

**LANGARA COUNCIL**  
**Minutes of a Meeting**  
**held on Tuesday, February 11, 2020**  
**Board Room B141 at 0930 hours**

**Participants:**

Darren Bernaerdt	Marianne Gianacopoulos	Richard Ouellet
Jim Bowers	Margaret Heldman*	Dorothy Paukste*
Michele Bowers (regrets)	Susan Kelsall	Wanda Pierson
Jacqueline Bradshaw (regrets)	Gerda Krause (regrets)	Viktor Sokha
Steven Brouse (regrets)	Gurbax Leelh	Ann Syme
Ben Cecil (regrets)	Julie Longo	Daniel Thorpe
Patricia Cia	Tess MacMillan	Lane Trotter, Chair
Eleanor Clarke	Robin Macqueen	Yusuf Varachia
Laura Cullen (regrets)	Jane Mason	
Nora Franzova	Scott McLean (regrets)	

\* non-voting

**Guests:**

David Cresswell, Chief Information Officer  
Tomasz Majek, Director, Operational Excellence  
Jessie Smith, Representative, Langara Faculty Association

**Recorder:**

Alice Hsu, Executive Assistant to the President

Prior to the start of the meeting, L. Trotter welcomed guests D. Cresswell, T. Majek and J. Smith (attending on behalf of S. McLean).

**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 January 21, 2020**

The minutes of the meeting held on January 21, 2020, were accepted with additional languages under **3. a) Workday @Langara Update** to indicate that Council members also discussed some of the challenges they have had with Workday. All feedback was taken by T. Majek, who will work with the Workday Sustainment Team to find solutions and reaching out to departments to provide additional support as needed.

**3. STANDING ITEMS**

**a) Workday@Langara Update**

V. Sokha advised that Wave 1A of the Workday Project has moved from project mode to sustainment mode. T. Majek will be taking the lead to provide the Workday update to the Council going forward.

T. Majek provided a quick update on the stats of the support requests that have been received and remain open to-date. He noted that some tickets include more than one request and some requests of greater complexity are taking longer time to resolve. T. Majek advised that, in the meanwhile, the Sustainment Team has been consulting with faculty and leaders, investigating the challenges, finding and testing potential solutions, and making changes to make Workday even more user-friendly. The Sustainment Team has also been providing more regular updates to the College community and to faculty who shared some common questions, and will be working on revising the training and support strategy in the next few weeks to make subject experts more accessible at the learning labs to hear feedback and provide support for specific topics.

In response to a question, T. Majek advised that the Workday Learning Lab trailer is currently closed for construction. It will be re-opened in the following week. In the meantime, the Sustainment Team member can meet with the employee at their desk or another space to provide support as needed.

T. Majek answered further questions from the Council members and took down all the suggestions made. Last, he noted that the Workday project is not only supported by the Sustainment Team but by many in People & Culture, Finance, IT, Academics, and leaders. He thanked everyone for their ongoing contribution to the Workday project.

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

**b) IT Update**

D. Cresswell advised that in the past few months IT has implemented 2-Factor Authentication (2FA) for many systems including Office 365 and Workday to enhance our cybersecurity, and will continue to work on the advancement of the College's Cybersecurity Program including fraudulent websites, URLs, and domain names that are trying to impersonate the College. IT has also been investigating several cybersecurity incidents occurred lately. L. Trotter shared a few phishing emails that were circulating earlier in the day and reiterated that he will never ask people to buy any brand or types of gift cards via email. Any suspicious emails should be forwarded to [ithelp@langara.ca](mailto:ithelp@langara.ca).

Discussions ensued and Council members shared some ideas for IT's consideration to help prevent employees from falling for the fraud.

**4. For Action**

**a) Revamped IT Policies:**

- B1004 – Computer Technology Planning
- B4002 – Electronic Communication
- B4006 – Mobile Devices
- B5002 – Computer and Computing System Use

D. Creswell went through the Notes re: IT Policy Updates attached to the agenda to provide a summary of the changes made to each of the IT policy and procedures document included in the agenda package. D. Creswell advised that changes made to these policies include updating outdated language, organizational titles, and department names; using language that is broad

enough to explicitly include cloud computing environments and telephony technology; and ensuring compliance with the Freedom of Information and Protection of Privacy Act (FOIPOP).

Discussions ensued and members' questions were answered.

It was recommended that the last sentence in section 3.3 iv. of Policy B1004 Computer Technology Planning be amended as follows:

- iv. ... The College will ensure that students who use their own personal computer technology have onsite access to the appropriate ~~computer~~ **services and supporting** technology for their devices.

It was moved by M. Gianacopoulos, seconded by A. Syme:

**THAT, the revamped IT policies:**  
**B1004 – Computer Technology Planning with noted changes above;**  
**B4002 – Electronic Communication;**  
**B4006 – Mobile Devices; and**  
**B5002 – Computer and Computing System Use**  
**be recommended to the President for approval.**

**Carried Unanimously.**

[It was noted that D. Cresswell left the meeting at 10:43 a.m.]

**5. FOR INFORMATION**

**a) President's Report**

L. Trotter welcomed two new Council members Y. Varachia, Vice-President, External Development, and S. Kelsall, Dean, Faculty of Management, both joined the College at the beginning of February 2020, and invited them to say a few words to introduce themselves.

There being no further business, the meeting was adjourned at 10:45 a.m.