

**LANGARA COUNCIL
Minutes of a Meeting
held on Friday, June 19, 2015
Room C408 at 0930 hours**

Members:

Jim Bowers	Janna Jorgensen (regrets)	Ajay Patel
Jacqueline Bradshaw	Gerda Krause	Roger Semmens
Lynn Carter	Julie Longo	Sue Street
Patricia Cia	Robin Macqueen (regrets)	Tomo Tanaka (regrets)
Leelah Dawson (regrets)	Clayton Munro	Stefanie Thomas
Deanna Douglas	Kristine Nellis	Daniel Thorpe
Margaret Heldman (regrets)	Brad O'Hara	Lane Trotter, Chair
Ian Humphreys	Dawn Palmer	

Guests:

Joe Cordingley, Manager, Budget Analysis & Planning
Vivian Lee, Director, Financial Services
Cheryl McKeeman, Instructor, Mathematics and Statistics Department
Medhi Nathoo, Associate Director, Financial Services
Larry Xiong, Director, Institutional Research

Recorder:

Diana Falcon, Executive Assistant to the Board of Governors

Prior to the start of the meeting, L. Trotter welcomed guests J. Cordingley, V. Lee, C. McKeeman, M. Nathoo, and L. Xiong.

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 April 13, 2015

The minutes of the meeting held on April 13, 2015 were accepted.

b) Business Arising

There was no business arising.

3. STANDING ITEMS

a) Building Update

D. Douglas advised that the building is on schedule, and addressed a question regarding a plan to include a greenhouse on the roof of the building.

b) IT Update

I. Humphreys provided the following IT update:

- Attempting to recruit a Senior Database Architect.
- Structural and organizational changes in computer support.
- Search process for new CIO has ended and an announcement will hopefully be made by the end of the week.
- Due to growth of computer labs, general purpose classrooms C122 and C123 are being converted to dual-purpose classrooms with furniture that will hide computer monitors.
- Compass U-pass was successfully rolled out. Congratulations went to Communications and Marketing for getting the message to students.
- Deployment of Citrix continues; issues have been resolved and system is now stable.
- Successfully testing the implementation of mathematics and statistics software.
- First workshop for Leapfrog program took place to look at capability mapping and business review for institution.
- Moving forward with Essentials Systems Stabilization project which will help the College to recover from a disastrous event.

In response to a question, I. Humphreys advised that the Windows 7 implementation project is in process with migration hopefully starting in the fall and completion in late spring 2016.

4. CURRICULUM ITEMS

a) Education Council Meeting held on March 24, 2015

b) Education Council Meeting held on April 21, 2015

c) Education Council Meeting held on May 19, 2015

G. Krause highlighted the summary reports of the Education Council meetings held on March 24, April 21, and May 19, 2015, attached to the agenda for information. She advised that March 24th was the deadline meeting to get any changes into the calendar for the fall. She highlighted new courses and new Policy F1003 – Course Outline that replaces an old VCC policy. The Academic Governance Council met at Langara College on April 24, 2015.

5. FOR ACTION

D. Palmer advised that Policy Development is now under the Human Resources portfolio and that Joanne Rajotte will take on the policy development responsibilities in addition to her regular duties.

a) Policy C3002 – Business, Travel and Hospitality Expenses

D. Palmer highlighted Policy C3002 – Business, Travel and Hospitality Expenses attached to the agenda. In response to a concern related to item 3.11, the intent is to address employees who go out for lunch with other employees and then submit an expense claim. Where possible, these types of meetings should be held at the College during regular business hours.

It was moved by D. Douglas, seconded by A. Patel

THAT, Policy C3002 – Business, Travel and Hospitality Expenses be approved.

Carried Unanimously.

b) Tuition Fee Rates – Post-Degree Diploma/Certificate

D. Douglas highlighted her memo attached to the agenda for information and advised that, going forward, tuition and material fee rates for post-degree certificate and diploma programs, as identified in Bylaw 204 – Fees and Charges for Instruction, must be formally approved by Langara Council.

6. FOR DISCUSSION

a) Capital Acquisition and Depreciation/Amortization

D. Douglas distributed documents at the table and provided a summary of capital acquisition and depreciation/amortization.

D. Douglas made the following points:

- Amortization projections are based on prior and planned capital acquisitions.
- Capital acquisition budget is approximately \$6.5M.
- Most capital acquisitions from the \$6.5M are amortized over 5-10 years.
- When \$6.5M is consistently spent annually, by 2020/21 that amount must be budgeted to cover the amortization cost (an increase of \$3.2M).
- Budgeting \$3.3M and spending \$6.5M cannot continue beyond 2015/16.

b) Summer Semester Report

D. Douglas highlighted the documents distributed at the table noting that the summer semester report takes into account the Langara Council discussion that was held at the time the budget was tabled.

The FTE report provides year over year summer FTE production in regular studies. Due to continuous intake, the analysis of non-credit programs will not be complete until the end of August. The Adult Basic Education tuition fee appears to have had no impact on enrolment for the summer semester. This will continue to be monitored for the fall and spring.

D. Douglas highlighted the documents that provided financial information against budget and advised that in future years a comparison between current and previous years would be helpful so that it can be determined what is “normal” for the point in time. She highlighted the Operating Fund, not including PDD/C’s or continuing studies, advising that lack of clarity around section costs means that net gain cannot be determined so resources cannot be realigned. Revenue targets for summer PDD/C’s have not been achieved and reduction in expenditure is unknown. It is too soon to make comments on continuing studies; however, the point in time comparison may be useful for next year.

c) 2016/17 Budget Forecast & Timelines

D. Douglas highlighted the documents distributed at the table relative to the 2016/17 budget noting the following:

- Estimates made for the projection of approximately \$2.5M shortfall in the Board Budget are being reviewed.
- Section issues need to be resolved prior to finalizing a more detailed number, however there will be an increase for benefits cost and operations in the new building which might increase the shortfall to \$2.8M.
- If the continuing studies Broadway location does not relocate to the main campus once the new building is completed, the shortfall will be even greater.

- At this time, it is unclear what the government funding of collective agreements will be.
- A timeline for budget development has been completed and approved, and the document was distributed at the table.
- Although RES may be open for section input, the difficulties of 2015/16 need to be resolved prior to entering any information for 2016/17.

Discussion ensued and D. Douglas advised that she will provide an answer in response to a question: are domestic enrolments down due to fewer students in sections offered or fewer sections offered ?

ACTION: D. Douglas

It was agreed that a special Langara Council meeting be held in late-August to focus on the issue of sections and to provide transparency in any reallocation of resources.

ACTION: D. Douglas

7. FOR INFORMATION

a) President's Report

L. Trotter highlighted his memo attached to the agenda for information and reported on the following:

- The Langara College School of Nursing was awarded a seven-year accreditation from the Canadian Association of Schools of Nursing (CASN), the maximum period that can be awarded to an institution and a distinction reserved for exceptional programs. The CASN is the national accrediting body for nursing education in Canada and Langara is proud to receive the maximum accreditation on its first application. In response to a question, L. Trotter advised that there will be public recognition to the Langara School of Nursing.
- L. Trotter conveyed his thanks to everyone involved in the organization and successful implementation of Convocation 2015 noting that it was the best he has ever attended.
- L. Trotter advised that he is on the search committee for the new President of BC Colleges and interviews have been scheduled for June 29th.
- As part of the Ministry's Jobs Plan Vision and Targets, the college submitted its plan and received feedback from the Ministry that the college is okay. Confirmation will be included in the Ministry's funding letter.

b) 2014/15 Accountability Plan and Report

I. Humphreys thanked L. Xiong and the Institutional Research Team for the work of gathering information and developing the 2014/15 Accountability Plan and Report attached to the agenda for information. L. Xiong highlighted some key components of the report and advised that the report will be submitted to the Board for approval at its meeting on June 25, 2015, and the deadline for submission to the government is July 13, 2015. Discussion ensued and questions were answered. It was noted that the document is a useful tool that can be shared with people to provide an overview of the college.

There being no further business, the meeting was adjourned at 11:09 a.m.