

**LANGARA COUNCIL
Minutes of a Meeting
held on Tuesday, October 1, 2013
Room C408 at 0930 hours**

Members:

Diane Bradley
Lynn Carter
Tim Charters
Raymond Chow
Patricia Cia
Barry Coulson
Roy Daykin, Chair
Leelah Dawson
Julia Denholm
Charlotte French
Margaret Heldman
Ian Humphreys
Darrell Kean

Gerda Krause
Gurbax Leelh (regrets)
Julie Longo
Clayton Munro
Brad O'Hara (regrets)
Dawn Palmer
Ajay Patel
Gunkirat Randhawa (regrets)
Pierre-André Santin (regrets)
Tomo Tanaka
Daniel Thorpe
Wendy Watson (regrets)
Gayleen Wren

Guests:

Korena Jang, Director, Organizational Risk Assessment
Wendy Lannard, Director, Facilities

Recorder:

Diana Falcon, Executive Assistant to the Board of Governors

1. REVIEW OF AGENDA

The agenda was approved with the following addition:

- Item 5 b) Human Resources Updates
- Item 5 c) President's Update

D. Palmer
R. Daykin

2. REVIEW OF MINUTES AND BUSINESS ARISING

a) Draft Minutes of the Meeting held on September 10, 2013

The minutes attached to the agenda were approved with the following change:

- Item 2 b) remove "and Online Studies." from fourth paragraph.

3. STANDING ITEMS

a) Banner Next Generation Project Update

C. French provided an update on the Banner Next Generation Project noting that we are moving into evaluation of the Flexible Registration module for Continuing Studies. A consultant from Ellucian, the software vendor, is on campus this week providing training for the functional user team and IT staff. This process will help to identify the options available to configure the system to Langara's needs.

In response to a question about the student registration issue that occurred a few weeks ago, C. French advised that the situation was resolved within the first couple of days of occurrence, that there were a couple of clean-up items completed in the following weeks, and an evaluation of the processes that caused the issue is underway so that it does not happen again.

In response to a question regarding the timing for completion of the Banner project, B. Coulson advised that the budget for the project was approved to the end of the fiscal year 2014. However, if the project is extended, the budget amount will not change - it will just be distributed over the length of project completion. He further noted that a decision will be required as to whether the College will move to the Relationship Management part of the module. It was noted that the College implemented the communications module a few years ago, but not the analytics module. C. French advised that the recent merger of Datatel and SunGard (Banner), rebranded as Ellucian, has prompted a review of their products and an evaluation will be required to determine the College's needs and what will work under the new brand.

b) Building Update

W. Lannard advised that the costing exercise is complete and the budget is finalized for construction of the new Sciences and Technology building. The Advisory Committee will meet on Friday to review the plans and is working with Communications and Marketing to revise the website in preparation for the communication roll-out.

In response to a members' question regarding if the College has considered delaying the project until a new President is on board and fully apprised (since they will adopt responsibility for the project), R. Daykin advised that one of the challenges with delaying a project for any period of time is escalation of construction costs. In response, he advised that he will discuss this with the Board and advise their decision at a future Langara Council meeting.

AGENDA ITEM

4. FOR DISCUSSION

a) Terms of Reference Update

L. Carter advised that the Committee reviewed the existing Terms of Reference and the majority of changes were made to position descriptions. She highlighted an updated copy of the Terms of Reference distributed at the table (a copy is attached to these minutes) and advised that, after the agenda was distributed, one additional change was made to the third

sentence of the first paragraph . She advised that there are possibly other additions to membership. After a lengthy discussion, the following changes were noted:

- Add the following positions to the membership:
 - Associate Vice President, Administration and Finance
 - Executive Director, College Advancement
 - Director, Communications and Marketing
 - Director, Financial Services
- Position descriptions to be less specific (except for Director positions)
- First paragraph, third line - Change “*approve*” to “*recommend to the President*”
- Add a sentence to distinguish practice vs policy
- Make LSU Representative plural by adding “s”

The Committee will review the recommended changes, update the Terms of Reference, and return the document to Langara Council at its next meeting for review and possible approval.

AGENDA ITEM

5. FOR INFORMATION

a) 2014/15 Budget Update

B. Coulson advised that budget consultation sessions have started, section plans have been received, and budget worksheets are due by October 18th.

b) Human Resources Updates

D. Palmer distributed at the table a copy of a brochure titled “Maintaining a respectful workplace.” and advised that copies will be distributed to each employee prior to the launch scheduled for October 30th in the Employee Lounge. She further advised that respectful workplace training is mandatory for all employees and is slated to begin in November through on-line and face-to-face sessions. She further noted that the College is obligated to report to the Post-Secondary Employers’ Association (PSEA) as to how many employees participated in the training.

[It was noted that B. O’Hara arrived at 10:09 a.m.]

D. Palmer announced the second annual Employee Department Halloween Contest. A panel of judges will visit each department on October 31st and award prizes for Best Decorated Department and Best Department Costumes.

D. Palmer highlighted a draft calendar distributed at the table which highlighted the Healthy Minds Initiative as part of the Wellness Initiatives for November.

c) President’s Update

R. Daykin provided an update on the following:

- Deputy Minister James Gorman resigns. Sandra Carroll announced as new Deputy Minister. Although new to post-secondary education, she has held various positions within other Ministries and is committed to visit every campus on a regular basis. Was provided an opportunity to meet with her to discuss issues specific to Langara.

- Along with B. O'Hara, met with David Eby, education critic for the opposition, who asked what he could do to help Langara.
- Attended BC Colleges Presidents' Meeting on September 17th. Minister Virk attended and spoke on how BC Colleges should collaborate as one voice to ensure government hears the message of all BC Colleges. Collaboration would help develop a larger presence in the community and create more awareness amongst government.
- A meeting with Minister Virk in August provided an opportunity to push the fact that the skills gap is not all trades. Discussed the importance of the programming that we offer and that employers are looking for more than just technical skills.
- Enrolment is consistent with previous year; is above government targets; but is a touch softer on the domestic front.

There being no further business the meeting was adjourned at 1025 hours.