

*Open Meeting File 2020-05-21 for approval May 21, 2020*

**IN ATTENDANCE****Board Members**

Harshit Bansal  
Ivanna Cikes, Education Council Chair (ex-officio)  
Kathy Denton, President (ex-officio)  
Adel Gamar, Board Vice Chair  
Brian Haugen, TSC Chair, Board Vice Chair  
Rebecca Jules, HRC Chair  
Nikiel Lal  
Bobby Pawar  
Erin Rozman  
Dave Seaweed  
Maureen Shaw  
Eileen Stewart, BEGC Chair; Board Chair  
Susan Todd, AFC Chair  
Jodie Wickens, CPC Chair

**Administration**

Jo-Anne Bilquist, College Secretary (Recorder)  
Thor Borgford, VP Academic and Provost  
Sarah Dench, AVP Academic and Student Affairs  
Keith Ellis, AVP Institutional Effectiveness  
Vivian Lee, Director, Finance  
Michael Lam, Manager, Infrastructure Services  
Chelsea Smith, Interim Director, Human Resources  
Guangwei Ouyang, VP International Education & Strategic Partnerships  
Kayoko Takeuchi, VP Administrative Services and CFO  
Dave Taylor, AVP Public Affairs

**Observers**

Jasmine Nicholfigueiredo, Douglas College Faculty Association  
Andrew Dalton, Douglas Student's Union

**Guests**

n/a

**REGRETS**

**Observers: BCGEU**

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**1. CALL TO ORDER AND CHAIR'S REMARKS**

There being a quorum present, Chair Eileen Stewart called the meeting to order at 5:03 pm.

Dave Seaweed recognized a list of all local First Nations and acknowledged that we are meeting and working on the traditional territories of all the peoples located the Lower Mainland.

Eileen outlined best practice protocols to create a positive virtual meeting environment.

**2. APPROVAL OF AGENDA/CONSENT AGENDA**

It was moved, seconded and unanimously resolved:

**2020/0501** *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the January 23, 2020 Open Session Board Meeting  
Minutes of the March 19, 2020 Open Session Board Meeting
- 2.2 Resolutions Approved by the Board at the January 23, 2020 Closed Session  
Consent Resolution approved by the Board via email, effective April 13, 2020
- 2.3 Correspondence, Reports and Invitations Extended to the Board

**3. PRESIDENT'S REPORT****3.1 Report on Operational and Strategic Matters**

Kathy Denton provided Board members a brief overview of the College's response to the pandemic, indicating that the entire College transitioned to working remotely. She noted the huge strain this put on the CEIT department and applauded their response, as well as the work done by the Senior Management Team

in their respective areas. She advised they are now transitioning to a normal governance mode. Instruction will continue to be remote at this time, and the College will continue to operate within health and safety guidelines provided to the sector.

Kathy referred to her written report in the agenda package. She highlighted hiring of a new AVP HR and Director SAS, and mentioned that bargaining with DCFA and BCGEU had been successfully concluded. Kathy informed members that Guangwei Ouyang has been awarded a Lifetime Achievement Award by the BC Council on International Education recently. Kathy commented briefly on enrolment numbers at this time.

#### **4. CHAIR, COMMITTEE & LIAISON REPORTS, RECOMMENDATIONS**

##### **4.1 Board Executive and Governance Committee (BEGC)**

###### **a) Committee Reports**

Eileen referred to her report in the package and invited questions; none were raised.

###### **b) Succession Planning:**

###### **i. Election of Student positions to the College Board**

Eileen reminded Board members that they'd been informed of Nikiel Lal's reelection to the Board for next year, and announced new student member Doyin Agbaje will join the Board for the term September 1, 2020 to August 31, 2021.

Eileen also advised that notification has been received regarding our vacant OIC position. Kristi Miller will fill that vacancy, effective July 31, 2020. In addition, Bobby Pawar, Maureen Shaw, Susan Todd and Eileen were re-appointed. Orientation for both Doyin and Kristie will be scheduled for late August.

###### **c) Disclosure Report: 2019-2020 College Board Remuneration & Meeting Attendance**

Jo Bilquist noted all Board members have had the opportunity to review the report, and advised it will be posted to the Board's webpage and submitted to Ministry.

###### **d) Draft Board Meeting Schedule for 2020-2021**

Jo advised of one error on the schedule, noting the date for the 2021 Retreat should read October 23. There have been no issues noted, therefore this will be the final schedule. It will be posted to the webpage.

##### **4.2 Audit and Finance Committee (AFC)**

###### **a) Committee Reports**

Susan Todd note the reports for March and May were included in the package, and invited questions. None were raised.

###### **b) FTE (Full Time Equivalent) Reporting**

###### **i. 2020 Winter Semester Enrolment Report: Credit Programs**

###### **ii. 2019 Fall Semester FTE Enrolment Report: Non-Credit Programs**

Susan advised this is the annual summary of reporting and comparison to last year's numbers, reported in credit and non-credit categories. She drew attention to the projections for enrolments and Board members discussed.

###### **c) Government: 2020-2021 Interim Budget Letter**

Susan referred to the letter included with meeting materials, confirming it was as expected with no surprises. Board members had no additional questions.

###### **d) Investment Strategy Fund Review: Semi-Annual Report**

Susan explained that although this is a twice-yearly report that comes to the Board, the Committee reviews detailed investment reports quarterly. She noted the market was especially volatile in March but is showing recovery at this time. She further noted investments are in compliance with the policy during this period.

**4.3 Human Resources Committee (HRC)****a) Committee Reports**

Rebecca Jules reviewed the reports as presented, no questions were raised.

**4.4 Campus Planning Committee (CPC)****a) Committee Reports**

Jodie Wickens referred to the reports in the package, reviewing information presented. No questions were raised.

**4.5 Technology Strategy Committee (TSC)****a) Committee Reports**

Brian Haugen referred to the report included in the agenda package, inviting questions from Board members. He added that the May TSC meeting was Michael Lam's first as Interim CIO, and noted the amount of work he and his team accomplished to transition to remote working and learning. No questions were raised.

**4.6 Education Council****a) Education Council Chair's Reports: February, March, April, May 2020 Meetings**

Ivanna Cikes referred to the reports presented, highlighting items accomplished in each month. She advised a new EdCo Chair and Vice Chair were elected at the most recent meeting, with their terms beginning in September, and that she will remain on Council for another term as well.

**b) Board Liaison's reports**

Nikiel Lal noted he had nothing to add to his reports as presented. No questions were raised.

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

Harshit Bansal indicated he had nothing to report as there had been no meeting. The next Foundation Board meeting is June 24, and Harshit will provide a brief verbal report at our Board meeting.

**b) Douglas College Board Bursaries and Scholarships: Annual Report**

Kathy referred to the report provided by Leanne Poon, noting the disbursements were similar to the previous year, but she expects them to be quite different this year based on the current pandemic situation and resulting increased need. Kathy gave some background regarding the creation of the funds at a time when needs were identified.

**4.8 Honorary Fellow Committee****a) Board Liaison's Report**

Dave Taylor advised that liaison Erin Rozman had not had the opportunity to attend a meeting since she was appointed. He reported that as June graduation ceremonies have been cancelled, the opportunity to welcome an Honorary Fellow has been postponed as well. The designated recipient has been gracious about changing the date; as a result, fewer nominations will be solicited for the next round.

**4.9 Board Development Reporting**

Eileen welcomed Board members to report on any professional development they have attended. Susan advised she is currently attending a course on facilitating online learning through Royal Roads University.

**5. NEXT MEETING AND ADJOURNMENT**

There being no further business, Eileen confirmed the next regular Board meeting on June 25, 2020, most likely utilizing a virtual format. The meeting was adjourned at 5:45 pm.