

1. CALL TO ORDER:

6.

.2 Board Member Recognition Dinner: Proposed Date August 24, 2006: It was indicated that June O'Connor's term of office expires at the end of July. A recognition dinner will be planned after the August 24<sup>th</sup> meeting. Board members were asked to hold that evening. The arrangements will be confirmed later.

## **6.2 Education Council:**

.1 Chair's Report: A written report was included in the package. Susan Meshwork was pleased to report that she has been re-elected as Education Council Chair for another year and Anna Jajic as Vice Chair. Education Council's last meeting for the Summer takes place on Monday, June 19.

Karen McKittrick acknowledged that there were many new and interesting programs coming on board and as a staff member she was excited to see that growth for Douglas College. She brought attention to the fact that part-time programs cannot be designated for student loans or financial aid. This could hinder the ability of some students to access programs and come to the College. She asked that access and finances be kept in mind when creating new programs.

.2 Board Member Liaison Report: Ann Kitching offered congratulations to Susan Meshwork on her re-election as Education Council Chair and to Anna Jajic on her re-election as Vice Chair and recognized the good job they were doing.

## **6.3 President:**

.1 President's Report: There were no questions on the written report included in the package. It was explained that Education Council approves new programs and recommends approval of new credentials to the College Board. Some catch-up on Board approvals follows. Documentation was included in the package for each item.

.2 Recommendation on Credential Name Change: Financial Services Management Diploma:  
It was moved:

**THAT the College Board approve the credential name of *Financial Services***





some of the enrolment areas, we are hoping for results in the Fall. B. Jensen will give an Enrolment Management update every semester.

.2 Academic Signature Framework: Jan Lindsay indicated that the Academic Signature Framework document was included in the Academic Plan as an Appendix to the Plan. The Douglas College Academic Signature is composed of nine core competencies and four signature elements and will be incorporated into all Douglas College open and limited enrolment programs. The Framework document outlines the different levels of learning outcomes depending on whether a student is working at the certificate or degree level. There is still a lot of flexibility for faculty across the many programs. These types of outcomes are already developed within courses. The document went to Education Council and the College community. Feedback was received and the document has now been signed off. Sample templates will be brought forward to the upcoming Education Council meeting. The idea is that as programs and courses are reviewed, faculty will be able to use these templates to include the Academic Signature.

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The College has seen a continuing drop in average class size in the open enrolment areas. David Lam Campus has dropped by 2,000 course registrants in open enrolment areas, whereas New Westminster Campus went up by 1,000 course registrants (an increase in the programs we are offering). The Course Registrants by Campus show 23% David Lam Campus and 77% Royal Avenue. The completion of Phase II at David Lam Campus will make a big difference there.

It was moved:

**THAT the College Board approve the 2005/2006 FTE Enrolment Report.**

**B. Kendall/Carried**

.2 Recommendation on 2005/2006 Audited Financial Statements:

Audited Financial Statements

Financial Statements Highlight Memo: K. Maynes indicated that the Highlights Memo explains the Financial Statements in layman's language and the documents should be read together. The Statements are based on fund accounting principles. The College maintains four separate funds: the Operating Fund, the Ancillary Services Fund, the Capital Fund and the Special Purpose Fund.

The Operating Fund covers all on-going activities related to instruction, support and administration of the College. A deficit of \$89,157 is shown. Earlier in the year a significant budget shortfall of over \$1 million was expected which came about because of an unexpected drop in domestic and international enrolments. The College managed to reduce that shortfall due to several things – a year-end grant from the Ministry, a Benefit Reserves reimbursement and an austerity program throughout the College. The College community are to be commended for the savings generated by the austerity program as we came very close to balancing.

The Board Surplus policy calls for a reserve of 2-1/2% of the Operating Budget. The Board surplus is used to offset the deficit. An appropriation of \$180,157 from the Ancillary Service Fund is recommended to bring the surplus funds back to 2-1/2% of the Operating Budget.

K. Maynes reviewed the Operating Fund – Sources of Revenue, Areas of Expenditure and Types of Expenditure as well as the Ancillary Fund which includes revenues from the Bookstore, Parking, Cafeteria and Vision Centre. As of March 31, 2006, the Ancillary Fund showed a balance of \$1.065 million. As part of approving the Financial Statements, the Board also approves the appropriation of the \$1,065,938 which covers Legal, Severance and Early Retirement, Ancillary Services equipment, Emergency and Insurance, Operating Capital, Replenishment of the Board Surplus, and contributions to Douglas College Foundation. It should be noted that two of the appropriations (Ancillary Services and Operating Capital) have already been approved by the Board at its







**ACCC Conference Reports:**

Ben Kendall left a copy of his Conference package with the Board Secretary for review by Board members who were interested. He indicated that the National Governors Forum has improved. At this session they talked about the role of ACCC, how the new format is working and what we can do to help. The presentations were very good as always. There were a number of sessions on President and Board Evaluations. It was stated that Board Evaluations and Presidents' Evaluations should be done simultaneously simply because if you are having issues with the President, the same issues exist in your Board because you are a mirror of each other. He plans to take this up in the Fall to reformatize our evaluation process.

Karen McKitrick thanked the Board for the opportunity to attend the ACCC Conference. She was honoured to be a member of the delegation and to be present for the Program Excellence Award. She found the conference a well structured and organized affair with opportunities to network with representatives from institutions across Canada. The overriding experience was the passion that people brought to the conference about their respective community college or institute. She appreciated getting to know Susan Witter, Blaine Jensen and Jan Lindsay better and spoke of the overwhelming confidence she felt about their leadership abilities to guide Douglas College into the future.

Karen highlighting other topics covered at the National Governor's Forum including reciprocity of credits between colleges, institutes and universities to streamline methodology for transferability; grassroots needs, how to solicit views of the community; better descriptors needed for gap learners; how do we break