

LANGARA COUNCIL
Minutes of a Meeting
held on February 23, 2021
via Zoom meeting at 9:30 a.m.

Participants:

Elizabeth Barbeau	Margaret Heldman, Acting Chair	Scott McLean
Darren Bernaerdt	Kerri Janota (regrets)	Dawn Palmer*
Jim Bowers	Susan Kelsall	Wanda Pierson
Steven Brouse (regrets)	Gerda Krause	Terri Rear (regrets)
Patricia Cia	Gurbax Leelh	Viktor Sokha
Laura Cullen	Julie Longo	Ann Syme
Nora Franzova	Tess MacMillan	Lane Trotter (regrets)
Marianne Gianacopoulos (regrets)	Robin Macqueen (regrets)	Yusuf Varachia
Jody Gordon	Jane Mason	Pablo Vargas

* non-voting

Guests:

Sandra Enns, Incoming Division Chair, Social Sciences
Joanne Rajotte, Manager, Records Management and Privacy and Representative, Langara College
Administrators Association (LCAA)

Recorder:

Alice Hsu, Executive Assistant to the President

M. Heldman chaired the meeting on behalf of L. Trotter, who was attending a BC Colleges Council of Presidents meeting.

Prior to the start of the meeting, M. Heldman introduced guests S. Enns and J. Rajotte.

1. APPROVAL OF AGENDA/CONSENT AGENDA

- a) Draft Minutes of the Meeting held on Jan. 26, 2021
- b) Workday@Langara Update
- c) IT Update
- d) Summary Report of the Education Council Meeting held on Jan. 19, 2021
- e) President's Report

It was moved by L. Cullen, seconded by W. Pierson :

**THAT, the Langara Council approve the agenda with adding
3b) Town Hall Update, the consent agenda, and acknowledge
receipt of the consent agenda materials for information**

Carried Unanimously.

2. For Decision

J. Mason advised that over the past few years J. Rajotte has led the College to update Policy B5001 – Privacy and Access and B5010 – Recorded Information Management. Both policies have

gone through broad consultation with the College community and the Policy Governance Committee, and have recently been reviewed by the Senior Leadership Team (SLT) and the Langara Leadership Team (LLT).

a) Revised Policy B5001 – Privacy and Access

J. Rajotte advised that the original Policy B5001, previously named Access to Information and approved in 2001, was very long and cited many sections of the B.C. Freedom of Information and Protection of Privacy Act. The revised version pared down the citations to keep only the essentials and created a separate document for procedures. Definition for “Informed Consent” and section 3.6 c) and d) were further revised based on the feedback received after the draft revised policy was presented to the Langara Leadership Team.

Discussions ensued and it was suggested that ‘(such as an International Student agent)’ be removed from section 3.6 d) and file sharing services such as Dropbox, Google Docs, etc. be added to the bullet stating “Do not use your personal email to transfer records...” found under Appendix III – Guidelines for Protecting Personal Information in the Procedures document.

It was moved by J. Mason, seconded by P. Cia:

THAT, the revised Policy B5001 – Privacy and Access be recommended to the President for approval.

Carried Unanimously.

b) Revised Policy B5010 – Recorded Information Management

J. Rajotte advised that Policy B5010 was last amended in 2009. The key revisions include changing its title change from ‘Records and Information Management’ to ‘Recorded Information Management’ and explicitly stating that the College will manage its recorded information as an institutional asset. The policy essentially lays out the responsibility employees have to manage the information they created and received during their work lives. It also speaks to the responsibilities of the Records Management and Privacy department and puts the College in a better position as we have transitioned to a world that more and more records are now created and stored electronically. J. Rajotte noted that the phrase ‘or licensed materials’ was added to section 3.5 a) based on the feedback received at the Langara Leadership Team meeting.

It was moved by S. Kelsall, seconded by N. Franzova:

THAT, the revised Policy B5010 – Recorded Information Management be recommended to the President for approval.

Carried Unanimously.

3. FOR INFORMATION

a) Year-End Forecast Update

V. Sokha acknowledged the hard work every employee does to help protect the safety of our students, staff and faculty during the very challenging time. He advised that the government has announced that the post-secondary institutions are now allowed to run a deficit in 2020/21 and has allowed us to access accumulated surpluses from previous years to maintain services and minimize the impact on students and employees. These are normally not allowed under the government mandate and are exceptional given the very difficult situation. Based on the current information and calculation we have as of today, the College is anticipating a deficit of \$2M ~ \$3M. Langara is fortunate to have

surplus funds from previous years available to help mitigate the impact of circumstances over the past year. Information on the recovery process will be shared with stakeholders once more details became available in the next several weeks.

In response to a question raised by S. McLean, V. Sokha explained the reason why the projected deficit figures have changed a few times over the past year. A larger figure was projected at the beginning of the pandemic as it was projected based on the worst-case scenarios particularly concerning the impact on international student enrolment. The additional government funding made available to the College in Fall 2020 and earlier this year also affected the forecast as it was not included in the original forecast for Q1, Q2, or Q3. V. Sokha noted that the College is working to review and improve the way we communicate with the College community to ensure the information will be shared in a more timely and effective manner.

Y. Varachia added that, just like other post-secondary institutions and the government, Langara is not alone in having a difficult time over the past year to do forecast. He has been working with V. Sokha to discuss how information can be shared with the College community in a more timely manner and any suggestions can be directed to Y. Varachia.

b) Town Hall Update

J. Mason provided an update on the Langara Town Hall held on January 21, 2021 advising that questions that did not get answered during the Town Hall were mostly directed to the Langara Leadership Team members to provide a response as most of them are operational. All answers will be posted to the Langara Post by tomorrow available for the whole College community. Two-way dialogue between LLT members and their team members will be encouraged to address questions specifically related to the department.

J. Mason advised that the next Langara Town Hall has been scheduled for March 11, 2021. Different from the last Town Hall, the College community will be asked to select their topics of interest from a list of suggested topics, instead of submitting questions, when they RSVP. The top three topics will be addressed at the Town Hall and participants will be able to submit their questions and receive responses for the top three topics in a live format. Any suggestions for the list of topics can be sent to A. Hsu or J. Mason directly.

There being no further business, the meeting was adjourned at 10:04 am.