

**MINUTES OF THE PUBLIC MEETING OF THE BOARD OF GOVERNORS  
OF VANCOUVER COMMUNITY COLLEGE  
HELD ON JUNE 28, 2017 AT THE DOWNTOWN CAMPUS**

**Board Members:** Pam Ryan (Chair), Mike Tourigny, Janet Crawford, Stephen Kukucha, Chloe Lau, Dee Dhaliwal, Howard Grant, Erin Klis, Brenda Aynsley  
**Ex-Officio:** Peter Nunoda (President & CEO)  
**Board Secretary:** Deborah Lucas  
**Staff Resources:** Marlene Kowalski, Kathryn McNaughton, Karen Wilson, Shannon Railton  
**Guests:** Karen Shortt (VCCFA), Jenelle Davies (SUVCC), Deanne Bates (CUPE 4627)  
**Regrets:** Garth Manning, Todd Rowlett (Chair, EdCo)

### **1. CALL TO ORDER**

The meeting was called to order at 5:42pm p.m. by P.Ryan. D. Lucas acted as Secretary of the meeting. P. Ryan declared the meeting to be properly called and constituted.

### **2. APPROVAL OF CONSENT AGENDA**

UPON MOTION duly moved, seconded and unanimously resolved:

THAT the VCC Board of Governors approves the agenda with the following changes:

- Address item 7.3 before 7.1

and approve/acknowledge receipt of the following items on the consent agenda:

- 2.1** Minutes – May 31, 2017
- 2.2** VCC News & Events – June 2017
- 2.3** Education Council Chair Report
- 2.4** 2017/18 Public Board meeting schedule
- 2.5** VCCFA Report

### **3. CHAIR'S REMARKS**

The Chair:

- Acknowledged Spring Awards organizers, Nancy Nesbitt and team. The event on June 9 was a success. It was a great opportunity for award winners to meet donors.
- Thanked the Board and management team for their contribution to the College over the last year. Successes have included new Vision & Values and the 2017/18 Integrated College Plan.

### **4. PRESIDENT'S REMARKS**

The President:

- Acknowledged the organizers of the National Aboriginal Day celebration held on June 16. The event was a success and included fun activities and interactive workshops.

### **5. CONSTITUENCY REPORTS**

#### **5.1 CUPE LOCAL 4627**

Chief Shop Steward D. Bates addressed the Board:

- Late delivery of Board materials hindered meeting preparation. P. Ryan acknowledged the late release of materials for this meeting.
- The request to increase spending authority limits is a concern. The business case for the Mark Brand/City of Vancouver incubator kitchen project, which resulted in a \$300K loss for VCC, was dealt In Camera only.

## 5.2 Vancouver Community College Faculty Association (VCCFA or FA)

The VCCFA report was provided in the meeting materials. VCCFA President, K. Shortt:

- Highlighted the announcement that ABE and ESL will be offered tuition free.
- Wished the Board a good summer and thanked them for their service to VCC.

## 5.3 Student Union of Vancouver Community College (SUVCC)

Interim SUVCC Executive Director, J. Davies, addressed the Board. Highlights included:

- Plan over the summer to focus on internal governance, including restructuring their Board to align with VCC's program offerings.
- Looking at best practices in going forward with a fee referendum in 2018.
- Campaign with BC Federation of Students – 6 month campaign plan as well as prepare a “get out and vote” plan, if required. Looking at a short term plan until government stabilizes. Focusing efforts on a grants program and lowering or eliminating interest for grants. Another campaign is for more provincial funding for open educational resources.

## 6. FINANCE

### 6.1 Finance & Audit Committee Report (FAC)

The Committee met on June 14, 2017. FAC Chair, M. Tourigny, presented highlights:

- For Board approval, FAC reviewed and approved the recommendations for:
  - Tuition for: NEW - Culinary Catering course  
NEW – 12 University Transfer courses  
REVISED - LPN Bridging to Advance BScN course
  - VCC to enter into an Invitation to Tender process and award a contract, with an expected value greater than \$200,000, for the renovation of the Downtown campus cafeteria.
  - Increase to the spending authority limits for procurement matters requiring Finance & Audit Committee and Board approval.
- Next meeting is on September 13, 2017.

### 6.2 Cafeteria Renovation

Background was provided in the Decision Note in the meeting materials. M. Kowalski & D. Innes provided highlights and were available to respond to questions.

- To meet learning outcomes for the redesigned PC1 culinary arts programs, improvements are required to the layout and functionality of the downtown campus cafeteria.
- The cost would be greater than \$200K and the contract would be awarded through an Invitation to Tender process.
- The Board had no questions.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors authorizes VCC to enter into Invitation to Tender process and award a contract, with an expected value greater than \$200,000, to complete the renovation of the cafeteria at the Downtown campus.

### **6.3 Increase Spending Authority Limit**

- In 2014, VCC engaged Grant Thornton to evaluate evaluating the current procurement threshold and to provide an independent assessment of the spending authority limits through research of spending authority limits at comparable institutions.
- Board members had concerns and questions regarding due diligence. M. Kowalski commented that VCC is in a more stable financial position than in 2014. Internal controls and reporting have been improved. The implementation of higher spending authority limits will greatly improve the capital spending process.
- FAC have a high degree in confidence in management's analysis and reporting of financial decisions and they have been transparent in bringing issues forward. Low limits do not catch fraud, which is why internal controls are audited annually.
- The Board will continue to be informed of procurement projects over 200K in the Financial Performance report, which is included in all Public Board meeting materials. Requests will not be brought forward for consideration without a solid business case.

UPON MOTION duly moved, seconded and resolved:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors authorize the spending authority limit be increased to \$500K up to \$1 million for the Finance and Audit Committee and for the Board of Governors to over \$1 million.

**Abstained: E. Klis**

## **7. TUITION AND NEW PROGRAMS**

### **7.1 LPN Bridging to Advanced BScN**

Background was provided in the Decision Note in the meeting materials. D. Sargent presented highlights and responded to questions by the Board:

- No other college, institute, or university in BC offers LPNs this type of access pathway to a BScN program. At VCC, LPNs completing this "Bridging" term are guaranteed entry into Year 3 of the BScN program.
- There is currently a long waitlist for the Advanced BScN program that these courses are a pre-requisite for.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the tuition of \$3,561.00 for the NURS 1399 Health Assessment course.

## 7.2 University Transfer Courses

Background was provided in the Decision Note in the meeting materials. D. Wells provided a summary of the Decision Note in the meeting materials and responded to questions by the Board:

- The Physics of Music is a crossover course, e.g. culinary and chemistry. These courses are becoming more appealing to students.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approve the implementation of tuition of \$459 per course (\$153 per credit) for the following University Transfer courses:

- ENGL 2100 – Canadian Literature
- ECON 2300 – Environmental Economics
- ECON 2600 – Managerial Economics
- PSYC 2300 – Abnormal Psychology
- PSYC 2320 – Research Methods
- PHYS 1110 – Introduction to Astronomy
- PHYS 1190 - Physics of Music

## 7.2 Culinary Catering Course (PC1)

D. Innes provided a summary of the Decision Note in the meeting materials and responded to questions by the Board:

- The request to add a four (4) week catering module to the PC1 course is supported by the Program Advisory Committee.
- This course will give students the skills needed to start and run their own catering business, as well as the practical culinary skills.
- The ITA provides funding for PC1, there would be no additional ITA funding for this course.
- This course will allow the Culinary Arts department to expand its catering options for both campuses and build a business for external catering, as at least one event per month will be serviced by the VCC catering students.
- Many colleges have culinary programs, but unlike VCC, they are more demo based and are not providing catering to the institution. There's a lot of value to the new program.
- Tuition options were presented to FAC in March 2017, but approval was deferred pending a revised proposal that covers direct costs. This request was satisfied and the tuition was approved at the Jun 14, 2017 meeting.

UPON MOTION duly moved, seconded and unanimously resolved:

THAT, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the additional four (4)-credit Culinary Course at a tuition rate of \$126/credit.

## 8. BOARD COMMITTEE REPORTS

### 8.1 Governance Committee (Gov Com)

Gov Com met on June 7, 2017. Gov Com Chair, Dee Dhaliwal, addressed the Board.

- The committee discussed the development of Board Evaluation process.

- The committee reviewed samples of Board Evaluation questionnaires and agreed that the committee would use the template provided by Okanagan College for the new evaluation survey.
- P. Ryan obtained approval to use the template from Connie Denesiuk, Okanagan College Board Chair.
- The survey will be developed in-house and trialed by the Board at the end of year.
- The committee was advised of a minor change to Policy A.1.2 Student Appeals to the College Board. The mailing address for submissions was updated.

## **8.2 Human Resources Committee (HRC)**

No report. Next meeting is July 13, 2017.

## **9. PRESENTATION: CENTRE FOR CONTINUING STUDIES**

As part of a series of portfolio/department presentations by Deans and Directors, Gordon McIvor, Dean, Continuing Studies presented to the Board.

The presentation was well received.

## **11. OTHER BUSINESS**

### **11.1 Board of Governors Correspondence**

- The 2016/17 Executive Compensation Disclosure Statement was approved by PSEC and posted on VCC.ca.

## **12. NEXT MEETING**

The next Board of Governors Public Board meeting will be held on September 27, 2017.

## **13. ADJOURN**

There being no further business, the meeting adjourned at 6.52 p.m.

## **APPROVED AT THE SEPTEMBER 27, 2017 PUBLIC MEETING:**



**Pam Ryan**  
**Chair, VCC Board of Governors**