

Open Meeting File 2015-02-19, approved March 26, 2015

IN ATTENDANCE**Board Members**

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
Debbie Oster
Dave Seaweed¹
Gerry Shinkewski, Vice Chair
Tom Spraggs, TSC Chair
Shelley Williams, Board Chair

Administration

Thor Borgford, Interim VP, Academic and Provost (VPAP)
Laureen Dailey, Executive Assistant to the President
Shelagh Donnelly, College Secretary; recording
Blaine Jensen, VP, Educational Services (VPES)
Guangwei Ouyang, VP, International Education and Strategic Partnerships (VPIESP)
Hazel Postma, Associate VP, Advancement and External Relations (AVPAER)
Vicki Shillington, Associate VP, Human Resources (AVPHR)
Dave Taylor, Associate VP, Business Development and Strategic Communications (AVPBDSC)
Tracey Szirth, VP, Finance and Administration (VPFA)
Chris Worsley, Director, Finance

Observers

Ryan Cousineau, BCGEU
Erin Rozman, DCFA
Ruab Waraich, DSU

Guest(s)

Brian Chapell, Dean, Faculty of Science and Technology
Tim Rattell

REGRETS**Board Member(s)**

Aaron Bayes

¹ late arrival

Administration

n/a

Observer(s)

n/a

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, the Chair called the meeting to order at 5:08 p.m. and welcomed guests.

2. APPROVAL OF AGENDA/CONSENT AGENDA

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

02/2015 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items and motion on the consent agenda:*

- 2.1 Minutes of the January 22, 2015 Open Session Board Meeting
- 2.2 Report: Douglas Students' Union (DSU)
- 2.3 Report: College President – February 2015 Report to the Board and College Community
- 2.4 Report: Correspondence, Reports and Upcoming Events
 - a) Employee Recognition Reception – Wednesday, April 15; 4:00 – 6:00 p.m.
 - b) Douglas College Student Engagement Awards – Thursday, April 9; 5:30 for 6:00 p.m.

The Chair thanked the DSU representative for that organisation's recommendations on the 2015-16 College budget, and advised that management would respond to such recommendations at the March Board meeting.

3. PRESENTATION

3.1 Dr. Brian Chapell, Dean, Faculty of Science and Technology

Dr. Chapell provided insights on his experience and his vision for the Faculty of Science and Technology. He discussed challenges and opportunities, and answered questions from Board members.

4. PRESIDENT'S REPORT

4.1 Report on Operational and Strategic Matters

The President discussed highlights from her written report. She reported on Minister Wilkinson's recent visit to campus, which included attendance at an impressive Biology class taught by Dr. Lynette Sigola-Barreto. The President also provided an update on recent budget forums held with the College community and advised of plans to more effectively recognise employees' contributions. Discussion ensued.

5. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS

5.1 Board Executive and Governance Committee (BEGC)

The Chair thanked all who attended the previous week's graduation ceremonies or delivered inspiring speeches. The College Secretary provided an update on the student Board election process, and the Chair provided an update on the reappointment process for OIC members. The Chair encouraged members to provide the College Secretary with any updates to their entries on the Board Competencies Matrix.

5.2 Audit and Finance Committee (AFC)

a) Chair's Report

The Committee Chair reported on the Committee's recent activity, including review of the Internal Auditor's report and review of the quarterly investment fund performance.

b) College Board By-Law B1007, *Fees and Charges for Instruction*: Proposed Revision Relating to Adult Basic Education (ABE), English as a Second Language (EASL) and Bachelor of Performing Arts

Tracey Szirth provided context on the proposed motion and invited discussion.

It was moved by Jane Butterfield, seconded by Gerry Shinkewski, and unanimously resolved:

03/2015 *THAT the Douglas College Board approve the proposed amendments to College Board By-Law B1007, Fees and Charges for Instruction: regarding English as a Second Language (EASL) and Bachelor of Performing Arts, to take effect Summer 2015 Semester, and Adult Basic Education (ABE), to take effect Summer 2016 Semester*

c) College Board By-Law B1007, *Fees and Charges for Instruction*: Notice of Intent: Application of Proposed Two Percent Tuition Increase, Effective September 1, 2015.

Tracey Szirth introduced the notice of intent to present a resolution for approval at the March meeting.

d) Full time Equivalent (FTE) Reporting to January 31, 2015

Tracey Szirth reviewed highlights from the FTE Report. She advised that there had been a softening in demand during the winter term, and that enrolments were lower than previously projected. Although domestic enrolments were below budget, the College anticipated concluding the fiscal year ahead of government targets. Members inquired about the reasons for the declines and discussed whether a trend was emerging across the sector. Members highlighted the need to closely monitor demand activity, particularly at the universities, as it could have significant implications for the College's university transfer programs. Members also reinforced the need to consider remedies and retention strategies.

5.3 Human Resources Committee (HRC)

a) Chair's Report

The HRC Chair reported on the engagement of Hay Group for a) the development of a comprehensive evaluation tool for the College President, and b) collection of feedback for the current evaluation cycle.

b) Committee Terms of Reference (TOR): Annual Review

The HRC Chair highlighted elements of the substantially revised TOR which, if approved, would enhance the Committee's oversight activities and provide for specific delegated approval authority. The Board Chair noted that the Committee would continue to refine the timing of its work calendar over the coming months. It was moved by Jason Carvalho, seconded by Peter Kendrick, and unanimously resolved:

04/2015 *THAT the Douglas College Board approve the revised Human Resources Committee Terms of Reference*

5.4 Campus Planning Committee (CPC): Chair's Report

The Committee Chair reported on presentations from two independent consultants, and advice that an effective campus master planning process would require an investment of eight to 12 months. Management subsequently retained one of the consultants to begin work on utilisation metrics to inform the planning process.

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

Noting that TOR development was ongoing, the Committee Chair reported a positive meeting with management, which had committed to retaining a consultant to work with both the Committee and management on the development of a technology strategic plan.

5.6 Education Council

a) Chair, Education Council (EdCo): December 2014 and January 2015 Reports

The Education Council Chair referred to his report and invited questions. No issues were noted.

b) Credential Recommendation: Bachelor of Social Work

The Education Council Chair provided an overview of the proposed new Bachelor of Social Work. In response to questions from the Board, the President expanded on the specifics of the business case, including labour market demand, student demand, peer institution offerings, and professional support. A discussion ensued regarding alignment with government direction and the planned submission process to government.

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

06/2015 *THAT the Douglas College Board approve establishment of the credential, Bachelor of Social Work*

c) Douglas College Foundation

In the Board liaison's absence, Hazel Postma provided an update on Foundation undertakings.

6. NEXT MEETING AND ADJOURNMENT

There being no further business, the Chair adjourned the meeting at 6:13 p.m.

CHAIR

PRESIDENT