

Open Meeting File 2015-03-26, approved May 21, 2015

IN ATTENDANCE**Board Members**

Aaron Bayes
Graeme Bowbrick
Jane Butterfield, AFC Chair
Jason Carvalho
Kathy Denton, President (ex-officio)
Todd Harper, Chair, Education Council (ex-officio)
Peter Kendrick, Vice Chair
Jeevan Khunkhun, CPC Chair
Katryna Koenig
Nicole Liddell, HRC Chair
Dave Seaweed¹
Gerry Shinkewski, Vice Chair
Tom Spraggs, TSC Chair
Shelley Williams, Board Chair

Administration

Thor Borgford, Interim VP Academic and Provost
Karen Buxton, Manager, IRP, for Keith Ellis
Tracey Denofreo, Manager, MCO, for Dave Taylor
Shelagh Donnelly, College Secretary; recording
Vicki Shillington, Associate VP, Human Resources
Tracey Ternoway, VP, Finance and Administration
Chris Worsley, Director, Finance

Observers

Len Millis for Erin Rozman, DCFA
Ruab Waraich, DSU

Guests

Tracy Ho, Marissa Martin, Monique Paulino

REGRETS**Board Member(s)**

Debbie Oster

Observer(s)

Ryan Cousineau, BCGEU

Administration

Laureen Dailey, Executive Assistant to the President
Keith Ellis, Director, Institutional Research and Planning
Blaine Jensen, VP, Educational Services
Guangwei Ouyang, VP, International Education and Strategic Partnerships
Hazel Postma, Associate VP, Advancement & External Relations
Dave Taylor, Associate VP, Business Development and Strategic Communications

¹ early departure

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, the Chair called the meeting to order at 6:17 p. m. and welcomed guests.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved by Gerry Shinkewski, seconded by Nicole Liddell, and unanimously resolved:

06/2015 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the February 19, 2015 Open Session Board Meeting
- 2.2 Report: BC Government and Service Employees' Union (BCGEU)
- 2.3 Report: College President – March 2015 Report to the Board and College Community
- 2.4 Correspondence, Reports and Upcoming Events
 - a) Administrative Service Delivery Transformation (ASDT) Update: January/February 2015
 - b) Training Group: Skills Connect Rising Stars Event
Tuesday, March 31; 6:00 – 8:00 p.m.; Hilton Metrotown
 - c) Employee Recognition Reception
Wednesday, April 15; 4:00 – 6:00 p.m.; New Westminster Campus
 - d) Douglas College Student Engagement Awards
Thursday, April 9; 5:30 for 6:00 p.m. start; La Perla Ballroom, New Westminster

3. PRESIDENT'S REPORT

3.1 Report on Operational and Strategic Matters

The President discussed highlights of her written report provided in the agenda package. She reported on the Faculty of Commerce and Business Administration accreditation site visit, noting that the expert panel was very complimentary of the Faculty and College administration. She added that, earlier in the week, the Bachelor of Science in Nursing program also underwent a site visit, which went very well. With respect to strategic matters, the President drew attention to a meeting with NSERC (Natural Sciences and Engineering Research Council of Canada), and informed the Board that the President of NSERC, Dr. Mario Pinto, visited the College as part of NSERC's strategic planning process. Douglas was the only college visited by Dr. Pinto, but management invited representatives from other colleges, institutions, and teaching universities to participate.

3.2 Douglas College Code of Conduct

Members commended management on the development and effective presentation of the College Code of Conduct. The President referenced the implementation plan that was described in the agenda package, and advised that the communication process would be starting shortly.

4. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS

4.1 Audit and Finance Committee (AFC)

a) Chair's Report

The Committee Chair provided an overview of the budget process. In particular, she reported that the AFC had considered budget planning during all four of its meetings since Fall 2015, and noted that management had consulted with students, employees and Education Council as well as the Board. She then reported that the budget reflected government expectations and stated that the Committee endorsed the budget.

b) Education Council's Advice to the Board: Proposed 2015/16 College Budget

The Education Council Chair highlighted elements of his written report to the Board, including disparities in services between campuses. He also drew attention to a late revision to his report, noting the need for improved exam testing services in the Centre for Students with Disabilities.

c) 2015/16 College Budget Consultations: Management's Response to Feedback

The President advised that all feedback received from constituency groups had been given careful consideration by the senior management team. She referred the Board to her written report included in the agenda package, which described how most of the concerns raised had been appropriately addressed within the proposed budget. There were no further questions from Board members.

d) 2015/16 Douglas College Budget

e) Revision to College Board By-Law B1007, *Fees and Charges for Instruction: Application of Two Percent Tuition Increase, Effective Sept 1, 2015*

The Board Chair reported that the Board had discussed the proposed budget during the earlier Closed Session meeting, and Tracey Szirth highlighted key components of the proposed budget and responded to questions. The Board Chair reminded members that, while the College holds \$55.2 million in reserves, its capacity to draw on such reserves is limited. A discussion of the budget presentation ensued.

It was moved by Tom Spraggs, seconded by Peter Kendrick, and unanimously resolved:

07/2015 *THAT the Douglas College Board approve the revised College Board By-Law B1007, Fees and Charges for Instruction (Tuition Fee By-Law)*

It was moved by Jane Butterfield, seconded by Tom Spraggs, and unanimously resolved:

08/2015 *THAT the Douglas College Board approve the 2015/16 Consolidated Budget as presented March 26, 2015, subject to receipt of written confirmation of provincial funding ('the budget letter') as projected within management's proposed budget*

Note: Dave Seaweed departed the meeting at this point

f) Authorization to Exceed Budgeted Expenses

The Committee Chair provided a rationale for the resolution, which was carried forward from the previous year.

It was moved by Jane Butterfield, seconded by Peter Kendrick, and unanimously resolved:

09/2015 *THAT, subject to receipt of written confirmation of provincial funding ("the budget letter") as projected within management's proposed 2015/16 Consolidated Operating and Capital budget as presented March 26, 2015, the Douglas College Board grant approval authority to the College President for up to \$500,000 of additional expenditures beyond the approved budget, provided the additional expenditures are aligned with the approved Strategic Plan and do not create a deficit"*

4.2 Board Executive and Governance Committee (BEGC)

a) Chair's Report

The Board Chair congratulated guests Marissa Martin and Monique Paulino, who were recently elected by fellow students to one-year terms on the Board. They will succeed Aaron Bayes and Katryna Koenig on September 1, 2015. The Chair reported that the Board had submitted to government its request for reappointment of five members (Butterfield, Carvalho, Liddell, Spraggs, Williams); she discussed plans to improve staggering of appointment terms, and advised of recruitment efforts underway for an appointee to succeed Peter Kendrick.

The Chair introduced, and members endorsed, the proposed 2015-16 meeting schedule. The Chair advised that, given increasing board member workloads, including expansion of committee work, the BEGC will review with management the potential to reduce Board meeting frequency and improve meeting efficiency.

The Chair advised of upcoming Board participation (Bowbrick, Butterfield, Carvalho, Oster, Shinkewski) in the April 2015 AGB (Association of Governing Boards) conference. She advised that the Board would discontinue use of its Board development report template, and encouraged participants to instead submit written reports highlighting new insights, issues and trends, and effective governance practices that are relevant for the Board to consider.

4.3 Human Resources Committee (HRC): Chair's Report

The Committee Chair reported on the HRC's recent meeting, including ongoing work on revised CEO performance evaluation practices and a review of preliminary work on the College's executive compensation disclosure report to the Public Sector Employers' Council (PSEC). She reported on management's update on recruitment for the Vice President Academic and Provost, and intent to select a candidate by May 2015.

4.4 Technology Strategy Committee (TSC): Chair's Report

The Committee Chair reported on work underway with the new consultant. The Committee has six meetings scheduled over the next two months and will have more to report in the future.

4.5 Education Council

a) Chair, Education Council: February 2015 Meeting Report

The Education Council Chair referred to his written report and invited questions; none arose. The Education Council Chair provided an overview of the two housekeeping changes to credentials.

b) Credential Recommendation: Withdrawal of Diploma in Financial Services Management, Establishment of Diploma in Financial Services

It was moved by Jason Carvalho, seconded by Nicole Liddell, and unanimously resolved:

10/2015 *THAT the Douglas College Board approve the withdrawal of the credential Diploma in Financial Services Management and establishment of the credential Diploma in Financial Services, effective immediately*

c) Credential Withdrawal Recommendations: Diploma in Coaching and Diploma in Sport Science – Coaching

It was moved by Peter Kendrick, seconded by Katryna Koenig, and unanimously resolved:

11/2015 *THAT the Douglas College Board approve the withdrawal of the credentials Diploma in Coaching and Diploma in Sport Science – Coaching, effective immediately*

d) Board Liaison’s Report

The Liaison had nothing further to report.

4.6 Douglas College Foundation Liaison’s Report

Aaron Bayes reported on Foundation activities.

5. NEXT MEETING AND ADJOURNMENT

There being no further business, the Chair confirmed the next meeting for May 21, 2015 and adjourned the meeting at 7:22 p.m.

CHAIR

PRESIDENT