

BOARD OF GOVERNORS
Minutes of a Public Meeting
held on Thursday, June 26, 2014
in Room C408 beginning at 1800 hours (6:00 p.m.)

Present: David Bowra, Vice-Chair
Zdenka Buric
Stacey Edzerza Fox
Kwin Grauer
Peter Huron
Anne Lippert, Chair
Jeff Lowe
Megahn McCarthy
Emma Leigha Munro
Claude Painter
Jas Sandhu
Lane Trotter, President
Dean Tsatouhas

Regrets: Gerda Krause

Resource Members: Barry Coulson, Associate Vice President, Administration and Finance
Roy Daykin, CFO and Vice President, Administration and Community Engagement
Ian Humphreys, Vice President, Strategic Planning and Business Development
Brad O'Hara, Provost and Vice President, Academics and Students
Dawn Palmer, Associate Vice President, Human Resources

Visitors: Leelah Dawson, Dean, Faculty of Social Sciences and Management
Kristine Nellis, Representative, CUPE Local 15/VMECW
Jessie Smith, Representative, Langara Faculty Association
Sue Street, Vice Chair, Langara College Administrators' Association
Larry Xiong, Director, Institutional Research

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

Prior to the start of the meeting, A. Lippert welcomed Leelah Dawson, Dean, Faculty of Social Sciences and Management; Jessie Smith, Representative, Langara Faculty Association (attending on behalf of Lynn Carter); Sue Street, Vice Chair, Langara College Administrators Association (attending on behalf of Raymond Chow); and, Larry Xiong, Director, Institutional Research (in attendance to present the Accountability Plan and Report).

1. APPROVAL OF THE AGENDA

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

THAT, the Agenda be approved with the following changes:
add "Renewal of Appointment of KPMG as the Auditor for the fiscal year 2014/15"
as Item 6 c) and renumber other items.

Carried Unanimously.

2. APPROVAL OF THE MINUTES and BUSINESS ARISING

a) Minutes of the Meeting held on March 20, 2014

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

THAT, the Minutes of the Langara College Board Public Meeting held on March 20, 2014 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 and invited Board Members to speak about the events that they attended on behalf of the Board.

b) Board Retreat – Summary Report

A. Lippert highlighted the summary report from the Board retreat held on May 2, 2014, attached to the agenda for information.

4. PRESIDENT'S REPORT

L. Trotter referenced his memo dated June 19, 2014 attached to the agenda which highlighted College events that occurred from April to June 2014.

L. Trotter provided information on the following:

- Langara College received the Letters Patent from the Canadian Heraldic Society for its Coat of Arms and Flag. R. Daykin made a brief presentation to describe the symbolism. Copies of the presentation will be sent to all Board members.
- On June 13, 2014, Langara College and the Justice Institute of British Columbia signed a five-year memorandum of understanding that will explore new pathways for students to complete their credentials, such as the two-year criminology transferring into JIBC's new Law Enforcement degree. Both institutions will also aim to complement and support each other's programs, and develop new programs that could be delivered collaboratively.
- Langara College and the Vancouver School Board signed an historic partnership that allows Langara to deliver the VSB's continuing education courses and programs. The College believes that this is the first agreement of its type in Canada that allows a college to deliver the continuing education courses for a school board. The agreement is for three years beginning September 2014, includes 5800 VSB students and will be operated by Langara's Continuing Studies Division.
- Langara has entered into an agreement with ELM (owned and operated by the Saudi ministry of Finance) for delivery of English language training to 30 Saudi government employees for one year. The success of the program could be the start of a good partnership for future training contracts.
- Anne Lippert has been selected to receive the 2014 Order of British Columbia. The Order of BC is the province's most prestigious accolade and is awarded by Lieutenant-

Governor Judith Guichon to those recognized for bettering the lives of people living in the province. A Ceremony will be held on July 22nd.

- On May 8, 2014, Anne Lippert was awarded the Association of Women in Finance PEAK Lifetime Achievement Award. The award is given annually to honour and celebrate women who have achieved excellence in the field of finance.
- Langara received compliments from the BC Ministry of Environment's Climate Action Secretariat on its Carbon Neutral report that was submitted June 9, 2014.
- This will be Anne's and Megahn's last Board meeting before the end of their term on July 31, 2014. Dean Tsatouhas' and Emma Leigha Munro's last meeting will possibly be September as elections for student board members are held. A dinner will be held in the fall to acknowledge retiring members' service to the Board.
- On June 10, 2014, the Board received an email announcing the details of an organisational restructuring. L. Trotter thanked the Senior Leadership Team for their advice and support noting that this change addresses one of the presidential objectives to review the organisational structure.
- L. Trotter highlighted a letter received from the Representative for Children and Youth dated June 12, 2014, attached to the agenda for information. The letter thanked Langara College for establishing a tuition bursary program for students who were former Children and Youth/Crown Wards in government care in B.C.

5. COMMITTEE REPORTS

a) Board Governance and Nominating Committee - Minutes of the meeting held on May 16, 2014

J. Lowe reviewed the minutes of the Governance and Nominating Committee meeting held on May 16, 2014. He noted that the committee reviewed its membership and agreed to reach out to Board members to solicit their interest. The committee also reviewed the procedures for election of the Board Chair and Vice Chair and made some recommendations for change. The committee reinforced their commitment to review the next steps in the Board retreat summary and identify how they may proceed in addressing them.

b) Board Governance and Nominating Committee - Minutes of the meeting held on June 6, 2014

J. Lowe reviewed the minutes of the Governance and Nominating Committee meeting held on June 6, 2014. He advised that recommended changes to Bylaw 201 and rescinding of Resolution 303 will be discussed under item 6 e) on the agenda. He further advised that the committee is in the process of reviewing each committee structure and terms of reference and will bring a recommendation to the board in September.

c) New Building Task Force - Minutes of the meeting held on June 9, 2014

D. Bowra highlighted the minutes of the New Building Task Force meeting held on June 9, 2014, noting that R. Daykin provided an update on the Sciences and Technology Building as per the Project Status Report attached to the agenda for information.

d) Audit Subcommittee - Minutes of the meeting held on June 9, 2014

D. Bowra reviewed the minutes of the meeting held on June 18, 2013 noting that the Audit Subcommittee met with the KPMG Auditors and reviewed the Audited Financial Statements, and the Audited Findings Report and Management Letter.

6. FOR ACTION

a) Receipt of Audit Findings Report

The Audit Findings Report for the year ending March 31, 2014, which includes the Management Letter, was highlighted and it was noted that there were no corrected audit misstatements and two uncorrected misstatements which were not material. Process improvement issues were reviewed and are being addressed as opportunities for improvement.

Discussion ensued and Board Members' questions were addressed.

It was moved by K. Grauer, seconded by P. Huron

THAT, the Audit Findings Report for the year ending March 31, 2014 be received.

Carried Unanimously.

b) Approval of Audited Financial Statements

The audited financial statements for the year ending March 31, 2014, were highlighted and it was noted that the financial statements were prepared in accordance with the Generally Accepted Accounting Principles (GAAP) as established by the Public Sector Accounting Board (PSAB), and as modified by the Province of BC Treasury Board.

Discussion ensued and Board Members' questions were addressed.

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

THAT, the Financial Statements of Langara College for the year ended March 31, 2014 be approved.

Carried Unanimously.

c) Renewal of Appointment of KPMG as the Auditor for 2014/15

R. Daykin advised that the 2014/15 audit will be the last year of KPMG's five-year contract. The discussion of whether to extend KPMG's contract or start an RFP process will be discussed at an Audit Subcommittee meeting to be held in the fall.

It was moved by D. Bowra, and seconded by P. Huron

THAT, the renewal of the appointment of KPMG as the Auditor for Langara College for the fiscal year 2014/15 be approved.

Carried Unanimously.

d) Accountability Plan and Report - 2013/14 Reporting Cycle and 2014/15 to 2016/17 Planning Cycle

I. Humphreys noted the responsibility of the Board to approve the Accountability Plan and Report which describes how the College achieved its performance targets for 2013/14. The Ministry of Advanced Education provided guidelines and performance measure information and has requested a final submission by July 18, 2014. Once approved, the document will be posted on the College and Ministry websites as a public report on the College's achievements of our services to students and the community.

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

THAT, the Accountability Plan and Report for the 2013/14 reporting cycle and the 2014/15 2016/17 planning cycle be approved.

Carried Unanimously.

**e) Bylaw 201 – Officers of the Board and Elections; and
Resolution 303 – Election of Officers**

J. Lowe advised that the Governance and Nominating Committee has been working on items identified at the board retreat and highlighted a draft Work Plan distributed at the table. He noted that the committee is slowly working through the Work Plan addressing high priority items like board orientation and review of committees.

J. Lowe highlighted his memo attached to the agenda and presented amended Bylaw 201 – Officers of the Board and Elections, and Board Resolution 303 – Election of Officers. He provided background and advised that on April 22, 2014, the Governance and Nominating Committee distributed a memo to the Board seeking consideration of revising the election procedures. He advised that in the past, the College had used an election process that had not been formally published nor adopted by the Board. The committee drafted amended Bylaw 201 which sets out an election process, including the election of two Vice-Chairs. He further advised that Board Resolution 303 has been melded into Bylaw 201 and would no longer be required and could be rescinded.

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

**THAT, Bylaw 201 – Officers of the Board and Elections be approved as amended; and,
THAT, Resolution 303 – Election of Officers be rescinded.**

**Carried.
In Favour – 11
Opposed (D. Bowra) – 1**

f) Academic Plan 2014-2019

B. O'Hara made a presentation on Langara College's first Academic Plan attached to the agenda. He highlighted the process that was taken to reach the five academic priorities which will guide the College's operations for the next five years. The Plan provides a framework for engagement and action which will be activated in September 2014. Annual renewal of the plan will occur along with celebration/recognition of related accomplishments. B. O'Hara noted that the Academic Plan 2014-2019 was approved by Education Council as mandated in the College and Institute Act, and advised that the College is seeking the Board's endorsement of the Plan.

It was moved by M. McCarthy, seconded by D. Tsatouhas

**THAT, the Board of Governors of Langara College endorse the
Academic Plan 2014-2019 as presented.**

Carried Unanimously.

7. FOR INFORMATION

a) FTE Enrolment Report for the Year Ended March 31, 2014

B. Coulson presented the FTE Enrolment Report for the Year ended March 31, 2014 attached to the agenda for information.

b) Final Core Review

L. Trotter provided an update on the Final Core Review and advised that it was submitted to the Ministry of Advanced Education by their deadline of May 28, 2014. The Board Chair and the President made a presentation to the Minister and senior officials from the Ministry of Advanced Education on June 9, 2014 providing highlights of the Final Core Review. It was noted that the document is considered to be advice to Cabinet so is confidential at this current time.

c) Presidential Objectives

M. McCarthy noted that the Board reviewed and approved the Presidential Objectives at a Special In-Camera meeting held on May 7, 2014, and they are attached for information and will be posted to the President's website.

d) Budget 2015/16 – 2017/18 Update

R. Daykin made a presentation on the Budget 2015/16 – 2017/18 noting the significant challenges the College faces to prevent it from incurring repeated deficits, especially under current and proposed government constraints. He highlighted strategies to close the anticipated budget gap of approximately \$5.6M over the next three years. Discussion ensued and Board members questions were answered.

8. EDUCATION COUNCIL REPORTS

It was noted that G. Krause was not available to present the Education Council reports attached to the agenda. The reports will be presented at the September Board meeting.

9. BOARD MEMBERS' REPORT

Nil.

10. CONSTITUENT GROUP REPORTS

Nil.

11. VISITORS' COMMENTS

Nil.

12. NEXT SCHEDULED BOARD MEETING

The next Board of Governors meeting is scheduled for **Thursday, September 25, 2014.**

A. Lippert thanked the Board for their support over the last six years. She highlighted the accomplishments that she has witnessed during her time on the Board noting that they were interesting, enjoyable and sometimes challenging times. She noted that she is proud to have been a member of Langara College especially the last two years as Board Chair. She was acknowledged with a round of applause.

There being no further business, the meeting adjourned at 2026 hours (8:26 p.m.)

David Bowra
Chair, Board of Governors
Langara College

Lane Trotter, EdD
President and CEO
Langara College