

*Open Meeting File 2019-11-21 for approval January 23, 2020*

**IN ATTENDANCE****Board Members**

Bill Archibald  
Ivanna Cikes, Education Council Chair (ex-officio)  
Kathy Denton, President (ex-officio)  
John Evans  
Adel Gamar, Board Vice Chair (via phone)  
Brian Haugen, TSC Chair, Board Vice Chair  
Rebecca Jules, HRC Chair  
Nikiel Lal  
Bobby Pawar  
Dave Seaweed  
Maureen Shaw  
Eileen Stewart, BEGC Chair; Board Chair  
Susan Todd, AFC Chair  
Jodie Wickens, CPC Chair

**Administration**

Jo-Anne Bilquist, College Secretary (Recorder)  
Thor Borgford, VP Academic and Provost  
Sarah Dench, AVP Academic and Student Affairs  
Keith Ellis, AVP Institutional Effectiveness  
Vivian Lee, Director, Finance  
Brian Mackay, AVP Technology & CIO  
Rebecca Maurer, AVP Human Resources  
Guangwei Ouyang, VP International Education & Strategic Partnerships  
Kayoko Takeuchi, VP Administrative Services and CFO  
Dave Taylor, AVP Public Affairs

**Observers**

Melanie Young, Douglas College Faculty Association  
Mitchel Gamayo, Douglas Student's Union

**REGRETS****Board Members**

Telka Pesklevits

**Observers:**

**BCGEU**

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

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

Susan Todd acknowledged that we are meeting and working on the unceded and traditional territories of the Qayqayt First Nation and all Coast Salish peoples.

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

It was moved, seconded and unanimously resolved:

**2019/1101** *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the September 26, 2019 Open Session Board Meeting
- 2.2 Resolutions Approved by the Board at the September 26, 2019 Closed Session  
Resolutions Approved by the Board at the October 19, 2019 Board Retreat
- 2.3 Correspondence, Reports and Invitations Extended to the Board

**3. WELCOME/INTRODUCTION OF NEW BOARD MEMBERS****3.1 Bill Archibald, Nikiel Lal**

Eileen Stewart welcomed the new members, noting that although both attended the Retreat in October, this is the first regular Board Meeting for each of them. Nikiel and Bill both expressed anticipation in working with the Board in the coming months.

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

##### **4.1 Report on Operational and Strategic Matters**

Kathy Denton referred to her written report in the agenda package. She drew attention to her meeting with the Health Sciences council to discuss development of the new strategic plan, and advised that she intends to visit groups across the College to engage in consultation. She also commented that everyone in attendance ended up underneath desks as the "Shake Out" drill took place during the meeting. Kathy added that on the employee survey, the College was rated high in emergency preparedness.

Kathy commented that the BC Council for International Education (BCCIE) hosted a meeting at Douglas College for all public post-secondary institutions to discuss enrolment management. Colleges and Institutes Canada (CICan) also hosted a consultation session at our New Westminster campus to gather input and share best practices regarding study abroad.

Additionally, Kathy discussed her recent trip to India, along with Thor Borgford and Guangwei Ouyang, to meet with staff, partners and dignitaries. She advised that the trip was worthwhile, noting that Douglas is very well regarded among the International post-secondary institutions there.

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

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

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

Eileen Stewart referred to her report included in the package, and invited any questions. None were raised.

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

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

Susan Todd highlighted her report, noting that some of the items reviewed by the Committee will be discussed under separate headings. No questions were raised.

###### **b) Quarterly Three-Year Financial Forecast to Government: Q2 2019/20**

Susan advised this report is provided to track the progress of the current budget, and noted the Committee had no concerns.

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

###### **i. 2019 Fall Semester Enrolment Report: Credit Programs**

###### **ii. 2019 Summer Semester Enrolment Report: Non-Credit Programs**

Susan referred to Kayoko Takeuchi, who reiterated the information provided in the cover brief noting that although the forecast is slightly lower than the budgeted figure, we are on track to exceed last year's actual FTE numbers. There were no additional questions.

###### **d) 2020/21 Douglas College Budget Materials**

###### **i. Draft 2020/21 Consolidated Budget Guidelines**

Kayoko advised that it is standard practice to consult with Constituency Group Leaders and Education Council, and there was no feedback received this year. Therefore, the Guidelines are unchanged from last year.

- a. Advice from Education Council
- b. Recommendation from Management

It was moved, seconded and unanimously resolved:

**2019/1102** *THAT the Douglas College Board approve the 2020/21 Budget Guidelines as presented November 21, 2019*

## ii. 2020/21 Consolidated Budget Timelines

Kayoko confirmed that the timelines were also circulated to stakeholders for feedback. The final consolidated budget will be presented to the Audit and Finance Committee on March 10<sup>th</sup>, and to the Board at the March 19<sup>th</sup> meeting.

### 5.3 Human Resources Committee (HRC)

#### a) Committee Report

Rebecca Jules reviewed her report as presented. No questions were raised.

### 5.4 Campus Planning Committee (CPC)

#### a) Committee Report

Jodie Wickens referred to her report included in the package, highlighting that the library project is nearing completion. There were no questions raised.

### 5.5 Technology Strategy Committee (TSC)

#### a) Committee Report

Brian Haugen reviewed his report, noting that Committee members enjoyed their tour of the upgraded server room, and were impressed at the electricity cost savings due to efficiencies.

### 5.6 Education Council

#### a) Education Council Chair's Report: September 2019 Meeting

Ivanna Cikes provided an overview of her report. She noted work occurring on a format for receiving budget feedback in a timely manner. She advised that Council has ratified membership on its committees. She also advised of an item potentially coming forward regarding English language proficiency requirements due to changes in the K-12 curriculum.

#### b) Board Liaison's report

Nikiel Lal indicated he had nothing to add to the report already provided.

### 5.7 Douglas College Foundation

#### a) Board Liaison's Report

There has not been a Foundation Board meeting since the previous report.

### 5.8 Honorary Fellow Committee

#### a) Board Liaison's Report

This report is deferred as the Committee does not meet again until Spring.

## 6. NEXT MEETING AND ADJOURNMENT

The Chair formally thanked Board member and former Chair John Evans for his exemplary service and dedication to the Douglas College Board. John's term with the Board ends December 31, 2019, making this his last official meeting. John expressed his appreciation to the Board and the management team.

There being no further business, Eileen confirmed the next regular Board meeting on January 23, 2020. The meeting was adjourned at 5:35 pm.