

*Open Meeting File 2018-11-22 for approval January 24, 2019*

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

Ivana Cikes, Chair, Education Council (ex-officio)  
Kathy Denton, President (ex-officio)  
John Evans, BEGC Chair; Board Chair  
Adel Gamar, TSC Chair  
Brian Haugen  
Rebecca Jules  
Bobby Pawar  
Telka Pesklevits  
Maureen Shaw  
Wesley Snider  
Eileen Stewart, AFC, HRC Chair; Board Vice Chair  
Susan Todd  
Jodie Wickens, CPC Chair, Board Vice Chair

**Guests**

Phil Swann, The Training Group

**Administration**

Jo-Anne Bilquist, College Secretary (Recorder)  
Thor Borgford, VP, Academic and Provost  
Sarah Dench, AVP, Academic and Student Affairs  
Keith Ellis, AVP, Institutional Effectiveness  
Vivian Lee, Director, Finance  
Brian Mackay, AVP, Technology & CIO  
Rebecca Maurer, AVP, Human Resources  
Guangwei Ouyang, VP, International Education & Strategic Partnerships  
Dave Taylor, AVP, Public Affairs  
Tracey Szirth, VP, Administrative Services and CFO

**Observers**

Ryan Cousineau, BCGEU  
Len Millis, Douglas College Faculty Association

**REGRETS****Board Members**

Marissa Martin  
Dave Seaweed

**Observers:**

DSU Representative

---

**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.

Eileen Stewart 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:

**2018/1101** *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the September 20, 2018 Open Session Board Meeting
- 2.2 Correspondence, Reports and Invitations Extended to the Board

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

Kathy Denton referred to her written report in the agenda package. She highlighted the College's International Faculty Forum, an annual event that provides an opportunity for faculty to meet and discuss a wide range of topics relating to international education. Kathy also provided additional information about the Public Sector Board Governance workshop she attended in September.

Kathy advised that she met with Ministry representatives to continue advocating for access for Douglas College Bachelor of Social Work graduates to the BC College of Social Workers licensing exam. She is hoping to get some news by January.

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

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

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

John Evans discussed his report, noting confirmation of the timing and venue for the Board Retreat in October 2019. He advised the Retreat will be 1 ½ days in length to incorporate time for the Strategic Planning process.

###### **b) Oath of Office**

The Chair asked the College Secretary to speak to this item. She noted the wording in the formal Oath of Office document had become obsolete upon approval of the Governance Framework at the last Board meeting. The proposed revision refers to the appropriate sections in the Framework.

It was moved, seconded and unanimously resolved:

**2018/1102** *THAT the Douglas College Board approve the proposed revisions to the Oath of Office.*

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

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

Eileen Stewart reported that the Committee had reviewed the TOR and were not recommending any changes at this time. She advised they also reviewed the Enterprise Risk Management risks and process, and had no concerns.

###### **b) Quarterly Three-Year Financial Forecast to Government: Q2, 2018/19**

Eileen indicated that the Committee discussed the forecast as presented.

###### **c) FTE (Full Time Equivalent) Reporting**

###### **i. 2018 Fall Semester Enrolment Report: Credit Programs**

###### **ii. 2018 Summer Semester Enrolment Report: Non-Credit Programs**

Members discussed the enrolment reports, with particular interest on domestic enrolment. Senior management confirmed that domestic enrolments are down across the sector in the province, largely due to a decline in the number of high school graduates and an increase in the employment rate.

###### **d) Consolidated 2019/20 Douglas College Budget**

###### **i. Draft 2019/20 Consolidated Budget Guidelines**

###### **a) Advice from Education Council**

###### **b) Recommendation from Management**

Eileen advised that this year's Budget Guidelines contained only one small change to reflect that the process involves consideration of a variety of survey results, and are otherwise the same as in previous years. She noted that the process is inclusive, allowing all stakeholders to contribute their feedback.

It was moved, seconded and unanimously resolved:

**2018/1103** *THAT the Douglas College Board approve the 2019/20 Budget Guidelines as presented November 22, 2018.*

## ii. 2019/20 Consolidated Budget Timelines

The timelines were included for information; there was no further discussion.

### 4.3 Campus Planning Committee (CPC)

#### a) Chair's Report

Jodie Wickens reported on her first CPC meeting as Chair. Items of note included a presentation on student housing and discussion of the library project.

#### b) New Westminster Campus Library Renovation Project – Capital Reserves Request

Jodie advised that the Committee reviewed the Library Project proposal, which incorporates enhancements to the library in the process of doing required maintenance upgrades. Library services will be relocated to other available spaces throughout the College during the renovation process. Eileen Stewart noted that the Audit and Finance Committee had reviewed the financial implications of the project and had no concerns.

It was moved, seconded and unanimously resolved:

**2018/1104** *THAT the Douglas College Board approve the New Westminster Campus Library Renovation Project budget of \$4 million including the use of Capital Reserves up to \$1.65 million in fiscal 2019/20*

### 4.4 Human Resources Committee (HRC)

#### a) Chair's Report

Eileen Stewart provided a brief report, highlighting the Committee's review of policies, risks and Occupational Health and Safety statistics. The Committee also reviewed their TOR, and are not recommending any changes at this time.

### 4.5 Technology Strategy Committee (TSC)

#### a) Chair's Report

Adel Gamar advised that the Committee reviewed the Enterprise Risk Management risk register and process documents, with no concerns arising. He also conveyed the Committee's decision to reduce the number of meetings from six per year to four.

### 4.6 Education Council

#### a) Education Council Chair's Report: October, November 2018 Meeting

Ivana Cikes referred to her October and November reports, included in the agenda package. She advised that no feedback was received with regard to the Budget Guidelines. She noted SOP and Policy updates were referred to the Policy Committee, and new Co-operative Education proposals were received and will come back to Council for approval, as per the standard approval process.

#### b) Back-dated Education Council Recommendations

Jo-Anne Bilquist explained that an error had occurred in January 2018, when four recommendations from Education Council were accidentally omitted from the Board's agenda package. Those items were before the Board now for consideration. Kathy Denton advised that no students have been negatively impacted by the omission. A discussion followed about the error and the procedural changes that have been put in place to prevent future mistakes.

### Credential Recommendation: Establish the Credential Fabrication Technologies Certificate

It was moved, seconded and unanimously resolved:

**2018/1105** *THAT the Douglas College Board approve the establishment of the credential Fabrication Technologies Certificate, effective September 1, 2018.*

**Credential Recommendation: Withdrawal of Credential, Applied Bookkeeping Program**

It was moved, seconded and unanimously resolved:

**2018/1106** *THAT the Douglas College Board withdraw the credential Applied Bookkeeping Program effective January 1, 2018.*

**Credential Recommendation: Withdrawal of Credential, Diploma in Business Management-General Business**

It was moved, seconded and unanimously resolved:

**2018/1107** *THAT the Douglas College Board withdraw the credential Diploma in Business Management – General Business, effective September 1, 2020.*

**Credential Recommendation: Withdrawal of Credential, Diploma in Business Management- Business Administration and the establishment of the Credential, Diploma in Business Management**

It was moved, seconded and unanimously resolved:

**2018/1108** *THAT the Douglas College Board withdraw the credential Diploma in Business Management – Business Administration effective September 1, 2020 and establish the Diploma in Business Management, effective September 1, 2018.*

**4.7 Ad Hoc Committee on Cultural Awareness Training**

**a) Chair's Report**

Eileen Stewart reported that the Committee is currently in the discussion phase with potential facilitators, and will bring a recommendation to the Board in the new year.

**4.8 Douglas College Foundation**

**a) Board Liaison's Report**

There was no report.

**5. NEXT MEETING AND ADJOURNMENT**

There being no further business, John Evans confirmed the next meeting for January 24, 2019, and adjourned the meeting at 6:00pm.

---

CHAIR

---

PRESIDENT