

Open Meeting File 2020-03-10 for approval May 21, 2020

IN ATTENDANCE**Board Members**

Kathy Denton, President (ex-officio)
Eileen Stewart, BEGC Chair; Board Chair

Via phone:

Harshit Bansal
Ivanna Cikes, Education Council Chair (ex-officio)
Adel Gamar, Board Vice Chair
Brian Haugen, TSC Chair, Board Vice Chair
Rebecca Jules, HRC Chair
Nikiel Lal
Bobby Pawar
Erin Rozman
Dave Seaweed
Maureen Shaw
Susan Todd, AFC Chair
Jodie Wickens, CPC Chair

Administration

Jo-Anne Bilquist, College Secretary (Recorder)
Thor Borgford, VP Academic and Provost
Sarah Dench, AVP Academic and Student Affairs
Vivian Lee, Director, Finance
Guangwei Ouyang, VP International Education & Strategic Partnerships
Kayoko Takeuchi, VP Administrative Services and CFO
Dave Taylor, AVP Public Affairs

Via phone:

Keith Ellis, AVP Institutional Effectiveness
Brian Mackay, AVP Technology & CIO

Guests

Michael Lam, Manager, Infrastructure Services
Chelsea Smith, Interim Director, Human Resources

REGRETS

Management: Guangwei Ouyang

Observers: BCGEU, DCFA, DSU

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair Eileen Stewart called the meeting to order at 5:05pm.

Sarah Dench acknowledged that we are meeting and working on the unceded and traditional territories of the Qayqayt First Nation and all Coast Salish peoples.

Eileen thanked Board members for attending via conference call, necessitated due to recent developments related to the COVID-19 virus. She reviewed procedures for ensuring fulsome participation during the meeting, noting the revised agenda reflects Board's agreement to conduct business only on matters requiring approval at this time.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and unanimously resolved:

2020/0301 *THAT the Douglas College Board approve the revised agenda as presented*

4. CHAIR, COMMITTEE & LIAISON REPORTS, RECOMMENDATIONS**4.1 Board Executive and Governance Committee (BEGC)****b) Ministry of Advanced Education, Skills and Training: 2020/2021 Mandate Letter**

Kathy Denton noted the summary she had provided in the package, indicating that there were no significant changes from last year's direction.

It was moved, seconded and unanimously resolved:

2020/0302 *THAT the Douglas College Board acknowledge government's direction to our institution as outlined in the 2020/2021 Mandate Letter*

c) Authorization to Exceed Budgeted Expenses

Eileen reiterated that this is a standing item during the budget cycle, as indicated on the included brief.

It was moved, seconded and unanimously resolved:

2020/0303 *THAT the Douglas College President and CEO is authorized to approve additional expenditures of up to a total of \$500,000 for initiatives that are aligned with the Strategic Plan and do not create a deficit*

d) Succession Planning:

i. Board Committee Appointments

Eileen reminded Board members of Susan's appointment approved via consent resolution, and noting it is included here for records purposes.

CR2020/0101 *THAT the Douglas College Board approve the appointment of Susan Todd to the Technology Strategy Committee, effective January 30, 2020*

Following discussion at BEGC the Committee recommends appointments for new members as indicated.

It was moved, seconded and unanimously resolved:

2020/0304 *THAT the Douglas College Board approve the appointment of Erin Rozman as liaison to the Honorary Fellow Committee, and Harshit Bansal as liaison to the Douglas College Foundation Board*

ii. Upcoming Elections of Student position to Board for 2020-2021 term

Eileen announced that Nikiel Lal has been re-elected to another term with the Board. Members expressed their congratulations.

4.2 Audit and Finance Committee (AFC)

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

Susan Todd advised that the increase indicated in the policy is consistent with the 2% guideline received from Ministry for all institutions. Board members discussed that International fees are exempt from the policy, confirming that government leaves the International tuition decisions to each institution.

It was moved, seconded and unanimously resolved:

2020/0305 *THAT the Douglas College Board approve the proposed Douglas College Board By-Law B.GO07.05, Tuition and Fees for Instruction, as presented March 19, 2020*

e) 2020/21 Douglas College Consolidated Budget

Susan invited Kayoko Takeuchi to review the budget presentation included in the package. Kayoko guided Board members through the document, indicating changes made since they last viewed the information in January. She explained that budget decisions involved a balanced approach, noting the College does have resources and time to adjust to what may happen in coming months as a result of the current crisis.

It was moved, seconded and unanimously resolved:

2020/0306 *THAT the Douglas College Board approve the 2020/21 Consolidated Budget as presented March 19, 2020, subject to receipt of written confirmation of provincial funding ("the budget letter") as projected within management's proposed budget*

4.4 Campus Planning Committee (CPC)**b) Budget Request: Centralized Student Services Project**

Jodie indicated that the information provided in the package clearly outlined the details of the request for additional funds.

It was moved, seconded and unanimously resolved:

2020/0307 *THAT the Douglas College Board approve the request for an additional \$2,329,000 for the Centralized Student Services Project*

5. NEXT MEETING AND ADJOURNMENT

Eileen thanked Brian Mackay for his contributions to the College and wished him well, on behalf of the Board. Kathy introduced Michael Lam, who will be Interim AVP Technology and CIO, and Chelsea Smith, attending as Interim Director in HR. She thanked both for stepping up during the current difficult situation.

There being no further business, Eileen confirmed the next regular Board meeting on May 21, 2020. The meeting was adjourned at 6:05pm.