

Open Meeting File 2018-09-20 for approval November 22, 2018

IN ATTENDANCE**Board Members**

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

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

Len Millis, Douglas College Faculty Association
Stephen Beasley, DSU
Andrew Dalton, DSU
McKenzie Hutchison, DSU

Guests**REGRETS**

Board Members: Adel Gamar

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair John Evans called the meeting to order at 5:11 p.m., following the group photo.

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:

2018/0901 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the June 28, 2018 Open Session Board Meeting
- 2.2 2018-19 College Board and Committee Meeting Schedule
- 2.3 Correspondence, Reports and Invitations Extended to the Board

3. WELCOME/INTRODUCTION OF NEW BOARD MEMBERS**3.1 Ivana Cikes, Brian Haugen, Rebecca Jules, Bobby Pawar, Maureen Shaw, Susan Todd**

John Evans welcomed new members, who provided self-introductions. He also welcomed new College Secretary Jo-Anne Bilquist, and thanked Laureen Dailey for her work as Interim College Secretary over the past several months.

3.2 Board Orientation and 2018-19 Board Mentors

John Evans reported that an orientation session for new members was held on August 29th, and noted that each new member has had a mentor assigned to them.

John also advised that Jeevan Khunkhun has given notice that he will resign from the Board at the end of September. John thanked Jeevan for his 5 years of service to the Board, including many significant contributions.

4. PRESIDENT'S REPORT

4.1 Report on Operational and Strategic Matters

Kathy Denton referred to her written report in the agenda package, explaining to new members that her verbal report highlights parts of the written document, and she is happy to take questions if they have any.

Kathy advised that implementation of the Tobacco and Smoke Free policy has gone well with signs now prominently displayed around campus, and noted the feedback has been mostly positive. She also advised that, in response to the pending legalization of marijuana, policies covering impairment are currently being created. She reminded Board members of the Anvil Office Tower formal opening event on Monday, noting that instruction in the new location is underway. She thanked Tracey Szirth and her team for the success of the project. Finally, Kathy gave a brief update on the Bachelor of Social Work program, and the ongoing discussions with the BC College of Social Work.

5. CHAIR, COMMITTEE & LIAISON REPORTS, RECOMMENDATIONS

5.1 Board Executive and Governance Committee (BEGC)

a) Chair's Report

John Evans discussed his report, adding that he spoke with AEST Minister Mark this morning and she mentioned interest in a site visit at the Coquitlam Campus in coming months. He advised the Committee has reviewed their allocation of risks, with nothing outstanding to note.

b) Board Committee and Liaison Appointments

John Evans discussed the Committee appointment recommendations, as listed. He advised Board members that they may be asked, in future, to join additional committees.

It was moved, seconded and unanimously resolved:

2018/0902 *THAT the College Board approve the following Committee and Liaison appointments, effective September 20, 2018:*

- i. Audit & Finance Committee (AFC):
Adel Gamar, Eileen Stewart, Susan Todd*
- ii. Human Resource Committee (HRC):
Rebecca Jules, Bobby Pawar, Eileen Stewart*
- iii. Campus Planning Committee (CPC):
Dave Seaweed, Wes Snider, Maureen Shaw, Jodie Wickens*
- iv. Technology Strategy Committee (TSC):
Adel Gamar, Brian Haugen, Telka Pesklevits*
- v. Board Liaison to the Douglas College Foundation:
Marissa Martin*
- vi. Board Liaison to Education Council (EdCo):
Wes Snider*
- vii. Board Representative to the Douglas College Honorary Fellow Selection Committee:
Bobby Pawar*

c) Committee Chair Appointments

John Evans reviewed list of Committee Chairs and thanked them for agreeing to take on the roles.

It was moved, seconded and unanimously resolved:

2018/0903 *THAT the College Board approve the following Committee Chair appointments effective September 20, 2018:*

- i. Audit & Finance Committee: Eileen Stewart*
- ii. Human Resource Committee: Eileen Stewart*
- iii. Campus Planning Committee: Jodie Wickens*
- iv. Technology Strategy Committee: Adel Gamar*

d) Board Vice-Chair Appointment

John Evans discussed the need for an additional member for BEGC, following past members' departures. He thanked Jodie Wickens for becoming a Vice-Chair.

It was moved, seconded and unanimously resolved:

2018/0904 *THAT the College Board approve the appointment of Jodie Wickens as Board Vice-Chair, effective September 20, 2018*

e) Board Development: 2019 Conferences

- a) Association of Governing Boards (AGB): Apr 14-16/19; Orlando
- b) Colleges and Institutes Canada (CICan): May 5-7/19, Niagara Falls

John Evans advised that four to six Board members typically attend these two conferences each year. He noted that BEGC will liaise with members about their preferences, and indicated the understanding that job and family commitments may influence attendance. John indicated that the Board is open to considering other professional development opportunities as well, and that an important part of attending conferences, in addition to program content, is the opportunity for team building.

f) Ad Hoc Committee on Cultural Awareness Training

Eileen Stewart reiterated that previous discussions of the expectations set out in the mandate letter led to the formation of this ad hoc committee to research suitable resources. Discussion followed, with a suggestion that the TOR also include mention of the purpose from the mandate letter. The TOR will be updated to include language as noted.

It was moved, seconded and unanimously resolved:

2018/0905 *THAT the College Board approve the Terms of Reference for the Ad Hoc Committee on Cultural Awareness Training*

5.2 Audit and Finance Committee (AFC)**a) Chair's Report**

Jeevan Khunkhun discussed the report, referring to the new investment policy implementation and the decision to continue with our current provider and, in addition, conduct a search for portfolio managers specializing in infrastructure and/or mortgages. He also noted they are looking into the potential for cyber risk insurance. He advised the AEST budget letter was received and the content was as expected.

b) Recommendation on Statement of Financial Information Pursuant to the *Financial Information Act*

Jeevan Khunkhun noted this is an annual review submitted to Ministry.

It was moved, seconded and unanimously resolved:

2018/0906 *THAT the College Board approve the Statement of Financial Information pursuant to the Financial Information Act for the year ended March 31, 2018*

c) Quarterly Three-Year Financial Forecast: Q1, 2018/19

Jeevan Khunkhun briefly reviewed the forecast.

5.3 Campus Planning Committee (CPC)

a) Chair's Report

There was no formal report, due to the cancellation of September's meeting.

Jeevan Khunkhun reported on the completion of the Anvil project, with the costing on track to come in under budget. He noted that the Five Year Capital Plan was submitted to Ministry as expected. Moving forward the priority items are upcoming renovations at both campuses.

5.4 Human Resources Committee (HRC)

a) Chair's Report

There was no formal report, due to the cancellation of September's meeting.

5.5 Technology Strategy Committee (TSC)

a) Chair's Report

There was no formal report, due to the cancellation of September's meeting.

Brian Mackay gave a brief outline of the Centre for Information Technology (CEIT) and the College's Five Year Technology Strategy.

5.6 Education Council

a) Education Council Chair's Report: September 2018 Meeting

Ivana Cikes discussed her report, noting this was her first Education Council meeting as Chair.

5.7 Douglas College Foundation

a) Board Liaison's Report

Marissa Martin reported that the Foundation Board approved the Director's request for matching funds, and they approved a new one year strategic plan. She noted there are six new members on the Foundation Board as well.

6. NEXT MEETING AND ADJOURNMENT

There being no further business, John Evans confirmed the next meetings for October 13, 2018 (Retreat) and November 22, 2018, and adjourned the meeting at 6:08 p.m.

CHAIR

PRESIDENT