

**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

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

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

5.1.1 BCGEU

The Acting Chair conveyed regrets from Acting Constituency Group Leader Catherine Elson.

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 machines and more. Deficit management planning will be required should a deficit be projected, and there are references to monitoring and identification of areas targeted for action.

On a positive note, the GLE articulates programming priorities, which clarifies the College's role and the government's commitment to our degree programs. The government's programming priorities include Health, Skilled Trades, Adult Special Education and English language training as well as Aboriginal and Adult Basic Education (ABE), both of which we are well positioned to accommodate.

On invitation, the President reported that the Senior Management Team (SMT) had reviewed GLE reporting requirements regarding Full Time Equivalents (FTEs), and determined that the College can not achieve the FTE target of 19 for new Aboriginal programming due to begin in October 2008. There will be some additional programs for which the FTE target can not be reached. The President will advise Andrew Taylor on his return as to an FTE count to which the SMT considers it can commit, while Mary Hemmingsen will provide the Chair with feedback from the provincial Board Chairs' meeting. The President noted that Adult Special Education and English language training were recent additions to what were otherwise consistent government programming priorities.

Susan Witter reported that senior executive hiring will now require sign-off by both the Post-Secondary Employers' Association (PSEA) and the Public Sector Employers' Council Secretariat (PSEC). The College's Accountability Plan will be completed and sent to the Ministry of Advanced Education in draft format, for Board review and approval in August or September 2008. The Executive Compensation Report template has been received and the College will, in accordance with a new requirement, also post the report on its website.

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 PRESIDENT**6.3.1 President's Report**

Susan Witter referenced her written report and Minister Coell's articulation of a BC Colleges mandate statement, which was well received. Jan Lindsay elaborated on the College of Registered Nurses of British Columbia's (CRNBC's) formal, five-year recognition of Douglas College's Nursing program. Such acknowledgement is rare, and the Douglas College community can be proud of this recognition.

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 previous fiscal period. A full 15% of the College's 2007/2008 FTEs came from cost recovery programming.

Note: Christian Codrington joined the meeting at this point.

Karen Maynes and her team were applauded for the efforts made to ensure that the FTE Enrolment Report was increasingly useful and relevant in this climate of change.

It was moved by Paul Wates, seconded by Neal Steinman and unanimously resolved:

22/2008

THAT the College Board approve the 2007/2008 FTE Enrolment Report.

7.1.3 Recommendation on 2007/2008 Audited Financial Statements – Karen Maynes provided a briefing, inviting and responding to queries. The consolidated statement outlined the College's four funds that are used to allocate revenues and grants with restricted purposes.

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

- The 2007/2008 Operating Fund's Ending Designated Surplus of \$3,002,553 includes \$2,062,350 (2.5% of the College's 2008/2009 operating budget) set aside in accordance with Board policy, as well as the \$708,000 required on a one-time-only basis to balance the 2008/2009 budget, leaving an available balance of \$232,203.
- Total 2008 Ancillary Fund revenues were \$931,472, compared to \$908,496 in 2007. Bookstore revenues were down slightly, reflecting expenses incurred in opening the larger Bookstore at the David Lam Campus. The College will not raise Bookstore, parking, cafeteria or Vision Centre prices in this fiscal year, as students and employees would bear the burden of such increases.
- The Capital Fund's closing 2007/2008 balance was \$16,208,180, with funds allocated into a series of "reserves". Mary Hemmingsen noted that one of those reserves is the Board-initiated Capital Expansion Reserve, which now has a balance of \$7,911,022. This proactive planning had enabled the College to partner with the Province of BC in building the David Lam Campus expansion.
- The 2007/2008 Special Purposes Fund year-end balance is \$3,584,468; approximately 204 projects are currently planned.

Karen Maynes reported that the auditors found no weaknesses in their 2007/2008 review, but had identified opportunities for improvement, recommending that the College begin depreciation of capital assets by half a year's amortization in the year of acquisition, rather than commencing depreciation in the year subsequent to acquisition. The College will begin this practice next year, on a monthly basis. The auditors also recommended that CEIT, the College's Information Technology department, test Banner access rights on a regular basis; CEIT will begin doing so each Summer and every December. Yet to be acted upon is last year's recommendation that the College audit the statements received from our parking and food service providers. As these are both substantial organizations, Chris Worsley and College Controller Stephanie Fraser plan to conduct such audits on alternating years, and will bring the matter to the Finance Committee at its September 2008 meeting.

Mary Hemmingsen stressed the rigor of the financial review that had been undertaken; the committee had been satisfied, before recommending approval of the audited financial statements, that there were no material misstatements. She reminded the Board that, while the current auditors will complete the College's 2008/2009 audit, the provincial Auditor General will undertake the 2009/2010 audit. Paul Wates noted that the Finance Committee did meet In Camera with the College auditors, sans College employees. Not only did the auditors not identify any issues regarding quality or accuracy of information, they offered comments regarding the professionalism and high quality of staff.

It was moved by Neal Steinman, seconded by Christian Codrington and unanimously resolved:

23/2008

THAT the College Board approve the 2007/2008 audited Douglas College Financial Statements.

7.1.4 Enrolment Update: 2008 Summer Semester FTE Report

Neal Steinman referenced the reported included in the agenda package, and Karen Mayne reviewed key points; numbers are as were anticipated.

7.2 Human Resources Committee

7.2.1 Planned Activities – Committee Chair Cathie Gibson advised that the committee had recently met. She invited but did not receive any queries.

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.

8. ANNOUNCEMENTS AND GENERAL INFORMATION

The Acting Chair noted the reports included in Board members' agenda packages. Mary Hemmingsen noted that she'd found her attendance at the 2007 Association of Canadian Community College (ACCC) Annual General Meeting (AGM) to be very valuable, and encouraged consideration of ACCC's next AGM, to be held May 31 – June 2, 2009 in Prince Edward Island. The Acting Chair also drew attention to notes of thanks from students in receipt of Winter/Spring 2008 Board bursaries and scholarships totalling \$19,289.

9. ISSUES ARISING FROM BOARD MEETING – There were no such issues.

10. BOARD MEMBERS' REPORTS

Board members reported on the many College-related activities in which they'd recently participated. Mary Hemmingsen and Andrew Taylor were commended for their effective presentations at the June graduation ceremonies, and Board members found the ceremonies, with the pride and emotion evidenced by graduands and their parents, to be highly gratifying.

11. BOARD MEMBERSHIP

The Acting Chair reported that incoming Board member Peter Kendrick's appointment will take effect July 31, 2008, coinciding with the conclusion of Neal Steinman's six and a half years of service to the Douglas College Board. Mary Hemmingsen advised that, while a formal ceremony would follow later in the year, she and fellow Board members wished to convey their thanks now to Mr. Steinman for his many contributions, and for so capably serving as Finance Committee Chair.

12. DATE AND LOCATION OF NEXT MEETING

Mary Hemmingsen conveyed, on behalf of Andrew Taylor, thanks to everyone for their very hard work over the past year; we face many challenges but, with good Board composition, look forward to the year ahead. The next Board meeting will begin at 5:30 p.m. on Thursday, August 21, 2008, and Board members were encouraged to attend either of the College Summer Wrap-Up barbeques. The Acting Chair reminded Board members to hold Saturday, October 18, 2008 for a Board meeting, with the timing and location yet to be announced.

13. ADJOURNMENT

There being no further business, the meeting adjourned at 7:51 p.m.

CHAIR

PRESIDENT