

**LANGARA COUNCIL
Minutes of a Meeting
held on Monday, April 25, 2016
Room C408 at 0930 hours**

Members:

Jim Bowers (regrets)	Gerda Krause	Pamela Robertson
Jacqueline Bradshaw	Gurbax Leelh (regrets)	Roger Semmens
Lynn Carter (regrets)	Julie Longo	Viktor Sokha
Tim Charters	Robin Macqueen	Tomo Tanaka
Patricia Cia	Clayton Munro (regrets)	Daniel Thorpe
Leelah Dawson	Kristine Nellis (regrets)	Lane Trotter, Chair
Margaret Heldman (regrets)	Dawn Palmer	
Ian Humphreys (regrets)	Ajay Patel	

Guests:

Joe Cordingley, Manager, Budgets Analysis & Planning, Financial Services
Cheryl McKeeman, Representative, Langara Faculty Association
Rose Palozzi, Representative, CUPE Local 15/VMECW
Larry Xiong, Director, Institutional Research

Recorder:

Diana Falcon, Executive to the Board of Governors and to the VP, Administration and Finance

Prior to the start of the meeting, L. Trotter welcomed guests J. Cordingley, C. McKeeman – attending on behalf of L. Carter, R. Palozzi – attending on behalf of K. Nellis, and L. Xiong.

1. REVIEW OF AGENDA

The agenda was approved as distributed.

2. REVIEW OF MINUTES AND BUSINESS ARISING

a) Draft Minutes of the Meeting held on March 24, 2016

The minutes of the meeting held on March 24, 2016 were accepted.

3. STANDING ITEMS

a) Building Update

V. Sokha provided an update on the new Sciences and Technology Building advising that the schedule for completion by July 31, 2016, remains the same. A gradual move-in will begin in August with all science departments operational for the start of class, and the Registrar's office move completed by late-September/early-October. A moving company that specializes in hospital moves has been retained to assist with safely moving the labs, etc., to the new building.

Langara.

THE COLLEGE OF HIGHER LEARNING.

The renovation of Building A will be the next phase starting sometime in fall 2016. To accommodate the transition to the new building, the Executive office and the offices of Communications and Marketing will move temporarily to portables which will be located next to Building B.

b) IT Update

J. Madan provided an update on several IT projects that are involved in many areas of the college, and highlighted the following :

- **Essential Systems Stabilization and Security Enhancements (ESSSE):** a secondary Langara College website has been implemented and is in the final testing phase. The website is planned to go live by May 30, 2016.
- **Office 365 Email Migration** is expected to be completed by the summer of 2016.
- **Windows Migration** to replace Windows XP – ongoing testing for Windows 8.1 and 10.

4. FOR INFORMATION

a) College Survey Governance Guides & Procedures

L. Xiong highlighted the document attached to the agenda titled “Langara College Survey – Governance Guidelines and Procedures”. He advised that the document was created by the Survey Management Committee to provide guidelines on how to obtain approval for surveys that are exempted from the review of the Ethics Review Board (ERB). The document was created based on feedback from stakeholders and, although not a policy, the document provides guidelines in conducting surveys for research or college business. Discussion ensued and member’s questions were answered.

It was moved by R. Semmens and seconded by J. Bradshaw

THAT, the Langara College Survey Governance Guidelines and Procedures be approved as presented.

Carried Unanimously.

The next steps to implementation is to post a notice to the By the Way, add it to the Leaders Toolkit, and post it on the Institutional Research Department website.

ACTION: L. Xiong

b) Employee Engagement Survey Results

D. Palmer made a presentation on the Employee Engagement Survey conducted by TalentMap in February 2016 and provided an overview of the process and results. She advised that there was a 58% response rate with a benchmark of 66%. She reviewed the engagement and performance scores noting that the results were very favorable. She advised that a leaders meeting will be held to review the results with an action plan to communicate to the college community in the fall 2016.

c) Integrated Plan

A. Patel made a presentation on the Integrated Plan and distributed at the table a document titled "Academic & Services Initiatives Funding 2016-17". He noted that the document identifies integrated academic and service priorities initiatives for Langara College for the 2016/17 academic year. The development, recognition and funding of the initiatives presented is grounded in, and fundamentally aligned with, the College's recently adopted Strategic Plan 2020. A thematic priority to support the mission for academic excellence by prioritizing financial sustainability has been adopted as a particular focus for the first two years. The five priorities of the Academic Plan listed below are reflected in the choice of initiatives that form the focus of activities in the coming year:

- Learning and teaching
- Student support
- Aboriginal initiatives
- International initiatives
- Environmental, financial and social sustainability

A. Patel highlighted activities, initiatives and staffing priorities that were included and initiated in the 2015-16 budget and are carried forward as ongoing activities in the 2016/17 budget (\$1,076,250), funding from existing budgets (\$898,800), enhancement funding (\$1,011,500), and funding from periodic budget review (\$890,800).

He highlighted the use of funds in each funding source noting that IT, Facilities and additional sections are not included. He advised that the college is committed to undertaking budget reviews and investing in areas to support the increase of students. Once an announcement is released funds should be made available within a week.

He highlighted the Integrated Plan Timeline (distributed at the table) and asked members to contact Ramon Rodrigo with their comments so he can make corrections as necessary to align our processes.

d) 2016/17 Quarterly Review

V. Sokha provide a quarterly review of the 2016/17 budget and advised that the college has committed revenue expenses relative to budget estimates. A number of budget enhancements were received but only the most urgent requests were approved. He advised that there will be three budget reviews throughout the year – in July to coincide with fall enrolment, in September to coincide with summer enrolment, and in mid-January to coincide with spring enrolment. In consultation with budget officers, there will be a review of budgets to ensure accuracy and once completed, any significant changes will be incorporated into adjusted budget. Memo to budget officers is scheduled to be distributed on April 26th. There will be a year-end wrap-up and review to determine how we did, look into the future and use available funds accordingly.

e) 2017/18 Budget Development Timeline

V. Sokha highlighted the 2017/18 Budget Development Timeline document distributed at the table for information. He advised that the timeline has been shifted to better integrate the process with the academic planning cycle. Finance will provide more support resources to properly create and analyze the budget. Different training sessions will be available beginning mid-May. There will be a new call for enhancements for the 2017/18 budget year with a deadline for submission. The budget memo will explain the process for Department Chairs with instructions to return their budget to Division Chairs and Deans. The Deans will be copied on everything that is distributed to their respective areas. Finance is trying to create a universal document but since every area is different they will need to create something that can be used by the college and its unique areas.

f) President's Report

L. Trotter highlighted his President's Report attached to the agenda for information and noted that he is proud of the college's Board Members who have contributed their honorarium to the Langara College Foundation's Support Our Students (SOS) campaign in support of Langara College students.

There being no further business, the meeting was adjourned at 3:22 p.m.