

Open Meeting File 2017-06-22, approved September 21, 2017

IN ATTENDANCE**Board Members**

Jane Butterfield, AFC Chair
Jason Carvalho
Kathy Denton, President (ex-officio)
John Evans, HRC Chair
Robin Kaul
Jeevan Khunkhun, CPC Chair
Marissa Martin
Jasmine Nicholsfigueiredo, Chair,
Education Council (ex-officio)
Dave Seaweed
Gerry Shinkewski, Board Vice Chair
Wesley Snider
Tom Spraggs, Board Vice Chair
Eileen Stewart
Dave Teixeira, TSC Chair
Shelley Williams¹, Board 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
Dave Taylor, Associate VP, Public Affairs
Tracey Szirth, VP, Administrative Services and CFO
Chris Worsley, Director, Finance

Observers

Erin Rozman, Douglas College Faculty Association (DCFA)
Prabhjot Hundal, Douglas Students' Union (DSU)

Guests

n/a

REGRETS

Board Members: John Evans, HRC Chair; Marissa Martin

Management: Rebecca Maurer, Director, Human Resources;
Guangwei Ouyang, VP, International Education and Strategic Partnerships

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

¹ arrived at 5:36 p.m.

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Gerry Shinkewski called the meeting to order at 5:35 p.m. Ms. Williams arrived shortly after and assumed Chair responsibilities.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and unanimously resolved:

2017/0601 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the Mary 18, 2017 Open Session Board Meeting
- 2.2 Report: Douglas Students' Union (DSU)

3. PRESIDENT'S REPORT**3.1 Report on Operational and Strategic Matters**

Kathy Denton noted her report in the agenda package. She discussed her involvement, along with other post-secondary leaders, in consultation on development of changes to the provincial K-12 curriculum. She and Sarah Dench discussed the appointment of the College's new Registrar, Rella Ng.

Dr. Denton reported that the College's Bachelor of Social Work (BSW) program has not been approved by the BC College of Social Workers, which will affect graduates' ability to write provincial licensing examinations. She and Thor Borgford discussed management's response, and noted that government and legal counsel support the College's position. Dr. Denton also discussed communications between the College and its BSW students.

3.2 Compliance: Douglas College 2017/18 Accountability Plan and 2016/17 Report

Kathy Denton and Keith Ellis discussed the report contained in the agenda package, and highlighted updates subsequent to publication of the agenda package. Discussion followed.

It was moved, seconded and unanimously resolved:

2017/0602 *THAT the Douglas College Board approve the Douglas College Accountability Plan and Report for the 2016/17 reporting cycle, for provision to the Ministry of Advanced Education*

4. ACADEMIC DIVISION UPDATE

4.1 Annual Report: Vice President Academic and Provost

Thor Borgford discussed his written report provided in the agenda package. He reviewed some of the new credentials launched during the year, and highlighted the success of the new Criminology degree. He also discussed the upcoming review process for the proposed new *Bachelor of Business Administration – Major in Management with Concentrations*, by the Degree Quality Assessment Board. Dr. Borgford noted the high level of recruitment activity in the Academic division and discussed some of the key hires recently made.

4.2 China Graduation Rates: 2008-2017

Dr. Borgford referred to his written report and discussed degree and diploma graduation rates at partners HUST (Harbin University of Science and Technology) and SUIBE (Shanghai University of International Business and Economics). He advised the Board of the continued success of the SUIBE program, noting that many students had landed high quality jobs at international organizations, or had been accepted for further academic studies at international institutions. Dr. Borgford also advised that this year's graduation concluded the final year of the HUST program.

5. REPORT: ACCLAMATION OF 2017-19 OFFICERS OF THE BOARD

Shelley Williams congratulated Eileen Stewart and Dave Teixeira on their election by acclamation as Board Vice Chairs, and John Evans on being elected by acclamation as Board Chair. She noted that the terms were scheduled to take effect September 1, 2017.

Ms. Williams thanked Gerry Shinkewski and Tom Spraggs for their service as Vice Chairs. She expressed appreciation for the depth of the College's accomplishments in recent years, and for the support provided by the Board during her terms as Chair. Members and management thanked Ms. Williams for her leadership.

6. CHAIR, COMMITTEE & LIAISON REPORTS, RECOMMENDATIONS

6.1 Board Executive and Governance Committee (BEGC)

a) Chair's Report

Ms. Williams thanked those who participated in the College's Summer graduation ceremonies. She also discussed the graduation ceremonies and productive meetings with partner institutions in China.

Ms. Williams noted the June 30th deadline for completion of the Board Committee self-evaluations, and encouraged members to complete the evaluations as soon as possible. She advised that a comprehensive Board evaluation survey would also be circulated within the next few months, in order to seek member feedback for the October retreat.

Ms. Williams discussed management's significant work on campus planning, which led to presentation of a long term facility development plan at the May Closed Board meeting. Ms. Williams reported that the Board endorsed several management recommendations, including leasing additional space and constructing a new building. Dr. Denton noted the need to secure government approvals before communicating plans.

Ms. Williams advised that the Board also recently approved an annual 360^o evaluation tool for the President, to be implemented over the summer. She congratulated Kathy Denton for being shortlisted as a nominee for the recently awarded YWCA Women of Distinction honour.

b) Board Succession Planning

Ms. Williams discussed undertakings to support the transition between Board Chairs, including John Evans' participation in the China graduation ceremonies and business meetings. She noted that transition efforts would continue over the course of the summer.

Ms. Williams advised that the current Board succession plans are still being pursued with government, but that the election delays may make it difficult to get any term extensions and/or new appointments completed before the Chair and Vice Chair terms expire on July 31, 2017. In the event that terms are not extended for herself and Gerry Shinkewski, the Board will be short two members for an indefinite period. Ms. Williams noted that the Board may need to scale back its committee meetings in the fall, as some committees may struggle to achieve quorum. A teleconference may also be required to deal with any gaps in appointment terms, as the new Board executive and committee appointments are not scheduled to take effect until September. A discussion ensued. The Board agreed to continue with its current plans.

Ms. Williams expressed the Board's appreciation to outgoing member Robin Kaul, and wished him well in his studies.

c) Board Committees and Appointments: Liaisons

Ms. Williams presented the BEGC's recommended appointments, and discussion followed.

2017/06013 *THAT the Douglas College Board approve the following Committee and Liaison appointments, effective September 1, 2017*

- i. Audit and Finance Committee (AFC):
Jane Butterfield, Jason Carvalho, Jeevan Khunkhun, Shelley Williams
- ii. Campus Planning Committee (CPC):
Jeevan Khunkhun, Dave Seaweed, Gerry Shinkewski, Telka Pesklevits
- iii. Human Resources Committee (HRC):
Eileen Stewart, Tom Spraggs, Shelley Williams
- iv. Technology Strategy Committee (TSC):
Jason Carvalho, Gerry Shinkewski, Wesley Snider, Dave Teixeira
- v. Board Liaison to the Douglas College Foundation:
Marissa Martin

d) Board Development: Summer 2017 Board Orientation Day

Ms. Williams discussed plans for the upcoming orientation day in August.

6.2 Audit and Finance Committee (AFC)

a) Chair's Report

Jane Butterfield reported on the AFC's June meeting with external auditors KPMG, and discussed KPMG's audit report. She commended management on the clean audit results, noting that no adjustments were required, and that there were no unadjusted errors. Tracey Szirth advised that this represented Ms. Worsley's final audit at the College, as she planned to retire in early 2018. The Board thanked Ms. Worsley for her significant contributions.

b) Recommendation on 2016/17 FTE Enrolment Report

- i. Full Time Enrolment (FTE) Enrolment Report Highlight Memo
- ii. Audited 2016/2017 FTE Report

Chris Worsley discussed the FTE report and highlight memo contained in the agenda package, and invited and responded to questions. Members discussed enrolment trends, including university transfer enrolments.

It was moved, seconded and unanimously resolved:

2017/0603 *THAT the Douglas College Board approve the 2016/17 audited Douglas College FTE Enrolment Report*

c) Recommendation on 2016/17 Financial Statements

- i. Financial Statements Highlight Memo
- ii. Audited Financial Statements

Tracey Szirth confirmed that there were no significant audit issues or internal control recommendations arising from the external audit. Ms. Worsley discussed the use of \$6M in capital reserves for the NWC 0600/1600 renovation, and noted the current \$40M Capital Reserve balance. Ms. Szirth advised that enrolment trends, combined with cost management and efficiencies efforts, resulted in the consolidated budget surplus increasing from \$2.1M budgeted to \$5M actual. Ms. Szirth noted that the surplus offset much of the renovation's capital cost, resulting in a stable Capital Reserve. A discussion ensued.

It was moved, seconded and unanimously resolved:

2017/0604 *THAT the Douglas College Board approve the 2016/17 audited Douglas Financial Statements*

d) Reappointment of KPMG for Fiscal 2017-18

Ms. Butterfield discussed the AFC's recommendation to reappoint KPMG for the 2017-18 financial year.

It was moved, seconded and unanimously resolved:

2017/0605 *THAT the Douglas College Board approve the reappointment of KPMG as the Douglas college external auditor, to complete the audit of enrolment and financial statements for the 2017/18 year*

e) Full Time Equivalent (FTE) 2017/18 Reporting: Summer 2017 (Credit)

Ms. Szirth discussed her report provided in the agenda package. She advised that the College was exceeding performance targets, particularly in international enrolments.

f) Quarterly Three-Year Financial Forecast to Government: Q1, 2017/18

Ms. Butterfield discussed the forecast included in the agenda package. She noted adjustments to years two and three of the forecast, to reflect upcoming campus planning-related leasehold and capital costs. No further questions arose.

g) Revision to College Board By-Law B.GO07.05, Fees and Charges for Instruction for New Programs

Ms. Butterfield referred to the proposed revision included in the agenda package, which was presented as a Notice of Intent at the May Board meeting. She noted that the proposed changes related to two new music programs, which the Board reviewed at its last meeting. No further questions arose.

It was moved, seconded and unanimously resolved:

2017/0606 *THAT the Douglas College Board approve the revised College Board By-Law B.GO07.05, Fees and Charges for Instruction, as presented June 22, 2017*

6.3 Campus Planning Committee (CPC)

a) Chair's Report

Gerry Shinkewski discussed the Committee's June meeting and invited questions; none arose.

b) Five-Year Capital Plan

Mr. Shinkewski discussed the Committee's review of, and satisfaction with, the draft Five-Year Capital Plan. Ms. Szirth noted that no direction had yet been provided by the Ministry, and that management has assumed that no significant changes are forthcoming. A discussion ensued. Board members recommended some minor edits to strengthen the submission, which management agreed to incorporate.

It was moved, seconded and unanimously resolved:

2017/0607 *THAT the Douglas College Board approve draft Five-Year Capital Plan, 2018/19 – 2022/23, subject to receipt of formal instructions from the Ministry of Advanced Education*

6.4 Human Resources Committee (HRC)

a) Chair's Report

Eileen Stewart reported on behalf of John Evans. She confirmed that members would be asked to complete the President's annual performance review in August, and reported that the 360° review process was currently underway. Ms. Stewart advised that the Committee would present reports on both reviews at the September Board meeting.

Ms. Stewart discussed management's report that the College has achieved cost savings of approximately \$50K annually, given WorkSafeBC rate reductions that reflect improved safety performance.

6.5 Technology Strategy Committee (TSC)

a) Chair's Report

Dave Teixeira discussed the Committee's June meeting. He reported that all Committee members had participated in interviews with MNP, with whom the College is working on development of its new Technology Strategy. He also discussed recent global cybersecurity risks that the College has been successfully managing. Mr. Teixeira noted plans for the TSC's upcoming meeting, which will include a guest speaker from the Ministry and a presentation on the College's use of technology in classrooms.

6.6 Education Council

a) Education Council Chair's Report: June 2017 Meeting

b) Education Council Chair's Annual Report: 2017-18

Jasmine Nicholsfigueiredo discussed her reports in the agenda package. She invited and responded to questions.

Members noted the College's recent presentation of one of its *Teaching Excellence* awards to Dr. Nicholsfigueiredo.

6.7 Douglas College Foundation

Tracey Szirth discussed the Foundation Board’s June meeting and Annual General meeting. She reported that the Foundation had a clean audit, and noted the fundraising successes of the past year. She also advised that the Foundation Board had elected Paul Holden as the new Chair, and that plans were underway to recruit for current vacancies on the Board.

7. NEXT MEETING AND ADJOURNMENT

There being no further business, Ms. Williams wished everyone a good summer and adjourned the meeting at 6:53 p.m.

CHAIR

PRESIDENT