



**Board of Governors**  
**Thursday, May 5, 2011**  
**Room 420, Downtown Campus**  
**6:05 pm**  
**Public Meeting**  
**Minutes**

**Board Members Present**

Pam Aikman, Vice-Chair  
D. Bates  
Karen Cook  
Don Fairbairn, Chair  
Kathy Kinloch, President (ex-officio)  
Ted McGurk  
Jim Storie  
Charmaine Waters  
Cathy Young  
Janet Zlotnik

Helen Allen, VP Education  
Paula Boddie, Interim Executive Director, Human Resources  
Peter Legg, VP Finance & Administration  
Judy Turner, Interim VP, International & Continuing Studies

Chair, Don Fairbairn, called the meeting to order at 6:05 pm.

**1. Approval of the Agenda**

**MOTION**

It was duly MOVED, SECONDED AND CARRIED "THAT the Public Agenda be approved as circulated".

Moved: C. Waters  
Seconded: D. Bates

**2. Approval of the Minutes of the April 7, 2011 Meeting**

**MOTION**

It was duly MOVED, SECONDED AND CARRIED "THAT the Minutes of the April 7, 2011 Public meeting be approved as circulated".

Moved: P. Aikman  
Seconded: J. Zlotnik

### **3. Report from Chair**

There was no report.

### **4. College Report**

President Kinloch introduced and welcomed Tanny Marks as the new Student Advocate. Tanny will be focusing on student issues and working closely with faculty and staff.

President Kinloch also introduced and welcomed Vice Chair of Education Council, Todd Rowlatt, who attended the public meeting in Sally Gibson's absence to respond to any questions the Board members may have in respect to the Motion from Education Council.

President Kinloch spoke to the College Report contained on pages 24 through 28 of the Public Board Agenda.

#### **4.1 Strategic Planning Update; Moving to Approval Process**

President Kinloch spoke to a short presentation that outlined:

- Incorporating feedback into the strategic plan
- Development and use of the implementation framework
- Draft 2011/12 operational plan
- Finalized strategic themes
- Review of major initiatives currently underway to be incorporated into 2011/12 operational plan
- Emerging areas of focus
- Timing of next steps

Jim Storie acknowledged President Kinloch's participation in Sam Sullivan's Public Salon on May 4. President Kinloch did an excellent job presenting her vision for VCC.

Tentative agreement has been reached between VCC and the VCC Faculty Association. Chair Fairbairn acknowledged the leadership in the bargaining process; Frank Cosco and his VCCFA team; Paula Boddie and her team. President Kinloch's quality of leadership with open and candid dialogues heightened the level of trust and willingness to allow for this significant accomplishment.

### **5. Committee Reports**

#### **5.1 Finance Committee**

##### **5.1.1 KIP Update**

Finance Committee Chair, Ted McGurk, referenced the update in the College Report (page 27 of the Public Board Agenda).

### 5.1.2 Purchasing Policy B.4.1

Finance Committee Chair, Ted McGurk, provided some background on the way in which the policy went through the review process (see Briefing Note page 29 of the Public Agenda).

D. Bates commented on the following:

- Purchasing Policy B.4.1 Scope & Limits:
  - Item (c) remove the word “to” prior to the word British
- The Purchasing Department Detailed Procedures identified as B.4.3 were not included in the package. The response was that a) it is a step-by-step procedural document relating directly to the Purchasing Department; b) it will be on-line; and c) the Finance Committee reviewed the document but did not approve it.

There was some discussion with respect to the additional work the procedures will place on the Purchasing Department. Although the procedures are more cumbersome, they are designed to ensure compliance with provincial law and as the process moves along, adjustments may be made.

### 5.2 Human Resources Committee

There was no report.

### 5.3 Governance Committee

Committee Chair, Jim Storie, is very pleased with the policy review progress and reported on the status of completion. A full listing of all policies is provided on [my.vcc.ca](http://my.vcc.ca).

#### 5.3.1 FOIPPA Policy A.3.3

FOIPPA is a policy required by legislation. A legal review was undertaken by Harris & Company. Harris & Company will keep the VCC Human Resources Department informed as to any changes in legislation so that VCC can update the policy as required.

There was some discussion about the policy reference to Employee Code of Conduct and Conflict of Interest Policy A.3.6. Until the Employee Code of Conduct has been reviewed and revised, it will be removed from the “Related Policies & Legislation” section of the policy. Related Policy “Conflict of Interest A.3.6” will remain.

#### MOTION

It was duly MOVED, SECONDED & CARRIED “THAT A.3.3 Policy (revised) & Procedures (new) Freedom of Information and Protection of Privacy Act (FOIPPA) be approved as revised and written by Human Resources and reviewed by legal Counsel, Harris & Company”.

Moved: J. Storie  
Seconded: J. Zlotnik

### 5.3.2 Program Advisory Committee (PAC) Policy C.3.1

There was discussion regarding the intentional change of moving the responsibility of PAC Chairs from the Deans to the VCC Board of Governors.

#### MOTION

It was duly MOVED, SECONDED & CARRIED "THAT Policy C.3.1 (revised) and Procedures (new) Program Advisory Committee be approved by the VCC Board of Governors as recommended by the Board Governance Committee as its April 13, 2011 meeting".

Moved: T. McGurk  
Seconded: P. Aikman

## 6. Education Council

Todd Rowlett, Vice Chair of Education Council, spoke to the Education Council Report contained on page 53 of the Public Agenda.

#### MOTION

It was duly MOVED, SECONDED & CARRIED "THAT the VCC Board of Governors approves Education Council's recommendation to approve the new Certified Dental Assistant Refresher course".

Moved: J. Zlotnik  
Seconded: C. Waters

## 7. Employee/Student Union Reports

### 7.1 VCCFA

A VCCFA report was distributed directly in advance of the meeting. VCCFA President, Frank Cosco, spoke to his report on the following topics:

- Bargaining
- Skills Canada, 24
- New People
- New Policy on PACs

VCCFA President Cosco reported that a tentative agreement was reached between VCC and the VCCFA. Of significance, VCC is the first college in the province to have agreement. Mr. Cosco complimented both bargaining teams and said the VCCFA Executive met and will recommend acceptance of the the agreement to their membership at a meeting after Victoria Day.

President Cosco also commented on lack of funding for Skills Canada and suggested the post-secondary institutions look at a way of helping.

President Cosco welcomed Tanny Marks as the new Student Advocate.

The VCCFA welcomes the new policy on PAC.

## 7.2 CUPE

There was no report.

## 7.3 SUVCC

Executive Director Tiffany Kalanj reported the SUVCC:

- has provided \$4,300 in scholarships and grants to students over the past year
- had a very positive “meet and greet” with the candidates from the federal election
- is offering a free self defense classes beginning in a couple of months
- are hosting National Homophobia day on May 17 and invite Board members to attend

Student Board member, Maggie Murray, has been elected as the Provincial Campaign Coordinator for the Canadian Federation of Students BC.

National Aboriginal Day is June 21.

## 8. Adjournment

The meeting adjourned at 6:40 pm.

Minutes were recorded by Gae Sellstedt, Executive Assistant to the VCC Board of Governors

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Don Fairbairn, Chair  
VCC Board of Governors