

1. **CALL TO ORDER:** The meeting was called to order at 6:06 pm.  
Present: D. Miles (Chair), C. Gibson, B. Kendall, A. Kitching, K. McKitrick, J. O'Connor, A. Peacock, , M. Russell  
Ex-officio: S. Meshwork, S. Witter  
Administration: J. Lindsay, B. Jensen, K. Maynes, M. Exmann, H. Postma, B. Barber, C. Worsley, M. Murray  
Guests: Y. Irani, M. Leibbrandt  
Regrets: N. Steinman, A. Taylor  
\* attended portion of meeting  
\*\* for reporting purposes the minutes have been returned to agenda order
  
2. **APPROVAL OF AGENDA:** The agenda was approved as distributed.

5. **INFORMATION/COMMUNICATIONS:**

5.1 DCFA: There was no report.

5.2 DSU: There was no report.

5.3 BCGEU: Karen McKitrick stepped down from her Board member seat to give the BCGEU report for Drena McCormack, the BCGEU Chair, who was unable to attend the meeting. She was pleased to report that a tentative agreement has been signed between Douglas College and the BCGEU. Acceptance will be recommended to the BCGEU membership at the May 30<sup>th</sup> General Meeting. She hoped the College Board would also ratify the agreement on behalf of the College. D. McCormack felt it was important for everyone to recognize the significance of having reached an agreement before the old one expired, the somewhat unique terms of the agreement, and the public, centralized and politicized process that led to the agreement.

A four-year agreement means there is increased pressure on both parties to make the day-to-day working relationship mutually satisfying and productive – whether that is the functioning of monthly Labour/Management Meetings, the meetings between stewards and managers when problems arise or the consultations which take place between senior management and the union when adopting new plans, hiring new administrators or allocating new space. Because both sides deliberately minimized their shopping lists when they came to the table, there is wording in this agreement that could have benefited from some

discussion and revision and which may cause problems over the course of the next four years. In addition, challenges will arise that could not have been anticipated at the bargaining table.

The BCGEU Chair wanted to assure the Board that it is her intention, and that of her Bargaining Committee and Stewards, to do their part to nurture a cooperative and productive working relationship, while acting in the interests of, and in accordance with the wishes of the employees who elected them.

**6. REPORTS:**

**6.1 Board Chair:**

.1 Chair's Report: Diana Miles thanked Ann Kitching for chairing last month's meeting while she attended a conference and renewed her Human Resources designation. At a later date she will share one of the presentations made at the conference that she thought would be of interest.

D. Miles indicated that Cathie Gibson (who was assigned the task of contacting Board Members regarding the Board Chair/Board Vice Chair elections) and she had discussions during the month and decided arbitrarily to postpone this until next month because of busy schedules and the anticipation of a heavy agenda today.

included in the April 19<sup>th</sup> Report. At the May Council meeting held earlier this week most of these Notices of Motion were approved.

Ben Kendall indicated that at the Celebration of Teaching, Learning, Program Innovation and Scholarly Activity held earlier today Susan Meshwork was formally thanked for her role as Education Council Chair. The Chair echoed thanks on behalf of the Board.

There was a question regarding item 12 in the Education Council written report on the abeyance of the Educational Excellence Awards for 2005. S. Meshwork responded that the Educational Excellence Sub-Committee wants to review the Terms of Reference and procedures before looking at the awards again. A number of problems with the procedures were identified by the Committee. Education Council and the Senior Management Team supported this request. The long service awards and team excellence awards will still be presented.

.2 Board Member Liaison Report: Ann Kitching indicated that she has a copy of the Physical Education and Coaching Degree Proposal for anyone who wants to review it. This proposal now goes out to the College community for comment and/or amendment. She commented on how well written this proposal was and how gratifying it was that the College signature is being embedded into all of the proposals coming forward. She wanted it recorded in the minutes that special congratulations should go to the people who prepared the Physical Education and Coaching Diploma proposal. Adrienne Peacock added that the academic signature has led to different faculties thinking about what they teach and how to incorporate this into programs. The signature is a wonderful thing and faculties are all embracing it. A document on Douglas College – Physical Education Degree Themes was circulated for information.

### **6.3 President:**

.1 President's Report: A written report was included in the package. Susan publicly thanked and congratulated Vice President Dr. Jan Lindsay for coming up with the idea of a Celebration of Teaching, Learning, Program Innovation and Scholarly Activity and for holding such a wonderful celebration earlier this afternoon where a number of teams who have worked hard together in the development of new programs were recognized, and activities involving the work of students, faculty and staff engaged in the teaching and learning process and in scholarly activities were showcased.

S. Witter indicated that yesterday Jan Lindsay and Rosilyn Coulson, Dean Faculty of Commerce and Business Administration went to the Ministry to present three degree proposals J. Lindsay gave further details on the visit indicating that the three degree proposal presented were the Bachelor of Physical Education and Coaching; Bachelor of Arts in Child and Youth Care; and Bachelor of Business Administration with a Financial Services and Accounting Major. It is unique to have a double major offered. The Ministry had concerns



7. **BOARD COMMITTEES:**

**7.1 Finance Committee:**

.1 DSU Compliance with Section 21 of the College & Institute Act: Blaine Jensen indicated that as far as movement towards compliance is concerned we are no closer to that goal than last month. There is other information for the closed meeting.

.2 Report on Business Continuity Plan and IT Contingency and Service Continuity Plan: Approximately two years ago the Auditors brought to the College's attention some matters on contingency that needed attention. Since then the Finance Committee has received updates regarding the progress that has been made towards fulfilling this directive from the Auditors and expanding on it. June O'Connor reported that the Finance Committee received a report and presentation at last Tuesday's meeting. This information has been presented to the Auditors who have now signed off on it as we have now done the appropriate work.

Ben Kendall gave some details on the presentation which covered two aspects – a business continuity case and IT continuity case. Douglas College is fortunate to have two campuses with good separation so that safeguards can be built in should a disaster strike. Many institutions cannot get the scope boundaries set. This is referred to as "scope creep". The team working on this came up with great definitions and very flexible ways to look at the problems. It became a matter of not what to do, but who to get in touch with about what to do in each of the areas that could be affected. The teams and leaders were identified and who would do what on significant types of disasters. A systematic approach was identified for each of the areas. B. Kendall indicated that the overriding thing he got from it was that it is a living document.

In response to a question it was explained that the plan is communicated in three hard cover binders and there are multiple copies on site and at people's homes. Another question related to why the Auditors would be concerned with the College's disaster planning. It was explained that there are fiscal implications and potential law suits. A critical function is payroll. There has been

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.3 Planned Activities: J. O'Connor indicated that the meeting with the Auditors is scheduled in June. The Audited Financial Statements will be presented at the June meeting.

7.2 Human Resources Committee: There was no report.

8. **POLICIES:**

**8.1 A10.01.05 Violence Prevention Involving College Employees**

**A10.01.06 Violence Prevention Involving Students/Users:** Karen Maynes explained that major revisions were made to the existing policies to make them clearer and easier to understand. There has been considerable feedback from the College Health and Safety Committees and from WorkSafe BC. It was well circulated throughout the College with no resulting changes. This is an Administration (A) Policy approved by the Senior Management Team (SMT) at a recent meeting and is included here for the Board's information. This policy will be on the website.

In response to a question, it was indicated that these policies were not vetted by a lawyer. WorkSafe BC and our Health and Safety Committees were the important sources on these policies. The use of the terminology Workers' Compensation Board in the policies was noted. Even though the new name WorkSafe BC is now being used, the Workers' Compensation Board is still the legal name.

9. **ANNOUNCEMENTS AND GENERAL INFORMATION:** It was pointed out that the newspaper article *Douglas students attempt to recover from financial crisis* from *The Peak* of May 8, 2006 distributed at the meeting, has several copies been posted at both campuses with the comment that if you want to discuss this further to contact Heidi Taylor.

10. **BOARD MEMBERS:**

June O'Connor, Ann Kitching, Adrienne Peacock and Karen McKitrick attended the Celebration of Teaching, Learning, Program Innovation and Scholarly Learning earlier this afternoon and there were many positivw -20.6ae 0.023rniner thcol(Incii(te

Karen McKitrick attended the Annual General Meeting for Financial Aid Advisors across the Province at the time of last month's Board meeting. She reported that the AGM was timely and it looks like positive changes are coming for student loans. The policy for unsuccessful students and withdrawals is also being reviewed and is much more equitable.

Ben Kendall reported that other than the usual work on the Finance Committee, the Foundation Board is reviewing governance issues including committees and meeting structure, what is real work and what is not, and basically building on the strengths of the Board.

Ann Kitching attended a Community Round Table Dialogue spearheaded by Mayor Maxine Wilson of the City of Coquitlam. Mayor Wilson now plans to bring all the Mayors together. The next meeting is scheduled for November.

**11. ISSUES ARISING FROM 1 Tc 0.01579 Tw10.58501 0 m student**