

**LANGARA COUNCIL**  
**Minutes of a Meeting**  
**held on Tuesday, December 12, 2017**  
**Board Room B141 at 1330 hours**

**Members:**

Antonella Alves	Ian Humphreys	Dawn Palmer
Jim Bowers	Gerda Krause	Ajay Patel
Michele Bowers	Gurbax Leelh	Richard Ouellet (regrets)
Jacqueline Bradshaw	Robin Macqueen	Roger Semmens (regrets)
Patricia Cia	Ian McBain	Viktor Sokha
Eleanor Clarke	Scott McLean (regrets)	Tomo Tanaka
Laura Cullen	Clayton Munro	Daniel Thorpe
Margaret Heldman	Kristine Nellis	Lane Trotter

**Guests:**

Joe Cordingley, Acting Associate Director, Budgets & Planning  
Moira Gookstetter, Director, College Advancement and Executive Director, Langara College Foundation  
Michael Koke, Director, Financial Services  
Katie McCallum, Development Officer, Langara College Foundation

**Recorder:**

Alice Hsu, Executive Assistant to the President

Prior to the start of the meeting, L. Trotter introduced guests J. Cordingley, M. Gookstetter, M. Koke and K. McCallum.

A. Patel advised that the College participated in Giving Tuesday on November 28, 2017. It is a global day of giving and an opportunity to give to the good causes and support our students in food insecurity issues. The campaign had two key components: (1) promoting this campaign through emails and donations received online were matched by the College and (2) promoting through the College's social media and the Langara Students' Union (LSU) donated \$1 for every like, share and comment for the campaign's post. With all the donations and gifts, the campaign raised over \$12,000 in total, which could support 79 students for an entire term, and this amount included a donation of \$2,812 from LSU as part of the social media campaign. A. Patel invited G. Leelh to represent LSU to present a cheque of LSU's donation to President Trotter.

**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 November 21, 2017**

The minutes of the meeting held on November 21, 2017 were accepted.

**3. STANDING ITEMS**

**a) IT Update**

V. Sokha reported on the following major projects undertaken by IT:

- Enterprise Resource Planning (ERP) Renewal Project –
  - The Request for Proposal (RFP) for the ERP was approved by the College Board at its November meeting and has been posted on BC Bid on December 1, 2017 with a closing date on January 17, 2018.
  - The College hired Dorothy Paukste as Director, Enterprise Resource Planning, who has started on December 4, 2017.
  - Evaluation committees have been formed and working on getting evaluation criteria, scoring and demo scenarios ready by the RFP closing date.
- Printer Replacement Project –
  - 56 new Ricoh multifunctional devices (MFDs) have been installed to date and 21 devices for students are scheduled to start the installation from December 15, 2017 when exams are completed.
  - Photo ID cards have been received while deployment of the ID cards is pending until IT receives the specialized card printer.
  - Ricoh's full-time on-site technician has started on December 4, 2017.
- Banner Upgrades – The next upgrades are still scheduled to be installed on December 22, 2017, which is the first day of the holiday to minimize the impact to systems that might be down during the upgrade.
- IT Governance & Advisory Committee will be meeting in January 2018 and reviewing and prioritizing 2018/19 project submissions will be on the agenda.

**4. CURRICULUM ITEMS**

**a) Education Council Meeting held on November 21, 2017**

G. Krause referred to the summary report attached to the agenda for the Education Council meeting held on November 21, 2017 and highlighted the following:

- Fine Arts created three new 2<sup>nd</sup>-year courses: FINA 2173, FINA 2190 and FINA 2290.
- Learning outcomes are updated and formally documented for two Psychology courses and the Education Council expects to see more of this type of course changes in the future.

- Academic Restructuring was presented at the November meeting and received support from the Education Council members.

The Education Council summary report for November 21, 2017 was received for information.

## 5. FOR INFORMATION

### a) 2018/19 Preliminary Budget

V. Sokha advised that, as the previous year, the 2018/19 budgeting process was accelerated to have the preliminary budget prepared by November in order to provide the College community with more time for review and allocating needed resources. The preliminary budget has been presented to the College Board for information at its November meeting. Minor changes may occur before the budget is finalized for Board's approval in March 2018.

J. Cordingley gave a presentation about the 2018/19 preliminary budget, explained the major assumptions used in preparing the preliminary budget and some key revenue, expenditure and capital investment figures.

Discussions ensued and members' questions were answered.

### b) Academic Restructure

I. Humphreys gave a presentation on Academic Restructuring advising the history of the College's academic structure, the rationale for the restructuring this time, the principles and approach used during the process, the role of Academic Restructuring Advisory Committee (ARAC), the outcomes and next steps. The final recommended new academic structure includes five faculties- existing Faculty of Arts, Faculty of Science, Faculty of Social Sciences & Community Programs and new Faculty of Nursing and Faculty of Management.

Discussions ensued and members' questions were answered.

I. Humphreys and C. Munro noted that the impact to the data structure in Banner and for reporting to the government is still under review by the Registrar's Office and IT, and the existing data structure could remain unchanged for a little longer.

It was moved by R. Macqueen, seconded by L. Cullen:

**THAT, the new five-faculty academic structure as presented be recommended to the President for approval.**

**Carried Unanimously.**

### c) President's Report

L. Trotter reported on the following:

**Minutes of a Langara Council Meeting  
held on Tuesday, December 12, 2017**

- On December 11, 2017, he joined a meeting hosting the President of Asia Pacific Foundation (APF) and representatives from Optimus Information Inc., who is sponsoring two of Langara students to complete their co-op program in India. The two students were also in attendance. A. Patel added that APF is a non-profit organization who received around half million dollars in funding to help specifically grow Asia-Pacific connections and outside of China and South East Asia, primarily India. The College received an award from APF for \$10,000 a year for three years, matched by Langara College Foundation, to support two students to go abroad to do a full co-op semester. Thanks to the collaboration among Co-op, Computer Science, Langara School of Management and Langara College Foundation, 21 students expressed interest, 9 applied and finally two students, one second-year student in Bachelor of Business Administration, Marketing and one second-year student in Computer Science, were selected to begin their four-month work placement in January 2018 with Optimus' development office in India. Students will be able to share their experiences and give presentations to the College community upon their return and will act as the ambassadors for APF for their future projects.
- He joined the judging of the 2017 holiday door decorating contest on December 12, 2017. D. Palmer added that four departments (Alumni Relations, Langara College Foundation, and Communications & Marketing together, Dean's Office, People Services, and Senior Leadership Team) participated in this year's contest and the judges included K. Nellis, D. Kean and L. Trotter with herself being their site supervisor. The winner went to the Senior Leadership Team - ugly sweaters. D. Palmer thanked everyone who participated.
- He will be attending the 2017 LFA Presidents' Bar & Dinner scheduled for December 15, 2017.

There being no further business, the meeting was adjourned at 10:26 a.m.