

1. **CALL TO ORDER:** The meeting was called to order at 6:05 p.m.
Present: A. Taylor (Chair), B. Clarke, C. Gibson, M. Hemmingsen, Y. Irani, B. Kendall, A. Kitching, D. Miles, M. Russell, M. Stainsby, A. Yang
Ex-officio: S. Meshwork, S. Witter
Administration: B. Barber, M. Exmann, B. Jensen, J. Lindsay, K. Maynes, M. Murray, C. Worsley,
Other: S. Briggs (DCFA), M. Steinbach (DSU)
Guests: J. Carrie*, W. Case, R. Coulson*, K. Denton*, D. Duke*, T. James*, G. Lenahan, A. MacGrotty, S. Vanderburgh*
Regrets: N. Steinman
* attended portion of the meeting
2. **APPROVAL OF AGENDA:** The agenda was approved as distributed.
3. **WELCOME TO NEW BOARD MEMBERS:**
 - 3.1 Oath of Office: Andrew Taylor welcomed new Board members, Bruce Clarke, representing support staff; Meg Stainsby, representing faculty; and Yasmin Irani, representing students. The Oath of Office was administered.
4. **INTRODUCTION OF DEANS:** Jan Lindsay gave background on the role of a Dean at the College explaining the complexity, the scope and size of Dean positions. It has been an extremely busy time bringing in 5 Deans (2 internal 3 external) in 2½ years. She felt we were privileged at Douglas to amass one of the strongest teams in the lower mainland. Jan introduced each Dean and provided background on their careers to date. This included Ted James, Dean, Student Development; Rosilyn Coulson, Dean, Faculty of Commerce and Business Administration; Jan Carrie, Dean, Faculty of Child, Family and Community Studies; Dr. Kathy Denton, Dean, Humanities and Social Sciences; Dr. Michel (Mike) Tarko, Dean, Health Sciences (unable to be present); Dr. David G. Duke, Dean, Language, Literature and Performing Arts; and Dr. Sandy Vanderburgh, Dean, Sciences and Technology.
5. **PRESENTATION ON COLLABORATIVE DEGREES:** Dr. Kathy Denton and Jan Carrie provided an overview on collaborative degrees at Douglas College covering why we have them and what types of models we have. Background was given on all four models which include two in the Faculty of Child, Family and Community Studies, namely, the Bachelor of Community Rehabilitation in partnership with the University of Calgary, and the Bachelor of Child and Youth Care in partnership with the University College of the Fraser Valley (UCFV). The other two models are in the Faculty of Humanities and Social Sciences, namely, the Bachelor of Arts (Psychology) and Bachelor of Arts (Criminal Justice), both in partnership with UCFV.

The MOU (Memorandum of Understanding) with the University of Calgary is under review and the intention is to build on that relationship. The Child and Youth Care program was well established (one of the first in North America, and very well respected). The University College of the Fraser Valley were willing to be our partner for the degree. It was a true mentorship and partnership with the result that Douglas College is now offering its own degree (September 2007) with 35 students enrolled.

The Bachelor of Arts (Psychology) program is offered entirely at Douglas College by Douglas College faculty with students receiving a B.A. from UCFV after four years, as part of the partnership program.

The Bachelor of Arts (Criminal Justice) program has students taking the first three years of the program at Douglas College before completing the degree at UCFV.

Common challenges were reviewed, including who receives the FTE and who pays for the instruction and services; and whose admissions, registration, prerequisites and course transfers are used. Providing student services and providing services to offsite faculty is a challenge. Communication between institutions could be a challenge, but has been incredible.

The benefits of all models of collaborative degrees were highlighted including the retention of existing students; recruitment of potential students; faculty witnessing students attaining their goals; faculty recruitment/retention and professional development for existing faculty; the pleasure of teaching upper levels courses; and the fact that upper level courses support other degree programs as electives.

There was a question on whether there was an indication of what model worked better. The Psychology model is preferable for students because they do not have to change institutions and it is a very smooth transition. However, the cost to Douglas College is riskier. If you do not build the cohort you have classes that are not full in the 4th year. There was discussion on the possibility of an online upper levels option. It was indicated that the University of Calgary program is not going to be totally online. The College has been asked to think about offering an additional course in the area of autism. We are building an expertise that could be a Pan-Canadian specialty and could be offered to anyone in North America. There are different possibilities to come.

Deans Carrie and Denton were thanked for a most informative presentation.

6. **APPROVAL OF MINUTES:** The minutes of August 23, 2007 were approved as distributed.
7. **BUSINESS ARISING FROM THE MINUTES:** There was no business arising from the minutes.

8. INFORMATION/COMMUNICATIONS:

8.1 DSU: There were comments on the acceptability of the written report included in the package which was considered more a “rant” than a report. Yasmin Irani commented that she felt the College Board should be receiving input from the Constituency Group Leaders. It was expressed that the views and reports of representatives of the DSU, DCFA and BCGEU are appreciated and it is important that these views/concerns be expressed through other channels and avenues that do not compromise the business that has to be done at the Board table. There should be an appreciation that the Board has an agenda and business to conduct in an effective and efficient way.

There was a positive comment on the DSU’s amended policy to have DSU Representative Committee meetings at both New Westminster and David Lam campuses.

8.2 BCGEU: There was no report.

8.3 DCFA: A written report was included in the package. There were no further questions.

9. REPORTS:

9.1 Board Chair:

.1 Chair’s Reports:

a. Board Retreat with Vancouver Community College October 18, 2007: Agenda: The Chair encouraged as many members as possible to participate in the Board Retreat on October 18 in Vancouver Community College’s downtown campus, Room 420. An agenda will be distributed with other details.

b. Board Member Recognition Event: Susan Witter will host the Board Recognition event on December 1st at 6:00 p.m. for College Board and Foundation Board members. College Board members whose term of office were completed in August and those who will be completing their terms in December, will be recognized.

c. Report from September 17 Board Chairs’ Meeting: Andrew Taylor reported that Susan Witter and he attended the B.C. College Presidents’ and Board Chairs’ Meeting on September 17. Minister Coell and Deputy Minister Quayle were there for part of the sessions. There was some discussion around Campus 2020, although no huge insights other than they are seeing it as a 10-year plan. There is agreement to have advocacy for system-wide post secondary education issues.

At the Board Chairs’ meeting there was a presentation “Government Relations – Moving up the Agenda” highlighting how to be advocates. The Board Chairs

agreed that there is a need to have regular Chairs' meetings to exchange ideas, listen to each other and learn, and to contribute to system-wide advocacy. These meetings will be held in tandem with B.C. College Presidents' (BCCP) meetings.

d. Presentation to Select Standing Committee on Finance and Government Services October 5: A. Taylor indicated that MLA Iain Black, Port Moody-Westwood, invited Susan Witter and he to make a presentation to the Select Standing Committee on Finance and Government Services on October 5 in Coquitlam. This committee travels around the province conducting public hearings on specific dates. A. Taylor and S. Witter are preparing presentations for their 15-minute slot to advocate for the College system at large and Douglas College specifically.

9.2 Education Council:

.1 Chair's Report: Susan Meshwork reported that Education Council met two days ago and a written report will be included in the next Board package. The highlights of Council work at present is on operational policy revisions.

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

9.3 President:

.1 President's Report: A written report was included in the package. Susan Witter expanded on her report on the European Association of International Education Conference in Norway. She highlighted the Destination Canada booth put together by the Canadian Bureau for International Education, the Governments of Canada and British Columbia. There were approximately 45 institutions in Canada represented and the booth was packed the whole time. There were about 45-50 educators looking for partnerships with institutions so their students could have access to more exchanges and field trips. Guangwei Ouyang and Susan Witter feel we have 12 possibilities, with 4-5 identified as institutions we would like to work with. It is hoped that we will be able to finalize arrangements with 2 – 3 institutions in the next year. This will help our students to study abroad and faculty to be involved in some exchanges. Funds have been allocated in this year's budget to involve faculty and students. Although colleges from Canada attended, the representation at the conference was mostly universities. That is the educational direction that Europeans are more interested in. G. Ouyang and S. Witter talked about Douglas degree programs.

It was quite a successful conference and showed that Canada seems very attractive to European post-secondary institutions, as well as the fact that our dollar is also attractive.

The Crisis Communications Plan was seen as an important issue and there were positive comments on it being updated.

There was a request for more information on the tuition-free adult basic education courses, particularly on how the College will receive funding from the Ministry for our loss in revenue. It was reported that the College does not yet know if we will receive some or all of the funding. Karen Maynes indicated that this topic is on the agenda for a provincial meeting she attends in a week. The Ministry have been asked to let institutions know if they are funding the full amount we are losing. Another question related to whether people on welfare could become students. In the past if you were on Social Assistance you could not go to College. Since these two items are tied together a response on this would also be appreciated as well as monitoring the situation generally.

Mary Hemmingsen indicated that the Finance Committee did have the opportunity to hear about the status of the David Lam Campus expansion and move.

With respect to B.C. Hydro's Fall 2007 Power Smart Innovation Challenge, Mary Hemmingsen offered to help position Douglas College to access the B.C. Hydro programs recently revamped. What access the College can get will augment programs for the College.

In response to a question on the updating of the Academic Plan and having an understanding of the framework and key areas, what is seen in terms of Campus 2020 and how the Board can help in that regard, it was indicated that a presentation is planned on this topic later in the year. Security and access issues is another topic which will be part of a presentation early in the new year.

.2 Recommendation on Priority Goals for Susan Witter as President of Douglas College: Susan Witter reported that no further changes were requested since the draft document was presented at the August Board meeting. Approval of the President's goals is now being requested so that these goals can be released to the College community.

It was moved:

THAT the College Board approves the Priority Goals for Susan Witter as President of Douglas College in 2007/2008. **B. Kendall/Carried**

10. BOARD COMMITTEES:

10.1 Finance Committee:

.1 Recommendation on Financial Information Pursuant to the Financial Information Act: B. Kendall brought the Board's attention to two replacement pages which were distributed (Schedule 1, page 5, and Schedule 5). The amount of Susan Witter's expenses was reduced to reflect recovery of expenses from the Association of Canadian Community Colleges (ACCC) on Schedule 1 which changed the total on Schedule 5.

It was moved:

THAT the College Board approve the Financial Information Pursuant to the Financial Information Act for the year ended March 31, 2007 as amended.

M. Russell/Carried

.2 Financial/FTE Reporting: Karen Maynes indicated that this is the first report prepared under the new format. This reporting will now be provided on a semester basis (June for the Summer Semester, October for the Fall Semester and February for the Winter Semester) rather than on a monthly basis as previously done. The changes have been made at the request of the Finance Committee in order to provide a clearer, easier to read, more informative report that highlights key items. The report will be in the form of a memo with two summary schedules attached. The report will evolve this year. The Finance Committee is open to receiving comments from Board members if there are further thoughts on what would be more helpful.

.3 Preliminary Fall Enrolment Update: Karen Maynes indicated that the final report for the Fall Semester will be included in the next Board package as the College does not complete the final numbers until the end of September.

Karen Maynes presented a preliminary report which was not broken down program by program. The numbers are for the credit programs only since Continuing Education programs continue to register over the whole semester. A review of the figures indicated that there will be a shortfall for Fall 2007 of approximately 130 FTE to which was added the shortfall for Summer 2007 of 25 FTE, resulting in a shortfall to date on credit programs of 155 FTE.

It is known that there is some growth in Continuing Education/Training Group and the expectation is that the College will come in with a performance around 85% at year end, depending on what growth these areas report. New programs are doing well. The decline is still in open enrolment University Transfer.

Translating the numbers into dollars, the Tuition Report – Credit Programs indicated that after taking away the budget allowance from the projected shortfall of tuition, there remains a projected shortfall of approximately \$275,000 - more than was budgeted for. An increase in international student numbers above what was forecast will be used to offset the shortfall.

There was considerable discussion, clarification of the figures and questions.

.4 Planned Activities: The Committee will be re-examining its Terms of Reference and reviewing the Terms of Reference at other institutions for Finance/Audit Committees. Risk management, the budget and follow-up of DSU activities will also be included on its agenda. The purpose for the Board Budget surplus has been extended to include seminars and any type of Board upgrading given that the Board is going to be transitioning in a major way. Board

members were encouraged to approach the Chair in writing or verbally about any suggestions for improvement around governance or other types of advocacy. With the changes that will be occurring on the Board, this money could be put to good use.

10.2 Human Resources Committee: A short meeting was held with no quorum.

.1 Planned Activities: A new Committee Chair will be elected at the next committee meeting.

11. **ANNOUNCEMENTS AND GENERAL INFORMATION:** There was a question on the report in the Occupational Health & Safety Committee Minutes relating to the tempered glass pane falling from the concourse ceiling, and whether there was a problem with other panes. It was reported as a “one of” incident.
12. **BOARD MEMBERS:** Ann Kitching attended the End of Summer Barbeques for employees at both campuses. Both were well attended events. This was the first barbecue at David Lam Campus and she found faculty and staff excited about moving-in to Phase II later this year.

Ann Kitching, Mary Hemmingson and Andrew Taylor attended ESL Immersion Closing Ceremonies and Graduations for students. Kyoto and Momoyama Universities ceremonies were held on August 24 and Kitakyushu on September 14. They commented on the enthusiasm of the students, the good communication between the students and their homestay families and having thoroughly enjoyed the events. A. Taylor indicated that the agreement with Kyoto has been in effect for approximately 15 years, and they are looking forward to extending the agreement and making it a slightly longer program.

Alan Yang reported that this year’s orientation for students went very well. At the end of the day students were exchanging information with each other. He had learned from someone from his past in Japan that the immersion program is a popular choice for Japanese students to come here in the Summer.

Ben Kendall referred to the invitations Board members will be receiving to “A Class Act” on Friday, November 16. Items will be auctioned off at the event. One item is a wine fridge. In the past bottles of wine have been included in the fridge and he asked Board members to consider contributing again this year. The wine can be delivered to the Board Secretary at New Westminster Campus or to Hazel Postma at David Lam Campus. If there are any other items Board members would like to donate to the silent auction, they would be appreciated. Tickets for the event are \$60 each, \$25 of which is tax deductible. Again tickets can be obtained from Margaret Murray or through the Foundation Office.

It was Meg Stainsby’s first meeting as a Board member. She indicated that she was a full-time instructor until the end of August and this was her down term.

With the mention of Crisis Management earlier in the meeting, and the coverage the Dawson College incident received last year, she indicated she would appreciate knowing if there were lessons learned as preventive/pro-active measures to be taken. Susan Witter responded that this is an area of interest that has been talked about and a Board presentation will be made on security in the New Year.

Mary Hemmingson reported on some feedback she received at a recent reception she attended in Victoria with the Minister and Deputy Minister. They were commenting on the Campus 2020 report. The report was widely acknowledged to be university centred. It was felt that everyone would benefit if we would represent a community around common interests. Andrew had a similar perspective from the meetings he and Susan attended that now is the time to coordinate more and represent common themes to work across the system.

Andrew Taylor indicated he had the opportunity to meet with Iain Black, MLA, Port Moody-Westwood, to introduce himself as Board Chair. Since he lives in Mr. Black's riding it gives him an opportunity to discuss regional issues. Mr. Black is extremely supportive of Douglas College and the post-secondary system at large. He makes it abundantly clear that there will be no Evergreen line without a Douglas station. Andrew Taylor and Ann Kitching will continue their dialogue with Iain Black. He encouraged other Board members, as advocates, to get in touch with their MLAs.

13. **ISSUES ARISING FROM BOARD MEETING:** There were no issues arising from this Board meeting. Board members were asked to note that they had been asked for ideas in terms of Board presentations and what they would like to see in addition to the business part of the meeting. There were a few responses. After a discussion at Senior Management Team, the plan is to have a presentation on Disabled Student Services in November. There are no presentations in December and January because of the Seasonal Social and Budget presentation. The presentations will start up in February. Security is another presentation that will be scheduled. If there are any other thoughts please pass them on to the Board Secretary.
14. **DATE AND LOCATION OF NEXT MEETING:** There is no regular Board meeting in October. College Board members will be joining Vancouver Community College Board for a Board Retreat. The next Board meeting is scheduled for November 16, 2007 in the David Lam Campus Boardroom.
15. **ADJOURNMENT:** The meeting adjourned at 8:00 p.m.

CHAIR

PRESIDENT