

**Langara College Board of Governors**  
**Meeting Minutes**  
**Public Meeting**  
**Thursday, June 22, 2023, 5:30 p.m.**  
**Meeting Room C408 and via Zoom**

**Board Members:**

|                                |  |
|--------------------------------|--|
| Maria Alonso                   | Tess MacMillan, Chair, Education Council |
| Mary Lynn Baum                 | Ian Mass                                 |
| Paula Burns, President and CEO | Raza Mirani                              |
| Armor Valor Corrales           | Scott Murray                             |
| Krishna Dhaliwal               | Rose Palozzi                             |
| Janelle Dwyer                  | Cole Rheaume (via Zoom)                  |
| Stephen Howard (via Zoom)      | Melissa Roberts                          |
| Michal Jaworski, Board Chair   | Sophie Won                               |

**Employee Resources:**

Margaret Heldman, Provost and Vice-President, Academic  
Michael Koke, Vice-President, Administration and Finance  
Jane Mason, Vice-President, People and Culture

**Constituent Groups:**

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

**Guest(s):**

Anne Baxter, Director, Organizational Risk and Internal Control  
Eileen Chin, Director, Financial Services  
Courtney Fabri, Director, Institutional Research  
Susan Kelsall, Dean, Faculty of Management  
Debbie Mohabir, Secretary-Treasurer, CUPE Local 15  
Sunita Wiebe, Director, Office of Academic Quality Assurance

**Recorder:**

Alice Hsu, Executive Assistant to the President

**1. CALL TO ORDER**

There being a Quorum present, the Chair called the meeting to order at 5:45 p.m. He welcomed all guests in attendance.

**2. LAND ACKNOWLEDGMENT**

The Board Chair acknowledged that Langara College is located on the traditional and unceded territory of the Musqueam people. He also acknowledged the Indigenous peoples of all the lands the online participants were calling in from remotely to the meeting. He 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 disclosed, the meeting proceeded.

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

It was moved by AV Corrales and seconded by ML Baum

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

- 4.1 Minutes of Meeting held May 25, 2023 – Approved**
- 4.2 Notice of Election of Board Vice Chair Positions – Acknowledged**
- 4.3 Climate Change Accountability Report 2022 – Acknowledged**
- 4.4 Protected Disclosure/Compliance Officer Report – Acknowledged**
- 4.5 Semi-Annual Investment Summary to March 31, 2023 – Acknowledged**
- 4.6 Confirmation of Remittances – Acknowledged**

**Carried Unanimously.**

### **5. PRESENTATION TO DEPARTING BOARD MEMBERS**

The Board Chair advised that Janelle Dwyer and Ian Mass' terms of appointment will expire on July 31, 2023. He acknowledged and thanked their services and contributions to the Board and Board Committees since joining the Board at the end of 2017. Janelle Dwyer and Ian Mass were presented with a token of appreciation and received a round of applause from the Board.

### **6. ELECTION OF BOARD CHAIR**

#### **6.1 Nomination Received for Mary Lynn Baum**

The Board Chair turned the Chair's role to President P. Burns.

P. Burns advised that M. Jaworski was elected as the Board Chair at the last June Board meeting for a one-year term. Board members were notified at the May 2023 Board meeting that the election of the Board Chair would be held at this meeting and a call for Nominations/Expressions of Interest was sent to Board Members via email.

P. Burns advised that M. Jaworski nominated ML Baum for the Board Chair's position and ML Baum accepted the nomination. P. Burns called for other expressions of interest or nominations. A second and third calls were issued. There being no additional nominations received, and in accordance with By-Law 201, ML Baum was declared Board Chair by acclamation for a one-year term effective August 1, 2023 – July 31, 2024.

P. Burns turned the Chair's role back to the Board Chair.

It was noted that M. Jaworski will stay on the Board for another year.

## 7. CHAIR'S REPORT

The Board Chair referred to his Chair's written report attached to the agenda and thanked the Board members who attended the College events that had happened since the last Board meeting. He particularly thanked the Board members who brought greetings on behalf of the Board at this year's Convocation ceremonies.

The Board Chair invited President Burns to speak about the Indigenous Graduation Celebration held at the Musqueam Culture Centre on June 16, 2023. P. Burns advised that nearly 80 graduates from the past four years were invited and 20 of them signed up to celebrate their academic milestone with the community and their families.

M. Jaworski thanked everyone's support while he was in the Chair's position in the past two years. He also thanked I. Mass for transitioning the Chair's position to him and being available to guide him as a past Chair.

## 8. PRESIDENT'S REPORT

President Burns spoke on the following topics:

- Provost and Vice-President, Academic Search: The search has been concluded successfully with Dr. Pouyan Mahboubi being appointed to start this role at Langara starting on August 28, 2023. P. Burns thanked M. Heldman, who stepped in as the Provost since September 2022, for her leadership and dedication to the College.
- President's Retirees Luncheon: This annual event was cancelled for the past three years due to COVID and was brought back and held on May 24th this year.
- Pride Flag Raising: Langara raised the Progressive Pride flag for the first time on June 1<sup>st</sup>, which is a big step for our work on equity, diversity, and inclusion (EDI).
- Writing Lives Book Launch on June 3rd for Sam George's Memoir, *The Fire Still Burns*: The unique course Writing Lives is taught by faculty member Jill Goldberg, who spent time with students and survivors of the residential school who tell their stories through memoirs. The book was released by UBC Press and its first printing was sold out quickly.
- Registered Massage Therapy (RMT) Accreditation Visit: The Canadian Massage Therapy Council for Accreditation visited the campus and met with President Burns on June 5th. The surveyor team was very impressed with the RMT program we offer.
- Musqueam Flag Raising: This event, originally scheduled for June 21, the National Indigenous Peoples Day, was cancelled due to death in the community. The event will be deferred to the week leading to the National Day for Truth and Reconciliation.

## 9. EDUCATIONAL POLICY

### 9.1 New Policy – Program Suspension and Cancellation Policy

M. Heldman introduced S. Wiebe, who presented the draft new policy – Program Suspension and Cancellation Policy attached to the agenda. She noted that, in accordance with the College and Institute Act, section 19 (d), it is within the Board's power to determine courses or programs to be offered or cancelled at the institution and so this policy is created as a Board policy. The

draft policy has been reviewed by the Education Council, who recommended that the policy be brought to the Board for review and approval.

Discussions ensued and questions were answered by M. Heldman and S. Wiebe.

It was flagged that Section 5: Governing Principles should read Section “4”.

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

**THAT, with the above noted correction, the Board approve the proposed Program Suspension and Cancellation Policy.**

**Carried Unanimously.**

## **10. EDUCATION COUNCIL REPORTS**

### **10.1 Summary Report of Meeting held May 23, 2023**

T. MacMillan referred to the May 23, 2023 Education Council Summary Report attached to the agenda and highlighted the following:

- Asian Studies created a new course ASIA 1145 – Introduction to East Asia – Korea, a first-year introduction course.
- A process was approved for consultation and approval of micro-credentials that are created from the existing curriculum.
- A plan was put forward to help keep track and review of educational agreements with other institutions.

It was moved by M. Roberts and seconded by AV Corrales

**THAT, the Summary Reports of the Education Council meeting held May 23, 2023 be received.**

**Carried Unanimously.**

## **11. COMMITTEE REPORTS/APPROVALS**

### **11.1 Audit and Finance Committee (AFC)**

#### **a. Accountability Plan and Report for 2022/23 Reporting Cycle and 2023/24 Planning Cycle**

The AFC Chair S. Murray invited C. Fabri to present the Accountability Plan and Report attached to the agenda. C. Fabri advised that the report is prepared every year to respond to the Ministry’s Accountability Framework. It speaks to our current and future goals and reports on our progress toward the Ministry’s performance measures. C. Fabri thanked all the contributions from departments across the College community and highlighted some changes from the last report.

C. Fabri and P. Burns answered Board members’ questions.

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

**THAT, the Board approve the Accountability Plan and Report for 2022/23 Reporting Cycle and 2023/24 Planning Cycle.**

**Carried Unanimously.**

**b. FTE Enrolment Report for Fiscal Year End (FYE) March 31, 2023**

C. Fabri referred to the FTE Enrolment Report attached to the agenda and spoke to the reasons for not meeting the Ministry domestic FTE Target, the enrolment trend, and the comparisons between 2022 and 2023.

C. Fabri answered Board members' questions and P. Burns advised that a presentation on the College's domestic recruitment strategy will be made to the Board this fall.

**c. Audit Findings Report for FYE March 31, 2023**

M. Koke advised the Audit Findings Report was prepared by KPMG to assist the AFC and the Board in reviewing of the College's financial statements for the year ended March 31, 2023. KPMG presented the report at the last AFC meeting noting that it did not identify any significant risks of material misstatements for the audit, there were no significant changes to its audit plan, and it did not identify any control deficiencies for the College.

M. Koke noted that an uncorrected audit misstatement was identified but the effects of it are immaterial. As a result, both KPMG and the management agreed that the financial statements as they were presented to the AFC reflected adequately the financial position of the College as at March 31, 2023.

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

**THAT, the Board approve the Audit Findings Report for the fiscal year ended March 31, 2023.**

**Carried Unanimously.**

**d. Audited Financial Statements for FYE March 31, 2023**

E. Chin thanked her team member Kirsten Chan, Associate Director, Finance and Procurement, and Kelly Meehan, Manager, Financial Services for leading the preparation of the year-end. She noted that the College had a \$1.3 million surplus at this year-end, which is better than last year. She then highlighted some key changes from last year in both tuition revenue and salary expenses.

E. Chin and M. Koke answered a Board member's questions.

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

**THAT, the Board approve the Audited Financial Statements of Langara College for the fiscal year ended March 31, 2023.**

**e. NRP for Audit Services**

M. Koke advised that the College has used KPMG as our Auditor at least since 2011 and was reappointed in 2018 after going through an RFP process. While the College is not

required to go to market for audit services and our Finance team has been very happy with the services we received from KPMG, it is the best practice to do so periodically.

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

**THAT, the Board authorize the College to undertake a Negotiated Request for Proposals (NRFP) process for Audit Services beginning in fiscal year 2023/24.**

**f. Fiscal 24 Q1 and Q3 Ministry Forecast Planning**

M. Koke advised that it is the Ministry's requirements that we report forecasts to the Ministry on a quarterly basis. However, the Ministry's deadlines do not always align well with our AFC and Board meeting dates. As a result, he proposed that we use AFC and then the Board Coordinating Committee to approve the Q1 and Q3 forecasts and the rationales for doing so. He noted the timeframe for circulating the materials – the week of June 26 for Q1 and the week of Nov. 27 for Q3, and the Ministry's submission deadlines – July 10 for Q1 and December 11 for Q3.

The Board Chair advised the Board about the memberships of the AFC and the Board Coordinating Committee.

**11.2 Governance and Nominating Committee (GNC)**

**a. Summary Report of GNC Meeting held June 19, 2023**

The GNC Chair R. Mirani highlighted the summary report of the GNC meeting held on June 19, 2023, attached to the agenda for information. He noted that a social dinner, a suggestion that came out from this year's AGB Conference attendees, is being planned for the night before the Board Retreat scheduled for October 26, 2023.

P. Burns answered the Board members' questions about the draft Board Retreat Agenda.

**12. BOARD MEMBER REPORTS**

ML Baum confirmed that there is nothing to be reported from the Langara College Foundation.

S. Howard shared his observations and positive impressions of the Convocation ceremonies he attended this year.

**13. STAKEHOLDER MEMBER REPORTS**

There was no report.

**14. VISITOR'S COMMENTS**

There were no comments.

**15. UPCOMING MEETINGS IN FALL**

- **Thursday, September 28, 2023**
- **Thursday, November 23, 2023**

Two Board meetings have been scheduled in the fall. One on Thursday, September 28, 2023 and the other one on Thursday, November 23, 2023. Calendar invites will be set out after today's meeting.

**16. ADJOURNMENT**

It was moved by AV Corrales and seconded by S. Murray  
**THAT, the meeting be adjourned at 7:03 p.m.**

**Carried Unanimously.**

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Michal Jaworski  
Chair, Board of Governors

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Paula Burns  
President and CEO