

Present: Andy Dhillon
Janelle Dwyer
Lenora Gates
Gerda Krause
Jeff Lowe
Ian Mass
Brian McGibney

Claude Rinfret
Veda Roodal Persad
Jas Sandhu
Simran Sandhu
Inderpreet Singh
Lane Trotter

Regrets: Stacey Edzerza Fox

Employee

Resources: Ian Humphreys, Provost and Vice-President, Academic and Students
Ajay Patel, Vice-President, External Development
Viktor Sokha, Vice-President, Administration and Finance
Dawn Palmer, Vice President People Services

Constituent

Groups: Janet Douglas, Representative, Langara Faculty Association
Rose Palozzi, Representative, CUPE Local 15/VMECW

Guests: Chris Arnold Forster, Director, Risk and Internal Controls
Joe Cordingley, Manager, Budgets, Analysis and Planning
Moirra Gookstetter, Executive Director, Langara College Foundation
Margaret Heldman, Dean, Faculty of Science
Michael Koke, 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 hən̓əmi̓"ə" (hun ga mi num) speaking xʷməθkʷəyʷəm (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 5:00 p.m. He conveyed regrets from those unable to attend, and welcomed all visitors and guests.

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. PRESENTATION

4.1 Langara College Foundation - Annual Update

A. Patel and M. Gookstetter provided an update on the activities of the Langara College Foundation's donor activities, distributions of scholarships and bursaries, campaigns and fundraising initiatives, and governance and operations over the past year. They noted the creation of a Finance and Governance Committees and the expansion of giving to other student support.

5. WELCOME TO NEW BOARD MEMBER

5.1 Simran Sandhu

The Board Chair welcomed new student Board Member, Simran Sandhu, who was elected for a nine-month term replacing former student Board Member G. Durrani. S. Sandhu shared a bit about her background and insight into her interest in serving on the Board. It was noted that her oath of office had been administered during her orientation session.

6. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved by J. Lowe and seconded by C. Rinfret

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

6.1 Minutes of the Meeting held on January 25, 2018 - Approved

6.2 Chair's Written Report - Acknowledged

6.3 President's Written Report - Acknowledged

6.4 Board Calendar 2018-19 - Acknowledged

Carried Unanimously

7. 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.

8. PRESIDENT'S VERBAL REPORT

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

- **India Trip** - had an opportunity to travel to India with the Board Chair and the VP, External Development to continuing to build the College's relationships in India. We were also able to meet with two students, Lucy Morrow and Willie Sin, who were

working at Optimus Information Inc. as part of the college's India Connect Scholarship Program. The students were thankful for the opportunity and will make a presentation to the Board at a future meeting.

- Thank you to United Way colleagues for hosting the spirit awards. I have completed my role as Chair of the United Way and have stepped into the past-Chair role.
- I had an opportunity to attend the Langara Leadership Summit meeting last week hosted by the Student Engagement Centre. Ethics was an interesting topic of discussion and I was pleased that our students are thinking about these issues.

9. COMMITTEE REPORTS/ RECOMMENDATIONS/ APPROVALS

9.1 Audit and Finance Committee

a. Minutes of Meeting held on March 14, 2018

C Rinfret presented the minutes of the Audit and Finance Committee meeting held March 14, 2018, attached to the agenda for information, answered Board member questions, and noted the following:

a. 2018-19 Operating Budget and Capital Acquisitions Budget

V. Sokha presented his memo attached to the agenda and highlighted the 2018-19 Operating Budget and Capital Acquisitions Budget. He noted that the draft budget, based on actual 2017/18 revenue, was first presented to the Board at the November 23rd Board meeting, reflects our assumptions and projections for 18-19, and the final draft contains minor revisions.

J. Cordingley presented the budget in detail and provided particulars to the basic assumptions and changes. International growth is not expected to continue and there is a decline in domestic enrolment due to demographic trends. Additions to instructional areas continue to be made, and the College is assessing proposals for a new ERP system which will have significant capital and operating expenses once operational and a provisional budget has been provided. Provisions have also been made in the budget for new space due to the space constraints at the college. International revenue reflects the spring enrolment for this year which was slightly lower than projected. Discussion ensued and Board Members questions were answered.

L. Trotter thanked V. Sokha, M. Koke, J. Cordingley and the many departments involved in the development of the budget, and the Board echoed those thanks.

It was moved by J. Lowe and seconded by L. Gates

THAT, the 2018/19 Operating Budget and Capital Acquisitions Budget be approved.

Carried Unanimously.

b. Lease Renewal for 601 W. Broadway Campus

V. Sokha highlighted his memo attached to the agenda and noted that the College has leased approximately 16,000 square feet of space at 601 West Broadway in

Vancouver, BC, for approximately 20 years. This lease houses space for various CS programs and will end this December 2018. He noted that the Ministry of Advanced Education requires Board approval for new or renewed leases, and needs sufficient time for government review and approval.

He advised that the Audit and Finance Committee reviewed the options for the renewal of this leased space as per the Lease Amending Agreement attached to the agenda for information. After careful review and consideration, the Audit and Finance Committee recommended renewal of the five-year option. Discussion ensued and Board Members questions were answered.

It was moved by A. Dhillon and seconded by J. Lowe

THAT, the Board authorize the College to sign a five-year lease renewal for the 601 West Broadway, Vancouver, BC, location.

Carried Unanimously

c. Langara College Foundation - Transfer of Funds

C. Rinfret noted that the Audit and Finance Committee were made aware of the projected transfers to the Langara College Foundation as outlined in the memo attached to the agenda. He noted that Finance provided details of the amounts to be transferred and advised that the Building Legacy Fund and International Education Development Fund, as established by Bylaw 204, are fees collected from students that help provide funding for new buildings and support to International initiatives that are aligned with the College's strategic priorities. He further noted that the Ministry is in agreement with the transfer of these funds to the Foundation. V. Sokha provided an explanation of the Building Legacy Fund and that the College is in compliance with CRA's disbursement quota rules in response to a Board Member's question.

It was moved by A. Dhillon and seconded by J. Lowe

THAT, the Board authorize a transfer of funds in the amount of approximately \$1,622,116 to the Langara College Foundation as at March 31, 2018, as follows:

- (a) Matching Donations - \$200,000**
for the 2017 and 2018 fiscal years of the Foundation, and THAT, the College indicate that these funds are for the sole purpose of matching donations received by the Foundation; and

- (b) Building Legacy Fund - \$1,127,566**
for future Langara College capital projects at the Foundation's discretion, in an amount not to be greater than the College's revenues less its expenditures including all other transfers, for the year then ended, provided that any funds so transferred meet the requirements under Public Sector Accounting Standards to be

accounted for as an expense, with such requirements to be agreed to by the College's auditors."

(c) International Education Development Fund - \$294,550

Carried Unanimously.

9.2 Governance and Nominating Committee

a. Minutes of Meeting held February 9, 2018

In the absence of the Chair of GNC, L. Trotter highlighted the minutes of the GNC meeting held February 9, 2018, attached to the agenda for information. He noted that the work that the GNC has been doing on the Board Manual and policies over the past 3-1/2 years should be completed in May 2018.

a. Policy 400 - Vision and Mission

L. Trotter highlighted Policy 400 - Vision and Mission attached to the agenda. He noted that this is a new policy unique in BC that provides a description to the internal and external community of the College's Vision, Mission and Values.

It was moved by I. Mass and seconded by V. Roodal Persad

THAT, Policy 400 - Vision and Mission be approved.

Carried Unanimously

b. Policy 435 - Evaluation of the President's Performance

L. Trotter highlighted Policy 435 - Evaluation of the President's Performance attached to the agenda and highlighted two minor changes to the policy.

It was moved by L. Gates and seconded by B. McGibney

THAT, Policy 435 - Evaluation of the President's Performance be approved.

Carried Unanimously

10. 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.

10.1 Report of Meeting held on January 23, 2018

The Education Council Chair elaborated upon the summary report of the meeting held on January 23, 2018 attached to the agenda for information.

10.2 Report of Meeting held February 20, 2018

The Education Council Chair elaborated upon the summary report of the meeting held on February 20, 2018 attached to the agenda for information.

It was moved by J. Dwyer and seconded by V. Roodal Persad
**THAT, the Education Council Summary Reports for the
meetings held on January 23rd and February 20, 2018, be
received for information.**

Carried Unanimously.

11. BOARD MEMBER REPORTS

11.1 Langara College Foundation Report

L. Gates highlighted her report attached to the agenda for information and encouraged fellow board members to donate their stipend.

B. McGibney noted the Open House for the Fine Arts Department being held on April 18th and the need for a Board Member to attend and bring greetings.

12. CONSTITUENT GROUP REPORTS

None.

13. VISITOR'S COMMENTS

None.

14. NEXT MEETING AND ADJOURNMENT

14.1 Next Meeting

The next Board of Governors meeting is scheduled for **Thursday, May 24, 2018.**

14.2 Adjournment

It was moved by B. McGibney and seconded by C. Rinfret
THAT, the meeting be adjourned at 6:04 p.m.

Carried Unanimously.

Jas Sandhu
Chair, Board of Governors

Lane Trotter
President and CEO