



Vancouver Community College
Board of Governors

PUBLIC BOARD MEETING AGENDA
[January 26, 2012, 5:45 pm, Room 420]

Item	Topic	Time	Speaker	Pre-reading materials	Action	Page
1.	Call to Order	1 min	Chair			
2.	Adopt Agenda	1 min	Chair	Agenda [January 26, 2012]	Approve	1 - 3
3.	Approve Minutes	1 min	Chair	Minutes [November 3, 2011]	Approve	4 - 8
4.	Chair Remarks <ul style="list-style-type: none"> ▪ Welcome New Board members: Rick Stokes & Susan Ewanick ▪ December 1, 2011 Governance Workshop ▪ Board Succession Planning ▪ Board Meeting Schedule Update 	10 min	Chair		Information	
5.	College Report <ul style="list-style-type: none"> ▪ Introduction Linda Sanderson , Executive Director, Human Resources & ▪ Debbie Sargent, Dean, Health Sciences Brief Presentations: <ul style="list-style-type: none"> ▪ Procurement and Life Safety Overview and Update ▪ New Practical Nurse Diploma Program Overview 	5 min 10 min 5 min	Kathy Kinloch Doug Callbeck Sal Ferreras/ Debbie Sargent	<ul style="list-style-type: none"> ▪ College Report 	Information	9 - 11

Item	Topic	Time	Speaker	Pre-reading materials	Action	Page
11.	VCC Foundation Report	2 min	Lucy Komori	<ul style="list-style-type: none"> ▪ Report from the Executive Director, VCC Foundation 	Information	37 - 38
12.	Next meeting <i>[March 1, 2012, DTC, Room 420]</i>	1 min	Chair		Approve	
13.	Adjournment					

Position Legend:

Don Fairbairn	Chair
Kathy Kinloch	President
Doug Callbeck	VP Administration and CFO, Interim
Sal Ferreras	VP Education and Student Services
Debbie Sargent	Dean, Health Science
Ted McGurk	Chair, Finance Committee
Pam Aikman	Chair, Human Resources Committee
Jim Storie	Chair, Governance Committee
Sally Gibson	Chair, Education Council
Frank Cosco	President, VCCFA
Erfan Mahdizadeh	College Relations Coordinator, SUVCC
Chris Joyce	President, CUPE Local
Lucy Komori	Director, Development & Alumni Relations, VCC Foundation



Board of Governors
Thursday, November 3, 2011
Room 420, Downtown Campus
5:30 pm
Public Board Meeting
Draft Minutes

Board Members Present

D. Bates
Karen Cook
Don Fairbairn, Chair
Sally Gibson
Kathy Kinloch, President
Ted McGurk
Ana Mateescu
Jim Storie
Charmaine Waters
Cathy Young
Janet Zlotnik
Linda Parsons
Pam Aikman, Vice-Chair

Regrets

No regrets

Administration Present

Doug Callbeck, VP Finance & Administration & CFO
Helen Carkner, Director Marketing & Communications
Sal Ferreras, VP Education & Student Services
Bill Radford, VP Community & Advancement

Chair, Don Fairbairn, called the meeting to order at 5:35 pm.

1. Approval of the Agenda

MOTION

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

Moved: C. Waters
Seconded: D. Bates

2. Approval of the Minutes of the October 6, 2011 Meeting

MOTION

It was duly MOVED, SECONDED AND CARRIED "THAT the Minutes of the October 6, 2011 meeting be approved as circulated".

Moved: C. Young
Seconded: P. Aikman

3. Report from Chair

Chair Fairbairn welcomed Ana Mateescu, newly elected Student Representative on the Board, and Linda Parsons as the newly appointed member. The Chair acknowledged Ana's experience as a documentary filmmaker and Linda's strong contribution to the legal community and her leadership with the various groups, including the Law Society and Big Sisters.

Chair Fairbairn reported that he and President Kinloch attended the quarterly meeting of BC Colleges Chairs and Presidents where they met with new Deputy Minister of Advanced Education. There was discussion at the meeting concerning what Colleges can do as a sector to deliver on government strategies and create a strong educational environment in a time of uncertainty. Discussion around how Colleges must do a better job of collaboration to improve quality across the board.

The Chair reported he was privileged to participate in the October 28/11 "VCC Day" at the Playhouse Theatre with over 700 in attendance and how moved he was by President Kinloch's leadership and the discussion of "why not" as the "VCC Strategic Plan" was shared with the community.

4. College Report

The College Report was circulated as part of the meeting package. President Kinloch did an overview on the released Strategic Plan. Printed copies of the Strategic Plan were also distributed.

5. Committee Reports

5.1 Finance Committee

Finance Committee Chair, Ted McGurk, reported on the KIP and Life Safety audits performed by Stantec and Grant Thornton. The audits have been sent to the province for review and will receive them back in the future.

Governor Zlotnik inquired about where the College is in its internal budget review and if there was any update. President Kinloch responded that the Operations Committee will hold a special meeting to start the timeline and process, using the last fiscal year as a prototype approach. The timeline will encompass review by EdCo and other constituency groups.

5.2 Human Resources Committee

No report; meeting later in the month.

5.3 Governance Committee

Governance Committee Chair, Jim Storie, reported that the Committee hadn't met since the last Board meeting. Progress is being made with the policy and revitalization work. Hans van der

Slagt is due to report back after the December Committee meeting. For the Governance Revitalization Project, a Board manual will be presented to the Committee and President Kinloch for review by February 2012. Governance workshop interviews are happening now and the information will go back to the Chair of EdCo, Sally Gibson, and President Kinloch followed by a facilitated January 2012 EdCo workshop.

6. Education Council

6.1 Summary of Impact of Motions October 2011 Education Council

Sal Ferreras, VP, Education and Student Services, noted the impact of the proposed Education Council motions and mentioned there are positive strategic implications with no implications on operating budget for the College.

6.2 Summary Motions from October 2011 Education Council

Education Council Chair, Sally Gibson provided a briefing note in the meeting package with recommendations for approval.

6.2.1 Practical Nursing Diploma

MOTION

It was duly MOVED, SECONDED AND CARRIED "THAT VCC's Board of Governors approves Education Council's recommendation to approve the changes to the Practical Nursing Diploma"

Moved: C. Waters
Seconded: T. McGurk

6.2.2 Access to Practical Nursing Diploma

MOTION

It was duly MOVED, SECONDED AND CARRIED "THAT VCC's Board of Governors approves Education Council's recommendation to approve the changes to the Access to Practical Nursing Diploma."

Moved: C. Waters
Seconded: J. Zlotnik

6.2.3 Program Content Guide Template

MOTION

It was duly MOVED, SECONDED AND CARRIED “THAT VCC’s Board of Governors approves Education Council’s recommendation to approve the changes to the college’s Program Content Guide Template.”

Moved: C. Waters
Seconded: A. Mateescu

6.2.4 Course Outline Template

MOTION

It was duly MOVED, SECONDED AND CARRIED “THAT VCC’s Board of Governors approves Education Council’s recommendation to approve the changes to the college’s Course Outline Template.”

Moved: C. Waters
Seconded: C. Young

7. Employment/Student Union Reports

7.1 VCCFA

VCCFA President, Frank Cosco congratulated Maggie Murray in her new position.

The VCCFA Report highlighted the following issues:

- Governance Revitalization – meeting with Watson Inc this month
- Appreciate the work being done with air quality
- Looking forward to participating in the Budget and Enrolment Plan process
- Lobbying in Victoria – request to include faculty in the conversation (two documents were circulated to support this)
- Congratulations to all involved in VCC Day and a successful launch of the Strategic Plan
- Concern with the just released changes to Bill 18

7.2 CUPE

There was no report.

7.3 SUVCC

Executive Director, Tiffany Kalanj, reported that the Union recently completed their elections and that the new SUVCC Board has focused on three strategic initiatives for the year and would like to meet with Chair Fairbairn and President Kinloch about them before presenting to the Board.

Executive Director Kilanj highlighted the following items:

- Thank you to Sal Ferreras for the invitation to participate in VCC Day
- The SUVCC participated in the workshops with the Student Appeal Process, a great example of collaboration in the college and would be happy to redo the presentation
- CTV covered SUVCC's campus trick-or-treating on October 31
- The Union will be hosting a "Movember" Pub night
- The Student Health and Dental plan has 250 more students than last year
- The SUVCC will be hosting recertification for CPR for Health Science students in the space

Executive Director Kilanj wrapped up by stating they were also surprised and confused by the release of Bill 18.

8. Foundation Report

Due to time constraints, the Foundation Report was tabled until the next Public Board meeting.

9. Adjournment

The meeting adjourned at 6:27 pm.

Don Fairbairn
Chair, VCC Board of Governors

College Report

January 2012

The events described in the College Reports to the Board are presented under the four strategic themes that arose from our strategic planning process: Student Access and Success, Operational Excellence, Partnerships and Collaboration and Building Our Brand. Many of the events and achievements described also relate to the following seven priority initiatives, intended to bring those strategic themes to life:

- 1) Provide exceptional service to all prospective and current students through the implementation of an enrolment services redesign. (Student Access and Success)
- 2) Develop an Innovative and Renewed Education Plan. (Student Access and Success)
- 3) Develop Leadership capacity and become an employer of choice. (Operational Excellence)
- 4) Build and implement a College wide environmental sustainability plan. (Operational Excellence)
- 5) Improve policy, procurement and governance practices. (Operational Excellence)
- 6) Implement a Partnerships and Collaboration Framework. (Partnerships and Collaboration)
- 7) Develop and implement an enhanced Marketing Plan. (Building Our Brand)

Student Access and Success

Over 500 students participated in the November 2011 convocation ceremonies. Graduands and guests were treated to a four-piece VCC student jazz ensemble which accompanied the singing of 'Oh Canada'. While there were a number of highlights in each of the six ceremonies, VCC was especially proud to see nine students graduate from the largest Aboriginal Culinary Arts cohorts VCC has had to date; 10 per cent of the overall graduating student body was comprised of Aboriginal students. The story of one of the valedictorians can be found at http://www.vcc.ca/about-vcc/news.cfm?NEWS_ID=7703

The VP, Education and Student Services has launched VCC's strategic education planning exercise with a series of presentations aimed at engaging the full College community, including Ken Steele, principal of Academics describing innovative approaches to a comprehensive Enrolment Strategy, and educational theorist Dr. Kieran Egan and Dr. Gillian Judson from SFU presenting a lecture on Imaginative Education. A brief overview will be provided as an adjunct to the Education Council report.

A multidisciplinary team has begun work on a redesign of the College's enrolment services, intended to create and provide a consistent quality experience for students through a one-stop service that provides high quality, consistent and professional service. The physical space devoted to registration will be redeveloped at both campuses to offer a welcoming, service-oriented setting, and business processes will be significantly refined as part of this initiative.

VCC's English as a Second Language (ESL) programs are undergoing a significant revitalization, including a recent consultation with all Deans and Directors responsible for ESL, along with representatives of both Ministries of Advanced Education (AVED) and Jobs, Tourism, and Innovation (JTI), in the interests of

establishing a climate which will foster inter-college collaboration. A large number of highly-qualified applicants have responded to job postings related to the ESL redesign.

VCC's Interpreting and Braille Services (IBS) has embarked on a research project to investigate new accessible media for the visually impaired and new trends in student services for the hearing impaired. IBS manager Emily Drew will be working with Anna Villahermosa, a specialist in disability services at George Brown College in Toronto, to ensure VCC is current with the many new services and technologies that can bolster the success of our Deaf, Hard of Hearing and Visually Impaired students.

Manager of International Education Noriko Ito will travel to Vietnam and Hong Kong in February to market VCC's programs. A recent 'revamp' of this department's marketing materials will provide useful and attractive collateral support for these recruitment endeavours.

February will see the return of VCC's Aboriginal Music Lab after a two year hiatus. This year's artist-mentors will include Mohawk songwriter Kinnie Starr, Metis guitarist Dave Larocque, and East Van staple, rapper Ostwelve under the guidance and direction of promoter and music agent Elaine Bomberry. Participants will take part in workshops, lectures, and ensemble master classes, and will collaborate on the soundtrack for a video production sponsored by the Squamish Lil'wat Cultural Centre in Whistler. The Aboriginal Music Lab will conclude with a full concert at the VCC Auditorium on February 25, presented in collaboration with the Talking Stick Aboriginal Music Festival.

Operational Excellence

The collaborative approach which has become the hallmark of how VCC builds its budget is well underway for the 2012/13 budget. A variety of forums and means of consultation, including online feedback, expanded Leadership Team meetings, and town hall meetings to be held at both campuses early February will allow faculty and staff broad opportunities to inform the process.

A number of new leaders have recently joined VCC, including Debbie Sargent, Dean of Health Sciences, Linda Sanderson, Executive Director of Human Resources, Tim Atkinson, Director of Library Services, and Graham Webber, Interim Dean, School Music, Dance and Design — each bringing broad experience and the value of a 'new set of eyes' to the evolution of VCC.

The review and development of VCC policies has been characterized by an active and enthusiastic interest in the process at all levels of the College; support and encouragement for the process at the senior level; active participation in the review process by employees knowledgeable in the areas under review; and enthusiastic participation by EDCO and other key aspects of our college community.

The Students' Union of VCC (SUVCC), VCC's Marketing and Communications team and Wendy Avis, Manager, Environment and Sustainability collaborated on the Green@VCC scavenger hunts. The event increased VCC's and SUVCC's visibility through partnerships with local sustainable businesses, and social media interfaces for both SUVCC and VCC attracted a significant number of new followers. Some 90 students sought answers to clues about campus initiatives around sustainability, hoping to win an iPad2.

Partnerships and Collaboration

In late November 2011, VCC hosted the Vancouver CEO Forum, and welcomed 15 CEO's from the downtown area who are members of the Forum to a dinner at JJ's Restaurant. VCC has also hosted a number of educational leaders and key political figures over the past several months; participated in several forums at a national level; and begun discussions with the City of Vancouver on a number of areas of mutual interest.

The first phase of a new VCC partnership with SFU is well on its way: SFU has approved the VCC cohort of the MEd in Curriculum and Instruction, scheduled to start in September 2012. SFU is offering two information sessions this month; VCC will assist in marketing the program. The collaborative process has seen VCC very involved in the design and selection of the courses, and in future course delivery.

Building Our Brand

Each month this year, chefs from Vancouver Community College's culinary arts department will participate a special cooking segment on CTV News at Noon, presenting recipes designed to help families celebrate the changing seasons or special., with prominent on-screen branding of VCC as "your recipe for success." VCC and Sodexo co-hosted a gala evening on November 16 with Chef Michael Smith, one of Canada's most recognized and celebrated culinary experts. Proceeds from the event will benefit the Sodexo Stop Hunger Foundation and Junior Culinary Team Canada.

Another event to help the [Junior Culinary Team Canada](#) prepare for the Junior Culinary Olympics in Germany in October 2012 was VCC's Winter Feast Buffet on December 7. The Downtown campus cafeteria was transformed into an elegant winter wonderland for the event, and guests enjoyed a festive selection of delicious, traditional fare.

VCC's School of Music Winter Celebration Concert Series included a celebration of swing featuring the VCC 'pre-Bop' jazz ensemble and jazz orchestra, and VCC choirs and instrumental ensembles presenting merry and varied music-making in the festive Odd Fellows Hall.

On January 21, VCC opened its doors to two thousand neighbours in the Downtown Eastside, who visited the Downtown campus for the annual Christmas in January luncheon. Members of Junior Culinary Team Canada served turkey, stuffing, salad, and mashed potatoes and delicious assorted desserts. College volunteers helped greet guests, spread goodwill and cheer, serve lunch, and clean up.

Samples of recent media coverage and success stories

1,000 attend VCC's Info Night

http://www.vcc.ca/about-vcc/news.cfm?NEWS_ID=7689

VCC offers new pathway for arts students to earn a degree

http://www.vcc.ca/about-vcc/news.cfm?NEWS_ID=7688

Class Act: the rising success of VCC music grad Malcolm Aiken

http://www.vcc.ca/about-vcc/news.cfm?NEWS_ID=7687

BRIEFING NOTE

2011/2012 Q3 FORECAST — MINISTRY OF ADVANCED EDUCATION APPROVAL

MOTION FOR VCC BOARD FINANCE COMMITTEE:

VCC recommends the following motion for Board Finance Committee approval:

“THAT VCC Board of Governors approve the submission of the attached Q3 Forecast requested by the Ministry of Advanced Education (AVED), as recommended by the Finance Committee.”

BACKGROUND:

The College, as part of its reporting requirements, is required to submit a quarterly forecast template to AVED. The forecast includes the current fiscal year and three future years.

Attached please find:

VCC – AVED Forecast Template – Q3 Forecast 2011/12

Basis for 11/12 forecast:

The new monthly Forecasting process was used to prepare the Forecast for 11/12 for the first time. The Forecast was based on actual expenditures to October 31, 2011 and forecast expenditures to March 31, 2012.

Forecast Assumptions 12/13 to 14/15:

The forecast has been prepared using current Canadian GAAP, no accommodation has been made for a change to PSAB at this time.

Revenues:

1. Ministry funding is based on the Funding Letter received July 2011. This letter includes a small increase in funding for 9 additional BSN FTEs for 2012/13 then status quo for 2013/14 and 2014/15. In our previous quarterly forecasts for this fiscal year we had included a 2% increase in ministry funding for 2014/15. For Q3 this increase was taken out at the ministry's request and we are assuming no funding increase for 2014/15. We were instructed that ITA funding is assumed to remain the same as 2012.
2. ESL and ELSA funding projected to remain at current 2012 levels.
3. With Ministry funding staying at existing levels, the College will not have an option but to increase tuition fees. The forecast includes a 2% increase in tuition for each year for domestic students and 5% for international students.

4. Due to the uncertainty of contract and fees revenue, the College is not projecting an increase in this area. Contract revenue and fees are projected to be \$3.0 million each year
5. Sales from bookstore and other services are projected to increase by 2% each year with a corresponding increase in the cost of goods sold of 2%.
6. Miscellaneous income has been projected to increase by 2% each year. Miscellaneous income includes fees from parking, contracted cafeteria services, etc. Investment income is projected to increase for 2012/13.
7. Expenses:
 1. Salary expenses for 2013 are projected to only increase by step increment. With a non-negotiable zero % union wage freezes expiring in December 2011 it is difficult to predict future salary costs.
 2. It is planned that operating expenses will be reduced in 2012/2013 by \$2.0 million over 2011/12. This savings will be made in reduced one time funding expenses of \$1.0 and procurement savings of \$1.0. For 2014, operating costs increase by approximately \$500,000 and are consistent for 2015.

See the following financial statements “Government Reporting Entity - Quarterly Reporting “
as supporting documents

Forecast Template Completion Instructions

General

- Forecasts should be prepared on the same basis as data flows into the financial statements (e.g., not on a "modified cash" or other basis that may be required for institution's boards).
- Forecasts should be based on ALL funds (not just operating).

Statement of Contributions

- All provincial source DCCs should be recorded on the Statement of Contributions under From the Province: Cash. By putting them here, they flow through to the Statement of Changes in Financial Position Changes properly. The category of DCC From Ministries (or Other Sources): Depreciable Assets would only be used if the institution actually received some sort of tangible asset from the province or another source.
- All Federal Knowledge Infrastructure Program (KIP) grants should be recorded on the Statement of Contributions under DCCs from the Federal Govt: Cash. Although these grants are flowing to you from the province, they are actually federal funds and should be accounted for as such.
- All Provincial Knowledge Infrastructure Program (KIP) grants should be recorded on the Statement of Contributions under DCCs from the Province: Cash, COAs received. These grants are flowing to you as a Certificate of Approval from the province.

Statement of Operations

- Investment earnings (realized and unrealized) should be included in Revenues on the Statement of Operations (as per GAAP). Any unrealized gains/losses on **assets held for trading** will be adjusted below the Net Income line for government accountability purposes. These unrealized investment gains/losses must be projected quarterly in order to help minimize variances between the quarters (do not hold off on these projections until the third quarter when year-end results become more predictable - use a best guess throughout the year).
- The "Unallocated Pressures" line may be used by institutions which have identified a bottom line financial pressure (for Ministry reporting purposes) which they expect to fully manage **internally** by year end. This line recognizes that institutions may not have a fully developed financial management plan by the first quarter of the fiscal year which makes it difficult to attribute plans to specific revenue or expense line items on the Statement of Operations. The institution may use the Unallocated Pressures line to highlight that it has a pressure and is in the process of developing plans to manage it. The Ministry will roll the Unallocated Pressure into Other Operating Costs upon consolidation. The Ministry would expect that by the second quarter the institution will have implemented any internal plans to mitigate pressures and these would be fully allocated to the appropriate revenue or expense lines (**the Unallocated Pressures line should not be used past the first quarter in the current year**). The Unallocated Pressures line may be used to highlight out-year pressures that the institution anticipates being able to resolve.
- The Unallocated Pressures line should not be used if an institution has deficit pressures that it will not be able to internally solve by year end.

Statement of Changes in Financial Position

- Only approved Fiscal Agency Loans should be included in the new borrowings line.
- Only approved new debt should be included in the New Borrowing of Other Debt line.

NEW in Q2 11/12 - Capital Asset Additions Change!

- Total capital asset additions (CAAs) have been sectioned into two separate reporting lines:

CAAs with provincial funding

- Include all capital projects (including P3s) that are funded in whole or in part by the province, including Certificates of Approval (COAs), BC Knowledge Development Fund (BCKDF) projects, minor capital and contributions from other sources (e.g., federal, internal/own source, donations, etc.) that are component funding sources towards provincially funded projects.
- The total on this line must match Project Cashflow on the institution's Quarterly Cashflow Projection, (provided to Capital Planning, AVED). The key exception is any ACA that has been capitalized: the variance between the forecast and cashflow projection would equal ACA transfers to revenue in the Statement of Contributions, line 9.
- **If total CAAs with provincial funding DO NOT match the institution's quarterly capital cashflow projection plus ACA, please provide an explanation of the variance in the Assumptions tab (except for UBC, SFU and UVIC which will complete a separate capital reconciliation).**

CAAs without provincial funding

- Include all capital projects (including P3s, assets under capital lease and minor capital) that do NOT include provincial contributions. These would be projects the institution is self-funding through federal grants, internal/own sources, borrowing, donations, etc.

Board Confirmation

- Confirmation of this forecast and underlying assumptions must be provided by either the board Chair or the Chair of the Audit and Finance Committee. A sample confirmation form may be found in this spreadsheet (Confirmation Form tab); or the institution may choose to submit its own documentation (please ensure it includes the information contained in the sample). Confirmations should be emailed to Donna Friedlander (contact information below).

Deficit Management

- Per the December 23, 2009 letter to board chairs, and subsequent legislative amendments, institutions are working to ensure annual bottom line (Net (Income) Loss for Ministry) results are balanced or in a surplus position.
- Per the June 1, 2010 letter from Mark Zacharias, Assistant Deputy Minister, institutions projecting deficits on an all-funds basis will be required to submit a Deficit Management Plan (DMP) to the Ministry. The DMP should include, but not be limited to:
 1. An explanation of the key deficit drivers; evidence to demonstrate if the deficit is the result of the legislative changes in Budget 2010 or the no deficit direction provided in December 2009;
 2. How long the institution expects to be in a deficit position;
 3. How the deficit will be mitigated (in the current fiscal and, if necessary, over a maximum of three years). Specifically:
 - o The institutional policies and/or board directives that will be implemented in support of reducing the deficit; and
 - o How these outlined strategies will improve the institution's financial sustainability (e.g., estimated impact); and
 - o If the institution is into year 2 or 3 of the deficit mitigation plan, provision of actual savings that resulted from the mitigation steps; and
 4. Identification of any extraordinary impacts to students as a result of the mitigation plan.
- Note that institutions are not able to use net assets or other balance sheet reserve funds to offset deficits: deficits are based on annual income statement results excluding the impacts of unrealized gains or losses on investments (as explained above).

Assumptions

- Key drivers behind the forecast results should be detailed in the Assumptions tab. This should include a brief narrative that will help put context around the results (including explaining variances, key changes in the operating environment at the institution, etc.).
- Investment earnings details must be provided on the Assumptions tab.
- Assumptions used in building the forecast should be included on the Assumptions tab (e.g., tuition increases; salary and benefit pressures; changes in deferrals; new borrowings/impact of capital projects; carbon neutral impacts; etc.).
- If total CAAs with provincial funding DO NOT match the institution's quarterly capital cashflow projection plus ACA, provide an explanation of the variance.

Due Dates and Submissions

- The schedule for submitting quarterly forecasts to the Ministry of Advanced Education and Labour Market Development may be accessed at: <http://www.aved.gov.bc.ca/gre/dates.htm>.
- DMPs should be provided to the Ministry within one week of the forecast submission.
- Forecasts, confirmations and DMPs should be emailed to:
Donna Friedlander, Manager, Financial Performance, at Donna.Friedlander@gov.bc.ca AND
Stephanie Leskiw, Financial Performance Analyst, at Stephanie.Leskiw@gov.bc.ca

Overview of How Post-Secondary Institution Forecast Information is Used

- Every quarter as part of the budget cycle, each public post secondary institution (PSI) provides government with a multi-year financial forecast. These forecasts are published at a consolidated level and form an integral component of government's quarterly reports and the budget and fiscal plan. A summary of these documents follow and may be access on the Ministry of Finance Website at <http://www.gov.bc.ca/fin/>.
 - The Budget and Fiscal Plan is published in February each year and is where govt publically announces the strategic and financial targets it has set for the year. Third quarter forecasts from the post-secondary institutions are used in the development of this plan.
 - Also in February, the Ministry's Service Plan is published which includes the post-secondary sector's performance budget for the year (based on third quarter forecasts).
 - Throughout the year each institution's quarterly Appendix C and forecast are rolled up centrally to determine mid-year projected impacts to government's fiscal targets. The consolidated institutional information is incorporated into the Minister of Finance's Quarterly Report.
 - At the end of each fiscal year Government produces the Public Accounts, which includes the Summary Financial Statements of all government reporting entities (including the SUCH sector). All institutions' audited financial statement results are consolidated into the Public Accounts.
 - Also at the end of the fiscal year, each Ministry publishes its Service Plan Report which highlights how it achieved the targets set out in the Service Plan.

Template Last Revised: September 16, 2011

Contact Information

- For further information on the forecast process, please contact:
Donna Friedlander, CMA
Manager, Financial Performance, Post-Secondary Finance Unit
Ministry of Advanced Education
Phone: 250.356.7742
Email: Donna.Friedlander@gov.bc.ca

If the institution records investment earnings, please complete the following table:

	Forecast 2011/12	Forecast 2012/13	Forecast 2013/14	Forecast 2014/15
Unrealized (Gains) Losses				
Realized (Gains) Losses				
Interest or Other Investment (Income) Loss				
Total Projected Investment Earnings	0	0	0	0

(on assets held for trading only)

Data Check (the above table should match the following data):

Total Projected Investment Earnings	-307	-313	-313	-313
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From Operating Statement worksheet

Please provide information on the development of this forecast, and to support improved understanding of the results. This may include, but not be limited to:

- Any underlying assumptions that support the forecast: this may include, but not be limited to, tuition increases; salary and benefit pressures; changes in deferrals; new borrowings/impact of capital projects; carbon neutral impacts; etc.
- An explanation of any material changes since the last quarterly forecast.
- Key drivers of the results (such as enrolment fluctuations, changes in funding levels, staffing issues, etc.). Some of this information may be contained in the institution's annual Service Plan Report.
- NEW in Q2 11/12: An explanation of any variance between total CAAs with provincial funding and the institution's quarterly capital cashflow projection plus ACA. Provide dollar figure(s) and notes explaining the difference.**

This information may be inserted, below, or provided as a separate document, and must be included in the board confirmation sign off.

- Forecast for 11/12 is based on budget adjusted for significant changes identified for the year to date
- Block Grant and Annual Capital Allowance assumptions are based on the most recent funding letter dated July 2011
- ITA funding for 11/12 is based on the draft 2011/12 training plan as submitted to ITA (-5% reduction). Funding levels for 12/13 incorporate a reduction of funding on apprentice programs of 9.2%.
- Assumes ELSA contract will be renewed until 2013. We have assumed funding for ESL programs will continue beyond 2013 as changes are not known at this time
- Budget for 11/12 is based on tuition fees increasing by 2% for domestic students and 5% for international students. It is assumed tuition will increase at the same rates for 2013, 2014, and 2015
- Assumes book store and other sales will increase by 2%. Also assuming that related expenses will increase by 2%.
- Assumes other fees and miscellaneous revenues will increase by 2% each year.
- Assumes salaries will increase only for step placements estimated at \$575,000 annually. Salaries for 2012/2013 were also reduced to reflect reduced funding for ITA programs.
- Assumes contract revenue will be consistent with levels for 2012
- Other expenses were increased by 2% for each year less amount required to balance budget. Certain expenses are reduced for 2012/2013 to reflect reduced ITA funding.
- Depreciation and amortization of deferred capital contribution are based on estimates of capital additions during the 4 year period. Depreciation will vary depending on the type of capital asset purchased due to differences in amortization rates.
- The forecast is prepared using current Canadian GAAP, no accommodation for change to PASB at this time.
- Changes to funding for ESL programs is not known at this time.
- Assumes no significant changes to the level of support for ABSAP funding.
- The Forecast assumes all funding allocated for Strategic Initiatives will be spent in the fiscal year.
- The Forecast assumes that all funding received as a one-time funding for industry training will be spent in the fiscal year.

Please enter amounts received as positive amounts and amounts amortized to revenue as negative.	Forecast <u>2011/12</u>	Forecast <u>2012/13</u>	Forecast <u>2013/14</u>	Forecast <u>2014/15</u>
	----- \$thousands -----			
<u>Operating Contributions</u>				
From the Province				
Contributions deferred from previous years	3,103	3,103	3,103	3,103
plus: Operating contributions from Min of Adv Ed	64,546	61,382	61,382	61,382
plus: Operating contributions from other Ministries				
plus: ACA recognized as operating revenue in the period	468	468	468	468
minus: Amounts amortized to revenue	(65,014)	(61,850)	(61,850)	(61,850)
Deferred contribution balance at the end of the year	<u>3,103</u>	<u>3,103</u>	<u>3,103</u>	<u>3,103</u>
From Crown Corporations and Agencies				
Contributions deferred from previous years	2,319	1,808	1,608	1,408
plus: Contributions received in the current year	7,454	7,765	7,765	7,765
minus: Amounts amortized to revenue	(7,965)	(7,965)	(7,965)	(7,965)
Deferred contribution balance at the end of the year	<u>1,808</u>	<u>1,608</u>	<u>1,408</u>	<u>1,208</u>
From the Federal Government				
Contributions deferred from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue	-	-	-	-
Deferred contribution balance at the end of the year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
From Other Sources				
Contributions deferred from previous years	1,160	804	804	804
plus: Contributions received in the current year				
minus: Amounts amortized to revenue	(356)	-	-	-
Deferred contribution balance at the end of the year	<u>804</u>	<u>804</u>	<u>804</u>	<u>804</u>
<u>Deferred Capital Contributions</u>				
From the Province: Cash				
Contributions deferred from previous years	84,064	79,733	75,351	71,339
plus: Certificates of Approval (COA) received				
plus: other				
minus: Amounts amortized to revenue	(4,331)	(4,382)	(4,012)	(3,736)
Deferred capital contribution balance at the end of the year	<u>79,733</u>	<u>75,351</u>	<u>71,339</u>	<u>67,603</u>
From the Province: Depreciable Assets				
Contributions deferred from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue	-	-	-	-
Deferred capital contribution balance at the end of the year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
From the Federal Government: Cash				
Contributions deferred from previous years	3,131	3,446	3,257	3,084
plus: Contributions received in the current year	476			
minus: Amounts amortized to revenue	(161)	(189)	(173)	(161)
Deferred capital contribution balance at the end of the year	<u>3,446</u>	<u>3,257</u>	<u>3,084</u>	<u>2,923</u>
From Other Sources: Cash				
Contributions deferred from previous years	3,277	3,108	2,937	2,781
plus: Contributions received in the current year				
minus: Amounts amortized to revenue	(169)	(171)	(156)	(146)
Deferred capital contribution balance at the end of the year	<u>3,108</u>	<u>2,937</u>	<u>2,781</u>	<u>2,635</u>
From Other Sources: Depreciable Assets				
Contributions deferred from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue	-	-	-	-
Deferred capital contribution balance at the end of the year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Contributed Surplus</u>				
From the Province: Cash				
Contributed surplus from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue	-	-	-	-
Contributed surplus balance at the end of the year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
From the Province: Non-depreciable Assets				
Contributed surplus from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue	-	-	-	-
Contributed surplus balance at the end of the year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
From Other Sources: Cash				
Contributed surplus from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue	-	-	-	-
Contributed surplus balance at the end of the year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
From Other Sources: Non-depreciable Assets				
Contributed surplus from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue	-	-	-	-
Contributed surplus balance at the end of the year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Please report all debits as positive numbers and credits as negative numbers

	Forecast <u>2011/12</u>	Forecast <u>2012/13</u>	Forecast <u>2013/14</u>	Forecast <u>2014/15</u>
----- \$thousands -----				
Revenue - (credits)				
Operating contributions from the Province	(65,014)	(61,850)	(61,850)	(61,850)
Operating contributions from Crown corporations and agencies	(7,965)	(7,965)	(7,965)	(7,965)
Operating contributions from the federal government	-	-	-	-
Operating contributions from other sources	(356)	-	-	-
Recognition of DCC/Contributed Surplus - Provincial sources	(4,331)	(4,382)	(4,012)	(3,736)
Recognition of DCC/Contributed Surplus - Federal sources	(161)	(189)	(173)	(161)
Recognition of DCC/Contributed Surplus - Other sources	(169)	(171)	(156)	(146)
Sales of goods and services to the Province				
Sales of goods and services to Crown corporations and agencies				
Other sales of goods and services	(5,770)	(5,885)	(6,852)	(6,989)
Taxation				
Natural resources				
Fees and licences				
Tuition Fees	(19,315)	(19,605)	(20,092)	(20,594)
Other Fees	(419)	(427)	(435)	(444)
Investment earnings	(307)	(313)	(313)	(313)
Other revenue (not included above)	(4,388)	(4,731)	(4,772)	(4,813)
Total Revenue	<u>(108,195)</u>	<u>(105,518)</u>	<u>(106,620)</u>	<u>(107,011)</u>
Expenses - debits				
Salaries and benefits	75,158	75,331	75,906	76,481
Cost of goods sold	3,329	3,395	3,463	3,463
Operating costs paid to the Province				
Operating costs paid to Crown corporations and agencies				
Other operating costs (less amortization & debt servicing)	22,190	19,803	20,261	20,319
Capital asset amortization expense	7,080	6,989	6,990	6,748
Capital asset write-downs				
Grants to Crown corporations and agencies				
Grants to third parties				
Debt service costs (net of sinking fund earnings)				
Amortization of debt issue costs				
Other				
Total Expense	<u>107,757</u>	<u>105,518</u>	<u>106,620</u>	<u>107,011</u>
Operating (Gain) Loss	(438)	-	-	-
(Gain) loss on sale of capital assets				
Net (Income) Loss (GAAP)	<u>(438)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unallocated Pressures (use in Q1 only)				
Adjustment to Reverse Unrealized Investment (Gains)/Losses				
Net (Income) Loss (for Ministry)	<u>(438)</u>	<u>-</u>	<u>-</u>	<u>-</u>

Please report all debits as positive amounts and credits as negative amounts

	Forecast <u>2011/12</u>	Forecast <u>2012/13</u>	Forecast <u>2013/14</u>	Forecast <u>2014/15</u>
----- \$thousands -----				
Assets - debits				
Cash and temporary investments	21,560	20,068	18,909	17,734
Accounts receivable (net):				
from the Province				
from other Crown corporations and agencies				
other receivables	<u>3,849</u>	<u>3,849</u>	<u>3,849</u>	<u>3,849</u>
	<u>3,849</u>	<u>3,849</u>	<u>3,849</u>	<u>3,849</u>
Inventory for operating purposes				
Inventory held for resale	1,091	1,091	1,091	1,091
Loans, advances and mortgages receivable (net)				
Investments - other (net)				
Capitalized debt issue costs		-	-	-
Prepaid expenses and other deferred charges				
Capital assets (net)	<u>107,571</u>	<u>104,119</u>	<u>100,737</u>	<u>97,669</u>
TOTAL ASSETS	<u>134,071</u>	<u>129,127</u>	<u>124,586</u>	<u>120,343</u>
Liabilities and Equity - (credits)				
Accounts payable (net):				
to the Province				
to other Crown corporations and agencies				
other payables (excluding current portion of debt and/or leases)	<u>(15,799)</u>	<u>(15,797)</u>	<u>(15,797)</u>	<u>(15,797)</u>
	<u>(15,799)</u>	<u>(15,797)</u>	<u>(15,797)</u>	<u>(15,797)</u>
Unfunded pension and other accrued liabilities				
Deferred contributions:				
deferred operating contributions - Province, Crowns & Agencies	(4,911)	(4,711)	(4,511)	(4,311)
deferred operating contributions - Federal & Other	(804)	(804)	(804)	(804)
deferred capital contributions - Province	(79,733)	(75,351)	(71,339)	(67,603)
deferred capital contributions - Federal & Other	<u>(6,554)</u>	<u>(6,194)</u>	<u>(5,865)</u>	<u>(5,558)</u>
	<u>(92,002)</u>	<u>(87,060)</u>	<u>(82,519)</u>	<u>(78,276)</u>
Public debt (including current portion):				
Obligations under Capital Leases (including current portion)		-	-	-
P3 Liabilities		-	-	-
Fiscal Agency Loan program debt		-	-	-
less: sinking funds on Fiscal Agency Loan program debt		-	-	-
Other debt		-	-	-
less: sinking funds on other debt		-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Equity:				
shares		-	-	-
contributed surplus - Province		-	-	-
contributed surplus - Other		-	-	-
retained earnings	<u>(26,270)</u>	<u>(26,270)</u>	<u>(26,270)</u>	<u>(26,270)</u>
	<u>(26,270)</u>	<u>(26,270)</u>	<u>(26,270)</u>	<u>(26,270)</u>
TOTAL LIABILITIES AND EQUITY	<u>(134,071)</u>	<u>(129,127)</u>	<u>(124,586)</u>	<u>(120,343)</u>
Guarantees of Third Party Debt	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Please enter cash inflows as positive amounts and outflows as negative amounts

	Forecast 2011/12	Forecast 2012/13	Forecast 2013/14	Forecast 2014/15
----- \$thousands -----				
Opening balance - cash & temporary investments	<u>23,037</u>	<u>21,560</u>	<u>20,068</u>	<u>18,909</u>
Operating activities:				
Net income (before gain (loss) on sale of assets)	438	-	-	-
Less:				
amortization of DCC/contributed surplus - provincial sources	(4,331)	(4,382)	(4,012)	(3,736)
amortization of DCC /contributed surplus- other sources	(330)	(360)	(329)	(307)
amortization of deferred operating contrib'ns - provincial sources	(72,979)	(69,815)	(69,815)	(69,815)
amortization of deferred operating contrib'ns - other sources	(356)	-	-	-
Add:				
non-cash expenses	7,080	6,989	6,990	6,748
cash received for deferred operating contrib'ns - provincial sources	72,468	69,615	69,615	69,615
cash received for deferred operating contrib'ns - other sources	-	-	-	-
Net change in working capital		(2)	-	-
Net change in investments		-	-	-
Net change in other assets		-	-	-
	<u>1,990</u>	<u>2,045</u>	<u>2,449</u>	<u>2,505</u>
Financing activities:				
Cash received for deferred capital contributions	476	-	-	-
Cash received for contributed surplus	-	-	-	-
Capital Leases:				
New capital leases				
Capital lease payments				
P3 liabilities:				
Liabilities incurred (i.e. capitalized contract costs)				
Reduction in liabilities (impact of unitary payments)				
Fiscal Agency Loans:				
New borrowing under Fiscal Agency Loan program				
Repayment of existing Fiscal Agency Loan program debt				
Sinking fund instalments - Fiscal Agency Loan program debt				
Other Borrowing:				
New borrowing of other debt				
Repayment of other debt				
Sinking fund instalments - other debt				
Capitalized debt issue costs				
Dividends				
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>476</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital asset activities:				
Capital assets additions with provincial funding	(476)			
Capital assets additions without provincial funding	<u>(3,467)</u>	<u>(3,537)</u>	<u>(3,608)</u>	<u>(3,680)</u>
Total capital asset additions (including assets under capital lease)	<u>(3,943)</u>	<u>(3,537)</u>	<u>(3,608)</u>	<u>(3,680)</u>
Capitalized interest				
Proceeds from sale of capital assets				
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>(3,943)</u>	<u>(3,537)</u>	<u>(3,608)</u>	<u>(3,680)</u>
Closing balance - cash & temporary investments	<u>21,560</u>	<u>20,068</u>	<u>18,909</u>	<u>17,734</u>

Post-Secondary Institution: Forecast Confirmation

Institution Name: Vancouver Community College

Forecast Date: Quarter 3 2011/2012
(e.g., Quarter 1, 2010/11)

Forecast Summary:	Forecast <u>2011/12</u>	Forecast <u>2012/13</u>	Forecast <u>2013/14</u>	Forecast <u>2014/15</u>
	----- \$thousands -----			
Statement of Operations				
Total revenue	(108,195)	(105,518)	(106,620)	(107,011)
Total expenditure	107,757	105,518	106,620	107,011
Net (Income) Loss (GAAP)	-438	0	0	0
Unrealized Investment (Gains)/Losses				
Net (Income) Loss (for Ministry)	-438	0	0	0

**** Please ensure this data matches the results as shown on the Operating Statement.**

I confirm that I have reviewed the financial forecast and key underlying assumptions provided to the Ministry for the 2011/12, 2012/13, 2013/14 and 2014/15 fiscal years as summarized in this schedule. This financial forecast represents, in all material respects, the post-secondary institution's best estimate of operating results and financial position by the year end. I also confirm that I will review the information provided to the Ministry with the Board.

Board Chair/Audit and Finance Committee Chair:

Name: _____

Signature: _____

BRIEFING NOTE

VCC NEW PRACTICAL NURSING DIPLOMA PROGRAM TUITION AND LAB FEES

VCC Board Finance Committee recommends the following motion for approval by the Board:

“THAT Finance Committee recommend to the VCC Board of Governors the approval of the tuition fee for the new Ministry of Advanced Education approved Practical Nursing Diploma Program at \$200 per credit (\$12,800 total tuition for the 64 week program and \$10,600 for the 53 week program) with mandatory lab fee of \$500.”

BACKGROUND:

VCC has been delivering a Practical Nursing (PN) certificate program since 1949 and is the only public post secondary institution in the Lower Mainland to offer such a program.

In 2010 the Ministry of Advanced Education (AVED) approached VCC to lead the development of a provincial curriculum for a diploma program for PN. VCC led, in close collaboration with other designated post secondary institutions across the province, the development of a standardized curriculum for approval by AVED.

After careful review, AVED determined this new curriculum would be considered a new program and be offered at the diploma level with the understanding that the former certificate program (49 weeks) would cease to be offered.

The Diploma program was approved to be offered in two different delivery models:

- One is a 64 week program referred to as Generic; and
- The other is a 53 week program referred to as Access. The two programs are the same with the 53 week Access program recognizing a student’s prior course work.

The new Diploma program allows laddering to the Bachelor of Science in Nursing after the first level is completed.

As an AVED-declared new program, the PN program is not subject to the Provincial mandated tuition limit policy in the first year that it is offered, and thus institutions can determine tuition and mandatory fees with the understanding that affected post secondary institutions work collaboratively to determine tuition range. In turn, after the first year the program is offered, the tuition and mandatory fees become subject to the tuition limit policy. Thus, this provides the College with an opportunity to establish a new tuition rate that it determines is appropriate.

BRIEFING NOTE

December 2011 and January 2012 EDUCATION COUNCIL

FOR APPROVAL

Baking and Pastry Arts - Artisan Baking Certificate

1. Education Council requests that the VCC Board of Governors approve the following motion:

THAT VCC's Board of Governors approves Education Council's recommendation to approve the changes to Baking and Pastry Arts - Artisan Baking Certificate.

BACKGROUND:

This proposed certificate will replace the current 10-month Baking and Pastry Arts – Advanced Baking Certificate with a 44-week curriculum and a 52 week Combined Skills (ESL) curriculum. This Certificate will also replace the previously approved "Baking and Pastry Arts - Artisan Baking Specialty Certificate for International ESL students". There are no financial implications for this proposal.

Baking and Pastry Arts - Pastry Certificate

2. Education Council requests that the VCC Board of Governors approve the following motion:

THAT VCC's Board of Governors approves Education Council's recommendation to approve the changes to Baking and Pastry Arts - Pastry Certificate.

BACKGROUND:

Pastry Certificate will offer a new baking curriculum that exceeds mandated national standards. The certificate will be funded by ITA and offered in two ways: 1) a 44-week program offered to students who have enough English language proficiency, and 2) a 52-week offered to students who require English support. There are no financial implications for this proposal.

Dental Hygiene Diploma

3. Education Council requests that the VCC Board of Governors approve the following motion:

THAT VCC's Board of Governors approves Education Council's recommendation to approve the changes to the Dental Hygiene Diploma.

BACKGROUND:

The National Dental Hygiene Certification Board Exam (NDHCB) requires VCC's Dental Hygiene curriculum to align with the new national dental hygiene competencies. The Commission on Dental Accreditation of Canada (CDAC) also requires accredited dental hygiene programs to align with the new competencies. To achieve this, six terms are collapsed into four terms. This process required re-numbering courses and re-organizing course contents and related evaluations into different courses. There are no financial implications for this proposal.

Dental Hygiene Diploma - Access for Certified Dental Assistants

4. Education Council requests that the VCC Board of Governors approve the following motion:

THAT VCC's Board of Governors approves Education Council's recommendation to approve the changes to the Dental Hygiene Diploma - Access for Certified Dental Assistants.

BACKGROUND:

The proposed changes noted above also apply to the Access for Certified Dental Assistants program. The online Access streams into the full-time program. Students will complete their first-year on a part-time basis, which is a pre-requisite year for the second year dental hygiene. There are no financial implications for this proposal.

Global Business Management and Leadership Post-Graduate Diploma

5. Education Council requests that the VCC Board of Governors approve the following motion:

THAT VCC's Board of Governors approves Education Council's recommendation to approve the changes to the Global Business Management and Leadership Post-Graduate Diploma.

BACKGROUND:

The word "accelerated" is proposed to be removed from the original title "Global Business Management and Leadership Accelerated Post-Graduate Diploma". In consultations with various agencies representing international recruiting, the title change would allow international students who are interested in a two-year program to obtain a longer work visa in Canada. There are no financial implications for this proposal.

Global Business Project Management Post-Graduate Diploma

6. Education Council requests that the VCC Board of Governors approve the following motion:

THAT VCC's Board of Governors approves Education Council's recommendation to approve the changes to the Global Business Management and Leadership Post-Graduate Diploma.

BACKGROUND:

The word "accelerated" is proposed to be removed from the original title "Global Business Management Project Management Accelerated Post-Graduate Diploma" The proposed changes are identical to the Global Business Management and Leadership Post-Graduate Diploma (noted above). There are no financial implications for this proposal.

Retail and Hospitality Careers Certificate

7. Education Council requests that the VCC Board of Governors approve the following motion:

THAT VCC's Board of Governors approves Education Council's recommendation to approve the changes to the Retail and Hospitality Careers Certificate.

BACKGROUND:

The Community and Career Education Employment Department is proposing to integrate portions of the curriculum from the former *Hospitality Careers Program* and diversify the training components from the current *Retail Food & Supermarket Careers Program*. The department merged the two programs together, and there are no financial implications for this proposal.

ABE Mathematics Courses College Foundations and Career Access

8. Education Council requests that the VCC Board of Governors approve the following motion:

THAT VCC's Board of Governors approves Education Council's recommendation to approve the changes to the ABE Mathematics Courses College Foundations and Career Access.

BACKGROUND:

The BC Ministry of Education (MOE) has recently changed its math courses. Since ABE math offerings must be an 80% match with MOE, the ABE courses offered at VCC have been aligned to the new outcomes and has added the correct pre-requisites. There are no financial implications for this proposal.

Mathematics Courses University Transfer

9. Education Council requests that the VCC Board of Governors approve the following motion:

THAT VCC's Board of Governors approves Education Council's recommendation to approve the changes to the Mathematics Courses University Transfer.

BACKGROUND:

The proposed changes to the Mathematics Courses University Transfer are identical to the ABE Mathematics Courses College Foundations and Career Access (noted above). There are no financial implications for this proposal.

Articulation Agreement: Suzhou Vocational School of Information Technology

10. Education Council requests that the VCC Board of Governors approve the following motion:

THAT VCC's Board of Governors approves the affiliation agreement with Suzhou Vocational School of Information Technology, as previously approved by Education Council.

BACKGROUND:

This agreement allows students at Suzhou Vocational School of Information Technology (SVSIT) complete up to ten courses at SVSIT for transfer into the VCC Hospitality Management Diploma Program. Students who do not meet the language requirements of the Hospitality Diploma will have the option to enroll in VCC's ESL program.

FOR BOARD OF GOVERNORS' INFORMATION:

2012/13 Education Plan

In December 2011, VP-Education presented a draft version of the enrolment target for 2012/13 to the Education Council, which included a goal of 104% utilization.

Education Council's Curriculum Committee

David Branter was elected by the Standing Committee as Chair for the 2012 year.

Education Council's Policy Committee

Brenda Appleton was elected by the Standing Committee as Chair for the 2012 year.

This Standing committee brought forward two policies for information to Education Council: D.3.6 Admissions Policy (December) and C.1.1 Grading, Progression & Withdrawal Policy (January). These policies are currently posted on the my.VCC site for community feedback.

BRIEFING NOTE

VCC EDUCATION COUNCIL MOTIONS SUPPORT AND EDUCATION PLAN FRAMEWORK OVERVIEW JANUARY 2012

Education Council Proposed Motions

The proposed motions will not have an impact on operating budgets. Each motion supports improvements to program delivery.

VCC Education Plan

Vancouver Community College boasts a 40-plus year history of providing responsive post-secondary education with a range of educational experiences, including skills upgrading, trades and skills development, and undergraduate certificates, diplomas, and degrees, largely by delivering programs on-campus, some on-line, or through a blending of these modalities. Our College community takes particular pride in providing access to non-traditional learners. Additionally, our faculty prides itself on providing students at all levels with intellectually challenging environments. Academic excellence and social mobility are equally important values at VCC. Graduates of Vancouver Community College programs reflect these strengths and have a high employment rate overall.

A VCC Education Plan will lay the foundation for maintaining these strengths and guiding VCC's future growth across all areas of the College.

Over the next three years, VCC will establish itself as a stronger Community College addressing local, regional, and international students by providing a standard of educational excellence in the context of: attracting and supporting students; providing access to learning for a wide variety of students, including mature/returning students, first-generation learners, and students; providing flexible and alternative learning models and opportunities; and fostering excellence in all our educational offerings.

The VCC Education Planning Process will be critical to achieving these goals and will be developed for formal approval Fall 2013 through a collaboration with our faculty, students, and Education Council.

The Plan will articulate themes VCC considers important as it looks forward including statements on applied research, application of technology; lifelong learning; flexibility in learning options, and many more.

The first step will be building a shared understanding and dialogue of our preferred landscape of educational approaches, there will be a 'world café' of dialogues to set the stage. Some immediate activities include but are not limited to:

- a. Presentations by external content experts and organizational leaders
- b. Workshops on imaginative education approaches

- c. Adopting enrolment management tactics to ensure student success
- d. Research and analysis of Canadian, American and European college sector trends and successes
- e. Discovering innovative approaches to enhance disability services
- f. Understanding and recognizing our populations, including Aboriginal program development; and our new immigrants and international students.

The Board will be kept abreast of this important development as briefs within the VP Education and Student Services reports related to Education Council – a key body in the development of the VCC Education Plan.



**STUDENTS' UNION
OF VANCOUVER
COMMUNITY COLLEGE**
CANADIAN FEDERATION OF STUDENTS
LOCAL 73

Item 10

STUDENTS UNION OF
VANCOUVER COMMUNITY
COLLEGE
RECOMMENDATIONS TO
THE MINISTRY OF
ADVANCED EDUCATION



Canadian Federation of Students-British Columbia

September 19, 2011



BACKGROUND

Students' Union of Vancouver Community College

The Students' Union of VCC was formed in 1974 to become the representative body of 13,000 students at Vancouver Community College. As a part of caring about the well-being of its membership, the SUVCC is connected to the heart of campus life, providing students with access to recreation, events, and opportunities to contribute to the community. A member of the Canadian Federation of Students, and an advocate for students' rights, the SUVCC has successfully lobbied for, and implemented a standardized and fair-priced Universal Transit Pass for all Metro Vancouver students. The SUVCC also provides its students with a tailored, high-quality health and dental plan that meets the needs of its diverse constituency.



RECENT SUCCESS

U-Pass BC

For many years Metro Vancouver post-secondary students called for a standardised and universal U-Pass program. Before last year students were using a highly regionalized and unsustainable funding model to determine their monthly transit costs. This meant that Vancouver Community College students were paying \$81 a month to ride the exact same transit as UBC students who paid only \$23.50. This financial inequality further entrenched already pronounced financial barriers for VCC students.

The BC government's investment of 28 million dollars for the U-Pass BC has meant that students now have the first truly universal and affordable U-Pass program in the country.

As the representative of over a hundred and fifty thousand students in British Columbia, including the Students' Union of Vancouver Community College, the Canadian Federation of Students participated in the government's announcement of the U-Pass BC on June 9, 2010. Students campaigned for years for a U-Pass that included all students at the same price of \$30 per month. The universality and affordability of the U-Pass BC is what makes this program unique; the U-Pass BC is a forward-looking student program that is building a transit generation.

Adult Basic Education

The elimination of tuition fees for all adult basic education was identified as a mechanism for the government to fulfill its commitment to make British Columbia the most literate region in North America and was announced at Vancouver Community College on November 6, 2007.



At Vancouver Community College adult basic education programming is an important part of the integrated approach of laddering programming within Ministry of Advanced Education targeted areas such as within the health sciences and trades training. At VCC the elimination of tuition fees for adult basic education has enhanced access to post-secondary education for traditionally marginalized communities.

The government is to be commended on the development and continued funding of both free adult basic education and the U-Pass BC. Vancouver Community College students look forward to continuing to work with the province to ensure that these programs continue to meet the needs of students and our communities.



RECOMMENDATION

Eliminate Interest charged on the provincial portion of student loans

Students' anxiety around how they are going to finance their education has been identified as the primary barrier to their access to post-secondary education. 70% of those students facing barriers to post-secondary education cited financial issues as the cause.¹ Additionally, debt aversion and inadequate cash flow have been found to be the first and second most important financial obstacles to a students' persistence in their education.² It is a fact that 80.9 % of individuals from families earning over \$100,000 per year attended post-secondary education in 2006 and only 58.5 % of individuals from families earning less than \$25,000 did.³ The most recent Vancouver Community College student census found that 1 in 4 VCC students had a family income of \$20,000 a year or less. The Ministry of Advanced Education projections show that 76% of all job openings to 2017 will require post-secondary education. Jobs with this requirement are also growing twice as quickly as those without.

¹ Bowly, Jeffrey W and Kathryn McMullen. "At a Crossroads: First Results for the 18 – 20 year old Cohort of the Youth in Transition Survey" 2002

² Berger, Joseph. "The Price of Knowledge: Access and Student Finance in Canada – Third Edition." Montreal, QC: The Canada Millennium Scholarship Foundation, 2007/Foundation, 2009.

³ Canadian Association of University Teachers. "Almanac of Post-Secondary Education in Canada 2010-2011." Ottawa, ON: Canadian Association of University Teachers, 2011/ Canadian Association of University Teachers.



BC student financial aid is overwhelmingly (72%) provided as student loans, which provide students with access to post-secondary education but only by deferring upfront costs.⁴ Because BC lacks a provincial system of student grants, it provides the least upfront, no repayable financial aid in the country – more than 70% below the national average.⁵ Students who are not comfortable shouldering the burden of debt due to other debts, expectations of modest incomes, or simply a desire for financial security, are not provided with a greater access through loans with interest rates. According to a study by the Canada Millennium Scholarship Foundation, students who accumulate over \$3000 in loans per year are less likely to graduate than students who receive no aid at all.⁶ The elimination of interest on student loans is a means of reducing mounting debt for already debt adverse students considering delaying and stopping their education. The elimination of interest on student loans is an optimal form of student financial aid because it reduces the overall financial burden and because it is transparent, allowing student to be sure of their financial position before incurring the costs of accessing post-secondary.

Recommendation

Eliminate interest charged to the provincial portion of student loans as a means to ensure completion rates within post-secondary and build a more resilient economy and provide the economic opportunities necessary to meet the province's target to be the most literate region in North America. The estimated cost of this initiative would be 30 million dollars annually.

⁴ Berger, Joseph; Anne Motte; and Andrew Parkin. "The Price of Knowledge: Access and Student Finance in Canada – Fourth Edition." Montreal, QC: The Canada Millennium Scholarship Foundation, 2009. Millennium Research Notes. 4. Montreal, QC: The Canada Millennium Scholarship Foundation.

⁵ Ibid.

⁶ The Canada Millennium Scholarship Foundation. "The Impact of Bursaries: Debt and Student Persistence in Post-Secondary Education." Millennium Research Notes. 4. Montreal, QC: The Canada Millennium Scholarship Foundation



REPORT FROM THE EXECUTIVE DIRECTOR, VCC FOUNDATION

Founded in 1983, the Vancouver Community College Foundation is a non-profit society and registered charity governed by a volunteer Board of Directors. The mission of the VCC Foundation is to stimulate financial support for the students and programs at Vancouver Community College, ensure the prudent management of funds received and encourage the community's goodwill toward the College. Seeking donations and stewarding donors and donations are the key areas of focus for the VCC Foundation.

At the November 2011 foundation meeting, the VCC Foundation Board of Directors named **Ken Cretney** as chair of the VCC Foundation. Ken is the General Manager for the Vancouver Convention Centre and an alumnus of VCC's Hospitality Management program. (Please see attached for a backgrounder on Ken) Under Ken's leadership, the VCC Foundation Board will review its purpose, goals and direction to align with the College's new strategic plan.

Tom Wong, Partner, PricewaterhouseCoopers and former trustee on the College board, was the appointed liaison between the College and VCC Foundation boards. At the November meeting, Tom was elected to the Foundation board and will continue to advance the work of the College through his continuing involvement with the VCC Foundation. **Michele McKenzie**, President and CEO of the Canadian Tourism Commission, was newly elected to the Foundation board. Michele brings a wealth of government, tourism and non-profit board experience. Continuing board members include: **Mark Andrew**, Regional Vice President and General Manager, Fairmont Washington D.C.; **Kathy Kinloch**, President, Vancouver Community College; **Malcolm Hunter**, President & C.O.O. Deeley Harley-Davidson Canada; **Kirsten H. Jenkins**, Aydin Bird Business Lawyers; **Gottfried "Guff" Muench**, former President & CEO Cummins Western; **Dorothy Sitek**, communications consultant; **Kay Wong-Alafriz**, chartered accountant / consultant.

Guff Muench and Kay Wong-Alafriz are co-chairing a special fund raising dinner, *Revving up to Gold*, on May 10, 2012 at the Trev Deeley Motorcycle Store and Museum. Proceeds from the dinner will help send Canada's Junior Team, comprised of VCC students and graduates, to the 2012 Culinary Olympics in Germany in October. Tickets are \$350 for a single or \$500 a pair and will be available in February.

Tom Wong is taking the Foundation Board lead on the Technology Campaign for teaching and learning and will help develop the board strategy around this campaign. The VCC Foundation Board endorsed a motion to seek private sector funds for the upgrade of technology for both distance and on-site delivery. Ben Guanzon, Director of Information Technology, and Sal Ferreras, VP Education, are defining the College priorities and needs which will be presented to prospective donors.

The Alumni office is working on a revisioning of the Outstanding Alumni Awards process to involve representation from the College and Foundation boards in the nominations, review and selection of outstanding VCC alumni. These awards recognize the achievements of some of our exemplary graduates in four categories: Community Spirit, Career Excellence, Ones to Watch and Honorary Alumnus.

Submitted by: Lucy Komori, January 18, 2012

Backgrounder: Ken Cretney

With a wealth of experience in the hotel and tourism industry, Ken Cretney was recruited as General Manager for the international award-winning Vancouver Convention Centre in October 2008.

Prior to joining the convention centre, Ken was the General Manager of Vancouver's Marriott Pinnacle Hotel. Under his leadership, the hotel was voted as one of the 'Best Companies to Work for in British Columbia' by BC Business Magazine for three consecutive years.

Before arriving in Vancouver, Ken managed the Rimrock Resort Hotel in Banff, Alberta for several years, before joining the Delta Whistler Resort as General Manager, and overseeing its conversion to the Hilton Whistler Resort & Spa.

Along with a 33 year career in tourism, Ken brings his previous experience with industry groups and Boards, including a role as Past-Chair of the Vancouver Hotel General Managers Association.

Ken is an avid supporter for education in the hospitality industry, and is involved with the industry education advisory committee for Selkirk College and is the chair of the Program Advisory Committee of VCC's Hospitality Management program.

Ken obtained his Bachelor of Hospitality Management from Vancouver Community College's Executive Cohort program.