

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

**March 20, 2008
New Westminster Campus Boardroom**

Open Meeting File No. 2008-03-20

Approved April 17, 2008

ATTENDANCE

Board Members: G. Bowbrick, B. Clarke, C. Gibson*, A. Kitching, A. MacGrotty, S. Meshwork (Ex-officio), M. Russell, A. Taylor (Chair), P. Wates, S. Witter (Ex-officio)
Regrets: C. Codrington, M. Hemmingsen, Y. Irani, N. Steinman
Observers: Constituency Group Leaders S. Briggs (DCFA), M. Steinbach (DSU)
Administration: B. Barber, M. Exmann, H. Postma, B. Jensen, J. Lindsay*, K. Maynes, C. Worsley
Guests**: M. Aikia, M. R. Azinfar, R. Boyarinov, J. Colborne, J. Friesen, A. Garton, B. Garton, J. Garton, I. Hedayat, S. Kafi, L. Lee, T. Leonard, T. Paul, C. Wang, Michael Wang, Michelle Wang
Recording: S. Donnelly
* late arrival ** attended a portion of the meeting

1. CALL TO ORDER

There being a quorum present, the Chair called the meeting to order at 6:10 p.m.

2. APPROVAL OF AGENDA

It was moved by Paul Wates, seconded by Mike Russell and resolved:

06/2008 *THAT the agenda be approved as distributed.*

Note: While the agenda was subsequently re-ordered to accommodate guests' schedules, the meeting is recorded according to the original agenda sequencing.

3. SCHOLARSHIP AND AWARDS PRESENTATIONS

The Chair welcomed scholarship and award recipients and their families to the meeting, noting that scholarship recipients Sabrina Dean, Sue Ellen Elman, Claudia Canas, Alia Ravji and Shannon Wiekenkamp had conveyed their regrets due to practica or other course commitments. He then presented awards to those College Board Scholarship recipients who were in attendance: Mari Aikia, Tanya Boyarinov, Jessica Colborne, Angela Garton, Iman Hedayat, Linda Lee and Michelle Wang. Douglas College Faculty Association President Susan Briggs presented DCFA Award recipient Joshua Friesen with his award, and students and their families then departed.

4. DAVID LAM CAMPUS TOUR

The Chair welcomed Terry Leonard, Director, Facilities Services, to the meeting and offered heartfelt thanks and congratulations on the exceptional work done leading to the opening of the David Lam Campus expansion. Terry Leonard acknowledged the thanks and then led a tour of the new facilities.

5. WELCOME TO NEW BOARD MEMBER**5.1 OATH OF OFFICE**

The Chair welcomed new Board member Alysia (Ally) MacGrotty, and administered the Oath of Office for Ms. MacGrotty, who conveyed her appreciation of the opportunity to serve.

6. APPROVAL OF MINUTES OF FEBRUARY 21, 2008

It was moved by Ann Kitching and seconded by Paul Wates:

07/2008

THAT the minutes be approved as distributed.

7. BUSINESS ARISING FROM MINUTES

There was no business arising from the minutes of February 21, 2008.

8. INFORMATION/COMMUNICATION**8.1.1 BCGEU**

Drena McCormack was not in attendance. Recalling Ms. McCormack's reference to this meeting as her final Board meeting as the BCGEU Constituency Group Leader, the Chair noted that the Board had appreciated Ms. McCormack's participation and wished her well in future endeavours.

8.1.2 DCFA

In the absence of a written report, the Chair asked Susan Briggs if she had anything to report; she did not. The Chair invited questions of Ms. Briggs, and there were none.

8.1.3 DSU

The Chair acknowledged Matthew Steinbach's report, and asked if he had anything to add. Mr. Steinbach extended congratulations to Alysia MacGrotty on her election as a student Board member, and advised that both he and Ms. MacGrotty were candidates in the DSU elections then underway.

The Chair invited questions of Mr. Steinbach, who was asked for an update on the recruitment of a financial staff person. A number of external candidates had applied for the position. Kudos were offered on both the quantity of students running for DSU election, and on the campaign posters. The Board was advised that the DSU held its Annual General Meeting on March 12, 2008, and that it anticipated being out of receivership by Summer 2008.

9. REPORTS**9.1 BOARD CHAIR**

Andrew Taylor expressed congratulations to the College's Men's Basketball team, which recently won its first ever Canadian championship.

9. REPORTS

9.1 BOARD CHAIR, cont'd

Andrew Taylor advised that the Minister of Advanced Education had postponed their meeting to March 26, 2008 and that Vice President, Finance and Administration Karen Maynes would attend in Susan Witter's absence. The Chair reported on other matters as follows:

- The Notice of Position for Board membership closes on March 24, 2008, and we continue to await word on the membership extensions requested for Ann Kitching and Andrew Taylor.
- Andrew Taylor sent correspondence on behalf of the Board to the City of Coquitlam, advocating for construction of an Evergreen Line station at, rather than nearby, the College's David Lam Campus.
- The College's 100th Stagecraft and Theatre event was a wonderful success, and a number of Board members attended the "Dracula" gala and premiere.
- The College administration will be represented at the Association of Canadian Community Colleges (ACCC) conference scheduled for May 25 – 27, 2008 and, schedule permitting, Paul Wates will also attend. Andrew Taylor issued a last call for expressions of interest in attending the conference.
- The BC Colleges and Institutes (BCCI) Presidents' meeting with Board Chairs is scheduled for March 31, 2008; this will be the second such meeting this year.

The Chair reminded those in attendance that the May 15, 2008 meeting will begin with a dinner with Constituency Group Leaders, immediately following the 5:15 p.m. award presentations at the College's third annual Celebration of Teaching and Learning.

He then reviewed the 2008 – 2009 meeting schedule, below, which for the most part follows the pattern of meeting on the third Thursday of each month.

Thursday, August 21, 2008	Thursday, September 18, 2008	Saturday, October 18, 2008
Thursday, November 20, 2008	Thursday, December 18, 2008	Thursday, January 15, 2009
Thursday, February 19, 2009	Thursday, March 19, 2009	Thursday, April 16, 2009
Thursday, May 21, 2009	Thursday, June 18, 2009	

One exception is the retreat proposed for Saturday, October 18, 2008, intended for Board members' professional development in lieu of a regular Thursday meeting that month. The Chair asked that anyone unable to accommodate the October 18 meeting date advise the Board Executive Assistant by the second week of April 2008; we would propose an alternate retreat date if it was determined that a number of Board members could not participate on October 18, 2008.

9.2 EDUCATION COUNCIL

9.2.1 Chair's Report – Susan Meshwork drew people's attention to the report, *Results from Community College Survey of Student Engagement*, which Education Council obtained from the College's Institutional Research and Planning office. She offered to make copies available for interested Board members.

9.2.2 Education Council Advice on Draft 2008/09 Douglas College Budget – Susan Meshwork advised that, given recent budget information, the Education Council advice provided within the agenda package would be revised and presented at the May 2008 Board meeting.

9.2.3 Board Member Liaison Report – Ann Kitching had no news to report.

9.3 PRESIDENT

9.3.1 President's Report – Further to her written submission, Susan Witter reported that the Ministry of Advanced Education's (AVED's) funding letter has consumed a great deal of attention and that a draft budget plan would be presented during the evening's In Camera session. The Ministry's recent funding announcements will, contrary to some media reports, affect all public BC post-secondary institutions.

The Chair invited questions of the President, and Susan Briggs requested permission to speak. That being granted, she said that the DCFA is pleased that President Witter is attempting to mitigate layoffs, and that they appreciate her heartfelt efforts.

10. BOARD COMMITTEES**10.1 Finance Committee**

10.1.1 Planned Activities and Financial/FTE Reporting – Paul Wates reported, in Neal Steinman's absence, that the committee had met earlier the same week and that Karen Maynes had apprised them of some of the implications of recent provincial budget letters. The committee looked forward to learning more. In terms of regular business, the Board budget is in good order. The committee will review its Terms of Reference at an upcoming meeting. Questions were invited; none were asked.

10.2 Human Resources Committee

10.2.1 Planned Activities – Committee Chair Cathie Gibson advised that the committee's recent meeting had been postponed to April 1, 2008.

10.3 Policy and By-Law Review Committee

10.3.1 Planned Activities – Ad hoc committee Chair Ann Kitching reported that this committee had met, appointed a Chair and developed its Terms of Reference. The committee's next meeting was scheduled for March 27, 2008.

11. NOTICE OF INTENT: PROPOSED BY-LAW AMENDMENT 83-5(A20)

Karen Maynes noted that, in accordance with Board By-Law 83-8, Amendment of By-Laws, by-law amendments are typically presented at one Board meeting, with decision-making deferred to the subsequent month's meeting. She asked for people's input on timing of this discussion, given that the budget timetable has changed and budget planning will now extend to the May 2008 Board meeting. Responding to expressions of interest in reviewing the details at this point, she outlined the protocols and fees that may and may not be increased, as well as the rationale for increasing the College's application fee from \$25.00 to \$26.75. She invited and responded to questions, and will bring the matter back to the Board in April 2008 for its decision.

12. ANNOUNCEMENTS AND GENERAL INFORMATION

The Chair noted significant media coverage of the one-day David Lam Campus closure, and expressed his appreciation to Susan Witter, the College administration and everyone involved in the communications regarding the closure, which were very well handled.

13. EVENT RSVP ROUNDTABLE

Referencing the spreadsheet circulated electronically each month to Board members, the Chair asked Board members to take advantage of the break between the Open and In Camera sessions each month to advise the Board's Executive Assistant as to which upcoming events they can attend.

14. ISSUES ARISING FROM BOARD MEETING

There were no such issues.

15. BOARD MEMBERS' REPORTS

Board members reported on recent College-related activities in which they'd participated.

16. DATE AND LOCATION OF NEXT MEETING

The next meeting will be held at the New Westminster Campus, with individual and group Board members' photos taken at 6:00 p.m.

17. ADJOURNMENT

There being no further business, the meeting adjourned at 7:29 p.m.

CHAIR

PRESIDENT