



Members:

Linda Arnold
Laura Cullen
Deanna Douglas
Penny Gallagher
Martin Gerson
Marg Heldman
Linda Holmes, Chair
Ken Jillings
Reba Noel
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:

Shirley Kamerling-Roberts (for item 5a)
Terry Longair
Mehdi Nathoo

1. REVIEW OF AGENDA

The agenda was approved as circulated, and it was noted that items 4a. and 5a. would be discussed in reverse order.

2. REVIEW OF MINUTES AND BUSINESS ARISING

a. Draft Minutes of the Meeting held Wednesday, February 11, 2004

It was moved by D. Steeves; seconded by G. Swadden

**THAT the minutes of the Langara Council meeting held on
February 11, 2004, be approved.**

Carried.

3. CURRICULUM ITEMS

a. Education Council Meeting held January 20, 2004

P. Novak-Cawley referenced the summary of the Education Council meeting held January 20, 2004, attached to the agenda, noting there were no items with financial implications.

This report was received for information.

4. ACTION ITEMS

a. 2004/05 Budget

With reference to a document titled "Budget Development 2004/2005" distributed at the table, D. Douglas described in detail how the current bottom line shortfall has been reduced from \$1.8 million to \$1.2 million. It was noted that part of the reduction is based on an assumption that International enrolment remain at the same level as the current year.

D. Douglas reminded Council members that the domestic and international tuition fee increase proposed to the College Board in January 2004 was 10%, effective May 1, 2004. In light of the positive feedback to date, from the Premier and the Ministry of Advanced Education regarding Post-secondary education and access, she was recommending a reduction to an 8% increase, which would result in a cost of \$74 per credit for domestic and \$373 per credit for International students. With that increase, the expected tuition fee revenue would be \$1.4 million which would offset the shortfall currently identified at \$1.2 million, and provide a small amount of funding for bursaries and enhancement requests. It was noted that even with the proposed tuition increase, the College's fees continue to be lower than the current fees charged by other Lower Mainland colleges.

With respect to enhancement requests, it was noted that the prioritized list was attached to the agenda. It was further noted that funding decisions cannot be made regarding the list until the Ministry provides the College with the 2004/05 funding letter, which is expected within the next two weeks.

In response to an inquiry about the list of enhancement requests, it was agreed that the Executive should review the list and remove any items that are deemed to be required and imperative to the functioning of a department or the College. Any changes to the list will be identified at the next Council meeting.

5. INFORMATION ITEMS

a. Deferred Payment Plan Procedures

D. Douglas reminded Council members of the discussion held at the Langara Council meeting on November 4, 2003 where it was agreed that a payment plan for eligible students would be developed per the approved Registration Fee Payment and Refund policy. She referred to the document attached to the agenda, Financial Aid Department Procedures (dated February 2004) which articulated the rules for the Deferred Payment Plan, and noted it was being presented for information.

The document was reviewed and the following comments were made:

- the terminology used throughout this document and documents relevant to the Registration Fee Payment and Refund policy must be consistent in order to avoid possible confusion or mis-interpretation;
- the plan only applies to Domestic students;
- the Background (first page) should be omitted from the document;
- an information card that simply states the definition of the Deferred Payment Plan should be created and distributed to everyone who has contact with students.

L. Holmes recognized the group of people who worked together to developed the procedures, including D. Douglas, S. Kamerling-Roberts, J. Schroeder and other LSU representatives, and department members from Student Accounts and ICS.

There being no further discussion, the meeting was adjourned at 1005 hours.