

**MINUTES OF THE REGULAR MEETING OF THE  
DOUGLAS COLLEGE BOARD  
Open Session**

**April 16, 2009  
New Westminster Campus Boardroom**

*Open Meeting File No. 2009-04-16*

*Approved May 21, 2009*

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**ATTENDANCE**

Board Members: G. Bowbrick, B. Clarke, C. Gibson, M. Hwang, P. A. Kitching, S. Meshwork (ex-officio), M. Steinbach, A. Taylor, P. Wates, S. Witter (ex-officio), M. Hemmingsen, A. MacGrotty, M. Russell

Regrets: P. Kendrick

Observers: S. Briggs (DCFA), M. Ferley (BCGEU), G. Lenahan for H. Chaudhry

Administration: B. Barber, M. Exmann, B. Jensen, K. Maynes, G. Ouyang, H. Postma, C. Worsley  
Regrets: J. Lindsay

Guests\*: Tara Dolan, Cynthia Fulton, Gerry Gramozis, Rosilyn Coulson, Laura Farres, Cynthia Fulton, Allesandra Iachelli, Laurie Wong

Recording: S. Donnelly

\* All guests attended the meeting in part, rather than in full.

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**1. CALL TO ORDER**

The Chair called the meeting to order at 6:05 p.m. He welcomed all, and recognised the students being honoured during the meeting as well as their guests. The Chair noted the presence of recently elected Douglas Students' Union (DSU) College Relations Coordinator Alessandro Iachelli, whom the Board looked forward to welcoming at the subsequent Board meeting as a Constituency Group Leader (CGL). He also thanked Geoff Lenahan for attending the meeting on behalf of current DSU CGL Hassan Chaudhry.

**2. APPROVAL OF AGENDA**

It was moved by Matthew Steinbach and seconded by Paul Wates:

09/2009 *THAT the agenda be approved as distributed.*

**3. PRESENTATIONS**

**3.1 Student Award for Educational Excellence: Laurie Wong**

The Chair explained that the College solicits nominations each year of students who demonstrate educational excellence. Students who excel academically, provide leadership to the College community and serve as ambassadors for Douglas College in the broader community may be candidates for this award. Nominees are evaluated on the basis of their impacts on the educational environment, the institutional image, on internal communities and academic excellence.

The Chair introduced and congratulated the recipient of the 2008 Student Award for Educational Excellence, Laurie Wong, a student in the Bachelor of Physical Education and Coaching program (BPEC). He detailed Ms. Wong's numerous accomplishments and contributions. Ms. Wong thanked the Board and those involved in the award process, and offered her perspective on student life and her experiences at Douglas College.

**3.2 Student Perspective: Tara Dolan**

Hazel Postma, Associate Vice President External Relations, introduced student Tara Dolan and outlined some of her accomplishments.

**3. PRESENTATIONS, cont'd**  
**3.2 Student Perspective: Tara Dolan, cont'd**

Another exemplary student, Ms. Dolan won the Westminster Community Legal Society Bursary in two consecutive years and was also awarded the Bernie Agg Bursary for Youth Justice Students. Ms. Dolan spoke of her experiences and her future educational and career plans, and the impact Douglas College and its Foundation have had upon her life. Graeme Bowbrick, who taught Ms. Dolan, attested to her qualities as a student and noted that, while instructors seek to inspire their students, Ms. Dolan had inspired her instructors. Board members thanked and commended Ms. Dolan for sharing her exceptional and inspirational story.

**4. APPROVAL OF MINUTES OF MARCH 19, 2009**

It was moved by Ann Kitching and seconded by Matthew Steinbach:

10/2009 *THAT the minutes be approved as distributed.*

**5. BUSINESS ARISING FROM MINUTES**

There was no business arising.

**6. INFORMATION/COMMUNICATION**  
**6.1.1 BC Government and Service Employees' Union (BCGEU)**

There being no written report, the Chair invited comments; there were none.

**6.1.2 Douglas College Faculty Association (DCFA)**

The Chair thanked Susan Briggs for her report, and invited questions; there were none.

**6.1.3 Douglas Students' Union (DSU)**

Acting Constituency Group Leader Geoff Lenahan reported that DSU elections were held in mid-March 2009 and that he would e-mail the election results to Blaine Jensen, Vice President Educational Services. He noted that the DSU was in the process of recruiting a Research and Communications employee, and hoped to have that hire in place by early May 2009. He also reported on the upcoming installation of lockers at the David Lam Campus, and credited Nursing students for the advocacy leading to such installations.

**7. REPORTS**  
**7.1 Board Chair**

Andrew Taylor reported that he was among those Board members who attended the stellar premiere of *Imperfect* by Mary Burns, Faculty Emeritus, and the inspirational Athletics Awards Banquet, at which student athletes were recognised for academic and athletic achievements. He reported on his tour of the David Lam Campus, and strongly encouraged other Board members to avail themselves of opportunities for such tours, which serve to highlight the soul and essence of Douglas College.

The Chair reported on an upcoming survey, being undertaken at the request of the Auditor General of BC, of Board members and corporate representatives of public sector organizations in BC. On a Board member's request for direction given that Board members do not typically speak on behalf of the Board, Andrew Taylor encouraged completion of the survey. He asked that Board members who are contacted by the independent survey firm e-mail the Board office to advise of same.

**7. REPORTS, cont'd****7.1.2 Board Membership: Notice of Position**

The Board Resourcing and Development Office (BRDO) has posted the College's *Notice of Position*, and will receive applications for the three upcoming Board vacancies (one on July 31, 2009 and two on September 30, 2009) until May 15, 2009. Full details are posted on the College Board website, <http://www.douglas.bc.ca/about/college-board.html>.

**7.1.3 BC Colleges (BCC)**

Recent correspondence from BCC Board Chair Janet Shaw acknowledged Minister Coell's work, and reiterated the BCC Board Chairs' commitment to working with the Ministry of Advanced Education and Labour Market Development (ALMD).

**7.1.4 Election: 2009 – 2011 Officers of the Douglas College Board**

Andrew Taylor thanked Cathie Gibson for her recent work as the Board's Nominating Committee. In reporting the outcomes, he congratulated incoming Board Officers on acclamations to their respective roles: Paul Wates as Board Chair, and Mary Hemmingsen and Peter Kendrick as Board Vice Chairs.

**7.1.5 Board Committee Membership: Call for Expressions of Interest**

Andrew Taylor advised that, while canvassing for Board committee membership is typically undertaken each September, upcoming conclusions of some Board members' terms of service are such that an early call for expressions of interest was in order. It was suggested that the same applied for the Board liaison roles. Board members with interests in serving on a Board committee or as a Board liaison were asked to advise the Board Executive Assistant in writing, on or before May 4, 2009.

**7.2 Education Council****7.2.1 Chair's Report**

Susan Meshwork drew Board members' attention to the second page of her report, in which she had advised of Education Council's support of the proposed College budget for 2009/10.

**7.2.2 Board Liaison's Report**

Ann Kitching had no news to report.

**7.3 President****7.3.1 President's Report**

Susan Witter drew Board members' attention to the College's Strategic Development Fund and its recent commitment of \$240,000 in funding for nine proposals. She also reported on the \$7.3 million investment by federal and provincial governments to provide upgrades to the College's New Westminster Campus, which will improve student learning environments and create up to 47 jobs. She acknowledged the work of and thanked Karen Maynes, Vice President Finance and Administration, and Terry Leonard, Director, Facilities Services for their work on the application, which was well supported by area Members of Parliament (MPs).

The President then reported on the successful settlement of grievances that had been underway for two and a half years, representing the most significant settlement beyond bargaining that the College had achieved during her tenure. She thanked and commended Susan Briggs, President of the Douglas College Faculty Association (DCFA) and Marian Exmann, Associate Vice President Employee Relations, for their very hard, creative work.

**8. BOARD COMMITTEES**  
**8.1 Audit and Finance Committee**  
**8.1.1 Planned Activities**

Paul Wates reported that the committee had met immediately prior to the evening's Board meeting, and reviewed budget matters. The Board budget was underspent by \$12,500 for 2008/09; the Board has done a good job of cost containment.

**8.1.2 Recommendation on Proposed By-Law Amendment: 83-5(A21):  
Fees and Charges for Instruction**

Paul Wates confirmed that the provincial tuition fee approval was as anticipated, resulting in no changes to the by-law amendment circulated to the Board for information in March 2009.

It was moved by Paul Wates, seconded by Ann Kitching and resolved:

11/2009                                    *THAT the College Board approve By-law Amendment 83-5(A21): Fees and  
Charges for Instruction.*

**8.1.3 Recommendation on 2009/10 Douglas College Operating Budget**

Karen Maynes reviewed 2009/10 Operating Budget package documents, including proposed expenditures and domestic and international credit revenues, and revenues from Continuing Education and The Training Group. She invited and responded to questions. Expenses are projected to increase by \$3.974 million in 2009/10; salary lifts will amount to \$1.6 million, and that cost is funded by the provincial government. New non-FTE funding is essentially inflationary. Depending on the time required to mount new services and programs, it may be 2010/11 before some such programs will be offered. The provincial budget letter referenced \$11 million in administrative savings provincially. In response to a query as to whether it might be prudent to defer recruitment of an Associate Dean in the Faculty of Humanities and Social Sciences (HSS), Karen Maynes reported that, while the manner in which the \$11 million savings are to be achieved is yet to be defined, the understanding is that this will be done through measures related to advertising, travel and activities that are contracted out as opposed to people/positions.

Some of the new 2009/10 funding is yet to be allocated; coordination was already underway for a planning day hosted by the Senior Management Team (SMT), to be attended by Deans and Directors. Karen Maynes confirmed her understanding that approval of the proposed \$89,127,000 2009/10 budget would not imply carte blanche with respect to the \$2.1 million in as-yet unallocated funds. Rather, concept proposals will be brought before the Board by early Fall 2009, subsequent to planning meetings.

It was moved by Paul Wates, seconded by Alysia MacGrotty and unanimously resolved:

12/2009                                    *THAT the College Board approve the 2009/10 Operating Budget for  
\$89,127,000.*

**8.1.4 Recommendations on 2009/10 Douglas College Operating Capital Budget**  
**a) Recommendation on Appropriation from Ancillary Fund Revenues**  
**b) Recommendation on 2009/10 Operating Capital Budget**

Paul Wates and Karen Maynes invited and responded to questions on the documentation provided Board members.

**8.1.4 Recommendations on 2009/10 Douglas College Operating Capital Budget , cont'd**

It was moved by Paul Wates, seconded by Matthew Steinbach and unanimously resolved:

13/2009

*THAT the College Board approve an appropriation of \$444,000 from the Ancillary Fund revenues earned in 2008/09 to be used for the purchase of the following:*

- *Ancillary Areas FF&E: \$14,000*
- *Ancillary Areas Educational Technology: \$30,000*
- *General Operating Capital: \$400,000*

It was moved by Paul Wates, seconded by Bruce Clarke and unanimously resolved:

14/2009

*THAT the College Board approve the 2009/10 Operating Capital Budget in the amount of \$2,385,000.*

**8.2 Human Resources Committee****8.2.1 Planned Activities**

Cathie Gibson echoed Susan Witter's earlier remarks regarding the recent settlement of grievances, and thanked Marian Exmann and Susan Briggs.

**8.3 Presidential Search Advisory Committee (PSAC)**

Paul Wates reported that the PSAC held interviews from March 27 to 29, 2009 and met again on March 30, 2009; a report was then provided the Board on April 5, 2009. The College Board Chair had subsequently disbanded the PSAC, with sincere thanks to PSAC members for their work. Andrew Taylor reported that he had sent personal notes of thanks to all PSAC members, and that he would host them at a dinner tentatively planned for May 13, 2009.

**9. ANNOUNCEMENTS AND GENERAL INFORMATION**

The Chair drew attention to correspondence from a former student of Susan Briggs; the author is now a graduate student, and she wrote to thank Ms. Briggs for the impact her teaching had upon the student's subsequent successes. He also noted the Baker-MacGrotty family's creation of an endowment to assist Douglas College students.

**10. ISSUES ARISING FROM BOARD MEETING**

There were no matters arising.

**11. BOARD MEMBERS' REPORTS**

Board members reported on recent activities.

**12. DATE AND LOCATION OF NEXT MEETING**

The next meeting will be held at 6:00 p.m. at the David Lam Campus on Thursday, May 21, 2009. The annual Celebration of Teaching and Learning will be held the same afternoon, and the annual Board group photograph will be taken at 5:00 p.m. that day.

**13. ADJOURNMENT**

There being no further business, the meeting adjourned at 7:47 p.m.

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CHAIR

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PRESIDENT