

Open Meeting File 2020-06-25 for approval September 24, 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
Sherry Chin-Shue, AVP Human Resources
Sarah Dench, AVP Academic and Student Affairs
Keith Ellis, AVP Institutional Effectiveness
Vivian Lee, Director, Finance
Michael Lam, Manager, Infrastructure Services
Guangwei Ouyang, VP International Education & Strategic Partnerships
Kayoko Takeuchi, VP Administrative Services and CFO
Dave Taylor, AVP Public Affairs

Observers

Glen Stanger, Douglas College Faculty Association
Andrew Dalton, Douglas Student's Union

Guests

n/a

REGRETS

Board Members:

Management:

Observers: BCGEU

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair Eileen Stewart called the meeting to order at 5:04pm.

Thor Borgford acknowledged that we are meeting and working on the unceded and traditional territories of the Qayqayt First Nation and all Coast Salish peoples.

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:

2020/0601 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the May 21, 2020 Open Session Board Meeting
- 2.2 Resolutions Approved by the Board at the May 21, 2020 Closed Session
Consent Resolution approved by the Board via email, effective May 29, 2020

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

Kathy Denton referred to her written report in the agenda package. She noted that the continually evolving Covid situation is occupying time and attention, indicating that guidelines for the next phase from the Ministry and Provincial Health Officer are expected July 3rd. She advised that instruction in the Fall will continue to be

delivered remotely for the most part, with potential exceptions being small groups attending in person for labs and practicums.

Kathy drew attention to a portion of her report outlining the impact of the pandemic on International study experiences, both for domestic students wishing to study abroad, and International students unable to attend in person. She advised the estimates have international student enrolments significantly reduced though the year, resulting in an impact on college revenues.

Finally, Kathy welcomed Sherry Chin-Shue, who started at the College one month ago in her role as Associate Vice President, Human Resources.

3.2 Institution Accountability Plan and Report 2019/20

Kathy referred to the annual Report, as included in the agenda package. She advised that some high level references to our new Strategic Plan had been included to give the Ministry a sense of our strategy. She explained institutions are provided prescriptive guidelines on how to prepare the report, which is due to government in July. Board members discussed the report, including a few suggested minor edits which will be made.

It was moved, seconded and unanimously resolved:

2020/0602 *THAT the Douglas College Board approve the Douglas College Institution Accountability Plan and Report for the 2019/20 reporting cycle, for provision to the Ministry of Advanced Education, Skills and Training*

4. ACADEMIC DIVISION UPDATE

4.1 Annual Report: Vice President Academic and Provost

Thor Borgford referred to his annual report, noting that one of the biggest concerns recently has been the transfer to online and remote instruction. He outlined that the Fall semester is traditionally the busiest, and confirmed that Deans and faculty have been working diligently, along with a team of faculty mentors with extensive experience in remote instruction, preparing to deliver courses in the Fall. Thor also indicated the academic integrity module which rolled out over the past year has met with good compliance and has had a positive impact on issues of plagiarism and cheating.

4.2 Proposal: Bachelor of Science in Health Information Management

Thor explained the requirement to have this initial section of the proposed degree approved by the Board prior to submission to the Degree Quality Assessment Board (DQAB) for their review. He advised the full program proposal will go through the full governance system at the College, including the Board, in the next academic year. Board members had no additional questions.

It was moved, seconded and unanimously resolved:

2020/0603 *THAT the Douglas College Board approve the proposal for the Stage 1 Bachelor of Science in Health Information Management*

5. CHAIR, COMMITTEE & LIAISON REPORTS, RECOMMENDATIONS

5.1 Board Executive and Governance Committee (BEGC)

a) Committee Report

Eileen invited questions regarding her report, none were raised.

b) Recognition of Outgoing Board Members: Harshit Bansal and Ivanna Cikes

Eileen noted that although Harshit was able to attend his orientation session in person, unfortunately all meetings following that have been either by phone or video. She thanked him for his participation and interest. Eileen recognized Ivana's years on the Board through her role as EdCo Chair, and thanked her as well for her involvement. She wished both outgoing members well in their future endeavours.

c) Board Committees and Liaisons

Eileen advised this slate of Committee Chairs and members was reviewed at BEGC, and includes appointment of incoming Board members Kristi Miller and Doyin Agbaje to committee and/or liaison roles.

It was moved, seconded and unanimously resolved:

2020/0604 *THAT the Douglas College Board approve the following Committee and Liaison appointments, effective September 1, 2020:*

Audit and Finance Committee (AFC):

Susan Todd (Chair), Adel Gamar, Kristi Miller, Maureen Shaw, Kathy Denton (ex-officio), Eileen Stewart (ex-officio)

Board Executive and Governance Committee (BEGC):

Eileen Stewart (Chair), Adel Gamar (Vice Chair), Brian Haugen (Vice Chair), Rebecca Jules, Susan Todd, Kathy Denton (ex-officio), Eileen Stewart (ex-officio)

Campus Planning Committee (CPC):

Jodie Wickens (Chair), Doyin Agbaje, Bobby Pawar, Dave Seaweed, Maureen Shaw, Kathy Denton (ex-officio), Eileen Stewart (ex-officio)

Human Resources Committee (HRC):

Rebecca Jules (Chair), Bobby Pawar, Jodie Wickens, Kathy Denton (ex-officio), Eileen Stewart (ex-officio)

Technology Strategy Committee (TSC):

Brian Haugen (Chair), Nikiel Lal, Erin Rozman, Kathy Denton (ex-officio), Eileen Stewart (ex-officio)

Board Liaison to the Douglas College Foundation: Doyin Agbaje

Board Liaison to the Honorary Fellow Committee: Erin Rozman

Board Liaison to Education Council: Nikiel Lal

d) CPC Terms of Reference: Annual Review/Revisions

Eileen referred to the documents included in the package, noting the changes to the TOR refer to the Committee reviewing environmental responsibility reporting.

It was moved, seconded and unanimously resolved:

2020/0605 *THAT the Douglas College Board approve the revised Campus Planning Committee Terms of Reference (TOR), as presented June 25, 2020*

5.2 Audit and Finance Committee (AFC)

a) Committee Report

Susan Todd referred to her report, noting that the external audit went well despite the difficult circumstances and she commended the Finance team for their work. She invited questions on her report, none were raised.

b) 2019/20 Full Time Equivalent Reporting: Audited FTE Enrolment Report

i. Annual FTE Summary and Comparative FTE Enrolment Report

ii. Draft FTE Enrolment Report

Susan noted the reports include detail on the summary of actual numbers in relation to the budget. Board members had no additional questions.

It was moved, seconded and unanimously resolved:

2020/0606 *THAT the Douglas College Board approve the 2019/20 audited Douglas College FTE Enrolment Report*

- c) Audited Financial Statements**
- i. Financial Statements Highlight Memo**
- ii. Draft Audited Financial Statements**

Susan reminded members that the financial year ended in March, with Covid impacting the last few weeks of the reporting period. She noted the College headed into the new fiscal year with a strong balance sheet. Kayoko Takeuchi noted highlights in the cover brief, and echoed Susan's assessment of a smooth audit and strong finish to the year. No questions were raised.

It was moved, seconded and unanimously resolved:

2020/0607 *THAT the Douglas College Board approve the 2019/20 audited Douglas College Financial Statements*

- d) Reappointment of KPMG as External Auditor for Fiscal 2020/21**

Susan advised the Finance team has a good relationship with the auditors and the Audit and Finance Committee has no concerns about the auditors' continued work with the College.

It was moved, seconded and unanimously resolved:

2020/0608 *THAT the Douglas College Board approve the reappointment of KPMG as the Douglas College external auditor, to complete the audit of enrolment and financial statements for the 2020/21 fiscal period*

- e) 2020/21 Full Time Equivalent (FTE) Reporting: Summer 2020 (Credit)**

Susan invited Vivian Lee to speak to this item. Vivian referred to the report, advising that although the Fall enrolment forecast has been adjusted based on summer enrolments, further information will be available as enrolment continues. Board members had no questions.

- f) Quarterly Three-Year Financial Forecast to Government: Q1: 2020/21**

Susan referred this item to Kayoko, who explained that the standard reliable method of calculating the forecast was not applicable in these unprecedented times. The projections were based on data gathered from summer enrolment experience. Actual fall enrolments will provide a better sense of the coming year, and revised projections will come to AFC and the Board in future.

5.3 Human Resources Committee (HRC)

- a) Committee Report**

Rebecca Jules reviewed her report as presented in the package; no questions were raised.

5.4 Campus Planning Committee (CPC)

- a) Committee Report**

Jodie Wickens referred to her report and invited questions from Board members; none were put forward.

5.5 Technology Strategy Committee (TSC)

- a) Committee Report**

Brian Haugen highlighted his report as presented, and welcomed Erin Rozman to the Committee for the coming year. No questions were raised.

5.6 Education Council

- a) Education Council Chair's Reports: June 2020 Meeting, Annual Report 2019/20**

Ivanna Cikes referred to her June report, noting 3 new international education affiliations were approved. She also reviewed the annual report, advising the Education Council standing committees had undertaken review of their TORs through the year. She added that the EdCo Chair and Vice Chair had held information sessions for each Faculty, to review and explain EdCo processes.

b) Board Liaison's report

Nikiel Lal provided a brief report on the June meeting, noting requests for additional information on a number of items.

5.7 Douglas College Foundation

a) Board Liaison's Report

Harshit Bansal provided a verbal report from the June meeting. He noted the Foundation Board expressed appreciation to the College for the smooth handling of the Covid situation.

5.8 Honorary Fellow Committee

a) Board Liaison's Report

The Committee expects to meet in the coming months and bring a potential list forward in the Fall.

5.9 Board Development Reporting

Eileen invited members to share any professional development experiences since last meeting. She reported that she had attended the Institute of Corporate Directors virtual conference, and provided a brief summary. Her notes will be posted in the Resource Center.

6. NEXT MEETING AND ADJOURNMENT

Eileen recommended Board members watch the Douglas College Graduation video of messages and well wishes, posted on the website.

There being no further business, Eileen confirmed the next regular Board meeting on September 24, 2020. The meeting was adjourned at 6:14pm.