

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

**January 22, 2009
David Lam Campus Boardroom**

Open Meeting File No. 2009-01-22

Approved February 19, 2009

ATTENDANCE

Board Members: G. Bowbrick*, B. Clarke, C. Codrington, C. Gibson, M. Hemmingsen, M. Hwang, P. Kendrick, A. Kitching, S. Meshwork (ex-officio), A. Taylor*, P. Wates, S. Witter (ex-officio)

Regrets: A. MacGrotty, M. Russell, M. Steinbach

Observers: S. Briggs (DCFA)
Regrets from M. Ferley (BCGEU)

Administration: B. Barber, B. Jensen, J. Lindsay, G. Ouyang, H. Postma, C. Worsley
Regrets from M. Exmann, K. Maynes

Guest: Jim Lundy, Janet Wright & Associates Inc. (JWA)

Recording: S. Donnelly
* late arrival

1. CALL TO ORDER

Mary Hemmingsen served as Acting Chair given traffic delays that resulted in the Chair's late arrival, and called the meeting to order at 6:02 p.m. She welcomed Susan Meshwork back to the Board table, and welcomed new Board member Michael Hwang and Mr. Jim Lundy of Janet Wright & Associates Inc., who is assisting in the College's Presidential search.

2. APPROVAL OF AGENDA

It was moved by Bruce Clarke, seconded by Cathie Gibson and unanimously resolved:

01/2009 *THAT the agenda be approved as distributed.*

3. WELCOME TO NEW BOARD MEMBER MICHAEL HWANG

Mary Hemmingsen administered the Oath of Office for Michael Hwang, who later provided a self-introduction.

4. APPROVAL OF MINUTES OF DECEMBER 31, 2008 - 5:28 (5:41) J.S. (6:12) H.B. (6:18) A.C. (6:24) B.C. (6:30) C.G. (6:36) D.K. (6:42) E.M. (6:48) F.P. (6:54) G.O. (7:00) H.P. (7:06) I.W. (7:12) J.L. (7:18) K.M. (7:24) L.M. (7:30) M.H. (7:36) N.H. (7:42) O.H. (7:48) P.W. (7:54) Q.W. (8:00) R.W. (8:06) S.W. (8:12) T.W. (8:18) U.W. (8:24) V.W. (8:30) W.W. (8:36) X.W. (8:42) Y.W. (8:48) Z.W. (8:54)

6. 2009/10 BUDGET PRESENTATION

Susan Witter reiterated Karen Maynes' regrets resulting from longstanding plans. She noted that the 2009/10 budget funding was expected to be status quo. The President has been seeking information from the Ministry of Advanced Education and Labour Market Development (ALMD), but there was no news at this point. All planning has been undertaken on the basis of assumptions, which the President reviewed; such assumptions were detailed in a "Budget 2009/10" handout circulated to attendees.

Unlike a number of post-secondary institutions, Douglas College will enter 2009/10 without deficits; this is the result of enrolment increases in International Education. Enrolments were up significantly in Fall 2008 and again in the current semester. College-wide budget forums were planned for Wednesday, January 28, 2009 – 12:30 to 2:00 p.m. in the David Lam Campus boardroom, and from 4:30 to 6:00 p.m. in the New Westminster Campus boardroom – and Susan Witter encouraged Board members to join employees at these sessions.

The College has been directed to plan for more than one budget scenario, and there is no confirmation of any new student Full Time Equivalent (FTE) funding. It is anticipated that the Province of BC will place a high priority on health and education in its upcoming budget, and that health and trades education will be priorities within ALMD. While there is no anticipation of full layoffs, there may be some minor reductions to people's workloads. The President anticipated bringing a budget proposal before the Board for approval in April or May 2009, and invited and responded to questions. The advisability of projecting an additional increase in International student FTEs was queried; at Susan Witter's invitation, Guangwei Ouyang reported that his division had originally projected an increase to 500 FTEs but scaled back to 460 FTEs in recognition of economic indicators.

Susan Witter invited Chris Worsley, Director of Finance, to review proposed budget additions, reallocations and efficiencies, as well as changes to revenues and expenditures given a status quo budget. Chris Worsley provided a detailed review of such matters, and invited and responded to questions. Jan Lindsay spoke of developing further collaborative degree partnerships and positioning Douglas College within this new environment so that we provide students pathways without limitations. The proposed Associate Dean position will support the establishment of a structure to support such

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8. REPORTS

8.1 Board Chair

Acting Chair Mary Hemmingsen noted work underway on the College's Presidential search, and that Jim Lundy would speak to the Board later in the meeting. She also issued, on behalf of the Chair, a formal call for Board members' expressions of interest in attending the May 31 – June 2, 2009 Association of Canadian Community Colleges' (ACCC's) Annual Conference. Those Board members who are interested in being considered for attendance were asked to advise the Board Executive Assistant on or before Friday, January 30, 2009. Audit and Finance Committee Chair Paul Wates reported, on request, that committee's recommendation to send up to three Board members to the Annual Conference.

Elections of Officers of the College Board normally take place in June but, given coming transitions in both the College President and Board Chair roles, the College plans to send both the current and incoming Board Chair to China to attend June 2009 graduation ceremonies in Harbin and Shanghai. As such, the 2009 Board elections shall take place during the April 16, 2009 meeting in order to allow sufficient time for travel and visa arrangements. It was suggested that, in accordance with Board By-law B01.01.04, the Board Nominating Committee should be formed this month. Mary Hemmingsen recommended returning to this agenda item upon Andrew Taylor's arrival.

8.2 Education Council

8.2.1 Chair's Report

Susan Meshwork noted that she was pleased to be able to deliver the Education Council report in person again. She highlighted the Educational Excellence Committee's recommendation that the *Student Award for Educational Excellence* be presented annually at a meeting of the College Board (and, as appropriate, mentioned during graduation ceremonies).

Note: Andrew Taylor joined the meeting at this point, with apologies for his late arrival, which was caused by traffic delays resulting from the temporary closure of the Pattullo Bridge.

Susan Meshwork reported that, with regret, Education Council had accepted Vice Chair Graeme Bowbrick's resignation from Education Council, and wished him the best of luck. The Acting Chair echoed, on behalf of the Board, those good wishes.

8.3 President's Report

Susan Witter referenced correspondence from ALMD's Minister Coell, which referenced college boards' jurisdiction over all matters relating to the management and administration of their respective institutions. The correspondence of December 19, 2008 was a response to a community group's letter advocating for targeted government funding for Adult Special Education (ASE) programs at Douglas College and elsewhere. Susan Meshwork reflected on Education Council's shared role in such governance. Susan Witter then provided a recommendation on Board approval of a new credential.

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

3/2009

10. ANNOUNCEMENTS AND GENERAL INFORMATION

Mary Hemmingsen noted the three upcoming Winter Graduation Ceremonies, at which Ann Kitching, Andrew Taylor and Susan Witter would speak on behalf of the Board. Seats may be reserved for Board members, who were encouraged to attend these most gratifying celebrations; ceremonies will be held at 10:30 a.m., 2:30 and 6:30 p.m. on Tuesday, February 10, 2009.

11. ISSUES ARISING FROM BOARD MEETING

Paul Wates observed that he'd not, under Item 9.3, mentioned the Board communication plan for the Presidential search; kudos were offered in regard to the *Presidential Search* website. Shelagh Donnelly credited Communications and Marketing Office's (CMO's) Web Coordinator Anne Swinton for her expertise and support in their launch of the site.

12. BOARD MEMBERS' REPORTS

Michael Hwang offered insights into his background and what he hopes to bring to this Board, and his pleasure in joining the Douglas College Board. He values community service and also learns a great deal from it. Other Board members reported on recent and upcoming activities.

13. DATE AND LOCATION OF NEXT MEETING

The next meeting is scheduled for a 6:00 p.m. start on Thursday, February 19, 2009 at the New Westminster Campus.

14. ADJOURNMENT

There being no further business, the meeting adjourned at 7:18 p.m.

CHAIR

PRESIDENT