

Open Meeting File 2017-03-30 approved May 18, 2017

IN ATTENDANCE**Board Members**

Jane Butterfield, AFC Chair
Jason Carvalho
Kathy Denton, President (ex-officio)
John Evans, HRC Chair
Robin Kaul
Jeevan Khunkhun, CPC Chair
Marissa Martin
Jasmine Nicholsfigueiredo, Chair,
Education Council (ex-officio)
Dave Seaweed
Gerry Shinkewski, Board Vice Chair
Wesley Snider
Tom Spraggs, Board Vice Chair
Eileen Stewart
Shelley Williams, Board Chair

Management

Thor Borgford, VP, Academic and Provost
Sarah Dench, Associate VP, Academic and Student Affairs
Shelagh Donnelly, College Secretary; recording
Rebecca Maurer, Director, Human Resources
Guangwei Ouyang, VP, International Education and Strategic Partnerships
Tracey Szirth, VP, Administrative Services and CFO
Chris Worsley, Director, Finance

Observers

Len Millis for E. Rozman, Douglas College Faculty Association (DCFA)
Ryan Cousineau, BC Government and Service Employees' Union (BCGEU)
Monique Paulino, Douglas Students' Union (DSU)

REGRETS

Board Member: Dave Teixeira, TSC Chair

Management: Keith Ellis, AVP, Institutional Effectiveness; Dave Taylor, Associate VP, Public Affairs

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair Shelley Williams called the meeting to order at 5:30 p.m.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and unanimously resolved:

2017/0301 *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, 2017 Open Session Board Meeting
- 2.2 Report: Douglas Students' Union (DSU)
- 2.3 Correspondence, Reports and Invitations Extended to the Board

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

Kathy Denton discussed her report provided in the agenda package. She noted significant achievements within the Nursing program: the recent graduating class achieved high success rates on licensing exams, and the program itself has received a highly positive accreditation report from CAUSN, the Canadian Association of Schools of Nursing. Dr. Denton also discussed the *Education Planner BC* project, and government's interest in the technology model developed for the initiative.

4. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS**4.1 Board Executive and Governance Committee (BEGC)****a) Chair's Report**

Shelley Williams noted Board members' participation in recent events, including graduation ceremonies and the College's Engineering Lab Open House.

b) Ministry of Advanced Education: 2017-18 Mandate Letter

Ms. Williams discussed the Mandate Letter contained in the agenda package. She reported that the BEGC had reviewed the document with Dr. Denton, who confirmed that the College is meeting or exceeding all expectations. The College Secretary confirmed that all members had now signed the Mandate Letter.

c) Information: Resolutions Approved by the Board During its January 2017 Closed Session Meeting

Ms. Williams discussed the two resolutions, below, which the Board approved at its last Closed Session meeting.

- i. "THAT the Douglas College Board approve the Risk Appetite Statement as presented January 26, 2017"
- ii. "THAT the Douglas College Board approve the General Wage Increase and Economic Stability Dividend (ESD) for non-managerial exempt employees in Pay Bands 2-4 of Appendix I attached to the Douglas College Working Conditions for Excluded Employees
Effective February 1, 2017, a 1.0% General Wage Increase (GWI)
Effective February 1, 2017, a 0.35% Economic Stability Dividend (ESD)"

Ms. Williams noted that the Risk Appetite Statement forms part of the Enterprise Risk Management framework, and was the first such statement developed by the College. Dr. Denton clarified that the compensation adjustment was consistent with increases received by bargaining unit employees.

d) Board Executive and Governance Committee Terms of Reference: Annual Review

Ms. Williams discussed the Committee's recommended revised Terms of Reference provided in the agenda package, and invited discussion.

It was moved, seconded and unanimously resolved:

2017/0302 *THAT the Douglas College Board approve the revised Board Executive and Governance Committee Terms of Reference (TOR) as presented March 30, 2017*

e) College Board Succession Planning: Results of Elections by Students

Ms. Williams congratulated Marissa Martin on her re-election, and noted the election of Telka Pesklevits as successor to Robin Kaul. The one-year terms will commence September 1, 2017

f) Proposed 2017-18 College Board Meeting Schedule

Ms. Williams invited discussion of the proposed schedule contained in the agenda package, and of the meeting locale. Members agreed to continue meeting at the New Westminster Campus, and noted that the proposed March 2018 meeting date was problematic for one Committee Chair. Shelagh Donnelly committed to assessing and proposing alternate dates for the March 2018 Board and Board Committee meetings.

4.2 Audit and Finance Committee (AFC)**a) Chair's Report**

Jane Butterfield discussed the Committee's March meeting. She reported that the Committee was satisfied with its review of processes to ensure that the DSU and The Other Publications Society met all requirements prior to the College releasing funds collected on their behalf.

- b) Full-Time Equivalent (FTE) Reporting:**
- i. **Winter 2017 Semester FTE Enrolment Report: Credit Programs**
 - ii. **Fall 2016 Semester FTE Enrolment Report: Non-Credit Programs**

Ms. Butterfield discussed the Committee's review of the enrolment reports contained in the agenda package, and advised that they aligned with expectations. Dr. Denton discussed factors contributing to domestic enrolment declines in some programs, and to increases in other programs. She noted that recent program changes have resulted in some short term declines, but are expected to generate longer term benefits.

- c) Board Governance: Proposed Revision to College Board Policy B.GO01.15, Douglas College Board Investment Policy**

Ms. Butterfield reported that following the January Board meeting, the Committee subsequently consulted further on the Investment Policy with George & Bell, the College's investment advisor. She discussed the proposed changes to the policy as presented in the agenda package, and invited questions.

It was moved, seconded and unanimously resolved:

2017/0303 *THAT the Douglas College Board approve the revised and renumbered College Board Policy B.GO01.15, Douglas College Investment Policy, as presented March 30, 2017*

- d) Education Council's Advice to the Board: Proposed 2017/18 College Budget**

Ms. Butterfield discussed the Committee's oversight of the budget development process. She reported on the Committee's review of the proposed budget from the perspective of alignment with the College's Strategic Plan and Risk Inventory, and with government expectations. Ms. Butterfield noted the robust nature of management's consultations with students and employees.

Education Council Chair Jasmine Nicholsfigueiredo discussed Education Council's feedback as contained in the agenda package, and indicated satisfaction with management's written response.

- e) 2017/18 College Budget Consultations: Management's Response to Solicited Feedback**

Dr. Denton discussed the budget consultation process as well as management's consideration of feedback received. She reviewed management's written response, provided in the agenda package, which contained actions relating to three major themes: Coquitlam campus services, Registrar's Office, and English Language Learning & Acquisition (ELLA) program offerings. Dr. Denton noted that the budget contains adequate funding for the issues raised.

- f) Revision to College Board By-Law B.GO07.05, Fees and Charges for Instruction Application of Two Percent Tuition Increase, Effective September 1, 2017**

Ms. Butterfield discussed the proposed by-law revision, which was circulated in January as a Notice of Intent, and also included in the March agenda package. Discussion ensued.

It was moved, seconded and unanimously resolved:

2017/0304 *THAT the Douglas College Board approve the revised College Board By-Law B.GO07.05, Fees and Charges for Instruction, as presented March 30, 2017*

- g) Notice of Intent: Proposed Revisions to College Board By-Law B.GO07.05, Fees and Charges for Instruction, for New Programs**

Ms. Butterfield discussed the Notice of Intent contained in the agenda package, which includes new tuition and lab fees relating to two new programs: Bachelor of Social Work (to be launched in Fall 2017) and the Post-Baccalaureate Diploma in Health Information Management (to be launched in Winter 2018). She advised that a resolution would be presented for Board approval in May 2017.

h) 2017/18 Douglas College Consolidated Budget

Tracey Szirth presented the proposed 2017/18 consolidated budget contained in the agenda package. She discussed the budget's alignment with the College's Strategic Plan, and advised that the budget was also informed by risk management assessments and the College's Human Resources and technology strategic planning.

Board members inquired about benefit costs and domestic enrolment growth plans. Management advised that the plan anticipated maintaining the College's domestic market share until 2020, based on high school graduation projections. Management indicated that once additional space is available, they would pursue additional domestic growth opportunities and maintain an appropriate balance between domestic and international enrolments.

Board members also inquired about cost saving opportunities through investment in new technologies and system collaboration related to technology. Ms. Szirth advised that these issues would form part of the College's new technology strategy. She also noted that some savings and collaboration is achieved through BCNet, but that these initiatives are still in the early stages. Further discussion ensued.

It was moved, seconded and unanimously resolved:

2017/0305 *THAT the Douglas College Board approve the 2017/18 Consolidated Budget as presented March 30, 2017, subject to receipt of written confirmation of provincial funding ('the budget letter') as projected within management's proposed budget*

i) Authorization to Exceed Budgeted Expenses

Ms. Butterfield reviewed the intent of the resolution, which enables management to identify high return opportunistic uses for surplus funds as envisioned by the College's budget surplus philosophy. Discussion ensued.

It was moved, seconded and unanimously resolved:

2017/0306 *THAT the Douglas College President and CEO is authorised to approve additional expenditures of up to \$500,000 for initiatives that are aligned with the Strategic Plan and do not create a deficit*

4.3 Campus Planning Committee (CPC):

a) Chair's Report

Jeevan Khunkhun reported on the Committee's March meeting. He noted management's progress with campus master plan development, and discussed intent to narrow down capacity options for the Board to consider, along with management recommendations. He indicated that the College's consultant was serving as an effective sounding board for management, and was helping to accelerate the planning process. He also noted that there may be some zoning issues that will have to be resolved. Discussion followed.

4.4 Human Resources Committee (HRC)

a) Chair's Report

John Evans discussed the Committee's March meeting, and progress with development of a comprehensive 360° assessment tool for the President. He reported on the Committee's discussions with management regarding safety, security and risk management, and noted that a reduction in the College's WorkSafeBC rates reflects strong safety performance. He also discussed the Committee's review of a draft sexual violence/misconduct policy being developed in accordance with government's expectations. Mr. Evans reported on work underway to improve HR processes, and noted that HRC has asked management to estimate the benefits/savings once the processes have been completed.

Mr. Evans also reported that the Committee held a second meeting in March, to consider interim relief from salary freezes for eligible excluded staff. He noted that government was allowing post-secondary institutions to provide limited compensation adjustments, in line with increases already provided to other public sector employees. Mr. Evans advised that the Committee would be discussing their recommendation in the Closed Session meeting.

4.5 Technology Strategy Committee (TSC)

a) Chair's Report

In Dave Teixeira's absence, Jason Carvalho reported on the Committee's March meeting. He discussed the involvement of some Committee members in the College's selection of an external advisor to assist with development of a new technology strategic plan.

b) Technology Strategy Committee Terms of Reference: Annual Review

Jason Carvalho and Wesley Snider discussed the proposed revised Terms of Reference contained in the agenda package.

It was moved, seconded and unanimously resolved:

2017/0307 *THAT the Douglas Board approve the revised Technology Strategy Committee Terms of Reference (TOR) as presented March 30, 2017*

4.6 Education Council

a) Education Council Chair's Report: February and March 2017 Meetings

Jasmine Nicholsfigueiredo discussed her reports in the agenda package. Dr. Nicholsfigueiredo noted the high quality of the new credential proposals contained in the agenda package. She discussed each of the credential recommendations, and invited and responded to questions. She indicated that these credentials strengthened and expanded the Business program offerings significantly, created excellent pathways, and would be in high domestic demand. Dr. Denton discussed the degree approval process. Members discussed the significance of the proposed new Bachelor of Business degrees, and labour market opportunities associated with the recommended credentials.

b) Credential Recommendation: Withdrawal of the Credential, *Accounting Management Diploma* and Establishment of the Credential, *Accounting Diploma*

It was moved, seconded and unanimously resolved:

2017/0308 *THAT the Douglas College Board withdraw the credential Accounting Management Diploma and establish the credential, Accounting Diploma, effective September 5, 2017*

c) Credential Recommendation: Establishment of the Credential, *Bachelor of Business Administration, Major in Management*

It was moved, seconded and unanimously resolved:

2017/0309 *THAT the Douglas College Board approve the establishment of the credential, Bachelor of Business Administration, Major in Management*

d) Credential Recommendation: Establishment of the Credential, *Bachelor of Business Administration, Major in Marketing*

It was moved, seconded and unanimously resolved:

2017/0310 *THAT the Douglas College Board establish the credential Bachelor of Business Administration, Major in Marketing*

e) Credential Recommendation: Establishment of the Credential, *Bachelor of Business Administration, Economics Minor*

It was moved, seconded and unanimously resolved:

2017/0311 *THAT the Douglas College Board establish the credential Bachelor of Business Administration, Economics Minor*

4.7 Douglas College Foundation

a) Board Liaison Report

Marissa Martin discussed the Foundation’s recent meeting and the Foundation portfolio.

5. NEXT MEETING AND ADJOURNMENT

Ms. Williams discussed Board development undertakings, and members’ attendance at upcoming conferences. Noting that this represented Monique Paulino’s last meeting as the DSU Constituency Group Leader, Ms. Williams thanked Ms. Paulino for her contributions.

There being no further business, the Chair adjourned the meeting at 7:20 p.m.

CHAIR

PRESIDENT