

Open Meeting File 2012-11-15, approved January 24, 2013

IN ATTENDANCE**Board Members**

Bruce Clarke
Mark Darville
Peter Kendrick, Vice Chair
Marina Kolar
Scott McAlpine, President
(ex-officio)
Elizabeth McCausland,
Education Council Chair (ex-officio)
Gerry Shinkewski
Sydney Tomchenko
Jim Utley, Vice Chair; HRC Chair
Don Valeri
Paul Wates, Chair
Shelley Williams, AFC Chair

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)
Vicki Shillington, Interim Associate Vice President, Human Resources (AVPHR)
Chris Worsley, Director, Finance

Observers

Devlin Pereira, DSU
Len Millis, DCFA

GUESTS

Tracy Ho and Deans Dr. Thor Borgford, Dr. Catherine Carlson and Meg Stainsby

REGRETS**Board Member(s)**

Nicole Liddell

Administration

Hazel Postma, Associate Vice President, External Relations
Dave Taylor, Director, Marketing and Communications Office (MCO)

Observer(s)

Sandra Mountain, BCGEU

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair Paul Wates called the meeting to order at 5:08 p.m. He welcomed all in attendance and conveyed regrets from those unable to attend.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved by Peter Kendrick, seconded by Mark Darville, and resolved:

31/2012 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda.*

- 2.1 Minutes of the September 30, 2012 Open Session Board Meeting – approved
- 2.2 Report: BC Government and Service Employees' Union (BCGEU) – acknowledged
- 2.3 Report: Douglas Students' Union (DSU) – acknowledged
- 2.4 Reports: College President (October, November 2012) – acknowledged
- 2.5 Reports: Correspondence and Events

3. PRESIDENT'S REPORT

Expanding on his written report and the College's growth, the President reported on job action by employees who are members of the BC Government and Service Employees' Union (BCEGU). He invited and responded to questions.

4. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS

4.1 Board Chair

4.2 Board Executive and Governance Committee (BEGC)

a) College Board Succession Planning

The Chair reported on an upcoming meeting planned with a candidate for the current Board vacancy, and on provincial Board Resourcing and Development Office (BRDO) advice that this Board will receive a ninth Order In Council (OIC) appointee. Recruitment for the ninth position was underway.

b) 2012 Evaluations of the College Board, Board Chair and Board Committees

The Chair advised that the 2012 evaluation process was complete, and that Board members had reviewed the evaluation reports during their October 13, 2012 retreat.

c) 2012-13 College Board Committee, Representative and Liaison Assignments

The Chair thanked all Board members who had committed to serving on Board committees and in liaison roles for 2012-13. The Board Chair serves as an ex-officio member of all Board committees.

Audit and Finance Committee (AFC):

Peter Kendrick, Sydney Tomchenko, Shelley Williams

Board Executive and Governance Committee (BEGC):

Peter Kendrick, Jim Utley, Paul Wates, Shelley Williams

Human Resources Committee (HRC):

Nicole Liddell, Gerry Shinkewski, Jim Utley

Board Liaison to Education Council:

Bruce Clarke

Board Liaisons to the Douglas College Foundation:

Bruce Clarke, Sydney Tomchenko

Representative to the College's Honorary Fellow Selection Committee: Paul Wates

d) Other

The Chair reported on College events, including the launch of the Peter Legge International Institute for Sales Excellence, and thanked Board members for their participation. He provided an update on the recent meeting of Minister Yap with the Chairs of college boards that are members of BC Colleges (BCC), and advised of an upcoming call for expressions of interest in governance education opportunities through attendance at 2013 conferences hosted by the Association of Canadian Community Colleges (ACCC) and the Association of Governing Boards (AGB).

4.3 Audit and Finance Committee (AFC)

a) Chair's Report

The AFC Chair advised of her report for the Closed Session meeting.

b) Financial/FTE Reporting to September 30, 2012

The Vice President, Finance and Administration (VPFA) updated Board members on Financial/Full Time Equivalent (FTE) reporting to September 30, 2012 and invited questions.

c) Education Council Advice: 2013/14 College Budget Guidelines

The Education Council Chair had no further advice beyond that provided in her written report.

d) Recommendation: 2013/14 College Budget Guidelines

The Vice President, Finance and Administration (VPFA) advised that the College's Senior Management Team (SMT) had considered feedback received from employees, Constituency Group Leaders and Education Council before presenting the AFC the proposed College Budget Guidelines.

It was moved by Shelley Williams, seconded by Sydney Tomchenko, and resolved:

33/2012

"THAT the Douglas College Board approve the 2013/14 College Budget Guidelines"

4. CHAIR, COMMITTEE AND LIAISON REPORTS, cont'd**4.4 Report: Human Resources Committee (HRC)**

The HRC Chair advised of upcoming presentations by the Interim Associate Vice President, Human Resources (AVPHR).

4.5 Report: Chair, Education Council

Education Council Chair Elizabeth McCausland referred to her written report.

4.6 Report: Education Council Liaison

Board Liaison Bruce Clarke had no additional information to report.

4.7 Report: Douglas College Foundation Liaisons

Bruce Clarke reported on the Foundation's November 2012 meeting, and of the success of the recent *A Class Act* fundraising event, and Sydney Tomchenko expanded on other recent Foundation undertakings. She advised that the Associate Vice President, External Relations (AVPER) had sent regrets for this Board meeting so that she could attend a regional awards ceremony, at which the Foundation was nominated for an award.

5. NEXT MEETING AND ADJOURNMENT

There being no further business, the Chair adjourned the meeting at 5:23 p.m., after confirming that the subsequent meeting was scheduled for January 24, 2013 at the New Westminster Campus.

CHAIR

PRESIDENT