



VANCOUVER COMMUNITY COLLEGE BOARD OF GOVERNORS PUBLIC MEETING MINUTES

May 29, 2019

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

ATTENDANCE

Board Members

Joey Hartman (Chair/Chair, Human Resources)
Mike Tourigny (Chair, Finance & Audit)
Garth Manning (Chair, Governance)
Chloe Lau
Erin Klis
Rene-John Nicolas
Mahin Rashid
Nadia Belokopitov
Shobha Rajagopalan
Seung Oh
Jennifer Chen
Sukmanjot Singh

Ex-Officio

Dr. Peter Nunoda President & CEO
Elle Ting Chair, Education
Council

Board Secretary

Deborah Lucas

Staff Resources

Dr. Kathryn McNaughton	VP, Academic, Students & Research
Karen Wilson	ED, Marketing & Communications
Clodine Sartori	Acting, VP, People & Culture
Jamie Choi	Interim, VP, Finance & CFO

Guests

VCC Faculty Association (VCCFA)	Taryn Thomson
CUPE Local 4627	Chris Joyce
TalentMap	Norm Ballie-David

Regrets

Libby Davies (Vice Chair)

1. CALL TO ORDER & OPENING REMARKS

- The Chair called the meeting to order at 5:36p.m.

CHAIR'S REMARKS:

The Chair:

- Welcomed new board member student representative, Sukhmanjot Singh. Sukhman was elected by his peers at the by-election in March.
- Welcomed VP, Enterprise and International Development, Ajay Patel, new Associate VP, Student Success, Jane Shin and Elmer Wansink, Associate VP, IT and Chief Information Officer.
- Highlighted events:
 - April 25 – The Board met with consultants DIALOG for consultation on the Campus Master Plan.
 - May 4-7 – The Board sent 3 representatives to the College and Institutes Canada annual conference in Niagara Falls. The topic was Inclusion.
 - May 23 – The Ministry held an event for newly appointed members: Governing in the Public Interest: Foundational Training for New Public Sector Board Members.
 - May 31 – Upcoming Student Awards at Broadway. The awards celebrate the outstanding achievements of students in their studies and in the community. There will be Board representation at the afternoon ceremony.

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 – April 10, 2019 Public Meeting
Amendment to 5.2 bullet 5

2.2 VCC News & Events

2.3 Supplemental VCCFA Report

Moved, Seconded & CARRIED (Unanimously)

3. ACTION TRACKER

ACTION - Brought forward from Feb 13, 2019		WHO	COMMENT
1.	Create a framework for international student experience evaluations and advise the Board.	Management	May 29, 2019: PENDING
2.	Send the Board the link to the VCC Foundation and Alumni on VCC.ca.	D. Lucas	COMPLETED

4. NEW BOARD MEMBER INTRODUCTION & OATH OF OFFICE

Sukhmanjot Singh is a student in the international Canadian Business Management Program. As his first meeting since being elected as Student Representative on Mar 6, he was sworn in by the Chair.

5. STRATEGIC INNOVATION PLAN

As part of a series of updates on the Strategic Innovation Plan, under the strategic priority “Build a culture of innovation & engagement”, Norm Ballie-David of TalentMap presented the results of the latest employee engagement pulse check which showed significant improvements in a number of key areas. The presentation was well received.

6. CONSTITUENCY GROUP UPDATES

6.1 CUPE Local 4627

- C. Joyce, CUPE Local 4627 President, presented the report and distributed a supplemental written report to be included in the next meeting package.
- Concern was expressed at the time it took to remedy ventilation issues and exposure to formaldehyde in the biology lab. C. Joyce stated that the process took 7 years. The supplemental report has full details.
- A bargaining committee has been elected. The contract expires Sept 30, 2019 and the committee wants to be prepared for negotiations with management.

6.2 Vancouver Community College Faculty Association (VCCFA)

- T. Thomson, VCCFA President, summarized the report, which was included in the meeting materials.
- The VCCFA hope to see Management’s response to developing a framework for international student satisfaction and share concerns expressed by CUPE, regarding the service levels from Indigenous Education & Engagement.
- In response to T. Thomson’s question regarding amendments to G.1.0 Board Conduct. J. Hartman commented that elected members are a voice for their constituents, but the primary function of the board is to work in the best interest of the College as a whole.
- In response to a question around board oversight of international tuition, P. Nunoda clarified that the board are responsible for domestic student fees only.

6.3 Student Union of Vancouver Community College (SUVCC)

- No representative.

6. BOARD COMMITTEE REPORTS

6.1 Governance Committee (Gov Com)

- The Governance Committee met on Apr 24, 2019.
- In response to Bill 36, that repeals Section 59(8) of the College & Institute Act, the Governance Committee reviewed VCC's policies and bylaws and will make a recommendation for amendments at this May 29 Board meeting. This section restricted the election of union executive to Boards. The change is intended to broaden options for board representation and support diverse and inclusive governance.
- In response to a request from FAC, the committee reviewed the list of polices where FAC and the Board are review/approval bodies and are recommending amendments at the meeting. Policies where Governance and Human Resources Committee are review bodies is in progress.
- The 2019 Board Evaluation survey has been undertaken. It was deployed by the IR department and the results will be reviewed by Governance Committee at their next meeting scheduled for Jun 17, 2019.

6.2 Human Resources Committee (HRC)

- HRC met on Apr 30 and May 10, 2019.
- The draft Executive Compensation Statement for 2018/19 for submission to Post Secondary Employers Council (PSEC) was approved. The statement discloses all compensation accrued and paid to the President & CEO and the next four highest ranking/paid executives with an annualized base salary of \$125,000 or greater during the fiscal year. Awaiting final approval from PSEC and instruction on the date for it to be posted publicly.
- Stakeholder interviews for President's Performance Evaluation have been completed. HRC will be presenting the results to the Board.
- Next meeting is scheduled for June. Date to be confirmed

6.3 Finance & Audit Committee (FAC)

- The Finance and Audit Committee met on May 15, 2019.
- The Committee reviewed the Financial Performance (Management, Discussion & Analysis) Report for the period end March 31, 2019.
- FAC approved the 2018/19 Audited Financial Statements and the Office of the Auditor General (OAG) presented the 2018/19 Audit Report.

8. FINANCIAL REPORTING

8.1 Financial Performance - Management, Discussion & Analysis (MD&A) – Period End Mar 31, 2019

- Total revenue for the period is \$3.4M above budget. Net surplus for the year is \$1.6M
- Contract training and Continuing Studies revenue is above budget and the trend of increased international enrolment continues, as international students are backfilling programs that are experiencing low domestic enrolment.

8.2 2018/19 Audited Financial Statements

- For the fourth year, the team of auditors from the Office of the Auditor General presented the 2018/19 audited financial statements and audit report.

- The statements are prepared in accordance with Canadian Public Sector Accounting Standards, as directed under Section 23.1 of the Budget Transparency and Accountability Act.
- The audit report stated that the 2018/19 audited financial statements satisfy the audit requirement under the College & Institute Act.
- FAC's questions were answered satisfactorily and they are recommending the approval of the 2018/19 Audited Financial Statements.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the 2018/19 Financial Statements.

Moved, Seconded & CARRIED (Unanimously)

9. POLICIES AND BYLAWS

9.1 Revisions to Policy Review & Approval Bodies

- On April 3, 2019, the Finance & Audit Committee (FAC) sought advice from the Governance Committee with concerns on their expertise and value added in reviewing and recommending new/amended college policies for approval by the Board.
- In response, at a meeting on Apr 24, 2019, Governance Committee reviewed policies where FAC is a review body and the Board an approver, and presented recommended amendments to the Board at the meeting.

MOTION: THAT on the recommendation of the Governance Committee, the Board approve the amendments to VCC policy review bodies, as presented , and the approval body to the President for:

- B.1.1 Stale-Dated Cheque Replacement
- B.1.2 Interfund Transfers
- B.1.4 Delinquent Accounts
- D.3.3 Tuition and Fee Waiver & Reimbursement for Employees
- D.3.4 Tuition & Fee Refund

Moved, Seconded & CARRIED (Unanimously)

9.2 G.1.0 Board Conduct Bylaw

- Following the Miscellaneous Statutes Amendment Act (No.3), 2018, which repealed section 59(8) of the College and Institute Act. The Ministry advised colleges to review existing bylaws and make amendments where necessary.
- Governance Committee reviewed VCC's policies and bylaws, including the Election Rules and presented recommended amendments which opened the eligibility to sit on the Board to VCC employees who are also voting members of the executive body of, or an officer of, an instructional, administrative or other staff association of the VCC.

MOTION: THAT on the recommendation of the Governance Committee, the Board of Governors approve the amended G.1.0 Board Conduct Bylaw, as presented at the meeting.

Moved, Seconded & CARRIED (Unanimously)

9.3 D.3.7 Tuition and Fees Policy and Rescind D.3.2 Fee Deferral & C.2.2 Eligibility for Domestic Fees

- M. Tourigny summarized the Decision Note and responded to questions.
- D.3.7 is ten years old and has been revised to update information, reflect current practices and there are aspects such as international student fees that were not adequately addressed.
- Finance and Audit Committee approved the revisions to D.3.7 Tuition and Fees and the recommendation to rescind D.3.2 Fee Deferral. As the revised policy incorporates C.2.2 Eligibility for Domestic Fees, the Board will make the recommendation to rescind this policy, currently under the purview of the President.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve rescinding policy D.3.2 Fee Deferral and revisions to policy D.3.7 Tuition and Fees and;

THAT, the Board of Governors recommend the President rescinds policy C.2.2 Eligibility for Domestic Fees.

Moved, Seconded & CARRIED (Unanimously)

- J. Hartman commented that all Post-secondary Institutions have been asked by Minister Mark to provide a letter confirming that VCC has processes in place to prevent money laundering.
- Management have confirmed with the Chair that processes are in place.

10. EDUCATIONAL COUNCIL REPORT (EdCo)

- E. Ting provided highlights of the EdCo report included in the meeting materials: which included:
- The introduction of the Provisional Approval of New Programs Ad Hoc Committee, which will be piloted this year and has been designed as an optional opportunity for new or significantly revised programs to consult committee members about adjustments to new curricula.
- In response to the results of the Quality Assurance Process Audit (QAPA) undertaken in 2018-2019. The Quality Assurance Committee (QAC), has been tasked to oversee the action plan. As recommended QAC has amended their terms of reference to focus more on program renewals.
- E. Ting thanked outgoing EdCo member Mr. Ilyes Belhacene, the Broadway/Annacis Island student representative. The next election to fill vacancies on EdCo.

11. OTHER BUSINESS

11.1 Governing in the Public Interest Event

- M. Rashid, S. Oh and S. Rajagopalan attended this Ministry organized event for newly appointed members. Each attended a variety of sessions including; roles & responsibilities, evaluating the CEO and risk management. There was value interacting with other institutes board members, more opportunities would have been beneficial. Good training for new board members and individuals who have never sat on a Board.

11.2 Colleges & Institutes Canada (CiCan) 2019 Conference

- The annual CiCan conference took place on May 4-7. The theme was Inclusion. G. Manning, E. Ting and N. Belokopitov attended. Takeaways included the uncertainty around future funding and student wellness.

12. NEXT MEETING & ADJOURNMENT

- The next Board of Governors Public Board meeting will be held on June 26, 2019.
- There being no further business, the meeting adjourned at 7:00 p.m.

APPROVED AT THE JUNE 26, 2019 PUBLIC BOARD MEETING



Joey Hartman
Chair, VCC Board of Governors