

Open Meeting File 2022-06-23 for approval September 22, 2022

IN ATTENDANCE**Board Members**

Doyin Agbaje
Kathy Denton, President (ex-officio)
Adel Gamar, BEGC Chair; Board Chair
Natasha Knox
Kristi Miller, Board Vice-Chair
Bobby Pawar, CPC Chair
Erin Rozman
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
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

Guests

N/A

Observers

Jasmine Nicholfigueiredo, Douglas College
Faculty Association
Bailey Cove, Douglas College Student Union

REGRETS

Board Members:, Graeme Bowbrick, Brian Haugen, Arveen Kaur

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 5:00pm.

Eileen Stewart 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.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and unanimously resolved:

2022/0601 *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the May 26, 2022 Open Session Board Meeting
- 2.2 Resolutions Approved by the Board at the May 26, 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 included in the package materials. She highlighted the return to in-person graduation ceremonies, as well as a "Do Over" celebration for those who missed the opportunity due to the pandemic, and thanked all who participated. She paid special thanks to the Vice President of Public Affairs, and all in his area who assisted with the ceremonies.

Kathy also advised that the College has recently completed the implementation of a Douglas College Badge, designed by Carrielynn Victor, the same Indigenous artist who created the Douglas College Coat of Arms.

3.2 Institution Accountability Plan and Report 2021/22

Kathy referred to the information published with the agenda, and advised that there were no corrections or additions required of the data. She noted that this year is less about Covid, rather more about going forward with Ministry priorities.

It was moved, seconded and unanimously resolved:

2022/0602 *THAT the Douglas College Board approve the Douglas College Institution Accountability Plan and Report for the 2021/22 reporting cycle, for provision to the Ministry of Advanced Education and Skills Training*

4. ACADEMIC DIVISION UPDATE

4.1 Annual Report: Vice President Academic and Provost

Thor spoke to the materials provided in the package materials. He noted that the College started offering programs in Health Management 30 years ago, and that it's remained relatively unchanged. He noted that there may be some upcoming updates including a Post Baccalaureate credential. He advised that this is a long process involving an expert panel and Ministry approval, but it is currently looking positive.

5. CHAIR, COMMITTEE & LIAISON REPORTS, RECOMMENDATIONS

5.1 Board Executive and Governance Committee (BEGC)

a) Committee Report

Adel referred to the Committee report included in the package and invited questions. There were none.

b) Recognition of Outgoing Board Members

Adel expressed his gratitude to Doyin, Arveen, Dave and Eileen for their contributions and service to the Board. He noted that they would be formally recognized at October's retreat as well.

c) Board Orientation

Adel advised that we will have two new Board members joining at the August orientation, and are currently awaiting news of an additional student and OIC.

d) Updates to Committee Terms of Reference (TOR) – Annual Reviews

Adel referred to the redlined Terms of Reference in the published material, and welcomed questions. Natasha clarified that the Whistleblower Policy was being reviewed by HRC, and received confirmation that that was correct.

5.2 Audit and Finance Committee (AFIC)

a) Committee Report

Susan Todd referred to the report included in the published materials. She noted that due to the June meeting being shorter than expected, there were a couple of items that the Committee may want to discuss at their September meeting.

b) Draft 2021/22 FTE Enrolment Report

Susan invited Vivian Lee to speak to this item. Vivian spoke to the materials as included in the package, noting that domestic enrolment was down slightly.

It was moved, seconded and unanimously resolved:

2022/0603 *THAT the Douglas College Board approve the 2021/22 FTE Enrolment Report.*

c) 2021/22 Audited Financial Statements

Susan advised that the Finance Department put together highlights to make sense of the attached statements, and noted that they are nicely presented. Eileen expressed her gratitude to the Douglas College Community for its financial health and success.

It was moved, seconded and unanimously resolved:

2022/0604 *THAT Douglas College Board approve the 2021/22 audited Financial Statements.*

d) Re-appointment of External Auditor for Fiscal 2022/2023

Susan advised that the recommended auditors work well with the finance team, and she is comfortable recommending them once again. Kayoko noted that there is no maximum amount of years that any auditor can work with the College. Kathy clarified that the Auditor General cycles through each institution and will soon be with Douglas College.

It was moved, seconded and unanimously resolved:

2022/0605 *THAT the Douglas College Board approve the reappointment of KPMG as the Douglas College external auditor, to complete the review of the FTE Enrolment report and audit the Financial Statements for the 2022/23 fiscal period.*

e) 2022/23 Full Time Equivalent (FTE) Reporting: Summer 2022

Vivian advised that while Summer domestic enrolment was down, the College expects to be on budget for the rest of the year.

f) Quarterly Update to Annual Forecast: Q1, 2022/23

Susan advised that this is a quarterly report that is provided to the Ministry. She noted that the first quarter is typically the same as the budget due to not enough time elapsing to show any changes. Susan invited questions. There were none. Adel expressed his gratitude for all the work that Susan has done on the Committee as Chair.

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

Eileen Stewart referred to the report included in the package, and invited questions. There were none. Adel expressed his gratitude for all of the work that Eileen has done as Committee Chair of HRC.

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

Bobby Pawar referenced the report included in the package, and invited questions. There were none.

b) Lease Renewal: The Training Group, Burnaby

Bobby provided some statistics with relation to the ever changing costs of building materials, and noted that the Burnaby lease for the Training Group was due for renewal.

It was moved, seconded and unanimously resolved:

2022/0606 *THAT the Douglas College Board approve the 2-year, renewable lease with a 3-year extension for a total of 5 years with K&L Unity Holdings Inc. at the Burnaby property for the Training Group, effective April 1, 2023*

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

In Graeme Bowbrick's absence, Thor Borgford referred to the report included in the package.

It was moved, seconded and unanimously resolved:

2022/0607 *THAT the Douglas College Board Withdraw the Credential Certificate in Health Care Support Work, effective immediately*

It was moved, seconded and unanimously resolved:

2022/0608 *THAT the Douglas College Board approve the Program Name Change from Associate of Science – Geology to Associate of Science – Earth and Environmental Sciences, effective September 2022*

It was moved, seconded and unanimously resolved:

2022/0609 *THAT the Douglas College Board Withdraw the Credential Associate of Science – Geology, effective September 2022*

b) Board Liaison's report

Arveen Kaur was not present.

5.6 Douglas College Foundation**a) Board Liaison's Report**

Dave Taylor advised that the Foundation's Annual General Meeting had just taken place, and that there was now a new Chair of their Board.

5.7 Honorary Fellow Committee**a) Board Liaison's Report and Call for Nominations**

Erin Rozman had nothing new to share with the Board.

5.8 Board Development Reporting

Adel advised that this is a standing item, and invited Board members to share development opportunities that they have participated in. No members had anything to share at this time.

6. NEXT MEETING AND ADJOURNMENT

There being no further business, Adel confirmed the next regular board meeting on September 22, 2022. The meeting was adjourned at 5:44pm.