

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

**February 21, 2008
New Westminster Campus Boardroom**

Open Meeting File No. 2008-02-21

Approved March 20, 2008

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)

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

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

Honorees: R. Bend, R. Brookes, C. Howorth; regrets from T. Farrell

Guests: T. Bend**, P. Bartleman, S. Bubrick, J. Carrie**, W. Case***, B. Cowin**, R. Coulson**, M. Cullins**, G. Eisenberg**, J. Y. Lin**, A. MacGrotty, D. Murphy**, L. Phillips**, K. Price**, G. Robertson**, G. Stanger**, S. Tang**, M. Tarko**, G. Tennant**, K. Wallden**

Recording: S. Donnelly

* late arrival

** attended a portion of the meeting

*** absent for a portion of the meeting

1. CALL TO ORDER

There being a quorum present, the Chair called the meeting to order at 6:02 p.m.

2. APPROVAL OF AGENDA

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

04/2008

THAT the agenda be approved as distributed.

3. PRESENTATION OF FACULTY EMERITUS AWARDS

The Chair invited attendees to join him in honouring recipients of the fourth annual Douglas College Faculty Emeritus awards, retirees who had demonstrated sustained excellence over a period of at least ten years at the College, including excellence in teaching and related work, outstanding contributions to one's discipline and outstanding contributions to the College community.

The Chair proceeded with speeches highlighting the contributions of Roberta Bend (Psychiatric Nursing), Ray Brookes (Accounting) and Carol Howorth (Early Childhood Education) as well as those of Dr. Terry Farrell (Political Science). In turn, the three honorees in attendance spoke of their careers, colleagues and students, and in appreciation of this recognition. Award plaques were presented, and a brief recess held while photographs were taken to mark the occasion.

4. ACADEMIC PLAN UPDATE: ENVIRONMENTAL SCAN

The Chair welcomed Bob Cowin of Institutional Research and Planning (IRP), who joined the meeting with Vice President Education Jan Lindsay to elaborate on the Academic Planning package distributed to Board members.

4. ACADEMIC PLAN UPDATE: ENVIRONMENTAL SCAN, cont'd

Jan Lindsay highlighted the two-pronged environmental scan undertaken, including research and data gathering as well as connecting and checking with external partners. A Scholarly Activity discussion paper will be circulated the week of February 25, 2008. Colleagues will be encouraged to provide feedback that may be incorporated into the plan, leading to a review of the College's Academic Vision statement that is intended to guide tactical plan development.

A SWOT analysis evaluating strengths, weaknesses, opportunities and threats will then be undertaken, engaging representatives from BCGEU, DCFA, DSU and The Training Group, amongst others. This will lead to identification of themes at both College-wide and faculty levels. The Faculties' strategic plans will then contribute to a draft plan to be written by the Vice President's Academic Council (VPAC) with assistance from Bob Cowin and circulated for College-wide consultation. The evolving plan will be presented to Education Council, the Senior Management Team (SMT) and then the Board for approval in early 2009.

Bob Cowin discussed the environmental scan, and reviewed the scope of documents available at <http://www.douglas.bc.ca/instres.html>, the College's IRP website. He encouraged Board members to provide feedback at this early stage of the planning process, and highlighted the significance of incorporating a renewed emphasis on student recruitment strategies into academic planning.

Bob Cowin encouraged Board members to direct IRP to any useful documents, and to comment on topics, data, government and economic trends they consider particularly relevant over the coming months. Board members responded favourably to the report and provided their insights. Andrew Taylor thanked Bob Cowin for his good work and presentation; Board members will e-mail additional suggestions or identification of gaps care of the Board's Executive Assistant

Note: Bob Cowin departed the meeting at this point.

5. APPROVAL OF MINUTES OF JANUARY 17, 2008

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

05/2008

THAT the minutes be approved as distributed.

6. BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes of the January 17, 2008 meeting.

7. INFORMATION/COMMUNICATION

7.1.1 DCFA

As no written report was provided, the Chair asked Susan Briggs if she had any comments. Susan Briggs said that the Liberal government's budget professes to be green, and that she hopes it will follow through; she thinks it is not good for post-secondary and for people trying to help students. She expressed cause for hope for partnering with industry and working with Aboriginal students. Stating that DCFA members are aware that we are slated to go to arbitration for contracting out if we can not come to an agreement, Susan Briggs expressed happiness with the proposals put forward by the DCFA, and a sense that such proposals ought to make it easier to partner with industry. The Chair thanked Susan Briggs, and invited questions. No questions were raised.

7. INFORMATION/COMMUNICATION, cont'd
7.1.2 DSU

The Chair noted Matthew Steinbach's written report, and invited questions. None were raised.

7.1.3 BCGEU

Drena McCormack reported that the March 2008 meeting would be her last, and that she hoped to soon introduce a new representative. The Chair thanked Drena McCormack for her updates.

Note: M. Steinbach departed the meeting at 7:26 p.m.

8. REPORTS

8.1 BOARD CHAIR

8.1.a) Winter 2008 Graduation Ceremonies – Andrew Taylor attended the morning Winter 2008 graduation ceremonies on February 12, 2008, and took great pride in celebrating our students' accomplishments. He commended the organizers on an exceptional job.

8.1.b) Throne Speech – A representative of the Minister of Advanced Education's office contacted the Chair days prior to the Throne Speech, explaining that the Minister would be placing phone calls to individual Board Chairs upon conclusion of the Throne Speech. The anticipated call was placed later than scheduled, and came instead from a Ministry staffer with no information to proffer. Andrew Taylor requested a follow-up phone call with the Minister, but subsequently arranged for a March 3, 2008 meeting – to also include Susan Witter – in the Minister's office.

8.1.2 May 2008 Association of Canadian Community Colleges (ACCC) Conference – The Chair invited expressions of interest in attending the conference. Susan Briggs offered her recommendation of keynote speaker Storm Cunningham. Interested Board members are to advise the Board's Executive Assistant by February 26, 2008 of their interest in attending the conference.

8.1.3 Board Membership: Student By-Election

The Chair reported that nominations closed on February 18, 2008 and that electronic balloting will be conducted in early March 2008.

8.1.4 Board Resourcing Development Office (BRDO)

8.1.4.a) Recommendations for Re-Appointment – We have sent the BRDO our formal recommendations for re-appointments of Mary Hemmingsen and Mike Russell to this Board.

8.1.4.b) Request for Extensions of Two Appointments – We have received BRDO acknowledgement of our request for extensions of term for Ann Kitching and Andrew Taylor.

8.1.4.c) Notice of Position – The BRDO asked that, in the absence of a decision on the two requested extensions, Douglas College prepare the Notice of Position to reflect those vacancies as well as that created through the conclusion of Neal Steinman's third term on July 31, 2008. The Agenda Setting committee members vetted a draft completion of the Notice of Position, and the Chair asked Board members to provide comment on the attributes to be sought in new candidates, Under "Vacant Position(s)". It was agreed that the term "public" would be inserted in front of the phrase "post-secondary education".

8.1.5 2008 Board Programmes/Presentation Proposals – The plans outlined on the agenda were reviewed in detail.

Note: M. Steinbach returned to the meeting at 7:40 p.m.

8.2 EDUCATION COUNCIL

8.2.1 Chair's Report – The Chair invited questions of Susan Meshwork; there were none.

8.2.2 Board Member Liaison Report – Ann Kitching had no news to report.

8.3 PRESIDENT

8.3.1 President's Report – Further to her written submission, Susan Witter reported on the Throne Speech and a lack of post-secondary information in the provincial budget. She reported on attending the College's Men's basketball game on the weekend; this team's prospects look very good. The President invited and responded to questions.

9. BOARD COMMITTEES

9.1 Finance Committee

9.1.1 Planned Activities and Financial/FTE Reporting – Finance Committee Chair Neal Steinman elaborated on the financial reports included in Board members' packages. Noting the positive financial management of the David Lam expansion, he credited Project Manager Terry Leonard for prudent project management and expressed the Board's thanks to Mr. Leonard.

Reporting receipt of correspondence from the Auditor General's office, Neal Steinman advised that Douglas College's 2009/10 audit will be undertaken by that office as part of a rotating process. There is still sufficient funding in this Board's annual budget to enable us to bring in a speaker or two during the current fiscal year, and Neal Steinman encouraged Board members to let he or other Finance Committee members know of any such recommendations.

9.1.2 2008 ACCC Conference: Attendance Budget for May 25 – 27, 2008 – Neal Steinman referenced the conference already highlighted by the Board Chair, and asked that interested Board members advise the Board office by the following week. Mary Hemmingsen noted that the Finance Committee had approved a delegation of two Board members.

9.1.3 Report: Crown Agency Governance Forum – Mary Hemmingsen advised that, on behalf of this Board and its Finance Committee, she recently attended a Crown Agency Audit Committee forum focusing on governance, and offered workshop documents to fellow Board members. Mary Hemmingsen noted the suggestion that all Boards refresh their mandates in terms of structuring and delivering through their respective audit committees. Various foci include the means by which committees audit and manage risk, collaboration within the college sector, and opportunities to glean insights and best practices from other boards.

Our Finance Committee members will review the materials and recommendations and apply them to our mandate. Another mandate is to be forward looking in terms of governance; the Finance Committee Secretary and the Board Executive Assistant have identified some governance development opportunities, including an ACCC conference – still in the planning stages – for Board Chairs and Vice Chairs. The Finance Committee will report back on that conference.

9.2 Human Resources Committee – Committee Chair Cathie Gibson advised that this committee had nothing to report.

10. ANNOUNCEMENTS AND GENERAL INFORMATION

Board members noted the extensive media coverage of the David Lam Campus expansion. Andrew Taylor reported on the City of Coquitlam's Open House and Town Hall Meeting scheduled for Wednesday, February 27, 2008 and encouraged Board members to attend and add their voices to efforts to ensure that there is a David Lam Campus stop on the Evergreen Line.

11. EVENT RSVP ROUNDTABLE

The Chair introduced this new standing item, and the Executive Assistant's monthly electronic distribution of a spreadsheet identifying upcoming events and Board representation. Commencing with the March 2008 meeting, Board members can preview the summary and then, during Board meetings, quickly respond to a canvas as to which events they can attend.

12. ISSUES ARISING FROM BOARD MEETING

There were no such issues.

13. BOARD MEMBERS' REPORTS

Board members reported on College-related events they'd attended over the past month, including the budget forums, Winter 2008 graduation ceremonies, the Douglas College Foundation Board retreat and the College-wide Professional Development Day. Ann Kitching advised that funding has been awarded the "Centre for Creative Aging" at the David Lam Campus; she is an active volunteer in this endeavour and encouraged Board members to refer people to the Centre at cfa@douglas.bc.ca or through its upcoming website, www.centreforcreativeaging.ca.

Mary Hemmingsen reported on interest on the part of Board and committee Chairs, following the Crown Agency forum, in collaborating with peers on areas of common interest across the system, and on sharing of insights. Susan Meshwork highlighted the "World Café" approach used at the College's Professional Development Day to enable people who are not necessarily familiar with one another to delve deeply into topics of importance.

14. DATE AND LOCATION OF NEXT MEETING

The next meeting will be held at the David Lam Campus, beginning at 6:00 p.m. on Thursday, March 20, 2008.

15. ADJOURNMENT

There being no further business, the meeting adjourned at 8:13 p.m.

CHAIR

PRESIDENT