

Open Meeting File 2019-03-14 for approval May 23, 2019

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
Bobby Pawar
Telka Pesklevits
Dave Seaweed
Maureen Shaw
Wesley Snider
Eileen Stewart, AFC, HRC Chair; Board Vice Chair
Susan Todd

Guests

Eli Mina

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 and 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
Glen Stanger, DCFA

REGRETS**Board Members:**

Adel Gamar, TSC Chair
Marissa Martin
Jodie Wickens, CPC Chair, Board Vice Chair

Observers:

Andrew Dalton, DSU

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair John Evans called the meeting to order at 5:30 p.m.

Brian Haugen 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:

2019/0301 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the January 24, 2019 Open Session Board Meeting
- 2.2 Information: Resolutions Approved by the Board during its November 2018 Closed Session Meeting
 - i. *That the Douglas College Board approve the September 1, 2018 Excluded Salary Grid as presented.*
- 2.3 Information: Resolutions Approved by the Board during its January 2019 Closed Session Meeting
 - i. *That the Douglas College Board approve the recommendation of the Ad Hoc Committee on Cultural Awareness Training to engage Jolene Andrew as a facilitator to offer a half-day workshop.*
- 2.4 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 drew attention to the recent Town Hall sessions on Indigenization, noting great participation at both campuses. The Steering Committee has one more Town Hall planned, as well as other initiatives involving students. Kathy advised that the new impairment policies referenced in her report are in line with best practices within our policy scope. She thanked Board members for attending and speaking at the February Graduation ceremonies.

Finally, Kathy updated the Board on the Social Work program, adding that she continues to talk with Ministry representatives, as well as the BC College of Social Work and local MLAs. She noted the importance of moving toward a resolution, with students graduating from the program in June.

4. CHAIR, COMMITTEE & LIAISON REPORTS, RECOMMENDATIONS

4.1 Board Executive and Governance Committee (BEGC)

a) Chair's Report

John Evans reviewed the Committee report, advising that the Minister of Advanced Education, Skills and Training has confirmed a visit to the Coquitlam Campus in March. With regard to Board succession, he noted that three members' terms are expiring in July, and all have been recommended for reappointment; additionally there will be a vacancy to fill in January. Elections for faculty, staff and student Board representatives are currently underway, with voting concluding April 2.

John noted revisions to Governance Framework items, largely the result of legislation changes. Additionally, the Committee reviewed the Code of Ethics and the Protected Disclosure Policy, with no changes required at this time.

b) Ministry of Advanced Education, Skills and Training: 2019/20 Mandate Letter

Kathy Denton referred to the 2019-20 Mandate Letter, which outlines government's expectations for the College. She noted that environmental sustainability and Education Planner BC are included again, having been left out of last year's letter. She also noted a new requirement to report intended future plans to the Ministry in June, in addition to reporting on what has been accomplished at our institution. All Board members will be required to sign the Mandate Letter, which will be published to the Board website.

c) Authorization to Exceed Budgeted Expenses

John explained that this is a standing request each year to provide discretionary funds.

It was moved, seconded and unanimously resolved:

2019/0302 *THAT the Douglas College President and CEO is authorized to approve additional expenditures of up to a total of \$500,000 for initiatives that are aligned with the Strategic Plan and do not create a deficit.*

d) Governance Framework Items

i. Board Executive Governance Committee Terms of Reference: Annual Review

John Evans reviewed the TOR as presented, noting that the suggested revisions were minor, and mostly related to timing.

It was moved, seconded and unanimously resolved:

2019/0303 *THAT the Douglas College Board approve the revised Board Executive Governance Committee Terms of Reference (TOR), as presented March 14, 2019.*

ii. Section D7 Election of Chair and Vice Chair of the Board

John discussed the intent of the Crown Agencies and Board Resourcing Office (CABRO) to have all Order in Council appointed terms ending July 31, and the subsequent suggestion to adjust timing of the Board's election process to better align with the appointment terms.

It was moved, seconded and unanimously resolved:

2019/0304 *THAT the Douglas College Board approve revisions to the Governance Framework Section D7 Election of Chair and Vice Chair of the Board, as presented March 14, 2019.*

iii. Section D12 Conflict of Interest

John Evans reminded Board members of the change in legislation that will permit employee representatives formerly restricted from serving on college boards to now have the opportunity to do so. The proposed revisions to this section of the Framework reflect additional language to address potential conflicts of interest that may arise as a result of the new legislation.

It was moved, seconded and unanimously resolved:

2019/0305 *THAT the Douglas College Board approve revisions to Governance Framework Section D12 Conflict of Interest, as presented March 14, 2019.*

e) Proposed 2019-2020 College Board Meeting Schedule

Jo Bilquist invited input on the proposed schedule for Board meetings, noting it follows a similar pattern to the current year's schedule regarding school breaks etc. It was noted that the Board Retreat in October has been extended to include a Friday evening session in addition to the full day on Saturday; the additional time will be used to work on the Strategic Plan. No concerns were raised.

4.2 Audit and Finance Committee (AFC)

a) Chair's Report

Eileen Stewart reported that the Committee discussed and endorsed the Budget as presented. They also reviewed the internal audit, performance of investment funds, and financial statements.

b) Full-Time Equivalent (FTE) Reporting:

- i. **2019 Winter Semester Enrolment Report: Credit Programs**
- ii. **2018 Fall Semester FTE Enrolment Report: Non-Credit Programs**

Tracey Szirth referred to the enclosed reports provided for information, and Board members discussed.

c) Proposed College Board By-Law B.GO07.05 – Tuition and Fees for Instruction

Tracey presented the proposed by-law, and discussed the two percent increase to tuition and fees as allowed by the Ministry.

It was moved, seconded and unanimously resolved:

2019/0306 *THAT the College Board approve the proposed Douglas College Board By-Law B.GO07.05, Tuition and Fees for Instruction, as presented March 14, 2019.*

d) 2019/20 College Budget Consultations, Management's Response to Solicited Feedback

Kathy Denton described the budget consultation process throughout the College, highlighting the written feedback presented in the package along with management's responses.

e) 2019/20 Douglas College Consolidated Budget

Tracey Szirth provided a comprehensive presentation of the consolidated budget, and the process of aligning the College's Strategic Plan, Government priorities, and the risk inventory in making budget decisions. Board members discussed enrolments and amortization in the budget context.

It was moved, seconded and unanimously resolved:

2019/0307 *THAT the Douglas College Board approve 2019/20 Consolidated Budget as presented March 14, 2019, subject to receipt of written confirmation of provincial funding ("the budget letter") as projected within management's proposed budget.*

4.3 Campus Planning Committee (CPC)**a) Chair's Report**

The CPC did not meet in March; standing reports were provided to Committee members.

4.4 Human Resources Committee (HRC)**a) Chair's Report**

Eileen Stewart reported that the Committee reviewed the quarterly Occupational Health and Safety report and noted no concerns. She advised the HR Strategic Plan was reviewed and is tracking as projected.

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

The TSC did not meet in March; standing reports were provided to Committee members.

4.6 Education Council**a) Education Council Chair's Report: January and February 2019 Meeting**

Ivanna Cikes reviewed the reports as presented. No questions arose.

b) Credential Recommendation:**Post-Baccalaureate Diploma – Advanced Human Resource Management**

Ivanna presented Education Council's recommendation for establishment of the post-baccalaureate credential.

It was moved, seconded and unanimously resolved:

2019/0308 *THAT the College Board approve the Post-Baccalaureate Diploma – Advanced Human Resource Management, effective September 2019.*

c) Credential Recommendation:**Post-Degree Diploma – Human Resource Management**

Ivanna outlined the recommendation for establishment of this post-degree diploma, noting the hybrid and online delivery.

It was moved, seconded and unanimously resolved:

2019/0309 *THAT the College Board approve the Post-Degree Diploma – Human Resource Management, effective September 2019.*

4.7 Douglas College Foundation
a) Board Liaison's Report

It was noted the Foundation meeting had been postponed due to inclement weather.

5. NEXT MEETING AND ADJOURNMENT

There being no further business, John Evans confirmed the next meetings for May 23, 2019 and adjourned the meeting at 7:30 p.m.

CHAIR

PRESIDENT