

BOARD OF GOVERNORS
Minutes of a Public Meeting
held on Thursday, January 23, 2014
in Room C408 beginning at 1814 hours (6:14 p.m.)

Present: David Bowra, Vice-Chair
Zdenka Buric
Stacey Edzerza Fox
Kwin Grauer
Peter Huron
Gerda Krause
Anne Lippert, Chair

Jeff Lowe
Emma Leigha Munro
Claude Painter
Jas Sandhu
Lane Trotter
Dean Tsatouhas

Regrets: Megahn McCarthy

Employee Resources:

Barry Coulson, Associate Vice President, Administration and Finance
Roy Daykin, Vice President, Administration and Finance
Ian Humphreys, Vice President, Business & Enrolment Management
Vivian Lee, Director, Financial Services
Brad O'Hara, Vice President, Academic and Provost
Dawn Palmer, Associate Vice President, Human Resources

Visitors: Lynn Carter, President, Langara Faculty Association
Teresa Lu, Former Board Member
Cheryl McKeeman, Instructor, Mathematics and Statistics
Mark Smith, Former Board Member and Chair, Interdisciplinary Studies
Sue Street, Vice-Chair, Langara College Administrators' Association
Tomo Tanaka, Chair, Creative Arts Division

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

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 hən̓ə̓mi̓ə̓ (hun ga mi num) speaking x̱məθḵəy̱əm (Musqueam), on which Langara College is located.

Prior to the start of the meeting, A. Lippert thanked T. Lu for her service to the Board since October, 2011. She was presented with a token of appreciation and a round of applause from all Board members.

A. Lippert also thanked M. Smith for his service to the Board since October, 2010, and advised that a donation to the Langara Daycare will be made in his name. He was presented with a small token of appreciation and a round of applause from all Board members.

A. Lippert welcomed members and guests to the January 23, 2014, meeting of the Langara College Board of Governors.

[It was noted that T. Lu left the meeting at 1835 hours (6:35 pm)]

1. APPROVAL OF THE AGENDA

The following additions/changes to the agenda were recommended:

- Move Item 6 b) Budget 2014/15 Update to Item 4 b) President's Verbal Report
- Add Item 5 c) Renewal of Appointment of Auditors for 2013/14 Fiscal Year from the In-Camera Agenda

It was moved by C. Painter, seconded by J. Lowe

THAT, the Agenda be approved with the recommended changes/additions.

Carried Unanimously.

2. APPROVAL OF THE MINUTES and BUSINESS ARISING

a) Minutes of the Meeting held on November 28, 2013

It was moved by D. Bowra, seconded by K. Grauer

THAT, the Minutes of the Langara College Board Public Meeting held on November 28, 2013 be approved.

Carried Unanimously.

3. CHAIR'S REPORT

a) Community Connections

A. Lippert reviewed the activities as noted in the Community Connections memo attached to the agenda. She made special note of the ground-breaking ceremony on December 5, 2013, where Chief Wayne Sparrow of the Musqueam band and several local and provincial officials attended. A ceremonial blessing of the land was performed by Musqueam Elder, Shane Point.

b) Association of Governing Boards – 2014 Conference on Trusteeship

A. Lippert highlighted her memo attached to the agenda and noted that Langara College is now a member of the Association of Governing Boards (AGB). The AGB Conference on Trusteeship 2014 is being held in Orlando, Florida from April 12-14, 2014, and board members wishing to attend were invited to contact D. Falcon to identify their interest by February 4, 2014.

c) 2014 ACCC Conference

A. Lippert highlighted her memo attached to the agenda noting that the Association of Canadian Community Colleges (ACCC) 2014 Conference will be held in Ottawa, Ontario from May 25-27, 2014. Board members wishing to attend were invited to contact D. Falcon to identify their interest by February 7, 2014.

4. PRESIDENT'S REPORT

a) Written Report

R. Daykin referenced his memo dated January 16, 2014, attached to the agenda which highlighted College events that occurred in December 2013 and January 2014.

b) Verbal Report

A. Lippert introduced and welcomed new President, Dr. Lane Trotter and invited him to present his verbal president's report.

L. Trotter thanked the Board for the opportunity to be President of Langara College. He noted that he has been warmly greeted by employees and had noticed the passion emanating from the dedicated and talented faculty, staff and students. He looks forward to working with the board, employees, and the college community.

L. Trotter announced the following events and reminded Board members of the importance of attending events to connect with the college community:

- **April 1, 2014 – Founder's Day**
This event will celebrate the 20th anniversary of the college as an independent institution. A series of events are planned with proceeds going to a Founder's Day Scholarship.
- **April 25, 2014 – Langara Employee Recognition Event**
This event recognizes the long service of employees with 15+ years of service, retirees, and recognition awards. The theme draws on the creative design of the students and the college community.

R. Daykin announced that a new donor wall has been erected in the main foyer of Building "A" directly across from the College Advancement office and includes the names of all donors. The wall can be easily updated and/or moved if necessary. Thanks went to Sue Street, Executive Director, College Advancement for the creation of the wall which will hopefully draw other donors.

R. Daykin provided an update on enrolments and its impact on the 2014/15 Budget. He noted that there has been a continual decrease in enrolments since fiscal 2012 which is consistent across the province. Although there is a slight decrease in domestic enrolments, there is a significant increase in international enrolments. In response to a question, he noted that historically government grants have not changed due to exceeding or not meeting enrolment targets.

Non-salaried cost savings to close a budget gap of approximately \$3M are being identified to present a balanced budget to the Board in March. The college continues to search for revenue-generating alternatives in order to fill the void left by reduced government grants and to comply with government public policy that does not permit a deficit. Much discussion ensued and board members questions were addressed.

5. FOR APPROVAL

a) Bylaw 204 – Fees and Charges for Instruction

K. Grauer highlighted the memo attached to the agenda to increase domestic tuition fees by 2%, which is the value to be used as directed by the province. Domestic and international fee comparisons were attached to the agenda and it was noted that Langara has the second lowest domestic tuition fees in the lower mainland. In response to a question, it was noted that the increase is tied to inflation.

It was moved by K. Grauer, seconded by D. Bowra

THAT, domestic tuition fees for University Transfer, Career/Technical and Vocational be increased to \$90.05 per credit, and upper division fees be increased to \$117.10 per credit, effective May 1, 2014; and

THAT Bylaw 204: Fees and Charges for Instruction be amended accordingly.

Carried Unanimously.

b) Board Resolution 317 – Signing Authority Designates

D. Bowra highlighted Board Resolution 317 – Signing Authority Designates attached to the agenda. He noted that the resolution was presented to the Board for approval at the meeting held on September 26, 2013, but the Board required further information to support the addition of signing authorities. As a result, the Audit Subcommittee met on November 26, 2013, to review the resolution and supporting documentation provided by management. The Audit Subcommittee agreed that the information provided satisfied the request of the board and recommended the resolution for approval. No questions were presented from the Board.

It was moved by D. Bowra, seconded by J. Sandhu

THAT, Board Resolution 317 – Signing Authority Designates be amended as attached.

Carried Unanimously.

c) Renewal of Appointment of Auditors for 2013/14 Fiscal

D. Bowra highlighted the memo distributed at the table noting that KPMG was appointed as the College Auditor in December 2010, commencing with the 2010/11 fiscal year for a period of five years subject to annual renewal. He also reviewed the status of the 2012/13 audit observations and recommendations as identified in the document distributed at the table.

It was moved by D. Bowra, seconded by J. Lowe

THAT, the renewal of the appointment of KPMG as the Auditor for Langara College for the fiscal year 2013/14 be approved.

Carried Unanimously.

6. FOR INFORMATION

a) Third Quarter Financial Summary to December 31, 2013

B. Coulson presented his memo dated January 16, 2014, attached to the agenda which highlighted the financial results for the Third Quarter ended December 31, 2013. He advised that the Statement of Operations for 2012/13 does not include results for the spring semester. Board members questions were addressed.

b) New Building Update

B. Coulson provided an update on the new Sciences and Technology building noting that construction has been delayed due to outstanding issues with two service agreements between the City of Vancouver and the provincial government. He advised that the agreements contain an indemnity clause which has not yet received government approval. He noted that the city and the province are working on resolving the issue.

In response to Board Members' questions about how the design of the building was identified, how the architect and construction management firms were selected, and who the internal construction manager is for the college, R. Daykin provided some history for new board members and advised that the campus master plan was presented to the board by Wendy Lannard, Director of Facilities in September 2012. Wendy is overseeing the construction of the new building from the college and is working with support staff, architects, and the construction management firm. The province has a tendering process for large projects that the college is required to follow when selecting an architect and a construction management firm, and standards set by the Architectural Society. The architect and construction management firm are the same firms that constructed the Library building and the college has an excellent relationship with them.

Board members agreed that the board has an obligation to ensure that checks and balances are in place for accountability and oversight on such a large project. Discussion ensued and it was agreed that a New Building Task Force be developed to oversee the accountability process. The Board directed the President to work with D. Bowra and J. Sandhu to develop a terms of reference for the new task force. The terms of reference are to be distributed to board members in advance for consideration before being presented for approval at the March Board meeting.

c) Letter from the Ministry of Advanced Education

A. Lippert highlighted the letter from the Ministry of Advanced Education regarding Langara College's Institutional Accountability Plan and Report for the 2012/13 reporting cycle attached to the agenda. The Ministry advised that Langara met most of its accountability framework performance measures. In response to a board member's question as to what performance measures the college did not meet, it was noted that the performance measures are in the area of usefulness of knowledge and skills in performing their jobs. This is difficult for Langara to achieve since 75% of our students are university transfer and do not plan on entering the workforce directly which results in unfavorable ratings.

7. EDUCATION COUNCIL REPORTS

a) Report of the Meeting held on November 19, 2013

G. Krause highlighted the summary report of the Education Council meeting held on November 19, 2013, attached to the agenda and noted a number of new courses and course changes; a new program proposal and program changes in Nursing; and, a new certificate program in Continuing Studies. She also noted that the certificate for the Langara English for Academic Purposes (LEAP) program is being discontinued but the course will continue to be offered.

It was moved by C. Painter, seconded by S. Edzerza Fox
**THAT, the Education Council Summary Report for the meeting
held on November 19, 2013 be received for information.**

Carried Unanimously.

8. BOARD MEMBERS' REPORT

Nil.

9. CONSTITUENT GROUP REPORTS

Nil.

10. VISITORS' COMMENTS

C. McKeeman requested that the Draft Budget 2014/15 be distributed to constituent groups well enough in advance of the Langara Council meeting so that ample time is provided for review. In response, R. Daykin advised that as part of improved business processes the budget will be presented to Langara Council in February for review and comments prior to being recommended to the President in March.

11. NEXT SCHEDULED BOARD MEETING

The next Board of Governors meeting is scheduled for **Thursday, March 21, 2013.**

There being no further business, the meeting adjourned at 1948 hours (7:48 p.m.)

Anne Lippert
Chair, Board of Governors
Langara College

Lane Trotter
President and CEO
Langara College