



Douglas College Board Meeting Minutes
June 22, 2017 OPEN SESSION MEETING
5:00 p.m., New Westminster Campus Boardroom

Open Meeting File 2017-06-22, approved September 21, 2017

IN ATTENDANCE

Board Members

Administration

Ms. Williams advised that the Board also recently approved an annual 360^o evaluation tool for the President, to be implemented over the summer. She congratulated Kathy Denton for being shortlisted as a nominee for the recently awarded YWCA Women of Distinction honour.

b) Board Succession Planning

Ms. Williams discussed undertakings to support the transition between Board Chairs, including participation in the China graduation ceremonies and business meetings. She noted that transition efforts would continue over the course of the summer.

Ms. Williams advised that the current Board succession plans are still being pursued with government, but that the election delays may make it difficult to get any term extensions and/or new appointments completed before the Chair and Vice Chair terms expire on July 31, 2017. In the event that terms are not extended for herself and Gerry Shinkewski, the Board will be short two members for an indefinite period. Ms. Williams noted that the Board may need to scale back its committee meetings in the fall, as some committees may struggle to achieve quorum. A teleconference may also be required to deal with any gaps in appointment terms, as the new Board executive and committee appointments are not scheduled to take effect until September. A discussion ensued. The Board agreed to continue with its current plans.

Ms. Williams _____, and wished him well in his studies.

c) Board Committees and Appointments: Liaisons

Ms. Williams presented

2017/06013 *THAT the Douglas College Board approve the following Committee and Liaison appointments, effective September 1, 2017*

- i. Audit and Finance Committee (AFC):
Jane Butterfield, Jason Carvalho, Jeevan Khunkhun, Shelley Williams
- ii. Campus Planning Committee (CPC):
Jeevan Khunkhun, Dave Seaweed, Gerry Shinkewski, Telka Pesklevits
- iii. Human Resources Committee (HRC):
Eileen Stewart, Tom Spraggs, Shelley Williams
- iv. Technology Strategy Committee (TSC):
Jason Carvalho, Gerry Shinkewski, Wesley Snider, Dave Teixeira
- v. Board Liaison to the Douglas College Foundation:
Marissa Martin

d) Board Development: Summer 2017 Board Orientation Day

Ms. Williams discussed plans for the upcoming orientation day in August.

6.2 Audit and Finance Committee (AFC)

a) C:\jff\RYdcfh

audit report. She commended management on the clean audit results, noting that no adjustments were required, and that there were no unadjusted errors. Tracey Szirth advised that this represented final audit at the College, as she planned to retire in early 2018. The Board thanked Ms. Worsley for her significant contributions.

b) Recommendation on 2016/17 FTE Enrolment Report

- i. Full Time Enrolment (FTE) Enrolment Report Highlight Memo
nrolment (FTE)

6.7 Douglas College Foundation

s June meeting and Annual General meeting. She reported that the Foundation had a clean audit, and noted the fundraising successes of the past year. She also advised that the Foundation Board had elected Paul Holden as the new Chair, and that plans were underway to recruit for current vacancies on the Board.

7. NEXT MEETING AND ADJOURNMENT

There being no further business, Ms. Williams wished everyone a good summer and adjourned the meeting at 6:53 p.m.

CHAIR

PRESIDENT