

Open Meeting File 2019-06-27 for approval September 26, 2019

## IN ATTENDANCE

### Board Members

Kathy Denton, President (ex-officio)  
John Evans, BEGC Chair; Board Chair  
Adel Gamar, TSC Chair  
Brian Haugen  
Marissa Martin  
Bobby Pawar  
Telka Pesklevits  
Dave Seaweed  
Maureen Shaw  
Wesley Snider  
Eileen Stewart, AFC, HRC Chair; Board Vice Chair  
Susan Todd  
Jodie Wickens, CPC Chair, Board Vice Chair

### Administration

Jo-Anne Bilquist, College Secretary (Recorder)  
Sarah Dench, AVP, Academic and Student Affairs  
Keith Ellis, AVP, Institutional Effectiveness  
Vivian Lee, Director, Finance  
Brian Mackay, AVP, Technology & CIO  
Guangwei Ouyang, VP, International Education & Strategic Partnerships  
Dave Taylor, AVP, Public Affairs  
Tracey Szirth, VP, Administrative Services and CFO

### Guests

Bill Archibald

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

Maureen Shaw 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:

**2019/0601** *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, 2019 Open Session Board Meeting
- 2.2 Resolutions Approved by the Board at the May 23, 2019 Closed Session
- 2.3 No items

## 3. PRESIDENT'S REPORT

### 3.1 Report on Operational and Strategic Matters

Kathy Denton referred to her written report in the agenda package. She advised the search for VP Administrative Services and CFO has concluded, and a signed contract from the top candidate has been confirmed. The successful candidate, Kayoko Takeuchi, will start in September, with Director of Finance

Vivian Lee filling in until that time. Kathy noted as well that the search for Associate Dean in the Faculty of Language, Literature and Performing Arts has also concluded, with experienced administrator Janette Tilley hired to fill the role.

Kathy elaborated on an engineering transfer agreement recently confirmed with UBC, and commented on successful external meetings. She thanked Board member Bobby Pawar for initiating an opportunity for her to be a panelist at an event hosted by the Canada India Education Council, noting the event was well-attended and provided great networking connections. She also mentioned the visit to our partner institution in China, attending Graduation ceremonies as well as positive business meetings.

### **3.2 Institution Accountability Plan and Report 2018/19**

Kathy Denton invited Keith Ellis to provide a brief outline of the Plan, as presented in the agenda package. Keith advised that each institution produces a plan every year, following instructions from the Ministry. He noted this is the 2<sup>nd</sup> year of reporting referencing the Mandate Letter, and whether the College met the expectations outlined last year, and as well, to plan how to address items in this year's version. Keith noted the performance metrics are largely unchanged from previous years. Kathy added that Douglas College also provides data in international grow and student performance, though most institutions don't report on those. Board members discussed the Report.

It was moved, seconded and unanimously resolved:

**2019/0602** *THAT the Douglas College Board approve the Douglas College Institution Accountability Plan and Report for the 2018/19 reporting cycle, for provision to the Ministry of Advanced Education, Skills and Training*

### **3.3 Indigenization Strategy Update**

Kathy reviewed the steps undertaken thus far toward the development of a comprehensive institutional Indigenization strategy, as outlined in the report provided. She referenced the attached chart, indicating common objectives that arose through the various pathways for input and feedback, and how those objectives relate to the Truth and Reconciliation Commission's (TRC's) Calls to Action, and to the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). Kathy advised that these objectives are the first step, and from them, initiatives will be developed, along with measurable key performance indicators. The Indigenization strategy will become part of the College's new Strategic Plan. Board members expressed their appreciation for the work accomplished, and excitement for future initiatives.

## **4. ACADEMIC DIVISION UPDATE**

### **4.1 Annual Report: Vice President Academic and Provost**

Sarah Dench referred to the update on the Academic Division, provided by Thor Borgford. She noted they were pleased to report the June graduation ceremonies saw the first group of Bachelor of Social Work graduates.

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

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

#### **a) Chair's Report**

John Evans congratulated Eileen Stewart on being acclaimed as the incoming Board Chair. John advised that three Board members have been reappointed to further terms, and discussed late summer orientation for newly elected faculty and student representatives. He outlined the framework for the Board Retreat in October, noting it will extend to 1 ½ days, on October 18 and 19, in order to have enough time for strategic planning as well as Board development. He advised the Committee reviewed its assigned risks in the risk register, and had no concerns at this time.

**5.2 Audit and Finance Committee (AFC)****a) Chair's Report**

Eileen Stewart advised that the Committee reviewed a number of reports, and were pleased with KPMG's assessment of a clean audit. She advised that, following the Ministry directive, cash payments at Douglas College will no longer be accepted as of August 1, 2019, eliminating any potential risk.

**b) 2018/19 FTE Reporting – Audited FTE Enrolment Report**

- i. Annual FTE Summary and Comparative FTE Enrolment Report**
- ii. Draft FTE Enrolment Report**

Eileen invited Tracey Szirth to speak to this item. Tracey reiterated that the audit went well, and there were no adjustments to be made, and nothing unexpected arose.

It was moved, seconded and unanimously resolved:

**2019/0603** *THAT the Douglas College Board approve the 2018/19 audited Douglas College FTE Enrolment Report*

**c) 2018/19 Audited Financial Statements**

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

Eileen referred to the enclosed highlight memo and statements. Tracey explained the College's philosophy on ensuring surpluses are allocated, and also clarified the net debt balancing line, confirming there is no debt at this time.

It was moved, seconded and unanimously resolved:

**2019/0604** *THAT the Douglas College Board 2018/19 audited Douglas College Financial Statements*

**d) Reappointment of KPMG as External Auditor for Fiscal 2019/20**

Eileen noted the Committee's satisfaction with KPMG's work, and recommendation to reappoint.

It was moved, seconded and unanimously resolved:

**2019/0605** *THAT the Douglas College Board approve the reappointment of KPMG as the Douglas College external auditor, to complete the audit of enrolment and financial statements for the 2019/20 fiscal period*

**e) 2019/20 Full Time Equivalent (FTE) Reporting Summer 2019 (Credit)**

Eileen invited questions regarding this standard report. It was noted that full time equivalent (FTE) targets are set for budget purposes.

**5.3 Human Resources Committee Report**

**b) CPC Terms of Reference: Annual Review/Revisions**

Jodie noted the updates to the TOR, as described in the cover brief, with the primary change including reporting on environmental sustainability.

It was moved, seconded and unanimously resolved:

**2019/0606** *THAT the Douglas College Board approve the revised Campus Planning Committee Terms of Reference (TOR) as presented June 27, 2019.*

**5.5 Technology Strategy Committee (TSC)****a) Chair's Report**

Adel Gamar noted that the Committee reviewed their risk register, and agreed that a tour of the server room in the new term would be scheduled. He advised that the Committee has requested a standing report on cyber security at each meeting.

**b) TSC Terms of Reference: Annual Review/Revisions**

Adel referred to the attached TOR, noting that the Committee had removed redundancies and revised the Calendar.

It was moved, seconded and unanimously resolved:

**2019/0607** *THAT the Douglas College Board approve the revised Technology Strategy Committee Terms of Reference (TOR) as presented June 27, 2019.*

**5.6 Education Council****a) Education Council Chair's Report: June 2019 Meetings**

On behalf of Education Council Chair Ivanna Cikes, Kathy Denton invited any questions regarding the reports as submitted.

**b) Education Council Chair's Annual Report 2018/19**

Kathy responded to a query regarding the large number of curriculum guidelines reviewed by the Committee, noting that any changes in content, even relating to textbook updates, must be documented and approved.

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

Marissa Martin reported that the Foundation held their Annual General Meeting this week. She advised the amount raised this year, \$21.8 million, represented a significant increase. The Foundation approved their audited financial statements, and reapproved Grant and Thornton as auditors for the coming year.

Board Chair John Evans thanked Marissa on behalf of the board for her four years of service, and presented her with a certificate and gift of appreciation.

**6. NEXT MEETING AND ADJOURNMENT**

There being no further business, John Evans confirmed the next meetings for September 26, 2019 and adjourned the meeting at 6:09pm.

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 CHAIR

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 PRESIDENT