

**Board of Governors
Minutes of a Public Meeting
held on Thursday, November 24, 2022
beginning at 5:32 pm
Board Room B141 and via Zoom**

Present:	Maria Alonso Mary Lynn Baum, Chair Paula Burns, President and CEO Armor Valor Corrales Krisha Dhaliwal Andy Dhillon Janelle Dwyer Stephen Howard Michal Jaworski	Tess MacMillan Ian Mass Raza Mirani Scott Murray Rose Palozzi Cole Rheaume Melissa Roberts Sophie Won
Employee Resources:	Michael Koke, Vice President, Administration and Finance Jane Mason, Vice President, People and Culture Yusuf Varachia, Vice President, External Relations and Community Engagement	
Constituent Groups:	Steven Brouse, Representative, CUPE Local 15/VMECW Pauline Greaves Aylward, President, Langara Faculty Association Rose Woodley, Representative, Langara College Administrators' Association	
Guest(s):	Anne Baxter, Director, Organizational Risk & Internal Controls (Interim) Darren Bernaerdt, Division Chair, Humanities Charles Boname, Associate Director, Cyber Security Eileen Chin, Director, Finance (Interim) Susan Kelsall, Dean, Faculty of Management Eva Lau, Associate Director, Budgets	
Recorder:	Diana Falcon, Executive Assistant to the Board of Governors	

It was noted that Mary Lynn Baum, Board First Vice Chair, acted as Chair due to the limited availability of the Board Chair.

1. CALL TO ORDER

There being a Quorum present, the Chair called the meeting to order at 5:32 pm. She conveyed regrets from those unable to attend and welcomed all guests.

2. LAND ACKNOWLEDGMENT

The Chair delivered the acknowledgement that Langara College rests on the traditional and unceded territory of the Musqueam peoples. She also acknowledged the indigenous peoples of all the lands that members are 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.

3. **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 declared, the meeting proceeded.

4. **EDUCATION SESSION – CYBER SECURITY**

The Board received an education session on cyber security where they learned the importance of protecting the college environment against cyber attacks. This included what a cyber attack is, how it poses a threat to higher education, and how attacks are on the rise. They were advised that the College recently purchased and implemented a new best-in-breed Managed Detection & Response (MDR) system to help prevent illegal access to the college's network, that cyber awareness training will be mandatory for all employees, and separate training could be coordinated for interested board members.

5. **PRESENTATION TO DEPARTING BOARD MEMBER – ANDY DHILLON**

ML Baum thanked Andy Dhillon for his service to the Board since his appointment six years ago. He has served as Chair of the Audit and Finance Committee, has held the Second Vice Chair position, was a member of the Board Coordinating Committee, and was and will continue to be a member of the Workday Advisory Committee. Andy is thoughtful, ethical, wise and collegial, and Langara has been very lucky to have his knowledge and expertise to assist the Board over the years. On behalf of the Board, he was presented with a token of appreciation and received a round of applause from the Board.

6. **APPROVAL OF AGENDA/CONSENT AGENDA**

It was moved by I. Mass and seconded by K. Dhaliwal

THAT, the Langara College Board approve the agenda and approve and acknowledge the items and motions on the consent agenda with the removal of item 6.6 CCAA Journal Students Report. Carried Unanimously.

- 6.1 **Minutes of Meeting held September 22, 2022 - Approved**
- 6.2 **Langara College Financial Statements to September 30, 2022 - Acknowledged**
- 6.3 **Semi-annual Investment Summary to September 30, 2022 - Acknowledged**
- 6.4 **Confirmation of Remittances - Acknowledged**
- 6.5 **CCAA Men's Soccer National Championship – Thank You Letter – Acknowledged**
- 6.6 **CCAA Men's Soccer National Championship – Journalism Students Report – Removed for further discussion**

ML Baum highlighted the Journalism Students Report attached to the agenda noting that, given the primary focus of the college is student success, it was encouraging to read about the students experiences working with the CCAA Men's Soccer National Championship and hopes that more opportunities like this will be provided for students in future.

7. PRESIDENT'S REPORT

P. Burns highlighted her written President's report attached to the agenda for information noting that Langara hosted the BC College's President's meeting on Monday and Tuesday in Room C408 that was well received. She advised that illness has prevented connection with the President and Board Chair of Vancouver Community College and will be rescheduled in the new year to discuss any collaboration opportunities.

8. CHAIR'S REPORT

ML Baum highlighted the written Chair's report attached to the agenda for information. She highlighted the LFA President's Bar and Dinner and encouraged board members to attend.

9. COMMITTEE REPORTS and APPROVALS

9.1 Audit and Finance Committee

a. Draft Minutes of Meeting held November 7, 2022

Audit and Finance Committee Chair, A. Dhillon, highlighted the draft minutes of the AFC meeting held November 7, 2022, attached to the agenda for information.

b. By-Law 204: Tuition Fees and Other Charges

M. Koke highlighted his memo attached to the agenda that described tuition fee increases of 2% for domestic, international, and some continuing studies programs effective May 1, 2023. He noted that this equates to between \$18.99 - \$41.10 per semester for a full-time domestic student depending on how many courses they are taking and whether they are upper or lower-level courses. The Ministry limits increases to domestic tuition to 2% each year and it is expected to be the same this year. The impact of inflation has hit every area of the college, but those impacts will not be passed onto students. Our tuition fees are second lowest in the lower mainland and the gap continues to grow each year. He noted that the board approved a 6% increase to international tuition fees in 2019 and moving forward, from a planning perspective for both students and the college, a regular but nominal annual increase will be recommended to prevent larger increases that are more spread out. The increase will allow us to maintain our competitive standing in the market. Continuing Studies fees will not increase with the exception of two programs, supply chain management and real estate, that will see a 2% increase. Historically, fees for the Langara Students' Union (LSU) were included in the by-law. However, after looking at it in more detail it was decided that it was not appropriate to include them in the by-law as decisions to increase those fees are made by the LSU. Therefore, fees were removed from the by-law and a footer was included referencing the fact that fees are to be paid to the LSU as a condition of enrollment.

Discussion was held and Board members questions were answered.

It was moved by AV Corrales and seconded by S. Murray
THAT, the proposed tuition fees for instruction in all programs and courses commencing on or after May 1, 2023, according to the fee schedule attached and marked as “Schedule A”, be approved.

**Carried.
Against – M. Alonso**

c. Policy 425: Financial Operations, Responsibility and Accountability

A. Dhillon highlighted Policy 425: Financial Operations, Responsibility and Accountability, attached to the agenda for approval.

It was moved by S. Murray and seconded by R. Mirani
THAT, Policy 425: Financial Operations, Responsibility and Accountability, be approved.

Carried Unanimously

d. Audit and Finance Committee Membership

A. Dhillon advised that his departure from the board leaves a vacancy as Chair of the Audit and Finance Committee. He recommended that the Board approve Scott Murray as Chair and Sophie Won as a new member of the Audit and Finance Committee.

It was moved by S. Murray and seconded by AV Corrales
THAT, the Board approve the appointment of Scott Murray as Chair and Sophie Won as a member of the Audit and Finance Committee.

Carried Unanimously

e. FY24 Budget Update

M. Koke highlighted his memo attached to the agenda for information. He advised that traditionally a first draft of the budget was brought to the Board at the November meeting but in order to do that the budgeting process would start in mid-May and the budget brought forward was simply a compilation of the information that had been submitted. There was no time to do any analysis, problem solving, or determine if the budget was reasonable, so the budget brought forward usually included a large deficit with a promise to bring a break-even budget in March. The net result of that was that we had a budget cycle that lasted approximately 10-1/2 months. The budget process changed with Adaptive Planning to start the budget in September with a balanced budget brought to the Board in March. The memo does speak about inflation, and we recognize that inflation impacts areas differently. We have communicated with Cost Centre Managers and are looking at the impacts of inflation individually, incorporating that into the budget, and accumulating that information to bring a final budget to the Board.

9.2 Governance and Nominating Committee

a. Summary of Meeting held November 9, 2022

R. Mirani, Chair, Governance and Nominating Committee highlighted the summary report of the GNC meeting held November 9, 2022, attached to the agenda for information.

b. By-Law 206: Board Coordinating Committee

R. Mirani advised that By-Law 206: Board Coordinating Committee was up for its five-year review, was reviewed by the GNC, and is attached to the agenda for approval.

It was moved by AV Corrales and seconded by R. Palozzi

THAT, By-Law 206: Board Coordinating Committee be approved.

Carried Unanimously.

c. By-Law 207: Audit and Finance Committee

R. Mirani advised that By-Law 207: Audit and Finance Committee was up for its five-year review, was reviewed by the AFC and the GNC, and is attached to the agenda for approval.

It was moved by AV Corrales and seconded by R. Palozzi

THAT, By-Law 207: Audit and Finance Committee be approved.

Carried Unanimously.

d. Policy 480: Information and Privacy

R. Mirani advised that Policy 480: Information and Privacy was up for its five-year review, was reviewed by the GNC, and is attached to the agenda for approval.

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

THAT, Policy 480: Information and Privacy be approved.

Carried Unanimously.

e. Workday Advisory Committee Terms of Reference

R. Mirani advised that the terms of reference for the Workday Advisory Committee was revised by the GNC to increase the membership to allow Andy Dhillon to stay on the committee as an external community member.

It was moved by I. Mass and seconded by A. Dhillon

THAT, the Terms of Reference for the Workday Advisory Committee be approved.

Carried Unanimously.

10. EDUCATION COUNCIL REPORTS

10.1 Summary Report of Meeting held October 18, 2022

T. MacMillan highlighted the Education Council Summary Report of the meeting held October 18, 2022 attached to the agenda.

It was moved by AV Corrales and seconded by R. Mirani

**THAT, the Summary Report of the Education Council meeting held
October 18, 2022, be received.**

Carried Unanimously.

11. LANGARA COLLEGE FOUNDATION UPDATE

ML Baum highlighted the Langara Foundation Report attached to the agenda for information.

12. BOARD MEMBER REPORTS

There was no report.

13. STAKEHOLDER GROUP REPORTS

There was no report.

14. VISITOR'S COMMENTS

There was no report.

15. NEXT MEETING TO BE HELD THURSDAY, JANUARY 26, 2023

The next meeting of the Langara College Board of Governors will be held on Thursday, January 26, 2023.

16. ADJOURNMENT

With no further business, the meeting adjourned at 7:10 p.m.

Michal Jaworski
Chair, Board of Governors

Paula Burns
President and CEO