

*Open Meeting File 2014-06-19, approved September 25, 2014*

**IN ATTENDANCE****Board Members**

Graeme Bowbrick  
Gerry Gramozis  
Todd Harper, Chair, Education  
Council Chair (ex-officio)  
Peter Kendrick, AFC Chair  
Jeevan Khunkhun  
Nicole Liddell  
Kathy Denton, Interim President  
(ex-officio)  
Gerry Shinkewski, Vice Chair  
Tom Spraggs  
Sydney Tomchenko, Vice Chair  
Jim Utley, HRC Chair  
Shelley Williams, Board Chair

**Administration**

Thor Borgford, Interim VP, Academic and Provost (IVPAP)  
Laureen Dailey, Executive Assistant to the President  
Shelagh Donnelly, College Secretary; recording  
Blaine Jensen, VP, Educational Services (VPES)  
Guangwei Ouyang, VP, International Education and  
Strategic Partnerships (VPIESP)  
Hazel Postma, Associate VP, External Relations (AVPER)  
Vicki Shillington, Associate VP, Human Resources (AVPHR)  
Dave Taylor, Director, Marketing and Communications Office  
(MCO)  
Tracey Ternoway, VP, Finance and Administration (VPFA)  
Chris Worsley, Director, Finance

**Observers**

Len Millis, DCFA  
Lisa Martin for Sandra  
Mountain, BCGEU  
Ruab Waraich, DSU

**GUESTS**

Aaron Bayes, Jason Carvalho, Lisa Higashi, Tracy Ho, Katryna Koenig, Divya Krishnan, Mr. and Mrs. Krishnan

**REGRETS****Board Member(s)**

n/a

**Administration**

n/a

**Observer(s)**

n/a

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

There being a quorum present, Chair Shelley Williams called the meeting to order at 5:41 p.m. and thanked participants for accommodating the delayed start, which reflected the Board's afternoon spent in strategic planning.

The Chair welcomed and thanked all guests. She acknowledged the recent change in College leadership and conveyed the Board's appreciation to Interim Vice President Academic and Provost (IVPAP) Dr. Thor Borgford and Interim President and CEO Dr. Kathy Denton for assuming such responsibilities.

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

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

**11/2014** *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda*

- 2.1 Minutes of the May 15, 2014 Open Session Board Meeting – approved
- 2.2 Report: Douglas Students' Union (DSU) – acknowledged
- 2.3 Report: College President – June 2014 Report to the Board and College Community – acknowledged
- 2.4 Report: Correspondence and Events – acknowledged
  - a) Correspondence, Reports, Publications – Administrative Service Delivery Transformation (ASDT) Announcement: Joint Purchasing Consortium
  - b) Event Invitations – n/a

### **3. PRESENTATION: AWARD FOR EDUCATION EXCELLENCE**

Board member Peter Kendrick introduced and congratulated Education Excellence Award recipient Diva Krishnan, recipient of the College's *Award for Educational Excellence*. Nominees considered for the award must have maintained a cumulative grade point average (GPA) of 3.33 or higher, and will have made important contributions to campus life and the broader society through volunteer activities.

In presenting the award, Mr. Kendrick highlighted Ms. Krishnan's service and achievements, and acknowledged the contributions of the Educational Excellence Committee and its Co-Chairs, Anna Helewka and Janice Penner.

### **4. INTERIM PRESIDENT'S REPORT**

#### **a) Douglas College 2010 – 2015 Strategic Plan Update**

The Interim President reported that the College had slowed the pace of development of the upcoming Strategic Plan, and noted the recent recruitment of a new Director, Institutional Research. She outlined Senior Management Team (SMT) work underway on environmental scans, and advised of plans for upcoming opportunities for student, employee and community contributions to Plan development.

#### **b) Government Compliance: Douglas College 2014/15 Accountability Plan and 2013/14 Report**

Members queried determination of standards used in reflecting achievement of targets, and the Vice President, Finance and Administration (VPFA) expanded on government standards reflected in such documents.

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

**12/2014** *THAT the Douglas College Board approve the Douglas College 2014/15 Accountability Plan and 2013/14 Report for provision to the Ministry of Advanced Education*

#### **c) Diploma Programs: Remediation Plan for Skills Development Gap Identified in Institutional Accountability Plan and Report**

The Interim President highlighted the College's failure to meet one of the Ministry's performance targets in 2013/14, and discussed the College's remediation plans, as outlined in her written report, to address the decline in performance. Members recommended considering inclusion of the remediation plan within 2014-15 President and CEO goals.

### **5. ACADEMIC DIVISION'S UPDATE**

#### **a) Annual Report of the Vice President, Academic and Provost (VPAP)**

The Interim President expanded on her written report.

#### **b) China Graduation Rates: 2008 – 2014**

The Interim President reported on degree attainment rates at partner institutions Heilongjiang University of Science and Technology (HUST) and Shanghai University of International Business and Economics (SUIBE), and outlined the rigorous nature of courses at the two institutions. The Chair advised that she would join College leaders in departing for China the following day, to attend graduation ceremonies and meetings at HUST and SUIBE.

### **6. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS**

#### **6.1 Board Chair**

#### **6.2 Board Executive and Governance Committee (BEGC)**

The Chair reported on the afternoon's strategic planning session and how, particularly given management changes, the College would move forward with the strategic planning process; she reiterated the Interim President's notice of adjustment to pace of plan development.

Thanking fellow members for their participation, the Chair reflected on the College's June 2014 graduation ceremonies, and reported on a recent meeting with the Minister of Advanced Education (AVED).

The Chair advised that the Board looked forward to welcoming appointees Jane Butterfield and Jason Carvalho to the Board on July 31, 2014 and elected members Aaron Bayes and Katryna Koenig on September 1, 2014. She extended the Board's thanks and appreciation to outgoing members Peter Kendrick and Sydney Tomchenko, and highlighted their contributions.

### **6.3 Audit and Finance Committee (AFC)**

#### **a) Chair's Report**

The AFC Chair reported that, in his six years on the Board, this was the "cleanest" audit the College had ever experienced. The AFC Chair advised that the auditors had not identified any audit adjustments or internal control weaknesses to be rectified, and that all prior year recommendations had been appropriately addressed. The AFC Chair noted the auditors' complimentary remarks about the state of the College's finances, and he extended thanks and congratulations to the management team. The Vice President, Finance and Administration (VPFA) echoed the AFC Chair's remarks, and commended Director of Finance, Chris Worsley and her team.

#### **b) Ministry of Advanced Education (AVED)**

The Vice President, Finance and Administration (VPFA) advised that, just prior to the afternoon's meeting, she had received from government the College's 2014/15 budget letter regarding the initial operating grant and student full time equivalent (FTE) target. She reported that there was no change in total funding for this fiscal period, although base funding for English As A Second Language (ESL) had been replaced by one-time-only (OTO) funding.

#### **c) Recommendation on 2013/14 Audited Financial Statements**

The Vice President, Finance and Administration presented on the documents and invited discussion.

It was moved by Peter Kendrick, seconded by Sydney Tomchenko, and unanimously resolved:

**13/2014** *THAT the Douglas College Board approve the audited 2013/14 Douglas College Financial Statements*

#### **d) Recommendation on 2013/14 Audited FTE Enrolment Report**

It was moved by Peter Kendrick, seconded by Nicole Liddell, and unanimously resolved:

**14/2014** *THAT the Douglas College Board approve the 2013/14 audited 2013/14 FTE Enrolment Report*

#### **e) FTE/Financial Reporting: Summer 2014 Semester**

The AFC Chair invited questions of the written report; none arose.

#### **f) Douglas College Five Year Capital Plan (2015/16-2019/20)**

The AFC Chair stressed that inclusion of potential new building construction in the Plan did not imply any commitment to construct another building; rather, the document represented a routine annual submission to government, intended to provide advance notice of the major capital requirements and projects under consideration by the College. The Committee Chair advised that an Opportunity Assessment, significant Board consideration and ultimate College Board approval would all be requisite steps before the College could decide to pursue the construction of a new building. Discussion ensued, and members reiterated that approval of the Five Year Capital Plan did not imply commitment to a new building.

It was moved by Peter Kendrick, seconded by Jeevan Khunkhun, and unanimously resolved:

**15/2014** *THAT the Douglas College Board approve the Five Year Capital Plan: 2015/16 – 2019/20*

### **g) Capital Project: Server Room Relocation and Upgrade**

The AFC Chair noted that management had submitted a proposal, in the May 2014 Closed Session meeting agenda package, to relocate and upgrade the College server room. At the May 2014 meeting, the AFC had committed to further evaluation of the proposal and provision of a recommendation to the Board's June 2014 meeting.

The Committee Chair advised that the AFC had subsequently reviewed the proposal at their June meeting. Committee members raised several key issues that they felt needed to be investigated further. The Committee recommended that additional review be conducted by the Board's Technology Strategy Committee (TSC), which would form in Fall 2014. The Board agreed to defer its decision until further consideration could be undertaken by the TSC.

## **6.4 Human Resources Committee (HRC)**

### **a) Chair's Report**

The HRC Chair reported on the Committee's work regarding CEO competency development, and executive compensation disclosure reporting.

## **4.5 Education Council**

### **a) Chair, Education Council**

The Education Council Chair invited questions of, and elaborated upon, his monthly and annual reports.

### **b) Credential Recommendation: Post-Degree Diploma in Accounting Studies**

Members queried market needs and demand, and whether such studies provided further avenues for people wishing a post-degree credential but not the Chartered Professional Accountant (CPA) designation. Discussion ensued.

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

**17/2014** *THAT the Douglas College Board establish the credential, Post-Degree Diploma in Accounting Studies, effective September 2014*

### **c) Credential Withdrawal Recommendation: Computer Science and Information Systems Certificate**

The Education Council Chair noted rationale for proposing withdrawal of the credential, *Computing Science and Information Systems Certificate*. Members queried credential issues should students currently engaged in such certificate studies fail or not complete some of the course work after its proposed withdrawal. The Interim President and Education Council Chair outlined the options available to students. Members sought and received confirmation that the College would advise all students currently enrolled in the program of the upcoming withdrawal of the credential.

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

**18/2014** *THAT the Douglas College Board withdraw the credential, Computing Science and Information Systems Certificate, effective May, 2015*

## **6.6 Douglas College Foundation Liaison**

### **a) Liaison's Report**

Douglas College Foundation Liaison Sydney Tomchenko reported on recent Foundation Board undertakings and goals.

**7. ADJOURNMENT**

There being no further business, the Chair adjourned the meeting at 6:35 p.m.

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CHAIR

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PRESIDENT