



*Open Meeting File 2018-03-15, approved May 24, 2018*

**IN ATTENDANCE**

**Board Members**

Jane Butterfield, AFC Chair  
Kathy Denton, President (ex-officio)  
John Evans, BEGC Chair; Board Chair  
Adel Gamar  
Babs Kelly  
Jeevan Khunkhun, CPC Chair  
Marissa Martin  
Jasmine Nicholfigueiredo, Chair,  
Education Council (ex-officio)  
Dave Seaweed  
Wesley Snider  
Eileen Stewart, HRC Chair; Board Vice Chair  
Dave Teixeira, TSC Chair; Board Vice Chair  
Jodie Wickens

**Administration**

Thor Borgford, VP, Academic and Provost  
Laureen Dailey, Executive Assistant to the President (Recorder)  
Sarah Dench, Associate VP, Academic and Student Affairs  
Keith Ellis, AVP, Institutional Effectiveness  
Vivian Lee, Director, Finance  
Rebecca Maurer, Associate VP, Human Resources  
Guangwei Ouyang, VP, International Education & Strategic Partnerships  
Dave Taylor, Associate VP, Public Affairs  
Tracey Szirth, VP, Administrative Services and CFO

**Observers**

**3. PRESIDENT'S REPORT**

**3.1 Report on Operational and Strategic Matters**

Kathy Denton

**d) Procedural Matter: January 2018 College Board Meeting**  
**i. President's Perspective on the Dental Program Closure**

John Evans referred to the previous meeting when members considered the VP Academic and Provost's recommendation to close the Dental Assisting Certificate Program as of September 1, 2018. After a fulsome discussion at that meeting, a vote was taken; however, because the Board Chair voted before other votes had been cast, which is contrary to the College's By-Laws, the vote is null and void. The Chair apologised for

- b) Full-Time Equivalent (FTE) Reporting:**
- i. **Winter 2018 Semester FTE Enrolment Report: Credit Programs**
  - ii. **Fall 2017 Semester FTE Enrolment Report: Non-Credit Programs**

Ms. Butterfield reported that the AFC reviewed the FTE reporting for the Fall 2017 and Winter 2018 semesters and that it aligns with what they see in the Quarterly Financials and budget. No questions arose.

**c) Education Council's Advice to the Board: (Proposed 2018/19 College Budget)**

Jane Butterfield commented briefly on the Committee's oversight of the budget development process. She noted management's consultations with students and employees and commended the DSU for their thorough and thoughtful input.

Education Council Chair Jasmine Nicholsfigueiredo referred to Education Council's written feedback as provided in the agenda package, noting it mostly concerned having more time for consultation with constituency groups.

**d) 2018/19 Budget Consultations: Management's Response to Solicited Feedback**

Kathy Denton remarked that better planning next year should allow Education Council more time for their consultations. She also acknowledged the DSU's excellent feedback and hopes to take advantage of the students' enthusiasm going forward by involving them earlier in the budget process.

A suggestion was made that a budget dashboard be included with future budgets to show how the budget is aligned with the Ministry's Mandate Letter. Further recognition and appreciation of the DSU's impressive and thoughtful feedback was expressed by Board members.

**e) Proposed Revisions to College Board By-Law B.GO07.05, Fees and Charges for Instruction**

Tracey Szirth presented the proposed revisions to the above by-law which reflects a two percent increase to tuition and fees as allowed by the Ministry.

It was moved, seconded and unanimously resolved:

**2018/0304** *THAT the Douglas College Board approve the revised College Board By-Law B.GO07.05 Fees and Charges for Instruction, as presented March 15, 2018*

**f) 2018/19 Douglas College Consolidated Budget**



