

Open Meeting File 2013-01-24, approved February 21, 2013

IN ATTENDANCE**Board Members**

Bruce Clarke
Mark Darville
Peter Kendrick, Vice Chair
Marina Kolar
Nicole Liddell
Scott McAlpine, President
(ex-officio)
Elizabeth McCausland,
Education Council Chair (ex-officio)
Gerry Shinkewski
Tom Spraggs
Sydney Tomchenko
Jim Utley, Vice Chair; HRC Chair
Don Valeri
Paul Wates, Chair
Shelley Williams, AFC Chair

Administration

Kathy Denton, Vice President, Academic (VPA)
Shelagh Donnelly, Executive Assistant to the College Board; recording
Maureen McGee, Administrative Assistant; administrative support
Karen Maynes, Vice President, Finance and Administration (VPFA)
Guangwei Ouyang, Associate Vice President, International (AVPI)
Hazel Postma, Associate Vice President, External Relations
Vicki Shillington, Interim Associate Vice President, Human Resources (AVPHR)
Dave Taylor, Director, Marketing and Communications Office (MCO)
Chris Worsley, Director, Finance

Observers

Sandra Mountain, BCGEU
Devlin Pereira, DSU

GUESTS

Laureen Dailey, EA to the President; Tracy Ho; DSU; Deans Pam Cawley, George Stroppa and Dr. Brian Thomas-Peter

REGRETS**Board Member(s)**

n/a

Administration

Blaine Jensen, Vice President, Educational Services (VPES)

Observer(s)

Len Millis, DCFA

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair Paul Wates called the meeting to order at 5:14 p.m. He welcomed all in attendance and conveyed regrets from those unable to attend.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved by Peter Kendrick, seconded by Marina Kolar, and resolved:

01/2013 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda.*

- 2.1 Minutes of the November 15, 2012 Open Session Board Meeting – approved
- 2.2 Report: BC Government and Service Employees' Union (BCGEU) – acknowledged
- 2.3 Report: Douglas Students' Union (DSU) – acknowledged
- 2.4 Credential Recommendations: Credential Withdrawal and Establishment

Recommended Motion 02/2013:

“THAT the Douglas College Board withdraw the credential, Diploma in Marketing Management and establish the credential, Diploma in Marketing

- 2.5 Reports: College President (December 2012, December 2013) – acknowledged
- 2.5 Reports: Correspondence and Events

3. WELCOME TO NEW BOARD MEMBER THOMAS (TOM) SPRAGGS

The Chair welcomed new Board member Tom Spraggs, who outlined his background and his interest in serving on this Board.

4. PRESIDENT'S REPORT

The President expanded on his written report and spoke of the successful student and employee engagement forums held earlier in the month. He reported that he had been appointed Vice Chair of BC Colleges (BCC; <http://www.bccolleges.ca/default.htm>), and remained the Chair of BCCampus (<http://www.bccampus.ca/>), which focuses on e-learning, and on the board of the Canadian Bureau for International Education (CBIE; <http://www.cbie-bcei.ca/>), which recently concluded a robust board meeting. The President noted that Douglas College Dean Dr. Thor Borgford had taken a lead role amongst BC colleges in applied research.

5. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS

5.1 Board Chair

5.2 Board Executive and Governance Committee (BEGC)

a) College Board Succession Planning

The Chair reported that, with the appointment of Mr. Spraggs, this Board now had its full complement of directors. He advised that the provincial Board Resourcing and Development Office (BRDO) had announced support for the creation of ninth Order In Council (OIC) positions, for an appointee of Aboriginal background, at Douglas and other colleges. The Chair, President and Board Executive Assistant had met with one candidate and would meet with others.

The Chair reported that, as part of its ongoing by-law and policy review, the BEGC had begun development of proposed Terms of Reference (TOR) by-laws articulating the roles of Board Vice Chairs and Chair, for consideration by the Board in February 2013. Board delegations to upcoming conferences were confirmed as follows, with an understanding that representatives would provide oral and written reports to the Board.

- Association of Canadian Community Colleges (ACCC): Peter Kendrick, Scott McAlpine, Jim Utley, Paul Wates
- Association of Governing Boards (AGB): Nicole Liddell, Scott McAlpine, Gerry Shinkewski, Tom Spraggs, Sydney Tomchenko; Paul Wates also attending, upon request of the AGB that he facilitate a session

b) Spring 2013 Elections to the Board: Information Forums for Faculty, Staff and Student Candidates

Information forums for faculty, staff and students considering candidacy for election to the College Board were planned for February 20 (New Westminster Campus boardroom; 4:30 p.m.) and 21 (David Lam Campus boardroom; 12:30 p.m.), 2013. The Board Chair, President and EA hosted such sessions for the 2012 student elections, and the Education Council Chair had agreed to join in co-presenting at this year's forums, in order to ensure candidates have information on both co-governing bodies.

c) Board Retreat: Approval of 2013 Board Priorities and Goals

It was moved by Tom Spraggs, seconded by Gerry Shinkewski, and resolved:

03/2013 *THAT the Douglas College Board approve the 2013 Board Goals and Priorities as presented in the January 24, 2013 agenda package*

d) General

The Chair encouraged Board members' attendance at the four graduation ceremonies planned for February 12 and 13, 2013. He noted correspondence from the Deputy Minister, Advanced Education, Innovation and Technology (MAEIT) recognising the College's achievements, and commended the President, Senior Management Team (SMT) and College employees. The President reiterated his appreciation of all contributors.

e) Ad Hoc Committee Report: Board Meeting Resources and Technology Committee (BMRTC)

Committee Chair Bruce Clarke and the Board EA confirmed progress to date with the transition to a Diligent Boardbooks portal, and plans for training. The Board Chair acknowledged this positive outcome to significant work by all committee members.

5. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS

5.3 Audit and Finance Committee (AFC)

a) Chair's Report

The AFC Chair reported on a very positive meeting with the external auditors. The transition to the new accounting system was well in hand, and auditors were pleased with management's work; this year's audit fees will include an additional \$10,000 for work with management on the transition. The AFC Chair advised that the auditors had reported that the fees they charge Douglas College remain below average.

b) 2013-14 Operating Budget Development Timelines

The AFC Chair noted the operating budget planning timelines contained in the agenda packages. She advised of the effort this year, based on students' feedback to the Board in 2012, to ensure that the College hosts a separate, additional budget forum for students. Board members asked if the 2013 budget forum for students could be moved from April 12, 2013 to late March, in that final exams commence April 15, 2013. The Vice President, Finance and Administration (VPFA) advised that the Senior Management Team (SMT) had reviewed a number of timing options in coordinating both student and employee forums, reflecting criteria that such forums be held subsequent to the March 21, 2013 College Board meeting and also allow time to make any necessary budget revisions that may arise from the March 21, 2013 Board meeting. The Board Chair expressed appreciation of scheduling concerns identified by Board members, and asked management to review scheduling possibilities one last time.

5.4 Report: Human Resources Committee (HRC)

The HRC Chair reported on the committee's meeting earlier the same week and advised of upcoming presentations to the Board. He reported that the HRC was reviewing and fine tuning HR metrics, including vacancy rates and exit interviews, and would continue with such work at its subsequent meeting. The HRC Chair advised that the Interim Associate Vice President, Human Resources (AVPHR) had provided the Committee an update on human resources undertakings within the College, including the negotiated agreement with the BC Government and Service Employees' Union (BCGEU).

The College President congratulated the Interim AVPHR and her team on their contributions to the provincial effort, and observed that the agreement was ratified by a high percentage of BCGEU employees at Douglas College. The Interim AVPHR noted that Douglas College BCGEU Chair Sandra Mountain and her team had also worked very hard to achieve the agreement, and thanked them. Discussion ensued.

It was moved by Jim Utley, seconded by Mark Darville and resolved, with a negative vote registered by Don Valeri and an abstention registered by Bruce Clarke:

04/2013 *THAT the Douglas College Board approve the negotiated changes to the BC Government and Service Employees' Union (BCGEU) Collective Agreement for the period July 1, 2010 through June 30, 2014*

5.5 Report: Chair, Education Council

Education Council Chair Elizabeth McCausland had no additional information to report, and no queries were offered.

5.6 Report: Education Council Liaison

Board Liaison Bruce Clarke had no additional information to report.

5.7 Report: Douglas College Foundation Liaisons

Sydney Tomchenko reported on the highly successful Douglas College Business Students' Association event featuring Douglas alumni and philanthropist Mr. Frank Giustra. She expanded on the increasingly competitive environment in which the Foundation is operating.

6. NEXT MEETING AND ADJOURNMENT

There being no further business, the Chair adjourned the meeting at 5:48 p.m., after confirming that the subsequent meeting was scheduled for February 21, 2013 at the David Lam Campus.

CHAIR

PRESIDENT