

Open Meeting File 2025-03-20 for approval May 22, 2025

IN ATTENDANCE

Board Members

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

Administration

Thor Borgford, VP Academic and Provost
Sherry Chin-Shue, VP Human Resources
Sarah Dench, VP Student Affairs
Keith Ellis, AVP Institutional Effectiveness
Chris Gardner, AVP Facilities and Sustainability
Patty Hamblar, AVP Student Affairs
Michael Lam, AVP Technology and CIO
Doug Nelson, 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

Andrew Dalton, DSU; Devin Shaw, DCFA

REGRETS

Board Members: Marilyn Marchment, Mohammad Rafiei

Management:

Observers: Ryan Cousineau, BCGEU

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair Natasha Knox called the meeting to order at 5:30 p.m.

Chris Gardner acknowledged that our campuses are located on the unceded traditional and ancestral lands of the Coast Salish Peoples, including the territories of the ḡícəy̓ (Katzie), q'wə:ḡł'əḡ (Kwantlen), kwikwəḡəm (Kwikwetlem), xʷməθkʷəy̓əm (Musqueam), qiqéyt (Qayqayt), Skwxwú7mesh (Squamish), scəwəθən (Tsawwassen) and səliłwəḡəḡ (Tsleil-Waututh) Peoples.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and unanimously resolved:

2025/0301 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the January 23, 2025 Open Session Board Meeting
- 2.2 Resolutions Approved by the Board at the January 23, 2025 Closed Session
- 2.3 Correspondence, Reports and Invitations Extended to the Board

3. PRESIDENT and CEO'S REPORT

3.1 President's Report

Kathy Denton referred to her report that was included in the agenda package.

Kathy highlighted that the Ministry had provided complementary feedback with relation to the 808 new building project, adding that the financial management of the project was viewed as exemplary. Kathy expressed her gratitude to the VP Administrative Services and CFO and her team, as well as the AVP Facilities and Sustainability.

Additionally, Kathy noted a recent meeting that took place with the Assistant Deputy Minister, PSFS, Chris Rathbone. She updated that there is no longer differentiation between Colleges and Universities for degree programs.

Brian Haugen inquired if there was any concern over supply chain issues with relation to the upcoming tariffs. Chris Gardner responded that it is being closely monitored.

4. CHAIR, COMMITTEE & LIAISON REPORTS, RECOMMENDATIONS

4.1 Board Executive and Governance Committee (BEGC)

a) Committee Report

Natasha Knox referred to her report, and highlighted certain portions. Of note, she referred to direction received from the Provincial Government with relation to spending.

b) Authorization to Exceed Budgeted Expenses

Natasha Knox noted that this is an annual item that comes before the Board. She advised that this provides the President access to discretionary funds, so long as they do not create a deficit. No questions arose.

It was moved, seconded and unanimously resolved:

2025/0302 *THAT the Douglas College Board approve that the President and CEO is authorized for additional expenditures up to a total of \$500,000 for initiatives that are aligned with the Strategic Plan and do not create a deficit*

c) Draft Board Meeting Schedule for 2025-2026

Devon Smith presented the draft 2025-2026 meeting schedule. No discussion took place.

4.2 Audit and Finance Committee (AFIC)

a) Committee Report

Bereket Kebede advised that the investment fund is doing well. Additionally, he noted that for the 808 project, value engineering opportunities are being identified. This will look into cost saving measures that will not compromise the integrity of the project.

b) Interim Enrolment Statements: Winter 2025 Credit and Fall 2024 Non-Credit

Doug Nelson spoke to this item, noting that overall the forecast for international student enrolment was lower, but was offset by an increase in domestic enrolment.

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

Kayoko Takeuchi noted that this item had been discussed at the Board meeting in January, and was now being brought forward for approval by the Board. Brian Haugen inquired where the College's increase fell in relation to other institutions. Kayoko responded that many are staying at the same 2% increase, while others are exceeding and that it was all dependent on their own conditions.

It was moved, seconded and unanimously resolved:

2025/0303 *THAT the Douglas College Board approve the proposed revisions to Douglas College Board By-Law B.GO07.05, Tuition and Fees for instruction, as presented March 20, 2025*

d) 2025/2026 College Budget Consultations, Management's Response to Solicited Feedback

Kathy Denton advised the Board that the College invites feedback on the Budget from its constituency groups. Feedback was received from DSU and DCFA, with no feedback provided by Education Council or BCGEU.

Kathy expressed her appreciation for the early feedback received from DSU. She addressed some of the information that arose from DSU's feedback, including various requests that were made. She further added that some of the needs will be met when the new building is completed, and that some of the other requests cannot be met right now due to this year's tight budget.

Kathy referred to DCFA's feedback. Notably, one of the comments received pertained to potential upcoming layoffs. Kathy noted that College will follow the Collective Agreement. One of the other items that arose was with relation to complaints in the workplace. She added that the College is introducing a model that involves developing and training people within the College.

e) Douglas College Annual Operating Surplus Policy B01

Kayoko Takeuchi advised that at the January Board meeting, the Board approved the updated annual surplus policy. She then added that in anticipation of the 2025/2026 Budget, Management is requesting the Board to approve a waiver of the policy to 1.5%.

It was moved, seconded and unanimously resolved:

2025/0304 *That the Douglas College Board approve a one-time waiver of the 2.5% annual surplus of the budgeted revenues, as outlined in the Douglas College Annual Operating Surplus Policy B01, to 1.5% of budgeted revenues for the 2025-26 fiscal year*

f) 2025/2026 Douglas College Consolidated Budget

Kayoko Takeuchi presented the final Douglas College Consolidated Budget. She noted that over the last two months, the budget had been refined and adjustments had been made.

Members discussed the breakdown of the international tuition credits. Natasha reminded members that the numbers are a vision of what could lay ahead, but that the current numbers are what would be voted on.

There were no additional questions.

It was moved, seconded and unanimously resolved:

2025/0305 *THAT the Douglas College Board approve the 2025/26 Consolidated Budget as presented March 20, 2025, subject to receipt of written confirmation of Ministry funding ("the budget letter") as projected within management's proposed budget*

4.3 Human Resources Committee (HRC)
a) Committee Report

Baljinder Narang referred to her report as published in the materials. There were no questions.

4.4 Campus Planning Committee (CPC)
a) Committee Report

Dan Rothwell highlighted portions of his report.

Brian Haugen inquired about the Mastering Suite and Rehearsal Space. Thor Borgford advised that the space supports a popular music technology program, and that this space will be a state-of-the-art music production suite.

4.5 Education Council
a) Education Council Chair's Reports:

Sally Mennill advised that the February meeting was relatively quiet, while the March meeting had a lot of curriculum activity. She noted that Education Council discussed the annual award for Educational Excellence, and that it was an enjoyable conversation. Lastly, Sally noted that the wording for the proposed resolution would have it align with similar programs across the country.

It was moved, seconded and unanimously resolved:

2025/0306 *THAT the Douglas College Board approve the Program Name Change from Diploma in Hearing Practitioner to Diploma in Hearing Aid Sciences effective September, 2025*

And

THAT the Douglas College Board establish the credential Diploma in Hearing Aid Sciences effective September, 2025

b) Board Liaison's Report

Nithin Rajendran highlighted portions of the meeting that had occurred, and appreciated the conversation surrounding appeals and the resulting flexible and alternative options being discussed.

4.6 Honorary Fellow Committee
a) Board Liaison's Report

Erin Rozman advised that the Committee had had their first meeting of 2025. The Committee reviewed some existing candidates, and will be meeting again in April.

5. NEXT MEETING AND ADJOURNMENT

There being no further business the meeting was adjourned at 6:42 p.m.