

**LANGARA COUNCIL**  
**Minutes of a Meeting**  
**held on Tuesday, January 23, 2018**  
**Board Room B141 at 0930 hours**

**Members:**

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

**Guests:**

David Aucoin, Manager, Safety, Security & Emergency Management  
Dwayne Doornbosch, Director, Facilities  
Dorothy Paukste, Director, Enterprise Resource Planning  
Maggie Ross, Director, Student Conduct and Judicial Affairs

**Recorder:**

Alice Hsu, Executive Assistant to the President

Prior to the start of the meeting, L. Trotter introduced guests D. Aucoin, D. Doornbosch, D. Paukste and M. Ross.

**1. REVIEW OF AGENDA**

The agenda was approved with removing 4. a) Education Council Meeting held on December 19, 2017 and deferring it to next Langara Council meeting.

**2. REVIEW OF MINUTES AND BUSINESS ARISING**

**a) Draft Minutes of the Meeting held on December 12, 2017**

The minutes of the meeting held on December 12, 2017 were accepted.

**3. STANDING ITEMS**

**a) ERP Update**

V. Sokha advised that ERP Update is now a standing item added to the Langara Council meeting agenda until the project is completed and D. Paukste will attend the meetings to speak to this item.

**Langara.**

THE COLLEGE OF HIGHER LEARNING.

**Minutes of a Langara Council Meeting  
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D. Paukste provided an update on the project's status, working timelines, and major accomplishments to-date. She advised that the Negotiated Request for Proposal (NRFP) was posted on BC Bid on December 1, 2017 as scheduled but the closing date has been extended from January 17, 2018 to January 31, 2018 in response to proponent inquiries. She noted that this extension will not have an impact on other working timelines.

Discussions ensued and members' questions were answered.

L. Trotter recommended that D. Paukste give a presentation at a future Langara Council meeting on how the new ERP system will better support faculty, staff and students.

**ACTION: D. Paukste**

**b) IT Update**

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

- Printer Replacement Project – All new Ricoh multifunctional devices (MFDs) have been installed and IT is now testing the software for printing and managing the Photo ID cards.
- The College has engaged an external party to monitor our network firewall 24/7 to significantly increase its security level.

Discussions ensued and members' questions were answered.

**4. CURRICULUM ITEMS**

**a) Education Council Meeting held on December 19, 2017**

This agenda item is deferred to next Langara Council meeting.

**5. FOR ACTION**

**a) Revised Policy E1003 – Student Code of Conduct**

D. Palmer advised that, when Policy B3009 - Sexual Violence and Misconduct was introduced to the College in 2017, the working group identified some overlapping between Policy B3009 and the Code of Conduct Policy (E1003) and hence made some housekeeping revisions to Policy E1003 to align the wordings between the two policies.

Aside from the housekeeping revisions, M. Ross added that the major changes to Policy E1003 are (1) adding section 3.4. b. for Sexual violence and misconduct; (2) adding section 3.4. g. for Fraud, misrepresentation or false information; and (3) revising section 3.4. l. to include use of marijuana or substance.

M. Ross noted that the Appeal of Suspension section in the Appeal Procedures document has also been amended to align with section 5: The Board as an Appeal Body in the College's Board Bylaw 201 – Board Operations and it will be presented to the Education Council for their endorsement. G. Krause added that the reason to have the Education Council to

review the appeal procedures is that setting policies and procedures for student appeals is one of the Education Council's powers specified in section 24 (2) (e) in the B.C.'s Colleges and Institute Act.

Discussions ensued and members' questions were answered.

It was moved by G. Krause, seconded by C. Munro:

**THAT, revised Policy E1003 – Student Code of Conduct be recommended to the President for approval pending the Education Council's advising on the revised Student Code of Conduct Appeal Procedures document.**

**Carried Unanimously.**

**b) Policy G1004 – Video Surveillance**

D. Palmer first thanked the working group and LFA, CUPE, and LCAA for working closely in the past several years to develop this policy. She noted that a prior draft policy only dealt with external video surveillance cameras while the latest version reflects the possibility of installing internal cameras in public areas.

D. Aucoin provided a brief history of the development of the Video Surveillance policy, and talked about the capacity of the existing external cameras that were installed about three years ago and how the recording records could be accessed in the case of a crime occurring on campus. He also explained the rationale and benefits of installing surveillance cameras in certain internal public areas.

L. Trotter brought to the Council members' attention about where video surveillance cameras will not be used as specified in section 3.8 of the policy attached to the agenda.

Discussions ensued and members' questions were answered.

It was moved by D. Palmer, seconded by J. Bradshaw:

**THAT, Policy G1004 – Video Surveillance be recommended to the President for approval.**

**Carried Unanimously.**

**6. FOR INFORMATION**

**a) Accommodation of Religious and Spiritual Practice Guidelines**

I. Humphreys advised that, according to the B.C. Human Rights Code, the College has a duty to accommodate religious and spiritual practices of our students and employees to the point of undue hardship. Hence, it is important for the College to develop some guidelines to accommodate the religious and spiritual practices and the guidelines will be appended to the College's Human Rights policy (B3008).

M. Ross added that the College will be held responsible for discrimination if we don't comply with this obligation under the law. The guidelines are developed to provide clarity and help employees and students understand the College's obligation, how they can make a request if needed, and how the College can accommodate the requests. M. Ross noted that

there is not one accommodation that will suit everyone and so it will be a collaboration between the requester and the receiver(s) of the request at the College. It is important to engage all parties in conversations to discuss, get advice, and help find a solution for each case. M. Ross also noted that she will be working with Communications and Marketing department to roll this out provided that these guidelines are supported by the Langara Council.

Discussions ensued and members' questions were answered.

The Accommodation of Religious and Spiritual Practice guidelines document attached to the agenda was accepted by consent.

**b) President's Report**

L. Trotter reported on the following:

- He attended the Langara Faculty Association (LFA) Presidents' Bar and Dinner held on December 15, 2017 and thanked S. McLean and LFA for hosting this wonderful social event of the year annually for the College community.
- He attended this year's Takudai Seijin Shiki (Coming of Age) Ceremony on January 8, 2018 to congratulate the Takudai Program students who have reached their age of maturity (20) during the past year. He advised that the Takudai Program, coming to its 40<sup>th</sup> anniversary, is the longest partnership in Canada between a Canadian institution and a foreign institution. The College hosts this Coming of Age event every year to give the students an opportunity to celebrate the occasion since they are away from home and unable to attend the traditional ceremony normally held in Japan. He thanked the team from International Education department for organizing the event for these students.
- The first Aboriginal Feast day of 2018 occurred on January 16<sup>th</sup> at the Aboriginal Gathering Space. He was pleased to have the opportunity to join the event and meet with some students, and he encouraged the Council members to attend a future feast event when possible.
- He advised that the College hosted a dinner meeting with the High Commissioner of India to Canada, Consul General of India in Vancouver and various community leaders on January 16, 2018 to strengthen our relationship with India and create an opportunity to connect with the India government to talk about the education system in B.C.

**OTHER**

K. Nellis reminded everyone that February 13 is the deadline to submit purchase requisitions for the current fiscal year, which will end on March 29, 2018.

There being no further business, the meeting was adjourned at 10:31 a.m.