

**Board of Governors
Minutes of a Public Meeting
held on Thursday, January 23, 2020
beginning at 5:00 pm in the Board Room
at the Centre for Entertainment Arts
565 Great Northern Way, Vancouver**

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

Regrets: Himanshu Gautam

Employee Resources: Ben Cecil, Provost and Vice-President, Academic and Students
Lisa Fisher, Vice-President, External Development
Jane Mason, Vice-President, People and Culture
Viktor Sokha, Vice-President, Administration and Finance

Constituent Groups: Steven Brouse, Representative, CUPE Local 15/VMECW
Scott McLean, President, Langara Faculty Association

Guest(s): Chris Arnold Forster, Director, Risk and Internal Controls
David Edinger, Partner, Singleton Urquhart Reynolds Vogel LLP
Michael Koke, Director, Financial Services
Julie Longo, Dean, Faculty of Arts
Daryl Smith, Director, Internationalization
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 hə́əmi"ə" (hun ga mi num) speaking xʷməθkʷəy'əmə (Musqueam), on which Langara College is located.

Because the Board meeting was being held at the Centre for Entertainment Arts on Great Northern Way, the Board Chair also acknowledged that this campus rests on the land of the Musqueam, Squamish, and Tsleil-Waututh peoples.

2. MOMENT OF SILENCE FOR STUDENT DELARAM DADASHNEJAD

L. Fisher announced that, Delaram Dadashnejad, an Iranian national studying nutrition courses at Langara College, was on flight PS752 that crashed in Tehran, Iran on January 8, 2020. The college has taken steps to acknowledge her through a memorial and the foundation has set up a fund in her name. The Board observed one minute of silence to honour her memory. The Board Chair asked that condolences to her family be sent on behalf of the College and the President advised that this has been done.

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. 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.

5. APPROVAL OF AGENDA/CONSENT AGENDA

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

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

- 5.1 Minutes of Meeting held November 28, 2019**
- 5.2 Chair's Written Report**
- 5.3 President's Written Report**
- 5.4 Confirmation of Remittances**
- 5.5 Ministry of Advanced Education - Letter re: Sexual Violence Prevention Awareness Campaign**

Carried Unanimously

6. CHAIR'S VERBAL REPORT

The Board Chair advised that this is a very busy time and Board and Senior Leadership Team (SLT) Members are committing a lot of work to Board, Committee and Task Force meetings. As a result, they have reached their capacity and the Board has committed to not add any further pressure on Board member's time and Senior Leadership Team with additional work going forward.

The Board Chair congratulated the Workday team who successfully launched the Finance and Human Capital Management components (Wave 1a) of our new ERP on January 6, 2020. This was a major undertaking and the first payroll run has also been successfully completed.

The Board Chair thanked the team for arranging a tour of the Centre for Entertainment Arts for the Board, who really enjoyed the experience.

The Board Chair encouraged members to attend the local PUSH festival going on now to February 8, 2020. He highlighted a play called "Skyborn: a Land Reclamation Odyssey" by Quelema Sparrow, an epic odyssey grounded in indigenous ancestral knowledge. The play is about Sparrow making a journey by canoe to recover her lost soul from the land of the dead - an adventure deeply rooted in the teachings of her Musqueam heritage.

7. PRESIDENT'S VERBAL REPORT

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

- On January 13, 2020, I was invited and attended a Musqueam Community meeting. There were three items on the agenda:

1. The meeting celebrated the partnership between Musqueam and YVR. This partnership is in the second year of a 30-year agreement. YVR has committed to provide on-going scholarships and bursaries and to work with Musqueam on a wide variety of issues. Two highlights of the celebration were the unveiling of a new Musqueam designed blanket and the creation of a sea going canoe representing the partnership.
 2. Musqueam asked Langara to speak about its Indigenous Upgrading Program (IUP) that is delivered on site at Musqueam. This was done by Elder Jim Kew. Chief Sparrow thanked Langara for our work with Musqueam on this pilot and recognized Elder-in-residence Gail Sparrow; Musqueam Artist and Educator, Debra Sparrow; and Director of Indigenous Education and Services, Rick Ouelett, for their contributions.
 3. The final item related to the provision of health services and some of the challenges that need to be addressed.
- He thanked Moira Gookstetter, the Executive Director of the Langara College Foundation for recently securing a \$225K gift over five years from a Foundation to support Bursaries for our students. When we met with the Donor to say thank you, another \$20K was committed for this year to support the Community Cupboard (an on-campus food bank program for students).
 - He shared with the Board a thank you poster (circulated at the table) that was received from the Early Childhood Education (ECE) students. L. Fisher advised that students wanted to send a heartfelt thank you to the College for assisting them to continue their education through the College's financial support. In April 2019 the BC government announced an expansion of the early childhood educator bursary program in order to meet the demand for early childhood educators (ECEs) in BC. When the government's bursary program stopped the funding due to an overwhelming response, the College stepped in to provide financial assistance to some students that started with Langara expecting to qualify for funding. The financial support has allowed many students to continue their education who otherwise would not have been able to do so.
 - Further to the update in the Board agenda on Workday, the President thanked the Workday team, both the Langarans and our counterparts with Deloitte, for the work they did over the last 18 months. Through their dedication – they, along with Viktor and Jane, worked through the Holiday Break, – to ensure we hit our Go Live date on January 6, 2020.

8. COMMITTEE REPORTS/ RECOMMENDATIONS/ APPROVALS

8.1 Audit and Finance Committee

a. Draft Minutes of Meeting held January 13, 2020

Andy Dhillon, Chair of the Audit and Finance Committee, highlighted the minutes of the meeting held January 13, 2020 attached to the agenda for information.

b. Audit Plan for 2019/20

A. Dhillon, Chair of the Audit and Finance Committee, highlighted the 2019-20 Audit Plan attached to the agenda. In response to a Board Member's question, he explained that materiality is what the auditors use to determine what they are going to test and how they are going to test. It is a prescribed way of calculating an amount that is ideal and meant to capture everyone's expectations.

Unaccounted misstatements do not exceed that amount and anything above this

threshold should be brought to the attention of the AFC. He further noted that 2% is the threshold set by Canadian Auditing Standards. The range is .05% - 2%, so we are at the higher end of the range. The Executive Summary shows what the auditors will focus on along with the general work of the financial statements. He noted that materiality drives the work that they do and any error over \$180,000 will be brought to management's attention.

M. Koke advised that we had a very successful audit last year with no issues for management. We have been working with KPMG for several months to do an assessment of segregation of duties to ensure everything in Workday is appropriate. We are also currently accessing data that is plugged into Workday to ensure it is appropriate. The last thing to look at will be configuration.

Discussion ensued and Board Members questions were answered.

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

THAT, the 2019/20 Audit Plan be approved.

Carried Unanimously.

c. Strategic Plan Year 4 Update

L. Fisher made a presentation on the four-year update of Langara College's Strategic Plan (attached to the agenda for information). She advised that significant progress has been made across all four vision categories in achieving its targets.

She highlighted significant accomplishments such as the approval of the BSc in Bioinformatics, our first new degree program in a decade, growth in articulation agreements with partner institutions, and the establishment of the Office of Academic Quality Assurance. Significant work was completed in 2019 by the Workday@Langara team with the successful launch of Wave 1a (Finance and Human Capital Management) on January 6, 2020. Tremendous progress on our alumni engagement and fundraising goals was also achieved as we celebrated our 49th anniversary with the Beyond 49 campaign. VOLT students continue to amaze and the large jump in this section is due to the student's ability to now record their volunteer hours online.

A Board member asked a question about the metric showing a decline in student satisfaction. In response, it was noted that Langara's performance is higher than the college's in Ontario that are significantly lower. However, Langara is concerned about the trend line and Institutional Research is developing its own survey tool to do a deeper dive than the information provided through the provincial DASCO survey that is conducted 10 months after a student graduates.

Another Board member raised a question in regards to credit courses with local school boards that the Deputy Minister highlighted during a conference call with the Board last week and if this was something we should consider going forward. It was noted that the curriculum changes to the K-12 system needed to

be completed before we could align our curriculum. This is something that the College is aware of and supports articulation and the dual credit; we continue to let the Vancouver School Board (VSB) know of our interest. In response to another question, it was agreed that procedurally this target should remain in the College's Strategic Plan as it adds relevancy to what the K-12 system is doing to provide an opportunity for students to get a head-start in post-secondary education. Now that the new K-12 curriculum is finished, we could look at including it into the new Strategic Plan.

In conclusion it was noted that the Year Five Update will close out the current 2016-2020 Strategic Plan that we will review in next year's report to the Board.

Discussion ensued and Board Members questions were answered.

8.2 Governance and Nominating Committee

a. Summary of GNC Meeting held January 9, 2020

J. Dwyer, Chair of the Governance and Nominating Committee, highlighted the GNC Summary report of the meeting held January 9, 2020, attached to the agenda for information.

b. Policy 465 Ethical Conduct and Protected Disclosure

J. Dwyer highlighted Policy 465: Ethical Conduct and Protected Disclosure noting that housekeeping changes were made to include gender neutral language.

It was moved by A. Dhillon and seconded by R. Mirani

THAT, Policy 465: Ethical Conduct and Protected Disclosure be approved.

Carried Unanimously.

c. Policy 465 Ethical Conduct and Protected Disclosure - Procedures

J. Dwyer advised that legal counsel recommended procedures be written for Policy 465 that is within the purview of the President. The Board asked through GNC that a procedure be developed for Policy 465 and framed in a way to deal with allegations.

J. Mason, Vice President, People and Culture, noted that the document is a guide to investigations and identifies what the practices are, who the witnesses are, and ensures that the college investigates in a timely manner.

J. Dwyer confirmed that legal counsel has reviewed the procedures.

The Board received the procedures for information.

d. Workday Advisory Committee Terms of Reference

J. Dwyer noted that the Audit and Finance Committee (AFC) asked the Governance and Nominating Committee (GNC) to review the Terms of Reference (TOR) for the Workday Advisory Committee (WAC).

L. Trotter provided a brief history on the development of the Workday Advisory Committee to provide oversight on the Workday project. A terms of reference was drafted and sent to the Audit and Finance Committee who made a recommendation that the Governance and Nominating Committee review the terms of reference for approval since the GNC by-law states that terms of references need to be reviewed and recommended by them.

Background of the members being recommended were provided to the Board. Claude Rinfret was a former board member who was appointed under the former government and was not reappointed when the new government took office. Mark Goldberg, Hootsuite, is an ERP expert and can advise the Board on items being brought forward.

Discussion ensued and Board members questions were answered.

It was moved by A. Dhillon and carried by R. Mirani

THAT, the Workday Advisory Committee Terms of Reference be approved.

Carried Unanimously.

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

THAT, Andy Dhillon, Mark Goldberg, Claude Rinfret, and Lane Trotter be approved as members of the Workday Advisory Committee.

Carried Unanimously.

e. Next Task Force - Student Enrollment

L. Trotter advised that it was recommended that the next Task Force be Student Enrollment. Raza Mirani agreed to lead the Student Enrollment Task Force and has already started work on this. He noted that although the Governance and Nominating Committee identified Indigenization to be the next task force, it was not ready to go forward.

f. GNC Membership

J. Dwyer advised that as part of protocol, the Governance and Nominating Committee asked Melissa Roberts to be a member of the Committee, and she agreed.

It was moved by R. Mirani and seconded by M.L. Baum

THAT, the Board approve the addition of Melissa Roberts as a member of the Governance and Nominating Committee.

Carried Unanimously.

8.3 Interculturalization/Internationalization Task Force

a. Terms of Reference

The Terms of Reference for the Interculturalization/Internationalization Task Force was attached to the agenda for information.

b. Minutes of Meeting held January 9, 2020

The minutes of the Interculturalization/Internationalization Task Force meeting held January 9, 2020, were attached to the agenda for information.

c. Presentation from Darryl Smith re: Interculturalization

M. L. Baum introduced Daryl Smith, Director, Internationalization who made a presentation on Interculturalization as it relates to the College.

Operations began May 1, 2018, on the College's Internationalization Strategy and it took one-and-a-half years of collaboration to complete. The Internationalization department will change its name to the "Centre for Intercultural Engagement" to better distinguish it from Internationalization.

Internationalization is an intentional process to integrate an intercultural dimension in the way we teach, learn, and provide services at the College, in order to enhance the educational environment for all students and employees, while making a meaningful contribution to our community.

D. Smith highlighted the four key pillars of success to create a sense of belonging at the college through:

- Student Success and Development
- Support for Employees
- An Intercultural Dimension
- Global Citizenship

He highlighted four current activities:

- Support for Academic and Student Achievement (SASA)
 - Cosponsored initiative between Academic Innovation and Office for Student Engagement
- Learning Support Centre Investigation
 - Environmental Scan
 - Surveying Students and Employees
 - Recommendation by March 31, 2020
- Intercultural Engagement Certificate Pilot Program
 - 4 phases leading to ~100 hours of professional development in interculturalization
 - UBC Extended Learning - effective intercultural communications
 - Reconciliation Carving Series
 - Participants will change their practice based on what they have learned.

- Looking at curriculum for employees to talk about intercultural aspects
- Participants will receive a certificate upon completion
- Disrupt the Narrative - Intercultural Days, February 25-26, 2020
 - Speaker
 - Panel of 1st generation students (who have not had parents who have gone through this experience)

Virtual Exchange - Collaborative Online Intercultural Learning (COIL)

- 9 projects are underway
- includes several connections to Ireland
- We are looking for collaborators in Chandigarh, India next month

Daryl then indicated what does interculturalization look like on the ground – “who is in my classroom?” Who are the people? What are the needs? How do I teach my class differently to respond to the needs of the students? It is so much more than just ethnicity differences.

Interculturalization needs to be part of our Mission. We need to define who we are and make it part of our Mission. Would like to see new employees taking this course and learn who Langara College is.

M. L. Baum thanked D. Smith for his presentation which was acknowledged by the Board with a round of applause.

d. Final Report/Recommendation

M.L. Baum thanked the team for their participation on this task force noting that a lot of work and consideration went into the final recommendation being brought to the Board, thus completing the work of the Task Force. She provided background information on the work of the Task Force over the last six months and provided details on how the Task Force came to its final recommendation.

Through its meetings and discussions over the past six months, the Task Force identified three key findings:

1. Interculturalization: The Task Force supports the work that the College has initiated with interculturalization around building intercultural competence. This work includes supporting students, faculty and other professional staff to develop intercultural competencies, reflecting both our domestic and international make-up. The internationalization strategy also includes work to support the success of students, to build intercultural dimensions on campus, and to enhance learning and teaching in support of the development of global citizens.

2. Internationalization vs. International Education: A key finding of the Task Force was the important distinction between internationalization and international education and that these are each components of interculturalization. In order to avoid confusion between internationalization and international education, the Task Force agreed that interculturalization should be the preferred term.

The Committee supports the work that the College has already done on both internationalization and international education but believe that interculturalization is a better nomenclature that incorporates these elements where:

- Internationalization is defined as the intentional process of integrating an intercultural dimension into the way we teach, learn, and provide services at the College, in order to enhance the educational environment for *all* students and employees while making a meaningful contribution to our community (derived from the research of Hans deWit and Jane Knight). This is reflected in the College's *Internationalization Plan*, and
 - International education is the process to recruit, admit, and support international students. The international students then contribute to the cultural diversity of the college community supporting internationalization.
3. Building a positive community: A third finding relates to the importance to student success of creating an environment on and off campus in which all students feel welcome and respected. The Task Force also encourages the College to consider ways to strengthen connections to local cultural communities and other relevant organizations to build awareness and support.

As result of these findings, the following recommendation is being brought to the board which is the basis of the work that was completed by the Task Force.

I. Mass thanked M.L. Baum for her excellent leadership on the Task Force which was developed out of a need for development of the strategic plan.

It was moved by M. L. Baum and seconded by M. Roberts

THAT, the Langara College Board of Governors expresses its support for Langara's Interculturalization Strategy and would like to see these actions and plans reflected in the College's 2025 Strategic Plan, currently in development. Further, the Board of Governors will receive annual updates on these three findings once the Strategic Plan has been approved.

Carried Unanimously.

9. EDUCATION COUNCIL REPORTS

The Board Chair 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.

9.1 Report of Meeting held October 22, 2019

D. Bernaerdt, Chair, Education Council highlighted the summary report of the Education Council meeting held on October 22, 2019. Of special note were the following:

- Health Care Assistant Certificate in Nursing responds to the increasing demand for health support services in BC and corresponds to the plan undertaken by the Ministry of Health and Health Match BC to grow and stabilize the health care assistant workforce. Admission requirements, curriculum, and program description is set by the Ministry so the College does not have the flexibility in the curriculum.
- The Academic Program Review Policy was revised to better capture the scope of program review and stipulates which programs and departments are subject to review as well as the length of components of the program review and the role of a new Program Review Committee. This policy was passed by Education Council. The Deans will be leading the reviews and will bring in external experts if required.
- Proposed amendments to Education Council By-Laws were made to clarify procedures, including elections procedures. Eleven of the thirteen proposed amendments were approved, including the proposal to eliminate the gender requirement for student representatives on Education Council.
- Academic Governance Council was held on October 7, 2019, hosted by Okanagan College.
- Annual "EdCo 101" education event for Education Council members was held October 29, 2019.

9.2 Report of Meeting held November 19, 2019

D. Bernaerdt, Chair, Education Council highlighted the summary report of the Education Council meeting held on November 19, 2019. Of special note were the following:

- Proposed changes to Bioinformatics program were not approved. In response to a Board Member's question, the Degree has been approved but this relates to proposed changes to the program and not the Degree.
- New Course in History, Latin and Political Science: *Tropical Health and Global Wealth: Disease in World History* was created after successful delivery as a Special Topics course in the Fall 2018. It was created as a response to student demand for more offerings on world history.
- The Graduation Adjudication Committee is a task force created by Education Council to improve curriculum submission to EdCo for approval until such time that a curriculum software can be implemented.

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

THAT, the Education Council Summary Reports for October 22nd and November 19, 2019 be received.

Carried Unanimously.

10. BOARD MEMBER REPORTS

There was no report.

11. CONSTITUENT GROUP REPORTS

There was no report.

12. VISITOR'S COMMENTS

There were no comments.

13. NEXT MEETING

13.1 Thursday, March 26, 2020

The next Board of Governors meeting is scheduled for Thursday, March 26, 2020.

14. CONCLUSION

It was moved by M. Jaworski and seconded by R. Mirani
THAT, the meeting conclude at 6:38 p.m.

Carried Unanimously.