

Open Meeting File 2011-11-24, approved January 19, 2012

IN ATTENDANCE

Board Members

Bruce Clarke
Peter Kendrick, Vice Chair
Marina Kolar
Scott McAlpine, President (ex-officio)
Elizabeth McCausland,
Education Council Chair (ex-officio)
Sydney Tomchenko
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, Employee Relations (AVPER)
Dave Taylor, Director, Marketing and Communications Office (MCO)
Chris Worsley, Director, Finance

Observers

Sandra Hochstein, DCFA
Cathy Pham, DSU

GUESTS*

Ms. Nancy Constable, Director, Safety, Security and Risk Management, Douglas College

REGRETS

Board Member(s)

Daniel Fontaine
Mary Hemmingsen
Jerin Mece
Gerry Shinkewski

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 called the meeting to order at 5:01 p.m., welcoming all and conveying regrets on behalf of Board members unable to attend.

2. APPROVAL OF AGENDA/CONSENT AGENDA

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

31/2011 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda*

- 2.1 Minutes of the September 22, 2011 Open Session Board Meeting – approved
- 2.2 Report: Douglas College Faculty Association (DCFA) – acknowledged
- 2.3 Report: Douglas Students' Union (DSU) – acknowledged
- 2.4 Report: College President – acknowledged
- 2.5 Report: Correspondence and Events – acknowledged

3. PRESIDENT'S REPORT: 2010 – 2015 STRATEGIC PLAN UPDATE

The President invited questions of his report, and the initiatives addressed therein. As circumstances beyond the President's control had precluded his joining the Associate Vice President, International (AVPI) as a member of Premier Clark's BC Jobs and Trade Mission to China and India, the AVPI reflected on his recent travels to 11 cities in 14 days. The Chair advised that he had asked the President and AVPI to provide a more detailed report to the Board at its January 2012 meeting.

4. FOR REVIEW/APPROVAL

4.1 Douglas College Budget Guidelines

- a) Education Council's Advice to the Board**
- b) President's Recommendation**

The Chair noted that the evening's Education Council- and credential-related submissions to the Board reflected a draft iteration of the new reporting format to be instituted effective January 2012, and invited Board members' feedback to the Executive Assistant to the Board. Board members considered Education Council's advice, and the President's recommendation, on the proposed 2012/13 College Budget Guidelines.

It was moved by Shelley Williams, seconded by Jim Utley, and unanimously resolved:

32/2011 *THAT the Douglas College Board approve the 2012/13 College Budget Guidelines*

4.2 Financial/FTE Reporting to September 30, 2011

Audit and Finance Committee (AFC) Chair Peter Kendrick drew attention to positive trends, and the Board Chair noted the increase in university transfer Full Time Equivalents (FTEs). The President confirmed that this represented the fifth consecutive year of FTE increases at Douglas College, and Board members reflected upon the increases as expressed by percentages.

4.3 Establishment of Credentials

- a) Bachelor of Arts in Applied Psychology**
- b) Bachelor of Arts in Applied Psychology (Honours)**
- c) Certificate in Academic Foundations**

Responding to the request for feedback on the draft template of new reporting forms, Board members concurred that it would be helpful, wherever possible in presentation of credentials for approval, to include a market analysis or comments on expectations of graduates' ability to secure employment in a related field. The President and the Vice President, Academic (VPA) confirmed that a feasibility study/market analysis is undertaken with every such proposal. Board members offered, and the VPA answered, questions associated with the three proposed credentials.

It was moved by Peter Kendrick, seconded by Bruce Clarke, and unanimously resolved:

33/2011 *THAT the Douglas College Board approve the establishment of the credential, Bachelor of Arts in Applied Psychology*

34/2011 *THAT the Douglas College Board approve the establishment of the credential, Bachelor of Arts in Applied Psychology (Honours)*

35/2011 *THAT the Douglas College Board approve the establishment of the credential, Certificate in Academic Foundations*

5. COMMITTEE, LIAISON REPORTS

5.1 Report: Board Executive and Governance Committee (BEGC)

The Board Chair reported on efforts undertaken during the BEGC's November 1, 2011 meeting, and on the intended by-law and policy focus for its December 7, 2011 meeting.

5. COMMITTEE, LIAISON REPORTS, cont'd**5.2 Report: Audit and Finance Committee (AFC)**

Committee Chair Peter Kendrick reported that, in accordance with its Terms of Reference, the AFC had, during its November 21, 2011 meeting, elected its Chair for 2011-12; he congratulated Shelley Williams on her election by acclamation. Peter Kendrick advised that he would continue to serve on the AFC and that, by virtue of her role as AFC Chair, Shelley Williams would join the Board Executive and Governance Committee effective December 2011.

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

36/2011 *THAT the Douglas College Board approve the Audit and Finance Committee's Terms of Reference as presented November 24, 2011*

5.3 Report: Human Resources Committee (HRC)

Committee Chair Jim Utley reported on the HRC's November 21, 2011 meeting, and outlined the Committee' intended development of its annual calendar and Terms of Reference review.

5.4 Report: Chair, Education Council

Board members had no questions of Education Council Chair Elizabeth McCausland's report.

5.5 Liaison Report: Douglas College Foundation

Foundation Liaison Bruce Clarke reported on recent Foundation undertakings, and on the approximately \$25,000 raised for student aid through the October 2011 "A Class Act" event.

6. BOARD CHAIR'S REPORT**6.1 General**

The Board Chair reported on College and external events he had attended on behalf of the Board in the past month, and encouraged attendance at upcoming events, listed on the agenda and published on the Board Resources Page.

6.2 College Board Development and Succession Planning

The Chair reported that the College had now submitted to the Ministry of Advanced Education (AVED) and the Board Resourcing and Development Office (BRDO) the Notice of Position (NOP) and accompanying documents to support filling the vacancy to be created with Mary Hemmingsen's July 31, 2012 departure from the Board. The Chair had requested an early appointment to this upcoming vacancy and advised that, on review of the Board competency matrix, we had identified and recommended a specific candidate who possesses the required Human Resources expertise. The Chair reported that the College had also submitted recommendations of reappointment for each of Daniel Fontaine, Peter Kendrick and Shelley Williams, whose current terms would conclude on July 31, 2012. He relayed to Board members advice of modifications to the process associated with recommendations leading to Order in Council appointments (OICs).

The Chair called for expressions of interest, to be conveyed in writing to the Executive Assistant to the Board on or before December 2, 2011, in attending the 2012 Association of Canadian Community Colleges (ACCC) or Association of Governing Boards (AGB) conferences. He advised that the Board could not guarantee that it could send everyone expressing interest in such a conference, and that decisions would be communicated in early December 2011.

7. NEXT MEETING AND ADJOURNMENT

There being no further business, the meeting adjourned at 5:46 p.m., with the next Open Session meeting confirmed for a 5:00 p.m. start in the New Westminster Campus boardroom on Thursday, January 19, 2012.

CHAIR

PRESIDENT