

Board Members:

Andy Dhillon
Janelle Dwyer
Stacey Edzerza Fox
Lenora Gates
Jeff Lowe

Brian McGibney
Veda Roodal Persad
Jas Sandhu, Chair
Simran Sandhu
Lane Trotter, President

Regrets: Gerda Krause
Ian Mass

Claude Rinfret

Employee Resources:

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

Constituent Groups:

Eleanor Clarke, Chair, Langara College Administrators' Association
Scott McLean, President, Langara Faculty Association
Rose Palozzi, Representative, CUPE Local 15/VMECW

Guest(s): Chris Arnold Forster, Director, Risk and Internal Controls
Jacqueline Bradshaw, Dean, Faculty of Social Sciences
Michael Koke, Director, Financial Services
Dylan Rickard, Associate Director, Financial Services
Inderpreet Singh, former Student Board Member
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 hə əmi"ə" (hun ga mi num) speaking x"məθk"əy'əmə (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.

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 TO DEPARTING BOARD MEMBERS

4.1 Stacey Edzerza Fox

L. Trotter thanked Stacey Edzerza Fox for her service to the Board over the past six years. Since her appointment, Stacey has held many positions at the College with the most recent being that of Board First Vice Chair and Chair of the Governance and Nominating Committee. Over the last four years, she led the revamping of the Board Governance Policy Manual going from 53 By-Laws, Policies and Resolutions to 21. She was also instrumental in overseeing the improvement to the Board Assessment tool. Having a young family is challenging enough, but Stacey gave a lot of time and made many sacrifices for the College including family time. On behalf of the Board, the President presented her with a token of appreciation and she received a round of applause from the Board.

4.2 Jeff Lowe

L. Trotter thanked Jeff Lowe for his service to the Board since his appointment six years ago. He has served as Chair of the Governance and Nominating Committee, has held both First and Second Vice Chair positions, was a member of the New Building Task Force overseeing the construction of the Science and Technology building that was on time and under budget, and was a member of the Audit and Finance Committee. Jeff is thoughtful, wise and collegial, and Langara has been very lucky to have his knowledge and expertise to assist the Board through a variety of issues that arose. Jeff's diligence on our Risk Register has resulted in Langara having one of the best risk registers in the province. Jeff's knowledge and insights have moved the college forward. He has been supportive of the President, thoughtful and ethical, and will truly be missed. On behalf of the Board, the President presented him with a token of appreciation and he received a round of applause from the Board.

4.3 Jas Sandhu

Expressions of appreciation and gratitude were conveyed to current Board Chair, Jas Sandhu for his contribution to the Board's work over the last six years, including the last year as Board Chair, and the many positions he has held and committees he has served on during his membership on the Board. Jas' construction background and knowledge assisted the College in delivering the Science and Technology building on time and under budget. As humble as he is, Jas played a critical role in helping the College build strong relationships with the various

High Commissioners from India to Canada, the Indian consul Generals in Vancouver, the Asia Pacific Foundation, and many other groups. He also assisted the College to build relationships within the local business community. A constant professional, Jas has helped the College address some very sensitive issues and has been a great representative of the Board. On behalf of the Board, the President presented him with a token of appreciation and he received a round of applause from the Board.

4.4 Simran Sandhu

Expressions of appreciation and gratitude were conveyed to student-elected Board member Simran Sandhu for her contribution to the Board's work over the last year. On behalf of the Board, the Board Chair presented her with a token of appreciation and she received a round of applause from the Board.

4.5 Inderpreet Singh

Expressions of appreciation and gratitude were conveyed to student-elected Board member Inderpreet Singh for his contribution to the Board's work over the last year. On behalf of the Board, the Board Chair presented him with a token of appreciation and he received a round of applause from the Board.

5. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved by S. Edzerza Fox and seconded by J. Lowe

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

- 5.1 Minutes of the Board Meeting held May 24, 2018 - Approved**
- 5.2 Chair's Written Report - Acknowledged**
- 5.3 President'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, 2018 - Acknowledged**
- 5.7 Semi-annual Investment Summary to March 31, 2018 - Acknowledged**
- 5.8 Confirmation of College Remittances - Acknowledged**
- 5.9 Board Calendar: 2018-19 - Acknowledged**

Carried Unanimously.

6. ELECTION OF BOARD CHAIR

6.1 Nomination Received for Ian Mass

With L. Trotter as Chairperson, the election for the position of Board Chair took place. Board members had been notified at the May 24, 2018 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 May 10, 2018. L. Trotter advised that J. Dwyer nominated I. Mass. L. Trotter advised that I. Mass was not able to attend this Board meeting but has confirmed that he would accept the nomination. L. Trotter called for other expressions of interest or nominations three more times. There being no further interest or nominations, in accordance with Bylaw 201 I. Mass was

declared Board Chair by acclamation for a one-year term effective August 1, 2018. The President handed the meeting back to the Board Chair.

7. CHAIR'S VERBAL REPORT

J. Sandhu noted that this is his last meeting as Chair of Langara College and thanked the President and the Senior Leadership Team for their support and assistance in helping him through the process. He noted that when you have the trust of the President who works very hard, it makes the Chair's job easier. He also thanked the College for the opportunity to serve the community as a member of the Langara College Board of Governors.

8. PRESIDENT'S VERBAL REPORT

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

- On June 4th and 5th the College held its 52nd annual convocation ceremony for the first time off campus at the Orpheum Theatre. Holding it off campus enabled the College to accommodate a larger number of family and guests of the students. He conveyed thanks to the employees for making it a special and memorable event for our students and their families.
- A. Patel highlighted the British Columbia Council for International Education (BCCIE) conference which was held from June 17-20 in Vancouver. Langara College was one of the sponsors of the event. Over 600 participants attended the conference, with 72 representatives from Langara College. The focus of the conference was Internationalization, and an Intercultural stream was incorporated with our sponsorship contribution. Experts from around the world and within the college attended and we received very positive feedback from our own employees and faculty of other institutions. Langara is trying to lead the way on the intercultural piece to show that we care about our diverse learners. Gail Sparrow brought the Musqueam acknowledgement and the conference included Keynote Speaker, the Right Honorable Kim Campbell, former Prime Minister of Canada and a former instructor at Langara College. He noted that Internationalization resonated with many people at the conference.

9. COMMITTEE REPORTS/ RECOMMENDATIONS/ APPROVALS

9.1 Audit and Finance Committee

In the absence of Claude Rinfret, Chair, Audit and Finance Committee, A. Dhillon presented the following items:

a. Minutes of Meeting held June 6, 2018

A. Dhillon presented the minutes of the Audit and Finance Committee meeting held on June 6, 2018, attached to the agenda for information and noted that due to confidentiality, items 5.6, 5.7 and 5.8 have been redacted.

b. Approval of Audit Findings Report

A. Dhillon presented the Audit Findings Report attached to the agenda. He noted that there were no control risks, control deficiencies, or fraud risks identified for the year ended March 31, 2018. Certain uncorrected and corrected audit misstatements included in the Audit Findings report were referenced and it was noted that there is no impact to

the audit findings as a result of these adjustments. He noted that the audit reflects a “clean opinion” which means that the Financial Statements represent fairly the financial position of the College. Discussion ensued and Board Members questions were answered.

It was moved by S. Edzerza Fox and seconded by J. Lowe

THAT, the Audit Findings Report for the year ended March 31, 2018, be approved.

Carried Unanimously.

c. Approval of Audited Financial Statements

M. Koke highlighted particulars of the Audited Financial Statements for the year ended March 31, 2018, attached to the agenda, which were presented to the Audit and Finance Committee on June 6, 2018. Of note was the significant surplus due to revenues that were above budget, expenses that were significantly below budget, and from unfilled positions and contingencies built into the budget that were not used during the year. He thanked the Financial Services team for their work with the Auditors and commended them on presenting a clean audit. Next steps, once approved, is to send them to the auditors for finalization and then to the Ministry before their deadline of June 22, 2018.

It was moved by J. Dwyer and seconded by S. Edzerza Fox

THAT, the Audited Financial Statements of Langara College for the year ended March 31, 2018, be approved.

Carried Unanimously

d. Accountability Plan and Report

a. 2017/18 Reporting Cycle and 2018/19 to 2020/21 Planning Cycle

A. Patel provided background on the Accountability Plan and Report as a document we are required to submit annually to the Ministry. The document embraces how the College is working to achieve its objectives.

L. Xiong presented the Accountability Plan and Report and acknowledged the exceptional teamwork of colleagues without whom this report would not be possible. He noted that the College has met all of the targets this year, including all of the FTE targets. He noted that the College also included some of our own institutional performance measures above what government required. He highlighted student satisfaction from Baccalaureate graduates in that their responses were very positive. Overall the report is positive and shows the progress of the institution from the previous year.

Discussion ensued and Board Members questions were answered.

It was moved by J. Dwyer and seconded by J. Lowe

THAT, the Accountability Plan and Report for the 2017/18 reporting cycle and the 2018/19 to 2020/21 planning cycle be approved.

Carried Unanimously.

e. Ministry Q1 Forecast

M. Koke presented the Ministry Q1 forecast attached to the agenda. He advised that the format contains very explicit directions and is dictated by the province. He noted that the 2019 budget in the forecast is the same as what was presented in the third quarter last year and in the approved budget for 2019 fiscal year. No new numbers have been provided as this is just information that we are providing to the province.

It was moved by J. Dwyer and seconded by J. Lowe

THAT, the Financial Forecast for the fiscal years 2018/19, 2019/20, 2020/21, and 2021/22 as prepared at the end of the 2018/19 First Quarter (Q1) be approved for submission to the Ministry of Advanced Education, Skills, and Training.

Carried Unanimously.

f. RFP for Audit Services beginning Fiscal Year 2018/19

M. Koke advised that the College Board appointed KPMG as its auditors for five years in December 2010 after completing an RFP process. The Board then approved extensions to their contract in 2014 for an additional two years and in 2017 for another year, with their services ending with the 2017/18 fiscal year end. It is our due diligence to seek approval from the Board to issue a Request for Proposal (RFP) for auditors beginning with the fiscal year ending March 31, 2018. Discussion ensued and board members questions were answered.

It was moved by B. McGibney and seconded by J. Dwyer

THAT, the Board authorize the College to start an Request for Proposal (RFP) process for Audit Services beginning with fiscal year 2018/19.

Carried Unanimously.

g. Acquisition of Asset by Lease Agreement

V. Sokha advised that it is a requirement of government to seek Board and Ministry approval for any new or renewal of lease agreements. He highlighted his memo attached to the agenda that speaks to a lease agreement of property that the College has been leasing since 1986 as a storage facility for Studio 58. Discussion ensued and Board Members questions were answered.

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

THAT, the Board authorize the College to seek approval from the Minister of Advanced Education, Skills and Training and the Minister of Finance to renew the acquisition of an Asset by a Three-Year Lease Agreement with Arminder Singh Lail.

Carried Unanimously.

h. Disposal of Asset by Lease Agreement

V. Sokha advised that it is a requirement of government to seek Board and Ministry approval for any new or renewal of lease agreements. He highlighted his memo attached to the agenda which spoke to the disposal of an asset by lease agreement where the College has been providing office space for an Advisor with the National Research Council of Canada since 2015. This specific lease is intended to support Langara's applied research and social innovation agenda.

In response to a Board Member's question, he noted that the disposal of an asset by lease agreement means we are leasing college space to an external party. He noted that legal counsel has reviewed the lease and finds no issues.

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

THAT, the Board authorize the College to seek approval from the Minister of Advanced Education, Skills and Training and the Minister of Finance to Dispose of an Asset by a Three-Year Lease Agreement with National Research Council of Canada; and

THAT, the Board declares that the disposal of this asset will not affect the future delivery of educational programs at Langara College.

Carried Unanimously.

10. FOR INFORMATION/ DISCUSSION

10.1 Human Rights Report 2017-2018

D. Palmer advised that the College is required under Bill 23 to report labour relations issues annually to the Board. She highlighted the Labour Relations/Human Rights/Sexual Violence Report for 2017-18 attached to the agenda for information. Prior to 2017 the report only included the human rights complaint and was expanded last year to include labour relations as well as respectful workplace and misconduct issues. She spoke specifically to 2018 numbers and highlighted the results of 10 sexual harassment complaints from students. She noted that all 2017 complaints in the report have been resolved and the College continues to have a positive relationship with constituent groups.

11. BOARD MEMBER REPORTS

L. Gates provided an update on the Langara College Foundation Board meeting held June 20th where a quarterly review of finances was held. She noted that the Foundation's Finance Committee has adopted best practices and the Foundation is in excellent financial shape. She highlighted a number of fundraising initiatives that will lead into the launch of the 49 on 49th campaign and reminded fellow Board Members the importance of participating financially to the Board.

12. CONSTITUENT GROUP REPORTS

There was not report.

13. VISITOR'S COMMENTS

There was no report.

14. NEXT MEETING AND ADJOURNMENT

14.1 Next Meeting - Thursday, September 27, 2018

The next Board of Governors meeting is scheduled for **Thursday, September 27, 2018, in Board Room B141.**

14.2 Conclusion

It was moved by J. Lowe and seconded by S. Edzerza Fox
THAT the meeting conclude at 5:52 p.m.

Carried Unanimously.