

BOARD OF GOVERNORS
Minutes of a Public Meeting
held on Thursday, September 26, 2013
in Room C408 beginning at 1802 hours (6:02 p.m.)

Present: David Bowra, Vice-Chair
Zdenka Buric
Roy Daykin, President
Stacey Edzerza Fox
Kwin Grauer
Gerda Krause
Anne Lippert, Chair

Jeff Lowe
Teresa Lu
Brian McGibney
Jas Sandhu
Mark Smith
Dean Tsatouhas

Regrets: Megahn McCarthy

Staff: Barry Coulson, Associate Vice-President, Administration and Finance
Ian Humphreys, Vice-President, Enrolment and Business Development
Brad O'Hara, Vice-President, Academic and Provost
Dawn Palmer, Associate Vice-President, Human Resources

Visitors: Daniel Budgell, Langara Alumnus
Lynn Carter, President, Langara Faculty Association
Patricia Cia, Head of Library Services
Leelah Dawson, Dean, Faculty of Sciences and Management
Lisa Fisher, Director, Communications and Marketing
Andrew Kocicka, Langara Student
Vivian Lee, Director, Financial Services
Cheryl McKeeman, Coordinator, Student Advising, Math and Stats Department

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

I would like to acknowledge the unceded territory of the hən̓ə̓mi̓ə̓ (hun ga mi num) speaking x̱məθḵəy̱əm (Musqueam), on which Langara College is located.

S. Edzerza Fox delivered the above acknowledgement that Langara College rests on the land of the Musqueam peoples and noted that this acknowledgement will be delivered at the beginning of every Board meeting. She worked with Musqueam Council Members to provide the acknowledgement to ensure that protocol was being followed. Council Members thanked the Board of Governors for the opportunity to provide their input.

A. Lippert thanked P. Cia for providing Board members with a tour of the Library.

B. O'Hara introduced Dr. Leelah Dawson, Dean, Faculty of Sciences and Management who commenced her position on September 9, 2013; I. Humphreys introduced Lisa Fisher, Director, Communications and Marketing who commenced her position on June 13, 2013; and, B. Coulson introduced Vivian Lee, Director, Financial Services who commenced her position on August 6, 2013.

T. Lu advised that this would be her last Board meeting as she has completed her one-year term and will not be seeking re-election. An expression of thanks and appreciation was conveyed by the Board and it was noted that a formal thank you will be held at a future Board meeting.

P.Cia presented the results of the Library's Strategic Visioning project, a collaborative process guided by a steering committee and facilitated by Dysart & Jones Associates that joined students, faculty, administration and Library employees in defining the future of the Library and its role at the College. She provided copies of the Library Strategic Plan with its five priorities and vision of a progressive academic library for 2020 and a "By the Numbers" handout comparing data from 2009/10 to 2013/4. In response to a question, she noted that library materials and services are continually evaluated and an annual planning meeting is held every spring to operationalize the Library's shorter term goals.

A. Kocicka and D. Tsatouhas made a presentation on their C.A.R.E. Langara Travel Abroad experience to Kenya where they visited local primary and secondary schools and soccer clubs to teach their soccer skills. Their fund-raising efforts enabled them to take soccer balls, shoes, and jerseys to distribute amongst the people in the villages they visited. They highlighted their experience with their host family and everyday life in Kenya. They thanked the College and the C.A.R.E program for providing them the opportunity to participate in this program.

1. APPROVAL OF THE AGENDA

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

THAT, the Agenda be approved.

Carried Unanimously.

2. APPROVAL OF THE MINUTES and BUSINESS ARISING

a) Minutes of the Meeting held on June 27, 2013

It was moved by M. Smith, seconded by S. Edzerza Fox

THAT, the Minutes of the Langara College Board Public Meeting held on June 27, 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 reminded Board Members of the importance of their participation in events organized by the College as a way to become more familiar with the work of the College and also with the members of the College Community.

b) Letter from the Minister of Advanced Education dated July 27, 2013

A. Lippert highlighted a letter dated July 17, 2013, received from Amrik Virk, Minister of Advanced Education attached to the agenda. The letter was his response to a letter sent on behalf of the College Board and President congratulating him on his election as a Member of the Legislative Assembly for Surrey-Tynehead and on his appointment as Minister of Advanced Education.

c) Meeting Schedule 2014

A. Lippert advised that the Board meeting schedule has been set for 2014 as identified in the document distributed at the table. She asked board members to ensure the dates are in their calendars.

4. PRESIDENT'S REPORT

R. Daykin referenced his memo dated September 19, 2013 attached to the agenda which highlighted College events that occurred from July - September 2013.

R. Daykin also reported on the following:

- James Gorman resigns as Deputy Minister of Advanced Education to take the helm as President and CEO of the council of Forest Industries;
- Sandra Carroll appointed new Deputy Minister of Advanced Education;
- As part of the Science without Borders and ACCC initiative, approximately 30 Brazilian students are attending Langara for 18 months (6 months in English as a Second Language; 8 months in a credit program; and 6 months in a work experience);
- Fifteen open, online textbooks reviewed by post-secondary faculty are now available for free download to students as part of an initiative implemented by the BC provincial government and BCcampus;
- B. O'Hara advised that Langara is initiating its first Academic Plan that will provide a comprehensive framework for future pedagogical success. An Academic Planning Committee has been formed and, including himself, its members are comprised of Gerda Krause, Tess MacMillan, Julie Longo, Margaret Heldman, Spencer Dane, Tomo Tanaka, and Janet Ready. Focus groups being held in October will form the basis to write the plan.
- Truth and Reconciliation Events held at the College and around Vancouver from September 13-29, 2013;
- The Science and Technology building is advancing and an Advisory Committee Meeting will be held to review the latest plans from the Architect. Some changes are required to get within the cost envelope. .

5. COMMITTEE REPORT

A. Lippert reminded Board Members of the role of the Coordinating Committee to make decisions on behalf of the Board when there is not sufficient time to present the item to the entire board.

a) Board Coordinating Committee
– **Meeting held on September 16, 2013**

A. Lippert highlighted the minutes of the Board Coordinating Committee meeting held on September 16, 2013, attached to the agenda noting that the Coordinating Committee reviewed the Statement of Financial Information for the fiscal year ended March 31, 2013.

She noted that the Statement was prepared in accordance with the Financial Information Act and the Financial Information Regulations and included the Audited Financial Statements as previously approved by the Board at its June 2013 meeting and Schedules which are required to be filed by September 30, 2013.

The report will be posted to the College's website, via the Financial Department webpage.

6. FOR APPROVAL

a) Board Resolution 317 – Signing Authority Designates

B. Coulson highlighted his memo dated September 18, 2013, attached to the agenda and advised that Board Resolution 317 was adopted in 1994 and currently only allows the President and Vice-President, Administration and Finance to witness the College's corporate name. As a result, contracts have been delayed if one or both of the signing designates are absent, especially if the contract requires both signatures. The addition of the Vice-President, Academic and Provost and the Associate Vice-President, Administration and Finance as signing designates will provide for a further delegation of routine contracts under the College's Signing Authority Policy, thus reducing delays. Board Resolution 317 would be revised to reflect these changes in designated signing authority.

Discussion ensued and in response to board members questions, B. Coulson advised that routine contracts such as practicum and agent agreements normally do not have a monetary value and if they do, the value is quite low. Board Members had reservations about approving the resolution without additional information and asked that the resolution be revised and returned to the board for further review.

AGENDA ITEM

b) Banking Resolutions

B. Coulson highlighted his memo dated September 18, 2013, attached to the agenda which outlined the Banking Resolution for Signing Authorities and Credit Facilities. He advised that the changes in signing authorities reflect a change in position to Associate Director, Budgets and Payroll and to add the new position of Associate Director, Purchasing. He further advised that changes to credit facilities is required in the amount of \$750,000 for the roll-out of the College's purchasing-card program, and in the amount of \$1,250,000 for revolving demand in anticipation of letters of guarantee that will be required by the City of Vancouver during construction of the Sciences and Technology Building.

Discussion ensued and board member's questions were addressed.

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

THAT, the Banking Resolution – Signing Authorities approved on February 24, 2005 and amended on January 27, 2011, be further amended as follows:

THAT, any two of the following be authorized to arrange for payments, either by cheque, money order or electronically, from the College's bank accounts:

**President;
Vice-President, Administration and Finance;
Associate Vice-President, Administration and Finance;
Director, Financial Services;
Associate Director, Financial Services;
Associate Director, Budgets and Payroll;
Associate Director, Purchasing; and,
Manager, Financial Accounting.**

THAT, any two of the following be authorized to execute any documents that the banks require from time to time including but not limited to general banking agreements, electronic banking agreements, and updated signing authorities due to personnel changes in the above positions:

**President;
Vice-President, Administration and Finance;
Associate Vice-President, Administration and Finance; and,
Director, Financial Services.**

AND

THAT, the Banking Resolution – Credit Facilities approved on May 26, 2005 and amended on January 27, 2011, be further amended as follows:

THAT, Langara College be authorized to establish credit facilities in the following amounts:

- i) \$750,000 Corporate Expense credit/purchasing card;**
- ii) \$1,250,000 Revolving Demand;**

With the Royal Bank of Canada and/or the Bank of Montreal, at an interest rate and terms to be arranged with the banks; and

THAT, any two of the following be authorized to sign, on behalf of the College, the necessary promissory notes or other documents providing security to the banks in order to obtain the above-mentioned credit facilities:

**President;
Vice-President, Administration and Finance;
Associate Vice-President, Administration and Finance; and,
Director, Financial Services.**

Carried Unanimously.

7. FOR INFORMATION

a) Financial Update

B. Coulson highlighted the memo attached to the agenda which provided a financial update for the First Quarter ended June 30, 2013.

8. EDUCATION COUNCIL REPORTS

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 June 18, 2013

G. Krause highlighted the summary report of the Education Council meeting held on June 18, 2013, attached to the agenda and noted a number of new courses and course revisions. She further noted one new program in Continuing Studies that would be eligible for student loans funding.

It was moved by B. McGibney, seconded by D. Bowra

**THAT, The Education Council Summary Report for June 18, 2013,
be received for information.**

Carried Unanimously.

9. BOARD MEMBERS' REPORT

B. McGibney announced that the Fine Arts Faculty Exhibition runs from September 26 – October 10, 2013, and will be held in the employee lounge.

B. McGibney, M. Smith, and D. Tsatouhas advised that they are running in opposition in the elections and depending on the results, this may be their last board meeting. The election results will be announced on October 3, 2013.

10. CONSTITUENT GROUP REPORTS

Nil.

11. VISITORS' COMMENTS

C. McKeeman thanked the Board for their time commitment during the search for a new President for the benefit of all Langara employees.

12. NEXT SCHEDULED BOARD MEETING

The next Board of Governors meeting is scheduled for **Thursday, November 28, 2013.**

There being no further business, the meeting adjourned at 2000 hours (8:00 p.m.)

Anne Lippert
Chair, Board of Governors
Langara College

Roy Daykin
President and CEO
Langara College