

LANGARA COUNCIL
Minutes of a Meeting
held on Tuesday, June 17, 2014
Room C408 at 0930 hours

Members:

Michelle Bowers	Korena Jang	Ajay Patel
Jacqueline Bradshaw (regrets)	Gerda Krause	Nisha Ram (regrets)
Lynn Carter (regrets)	Wendy Lannard	Pierre-André Santin (regrets)
Raymond Chow (regrets)	Vivian Lee	Sue Street
Patricia Cia	Gurbax Leelh	Kelly Sveinson
Barry Coulson (regrets)	Julie Longo	Tomo Tanaka
Roy Daykin	Robin Macqueen	Daniel Thorpe
Leelah Dawson (regrets)	Mankee Mah	Lane Trotter, Chair
Lisa Fisher	Clayton Munro	Gayleen Wren (regrets)
Margaret Heldman (regrets)	Brad O'Hara	
Ian Humphreys	Dawn Palmer	

Guests:

Mark Adams, Director, Ancillary Services
David Aucoin, Manager, Safety, Security & Emergency Management
Janna Jorgensen, Executive Director, Langara Students' Union
Cheryl McKeeman, Representative, Langara Faculty Association
Kristine Nellis, Representative, CUPE Local 15
Dianne Richards, Director, Labour Relations and Human Rights
Paul Ursich, Consultant, Intrepid Risk Group
Larry Xiong, Director, Institutional Research

Recorder:

Alice Hsu, Executive Assistant to the President

Prior to the start of the meeting, L. Trotter welcomed C. McKeeman, attending on behalf of L. Carter as a representative of the Langara Faculty Association, and guests M. Adams, D. Aucoin, J. Jorgensen, K. Nellis, D. Richards, P. Ursich, and L. Xiong.

L. Trotter advised that the Lockdown Drill will be held on August 21, 2014 instead of August 22, 2014. W. Lannard introduced D. Aucoin and P. Ursich who gave a presentation on "Introduction to August 21, 2014 Lockdown Drill for an Active Assailant." P. Ursich explained the purposes, procedures and the time frame for the Lockdown Drill and answered questions from the audience. P. Ursich also advised that follow-up training sessions will be offered to members of the Emergency Operations Committee (EOC) on September 18 and 25, as well as a training exercise on October 2, 2014.

R. Daykin made a presentation on Budget Forecast for fiscal year 2015/16 to 2017/18; advised that the College is facing on-going challenges that require us to find new sources of revenue and ways to operate more efficiently in order to close the anticipated budget gap over the next three years; and answered questions from meeting participants.

1. Review of Agenda

The agenda was approved with the following changes:

- Switch item 6. c) Canada's New Anti-Spam Legislation to 6. b)
- Switch item 6. b) Fees Review to 6. c)

2. Review of Minutes and Business Arising

a) Draft Minutes of the Meeting held on April 8, 2014

It was moved by G. Krause, seconded by L. Fisher:

THAT, the Minutes of the Langara Council Meeting held on April 8, 2014 be approved.
Carried Unanimously.

3. STANDING ITEMS

a) Building Update

W. Lannard advised that excavation for constructing the New Science and Technology Building has been completed, a crane has been installed, and the foundation wall construction is underway. W. Lannard further advised that the City of Vancouver has approved the contractor's traffic management plan. As a result, some changes will be done in the parking lot to accommodate the plan and, as requested by the City, bike lanes will be installed on Ontario Street. The Parking entrance on 49th avenue will be closed as of the end of August, 2014; all traffic will use the Ontario street entrance/exit to the parking lot. The traffic pattern south of B Building, along the Langara Golf Course will be changed from one-way to two-way.

W. Lannard noted that, if necessary, to deal with heavy traffic, the contractor has agreed to hire a flag person to control the traffic light at the crosswalk on Ontario Street in the morning and afternoon peak hours. Facilities will be monitoring the traffic situation the first week of classes to determine if this is required.

In response to a question, W. Lannard advised that this traffic management plan will be in effect for about one year.

In response to a suggestion, W. Lannard advised that the traffic accessing the parking lot will be monitored and it is in the plan to hire a flag person to direct the traffic when it becomes necessary.

In response to a suggestion, W. Lannard advised that there will be communications going out to encourage people to take alternate forms of transportation.

4. CURRICULUM ITEMS

a) Education Council Meeting held on April 22, 2014

G. Krause referred to the summary report of the Education Council meeting held on April 22, 2014 and highlighted the following:

- Credentials Policy F1001 was amended to allow for the posthumous awarding of credentials.
- Academic Program Review and Renewal Policy F1006, an existing policy, was edited to make it more understandable before the academic program review and renewal process started.
- There are a few changes to Continuing Studies Programs including the discontinuation of the Electronic Media Design Program due to low enrolment.

The Education Council summary report for April 22, 2014 was received for information.

b) Education Council Meeting held on May 20, 2014

G. Krause referred to the summary report of the Education Council meeting held on May 20, 2014 and advised that the Education Council approved new Continuing Studies Corporate Readiness Certificate Program, which is eligible for student aid.

G. Krause also noted that she provided a report on the Academic Governance Council, which is a group of education council chairs from all over B.C. who meet twice a year.

The Education Council summary report for May 20, 2014 was received for information.

5. FOR ADVICE/SUPPORT

a) Review of Strategic Priorities (follow up to half-day retreat held on April 23, 2014)

I. Humphreys advised that the Senior Leadership Team identified four priority issues at its retreat held in March 2014 including Revenue Generation and Financial Stability, Information Technology, Academic Plan, and Enrolment Management. Subsequently, a planning session was held on April 23, 2014 with the Langara Leadership Team and invited guests from stakeholder groups. At the April meeting, participants confirmed the importance of the four priorities identified by the Senior Leadership Team and further identified three additional priority areas: Process – Business Communication – Decision Making, People and Culture, and Brand. I. Humphreys noted that these seven priorities will guide us when we work on updating the College's strategic plan in the fall 2014.

I. Humphreys referred to the "Senior Leadership Team Strategic Priorities" timeline document distributed at the table and provided a brief update on the progress of each priority. I. Humphreys noted that the Core Review, required by the government, is included in this document because part of its process is relevant to other priorities on the list and we

are waiting for a report from the Ministry of Jobs, Tourism and Skills Training (JTST) to identify the high demand occupations to which the government will require the College to commit 25% of our seats.

I. Humphreys thanked everyone who participated at the planning sessions.

In response to a question regarding the JTST report, L. Trotter advised that all we know at this point is that this report will be based on two things: first, meeting provincial needs to support LNG, and, second, meeting regional needs.

R. Daykin added that, when the Ministry is looking for guidance on how to determine the 25%, the government is looking from a sector perspective at this point and advised that 10%, as a sector, is driven out of three program areas: nursing, medical, and graduate programs. R. Daykin also advised that there will be a mechanism in place to allow institutions to add programs that are not on the list but are important to supporting the community to meet its employment needs.

6. FOR INFORMATION

a) Accountability Plan and Report – 2013/14 Reporting Cycle

L. Trotter advised that the Accountability Plan and Report is mandated that we deliver to the government as part of our accountability framework. He introduced L. Xiong to present the 2013/14 Accountability Plan and Report.

L. Xiong referred to the Accountability Plan & Report attached to the agenda highlighting some key components of the report and advised that the report will be submitted to the Board for approval at its meeting on June 26, 2014, and the deadline for submission to the government is July 18, 2014.

In response to a question, L. Xiong advised that we maintained status quo in the 2013/14 report compared to the 2012/13 report as the government has not changed its requirements. However, we made sure that the contents aligned with the Core Review Report submitted to the Ministry.

In response to a question, I. Humphreys advised that the targets are established by the provincial government with a bandwidth – plus or minus 10% of the target to determine if we achieved, exceeded, substantially achieved, or not achieved the target. L. Xiong added that details on how targets and achievements are measured can be found at the footnote on page 19 in the 2013/14 Accountability Plan Report.

b) Canada's New Anti-Spam Legislation

K. Jang referred to the document "Canada's Anti-spam Legislation" distributed at the table and advised that commercial electronic messages (CEM) sent without appropriate consent and content will be considered as spam effective July 1, 2014.

[B. O'Hara joined the meeting at 1051 hours]

K. Jang noted that B. Coulson is overseeing the institution's response to Canada's Anti-spam Legislation (CASL) and is establishing a working group to provide support towards compliance with the new legislation. Communications will be going out to the community asking for information to help develop an inventory list of what CEMs are sent, to whom and by whom at Langara. Although the College has Implied Consent with all current students and students who have attended the College within the past two years, Express Consent is considered the "gold standard" because it does not expire unless an individual chooses to unsubscribe or withdraw consent.

K. Jang also noted that, in response to the question whether post-secondary education is considered a commercial activity, Industry Canada and the Canadian Radio-television and Telecommunications Commission (CRTC), who are responsible to administer CASL, have noted that all complaints of legislation contravention will be investigated on a case-by-case situation in consideration of (i) the content of the electronic message and (ii) how the address was obtained.

In response to a question about how communications with alumni will be impacted, K. Jang advised that students automatically transition to alumni status without having to sign up or pay a membership fee and therefore Implied Consent remains intact. S. Street added that the alumni newsletter would not be considered to be a commercial electronic message as it does not contain commercial components. L. Fisher further added that messages specifically for fundraising from non-profit organization are exempt from CASL.

In response to a question, K. Jang advised that the fine for legislation non-compliance is \$1 million per individual and \$10 million per corporation.

c) Fees Review

R. Daykin referred to a Memorandum with subject "Review and Recommendation – Student Fees" attached to the agenda and advised that a task group was constituted to review student fees. R. Daykin noted that change to international student non-refundable commitment fee from \$500 to \$1500 has been implemented as of May 1, 2014. The committee reviewed other student fees including tuition refund for courses dropped in the first week and service fees for transcripts, enrolment letter, graduation application, and regalia rental as described in the Memorandum attached to the agenda.

R. Daykin apologized to the Langara Students' Union that a planned consultation with the Union did not occur due to extenuating circumstances.

J. Jorgensen expressed Langara Students' Union's concerns about not being made aware of the existence of the task group and not being consulted during the process. J. Jorgensen requested that Langara Council consider deferring the implementation of the proposed changes until the consultation took place or, at the minimum, do not apply the changes in refund policy to students who have started their fall 2014 registration process yesterday without being aware of the changes.

R. Daykin recommended that the implementation of the fee changes as described in the Memorandum be deferred until consultation with Langara Students' Union takes place aiming for implementation in winter 2015 term. J. Jorgensen appreciated this recommendation, which was then approved by Langara Council by consensus.

L. Trotter proposed that he form a group to include C. Munro, members of Senior Leadership Team, and representatives from the Langara Students' Union to establish a formal communication structure between the College and the Union. J. Jorgensen expressed her support of this proposal.

d) Academic Plan Update

B. O'Hara provided an update on the development of the Academic Plan, which started in April 2013, advising that the Academic Plan attached to the agenda has been presented to and endorsed by the Deans and Division Chairs at their meeting, received positive feedback at three town hall meetings that together had around 100 people in attendance from primary faculty and some staff membership, will be brought to the Education Council this afternoon for approval, and then will be taken to the Board of Governors Meeting at the end of June, 2014 for their endorsement.

B. O'Hara further advised that the Academic Plan has five academic priorities: Learning and Teaching, Student Support, Aboriginal Initiatives, International Initiatives, and Environmental, Financial, and Social Sustainability. Each priority has three goals with associated objectives. It is essentially a framework for engagement and discussion on campus. Priority task forces will be formed to help identify actions, consult with the campus community, and serve as an important link between the Academic Planning Committee and the rest of the College community.

B. O'Hara noted that a communication campaign will be rolled out in September 2014 to raise awareness of the Academic Plan and to encourage people to bring forward ideas. B. O'Hara also noted that the Academic Plan will be updated on an annual basis to keep it current and relevant.

J. Jorgensen congratulated the College on creating a strong Academic Plan and appreciated the development process.

L. Trotter thanked the Academic Planning Committee members and the College Community for creating this important document that supports teaching and learning and will help frame the next iteration of our Strategic Plan.

There being no further business, the meeting was adjourned at 1127 hours.