

Open Meeting File 2013-02-21, approved March 21, 2013

**IN ATTENDANCE****Board Members**

Bruce Clarke  
Mark Darville  
Peter Kendrick, Vice Chair  
Marina Kolar  
Nicole Liddell  
Scott McAlpine, President (ex-officio)  
Elizabeth McCausland,  
Education Council Chair (ex-officio)  
Gerry Shinkewski  
Tom Spraggs\*  
Sydney Tomchenko  
Jim Utley, Vice Chair; HRC Chair  
Paul Wates, Chair  
Shelley Williams, AFC Chair

**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  
Dave Taylor, Director, Marketing and Communications Office (MCO)  
Chris Worsley, Director, Finance

**Observers**

Len Millis, DCFA  
Devlin Pereira, DSU

**GUESTS**

Kyle Baillie, Director, Centre for Campus Life; Nancy Constable, Director, Safety, Security and Risk Management; Laureen Dailey, EA to the President; Tracy Ho; Douglas Students' Union (DSU); Ian McLeod, Chief Information Officer (CIO), Debbie Schachter, Director, Learning Resources; Sanjeev Mago, National Account Manager, Diligent Boardbooks\*\*

**REGRETS****Board Member(s)**

Don Valeri

**Administration**

Vicki Shillington, Interim Associate VP, Human Resources (AVPHR)

**Observer(s)**

Sandra Mountain, BCGEU

\* late arrival      \*\* early departure

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

There being a quorum present, Chair Paul Wates called the meeting to order at 5:07 p.m. He welcomed all in attendance and conveyed regrets from those unable to attend.

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

It was moved by Mark Darville, seconded by Marina Kolar, and resolved:

04/2013

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

2.1 Minutes of the January 24, 2013 Open Session Board Meeting – approved

2.2 Report: Douglas Students' Union (DSU) – acknowledged

2.3 Report: College President (February 2013) – acknowledged

2.4 Board By-Law B1004, Election of Officers of the Board - acknowledged

2.5 Credential Recommendations

a) **Recommended Motion 05/2013:**

*“THAT the Douglas College Board establish the credential Post-Degree Diploma in Financial Planning”*

b) **Recommended Motion 06/2013:**

*“THAT the Douglas College Board establish the credential Post-Degree Diploma in Information and Communication Technology”*

c) **Recommended Motion 07/2013:**

*“THAT the Douglas College Board establish the credentials Post-Degree Diploma in Hospitality Management and Post-Degree Diploma in Hospitality Marketing”*

2.6 Reports: Correspondence and Events

### **3. PRESIDENT'S REPORT**

The President expanded on his written report and highlighted recent employee and student events.

### **4. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS**

#### **4.1 Board Chair**

#### **4.2 Board Executive and Governance Committee (BEGC)**

##### a) Board Portal: Diligent Boardbooks Overview

The Board Chair noted Boardbooks portal training undertaken by Board members and College administrators earlier in the day, and advising that this would be an ongoing process. At the Chair's invitation, Sanjeev Mago of Diligent Boardbooks provided an overview of Boardbooks' services and the Board EA demonstrated portal functions. The Chair reported that, with this Board's transition from its proprietary portal to Boardbooks in March 2013, and Board members' accompanying use of hardware to access documents during Board and committee meetings, this would be the last meeting at which Administrative Assistant Maureen McGee would screen agenda appendices for participants' viewing. The Board Chair thanked Ms. McGee for her contributions to such meetings, and relayed Board members' appreciation.

##### b) Spring 2013 Elections to the Board: Information Forums for Faculty, Staff and Student Candidates

The Chair reported on February 20 and 21, 2013 information forums that he, the College President and the Board EA hosted for prospective candidates for election to the Board and Education Council.

##### c) Board Succession Planning and Board By-Law B1004, Election of Officers of the Board: Call for Expressions of Interest in Candidacy

In accordance with College Board By-Law B1004, Election of Officers of the Board, the Vice President, Finance and Administration (VPFA) issued a call for expressions of interest in election to the role of Board Chair or Vice Chair, with interested Board members to apprise the VPFA by e-mail not later than March 1, 2013.

##### d) General

The Chair relayed word that major construction of Translink's Evergreen Line, with a terminus at the David Lam Campus, was due to begin this month, and that early works representing the groundwork for major construction were 80% complete as of January 2013. Advice was that the project should be complete by Summer 2016.

The Chair reported on his participation earlier the same day, alongside chairs of BC's public colleges, institutions and universities, in a conference call with the Hon. John Yap, Minister of Advanced Education, Innovation and Technology and Minister Responsible for Multiculturalism. The meeting focused on the implications of the Province's 2013 budget for post-secondary education; the Chair invited and responded to queries, and offered that the Board EA would circulate provincial budget information to all at the table.

On behalf of the Board, the Chair extended congratulations to Hazel Postma, Associate Vice President, External Relations on her recent receipt of a Queen's Diamond Jubilee Medal, presented by the Hon. James Moore. The Chair invited further questions of his report; there were none.

#### **4.3 Audit and Finance Committee (AFC)**

##### a) Chair's Report

The AFC Chair reported that the AFC's February meeting included a review of financial results for the first 10 months of fiscal 2012/13, and Full Time Enrollment (FTE) results for the Winter 2013 term.

**4. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS, cont'd****4.3 Audit and Finance Committee (AFC), cont'd****b) FTE/Financial reporting to January 31, 2013**

The AFC Chair advised that the College anticipated an operating fund surplus of about \$4,000,000. and expressed thanks to Dr. Guangwei Ouyang, as approximately 75% of the surplus reflected the success of Douglas International. The Vice President, Finance and Administration (VPFA) reported that the surplus reflected 2012/13 operations, and would be used to fund Full Time Enrollment (FTE) growth over the next three years, creating additional student seats as projected in the College's Strategic Plan, without reliance on additional government funding. Advising that the College was on schedule in terms of both budget and FTE growth, the VPFA reviewed the College's FTE performance in relation to government funding and discussed the College's projected creation of an additional 250 credit FTEs in the coming year. Discussion ensued, with the VPFA responding to queries associated with proposed tuition fee increases for international students; the budget projections – which the VPFA noted she would present to the Board in March 2013 – would imply a cost increase of \$20 per credit course for international students, from \$480 to \$500 per credit course effective September 2013.

The VPFA reported that the College had now received advice from the provincial government that it could increase 2013/14 domestic tuition fees by up to two percent, the current rate of inflation. Board members queried what a two percent increase would translate to in dollar costs per student, and the VPFA advised that would represent an increase of \$25 per term for a full time student.

The VPFA advised that, even with the growth already achieved, the College still had waitlists for courses, resulting in the College adding course sections as faculty and space are available. The President commended the Vice President, Academic (VPA) for her role in such success.

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

The HRC Chair advised that the committee did not meet in February, and planned to review the annual CEO evaluation process during its March meeting, drawing on feedback received from the 2012 Board evaluation process. The HRC Chair invited additional Board feedback on the CEO evaluation process, and received a suggestion reiterating comments arising from the 2012 Board evaluation, that the CEO evaluation process would benefit from some brevity and limiting focus to key priorities.

**4.5 Reports: Education Council**

- a) Chair, Education Council
- b) Education Council Liaison

Elizabeth McCausland and Board Liaison Bruce Clarke had no additional reports for this session.

**4.6 Report: Douglas College Foundation Liaisons**

Bruce Clarke reported on Marketing and Communication Office (MCO) Director Dave Taylor's branding presentation to the Foundation Board, and on that body's consideration of the roles and responsibilities of a Foundation board as well as potential for a Douglas College Foundation Board retreat.

**6. NEXT MEETING AND ADJOURNMENT**

There being no further business, the Chair adjourned the meeting at 5:46 p.m., after confirming that the subsequent meeting was scheduled for March 21, 2013 at the New Westminster Campus.

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 CHAIR

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 PRESIDENT