



*Open Meeting File 2016-11-24, approved January 26, 2016*

**IN ATTENDANCE**

**Board Members**

Jane Butterfield<sup>1</sup>, AFC Chair  
Kathy Denton, President (ex-officio)  
John Evans, HRC Chair

**Administration**

underway to address challenges associated with membership in the Canadian Federation of Students. The Board commended the DSU leadership for their work and increased governance focus.

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

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

Kathy Denton noted highlights of her written report included in the agenda package, and discussed her participation in recent sector and business events.

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

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

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

Shelley Williams discussed the Committee's November meeting as well as the Board's October strategy retreat. She reported on the Board's approval of the College's 2016-17 performance metrics at the October 4. nalsor. She[ vi(r. f)-83(eedbBoard'a4(. D(Shell025 f Tcossed the687.6(m)]J16.81 0 T

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

Members discussed the FTE reports included in the agenda package, noting that international enrolments exceeded target and domestic enrolments were slightly below target. Dr. Denton and Dr. Ellis discussed the College's enrolment monitoring practices, and advised that management actively reviews programs that are experiencing repeat declines. They also advised that enrolment trends at Douglas were consistent with sectoral trends.

- d) Consolidated 2017/18 Douglas College Budget**
  - i. Draft 2017/18 Consolidated Budget Guidelines**
    - a. Advice from Education Council**

Jasmine Nicholsfigueiredo referred to her written report, noting that Education Council had no advice regarding the proposed budget guidelines.

- b. Recommendation from Management**

Ms. Szirth discussed the proposed budget guidelines provided in the agenda package. She advised that the guidelines were consistent with prior years, and that the only changes made were to provide additional clarity regarding one time only expenditures and self-funded activities.

It was moved, seconded and unanimously resolved:

and HR related risks. Mr. Evans and Dr. Denton provided an update on the sectoral review of executive compensation.

**b) Human Resources Committee Terms of Reference (TOR): Annual Review**

Mr. Evans discussed the proposed revisions identified in the agenda package. Discussion followed. Members agreed to update future versions with more gender neutral language.

It was moved, seconded and unanimously resolved:

**1105/2016** *THAT the Douglas College Board approve the revised Human Resources Committee (HRC) Terms of Reference as presented November 24, 2016*

**5.5 Technology Strategy Committee (TSC)**

**a) Chair's Report**

Members discussed the Committee's November meeting, which included a presentation by the BCNET President regarding cloud strategies and sector issues.

**5.6 Education Council**

**a) Education Council Chair's Report: September, October 2016 Meetings**

Ms. Nicholsfigueiredo discussed her September and October reports, contained in the agenda package. She reviewed the two credential recommendations and invited questions. Discussion followed.

**b) Credential Recommendation: Establishment of the Credential, Certificate in Medication Administration for Health Care Assistants**

It was moved, seconded and unanimously resolved:

**1106/2016** *THAT the Douglas College Board approve the establishment of the credential, Certificate in Medication Administration for Health Care Assistants, effective November 24, 2016*

**c) Credential Recommendation: Establishment of the Credential, Post-Baccalaureate Diploma (PBD) in Accounting and Finance**

It was moved, seconded and unanimously resolved:

**1107/2016** *THAT the Douglas College Board approve the establishment of the credential Post Baccalaureate Diploma in Accounting and Finance, effective September 6, 2017*

**5.7 Douglas College Foundation**

Dr. Denton reported on the Foundation's recent undertakings and advised that a new member had been appointed to the Foundation Board.

**6. NEXT MEETING AND ADJOURNMENT**

There being no further business, the Chair adjourned the meeting at 6:12 p.m.