

**LANGARA COUNCIL
Minutes of a Meeting
held on Tuesday, December 10, 2013
Room C408 at 0930 hours**

Members:

Diane Bradley	Wendy Lannard
Lynn Carter	Vivian Lee
Tim Charters	Gurbax Leelh (regrets)
Raymond Chow	Julie Longo
Patricia Cia (regrets)	Mankee Mah (regrets)
Barry Coulson	Clayton Munro
Roy Daykin, Chair	Brad O'Hara
Leelah Dawson	Dawn Palmer
Julia Denholm (regrets)	Ajay Patel
Lisa Fisher	Pierre-André Santin (regrets)
Charlotte French	Sue Street
Margaret Heldman	Tomo Tanaka
Ian Humphreys	Daniel Thorpe
Korena Jang	Gayleen Wren
Darrell Kean	LSU Representative (vacant)
Gerda Krause	

Recorder:

Alice Hsu, Executive Assistant to the President

B. O'Hara called the meeting to order at 9:46 a.m. and chaired the meeting until R. Daykin's arrival.

Prior to the start of the meeting, B. O'Hara welcomed new Council Members L. Fisher, Director, Communications & Marketing Services; K. Jang, in her new role as Director, Organizational Risk Assessment; W. Lannard, Director, Facilities; V. Lee, Director, Financial Services; and, S. Street, Executive Director, College Advancement. He also welcomed Dale Beyerstein, Department Chair, Philosophy attending on behalf of J. Denholm.

1. REVIEW OF AGENDA

In response to a question, B. O'Hara advised that a requested agenda item to present projected revenues from the International Education and Continuing Studies Departments for the next budget year will be covered by a presentation from B. Coulson under item 6. a) Budget Update.

It was moved by S. Street , seconded by L. Dawson:

THAT, the agenda be approved as distributed.

Carried Unanimously.

2. REVIEW OF MINUTES AND BUSINESS ARISING

a) Draft Minutes of the Meeting held on November 12, 2013

It was moved by D. Kean , seconded by D. Bradley:

THAT, the minutes of the meeting held on November 12, 2013 be approved.

Carried Unanimously.

3. STANDING ITEMS

a) Banner Next Generation Project Update

C. French advised that the Douglas to Langara credit transfer table has been uploaded to the BC Council on Admissions and Transfer's (BCCAT) BC Transfer Guide website. Both SFU and Douglas' credit transfer tables have now been posted, and UBC to Langara's credit transfer table is currently being built and expected to be posted sometime in February 2014.

C. French provided an update on the Electronic Transcript Exchange Project and advised that Langara is live on the electronic transcript exchanges with SFU and Douglas College. During this transition period, electronic and paper transcripts are being prepared to ensure that they match. Once the season that has a high volume of transcript requests is complete, a final sign off will be completed and Langara will be live on electronic transcript which means there will be no more paper transcript among SFU, Douglas College, and Langara College. The next step is to move on with UBC and Kwantlen in the new year for testing.

In response to a question, C. French advised that there is a process in place for transfer and articulation and the speed of the implementation process may improve, depending on the volume and complexity. The speed of the implementation process for electronic transcripts will not necessarily get faster as each institution has their own set up (i.e. UBC has a different student information system and so it has its own complexity. Kwantlen, on the other hand, is a Banner institution and so the process should be smoother).

b) Building Update

W. Lannard advised that a ground-breaking ceremony for the new Science and Technology Building was held on December 5, 2013. The actual breaking of the ground, anticipated to be around Christmas, has been delayed to after the New Year due to delays in the process.

Design development is now complete. The architects are fine-tuning the floor plans which, when complete, will be posted in the library where the building model and renderings are currently displayed.

In response to a question related to the media release of the ground-breaking ceremony, R. Daykin advised that the City of Vancouver has been very supportive of the rezoning process including the reshaping and relocation of the building, expediting the process as quickly as possible, and deferring the development cost charges. The Ministry has also been supportive by allowing the College to use the land to build on. The previous Auditor General issued a directive

stating that any time an agent of the Crown, which Langara College is, uses government land to build on, they are to receive permission from the government to do so. The Ministry's staff were very supportive in providing Langara the required approval.

R. Daykin also advised that around 125 people attended the ground-breaking ceremony on December 5, 2013. There was good cross-section of community engagement including the Deputy Mayor, Minister of Advanced Education, a MLA from Richmond, a Vancouver City Councillor, a Superintendent from the School District, the Musqueam Chief, and a Musqueam Elder, who gave a blessing to the ground and was a highlight of the event.

4. CURRICULUM ITEMS

a) Education Council Meeting held on October 22, 2013

G. Krause referred to the summary report of the Education Council meeting held on October 22, 2013 noting that the first post-degree diploma was approved in October in the area of Applied Planning. It involved eighteen new courses of which four are special topics. Other changes included course changes, discontinued courses, and discontinued programs in Continuing Studies as they adopt market demands.

The Education Council summary report for October 22, 2013 was received for information.

5. FOR ACTION

a) Revised Procedures for Policy D1003 – Recognition and Achievement Awards

B. O'Hara advised that he and D. Palmer worked in consultation with some Langara Council Members to revamp the procedures associated with Policy D1003 – Recognition and Achievement Awards in order to increase the number of participants in its process every year.

B. O'Hara referred to the Procedures and Nomination Criteria attached to the agenda and noted the following changes:

- The composition of its Selection Committee has been expanded to include a subset of previous award winners and members of faculty, CUPE, and LCAA. The committee composition will be communicated to the campus at large.
- Selection process has been modified. Nominees can now self-nominate in addition to being nominated by a colleague.
- A nomination package has been developed and needs to be submitted with the (self) nomination letter that is provided to the Associate Vice President, Human Resources.
- At the annual Recognition and Achievement Awards event, award winners receive a plaque and certificate. It is proposed that they also receive \$2,000 towards professional and/or leadership development to be used within the same fiscal year.

In response to a question, B. O'Hara advised that there will be a budget set up for the \$2,000 awarded to the winners and R. Daykin added that to avoid it being taxable, it will have to be a reimbursable expense.

6. FOR INFORMATION

a) Budget Update

Prior to giving a presentation on the 2014/15 Budget, B. Coulson advised that the following assumptions were used when creating the budget:

- all staff levels and expenses remain the same as previous year;
- domestic FTE remains flat;
- tuition fees increase by 2%;
- international student FTE increases by 150;
- tuition for international students remains the same rate as previous year;
- government funding reduction of \$600,000 is built in but has not been confirmed; and,
- ESL funding reduction is \$770,000.

B. Coulson gave a presentation on the 2014/15 Budget Update as at round two, which has resulted in a deficit of \$1.6 million, and answered members' questions.

R. Daykin noted that, from his observation, Langara has historically been very conservative in its budgeting. For many reasons, some items were treated as expenses in the budget although they were not treated as expenses in the annual financial statements (i.e. Building Legacy Fund receipts were treated as expenses in the annual budget rather than an increase in fund balance as reported in the financial statements at year end, and became a source of funding of the new building.) There was increasing skepticism in the organization over time that our budget process was not accurate: while a balanced budget was brought to the Board and approved, surpluses would be disclosed on the financial statements brought to the Board at the end of the fiscal year. As a result, Finance has implemented a more realistic budget process that is consistent with the financial statements.

R. Daykin also noted that there was always a contingency in the budget, and, given the risk in the budget and the legislated requirement to end each year with a surplus, this contingency is an important part of the budget process.

R. Daykin thanked those who brought their concerns to his attention and advised that the budget process will continue to be refined and improved, and all Langara employees will continue to learn how the budget process works.

R. Daykin further added that the reason for the extraordinary challenges this year is the downloading of costs from the government to every post-secondary institution in the province. Langara is fortunate to have vibrant International and Continuing Studies markets; however, it is uncertain how long these will be able to sustain Langara in such a competitive environment.

b) China Trip

B. O'Hara advised that he visited Shenzhen Polytechnic, a partner of Langara since 2011. He advised that this Shenzhen Polytechnic is a diverse and large institution which provides opportunities for Langara to engage our faculty and students in addition to receiving some of

their faculty and students. As a next step, he and L. Dawson have had discussions on engaging our School of Management and Asian Studies, and are looking at possibilities of developing short-term programs for students at Shenzhen Polytechnic. As well, based on previous experiences, Shenzhen Polytechnic believes that Langara can develop custom-made programs that will be attractive to our students. In the longer term, there may be possibilities in the Creative Arts area.

B. O'Hara also advised that, facilitated by A. Patel, a visiting professor from Shenzhen Polytechnic will be arriving in mid-Spring 2014 to work with our School of Management.

A. Patel added that, as a first initiation, Shenzhen Polytechnic sent approximately 15 students to Langara around December 2013 to participate in a short-term, 7-week program, which was a customized ESL plus web technology course curriculum. When students returned to Shenzhen Polytechnic in January 2014, they were given credits towards their diploma and progressively moved on to a practicum term and then entered into the workforce. To date, Langara has not sent any faculty or students to Shenzhen Polytechnic as we still need to find the right fit and value .

A. Patel further added that the reasons Langara chose to work with Shenzhen Polytechnic was because it is situated in a relatively modern city, is close enough to HongKong, has other international partnerships, and has some program offerings in English.

I. Humphreys advised that he accompanied S. O. Hon, Manager, China Marketing & Project Development, International Education, in November 2013 to visit Maple Leaf schools in China. Maple Leaf Schools is a group of seven BC curriculum schools operating in China with Canadian Principals, Superintendents of Schools, and instructional staff. These schools represent significant sources of students to Langara. Since these students are BC curriculum students, the admissions process is more straight-forward than other students that might be recruited from China. Although there are also Maple Leaf schools in Beijing and Shanghai, I. Humphreys advised that he only visited the ones in Dalian, Nanjin, and Chongqing.

I. Humphreys further advised that Maple Leaf schools annually organize a University/College Student Recruitment Fair where they invite institutions from Canada, and this year, from the US, UK, and Australia as well, to go on a traveling road show, spending one or two days at each of the schools visited, setting up a booth, and having a recruitment fair. Fifty-seven institutions participated this year and 35 were from Canada. Langara's reputation is held in very high regard by Maple Leaf schools and is seen as an ideal pathway institution for many Chinese students looking to go to universities. Langara welcomed 67 students from Maple Leaf schools last year and S. O. Hon came back with 98 completed applications from this year's trip. In response to a question, I. Humphreys advised that these 98 students will start in Fall 2014, contributing to the target of 150 FTE for 2014/15.

A. Patel added that one of the strategies International Education had for China last year was approaching Canadian curriculum schools, starting with what are called off-shore high schools, because we are familiar with the curriculum and it makes sense from the admissions process point of view. Many of these Chinese students will apply for admissions to universities but the reality is that most will end up at a college. So, the Maple Leaf schools group is the largest group

of international students that Langara recruits.

A. Patel further added that Langara has built a very strong reputation with Maple Leaf schools and the Beijing Concord College of Sino-Canada, which R. Daykin visited during this China trip. Only five institutions were given an opportunity to give a 30-minute presentation to students at the Recruitment Fair and Langara is the first and only college chosen. Hence, a significant increase in the number of applications is anticipated.

In response to a question, C. French advised that Langara treats Maple Leaf school students the same as BC on-shore students. She also advised that it takes normally about 24 to 48 hours turnaround time after their application has been data entered into the system for a response.

I. Humphreys further advised that Langara currently has relationships with 12 of the 60 Canadian off-shore schools and A. Patel added that the goal is to expand the number to 30. Langara has also started to look at three cities at the north-east corner of China to work with Chinese high schools to supply ESL students that we require to achieve our targets.

Other

J. Longo advised that a new piece of Langara public art, titled "Little Shadows", is displayed at the Langara-49th Avenue Station. "Placebo 4.9", the previous artwork displayed at the Station, is now above Security and a third piece of art is being cultivated.

In response to a question, J. Longo advised that "Tread Lightly", the first commissioned piece of art taken down from above Security, will be recycled.

There being no further business the meeting was adjourned at 1055 hours.