

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

**Open Session**

**September 18, 2008**

**New Westminster Campus Boardroom**

*Open Meeting File No. 2008-09-18*

*Approved November 20, 2008*

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**ATTENDANCE**

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

**4. ASSOCIATION OF CANADIAN COMMUNITY COLLEGES (ACCC), cont'd**  
**4.2 Welcome to/Presentation by ACCC President James Knight**

The Chair introduced Mr. James Knight, President of the Association of Canadian Community Colleges (ACCC), and thanked him for joining the Board and for having toured the College's campuses with Susan Witter. The ACCC, as the national and international voice of Canada's 150 community colleges and technical institutes, is mandated to advocate on behalf of its members, provide value added membership services and manage an impressive portfolio of national and international projects.

James Knight conveyed his appreciation for the invitation to spend the day at Douglas College, and for the opportunity to meet or renew acquaintances with a number of employees. Remarking on the College's extensive contract training and the David Lam Campus' impressive facilities for health care training, he commended Douglas College for leading the way in a number of fields, citing the College's Vision Care Centre as a brilliant undertaking. Mr. Knight also commended Susan Witter, as an ACCC Board member, for her contributions to that organization. He noted that this visit to Douglas College has been his first visit to a BC post-secondary institution since his appointment as ACCC President, and that it has been extremely worthwhile.

James Knight explained that he works from his Ottawa base to ensure that politicians understand

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**7. ACADEMIC PLAN UPDATE: PRESENTATION**

Jan Lindsay provided Board members with an overview of the draft 2009 to 2012 Douglas College Academic Plan, circulated at the table, highlighting consistent themes and three overarching goals as follows.

- To work with students to achieve their academic, professional and employment goals
- To enhance and strengthen the local, regional and international profile of Douglas College in the BC post-secondary system
- To provide high quality curriculum, program and faculty development

The document will be considered in detail at a September 22, 2008 College-wide forum. Community feedback will then be incorporated in the document, and there will also be a reduction to the level of faculty-specific detail before the revised Plan is brought back to the Board in January 2009. Jan Lindsay reviewed the highlights of the plan and invited Board members to provide her, within the next month, with any comments or questions they may have. The Chair thanked Jan Lindsay for this commendable work, and congratulated all involved in the production of the draft document.

**8. DOUGLAS COLLEGE FOUNDATION: PRESENTATION**

Hazel Postma provided a presentation on the Douglas College Foundation, highlighting fundraisers and the impact the Foundation continues to make on students' lives. She encouraged all in attendance to donate to the Foundation. The Chair commended the Foundation for its good work.

**9. INFORMATION/COMMUNICATION****9.1.1 BCGEU**

The Chair conveyed regrets from Acting Constituency Group Leader Catherine Elson, who anticipates that the BCGEU will once again have Constituency Group Leader representation at the College Board table by late Fall 2008.

**9.1.2 DCFA**

The Chair thanked Susan Briggs for her written report and invited questions; there were none.

**9.1.3 DSU**

There was no DSU representative at the table.

**10. REPORTS****10.1 BOARD CHAIR**

Andrew Taylor congratulated Christian Codrington on a recent workplace promotion, which has resulted in Mr. Codrington's decision to ask the government not to reappoint him upon completion of his term in December 2008. The College regrets Christian Codrington's departure from the Board

**10.2 EDUCATION COUNCIL**

**10.2.1 Chair's Report** – Susan Meshwork advised that she does not typically provide a written report for September Board meetings, as Education Council does not meet in July or August. The September 2008 meeting included a focus on internal control matters.

**10.2.2 Board Member Liaison Report** – Ann Kitching drew the Board's attention to some Continuing Education program development that is underway.

**10.3 PRESIDENT**

**10.3.1 President's Report** – Susan Witter advised that, during the In Camera session, she would be offering the Board Chair a letter formalising her retirement plans as outlined in this month's President's Report. There being no questions, she moved to the next item on the agenda.

**10.3.2 For Approval: President's 2008/09 Goals** – Susan Witter reviewed the document, which remains unchanged from that submitted to the Board in August 2008 with the exception that the reference to succession planning has been removed.

**11. BOARD COMMITTEES, cont'd****11.2 Human Resources Committee**

**11.2.1 Planned Activities** – Chair Cathie Gibson reported that, in light of Susan Witter's announcement of her 2009 retirement, the committee will – with Marian Exmann – assemble a draft succession process for Board discussion and approval at its October 18, 2008 retreat.

**11.3 Policy and By-Law Review Committee: Proposals for Approval****11.3.1 Overview of Recommendations, Including Proposed Establishment of Board**

**Governance Committee** – Chair Ann Kitching thanked committee members for their difficult work, and outlined the rationale for the proposed establishment of a Board Governance committee. It was noted that the intention is to create a means by which the Board can proactively deal with reviews of by-laws and policies; meeting frequency would be determined by the committee members.

It was moved by Ann Kit(t, inls. )J]JT 8524 Tw3vre8g8vendmmitteMa]JT 8]J dehew Steinba ca5(s;unaec(nimo

**12. COLLEGE POLICY A08.0101, “Use of Copyrighted Works”**

Karen Maynes advised that this revised policy had been recently formalised, and was provided for information purposes only. The Chair invited questions; there were none.

**13. ANNOUNCEMENTS AND GENERAL INFORMATION**

The Chair noted the reports and media clippings included in Board members’ packages.

**14. ISSUES ARISING FROM BOARD MEETING**

There were no such issues.

**15. BOARD MEMBERS’ REPORTS**

Board members reported on recent activities.

**16. DATE AND LOCATION OF NEXT MEETING**

The Chair reminded all that there will be no regular Board meeting in October; rather, the Board will hold a retreat – to include Susan Witter and Marian Exmann – on Saturday, October 18, 2008.

**17. ADJOURNMENT**

There being no further business, the meeting adjourned at 7:57 p.m.

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CHAIR

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PRESIDENT