

Open Meeting File 2025-01-23 for approval March 20, 2025

IN ATTENDANCE

Board Members

Kathy Denton, President (ex-officio)
Bereket Kebede, Vice Chair; AFIC Chair
Natasha Knox, BEGC Chair; Board Chair
Kaylin Le
Marilyn Marchment
Sally Mennill, Education Council Chair (ex-officio)
Baljinder Narang, Vice Chair; HRC Chair
Haroon Raza
Dan Rothwell, CPC Chair
Jin Taek Shim
Sharel Wright

Administration

Thor Borgford, VP Academic and Provost
Sherry Chin-Shue, VP Human Resources
Sarah Dench, VP Student Affairs
Chris Gardner, AVP Facilities and Sustainability
Patty Hambler, AVP Student Affairs
Doug Nelson, Interim Director, Finance
Leonel Roldan-Flores, AVP International Education
Devon Smith, EA College and Board Governance (Recorder)
Kayoko Takeuchi, VP Administrative Services and CFO
`Dave Taylor, VP External Relations and Advancement

Observers

Matthew Larson, DCFA

REGRETS

Board Members: Brian Haugen, Mohammad Rafiei, Nithin Rajendran, Erin Rozman

Management: Keith Ellis, AVP Institutional Effectiveness; Michael Lam, AVP Technology and CIO

Observers: Ryan Cousineau, GEU; Andrew Dalton, DSU

1. CALL TO ORDER AND CHAIR'S REMARKS

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

Sharel Wright acknowledged that our campuses are located on the unceded traditional and ancestral lands of the Coast Salish Peoples, including the territories of the q'ícəy' (Katzie), q'wə:ńł'ən (Kwantlen), kwikwəłəm (Kwikwetlem), x'wməθk'wəyəm (Musqueam), qiqéyt (Qayqayt), Skwxwú7mesh (Squamish), scəwaθən (Tsawwassen) and səliłwətał (Tsleil-Waututh) Peoples.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and unanimously resolved:

2025/0101 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the November 28, 2024 Open Session Board Meeting
- 2.2 Resolutions Approved by the Board at the November 28, 2024 Closed Session
- 2.3 Correspondence, Reports and Invitations Extended to the Board

3. WELCOME/INTRODUCTION OF NEW ATTENDEE

Natasha Knox welcomed Patty Hambler, AVP Student Affairs. Patty introduced herself, and members did a roundtable of introductions.

4. PRESIDENT and CEO'S REPORT**4.1 President's Report**

Kathy Denton referred to her published report, and highlighted that just before the Winter break, the College received the building permit for the 808 project. She noted that since publishing her report, international student enrolment had increased by 1%. Additionally, Kathy advised that the College is expecting to receive notice from the Ministry of its share of provincial attestation letters for international students.

5. CHAIR, COMMITTEE & LIAISON REPORTS, RECOMMENDATIONS**5.1 Board Executive and Governance Committee (BEGC)****a) Committee Report**

Natasha Knox invited questions on published report. None arose.

b) Workshops for 2025

Natasha advised that neither CABRO nor PSFS will be hosting workshops this year.

c) Graduation Ceremonies: February 18-21

Natasha reminded the Board of the upcoming graduation ceremonies, and encouraged their attendance. Sharel Wright inquired whether she would be presenting the Traditional Welcome. Natasha responded that the College had a different format this year, with a film being presented that involved all local nations.

d) Enterprise Risk Management Policy – Proposed Revision (A68)

Kayoko Takeuchi spoke to the published item, advising that the changes were housekeeping in nature, and reflect that this item is now brought to BEGC. There were no questions.

It was moved, seconded and unanimously resolved:

2025/0102 *THAT the Douglas College Board approve the revised Douglas College Enterprise Risk Management Policy (A68) as presented January 23, 2025*

5.2 Audit and Finance Committee (AFIC)**a) Committee Report**

Bereket Kebede spoke to his report, noting that it was a productive meeting. He invited questions, but none arose.

b) Quarterly Update to Annual Forecast: Q3 Fiscal 2024-2025

Doug Nelson presented the Q3 update to the Annual Forecast. He advised that it reflects less than the 2024 budget, due to less international student enrolment. However, he further noted that the College is anticipating that the year-end result may be slightly better than the forecast. There were no questions.

c) College Board By-Law B.GO07.05 Tuition and Fees for Instruction

Doug advised that this item will be coming to the March Board meeting for approval. He noted that this item had a proposed amendment to reflect a 2.5% increase as permitted by the Ministry's policy. Doug advised that international student increase is exempt from the Ministry's policy, but is also set to increase by 2.5%. Lastly, he noted that the format of the by-law had been updated.

5.3 Human Resources Committee (HRC)**a) Committee Report**

Baljinder Narang highlighted portions of her report. There were no questions.

5.4 Campus Planning Committee (CPC)**a) Committee Report**

Dan Rothwell highlighted portions of his report. Dan noted that the 808 project had received full building permits. He further advised the Committee spoke of current events, including potential incoming tariffs. Chris Gardner added that most of the trade packages had been locked-in, but that the College will be monitoring the situation.

5.5 Education Council**a) Education Council Chair's Reports:**

Sally Mennill noted that there had been two Education Council meetings since the last Board meeting. She advised that there was a resolution being put forward. There were no questions.

It was moved, seconded and unanimously resolved:

2025/0103 *THAT the Douglas College Board approve the Program Name Change from Diploma in Classroom and Community Support to Diploma in Inclusive Education and Disability Studies effective September, 2025*

And

THAT the Douglas College Board establish the credential Diploma in Inclusive Education and Disability Studies effective September, 2025

b) Board Liaison's Report

Nithin Rajendran was not present at the meeting.

5.6 Honorary Fellow Committee**a) Board Liaison's Report**

In Erin Rozman's absence, Dave Taylor advised that the Committee will be meeting in February. He noted that there will not be a Honorary Fellow present at the February graduation ceremonies.

6. NEXT MEETING AND ADJOURNMENT

There being no further business the meeting was adjourned at 5:24 p.m.