

<b>Present:</b>	Ghezal Durrani Stacey Edzerza Fox Lenora Gates Kwin Grauer, Chair Peter Huron Gerda Krause	Jeff Lowe Claude Painter Vanessa Reakes Jas Sandhu Lane Trotter
<b>Regrets:</b>	Zdenka Buric Zachary Crispin	Claude Rinfret
<b>Employee Resources:</b>	Dawn Palmer, Associate Vice-President, Human Resources Viktor Sokha, Vice-President, Administration and Finance	
<b>Constituent Groups:</b>	Lynn Carter, President, Langara Faculty Association Kristine Nellis, Representative, CUPE Local 15/VMECW Pam Robertson, Chair, Langara College Administrators' Association	
<b>Guests:</b>	Chris Arnold-Forster, Interim Director, Financial Services Margaret Heldman, Dean, Faculty of Science Kelly Sveinson, Instructor Chemistry Department and Coordinator, Community and Industry Research Centre	
<b>Recorder:</b>	Diana Falcon, Executive Assistant to the Board of Governors	

### 1. MUSQUEAM LAND ACKNOWLEDGEMENT

The Board Chair 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 hən̓əmi̓'ə (hun ga mi num) speaking xʷməθkʷəy̓əm (Musqueam), on which Langara College is located.*

### 2. CALL TO ORDER AND CHAIRS REMARKS

There being a Quorum present, the Board Chair called the meeting to order at 5:00 p.m. He conveyed regrets from those unable to attend, and welcomed guests Chris Arnold-Forster, Interim Director, Financial Services; Margaret Heldman, Dean, Faculty of Science; and, Kelly Sveinson, Instructor, Chemistry Department and Coordinator, Community and Industry Research Centre.

### 3. PRESENTATION – KELLY SVEINSON

Margaret Heldman introduced Kelly Sveinson, Instructor in the Chemistry Department and Coordinator of the Community and Industry Research Centre who made a presentation titled "Applied Research at Langara College: The Biochar Project and Beyond". He provided the history of the black soils of Brazil and how it led to the discovery of biochar, and highlighted the

Diacarbon Energy partnership and their testing of different wastes to create biochar. He further highlighted how Applied Research in Canadian Colleges has increased over the years providing opportunities for student engagement, connection to the community, enjoyable challenges for faculty, and growth for the college. He answered Board Members questions who received his presentation with a round of applause.

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

It was moved by V. Reakes, seconded by P. Huron 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 November 26, 2015 – Approved
- 4.2 Chair's Written Report – Acknowledged
- 4.3 President's Written Report – Acknowledged
- 4.4 New Building Task Force  
- Minutes of Meeting held January 21, 2016 – Acknowledged

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

The Board Chair highlighted events that he had attended over the past few months including the Musqueam Naming Ceremony and the annual Christmas Dinner hosted by the Langara Faculty Association. He further advised that the Office of the Auditor General will perform an ethics audit of select post-secondary institutions in February 2016, and will conduct an oversight audit of the college's financial statements during fiscal 2018-19.

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

L. Trotter provided a verbal report on the following:

- A cross-sector all Presidents meeting was held on November 27, 2015, for the 25 public colleges, institutes and universities in BC. The purpose of the meeting was to discuss the creation of a vision for post-secondary education in BC.
- The Musqueam Naming Ceremony was held on January 11, 2016, where the college was presented with a Musqueam name snəweyət leləm (pronounced sno-WAY-ith LAY-lum) which means "House of Teachings". A number of people have been involved in building the College's relationship with Musqueam and making this ceremony possible, but in particular President Trotter thanked Gail Sparrow, the college's Elder-in-Residence; Justin Wilson, Coordinator, Aboriginal Studies; Larry Railton, Manager, Services to Aboriginal Students; Clayton Munro, Registrar and Dean, Student Services; Lisa Fisher, Director, Communications and Marketing; and Wendy Lannard, Director, Facilities.
- The Takudai Seijin Shiki (Coming of Age) Ceremony was also held on January 11, 2016, where nine students of the Takudai program, now in its 38<sup>th</sup> year, were congratulated on reaching the age of majority (20) during the past year. The Takudai (or Coming of Age) ceremony is held annually in Japan and since the students could not be home for the event, the ceremony provided an opportunity to celebrate the occasion with Canadian host families, college staff, invited dignitaries, and friends. The ceremony included a welcome from Mr. Akira Uchida, Deputy Consul General of Japan, student speeches, and a presentation of gifts by Dr. Ian Humphreys.
- On January 15, 2016, the President spoke to the first graduating class of the Continuing Studies Registered Massage Therapy diploma program. The Registered Massage Therapy program is the first diploma offered by Continuing Studies, the first public program offered in British Columbia, and the first accredited public program. Congratulations went to the faculty and staff who through their dedication and hard work made this happen.

## 7. COMMITTEE REPORTS, RECOMMENDATIONS AND APPROVALS

### 7.1 Audit and Finance Committee

K. Grauer highlighted the minutes of the Audit and Finance Committee meeting held January 12, 2016, noting that the Committee reviewed the Audit Plan with the Auditors; received the Audit Planning Report for the year ending March 31, 2016; received the status of the 2014/15 Audit Observations; received a fiscal year 2016/17 Budget Development update; and received an update on Risk Management. The Committee also received recommendations to change Policy 470 – Investments, to approve the Q3 Forecast to the Ministry of Advanced Education, and to transfer year-end contributions to the Langara College Foundation.

Discussion ensued and it was noted that materiality is set at \$2.3M which has been reduced from the previous year to provide the necessary assurance that everything is being covered due to the recent turnover of key positions in the Financial Service Department.

### 7.2 Approval of 2015/16 Audit Plan and Signing of Engagement Letter

It was moved by C. Painter and seconded by V. Reakes

**THAT, the 2015-16 Audit Plan be approved; and**

**THAT Viktor Sokha, Vice-President, Administration and Finance, and Lane Trotter, President, be authorized to sign the Engagement Letter.**

**Carried Unanimously.**

### 7.3 Approval of Policy 460 – Investments

V. Sokha highlighted Policy 460 – Investments attached to the agenda. He noted that since all endowments have been transferred to the Langara College Foundation, the changes were made to remove all reference to endowments and to perform housekeeping changes to update position titles and committee names.

A board member advised that the removal of all reference related to endowments could make it difficult for the college to receive donations should a donor prefer to donate directly to the College and not to the Langara College Foundation. Discussion ensued and the consensus was to leave the policy the way it is currently but to perform housekeeping changes to update position titles and committee names where required.

### 7.4 Approval of Q3 Forecast to the Ministry of Advanced Education

K. Grauer highlighted the Q3 Forecast attached to the agenda and advised that the Audit and Finance Committee reviewed the forecast and had no concerns submitting it the Ministry of Advanced Education.

It was moved by P. Huron and seconded by V. Reakes

**THAT the Board approve the Financial Forecast for fiscal years 2015/2016, 2016/17, 2017/18 and 2018/19 prepared as at the end of the Third Quarter of 2015/16 (Q3), to be submitted to the Ministry of Advanced Education.**

**Carried Unanimously.**

### 7.5 Approval of Year-end Transfers to the Langara College Foundation

#### a) Matching Funds

K. Grauer spoke to the 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 C. Painter and seconded by J. Lowe

**THAT, the Board authorize a transfer in the amount of \$200,000 to the Langara College Foundation as at March 31, 2016, for the purpose of matching endowment donations for the 2015 and 2016 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.**

**b) Building Legacy Fund**

K. Grauer highlighted the background and purpose of the Building Legacy Fee. He advised that transferring these moneys 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 in response to a Board Member's questions, it was noted that (1) the Langara College Board will always have representation on the Langara College Foundation Board; (2) the Langara College Board will be kept informed when funds are requested from the Langara College Foundation for use on capital projects; and (3) at this point it is not known when construction will begin on the new Creative Arts Building, but that this and the renovation and seismic upgrading to Building "A" were submitted to the Ministry in August as part of the Master Capital Plan.

It was moved by J. Lowe and carried by C. Painter

**THAT, the Board authorize the transfer of the Building Legacy Fund to the Langara College Foundation as at March 31, 2016, 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.**

**8. FOR INFORMATION/DISCUSSION**

**8.1 Third Quarter Financial Summary to December 31, 2015**

V. Sokha highlighted his memo distributed at the table (a copy is attached to these minutes) which provided a financial update for the Third Quarter ended December 31, 2015.

**8.2 2020 Strategic Plan**

L. Trotter advised that the new Strategic Plan that was approved by the Board at the November Board meeting is now available in print and digital format (copy distributed at the table and available on the website). The college has started to roll out the Strategic Plan beginning with two Town Halls that were held January 21<sup>st</sup> and 25<sup>th</sup>. The Town Halls were to preview the new Strategic Plan to the college community and to identify how the important objectives in the Plan will impact employees work over the next five years. Toolkit Workshops are also planned with Education Council and the Langara Leadership Team to help the community understand how to use the Plan and link it to the work the college does. The Plan will also be distributed to Government, the City of Vancouver, and other post-secondary institutions. A one-year progress report will be presented to the Board in 2017, with annual updates thereafter.

## **9. EDUCATION COUNCIL REPORTS**

The Board Chair 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 Meetings held on November 17, 2015**

The Education Council Chair elaborated upon the summary report of the meeting held on November 17, 2015 attached to the agenda for information.

### **9.2 Report of the Meeting held on December 15, 2015**

The Education Council Chair elaborated upon the summary report of the meeting held on December 15, 2015 attached to the agenda for information.

It was moved by S. Edzerza Fox and seconded by J. Lowe

**THAT, the Education Council Summary Reports for the meetings held on November 17 and December 15, 2015 be received for information.**

**Carried Unanimously.**

## **10. BOARD MEMBERS' REPORT**

S. Edzerza Fox thanked the College and expressed her appreciation for the relationship that they have forged with Musqueam. She noted that it is the respectful, honourable and right thing to do. She was honoured to be a witness at the naming ceremony and will carry an oral record of the event for generations to come. Langara College is genuine in its commitment and partnership and is charting a path, blazing a trail, and posing a challenge for other post-secondary institutions to reach out to their communities. It is something that the college should be proud of.

## **11. CONSTITUENT GROUP REPORTS**

There was no report.

## **12. VISITORS' COMMENTS**

There was no report.

## **13. NEXT MEETING AND ADJOURNMENT**

### **13.1 Next Meeting**

The next Board of Governors meeting is scheduled for **Thursday, March 31, 2016.**

Board Members were advised that a group photo will be taken at the March Board meeting.

### **13.2 Adjournment**

There being no further business, the Chair adjourned the meeting at 6:24 p.m.

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Kwin Grauer  
Chair, Board of Governors

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Lane Trotter  
President and CEO