

Present: Charlene Barkman
David Bowra, Chair
Zdenka Buric
Jacob Cutts
Stacey Edzerza Fox
Kwin Grauer

Gerda Krause
Jeff Lowe
Claude Painter
Anthem Postnikoff
Lane Trotter, President

Regrets: Peter Huron
Jas Sandhu

Employee

Resources: Barry Coulson, Associate Vice President, Administration and Finance
Roy Daykin, CFO and Vice President, Administration and Community Engagement
Ian Humphreys, Vice President, Strategic Planning and Business Development
Vivian Lee, Director, Financial Services
Brad O'Hara, Provost and Vice President, Academics and Students
Dawn Palmer, Associate Vice President, Human Resources

Constituent Groups: Lynn Carter, President, Langara Faculty Association
Raymond Chow, Chair, Langara College Administrators' Association

Guests: Margaret Heldman, Dean, Faculty of Science
Larry Xiong, Director, Institutional Research

Recorder: Diana Falcon, Executive Assistant to the Board of Governors

1. MUSQUEAM LAND ACKNOWLEDGEMENT

S. Edzerza Fox 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 hə́m̓əmi'ə (hun ga mi num) speaking x̣m̓əθk w̓əy̓əm (Musqueam), on which Langara College is located.

2. CALL TO ORDER AND CHAIR'S REMARKS

There being a Quorum present, Chair David Bowra called the meeting to order at 5:30 p.m. He conveyed regrets from those unable to attend, and welcomed guests Margaret Heldman, Dean, Faculty of Science, and Larry Xiong, Director, Institutional Research.

3. INTRODUCTION OF NEW BOARD MEMBERS

D. Bowra welcomed new student board members Jacob Cutts and Anthem Postnikoff who were elected for a one-year term effective October 1, 2014. He offered insights into their backgrounds and interests in serving the College community and advised that their oath of office had been administered during their orientation session.

4. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved by K. Grauer, seconded by C. Painter and unanimously resolved:

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

- 4.1 Minutes of the Public Meeting held September 25, 2014 – Approved
- 4.2 Chair's Written Report – Acknowledged
- 4.3 President's Written Report – Acknowledged
- 4.4 Board Coordinating Committee
 - a) Minutes of the meeting held October 22, 2014 – Acknowledged
- 4.5 New Building Task Force
 - a) Minutes of the meeting held October 8, 2014 – Acknowledged
- 4.6 Langara Students' Union Audited Financial Statements for Fiscal Year Ending April 30, 2014 – Acknowledged
- 4.7 Langara Students' Union Council Report - Acknowledged

5. CHAIR'S VERBAL REPORT

The Chair highlighted two conferences that Board Members attend annually – the College and Institutes Canada (CICan – formerly ACCC) conference and the Association of Governing Boards (AGB) conference. Due to budget constraints, it was recommended and the Board agreed that board members forgo attendance at the CICan conference, and that 2-3 members attend the AGB Conference in 2015. The Chair also advised that in collaboration with BC Colleges and AGB, Langara College would be hosting a one-day AGB workshop in Vancouver on February 13, 2015. He recommended that 4-5 board members attend that session. Anyone interested in attending the AGB Conference or the workshop were asked to contact the Board office.

D. Bowra advised that he received a call from Amrik Virk, Minister of Advanced Education who inquired how the college was doing and to advise that there would be no additional funding coming from government.

6. PRESIDENT'S VERBAL REPORT

L. Trotter provided a verbal report on the following:

- Premier's Trade Mission to India, October 8-19, 2014, attended by L. Trotter, B. O'Hara and A. Patel.
- The Langara College United Way fundraising campaign raised money through craft fairs, hot dog lunches, Santa photos by the Langara Social Club, and distribution of employee payroll deduction forms. Various college staff and professional dancers participated in the "Dancing with Our Stars" Langara edition where Reba Noel and Eddie Henrick were the winners.
- Highlight of meetings with senior staff from the Ministry of Advanced Education in the month of October 2014.
- L. Trotter attended the 2nd annual joint Canada India Business Council/the Indus Entrepreneurs gala dinner on October 3, 2014, as part of the head table.
- Langara hosted a debate between the mayoral candidates for the City of Vancouver on October 22, 2014, to a sold-out audience. Moderated by Gary Mason, a columnist with the Globe and Mail, alumni of Langara College, and the Board Chair of the Langara College Foundation, the candidates were asked a series of questions by a panel which included Langara Journalism faculty member, Frances Bula, and a student from the journalism program.

- L. Trotter attended the 2nd annual Joint Business in Vancouver/McKay forums BC CEO Awards on November 18, 2014.
- On November 20, 2014, L. Trotter made a presentation at a Philosopher's Jam session on a paper he co-authored with a BCIT colleague on Academic Freedom.
- R. Daykin, CFO and Vice President, Administration and Community Engagement will be leaving Langara as he has accepted the CFO position at Okanagan College. He was wished every success in his new endeavour and was thanked for his contributions to Langara College.

7. FOR INFORMATION/DISCUSSION

7.1 Second Quarter Financial Summary to September 30, 2014

B. Coulson highlighted the memo attached to the agenda that provided a financial update for the Second Quarter ended September 30, 2014.

7.2 Semi-annual Investment Summary to September 30, 2014

B. Coulson highlighted the memo attached to the agenda that provided an update to semi-annual investment activity to September 30, 2014. In response to a Board Member's question, he advised that the college adheres to the guidelines within the investment policy that was approved by the Board in December, 2007.

It was recommended that once the Audit and Finance Committee is established, that they review Board Policy 460 - Investments to better understand the policy and come back to the Board with an interpretation. In response to a question, it was noted that the Langara College Foundation will make regular reports to the Board.

ACTION: Audit and Finance Committee

7.3 Key Performance Indicators (KPI) Report

I. Humphreys highlighted the Key Performance Indicators (KPI) Report attached to the agenda for information and noted that the report is required by the Ministry of Advanced Education. He advised that the college set up performance indicators that would provide a better indication of how the institution is doing on a local and national level. L. Xiong, Director, Institutional Research made a presentation on Langara College's Key Performance Indicators (KPI). He highlighted the key performance indicator measures from select institutions across the country: selection criteria, rankings, graduate satisfaction ratings and employment rate, and usefulness of knowledge & skills rating. In response to a question, L. Xiong advised that the institutions were selected based on similar criteria such as similar institutional profiles, programs, geographical representation, available measures, measure comparability, and relevance.

7.4 Policy B3003 – Ethical Conduct

D. Palmer highlighted her memo dated November 20, 2014 attached to the agenda and advised that the college reviewed its Policy B3003 – Conflict of Interest to bring it into alignment with government's direction to standardize codes of ethics/standards of conduct for employees in the public sector. She noted that the major change to the policy was Item 3.20 Post-Employment Restrictions for Senior Leaders. At government's direction, the draft policy has been forwarded to the Public Sector Employers' Council (PSEC) and will be posted to the College website as a "Draft – Pending Formal Approval" by the Ministry deadline of November. The policy will be posted to the website in final form once it has gone through the standard college approval process.

7.5 Governance and Nominating Committee (GNC)

a) GNC Work Plan

S. Edzerza Fox highlighted the GNC Work Plan attached to the agenda for information.

b) Board Evaluation Process

S. Edzerza Fox highlighted her memo dated November 20, 2014, attached to the agenda for information and advised that the Governance and Nominating Committee was made aware that the Board is due for an evaluation process to include the College Community. Due to the recent Presidential search and the turnover in Board membership, this evaluation was not completed for the 2013/14 fiscal year. However, she did note that following the existing evaluation process, the next evaluation will include the college community and will begin in the new year. The Board will receive information at the January 2015 Board meeting.

ACTION: Governance and Nominating Committee

c) Draft Resolution 310 – Board Coordinating Committee

d) Draft Resolution 312 – Audit and Finance Committee

e) Rescinding of Resolution 320 – Audit Subcommittee

S. Edzerza Fox advised that once the Governance and Nominating Committee was established, it was directed by the Board to look at committee structures. The three Board Resolutions attached to the agenda were the final three committees under review and were being presented for information and discussion. The terms of reference for the existing committees were tidied up and two committees were combined into one. The intent was to bring these resolutions back to the Board in January for approval. After a fulsome discussion, the Board had no changes to the resolutions and recommended that they be approved rather than be brought back in January.

It was moved by Z. Buric, seconded by C. Painter

THAT, Resolution #310 – Board Coordinating Committee be approved as presented.

Carried Unanimously.

It was moved by Z. Buric, seconded by J. Lowe

THAT, Resolution #312 – Audit and Finance Committee be approved as presented, and;

THAT, the Members of the Audit and Finance Committee be Charlene Barkman, David Bowra, Kwin Grauer and Jas Sandhu; and

THAT, Kwin Grauer act as Committee Chair.

Carried Unanimously.

It was moved by Z. Buric, seconded by J. Lowe

THAT, Resolution #320 – Audit Subcommittee be rescinded.

Carried Unanimously.

7.6 2015/16 Budget Update

R. Daykin provided an update on the planning process for the 2015/16 Budget and highlighted what has occurred since April to close the budget gap. He noted that a lot of education has been provided to the college community through individual meetings and town halls. A public announcement will be made in mid-late January on what the plan is to close the budget gap and present a balanced budget to the government.

8. EDUCATION COUNCIL REPORTS

D. Bowra 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.

8.1 Report of the Meeting held on September 23, 2014

G. Krause highlighted the summary report of the Education Council meeting held on September 23, 2014, attached to the agenda and highlighted course changes, Continuing Studies new and revised certificate programs, and revisions to the Continuing Studies Singer-songwriter certificate program to be eligible for student loans.

8.2 Report of the Meeting held on October 21, 2014

G. Krause highlighted the summary report of the Education Council meeting held on October 21, 2014, attached to the agenda and noted new program proposals, program changes – especially to the Post Degree Diploma in Nursing Practice in Canada to allow the program to be offered to nurses from other countries other than India, new courses, revisions to the Continuing Studies Digital Music certificate program to be eligible for student loans, and an additional Fall intake for PDD in Business Administration and Marketing.

G. Krause noted that Continuing Studies student loan eligible programs go to Education Council for approval and other Continuing Studies programs go to Education Council for information.

It was moved by C. Painter, seconded by A. Postnikoff

THAT, the Education Council Summary Reports for the meetings held on September 23, 2014 and October 21, 2014 be received for information.

Carried Unanimously.

9. BOARD MEMBERS' REPORT

Nil.

10. CONSTITUENT GROUP REPORTS

R. Chow advised that the Langara College Administrators' Association (LCAA) would like to thank R. Daykin for his contribution and service to Langara College and wish him well in his new position.

R. Chow advised that the LCAA and the Langara Employee Development Centre (LEDC) hosted a workshop on "Difficult Conversations" with Claire Simpkins.

11. VISITORS' COMMENTS

Nil.

12. NEXT MEETING AND ADJOURNMENT

12.1 Next Meeting

The next Board of Governors meeting is scheduled for **Thursday, January 22, 2015.**

12.2 Adjournment

There being no further business, the meeting adjourned at 1913 hours (7:13 p.m.)

David Bowra
Chair, Board of Governors
Langara College

Lane Trotter
President and CEO
Langara College