



**Members:**

Linda Arnold (absent)	Pam Novak-Cawley
Alan Cooper	Brian Pendleton
Laura Cullen	David Pepper
Deanna Douglas	Christine Peterson
Penny Gallagher	Lynn Scarborough (absent)
Martin Gerson	Roger Semmens
Marg Heldman	Doug Soo
Linda Holmes, Chair	Dennis Steeves
Jim Hooton	Gloria Swadden (absent)
Ken Jillings	Nancy Wickham
Reba Noel	LSU Representative (vacant)

**Guests:**

Barry Coulson	Ken Pawlak
Wendy Low	Jay Strachan (for item 3a)
Mehdi Nathoo	

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**1. REVIEW OF AGENDA**

The agenda was approved with the following additions:

- |                                   |            |
|-----------------------------------|------------|
| 3b) Division and Department Names | M. Gerson  |
| 4b) Facilities – Update           | D. Douglas |

**2. REVIEW OF MINUTES AND BUSINESS ARISING**

**a. Draft Minutes of the Meeting held on March 1, 2005**

It was moved by L. Cullen, seconded by D. Steeves  
**THAT, the minutes of the Langara Council meeting held on  
March 1, 2005, be approved.**

**Carried.**

**3. ACTION ITEMS**

**a. Draft Policy C3001 – Purchasing**

J. Strachan referenced the minutes from the previous Langara Council meeting, noting that the changes as suggested at that meeting have been incorporated in draft Policy C3001 – Purchasing as attached to the agenda.

Discussion ensued on the draft policy and the following changes were agreed to:

- Section 5.6 – to read: College purchases and contracts not coordinated through the Purchasing Department are managed by the delegated authorities (Appendix 3) in a manner compliant with guidelines established by the Purchasing Department.
- Section 10 – Appendix 3 should be titled “List of Delegated Authorities”.
- Appendix 3 – remove the header “Budget Authorities”.
- Re-number Section 5.0, from 5.2 onward.

In response to a query regarding the process to procure the services of individuals with specific expertise as part of educational offerings by the Langara Employee Development Centre, it was advised that the supplier/individual may be identified by the budget officer but needs to be confirmed by a Purchase Order which is necessary in order to commit the funds.

It was moved by D. Douglas, seconded by J. Hooton

**THAT, draft Policy C3001 – Purchasing, dated March 3, 2005,  
be approved with the noted changes.**

**Carried.**

**b. Division and Department Names**

M. Gerson reminded Council members of the instructional reorganization that took place last Fall which resulted in, among other things, a separate division for Nursing. It was noted that there was some shifting of departments within divisions as part of that reorganization and the following division names and department changes were presented for approval:

Humanities Division - no change to the division name or the departments within it.

Social Sciences Division - no change to the division name or the departments within it.

Business and Community Programs Division - no change to the division name; Human Kinetics and Recreation Department to move into the division; Computer Information Systems Department to move out of the division.

Mathematics and Sciences Division – no change to the division name; Computer Science Department to move out of the division; new department named Computing Science and Information Systems to move into the division.

Nursing Division – new division to include only the Nursing Department.

Creative Arts, Social Service, and Education Division – formerly named the Creative Arts Division; the departments of Social Service Worker, Early Childhood Education and Education Assistant to move into the division.

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

**THAT, the six division names and new department name as  
presented, be approved.**

**Carried.**

M. Gerson was asked to facilitate the implementation of these changes and initiate discussions with D. Douglas, P. Gallagher and Ken Jillings with regard to any Banner system changes that may be required.

#### **4. INFORMATION ITEMS**

##### **a. Budget - Update**

D. Douglas presented a 2006/07 and 2007/08 Budget Estimates document dated March 8, 2005 (attached to these minutes) and described its contents, noting that the Ministry's funding letter reflects a grant increase for 2006/07 and 2007/08. It was noted that capital has been calculated at \$500,000 per year.

D. Douglas expressed caution that the estimates for years Two and Three are based on 2005/06, being balanced, which is contingent on upcoming enrolment.

##### **b. Facilities – Update**

D. Douglas reported that the Policy Statement for the Master Plan was approved by City Council last week and that a decision regarding the development permit for the parkade is expected soon.

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