

Welcome to Employee Orientation.

March 31st, 2021

snəwəyət leləm.

THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.

Meet our Senior Leadership Team.



Lane Trotter
President and CEO



Margaret Heldman
*Interim Vice-President,
Academic*



Yusuf Varachia
*Vice-President,
External Development*



Viktor Sokha
*Vice-President,
Finance and
Administration*



Jane Mason
*Vice-President,
People and Culture*



Jody Gordon
*Associate
Vice-President,
Students*

snəwəyət̚ leləm̚.

THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.

College Overview.

snəwəyət̚ leləm̚.

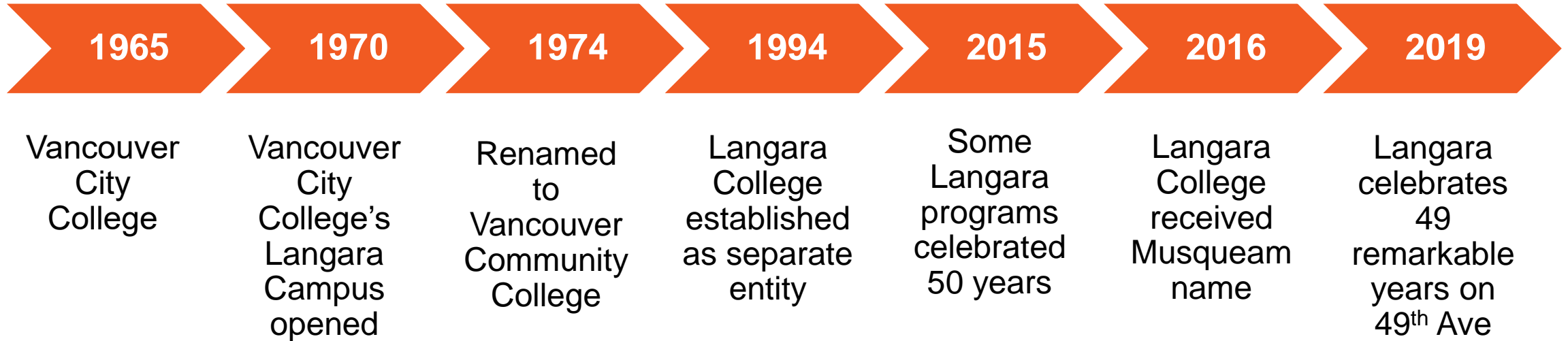
THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.

Our Journey

PAST TO PRESENT



snəwəyət̓ leləm̓.

THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.

Vision 2020

Langara is Canada's pathways college. We provide students with the academic and experiential foundation to chart their course to further education, professional and personal development, and career success.

Learn more, www.langara.ca/langara2020

snəwəyət̚ leləm̚.

THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.

Mission

CORE PURPOSE & MANDATE

Langara College provides accessible high-quality undergraduate, career, and continuing educational programs and services that meet the needs of our diverse learning and the communities we serve.

snəwəyət̓ leləm̓.

THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.

Values

OUR VALUES DESCRIBE WHAT WE BELIEVE IN

Excellence

- *We strive for excellence – for our students, in teaching and learning, and in all aspects of administering the College*

Collegiality

- *We welcome and include diverse people and perspectives, collaborating together in mutual respect and dignity*

Innovation

- *We are forward thinking and open to new ideas, approaches, and technologies*

Integrity

- *We act in the interests of our students, with honesty and transparency, and are responsible stewards of public resources*

Strategic Plan 2020

VISION CATEGORIES

- Organizational Sustainability
- People and Culture
- Communities
- Relevant, Innovative, and High-Quality Programming

Notable Numbers

Academic Year 2018-19 Facts



93

Countries represented by Langara international students



225

Indigenous students



23,212

Annual enrolment



2,845

Credentials awarded

Fall Term 2020 Facts



72%

From catchment area -
Vancouver, Richmond, and
Burnaby



23.9

Average age of Langara students



14,450

Term enrolment

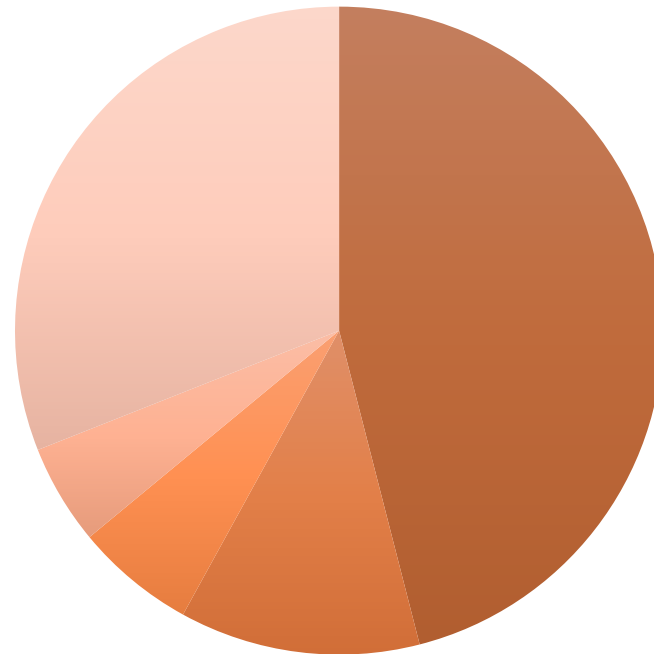


2,363

Continuing Studies students

Students

BY PROGRAM TYPE



- University Transfer (46%)
- Career/Vocational (12%)
- Baccalaureate (6%)
- Post-Degree Credentials (5%)
- Continuing Studies (31%)

Employee Communications and Resources

- The Langara Post
- myLangara
- Langara Twitter Feed
- Workday
- Langara Announcements



snəwəyət̚ leləm̚.

THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.

Thank You.

snəwəyət leləm.

THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.

Message from Indigenous Education and Services.

snəwəyət̓ leləm̓.

THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.

Welcome Figure



snəwəyət̚ leləm̚.

THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.



The Gathering Space



snəwəyət̚ leləm̚.

THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.

Gathering Space: C140

Gathering Space includes various amenities:

- computer lab with a printer
- wireless internet for laptop use
- homework space, casual sitting area, and a kitchen with a microwave and refrigerator where students frequently organize potluck lunches and other events throughout the semester.
- “Chill zone” area with comfy couches and recliners



Elder in Residence Program

With their unique cultural knowledge, protocol, stories, and ways of being. Elders demonstrate many core values the College holds in high priority: experiential learning and discovery, inclusiveness and diversity, leadership, integrity, and community.

By connecting with Elders regularly, students build a sense of community, belonging, and identity in a supportive environment. The Elder in Residence Program offers counselling, traditional teaching including beadwork, and ceremony during their time on campus.

Student Supports

- Workshops & Info sessions
- Indigenous Liaison Counsellors
 - Educational Advising, Personal and Crisis support
- Indigenous Student Engagement Officer
 - General support, event planning, etc.
- Band Sponsorship Support
- Peer Tutoring
- Learning Strategist Program
- Assistance/Support during transition in/out of the College
- Cultural and social supports
 - Elder in Residence, GS Team

Support for Employees

- Indigenization curriculum support available through TCDC
- Elder in Residence Mary Jane Joe
- Support and guidance for Indigenization implementation efforts
- Opportunities to participate in unique and diverse events

Transfer Partnerships

- UBC – ATP
 - University of British Columbia
Aboriginal Transfer Partnership
- SFU – ITP
 - Simon Fraser University
Indigenous Transfer Pathway

Gathering Space Events

- National Indigenous Peoples Day
- Smudging Ceremonies
- Feasts
- Moose Hide Campaign
- Indigenous Honouring Ceremony
- Sisters in Spirit Vigil
- Cultural performances at Semester Kickoff
- Orange Shirt Day



Hy'ch-ka

<https://langara.ca/student-services/indigenous-services/indigenous-gathering-space.html>
indigenous@langara.ca

Message from the Center for Intercultural Engagement.

snəwəyət̚ leləm̚.

THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.

Purpose

We foster, support, and sustain the work of intercultural engagement, decolonization, anti-racism, and JEDI (Justice, Equity, Diversity and Inclusion)

To create a sense of belonging and a safe environment for Langara students, employees, and communities to thrive.

We do this by building respectful relationships, and intentionally advocating for change

Why?

1. Welcoming the world
 2. Already have the world
 3. Sending students out into the world
- We need to equip students and employees of Langara to do this and to do it well.



Internationalization for Langara

Internationalization is an **intentional** process to integrate an **intercultural dimension** in the way we teach, learn, and provide services at the College, in order to **enhance** the educational environment for **all** students and employees, while making a **meaningful contribution to our community**.

<https://langara.ca/about-langara/intercultural-initiatives/internationalization-strategy/index.html>

Four Pillars



Student Success &
Development



An Intercultural
Dimension



Support for Employees



Global
Citizenship

Support for Employees

Langara has a talented and diverse workforce. We are committed to supporting employees as the College continues to grow and evolve in an increasingly diverse community.



Goal : Support employees' efforts to contribute to internationalization in our community

Intercultural Engagement Certificate Pilot Program

- “Who’s at snəwəyət leləm’?”
 - 3 - 2 hours sessions
- 4 Phases leading to ~ 100 hours of PD
 - Introduction to Equity, Diversity and Inclusion in Intercultural Spaces
- Recognition after completion

Collaborative Online Intercultural Learning – Virtual Exchange (COIL-VE)

- COIL-VE Fellows Program
- 6 sessions lead by Langara faculty
- Partners in Greece, Argentina, Thailand, Mexico, China, Afghanistan, Ireland, USA
 - *“We had the first interaction online with the students from Argentina today and it went fantastically. Honestly it was one of the best things I have done at Langara!”*
 - Jessie Smith, Latin American Studies Coordinator & Instructor



Thank you!

www.langara.ca/movingforward
internationalization@langara.ca

Message from Facilities and Health and Safety.

<https://langara.ca/campus-facilities/our-facilities/index.html>

snəwəyət̓ leləm̓.

THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.

Brief Overview

WHO WE ARE

- 23 people plus contractors (Paladin, ACML, BEST)
- Responsible for:

<ul style="list-style-type: none">- Maintenance- Building systems- Construction & renovations- Space planning- Security- Health & safety- Parking	<ul style="list-style-type: none">- Switchboard- Mail services- Shipping & receiving- Furniture- Moves & events- Janitorial- Waste management
---	---

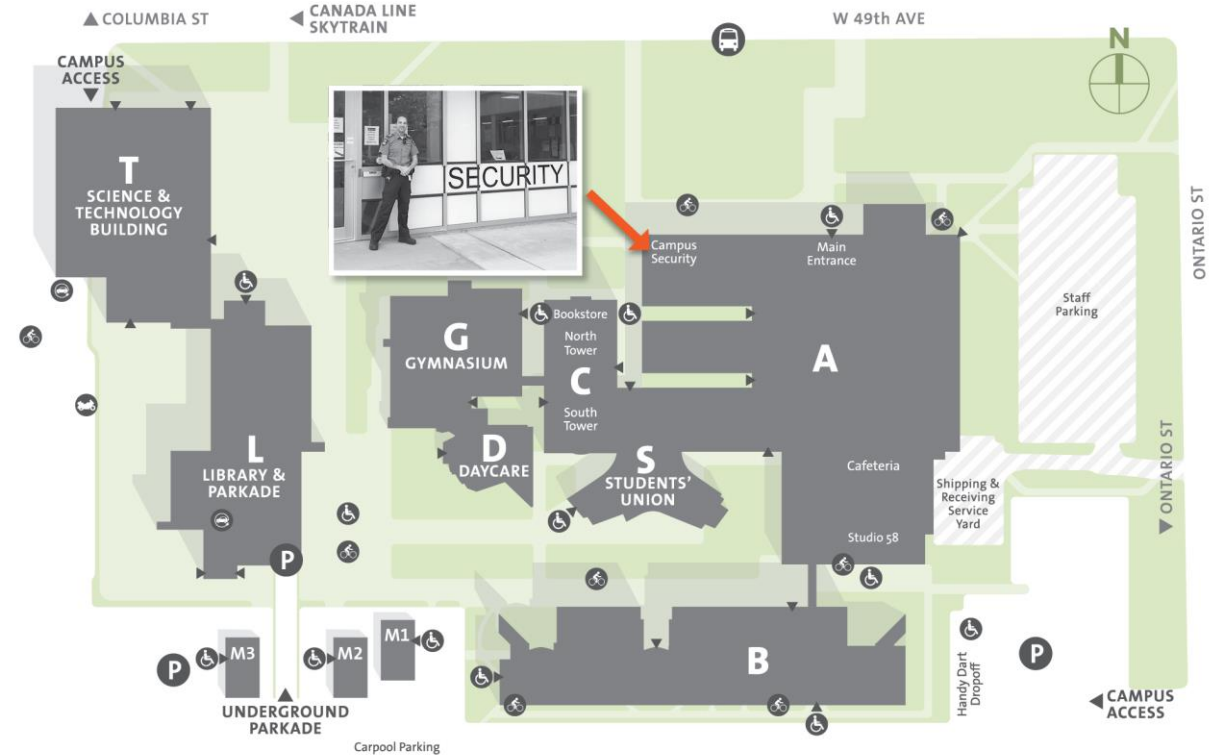
Our Campus

- 4 LEED Gold Buildings
- Bike Facilities
 - Parking and storage
 - We have shower facilities in three locations:
 - the Library underground parkade,
 - C Building basement,
 - and the Gym.
 - Tools & repair: Dero Fix-It Station
- EV Charging
 - over one dozen charging stations locations:
 - Top floor (P1) of the library underground parkade. T
 - the underground parkade is accessible from the south end of the library building, and the charging stations are to the left as you enter.
 - Across from T Building on the west side of campus.
- Other Amenities: <https://langara.ca/campus-facilities/our-facilities/amenities.html>
 - include Gender Neutral bathrooms, and water refill stations.



Security

- Available 24 hours, 7 days a week
- Call for assistance or to report suspicious behavior
- Office located by A Building north entrance
- Safewalk, Working Alone check-in
- Emergency – call 4444, use emergency call stations inside buildings, use Code Blue Towers
- Non-emergency – call 5270 or 604-562-1011
- 911 for life-threatening situations



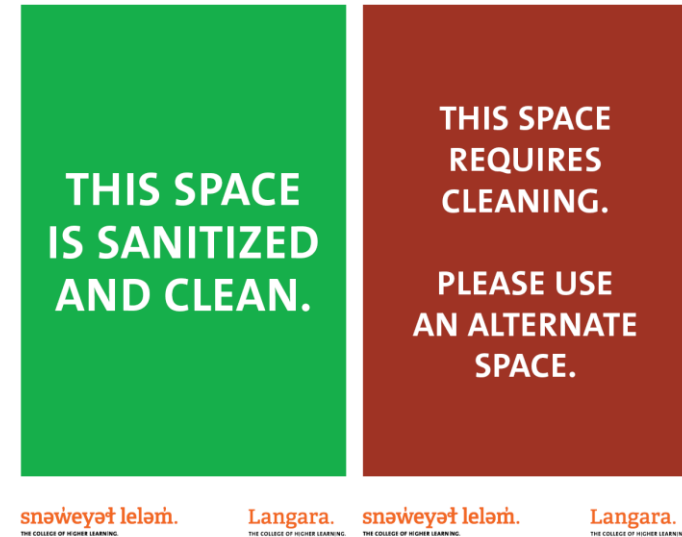
Health & Workplace Safety

- COVID response strategy
- On-campus activities require approval
 - Needs and Risk Assessment
 - Social distancing, engineering controls, PPE, cleaning
- Contact tracing
- Health & Safety Heroes
- Safety course on Brightspace & BC Thrive Health Assessment



Facilities Services

- COVID cleaning
 - Increased disinfection of touchpoints
 - Supplies
 - Cleaning cards
- Garbage and recycling
- Furniture
 - Standard office furniture
 - Home-use chair
- Office moves
- Events setup



Administrative

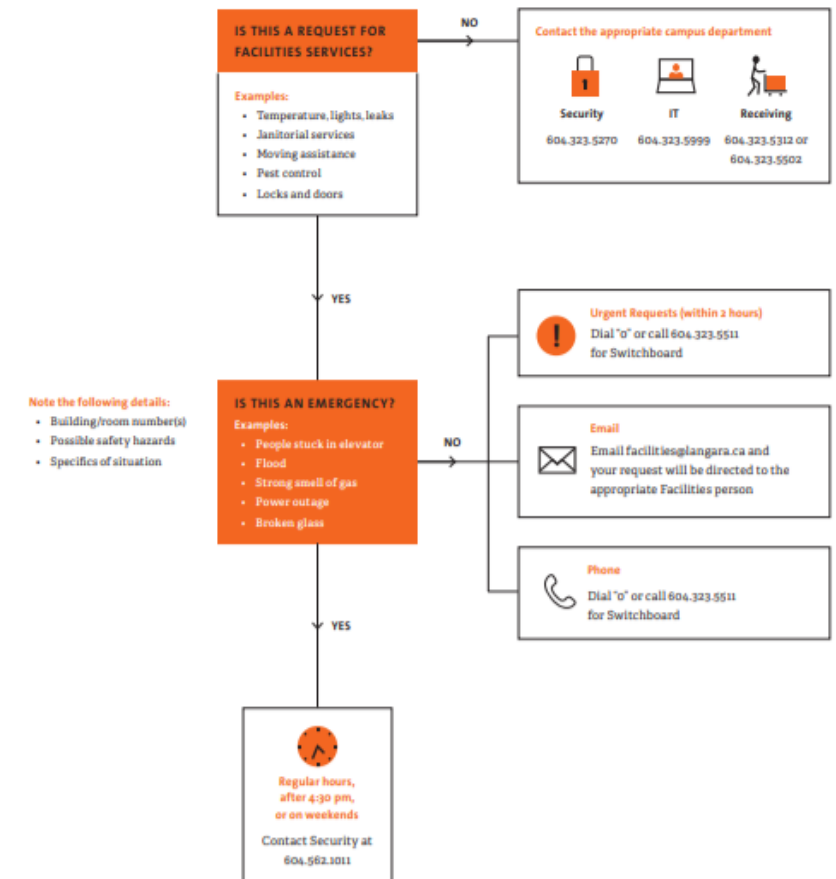
- Mailroom (B Building 2nd floor)
 - Mail (incoming and outgoing)
 - Printing
 - Office supplies
- Switchboard
 - Faculty illness reporting
- Parking
 - License plate registration
 - Preferred Lot application and renewals
 - Guest Parking Passes – online form
- Keys and Card Access

Maintenance and Building Operations

- Maintenance requests
 - Broken doors, windows, locks, paint, flooring etc.
 - Pest control
 - Grounds maintenance
- Engineering
 - Faucets, toilets, leaks
 - Elevators
 - Room temperature
 - Electrical issues
 - Lights

Facilities Requests

- For Urgent Requests Dial “0” or call 323-5511
- Otherwise email facilities@langara.ca
- In case of Emergency
 - contact Security at 604.323.4444 (or ext. 4444)
 - or call 911.
- <https://langara.ca/campus-facilities/our-facilities/alerts.html>
 - Out-of-service elevators
 - Out-of-order washrooms
 - Power outages
 - Flood incidents
 - Gas leaks
 - Fire alarms



Sustainability

CURRENT INITIATIVES

- Sustainability Committee
- APAG5 – Academic Plan Action Group #5
- STARS
- Sustainability Ambassadors



Thank You.

snəwəyət leləm.

THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.



Break

snəwəyət̚ leləm̚.

THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.

Wellness and Benefits.

snəwəyət̚ leləm̚.

THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.

Employee Resources

- HR Website
- myLangara
 - Employee Forms
 - Benefits Forms
- Langara Post
- Workday



Programs & Courses

Admissions

Administration & Records

Student Services

Campus & Facilities

News & Events

About Langara

Continuing Studies

International Students

Employment Opportunities

Bookstore

Library

Giving & Alumni

Apply to Langara »

Register for Courses »



⚠ Campus updates

09:00AM Apr 15, 2020 - COVID-19 - The latest information and B

Employment Opportunities

About Langara



Join our team

Langara offers a team-based, collaborative, and collegial work environment with opportunities for continued professional development. Please visit our [People and Culture website](#) to learn more.



We are committed to creating a diverse and inclusive workplace. We welcome applications from qualified candidates who will contribute to this diversity, including members of visible minorities, Indigenous peoples, and peoples with disabilities.

SEE OUR JOB
OPPORTUNITIES



Current employee?
Apply through Careers in your [Workday](#) account.

langara.ca/departments/human-resources-payroll/index.



Department of Human Resources and Payroll



[Continuing Studies](#)

[Bookstore](#)

[International Students](#)

[Library](#)

[Employment Opportunities](#)

[Giving & Alumni](#)

Search



 [Log in](#)

[Apply to Langara](#)

[Register for courses](#)

[View college calendars](#)

Log in



STUDENTS



Office 365 Email



Brightspace

Log in using your Langara email and password



Student Information System

Admissions, Registration, Grades, and Graduation

EMPLOYEES



myLangara (Employees)

Banner, Brightspace, and forms



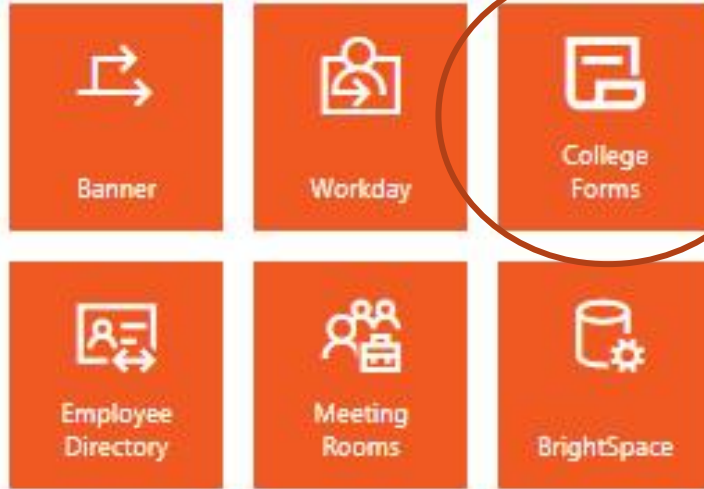
Workday

Personal Info, Finance, People and Culture

Access your [T4 slip for 2019](#).

langara.ca/login

Check out our FAQs and remote working resources.



COVID-19

- [Employee FAQ](#)
- [Faculty/Instructors FAQ](#)
- [Final Grades for Spring 2020 Regular Studies Courses](#)

Remote Working

- [Interim Working Off-campus Guidelines](#)
- [Remote Working Tips](#)
- [IT: Remote Working Tools & Resources](#)
- [Request IT Equipment for Off-site Use](#)
- [EdTech: We're Here to Help](#)
- [Protecting Personal and Confidential Information While Working Remotely](#)
- [Cyber Security Tips](#)

College Resources

- [Ask IT](#)
- [Ask Facilities](#)
- [Print Services](#)

Teaching Resources

- [Faculty/Advisor \(Banner\)](#)
- [EdTech](#)
- [TCDC](#)
- [Student Conduct & Academic Integrity Resources](#)
- [Mental Health Support & Resources](#)
- [Supporting Students with Disabilities](#)
- [Library & Learning Commons](#)
- [LinkedIn Learning](#)

Training Resources

- [Get started on myLangara](#)
- [Workday Training site](#)

Meetings & Events

- [Event Request Form](#)
- [Chartwells](#)



Wellness at Langara

Development Opportunities

- Tuition Fee Waiver
- Tuition Reimbursement
- Education Assistance
- UNBC MBA
- Leadership Development
- Professional Development





Workday Navigations Basic.

snəwəyət̚ leləm̚.

THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.

What is Workday?

Workday is a highly intuitive, cloud-based solution that enables human resources, financial, and student information management in one integrated platform.

- Human Resource and Finance Workday components launched January 6, 2020
- Student Integration will begin in September 2020

Learning Objectives for Today

- Learn how to navigate Workday home page
- Access and view your worker profile (accessing multiple roles if applicable)
- Learn the features of the inbox, notifications and worklets
- Complete onboarding tasks

Inbox Action Types

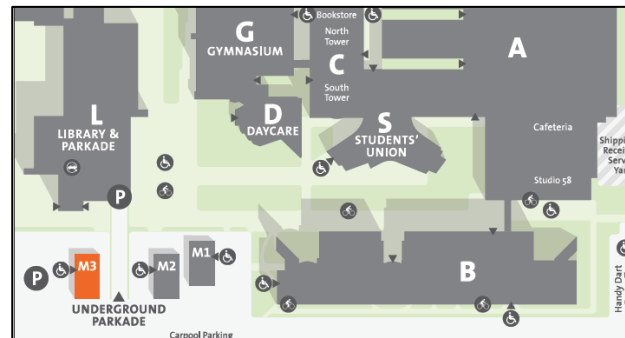
When you review and process items in your inbox, depending on your role in the business process you have a choice of actions:

Approve <ul style="list-style-type: none">• Approves the step in the business process• The business process then continues to the next step	Review <ul style="list-style-type: none">• “Enhanced” approval• Approver can edit previously populated fields	Send Back <ul style="list-style-type: none">• Sends the process back to the submitter for correction• You are required to enter the reason why you are sending the business process back
Deny <ul style="list-style-type: none">• Immediately ends (deletes) the business process• You are required to enter the reason why you denied the business process	Save For Later <ul style="list-style-type: none">• Saves input for this business process step so that it can be reviewed or changed later	Submit <ul style="list-style-type: none">• Records the current actions taken for this business process step, and enable the business process to continue to the next step

Additional Training and Resources

Visit the **Workday Training site** at <https://langara.sharepoint.com/sites/Workday-Training> for additional training materials and information including:

- Training videos and job aids
- Upcoming training sessions related to your role
- For in person support, visit our Learning Lab (located in M3 Trailer behind the L Building)



Questions & Support

For additional training inquiries, please contact Workday-Training@Langara.ca

For support, please submit a Workday support request <https://langara.ca/campus-facilities/workday/support.html>

Thank you.

snəwəyət leləm.

THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.

Respectful Workplace Training.

snəwəyət̚ leləm̚.

THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.

How Do We Foster a Respectful Culture?



snəwəyət leləm.

THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.



Respect and trust
is the
core value
of everything
we do...here at Langara

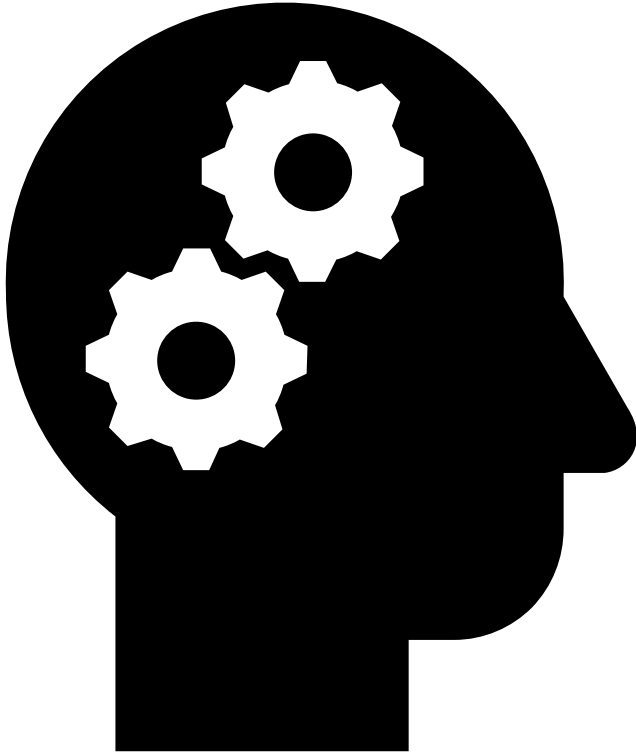
snəwəyət̓ leləm̓.

THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.

Food for Thought....



RESPECT and CREDIBILITY
are given.

Recognize our Differences

- Day to day things that can **influence our behaviors.**
- **Curiosity** leads to clarity and not judgement.

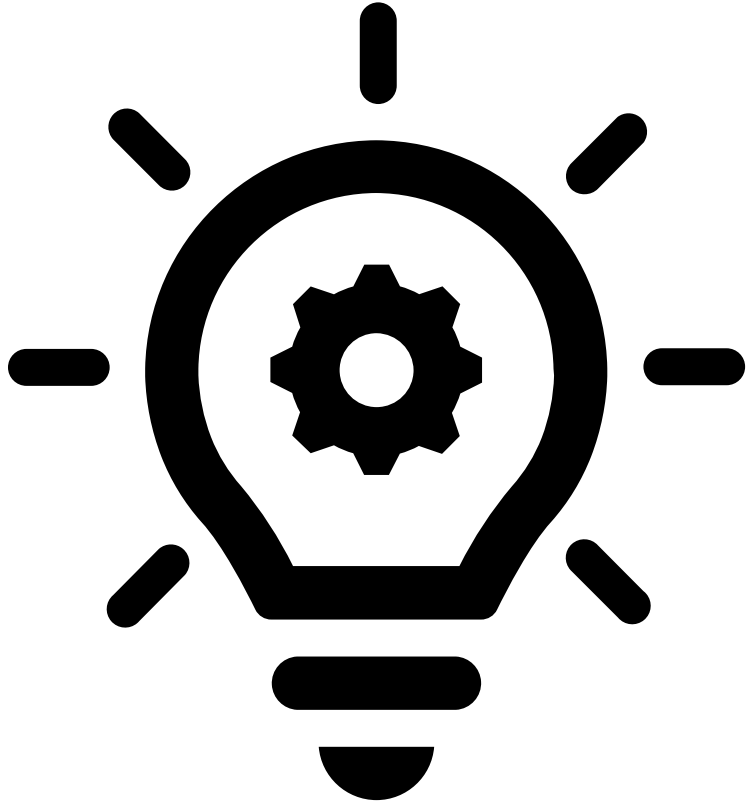


Focus on behaviors not individuals

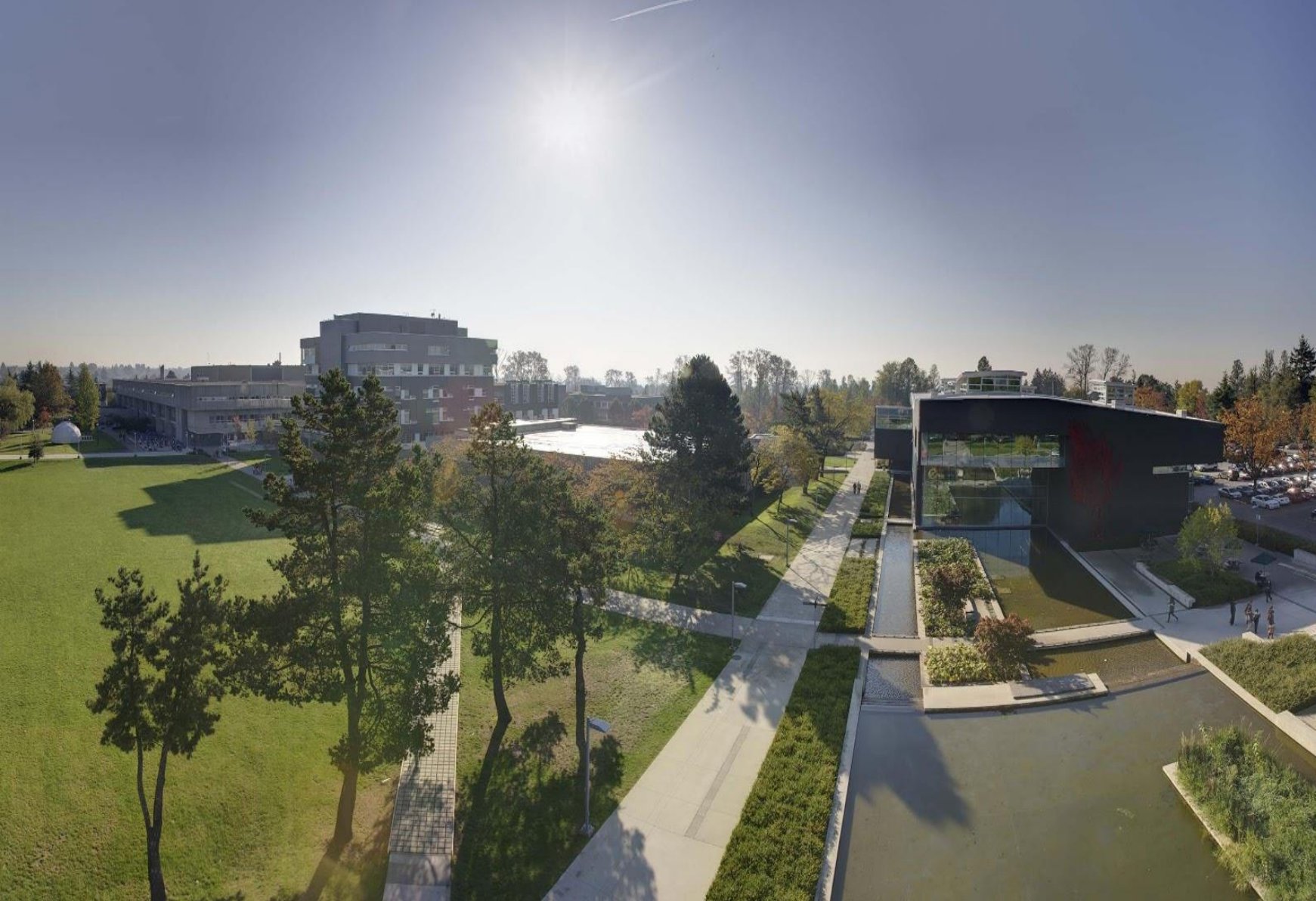
Living a respectful workplace

- What can you do to foster a respectful working environment?
- It's not the what, it's the how we do this.....:
 - Model the way
 - Acknowledge the positive
 - Enable others
 - Lead through curiosity





It is **your responsibility** to be respectful of others, to accept responsibility for your own actions and reactions, to make concerns known promptly, and to be a part of the solution.



Our Respectful Workplace

You do make a
difference.

snəwəyət̚ leləm̚.

THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.



Closing Remarks.

snəwəyət̚ leləm̚.

THE COLLEGE OF HIGHER LEARNING.

Langara.

THE COLLEGE OF HIGHER LEARNING.



Thank You.