



**Members:**

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

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

**Guest:**

Mehdi Nathoo

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**1. REVIEW OF AGENDA**

The agenda was approved with the following addition:

4a. Facilities Development - Update

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

**a. Draft Minutes of the Meeting held Tuesday, February 24, 2004**

L. Holmes noted that S. Kamerling-Roberts was preparing a simplified description of the Deferred Payment Plan procedures, as discussed at the last meeting, which will be distributed to all Council members for information.

It was moved by L. Cullen; seconded by P. Novak-Cawley

**THAT the minutes of the Langara Council meeting held on  
February 24, 2004, be approved.**

**Carried.**

**3. ACTION ITEMS**

**a. 2004/05 Budget**

L. Holmes reported that at its meeting held February 26, 2004, the College Board approved a domestic and international tuition fee increase in the amount of 8% effective May 1, 2004.

D. Douglas introduced Mehdi Nathoo (local 5491; email [mnathoo@langara.bc.ca](mailto:mnathoo@langara.bc.ca)) reporting that he will be working on budget related items. She noted that inquiries regarding adjustments for NSF conditions, should be directed to him for action.

D. Douglas distributed a document that reflected a balance budget for 2004/05 and noted two “good news” items:

- (1) That, although the funding letter has not been received to date, the Ministry has assured the College that we can expect to maintain the same funding level as this year and with no additional FTE requirements. This means that no additional tuition fee increases will need to be considered for the balance of the year; and
- (2) That the College has been able to eliminate the deficit which was inherited as a result of the separation from Vancouver Community College in 1994, as part of the separation agreement between VCC, Langara and the Ministry. Annual deficit payments were scheduled to be made for 11 years, to be matched by the Ministry, and the last payment will be made as part of the 2004/05 budget, with no further payments required on Langara’s part.

D. Douglas described the line items listed in the document as distributed, noting that a supplemental budget document will be prepared towards the end of April 2004 which will encompass the specifics in the Ministry’s funding letter yet to be received.

It was moved by D. Douglas; seconded by M. Gerson

**THAT the budget as described, be recommended to the President  
for the Operating Plan for 2004/05.**

It was noted that the balanced budget includes the funding of all enhancement requests for 2004/05. With that information, L. Holmes noted that although all enhancement requests have been approved for funding for the last two budget years, it must be recognized that there is a strict filter and review process for all enhancement requests and in fact, the approved list of enhancements had been significantly pared down from the original list of “wishes” as submitted.

L. Holmes also noted that the College is looking at establishing a process to include a review of all equipment to determine “shelf-life” which would provide for replacement of equipment based on determined lifespan: for example, microscopes in the labs being replaced every “x” years. The implementation of this process will ensure that in the future, requests for enhancements will not include items that are needed on an on-going basis.

The question was called on the motion and it was

**Carried.**

**a. Facilities Development - Update**

L. Holmes reported that the City has approved the College's proposal for facility expansion and that a Business Case Plan has been prepared and forwarded to the Ministry for their consideration. D. Douglas advised that the selection of an architect is underway with interviews of those short-listed being held Thursday, March 11, 2004. It was also noted that the City has identified that the architect should be present at any public consultation forums to be held as the process moves forward. A recommendation for approval of the selection of an architect will be presented to the College Board at its meeting on March 25, 2004.

In response to a question regarding the composition of the committee for architect selection, which includes members of the College Board Facilities Development Committee, L. Holmes, D. Douglas, J. Strachan, and D. Pepper, it was noted that the build-out will include classroom/study space and a library that will meet the projected needs of the College to 2027/28.

**Other**

N. Wickham noted that the College is holding a promotional event on Thursday, March 11, 2004 from 1100 to 1400 hours in the Main Lobby, targeting current students to encourage them to enroll in the summer term, a similar approach as taken last year.

In addition, it was noted that there will be a recruitment promotional event for Career programs in the Main Lobby on Thursday, March 18, 2004. This has been designed as a mini career fair for Career programs to promote programs for 2004 intakes, and will also include information tables for programs from other instructional areas.

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