



Vancouver Community College Board of Governors

Public Meeting Minutes

March 29, 2023, at 5:30 p.m.

VCC Broadway Campus, Room 5025
Zoom for guests & public

ATTENDANCE

Board Members

Libby Davies (Vice Chair) ACTING CHAIR
 Joey Hartman (Chair, Board/HRC)
 Jeffrey Yu (Chair, FAC)
 Mahin Rashid (Chair, Governance)
 Justine Gonzales
 Karen Brooke
 Nadia Belokopitov REGRETS
 Paul Yeung
 Seung Oh REGRETS
 Shobha Rajagopalan
 Sue Hammell REGRETS
 Yanni Wong

Ex-Officio

Ajay Patel President & CEO
 Natasha Mandryk Chair, Education Council

Staff Resources

Jamie Choi ED, Finance & CFO
 David Wells VP, Academic & Applied Research
 Ian Humphreys VP, Admin & International Development
 Kate Dickerson VP, People Services
 Jane Shin VP, Students & Community Development
 Elmer Wansink AVP, IT & CIO
 Clayton Munro AVP, Student & Enrolment Services
 Tannis Morgan AVP, Academic Innovation
 Karen Wilson ED, Marketing & Communications
 Deborah Lucas EA, Board (Recording Secretary)

Guests

Taryn Thomson President, VCCFA
 Chris Joyce President, CUPE Local 4627
 Brynn Joyce 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

- L. Davies called the meeting to order at 5:34 p.m., presented the land acknowledgement and opening remarks:
 - Congratulated the VCC Foundation on another successful Flourish Gala fundraising event on Feb 28, 2023, and encouraged people to view the Flickr album on [VCC.ca](https://www.vcc.ca) for photos from the evening.
- A. Patel presented opening remarks:
 - Expressed appreciation for the organizers and guests for making the Flourish Gala a success. It was a phenomenal sold-out event attended by employees, students, alumni, local industry leaders and government representatives.
 - Congratulated the VCC community on the announcement that VCC is recognized as one of BC's Top Employers for a third consecutive year.

2. APPROVAL OF AGENDA AND CONSENT AGENDA

MOTION: THAT the Board of Governors approve the Mar 29, 2023, public meeting agenda, with the addition: **10.1** Strategic Innovation Plan Update, and;
 THAT the Board of Governors acknowledge receipt of the following items on the consent agenda:

- 2.1** Minutes: Feb 8, 2023, Public Meeting
- 2.2** Board Correspondence & Activities
- 2.3** News & Events

Moved, Seconded & CARRIED (Unanimously)

3. NEW BOARD MEMBER OATH OF OFFICE

- As a result of the VCC By-Election for positions on the Board and Education Council, Yanni Wong was elected as the Board of Governors Student Representative for the Broadway Campus. Yanni is currently a student in VCC's Automotive & Collision Refinishing Program. The term ends Oct 31, 2023. Yanni hopes to bring value to the Board with his experience from working in Hong Kong and the UK in the building engineering field, and from the VCC student perspective.

4. ACTION TRACKER

- No brought forward actions from Feb 8, 2023, Board of Governors Public Meeting.

5. CONSTITUENCY GROUP UPDATES

5.1 CUPE Local 4627

- No report.

5.2 Student Union of Vancouver Community College (SUVCC)

- B. Joyce reported to the Board on behalf of the SUVCC. It included their continued advocacy efforts for Open Education Resources (OER) sustainable funding and OER adoption at VCC. Library Services Coordinator, Elena Kuzima, was acknowledged for supporting the OER campaign event in March.

5.3 Vancouver Community College Faculty Association (VCCFA):

- T. Thomson reported to the Board on behalf of the VCCFA. The report included reference to the Enrolment Plan, specifically growth in international programming and the importance of having sufficient support services in place for the unique needs of international students.

6. EDUCATION COUNCIL (EDCO)

6.1 Chair's Report

- N. Mandryk presented to the Board highlights of the Education Council (EdCo) Chair's report in the meeting materials, including:
 - The concept paper for a proposed Automotive Parts and Service Management Diploma.
 - Reinstatement of the Renal Dialysis Technician Short Certificate program (suspended Nov 2020), following consultation with health authorities.
 - Membership changes: As a result of the by-election in March, EdCo welcomed new Downtown Student Representative Emmy Cheung. All four student seats are filled. There were no nominees for vacant Student Success faculty seat.

6.2 Enrolment Plan 2023/24

- Education Council (EdCo) reviewed two iterations of the annual Enrolment Plan ("the Plan") The plan reflects budgeted registrations projected by Finance, which in turn represent prospective enrolment and form the basis of full-time equivalent (FTE) calculations. The plan is used to guide the number and size of course or cohort offerings in departments and program areas.
- When presented to EdCo, D. Wells, VP, Academic & Applied Research, stated that some areas in the final iteration are incomplete or may be revised, however, any final revisions would not result in significant changes to projections, and affected areas of operations will be informed.
- Regarding the significant increase in international enrolment, K. Brooke noted the importance of considering the impact of growth from a student support perspective; expanding services to accommodate growth. In response, Management clarified that these services are considered during the tuition proposal process and incorporated in the financial analysis.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve, in the form presented at this meeting, the 2023–24 Enrolment Plan.
Moved, Seconded & CARRIED (Unanimously)

6.3 Computer Systems Technology Articulation Agreement: VCC & Canadian College of Technology and Business (CCTB)

- The School of Trades, Technology and Design has developed an Articulation Agreement between VCC and the Canadian College of Technology and Business (CCTB). Reza Nezami, Department Head, Computer Technology Programs, presented the matter to EdCo. This Agreement gives CCTB Information Systems Technology Diploma students the opportunity to apply for admission into Term Two of VCC's Computer Systems Technology Diploma Program. In addition, as VCC graduates, international students would be eligible for a post-graduate work permit (PGWP), which they would not qualify for by graduating from a private institution.
- As per College & Institute Act, it is a matter for joint EdCo and Board approval. EdCo approved it on Feb 14, 2023.

MOTION: THAT the Board of Governors, on the advice of Education Council, approve the Computer Systems Technology Articulation Agreement with the Canadian College of Technology and Business (CCTB), in the form presented at this meeting.
Moved, Seconded & CARRIED (Unanimously)

6.4 Suspension of the Teaching Online Certificate Program

- On Feb 14, 2023, Education Council unanimously agreed that the Teaching Online Certificate (TOC) Program should be suspended in accordance with VCC policy C.3.3 Suspension and/or Discontinuance of Programs.
- The program has not received a lot of interest, and the School of Instructor Education recommends covering the outcomes in the Provincial Instructor Diploma Program (PIDP) instead of a separate certificate. PIDP students have expressed interest in online learning training as part of this program. The TOC courses will continue to be offered as electives in the PIDP until redesigned and fully integrated into this program.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve the suspension of the Teaching Online Certificate program effective Mar 29, 2023.
Moved, Seconded & CARRIED (Unanimously)

6.5 Revised Hospitality Management Diploma and the new Hospitality Management Certificate credential

- As a result of a program renewal in 2021, the Hospitality Management Diploma Program has been revised to reflect changes in the sector and meet industry demands.
- Dennis Innes, Dean, Hospitality and Applied Business, presented a summary including an explanation of the new 8-week co-op practicum at the end of the program, which allows students to transition into the workplace. There is strong industry support to accommodate practicums.
- An important revision is the early exit option of graduating with a Hospitality Management Certificate, for students who complete the first year of the diploma program.
- The Hospitality Department is continuing work on reviewing their processes from an Indigenization and Decolonization lens.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve the implementation of the revised Hospitality Management Diploma and the new Hospitality Management Certificate credential.
Moved, Seconded & CARRIED (Unanimously)

6.6 New Preparatory Music Certificate Program

- The Music Department has been offering preparatory music courses to prepare students for entry into the Music Diploma Program. The new Preparatory Music Certificate Program has been designed to open a pathway to the diploma program for both domestic and international students.
- There is a guaranteed entry to the diploma program (on meeting grade criteria). This guaranteed pathway is important when recruiting international students as a two-year study program provides eligibility for a full Post Graduate Work Permit (PGWP) upon program completion.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve the implementation of the Preparatory Music Certificate program.
Moved, Seconded & CARRIED (Unanimously)

6.7 New Event Management Short Certificate Program.

- As a result of industry consultation on the renewal of the leadership suite of programs within Continuing Studies, the new Event Management Short Certificate has been developed.
- The program meets the needs of students seeking flexible programming (part-time, day and evenings). Also, offering an Award of Achievement helps graduates get work in the industry faster, without completing the certificate program.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve the implementation of the Event Management Short Certificate program.
Moved, Seconded & CARRIED (Unanimously)

7. FINANCE AND AUDIT COMMITTEE (FAC) REPORT

7.1 Chair's Report

- The Finance and Audit Committee (FAC) met on Mar 15, 2023.
- In addition to public agenda items 7.2-7.6, FAC approved two procurement matters:
 - Renewal of contract with BC Electronic Library Network Services.
 - Replacement of electrical transformers at the Downtown Campus.
- The next meeting is May 17, 2023. The Committee will receive the 2022/23 audited financial statements, as well, the Audit Findings Report from KPMG.

7.2 Financial Performance (2022/23 January Forecast to Budget)

- 2022/23 Forecast (9 months actual + 3 months forecast). VCC is projecting a net surplus of \$779K. Revenue is forecasted to be \$142.6M compared to budget of \$142.1M (\$520K above budget).
- Expenses are forecasted to be \$143.9M (\$1.8M higher than budget). This is due to increased Professional Fees, including agency fees and higher costs to complete building/telecom projects addressing aging infrastructure and facilities.

7.3 2023/24 Operating Budget

- The VCC operating budget for 2023/24 is \$156.1M. It is developed with various assumptions made by management, including:
 - \$57M Ministry of Post-Secondary Education & Future Skills (PSEFS) operating grant of
 - Domestic tuition and mandatory fees increase by 2% in 2023/24.
 - International tuition and mandatory fees increase by 4% in 2023/24.
 - Professional fees \$1.7M to execute various initiatives (JEDI, Accessibility, Cyber Security and SIP related)
 - \$2M contingency fund.
- FAC reviewed the first draft on Jan 25, 2023, and approved the final draft on Mar 15, 2023.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the 2023/24 Operating Budget, as presented at the Mar 29, 2023, meeting.
Moved, Seconded & CARRIED (Unanimously)

7.4 2023/24 Capital Budget

- For 2023/24, the VCC Capital Budget is \$3M. It is to be allocated for facilities improvements including, library, furniture and equipment, classroom enlargement and IT projects. It is the same budget as the prior year. FAC reviewed the first draft on Jan 25, 2023, and approved the final draft on Mar 15, 2023.
- If costs increase, thus exceeding the budget, an amendment would be brought back to the Board for approval.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the \$3.0 Million 2023/24 Capital Budget, as presented at the Mar 29, 2023, meeting.
Moved, Seconded & CARRIED (Unanimously)

7.5 Tuition: Renewed Event Management Short Certificate Program

- Continuing Studies, Program Coordinator, Joy Dalla-Tina, presented the tuition proposal to the Finance & Audit Committee (FAC), which had been pre-approved by Senior Team.
- FAC considered the increased demand for events since COVID-19 restrictions have been lifted. They support the inclusion of micro-credentials, which aligns with VCC's Strategic Innovation Plan and student/industry demand.
- FAC approved the proposed tuition, agreeing that program sustainability had been considered, while offering the program at a reasonable market rate.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve tuition fees of \$3,806 for the renewed Event Management Short Certificate Program, effective Mar 29, 2023.
Moved, Seconded & CARRIED (Unanimously)

7.6 Tuition: Certificate in Preparatory Music Program Courses: MUSC 1040 and MUSC 1041

- Shirley Lew, Dean, Arts & Sciences, presented the tuition proposal to the Finance & Audit Committee (FAC), which had been pre-approved by Senior Team.
- FAC agreed with the proposals for both domestic and international tuition. The domestic tuition recommendation takes into consideration the Ministry 2% tuition cap. Comparable programs at other institutions might not reflect true costs if they have been restricted by 2% cap for a period.
- Offering this certificate creates an international revenue stream for the college, while supporting the department's vision of growing the music program pathway to include a Bachelor of Applied Music Degree.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve tuition of \$399 per credit for domestic students and \$695 per credit for international students for two new courses under the Certificate in Preparatory Music Program: MUSC 1040 and MUSC 1041.
Moved, Seconded & CARRIED (Unanimously)

8. GOVERNANCE COMMITTEE (GC) REPORT

8.1 Chair's Report

- The Governance Committee met on Mar 2, 2023.
- The Committee identified the 2023 Board Evaluation process and timeline, which was subsequently approved by the Board. It will be conducted throughout April and May. Recommendations from the evaluation are brought to the full board and may contribute to the agenda for the annual board retreat in the Fall.
- Discussion is ongoing with regards to board succession planning. Strategies to ensure continuity of leadership are being considered as most appointed members terms expire at the same time in 2024 and 2025.
- The next Governance Committee meeting is Apr 19, 2023.

9. HUMAN RESOURCES COMMITTEE (HRC) REPORT

9.1 Chair's Report

- The Human Resources Committee collaborated with President Patel on developing Performance Objectives for 2023. The objectives are established with the overarching view that VCC learners (past, present, and potential) are at the center of the work we do at VCC. The objectives are evaluated by the committee throughout the year and can be re-calibrated if necessary. By the end of the year the HRC will have developed the process for a larger in-depth performance review process (as required every 3-years)
- At the next meeting in May, the HRC will consider the annual Executive Compensation Disclosure Statement, a reporting requirement of the Ministry which is publicly posted.

10. NEW BUSINESS

10.1 UPDATE: Strategic Innovation Plan (SIP)

- A. Patel introduced a new publication updating internal and external audiences on VCC's Strategic Innovation Plan (SIP) accomplishments to date. The publication ***In Motion*** articulates the progress of the SIP, including a section "VCC is in Motion" which lists current projects. As well, narrative under each of the five key objectives on how its affected students, community etc.
- Overall, the SIP is progressing positively. It is designed to allow nimbleness to adjust priorities as needed.
- The Board are encouraged to read the publication and direct questions to himself or VP, Jane Shin.

11. NEXT MEETING & ADJOURNMENT

- The next regular Board of Governors Public Meeting is on May 31, 2023.
- With no further business the meeting adjourned at 6:58 p.m.

APPROVED MAY 31, 2023, PUBLIC BOARD MEETING



Joey Hartman
Chair, Board of Governors