

Open Meeting File 2019-01-24 for approval March 14, 2019

IN ATTENDANCE**Board Members**

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

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

Ryan Cousineau, BCGEU
Len Millis, Douglas College Faculty Association

Guests

Meg Stainsby, Special Projects Officer

REGRETS**Observers:**

Andrew Dalton, Douglas Student's Union

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair John Evans called the meeting to order at 5:07 p.m.

Jodie Wickens extended a welcome to campus on behalf of the Qayqayt First Nation and all Coast Salish peoples.

John congratulated Tracey Szirth, VP Administrative Services and CFO on her upcoming retirement, scheduled for June 30, 2019.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and unanimously resolved:

2019/0101 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the November 22, 2018 Open Session Board Meeting
- 2.2 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 provided additional detail regarding deferral of enrolments to the Sign Language Interpretation Program. She also highlighted AEST Ministry

Executive Director Jamie Edwardson's visit to the College, noting the meeting provided validation of our International education strategies. Kathy also spoke about the ongoing discussions regarding the Social Work program, indicating that she's not as optimistic about the situation as when she wrote the report. She advised that she will be following up with Ministry contacts in an effort to find a solution.

4. CHAIR, COMMITTEE & LIAISON REPORTS, RECOMMENDATIONS

4.1 Board Executive and Governance Committee (BEGC)

a) Chair's Report

John Evans reviewed his report, highlighting Board member renewal/succession plans and development opportunities. He noted an upcoming tour of the Coquitlam campus organized for Board members. John advised that the Board executive is continuing to pursue an opportunity to meet with the Minister in the coming months. He also commented on notification received from the Ministry informing of a change in Provincial legislation that will permit certain employee representatives formerly restricted from serving on college boards to now have the opportunity to do so. With this change comes potential for an increase in conflicts of interest, and John noted that PSEA has offered to review institutions' conflict of interest policies to ensure potential situations are adequately addressed.

b) Succession Planning: Upcoming Elections of Student and Faculty positions to College Board

John noted that faculty and student Board members' terms are coming to an end in August, and the election process for those positions will commence shortly. Election results will be announced by mid-April.

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

John reviewed the proposed By-Law, noting recent revisions including formatting updates and inclusion of fees for International students.

It was moved, seconded and unanimously resolved:

2019/0102 *THAT the College Board approve Board By-Law B.GO07.05 – Tuition and Fees for Instruction, revised for title and format, as presented January 24, 2019.*

4.2 Audit and Finance Committee (AFC)

a) Chair's Report

Susan Todd reported as acting chair for the January meeting. In addition to items appearing in the agenda, she highlighted the shared audit plan, noting the external auditors were present at the meeting. Sue also commented on the Whistleblower Policy report, advising of one incident that has been resolved.

b) Quarterly Three-Year Financial Forecast to Government: Q3, 2018/19

Sue noted this is a regular quarterly report, alerting Government of our financial forecast, including variances from the budget.

c) Limits of Spending Authority: Signing Authorities for Procurement Activities Policy

Sue drew attention to the cover brief, explaining the origin of the policy, and advised the AFC is recommending approval of the policy as presented.

It was moved, seconded and unanimously resolved:

2019/0103 *THAT the College Board approve the Douglas College Signing Authorities for Procurement Activities Policy, as presented January 24, 2019.*

d) Notice of Intent: Proposed Revisions to College Board By-Law B.GO07.05 – Fees and Charges for instruction

Tracey Szirth advised this is a notice of intent for approval at the March Board meeting. The By-Law includes a list of fees and charges, indicating a proposed two percent increase for domestic tuition fees.

e) Douglas College Investment Policy: Proposed Revisions

Eileen Stewart noted some of the main changes to the policy, including incorporating best practices of environmental and social governance and reporting, as well as clarification of infrastructure and performance benchmarks.

It was moved, seconded and unanimously resolved:

2019/0104 *THAT the College Board approve the revised Douglas College Investment Policy A62, as presented January 24, 2019.*

4.3 Human Resources Committee (HRC)

a) Chair's Report

Rebecca Jules reported as Acting Chair for the January meeting. She advised that the Committee was briefed on bargaining timelines, and they reviewed the Sexual Violence and Response policy report, and the Whistleblower policy report. She noted the Committee also reviewed results of the Employee Engagement Survey, which indicated the College is moving in the right direction.

4.4 Campus Planning Committee (CPC)

a) Chair's Report

Jodie Wickens reviewed her report, commenting on an informative presentation on the Douglas College Planning Guide provided by Chris Gardner, Director of Facilities and Ancillary Services and Keith Ellis, AVP Institutional Effectiveness. The Committee also reviewed the capital budget proposals, including the second phase of upgrades to the theatre and a new parking process.

4.5 Technology Strategy Committee (TSC)

a) Chair's Report

Adel Gamar referred to his report, highlighting a presentation on emerging technology trends provided by Brian Mackay, AVP Technology and CIO. He further advised that the Committee reviewed proposed technology charters, endorsing them to AFC for inclusion in the upcoming budget. The Committee received a positive report on the tabletop ransomware exercise conducted with a third-party consultant in November, and discussed the results and recommendations.

4.6 Education Council

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

Ivana Cikes reviewed the report on the December Education Council meeting, highlighting proposed work experience partnerships and notices of upcoming program proposals.

4.7 Ad Hoc Committee on Cultural Awareness Training

a) Chair's Report

Eileen Stewart discussed her report

4.8 Douglas College Foundation
a) Board Liaison's Report

Marissa Martin advised there have been no meetings since her last report. Kathy Denton noted she had the opportunity to attend a Foundation event, accepting a cheque for \$75,000 from CIBC for the Training Group program assisting students at risk of failing high school.

6. NEXT MEETING AND ADJOURNMENT

There being no further business, John Evans confirmed the next meetings for March 14, 2019 and adjourned the meeting at 6:00 p.m.

CHAIR

PRESIDENT