

*Open Meeting File 2011-04-14, approved May 19, 2011*

## **IN ATTENDANCE**

### **Board Members**

Bruce Clarke  
Daniel Fontaine  
Mary Hemmingsen, Vice Chair  
Peter Kendrick, Vice Chair  
Aiko Lim  
Scott McAlpine, President (ex-officio)  
Elizabeth McCausland,  
Education Council Chair (ex-officio)  
Raj Dehal Nibber  
Mike Russell  
Sydney Tomchenko  
Jim Utley  
Don Valeri  
Paul Wates, Chair  
Shelley Williams

### **Administration**

Kathy Denton, Vice President, Academic  
Shelagh Donnelly, Executive Assistant to the College Board; recording  
Blaine Jensen, Vice President, Educational Services  
Sean Kelly\*\* for the Director, MCO  
Maureen McGee, Administrative Assistant; administrative support  
Guangwei Ouyang, Associate Vice President, International Education  
Hazel Postma, Associate Vice President, External Relations  
Vicki Shillington for the Associate Vice President, Employee Relations  
Chris Worsley, Director, Finance

### **Observers**

Sandra Hochstein, DCFA  
Jerin Mece, DSU

## **GUESTS**

Janet Alwork\*, Jillian Griffin\*, Mark Haddock\*, Mikki Herbold\*, Laura Howat\*, Lorna Howat\*, Nimmi Jaklear\*, Susan McCaslin\*, Tim Rattel\*, Meg Stainsby\*, Farhood Soleymany Moayed, Patrick Thibodeau \*

## **REGRETS**

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

n/a

### **Administration**

Karen Maynes, Vice President, Finance and Administration  
Dave Taylor, Director, Marketing and Communications Office (MCO)

### **Observer(s)**

Mark Ferley, BCGEU

\* departed subsequent to consideration of associated agenda item      \*\* early departure

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

There being a quorum, Chair Paul Wates called the meeting to order at 5:06 p.m.; he relayed regrets from those unable to attend, and welcomed guests. The Chair extended the Board's congratulations to recently re-elected Education Council Chair Elizabeth McCausland, and the Vice President, Academic noted the presence of and congratulated Meg Stainsby, the recently appointed Dean of Language, Literature and Performing Arts (LLPA).

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

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

09/2011      *THAT the College Board approve the agenda, with the removal of Item 3.2, Presentation of the 2010 Award for Educational Excellence, and the addition of Item 5.1b), Douglas Students' Union (DSU) Presentation: College Tuition Fees, and approve/acknowledge the following items on the consent agenda*

- 2.1 Minutes of the March 17, 2011 Open Session Board Meeting – approved
- 2.2 Report: Douglas Students' Union (DSU) – 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**

#### **3.1 FACULTY EMERITUS**

The Chair invited all to join in honouring and congratulating the two newest recipients of the Douglas College Faculty Emeritus award, which was first established in 2004 and is awarded to retirees who have demonstrated sustained excellence over a period of at least ten years at the College. Such recognition reflects outstanding contributions to both one's discipline and the College community. The Chair welcomed honoree Dr. Susan McCaslin and relayed regrets from Susan Wasserman, and highlighted their significant accomplishments and numerous contributions. The evening's honours brought the ranks of Douglas College Faculty Emeritus to 28 colleagues. *Reference: Appendix "A"*.

Dr. McCaslin conveyed her appreciation of the honour, and the company in which she now stood. She noted the recent loss of Gail Fraser, and recognised those colleagues previously awarded this distinction. Expanding on her love of reading and poetry, and the enrichment afforded her through the ability to combine a creative life with her role as an English instructor, Dr. McCaslin thanked by name a number of colleagues and reiterated the significance of arts as integral to combining, in a unique way, spirit and soul. Dr. McCaslin looked forward to ongoing contributions in her role on the Board of Directors for *Event Magazine*, now in its 40th year of publication.

*Reference: <http://www.douglas.bc.ca/visitors/event-magazine.html>*

### **4. PRESIDENT'S REPORTS**

#### **4.1 Douglas College 2010 – 2015 Strategic Plan: Update**

The President reported on progress with projected student Full Time Equivalent (FTE) registrations, hiring, and with the Program Development and Implementation Funding Envelope (PDIFE). The Vice President, Academic (VPA) noted that the College had received approximately 20 program development applications, and that progress would soon be underway on up to 10 of the applications. A second series of calls would be issued to the College and external community in August 2011.

The President announced the appointment of Ms. Wanda Sanginesi as Associate Vice President, Employee Relations (AVPER), effective May 9, 2011. The President expressed deep gratitude for the contributions of Victoria Acheson (Manager, Development) and Vicki Shillington (Manager, Compensation and Planning) who had, in addition to their own respective roles, been outstanding in jointly fulfilling AVPER responsibilities subsequent to Marian Exmann's retirement in 2010.

### **5. FOR REVIEW/APPROVAL**

#### **5.1 a) Education Council Advice on the 2011/12 Douglas College Budget**

Education Council Chair Elizabeth McCausland provided full details in her written report.

#### **b) Douglas Students' Union (DSU) Presentation: College Tuition Fees**

Referencing established protocol that parties desiring Board consideration of a given matter submit a detailed request to the Executive Assistant to the Board, in writing and in advance of agenda preparation for a given Board meeting, the Board Chair noted a one-time exception following an April 14, 2011 meeting he and the President held with DSU Constituency Group Leader (CGL) Jerin Mece and DSU employee Tim Rattel. The Chair advised that he had made it clear to the DSU that this was a singular exception to practice that would not be repeated, and that the exception had been made in order that DSU perspectives beyond those offered in Mr. Mece's written report, included in the agenda package, be received. The President had also begun discussion with Mr. Mece on improving student-administration communications.

Jerin Mece thanked Board members for this exception and congratulated the College administration on efforts associated with the transit U-PASS for students. Mr. Mece delivered a petition and presentation, supported by a written offering, outlining the DSU's perspectives on the costs of education, textbooks, cafeteria food and daily living expenses as well as community engagement, accessibility of education and food bank usage. He encouraged leadership in support of future earnings, and a case for freezing and reducing tuition fees. *References: Appendix B and <http://www.douglas.bc.ca/about/college-board/meetingschedule.html>*.

**5. FOR REVIEW/APPROVAL, cont'd****5.1 b) Douglas Students' Union (DSU) Presentation: College Tuition Fees, cont'd**

Board members sought Mr. Mece's input on what would be a reasonable percentage sharing of the cost of education between students and government, and received further student and Canadian Federation of Students (CFS) insights. The Chair thanked Mr. Mece for his presentation.

**5.2 Ministry of Advanced Education Budget and Full Time Equivalent (FTE) Allocations**

The Director, Finance reported on the budget letter in the absence of the Vice President, Finance and Administration (VPFA). The budget provided the College was as anticipated – with no new funds or restoration of the previous capital cost allowance and no increases in other allocations – and consistent with the numbers incorporated in development of the College's 2011/12 budget plans.

**5.3 Recommendation on Proposed By-Law Amendment – 83-5(A23): Fees and Charges for Instruction**

Board members reviewed the proposed by-law amendment in context of the College budget structure, provincial funding, DSU input and the perspective of education as an investment rather than a cost. The President noted that a decision to not increase tuition rates in a given year would affect the base on which tuition increases could be made in subsequent years. A freeze in tuition rates was acknowledged as having potential to adversely affect the College's Strategic Plan which, in turn, could adversely impact offerings and services to students. Board members further reflected that governmental direction, typically provided each Spring, impacts the Board's decision making.

Board members requested that, for future planning purposes, the College begin assembling and then present them with reports as follows.

- Student aid – funding made available by the College
- Textbook costs – exploration of whether there are means to mitigate costs to students
- Tuition increase scenarios – analyses, for the College's 2012/13 budget proposals, indicating one-, two- and three-year term impacts upon the College's Strategic Plan should the Board determine, in Spring 2012, not to approve an increase to tuition rates, or to approve a tuition rate increase at a rate of either one percent or two percent

It was moved by Peter Kendrick, seconded by Daniel Fontaine, and resolved, with Board members Aiko Lim and Don Valeri registering votes against the motion, and another Board member abstaining from the vote:

10/2011            *THAT the Douglas College Board approve Amendment By-Law 83-5(A23),  
"Fees & Charges for Instruction"*

**5.4 Recommendations on 2011/12 Douglas College Operating Budget**

Board members considered the proposed operating budget, which was reflective of a series of consultations.

It was moved by Peter Kendrick, seconded by Sydney Tomchenko, and resolved:

11/2011        *THAT the Douglas College Board approve the 2011/12 Operating Budget for \$97,960,000*

**5. FOR REVIEW/APPROVAL, cont'd****5.5 Recommendations on 2011/12 Douglas College Operating Capital Budget:**

- a) Recommendation on Appropriation from Ancillary Fund Revenues
- b) Recommendation on 2011/12 Operating Capital Budget

Board members considered the proposed appropriation and operating capital budget.

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

12/2011 *THAT the Douglas College Board approve an appropriation of \$628,000 from the Ancillary Fund revenues to be used for purchase of the following:*  
- General Operating Capital - \$575,000  
- Ancillary Areas Capital - \$53,000

It was moved by Peter Kendrick, seconded by Jim Utley, and resolved:

13/2011 *THAT the Douglas College Board approve the 2011/12 Operating Capital Budget in the amount of \$2,580,000*

**5.6 Credential Withdrawal: “Citation in Behavioural Intervention” and Credential Establishment: “Citation in Behaviour Intervention”**

The Vice President, Academic (VPA) outlined the rationale for the proposal.

It was moved by Sydney Tomchenko, seconded by Don Valeri, and resolved:

14/2011 *THAT the Douglas College Board withdraw the credential, Citation in Behavioural Intervention and establish the credential, Certificate in Behaviour Intervention*

**5.7 Credential Establishment: “Certificate in Music Technology”**

The Vice President, Academic (VPA) outlined the planning and support for the proposal. Board members queried and considered employer recognition of such a credential; they were advised that such a credential would be unique in western Canada.

It was moved by Sydney Tomchenko, seconded by Don Valeri, and resolved:

15/2011 *THAT the Douglas College Board establish the credential, Certificate in Music Technology*

**5.8 Proposed Douglas College Policy on Board Operations**

It was moved by Peter Kendrick, seconded by Don Valeri, and resolved:

16/2011 *THAT the Douglas College Board approve the presented revised policy, Douglas College Policy on Board Operations, with the proviso that those elements of the previous such policy on which this 2011 revision is silent remain in effect until such time as they are articulated within newly revised policies or by-laws currently under development for Board consideration*

**5.9 Annual Evaluation Protocols: Evaluation of the College Board and College Board Chair**

The Chair reflected on valued input, notably from Shelley Williams, on the earlier draft mechanism for the evaluation of the College Board, and that such evaluations would be iterative processes, with improvements each year.

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

17/2011 *THAT the Douglas College Board approve the proposed mechanisms for the 2011 evaluation of the College Board*

It was moved by Shelley Williams, seconded by Peter Kendrick, and resolved, with one abstention:

18/2011 *THAT the Douglas College Board approve the proposed mechanisms for the 2011 evaluation of the College Board Chair*

**5. FOR REVIEW/APPROVAL, cont'd****5.10 Annual Review of Board Committees' Terms of Reference (TOR)**

Audit and Finance Committee TOR and Board Executive and Governance Committee TOR

The Audit and Finance Committee (ACF) Chair outlined proposed amendments to that Committee's Terms of Reference.

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

19/2011 *THAT the Douglas College Board approve the proposed revisions to the Terms of Reference for the Board's Audit and Finance Committee*

The Board Chair advised that the Board Executive and Governance Committee (BEGC) Terms of Reference were relatively new, and that the BEGC did not recommend any revisions to the document approved by the Board in October 2010. A Board member queried the need to retain an external person for oversight roles as outlined in the TOR. The Chair noted that the Committee had not yet reached such a point, and would first seek Audit and Finance Committee (AFC) recommendations to the Board prior to considering such a financial commitment.

**6. OTHER REPORTS****6.1 Report: Board Executive and Governance Committee (BEGC)**

Committee Chair Paul Wates reported on the Committee's March 29, 2011 meeting.

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

Committee Chair Peter Kendrick reported on the Committee's meeting of March 15, 2011, and updated the Board on the College's preparations in advance of adoption of new public sector accounting standards on April 1, 2012.

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

Committee Chair Mike Russell advised that he would provide his report in camera.

**6.4 Report: Chair, Education Council**

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

**6.5 Liaison Report: Douglas College Foundation**

Douglas College Foundation Liaison Bruce Clarke reported on the Foundation's recent meeting.

**6.6 College Board Development: Report on Association of Governing Boards (AGB) Conference**

AGB conference delegates Shelagh Donnelly, Scott McAlpine and Paul Wates reported favourably on the recent AGB Conference and Workshop for Board Professionals. They found the investment well placed and expanded on the wealth of governance- and foundation-related resources available through this organisation. The Chair encouraged College membership in the AGB, and consideration of sending delegations – including new Board members, as the conference dedicates offerings specifically to those new to governance – to upcoming annual AGB conferences.

**6. OTHER REPORTS, cont'd****6.7 College Board: Succession Planning**

The Board Chair reported on active efforts to identify candidates to recommend to the Board Resourcing and Development Office (BRDO) for consideration for Order in Council membership, given Mike Russell's conclusion of service to this Board on July 31, 2011.

**6.8 Board Chair's Report**

The Chair reported on a number of College events in which he'd participated since the previous Board meeting, and commended those involved in the Annual Athletics Banquet, the Foundation's annual awards presentations, and the April 14, 2011 Cleansing Ceremony for the Aboriginal Gathering Place, at which he'd been joined by Bruce Clarke, Scott McAlpine and Jim Utley. Subsequently, the Chair reflected on the Douglas College Youth International Internship forum, and the inspiring presentations by interns recently returned from Canadian International Development Agency- (CIDA-) sponsored internships in Uganda.

Reference: <http://www.douglas.bc.ca/services/international-education/services-for-success/youth-international-internship-program.html>

The Chair apprised Board members of efforts to organise an on-campus meeting with the Honourable Naomi Yamamoto, Minister of Advanced Education, and Board members noted additional opportunities for the President and Board Chair to meet with the Minister through BC Colleges (BCC) gatherings. The Chair highlighted Association of Canadian Community College (ACCC) advocacy efforts and ACCC's five-point action plan.

The Chair advised that, in May 2011, he would be out of country – and miss a Board meeting for the first time – and that Vice Chair Peter Kendrick would serve as Acting Chair throughout the month. Paul Wates noted that Mary Hemmingsen would also be in Africa in the weeks ahead, as part of Foundation-related travels to observe efforts underway through the Douglas College Uganda Project.

Reference: <http://www.douglas.bc.ca/programs/community-social-service/africa/uganda-project.html>).

Peter Kendrick reflected on the recent annual I-CARE dinner, celebrating successes of students within the College's ongoing literacy tutoring program. He strongly encouraged Board members to attend in future years, and reflected on the impact of seeing students who had previously possessed little or no reading skills read to an audience their published prose or poetry.

Reference: <http://www.douglas.bc.ca/visitors/icare.html>

**7. NEXT MEETING AND ADJOURNMENT**

There being no further business, the meeting adjourned at 7:01 p.m., with the next Open Session meeting confirmed for a 5:00 p.m. start in the David Lam Campus boardroom on Thursday, May 19, 2011.

---

CHAIR

---

PRESIDENT