

Open Meeting File 2013-06-20, approved September 19, 2013

IN ATTENDANCE**Board Members**

Bruce Clarke
Mark Darville
Peter Kendrick, Vice Chair
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

Laureen Dailey, Executive Assistant to the President
Kathy Denton, Vice President, Academic and Provost (VPAP)
Shelagh Donnelly, Executive Assistant to the College Board; recording
Ian McLeod, Chief Information Officer (CIO) for B. Jensen, VPES
Karen Maynes, Vice President, Finance and Administration (VPFA)
Vicki Shillington, Associate VP, Human Resources (AVPHR)
Dave Taylor, Director, Marketing and Communications Office (MCO)
Chris Worsley, Director, Finance

Observers

MadisonParadis-Woodman,
DSU

Jen Tasse for
S. Mountain, BCGEU

GUESTS

Todd Harper, Education Council; Tracy Ho, Douglas Students' Union (DSU)

REGRETS**Board Member(s)**

Marina Kolar

Administration

Blaine Jensen, Vice President, Educational Services (VPES)
Guangwei Ouyang, Vice President, International Education and Strategic
Partnerships (VPIESP)
Hazel Postma, Associate Vice President, External Relations

Observer(s)

Len Millis, DCFA
Sandra Mountain, BCGEU

* late arrival

** early departure

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair Paul Wates called the meeting to order at 5:40 p.m., noting the revised start time given the afternoon's *Board Honours* reception. The Chair conveyed regrets from those unable to attend, and welcomed incoming Education Council Chair Dr. Todd Harper, who attended as an observer. The Chair welcomed Chief Information Officer Ian McLeod, attending in the Vice President, Educational Services' absence, and Jen Tasse, observing the meeting on behalf of BCGE Constituency Group Leader Sandra Mountain.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved by Peter Kendrick, seconded by Tom Spraggs, and resolved:

22/2013 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda.*

- 2.1 Minutes of the May 16, 2013 Open Session Board Meeting – approved
- 2.2 College President's June 2013 Report to the Board and College Community – acknowledged
- 2.3 Report: Correspondence and Events – acknowledged

3. PRESIDENT'S REPORT

a) Douglas College 2010 – 2015 Strategic Plan Update

b) 2013/14 Douglas College Accountability Plan and 2012/13 Report to the Ministry of Advanced Education

The President expanded on his written report and invited questions; there were none. In presenting the Accountability Plan and Report for approval, the President confirmed that the College had achieved or substantially achieved all the expectations outlined in the report. Board members queried the target unemployment rate identified in the report; they suggested that it seemed high, and asked how it was established. The President reported that such targets were based on national standards, which were usually slightly higher than what one might expect as the aggregate unemployment rate. He offered that we do know that individuals with college or university credentials have lower unemployment rates than those without such education. Discussion ensued.

It was moved by Tom Spraggs, seconded by Nicole Liddell, and resolved:

23/2013 *THAT the Douglas College Board approve the Douglas College 2013/14 Accountability Plan and 2012/13 Report for provision to the Ministry of Advanced Education*

4. ACADEMIC DIVISION UPDATE

The Vice President Academic and Provost (VPAP) expanded on her written report and invited and responded to questions. In confirming that the increase in granting of certificates and decrease in granting of degrees with international partners reflected changes Douglas College implemented in 2012, the VPAP offered that she anticipated the college would grant more diplomas than certificates in future years of such partnerships. The Board Chair suggested that the enhanced English requirements would be beneficial.

5. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS

5.1 Board Chair

5.2 Board Executive and Governance Committee (BEGC)

The Chair thanked those Board members who had participated in the College's seven graduation ceremonies in June 2013, and reported on the themes and merits of the ACCC (Association of Canadian Community Colleges) 2013 conference, held in Penticton, BC.

With his own term on the Board concluding in December 2013, the Chair reported that succession planning was underway. The Board was seeking a candidate with financial expertise to recommend for consideration as a new Order In Council (OIC) appointee. He provided an update on the late August 2013 orientation session planned for the four incoming members.

The Chair reported that the revised 2013-14 Board meeting schedule reflected Board members' input as well as reporting requirements and schedules; he asked that Board members with scheduling concerns let him know.

The Chair reported that he and incoming Board Chair Shelley Williams would join the President and other College representatives the next morning in departing for China, for joint graduation ceremonies with partners SUIBE (Shanghai University of International Business & Economics) and HUST (Heilongjiang University of Science & Technology).

As the evening's meetings marked the final such sessions for outgoing Board members Bruce Clarke, Marina Kolar, Dr. Elizabeth (Liz) McCausland and Dr. Don Valeri, the Chair conveyed the Board's thanks and appreciation of their respective contributions and accomplishments.

Board Vice Chair Peter Kendrick observed that, while Paul Wates would continue serving on the Board until the end of 2013, the evening's sessions represented Mr. Wates' final meetings as Board Chair. The Vice Chair noted that Mr. Wates had provided exemplary leadership, particularly during difficult times. As the Vice Chair offered that he spoke on behalf of the Board in commending and thanking Mr. Wates for his contributions, those in attendance offered a round of applause for Mr. Wates' contributions.

5. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS, cont'd**5.3 Audit and Finance Committee (AFC)****a) Chair's Report**

AFC Chair Shelley Williams advised that, in the Committee's June 2013 meeting with the College's external auditors, the auditors described their audit of Douglas College as one of the cleanest they had undertaken. The AFC Chair noted that 2013 represented the final year of this cycle of OAGBC (Office of the Auditor General of BC) audits of Douglas College, and that the College would issue a Request for Proposal for subsequent audits.

b) Recommendation on 2012/13 Audited Financial Statements

- i. Audited Financial Statements
- ii. Financial Statements Highlight Memo

The Vice President, Finance and Administration (VPFA) provided an overview and invited and responded to questions. Board members noted the intent to include, on the Board's October 2013 retreat agenda, a discussion of processes associated with construction of a new building, and how the College may best allocate any additional one-time 2013-14 surplus funds that may arise with enrolment increases greater than budgeted.

It was moved by Shelley Williams, seconded by Peter Kendrick, and resolved:

- 24/2013** *THAT the Douglas College Board approve the 2012/13 audited Douglas College Financial Statements, together with the following year-end appropriations from the Ancillary Fund:*
- a. \$150,000 for Legal, Severance, and Early Retirement
 - b. \$50,000 for Emergent and Insurance
 - c. \$100,000 for the Douglas College Foundation

c) Auditor General of BC (AGBC): Management Letter

Board members noted the management letter.

d) Recommendation on 2012/13 Audited FTE Enrolment Report

- i. Audited 2012/2013 FTE (Full Time Enrolment) Enrolment Report
- ii. FTE Enrolment Report Highlight Memo

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

- 25/2013** *THAT the Douglas College Board approve the 2012/13 FTE Enrolment Report*

e) FTE/Financial Reporting: Summer 2013 Semester

The AFC Chair reported that the College was meeting the more aggressive International targets the Board had encouraged it to establish.

f) Douglas College Five-Year Capital Plan

The AFC Chair noted that the College submitted the Five-Year Capital Plan to the Ministry of Advanced Education subject to Board approval, and that such approval did not imply approval of a new building.

It was moved by Peter Kendrick, seconded by Gerry Shinkewski, and resolved:

- 26/2013** *THAT the Douglas College Board approve the Five-Year Capital Plan: 2014/15 – 2018/19*

The Board Chair echoed the AFC Chair's comments with respect to the ongoing, high level management of the College's finances, and expressed appreciation for the group of individuals responsible for such matters. The Board Chair also thanked and congratulated the Audit and Finance Committee (AFC) for the extremely high level of its work.

- 5. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS, cont'd**
5.4 Report: Human Resources Committee (HRC)
 a) **Chair's Report**
 b) **Recommendation on Tentative Agreement Between Douglas College and the Douglas College Faculty Association (DCFA)**

The HRC Chair reported that the Committee had met and reviewed proposed collective agreement changes with the Associate Vice President, Human Resources (AVPHR). The HRC members learned more about the new Post-Probationary Faculty Member Developmental Evaluation Committee, a faculty committee to be formed in accordance with Letters of Understanding (LOUs) 10 and 11. The Committee Chair advised that the Human Resources Committee recommended approval of the tentative agreement.

A Board member queried language stipulating that “unused PD funds will be returned to the College”, and the AVPHR advised that this reflected common bargaining language pertaining to the 0.6 percent that goes into the College Faculty PD (Professional Development) Fund. The Director of Finance confirmed that such language did not pertain to practices associated with PD funding for individual faculty members, which would remain unchanged.

It was moved by Nicole Liddell, seconded by Shelley Williams, and resolved:

27/2013 *THAT the Douglas College Board approve the negotiated changes to the Collective Agreement between Douglas College and the Douglas College Faculty Association for the term of April 1, 2012 to March 31, 2014*

- 5.5 Reports: Education Council**
 a) **Chair, Education Council: May 2013 Report**
 b) **Education Council Liaison's Report**
 c) **September 2013 Board Liaison to Education Council**

The Education Council Chair had no further information to report. Questions were invited; none arose. The Education Council Liaison had no further information to report. The Board Chair encouraged members to consider potential to serve as Board Liaison to Education Council, an important responsibility previously held by Peter Kendrick and, until August 2013, by Bruce Clarke. Mark Darville offered to assume the responsibility, and his 2013-14 appointment to this position was confirmed, with appreciation.

5.6 Report: Douglas College Foundation Liaisons

Sydney Tomchenko reported on a \$20,000 donation by the Blue Sky Foundation to the Douglas College Foundation, and on planning underway for the Foundation's six-part legacy giving series. She advised that the Foundation was actively recruiting members and was seeking College Board members' recommendations on prospective members who have business expertise.

6. NEXT MEETING AND ADJOURNMENT

There being no further business, the Chair confirmed that the subsequent Open Session meeting was scheduled for Thursday, September 19, 2013 at the New Westminster Campus and then adjourned the meeting at 6:43 p.m.

CHAIR

PRESIDENT