

**Present:** Charlene Barkman  
David Bowra, Chair  
Zdenka Buric  
Jacob Cutts  
Stacey Edzerza Fox  
Kwin Grauer  
Peter Huron

Gerda Krause  
Jeff Lowe  
Claude Painter  
Anthem Postnikoff  
Vanessa Reakes  
Lane Trotter, President

**Regrets:** Jas Sandhu

**Employee**

**Resources:** Barry Coulson, Associate Vice President, Administration and Finance  
Deanna Douglas, Interim Vice President, Administration and Finance  
Ian Humphreys, Vice President, Strategic Planning and Business Development  
Vivian Lee, Director, Financial Services  
Brad O'Hara, Provost and Vice President, Academics and Students  
Dawn Palmer, Associate Vice President, Human Resources

**Constituent Groups:** Lynn Carter, President, Langara Faculty Association  
Raymond Chow, Chair, Langara College Administrators' Association  
Kristine Nellis, Representative, CUPE Local 15/VMCEW

**Guests:** Joe Cordingley, Manager, Budget Analysis and Planning  
Julie Longo, Dean, Faculty of Arts  
Cheryl McKeeman, Instructor, Mathematics and Statistics  
Ajay Patel, Dean, International Education

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

**1. MUSQUEAM LAND ACKNOWLEDGEMENT**

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 hə́m̓əmi'ə (hun ga mi num) speaking xʷm̓əθk ʷəy̓əm (Musqueam), on which Langara College is located.*

**2. CALL TO ORDER AND CHAIR'S REMARKS**

There being a Quorum present, Chair David Bowra called the meeting to order at 5:00 p.m. He conveyed regrets from those unable to attend, and welcomed guests Joe Cordingley, Manager, Budget Analysis and Planning, and Julie Longo, Dean, Faculty of Arts. He also welcomed visitors Cheryl McKeeman and Ajay Patel.

### **3. INTRODUCTION OF NEW BOARD MEMBER**

D. Bowra welcomed new board member Vanessa Reakes who was appointed for a term effective December 19, 2014 to July 31, 2016. He offered insights into her background and interest in serving the College community and advised that her oath of office had been administered during her orientation session.

### **4. APPROVAL OF AGENDA/CONSENT AGENDA**

It was moved by K. Grauer, seconded by S. Edzerza Fox and unanimously resolved:

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

- 4.1 Minutes of the Public Meeting held January 22, 2015 – Approved
- 4.2 Chair's Written Report – Acknowledged
- 4.3 President's Written Report – Acknowledged
- 4.4 Letter from Ministry of Advanced Education - Acknowledged
- 4.5 New Building Update – Acknowledged
- 4.6 Board Calendar: April 2015 – March 2016 - Acknowledged

### **5. INTERNATIONAL EDUCATION PRESENTATION**

I. Humphreys made a presentation on International Education noting that the College has surpassed the Ministry's target to increase international students studying in BC by 50 percent by 2016. Registration has increased by over 60% in the last three years with an expected total increase of over 80% by 2016. He provided a comparison in enrolment by country which highlighted the top 10 countries for international students. He noted that the College's dependence on China is slowly shifting to other countries with India increasing from 47 students in 2010 to 441 students in 2014; and Saudi Arabia, Brazil and Indonesia slowly making their way into the top 10. He advised that recruitment activities have increased and there have been organizational changes in the International Education Department to support these activities.

In response to a question, A. Patel advised that Bill C35 prevents the International Education staff from providing any immigration advice, including posting information on its website. He advised that a Student Coordinator in the International Education Department is taking immigration certification courses which should help to alleviate this barrier when students ask immigration questions.

Further discussion ensued and board members questions were answered.

### **6. CHAIR'S VERBAL REPORT**

D. Bowra highlighted the one-day Association of Governing Boards (AGB) workshop held at Langara College on February 13, 2015 noting that the workshop was well attended and feedback was positive. He advised that the collective energies of colleges and universities are better spent working together to identify issues and challenges in the post-secondary sector. He further highlighted the AGB documents attached to the agenda for information.

D. Bowra announced that student-elected Board Member, Jacob Cutts will spend his summer in Kampala, Uganda beginning in mid-May until late-August. Jacob expanded on the trip in that he will be taking courses at a University as part of an internship at a non-governmental organization (NGO). The Board congratulated Jacob and wished him well in his studies.

## **7. PRESIDENT'S VERBAL REPORT**

L. Trotter provided a verbal report on the following:

- On March 10, 2015 he and Ajay Patel attended the *Doing Business in India* session hosted by the Canada India Business Council and the Trade Commissioner Service of the Department of Foreign Affairs, Trade and Development Canada. The session provided information on India, its demography and ways to build partnerships and collaboration. The role of post-secondary education was highlighted as one of the successes that Canada has had in India but there is additional opportunity to continue to increase recruitment.
- The 49<sup>th</sup> Annual Athlete of the Year Awards presented by Sport BC was held on March 12, 2015. Langara College was nominated for three awards and took home two in the category of College Athlete and Male Coach, a major accomplishment that reflected well on the staff and students of the athletics department.
- From April 1-5, 2015 L. Trotter will be participating in the Ministry's education mission to China where he will sign a Memorandum of Understanding (MOU) with Maple Leaf Schools (who offer an accredited BC high school graduation program in China.) Maple Leaf sends a large number of students to Langara each year and the agreement will help to solidify that relationship.
- The Langara Falcon's Men's Basketball Team headed to the CCAA National Championships in Hamilton on the weekend of March 20, 2015. The first game at the tournament was against Humber College of which Langara lost 77-71 (and Langara College's President lost a bottle of B.C. wine to the President of Humber College.) Langara College placed fifth in the tournament.
- An articulation agreement was signed with Emily Carr University of Art and Design that allows students who have completed Langara College's Fine Arts Diploma to transfer directly into the third year of the Bachelor of Fine Arts Degree at Emily Carr.
- An articulation agreement was signed with Royal Roads University that allows Langara students who have received diplomas in the business area, nutrition and food service management, and recreation programming to transfer into RRU's Bachelor of Commerce degree in Entrepreneurial Management and into their BBA in Sustainability and International Business.
- During a trip to Prince George the previous week, L. Trotter had an opportunity to meet with the Presidents of the College of New Caledonia and the University of Northern British Columbia to discuss a variety of issues including creating a common vision for post-secondary education for BC's 25 post-secondary institutions.

## **8. COMMITTEE REPORTS**

### **8.1 Governance and Nominating Committee**

#### **a) Board Evaluation Tool – Update**

S. Edzerza Fox advised that the Governance and Nominating Committee will meet on April 10, 2015 to begin discussions on the Board Evaluation Tool. She advised that the old evaluation tool was used for the board evaluation completed recently and several weaknesses with the tool were identified. She advised that the committee will reflect on a new or refined tool and will come back to the Board with recommendations at a future board meeting.

## **8.2 Audit and Finance Committee**

### **a) Minutes of meeting held March 25, 2015**

K. Grauer highlighted the minutes of the Audit and Finance Committee meeting held on March 25, 2015 distributed at the table noting that the committee discussed the 2015/16 Operating Budget and Capital Acquisitions Budget. K. Grauer thanked the Finance Team for the hard work and long hours they contributed in presenting a viable balanced budget that the Audit and Finance Committee recommends to the Board for approval.

K. Grauer also noted that the Audit and Finance Committee discussed several transfers to the Langara College Foundation that will be discussed in further detail under item 9 of the agenda.

In response to a question about a board member sitting on the Foundation Board, the Board Chair advised that an independent board member has been approached and he is waiting for a response.

K. Grauer advised that the Audit and Finance Committee reviewed a draft of the Risk Register, developed by Korena Jang, former Director, Organizational Risk Assessment. The Risk Register focuses on enterprise risk management and best practices and ties to the Strategic Plan. He advised that the Audit and Finance Committee recommends that the risk register be reviewed by the Governance and Nominating Committee in April, be brought to the full Board for review in May, and a final document be presented to the Board in June.

## **9. FOR APPROVAL**

Prior to the presentation of items for approval, D. Douglas announced that B. Coulson has been seconded to a position in Shared Services Administration with the Ministry of Advanced Education. His new position as Sector Executive Lead, Administrative Services Delivery Transformation Collaboration Office is effective April 1, 2015. He will continue to be located at Langara College until such time that he transfers to an office at UBC. The Board congratulated Barry and wished him well in his new position.

### **9.1 2015/16 Operating Budget and Capital Acquisitions Budget**

Prior to review of the 2015/16 Operating Budget and Capital Acquisitions Budget attached to the agenda, L. Trotter provided his observations:

- The focus of developing the budget was on student success and in particular on keeping the broad range of programs and services that the college offers.
- An approximate gap of \$3M was projected last April when the development of the FY2015/16 budget was started.
- Budget Principles were developed through a committee in the Fall of 2014. The focus on the Budget Principles was on growing revenue while maintain programs and services.
- Revenue has increased primarily through the growth of enrolment of international students that has allowed us to maintain the programs and services that support student success.
- The balanced 2015/16 Operating Budget and Capital Acquisitions Budget being presented to the Board was unanimously recommended to the President by Langara Council on March 19, 2015.

D. Douglas noted that the balanced budget was achieved by reducing administrative support positions, creating new faculty positions, and increasing revenue in International Education.

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

**THAT, the 2015/16 Operating Budget and Capital Acquisitions Budget be approved.**

**Carried Unanimously.**

## **9.2 Fiscal Year End**

### **a) Transfer of Endowments to the Langara College Foundation**

K. Grauer highlighted the memo attached to the agenda noting that previous Board discussions have been held regarding the transfer of endowments to the Langara College Foundation. The College sought approval from the Ministries of Advanced Education and Finance to transfer the remaining \$7.3M of endowments to the Foundation as at March 31, 2015, incurring a deficit by doing so. Approval was received to incur a deficit of \$7.0M; the remaining \$300,000 will be the responsibility of the College and is able to be transferred without incurring a deficit beyond the \$7M approved. Discussion ensued and Board Members questions were answered.

It was moved by K. Grauer, seconded by J. Cutts

**THAT, the Board authorize the transfer of all remaining endowments in the amount of approximately \$7.3 million, and related earned income in the amount of approximately \$1.7 million, to the Langara College Foundation as at March 31, 2015.**

**Carried Unanimously.**

### **b) Transfer of Endowment Matching to the Langara College Foundation**

K. Grauer spoke to the memo attached to the agenda and highlighted the College's process for matching endowment donations made by third parties each year. He advised that with the transfer of all endowments to the Foundation, the Foundation will be responsible for administering all matching funds. Discussion ensued and Board Member's questions were answered.

It was moved by K. Grauer, seconded by C. Painter

**THAT, the Board authorize a transfer in the amount of \$350,000 to the Langara College Foundation as at March 31, 2015, for the purpose of matching endowment donations for the 2014 and 2015 fiscal years of the Foundation, and**

**THAT, the College indicate that these funds are for the sole purpose of matching endowment donations received by the Foundation .**

**Carried Unanimously.**

### **c) Transfer of the Building Legacy Fund to the Langara College Foundation**

K. Grauer highlighted the memo attached to the agenda which provided the background and purpose of the Building Legacy Fee. He advised that transferring this fund to the Foundation, to the extent possible without incurring a deficit, will allow the original intentions of the Fund to be respected. Discussion ensued and Board Member's questions were answered.

It was moved by K. Grauer, seconded by Z. Buric

**THAT, the Board authorize the transfer of the Building Legacy Fund to the Langara College Foundation as at March 31, 2015, for future Langara College capital projects at the Foundation's discretion, in an amount not to be greater than the College's revenues less its expenditures including all other transfers, for the year then ended,**

**provided that any funds so transferred meet the requirements under Public Sector Accounting Standards to be accounted for as an expense, with such requirements to be agreed to by the College's auditors.**

**Carried Unanimously.**

## **10. EDUCATION COUNCIL REPORTS**

D. Bowra 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.

### **10.1 Report of the Meeting held on January 20, 2015**

G. Krause highlighted the summary report of the Education Council meeting held on January 20, 2015, attached to the agenda noting a new course in Cooperative Education and the approval of revised Education Council curriculum forms.

### **10.2 Report of the Meeting held on February 17, 2015**

G. Krause highlighted the summary report of the Education Council meeting held on February 17, 2015, attached to the agenda noting new courses in Women's Studies and Applied Planning, course changes in the Bachelor of Performing Arts courses, the endorsement by Education Council of Policy B3006 – Intellectual Property, and the approval of Certificate Programs in Continuing Studies.

It was moved by C. Painter, seconded by A. Postnikoff

**THAT, the Education Council Summary Reports for the meetings held on January 20 and February 17, 2015 be received for information.**

**Carried Unanimously.**

## **11. BOARD MEMBERS' REPORT**

C. Painter thanked the College for the opportunity to participate in the Student Leadership Summit which highlighted current student activities and allowed alumnus to share their experiences.

P. Huron advised that CUPE Local 15/VMECW have ratified a four-year agreement with the College.

## **12. CONSTITUENT GROUP REPORTS**

Nil.

## **13. VISITORS' COMMENTS**

A concern was expressed by C. McKeeman regarding the CRA charging a taxable benefit on parking.

**14. NEXT MEETING AND ADJOURNMENT**

**14.1 Next Meeting**

The next Board of Governors meeting is scheduled for **Thursday, May 28, 2015.**

**14.2 Adjournment**

There being no further business, the meeting adjourned at 1825 hours (6:25 p.m.)

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David Bowra  
Chair, Board of Governors  
Langara College

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Lane Trotter  
President and CEO  
Langara College