

Open Meeting File 2017-03-30 approved May 18, 2017

IN ATTENDANCE

Board Members

Jane Butterfield, AFC Chair
Jason Carvalho
Kathy Denton, President (ex-officio)
John Evans, HRC Chair
Robin Kaul
Jeevan Khunkhun, CPC Chair
Marissa Martin
Jasmine Nicholsfigueiredo, Chair,
Education Council (ex-officio)
Dave Seaweed
Gerry Shinkewski, Board Vice Chair
Wesley Snider
Tom Spraggs, Board Vice Chair
Eileen Stewart
Shelley Williams, Board Chair

Management

Thor Borgford, VP, Academic and Provost
Sarah Dench, Associate VP, Academic and Student Affairs
Shelagh Donnelly, College Secretary; recording
Rebecca Maurer, Director, Human Resources
Guangwei Ouyang, VP, International Education and Strategic Partnerships
Tracey Szirth, VP, Administrative Services and CFO
Chris Worsley, Director, Finance

Observers

Len Millis for E. Rozman, Douglas College Faculty Association (DCFA)
Ryan Cousineau, BC Government and Service Employees' Union (BCGEU)
Monique Paulino, Douglas Students' Union (DSU)

REGRETS

Board Member: Dave Teixeira, TSC Chair

Management: Keith Ellis, AVP, Institutional Effectiveness; Dave Taylor, Associate VP, Public Affairs

1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, Chair Shelley Williams called the meeting to order at 5:30 p.m.

2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and unanimously resolved:

2017/0301 THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:

- 2.1 Minutes of the January 26, 2017 Open Session Board Meeting
- 2.2 Report: Douglas Students' Union (DSU)
- 2.3 Correspondence, Reports and Invitations Extended to the Board

b) Ministry of Advanced Education: 2017-18 Mandate Letter

Ms. Williams discussed the Mandate Letter contained in the agenda package. She reported that the BEGC had reviewed the document with Dr. Denton, who confirmed that the College is meeting or exceeding all expectations. The College Secretary confirmed that all members had now signed the Mandate Letter.

c) Information: Resolutions Approved by the Board During its January 2017 Closed Session Meeting

Ms. Williams discussed the two resolutions, below, which the Board approved at its last Closed Session meeting.

- i. "THAT the Douglas College Board approve the Risk Appetite Statement as presented January 26, 2017"
- ii. "THAT the Douglas College Board approve the General Wage Increase and Economic Stability Dividend (ESD) for non-managerial exempt employees in Pay Bands 2-4 of Appendix I attached to the Douglas College Working Conditions for Excluded Employees
Effective February 1, 2017, a 1.0% General Wage Increase (GWI)
Effective February 1, 2017, a 0.35% Economic Stability Dividend (ESD)"

Ms. Williams noted that the Risk Appetite Statement forms part of the Enterprise Risk Management framework, and was the first such statement developed by the College. Dr. Denton clarified that the compensation adjustment was consistent with increases received by bargaining unit employees.

d) Board Executive and Governance Committee Terms of Reference: Annual Review

Ms. Williams discussed the Committee's recommended revised Terms of Reference provided in the agenda package, and invited discussion.

It was moved, seconded and unanimously resolved:

2017/0302 THAT the Douglas College Board approve the revised Board Executive and Governance Committee Terms of Reference (TOR) as presented March 30, 2017

e) College Board Succession Planning: Results of Elections by Students

Ms. Williams congratulated Marissa Martin on her re-election, and noted the election of Telka Pesklevits as successor to Robin Kaul. The one-year terms will commence September 1, 2017

f) Proposed 2017-18 College Board Meeting Schedule

Ms. Williams invited discussion of the proposed schedule contained in the agenda package, and of the meeting locale. Members agreed to continue meeting at the New Westminster Campus, and noted that the proposed March 2018 meeting date was problematic for one Committee Chair. Shelagh Donnelly committed to assessing and proposing alternate dates for the March 2018 Board and Board Committee meetings.

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

Jane Butterfield discussed the Committee's March meeting. She reported that the Committee was satisfied with its review of processes to ensure that the DSU and The Other Publications Society met all requirements prior to the College releasing funds collected on their behalf.

- b) Full-Time Equivalent (FTE) Reporting:**
- i. **Winter 2017 Semester FTE Enrolment Report: Credit Programs**
 - ii. **Fall 2016 Semester FTE Enrolment Report: Non-Credit Programs**

Ms. Butterfield discussed the Committee's review of the enrolment reports contained in the agenda package, and advised that they aligned with expectations. Dr. Denton discussed factors contributing to domestic enrolment declines in some programs, and to increases in other programs. She noted that recent program changes have resulted in some short term declines, but are expected to generate longer term benefits.

- c) Board Governance: Proposed Revision to College Board Policy B.GO01.15, Douglas College Board Investment Policy**

Ms. Butterfield reported that following the January Board meeting, the Committee subsequently consulted further on the Investment Policy with George & Bell, the College's investment advisor. She discussed the proposed changes to the policy as presented in the agenda package, and invited questions.

It was moved, seconded and unanimously resolved:

2017/0303 THAT the Douglas College Board approve the revised and renumbered College Board Policy B.GO01.15, Douglas College Investment Policy, as presented March 30, 2017

- d) Education Council's Advice to the Board: Proposed 2017/18 College Budget**

Ms. Butterfield discussed the Committee's oversight of the budget development process. She reported on the Committee's review of the proposed budget from the perspective of alignment with the College's Strategic Plan and Risk Inventory, and with government expectations. Ms. Butterfield noted the robust nature of management's consultations with students and employees.

Education Council Chair Jasmine Nicholsfigueiredo discussed Education Council's feedback as contained in the agenda package, and indicated satisfaction with management's written response.

- e) 2017/18 College Budget Consultations: Management's Response to Solicited Feedback**

Dr. Denton discussed the budget consultation process as well as management's consideration of feedback received. She reviewed management's written response, provided in the agenda package, which contained actions relating to three major themes: Coquitlam campus services, Registrar's Office, and English Language Learning & Acquisition (ELLA) program offerings. Dr. Denton noted that the budget contains adequate funding for the issues raised.

- f) Revision to College Board By-Law B.GO07.05, Fees and Charges for Instruction Application of Two Percent Tuition In**

h) 2017/18 Douglas College Consolidated Budget

Tracey Szirth presented the proposed 2017/18 consolidated budget contained in the agenda package. She discussed the budget's alignment with the College's Strategic Plan, and advised that the budget was also informed by risk management assessments and the College's Human Resources and technology strategic planning.

Board members inquired about benefit costs and domestic enrolment growth plans. Management advised that the plan anticipated maintain

Mr. Evans also reported that the Committee held a second meeting in March, to consider interim relief from salary freezes for eligible excluded staff. He noted that government was allowing post-secondary institutions to provide limited compensation adjustments, in line with increases already provided to other public sector employees. Mr. Evans advised that the Committee would be discussing their recommendation in the Closed Session meeting.

4.5 Technology Strategy Committee (TSC)

a) Chair's Report

In Dave Teixeira's absence, Jason Carvalho reported on the Committee's March meeting. He discussed the involvement of some Committee members in the College's selection of an external advisor to assist with development of a new technology strategic plan.

b) Technology Strategy Committee Terms of Reference: Annual Review

Jason Carvalho and Wesley Snider discussed the proposed revised Terms of Reference contained in the agenda package.

It was moved, seconded and unanimously resolved:

2017/0307 THAT the Douglas Board approve the revised Technology Strategy Committee Terms of Reference (TOR) as presented March 30, 2017

4.6 Education Council

a) Education Council Chair's Report: February and March 2017 Meetings

Jasmine Nicholsfigueiredo discussed her reports in the agenda package. Dr. Nicholsfigueiredo noted the high quality of the new credential proposals contained in the agenda package. She discussed each of the credential recommendations, and invited and responded to questions. She indicated that these credentials strengthened and expanded the Business program offerings significantly, created excellent pathways, and would be in high domestic demand. Dr. Denton discussed the degree approval process. Members discussed the significance of the proposed new Bachelor of Business degrees, and labour market opportunities associated with the recommended credentials.

b) Credential Recommendation: Withdrawal of the Credential, *Accounting Management Diploma* and Establishment of the Credential, *Accounting Diploma*

It was moved, seconded and unanimously resolved:

2017/0308 THAT the Douglas College Board withdraw the credential Accounting Management Diploma and establish the credential, Accounting Diploma, effective September 5, 2017

c) Credential Recommendation: Establishment of the Credential, *Bachelor of Business Administration, Major in Management*

It was moved, seconded and unanimously resolved:

2017/0309 THAT the Douglas College Board approve the establishment of the credential, Bachelor of Business Administration, Major in Management

d) Credential Recommendation: Establishment of the Credential, *Bachelor of Business Administration, Major in Marketing*

It was moved, seconded and unanimously resolved:

2017/0310 THAT the Douglas College Board establish the credential Bachelor of Business Administration, Major in Marketing

e) Credential Recommendation: Establishment of the Credential, *Bachelor of Business*