

*Open Meeting File 2018-01-25, approved March 15, 2018*

**IN ATTENDANCE****Board Members**

Jane Butterfield, AFC Chair  
Kathy Denton, President (ex-officio)  
John Evans, BEGC Chair; Board Chair  
Adel Gamar<sup>1</sup>  
Babs Kelly  
Marissa Martin  
Jasmine Nicholfigueiredo, Chair,  
Education Council (ex-officio)  
Telka Pesklevits  
Dave Seaweed  
Wesley Snider  
Tom Spraggs  
Eileen Stewart, HRC Chair; Board Vice Chair  
Dave Teixeira, TSC Chair; Board Vice Chair  
Jodie Wickens

**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, Associate VP, Human Resources  
Guangwei Ouyang, VP, International Education & Strategic Partnerships  
Dave Taylor, Associate VP, Public Affairs  
Tracey Szirth, VP, Administrative Services and CFO

**Observers**

Ryan Cousineau, BC Government and Service Employees' Union (BCGEU)  
Prabh Hundal, Douglas Students' Union (DSU)  
Erin Rozman, Douglas College Faculty Association

**Guests**

Steven Beasley, Lynette Cramen<sup>2</sup>, Jessica Lancaster<sup>2</sup>,  
Lindsey Vandervelden<sup>2</sup>, Janice Van Veen<sup>2</sup>

**REGRETS**

**Board Members:** Jeevan Khunkhun, CPC Chair

<sup>1</sup> participated via conference call

<sup>2</sup> departed following consideration of item 5

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**1. CALL TO ORDER AND CHAIR'S REMARKS**

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

Dave Seaweed extended a welcome to campus on behalf of the Qayqayt First Nation and all Coast Salish peoples.

**2. APPROVAL OF AGENDA/CONSENT AGENDA**

It was moved, seconded and unanimously resolved:

**2018/0101** *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the November 22, 2017 Open Session Board Meeting (for approval)
- 2.2 Correspondence, Reports and Invitations Extended to the Board (for acknowledgement)

**3 INTRODUCTION OF NEW BOARD MEMBERS****3.1 Self-Introductions: Adel Gamar, Babs Kelly, Jodie Wickens**

John Evans welcomed new members, who provided self-introductions.

### **3.2 New Members' Onboarding Sessions and Mentors**

John Evans discussed recent onboarding and education sessions for new members. He acknowledged Jane Butterfield, Eileen Stewart and Dave Teixeira for their mentorship of, respectively, Mr. Gamar, Ms. Wickens and Ms. Kelly.

## **4. PRESIDENT'S REPORT**

### **4.1 Report on Operational and Strategic Matters**

Kathy Denton commented on her written report in the agenda package. She advised that an Expert Panel conducted a site visit to evaluate the College's BBA Business Management degree submission to the Degree Quality Assessment Board (DQAB). She anticipated that DQAB would complete its review of the proposed degree program in February, and noted the requirement for the Minister's approval of the program. Dr. Denton advised that, if government approves the program and does so before May, the College would launch the program in September 2018.

Dr. Denton described ongoing advocacy to secure approval of the College's Bachelor of Social Work (BSW) program by the BC College of Social Workers. She noted that both the Ministry of Children and Family Development (MCFD) and the Ministry of Advanced Education, Skills and Training (AEST) continued to be supportive of the College's efforts to acquire access for its BSW graduates to write the licensing exam.

## **5. ACADEMIC DIVISION UPDATE**

### **5.1 Recommendation to Cancel Dental Assisting Certificate Program**

Thor Borgford presented his recommendation, provided in the agenda package, to cancel the Dental Assisting Certificate program. He stated that, while the program's graduates are fully qualified and well received in the dental community, the program itself continued to fall short of the College's expectations.

Dr. Borgford commented on employee turnover within the program and highlighted the lack of a curriculum revision in the past 15 years. He noted significant declines in applications to the program. Dr. Borgford reported that, while 30 students are admitted to the program each year, attrition is such that 20 or fewer students graduates annually. He discussed the high cost of operating the program, and the impact of attrition rates on cost efficiencies.

Dr. Borgford discussed consultations that preceded his recommendation to the Board, and invited questions. John Evans suggested that members defer questions and discussion until after presentation of items 5.1, 5.2 and 5.3.

### **5.2 Advice from Education Council**

Jasmine Nicholsfigueiredo referred to her report included in the agenda package, and discussed Education Council's review of the recommendation to cancel the program. Dr. Nicholsfigueiredo stated Education Council's recommendation that the College not permanently close the program, but that the Board consider a major review.

### **5.3 Correspondence to the Board**

John Evans drew attention to correspondence, included in the agenda package, from the Program Coordinator to the Board.

### **5.4 Resolution Proposed by the Vice President Academic and Provost**

John Evans noted the proposed resolution included on the agenda. He encouraged discussion and questions. After the resolution was moved and seconded, Mr. Evans advised that the Board would take as much time as was required for deliberations. Extensive discussion ensued, and all members in attendance offered comments and/or questions, to which management responded.

It was moved, seconded and resolved:

**2018/0102** *THAT the Douglas College Board approve the Vice President Academic and Provost's recommendation to close the Dental Assisting Certificate Program as of September 1, 2018*

## **6. CHAIR, COMMITTEE & LIAISON REPORTS, RECOMMENDATIONS**

### **6.1 Board Executive and Governance Committee (BEGC)**

#### **a) Chair's Report**

John Evans discussed the Committee's January meeting and Eileen Stewart's leadership on development of a Governance Framework, to replace the Board policy manual. He thanked members for their updates to the Board Competencies Matrix used to support succession planning.

Mr. Evans confirmed the Board's delegations to the 2018 Association of Governing Boards (AGB) and Colleges and Institutes Canada (CICan) conferences. He reported on members' representation of the College at internal and external events, and acknowledged and encouraged members' plans to attend the College's upcoming graduation ceremonies.

#### **b) College Board Succession Planning: Upcoming Elections by Students (Two Positions)**

John Evans advised that the Registrar's Office planned to issue a call for nominations in early February, for election of two students to serve on the Board from September 2017 to August 2018.

#### **c) Board Policy Review: Recommendation to Rescind Two Policies**

- i. 1994 College Board Policy: Douglas College Mission Statement
- ii. 1994 College Board Policy: Douglas College Mission Statement
- iii. Advice from Education Council

John Evans discussed his recommendations, contained in the agenda package, to rescind the two policies. He noted the solicitation and receipt of advice from Education Council, also included in the agenda package.

It was moved, seconded and unanimously resolved:

**2018/0103** *THAT the Douglas College Board rescind the following Board policies:  
B01.01.01, Douglas College Mission Statement  
B01.01.03, Douglas College Goals*

#### **d) BEGC Terms of Reference**

John Evans discussed the proposed update to the Committee's Terms of Reference, provided in the agenda package.

It was moved, seconded and unanimously resolved:

**2018/0104** *THAT the Douglas College Board approved the revised Board Executive and Governance Committee Terms of Reference as presented January 25, 2018*

#### **e) Board Committee Appointments**

John Evans reviewed the BEGC's recommendations on committee appointments, and discussion followed.

It was moved, seconded and unanimously resolved:

**2018/0105** *THAT the Douglas College Board approve the following Committee appointments:*  
*i. Audit and Finance Committee: Adel Gamar*  
*ii. Campus Planning Committee: Jodie Wickens*  
*iii. Technology Strategy Committee: Babs Kelly*

It was moved, seconded and unanimously resolved:

- 2018/0106** *THAT the Douglas College Board rescind the following Committee appointments:*
- i. Audit and Finance Committee: Eileen Stewart*
  - ii. Technology Strategy Committee: Tom Spraggs*

## **6.2 Audit and Finance Committee (AFC)**

### **a) Chair's Report**

Jane Butterfield reported on the Committee's January meeting, which included an annual report from Rebecca Maurer on reportable incidents under the Protected Disclosure (Whistleblower) Policy. Ms. Butterfield noted management's confirmation that no financial-related matters were reported under this policy during the past year.

Ms. Butterfield encouraged members who had yet to meet with the College's investment advisor as part of a consultation process recommended by the Committee to contact Maureen MGee and schedule a meeting.

Ms. Butterfield reported on the Committee's review of the preliminary 2018/19 Douglas College consolidated budget. She advised that management would present the final budget for approval at the March 2018 Board meeting, following consultations with the Board, students, and employees.

### **b) Quarterly Three-Year Financial Forecast to Government: Q3, 2017/18**

Ms. Butterfield and Tracey Szirth discussed the forecast contained in the agenda package. Ms. Butterfield noted that, due to strong international enrolments, the surplus continued to exceed budget

### **c) Notice of Intent: Proposed Revisions to the Board By-Law B.GO07.05, Fees and Charges for Instruction**

Ms. Butterfield discussed the notice of intent, provided for information in the agenda package, to revise the by-law effective September 1, 2018. She noted that the revised by-law included a 2% increase to existing tuition rates and fees. She confirmed that, in reviewing the preliminary 2018/19 consolidated budget, the Committee discussed and supported the notice of intent. Members noted that management will present the proposed revised by-law for Board approval in March 2018.

## **6.3 Campus Planning Committee (CPC)**

### **a) Chair's Report**

### **b) Committee Terms of Reference (TOR)**

In Jeevan Khunkun's absence, Eileen Stewart reported that the Committee did not meet in January. She also presented the Committee's proposed, revised TOR for approval. Ms. Stewart explained that the changes were consistent with those being made by other committees.

It was moved, seconded and unanimously resolved:

- 2018/0107** *THAT the Douglas College Board approve the revised Campus Planning Committee Terms of Reference as presented January 25, 2018*

## **6.4 Human Resources Committee (HRC)**

### **a) Chair's Report**

Eileen Stewart discussed the Committee's review of management's annual report on reportable incidents under the Protected Disclosure (Whistleblower) Policy. She noted a single complaint, which management referred elsewhere as it did not fit the definition under the policy. Ms. Stewart advised that the Committee also discussed updates from the Public Sector Employers' Council (PSEC) on excluded employee compensation.

Ms. Stewart reported on the Committee's review of a report on the 2017 HR Client Satisfaction Survey, which reflected improved ratings of the College's HR department.

## **6.5 Technology Strategy Committee (TSC)**

### **a) Chair's Report**

Dave Teixeira reported on the Committee's January meeting and thanked Tom Spraggs for his service to the Committee. Mr. Teixeira acknowledged the contributions of all involved in the development and review of the College's proposed Technology Strategy. He discussed the Committee's review and support of the College's proposed project charters.

Mr. Teixeira highlighted indications from the provincial University, College and Institute Protection Program (UCIP) that it does not provide cybersecurity insurance coverage. He noted management's advice that it is investigating other options for such insurance.

## **6.6 Education Council**

### **a) Education Council Chair's Report: December 2017 and January 2018 Meeting**

Jasmine Nicolsfigueiredo referred members to the agenda package, and her reports on Education Council's December and January meetings. She invited questions; none arose.

Dr. Nicolsfigueiredo discussed the two credential recommendations contained in the agenda package under items 6.6 b) and 6.6 c), and responded to questions.

### **b) Credential Recommendation: Bachelor of Business Administration in Financial Services Minor in Financial Services**

It was moved, seconded and unanimously resolved:

**2018/0108** *THAT the Douglas College Board approve the Bachelor of Business Administration in Financial Services, Minor in Financial Services, effective September 1, 2018*

### **c) Credential Recommendation: Post-Degree Diploma in Business Law**

It was moved, seconded and unanimously resolved:

**2018/0109** *THAT the Douglas College Board approve the establishment of the credential, Post-Degree Diploma in Business Law, effective September 1, 2018*

## **6.7 Douglas College Foundation**

### **a) Board Liaison's Report**

Marissa Martin had no update.

## **7. NEXT MEETING AND ADJOURNMENT**

There being no further business, John Evans confirmed the next meeting for March 15, 2018 and adjourned the meeting at 6:46 p.m.

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CHAIR

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PRESIDENT