

Open Meeting File 2015-01-20, approved February 19, 2015

IN ATTENDANCE**Board Members**

Aaron Bayes
Graeme Bowbrick
Jane Butterfield, AFC Chair
Jason Carvalho
Kathy Denton, President (ex-officio)
Todd Harper, Chair, Education Council (ex-officio)
Peter Kendrick, Vice Chair
Jeevan Khunkhun, CPC Chair
Katryna Koenig
Debbie Oster
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, Advancement and External Relations (AVPAER)
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

Len Mills for Erin Rozman, DCFA
Ruab Waraich, DSU

Guest(s)

Claire Avison, Assistant Deputy Minister, AVED
Tracy Ho, Douglas Students' Union (DSU)

REGRETS**Board Member(s)**

Nicole Liddell, HRC Chair

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 5:19 p.m. and welcomed new member Debbie Oster and all in attendance. The Board congratulated Dr. Denton on her appointment as College President and CEO.

2. APPROVAL OF AGENDA/CONSENT AGENDA

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

01/2015 *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 November 20, 2014 Open Session Board Meeting
- 2.2 Report: BC Government Service Employees' Union (BCGEU)
- 2.3 Report: Douglas Students' Union (DSU)
- 2.4 Reports: College President – December 2014 and January 2015 Reports to the Board and College Community
- 2.5 Reports: Correspondence, Reports and Upcoming Events
 - a) Administrative Service Delivery Transformation (ASDT) Update: November/December 2014 Progress Report
 - b) Winter 2015 Graduation Ceremonies
 - c) Employee Recognition Reception

3. INTRODUCTION OF NEW BOARD MEMBER

3.1 Debbie Oster

Ms. Oster outlined her background and interest in serving on the Board and its Human Resources Committee.

4. PRESIDENT'S REPORT

4.1 Report on Operational and Strategic Matters

The President highlighted elements of her written report. A discussion ensued.

4.2 Douglas College Honorary Fellow Distinction: 2015 Nomination Process

The President advised that she would present nominations to the Board's Closed Session.

5. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS

5.1 Board Executive and Governance Committee (BEGC)

a) Chair's Report

The Chair advised the Board of the appointment of the Hon. Andrew Wilkinson as Minister of Advanced Education and reported on the Board's approval, during its November 2014 Closed Session meeting, of a new College Code of Conduct as well as a standard template for executive employment contracts. Such approvals reflected support of government's Taxpayer Accountability Principles.

The Chair advised that the College would send participants to February 2015 accountability and disclosure information sessions hosted by the Public Sector Employers' Council Secretariat (PSEC). The sessions are designed to provide overviews of government's Taxpayer Accountability Principles and initiatives to strengthen public sector governance and accountability, as well as an overview of the executive compensation disclosure requirements.

The Chair thanked Peter Kendrick, Gerry Shinkewski and Tom Spraggs for joining her as the Board's representatives at the College's five Winter 2015 graduation ceremonies, and encouraged members to attend the February 11 and 12 ceremonies.

b) Governance Succession Planning: Elections for College Board, Education Council Positions

The Chair noted the August 31st term expiries for the two student Board members and asked the College Secretary to outline the required election/re-election process. The Registrar's Office will issue its 2015 call for nominations in early February. Online voting will commence in March. A parallel election process for faculty, staff and student positions on Education Council will be underway at the same time, and all election results should be announced by mid-March.

c) Board Development: 2015 Conference Delegations

The Chair confirmed that Graeme Bowbrick, Jane Butterfield, Jason Carvalho, Debbie Oster, and Gerry Shinkewski will attend the Association of Governing Boards' (AGB's) conference, and that Dave Seaweed will represent the Board at the College and Institutes Canada (CICan) conference.

5.2 Audit and Finance Committee (AFC)

a) Chair's Report

The AFC Chair reported on the Committee's January meeting, which included a presentation by external auditors KPMG. The Committee chose to defer the annual review of the Committee's Terms of Reference, in order to receive and reflect upon information provided in PSEC's February 2015 accountability and disclosure information sessions.

b) Quarterly Financial Forecast and Semester FTE Reporting

The Vice President, Finance and Administration (VPFA) reviewed the highlights of the financial forecast prepared for government and reported that FTE (full time equivalent) reporting would next be presented at the Board's February meeting.

c) College Board By-Law B1007, Fees and Charges for Instruction: Proposed Revision Regarding Adult Basic Education (ABE), English as a Second Language (EASL) and Bachelor of Performing Arts, to take effect Summer 2015 Semester

The VPFA highlighted elements of her written report; discussion ensued regarding the College's alignment with peer institutions, and impact upon students.

5.3 Human Resources Committee (HRC): Chair's Report

Peter Kendrick reported on behalf of Committee Chair Nicole Liddell, and reiterated the HRC's welcome to new member Debbie Oster. He advised of ongoing work on the Committee's review of its Terms of Reference, and intent to present recommendations for February 2015 Board approval. Discussion followed.

5.4 Education Council Chair's Report

The Education Council Chair noted the highlights of recent meetings and advised of reports to be presented in February.

5.5 Campus Planning Committee (CPC): Chair's Report

The Committee Chair advised that the CPC was about to embark on oversight of a Campus Master Planning process.

5.6 Technology Strategy Committee (TSC): Chair's Report

The Committee Chair reported on the TSC's brainstorming sessions and structured meetings to date, including a meeting with a consultant the Committee recommended the College retain. Work on the Committee's Terms of Reference was underway, and the Committee Chair anticipated presenting it for Board approval in February 2015.

5.7 Douglas College Foundation: Liaison's Report

The Liaison reported on Foundation undertakings and goals.

6. NEXT MEETING AND ADJOURNMENT

The Board Chair introduced and welcomed Claire Avison, Assistant Deputy Minister (ADM) of the Ministry of Advanced Education, who had arrived early for the Board's Closed Session meeting.

There being no further business, the Chair confirmed the next Open Session meeting for Thursday, February 19, 2015 and adjourned the meeting at 5:54 p.m.

CHAIR

PRESIDENT