

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

**May 29, 2008  
New Westminster Campus Boardroom**

Open Meeting File No. 2008-05-29

Approved June 19, 2008

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**ATTENDANCE**

Board Members: G. Bowbrick, B. Clarke, C. Codrington, C. Gibson, M. Hemmingsen, A. Kitching, A. MacGrotty, S. Meshwork (Ex-officio), N. Steinman\*, A. Taylor (Chair), P. Wates, S. Witter (Ex-officio)

Regrets: M. Russell

Observers: *Regrets* from Constituency Group Leaders S. Briggs, H. Chaudhry, C. Ellson

Guests: J. Magalios, C. Nider, M. Steinbach, L. Surjik

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

Recording: S. Donnelly

\* late arrival

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**1. CALL TO ORDER**

There being a quorum present, the Chair called the meeting to order at 6:07 p.m.

**2. APPROVAL OF AGENDA**

It was moved by Ann Kitching, seconded by Cathie Gibson and resolved:

15/2008

*THAT the agenda be approved as distributed.*

**3. RECOMMENDATION ON 2008/09 OPERATING BUDGET**

Referencing the documents provided Board members, Karen Maynes noted that the only amendment to the budget presented in April 2008 was the inclusion of costs associated with offering the Customer Service and Cashier Training programs and the Transitions pilot initiative. She advised that a "one time only" (OTO) transfer of \$708,000 from College reserves was necessary in order to balance the 2008/09 operating budget. Reductions to the Dispensing Optician program (10 sections) and the Stagecraft program (two sections) will happen in 2009/10, for a savings of \$140,000. This will leave the College with an ongoing structural deficit of \$568,000 (\$708,000 - \$140,000) to be dealt with as part of its 2009/10 budget deliberations.

Karen Maynes invited questions, and confirmed that we are comparing budget to budget, rather than budget to "actual". She also confirmed, in response to Mary Hemmingsen's query, that – with regard to 2007/08 – we will transfer less from the reserve than planned; this has been accomplished through receipt of more Ministry funds and greater International registrations than anticipated. Total actual 2007/08 revenues, per statements currently being finalised, were \$80,069,494.

Karen Maynes also confirmed that the College's 2007/08 year-end Operating Fund balance of just over \$3,000,000 *does* contain sufficient funds to cover the one time only \$708,000 transfer while also adhering to the Board Surplus Policy of maintaining 2.5% or \$2,062,350 in its accounts. In fact, the Operating Fund will have a remaining unallocated balance of \$232,203.

**3. RECOMMENDATION ON 2008/09 OPERATING BUDGET, cont'd**

Mary Hemmingsen asked about the prospects of the required (\$708,000) transfer from the Reserve being reduced further from the projected amount, as had been the case for fiscal 2007/08. Karen Maynes advised that this was unlikely unless International revenues greatly exceeded expectations or the Ministry provided more funding than anticipated.

It was moved by Ann Kitching, seconded by Paul Wates and unanimously resolved:

16/2008 *THAT the College Board approve the 2008/09 Douglas College Operating Budget of \$82,494,000.*

**4. RECOMMENDATION ON 2008/90 OPERATING CAPITAL BUDGET****4.1 Recommendation on Appropriation from Ancillary Fund Revenues**

Karen Maynes provided an overview of Attachment “B” provided Board members, which outlined General Furniture, Fixtures and Equipment (FF&E) and Educational Technology requirements and also contained a summary of 2008/09 budgeted revenues and allocations (both \$2,624,000).

It was moved by Cathie Gibson, seconded by Ann Kitching and unanimously resolved:

17/2008 *THAT the College Board approve an appropriation of \$613,000 from the Ancillary Fund to be used for capital purchases within the Operating Capital Budget, to be used as follows:*

*\$ 32,000 – Ancillary Areas Educational Technology  
\$231,000 – Ancillary Areas FF&E  
\$350,000 – General Operating Capital*

**4.2 Recommendation on 2008/09 Operating Capital Budget**

Discussion of potential uses of capital funds followed.

It was moved by Neal Steinman, seconded by Paul Wates and unanimously resolved:

18/2008 *THAT the College Board approve the 2008/09 Operating Capital Budget in the amount of \$2,624,000.*

**5. ADJOURNMENT**

There being no further business, the meeting adjourned at 6:23 p.m.

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CHAIR

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PRESIDENT