

LANGARA COUNCIL
Minutes of a Meeting
held on Thursday, March 19, 2015
Room C408 at 0930 hours

Members:

Michelle Bowers	Gerda Krause	Nisha Ram (regrets)
Jacqueline Bradshaw	Wendy Lannard (regrets)	Roger Semmens
Lynn Carter	Vivian Lee	Tom Stachura
Raymond Chow (regrets)	Gurbax Leelh (regrets)	Sue Street
Patricia Cia	Julie Longo	Tomo Tanaka
Barry Coulson	Robin Macqueen (regrets)	Daniel Thorpe (regrets)
Leelah Dawson	Clayton Munro	Lane Trotter, Chair
Deanna Douglas	Kristine Nellis	Justin Yau
Lisa Fisher	Brad O'Hara	Gayleen Wren
Margaret Heldman	Dawn Palmer (regrets)	
Ian Humphreys	Ajay Patel (regrets)	

Guests:

Joe Cordingley, Manager, Budget Analysis & Planning
Yvonne Ohara, Representative, Langara College Administrators' Association (LCAA)

Recorder:

Alice Hsu, Executive Assistant to the President

Prior to the start of the meeting, L. Trotter welcomed new Council Member D. Douglas, Interim Vice-President, Administration and Finance, and guests J. Cordingley and Y. Ohara.

1. Review of Agenda

The agenda was approved with following addition:

- 5. b) Policy C1002 - Financial Signing Authority D. Douglas

2. Review of Minutes and Business Arising

a) Draft Minutes of the Meeting held on February 17, 2015

The minutes of the meeting held on February 17, 2015 were approved with following changes:

- item 6. a) change "... do refunds as flexible as ..." to "... do refunds as flexibly as ..."
- item 6. b) correct typo "Waye" to "Wayne"

b) Business Arising

L. Trotter advised that L. Carter, G. Krause, and C. Munro have formed a working committee to review Langara Council's membership and will present their proposal at the Council's meeting in April 2015.

3. STANDING ITEMS

a) Building Update

D. Douglas advised that there was no update to report on the new Science and Technology Building since last meeting.

b) IT Update

J. Yau made a presentation to provide an update on each project that is undergoing, overall operational status, and staff changes in the IT Department since the last Langara Council meeting. He noted that Geoff Hewson has been hired as Associate Director, Product Management and will start at the end of March 2015.

In response to a question, J. Yau advised that Fluid Survey is a survey tool similar to SurveyMonkey but hosts data on Canadian servers. IT has started to work with the Institutional Research Department and Teaching and Curriculum Development Centre (TCDC) first to implement this tool. M. Heldman added that this tool is also for faculty who are engaged in applied research.

On the topic of IT staff vacancies, L. Trotter commented that Vancouver is currently facing a talent crunch in the IT industry as some bigger corporations have been taking talent from small and medium size companies by offering significantly higher pay. T. Stachura advised that this happened to one of our own IT staff members. Fortunately, we were able to keep the employee by providing opportunities to grow.

J. Yau advised that two IT Information Sessions scheduled in March 2015 have been held but the participation was light for both sessions. J. Yau encouraged Council members to suggest better timing for hosting IT Information Sessions in the next semester. J. Yau also advised that training sessions on Introduction to Business Analysis were well attended and received lots good feedback.

In response to a question, I. Humphreys advised that IT is in the process of developing an overarching governance structure for project Leapfrog and there will be different governance committees, made up of different membership throughout the community, to oversee different components of the project. A communication strategy will also be developed to provide constant updates to the Langara community for every component part of the project throughout the entire process. Updates will also be shared with, and feedback sought, from Langara Council members every step of the way.

4. CURRICULUM ITEMS

a) Education Council Meeting held on February 17, 2015

G. Krause referred to the summary report of the Education Council meeting held on February 17, 2015 attached to the agenda and highlighted the following:

- There is a new course in Women's Studies and a new Special Topics course for Post Degree Diploma in Applied Planning.

- There are some changes for courses in Bachelor of Performing Arts Program, which is a joint credential with Capilano University, Douglas College, Vancouver Community College, and Langara College.
- Policy B3006 - Intellectual Property has been endorsed by Education Council.
- Approval of a number of Continuing Studies programs has been confirmed by Education Council.

The Education Council summary report for February 17, 2015 was received for information.

Prior to giving an update on the 2015/16 budget, D. Douglas announced that B. Coulson will assume the role of Executive Director of Administrative Service Delivery Transformation (ASDT) effective April 1, 2015 to take on the leading role for the shared services initiative that has been promoted and supported by the Ministry for a number of years. B. Coulson provided a summary of ASDT's initiatives and explained his new role with ASDT. D. Douglas thanked B. Coulson for his leadership in this initiative and his services to the College.

5. FOR ACTION

a) 2015/16 Final Budget Recommendation to the President

D. Douglas distributed and went over the 2015/16 final budget documents with Council members including 2015/16 Budget Principles for reference, FTE Enrolment Report as of January 27, 2015, a Balancing sheet that showed how the previously projected \$3M deficit was closed, a Faculty Workload Budget Summary sheet that provided detailed section allocations to each department, and a finalized 2015/16 Budget Summary sheet showing a balanced budget. Discussions ensued and members' questions were answered.

It was moved by D. Douglas, seconded by L. Dawson:

THAT, the 2015/16 budget as presented be recommended to the President.

Carried Unanimously.

In response to a question, D. Douglas verified that the budget documents distributed at the table are for public knowledge.

To help build a smooth process for 2016/17 budget, D. Douglas advised that she will engage Council members to have further discussions on monitoring budget in upcoming Langara Council meetings.

L. Trotter thanked D. Douglas, her team, and all departments who worked on achieving the balanced budget and noted that the work on 2016/17 budget will begin after we close out the current fiscal year

b) Policy C1002 - Financial Signing Authority

L. Trotter advised that the proposed revisions to Policy C1002 did not go through the regular approving process because it is just to update the languages to reflect current positions referred to in the Policy.

D. Douglas added that the revision to the Policy document is to clarify the definition of “Executive” according to existing positions. She noted that titles mentioned in appendices will also be updated accordingly.

It was moved by D. Douglas, seconded by L. Carter:

THAT, Langara Council recommends to the President the revision of Policy C1002 - Financial Signing Authority.

Carried Unanimously.

6. FOR INFORMATION

a) President’s Report

L. Trotter referred to the Memo on President's Report attached to the agenda and highlighted the following:

- Three site visitors from Canadian Association of Schools of Nursing (CASN) visited Langara between February 16 and 20 as our School of Nursing is undergoing a national accreditation with CASN, a national accreditation agency for nursing programs. The debrief with the accreditation team at the end of the visit was generally positive with a few items being identified that require some discussions. L. Trotter thanked the School of Nursing for their hard work and dedication for making this happen. He noted that the national accreditation will offer our Bachelor of Nursing graduates broader access to Master's programs.
- Langara has a contract partnering with the Nunavut Department of Education to offer a School Community Counsellors Training Program since 2011. D. Thorpe, L. Railton, and L. Kemp represented Langara at the Nunavut School Community Councillor Certificate graduation ceremony in Iqaluit on February 27, 2015. Honourable P. Quassa, Nunavut Minister of Education attended the ceremony and presented graduation certificates to 17 graduates. L. Trotter thanked the Services for Aboriginal Students Department and the Continuing Studies Department for their hard work along the way. L. Trotter also concurred with L. Carter's acknowledgement that D. Soo was instrumental in piloting this project.
- On March 10, 2015, A. Patel and L. Trotter attended the Doing Business in India session hosted by the Canada-India Business Council and the Canadian Trade Commissioner Service of the Department of Foreign Affairs, Trade and Development Canada. It was highlighted at the session that Canadian post-secondary education is one of the successes that Canada has had in India and is doing relatively well in recruiting students from India compared to leading countries such as the UK, the USA, and Australia. This confirms Langara's strategy of diversification in India and we will continue to see growth in recruitment from India with the right programs.

- On March 12, 2015, Langara signed a new articulation agreement with Emily Carr University of Art and Design that allows graduates of Langara's Fine Arts Diploma Program to transfer directly into the third year of Emily Carr's Bachelor of Fine Arts Degree Program. The signing ceremony took place at one of Studio 58's studios. L. Trotter acknowledged the job well done by Arts faculty, J. Longo, and her team.
- At the 49th Athlete of the Year Awards, founded by Sport BC and held on March 12, 2015, Langara College was nominated for three out of seventeen awards and won two awards - College Athlete for Brody Grieg and Male Coach for Paul Eberhardt. L. Trotter recognized the work done by C. Munro's team, J. McCallum, and the successful history that has been built up in the Athletic Department.
- Langara has signed two articulation agreements with Royal Roads University (RRU) allowing Langara students with appropriate prerequisite qualifications to transfer into the third year of RRU's Bachelor of Commerce in Entrepreneurial Management and Bachelor of Business Administration in Sustainability and International Business.
- Invited by the Minister of Advanced Education, L. Trotter will be travelling to China on April 1, 2015 joining UBC, SFU, and BCIT to participate an education mission to expand our relationships in China. Langara will be signing a Memorandum of Understanding with Maple Leaf Educational Systems (MLES). Schools operated by MLES offer certified BC high school curriculum, and the organization is celebrating its 20th anniversary since the founding of its first school.

There being no further business, the meeting was adjourned at 11:05 a.m.