

1. **CALL TO ORDER:** The meeting was called to order at 6:05 p.m.
Present: A. Taylor (Chair) G. Bowbrick, B. Clarke, C. Gibson, M. Hemmingsen, Y. Irani, B. Kendall, A. Kitching, D. Miles*. Neal Steinman*, A. Yang
Ex-officio: S. Meshwork, S. Witter
Administration: B. Barber, M. Exmann, B. Jensen, J. Lindsay, K. Maynes, H. Postma, C. Worsley, M. Murray
Other: S. Briggs (DCFA), M. Steinbach (DSU)
Guests: S. Donnelly, A. MacGrotty
Regrets: M. Russell
* attended portion of the meeting
2. **APPROVAL OF AGENDA:** The agenda was approved as distributed.
3. **WELCOME TO NEW BOARD MEMBER:**
 - 3.1 Oath of Office: Andrew Taylor welcomed new Board member, Graeme Bowbrick, representing faculty, and administered the Oath of Office.
4. **INTRODUCTION OF NEW EXECUTIVE ASSISTANT TO COLLEGE BOARD:**

Susan Witter introduced and welcomed Shelagh Donnelly, the new Executive Assistant to the College Board, who will officially start January 7, 2008. Shelagh knows the College system very well and has served in a number of roles for executives of Okanagan College (previously Okanagan University College), most recently as the Executive Assistant to the President.
5. **APPROVAL OF MINUTES:** The minutes of November 15, 2007 were approved as distributed.
6. **BUSINESS ARISING FROM THE MINUTES:** There was no business arising from the minutes.
7. **INFORMATION/COMMUNICATION:**
 - 7.1 DCFA: A written report was included in the package and there were no further questions.
 - 7.2 DSU: A written report was included in the package and there were no further questions. Ben Kendall indicated that if Board members wanted to supplement Matthew Steinbach's report, The Other Press has a write-up.
 - 7.3 BCGEU: There was no report.
8. **REPORTS:**
 - 8.1 **Board Chair:**
 - .1 Chair's Reports:
 - a. 'A Class Act' – November 16, 2007: Andrew Taylor reported that he and other Board members attended 'A Class Act' at David Lam Campus on

November 16. He congratulated Hazel Postma and the team for a well-run, well-supported event. Record funds of approximately \$37,000 were raised this year which will go towards Student Aid and the Foundation.

b. Dinner at South African Consulate – November 20, 2007: Andrew Taylor and Susan Witter were invited to dinner at the Four Seasons on November 20 with His Excellency Dr. and Mrs. Abraham Nkomo, the new High Commissioner for the Republic of South Africa. A. Taylor lived in the Republic for 30 years before he immigrated and had some connection with the Minister and the High Commissioner. In addition, the College has been approached a number of times to look at working together on a program partnership, specifically the Self-Employment Program. It was a pleasant evening and a good opportunity to network.

c. Board Recognition Event: - December 1, 2007: The Board Recognition Event for present and past Board members who were completing or have completed their terms of office this year was hosted by Susan Witter on December 1. A delegation from SIFT (Shanghai Institute of Foreign Trade) also graced the event. They were in town to negotiate contracts for the next 8 years. Andrew Taylor thanked Susan Witter for hosting the wonderful evening.

d. Light the Lake – December 2, 2007: Andrew Taylor reported that the weather did not cooperate with the Light the Lake event this year, with the result that the attendance was not as good as in previous years. In spite of the weather, all the volunteers came out to support the event. The funds raised from Light the Lake support the Eagle Ridge Hospital Foundation and Douglas College.

e. Appointment: New Board Member, Chris Codrington: The Chair announced that an Order-in-Council appointment has been received for a new Board Member, Christian (Chris) Codrington, effective December 31, 2007. He is the Senior Human Resources Manager for Best Buy Canada Ltd. Mr. Codrington is a member of the Human Resource Management Association of BC and serves on their Board of Directors.

A meeting has been arranged for December 20 to introduce both new Board members, Paul Wates and Chris Codrington, to Susan Witter and Andrew Taylor and to begin orientation to the role of a Board member.

8.2 Education Council:

.1 Chair's Report: A written report was included in the package. Susan Meshwork had nothing to add. Ben Kendall expressed one last thanks, before he completes his term on the Board, to Susan Meshwork for her reports and the workload of Education Council.

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

8.3 President:

.1 President's Report: A written report was included in the package. Susan Witter commented on the excitement of the Health Sciences faculty as they get

close to the final part of the move to the new Health Sciences building at David Lam Campus on December 21st. Karen Maynes was asked to comment as her staff are working extremely long hours to ensure that this facility is opened in time. Karen indicated that Terry Leonard, Director of Facilities, who is managing the project is out at David Lam Campus full-time. The excitement is high not only from people who will be moving in, but also from people managing and working on the project. Kudos go to people working on the project. The faculty move in on December 27 and 28 to organize their offices. Classes start on January 7. The official opening is probably May 1st and the Premier and Minister are being invited.

There was an enquiry as to whether there is any way to look at the marks students come into the College with and compare that to the marks they leave with, and whether the kinds of requirements being asked of students set them in good stead for their time at the College. Jan Lindsay indicated that we want to do a pre and post type of analysis on the impact of the academic signature, initially with nursing students.

.2 Recommendation on Withdrawal of Certificate in Child and Youth Care: The rationale for this recommendation was included in the package.

It was moved:

THAT the College Board approves the withdrawal of the credential: Child and Youth Care Counsellor Certificate. **A. Kitching/Carried**

9 BOARD COMMITTEES:

9.1 Finance Committee:

.1 Recommendation on Reallocation of 2008/09 Operating Budget Contribution for Major Capital Reserve to Renovations at New Westminster Campus: Karen Maynes explained that as part of the move of Health Sciences to David Lam Campus, a significant amount of space will be freed up in New Westminster Campus. This campus is very crowded as programs and services have been expanded over the years without the space to do it. With the Health Sciences move, it gives the College the opportunity to do renovations. The past year has been spent in identifying the key areas that require change and the recommendation is that these renovations will be done in a phased approach over a two to three year period starting in January 2008. \$500,000 was set aside in the 2007/08 budget. This amount will not go far on the list of projects to be completed in the first year of the renovations. The College is therefore requesting an additional \$750,000 and asked that the annual contribution the Board makes to the major capital reserve be reallocated one time only in 2008/09 to the New Westminster Campus renovations. The reason this request is being made now is that the College would like to begin the planning for Phase I of the New Westminster Campus renovations knowing the funding is secure.

It was moved:

THAT the College Board approve that the 2008/09 Operating Budget contribution of \$750,000 normally made to the Major Capital Reserve be reallocated one time only, as required, to renovations at the New Westminster Campus. B. Kendall/Carried

.2 Planned Activities: Ben Kendall indicated that the Finance Committee will elect a new Chair at its January meeting. The Committee's Terms of Reference is under review and that process will continue. The more immediate issue is to get the Budget out to the Budget forums for college-wide input and then finalize the presentation to the Board.

9.2 Human Resources Committee:

.1 Planned Activities: Cathie Gibson indicated that the Human Resources Committee is meeting once a month and still working on succession planning.

10. POLICY:

10.1 Administrative Policy:

.1 Policy A20.01.05 Computer Use Policy: Susan Witter explained that one of the things that the Senior Management Team pays attention to is updating Administrative Policy and looking for gaps. Several months ago the Centre for Educational & Information Technology suggested there were some gaps in policy governing the use of information technology resources and data by all members of the College community. They identified a need for three specific policies: Computer Use Policy; Data Management Policy; and Computing Resources Management Policy.

The first of these policies, Computer Use Policy, was tabled with Senior Management Team last May. After College community feedback, a final version of the policy was submitted to Senior Management Team on November 13, 2007, and approved for implementation. It sets out the procedures around privacy and security, personal use, the responsibilities of account holders, Douglas College and the Centre for Educational and Information Technology, as well as consequences. The policy is consistent with other institution's policies in this regard. It is an Administrative Policy and comes to the Board for information.

11. ANNOUNCEMENTS AND GENERAL INFORMATION: There were no further requests for information on this item.

12. ISSUES ARISING FROM BOARD MEETING: There were no issues arising from the meeting.

13. BOARD MEMBERS: Ben Kendall, Diana Miles, Neal Steinman and Andrew Taylor attended 'A Class Act' on November 16, reporting that there was almost double the number of people in attendance this year.

Bruce Clarke, Cathie Gibson and Susan Meshwork attended the Long Service Awards/Awards of Excellence event on November 22. Cathie added that it was amazing how many employees stay for long periods of time at the College which

says something about the College as an employer. Susan Meshwork enjoys seeing her colleagues being recognized.

Bruce Clarke, Cathie Gibson, Mary Hemmingsen, Ben Kendall, Diana Miles, Neal Steinman and Andrew Taylor attended the Board Recognition Event on December 1. Susan was thanked for hosting this event and for the great send-off for those members who have completed their terms of office this year.

Cathie Gibson and Andrew Taylor attended 'Light the Lake' on December 2. Attendance was down because of the inclement weather. People were encouraged to drive by over the holidays as there are many more lights around the lake this year.

Cathie Gibson and Ben Kendall attended the I Care Holiday Party on December 6. As usual it was a fun evening. Ben added that it was the first time he has attended the I Care Party and it was a positive event for his last one as a Board member.

Ben Kendall attended the Douglas College Community Choir presentation, indicating that they did an exceptional job of a tremendously difficult piece of music.

Alan Yang has been helping Kyle Baillie the Manager, Office for New Students with orientation for the Winter Semester.

14. **DATE AND LOCATION OF NEXT MEETING:** The next Board Meeting is scheduled for January 17, 2008 at New Westminster Campus Boardroom.
15. **ADJOURNMENT:** The meeting adjourned at 7:32 p.m.

CHAIR

PRESIDENT