



Douglas College Board Meeting Minutes
NOVEMBER 24, 2011 OPEN SESSION MEETING
5:00 p.m., New Westminster Campus Boardroom

Open Meeting File 2011-11-24, approved January 19, 2012

IN ATTENDANCE

4. FOR REVIEW/APPROVAL**4.1 Douglas College Budget Guidelines**

- a) Education Council's Advice to the Board**
- b) President's Recommendation**

The Chair noted that the evening's Education Council- and credential-related submissions to the Board reflected a draft iteration of the new reporting format to be instituted effective January 2012, and invited Board members' feedback to the Executive Assistant to the Board. Board members considered Education Council's advice, and the President's recommendation, on the proposed 2012/13 College Budget Guidelines.

It was moved by Shelley Williams, seconded by Jim Utley, and unanimously resolved:

32/2011 *THAT the Douglas College Board approve the 2012/13 College Budget Guidelines*

4.2 Financial/FTE Reporting to September 30, 2011

Audit and Finance Committee (AFC) Chair Peter Kendrick drew attention to positive trends, and the Board Chair noted the increase in university transfer Full Time Equivalents (FTEs). The President confirmed that this represented the fifth consecutive year of FTE increases at Douglas College, and Board members reflected upon the increases as expressed by percentages.

4.3 Establishment of Credentials

- a) Bachelor of Arts in Applied Psychology**
- b) Bachelor of Arts in Applied Psychology (Honours)**
- c) Certificate in Academic Foundations**

Responding to the request for feedback on the draft template of new reporting forms, Board members concurred that it would be helpful, wherever possible in presentation of credentials for approval, to include a market analysis or comments on expectations of graduates' ability to secure employment in a related field. The President and the Vice President, Academic (VPA) confirmed that a feasibility study/market analysis is undertaken with every such proposal. Board members offered, and the VPA answered, questions associated with the three proposed credentials.

It was moved by Peter Kendrick, seconded by Bruce Clarke, and unanimously resolved:

5. COMMITTEE, LIAISON REPORTS, cont'd**5.2 Report: Audit and Finance Committee (AFC)**

Committee Chair Peter Kendrick reported that, in accordance with its Terms of Reference, the AFC had, during its November 21, 2011 meeting, elected its Chair for 2011-12; he congratulated Shelley Williams on her election by acclamation. Peter Kendrick advised that he would continue to serve on the AFC and that, by virtue of her role as AFC Chair, Shelley Williams would join the Board Executive and Governance Committee effective December 2011.

It was moved by Shelley Williams, seconded by Sydney Tomchenko and unanimously resolved:

36/2011 *THAT the Douglas College Board approve the Audit and Finance Committee's Terms of Reference as presented November 24, 2011*

5.3 Report: Human Resources Committee (HRC)

Committee Chair Jim Utley reported on the HRC's November 21, 2011 meeting, and outlined the Committee' intended development of its annual calendar and Terms of Reference review.

5.4 Report: Chair, Education Council

Board members had no questions of Education Council Chair Elizabeth McCausland's report.

7. NEXT MEETING AND ADJOURNMENT

There being no further business, the meeting adjourned at 5:46 p.m., with the next Open Session meeting confirmed for a 5:00 p.m. start in the New Westminster Campus boardroom on Thursday, January 19, 2012.

CHAIR

PRESIDENT