



# LANGARA COLLEGE

## MINUTES Langara Council Meeting held on Tuesday, December 7, 2004 Room B201 at 0936 hours

### Members:

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

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

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L. Holmes introduced Jim Hooton, the new Dean of Student Support Services, and welcomed him to his first Langara Council meeting.

### 1. REVIEW OF AGENDA

The agenda was approved as circulated.

### 2. REVIEW OF MINUTES AND BUSINESS ARISING

#### Business Arising

#### a) International Business Services

L. Holmes reminded Council members of her follow-up email sent on November 10, 2004 regarding the creation of International Business Services. D. Clayton and P. Sunga are starting to meet with Division Chairs and will be canvassing all employees through their department heads. They will outline opportunities that might be available and gather information on interests and abilities in each area, thus identifying the types of contracts to apply for.

#### b) Facilities Update

The City of Vancouver Major Projects Steering Committee approved the Master Plan last Friday. This confirms that the building locations are finalized.

D. Pepper provided an overview of the layout and amenities. The library will be connected to other campus buildings by the circulation spine on completion of the Master Plan build-out. There will be a balance between technology and quiet, contemplative thinking spaces.

Highlights include ample study spaces, a lounge area, classrooms, computer labs, and a café-style food services area. There will be lots of windows to make use of natural light and emphasize the natural beauty of the campus. The design allows for expansion of the library in the future.

D. Douglas noted that the plan which was chosen is a modified version of option 'C' which was presented at the Langara Council meeting of September 14, 2004. The next steps are to go back to the public with another open house, followed by another City Urban Design Panel session, a policy statement to be prepared by the planning department for consideration by the City Council in January 2005, and application for rezoning. Construction is expected to start as soon as examinations are done in the spring of 2005. The Ministry will seek Treasury Board approval.

The schedule for retro-fitting of the existing library is not yet available.

It was moved by D. Steeves, seconded by D. Pepper

**THAT the minutes of the Langara Council meeting held on  
November 9, 2004 be approved.**

**Carried unanimously**

### 3. CURRICULUM ITEMS

#### a. Education Council Meeting held October 12, 2004

P. Novak-Cawley noted that there were no items with financial implications. She drew attention to the amended "Educational Offerings" policy as approved by Education Council to include the offering of Baccalaureate Degree in the list of credentials.

The summary report was accepted as circulated.

### 4. ACTION ITEMS

#### a. Draft Policy #D1003 – Recognition and Achievement Award

K. Jillings introduced this policy, which is the second policy developed to support the College recognition plan. (The first policy recognizing employee long service has been implemented.) Draft Policy D1003 is intended to honour employee excellence through outstanding achievement and contribution to the College's internal and external communities. In order to create this policy, K. Jillings reviewed recognition and achievement award policies of other organizations and the approach proposed is modelled after the ACCC's policy, and recognizes that all employees are partners to the success of the students and the College. An employee in any role can demonstrate excellence. There are three categories: Leadership excellence; Service excellence; and Teaching excellence.

In response to an inquiry as to how we can guarantee the quality of nominations, it was noted that the onus is largely on the committee who determines award recipients to investigate. L. Holmes commented that nominees can be asked for access to their personnel files for documents such as performance evaluations and letters of commendation. This would mitigate the amount of work required by the people making the nomination. K. Jillings pointed out that some of the things that the nomination is based on will not be found in the personnel records, but could include a variety of activities which only their colleagues may know about.

L. Holmes indicated that the Request for Nominees (section 8.6 of policy) will identify the criteria and explain the review process at such time as a call goes out for nominations. She also clarified that the intent of policy section 8.9 is that the President shall make the final determination in the event of a tie-breaker as there are only four committee members.

It was agreed that only the award recipients, not the entire list of nominees, will be made public.

K. Jillings noted that he received feedback from a student who suggested that the committee include a student. K. Jillings did not feel that would be appropriate as the award is for employees. L. Holmes suggested that students may provide input to the nomination.

It was moved by K. Jillings, seconded by L. Arnold

**THAT the Recognition and Achievement Award Policy (including Appendices I and II) be approved with the following amendments:**

- Addition of Policy #5.5: “The names of the award recipients will be made public.”
- Appendix II – Nomination Procedures – #1 should read: “A nominee must be a regular, permanent employee engaged in ongoing work who agrees to be nominated.”
- Appendix II – Nomination Procedures – #2b should read: “... Length is limited to one page per criterion.”
- Appendix II – Nomination Procedures – #3b should read: “Letters or comments from colleagues and/or students (maximum of five).”

Carried unanimously

Action: K. Jillings, K. Jang

## 5. INFORMATION ITEMS

### a. Summary of 2005/06 Budget Process

D. Douglas noted that there have not been any improvements in enrolment thus far. The budget could be short \$1 million based on tuition alone. In addition, there will be a cost associated with increased employer pension plan contributions, as the cost

increase was not included. She estimated a potential shortfall of \$1 million to \$1.3 million.

D. Douglas distributed a timeline for the 2005-06 Budget, which outlines the deadlines that must be adhered to in order to complete the budget process by the end of March 2005. Tuition fees may need to be reviewed in January 2005, but first a solid budget draft for discussion will be required. The timeline includes a discussion of the budget by Langara Council on January 25, 2005.

There being no further discussion, the meeting was adjourned at 1018 hours.