

1. **CALL TO ORDER:** The meeting was called to order at 5:56 pm.  
Present: D. Miles (Chair), C. Gibson, M. Hemmingsen, B. Kendall, A. Kitching, A. Peacock, M. Russell, A. Taylor  
Ex-officio: S. Meshwork, S. Witter  
Administration: M. Exmann, B. Jensen, J. Lindsay, K. Maynes, H. Postma, B. Barber, C. Worsley, B. Bessey  
Other: S. Briggs (DCFA), M. Steinbach (DSU)  
Guests: W. Case, A. MacGrotty, M. Stainsby  
Regrets: K. McKitrick, N. Steinman  
\*\* for reporting purposes the minutes have been returned to agenda order
2. **APPROVAL OF AGENDA:** The agenda was approved as distributed.
3. **APPROVAL OF MINUTES:** The minutes of May 17, 2007 were approved as distributed.
4. **BUSINESS ARISING FROM THE MINUTES:** There was no business arising from the minutes.
5. **INFORMATION/COMMUNICATIONS:**
  - 5.1 DCFA: A written report was included in the package. As a follow-up to the

5.3 BCGEU: No report.

6. **REPORTS:**

**6.1 Board Chair:**

**.1 Board Chair's Report:**

In discussion, Diana Miles noted that from the beginning of planning for our expansion in Coquitlam, it was contingent on having the line. It is important that we have a system to get to the campus. Even now, the line is not going to be started until after 2010. Andrew noted that from the beginning, there was a lack of consensus among the parties about whether the line should be SkyTrain or Light Rapid Transit including buses. Other than funding, the impasse remains. It is not just an issue of technology. Perhaps the best way out of the impasse is to concentrate on making the line “rapid”. Matthew Steinbach added that the environment is a key issue for the DSU, and they may be getting a petition going about transit and the Evergreen Line. Ann suggested that students write letters.

Diana noted that this is her last Board meeting as Chair. She thanked members for the opportunity of holding the position over the last four years. For the next two weeks when she is in China, where they are very protocol sensitive, she will remain as Chair, with the new Chair taking office on her return on July 9<sup>th</sup>. She remains on the College Board as a member until the end of December.

## **6.2 Education Council:**

.1 Chair’s Report: A written report was included in the package for the May meeting. Susan Meshwork reported that at the June meeting, two new degrees were given educational approval, the Bachelor of Performing Arts Degree and the Bachelor of Applied Music Degree, both of which will go forward to the next step. In discussion, she confirmed that any program revision – large or small - is required to come through Education Council, including such things as moving a course from one semester to another. She has recently prepared an Education Council Annual Report for Education Council Members which shows the enormous amount of material Education Council goes through over a one year period. Any Board member interested in receiving a copy can obtain one from Susan (M.)

.2 Board Member Liaison Report: Ann Kitching noted that one of the changes approved at the June meeting was to correct a program name by removing a “s”, from “Sports Science” program to “Sport Science” program.

## **6.3 President:**

.1 President’s Report: A written report was included in the package. Susan (W) added that she has attended a number of meetings regarding Campus 2020. The Ministry is now working on a number of public policy issues, including discussions about the mandate of universities vs colleges at the 1<sup>st</sup> and 2<sup>nd</sup> year university transfer level. Mary Hemmingsen reported that during her recent lunch with Geoff Plant, they talked about the report. He hopes that following the Ministry’s review of certain elements of it, and following his conversations with the Premier about where it is going, some elements will be a “touch point” for planning and action for the system.

June 21<sup>st</sup> having been National Aboriginal Day, a number of special events were scheduled. We were honoured to have Chief Rhonda Larrabee of New Westminster Band Qayqayt First Nation on campus for most of the day.

Susan reported on an opportunity announced by the Ministry of Advanced Education to prepare a proposal under their “Gathering Spaces Capital Initiative”. Blaine added that the College is seeking partnerships for the creation of a purpose-built centre to serve its students of aboriginal heritage, and benefit the communities in which we live and work. There is money available from the Ministry for this centre, which could resemble a “long house” to some extent, and would function as a gathering place for students, those who support students, and other aboriginal support networks. Hazel and he met with the Mayor of New Westminster who was quite enthusiastic, as is Chief Larrabee. We need some significant funding partners. We are looking at the corner of 8<sup>th</sup> Street and Royal Avenue, in the “green space”, which would give the centre high visibility. The final structure would be done in consultation and with the cooperation of First Nations. Susan will keep the Board informed of progress. M. Steinbach noted that the property across the street on 8<sup>th</sup> owned by the DSU is up for sale again.

On June 14<sup>th</sup>, Susan Witter attended the City of Coquitlam Accessibility in Education Awards event, which recognizes leaders in that community who adhere to best practices and/or who offer services that are inclusive to individuals living with a disability. Deb Victor, a Learning Specialist in the Centre for Students with Disabilities, was a recipient of the 2007 award.

#### **6.4 Staff**

**.1 Enrolment Management Report:** Using power point, Blaine Jensen identified major initiatives such as the Academic Plan, Students First, and the Marketing Plan. Focussing on recruitment and retention, he highlighted increased efforts throughout the institution, including the Faculties, the Office of New Students, Communications and Marketing. Visits to the high schools in our region have increased to 18 – 24 additional recruitment sites. We have seen a significant increase in students coming to information sessions. The bar has been raised in the quality of our promotional materials. We are using the launch of our new degrees to market the college. One Faculty has set up a “faculty summer help line” for students. We have new banners for marketing purposes. We are looking at a 30% increase in direct mail-outs. Our new monthly e-newsletter to high school counsellors is helping them connect to Douglas College. Our retention strategies include the Office of New Students with the Welcome Centre and our Student Ambassadors. There is a three year Tactical Plan in Educational Services with strategic issues tied to the Strategic Plan, plus there is increased cohort programming. To benchmark our progress, we are looking at our processes, at what our key indicators are, how we are doing with our new initiatives, and we

while college enrolment from high school has been in decline. University Colleges enrolments are fairly flat. A review of College first year trend data shows that we are fairly level. Our soft enrolments are in arts and sciences which have decreased. Overall in the system, the enrolments are down. In terms of university enrolments, UBC has had a steady increase, SFU is up a little, U.Vic is about the same, while UNBC and TRU (Thompson Rivers University) are fairly flat. Looking at new enrolment share, universities have seen the largest increase.

To address the drop in enrolments, a number of initiatives are under way ranging from a new enrolment management plan under development to a review and updating of our Marketing Plan; from proactive student tracking to holding educational planning seminars in high schools.

B. Kendall commended Blaine and the Enrolment Management Committee. As one who has been fairly critical, he now sees a well-coordinated effort from all constituencies. M. Hemmingsen concurred, asking if there are barriers that stand in the way of attracting students. B. Jensen agreed that some initiatives are more important than others, but at this point they are not ranked. Going into the high schools and helping them develop leadership programs - we don't know what the returns will be, but it gets us to them. The Office of New Students (ONS) connects with high school counsellors, which is important. He would like to have ten new people in the ONS, but realistically that isn't possible. A. Peacock also appreciated the quality of work on this, asking how long it takes for an application to be processed and an acceptance notice to be sent. Blaine noted that it depends on the program - some can take 2 weeks, other programs process applications in batches. We did check with other institutions, and our timelines are right in the middle of the pack in terms of replying to students. We are probably better than the universities. A. Kitching was concerned that universities can drop their GPAs so easily as it affects the entire system, suggesting that this be raised with Ministry officials. A. Taylor, who noted he too had been a critic, is finally very encouraged to hear there is a plan to put matrices and benchmarks in place.

## **7. BOARD COMMITTEES:**

**7.1 Finance Committee:** B. Kendall reported that there were two recommendations coming forward following the Finance Committee's meeting with the auditors.

**.1 Recommendation on 2006/07 Audited FTE Enrolment Report:** Detailed numbers on the enrolment audit were included in the documentation in the package. Karen Maynes reviewed the report, which shows that the College achieved 86.6% of the Ministry profile in 2006/07, down from 92.8% for 2005/06. The decrease from 6,989 FTE students in 2006 to 6,809 FTE students in 2007 can be attributed to a continued decline in open enrolment areas in Business, University Transfer Arts and Sciences and Criminology; one time attrition issues in select programs; partial year impact of some new programs that we expect to achieve their FTE target when they are in full operation; and a decrease in contract training FTE because of timing of program start dates. Of significance is

that our actual performance compared to profile stayed relatively the same from 1999 to 2004 (between 98.2% and 99.7%), then dropped in 2005 (91.6%) and again in 2007. The average class size in open enrolment programs has decreased from 32.5 in 1999 to 29 in 2007 (the equivalent of about 1500 FTE). Course registrants by campus show 78% at the New Westminster Campus and 22% at the David Lam Campus, although we expect that to change when Phase II at DLC opens.

It was moved:

**THAT the College Board approve the 2006/2007 FTE Enrolment Report.**

**B. Kendall**

In response to questions, K. Maynes reported that enrolments in the Health Care Support Worker should improve as students enrolled in the new program move through. Unlike the previous program, students are coming with various credentials to a ten month

Karen suggested that the Financial Statement and the Highlight Memo be read together, with the Highlight Memo written in layman's language. She reviewed the four Funds to which revenues/grants are allocated.

The Operating Fund covers all on-going activities related to instruction, support and administration. In reviewing the sources of revenue, K. Maynes noted that tuition fee revenue, anticipated to be less due to our enrolment drop, was in fact larger than expected because of an increase in international students, who brought in more revenue. The ending designated surplus amounts to \$3,107,227. The surplus consists of \$2,007,227 to meet the requirements of the Board Policy to set aside 2.5% of the 2007/08 budget, with the balance of \$1,100,000 going to balance the budget on a one-time-only basis, as the College did not receive any inflationary 2007/08 funding. The Operating Fund sources of revenue remained the same as last year, with expenditures allocated pretty close to the expected ratio of 70% to instruction and 30% to general support.

The Ancillary Fund covers the bookstore, parking, cafeteria, and vision centre. Revenue was down this year at \$908,496 compared with \$1,065,938 in 2006. Karen explained that there had been a change in Bookstore services that brought us back to our base business and reflects our commitment not to compete with businesses in our community. Employees and students can purchase the goods the Bookstore no longer stocks at a cheaper price outside the College. T,seompete wie bo

relating to user rights that people had to our computer system. One person was found to have improper access rights. The College investigated, and the matter has been taken care of. The second issue related to the fact that we have not exercised our right to verify completeness of ancillary revenues received from our parking and cafeteria. The recommendation has been accepted, and the College will be taking a look at their respective books.

The last time the Board heard from our auditors, they talked about risk management, offering some advice regarding issues that could come up. This issue will be built into the College President's goals for 2007/08.

**.3 Planned Activities:** B. Kendall advised that the Finance Committee will continue to follow the progress of the Douglas Students' Union (DSU) issues coming from the audit, and some ongoing issues we continue to monitor, as well as some sort of self-assessment, and the Finance Committee's Terms of Reference.

**7.2 Human Resources Committee:** No report for this meeting.

8. **CANDIDACY FOR BOARD OFFICER POSITIONS:** Candidates for the positions of Chair and Vice Chair spoke in turn about why they were seeking the respective position, and what they felt they would bring to the position and the College.

9. **ELECTION OF OFFICERS**

**9.1 Board Chair:** At the conclusion of the first ballot, Diana announced that the new Board Chair, effective July 9, 2007, is Andrew Taylor. Congratulations were offered.

**9.2 Board Vice Chair:** At the conclusion of the first ballot, Diana announced that the candidates were tied. At the conclusion of the second ballot, Diana announced that the candidates were tied again. Following discussion of options, it was agreed that By-Law 83.1(A2) College Board, Officers, Insurance and Indemnification would be changed such that "The Board shall elect every second year from among the External members a Chair and one or two Vice Chairs by a majority vote, and shall be eligible for re-election.

It was moved:

**THAT the College Board approve Amendment By-Law 83.1(A3) College Board, Officers, Insurance and Indemnification** Taylor/Carried

D. Miles offered congratulations to the new Vice Chairs, Ann Kitching and Mary Hemmingsen.

10. **ANNOUNCEMENTS AND GENERAL INFORMATION:** Mary Hemmingsen, Alan Yang, Susan (W), Susan (M) and Hazel Postma attended the ACCC Conference in Montreal in May. Mary reported that it was very worthwhile, giving her an opportunity to orient herself to other Boards and governance. She

attended numerous workshops on member role, and it was a good opportunity to connect with other members from across the country and talk about common challenges. She has materials available, and offered to do a more detailed report in the future.

11. **ISSUES ARISING FROM BOARD MEETING:** Adrienne introduced Meg Stainsby, who will be joining the Board in September. She also distributed a *Vancouver Sun* article “A greener future for B.C.’s building operators”. Andrew Taylor offered thanks to Diana Miles for the excellent performance and mastery in running the Board. Susan (W) added that there will be a recognition event she will discuss with the Board in honour of the retiring members, including Diana, some time in the late fall.
12. **DATE AND LOCATION OF NEXT MEETING:** Unless the new Board Chair finds it necessary to call a meeting in July, the next meeting of the College Board will occur on August 23, 2007 in the New Westminster Campus Boardroom.
13. **ADJOURNMENT:** The meeting adjourned at 8:43 p.m.

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CHAIR

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PRESIDENT