



Vancouver Community College Board of Governors Public Meeting MINUTES

November 22, 2023, at 5:30 p.m.

VCC Broadway Campus, Room 5025
Zoom for guests & public

ATTENDANCE

Board Members

Joey Hartman (Chair, Board/HRC)
Libby Davies (Vice Chair)
Jeffrey Yu (Chair, FAC)
Mahin Rashid (Chair, Governance)
Chi Lo
Daniela Ocana
Jennifer Cummins
Nadia Belokopitov
Paul Yeung
Ridhi Bhatia
Seung Oh
Shobha Rajagopalan
Sue Hammell REGRETS

Staff Resources

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
Jamie Choi ED, Finance & CFO
Karen Wilson ED, Marketing & Communications
Surinder Aulakh ED, Safety, Security & Risk Management
Deborah Lucas EA, Board of Governors (Recording Secretary)
Brett Griffiths Dean, School of Trades, Tech & Design (on secondment)

Ex-Officio

Ajay Patel President & CEO
Natasha Mandryk Chair, Education Council

Guests

Taryn Thomson President, VCCFA
Bobbi Mand Assistant Dept Head, VCC Hospitality Mgmt
Chris Joyce President, CUPE Local 4627
Stefan Nielsen Organizer, Advocacy & Governance, SUVCC
Justine Gonzales Student
Karen Brooke Dept. Head, School of Instructor Education

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

- The meeting was called to order at 5:30 p.m. I. Humphreys presented the land acknowledgement. J. Hartman presented opening remarks:
 - Welcomed new board members Jennifer Cummins, Daniela Ocana and Ridhi Bhatia. Congratulated Paul Yeung on his election as Support Staff Representative for a second three (3) year term. Outgoing members Karen Brooke, Justine Gonzales and Yanni Wong were thanked for their contribution to the Board.
 - The Board has conducted the election for the positions of Chair, Vice Chair and Board Standing Committees for a term ending Nov 27, 2024. The new committees will be posted on VCC.ca. J. Hartman was re-elected as chair. L. Davies, who had served as Vice-chair for five years, nominated M. Rashid for that position. M. Rashid accepted gladly and was elected. Board committee positions were also elected, and all positions will be posted on VCC.ca.
- A. Patel's remarks:
 - On Nov 2, VCC hosted VCC Day, its annual professional development day for employees. The day featured welcome remarks from Board Chair, keynote speakers, and an afternoon of workshops

with a focus on the day's theme "Building Connections". He thanked the organizers, volunteers, speakers, and participants.

- On Nov 8, VCC leaders had the honour of laying a wreath at the cenotaph in Victory Square for Indigenous Veterans Day.
- On Oct 17, VCC celebrated the achievements of its Red Seal trades alumni who graduated in 2021 and 2022 during the pandemic. It is the first event since then and was hosted by the VCC Foundation and SkilledTradesBC.

2. APPROVAL OF AGENDA & CONSENT AGENDA

MOTION: THAT the Board of Governors approve the Nov 22, 2023, public meeting agenda, with Item 10 Indigenization at VCC deferred, and approve/ acknowledge receipt of the following items on the consent agenda:

1. Minutes: Sept 27, 2023, Public Meeting w/amendment to reference CUPE Local 4627 report.
2. Board Correspondence & Activity
3. News & Events – Nov 2023 Report
4. VCCFA Report

Moved, Seconded & CARRIED (Abstained: J. Cummins, R. Bhatia, D. Ocana)

3. NEW BOARD MEMBER OATH OF OFFICE

- Newly elected board members were welcomed and sworn in.
 - J. Cummins - Faculty Rep (Term: Nov 1, 2023-Oct 31, 2026)
 - R. Bhatia - Student Rep (Term: Nov 1, 2023-Oct 31, 2024)
 - D. Ocana - Student Rep (Term: Nov 1, 2023-Oct 31, 2024)

4. ACTION TRACKER

- No actions.

5. CONSTITUENCY REPORTS

5.1. CUPE Local 4627

- The Board received a report from C. Joyce, President CUPE Local 4627.
- Executive elections took place and C. Joyce was re-elected as President. All positions are two (2) year terms.
- Collective Bargaining with VCC is in progress.

5.2. Student Union of Vancouver Community College (SUVCC)

- The Board received a report from S. Nielsen, SUVCC Advocacy & Governance Organizer. SUVCC elections were conducted, and 11/12 positions were filled. It was the highest turn-out of voters for an election.
- SUVCC participated in BC Federation of Students Annual Advocacy Week where they met with Premier Eby and other members of government on the topics of institutional funding and fees. The full lobby document will be shared with the board.

5.3. Vancouver Community College Faculty Association (VCCFA)

- T. Thomson, VCCFA, President, sent her regrets. The Board received a report from B. Mand on Internationalization at VCC. The full report, provided in the board materials, speaks to the types of issues that students face and some recommendation for mitigation. A. Patel, who is a current member on the Canadian Bureau of International Education, and BC Council of International Education boards, commented that VCC is finalizing an international education strategic plan to be presented to the Board.

- J. Hartman informed the public that the renewal of VCC and VCCFA's Collective Agreement for a three (3) year term commencing on Apr 1, 2022, and expiring on Mar 31, 2025, has been ratified. She thanked the bargaining committees for their work.

6. EDUCATION COUNCIL (EDCO) REPORT

6.1. Chair's Report (presented by N. Mandryk, EdCo Chair)

- Concept Paper: A foundational trades Clean Energy Technology Diploma program. This program is designed to give broad foundation in clean energy sectors and the intention is to house it in the new Centre for Clean Energy and Automotive Innovation. There is an opportunity to develop the curriculum inclusive of Indigenous perspectives on lands and resource. This program aligns with VCC's Strategic Innovation Plan.
- EdCo approved the Provisional Approval of New Programs process on a permanent basis. Five (5) programs have gone through provisional approval with positive results. Each new program has an ad-hoc committee assigned to guide the department through program launch.
- The Academic Governance Council met on Nov 6, 2023. Topics of discussion included strategies for establishing dedicated Indigenous member seats on education councils.
- As a result of the October elections for positions on EdCo, N. Mandryk's report acknowledges new and outgoing members.

6.2 NEW PROGRAM: Automotive Parts and Service Technology Diploma

- The new two (2) year Automotive Parts and Service Technology Diploma program is under the School of Trades, Technology and Design. It will be the only program of its kind in the Lower Mainland, and it's aimed at students interested in entering the automotive field, as well as those with previous work experience wishing to further their careers. The types of jobs where this education is required are in-demand. EdCo approved it for recommendation to the Board on Sept 12, 2023.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve the new Automotive Parts and Service Technology Diploma credential and program implementation.

Moved, Seconded & CARRIED (Unanimously)

6.3 SUSPENSION: VR/AR Design and Development Diploma

- Due to ongoing low enrolment in the VR/AR Design and Development Diploma, the Dean, School of Arts and Sciences, and the department agreed to pursue program suspension in accordance with policy C.3.3 Suspension and/or Discontinuance of Programs. Education Council approved the recommendation to the Board on Oct 10, 2023.

MOTION: THAT, on the advice of Education Council, the Board of Governors approve the suspension of the VR/AR Design and Development Diploma.

Moved, Seconded & CARRIED (Unanimously)

7. FINANCE AND AUDIT COMMITTEE (FAC)

7.1. Chair's Report – J. Yu

- The Finance and Audit Committee (FAC) met on Nov 8, 2023. They considered the items on the board agenda. In addition, two (2) procurement contract matters were approved for the following services:
 - Provision of practicum placement services for the Business Management Post Degree Program.
 - Provision of Auto Collision and Refinishing Department related paint and sundries.
- FAC discussed Risk Governance at VCC, specifically around Cybersecurity. It was agreed that in addition to the annual Risk Management Report to the Board, FAC would receive a regular report from Management.
- The next meeting is Jan 24, 2024.

7.2. 2023/24 Forecast to Budget

- The financial report in the package shows six (6) months actual + six (6) months forecast. VCC is projecting a surplus of \$1.5M. Revenue is forecasted to be \$6.25M above budget.
- Expenses are forecasted to be \$4.6M higher than budget. The salary and benefit expenses have increased as new positions have been added to accommodate increased enrolment.
- With regards to the 3% increase in international tuition, effective Aug 1, 2024, management is working with the SUVCC and the VCC Foundation on the allocation of 1% of it to establish initial funding to support international students, including entrance awards, scholarships for academic excellence.

7.3. TUITION: Automotive Parts and Service Technology Diploma (Domestic & International)

- As tuition for the new Automotive Parts and Service Technology Diploma has an effective date of Jan 1, 2025, the Finance and Audit Committee (FAC) considered the annual increase in domestic and international tuition, as well, the fact that VCC is currently the only institution in the Lower Mainland with curriculum which includes clean energy. Affordability and sustainability are factors in the decision. FAC approved it for recommendation to the Board on Nov 8, 2023.
- FAC and Management responded to questions. VCC is always looking at resources to support students financially, e.g., tuition waivers, provincial bursary funds. In response to questions around reputational risk, specifically, the inequity in tuition fees for students, A. Patel explained that it can be a challenge to balance the risk against implementing programs which meet the Ministry's mandate. The introduction of this program aligns with VCC's Campus Plan's new Centre for Clean Energy & Automotive Innovation.

MOTION: THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve tuition for the Automotive Parts and Service Technology Diploma Program, effective Jan 1, 2025.

- International: \$38,280
- Domestic: \$22,457

Moved, Seconded & CARRIED (Unanimously)

8. GOVERNANCE COMMITTEE (GC)

8.1. Chair's Report – M. Rashid

- Governance Committee met on Nov 15, 2023, and considered the policy items on the board agenda.
- The next meeting is on Feb 21, 2024.

8.2. NEW B.1.14 Commercial Card

- B.1.14 is new policy for Commercial Credit Cards (C-cards). C-cards are used by authorized cardholders to pay for expenses as allowed by policy. Until now, C-cards came under the Procurement policy. It provides a framework for the administration of the system, including the application process, defining the roles of C-card administrators, approvers, reviewers and cardholders, transaction limits and violations.

MOTION: THAT, on the recommendation of the Governance Committee, the Board of Governors approve the new B.1.14 Commercial Card Policy and Procedures.

Moved, Seconded & CARRIED (Unanimously)

8.3. REVISED: B.4.1 Procurement

- B.4.1 Procurement (renamed from Purchasing) provides the accountability framework for the procurement of goods, services, and construction. It is guided by a significant amount of federal and provincial legislation, regulations, statutes, and policies, as well as three trade-related agreements that govern public sector entities.
- The revisions include a policy name change from Purchasing to Procurement to reflect the full scope of Procurement Services department, and new policy principles that expand on the core concepts of fairness, competition, demand aggregation, value for money, transparency, and accountability.
- Contracts with international agencies should include appropriate terms for managing complaints regarding their services.

MOTION: THAT, on the recommendation of the Governance Committee, the Board of Governors approve revisions to B.4.1 Procurement Policy and Procedures.

Moved, Seconded & CARRIED (Unanimously)

8.4. REVISED: B.1.3 Expenses and Travel

- Policy B.1.3 Expenses and Travel governs the expectations and limits, associated with incurring expenses while performing the business operations of the College, locally and while travelling.
- As per policy maintenance procedures, the Finance Department conducted the 5-year review of B.1.3 policy and procedures.
- The revisions reflect government directed increases to per diems \$60 per day up from \$50, and updating procedures to reflect current practices, including updating guidelines for Commercial Card use.

MOTION: THAT, on the recommendation of the Governance Committee, the Board of Governors approve revisions to B.1.3 Expenses and Travel Policy and Procedures.

Moved, Seconded & CARRIED (Unanimously)

8.5. REVISED: A.3.10 Sexual Violence & Misconduct

- A.3.10 Sexual Violence or Misconduct policy and procedures describes the process for disclosing and reporting incidents to VCC, as well, the responsibilities and procedures for investigating those incidents. It also outlines clear measures that VCC will take to assist and support survivors of Sexual Violence or Misconduct, regardless of whether a report has been filed. As directed by government, A.3.10 has undergone its three (3) year review resulting in significant revisions including:
 - Two (2) new principles, one relating to a survivor's sexual history and a second that states that if an incident occurs while violating another VCC policy, the individual will not be subject to sanctions for those violations.
 - Definition for sharing sexually explicit materials amended to include computer generated materials.
 - Added "*Power dynamics*" under the policy principle that recognizes that peoples' experiences of Sexual Violence or Misconduct can be impacted by multiple forms of intersecting oppression.
 - Under procedures, added that Indigenous student may access the Indigenous Education & Community Engagement department for support during an investigation, including the incorporation of Indigenous practices into the process, e.g., Elder blessings, smudging ceremonies, or practices specific to their Nation.

MOTION: THAT, on the recommendation of the Governance Committee, the Board of Governors approve revisions to A.3.10 Sexual Violence and Misconduct Policy and Procedures.

Moved, Seconded & CARRIED (Unanimously)

8.6. REVISED: D.3.11 Transfer Credit Policy

- D.3.11 Transfer Credit Policy has undergone a scheduled review. Revisions were made to align with other related policies, including C.1.3 Granting of Credentials and D.3.5 Prior Learning Assessment and Recognition. Revisions focused on clarifying language and definitions, as well as clearly outlining the transfer credit process and documentation requirements for students.
- This policy is jointly approved by the Board and Education Council. EdCo approved revisions on Nov 14, 2023.

MOTION: THAT, on the recommendation of the Governance Committee, the Board of Governors approve revisions to D.3.11 Transfer Credit policy and procedures.
Moved, Seconded & CARRIED (Unanimously)

9. HUMAN RESOURCES COMMITTEE (HRC) REPORT

9.1. Chair's Report – J. Hartman

- The Human Resources Committee (HRC) are continuing to develop the President's three (3) year review supported by a performance management consultant. The subject is relationships with internal and external stakeholders; the president's relationship, and VCC's relationships under his leadership.

10. INDIGENIZATION AT VCC

- Item deferred due to presenter being unable to attend.

11. VCC FOUNDATION

- J. Yu (Board representative on the VCC Foundation Board (VCCF)) presented a report to the Board. In November, he presented greetings from the Board at the Student Awards, as well, he attended the Donor Recognition event at the Downtown Campus. The campaign to raise \$10M for the new Centre for Clean Energy and Automotive Innovation (CCEAI) continues and includes the Feb 2024 Flourish Gala. The CCEAI ground awakening ceremony is planned for April 2024. Foundation Executive Director, Moira Gookstetter, is making a presentation on the campaign at the Board Retreat in December.

12. NEW BUSINESS

12.1. Ministry of Post-Secondary Education & Future Skills - Indigenous Board Members Gathering

- N. Belokopitov shared her experience attending the fourth Ministry of Post-Secondary Education & Future Skills (PSFS) Indigenous Board Members Gathering on Oct 16, 2023. In her opinion, the session did not meet the original intent of bringing together Indigenous board members for mutual exchange and support. She has shared her observations and concerns with the Ministry and will provide their response to the Board. In addition, J. Hartman has raised it with the Ministry Crown Agency & Board Resourcing Office (CABRO).

13. NEXT MEETING & ADJOURNMENT

- The next regular public board meeting is on Feb 7, 2024. In the absence of J. Hartman and new Vice Chair, M. Rashid, L. Davies will chair the next meeting.
- The meeting adjourned at 7:33 p.m.

APPROVED FEBRUARY 7, 2024



Libby Davies
Acting Board Chair