



LANGARA COLLEGE

MINUTES Langara Council Meeting held on Tuesday, January 10, 2006 Room B201 at 0934 hours

Members:

Linda Arnold	Wendy Low
Alan Cooper	Reba Noel (absent)
Laura Cullen	Ken Pawlak
Deanna Douglas	Brian Pendleton
Penny Gallagher (absent)	David Pepper
Martin Gerson	Lynn Scarborough
Marg Heldman	Roger Semmens
Linda Holmes, Chair	Doug Soo
Jim Hooton	Gloria Swadden
Ken Jillings	Nancy Wickham
Terry Kornutiak	LSU Representative (vacant)

1. REVIEW OF AGENDA

The agenda was approved with the following additions:

- 5b) LSU Health and Dental Plan
- 5c) LSU Focus Groups for Facility

2. REVIEW OF MINUTES AND BUSINESS ARISING

a. Draft Minutes of the Meeting held on December 6, 2005

It was moved by D. Pepper, seconded by M. Gerson

**THAT, the minutes of the Langara Council meeting held on
December 6, 2005, be approved**

Carried Unanimously.

Business Arising

L. Holmes noted that all College policies will be listed on the Langara College website but only policies approved after 1994 will be fully available. She also noted that the Records Management policy has not been posted on the website as clarification is being sought regarding the definition of Personal Information.

3. CURRICULUM ITEMS

a. Education Council Meeting held November 15, 2005

L. Cullen introduced the Summary Report of the Education Council meeting held November 15, 2005, and noted a change on Page 7, Items #7vi) – 7vii) and 7ix) which should read NURS 41xx not NURS 51xx. She also noted that the Education Council endorses the BSN program proposal as an academic degree. The report

contained no items with financial implications.

L. Arnold announced that the college received verbal notification in December from the Degree Quality Assessment Board (DQAB) that the Bachelor of Science in Nursing Degree would be recommended by the DQAB for approval by the Minister. Confirmation of approval by the Minister is expected shortly. L. Arnold complimented the Langara teamwork that existed at every level of the degree approval process and thanked everyone involved in this successful initiative. L. Arnold complimented the nursing department and other members of the college involved in this process for their professionalism and support provided through their participation in the discussions with the DQAB review panel and the quality of responses provided to the various panel questions. She expressed confidence that other Langara degree proposals going before the Ministry for approval would be presented and supported in a similar manner.

M. Gerson advised that Langara's Bachelor of Business Administration proposal has received Ministry review approval and it has been submitted to the Degree Quality Assessment Board. It will be on the DQAB agenda for their January 19th meeting. At that meeting they will probably decide what kind of a review they will need done prior to considering for their approval.

The Notice of Intent for the Bachelor of Recreation Management degree will most likely be posted on the Ministry's Post Secondary Institution Proposal System (PSIPS) website later today. The Ministry Review Template for the Bachelor of Recreation Management degree is being finalized and will be sent to the Ministry soon.

4. ACTION ITEMS

a) Draft 1 - 2006/07 Budget

D. Douglas noted that the budget shortfall for 2006/07 is currently at approximately \$1M primarily due to an estimated tuition shortfall of \$750,000 for Spring 2006, and reincorporating \$170,000 operating capital removed during close of 2005-06 budget process. D. Douglas noted that additional information is required to complete Draft 1 of the budget and should be available by mid to late February.

2006/07 Enhancement List

D. Douglas noted that the 2006/07 Enhancement list with supporting documentation was distributed with the agenda. Three enhancements were recognized to be revenue generating and were dealt with as follows:

Langara Child Development Centre

The request is for an increase in Langara Child Development Centre fees of \$100 per month to be implemented in two stages: \$50 per month beginning April 2006 and an additional \$50 per month beginning September 2006. J. Hooton distributed a revised copy of the Langara Child Development Centre enhancement (attached to these minutes) which replaces pages 29-31 of the agenda, and noted the following changes:

- Page 1 – the increase should be effective April 2006 not March 2006.

- Addition of fourth page – “Daycare Services Revenue and Expense Breakdown 05/06”.

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

THAT, Langara Child Development Centre fees be increased in the amount of \$100 per month in two stages: \$50 per month beginning April 2006 and an additional \$50 per month beginning September 2006.

Carried Unanimously.

Biology

M. Heldman referenced the request to implement Biology Materials/Lab Fee changes as outlined in the document attached to the agenda. She noted lab fees have remained unchanged for nine years and the revenue generated would be used for Biology supplies, Biology small tools, and BIOBAM field trips. It was also noted that some fees have increased while others have decreased.

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

THAT, Biology Materials/Lab fees be changed effective May 1, 2006, as outlined in the document attached to the agenda.

Carried Unanimously.

Theatre Arts

K. Pawlak noted that marketing service providers are increasing their fees to cover their increasing costs. The enhancement request of \$870 is to maintain our current level of marketing and has no revenue offset.

Items on the Enhancement list were discussed and the following points were noted:

- D. Douglas referenced the enhancement request for the **Facilities and Purchasing** Department. A. Cooper noted that although there was a list of duties for the Assistant Director position, there was no specific job description and questioned what the responsibilities would be. D. Douglas noted the list of duties for the Assistant Director position was extracted from the current Directors position and the job description is then created by Human Resources in consultation with the department. Since the inception of the new facility, and privacy issues, contracts, and insurance liability issues related to purchasing, the work load has become too much for the Director to handle alone.
- J. Hooton referenced the **Financial Aid** enhancement request and noted that in order to remain certified as a provider of U.S. Student Loans; the college must comply with U.S. Treasury and U.S. Department of Education requirements to perform Compliance Audits at a cost of \$3,500 per year. He noted that since 2001 a total of 13 students have utilized this service (2 students in 2004/05; 1 student in 2005/06). It was noted that generating the paperwork for this process is time-consuming and costly. Discussion ensued about whether it was in the best interest of the college to continue this process.

- L. Holmes asked for any objections to discontinuing this process and there being none it was declared by acclamation to eliminate the Financial Aid enhancement.
- K. Jillings referenced the enhancement requests for **Human Resources** and the following was noted:
 - The **Permanent Part-Time Clerical Float** for College-wide Use enhancement was created to eliminate service charges incurred from temporary agencies by establishing two part-time permanent clerical float positions. Discussion ensued about why this would not be done as a charge back to the department(s) utilizing the service since most departments already have a budget for temporary services during peak times. D. Douglas recommended K. Jillings approach departments with the highest usage to determine where the need is the most and discuss negotiating a contract or agreement to be able to charge back the cost to the departments' budget.

ACTION: K. Jillings

- M. Heldman questioned what kind of improved services could be expected from the enhancement for the **Human Resource Receptionist** going full-time. K. Jillings noted that the plan is to move work from the H.R. Advisors to the H.R. Assistants who have experience in certain areas (i.e. recruitment, etc.). As this will increase their workload, there is a need for a full-time HR Receptionist to assist over the counter and walk in traffic.
- L. Holmes noted that the **Coordinator Allowance** should be implemented according to the faculty collective agreement and it was removed from the enhancement list.
- L. Holmes noted that the **Records Management** request for a half-time, permanent Records Analyst to assist the Records Manager was the actual cost for the first year and would have to be doubled for the annualized cost.
- W. Low noted the request in **Nursing** was to add a half-time lab demonstrator position, which is in addition to the existing full-time lab demonstrator position.
- An enhancement request in **Nursing** in the amount of \$106,576 for 10 additional sections was made for the next fiscal year – April 1, 2006 to March 31, 2007 to facilitate the placement of waitlisted students into Registration Term III as outlined in documentation attached to the agenda. The sections are for 8 qualified students. Currently there is no room for prepared students. This would take them up to registration Term 6. Additional costs would be looked at in the next fiscal year. D. Douglas recommended looking at tuition that might offset this cost. L. Holmes suggested this be presented at the next meeting.

ACTION: W. Low

There were no questions or discussions on the remaining enhancements.

D. Douglas noted that once some items are clarified, a revised enhancement list will be distributed. Members will be asked to rate each enhancement individually using a scale of High, Medium or Low priority.

5. **INFORMATION ITEMS**

a) **United Way 2005 Campaign**

L. Holmes noted that the United Way completed its spectacular 2005 Campaign raising a record-breaking total of \$43,311.04. She conveyed her thanks to the United Way Committee and to everyone who participated as volunteers and through donations.

b) **LSU Health and Dental Plan**

L. Scarborough noted that students who started in January 2006 who want the medical/dental coverage must register at the LSU. She clarified that the students who registered in September are the only group who are automatically registered in the Health and Dental Plan for a one year period. These students pay the fee to the College and must opt-out if they do not want coverage. Students who register in January and May are not automatically registered and they may enroll for a four month period.

c) **LSU Focus Groups for Facility**

L. Scarborough noted that the LSU is conducting Focus Groups for students regarding the expansion of the LSU building. Any student interested can see her in the LSU office. It was noted that the building is not going to be renovated but is going to be completely knocked down and rebuilt which is slated to start in two years.

Other

L. Holmes noted that Dr. Moura Quayle, Deputy Minister of Advanced Education; Debbie Hull, Director, Colleges and University Colleges Branch; and Tom Vincent, Assistant Deputy Minister, Student Services Branch, visited Langara College on Monday, January 9, 2006. They met with Executive members and toured the campus. Discussion focused mainly on the students and what is best for them. The Deputy Minister agreed that the majority of students do better going from high school to College vs University. L. Holmes commented that Universities should be finishing schools for Arts and Sciences Degrees students. Deputy Minister Quayle is going to set up a meeting with M. Gerson and L. Arnold to see how we can make that happen. L. Holmes commented that the Ministry of Advanced Education needs to put in place a philosophical framework regarding the postsecondary access that everyone in the province has a right to.

L. Holmes informed Council members that the Minister of Advanced Education, Murray Coell, is scheduled to visit Langara College on Monday January 23, 2006, along with Carole Taylor, MLA for Vancouver-Langara and Minister of Finance.

There being no further discussion, the meeting was adjourned at 1100 hours.