

Open Meeting File 2016-03-31, approved May 19, 2016

IN ATTENDANCE**Board Members**

Graeme Bowbrick
Jane Butterfield, AFC Chair
Jason Carvalho ¹
Kathy Denton, President (ex-officio)
John Evans
Jeevan Khunkhun, CPC Chair
Marissa Martin
Jasmine Nicholsfigueiredo, Chair, Education Council (ex-officio)
Monique Paulino
Dave Seaweed
Gerry Shinkewski, Vice Chair
Tom Spraggs, Vice Chair
Dave Teixeira, TSC Chair
Shelley Williams, Board Chair

Administration

Thor Borgford, VP, Academic and Provost
Shelagh Donnelly, College Secretary; recording
Hazel Postma, Associate VP, Advancement and Alumni Relations
Vicki Shillington, Associate VP, Human Resources
Dave Taylor, Associate VP, Public Affairs
Tracey Szirth, VP, Administrative Services and CFO
Chris Worsley, Director, Finance

Constituency Group Observers

Ruab Waraich, DSU

Other Observer(s)

Tracy Ho

REGRETS**Board Member(s)**

Nicole Liddell, HRC Chair

Administration

Keith Ellis, Executive Director, Institutional Research and Strategic Implementation
Guangwei Ouyang, VP, International Education and Strategic Partnerships

Constituency Group Observers

Ryan Cousineau, BCGEU
Erin Rozman, DCFA

¹ late arrival

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair Shelley Williams called the meeting to order at 5:17 p.m.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and unanimously resolved:

05/2016 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the January 28, 2016 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**

The President reviewed highlights of her written report, including government's approval of the Douglas College Criminology degree. Members noted the positive reception to the announcement of the new credential, and implications for students and employers.

The President also discussed planning associated with receipt of three provincial grants of \$75k each for short term training and student services to align with the *BC Skills for Jobs Blueprint*.

4. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS

4.1 Board Executive and Governance Committee (BEGC)

a) Chair's Report

The Chair acknowledged those members who had recently represented the College at the February graduation ceremonies and Honorary Fellow recognition events. She commended the College on its successful hosting of the 2016 Canadian Collegiate Athletic Association (CCAA) Mens' Volleyball National Championship tournament.

b) College Board Succession Planning: Election Results and Appointee Recruitment

The Chair congratulated Marissa Martin and Dave Seaweed on their re-elections to the Board, and reported on the elections of student Robin Kaul and faculty member Wesley Snider. Such terms will commence on September 1, 2016.

The Chair acknowledged Graeme Bowbrick's and Monique Paulino's service on the Board and their decisions not to run for re-election. She congratulated Ms. Paulino on her election to both Education Council and the Douglas Students' Union (DSU), and acknowledged outgoing DSU representative Ruab Waraich.

4.2 Audit and Finance Committee (AFC)

a) Chair's Report

The AFC Chair reported on the Committee's March meeting and discussed the College's release of funds collected on behalf of the DSU.

b) Full-Time Equivalent (FTE) Reporting:

- i. 2016 Winter Semester FTE Enrolment Report: Credit Programs**
- ii. 2015 Fall Semester FTE Enrolment Report: Non-Credit Programs**

Tracey Szirth discussed the enrolment reports contained in the agenda package. She advised that continued softening demand for domestic credit and non-credit programs was partially offset by increased international enrolments, resulting in enrolment levels 362 FTE lower than originally budgeted for 2016-17.

Members discussed the College's declining Training Group enrolments, and the impact within the sector of changes to government funding for non-credit offerings.

c) Education Council's Advice to the Board: Proposed 2016/17 College Budget

The AFC Chair 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, government's expectations, and risk management. Ms. Butterfield noted the robust nature of management's consultations with students and employees, and Education Council Chair Jasmine Nicholtsfigueiredo discussed Education Council's feedback as contained in the agenda package.

d) 2016/17 College Budget Consultations: Management's Solicitation of Feedback

The President discussed the budget consultation process and management's consideration of Education Council's concern that the proposed budget contained no financial support for domestic English as A Second Language (ESL) students. The President advised that such support could not be provided without cutting other programs. She summarised management's conclusion and discussed the availability of ESL opportunities elsewhere within the community. The President also discussed the allocation of additional funds for academic advising, resulting from feedback received during the budgeting process.

The Board Chair acknowledged management's provision of a budget education session for newer Board members.

e) Budget Presentation

Tracey Szirth presented the proposed 2016/17 consolidated budget contained in the agenda package. Ms. Szirth discussed the budget's alignment with the College's Strategic Plan, and advised that the budget was also informed by risk management assessments as well as the College's Human Resources and Technology Strategy Plans. Ms. Szirth noted management's establishment of an annual target of a minimum surplus of \$2M, in order to accommodate potential risks.

Members discussed enrolment trends, funding models, campus master planning and the impact of the New Westminster Campus (NWC) renovations upon the College budget. Management confirmed that the renovations would accommodate only modest FTE growth over the projection period. The Board Chair noted that all major IT proposals are now vetted by the Board's Technology Strategy Committee (TSC) prior to AFC budget review. TSC Chair Dave Teixeira confirmed the TSC's endorsement of the five technology projects reflected in the proposed budget. Thorough discussion of the proposed budget ensued.

f) Revision to College Board By-Law B1007, Fees and Charges for Instruction: Application of Two Percent Tuition Increase, Effective September 1, 2016

It was moved, seconded and unanimously resolved:

06/2016 *THAT the Douglas College Board approve the revised College Board By-Law B1007, Fees and Charges for Instruction (Tuition Fee By-Law)*

g) 2016/17 Douglas College Budget

It was moved, seconded and unanimously resolved:

07/2016 *THAT the Douglas College Board approve the 2016/17 Consolidated Budget as presented March 31, 2016, subject to receipt of written confirmation of provincial funding ('the budget letter') as projected within management's proposed budget*

h) Authorisation to Exceed Budgeted Expenses

The AFC Chair reviewed the intent of the resolution, which enables management to identify high value opportunistic uses for surplus funds, as envisioned by the College's budget surplus philosophy.

It was moved, seconded and unanimously resolved:

08/2016 *THAT the President 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): Chair's Report

The CPC Chair reported on the NWC renovation and the Campus Master Plan progress. The Board Chair advised of BEGC's recommendation to extend the campus master planning process if necessary to accommodate completion of supporting forecasts and assessments.

The CPC Chair discussed an environmental report regarding the College's vacant New Westminster property, and risk assessments that were currently underway.

4.4 Human Resources Committee (HRC): Acting Chair's Report

Acting HRC Chair John Evans reported on the HRC's March meeting. He discussed progress with the President and CEO performance review process. He advised that the evaluation cycle will align with the academic year, from September to August, and discussed anticipation that this cycle would eventually extend to all employee performance management.

Mr. Evans noted the reporting deadline for the 2015-16 Executive Compensation Disclosure Statement, and advised that the HRC would review the report prior to presentation for Board approval on May 19, 2016.

Mr. Evans reported on the HRC's discussions with management regarding the College's sexual assault and harassment policies and practices. He acknowledged management's supportive views and leadership on this issue, and noted that no complaints of sexual assault had been filed in the past five years. The Board Chair advised that the BEGC had also engaged the President in discussion of the College's culture and leadership, and was satisfied that appropriate attention was being given to this important matter.

4.5 Technology Strategy Committee (TSC): Chair's Report

The TSC Chair reported on the TSC's March meeting and discussed the server room renovation and relocation undertaken in early February 2016. He noted management's report that there were no issues with the process, which was completed two days earlier than projected. He advised that TSC members toured the new server room following their meeting, and were impressed with capacity to expand.

The TSC Chair discussed the Committee's recommendation that management consider how best to communicate word of technological improvements to students and employees. He reported that the Committee also reviewed the *Degree Works* project charter, which it endorsed and referred to the AFC for its financial review. Mr. Teixeira advised that the TSC had queried College practices to block "ransomware" attempts, and that management had confirmed success to date.

4.6 Vice President Academic & Provost's Report

Thor Borgford reported on the establishment of a new College category of credential, the Post-Baccalaureate Diploma (PBD). He explained that both PBDs and Post-Degree Diplomas (PDDs) align with labour market demand, the provincial *Skills Blueprint*, and the College's Strategic Plan as well as its International Strategic Plan.

Dr. Borgford advised that such offerings are typically directed to mature students who have completed their undergraduate education in another discipline, and he discussed the benefits of PBDs to international students. A discussion ensued regarding the distinctions between the one-year PDD and the two-year PBD. Dr. Borgford confirmed that credentials would be clearly understood externally, and explained how the credentials would meet student and employer needs.

4.7 Education Council

a) Education Council Chair's March 2016 Meeting Reports

The Education Council Chair discussed her two written reports and Education Council's engagement in reviews of the six new proposed credentials. Dr. Nicholsfigueiredo and Dr. Borgford highlighted elements of each of the credential proposals contained in the agenda package. Members commended the College on creating innovative programs to advance the College's strategic goals. Management commended the Faculty of Commerce and Business Administration and Dr. Guangwei Ouyang on such undertakings, and on plans to offer the programs as early as September 2016.

b) Credential Recommendation: Post-Degree Diploma (PDD) in Project Management

It was moved, seconded and unanimously resolved:

09/2016 *THAT the Douglas College Board approve the establishment of the credential Post-Degree Diploma in Project Management*

c) Credential Recommendation: Post-Degree Diploma (PDD) in Financial Analysis

It was moved, seconded and unanimously resolved:

10/2016 *THAT the Douglas College Board approve the establishment of the credential Post-Degree Diploma in Financial Analysis*

d) Credential Recommendation: Post-Degree Diploma (PDD) in Supply Chain Management

It was moved, seconded and unanimously resolved:

11/2016 *THAT the Douglas College Board approve the establishment of the credential Post-Degree Diploma in Supply Chain Management*

e) Credential Recommendation: Post-Baccalaureate Diploma (PBD) in International Supply Chain Management

It was moved, seconded and unanimously resolved:

12/2016 *THAT the Douglas College Board approve the establishment of the credential Post-Baccalaureate Diploma in International Supply Chain Management*

f) Credential Recommendation: Post-Baccalaureate Diploma (PBD) in Finance

It was moved, seconded and unanimously resolved:

13/2016 *THAT the Douglas College Board approve the establishment of the credential Post-Baccalaureate Diploma in Finance*

g) Credential Recommendation: Post-Baccalaureate Diploma (PBD) in Hospitality Services Management

It was moved, seconded and unanimously resolved:

14/2016 *THAT the Douglas College Board approve the establishment of the credential Post-Baccalaureate Diploma in Hospitality Services Management*

h) Board Liaison's Report

Board Liaison Monique Paulino had no further information to report.

4.8 Douglas College Foundation: Board Liaison's Report

Marissa Martin reported on the Foundation's recent phone-a-thon and fundraising efforts. Discussion followed.

5. NEXT MEETING AND ADJOURNMENT

Members and management thanked Ms. Waraich for her contributions as DSU Constituency Group Leader and congratulated her on her upcoming graduation.

There being no further business, the Chair adjourned the meeting at 7:08 p.m.

CHAIR

PRESIDENT