



Members:

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

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

Guests:

Barry Coulson
Wendy Low
Mehdi Nathoo

Ken Pawlak
Jay Strachan

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 February 22, 2005**

L. Holmes noted that copies of the Scholarships and Bursaries policies as approved at the last meeting have been distributed to all Council members and are now posted on the website.

It was moved by D. Steeves, seconded by B. Pendleton

THAT, the minutes of the Langara Council meeting held on February 22, 2005, be approved.

Carried.

3. ACTION ITEMS

a. **Draft Policy C3001 – Purchasing**

D. Douglas provided background to draft policy C3001 – Purchasing (dated February 24, 2005) noting that the intent is to gather feedback and comments at this meeting and to seek approval of a revised draft at the next meeting.

Discussion ensued on the draft and the following comments were noted:

- Policy 3.3.0.1 – Petty Cash should be added to the list of Related Policies (section 3.2);

- circumstances of single-source suppliers are covered under section 5.6;
- need to clarify that approving a purchase requisition and approving a purchase order are two separate processes with Budget Officers being authorized to approve requisitions;
- the procedures used by the delegated authorities to secure purchases should be referenced or articulated in the policy;
- “software licences” should be added to the list under Appendix 4 (possibly as part of item 1 – Computers and Computer Peripherals);
- employees on leave are considered to be employees (as identified in section 5.5);
- direct purchases can still be made as isolated in section 5.3. Where possible purchases should be made through the Purchasing department, a process that secures the best price (educational discounts available) and confirms that money is available department’s budget line to accommodate the purchase request;
- an RFP does not bind the College to make a selection from those who bid on a project and the College has the discretion to secure the work of employees if it is deemed that the best value for a project is with in-house expertise.

D. Douglas noted that the policy will be revised to incorporate the suggestions noted and will be brought forward to the next Council meeting for approval. It was noted the policy must be in place prior to year-end, in accordance with recommendations made by the auditors.

4. INFORMATION ITEMS

a. 2005/06 Budget

D. Douglas noted a cost recovery item for the 2005/06 budget has been identified and requires consideration by Council. M. Heldman provided detail to the request, explaining that costs for Biology 2105 (Bamfield Field School) have increased and therefore requested that material fees be increased from \$225 per student to \$250.

It was moved by M. Heldman, seconded by M. Gerson

**THAT, material fees for BIOL 2105 be increased to \$250 per student.
Carried.**

D. Douglas distributed a document dated March 1, 2005 on the 2005-06 Budget and described the changes that have occurred since the last meeting where a shortfall of approximately \$241,000 had been identified.

The following comments were noted during discussion:

- The College Board has approved a tuition fee increase of 2% effective May 1, 2005;
- the previously identified unallocated sections (11.25) were used in 2004/05, but it has been determined that with careful planning, the College should be able to manage without that number of sections for 2005/06;
- will be approximately 120 FTE short in 2004/05 (97% productivity);
- there needs to be a freeze on capital spending for 2005/06 until Summer and Fall registration is complete;
- the first three requests on the prioritized Enhancement list can be funded as part of the balanced budget to be presented to the College Board.

With respect to the freeze on capital spending, it was recognized that some emergency spending will need to take place during the summer months and therefore it was noted that any requests to spend 2005/06 capital must be approved by the respective Executive member until such a time as capital spending has been approved. This decision will be made after enrolment for the Summer and Fall terms is confirmed (October 2005).

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

**THAT, the budget as described, be recommended to the President
for the Operating Plan for 2005/06.**

Carried.

Concern was noted that careful enrolment planning will need to be undertaken to ensure that enrolment is maximized in every section offered. The freeze on capital will only provide a small cushion until such a time as registration numbers are confirmed.

D. Douglas noted that the budget for years two and three will be discussed at a future Langara Council meeting, in preparation for presentation to the College Board at its meeting on March 31, 2005.

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