



Members:

Edward Alva
Linda Arnold
Alan Cooper (absent)
Laura Cullen
Deanna Douglas
Penny Gallagher
Martin Gerson (absent)
Marg Heldman
Linda Holmes, Chair
Jim Hooton
Ken Jillings

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

Guests:

Barry Coulson
Wendy Low

Mehdi Nathoo
Ken Pawlak

L. Holmes welcomed Edward Alva as an LSU representative on Langara Council, replacing Jaroslav Wetz and introductions were made around the table.

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 January 11, 2005

Business Arising

J. Hooton distributed a draft copy of the survey that will be sent to the students who did not complete their registration process for the Spring 200510 semester.

A brief discussion ensued regarding the draft survey and the following comments were noted:

- where applicable, consider the use of a four-point scale to obtain comments from students (as opposed to a three-point scale);
- delete the reference to a biology diagnostic test, replace with Math, Chemistry and Physics;
- add a question about whether the frequency and availability of placement tests influenced their decision;
- re-number the questions so they flow from general to specific;
- ask a question regarding the physical plant and its influence on their decision;
- ask a question to determine whether waitlists are a factor for students.

The survey, upon finalization, will be distributed to approximately 1,000 students, electronically where possible, and by mail to the others with a reference to the website. It is hoped that responses will be received by mid-February.

It was moved by D. Steeves, seconded by M. Heldman

THAT the minutes of the Langara Council meeting held on January 11, 2005 be approved.

Carried.

3. CURRICULUM ITEMS

a. Education Council Meeting held December 8, 2004

L. Cullen, Vice-Chair, Education Council, introduced the Summary Report of the Education Council meeting held December 8, 2004 and noted there were no items with financial implications.

The summary report was accepted as circulated.

4. ACTION ITEMS

Nil.

5. INFORMATION ITEMS

a. 2005/06 Budget

D. Douglas noted that the budget shortfall for 2005/06 is currently at approximately \$1 million due to improvements in tuition. She explained that the verification process for the 2005/06 budget has begun, including a review of vacant positions with a view to establishing timelines for filling those positions. In addition, a review of capital requests is being completed with the possibility of some items being shifted from 2005/06 to 2006/07 to help the bottom line.

With reference to Enhancement requests for 2005/06, D. Douglas noted that further work is needed before a list can be presented for consideration. At this time, she suggested that items with revenue proposals be reviewed and distributed the following enhancement requests:

Facilities and Purchasing Department

D. Douglas noted that the College's current parking rates of \$4.00 per day and \$2.00 per four hours are based on single-zone return trip transit fares, which were increased in January 2005 from \$4.00 to \$4.50.

It was noted that the revenue generated by parking fees has been used to subsidize transit passes for students by \$13 or 20.6% of the monthly cost of a single-zone bus pass. It is proposed that parking rates be increased to reflect the current transit fares and the revenue be used to continue subsidizing student transit passes at the same rate of 20.6%.

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

THAT, effective May 1, 2005, parking rates be increased to \$4.50 per day and \$2.25 per four hours; and

THAT, the College subsidize the cost of a student transit pass at the

rate of 20.6% of the monthly single-zone pass rate.

Carried.

Office of the Registrar

L. Holmes explained that extensive documentation is required by Nursing student graduates who wish to achieve licensure outside of Canada, and proposed that a fee of \$40 be charged for this service. No fees have been previously charged.

L. Holmes explained that International students request the preparation of a Visa Extension letter, often with an immediate deadline, to comply with Immigration rules. A fee of \$6 is being proposed.

L. Holmes explained that the current fees charged for mailing graduation credentials are below the postage rates set by Canada Post and recommended that fees be increased to reflect current rates.

It was moved by P. Gallagher; seconded by J. Hooton

THAT, a fee in the amount of \$40 be charged for the preparation of Nursing Licensing Verification documentation, and

THAT, a fee in the amount of \$6 be charged for the preparation of Visa Extension letters; and

THAT, the fees for the mailing of Graduation Credentials be increased to: \$10 for local mailings; \$15 for mailings to the United States; and \$25 for international mailings.

Carried.

L. Holmes noted that previous practice has been to establish where appropriate, guiding principles to allow for the changing of fees based on charges established outside of the College, without the approval of Langara Council each time. In this instance, it was agreed that mailing fees for Graduation Credentials should be reviewed each November and if necessary, the fees should be adjusted to the nearest dollar to recover charges, to be effective the following January. And, Langara Council should be notified of any changes, with the supporting rationale.

Library Information Technology Program and Nutrition and Food Service Management Program

D. Douglas noted that the Library Information Technology and Nutrition and Food Service Management programs are seeking increases to material fees due to increased costs in supplies.

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

THAT, material fees in the amount of \$12 per student be charged for LIBR 1128, LIBR 1195, LIBR 2295, and FSRV 2424, FSRV 2423, with corresponding increases in expenditure.

Carried.

Recreation Diploma Program Field School

D. Douglas noted that the cost to offer the field school component for the Recreation Diploma program has been increased by the external agency Outward Bound, and it has been proposed that the increase be split equally between the students and the College.

It was moved by L. Arnold; seconded by L. Cullen

THAT, student fees for the Recreation Diploma program be increased by \$25 per student and the department's budget be increased by \$1,200 to support the remaining balance of the increase.

Carried.

In reviewing the proposed timeline for approving the budget, it was noted that a tuition fee increase would need to be presented to the College Board at its meeting in February 2005, in order to be implemented on May 1, 2005. D. Douglas noted that the Administration and Finance Committee would be meeting on Wednesday, February 16, 2005.

It was agreed that Council members should reserve every Tuesday from now to February 15th inclusive for possible Council meetings to discuss the budget.

Other

L. Holmes announced that the Michael Kuttner Trust Fund has been established to assist in the replacement of the family's worldly possessions and noted that the Langara Faculty Association Board has approved a donation in the amount of \$5,000.

A brief update was provided on M. Kuttner's medical condition.

There being no further discussion, the meeting was adjourned at 1025 hours.