

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

**January 22, 2009  
David Lam Campus Boardroom**

Open Meeting File No. 2009-01-22

Approved February 19, 2009

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**ATTENDANCE**

Board Members: G. Bowbrick\*, B. Clarke, C. Codrington, C. Gibson, M. Hemmingsen, M. Hwang, P. Kendrick, A. Kitching, S. Meshwork (ex-officio), A. Taylor\*, P. Wates, S. Witter (ex-officio)

Regrets: A. MacGrotty, M. Russell, M. Steinbach

Observers: S. Briggs (DCFA)  
Regrets from M. Ferley (BCGEU)

Administration: B. Barber, B. Jensen, J. Lindsay, G. Ouyang, H. Postma, C. Worsley  
Regrets from M. Exmann, K. Maynes

Guest: Jim Lundy, Janet Wright & Associates Inc. (JWA)

Recording: S. Donnelly  
\* late arrival

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**1. CALL TO ORDER**

Mary Hemmingsen served as Acting Chair given traffic delays that resulted in the Chair's late arrival, and called the meeting to order at 6:02 p.m. She welcomed Susan Meshwork back to the Board table, and welcomed new Board member Michael Hwang and Mr. Jim Lundy of Janet Wright & Associates Inc., who is assisting in the College's Presidential search.

**2. APPROVAL OF AGENDA**

It was moved by Bruce Clarke, seconded by Cathie Gibson and unanimously resolved:

01/2009 *THAT the agenda be approved as distributed.*

**3. WELCOME TO NEW BOARD MEMBER MICHAEL HWANG**

Mary Hemmingsen administered the Oath of Office for Michael Hwang, who later provided a self-introduction.

**4. APPROVAL OF MINUTES OF DECEMBER 18, 2008**

It was moved by Ann Kitching, seconded by Paul Wates and unanimously resolved:

2/2009 *THAT the minutes be approved as distributed.*

**5. BUSINESS ARISING FROM MINUTES**

There was no business arising.

## **6. 2009/10 BUDGET PRESENTATION**

Susan Witter reiterated Karen Maynes' regrets resulting from longstanding plans. She noted that the 2009/10 budget funding was expected to be status quo. The President has been seeking information from the Ministry of Advanced Education and Labour Market Development (ALMD), but there was no news at this point. All planning has been undertaken on the basis of assumptions, which the President reviewed; such assumptions were detailed in a "Budget 2009/10" handout circulated to attendees.

Unlike a number of post-secondary institutions, Douglas College will enter 2009/10 without deficits; this is the result of enrolment increases in International Education. Enrolments were up significantly in Fall 2008 and again in the current semester. College-wide budget forums were planned for Wednesday, January 28, 2009 – 12:30 to 2:00 p.m. in the David Lam Campus boardroom, and from 4:30 to 6:00 p.m. in the New Westminster Campus boardroom – and Susan Witter encouraged Board members to join employees at these sessions.

The College has been directed to plan for more than one budget scenario, and there is no confirmation of any new student Full Time Equivalent (FTE) funding. It is anticipated that the Province of BC will place a high priority on health and education in its upcoming budget, and that health and trades education will be priorities within ALMD. While there is no anticipation of full layoffs, there may be some minor reductions to people's workloads. The President anticipated bringing a budget proposal before the Board for approval in April or May 2009, and invited and responded to questions. The advisability of projecting an additional increase in International student FTEs was queried; at Susan Witter's invitation, Guangwei Ouyang reported that his division had originally projected an increase to 500 FTEs but scaled back to 460 FTEs in recognition of economic indicators.

Susan Witter invited Chris Worsley, Director of Finance, to review proposed budget additions, reallocations and efficiencies, as well as changes to revenues and expenditures given a status quo budget. Chris Worsley provided a detailed review of such matters, and invited and responded to questions. Jan Lindsay spoke of developing further collaborative degree partnerships and positioning Douglas College within this new environment so that we provide students pathways without limitations. The proposed Associate Dean position will support the establishment of a structure to support such strategic partnerships. Blaine Jensen provided insights into the addition of a Centre for Educational and Information Technology (CEIT) Systems Project Leader. The College is relying on more complex systems and needs to ensure that we minimize risks with such installations. Other institutions are experiencing similar challenges, and Douglas College is not among the first to create such a role.

The Board conveyed its support of the intent of the proposed 2009/10 budget, and the release of the planning document to the College community for information and feedback. The Acting Chair thanked Blaine Jensen, Jan Lindsay and Chris Worsley for their insights.

## **7. INFORMATION/COMMUNICATION**

### **7.1.1 BC Government and Service Employees' Union (BCGEU)**

Mark Ferley was unable to attend the Board meeting.

### **7.1.2 Douglas College Faculty Association (DCFA)**

The Acting Chair acknowledged Susan Briggs' report and invited questions; there were none.

### **7.1.3 Douglas Students' Union (DSU)**

The Acting Chair noted that this meeting marked the seventh consecutive meeting that was unattended by the DSU representative.



**9. BOARD COMMITTEES, cont'd****9.1 Audit and Finance Committee, cont'd**

The committee's meeting had also included time with representatives of KPMG, serving their last year as the College's external auditors prior to next year's routine audit by representatives of the provincial government. Plans for interface between the BC Auditor General's staff and KPMG are yet to be determined. The committee also reviewed the proposed budget for participation in the Association of Canadian Community College's (ACCC's) Annual Conference, and recommended that the Board send up to three delegates.

**9.2 Human Resources Committee**

Cathie Gibson advised that the committee had no news to report.

**9.3 Presidential Search Advisory Committee (PSAC)**

Paul Wates reported that executive search consultant Jim Lundy, of Janet Wright & Associates Inc. (JWA) had attended the PSAC's January 7, 2009 meeting, and invited Mr. Lundy to address the Board.

Jim Lundy has spent the last 20 years engaged in searches for post-secondary institutions. JWA does not engage in corporate searches; they focus on public service, the arts and health; the bulk of their work is in post-secondary searches, and they continue to be actively engaged in searches for British Columbia institutions. Jim Lundy reported that, in addition to commencing work with the PSAC, he was completing meetings with members of the College's Senior Management Team and was scheduled, over the next day, to meet with a number of groups – Deans and Directors, and the Executive of the Douglas College Faculty Association (DCFA). Efforts have been made, as well, to arrange meetings with representatives of the BC Government and Service Employees' Union (BCGEU) and of the Douglas Students' Union (DSU). Jim Lundy noted that, at the national level, Susan Witter is regarded very much as a leader in post-secondary education; these will be difficult shoes to fill. Paul Wates noted the prompt work on recruitment advertising that had already been placed, and thanked Jim Lundy for his efforts. The PSAC will meet again on February 11, 2009 to consider issues relating to ranking, and will next meet with Jim Lundy on February 25, 2009.

PSAC members are well aware that Douglas College is undertaking this search within a highly competitive environment, and are working aggressively to access that talent pool. Questions were invited and answered. The Acting Chair, on behalf of the Board, acknowledged the significant commitment of PSAC members and commended them for their contribution.

**8. REPORTS, cont'd****8.1 Board Chair, cont'd**

The meeting returned at this point to the Board Chair's report. Andrew Taylor explained that, for past elections of Board officers, the Board has struck a committee of one, to serve as the "Nominating Committee". He noted that Cathie Gibson, who will depart the Board in July 2009, is familiar with the process, and asked if she would consider being nominated to serve in such a role. Reiterating Mary Hemmingsen's earlier comments regarding the advisability of sending both the outgoing and incoming Board Chairs to China, and the recommendation that the Board conduct the election of its officers on April 16, 2009, Andrew Taylor encouraged comments and feedback.

It was moved by Peter Kendrick, seconded by Ann Kitching and unanimously resolved:

4/2009

*THAT the Board appoint Cathie Gibson to serve as the Nominating Committee for the April 16, 2009 election of Douglas College Board Officers.*

**10. ANNOUNCEMENTS AND GENERAL INFORMATION**

Mary Hemmingsen noted the three upcoming Winter Graduation Ceremonies, at which Ann Kitching, Andrew Taylor and Susan Witter would speak on behalf of the Board. Seats may be reserved for Board members, who were encouraged to attend these most gratifying celebrations; ceremonies will be held at 10:30 a.m., 2:30 and 6:30 p.m. on Tuesday, February 10, 2009.

**11. ISSUES ARISING FROM BOARD MEETING**

Paul Wates observed that he'd not, under Item 9.3, mentioned the Board communication plan for the Presidential search; kudos were offered in regard to the *Presidential Search* website. Shelagh Donnelly credited Communications and Marketing Office's (CMO's) Web Coordinator Anne Swinton for her expertise and support in their launch of the site.

**12. BOARD MEMBERS' REPORTS**

Michael Hwang offered insights into his background and what he hopes to bring to this Board, and his pleasure in joining the Douglas College Board. He values community service and also learns a great deal from it. Other Board members reported on recent and upcoming activities.

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

The next meeting is scheduled for a 6:00 p.m. start on Thursday, February 19, 2009 at the New Westminster Campus.

**14. ADJOURNMENT**

There being no further business, the meeting adjourned at 7:18 p.m.

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CHAIR

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PRESIDENT