

Open Meeting File 2016-06-23, approved September 22, 2016

IN ATTENDANCE**Board Members**

Graeme Bowbrick
Jane Butterfield, AFC Chair
Jason Carvalho
Kathy Denton, President (ex-officio)
John Evans, HRC Chair
Jeevan Khunkhun¹, CPC Chair
Nicole Liddell
Marissa Martin
Jasmine Nicholsfigueiredo, Chair, Education Council (ex-officio)
Dave Seaweed¹
Gerry Shinkewski, Vice Chair
Dave Teixeira, TSC Chair
Shelley Williams, Board Chair

Administration

Thor Borgford, VP, Academic and Provost
Shelagh Donnelly, College Secretary; recording
Keith Ellis, Executive Director, Institutional Research and Strategic Implementation
Hazel Postma, Associate VP, Advancement and Alumni Relations
Vicki Shillington, Associate VP, Labour, Employment, and Human Rights
Tracey Szirth, VP, Administrative Services and CFO
Chris Worsley, Director, Finance

Observers

Aran Armutlu for Monique Paulino, DSU
Len Millis for Erin Rozman, DCFA

Guest(s)

Tracy Ho

REGRETS**Board Member(s)**

Tom Spraggs, Vice Chair

Administration

Guangwei Ouyang, VP, International Education and Strategic Partnerships
Dave Taylor, Associate VP, Public Affairs

Observer(s)

Ryan Cousineau, BCGEU

¹ late arrival

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair Shelley Williams called the meeting to order at 5:30 p.m.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and resolved:

21/2016 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the May 19, 2016 Open Session Board Meeting
- 2.2 Report: Douglas Students' Union (DSU)
- 2.3 Correspondence, Reports and Invitations Extended to the Board

3. PRESIDENT'S REPORT**3.1 Report on Operational and Strategic Matters**

Kathy Denton discussed her written report, and government's approval of the College's new Bachelor of Social Work (BSW) degree. She noted Vicki Shillington's participation on a provincial committee tasked with developing a revised executive compensation framework for the post-secondary sector. She also noted progress made in succession planning and recruiting for key positions in Douglas International.

Dr. Denton reported on the College's domestic Summer 2016 graduation ceremonies. She also reported on international graduation ceremonies and meetings held the previous week at partner institutions Heilongjiang University of Science and Technology (HUST) and Shanghai University of International Business and Economics (SUIBE).

Dr. Denton discussed highly positive Chinese media coverage of SUIBE and the programs offered in partnership with Douglas College. She and Thor Borgford discussed the high quality of graduate school admission offers and employment offers already extended to 2016 graduates of the Douglas-SUIBE joint program.

3.2 Compliance: Douglas College 2016/17 Accountability Plan and 2015/16 Report

Kathy Denton and Keith Ellis highlighted elements of the report included in the agenda package, and identified updates subsequent to publication of the agenda package. Discussion followed.

It was moved, seconded and resolved:

22/2016 *THAT the Douglas College Board approve the Douglas College Accountability Plan and Report for the 2015/16 reporting cycle, for provision to the Ministry of Advanced Education*

4. ACADEMIC DIVISION UPDATE

4.1 Annual Report: Vice President Academic and Provost

Thor Borgford discussed his written report and the significance of the College's introduction of new credentials such as two-year Post-Baccalaureate Diplomas (PBDs). Dr. Borgford noted the recent recruitment of Sarah Dench as Associate VP Academic and Student Affairs, John Fleming as Dean of Humanities and Social Sciences (HSS), and Catherine Williams as Director, Business Development.

4.2 China Graduation Rates: 2008 – 2016

Dr. Borgford referred to his written report and discussed degree and diploma graduation rates at HUST and SUIBE. He advised that there was one year remaining in the partnership with HUSTs.

5. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS

5.1 Board Executive and Governance Committee (BEGC)

a) Chair's Report

The Board Chair thanked Board members who participated in the College's eight Summer graduation ceremonies. She also discussed the recognition of New Westminster Police Department Chief Constable Dave Jones as the College's newest Honorary Fellow.

b) Recognition of Outgoing Board Members

Shelley Williams expressed the Board's appreciation to outgoing members Graeme Bowbrick and Nicole Liddell, and advised that formal recognition would be extended in October 2016.

c) Board Succession Planning

The Board Chair reported on government's recent appointment of Eileen Stewart to the Board, effective July 31, 2016. She noted Ms. Stewart's background in Human Resources and Post-Secondary, as well as her experience as a director in public sector and non-profit organizations.

d) Appointment to the Douglas College Board Human Resources Committee (HRC)

The Board Chair discussed the BEGC's recommendation to appoint Ms. Stewart to the Human Resources Committee. She advised that the BEGC would meet in the summer to further review Committee assignments for Fall 2016.

It was moved, seconded and resolved:

23/2016 *THAT the Douglas College Board appoint Eileen Stewart to the College Board's Human Resources Committee, effective July 31, 2016*

**e) Douglas College Honorary Fellow Selection Committee:
Appointment of Jason Carvalho as Board Representative**

It was moved, seconded and resolved:

24/2016 *THAT the Douglas College Board appoint Jason Carvalho as Board Representative to the Douglas College Honorary Fellow Selection Committee*

**f) Province of British Columbia; Ministry of Advanced Education (AVED):
Orientation for BC Public Post-Secondary Institution Board Members**

The Board Chair discussed the June 2016 AVED publication, *Orientation for BC Public Post-Secondary Institution Board members*, and encouraged members to review the document. The College Secretary advised that the publication was available on the Board portal, and that it would be included among the Board's orientation resources for new members.

g) Board Development

i. Summer 2016 Board Orientation

The Board Chair advised that plans were underway for the August 24, 2016 orientation day for recently appointed and elected members Robin Kaul, Wesley Snider and Eileen Stewart. She thanked Jane Butterfield, John Evans and Tom Spragg for their commitments to mentoring the incoming members.

ii. 2016 Conference Reports: Association of Governing Boards (AGB) and Colleges and Institutes Canada (CICan)

Jane Butterfield, Jasmine Nicholsfigueiredo and Gerry Shinkewski discussed insights from the May 2016 CICan conference, and Jason Carvalho, John Evans, Dave Teixeira and Shelley Williams provided their feedback from the April 2016 AGB conference. The Board discussed observations and suggestions regarding (a) applied learning, (b) applied research and innovation, (c) enterprise risk management (ERM), (d) entrepreneurship, (e) leadership, (f) student welfare and success, and (g) technology.

5.2 Audit and Finance Committee (AFC)

a) Chair's Report

Jane Butterfield reported on the AFC's June 14, 2016 meeting with external auditors KPMG, and discussed KPMG's audit report. She commended management on an exceptionally clean audit, noting that there were no adjustments required in either the FTE or Financial Reports, and no unadjusted errors. Ms. Butterfield discussed management's plans to conduct an Enterprise Risk Management (ERM) survey to inform further ERM work, and encouraged members to complete the survey by June 30, 2016.

b) Recommendation on 2015/16 FTE Enrolment Report

- i. Audited 2015/16 Full Time Enrolment (FTE) Report**
- ii. FTE Enrolment Report Highlight Memo**

Tracey Szirth commended Chris Worsley and her team for their year-end work. Ms. Worsley discussed the FTE report and highlight memo contained in the agenda package, and invited and responded to questions. Members discussed enrolment trends and strategies, as well as space constraints.

It was moved, seconded and resolved:

25/2016 *THAT the Douglas College Board approve the 2015/16 audited Douglas College FTE Enrolment Report*

c) Recommendation on 2015/16 Financial Statements
i. Audited Financial Statements
ii. Financial Statements Highlight Memo

Chris Worsley confirmed that there were no significant audit issues or internal control recommendations resulting from the external audit. Ms. Worsley provided an overview of the audited financial statements and the highlight memo contained in the agenda package.

Members discussed a minor adjustment to Note 9 of the financial statements, to disclose the credit quality of the College's investment portfolio. The Board also discussed potential changes to Canadian audit standards and auditor's reports that are under consideration for future years.

It was moved, seconded and resolved:

26/2016 *THAT the Douglas College Board approve the 2015/16 audited Douglas College Financial Statements*

d) Reappointment of KPMG for Fiscal 2016-17

Ms. Butterfield discussed the AFC's recommendation to reappoint KPMG for the 2016/17 financial year.

It was moved, seconded and resolved:

27/2016 *THAT the Douglas College Board approve the reappointment of KPMG as the Douglas College external auditor, to complete the audit of enrolment and financial statements for the 2016/17 year*

e) FTE/Financial Reporting: Summer 2016 Semester

Tracey Szirth discussed her written report, which reflected Summer 2016 credit courses. She reviewed factors in the 6.5% decline in domestic enrolments compared to Summer 2015, and discussed the reasons management had anticipated such a decline. She reported that international enrolments had increased by 28.2% over the previous summer, and now exceeded budgeted growth projections for the entire fiscal year. Members discussed enrolment trends and projections.

f) Quarterly Three-Year Financial Forecast to Government: Q1, 2016/17

Ms. Butterfield discussed the report contained in the agenda package.

5.3 Campus Planning Committee (CPC): Chair's Report

Jeevan Khunkhun discussed the CPC's meeting with consultants engaged in development of the Campus Master Plan. He discussed the Committee's intent to review and provide feedback on the draft Plan in late August, in order to ensure sufficient time for any recommended changes prior to presentation to the Board at the October retreat.

5.4 Human Resources Committee (HRC): Chair's Report

John Evans reported on the recent meeting with the PSEA (Post Secondary Employers' Association) CEO to discuss the work underway in development of a new executive compensation framework. Vicki Shillington advised that the sectoral committee would reconvene in the Fall to review benchmark data and make recommendations to government.

Mr. Evans advised that the proposed 2016 President evaluation survey would be presented for approval during the Board's Closed Session meeting. He reviewed the process and timeline designed to provide evaluation reports to the Board and President in September 2016.

Mr. Evans reported on the Committee's discussion of the launch of the College's 2016-2020 HR Plan, and action on recommendations arising from the internal audit. He noted the HRC's review of student and employee safety support with the College's Director, Safety, Security and Risk Management.

Mr. Evans discussed the preliminary results of the College's 2016 Employee Engagement Survey as reported to the HRC by the President. He noted a significant increase in the employee participation rate compared to the previous survey. Mr. Evans advised that management planned to present its full report to the HRC in September 2016.

5.5 Technology Strategy Committee (TSC)

a) Chair's Report

Dave Teixeira discussed the TSC's review of the College's Spring 2016 launch of the *Ellucian* mobile app, which enables students to register for courses and access College services via smartphones and tablets. Mr. Teixeira noted the Committee's discussion of technology systems' performance, and attention to cyber attacks on institutions elsewhere in North America. He discussed management's reports to the Committee, and advised of the TSC's discussion of an Association of Governing Boards (AGB) conference session on alignment of technology investments with strategy.

b) Technology Strategy and Priorities: Update

Jason Carvalho and Dave Teixeira presented a report on the College's planned technology initiatives and related milestone dates. They indicated that the current projects focused on improving user experience, and that future work would focus on operational effectiveness. A discussion ensued. The Board commended management and the TSC for the progress to date, and shared their views on areas for future focus, including: predictive analytics, technology trends/innovations, and potential impacts on future program/service delivery as well as infrastructure planning.

5.6 Education Council

a) Education Council Chair's Report: May 2016 Meeting

b) Education Council Chair's Annual Report: June 2015 to May 2016

Jasmine Nicholsfigueiredo discussed her two written reports and the four credential recommendations also contained in the agenda package. She invited questions of her reports and the proposed credentials. Discussion followed.

c) Credential Recommendation: Establishment of Credential, Certificate in Computing Science

It was moved, seconded and resolved:

28/2016 *THAT the Douglas College Board approve the establishment of the credential Certificate in Computing Science, effective September 6, 2016*

d) Credential Recommendation: Establishment of Credential, Hearing Instrument Practitioner Diploma

It was moved, seconded and resolved:

29/2016 *THAT the Douglas College Board approve the establishment of the credential Hearing Instrument Practitioner Diploma, effective September 6, 2017*

e) Credential Recommendation: Establishment of Credential, Post-Baccalaureate Diploma (PBD) in Accounting

It was moved, seconded and resolved:

30/2016 *THAT the Douglas College Board approve the establishment of the credential Post-Baccalaureate Diploma (PBD) in Accounting, effective September 6, 2016*

f) Credential Recommendation: Withdrawal of Credential, Post Baccalaureate Diploma in Computing and Information Systems and Establishment of Credential, Post Baccalaureate Diploma in Computer and Information Systems

It was moved, seconded and resolved:

31/2016 *THAT the Douglas College Board approve the withdrawal of the credential Post Baccalaureate Diploma in Computing and Information Systems and approve the establishment of the credential Post Baccalaureate Diploma in Computer and Information Systems, effective September 6, 2016*

5.7 Douglas College Foundation

a) Board Liaison's Report

Marissa Martin reported on the Foundation's recent AGM, and on its disbursements and undertakings. Hazel Postma reported on the Foundation's golf tournament that took place the previous day.

b) Douglas College Board Bursaries and Scholarships: Annual Report

Hazel Postma discussed her report contained in the agenda package, and invited questions. She advised that the Foundation distributed \$50k more in Board bursaries and scholarships during 2015/16 than in the prior year, and that 62 more students were supported through such resources than in fiscal 2015/16.

6. NEXT MEETING AND ADJOURNMENT

There being no further business, the Chair adjourned the meeting at 7:28 p.m.

CHAIR

PRESIDENT