



# LANGARA COLLEGE

## MINUTES Langara Council Budget Meeting Held on Tuesday, January 28, 2003 Room B201, 0930 Hours

### Members:

Terry Kornutiak  
Linda Arnold  
Barrie Brill  
Sharon Chen (LSU)  
Christina Chow (absent)  
Laura Cullen  
Deanna Douglas  
Rob Dykstra  
Martin Gerson  
Marg Heldman  
Linda Holmes, Chair  
Ken Jillings  
Anne MacMillan

Ken MacMillan  
Verna Magee Shepherd (absent)  
Pam Novak-Cawley  
Therese Paradis (absent)  
Brian Pendleton  
David Pepper  
Roger Semmens  
Doug Soo  
Dennis Steeves  
Gloria Swadden  
Lawrence Warren (absent)  
Nancy Wickham  
Jason Young (LSU)

### Guest:

Terry Longair, Financial Services

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## 1. BUDGET 2003-2004

D. Douglas listed the budget documents handed out to Langara Council members:

- Enhancement Requests, including background documents
- Operating Capital requests

D. Douglas spoke briefly about the budget.

- Domestic enrolment has increased approximately 3.6% since last year.
- The initial bottom line on the budget is approximately \$250,000 for enhancements. This figure is due to section rate variance from projections made during the 2002-03 processes.
- \$150,000 was set aside for Initiatives and Services for the 2003/04 budget.
- No adjustments have been included for increased volume in international enrolment.
- Capital funds of \$458,000 are sufficient to fund 2004-05 and 2005-06, an additional approximately \$200,000 is required to satisfy 2003/04 requests.
- FTE results and requirements will be discussed at the next Langara Council meeting, including international enrolment.

It was then requested that Council members speak individually to their enhancement requests.

### **INSTRUCTIONAL:**

#### **Creative Arts – R. Dykstra**

The Division Chair spoke to the area's budget enhancement requests as per the attached documentation, with additional comments. He indicated that the request for a half time lab aide in Publishing has been included in the ICS request.

Q: In regard to the request for a \$10,000 increase in the Advertising Budget, why should Creative Arts receive this instead of Communications?

A: Creative Arts would have more control as to how this resource would be used. Presentation to potential students and the community at large is especially important as Creative Arts has such a high profile. It was also felt that as of late, the advertising funding has been used on an ad hoc basis, rather than in a longer term, strategic manner.

Another request was added to the existing documentation for a new program entitled, "Studies in Acting, Writing and Design for the Screen", at a cost of \$50,000.

Q: Would this amount represent a one-time funding request?

A: Yes, this likely means one-time development funding.

K. MacMillan spoke about three related courses in the English Department that could prove helpful in conjunction with the Studies in Acting, Writing and Design for the Screen:

1. Creative Writing: Screen Writing (English 2256)
2. Studies in Canadian Cinema (English 2330)
3. Survey of Narrative Film (English 2230)

M. Gerson indicated that the ongoing costs of any new program would be dealt with in terms of section enhancements / FTE enhancements.

#### **Humanities – K. MacMillan**

The Division Chair spoke to the area's budget enhancement requests as per the attached documentation, with additional comments. He indicated that there has been an enormous increase in students writing English (LET) tests, which explains

the revenue amount shown in brackets. He also indicated that Interdisciplinary Studies uses a lot of outside speakers, hence the request for an increase in Honoraria position funds.

### **Health, Applied Science & Human Services – P. Novak-Cawley**

The Division Chair spoke to the area's budget enhancement requests as per the attached documentation, with additional comments. She indicated that under the Towel & Locker Service category, an increase in locker fees and therefore revenue would be used for eventual replacement of the washer and dryer. In the area of Human Performance, there is always a need for equipment repair and replacement. In the Education Assistant category, this would represent an increase in three sections for practicum.

Q: In regard to the Education Assistant request, has there been a further section increase request since Education Council?

A: Yes, the one or two section increase request was received, now they are trying to bring it up to the Social Service Worker standard.

D. Douglas suggested that the "towel and locker service" should also include an expense in the same amount.

Q: In regard to the Education Assistant request, has there been any indication that more Langara students are not finding employment or failing because of a lack of practicum assistants? Are there figures reflecting this?

A: No, students have been managing, but the need does exist, as there is more demand from the field for an interdependent role between the School Board and the education assistants. There are at present no statistics reflecting a comparative need, however more students are taking their practicum twice, as they are allowed to, therefore it is taking more students two practicums to complete and this is seen as due to a lack of instructor support.

Q: Why are more education assistants required at the third, second and first practicum, in that order?

A: The first practicum has simpler material, so not as much supervision is required.

### **Business and Community Programs – D. Steeves**

The Division Chair spoke to the area's budget enhancement requests as per the attached documentation, with additional comments, as follows:

- In regard to the request for an increase in a non-instructional support position in the Library Technician program, the number should read less than recorded, (by \$3,441.68) as the benefits are already included.

- The need for an additional marker's position in the Financial Management program is extreme, as the instructors don't have time to complete all the marking required without adjusting the curriculum accordingly.

L. Holmes suggested that, since there will continue to be additional costs associated with on-line course delivery, this should serve as a "heads-up" for future budgets.

At this time The Division Chair circulated a memo from the Department Chair of the Library Technician program, further justifying the enhancement request in this area, that was not included in the original package.

### **Mathematics and Sciences – Marg Heldman**

The Division Chair spoke to the area's budget enhancement requests as per the attached documentation, with additional comments, as follows:

- There is a need for three full time lab demonstrators to increase offerings in Biology, Chemistry and Physics courses. To justify these costs, an extra credit (which would be university transfer) would more than pay for the three full time FTE's.
- There is also a need for one instructional section for the Langara Math Diagnostic Test.

M. Gerson indicated that most first year science courses have a classroom component, then a two-hour lab. SFU has always given four credits, UBC used to give three, and has moved to four in many courses, and Douglas and Kwantlen give five credits for that combination. The issue of transfer varies between institutions – it can be less or more depending on what school is being transferred to. This change allows students to be recognized for the amount of work required in first year science courses, and also allows the College to reflect the cost of delivery. In the long run, this investment would bring Langara \$200,000-\$250,000 in increased revenues, and more than \$162,000 in the first year. Documentation to support this amount will be prepared.

Q: Can this be implemented by May?

A: The credit would still require articulation, so that might be too soon. However, a new course number may not need to be assigned, as the course content will not be altered.

Q: What if Education Council does not approve the change from three to four credits? Also, would the College be generating revenue simply by increasing credits?

A: There is a credit-equivalency map to follow. In fact, in the past, three credits have never represented all that occurs in the six-hour courses.

Q: If Mathematics and Sciences did put on more sections, would more instructional assistance be required.

A: Yes.

L. Arnold indicated for the record that the four-credit increase would only apply to science courses that have labs.

### **NON-INSTRUCTIONAL:**

#### **Division Chairs – P. Novak-Cawley**

The Division Chair spoke to the area's budget enhancement requests as per the attached documentation, with additional comments, as follows:

- In regard to the request for an additional Senior Secretary, the figure of \$46,474.92 is actually \$39,500.00 with benefits included. In terms of workload, this position would be responsible for duties arising from Education Council, clerical support for various departments, including the English department, assisting in the centralization of LET and the Writing Centre.

M. Gerson spoke to the request for Educational Technology advisors. A part-time technical employee is required to assist faculty in the implementation of technology in their courses on an instructional level. A portion of the cost of the new position is already in the budget.

L. Holmes spoke to a \$90,000 item that should be entitled, "Technology Management". She indicated that, pursuant to the Technology Policy regarding organizational structure that supports decision-making regarding educational and administrative technology resources, that she would be making a decision regarding the organizational structure in the near future that may require additional management resources.

#### **Office of the Registrar – Anne MacMillan**

The Associate Registrar spoke to the area's budget enhancement requests as per the attached documentation, with additional comments, as follows:

- The request for a full-time Admissions Coordinator position is required especially in the area of International Education students. This position would also play a supervisory role, as currently there are thirteen staff members under T. Paradis, Associate Registrar. International Education has been consulted with about the formulation of this new position.
- The amount of \$41,154.05 for salary does not include benefits.

L. Holmes requested salary clarification from V. Magee Shepherd, to be provided at a later date, as this is a CUPE position.

## **Graduation**

A. MacMillan spoke to the need for the implementation of a "Graduation fee" of \$20 per student, to be used for increases in graduation expenses. One of these expenses would be for the use of an off-site facility for graduation exercises, as the College gymnasium has become too small to house all the graduates and their guests, resulting in the need for two ceremonies, and thus two speakers.

Concern was expressed by the LSU representative that Langara students would never agree to the implementation of such a fee.

L. Arnold suggested that the proposal contains a program change for the format of graduation as well as a budget proposal. It was suggested that the program change for graduation should be discussed elsewhere prior to coming back to Langara Council for final approval, since more consultation may be required.

L. Holmes suggested that further internal consultation is required before this issue is brought back to Langara Council, with a larger group or committee involved. The existing graduation budget must also be examined.

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L. Holmes spoke briefly to the work being done in International Education in the area of business plans. It is the last item on the Enhancement Requests document, in the amount of \$250,000. There is no background for this request yet, as many issues are being examined before materials are generated. Langara Council will receive the information as it is created.

D. Douglas indicated that the Operating Capital Requests document distributed will be examined in conjunction with the Enhancement Requests document at the next Langara Council meeting.

L. Holmes stated that as there are so many more items remaining, consideration of these will resume at the beginning of the next Langara Council meeting on Tuesday, February 4<sup>th</sup>, starting with "Financial Aid" and concluding with "Operating Capital Requests".

## **4. ADJOURNMENT**

The meeting was adjourned at 12:03 pm.