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Douglas College Board Meeting Minutes

May 19, 2016 OPEN SESSION MEETING Administr

Graeme Bowbrick

Jane Butterfield,

AFC Chair (by phone)

Jason Carvalho<sup>1</sup>

Kathy Denton, President (ex-officio)

John Evans, HRC Chair

Jeevan Khunkhun, CPC Chair

Nicole Liddell

Marissa Martin

Jasmine Nicholsfigueiredo, Chair,

Education Council (ex-officio)

The President discussed the recent Coquitlam Campus lockdown, necessitated by an RCMP alert. She reported that there had been no danger to anyone on campus. Management discussed the College's subsequent debriefings and plans to incorporate variables in future emergency lockdown drills.

The President reported that the College would honour New Westminster Police Department's Chief Constable Dave Jones with its Honorary Fellow distinction on June 9, 2016.

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

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

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

The Board Chair acknowledged members' participation in a special board meeting earlier in the month, relating to the limited opportunity to apply for federal funding for qualifying infrastructure projects. She noted that the Board had passed a resolution to approve five projects in principle, and that management had submitted the related funding applications.

The Board Chair discussed recent Board development activities, noting that members would be asked to provide conference feedback at the June Board meeting. She also reported on government's reappointment of Jason Carvalho, John Evans, Jeevan Khunkhun, Gerry Shinkewski, and Dave Teixeira to the Board.

###### **b) Province of BC; Ministry of Advanced Education's (AVED's) 2016/17 Mandate Letter**

The Board Chair reported that all members had now signed government's 2016/17 Mandate Letter and advised that the College Secretary would submit the document to government the following day.

###### **c) Board Executive and Governance Committee (BEGC) Membership**

The Board Chair reported that John Evans had commenced service as a member of the BEGC, following his recent election as Chair of the Human Resources Committee (HRC).

###### **d) College Board Committee Evaluation Template**

The Board Chair discussed the evaluation template provided in the agenda package. She invited feedback and discussed intent that each committee perform a self-evaluation annually, commencing summer 2016.

###### **e) Proposed 2016-17 College Board Meeting Schedule**

The Board Chair invited discussion of the meeting schedule contained in the agenda package. She asked that members advise the College Secretary of any potential scheduling conflicts; none were identified.

###### **f) Disclosure: College Board 2015-16 Remuneration and Meeting Attendance**

The Board Chair discussed the statutory report contained in the agenda package, and encouraged members' review prior to submission of the report to government the following week. She advised that the report would also be published to the College Board website.

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

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

Jane Butterfield reported on the Committee's recent meeting, and discussion of risk management. She encouraged members to respond to an upcoming risk appetite survey to be circulated by Tracey Szirth, and advised that survey results would inform Enterprise Risk Management (ERM) discussions at the Board's upcoming retreat.

Ms. Butterfield discussed the AFC's meeting with the internal auditor and members' recommendations on the College's internal audit plan.



