LANGARA COLLEGE

MINUTES
Langara Council Meeting
held on Tuesday, December 6, 2005
Room B201 at 0932 hours

Members:

Linda Arnold	Wendy Low
Alan Cooper	Reba Noel (absent)
Laura Cullen	Ken Pawlak
Deanna Douglas	Brian Pendleton
Penny Gallagher	David Pepper (absent)
Martin Gerson	Lynn Scarborough (absent)
Marg Heldman	Roger Semmens
Linda Holmes, Chair	Doug Soo
Jim Hooton	Gloria Swadden (absent)
Ken Jillings	Nancy Wickham(absent)
Terry Kornutiak	LSU Representative (vacant)

1.   REVIEW OF AGENDA

The agenda was approved as circulated.

2.   REVIEW OF MINUTES AND BUSINESS ARISING

a.   Draft Minutes of the Meeting held on November 8, 2005

It was moved by L. Cullen, seconded by Wendy Low
> **THAT, the minutes of the Langara Council meeting held on November 8, 2005, be approved with the following amendment:**
>
> - **Page 4, third bullet, third line should read: "….Bachelor of Science in Nursing Degree."**
>
> **Carried Unanimously.**

3.   CURRICULUM ITEMS

a.   Education Council Meeting held October 18, 2005
L. Cullen introduced the Summary Report of the Education Council meeting held October 18, 2005, and noted a new course which is being promoted to students in both the Pacific Rim and History departments. Also noted was the Computer Studies Diploma as a new credential consisting of existing CSIS courses and reflecting the second significant recommendation of the Computer Studies Strategic Planning Committee report. L. Cullen noted that the report contained no items with financial implications.

4.   **ACTION ITEMS**

a)   **List of Policies to be Rescinded**

L. Holmes referenced her memo dated December 1, 2005, entitled "Policies to be Rescinded." She noted that the Langara College Board adopted the VCC Policy Manual as applying to Langara College until such time that policies were replaced or rescinded. Executive members have reviewed, identified and signed off policies that are to be rescinded, as reflected on the December 1, 2005, Policies for Rescinding list attached to the agenda.

It was moved by L. Cullen, seconded by K. Jillings
> **THAT, the list of Policies for Rescinding, dated December 1, 2005, be approved.**
>
> > **Carried Unanimously.**

b)   **Draft Policy – B1005 – Alumni Awards**

G. Holter introduced Draft Policy B1005 Alumni Awards and identified that this policy was developed from the procedures that are in place at BCIT and SFU. She noted this policy is a communication tool for showing a standard of excellence to the community. It is a policy developed to recognize Langara College Alumni who have enhanced the reputation of Langara College through outstanding achievements in their careers, public service, community service, athletics, arts and culture or the academic field. G. Holter noted that Appendix 1, item #1 should be changed to add "a minimum of" two alumni to be recognized as there will be occasions where more than two alumni will be recognized.

It was moved by R. Semmens, seconded by K. Pawlak
> **THAT, Policy B1005 Alumni Awards be approved with the noted addition.**
>
> > **Carried Unanimously.**

c) **Draft Policy B5010 Records and Information Management**

J. Rajotte introduced Draft Policy B5010 Records and Information Management. She noted the policy was developed to ensure that:

- Langara meets its legislative, financial and legal obligations as a public body to manage its records and information in a systematic and consistent manner;
- all College records are trustworthy, usable over time, retained and disposed of according to approved timetables and managed as a consistent whole, regardless of media or location, when they relate to the same subject or are part of the same business process; and,
- College employees have the resources, procedures and training they require to effectively and efficiently manage their records.

Discussion was held and the following points were noted:

Retention Schedule:
- Records retention is a way of keeping inventory of what exists at the College.
- Only official records will be kept and all other duplications are to be destroyed once they are no longer needed for reference. Record-keeping practices become suspect when undocumented copies are found as part of a request for information.
- A retention schedule will be developed for each department, in consultation with the department, as each department's needs are different.
- There is risk associated with keeping records too long or being destroyed too early so a retention schedule will lower this risk.
- Retention schedules should reflect the business practices of the college.

Copyrighted Materials:
- There is a distinction between copyrighted and copyrightable materials. Add "copyrightable" to the exclusion list noted in the definition of College Records.

Personal Information:
- Define what is considered personal information (i.e. email addresses assigned to students by the college vs personal email addresses provided on applications). It was noted that the Privacy Policy currently being drafted should address this and will be the framework for other policies.

It was moved by R. Semmens, seconded by J. Hooton
> **THAT, Policy B5010 - Records and Information Management, be approved with the noted changes.**
>
> **Carried Unanimously.**

d)   Draft Policy B1004 Computer Technology Planning
L. Holmes noted that Draft Policy B1004 Computer Technology Planning is based on the "Policy Statements and Practices Regarding Technology at Langara College" as approved at Langara Council in January 2002. The draft policy was reviewed and the following points were noted:

- As technology changes over time, the policy will be updated.
- Procedures of the policy were outlined in relation to the annual budget-creation process as well as the steps taken for requests for new or additional computer technology.
- Section 8.4 should be changed to include specific reference to consultation with the Executive Committee member who has responsibility for ICS.
- Training supplied on College implemented programs (i.e. Banner, myLangara, etc.) to keep employees current on the use of such programs does not include training on programs such as Word, Power Point, etc., for which separate training programs have been established through LEDC.
- This policy will replace the old decisions documented by the Policy Statements approved in January 2002.

- The section on Training should be split to identify relevant information for employees vs students.
- Training for students should specify "to access College operations and services", and the 10% of training should be 8%.
- The 90/8/2 rule should reflect both effectiveness and efficiency but should not compromise service and can be altered as necessary.
- In the Provision of Assistance section, "address" in the first sentence should be "addresses", and "is" in item b should be "are".

It was moved by M. Gerson, seconded by D. Douglas
> **THAT, Policy B1004 - Computer Technology Planning, be approved with the noted changes.**
> > **Carried Unanimously.**

e) Draft Policy D1004 Resignation

K. Jillings introduced Draft Policy D1004 Resignation. He noted this policy will establish the general requirements, expectations, and effective dates of a resignation from employment by an employee.

It was moved by K. Jillings, seconded by B. Pendleton
> **THAT, Policy D1004 – Resignation, be approved.**

> **Carried Unanimously.**

f) Draft Policy D2003 Proof of Educational and Professional Credentials

K. Jillings introduced Draft Policy D2003 Proof of Educational and Professional Credentials. K. Jillings noted that copies of all credentials are kept in Human Resource personnel files with a copy kept in the files located in the Dean's office.

It was moved by R. Semmens, seconded by A. Cooper
> **THAT, Policy D2003 - Proof of Educational and Professional Credentials, be approved.**
> > **Carried Unanimously.**

g) Draft Policy D2004 - Employment of Canadian and Foreign Applicants

K. Jillings introduced Draft Policy D2004 Employment of Canadian and Foreign Applicants. He noted that this policy will replace existing policy 4.1.1.6 "Foreign Nationals" which is out of date because it focuses solely on guest lecturers. Discussion was brought forward regarding:

- Include a reference to identify the difference between a Guest Lecturer and Guest Speaker, the latter not requiring a Work Permit or employment validation.
- Add to Section 5 Policy, item 5.3 to read "…qualified foreign applicants classified as Professionals in the NAFTA and the CCFTA <u>or other such trade agreements</u> . .

." to allow for reference to the inclusion of future trade agreements that may be developed.

- Reference the difference between a Work Permit and an Employment Authorization. Clarification to be obtained by K. Jillings.
- The government agency "HRSDC" has been replaced with "Service Canada". To allow for any future government name changes, recommendation was made to use "Government of Canada".

It was moved by J. Hooton, seconded by R. Semmens
> **THAT, Policy D2004 - Employment of Canadian and Foreign Applicants, be approved with noted changes.**
>
> **Carried Unanimously.**

5.   INFORMATION ITEMS

a.   All College Forum 2006
L. Holmes noted that the All College Forum is scheduled for April 28, 2006. She invited Council members to identify themselves to K. Jang if they would like to plan or help with the Forum. L. Holmes also asked Council members to invite their colleagues as well.

L. Holmes reminded Council members of the United Way Pub Night to be held on December 8th, and the LFA function to be held on December 16th.

There being no further discussion, the meeting was adjourned at 1100 hours.