

**Board of Governors
Minutes of a Public Meeting
held on Thursday, March 26, 2020
beginning at 5:00 pm in the Board Room B141,
via Conference call, and
via videoconference**

Present:	Mary Lynn Baum (via video) Darren Bernaerdt (via video) Krisha Dhaliwal (via video) Andy Dhillon (via video) Janelle Dwyer (via phone) Michal Jaworski (via phone)	Ian Mass, Board Chair (via video) Raza Mirani (via video) Rose Palozzi (via video) Savita Rani (via phone) Melissa Roberts (via phone) Lane Trotter, President (in person)
Regrets:	Himanshu Gautam	
Employee Resources:	Ben Cecil, Provost and Vice President, Academic and Students (in person) Jane Mason, Vice President, People and Culture (via phone) Viktor Sokha, Vice President, Administration and Finance (in person) Yusuf Varachia, Vice President, External Development (in person)	
Constituent Groups:	Eleanor Clarke, Chair, Langara College Administrators' Association (via phone) Tasneem Kahn, Representative, CUPE Local 15/VMECW (via phone) Scott McLean, President, Langara Faculty Association (via phone)	
Guest:	Michael Koke, Director, Financial Services (via phone)	
Recorder:	Diana Falcon, Executive Assistant to the Board of Governors	

1. MUSQUEAM LAND ACKNOWLEDGMENT

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

I would like to acknowledge the unceded territory of the hə́əmi"ə" (hun ka mi num) speaking xʷməθkʷəy'əmə (Musqueam), on which Langara College is located.

2. 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.

3. 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 guests.

4. WELCOME TO YUSUF VARACHIA, VICE-PRESIDENT, EXTERNAL DEVELOPMENT

I. Mass welcomed Yusuf Varachia, new Vice President of External Development, to the College. L. Trotter introduced Yusuf noting that he comes to the College from Simon Fraser University. Yusuf provided a brief background on himself and noted that he looks forward to meeting the Board in person. He advised his welcome has been very heart warming and looks forward to serving the College in his capacity as VP, External Development.

5. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved by R. Mirani and seconded by J. Dwyer

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

- 5.1 Minutes of Meeting held January 23, 2020 - Approved**
- 5.2 Chair's Written Report - Acknowledged**
- 5.3 President's Written Report – Acknowledged**
- 5.4 Audit and Finance Committee – Minutes of Meeting held March 12, 2020 – Acknowledged**
- 5.5 President's Committee on Academic Freedom and Freedom of Expression on Campus – Minutes of Meeting held February 4, 2020 – Acknowledged**
- 5.6 Student Enrolment Task Force – Minutes of Meeting held February 6, 2020 – Acknowledged**
- 5.7 Q3 Financial Statements as of December 31, 2019 - Acknowledged**
- 5.8 Confirmation of Remittances - Acknowledged**
- 5.9 Education Council – Reports of Meetings held January 21 and February 20, 2020 – Received for Information**

Carried Unanimously.

6. CHAIR'S VERBAL REPORT

I. Mass advised that due to the COVID-19 issue, of which the staff and faculty have done a tremendous job in a very difficult quarter, a lot of College events have been cancelled. Every day notices that come out are very clear and a measured response to the circumstances, and on behalf of the Board, he thanked everyone for the work that they have been doing.

7. PRESIDENT'S VERBAL REPORT

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

- Thank you to the Board for passing on their appreciation to the employees of the College, and to our students, as we have in the last ten days probably seen one of the most unprecedented times in the history of this institution with COVID-19.
- We have moved over to the online delivery of our programming, which was made possible because of our amazing faculty and employees who kept their focus on student success. We are essentially at 100% online delivery at the moment and the President acknowledged his colleagues at Langara for their work because they have continued to shift to online delivery to ensure our students can complete the Spring term.

- The COVID-19 situation continues to be fluid and we, like the other 24 post-secondary institutions in the province, are following direction from government and the orders of the provincial public health officer. We are looking at what is going on at the national level and the directions given from the national public health officer, Dr. Tam. We are also looking at other impacts. We expect that we will likely be in this for some time but this institution has focused on the well-being of our students and employees. Thank you to the Board for their inquiries about how we are all doing.
- Our Emergency Operations Centre staff have in some cases been working 20+ hours a day for the past two weeks. We have been pulling in their deputies to cover their roles so that they can have some down time. He acknowledged the EOC group under the leadership of Chris Arnold Forster, Director, Organizational Risk and Internal Controls, noting that the EOC have done an amazing job.
- He acknowledged the work of Lisa Fisher, Director, Communications and Marketing and the Communications and Marketing team who make sure that information posted is accurate, factual and timely.
- He thanked the Board for their support during this very interesting time to ensure that the institution remains nimble and flexible.

8. FOR APPROVAL

8.1 2020-21 Operating Budget and Capital Acquisitions Budget

V. Sokha made a presentation on the 2020-21 Operating Budget and Capital Acquisitions Budget and noted the following:

- The budget supports the current Strategic and Academic Plans and the Continuing Studies Business Plan.
- The transparent, consultative, and accountable budget process took into account the College's desire to promote learning, teaching and student success, and to honour commitments and collective agreements.
- The College supports entrepreneurial activities that have a positive return and acceptable risk to help the College achieve a balanced budget required by government.
- Every program is important as highlighted in the budget assumptions. Langara has not increased international tuition fees for four years. At the November 28, 2019 meeting, the Board approved an increase in tuition effective September 1, 2020 where there will be a 6% increase in international tuition fees, and effective May 1, 2020, there will be a 2% increase in domestic tuition fees.
- Revenue vs expense trend shows that the College is at a crossroads where expenses will surpass revenue in the next few years. Management will concentrate on managing this during the next budget cycle so that we will have a balanced budget that meets our needs.
- Management will continue to monitor the effects COVID-19 has on the budget and will advise if an adjusted budget needs to be brought to the Board in future.

A fulsome discussion ensued and Board Members questions were answered.

It was moved by M. Jaworski and seconded by K. Dhaliwal

THAT, the 2020-21 Operating Budget and Capital Acquisitions Budget be approved.

Carried Unanimously

8.2 Langara College Foundation – Transfer of Funds

V. Sokha noted that the projected transfers to the Langara College Foundation, as outlined in the memo attached to the agenda, were presented to the Audit and Finance Committee at their meeting held March 12, 2020. He noted 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 and the College is in compliance with CRA's disbursement quota rules.

Discussion ensued and Board Members questions were answered.

It was moved by R. Mirani and seconded by M. Jaworski

THAT, the Board authorize a transfer of funds in the amount of \$1,707,920 to the Langara College Foundation as at March 31, 2020, as follows:

**(a) Matching Donations - \$200,000
for the 2019 and 2020 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.**

**(b) Building Legacy Fund - \$1,175,145
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 - \$332,775

Carried Unanimously.

9. BOARD MEMBER REPORTS

There was no report.

10. CONSTITUENT GROUP REPORTS

There was no report.

11. VISITOR'S COMMENTS

There were no visitors.

12. NEXT MEETING AND ADJOURNMENT

12.1 Next Meeting

a. Thursday, May 28, 2020

It was noted that the next Board meeting will be held on Thursday, May 28, 2020.

12.2 Conclusion

It was moved by J. Dwyer and seconded by R. Mirani

THAT, the meeting be concluded at 5:27 p.m.

Carried Unanimously.