

**LANGARA COUNCIL**  
**Minutes of a Meeting**  
**held on Tuesday, October 16, 2018**  
**Board Room B141 at 0930 hours**

**Members:**

Antonella Alves	Nora Franzova	Richard Ouellet (regrets)
Darren Bernaerdt	Martin Gerson	Dawn Palmer, Chair
Jim Bowers (regrets)	Gerda Krause	Rosamaria Palozzi
Michele Bowers (10:34 am)	Gurbax Leelh (regrets)	Ajay Patel (regrets)
Jacqueline Bradshaw	Julie Longo	Wanda Pierson (regrets)
Ryan Cawsey	Tess MacMillan	Viktor Sokha (regrets)
Patricia Cia	Ian McBain	Ann Syme
Eleanor Clarke	Scott McLean	Daniel Thorpe
Laura Cullen	Clayton Munro (regrets)	Lane Trotter (regrets)

**Guests:**

Erin Anderson, Communications Officer, ERP  
Melia Fernandez, Associate Registrar, Enrolment Services  
Jag Madan, Chief Information Officer  
Dorothy Paukste, Director, Enterprise Resource Planning  
David Sawa, Change Management Specialist, ERP

**Recorder:**

Diana Falcon, Executive Assistant to the Board of Governors

Prior to the start of the meeting, D. Palmer welcomed guests Erin Anderson, Melia Fernandez, Jag Madan, Dorothy Paukste, and David Sawa.

**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 September 18, 2018**

It was moved by P. Cia and seconded by E. Clarke

**THAT, the minutes of the meeting held on  
September 18, 2018, be approved.**

**Carried Unanimously.**

**3. STANDING ITEMS**

**a) ERP Update**

D. Paukste provided an update on Enterprise Resource Planning and advised that the contract with Deloitte/Workday was negotiated and signed in August 2018. for the cloud-based platform. The project will span over a time-frame of three years and will start with the Discovery Phase in October 2018 when workshops will be held with stakeholders from

three closely integrated areas: Human Capital Management (HCM), Finance, and Students. These workshops are for Deloitte to learn about Langara's current business processes and to do a fit-gap analysis. Dorothy advised how Workday will make work life easier by reducing manual effort, improving self-service and improving reporting. The project is divided into two waves with Human Capital Management and Finance in Wave 1, and Students in Wave 2. She highlighted the Project Governance Structure that clearly defines decision-making and establishes critical feedback loops for engagement and advisory input. Dorothy highlighted the purpose and focus of the Discovery workshops and how staff and faculty will be involved, and advised that subject-matter experts will be also be included in the workshops. Discussion ensued and members' questions were answered.

[It was noted that D. Paukste, David and Erin left the meeting at 9:53 a.m.]

**b) IT Update**

J. Madan provided an update on the following IT projects:

- **Cyber Security Awareness Month** - October is Cyber Security Awareness Month and employees were reminded of the importance of changing their default passwords due to the high volume of spam emails circulating recently. Passwords should be changed annually and should not be the same as other sites. In response to a question on what to do if we receive phishing emails, he advised to pay attention to the email address and forward anything you believe to be spam to [ithelp@langara.ca](mailto:ithelp@langara.ca) to help reduce risk. Jag advised that if employees change their passwords within the next 30 days, they are eligible to win an iPad or an iPad mini.
- **PCI Compliance – 85% complete.** Non-compliant issues are being identified and IT is working to fix them. Expect to finish by the end of the fiscal year.
- **Secondary Data Centre – 60% complete overall. Phase 2 is 100% complete.** Equipment has been moved into a new secondary data centre in the T Building which will serve as a backup of the current data centre in the A Building. We are currently in Phase 3 – Distribution switches, planning for Phase 4 – DC1 Cores and Layer 3 migration, with a target end date of the February 2019 long weekend.
- **Education Planner BC – 50% complete.** Integrate Banner with CPBC's new online application service. Implement the capability for Langara to receive XML high-school transcripts electronically. On target for a completion date of second quarter of 2019.
- **Banner Backlog Reduction – 90% complete.** Banner Backlog Reduction is on target as committed for completion by Dec. 31, 2018. There are currently 19 items remaining. Dependency on business areas for testing is causing some delays to finish.
- **CASL Project – 60% complete.** Many of our systems do not allow us to opt out. We are taking the time and effort to make sure it is done right to align with the implementation of Workday.

- **Langara Foundation – 100% complete.** Raizers Edge (Blackbaud) Cloud migration with licensed modules is 100% complete.
- **BCNET Redundant Fibre – 25% complete.** Looking at redundant fibre in case something happens to one of the fibre links so that we are not out of service. Need to be sure we are well protected and well prepared. Currently reviewing RFQ responses and will know by early next year who we can partner with and what the cost will be.
- **IT Policies – 80% complete.** IT Governance Team and representatives reviewed current IT policies and provided feedback. Policies are being modernized, reviewed and updated with a review in 12-18 months to align with transition to Workday. Work is on track for completion by December 2018 and to bring an update to Langara Council in January 2019.
- **IAM project – 80% complete .** Status changed to yellow from green due to cyber security work that caused delays to Phase 1 of the project. Phase 1 - Target end date – mid-Nov. 2018. Phase 2 – Target end date - Feb. 15, 2019.

Discussion ensued and members' questions were answered.

#### **4. CURRICULUM ITEMS**

##### **a) Education Council Meeting held on September 18, 2018**

G. Krause referred to the summary report attached to the agenda for the Education Council meeting held on September 18, 2018 and highlighted items of interest.

The Education Council summary report for September 18, 2018 was received for information.

#### **5. FOR ACTION**

##### **a) Mental Health - Okanagan Charter**

D. Palmer noted that she and C. Munro co-chaired a Mental Health Working Group and provided a quick status update. Melia Fernandez presented in Clayton's absence.

M. Fernandez advised that the College collaborated with the Mental Health Association when it launched its Mental Health Awareness program in 2016. A Mental Health Working Group was formed and qualitative discussions were held with employees and students, which identified five areas of action and 12 recommendations to be implemented within a three-year period. A Mental Health Initiatives Coordinator was hired to implement the recommendations.

D. Palmer highlighted the Okanagan Charter (attached to the agenda for information) noting that this initiative (started by Okanagan College) promotes the health and well-being of post-secondary campuses by transforming the health and sustainability of our current and future societies, strengthening communities and contributing to the well-

being of people, places and the planet. The signing of the Okanagan Charter by Langara College will solidify the College's commitment to promoting the well-being in priority areas identified by the campus community, to resourcing our Mental Health Framework by hiring a Mental Health Initiatives Consultant, and to committing to conversations and shared best practices across Canadian and International campuses. Dawn noted that mental health issues are on the rise and presented an "orange sheet" which was developed to help people determine what to do when someone has a mental health crisis. She advised that the Charter will be signed at 11:30 am at the Wellness Fair on November 14<sup>th</sup> and asked that council members encourage their staff and colleagues to attend.

## **6. FOR INFORMATION**

### **a) President's Report**

The President's Report was attached to the agenda for information. Two minor revisions were identified for correction.

### **Other:**

It was noted that due to the natural gas pipeline leak in Prince George, the Ministry has asked all institutions to reduce heat to conserve resources. Members were asked to pass the message on to their departments and advise employees and students to layer up, as this could last for several months.

There being no further business, the meeting was concluded at 10:41 a.m.