

Open Meeting File 2022-03-24 for approval May 26, 2022

IN ATTENDANCE**Board Members**

Doyin Agbaje
Graeme Bowbrick, Education Council Chair (ex-officio)
Kathy Denton, President (ex-officio)
Adel Gamar, BEGC Chair; Board Chair
Rebecca Jules
Arveen Kaur
Natasha Knox
Erin Rozman (virtual)
Dave Seaweed
Eileen Stewart, HRC Chair
Susan Todd, AFIC Chair

Administration

Thor Borgford, VP Academic and Provost
Sherry Chin-Shue
Sarah Dench, VP Student Affairs
Keith Ellis, AVP Institutional Effectiveness (virtual)
Vivian Lee, Director, Finance
Michael Lam, AVP Technology and CIO
Leonel Roldan-Flores, AVP International Education
Devon Smith, College Secretary (Recorder)
Kayoko Takeuchi, VP Administrative Services and CFO
Dave Taylor, VP Public Affairs

Observers

Kim Trainor, Douglas College
Faculty Association
Neil Brown
Ralph Ferens
David Moulton
Rosilyn Teng
Alexandra Hunter
Georg Lauritsen
Genya Sekretaryuk
Amber Louie
Omar Kabbani

Guests**REGRETS**

Board Members: Brian Haugen, Kristi Miller, Bobby Pawar

Management: N/A

Observers: Ryan Cousineau, Andrew Dalton

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair Adel Gamar called the meeting to order at 5:00 pm.

Natasha Knox 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.

Adel welcomed Doyin Agbaje as the new Board member.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and unanimously resolved:

2022/0301 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the January 27, 2022 Open Session Board Meeting
- 2.2 Resolutions Approved by the Board at the January 27, 2022 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. Kathy advised that Rapid Antigen Test kits were received and had been distributed to employees and students.

Kathy further highlighted that as a result of a DSU request, an initiative to provide free menstrual products in all washrooms has now been accomplished across the College.

In response to an inquiry regarding students affected by the war in Ukraine, Kathy advised that a group comprising of Douglas International, Student Services and the Registrar are working together for a coordinated response which includes addressing the financial needs of students.

4. CHAIR, COMMITTEE & LIAISON REPORTS, RECOMMENDATIONS

4.1 Board Executive and Governance Committee (BEGC)

a) Committee Report

Adel referred to the Committee report included in the package. Adel advised that he had recently met with Minister Kang and advised her of the wonderful work being done on the new Academic and Student Housing building.

b) Authorization to Exceed Budgeted Expenses

Adel noted that this item comes to the Board annually on the endorsement and recommendation of BEGC. It provides the President access to discretionary funding for initiatives relating to the Strategic Plan, and is reported on twice yearly by the President.

It was moved, seconded and unanimously resolved:

2022/0302 *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 2022-2023

Adel noted that only the March 2023 meeting had been changed.

4.2 Audit and Finance Committee (AFC)

a) Committee Report

Susan Todd noted that she was unable to attend the meeting, and in her absence, Brian Haugen wrote the published report. Susan noted that a decision was made to not move funds from the operating to the investment fund due to volatility in the markets as a result of the war in Ukraine. Susan invited questions, there were none.

b) FTE (Full Time Equivalent) Reporting

i. Annual Summary FTE Comparison 2021/22 – 2020/21

ii. FTE Enrolment Reports – Winter 2022 Credit and Fall 2021 Non-Credit

Susan Todd invited Vivian Lee to speak to this item. Vivian noted that the College is slightly down in domestic enrolments, and up in international. It is expected that we will be achieving within the target for annual forecasted enrolments.

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

Susan Todd invited questions for the material published relating to this item. No questions were raised.

It was moved, seconded and unanimously resolved:

2022/0303 *THAT the Douglas College Board approve the proposed Douglas College Board By-Law B.GO07.05, Tuition and Fees for instruction, as presented March 24, 2022*

d) 2022/2023 College Budget Consultations, Management’s Response to Solicited Feedback

Susan Todd invited Kathy Denton to speak to this item. Kathy advised that the Douglas Student Union had been working with the College on ways to improve the process to bring their items forward in a timely manner. Kathy noted that the process has been working well. Erin Rozman inquired whether feedback had been received from Douglas College Faculty Association (“DCFA”). Kathy confirmed that they had not received feedback from DCFA or BCGEU.

e) 2022/2023 Douglas College Consolidated Budget

Susan Todd invited Kayoko Takeuchi to provide a presentation on the budget. This included an overview of the budget process as well as the actual numbers. Board members commended the work done on the budget, and had no questions or concerns.

It was moved, seconded and unanimously resolved:

2022/0304 *THAT the Douglas College Board approve the Douglas College 2022/2023 Consolidated Budget as presented March 24, 2022, subject to receipt of written confirmation of provincial funding (“the budget letter”) as projected within management’s proposed budget*

4.3 Human Resources Committee (HRC)

a) Committee Report

Eileen Stewart referred to the report included in the package, and invited questions. There were none.

4.4 Campus Planning Committee (CPC)

a) Committee Report

In Bobby Pawar’s absence, Adel invited CPC Committee members to speak to the report. Members noted that there was nothing additional to report.

4.5 Education Council

a) Education Council Chair’s Reports:

Graeme Bowbrick referred to the report included in the package.

b) Board Liaison’s report

Arveen Kaur advised that she had nothing to report.

4.6 Douglas College Foundation

a) Board Liaison’s Report

Dave Taylor welcomed Doyin Agbaje back as the Foundation liaison. He noted that they are preparing year-end financials, and wrapping up a report on succession planning.

4.7 Honorary Fellow Committee

a) Board Liaison's Report

Erin Rozman advised that there are no new updates.

4.8 Board Development Reporting

Adel advised that this is a standing item, and invited Board members to share development opportunities that they have participated in.

5. NEXT MEETING AND ADJOURNMENT

There being no further business, Adel confirmed the next regular board meeting on May 26, 2022. The meeting was adjourned at 6:01 pm.