

Open Meeting File 2014-01-23, approved February 20, 2014

IN ATTENDANCE**Board Members**

Graeme Bowbrick
Mark Darville
Gerry Gramozis
Todd Harper, Chair, Education
Council (ex-officio)
Jeevan Khunkhun
Nicole Liddell
Gerry Shinkewski, Vice Chair
Tom Spraggs
Sydney Tomchenko, Vice Chair
Jim Utley, HRC Chair
Shelley Williams, Board Chair

Administration

Lauren Dailey, Executive Assistant to the President
Kathy Denton, VP, Academic and Provost (VPAP)
Shelagh Donnelly, Executive Assistant to the College Board;
recording
Blaine Jensen, VP, Educational Services (VPES)
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

Madison Paradis-
Woodman, DSU
Sandra Mountain,
BCGEU

GUESTS

n/a

REGRETS**Board Member(s)**

Jillian Griffin
Peter Kendrick, AFC Chair
Scott McAlpine, President
(ex-officio)

Administration

Guangwei Ouyang, VP, International Education and
Strategic Partnerships (VPIESP)

Observer(s)

Len Millis, DCFA

* late arrival

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair Shelley Williams called the meeting to order at 5:04 p.m. Conveying regrets from those unable to attend, the Chair welcomed all in attendance. She expressed appreciation for recent boardroom enhancements that would enable members of this paperless Board to more efficiently keep hardware charged during meetings.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved by Mark Darville, seconded by Tom Spraggs, and unanimously resolved:

01/2014 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda*

- 2.1 Minutes of the November 21, 2013 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 – December 2013, January 2014 Reports to the Board and College Community – acknowledged
- 2.5 Report: Correspondence and Events – acknowledged

3. WELCOME TO BOARD MEMBER JEEVAN S. KHUNKHUN

Thanking Mr. Khunkhun for having attended the last meeting as an observer, the Chair welcomed him to the Board and noted that he had taken the Oath of Office during his orientation session. Mr. Khunkhun outlined his background and expressed delight in joining the Board and contributing to the College.

4. WELCOME TO VICE PRESIDENT, FINANCE & ADMINISTRATION (VPFA) TRACEY TERNOWAY

The Chair noted that, while Ms. Ternoway joined the College in late November 2013 and attended that month's Board meeting, this session marked the VPFA's first meeting at the helm of Finance and Administration. The Chair offered that the Board and its Audit and Finance Committee looked forward to the benefit of the VPFA's expertise.

5. PRESIDENT'S REPORT

a) Douglas College 2010 – 2015 Strategic Plan Update

In the President's absence, the Vice President, Academic and Provost (VPAP) invited questions of the President's report; none arose.

6 CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS

6.1 Board Chair

6.2 Board Executive and Governance Committee (BEGC)

a) February 2014 Board Meeting

With Board members attending a budget and finance education session immediately prior to the February Board meeting, the Chair advised of the relocation of the February meeting to the New Westminster Campus. The revised meeting schedule was posted on the [College Board website](#).

b) Board Development: Delegates to 2014 Conferences

The Chair reported that, reflecting high expectations of Board members, the Board continued to support governance education and had confirmed members' participation in 2014 conferences as follows. Participants would, on return, provide reports to the Board.

- Association of Canadian Community Colleges Conference (ACCC): Sydney Tomchenko
- Association of Governing Boards (AGB): Conference on Trusteeship: Todd Harper, Jeevan Khunkhun, Nicole Liddell, Jim Utley, Shelley Williams

c) Spring 2014 Elections to the College Board and Education Council: Information Forums for Prospective Candidates

Preliminary planning was underway for the Board and Education Council to partner in hosting information forums at both campuses for students considering candidacy for either of the two co-governing bodies. 2014 represented the third consecutive year the Board would host such forums and, once election dates were known, the Board Chair planned to approach *The Other Press* to enhance awareness of the sessions.

d) Douglas College Honorary Fellow Distinction: 2014 Nomination Process

The Chair advised that the evening's Closed Session meeting would include consideration of any nominations the President may have for the Douglas College Honorary Fellow distinction, which was first awarded in 2012.

e) Other – Events

The Chair reported on the College's Employee Retirement and Recognition evening, where she had been pleased to extend the Board's thanks and congratulations to honourees. She thanked members who had already confirmed attendance at any of the four upcoming Winter 2014 graduation ceremonies and encouraged any others who planned to attend to advise the Board Executive Assistant (EA).

2013 marked the first annual Board Honours event, at which Board members recognised the year's Faculty Emeritus recipients as well as students in receipt of Board scholarships and the College's Award for Educational Excellence. The Chair advised that the Board would, during its Closed Session meeting later the same day, finalise its 2014 Work Plan and Calendar, after which point the Board EA would circulate invitations to Deans, Directors, the Senior Management Team (SMT) and other colleagues.

6. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS, cont'd**6.2 Audit and Finance Committee (AFC)****a) Chair's Report**

The Board Chair thanked Mr. Tom Spraggs for representing the AFC Chair during the evening's meetings as well as a number of AFC-related sessions in the course of the past week. Mr. Spraggs reported on the Committee's January 2014 meeting, including intent to present a recommendation for selection of the College's external auditor to the March 2014 Board meeting.

b) 2013/14 Douglas College Operating Fund Surplus: Board-Approved Allocations of One Time Only (OTO) Expenditures

The Board approved, during its Closed Session meeting of November 2013, the following One Time Only (OTO) expenditures as identified on the January 2014 Open Session agenda.

- i. Citrix Xen Desktop Platinum software for 200 concurrent users; includes Blade Server Architecture - \$310,000
- ii. Student Entrance Bursary Pilot Program - \$64,000
- iii. Douglas/SFU Joint Student Entrance Scholarship - \$40,000
- iv. Strategic Brand Extension - \$50,000
- v. Clocks (120) for Classrooms and Lecture Theatres - \$25,000
- vi. Microwaves (additional) for student/employee use - \$10,000
- vii. Student use computer stations (16 additional) and Quick Print Stations (four additional) - \$55,000

6.4 Report: Human Resources Committee (HRC)**a) Chair's Report**

The HRC Chair reported on that Committee's January 2014 meeting, which included review of the President and CEO evaluation process as well as Board compensation. Committee work on the CEO evaluation process would resume with a meeting the following day.

6.5 Reports: Education Council**a) Chair, Education Council: November and December 2013 Reports**

On request from a fellow Board member, the Education Council Chair explained the short cycle process for Education Council matters.

b) Education Council Liaison's Report

Education Council Liaison Mark Darville had nothing further to add.

6.6 Report: Douglas College Foundation Liaison

Douglas College Foundation Liaison Sydney Tomchenko reported on the Foundation's recruitment of Mr. David Magnuson-Ford as Director of Development, and on recent Foundation Board events. She advised of Foundation plans for a golf tournament, to be held in partnership with the New Westminster Chamber of Commerce, on June 18, 2014.

7. NEXT MEETING AND ADJOURNMENT

There being no further business, the Chair adjourned the meeting at 5:21 p.m.

CHAIR

PRESIDENT