

1. **CALL TO ORDER:** The meeting was called to order at 6:05 p.m.
Present: A. Taylor (Chair), C. Gibson, M. Hemmingsen, B. Kendall, A. Kitching, K. McKitrick, N. Steinman*
Ex-officio: S. Meshwork, S. Witter
Administration: M. Exmann, B. Jensen, K. Maynes, B. Barber, C. Worsley, M. Murray
Other: S. Briggs (DCFA), D. McCormack (BCGEU), M. Steinbach (DSU)
Guests: W. Case, G. Clarke, A. MacGrotty
Regrets: D. Miles, A. Peacock, M. Russell, A. Yang
* attended portion of the meeting

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

3. **APPROVAL OF MINUTES:** The minutes of June 21, 2007 were approved as distributed.

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

5. **INFORMATION/COMMUNICATIONS:**
 - 5.1 BCGEU: Drena McCormack indicated that she had just returned from vacation and there will be a report next month.

 - 5.2 DCFA: A written report was included in the package. There were no further questions.

 - 5.3 DSU: A written report was included in the package. Matthew Steinbach added that recently Blaine Jensen and members of the DSU went on a team building trip to Vancouver Island to look at Colleges and Student Unions over there hoping that it creates new energies between the college and the union. He also reported on several occurrences in the DSU building that Security is investigating. A new system to have identification with photos is being put in place. They are working on ensuring that the DSU building is more secure after hours. A proposal for Representative Committee members to submit timesheets to collect the DSU honoraria went to the DSU Board meeting and was defeated. The new proposal will not be going forward at this time.

In response to a question on the security breach, M. Steinbach indicated that the DSU was not aware of anything being stolen. Chairs and garbage cans were upturned. It is being investigated and will be rectified as quickly as possible. With regard to the rental of DSU space, M. Steinbach indicated that they charge a nominal fee. There was a question on whether DSU is working with Facilities about putting forward any of the recycling programs. In addition, the DSU is suggesting that additional environmentally friendly options could be looked at

with Chartwells. The DSU is working on transportation issues for David Lam Campus as well as pursuing a referendum for Douglas Students to potentially participate in TransLink's U-Pass program in the future.

6. REPORTS:

6.1 Board Chair:

.1 Chair's Reports: Andrew Taylor spent some time with Susan Witter over the summer, familiarizing himself with his new role as Board Chair. He felt honoured to be Chair.

a. Board Committees: There are two Board standing committees, Finance and Human Resources. With A. Taylor's withdrawal from the Finance Committee it left a gap. After consultation with the committee chairs, Neal Steinman agreed to move to the Finance Committee and Diana Miles agreed to join the Human Resources Committee. The Human Resources Committee will appoint a new chair and let the Board know at the September meeting.

b. Board Retreat with Vancouver Community College October 18/07:

Agenda:

The Retreat is confirmed for October 18 at 5:30 pm at Vancouver Community College. The Presidents and Board Chairs from both institutions participated in a conference call earlier today to review details. The topics will include succession planning at the senior management and CEO level. An executive recruiter who has done work for the Langara and VCC Boards previously, will talk about the process and what might be involved. There will be a presentation from the Mercer Consulting Group, with input from Human Resources on numbers locally. Dinner will be provided. All Board members were asked to participate. There will be no Douglas College Board meeting for October.

c. Board Member Recognition Event: The Chair indicated that some Board members have terms of office that will be completed shortly and others at the end of the year. There has been discussion on when to hold the Board Member recognition event and Saturday, November 24 was suggested (after the meeting a new date of Saturday, December 1 was established). Board members were asked to let the Board Secretary know if they can attend. The event will be hosted by Susan Witter at her home.

Since the August meeting is Karen McKitrick's last meeting, Andrew Taylor thanked her for her thoughtful input and contribution to the Board. The Board will welcome the new members at the September meeting.

d. Presentations at Board Meetings: A. Taylor asked that Board members with any suggestions or special areas of interest of value to the Board could forward them by e-mail to the Board Secretary.

e. B.C. College Presidents' (BCCP) and Board Chairs' Meeting: Andrew Taylor reported that he will be attending this meeting on September 17 and will bring a report to the September Board meeting.

.2 College Board Reappointment: The Chair congratulated Mary Hemmingsen on her reappointment to the College Board for another year and looked forward to her continued contribution.

6.2 Education Council:

.1 Chair's Report: Susan Meshwork had nothing to add to her written report for the June Education Council meeting.

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

6.3 President:

.1 President's Perspectives: A copy of President's Perspectives was distributed. The report was not included in the package as Susan Witter had a meeting in Victoria this week. Campus 2020 is moving slowly. In her report she talks about some of the things the Ministry has started to implement – more controls and accountability on private training institutions; removing tuition fees for Adult Basic Education; a review of the funding model for the public post-secondary system; and new learning opportunities for aboriginal learners.

S. Witter has been involved in considerable discussion on the big issue of "Regional Universities". Campus 2020 recommends three new regional universities. The B.C. College Presidents (BCCP) group is advocating for one regional university with B.C. public institutions that grant degrees becoming members of the consortium. The degree granting authority would reside with the regional university, with all other activities being independent. The issue will be ongoing throughout the Fall.

Susan Witter added that Campus 2020 will move slowly because of cost issues and she thinks there will not be many decisions in the next 3 – 6 months. The report does highlight some of the things she thinks are important.

The section on Strategic Workforce Planning at Douglas College was highlighted in the President's Perspectives document. The figures included are significant when looking at the number of staff, faculty or administrators who will retire in the

next few years. The succession plan that Marian Exmann is working on will be moving into the departments this Fall.

There was a question on whether there was any chance of receiving inflationary funding this year. It was indicated that the inflationary grant is still uncertain, particularly with the declining enrolments. Karen Maynes added that if we do not get inflationary funding this year it will create difficulties for the College next year by the creation of a \$1.1 million deficit, at which point the College would have to make cuts to balance as we are not allowed to run a deficit.

.2 Recommendation on Accountability Plan and Report 2007/08 – 2009/10: It was explained that the Accountability Plan and Report has to be prepared and submitted to the Ministry in the summer (by July 13, 2007). It is therefore submitted “subject to” Board approval. The document attached to the package outlines the different process used this year. Andrew Taylor did review the document prior to submission. It is now included in the package for Board approval, with the proviso that should the Board change anything, the Accountability Plan will be resubmitted with the changes. It is a standard plan that all institutions have to submit once a year on certain topics around College objectives and performance management. The College tries to tie the Accountability Plan to the College’s Strategic Plan. Should the Board have issue after tonight’s discussion, the Ministry will be e-mailed with the changes.

Questions included the graduation rate showing that relatively few students take a full course load. It was suggested that Bob Cowin be asked for a profile of students not taking the full load against age, marital status or whether students have children, and if it is economic pressures that are fuelling this downturn. When there is a majority of the students taking partial loads, it puts demands on College services. It was suggested that the College needs to alert the government of this as the extra demands stretch College finances.

It was pointed out that the remarks made primarily refer to open enrolment students, and not to students in career programs. Blaine Jensen has compared our University Transfer students to those at Simon Fraser University and it appears that SFU has a majority of their students taking the same thing. He could ask Bob Cowin if there is a relationship. 17% of Douglas students take a full course load (5 courses). It is a heavy load and if students have not decided on their future, this could be a contributing factor. Susan Meshwork added that in her counselling work experience it has to do with work volume and academic requirements. There is an academic performance policy. Students have to maintain a certain level of grades in courses and they find they cannot maintain that on a full course load.

It was moved:

THAT the College Board approves the Accountability Plan and Report 2007/08 – 2009/10 for submission to the Minister of Advanced Education.

Karen McKittrick indicated that a 60% load was the bare minimum to qualify for student loans. It could be that students are juggling other responsibilities.

.3 Recommendation on Credential: Certificate in Communications:

It was moved:

THAT the College Board approves the establishment of a credential: Certificate in Communications. A. Kitching/Carried

.4 Recommendation on Credential: Certificate in Modern Languages:

It was moved:

THAT the College Board approves the establishment of a credential: Certificate in Modern Languages. C. Gibson/Carried

.5 Recommendation on Credential Name Change: Diploma in Sport Science:

It was moved:

THAT the College Board approves the credential name of *Diploma in Sport Science* in place of the current name, *Diploma in Sports Science*. A. Kitching/Carried

.6 Priority Goals for Susan Witter as President of Douglas College in 2006/2007: Review/Progress Report: S. Witter indicated that the Progress Report is an overview of how she has achieved her goals this last year and gives her a sense of what to include this year.

.7 Draft Priority Goals for Susan Witter as President of Douglas College in 2007/2008: It outlines Susan Witter's work for the upcoming year. These goals were developed in unison with the Vice Presidents and Associate Vice Presidents, taking into account the Strategic Plan, the Accountability Report, Ministry goals, and viewing different motions of the Board during the year. There are a number of new goals and a large number that are carried over, some for 3–4 years.

Susan Witter asked the Board for feedback tonight or by e-mail. She would appreciate any suggestions prior to the next Board meeting. The document will return to the September meeting for approval.

Some comments had already been passed on to the President. It was felt that the new additions bring forward all the current issues the College is facing.

be awarded in 2007/2008. It was emphasized that the Strategic Development Funds do not come from base budget, but from revenue from international and contract training projects.

.8 College Sector Policy Table: S. Witter wanted to ensure the Board were aware of the College Sector Policy Table, a consultative process to bring the employer and unions together with government over the next year to take a look at a number of policy items, particularly items that will flow out of Campus 2020 with a labour relations perspective. Both Susan Briggs from the DCFA and Susan Witter have put their names forward to participate on the Policy Table. The Board will be advised when the five union participants and five institutional presidents are named.

7. BOARD COMMITTEES:

7.1 Finance Committee: The Finance Committee did not meet in July and August.

.1 Planned Activities: The Committee will continue to monitor DSU activities, FTE enrolments, self-assessment of the committee, and preparation for the budget. In response to a comment on monitoring DSU activities, Ben Kendall explained that the Board has a fiduciary duty under Section 21 of the College and Institute Act to follow DSU activities, as well as reputational risk.

7.2 Human Resources Committee: The committee has met a couple of times. There was no report.

8. ANNOUNCEMENTS AND GENERAL INFORMATION: The article on Ann Kitching in the Coquitlam Now newspaper was highlighted. There were no question/discussion on the items in this section.

9. BOARD MEMBERS:

Karen McKitrick has returned from her leave. She thanked the Chair for the recognition he gave her earlier in the meeting. She indicated it had been an honour to be on the College Board over the last two years.

Mary Hemmingsen reported that she would be attending the Closing Ceremonies for Kyoto and Momoyama Universities tomorrow, August 24, 2007.

10. ISSUES ARISING FROM BOARD MEETING: There were no issues arising from this Board meeting.

two experts, Matthew Steinbach from the DSU and Susan (Briggs) from the instructional area, were in attendance at the meeting. Matthew supported this view. Susan found it unjust when the Board has an opportunity for real feedback, and she felt it was a missed opportunity for Board members.

The Chair emphasized that it was a College Board meeting. The points made were duly noted. Another member pointed out that the issue in question was for the Board to approve a report, in this case the Accountability Plan and Report, not to hear issues about specific feedback. This report was reviewed from the Board's perspective. As far as comments from any of the Constituent Group Leaders (CGL) are concerned, they have access to the Senior Management Team (SMT). Information comes from SMT to the Board at that level.

11. **DATE AND LOCATION OF NEXT MEETING:** The next Board meeting is scheduled for September 20, 2007 in the New Westminster Campus Boardroom.

12. **ADJOURNMENT:** The meeting adjourned at 6:50 p.m.

CHAIR

PRESIDENT