

*Open Meeting File 2012-09-20, approved November 15, 2012*

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

Bruce Clarke  
Marina Kolar  
Nicole Liddell  
Scott McAlpine, President  
(ex-officio)  
Elizabeth McCausland,  
Education Council Chair (ex-officio)  
Gerry Shinkewski  
Sydney Tomchenko  
Jim Utley, Vice Chair; HRC Chair  
Don Valeri  
Paul Wates, Chair  
Shelley Williams, AFC Chair

**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)  
Guangwei Ouyang, Associate Vice President, International (AVPI)  
Vicki Shillington, Interim Associate Vice President, Human Resources (AVPHR)  
Dave Taylor, Director, Marketing and Communications Office (MCO)  
Chris Worsley, Director, Finance

**Observers**

Sandra Mountain, BCGEU  
Devlin Pereira, DSU  
Erin Rozman for Len Millis,  
DCFA

**GUESTS**

Tracy Ho

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

Mark Darville  
Peter Kendrick, Vice Chair

**Administration**

n/a

**Observer(s)**

n/a

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

There being a quorum present, Chair Paul Wates called the meeting to order at 5:08 p.m. and conveyed regrets from those unable to attend.

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

It was moved by Bruce Clarke, seconded by Marina Kolar, and resolved:

28/2012      *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda.*

- 2.1 Minutes of the June 21, 2012 Open Session Board Meeting – approved
- 2.2 Report: BC Government and Service Employees' Union (BCGEU) – acknowledged
- 2.3 Report: Douglas College Faculty Association (DCFA) – acknowledged
- 2.4 Report: Douglas Students' Union (DSU) – acknowledged
- 2.5 Reports: College President (August, September 2012) – acknowledged
- 2.6 Credential Recommendations: Credential Name Changes – approved

**Recommended Motion 29/2012:**

*"THAT the Douglas College Board approve the withdrawal of credentials '1' through '22' as identified on the attached submission, and approve the establishment of credentials '23' through '43' as identified on the attached submission"*

- 2.7 Correspondence and Events – acknowledged

### **3. WELCOME TO NEW BOARD MEMBERS: MARK DARVILLE, NICOLE LIDDELL**

The Chair welcomed Nicole Liddell to the Board, and advised that Mark Darville had sent regrets given a longstanding commitment for the evening. Ms. Liddell outlined her background and spoke of her interest in serving on this Board.

### **4. WELCOME TO NEW CONSTITUENCY GROUP LEADERS: LEN MILLIS, SANDRA MOUNTAIN**

The Chair welcomed BC Government and Service Employees' Union (BCGEU) Constituency Group Leader (CGL) Sandra Mountain and Erin Rozman, attending on behalf of the Douglas College Faculty Association's (DCFA's) CGL Len Millis.

### **5. PRESIDENT'S REPORT Douglas College 2010 – 2015 Strategic Plan: Update**

The President expanded upon his written report; the College is on track in terms of growth and achievement of its strategic vision. He advised that the College would, in the year ahead, work on the teaching quality and engagement components of the Strategic Plan, including student, employee and community engagement.

### **6. PRESENTATION: DOUGLAS COLLEGE FOUNDATION**

The Associate Vice President, External Relations (AVPER) presented on the Foundation's governance, portfolio and scope of work and invited and responded to questions.

*Reference: Appendix "A"*

### **7. CHAIR, COMMITTEE AND LIAISON REPORTS**

#### **7.1 Board Chair**

#### **7.2 Board Executive and Governance Committee (BEGC)**

The Chair reported on June 2012 travel to Harbin and Shanghai, China to attend graduation ceremonies, and on the inclusion of Board Vice Chair Peter Kendrick in such events and meetings with partners. He noted correspondence received September 20, 2012 from the Office of the Auditor General of BC (AGBC) with respect to an upcoming survey of Crown corporation board members and encouraged Board members to respond to the survey, which would be sent them by e-mail.

Board members reviewed correspondence from Minister Yamamoto, and concerns about adult entertainment industry recruitment of students.

The Chair reported on recent provincial Cabinet changes, and on his meeting earlier that week with the Honourable John Yap, Minister of Advanced Education, Innovation and Technology and Minister Responsible for Multiculturalism.

Board members noted plans for the Saturday, October 13, 2012 Board retreat, and the absence of a regular Board meeting in October. The Chair issued a final call for completion of 2012 evaluations of the College Board, Board Chair and Board Committees, so that evaluation reports could be prepared and considered at the retreat.

The Chair issued a call for expressions of interest in 2012-13 service on Board committees, as Board Liaison(s) to Education Council and to the Douglas College Foundation, and as representative on the College's Honorary Fellow Selection Committee. He asked that Board members communicate such interests in writing to the Board Executive Assistant (EA) by the end of September 2012.

**7. CHAIR, COMMITTEE AND LIAISON REPORTS, cont'd****7.3 Audit and Finance Committee (AFC)****a) Chair's Report**

The AFC Chair reported on that committee's September 2012 meeting, which focused on information required in accordance with the Information Act. She advised that AFC members had reviewed the report and recommended the Board's approval of same; she invited and responded to questions, confirming that \$75,000 was the threshold salary capturing most professionals employed by the College.

It was moved by Shelley Williams, seconded by Sydney Tomchenko, and resolved:

30/2012

*"THAT the Douglas College Board approve the Financial Information Pursuant to the Financial Information Act for the year ended March 31, 2012"*

The Ministry's Douglas College Budget Letter and 2012/13 – 2014/15 Full Time Equivalent (FTE) Allocations were, as reported by the Vice President, Finance and Administration (VPFA), as anticipated and consistent with information received to date.

The VPFA reported that the Senior Management Team (SMT) had reviewed the draft fiscal 2013-14 Douglas College Budget Guidelines during its September 2012 meeting, and would circulate the document to employees for feedback. She advised that the guidelines remained unchanged from the prior year, with amendments made solely to reflect the new fiscal period, and that she would present the Guidelines, reflecting College input as appropriate, for the Board's approval during its November 15, 2012 meeting.

**7.4 Report: Human Resources Committee (HRC)**

The HRC Chair reported on that committee's September meeting, and on the completion of the President's 2011-12 performance evaluation. He outlined work on the HRC's annual review of its Terms of Reference (TOR), and the Board Chair invited questions of the proposed revisions to the TOR.

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

31/2012

*"THAT the Douglas College Board approve the recommended September 2012 revisions to the Human Resources Committee's Terms of Reference (TOR)"*

**7.5 Report: Chair, Education Council**

Expanding on her written report, Education Council Chair Elizabeth McCausland drew Board members' attention to the Terms of Reference (TOR) for Education Council's Standing Committee on International Education, and invited and responded to questions. The Board Chair congratulated Dr. McCausland on the September 2012 ratification of her re-election as Chair of Education Council.

**7.6 Report: Education Council Liaison**

Board Liaison Bruce Clarke observed that the year ahead would be busy for Education Council.

**7.7 Report: Douglas College Foundation Liaisons**

Sydney Tomchenko reported that the Foundation had not met formally over the Summer, but had established several new, large endowments in recent months and was working on plans for the 2012 *A Class Act* fundraiser. She reported on a new employee discount program, in partnership with companies that donate to the Foundation, and spoke of the Fourth Annual Douglas College Fall Fair, an event jointly organized with the Douglas College Alumni Association. Board members considered the request for donations to *A Class Act*, and the types of donations that would best support the event.

**8. NEXT MEETING AND ADJOURNMENT**

There being no further business, the Chair adjourned the meeting at 5:56 p.m., after confirming that the subsequent meeting was scheduled for November 15, 2012 at the David Lam Campus.

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CHAIR

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PRESIDENT

**Appendix “A”**

**September 20, 2012**

**The Douglas College Foundation:  
Supporting Student Success**

Presented by the

**Associate Vice President, External Relations (AVPER)**



DOUGLAS COLLEGE  
FOUNDATION

# Douglas College Foundation

Supporting Student Success



Hazel Postma, AVP, External Relations

Sept. 20, 2012

## Douglas College Foundation

DOUGLAS COLLEGE  
FOUNDATION

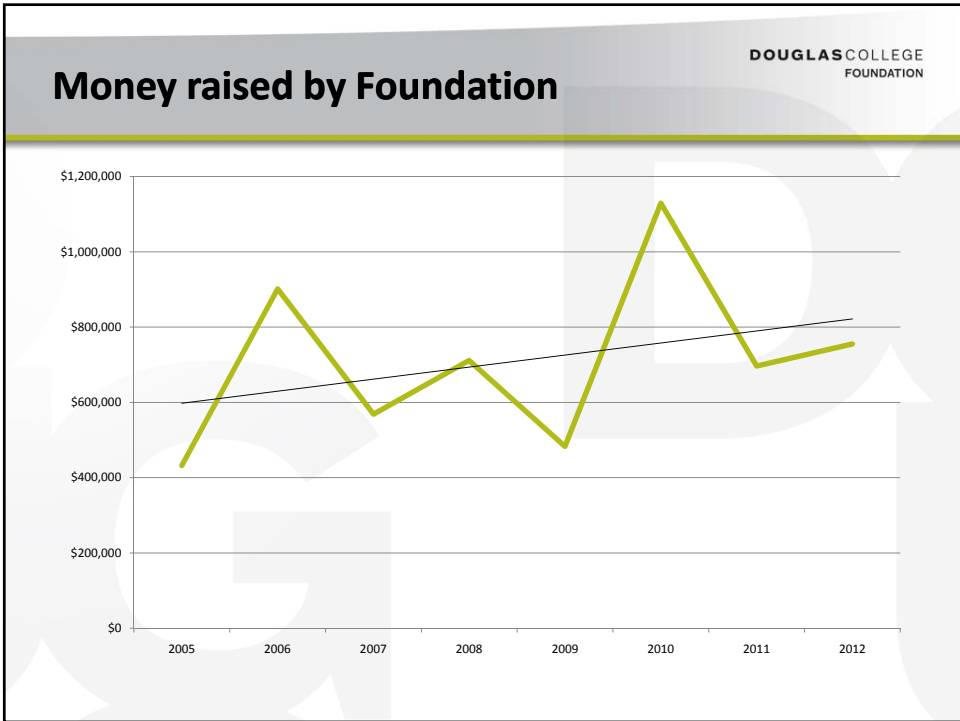
- Governed by 14-member volunteer board
- Chair: Baj Puri
- Inaugurated 1985
- Portfolio = \$12.2 million
- Assisting 1,500+ students annually
- 15% to 20% of students



**DOUGLAS COLLEGE FOUNDATION**


### Scope

- 230 Endowment Funds
- 80 Annual Funds
- 600+ donors connected with annually
- Donors: Employees  
Corporations  
Service Clubs  
Foundations



**Focus on Fundraising**

DOUGLAS COLLEGE  
FOUNDATION



Supporting student success

**Focus on fundraising**  
Douglas College Foundation 2011-2015

**Strategies**

DOUGLAS COLLEGE  
FOUNDATION

- Stewardship





## Strategies

DOUGLAS COLLEGE  
FOUNDATION

- Donor Recognition



## Strategies

DOUGLAS COLLEGE  
FOUNDATION

- Donor Centered



## Strategies

DOUGLAS COLLEGE  
FOUNDATION

- Focus on Students



## Focus on Students

DOUGLAS COLLEGE  
FOUNDATION



## Focus on Students

DOUGLAS COLLEGE  
FOUNDATION



## Not for Profit of the Year - TriCities

DOUGLAS COLLEGE  
FOUNDATION





DOUGLAS COLLEGE  
FOUNDATION

# Thank you & Questions

