

Open Meeting File 2012-01-19, approved February 15, 2012

IN ATTENDANCE**Board Members**

Bruce Clarke
Daniel Fontaine ^{cc}
Peter Kendrick, Vice Chair
Marina Kolar
Scott McAlpine*, President
(ex-officio)
Elizabeth McCausland,
Education Council Chair
(ex-officio)
Gerry Shinkewski
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
Maureen McGee, Administrative Assistant; administrative support
Karen Maynes, Vice President, Finance and Administration (VPFA)
Guangwei Ouyang, Associate Vice President, International (AVPI)
Hazel Postma, Associate Vice President, External Relations (AVPER)
Wanda Sanginesi, Associate Vice President, Employee Relations (AVPER)
Chris Worsley, Director, Finance

Observers

Cathy Pham, DSU
Robin Wylie for
Sandra Hochstein, DCFA

REGRETS**Board Member(s)**

Mary Hemmingsen
Jerin Mece
Sydney Tomchenko*

Administration

Blaine Jensen, Vice President, Educational Services (VPES)
Dave Taylor, Director, Marketing and Communications Office (MCO)

Observer(s)

Mark Ferley, BCGEU
Sandra Hochstein, DCFA

* late arrival

^{cc} participated by conference call

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair Paul Wates called the meeting to order at 5:06 p.m., welcoming all and conveying word of late arrivals and regrets from those unable to participate.

2. APPROVAL OF AGENDA/CONSENT AGENDA

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

01/2012 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda*

- 2.1 Minutes of the November 24, 2011 Open Session Board Meeting – approved
- 2.2 Report: Douglas Students' Union (DSU) – acknowledged
- 2.3 Report: College President – acknowledged
- 2.4 Report: 2012/13 Douglas College Operating Budget Timelines
- 2.5 Report: Correspondence and Events – acknowledged

Note: The agenda sequence was subsequently adjusted as, given his role in the formal opening of the College's Aboriginal Gathering Place, the President joined the meeting during consideration of item 5.2. For recording purposes, minutes are presented as indicated on the agenda.

3. DOUGLAS COLLEGE INTERNATIONAL

The Chair advised that copies of the Board's media release were available through the Executive Assistant to the Board, and reported that the Deloitte & Touche external review had commenced that week in British Columbia. The Chair advised that Deloitte & Touche's work in China was scheduled to begin in late February 2012, with that commencement date reflecting imminent holidays in China.

3. DOUGLAS COLLEGE INTERNATIONAL, cont'd

Reference: Appendix "A" and

<http://www.douglas.bc.ca/news/douglas-initiates-independen-review-of-chinese-partnership-programs.html>

4. PRESIDENT'S REPORT

The President offered apologies for his late arrival, necessitated by formalities associated with the afternoon's opening of the Aboriginal Gathering Place. He reported that the College had completed its survey of faculty and staff on implementation of the Strategic Plan, and that commentary and entire survey contents would be released. The President reported that Strategic Plan town hall meetings were being planned for February 2012, and invited and responded to questions.

5. COMMITTEE, LIAISON REPORTS

5.1 Board Executive and Governance Committee (BEGC)

BEGC Chair Paul Wates reported on the Committee's meetings of December 2011 and January 2012, during which the BEGC reviewed Board development and education opportunities and confirmed representation at upcoming Association of Canadian Community Colleges (ACCC) and Association of Governing Boards (AGB) conferences, and timing of the Board's October 13, 2012 retreat.

The BEGC Chair advised that the Board's ad hoc committees had begun work toward achievement of the Board's 2011-12 goals, and that the BEGC looked forward to receipt of those committees' reports and recommendations. The Chair invited questions; there were none.

5.2 Audit and Finance Committee (AFC)

AFC Chair Shelley Williams reported on the Committee's January 17, 2012 meeting, which included a session with auditors. That portion of the meeting focused on a review of the audit plan and the BC college sector's transition to a new accounting standard for the upcoming fiscal period. Other external bodies have already engaged in meetings with respect to Treasury Board recommendations and accounting standards.

The Committee Chair relayed the AFC's recommendation that, once the College's standard and requisite cycle of audits undertaken by the office of the Auditor General of BC (AGBC) was complete, the College continue to secure Full Time Enrollment (FTE) audits, even though such audits were not required by government. This recommendation reflected the view that such audits were highly relevant to primary key performance indicators (KPIs). Questions were invited; none followed.

5.3 Report: Human Resources Committee (HRC)

Committee Chair Jim Utlely reported on the HRC's January 11, 2012 meeting, during which the HRC considered labour relations activities, outstanding grievances, the status of negotiations, and the Associate Vice President, Human Resource's November 2011 succession planning presentation to the Board. The Committee, which anticipated meeting monthly in early 2012, also focused on one of its first quarter priorities, the process for the 2012 evaluation of the College President. Questions were invited; none arose.

5.4 Report: Chair, Education Council

Board members sought clarification of the scope of the approval of educational affiliations as outlined in item eight of the Education Council Chair's report, and the Chair confirmed that Education Council approved the quality of the institution's programs, rather than operational details. She confirmed that such approvals represented an early, rather than final, step in the establishment of such educational affiliations.

5.5 Report: Education Council Liaison

Board Liaison Bruce Clarke had no additional information to report.

5.6 Liaison Report: Douglas College Foundation

Foundation Liaison Bruce Clarke reported that the Foundation had been identified as a finalist for the upcoming TriCities Chamber of Commerce Business Excellence Awards, in the “Not for Profit of the Year” category.

6. BOARD CHAIR’S REPORT

6.1 General

The Board Chair commended all involved in the afternoon’s formal opening of the Aboriginal Gathering Place by the Honourable Steven L. Point, OBC, Lieutenant Governor of British Columbia, which was also attended by fellow Board members Bruce Clarke, Peter Kendrick and Jim Utley. He reported on the December 2011 seasonal socials for College employees.

The Chair reported on confirmation that the Ministry of Advanced Education (AVED) had received the Board’s November 2011 Notice of Position (NOP) for its July 2012 vacancy, and submissions recommending reappointment of Board members Peter Kendrick, Jim Utley and Shelley Williams, and that the Board had provided AVED a copy of the Board Competencies Matrix, which reflected the current Board’s expertise. He advised that the Board was awaiting similar confirmation of receipt from the provincial Board Resourcing and Development Office (BRDO).

6.2 College Board Development and Succession Planning

The Chair advised that, as identified under item 5.1, the Board would send delegates to upcoming Association of Canadian Community Colleges (ACCC) and Association of Governing Boards (AGB) conferences. He noted that the Board’s decision to send more delegates than in past years to this year’s conferences reflected the priority attached to Board development and education. All delegates would, upon return from such conferences, prepare Board written reports to the Board, to include summaries of conference sessions as well as insights on the merits of participating in such conferences. Beyond the sharing of educational information, such reports would also assist the Board in assessing and planning ongoing development opportunities.

7. NEXT MEETING AND ADJOURNMENT

There being no further business, the meeting adjourned at 5:26 p.m., with the next Open Session meeting confirmed for a 5:00 p.m. start in the New Westminster Campus boardroom on Wednesday, February 15, 2012.

CHAIR

PRESIDENT

Appendix “A”

**January 12, 2012 Media Release:
Douglas initiates independent review of Chinese partnership programs**



New Westminster Campus 700 Royal Avenue, New Westminster, BC General inquiries: 604-527-5400
David Lam Campus 1250 Pinetree Way, Coquitlam, BC General inquiries: 604-527-5400

www.douglascollege.ca

Jan 12 - Douglas initiates independent review of Chinese partnership programs

The Douglas College Board today announced it has initiated an independent review of the policies and procedures governing the college's partnership programs in China.

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3

The review follows up on issues raised in a 2010 internal review of the college's partnership programs related to the Heilongjiang Institute of Science and Technology (HIST) in Harbin, China.

"Our internal review identified issues around English-language proficiency and supplemental exams, which led to changes that were implemented by faculty and administration in 2010 and 2011," says Paul Wates, Chair of the Douglas College Board. "The independent review is to ensure that those changes have been effective and sufficient in 2012 to meet Douglas College standards."

Following the internal review in 2010, changes were made to the program: admission standards were raised, class sizes were reduced by half and English-language instruction was added to the second year of studies. In 2011, policies governing supplemental exams were also changed.

The independent external review, being conducted by Deloitte and Touche, will look at controls in place related to the examination process, student grades and course marks awarded in the programs as well as the processes and structures in place for the oversight of the programs in China. The findings of the report will be available to the public following its conclusion in March.

"We are committed to international education as part of our strategic plan," Wates says. "We are also committed to academic excellence, whether our programs are in Canada or around the world."

Since 1998, Douglas College has offered Chinese students the opportunity to earn diplomas or certificates in Business Administration and, after 2008, degrees. Studying in Shanghai or Harbin, students follow a Douglas College curriculum taught in English by Canadian Douglas College faculty, as well as by Chinese faculty. The programs are independent partnerships, receiving no provincial or federal funding.