

*Open Meeting File 2011-06-16, approved September 22, 2011*

## **IN ATTENDANCE**

### **Board Members**

Daniel Fontaine  
Scott McAlpine, President (ex-officio)  
Elizabeth McCausland,  
Education Council Chair (ex-officio)  
Raj Dehal Nibber  
Mike Russell  
Sydney Tomchenko  
Jim Utley  
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)  
Hazel Postma, Associate Vice President, External Relations (AVPER)  
Wanda Sanginesi, Associate Vice President, Employee Relations (AVPER)  
Dave Taylor, Director, Marketing and Communications Office (MCO)  
Chris Worsley, Director, Finance

### **Observers**

Cathy Pham, DSU

## **GUESTS\***

Valerie Lockyer, Associate Director, Douglas College Training Group (TG)  
Bob McConkey, Executive Director, Douglas College Training Group (TG)

## **REGRETS**

### **Board Member(s)**

Bruce Clarke  
Mary Hemmingsen, Vice Chair  
Peter Kendrick, Vice Chair  
Aiko Lim

### **Administration**

Guangwei Ouyang, Associate Vice President, International (AVPI)

### **Observer(s)**

Mark Ferley, BCGEU  
Sandra Hochstein, DCFA

\* departed subsequent to consideration of associated agenda item      \*\* late arrival

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

Chair Paul Wates called the meeting to order at 5:04 p.m.; he relayed regrets from those unable to attend, and welcomed guests.

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

It was moved by Daniel Fontaine, seconded by Jim Utley, and unanimously resolved:

21/2011      *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda*

- 2.1 Minutes of the May 19, 2011 Open Session Board Meeting – approved
- 2.2 Report: Douglas Students' Union (DSU) – acknowledged
- 2.3 Report: College President – acknowledged
- 2.4 Report: Correspondence and Events – acknowledged

## **3. PRESENTATION: DOUGLAS COLLEGE TRAINING GROUP (TG)**

Bob McConkey and Valerie Lockyer presented on Training Group's (TG's) business priorities, strategic lines, and abilities to grow and respond to change. They discussed TG's teaching quality and strong local, provincial and national connections to community organisations, and invited and responded to Board members' questions.

Reference: <http://www.douglas.bc.ca/training-community-education.html>

**4. PRESIDENT'S REPORT****4.1 Douglas College 2010 – 2015 Strategic Plan: Update**

The President elaborated on his report contained in the agenda package and thanked all involved for their persistence on the College's Pathways initiative, which was gaining traction.

**5. FOR REVIEW/APPROVAL****5.1 Recommendation on 2010/11 Audited Financial Statements**

The Vice President, Finance and Administration (VPFA) reported on the audited statements, and invited and responded to questions. The Audit and Finance Committee's (AFC's) Acting Chair reported on that Committee's recent meeting with auditors from the Office of the Auditor General of British Columbia (AGBC), who spoke very highly of the College and its financial management. The Acting Chair and the VPFA outlined the auditors' recommendations and information technology-related management points, and noted that the AFC had accordingly asked for an addition to the College risk register. Audit and Finance Committee members had also, the Acting Chair reported, reviewed and been satisfied with the legal letters. Discussion ensued, with consideration of government contributions to operating and capital funds.

It was moved by Shelley Williams, seconded by Mike Russell, and unanimously resolved:

22/2011            *"THAT the Douglas College Board approve the 2010/11 audited Douglas College Financial Statements"*

**5.2 Recommendation on 2010/11 Audited FTE Enrolment Report**

- a) **Audited 2010/2011 FTE Enrolment Report**
- b) **FTE Enrolment Report Highlight Memo**

The Acting Chair of the Audit and Finance Committee (AFC) commended management on a good, clean audit.

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

23/2011            *"THAT the Douglas College Board approve the 2010/11 FTE Enrolment Report"*

**5.3 2011/12 Douglas College Accountability Plan and 2010/11 Report to The Ministry of Advanced Education**

The President reported that the 2011/12 Accountability Plan had been updated since the April 2011 Board meeting. He invited discussion of the report, which reflected the College's Strategic Plan as well as the ministerial business plan. Board members considered generalized improvements over the prior year, and assessment of student skill development for those engaged in certificate, diploma and degree studies.

It was moved by Sydney Tomchenko, seconded by Daniel Fontaine, and unanimously resolved:

24/2011            *"THAT, with a noted correction to page 25 of the report, the Douglas College Board approve the document, Douglas College 2011/12 Accountability Plan and 2010/11 Report for provision to the Ministry of Advanced Education"*

**5. FOR REVIEW/APPROVAL, cont'd****5.4 Proposed Board Policy Revision: Board Policy B01.01.01, Planned Changes to the Organization, Structure and Operation of Educational Programs and Services**

It was moved by Shelley Williams, seconded by Daniel Fontaine, and unanimously resolved:

25/2011        *“THAT the Douglas College Board approve the presented revised Board Policy B01.01.01, Planned Changes to the Organization, Structure and Operation of Educational Programs and Services”*

**5.5 Credential Withdrawal and Establishment: Updates to Credential Name**

The Vice President, Academic (VPA) elaborated on the rationale for the recommended updates.

It was moved by Don Valeri, seconded by Jim Utley, and unanimously resolved:

26/2011        *“THAT the Douglas College Board approve the withdrawal of the credential, Diploma in Hotel and Restaurant Management, and establish the credential, Diploma in Hospitality Management”*

**5.6 FTE/Financial Reporting: Summer 2011 Semester**

The Vice President, Finance and Administration (VPFA) reported that enrolments were up slightly more than projected, and that international enrolments were up significantly over projected levels.

**5.7 Disclosure:****Fiscal 2010/11 Douglas College Board and Committee Meeting Attendance and Honoraria**

The Chair noted that, while this Board had already been publicly disclosing such information on its Board website, the publication of such information was now mandatory. He invited Board members to review the published records of their fiscal 2010/11 meeting attendance and honoraria, and to advise of any perceived inaccuracies.

**5.8 Knowledge Infrastructure Fund (KIP) Compliance Audit**

The Vice President, Finance and Administration (VPFA) reported that this compliance report, which did not require Board approval, had been completed and, as was reflected in the audit report, all was satisfactory. The College awaited the 10%/\$731,000 federal government holdback. Board members queried whether there were any significant variances in amounts funded and spent, and the VPFA advised that the College spent \$90,000 more than was funded. This sum was allocated for vestibule installation, and reflected College planning and cyclical maintenance.

**5.9 College Board 2011/12 Meeting Schedule: Proposed Amendment**

The Chair outlined the need to adjust, on an ongoing basis, the Board's meeting schedule for the month of February given plans to host the College's Winter graduation ceremonies on the third Thursday of each February. He asked Board members to adjust their schedules, and invited them to advise of any difficulties the schedule change might present.

## **6. OTHER REPORTS**

### **6.1 Report: Board Executive and Governance Committee (BEGC)**

The Board Chair reported on the Board Executive and Governance Committee's recent meeting.

### **6.2 Report: Audit and Finance Committee (AFC)**

Shelley Williams reported on behalf of Committee Chair Peter Kendrick. She advised that much of the Committee's recent meeting had been dedicated to the recent audits, but that Committee members also reviewed the President's 2010/11 expenditures, which seemed reasonable, and the Board's budget and year-to-date expenditures.

### **6.3 Report: Human Resources Committee (HRC)**

Committee Chair Mike Russell reported that the Human Resources Committee had met the previous day.

### **6.4 Report: Chair, Education Council**

Education Council Chair Elizabeth McCausland invited questions of her report; there were none.

### **6.5 Liaison Report: Douglas College Foundation**

In the absence of Douglas College Foundation Liaison Bruce Clarke, the Vice President, External Relations (VPER) reported on the Foundation Board's meeting earlier the same week.

### **6.6 College Board Succession Planning**

The Board Chair reported on continued efforts in support of securing an appointment to fill the vacancy to occur with Mike Russell's conclusion of service on July 31, 2011 and the recommended reappointments of Peter Kendrick, Sydney Tomchenko and Jim Utley, also effective July 31, 2011.

### **6.7 Board Chair's Report**

The Chair reported on the College's six Summer 2011 graduation ceremonies, and on the 2011 Association of Canadian Community Colleges (ACCC) conference, which he attended given ACCC's presentation of its inaugural Gold International Excellence Award to Douglas College. The Chair advised that Bruce Clarke, Peter Kendrick – who served as a presenter – and Jim Utley also attended the conference. Jim Utley offered highlights of his report on the conference, and it was agreed that the Board EA would publish all such reports to the Board Resources Page.

The Chair highlighted upcoming events, and noted that the Associate Vice President, International (AVPI) was in China preparing for the upcoming graduation ceremonies at partner institutions Heilongjiang Institute of Science and Technology (HIST) and the Shanghai Institute of Foreign Trade (SIFT). The Chair would join the President, Vice President, Academic (VPA) and the Vice President, Finance and Administration (VPFA) in departing June 17, 2011 for China, where the Honourable Naomi Yamamoto, Minister of Advanced Education (AVED) would join this delegation for the HIST graduation ceremonies in Harbin.

**6.8 Board Recognition**

The Chair offered thanks to outgoing Board members Aiko Lim, Raj Nibber and Mike Russell. He congratulated Ms. Nibber on gaining employment with the BC Cancer Agency, acknowledged Ms. Lim’s contributions of the past year, and reflected on Mike Russell’s contributions over a period of six years.

The Chair thanked the College’s Constituency Group Leaders (CGLs), Directors, the Senior Management Team (SMT) and Board members for their contributions toward building the best college in British Columbia.

**7. NEXT MEETING AND ADJOURNMENT**

There being no further business, the meeting adjourned at 6:53 p.m., with the next Open Session meeting confirmed for a 5:00 p.m. start in the New Westminster Campus boardroom on Thursday, September 22, 2011.

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CHAIR

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PRESIDENT