

Open Meeting File 2016-11-24, approved January 26, 2016

IN ATTENDANCE**Board Members**

Jane Butterfield¹, AFC Chair
Kathy Denton, President (ex-officio)
John Evans, HRC Chair
Robin Kaul
Jasmine Nicholfigueiredo, Chair,
Education Council (ex-officio)
Dave Seaweed²
Wesley Snider
Tom Spraggs, Board Vice Chair
Eileen Stewart
Shelley Williams, Board Chair

Administration

Thor Borgford, VP Academic and Provost
Sarah Dench, Associate VP Academic and Student Affairs
Shelagh Donnelly, College Secretary; recording
Keith Ellis, AVP, Institutional Effectiveness
Dave Taylor, Associate VP, Public Affairs
Tracey Szirth, VP, Administrative Services and CFO

Observers

Aran Armutlo² for Monique Paulino, Douglas Students' Union (DSU)
Len Millis for E. Rozman, Douglas College Faculty Association (DCFA)

Guests

Steven Beasley², Executive Director, DSU; Delaney Sullivan²

REGRETS

Board Members: Jason Carvalho; Jeevan Khunkhun, CPC Chair; Marissa Martin; Gerry Shinkewski, Board Vice Chair; Dave Teixeira, TSC Chair

Administration: Guangwei Ouyang, VP, International Education and Strategic Partnerships; Vicki Shillington, Associate VP, Labour, Employment, and Human Rights

Observer: Ryan Cousineau, BC Government and Service Employees' Union (BCGEU)

¹ late arrival

² early departure

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Board Chair Shelley Williams called the meeting to order at 5:05 p.m.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and unanimously resolved:

1101/2016 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the September 22, 2016 Open Session Board Meeting
- 2.2 Report: Douglas Students' Union (DSU)
- 2.3 Correspondence, Reports and Invitations Extended to the Board

3. DOUGLAS STUDENTS' UNION**3.1 Presentation: Douglas Students' Union 2016-17 Strategic Plan**

Aran Armutlo and Steven Beasley presented the DSU's Strategic Plan included in the agenda package and responded to questions. Key areas of discussion included the need for additional DSU space at the Coquitlam Campus, recent progress made in strengthening governance practices within the DSU, and work

underway to address challenges associated with membership in the Canadian Federation of Students. The Board commended the DSU leadership for their work and increased governance focus.

4. PRESIDENT'S REPORT

4.1 Report on Operational and Strategic Matters

Kathy Denton noted highlights of her written report included in the agenda package, and discussed her participation in recent sector and business events.

5. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS

5.1 Board Executive and Governance Committee (BEGC)

a) Chair's Report

Shelley Williams discussed the Committee's November meeting as well as the Board's October strategy retreat. She reported on the Board's approval of the College's 2016-17 performance metrics at the October retreat. Ms. Williams also reported on recent Board and management participation in a number of College events and governance education sessions.

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

Ms. Williams reported on the BEGC's review of the draft mandate letter contained in the agenda package, and invited feedback. Discussion followed. No concerns were raised.

c) Public Sector Board Governance Professional Development Forum: December 13, 2016

Ms. Williams provided a brief overview of the forum's purpose and agenda, noting that it is a government sponsored event. A number of Board members confirmed their registration for the forum.

d) Board Liaison to Education Council

Ms. Williams advised the Board of scheduling conflicts that prevented Robin Kaul from continuing to serve as the Board liaison to Education Council. Given that the Board's two ex-officio members already provide cross representation between the Board and Education Council, Ms. Williams recommended that the liaison role not be filled at this time. She noted BEGC would review the ongoing need for this role later in the year. In the meantime, Wesley Snider offered to attend Education Council meetings as his schedule permits.

It was moved, seconded and unanimously resolved:

1102/2016 *THAT the Douglas College Board rescind the appointment of Robin Kaul as Board Liaison to Education Council*

5.2 Audit and Finance Committee (AFC)

a) Chair's Report

Jane Butterfield discussed the AFC's November meeting. She reported on strong investment fund performance during the September quarter, and confirmed compliance with the College's investment policy. She also noted that good progress was being made by the College on past internal audit recommendations.

b) Quarterly Three-Year Financial Forecast to Government: Q2, 2016/17

Ms. Butterfield and Tracey Szirth discussed the forecast contained in the agenda package, noting that the forecasted surplus is ahead of budget by \$2.0 million due to international enrolments. No concerns were raised by the Board.

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

Members discussed the FTE reports included in the agenda package, noting that international enrolments exceeded target and domestic enrolments were slightly below target. Dr. Denton and Dr. Ellis discussed the College's enrolment monitoring practices, and advised that management actively reviews programs that are experiencing repeat declines. They also advised that enrolment trends at Douglas were consistent with sectoral trends.

- d) **Consolidated 2017/18 Douglas College Budget**
 - i. **Draft 2017/18 Consolidated Budget Guidelines**
 - a. **Advice from Education Council**

Jasmine Nicholsfigueiredo referred to her written report, noting that Education Council had no advice regarding the proposed budget guidelines.

- b. **Recommendation from Management**

Ms. Szirth discussed the proposed budget guidelines provided in the agenda package. She advised that the guidelines were consistent with prior years, and that the only changes made were to provide additional clarity regarding one time only expenditures and self-funded activities.

It was moved, seconded and unanimously resolved:

1103/2016 *THAT the Douglas College Board approve the 2017/18 Budget Guidelines as presented November 24, 2016*

- ii. **2017/18 Consolidated Budget Timelines**

Ms. Szirth advised that the proposed budget timelines identified in the agenda package are consistent with the prior year's practice.

- e) **Audit and Finance Committee Terms of Reference: Annual Review**

Ms. Butterfield discussed the proposed revisions identified in the agenda package.

It was moved, seconded and unanimously resolved:

1104/2016 *THAT the Douglas College Board approve the revised Audit and Finance Committee (AFC) Terms of Reference as presented November 24, 2016*

5.3 Campus Planning Committee (CPC)

- a) **Chair's Report**

Eileen Stewart discussed the Committee's November meeting, and reported that the CPC members re-elected Jeevan Khunkhun as Committee Chair. She noted that the Committee discussed the deliverables from the October Board retreat. She also noted that the recent campus renovations were under budget.

5.4 Human Resources Committee (HRC)

- a) **Chair's Report**

John Evans discussed the Committee's November meeting, and reported on the HRC's approval of three executive agreements. He highlighted HRC's review of employee engagement, recruitment and retention,

and HR related risks. Mr. Evans and Dr. Denton provided an update on the sectoral review of executive compensation.

b) Human Resources Committee Terms of Reference (TOR): Annual Review

Mr. Evans discussed the proposed revisions identified in the agenda package. Discussion followed. Members agreed to update future versions with more gender neutral language.

It was moved, seconded and unanimously resolved:

1105/2016 *THAT the Douglas College Board approve the revised Human Resources Committee (HRC) Terms of Reference as presented November 24, 2016*

5.5 Technology Strategy Committee (TSC)

a) Chair's Report

Members discussed the Committee's November meeting, which included a presentation by the BCNET President regarding cloud strategies and sector issues.

5.6 Education Council

a) Education Council Chair's Report: September, October 2016 Meetings

Ms. Nicholsfigueiredo discussed her September and October reports, contained in the agenda package. She reviewed the two credential recommendations and invited questions. Discussion followed.

b) Credential Recommendation: Establishment of the Credential, Certificate in Medication Administration for Health Care Assistants

It was moved, seconded and unanimously resolved:

1106/2016 *THAT the Douglas College Board approve the establishment of the credential, Certificate in Medication Administration for Health Care Assistants, effective November 24, 2016*

c) Credential Recommendation: Establishment of the Credential, Post-Baccalaureate Diploma (PBD) in Accounting and Finance

It was moved, seconded and unanimously resolved:

1107/2016 *THAT the Douglas College Board approve the establishment of the credential Post Baccalaureate Diploma in Accounting and Finance, effective September 6, 2017*

5.7 Douglas College Foundation

Dr. Denton reported on the Foundation's recent undertakings and advised that a new member had been appointed to the Foundation Board.

6. NEXT MEETING AND ADJOURNMENT

There being no further business, the Chair adjourned the meeting at 6:12 p.m.

CHAIR

PRESIDENT