

**Langara College Board of Governors
Meeting Minutes
Public Meeting
Thursday, March 23, 2023, 5:30 pm
Board Room B141 and via Zoom**

Board Members:

Maria Alonso	Tess MacMillan, Chair, Education Council
Mary Lynn Baum	Raza Mirani (regrets)
Paula Burns, President and CEO	Ian Mass
Armor Valor Corrales	Scott Murray
Krishna Dhaliwal	Rose Palozzi
Janelle Dwyer	Cole Rheaume (via Zoom)
Stephen Howard (via Zoom)	Melissa Roberts (via Zoom)
Michal Jaworski, Board Chair	Sophie Won (regrets)

Employee Resources:

Margaret Heldman, Provost and Vice-President, Academic
Michael Koke, Vice-President, Administration and Finance
Jane Mason, Vice-President, People and Culture (regrets)
Yusuf Varachia, Vice-President, External Relations & Community Engagement

Constituent Groups:

Steven Brouse, Representative, CUPE Local 15/VMECW
Pauline Greaves Aylward, President, Langara Faculty Association (regrets)
Rosi Woodley, Chair, Langara College Administrators Association

Guest(s):

Anne Baxter, Director, Organizational Risk and Internal Control
Darren Bernaerdt, Interim Dean, Faculty of Arts
Eileen Chin, Director, Financial Services
Gerda Krause, Dean, Faculty of Science
Eva Lau, Associate Director, Financial Planning & Analysis
Stewart McGillivray, External Visitor
Debbie Mohabir, Secretary-Treasurer, CUPE Local 15 (via Zoom)

Recorder:

Alice Hsu, Executive Assistant to the President

1. CALL TO ORDER

There being a Quorum present, the Chair called the meeting to order at 5:30 pm. He conveyed regrets from those unable to attend and welcomed all guests.

2. LAND ACKNOWLEDGMENT

The Board Chair acknowledged that Langara College is located on the traditional and unceded territory of the Musqueam people. He also acknowledged the Indigenous peoples of all the lands the online participants were calling in from remotely to the meeting. He acknowledged the importance of the lands that we each call home. We do this to reaffirm our commitment

and responsibility to reconciliation, and to the importance of our relationships with First Nations and Indigenous peoples.

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 disclosed, the meeting proceeded.

4. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved by K. Dhaliwal and seconded by S. Murray

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

4.1 Minutes of Meeting held January 26, 2023 – Approved

4.2 Confirmation of Remittances – Acknowledged

4.3 Financial Summary to December 31, 2022 – Acknowledged

Carried Unanimously.

5. PRESIDENT'S REPORT

P. Burns referred to her written President's report attached to the agenda and highlighted her trip to Thailand for Asia-Pacific Association for International Education (APAIE) Conference 2023 and signing an MOU with a university there. She noted that the connection with the university was made through our field studies faculty member K. Wong, and our Langara Global team has done an incredible job to develop partnerships with other colleges and universities around the world.

P. Burns also talked about the Applied Research Day that was held on this Board meeting day, March 23rd, and saw 23 projects displayed by students and faculty.

In response to Board members' requests, P. Burns provided more information on her meeting with the Board of the Langara Students' Union, the meeting with Vancouver Metropolitan Orchestra, and the MOU signing with Capilano University that were mentioned in her President's Report. She also invited M. Heldman to provide more information about the MOU.

7. COMMITTEE REPORTS/APPROVALS

7.1 Audit and Finance Committee (AFC)

a. Draft Minutes of AFC Meeting held March 13, 2023

Scott Murray, Chair of the Audit and Finance Committee, highlighted the draft minutes of the Audit and Finance Committee meeting held March 13, 2023 attached to the agenda for information.

b. 2024 Operation Budget and Capital Acquisitions Budget

M. Koke thanked all the people in the College community who were involved in the budget process, particularly the Financial Planning and Analysis team and the leadership in that area – E. Chin and E. Lau, who were in attendance at the meeting. He then talked about the changes to the budget process for FY2024, investments for new initiatives, how increasing interest rates impacted the budget, and some uncertainties originating from the ongoing collective bargaining and the Workday Student Information System that continues to evolve and change.

M. Koke advised that the team will continue to monitor the College's actual financials on a regular basis and noted that significant work has also been put into updating our average cost per workload unit, which represents the average direct labour costs for the College to deliver a course, and updating communications in the College community. Last, he provided explanations for the decrease in scholarships and bursaries, and a significant decrease in other expenses.

In response to Board Members' questions, M. Koke provided more information on the new investment in cybersecurity after seeing the well-publicized cybersecurity incident that happened at Okanagan College, and M. Heldman provided information on PebblePad, an electronic portfolio platform that allows students to put their work into this software platform and utilize it for future employment purposes.

It was moved by AV Corrales and seconded by R. Palozzi

THAT, the FY2024 Operating Budget and Capital Acquisitions Budget be approved.

c. Langara College Foundation – Transfer of Funds

M. Koke advised that this is an item brought forward every year regarding the money the College transfers to the Langara College Foundation, typically at the end of our fiscal year. He noted that the motion brought forward this year has been simplified compared to previous years, making it more understandable. He then briefly provided information on each of the funds being transferred to the Foundation. He also noted that, in the year 2022, there was a fund for Indigenous Matching for Bursaries and Scholarships, and he invited Y. Varachia to explain the reason for not including it this year.

Discussions ensued and M. Koke and Y. Varachia answered Board members' questions.

It was moved by ML Baum and seconded by AV Corrales

THAT, the Board authorize a contribution of funds in the amount of \$1,693,264 to the Langara College Foundation as at March 31, 2023, as follows:

(a) Matching Donations - \$200,000 for the 2023 fiscal year 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 - \$1,156,464 for future Langara College capital projects at the Foundation's discretion.

(c) International Education Development Fund - \$336,800

Carried Unanimously.

6.2 Governance and Nominating Committee (GNC)

a. Summary Report of GNC Meeting held March 7, 2023

J. Dwyer, who stepped in for the Chair of the Governance and Nominating Committee R. Mirani, referred to the March 7, 2023 GNC Meeting Summary Report attached to the agenda and asked if anyone had any questions, and no questions were raised.

b. Policies and By-Laws for Five-Year Review

a. Policy 435: Evaluation of the President and CEO's Performance

J. Dwyer advised that Policy 435 – Evaluation of the President and CEO's Performance went to GNC for its five-year review and the recommended amendments were being brought forward for the Board's approval.

P. Burns highlighted the key changes to the Policy and noted that the amendments were aligned with her employment contract.

Discussions ensued and two corrections were identified by the Board:

- section (4.4): delete "formal"
- section (5.1): replace "self-assessment" with "self-evaluation"

It was moved by R. Palozzi and seconded by K. Dhaliwal

THAT, with the above noted corrections, the Board approve the revised Policy 435.

Carried Unanimously.

In response to a Board member's question, J. Dwyer clarified that the past practice of doing a 360-review for the President is not formally required in Policy 435 but she will pass on the question to the GNC Committee Chair to consider if it is not found required in other Board policies.

7. EDUCATION COUNCIL REPORT

7.1 Summary Report of Meeting held January 24, 2023

T. MacMillan highlighted the summary report of the Education Council meeting held on January 24, 2023. She noted that the new Design Formation course DSGN 1400 – Decolonizing the Design Process was created to respond to the Truth and Reconciliation Commission calls to

action, also aligned with the Indigenization goals set in our Strategic Plan and Academic Plan. D. Bernaerdt provided more information on what this new course is about and advised that January 2024 is the target offering day for this new course.

It was moved by AV Corrales and seconded by R. Palozzi

THAT, the Summary Report of the Education Council meeting held on January 24, 2023 be received.

Carried Unanimously.

8. BOARD MEMBER REPORTS

ML Baum provided a debrief on the Langara College Foundation Board meeting held on February 21, 2023 where the Foundation Executive Director Simone LeBlanc presented a new strategic approach focusing more on partnerships, donor relationships, especially with larger donors, and accountability. Staff training is underway to support these changes, alongside efforts to enhance efficiency, accountability metrics, and financial goals. ML Baum also mentioned her participation in two events: The Writer in Residence Program event supported by the Foundation, and KPMG Advanced Education Symposium that included sessions on student experience and Equity, Diversity, and Inclusion.

Y. Varcha answered Board Members' questions about the Foundation's focus on accountability.

Initiated by M. Alonso, the Board had a brief discussion on student well-being and mental health concerns and how to promote the College events to our students post-pandemic.

The Board Chair encouraged Board members to attend the Ministry of Post-Secondary Education and Future Skills Board Governance Workshop scheduled for April 17, 2023.

9. STAKEHOLDER MEMBER REPORTS

There was no report.

10. VISITOR'S COMMENTS

There were no comments.

11. NEXT MEETING

11.1 Thursday, May 25, 2023

The next Board of Governors meeting is scheduled for Thursday, May 25, 2023.

14. ADJOURNMENT

It was moved by AV Corrales and seconded by M. Alonso
THAT, the meeting be adjourned at 6:35 pm.

Carried Unanimously.

Michal Jaworski
Chair, Board of Governors

Paula Burns
President and CEO