

Open Meeting File 2012-02-15, approved March 15, 2012

IN ATTENDANCE**Board Members**

Bruce Clarke
Daniel Fontaine
Mary Hemmingsen
Peter Kendrick, Vice Chair
Marina Kolar
Scott McAlpine, President
(ex-officio)
Elizabeth McCausland,
Education Council Chair
(ex-officio)
Jerin Mece *
Gerry Shinkewski
Jim Utley, Vice Chair
Don Valeri
Paul Wates, Chair
Shelley Williams

Administration

Kathy Denton, Vice President, Academic (VPA)
Shelagh Donnelly, Executive Assistant to the College Board; recording
Blaine Jensen, Vice President, Educational Services (VPES)
Maureen McGee, Administrative Assistant; administrative support
Karen Maynes, Vice President, Finance and Administration (VPFA)
Guangwei Ouyang, Associate Vice President, International (AVPI)
Wanda Sanginesi, Associate Vice President, Human Resources (AVPHR)
Dave Taylor, Director, Marketing and Communications Office (MCO)

Observers

Cathy Pham, DSU
Sandra Hochstein, DCFA

REGRETS**Board Member(s)**

Sydney Tomchenko

Administration

Hazel Postma, Associate Vice President, External Relations (AVPER)

Observer(s)

Mark Ferley, BCGEU

* late arrival

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair Paul Wates welcomed all and called the meeting to order at 5:09 p.m.

2. APPROVAL OF AGENDA/CONSENT AGENDA

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

02/2012 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda*

- 2.1 Minutes of the January 19, 2012 Open Session Board Meeting – approved
- 2.2 Report: Douglas College Faculty Association (DCFA) – acknowledged
- 2.3 Report: College President – acknowledged
- 2.4 Report: Correspondence and Events – acknowledged

3. PRESIDENT'S REPORT: Douglas College 2010 – 2015 Strategic Plan

The President provided an update and affirmed that the College was on track for implementation of the Strategic Plan for 2015. He advised of planning underway (<http://www.douglaspresident.ca/>) for two March 2012 Strategic Planning Town Hall forums.

4. FOR CONSIDERATION/APPROVAL

4.1 FTE/Financial Reporting to January 31, 2012

The Vice President, Finance and Administration (VPFA) expanded on financial summary and Full Time Enrollment (FTE) reports contained in the agenda package, and invited and responded to questions.

4.2 Diploma Revision and Credential Name Change: Diploma in Sport Science

The Chair reported on discussions with Education Council Chair Elizabeth McCausland, and the resulting recommendation to the Board that, when credential recommendations reflect program name revisions, or similarly straightforward changes that have already been vetted by the Senior Management Team (SMT), such recommendations shall be reflected in the Consent agenda provided the Board. In the case of credential recommendations involving substantial revision or impact, as with the recommendation for this meeting, the recommendation(s) would be included in the latter portion of the agenda, to allow for any appropriate review or further discussion. Board members concurred with this approach.

The Vice President, Academic (VPA) provided insights on the recommendation associated with the proposed Diploma in Sports Science credentials, and confirmed that the proposal had been vetted through both the Vice President's Academic Council (VPAC; see <http://www.douglas.bc.ca/about/governance-and-policies/vpac.html>) and the Senior Management Team (SMT; see <http://www.douglas.bc.ca/about/presidents-office/smt.html>).

It was moved by Daniel Fontaine, seconded by Gerry Shinkewski, and unanimously resolved:

03/2012 *THAT* the Douglas College Board establish the credentials Diploma in Sport Science, specialization in Kinesiology and Diploma in Sport Science, specialization in Health and Recreation

4.3 Program Revision and Credential Name Change: Bachelor of Physical Education and Coaching

The Vice President, Academic (VPA) reviewed the advantages of the proposed revisions, and invited and responded to questions. She noted that the proposed amendment would provide greater options for graduates who chose to pursue career paths – including sports and recreation, or other sports-related employment – other than teaching.

Board members recommended that such credential proposals to the Board include data and documentation to support fulsome understanding of the “bigger picture”. The President offered that more data from the concept papers and program proposals provided to Education Council could be included in Board agenda packages, to support decision making. The President noted that data from feasibility studies, which the College undertakes, could also be made available to the Board.

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

04/2012 *THAT* the Douglas College Board withdraw the credentials Bachelor of Physical Education and Coaching, Elementary Option and Bachelor of Physical Education and Coaching, Secondary Option and establish the credential Bachelor of Physical Education and Coaching

The VPA advised that the next step would be submission of the proposal to the provincial Degree Quality Assessment Board (DQAB; see <http://www.aved.gov.bc.ca/degree-authorization/board/welcome.htm>), which could recommend a site visit, for which the College was prepared, as part of its review/approval process.

5. COMMITTEE, LIAISON REPORTS

5.1 Board Executive and Governance Committee (BEGC)

Committee Chair Paul Wates reported that the BEGC had, alongside other business during its February 7, 2012 meeting, continued its ongoing review of Board by-laws and policies.

5.2 Audit and Finance Committee (AFC)

Committee Chair Shelley Williams reported on the AFC's February 13, 2012 meeting, which included review of the College's Full Time Equivalent (FTE) results. She advised of the revised process now in place to enable both the Board Chair and the AFC to review an information package prior to confirmation of quarterly forecasts to the Ministry of Advanced Education.

The AFC Chair noted that the Douglas Students' Union (DSU) Receiver Manager had yet to document the conclusion of the DSU's receivership status. Discussion ensued, and the VPFA confirmed that earlier court documents articulated that the court order would conclude on the earliest of the College and Receiver Manager agreeing that the DSU was in compliance, or an order of the Court.

The Committee Chair and the Vice President, Finance and Administration (VPFA) reported on a legal opinion provided the College by an additional lawyer; advice was that the College had effectively concluded its role and effectively discharged the Receiver Manager by virtue of having co-signed with the DSU an April 2010 document confirming that the DSU was in compliance with Section 21 of the College and Institute Act. All that remained to be done to fully resolve this matter for the parties was:

- a) to consent to an order reflecting agreement the DSU is in compliance and the Receiver Manager is discharged, *and*
- b) to consent to an order dismissing the underlying court action without cost to any party

Any deficiency in the Receiver Manager's records would remain a matter between the DSU and the Receiver Manager. The VPFA confirmed that she would, should the Board support the recommendation, proceed to work with legal counsel to resolve the issue.

It was moved by Peter Kendrick, seconded by Jim Utley, and unanimously resolved:

05/2012 *THAT* the Douglas College Board recommend the College act on legal advice, provided the College in correspondence dated February 10, 2012, associated with seeking a Court order reflecting agreement:

- a) that the Douglas Students' Union (DSU) is in compliance with Section 21 of the College and Institute Act, and confirming the discharge/dismissal of the DSU's Receiver Manager, *and*
- b) to consent to an order dismissing the underlying court action without cost to any party

Reference: *Section 21 of the provincial College and Institute Act – Student Society Fees*
http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_96052_01#section21

5.3 Report: Human Resources Committee (HRC)

Committee Chair Jim Utley reported on the HRC's February 7, 2012 meeting, in which the Committee reviewed grievances and collective bargaining already underway. He advised that the HRC would be meeting monthly, and was engaged in review of two major projects: employee development/succession planning and the annual Board evaluation of the President's performance. The Committee anticipated a review of its Terms of Reference (TOR), and had confirmed that the College's Director, Safety, Security and Risk Management would attend those portions of its meetings in which it reviewed minutes of the College's Occupational Health and Safety Committee (OHSC) meetings.

5. COMMITTEE, LIAISON REPORTS, cont'd**5.4 Report: Chair, Education Council**

The Education Council Chair's report was included in the agenda package, and no questions or discussion were raised.

5.5 Report: Education Council Liaison

Board Liaison Bruce Clarke had no additional information to report.

5.6 Report: Douglas College Foundation Liaisons

Board Liaison Bruce Clarke reported on the previous evening's Foundation Board meeting, in which the Foundation's five-year development plan was reviewed. He noted that the Foundation had been recognised by the Tri-Cities Chamber of Commerce (<http://www.tricityschamber.com/2010/11/10th-annual-business-excellence-awards-gala/>) as the recipient of its "Not for Profit of the Year" for 2011. Congratulations were extended.

Board members expressed interest in the Foundation's five-year plan, and the Board Chair advised that he had asked the President to arrange for a representative of the Douglas College Foundation to attend a College Board meeting and provide an overview of that plan.

6. BOARD CHAIR'S REPORT

The Board Chair reflected on the week's four graduation ceremonies, and thanked Bruce Clarke and Jim Utley for their participation; he advised that Jim Utley would offer welcoming remarks on behalf of the Board at two of the four ceremonies. The Chair noted, and encouraged attendance at, upcoming College events.

With respect to the Board's upcoming vacancy, the Chair reported that the Board Resourcing and Development Office (BRDO) had published the College's Notice of Position (NOP), with applications open until February 16, 2012. He advised that the BRDO had committed to advising this Board of prospective candidates identified to government prior to such action being taken.

The Chair noted that the election of student Board members for terms to run from September 1, 2012 to August 31, 2013 would soon be underway, and that such elections were coordinated through the College Registrar's office.

The Chair reported on the February 6, 2012 announcement, at the David Lam Campus, of a new health services smart phone application by the Hon. Michael de Jong, Minister of Health, and the Hon. Dr. Margaret MacDiarmid, Minister of Labour, Citizens' Services and Open Government.

7. NEXT MEETING AND ADJOURNMENT

Board members offered appreciation of the succinct reporting form template now in use for reports to the Board.

There being no further business, the meeting adjourned at 5:50 p.m., with the next meeting planned for March 15, 2012 at the David Lam Campus.

CHAIR

PRESIDENT