

Present:	David Bowra, Chair Zdenka Buric Jacob Cutts Stacey Edzerza Fox Kwin Grauer Peter Huron	Gerda Krause Jeff Lowe Claude Painter Lane Trotter, President Jas Sandhu
Regrets:	Charlene Barkman Anthem Postnikoff	Vanessa Reakes
Employee Resources:	Barry Coulson, Associate Vice President, Administration and Finance 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	
Guests:	Antonella Alves, A. Department Chair, Advising, School of Management Leelah Dawson, Dean, Faculty of Social Science and Management Deanna Douglas, Financial Consultant Stephanie Koonar, A. Department Chair, External Liaison, School of Management Cheryl McKeeman, Instructor, Mathematics and Statistics	
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 x̣m̓əθk 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. He noted new appointed Board Member Vanessa Reakes was unable to attend the January board meeting but will be introduced at the March board meeting.

3. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved by K. Grauer, seconded by Z. Buric and unanimously resolved:

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

- 3.1 Minutes of the Public Meeting held November 27, 2014 – Approved
- 3.2 Chair's Written Report – Acknowledged
- 3.3 President's Written Report – Acknowledged
- 3.4 Board Coordinating Committee
 - a) Minutes of the meeting held January 6, 2015 – Acknowledged
- 3.5 New Building Task Force
 - a) Minutes of the meeting held January 6, 2015 – Acknowledged
- 3.6 Ketchum Canada Inc. (KCI) Report - Acknowledged

4. CHAIR'S VERBAL REPORT

The Chair highlighted a letter of thanks addressed to the Board from former Board Member Megahn McCarthy who retired on August 1, 2014.

D. Bowra reminded Board Members of the one-day Association of Governing Boards (AGB) workshop being held at Langara College on February 13, 2015. Currently there are three board members attending and other board members interested in attending were asked to contact the Board office.

D. Bowra advised that he received a courtesy call from Andrew Wilkinson, new Minister of Advanced Education, who is scheduled to visit Langara College on January 26th.

5. PRESIDENT'S VERBAL REPORT

L. Trotter provided a verbal report on the following:

- He had an opportunity to meet Andrew Wilkinson, the new Minister of Advanced Education, at the BC College's Presidents meeting on January 19, 2015. The Minister advised that he is visiting post-secondary institutions as his schedule allows and will be at Langara College on January 26, 2015.
- On January 28, 2015 his Excellency David Johnston, the Governor General of Canada will be at Langara College to unveil its new Coat of Arms. Musqueam representatives will be in attendance to greet the Governor and perform a ceremony.
- I. Humphreys is working with high schools in China to coordinate a summer language program which would help recruit new international students to Langara College.

6. COMMITTEE REPORTS

6.1 Audit and Finance Committee

a) Minutes of meeting held December 5, 2014

K. Grauer highlighted the minutes of the Audit and Finance Committee meeting held December 5, 2014 noting that the committee discussed the recommendation to increase domestic tuition fees by 2% as allowed by government; to amend the banking resolution for credit facilities; to renew the appointment of KPMG as Auditors for fiscal year 2014/15; and, to extend KPMG's appointment as Auditors for an additional two years.

b) Minutes of meeting held January 6, 2015

K. Grauer highlighted the minutes of the Audit and Finance Committee meeting held January 6, 2015 noting that the Committee reviewed the Audit Plan with the Auditors; received the Audit Planning Report for the year ending March 31, 2014; received the status of the 2013/14 Audit Observations; received a fiscal year 2015/16 Budget Development update; was notified of the government's announcement to allow institutions to charge for Adult Basic Education (ABE) and English as a Second Language (ESL) beginning January 1, 2015; and, received an updated recommendation to Bylaw 204 – Fees and Charges for Instruction which now included these additional fees.

The Audit and Finance Committee held an In-Camera Session without management present.

6.2 Governance and Nominating Committee**a) Board Evaluation Process**

S. Edzerza Fox advised that the Governance and Nominating Committee (GNC) will begin the board evaluation process in early February which will include constituent groups. Due to time constraints, the process will use the existing evaluation tool from previous years and the GNC will review the evaluation tool for next year. A summary of the results will be provided to the Board at a future board meeting.

7. FOR APPROVAL**7.1 Bylaw 204 – Fees and Charges for Instruction**

K. Grauer highlighted the memo attached to the agenda to increase domestic tuition fees by 2%, which is the value to be used as directed by the province. It was noted that Langara has the second lowest domestic tuition fees in the lower mainland. It was also noted that the government is now allowing institutions to charge for Adult Basic Education (ABE) and English as a Second Language (ESL) effective January 1, 2015. The College will begin charging for ABE and ESL effective the summer term as some students have already registered for the spring semester expecting not to have to pay tuition. Bylaw 204 – Fees and Charges for Instruction has been revised to include these changes and requires a minimum of 60 days lapse between approval and implementation, making the changes effective for the summer term of 2015.

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

THAT, domestic tuition fees for University Transfer, Career/Technical, Vocational and Adult Basic Education (ABE) be increased to \$91.85 per credit, and upper division fees be increased to \$119.45 per credit, effective May 1, 2015; and

THAT Bylaw 204: Fees and Charges for Instruction be amended accordingly.

Carried Unanimously.

7.2 Banking Resolutions – Credit Facilities

K. Grauer highlighted the memo attached to the agenda noting the change to increase the credit limit for credit/purchasing cards from \$750,000 to \$1,000,000, and changing the bank from the Bank of Montreal to the Bank of Nova Scotia. These changes are a result of the roll-out of the new purchasing card program as part of a sector-wide consortium.

In response to a question as to why the change in banks, it was noted that an RFP process was completed and the Bank of Nova Scotia was the successful bidder.

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

THAT, the Banking Resolution – Credit Facilities approved on May 26, 2005 and amended on January 27, 2011 and on September 18, 2013, be further amended as follows:

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

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

With the Royal Bank of Canada and/or the Bank of Nova Scotia, 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 Community Engagement;

Associate Vice-President, Administration and Finance; and,

Director, Financial Services.

Carried Unanimously.

7.3 Renewal of Appointment of Auditors for 2014/15

K. Grauer highlighted the memo attached to the agenda noting that KPMG was appointed as the College Auditor in December 2010, commencing with the 2010/11 fiscal year for a period of five years subject to annual renewal.

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

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

Carried Unanimously.

7.4 Recommendation to Extend Appointment of KPMG

K. Grauer advised that under the current appointment 2014/15 is the last year for KPMG to provide audit services for the College. The Audit and Finance Committee reviewed the options of extending KPMG's services or starting a new RFP process. In light of the recent resignation of the College's CFO and other considerations, the Audit and Finance Committee determined that the likelihood of large savings by initiating an RFP process was minimal, and the stability and continuity of the auditors is important. The Committee recommended extension of the audit services of KPMG for an additional two years commencing fiscal year 2015/16. The RFP process will be revisited for the 2017/18 fiscal year.

V. Lee highlighted the status of the 2013/14 audit observations, recommendations and management's responses to the management letter prepared by KPMG.

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

THAT, the appointment of KPMG as Auditors for Langara College be extended for an additional two years commencing fiscal year 2015/16.

Carried Unanimously.

8. FOR INFORMATION

8.1 Third Quarter Financial Summary to December 31, 2014

B. Coulson presented his memo dated January 15, 2015, attached to the agenda which highlighted the financial results for the Third Quarter ended December 31, 2014. Board members questions were addressed.

b) Strategic Plan

L. Trotter highlighted his memo attached to the agenda and provided an update on the Strategic Plan. He advised that the information gathered from the Board retreat held on October 24, 2014 has been compiled into a document which will be used for the next phase of the Strategic Plan process commencing in February 2015. Progress reports will be provided to the Board during the process, and the plan will be improved/adjusted based on the results of the consultation process and then discussed and refined at a future Board retreat.

c) New Building Update

J. Sandhu provided an update on the new Sciences and Technology building advising that everything is on time and currently under budget. There are no issues of concern and the New Building Task Force is receiving regular updates.

9. 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.

9.1 Report of the Meeting held on November 18, 2014

G. Krause highlighted the summary report of the Education Council meeting held on November 18, 2014, attached to the agenda noting that this was the deadline meeting to include courses in the summer calendar. She highlighted new specialized courses in the Langara School of Management; new courses in Co-op Education which would allow students to complete their Co-op placement half time instead of full time; and, new Dog Walking and Therapeutic Touch Practitioner Certificate Programs in Continuing Studies.

In response to a Board Member's question, A. Alves, Assistant Department Chair, Advising, Langara School of Management advised that the specialized courses allow students to test-drive courses before making them permanent. Courses include but are not limited to Sports Marketing and International Business as part of the China Field School.

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

THAT, the Education Council Summary Report for the meeting held on November 18, 2014 be received for information.

Carried Unanimously.

10. BOARD MEMBERS' REPORT

P. Huron highlighted the outstanding accomplishments of students in Langara's Film Arts Program.

11. CONSTITUENT GROUP REPORTS

Nil.

12. VISITORS' COMMENTS

Nil.

13. NEXT MEETING AND ADJOURNMENT

13.1 Next Meeting

The next Board of Governors meeting is scheduled for **Thursday, March 19, 2015.**

13.2 Adjournment

There being no further business, the meeting adjourned at 1736 hours (5:36 p.m.)

David Bowra
Chair, Board of Governors
Langara College

Lane Trotter
President and CEO
Langara College