

Open Meeting File 2021-05-27 for approval June 24, 2021

IN ATTENDANCE**Board Members**

Doyin Agbaje
Graeme Bowbrick, Education Council Chair (ex-officio)
Kathy Denton, President (ex-officio)
Adel Gamar, Board Vice Chair
Brian Haugen, TSC Chair, Board Vice Chair
Rebecca Jules, HRC Chair
Nikiel Lal
Kristi Miller
Bobby Pawar, CPC Chair
Erin Rozman
Dave Seaweed
Maureen Shaw
Eileen Stewart, BEGC Chair; Board Chair
Susan Todd, AFC Chair
Jodie Wickens

Administration

Jo-Anne Bilquist, College Secretary (Recorder)
Thor Borgford, VP Academic and Provost
Sherry Chin-Shue, VP Human Resources
Sarah Dench, VP Student Affairs
Keith Ellis, AVP Institutional Effectiveness
Vivian Lee, Director, Finance
Michael Lam, AVP Technology and CIO
Guangwei Ouyang, VP International Education & Strategic Partnerships
Kayoko Takeuchi, VP Administrative Services and CFO
Dave Taylor, VP Public Affairs

Observers

Jasmine Nicholfigueiredo, Douglas College Faculty Association

Guests

Tracy London, Executive Director, Foundation and Alumni Relations

REGRETS

Board Members: n/a

Management: n/a

Observers: BCGEU representative, DSU representative

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair Eileen Stewart called the meeting to order at 5:03pm.

Sherry Chin-Shue acknowledged that we are meeting and working on the unceded and traditional territories of the Qayqayt and Kwikwetlem First Nations and all Coast Salish peoples.

Eileen welcomed guests and outlined best practice protocols to create a positive virtual meeting environment.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and unanimously resolved:

2021/0501 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the March 18, 2021 Open Session Board Meeting
- 2.2 Resolutions Approved by the Board at the March 18, 2021 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 written report included in the package materials. She congratulated Michael Lam as the new AVP Technology and CIO after having acted in an interim capacity for the past year. Kathy

commented on the COVID update section of her report, highlighting that management is working hard on plans for returning to campus, as well as provisions for people in other regions in Canada and outside the country who will need to complete their education online due to travel restrictions. She added that the “go forward” guidelines will provide further instruction.

Kathy drew attention to targeted funding received from the Ministry, as mentioned in her report, noting that the funding was expected and planned for in the budget. She also highlighted grants to support employment and career transition obtained by the Training Group.

Additionally, student Board member Nikiel Lal was recognized for receiving a Community Builder of the Year award at the recent Douglas College Student Leadership Awards.

3.2 Presentation: Tracy London, Executive Director, Foundation and Alumni Relations

Kathy asked Dave Taylor to introduce Tracy London. Dave noted Tracy joined the College in January, and invited her to provide information about herself and the Foundation and Alumni Relations portfolio.

Tracy credited the College for its welcoming and dynamic culture, and shared information about her background and education, as well as her personal values, which she feels align with Douglas College’s values. She outlined some of the initiatives and opportunities that Foundation and Alumni Relations will focus on moving forward.

4. CHAIR, COMMITTEE & LIAISON REPORTS, RECOMMENDATIONS

4.1 Board Executive and Governance Committee (BEGC)

a) Committee Report

Eileen referred to the report included in the package and invited questions or comments. None were raised.

b) Succession Planning

i. Number of Vice-Chair Positions

Eileen reiterated information provided on the briefing note, confirming that elections are held for chair and vice-chair every two years. The BEGC reviews the Board structure and recommends the appropriate number of vice-chair positions for the coming term. She noted that, consistent with best and past practice, the recommendation is for two vice-chairs.

It was moved, seconded and unanimously resolved:

2021/0502 *THAT the Douglas College Board approve establishing two Board Vice-Chair positions for the 2021-2023 term*

c) Disclosure Report: 2020-2021 College Board Remuneration & Meeting Attendance

Jo Bilquist confirmed the report had been reviewed by all Board members individually. She outlined next steps, which include posting the document on the College’s website and confirming with Ministry.

d) Draft Board Meeting Schedule for 2021-2022

Jo advised the schedule was presented at the March Board meeting for feedback, and noted none was received. The final schedule will be posted on the College website.

4.2 Audit and Finance Committee (AFC)

a) Committee Report

Susan Todd referred to the report presented. She commented that the performance of investments was quite positive, exceeding the benchmarks. She advised the investment policy will come before the Board in June, following much work to implement a socially responsible investment approach.

b) Government: 2020-2021 Interim Budget Letter

Susan noted the funding is as anticipated. Kayoko Takeuchi added that after the budget letter was issued, information was received that the carbon neutral capital funding amount for institutions has been doubled, with our allotment now at \$103,000 per year.

c) Investment Strategy Fund Review: Semi-Annual Report

Susan outlined the summary report, indicating the various operating and investment funds. She advised the Committee is pleased with the funds' performance, as well as the detailed analysis provided by the fund managers.

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

Rebecca Jules reviewed the Committee report as included in the package and invited questions or comments. None were raised.

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

Bobby Pawar reviewed the Committee report as presented. He advised of the recommendation by Ministry to change from extensive use of mass timber to more conventional construction materials. He noted the money saved as a result of this design change will be utilized in other sustainable areas, with additional details to follow in coming months. Board members had no questions.

4.5 Technology Strategy Committee (TSC)**a) Committee Report**

Brian Haugen referred to the Committee report as included in the package. He congratulated Mike Lam on his new role as AVP Technology and CIO, and commended his team for their proactive work in protecting the College network.

4.6 Education Council**a) Education Council Chair's Report: October and November 2020**

Graeme referred to the report included in the package, noting he will be Chair of Education Council for the coming academic year, and a new vice-chair has been elected. He invited questions from the Board, none were raised.

b) Board Liaison's report

Nikiel Lal indicated he had nothing further to add to the Chair's report.

4.7 Douglas College Foundation**a) Board Liaison's Report**

Doyin Agbaje advised that she had missed the meeting due to an exam conflict, and referred to the Executive Director's earlier presentation.

b) Douglas College Board Funds: Annual Report

Dave Taylor referred to the report included in the package, outlining the breakdown of the various funds and the disbursements achieved. He thanks the College Board for their ongoing support of these important initiatives. Board members had no questions.

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

Erin Rozman provided a verbal report to the Board, advising the Committee met in April. She outlined the work of the Committee, and confirmed the Honorary Fellow for the upcoming June graduation, reminding Board that the information is confidential until a press release is issued in the coming weeks.

4.9 Board Development Reporting

Eileen invited Board members to share key takeaways from any development sessions they have attended since the last meeting.

Reports included a technology session, the Ministry's Indigenous Board member session, a webinar on elevating board performance, a session on shaping a sustainable and competitive prosperous future, and a discussion on dismantling barriers and fostering inclusivity. Members also noted the upcoming ICD Conference next week.

5. NEXT MEETING AND ADJOURNMENT

There being no further business, Eileen confirmed the next regular Board meeting on June 24, 2021. The meeting was adjourned at 6:04pm.