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Douglas College Board Meeting Minutes  
SEPTEMBER 16, 2010 OPEN SESSION MEETING  
5:00 p.m., David Lam Campus Boardroom

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Open Meeting File 2010-09-16, approved October 21, 2010

**IN ATTENDANCE**

**Board Members**

Bruce Clarke  
Raj Dehal  
Michael Hwang\*  
Caroline Jellinck\*  
Peter Kendrick, Vice Chair  
Aiko Lim  
Scott McAlpine, President (ex-officio)  
Elizabeth McCausland, Education  
Council Chair (ex-officio)  
Sydney Tomchenko\*  
Jim Utley  
Don Valeri  
Paul Wates, Chair

**Administration**

Kathy Denton\*, Vice President, Education  
Shelagh Donnelly, Executive Assistant to the College Board; record  
Karen Maynes, Vice President, Finance and Administration  
Guangwei Ouyang, Associate Vice President, International Education  
Hazel Postma, Associate Vice President, External Relations  
Chris Worsley, Director, Finance

**Observers**

Jerin Mece\*, DSU  
Robin Wiley, BCFA  
Rita Jensen, Vice P

**GUESTS**

Wang Jiangang  
Yang Lijun  
Vice President, Hebei College of Industry and Technology  
Vice President, Hunan Railway Professional Technology College

- 3. WELCOME TO NEW BOARD MEMBERS:  
RAJBINDER (RAJ) DEHAL, AIKO LIM, DON VALERI
- 3.1 Oath of Office

Newly elected Board members Raj Dehal, Aiko Lim and Dr. Don Valeri respectively took the Oath of Office, offered brief self-introductions and conveyed their interests in serving on this Board.

- 4. FOR REVIEW/APPROVAL
- 4.1 Credentials – Establishment:
  - a) Career Development Practitioner Certificate
  - b) Career Development Practitioner Advanced Certificate

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

- 20/2010 THAT the Douglas College Board approve the establishment of the credential, Career Development Practitioner

4. FOR REVIEW/APPROVAL , cont'd
- 4.4 RECOMMENDATION ON FINANCIAL INFORMATION PURSUANT TO THE FINANCIAL INFORMATION ACT

Peter Kendrick offered an overview of the required annual report, which the Audit and Finance Committee had reviewed in detail during its September meeting. He noted that Committee members had queried two expense lines, and received confirmation that a \$120,350.80 expense payable to the Vancouver Canucks reflected ticket purchases for Athletics fundraisers, and that a \$51,665.00 expense payable to The Vancouver Organizing Committee (VANOC) reflected both the purchase of 2010 Olympics tickets for a Douglas College Foundation fundraiser and, to a lesser extent, the purchase of some SkyTrain advertising space made available by VANOC.

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

23/2010 THAT the Douglas College Board approve the Financial Information Pursuant to the Financial Information Act for the year ended March 31, 2010.

- 4.5 DOUGLAS COLLEGE POLICY A01.01.01:  
DOUGLAS COLLEGE POLICIES: FRAMEWORK

The President presented this new policy, which had been developed under Blaine Jensen's leadership, for information.

- 4.6 DOUGLAS COLLEGE POLICY A02.07.03:  
RECRUITMENT, SELECTION AND RETENTION OF EMPLOYEES

The President offered background on the development of this policy, which was presented for information. This led to consideration of statistical reports, and the Board's decision to request quarterly reports from administration, providing College safety statistics.

- 4.7 BOARD COMMITTEES AND LIAISONS: CALLS FOR EXPRESSIONS OF INTEREST

Board members and the Senior Management Team (SMT) reviewed important committee and liaison roles available to Board members, and the Board Chair asked that Board members contact the Board Executive Assistant on or before September 30, 2010 to offer expressions of interest in such roles for 2010 – 2011.

5. DOUGLAS COLLEGE 2010 – 2015 STRATEGIC PLAN

The President discussed work undertaken to publicize the College's 2010 – 2015 Strategic Plan, and circulated related documents also available online (see <http://www.douglas.bc.ca/about/presidents-office/strategic-planning.html>). He discussed the documents and internal and external responses to date, and again committed to providing updates at all regular Board meetings.

6. OTHER REPORTS
- 6.1 Report: Audit and Finance Committee

Committee Chair Peter Kendrick reported on the Committee's recent meeting, at which it considered the College's reviews of parking (Impark) and cafeteria (Chartwells) operations and internal controls. The reviews, conducted for both areas in recent years, revealed good internal controls at both operations, and the College will shift to reviews every second year, commencing with a 2010/11 cafeteria review and then a 2011/12 parking review.

6. OTHER REPORTS, cont'd
- 6.1 Report: Audit and Finance Committee , cont'd

The Committee reviewed spending and commitment authority levels during its September meeting, and the Committee Chair elaborated on various approval and commitment levels. He reported on the Committee's review of investment strategies, in the context of the August 2010 Auditor General of BC (AGBC) report, Management of Working Capital By Colleges and School Districts. Douglas College's investments take the form of cash and GICs, and this College is among a number of post-secondary institutions that have previously requested access to the BC Investment Management Corporation (bcIMC) funds.

In respect to stimulus funding, the Committee Chair reported that the College was on track to meet its March 31, 2011 infrastructure deadline and that 75% of the funds provided by ALMD and Industry Canada had already been expended. An external audit will be required before release to the College of a 10% holdback.

The Committee Chair invited questions of the Committee, and discussion of some matters was deferred to the Board's in camera meeting.

- 6.2 Report: Human Resources Committee

Committee member Caroline Jellinck reported that the Committee would meet again on October 4 or 6, 2010.

- 6.3 Liaison Report: Douglas College Foundation

Hazel Postma reported that the Foundation had held its annual social gathering earlier in the week.

- 6.4 Liaison Report: Education Council

Liaison Peter Kendrick advised that Education Council was scheduled to meet next on September 20, 2010.

- 6.5 Board Chair's Report

At the Chair's invitation, Michael Hwang – serving as President of the Downtown New Westminster Business Improvement Area (BIA) – offered insights into his consideration of an early resignation from this Board.

The Chair reported on Board members' participation in a number of College events, including employee barbecues, a series of meetings with the College's guests from Chinese post-secondary institutions and that day's Arts at One ceremonies to mark the inaugural performance on the College's new Steinway "D" grand piano, the result of a long term capital planning project for the Music Department.

The Chair and the Board Executive Assistant planned to meet the following week with the College's contact at the Board Resourcing and Development Office (BRDO) to try to facilitate Board succession planning processes and ensure timeliness of Order in Council (OIC) appointments. The Chair advised that the Board Executive engages in a thorough review of its Competencies Matrix in advance of all OIC vacancies on this Board, in order to identify needs well in advance of actual vacancies. The Chair reported that Shelagh Donnelly and her provincial peers would also meet with the same BRDO contact as well as their ALMD contact at a conference in early October, in order to collectively address such matters.

6. OTHER REPORTS, cont'd
- 6.5 Board Chair's Report , cont'd

The Chair reported on the College's joint graduation ceremonies in June 2010 at partner institutions Heilongjiang Institute of Science and Technology (HIST) and the Shanghai Institute of Foreign Trade (SIFT), and on meetings with prospective additional partners.

He noted that four new Board members had recently completed orientations to this Board, and that such occasions prompted questions that could be of interest to other Board members. He noted, as a result of one such query, that College Library privileges were available to all College Board members and also offered details relating to liability, and limitations of same.

- 6.6 Education Council: 2009 – 2010 Annual Report

The Chair thanked Education Council Chair Elizabeth McCausland for providing the Annual Report, which was informative for Board members, and credited Education Council and its Chair for the concise overview of its activities. Elizabeth McCausland observed that there had been fewer than normal program approvals in 2009 – 2010, and that she anticipated that would change in the year now underway.

- 6.7 Douglas Students' Union (DSU): Constituency Group Leader's Report

The Chair thanked DSU Constituency Group Leader (CGL)/College Relations Coordinator Jerin Mece for his report, and invited him to offer comments on the conclusion of the DSU's court-ordered receivership. Mr. Mece conveyed the DSU's excitement to have been removed from receivership as of August 25, 2010. This was accomplished by then-DSU Receiver-Manager Marne Jensen's written declaration removing the DSU from receivership effective 4:30 p.m. on August 25, 2010; no court approval was required. Jerin Mece added that renovations and a number of positive events were underway within the DSU, and he invited those in attendance to visit the DSU building. The Board Chair, noting the DSU's lengthy struggle with receivership, wished them all the best.

Board members asked for DSU insights on the Metro Vancouver U-Pass transit system, and Jerin Mece confirmed that – to this date – only students from UBC, SFU, Langara College and Capilano University had been eligible to participate in the U-Pass system. Blaine Jensen reported on planning currently underway, and discussion ensued. Jerin Mece noted that a referendum would be held for Douglas College students. He advised that the DSU had held the largest transit rally in provincial history, and that unofficial indicators were that this College's students are very much in support of