LANGARA COUNCIL
Minutes of a Meeting
held on Tuesday, November 19, 2019
Board Room B141 at 0930 hours

<u>**Participants**</u>:

Darren Bernaerdt	Lisa Fisher (regrets)	Scott McLean
Jim Bowers	Nora Franzova (regrets)	Clayton Munro
Michele Bowers	Marianne Gianacopoulos	Richard Ouellet
Jacqueline Bradshaw (regrets)	Margaret Heldman*	Dorothy Paukste*
Steven Brouse	Gerda Krause	Wanda Pierson (regrets)
Ryan Cawsey	Gurbax Leelh	Viktor Sokha
Ben Cecil	Julie Longo (regrets)	Ann Syme (regrets)
Patricia Cia	Tess MacMillan	Daniel Thorpe (regrets)
Eleanor Clarke	Robin Macqueen	Lane Trotter, Chair
Laura Cullen	Jane Mason	

* non-voting

<u>**Guests:**</u>
Joanne Rajotte, Manager, Records Management and Privacy
Pablo Vargas, Program Manager, Budget & CS Administration
Justin Yau, Associate Director, IT Operations

<u>**Recorder:**</u>
Alice Hsu, Executive Assistant to the President

Prior to the start of the meeting, L. Trotter welcomed guests J. Rajotte, P. Vargas (attending on behalf of D. Thorpe), and J. Yau.

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 October 22, 2019**
   The minutes of the meeting held on October 22, 2019 were accepted.

3. **STANDING ITEMS**
   a) **Workday@Langara Update**
   D. Paukste gave a presentation on Project Update and Preparing for Workday. She advised that the project is on target of its critical path timeline. Two cycles of monthly and bi-weekly payroll parallel testing, User Confirmation Sessions (UCS), and Demo Series of training have all been completed successfully and received a lot of positive and constructive feedback from UCS participants. More training will be offered through

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Instructor-Led Training (ILT) sessions that will run between November 25 and December 6, 2019, job aids posted on the Workday Training SharePoint site, and Demo Series training that will be scheduled after go-live in January and beyond. On the sustainment front, the team is working with IT on training Helpdesk and determining triage process and Service Level Agreements (SLAs), hiring co-op students who will be going around the campus to offer help after go-live, and setting up a drop-in support room for post go-live.

In preparation for January 6 go-live, D. Paukste reviewed some key dates and deadlines for all employees, leaders and managers, and budget officers. D. Paukste noted that meeting these deadlines is critical to help ensure complete and accurate data be moved from Banner into Workday and everyone will be paid correctly. She also shared the key contacts for emergency issues that require help when data entry is frozen between the deadlines land the go-live of Workday.

Last, D. Paukste reminded everyone to take time to explore the Workday website, register for the ILT, and save the date for an Open House coming up on December 11, 2019.

Discussion ensued and members' questions were answered.

[It was noted that D. Paukste left the meeting at 9:45 a.m.]

b) **IT Update**
J. Yau gave a presentation to provide an update on the IT changes recently implemented including student email, LinkedIn Learning, Langara login page, 2-Factor Authentication (2FA) for employees, and the new myLangara site. All the changes have been rolled out successfully as planned. J. Yau thanked everyone's help for a smooth transition and shared a case of how 2FA successfully helped catch a compromised account on the day of implementation. He advised that 2FA will next be activated for student employees, Bright space, and Workday in the new year. He noted that IT does recognize the current 2FA implementation is aggressive but the whole purpose is to prevent some of the activities hackers are trying right now that are targeting Langara. IT will be looking at building up better systems and architectures for a more reasonable approach down the road. In the end, J. Yau reminded everyone about some important dates that are coming up for the classic myLangara, use of Brightspace, 2FA for Brightspace and Workday, and student @mylangara.bc.ca account.

In response to a question about Langara email account for retirees, J. Mason, who is on the Retirees Committee, advised that retirees will no longer have a Langara email account after February 2020. Current retirees who have a Langara email account have been given a 3-month notice to transfer any personal emails and contacts to their personal email account before they can no longer access their Langara account. IT will look into other viable options and assess the interest level from retirees in the new year before any implementation.

Discussion about 2FA ensued and members' questions were answered.

[It was noted that J. Yau left the meeting at 9:54 a.m.]

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4. **FOR DECISION**
   a) **Formal Repeal of VCC Policies**
   J. Mason advised that it was brought to her attention in the past spring that many inactive VCC policies still need to be officially repealed from the governance perspective. These policies, 43 in total, came with the separation of Langara but are not in effect since. In the past six months, the Policy Governance Committee has given these policies back to the areas who owned these policies to review to see if anything is not covered in the current policies, procedures or guidelines, or has some value to be kept for further discussion in the future. Based on the feedback returned to the Policy Governance Committee, who meets about four times a year and includes members from all stakeholder groups plus J. Rajotte and herself, the Committee would like to recommend that the 37 VCC policies included in the list attached to this Langara Council agenda be repealed. The remaining six VCC policies are still under review.

   J. Rajotte added that many other VCC policies have been repealed in past years and this is the last batch that needs to go through the formal process of repeal.

   Discussion ensued and members' questions were answered. In response to a question concerning transporting students for field trips, J. Rajotte and J. Mason advised that a new policy has been in the works related to off-campus activities, security, risks, and safety, and it is recognized as one of the priority items by the Policy Governance Committee.

   It was moved by J. Mason, seconded by R. Cawsey:
   > **THAT, the 37 VCC policies, in the list prepared by Records Management and Policy, dated November 4, 2019 and attached to the agenda, be recommended to the President for repeal.**

   > **Carried Unanimously.**

   L. Trotter thanked J. Rajotte, J. Mason, the Policy Governance Committee, and all who helped review the VCC policies for their work.

   [It was noted that J. Rajotte left the meeting at 10:01 a.m.]

5. **FOR INFORMATION**
   a) **FY20/21 Preliminary Budget**
   B. Cecil and V. Sokha gave a presentation on FY20/21 Preliminary Budget. B. Cecil reviewed the budget principles, budget planning and Integrated Plan development timeline, and environmental context affected the decisions and development of the FY2020/2021 preliminary budget. V. Sokha then gave an overview of the previous budget history, the budget addition requests approved, and the preliminary budget developed for FY2020/2021. V. Sokha noted that the proposed deficit will be addressed in the coming months and a balanced budget is expected to be presented to the Board in March 2020 for approval.

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Discussions ensued and members' questions were answered.

b) President's Report

L. Trotter highlighted the Beyond 49 events mentioned in his report attached to the agenda and thanked the Communications & Marketing and Langara College foundation team members who helped put these amazing events together. He also thanked C. Munro, who is recognized as one of the 49 Langarans and will soon be moved on to a new job, for his service to the College and wished him all the best in his new assignment.

There being no further business, the meeting was adjourned at 10:56 a.m.

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