

Open Meeting File 2021-03-18 for approval May 27, 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
Rebecca Jules, HRC Chair
Nikiel Lal
Kristi Miller
Bobby Pawar, CPC Chair
Erin Rozman
Dave Seaweed
Maureen Shaw
Eileen Stewart, BEGC Chair; Board Chair
Susan Todd, AFC Chair

Administration

Jo-Anne Bilquist, College Secretary (Recorder)
Thor Borgford, VP Academic and Provost
Sherry Chin-Shue, VP Human Resources
Sarah Dench, AVP Academic and Student Affairs
Keith Ellis, AVP Institutional Effectiveness
Vivian Lee, Director, Finance
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
Tracy London
Shalini Verghese

REGRETS

Board Members: Jodie Wickens

Management: Michael Lam, Interim AVP Technology and CIO

Observers: BCGEU

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair Eileen Stewart called the meeting to order at 5:01pm.

Rebecca Jules 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.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and unanimously resolved:

2021/0301 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the January 28, 2021 Open Session Board Meeting
- 2.2 Resolutions Approved by the Board at the January 28, 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 advised that since submitting the report, the College has received information from the Ministry and the Provincial Health Officer indicating that institutions should prepare for a return to in-person instruction in the fall. She confirmed the College community has been notified of this welcome news and planning is underway. Kathy advised that the

Coquitlam and New Westminster campuses are confirmed as immunization locations, adding that the College is pleased to be able to provide this important community support.

Kathy highlighted recent successful funding applications by The Training Group with both the Ministry of Advanced Education and Skills Training as well as the Ministry of Social Development and Poverty Reduction. The grants are for new and continuing support programs.

Finally, Kathy shared a video provided by the Douglas Students' Union showcasing students' sincere thanks to the College for pursuing Open Education Resources, which frees up students' funds for other necessities.

4. ACADEMIC DIVISION

4.1 Program Updates

a) Building Energy and Resource Management (BERM) Program

Thor Borgford explained the history of the BERM program and the more successful parallel program Practical Energy and Advanced Knowledge: Buildings (PEAK). He advised the withdrawal of the BERM credential removes a dormant credential for a program that is no longer offered. Thor invited questions from the Board, none were raised.

It was moved, seconded and unanimously resolved:

2021/0302 *THAT the Douglas College Board withdraw the credential Certificate in Building Energy and Resource Management*

5. CHAIR, COMMITTEE & LIAISON REPORTS, RECOMMENDATIONS

5.1 Board Executive and Governance Committee (BEGC)

a) Committee Report

Eileen referred to the Committee report, provided with package materials. Board members had no questions or concerns.

b) Authorization to Exceed Budgeted Expenses

Eileen reiterated information provided on the briefing note, indicating BEGC's endorsement and recommendation for the President to have access to discretionary funding for initiatives relating to the Strategic Plan. Board members had no questions or concerns.

It was moved, seconded and unanimously resolved:

2021/0303 *THAT the Douglas College Board approve that the President and CEO is authorized for additional expenditures up to a total of \$500,000 for initiatives that are aligned with the Strategic Plan and do not create a deficit*

c) Succession Planning: Student Representative Election Results

Eileen advised Board members that two new student representatives will join the Board, beginning their terms in September. The students are Arveen Kaur and Chitwal Bhullar. Board members expressed their appreciation for current student members, whose terms continue until the end of August.

d) Draft Board Meeting Schedule for 2021-2022

Eileen invited Jo Bilquist to speak to this item. Jo indicated the draft schedule with dates for Board meetings for the coming year, and asked Board members to review for endorsement at the May meeting.

5.2 Audit and Finance Committee (AFC)

a) Committee Report

Susan Todd referred to the Committee report as presented, indicating the investment advisors are encouraged with the performance of the College's portfolio. She noted the AFC will hold a special purpose

meeting to complete the investment policy work, and hope to bring the result forward in May or June. Board members had no questions or concerns.

b) FTE (Full Time Equivalent) Reporting
i. 2020 Winter Semester Enrolment Report: Credit Programs
ii. 2019 Fall Semester FTE Enrolment Report: Non-Credit Programs

Susan invited Vivian Lee to speak to this item. Vivian outlined the reports as presented, noting that international numbers are lower due to travel restrictions as a result of the global pandemic. Vivian invited questions, none were raised.

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

Susan noted that the management team was responsive to student feedback regarding international tuition fees, and adjusted the increase to reflect student concerns. Vivian advised the increase for both domestic and international tuition fees in the proposed by-law is 2%, as reflected in the values listed in the document.

It was moved, seconded and unanimously resolved:

2021/0304 *THAT the Douglas College Board approve the proposed Douglas College Board By-Law B.GO07.05, Tuition and Fees for Instruction, as presented March 18, 2021*

d) 2021/2022 College Budget Consultations, Management's Response to Solicited Feedback

Kathy briefly outlined the College's budget feedback process, reviewing the various engagement opportunities with constituency groups which includes public forums for students and employees. She noted formal written feedback is the final stage of the consultation process, and included in the package is the formal feedback received from the Douglas Students' Union and from Education Council, along with Senior Management Team's response. No feedback was received from either the BCGEU or Douglas College Faculty Association constituency groups. Kathy invited questions or comments from the Board.

e) 2021/2022 Douglas College Consolidated Budget

Susan advised Board members that the AFC has worked through the detailed budget process with the Finance team, and are pleased to support the budget as presented.

Susan invited Kayoko Takeuchi to provide a presentation on the budget, which included a detailed overview of the process as well as the actual numbers. Kayoko explained the budget is fairly conservative, allowing the College to be poised for the upswing following the pandemic's restrictions. Board members had no questions or concerns.

It was moved, seconded and unanimously resolved:

2021/0305 *THAT the Douglas College Board approve the Douglas College 2021/2022 Consolidated Budget as presented March 18, 2021, subject to receipt of written confirmation of provincial funding ("the budget letter") as projected within management's proposed budget*

5.3 Human Resources Committee (HRC)

a) Committee Report

Rebecca Jules reviewed the Committee report as included in the package. She highlighted recognition of Douglas College as one of BC's top employers, earning a spot on the list for the 8th year in a row, as well as on Forbes Canada's list. Board members congratulated the Senior Management Team as well as all College employees.

5.4 Campus Planning Committee (CPC)

a) Committee Report

Bobby Pawar referred to the Committee report as presented and invited questions; none were raised.

5.5 Technology Strategy Committee (TSC)

a) Committee Report

Brian Haugen advised there was no scheduled TSC meeting in March.

5.6 Education Council

a) Education Council Chair's Report: February and March, 2021

Graeme referred to the report included in the package outlining items covered at recent Council meetings. He noted inclusion of separate briefing notes for each of the recommended resolutions put forward by Council, providing information about a proposed new credential and a credential name change. Graeme invited questions from the Board.

- i. Recommendation: Establish Credential Certificate in Global Competency

It was moved, seconded and unanimously resolved:

2021/0306 *THAT the Douglas College Board establish the credential **Certificate in Global Competency**, effective September 2021*

- ii. Recommendation: Credential Name Change to Certificate of Proficiency in Academic College English

It was moved, seconded and unanimously resolved:

2021/0307 *THAT the Douglas College Board approve the Credential Name Change from Certificate of Proficiency in College Preparatory English to **Certificate of Proficiency in Academic College English**, effective September 2021*

b) Board Liaison's report

Nikiel Lal expressed appreciation to the EdCo Chair for his continued work with the Council.

5.7 Douglas College Foundation

a) Board Liaison's Report

Doyin Agbaje provided a verbal report, highlighting the Foundation Board's recent meeting. She reviewed the new Executive Director's outline of their Board's plan for the coming fiscal year. Doyin noted the new ED Tracy London will provide an introduction presentation to this Board at the May meeting.

5.8 Honorary Fellow Committee

a) Board Liaison's Report

Erin Rozman advised that the Committee will be meeting within the next few months.

5.9 Board Development Reporting

Eileen invited Board members to share anything they may have learned around governance or board activities.

6. NEXT MEETING AND ADJOURNMENT

There being no further business, Eileen confirmed the next regular Board meeting on May 27, 2021. The meeting was adjourned at 5:50pm.