



Members:

Linda Arnold
Christina Chow
Laura Cullen
Deanna Douglas
Penny Gallagher
Martin Gerson
Marg Heldman
Linda Holmes, Chair
Ken Jillings
Pam Novak-Cawley
Brian Pendleton

David Pepper
Christine Peterson
Jerami Schroeder (absent)
Roger Semmens
Doug Soo
Dennis Steeves
Gloria Swadden
Eloginy Tharmendran (absent)
Lawrence Warren
Nancy Wickham

Guests:

Jacqueline Bradshaw (for item 4a)
Alyson Drysdale (for item 4a)
John Duncan (for item 4a)
Jim Goard (for item 4a)

Terry Longair
Gordon McNeil (for item 4a)
Reba Noel
Jay Strachan (for item 4a)

L. Holmes welcomed R. Noel as the CUPE Local 15 – VMECW representative on Langara Council, replacing C. Chow, who will remain as the CUPE alternate.

1. REVIEW OF AGENDA

The agenda was approved with the following addition:

5a. All-College Celebration

2. REVIEW OF MINUTES AND BUSINESS ARISING

a. Draft Minutes of the Meeting held Tuesday, January 27, 2004

It was moved by C. Chow; seconded by K. Jillings
THAT the minutes of the Langara Council meeting held on
January 27, 2004, be approved.

Carried.

3. CURRICULUM ITEMS

a. Education Council Meeting held December 9, 2003

P. Novak-Cawley referenced the summary of the Education Council meeting held December 9, 2003, attached to the agenda, noting there were no items with financial implications. Attention was drawn to the October and November 2004 meeting dates that have been changed to accommodate the annual submission deadlines for the College's Registration Guide and Calendar.

This report was received for information.

4. ACTION ITEMS

a. 2004/05 Budget Enhancement Requests

D. Douglas referenced the list of adjustments to the Budget Enhancement requests dated February 9, 2004 and noted that questions were submitted regarding some requests. The following presentations were made to respond to those inquiries:

Communications and Marketing (N. Wickham)

- distributed a draft departmental organizational chart and described how positions requested in 2003/04 and 2004/05 fit in the chart;
- described in detail the functions of each position;
- noted that sharing the digital video camera is a possibility;
- noted that all work for the Continuing Studies brochure (produced three times a year) is being done in-house as compared to previous years when some of the work (one-third) was contracted to external sources.

Information and Computing Services (J. Goard)

- distributed a departmental organizational chart;
- described the function of a Content Management System, noted that other colleges are moving forward with a similar purchase; has a one-time cost of \$75,000 with an annual cost of \$25,000 (costs are estimated based on the purchases made by other colleges);
- noted the removal of the enhancement request for a Programmer Analyst – will assign tasks to existing staff, may be a request for consideration next year;
- noted that the half-time Instructional Assistant position will allow for the heavily used Mac lab to be open longer hours and maximize its use during the summer months;
- advised that \$25,000 is required for the provision of training by SCT for users on the Banner Alumni module being implemented.

Facilities and Purchasing (J. Strachan)

- clarified that the request between Facilities and Purchasing and College Services is for a shared one half-time position between the two departments;
- noted that demands on the department continue to mount so the addition of a new Assistant Operations Supervisor would redistribute the existing workload;
- work in the department will increase with facilities development.

Financial Services (J. Duncan)

- noted that the requested position will assist in the Student Accounts area three days a week and in Accounts Payable for two days a week; will ensure that there are always two staff members available to respond to inquiries;
- noted that increased student enrolment has increased the number payments at the counter and the students who choose to pay via the web often will phone to confirm receipt of payment.

Counselling (C. Peterson)

- Counselling is often the first point of contact for students both on and off-campus;
- noted that with the addition of a one half-time Student Services Assistant, the Counselling department will be able to better serve existing and prospective students; would be able to increase participation in Career fairs.

International Education (G. McNeil)

- described departmental organizational chart (to be distributed)
- noted that there are over 800 IE students at Langara and the volume of walk-in queries has increased significantly, especially in the area of Mandarin speaking students, and overall increased workload, has necessitated the request for an additional International Student Advisor;
- noted that the Advisor position should be in International Education versus Counselling in order to provide immediate front-line, face-to-face assistance to international students;
- described the functions of an International Agent Coordinator;
- L. Holmes noted that the \$250,000 set aside last year was allocated to fund an IE clerk position, IE direct expenditures, an Admissions Advisor position in the Registrar's Office and International Development activities, including the secondment of P. Sunga from Biology.

Human Rights (L. Holmes)

- a request to increase L. Sum's position by one-quarter of full-time to work on the development of College policies.

Capital (D. Douglas)

- with respect to Capital requests under \$1000 per item, it was agreed that the ceiling limit for capital should be raised from \$500 to \$1000 and therefore all capital requests under \$1000 will be moved to status quo in Operating Capital.

As requested at the last meeting, the proposed two-year Film Arts program was presented by D. Steeves and A. Drysdale (Program Coordinator). In addition, documentation that included a detailed budget and outline of program courses was distributed. It was noted that the request for operating and capital funds should be considered as a package and therefore the total enhancement request is for \$225,000.

In addition, each Council member was given an opportunity to provide a brief presentation with rationale for each enhancement request from their area.

Comments that arose from the presentations included:

- necessary software upgrades should be treated like computer hardware requests and an "Evergreen" fund should be established and included in the status quo;
- the proposed fee increases (Displav + Design, Theatre Arts, Nursing) can be

It was agreed that D. Douglas should prepare a revised list of enhancement requests to be distributed to all Council members by Thursday, February 19th. Prioritized ranking sheets should be returned to K. Jang by Monday, February 23rd at 1000 hours.

5. INFORMATION ITEMS

a. All-College Celebration

L. Holmes reminded Council members that the date of April 30th should be reserved for the annual All-College Forum which, for this year, is being called the All-College Celebration to recognize the occasion of the College's 10th anniversary. More information will follow.

There being no further discussion, the meeting was adjourned at 1150 hours.