

BOARD OF GOVERNORS
Minutes of a Public Meeting
held on Thursday, March 20, 2014
in Room C408 beginning at 1748 hours (5:48 p.m.)

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

Regrets: Zdenka Buric
Kwin Grauer

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
Margaret Heldman, Dean, Faculty of Science
Wendy Lannard, Director, Facilities
Cheryl McKeeman, Instructor, Mathematics and Statistics
Kristine Nellis, Representative, CUPE Local 15/VMECW
Yvonne Ohara, Secretary, Langara College Administrator's Association
Jim Reed, President, BC Colleges
Stephen Teeple, Partner, Teeple Architects

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 welcomed Margaret Heldman, Dean, Faculty of Science; Wendy Lannard, Director, Facilities; Kristine Nellis, Representative, CUPE Local 15, VMECW; Yvonne Ohara, Secretary, Langara College Administrators Association (attending on behalf of Raymond Chow); Jim Reed, President of BC Colleges; and, Stephen Teeple, Partner, Teeple Architects.

A. Lippert introduced Jim Reed, President of BC Colleges who made a presentation on BC Colleges as an advocate for colleges, collectively and individually, and the importance of colleges working as a college system to align on key strategies. BC Colleges also identifies efficiencies the government could put into place so institutions can operate more effectively. In return, the government needs to provide more flexibility for colleges to maneuver within the parameters of government policy. He noted that the economy drives the government and is a factor in influencing the government's decisions. He emphasized the impact the provincial government's mandate to balance the budget has

Langara.

THE COLLEGE OF HIGHER LEARNING.

on post-secondary institutions and advised that with government funding continually decreasing, institutions need to be creative in generating revenue. The current Core Review process is an opportunity to identify how government can help facilitate the college's economic agenda. He highlighted some key areas where colleges could work with government to identify funding opportunities and reassure government that we have a committed college system that responds to the labour market. He further noted that colleges need to work with their Presidents to ensure that the college is aligned to take advantage of opportunities when they arise. He distributed a summary of a recent Economic Impact Study commissioned by BC Colleges which shows the economic impact colleges provide to their communities (a copy is attached to these minutes). He noted that colleges should think of advanced education and skills training as an investment, not an expense. He advised that a 10-year Skills Plan and an update to the BC Jobs Plan are scheduled to be released in the spring.

A. Lippert thanked Jim Reed for his presentation and it was noted that J. Reed left the meeting at 1830 hours (6:30 pm).

1. APPROVAL OF THE AGENDA

It was moved by D. Bowra, seconded by C. Painter
THAT, the Agenda be approved.

Carried Unanimously.

2. APPROVAL OF THE MINUTES and BUSINESS ARISING

a) Minutes of the Meeting held on January 23, 2014

It was moved by C. Painter, seconded by S. Edzerza Fox
THAT, the Minutes of the Langara College Board Public Meeting held on January 23, 2014 be approved.

Carried Unanimously.

3. NEW BUILDING UPDATE

a) Presentation by Teeple Architects

R. Daykin introduced Stephen Teeple, Partner, Teeple Architects who made a presentation on the new Sciences and Technology building. He advised that the building is on track for LEED Gold certification and will be the jewel of the campus and an icon for the future of Langara College. He walked Board Members through a slide presentation that highlighted the structure and design of the building. The design included a sequence of indoor and outdoor learning spaces, and he emphasized that the level of services for students has been enhanced. In response to questions about future growth and seismic standards, G. Krause advised that S. Teeple and his team spent a lot of time with the sciences departments to understand their requirements for lab and classroom space, including future growth. S. Teeple advised that the building has been designed to the newest codes, and meets all seismic, fire and safety requirements that are well within budget.

b) Project Overview

W. Lannard made a presentation on the project overview for construction of the new Sciences and Technology building which is due to be completed by April 2016. She advised that two of the consultants and the general contractor were involved with the Library and LSU/building C project. A study was done regarding parking and it was determined that the college has adequate parking and no additional underground parking is required, due in part to the success of the Canada Line. She advised that three of four contract packages have been tendered on or below budget and is confident that the fourth will come in on budget. Aside from the College's commitment to build sustainable buildings, the Ministry requires that all new buildings be built to LEED Gold standards, increasing the overall cost by 5-7%. The development permit has been issued, the building permit is to be issued early next week, and then construction will begin. Based on previous experience with Bird Construction, both projects have been on time and we are confident that this project will be the same. Project Status Reports will be used to report potential issues to the New Building Task Force. To date no risks have been identified.

[It was noted that W. Lannard and S. Teeple left the meeting at 1855 hours (6:55 pm)]

c) New Building Task Force Terms of Reference

J. Sandhu presented the Terms of Reference for the New Building Task Force and advised that an amended copy was distributed via email prior to the meeting (a copy is attached to these minutes). The task force was developed to ensure accountability during the construction of the new Sciences and Technology building. The Task Force will meet on a quarterly basis and will receive status updates from the college. Any issues will be taken to the New Building Task Force. In response to a question, it was noted that the RFP process for awarding of the contract for the architectural firm followed Ministry guidelines.

It was moved by J. Sandhu, seconded by J. Lowe

THAT, the Board approves the amended Terms of Reference for the New Building Task Force to oversee the progress of the new Sciences and Technology Building until the final occupancy permit is granted.

Carried Unanimously.

4. 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 on events that they attended.

b) Notice of Election for the Position of Board Chair

A. Lippert reminded Board members of the process for nomination and election for the Board Chair position to be held at the June Board meeting. She also advised that in the event that the position of Vice-Chair becomes vacant, an election for Vice Chair would also take place.

c) Association of Governing Boards – 2014 Conference on Trusteeship

A. Lippert advised that the Association of Governing Boards Conference on Trusteeship 2014 is being held in Orlando, Florida from April 12-14, 2014. D. Bowra, E. Munro, J. Sandhu, and L. Trotter will attend along with R. Daykin and D. Falcon.

d) 2014 ACCC Conference

A. Lippert advised that the Association of Canadian Community Colleges (ACCC) 2014 Conference will be held in Ottawa, Ontario from May 25-27, 2014. Attendees are still being confirmed and the board will be notified once this is finalized.

e) Board Retreat – May 2, 2014

A. Lippert reminded Board Members of the Board Retreat scheduled for May 2, 2014, which will be facilitated by Catherine Raso of CMR Governance Consulting. The purpose of the Retreat is to gain role clarity and understand Governance Best Practices. Board Members received a book titled “the OnTarget Board Member: 8 Indisputable Behaviours” and were asked to be read it in preparation for the retreat. A survey and an agenda will be distributed prior to the retreat. Questions are to be directed to D. Falcon.

5. PRESIDENT’S REPORT

L. Trotter referenced his memo dated March 13, 2014, attached to the agenda which highlighted College events that occurred in February-March 2014.

L. Trotter also highlighted the following:

- Congratulations to J. Lowe on being appointed as a Queen’s Counsel, which is a significant achievement.
- Congratulations to A. Lippert for being awarded the Association of Women in Finance (AWF) PEAK Lifetime Achievement Award.
- Congratulations to the Falcons Men’s Basketball Team for winning the CCAA National Championship.
- Andrew Kocicka, who made a presentation on Africa with D. Tsatouhas in September, has landed his dream job as an account executive of inside sales with the Vancouver Whitecaps.
- Deland Jessop, an instructor in the Langara School of Management, recently appeared on the Dragons Den to promote his product “Counting Sheep Coffee” which is designed for people who want to have a coffee at night and still be able to sleep.
- He and R. Daykin met with Minister Virk about supporting students to find employment and tools such as WorkBC that the government has developed.

6. COMMITTEE REPORTS

**a) Board Coordinating Committee
- Minutes of a meeting held on February 20, 2014**

A. Lippert highlighted the minutes of the Board Coordinating Committee meeting held on February 20, 2014, and advised that in the absence of a regular Board meeting, the Board Coordinating Committee approved the Government Letter of Expectations and the Q3 Forecast

that were submitted to the Ministry by their deadlines. They also received an update on the Interim Core Review.

b) Audit Subcommittee Meeting
- Minutes of a meeting held on March 6, 2014

D. Bowra highlighted the minutes of the Audit Subcommittee meeting held on March 6, 2014, and advised that the committee received a presentation on and reviewed the 2014/15 Operating Budget and Capital Acquisitions Budget. He noted that the committee discussed the challenges that the college will be facing over the next three years and supported the plans to address the anticipated budget gaps.

7. CORE REVIEW

L. Trotter made a presentation on the Interim Core Review (document attached to the agenda). He noted that the Premier's mandate letter to the Minister of Advanced Education includes the requirement for post-secondary Boards to undertake an institution-wide core review of all programming to ensure student seats are being filled. In February 2014, institutions were provided a Terms of Reference and Guidelines from the Ministry for developing their interim core review. The deadline for submission was February 28, 2014. Due to the time constraint (approximately two weeks) the Executive Committee developed the interim core review for submission to the Ministry and updates were provided to Langara Council and the Langara Leadership Team. The President asks that the Board review the Interim Core Review and provide their feedback by April 30, 2014, based on the following considerations:

- Given the provincial government's direction to align education and post-secondary education to support the BC Jobs Plan and major projects like LNG, does the interim Core Review document achieve this objective?
- Are there any areas that the College should consider emphasizing in the final Core Review that address the one page template released by the Ministry of Advanced Education?

Parallel to this, feedback will also be sought from the College community. The feedback will then be reviewed by the Board Coordinating Committee and a final core review document will be developed for Board approval. Submission of the final Core Review document is due to the Ministry in the summer (date to be announced).

8. FOR APPROVAL

a) 2014/15 Operating Budget and Capital Acquisitions Budget

David Bowra highlighted the 2014/15 Operating Budget and Capital Acquisitions Budget that was presented to the Audit Subcommittee at a meeting held on March 6, 2014, and to Langara Council on March 11, 2014, and advised that the committee recommends it to the Board for approval.

R. Daykin provided an update on the 2014/15 Operating Budget and Capital Acquisitions Budget by way of a presentation that described the challenges the college is facing over the next three fiscal years. He advised that Langara has the lowest post-secondary funding per FTE in the province and the second lowest tuition rate of all urban post-secondary institutions in BC. This combination

presents a challenge for Langara and advised that one of the recommendations made in the Interim Core Review was that the government allow Langara a one-time tuition adjustment to bring its tuition fees in line with similar colleges. He highlighted a chart which showed the college's budget revenues and noted that government funding in 2014/15 dropped below 40% with further reductions anticipated in the coming years. Another chart highlighted the college's international tuition revenue and 2014/15 budgeted expenses. He noted an original budget gap for 2014/15 of \$3.7M and highlighted the process taken to close the gap and present a balanced budget.

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

THAT, the 2014/15 Operating Budget and Capital Acquisitions Budget be approved.

Carried Unanimously.

b) ByLaw 204 – Fees and Charges for Instruction

D. Bowra highlighted the changes made to ByLaw 204 – Fees and Charges for Instruction noting that the changes were not to increase tuition fees which occurred at the Board meeting held on January 23, 2014, but rather to amend the ByLaw to include language to address fees for post-degree certificate and diploma programs.

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

THAT, Bylaw 204 – Fees and Charges for Instruction be approved with the recommended changes.

Carried Unanimously.

c) Transfer of Funds to Langara College Foundation

R. Daykin highlighted the memo attached to the agenda to transfer funds to the Langara College Foundation. B. Coulson noted that the government does not permit the College to incur a deficit without prior permission, which the Ministry of Advanced Education has advised would not be forthcoming for this type of transfer. Therefore, the transfer of endowments and realized and unrealized income on endowments can only be transferred to the Langara College Foundation to the maximum of the College's annual surplus for the year. In response to a Board Members question, it was noted that the amount of the transfer would not be known until the College's year-end has been completed. It was noted that this approval will be sought from the Board annually until all endowments and income have been transferred to the Langara College Foundation.

It was moved by D. Bowra, seconded by C. Painter

THAT, the College transfer endowments and realized and unrealized income on endowments to the Langara College Foundation as at March 31, 2014, the total amount of which will not exceed the College's annual surplus for the year then ended.

Carried Unanimously.

9. EDUCATION COUNCIL REPORTS

a) Recommendation Memo

A. Lippert 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.

a) Report of the Meeting held on January 21, 2014

G. Krause highlighted the summary report of the Education Council meeting held on January 21, 2014, attached to the agenda noting a number of program changes; that Professional Photo-Imaging is changing its name to Professional Photography effective the fall semester of 2014; and the approval of Policy F1005 – Assessment of Academic Progress.

b) Report of the Meeting held on February 18, 2014

G. Krause highlighted the summary report of the Education Council meeting held on February 18, 2014, attached to the agenda noting the approval of Policy E2009 – Transfer Credit.

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

**THAT, the Education Council Summary Reports for the meetings
held on January 21, 2014 and February 18, 2014 be received for information.**

Carried Unanimously.

8. BOARD MEMBERS' REPORT

Nil.

9. CONSTITUENT GROUP REPORTS

Nil.

10. VISITORS' COMMENTS

Nil.

11. NEXT SCHEDULED BOARD MEETING

The next Board of Governors meeting is scheduled for **Thursday, June 26, 2014.**

There being no further business, the meeting adjourned at 2055 hours (8:55 p.m.)

Anne Lippert
Chair, Board of Governors
Langara College

Lane Trotter
President and CEO
Langara College