

**LANGARA COUNCIL**  
**Minutes of a Meeting**  
**held on Tuesday, February 16, 2016**  
**Room C408 at 0930 hours**

**Members:**

Jim Bowers	Gerda Krause	Pamela Robertson
Jacqueline Bradshaw	Gurbax Leelh	Roger Semmens
Lynn Carter	Julie Longo	Viktor Sokha (regrets)
Tim Charters	Robin Macqueen	Tomo Tanaka
Patricia Cia	Clayton Munro	Daniel Thorpe
Leelah Dawson	Kristine Nellis (regrets)	Lane Trotter, Chair
Margaret Heldman	Dawn Palmer (regrets)	
Ian Humphreys (regrets)	Ajay Patel	

**Guests:**

Moira Gookstetter, Manager, Fundraising Initiatives, College Advancement  
Wendy Lannard, Director, Facilities  
Jag Madan, Chief Information Officer  
Yvonne Ohara, Manager, Foundation Communications & Marketing, College Advancement  
Rose Palozzi, Representative, CUPE Local 15

**Recorder:**

Alice Hsu, Executive Assistant to the President

Prior to the start of the meeting, L. Trotter welcomed guests M. Gookstetter and Y. Ohara from the College Advancement department, W. Lannard attending on behalf of V. Sokha, J. Madan attending on behalf of I. Humphreys, and R. Palozzi attending on behalf of K. Nellis.

A. Patel, P. Robson, Y. Ohara and M. Gookstetter jointly made a presentation to update Langara Council members on the many plans, projects, and campaigns, etc. the College Advancement department had been working on for Langara College Foundation. Council members were encouraged to mark their calendar for the Outstanding Alumni Awards event scheduled on October 27, 2016, and to get involved and to contribute to the Support Our Students (SOS) Campaign that will be kicked off by a launch event to be held at 2:30 pm on March 1, 2016 in the employee lounge.

**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 26, 2016**

The minutes of the meeting held on January 26, 2016 were accepted with following changes:

- Item 3. b): change "working on the clock" to "working around the clock"

- Revise item 4. a), third bullet to read “Based on the way Co-op FTEs are reported to the Central Data Warehouse, a number of courses using the course code “COOP” needed to be renamed. The new code is EXPE (Experiential Education).”
- Item 4. a), last second bullet: correct typo “Madam” to “Madan”

### **3. STANDING ITEMS**

#### **a) Building Update**

W. Lannard provided following updates on the new Science and Technology Building project:

- Contractors accelerated their work plan and the new handover date is now July 29, 2016.
- The move in will start from the top floor beginning with Chemistry followed by Kinesiology, Biology, Physics, Nursing and Computer Science. The Registrar's office will be moving sometime in October. Meetings will be held with these departments in the next few weeks to go over preliminary move information.
- An RFP had gone out for a professional moving company and the plan is to have a moving coordinator, provided by the moving company, on board by the end of April to start working on the details for the move in.
- Project budget is tight but remains on budget.

W. Lannard also provided an update on following renovation projects:

- Renovation plans for the fourth and the fifth floor of the C Building over summer 2016 were underway. Building permits would not be expected until late June 2016 as the City's permit process was backlogged.
- Two classrooms currently sitting across from the Registrar's office will be renovated to be the new location for Disability Services so that, once the Registrar's office vacates its current space, renovation can start immediately to convert the space into new offices for the executives and the Communications and Marketing department.
- Senior Leadership Team office and Communications and Marketing department will be moving into trailers in late May or early June 2016.

In response to a question, W. Lannard advised that it does not cost the College extra money to have the contractors accelerate their work in this circumstance.

In response to a question around renovations for the A Building, W. Lannard advised that lots planning still need to be done and the renovations for the vacate space in the A Building likely will not start until January 2017.

In response to a question whether an advisory group will be formed to assist the planning for the renovation, L. Trotter advised that he will do a follow-up and respond to this question at next Langara Council meeting.

**ACTION: L. Trotter**

**b) IT Update**

J. Madan made a presentation to provide an update on following IT projects:

- Essential Systems Stabilization and Security Enhancements (ESSSE): A Disaster Recovery Planning (DRP) consultant who had worked with the higher education section was recently hired to help the College to redesign our network architecture to ensure for the future that things can be done seamlessly when it is necessary to flip over to a backup site. IT is also working with Communications & Marketing to develop a static web page that will be visible in the case of outages or during a scheduled maintenance. As well, Luminis, our web page portal, had been upgraded to version 4.3 on February 7, 2016 and Oracle, the database behind the scene, had been upgraded to version 12c on December 23, 2015.
- VOIP: All employees who do not currently have a VOIP phone will receive a replacement by early Fall 2016.
- Office 365 migration: This project is currently in analysis and design phase. The rollout is scheduled to start sometime in March or April 2016 and the goal is still to complete the project by August 2016.
- IT deliverables for the new Science and Technology Building: This project depends on the construction schedule for the building. IT will move in to do all the necessary work as soon as IT is given access to the building.
- PCI Compliance: IT is currently reviewing vendor responses to help them complete an option analysis.
- International Education Customer Relationship Management (CRM) Software: Reviews of all RFI submissions had been completed. IT will hold a meeting next week to discuss the RFP process that will be looking for a sustainable system that can manage the database of both our prospect students and student recruitment agents.

Discussions ensued and members' questions were answered.

- IT Governance & Advisory Committee: The Terms of Reference for the Committee had been updated based on the feedback received and anticipated to be finalized at the next meeting. The Committee is also working on creating a separate policy to provide clear procedures and guidelines related to Canada's Anti-Spam Legislation (CASL). The final draft will be presented to the Langara Leadership Team and Langara Council for recommendation to the President for approval.

In response to a question, J. Madan advised that the reason to replace all old handsets with new VOIP phones is that Mitel will no longer support the network hardware for the older phones. It is important to note that current analog or older digital phones will not work with our new system or VOIP servers, thus the replacement program.

#### 4. CURRICULUM ITEMS

##### a) Education Council Meeting held on January 19, 2016

G. Krause referred to the summary report attached to the agenda for the Education Council meeting held on January 19, 2016 and highlighted the following:

- Langara School of Management will be offering two new programs: Diploma in Financial Services and Diploma in Financial Services Co-operative Education
- Continuing Studies developed a contract program for the Ministry of Jobs, Tourism and Skills Training – Retail Sales Associate Langara Training, which will be available specifically for recent immigrants to prepare them for retail positions.

The Education Council summary report for January 19, 2016 was received for information.

#### 5. FOR INFORMATION

##### a) President's Report

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

- L. Trotter thanked the Provost Search Committee for their work and advised that a series of college-wide meetings with key stakeholders had been scheduled on February 25, 2016. Council members were encouraged to attend the meeting scheduled for their work group.
- L. Trotter had a meeting with Musqueam Chief W. Sparrow to thank him for the support from the Musqueam for the Naming Ceremony held on January 11, 2016. L. Trotter also met with G. Sparrow, Langara's Elder in Residence, C. Munro and L. Fisher to thank them for all the work they had done for the College. The College is in the process of setting up a meeting between Langara College Board and the Musqueam Council, and the purpose of the meeting is to discuss how Langara and Musqueam can work more closely together and help each other in areas needed.

C. Munro added that it is very exciting to see open communications between the College and Musqueam. A long list of items Langara and Musqueam can work together have been identified although still need to be prioritized. Musqueam got some major development plans for their land and a number of their community members will require significant training that Langara might be able to offer.

- L. Trotter and V. Sokha met with Assistant Deputy Minister K. Brewster on February 10, 2016 to discuss a follow-up budget development item from the Board's Audit and Finance Committee meeting. L. Trotter also took the opportunity to connect with University of Victoria President J. Cassels and S. MacDonald, Assistant Deputy Minister at the Ministry of Jobs, Tourism and Skills Training.

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- L. Trotter met with J. Beeke, Vice President of Maple Leaf Educational Systems (MLES) to follow up on the work Langara and MLES had done together.

**Other**

- P. Cia advised that the Library will be streaming TED 2016 from February 15 – 19, 2016 in L216.
- J. Longo offered a public congratulation to our Artistic Director K. Shaw, who has won a lifetime recognition award from the Canadian Actors' Equity Association and will be receiving the award in Toronto on February 22, 2016.

There being no further business, the meeting was adjourned at 10:17 a.m.