

**Present:** Charlene Barkman  
David Bowra, Chair  
Stacey Edzerza Fox  
Kwin Grauer  
Peter Huron  
Gerda Krause

Jeff Lowe  
Emma Leigha Munro  
Claude Painter  
Jas Sandhu  
Lane Trotter, President  
Dean Tsatouhas

**Regrets:** Zdenka Buric

**Employee**

**Resources:** Barry Coulson, Associate Vice President, Administration and Finance  
Roy Daykin, CFO and Vice President, Administration and Community Engagement  
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/VMECW

**Guest:** Julie Longo, Dean, Faculty of Arts

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

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 hən̓ə̱mi̱ə̱ (hun ga mi num) speaking x̱məθḵəy̱ə̱m (Musqueam), on which Langara College is located.*

Prior to the start of the meeting, D. Bowra advised that this is Emma Leigha Munro's and Dean Tsatouhas' last meeting as student governors and elections for new student governors is in process. D. Bowra thanked Emma Leigha for her service to the Board since October 1, 2013, and highlighted her many accomplishments to include graduating with a Bachelor of Business Administration, a Diploma in Design Formation, and being recognized as a "Top 24 under 24". He also thanked Dean for his service to the Board since October 1, 2012, and highlighted his many accomplishments to include graduating with a Bachelor of Business Administration, participating in a Humanitarian Project in 2013 where he spent a month developing soccer programming in Kenya, taking first place at the Vancouver-Acumen business Case Contest in 2013, and landing his dream job as Marketing Coordinator with the Vancouver White Caps. They were presented with a token of appreciation and a round of applause.

D. Bowra welcomed new board member Charlene Barkman who was appointed for a one-year term effective August 1, 2014. Charlene is the Sales Manager of Eagle West Cranes, holds a Bachelor of Arts and a Master of Business Administration, and is a member of the Vancouver Regional Construction Association and the Canadian Construction Women organization.

#### **1. CALL TO ORDER AND CHAIR'S REMARKS**

There being a Quorum present, Chair David Bowra called the meeting to order at 5:45 p.m. He conveyed regrets from those unable to attend, and welcomed visitors V. Lee, Director, Financial Services and J. Longo, Dean, Faculty of Arts.

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

D. Bowra highlighted his memo dated September 17, 2014, which identified a change to the agenda to include a Consent Agenda. A consent agenda includes routine items which would help streamline the process to ensure a better use of Board Member's time and allow the focus to be on substantive issues. He asked for board members opinions and the consensus was in favour of the consent agenda. It was recommended that a verbal President's Report remain as a standing item on the regular portion of the agenda to allow for reports to the Board.

It was moved by J. Lowe, seconded by K. Grauer and unanimously resolved:

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

- 2.1 Minutes of the Public Meeting held June 26, 2014 – Approved
- 2.2 Chair's Report – Acknowledged
- 2.3 President's Report – July – September 2014 - Acknowledged

#### **3. COMMITTEE REPORTS**

##### **3.1 Governance and Nominating Committee**

- **Minutes of Meeting held on July 4, 2014**
- **Minutes of Meeting held on September 12, 2014**

J. Lowe highlighted the minutes of the meetings held on July 4, 2014, and September 12, 2014 where the draft work plan was provided for information, where the policies on risk management and board orientation were reviewed, and where committee structure was reviewed.

##### **3.2 Board Coordinating Committee**

- **Minutes of Meeting held on July 10, 2014**

D. Bowra highlighted the minutes of the Board Coordinating Committee meeting held on July 10, 2014, where the 2013/14 Public Sector Executive Compensation Report was reviewed and approved for submission to the Ministry.

#### **4. FOR ACTION**

##### **4.1 Governance and Nominating Committee**

J. Lowe highlighted his memo attached to the agenda and noted the following:

###### **a) Board Resolution 313 – Human Resources Committee**

The Governance and Nominating Committee (GNC) determined that there was not a need for the Human Resources Committee as a Standing Committee and that any Human Resources

issues that arise could be addressed through a task group. The GNC recommended that the Human Resources Committee be disbanded and Board Resolution 313 be rescinded.

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

**THAT, the Human Resources Committee be disbanded and Board Resolution 313 be rescinded.**

**Carried Unanimously.**

**b) Board Resolution 321 – Board Development and Nominations Committee**

The Governance and Nominating Committee (GNC) advised that they have absorbed the majority of the responsibilities of the Board Development and Nominations Committee and the committee is no longer required. The GNC recommended that the Board Development and Nominations Committee be disbanded and Board Resolution 321 be rescinded.

It was moved by J. Lowe, seconded by P. Huron

**THAT, the Board Development and Nominations Committee be disbanded and Board Resolution 321 be rescinded.**

**Carried Unanimously.**

**c) Policy 470 – Risk Management**

J. Lowe advised that one of the Board's objectives of the President was to establish a risk management policy in keeping with the auditor's recommendations. This objective was completed with the development of Policy 470 – Risk Management attached to the agenda. The Governance and Nominating Committee reviewed the policy and recommended it to the Board for approval.

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

**THAT, Policy 470 – Risk Management be approved.**

**Carried Unanimously.**

**d) Policy 475 – New Board Member Orientation**

J. Lowe advised that although the Board Manual identified orientation for new board members, there was not a policy in place that identified standard operating protocol. Therefore, Policy 475 – New Board Member Orientation was developed so Board Members have an understanding of New Board Member Orientation. The Governance and Nominating Committee reviewed the policy and recommended it to the Board for approval.

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

**THAT, Policy 475 – New Board Member Orientation be approved.**

**Carried Unanimously.**

#### **4.2 Statutory Right of Way for Future Public Bike Share Station**

R. Daykin advised that as part of the service agreement for development of the site, a Statutory Right of Way for a Future Public Bike Share Station on Langara property is required. This station would be located at the north east corner adjacent to Ontario Street, identified as 3C and highlighted in yellow on the attached site plan. In response to a question, it was noted that the City of Vancouver will be responsible for any maintenance and security issues and that it would have minimal impact on Langara security.

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

**THAT, the Board approve the disposition of land located at the north east corner adjacent to Ontario Street on Langara property located at 100 West 49<sup>th</sup>**

**Avenue, Vancouver, BC, to the City of Vancouver for a statutory right of way for a future public bike share station, and**

**THAT, the Board declares that the disposition of this land will not affect the future delivery of education programs at Langara College.**

**Carried Unanimously.**

## **5. FOR INFORMATION'**

### **5.1 Financial Update to June 30, 2014**

B. Coulson highlighted his memo attached to the agenda which provided a financial update for the First Quarter ended June 30, 2014.

### **5.2 2013-2015 Strategic Priorities Update**

R. Daykin highlighted the 2013-2015 Strategic Priorities Update attached to the agenda for information and advised that this was a requirement of his position as Interim President. He advised that the majority of the outcomes and measure have been completed with the remaining challenges in progress of being addressed. Discussion ensued and Board Members questions were answered.

### **5.3 Information Technology Review - Presentation**

I. Humphreys made a presentation on IT review and provided some context to help Board Members understand how the current situation in IT developed over the years. Some observations that were made are:

- The college is only five years into the wireless network and the system has become overwhelmed and is outdated.
- There is a huge impact on student perception in the way services are offered at the college.
- The rate of change in technology has been unimaginable and has created an enormous need to upgrade infrastructure and staffing skillsets.
- AMBiT Consulting performed a comprehensive review of IT operations to determine where it is as opposed to where it needs to be.
- Areas that need to be addressed as deficiencies in our current system were identified.
- Vancouver is a tech hub and this has created difficulties in recruiting because of pay differential.

I. Humphreys identified current objectives and mission critical initiatives over the next 24 months. He advised that the college is in the process of implementing shared services with BCNet that will help alleviate some of the current issues in IT. In response to a question about security in cloud-based technology, I. Humphreys advised that cloud-based technology has the ability to build a security level to keep high level hackers from gaining access. He addressed how the transition will affect teaching and learning and what the cost and transition period would include. He advised that communication strategies are being developed through town halls, etc., to ensure the college understands the implementation process. Questions regarding internal risk, equipment replacement, and recovery process were addressed. I. Humphreys noted that IT issues will become easier to maintain with cloud-based technology and ensured that data will remain in Canada to avoid any data requests associated with other countries legislation.

## 6. 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.

### 6.1 Report of the Meeting held on March 18, 2014

G. Krause highlighted the summary report of the Education Council meeting held on March 18, 2014, attached to the agenda and made particular note to a number of program changes in Langara School of Management that would allow students to apply directly to the individual program rather than through the BBA. She also highlighted new courses in Langara School of Management and Engineering Transfer and a change to Policy E1003 – Student Code of Conduct.

### 6.2 Report of the Meeting held on April 22, 2014

G. Krause highlighted the summary report of the Education Council meeting held on April 22, 2014, attached to the agenda and noted a number of policy changes and discontinued and revisions to programs in Continuing Studies.

### 6.3 Report of the Meeting held on May 20, 2014

G. Krause highlighted the summary report of the Education Council meeting held on May 20, 2014, attached to the agenda and noted a new program proposal for a Corporate Readiness Certificate in Continuing Studies that meets student aid eligibility criteria.

### 6.4 Report of the Meeting held on June 17, 2014

G. Krause highlighted the summary report of the Education Council meeting held on June 17, 2014, attached to the agenda and noted new program proposals in the Langara School of Management which will attract both international and domestic students, and the approval of the College's first Academic Plan 2014-2019.

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

**THAT, the Education Council Summary Reports for the meetings held on  
March 18, 2014; April 22, 2014; May 20, 2014; and, June 17, 2014 be received for information.  
Carried Unanimously.**

## 7. BOARD MEMBERS' REPORT

Nil.

## 8. CONSTITUENT GROUP REPORTS

Nil.

## 9. VISITORS' COMMENTS

Nil.

**10. NEXT MEETING AND ADJOURNMENT**

**10.1 Next Meeting**

The next Board of Governors meeting is scheduled for **Thursday, November 27, 2014.**

**10.2 Adjournment**

There being no further business, the meeting adjourned at 1905 hours (7:05 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