



Open Meeting File 2013-06-20, approved September 19, 2013

IN ATTENDANCE

Board Members

Bruce Clarke
Mark Darville
Peter Kendrick, Vice Chair
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
Don Valeri
Paul Wates, Chair
Shelley Williams, AFC Chair

Administration

Laureen Dailey, Executive Assistant to the President
Kathy Denton, Vice President, Academic and Provost (VPAP)
Shelagh Donnelly, Executive Assistant to the College Board; recording
Ian McLeod, Chief Information Officer (CIO) for B. Jensen, VPES
Karen Maynes, Vice President, Finance and Administration (VPFA)
Vicki Shillington, Associate VP, Human Resources (AVPHR)
Dave Taylor, Director, Marketing and Communications Office (MCO)
Chris Worsley, Director, Finance

Observers

MadisonParadis-Woodman,
DSU

Jen Tasse for
S. Mountain, BCGEU

GUESTS

Todd Harper, Education Council; Tracy Ho, Douglas Students' Union (DSU)

REGRETS

Board Member(s)

Marina Kolar

Administration

Blaine Jensen, Vice President, Educational Services (VPES)
Guangwei Ouyang, Vice President, International Education and Strategic
Partnerships (VPIESP)
Hazel Postma, Associate Vice President, External Relations

Observer(s)

Len Millis, DCFA
Sandra Mountain, BCGEU

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3. PRESIDENT'S REPORT**a) Douglas College 2010 – 2015 Strategic Plan Update****b) 2013/14 Douglas College Accountability Plan and 2012/13 Report to the Ministry of Advanced Education**

The President expanded on his written report and invited questions; there were none. In presenting the Accountability Plan and Report for approval, the President confirmed that the College had achieved or substantially achieved all the expectations outlined in the report. Board members queried the target unemployment rate identified in the report; they suggested that it seemed high, and asked how it was established. The President reported that such targets were based on national standards, which were usually slightly higher than what one might expect as the aggregate unemployment rate. He offered that we do know that individuals with college or university credentials have lower unemployment rates than those without such education. Discussion ensued.

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

23/2013 THAT the Douglas College Board approve the Douglas College 2013/14 Accountability Plan and

5. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS, cont'd**5.3 Audit and Finance Committee (AFC)****a) Chair's Report**

AFC Chair Shelley Williams advised that, in the Committee's June 2013 meeting with the College's external auditors, the auditors described their audit of Douglas College as one of the cleanest they had undertaken. The AFC Chair noted that 2013 represented the final year of this cycle of OAGBC (Office of the Auditor General of BC) audits of Douglas College, and that the College would issue a Request for Proposal for subsequent audits.

b) Recommendation on 2012/13 Audited Financial Statements

- i. Audited Financial Statements
- ii. Financial Statements Highlight Memo

The Vice President, Finance and Administration (VPFA) provided an overview and invited and responded to questions. Board members noted the intent to include, on the Board's October 2013 retreat agenda, a discussion of processes associated with construction of a new building, and how the College may best allocate any additional one-time 2013-14 surplus funds that may arise with enrolment increases greater than budgeted.

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

- 24/2013** THAT the Douglas College Board approve the 2012/13 audited Douglas College Financial Statements, together with the following year-end appropriations from the Ancillary Fund:
- a. \$150,000 for Legal, Severance, and Early Retirement
 - b. \$50,000 for Emergent and Insurance
 - c. \$100,000 for the Douglas College Foundation

c) Auditor General of BC (AGBC): Management Letter

Board members noted the management letter.

d) Recommendation on 2012/13 Audited FTE Enrolment Report

- i. Audited 2012/2013 FTE (Full Time Enrolment) Enrolment Report
- ii. FTE Enrolment Report Highlight Memo

It was moved by Tom Spraggs, seconded by Gerry Shinkewski, and resolved:

- 25/2013** THAT the Douglas College Board approve the 2012/13 FTE Enrolment Report

e) FTE/Financial Reporting: Summer 2013 Semester

The AFC Chair reported that the College was meeting the more aggressive International targets the Board had encouraged it to establish.

f) Douglas College Five-Year Capital Plan

The AFC Chair noted that the College submitted the Five-Year Capital Plan to the Ministry of Advanced Education subject to Board approval, and that such approval did not imply approval of a new building.

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

- 26/2013** THAT the Douglas College Board approve the Five-Year Capital Plan: 2014/15 – 2018/19

The Board Chair echoed the AFC Chair's comments with respect to the ongoing, high level management of the College's finances, and expressed appreciation for the group of individuals responsible for such matters. The Board Chair also thanked and congratulated the Audit and Finance Committee (AFC) for the extremely high level of its work.

- 5. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS, cont'd**
- 5.4 Report: Human Resources Committee (HRC)**
- a) Chair's Report**
 - b) Recommendation on Tentative Agreement Between Douglas College and the Douglas College Faculty Association (DCFA)**

The HRC Chair reported that the Committee had met and reviewed proposed collective agreement changes with the Associate Vice President, Human Resources (AVPHR). The HRC members learned more about the new Post-Probationary Faculty Member Developmental Evaluation Committee, a faculty committee to be formed in accordance with Letters of Understanding (LOUs) 10 and 11. The Committee Chair advised that the Human Resources Committee recommended approval of the tentative agreement.

A Board member queried language stipulating that "unused PD funds will be returned to the College", and the AVPHR advised that this reflected common bargaining language pertaining to the 0.6 percent that goes into the College Faculty PD (Professional Development) Fund. The Director of Finance confirmed that such language did not pertain to practices associated with PD funding for individual faculty members, which would remain unchanged.

It was moved by Nicole Liddell, seconded by Shelley Williams, and resolved:

27/2013 THAT the Douglas College Board approve the negotiated changes to the Collective Agreement between Douglas College and the Douglas College Faculty Association for the term of April 1, 2012 to March 31, 2014

- 5.5 Reports: Education Council**
- a) Chair, Education Council: May 2013 Report**
 - b) Education Council Liaison's Report**
 - c) September 2013 Board Liaison to Education Council**

The Education Council Chair had no further information to report. Questions were invited; none arose. The Education Council Liaison had no further information to report. The Board Chair encouraged members to consider potential to serve as Board Liaison to Education Council, an important responsibility previously held by Peter Kendrick and, until August 2013, by Bruce Clarke. Mark Darville offered to assume the responsibility, and his 2013-14 appointment to this position was confirmed, with appreciation.

5.6 Report: Douglas College Foundation Liaisons

Sydney Tomchenko reported on a \$20,000 donation by the Blue Sky Foundation to the Douglas College Foundation, and on planning underway for the Foundation's six-part legacy giving series. She advised that