

Open Meeting File 2016-09-22 approved November 24, 2016

## 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  
Eileen Stewart  
Dave Teixeira<sup>1</sup>, TSC Chair  
Shelley Williams, Board Chair

### Administration

Thor Borgford, VP Academic and Provost  
Sarah Dench, Associate VP, Academic and Student Affairs  
Shelagh Donnelly, College Secretary; recording  
Keith Ellis, Associate VP, Institutional Effectiveness  
Guangwei Ouyang, VP, International Education & Strategic Partnerships  
Hazel Postma, Associate VP, Advancement & Alumni Relations  
Dave Taylor, Associate VP, Public Affairs  
Tracey Szirth, VP, Administrative Services and CFO

### Observers

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

### Guest(s)

Steven Beasley<sup>2</sup>, Tracy Ho

## REGRETS

**Board Member:** Tom Spraggs, Board Vice Chair

**Administration:** Vicki Shillington, Associate VP, Labour, Employment, and Human Rights

<sup>1</sup> by conference call    <sup>2</sup> early departure

## 1. CALL TO ORDER AND CHAIR'S REMARKS

There being a quorum present, the Board Chair called the meeting to order at 5:03 p.m.

## 2. APPROVAL OF AGENDA/CONSENT AGENDA

It was moved, seconded and unanimously resolved:

**0901/2016** *THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:*

- 2.1 Minutes of the June 23, 2016 Open Session Board Meeting
- 2.2 Report: Douglas College Faculty Association (DCFA)
- 2.3 Report: Douglas Students' Union (DSU)
- 2.4 Correspondence, Reports and Invitations Extended to the Board

## 3. INTRODUCTION OF NEW BOARD MEMBERS AND MANAGEMENT

### 3.1 Robin Kaul, Eileen Stewart, Wesley Snider

The Board Chair welcomed the new Board members in attendance, and Mr. Kaul, Mr. Snider and Ms. Stewart discussed their backgrounds and interest in service on the Board. The Chair also welcomed Sarah Dench, the College's new AVP, Academic and Student Affairs. Ms. Dench provided a brief overview of her background and experience, as well as her new portfolio.



It was moved, seconded and unanimously resolved:

**0903/2016** *THAT the Douglas College Board approve the transfer of responsibility for annual reviews of the Board policy, Expense Reimbursement for Board Members, from the Human Resources Committee to the Board Executive and Governance Committee*

**0904/2016** *THAT the Douglas College Board approve the revised and renumbered College Board Policy B.GO01.13, Expense Reimbursement for Board Members*

## **5.2 Audit and Finance Committee (AFC)**

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

Jane Butterfield discussed the AFC's September meeting. She reported on the Committee's annual review of insurance coverage, and advised that the AFC was satisfied with the College's process and coverage.

Ms. Butterfield reported on the AFC's meeting with the Internal Auditor. She discussed the Committee's review of the College's Investment Fund, and confirmed the Fund's compliance with all requirements. Ms. Butterfield noted that returns have improved significantly over last year, but are still trailing the benchmark. She advised that the College's investment advisors would commence their annual Fund review in the Fall.

Ms. Butterfield thanked Board members for participating in the risk appetite survey. She advised that the Committee reviewed the survey results and planned for the Enterprise Risk Management session at the Board retreat.

### **b) Government – Ministry of Ady( Cha-.0gular Me(0 04o4cd2I5 451504 TDR7.98 45 3[C n:, 201/17e DI)-69(ouglas**

**b) Federal Strategic Innovation Fund (SIF): update on College Application**

Dr. Denton reported that the College was unsuccessful in its May 2016 applications to the federal Strategic Innovation Fund. She advised that, while disappointing, the exercise provided valuable information that supports the College's planning processes.

**c) New Westminster Campus 0600/1600 Renovation and Renewal**

Members noted the substantial completion of the campus renovation project, which was on time and on-budget. Management indicated that any remaining work would be completed by November 2016.

**d) Campus Planning Committee Terms of Reference (TOR): Annual Review**

Mr. Khunkhun reported on the Committee's annual review of its Terms of Reference and discussed the proposed revisions contained in the agenda package.

It was moved, seconded and unanimously resolved:

**0907/2016** *THAT the Douglas College Board approve the revised Campus Planning Committee Terms of Reference*

**e advised 5.94 Tm Tm**

Ms. Szirth discussed the leases associated with The Training Group's operations and the College's intention to renew four leases. Mr. Khunkhun confirmed the Committee's review and approval of the lease renewals.

It was moved, seconded and unanimously resolved:

**0908/2016** *THAT the Douglas College Board approve the four leases presented September 22, 2016 in relation to The Training Group operations, with such leases to commence April 1, 2017*

The Board Chair reminded Board members that they are also expected to adhere to the College's Code of Conduct, and that future revisions to the board policy manual will reflect that expectation.

It was moved, seconded and unanimously resolved:

**0909/2016** *THAT the Douglas College Board approve the revised Douglas College Code of Conduct as presented September 22, 2016*

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

Dave Teixeira reported on the Committee's September meeting, including the TSC's review of its Terms of Reference. He advised that the TSC would defer making any recommended changes to its TOR until after the Board retreat.

Mr. Teixeira noted that the TSC has requested additional reporting from management on various security risks, and is exploring ways of sharing effective risk management practices with other institutions. He also advised of the Committee's interest in making a presentation at a future governance conference.

## **5.6 Education Council**

### **a) Education Council Chair's Report: June 2016 Meeting**

Jasmine Nicholsfigueiredo discussed her report contained in the agenda package. She outlined the two credential recommendations.

### **b) Credential Recommendation: Withdrawal of the Credential, Associate of Arts in Forensic Science**

It was moved, seconded and unanimously resolved:

**0910/2016** *THAT the Douglas College Board approve the withdrawal of the credential, Associate of Arts in Forensic Science, effective September 22, 2016*

### **c) Credential Recommendation: Withdrawal of the Credential, Certificate in Academic Studies**

It was moved, seconded and unanimously resolved:

**0911/2016** *THAT the Douglas College Board approve the withdrawal of the credential, Certificate in Academic Studies, effective September 22, 2016*

## **5.7 Honorary Fellow Distinction: Committee Update**

Jason Carvalho discussed the Honorary Fellow Selection Committee's role and work to date in 2016.

## **5.8 Douglas College Foundation: Board Liaison's Report**

Marissa Martin reported on the Foundation Board's membership and activities.

## **6. NEXT MEETING AND ADJOURNMENT**

The Board Chair acknowledged Hazel Postma's upcoming retirement. Dr. Denton and the Board thanked Ms. Postma for her leadership and contributions to the College, and wished her well in retirement. There being no further business, the Chair confirmed the next Open Session meeting for November 24, 2016 and adjourned the meeting at 6:15 p.m.

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CHAIR

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PRESIDENT