

Present:	Andy Dhillon Ghezal Durrani Stacey Edzerza Fox Heather Holden Michal Jaworski Gerda Krause Jeff Lowe	Brian McGibney Claude Rinfret Veda Roodal Persad Jas Sandhu Lane Trotter Inderpreet Singh
Regrets:	Lenora Gates	
Employee Resources:	Ian Humphreys, Provost and VP, Academic and Students Dawn Palmer, Vice President, People Services Ajay Patel, Vice President, External Development Viktor Sokha, Vice President, Administration and Finance	
Constituent Groups:	Scott McLean, President, Langara Faculty Association Rose Palozzi, Representative, CUPE Local 15/VMECW	
Guests:	Chris Arnold Forster, Director, Risk and Internal Controls Joe Cordingley, Acting Associate Director, Budgets & Planning Lisa Fisher, Director, Communications and Marketing Moira Gookstetter, Executive Director, Langara College Foundation Ian McBain, Interim Dean, Faculty of Arts Michael Koke, Director, Financial Services Dylan Rickard, Associate Director, Financial Services	
Recorder:	Diana Falcon, Executive Assistant to the Board of Governors	

1. MUSQUEAM LAND ACKNOWLEDGMENT

The Board Chair delivered the following acknowledgement that Langara College rests on the land of the Musqueam peoples:

I would like to acknowledge the unceded territory of the hə əmi"ə" (hun ga mi num) speaking x"məθk"əy'əmə (Musqueam), on which Langara College is located.

2. CALL TO ORDER

There being a Quorum present, the Board Chair called the meeting to order at 5:10 p.m. He conveyed regrets from those unable to attend, and welcomed all guests and visitors.

3. DISCLOSURE OF CONFLICT OF INTEREST

In accordance with *Board By-Law 200: Code of Conduct and Conflict of Interest*, Board Members were provided an opportunity to declare conflicts of interest for any agenda item that would relate to the ongoing business of the institution. With none declared, the Board Chair proceeded with the meeting.

4. WELCOME TO NEW BOARD MEMBER

4.1 Inderpreet Singh

The Board Chair welcomed new student Board Member, Inderpreet Singh, who was elected for a one-year term. I. Singh shared a bit about his background and insight into his interest in serving on the Board. It was noted that his oath of office had been administered during his orientation session just prior to the Board meeting.

5. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved by S. Edzerza Fox and seconded by G. Durrani

THAT, the Langara College Board approve the agenda and approve/acknowledge the following items on the consent agenda:

5.1 Minutes of the Meeting held on September 28, 2017 - Approved

5.2 Chair's Written Report - Acknowledged

5.3 President's Written Report - Acknowledged

5.4 Board Coordinating Committee

- Minutes of Meeting held October 18, 2017 - Acknowledged

5.5 Board Calendar 2017-18 - Acknowledged

Carried Unanimously

6. CHAIR'S VERBAL REPORT

The Board Chair directed members to his written report attached to the agenda for information and had nothing further to report.

7. PRESIDENT'S VERBAL REPORT

L. Trotter highlighted items in his written report and elaborated on the following:

- On November 15, 2017, he attended a Board of Director's dinner for the Asia Pacific Foundation of Canada. The Foundation provided scholarships for two of Langara's Coop students to do a work-term in Noida, India. Discussion revolved around opportunities for Canada to go abroad and building Canada internationally.
- As Chair of the United Way, he attended the National Philanthropy Day on November 16, 2017, which featured guest speaker David Suzuki. A number of awards were handed out and a special award was given to Joe Segal, Vancouver philanthropist. The Organizing Committee for this event included a number of Langarans from the Langara College Foundation.

8. PRESENTATIONS

8.1 Langara College Foundation - Beyond 49

A. Patel, M. Gookstetter and L. Fisher made a presentation on the Beyond 49 campaign which included the planning of Langara celebrating 49 years on 49th Avenue. The campaign will focus on three key components (alumni relations, fundraising, and branding and anniversary celebration events). They elaborated on the theme, guiding principles, timeline and key milestones of the campaign. Board members were advised on how they could get involved and help make the campaign a success.

[It was noted that M. Gookstetter and L. Fisher left the meeting at 5:35 p.m.]

9. COMMITTEE REPORTS/ RECOMMENDATIONS/ APPROVALS

9.1 Governance and Nominating Committee

S. Edzerza Fox advised that the issue around appointments/reappointments of Board Members has been raised with government. She and J. Sandhu have been in contact with the Ministry and are trying to schedule a meeting. The Board will be updated on the outcome of the meeting.

a. Minutes of Meeting held October 13, 2017

S. Edzerza Fox highlighted the minutes of the Governance and Nominating Committee meeting held on October 13, 2017, attached to the agenda for information.

b. Minutes of Meeting held November 6, 2017

S. Edzerza Fox highlighted the minutes of the Governance and Nominating Committee meeting held on November 6, 2017, attached to the agenda for information. She advised that, as part of Phase 3 of the Board Manual review, the Committee spent a significant amount of time reviewing and editing the By-Laws and Policies attached to the agenda for approval.

a. By-Law 206 - Board Coordinating Committee

It was moved by S. Edzerza Fox and seconded by M. Jaworski

THAT, By-Law 206 - Board Coordinating Committee be approved as presented, and THAT Resolution 310 be rescinded.

Carried Unanimously

b. By-Law 207 - Audit and Finance Committee

It was moved by S. Edzerza Fox and seconded by M. Jaworski

THAT, By-Law 207 - Audit and Finance Committee be approved as presented and THAT Resolution 312 be rescinded.

Carried Unanimously

c. By-Law 208 - Governance and Nominating Committee

It was moved by S. Edzerza Fox and seconded by M. Jaworski

THAT, By-Law 208 - Governance and Nominating Committee be approved as presented, and THAT, Resolution 322 be rescinded.

Carried Unanimously

d. Policy 405 - College Communications

It was moved by S. Edzerza Fox and seconded by J. Lowe

THAT, Policy 405 - College Communications be approved as presented.

Carried Unanimously

e. Policy 425 - Financial Operations, Responsibility and Accountability

It was moved by S. Edzerza Fox and seconded by C. Rinfret

THAT, Policy 425 - Financial Operations, Responsibility and Accountability be approved as presented.

Carried Unanimously

f. Policy 460 - Investments

It was moved by S. Edzerza Fox and seconded by J. Lowe

THAT, Policy 460 - Investments be approved as presented.

Carried Unanimously

g. Policy 480 - Information and Privacy

It was moved by S. Edzerza Fox and seconded by J. Lowe

THAT, Policy 480 - Information and Privacy be approved as presented.

Carried Unanimously

h. Resolution 317 - Signing Authority Designates

It was moved by S. Edzerza Fox and seconded by J. Lowe

THAT, Resolution 317 - Signing Authority Designates be rescinded.

Carried Unanimously

i. Resolution 319 - Access to Information

It was moved by S. Edzerza Fox and seconded by J. Lowe

THAT, Resolution 319 - Access to Information be rescinded.

Carried Unanimously

9.2 Audit and Finance Committee

a. Minutes of Meeting held November 9, 2017

C Rinfret presented the minutes of the Audit and Finance Committee meeting held November 9, 2017, attached to the agenda for information, answered Board member questions, and noted the following:

- Tuition fee increases identified in Appendix A of By-Law 204 - Fees and Charges for Instruction was being presented for approval.
- The Governance and Nominating Committee asked the Audit and Finance Committee to review the by-laws and policies that had financial implications.
- The preliminary 2018/19 Operating and Capital Acquisitions budget was presented for information.
- The Confirmation of Remittances was attached which identified the Board's responsibility to ensure that the College's payroll and statutory remittances were current.

- KPMG provided their findings on the GST Section 211 Election and Recovery and estimated a potential recovery amount of \$590,000. The Audit and Finance Committee and the Board will be advised once the CRA has presented their findings to the College.
- The Ministry Q3 Forecast is due by December 8, 2017, and will be presented to the Audit and Finance Committee for review before seeking Board approval.

a. By-Law 204 - Fees and Charges for Instruction

V. Sokha highlighted his memo attached to the agenda noting that increases to domestic fees are limited by the province to the rate of inflation (not more than 2%). The government requires a minimum 60-day lapse between approval and implementation, therefore approval prior to the end of January 2018 will make the proposed changes effective for the summer term of 2018. International tuition fees are not restricted by the province and will not be adjusted for the next year but in the following year. He advised that effective September 1, 2017, the BC Government implemented a tuition free policy for domestic students accessing ESL and ABE. Government is working with Langara to ensure that the College is compensated for lost tuition revenue from these programs.

It was moved by C. Rinfret and seconded by H. Holden

THAT, the proposed tuition fees for instruction in all programs and courses commencing on or after May 1, 2018, according to the fee schedule attached and marked "Schedule A", be approved.

Carried Unanimously

9.3 Board Assessment Task Force

a. Minutes of Meeting held November 16, 2017

G. Durrani highlighted the minutes of the Board Assessment Task Force meeting held November 9, 2017, attached to the agenda for information.

b. Prioritized Recommendations

G. Durrani noted that at the September Board meeting, the Board asked the Board Assessment Task Force to review the recommendations they put forward for approval, prioritize them, and provide costs. The recommendations in the document attached to the agenda are a result of that request, and are being brought back to the Board for approval. She advised that the Task Force selected the first three items in the prioritised list attached the Board agenda as items: 1a, 1b, and 1c because they are cost-effective and can be implemented almost immediately. She advised that the remaining three items may be revisited in future to determine if they should be implemented or reevaluated.

It was moved by G. Durrani and seconded by V. Roodal Persad

THAT, the Board approved the recommendations for items 1a, 1b, and 1c from the Board Assessment Task Force to improve communication with stakeholders.

Carried Unanimously

10. FOR INFORMATION/ DISCUSSION

10.1 Preliminary 2018/19 Operating and Capital Acquisitions Budget

V. Sokha highlighted the memo attached to the agenda for information noting that the budget process started earlier than it used to. J. Cordingley highlighted the budget in detail, went through the major assumptions, and noted the following:

- The number of students in the 18-24 age range is declining and we will not see an uptick in this demographic trend for approximately 10 years.
- This is the last year of the economic stability mandate (ESM) implemented by the previous government as part of the last round of bargaining.
- The budget includes an increase in the operating grants to compensate for the government's announcement that ABE and ESL are now tuition free for domestic students.
- Two major provisions have been added to the budget for implementation of Enterprise Resource Planning (ERP) – which is a 5 year project - and additional space.
- 2019 is the last year for the CRNBC contract.
- International Student growth is not expected to continue at the same level since we are at capacity in regards to space.
- Any year-end surpluses will be designated to either the ERP project or for Langara's contribution to new facilities.
- It is not anticipated that there will be any significant changes to the budget that will be presented to the Board in March for approval.

10.2 Second Quarter Financial Summary to September 30th

M. Koke highlighted the memo attached to the agenda which provided information on the Second Quarter Financial Summary to September 30, 2017.

10.3 Semi-annual Investment Summary to September 30th

M. Koke highlighted the memo attached to the agenda which provided information on the Semi-annual Investment Summary to September 30, 2017.

10.4 Confirmation of College Remittances

V. Sokha presented his memo on confirmation of College Remittances attached to the agenda for information.

10.5 Academic Restructuring

I. Humphreys highlighted his memo on academic restructuring, attached to the agenda for information, noting that the process was collegially managed within the institution to develop the structure and has taken a year to come to realization. The academic areas have undergone significant growth and the current academic structure no longer supported this growth which has brought challenges and added an enormous administrative burden. An Academic Restructuring Advisory Committee (ARAC) was created with representation across the institution to review work undertaken during a broad, College-wide consultative process and to make recommendations regarding the preferred new academic structure. The ARAC reviewed the proposed structures and ranked them in order of most to least favourable. This resulted in the recommendation for adoption of a five-faculty structure that includes two new stand-alone Faculties: Nursing and Management. The expected cost for implementation is approximately \$980,000 and the restructuring is expected to be in place by 2018. It was noted that the costs have been included in the 2018/19 preliminary budget.

11. EDUCATION COUNCIL REPORTS

The Board Chair reminded Board Members of Section 23 of the BC College and Institute Act that requires Education Council to advise the board on the development of educational policy.

11.1 Report of Meeting held on September 19, 2017

The Education Council Chair highlighted the summary report of the Education Council meeting held on September 19, 2017, attached to the agenda for information. She noted that the meeting was short and did not contain much discussion.

11.2 Report of Meeting held on October 24, 2017

The Education Council Chair highlighted the summary report of the Education Council meeting held on October 24, 2017, attached to the agenda for information, and highlighted new courses and course changes.

It was moved by S. Edzerza Fox and seconded by J. Lowe

**THAT the Education Council Summary Reports for the meetings
held on September 19 and October 24, 2017 be received for information.**

Carried Unanimously

12. BOARD MEMBER REPORTS

12.1 Langara College Foundation Update

On behalf of L. Gates, A. Patel highlighted key fundraising activities identified in the report attached to the agenda for information. L. Gates will bring additional updates as needed.

B. McGibney had an opportunity to visit the new Emily Carr facilities in the Creative Arts area that were quite impressive. He emphasized the importance of keeping connected to other institutions.

13. CONSTITUENT GROUP REPORTS

There was no report.

14. VISITOR'S COMMENTS

There were no comments.

15. NEXT MEETING AND ADJOURNMENT

15.1 Next Meeting

a. Thursday, January 25, 2018

The next Board of Governors meeting is scheduled for **Thursday, January 25, 2018.**

15.2 Adjournment

It was moved by C. Rinfret and seconded by S. Edzerza Fox
THAT, the meeting be adjourned at 6:25 pm.

Carried Unanimously

Jas Sandhu
Chair, Board of Governors

Lane Trotter
President and CEO