

1. **CALL TO ORDER:** The meeting was called to order at 6:03 pm.
Present: A. Kitching (Chair), C. Gibson, B. Kendall, J. O'Connor, A. Peacock, I. Reygadas, M. Russell, A. Taylor. H. Taylor*
Ex-officio: S. Meshwork, S. Witter
Administration: J. Lindsay, B. Jensen, K. Maynes, M. Exmann, H. Postma, B. Barber, C. Worsley, M. Murray
Other: R. Cousineau (BCGEU); S. Briggs (DCFA)
Guests: Y. Irani, K. Tenove
Regrets: D. Miles, K. McKitrick
* attended portion of meeting
** for reporting purposes the minutes have been returned to agenda order
2. **APPROVAL OF AGENDA:** The agenda was approved as distributed.
3. **APPROVAL OF MINUTES:** Under Item 6.4.1 Presentation on Phase II Construction, David Lam Campus, two sentences were added, one as the last sentence on page 3, "When asked what he thought the LEED rating would be on Phase II, D. Roberts indicated that the new building would achieve 26 points on the LEED certificate system." The other was added as the second sentence of the second paragraph. "In response to a question on energy performance of the new building relative to the existing building, it was indicated that a federal Commercial Building Incentive Program (CBIP) grant is being applied for." The minutes of March 16, 2006 were approved as amended.
4. **BUSINESS ARISING FROM THE MINUTES:** There was no business arising from the minutes.
5. **INFORMATION/COMMUNICATIONS:**
 - 5.1 DSU: There was no report.
 - 5.2 BCGEU: It was reported that the biggest concern of the membership is the ongoing negotiations. Local table bargaining has been completed, and the hope is that the common template bargaining will resume shortly.
 - 5.3 DCFA: The DCFA has had a 55% response to the bargaining survey that was distributed to its members. Items that were high on the list included a salary increase, educational leave funding, professional development funding, paid sick days for contract faculty, academic freedom, early retirement incentives, inflationary adjustments and indexed pensions. Mandatory retirement is an issue the faculty will continue to make representations to change.

Arbitration has been requested regarding the Associate Dean position. The DCFA Annual General Meeting was held on March 15. A representative from the Pension Group gave a convincing talk about pensions. In talking about the

approval of the new Bachelor of Therapeutic Recreation Degree during the AGM, an instructor pointed out that there are problems in attracting candidates for this new degree program. It was emphasized that as we go forward the College will face more and more of these types of recruitment issues in many areas.

6. **REPORTS:**

6.1 Board Chair:

.1 Chair's Report: With the several recommendations that were to be voted on by the Board this evening, the Chair thought it timely to ensure that everyone understood how voting and abstentions are handled at College Board Meetings. The Board follows the College and Institute Act which states that, "The affirmative votes of the majority present at a meeting at which a quorum is present are sufficient to pass a resolution of the Board." Robert's Rules of Order state that, "Although it is the duty of every member who has an opinion on a question to express it by his vote, he can abstain, since he cannot be compelled to vote." Robert's Rules further states that an abstention is not counted. The outcome is based on those "present and voting". The Board Bylaws state that the "Chair has the same voting rights as any other member." The Chair normally protects her impartial position by exercising her voting right only when her vote would affect the outcome.

A. Kitching reported that yesterday S. Witter, H. Postma and she attended the City of Coquitlam Community Dialogue Table. This is an initiative of Mayor Maxine Wilson who is concerned about the lack of community strength and community support. Mayor Wilson's goals were applauded as she is trying to put democracy into the hands of the people. The initial meeting had 10 people in attendance and at the next meeting the group will be expanded. Anyone interested should contact Susan Witter, Hazel Postma or Ann Kitching.

A number of thank you letters from students who received awards have been received and were circulated for Board members to read. A. Kitching attended the I Care Spring Dinner and emphasized how important this literacy program is for those who take it and for the College. She circulated "Writing For Our Future" a collection of student writing from the program. The exhibition of paintings in the Amelia Douglas Gallery was highlighted as Board Member Adrienne Peacock is one of the exhibitors.

This was the last Board meeting for Ivan Reygadas. He was recognized for his time as a Board member and wished all the best in his future endeavours.

.2 Report from Governance and Disclosure Committee:

.1 Recommendation on Revisions to Board By-Laws: The following By-laws were included in last month's Board package for discussion and feedback. No

further feedback was received and the By-Laws are now being presented for approval this month.

It was moved:

THAT the College Board approve the revisions to Board By-Law 83-1(A1) College Board, Officers, Insurance and Indemnification. A. Peacock/Carried

THAT THE College Board approve the revisions to Board By-Law 83-2(A1) Meetings of the College Board. C. Gibson/Carried

THAT the College Board approve the revisions to Board By-Law 83-4(A1) Powers, Duties and Benefits to the President. A. Taylor/Carried

THAT the College Board approve the revisions to Board By-Law 83-6(A1) Reimbursement of Expenses Incurred by Board Members. A. Taylor/Carried

THAT the College Board approve the revisions to Board By-Law 83-7(A1) Honoraria. A. Peacock/Carried

THAT the College Board approve the revisions to Board By-Law 83-8(A1) Amendment of By-Laws. J. O'Connor/Carried

.3 Student Elections to the College Board: The two recently elected student representatives to the Douglas College Board are Alan Jen Hao Yang and Nav Dardi. Their terms of office commence on September 1, 2006 for one year.

.4 Nominating Committee: Election of Board Officers: The Policy on Board Operations outlines the procedures for electing a Board Chair and Vice Chair. A Nominating Committee (designated by the Chair) of one Board member is struck in April. Cathie Gibson has kindly consented to be the Nominating Committee and she will be in touch with members during this month to find out what their wishes are. The Board will be notified of potential candidates at the May meeting and voting takes place in June.

.5 College Board Meeting Schedule: July 2006 – June 2007: A meeting schedule was included in the Board package for review.

It was moved:

THAT the College Board approve the College Board Meeting Schedule for 2006/2007 dated April 12, 2006. B. Kendall/Carried

.6 April 11 Letter to Board of TransLink on LRT Stop at David Lam Campus: A letter sent to the Members of the TransLink Board was included in the Board package. It emphasized the importance of having the LRT last stop at David Lam Campus. A. Kitching urged everyone to continue advocating for the station

to be at the Campus. Since approximately 7,000 students will be taking courses at Coquitlam, it was suggested that the DSU write a similar letter and send it to TransLink.

6.2 Education Council:

.1 Chair's Report: A written report was included in the package. S. Meshwork was asked if the survey results from former Douglas students on various aspects of their experience at the College mentioned in her report will be available. Board members who would like to see this report should let the Board Secretary know.

.2 Formal Advice on 2006/07 Douglas College Budget: There was discussion on the formal advice that Education Council sent the College Board on the 2006/07 Budget, particularly related to the Commerce and Business Administration faculty support of an increase to the advertising budget. It was explained that direct comparisons with other institutions can be deceptive as advertising budgets are based on the size of the institution; sometimes individual departments hold budgets for advertising dollars; and others are more centralized. S. Meshwork explained that as part of the consultation process on the Budget, Education Council has a formal process that they advise the Board on certain issues.

.3 Board Member Liaison Report: There was no report.

6.3 President:

.1 President's Report: A written report was included in the package. S. Witter highlighted the importance of the Post-Secondary System Review – Campus 20/20. People are pleased this is happening before more political decisions are made by the government. The Board will be kept informed on the status of this review.

.2 Special Funding Announcement on new Autism Specialty Program: The College will receive from the Ministry of Children and Family Development a significant amount of money to develop a new program in autism. Funding for bursaries and scholarships will also be provided. J. Lindsay gave further background on the program which will train students to work with people with autism. The government came to Douglas to ask if we would develop a citation program to train teacher assistants. This is an addition to an existing program, the two-year Classroom and Community Support Program. It is also a recognition of the experience of our Home Support Services Programs and an acknowledgement that the faculty are highly skilled. In conjunction with the citation program the College will mount a Continuing Education course to give more training to parents and family members working with autistic children.

6.4 Staff:

.1 Annual Review of Multi-Year Plan for Implementation of New FTE: Documentation was included in the package. J. Lindsay indicated that this was an opportunity to update the Board on where the College is heading with all the program development. It is a rolling plan with many factors, particularly the government itself, whose decisions can impact the College at any time. The Academic Plan was approved a couple of years ago and this is an update of the programs in the implementation, development and concept phases. It is a reflection of our efforts to make the College much more comprehensive in its offerings. In response to comments in the report about expanding the range of credential options across all Faculties, it was felt that if there are pathways that allow students to go through to a degree it makes it much easier to retain students.

7. BOARD COMMITTEES:**7.1 Finance Committee:**

.1 Ministry Budget Letter 2006/2007: K. Maynes indicated that the March 9, 2006 Budget 2006/2007 letter from the Ministry was what the College expected. We received 331 new FTE (full time equivalent) students, planning amounts for the next two years, and we were cautioned that the new FTE numbers for 2007/08 and 2008/09 are not firm. There may be some reallocations to the planned new FTE numbers based on continued monitoring of enrolment trends. The dollar amounts were as expected.

It was explained that under the item on Capital Funding, the Annual Capital Allowance (ACA) amount is formula based on items such as the number of campuses, their size, their age, etc. That amount decreased over last year by \$399,276. The College did receive additional funding last year, but the Treasury Board did not approve additional funding for this year. It was considered a good news budget letter. Questions and discussion ensued including how the cost of negotiated agreement changes get fed into the funding base; the issue of benchmarks and how they are set; and where Douglas is in relation to other institutions on the Accountability Framework.

.2 Recommendation on Amendment By-Law 83-5 (A18) "Fees & Charges for Instruction": The By-Law to amend "Fees and Charges for Instruction" was brought to the Board last month to give the required notice for a By-Law amendment. In compliance with government direction this By-Law reflects a 2% increase to the tuition fee structure. It is brought forward for approval this month.

It was moved:

THAT the College Board approve Amendment By-Law No 83-5(A18) “Fees and Charges for Instruction”. J. O’Connor

There was a question regarding the Lab fee for all 3 credit Mathematics courses which receive a dollar value equal to 1 semester credit, and whether this is FTE that is being counted. The Math Lab does not work out as countable. The new Ministry manual is very clear on what we can and cannot count.

The question was called on the main motion. Carried

It was moved:

THAT the College Board approve an allocation of a maximum of \$30,000 from the \$500,000 for student aid in 2006/07 toward ABESAP funding to assist students impacted by tuition in DVST 300/400 Levels. J. O’Connor

It was explained that this provision is made each year. To date we have not had to use it as the Government funding for this purpose has been adequate to meet the need.

The question was called on the main motion. Carried

.3 Recommendation on 2006/2007 Operating Budget:

It was moved:

THAT the College Board approve the 2006/07 Operating Budget for \$74,976,300. J. O’Connor

The note on the front page of the memorandum relates to an earlier question on expenditure increases from collective agreements negotiated during the year. When these are known they will be reflected in an updated budget document.

The question was called on the main motion. Carried

.4 Recommendation on 2006/07 Operating Capital Budget:

It was moved:

THAT the College Board approve an appropriation of \$474,000 from the Ancillary Fund revenues earned in 2005/06 and prior to be used for purchase of the following:

- **Ancillary Areas FF & E - \$40,600**
- **Ancillary Areas Educational Technology - \$58,400**
- **General Operating Capital - \$375,000**

J. O’Connor

This was considered an excellent Operating Capital Budget. The process was good with a lot of consultation and input from throughout the College, Almost all of the requests have been funded. The total budget is \$2.3 million compared to \$1.9 million last year. As soon as this budget is approved Purchase Orders will be sent out. It was noted that the profits in the Ancillary Fund are earned in one year and spent in the following years. Approval of the spending or appropriation by the Board is normally done through approval of the Financial Statements in June of each year when final profit figures are known. The College brings forward, by this motion, pre-approval of some of the ancillary spending to fund this Operating Capital Budget.

The question was called on the main motion.

Carried

It was moved:

THAT the College Board approve the 2006/07 Operating Capital Budget in the amount of \$2,344,000.

J. O'Connor/Carried

.5 DSU Compliance with Section 21 of the College & Institute Act: At its April 18 meeting the Finance Committee discussed the Statement of Claim from the Douglas Students' Union (DSU) and the Statement of Defence filed by the College lawyer. These documents were pre-circulated on April 19 to Board members who had not yet received them. They are now public documents.

.6 Facilities Update: K. Maynes reported that there is now a huge hole with large dirt piles on site. The mechanical trades have started connecting from the main building, the cement is being poured and the foundation is underway. By the end of May we will be able to determine what the construction completion schedule is and whether we will be able to move it up to get in for September 2007. It was explained that contingencies are built into the budget as part of the Ministry model that is formula based, and this is included in the Business Case.

.7 Planned Activities: The Committee plans to bring forward the Audited Financial Statements and continues to monitor the DSU as it pertains to finances. The Board Chair thanked the Finance Committee members for all their efforts with the extra work that has been sent to them.

7.2 Human Resources Committee: There was no report.

.1 Planned Activities: The date of the next meeting has not yet been confirmed.

8. ANNOUNCEMENTS AND GENERAL INFORMATION: There were no further requests for information on this item.

9. **BOARD MEMBERS:**

Andrew Taylor announced he was on a four month sabbatical and would be travelling a lot less.

Cathie Gibson, Diana Miles, June O'Connor and Ivan Reygadas attended the Annual Athletic Banquet. It was a huge success. There were comments on how much effort the athletes put in to what they do.

Ben Kendall attended the Graduation and Closing Ceremonies for the ESL Immersion Program for Saitama University, a new public institution from Japan that the College has an agreement with. The Saitama group (students from the Faculty of Education who plan to become English teachers) were delighted with the way the 3-week program turned out and because of this there may be more students coming through this channel. Tad Hosoi, Director, Centre for International Education should be commended for these new initiatives.

Cathie Gibson attended the Graduation and Closing Ceremonies for the ESL Immersion Program for Kitakyushu University and found it a warm and interesting event. She also attended the I Care Spring Dinner which is always a special and touching event. Cathie received positive comments from someone external to the College who attended a couple of seminars here and said that what she liked about coming to Douglas College was that events are run well, the food was good and there is an underlying warmth of joy and celebration that shows through. She added that no matter what event she attends she finds that the organizers do a wonderful job. Any chance we get we should express our thanks.

10. **ISSUES ARISING FROM BOARD MEETING:** There were no issues arising from the meeting.

11. **DATE AND LOCATION OF NEXT MEETING:** The next meeting of the Board is on May 18, 2006 at 6:00 pm in the New Westminster Campus Boardroom.

12. **ADJOURNMENT:** The meeting adjourned at 7:20 pm.

CHAIR

PRESIDENT