

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

**Open Session**

**June 19, 2008**

**New Westminster Campus Boardroom**

Open Meeting File No. 2008-06-19

Approved August 21, 2008

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**ATTENDANCE**

Board Members: G. Bowbrick, C. Codrington\*\*, C. Gibson, M. Hemmingsen (Acting Chair),  
A. MacGrotty, M. Russell\*\*, N. Steinman\*\*, P. Wates, S. Witter (Ex-officio)  
Regrets: B. Clarke, A. Kitching, S. Meshwork (Ex-officio), A. Taylor  
Observers: S. Hochstein for DCFA Constituency Group Leader (CGL) S. Briggs;  
Regrets from DSU CGL H. Chaudhry and Acting BCGEU CGL C. Ellson  
Administration: M. Exmann, J. Lindsay, K. Maynes, C. Worsley;  
Regrets from B. Barber, B. Jensen, G. Ouyang, H. Postma  
Guests: J. Magalios\*, M. Steinbach  
Recording: S. Donnelly

\* attended a portion of the meeting

\*\* late arrival

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**1. CALL TO ORDER**

Mary Hemmingsen, serving as Acting Chair given Andrew Taylor's College-related travel, called the meeting to order at 6:14 p.m. She conveyed regrets from some Board members and administrators, and word that two Board members would be unavoidably late in joining the meeting.

**2. APPROVAL OF AGENDA**

It was moved by Cathie Gibson, seconded by Paul Wates and resolved:

19/2008 *THAT the agenda be approved as distributed.*

**3. APPROVAL OF MINUTES**

**3.1 APPROVAL OF MINUTES OF MAY 15, 2008**

It was moved by Paul Wates, seconded by Cathie Gibson and resolved:

20/2008 *THAT the minutes be approved as distributed.*

**3.2 APPROVAL OF MINUTES OF MAY 29, 2008**

It was moved by Paul Wates, seconded by Cathie Gibson and resolved:

21/2008 *THAT the minutes be approved as distributed.*

**4. BUSINESS ARISING FROM MINUTES**

There was no business arising from the minutes of May 15, 2008 or those of May 29, 2008.

**5. INFORMATION/COMMUNICATION, cont'd**  
**5.1.2 DCFA**

On invitation, Sandra Hochstein reported that the DCFA is winding up labour relations issues and then – although the office will be staffed all Summer – beginning a Summer hiatus. The Acting Chair thanked Ms. Hochstein for joining the meeting, and for her update.

**5.1.3 DSU**

The Acting Chair noted regrets conveyed on behalf of Hassan Chaudhry.

**6. REPORTS**  
**6.1 BOARD CHAIR**

**Government Letter of Expectations:** The Acting Chair noted receipt on June 4, 2008 of the Government Letter of Expectations (GLE), with a request that the completed GLE be returned to the Ministry of Advanced Education by June 13, 2008. The GLE represents an effort to standardize documentation of expectations and Andrew Taylor had determined that, as it also represented significant changes from the government's previous Letter of Accountability, it was important to consult with the Board. Board member Bruce Clarke sent the Board office details of his concerns regarding the GLE, and Chairs of other BC Colleges and Institutes (BCCI) boards have expressed similar concerns. Mary Hemmingsen will represent Andrew Taylor in consideration of this matter at a joint meeting of BCCI Presidents and Chairs on June 23, 2008.

The Acting Chair highlighted a comparison of the GLE against the 2007 Budget and Accountability Letter, done by Bob Cowin of Institutional Research and Planning. Mary Hemmingsen noted concerns regarding Article Seven, *Consequences*, and the impression that the GLE anticipates institutions will be able to turn on a dime. There are additional reporting requirements that, while consistent with direction, will dictate new or broader, ongoing reporting on matters such as compensation, vending meiCMifiTAt0012 Tc.1253 Twtgnt wiPor6ated of 95 Tw[Leten – al081h)5.2(edebmattT

**6. REPORTS, cont'd**  
**6.1 BOARD CHAIR, cont'd**

**Government Letter of Expectations, cont'd:** The Acting Chair sought and received input to be taken to the BCCI Chairs' meeting; there appears to be a cultural change in approach, one that is focused on the short term and less collaborative than the government's approach to expectations of crown corporations. The need to be able to increasingly act on a short term basis will continue to exacerbate budget challenges, and there is a lack of detail on process.

**2008-2009 Operating Budget:** The Acting Chair reflected on the notes of thanks, included in the agenda package, from people who had appeared before the Board's May 15, 2008 meeting.

**BCCI Presidents' and Chairs' Meeting:** The BCCI Chairs' Committee is developing critical mass. This committee was formed in the wake of the Campus 2020 planning process and suggestions of greater collaborations; it considers communication strategies, marketing and advocacy plans.

**Board Membership:** Recent Orders-In-Council formalised the following terms of appointment.

Ann Kitching and Andrew Taylor: reappointed to December 31, 2008  
 Peter Kendrick: appointed to a one-year term effective July 31, 2008  
 Mary Hemmingsen: reappointed to July 31, 2010  
 Michael Russell: reappointed to July 31, 2011

While there are plans to strongly advocate for an additional extension of Ann Kitching's and Andrew Taylor's terms to July 31, 2009, the current status dictates that the College post a Notice of Position (NOP) for those two positions in July 2008. Should the requested extensions be granted, this Summer 2008 NOP could serve to identify candidates for July 2009 appointments to the Board.

**Summer 2008 Graduation:** The Acting Chair reported that she, Graeme Bowbrick, Christian Codrington, Cathie Gibson, Andrew Taylor, Paul Wates and graduate Alysia MacGrotty all participated in the June ceremonies, which saw BC's largest-ever graduating class of nurses. The Acting Chair invited questions of her report; there were none.

*Note: Neal Steinman joined the meeting at this point.*

**6.2 EDUCATION COUNCIL**  
**6.2.1 Chair's Report**

Board member and Education Council Vice Chair Graeme Bowbrick confirmed that Education Council had provided the College with advice supporting implementation of a two-week Reading Break in place of the traditional three-day Spring Break during the 2010 Olympic Games, and adding an additional week to the end of that semester.

**6.2.2 Board Member Liaison Report** – Ann Kitching was not in attendance.

**6.3 PRA Tf-19.AaddingChai19.)-2409Reand Cd t)5.-.6(t )TJ19.4973**

**6. REPORTS, cont'd**  
**6.3.1 President's Report, cont'd**

The President reported that, along with other Lower Mainland colleges and universities, Douglas College is working on plans to collaborate with the Vancouver Organizing Committee for the 2010 Olympic and Paralympic Winter Games (VANOC). This would see Douglas College provide VANOC with use of some College facilities, including parking; no monies would change hands unless the College required support from VANOC for additional costs. In return, Douglas College would be identified as a partner of the 2010 Olympic Games, resulting in inclusion on the VANOC website, domestic and international promotional opportunities, and access to priority tickets to be used as Douglas College Foundation fundraisers. The President invited and responded to questions, and confirmed that security is a consideration; the collaboration was seen as a tremendous opportunity for Douglas College.

*Note: Mike Russell joined the meeting at this point.*

**7. BOARD COMMITTEES**

**7.1 Finance Committee**

**7.1.1 Planned Activities** – Committee Chair Neal Steinman advised that a draft, revised Terms of Reference document would be circulated in the near future for Board information and then consideration.

**7.1.2 Recommendation on 2007/2008 Audited FTE Enrolment Report**

**7.1.2 a) Audited 2007/2008 FTE Enrolment Report** *and*

**7.1.2 b) FTE Enrolment Report Highlight Memo** – At Neal Steinman's invitation, Karen Maynes provided an overview of the reports contained in the agenda package. With 6,900 Full Time Equivalent (FTE) students attending Douglas College in 2007/2008, the College achieved 85% of its FTE target, in comparison with 6,809 FTEs for 86.6% of its target in 2006/2007.

This reflects a continuing decline in open enrolment university transfer studies and in Business, along with attrition in a select number of programs, which was balanced by increased enrolments through The Training Group and Continuing Education. Continuing Education, which had been provincially funded until 2002/2003, contributed 426 FTEs in 2007/2008 and completed the year in a profit position, while The Training Group produced 497 FTEs in 2007/2008, up from 368 the

- 7. BOARD COMMITTEES, cont'd**
- 7.1 Finance Committee, cont'd**
- 7.1.3 Recommendation on 2007/2008 Audited Financial Statements, cont'd**

**7. BOARD COMMITTEES, cont'd**

**7.3 Policy and By-Law Review Committee**

**7.3.1 Planned Activities** – Christian Codrington reported, on behalf of Chair Ann Kitching, that the committee's work would be presented during the In Camera meeting, for contemplation in advance of the August Board meeting.