



VANCOUVER COMMUNITY COLLEGE BOARD OF GOVERNORS PUBLIC MEETING MINUTES

June 24, 2020

5:30 p.m. Zoom Video 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
Erin Klis **REGRETS**
Mahin Rashid
Nadia Belokopitov
Navreet Kaur Thind
Rene John Nicolas
Shobha Rajagopalan
Seung Oh
Sue Hammell

Staff Resources

Jamie Choi CFO (Interim)
Clodine Sartori VP, People & Culture (Acting)
David Wells VP, Academic & Applied Research
Ian Humphreys VP, Administration
Elmer Wansink AVP, IT & Chief Information Officer
Jane Shin AVP, Student Success
Karen Wilson ED, Marketing & Communications
Claire Sauv  Dean, Continuing Studies (Interim)
S. Lew Dean, Arts & Sciences

Guests

Taryn Thomson President, VCC Faculty Association
Sydney Sullivan Exec. Director, Student Union of VCC

Ex-Officio

Ajay Patel President & CEO
Elle Ting Chair, Education Council

Board Secretary

Deborah Lucas

VCC recognizes and acknowledges the Musqueam, Squamish and Tsleil-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 5:42 p.m., presented the land acknowledgement and opening remarks:
 - Congratulated the graduates of 2020, including student board rep, N. Thind, and students who received awards for their achievements at an online ceremony on Jun 2. She thanked and acknowledged the VCC Foundation Team, the Foundation Board and VCC’s generous donors.
 - The Board bid farewell to student representative Armor Valor Corrales and thanked him for his service. Armor has been an outstanding representative since being elected in Oct 2019. Whenever possible, he attended VCC events in support of the Board and his peers.
 - Thanked the Marketing Dept., faculty and advisors for the successful “Experience VCC” event on Jun 17. Despite challenging times, there were over 25 info and program sessions throughout the day and nearly 600 attendees. Amazing efforts by everybody.
 - A Special Public Meeting has been scheduled for Sept 9, for approval of Institutional Accountability Report only.
- A. Patel congratulated graduates and expressed thanks to faculty, staff, students and the Board for their support and advice as the college continues to respond to the COVID-19 pandemic.

2. APPROVAL OF AGENDA AND CONSENT AGENDA

MOTION: THAT the VCC Board of Governors approve the Jun 24, 2020 agenda and approve/acknowledge receipt of the following items on the consent agenda:

- 2.1 Minutes – May 27, 2020 Public Meeting
- 2.2 CMP New Objective: Strategic Partnerships
- 2.3 Info Note: Tuition: Network Technology Admin & Security Post-Degree Diploma
- 2.4 Board Correspondence
- 2.5 News & Events
- 2.6 VCCFA Report

Moved, Seconded & CARRIED (Unanimously)

3. ACTION TRACKER

ACTION - Brought forward from June 24, 2020		WHO	UPDATE
1.	Distribute to the Board Education Council's Teaching Online Certificate Concept Paper	D. Lucas	JUN 24: COMPLETED – Sent by email Jun 10.

4. COVID-19 UPDATE

- S. Aulakh delivered a presentation of VCC's response to the COVID-19 pandemic starting with the World Health Organisation's response structure, announced in Jan 2020, to where we are today.
- In response to questions regarding preparation for a second wave of COVID-19, S. Aulakh commented that the provincial emergency group have developed a best practices book, which institutions have contributed to for reference moving forward.
- The Board acknowledged and thanked S. Aulakh, the leadership team and everyone who has worked hard to ensure the safety of staff and students at VCC during this challenging time.

5. CONSTITUENCY GROUP UPDATES

5.1 CUPE Local 4627

- No report.

5.2 Vancouver Community College Faculty Association (VCCFA)

- VCCFA President, T. Thomson addressed the Board and summarized the written report in the meeting materials.
- J. Hartman commented that discussions on the topic of LINC are ongoing and the request for informal discussions will be taken under advisement following clarification.

5.3 Student Union of Vancouver Community College (SUVCC)

- Executive Director, S. Sullivan addressed the Board. Highlights of the report included:
 - SUVCC representation at the meeting of the Select Standing Committee on Finance. Student unions collectively presented on: increase funding for post-secondary institutions, additional funding for open educational resources and more regulation on international student fees.
 - Circulated a statement to the Board highlighting concerns by students on the increase to tuition fees, including the predictability of fees for international students, as there's no 2% cap, as with domestic tuition. The statement is on behalf of SUVCC only. In response, J. Hartman, acknowledged that the statement had been delivered during the meeting and it would be distributed to the Board.

ACTION: D. Lucas to distribute SUVCC Jun 24, 2020 Call to Action statement to the Board.

6. EDUCATION COUNCIL (EdCo)

6.1 EdCo Chair Report

- E. Ting, provided highlights of the written report included in the meeting materials:
 - Summarized incoming and outgoing members to positions on EdCo and its standing committees.
 - Introduced the concept paper for the Jewellery Art & Design Diploma.
 - The EdCo Annual Report, which includes highlights from the year was included in the meeting materials. EdCo Assistant, Darija Rabadzija was thanked for their work supporting EdCo and its standing committees throughout the year.

6.2 Credentials - Network Technology Administration & Security Post-Degree Diploma

- The credentials are stackable and came out of the renewal of Continuing Studies Network Technology Certificate program and a developing partnership opportunity with the Centre for Arts and Technology (CAT). They are designed for new learners and those already employed in the information technology field who wish to refresh their skills and/or prepare for industry certification exams.
- The Information Technology Operations Program (ITOP) has a short certificate exit option.
- The Network Technology Admin and Security Post-Degree Diploma will be of interest to international students, as demand has been expressed. An undergraduate degree from a credited university is a pre-requisite and term average GPA of 2.0 must be maintained.
- The Network Security Advanced Certificate will prepare learners for roles such as Computer forensic investigator and security operator. A diploma or degree in an IT-related field or a combination of appropriate education and industry experience/certification is a pre-requisite.
- EdCo approved the credentials on Jun 9, 2020.
- To a question around students self-selecting for programs and concerns that language and motor skills requirements are met, C. Sauvé commented that academic requirements can be made clearer with the goal to set students up for success without creating barriers and discussions with Disability Services have taken place. The previous Network Technology Program, which these credentials replace, did not experience these problems with applicants. J. Shin added that capturing characteristics expected for student success is a broader ongoing discussion amongst institutions provincially.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve the implementation of the following credentials:

- Information Technology Operations Short Certificate and Certificate (ITOP) credentials.
- Network Technology Administration and Security Post-Degree Diploma credential.
- Network Security Advanced Certificate credential.

Moved, Seconded & CARRIED (Unanimously)

6.3 Credential - Teaching Online Certificate

- The Teaching Online Certificate is the renewed Online eLearning Instruction (ONEL) Certificate program. It's delivered fully online and is designed for working professionals who wish to enhance their skills designing, developing, evaluating, and facilitating effective online and digitally-enabled instruction. It is more accessible than before as the Provincial Instructor Diploma is not a prerequisite.
- Due to COVID-19 and the move to online delivery, there's strong interest in its launch. EdCo approved the credential on Jun 9, 2020.
- E. Ting explained that programs are often redesigned at the time of a renewal, as there's typically a seven year period between renewals and often technology has changed, impacting curriculum.
- E. Ting could not confirm if the certificate would be recognised as a teaching credential for step placement purposes.
- In response to the general question around practicum delivery, E. Ting explained that the current strategy is to delay practicum until it's practical to bring students back. D. Wells added that for trades

and health programs, modified practicums are being considered in consultation with relevant regulatory bodies.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve the implementation of the Teaching Online Certificate credential.
Moved, Seconded & CARRIED (Unanimously)

6.4 Credential - Teaching English to Speakers of Other Languages (TESOL) Short Certificate

- The TESOL Short Certificate is the result of an extensive program renewal and is designed for online delivery. TESOL programs were suspended in 2018. The renewal of the diploma program will follow.
- This program meets accreditation requirements and can be obtained in less time than our competitors. It is equivalent to other institutions certificate programs, but to comply with the VCC policy C.1.3 Granting of Credentials, it is a short certificate. EdCo will be discussing adding language to C.1.3 that would build in more flexibility when it comes to third-party certification.
- EdCo approved the credential on Apr 14, 2020.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve the implementation of the Teaching English to Speakers of Other Languages [TESOL] Short Certificate credential.
Moved, Seconded & CARRIED (Unanimously)

7. FINANCE AND AUDIT COMMITTEE REPORT

7.1 Chair's Report

- Finance and Audit Committee met on June 10. The committee reviewed and approved:
 - 3 tuition proposals by Deans, Claire Sauv e & Shirley Lew. (Agenda items 7.2, 7.3 & 7.4).
 - Revisions to Policy B.1.8 Selection of Auditors (Agenda item 7.5)
 - Award of contract for Facilities Cleaning Services, which was subsequently approved by the Board. The successful proponents are to be advised.
- Presented for information was the international tuition for Network Technology Admin & Security Post-Degree Diploma. (Consent Agenda item 2.3)
- The next Finance and Audit Committee meeting is Sept 16, 2020.

7.2 Tuition - IT & Network Security (multiple certificates)

- The credentials were described and approved under item 6.2.
- The proposed tuition was presented alongside comparable programs at other institutions. The programming will support the growth of Continuing Studies. FAC approved the tuition on Jun 10, 2020.

MOTION: THAT, on the recommendation of the Finance & Audit Committee, the Board of Governors approve of tuition for the following programs, effective April 2021:

- Information Technology Operations Professional Short Certificate - \$1,515
- Information Technology Operations Professional Certificate - \$4,549
- Advanced Certificate in Network Security - \$6,781

Moved, Seconded & CARRIED (Unanimously)

7.3 Tuition - Teaching Online Certificate

- The credential was described and approved under item 6.3. With the system of rolling enrolment (where a student can register and start the next day), VCC is anticipating healthy enrolment. FAC was advised that it's unique in this sector.
- The proposed tuition provides financial stability and FAC approved the tuition on Jun 10, 2020.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, as part of the renewed Teaching Online Certificate, the Board of Governors approve tuition of \$915 (\$305 per credit) for each course, effective July 1, 2020:

- EDUC 4250: Foundations of Online Learning (3 credits)
- EDUC 4251: Developing & Designing Online Learning (3 credits)
- EDUC 4252: Facilitating Online Learning (3 credits)

Moved, Seconded & CARRIED (Unanimously)

7.4 Tuition - TESOL Short Certificate

- The credential was described and approved under item 6.4. VCC has a strong reputation in this area and healthy enrolment is expected.
- The proposed tuition is competitive and FAC approved the tuition on Jun 10, 2020.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve tuition of \$2,500 for the TESOL Short Certificate, effective July 1, 2020.

Moved, Seconded & CARRIED (Unanimously)

7.5 Policy – Revised B.1.8 Selection and Appointment of Auditors

- B.1.8 Policy and Procedures was last reviewed in 2011. It governs the appointment of auditors for the College's financial records. Revisions had been reviewed and approved by Admin Policy Committee and Operations Council and were presented to FAC on Jun 10 for recommendation to the Board.
- FAC made a further revision to the section Policy Principles to ensure that any non-audit services (consulting work) performed by the auditors does not conflict with their audit engagement obligations. Also, that regular updates concerning non-audit services are provided by management to FAC.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve revisions to the B.1.8 Selection and Appointment of Auditors policy and procedures.

Moved, Seconded & CARRIED (Unanimously)

8. GOVERNANCE COMMITTEE REPORT

8.1 Chair's Report

- No report.

9. HUMAN RESOURCES COMMITTEE (HRC) REPORT

9.1 Chair's Report

- The Human Resources Committee (HRC) are working with the President to establish a framework for performance evaluation and appropriate objectives.

10. OTHER BUSINESS

10.1 Temporary Executive Committee of the Board

- In the event that VCC are required to submit a Five-Year Capital Plan to the Ministry in July or August, and a special board meeting cannot be accommodated, it is proposed that a temporary Executive Committee of the Board be established to review and approve the submission. The committee would be composed of the Board Chair, Vice Chair and FAC.

MOTION: THAT the Board of Governors establish an Executive Committee of the Board, for the purpose of submitting a Five-Year Capital Plan to the Ministry of Advanced Education, Skills & Training during the period July-August 2020.
Moved, Seconded and CARRIED (Unanimously)

11. NEXT MEETING & ADJOURNMENT

- There is a Special Public Board Meeting on Sep 9, 2020 and the next regular Public Board meeting is on Sep 30, 2020. With no further business, the meeting adjourned at 7.34 p.m.

APPROVED AT THE SEPT 30, 2020 PUBLIC BOARD MEETING



Joey Hartman
Board Chair
VCC Board of Governors