

LANGARA COUNCIL
Minutes of a Meeting
held on Tuesday, June 13, 2017
Room C408 at 0930 hours

Members:

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

Guests:

Tim Charters, Assistant Department Chair, Counselling
Snehdeep Kang, Representative, Langara Students' Union
Michael Koke, Director, Financial Services
Larry Xiong, Director, Institutional Research

Recorder:

Alice Hsu, Executive Assistant to the President

Prior to the start of the meeting, I. Humphreys, who chaired the meeting in the absence of President Trotter, introduced new Langara Council members including G. Klatt (new Chair of Langara College Administrators' Association) and S. McLean (new President of Langara Faculty Association). He also welcomed guests M. Koke (replacing C. Arnold-Forster to speak to policy items under agenda item 5), T. Charters (attending on behalf of M. Bowers), Snehdeep Kang (attending on behalf of G. Leelh) and L. Xiong (to speak to agenda item 6. a).

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 April 18, 2017

The minutes of the meeting held on April 18, 2017 were accepted.

3. STANDING ITEMS

Langara.

THE COLLEGE OF HIGHER LEARNING.

a) IT Update

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

- Enterprise Resource Planning (ERP) Renewal Project – This project is expected to take five years to complete. A business case final report has been produced by Deloitte and presented to the Board's Audit and Finance Committee, and will be presented to the College Board at its upcoming meeting scheduled for June 22, 2017. As well, IT is working on identifying a Fairness Advisor to help the College go through the Request for Proposal (RFP) process, and has retained KPMG to reach out to departments over next two months to gather our Business Requirements for a new ERP system.
- IT policies – Draft updated policies have been presented to the IT Governance Advisory Committee on April 21, 2017 and the Committee is aiming to complete the reviews by the end of summer 2017.
- Office 365 E-mail Migration – This project was completed as of May 21, 2017, four weeks ahead of schedule.
- IT Governance Advisory Committee – Besides reviewing policies at its meeting held on April 21, 2017, the team also discussed priorities of the projects IT is currently undertaking. The Committee also had an emergency meeting on May 16, 2017 to discuss the status of the College's cybersecurity in response to recent ransomware attacks happening worldwide.
- Banner Upgrade – The Banner system will continue to be upgraded until the new ERP system is in place. It is noted though that our version of Banner will no longer be supported as of December 2018. IT is currently working on upgrades for the student module and the upgrades are expected to be implemented in early October 2017.
- Printer Replacement Project – IT will be preparing new Ricoh multifunctional devices (MFDs) that will replace most Cannon copier/printer on campus. End of September 2017 is the expected completion day for this project.
- Window XP Machines – As part of the work for responding to the recent ransomware attacks, IT did an inventory of all machines currently on campus and identified 37 machines that are still using Windows XP. Seven of them are in the Disabilities Lab that has dedicated software that requires Windows XP. IT is working on finding solutions and hope to have all Windows XP machines replaced soon.

Discussions ensued and members' questions were answered.

4. CURRICULUM ITEMS

a) Education Council Meeting held on April 18, 2017

G. Krause referred to the summary report attached to the agenda for the Education Council meeting held on April 18, 2017 and highlighted the following:

- A new course: FMGT 2500 – Personal Financial Planning 2, which is the capstone course for the new Financial Services Diploma program.

The Education Council summary report for April 18, 2017 was received for information.

b) Education Council Meeting held on May 23, 2017

G. Krause referred to the summary report attached to the agenda for the Education Council meeting held on May 23, 2017 and highlighted the following:

- Continuing Studies has a new program – Dental Reception Skills Certificate and a new CS/RS hybrid course – LEAP 1107, which will be using the same course materials for regular studies course ENGL 1107 but offered by Continuing Studies.

The Education Council summary report for May 23, 2017 was received for information.

5. FOR ACTION

- a) Policy B1016 – Signing Authority (replacing C1002)**
- b) Policy C1002 – Financial Signing Authority (rescinding)**
- c) Policy C1001 – Banking Authority (new)**
- d) Policy C3001 – Purchasing (revised)**
- e) Policy C4002 – Contract Management (revised)**

A handout, noting some changes to section 3.1 of Policy B1016 – Signing Authority and section 3.2 c) of Policy C3001 – Purchasing attached to the agenda, was distributed at the table.

M. Koke advised that Policy C1002 – Financial Signing Authority was significantly revised and evolved to a new Policy B1016 – Signing Authority to cover signing authorities for both financial and non-financial contracts. Appendix I attached to Policy B1016 contains easy-reference tables for the signing authority required for different types of contracts. M. Koke noted that Deans and Directors are now accountable for certain areas/levels of contracts that currently must be signed-off by VP, Administration and Finance.

M. Koke also noted that Policy C1001 – Banking Authority is a new policy that speaks to the authority delegation specifically for performing banking operations while Policy C3001 – Purchasing and C4002 – Contract Management are being brought forward for some minor revisions made to these policies. All policies have been reviewed by the Senior Leadership Team and the Langara Leadership Team and received their support. Finance would like to

take September 2017 to meet and train employees who will be affected by these new or revised policies and recommend that these policies, if approved, not to take effect until October 1, 2017.

P. Cia commented that section 3.2 of Policy C1001 Banking Authority should be amended as follows:

3.2 No employee may authorize borrowing other than the President and Vice-President, Administration and Finance in accordance with Board Resolutions, ~~and~~ the Financial Administration Act of BC, and Colleges and Institute Act of BC, as directed by Board resolution.

Discussions ensued and members' questions were answered.

It was moved by V. Sokha, seconded by D. Thorpe:

THAT, Policy B1016 – Signing Authority be recommended to the President for approval and be effective from October 1, 2017.

Carried Unanimously.

It was moved by M. Heldman, seconded by G. Krause:

THAT, Policy C 1002 – Financial Signing Authority be rescinded once Policy B1016 – Signing Authority takes effect on October 1, 2017.

Carried Unanimously.

It was moved by A. Patel, seconded by P. Cia:

THAT, Policy C1001 – Banking Authority with noted changes be recommended to the President for approval.

Carried Unanimously.

It was moved by J. Bowers, seconded by J. Bradshaw:

THAT, the amended Policy C3001 – Purchasing be recommended to the President for approval.

Carried Unanimously.

It was moved by R. Macqueen, seconded by G. Krause:

THAT, the amended Policy C4002 – Contract Management be recommended to the President for approval.

Carried Unanimously.

6. FOR INFORMATION

a) 2016-17 Accountability Plan and Report

L. Xiong highlighted some key components of the final draft 2016-17 Accountability and Report attached to the agenda. He credited the teamwork to all the contributors from various departments.

A. Patel and I. Humphreys thanked L. Xiong, Institutional Research team, and Communications and Marketing team for working together to produce this annual report. I. Humphreys encouraged all employees to read this report as it provides a great overview of what the College has achieved over the past year and strategic directions that the College is moving in.

Discussions ensued and members' questions were answered.

L. Xiong noted that the report will be presented to the upcoming College Board meeting on June 22, 2017 for approval. Once approved, the final report will be available on the College's website along with the report from past years.

b) President's Report

In the absence of President Trotter, I. Humphreys encouraged Langara Council members to read the President's Report attached to the agenda and pass on any questions to the President through A. Hsu.

There being no further business, the meeting was adjourned at 10:05 a.m.