



**Members:**

Antonella Alves  
Linda Arnold  
Lynn Carter  
Laura Cullen  
Deanna Douglas  
Jesse Embree (absent)  
Martin Gerson (absent)  
Jim Goard (for Michael Marriott)  
Marg Heldman  
Ian Humphreys  
Ken Jillings  
Terry Kornutiak (absent)

Wendy Low  
Anne MacMillan  
Grace Makarewicz (absent)  
Gordon McNeil (absent)  
Kevin Paul  
Ken Pawlak  
Brian Pendleton  
Joanne Rajotte  
David Ross, Chair  
Roger Semmens  
Doug Soo  
Chris Vincent

**Guests:**

Chris Arnold-Forster  
Mel Fearman

Barry Coulson  
Jay Strachan

**1. REVIEW OF AGENDA**

The agenda was approved with the following addition:

5. Information Items
  - d) Strategic Planning Process

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

**a) Draft Minutes of the Meeting held on February 24, 2009**

The minutes were approved as circulated.

Discussion ensued regarding the communication of College activities to the College community during the 2010 Olympics. L. Arnold noted that she has conferred with the Division Chairs and a set of guidelines is in the process of being developed and should be available to the College community by the end of April 2009.

**3. CURRICULUM ITEMS**

**a) Education Council Meeting held February 17, 2009**

L. Cullen introduced the minutes from the Education Council meeting held February 17, 2009 and noted:

- New credentials in the newly created Health Sciences program were designed to allow students

to transfer smoothly to the 3<sup>rd</sup> year of SFU's recently established Faculty of Health Sciences programs.

- Fine Arts has developed a new Public Art Studio Practice program to address the interest of a large number of student and professional artists who would like to learn about the design, fabrication and installation of art that is intended for public locations.
- Global English admission requirement changes which correspond to recent changes made in English proficiency standards for LET, LPI and English 12.
- Changes in all concentrations of the Arts and Science Diploma will update the list of courses that meet the requirements of the diploma by removing restrictive definitions, and will allow many students who have a variety of Arts or Science courses not previously specified in the course list to now be recognized with a credential.
- Revisions to Policy F1004 – Academic Conduct were approved by Education Council.
- The start date of the Fall 2009 semester has been changed from September 1 to September 8 to bring us in line with all other institutions in the Lower Mainland. This change will require the last day of classes to be moved to December 4.

There are no items with financial implications.

The Summary Report for the Education Council meeting held February 17, 2009 was received for information.

#### 4. FOR APPROVAL

##### a) Policy C1002 – Signing Authority

D. Douglas highlighted Policy C1002 – Signing Authority which included the recommended changes made at the Langara Council meeting held February 24, 2009. Discussion ensued and the following additional changes were recommended:

- 5.10 – move to become 5.8.
- 5.12 – change sentence to read “Budget reallocations must be approved in writing by the Executive Budget Officer and the Budget Officers responsible for the organizations involved”.
- Appendix 2, Roles and Responsibilities of Budget Officers, last sentence – change sentence to read: “Budget Officers may not further delegate signing authority without written approval from a Senior Budget Officer.”

It was moved by D. Douglas, seconded by K. Paul

**THAT, Policy C1002 – Signing Authority be approved with the recommended changes.**

Carried.

#### 5. FOR INFORMATION

##### a) 2009/2010 Budget

B. Coulson highlighted the Budget Summary attached to the agenda and noted the following corrections:

- International Education Fee Increase should be 9.41%
- Miscellaneous Adjustments should be (128,600)
- Total as at March 5, 2009 should be (1,152,802)

D. Douglas noted that funding information has not been received from the Ministry to finalize the budget and is therefore seeking approval that an interim budget be recommended to the President for the Operating Plan for 2009/10.

D. Douglas noted that at the February 24, 2009 Langara Council meeting, the budget shortfall was approximately \$1.1M.

### **Student Bursaries**

With the decrease in interest rates and therefore endowed awards, and the current state of the economy providing fewer employment opportunities, the following was noted:

- \$50,000 will be added to the \$1.1M budget shortfall for student bursaries on an annual basis over the next two years to keep bursaries at their current level, which will bring budget shortfall to approximately \$1.2M.
- Chartwells has advised that their 2009-10 contribution is to go directly to student bursaries.
- The additional funds from the Langara Students' Union contribution to U-Pass operations that are not required at fiscal year-end will go to student bursaries.

### **Continuing Studies:**

- Continuing Studies reviewed their 2008/09 operating results and can provide approximately \$200,000 to help reduce the budget shortfall.

### **One-time Reductions:**

To offset the \$1.2M shortfall, one-time reductions were described as follows:

- Vacant positions and calculated lapse time equate to approximately \$140,000.
- Freeze operating capital until information becomes available regarding funding. This will provide approximately \$300,000.
- Freeze section growth at last year's section level until it is known if section growth is viable. It was noted that this is not a cut to sections from last year, but a freeze on section growth for next year. This will provide approximately \$520,000.

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

**THAT, the interim budget as described, be recommended to the President for the Operating Plan for 2009/10.**

**Carried.**

### **b) Emergency Response Initiative**

Mel Fearman distributed a summary update to Langara's emergency planning process (a copy is attached to these minutes). He noted that the process has three phases and that the purpose of this update was to report on subsequent progress on Phases II and III. An Emergency Response Advisory Group (EPAG) has been established and training will commence for Emergency Operations Centre and Emergency Response Team personnel. EPAG members were listed in the summary report and Langara Council members were encouraged to contact them with any questions or concerns. He also indicated that a physical security and access control audit formed part of the Phase I risk assessment and recommendations with regard to that will commence mid-April. Changes in how the college is secured and how security staff is deployed to respond to an emergency should be anticipated. An upgrade of alarm systems is ongoing and there will be a transition period from the existing system to the new system. Revised security routines will be in place in preparation for the Canada Line becoming operational. The emergency planning process

is modelled after the BC Emergency Response Management System (BCERMS) which is widely used by other institutions, municipalities, and police/fire/emergency departments. Training of Emergency Response Team personnel is ongoing and will be done in phases. Communication methodologies, based on availability of technology, are being investigated to address specific plan concepts and will eventually be part of the emergency plan.

**c) Langara Core Principles**

D. Ross thanked members who submitted core principles noting how the input ties with the Strategic Planning Process. W. Low distributed a list of additional core principles from the Nursing department that were not included with the agenda (a copy is attached to these minutes).

**d) Strategic Planning Process Update**

D. Ross provided an update on the Strategic Planning Process noting that the Board held its Retreat on February 27<sup>th</sup> and 28<sup>th</sup>. The participants were very engaged and there was a lot of lively and productive discussion. The Board's perspective on the elements of the strategic plan is very similar to views put forth by respondents to the employee survey. A draft plan is expected to be completed in late March and at that time feedback will be sought from all members of the College community.

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

Update to Langara Council Meeting held September 23, 2009 regarding Langara College, Emergency Planning Process, Three Phases.

**September 23, 2008**

- Intrepid reviewed phase one and all risk assessment

Update on phase II and III:

-Emergency Planning Advisory Group formed (EPAG)(see roster below)

-two training module scheduled for two groups of approx. 45 each:

1. Emergency Operations Centre (EOC)
2. Emergency Response Team (ERT)

-physical access audit also by Intrepid to begin implementation in April

**October 31, 2008**

- Update on Threat Assessment training; two day workshop, March 2 & 3, 2009

-other security measures in progress

-upgrade to alarm system

-RFP pending for software platform to integrate all security systems

**EPAG Roster:**

Linda Arnold

Chris-Arnold Forster

Deanna Douglas

Mel Fearman

Martin Gerson

Ken Jillings

Michael Marriott

Kevin Paul

Doug Soo

Jay Strachan

Ian Humphreys

Scott Raesler Intrepid Risk Group

Jim Wishlove Intrepid Risk Group

## Langara Council Meeting (March 10, 2009)

### Nursing

The following core principles were missed in the agenda:

- International education
- Sufficient budgets to manage and maintain department programs
- All Department decisions need to be supported by process, rationale and professional standards.
- Quality student learning environment and resources
- Academic programs and courses
- Development of standards for instruction
- Consistent application of standards for instruction
- Infrastructure to support scholarly activities
- Quality work environment