

*Open Meeting File 2021-06-24 for approval September 23, 2021*

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

Doyin Agbaje  
Graeme Bowbrick, Education Council Chair (ex-officio)  
Kathy Denton, President (ex-officio)  
Adel Gamar, Board Vice Chair  
Brian Haugen, TSC Chair, Board Vice Chair  
Nikiel Lal  
Kristi Miller  
Bobby Pawar, CPC Chair  
Erin Rozman  
Maureen Shaw  
Eileen Stewart, BEGC Chair; Board Chair  
Susan Todd, AFC Chair  
Jodie Wickens

**Guests**

Graham Rodwell, Meggan Davies, Jingwen Chen,  
Ahsanuddin Qureshi, Zeena Farhan, Alissa  
McStravick, Madison Kukura, Harmeet Sing, Justine  
Geboers, Hillina Ghulam Nabi, Rory Locke, Alexander  
James Ozer, Sukhteshwar Sidhu, Luke Delos Santos,  
Turon Azizullo, Rayina Patterson, Carlos Eduardo de  
Paula Gribel Novellino

**Administration**

Jo-Anne Bilquist, College Secretary (Recorder)  
Thor Borgford, VP Academic and Provost  
Sherry Chin-Shue, VP Human Resources  
Sarah Dench, VP Student Affairs  
Keith Ellis, AVP Institutional Effectiveness  
Vivian Lee, Director, Finance  
Michael Lam, AVP Technology and CIO  
Guangwei Ouyang, VP International Education & Strategic  
Partnerships  
Kayoko Takeuchi, VP Administrative Services and CFO  
Dave Taylor, VP Public Affairs

**Observers**

Jasmine Nicholfigueiredo, Douglas College Faculty Association  
Andrew Dalton, Douglas Student's Union

**REGRETS**

**Board Members:** Rebecca Jules, HRC Chair; Dave Seaweed

**Management:**

**Observers:** BCGEU

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

There being a quorum present, Chair Eileen Stewart called the meeting to order at 5:02pm.

Eileen read portions of a statement that the College has posted in relation to the further findings of unmarked graves at residential school sites which has once again focused attention on the continuing trauma facing Indigenous communities.

Jo Bilquist acknowledged that we are meeting and working on the unceded and traditional territories of the Qayqayt and Kwikwetlem First Nations and all Coast Salish peoples.

Eileen welcomed guests and outlined best practice protocols to create a positive virtual meeting environment. She noted, in particular, instructor Graham Rodwell and students from his Organizational Theory and Design course who are observing the meeting as part of an assignment on steering organizations.

## 2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and unanimously resolved:

**2021/0601** *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the May 27, 2021 Open Session Board Meeting
- 2.2 Resolutions Approved by the Board at the May 27, 2021 Closed Session
- 2.3 Correspondence, Reports and Invitations Extended to the Board

## 3. PRESIDENT and CEO'S REPORT

### 3.1 President's Report

Kathy Denton referred to her written report in the agenda package. She highlighted the accomplishments of retiring VP International Education & Strategic Partnerships Guangwei Ouyang and expressed appreciation for all his contributions, noting he will be celebrated later in the fall. She also commented on the Employee Engagement Survey, which had been postponed for a year because of the pandemic, has now been completed and a comprehensive report will be released soon, but early indications point to favourable results. Board members also discussed Open Education Resources (OER) incentive grants.

### 3.2 Institution Accountability Plan and Report 2020/21

Kathy referred to the briefing note and report included in the package, confirming this report is brought before the Board each June. The text is very similar year after year, with new updated data and some new comments included. The report is submitted to Ministry and subsequently posted on their website. Board members had no questions.

It was moved, seconded and unanimously resolved:

**2021/0602** *THAT the Douglas College Board approve the Douglas College Institution Accountability Plan and Report for the 2020/21 reporting cycle, for provision to the Ministry of Advanced Education and Skills Training*

## 4. ACADEMIC DIVISION UPDATE

### 4.1 Annual Report: Vice President Academic and Provost

Thor drew attention to the report presented in the package materials, noting the College has done well to deliver a very good educational product over the course of the pandemic, with new program development as well as course and credential revisions continuing throughout. He noted the Academic Division is now busily preparing for the fall return to campus.

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

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

#### a) Committee Report

Eileen referred to the Committee report included in the package, inviting questions from Board members. None were raised.

#### b) Ministry of Advanced Education and Skills Training: 2021/2022 Mandate Letter

Eileen referred to the attached mandate letter as well as the cover brief summarizing the letter's contents, and noted the proposed resolution. Board members discussed the letter.

It was moved, seconded and unanimously resolved:

**2021/0603** *THAT the Douglas College Board acknowledge government's direction to our institution as outlined in the 2021/2022 Mandate Letter*

**c) Recognition of Outgoing Board Members:  
Doyin Agbaje, Nikiel Lal, Jodie Wickens**

Eileen expressed appreciation to Doyin, Nikiel and Jodie for their service and contributions to the Board. She advised that although this is their last official Board meeting, they would be invited and recognized at the Board's Retreat and Recognition dinner in October. Kathy also thanked the outgoing members on behalf of the Senior Management Team. Jodie, Nikiel and Doyin each had the opportunity to speak to the Board.

Eileen also noted and expressed thanks to Jo Bilquist, College Secretary, who will be leaving her role to become Executive Assistant to the President.

Additionally, Eileen advised that Adel, Kristin and Maureen have received confirmation of their reappointments with the Board, and thanked them for their continued involvement.

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

**a) Committee Report**

Susan Todd referred to the report included in the package, noting the main highlight included various audit items. Sue also drew attention to the investment policy, indicating the Committee had hoped to bring a final version with resolution to this meeting, but some additional revisions will be confirmed over the summer and presented to Board in the fall.

**b) Draft 2020/21 FTE Enrolment Report**

Susan invited Vivian Lee to speak to this item. Vivian indicated a new format to the report outlining summaries by faculty rather than programs. She commented that overall domestic enrolments were at 97% of target, while enrolment in International was down 19%, attributable to the pandemic. Vivian invited questions from Board members, none were raised.

It was moved, seconded and unanimously resolved:

**2021/0604** *THAT the Douglas College Board approve the 2020/21 Douglas College FTE Enrolment Report.*

**c) 2020/21 Audited Financial Statements**

Susan referred to the statements and audit report from KPMG in the package. Vivian reported that the audit, conducted remotely for the second year due to the pandemic, went smoothly. She noted the College had a good financial year due to additional savings and better than expected investment income. Board members had no questions or concerns.

It was moved, seconded and unanimously resolved:

**2021/0605** *THAT the Douglas College Board approve the 2020/21 audited Douglas College Financial Statements*

**d) 2021/22 Full Time Equivalent (FTE) Reporting: Summer 2021 (Credit)**

Susan referred to the report as presented, noting summer credit enrolments are up from last year. Board members had no concerns.

**e) Update to Annual Forecast: Q1, 2021/22**

Susan referred to the report as presented, confirming these updates are provided to the Board every quarter. She advised that the first quarter report doesn't have any adjusted expectations from the original budget. Board members had no questions.

**f) Reappointment of KPMG as External Auditor for Fiscal 2021/2022**

Susan noted that KPMG have been providing audit services for the College for the past few years, including both pandemic years, and continues to have a solid working relationship with the Finance team. Board members discussed best practice regarding length of audit service contracts. Kayoko Takeuchi advised that the Auditor General's Office does monitor institutions' contracts for audit.

It was moved, seconded and unanimously resolved:

**2021/0606** *THAT the Douglas College Board approve the reappointment of KPMG as the Douglas College external auditor, to complete the review of the FTE Enrolment Report and audit of the Financial Statements for the 2021/2022 fiscal period*

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

In Rebecca Jules' absence, Committee member Bobby Pawar reviewed the Committee report as included in the package. Bobby highlighted the upcoming President's Annual Performance Review, including the 360 Review which is conducted every second year, with a summary to be brought forward to Board in September.

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

Bobby Pawar reviewed the Committee report as presented. He noted the lease renewal as a separate item, and expressed members' appreciation to management for their diligence in presenting succinct information to the Committee.

**b) Lease Renewal: The Training Group, Maple Ridge**

Bobby referred to the summary and information provided in the package. No questions were raised.

It was moved, seconded and unanimously resolved:

**2021/0607** *THAT the Douglas College Board approve the 5-year renewable lease at the Municipal, Maple Ridge property for the Training Group, effective April 1, 2022*

**5.5 Technology Strategy Committee (TSC)****a) Committee Report**

Brian Haugen reviewed the Committee report as included in the package. He highlighted the CEIT performance report with a 98,8% overall satisfaction rate and expressed appreciation to Mike Lam and the various teams with regard to this achievement in such a difficult year.

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

**June 2021 Meeting  
Annual Report 2020/21**

Graeme referred to the reports included in the package. He reiterated that this was a busy year for Education Council, with extra meetings and diligence required to establish the updated bylaws. He also advised the terms of reference for all EdCo Committees have also been updated and recently approved. Lastly, he noted

an unusual amount of turnover for next year's council, bringing lots of fresh perspectives, and he commented that he looks forward to continuing as Chair.

**b) Board Liaison's report**

Nikiel Lal provided a verbal report, expressing appreciation to Graeme for the hard work and productive outcomes in chairing EdCo, making sure everyone's voices were heard.

**5.7 Douglas College Foundation**

**a) Board Liaison's Report**

Doyin Agbaje provided a verbal report on the Foundations Board's recent Annual General Meeting. She noted they reviewed and approved their audited statements, and also appointed KPMG as external auditor, in line with the College.

**5.8 Honorary Fellow Committee**

**a) Board Liaison's Report**

Erin Rozman advised there was nothing new to report this month.

**5.9 Board Development Reporting**

Eileen invited Board members to report on any development opportunities attended since the last meeting. Brian outlined a session on cyber threats at the strategic planning level. Susan and Eileen reported on the ICD conference, indicating a wide range of topics including diversity, equity and inclusion, environmental stewardship and climate change, and sustainability issues.

**6. NEXT MEETING AND ADJOURNMENT**

Adel Gamar noted that in addition to the colleagues mentioned earlier that will be leaving their roles with the Board, he wanted to acknowledge Eileen's final meeting as Board Chair. He outlined Eileen's tireless work as a mentor and ally, a major and important anchor for all the Board. He expressed gratitude for the hours she invested in the Board and its members, serving with commitment and dedication, and thanked her for her leadership and service.

There being no further business, Eileen confirmed the next regular Board meeting on June 24, 2021. The meeting was adjourned at 5:55pm.