



Members:

Linda Arnold
Christina Chow
Laura Cullen
Deanna Douglas
Penny Gallagher
Martin Gerson
Marg Heldman
Linda Holmes, Chair
Ken Jillings
Pam Novak-Cawley
Brian Pendleton

David Pepper
Christine Peterson
Jerami Schroeder
Roger Semmens
Doug Soo
Dennis Steeves
Gloria Swadden
Eloginy Tharmendran (absent)
Lawrence Warren
Nancy Wickham

Guests:

Ann Calla (for item 3a)
Shirley Kamerling-Roberts (for items 4a and b)
Terry Longair

1. REVIEW OF AGENDA

The agenda was approved with the following addition:

5c. Change of Date for Next Meeting

2. REVIEW OF MINUTES AND BUSINESS ARISING

a. Draft Minutes of the Meeting held Tuesday, January 13, 2004

Business Arising

L. Holmes noted that a memo has been forwarded to all members of the College community outlining the progress to date on facilities development.

It was moved by D. Steeves; seconded by M. Gerson

**THAT the minutes of the Langara Council meeting held on
January 13, 2004, be approved.**

Carried.

3. INITIATIVE FUND ITEMS

a. “Flexible Assessment Tools for Six Library Technician Courses” Report

A. Calla, Library and Information Technology Department, thanked Council members for the opportunity to provide a summary on the successful completion of her 2000/01 Initiatives Fund project which was completed through the allocation of one section of release time utilized as one-half sections in the Fall of 2001 and 2002.

A. Calla reported that flexible assessment tools have been developed for all Library and Information Technology program courses and are available online. She noted that the project has enhanced the program’s learning strategy, and has had a positive outcome for all instructors and students by integrating the curriculum and providing a range of learning options to students.

L. Holmes thanked A. Calla for her report.

4. ACTION ITEMS

a. Policy E3001 – “Scholarships”

L. Holmes reminded Council members that this and the policy on Bursaries were originally presented to Council last Spring and after discussion, were tabled pending the outcome of the Registration Fee Payment and Refund proposal and subsequent Registration Fee Payment and Refund policy.

S. Kamerling-Roberts interpreted the draft policy and the following comments were made during the discussion:

- review section 5.4 - to determine whether refugees and international students should be included on the list, or deleted altogether to be more inclusive and refer to the rules established by each donor;
- clarify section 5.7 to better explain the process followed for determining the allocation of a scholarship in the case of two students of equal standing;
- re section 5.7 – consider specifying a maximum number of credits a student may have in order to be considered for a scholarship, given the references to length of time as a student. In response, it was noted that a cap could have a negative impact on many Career program students;
- clarify section 5.9 as the intent of the Scholarship Committee is to offer scholarships to as many students as possible, but the wording could be construed to have the opposite effect;
- re section 8.7 - seek clarification from the Registrar’s Office regarding student categories (Arts and Science, Careers) and add to the definitions;
- decide whether students who have outstanding fees could be considered to be in Good Standing if they are on the Deferred Payment Plan and have demonstrated that payments are being made because of their good credit history; and if so, direct the award to the student’s account, a similar action as isolated in section 7.2.

b. Policy E3002 – “Bursaries”

With reference to the discussion on draft policy B3001 – Scholarships and the suggestion to be inclusive with regard to offering scholarships, it was noted that bursaries are granted based on financial need. As International Education students are required to prove financial means to gain entry into the country, bursaries would not be available to them.

It was agreed that S. Kamerling-Roberts with P. Gallagher, D. Douglas, D. Steeves, C. Peterson and either J. Schroeder or E. Tharmendran, should re-consider policies E3001 and E3002 based on the discussions at the table, and make any changes for re-submission to Langara Council.

c. Policy D1001 – “Long Service Awards”

K. Jillings introduced draft policy D1001 – “Long Service Awards” and explained that the intent of the policy is to provide guidelines for recognizing the long-term service of College employees. The definitions of “service” and “break in service” were described and it was noted that an employee’s workload is not a factor in determining years of service. In addition, it was noted that the policy allows for the recognition of service of any person with a long-term association with the College, at the discretion of the President.

It was moved by L. Arnold; seconded by C. Chow

THAT Policy D1001- “Long Service Awards” be approved.

Carried.

d. Policy F1002 – “Concerns About Instruction”

L. Holmes reminded Council members of the on-going discussion regarding the draft policy and advised that the policy as presented has been reviewed by the College’s legal counsel.

L. Holmes described the proposed changes to the policy and with reference to section 8.7, it was clarified that the individual who reported the concern will not be provided with a copy of the investigator’s report because it then becomes a confidential employer-employee issue, like any other personnel issue.

It was agreed that that a policy statement should be inserted to specify that any individual named in the complaint or subsequent process initiated as a result of a complaint, must be removed from the process to avoid an apparent or real conflict of interest.

It was moved by L. Arnold; seconded by P. Gallagher

**THAT Policy F1002- “Concerns About Instruction” be approved
with the noted addition.**

Carried.

e. Policy E2003 – “Registration Fee Payment and Refund”

L. Holmes presented draft Policy E2003 – “Registration Fee Payment and Refund” and noted that, since the last meeting, a few changes had been made for clarification purposes.

During a review of the proposed changes, the following additional changes were made:

- Section 5.1 – change to read “to pay all applicable fees by published deadlines”- pment should be for all applicable fees, not only for courses registered in;
- Section 5.2 – wordsmithing change regarding types of payments;
- Section 5.4.b. – provide detail to “Band funding” (specify what “Band” means)
- Section 8.2 – wordsmithing change to read “... incorporate the time required to record the current semester grades”

It was queried whether the reference to the Late Registration Fee should specify the dollar amount of \$50. In response, it was noted that if the amount is embedded in the policy, the entire policy must be re-opened should there be a recommendation to change the amount of the fee.

It was moved by L. Warren; seconded by C. Chow

**THAT Policy E2003- “Registration Fee Payment and Refund”
be approved with the changes as suggested.**

Carried.

5. INFORMATION ITEMS

a. Tuition Fees

b. 2004/05 Budget

D. Douglas distributed two documents, “2004-05 Budget”, and a list of enhancement requests dated January 26, 2004. The timeline outlined in the 2004/05 budget document was reviewed and it was clarified that the first bullet should be interpreted to mean that as of March 31, 2003, a shortfall of \$1.8 million was estimated for the 2004/05 budget. It was further clarified that this shortfall was identified last year, as part of the three-year budget presentation to the College Board.

With reference to the list of enhancements, the following discussion was held on the items that could be removed from the list and included in the status quo budget (shown in text boxes on the list).

It was noted that the Facilities Department has indicated that a reduction in the bus pass subsidy from \$13 to \$10 would save the College approximately \$60,000.

It was moved by D. Douglas; seconded by L. Warren

**THAT the subsidy per bus pass remain at \$13 and the amount of
\$60,000 remain in the status quo.**

Carried.

It was noted that some departments have requested an increase in their material fee revenue budget to reflect the actual results in the current year with corresponding increases in expenditures.

It was moved by D. Douglas; seconded by L. Warren

**THAT the material fee budgets be increased to reflect the actual
results and the corresponding increases in direct expenditures be
added to the requesting department’s status quo budget and**

Carried.

It was noted that the Biology department has requested an increase in its material fee budget to reflect the actual results in the current year, and have requested an increase to full-time for two lab positions, which corresponds to the issue of volume.

It was moved by D. Douglas; seconded by M. Gerson

THAT the Biology department request be included in the status quo budget and removed from the Enhancement list.

Carried.

It was noted that the Pacific Rim department is proposing a decrease in material fees charged because the revenue exceeds the department's expenses.

It was moved by D. Douglas; seconded by B. Pendleton

THAT the Pacific Rim department request be included in the status quo budget and removed from the Enhancement list.

Carried.

It was noted that CCAP is proposing to offer classes for international students on a cost-recovery basis that would not affect the bottom line because the sections would not run if not full.

It was moved by D. Douglas; seconded by L. Cullen

THAT the CCAP program request be removed from the Enhancement list and added to the status quo budget at no cost to the bottom line.

Carried.

It was noted that a number of programs have made requests for increases in markers and supplies to address growth and/or inflation.

It was moved by D. Douglas; seconded by D. Steeves

THAT the requests for increases in markers and supplies in the amount of approximately \$24,000 be included in the status quo budgets and removed from Enhancement list.

Carried.

As noted on the timeline, the list of enhancements will be presented at the next meeting. It was suggested that presentations are not necessary for all requests and it was agreed that the list as revised at this meeting, with documentation that supports each request, should be distributed as soon as possible. Council members should review all requests and forward any questions to be considered in advance of the next meeting to allow time to notify those who may be required to make brief presentations.

D. Douglas noted that the tuition fee increase proposal will be discussed once the 2004/05 budget information is more concrete and the impact of the proposal can be quantified.

c. Change of Date for Next Meeting

It was agreed that the next meeting for Langara Council will be 0930 hours on Wednesday, February 11, 2004 to accommodate D. Douglas' attendance at the provincial Senior Financial and Administrative Officers (SFAO) meetings being

There being no further discussion, the meeting was adjourned at 1135 hours.