

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

June 18, 2009

New Westminster Campus Boardroom

Open Meeting File No. 2009-06-18

Approved August 20, 2009

ATTENDANCE

Board Members: G. Bowbrick, C. Gibson, M. Hwang, P. Kendrick, A. Kitching, S. Meshwork (ex-officio),
M. Russell, M. Steinbach, A. Taylor, P. Wates, S. Witter (ex-officio)
Regrets: B. Clarke, M. Hemmingsen, A. MacGrotty
Observers: S. Briggs, A. Iachelli
Regrets: M. Ferley (BCGEU)
Administration: M. Exmann, B. Jensen, J. Lindsay, K. Maynes, C. Worsley
Regrets: B. Barber, G. Ouyang, H. Postma,
Recording: S. Donnelly

1. CALL TO ORDER

The Chair called the meeting to order at 6:11 p.m., and conveyed regrets from those unable to attend.

2. APPROVAL OF AGENDA

It was moved by Mike Russell, seconded by Graeme Bowbrick and unanimously resolved:

20/2009 *THAT the agenda be approved as distributed.*

3. APPROVAL OF MINUTES OF MAY 21, 2009

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

21/2009 *THAT the minutes be approved as distributed.*

4. BUSINESS ARISING FROM MINUTES

There was no business arising.

5. INFORMATION/COMMUNICATION

5.1.1 BC Government and Service Employees' Union (BCGEU)

There was no report for consideration.

5.1.2 Douglas College Faculty Association (DCFA)

Susan Briggs reported that she would bring incoming DCFA President Peter Wilkinson to the August Board meeting. The Board Chair thanked Susan Briggs for her contributions as the DCFA Constituency Group Leader.

5. INFORMATION/COMMUNICATION, cont'd

5.1.3 Douglas Students' Union (DSU)

The Chair welcomed Alessandro Iachelli to his first College Board meeting. Mr. Iachelli responded to questions regarding the DSU's request that the Board support its application to be included in the U-Pass program. It was noted that the College would incur administrative costs with such inclusion.

It was moved by Cathie Gibson, seconded by Mike Russell and unanimously resolved:

22/2009

THAT the College Board write a letter in support of the Douglas Students' Union advocacy for inclusion in the TransLink U-Pass Program.

6. REPORTS

6.1 Board Chair

Andrew Taylor reported that he and Shelagh Donnelly had met with Ann Wicks of the Board Resourcing and Development Office (BRDO), focusing on this Board's competencies and skills matrix in reviewing upcoming Board vacancies and competencies requirements. The Douglas College Notice of Position (NOP), which had been pulled during the recent provincial election, was re-posted on June 8, 2009.

Dr. Moira Stilwell was appointed BC's Minister of Advanced Education and Labour Market Development (ALMD) on June 10, 2009. Susan Witter and other BC college Presidents met jointly with the Minister subsequent to her appointment. The Board and the College look forward to working with Minister Stilwell.

The Board Chairs of Douglas College, Langara College and Vancouver Community College will hold an exploratory meeting in July 2009 to discuss potential collaborations and identify commonalities. The Chair commended the College on the successful June 2009 graduation ceremonies, and noted that all involved – employees, graduates and their families – could take great pride in such occasions.

The Chair advised that Douglas College and Shanghai Administrative Institute (SAI) have been engaged in research on the role of Non-government Organizations (NGOs) in Canada, a reflection of China's desire to engage in NGOs and examination of such organizations in other countries' NGOs.

The Chair asked for input on the proposal that the 2009 Fall Board retreat be held on October 17, 2009. As this date proved to be unsuitable, it was agreed that the Board Executive Assistant would circulate an e-mail to canvass Board members' availability for either of the last two Saturdays of October.

Andrew Taylor reported on the delegation leaving the College the following morning for joint graduation ceremonies with partners Heilongjiang Institute of Science and Technology (HIST) and Shanghai Institute of Foreign Trade (SIFT) in China. Volcanic activity has disrupted travel plans throughout much of Asia, but the Chair looked forward to reporting back on successful meetings.

6.2 Education Council

6.2.1 Chair's Report

Susan Meshwork reported that Education Council had recently held its last meeting prior to its summer break. She conveyed public thanks to Ann Kitching, who had just concluded her eighth and final term as Board Liaison to Education Council, and acknowledged Ms. Kitching's generosity of time, work and wisdom over the past eight years.

6. REPORTS, cont'd**6.2.1 Chair's Report, cont'd**

Reinforcing Andrew Taylor's recommendation that the College Board appoint its new Education Council Liaison to a term to commence on September 1, 2009, Susan Meshwork noted that such a liaison is required by virtue of the College and Institute Act. Peter Kendrick volunteered to assume this responsibility, and his offer was gratefully accepted.

Acknowledging that both Ms. Witter and Dr. Lindsay had also now concluded their terms of service at the Education Council table Susan Meshwork thanked them for their mentorship, support of and commitment to Education Council and its work.

6.2.2 Board Liaison's Report

Having earlier acknowledged Susan Meshwork's comments, Ann Kitching had nothing further to add.

6.3 President**6.3.1 President's Report**

Susan Witter relayed her sadness on marking her final meeting with the Douglas College Board. The President stressed the importance of the Board's role, and of her relationships with the Board; she had missed only two College Board meetings in twelve years. Adding that it was pivotal to the President to have the support of the College Board, Susan Witter thanked each individual member. Andrew Taylor thanked Ms. Witter for her comments, and for the reflective nature of her final written President's Report.

The President reported that 140 people had already registered for the new Home Inspection Certificate Program approved by the Board the previous month, with 40 people wait-listed for registration.

6.3.2 Approval of Withdrawal of Credential: Diploma in Arts

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

23/2009 *THAT the College Board approve the withdrawal of the credential:
Diploma in Arts*

6.3.3 Approval of Credential: Diploma in Liberal Arts

It was moved by Ann Kitching, seconded by Mike Russell and unanimously resolved:

24/2009 *THAT the College Board approve the establishment of the credential:
Diploma in Liberal Arts*

6.3.4 Approval of Douglas College Accountability Plan and Report: 2009/10 – 2011/12

Susan Witter advised that the report represented a compilation of information to be provided the Ministry of Advanced Education and Labour Market Development (ALMD). Minor edits were yet to be made, including an adjustment to reflect Minister Stilwell's appointment.

It was moved by Paul Wates, seconded by Peter Kendrick and unanimously resolved:

25/2009 *THAT the College Board support the Douglas College Accountability
Plan and Report: 2009/10 – 2011/12, and the cover letter*

6. REPORTS

Andrew Taylor presented Susan Witter with gifts on behalf of the Board. He noted that, while the Board would host formal recognition of Susan Witter on September 23, 2009, it seemed appropriate during the President's final Board meeting to thank her for all she had done, and for making the roles of all Board members over the past twelve years a pleasure.

7. BOARD COMMITTEES

7.1 Audit and Finance Committee

Paul Wates reported that the Audit and Finance Committee met on June 15, 2009, and invited Karen Maynes to proceed with her summary report.

7.1.2 Recommendation on 2008/2009 Audited Full Time Enrolment (FTE) Report

- a) Audited 2008/2009 FTE Enrolment Report
- b) FTE Enrolment Report Highlight Memo

Karen Maynes noted the budget cuts made one year earlier in order to fund then-new programs to which the College had already committed. Since then, the College had increased its activity in Continuing and Contract Education in Business, Health, Human Service, Sports and The Training Group. As well, open enrolments stabilized following a number of years of decline, which began in 2005. Overall, the College achieved 88.6% of its ALMD profile for 2008/09, up 3.6% from the previous fiscal period. International enrolments, which are not included in counts that form the ALMD target, increased from 632 FTEs in 2007/08 to 708 FTEs in 2008/09. Enrolments at David Lam Campus, expressed as a percentage of overall enrolments, rose from 27% in 2007/08 to 32% in 2008/09, reflecting the movement of Health Sciences programs in January 2008.

Karen Maynes invited and responded to questions. Noting the detailed breakdown for all areas other than university transfer (UT) enrolments, which is the largest single source of student enrolment, Graeme Bowbrick asked if there was a reason for the absence of UT enrolment detail. Karen Maynes advised that students register as "UT" students and that the report reflects ALMD formatting, but that the information could certainly be presented in a supplemental report effective with the Fall 2009 semester; she thanked Graeme Bowbrick for his comments.

It was moved by Paul Wates, seconded by Peter Kendrick and resolved:

26/2009 *THAT the Board approve the Audited 2008/2009 FTE Enrolment Report as included in the agenda package*

7.1.3 Recommendation on 2008/2009 Audited Financial Statements

- a) Audited Financial Statements

Karen Maynes gave a detailed presentation on the College's financial statements by fund.

Operating Fund: ALMD contributions represent 61% of the College's overall operating revenues, down 4% from the previous year. Historically, 10 to 15 years ago, Ministry contributions formed 80% of the College's revenues. Tuition currently constitutes 18% of the College's revenues. For the fiscal year ending March 31, 2009, the College had a surplus of \$464,436; it was able to generate this surplus because domestic enrolments stabilized and international enrolments increased, while expenditures remained fairly constant. In terms of expenditures, the College's approach is to spend 70% of its funds on instruction and instruction support, and 30% on general support such as the Library, student support, the Communications and Marketing Office (CMO) and Facilities costs. For 2008/09, the College's instructional expenditures were slightly higher than the norm.

7. BOARD COMMITTEES, cont'd
7.1 Audit and Finance Committee, cont'd

As of March 31, 2009, the operating fund had a surplus of \$3,466,989. In accordance with College Board policy, \$2,228,175 of the balance – the sum representing 2.5% of the 2009/10 operating budget – has been allocated as a designated surplus. This sum is set aside as a contingency amount that could enable the College to proceed financially in the event of the unexpected. Should the College be required to draw upon this surplus, it would subsequently work to build up the amount once again; this has been done in past years. The College then designates all funds beyond the 2.5% of the upcoming year's operating budget as a separate fund; as of March 31, 2009, the College has an additional \$1,238,814 in this separate fund.

Ancillary Fund: Karen Maynes reviewed such revenues for 2008 and 2009; as of March 31, 2009 this fund had \$867,364. The fund balance increases as student counts increase. The Board had already approved a \$44,000 allocation for ancillary services capital and a \$400,000 allocation for operating capital. Of note was the \$220,000 allocation to the Douglas College Foundation, rather than the typical \$100,000 allocation. \$100,000 of this year's allocation is intended to be used as "matching money" that enables the Foundation to go out and solicit donations, which it will then "match" from this allocation. Another \$120,000 is allocated for student awards and bursaries; this is a reflection of the economic times. The Vancouver Foundation has temporarily cut its distributions due to economic circumstances, and so institutions that draw upon such funds at this point in time will reduce their overall assets. The College took this approach so that assets are not diminished, and in recognition of the fact that the ancillary funds come from our students.

Capital Fund: The capital balance as of March 31, 2009 was \$16,515,849. The Capital Expansion Reserve is now at \$8,157,993; this reserve was instituted by the Board several years ago and has been a highly successful endeavour. It enabled the College to purchase the property across the street from the New Westminster Campus, and enabled the College to contribute \$4.1 million to the expansion of the David Lam Campus. It is that contribution that secured the provincial financial support that was needed to build the newer building at David Lam Campus.

Special Purpose Fund: The closing balance as of March 31, 2009 was \$5,058,735.

Paul Wates reported that the Audit and Finance Committee's June 15, 2009 meeting was lengthy, and entailed detailed reviews of the above funds. He noted that the Board owed a huge debt of thanks to Karen Maynes and her staff for being able to produce a document that enables us to understand these documents, which are heavily detailed even for financial people. The committee had also reviewed with the auditors their "Audit Findings Report to the Audit and Finance Committee", which provides detail on any internal control issues and/or unadjusted items or other matters the auditors consider of importance. Paul Wates reported that the auditors had been extremely complimentary of the staff at Douglas College. Employees had done an excellent job in preparing the statements for the auditors' review, and the auditors had no issues or concerns with the work done by our staff.

Paul Wates reported that the Audit and Finance Committee had also met in camera with the auditors, who had nothing but further compliments for Karen Maynes and her team. The Audit and Finance Committee Chair recommended that the Board acknowledge the work done by Karen Maynes, Chris Worsley and their staff.

It was moved by Paul Wates, seconded by Matthew Steinbach and unanimously resolved:

27/2009

THAT the College Board approve the 2008/2009 audited Douglas College Financial Statements

7. BOARD COMMITTEES, cont'd

- 7.1 Audit and Finance Committee, cont'd
- 7.1.3 Recommendation on 2008/2009 Audited Financial Statements
 - b) Financial Statements Highlight Memo
 - c) KPMG Management Letter on Control Deficiencies

Paul Wates reported that KPMG will not perform the College's audit in the next three years, as the Auditor General of BC will begin conducting Douglas College audits in 2010. The Auditor General's office routinely selects one or two public sector bodies and provides them with two years' notice that their office will take over such bodies' audits over for a three-year period. That tends to result in auditors coming on campus to spend more time on the process, which will create greater demands on the time of people such as Director of Finance Chris Worsley. A representative of the Auditor General's office joined the June 15, 2009 meeting of the Audit and Finance Committee as part of the transition, and we look forward to a good working relationship with the Auditor General's team. The Auditor General's Office may have a slightly different focus than that of KPMG, and we anticipate increased levels of discussion in the year ahead.

The Board Chair echoed the well deserved recognition Douglas College enjoys for the quality of its reporting, and for its financial success.

7.1.4 Enrolment Update: 2009 Summer Semester FTE Report

Paul Wates invited comments and questions of the report. Ann Kitching congratulated all involved on the enrolment increases attained.

- 7.2 Human Resources Committee
- 7.2.1 Planned Activities

In concluding her service to this committee and to the College Board, Human Resources Committee Chair Cathie Gibson expressed thanks to Associate Vice President, Employee Relations, Marian Exmann for her work. Cathie Gibson advised that she had thoroughly enjoyed her tenure, and recommended the committee to fellow Board members. Michael Hwang volunteered to join the Human Resources Committee, and his offer was gratefully accepted.

8. DELEGATES' REPORTS: 2009 ASSOCIATION OF CANADIAN COMMUNITY COLLEGES (ACCC) CONFERENCE

Graeme Bowbrick, Peter Kendrick and Paul Wates expressed appreciation for the opportunity to attend the 2009 ACCC Conference, and provided their perspectives. Susan Witter was acknowledged for her exemplary role in the final plenary session. While the opportunity to spend time with other Board members was seen as productive, additional opportunities for networking with other Boards would have been appreciated. A Board Governors' session on Board orientation was well received, and it was suggested that this Board focus on orientation matters, with five new members anticipated in Fall 2009. Paul Wates noted that, reflecting a session she and others from this Board attended, Shelagh Donnelly has developed a "College Facts" wallet card – with some fiscal year-end facts yet to be confirmed – that will provide Board members with significant key Douglas College information at a glance. Some of the keynote presentations were found not to be the best use of time. Advice will be offered to ACCC President James Knight that program summaries did not always match the presentations, and that delegates may benefit from program profiles that better articulate which audiences – Board members, instructors, staff, administrators and so on – individual workshops are directed toward.

9. COLLEGE POLICY A02.12.01, HONORARY DEGREE

A number of colleges offer honorary degrees. Susan Witter reported that development of this policy, provided for information purposes, reflected nine and a half months of consultation. Douglas College will have a selection committee that will make recommendations to the President, who will then make recommendations to the College Board. We may not present our first degree in 2010, but the process is now in place and Susan Witter has appointed Hazel Postma to head the selection committee.

10. COLLEGE POLICY A16.01.04, RECORDS MANAGEMENT AND RETENTION POLICY

Susan Witter reported that this is the first time Douglas College has had such a policy in place. This policy, also presented to the Board for information purposes, will be very helpful. She reminded Board members that administrative policies are approved by the Senior Management Team (SMT), educational policies by Education Council, and College Board policies by the Board.

**11. FINAL REPORT:
REVIEW OF SECURITY, ACCESS AND STORAGE OF CONFIDENTIAL MATERIALS**

Blaine Jensen noted the task force established as a result of the issue identified in October 2008. The review of all such internal processes was a significant undertaking. Many of the tasks identified in the report reflect activities that are intended to be continuous, ongoing processes. Training will be effected so that College employees will be aware of what is to be saved on the network; while that work is yet to be undertaken, electronic storage is in a much better state than we have ever seen. Peter Kendrick commended Blaine Jensen and his team for their proactive approach.

12. ANNOUNCEMENTS AND GENERAL INFORMATION

Andrew Taylor conveyed his regrets at being unable to attend the afternoon's Aboriginal Gallery opening; others commented on the success of the event.

13. ISSUES ARISING FROM BOARD MEETING

There were no such matters arising.

14. BOARD MEMBERS' REPORTS

Board members reported on recent activities. A number of them attended graduation ceremonies; Board member Matthew Steinbach was among this June's graduates. Cathie Gibson reported that, in addition to graduation ceremonies, she would soon attend her final meeting as the College Board Liaison to the Douglas College Foundation. It was confirmed that Mary Hemmingsen would assume that liaison role effective August 1, 2009.

Michael Hwang reported on his involvement in the City of Coquitlam's *Sister-City* agreement with Paju, Korea and invited Board members to contact him if they wished to attend an official event, planned for the following week, to celebrate the partnership. He elaborated on Pazu City and the true partnership nature of this agreement, adding that both cities have much to learn from one another. He noted opportunities to welcome more people from around the world, identifying student exchanges as one component, and – in the context of a larger focus on the nature of education – provided his insights on stereotyping and profiling.

Andrew Taylor, presenting the draft version of the "College Facts" wallet cards he and Paul Wates would take to China, noted his pleasure with such a product, which will be useful to Board members in a myriad of settings.

15. RECOGNITION OF SERVICE TO DOUGLAS COLLEGE BOARD: CATHIE GIBSON

Andrew Taylor noted Cathie Gibson's arrival on this College Board on September 5, 2003, and her July 31, 2009 conclusion of service. While formal recognition will follow at the Fall 2009 Board retreat, the evening represented Ms. Gibson's final Board meeting. Andrew Taylor thanked Cathie Gibson for her collegial service, her leadership on the Human Resources Committee and for her role as Liaison to the Douglas College Foundation.

Cathie Gibson conveyed her own thanks, her pleasure in serving on this Board and the extent of her involvement with the College. She had served on an Early Childhood Education Advisory Board, taught in some of the Residential Licensing programs and, even earlier, taught "How to Operate a Daycare" courses at Douglas College. She looked forward to some future continued involvement with Douglas College.

16. DATE AND LOCATION OF NEXT MEETING

The next meeting will be held on Thursday, August 20, 2009, at 6:00 p.m. in the New Westminster Campus boardroom. Dr. Scott McAlpine will have officially joined the College as President that week, and will be in attendance at the Board meeting.

17. ADJOURNMENT

There being no further business, the Chair wished all an enjoyable summer, and the meeting adjourned at 8:03 p.m.

CHAIR

PRESIDENT