

Open Meeting File 2016-06-23, approved September 22, 2016

#### IN ATTENDANCE

##### Board Members

Graeme Bowbrick  
Jane Butterfield, AFC Chair  
Jason Carvalho  
Kathy Denton, President (ex-officio)  
John Evans, HRC Chair  
Jeevan Khunkhun<sup>1</sup>, CPC Chair  
Nicole Liddell  
Marissa Martin  
Jasmine Nicholsfigueiredo, Chair, Education Council (ex-officio)  
Dave Seaweed<sup>1</sup>  
Gerry Shinkewski, Vice Chair  
Dave Teixeira, TSC Chair  
Shelley Williams, Board Chair

##### Administration

Thor Borgford, VP, Academic and Provost  
Shelagh Donnelly, College Secretary; recording  
Keith Ellis, Executive Director, Institutional Research and Strategic Implementation  
Hazel Postma, Associate VP, Advancement and Alumni Relations  
Vicki Shillington, Associate VP, Labour, Employment, and Human Rights  
Tracey Szirth, VP, Administrative Services and CFO  
Chris Worsley, Director, Finance

##### Observers

Aran Armutlu for Monique Paulino, DSU  
Len Millis for Erin Rozman, DCFA

##### Guest(s)

Tracy Ho

#### REGRETS

##### Board Member(s)

Tom Spraggs, Vice Chair

##### Administration

Guangwei Ouyang, VP, International Education and Strategic Partnerships  
Dave Taylor, Associate VP, Public Affairs

##### Observer(s)

Ryan Cousineau, BCGEU

<sup>1</sup> late arrival

#### 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 resolved:

**21/2016** THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:

- 2.1 Minutes of the May 19, 2016 Open Session Board Meeting
- 2.2 Report: Douglas Students' Union (DSU)
- 2.3 Correspondence, Reports and Invitations Extended to the Board

#### 3. PRESIDENT'S REPORT

##### 3.1 Report on Operational and Strategic Matters

Kathy Denton discussed her written report, and government's approval of the College's new Bachelor of Social Work (BSW) degree. She noted Vicki Shillington's participation on a provincial committee tasked with developing a revised executive compensation framework for the post-secondary sector. She also noted progress made in succession planning and recruiting for key positions in Douglas International.

Dr. Denton reported on the College's domestic Summer 2016 graduation ceremonies. She also reported on international graduation ceremonies and meetings held the previous week at partner institutions Heilongjiang University of Science and Technology (HUST) and Shanghai University of International Business and Economics (SUIBE).



- e) Douglas College Honorary Fellow Selection Committee:  
Appointment of Jason Carvalho as Board Representative

It was moved, seconded and resolved:

24/2016 THAT the Douglas College Board appoint Jason Carvalho as Board Representative to the Douglas College Honorary Fellow Selection Committee

- f) Province of British Columbia; Ministry of Advanced Education (AVED):  
Orientation for BC Public Post-Secondary Institution Board Members

The Board Chair discussed the June 2016 AVED publication, Orientation for BC Public Post-Secondary Institution Board members, and encouraged members to review the document. The College Secretary advised that the publication was available on the Board portal, and that it would be included among the Board's orientation resources for new members.

- g) Board Development  
i. Summer 2016 Board Orientation

The Board Chair advised that plans were underway for the August 24, 2016 orientation day for recently appointed and elected members Robin Kaul, Wesley Snider and Eileen Stewart. She thanked Jane Butterfield, John Evans and Tom Spraggs for their

- c) Recommendation on 2015/16 Financial Statements
  - i. Audited Financial Statements
  - ii. Financial Statements Highlight Memo

Chris Worsley confirmed that there were no significant audit issues or internal control recommendations resulting from the external audit. Ms. Worsley provided an overview of the audited financial statements and the highlight memo contained in the agenda package.

Members discussed a minor adjustment to Note 9 of the financial statements, to disclose the credit quality of the College's investment portfolio. The Board also discussed potential changes to Canadian audit standards and auditor's reports that are under consideration for future years.

It was moved, seconded and resolved:

**26/2016** THAT the Douglas College Board approve the 2015/16 audited Douglas College Financial Statements

- d) Reappointment of KPMG for Fiscal 2016-17

Ms. Butterfield discussed the AFC's recommendation to reappoint KPMG for the 2016/17 financial year.

It was moved, seconded and resolved:

**27/2016** 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 2016/17 year

- e) FTE/Financial Reporting: Summer 2016 Semester

Tracey Szirth discussed her written report, which reflected Summer 2016 credit courses. She reviewed factors in the 6.5% decline in domestic enrolments compared to Summer 2015, and discussed the reasons management had anticipated such a decline. She reported that international enrolments had increased by 28.2% over the previous summer, and now exceeded budgeted growth projections for the entire fiscal year. Members discussed enrolment trends and projections.

- f) Quarterly Three-Year Financial Forecast to Government: Q1, 2016/17

Ms. Butterfield discussed the report contained in the agenda package.

### 5.3 Campus Planning Committee (CPC): Chair's Report

Jeevan Khunkhun discussed the CPC's meeting with consultants engaged in development of the Campus Master Plan. He discussed the Committee's intent to review and provide feedback on the draft Plan in late August, in order to ensure sufficient time for any recommended changes prior to presentation to the Board at the October retreat.

### 5.4 Human Resources Committee (HRC): Chair's Report

John Evans reported on the recent meeting with the PSEA (Post Secondary Employers' Association) CEO to discuss the work underway in development of a new executive compensation framework. Vicki Shillington advised that the sectoral committee would reconvene in the Fall to review benchmark data and make recommendations to government.

Mr. Evans advised that the proposed 2016 President evaluation survey would be presented for approval during the Board's Closed Session meeting. He reviewed the process and timeline designed to provide evaluation reports to the Board and President in September 2016.



