

LANGARA COUNCIL
Minutes of a Meeting
held on Tuesday, February 17, 2015
Room C408 at 0930 hours

Members:

Michelle Bowers	Gerda Krause	Nisha Ram
Jacqueline Bradshaw	Wendy Lannard	Roger Semmens
Lynn Carter	Vivian Lee	Tom Stachura
Raymond Chow	Gurbax Leelh	Sue Street
Patricia Cia	Julie Longo	Tomo Tanaka
Barry Coulson	Robin Macqueen	Daniel Thorpe
Leelah Dawson (regrets)	Clayton Munro	Lane Trotter, Chair
Lisa Fisher	Kristine Nellis	Justin Yau
Margaret Heldman	Brad O'Hara	Gayleen Wren
Ian Humphreys	Dawn Palmer (regrets)	
Korena Jang	Ajay Patel (regrets)	

Recorder:

Alice Hsu, Executive Assistant to the President

Prior to the start of the meeting, L. Trotter advised that K. Jang's farewell has been changed to March 3, 2015 starting at 3:00 p.m.

1. Review of Agenda

The agenda was approved with the following additions:

- 5. c) Motion to Review Langara Council Membership L. Carter
- 6. c) Pink Shirt Day C. Munro

2. Review of Minutes and Business Arising

a) Draft Minutes of the Meeting held January 20, 2015

The minutes of the meeting held on January 20, 2015 were approved with following changes:

- item 3. a) change "update" to "updates" at the end of the first paragraph
- item 5. a) under New Minister of Advanced Education: change February 19, 2015 to January 19, 2015

b) Business Arising

There was no business arising.

3. STANDING ITEMS

a) Building Update

W. Lannard advised that the cantilever for the new Science and Technology Building is well underway and will be completed by the end of April 2015. The masonry work that is currently

undergoing in the basement will be completed by the end of February 2015. She noted some milestone dates including full steel will be installed by April 2015; roof work to begin in May 2015; and concrete slabs will be poured in July 2015. W. Lannard advised the project is remaining on the schedule.

b) IT Update

J. Yau made a presentation to provide an update on the status of each project that is undergoing noting that the Citrix is no longer on the list because it has been completed as a project although IT is working on short-term and long-term solutions to address some operational issues that have been raised. He also summarized overall operational status, and advised staff changes in the IT Department. He reminded that two IT Info Sessions have been scheduled on March 12, 2015 and March 18, 2015 for the Spring 2015 semester; IT will be organizing training for employees who directly handle Purchase Card information; one Business Analysis Essentials training session was done on February 5, 2015 and one more session is scheduled on February 19, 2015; and the schedule for the training session on Business Process Review is still to be determined but hope to occur sometime in March 2015.

In response to a question, T. Stachura advised that more training sessions will be organized for Business Analysis Essentials.

Discussions around the process for doing business analysis and business process review ensued and members' questions were answered.

4. CURRICULUM ITEMS

a) Education Council Meeting held on January 20, 2015

G. Krause referred to the summary report of the Education Council meeting held on January 20, 2015 attached to the agenda and highlighted the following:

- COOP 4802 Interviews and Your Professional Image, a new course in Langara Post Degree Diploma programs, was approved.
- Curriculum forms have been revised and simplified.

The Education Council summary report for January 20, 2015 was received for information.

5. FOR ACTION

a) Policy C4002 - Contract Management

K. Jang referred to the memo on Draft Policy C4002 - Contract Management attached to the agenda and explained the background of developing Policy C4002. She noted 3. b. in the proposed Policy C4002 that a service agreement template has been designed for contracts and employees are encouraged to use the appropriate College-approved standardized Service Agreement as well as related documents with the policy to help streamline the process and make it more efficient.

In response to a question, K. Jang clarified that this policy is only applicable to non-employment contracts.

It was moved by K. Jang, seconded by B. O'Hara:

THAT, Langara Council recommend the approval of Policy C4002 - Contract Management to the President.

Carried Unanimously.

b) Policy B1006 - Art Collection

B. O'Hara explained the background of developing Policy B1006 - Art Collection noting that this policy was first drafted in 2012 by the Langara College Centre for Art in Public Spaces Steering Committee and went through couple iterations in 2013 and 2014 before the draft policy came to Langara Council. He also noted that this proposed policy formalizes the process of management of the College's art collection and establishes an art review panel to help provide advice on acquisition and de-accession of art.

In response to a comment, B. O'Hara accepted the recommendation to replace "shall" with "may" in article 3.8. in the proposed Policy B1006.

With the recommended amendment, it was moved by B. O'Hara and seconded by L. Carter:

THAT, Langara Council recommend the approval of Policy B1006 - Art Collection to the President.

Carried Unanimously.

c) Motion to Review Langara Council Membership

L. Carter advised that the purpose and membership of the Langara Council was reviewed in about a year and half ago resulting an expansion of the membership to a much larger group. She suggested that it might a good time for a small committee be struck again to review the membership of Langara Council to see if there might be a more functional and collegial group across the College to fulfill its purposes as Langara Council.

In response to a question, L. Carter advised that last review was done about a year and half ago when interim President, R. Daykin wanted to review the purpose of Langara Council. A committee was struck and reviewed the mandate and criteria for the Langara Council. It was suggested at the time that the membership be expanded. Since we have experimented the large membership, it is recommended that we have a small committee to review the membership again.

It was moved by L. Carter, seconded by D. Thorpe:

THAT, a small committee is struck to review the membership for Langara Council.

Carried Unanimously.

L. Trotter noted that he will look into creating a membership of the committee.

6. FOR INFORMATION

a) Registration Fee Payment and Refund Regulations

C. Munro referred to the Registration Fee Payment and Refund Regulation document attached to the agenda and noted the changes highlighted in the document under article 1.2 intended to encourage international students to submit their visa denial documentations earlier so that their courses can be released to other students. As well, lots of work has been done for the Compass Card and the College can no longer do refunds as flexibly as it has done in the past. Hence, this change will encourage students to submit their documentations to the College in a much more timely manner.

In response to a question, C. Munro advised that the deadline selected was because it aligns with the current refund deadlines.

b) President's Report

L. Trotter reported on the following:

- The New Minister of Advanced Education, the Honourable Andrew Wilkinson visited the College on January 26, 2015.
- The College held a Coat of Arms Unveiling Ceremony on January 28, 2015. The Governor General and the Musqueam Chief Wayne Sparrow and two drummers were in attendance. Thank you goes to the Coat of Arms Design Committee members and the Unveiling Ceremony Planning Committee members.
- He made two trips over to Victoria to meet with Ministry of Advanced Education staff for budget, the Minister of Health for our Post Degree Diploma in Nursing Program, and presidents of Royal Roads University and the University of Victoria for articulations.
- The College hosted a governance session facilitated by the Association of Governing Board (AGB) on February 13, 2015 with over 50 participants from colleges, institutes, and teaching universities. Thank you goes to D. Falcon and Continuing Studies Department for their help in organizing and facilitating this successful event.

c) Pink Shirt Day

C. Munro reminded the Council members that February 25th is the Anti-Bullying day, also known as the Pink Shirt Day. Everyone is encouraged to wear pink and official pink shirts will be on sale between February 23 and February 25, 2015 for five dollars in the main foyer. Activities will also be held in the Langara Students' Union building on the Pink Shirt Day.

There being no further business, the meeting was adjourned at 10:22 a.m.