

*Open Meeting File 2015-09-24, approved November 26, 2015*

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

Graeme Bowbrick  
Jane Butterfield, AFC Chair  
Jason Carvalho  
Kathy Denton, President (ex-officio)  
Jeevan Khunkhun, CPC Chair  
Nicole Liddell, HRC Chair  
Marissa Martin  
Jasmine Nicholsfigueiredo, Chair, Education Council (ex-officio)  
Monique Paulino  
Dave Seaweed  
Gerry Shinkewski, Vice Chair  
Tom Spraggs, TSC Chair; Vice Chair  
Shelley Williams, Board Chair

**Administration**

Thor Borgford, VP, Academic and Provost  
Shelagh Donnelly, College Secretary; recording  
Keith Ellis, Executive Director, Institutional Research and Strategic Implementation  
Guangwei Ouyang, VP, International Education and Strategic Partnerships  
Hazel Postma, Associate VP, Advancement and Alumni Relations  
Vicki Shillington, Associate VP, Human Resources  
Dave Taylor, Associate VP, Public Affairs  
Tracey Szirth, VP, Administrative Services and CFO  
Chris Worsley, Director, Finance

**Observers**

Chris Maguire for Erin Rozman, DCFA  
Ruab Waraich, DSU

**Guest(s)**

Tracy Ho

**REGRETS****Board Member(s)**

Dave Teixeira

**Administration**

n/a

**Observer(s)**

Ryan Cousineau, BCGEU

<sup>1</sup> late arrival

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

There being a quorum present, Chair Shelley Williams called the meeting to order at 5:11 p.m.

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

It was moved by Dave Seaweed, seconded by Tom Spraggs, and unanimously resolved:

**29/2015** *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the June 18, 2015 Open Session Board Meeting
- 2.2 Reports: Douglas Students' Union (DSU)
- 2.3 Report: College President – August 2015
- 2.4 Correspondence, Reports and Upcoming Events

**3. INTRODUCTION OF NEW BOARD MEMBERS:**

**Marissa Martin, Jasmine Nicholsfigueiredo, Monique Paulino, Dave Teixeira**

**3.1 Introductions**

The Chair welcomed new members in attendance, and Ms. Martin, Dr. Nicholsfigueiredo and Ms. Paulino discussed their backgrounds and interest in service on the Board.

**3.2 Board Orientation and 2015-16 Mentors**

The Board Chair discussed the August 2015 orientation for the new members and thanked mentors Graeme Bowbrick, Kathy Denton, Jeevan Khunkhun and Tom Spraggs for supporting new members.

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

##### **4.1 Report on Operational and Strategic Matters**

The President discussed highlights of her written report, noting recent changes to the organizational structure and an administrative change within the Faculty of Child, Family, and Community Studies. She also provided an update on the College's Fall 2015 enrolments, advising that increases in international enrolments compensated for a slight decrease in domestic enrolments, as compared to the prior year.

Members asked for additional information concerning the item in the President's Report about MacLean's Magazine. The President provided additional context and conveyed the magazine's commitment to work with CIGan (Colleges and Institutes Canada) on a future report ranking colleges.

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

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

###### **a) Chair's Report**

The Board Chair reported on her June 2015 travel to China with management for meetings and graduation ceremonies at partner institutions. She advised that the College's new President and Vice President Academic and Provost were well received by partners. She also advised that she anticipated a reduced need for Board participation in future joint graduation ceremonies in China.

The Board Chair discussed plans for the upcoming strategy retreat. Noting the Board's approval of the College's 2015 – 2020 Strategic Plan at its June 2015 Closed Session meeting, she advised that the Board would consider the Plan's key performance indicators and timelines at the upcoming strategic retreat.

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

###### **a) Chair's Report**

The Committee Chair discussed the AFC's meeting of the previous week. She reported on members' review of, and satisfaction with, spending authorities and system access. She discussed the Committee's annual review of insurance coverage, and advised that AFC is satisfied with the College's process and coverage, including Director and Officer Liability Coverage.

The AFC Chair discussed work underway to implement Enterprise Risk Management at the College, and noted plans for further discussion at the strategic retreat. She reported that an internal audit of expense processes was underway and an internal audit of Human Resources would be undertaken and completed later in the fiscal year.

The AFC Chair advised that the Committee reviewed and was satisfied with the College Board budget, and that the Committee had also reviewed reports on government findings arising from recent audits.

###### **b) Government – Ministry of Advanced Education (AVED): 2015/16 Douglas College Budget Letter**

The AFC Chair reported that the Committee reviewed the provincial budget letter at its September meeting; Tracey Szirth confirmed that the budget letter contents were as anticipated.

###### **c) Recommendation on Financial Information Pursuant to the Financial Information Act**

The AFC Chair reported that the Committee has reviewed the statutory report and recommends its approval.

It was moved by Jane Butterfield, seconded by Jeevan Khunkhun, and unanimously resolved:

**30/2015** *THAT the Douglas College Board approve the Financial Information Pursuant to the Financial Information Act for the year ended March 31, 2015*

**d) College Board Policy BP1008 Douglas College Investment Policy:  
Committee Recommendations Following Annual Review**

The Committee Chair reported on AFC's review of the investment manager's quarterly report (for the period ending June/ 2015). She noted that investment performance had fallen behind the benchmark, and was being closely monitored. She also discussed AFC's annual review of the College's investment policy, and recommended one minor revision (to change to the performance benchmark for mid-term bonds).

It was moved by Jane Butterfield, seconded by Gerry Shinkewski, and unanimously resolved:

**31/2015** *THAT the Douglas College Board approve the revised College Board Policy BP1008, Douglas College Investment Policy, as presented September 24, 2015*

**5.3 Campus Planning Committee (CPC)**

**a) Chair's Report**

The Committee Chair reported on the CPC's September meeting. He discussed the Committee's review of consulting proposals for the College's Campus Master Plan, and its endorsement of management's selection decision. The Committee Chair advised that the CPC anticipated receiving and reviewing the proposed Campus Master Plan in late Spring, for a recommendation to the Board in June 2016.

**5.4 Human Resources Committee (HRC)**

**a) Chair's Report**

The Committee Chair reported on the HRC's annual review of the Board's *Expense Reimbursement for Board Members* policy, noting no need for revision.

The HRC Chair also discussed the Committee's review of the President's proposed 2015-16 goals, and ongoing work on the President evaluation process.

**5.5 Technology Strategy Committee (TSC)**

**a) Chair's Report**

The TSC Chair reported that the Committee was pleased to welcome Tracey Szirth and new member Dave Teixeira to its September meeting. He advised that TSC members found the Committee's recently established principles to be an effective guide, and the Committee's intent to include the principles in every TSC agenda package.

The TSC Chair noted management's progress on implementing the College intranet and making improvements (e.g., electronic timesheets) to business processes.

**5.6 Douglas College Honorary Fellow Selection Committee**

**a) Honorary Fellow Distinction: Call for Nominations on or before November 15, 2015**

Nicole Liddell reported on meetings of the Honorary Fellow Selection Committee; noting that the process had to be accelerated in order to select a recipient in time for the February 2016 graduation ceremonies. She discussed the opportunity for members to nominate candidates for the Honorary Fellow distinction. Ms. Liddell also noted the benefit of strategic identification of candidates and the need to consider nominees who will likely accept the honour.

**5.7 Education Council**

**a) Chair, Education Council Chair's June 2015 Meeting Report**

The Education Council Chair invited questions of the report submitted by past Education Council Chair Dr. Todd Harper. None arose.

**b) Credential Recommendations:  
Revision to Withdrawal Date of Diploma in Print Futures: Professional Writing**

The Education Council Chair and the Vice President Academic and Provost discussed the need to extend the date for withdrawal of the credential to accommodate five part time students remaining in the program.

It was moved by Dave Seaweed, seconded by Marissa Martin, and unanimously resolved:

**31/2015** *THAT the Douglas College Board approve a revision to the withdrawal date of the credential, Diploma in Print Futures: Professional Writing **from** September 2015 **to** March 2016*

**c) Education Council Liaison's Report**

Monique Paulino reported on her first such meeting as the Board Liaison.

**5.8 Douglas College Foundation**

**a) Board Liaison's Report**

Marissa Martin discussed the Foundation's recent meeting, and reiterated the invitation to all to attend the upcoming A Class Act fundraiser.

**6. NEXT MEETING AND ADJOURNMENT**

There being no further business, the Chair adjourned the meeting at 5:48 p.m.

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CHAIR

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PRESIDENT