

*Open Meeting File 2024-03-21 for approval May 23, 2024*

**IN ATTENDANCE**

**Board Members**

Kathy Denton, President (ex-officio)  
Danna Domasig  
Ava Ferenc  
Adel Gamar, CPC Chair  
Bereket Kebede, Vice Chair; AFIC 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  
Jin Taek Shim

**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  
Michael Lam, AVP Technology and CIO  
Doug Nelson, Interim Director, Finance  
Leonel Roldan-Flores, AVP International Education  
Devon Smith, College Secretary (Recorder)  
Kayoko Takeuchi, VP Administrative Services and CFO  
Dave Taylor, VP Public Affairs

**Observers**

**Guests:**

Andrew Dalton, DSU; Kim Trainor, DCFA

**REGRETS**

**Board Members:** Brian Haugen, Erin Rozman, Susan Todd

**Management:**

**Observers:** Ryan Cousineau, GEU

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

There being a quorum present, Chair Natasha Knox called the meeting to order at 5:43 p.m.

Dan Rothwell acknowledged that our campuses are located on the unceded traditional and ancestral lands of the Coast Salish Peoples, including the territories of the q'ícáy (Katzie), q'wa:ńł'əń (Kwantlen), kwikwəłəm (Kwikwetlem), x'wəθk'wəyəm (Musqueam), and qiqéyt (Qayqayt) First Nations.

**2. APPROVAL OF AGENDA/CONSENT AGENDA**

It was moved, seconded and unanimously resolved:

**2024/0301** *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the January 25, 2024 Open Session Board Meeting
- 2.2 Resolutions Approved by the Board at the January 25, 2024 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 highlighted portions of her report as published in the package. Of note, Kathy thanked Board members for attending the recent groundbreaking event for the new Academic and Student Housing building.

Kathy further advised that she had spoken with the Deputy Minister regarding details of the new changes to international student visas. Kathy noted that she was pleased by what she heard in these discussions, and in turn, no updates are needed to the College's budget.

Kathy noted that in February, she visited Mexico along with the VP Academic and Provost, and VPA International Education. They attended global engagement meetings with several institutions with a goal to provide opportunities for domestic students to study abroad, and to receive international students here for short stays.

Adel Gamar expressed his appreciation to Board members who attended the groundbreaking event. Additionally, he inquired whether this was the first time the Premier had attended at the College. Kathy confirmed that it was. Adel then complimented Dave Taylor and his team for the thought put into making the Premier's first visit memorable.

### **4. CHAIR, COMMITTEE & LIAISON REPORTS, RECOMMENDATIONS**

#### **4.1 Board Executive and Governance Committee (BEGC)**

##### **a) Committee Report**

Natasha Knox referred to the report included in the package, noting that she had nothing additional to report. No questions were raised.

##### **b) Authorization to Exceed Budgeted Expenses**

Natasha Knox invited Kathy to speak to this item. Kathy advised that this item provides room for Senior Management to support unplanned costs or in support to further strategic initiatives. She further noted that often the funds are left unspent. This item is reported on multiple times a year to the Board. There were no questions.

It was moved, seconded and unanimously resolved:

**2024/0302** *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) Draft Board Meeting Schedule for 2024-2025**

Devon Smith spoke to the schedule as published. No changes were recommended.

#### **4.2 Audit and Finance Committee (AFIC)**

##### **a) Committee Report**

Bereket Kebede advised that it had been a productive meeting and invited questions. None were raised.

##### **b) FTE (Full Time Equivalent) Reporting**

###### **i. Annual Summar FTE Comparison 2023/24-2022/23**

###### **ii. FTE Enrolment Reports – Winter 2024 Credit and Fall 2023 Non-Credit**

Bereket advised that AFIC reviewed the FTE report, with a reported increase of 2.5% from 2023.

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

This proposed revision incorporates a 2% tuition fee increase, as well as two new programs in Vet Technology and Audio. No questions or comments were brought forward.

It was moved, seconded and unanimously resolved:

**2024/0303** *THAT the Douglas College Board approve the proposed revisions to Douglas College Board By-Law B.GO07.05, Tuition and Fees for instruction, as presented March 21, 2024*

**d) 2024/2025 College Budget Consultations, Management’s Response to Solicited Feedback**

Kathy Denton advised that this consultation process begins in the Fall, with several meetings taking place with SMT inviting input to the budget. She further advised that forums for both students and employees are held at which Kayoko Takeuchi presents the budget on slides. Feedback from Constituency groups is received and considered by Senior Management, with adjustments made if warranted. The response is then provided, as published in the meeting package. Kathy invited questions, none were raised.

**e) 2024/2025 Douglas College Consolidated Budget**

Kayoko Takeuchi was invited to present the final Draft Consolidated Budget. Kayoko noted that there is a difference of 11 less FTE than what was presented in January. Kayoko advised that numbers could be impacted due to the new visa process for international students, but noted that Douglas has a good performance history.

Bereket Kebede expressed gratitude to Kayoko for all of the work done on the presented budget.

Natasha invited questions. Dan Rothwell inquired how we compared to peer institutions with relation to the capital reserve. Kayoko responded that without having the data in front of her, she could advise that most do not have as significant of a reserve, but this is mostly in relation to preparing for the new academic building and student housing.

It was moved, seconded and unanimously resolved:

**2024/0304** *THAT the Douglas College Board approve the 2024/25 Consolidated Budget as presented March 21, 2024, subject to receipt of written confirmation of Ministry funding (“the budget letter”) as projected within management’s proposed budget*

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

Baljinder Narang spoke to her report. She highlighted portions of the meeting, including that the director of SSRM had attended the most recent meeting. No questions were raised.

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

Adel Gamar advised that in addition to the usual items heard by CPC, they had reviewed their Terms of Reference, with no changes being put forward. No questions arose.

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

Sally Mennill referred to her report included in the package, noting that two meetings had taken place since the last Board meeting. Sally advised that in addition to regular items, a recommendation was made for the Award for Educational Excellence, and preparation for upcoming elections for new members.

Dan Rothwell inquired what the timeline for a conceptual new program might look like. Sally responded that a concept paper would be brought to Education Council as a beginning step. Thor Borgford noted that the timeline depends on the type of program. A certificate or post-degree diploma could take a year from conception, whereas a degree could take 3 to 4 years depending on a number of consultations and steps needed.

**b) Board Liaison's Report**

Ava Ferenc advised that elections are currently taking place for faculty, support staff and students, with campaigning beginning next week.

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

Baljinder Narang advised that the committee had met recently for the new cycle of nominations. She invited Dave Taylor to add to the item. Dave informed the Board that the committee had reviewed its Terms of Reference and had begun brainstorming for future candidates.

**4.7 Board Development Reporting**

Natasha Knox noted that there will be some information to share at upcoming meetings. Marilyn Marchment advised that she had just attended a Social Issues Oversight session, and would be putting together information to share at the May meeting.

**5. NEXT MEETING AND ADJOURNMENT**

There being no further business the meeting was adjourned at 6:38 p.m.