
Douglas College Board Meeting Minutes
June 19, 2014 OPEN SESSION MEETING
5:30 p.m., New Westminster Campus Boardroom

Thanking fellow members for their participation, the Chair reflected on the College's June 2014 graduation ceremonies, and reported on a recent meeting with the Minister of Advanced Education (AVED).

The Chair advised that the Board looked forward to welcoming appointees Jane Butterfield and Jason Carvalho to the Board on July 31, 2014 and elected members Aaron Bayes and Katryna Koenig on September 1, 2014. She extended the Board's thanks and appreciation to outgoing members Peter Kendrick and Sydney Tomchenko, and highlighted their contributions.

6.3 Audit and Finance Committee (AFC)

a) Chair's Report

The AFC Chair reported that, in his six years on the Board, this was the "cleanest" audit the College had ever experienced. The AFC Chair advised that the auditors had not identified any audit adjustments or internal control weaknesses to be rectified, and that all prior year recommendations had been appropriately addressed. The AFC Chair noted the auditors' complimentary remarks about the state of the College's finances, and he extended thanks and congratulations to the management team. The Vice President, Finance and Administration (VPFA) echoed the AFC Chair's remarks, and commended Director of Finance, Chris Worsley and her team.

b) Ministry of Advanced Education (AVED)

The Vice President, Finance and Administration (VPFA) advised that, just prior to the afternoon's meeting, she had received from government the College's 2014/15 budget letter regarding the initial operating grant and student full time equivalent (FTE) target. She reported that there was no change in total funding for this fiscal period, although base funding for English As A Second Language (ESL) had been replaced by one-time-only (OTO) funding.

c) Recommendation on 2013/14 Audited Financial Statements

The Vice President, Finance and Administration presented on the documents and invited discussion.

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

13/2014 *THAT the Douglas College Board approve the audited 2013/14 Douglas College Financial Statements*

d) Recommendation on 2013/14 Audited FTE Enrolment Report

It was moved by Peter Kendrick, seconded by Nicole Liddell, and unanimously resolved:

14/2014 *THAT the Douglas College Board approve the 2013/14 audited 2013/14 FTE Enrolment Report*

e) FTE/Financial Reporting: Summer 2014 Semester

The AFC Chair invited questions of the written report; none arose.

f) Douglas College Five Year Capital Plan (2015/16-2019/20)

The AFC Chair stressed that inclusion of potential new building construction in the Plan did not imply any commitment to construct another building; rather, the document represented a routine annual submission to government, intended to provide advance notice of the major capital requirements and projects under consideration by the College. The Committee Chair advised that an Opportunity Assessment, significant Board consideration and ultimate College Board approval would be required.

g) Capital Project: Server Room Relocation and Upgrade

The AFC Chair noted that management had submitted a proposal, in the May 2014 Closed Session meeting agenda package, to relocate and upgrade the College server room. At the May 2014 meeting, the AFC had committed to further evaluation of the proposal and provision of a recommendation to the Board's June 2014 meeting.

The Committee Chair advised that the AFC had subsequently reviewed the proposal at their June meeting. Committee members raised several key issues that they felt needed to be investigated further. The Committee recommended that additional review be conducted by the Board's Technology Strategy Committee (TSC), which would form in Fall 2014. The Board agreed to defer its decision until further consideration could be undertaken by the TSC.

6.4 Human Resources Committee (HRC)

a) Chair's Report

The HRC Chair reported on the Committee's work regarding CEO competency development, and executive compensation disclosure reporting.

4.5 Education Council

a) Chair, Education Council

The Education Council Chair invited questions of, and elaborated upon, his monthly and annual reports.

b) Credential Recommendation: Post-Degree Diploma in Accounting Studies

Members queried market needs and demand, and whether such studies provided further avenues for people wishing a post-degree credential but not the Chartered Professional Accountant (CPA) designation. Discussion ensued.

It was moved by Peter Kendrick, seconded by Gerry Shinkewski, and unanimously resolved:

17/2014 *THAT the Douglas College Board establish the credential, Post-Degree Diploma in Accounting Studies, effective September 2014*

c) Credential Withdrawal Recommendation: Computer Science and Information Systems Certificate

The Education Council Chair noted rationale for proposing withdrawal of the credential, *Computing Science and Information Systems Certificate*. Members queried credential issues should students currently engaged in such certificate studies fail or not complete some of the course work after its proposed withdrawal. The Interim President and Education Council Chair outlined the options available to students. Members sought and received confirmation that the College would advise all students currently enrolled in the program of the upcoming withdrawal of the credential.

It was moved by Nicole Liddell, seconded by Tom Spraggs, and unanimously resolved:

18/2014 *THAT the Douglas College Board withdraw the credential, Computing Science and Information Systems Certificate, effective May, 2015*

6.6 Douglas College Foundation Liaison

a) Liaison's Report

Douglas College Foundation Liaison Sydney Tomchenko reported on recent Foundation Board undertakings and goals.

7. ADJOURNMENT

There being no further business, the Chair adjourned the meeting at 6:35 p.m.

CHAIR

PRESIDENT