



**Members:**

Antonella Alves  
Linda Arnold  
Laura Cullen  
Deanna Douglas  
Martin Gerson  
Jim Goard  
Ali Hassam (absent)  
Linda Holmes, Chair  
Jim Hooton  
Ken Jillings  
Terry Kornutiak

Gerda Krause  
Wendy Low  
Cheryl McKeeman (for Lynn Carter)  
Kevin Paul  
Ken Pawlak (absent)  
Brian Pendleton  
Roger Semmens (absent)  
Doug Soo  
Nancy Wickham  
LSU Representative (vacant)

**Visitors:**

Gloria Swadden, Administrative Coordinator, Deans Office

**1. REVIEW OF AGENDA**

The agenda was approved with the following additions:

- 5. Information Items**  
d) Mini-Calendar  
e) Employee Lounge

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

- a) **Draft Minutes of the Meeting held on September 11, 2007**

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

**THAT, the minutes of the Langara Council meeting held on  
September 11, 2007 be approved.**

**Carried.**

**3. CURRICULUM ITEMS**

- a) **Education Council Meeting held September 18, 2007**

L. Cullen introduced the Summary Report of the Education Council meeting held September 18, 2007, noting that new English courses have been added to encourage students to remain at Langara College and to try to draw new students to the college.

She further noted that a motion was passed at Education Council to establish a Research Ethics Committee and she identified that the members are listed in the Summary Report attached to the agenda.

L. Cullen noted that the report contained no items with financial implications.

It was moved by L. Cullen; seconded by L. Arnold

**THAT, the Summary Report for the Education Council meeting held September 18, 2007 be received.**

**Carried.**

#### **4. INFORMATION ITEMS**

##### **a) Canadian GHG – Gold Champion Level Reporter**

L. Holmes noted that Langara College has again been recognized as a Gold Champion Level Reporter by the Canadian GHG Challenge Registry. She noted that this is the highest level of achievement and acknowledges the College's effort and dedication towards the reduction of greenhouse gas emissions in Canada. The Canadian GHG Challenge Registry is Canada's only voluntary, publicly accessible national registry of greenhouse gas baselines, targets, and reductions whose primary objective is to challenge companies to demonstrate meaningful actions that contribute towards the reduction of Canada's GHG emissions.

Kudos went to Deanna Douglas, Jay Strachan, and the Facilities Department (including contractors) for their ongoing support and commitment to the College's Energy Management program.

##### **b) Budget 2008-2009**

D. Douglas reminded members that November 2<sup>nd</sup> is the deadline to have all budget documents submitted to Finance.

She provided a brief overview of the 2008-2009 Budget noting that the budget year is starting with a shortage of approximately \$1.5M which is mainly due to one-time funding of \$1.1M that will not be received for next year and a pension increase of \$0.4M. A question arose regarding mandatory fees and unavoidable expenses. D. Douglas replied that mandatory fees and/or unavoidable expenses should be put in Status Quo and be so noted. She stressed that these should not go into enhancements.

D. Douglas distributed a copy of the 5-year capital plan entitled "Operating Capital Plan – 2007/08 to 2010/11" (a copy is attached to these minutes) and indicated that some departments have not provided requests for the full five years and should be reminded that this is required. Questions were raised relative to changes to the current plan. All changes to the plan need to be noted in budget input documents.

D. Douglas noted that there will be a 2007-2008 budget review at the November meeting of the Administration and Finance Committee of the College Board.

**c) Department Name Change - Physics**

M. Gerson noted that there will be a gradual name change of the Physics Department to become the "Department of Physics and Astronomy."

**d) Mini-Calendar**

L. Holmes introduced this topic by indicating that she had a discussion with L. Cullen about this issue and that they agree on what she was about to present. L. Holmes thanked L. Cullen for completing a most thorough analysis of the mini-calendar identifying areas where the wording could be improved and areas that need to be looked at because they have been repeated "as is" over several years. L. Holmes indicated that L. Cullen recently distributed a letter that identified a fair number of issues and questions about the 2007-2008 mini-calendar. She noted that L. Cullen's analysis was based on a view that the mini-calendar was an official document representing programs and courses of the college. L. Holmes noted that N. Wickham provided a response to the document from the perspective that it is a marketing tool for the college.

L. Holmes had asked M. Gerson and L. Arnold to evaluate the mini-calendar documentation from L. Cullen and N. Wickham and they determined that if the view is taken that the mini-calendar is an official document, then L. Cullen's analysis is correct. If the view is taken that the mini-calendar is a marketing tool, then N. Wickham's analysis is correct.

L. Holmes then noted that the Deans and Division Chairs had asked J. Hooton to forward a draft College Calendar policy to Education Council in the Spring of 2007 and in that policy the on-line calendar is identified as the sole official document regarding college programs and courses.

L. Holmes identified for members that the mini-calendar is a marketing tool only and she commented that the mini-calendar had been proofread annually by numerous people including Deans and Division Chairs, some who were replacing others during their holiday period. It is clear that no matter what amount of time is provided to do proof reading that it needs to be done in a very careful manner to ensure that information is correct (i.e. Geology as a course being misplaced in Molecular Biology for several years in a row).

L. Cullen indicated that she agreed with L. Holmes that the mini-calendar is a marketing tool and in response to a question about whether the content of this mini-calendar has devastating errors, L. Cullen agreed to support L. Holmes' decision not to withdraw the mini-calendar from circulation.

**e) Employee Lounge**

B. Pendleton commented that though he understands that the employee lounge is a work in progress, the state of it is quite embarrassing. He noted that there are old pop machines and signage in the area where the server used to be and that the atmosphere is quite unappealing. He asked when the employee lounge was going to be renovated and is it possible to remove the items being stored there. D. Douglas noted that the lounge will be completed by mid-December. She noted that she will discuss with W. Lannard about

removing the pop machines and signs, and any concerns about cleanliness should be directed to D. Martin. She noted that concerns that were identified in the recent Catering Committee meeting have been forwarded to Chartwells.

**Other**

L. Holmes advised members that the posting for the four Division Chair positions was inadvertently missed relative to the terms of the Collective Agreement and will be forthcoming. She noted that she will talk to the LFA to identify timing that would be fair for submission of applications.

There being no further discussion, the meeting was adjourned at 1017 hours.