

Open Meeting File 2011-01-20, approved February 17, 2011

IN ATTENDANCE

Board Members

Bruce Clarke
Daniel Fontaine
Mary Hemmingsen, Vice Chair
Peter Kendrick, Vice Chair
Aiko Lim
Scott McAlpine, President (ex-officio)
Elizabeth McCausland, Education
Council Chair (ex-officio)
Mike Russell
Sydney Tomchenko*
Jim Utley
Don Valeri
Paul Wates, Chair
Shelley Williams

Administration

Kathy Denton, Vice President, Academic
Shelagh Donnelly, Executive Assistant to the College Board; recording
Maureen McGee, Administrative Assistant; administrative support
Karen Maynes, Vice President, Finance and Administration
Guangwei Ouyang, Associate Vice President, International Education
Vicki Shillington* for the Associate Vice President, Employee Relations
Dave Taylor, Director, Marketing and Communications Office (MCO)
Chris Worsley, Director, Finance

Observers

Jerin Mece*, DSU
Sandra Hochstein, DCFA

REGRETS

Board Member(s)

Raj Dehal Nibber

Administration

Blaine Jensen, Vice President, Educational Services
Hazel Postma, Associate Vice President, External Relations

Observer(s)

Mark Ferley, BCGEU

* late arrival

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum, Chair Paul Wates called the meeting to order at 5:10 p.m. Noting regrets from those unable to attend, the Chair welcomed new Board members Daniel Fontaine and Shelley Williams to the meeting.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved by Peter Kendrick, seconded by Aiko Lim and unanimously resolved:

01/2011 *THAT the College Board approve the agenda and approve/acknowledge the following items on the consent agenda, reflecting the transfer of the item originally presented as item 2.4, Report: College President to item 4.2, and designating the final matter on the original consent agenda, Correspondence, Media and Events as item 2.4*

- 2.1 Minutes of the November 18, 2010 Open Session Board Meeting – approved
- 2.2 Report: Douglas College Faculty Association (DCFA) – acknowledged
- 2.3 Reports: Education Council – acknowledged
- 2.4 Report: Correspondence, Media and Events – acknowledged

3. WELCOME TO NEW BOARD MEMBERS: DANIEL FONTAINE, SHELLEY WILLIAMS

The Chair reported that both Mr. Fontaine and Ms. Williams had, during their respective Board orientation meetings, taken the Oath of Office in the presence of the Chair, the President and the Executive Assistant to the Board. The two new Board members offered self-introductions and reiterated their interest in contributing to this Board and College.

4. PRESIDENT'S REPORTS**4.1 Douglas College 2010 – 2015 Strategic Plan: Update****4.2 President's Report**

The President highlighted a number of items contained within his report, including Nancy Constable's commencement in the role of Director of Safety, Security and Risk Management. He advised of the upcoming College-wide Professional Development Day, scheduled for February 9, 2011, and invited Board members to attend the subsequent reception and book launch celebrating the publication of *Douglas College: The First 40 Years*. The President noted the implementation of new video conference teaching classrooms at the College's David Lam and New Westminster Campuses, and commended those staff members, including Bruce Clarke, who dedicated extra hours over the recent holidays to ensure this endeavour would be successful. On behalf of the Board, the Chair offered appreciation for the recruitment of the Director of Safety, Security and Risk Management, noting that oversight of risk management had been and would remain high on this Board's priorities.

The President reported that he and his Senior Management Team (SMT) colleagues were progressing with development of a strategic implementation plan, with metrics and timelines, and on a communications device to support messaging on the Plan and our progress to members of the College community.

5. FOR REVIEW/APPROVAL**5.1 Education Council Advice to the Board: 2011/12 College Budget Guidelines**

In response to the Chair's invitation, Education Council Chair Elizabeth McCausland expanded on the written advice, noting that, as had been indicated in an earlier communication from the Executive Assistant to the Board, SMT had responded promptly to points raised following its January 17, 2011 meeting, resulting in the revised Budget Guidelines document published on January 20, 2011.

5.2 2011/12 College Budget Guidelines

The President reported that the revised Budget Guidelines document included in the agenda package reflected, as noted by the Education Council Chair, edits incorporated by SMT following its review of Education Council's advice to the Board.

It was moved by Sydney Tomchenko, seconded by Bruce Clarke and unanimously resolved:

02/2011 *THAT the College Board approve the 2011/12 Budget Guidelines as presented*

5.3 Credential Establishment:**"Post-Baccalaureate Diploma in Mathematics and Science Teaching"**

The Vice President, Academic provided insights on the development of this proposed credential, and its value in strengthening mathematics and science qualifications for professionals already employed as teachers. She responded to Board members' queries regarding prerequisites, uniqueness of the proposed credential, communications to prospective students and more.

It was moved by Mike Russell, seconded by Peter Kendrick and unanimously resolved:

03/2011 *THAT the Douglas College Board establish the credential, Post-Baccalaureate Diploma in Mathematics and Science Teaching*

5. FOR REVIEW/APPROVAL, cont'd**5.4 Credential Withdrawals and Establishments: Updates to Credential Names**

The Vice President, Academic reviewed work she and the Education Council Chair had undertaken with a number of Deans to develop recommendations to ensure that the credentials issued by the College reflected respective fields of study as opposed to employment roles obtained by graduates of such programs. The process included consultation with people in the field. She advised that, while the proposed motion captured many of the necessary updates, further review would follow.

It was moved by Jim Utley, seconded by Shelley Williams and unanimously resolved:

04/2011 *THAT the Douglas College Board withdraw the credentials,*

Citation in Behavioural Interventionist
Diploma in Community Social Service Worker
Diploma in Child and Youth Care Counsellor
Diploma in Youth Justice Worker
Certificate in Career Development Practitioner (CE)
Certificate in Career Development Practitioner Advanced (CE)
Certificate in Career Development Practitioner Intensive (CE)
Certificate in Community and Workplace Leadership (CE)
Certificate in Intervenor for Individuals with Deafblindness (CE)
Certificate in Dispensing Optician
Diploma in Dispensing Optician

and establish the credentials,

Citation in Behavioural Intervention
Diploma in Community Social Service Work
Diploma in Child and Youth Care
Diploma in Youth Justice
Certificate in Career Development Practice
Certificate in Career Development Practice Advanced
Certificate in Career Development Practice Intensive
Certificate in Leadership Development
Certificate in Deafblind Intervention
Certificate in Dispensing Opticianry
Diploma in Dispensing Opticianry

5.5 Board Development and Education: Delegations to Upcoming Conferences

The Chair advised that the Board Executive and Governance Committee (BEGC) had, during its meeting of January 7, 2011, considered all expressions of interest and confirmed selection of Bruce Clarke and Jim Utley as delegates to the June 5 – 7, 2011 Association of Canadian Community Colleges (ACCC) Conference, and Paul Wates as delegate to the April 3 – 5, 2011 Association of Governing Boards (AGB) Conference on Trusteeship. The Chair outlined the rationale for naming as its first delegate to the AGB Conference a Board member who had previously attended an ACCC Conference. He noted that there would be opportunities for other Board members to attend such sessions in the future and invited questions; none arose.

6. OTHER REPORTS**6.1 Report: Audit and Finance Committee (AFC)**

Committee Chair Peter Kendrick reported on the Committee's January 18, 2011 meeting with the College's external auditor, which was – for the second consecutive year, in reflection of government practice – the Auditor General of the Province of British Columbia. The Committee Chair outlined amendments, planned for 2013, to government entity reporting standards; public sector entities are required to use specific accounting standards, and the amendments will result in significant changes to the format of this College's financial statements.

6. OTHER REPORTS, cont'd**6.1 Report: Audit and Finance Committee (AFC), cont'd**

The Committee Chair invited questions, and discussion subsequently ensued with respect to amending the current practice of recognising revenues and depreciation within the same fiscal period, materiality, and templates for revised financial statements, which shall be published to the Board Resources Page once available.

The Committee Chair reported on the AFC's review of and satisfaction with the College Board's budget. The AFC also, during its January meeting, considered the Knowledge Infrastructure Fund, through which the College received stimulus funding in 2009 with an expectation that funds be expended by March 31, 2011. Although the expenditure deadline was subsequently extended to October 2011, this College expects to complete all such expenditures prior to March 31, 2011.

The Board Chair advised that Shelley Williams would join the Audit and Finance Committee, and that the Board looked forward to the benefit of her expertise.

6.2 Report: Board Executive and Governance Committee (BEGC)

Committee Chair Paul Wates noted that the BEGC was formed in late 2010, and had continued its predecessor committee's work on succession planning and plans for presentations to the Board; Committee members planned to bring recommendations forward in upcoming months. The BEGC had also begun a review of its deliverables, based on its Terms of Reference, and had begun work on concepts for change to be brought forward to the Board.

6.3 Report: Human Resources Committee (HRC)

Committee Chair Mike Russell advised that the HRC met on January 18, 2011, and that he would have a report for the In Camera meeting.

6.4 Liaison Report: Douglas College Foundation

Douglas College Foundation Liaison Bruce Clarke reported on the Foundation's meeting of December 2010.

6.5 College Board: Succession Planning

The Board Chair reported that each of Peter Kendrick, Sydney Tomchenko and Jim Utley would conclude their current terms in July 2011, and that he had recommended reappointment of all three. He advised that Mike Russell would conclude his sixth year and final term of service to this Board in July 2011, and that we provided the Board Resourcing and Development Office (BRDO) and the Ministry with the requisite documents in December 2010 to begin recruitment of prospective candidates with Human Resources expertise. The Chair invited Board members to identify prospective candidates to him or the Executive Assistant to the Board.

6.6 Board Chair's Report

The Chair reflected on a number of College events he and other Board members had attended of late to honour employees and celebrate accomplishments of employees, students and graduates such as renowned tenor Lance Ryan, and encouraged those who could to attend one or more of the three Winter graduation ceremonies planned for February 8, 2011.

6.6 Board Chair’s Report, cont’d

The Chair also noted the “40 after 40” feature on the College website, and the profile of Bruce Clarke and his wife Helen Clarke, both College alumni and employees, who were featured alongside other alumni and employees.

Note: Such profiles may be found at <http://www.douglas.bc.ca/celebrate40/40-after-40.html> and include Suzette Amaya, Heather Anderson, Keith Baldry, Elizabeth Bachinsky, John Banovich, Arleigh Bell, John Belshaw, John Bertram, Steven Bittle, Kylah Blair, Jerome Bouvier, Phillip Choi, Yuka Chokyu, Kelly Christie, Anu Dawit-Kanna, Kara Dooley, Fred Ewaniuck, Julie Fraser, Mahshid G., Patrick Gallagher, Greg Halseth, Daniel Igali, Diane Loomer, Archie Miller, Hiruth Mwandemere, the Honourable James Moore, Lisa Neilson, Sumiko Nishizawa, Scott Richmond, Wolfgang Roosch, Lance Ryan, Hooman S., Barb Sekhon, Gert van Niekerk, Cathy Tremblay, Henry Waack, Jerald Walliser, Fay Wong and Dean Wutke.

7. NEXT MEETING AND ADJOURNMENT

There being no further business, the meeting adjourned at 6:05 p.m., with the next Open Session meeting confirmed for a 5:00 p.m. start in the New Westminster Campus boardroom on Thursday, February 17, 2011.

CHAIR

PRESIDENT