

*Open Meeting File 2011-09-22, approved November 24, 2011*

## **IN ATTENDANCE**

### **Board Members**

Bruce Clarke  
Daniel Fontaine  
Marina Kolar  
Scott McAlpine, President (ex-officio)  
Elizabeth McCausland,  
Education Council Chair (ex-officio)  
Jerin Mece\*\*  
Sydney Tomchenko  
Jim Utley  
Don Valeri  
Paul Wates, Chair  
Shelley Williams

### **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)  
Hazel Postma, Associate Vice President, External Relations (AVPER)  
Wanda Sanginesi\*\*, Associate Vice President, Employee Relations (AVPER)  
Dave Taylor, Director, Marketing and Communications Office (MCO)  
Chris Worsley, Director, Finance

### **Observers**

Sandra Hochstein, DCFA  
Cathy Pham, DSU

## **GUESTS\***

Ms. Mikki Herbold, Media Production Technician/Trainer  
Mr. James Knight, President, Association of Canadian Community Colleges (ACCC)

## **REGRETS**

### **Board Member(s)**

Mary Hemmingsen, Vice Chair  
Peter Kendrick, Vice Chair

### **Administration**

### **Observer(s)**

Mark Ferley, BCGEU

\* departed subsequent to consideration of associated agenda item      \*\* late arrival

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

Chair Paul Wates called the meeting to order at 5:24 p.m.; he welcomed guest James Knight and new Board members Marina Kolar and Gerry Shinkewski, noting that Jerin Mece, the third new Board member to be welcomed to the meeting, was en route from class. The Chair relayed regrets from those unable to attend, and invited Mr. Knight to offer his remarks to the Board in advance of approval of the agenda.

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

It was moved by Bruce Clarke, seconded by Jim Utley, and unanimously resolved:

27/2011      *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda*

- 2.1 Minutes of the June 16, 2011 Open Session Board Meeting – approved
- 2.2 Report: Douglas Students' Union (DSU) – acknowledged
- 2.3 Report: College President – acknowledged
- 2.4 Report: Correspondence and Events – acknowledged
- 6.8 Douglas College 2011/12 Accountability Plan and  
2010/11 Report to the Ministry of Advanced Education (late addition)

## **3. PRESENTATION: MR. JAMES KNIGHT, PRESIDENT, ACCC**

James Knight, who had arrived on campus earlier in the day to personally recognise Douglas College and and the Douglas College International team on being selected as the Gold recipient of the inaugural ACCC International Excellence Award, reiterated his congratulations and provided an overview of ACCC's advocacy efforts. He highlighted demographic issues and funding for college education, and invited and responded to questions.

#### **4. WELCOME TO NEW BOARD MEMBERS: MARINA KOLAR, JERIN MECE, GERRY SHINKEWSKI**

The Chair welcomed the three new Board members, each of whom offered insights into their backgrounds and interests in serving the College community. The Chair reported that the oath of office had been administered for these new Board members during their joint orientation session.

#### **5. PRESIDENT’S REPORT: 2010 – 2015 STRATEGIC PLAN UPDATE**

The President referenced his written report, and the number of initiatives addressed therein. He invited questions of the report; there were none.

#### **6. FOR REVIEW/APPROVAL**

##### **6.1 Ministry of Advanced Education (AVED): July 2011 Douglas College Budget Letter and 2011/12 – 2013/14 Full Time Equivalent (FTE) Allocations**

The Vice President, Finance and Administration (VPFA) reported that the budget letter, received in July 2011, formalized and confirmed earlier communications.

##### **6.2 Recommendation on Financial Information Pursuant to the Financial Information Act**

Noting that the report provided Board members is the most recent iteration of a standard annual report published on the College website, the Vice President, Finance and Administration (VPFA) invited and responded to questions.

It was moved by Sydney Tomchenko, seconded by Daniel Fontaine, and unanimously resolved:

28/2011        *“THAT the Douglas College Board approve the Financial Information Pursuant to the Financial Information Act for the year ended March 31, 2011”*

##### **6.3 Evergreen Line Rapid Transit Project**

The Associate Vice President, External Relations provided an update on efforts underway within the TransLink Mayors’ Council.

##### **6.4 Establishment of Credentials:**

##### **Internal and External Approval Processes for Certificate, Diploma and Degree Offerings**

The Chair thanked the Education Council Chair and the Vice President, Academic (VPA) for providing documentation, contained in the agenda package, to provide context in relation to the subsequent agenda item.

##### **6.5 Credential Establishment: Bachelor of Business Administration in Marketing**

The Vice President, Academic (VPA) offered background on the development of the proposed credential, and invited and responded to questions. The President reiterated that, in the case of degree credentials, Board approval would be the precursor to the College seeking Ministry approval as outlined in the documents provided for the previous agenda item.

It was moved by Sydney Tomchenko, seconded by Marina Kolar, and unanimously resolved:

29/2011        *“THAT the Douglas College Board approve the establishment of the credential, Bachelor of Business Administration in Marketing”*

**6. FOR REVIEW/APPROVAL, cont'd****6.6 College Board: 2011 – 2012 Meeting Schedule**

The Chair thanked Board members for their flexibility, as the November 2011 and February 2012 Board meeting dates were amended (reference: <http://www.douglas.bc.ca/about/college-board/meetingschedule.html>) to accommodate upcoming travel needs and revised College Winter Graduation ceremony schedules.

**6.7 Board Committees and Liaisons: Call for Expressions of Interest**

The Chair invited Board members interested in joining or renewing terms as Board committee members or liaisons to relay such expressions of interest to her or the Executive Assistant to the Board. The Chair noted the lack of a Board Liaison to Education Council in 2010-11, and encouraged consideration of availability to assume the role.

**6.8 Douglas College 2011/12 Accountability Plan and 2010/11 Report to the Ministry of Advanced Education**

The College submitted the above document subsequent to the Board's June 2011 Board approval of the Accountability Plan and Report, but learned on September 22, 2011 of the need for revisions, which the Chair had reviewed prior to this call for Board discussion.

It was moved by Shelley Williams, seconded by Gerry Shinkewski, and unanimously resolved:

28/2011        *"THAT the Douglas College Board approve the revised document, Douglas College 2011/12 Accountability Plan and 2010/11 Report for provision to the Ministry of Advanced Education, with revisions as recommended to the Board September 22, 2011"*

**7. OTHER REPORTS****7.1 Report: Board Executive and Governance Committee (BEGC)**

The Board Chair reported that the Committee welcomed Jim Utley to the BEGC when it met in August and September 2011, and that the Committee had focused on the Board evaluation and retreat planning, as well as topics to be brought forward to the Board. Upcoming Committee priorities included ongoing policy review.

**7.2 Report: Audit and Finance Committee (AFC)**

In Peter Kendrick's absence, Sydney Tomchenko reported that the AFC's September 2011 meeting included a review of the College's 2012/13 budget guidelines, which remained unchanged from the previous fiscal period. She noted that Peter Kendrick attended a two-day threat assessment training session at the College in August 2011, and that he had relayed to the Committee his pleasure in seeing the College's commitment to this matter. The Vice President, Finance and Administration (VPFA) confirmed that there was good turnout for the August 2011 training and that the College's Threat Assessment Team was functioning effectively.

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

Acting Committee Chair Jim Utley reported on the HRC's September 2011 meeting and plans.

**7.4 Report: Chair, Education Council**

Education Council Chair Elizabeth McCausland invited questions of her report; there were none.

**7. OTHER REPORTS, cont'd**

**7.5 Liaison Report: Douglas College Foundation**

Foundation Liaison Bruce Clarke reported on the recent Fall Fair, the annual social and on significant donations to the Douglas College Foundation.

**7.6 College Board Succession Planning**

The Board Chair reported that the Board was operating at full capacity, and that the next vacancy would occur in July 2012 with the conclusion of Mary Hemmingsen's final term. Work on preparation of the Notice of Position (NOP) was underway and would shortly commence on planning for those whose initial appointments would also conclude in July 2012.

**7.7 Board Chair's Report**

The Chair again commended Dr. Guangwei Ouyang and his Douglas International colleagues on receipt of the ACCC International Excellence Award, and reported on the June 2011 joint graduation ceremonies co-hosted with partners Heilongjiang Institute of Science and Technology (HIST) and the Shanghai Institute of Foreign Trade (SIFT). The Chair thanked Board members who had participated in recent College events, and reported that he would join Dr. Ouyang and the President the following week in hosting 20 guests from Nanjing University of Posts and Telecommunications.

The Chair issued a reminder of the upcoming Board retreat/development session, planned for Saturday, October 15, 2011.

**8. NEXT MEETING AND ADJOURNMENT**

There being no further business, the meeting adjourned at 6:07 p.m., with the next Open Session meeting confirmed for a 5:00 p.m. start in the New Westminster Campus boardroom on Thursday, November 24, 2011.

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CHAIR

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PRESIDENT