draft bylaws G.1.0, G.2.0 & G.3.0 were approved by the Committee for recommendation to the Board.
- As part of the review process for policies A.1.2 Student Appeals to the College Board, A.1.7 President's Performance Assessment and B.2.19 Whistleblower, Gov Com provided recommendations to the Appeals Review Committee and HRC.
- The Board of Governor's Code of Conduct was reviewed as part of the new bylaw development. It is ready for signature by the Board.

## **10. PRESENTATION**

As part of a series of portfolio/department presentations to the Board, Brian Beacham, Director, Institutional Research presented an overview of the department and introduced the Board to the Institutional Research team. The presentation was well received.

## **11. OTHER BUSINESS**

### **11.1 Board of Governors Correspondence**

- The Ministry of Advanced Education, Skills & Training 2018/19 Mandate Letter has been received for review and signature by the Board of Governors.

## **12. NEXT MEETING**

The next Board of Governors Public Board meeting will be held on April 4, 2018.

## **13. ADJOURN**

There being no further business, the meeting adjourned at 6:42 p.m.

**APPROVED AT THE APRIL 4, 2018 PUBLIC BOARD MEETING:**



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