

Open Meeting File 2017-09-21, approved November 30, 2017

IN ATTENDANCE**Board Members**

Jane Butterfield, AFC Chair
Jason Carvalho
Kathy Denton, President (ex-officio)
John Evans, Board Chair
Jeevan Khunkhun, CPC Chair
Marissa Martin
Jasmine Nicholsfigueiredo, Chair, Education Council (ex-officio)
Dave Seaweed
Wesley Snider
Tom Spraggs
Eileen Stewart, HRC Chair, Board Vice 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
Rebecca Maurer, Director, Human Resources
Guangwei Ouyang, VP, International Education and Strategic Partnerships
Dave Taylor, Associate VP, Public Affairs
Tracey Szirth, VP, Administrative Services and CFO

Observers

Stephen Crozier for E. Rozman, Douglas College Faculty Association
Prabh Hundal, Douglas Students' Union (DSU)

Guests

Steven Beasley

REGRETS

Board Member(s): Dave Teixeira, TSC Chair; Board Vice Chair

Management: n/a

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

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair John Evans called the meeting to order at 5:06 p.m.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and unanimously resolved:

2017/0901 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the June 22, 2017 Open Session Board Meeting
- 2.2 Report: Douglas College Faculty Association (DCFA)
- 2.3 Correspondence, Reports and Invitations Extended to the Board

3. INTRODUCTION OF NEW BOARD MEMBER**3.1 Telka Pesklevits****3.2 Board Orientation and 2017-18 Board Mentor**

John Evans welcomed new member Telka Pesklevits, who discussed her studies and activities on campus, and her interest in service on the Board. Mr. Evans discussed Ms. Pesklevits' orientation to the Board and reported that Eileen Stewart was serving as Board mentor to Ms. Pesklevits.

4. PRESIDENT'S REPORT

4.1 Report on Operational and Strategic Matters

Kathy Denton discussed her written report, and highlighted inclusive student orientation practices introduced this semester. She discussed Minister Mark's visit to campus.

Dr. Denton provided an update on the College's ongoing efforts to secure approval of the College's Bachelor of Social Work (BSW) program by the BC College of Social Workers, as lack of approval will affect upcoming graduates' ability to write provincial licensing examinations. She noted government's continued support of the College's position.

Management discussed the College's participation in recent meetings and events with its partner institution in Harbin, China and in meetings of the European Association of International Education (EAIA). Guangwei Ouyang discussed international enrolment trends in Canada, and highlighted this College's partnership undertakings with other institutions.

5. CHAIR, COMMITTEE & LIAISON REPORTS, RECOMMENDATIONS

5.1 Board Executive and Governance Committee (BEGC)

a) Chair's Report

John Evans discussed the Committee's September meeting, which included a review of its recent self-evaluation. He noted the change in provincial government, and the College's alignment with the Ministry's mandate. Mr. Evans discussed the Board's development and succession planning undertakings, and identified Saturday, October 13 as the date of the Board's 2018 retreat.

b) Review of College Board Policy B.G001.13: Expense Reimbursement for Board Members

John Evans discussed the BEGC's review of the Board policy contained in the agenda package, and the minor revisions reflecting updates to URLs embedded in the policy.

It was moved, seconded and unanimously resolved:

2017/0902 *THAT the Douglas College Board approve the proposed minor housekeeping revisions to the policy, Expense Reimbursement for Board Members, as presented September 21, 2017*

c) Board Committee Appointments

John Evans discussed the Committee's recommendation, given the Board's two Order In Council (OIC) vacancies, to appoint two current Board members to additional committee assignments.

2017/0903 *THAT the Douglas College Board approve the following Committee appointments, effective September 21, 2017:*

- i. Campus Planning Committee: Eileen Stewart
- ii. Human Resources Committee: Dave Teixeira

5.2 Audit and Finance Committee (AFC)

a) Chair's Report

Jane Butterfield discussed the Committee's September meeting, at which enrolment trends were confirmed as aligned with budget. One exception was increased international enrolments. She highlighted the AFC's review of and satisfaction with the College's insurance coverage, including its Directors' and Officers' coverage.

Ms. Butterfield discussed the College's Request for Proposal (RFP) for a new Internal Audit contract. She reported that the Committee reviewed the College's Investment Fund's quarterly results, and planned to meet with the Investment Fund Manager and Investment Advisor in November. Ms. Butterfield discussed the Committee's review of its self-evaluation, and its establishment of 2017-18 Committee goals.

b) Recommendation on Financial Information Pursuant to the Financial Information Act

Jane Butterfield discussed the annual report to government, and the Committee's review of and satisfaction with the *Statement of Financial Information*.

It was moved, seconded and unanimously resolved:

2017/0904 *THAT the Douglas College Board approve the Financial Information Pursuant to the Financial Information Act for the year ended March 31, 2017*

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

Jeevan Khunkhun discussed the Committee's September meeting, which included a review of all capital projects in excess of \$100K. Mr. Khunkhun noted that the proposed leases from The Training Group have now received government approval, and he advised that the proposed Anvil Centre lease was progressing through government approval processes.

b) Five-Year Capital Plan

Mr. Khunkhun advised that, subsequent to the Board's June 2017 approval of the Five-Year Capital Plan, government asked that the Plan be revised to include a separate proposal for a student housing project, and a reference to that proposal in the Plan itself. He reported that the Committee reviewed the revised Plan at its September meeting, and recommended Board approval.

It was moved, seconded and unanimously resolved:

2017/0905 *THAT the Douglas College Board approve draft Five-Year Capital Plan, 2018/19 – 2022/23*

c) Campus Planning Committee Terms of Reference (TOR) Annual Review

Jeevan Khunkhun discussed the proposed revisions to the Committee's Terms of Reference, provided in the agenda package.

It was moved, seconded and unanimously resolved:

2017/0906 *THAT the Douglas College Board approve the revised Campus Planning Committee (CPC) Terms of Reference*

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

Eileen Stewart discussed the Committee's September meeting, and noted the Public Sector Employers' Council's (PSEC's) approval of a revised job description for a new CIO.

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

Noting Dave Teixeira's regrets for this Board meeting, John Evans discussed the TSC's meeting with Ministry CIO Mr. Trevor Hurst. He highlighted Mr. Hurst's recommendations that post-secondary institutions move to the cloud and up the value chain, in order to focus on digital delivery and student experiences rather than technology infrastructure. Jason Carvalho and Wesley Snider discussed the positive and progressive nature of Mr. Hurst's presentation, and the availability of funding for collaborative, forward-thinking initiatives.

5.6 Education Council**a) Education Council Chair's Report: September 2017 Meeting**

Jasmine Nicholsfigueiredo discussed her report provided in the agenda package, and invited questions. None arose.

5.7 Honorary Fellow Distinction

Dave Taylor discussed the Honorary Fellow distinction, and the role of the Honorary Fellow Committee in identifying, considering and recommending candidates to the College President. He thanked Jason Carvalho for his contributions to the Committee, and reported that the Committee had now developed its 2017 recommendations for the President’s consideration and recommendations to the November Board meeting.

5.8 Douglas College Foundation

a) Board Liaison’s Report

Melissa Martin discussed a recent retreat held jointly by the Foundation Board and the College’s Alumni Association.

6. NEXT MEETING AND ADJOURNMENT

John Evans noted the October 14th Board retreat and November 30th Board meeting. There being no further business, he adjourned the meeting at 5:42 p.m.

CHAIR

PRESIDENT