



## BOARD OF GOVERNORS

### REGULAR MEETING AGENDA

**MEETING:** Monday, April 4, 2016  
**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  
 Stefan Fletcher  
 Nigel Giuliany  
 Chris Marks  
 Ron Rice, Vice Chair  
 Shayli Robinson  
 Laylee Rohani  
 Cynthia Wrate

**ADMINISTRATION:**

John Boraas, VP Education  
 Shane Busby, VP Administration  
 Deborah Huelscher, Chief Financial Officer  
 Barbara Severyn, Executive Director, Human Resources  
 Geoff Wilmshurst, VP Partnerships  
 Joan Yates, VP Student Experience

**REGRETS:** Bill Gyles**BOARD ASSISTANT:** Heather Martin

Camosun College campuses are located on the traditional territories of the Lkwungen and W̱SÁNEĆ 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] (Giuliany/Wrate)	
i) Minutes of the January 27, 2016 meeting	attachment 4
ii) Minutes of the February 17, 2016 meeting	attachment 10
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 Committee [5 min] (Rice)	no attachment

	<b>PAGE</b>
3. Finance Committee [10 min] (Choi)	
i) Minutes from the January 25, 2016 meeting	attachment 13
ii) Report from the March 21, 2016 meeting	no attachment
a) 2016/2017 Operating Budget *	
<b>V APPROVAL OF THE MINUTES</b>	
1. Minutes of the March 7, 2016 meeting [2 min] (Lazaruk)	attachment 15
<b>VI NEW BUSINESS</b>	
1. Strategic Plan - Decision [15 min] (Bell) *	attachment 20
<b>VII ADJOURNMENT</b>	
* Requires a decision. See Page 3 for the proposed motions.	attachment 3

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**CORRESPONDENCE** [nil]



**BOARD OF GOVERNORS**

**MOTIONS**

**Monday, April 4, 2016**

**IV BOARD COMMITTEE REPORTS**

**3. Finance Committee**

**ii) a) 2016/2017 Operating Budget**

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE COLLEGE'S BUDGET FOR THE FISCAL YEAR 2016/17 WITH TOTAL REVENUE AND TOTAL EXPENDITURE OF \$120,763,519 RESULTING IN A BALANCED BUDGET.

**VI NEW BUSINESS**

**1. Strategic Plan**

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE CAMOSUN COLLEGE'S STRATEGIC PLAN FOR 2016 - 2021.



# Approved Minutes

Wednesday, Jan 27, 2016

4:00-6:00 pm

CC 321, Interurban

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## Present

Bijan Ahmadi, Faculty	Nicole Greengoe, Administration
Cindy Drover-Davidson, Support Staff	Patrick Jones, Faculty
Connie Klassen, ICC Chair	Sarah Lindsay, Student
Corrine Michel, Indigenization Coordinator	Shelley Melissa, Faculty
Cynthia Wrate, Faculty	Sherri Bell, President
Dominic Bergeron, Administration	Shelley Butler, Perm. Secretary
Emara Angus, Student	Steven Rumpel
John Boraas, Administration	Tim Ayers, Faculty
Leslie Martin, Support Staff	

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## Regrets/Absent

Alison Bowe, Faculty	Peter Ove, Faculty
Hannah Thomson, Student	Rachael Grant, Student
Laylee Rohani, Board of Governors	Shohreh Hadian, Faculty
Lisa Robertson, Faculty	Stephen Bishop, Faculty

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## Guests

Alan Duncan, Trades and Technology  
Katie Shaw, VP Education

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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.

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### 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>*

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### C. Round-Table Check-In

Cynthia Wrate

Cynthia welcomed everyone and requested a roundtable check-in.

ITEM	PRESENTER
<b>D. Acceptance of Agenda</b> The Jan 27, 2016 agenda was accepted via unanimous consent with one correction. Revise the minutes allocated to the ICC report to 25 minutes.	Cynthia Wrate
<b>E. Minutes for Approval</b> The Dec 14, 2015 regular meeting minutes were approved via unanimous consent. Note – Tim Ayers was the seconder for the Pathways for Life motion.	Cynthia Wrate
<b>F. Reports</b>  <b>1. Education Council Chair</b> Cynthia congratulated Nicole Greengoe on her new role as UVic Registrar and thanked her for the 8 years of service to Education Council. Nicole then thanked Education Council for the opportunity to serve.	Cynthia Wrate
<b>2. VP Education</b> John reported that it is a busy time with lot of good things happening at the College, including the opening of the new trades building, policy work, connections with 3 new aboriginal communities, a dual credit symposium, and the development of the JIBC Bachelor of Law Enforcement.	John Boraas
<b>3. Board Member</b> Laylee was unable to attend Education Council. Cynthia noted that the Board has not met since the last Education Council meeting so there is no Board report.	Cynthia Wrate
<b>G. Committee Reports</b>  <b>1. Awards</b> Nil	Dominic Bergeron
<b>2. Education Approvals Steering Committee</b> Cindy Drover-Davidson reviewed the Education Approvals Steering Committee report. There were no questions or discussion.	Cynthia Wrate
<b>3. Education Council Policy and Standards Committee</b> Steven introduced Katie Shaw the new Manager Education Policy. He gave a brief summary of the discussion item on the DRAFT Concept Paper: Education Policy Renewal Framework scheduled later in the Education Council agenda. There were no questions or discussion.	Steven Rumpel

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**H. Integrated Curriculum Committee Report**
**Connie Klassen**


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**Curriculum Recommended for Approval**
**PRESENTATION 1**

Alan Duncan presented the revised Certificate in Computer Network Electronics program. Questions and discussion followed.

It was **moved by** Tim Ayers and **seconded by** Cindy Drover-Davidson that Education Council approves changes to the following curriculum:

- Certificate in Computer Network Electronics Support Technician (IDS 1932) and Advanced Certificate in Computer Network Electronics Technician (IDS 1850)
- Coop Appendix (IDS 1864)
- ECET 190 (IDS 1581),
- ELEX 104 (IDS 1852), ELEX 133A (IDS 1853), ELEX 133B (IDS 1854), ELEX 133C (IDS 1855), ELEX 136 (IDS 1856), ELEX 137 (IDS 1857), ELEX 139A (IDS 1858), ELEX 139B (IDS 1859), ELEX 160 (IDS 1860), ELEX 163 (IDS 1861)

**Motion Carried**

**REVISED CURRICULUM**

Connie presented the revised Engineering Bridge programs to UVic.

**Motion**

It was **moved by** John Boraas and **seconded by** Leslie Martin that Education Council approves changes to the following curriculum :

- Electrical and Computer Engineering Bridge to UVic – Quarter Version (IDS 1629)
- Electrical and Computer Engineering Bridge to UVic – Semester Version (IDS 1558)
  - Elect & Comp Bridge Coop Appendix (IDS 1564)
- Mechanical Engineering Bridge to UVic – Quarter Version (IDS 1630)
- Mechanical Engineering Bridge to UVic – Semester Version (IDS 1557)
  - Mech to UVic Bridge Coop Appendix (IDS 1562)
- ENGR 150 (IDS 1580), ENGR 290 (IDS 1571),
- MECH 210 (IDS 1575), MECH 242 (IDS 1555)
- ECET 214 (IDS 1576), ECET 216 (IDS 1577), ECET 236 (IDS 1578),
- COMP 166 (IDS 1582), COMP 139E (IDS 1583)
- ECET 250E (IDS 1579)

**Motion Carried**

**REVISED CURRICULUM**

Connie presented the revised and new curriculum for the Technology Coops.

**Motion**

It was **moved by** Dominic Bergeron and **seconded by** Steven Rumpel that Education Council

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approves changes to the following curriculum :

- Civil Engineering Technology Coop Appendix (IDS 1584)
- CIVE 104 (IDS 1585), CIVE 204 (IDS 1586), CIVE 208 (IDS 1587)
- Electrical and Computer Engineering Technology Coop Appendix (IDS 1588)
- ECET 104 (IDS 1589), ECET 204 (IDS 1590), ECET 208 (IDS 208), ECET 304 (IDS 1592)
- Information and Computer Systems Technology Coop Appendix (IDS 1593)
- ICS 104 (IDS 1594), ICS 108 (IDS 1595), ICS 204 (IDS 1596), ICS 208 (IDS 1597)
- Mechanical Engineering Technology Coop Appendix (IDS 1598)
- MENG 104 (IDS 1599), MENG 204 (IDS 1600), MENG 304 (IDS 1601)

**Motion Carried**

### REGULAR CURRICULUM

Connie presented following curriculum for approval.

#### Motion

It was **moved by** Tim Ayers and **seconded by** Dominic Bergeron that Education Council approves changes to the following curriculum :

**Motion:** Be it so moved that Education Council approves changes to the following curriculum :

- Advanced Diploma in Managing for Government (IDS 1421) – program content
- Certified Dental Assistant (IDS 1498) – ~~admission requirements~~, participation requirements, content
- Comics and Graphic Novels (IDS 1631) – program content
- CRWR 152 (IDS 1518), CRWR 154 (IDS 1519), CRWR 156 (IDS 1520), CRWR 158 (IDS 1521)- course title, description, learning outcomes
- EXW 101 (ISD 1497) – pre/co-requisite
- FREN -105 (IDS 1434), FREN 106 (IDS 1435), FREN 205 (IDS 1436), FREN 206 (IDS 1516), FREN 250 (IDS 1517) – new courses
- FREN 102 (IDS 1437), FREN 103 (IDS 1438), FREN 110 (IDS 1439), FREN 111 (IDS 1440), FREN 112 (IDS 1441), FREN 114 (IDS 1442), FREN 120 (IDS 1443), FREN 121 (IDS 1444), FREN 212 (IDS 1445), FREN 214 (IDS 1446), FREN 220 (IDS 1447), FREN 221 (IDS 1448) – course cancellation
- GEOG 104 (IDS 1542), GEOG 232 (IDS 1543) – course title, short description, PLA
- HCA 140 (IDS 1500), HCA 154 (IDS 1501), HCA 171 (IDS 1502), HCA 172 (IDS 1503), HCA 173 (IDS 1504) – short descriptions, activity & hours, learning outcomes
- MATH 107 (IDS 1523) – short description
- MATH 116 (IDS 1524), MATH 216 (IDS 1525), MATH 218 (IDS 1526), MATH 219

- (IDS 1527), MATH 254 (IDS 1528), MATH 112 (IDS 1529), MATH 113 (IDS 1530), MATH 225 (IDS 1531) – course cancellations
- PHYS 140 (IDS 1547), PHYS 141 (IDS 1548) – new courses
  - SPP 120 (IDS 1430) – pre-req
  - STAT 216 (IDS 1548) – short description, pre-req., learning outcomes
  - TEAC 105 (IDS 1780) – course hours
  - ENGL 091 (IDS 1807), and ENGL 093 (IDS 1808) – new courses
  - Indigenous College Prep (IDS 1921) –description, admission req., program content
  - KORE 100 (IDS 1549), KORE 101 (IDS 1550), KORE 200 (IDS 1551), KORE 201 (IDS 1552) – title, description, learning outcomes
  - MATH 034 (IDS 1505)- cancellation, MATH 037 (IDS 1506), MATH 038 (IDS 1507), MATH 052 (IDS 1508) – description, pre-reqs,
  - Diploma in Public Administration (IDS 1541) – description, content

**Motion Carried**

## I. Presentations and/or Discussions

### **DRAFT Concept Paper: Education Policy Renewal and Framework**

**Steven  
Rumpel**

John Boraas introduced the discussion and reminded Education Council on the work to date. He noted that his intention is to keep Education Council apprised of the process.

Cynthia noted Education Council's responsibility on providing guidance to the organization. She also noted Education Council's role in providing input into the document and process, and the responsibility to ask related questions.

Steven presented the DRAFT Concept Paper: Education Policy and Renewal Framework (see appendix for presentation).

*Questions and discussion followed. Feedback included, but was not limited to:*

- *The concept paper is very complete and presented with a strong methodology.*
- *Good lens on student experience and education.*
- *We should focus on policy where we can grab some successes to help motivate those in the process.*
- *It has been a dream of EdCo to get to policy issues in the last number of years. This will allow for the information collection and debate.*
- *Excited about this because it will ultimately impact students and their experience.*
- *Well done policy keeps organizations out of trouble*
- *Many of the policy issues are interrelated. We must not lose sight of this.*
- *Cross-representation in the policy development is critical to avoid policy conflict issues.*
- *Student rep on the policy committee is critical.*



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**J. Next Meeting** **Cynthia Wrate**

**Regular Meeting**

**Wed, Feb 17, 4-6, CC 321, Interurban**

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**K. Adjournment** **Cynthia Wrate**

The Meeting adjourned at 5:59 pm.

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# Approved Minutes

Wednesday, Feb 17, 2016

4:00-6:00 pm

CC 321, Interurban

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## Present

Alison Bowe, Faculty

Cindy Drover-Davidson, Support Staff

Corrine Michel, Indigenization Coordinator

Cynthia Wrate, Faculty

John Boraas, Administration

Gillyan Hayden, Administration

Patrick Jones, Faculty

Rachael Grant, Student

Shelley Butler, Perm. Secretary

Sherri Bell, President

Stephen Bishop, Faculty

Steven Rumpel, Administration

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## Regrets/Absent

Bijan Ahmadi, Faculty

Connie Klassen, ICC Chair

Dominic Bergeron, Administration

Emara Angus, Student

Hannah Thomson, Student

Leslie Martin, Support Staff

Lisa Robertson, Faculty

Peter Ove, Faculty

Sarah Lindsay, Student

Shelley Melissa, Faculty

Shohreh Hadian, Faculty

Tim Ayers, Faculty

Vacant, Board of Governors

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## Guests

Katie Shaw, VP Education

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## ITEM

## PRESENTER

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

Cynthia Wrate

The Regular Meeting was called to order at 4:09 by Cynthia Wrate, Education Council Chair.

Quorum was not achieved. Cynthia noted as per Robert's Rules of Order we are able to call the meeting to order and adjourn thereby meeting our obligation to hold the meeting.

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### 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>*

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ITEM	PRESENTER
<b>D. Acceptance of Agenda</b> The agenda was not accepted. The acceptance of the Jan 27, 2016 agenda was deferred to the Mar 23, 2016 meeting due to lack of quorum.	Cynthia Wrate
<b>E. Minutes for Approval</b> The minutes were not accepted. The acceptance of the Dec 14, 2015 regular meeting minutes was deferred to the Mar 23, 2016 meeting due to lack of quorum.	Cynthia Wrate
<b>F. Reports</b> <ol style="list-style-type: none"> <li data-bbox="212 590 1555 688"> <b>1. Education Council Chair</b>            Cynthia Wrate            Cynthia noted that she had nothing significant to report since the last meeting.         </li> <li data-bbox="212 695 1555 772"> <b>2. VP Education</b>            John Boraas            No report.         </li> <li data-bbox="212 779 1555 968"> <b>3. Board Member</b>            Cynthia Wrate            Cynthia noted that Laylee Rohani is unable to continue on as a Board rep to Education Council due to a conflict in her schedule. The Board is looking for a replacement member. Cynthia also reported that at the last Board Meeting they did some work on moving the consultation forward with the Strategic Plan.         </li> </ol>	
<b>G. Committee Reports</b> <ol style="list-style-type: none"> <li data-bbox="212 1031 1555 1094"> <b>1. Awards</b> Nil            Cynthia Wrate         </li> <li data-bbox="212 1100 1555 1241"> <b>2. Education Approvals Steering Committee</b>            Cynthia Wrate            Cindy Drover-Davidson noted that the committee has begun a review of the Terms of Reference. This review is still in process.         </li> <li data-bbox="212 1247 1555 1381"> <b>3. Education Council Policy and Standards Committee</b>            Steven Rumpel            Steven noted that the committee met the day before. He will bring forward this item in the discussion section after the official meeting.         </li> </ol>	
<b>H. Integrated Curriculum Committee Report</b> <b>Curriculum Recommended for Approval</b> Connie was absent from the meeting due to illness. As such, Cynthia presented the curriculum items for approval.	Cynthia Wrate
<b>REGULAR CURRICULUM</b>	
<p><b>Motion</b>            It was <b>moved by</b> Alison Bowe and <b>seconded by</b> Patrick Jones that Education Council approves changes to the following curriculum subject to ratification at the Mar 23, 2016 Education Council Meeting.</p> <p><b>Motion:</b> Be it so moved that Education Council approves changes to the following curriculum subject to ratification at the Mar 23, 2016 Education Council Meeting:</p>	

ITEM	PRESENTER
<ul style="list-style-type: none"> <li>• ACCT 385 (IDS 1912) – new course</li> <li>• BSFL-ExWell (IDS 1909) –program content</li> <li>• ELEN Cancellations: ELEN 104 (IDS 1783), ELEN 130 (IDS 1784), ELEN 131 (IDS 1785), ELEN 137 (IDS 1786), ELEN 151 (IDS 1787), ELEN 158 (IDS 1788), ELEN 159 (IDS 1789), ELEN 232 (IDS 1790), ELEN 235 (IDS 1791), ELEN 242 (IDS 1792), ELEN 243 (IDS 1793), ELEN 244 (IDS 1794), ELEN 245 (IDS 1795), ELEN 262 (IDS 1796), ELEN 284 (IDS 1797), ELEN 285 (IDS 1798)</li> </ul>	
<b>Motion Carried subject to ratification at the Mar 23, 2016 Education Council Meeting</b>	
<b>I. Next Meeting</b>	Cynthia Wrate
<p>Regular Meeting Wed, Mar 23, 4-6, CC 321, Interurban</p>	
<b>K. Adjournment</b>	Cynthia Wrate
<p>The Meeting adjourned at 4:17 pm.</p>	

### Presentations and/or Discussions *(held post-Education Council Meeting)*

#### Education Policy Renewal & Framework: DRAFT Governance Briefing Note

Steven  
Rumpel and  
Katie Shaw

Steven and Katie presented the Education Policy and Renewal Framework (see appendix for presentation) DRAFT Governance Briefing Note

*Questions and discussion followed. Feedback included, but was not limited to:*

- *Committed to keeping as many consultation and communication pathways open. We don't want to miss anyone with something that will be many years' worth of work.*
- *We need input from all areas in multi-discipline schools (i.e. Trades, Technologies, Arts, Sciences, etc.).*
- *What is student experience? The definition of this is still under development. Work on a white paper to explore this will commence soon.*
- *IT is a stakeholder we should consider. If we only look at them as infrastructure they will stay that way, if we do it differently they will become that.*
- *Need to ensure industry, employers, and our partners have input into the student experience as well.*
- *If you know how to tap into voices that should be part of this process please communicate with Katie or Steven.*
- *There may be some limitations on how we define the student experience due to laws, structures, and systems. We will need to be transparent about them.*
- *The Ed Policy and Standards Committee is fairly emergent and new. We invite additional members.*



## BOARD OF GOVERNORS

### FINANCE COMMITTEE MINUTES

**MEETING:** Monday, January 25, 2016  
**TIME:** 4:00 pm  
**LOCATION:** Paul Building, Room 216, Lansdowne Campus

**BOARD MEMBERS:**

Cindy Choi, Chair  
 Sherri Bell, President  
 Jennifer Erwin  
 Nancy Sly

**RESOURCES:**

Deborah Huelscher, Chief Financial Officer (CFO)  
 John Boraas, VP Education

**REGRETS:** Russ Lazaruk

**BOARD ASSISTANT:** Heather Martin

**I CALL TO ORDER**

Finance Committee Chair Cindy Choi called the meeting to order at 4:00 pm.

**II APPROVAL OF AGENDA**

The agenda was approved as presented.

**III MINUTES OF PREVIOUS MEETING**

The minutes of the October 26, 2015 meeting were approved as distributed.

**IV NEW BUSINESS**

**1. Financial Management Report for the Nine Months to December 31, 2015**

Deborah Huelscher, CFO, provided a summary level update on the financial results for the third quarter of the fiscal year. The College Executive met with the deans and directors late last week for the review of each area. Overall, the budget was tracking \$2.5M ahead at December 31, 2015. The forecast is for a small surplus of \$60K at March 31, 2016.

Deborah reviewed the base operations, revenue and expenses, personnel, non-personnel, International Education, Continuing Education, contract and self-funded activities, ancillary services, applied research, and capital. The surplus was largely due to revenue coming in ahead of expenditures. There was a decrease in expected International enrolment but tuition is on target, and domestic tuition also saw an increase. The college received an operating grant from the Ministry of Advanced Education for negotiated settlements. Continuing Education is ahead of budget. Contracts and self-funded activity, Applied Research and Ancillary are down, but most are expected to even out by year-end. Capital is on target.

In order to provide context on the key points, Deborah will add one or two line items at the bottom of the budget detail pages going forward.

**2. Budget Update for 2016/2017**

Deborah Huelscher advised that given the college's performance and the forecast, the budget model is balanced for 2016/2017 and we will follow the same budget process as last year. The March 1, 2016, Special Finance meeting will be canceled as it is no longer needed.

**3. Finance Training for the Board March 7, 2016**

Deborah Huelscher will lead the board Finance Training on March 7, 2016. She will cover reading reports, the government budgeting process – both capital and operating, the breakdown of our sources of income and expenditure (capital and operating), the relationship between our fixed and variable costs, how any 'profits' are dealt with, and the status of our restricted reserves.

**V ADJOURNMENT**

The meeting was adjourned at 4:55 pm.



## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

**MEETING:** Monday, March 7, 2016  
**TIME:** 5:00 pm  
**LOCATION:** Paul Building, Room 216, Lansdowne Campus

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**BOARD MEMBERS:**

Russ Lazaruk, Chair  
Sherri Bell, President  
Cindy Choi  
Stefan Fletcher  
Chris Marks  
Ron Rice, Vice Chair  
Shayli Robinson  
Laylee Rohani  
Cynthia Wrate

**ADMINISTRATION:**

John Boraas, VP Education  
Shane Busby, VP Administration  
Deborah Huelscher, Chief Financial Officer  
Barbara Severyn, Executive Director, Human Resources  
Geoff Wilmshurst, VP Partnerships  
Joan Yates, VP Student Experience

**GUEST:** Dan Hodgson, Director, Institutional Research & Planning

**REGRETS:** Steve Chang  
Jennifer Erwin  
Nigel Giuliany  
Bill Gyles

**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 INTRODUCTION**

1. Shane Busby, VP Administration, began at the college three weeks ago and is very pleased to be here. For many years, Shane held senior positions in the health sector in both Alberta and BC. His daughter is a current student at Camosun, and his wife is a past student.

**III APPROVAL OF THE AGENDA**

The agenda was approved as distributed.

**IV BOARD MEMBER REPORTS**

**1. Chair's Report**

Russ Lazaruk thanked Ron Rice for chairing the February 1 board meeting while he was in Haiti. Russ attended a Senior Leadership Council meeting in January to learn about the 'Truth and Reconciliation' recommendations for the College. The indigenization of the college, which is one of our core mandates, is intended to improve the opportunities and experiences for the

indigenous learners. It is a priority for the provincial government, and there are some mandated priorities from the Truth and Reconciliation report. The college developed 'TTW', a training program for employees on the history of colonization, residential schools, and indigenous culture. A condensed version may be made available for the board next fall.

Russ attended several meetings with Sherri Bell for planning. They reviewed her work-plan and developed the process for her evaluation, which are both on the agenda today. Many board members were at the February 10 lunch for the past board chairs. The turnout was excellent. Russ commended Heather Martin and the staff and students at the Dunlop House for the outstanding job.

The Ministry invited the board to the grand opening of the Centre for Trades Education and Innovation on February 25. Minister Andrew Wilkinson attended and spoke very highly of the college. Most board members were able to attend. Colin Ewart, CEO of BC Colleges (BCC) and chair of the PISE board was there. Russ had a discussion with him on student housing. There may be some changes coming to the government funding envelope for housing.

Jennifer Erwin is retiring from the College, so will leave the board on April 30. She worked at the College for over 30 years and will be missed. Jennifer, who represented CUPE on the board, was a great contributor to the college, and the board. Nancy Sly, who represents CCFA, will also be leaving the board as she received a promotion that places her in the Exempt group rather than the CCFA. Both their seats will be posted in the spring elections. Laylee Rohani stepped down from her role as Education Council Liaison due to work obligations. Nigel Giuliany will take her place for the balance of the year.

Russ met with Sherri Bell, Joan Yates, and Jeety Bhalla, Chair, Foundation, on February 24. They discussed a number of things, including the possibility of hiring a full-time locally based fundraiser. It will not be a continuing cost, as within two years it is expected to pay for itself. It needs more discussion, but if it can be fit into the budget, the position will begin in September.

Russ will attend the BCC meeting on April 12 in Vancouver. BCC is a meeting of BC college presidents, and they include the board chairs twice a year. On Wednesday, Russ will attend the Living Library event at the college.

## **2. President's Report**

Sherri Bell, President, advised there are two more Strategic Plan consultation sessions left before board approval in April. She commended Dan Hodgson and Joan Yates for their work on the community sessions. They were very well received, and resulted in some changes. The work on the action plan will begin after final approval.

There is \$100K available for the 'Creativity and Innovation Projects', previously called the 'President's Funds'. The committee overhauled the criteria and shared it with the college. They have since received \$300K worth of excellent proposals. Some have been notified that they have been approved, but work is ongoing on the remaining ones. The college has an extensive People Plan that includes an employee engagement survey. BC Stats created the survey and sent it out in the fall. They met with the College Executive Team to review the results. The method of looking at the data is complicated, so BC Stats is going to present it to the college on



March 22. Russ Lazaruk will attend, and the whole board is welcome. Next, the information will go out to the college, and then work will begin on a plan. They will look at areas of excellence, and areas that need work. Sherri will send the results to the board for discussion at the April board meeting.

Sherri recently spent a day in Langford. The college is looking at expanding in the West Shore, and has a satellite site with two dedicated classrooms and offices in the Belmont Neighbourhood Learning Center. The college logo is displayed outside on the sign. A cohort for next year is being developed for the area. While there, Sherri took for a tour of the YMCA in Langford.

'Conversations Day' was a special day for the college employees. They filled the PISE gym. The energy was vibrant, and it was a fun and powerful event. This year the theme was leadership, and the inspirational speaker was Drew Dudley, who was excellent. He was followed by three Camosun speakers, and finally Sherri. Sherri joined the School of Business and the Centre for Sport and Exercise Education (CSEE) group afterwards for a lunch question and answer period.

Sherri is going to India from March 11 to 20 with Geoff Wilmshurst, VP Partnerships, and Richard Stride, Dean of Business and CSEE. They are working on two MOUs. One is with an educational conglomerate in the Bangalore and Chennai areas for a transfer program of two years in both countries. The other MOU is with JAIN, a series of schools that are seeking Camosun's assistance to create multiple PISE style institutes. Sherri commended the Camosun International employees for the great job setting it all up.

Sherri spent an amazing morning last Friday with domestic and international ESL students as their mystery guest. They had to figure out who she was based on questions. There was an astounding range of students.

### **3. Foundation**

Ron Rice, Foundation Liaison, advised the Foundation is meeting on March 10. They have entered Phase 2 of the fundraising campaign, having achieved \$2.5M. Linda and Murray Farmer will receive a lifetime achievement award from the Chamber of Commerce on April 21. Ron Rice will discuss the professional fundraiser with Foundation Chair Jeety Bhalla on March 10. Joan Yates, VP Student Experience, noted the community campaign has now been launched, and the Foundation will match donations up to \$100K. The Foundation board is reliant on its investment portfolio for its endowment earnings. It has gone down a bit, but will be able to meet all expectations this year and next, as they do an excellent job of managing it.

### **4. Education Council**

Cynthia Wrate, Education Council Chair, noted the minutes from the December 14, 2015 meeting were included in the agenda package. Cynthia went over the highlights of the February 17, 2016 meeting. For the last couple of years, the major focus was on changes to curriculum, and the quarter to semester system project. This year the focus shifted to looking at policy updates and needs, as there are some that are ten years old. A Manager of Education Policy has been hired by the VP Education. An enormous amount of work is underway on the policies approved by Education Council and for those with approval shared with the Board of Governors.

**V BOARD COMMITTEE REPORTS****1. Executive Committee**

## i) E-1.2 Academic Schedule Policy – Update

John Boraas, VP Education, advised the week-long reading break was initiated to be consistent with most post-secondary institutions in BC, and particularly with UVic. It will be aligned with Conversations Day and Family day, so most students will get a week-long break in February. The college is working to move from a quarterly to a trimester delivery system, and the changes are needed to support it. Education Council has recommended the board approve the changes. The Camosun College Student Society and the schools have been consulted.

**MOTION:**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE CHANGES TO POLICY ‘E-1.2 ACADEMIC SCHEDULE’ NECESSITATED BY THE WEEK-LONG SPRING BREAK IN 2017, AND INCORPORATING CHANGES RELATED TO THE QUARTER TO TRIMESTER DELIVERY SYSTEM CHANGES AND ADMINISTRATIVE PRACTICE.**

**CARRIED****2. External Relations Committee**

Ron Rice, Chair, External Relations Committee, reported the main focus has been the Award for Innovation. Cynthia Wrate, Chair, Award for Innovation sub-committee, noted they will meet on Tuesday to review the finalists for 2016. They will make a recommendation for a winner to the External Relations committee, who will meet the following day.

**VI APPROVAL OF THE MINUTES**

The minutes of the February 1, 2016 meeting were approved as distributed.

**VII NEW BUSINESS****1. Winter Enrolment Report**

Joan Yates, VP Student Experience, noted the board receives the report twice a year for a snapshot of domestic and international enrolment FTE. They continue to incorporate feedback from the board to enhance the report. Dan Hodgson, Director, Institutional Research & Planning, presented the key executive highlights. The FTE is balanced across the college with 9,219 overall enrolments. There are 7,933 domestic and 1,286 international student enrolments, which shows a 2.3% increase overall, and a 1% increase in domestic since winter 2015. A chart showing BC student counts was added to compare trends across BC. The trend for lower domestic and higher international numbers is consistent throughout.

**2. President’s Work Plan**

Sherri Bell advised her work plan is enclosed in the agenda package. She is continuing to add to it, and next will complete a matrix and self-evaluation of the goal areas. The goals are related to the pillars in the current strategic plan, and include the actions. Part of the plan consists of getting to know the college, the board, the strategic plan, indigenization, innovation, central skills for students, and niche marketing. She is working with Russ Lazaruk on the evaluation process and welcomes feedback. Sherri is taking the TTW program, which includes five sessions of two hours each in addition to on-line work.

**3. President's Evaluation Process**

Russ Lazaruk reported that a robust evaluation process has been developed that will take place in May or June. The President is the board's only employee, so it is very important to them. Russ met with Sherri Bell and Barb Severyn to create the framework. A third party consultant will be hired to conduct a '360' evaluation to give the process integrity and to make it more robust. The board will survey the college community using an online process. Sherri will send out a brief survey on CamNews to capture feedback from those not involved in the 360. After the surveys are complete, Sherri will go over the results with Russ, who will report back to the board.

**VIII ADJOURNMENT**

The meeting was adjourned at 6:12 pm.

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**Russ Lazaruk, Chair**

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**Date**

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**Heather Martin, Recorder**



## Strategic Planning | Camosun College FINAL STAGE DRAFT

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### 1. Our Vision

#### Inspiring life-changing learning.

*Camosun's vision defines an optimal future for the College. It gives guidance and inspiration about what we will focus on achieving. It builds on our hope of what we can become. Ours' is simple. It encompasses the community college's role in transformative education and highlights the mutual partnership of the learner and facilitator while speaking to a process in which learning in all its forms challenges the status quo, both institutionally and personally.*

### 2. Our Mission

#### We build a better future for our community with relevant, innovative and applied education.

*Our mission statement defines our purpose and outlines what we do, who we do it for and how we accomplish this.*

### 3. Our Values

#### We value:

- Lifelong learning
- Positive and supportive student experiences
- An inclusive community
- An environment of respect and safety for all
- Our relationships with one another
- Indigenization

*College values reflect a common core of understanding and a guideline for how we interact and work with each other and how we relate to students. They are a positive reflection of what is at our core and are seen in our practice or in how we do things.*

#### 4. Corner Posts and Goals:

*Corner posts provide an overall framework on which to base specific goals.*

**Corner Post 1 - The Student Experience:** Students are the center of everything we do, from the decisions we make to the programs and services we offer. Students are why we are here and supporting them in their path to success is the reason the college exists.

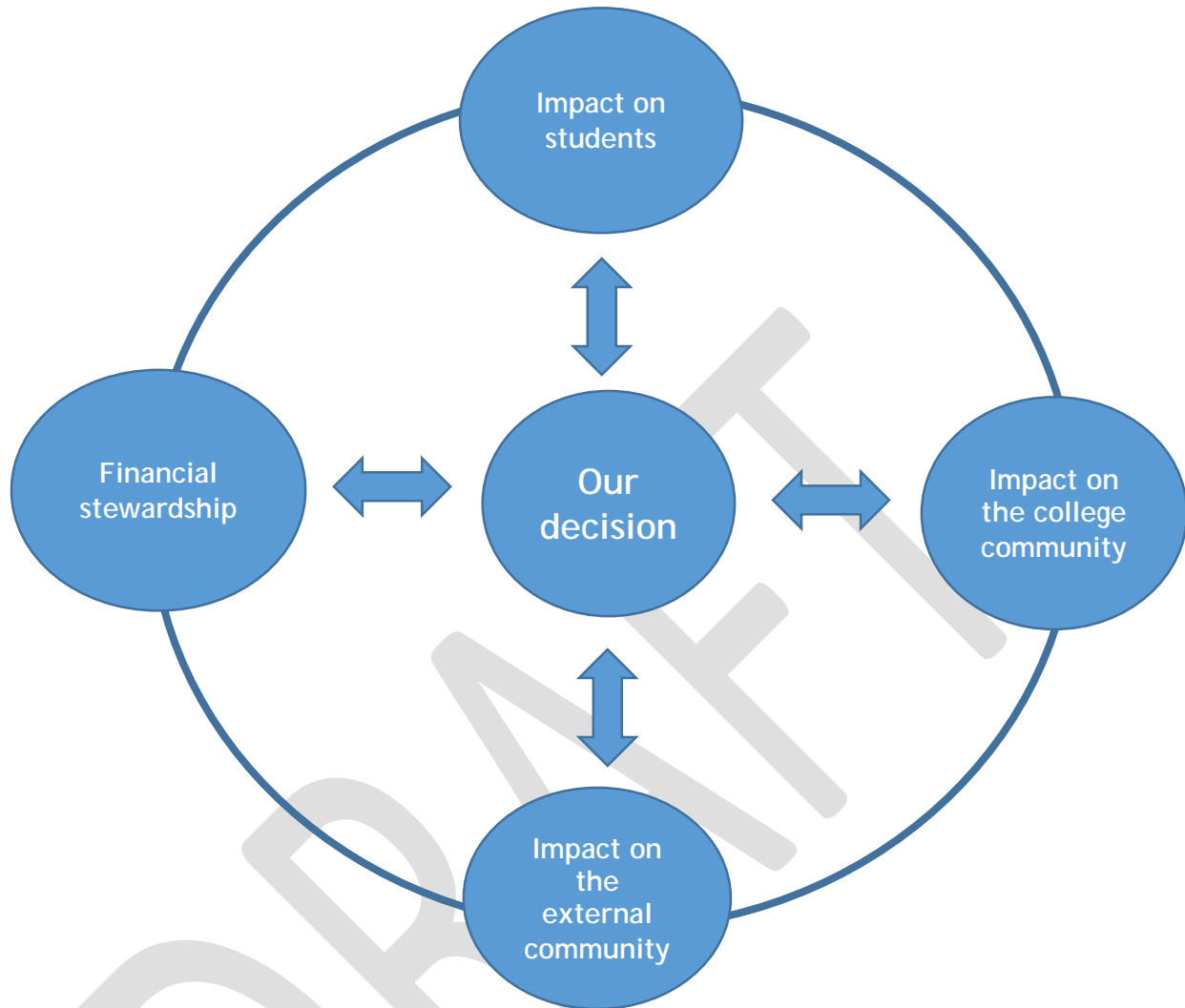
**Corner Post 2 - Supporting people in an engaged community:** Our students, the broader community, and the people who work here all matter and have a role in contributing to our collective success.

**Corner Post 3 - Creativity and Innovation:** Camosun will be guided by a mandate to create and innovate; to question how we currently operate; to develop programs and services that look to the future. We strive to expand our vibrant learning and working environment to help us address upcoming challenges and opportunities.

**Corner Post 4 - Sustainability for the environment and society**  
Camosun plays a key role in developing an engaged, civic minded, educated society. We do this through economic development, jobs and skills training, cultural and social involvement, and an awareness of our impact on the environment.

Corner Post 1 The Student Experience	Corner Post 2 Supporting People in an Engaged Community	Corner Post 3 Creativity and Innovation	Corner Post 4 Sustainability for the environment and society
<p><i>Goal: Ensure we have an environment in which students learn to learn; are engaged in community; and acquire skills and knowledge that effectively supports them in building their future.</i></p> <p><i>Goal: Develop a strong, college wide service philosophy and culture that puts students at the center of everything we do.</i></p>	<p><i>Goal: Recognize and celebrate diversity within the College Community.</i></p> <p><i>Goal: Build on the support for the Indigenous peoples and communities in BC.</i></p> <p><i>Goal: Build internationalization opportunities for the college.</i></p>	<p><i>Goal: Actively engage the college community in recognizing and building on innovation and creativity.</i></p>	<p><i>Goal: Provide leadership and support on key social, environmental and economic issues impacting the college.</i></p>

## Lens for Making Decisions



As we move forward, collectively taking action on the goals outlined herein, we are committed to:

- Ensuring the impact on students will be positive.
- Assessing our impact on our internal and external communities, partners and stakeholders.
- Considering the impacts of college decisions and consulting with those that are most impacted.
- Decisions being financially sustainable and affordable.
- Ensuring our work aligns with our mandate from the Government of British Columbia.