DOUGLAS COLLEGE

Douglas College Board Meeting Minutes

May 23, 2019 OPEN SESSION MEETING

5:00 p.m., New Westminster Campus Boardroom

Open Meeting File 2019-05-23 for approval June 27, 2019

IN ATTENDANCE

Board Members

Ivana Cikes, Chair, Education Council (ex-officio)
Kathy Denton, President (ex-officio)
John Evans, BEGC Chair; Board Chair
Adel Gamar, TSC Chair
Brian Haugen
Marissa Martin
Bobby Pawar
Dave Seaweed
Maureen Shaw
Wesley Snider
Eileen Stewart, AFC, HRC Chair; Board Vice Chair
Susan Todd
Jodie Wickens, CPC Chair, Board Vice Chair

Administration

Jo-Anne Bilquist, College Secretary (Recorder)
Thor Borgford, VP, Academic and Provost
Sarah Dench, AVP, Academic and Student Affairs
Keith Ellis, AVP, Institutional Effectiveness
Vivian Lee, Director, Finance
Brian Mackay, AVP, Technology & CIO
Rebecca Maurer, AVP, Human Resources
Guangwei Ouyang, VP, International Education & Strategic Partnerships
Dave Taylor, AVP, Public Affairs
Tracey Szirth, VP, Administrative Services and CFO

Observers

Glen Stanger, Douglas College Faculty Association

Guests

Karla Gronsdahl

REGRETS

Board Members

Rebecca Jules
Telka Pesklevits

Observers:

Ryan Cousineau, BCGEU
Andrew Dalton, Douglas Student's Union

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair John Evans called the meeting to order at 5:00 p.m.

Adel Gamar expressed an acknowledgement that we are meeting and working on the unceded and traditional territories of the Qayqayt First Nation and all Coast Salish peoples.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and unanimously resolved:

2019/0501 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

2.1 Minutes of the March 14, 2019 Open Session Board Meeting
2.2 Resolutions Approved by the Board at the March 14, 2019 Closed Session
2.3 Correspondence, Reports and Invitations Extended to the Board

3. ELECTION OF OFFICERS OF THE BOARD

3.1 Determination of Vice Chair Positions

The Chair advised that the BEGC, as is their responsibility, discussed the number of vice chair positions for the upcoming two-year term, and reaffirmed that the current format of 2 vice chairs will stand.

It was moved, seconded and unanimously resolved:

2019/0502 *THAT the Douglas College Board approve BEGC's recommendation that there be two Board Vice Chair positions for the 2019-2021 term*

John also advised Board members that he will not be putting his name forward for the Chair position, as his term on the Board ends in December. Jodie Wickens also advised that she will not seek re-election to a vice chair role. Thus, there will be at least 2 vacancies to be filled.

3.2 Call for Expressions of Interest on or before June 3, 2019

The College Secretary advised, as presented on the brief in the agenda package, that expressions of interest for the positions of Chair or Vice Chair must be emailed to her by the end of the day Monday June 3, 2019.

4. PRESIDENT'S REPORT

4.1 Report on Operational and Strategic Matters

Kathy Denton referred to her written report in the agenda package. She highlighted work on the Indigenization Strategy, noting the level of engagement has been high, including visits to the new resource page on the website. She will provide an outline on behalf of the Steering Committee with high level objectives from the 4 working groups.

Kathy advised that interviews for the VP Administrative Services and CFO position are underway. She noted that while the process will be completed in June, the start date may be later depending on the successful candidate's situation, necessitating someone filling in on an interim basis.

Kathy also commented on external meetings, noting that she has been appointed for another 3 year term on the Degree Quality Assessment Board. As well, she announced that the Ministry has approved the College's Minor in Economics.

5. CHAIR, COMMITTEE & LIAISON REPORTS, RECOMMENDATIONS

5.1 Board Executive and Governance Committee (BEGC)

a) Chair's Report

The Chair highlighted the March visit from the Minister to our Coquitlam Campus, providing an opportunity to showcase some of the interesting facilities at that campus. John noted the committee also discussed potential topics for the October Board Retreat, with the primary focus on strategic planning, but also identification of strategic issues for the Board to prioritize and self-reflection of the Board's performance. More detailed information will be provided at the June meeting.

b) PSEC Statutory Reporting

The Chair asked Eileen Stewart, Chair of HRC, to speak to this item. Eileen advised that in the past there was some discretion at the Board level with regard to how this information was reported, but that PSEC has developed a database and institutions simply upload the requested information. It is simply a compliance reporting requirement, and as stated in the Compensation Philosophy, the authority for submitting the required information is in the purview of the Human Resources Committee.

It was moved, seconded and unanimously resolved:

2019/0503 *THAT the College Board delegate authority to approve the annual Executive Compensation Disclosure Statement to the HRC, consistent with the Douglas College Compensation Philosophy*

c) Governance Framework Item

i. Section B1: Governance Structure

College Secretary Jo Bilquist noted the revision is a minor one, providing clarification regarding terms for elected members in the framework document so that users do not need to consult an additional document to find the information.

Board members discussed term limits, and were reminded that this revision has no impact on what the term limits are, it is intended only to include additional detail on the existing terms within the Framework document. If the term limits were changed at any time in the future, this section of the Framework would need to be updated.

It was moved, seconded and resolved:

2019/0504 *THAT the College Board approve revisions to Governance Framework Section B1 Governance Structure, as presented May 23, 2019*

There were two abstentions on the motion.

d) Confirmed 2019-2020 College Board Meeting Schedule

Jo Bilquist advised she had not received any feedback indicating issues with any of the potential dates, and therefore the 2019-2020 Meeting Schedule is confirmed as presented. It was noted that should any changes be required in the future, the schedule can be revisited.

e) Results of College Board Elections: Faculty, Staff, Student

Jo Bilquist referred to the brief included in the agenda package outlining the election results. Chair John Evans noted that Faculty Representative Wesley Snider and Student Representative Marissa Martin will be leaving the Board at the end of August, and thanked them for their contributions as Board Members.

f) Disclosure Report: 2018-19 College Board Remuneration & Meeting Attendance

Jo Bilquist explained the remuneration report is submitted to the Ministry annually, and although she hasn't yet received the template for this year's submission, the information has been loaded onto the previous year's template. She asked Board members to review the information and notify Bette Cavanagh as soon as possible whether their information is correct.

g) College Board Committees: Annual Self-Evaluation Process

The Chair outlined the process for Committee's self-evaluation, noting members will receive a link to a survey they will complete. Results will be forwarded to each Committee Chair, for discussion at the June and/or September meetings.

h) Board Development: Verbal Reports on 2019 Conferences

i. Association of Governing Boards (AGB)

ii. Colleges and Institutes Canada (CICan)

iii. Crown Agencies and Board Resourcing Office (CABRO) Workshop

John Evans commented on the various conferences and workshops Board members have taken part in, and invited feedback. The general consensus was that the development opportunities were interesting and beneficial in many ways. Members came away with the perspective that the College is performing well when compared to other institutions.

5.2 Audit and Finance Committee (AFC)

a) Chair's Report

Eileen Stewart offered highlights of her report, noting the Committee's support of the lease approval recommendations from CPC, and she discussed the annual compliance report. There were no questions raised.

b) Government: 2019-20 Interim Budget Letter

Eileen referred to the letter included in the package, commenting that the content was as expected, and had been built into the budget approved in March.

c) Investment Strategy Fund Review: Semi-Annual Report

Eileen drew attention to the report, highlighting the rate of return outlined in the Investment Policy. She advised the Committee is comfortable with the overall strategy and is not recommending any changes.

5.3 Campus Planning Committee (CPC)
a) Chair's Report

Jodie Wickens reviewed her report, highlighting an in-depth discussion on environmental sustainability with the help of reports provided. The Committee's agreed to add Environmental Sustainabilty to their TOR. Additionally, the Committee agreed to reinstate the September meeting for this year.

b) Training Group Leases

Jodie advised that the Committee reviewed the lease materials as presented and are recommending them for approval.

It was moved, seconded and unanimously resolved:

2019/0505 *THAT the College Board approve the proposed 8-year renewable lease at the Township of Langley, Willowbrook property for the Training Group, effective May 1, 2020*

and

It was moved, seconded and unanimously resolved:

2019/0506 *THAT the College Board approve the proposed 8-year renewable lease at the Township of Langley, Aldergrove property for the Training Group, effective June 1, 2020*

5.4 Human Resources Committee (HRC)
a) Chair's Report

Eileen Stewart referred to her report, noting that the Committee reviewed the HR Strategy and the semi-annual report on Sexual Prevention and Response, and are comfortable with all results. There were no further questions.

5.5 Technology Strategy Committee (TSC)
a) Chair's Report

Adel Gamar provided highlights from his report, including a presentation on CEIT's security strategy. He also noted positive results from CEIT's annual satisfaction survey, with improvement in most areas. No questions arose.

5.6 Education Council
a) Education Council Chair's Report: March, April and May 2019 Meetings

Ivana Cikes reviewed her reports from the March, April and May Education Council meetings. She advised she had attended the Annual General Meeting of Education Council Chairs this month, and found the meeting productive and informative. Ivana noted the recommended resolutions are changing credential names to reflect the discipline rather than the worker.

It was moved, seconded and unanimously resolved:

2019/0507 *THAT the College Board approve the Credential Name Change from* Administrative Assistant Certificate *to* **Certificate in Office Administration**

2019/0508 *THAT the College Board approve the Credential Name Change from* Basic Office Skills Certificate *to* **Certificate in Basic Office Skills**

2019/0509 *THAT the College Board approve the Credential Name Change from* Legal Administrative Assistant Certificate *to* **Certificate in Legal Office Administration**

2019/0510 *THAT the College Board approve the Credential Name Change from* Medical Office Assistant Certificate *to* **Certificate in Medical Office Administration**

2019/0511 *THAT the College Board approve the Credential Name Change from* Diploma in Business Management *to* **Diploma in Management**

5.7 Douglas College Foundation
a) Board Liaison's Report

Marissa Martin reported that the Foundation has raised $2.2 million as of March 31 this year, which is an increase over last year. She also advised that they have distributed $1.9 million to students. The Foundation is planning events in conjunction with the College's 50th Anniversary celebrations next year. Marissa also noted two new positions in the Foundation.

b) Douglas College Board Bursaries and Scholarships: Annual Report

Board members discussed the Board Legacy Fund, as well as other College contributions and various funds managed by the Foundation Board.

5.8 Honorary Fellow Committee
a) Call for Nominations for Honorary Fellow Distinction: Update

Board Liaison to the Honorary Fellow Committee Bobby Pawar provided an outline of the Committee's work, including reviewing the guidelines involved in selecting candidates for the Honorary Fellow distinction. He advised that while the Board cannot nominate a candidate, they are welcome to contact Bobby to suggest names for the Committee to investigate.

Dave Taylor added that the Honorary Fellow recipient at the February Graduation was Canadian astronaut Robert Thirsk.

6. NEXT MEETING AND ADJOURNMENT

There being no further business, John Evans confirmed the next meetings for June 27, 2019 and adjourned the meeting at 6:30 p.m.

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CHAIR PRESIDENT