

1. **CALL TO ORDER:** The meeting was called to order at 6:05 pm.  
Present: D. Miles (Chair), C. Gibson, M. Hemmingsen, B. Kendall, A. Kitching\*, K. McKitrick, A. Peacock, M. Russell\*, N. Steinman\*  
Ex-officio: S. Meshwork, S. Witter  
Administration: B. Jensen, J. Lindsay, K. Maynes, M. Exmann, H. Postma\*, C. Worsley, M. Murray  
Scholarship Award Winners: T. Boyarinova\*, L. Cardell\*, B. Cousin\*, T. Dolan\*, J. Khoie\*, B. McCarthy\*, H.W. Yang\* and Guests  
Therapeutic Recreation Presentation: J. Carrie\*, V. Ferrar\*, G. Paterson\*, K. Pike\*, T. Strachan\*  
Regrets: N. Dardi, A. Taylor, A. Yang  
\* attended portion of 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 THERAPEUTIC RECREATION PROGRAM:** Jan Lindsay introduced Jan Carrie, Dean of Child, Family and Community Studies.

Jan Carrie outlined what the presentation would include. She introduced Geri Paterson, Coordinator of the Therapeutic Recreation program who spearheaded the process for obtaining the Therapeutic Recreation Degree. Geri and the faculty are given great credit for that successful endeavour. Geri has been an employee of the College since 1980 and has watched the program develop from a certificate program to a diploma program and, this year, to a degree program.

Geri gave an overview of the program explaining that Therapeutic Recreation's focus is in using recreational activities and experience to help people with disabilities and illness to overcome barriers that prevent them from achieving a quality life. It has taken 15 years of perseverance to get approval of a Therapeutic Recreation Degree. The faculty are totally immersed in the degree program right now and find it an exciting time.

Kevin Pike, Chair of the Therapeutic Recreation (TR) Advisory Committee was introduced. Kevin has been on the Committee since 1993, and has been Chair for the past seven years. The other members of the Committee come from a broad spectrum of individuals who provide services to people with disabilities, with several of them already 15 years on the committee. The importance of the Advisory Committee was highlighted. People within the community share their expertise and keep the program updated on what employers need in terms of graduates. Kevin is the Director of West Vancouver Recreation and Community Services and like some other members of the Committee is interested in hiring graduates of the program. Kevin regards Committee members as ambassadors for the program. They are all in touch with many people, talk about the program and are able to assist colleagues who ask for students who come from Douglas College's Therapeutic Recreation program. Members of the Advisory Committee also presented to the Degree Quality Assessment team who came to

the College to assess the program. Kevin indicated that the Committee is proud of the faculty and the program.

Two students Tara Strachan in the first year of the program and Valerie Ferrar, a third year access student, were happy to share perspectives on their experiences at Douglas College and how they came to being in the program. Tara is also Vice President of the Student Club who help organize fund raisers and do a clothing and blanket drive for a Women's Centre in the downtown eastside.

Valerie is already a Recreation Therapist having obtained her diploma in 1997. She works with the disadvantaged population in the Downtown Eastside. She has returned to take the Therapeutic Recreation Degree. She also has plans on using her experience and training when she retires.

Ann Kitching brought the Board's attention to the fact that Dean Jan Carrie hosted and co-coordinated the Roundtable on Settlement and Immigration Issues in the Tri-Cities which Ben Kendall and she attended.

Diana Miles thanked Jan Carrie and Geri Paterson for organizing the presentation; Ken Pike for his ongoing contributions to the Therapeutic Recreation program; and the students for sharing their experiences with the Board. They were wished well in their careers.

4. **PRESENTATION OF STUDENT SCHOLARSHIP AWARDS:** Diana Miles welcomed seven of the ten Douglas College Board Scholarship Award winners who were able to attend the presentation in person. All these students are on the Dean's List. The recipients were Tatiana Boyarinoa, Dispensing Optician Program; Lisa Cardell, Associate Degree in Arts – Foreign Languages focus; Bryan Cousin, General Studies – University Transfer; Tara Dolan, General Studies/Child & Youth Care Counselling Degree program; Jessica Khoie, General Studies – University Transfer; Byron McCarthy, Criminology Degree Program; and Hyi Weon Yang, Criminology Degree Program. Tammy Badgerow, Psychiatric Nursing Diploma Program; Kathleen Godin and Krystyna Mitchell, both in the General Nursing Degree Program, were unable to be present. The recipients were congratulated, given time to share information on the program they were registered in and what plans they had for further studies/career directions. A short recess was taken for photographs.
5. **APPROVAL OF MINUTES:** The minutes of February 15, 2007 were approved as distributed.
6. **BUSINESS ARISING FROM THE MINUTES:** There was no business arising from the minutes.
7. **INFORMATION/COMMUNICATIONS:**
  - 7.1 **BCGEU:** There was no report.

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

7.3 DSU: There was no report.

**8. REPORTS:**

**8.1 Board Chair:**

.1 Chair's Report: Diana Miles reported on the recent College Board elections. The two student representatives on the Board elected for a one-year term from September 1, 2007 to August 31, 2008 are Alan Yang (re-elected) and Yasmin Irani. The faculty representative on the Board elected for a three-year term commencing September 1, 2007 is Meg Stainsby, English Instructor in the Faculty of Language, Literature and Performing Arts. The election for the staff position replacing Karen McKittrick does not close until March 21.

Shortly after the February meeting articles appeared in the Vancouver Sun and local newspapers with a map which indicated that the Evergreen Line to Coquitlam was missing the Douglas College Station. The Board Chair wrote a letter to the TransLink Board Chair asking if there had been a change and urged TransLink to proceed with the plans to include the Douglas College Station. A response has now been received from the Vice President Major Construction indicating that the terminus station remains at Douglas College. The map printed in the media was an old one. He appreciated our continued support for the Evergreen LRT line.

A letter was received from Assistant Deputy Minister Ruth Wittenberg in response to the letter the Board Chair sent to Minister Coell in early February requesting assistance with the legal fees being incurred in relation to the College's request that the Supreme Court of B.C. appoint a receiver/manager for the Douglas Students' Union (DSU). The Ministry of Advanced Education will provide assistance for the full amount incurred to date to be transferred to the College in the 2006/2007 fiscal year. A letter of thanks has been sent to the Ministry.

Diana Miles announced that Mary Hemmingsen will be a Board delegate to the ACCC Conference. Alan Yang had also shown interest in attending. With his re-election to the Board for a further year, he will also be a delegate. Although there was funding for three delegates, it was decided that two delegates would provide sufficient coverage to be able to return with a meaningful report to the Board. Susan Witter, Susan Meshwork and Hazel Postma will also be attending from the College.

.2 Programs for Presentation: The Training Group will make a presentation in April.

**8.2 Education Council:**

.1 Chair's Report: A written report was included in the package. Susan Meshwork highlighted item 10 which outlined Education Council's formal advice

to the Board on the Strategic Plan. Council supported the new draft as submitted and appreciated the vision approach.

There was a request for a breakdown in the information provided in the Education Council report to show how the College is meeting its targets with new programs or administering existing programs and to link this to the Strategic Plan. The concern related to FTE risks. There was considerable discussion on the role of Education Council whose powers and duties are more related to curriculum and program approvals. Education Council is the other part of the bicameral governance of the College with the governance at the content level.

It was suggested that to organize the report by topic may make it easier to follow, i.e. what Education Council has exclusive approval for and what comes under Education Council's advisory role. How the College handles FTEs falls more into Jan Lindsay's area. Jan added that everything in the Academic Plan is designed around new program development to look at ways for the College to expand FTEs. There is a need for diversification and we are adding in other credentials.

It was decided that Susan Meshwork will provide a 10 minute presentation on the role of Education Council at the May Board meeting.

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

### **8.3 President:**

.1 President's Report: A written report was included in the package. Susan Witter updated the Board on the College Sports Teams' successes. Last night Blaine Jensen and Lou Rene Legge, Director of the Centre of Sports, Recreation and Wellness attended the Sports BC Awards evening. Lindsay Thomson of the Douglas College Badminton team was nominated as one of the finalists in Sports BC College Athlete of the Year Award.

The Douglas College Men's Basketball team were in the finals of the Canadian Basketball Championship the same evening. Dawson College won the gold medal and the Douglas College Royals won the silver medal.

The Douglas College Badminton team won five individual and team gold medals at the Canadian Colleges' Athletic Association (CCAA) National Badminton Championship, hosted by the College in Richmond March 7 – 10. This was the first time one college has won all five National titles in the same season.

It was requested that a letter of congratulations be sent on behalf of the Board to the Badminton and Basketball teams.

.2 Recommendation on Strategic Plan 2006: Susan Witter indicated that the summary of the draft 2006 Strategic Plan was sent to the College community for one more round of consultation. The Senior Management team reviewed it again to determine whether the shifts in FTEs in the last few months were going to

change anything. It was recognized that the report on Campus 2020 may take more than a few months before it is released. Therefore, it was decided that approval would be requested at this time so that we have a Strategic Plan until there is a need to review it again.

It was moved:

**THAT the College Board approves the 2006 Strategic Plan dated March 2007.** **B. Kendall**

There was a general discussion on risk. Questions were asked, and points highlighted included reference to the 1,500 FTE, some of which the Ministry told us would be reassigned. Since nothing has yet been received in writing, and even as of a few days ago there was talk of potential shifts, the numbers have not been changed in our plans. In response to the suggestion that Student Services be urged to track foreign-born people coming to the College as there will be a need for that information, it was indicated the College is tracking information and has data. At some point this will have to be incorporated into student engagement and learning assessment. There is the pressure of approving foreign credentials for people coming to Canada.

Other highlighted risks included the situation in 2010 when more people will be leaving the work force than entering it. There will be pressure, especially on the Government, to fill the void, particularly with those who have an education, but do not have credentials from Canadian institutions.

The risk of focussing on new program development and not having funds to support existing programs was highlighted. Jan Lindsay indicated that some of the existing programs are being changed and it is not that we are not putting money into them. A natural shift will be seen and money will be directed towards existing programs after this period of focussing on new development. A Special Project Officer will be working with the Vice President – Education to conduct regular reviews of programs and ensure the academic signature is included. All these approvals will go to Education Council.

There was interest in having the timetable on the approval of new credentials related to the Academic Plan to determine whether the College was behind or ahead in trying to reach our FTE targets. It was decided that Jan Lindsay would provide an educational update on the timelines for course development and approval at the May Board meeting to tie in with Susan Meshwork's presentation on Education Council's responsibilities

**The question was called on the main motion.**

**Carried**

.3 Recommendation on Credential Name Change: Diploma in Health Information Management:

It was moved:

**THAT the College Board approves the credential name of *Diploma in Health Information Management* in place of the current name, *Diploma in Health Information Services*.** A. Kitching

It was explained that names of credentials are updated as needed. This change came at the recommendation of the Advisory Committee who is in touch with the language of the industry that will be recognized. Rationale is provided in the documentation.

**The question was called on the main motion.** Carried

**.4 Recommendation on Credential Name Change: Certificate in Applied Bookkeeping:**

It was moved:

**THAT the College Board approves the credential name of *Certificate in Applied Bookkeeping* in place of the current name, *Accounting Assistant Certificate*.** B. Kendall/Carried

**9. BOARD COMMITTEES:**

**9.1 Finance Committee:**

**.1 Notice of Intent – Amendment By-law 5 (A19) “Fees & Charges for Instruction:** B. Kendall reminded Board members that the increased fees were brought forward by the Finance Committee 2 - 3 months ago. There was general acceptance for the basic premise that there should be differential fees for the 3<sup>rd</sup> and 4<sup>th</sup> year degree programs (\$100 per semester credit); and that there should be a lab fee for the Animal Health Technology Program of \$400 per semester. This is a 15 credit per semester program and the cost would include 15 x \$83.55 plus the \$400 lab fee. It was emphasized that the Douglas College program is considerably less than Thomson Rivers University. It was confirmed the \$400 lab fee is needed to cover the costs of the program. With the differential fees for third and fourth year programs, the College has tried to be consistent with other post-secondary institutions.

It was explained that because fees and charges for non-credit programs are included under Section 3, the Vice President – Finance and Administration’s name was added as that position is responsible for the Training Group and International Education who run non-credit courses. The wording “as appropriate” or “within their area” will be added to Section 3.

B. Kendall emphasized that this By-Law comes as notice this month and for approval next month. If it is not approved then the budget has to be changed and

to do that next month makes it a little late. There was general consensus that Board members were in favour of the changes as outlined.

.2 Monthly Financial Report: The report was included in the package. B. Kendall reported that we are now into the 11<sup>th</sup> month and basically the College is on track to not only meet budget, but also to include a small surplus. This will be used to replenish the Board surplus.

.3 Planned Activities: B. Kendall indicated that Board members will be given a binder at the end of the meeting on “The Audit Committee Journey: Looking Back, Thinking Ahead”. The Finance Committee invited Archie Johnston, from the College’s audit firm, KPMG, to make a presentation to the Committee on the role of the Audit Committee, how that fits with other roles within the Board and how basically to manage that role. A number of issues come forward that do not only affect the Finance Committee, but also the whole Board.

The binder being distributed includes the three documents the Finance Committee were given for pre-reading. These relate to best practices, having the right expertise for the committee, providing ongoing education, ensuring the Board is satisfied with the risks to the organization and ensuring an oversight process covering the roles and responsibilities of the risks in the reporting environment of the organization. The presentation focussed on managing risk. Risk management also includes reviewing the existing structure not just for the Finance Committee, but also for the other committees and the Board as a whole. It was emphasized that one size does not fit all.

The primary risks the Board faces at the present time were identified as Board succession, Senior Management Team succession and attaining our FTE targets. A whistle-blower policy and internal audit were also identified as items that need discussion as part of best practice.

B. Kendall and M. Hemmingsen outlined their views of the presentation, reviewed some of the information included in the documentation, and how they see the Finance Committee’s involvement in bringing these items forward to the Board. Considerable discussion ensued. It would also be timely to review the Finance Committee’s terms of reference. There were differing opinions on what should be included in the Board governance functions.

It was felt that before any further discussion could take place, Board members, other than the Finance Committee, needed time to read the KPMG documents so that they could put information about risk in context, and be in a position to have meaningful discussions to come up with a structure that is manageable. Board members will be given two months to read the manual and should come prepared for discussion at the May meeting. If anyone has any questions as they review the documents, Ben Kendall offered help in this regard.

**9.2 Human Resources Committee:** Neal Steinmann reported that agreement had been reached on the local DCFA agreement and the agreement has been

sent to the Post Secondary Employers' Association for their review. The DCFA will be voting on the agreement next week.

.1 Planned Activities: There was no report.

10. **ANNOUNCEMENTS AND GENERAL INFORMATION:** There were no further requests for information on this item.
11. **ISSUES ARISING FROM BOARD MEETING:** There were no issues arising from the Board meeting.
12. **BOARD MEMBERS:** Cathie Gibson attended the ESL Spring Immersion Programs Closing Ceremonies for Chugoku Junior College on March 9.

Ann Kitching commented on the low attendance at the Budget Forum she attended at David Lam Campus where the constituencies were not well represented. Adrienne Peacock also attended the Budget Forum indicating that many of the faculty were teaching at that time of day. The New Westminster Campus Budget Forum had better representation. Susan Meshwork indicated that she heard no major objections to the budget. Those attending focussed more on what was important to them.

Ann Kitching and Ben Kendall attended the Round Table on Immigration and Settlement Issues in the Tri-Cities on February 27 sponsored by the Tri-Cities Child & Youth Planning Committee. Ann expressed concern that very little has changed in the last thirty-five years for new immigrants, particularly professionals. Ben added that the statistics were revealing. Immigrants over the last five years have higher qualifications and their incomes are lower and continually dropping. Personal stories were heartbreaking.

Mary Hemmingson added that BC Hydro has two programs where immigrants are hired who have credentials that are not recognized. These individuals are employed in reasonably paid jobs thus allowing them time to settle down and decide what their next steps should be. It was emphasized that certifying bodies are part of the problem.

Ann highlighted the Port Moody Festival of the Arts which takes place from April 13 - 22, 2007. The opening reception will take on April 12 at the Port Moody Arts Centre 6:00 – 8:00 pm and everyone is welcome. Brochures will be available later.

Mary Hemmingsen attended the Douglas College Theatre and Stagecraft presentation of "Loose Ends" last night. She indicated it was a pleasure to see students performing and the production was impressive.

Mary noticed in one of the standard reports an item on the green energy efficiencies in the College. She indicated that BC Hydro has a very active program and funding to involve and challenge institutions. If the College was not

availing themselves of that opportunity, she could put us in touch with the people involved. Karen Maynes reported that the College has effected some energy efficiencies and could do more. The College has looked at the BC Hydro program. At present, the College does not have the manpower to go any further. Our Director of Facilities is currently our Project Manager for the construction of Phase II at David Lam Campus.

Susan Meshwork attended the CoEdCo (Council of Education Council Chairs) Meeting. Three times a year all Education Council Chairs get together to discuss items of mutual interest, to help each other and to deal with policy issues. All are responsible for educational policies at their respective institutions. Susan also attended a conference on Best Practice in Ethics. This helps her in the work of a sub-committee of Education Council, the Research Ethics Board.

Ann Kitching and Mary Hemmingsen will be unable to attend the April Board meeting.

13. **DATE AND LOCATION OF NEXT MEETING:** The next Board meeting is scheduled for April 19, 2007 in the New Westminster Campus Boardroom.

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

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CHAIR

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PRESIDENT