

Open Meeting File 2023-11-23 for approval January 25, 2024

IN ATTENDANCE**Board Members**

Kathy Denton, President (ex-officio)
Danna Domasig
Ava Ferenc
Adel Gamar, CPC Chair
Natasha Knox, BEGC Chair; Board Chair
Marilyn Marchment
Sally Mennill, Education Council Chair (ex-officio)
Baljinder Narang, Vice Chair; HRC Chair
Mohammad Rafiei
Daniel Rothwell
Susan Todd

Administration

Thor Borgford, VP Academic and Provost
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

Guests: N/A

Observers

Andrew Dalton, DSU

REGRETS:

Board Members: Brian Haugen, Bereket Kebede, Vice Chair; AFIC Chair, Erin Rozman, Jin Taek Shim

Management:

Observers: Ryan Cousineau, GEU, Sam Schechter, DCFA

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair Natasha Knox called the meeting to order at 5:00 p.m.

Mohammad Rafiei acknowledged that our campuses are located on the unceded traditional and ancestral lands of the Coast Salish Peoples, including the territories of the ḡícəy̓ (Katzie), q'wə:ḡł'əḡ (Kwantlen), kwikwəḡəm (Kwikwetlem), xʷməθkʷəy̓əm (Musqueam), and qiqéyt (Qayqayt) First Nations.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and unanimously resolved:

2023/1101 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the September 21, 2023 Open Session Board Meeting
- 2.2 Resolutions Approved by the Board at the September 21, 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 noted that her report always has the same structure with three categories. She highlighted that the new academic building (808 Royal), was waiting on two pieces of legal agreements with the City, before it could go back to Council for approval. She advised that the delay had been cleared, and is set to go back to Council on December 11, 2023. Kathy recognized the work of Dave Taylor, Chris Gardner and Kayoko Takeuchi on this matter.

Kathy advised that there were ongoing discussions by the Ministry relating to international education. There have been increased challenges by the Federal Government to attain study visas. This has created tension amongst the Federal and Provincial Governments. The Provincial Government would like to be the body responsible for what happens in B.C. Kathy noted that Douglas is in a good position with both levels of government. She noted that Leonel Roldan-Flores keeps himself well informed of any small changes that are taking place. The College is well diversified, and there are no concerns.

4. CHAIR, COMMITTEE & LIAISON REPORTS, RECOMMENDATIONS

4.1 Board Executive and Governance Committee (BEGC)

a) Committee Report

Natasha Knox referred to the published report and highlighted that much of the BEGC meeting revolved around the recent retreat that had taken place, as well as the Board's budget. There were no questions.

4.2 Audit and Finance Committee (AFIC)

a) Committee Report

In Bereket Kebede's absence, Natasha invited other AFIC members to share any additional details about the recent AFIC meeting. There were no additional updates.

b) Interim Enrolment Reporting

i. 2023 Fall Semester Enrolment Report: Credit Programs

Kayoko Takeuchi invited Vivian Lee to speak to this item. Vivian provided insight to the report, noting that they are forecasting 40 additional FTE in International which is more than what was budgeted. She invited questions. There were none.

ii. 2023 Summer Semester Enrolment Report: Non-Credit Programs

There was nothing additional added to this item.

c) 2024/2025 Douglas College Budget Materials

i. Draft 2024/2025 Consolidated Guidelines

In Bereket's absence, Natasha invited comments and questions. Susan Todd advised that the guidelines have not changed significantly from years prior, and commented that the process is good and consultative. She felt comfortable with the guidelines and process.

It was moved, seconded and unanimously resolved:

2023/1102 *THAT the Douglas College Board approve the 2024/2025 Budget Guidelines as presented November 23, 2023*

ii. 2024/2025 Consolidated Budget Timelines

This item was not discussed separately from item 4.2 c) i.

4.3 Human Resources Committee (HRC)

a) Committee Report

Baljinder Narang referred to the report as published in the meeting materials, inviting questions. No questions arose.

4.4 Campus Planning Committee (CPC)

a) Committee Report

Adel Gamar referred to his report, and advised that the Committee had welcomed its newest member, Danna Domasig. He highlighted that the Committee was presented with the Campus Master Plan and space utilization. There were no questions.

4.5 Education Council

a) Education Council Chair's Reports:

Sally Mennill advised that her report covers both the October and November Education Council meetings. She noted the meetings were the usual business, and provided additional context to the resolutions being put forward.

Mohammad Rafiei inquired whether any faculty or staff would be impacted by the withdrawal. Sally advised that there would be no impacts.

It was moved, seconded and unanimously resolved:

2023/1103 *THAT the Douglas College Board Withdraw the Credential Advanced Certificate in Employment Supports Specialty effective immediately*

Sally noted that the below resolution was put forward at the most recent meeting. The resolution was brought forward to ensure that those graduating in May would have the appropriately named credential.

It was moved, seconded and unanimously resolved:

2023/1104 *THAT the Douglas College Board approve the Program Name Change: Health Data Classification Refresher to Entry-to-Practice (E2P) Medical Coding effective May 2024*

b) Board Liaison's Report

Ava Ferenc provided additional context to conversations that took place at the Education Council meeting.

Susan Todd inquired what criteria had to be met to form partnerships with other institutions. Leonel Roldan-Flores responded that the institutions must be a peer institution, similar in size, philosophy, vision, objectives and public, amongst other criteria.

4.6 Honorary Fellow Committee

a) Board Liaison's Report

Baljinder Narang advised that meeting had taken place in September. She noted that they were overwhelmed with the quality of the candidates who had been put forward.

4.7 Board Development Reporting

Natasha Knox advised that she had nothing additional to report for this item.

5. NEXT MEETING AND ADJOURNMENT

There being no further business the meeting was adjourned at 5:26 p.m.