

Open Meeting File 2010-03-18, approved April 15, 2010

IN ATTENDANCE

Board Members

Bruce Clarke
David Guedes
Mary Hemmingsen, Vice Chair
Michael Hwang
Peter Kendrick, Vice Chair
Scott McAlpine, President (ex-officio)
Elizabeth McCausland, A/Education
Council Chair (ex-officio)
Mike Russell
Sydney Tomchenko
Paul Wates, Chair

Administration

Brad Barber, Director, Communications and Marketing Office (CMO)
Jan Carrie, Acting Vice President, Education
Shelagh Donnelly, Executive Assistant to the College Board; recording
Marian Exmann, Associate Vice President, Employee Relations
Karen Maynes, Vice President, Finance and Administration
Guangwei Ouyang, Associate Vice President, International Education
Hazel Postma, Associate Vice President, External Relations
Christine Worsley, Director, Finance

Observers

Sandra Hochstein
for *Peter Wilkins*

REGRETS

Board Members

Graeme Bowbrick
Caroline Jellinck
Susan Meshwork (ex-officio)
Mike Regan

Administration

Blaine Jensen, Vice President, Educational Services

Observers

Mark Ferley, BCGEU
Alessandro Iachelli, DSU
Peter Wilkins, DCFA

GUESTS*

P. Browne, Faculty Emeritus, J. Colborne, W. Cole, R. Coulson, D. Davidson, K. Denton, M. deSalaberry, S. Fraser, Faculty Emeritus, R. Harding, A. Hardman, Faculty Emeritus, C. Howorth, Faculty Emeritus, K. Hunt, L. Kocher, F. Leonard, Faculty Emeritus, J. Leonard, T. Lefroy, D. Macdonald, M. MacDonald, J. Meyer, J. Moses, L. Murdoch, N. Oike, Faculty Emeritus, L. Phillips, K. Price, B. Read, Faculty Emeritus, E. Reid, D. Richardson, A. Sanchez, D. Stewart, S. Swanson, G. Tennant, C. Turner, M. Wong

Regrets from invited guests R. Buller, D. Chan, T. Frick, Faculty Emeritus, R. Xiao

* Those in attendance as guests remained for a portion of the meeting, departing after the presentation of awards.

1. CALL TO ORDER AND CHAIR'S REMARKS

Chair Paul Wates called the meeting to order at 6:00 p.m. He welcomed new Faculty Emeritus honorees Susan Fraser, Amanda Hardman, Frank Leonard and Brenda Read as well as Douglas College Board Scholarship recipients Jessica Colborne, Darrin Davidson, Cindy Li and Dave Macdonald and the numerous guests in attendance. The Chair conveyed regrets from Graeme Bowbrick, Caroline Jellinck, Blaine Jensen and Peter Wilkins.

President Dr. Scott McAlpine congratulated Brad Barber on his imminent retirement, and wished him well. The President announced the appointment of Dr. Kathy Denton as Vice President, Education effective May 1, 2010. He congratulated Dr. Denton and thanked Jan Carrie for her stellar contributions as Acting Vice President, Education; Ms. Carrie will remain in this role until April 30, 2010. On behalf of the Board, Paul Wates thanked and congratulated each of Mr. Barber, Ms. Carrie and Dr. Denton.

2. APPROVAL OF AGENDA/CONSENT AGENDA

Advising that the evening's meeting marked this Board's first use of a consent agenda, Paul Wates explained that a consent agenda deals with a number of matters at one time, without taking separate action on each one; it is used to provide more time for less routine business by taking collective action on approval of routine business matters that require action but not discussion. He encouraged Board members who desired discussion of any of the items on the consent agenda to request transfer of such items to a later point on the agenda.

It was moved by Mary Hemmingsen, seconded by Peter Kendrick and unanimously resolved:

03/2010 *THAT the Board approve the agenda with the inclusion of a new item, numbered 5.10, BCGEU Constituency Group Leader Report, and approve/acknowledge the following items on the consent agenda.*

- 2.1 Minutes of the January 21, 2010 Open Session Board Meeting – included for approval
- 2.2 Report: Douglas College Faculty Association (DCFA) – included as information
- 2.3 Report: Douglas Students' Union (DSU) – included as information
- 2.4 Report: Acting Chair, Education Council – included as information
- 2.5 Report: Correspondence, Media and Events – included as information

3. PRESENTATIONS AND DIALOGUE

3.1 Presentation of Faculty Emeritus Awards: Susan Fraser, Tim Frick, Amanda Hardman, Frank Leonard, Brenda Read

Paul Wates invited all to join in honouring and congratulating the 2010 recipients of the Douglas College Faculty Emeritus award, which was first established in 2004 and is awarded to retirees who demonstrated sustained excellence over a period of at least ten years at the College. Each honoree had displayed excellence in teaching and related work, outstanding contributions to one's discipline and outstanding contributions to the College community. The Chair acknowledged the presence of a number of earlier Faculty Emeritus honorees, who now numbered 26 in total, and relayed regrets from Tim Frick.

The Chair highlighted the significant accomplishments and numerous contributions of Susan Fraser (Early Childhood Education), Tim Frick (Sport Science), Amanda Hardman (Communications), Dr. Frank Leonard (History) and Brenda Read (Office Administration). The newest Faculty Emeritus, in turn, conveyed their appreciation of this recognition and of their colleagues. Award plaques were presented, and a brief recess held while photographs were taken to mark the occasion.

3.2 Presentation: Douglas College Board Scholarship Recipients: Dennis Chan, Jessica Colborne, Darrin Davidson, Cindy Li, Hugh Lofstrom, David Macdonald

The Chair explained that the Douglas College Board Scholarship was funded through the establishment of an endowment following an initial donation in 1989; this endowment is further enhanced with annual Board-related donations. Each year, the interest on the endowment fund is used to award these student scholarships. In order to qualify for this scholarship, which may be awarded to students from any Douglas College program of studies, a student must have a minimum Grade Point Average of 3.5. The successful student will be on the Dean's List, and demonstrate excellence in his or her studies. On behalf of the Board, Paul Wates congratulated Dennis Chan, Jessica Colborne, Darrin Davidson, Cindy Li, Hugh Lofstrom and David Macdonald on their achievements.

3. PRESENTATIONS AND DIALOGUE, cont'd**3.3 Presentation: Douglas College Faculty Association (DCFA) Award: Ran Xiao**

The Chair noted that Sandra Hochstein, VP, Stewardship of the Douglas College Faculty Association, was in attendance on behalf of Peter Wilkins, but that the Board had received word that practicum commitments had precluded the award recipient attending this meeting.

4. FOR APPROVAL**4.1 Credential: Certificate in Health Care Assistant**

It was moved by Mike Russell, seconded by Sydney Tomchenko and unanimously resolved:

04/2010 *THAT the Board approve the establishment of the credential, Certificate in Health Care Assistant*

4.2 Credential: Citation in Medical Office Assistant

It was moved by David Guedes, seconded by Peter Kendrick and unanimously resolved:

05/2010 *THAT the Board approve the establishment of the credential, Citation in Medical Office Assistant*

5. OTHER REPORTS**5.1 Report: Audit and Finance Committee**

Committee Chair Peter Kendrick reported on committee undertakings, and an upcoming review that will lead to its recommendation to the Board on whether or not the College should continue its practice – no longer a requirement – of seeking audits of its Full Time Equivalent (FTE) student reports. While awaiting completion of processes prior to recruiting a Director, Safety and Security, Karen Maynes planned to begin assembling a group of faculty, staff and administrators to build Threat Assessment teams, procedures and protocols. The committee reviewed commitments for the \$7.3 million received in federal stimulus funding, and was satisfied that funds would be expended and put to good use by the March 31, 2011 deadline.

5.2 Report: Human Resources Committee

Committee Chair Mike Russell reported on the committee's recent meeting, and progress with development of CEO evaluation protocols. He confirmed for the Board Chair that the committee would provide the Board with the next iteration of draft documentation for review at the Board's April 2010 meeting, with the intent to bring final documentation for approval at the Board's May 2010 meeting.

5.3 Liaison Report: Douglas College Foundation

Liaison Mary Hemmingsen reported on the Foundation Board's tour of the College's Adult Special Education (ASE) facility, on the role ASE (see <http://www.douglas.bc.ca/programs/basic-occupational-education.html>) fills within the community, and on updates provided Foundation members on the current strategic planning process. The Foundation has continued to award funds at prior years' rates despite underperformance of investments in relation to recent years; performance challenges have been mitigated by significant one-time donations to the Douglas College Foundation.

5.4 Liaison Report: Education Council

Liaison Peter Kendrick provided a report.

5. OTHER REPORTS, cont'd
5.5 Financial/FTE Reporting: March 2010

The Vice President, Finance and Administration highlighted achievements as noted within the reports for the first 11 months of the fiscal year ending March 31, 2010. Increases in both domestic and international enrolments resulted in a projected \$1,916,000 surplus. Added to the remaining amount from the \$2,214,000 in funding yet to be allocated – \$30,000 of which would be spent in the current fiscal year – the College was projecting an overall surplus of \$4,100,000. Such funds will be carried forward in order to make them available to the College for strategic purposes in future years.

Karen Maynes projected achievement of 92% of the College's Ministry of Advanced Education and Labour Market Development (ALMD) 2009/10 Full Time Enrollment (FTE) target, in comparison with an achievement of 88% for the 2008/09 fiscal period. The growth in FTEs reflected enrollment increases in Continuing Education and The Training Group, and in open enrollment. International FTEs and enrollments are recorded independently of such targets, and extensive recruitment and retention initiatives have resulted in International Education's achievement of approximately 131% of its FTE goal for Summer, Fall and Winter 2009/10.

5.6 Notice of Intent:
Proposed By-Law Amendment – 83-5(A22): Fees and Charges for Instruction

The Vice President, Finance and Administration reported that the College was awaiting notice from ALMD as to any allowable percentage increase to tuition rates for 2010/11. While there had been indications of development of a Higher Education Price Index (HEPI), word on an allowable increase percentage was anticipated by the fourth week of March 2010. Each 1% increase in tuition rates generates approximately \$160,000 that could be put to effective use. Karen Maynes advised that, as written notice of a proposed amendment to the Board's tuition fee by-law must be submitted to a regular meeting of the College Board at least two weeks prior to approval of an amendment, she would request that the matter be placed on the agenda for notice at the Board's April meeting, and again on the May agenda for subsequent approval.

5.7 ALMD Budget and FTE Allocations: 2010/11 – 2012/13

The Vice President, Finance and Administration drew Board members' attention to ALMD correspondence providing details on the College's operating grant and FTE allocations for 2010/11, and projections for 2011/12 through to 2012/13. Douglas College has an FTE target of 8,363 for 2010/11, and an operating grant of \$58,422,034 for the same period.

5.8 Board Chair's Report

The Chair noted a request from Acting Education Council Chair Elizabeth McCausland to make a statement. Ms. McCausland advised that, while there was already awareness amongst some Board members that she and DCFA President Peter Wilkins are married, she considered it important, particularly given upcoming negotiations, to ensure that Board members were formally apprised of that relationship.

The Chair read an e-mail of March 18, 2010 from Education Council Chair and fellow Board member Susan Meshwork, advising of her continued absence from the workplace and the necessity of her resignation from the Board effective April 1, 2010. The news was received with regret, as well as appreciation of Elizabeth McCausland's agreement to continue serving in an "acting" capacity until Education Council conducted its annual election in May 2010. Board members planned to honour Ms. Meshwork, at an appropriate time, for her six years of service to this Board.

5. OTHER REPORTS, cont'd
5.8 Board Chair's Report, cont'd

The Chair noted the outstanding Order in Council vacancy on this Board, and a request received earlier the same day to seek expressions of interest in reappointment from the two members, Mary Hemmingsen and Michael Hwang, whose current terms conclude in 2010. He reported that Ms. Hemmingsen had confirmed interest in an additional term, but that he had learned with disappointment, yet understanding, that Mr. Hwang was unable to continue beyond his current term due to extensive business commitments. Mr. Hwang advised that this was because he had been elected President of the New Westminster Business Improvement Association.

The Chair reported that the list of Board delegates to the 2010 Association of Canadian Community Colleges (ACCC) conference would be finalised prior to the next Board meeting. Paul Wates reported on the success of a number of recent College events, including the College-wide budget forums, the three Winter graduation ceremonies and more.

5.9 2010 Strategic Planning

The President reported that the input phase (see <http://www.douglas.bc.ca/about/presidents-office/strategic-planning.html>) was now complete, and that he anticipated reviewing the first draft of the plan with the Senior Management Team (SMT) the following week, with ongoing reports to the Board prior to presentation for final approval in May or June 2010.

5.9 BCGEU Constituency Group Leader Report

A report submitted by BCGEU Constituency Group Leader (CGL) Mark Ferley, received subsequent to publication of the agenda, was reviewed and acknowledged.

6. NEXT MEETING AND ADJOURNMENT

There being no further business, the meeting adjourned at 7:19 p.m. The next meeting was scheduled for a 5:00 p.m. start in the New Westminster Campus on Thursday, April 15, 2010.

CHAIR

PRESIDENT