
Douglas College Board Meeting Minutes
MARCH 18, 2010 OPEN SESSION MEETING
6:00 p.m., New Westminster Campus Boardroom

Open Meeting File 2010-03-18, approved April 15, 2010

IN ATTENDANCE

Board Members

Bruce Clarke
David Guedes
Mary Hemmingsen, Vice Chair
Michael Hwang
Peter Kendrick, Vice Chair
Scott McAlpine, President (ex-officio)
Elizabeth McCausland, A/Education
Council Chair (ex-officio)
Mike Russell
Sydney Tomchenko
Paul Wates, Chair

Administration

Brad Barber, Director, Communications and Marketing Office (CMO)
Jan Carrie, Acting Vice President, Education
Shelagh Donnelly, Executive Assistant to the College Board; recording
Marian Exmann, Associate Vice President, Employee Relations
Karen Maynes, Vice President, Finance and Administration
Guangwei Ou, TJ/TTU/OT/CO/EE/Im. C. C. Sw (Graeme Bo) Sw (bri) (ck) JJC/D (Caroli) (ne Jell) (nc) (k) - (2) JT* C

Observers

B. Read, Faculty

2. APPROVAL OF AGENDA/CONSENT AGENDA

Advising that the evening's meeting marked this Board's first use of a consent agenda, Paul Wates explained that a consent agenda deals with a number of matters at one time, without taking separate action on each one; it is used to provide more time for less routine business by taking collective action on approval of routine business matters that require action but not discussion. He encouraged Board members who desired discussion of any of the items on the consent agenda to request transfer of such items to a later point on the agenda.

It was moved by Mary Hemmingsen, seconded by Peter Kendrick and unanimously resolved:

03/2010 *THAT the Board approve the agenda with the inclusion of a new item, numbered 5.10, BCGEU Constituency Group Leader Report, and approve/acknowledge the following items on the consent agenda.*

- 2.1 Minutes of the January 21, 2010 Open Session Board Meeting – included for approval
- 2.2 Report: Douglas College Faculty Association (DCFA) – included as information
- 2.3 Report: Douglas Students' Union (DSU) – included as information
- 2.4 Report: Acting Chair, Educati

- 3. PRESENTATIONS AND DIALOGUE, cont'd**
- 3.3 Presentation: Douglas College Faculty**

5. OTHER REPORTS, cont'd
5.5 Financial/FTE Reporting: March 2010

The Vice President, Finance and Administration highlighted achievements as noted within the reports for the first 11 months of the fiscal year ending March 31, 2010. Increases in both domestic and international enrolments resulted in a projected \$1,916,000 surplus. Added to the remaining amount from the \$2,214,000 in funding yet to be allocated – \$30,000 of which would be spent in the current fiscal year – the College was projecting an overall surplus of \$4,100,000. Such funds will be carried forward in order to make them available to the College for strategic purposes in future years.

Karen Maynes projected achievement of 92% of the College's Ministry of Advanced Education and Labour Market Development (ALMD) 2009/10 Full Time Enrollment (FTE) target, in comparison with an achievement of 88% for the 2008/09 fiscal period. The growth in FTEs reflected enrollment increases in Continuing Education and The Training Group, and in open enrollment. International FTEs and enrollments are recorded independently of such targets, and extensive recruitment and retention initiatives have resulted in International Education's achievement of approximately 131% of its FTE goal for Summer, Fall and Winter 2009/10.

5.6 Notice of Intent:
Proposed By-Law Amendment – 83-5(A22): Fees and Charges for Instruction

The Vice President, Finance and Administration reported that the College was awaiting notice from ALMD as to any allowable percentage increase to tuition rates for 2010/11. While there had been indications of development of a Higher Education Price Index (HEPI), word on an allowable increase percentage was anticipated by the fourth week of March 2010. Each 1% increase in tuition rates generates approximately \$160,000 that could be put to effective use. Karen Maynes advised that, as written notice of a proposed amendment to the Board's tuition fee by-law must be submitted to a regular meeting of the College Board at least two weeks prior to approval of an amendment, she would request that the matter be placed on the agenda for notice at the Board's April meeting, and again on the May agenda for subsequent approval.

5.7 ALMD Budget and FTE Allocations: 2010/11 – 2012/13

The Vice President, Finance and Administration drew Board members' attention to ALMD correspondence providing details on the College's operating grant and FTE allocations for 2010/11, and projections for 2011/12 through to 2012/13. Douglas College has an FTE target of 8,363 for 2010/11, and an operating grant of \$58,422,034 for the same period.

5.8 Board Chair's Report

5. OTHER REPORTS, cont'd**5.8 Board Chair's Report, cont'd**

The Chair noted the outstanding Order in Council vacancy on this Board, and a request received earlier the same day to seek expressions of interest in reappointment from the two members, Mary Hemmingsen and Michael Hwang, whose current terms conclude in 2010. He reported that Ms. Hemmingsen had confirmed interest in an additional term, but that he had learned with disappointment, yet understanding, that Mr. Hwang was unable to continue beyond his current term due to extensive business commitments. Mr. Hwang advised that this was because he had been elected President of the New Westminster Business Improvement Association.

The Chair reported that the list of Board delegates to the 2010 Association of Canadian Community Colleges (ACCC) conference would be finalised prior to the next Board m