

*Open Meeting File 2024-09-26 for approval November 28, 2024*

## IN ATTENDANCE

### Board Members

Kathy Denton, President (ex-officio)  
Brian Haugen  
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  
Nithin Rajendran  
Haroon Raza  
Erin Rozman  
Jin Taek Shim  
Sharel Wright

### Administration

Thor Borgford, VP Academic and Provost  
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 External Relations and Advancement

### Observers

Matthew Larson, DCFA  
Devin Shaw, DCFA

## REGRETS

**Board Members:** Mohammad Rafiei, Dan Rothwell, CPC Chair

**Management:** Sherry Chin-Shue, VP Human Resources

**Observers:** Ryan Cousineau, GEU; Andrew Dalton, DSU;

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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 5:01 p.m.

Nithin Rajendran acknowledged that our campuses are located on the unceded traditional and ancestral lands of the Coast Salish Peoples, including the territories of the ḡíćəḡ (Katzie), q'wə:ḡł'əḡ (Kwantlen), kwikwəḡəm (Kwikwetlem), x'wəḡk'wəḡəm (Musqueam), and qiqéyt (Qayqayt) First Nations.

## 2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and unanimously resolved:

**2024/0901** *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the June 20, 2024 Open Session Board Meeting
- 2.2 Resolutions Approved by the Board at the June 20, 2024 Closed Session
- 2.4 Correspondence, Reports and Invitations Extended to the Board

Item 2.3 was removed from the consent agenda in order to correct the referred date from August 28, 2024, to August 27, 2024.

### **3. WELCOME/INTRODUCTION OF NEW BOARD MEMBERS/ATTENDEES**

Natasha Knox welcomed new members to the meeting. All participating members did a roundtable introducing themselves.

### **4. PRESIDENT and CEO'S REPORT**

#### **4.1 President's Report**

Kathy Denton advised that her report always consists of the same three sections.

She highlighted the work being done on the new academic and student housing building, advising that the project is going well and that the Government is happy with the work being done. Kathy noted that enrolment at the College is currently flat. She advised that this is due to an increase in domestic enrolment, but decrease in international. Kathy congratulated Doug Nelson on his appointment as the Director of Finance. Lastly, Kathy advised that further consultation is taking place with local First Nations and that the College's Territorial Acknowledgment has been expanded.

Kathy invited questions, there were none. *(Sharel Wright arrived 5:10 p.m.)*

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

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

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

Natasha Knox referred to her report. She highlighted the work that had been done at the recent BEGC meeting. She noted that AFIC will be attending some extensive financial governance training, and that they will be bringing in a facilitator during one of their upcoming meetings. Natasha advised Board members that Devon Smith will notify the Board when the training takes place, and that all Board members are welcome to attend.

##### **b) Board Development: Board Education and Development Opportunities**

Natasha invited Board members to discuss any opportunities they were a part of. There was no further discussion.

##### **c) Board Members' Code of Conduct Confirmation**

Natasha reminded Board members that this is annual item and stressed its importance.

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

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

Bereket Kebede advised that AFIC had welcomed two new members, Brian Haugen and Haroon Raza. He had nothing additional to report. No questions arose.

##### **b) Statement of Financial Information (SOFI): Annual Review**

Doug Nelson advised that the published material will be submitted to the Ministry. He invited questions, there were none.

It was moved, seconded and unanimously resolved:

**2024/0902** *THAT the Douglas College Board approve the Statement of Financial Information for the year ended March 31, 2024*

**c) Quarterly Update to Annual Forecast: Q2 2024/2025**

Kathy advised that there are forecasts (Q1, Q2, Q3 and Q4) reported throughout the year. She advised that last June the impact of international student enrolments due to the Federal Government could be seen at the Q1 forecast. The Q1 forecast reflected the lower international enrolment as a way to communicate to the government the impact.

Kathy noted that now with Q2, this is the opportunity to raise the warning signal that the forecast is worse than the June Q1 forecast. Doug Nelson advised that at this time, the College is still expecting a surplus.

They invited questions, none were raised. (*Brian Haugen arrived 5:10 p.m.*)

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

Baljinder Narang highlighted portions of her report and invited questions. There were none.

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

In Dan Rothwell's absence, Erin Rozman spoke to the material as published in the package and invited questions. Brian Haugen inquired about the renewable leases. Chris Gardner responded that the majority of these leases are related to the Training Group, with the exception of the Anvil Tower lease.

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

Sally Mennill referred to her report as included in the package, and invited questions. Brian Haugen inquired about course withdrawals. Sally responded that typically withdrawals occur when courses no longer fit within current programs, typically they are done in a housekeeping manner.

**b) Board Liaison's Report**

Nithin Rajendran advised that had attended the September in-person Education Council meeting. He expressed his appreciation of one of the newly proposed programs.

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

Erin Rozman noted that the Committee has not yet met this year.

**6. NEXT MEETING AND ADJOURNMENT**

There being no further business the meeting was adjourned at 5:28 p.m.