

Open Meeting File 2012-04-19, approved May 17, 2012

IN ATTENDANCE**Board Members**

Bruce Clarke
Daniel Fontaine
Mary Hemmingsen
Peter Kendrick, Vice Chair
Marina Kolar
Scott McAlpine, President
(ex-officio)
Elizabeth McCausland,
Education Council Chair (ex-officio)
Jerin Mece
Gerry Shinkewski
Sydney Tomchenko
Jim Utley, Vice Chair
Don Valeri
Paul Wates, Chair
Shelley Williams

Administration

Kathy Denton, Vice President, Academic (VPA)
Shelagh Donnelly, Executive Assistant to the College Board; recording
Maureen McGee, Administrative Assistant; administrative support
Karen Maynes, Vice President, Finance and Administration (VPFA)
Wanda Sanginesi, Associate Vice President, Human Resources (AVPHR)
Dave Taylor, Director, Marketing and Communications Office (MCO)

Observers

Sandra Hochstein, DCFA

GUESTS**

Laureen Dailey*, Mikki Herbold, Heather Innis, Hylard Innis, Rebecca Innis, Mr. Ma, Zhuxian (Wendy) Ma, Gord Sturrock, Cathy Tremblay

REGRETS**Board Member(s)**

n/a

Administration

Blaine Jensen, Vice President, Educational Services (VPES)
Guangwei Ouyang, Associate Vice President, International (AVPI)
Hazel Postma, Associate Vice President, External Relations (AVPER)
Chris Worsley, Finance

Observer(s)

Lynne Currie, Sandra
Mountain; BCGEU
Cathy Pham, DSU

* late arrival

** departed upon conclusion of related agenda item

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair Paul Wates called the meeting to order at 5:12 p.m. He welcomed all, with particular mention of students Rebecca Innis and Wendy Mah and their guests.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved by Daniel Fontaine, seconded by Marina Kolar, and unanimously resolved:

08/2012 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda.*

- 2.1 Minutes of the March 15, 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: College President – acknowledged
- 2.5 Report: Correspondence and Events – acknowledged

3. PRESENTATION: 2011 AWARD FOR EDUCATIONAL EXCELLENCE

The Chair introduced and congratulated Ms. Rebecca Innis, recipient of the College's *2011 Award for Educational Excellence*. Nominees considered for the award must have maintained a cumulative Grade Point Average (GPA) of 3.33 or higher, and will have made important contributions to campus life and the broader society through volunteer activities.

In presenting the award, the Chair highlighted Ms. Innis' numerous achievements. Reflecting on her leadership skills and contributions both within and beyond the Douglas College community, he noted accolades from nominators such as Gord Sturrock.

The Chair acknowledged the contributions of the Educational Excellence Committee and its Co-Chairs, Dr. Maria laquinta and Ms. Debbie McCloy.

4. PRESENTATION: DOUGLAS COLLEGE BOARD SCHOLARSHIP RECIPIENTS

The Chair offered details of the Douglas College Board Scholarship, an endowment fund established by past Board member Ronald Stevenson in 1990. With contributions made to this fund each year, the endowment balance is \$160,081, and interest earned on the fund is used each year to award student scholarships. Total Board scholarships awarded to date have amounted to \$44,612, presented to approximately 80 students.

The Chair congratulated Zhuxian (Wendy) Ma, one of the nine recipients of this year's scholarship, and highlighted her academic achievements and career goals.

5. COLLEGE PARTNERSHIPS

The Chair reported that the Board issued a media release the prior day, and had made an April 16, 2012 Deloitte report available through the Board Office and the Director of the Marketing and Communications Office (MCO).

6. PRESIDENT'S REPORT

The President expanded on his report, and on turn out at the Strategic Plan Town Hall and community meetings. He reported that the College was on track in terms of Strategic Plan implementation and program development, and advised that he would report further in the Closed Session.

7. CHAIR, COMMITTEE AND LIAISON REPORTS

7.1 Board Chair's Report

7.2 Board Executive and Governance Committee (BEGC)

a) General

The Chair reported on Board members' participation in a number of College events, including the annual Athletics Awards Banquet and Employee Recognition event. He reported on a meeting in which he, Peter Kendrick and Shelley Williams joined members of the Senior Management Team (SMT) in prospective partnership discussions with a delegation from India.

The Chair advised of the May 10, 2012 launch of a highly innovative Bachelor of Performing Arts degree program, a collaboration between Douglas College and Capilano University, Langara College and Vancouver Community College.

7. CHAIR, COMMITTEE AND LIAISON REPORTS, cont'd**7.2 Board Executive and Governance Committee (BEGC)**

- b) Proposed Renumbering and Replacement of By-Law 83-8(A1) with By-Law B1006, "Development and Amendment of Board By-Laws and Policies"

It was moved by Peter Kendrick, seconded by Shelley Williams, and unanimously resolved:

09/2012 *THAT the Douglas College Board approve replacing existing Board By-Law 83- 8(A1), "Amendment of By-Laws" with the proposed Board By-Law B1006, "Development and Amendment of Board By-Laws and Policies"*

- c) Proposed Renumbering and Replacement of By-Law 83-6(A1) with By-Law B1012, "Reimbursement of Board Members' Expenses"

It was moved by Bruce Clarke, seconded by Gerry Shinkewski, and unanimously resolved:

10/2012 *THAT the Douglas College Board approve replacing existing Board By-Law B83-6(A1), "Reimbursement of Expenses Incurred by Board members" with the proposed Board By-Law B1012, "Reimbursement of Board Members' Expenses"*

7.3 Audit and Finance Committee (AFC)

- a) Chair's Report

Committee Chair Shelley Williams reported on the AFC's April 16, 2012 meeting and the continued work underway by the Metrics Committee. She reported that the group had asked management to look at operational and HR metrics, and that student metrics would be considered during the committee's May 2012 meeting; intent was to have a final package for discussion during the October 13, 2012 Board retreat.

The AFC Chair reminded Board members that, with the new fiscal period underway, the College was now subject to new accounting standards. She reported that College Comptroller Stephanie Fraser provided AFC members an update during its April meeting, and that all was well in hand. There would be substantial changes to presentation of financial information, but not accounting standards. One outstanding issue, impacting the entire sector, is out of College hands; Douglas College and its counterparts await word from the Auditor General.

- b) One Time Only (OTO) 2012/13 Douglas College Operating Budget Allocation for Phase One, Relocation of Faculty of Child, Family and Community Studies (CFCS) to David Lam Campus

The AFC Chair reported that the committee also met with Facilities Director Terry Leonard to review the budget for relocation of the Faculty of Child, Family and Community Studies (CFCS) to the David Lam Campus. She advised that, given tight timelines to accomplish the necessary renovations prior to September 2012, the AFC recommended the Board approve that element of the College's 2012/13 budget at this point in time. The committee Chair invited questions of the Vice President, Finance and Administration (VPFA) and herself, and discussion ensued. The VPFA confirmed that such expenses were contained in the proposed 2012/13 College budget.

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

11/2012 *THAT the Douglas College Board approve the 2012/13 One Time Only (OTO) budget request for Phase One of the Faculty of Child, Family and Community Studies (CFCS) relocation to the David Lam Campus, at a projected total cost of \$975,000 for renovations, FF&E (Furniture, Fixture and General Equipment) and moving costs.*

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

- c) Notice of Intent: Proposed Amendment of Board By-Law 83-5(A24), "Fees and Charges for Instruction"

In introducing the proposed by-law amendment, the AFC Chair advised that the College had received confirmation from the Ministry of Advanced Education of a maximum allowable tuition increase of two percent. She reflected on input from various stakeholders, and on the AFC's understanding that all public post-secondary institutions would propose such a two percent increase, which would still leave tuition rates at Douglas College as among the lowest in the province. The committee Chair noted this would have an impact on students, and on those who could least afford it. She relayed the AFC's proposal that management identify for the May 17, 2012 College Board meeting means by which to mitigate impact of a tuition increase upon students in need. The President acknowledged the request, and committed to identifying such measures as requested.

Board members offered expressions of both opposition and support for a two percent increase to tuition fees. They considered mitigation strategies already planned; the President advised that the College allocated approximately \$800,000 out of its base budget for scholarships and bursaries, and that the proposed 2012/13 base budget included a One Time Only (OTO) \$30,000 allocation for scholarships and bursaries, as well as additional funds to create student employment. He advised that a two percent increase would represent an expense of \$50 annually to a full time student enrolled in 10 courses. A Board member expressed concern that students had been unaware of the March 28, 2012 College-Wide Strategic Plan and Budget forum.

In the ensuing discussion, the AFC Chair reminded Board members that government funding levels would remain, with the exception of a slight decrease for one program, unchanged from 2011/12 to 2012/13. She reviewed funding and Full Time Equivalent (FTE) levels, and the positive impact of the College's International programs upon College resources. She advised that budget surpluses were only temporary and that, ultimately, the two percent increase was for the benefit of students; without it, the College could not meet its three-year objectives.

It was observed that the provincial government had provided direction that the Ministry of Advanced Education (AVED) reduce \$50 million from the post-secondary budget over the next two fiscal periods. Debate continued, with some Board members offering that it was only fair to keep up with inflation rather than requiring future students to make up for it down the road.

The Board Chair reminded all that the proposed by-law amendment was included on this agenda for discussion during this meeting, and would be presented for approval on May 17, 2012. He directed attention to the next item on the agenda.

7.4 Report: Human Resources Committee (HRC)

Committee Chair Jim Utley reported on the HRC's April 11, 2012 meeting and its consideration of succession planning and the upcoming evaluation of 2011-12 CEO performance. The committee Chair recommended asking the Vice President, Human Resources (VPHR) to present in May or June 2012 on the succession planning framework she had developed. The Board Chair invited the HRC Chair and VPHR to confirm preferred timing of this presentation.

7.5 Report: Chair, Education Council

Education Council Chair Elizabeth McCausland expanded on item six of her written report, advising that the variance to the Commerce and Business Faculty Supplemental Exam Policy did not release control but, rather, outlined conditions for eligibility to write supplemental exams. Board members queried criteria considered in determining what is suitable as an Honours program, and the Education Council Chair advised that this College has two degrees going forward with an Honours distinction; there is comparison with other Honours degrees across the province, and a higher GPA and specific studies are required.

7. CHAIR, COMMITTEE AND LIAISON REPORTS, cont'd**7.6 Credential Recommendation: Advanced Certificate in Employment**

The Vice President, Academic (VPA) reviewed the recommendation. Board members expressed appreciation of the inclusion of the more substantial background appendix, and the Education Council Chair noted that this reflected a relatively short program proposal.

It was moved by Jerin Mece, seconded by Marina Kolar, and unanimously resolved:

12/2012 *THAT the Douglas College Board establish the credential, Advanced Certificate in Employment Supports*

7.7 Report: Education Council Liaison

Board Liaison Bruce Clarke had no additional information to report.

7.8 Report: Douglas College Foundation Liaisons

Sydney Tomchenko reported on the April 10, 2012 Douglas College Foundation meeting. She advised that the Foundation was revisiting its investment policy and another policy of accepting shares as donations, and highlighted an upcoming "Unwined" event planned for May 12, 2012.

The Board Chair advised that the Vice President, External Relations (VPER) would present to the Board during its June 21, 2012 meeting.

8. NEXT MEETING AND ADJOURNMENT

There being no further business, the Chair adjourned the meeting at 6:10 p.m. The subsequent meeting was confirmed for May 17, 2012 at the David Lam Campus.

CHAIR

PRESIDENT