

Open Meeting File 2014-11-20, approved January 22, 2015

IN ATTENDANCE**Board Members**

Aaron Bayes
Graeme Bowbrick
Jane Butterfield¹, AFC Chair
Jason Carvalho
Kathy Denton, Interim President (ex-officio)
Todd Harper, Chair, Education Council (ex-officio)
Peter Kendrick, Vice Chair
Jeevan Khunkhun, CPC Chair
Katryna Koenig
Nicole Liddell, HRC Chair
Dave Seaweed
Gerry Shinkewski, Vice Chair
Tom Spraggs, TSC Chair
Shelley Williams, Board Chair

Administration

Thor Borgford, Interim VP, Academic and Provost (VPAP)
Laureen Dailey, Executive Assistant to the President
Shelagh Donnelly, College Secretary; recording
Keith Ellis, Director, Institutional Research and Planning (IRP)
Blaine Jensen, VP, Educational Services (VPES)
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, Associate VP, Business Development and Strategic Communications (AVPBDSC)
Tracey Ternoway, VP, Finance and Administration (VPFA)
Chris Worsley, Director, Finance

Observers

Chris Maguire for Erin Rozman, DCFA
Ruab Waraich, DSU

Guest(s)

Tracy Ho

REGRETS**Board Member(s)**

n/a

¹ late arrival

Administration

n/a

Observer(s)

Ryan Cousineau, BCGEU

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair Shelley Williams called the meeting to order at 5:13 p.m. She conveyed the Board's congratulations to members of the management team: Guangwei Ouyang and Douglas International on being awarded the International Collaboration award presented by the Congress of the World Federation of Colleges and Polytechnics (WFCP), Hazel Postma on her nomination for a City of New Westminster Platinum Award nomination, and Dave Taylor on his promotion to the position of Associate Vice President.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved by Gerry Shinkewski, seconded by Katryna Koenig, and unanimously resolved:

26/2014 *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 September 25, 2014 Open Session Board Meeting
- 2.2 Report: BC Government Service Employees' Union (BCGEU)
- 2.3 Report: Douglas Students' Union (DSU)
- 2.3 Reports: Interim College President – October and November 2014 Reports to the Board and College Community
- 2.4 Reports: Correspondence, Reports and Upcoming Events
 - a) Administrative Service Delivery Transformation (ASDT) Updates: September-October 2014; 2013/14 Progress Report
 - b) Employee Retirement Reception and Dinner
 - c) Winter 2015 Graduation Ceremonies
 - d) Employee Recognition Reception

3. INTERIM PRESIDENT'S REPORT

3.1 Operational and Strategic Matters

Observing that all BC public sector boards have responsibility for ensuring their respective institutions have publicly available codes of conduct, the Interim President reported that this College's code of conduct would be presented for approval during the Closed Session meeting and that, upon approval, management would work on implementation of the Code.

4. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS

4.1 Board Executive and Governance Committee (BEGC)

The Chair reported on Board recruitment efforts and on communications with government, including a recent meeting with the Minister. New Taxpayer Accountability mandate letters will be provided to all post-secondary institutions in December 2014, with opportunity for feedback to government.

Noting the Board's focus on providing education for members, the Chair reported that the College Secretary was in the process of contacting individuals to assess interest in being considered for 2015 conference delegations. The Chair highlighted the need for firm commitments to such events.

4.2 Audit and Finance Committee (AFC)

a) Chair's Report

The Committee Chair reported on investment fund management, progress on the internal audit, and management's excellent start to compliance requirement reporting.

b) Quarterly Financial Forecast and Semester FTE Reporting

Discussion followed the Vice President, Finance and Administration's (VPFA's) expansion on reports contained in the agenda package.

c) 2015/16 College Budget Guidelines: Advice from Education Council

The Education Council Chair advised that Education Council had no further recommendations.

d) 2015/16 College Budget Guidelines: Recommendation for Approval

The VPFA reported that management had received and considered feedback before presenting the proposed Budget Guidelines to the Board.

It was moved by Peter Kendrick/Nicole Liddell, seconded by Tom Spraggs, and unanimously resolved:

27/2014 *THAT the Douglas College Board approve the 2015/16 College Budget Guidelines*

e) College Metrics: Annual Report to the Board

The Board queried and considered demographics, marketing, class capacities and delivery costs per student FTE (Full Time Equivalent); management confirmed that actual costs, when considering all FTEs, were on the decline.

Noting variations in how student counts have been presented in various information documents over the years, the Board Chair asked that management find a consistent means of reporting such numbers. The Director, Institutional Research and Planning, has assumed responsibility for such information, and student numbers will be consistently based on counts as of each August.

4.3 Human Resources Committee (HRC)

a) Chair's Report

The Committee Chair reported on committee activities, and on work underway on revision to the Committee's Terms of Reference (TOR).

b) Proposed Board Policy BP1009, Expense Reimbursement for Board Members

Advising that the Board's existing practices had not been updated in eight years, the Committee Chair reported on the Committee's review of government policies and mandates in developing the proposed policy. She noted that employees who are Board members will remain subject to Employee Guidelines except when travelling on Board business.

It was moved by Nicole Liddell, seconded by Peter Kendrick, and unanimously resolved:

28/2014 *THAT the Douglas College Board approve the proposed Board Policy BP1009, Expense Reimbursement for Board Members, and rescind Board by-Law 8306(A1), Reimbursement of Expenses Incurred by Board Members*

4.4 Education Council**a) Chair, Education Council: September and October 2014 Reports**

Reflecting that many post-degree diploma (PDD) students work and study concurrently, members expressed interest in learning how co-op placements may work for students already in the work place. The Interim Vice President, Academic and Provost (IVPAP) followed up on questions via comment to the Board portal.

4.5 Campus Planning Committee (CPC)

The Committee Chair reported on committee work underway to date, and on the Committee's focus on a Campus Master Plan. He then presented the Committee's proposed revised Terms of Reference.

It was moved by Gerry Shinkewski, seconded by Tom Spraggs, and unanimously resolved:

29/2014 *THAT the Douglas College Board approve the revised Campus Planning Committee Terms of Reference*

4.6 Technology Strategy Committee (TSC)

Acting Committee Chair Tom Spraggs reported on plans for the Committee to meet December 2, 2014; Jason Carvalho and Dave Seaweed are also committee members, with the Board Chair and College President serving as ex-officio members.

4.7 Douglas College Honorary Fellow Selection Committee

Nicole Liddell reported on a meeting planned for the coming week, to finalise nominations.

4.8 Douglas College Foundation Liaison's Report

Aaron Bayes reported on new membership on the Foundation Board, and on the success of the recent Class Act fundraising event.

5. NEXT MEETING AND ADJOURNMENT

There being no further business, the Chair adjourned the meeting at 5:47 p.m.

CHAIR

PRESIDENT