



**Members:**

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

Gerda Krause  
Wendy Low  
Grace Makarewicz  
Kevin Paul  
Ken Pawlak  
Brian Pendleton  
Roger Semmens  
Doug Soo  
Chris Vincent  
Arran Walshe (absent)  
Nancy Wickham

**Visitors:**

Barry Coulson  
Gloria Swadden

In the absence of L. Holmes, M. Gerson chaired the meeting.

**1. REVIEW OF AGENDA**

It was moved by L. Cullen, seconded by K. Paul  
**THAT, the agenda be approved as circulated.**

**Carried.**

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

**a) Draft Minutes of the Meeting held on February 19, 2008**

It was moved by J. Hooton, seconded by G. Krause  
**THAT, the minutes of the Langara Council meeting held on February 19, 2008  
be approved.**

**Carried.**

**3. ACTION ITEMS**

D. Douglas noted that, after a discussion she had with K. Paul regarding the motion approved at the February 12, 2008 meeting to increase Domestic Application Fees, they felt that it would be in the best interest of the college to rescind the 80¢ increase and have the fee remain at \$40.00.

It was moved by D. Douglas, seconded by L. Cullen  
**THAT, the Domestic Application Fee increase, approved at Langara Council  
on February 12, 2008, be rescinded.**

**Carried.**

**a) Budget Recommendation for 2008/09**

D. Douglas noted that the Ministry funding letter has not arrived in time to finalize the budget. She noted that the recommended interim budget is based on the following assumptions:

Assumption #1 – No one-time funding will be received prior to March 31, 2008, which could be used, as in 2007-08, to balance the budget.

Assumption #2 – We will not receive less grant funding than that indicated for 2008-09 in the 2007-08 funding letter. This is based on the fact that our growth funding for 2008-09 is attributed to Nursing. We are optimistic that we will retain this funding in spite of not having achieved our Nursing target for 2007-08. Our estimate for overall FTE is 91-92% of target.

Assumption #3 – We will not receive funding for the increased cost of pension (approximately \$440,000).

D. Douglas noted that at the February 12, 2008 Langara Council meeting, the budget shortfall was \$1.4M.

**Ongoing Reductions:**

- Increase of 2% in Material and International Application Fees of approximately \$13,600.
- The 2007-08 budget for Continuing Studies operations is approximately \$475,000 with previous years being somewhat higher. Previous operating results were reviewed by CS and it was determined that this cost could be decreased to \$275,000 without exposing the college to the risk of not achieving the additional contribution.

These increases in revenue would bring the budget shortfall to approximately \$1.2M.

**One-time Reductions:**

To offset this shortfall, reductions were described as follows:

- Lapse time on unfilled positions of approximately \$256,000. D. Douglas noted that this is not a “freeze” but an estimate on timing relative to filling a number of vacant positions.
- Freeze capital budget, approximately \$608,200.
- Reduce unallocated sections of approximately \$366,700. The reduction in unallocated sections would leave approximately 49 unallocated sections to meet demand during the 2008-09 fiscal year. The total number of sections in the budget would be 2,890 compared to 2,804 used in 2007-08, an increase of 86 sections. This number of sections should be sufficient to meet 95% of our 2008-09 target. If we achieve 92% this year, we would need to improve production by approximately 370 FTE. There is potential for up to 580 FTE if most sections filled.

Additional sections could be considered if demand increases.

It was further noted that the budget would be revisited once the funding letter from the Ministry is received.

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

**THAT, the budget as described, be recommended to the President  
for the Operating Plan for 2008/09.**

**Carried.**

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

L. Carter questioned what the timeline was for seeking employee and student input regarding adjusting the Academic Calendar to accommodate the 2010 Olympics. M. Gerson noted that he would find out the timeline and let members know.

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