DOUGLASCOLLEGE

COLLEGE BOARD OPEN SESSION MEETING AGENDA

Thursday, September 25, 2014 5:00 to 6:15 p.m., New Westminster Campus Boardroom

		5:	00 to 6:15 p.m., New Westminster Can	npus Boardroom
T I M E	Т	O P I C	PRESENTER	PURPOSE
5:00	1.	CALL TO ORDER, WELCOME AND CHAIR'S REMARK	S. Williams	
5:05	2.	APPROVAL OF AGENDA/CONSENT AGENDA	S. Williams	А
		Recommended Motion 19/2014:		
		"THAT the Douglas College Board approve the agen acknowledge the following items and motion on the o	* *	
	2.1	Minutes of the June 19, 2014 Open Session Meeting	S. Donnelly	А
	2.2	Report: Douglas College Faculty Association (DCFA)	E. Rozman	1
	2.3	Report: Douglas Students' Union (DSU)	R. Waraich	I
	2.4	Reports: Interim College President – August and Sept	ember 2014 K. Denton	I
	2.5	Report: Correspondence, Reports and Upcoming Ev	ents S. Donnelly	I
		 a) Publications: Administrative Service Delivery Transcription (ASDT) Updates: July-August and May-June 2014 		
		 b) Douglas College Board Strategy Retreat Saturday and Sunday, October 4 and 5, 2014 		
		c) A Class Act - Douglas College Foundation Fund Friday, October 17, 2014; 7:00 to 10:00 p.m. Coquitlam Campus Atrium \$75 per ticket; available at \$55 until September 10.		
		d) Employee Retirement Reception and Dinner Friday, November 28, 2014; 5:30 – 9:00 p.m. Employee Retirement Reception and Dinner New Westminster Campus Café; second floor		
		 e) Winter 2015 Graduation Ceremonies Wednesday, February 11 – 2:30 and 6:30 p.m. Thursday, February 12 – 2:30 and 6:30 p.m. New Westminster Campus – Laura C. Muir Perforr 	ning Arts Theatre	
		f) Employee Recognition Reception Wednesday, April 15; 4:00 – 6:00 p.m. New Westminster Campus – Laura C. Muir Perform	ning Arts Theatre	
5:05	3.	INTRODUCTIONS OF NEW BOARD MEMBERS: AARON BAYES, JANE BUTTERFIELD, JASON CARVA KATRYNA KOENIG, DAVE SEAWEED	ALHO, S. Williams	T
	-	Introductions 2014-15 Board Mentorships		
5:10	4.	DOUGLAS STUDENTS' UNION (DSU): AN INTRODUCT	TION R. Waraich	1
DEE	EDE	NCE: PURPOSE FOR A I/C	D	

AGENDA OPEN SESSION MEETING OF THE DOUGLAS COLLEGE BOARD

Thursday, September 25, 2014; Page 2

5.20 5. INTERIM PRESIDENT'S REPORT 5.1 Report on Operational and Strategic Matters 5.2 Policy Framework and Policy Template Recommended Motion 20/2014: "THAT the Douglas College Board approve the Policy Framework and Policy Template" 6. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS 5.25 6.1 Board Executive and Governance Committee (BEGC) a) Chair's Report b) Standards of Conduct Guidelines for the BC Public Sector i. Minister de Jong's Correspondence of July 10, 2014 iii. Standards of Conduct for the BC Public Sector - July 2014 iii. Board Chair's Commitments to Minister de Jong c) Taxpayer Accountability Principles (TAP) Strengthening Public Sector Governance and Accountability (http://www2.gov.bc.ca/gov/DownloadAsset/?assetId=B613CF138959439D9A947CF3D586FE6B) ii. Minister Virk's Correspondence of August 17/4: AVED Reference 97786 ii. June 11, 2014 News Release (Accountability principles strengthen public sector governance) and Backgrounder (Taxpayer Accountability Principles) iii. Principles Cost Consciousness (Efficiency), Accountability, Appropriate Compensation, Service, Respect, Integrity iv. Actions Arising – Sampling 1. Taxpayer accountability principles form basis of government's strategic mandate orientation for all public sector boards, CEOs, Ministers and Deputy Ministers; participants to sign affirmation of understanding of principles – ongoing process, with all new appointments to receive the orientation 2. Simplified service plan, with annual service plan report 3. All Douglas College Board members to sign simplified mandate letters that clearly align with taxpayer accountability principles and government's strategic mandate; signed mandate letter shall be publicly posted 4. Requirement to evaluate and report to the Minister against taxpayer accountability principles – annual Chair/CEO report letter with respect to the College's performance concerning mandate letter expectations 5. Regular meetings between the Minister and the Board Chair		ш			
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5. Regular meetings between the Minister and the Board Chair				taxpayer accountability principles – annual Chair/CEO report letter with respect to the College's performance	
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AGENDA OPEN SESSION MEETING OF THE DOUGLAS COLLEGE BOARD

Thursday, September 25, 2014; Page 3

T O P I C PRESENTER PURPOSE

- iv. Actions Arising Sampling, cont'd
 - Deputy Minister to develop strategic engagement plan with public sector organisations – public sector entities to work more effectively together and be held accountable for outcomes and measurements as identified by the Minister, in consultation with Board Chair
 - 7. Semi-annual meetings of the Board Chair, CEO and Deputy Minister with members of government's Executive Council
 - 8. Development of comprehensive code of conduct, to be applied throughout Douglas College
- d) Taxpayer Accountability Principles (TAP): Addendum to 2014/15 Government's Letter of Expectations (GLE)

Recommended Motion 21/2014:

"THAT the Douglas College Board approve the September 16, 2014 addendum to the 2014/15 Government's Letter of Expectations (GLE), which stipulates that all members shall affix their signatures to the addendum"

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- e) College Board Succession Planning and Membership Update
- f) Board Committee and Liaison Appointments: 2014-15
 - i. Audit and Finance Committee (AFC):
 Jane Butterfield, Jeevan Khunkhun, Tom Spraggs (Chair)
 - ii. Board Executive and Governance Committee (BEGC):
 Peter Kendrick (Board Vice Chair; also representing HRC), Gerry Shinkewski
 (Board Vice Chair), Tom Spraggs (AFC Chair), Shelley Williams (Board Chair)
 - iii. Human Resources Committee (HRC): Jason Carvalho, Peter Kendrick, Nicole Liddell (Chair)
 - iv. Campus Planning Committee (CPC):
 Graeme Bowbrick, Jeevan Khunkhun (Chair), Gerry Shinkewski
 - v. Technology Strategy Committee (TSC): Jason Carvalho, Dave Seaweed, Tom Spraggs
 - vi. Board Liaison to the Douglas College Foundation: Aaron Bayes
 - vii. Board Liaison to Education Council: Katryna Koenig
 - viii. Board Representative on the College's Honorary Fellow Selection Committee: Nicole Liddell

AGENDA OPEN SESSION MEETING OF THE DOUGLAS COLLEGE BOARD

Thursday, September 25, 2014; Page 4

T I M E	т о	P I C	PRESENTER	PURPOSE
	 g) Board Development Evaluation of 2013-14 College Board, Committees, and Chair October 2014 Board Strategy Retreat h) Representation on the 2014-15 Board Executive and Governance Committee Recommended Motion 22/2014: "THAT the Douglas College Board waive, until July 31, 2015, the stipulation in the Board Executive and Governance Committee (BEGC) Terms of Reference (TOR) that the Chair of the Board's Human Resources Committee (HRC) shall serve as a member of the BEGC, on the understanding that Board Vice Chair and HRC member Peter Kendrick shall serve during this period as the HRC's liaison to the BEGC" 			I/C
				Α
	i)	Notification of June 2014 Board Approval of Terms of Reference (TOR) for the Douglas College Board 2014 Legacy Fund		I
		 \$500,000 Term Fund, to be distributed over a 10-year period, wire to \$50,000 to be distributed annually to students 	th up	
		ii. Up to \$37,500 may be distributed annually as bursaries, and up \$12,500 may be distributed annually as scholarships	to	
<i>5:45</i> 6 .	.2 Au	dit and Finance Committee (AFC)	T. Spraggs	I, D
	a)	Chair's Report	T. Spraggs	I, D
	b)	Recommendation on Financial Information Pursuant to Financial Information Act Recommended Motion 23/2014:	T. Ternoway	А
		"THAT the Douglas College Board approve the Financial Information Pursuant to the Financial Information Act for the year ended March 31, 2014"		
	c)	Draft Fiscal 2014-15 Douglas College Budget Guidelines	T. Ternoway	I, D
	d)	2014-15 Douglas College Budget Timelines	T. Ternoway	1
<i>5:55</i> 6 .	.3 Hu	man Resources Committee (HRC)	N. Liddell	I, D
	a)	Chair's Report		

AGENDA OPEN SESSION MEETING OF THE DOUGLAS COLLEGE BOARD

Thursday, September 25, 2014; Page 5

T I M E	Т	O P I C	PRESENTER	PURPOSE
6:00	6.4	Education Council	T. Harper	
		a) Chair, Education Council: June 2014 Report		I, D
		 b) Credential Withdrawal and Establishment Recommendations: Bachelor of Business Administration Financial Services and Administration/ Bachelor of Business Administration Financial Services 	vices	А
	Recommended Motion 24/2014:			
		"THAT the Douglas College Board withdraw the credential, Bachelof Business Administration Financial Services and Administration, effective June 30, 2016 and that the Douglas College Board estab the credential, Bachelor of Business Administration Financial Services, effective January 1, 2015"		
	 c) Credential Establishment Recommendation: Post Degree Diploma in International Business Management 			
		Recommended Motion 25/2014:		
		"THAT the Douglas College Board establish the credential, Post Degree Diploma in International Business Management, effec	tive May 1, 2015"	
6:05	6.5	Campus Planning Committee (CPC)	J. Khunkhun	I
6:05	6.6	Douglas College Honorary Fellow Selection Committee	N. Liddell	I
		 i. Honorary Fellow Distinction: Call for Nominations on or Before November 15, 2014 ii. Honorary Fellow Policy: http://www.douglascollege.ca/~/media/F6CC768CA5034F6B8EEDC8332358E922.ashx 		l
6:10	6.7	Douglas College Foundation		
		a) Liaison's Reportb) Douglas College Foundation: The Case for Advancement at Douglas College	A. Bayes H. Postma	l I/C
6:15	7.	NEXT MEETING AND ADJOURNMENT	S. Williams	I

AGENDA OPEN SESSION MEETING OF THE DOUGLAS COLLEGE BOARD

Thursday, September 25, 2014; Page 6

□ T O P I C PRESENTER PURPOSE □

7.1 Next Meeting

Thursday, November 20, 2014 Open Session Board Meeting 5:00 p.m. Coquitlam Campus Boardroom

7.2 Adjournment