



# VANCOUVER COMMUNITY COLLEGE BOARD OF GOVERNORS

## PUBLIC MEETING MINUTES

March 31, 2021

5:30 p.m. Zoom Video Conference

### ATTENDANCE

#### Board Members

Joey Hartman (Chair, Board/HRC)  
 Libby Davies (Vice Chair)  
 Mike Tourigny (Chair, FAC)  
 Mahin Rashid (Chair, GC)  
 Karen Brooke  
 Ladan Sahraei  
 Nadia Belokopitov  
 Paul Yeung  
 Rene-John Nicolas  
 Sahil Arora (REGRETS)  
 Seung Oh  
 Shobha Rajagopalan  
 Sue Hammell (REGRETS)

#### Staff Resources

Deborah Lucas Executive Assistant, Board of Governors  
 David Wells VP, Academic & Applied Research  
 Ian Humphreys VP, Admin & International Development  
 Jane Shin VP, Students & Community Development (Interim)  
 Elmer Wansink AVP, IT & CIO  
 Clayton Munro AVP, Student & Enrolment Services (Interim)  
 Tannis Morgan AVP, Academic Innovation  
 Jamie Choi ED, Finance & CFO  
 Karen Wilson ED, Marketing & Communications  
 Darlene Hodgson Director, Human Resources (Interim)  
 Surinder Aulakh Director, Safety, Security and Risk  
 Carmen Curman Interpreter  
 Lisz Keallen Interpreter

#### Ex-Officio

Ajay Patel President & CEO  
 Elle Ting Chair, Education Council

#### Guests

Taryn Thomson President, VCCFA  
 Brendan Frith Dept. Leader, Heavy Mechanical Trades (HMT)  
 Deanne Bates Chief Shop Steward, CUPE Local 4627  
 Sydney Sullivan Executive Director, SUVCC

**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 5.31 p.m. The land acknowledgement was presented by L. Davies. J. Hartman presented opening remarks:
  - Welcomed Tannis Morgan to VCC in the role of Associate Vice President, Academic Innovation.
  - On May 21, N. Belokopitov will attend a Ministry hosted, virtual gathering of Indigenous board members. This is the second meeting of this group. Guests will discuss challenges and opportunities in Indigenous post-secondary education and training. Board members have also registered for San'yas Indigenous Cultural training; created with the goal to promote positive partnerships between service providers and Indigenous people.
  - The Board Chair, Vice Chair and President have met with the Hon. Ravi Kahlon, Minister of Jobs, Economic Recovery and Innovation, and Brenda Bailey, Parliamentary Secretary for Technology and Innovation. On Apr 1, they meet with Hon. Melanie Mark, Minister of Tourism, Arts, Culture and Sport. These are opportunities to share more about VCC and its future, including the campus redevelopment and the broader Strategic Innovation Plan that it fits within.

- A. Patel presented opening remarks:
  - Introduced Tannis Morgan and she gave a short introduction to the Board.
  - Reba Noel (Dean, Indigenous Initiatives) joined Colleges and Institutes Canada Indigenous Education Advisory Committee. Its purpose is to advance our collective commitment to reconciliation, decolonization and indigenization.
  - Introduced VCC’s in-house designed “Feel the Effect Campaign”. The concept showcases VCC’s impactful contributions to its surrounding community, the city & the province. A. Patel thanked VCC’s talented Marketing & Communications team for their work.
  - Staff, Faculty and organisers were acknowledged for their contribution to the Wellness and Mental Health workshops and activities. The events have been well received and he has enjoyed doing something which connects people and betters our wellbeing.
  - VCC will receive \$168K of government funds to support students in financial need at this time. \$17K is dedicated to Indigenous students. The approach to distributing these funds will be decided swiftly. VCC continues to source funding through the VCC Foundation.

## 2. APPROVAL OF AGENDA AND CONSENT AGENDA

- J. Hartman noted missed correspondence from Item 2.4.
  - Feb 17: Letter from MLA Andrew Mercier, Parliamentary Secretary for Skills Training: Acknowledging receipt of VCC's introduction letter.

**MOTION:** THAT the VCC Board of Governors approve the Mar 31, 2021 agenda and approve/acknowledge receipt of the following items on the consent agenda:

- 2.1 Minutes: Feb 10, 2021 Public Meeting
- 2.2 Decision Note: Change of Board Meeting Cycle
- 2.3 Info Note: OAG Exec. Comp Disclosures Audit
- 2.4 Board Correspondence
- 2.5 News & Events
- 2.6 VCCFA Report

**Moved, Seconded & CARRIED (Unanimously)**

## 3. ACTION TRACKER

- No brought forward actions from Feb 10, 2021 public meeting.

## 4. COVID-19 UPDATE

- S. Aulakh presented an update to the Board. VCC is addressing COVID-19 issues as they arise and has established a Recovery Working Group to bring students and staff back on campus; adhering to the Ministry’s timeline.
- This group will identify strategies and how best to implement them, as well as hear concerns of stakeholders and discuss how to mitigate them.
- In continued support of the province’s COVID-19 recovery efforts, VCC has offered space alongside the current outdoor test collection site at the Broadway Campus, to the Vancouver Coastal Health to host vaccination clinics during Phase 2 of B.C.’s Immunization Plan.

## 5. CONSTITUENCY GROUP UPDATES

### 5.1 CUPE Local 4627: Presented by CUPE Local 4627 Chief Shop Steward, D. Bates

- Following the issuance of consultation notices to CUPE and VCCFA regarding the future of VCC’s Heavy Mechanical Trades (HMT) Program at Annacis Island Campus (AIC), D. Bates informed the Board that CUPE will be providing support to all members who are affected.

- Acknowledging one year of COVID, CUPE members dropped off chocolates to the service providers at Broadway Campus' COVID test/vaccination site.
- The Registrar's Office and Financial Aid teams were acknowledged for their work. They continue to respond to a high volume of enquiries, of which many are impacted by pandemic restrictions, e.g., provision of books, transit card refunds.

## 5.2 Vancouver Community College Faculty Association (VCCFA): Presented by President, T. Thomson)

- The VCCFA Report was included in the meeting materials. T. Thomson introduced Brendan Frith, Department Leader, Heavy Mechanical Trades (HMT) based at VCC's Annacis Island Campus.
- B. Frith presented historical background on the HMT program and spoke of the inclusivity of VCC's programs and the value VCC instructors bring to the student experience.
- J. Hartman thanked him for taking the time to present to the Board. The longevity of the HMT program speaks for itself. The hope is to move forward so that the innovation and good work can continue.

## 5.3 Student Union of Vancouver Community College (SUVCC): Presented by Exec. Director, S. Sullivan.

- The SUVCC will be providing support to HMT students at AIC if they have concerns.
- The SUVCC has completed a nationwide survey, initiated by non-profit organization Utile, to better understand how to advocate for student housing. The results will be available in May.
- A by-election to fill SUVCC Executive vacancies will be conducted to ensure there's a strong team to support students returning on-campus in the fall.
- In response to P. Yeung, S. Sullivan confirmed that emergency funding to assist students facing hard times is accessible through the VCC Foundation; students can be directed there to apply.

## 6. EDUCATION COUNCIL (EdCo)

### 6.1 EdCo Chair's Report

- The report was distributed in advance. It informs the Board of the Concept Paper for the Post-Degree Diploma in Hospitality Management and the by-election for the downtown rep position (voting closes Apr 16).
- Whereas discussion has commenced with regards to transferring the HMT program at AIC to BCIT, the Education Quality Committee (EQC) has begun to assemble a feasibility working group, in accordance with Section 1(b) of C.3.3 Suspension and/or Discontinuance of Programs Procedures. It's expected to take three months and its conclusion will be presented to the Board by EdCo.

### 6.2 Enrolment Plan 2021/2022

- The 2021/2022 Enrolment Plan was approved by EdCo on Mar 17, 2021.

**MOTION:** THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at the meeting, the 2021-2022 Enrolment Plan.  
**Moved, Seconded & CARRIED (Unanimously)**

### 6.2 Academic Plan 2021-2024

- The 2021-2024 Academic Plan was approved by EdCo on Mar 17, 2021.

**MOTION:** THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at the meeting, the 2021-2024 Academic Plan.  
**Moved, Seconded & CARRIED (Unanimously)**

### 6.3 New Program: Nail Technology Certificate

- Nail technology training has so far been limited to private institutions in the Lower Mainland. This program would be the only one of its kind in BC's public post-secondary system.
- Nail art is trending in the growing spa and salon industry. EdCo were in full support and approved the credential on Nov 10, 2020.

**MOTION:** THAT, on the advice of Education Council, the Board of Governors approve the implementation of the new Nail Technology Certificate.  
**Moved, Seconded & CARRIED (Unanimously)**

### 6.4 New Program: Mechanical Engineering Technician Certificate

- The Mechanical Engineering Technician Certificate is an exit credential option that has been added to the CAD & BIM (Computer Aided Draft and Building Information Modelling) Technician Diploma.
- Graduates who complete the Mechanical specialty stream in Year One, can exit with skills to work in consulting mechanical engineering firms; municipal, provincial, or federal offices; and developers and construction companies. They will also have the benefit of directly entering into the second year of the diploma program, if they choose to return within 4 years. EdCo approved the credential on Mar 9, 2020.

**MOTION:** THAT, on the advice of Education Council, the Board of Governors approve the implementation of the Mechanical Engineering Technician Certificate.  
**Moved, Seconded & CARRIED (Unanimously)**

## 7. FINANCE AND AUDIT COMMITTEE (FAC) REPORT

### 7.1 Chair's Report

- Finance and Audit Committee met on Mar 17 and board agenda items 2.3 and 7.2 thru to 7.6 were presented for information or consideration.
- Next meeting is May 18, 2021. KPMG will be presenting the 2020/21 year end audit report.

### 7.2 Financial Performance (Period End Feb 28, 2021)

- VCC is projecting a year end deficit of \$4.23M. To offset the retro salary for faculty and CUPE staff, the College received the funding confirmation from the Ministry and is reflected in the forecast.
- The Ministry have approved sector-wide deficits for 2020/21 & 2021/22.

### 7.3 2021/22 Operating Budget

- The VCC operating budget for 2021/22 is developed with various assumptions. FAC reviewed 1<sup>st</sup> and final drafts and it was approved on Mar 17, 2021.
- Best efforts will continue to mitigate the deficit. Changes will be addressed through the forecast.

**MOTION:** THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the 2021/22 Operating Budget, as presented at the March 31, 2021 meeting.  
**Moved, Seconded & CARRIED (Unanimously)**

### 7.4 2021/22 Capital Budget

- The annual capital budget process involves departments submitting capital requests and priorities are established. It is funded through VCC internal Capital.
- On March 17, Finance and Audit Committee approved the recommendation to allocate \$3M for facilities improvements, furniture and equipment, classroom enlargement and IT projects. It is the same budget as 2020/21.

**MOTION:** THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the 2021/22 Capital Budget, as presented at the March 31, 2021 meeting.  
**Moved, Seconded & CARRIED (Unanimously)**

### 7.5 Tuition: Nail Technology Certificate

- In advance of the meeting, the Board were informed of an amendment to FAC's recommendation and agreed to proceed without referral to FAC.
- The program description was presented under item 6.3. VCC is the only public institution offering this program. Unrestricted increases by private competitors should be expected, as costs increase. With VCC's tuition cap, program costs will have to be monitored to remain competitive in the future.

**MOTION:** THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve tuition of \$5,411 (\$301 per credit) for the new Nail Technology Certificate Program, effective May 1, 2021.  
**Moved, Seconded & CARRIED (Unanimously)**

### 7.6 Policy: Revised D.3.7 Tuition and Fees

- In Nov 2020, D.3.7 was reviewed by Admin Policy Committee and amendments identified. It was also at this time that the Board referred the matter of authority of international tuition and fees to the Governance Committee for a recommendation.
- In conclusion, on Feb 10, 2021, the Board approved Governance Committee's recommendation to take back the delegated authority for approving international tuition and fees from College Administration. This direction has been incorporated in the draft revisions to D.3.7 policy and procedures, which were presented and approved by the Finance & Audit Committee on March 17.
- K. Brooke would like a procedure to be included for obtaining input from internal stakeholders, as per Statement of Policy Principles (1.) A. Patel clarified that the current procedure for establishing tuition and fees is a collaboration between the relevant departments and finance.

**MOTION:** WHEREAS, D.3.7 Tuition and Fees Policy and Procedures have undergone a review by the Admin Policy Committee; and  
  
WHEREAS, D.3.7 Tuition and Fees Policy and Procedures have been amended, as directed by Board Resolution dated Feb 10, 2021, to reflect that the Board approves international tuition and fees;  
  
THEREFORE, BE IT RESOLVED THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve, in the form presented at this meeting, the revised D.3.7 Tuition and Fees Policy and Procedures.  
**Moved, Seconded & CARRIED (1 Abstention: K. Brooke)**

## 8. GOVERNANCE COMMITTEE (GC) REPORT

### 8.1 Chair's Report

- The Governance Committee (GC) met on Feb 24, 2021. A new Board meeting framework is being finalized and will be included in the review of Board Governance bylaw G.2.0.
- Board Bylaw G.1.0 Board Conduct was reviewed and no amendments identified. It's an annual requirement for the purpose of obtaining Oath of Office affirmations.
- The next meeting is April 28. Upcoming business includes completing the 2021 Board Evaluation.

## 8.2 Revised C.3.5 Education Service Contract Policy (formerly Programs Offered Under Service Contract) & Rescind E.4.1 Non-Base Funded Activities Policy

- The proposed revisions combine the policies C.3.5 Programs Offered Under Service Contract Policy and E.4.1 Non-Base Funded Activities Policy, thus eliminating the requirement for E.4.1. The revised C.3.5 has a new name of *Education Service Contract Policy*, and guides the development and management of contracts with external funding organizations for the provisions of education services by VCC.
- Other amendments include transferring the policy to the current template; providing clearer direction on context, purpose, principles and procedures and that reflect current practices. M. Rashid acknowledged Tanis Sawkins and the review committees for their work.

**MOTION:** THAT, on the recommendation of the Governance Committee, the Board of Governors approve revisions to C.3.5 Education Service Contract Policy and Procedures (formerly Programs Offered Under Service Contract Policy) and approve rescinding E.4.1 Non-Base Funded Activities Policy and Procedures.  
**Moved, Seconded & CARRIED (Unanimously)**

## 9. HUMAN RESOURCES COMMITTEE (HRC) REPORT

### 9.1 Chair's Report

- Human Resources Committee (HRC) met on Jan 20, 2021 and finalized agenda item 9.2. They continue to work with the President on setting objectives for 2021. The next meeting is Apr 14, 2021.

### 9.2 Rescind A.1.7 President's Performance Assessment Policy and Procedures and Revisions to Human Resources Committee (HRC) Terms of Reference (TOR)

- The principles and process for the president's evaluation and compensation are currently outlined in the HRC's Terms of Reference (TOR), as directed by Board Governance Bylaw G.2.0, thus eliminating the need for policy A.1.7 President's Performance Assessment.
- HRC reviewed their TOR accordingly, rewriting the president's evaluation section to reflect the current process, which includes gathering data from stakeholders on the president's performance at least once in every three-year period.
- K. Brooke stated her preference to keeping a policy, as it would be reviewed by the wider VCC community on a regular basis, allowing input into the process. J. Hartman responded that stakeholders will have input into the assessment every three years and the TOR will be reviewed regularly.
- J. Hartman thanked the HRC for their work, and policy coordinator, Nicole Degagne for her support in the process for rescinding A.1.7. Nicole sought community feedback on rescinding the policy. There was no objection or comments.

**MOTION:** THAT, on the recommendation of Human Resources Committee, the Board of Governors approve revisions to the Human Resources Committee Terms of Reference and approve rescinding A.1.7 President's Performance Assessment Policy.  
**Moved, Seconded & CARRIED (1 Abstention: K. Brooke)**

## 10. NEXT MEETING & ADJOURNMENT

- J. Hartman thanked EdCo and staff resources who prepared reports and briefing notes for the meeting. The next regular Public Board of Governors meeting is on May 27, 2021. With no further business, the meeting adjourned at 7:45 p.m.

### APPROVED AT THE MAY 27, 2021 PUBLIC BOARD MEETING



Joey Hartman, Chair, VCC Board of Governors