



VANCOUVER COMMUNITY COLLEGE BOARD OF GOVERNORS PUBLIC MEETING MINUTES

March 25, 2020

5:30 p.m. Zoom Video/Telephone Conference

ATTENDANCE

Board Members

Joey Hartman (Chair, Board/HR Committee)
Libby Davies (Vice Chair)
Garth Manning (Chair, Governance)
Mike Tourigny (Chair, Finance & Audit)
Armor Valor Corrales
Chloe Lau
Mahin Rashid
Nadia Belokopitov
Navreet Kaur Thind
Rene John Nicolas
Shobha Rajagopalan
Seung Oh
Sue Hammell

Ex-Officio

Ajay Patel President & CEO (Interim)
Elle Ting Chair, Education Council

Staff Resources

Jamie Choi VP, Administration & CFO (Interim)
Clodine Sartori VP, People & Culture (Acting)
David Wells VP, Academic & Applied Research
Elmer Wansink AVP, IT & Chief Information Officer
Jane Shin AVP, Student Success
Karen Wilson ED, Marketing & Communications

Guests

Taryn Thomson President, VCC Faculty Association
Chris Joyce President, CUPE Local 4627
Sydney Sullivan Exec. Director, Student Union of VCC

Board Secretary

Deborah Lucas

VCC recognizes and acknowledges the Musqueam, Squamish and Tseil-Waututh people, on whose traditional and unceded territories we live, learn and work.

1. CALL TO ORDER, LAND ACKNOWLEDGEMENT & OPENING REMARKS

- J. Hartman called the meeting to order at 5:39 p.m., presented the land acknowledgement and opening remarks:
 - Thanked the Emergency Operations Centre (EOC) committee, staff, faculty and students for supporting the transition to online operations. Acknowledged essential services staff who are onsite, including but not limited to Security, Facilities, IT and Financial Services.
 - The 2020/21 Ministry Mandate Letter has been received by the Board and posted publicly on VCC.ca.
 - On Feb 28, 2020, Premier Horgan & Minister Mark announced the BC Access Grant at VCC's Annacis Island Campus. Board member, A. Corrales, attended on behalf of the Board. As requested by student groups, this grant will be available to students at the beginning of their studies to help with up-front tuition costs, rather than at the end. The SUVCC was acknowledged for continuing to campaign on behalf of students.
- A. Patel:
 - Thanked the Board, EOC committee and VCC community for their support through the COVID-19 pandemic. He acknowledged all areas of the College for the speedy transition to online learning and work from home operations.
 - Welcomed to VCC, Dr. Ian Humphreys to the role of VP Administration effective Apr 1 and Sladjana Borovcanin as the College's new Director of Facilities Management, effective Mar 2.

2. APPROVAL OF AGENDA AND CONSENT AGENDA

MOTION: THAT the VCC Board of Governors approve the Mar 25, 2020 agenda and approve/acknowledge receipt of the following items on the consent agenda:

2.1 Minutes – Feb 19, 2020 Public Board Meeting

2.2 Board Correspondence

Moved, Seconded & CARRIED (Unanimously)

3. ACTION TRACKER

No actions to report.

4. CONSTITUENCY GROUP UPDATES

4.1 CUPE Local 4627

- No report.

4.2 Vancouver Community College Faculty Association (VCCFA)

- Due to the change in meeting format and for the purpose of further preparation, the VCCFA postponed a short presentation by Adult Basic Education (ABE) staff and students on the subject of layoffs. Another opportunity will be pursued.

4.3 Student Union of Vancouver Community College (SUVCC)

- Executive Director, S. Sullivan addressed the Board and expressed appreciation for the support the College continues to provide students, giving them the tools & resources to work-through the COVID-19 crisis.
- It is the SUVCC's view that the level of contingency funds in the 2020/21 budget is low, given the current situation and uncertainty of international and domestic enrolment. There is concern that increased international tuition will be used to bridge the gap. The SUVCC would like to continue discussion regarding jurisdiction for international tuition approval.

CHAIR'S NOTE:

J. Hartman addressed the Board and stated that decisions on budget and planning matters are to be made with the understanding that COVID-19 pandemic impact assessments will likely result in adjustments. While VCC is in flux, decisions under agenda items 5 and 6 could be revisited.

5. EDUCATION COUNCIL (EdCo)

5.1 Chair's Report

- EdCo Chair, E. Ting, addressed the Board and referenced the report included in the meeting materials.
- As the result of the recent by-election, EdCo has filled all seven vacancies and orientation for the new members has commenced.
- EdCo will be engaging with both VCC leadership and the Academic Governance Council (AGC) to explore efficiencies in the current practice of presenting the Enrolment Plan and Academic Plan and annual budget to EdCo at the same time. With all three documents informing each other and the tight timeline for review and recommendation, accommodating fulsome enquiry and discussion is challenging.

5.2 2020/21 Enrolment Plan

- E. Ting presented the 2020/21 Enrolment Plan, included in the materials, as well as referencing the Addendum sent by email and drafted by D. Wells. The Addendum corrected numbers for ABE Lab, College Foundation Maths and Science, Access to Careers Education, Basic Education. It was confirmed there are no new intakes in Heavy Duty/Commercial Transport in 2020/21, since the International Heavy Mechanical Trades run only one cohort every 18-24 months.

- The 2019-20 Actual FTE data is up to Feb 28, 2020. The 2020-21 budgeted FTE data is generated by Finance, using projected totals where the freeze/census date of the section falls within the fiscal year.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at this meeting, the 2020-2021 Enrolment Plan.

Moved, Seconded & CARRIED (Unanimously)

5.3 Academic Plan 2020-23

- The 2020-2023 Academic Plan is a transitional document, as the College moves from the Integrated College Plan (ICP) to the Academic Master Plan (AMP) and Strategic Innovation Plan (SIP). Including the Campus Master Plan (CMP), they all speak to one another, e.g. facilities accommodations for curriculum development and campuses of the future.
- The Academic Plan focuses on two of the five Key Success Drivers (KSDs) from the ICP: educational quality and business development. Its priority is the next 3-years. The remaining three KSD's (operational excellence, financial stability, and reputational management) are addressed in the SIP, which is a high-level 10-year planning document.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at the meeting, the 2020-23 Academic Plan.

Moved, Seconded & CARRIED (Unanimously)

6. FINANCE AND AUDIT COMMITTEE REPORT

6.1 Chair's Report

- Finance and Audit Committee (FAC) Chair, M. Tourigny, addressed the Board. FAC met on Mar 11, 2020 and under its purview, approved the following items:
 - VCC enter into a Request For Proposals (RFP) process to award a 5-year contract for an online registration system for Continuing Studies.
 - VCC enter into an Invitation to Tender (ITT) process for Rooftop Day Care Playground Renewal Project at VCC's Broadway campus.
- FAC reviewed the Financial Performance and approved, for recommendation to the Board, the 2020/21 Operating and Capital budgets.

6.1 Financial Performance (Period End Jan 31, 2020)

- The Financial Performance Report for the period ended Jan 31, 2020 was presented in the meeting materials.
- Total revenue for the period is \$101M. (\$2.2M above budget). VCC is projecting a year-end net surplus of \$350K.

6.3 Capital Budget 2020/21

- FAC approved the 2020/21 Capital Budget for recommendation to the Board. Funded through VCC internal capital, a budget of \$3.0M will be allocated for facilities improvements e.g. furniture and equipment, classroom enlargement and IT projects not covered under the tech refresh leasing program.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the \$3.0 million 2020/21 Capital Budget, as presented at the March 25, 2020 meeting.

Moved, Seconded & CARRIED (Unanimously)

6.3 Operating Budget 2020/21

- After initial review in Jan 2020, FAC approved the final draft of the 2020/21 Operating Budget for recommendation to the Board. The budget assumptions, Statement of Operations and 2020/21 budget vs 2019/20 forecast were presented as supporting documents.
- The budgeted contingency does not take into consideration potential impacts from COVID-19, which could include a significant reduction in tuition revenue; which at this point is still challenging to estimate. To increase the contingency fund, VCC would need to increase revenue or decrease expenses.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the \$3.0 million 2020/21 Capital Budget, as presented at the March 25, 2020 meeting.
Moved, Seconded & CARRIED (Unanimously)

7. GOVERNANCE COMMITTEE REPORT

7.1 Chair's Report

- Governance Committee met on Mar 6, 2020 and welcomed new members S. Hammell and A. Corrales.
- At the request of the Admin Policy Committee (APC), Governance Committee advised them that the approval body for the revised policy D.4.2. Student Complaints, should be the Board. Given the Board's governance function, in terms of oversight of the president, this will eliminate an actual or perceived conflict of interest, in the event the respondent is the president.
- The process for the 2020 Board Evaluation was established and presented to the Board. The annual survey is scheduled to be deployed Apr 2020, however, the timeline is flexible and dependant on available staff resources.
- The Committee will commence a review of policy A.1.1 Board Meetings, with the view of rescinding it and amending G.2.0 Board Governance Bylaw to include matters for discussion In Camera, Special Board meetings and other amendments to the bylaw, identified through the review process. The Board Chair will attend the next meeting on May 6, 2020, for the initial discussion around board meeting structure, governance best practices and board fiduciary responsibilities.

8. HUMAN RESOURCES COMMITTEE REPORT

8.1 Chair's Report

- The Human Resources Committee are finalizing the details related to the permanent President position.

9. OTHER BUSINESS

9.1 COVID-19 Update

- A. Patel, S. Aulakh and Senior Team presented an update on COVID-19. The messaging from the Ministry is that BC's Post Secondary Education (PSE) institutions are open and will continue to provide quality learning even though it maybe through alternative delivery methods. PSE's are expected to leverage their strengths and talents to support a provincial response to the pandemic. PSE's are well positioned to shape and build BC.
- A. Patel commented that VCC must prepare for what is coming, prioritising health and safety, but meeting the needs of the college community. He expressed appreciation for the collaborative efforts of staff, faculty and students and thanked S. Aulakh the Board for their support.
- S. Aulakh briefed the Board on the work of the Emergency Operations Centre (EOC).
- There is currently no data on international students who may have left Canada and modifications to international program delivery is still being determined.
- VCC will commence collecting assessment and impact data, to project the medium to long-term impact. Additional government restrictions are to be announced, which will likely continue into May.

- To be fully informed, VCC has connected with many sources e.g. Public Health Office, Post Secondary Employers Association, different Health Authorities, Immigration, Refugees and Citizenship Canada, College & Institutes Canada, BC Colleges.
- An emergency relief fund has been established to support students facing financial challenges at this time. Both international and domestic can apply. Student Services are working with the SUVCC to determine what other supports are needed. Recognising the need for more mental health supports, the Ministry will be providing information on additional resources.
- VCC is currently responding to a request to open the downtown campus, to provide services to the downtown eastside community.
- The Board appreciates the work conducted by Management, the EOC, staff and faculty in keeping operations running and providing support services.
- A. Corrales acknowledged VCC alumni and students who are working on the frontline during the pandemic.

10. NEXT MEETING & ADJOURNMENT

- The next Board of Governors Public Board meeting is on May 27, 2020. With no further business, the meeting adjourned at 7.11 p.m.

APPROVED AT THE MAY 27, 2020 PUBLIC BOARD MEETING



Joey Hartman
Board Chair
VCC Board of Governors