

Open Meeting File 2016-05-19 approved June 23, 2016

IN ATTENDANCE**Board Members**

Graeme Bowbrick
Jane Butterfield, AFC Chair (by phone)
Jason Carvalho¹
Kathy Denton, President (ex-officio)
John Evans, HRC Chair
Jeevan Khunkhun, CPC Chair
Nicole Liddell
Marissa Martin
Jasmine Nicholsfigueiredo, Chair,
Education Council (ex-officio)
Dave Seaweed
Gerry Shinkewski, Vice Chair
Tom Spraggs, Vice Chair
Dave Teixeira, TSC Chair
Shelley Williams, Board Chair

Administration

Thor Borgford, VP, Academic and Provost
Shelagh Donnelly, College Secretary; recording
Keith Ellis, Exec. Director, Institutional Research and Strategic Implementation
Vicki Shillington, Associate VP, Labour, Employment, and Human Rights
Dave Taylor, Associate VP, Public Affairs
Tracey Szirth, VP, Administrative Services and CFO

Observers

Ryan Cousineau¹, BCGEU
Aran Armutlu for Monique Paulino, DSU

Guest

Tracy Ho

REGRETS**Board Member(s)**

n/a

Administration

Guangwei Ouyang, VP, International Education and Strategic Partnerships
Hazel Postma, Associate VP, Advancement and Alumni Relations

Observer(s)

Erin Rozman, DCFA

¹ late arrival

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair Shelley Williams called the meeting to order at 5:06 p.m.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and resolved:

15/2016 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the March 31, 2016 Open Session Board Meeting
- 2.2 Report: Douglas Students' Union (DSU)
- 2.3 Correspondence, Reports and Invitations Extended to the Board

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

The President discussed highlights of her written report, including Summer 2016 enrolment levels. She reported on a 32% increase in enrolments for international students and a slight decline in domestic enrolments over the same period a year earlier. Dr. Denton discussed the impact of renovations to the New Westminster Campus on ability to meet demand for Summer 2016 course enrolments.

The President discussed her appointment as co-chair of the provincial *Common Application Committee*. She reported on the committee's progress in development of a common application process for students applying for admission to BC post-secondary institutions.

The President discussed the recent Coquitlam Campus lockdown, necessitated by an RCMP alert. She reported that there had been no danger to anyone on campus. Management discussed the College's subsequent debriefings and plans to incorporate variables in future emergency lockdown drills.

The President reported that the College would honour New Westminster Police Department's Chief Constable Dave Jones with its Honorary Fellow distinction on June 9, 2016.

4. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS

4.1 Board Executive and Governance Committee (BEGC)

a) Chair's Report

The Board Chair acknowledged members' participation in a special board meeting earlier in the month, relating to the limited opportunity to apply for federal funding for qualifying infrastructure projects. She noted that the Board had passed a resolution to approve five projects in principle, and that management had submitted the related funding applications.

The Board Chair discussed recent Board development activities, noting that members would be asked to provide conference feedback at the June Board meeting. She also reported on government's reappointment of Jason Carvalho, John Evans, Jeevan Khunkhun, Gerry Shinkewski, and Dave Teixeira to the Board.

b) Province of BC; Ministry of Advanced Education's (AVED's) 2016/17 Mandate Letter

The Board Chair reported that all members had now signed government's 2016/17 Mandate Letter and advised that the College Secretary would submit the document to government the following day.

c) Board Executive and Governance Committee (BEGC) Membership

The Board Chair reported that John Evans had commenced service as a member of the BEGC, following his recent election as Chair of the Human Resources Committee (HRC).

d) College Board Committee Evaluation Template

The Board Chair discussed the evaluation template provided in the agenda package. She invited feedback and discussed intent that each committee perform a self-evaluation annually, commencing summer 2016.

e) Proposed 2016-17 College Board Meeting Schedule

The Board Chair invited discussion of the meeting schedule contained in the agenda package. She asked that members advise the College Secretary of any potential scheduling conflicts; none were identified.

f) Disclosure: College Board 2015-16 Remuneration and Meeting Attendance

The Board Chair discussed the statutory report contained in the agenda package, and encouraged members' review prior to submission of the report to government the following week. She advised that the report would also be published to the College Board website.

4.2 Audit and Finance Committee (AFC)

a) Chair's Report

Jane Butterfield reported on the Committee's recent meeting, and discussion of risk management. She encouraged members to respond to an upcoming risk appetite survey to be circulated by Tracey Szirth, and advised that survey results would inform Enterprise Risk Management (ERM) discussions at the Board's upcoming retreat.

Ms. Butterfield discussed the AFC's meeting with the internal auditor and members' recommendations on the College's internal audit plan.

She reported on the Committee's review of the College's investment fund, and advised that members were satisfied with fund performance. She also reported on AFC's review of management's annual compliance report, and confirmed the College's compliance with all requirements.

**b) Ministry of Advanced Education (AVED):
Interim 2016/17 Douglas College Operating Grant and Full Time Enrolments (FTE)**

Ms. Butterfield discussed the Committee's review of the Ministry's operating grant letter, contained in the agenda package. Tracey Szirth reported that the College's 2016/17 budget aligned with this interim direction, and advised that a more detailed final budget letter would follow.

4.3 Campus Planning Committee (CPC)

a) Chair's Report

Jeevan Khunkhun reported on the CPC's special meeting to review the College's May 2016 applications to the federal Strategic Innovation Fund (SIF).

b) Federal Strategic Innovation Fund (SIF)

Mr. Khunkhun discussed the CPC's review and endorsement of the College's five project applications, and the opportunity to accelerate projects already on the College's deferred maintenance list.

4.4 Human Resources Committee (HRC)

a) Chair's Report

John Evans reported on components of the President evaluation process, and discussed work underway to develop an on-line survey form. He reviewed timelines designed to culminate in presentation of reports to the Board and President in September 2016.

Mr. Evans advised that, while the annual review of the College's *Excluded Working Conditions* was scheduled for May 2016, members agreed to defer the review in light of a sector-wide compensation review.

b) Executive Compensation Disclosure: Annual Report

Mr. Evans reported that the HRC had reviewed and was satisfied with the College's 2015-16 compensation report. Members discussed the report and sought further clarification of some minor issues, which management agreed to re-confirm following the meeting.

It was moved, seconded and unanimously resolved:

16/2016 *THAT the Douglas College Board approve the Douglas College Statement of Executive Compensation presented May 19, 2016, subject to resolution of the minor issues raised by members.*

c) Annual Review: Significant HR Policies and HR Components of the College's Code of Conduct

Mr. Evans discussed the Committee's annual review of significant HR policies, and advised that management was in the process of revising the *Code of Conduct* and other policies. He reported that the HRC anticipated receiving revised documents for further review in September 2016.

4.5 Technology Strategy Committee (TSC): Chair's Report

Dave Teixeira advised that the TSC did not have a scheduled meeting in May. He discussed his participation in technology-focused sessions at the April 2016 Association of Governing Boards conference, and his intent to share the conference information at the TSC's June 2016 meeting.

4.6 Education Council (EdCo)**a) Education Council Chair's April 2016 Meeting Report**

Jasmine Nicholsfigueiredo noted her report contained in the agenda package, and discussed the four credential proposals. Thor Borgford confirmed that all credential recommendations reflected consultation with external advisors, and discussed reinvigoration of the College's Program Advisory Committees.

b) Credential Recommendation: Withdrawal of Credential, Women's Studies and Gender Relations and Establishment of Credential, Gender, Sexualities and Women's Studies

It was moved, seconded and unanimously resolved:

17/2016 *THAT the Douglas College Board withdraw the credential Women's Studies and Gender Relations and establish the credential Gender, Sexualities and Women's Studies*

c) Credential Recommendation: Establishment of Credential, Post Baccalaureate Diploma (PBD) in Computing and Information Systems

It was moved, seconded and unanimously resolved:

18/2016 *THAT the Douglas College Board approve the establishment of the credential Post Baccalaureate Diploma in Computing and Information Systems*

d) Credential Recommendation: Establishment of Post-Degree Diploma (PDD) in Data Analytics

It was moved, seconded and unanimously resolved:

19/2016 *THAT the Douglas College Board approve the establishment of the credential Post-Degree Diploma in Data Analytics*

e) Credential Recommendation: Geological Resources Diploma Program

Dr. Borgford discussed the College's extensive consultations with industry associations in design of the diploma program, to ensure strong alignment with industry needs. He also emphasized the transferability of diploma credits toward degree studies at other institutions. A discussion ensued regarding the recent downturn in the mining sector, and its impact on employment opportunities for program graduates. Dr. Borgford advised that the College anticipated strong demand over the course of the economic cycle.

It was moved, seconded and unanimously resolved:

20/2016 *THAT the Douglas College Board approve the establishment of the credential Geological Resources Diploma*

4.7 Douglas College Foundation: Board Liaison's Report

Marissa Martin reported on the recent Douglas College Foundation Board meeting and upcoming events.

5. NEXT MEETING AND ADJOURNMENT

There being no further business, the Chair adjourned the meeting at 5:54 p.m.

 CHAIR

 PRESIDENT