

Open Meeting File 2021-01-28 for approval March 18, 2021

IN ATTENDANCE**Board Members**

Doyin Agbaje
Graeme Bowbrick, 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
Kristi Miller
Bobby Pawar, CPC Chair
Erin Rozman
Maureen Shaw
Eileen Stewart, BEGC Chair; Board Chair
Susan Todd, AFC Chair
Jodie Wickens

Administration

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

Observers

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

REGRETS

Board Members: Nikiel Lal, Dave Seaweed

Management: n/a

Observers: BCGEU

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair Eileen Stewart called the meeting to order at 5:02pm.

Eileen expressed condolences on behalf of the Board on the passing of Elder Woodrow "Woody" Morrison, and invited members to partake in a moment of quiet reflection.

Kristi Miller acknowledged that we are meeting and working on the unceded and traditional territories of the Qayqayt and Kwikwetlem First Nations and all Coast Salish peoples.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and unanimously resolved:

2021/0101 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the November 26, 2020 Open Session Board Meeting
- 2.2 Resolutions Approved by the Board at the November 26, 2020 Closed Session

3. PRESIDENT and CEO'S REPORT**3.1 President's Report**

Kathy Denton referred to her written report in the agenda package. She noted that domestic enrolments remained steady as expected while international enrolments fared better than anticipated. In comparison, it was noted that many institutions were down 15% in terms of domestic headcounts.

Kathy also drew attention to ongoing work aimed at increasing access to developmental and applied community programs. She also mentioned extensive support in the area of International Education including assistance for students in understanding restrictions related to COVID, resulting in stronger enrolments.

4. CHAIR, COMMITTEE & LIAISON REPORTS, RECOMMENDATIONS

4.1 Board Executive and Governance Committee (BEGC)

a) Committee Report

Eileen referred to the Committee report included in the package materials. She invited questions from the Board, none were raised.

b) College Board Directors' Budget

Eileen explained this item resulted from a Board member's suggestion to consider redirecting a portion of the Board's unused budget toward financial aid for students. Eileen noted the surplus has resulted from the inability for Board members to travel for professional development this past year, as well as other pandemic-related cost savings.

It was moved, seconded and unanimously resolved:

2021/0102 *THAT the Douglas College Board approve a transfer of \$40,000 from the Board's 2020-2021 expense budget to the Douglas College Foundation's existing Douglas College Board Legacy Fund to provide financial assistance to Douglas College students*

4.2 Audit and Finance Committee (AFC)

a) Committee Report

Susan Todd provided highlights of the report as presented, including the annual evaluation of external fund managers as well as presentation of the audit plan. In addition to the following separate items, Sue noted the Committee was pleased to endorse the transfer of Board funds to aid students. No questions were raised.

b) Update to Annual Forecast: Q3 Fiscal 2020-2021

Susan invited Kayoko Takeuchi to speak to this item. Kayoko indicated the high-level snapshot of the forecast as detailed in the memo provided, advising that although the College experienced a significant reduction in revenue this year, there was also a considerable effort on the part of budget holders to limit or defer spending. She noted the forecast was endorsed by the Committee and will be forwarded to Ministry tomorrow. No questions were raised.

c) Notice of Intent: Proposed Updates to College Board By-Law B.GO07.05, Fees and Charges for Instruction

Susan invited Vivian Lee to speak to the item. Vivian reiterated this is notice of intent for the proposed updates to the bylaw to come before the Board for approval in March. She noted the proposed increase of 2% in accordance with annual tuition limits assigned by the Ministry, and confirmed the increased fee amounts were reflected in the documents provided.

4.3 Human Resources Committee (HRC)

a) Committee Report

Rebecca Jules reviewed the Committee report as provided with the meeting materials, highlighting that semi-annual reports on HR related policies revealed no complaints had been noted.

4.4 Campus Planning Committee (CPC)

a) Committee Report

Bobby Pawar reviewed the Committee report as presented, commending the Centralized Student Services renovation project's completion at \$1.8 million under budget.

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

Brian Haugen referred to the Committee report, expressing appreciation for a new technology proposal rating process. Brian also congratulated the IT Team on achieving consistently positive results on satisfaction surveys.

4.6 Education Council**a) Education Council Chair's Report: October and November 2020**

Graeme referred to the reports as presented, commenting that the by-law revisions proposed in the fall had undergone a significant consultation process, and were approved at the January Council meeting. The new bylaws will come into effect on July 1st. No questions were raised.

b) Board Liaison's report

Nikiel Lal was unable to attend this portion of the meeting due to course requirements.

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

Doyin Agbaje advised there had been no Foundation Board meetings since her last report.

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

Erin Rozman confirmed there was nothing new to report since the last meeting.

4.9 Board Development Reporting

Eileen invited members to discuss any development sessions they've attended. Erin and Eileen both attended a presentation on Indigenous Relations, suggested by fellow Board member Rebecca. Both found the session informative. Kristi advised she attended an ICD course for audit committee effectiveness and indicated she would be happy to share materials if anyone is interested.

5. NEXT MEETING AND ADJOURNMENT

There being no further business, Eileen confirmed the next regular Board meeting on March 18, 2021. The meeting was adjourned at 5:30pm.