



LANGARA COLLEGE

MINUTES Langara Council Meeting held on Tuesday, October 26, 2004 Room B201 at 0940 hours

Members:

Linda Arnold (absent)
Alan Cooper
Laura Cullen
Deanna Douglas
Penny Gallagher (absent)
Martin Gerson
Marg Heldman
Linda Holmes, Chair
Ken Jillings
Reba Noel
Pam Novak-Cawley

Brian Pendleton
David Pepper
Christine Peterson
Lynn Scarborough (absent)
Roger Semmens
Doug Soo
Dennis Steeves
Gloria Swadden (absent)
Jaroslav Welz (absent)
Nancy Wickham (absent)

Guest:

Joanne Rajotte (for item 5a)

1. REVIEW OF AGENDA

The agenda was approved as circulated.

2. REVIEW OF MINUTES AND BUSINESS ARISING

a. Draft Minutes of the Meeting held on September 28, 2004

Business Arising

Campus Master Planning

Master planning is proceeding at a rapid pace. D. Douglas is attending meetings with the City and architects almost every other day.

D. Douglas reported that the City Urban Design Panel session on Wednesday, September 29, 2004 went quite well. The Public Hearing on Thursday, September 30, 2004 at City Council regarding the amendment of the current bylaw was passed unanimously with no speakers.

The Major Project Steering Committee (a City group) will meet on Friday, November 5, 2004.

The next formal step will be for the planning department to prepare a policy statement for consideration by the City Council in January 2005. This statement will be a guide for Langara College when we apply for rezoning.

Langara College Open House – November 5 and 6, 2004 – Staff Compensation

L. Holmes noted that a document has been distributed to all heads of departments outlining how staff will be compensated for time worked during the Open House. The Open House Planning Committee is meeting weekly on Wednesdays.

It was moved by C. Peterson, seconded by M. Gerson

**THAT the minutes of the Langara Council meeting held on
September 28, 2004 be approved.**

Carried unanimously

3. CURRICULUM ITEMS

a. Education Council Meeting held on September 21, 2004

P. Novak-Cawley presented the summary of the Education Council Meeting held on September 21, 2004. There were no program changes with financial implications.

Education Council approved the proposed Langara English for Academic Purposes (LEAP) Program to be offered as a Continuing Studies Certificate Program.

4. ACTION ITEMS

There were no action items discussed.

5. INFORMATION ITEMS

a. Budget Update

D. Douglas noted that tuition is down from the estimated amount.

Also noted were the following operating plan changes which have occurred since the budget was approved in March 2004:

- i) In June 2004, KPMG reviewed the College's financial and budget structure as a result of a number of vacant positions and the 2003/04 audit. The recommendation to create a Director of Finance position is being implemented, with associated

incremental costs.

L. Holmes noted the changes which have taken place in the areas which report to her.

- ii) As a result of capital requests that were submitted during the budget process by four areas requesting scanners, an RFP was created. This was looked at by a committee whose membership included representatives from the Registrar's Office, ICS, and Library Services. The committee recommended that Langara College hire a records manager first, which was one of the several RFP response recommendations.

L. Holmes introduced J. Rajotte, who was hired in July 2004 as the Records Manager for Langara College. J. Rajotte will look at how Langara College should deal with records and create archives. One of her objectives is to make managing records easy for everyone as the College is receiving an increasing number of FOIPOP requests.

J. Rajotte has an advisory committee (same membership as committee above related to RFP). She will give monthly updates in the "By the Way ..." newsletter. She will meet with all of the Division Heads individually to discuss managing their records.

L. Holmes noted staff changes in the Offices of the College Board, President, and Bursar. As a result of M. Dutcher's retirement (the former Secretary to the Board and Bursar), an audit was performed resulting in a reorganization of the staff complement and, due in part to increased business for facilities development, it was decided that one dedicated staff person was required to support the Bursar.

J. Majarreis was hired as the Administrative Assistant to the Bursar. K. Jang is now the Executive Assistant to the President and College Board. J. Maxwell supports Langara Council and the College Board as the Confidential Secretary to the President and College Board.

L. Holmes indicated that there will be an increased cost associated with the changes above, although this year's costs are covered by current 'lapse time' for filling already approved positions for this year.

The timing for the new budget process is expected to be the same as last year (i.e. deadline of mid-December for budget submissions to be in, including enhancement requests and capital).

b. Registration Update

L. Holmes noted that enrolment figures reflect a decrease as compared to last year. If this continues in the Spring semester, this will be the first time in years that Langara College is at less than 100% productivity.

L. Arnold is expecting to return to work at 50% time next week. She and M. Gerson will meet with Division Chairs to address enrolment management issues.

Funding for new FTE's is at a reduced or equivalent rate to what we have received previously.

c. Langara College Open House – November 5 and 6, 2004

L. Holmes noted that it is important that the costs associated with hosting an Open House are accurately reflected. Therefore, expenses should be requisitioned and go through the normal signing procedure, then be forwarded to L. Holmes for coding to the Open House account. Eligible expenses are purchases made specifically for Open House, over and above what would normally be spent by the department in terms of supply budgets, and not for purchases that departments have always wanted to make but had no budget for.

J. Rajotte mentioned that she has found some interesting archival items that may be relevant to Open House, such as Langara College brochures going back to the 1970s. She will discuss this further with M. Gerson.

d. Dean of Student Services

L. Holmes indicated that an announcement was submitted for the October 25, 2004 edition of "By the Way ..." regarding the new Dean of Student Support Services, James (Jim) Hooton, who will start on December 6, 2004.

There being no further discussion, the meeting was adjourned at 1000 hours.