

Open Meeting File 2018-05-24 for approval June 28, 2018

IN ATTENDANCE**Board Members**

Jane Butterfield, AFC Chair
Kathy Denton, President (ex-officio)
John Evans, BEGC Chair; Board Chair
Adel Gamar
Babs Kelly
Jeevan Khunkhun, CPC Chair
Marissa Martin
Jasmine Nicholsfigueiredo, 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

Jo-Anne Bilquist, Recorder
Thor Borgford, VP, Academic and Provost
Sarah Dench, Associate VP, Academic and Student Affairs
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

Erin Rozman, Douglas College Faculty Association

Guests

Steven Beasley, Jenelle Davies

REGRETS**Board Members:****Management:**

Laureen Dailey, Interim College Secretary

Observers:

Ryan Cousineau, BC Government and Service Employees' Union (BCGEU)
Prabh Hundal, Douglas Students' Union (DSU)

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair John Evans called the meeting to order at 5:03 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:

2018/0501 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the March 15, 2018 Open Session Board Meeting (for approval)
- 2.2 Information: Resolutions Approved by the Board during its March 2018 Closed Session
 - i. *THAT the Douglas College Board delegate approval of the Executive Compensation 2017-18 Disclosure Statement to the BEGC and signing of the Letter of Attestation to the Board Chair*
 - ii. *THAT the President and CEO Performance Planning and Review Processes policy go back to the Human Resources Committee for further discussion and consideration around the inclusion of a 360 degree review*

iii. THAT the Douglas College Board approve the proposed Excluded Salary Grid as presented March 15, 2018

iv. THAT the Douglas College Board approve the proposed Excluded Working Conditions as presented March 15, 2018

2.3 Correspondence, Reports and Invitations Extended to the Board

a) Summer 2018 Graduation Ceremonies

Tuesday, June 12 – 2:30 and 6:30 p.m.

Wednesday, June 13 – 10:30 a.m., 2:30 and 6:30 p.m.

Thursday, June 14 – 10:30 a.m. and 2:30 p.m.

New Westminster Campus – Laura C. Muir Performing Arts Theatre

3. PRESIDENT'S REPORT

3.1 Report on Operational and Strategic Matters

Kathy Denton referred to her written report in the agenda package. She shared recently acquired information that Brian McLennon has won the CCAA Athletic Director of the Year award. Dr. Denton advised that Brian Mackay was the successful candidate for the AVP Technology and CIO position, and will start in the position on June 4th. She noted her disappointment that Ministerial consent for the BBA in Business Management has still not been received, which may impact plans for a fall launch. Dr. Denton discussed International student enrolments, and also highlighted her trip to Japan, along with Dr. Borgford and Dr. Ouyang, lauding Dr. Ouyang's work in fostering strong, productive relationships with our international partners.

4. CHAIR, COMMITTEE & LIAISON REPORTS, RECOMMENDATIONS

4.1 Board Executive and Governance Committee (BEGC)

a) Chair's Report

John Evans gave an overview of the Committee's May meeting, including further detail with regard to October's Board Retreat. He acknowledged the work Ms. Stewart is doing on the internal governance structure review. Mr. Evans noted that the Committee has agreed to review those portions of the ERM Risk Register that do not fit with any of the other Committees. He also expanded on some of the College events he attended.

b) Disclosure Report

2017-2018 College Board Remuneration and Meeting Attendance

Recorder Jo-Anne Bilquist thanked members for reviewing the document, and noted that the report will be posted on the College's external website, as in previous years.

c) College Board Committees: Annual Self Evaluations

John Evans confirmed that the evaluation survey has been circulated and encouraged members to complete their evaluations per committee timelines. He also asked members to advise of any additional questions they would like added in future.

d) Board Development: Verbal Reports on 2018 Conferences

i. Association of Governing Boards (AGB) Conference

The Chair invited participants Ms. Butterfield, Mr. Gamar, Ms. Kelly, Mr. Teixeira and Ms. Wickens to comment on their conference experience.

ii. Colleges and Institutes Canada (CICan) Conference

The Chair invited participants Mr. Khunkhun, Mr. Seaweed, Mr. Snider and Ms. Stewart to comment on their conference experience.

Members relayed their views on the conferences, with these common themes emerging: appreciation of the opportunity to network with their Douglas College colleagues, and a realization that the College is in step with, or often ahead of, other institutions on issues currently affecting the sector.

4.2 Audit and Finance Committee (AFC)

a) Chair's Report

Jane Butterfield reviewed the Committee's May meeting, noting that the Committee will be creating an updated investment policy to be presented in June. She advised that the review of management's annual compliance report confirmed the College's compliance with all requirements. Ms. Butterfield also reported satisfaction with the Committee's review of the President's expense summaries, and the Board budget. Additionally, the Committee updated their portion of the risk register.

b) Ministry of Advanced Education and Skills Training (MAEST) Interim 2018-19 Douglas College Operating Grant and FTE

Ms. Butterfield advised that the Ministry's operating grant letter was reviewed and matched expectations based on previous years, with no significant changes.

c) Investment Strategy Fund Review: Semi-Annual Report

Tracey Szirth commented on the report as presented in the agenda package. She referred to the prepared summary, noting that the College continues to benefit significantly from the current investment approach.

d) Request to Terminate Section 21 Compliance Agreement

Ms. Szirth briefly reviewed the summary contained in the agenda package, outlining the history of the agreement and subsequent developments rendering it redundant. Ms. Butterfield confirmed the AFC's endorsement of the proposed motion.

It was moved, seconded and resolved, with an abstention by Telka Pesklevits:

2018/0502 *THAT the College Board approve of the termination of "An Agreement Between the Douglas Students' Union and Douglas College Regarding Compliance with Section 21 of the College and Institute Act", dated February 19, 2009, as presented May 24, 2018*

4.3 Campus Planning Committee (CPC)

a) Chair's Report

Jeevan Khunkhun described the Committee's May meeting, noting they welcomed new member Jodie Wickens. He advised of the updates to the Campus Master Plan, including planning in place for renovations at both campuses and market analysis for student housing. Mr. Khunkhun discussed the semi-annual review of risks, with a recommendation to add project cost overrun analysis to the list. He reported on the process regarding the Five Year Capital Plan, which will come forward in June to the Committee and to the Board for provisional approval subject to receipt of instructions from the Ministry.

b) Anvil Centre Update

Mr. Khunkhun advised that the project is on track for completion as targeted.

4.4 Human Resources Committee (HRC)

a) Chair's Report

Eileen Stewart reviewed the Committee's May meeting, including the semi-annual review of HR-related risks. She also noted their work on revising policies.

4.5 Technology Strategy Committee (TSC)**a) Chair's Report**

Dave Teixeira reported on the Committee's May meeting, welcoming new member Babs Kelly. He noted that the Committee viewed a presentation on Blockchain, and are in the planning stages for a tabletop exercise regarding ransomware in the future. Mr. Teixeira discussed the Committee's review of technology-related risks, highlighting ongoing education relating to malware and viruses.

4.6 Education Council**a) Education Council Chair's Report: March and April 2018 Meetings**

Jasmine Nicholsfigueiredo referred to the reports contained in the agenda package. She noted that while the fall semester is busier with regard to program launches, there is housekeeping activity currently taking place.

4.7 Douglas College Foundation**a) Douglas College Board Bursaries and Scholarships Annual Report**

Leanne Poon reviewed the report presented in the agenda package, noting that she welcomes suggestions regarding the format of the report. The Board discussed criteria, eligibility, and identifying need. Kathy Denton noted that Keith Ellis has conducted a business process review of the College's financial aid system, to find where the process can be streamlined in order to get aid to students quickly and easily.

b) Board Liaison's Report

Marissa Martin reported on the Foundation Board's meeting, noting that as quorum was not met, all motions were achieved electronically. She advised that the donor database is moving to the cloud system, and spoke about the success of the May 9th donor event.

7. NEXT MEETING AND ADJOURNMENT

There being no further business, John Evans confirmed the next meeting for June 28, 2018 and adjourned the meeting at 6:10 p.m.

CHAIR

PRESIDENT