

**LANGARA COUNCIL**  
**Minutes of a Meeting**  
**held on Tuesday, March 13, 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	Ajay Patel (regrets)
Jacqueline Bradshaw	Robin Macqueen	Roger Semmens
Patricia Cia	Ian McBain	Viktor Sokha
Eleanor Clarke	Scott McLean	Tomo Tanaka
Laura Cullen	Clayton Munro (regrets)	Daniel Thorpe
Margaret Heldman	Kristine Nellis	Lane Trotter, Chair (regrets)

**Guests:**

Darren Bernaerdt, Incoming Division Chair, Creative Arts and Industries  
Moira Gookstetter, Director, College Advancement and Executive Director, Langara College Foundation  
Tess MacMillan, Incoming Division Chair, Humanities  
Dorothy Paukste, Director, Enterprise Resource Planning

**Recorder:**

Alice Hsu, Executive Assistant to the President

I. Humphreys chaired the meeting in the absence of L. Trotter, who was away on vacation.

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

**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 February 20, 2018**

The minutes of the meeting held on February 20, 2018 were accepted.

**3. STANDING ITEMS**

**a) ERP Update**

D. Paukste gave a presentation on “Langara’s New ERP: What to Expect?” outlining the program vision, benefits to students, staff and faculty, guiding principles, proposed approach, and critical success factors for this project. She also advised the project’s

progress to-date, next steps, and the structure and the composition of the Evaluation Committees.

Discussions ensued and members' questions were answered.

**b) IT Update**

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

- Photo ID Cards – The new photo ID cards will be deployed in two phases starting with staff and administrative departments followed by faculty and instructional departments. The AV Services department will visit staff and administrative offices to take photos for those who don't already have one on file and will distribute the ID cards at a later date. Faculty members may stop by AV Services on or after March 26, 2018 to have their photo taken, and have their ID card printed and activated on the spot. IT expects to complete the whole process by the middle of April 2018.
- Printing Costs – Users will start seeing a cost when releasing print jobs from the newly installed multi-functional devices beginning April 1, 2018. This is for informational purposes to help users have a better understanding of the volume and expense of their printing jobs and may seek cost-saving measures.
- Interactive Voice Response (IVR) System – An IVR system is live as of March 7, 2018 for the Continuing Studies department to comply with the Payment Card Industry Data Security Standard (PCI DSS) when accepting credit card payments through the telephone.

**4. CURRICULUM ITEMS**

**a) Education Council Meeting held on February 20, 2018**

G. Krause referred to the summary report attached to the agenda for the Education Council meeting held on February 20, 2018 and highlighted the following:

- Certificate in Art History is a new program and it is the first time a credential is created for the Art History courses.
- It was discovered that the origins of the Associate of Arts Degree in Science program were unclear and the program will be discontinued as of 201830.
- The Biology department had many course revisions through its program review and renewal process to update the courses' learning outcomes, calendar descriptions, course content and/or course numbers.
- Continuing Studies has a new Post Degree Diploma in Health, Safety, and Environmental Compliance for professionals in various industries to upgrade their knowledge and skills in the workplace.

The Education Council summary report for February 20, 2018 was received for information.

[M. Gookstetter joined the meeting at 9:55 a.m.]

**5. FOR ACTION**

**a) Policy B1015 – Sponsorship**

V. Sokha advised that the College has taken a few years to develop a sponsorship policy to ensure the College community is properly consulted. He then introduced M. Gookstetter to provide further information.

M. Gookstetter advised that the extensive consultation process involved the Senior Leadership Team, the Langara Leadership Team, Deans and Division Chairs, the Langara Faculty Association, the collaborative work of the departments directly involved in sponsorship, and external consultant who has expertise in partnerships, and a Prospect Clearance Committee will be established to manage sponsorship opportunities to ensure any partnership possibility comes forward will align with the College's values and culture from the prospect stage. She also advised that two levels of sponsorship have been established (under or over \$50,000) and will require different level of administrator's approval.

M. Gookstetter noted that the Policy B1015 – Sponsorship attached to the agenda is specifically for sponsorship only. The College will create a separate policy at a later date for advertising, which was included in the initial draft of the sponsorship policy but has been removed since.

Discussions ensued and members' questions were answered.

It's noted that Student Engagement and Career & Coop departments are currently part of the academic departments and corrections are to be made accordingly under Membership section in Appendix I of the Policy B1015 – Sponsorship attached to the agenda.

It was moved by G. Krause, seconded by L. Cullen:

**THAT, Policy B1015 – Sponsorship be recommended to the President for approval.**

**Carried.**

**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 10:07 a.m.