

Open Meeting File 2018-06-28 for approval September 20, 2018

IN ATTENDANCE**Board Members**

Jane Butterfield, AFC Chair
Kathy Denton, President (ex-officio)
John Evans, BEGC Chair; Board Chair
Adel Gamar
Marissa Martin
Telka Pesklevits
Dave Seaweed
Wesley Snider
Eileen Stewart, HRC Chair; Board Vice Chair
Jodie Wickens

Administration

Thor Borgford, VP, Academic and Provost
Laureen Dailey, Interim College Secretary (Recorder)
Keith Ellis, AVP, Institutional Effectiveness
Brian Mackay, AVP Technology & CIO
Rebecca Maurer, Associate VP, Human Resources
Guangwei Ouyang, VP, International Education & Strategic Partnerships
Dave Taylor, Associate VP, Public Affairs
Tracey Szirth, VP, Administrative Services and CFO

Observers

Tanysha Klassen Douglas Students' Union
Len Millis for Erin Rozman, Douglas College Faculty Association

Guests

Steven Beasley, DSU; Vivian Lee, Finance; Rella Ng, Registrar's Office

REGRETS**Board Members:**

Jeevan Khunkhun, CPC Chair
Jasmine Nicholsfigueiredo, Chair, Education Council (ex-officio)
Dave Teixeira, TSC Chair; Board Vice Chair

Management:

Sarah Dench, Associate VP, Academic and Student Affairs

Observers:

Ryan Cousineau, BC Government and Service Employees' Union (BCGEU)
Erin Rozman, Douglas College Faculty Association

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair John Evans called the meeting to order at 5:05 p.m.

Dave Seaweed extended a welcome to campus on behalf of the Qayqayt First Nation and all Coast Salish peoples. The Chair welcomed the new AVP Technology & CIO, Brian Mackay, and guests to the meeting.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and unanimously resolved:

2018/0601 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the May 24, 2018 Open Session Board Meeting (for approval)
- 2.2 Information: Resolutions Approved by the Board during its May 2018 Closed Session
 - i. *THAT the Douglas College Board approve a merit-based salary increase, effective July 1, 2018 of up to 2% per eligible excluded employee whose eligibility is based on PSC criteria (up to 2%), with individual increases to be determined at the discretion of the College*

2.3 Information: Resolution 2018/SP0601 Approved by the Board via Electronic Communication on June 4, 2018

- i. *THAT the Douglas College Board approve the appointment of Eileen Stewart to the Technology Strategy Committee, effective immediately.*

3. PRESIDENT'S REPORT

3.1 Report on Operational and Strategic Matters

Kathy Denton provided an update on items in her written report and was pleased to announce that the BBA Business Management degree program has been approved by the Ministry. She noted that, as an outcome of the review of the Faculty of Commerce & Business Administration, the largest department (Business) will be separated into three smaller departments to make operations more manageable. Dr. Denton thanked Board members who attended the June graduation ceremonies and recounted a successful trip to Shanghai for the SUIBE graduation ceremonies.

3.2 Compliance: Accountability Plan and Report 2017/18

Kathy Denton referred to the Institutional Accountability Plan and Report (IAPR) in the agenda package. She noted the only significant addition from last year was the Ministry's request for the College to be explicit regarding what has been done to respond to our Mandate Letter. The report is due to the Ministry by July 16th. No questions were raised.

It was moved, seconded and unanimously resolved:

2018/0602 *THAT the College Board approve the Douglas College Accountability Plan and Report for the 2017/18 reporting cycle, for provision to the Ministry of Advanced Education, Skills and Training*

3.3 Douglas College Coat of Arms

Kathy Denton put forward a proposal that management apply for a Coat of Arms for the College. She noted it is unusual for a post-secondary institution not to have a Coat of Arms and, by applying now, it could be a part of the College's 50th anniversary in 2020.

It was moved, seconded and unanimously resolved:

2018/0603 *THAT the College Board approve Management's application for a Coat of Arms*

3.4 Election Procedures

Kathy Denton spoke to the revised election procedures for staff, faculty and student representation on Education Council and the Board. She advised that the Registrar had consulted as necessary with the key representative groups, and subsequently made changes for the purpose of consistency. Questions followed and the Registrar provided clarification. The election procedures will go into effect for the 2019 elections.

3.5 EducationPlannerBC

Kathy Denton provided background information on EducationPlannerBC (EPBC), a common online application search platform. Dr. Denton advised that EPBC is shifting from a government sponsored project to a more sustainable not-for-profit society. As co-chair of EPBC, it's been recommended that Dr. Denton be one of the signatories on behalf of the sector.

It was moved, seconded and unanimously resolved:

2018/0604 *THAT the College Board approve the President's participation in the creation of a not-for-profit society to support EducationPlannerBC*

4. ACADEMIC DIVISION UPDATE

4.1 Annual Report: Vice President Academic and Provost

Thor Borgford highlighted the various degrees developed in the last year as outlined in his written report, and noted the recent approval of the BBA Management with Concentrations. In response to a question about the ongoing challenges regarding recognition of our Social Work degree with the BC College of Social Workers, Dr. Borgford advised of his latest reassuring conversation with the Ministry and expectation of a positive conclusion.

5. CHAIR, COMMITTEE & LIAISON REPORTS, RECOMMENDATIONS

5.1 Board Executive and Governance Committee (BEGC)

a) Chair's Report

John Evans advised that a high priority for BEGC is the OIC vacancies on Board and he anticipates receiving word from government in early July. He acknowledged the departures of Babs Kelly and Tom Spraggs and recognized their contributions to the Board, as well as those of outgoing Education Council Chair, Jasmine Nicholsfigueiredo. He noted the orientation for new Board members will be held August 29th.

Mr. Evans reported that BEGC continues to review Board policies and is working on the October retreat agenda. He remarked on the graduation ceremonies in China and the College's enduring partnership with SUIBE. Kathy Denton added that it is a high performing and successful program and is held in high esteem. Mr. Evans thanked members Adel Gamar, Dave Teixeira, Eileen Stewart and Jodie Wickens for representing the Board at the New Westminster graduation ceremonies, and Mr. Seaweed for providing the Qayqayt welcome at all seven ceremonies.

Lastly, Mr. Evans thanked committee members for completing their self-evaluations and advised that the full Board evaluation will be distributed in early September for discussion at the October retreat.

5.2 Audit and Finance Committee (AFC)

a) Chair's Report

Jane Butterfield reported on the AFC's June meeting with auditors KPMG. She advised that there were no adjustments out of audit, no identified errors, and no management letter points. Ms. Butterfield noted it was a testament to Tracey Szirth, Vivian Lee and team for looking after the Board's finances so capably.

b) Recommendation on 2017/18 FTE Enrolment Report

- i. FTE Enrolment Report Highlight Memo**
- ii. Audited 2017/2018 Full Time Enrolment (FTE) Report**

Tracey Szirth commented that the enrolment audit was consistent with what was reported and projected for the year. She explained that the enrolment audit is a level of assurance for a small cost that feeds into the financial statements.

It was moved, seconded and unanimously resolved:

2018/0605 *THAT the College Board approve the 2017/18 audited Douglas College FTE Enrolment Report*

c) Recommendation on 2017/2018 Financial Statements

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

Vivian Lee provided highlights from the College's balance sheet and responded to questions. She confirmed the increase in revenue is primarily due to an increase in international revenue.

It was moved, seconded and unanimously resolved:

2018/0606 *THAT the College Board approve the 2017/18 audited Douglas College Financial Statements*

d) Reappointment of KPMG as External Auditor for FISCAL 2018/19

Jane Butterfield brought forward the AFC's recommendation to reappoint KPMG for the 2018-19 financial year.

It was moved, seconded and unanimously resolved:

2018/0607 *THAT the College Board approve of the reappointment of KPMG as the Douglas College external auditor, to complete the audit of enrolment and financial statements for the 2018/19 year*

e) 2018/19 Full Time Equivalent (FTE) Reporting: Summer 2018 (Credit)

Jane Butterfield spoke to the above report provided for information in the agenda package. She noted the higher than anticipated summer enrolments by international students.

f) Douglas College Investment Policy: Annual Review Recommendations

Jane Butterfield presented the revised Investment Policy as recommended by AFC. The policy incorporates changes to reflect the new asset mix portfolio as approved by the Board in March, following consultant Brendan George's presentation on investment options.

It was moved, seconded and unanimously resolved:

2018/0608 *THAT the College Board approve of the revised Douglas College Investment Policy as presented June 28, 2018*

5.3 Campus Planning Committee (CPC)**a) Chair's Report**

In Jeevan Khunkhun's absence, Telka Pesklevits reported on the CPC's June meeting where they reviewed the 5 year Capital Plan and met with George Evans from LEC Cost Consultants. They also received a status report on the Anvil Centre, which will open one week later than anticipated on September 11, 2018. Ms. Pesklevits noted all other projects over \$100K have been completed or are on track as planned.

b) The Training Group: Proposed Maple Ridge Lease Expansion and Amending Agreement

Tracey Szirth advised that the Ministry requires formal Board approval of all lease property acquisitions. Jane Butterfield added that the AFC reviewed the lease expansion and supported it from a financial perspective.

It was moved, seconded and unanimously resolved:

2018/0609 *THAT the College Board approve of the proposed amended 5-year lease of the Maple Ridge property for The Training Group, effective September 1, 2018 to include Unit 165*

5.4 Human Resources Committee (HRC)**a) Chair's Report**

Eileen Stewart reported on the HRC's May meeting. They reviewed the Occupational Health and Safety Report and were satisfied with the work being done to keep all our campuses safe. They also received the HR portion of the Enterprise Risk Management (ERM) risk register.

5.5 Technology Strategy Committee (TSC)**a) Chair's Report**

In Dave Teixeira's absence, Eileen Stewart reported on the TSC's June meeting where they welcomed Brian Mackay, AVP Technology & CIO. They reviewed the Scorecard, the Technology Strategy Roadmap, and the IT Performance Monitoring Report. Ms. Stewart noted the TSC has consistently brought in speakers to talk about technology.

b) Technology Strategy Roadmap Report

Tracey Szirth presented, for information, a summary of the Technology Strategy 2017-2022 Roadmap Report. The Report outlines objectives related to strategic goals and indicates project milestones and timelines. She noted timelines and prioritization of initiatives will likely shift around as needed over the five-year period.

5.6 Education Council**a) Education Council Chair's Report: May and June 2018 Meetings****b) Education Council Chair's Annual Report: 2017/18**

Members received, for information, the Education Council Chair's reports for the May and June meetings, as well as her 2017/18 Annual Report.

c) Credential Recommendation: Establishment of the Continuing Education Credential "Certificate in Practical Energy and Advanced Knowledge – Buildings"

In Jasmine Nicholsfigueiredo's absence, Thor Borgford presented the PEAK - Buildings credential for Board approval. He noted this non-credit, professional development program will tie in with well-established accreditations in other areas and that graduates will find employment traction with organizations such as BC Housing and Fortis BC.

It was moved, seconded and unanimously resolved:

2018/0610 *THAT the College Board establish the Continuing Education credential Certificate in Practical Energy and Advanced Knowledge – Buildings, effective September 1, 2018*

5.7 Douglas College Foundation**a) Board Liaison's Report**

Marissa Martin advised that the Foundation Board has six new members. At their June meeting, members approved revisions to the Foundation's Constitutions and Bylaws, as well as the Draft Audited Financial Statements. Ms. Martin reported that \$2M in bursaries and scholarships and student programs was distributed to students over the last year. She added that for 2018/19 matching donations, Board members can have their gift matched up to \$5,000.

7. NEXT MEETING AND ADJOURNMENT

There being no further business, John Evans confirmed the next meeting for September 20, 2018 and adjourned the meeting at 6:12 p.m.

CHAIR

PRESIDENT