

1. **CALL TO ORDER:** The meeting was called to order at 6:08 pm.
Present: D. Miles (Chair), C. Gibson, B. Kendall, A. Kitching, K. McKitrick, A. Peacock, M. Russell, N. Steinman*
Ex-officio: S. Meshwork, S. Witter
Administration: J. Lindsay, B. Jensen, K. Maynes, B. Barber, C. Worsley, M. Murray
Other: D. McCormack (BCGEU)
Guests: K. Tenove, Y. Irani
Regrets: J. O'Connor, A. Taylor
* 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. **SHOWING OF SELF-EMPLOYMENT PROGRAM VIDEO PRESENTED AT THE AWARDS CEREMONY AT THE ASSOCIATION OF CANADIAN COMMUNITY COLLEGES (ACCC) CONFERENCE:** Bob McConkey, Trevor Van Eerden, Valerie Lockyear and Carolyn Cooper-McQuatt of The Training Group were introduced and welcomed by the Board. They attended the ACCC Conference to make presentations and Valerie Lockyear accepted the ACCC Program Excellence Award on behalf of the Self-Employment Program (SEP). The College received incredible mileage from the presentation of this award at the Conference. It highlighted an awareness of Douglas College. The workshop on the SEP found many people interested in the program and there was talk of strategic partnerships. Susan Witter felt it was recognition of 12 years of contributions to people's lives. The video presented at the Awards Ceremony was filmed and produced by one of the graduates of the SEP. HRDC (Human Resources Development Canada), now known as Service Canada (the sponsors of the program) were also recognized.

Other Douglas College delegates were impressed with the presentations and felt it would be worthwhile at some point for the Board to see the SEP presentation as it gives a sense of what it takes to bring someone through the program.

A press release has been distributed by the College and more are planned. A letter will be sent by the Board Chair to our MLAs to give them the good news.

The video presentation to the Board was appreciated and congratulations were extended to The Training Group and all those involved in the Self-Employment Program for winning a National Award.
4. **APPROVAL OF MINUTES:** The minutes of May 18, 2006 were approved as distributed.
5. **BUSINESS ARISING FROM THE MINUTES:** There was no business arising from the minutes.

6. INFORMATION/COMMUNICATIONS:

5.1 BCGEU: Drena indicated that on June 8th, Douglas College hosted the 5th Annual Post-Secondary Support Staff Conference. The theme was “Building Connections”. Drena gave a history of the development of this conference since it was envisioned in 2001, with the first conference taking place at Langara in 2002. Next year Kwantlen will be the hosting institution.

This year’s conference was a success with 397 delegates attending from 17 B.C. institutions. Employee Relations funded more attendees than normal, with sixty Douglas College support staff members able to participate. A Wellness Fair was set up in the concourse with 17 different organizations booking space. There was positive feedback on the keynote speaker and the workshops for personal and professional growth. The networking opportunities were appreciated. The success of the conference was mainly due to the good organization by twenty-five staff members from Douglas and other Colleges.

Once the registration and other fees are counted and the bills paid, any balance remaining goes into scholarships. This year the balance is \$1,500. Conference organizers will be working with the Foundation to disburse this money.

5.2 DCFA: Susan Briggs sent regrets. There was no report.

5.3 DSU: There was no report. Kendra Tenove was present to represent the DSU. There were no questions of Kendra.

7. REPORTS:

7.1 Board Chair:

.1 Chair’s Report: Diana Miles reported that she attended the Board Chair’s Meeting in Calgary the day before the ACCC Conference began. She stayed for the first day of the conference on Sunday. A report on the Board Chair’s meeting will be given at the closed session.

D. Miles was a speaker at two Douglas College Graduation Ceremonies on June 6. She indicated that the ceremonies are extremely well organized and well attended by family and friends. She drew attention to the letter (included in the package) she sent, on the Board’s behalf, to five MLAs in our region to alert them to media coverage that the government was going to withdraw its funding of the TransLink Evergreen Line and to urge them to continue their work in ensuring that the Evergreen Line will be funded.

D. Miles indicated that generally the Board does not have a July meeting. If there is business arising they will be contacted. In the meantime, it will be helpful if Board members let the Board Secretary know holiday plans over the summer.

2 Board Member Recognition Dinner: Proposed Date August 24, 2006: It was indicated that June O'Connor's term of office expires at the end of July. A recognition dinner will be planned after the August 24th meeting. Board members were asked to hold that evening. The arrangements will be confirmed later.

6.2 Education Council:

.1 Chair's Report: A written report was included in the package. Susan Meshwork was pleased to report that she has been re-elected as Education Council Chair for another year and Anna Jajic as Vice Chair. Education Council's last meeting for the Summer takes place on Monday, June 19.

Karen McKittrick acknowledged that there were many new and interesting programs coming on board and as a staff member she was excited to see that growth for Douglas College. She brought attention to the fact that part-time programs cannot be designated for student loans or financial aid. This could hinder the ability of some students to access programs and come to the College. She asked that access and finances be kept in mind when creating new programs.

.2 Board Member Liaison Report: Ann Kitching offered congratulations to Susan Meshwork on her re-election as Education Council Chair and to Anna Jajic on her re-election as Vice Chair and recognized the good job they were doing.

6.3 President:

.1 President's Report: There were no questions on the written report included in the package. It was explained that Education Council approves new programs and recommends approval of new credentials to the College Board. Some catch-up on Board approvals follows. Documentation was included in the package for each item.

.2 Recommendation on Credential Name Change: Financial Services Management Diploma:
It was moved:

THAT the College Board approve the credential name of *Financial Services Management Diploma* in place of the former name, *Financial Services Studies Diploma*. A. Kitching/Carried

.3 Recommendation on Credential: Bachelor of Science in Psychiatric Nursing:
It was moved:

THAT the College Board approve the establishment of a credential for the approved psychiatric nursing degree program: Bachelor of Science in Psychiatric Nursing. K. McKittrick/Carried

.4 Recommendation on Credential: Bachelor of Therapeutic Recreation:

It was moved:

THAT the College Board approve the establishment of a credential for the approved therapeutic recreation degree program: Bachelor of Therapeutic Recreation. M. Russell/Carried

.5 Recommendation on Credential: Diploma in Applied Environmental Science:

It was moved:

THAT the College Board approve the establishment of a credential: Diploma in Applied Environmental Science. A. Kitching/Carried

.6 Recommendation on Amendment to Credentials Awarded at Douglas College Policy:

Education Council approved at its February 20, 2006 meeting an amendment to the Credentials Awarded at Douglas College Policy to include the Advanced Citation credential. The new credential will be defined as follows:

“A defined program of study, requiring for admission a two year diploma or equivalent, and consisting of a minimum of 12 credits and at least four courses, of an advanced or specialized nature sequentially programmed to follow from the Diploma level exit.”

It was moved:

THAT the College Board approve the establishment of an Advanced Citation credential be added to the Credentials Awarded at Douglas College Policy. A. Kitching/Carried

.7 Recommendation on Credential: Advanced Citation in Co-occurring Disorders:

It was moved:

THAT the College Board approve the establishment of a credential: Advanced Citation in Co-occurring Disorders. B. Kendall/Carried

.8 TransLink: Lobbying for Douglas Station/Correspondence Received: S. Witter indicated that the College is encouraging as many people as possible attend the June 27 TransLink Open House at the David Lam Campus. Hazel Postma has worked hard to keep the focus on a station as close as possible to David Lam Campus. The Foundation Annual General Meeting will take place the same night at David Lam Campus to give members an opportunity to attend the Open House in the Atrium. A petition is being filled out at both campuses. H. Postma talked to Y. Irani at the DSU in an effort to get students to come out on June 27.

As mentioned in the Board Chair's report there was a question on the funding for the Evergreen Line and a copy of the letter to five MLAs in our region was included in the package. It is extremely important that this advocacy continues until we know that there will be a stop at Douglas College.

7.4 Staff:

.1 Enrolment Management Report: Blaine Jensen gave an update on what is happening from an operational basis to enhance College enrolments. In reviewing Brad Barber's annual goals with him earlier today they looked at where we were in the advertising schedule, how we were advertising and the mediums we are using. The College is presently in the process of evaluating applications coming in so that we know where the applicants are coming from.

In other areas, the interview process for the Manager of the Office for New Students has just been concluded and an offer to the successful candidate is imminent. The student orientation activity was expanded this year and the event happened on May 24. All students who applied and were accepted into open and several closed enrolment programs were invited to come with their families to the College. There was a good turnout and the College received positive feedback. The student orientation activities at the end of August have also been expanded in the hopes that this too will help our retention strategies.

On the international side, we have been to India twice in the last six months. The College is opening a new market in India. To date two recruiters have been contacted who will work from India. Tad Hosoi, the Director of International Education, is presently on his way back from India. The College is also expanding markets in Japan. Two national public universities have expressed an interest in partnering with us. The College is trying to get into some of the public post-secondary systems as we have not previously been able to partner with them. Blaine Jensen will travel to Japan this Fall.

Work continues on the Students First document approved by the Board in January. A Student Advisory Council has been established which will help us hear the voices of all students on a regular basis. The first meeting is planned for this Fall. Ted James, Dean of Student Development has begun work on a Leadership Development Program.

Blaine advised that all his reports in Educational Services have tactical goals set out in the area of Students First. Next year they will be able to work with clearer measurements. A pilot of the Program and Services Review has been initiated. Once the pilot has been used in a few open and closed enrolment programs and in some student-centred areas to make sure we have the right data, it should be made operational this Fall.

There was a question on the time frame before monitoring reports on measurable objectives can be reviewed. It was indicated that some items can be reported on right away, however, we are about a year away from service standards. For

some of the enrolment areas, we are hoping for results in the Fall. B. Jensen will give an Enrolment Management update every semester.

.2 Academic Signature Framework: Jan Lindsay indicated that the Academic Signature Framework document was included in the Academic Plan as an Appendix to the Plan. The Douglas College Academic Signature is composed of nine core competencies and four signature elements and will be incorporated into all Douglas College open and limited enrolment programs. The Framework document outlines the different levels of learning outcomes depending on whether a student is working at the certificate or degree level. There is still a lot of flexibility for faculty across the many programs. These types of outcomes are already developed within courses. The document went to Education Council and the College community. Feedback was received and the document has now been signed off. Sample templates will be brought forward to the upcoming Education Council meeting. The idea is that as programs and courses are reviewed, faculty will be able to use these templates to include the Academic Signature.

There were positive comments on how much clearer the Academic Signature is now it is operationalized, and on the quality of Douglas College graduates when they reflect these outcomes. Jan plans to work with the Communications and Marketing Office on how to inform the public. She also plans to work through the Program Advisory Committees.

8. **BOARD COMMITTEES:**

8.1 Finance Committee: Karen Maynes indicated that the Finance Committee met with the Auditors on June 13 to review the various audit letters, the enrolment audit and the financial audit.

.1 Recommendation on 2005/2006 Audited FTE Enrolment Report:

Audited FTE Enrolment Report: Detailed numbers on the enrolment audit were given in the memo and FTE Enrolment Report included in the package. K. Maynes reviewed a breakdown of Full Time Equivalent Students (FTEs) by program. For 2005/2006 the College attained a total 6,989 FTEs which translates to 94.7% of the Ministry target. This is an increase of approximately 3% from last year. Comparatives are not shown this year because of the change in the enrolment reporting manual. For the 2006/07 year we will return to our practice of showing comparatives.

Business, University Transfer, Performing Arts and Developmental Programs decreased slightly, as expected. Health and Human Service Programs remained strong. Continuing Education and Contract Training were the areas of growth. The self-funded activities were up to approximately 13% of the overall target. International enrolments (which do not count toward the Ministry target) decreased to 355 FTE compared to 400 in the prior year.

The College has seen a continuing drop in average class size in the open enrolment areas. David Lam Campus has dropped by 2,000 course registrants in open enrolment areas, whereas New Westminster Campus went up by 1,000 course registrants (an increase in the programs we are offering). The Course Registrants by Campus show 23% David Lam Campus and 77% Royal Avenue. The completion of Phase II at David Lam Campus will make a big difference there.

It was moved:

THAT the College Board approve the 2005/2006 FTE Enrolment Report.

B. Kendall/Carried

.2 Recommendation on 2005/2006 Audited Financial Statements:

Audited Financial Statements

Financial Statements Highlight Memo: K. Maynes indicated that the Highlights Memo explains the Financial Statements in layman's language and the documents should be read together. The Statements are based on fund accounting principles. The College maintains four separate funds: the Operating Fund, the Ancillary Services Fund, the Capital Fund and the Special Purpose Fund.

The Operating Fund covers all on-going activities related to instruction, support and administration of the College. A deficit of \$89,157 is shown. Earlier in the year a significant budget shortfall of over \$1 million was expected which came about because of an unexpected drop in domestic and international enrolments. The College managed to reduce that shortfall due to several things – a year-end grant from the Ministry, a Benefit Reserves reimbursement and an austerity program throughout the College. The College community are to be commended for the savings generated by the austerity program as we came very close to balancing.

The Board Surplus policy calls for a reserve of 2-1/2% of the Operating Budget. The Board surplus is used to offset the deficit. An appropriation of \$180,157 from the Ancillary Service Fund is recommended to bring the surplus funds back to 2-1/2% of the Operating Budget.

K. Maynes reviewed the Operating Fund – Sources of Revenue, Areas of Expenditure and Types of Expenditure as well as the Ancillary Fund which includes revenues from the Bookstore, Parking, Cafeteria and Vision Centre. As of March 31, 2006, the Ancillary Fund showed a balance of \$1.065 million. As part of approving the Financial Statements, the Board also approves the appropriation of the \$1,065,938 which covers Legal, Severance and Early Retirement, Ancillary Services equipment, Emergency and Insurance, Operating Capital, Replenishment of the Board Surplus, and contributions to Douglas College Foundation. It should be noted that two of the appropriations (Ancillary Services and Operating Capital) have already been approved by the Board at its

April meeting. When the Financial Statements are approved, the appropriations are approved as part of that process.

The Capital Fund, covering the purchases of land, facilities, furniture and equipment, was reviewed. The balance in this fund covers reserves for Cunnings Field Turf, Cyclical Maintenance, Capital Expansion, David Lam Campus – Furniture, Fixtures and Equipment and Internally Committed funds.

The last fund is the Special Purpose Fund which includes Ministry and non-Ministry monies received for special projects. The balance in the fund represents amounts which have been received but will not be spent until the next year.

Ben Kendall noted that there have been many issues that Finance personnel have had to deal with this past year and he wanted to commend them for a job well done. Karen Maynes gave much of the credit to Chris Worsley and her staff as they did a great job on the audit.

It was moved:

THAT the College Board approve the 2005/2006 audited Douglas College Financial Statements. **B. Kendall/Carried**

Management Letter: This is something the auditors do each year as they look at the financial systems and internal controls of the organization. Two years ago in the management letter issues were raised on an IT Contingency and Service Continuity Plan and a Business Continuity Plan. The auditors confirmed that the point raised in the 2004 management letter has been satisfied. B. Kendall added that the Finance Committee's recommendation, although not a formal one, is not to pursue it any further as there is satisfaction that it is a living document and those responsible for vetting the document will do so on a continuous basis.

.3 Summer Semester 2006 Enrolment Update: K. Maynes reported that now the College has gone to Data Warehouse and a new reporting manual it is quite amazing what can be pulled off with minimal time spent. The only thing we cannot count at this point is Continuing Education and the Training Group. This is the first semester in six that we have not dropped in enrolments.

.4 DSU Compliance with Section 21 of the College & Institute Act: There will be discussion in the closed session.

.5 Planned Activities: Ben Kendall commented on June O'Connor's departure, giving her credit for providing leadership and stewardship to the Finance Committee. She will be missed. Ben emphasized the need to have a replacement on the Committee, even on a temporary basis to meet quorum requirements. Further discussion will take place in closed session.

7.2 Human Resources Committee: There was no report.

9. **ANNOUNCEMENTS AND GENERAL INFORMATION:** This is Douglas College's first year in the Northwest Athletic Conference and it has just paid off for two young men. Blaine Jensen announced that two of the College's baseball players have been recruited to the Major Leagues – Bobby Wagner to the Anaheim Angels and Kyle Hass to the Seattle Mariners.

10. **BOARD MEMBERS:**

Adrienne Peacock and Ann Kitching attended the June 5 Special Funding Announcement and Presentation on the New Autism Specialty Program.

Adrienne attended the forum on the Douglas College Academic Signature.

Ben indicated that the Foundation will meet again at the end of this month to discuss investments and reconstruction of the committees and meeting structure. He attended a special meeting of the Finance Committee as well as the normal committee meeting.

Ann Kitching attended three Graduation Ceremonies (two as a speaker and one as an observer). She was particularly touched at the ceremony for the graduates who have special difficulties. Some parents came up to say that Douglas College has done more for them and their son/daughter in one year than has been done for them during their K-12 experience. The ceremonies are well-organized, warm and friendly.

Ann indicated that she received a message from MLA Harry Bloy who has been working to get a change in the College and Institute Act around student fees.

Cathie Gibson attended the last graduation ceremony as a member of the audience and found it most enjoyable. She encouraged other Board members to look for an opportunity to attend one of the ceremonies. Her appreciation was noted for the Construction Bulletins included in the package. It allows Board members to keep up-to-date without too much detail.

Susan Meshwork attended the College-wide forum on "The New Strategic Directions" this week. She found it useful as an individual and as Education Council Chair and appreciates the opportunities we have at Douglas College to attend forums and provide input on all sorts of topics. When she talks to her counterparts she finds it is not common to have these opportunities and not common to have them over all major issues Colleges go through. Susan attended a Student Planning Day earlier today.

Karen McKitrick indicated that the Connect event was well received in the Financial Aid Office. Karen was a member of the Organizing Committee for the successful Support Staff Conference.

ACCC Conference Reports:

Ben Kendall left a copy of his Conference package with the Board Secretary for review by Board members who were interested. He indicated that the National Governors Forum has improved. At this session they talked about the role of ACCC, how the new format is working and what we can do to help. The presentations were very good as always. There were a number of sessions on President and Board Evaluations. It was stated that Board Evaluations and Presidents' Evaluations should be done simultaneously simply because if you are having issues with the President, the same issues exist in your Board because you are a mirror of each other. He plans to take this up in the Fall to reformalize our evaluation process.

Karen McKitrick thanked the Board for the opportunity to attend the ACCC Conference. She was honoured to be a member of the delegation and to be present for the Program Excellence Award. She found the conference a well structured and organized affair with opportunities to network with representatives from institutions across Canada. The overriding experience was the passion that people brought to the conference about their respective community college or institute. She appreciated getting to know Susan Witter, Blaine Jensen and Jan Lindsay better and spoke of the overwhelming confidence she felt about their leadership abilities to guide Douglas College into the future.

Karen highlighting other topics covered at the National Governor's Forum including reciprocity of credits between colleges, institutes and universities to streamline methodology for transferability; grassroots needs, how to solicit views of the community; better descriptors needed for gap learners; how do we break down barriers for students to access community colleges; and the role of advocacy and forms it will take. She also reviewed the workshop sessions she attended.

11. **ISSUES ARISING FROM BOARD MEETING:** There were no issues arising from the meeting.
12. **DATE AND LOCATION OF NEXT MEETING:** The next meeting of the Board is on August 24, 2006 at 6:00 pm in the New Westminster Campus Boardroom.
13. **ADJOURNMENT:** The meeting adjourned at 7:45 p.m.

CHAIR

PRESIDENT