

**Board of Governors
Minutes of a Public Meeting
held on Thursday, June 25, 2020
beginning at 5:00 pm in the Board Room
and via Zoom Teleconferencing**

Present: Mary Lynn Baum Raza Mirani
Darren Bernaerd Ian Mass, Board Chair
Krisha Dhaliwal Rose Palozzi
Janelle Dwyer Savita Rani
Andy Dhillon Melissa Roberts
Michal Jaworski Lane Trotter, President

Employee Resources: Margaret Heldman, Acting Vice-President, Academic
Jane Mason, Vice-President, People and Culture
Viktor Sokha, Vice-President, Administration and Finance
Yusuf Varachia, Vice-President, External Development

Constituent Groups: Eleanor Clarke, Representative, Langara College Administrative Association
Tasneem Khan, Representative, CUPE Local 15/VMECW
Scott McLean, President, Langara Faculty Association

Guest(s): Chris Arnold Forster, Director, Risk and Internal Controls
Eileen Chin, Associate Director, Finance and Purchasing
Moiria Gookstetter, Executive Director, Langara College Foundation
Susan Kelsell, Dean, Faculty of Management
Michael Koke, Director, Financial Services
Larry Xiong, Director Institutional Research

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 hə́míꞵəꞵ (hun ga mi num) speaking xʷməθkʷəyʹəm (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 guests. L. Trotter introduced Susan Kelsell, new Dean, Faculty of Management.

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. PRESENTATIONS

4.1 Langara College Foundation Annual Report to the Board

Y. Varachia introduced M. Gookstetter who made a presentation to the Board on the work and progress of the Langara College Foundation over the past year. She highlighted the Beyond 49 campaign successes and noted a milestone where the Foundation reached the \$1M mark for donations for the first time in any given year. After her presentation, M. Gookstetter thanked the Board for their leadership and philanthropic support of the Foundation over the past year. The Board thanked M. Gookstetter for her presentation and acknowledged the work of the Foundation and especially the support the Foundation and the College have provided to students during COVID-19.

[It was noted that M. Gookstetter left the meeting at 5:20 pm]

5. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved by M. Jaworksi and seconded by S. Rani

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

- 5.1 Minutes of Board Meeting held May 28, 2020 - Approved**
- 5.2 President's Report - Acknowledged**
- 5.3 Chair's Written Report – Acknowledged**
- 5.4 Notice of Election of Board Vice Chairs – Acknowledged**
- 5.5 Protected Disclosure/Compliance Officer Report – Acknowledged**
- 5.6 FTE Enrolment Report for the Year Ended March 31, 2020 – Acknowledged**
- 5.7 Semi-Annual Investment Summary to March 31, 2020 – Acknowledged**
- 5.8 Confirmation of College Remittances - Acknowledged**
- 5.9 Education Council Report of meeting held May 19, 2020- Received**
THAT, the Education Council Report for the meeting held May 19, 2020, be received for information.

Carried Unanimously

6. ELECTION OF BOARD CHAIR

With L. Trotter as Chairperson, the election for the position of Board Chair took place at 5:22 pm. Board members had been notified at the May Board meeting that the election of the Board Chair would be held at this meeting. L. Trotter advised that an email calling for an Expression of Interest or Nominations for the Board Chair position was sent to Board Members on June 3, 2020. L. Trotter advised that J. Dwyer nominated I. Mass. L. Trotter asked I. Mass if he would accept the nomination. I. Mass confirmed acceptance of the nomination. L. Trotter called for other expressions of interest or nominations three more times. There being no further expressions of interest or nominations, in accordance with Bylaw 201 I. Mass was declared Board Chair by acclamation for a one-year term effective August 1, 2020. The President handed the meeting back to the Board Chair at 5:24 pm.

7. CHAIR'S VERBAL REPORT

The Board Chair advised that he had nothing to add to his written report.

8. PRESIDENT'S VERBAL REPORT

In addition to his written report attached to the agenda, the President provided the following verbal report to the Board:

- He thanked Registrar and Enrolment Services (RES), Communications & Marketing and other members of the community for developing the virtual graduation ceremony that occurred on June 17, 2020. They did a fantastic job to make the day special for our students, their families and members of the College community.

9. COMMITTEE REPORTS/RECOMMENDATIONS/APPROVALS

9.1 Audit and Finance Committee

a. Draft Minutes of Audit and Finance Committee meeting held June 10, 2020

A. Dhillon highlighted the draft minutes of the Audit and Finance Committee meeting held June 10, 2020, attached to the agenda for information. He highlighted that the auditors commended Senior Management on the work that they did especially with the challenges that COVID presented.

b. Audited Financial Statements for FY ended March 31, 2020

V. Sokha thanked the Finance team, especially M. Koke and E. Chin, for the work that was done during this unusual situation where at the last minute they were required to perform the audit remotely without the auditors present. M. Koke thanked the Finance Team and especially Eileen Chin, Associate Director of Finance and Purchasing, and Ann O'Melinn, Manager, Financial Services for the tremendous amount of work they did on the audit during COVID-19. They went above and beyond to ensure we had a successful audit.

M. Koke highlighted his memo attached to the agenda that provided details of the Audited Financial Statements for FY ended March 31, 2020. He advised that the Financial Statements were presented and reviewed by the Audit and Finance Committee at its meeting held June 10, 2020, as reflected in the minutes of the AFC meeting attached to the agenda.

He highlighted the Balance Sheet and noted an increase in cash balances due mostly to Workday and the T Building incident. Deferred revenue increases comprised of substantial ups and downs consisting of a \$12.3M decrease for amounts collected for the summer semester. Traditionally we begin taking in amounts in March but due to COVID registration was delayed until April so we did not see those amounts on our balance sheet. It is strictly a timing issue. However, this was offset by a \$13.4M increase as a result of the Immigration Canada Student Direct Stream Program which requires a deposit from students in order to obtain their Visa to attend College. He also touched on major capital projects that occurred during the year.

Discussion ensued and Board Members questions were answered.

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

THAT, the Financial Statements of Langara College for the fiscal year ended March 31, 2020 be approved.

Carried Unanimously

c. Audit Findings Report for FY ended March 31, 2020

A. Dhillon highlighted the report from KPMG on the Audit Findings Report for the fiscal year ended March 31, 2020 noting that the audit was excellent and resulted in a clean opinion. One of the key impacts on the audit this year was COVID-19 which required the Auditors and the Finance Team to

perform the audit remotely. The Auditors commented that there were no delays as the Senior Management team ensured they were able to electronically perform the audit and the Auditors were able to provide us with an opinion on time. A. Dhillon highlighted the areas that KPMG focused on during the audit which included:

- The financial impact of reporting during COVID-19 meant they had to enhance their procedures specifically around how our processes work within the College. They did not note anything specific or significant that had any impact on balances that the system reported.
- Workday system implementation and one of the key focuses was to ensure that data transfer from the legacy Banner system to Workday was complete and accurate and there were no issues in terms of losing information along the way.
- Accounts Payable and accrued liability and expenses primarily due to the sheer size of what Langara incurs. No issues of significance were noted.
- Deferred Capital Contributions and Tangible Capital Assets focused on the T Building incident that occurred in April 2019 noting that Management appropriately dealt with how to financially report that item on the financial statements.
- They highlighted capitalization vs expensing for Workday costs that were deferred by the College and they supported and agreed with Management's treatment of those expenses.
- One item on the Summary of Adjustments and Differences that should be noted is a reconciliation item for \$2.3M that had come to the Auditor's attention. This arose due to the challenges the College was dealing with specifically around Workday and COVID-19 and the requirement to work remotely. KPMG is comfortable that this is a one-off item which should not occur again.

The Office of the Auditor General was part of this audit as an observer and does their own opinion, and they provided a clean opinion and had no finance issues that needed to be addressed.

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

THAT, the Audit Findings Report for the fiscal year ended March 31, 2020 be approved.

Carried Unanimously

d. Accountability Plan and Report for the 2019/20 Reporting Cycle and the 2020/21 to 2022/23 Planning Cycle

Y. Varachia thanked L. Xiong and his team and all units across campus for providing the information in this report. He apologized for the last-minute changes to the document as the Ministry changed this year how they would like to receive the information by moving it to a table as an appendices at the end of the document, but the wording and the content remains the same. He provided background on the Accountability Plan and Report for the 2019/20 Reporting Cycle and the 2020/21 to 2022/23 Planning Cycle as a document we are required to submit annually to the Ministry and noted that the document embraces how the College is working to achieve its objectives. The document outlines the roles, responsibilities and expectations of the government and the College. The Accountability Plan and Report provides a median for the College to communicate its current and future goals and report on its progress towards the internal targets set by the Ministry. This is also an opportunity for the public to receive an introduction about the College and its development and performance. This year we have added a COVID-19 section to inform the public and the Ministry what the impact was and how the College responded.

The Board congratulated the College and the Institutional Research Team on another very good report. L. Xiong thanked the Board noting that the report is due to the Ministry by July 15, 2020. Once reviewed and approved by the Ministry it is then posted on the Ministry and the College's websites for public access. He advised that some of the targets are still coded "TBD" as we are still waiting for the

information from the Ministry. Once the information is received the report will be updated before it is sent to the Ministry for final approval and posted to the website.

In response to a Board Members question if the Special Advisor to the President was able to review the report, especially the items that relate to the Truth and Reconciliation Commission (TRC), if she had a chance to respond to it, and if she was pleased with the content, Y. Varachia advised that they are working on the Langara Indigenous Strategy of which the Special Advisor to the President sits on the Committee. She has provided a lot of input and this document will be shared with the Committee. He advised that he will be meeting with the Special Advisor next week to go through the document again and will be able to advise the Board of her thoughts on the document after the meeting. He advised that we will see some great things happening with the community and the college by working with the Indigenous Strategy and moving it forward.

I. Mass advised that he and L. Trotter met with the Minister of Advanced Education, Skills and Training last summer (2019) to review the Accountability Report. He noted that the Minister had read it, noted that it was very detailed, and was very pleased and satisfied with it. Discussion ensued and Board Members questions were answered.

It was moved by ML Baum and seconded by M. Jaworski

THAT, the Accountability Plan and Report for the 2019/20 Reporting Cycle and the 2020/21 to 2022/23 Planning Cycle be approved.

Carried Unanimously

10. HUMAN RIGHTS REPORT 2019-2020

The College is required under Bill 23 to report labour relations issues annually to the Board.

J. Mason highlighted the summary report (attached to the agenda for information) that captures the labour relations, respectful workplace and human rights incidents that occurred from June 1, 2019 to May 31, 2020, with the exception of the sexual violence incidents that are reported in the calendar year of the reporting period. She reported the following:

- There were no new grievances on file and there were a couple of outstanding grievances still being worked through from previous years.
- We generally have excellent collaboration and dialogue that takes place between Human Resources and our three unions: LFA, CUPE, and BCNU. There has been some unrest within the College community in the last three months due to COVID that has affected employee relations as the transition to working remotely has brought up many new and challenging issues that has affected all employees (ie remote teaching, switching to working remotely from home, etc.). The faculty and the Langara Faculty Association (LFA) in particular have raised a number of concerns with leadership at the College and we are working through those concerns to hopefully lead to a resolution.
- There are three extremely challenging Human Rights complaints, two that are at the Tribunal, which we continue to work through.
- The Human Rights Policy is still in need of revision and work has commenced. There were three policies that are similar in nature – Human Rights Policy, Sexual Violence and Misconduct Policy, and Respectful Workplace Policy. We have completed the Sexual Violence and Misconduct Policy and in tandem are working on consistency between the policies as it relates to definitions, actions, investigations, etc., to have more streamlined and consistent processes between the different mechanisms.
- Since COVID-19 we have seen a significant increase in respectful workplace complaints but we are just a small mirror in the broader spectrum of what is happening within our society. People have anxiety and other concerns - they remain in closed quarters, some do not have appropriate working space, people are isolated and unable to access some of the resources, and a number of other issues. Since moving online,

there is a tendency for people to perhaps say things in writing that they would not normally say in person. This is becoming an area of concern and we are looking at ways to support the college community to maintain respectful communication while at the same time being able to address their concerns.

- We offered a series of workshops last year on crucial conversations, dispute resolution, dealing with change and change management that were very well received with evaluations above 95%. We were going to continue with this form of education in person this year, but are now looking at different ways that we can provide support for people. We have not actually launched anything at this time.
- Over the next year we plan on completing the Respectful Workplace Policy and have been providing one-on-one coaching and education sessions to individuals that are finding it challenging getting along with their coworkers. We have had some very positive responses.
- We have a very robust Sexual Violence Ambassador Program and are looking at expanding it. The idea and the goal is that there is someone in each of the departments within the college where people can feel comfortable to disclose, ask a question, or be recommended for services and supports as needed. The ambassadors are trained to point people in the right direction. We do not offer legal advice but we do try to get people support and help them make the next step. She thanked Maggie Ross, Director, Student Conduct & Academic Integrity, who is responsible for this program.
- M. Ross worked with her provincial counterparts in revising the Sexual Violence and Misconduct Policy to look at the purpose and principles of the policy to make sure that the scope of it was clear and identified what we had jurisdiction over so anyone reading it would know exactly what the policy covered. Additional definitions were added to help support readability, the processes regarding disclosure and formal reporting were streamlined, and a permanent resolution process was added. For clarity it was also added that the college does not provide legal advice.

J. Dwyer advised that she appreciated the detail, thoughtfulness and skill of the report and finds the report incredibly informative and educational.

11. BOARD MEMBER REPORTS

M.L. Baum advised that she was able to attend the virtual Beyond 49 and Graduation Ceremony and appreciated the opportunity to be in touch with the spirit of celebration even if we could not be there in person.

12. CONSTITUENT GROUP REPORTS

There was no report.

13. VISITOR'S COMMENTS

There were no comments.

14. NEXT MEETING

14.1 Thursday, September 24, 2020

The next Board of Governors meeting is scheduled for Thursday, September 24, 2020. Due to COVID-19, the meeting will be held via Zoom teleconference.

15. CONCLUSION

It was moved by M. Roberts and seconded by R. Palozzi
THAT, the meeting conclude at 6:04 p.m.

Carried Unanimously.