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Open Meeting File 2016-03-31, approved May 19, 2016

**IN ATTENDANCE**

Board Members Administration  
Graeme Bowbrick  
Jane Butterfield, AFC Chair  
Jason Carvalho <sup>1</sup>  
Kathy Denton, President (ex-officio)  
John Evans  
Jeevan Khunkhun, CPC Chair  
Marissa Martin  
Jasmine Nicholsfigueiredo, Chair, Education  
Council (ex-officio) Tracey Szirth, VP, Administrative Services and CFO  
Chris Worsley, Director, Finance

Constituency Group Observers  
Ruab Waraich, DSU

Other Observer(s)  
Tracy Ho

Board Member(s) Administration  
Nicole Liddell, HRC Chair Keith Ellis, Executive Director, Institutional Research and Strategic Implementation  
Guangwei Ouyang, VP, International Education and Strategic Partnerships  
Constituency Group Observers  
Ryan Cousineau, BCGEU  
Erin Rozman, DCFA

<sup>1</sup> late arrival

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

There being a quorum present, Chair Shelley Williams called the meeting to order at 5:17 p.m.

**2. APPROVAL OF AGENDA/CONSENT AGENDA**

It was moved, seconded and unanimously resolved:

**05/2016** THAT the Douglas College Board approve the agenda and approve/acknowledge the following items on the consent agenda:

- 2.1 Minutes of the January 28, 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**

The President reviewed highlights of her written report, including government's approval of the Douglas College Criminology degree. Members noted the positive reception to the announcement of the new credential, and implications for students and employers.

The President also discussed planning associated with receipt of three provincial grants of \$75k each for short term training and student services to align with the BC Skills for Jobs Blueprint.

#### 4. CHAIR, COMMITTEE AND LIAISON REPORTS AND RECOMMENDATIONS

##### 4.1 Board Executive and Governance Committee (BEGC)

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

The Chair acknowledged those members who had recently represented the College at the February graduation ceremonies and Honorary Fellow recognition events. She commended the College on its successful hosting of the 2016 Canadian Collegiate Athletic Association (CCAA) Mens' Volleyball National Championship tournament.

###### b) College Board Succession Planning: Election Results and Appointee Recruitment

The Chair congratulated Marissa Martin and Dave Seaweed on their re-elections to the Board, and reported on the elections of student Robin Kaul and faculty member Wesley Snider. Such terms will commence on September 1, 2016.

The Chair acknowledged Graeme Bowbrick's and Monique Paulino's service on the Board and their decisions not to run for re-election. She congratulated Ms. Paulino on her election to both Education Council and the Douglas Students' Union (DSU), and acknowledged outgoing DSU representative Ruab Waraich.

## e) Budget Presentation

Tracey Szirth presented the proposed 2016/17 consolidated budget contained in the agenda package. Ms. Szirth discussed the budget's alignment with the College's Strategic Plan, and advised that the budget was also informed by risk management assessments as well as the College's Human Resources and Technology Strategy Plans. Ms. Szirth noted management's establishment of an annual target of a minimum surplus of \$2M, in order to accommodate potential risks.

Members discussed enrolment trends, funding models, campus master planning and the impact of the New Westminster Campus (NWC) renovations upon the College budget. Management confirmed that the renovations would accommodate only modest FTE growth over the projection period. The Board Chair noted that all major IT proposals are now vetted by the Board's Technology Strategy Committee (TSC) prior to AFC budget review. TSC Chair Dave Teixeira confirmed the TSC's endorsement of the five technology projects reflected in the proposed budget. Thorough discussion of the proposed budget ensued.

f) Revision to College Board By-Law B1007, ***Fees and Charges for Instruction:***  
Application of Two Percent Tuition Increase, Effective September 1, 2016

It was moved, seconded and unanimously resolved:

**06/2016** THAT the Douglas College Board approve the revised College Board By-Law B1007, Fees and Charges for Instruction (Tuition Fee By-Law)

## g) 2016/17 Douglas College Budget

It was moved, seconded and unanimously resolved:

**07/2016** THAT the Douglas College Board approve the 2016/17 Consolidated Budget as presented March 31, 2016, subject to receipt of written confirmation of provincial funding ('the budget letter') as projected within management's proposed budget

## h) Authorisation to Exceed Budgeted Expenses

The AFC Chair reviewed the intent of the resolu

Mr. Evans reported on the HRC's discussions with management regarding the College's sexual assault and harassment policies and practices. He acknowledged management's supportive views and leadership on this issue, and noted that no complaints of sexual assault had been filed in the past five years. The Board Chair advised that the BEGC had also engaged the President in discussion of the College's culture and leadership, and was satisfied that appropriate attention

- d) Credential Recommendation: Post-Degree Diploma (PDD) in Supply Chain Management

It was moved, seconded and unanimously resolved:

11/2016 THAT the Douglas College Board approve the establishment of the credential Post-Degree Diploma in Supply Chain Management

- e) Credential Recommendation:  
Post-Baccalaureate Diploma (PBD) in International Supply Chain Management

It was moved, seconded and unanimously resolved:

12/2016 THAT the Douglas College Board approve the establishment of the credential Post-Baccalaureate Diploma in International Supply Chain Management

- f) Credential Recommendation: Post-Baccalaureate Diploma (PBD) in Finance

It was moved, seconded and unanimously resolved:

13/2016 THAT the Douglas College Board approve the establishment of the credential Post-Baccalaureate Diploma in Finance

- g) Credential Recommendation:  
Post-Baccalaureate Diploma (PBD) in Hospitality Services Management

It was moved, seconded and unanimously resolved:

14/2016 THAT the Douglas College Board approve the establishment of the credential Post-Baccalaureate Diploma in Hospitality Services Management

- h) Board Liaison's Report

Board Liaison Monique Paulino had no further information to report.

#### 4.8 Douglas College Foundation: Board Liaison's Report