

Open Meeting File 2024-06-20 for approval September 26, 2024

IN ATTENDANCE

Board Members

Kathy Denton, President (ex-officio)
Danna Domasig
Adel Gamar, CPC Chair
Bereket Kebede, Vice Chair; AFIC Chair
Natasha Knox, BEGC Chair; Board Chair
Marilyn Marchment
Baljinder Narang, Vice Chair; HRC Chair
Mohammad Rafiei
Erin Rozman
Jin Taek Shim
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
Michael Lam, AVP Technology and CIO
Doug Nelson, Interim Director, Finance
Leonel Roldan-Flores, AVP International Education
Devon Smith, EA College and Board Governance (Recorder)
Kayoko Takeuchi, VP Administrative Services and CFO
Dave Taylor, VP Public Affairs

Observers

Andrew Dalton, DSU

REGRETS

Board Members: Ava Ferenc, Brian Haugen, Daniel Rothwell,
Sally Mennill, Education Council Chair (ex-officio)

Management:

Observers: Ryan Cousineau, GEU; Melanie Young, DCFA

1. CALL TO ORDER AND CHAIR'S REMARKS

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

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

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and unanimously resolved:

2024/0601 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the May 23, 2024 Open Session Board Meeting
- 2.2 Resolutions Approved by the Board at the May 23, 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 spoke to her report as published in the Board package. She extended her appreciation for all who were involved with the summer graduation ceremonies, including the College members who participated behind the scenes.

Kathy advised that she had an upcoming call with the Deputy Minister and Presidents of other institutions regarding the status of International Students. She noted that if any substantive change occurred as a result of the conversation, she would update the Board.

3.2 Institution Accountability Plan and Report 2023/24

Kathy Denton noted that this is an annual compliance document that is submitted to the Ministry. She advised that the report is quite similar year after year, and that the cover letter is almost unchanged from last year's. Kathy invited questions to be answered either by her or Keith Ellis. No questions arose.

It was moved, seconded and unanimously resolved:

2024/0602 *THAT the Douglas College Board approve the Douglas College Institution Accountability Plan and Report for the 2023/24 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

(Susan Todd arrived 5:10 p.m.)

Thor Borgford advised that this is an annual report provided to the Board, highlighting significant achievements within the academic division. Additionally, He highlighted areas of note, specifically in Audio Technology, and the potential future it has at the College. Board members discussed the report.

5. CHAIR, COMMITTEE & LIAISON REPORTS, RECOMMENDATIONS

5.1 Board Executive and Governance Committee (BEGC)

a) Committee Report

Natasha Knox referred to her report, highlighting the Board Orientation that will be taking place in August. She advised that feedback was received to include College related acronyms.

Additionally, she advised that discussion took place regarding moving the full risk register review from AFIC to BEGC.

No questions were raised.

b) Recognition of Outgoing Members

Natasha Knox expressed her appreciation to the Board's outgoing members: Danna Domasig, Ava Ferenc, Adel Gamar, Susan Todd.

c) Summer Board Orientation

Natasha Knox advised that there will be four incoming members attending the orientation in August.

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

Bereket Kebede directed attendees to his report as published in the package. In addition, he noted that he had presented at the recent PFSF workshop.

b) Draft 2023/24 FTE Enrolment Report

Kayoko Takeuchi noted that the College is meeting the Ministry's target.

It was moved, seconded and unanimously resolved:

2024/0603 *THAT the Douglas College Board approve the 2023/24 FTE Enrolment Report*

c) 2023/24 Audited Financial Statements

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

Kayoko Takeuchi advised that it had been a strong year and that the College was able to put aside approximately \$14 million towards the new academic building. She further advised that the consolidated budget information now included the College Foundation investments, as requested at the May Board meeting.

It was moved, seconded and unanimously resolved:

2024/0604 *THAT Douglas College Board approve the 2023/24 audited Financial Statements*

d) Appointment of External Auditor for Fiscal 2024/25

Kayoko Takeuchi advised that the contract with the current auditor had come to an end, and that a procurement process took place to retain an auditor. In turn, the current auditor was the successful candidate.

It was moved, seconded and unanimously resolved:

2024/0605 *THAT the Douglas College Board approve the appointment of KPMG as the Douglas College external auditor, to complete the review of the FTE Enrolment report and audit the Financial Statements for the 2024/25 fiscal period*

e) 2024/25 Full Time Equivalent (FTE) Reporting: Summer 2024

Doug Nelson spoke to this item. He advised that a small adjustment had been made to both the domestic and international enrolment, and that the adjustments balanced. He advised that a 1% increase in enrolment was expected over last year.

f) Quarterly Update to Annual Forecast: Q1, 2024/25

Kathy Denton advised that in her history in her role, the Q1 had always remained unchanged from the approved budget. However, this time between March and April, a disruption took place that resulted in two months of no activity and processing of international applications. Kathy advised that she believes the College will recover; however, the changes have created an effect on enrolment at the College.

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

Baljinder Narang referred to the report published in the package. She highlighted that the Committee reviewed its risk register, and performed its annual self-evaluation.

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

Adel Gamar advised that he was unable to attend the CPC meeting, and that it had been chaired by Dan Rothwell in his absence. Adel expressed his gratitude to all of the CPC members.

Susan Todd requested additional information about the Climate Change Accountability Report, specifically what areas had had the most gains, and what areas needed to have more attention.

Chris Gardner responded that this year there was a reduction of the College's carbon footprint, and this trend will likely continue. He advised that the College will continue where possible to renew equipment to further reduce consumption, including additional EV charging stations and electrification where possible, such as electrical boilers in the future.

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

In Sally Mennill's absence, Thor Borgford invited questions. There were none.

b) Board Liaison's Report

In Ava Ferenc's absence, there was nothing additional to report.

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

Baljinder Narang advised that the Honorary Fellow had just attended the graduation ceremony the day preceding Board. Dave Taylor added that the Honorary Fellow's speech really resonated with students, and could be found online under the graduation streaming services.

6. NEXT MEETING AND ADJOURNMENT

There being no further business the meeting was adjourned at 5:41 p.m.