



# LANGARA COLLEGE

## MINUTES Langara Council Meeting held on Tuesday, December 5, 2006 Room B201 at 0934 hours

### Members:

Antonella Alves  
Linda Arnold  
Alan Cooper  
Laura Cullen  
Deanna Douglas  
Martin Gerson  
Jim Goard  
Marg Heldman  
Linda Holmes, Chair  
Jim Hooton  
Ken Jillings

Terry Kornutiak  
Wendy Low  
Kevin Paul  
Ken Pawlak  
Brian Pendleton  
David Pepper  
Lynn Scarborough (absent)  
Roger Semmens  
Doug Soo  
Nancy Wickham  
LSU representative

### Guests:

Barry Coulson  
Mehdi Nathoo  
Gloria Swadden

### 1. REVIEW OF AGENDA

The agenda was approved as circulated.

### 2. REVIEW OF MINUTES AND BUSINESS ARISING

#### a) Draft Minutes of the Meeting held on November 21, 2006

It was moved by K. Pawlak, seconded by D. Pepper

**THAT, the Minutes of the Langara Council meeting held on November 21, 2006, be approved.**

**Carried.**

### 3. CURRICULUM ITEMS

#### a) Education Council Meeting held November 14, 2006

L. Cullen introduced the Summary Report of the Education Council meeting held November 14, 2006, and noted that several new course proposals were approved that will broaden the range of courses being offered. While some will start in spring 2007, the majority will start September 2007.

It was noted that the College and Career Access Program (CCAP) had been previously suspended due to lack of enrolment and that Education Council has subsequently approved its formal discontinuation. The Recreation program restructured the three diploma programs into one in order to reposition the diploma program in anticipation of the Bachelor

of Recreation Management degree. Prerequisites were changed in a variety of program courses to facilitate students' ability to register for courses. L. Cullen noted there were no items with financial implications.

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

**THAT, the summary report of the Education Council meeting held  
November 14, 2006, be received.**

**Carried.**

#### **4. ACTION ITEMS**

##### **a) 2007-08 Budget – Draft 2**

D. Douglas distributed a document titled “Langara Council Draft 2 2007-08 Budget, December 5, 2006” noting that at the meeting held November 21, 2006 a budget document was distributed identifying a shortfall of \$1.5M. She noted an increase in shortfall to \$1.6M as a result of a position reclassification provision.

##### **Enhancement List**

D. Douglas made reference to the enhancement list that was attached to the agenda and noted that items as identified at the meeting held November 21, 2006 had been removed. Members reviewed the list, discussion took place and the following points were noted:

- K. Pawlak distributed a document titled “Enhancement Request – Film Arts Program – 2007-08 budget year” and recommended that Langara Council approve its addition to the enhancement list. The enhancement is for a half-time position for an Instructional Assistant in Film Arts (CUPE position) at entry level, estimated at \$18,500 plus benefits. He noted that the position is required due to the technical needs of the department which are beyond the scope of IMS and ICS. It was agreed that this item be added to the enhancement list.
- D. Douglas noted that the IMS A/V Technician for Library, Media & Bookstore Services be consolidated with the 10 enhanced classrooms in IMS Capital as they are relative to each other. She noted that this will be updated on the enhancement list.
- B. Pendleton noted that Psychology currently has one full-time and one .25 time Instructional Assistant. The Psychology Lab is required to be open 7 hours a day (M-F) on average. Instructional Assistants are required to divide their time between assisting Instructors in class and assisting students in the lab resulting in the lab presently being open for only 4.35 hours per day on average. The addition of a .75 time Instructional Assistant would help to cover the lab being open an average of 7 hours per day which would provide more effective technical assistance for student research projects, increase the security around the lab area, and increase student retention.
- M. Gerson noted that the Library and Information Technology department currently has a half-time Instructional Assistant. Due to the continued growth in the number of students entering the three program options, the department would like to go to a full-time assistant. The enhancement list notes a .55 time assistant but it should be a .50 time assistant.
- J. Hooton noted that the enhancements requested for the Student Employment Centre will be an extension of what is currently being done. Langara College is one of few colleges across the province that does not have employment services and it will be an excellent student retention strategy. A. Cooper advised that the LFA may be identifying what is done in the proposed centre as faculty work - with implications regarding the proposed

budget, and L. Holmes responded that the jurisdictional matter should be discussed at the Joint Labour Management Committee.

- The Recruitment and Retention enhancement request from the Deans of Instruction would be used to support recruitment and retention activities and initiatives that will be primarily department, program, and division based. This fund would be managed jointly by the two Deans of Instruction and the Dean of Student Support Services. Instructional or support departments or programs would apply for financial support for specific Recruitment and Retention activities that they are planning to undertake in support of the College's strategic plan.
- Institutional Research has requested a half-time junior Research Analyst due to the increased workload as a result of the reporting requirements from the Ministry.
- A question was raised as to whether or not the College had considered contracting the Events Coordinator position. L. Holmes responded that there are too many events and the coordinator would need to be directly involved with individual people and departments. Events need to run smoothly, timely and in a professional manner. She noted that it would be too costly to contract this service.
- N. Wickham highlighted the request for enhancements in the Communications Department. She noted that the three bundles identified were labelled according to the "super user areas". This does not mean that the enhancement is specific to these areas but will be used wherever the need is greatest. D. Douglas noted that the backup information that was distributed with the enhancement list at the November 21, 2006 meeting does not identify each bundle as it is identified on the enhancement list and recommended members read the package before voting.
- A question was raised on how the Events Coordinator, Retention and Recruitment, and Communications funding will work together. L. Holmes noted that Strategic Enrolment Management (SEM) is the crux of the Strategic Plan and a committee should take a look at all of these pieces, including the Student Employment Centre, and decide the overall management and allocation of the funds. She noted that Executive is this committee and that they will take a look at the enhancement requests as they relate to Strategic Enrolment Management and decide which should be combined under "SEM" on the revised enhancement list to be distributed sometime in January 2007. The committee would also decide where the funds are to be allocated. She noted that it may be necessary to review the revised enhancement list at the January 9, 2007 Langara Council meeting before distributing it for voting.

**ACTION: Executive Committee**

### Operating Capital

D. Douglas noted that at the meeting held on November 21, 2006 a document was distributed titled "Operating Capital Plan". Members were asked to look at the list to see if there were any items that could be shifted from the 07-08 column to other columns. She noted that she received several offers to shift items totalling approximately \$61,000. J. Goard noted that he could shift \$181,000. L. Holmes noted that other departments needed to offer to shift some of their items as there was still a shortfall of about \$300,000.

**5. INFORMATION ITEMS**

Nil.

There being no further discussion, the meeting was adjourned at 1047 hours.