

## Office of the Board of Governors

May 9, 2017

Christina Zacharuk  
President & CEO  
PSEC Secretariat  
2<sup>nd</sup> Floor, 880 Douglas Street  
Victoria, BC V8W 2B7

Dear Ms. Zacharuk:

Please find enclosed the Statement of Executive Compensation for Langara College.

### **College Management's Responsibility:**

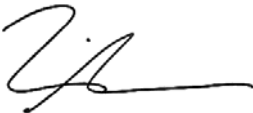
College Management is responsible for the preparation of the Statement of Executive Compensation. The College Board is advised by Management that this disclosure has been prepared in accordance with the Public Sector Executive Compensation Reporting Guidelines of the Public Sector Employers' Council Secretariat. Management is responsible for maintaining the necessary payroll and employee systems to provide a reliable basis for the preparation of the disclosure form. Management is also responsible to ensure that Langara College is in compliance with both our PSEC-approved compensation plan and the Interim Wage Relief for all managerial staff effective April 1, 2017, and retroactive to July 1, 2016, and to July 1, 2015 for all managers not at the top of their range.

### **College Board's Responsibility:**

The College Board carries out its responsibility by setting the compensation philosophy and reviewing the Statement of Executive Compensation. The Board relies upon Management's representations contained in the disclosure form.

The College Board has reviewed the Statement of Executive Compensation and is aware of the executive compensation paid in the 2016/17 fiscal year and that the compensation provided was within approved compensation plans. The Langara College Board is also aware that any increases implemented for managerial staff since the September 2012 compensation freeze were as a result of the Interim Wage Relief for all managerial staff approved by both PSEA and PSEC on April 1, 2017. Retroactivity, where applicable, is July 1, 2016 for managers at the top of their range, and to July 1, 2015 for all managers not at the top of their range.

Sincerely,



Kwin Grauer  
Chair, Board of Governors

KG/dcf  
Encl.

pc Board Members  
Lane Trotter, President and CEO  
Dawn Palmer, Vice President, People Services  
Viktor Sokha, Vice President, Administration and Finance

# Langara.

THE COLLEGE OF HIGHER LEARNING.

## TOTAL COMPENSATION PHILOSOPHY FOR EXCLUDED MANAGEMENT AND ADMINISTRATION STAFF

November 2015

*Langara College's compensation philosophy is to provide an excluded compensation plan that is subject to relevant government legislation, public policy and compensation guidelines.*

### **Overall Objectives**

Our total compensation program is a fiscally responsible management tool that supports the College's mission and aligns our values, culture, business strategy, operational & financial needs with a goal of ongoing growth and success. The program is designed to:

- Ensure our ability to attract, motivate and retain high caliber, fully engaged employees who drive the organization's success; and
- Provide opportunity to recognize, encourage and reward employee performance and growth; and
- Encourage competency building by better linking career/leadership development, performance management and rewards; and
- Facilitate our ability to adapt and respond to changing and unique circumstances.

### **Guiding Principles**

Langara College believes that the compensation program is a key component of our Human Resources Workforce Strategy and a driver of organizational and business effectiveness. We have designed our program around four guiding principles, which are aligned with our mission and values.

#### **1. Performance:**

A key objective of our program is to attract, motivate and retain talented employees who drive our success. The program is designed to support and promote a performance-based work culture that generates organizational growth; rewards and motivates employees to attain the College's longer term strategic goals; and encourages competency building and career development. We believe that employees who, at a minimum, "meet expectations" on a consistent basis should be rewarded with an incrementally higher base pay. On an annual basis, employees and managers will engage in a performance and development review and planning process. This process will be linked to our leadership development program.

#### **2. Differentiation:**

Positions will be created and classified on an individual basis, and assigned an appropriate pay grade on the approved salary pay grid in accordance with PSEC guidelines. To ensure internal and external equity, Langara's compensation program will include a pay grade structure that establishes step increases and differentials based on a number of factors including level of position, scope, complexity, accountability, service and so on. Differentiation of salary is supported where there are differences in the scope of the position and/or due to superior individual or team contributions.

**3. Accountability:**

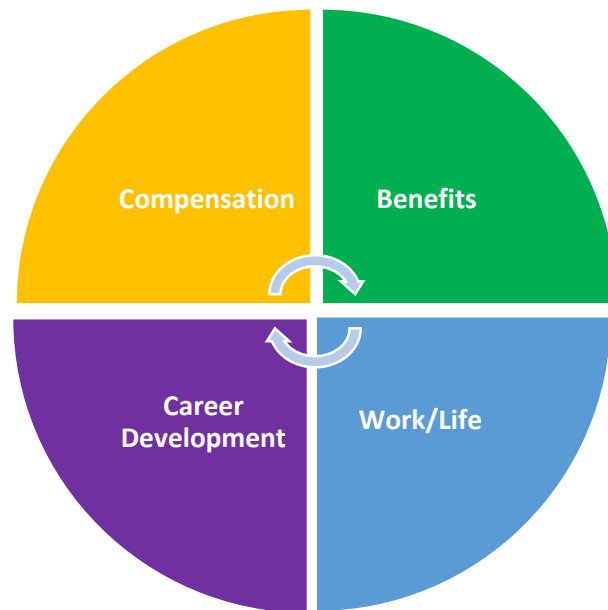
Langara's compensation program is designed to be fiscally responsible, consistent with the sector and in-line with PSEC guidelines. Key program elements will include accompanying business process guidelines and protocol to ensure appropriate and objective application and administration of the program. All compensation decisions will be based upon a clear and well documented business rationale that demonstrates the appropriate expenditure of public funds, and follow the appropriate process for submission, review and approval.

**4. Transparent:**

In alignment with our culture, we will strive to communicate openly about the strategic directions of the College and the design and management of the compensation program. The compensation process is intended to be fair and transparent so that all employees, leaders and the public understand our philosophy, total compensation program and processes. We will work hard to administer the compensation program in a manner that is consistent and free from discrimination while protecting individual personal information.

### **Role of Total Compensation Elements**

Langara College believes in providing employees with a challenging workplace, support for their development and rewards for their contribution. In addition to base salary, our total compensation program includes other types of indirect compensation and non-monetary rewards and benefits across four main elements:



- **Compensation** – The program provides fair compensation for the scope and breadth of job responsibilities and the education, competencies, and experience that employees bring to their roles. It also allows for incremental progression to recognize and reward employee growth and performance.
- **Benefits** – Health insurance such as medical, dental, extended health, Life/LTD/ADD and retirement benefits provide security and protection to employees and their families.
- **Career Development** – Leadership and professional development and other learning opportunities provide support for competency/skill development, upgrades and other career development activities.
- **Work/Life** – Paid time off including leave and holidays, employee wellness programs, EAP and other programs help employees balance their work and personal demands.

### **Comparator Groups**

Langara College is a public institution serving a large and diverse population. Because we must compete with other employers, both within the sector and in the larger marketplace, the College works to stay abreast of current market trends and will assess the competitiveness of our program regularly.

The College believes the appropriate comparator market is defined as one that balances public sector equity and relativity with industry-specific comparability. It includes organizations where we can attract qualified employees from and may be at risk of losing qualified employees to. Our core comparator group includes similar post-secondary institutions and other public sector organizations in BC. When considering other public sector organizations more emphasis will be given to those within the BC Public Service.

For other jobs where talent may be needed from out of province, or jobs that require skills from specific industries or from outside the public sector, or as dictated by labour market pressures, a secondary comparator group may be used. This may include the broader B.C. public or private sector as well as other urban labour markets in Canada. These sectors may be surveyed as and where necessary to ensure that local, regional, provincial and national factors are reflected in our compensation practices.

In implementing and ensuring alignment of compensation practices with its compensation philosophy, the College may consider external market data provided by the Post-Secondary Employers' Association and other sources, as well as advice it may receive from independent compensation experts, and direction from the Government with respect to relevant statutes, public policy and compensation guidelines.

### **Target Pay Positioning**

Our total compensation programs are targeted at approximately the 50<sup>th</sup> percentile or market midpoint of our comparator group.

### **Internal Equity**

Langara College considers the relative scope, responsibilities and complexities of jobs to ensure that compensation levels are fair and equitable. Market competitiveness is balanced with internal equity to ensure that the relative internal value of work is fairly recognized. Internal equity among positions of comparable value and competitiveness with appropriate external comparators and markets are also goals to be met via the application of the Compensation Philosophy.

Other factors that may influence individual employee compensation include performance, experience, and competency.

Where applicable and to the extent permissible by legislation and government public policy, the College shall maintain the integrity of the job evaluation plans and ensure their relevance to the salary structure.

### **Affordability and Sustainability**

Our total compensation program is designed and administered in a fiscally responsible manner that ensures that costs are affordable and sustainable over time.

### **Governance and Administration**

The Board of Governors is responsible for approving our overall compensation philosophy and program. The senior leadership team is responsible for the day-to-day oversight and administration of

the program. The total compensation program may be amended from time to time, as determined by the College and as approved by the Minister.

Langara College

Summary Compensation Table at 2017

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2016/2017 Total Compensation	Previous Two Years Totals Total Compensation	
							2015/2016	2014/2015
Lane Trotter, President and CEO	\$ 175,255	-	\$ 11,705	\$ 17,633	-	\$ 204,593	\$ 203,083	\$ 202,697
Ian Humphreys, Provost and Vice-President, Academic and Students	\$ 158,349	-	\$ 10,442	\$ 15,298	-	\$ 184,089	\$ 181,319	\$ 168,268
Dawn Palmer, Vice-President, People Services	\$ 144,544	-	\$ 10,630	\$ 14,543	-	\$ 169,717	\$ 154,512	\$ 153,986
Ajay Patel, Vice-President, External Development	\$ 138,430	-	\$ 10,312	\$ 13,928	\$ 15,013	\$ 177,683	\$ 167,493	
Viktor Sokha, Vice-President, Administration and Finance	\$ 144,590	-	\$ 10,480	\$ 14,547	-	\$ 169,617	\$ 99,228	





**Notes**

Lane Trotter, President and CEO	
Ian Humphreys, Provost and Vice-President, Academic and Students	
Dawn Palmer, Vice-President, People Services	<b>General Note:</b> Promoted from AVP to VP. New salary April 1, 2017.
Ajay Patel, Vice-President, External Development	<b>General Note:</b> Promoted from AVP to VP. New salary November 2017.
Viktor Sokha, Vice-President, Administration and Finance	<b>General Note:</b> Comparables for 2015/16 do not reflect a full year as Mr. Sokha joined Langara College mid-year.