



Members:

Linda Arnold	Wendy Low
Alan Cooper (10:15 am)	Reba Noel (absent)
Laura Cullen	Ken Pawlak
Deanna Douglas	Brian Pendleton
Penny Gallagher (absent)	David Pepper
Martin Gerson	Lynn Scarborough (absent)
Marg Heldman	Roger Semmens
Linda Holmes, Chair	Doug Soo
Jim Hooton	Gloria Swadden (absent)
Ken Jillings	Nancy Wickham (absent)
Terry Kornutiak	LSU Representative (vacant)

Guests:

Barry Coulson
Mehdi Nathoo
Jay Strachan

1. REVIEW OF AGENDA

The agenda was approved with the renumbering of item:

5b) Budget Update – 2006/07 to 2008/09

to be

4 c) Budget Recommendation for 2006/07 and Budget Estimates for 2007/08
And 2008/09.

2. REVIEW OF MINUTES AND BUSINESS ARISING

a. Draft Minutes of the Meeting held on February 7, 2006

It was moved by R. Semmens, seconded by D. Pepper

**THAT, the Minutes of the Langara Council meeting held on
February 7, 2006, be approved.**

Carried.

3. CURRICULUM ITEMS

a. Education Council Meeting held January 17, 2006

L. Cullen introduced the Summary Report of the Education Council meeting held January 17, 2006, and noted there were no items with financial implications. She noted that Langara College's Bachelor of Science in Nursing degree has been approved.

It was moved by L. Arnold, seconded by M. Gerson

THAT, the Summary Report of the Education Council meeting held January 17, 2006, be received.

Carried.

4. ACTION ITEMS

a. Canadian Forces Liaison Council (CFLC) – Request for Support

L. Holmes referenced her memo dated February 28, 2006 entitled Canadian Forces Liaison Council – Request for Support. She noted that a letter from the CFLC was sent to all institutions requesting that special consideration be given to Student-Reservists enrolled in colleges to assist them to meet their military service requirements. L. Holmes noted that her memo was also forwarded to Education Council and that J. Hooton will address that request. Langara Council was asked to consider items (e) and (f). L. Holmes noted that this request for accommodations is similar to the consideration given to the accommodations that are provided for students with disabilities and religious practices. B. Pendleton questioned the implications of items (b) and (c) regarding student absences during exams. L. Holmes noted that a "Special Considerations for Receiving Course Credit Policy" is being drafted that addresses this type of issue as per some of our past practices. A question was raised about Section 50 and 60 courses and the two weeks that would be affected. L. Holmes suggested that an orientation document should be prepared so that Student Reservists could be informed about the things that they should consider when making these types of decisions and the processes that they should follow to request accommodations.

It was moved by L. Cullen, seconded by J. Hooton

THAT, item (e) of the request and recommendation to actively and sympathetically grant Student-Reservists concessions to assist them to meet their military service requirements, be approved.

Carried.

b. Revision to Policy C3001 – Purchasing

D. Douglas noted that in the 2005 Annual Audit, KPMG identified minor changes that had to be made to clarify when Purchase Orders are/are not required. She further noted that the policy must be in place prior to year-end, in accordance with the auditor's recommendations. D. Douglas referenced her memo dated March 2, 2006 entitled Draft Policy – Purchasing attached to the agenda and noted that the changes outlined in the memo had been incorporated.

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

- In the sentence in Item 5.4, add 5.8 after 5.5 as an exception to the rule.
- Delete Items 6 and 8 from Appendix 3 – List of Delegated Authorities, and move item 7 to Appendix 4 – Technical Authorities as item 8.
- Add and related Licenses to the end of Audiovisual Software in Item 3 in Appendix 4 – Technical Authorities.
- Change Coordinator, Media and Copyright to Media Librarian in Item 3 in Appendix 4 – Technical Authorities.
- Add Memberships as Item 4 in Appendix 5 and renumber.

It was moved by D. Douglas, seconded by L. Cullen

THAT, draft Policy C3001 – Purchasing, be approved with the noted changes.

Carried.

c. Budget Recommendation for 2006/07 and Budget Estimates for 2007/08 and 2008/09

D. Douglas presented a document titled 2006/07 Budget Estimates dated March 7, 2006 (attached to these minutes) and described its contents.

The following comments were noted during discussion:

- The Ministry's funding letter is expected to be received by March 15, 2006.
- The College Board has approved a tuition fee increase of 2%, and a \$100.00 per credit fee for upper division core courses, effective May 1, 2006;
- Langara will be approximately 340 FTEs below target in 2005/06 (93% productivity);
- The freeze on capital spending for 2005/06 will be lifted;
- There will be a freeze on capital spending for 2006/07 until demand is known.

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 2006/07.

Carried.

D. Douglas presented a document titled 2007/08 and 2008/09 Budget Estimates dated March 7, 2006 (attached to these minutes) and described its contents.

During discussion, it was noted that the Student bus pass subsidy of \$14/month was only meant to be provided until the U-pass Program came into effect which should have been in the Fall 2005. Students will be put on notice that the College can only carry the bus pass subsidy for one more year at which time the subsidy will be eliminated. This savings should balance the 2007/08 budget with the exception of FTEs, which will require the continuance of the capital freeze, pending demand.

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

THAT, the Budget Estimates for 2007/08 and 2008/09 be received for information.

Carried.

5. INFORMATION ITEMS

a) Draft Strategic Plan 2006-2009

L. Holmes referenced the Draft Strategic Plan 2006-2009 attached to the agenda and identified the framework used for its development, which included looking at where the government is going, the challenges, changes, and looking to the future. She noted that the Draft Strategic Plan has been reviewed by the Executive Committee and requested that Council members provide their feedback via the Langara Council listserv and seek feedback from the areas that they represent. In response to a request, L. Holmes indicated that the document will be distributed electronically to all Administrators and Department Chairs. She indicated that approval for the plan would be sought at the next meeting.

ACTION: L. Holmes

There being no further discussion, the meeting was adjourned at 1055 hours.