

Langara College Board of Governors
Meeting Minutes
Public Meeting
Thursday, September 26, 2024, 4:30 p.m.
Boardroom B141 and via Zoom

Board Members:

Mary Lynn Baum, Board Chair
Paula Burns, President and CEO
Willa Choy
Armor Valor Corrales
Krisha Dhaliwal
Mark Goldberg
Stephen Howard
Tess MacMillan, Chair, Education Council

Scott Murray (regrets)
Rose Palozzi (via Zoom)
Cole Rheaume
Melissa Roberts
Claudia Salem (regrets)
Nick Smith
Urvi ‘

Employee Resources:

Michael Koke, Vice-President, Administration and Finance
Pouyan Mahboubi, Provost and Vice-President, Academic
Yusuf Varachia, Vice-President, External Relations and Community Engagement
Stewart McGillivray, Advisor, Strategic Priorities, President's Office

Constituent Groups:

Sophie Bennett, Representative, CUPE Local 15/VMECW (via Zoom)
Pauline Greaves Aylward, President, Langara Faculty Association
Rosi Woodley, Chair, Langara College Administrators Association

Guests:

Elizabeth Barbeau, Dean, Faculty of Social Sciences and Community Programs
Anne Baxter, Director, Risk and Internal Control
Spencer Dane, Division Chair, Creative Arts & Industries
Dwayne Doornbosch, Director, Facilities
James Fan, Associate Director, Finance and Procurement
Jill Goldberg, Instructor, English Department
Debbie Mohabir, Secretary-Treasurer, CUPE Local 15
Kenneth Wong, Associate Director, Financial Planning and Analysis

Visitors:

Raged Anwar, Vice-President, Langara Faculty Association
Janet Douglas, Instructor, Social Service Worker Department
Catherine Glass, Board Member, Langara Faculty Association
Catherine Huth, Chief Steward, Langara Faculty Association
Jane McCarthy, Board Member, Langara Faculty Association
Paul Sunga, Board Member, Langara Faculty Association
Stanley Tromp, Langara College Journalism Graduate
Shelley-Anne Vidal, Steward, Langara Faculty Association
Nina Winham, Board Member, Langara Faculty Association

Recorder:

Alice Hsu, Executive Assistant to the President

1. CALL TO ORDER AND LAND ACKNOWLEDGMENT

There being a Quorum present, the Board Chair called the meeting to order at 4:34 pm. She welcomed all guests in attendance and conveyed regrets from those unable to attend.

The Board Chair acknowledged that Langara College is located on the traditional and unceded territory of the Musqueam people. She also acknowledged the Indigenous peoples of all the lands the online participants were calling in from remotely to the meeting. She acknowledged the importance of the lands that we each call home. We do this to reaffirm our commitment and responsibility to reconciliation, and to the importance of our relationships with First Nations and Indigenous peoples.

In addition, to recognize the upcoming National Day for Truth and Reconciliation, the Board Chair invited J. Goldberg to speak about the *Writing Lives* course she teaches at Langara. The Board Chair had previously heard J. Goldberg's presentation at the Langara College Foundation 2024 Donor Appreciation Reception and felt it would be valuable for all Board members to learn about this course, which reflects the College's efforts in indigenization and its commitment to reconciliation.

J. Goldberg introduced herself and noted that the course's full name is *Indian Residential School Survivors Memoir Project*, a two-semester course that pairs students with residential school survivors to document their stories as memoirs. She shared how the course was developed in response to the Truth and Reconciliation commission's Calls to Action, what students learn, and the process of creating the memoirs. She noted that the most important part of the project is teaching students to build reciprocal, warm, caring, ethical relationships with the elders they work with.

She also highlighted some great outcomes from the course, including the publication of Squamish Elder Sam George's memoir, *The Fire Still Burns*, in 2023, which is currently a finalist for one of the BC Yukon Book Prizes. In addition, a student received a grant from the Canada Council for the Arts to continue working with elders to write their memoirs. The course has also established a partnership with Capilano University and a loose relationship with UBC's Indian Residential School History and Dialogue Centre, allowing elders to store or archive their memoirs at the centre if they wish.

J. Goldberg thanked the Board for inviting her and the College for supporting her in running the course.

[J. Goldberg exited the meeting at 4:48 p.m.]

2. DISCLOSURE OF CONFLICT OF INTEREST

In accordance with *Board By-Law 200: Code of Conduct and Conflict of Interest*, Board Members were provided an opportunity to declare conflicts of interest for any agenda item that would relate to the ongoing business of the institution. With none disclosed, the meeting proceeded.

3. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved by N. Smith and seconded by M. Goldberg:

THAT, the Langara College Board approve the agenda, and approve and acknowledge the items and motions on the Consent Agenda:

- 3.1 Minutes of Meeting held June 27, 2024 – Approved**
- 3.2 Board Coordinating Committee – Minutes of Meeting held July 4, 2024 - Approved**
- 3.3 Confirmation of Remittances – Acknowledged**
- 3.4 Langara College Financial Statements to June 30, 2024 – Acknowledged**
- 3.5 Langara Students' Union Association Compliance Letter and Audited Financial Statements as at April 30, 2024 – Acknowledged**
- 3.6 Annual Insurance and Indemnity Confirmation – Acknowledged**

Carried Unanimously.

4. ELECTION OF BOARD FIRST AND SECOND VICE CHAIRS

The Board Chair turned the Chair's role to President P. Burns at 5:20 pm to hold the elections of the First Vice-Chair and Second Vice-Chair positions.

P. Burns advised that S. Murray was elected as the Board First Vice Chair and S. Howard was elected as the Board Second Vice Chair at the September 28, 2023 Board meeting for a one-year term ending September 30, 2024. Board members were notified at the June 27, 2024 Board meeting that the elections of the two Board Vice Chair positions would be held at this meeting. A call for Nominations/Expressions of Interest was sent to Board Members via email on August 15, 2024.

4.1 Election of Board First Vice Chair - Expression of Interest from Scott Murray

P. Burns advised that S. Murray had submitted an expression of interest for the Board First Vice Chair position. She called for other expressions of interest or nominations from the floor. There being none, and in accordance with By-Law 201, S. Murray was declared Board First Vice Chair by acclamation for another one-year term effective October 1, 2024.

4.2 Election of Board Second Vice Chair – Nomination for Stephen Howard

P. Burns advised that a nomination for S. Howard for the Board Second Vice-Chair position had been submitted by M.L. Baum. She called for other nominations or expressions of interest from the floor. There being none, and in accordance with By-Law 201, S. Howard was declared Board Second Vice Chair by acclamation for another one-year term effective October 1, 2024.

President Burns concluded the election and handed the meeting back to the Board Chair at 4:53 p.m.

ML Baum thanked P. Burns for conducting the elections and congratulated S. Murray and S. Howard.

5. CHAIR'S REPORT

The Board Chair provided the following updates in addition to her written report attached to the agenda:

- Board member R. Palozzi, C. Rheaume, and AV Corrales, along with herself, attended the Langara College Foundation 2024 Donor Appreciation Reception on September 24, 2024.
- She received two emails from the government – one from Minister Beare about safety in the areas of racism and antisemitism, sexualized violence and overdose prevention, and another one from Mary Sue Maloughney, Associate Deputy Minister, Crown Agencies

Secretariat about 2024 General Election & Transition Information Recap. She will circulate these to the Board after the meeting.

- She reminded Board members about the upcoming Board Retreat and noted that the University Golf Course, the venue for the full-day meeting, is now run by the Musqueam.

6. PRESIDENT'S REPORT

President Burns reported on the following:

- **Strategic Priorities:** The 2024/25 strategic priorities were launched at the end of August 2024, continuing to focus on people, mission, and organization, with slight changes from the previous year.
- **Federal Announcement:** Last week, Minister Millar announced further changes affecting post-secondary institutions, including caps for Master's and PhD programs not covered previously and changes to Post-graduate Work Permits (PGWP) for colleges.
- **Enrollment Data:** For Fall 2024, as of the stable enrollment date (September 9), domestic student headcounts were down by approximately 3% and international student numbers were down by approximately 10%. For Spring 2025, both international and domestic application numbers were down. As a result, the offers made and acceptance rates for both groups have also decreased.
- **Response to the Enrolment Challenges:** The Langara Faculty Association (LFA) raised concerns about the impacts of enrollment challenges. The Executive Leadership Team met with the LFA Board on August 7, and Provost P. Mahboubi hosted two virtual Q&A sessions with faculty and staff to address their questions. The People and Culture team is working closely with Deans to tackle ongoing challenges, while the Provost's team is focusing on streamlining credentials, with efforts including a retreat held in early September. The Finance team is reviewing the budget forecast to manage current and future challenges, and the recruitment and marketing team is stepping up its efforts with more creative ad campaigns to position Langara as a first-choice institution.
- **EAIE Conference:** Recently attend the European Association for International Education (EAIE) 2024 Conference in France with VP Varachia. The discussions centered on creating global citizens, sustainability, and partnership opportunities. VP Varachia's team is exploring collaborations with European institutions.
- **NDTR Week Events:** Events for the National Day for Truth and Reconciliation (NDTR) week included a Musqueam Reconciliation Panel today. Special recognition was given to Graeme Joseph, Executive Director, Indigenous Initiatives and Services and Joy Walcott-Francis, Director, Equity, Diversity, and Inclusion for their outstanding work.
- **New VPPC:** The new Vice President, People and Culture, Parveen Mann, will start on October 1, 2024.

Discussions ensued and P. Burns and Y. Varachia answered Board members' questions.

7. EDUCATION COUNCIL REPORTS

7.1. Summary Report of Meeting held June 25, 2024

T. MacMillan referred to the June 25, 2024 Education Council Summary Report attached to the agenda and highlighted the following items:

- Early Childhood Education (ECE) created a new Citation in Early Childhood Education Post Basic Infant Toddler. The program is open to any applicant who has completed an ECE Certificate or Diploma from a BC post-secondary institution.
- Several new courses were created, including SOCI 1888 – Games and Culture: all your base are belong to us, LIBR 1595 – Indigenous Knowledges in Libraries, and LIBR 2695 – Introduction to Archives and Museums.
- Repealed VCC Policy 6.3.1.3 – Langara Scheduling of Instruction, dated September 15, 1976. The outdated policy is replaced by the new Policy E2012 – Academic Scheduling.
- The EdCo pause mentioned at the previous Board meeting has taken place since the June EdCo meeting. It is important to note that this is an implementation pause. The Education Council will continue to meet and pass documents, programs, and courses, but the majority will not be implemented until Fall 2026 or later, with some exceptions.

It was moved by T. MacMillan and seconded by AV Corrales:

THAT, the Summary Report of the Education Council meeting held June 25, 2024 be received.

Carried Unanimously.

8. COMMITTEE REPORTS/APPROVALS

8.1 Audit and Finance Committee (AFC)

In the absence of the AFC Chair S. Murray, W. Choy presented the following items moved forward from the Audit and Finance Committee meeting held on September 9, 2024.

a. Five-Year Capital Plan – 2025/26 to 2029/30

W. Choy invited Dwayne Doornbosch, Director of Facilities, to provide an overview of the Five-Year Capital Plan attached to the agenda.

D. Doornbosch introduced himself and highlighted the following four priority projects:

- The Creative Community and Technology Complex: This is the Building A replacement project. The Facilities team is working with Make Projects as the project manager and Dialog Architecture as the design firm to develop a more mature plan for the next submission in 2025. While the plan includes three options, the Ministry has clearly indicated a preference for a replacement building rather than retrofitting the existing one.
- Student Housing: Work on this project will be launched this fall, with Colliers Project Leaders hired as the project manager and Teeple Architects and Proscenium Architects hired as the design team to develop a more informed plan for the 2025 submission. It is noted that the 400 beds mentioned in the current plan are only an estimate at this time.
- T Building 3rd Floor – Nursing Program Expansion: This project supports the mandate set by the Ministry for Langara. Currently, the Nursing program occupies about one-third to half of the floor. The expansion will involve reallocating space from other parts of the campus and balancing faculty needs. The planning process, including consultation with deans and the provost, is underway.

- Campus Electrical Distribution Upgrades: It is necessary to move forward with this project sooner than later while continuing work on the Building A replacement project and awaiting the Ministry's approval. Building A was built in 1969 and its aging infrastructure is currently serving most of the campus. The plan is to build a new structure that can eventually be integrated into the new building once it is built.

Discussions ensued and D. Doornbosch and M. Koke answered Board members' questions.

It was moved by AV Corrales and seconded by K. Dhaliwal:

THAT, the Board approve the Five-Year Capital Plan for 2025/26 to 2029/30.

Carried Unanimously.

b. Statement of Financial Information (SOFI) Report for the Fiscal Year Ended March 31, 2024

M. Koke thanked J. Fan and his team for preparing this year's SOFI Report. It is a legislative requirement for most public sector institutions that a SOFI Report be generated each year. The report includes three components: the audited financial statements for the prior fiscal year that has already been approved by the Board in June, vendors whom we paid more than \$25,000 a year, and employees earned over \$75,000 a year, and these thresholds were established by the Ministry of Finance at least 10 years ago.

Discussions ensued. M. Koke answered Board members' questions and advised that the SOFI Report will be posted on the College's public website. Although institutions are only required to make the report available upon request, most institutions do post their report on their website.

It was moved by AV Corrales and seconded by M. Goldberg:

THAT, the Board approve the Statement of Financial Information (SOFI) Report for Langara College for the fiscal year ended March 31, 2024

Carried Unanimously.

c. Ministry Q2 Forecast

M. Koke thanked K. Wong and his team for preparing the Q2 forecast. It is anticipated that the College will finish the fiscal year with a deficit, largely due to the international student enrolment challenges as President Burns explained at the beginning of today's meeting. Normally, institutions are not allowed to budget for a deficit, but the College will seek the Ministry's approval for the deficit budget this time. Given that the enrolment challenges occurring sector-wide and across the country, it is anticipated that the request will be granted as long as the College provides the Ministry with an explanation and a timeline outlining how the College will address the deficit.

It was moved by S. Howard and seconded by M. Goldberg:

THAT, the Board approve the College's fiscal 2024/25 Second Quarter (Q2) Forecast for submission to the Ministry of Post Secondary Education and Future Skills.

Carried Unanimously.

d. Renewal of Appointment of Auditors

M. Koke advised that the College entered into a four-year contract with KPMG a couple of years ago. However, it was decided at that time that the renewal request would be brought to the Board for approval annually. To save time, it is now recommended that the Board approve the renewal for a two-year period, which will go to the end of the contract cycle. The College will then undergo another procurement process, with plans to request a four-year renewal again at that time.

In response to a question, M. Koke confirmed that there is no requirement for the auditors to be appointed annually.

It was moved by M. Roberts and seconded by C. Rheaume:

THAT, the Board approve the appointment of KPMG as the Auditor for Langara College for fiscal years 2024/25 and 2025.26.

Carried Unanimously.

Before moving on to the next agenda item, the Board Chair invited Urvi to speak, as she needed to leave the meeting in 15 minutes.

Urvi advised that this might be her last meeting as a student Board member if she is not re-elected. She expressed gratitude to everyone on the Board for sharing their knowledge and offering advice. She sincerely appreciated the great experience she had and expressed hope to return for another term.

The Board Chair expressed appreciation for Urvi's contributions and stated that it had been a pleasure to have Urvi serve on the Board.

8.2 Governance and Nominating Committee (GNC)

The GNC Chair S. Howard presented the following items moved forward from the Governance and Nominating Committee meeting held on September 12, 2024.

a. Revised Board Policy 455 – By-Law and Policy Development and Management

S. Howard invited S. McGillivray to present the proposed revisions made to Board Policy 455.

S. McGillivray referred to the briefing note and the revised Policy 455 – By-Law and Policy Development Management attached to the agenda, provided a summary of the key revisions made to the policy, and explained the rationale for making those amendments. He noted that the outcome of this review was to clarify the roles and responsibilities during a policy review process, including who is responsible for initiating reviews, maintaining documents, etc.

It was moved by N. Smith and seconded by W. Choy:

THAT, the Board approve the revised Board Policy 455 – By-Law and Policy Development and Management.

Carried Unanimously.

b. Revised By-Law 208 – Governance and Nominating Committee

S. McGillivray referred to the briefing note and the revised By-Law 208 – Governance and Nominating Committee, which were attached to the agenda and noted that the terms of reference for other Board committees at the College, as well as those at other public postsecondary institutions, along with resources made available through our Ministry and the Crown Agencies and Board Resourcing Office (CABRO), were consulted for this review.

The main focus areas identified were governance and policy, nominations and board succession planning, and evaluations and oversight, and it is aimed to enable the Committee to continue having focused and useful work plans that support the overall work of the Board, such as the board evaluation process.

It was moved by M. Goldberg and seconded by M. Roberts:

THAT, the Board approve the revised By-Law 208 – Governance And Nominating Committee.

Carried Unanimously.

c. Fall Board Retreat Agenda

President Burns advised that she would share a pre-reading resource document ahead of the Retreat. It would contain suggested readings, but a detailed review is not necessary.

S. Howard noted that the retreat agenda is included in today's agenda package.

d. Committee Membership

S. Howard advised that R. Mirani and M. Jaworski's terms on the Board at the end of July 2024, and K. Dhaliwal has agreed to move from the Audit and Finance Committee to the Governance and Nominating Committee.

It was moved by M. Roberts and seconded by R. Palozzi:

THAT, the Board approve Krisha Dhaliwal be reassigned from the Audit and Finance Committee to the Governance and Nominating Committee effective immediately.

Carried Unanimously.

e. Expiry of Current Board Appointments and Potential Board Nominees

S. Howard referred to the email from CABRO attached to the agenda and outlined the Board members whose terms will expire in 2025. He then invited the Board Chair to provide additional information.

The Board Chair advised that at least two Board members will not be reappointed after their terms expire at the end of July 2025 and urged the Board members to think of potential candidates who would be assets to the Board. The deadline for submitting our recommendations to CABRO is in early December.

f. 2025 Conferences

S. Howard advised that the Colleges and Institutes Canada (CICan) will not hold a conference until 2026, and the AGB Conference 2025 will take place in Chicago from April 1–2, 2025.

Communications will be sent to Board members shortly with instructions on how to express interest in attending the AGB Conference.

9. BOARD MEMBER REPORTS

The Board Chair noted that Urvi had spoken earlier and asked if any other Board members had anything to share.

C. Rheume shared a booklet of an event for the National Day for Truth and Reconciliation.

AV Corrales expressed his gratitude for having served on the Board for the past three years. He noted that this would be his last meeting as a student Board member if he is not re-elected.

The Board Chair called for a round of applause for both student Board members.

[Urvi exited the meeting at 6:16 p.m.]

10. STAKEHOLDER MEMBER REPORTS

As requested in advance of the meeting, the Board Chair invited the Langara Faculty Association President Pauline Greaves Aylward to speak.

P.G. Aylward introduced herself and addressed the faculty's concerns regarding the challenges arising from the declining international student enrollment, including faculty job losses, financial insecurity, lack of communication and support, and the urgency of the situation. She called the College to take immediate action and proposed four actions for consideration: providing financial bridging and transitional funding, reducing registration size caps, redeploying faculty to non-teaching duties to retain faculty, and offering retirement incentives.

President Burns thanked P.G. Aylward and advised that the College is working on the incentives to retire and will work with the new VP, People and Culture joining next week to create a package. As to the redeployment of faculty, she addressed it at the virtual Q&A sessions that the College is looking for opportunities to second faculty to projects and initiatives that align with the College's strategic priorities.

The Board Chair thanked P.G. Aylward.

11. VISITOR'S COMMENTS

There were no comments.

12. NEXT MEETING

12.1 Tuesday, November 26, 2024

The next Board of Governors meeting is scheduled for Tuesday, November 26, 2024.

13. ADJOURNMENT

It was moved by AV Corrales and seconded by M. Goldberg:
THAT, the meeting be adjourned at 6:26 p.m.

Carried Unanimously.

Mary Lynn Baum
Chair, Board of Governors

Paula Burns
President and CEO