

Open Meeting File 2018-03-15, approved May 24, 2018

IN ATTENDANCE**Board Members**

Jane Butterfield, AFC Chair
Kathy Denton, President (ex-officio)
John Evans, BEGC Chair; Board Chair
Adel Gamar
Babs Kelly
Jeevan Khunkhun, CPC Chair
Marissa Martin
Jasmine Nicholsfigueiredo, Chair,
Education Council (ex-officio)
Dave Seaweed
Wesley Snider
Eileen Stewart, HRC Chair; Board Vice Chair
Dave Teixeira, TSC Chair; Board Vice Chair
Jodie Wickens

Administration

Thor Borgford, VP, Academic and Provost
Laureen Dailey, Executive Assistant to the President (Recorder)
Sarah Dench, Associate VP, Academic and Student Affairs
Keith Ellis, AVP, Institutional Effectiveness
Vivian Lee, Director, Finance
Rebecca Maurer, Associate VP, Human Resources
Guangwei Ouyang, VP, International Education & Strategic Partnerships
Dave Taylor, Associate VP, Public Affairs
Tracey Szirth, VP, Administrative Services and CFO

Observers

Stephen Crozier for Erin Rozman, Douglas College Faculty Association
Prabh Hundal, Douglas Students' Union (DSU)
Ryan Cousineau, BC Government and Service Employees' Union
(BCGEU)

Guests

Steven Beasley, Pam Cawley², Stacey Rhodes-Nesset², Lori Townsend²

REGRETS

Board Members: Telka Pesklevits, Tom Spraggs

Management: Shelagh Donnelly

Observers: Erin Rozman, Douglas College Faculty Association (DCFA)

² departed following consideration of item 4d.

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair John Evans called the meeting to order at 6:00 p.m. He noted regrets and welcomed Vivian Lee to her first Board meeting as the new Director of Finance.

Dave Seaweed 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:

2018/0301 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the January 25, 2018 Open Session Board Meeting (for approval)
- 2.2 Information: Resolutions Approved by the Board during its January 2018 Closed Session
 - i. *THAT the Douglas College Board approve the Addendum to the Douglas College Strategic Plan*
 - ii. *That the Douglas College Board approve the College Technology Strategy 2017-2022*
- 2.3 Elections to the College Board: Results
 - a) Marissa Martin, Telka Pesklevits Re-Elected
- 2.4 Correspondence, Reports and Invitations Extended to the Board

3. PRESIDENT'S REPORT

3.1 Report on Operational and Strategic Matters

Kathy Denton highlighted a number of items from her written report and shared new information. She advised that former employee, Louie Giroto, was the successful candidate for the Facilities Director position. She noted that the BBA Business Management, which went to the Degree Quality Assessment Board (DQAB) at the end of February, is now back on schedule and Ministerial consent is expected in April. She further noted that the external meeting with ADM Jeff Vasey, Ministry of AEST, regarding a post-secondary presence in Maple Ridge, is a topic that has come up many times and is once again being visited. Lastly, Dr. Denton thanked all Board members who attended the Winter graduation ceremonies.

In response to a question, Dr. Denton provided further background on the BC College of Social Workers' request that we submit a review of our activities as it relates to seeking accreditation. The VP Academic & Provost added that the BCCSW's Registrar met with students in the program to talk about the accreditation process, which was seen as a positive step.

4. CHAIR, COMMITTEE & LIAISON REPORTS, RECOMMENDATIONS

4.1 Board Executive and Governance Committee (BEGC)

a) Chair's Report

John Evans congratulated Marissa Martin and Telka Pesklevits on their re-election to the Board. Their new terms will begin September 1, 2018 and conclude August 31, 2019.

Mr. Evans acknowledged members' attendance at various College events and offered kudos to the women's and men's athletics teams on their successes in recent championship games. With regard to Board succession planning, Mr. Evans advised that Tom Spraggs will conclude his sixth year of service this summer, and that a submission to government for a replacement was being prepared. The Chair also reported on members' attendance at recent educational sessions and upcoming conferences.

b) Ministry of Advanced Education, Skills and Training: 2018-19 Mandate Letter

i. 2018-19 Mandate Letter

John Evans referred to the 2018-19 Mandate Letter, which conveys government's expectations for the College. The Recording Secretary confirmed that all members had now signed the Mandate Letter. The completed document will be published to the Board website.

ii. Initiatives Identified Within 2018-19 Mandate Letter

Kathy Denton spoke about some of the initiatives already underway at the College, such as the new Indigenous Garden outside the Aboriginal Gathering Place, and the implementation of tuition waivers for students in Adult Basic Education and ESL courses, and for Former Youth in Care students. Thor Borgford responded to a question about the Aboriginal Stream Program, noting the external consultants reviewing the program have spoken very positively about all their interactions and he expects their work to be completed by the end of April.

c) Committee Membership: Campus Planning Committee

Now that the Board has a full complement of members, John Evans advised that the BEGC has recommended that Eileen Stewart be released from her additional committee workload.

It was moved, seconded and unanimously resolved:

2018/0302 *THAT the Douglas College Board approve rescinding Eileen Stewart's appointment to the Campus Planning Committee*

d) Procedural Matter: January 2018 College Board Meeting
i. President's Perspective on the Dental Program Closure

John Evans referred to the previous meeting when members considered the VP Academic and Provost's recommendation to close the Dental Assisting Certificate Program as of September 1, 2018. After a fulsome discussion at that meeting, a vote was taken; however, because the Board Chair voted before other votes had been cast, which is contrary to the College's By-Laws, the vote is null and void. The Chair apologised for this error and explained that, for the above reason, a new vote is required.

Mr. Evans noted the President had provided a written perspective on the recommended closure to give Board members more context and asked her to speak to her document. Questions of management and discussion followed. Before calling the vote, Mr. Evans confirmed that all members received two emails and attachments sent to the Board Office by the Dental Assisting Certificate Program Coordinator.

ii. Recommended Resolution

It was moved and seconded:

2018/0303 *THAT the Douglas College Board approve the Vice President Academic and Provost's recommendation to close the Dental Assisting Certificate Program as of September 1, 2018*

There was no further discussion on the motion and a request was made to move to a secret ballot.

It was moved, seconded and resolved:

2018/0303a *THAT the Douglas College Board conduct the vote on closure of the Dental Assisting program by secret ballot*

Laureen Dailey acted as Teller, assisted by Vivian Lee. Following the ballot vote procedure, the Tellers' Report was as follows:

Number of votes cast: 11
Votes required for a majority: 6
Votes for the resolution: 11
Votes against the resolution: 0
Spoiled or ineligible votes: 0

It was unanimously resolved:

2018/0303 *THAT the Douglas College Board approve the Vice President Academic and Provost's recommendation to close the Dental Assisting Certificate Program as of September 1, 2018*

e) Proposed 2018-19 College Board Meeting Schedule

John Evans invited input into the proposed 2018-19 Board meeting schedule. He noted the schedule takes into consideration school breaks, College graduation ceremonies and meeting deliverables. No concerns or objections were raised.

4.2 Audit and Finance Committee (AFC)

a) Chair's Report

Jane Butterfield reported on the Committee's March meeting, noting they had a fulsome budget discussion and approved activities for the first year of a three-year Internal Audit plan. They also reviewed the Quarterly Financial Statements and the investment returns to the end of December – both of which are in healthy positions.

- b) Full-Time Equivalent (FTE) Reporting:**
- i. **Winter 2018 Semester FTE Enrolment Report: Credit Programs**
 - ii. **Fall 2017 Semester FTE Enrolment Report: Non-Credit Programs**

Ms. Butterfield reported that the AFC reviewed the FTE reporting for the Fall 2017 and Winter 2018 semesters and that it aligns with what they see in the Quarterly Financials and budget. No questions arose.

c) Education Council's Advice to the Board: (Proposed 2018/19 College Budget)

Jane Butterfield commented briefly on the Committee's oversight of the budget development process. She noted management's consultations with students and employees and commended the DSU for their thorough and thoughtful input.

Education Council Chair Jasmine Nicholsfigueiredo referred to Education Council's written feedback as provided in the agenda package, noting it mostly concerned having more time for consultation with constituency groups.

d) 2018/19 Budget Consultations: Management's Response to Solicited Feedback

Kathy Denton remarked that better planning next year should allow Education Council more time for their consultations. She also acknowledged the DSU's excellent feedback and hopes to take advantage of the students' enthusiasm going forward by involving them earlier in the budget process.

A suggestion was made that a budget dashboard be included with future budgets to show how the budget is aligned with the Ministry's Mandate Letter. Further recognition and appreciation of the DSU's impressive and thoughtful feedback was expressed by Board members.

e) Proposed Revisions to College Board By-Law B.GO07.05, Fees and Charges for Instruction

Tracey Szirth presented the proposed revisions to the above by-law which reflects a two percent increase to tuition and fees as allowed by the Ministry.

It was moved, seconded and unanimously resolved:

2018/0304 *THAT the Douglas College Board approve the revised College Board By-Law B.GO07.05 Fees and Charges for Instruction, as presented March 15, 2018*

f) 2018/19 Douglas College Consolidated Budget

Tracey Szirth presented an overview of the proposed 2018/19 consolidated budget and invited questions along the way. She noted the budget's alignment with the College's strategic priorities and consideration given to the risk inventory and planned mitigations.

Board members inquired if there were any known exemptions from the new employer benefits tax. Ms. Szirth responded there has been no such indication and advised that the net expense increase to the College for this tax will be approximately \$500,000.

Members further inquired how the College planned to achieve 50 new domestic FTEs when domestic enrolments have decreased in the last several years. Management responded this will be achieved through new program development, such as the Bachelor of Business Management. The Bachelor of Social Work and domestic ESL are also areas of growth.

It was moved, seconded and unanimously resolved:

2018/0305 *THAT the Douglas College Board approve the 2018/19 Consolidated Budget as presented March 15, 2018, subject to receipt of written confirmation of provincial funding ("the budget letter") as projected within management's proposed budget*

g) Authorisation to Exceed Budgeted Expenses

Ms. Butterfield explained the intent of the resolution, which enables management to use surplus funds for initiatives that align with the Strategic Plan.

It was moved, seconded and unanimously resolved:

2018/0306 *THAT the Douglas College President and CEO is authorised to approve additional expenditures of up to \$500,000 for initiatives that are aligned with the Strategic Plan and do not create a deficit*

4.3 Campus Planning Committee (CPC)

a) Chair's Report

Jeevan Khunkhun advised that the now approved Anvil Centre permit was three weeks delayed but that plans are still on schedule for classes in September. The Committee did not meet this month.

4.4 Human Resources Committee (HRC)

a) Chair's Report

Eileen Stewart reported on the March HRC meeting. The Committee reviewed the Occupational Health and Safety Performance Report from the Fall 2017 semester and is satisfied that everything possible is being done to keep our campuses safe. They are also satisfied with the progress on implementation of the Human Resources 2016-2020 Strategic Plan. Committee governance matters were dealt with as well.

b) Human Resources Committee Terms of Reference: Annual Review

Ms. Stewart presented revised Terms of Reference for the Human Resources Committee for Board approval. There were no questions or concerns.

It was moved, seconded and unanimously resolved:

2018/0307 *THAT the Douglas College Board approve the revised Human Resources Committee Terms of Reference (TOR) as presented March 15, 2018*

4.5 Technology Strategy Committee (TSC)

a) Chair's Report

Dave Teixeira reported that he attended a recent seminar on cybersecurity presented by Equifax, a global information solutions company. The TSC March agenda included a presentation by BCNet on "Shared IT Services for Higher Education and Research." He encouraged members to visit BCNet's website and peruse their Annual Review 2017 to read about the different services they provide. He advised that the College's Technology Strategy continues to be implemented and that the classroom support satisfaction rate for students, faculty and staff is very high. Further, cybersecurity issues continue to go down. Mr. Teixeira noted that every year Educause comes out with the Top 10 IT Issues and cybersecurity is the number one issue.

4.6 Education Council

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

Jasmine Nicholsfigueiredo referred to her February 2018 written report. No questions arose.

b) Credential Recommendation: Withdrawal of the Credential, Associate Degree in Science – Specialization in Environmental Science and Establishment of the credential, Associate of Science Degree – Environmental Science

Ms. Nicholsfigueiredo presented Education Council's recommendation for the withdrawal of an old credential and establishment of a new credential: Associate of Science Degree—Environmental Science.

It was moved, seconded and unanimously resolved:

2018/0308 *THAT the Douglas College Board approve the withdrawal of the credential, Associate Degree in Science – Specialization in Environmental Science, and approve the establishment of the credential, Associate of Science Degree – Environmental Science, effective January 23, 2019.*

4.7 Douglas College Foundation

a) Board Liaison's Report

Marissa Martin reported that the Foundation Board heard from Suzanne Byrom at their February meeting. Ms. Byrom presented on the success of the Envision Financial Project at the College, which currently pairs 60 Marketing and Business students with local not-for-profits. Additionally, \$1.6 million has been raised to date by the Foundation, in part due to its first Alumni appeal, which raised \$160,000, and a new RBC partnership. Ms. Martin will provide an update on the March 1st Uganda Trivia Night at the next meeting.

7. NEXT MEETING AND ADJOURNMENT

There being no further business, John Evans confirmed the next meeting for May 24, 2018 and adjourned the meeting at 7:43 p.m.

CHAIR

PRESIDENT