

*Open Meeting File 2010-10-21, approved November 18, 2010*

## **IN ATTENDANCE**

### **Board Members**

Bruce Clarke  
Raj Dehal  
Mary Hemmingsen, Vice Chair  
Caroline Jellinck  
Peter Kendrick, Vice Chair  
Aiko Lim  
Scott McAlpine, President (ex-officio)  
Elizabeth McCausland, Education  
Council Chair (ex-officio)  
Sydney Tomchenko  
Don Valeri  
Paul Wates, Chair

### **Administration**

Kathy Denton, Vice President, Education  
Shelagh Donnelly, Executive Assistant to the College Board; recording  
Blaine Jensen, Vice President, Educational Services  
Karen Maynes, Vice President, Finance and Administration  
Hazel Postma\*, Associate Vice President, External Relations  
Vicki Shillington for the Associate Vice President, Employee Relations  
Dave Taylor, Director, Marketing and Communications Office (MCO)

### **Observers**

none

## **GUEST**

Carole Compton-Smith  
Director, Learning Resources

## **REGRETS**

### **Board Members**

Mike Russell  
Jim Utley

### **Administration**

Guangwei Ouyang, Associate Vice President, International Education  
Chris Worsley, Director, Finance

### **Observers**

Mark Ferley, BCGEU  
Jerin Mece, DSU  
Sandra Hochstein, DCFA

\* early departure

## **1. CALL TO ORDER AND CHAIR'S REMARKS**

There being a quorum, Chair Paul Wates called the meeting to order at 5:19 p.m. Noting regrets from those unable to attend, the Chair welcomed Vicki Shillington and guest Carole Compton-Smith.

## **2. APPROVAL OF AGENDA/CONSENT AGENDA**

It was moved by Peter Kendrick, seconded by Mary Hemmingsen and unanimously resolved:

24/2010 *THAT the Board approve the agenda and approve/acknowledge the following items on the consent agenda, with a notation reflecting the addition of appendices for items 4.1 and 4.2*

- 2.1 Minutes of the September 16, 2010 Open Session Board Meeting – approved
- 2.2 Report: Douglas College Faculty Association (DCFA) – acknowledged
- 2.3 Chair, Education Council – acknowledged
- 2.4 Report: College President – acknowledged
- 2.5 Report: Correspondence, Media and Events – acknowledged

## **3. PRESENTATION: Douglas College Learning Resources: Douglas College Library and Learning Centre**

Carole Compton-Smith provided insights into the services available through the Douglas College Library and Learning Centre, and invited and responded to Board members' queries.

**4. FOR REVIEW/APPROVAL****4.1 Financial/FTE Reporting to September 30, 2010**

At Audit and Finance Committee Chair Peter Kendrick's invitation, Karen Maynes provided a summary of the financial report provided Board members. Domestic enrolment counts were positive, as were international enrolments; estimates on enrolments in non-credit and The Training Group would follow at a subsequent date, given that these self-funded areas enroll students on a continuous basis throughout the year.

Combined salary and benefits expenditures were expected to exceed budget by \$574,000, the result of both small variances and additional hiring necessitated by increased registrations by international students. Karen Maynes expanded on the projected surplus of \$1,692,000, a result of the increased domestic and international enrolments. The overall projected surplus, taking into account funds as yet unallocated, was \$4,160,000.

Board members queried sources of international registrations, results to date of the partnership with Simon Fraser University (SFU), and the effects of government stimulus spending on registrations within The Training Group. Karen Maynes and Kathy Denton provided detailed updates.

**4.2 COLLEGE SAFETY STATISTICS**

Board members considered the safety statistics report, which provided significantly more detail than the last such report provided in 2009, and the means by which such data was assembled.

**4.3 COLLEGE BOARD AGENDA SETTING COMMITTEE: PROPOSED DRAFT TERMS OF REFERENCE FOR REPLACEMENT COMMITTEE, "BOARD EXECUTIVE AND GOVERNANCE COMMITTEE"**

Board members again considered the draft Terms of Reference for this committee, which were first reviewed during the in camera session of the September 2010 Board meeting.

It was moved by Mary Hemmingsen, seconded by Sydney Tomchenko and unanimously resolved:

25/2010 *THAT* the Douglas College Board approve the proposed draft terms of reference for the Board Executive and Governance Committee

**4.4 BOARD COMMITTEES AND APPOINTMENTS: APPOINTMENTS FOR 2010 – 2011**

The Chair confirmed the following appointments for 2010 – 2011, and thanked members for such additional service. Noting that the Audit and Finance Committee had elected Peter Kendrick as its 2010 – 2011 Chair, Paul Wates recommended that the Human Resources Committee also identify its Chair during that Committee's subsequent meeting, as the Chairs of both the Audit and Finance and Human Resources Committees would, as a result of such office, additionally serve as members of the Board Executive and Governance Committee.

Audit and Finance Committee	Mary Hemmingsen, Peter Kendrick, Sydney Tomchenko
Board Executive and Governance Committee	Mary Hemmingsen, Peter Kendrick, Paul Wates, Human Resources Committee Chair
Human Resources Committee	Caroline Jellinck, Mike Russell, Jim Utley
Douglas College Honorary Degree Selection Committee	Paul Wates
Board Liaison to the Douglas College Foundation	Bruce Clarke
Board Liaison to Education Council	Peter Kendrick

**5. DOUGLAS COLLEGE 2010 – 2015 STRATEGIC PLAN**

The President provided an update, and noted that he would report each meeting on progress associated with the College's strategic goals.

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

Committee Chair Peter Kendrick provided an update.

**6.2 Report: Human Resources Committee**

Committee Chair Mike Russell was unable to attend this meeting.

**6.3 Liaison Report: Douglas College Foundation**

Bruce Clarke looked forward to attending his first meeting as the Board's current Liaison to the Foundation.

**6.4 Liaison Report: Education Council**

Liaison Peter Kendrick noted that he had been unable to attend Education Council's October 18, 2010 meeting.

**6.5 College Board Succession Planning**

The Board Chair reported on two recent meetings with a representative of the provincial Board Resourcing and Development Office (BRDO), and on word of endeavours to streamline processes.

**6.6 Board Chair's Report**

Paul Wates reported on the October 18, 2010 BC Colleges (BCC) meeting of college Presidents and board Chairs, which he had attended with Karen Maynes given Scott McAlpine's commitments in China. The Chair noted this Board's November 17, 2010 meeting with Minister Stilwell, and offered thanks to Bruce Clarke, who had represented the Board at a recent College event. He looked forward to joining other Board members in attending the upcoming Masque Royale gala fundraiser, which would mark the College's 40th anniversary, and spoke of the upcoming Board retreat, planned for October 23, 2010.

**7. NEXT MEETING AND ADJOURNMENT**

There being no further business, the meeting adjourned at 6:39 p.m. The next Open Session meeting was confirmed for a 5:00 p.m. start in the New Westminster Campus boardroom on Thursday, November 18, 2010.

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CHAIR

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PRESIDENT