



# LANGARA COLLEGE

## MINUTES Langara Council Meeting held on Tuesday, October 20, 2009 Room C408 at 0930 hours

### **Members:**

Antonella Alves  
Linda Arnold  
Lynn Carter  
Laura Cullen  
Deanna Douglas  
Martin Gerson  
Marg Heldman  
Ian Humphreys (absent)  
Ken Jillings  
Terry Kornutiak  
Gerda Krause  
Wendy Low

Grace Makarewicz  
Michael Marriott  
Gordon McNeil  
Therese Paradis (absent)  
Kevin Paul  
Ken Pawlak  
Brian Pendleton  
Joanne Rajotte  
David Ross, Chair  
Roger Semmens  
Doug Soo

### **Guest:**

Larry Xiong, Director, Institutional Research

### **1. REVIEW OF AGENDA**

The agenda was approved with the following additions:

- |                           |           |
|---------------------------|-----------|
| 5 b) Announcement         | M. Gerson |
| 5 c) United Way Pub Night | D. Soo    |

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

#### **a) Draft Minutes of the Meeting held on September 22, 2009**

D. Ross highlighted the Minutes of the Meeting held on September 22, 2009 and the following changes/additions were noted:

Under Item 3B:

- add J. Rajotte as a member of the Torch Bearer Selection Committee; and
- remove "of" in "Board of Governor"

The Langara Council minutes of the Meeting held on September 22, 2009 were approved with the noted changes.

### 3. CURRICULUM ITEMS

#### a) Education Council Meeting held September 22, 2009

L. Cullen highlighted the summary report of the Education Council meeting held on September 22, 2009 and noted that changes have been made to the Bachelor of Recreation Management program to streamline and reduce admission barriers.

Housekeeping changes were made to Policy F1001: Credentials and the policy was approved by Education Council. The new Post-Graduate Certificate is now included in the list of offered credentials. It was noted that the framework document for the Post-Graduate Certificate Program provides guidelines for developing programs leading to this credential, which requires a baccalaureate degree from a recognized academic institution as a requirement for admission.

Education Council meeting dates for 2010 were approved and it was noted that there will not be a meeting in February due to the 2010 Olympics.

There were no items with financial implications.

The Summary Report for the Education Council meeting held September 22, 2009 was received for information.

### 4. FOR APPROVAL

#### a) Policy E2003 – Registration and Fee Payment

K. Paul highlighted changes to Policy E2003 – Registration and Fee Payment attached to the agenda, a result of recommendations made by Langara Council at its meeting held May 19, 2009. He noted that item 8.4 should read “\$5,000 deposit” instead of “International Student Semester Fee.” Members were provided an opportunity to ask questions.

It was moved by K. Paul, seconded by B. Pendleton

**THAT, Policy E2003 – Registration and Fee Payment be approved with the noted changes.**

**Carried.**

#### b) Policy B4006 – Cell Phone/Smart Phone Service

D. Douglas highlighted new Policy B4006 – Cell Phone/Smart Phone Service, attached to the agenda, and provided an opportunity for members to ask questions. J. Rajotte recommended under Item 6 – Guidelines/Standards, that there be an addition of wording about ensuring that information stored on the mobile device is maintained securely. M. Marriott will work with J. Rajotte on the wording for this addition. G. McNeil noted that Homestay should be added to Appendix 1 as a designated smart phone user. W. Low noted that the Nursing Department already has a form in place similar to the Mobile Device Acquisition Form in Appendix 2 and asked if they can continue to use their existing form. M. Marriott noted that he would meet with W. Low to compare the forms.

It was moved by D. Douglas, seconded by B. Pendleton

**THAT, Policy B4006 – Cell Phone/Smart Phone Service be approved with the noted changes.**

**Carried.**

[a copy of the final Policy is attached to these minutes]

## 5. FOR INFORMATION

### a) Fact Book 2009

D. Douglas distributed an updated edition of Fact Book 2009 to all Langara Council members. She noted that a tremendous amount of work went into the creation of the Fact Book and she has found it to be a useful tool over the past year. Reference was made to a Deans and Division Chairs discussion held last spring and it was agreed that a discussion be held at the next Langara Council meeting in order to provide an opportunity for members to provide constructive feedback regarding the fact book.

### AGENDA ITEM

### b) Announcement

M. Gerson made an announcement regarding the realignment of the Division Structure as follows:

- Early Childhood Education, Education Assistant and Social Service Worker departments will move into the Social Sciences division.
- Creative Arts will be a division on its own.
- The Health Sciences program and the Human Kinetics department will join the Nursing department to form a new Health Sciences Division.
- The Applied Urban and Rural Planning department will move into the Business and Community Programs division.

The timing of this announcement was determined, in part, by the fact that the current terms of office for two of the Division Chairs expires on April 30, 2010 and those positions need to be posted and a selection process started. Therefore, the positions that will be posted in the next few days will be the Chair positions for the Creative Arts Division and for the new Health Sciences Division, in keeping with the collective agreement and the usual processes.

These changes will be phased in between now and May 1, 2010 and will be complete by the time the next terms of office begin in these two divisions. Any changes in Banner Finance and in the Banner Student system will be coordinated by D. Douglas and K. Paul.

M. Gerson further highlighted some long-term plans to move to three instructional deans, whose responsibilities are still in the developmental phase.

These changes are just one step along the path to strengthening the academic management structure at the College, in order to position us to work more effectively towards achieving our strategic goals and to better serve many interests at the College, including the interests of all departments.

### Other

D. Soo announced the annual United Way Pub Night being held on Thursday, November 19, 2009 at Hudson's Landing Pub. Tickets can be purchased by contacting any United Way Committee member.

There being no further discussion, the meeting was adjourned at 1015 hours.

# LANGARA COLLEGE

**Title:** Cell Phone / Smart Phone Service  
**Category:** Administration – Communications  
**Policy No.:** B4006  
**Replaces:** New  
**Applicability:** All  
**Effective Date:** October 20, 2009  
**Source(s):** Langara Council

**Approval:** [President's signature is on the original copy of this policy]

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## 1. PURPOSE

To provide a framework for the provision of mobile device technology to Langara College employees.

## 2. DEFINITIONS

**Cell phone:** a mobile device optimized around support of voice communication. May be capable of supporting SMS text messaging, email, internet access, photos and video, GPS, etc.

**Smart phone:** a mobile device optimized around support of typical business messaging services, including voice. At a minimum is capable of supporting integrated email, scheduling, task management, contacts, and voice communication.

**Base cost:** the minimum monthly cost in place with the College's cellular provider.

**Acceptable user categories:** apply to employees who are regularly required to be in contact with others when away from their normal work location (Appendix A specifically designates those eligible to receive smart phones):

Employees who are regularly required to maintain business access outside of normal hours from off campus. Examples would include senior management roles such as President, Vice President, Deans, key Directors (Facilities and Purchasing, Human Resources, Information and Educational Technology Services [IETS], Communications and Marketing), Continuing Studies Managers and Program Coordinators.

Employees who are involved in supporting key College processes or infrastructure in the event of an emergency. Examples would include key IETS Development Services and Technology Services support personnel and Facilities Managers.

Those involved in evaluating, implementing, supporting or delivering educational content via mobile device technology. Examples would include Educational Technology personnel, Communications and Marketing and IETS employees involved in implementing and supporting web-based services.

### 3. AUTHORITY

#### 3.1 Related Acts and Regulations

#### 3.2 Related Policies

B3002 ~ Code of Conduct

B4002 ~ Electronic Communication

B5001 ~ Access to Information

B5002 ~ Computer and Computing System Use

### 4. RELATIONSHIPS WITH COLLECTIVE AGREEMENTS

Not applicable.

### 5. POLICY

5.1 In most cases employees located on campus are provided with a phone and a workstation at their work location (typically a hardwired or cordless Mitel handset and a MS Windows desktop). Mobile devices are not intended to replace the use of available workstation equipment. *Where possible, individuals should use their normal workstation equipment to place telephone calls, deal with email, and use business-related web-based services.*

5.2 Acceptable use cases apply to roles, not individuals (i.e., a mobile device is associated with the role of the individual). As an example, an employee in a particular role may require a mobile device; when someone else assumes their role, the incumbent must transfer the device to their successor.

5.3 Users are responsible for all charges associated with personal use when the monthly invoice exceeds the base cost associated with their phone.

### 6. GUIDELINES/STANDARDS

6.1 Calendar, Contacts and Task integration with the College's existing messaging system will be implemented when appropriate syncing software becomes available.

6.2 The IETS Service Desk (604.323.5999) will only support college-owned phones.

6.3 The College will determine the models of mobile devices that can be purchased.

- 6.4 The College will determine when College-owned mobile devices are to be upgraded.
- 6.5 The primary purpose of a College-owned mobile device is to support the business needs of the institution. Therefore with the exception of incidental personal use, College-owned phones must not be used in support of other business activities (e.g., providing private consulting services, supporting the needs of other organizations, etc.).
- 6.6 The College will cover the established base cost for an equivalent College device for users who wish to purchase their own mobile device. As an example, if a user who fits within one of the acceptable user categories wishes to buy their own smart phone, the College will reimburse the individual for the base cost on a predetermined schedule to be established with the Manager of College Services.
- 6.7 College-owned mobile devices will be automatically upgraded to a newer unit on a three-year evergreen cycle. Users who feel their unit no longer meets their current business requirements require their manager to submit a supported request on their behalf to the Manager of College Services justifying an upgrade. If the upgrade involves additional cost, the applicable Executive Committee member will be asked to approve the upgrade.
- 6.8 Users are responsible for ensuring that information related to College business stored on or accessible via mobile devices is protected from unauthorized access.

## 7. EXCEPTIONS

Under exceptional circumstances phones will be provided to those who do not fit within the established acceptable user categories with the approval of their appropriate Executive Committee member.

## 8. PROCEDURES

### General

- 8.1 An individual requesting the use of a mobile device requires their manager to submit a Mobile Device Acquisition Form to the Manager of College Services. The request must include a short justification why a mobile device is required and specify the applicable Acceptable User Category.
- 8.2 In consultation with the Manager of College Services users can specify which of the IETS approved phones they would like to acquire.

- 8.3 Upon receipt of their phone, users must sign the Mobile Equipment Release Form acknowledging the responsibilities associated receiving their phone.

## 9. RESPONSIBILITY

For further information regarding this policy, please contact the Director of Information and Educational Technology [IETS].

## 10. APPENDICES

Appendix 1: Designated Smart Phone Users by Category

Appendix 2: Mobile Device Acquisition Form

## APPENDIX 1

### Designated Smart Phone Users by Category

#### Executive

- President
- Vice-President
- Dean
- Director, Human Resources

#### Directors

- Athletics
- Communications and Marketing
- Facilities and Purchasing
- Information and Educational Technology Services
- International Education
- Library and Bookstore
- Registrar

#### Information and Educational Technology Services

- Educational Technology
- Associate Director, Application Development
- Associate Director, Technology Services
- Project Leaders
- Team Leaders
- Network and Security Administrators
- Servers and Storage Administrators

#### Facilities and Purchasing

- Building Manager, Security
- Manager Construction Projects
- Security

#### Communications and Marketing

- Communications Officer
- Media Advisor

#### International Education

- Homestay



APPENDIX 2

Mobile Device Acquisition Form

Request

Manager's Recommendation:

\_\_\_\_\_

Manager's Signature

Applicable User Category (check all that apply):

- Employee is regularly required to maintain business access outside of normal hours from off campus.
- Employee is involved in supporting key College processes or infrastructure in the event of an emergency.
- Employee is involved in evaluating, implementing, supporting or delivering educational content via mobile device technology.

Acknowledgement Process

The following acknowledges that:

1. I have read and understand the Cell Phone / Smart Phone policy;
2. I agree that whenever the monthly bill exceeds the Base Charge for my particular phone I will pay for all personal charges; and
3. except for incidental personal use, I will only use my mobile device in support of college-related activities.

User Name: \_\_\_\_\_

Employee #: \_\_\_\_\_

Department: \_\_\_\_\_

Mobile Device #: \_\_\_\_\_

User's Signature: \_\_\_\_\_