



VANCOUVER COMMUNITY COLLEGE BOARD OF GOVERNORS
PUBLIC MEETING MINUTES

November 28, 2018

5:30 p.m. VCC Downtown Campus, Room 420

ATTENDANCE

Board Members

Joey Hartman (Chair/Chair, Human Resources)
Libby Davies (Vice Chair) BY PHONE
Mike Tourigny (Chair, Finance & Audit)
Garth Manning (Chair, Governance)
Erin Klis
Brenda Aynsley
Mahin Rashid
Nadia Belokopitov
Shobha Rajagopalan
Armor Valor Corrales

Board Secretary

Deborah Lucas

Regrets

Chloe Lau
Rene-John Nicolas

Ex-Officio

Dr. Peter Nunoda President & CEO
Todd Rowlatt Chair, Education Council

Staff Resources

Dr. Kathryn McNaughton VP, Academic & Students
Karen Wilson Executive Director,
Clodine Sartori Acting, VP, People & Culture
Jamie Choi Director, Finance
David Wells Dean, Arts & Sciences
Brett Griffiths Dean, Trades & Technology
Gordon McIvor Dean, Continuing Studies
Jo-Ellen Zakoor Dean, Health Sciences
Dennis Innes, Dean, Hospitality
Shirley Lew Dean, Library, Teaching & Learning
Elmer Wansink Chief Information Officer

Guests

Karen Shortt Faculty Association (VCCFA)
Chris Joyce CUPE Local 4627
Valerie Skalicky Student Union of VCC (SUVCC)

1. CALL TO ORDER & OPENING REMARKS

- The Chair called the meeting to order at 5:38 p.m.
- With the intent of creating a more inclusive meeting, the room layout has been changed, allowing observers to join the table.
- VCC Day took place on Nov 6, 2018. The event was well attended. Keynote speaker Kevin Lamoureux presented on indigenization, truth and reconciliation. Staff had the opportunity to provide input on the Campus Master Plan and they attended learning workshops in the afternoon.
- Convocation was held on Nov 20, 2018 and was attended by multiple board members. It was a great opportunity to engage with students and celebrate their achievements.
- P. Nunoda highlighted the recent culinary event, where VCC hosted the Italian Consulate and 3 Michelin Star chef, Heinz Beck presented a Master Class. VCC is working towards creating more opportunities for international experience.

2. APPROVAL OF AGENDA AND CONSENT AGENDA

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

2.1 Minutes – Sep 26, 2018 Public Meeting
With correction throughout to spelling of Willan choir.

2.2 Minutes: Oct 3, 2018 Special Meeting

2.3 VCC News & Events

2.4 VCCFA Report

Moved, Seconded & CARRIED (Unanimously)

3. NEW BOARD MEMBER INTRODUCTION & OATH OF OFFICE

- J. Hartman welcomed newly elected SUVCC representative A. Corrales to the Board and the Oath of Office was sworn.

4. ACTION TRACKER

ACTION	WHO	STATUS	COMMENT	
1.	Management create a framework for international student experience evaluations and advise the Board.	Management	Pending	In progress. Will take several months.
2.	Dean, Student Development will report on the plan for the Assessment Centre.	Dean Shin	Complete	Presented at Sept 26, 2018 meeting.

5. CONSTITUENCY GROUP UPDATES

5.1 CUPE Local 4627

- C. Joyce welcomed A. Corrales to the Board.
- VCC Day was well received by support staff, in particular the presentation by Kevin Lamoureux.
- J. Hartman informed CUPE that concerns regarding the reduction of advisor positions in the Indigenous Education department, following a review of operations, should be referred to Human Resources. The role of an advisor was described by P. Nunoda for information only.

5.2 Vancouver Community College Faculty Association (VCCFA or FA)

- K. Shortt referred to the VCCFA report included in the meeting materials and congratulated J. Hartman on her recent Labour Appreciation Award.
- At the VCCFA AGM on Nov 29, 2018 a new President will be elected. K. Shortt has reached her final term.
- The VCCFA encourage the board to bring the issue of tuition free Adult Special Education to the Ministry. When the government reinstated tuition free English as an Additional Language (EAL) and Adult Basic Education (ABE), Adult Special Education was not included. These programs are Visually Impaired, Deaf and Hard of Hearing and Career and Community Education (CASE). Students in these programs are eligible for the Adult Upgrading Grant (AUG), however, this puts a student with disabilities at a disadvantage when applying for housing assistance or anything else related to their needs, as it's considered as income. K. Shortt met with Minister Simpson, who was open to the discussion and understood the problem, as was Minister Mark, but there was no commitment to implement free tuition for special education students. K. McNaughton informed the Board that an internal research project has commenced to compare funding for students in special education in the K-12 system, compared to ABE, to help build a case for these learners. This population of students is growing and they see VCC as their first choice because of the programs offered. P. Nunoda stated that this is a social responsibility not just for VCC, but for the post-secondary education system. The funding is ultimately an AEST decision.

5.3 Student Union of Vancouver Community College (SUVCC)

- V. Skalicky addressed the Board and summarized the services SUVCC provides to their members, including: health and dental plans, enhancing campus life and lobbying the government.

- SUVCC has a new structure that includes more representative positions. The idea for this is to encourage a more varied membership. A number of events are being planned with the intention of increasing student engagement.
- Current campaigns include: Don't tax my loans, Funding not fees and Grants not loans. All are designed to make education more affordable and accessible. Other campaigns include: Reconciliation through education, Open textbooks and Fairness for international students.

6. BOARD COMMITTEE REPORTS

6.1 Governance Committee (Gov Com)

- The Committee met on Nov 14, 2018. G. Manning was elected new Chair. The Committee welcomed new members N. Belokopitov, R. Nicolas and M. Rashid.
- VCC's Policy Review Process was discussed, specifically policy review bodies and recommendations were presented to the policy coordinator.
- The review of policy A.1.2 Student Appeal to the College Board is still in progress, following the Board's request for further consideration around the grounds for appeal and process timeline.
- The next committee meeting is on Mar 6, 2019

6.2 Human Resources Committee (HRC)

- HRC met on Nov 28, 2018.
- The President's 6 month performance assessment was completed. The 12 month will be finalized in Jan 2019 and a new template for the next assessment period is being developed.

6.3 Finance & Audit Committee (FAC)

- FAC met on Nov 19, 2018 and welcomed its newest member S. Rajagopalan.
- The Financial Performance (Management, Discussion & Analysis) Report for the period end Sept 30, 2018 was presented:
 - Revenue for the period was \$53.9 million, \$1.6 million above budget.
 - Contract revenue is \$1.1 million above budget.
 - Domestic revenue is down for the period by \$456K compared to budget and has been offset by higher international revenue of \$336K. In areas where domestic enrolment was softer, additional seats were made available to international students. For risk management purposes, this is a trend that is being carefully monitored by Management and FAC.
 - VCC is projecting a breakeven position at year end.
- The financial items on the public meeting agenda were reviewed by FAC for information and recommendation to the board.
- The next FAC meeting is scheduled for Dec 5, 2018. The Office of the Auditor General will present the Audit Plan for year-end Mar 31, 2019.

7. FINANCIAL REPORTING

7.1 Financial Performance - Management, Discussion & Analysis (MD&A) – Period End Sep 30, 2018

- M. Tourigny summarised the Financial Performance in his FAC report.

8. INTEGRATED COLLEGE PLAN

8.1 2018/19 Key Priorities, Goals and Objectives (Q2 Update)

- The 2018/19 Key Priorities, Goals and Objectives Q2 update was provided in the meeting materials. P. Nunoda commented that the report is too in depth. Moving forward, a dashboard

will be developed to update the board at a higher level, to better support them in making informed decisions.

9. PROGRAMS, TUITIONS & FEES

9.1 2019/20 - 2% increase - Domestic tuition

- The Ministry of Advanced Education, Skills & Training (AEST) will no longer be communicating the annual cap on tuition and mandatory fee increases by letter. It is now on-going at a maximum of 2% for existing programs and services. This will allow institutions to open registration for 2019/20 programs much earlier, resulting in better service to students.
- In order to offset increased operating costs and to maintain financial stability and sustainability, VCC is recommending that domestic tuition and mandatory fees be increased by 2% in 2019/20.
- FAC discussed this matter on Nov 19, 2018 and support the recommendation.

MOTION: 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 August 1, 2019.

Moved, Seconded & CARRIED

Opposed: A. Corrales

9.2 2019/20 – 2% increase - International tuition

- International tuition and mandatory fees do not fall under AEST's tuition cap. However, to provide a consistent approach to fee increases for international and domestic students, as well as to offset increased operating costs, VCC is implementing a 2% increase for international tuition and mandatory fees, effective Aug 1, 2019. It will still price VCC international programs competitively and maintain financial stability and sustainability.
- As per the Tuition Policy, international tuition is set and approved by Administration and presented to the Board for information.

9.3 International English Language Testing System (IELTS) Test Prep Course – International tuition

- The Board approved domestic tuition for this course on Jun 27, 2018. Following an expression of interest by an international student, the implementation of international fees was discussed by Administration.
- Given the time constraints with the student waiting to register, the use of base rate per credit for international students was selected as the formula to calculate an international tuition fee for this course.
- The feasibility of VCC becoming an IELTS testing centre is still under consideration.
- As per the Tuition Policy, international fees are set by Administration and do not require Board approval. They are presented to FAC and the Board for information only. Administration approved tuition fees of:

\$1,670 (3.75 credit times the international base rate at \$445.51), effective Dec 1, 2018

9.4 Computer Systems Technology Diploma - International tuition

- The Board approved domestic tuition for this course on Sep 26, 2018. Opening enrolment to international students creates an opportunity to meet the demand for skilled professionals in information technology at a tuition fee level that is competitive and sustainable.
- As per the Tuition Policy, international fees are set by Administration and do not require Board approval. They are presented to FAC and the Board for information only. Administration approved the following tuition:

\$39,000 for the two-year Diploma (\$398/credit 98 credits), effective Sep 2019.

This is comparable to BCIT and Kwantlen and would result in a net 11% contribution, which will help to offset the higher costs of this program.

10. PROCUREMENT

10.1 Upgrade Wireless Infrastructure

- VCC's wireless infrastructure is outdated, has slow operating speeds, and increasing maintenance issues. The company currently maintaining the infrastructure has been bought out and the new company will not renew the maintenance contract when it comes up for renewal in Dec 2018. The hardware at both the Broadway and Downtown campuses needs replacing. Phase I will be completed in 2018/19 fiscal year at a cost of approx. \$700K and Phase II in 2019/20 fiscal year for \$1M
- The new infrastructure will be good for 5-10 years and the contractor procured through the governments BCNet service, assures they will maintain the hardware for the duration of its lifetime.
- The Finance & Audit Committee reviewed this matter on Nov 19, 2018, and support the recommendation.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors authorize VCC to enter into a supply arrangement with Long View Systems to purchase the software and hardware equipment with an expected value of approximately \$1.7 million over 2 years.

Moved, Seconded & CARRIED (Unanimously)

11. POLICIES

11.1 C.3.14 Curriculum Development and Approval Revisions

- With the implementation of an online curriculum management software program called Courseleaf, some minor and technical revisions to the policy are required to reflect the move from fillable Adobe PDF forms. There were no significant changes to the language.
- This policy has gone out for community feedback and has been reviewed by the Education Policy Committee and Education Council.

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

Moved, Seconded & CARRIED (Unanimously)

12. EDUCATION COUNCIL (EdCo)

- The EdCo Chair report was provided in the meeting materials. T. Rowlatt presented highlights and responded to questions.
- Continuing Studies and the Indigenous Education & Community Engagement department are proposing a short certificate and certificate in Gladue Report writing. There is an active Program Advisory Committee (PAC) and Continuing Studies completed a successful pilot of several of the core courses.
- The Instructor Education department is redesigning its existing Provincial Instructor Diploma program (PIDP), and is developing a new Educational Leadership Certificate.
- The College has finalized its Institutional Learning Outcomes (ILOs) and presented them to college employees at VCC Day on Nov 6, 2018.

- The external panel for the Quality Assurance Process Audit (QAPA) is visiting VCC on Nov 21 and 22, 2018. They will meet with individuals from the academic leadership team, EdCo and a variety of VCC departments. The initial report is positive. The final report will be delivered in Dec 2018.

13. PRESENTATION

Strategic Innovation Plan: Building Programs of the Future

- “Building Programs of the Future” is one of the five pillars of the Strategic Innovation Plan. What does it mean to be well educated in the next 10-25 years? Employers are less interested in credentials than they are critical skills (formerly soft skills). To accommodate the needs of students of the future, VCC will need to explore the implementation of programs that can assess prior learning. They will need to develop short intensive experiences and grow partnerships with other institutions. P. Nunoda invited the Deans to speak to “programs of the future” within their portfolios. Their responses included:
 - D. Innes, Hospitality Management – An example of programs of the future is the introduction of an Executive cohort in Hospitality Management. Funding has already been applied to a Leadership course for 4th and 5th year hospitality students, delivered by the Academy of Tomorrow.
 - J. Zakoor, Health Sciences - The introduction of new technology is key. Is Virtual Reality (VR) a way of supplementing simulation learning? The continued support of PAC’s and creating new partnerships will be essential for the growth of programs in this area.
 - S. Lew, Library, Teaching & Learning - The development of programs of the future will be data and enrolment driven. Building the infrastructure to support these programs is key.
 - G. McIvor, Continuing Studies, the focus will be to implement new programs that are going to provide a net contribution to the college.
 - D. Wells, Arts & Sciences - Programs will have an element of contextual learning, which is where information is presented in way that students are able to construct meaning based on their own experiences.
- P. Nunoda’s intention is to incubate some of the new program ideas under the guidelines of a policy to be developed around provisional approval. T. Rowlatt commented that the need to establish a quality framework would be essential for this policy.
- The Partnership Development Office would engage the corporate sector and other institutions in the development of new programs, ensuring that potential partners support VCC’s values and principles.

14. OTHER BUSINESS

14.1 Board of Governors Correspondence

- Received notice of resignation from appointed member B. Aynsley. Her term will end on Dec 31, 2018.

15. NEXT MEETING & ADJOURNMENT

The next Board of Governors Public Board meeting will be held on Feb 13, 2019. There being no further business, the meeting adjourned at 7:40 p.m.

APPROVED AT THE FEB 13, 2019 PUBLIC BOARD MEETING



Joey Hartman
Chair, VCC Board of Governors