

Open Meeting File 2014-03-20, approved May 15, 2014

IN ATTENDANCE**Board Members**

Graeme Bowbrick
Mark Darville
Gerry Gramozis
Jillian Griffin
Peter Kendrick, AFC Chair
Nicole Liddell
Scott McAlpine, President
(ex-officio)
Gerry Shinkewski, Vice Chair
Tom Spraggs
Sydney Tomchenko, Vice Chair
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
Blaine Jensen, VP, Educational Services (VPES)
Hazel Postma*, Associate VP, External Relations (AVPER)
Vicki Shillington, Associate VP, Human Resources (AVPHR)
Tracey Ternoway, VP, Finance and Administration (VPFA)
Chris Worsley, Director, Finance

Observers

Sandra Mountain,
BCGEU
Madison Paradis-
Woodman, DSU

GUESTS

Jo-Ann Bilquist, Brandon Eyre, Tracy Ho, Sonia Keshane, Keiko Nariya, Rodney Stehr, Ruab Waraich

REGRETS**Board Member(s)**

Todd Harper, Chair, Education
Council (ex-officio)
Jeevan Khunkhun

Administration

Guangwei Ouyang, VP, International Education and
Strategic Partnerships (VPIESP)
Dave Taylor, Director, Marketing and Communications Office
(MCO)

Observer(s)

Len Millis, DCFA

* late arrival

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair Shelley Williams called the meeting to order at 5:12 p.m. She conveyed regrets from those unable to attend, welcomed Senior Administration Assistant Jo-Ann Bilquist to the meeting and her new role, which included support of the Board, and congratulated Madison Paradis-Woodman on his recent graduation.

The Chair thanked participants for accommodating the late start to the meeting, and noted the afternoon's President's reception that preceded the Board meeting.

2. APPROVAL OF AGENDA/CONSENT AGENDA

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

04/2014 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda*

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

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

The President commended all involved on the successful implementation of the current Strategic Plan and advised that, with such success, development of the subsequent Strategic Plan would commence in the months ahead.

4. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS

4.1 Board Chair

4.2 Board Executive and Governance Committee (BEGC)

a) Chair's Report

The Chair reported that, along with the Education Council Chair and College President, she had co-hosted two information forums the previous week for prospective candidates for election to the Board or Education Council. 2014 marked the third year of such forums hosted by Board Chairs and, while turnout was low, the Chair found it gratifying that five students had filed nomination papers for election to the College Board. The Registrar's Office would conduct such elections electronically, between April 2 and 8, 2014.

Members suggested researching other institutions' efforts to encourage candidacy for election to the Board, and the Chair encouraged greater outreach.

At the Chair's invitation, the President expanded on imminent travel to China, where he and the Vice President, International Education and Strategic Partnerships (VPIESP) would, with representatives of partner institution Shanghai University of International Business and Economics (SUIBE), welcome the Hon. Chris Alexander, Minister, Citizenship and Immigration Canada, to SUIBE. While in China, the President also looked forward to welcoming the Minister to the College's signing of a Memorandum of Understanding (MOU) with Shanghai Redleaf Women's Hospital.

Members queried whether any financial support would be made available to Nursing students travelling to China for practica at Redleaf Women's Hospital, which led to discussion of College scholarships that are available specifically for students who study abroad.

b) Board Insights: Development of the College's Next Strategic Plan

The Chair advised that, given the College's success in attaining early completion of its current Strategic Plan, the Board Executive and Governance Committee (BEGC) recommended that the Board hold a special strategic planning session in support of the upcoming strategic planning process, before breaking for the summer. She offered that stakeholder consultation would soon commence, and that the BEGC recommended allocating time for a Board members' strategic planning session on June 19, 2014, in advance of that day's regular Board meeting. The Chair asked members to assess availability for a two-hour session on June 19th, and advise of any challenges in attending such a meeting, which would precede further deliberations and debate during the Board's October 2014 retreat.

The Chair thanked Jillian Griffin for representing the Board at the recent Business Council of BC (BCBC) post-budget briefing, which she attended with the President and the Vice President, International Education and Strategic Partnerships (VPIESP). The Chair reported that she, Jeevan Khunkhun and the President had attended the recent BC Chamber of Commerce post-budget meeting.

c) 2014 Board Retreat: Saturday and Sunday, October 4 and 5, 2014

With the Board's annual retreat planned for early October, the Chair advised that planning was underway. In addition to continuing review of and input to the College's Strategic Plan development, the BEGC recommended consideration of 2014 Board evaluations and assessment of progress on the Board's 2014-15 goals.

4.3 Audit and Finance Committee (AFC)

a) Chair's Report

The Chair advised that, for the benefit of stakeholders, the AFC had recommended revising the budget presentation format in the interest of ensuring it would be readily understood.

4. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS, cont'd**4.3 Audit and Finance Committee (AFC), cont'd****b) Proposed Revision, Renumbering of Board By-Law 83-5(A-26), Fees and Charges for Instruction**

The Vice President, Finance and Administration (VPFA) outlined the notice of intent as well as budget forums planned for March 26/14, at which point management would solicit student and employee feedback. The Senior Management Team (SMT) would then review and finalise budget recommendations to the Board. Members sought and received clarity with respect to government mandates, in recent years, that colleges could increase tuition fees by up to, but not more than, two percent in a given year. The VPFA confirmed that this had been the case in recent years, and that the College was awaiting government advice for fiscal 2014/15.

The Chair noted that the Board would look forward to hearing from management after consultations with students and employee and that, in the interim, the President had also extended invitations to the Douglas Students' Union (DSU) to meet with him, or with the entire SMT. The Chair strongly encouraged the DSU to participate in such meetings and looked forward to feedback on all such consultation.

A member questioned why the Board had not scheduled an opportunity for the DSU to present to the Board this month as had been requested by the DSU. The Board Chair offered that the Board's role is one of governance and that, while such a presentation would be received by the Board following management's planned March 26/14 forums/consultations with students and with employees, process should be followed and such presentations should first be made to management. She noted the Board's interest in budget themes, rather than individual line items, and expressed the Board's interest in learning how management responded to consultations with students and employees. Again offering that the Board would receive such a presentation following consultation with management, the Chair reported that she and the Douglas Students' Union (DSU) Constituency Group Leader (CGL) had met and discussed this matter.

c) February 20, 2014 Approval of Selection of KPMG LLP as the College's External Auditor (Fiscal and Enrolment)

The Audit and Finance Committee (AFC) Chair reported that the Board had, during its February 2014 Closed Session meeting, confirmed selection of KPMG as the College's auditor for a term of five years commencing with fiscal 2014/15.

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

The Human Resources Committee (HRC) Chair reported that the Committee was continuing work on revisions to the President and CEO evaluation process, which would encompass two reviews, with one of the two conducted once every three years as part of a more comprehensive process. The HRC Chair advised that the Committee had also been working on updates to the President and CEO job description, and that both matters would be considered during the Closed Session meeting.

4.5 Report: Education Council**a) Chair, Education Council: February 2014 Report**

In the Education Council Chair's absence, the Vice President, Academic and Provost (VPAP) invited questions of the written report; none arose.

b) Credential Recommendations

It was moved by Mark Darville, seconded by Sydney Tomchenko, and unanimously resolved:

05/2014 *THAT the Douglas College Board withdraw the credential, Diploma in Print Futures: Professional Writing, effective September 2015, and establish the credential, Post Degree Diploma in Professional Communication, effective September 2014*

In response to a query, the VPAP advised that students who currently hold or will graduate with the existing credential would not have the option of amending such credentials to reflect the newly approved credential name, given the new degree requirement for admission to this post-degree diploma program.

4. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS, cont'd

4.5 Report: Education Council, cont'd

c) Education Council Liaison's Report

Education Council Liaison Mark Darville reported that Education Council had received and considered revisions to three educational policies during its meeting earlier the same week, and that members were in the process of seeking feedback from their respective constituencies before bringing the policies to a vote at the April 2014 Education Council meeting. Discussion ensued.

4.6 Report: Douglas College Foundation Liaison

Douglas College Foundation Liaison Sydney Tomchenko reported on the Foundation's recent survey and on response rates. Foundation staff members had embarked upon a new campaign encouraging employee contributions.

5. NEXT MEETING AND ADJOURNMENT

There being no further business, the Chair adjourned the meeting at 5:38 p.m.

CHAIR

PRESIDENT