

Open Meeting File 2023-06-22 for approval September 21, 2023

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

Graeme Bowbrick, Education Council Chair (ex-officio)  
Bailey Cove  
Kathy Denton, President (ex-officio)  
Adel Gamar, BEGC Chair; Board Chair  
Bereket Kebede  
Natasha Knox, Vice Chair  
Baljinder Narang  
Mohammad Rafiei  
Erin Rozman  
Jin Taek Shim  
Eileen Stewart, HRC Chair  
Susan Todd, CPC Chair

**Administration**

Sherry Chin-Shue, VP Human Resources  
Sarah Dench, VP Student Affairs  
Keith Ellis, AVP Institutional Effectiveness  
Chris Gardner, AVP Facilities and Sustainability  
Vivian Lee, Director, Finance  
Michael Lam, AVP Technology and CIO  
Leonel Roldan-Flores, AVP International Education  
Devon Smith, College Secretary (Recorder)  
Kayoko Takeuchi, VP Administrative Services and CFO  
Dave Taylor, VP Public Affairs

**Observers**

Prishita Agarwal  
Sara Aurora  
Meharbir Chawla  
Andrew Dalton, DSU  
Danna Domasig, DSU  
Ava Ferenc, DSU  
Pamela Fox  
Sreeya Iyer  
Rosilyn Teng, DCFA

**Guests:** N/A

**REGRETS**

**Board Members:** Mehre Ddir

Brian Haugen, AFIC Chair

**Management:** Thor Borgford, VP Academic and Provost

**Observers:** Ryan Cousineau

---

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

There being a quorum present, Chair Adel Gamar called the meeting to order at 5:01 p.m.

Eileen Stewart acknowledged that our campuses are located on the unceded traditional and ancestral lands of the Coast Salish Peoples, including the territories of the ǵícəy̓ (Katzie), q'wə:ḥł'əḥ (Kwantlen), kwikwəłəm (Kwikwetlem), xʷməθkʷəy̓əm (Musqueam), and qiqéyt (Qayqayt) First Nations.

Adel reminded all in attendance of protocol at the Open Session Board meeting.

## 2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and unanimously resolved:

**2023/0601** *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the May 25, 2023 Open Session Board Meeting
- 2.2 Resolutions Approved by the Board at the May 25, 2023 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 included in the agenda package. Kathy highlighted portions of her report, and advised that 808 Royal Avenue will be the first item in her reports for the foreseeable future.

Of note, Kathy expressed her gratitude to all who were involved in the recent graduation ceremonies, and advised that they had undergone some recent updates. She noted that feedback so far had been good, and that more feedback will be in the future.

Kathy further highlighted that the Training Group would be celebrating its 30<sup>th</sup> Anniversary, and she noted the importance of their work, including training that they provide to internationally educated physicians.

Finally, Kathy noted that Douglas College and the University of the Fraser Valley are collaborating with the University of Hawaii, Manoa, on a program that focuses on Indigenous culture.

Board members reflected on Kathy's comments.

### 3.2 Institution Accountability Plan and Report 2022/23

Kathy referred to the materials published with the agenda, noting that this is a compliance document that must be presented by all institutions. Keith Ellis advised that the process was slightly different this year, and noted that the College was doing very well in comparison to its peers.

It was moved, seconded and unanimously resolved:

**2023/0602** *THAT the Douglas College Board approve the Douglas College Institution Accountability Plan and Report for the 2022/23 reporting cycle, for the provision to the Ministry of Post-Secondary Education and Future Skills*

## 4. ACADEMIC DIVISION UPDATE

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

In Thor Borgford's absence, Kathy Denton presented the item as published. Kathy advised that this item outlines new programs, expanded programs, new pathways into programs, as well as some areas of reduction. Board members discussed the report.

**5. CHAIR, COMMITTEE & LIAISON REPORTS, RECOMMENDATIONS****5.1 Board Executive and Governance Committee (BEGC)****a) Committee Report**

Adel Gamar provided a CABRO update, advising that the College has two new OIC members, and confirming the re-appointment of himself, Natasha Knox and Susan Todd.

Adel expressed gratitude to the team who updated the Board Governance Framework. Additionally, he noted that the Committee self-evaluation would be discussed later, in-camera. Adel invited questions on his report, there were none.

**b) Recognition of Outgoing Board Members**

Adel expressed his appreciation to the Board's outgoing members: Graeme Bowbrick, Bailey Cove, Mehre Dllir and Eileen Stewart.

**c) Summer Board Orientation**

Adel advised that the Board Orientation is currently scheduled for August 23, 2023. This orientation will include two students, and the two new OIC if they are available.

**5.2 Audit and Finance Committee (AFIC)****a) Committee Report**

Eileen Stewart spoke to the published report, noting corrections that will be updated in the package. She invited questions, and none were raised.

**b) Draft 2022/23 FTE Enrolment Report**

Eileen referred to the report that was published in the package and invited questions. None were raised.

It was moved, seconded and unanimously resolved:

**2023/0603** *THAT the Douglas College Board approve the 2022/23 FTE Enrolment Report.*

**c) 2022/23 Audited Financial Statements**

- i. **Financial Statements Highlight Memo**
- ii. **Draft Audited Financial Statements**

Eileen advised that the audited reports had been presented with KPMG, and noted that KPMG was very happy with the work being done by Douglas management. No questions arose.

It was moved, seconded and unanimously resolved:

**2023/0604** *THAT Douglas College Board approve the 2022/23 audited Financial Statements.*

**d) Re-appointment of External Auditor for Fiscal 2023/24**

Eileen advised that the auditor must be appointed annually. She advised that the Committee is pleased with the work that KPMG is doing, noting that it may be a different auditor in the future. She further noted that it is routine that the Auditor General will be the auditor at different points in time.

It was moved, seconded and unanimously resolved:

**2023/0605** *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 the Financial Statements for the 2023/24 fiscal period*

**e) 2023/24 Full Time Equivalent (FTE) Reporting: Summer 2023**

Eileen invited Vivian Lee to present this item. Vivian advised that the cover brief contained all necessary information, and invited questions. None were raised.

**f) Quarterly Update to Annual Forecast: Q1, 2023/24**

Eileen advised that this item is prepared on a quarterly basis, and invited Kayoko Takeuchi to speak. Kayoko noted the only difference this year was the Foundation Budget had been added to the College's budget. Kayoko invited questions, and none were raised.

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

Eileen Stewart referred to the published report and commended the work that SSRM was doing. No questions were raised.

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

Susan Todd advised that quorum was not met, but the members did complete the Committee's self-evaluation.

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

Graeme Bowbrick referenced the report as published. Kathy provided some insight on the resolutions that were being put forward.

It was moved, seconded and unanimously resolved:

**2023/0606:** *THAT the Douglas College Board establish the credential Advanced Certificate in Applied Audio effective May 2024*

**2023/0607:** *THAT the Douglas College Board withdraw the credential Diploma in Classroom and Community Support, Behaviour Intervention Specialization effective immediately*

**2023/0608:** *THAT the Douglas College Board establish the Skills for Success Practitioner Continuing Education Certificate effective September 2023*

**2023/0609:** *THAT the Douglas College Board withdraw the credential Advanced Certificate in Applied Behaviour Analysis and establish the credential Certificate in Applied Behaviour Analysis effective September 2024*

**2023/06010:** *THAT the Douglas College Board approve the proposed amendment to the English Language Proficiency Requirement to reflect "Undergraduate Bachelor degree (or higher-level credential) from an English speaking post-secondary institution"*

**b) Board Liaison's Report**

Bailey Cove had nothing additional to report, but noted that Graeme Bowbrick will be missed in his role as Chair.

**5.6 Honorary Fellow Committee****a) Board Liaison's Report**

Erin Rozman noted that the most recent Honorary Fellow recipient, Marcus Youssef, was on the CBC radio and noted how delighted he was to have received the distinction. Erin advised that the Committee has a list of candidates that they will be working with at a later date.

Adel reminded members that the ceremonies are recorded and available to watch, and encouraged members to listen to Marcus Youssef's speech.

**5.7 Board Development Reporting**

Adel invited Board members to any recent learnings around board or governance activities.

Bailey Cove advised that she had recently spoken at the BC Budget Consultation and had expressed her gratitude that Douglas College had capped their increases of international tuition.

Susan Todd advised that she had recently developed a course on ESG reporting that would be available for CPAs in Ontario.

**6. NEXT MEETING AND ADJOURNMENT**

There being no further business, Adel confirmed the next regular board meeting on September 21, 2023. The meeting was adjourned at 5:54 p.m.