

LANGARA COUNCIL
Minutes of a Meeting
held on Tuesday, March 8, 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
Tim Charters (regrets)	Robin Macqueen	Tomo Tanaka
Patricia Cia	Clayton Munro	Daniel Thorpe
Leelah Dawson	Kristine Nellis (regrets)	Lane Trotter, Chair
Margaret Heldman	Dawn Palmer	
Ian Humphreys	Ajay Patel	

Guest:

Rose Palozzi, Representative, CUPE Local 15

Recorder:

Alice Hsu, Executive Assistant to the President

Prior to the start of the meeting, L. Trotter welcomed guest R. Palozzi, who was attending on behalf of K. Nelis.

1. REVIEW OF AGENDA

The agenda was approved with following additions:

- 5. b) Naming Policy Survey A. Patel
- 5. c) SOS Campaign A. Patel
- 5. d) Employee Engagement D. Palmer

2. REVIEW OF MINUTES AND BUSINESS ARISING

a) Draft Minutes of the Meeting held on February 16, 2016

The minutes of the meeting held on February 16, 2016 were accepted.

b) Business Arising

V. Sokha advised that the Terms of Reference for the existing Facilities Space Advisory Committee (FacSAC) had been changed to include additional two committee members - one CUPE representative and one LFA representative. As well, the Committee will not only discuss plans for the new building but will also look after renovation proposals and space allocation for any needed area at the College.

In response to a question, V. Sokha advised that W. Lannard is the Chair of the Committee but he will also be attending the meeting representing the Senior Leadership Team.

3. STANDING ITEMS

a) Building Update

V. Sokha provided an update on the new Science and Technology Building project and advised that the builder is now anticipating to finish the project earlier than previously anticipated. The move in should be starting gradually from August and done by the end of October 2016. V. Sokha noted that the Facilities department will be communicating with affected departments about their move-in plan and schedule in about a month or so.

In response to a question, V. Sokha advised that the renovation plans for the A Building was still under review by FacSAC and the consultation process had not been completed. The funding required for the renovation will be in place.

In response to a question, V. Sokha advised that the deadline for submitting proposals for the A Building renovations would likely be extended from the end of February 2016 to the end of March 2016.

Further discussions ensued and members' questions were answered.

b) IT Update

I. Humphreys provided an update on following IT projects:

- **Business Process Review for Section and Work Allocation:** The project aims to find ways to improve the efficiency of the workflow in relation to section and work allocation. The business process review had been done and presented to Deans and Division Chairs at their meeting last week. Next step is to explore whether Banner technology can support the improved workflow. The ultimate is to give department chairs direct access to Banner to input data and generate required reports easily. The first phase of the project is anticipated to be completed by the end of June 2016.
- **International Education Customer Relationship Management (CRM) Software:** This project was initiated by International Education. The department needs a better customer relationship management process that will allow it to better interact with prospective students and to manage agent relationships and payments. IT had completed the RFP process. The future state and requirements for the College Enterprise Resource Planning (ERP) system (i.e. the Banner system) will be critical in evaluating new CRM technology. Considering potential upgrades to and/or replacement of the Banner system, it is important that the CRM system selected will integrate with our ERP system in the future.

I. Humphreys also advised that the Provincial Government is currently working on some complex projects that will potentially have a great impact on our ERP system and they include: (1) creating a common application system for post-secondary education in BC that would allow students to apply once for all institutions, and (2), as part of Public Post-Secondary Administrative Service Delivery Transformation (ASDT) program, reviewing the ERP system post-secondary education institutions are currently using and finding ways to improve the software efficiency system-wide.

I. Humphreys noted that CIO J. Madan is a board member of BCNet, who is undertaking the review of the common application process, and is also sitting on and will be the next Chair of the ASDT committee that is looking at the ERP common implementations. The College is well-positioned to know what to expect.

Discussions ensued and members' questions were answered.

4. CURRICULUM ITEMS

a) Education Council Meeting held on February 16, 2016

G. Krause referred to the summary report attached to the agenda for the Education Council meeting held on February 16, 2016 and advised that it was a very short meeting and members may direct questions to her directly.

The Education Council summary report for February 16, 2016 was received for information.

5. FOR INFORMATION

a) President's Report

L. Trotter reported on the following:

- Public announcement for the appointment of the College's next Provost and Vice-President, Academic and Students will be made within the next few days.
- As the Chair of BC Colleges, L. Trotter met with D. Byng, Deputy Minister of Ministry of Education, on February 16, 2016 to encourage communications with post-secondary institutions in BC when working on the new graduation framework project.
- S. Robinson, Superintendent of Vancouver School Board (VSB) had a meeting with L. Trotter on campus on February 18, 2016 and a follow-up meeting will take place soon at Robinson's office to look at areas for additional cooperation between Langara and VSB.
- L. Trotter thanked Continuing Studies and International Education departments for organizing the visit on February 23, 2016 of Panama Delegation who was looking for a partner institution to deliver an English Langara Teaching Training Program as part of the Panama bilingual program initiative by the Panama government.
- Globe and Mail featured several stories on Langara's articulation and transfer and partnership with Musqueam on February 26, 2016 in the annual College and Institutes Canada (CICan) insert in the paper. The stories could also be found online at <http://www.theglobeandmail.com/partners/advcolleges0216>.

- The launch event on March 1, 2016 for the Support Our Students (SOC) campaign was well attended. L. Trotter thanked the College Advancement team for bringing this campaign back.

b) Support Our Students (SOS) Campaign

A. Patel thanked everyone's support attending the launch event on March 1, 2016 and the President for declaring March as the SOS month. A. Patel reminded everyone that "Change for Change" is one of the initiatives for the SOS campaign and encouraged everyone to put their change in the piggy banks placed around the campus. He noted that \$2,000 donations were collected at the campaign launch event and every dollar raised during the campaign will be matched dollar-for-dollar by the College. A. Patel also encouraged employees to enroll in the monthly payroll deduction plan even for a small amount.

c) Naming Policy Survey

A. Patel advised that an announcement had been posted through the Langara Online By the Way about a Naming Policy Survey as part of the process for the College to develop a policy that fits the institute's culture and guides the decision-making process in the naming of facilities, academic areas and physical assets, etc. All employees are encouraged to fill out the survey and provide their feedback.

d) Employee Engagement

D. Palmer thanked everyone's support and advised that the completion rate for the Employee Engagement Survey reached 58% after extending the completion deadline to March 4, 2016 and it was very close to the desired target 60%. The survey results will be presented to the Langara Leadership Team in April 2016 and also to Langara Council at a future meeting.

In response to a question, D. Palmer confirmed that some of the survey questions were not relatable to post-secondary education institutes. The questions could not be changed as these are canned surveys and TalentMap would charge for any customization. The college will provide this feedback to TalentMap in advance of the next survey.

There being no further business, the meeting was adjourned at 10:09 a.m.