

*Open Meeting File 2014-02-20, approved March 20, 2014*

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

Graeme Bowbrick  
Jillian Griffin  
Gerry Gramozis  
Todd Harper, Chair, Education  
Council (ex-officio)  
Peter Kendrick, AFC Chair  
Jeevan Khunkhun  
Nicole Liddell  
Scott McAlpine, President  
(ex-officio)  
Tom Spraggs  
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  
Ian McLeod, Chief Information Officer (CIO), for the VPER  
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

**GUESTS**

Tracy Ho\*, Chris Maguire\*, Erin Rozman

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

Mark Darville  
Gerry Shinkewski, Vice Chair  
Sydney Tomchenko, Vice Chair

**Administration**

Blaine Jensen, VP, Educational Services (VPES)

**Observer(s)**

Sandra Mountain,  
BCGEU  
Madison Paradis-  
Woodman, DSU

\*early departure

---

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

There being a quorum present, Chair Shelley Williams called the meeting to order at 6:12 p.m. Relaying regrets from those unable to attend, she welcomed guests and thanked all for accommodating the late start following a College finance education session for Board members.

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

It was moved by Nicole Liddell, seconded by Jillian Griffin, and unanimously resolved:

**02/2014** *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items and motion on the consent agenda*

- 2.1 Minutes of the January 23, 2014 Open Session Board Meeting – approved
- 2.2 Report: Douglas Students' Union (DSU) – acknowledged
- 2.3 Reports: College President – February 2014 Report to the Board and College Community – acknowledged
- 2.4 Report: Correspondence and Events – acknowledged

**3. PRESIDENT'S REPORT****a) Douglas College 2010 – 2015 Strategic Plan Update**

The President expanded on his report, noting work undertaken on standard operating procedures (SOPs) by the College's recently formed Administrators' Community of Practice (ACP). He provided an update on strategic planning processes, which would be scheduled in a manner that would ensure capacity for Board involvement, and reported on the provincial budget released earlier in the week. The Board Chair noted Board members' participation in the week's BC Chambers of Commerce budget meeting and the Business Council of BC (BCBC) budget forum. Discussion of job growth projections, and educational opportunities, ensued.

**4. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS****4.1 Board Chair****4.2 Board Executive and Governance Committee (BEGC)****a) Government's 2014/15 Letter of Expectations (GLE) Between the Minister of Advanced Education (AVED) and Douglas College**

Members noted the final version of the 2014/15 Government Letter of Expectations (GLE), and the Board Chair committed to signing and submitting it on behalf of the Board.

**b) College Board Succession Planning: Board Competencies Matrix Review**

The Chair advised that, given plans to request reappointments of three current Order In Council (OIC) members, and the conclusion of term for another member, the Board Executive Assistant (EA) would circulate the Board Competencies Matrix to members for review and updates from individual members.

**c) Other**

The Chair reported on the previous week's graduation ceremonies, which include one of the largest classes yet, and thanked Board members who participated in or attended the ceremonies, and noted that the graduating class included past Board member Marina Kolar and current DSU Constituency Group Leader (CGL) Madison Paradis-Woodman.

The Board Chair and Vice Chairs had joined the President and others in a conference call the previous week with fellow Association of Canadian Community Colleges (ACCC) delegates to vote on a motion to change the organisation's name to Colleges and Institutes Canada (CIC). The motion passed, and the new identity will be launched at the organisation's May 2014 annual conference.

**4.3 Audit and Finance Committee (AFC)****a) Chair's Report****b) Financial/Full Time Equivalent (FTE ) Reporting to January 31, 2014**

The Vice President, Finance and Administration (VPFA) expanded on the financial report, and the AFC Chair observed that the College was ahead of budget, primarily due to the success of International operations.

A member asked whether, given the additional budget surplus and rapid approach of fiscal year-end, the Board wanted to take any additional action beyond the One Time Only (OTO) expenditures it approved in November 2013. The Chair noted that the unbudgeted surplus was currently \$875,000, down from the \$1 million projected in January 2014. Discussion ensued, and encompassed consideration of potential uses of surplus funds. The Board asked that management review the list of One Time Only (OTO) proposals it presented the Board in October 2013, and provide recommendations to the Board for its March 2014 meeting.

*Note: C. Maguire departed at 6:42 p.m.*

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

The Chair reported on the Committee's February 19, 2014 meeting and on progress with the review of the CEO evaluation process.

**4.5 Reports: Education Council****a) Chair, Education Council: January 2014 Report**

The Education Council Chair invited questions of his report, and he and the President responded to queries.

**4. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS, cont'd****4.5 Reports: Education Council, cont'd****b) Credential Recommendations:**

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

**03/2014** *THAT the Douglas College Board establish the credentials Computer Science and Information Systems Advanced Certificate – Data and Analytics and Computer Science and Information Systems Advanced Certificate – Web and Mobile Computing*

**c) Education Council Liaison's Report**

Education Council Liaison Mark Darville was unable to attend this meeting.

**4.6 Report: Douglas College Foundation Liaison**

Douglas College Foundation Liaison Sydney Tomchenko was unable to attend; the Board Chair and the Associate Vice President, External Relations (AVPER) expanded on the Foundation survey recently circulated to College Board members.

**5. OTHER**

Members watched a You Tube post of students in the New Westminster Campus concourse earlier the same day, celebrating the Canadian Women's gold medal hockey performance at the 2014 Winter Olympics. They commended the Director, Marketing and Communications (MCO) on television ads run during the Olympics.

Reference: [http://www.youtube.com/watch?v=2pDAiCOXI8E&list=UUNA5g\\_idpAQaQLCSRW-7w8A](http://www.youtube.com/watch?v=2pDAiCOXI8E&list=UUNA5g_idpAQaQLCSRW-7w8A)

**6. NEXT MEETING AND ADJOURNMENT**

There being no further business, the Chair adjourned the meeting at 6:58 p.m. and confirmed the subsequent meeting for 5:00 p.m. on Thursday, March 20, 2014 in the New Westminster Campus boardroom.

---

CHAIR

---

PRESIDENT