

Open Meeting File 2023-03-30 for approval May 25, 2023

IN ATTENDANCE**Board Members**

Graeme Bowbrick, Education Council Chair (ex-officio)
Bailey Cove
Kathy Denton, President (ex-officio)
Mehre Dllir
Adel Gamar, BEGC Chair; Board Chair
Bereket Kebede
Natasha Knox, Vice Chair
Baljinder Narang
Mohammad Rafiei
Erin Rozman
Jin Taek Shim
Eileen Stewart, HRC Chair
Susan Todd, CPC Chair

Guests: N/A

Administration

Thor Borgford, VP Academic and Provost
Sherry Chin-Shue, VP Human Resources
Sarah Dench, VP Student Affairs
Keith Ellis, AVP Institutional Effectiveness
Vivian Lee, Director, Finance
Michael Lam, AVP Technology and CIO
Leonel Roldan-Flores, AVP International Education
Devon Smith, College Secretary (Recorder)
Kayoko Takeuchi, VP Administrative Services and CFO
Dave Taylor, VP Public Affairs

Observers

Pranav Aggarwal
Sara Arora
Hypatia Behar-Gryl
Ryan Cousineau, BCGEU
Andrew Dalton, Douglas Student's Union
Danna Domasig, Douglas Student's Union
Zachary Goldthorpe
Matthew Harland
Sara MacFayden
Ahmed Masood
Barb Mykle-Hotzon
Jasmine Nicholsfigueiredo, Douglas College Faculty Association
George Tse
Valentina Toro Chinchilla
Shafkat Rashid
Kyle Rich

REGRETS

Board Members: Brian Haugen, AFIC Chair

Management: Chris Gardner, AVP Facilities and Sustainability

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair Adel Gamar called the meeting to order at 5:38 p.m.

Baljinder Narang acknowledged that our campuses are located on the unceded traditional and ancestral lands of the Coast Salish Peoples, including the territories of the q'ícəy (Katzie), q'wə:ńł'əń (Kwantlen), k'wík'wəłəm (Kwikwetlem), x'wəθk'wəyəm (Musqueam), and qiqéyt (Qayqayt) First Nations.

Adel reminded all in attendance of protocol at the Open Session Board meeting.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and unanimously resolved:

2023/0301 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the January 26, 2023 Open Session Board Meeting
- 2.2 Resolutions Approved by the Board at the January 26, 2023 Closed Session
- 2.3 Correspondence, Reports and Invitations Extended to the Board

3. PRESIDENT and CEO'S REPORT

3.1 President's Report

Kathy Denton referred to her written report included in the agenda package. She highlighted that a new Registrar had been hired and would be starting at the beginning of April. Kathy also noted that the Minister, Minister Robinson, would be visiting the College and expressed her gratitude to the DSU for assisting with the visit.

4. ACADEMIC DIVISION UPDATE

4.1 Transfer of the Sign Language Interpretation Program to Vancouver Community College

Kathy Denton introduced this item, reminding the Board that there had been some prior discussion regarding the program in January. Kathy advised that the Vice President Academic and Provost, as well as the Dean for the program, had met with Vancouver Community College ("VCC") to seek long term solutions to the low enrolment issues. Kathy further advised that based on these discussions, VCC had offered to take over the program. She invited Thor Borgford to further speak to the item.

Thor presented his recommendation as included in the published package, highlighting that it included a large history of the program. Thor noted that the proposal to move the program is not meant to damage the program, but rather to bolster a struggling program from the point of enrolment. He advised that it would be in the best interest to collocate Sign Language Interpretation with Deaf Studies at the same institution, and he advised that VCC is the better site for this combination. Thor further advised that there is no reciprocal opportunity available, as VCC has not offered to transfer any programs to Douglas.

Graeme Bowbrick provided contextual information of Education Council's role for this item. He advised that in his position as Chair of Education Council, he provided the published report to reflect what occurred at the Education Council meeting, noting that there was division between those who favoured and those who opposed the transfer of the program. Ultimately, Graeme noted that the decision from Education Council was to provide advice and to indicate the balance that occurred in discussion at their meeting.

Thor invited questions.

Bailey Cove inquired about causations of the lack of students in the program. Thor responded that one of the solutions to this would be collocation as the current pathway is complicated to get a diploma.

Mehre Ddir inquired whether the College would ever offer this program again in the future. Thor advised that he cannot determine whether it would ever be offered again, and would depend on its future success.

Eileen Stewart and Susan Todd expressed their gratitude that the success of the students was the primary concern for this item.

It was moved, seconded and unanimously resolved:

2023/0302 *THAT the Douglas College Board approve transfer of the Diploma Program in Sign Language Interpretation to Vancouver Community College and cancel the corresponding Douglas College credential, Sign Language Interpretation Diploma, once all students currently in attendance and registered in the program have completed their program requirements either at Douglas College or VCC*

4.2 Advice from Education Council

Graeme Bowbrick provided his advice in the item above, 4.1.

5. CHAIR, COMMITTEE & LIAISON REPORTS, RECOMMENDATIONS

5.1 Board Executive and Governance Committee (BEGC)

a) Committee Report

Adel advised that Minister Selina Robinson had attended the College the week prior to the Board meeting. Adel further noted that BEGC had reviewed development opportunities for the Board retreat, and would be providing options later in the evening. Further, in relation to the retreat, Adel advised that BEGC was recommending that Kathy McLaughlin assist with this year's Board evaluation.

b) Authorization to Exceed Budgeted Expenses

Adel noted that this annual item is to approve additional expenditures for the President and CEO that are aligned with the strategic plan and do not create a deficit.

It was moved, seconded and unanimously resolved:

2023/0303 *THAT the Douglas College Board approve that the President and CEO is authorized for additional expenditures up to a total of \$500,000 for initiatives that are aligned with the Strategic Plan and do not create a deficit*

c) Draft Board Meeting Schedule for 2023-2024

Adel welcomed questions and comments about the proposed upcoming Board schedule, none were raised.

5.2 Audit and Finance Committee (AFIC)

a) Committee Report

In Brian Haugen's absence, Eileen spoke to the published report, highlighting the investment report and that the College had done very well even with the current market. No questions were raised.

b) FTE (Full Time Equivalent) Reporting

- i. Annual Summary FTE Comparison 2022/23 – 2021/22
- ii. FTE Enrolment Reports – Winter 2023 Credit and Fall 2022 Non-Credit

Eileen invited Vivian Lee to speak to this item. Vivian advised that domestic enrolment was down, but that the budget was offset by international enrolment and that the College was on target to meet the Ministry's target.

c) Proposed College Board By-Law B.GO07.05 *Tuition and Fees for Instruction*

Eileen noted that the Notice of Intent for this item had been discussed at the Board meeting in January, 2023. She advised that the tuition fees aligned with what was indicated by the government. Eileen invited questions, none were raised.

It was moved, seconded and unanimously resolved:

2023/0304 *THAT the Douglas College Board approve the proposed revisions to Douglas College Board By-Law B.GO07.05, Tuition and Fees for instruction, as presented March 30, 2023*

d) 2023/2024 College Budget Consultations, Management’s Response to Solicited Feedback

Eileen Stewart acknowledged the engagement work that had been done for this item, as well as the thoroughness on the response from stakeholders. She expressed her gratitude to everyone who provided input, including the Senior Management Team’s responses.

Kathy Denton added that it had been extremely beneficial to receive DSU’s advice early. Kathy advised that the public forums were well attended. She noted that the DCFA feedback closely maps onto questions that were heard at the forum.

Susan Todd commented that she was impressed with the feedback submitted by DSU and appreciates that the results from the survey were shared.

(A 5-minute break commenced at 6:19 pm)

e) 2023/2024 Douglas College Consolidated Budget

(Meeting resumed at 6:25 pm)

Kayoko Takeuchi was invited to present the final Draft Consolidated Budget. Kayoko highlighted an update on total FTEs.

Adel invited questions on behalf of Kayoko.

Jin Taek Shim inquired whether there were any significant changes from what was presented to the Board in January, 2023. Kayoko responded that the surplus had increased, and that the majority of the increase was due to enrolments.

Susan Todd inquired what could be the greatest risk that could derail the budget as presented. Kayoko responded that the College is conservative in nature when preparing the budget and that the budget has not been overstretched. Kayoko noted that some tough decisions had been made so that despite any risks that might come, the College will be in a position to deal with them. Kathy Denton further added that if the College is aware that a problem is arising, the College is able to make adjustments and have time to respond.

2023/0305 *THAT the Douglas College Board approve the 2023/24 Consolidated Budget as presented March 30, 2023, subject to receipt of written confirmation of Ministry funding (“the budget letter”) as projected within management’s proposed budget*

f) Enterprise Risk Management Policy A68 – Proposed Revisions

Eileen Stewart presented the policy as published in the package.

Natasha Knox inquired about the removal of some definitions in the policy. Kayoko Takeuchi responded that only definitions that were not necessary were removed. She advised that the definitions continue to live on in the framework and are not lost entirely.

2023/0306 *THAT the Douglas College Board approve the revised Douglas College Enterprise Risk Management Policy A68 as presented March 30, 2023*

g) Investment Policy A62 – Revisions

Eileen Stewart provided additional information regarding the proposed changes to the published policy. Kayoko Takeuchi advised that the proposed changes are in part to ensure ESG goals of the College are met, and invited questions. A discussion ensued regarding mortgages as well as the College's investment advisor, George and Bell.

It was moved, seconded and unanimously resolved:

2023/0307 *THAT the Douglas College Board approve the revised Investment Policy as presented in the attachment*

5.3 Education Council**a) Education Council Chair's Reports:**

This item was moved earlier in the meeting to accommodate the Education Council Chair's availability.

Graeme Bowbrick advised that he had nothing to add to his published report, and invited questions. Susan Todd sought clarification as to whether recommended resolutions involved only name changes. Graeme confirmed that this was the case.

It was moved, seconded and unanimously resolved:

2023/0308 *THAT the Douglas College Board withdraw the credential Certificate in Basic Occupational Education – Electronics and General Assembly and establish the credential Certificate in Local Industry Skills Training – Electronics and General Assembly effective September 2023*

2023/0309 *THAT the Douglas College Board withdraw the credential Certificate in Basic Occupational Education – Food Services and establish the credential Certificate in Local Industry Skills Training – Food Services effective September 2023*

2023/03010 *THAT the Douglas College Board withdraw the credential Certificate in Basic Occupational Education – Retail and Business Services and establish the credential Certificate in Local Industry Skills Training – Retail and Business Services effective September 2023*

b) Appendix to March 2023 Education Council Report, Item B.1: Sign Language Interpretation Program

Please see Item 4.1, above.

c) Board Liaison's Report

Bailey Cove had nothing further to report; however, she expressed her appreciation in the due diligence being done by Education Council with their discussions.

5.4 Human Resources Committee (HRC)**a) Committee Report**

Eileen Stewart highlighted that HRC had had the opportunity to meet the new Director of Safety Security and Risk Management. Eileen invited questions about her published report, none were raised.

5.5 Campus Planning Committee (CPC)**a) Committee Report**

Susan Todd referred to the report included in the package, highlighting portions of the report.

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

Mehre Dliir provided a verbal report, highlighting that a new framework had been approved subject to review of the Foundation's bylaws.

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

Erin Rozman advised that the Committee had held their first meeting of the year earlier in the month. She further advised that the Committee is brainstorming ways to get more names going forward.

5.8 Board Development Reporting

Adel invited Board members to share anything they have learned around board activities or governance. He also reminded members of the upcoming PSFS workshop, as well as the upcoming AGB conference.

6. NEXT MEETING AND ADJOURNMENT

There being no further business, Adel confirmed the next regular board meeting on May 25, 2023. The meeting was adjourned at 7:09 p.m.