

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

**January 17, 2008  
New Westminster Campus Boardroom**

*Approved February 21, 2008*

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**ATTENDANCE**

Board Members: G. Bowbrick, B. Clarke, C. Codrington, C. Gibson, M. Hemmingsen,  
Y. Irani, A. Kitching, S. Meshwork (Ex-officio), M. Russell, N. Steinman,  
A. Taylor (Chair), P. Wates, S. Witter (Ex-officio)

Regrets: A. Yang

Observers: Constituency Group Leaders S. Briggs (DCFA)\*, D. McCormack (BCGEU),  
M. Steinbach (DSU)

Administration: B. Barber, M. Exmann, J. Lindsay, K. Maynes, H. Postma, C. Worsley;  
regrets from B. Jensen

Guest: W. Case

Recording: S. Donnelly

\* *attended a portion of the meeting*

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**1. CALL TO ORDER**

There being a quorum present, the Chair called the meeting to order at 6:16 p.m.

**2. APPROVAL OF AGENDA**

It was moved by Cathie Gibson, seconded by Ann Kitching and resolved:

*THAT the agenda be approved as distributed.*

**3. WELCOME TO NEW BOARD MEMBERS**

**3.1 OATH OF OFFICE**

The Chair welcomed new Board members Chris Codrington and Paul Wates, and administered the Oath of Office for Messrs. Codrington and Wates, who also provided brief self-introductions.

**4. APPROVAL OF MINUTES OF DECEMBER 13, 2007**

It was moved by Ann Kitching and seconded by Mary Hemmingsen:

*THAT the minutes be approved as distributed.* The misspelling of a guest's surname was noted, and it was resolved that the minutes be approved with the corrected spelling.

**5. 2008-09 BUDGET**

Susan Witter reported that we anticipate receiving word of FTE allocations for the upcoming fiscal year once the Speech from the Throne is delivered in February 2008, and advised that the budget newsletter would be circulated on January 18, 2008 to the entire Douglas College community.

## 5. 2008-09 BUDGET, cont'd

Karen Maynes reviewed the proposed 2008-09 Operating Budget, which was supported in principle by the Board at the December meeting, and which will now go to the College community for input and feedback before final approval in April. She invited and responded to questions throughout her presentation, in which proposals reflect the Douglas College Academic Plan, Learning Support Services Plan and Strategic Plan as well as a number of assumptions for the upcoming fiscal year:

- There will be both program decline and growth; net enrolment is expected to increase
- There will be a \$535,000 contribution to student aid
- We are proposing a modest, two percent domestic tuition fee increase
- Capital expansion will remain a priority
- The proposals are based on 2008-09 enrolments being consistent with those of 2007-08, but include a small allowance for any unanticipated loss of tuition fees
- We require \$3.2 million to cover non-discretionary salary lifts, progression increments, contribution rate changes to benefits, annualizations and non-salaried inflation
- We have increased our International student recruitment goal from 390 Full Time Equivalents (FTEs) in 2007-08 to 430 in 2008-09, with a proposed fee of \$395 per credit, a \$10 increase
- We anticipate no inflationary funding from the Ministry, but do anticipate funding for 168 new FTEs, at \$7,000 per FTE. Actual funding for fewer than 168 new FTEs would drive reductions to planned new activity.
- \$875,000 will be provided to incorporate the second year of new programs started in 2007/08

Douglas College is committed to the annualizations of these programs regardless of FTE funding. Should no new funding be provided, we would be forced to draw on the Board surplus, on a one-time basis, to alleviate what would amount to a projected \$637,000 deficit, to enable the College to maintain its commitment to these programs. The Board surplus is approximately \$2 million.

New and expanded initiatives were reviewed; these include the Teaching English as a Second Language (TESL) program, the Scholarly Activity Fund, Performance Tuition Waivers, an Urban Ecology Technician, the Centre for Health and Community Partnership and international practica. Financial lifts/support will also be required to support growth and complexity in areas such as the Centre for Educational and Information Technology (CEIT), the Centre for Students with Disabilities, to add an additional Associate Dean and to increase staffing levels in Science & Technology and Humanities & Social Sciences. Some additional lifts will also be provided on a one-time-only basis.

Ongoing reductions or program restructuring are proposed in a number of areas. The current learning opportunities would continue, with fewer sections of the same courses offered. Savings can also be achieved through one-time-only reductions in some programs, and these reductions would serve as trials.

A College-wide budget forum will be held at both campuses on Tuesday, February 5, 2008. Karen Maynes confirmed that she will detail at those budget forums which departments would be affected by the proposed section reductions. These forums, and a two-month review period, are designed to enable employees to engage in discussion and provide feedback to the management team. Such feedback has, in the past, resulted in changes to proposed budgets where appropriate. Karen Maynes will keep the Board informed throughout the process, and a final operating budget proposal will be presented to the Board for consideration in April 2008. Andrew Taylor strongly encouraged all Board members to attend the budget forums.

*Note: Susan Briggs departed the meeting at 6:42 p.m.*

## 6. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes of the December 13, 2007 meeting.

## **7. INFORMATION/COMMUNICATION**

### **7.1.1 DCFA**

The Chair conveyed Susan Briggs' regrets that she needed to leave early due to a conflicting appointment. He asked Board members to consider whether they would like to reflect upon the January 2008 DCFA report at this point or at a future meeting with Susan Briggs in attendance. Members expressed views ranging from one of perceived Board disrespect of Constituency Group Leaders (CGLs), and a reference to guests holding speaking rights at other Boards, to others' perceptions that the Board has neither intended nor demonstrated disrespect.

It was noted that Board membership includes representatives of each of the Constituency Groups, and that other boards' CGLs do not participate in board discussions unless specifically asked a question. A review of other boards' standards and protocols was proposed. Two members, noting their extensive board experience, considered this Board's inclusion of CGLs at the table as remarkably progressive. Agreeing that they'd never before encountered a situation in which such boards provide constituency groups a place at the table, these members suggested that the issue may be one of procedure, and that definitions of CGLs' roles and responsibilities would be helpful. There was consensus that it would be detrimental not to have CGLs at this Board's table.

The Chair invited comment from Matthew Steinbach, who had raised his hand. Upon invitation, he stated that, while the elected student Board members are at the table on behalf of students, DSU's resources enable it to host meetings where its CGL can hear from students. He expressed a desire for participation and the chance to have a voice, and his belief that, while he shouldn't speak on matters that are not the DSU's forte, he should have a chance to speak to matters that reflect areas of DSU expertise. Matthew Steinbach acknowledged the Chair's invitation to speak to this matter.

The Chair conveyed support for inclusion and the need to ensure that opinions expressed at Board meetings represent a constituency group and not an individual. The Chair concurred that it was appropriate to document CGLs' roles, and offered to undertake that work with the Board's Executive Assistant.

### **7.1.2 DSU**

The Chair thanked Matthew Steinbach for his written report, and asked if he had anything to add. Matthew Steinbach outlined recent activities regarding DSU membership within the Canadian Federation of Students (CFS). He responded to queries regarding the rationale for the petition, and advised that the petition may be submitted up until March 18, 2008. He also reported that, due to illness, the placement of an Assistant to the Receiver-Manager has yet to take place.

The DSU was congratulated on its online textbook swap. Yasmin Irani asked whether information pertaining to the 2007 audit would be available before the end of January 2008. Matthew Steinbach did not know if that would be the case, but did expect that information for the David Lam Campus would soon be submitted to the auditor, followed by information for New Westminster.

### **7.1.3 BCGEU**

Drena McCormack stated that she did not want people to think that all constituency groups hold the same opinion of the usefulness of attending Board meetings. While she does not always have something to report, staff members are keenly interested in issues that come before the Board; she noted as an example that the crisis in which the DSU has been engaged has also been difficult for

### **7.1.3 BCGEU, cont'd**

staff. She advised that BCGEU members know that they have an elected representative on the Board, and that it is that person's job to add the BCGEU members' perspectives to the Board's deliberations. Ann Kitching encouraged Drena McCormack that, while we have a staff member on the Board, that member's role is to represent staff as opposed to BCGEU per se. As such, the Board finds it useful to hear the union perspective. The Chair thanked Drena McCormack for her report.

## **8. REPORTS**

### **8.1 BOARD CHAIR**

**8.1. a) Board Representation** – As recommended at the December 2007 In Camera meeting, Andrew Taylor and Susan Witter have now co-signed a letter to the Minister of Advanced Education, requesting extension of Board membership terms for both the Chair and Ann Kitching.

**8.1. b) Report on Higher Education Symposium/System Leadership Forum** – Susan Witter reported on this meeting, as the Chair was unable to attend. All post-secondary BC students were invited to express interest in attending this meeting of Presidents and Board Chairs. More than 2,800 students did so, and those students selected to attend were impressive; many of them are mature students who are also active in the workforce. Four Douglas College students participated.

**8.1. c) Board Presentations** – Andrew Taylor encouraged Board members to provide the Board's Executive Assistant with any suggestions they may have for presentations to the Board.

### **8.2 EDUCATION COUNCIL**

**8.2.1 Chair's Report** – Susan Meshwork explained for the benefit of new Board members that Education Council is the Board's co-governing body. While she is ex-officio at this table, she freely takes part in Education Council discussions and takes information to and from Education Council. While she invited questions of her written report, none were forthcoming.

**8.2.2 Board Member Liaison Report** – Ann Kitching explained that she represents the College Board as an ex-officio member of Education Council, and advised new Board members that the highly detailed work undertaken by Education Council is very interesting.

### **8.3 PRESIDENT**

**8.3.1 President's Report** – Further to her written report, Susan Witter provided updates on a number of undertakings; she invited and responded to questions and comments. The Employee Engagement Survey will be conducted in two weeks; Marian Exmann confirmed that College employees will have a three week period in which to respond. Susan Witter noted that development of a strategic plan for risk management will be underway, but not completed, before the end of the year.

**8.3.2 David Lam Campus: Health Sciences Centre** – Susan Witter reported on the opening of the beautiful new Health Sciences Centre. She and Karen Maynes acknowledged the exceptional work done by Terry Leonard, Director of Facilities Services, who assumed the role of Project Manager. His commitment and communication skills in this difficult construction market enabled us to bring the project in on time, and provided employees the opportunity to organize themselves in advance of students' arrivals. The formal grand opening for this new building is scheduled for Thursday, May 1, 2008.

**8.3.2 David Lam Campus: Health Sciences Centre, cont'd**

It was moved by Ann Kitching, seconded by Cathie Gibson and resolved:

*THAT a letter be sent to Terry Leonard on behalf of the Douglas College Board, congratulating him on the exceptional execution of his project management duties.*

**8.3.3 Tuition Limit Policy** – As we acted in good faith when raising third and fourth year tuition fees, the Ministry is providing the College with \$122,000 in one-time funding to cover the 2007-08 cost of providing differential compensation to students enrolled in upper-level courses of the Bachelor of Science Nursing, Bachelor of Arts Criminal Justice, Bachelor of Arts Psychology and Community Rehabilitation degree programs. We will provide refunds in February 2008.

**9. BOARD COMMITTEES**

**9.1 Finance Committee** – Neal Steinman reported that he had been appointed Finance Committee Chair by acclamation, and that the Pinetree Community Centre agreements have now been signed by all parties and submitted to the College lawyers.

**9.1 Human Resources Committee** – Cathie Gibson advised that this committee had nothing to report.

**10. ANNOUNCEMENTS AND GENERAL INFORMATION**

The day's announcement of provincial transportation initiatives, and references to the Evergreen Line, were noted.

**11. ISSUES ARISING FROM BOARD MEETING**

There were no such issues.

**12. BOARD MEMBERS' REPORTS**

There were no additional reports.

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

The next meeting will be held at the New Westminster Campus, beginning at 6:00 p.m. on Thursday, February 21, 2008.

**14. ADJOURNMENT**

There being no further business, the meeting adjourned at 7:26 p.m.

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CHAIR

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PRESIDENT