



## BOARD OF GOVERNORS

### REGULAR MEETING AGENDA

**MEETING:** Monday, October 5, 2015  
**TIME:** 5:00 pm  
**LOCATION:** Paul Building, Room 216  
**CAMPUS:** Lansdowne Campus

**BOARD MEMBERS:**

Russ Lazaruk, Chair  
 Sherri Bell, President  
 Stephen Chang  
 Cindy Choi  
 Jennifer Erwin  
 Nigel Giuliany  
 Chris Marks  
 Ron Rice, Vice Chair  
 Shayli Robinson  
 Laylee Rohani  
 Nancy Sly  
 Cynthia Wrate

**ADMINISTRATION:**

John Boraas, VP Education  
 Deborah Huelscher, Chief Financial Officer  
 Barbara Sevryn, Executive Director, Human Resources  
 Joan Yates, VP Communications, Advancement & Planning

**REGRETS:** Bill Gyles  
 Tom Roemer, VP Strategic Development

**BOARD ASSISTANT:** Heather Martin

Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

<b>I CALL TO ORDER</b>	<b>PAGE</b>
<b>II APPROVAL OF THE AGENDA</b>	
<b>III BOARD MEMBER REPORTS</b>	
1. Chair’s Report [5 min] (Lazaruk)	no attachment
2. President’s Report [5 min] (Bell)	no attachment
3. Foundation [5 min] (Rice/Yates)	no attachment
4. Education Council [5 min] (Rohani/Wrate)	
i) Minutes of the June 15, 2015 meeting	attachment 3
5. Pacific Institution for Sport Excellence [5 min] (Chang)	no attachment
<b>IV BOARD COMMITTEE REPORTS</b>	
1. Executive Committee [5 min] (Lazaruk)	no attachment
2. External Relations [5 min] (Rice)	no attachment

**PAGE**

**V APPROVAL OF THE MINUTES**

- |                                                                                       |             |   |
|---------------------------------------------------------------------------------------|-------------|---|
| 1. Minutes of the September 14, 2015 Inaugural and Regular meetings [2 min] (Lazaruk) | attachments | 8 |
|---------------------------------------------------------------------------------------|-------------|---|

**VI NEW BUSINESS**

- |                                                               |                   |    |
|---------------------------------------------------------------|-------------------|----|
| 1. Risk Management [30 min] (Huelscher)                       | to be distributed |    |
| 2. Strategic Plan - Process for Renewal [10 min] (Bell/Yates) | attachment        | 15 |
| 3. Strategic Issues [5 mins] (Bell)                           | no attachment     |    |

**VII ADJOURNMENT**

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**CORRESPONDENCE** [nil]



# Approved Minutes

Monday, Jun 15, 2015

4:00-6:00 pm

CC 321, Interurban

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## Present

Carly Hall, Faculty

Cynthia Wrate, Faculty

Dominic Bergeron, Administration

John Boraas, Administration

Karin Kaercher, ICC Chair (*Regular Guest*)

Leslie Martin, Support Staff

Nicole Greengoe, Administration

Rachael Grant, Student

Sarah Lindsay, Student

Shelley Butler, Permanent Secretary

Shohreh Hadian, Faculty

Steven Rumpel, Administration

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## Regrets/Absent

Corrine Michel, Indigenization Coordinator

Craig Derksen, Faculty

Hannah Thomson, Student

Laylee Rohani, Board of Governors

Lisa Robertson, Faculty

Patrick Jones, Faculty

Peter Lockie, Interim President

Stephen Bishop, Faculty

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## Guests

Alan Duncan, Trades and Technology

Ross Lyle, Trades and Technology

Zoe Broom, Trades and Technology

Pat Wrean, Access; and Arts and Science

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## ITEM

## PRESENTER

### A. Call to order and Declaration of Quorum

Cynthia Wrate

The Regular Meeting was called to order at 4:08 by Cynthia Wrate, Education Council Chair.

### B. Acknowledgement of Coast Salish Territory

Cynthia Wrate

*Cynthia acknowledges the Coast Salish Territory. Camosun College serves the communities of southern Vancouver Island and the south Gulf Islands that are located in the traditional territories of the Esquimalt; Lekwungen; Malahat; Pacheedaht; Pauquachin (Saanich); SC'lanew; Tsartlip (Saanich); Tsawout (Saanich); Tseycum (Saanich); and T'Sou ke Nations. Camosun College campuses are located on land that is the traditional territory of the Lekwungen, Esquimalt, and Saanich peoples. <http://camosun.ca/aboriginal/territory.html>*

### C. Round-Table Check-In

Cynthia Wrate

Cynthia welcomed everyone and requested a roundtable check-in.

### D. Acceptance of Agenda

Cynthia Wrate

The Jun 15, 2015 agenda was accepted via unanimous consent.

<b>E. Minutes for approval</b> The May 25, 2015 regular and special meeting minutes were approved via unanimous consent.	Cynthia Wrate
<hr/>	
<b>F. Reports</b>	
<b>1. Education Council Chair</b> Cynthia reported on three items: <ul style="list-style-type: none"> <li>• This will be the last meeting of the academic year for Education Council. We will see some long standing members ending their term and a number of new members beginning in September.</li> <li>• Cynthia requested that returning council members consider sitting on one or more of Education Council Committees – Awards Committee, Ed Approvals Steering Committee, and the Policy and Standards Committee.</li> <li>• Cynthia attended the last Board meeting. She noted the Board recognized the end of terms for both Peter Lockie as Interim President and Marilyn Pattison as Board Chair. She also noted that the Board is taking a lot of interest in the curriculum issues, etc. coming out of Education Council.</li> </ul>	Cynthia Wrate
<hr/> <b>2. VP Academic</b> John reported briefly on proposed changes to the College’s reading break schedule. The aim is to align with UVic’s reading break, with a proposed start date of Feb 2016. Details are proposed to come forward to the September 2015 Education Council.	John Boraas
<hr/> <b>3. Board Member</b> Laylee was absent from the Education Council meeting. There was no report.	Laylee Rohani
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<b>G. Committee Reports</b>	
Cynthia requested again for council members to considering sitting on one or more of the Education Council committees. Contact Shelley Butler if you interested.	
<b>1. Awards</b> Nil	To be determined
<hr/> <b>2. Education Approvals Steering Committee</b> Nil	Karin Kaercher
<hr/> <b>3. Education Council Policy and Standards Committee</b> Nil	Cynthia Wrate
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<b>H. Integrated Curriculum Committee Report</b>	
Karin noted that Connie Klassen would take over as ICC Chair when she retires at the end of June. Connie has been a member of ICC for a couple of years now and is a Department Chair within the Centre for Sport and Exercise Education.	

## Curriculum Recommended for Approval

Karin introduced the background of the impetus for the technology program renewal quarter to semester changes. John concluded Karin's remarks by thanking Steven Rumpel and other administration, faculty, and staff for the amount of work that has been undertaken to bring these changes forward.

### PRESENTATION 1

Patricia Wrean presented the renewed technology access programs – Civil Engineering Technology Access, Mechanical Engineering Technology Access, and the Electronics and Computer Engineering Technology Access. Questions and discussion followed.

#### Motion

It was moved Karin Kaercher and seconded by Sarah Lindsay that Education Council approves changes to following revised curriculum :

- **Program #1: Electronics and Computer Engineering Access (IDS 1238)**
  - ECET 125 (IDS 1241)
- **Program #2: Mechanical Access (IDS 1238)**
- **Program #3: Civil Access (Quarter Version – “transition version for Jan 2016”) (IDS 1236)**
- **Program #3: Civil Access (Semester Version – Sept 2016) (IDS 1239)**
- **All Programs: Shared Courses**
  - TEAC 105 (DS 846)
  - ENGL 130 (IDS 875)
  - MATH 139 (IDS 874)
  - LRNS 102 (IDS 843)
  - Program 2&3: CHEM 175 – Quarter Version – Jan 2016 (IDS 1242)
  - Program 2&3: CHEM 175 – Semester Version – Sept 2016 (IDS 1243)

Motion Carried

### PRESENTATION 2

Zoe Broom presented the renewed Civil Engineering Technology programs. Questions and discussion followed.

#### Motion

It was moved by Karin Kaercher and seconded by Leslie Martin that Education Council approves changes to following revised curriculum :

- **Civil Engineering Technology (IDS 896)**
- **CIVE 131 (IDS 897), CIVE 141 (IDS 898), CIVE 181 (IDS 899), CIVE 191 (IDS 900), CIVE 132 (IDS 901), CIVE 142 (IDS 902), CIVE 152 (IDS 903), CIVE 192 (IDS 904)**
- **CIVE 251 (IDS 905), CIVE 255 (IDS 906), CIVE 261 (IDS 907), CIVE 271 (IDS 908), CIVE 276 (IDS 909), CIVE 291 (IDS 910), CIVE 262 (IDS 911), CIVE 278 (IDS 912), CIVE 282 (IDS 913), CIVE 289 (IDS 914), CIVE 292 (IDS 915)**
- **CHEM 180 (IDS 845)**

Motion Carried

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**PRESENTATION 3**

Ross Lyle presented the renewed Mechanical Engineering Technology programs. Questions and discussion followed.

**Motion**

It was moved by Karin Kaercher and seconded by Sarah Lindsay that Education Council approves changes to following revised curriculum :

- Mechanical Engineering Technology (IDS 1065)
- MENG 131 (IDS 1067) MENG 132 (IDS 1074), MENG 141 (IDS 1069), MENG 152 (IDS 1075), MENG 162 (IDS 1077), MENG 171 (IDS 1070), MENG 172 (IDS 1078), MENG 181 (IDS 1071)
- MENG 244 (IDS 1087), MENG 245 (IDS 1092), MENG 253 (IDS 1082), MENG 254 (IDS 1088), MENG 263 (IDS 1083), MENG 264 (IDS 1089), MENG 273 (IDS 1084), MENG 274 (IDS 1090), MENG 275 (IDS 1093), MENG 283 (IDS 1085), MENG 284 (IDS 1091), MENG 293 (IDS 1086), MENG 295 (IDS 1094)
- ECET 149 (IDS 1073), ECET 248 (IDS 1081)
- MATH 191 (IDS 948), MATH (IDS 949), PHYS 272 (IDS 1104)

Motion Carried

**REGULAR CURRICULUM**

Karin presented the following curriculum for approval:

**Motion**

It was moved by Karin Kaercher and seconded by Dominica Bergeron that Education Council approves changes to following revised curriculum :

- MATH 142 (IDS 1098), MATH 143 (IDS 1099) – new courses
- MATH 226 (IDS 1097) – course title, learning outcomes
- Early Learning and Care (IDS 1245) – participation requirements, content
- CFCS 211 (IDS 1240) - cancellation
- ELC 231 (IDS 1244) – new course
- COMP 244 (IDS 1235) – pre-req, activity/hours, learning outcomes

Motion Carried

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**Issues Arising from Curriculum Review:**

**Karin Kaercher**

nil

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**I. Presentations and/or Discussions**

Nil

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**J. Thank You to Outgoing Members**

**Cynthia Wrate**

Cynthia thanked outgoing Education Council Members and acknowledged their contributions to the council over their year(s) of service: Karin Kaercher, Carly Hall, Craig Derksen, Joanne Cumberland, Tony Vernon, Vicky Qu, and Peter Lockie.

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**K. Next Meeting**

**Cynthia Wrate**

**Regular Meeting**

**Monday, Sept 21, 4-6, CC 321, Interurban**

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**L. Adjournment**

**Cynthia Wrate**

The Meeting adjourned at 5:31pm.

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**BOARD OF GOVERNORS**

**INAUGURAL MEETING MINUTES**

**MEETING:** Monday, September 14, 2015  
**TIME:** 5:00 pm  
**LOCATION:** Paul Building, Room 216, Lansdowne Campus

**BOARD MEMBERS:**

Sherri Bell, President  
Steve Chang  
Cindy Choi  
Jennifer Erwin  
Nigel Giuliani  
Bill Gyles  
Russ Lazaruk  
Chris Marks  
Ron Rice  
Shayli Robinson  
Laylee Rohani  
Nancy Sly  
Cynthia Wrate

**ADMINISTRATION:**

John Boraas, VP Education  
Deborah Huelscher, Interim Chief Financial Officer  
Barbara Severyn, Executive Director, Human Resources  
Joan Yates, VP Communications, Advancement & Planning

**REGRETS:** Tom Roemer, VP Strategic Development

**BOARD ASSISTANT:** Heather Martin

**I CALL TO ORDER**

Interim Chief Financial Officer Deborah Huelscher called the meeting to order at 5:00 p.m. She acknowledged the territory.

**II OATH OF OFFICE**

Deborah Huelscher administered the Oath of Office to Sherri Bell, Jennifer Erwin and Shayli Robinson.

**III ELECTION OF THE BOARD CHAIR**

Deborah Huelscher declared the election open and called for nominations. Russ Lazaruk was nominated and seconded for the position of Board Chair. No other nominations were put forward and Russ Lazaruk was acclaimed for a one-year term as Board Chair for the period of September 2015 through August 2016.

**IV ADJOURNMENT**

The meeting adjourned at 5:05 p.m.

**Russ Lazaruk, Chair**

**Date**

**Heather Martin, Recorder**





## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

**MEETING:** Monday, September 14, 2015  
**TIME:** 5:05 pm  
**LOCATION:** Paul Building, Room 216, Lansdowne Campus

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**BOARD MEMBERS:**

Russ Lazaruk, Chair  
Sherri Bell, President  
Steve Chang  
Cindy Choi  
Jennifer Erwin  
Nigel Giuliany  
Bill Gyles  
Chris Marks  
Ron Rice, Vice Chair  
Shayli Robinson  
Laylee Rohani  
Nancy Sly  
Cynthia Wrate

**ADMINISTRATION:**

John Boraas, VP Education  
Deborah Huelscher, Interim Chief Financial Officer  
Barbara Severyn, Executive Director, Human Resources  
Joan Yates, VP Communications, Advancement & Planning

**REGRETS:** Tom Roemer, VP Strategic Development

**BOARD ASSISTANT:** Heather Martin

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**I CALL TO ORDER**

Russ Lazaruk, Chair, called the meeting to order at 5:05 pm.

**II APPROVAL OF THE AGENDA**

The agenda was approved as distributed. Laylee Rohani declared a conflict of interest concerning of her work on the court action regarding the Young Building. Laylee will excuse herself if there is any discussion and will be excluded from any written communications.

**III BOARD MEMBER REPORTS**

**1. Chair's Report**

Russ Lazaruk, Chair, welcomed new members Sherri Bell, Jennifer Erwin and Shayli Robinson to their first meeting of the board. The current issue of the Nexus student magazine has an article on Sherri Bell, President, and she is featured on the cover. Russ Lazaruk's appointment was extended to December 31, 2017. The Government has not yet announced a replacement for Marilyn Pattison. Russ met with Marilyn Pattison and Sherri Bell a number of times over the summer. He worked on the committee membership for 2015/16, which is almost complete. Ron Rice was appointed to the role of Vice Chair.

**Committees**

Audit: ..... Bill Gyles, Chair, Sherri Bell, Cindy Choi, Nigel Giuliany, Russ Lazaruk  
 Award for Innovation: ... Cynthia Wrate, Chair, one TBA  
 Executive: ..... Russ Lazaruk, Chair, Sherri Bell, Cindy Choi, Bill Gyles, Ron Rice  
 External Relations: ..... Ron Rice, Chair, Sherri Bell, Russ Lazaruk, Chris Marks, Shayli Robinson,  
 Cynthia Wrate, Joan Yates  
 Finance: ..... Cindy Choi, Chair, Sherri Bell, Jennifer Erwin, Russ Lazaruk, Nancy Sly  
 Orientation: ..... Nancy Sly, Chair

**Board Liaisons**

Education Council: ..... Laylee Rohani  
 Foundation: ..... Ron Rice  
 PISE Board: ..... Stephen Chang  
 PSEA - Members' Board Compensation Committee (MBCC): .... Russ Lazaruk

Russ held planning meetings with Sherri Bell. They met with the two new board members, Jennifer Erwin and Shayli Robinson, as a precursor to the orientation. Russ thanked the members for taking part in the orientation. He expressed particular appreciation to the Vice Presidents who were on the panel, and Nancy Sly for putting the program together.

Past Chair Marilyn Pattison's husband Bill passed away recently. Russ thanked the board and senior leaders who attended Bill's service last Friday. The letter from the Foundation regarding the board bursary fund for students for 2014-2015 is in the agenda package.

**2. President's Report**

President Sherri Bell noted this is her first President's report to the board. The last two weeks have been fantastic for her. Two weeks ago most faculty and staff returned to campus. Sherri gave presentations at each school's welcome back event. With students back last week, the atmosphere at both campuses has been exciting. Sherri enjoyed the Student Society CamFest at both campuses where she handed out ice cream cones. It was a great way to meet students and staff and was a wonderful start to the year.

Mr. Amrik Virk, Minister of Technology, Innovation and Citizens' Services, and a number of Ministry employees, have a visit planned for the Interurban campus. Tim Walzak, Applied Research and Innovation, will tour and present information on applied research. The Centre for Trades Excellence and Innovation is scheduled to open in October. The proposal for the Health Building will be submitted to Government on September 21. The college hopes for a response by spring.

There are some portfolio changes coming up for the Senior Leadership Council (SLC) and the College Executive Team (CET). Applied Research & Innovation is moving to the Education Division. The move will highlight their activity, help it blend with education, and involve more students in the work. The Vice President Education's portfolio is extensive, so Student Services is moving to Communication, Advancement and Planning. The move fits well with the marketing and community engagement side. At the next board meeting, a process will be presented for the development of the next Strategic Plan. This week Sherri will travel to

Vancouver for meetings with Trades Training BC, BC Colleges, and the Post-Secondary Employers' Association (PSEA).

### **3. Foundation**

Joan Yates, Vice President Communications, Advancement & Planning, reported the Foundation received a bequest from the Alison Armstrong estate for \$.5M. It is intended for students in need who must travel some distance, so the Foundation board accepted an aboriginal proposal for students coming from beyond Sooke. At year end, Foundation held a \$19.5M asset base. Last year they distributed 550 awards (equaling \$300K) for achievement, and 637 bursaries (equaling \$400K) for students in need. The Foundation had a busy year working on the TRADEmark campaign. The two new Foundation board members are Lisa Collins and Mike Miller. The Foundation web page will soon include a section on legacies and bequests.

### **4. Education Council**

Cynthia Wrate, Chair, Education Council, noted the minutes from the May 25, 2015, special and regular meetings were included in the agenda package. Work is well underway on the Trades quarter to semester system change coming in fall, 2016. Education Council expects a large amount of curriculum soon related to the changes. Many Education Council members left this summer, so the next meeting will see an almost entirely new membership. There will be a new chair on the Integrated Curriculum Committee.

### **5. Pacific Institute for Sport Excellence (PISE)**

Stephen Chang, member, PISE Board of Directors, noted there has been no meeting since June. The PISE AGM is will be on September 30, 2015. The track project went to tender in the summer and has been awarded. Completion is expected by spring, 2016.

## **IV BOARD COMMITTEE REPORTS**

### **1. Executive Committee**

Russ Lazaruk, Chair, Executive Committee, reported many of the items discussed at last week's meeting are on today's regular and in-camera agenda.

#### **i) Program Approval Procedure**

John Boraas, VP Education, provided the board with a written procedure for program approvals as the board approves program cancellations but not new programs. The term 'acceptance' rather than 'approval' will be used for new programs. New program information has gone to the board in the Education Council minutes in the past, but now a specific process will be put in place.

### **MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ADOPT THE PROPOSED PROCEDURES ESTABLISHING THE ROLE OF THE BOARD OF GOVERNORS IN THE ACCEPTANCE OF NEW PROGRAMS AND IN THE APPROVAL OF THE CANCELLATION OF PROGRAMS.**

**CARRIED**

- ii) Program Cancellation Request
  - a) Diploma in Jazz Studies
  - b) Diploma in Music
  - c) Certificate in Music Foundations

John Boraas, Vice President Education, noted there was a request for approval of the cancellation of three program credentials: Diploma in Jazz Studies, Diploma in Music, and Certificate in Music Foundations. They are all being replaced by the Diploma in Music Performance. Any students currently in the three programs will finish, but no new ones will begin.

**MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE PROPOSED CANCELLATION OF THE PROGRAM CREDENTIALS 'DIPLOMA IN JAZZ STUDIES'; 'DIPLOMA IN MUSIC'; AND 'CERTIFICATE IN MUSIC FOUNDATIONS'.**

**CARRIED**

- iii) Five-Year Capital Plan

Deborah Huelscher, Interim Chief Financial Officer, reported the Ministry requests the Five-Year Capital Plan each year. They use it to set priorities for capital funding. Category one is for new buildings, and Category Two is for renewal or replacement. The priorities are set by a facilities index which monitors deferred maintenance of the buildings by Government. The Young building was on last year as well, but it now needs internal work as well as external. The Fisher building was on last year but the cost went down as some funding for specific work has been received.

**MOTION:**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE FIVE-YEAR CAPITAL PLAN SUBMISSION TO THE MINISTRY OF ADVANCED EDUCATION FOR THE YEARS 2016/17 TO 2020/21.**

**CARRIED**

Laylee Rohani abstained.

**2. External Relations Committee**

Ron Rice, Chair, External Relations committee, advised the committee is meeting soon to discuss the annual MLA breakfast. It will take place on Thursday, November 19, 2015. The Past Chair lunch is planned for January or February, 2016, at the Dunlop house. The Award for Innovation sub-committee will meet next month. The award for 2015/2016 will be focused on the area of sport.

**3. Finance Committee**

- i) Cindy Choi, Chair, Finance Committee, noted the minutes from the March 30, 2015, meeting were included in the agenda package.
- ii) Cindy Choi gave a verbal report from the September 14, 2015, meeting. She welcomed Sherri Bell and Jennifer Erwin to their first Finance committee meeting today. The committee received a high level review of the first quarter finances. The budget for the

first quarter, April to June, was \$27M with a planned deficit of \$1.6M. This is because personnel expenses are incurred year round, and tuition revenue comes in mainly in September. The actual budget was ahead of target by \$360K. The forecast is for a balanced budget at year end on March 31, 2016.

a) Financial Information Act Report (FIA)

Cindy Choi noted the committee reviewed the FIA report as the board must approve it prior to submission to Government. Deborah Huelscher advised there are three main categories in the report: board disclosure, remuneration of employees earning over \$75K including their expenses, and suppliers who received over \$25K.

**MOTION:**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2014/2015 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF ADVANCED EDUCATION.**

**CARRIED**

**V APPROVAL OF THE MINUTES**

The minutes of the June 8, 2015 meeting were approved as distributed.

**VI NEW BUSINESS**

**1. Institutional Accountability Plan and Report 2014/15**

Every year the college is required to submit the Institutional Accountability Plan and Report to the Government. Joan Yates, VP Communications, Advancement & Planning, went over the highlights which included the college's alignment with the Government's job agenda, the student employment rates, the program mix initiative, the International and Aboriginal student headcounts, indigenization, the investment in ABE and ESL, the support of students with disabilities, bursaries and awards, the library, investment in employees, the strategic plan, and the Government's accountability requirements.

The student data includes FTE numbers, headcount, and demographics. Enrolment is on an upswing. The 18 to 24 demographic is dropping off. The number of older students and the zero to 17 group is growing. The number of credentials awarded has increased. Students' assessment of their education shows a fairly high level of satisfaction with the quality and relevance. The 'Fast Facts' flyer is a companion piece showing current numbers.

**2. Vice President Administration Search Update**

Sherri Bell, President, reported the search committee for the Vice President Administration met last week. The membership includes BCGEU, CCFA, CUPE, Sherri Bell, John Boraas, Deborah Huelscher, Barb Severyn, and consultant Tony Kirschner from Davies Park. The position profile is complete, and will be posted tonight.

In the past the departments that report to the VP Administration have been Information Technology, Human Resources, Finance, and Facilities. The expanded duties will include Freedom of Information and Protection of Privacy (FOI POP), contract management, and health and safety issues. The amount of work generated from Facilities will be enormous because of renovations going on in the CTEI complex, the upcoming Health Building, and the potential student housing project. In order to ensure the pool of candidates is expansive, the VP

Administration will have a broader mix of skills. Deborah Huelscher will continue as the CFO and have the responsibility for high level accounting. The goal is to finish the search by mid-November for a start in January, 2016.

**VII ADJOURNMENT**

The meeting was adjourned at 6:14 pm.

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**Russ Lazaruk, Chair**

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**Date**

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**Heather Martin, Recorder**



## Board of Governors Briefing Note

**Submitted by:** Joan Yates, VP Communications, Advancement and Planning  
**Date:** October 5, 2015  
**Topic:** The College's Strategic Plan Refresh

### **Background:**

The 2011-2014 Strategic Plan, Inspiring Lives has now completed its original cycle. While the plan in its current format has expired, core elements remain relevant and the plan will now be "refreshed".

While many within the college's community appreciated the aspirational nature of the plan, it was also seen to be very broad in its scope with more strategies and actions than could be accomplished. A main focus of this new planning process will be to utilize people's time and other resources effectively and efficiently in determining a more "boiled down" version of the plan, along with a clearer implementation process.

The new plan will be valid for 2016 – 2020.

### **The Process:**

The planning process will begin this fall with a proposed draft completed in December for Board review in January. College Executive will be the leadership group responsible for key decision making and SLC will work to develop strategies and actions based on a broad internal consultation process. The CAP division office will implement.

Following are the key milestones:

### **Preplan – August to October 2015**

- College Executive Team (CET) creates terms of reference and maintains overall responsibility of the process
- Analysis of previous Strategic Plan (2011-14)
- Analysis of the environment/social/educational/economic landscape

### **Consultation – September to November 2015**

Consultation for this plan will be innovative and reflect a new process that uses on line technology so that as many people as possible have the opportunity to highlight what they feel is important.

- Update the College's intranet
- Develop key questions for college community consultation
- Develop online consultation process to maximize opportunity for college community input
- Develop social media strategy for student input
- Community process and link back to college community
- The on line consultation will run from September 30 to November 16.
- Face to face consultations with the final draft of the plan will happen in January.

### **Plan Development – November to January 2015-16**

- Gather feedback from consultations and work into key themes
- Senior Leadership Committee (SLC) to review themes and develop high level strategies
- A draft plan is developed and formatted based on consultations and SLC discussions
- A draft plan is distributed to the college community in face to face forums for final feedback and discussion

### **Implementation – February to April 2016, and ongoing**

- Develop terms of reference for an integrated planning task force
- Develop implementation templates and reporting processes
- Develop operational plans by School and Department, tied in with budget processes
- Integrate reporting into Camosun's quarterly reporting structure

### **A new way approach for feedback:**

All Camosun employees, students and board members will be invited to share their thoughts and ideas for a revised Strategic Plan through an interactive, online community consultation process beginning September 30 called *ThoughtExchange*.

This online process will invite people to participate in three stages: **share, star, discover**. Everyone is welcome to participate in all three stages, or just those stages which pique their interest. All responses are valid at all stages and responses are anonymous.

### **Stage One: "Share" – September 30 to October 9**

On September 30, each participant will receive a Strategic Plan survey by email and be asked to share their thoughts, experiences and ideas on four brief, open-ended questions:

1. *What resonates with you in the current Strategic Plan?*
2. *Which strategic directions should we focus on and why?*
3. *How can we best prepare and support students for their future?*
4. *What are some other things you would like to say?*

### **Stage Two: "Star" – October 14 to 23**

At this stage, participants will have the opportunity to see their own thoughts and the thoughts of others online and "star" those comments and ideas they favour most. By considering the perspectives of everyone, this process allows the most valuable thoughts, and not the most common thoughts, to surface.

### **Stage Three: "Discover" – November 6-16**

Here, participants will be invited to view an interactive report on the learning that resulted from this process. Participants can see the themes that emerged and even drill down to the individual thoughts submitted to see which ideas were most valued. The key themes and ideas which emerge here will allow the college to develop overall strategies and actions.

### **Final Stage:**

The final consultation stage is face-to-face meetings in January 2016 in which the college community will have the opportunity to provide face to face feedback on the main themes and strategies of the plan.