



Open Meeting File 2017-5-18, approved June 22, 2017

IN ATTENDANCE

Board Members

Jane Butterfield, AFC Chair
Jason Carvalho¹
Kathy Denton, President (ex-officio)
John Evans, HRC Chair
Jeevan Khunkhun, CPC Chair
Dave Seaweed¹
Wesley Snider
Tom Spraggs, Board Vice Chair
Eileen Stewart
Dave Teixeira, TSC Chair
Shelley Williams, Board Chair

Management

Thor Borgford, VP Academic and Provost
Sarah Dench, Associate VP, Academic and Student Affairs
Shelagh Donnelly, College Secretary; recording
Keith Ellis, AVP, Institutional Effectiveness
Rebecca Maurer, Director, Human Resources
Guangwei Ouyang, VP, International Education and Strategic Partnerships
Dave Taylor, Associate VP, Public Affairs
Tracey Szirth, VP, Administrative Services and CFO

Observers

Prahjot Hundal, Douglas Students' Union (DSU)

Guest

Tracy Ho, DSU

REGRETS

Board Members:

Robin Kaul
Marissa Martin
Jasmine Nicholsfigueiredo, Chair, Education Council (ex-officio)
Gerry Shinkewski, Board Vice Chair

Management: n/a

Shelley Williams encouraged members to consider the time commitment, governance knowledge and leadership qualities required for these roles. She also emphasized the need for effective internal and external relationships. Ms. Williams invited questions, and recommended that interested members contact any of the current Board Officers should they wish to discuss the roles further. No questions arose.

4. PRESIDENT'S REPORT

4.1 Report on Operational and Strategic Matters

Kathy Denton discussed her report in the agenda package. She noted the College's Co-Op celebration, which recognised students' accomplishments and acknowledged strong support from business leaders. Dr. Denton also discussed the College's International Education Awards ceremony, during which the College

THAT the Douglas College Board approve the following **merit based**, in-range salary increases for executive employees, with individual awards to be determined at the discretion of the College, based on performance and other market considerations:

Up to 2% maximum increase, retroactive to July 1, 2016

e) Information: Resolution Approved by the Board During its March 2017 In Camera Session

Ms. Williams advised that the College President's compensation was subject to a separate review and approval process with government. She discussed the Board's consideration and approval of the following resolution, noting that the increments are consistent with the rest of the post-secondary sector.

i. President and CEO Compensation: Interim Salary Adjustments

THAT the College Board approve the following merit-based salary increases for the President and CEO:

2.0% retroactive to July 1, 2016

2.0% effective July 1, 2017

2.3% effective July 1, 2018

f) 2017-18 College Board Meeting Schedule

Ms. Williams discussed the meeting schedule contained in the agenda package, and noted a revision reflecting feedback at the March Board meeting. She invited members to identify any concerns with the revised schedule. None arose, and members agreed to proceed with the 2017-18 schedule as presented.

5.2 Audit and Finance Committee (AFC)

a) Chair's Report

Jane Butterfield discussed the Committee's May meeting, and noted the College's significant progress with risk management. She advised that the College is appropriately monitoring, managing, and reporting its risks. Ms. Butterfield reported on the AFC's review of management's annual compliance report, and confirmed the College's compliance with all requirements. She also discussed the Committee's satisfaction with its semi-annual review of the President's expenses and the Board budget.

b) Ministry of Advanced Education (AVED):

Interim 2017/18 Douglas College Operating Grant And Full Time Equivalent (FTE) Target

Ms. Butterfield discussed the Committee's review of the Ministry's operating grant letter contained in the agenda package. Tracey Szirth responded to members' questions regarding the Ministry's funding approach, and reported that the College's 2017/18 budget aligned with the confirmed grant.

- 5.8 Honorary Fellow Selection Committee
 - a) Honorary Fellow Distinction: Call for Nominations

Jason Carvalho advised that there would be no Honorary Fellow award presentation at the June 2017 graduation ceremonies. He noted that the Committee has issued a call for nominations for the 2018 year, and invited members to contact him or Dave Taylor regarding any potential nominations.

6. NEXT MEETING AND ADJOURNMENT