

1. **CALL TO ORDER:** The meeting was called to order at 6:10 pm.
Present: D. Miles (Chair), C. Gibson, B. Kendall, K. McKittrick, A. Peacock, M. Russell, A. Taylor, A. Yang
Ex-officio: S. Meshwork, S. Witter
Administration: B. Jensen, J. Lindsay, K. Maynes, M. Exmann, H. Postma, C. Worsley, M. Murray
Other: D. McCormack (BCGEU); S. Briggs (DCFA)
Guests: W. Case, B. Clarke, R. Garrett*, B. McConkey*, M. Steinbach, L. Tan*, T. Van Eerden*
Regrets: N. Dardi, M. Hemmingsen, A. Kitching, N. Steinman
* attended portion of the meeting
** for reporting purposes the minutes have been returned to agenda order
2. **APPROVAL OF AGENDA:** The agenda was approved as distributed.
3. **PRESENTATION ON THE TRAINING GROUP:** Karen Maynes introduced Bob McConkey, Director of the Training Group; Trevor Van Eerden, Associate Director; Russell Garrett, Program Director for the Working Solutions (WS) for Skilled Immigrants Program; and Lawrence Tan, a student from the WS program.

Bob McConkey gave an overview of the Training Group (TG) covering the prime areas of business in the TG Strategic Plan. These include Job Search and Career Development; Industry and Business Training; Small Business Development; and Short-term Programs and Community Education. On an average the TG have 3,500 participants in training each year in five locations: the primary office and key programs operate from David Lam Campus; some programs from New Westminster Campus; considerable activity at the new Surrey Training Centre; and at the CAVE (Career and Vocational Exploration) in Burnaby presently expanding and at the Maple Ridge site. Bob reviewed the staffing and conservative estimates for students, contact hours and projected FTE for 2006/07, with estimated revenues of \$4.7 million or greater.

Trevor Van Eerden reviewed the programs offered to give an idea of how many initiatives the Training Group is involved in, linking this to some of the business strategies from the Strategic Plan. He then focussed on the Working Solutions program, funded by the Ministry of Economic Development, to help skilled immigrants upgrade their education or professional skills from their home country. This includes career assessment and labour market planning to move into employment.

Russell Garrett was the first career consultant brought to the Working Solutions Program. His job is to help with the marketing process. There is amazing respect for the College and this program when calling other organizations, and from the clients and students. There are 120 clients right now and the program is gaining momentum and individuals are starting to obtain employment. In some case, it is the best jobs of their lives, as well as the first job in Canada. He introduced Lawrence Tan, one of his clients for several months.

Lawrence gave background on his career as an auditor in the Philippines, prior to his arrival in Canada. He has taken credit courses in English as a Second Language and General Studies at Douglas College finishing Level 300/400. He has also taken Study Skills, Reading Skills and Human Relationships to prepare himself for the CGA program which he plans to start this Summer. He has found full-time employment in the Tri-Cities and will start on his CGA as a part-time student. He recognized the help he has had from Jody Johnson of the Working Solutions program and Russell Garrett for motivating him to take the upgrading courses.

In response to a question it was indicated that the Self-Employment program is sponsored by Services Canada and those eligible are Unemployment Insurance recipients. It was also confirmed that the Foundations Program offered by the Training Group through Services Canada is a completely different product from the Foundations Program through the College. There is no relationship.

All participants were thanked for their presentation as it was an excellent update of the work of the Training Group.

4. **APPROVAL OF MINUTES:** The minutes of March 15, 2007 were approved as distributed.

5. **BUSINESS ARISING FROM THE MINUTES:** A question was asked on whether the \$400 lab fee for the Animal Health Technology program will be available to that program. Karen Maynes confirmed that in looking at the Ministry grant and the tuition projected for this new program, there was not enough money to cover all the costs of running the program, therefore a special fee had to be implemented to allow the program to go forward.

6. **INFORMATION/COMMUNICATIONS:**

6.1 DSU: There was no report. It was indicated that Matthew Steinbach will be the College Relations Coordinator effective May 1, 2007

6.2 BCGEU: There was no report.

6.3 DCFA: A written report was included in the package.

7. **REPORTS:**

7.1 Board Chair:

.1 Chair's Report: Diana Miles informed the Board on a call from Dale Dorn, President of Vancouver Community College (VCC) to see if there was interest by the Board to have a joint retreat with VCC Board in October in place of our regular Board meeting. This would involve both Boards and the senior leadership teams getting together that evening, or evening and part of the

afternoon, to discuss common issues. Professional Development and a social time was also suggested as part of the agenda. This would take place on or about October 18. VCC could host the dinner as they have a Chef's training program. If there is interest we will pursue this discussion.

Susan added that VCC initiated this approach a few years ago and have since had joint retreats with Langara and Camosun Colleges. The Board did support this initiative and would like more details on the agenda.

Diana attended the Human Resources Committee and there will be further discussions on that when Neal Steinman makes his report at the closed session.

Diana attended the Annual Athletics Banquet on March 29. The Athlete of the Year for Douglas College was recognized as the Canadian Community Colleges' Athlete of the Year. Newspaper articles were included in the package. She had not been recognized at that level before so was wonderful to receive this recognition now.

.2 Staff Election to the College Board: Diana Miles referred to the documentation which indicated that Bruce Clarke has been elected to the College Board as the support staff representative effective September 1, 2007 for a period of three years, to replace Karen McKitrick whose term ends on August 31, 2007.

.3 Nominating Committee: Election of Board Officers: Diana indicated that following this meeting and prior to the May meeting she will contact Order-in-Council members to see who is interested in running for the Board Chair and Vice Chair positions. The information will be tabled at the May meeting.

.4 College Board Meeting Schedule: July 2007 – June 2008: The Board Meeting Schedule for next year was included in the package.

It was moved:

THAT the College Board Schedule for August 2007 – June 2008 be adopted as presented. B. Kendall/Carried

7.2 Education Council:

.1 Chair's Report: A written report was included in the package. Susan Meshwork was pleased to report that she was re-elected as Education Council Chair. She drew the Board's attention to Item 1 **Under Advisory Responsibilities** indicating that Council agreed that it had no specific advice to give the College Board on the 2007/08 College draft budget, and Council indicated that it was comfortable with the budget as presented.

In response to a question on Council approving a number of new or revised curriculum guidelines as well as withdrawal of four Psychiatric Nursing curriculum

guidelines, Susan Meshwork indicated that when departments go through Education Council to have new or revised curriculum guidelines approved or withdrawn, it is because they are being replaced. This involves a consultation process at the department level, and then goes to an Education Council sub-committee before coming to Education Council for approval.

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

7.3 President:

.1 President's Report: A written report was included in the package. Susan asked Jan Lindsay to let the Board know about the selection for Dean of Health Sciences. Jan indicated that this was a national and international search. Three final candidates were selected; one from UBC, one from BCIT, and one from Douglas College. The Douglas College candidate, Dr. Mike Tarko, did extremely well and was appointed Dean of Health Sciences. He was a faculty member who was appointed as Associate Dean a year ago. He has a strong academic and research background.

.2 Recommendation on Credential: Bachelor of Physical Education and Coaching:

It was moved:

THAT the College Board approves the establishment of a credential for the approved physical education and coaching degree program: Bachelor of Physical Education and Coaching. K. McKitrick/Carried

.3 Recommendation on Credential Name Change: Breastfeeding Course for Health Care Providers: This request for a program name change was brought to Education Council by the Perinatal Program to reflect the terminology in the field right now. Education Council recommends that the Board approves the change of name to the credential for this program.

It was moved:

THAT the College Board approves the credential name of Certificate in Breastfeeding Course for Health Care Providers in place of the current name, Breastfeeding Counsellor Certificate Program. K. McKitrick/Carried

.4 One-Time Only (OTO) funding from Ministry :

(i) to support enrolment, education and recruitment of Home Support Workers and Residential Care aides in the Fraser Health Region:

(ii) to support the enhanced partnership activities between Douglas College and its Aboriginal community;

(iii) to support the Training Group in its work in the development of recommendations for a Workplace Literacy and Essential Skills Action Plan:

Susan Witter informed the Board that at the end of March the College received OTO funding to support marketing in the Home Support Worker/Residential Care Aide program. The Ministry recognizes that enrolments are dropping province-wide because of the private colleges offering the program. The OTO funding for the aboriginal program will be used to develop a strong proposal next year that meets with the Aboriginal communities' approval. The OTO funding for the Training Group recognizes the work being done around Essential Skills

8. **BOARD COMMITTEES:**

8.1 Finance Committee:

.1 Recommendation on Amendment By-Law 83-5(A19) "Fees & Charges for Instruction": This recommendation had come forward at the March meeting as a notice to amend the By-Law and return at this meeting for approval.

It was moved:

THAT the College Board approve Amendment By-Law 83-5(A19) "Fees & Charges for Instruction". **B. Kendall/Carried**

.2 Recommendation on 2007/08 Operating Budget: Karen Maynes reviewed Schedule 1, Projected Operating Revenues for 2007/08, indicating there was nothing new and different from what was talked about for the past few months. She highlighted the structural deficit of \$1.1 million. The College was expecting an inflationary grant which Treasury Board did not approve. We were also expecting OTO money at the end of the fiscal year, and we did receive that funding.

She reviewed the revenue sources highlighting the increase in the Provincial Grant because the College received 311 new FTE; as well as increases in the tuition fee revenue and the Training Group revenue. Taking all revenue sources into account, the College was still short \$1.1 million to balance the budget.

The Board was informed of this deficit in January/February. The College had the option of cutting the budget or funding the deficit this year with one-time only money, hoping that next year the Ministry comes forward with the inflationary grant. The Finance Committee had considerable discussion on this. If the inflationary funding is not granted, the College will have to make budget cuts to balance the following year 2008/09 budget. This work will begin by September.

Karen added that as part of the budget decisions at Senior Management Team, the Budget additions listing all the activities for the upcoming year (Schedule 3) was reviewed in light of the potential for budget cuts in 2008/09 as it made no sense to add in one year and take it away the next year. This review reinforced that these are all important new initiatives for the College covering new programs and services and the opening of Phase II of the David Lam Campus. If there are budget cuts they will have to come from elsewhere.

It was moved:

THAT the College Board approve the 2007/08 Operating Budget for \$80,289,000. B. Kendall/

Discussion ensued. It was confirmed that the \$25,000 increase in scholarly activity is in addition to what was there before. The deficit will be covered by a OTO transfer from the Surplus/Reserve. If no further monies are forthcoming from the Ministry, the College will have to deal with a budget problem in the 2008/09 Budget which means Budget cuts will have to be made at that time.

The question was called on the main motion. Carried

.3 2007/08 Operating Capital Budget:

.1 Recommendation on Appropriation from Ancillary Fund Revenues:

It was moved:

THAT the College Board approve an appropriation of \$378,000 from the Ancillary Fund revenues earned in 2006/07 and prior, to be used for purchase of the following:

- **Ancillary Areas FF & E - \$9,500**
- **Ancillary Areas Education Technology - \$18,500**
- **General Operating Capital - \$350,000** B. Kendall/Carried

.2 Recommendation on 2007/08 Operating Capital Budget:

It was moved:

THAT the College Board approve the 2007/08 Operating Capital Budget in the amount of \$2,502,000. B. Kendall/Carried

With the approval of the Operating Capital Budget, the Purchase Orders are ready to be sent out tomorrow.

.4 Planned Activities: Ben asked Karen to bring forward the Vancouver Sun Press Release on Langara College, "Alleged fraud went on for more than 2 years", and specifically to answering the question whether Douglas College had controls in place to prevent a similar occurrence.

The alleged fraud involved the Manager of Administrative Services in Continuing Education setting up two private companies in his and an accomplice's name with the Manager authorizing payments to these companies for supposed instructors' services provided by these companies.

It was felt that Douglas College had good controls in place, but immediately on hearing of the alleged fraud, Karen Maynes and Chris Worsley decided to test the situation here. The result is that they both feel confident that this could not happen at Douglas for a number of reasons, including the fact that all employees in CE are paid as employees of the College per Revenue Canada rules. As part of this process all CE employees are signed up in person by Employee Relations and paid through Payroll. All of the courses and instructors are tied to the Banner system. There is an instructor/student financial reconciliation that ensures courses run. In addition there are contracts and time sheets for everyone and there is segregation of duties. There is a CE Program Assistant, a faculty programmer and a Dean in each area as well as a Finance employee overseeing the operations. In fact you would have to have six people colluding to pay anyone who was not doing something. The College also monitors the margins so carefully in those areas to ensure cost recovery. The Finance Committee feels comfortable on how we handle things. Further discussion ensued.

Ben indicated that risk management is a subject for the next Board meeting when the Board will talk about the KPMG Auditor Committee Reports. It was decided that perhaps half-an-hour would be required for this discussion if everyone was well prepared.

8.2 Human Resources Committee:

.1 Planned Activities: There was no report.

9. BY-LAW:

9.1 Notice of Intent: Amendment By-Law 83-1 (A2) College Board, Officers, Insurance and Indemnification: Diana Miles indicated that last month she gave an overview of the Chair's responsibilities and had mentioned that she did not think that the Board By-Law which provides for a one-year term of office was a satisfactory model. Reasons were provided and included in the documentation. A Notice of Intent to change the By-Law was included in the package to change the word "annually" to "every second year". This is for information this month and will come forward for approval at the May meeting. The Board Policy which also reflects an annual election, will also be brought forward for approval.

- 10. ANNOUNCEMENTS AND GENERAL INFORMATION:** Andrew Taylor indicated he found the Academic Signature pamphlet interesting reading and wondered what the targeted distribution was for this. Jan Lindsay confirmed that it was for both the existing and potential student bodies. It will be used as a means of educating students coming into the institution. The pamphlet was considered a great piece of value-added marketing.

11. **ISSUES ARISING FROM BOARD MEETING:** Ben Kendall referred to the April meeting and again apologized for any misunderstanding caused by his comments on risk management/Board governance functions.

There were no issues arising from this Board meeting.

12. **BOARD MEMBERS:** Diana Miles, Cathie Gibson, Ben Kendall and Alan Yang attended the Annual Athletics Banquet on March 29. They all agreed that it was a great evening with so much energy and enthusiasm in the room. It was noted how many awards the Athletic Department had won this year.

Alan Yang expressed his appreciation for the opportunity to go to the Association of Canadian Community Colleges Conference.

Adrienne Peacock attended the ESL Spring Immersion Program Closing Ceremony for Saitama University. Adrienne indicated that she will attend two more meetings and will then be retiring from the College.

Cathie Gibson attended the Stephen Lewis presentation. If the opportunity to hear him speak ever comes up again, she encouraged others to attend. He gave a lot of gratitude and thanks to Douglas College for the Uganda Project. It was a well-organized, well-attended and wonderful evening. Money was made to benefit the Uganda Project and the Uganda Endowment Fund. Hazel Postma and everyone involved deserve thanks.

Cathie Gibson, Ben Kendall and Ann Kitching attended the I Care Spring Dinner. A book is prepared by the students who may be writing their stories for the first time, and reading from them for the first time. Once you read the stories you get a sense of the students and where they are coming from.

Ben Kendall attended the Kitakyushu University ESL Spring Immersion Program Closing Ceremony on March 23. On March 28 he attended the Douglas College Foundation Annual Awards Tea. He found it heart warming to hear the stories of the bursary winners and sit with them.

13. **DATE AND LOCATION OF NEXT MEETING:** The next Board meeting is scheduled for May 17, 2007 in the New Westminster Campus Boardroom.

14. **ADJOURNMENT:** The meeting adjourned at 8:40 p.m.

CHAIR

PRESIDENT