

**LANGARA COUNCIL**  
**Minutes of a Meeting**  
**held on Tuesday, October 22, 2019**  
**Board Room B141 at 0930 hours**

**Participants:**

Darren Bernaerdt  
Jim Bowers  
Michele Bowers  
Jacqueline Bradshaw  
Steven Brouse  
Ryan Cawsey  
Ben Cecil  
Patricia Cia  
Eleanor Clarke  
Laura Cullen

Lisa Fisher  
Nora Franzova  
Marianne Gianacopoulos  
Margaret Heldman\*  
Gerda Krause  
Gurbax Leelh (regrets)  
Julie Longo  
Tess MacMillan (regrets)  
Robin Macqueen  
Jane Mason

Scott McLean  
Clayton Munro  
Richard Ouellet  
Dorothy Paukste\*  
Wanda Pierson  
Viktor Sokha  
Ann Syme  
Daniel Thorpe  
Lane Trotter, Chair

\* non-voting

**Guests:**

Chris Arnold Forster, Director, Organizational Risk & Internal Controls  
Dwayne Doornbosch, Director, Facilities  
Tomasz Majek, Director, Operational Excellence

**Recorder:**

Diana Falcon, Executive Assistant to the Board of Governors

**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 September 24, 2019**

The minutes of the meeting held on September 24, 2019 were accepted.

**3. STANDING ITEMS**

**a) Workday@Langara Update**

D. Paukste provided an update on the Workday@Langara project noting that User Confirmation Session (UCS) testing has started with 16 days of sessions scheduled and over 180 employees registered to date. She reviewed training sessions for HCM and Finance being held from October 21<sup>st</sup> until November 15, 2019, in preparation for the go live scheduled on January 6, 2020. Payroll parallel testing is in sync with Banner payroll and payroll cut-off dates will be communicated soon.

T. Majek provided an update on training noting that UCS training provides feedback for improvement and assists in testing and improving job aids that are being developed alongside scripts. He noted that there will be instructor led online training provided after the go-live date.

J. Mason advised that all contracts, requests for hires, timesheets, etc., should be received in payroll by November 1<sup>st</sup> with an absolute cut-off date of November 21<sup>st</sup>. It is not guaranteed that anything received after November 21<sup>st</sup> will be in Banner and it could affect an employee's payroll. Contracts need to be submitted to Human Resources as soon as possible with November 21<sup>st</sup> being the cut-off. She advised that contingency plans have been made for emergency hires including student employment. Members were advised that if there is an issue with a contract that might not make it by the November 21<sup>st</sup> cut-off date, to contact Parizad Mistry ([pmistry@langara.ca](mailto:pmistry@langara.ca) or 604-323-5815). J. Mason re-emphasized the November 1<sup>st</sup> deadline with November 21<sup>st</sup> being the absolute cut-off date.

L. Trotter thanked the Workday team who have been working diligently to keep this huge project on time and on budget. He noted that Banner is no longer being supported after December 31, 2019, so it is important to be ready for the Workday go-live date of January 6, 2020.

Discussion ensued and members' questions were answered.

[It was noted that D. Paukste and T. Majek left the meeting at 9:46 a.m.]

**b) IT Update**

J. Yau provided an update on the major IT changes that are underway (including 2-factor authentication, new employee portal (SharePoint), Windows 10, student emails, Lynda.com to LinkedIn Learning, and login ID consolidation), reasons for the changes, timeline, and the communications and training plan for these changes. For the 2-factor authentication, he advised that the deadline to respond to IT regarding tokens is October 28<sup>th</sup>, and the deadline to register the Micro-Soft App Authenticator is November 8<sup>th</sup>. Course Tools is being phased out and will be available until December 18<sup>th</sup>. He advised that there was some confusion around the old and new myLangara in that browser updates happen sooner than anticipated and the classic (old) myLangara may not be accessible. He provided an update on student emails noting that effective January 3, 2020, instructors will not be able to email students through Course Tools but should use D2L Brightspace instead.

Discussion ensued and members' questions were answered.

[It was noted that J. Yau left the meeting at 10:07 a.m.]

#### 4. CURRICULUM ITEMS

##### a) Education Council Meeting held on September 17, 2019

D. Bernaerdt referred to the summary report attached to the agenda for the Education Council meeting held on September 17, 2019 and highlighted the following:

- BSN program and Advanced Entry into the BSN program – PSYC2321 – Data Analysis for Psychology has been added as an admission requirement for both programs.
- A list of countries that meet Langara English Language Standards for UT Arts & Science Programs will be published on the Langara website and in the Langara College Calendar. Students who have completed at least four years of full-time secondary or post-secondary education in one of the countries listed are recognized as meeting Langara's English language admission requirement.

The Education Council summary report for September 17, 2019 was received for information.

#### 5. FOR INFORMATION

##### a) Announcement of the Office of Academic Quality Assurance

M. Heldman announced that Dr. Sunita Wiebe has been hired as the College's Director, Office of Academic Quality Assurance to ensure that Langara is prepared for a successful Quality Assurance Process Audit (QAPA) visit in the fall 2020. She advised that Dr. Wiebe made a presentation to Langara Council on March 12<sup>th</sup> to provide an overview of what QAPA is, the process, her role in the process, why the College needs to go through the process, and the progress to-date including launching a policy working group and a Steering Committee.

##### b) President's Report

L. Trotter highlighted his report attached to the agenda for information. He noted that the College Board launched a strategic planning process over the summer and completed a strategic planning retreat last week. There will be a series of upcoming town halls and the Strategic Plan will be developed in alignment with the Academic Plan.

##### c) Post April 1<sup>st</sup> Actions

L. Trotter, C. Arnold Forster and D. Doornbosch provided an update on the actions that have been taken since the incident happened in the T-Building on April 1, 2019. The following points were noted:

- The College operates under the BC Emergency Management System.
- The College commissioned 3SI Security Systems to provide an After Action Review to see what could be improved.
- Ten sessions were held with first responders and 13 debriefing sessions have been held with the College.
- A list of improvements have been identified and the College is in the process of remediation.

- Alarm messaging is now consistent across campus and D. Doornbosch provided a demonstration of the different alarm stages (Stage 1 – Get Ready; Stage 2 – Leave the Building/Evacuate/Fire; Stage 3 – Active Assailant; Stage 4 – All Clear). In the event of an emergency evacuation, individuals should proceed calmly to a Muster Station for further instruction.
- Four muster stations have been erected on campus and wardens are identified by bright yellow safety vests at each station.
- Employees and students should pay attention to alarm stages and respond accordingly.
- Since there is very limited coverage for personal affects, employees and students are encouraged to take their personal items with them if they are required to leave the building/evacuate.
- Emergency Operations Centre (EOC) members are identified with different coloured vests depending on their EOC role.
- Drop kits are located in various locations on campus in the event of an emergency.
- Planned improvements are in place and are being tested.
- CCTV Cameras need further discussion and consultation with the community.
- We are looking at partnership agreements with local businesses to use their facilities in the event our facility is not accessible to set up EOC command centre and vice-versa in the event another incident ever occurs.
- We have not had a chance to address the social aspect. Mental Health Safety is still on our radar and when we are able to address that, we will let the College know.
- Counselling was available the day after the event.
- We are also investigating a push notification system (text, email, etc.) in communicating with anyone off campus to see which would have the most pervasive impact.
- There will be small group information sessions (rather than one large group) that will occur through to the end of November.
- D. Doornbosch and C. Arnold Forster can attend department meetings, etc., to provide updates. Reach out to Lucy Smith to schedule.

In response to a question about at what alarm stage specialized equipment in certain classes should be shut down (biology labs/simulation labs, etc.) D. Doornbosch advised that this needs further discussion and he will get back to Langara Council at a later date.

L. Trotter thanked everyone and recognized the efforts that have been made to get the College back up and running within 36 hours after the incident occurred. This was no small feat during this very significant event at the College. The efforts that were taken to improve our ability to respond, to keep our faculty, staff and students safe, and to get the building back into service so quickly, was a huge testament of the hard work and dedication of our employees and EOC team.

There being no further business, the meeting was adjourned at 11:14 a.m.