

LANGARA COUNCIL
Minutes of a Meeting
held on Tuesday, February 20, 2018
Board Room B141 at 0930 hours

Members:

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

Guests:

Darren Bernaerdt, Incoming Division Chair, Creative Arts and Industries
Tess MacMillan, Incoming Division Chair, Humanities
Patricia Woods, Instructor, Langara School of Nursing

Recorder:

Alice Hsu, Executive Assistant to the President

I. Humphreys chaired the meeting in the absence of L. Trotter, who is away on a business trip.

Prior to the start of the meeting, I. Humphreys introduced guests D. Bernaerdt, T. MacMillan and P. Woods.

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 January 23, 2018

The minutes of the meeting held on January 23, 2018 were accepted.

G. Krause advised that the revised Policy E1003 – Student Code of Conduct along with its Appeal Procedures were presented at the Education Council meeting held on January 23, 2018 and received support from the Education Council.

3. STANDING ITEMS

**Minutes of a Langara Council Meeting
held on Tuesday, February 20, 2018**

a) ERP Update

V. Sokha advised that the Negotiated Request for Proposal (NRFP) was closed on January 31, 2018 and the responses received by the deadline have all passed the mandatory requirements evaluation. The Evaluation Committee, comprised of five groups (Student & Academic, Finance, HR/Payroll, Qualifications and Experience, and Financial Proposals) and over 50 people in total, had their orientation session in early February, and each group will have their kick-off session this week. The project remains on schedule and next steps include completing rated requirements evaluation by March 21st and shortlist by March 29th, 2018.

V. Sokha also advised that the ERP Task Force will be hosting ERP Lunch and Learn sessions on February 27th and February 28th, 2018 to provide an opportunity for employees to learn about this project, its working timeline, and how it will benefit students and employees in the future.

b) IT Update

V. Sokha advised that the HR Year End and T2202A form updates have both been deployed to production, and T4 slips are now available on the Self-Service Banner for all employees to download. He also advised that IT continues to work on the software for managing the new photo ID cards to be used for printing and door access. IT expects to start deploying the new ID cards in early March 2018.

Discussions ensued and members' questions were answered.

4. CURRICULUM ITEMS

a) Education Council Meeting held on December 19, 2017

G. Krause referred to the summary report attached to the agenda for the Education Council meeting held on December 19, 2017 and highlighted the following:

- Social Service Worker Department created a new Diploma in Gerontology and many new courses for the program.
- Health Sciences Department created a new course HSCI 1195 – Human Biology of Aging for the new Diploma in Gerontology program.
- Financial Management & Business Computer Department created three new courses for the Certificate in Advanced Accounting.
- Continuing Studies discontinued its Introduction to Engineering in BC program due to low enrolment.

The Education Council summary report for December 19, 2017 was received for information.

b) Education Council Meeting held on January 23, 2018

G. Krause referred to the summary report attached to the agenda for the Education Council meeting held on January 23, 2018 and highlighted the following:

- A few policy items were brought to the meeting and they all had been presented to the Langara Council in advance.
- Academic dates for Spring 2019 through Fall 2020 were approved by the Education Council.
- As a result of recent academic restructure, an ad hoc committee, chaired by the Education Council Vice-Chair S. Bowers, was struck to recommend options for revised membership composition for the Education Council.

The Education Council summary report for January 23, 2018 was received for information.

5. FOR ACTION

a) Policy H1003 – Smoke-Free

D. Palmer and P. Woods gave a presentation on the history of the work done in developing the Smoke-Free policy, the results from the Smoke-Free Campus Survey conducted between February 27th and March 10th, 2017, benefits of a smoke-free campus, and information on the resources that will be made available for students and employees. D. Palmer noted that the recommendation is that the College goes smoke-free on May 1, 2018.

Discussions ensued and the following recommendations were made to the Policy H1003 – Smoke-Free attached to the agenda:

- Section 3.3 – remove “or visitor” and change “should” to “may” in the second sentence
- Section 3.7 – remove “or as co-operative education work placement employers” at the end of the first sentence

It was moved by L. Cullen, seconded by M. Bowers:

THAT, Policy H1003 – Smoke-Free with noted changes be recommended to the President for approval.

**Carried.
Abstained - 1**

6. FOR INFORMATION

a) President's Report

In the absence of President Trotter, I. Humphreys advised 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 10:14 a.m.