

Open Meeting File 2022-09-22 for approval November 24, 2022

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

Graeme Bowbrick, Education Council Chair (ex-officio)  
Bailey Cove  
Kathy Denton, President (ex-officio)  
Adel Gamar, BEGC Chair; Board Chair  
Brian Haugen, AFIC Chair  
Natasha Knox  
Mohammad Rafiei  
Erin Rozman  
Eileen Stewart, HRC Chair  
Susan Todd

**Administration**

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

**Observers**

Devin Shah, Douglas College Faculty Association  
Calli Glover, Student

**Guests:** N/A

**REGRETS**

**Board Members:** Kristi Miller

**Management:** Sherry Chin-Shue, VP Human Resources

**Observers:** BCGEU, Douglas Student's Union

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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 5:00 pm.

Brian Haugen acknowledged that our campuses are located on the unceded traditional and ancestral lands of the Coast Salish Peoples, including the territories of the q'ícəy' (Katzie), q'wə:n'ə'n (Kwantlen), kwikwə'əm (Kwikwetlem), x'wəθk'əy'əm (Musqueam), and qiqéyt (Qayqayt) First Nations.

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

It was moved, seconded and unanimously resolved:

**2022/0901** *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the June 23, 2022 Open Session Board Meeting
- 2.2 Resolutions Approved by the Board at the June 23, 2022 Closed Session
- 2.3 Consent Resolution Approved by the Board August 15, 2022
- 2.4 Correspondence, Reports and Invitations Extended to the Board

**3. WELCOME/INTRODUCTION OF NEW BOARD MEMBERS/ATTENDEES**

Adel Gamar welcomed new members. All board members did a roundtable introducing themselves.

#### **4. PRESIDENT and CEO'S REPORT**

##### **4.1 President's Report**

Kathy Denton referred to her written report in the agenda package. Kathy brought special attention to the approval and funding for the new Academic and Student Housing project. She noted that the announcement occurred in August, with Ministers Kang and Whiteside present. Kathy expressed gratitude to the Board for their support, especially to both CPC and AFIC.

Kathy advised that the College had received approval for a new degree, Bachelor of Health and Information Management. She further noted that a review of funding for post-secondary is underway with Don Wright meeting with all institutions.

Finally, Kathy advised that the College has a new territorial acknowledgment.

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

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

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

Adel Gamar referred to the Committee report included in the package, inviting questions from Board members – none were raised.

###### **b) Board Composition: CPC Committee**

Adel noted that with the recent resignation of one of the Board members, this created vacancies in CPC for both chair and an additional member. Adel recommended the appointment of Susan Todd to the Chair position, as well as Bailey Cove as a member. Both Susan and Bailey were agreeable to the recommendation, and no questions arose.

It was moved, seconded and unanimously resolved:

**2022/0902** *THAT the Douglas College Board approve the Campus Planning Committee (CPC) Chair and Committee members as follows:*

*Susan Todd, Chair*

*Bailey Cove*

*Mohammad Rafiei*

###### **c) Board Development 2022-2023 Conferences**

Adel referred to the cover included in the package, advising that AGB is the American conference that takes place annually, this year in San Diego, and CiCan is the Canadian based annual conference. Any members interested in attending were asked to express their interest in writing to Adel at their earliest opportunity. If there were more interested members than available budget, the decision would be brought forward to BEGC for discussion.

###### **d) Board Members' Code of Conduct**

Adel noted that this is an annual reminder to ensure that Board members are acting in accordance with section D10 of the Governance Framework. Adel also requested that if any members are ever in a conflict of interest, to let the Chair know.

**5.2 Audit and Finance Committee (AFIC)**  
**a) Committee Report**

Brian Haugen referred to the report included in the package. He noted appreciation for Kayoko Takeuchi and her initiation of audits of processes that were not mandatory. Brian advised that there will be additional insurance for the new build. He invited additional questions, there were none.

**b) Statement of Financial Information (SOFI): Annual Review**

Brian advised that this is an annual report, and the Committee had no concerns. Board members had no additional questions or comments.

It was moved, seconded and unanimously resolved:

**2022/0903** *THAT the Douglas College Board approve the Statement of Financial Information for the year ended March 31, 2022.*

**c) Signing Authorities for Procurement Activities Policy A63**

Brian advised that there were only housekeeping revisions recommended to the policy, and invited questions. Natasha requested clarification of the elimination of one point, to which Kayoko responded that the point had been captured earlier in the policy.

It was moved, seconded and unanimously resolved:

**2022/0904** *THAT the Douglas College Board approve the revised Douglas College Signing Authorities for Procurement Activities Policy A63 as presented September 22, 2022.*

**d) Quarterly Update to Annual Forecast: Q2 2022/2023**

Brian advised that there was an increase due to international students, which offset the loss of domestic students. Brian advised that it was a standard report, and invited questions. Susan inquired whether the College is looking ahead to the January term to see whether the domestic student enrollment might turn around. Kayoko responded that it is not expected to turn around next term. Kathy advised that low numbers are sector-wide and occurring everywhere.

**5.3 Human Resources Committee (HRC)**  
**a) Committee Report**

Eileen invited questions to her report that had been included in the published materials. No questions were raised.

**5.4 Campus Planning Committee (CPC)**  
**a) Committee Report**

Adel invited Susan Todd to share highlights of the report. Susan noted that the Coquitlam envelope project was moving along well. She further advised that the Committee reviewed maintenance issues. There was nothing further to report.

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

Graeme Bowbrick advised that the Education Council meeting did not proceed due to the scheduled day being announced as a statutory holiday. They will be meeting again in October.

**b) Board Liaison's report**

Bailey Cove advised that she had received Education Council orientation. She noted that she is aware of students expressing interest for the vacant student positions, and is hopeful there will be a student before the next meeting.

**5.6 Douglas College Foundation****a) Douglas College Board Student Funds Update**

Dave Taylor referred to the information included in the package. He advised that the information provided was a follow up item from the June Board meeting. He advised that a scholarship inequity between international and domestic students had been balanced. Dave invited further questions and there were none.

**b) Board Liaison's Report**

Dave had nothing further to report.

**5.7 Honorary Fellow Committee****a) Board Liaison's Report**

Erin Rozman advised that the Honorary Fellow Committee met earlier this month and focused on trying to find ways to encourage more names from the College community. She advised that one potential barrier was identified being that the form itself was too time consuming. The Committee is trying to find opportunities to engage with students, faculty and alumni to get more names. The Committee will soon be seeking nominators for names, that will then be reviewed by the Committee and brought forward to the usual process.

**5.8 Board Development Reporting**

Adel reminded Board members that this is an opportunity to share any development members had taken. There were no updates due to summer break.

**6. NEXT MEETING AND ADJOURNMENT**

There being no further business, Adel confirmed the next regular board meeting on November 24, 2022. The meeting was adjourned at 5:31 pm.