

1. **CALL TO ORDER:** The meeting was called to order at 6:06 p.m.
Present: D. Miles (Chair), C. Gibson* A. Kitching, K. McKittrick, J. O'Connor, A. Peacock, I. Reygadas, M. Russell*, N. Steinman*, H. Taylor
Ex-officio: S. Witter, S. Meshwork
Administration: J. Lindsay, B. Jensen, K. Maynes, M. Exmann, B. Barber, C. Worsley, M. Murray
Other: D. McCormack (BCGEU); S. Briggs* (DCFA); J. Gojevic (DSU)
Guests: C. Broatch*, C. David*, L. Giroto*, G. Granstrom*, B. Hulme*, Y. Irani*, G. Jacobson*, K. Junck*, J. Koette*, M. Leibbrandt*, T. Leonard*, Y. Mostert*, M. Munro*, B. Pickard*, D. Roberts*, W. Waidson*
Regrets: B. Kendall, A. Taylor
* attended portion of meeting

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

3. **APPROVAL OF MINUTES:** The minutes of the February 16, 2006 meeting were approved as distributed.

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

5. **INFORMATION/COMMUNICATIONS:**

5.1 BCGEU: Highlights of the report included D. McCormack's participation in Provincial bargaining on February 14. Some progress was made but an agreement was not reached on compensation. Support Staff bargaining returned to local tables to deal with local issues. A local bargaining session on February 28 resolved all the issues that were non-monetary. The parties were returning to the Provincial Bargaining Table on March 20 and 21, 2006.

5.2 DCFA: The DCFA has been looking at recruitment, retention and retirement issues. A bargaining survey was distributed to faculty today for response on items that could be considered for the next round of bargaining.

5.3 DSU: It was reported that the DSU 2005 audit is now complete and draft financial statements will be presented to the DSU Executive Committee on March 29, followed by a presentation to the DSU membership at the Annual General Meeting on March 31, 2006.

At a March 8 meeting of the DSU Representative Committee, Ron Parks was hired to do a forensic audit. It was explained that this does not mean that there has been theft. The DSU wants a more detailed audit than what Tomkins, Wozny, Miller & Company has prepared in the past. There was clarification that in the March 6, 2006 letter to the Board Chair it was the financial statements for 2001 – 2004 that have been completed. Although drafts were presented at a

Special General Meeting in September, final copies will be presented at the March 31 AGM for formal approval.

The DSU elections are underway for the 2006/07 Representative Committee.

6. **REPORTS:**

6.1 Board Chair:

.1 Chair's Report: It was announced that Ben Kendall and Karen McKittrick will be the two delegates from the Board to the Association of Canadian Community Colleges (ACCC) 2006 Conference in Calgary from May 28 to 30.

.2 Report from Governance and Disclosure Committee:

.1 Board Evaluation: It was reported that the Committee reviewed the Board Evaluation process again taking into consideration the feedback received. While supporting a request for a more rigorous evaluation, it was found that there were different interpretations of the questions being considered, and ultimately the recommendation was to go back to a structured oral evaluation to take place at the Board Retreat. It was recommended that the questions to be discussed be reviewed by the Board at the meeting prior to the Retreat. Rather than a scale, everyone's views can be heard on the issue.

It was moved:

THAT the College Board carry out a structured oral annual Board Evaluation at the Board Retreat with the questions/topics being reviewed and amended, as necessary, at the Board meeting prior to the Retreat. J. O'Connor/Carried

.2 Board By-Laws: The eight Board By-Laws were included in the agenda package, six of which were presented for review and revision. Suggested amendments were bolded. These By-laws will return next month for approval along with the next amendment to By-Law 83-5(A17) Fees and Charges for Instruction (covered under Item 7.1.2 as a Notice of Intent on this Agenda). By-Law 83-3(A2) Conflict of Interest and Code of Conduct and Ethics was approved by the Board on December 15, 2005. Members were asked to let A. Kitching know if there was any feedback prior to the next meeting.

.3 Date for Board Retreat: Board members were asked to let the Board Secretary know if there was a problem with Saturday, October 21, 2006 as the date for a full day Board Retreat. It is possible that the October 19, 2006 Board meeting will be cancelled, but a final decision will be made later.

6.2 Education Council:

.1 Chair's Report: A written report was included in the package. Additional information was given on the academic success of Douglas College students who transfer to UBC.

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

6.3 President:

.1 President's Report: A written report was included in the package. S. Witter added that on her return from a week's vacation she was pleased to hear that the College's Self Employment Program has won a very prestigious Program Excellence Award from the Association of Canadian Community Colleges (ACCC). It will be presented at the ACCC Conference in Calgary in May.

.2 Approval of Bachelor of Therapeutic Recreation Degree: President Witter gave credit to Jan Lindsay, Vice President, Education for expediting the approval of the Bachelor of Therapeutic Degree. J. Lindsay acknowledged the faculty for the tremendous job they did, particularly since there are only five of them in that department. They are the same faculty members who won a Douglas College Education Excellence Award. There has already been significant response from the community.

6.4 Staff:

.1 Presentation on Phase II Construction, David Lam Campus: This presentation was made in response to a request from the Board. Karen Maynes introduced the guests and gave the biographical background on Brian Hulme*, a principal of CJP Architects, and Dan Roberts* from Stantec Consulting. Also in attendance were Mark Munro, Contract Administrator/Architect from CJP Architects; Ken Junck, Principal and Mechanical Engineer from Stantec Consulting; Glenn Granstrom, Vice President and Electrical Engineer from Acumen; Gary Jacobson, the Site Superintendent of the Phase II Construction from Vanbots; and Terry Leonard, Director, Facilities Services and Louie Giroto*, Manager, Facilities Services, Coquitlam, both from Douglas College. (* presenters)

D. Roberts highlighted what the CaGBC (Canadian Green Building Council) is and what the LEED (Leadership in Energy and Environmental Design) certification process is - a voluntary points-based program with ascending levels (Certification, Silver, Gold and Platinum) that recognizes the green features that are incorporated into a building. It has been around for approximately six years, with the current program being the third version. It is best implemented early in the design phase before there is a building. D. Roberts reviewed the five categories (Sites, Water, Energy, Materials and Indoor Environment) and related these to what is being included in the Phase II expansion to David Lam Campus.

B. Hulme gave an overview of how the project evolved and reviewed some of the decisions along the way taking into consideration the program schedule and budget. Although LEED certification was not sought, LEED was used in the design of the project, and it does meet the LEED Certification level standard. Many clients follow the LEED certification standards, but do not pay for having a plaque on the wall. The team has worked on being able to deliver this project on budget in today's market. When asked what he thought the LEED rating would be on Phase II, D. Roberts indicated that the new building would achieve 26 points on the LEED certificate system.

L. Giroto, with the use of a PowerPoint presentation, provided an overview of the Energy and Environmental Initiatives undertaken by the College including electrical use reduction, gas use reduction, recycling program, environmental emission reduction, indoor air quality improvements and future plans. He explained how the Ministry's cyclical maintenance program works, and the College's 15-year cyclical maintenance plan, reviewed annually.

A period of questions and clarifications followed. In response to a question on the energy performance of the new building relative to the existing building, it was indicated that a federal Commercial Building Incentive Program (CBIP) grant is being applied for. In summarizing what had been heard, one Board member indicated that it seemed that we had people that know what is going on, who are in touch with the community, who are talking to us, paying attention to our cost constraints and are being attentive to what is going on in the world around us. The current process is to use these efficiencies, but not take the additional step that will put a plaque on the wall. This was considered an appropriate decision. The presenters, consultants and other representatives on the project were thanked for attending the meeting and for making the presentations.

.2 Presentation on 2006 Marketing Plan For Credit Programs: A summary was included in the agenda package. Brad Barber reviewed the new marketing initiatives for 2006, highlighting the challenges the College faces on a daily basis in attracting people to a particular range of programs and in reaching people of diverse backgrounds, various ages and personal interests. He focussed on building awareness of the plan and how to motivate potential students to take action; how integrated marketing methods are employed; the key messages that are stressed; marketing as a college-wide responsibility; the benchmarking and evaluation of the marketing plan to provide evaluative data which allows the College's recruitment efforts to be continuously refined; the regular monitoring that takes place, including what the College's market share is in the public post-secondary sector; and the cross-college efforts that are encouraged to convert inquiries into applications and then registrations.

Questions were asked on the cost of billboard advertising; the possibility of road signs pointing to Douglas College; reaching potential mature students; the date sensitivity of advertising material and the reusability of the material. The College tries to provide some consistency across a campaign. Resources are maximized and advertising that has been used before is updated, with consideration being given to feedback received.

It was stated that Brad Barber and his staff have diligently done market research and brainstormed the gathering of ideas across the institution. The Communications and Marketing Department now receives many more compliments on the publications handed out and the advertising mounted. Brad Barber was congratulated on a job well done.

7. **BOARD COMMITTEES:**

7.1 Finance Committee:

.1 Recommendation on One-Time Only Ministry Allocation: The Board was informed many times throughout the past year that the College was expecting an

inflationary grant for the 2005/06 year of \$300,000 from the Ministry. We have now been informed that we will not receive a grant for inflation at this time as this is the subject of an independent review (Perrin review) being undertaken by the Ministry of Advanced Education. The College has, however, received a one-time allocation of \$806,000 which is “intended to support the purchase of equipment, program development, student recruitment and retention initiatives or other one-time expenditures that would assist our institution in enhancing the supply and quality of post-secondary education.”

The recommendation that went to the Finance Committee from the Senior Management Team is to take \$300,000 off the top as the inflationary grant to balance the 2005/06 budget, as originally planned, and put the remaining \$506,000 in a new capital reserve to supplement the furniture, fixtures and equipment (FF & E) budget for the David Lam Campus expansion. The original FF & E budget for the expansion was “bare bones”. The additional money will make a big difference. In response to a question, it was explained that this money would not be used for any decrease in tuition fees as it is a one-time only grant, not an ongoing grant.

It was moved:

THAT the College Board approve the \$806,000 one-time only grant received from the Ministry be allocated as follows:

- **\$300,000 to balance the 2005/06 budget.**
 - **\$506,000 be placed in a separate capital reserve to be used for FF & E for the David Lam Campus expansion.**
- J. O'Connor/Carried**

.2 Notice of Intent – Amendment By-Law No. 83-5 (A18) “Fees and Charges for Instruction”: The By-Law in the agenda package No. 83-5 (A18) shows a 2% increase over the prior year’s By-Law No. 83-5 (A17). In accordance with Board By-Law 83-8 “Amendment of By-Laws”, written notice of a proposed amendment must be submitted to a regular meeting of the Board at least two weeks ahead of the actual amendment being approved. The 2% increase is in compliance with government direction. By-Law No. 83-5 (A18) will come back next month with a recommendation for approval. The 2006/07 Operating Budget includes the revenue from the 2% increase.

Discussion ensued. It was confirmed that the increase for a full-time student will be \$24 per semester. The total cost for tuition will be \$1,228.50 per semester for full-time students. Advertising will be tied in to emphasize the 40% savings over universities.

.3 DSU Compliance with Section 21 of the College & Institute Act: The Finance Committee agreed that one additional invoice to a facilitator be paid on behalf of the DSU.

.4 Monthly Financial Report: The financial report for the first eleven months ending February 28, 2006 was included in the package. There were no further questions.

.4 Planned Activities: The Committee is being attentive to budget matters as the end of this month is the deadline for receiving additional requests for changes.

7.2 Human Resources Committee: There was no report.

8. ANNOUNCEMENTS AND GENERAL INFORMATION: There were no further requests for information on this item.

9. BOARD MEMBERS: Diana Miles, Ann Kitching, Ben Kendall, June O'Connor and Adrienne Peacock attended the Groundbreaking Ceremony for Phase II of the David Lam Campus. Congratulations were extended to the College on a well organized event.

Karen McKitrick informed the Board that she is working with Susan Meshwork on the Student Educational Planning Committee. She announced that she is expecting a baby in July and wanted the Board to know that she plans to continue in her role as a Board member.

Heidi Taylor attended the International Women's Day Dinner on March 8. She reported that it was an amazing event with excellent speakers. Proceeds from the sold-out event went to Monarch Transition House.

Ann Kitching attended the Closing Ceremonies/Graduation for ESL Immersion Japanese students from Chugoku Junior College and Momoyama University.

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

11. DATE AND LOCATION OF NEXT MEETING: The next meeting of the Board is on April 20, 2006 at 6:00 pm in the New Westminster Campus Boardroom.

12. ADJOURNMENT: The meeting adjourned at 8:00 p.m.

CHAIR

PRESIDENT