

1. **CALL TO ORDER:** The meeting was called to order at 6:06 pm.  
Present: A. Kitching (Chair), N. Dardi, C. Gibson\*, M. Hemmingsen\*,  
B. Kendall, K. McKitrick, A. Peacock, N. Steinman\*, A. Yang  
Ex-officio: S. Meshwork, S. Witter  
Administration: J. Lindsay, B. Jensen, K. Maynes, M. Exmann, H. Postma,  
B. Barber, C. Worsley, M. Murray  
Other: D. McCormack (BCGEU); S. Briggs (DCFA)  
Guests: G. Brown, Association of Canadian Community Colleges  
Regrets: D. Miles, M. Russell, A. Taylor  
\* attended portion of meeting

2. **APPROVAL OF AGENDA:** The agenda was approved as distributed.

3. **WELCOME TO NEW BOARD MEMBERS**

3.1 Oath of Office: Ann Kitching welcomed Nauvneet (Nav) Dardi and Alan Yang, both elected Board members representing students, and administered the Oath of Office.

4. **WELCOME TO GERRY BROWN, PRESIDENT, ASSOCIATION OF CANADIAN COMMUNITY COLLEGES:** Susan Witter officially welcomed to Douglas College, Gerry Brown, President of the Association of Canadian Community Colleges (ACCC), and gave some background on him and on the new direction he has taken the Association in the last one to two years, particularly as it relates to advocacy and relationships with senior levels of government.

Gerry Brown indicated that ACCC is indebted to Douglas College for its commitment to their organization. Susan Witter is currently an ACCC Board member. Previously, former President Bill Day was a Board member, who also chaired the Association for a few years. He added that with the new governance model at the Board level there are exciting things going on at ACCC. One of his goals is the importance of being connected and visible to the members, of which there are 150. There are over 1,000 communities served in Canada and 1 – 1½ million full-time/part-time students and 67,000 employees. ACCC is in the process of making a huge shift in the organization. The fundamental change in the governance model is that it has become very strategic in focus. They are looking at the strategic direction for the next four years, trying to identify a couple of key priorities. It centres in two major areas – advocacy nationally and support of ACCC members. There are about sixty affinity groups that bring together 6,000 – 7,000 people from across the country. The ACCC website, [www.accc.ca](http://www.accc.ca) has a list of the affinity groups.

On the national front, ACCC wants to ensure that the Federal Government contribute more into post-secondary education funding. Health has had considerable attention and now it is time to address post-secondary issues. The

argument being put forward by ACCC is that while the health of the person is important, the health of the nation is also important. Funding is needed for infrastructure and applied research. One of ACCC's concerns is the Millennium Fund which will cease in 2-1/2 year. This represents approximately \$30-\$40 million, presently directed to student loans and bursaries, that will no longer be available.

At present, Gerry is travelling around the country to visit various institutions that won ACCC awards. ACCC, on an annual basis, recognizes excellence in five areas, one of which is the Program Excellence Award that Douglas College won this year for the Self-Employment Program. Gerry indicated that the College should be very proud of this award. The program people were given recognition at the ACCC Conference in May. Now it was time to recognize the excellence that exists at Douglas College and the work that is done here. Ann Kitching accepted the plaque of behalf of the College.

Gerry reported that he was at a Memorial Service at Dawson College, Montreal, last night. Although it is an institution that is hurting a lot right now, it is a very good institution and is bouncing back. A letter of condolences and support was sent from ACCC on behalf of all institutions.

Gerry was thanked for his presentation.

5. **APPROVAL OF MINUTES:** Neal Steinman's name was deleted from those in attendance. The minutes of August 24, 2006 were approved as amended.

6. **BUSINESS ARISING FROM THE MINUTES:** There was no business arising from the minutes.

7. **INFORMATION/COMMUNICATIONS:**

7.1 DSU: There was no report.

7.2 BCGEU: Drena McCormack reflected on summer being a time that there is shifting and changing as people leave and new people come on staff in preparation for the Fall semester. There is horizontal shifting and promotion as well as changes that affect daily work. Now there is someone on campus in charge of the Office for New Students. The FLOW (Fully Loaded Orientation Week) event took place welcoming students to the College. Although positive about these changes and initiatives, Drena emphasized that they take extra work and energy from support staff. For the most part the staff feels that they are responding to changing needs, and their jobs are more visible and appreciated. The dominant mood with an underlying body of anxiety relates to there being no increase in support staff in some departments, particularly where degrees and new programs have been added. There is more faculty and additional work with no increase to support staff.

7.3 DCFA: Susan Briggs reported that she has been busy working on the FPSE (Federation of Post-Secondary Educators of BC) campaign *Post-Secondary Education: Better Funding. Better Futures* (included as agenda item 10.6 in the package). She felt there was a link between administrators and educators to work on this campaign to ask for better funding for post-secondary education. She referred to the findings of an Ipsos Reid Poll on Post-Secondary Education Issues conducted in summer showing that people feel tuition fees are too high and the debt load too great thus preventing students from getting an education. She met with Susan Witter and there was agreement to work together on post-secondary funding. The FPSE plan is to go to Victoria, lobby MLAs, and make some presentations in front of the Standing Committee on Finance.

There was reference to the DCFA Collective Agreement which expires on March 31, 2007. There will be considerable work there. Susan Briggs brought forward a request that the College and Board think about sustainable development when the next College building project is planned including taking advantage of some of the professionals at the College in the planning process. Presentations can be made on the fact that greening is the way to go.

The increasing number of DCFA grievances, some resulting in arbitration, was brought forward. Susan Briggs indicated that the grievances did not reflect on the character and nature of the DCFA, but on the changing nature of the College and Administration. She felt that the College is moving away from the shared governance model. She indicated her colleagues on the DCFA Executive Council are not necessarily aggressive, but diligent and doing their jobs. She referred to Drena McCormack's report earlier in the meeting indicating that the staff is feeling more appreciated and more visible than ever before. She emphasized that is not the case with faculty who are feeling less appreciated and less visible than ever before.

## **8. REPORTS:**

### **8.1 Board Chair:**

.1 Chair's Report: Ann Kitching, who has just returned from vacation, indicated she heard that there was good Board attendance at most of the College functions during the summer. She attended the Ice Cream Social at David Lam Campus earlier today. It was an opportunity to talk to people one-on-one.

.2 Board Committees: Mary Hemmingsen was thanked for agreeing to sit on the Finance Committee.

.3 Draft Board Retreat Agenda: The draft Board Retreat Agenda for Saturday, October 21, 2006 was included in the Board package. The suggestion was that there be no Regular Board Meeting on October 19, 2006 with any In Camera items coming forward to a meeting on Saturday afternoon.

There was discussion on whether an analysis of how the Board functions/Board Evaluation be included on the agenda, particularly relating to four questions that came forward from the Governance and Disclosure Committee earlier this year. It was explained that the Board Evaluation should be done in concert with the work the Human Resources Committee is presently working on with regards to the President's Evaluation since both evaluations are inextricably connected. Following discussion it was recognized that the elected members and Education Council Chair would not have an opportunity for input if it is discussed as part of the Human Resources Report. This topic will be taken under advisement to ensure there is input on the Board Evaluation from all Board members. The Retreat package with the Strategic Plan will be distributed 10 days ahead of the Retreat.

## **8.2 Education Council:**

.1 Chair's Report: Susan Meshwork reported that Education Council met on Monday, September 18<sup>th</sup>. A written report will be included in next month's Board package. Discussion has started on the Strategic Plan and Education Council will be compiling formal advice to the Board which she will be able to deliver at the Board Retreat. Education Council has also started talking about the implementation of the College Signature.

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

**8.3 President:** One agenda item was added to this section .5 Campus 2020.

.1 President's Report: There were no questions on the written report.

.2 Overarching Goals & Objectives – 2006/2007: President, Vice Presidents, Associate Vice Presidents: Susan Witter explained that, as in the past, the Senior Management Team (SMT) met a few times to set overarching goals which are integrated into the Vice Presidents or her own goals. Those goals included in the document are the ones which will be emphasized this year.

In answer to a question on the extent to which the College is incorporating into the overarching goals the attempt to increase FTEs, Susan explained this is included under *Planning*. Enrolment Management Planning is an area the College pays a lot of attention to. Enrolment Management Reports come to the Board three times a year, with the next one due in October (November with no October meeting). The student retention issue is included in Blaine Jensen's goals.

.3 Recommendation on Priority Goals for Susan Witter as President of Douglas College in 2006/2007: Susan Witter's goals and objectives were tabled at the August Board meeting. She received some feedback which is highlighted in bold. Once the Board reviews the Strategic Plan it will be evident that many of these goals are reflected in it as actions to be taken.

It was moved:

**THAT the College Board approve the Priority Goals for Susan Witter as President of Douglas College in 2006/2007.** **C. Gibson**

Questions/discussion included an explanation on why overseeing the budget and fiscal responsibility was dropped this year. This related to the possible \$1 million deficit last year. The inclusion of “develop strong senior management team, plan for an increased emphasis on strategic planning with the senior management team” relates to the changing nature of SMT meetings where SMT gets together for a whole day planning session once a month to have in depth discussions on strategic issues. In the past the meetings took place every other week on small agenda items. It was explained that the new goal under *Support and Encourage Excellence in Teaching, Learning and Services* is to look at disparate pieces of activity in the College and try to bring them all under one structure/one leader. Scholarly Activity is one area that needs to be discussed.

**The question was called on the main motion.** **Carried**

.4 Recommendation on Credential: Behavioural Interventionist Citation: The documentation included in the package provided good background on this program. In response to a question, it was indicated that the demand for the program is quite high. The number of people living with autism is growing. The government is putting a priority on this.

Jan Lindsay reported that since the government made the announcement on this program, faculty members have received a considerable number of calls requesting information, in fact the demand is more than can be handled in the first year of the program.

It was moved:

**THAT the College Board approve the establishment of a credential: Behavioural Interventionist Citation.** **A. Peacock/Carried**

.5 Campus 2020: Susan Witter explained that Campus 2020 is the biggest review of B.C.’s post-secondary system in the last quarter of a century driven by Geoff Plant, Q.C. Six think pieces, written by mostly academics, will be published on a website covering:

Aboriginal Post-Secondary Education  
 E-Learning and Beyond  
 International Post-Secondary Education  
 A New Model for Post-Secondary Education  
 Post-Secondary System Design and Governance  
 Savoirs, savoir-faire, savoir-être: in praise of professional wroughting and wrighting

There will be a public consultation process on Campus 2020. The times and locations of the Public Speakers' Forums will be posted on the website and will take place in September, October and November. Locally there will be forums in Burnaby, Surrey, Abbotsford and Vancouver. You have to register to speak at the public forums, and you can comment on the website [www.campus2020.bc.ca](http://www.campus2020.bc.ca)

The B.C. College Presidents (BCCP) will be responding to each of the think pieces. Since the information just came out today, Susan has not had an opportunity to read the think pieces on the website. She will send a message to the College community tomorrow or Monday to alert everyone to this site.

Mary Hemmingsen indicated she had lunch with Geoff Plant and he is very excited about Campus 2020. He is encouraging people not to look at current issues and problems and to think ahead to 2020. There is lots of ground to cover. As mentioned previously, he is looking at having a series of public sessions, meetings by invitation, and creating a website.

Mary asked how Campus 2020 would relate to the College's Strategic Plan as there could be external decisions that the government makes around 2020 which might affect our planning. Susan Witter indicated that the College will move forward in the best way we know how on the external conditions we are aware of, and following the release of the Campus 2020 in Spring 2007 we may have to make adjustments at that time.

9. **BOARD COMMITTEES:**

**9.1 Finance Committee:** Ben Kendall is the new Chair of the Finance Committee.

**.1 Recommendation on Financial Information Pursuant to the Financial Information Act 2005/2006:**

Schedule 5 was replaced with the corrected version. This report, informally known as "The Public Bodies Report" is prepared each year. The elements that must be included were detailed in the documentation.

It was moved:

**THAT the College Board approve the Financial Information Pursuant to the Financial Information Act for the year ended March 31, 2006 as amended with the substitution of Schedule 5.** B. Kendall/Carried

**.2 DSU Compliance with Section 21 of the College & Institute Act:** Blaine reported that notice has just been received that the DSU has a reconstituted

Representative Committee which all DSU parties have signed off. The results of this move have still to be measured as there are legal ramifications and we will need further clarification on the process.

.3 Monthly Financial Report: Ben reported that the College is basically on track and there were no indications of anything that is unusual at this time of year. There were no questions.

.4 Fall Enrolment Update: Karen indicated that the last day for students to register was Saturday. Summer and Fall enrolments have now been reconciled. The numbers were up slightly in the Summer. The basic reason for this was the new Nursing Degree program as it runs into the Summer semester. For the Fall, as expected, we are down slightly. Compared to last year on the credit side we are down approximately 60 FTE (full-time equivalent) students. We added 331 FTE to this year's budget so should have been up compared to last year. This could result in a 391 FTE shortfall, i.e. 5% of overall enrolments. An allowance was built in to this year's budget because of the uncertainty on whether the FTE decrease would stop or not. This allowance will mitigate the shortfall. Meantime, the Finance Department is still in the process of a final analysis of the enrolment figures.

Discussion ensued and questions were answered. It is too early to say what the enrolment figures will be from The Training Group or Continuing Education as their students register throughout the year. Any FTE increases from these areas will help mitigate the shortfall. The small decline in enrolments is consistent with other urban large colleges. There are bigger enrolment drops in the small rural colleges.

.5 Planned Activities: Ben Kendall reported that FTEs, the Budget, DSU issues and some items from the Strategic Plan will all be items coming under the Finance Committee's purview.

## **9.2 Human Resources Committee:**

.1 Planned Activities: The Human Resources report will be given in closed session.

10. **ANNOUNCEMENTS AND GENERAL INFORMATION:** There were no further requests for information on this item. The Chair indicated that a folder was circulating with Thank you letters from students who received the Douglas College Board Contingency Bursary.
11. **ISSUES ARISING FROM BOARD MEETING:** There were no issues arising from the meeting.

12. **BOARD MEMBERS:**

Ben Kendall attended two of the Closing Ceremonies for the Japanese ESL students – Kyoto University of Foreign Studies and Momoyama University. Because of a previous commitment, Ben had to make a late appearance at the dinner for Foundation Board members to get to know each other.

Nav Dardi, as a new Board member, expressed the desire to work with the Board and DSU to improve their relationship. Ben Kendall responded that given the unprecedented procedure to ratify the DSU elections, the status of the DSU is in question.

Cathie Gibson attended the End of Summer Barbecue and enjoyed it. She attended the Kyoto University of Foreign Studies Closing Ceremony and encouraged other Board members to try to attend one of these events in the future. She did make it to the Foundation social event and appreciated the opportunity to sit and talk to people and get to know them better.

Susan Meshwork attended the End of Summer Barbecue. Recently she participated in the Student Services Open House in her role as a Counsellor. It was a well-attended event.

Alan Yang worked with the FLOW orientation program over the summer. Tours and workshops were organized for new students. He looks forward to his term as a Board member this year.

Mary Hemmingsen appreciated the campus tour and information on the College's offerings that Blaine Jensen gave her and her son.

Neal Steinman is looking forward to the Self Employment Awards Evening on October 25, 2006. His law firm are proud sponsors again.

13. **DATE AND LOCATION OF NEXT MEETING:** As discussed earlier, there will be no Board Meeting on October 19, 2006. The Board will attend a Retreat on October 21, 2006. The next scheduled Board meeting is November 16, 2006 in the David Lam Campus Boardroom.

14. **ADJOURNMENT:** The meeting adjourned at 7:30 p.m.

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CHAIR

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PRESIDENT