

*Open Meeting File 2021-11-25 for approval January 27, 2022*

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

Graeme Bowbrick, Education Council Chair (ex-officio) (5:10)  
Kathy Denton, President (ex-officio)  
Adel Gamar, BEGC Chair; Board Chair  
Brian Haugen, Board Vice Chair (5:25)  
Arveen Kaur  
Kristi Miller, Board Vice Chair  
Bobby Pawar, CPC Chair  
Erin Rozman  
Dave Seaweed  
Eileen Stewart, HRC Chair  
Susan Todd, AFIC Chair

**Administration**

Thor Borgford, VP Academic and Provost  
Sherry Chin-Shue, VP Human Resources  
Sarah Dench, VP Student Affairs  
Keith Ellis, AVP Institutional Effectiveness  
Vivian Lee, Director, Finance  
Leonel Roldan-Flores, AVP International Education  
Devon Smith, College Secretary (Recorder)  
Kayoko Takeuchi, VP Administrative Services and  
CFO Dave Taylor, VP Public Affairs

**Observers**

Jasmine Nicholsfigueiredo, Douglas College  
Faculty Associatio(5:16)  
Andrew Dalton, Douglas Student's Union  
Doyin Agbaje, Douglas Student's Union

**Guests**

Stephanie Rennie  
Len Millis

**REGRETS**

**Board Members:** Rebecca Jules

**Management:** Michael Lam

**Observers:** Ryan Cousineau

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

There being a quorum present, Chair Adel Gamar called the meeting to order at 5:01 pm.

Arveen Kaur acknowledged that we are meeting and working on the unceded and traditional territories of the Qayqayt and Kwikwetlem First Nations and all Coast Salish peoples.

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

It was moved, seconded and unanimously resolved:

**2021/1101** *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the September 23, 2021 Open Session Board Meeting
- 2.2 Resolutions Approved by the Board at the September 23, 2021 Closed Session
- 2.3 Correspondence, Reports and Invitations Extended to the Board

Adel welcomed Dave Seaweed to give remarks about the passing of Elder Lillian Howard.

**3. PRESIDENT and CEO'S REPORT****3.1 President's Report**

Kathy Denton referred to her written report in the agenda package. She informed the group that in-person graduation ceremonies will also be returning to campus in the new year. Kathy invited questions. Erin Rozman inquired about vaccination requirements at the college. Kathy responded that the response received from the vaccination survey indicated that the College had a high rate of vaccination.

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

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

###### **a) Committee Report**

Adel referred to the Committee report included in the package, making note that there is continuous communication with CABRO to fill vacancies. Adel also advised the Board that Chitwan Singh has resigned from his position with the Board.

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

###### **a) Committee Report**

Susan Todd referred to the report included in the package, inviting questions from Board members, none were raised.

###### **b) Interim Enrolment Reporting**

Susan Todd invited Finance Director, Vivian Lee to speak to this item. Vivian explained the enrolment statements included in the package, and advised that the slight decrease could be due to the fact that universities have lowered their GPA requirements.

###### **c) 2022/2023 Douglas College Budget Materials**

###### **i) Draft 2022/2023 Consolidated Guidelines**

Susan referred to the material included in the package, and put forward the below resolution.

It was moved, seconded and unanimously resolved:

**2021/1102** *THAT the Douglas College Board approve the 2022/2023 Budget Guidelines as presented November 25, 2021.*

###### **ii) 2022/2023 Consolidated Budget Timelines**

Vivian Lee referred to the published material, and noted that the only change was the removal of TSC from the timelines. Eileen recommended that we host a workshop in 2022 for new Board members, as we have done in years past. Erin inquired whether there was any feedback received from GEU, DSU or DCFA. Kathy responded that there was not.

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

###### **a) Committee Report**

Eileen Stewart referred to the report included in the package, highlighting that there would be a presentation coming from the AVP of HR later in the evening. Eileen invited questions, there were none.

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

###### **a) Committee Report**

Bobby Pawar referred to the report included in the package.

#### **4.5 Education Council**

##### **a) Education Council Chair's Reports:**

Graeme referred to the report included in the package advising that it reflects meetings that took place in both October and November.

It was moved, seconded and unanimously resolved:

**2021/1103:** *"THAT the Douglas College Board establish the credential Bachelor of Science in Health Information Management, effective May 2022"*

It was moved, seconded and unanimously resolved:

**2021/1104:** *"THAT the Douglas College Board establish the credential Veterinary Technology Anesthesia Refresher Continuing Education Certificate"*

**2021/1105:** *"THAT the Douglas College Board establish the credential Veterinary Technology Anesthesia Advanced Techniques Continuing Education Certificate"*

It was moved, seconded and unanimously resolved:

**2021/1106:** *"THAT the Douglas College Board withdraw the credential Diploma in Science, effective immediately"*

##### **b) Board Liaison's report**

Arveen Kaur advised that she had nothing additional to report.

#### **4.6 Douglas College Foundation**

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

Dave Taylor advised that the Foundation is currently looking at processes for succession planning and diversity on the Board.

#### **4.7 Honorary Fellow Committee**

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

Erin Rozman advised that there were no new nominations received this year; however, there are names already on the approved list.

#### **4.8 Board Development Reporting**

Adel noted that this item is an opportunity for members of the Board to share development opportunities. Eileen advised that ICD is offering a Climate Change 101 for Boards, and encourages Board members to attend. Susan advised that ICD has an Oversight of Strategy course that she recommends. Susan further informed the group of a CPA course on audit that is occurring in December. Adel reiterated that he encourages and supports Board development at all times.

#### **5. NEXT MEETING AND ADJOURNMENT**

Adel Gamar welcomed any questions before the end of the Open session, there were none.

There being no further business, Adel confirmed the next regular board meeting on January 27, 2022. The meeting was adjourned at 6:03 pm.