



BOARD OF GOVERNORS

REGULAR MEETING AGENDA

MEETING: Monday, November 6, 2017
TIME: 5:00 pm
LOCATION: Paul Building, Room 216
CAMPUS: Lansdowne Campus

BOARD MEMBERS:

Russ Lazaruk, Chair
Mitchell Auger-Langejan
Tim Ayers
Sherri Bell, President
Stephen Chang
Cindy Choi
Joanne Cumberland
Stefan Fletcher
Nigel Giuliany
Bill Gyles
Ron Rice, Vice Chair
Laylee Rohani
Al van Akker
Melanie Winter

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

GUESTS: Christiaan Bernard, Director,
Camosun College International

REGRETS: nil

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.

		PAGE
I	CALL TO ORDER	
II	OATH OF OFFICE	
	1. Mitchell Auger-Langejan, Lansdowne Student	
	2. Al van Akker, Camosun College Faculty Association	
III	GROUP PHOTOGRAPH	
IV	APPROVAL OF THE AGENDA	
V	BOARD MEMBER REPORTS	
	1. Chair's Report [5 min] (Lazaruk)	no attachment
	2. President's Report [5 min] (Bell)	no attachment
	3. Foundation [5 min] (Rice/Wilmshurst)	no attachment
	4. Education Council [5 min] (Ayers/Giuliany)	
	i) Minutes of the June 21, 2017 meeting	attachment 3
	5. Pacific Institution for Sport Excellence [5 min] (Chang)	no attachment

PAGE

VI BOARD COMMITTEE REPORTS

- | | | |
|--|---------------|---|
| 1. Audit Committee [5 min] (Gyles) | | |
| i) Minutes from the September 18, 2017 meeting | attachment | 6 |
| ii) Report from the October 30, 2017 meeting | no attachment | |
| 2. Executive Committee [5 min] (Lazaruk) | no attachment | |
| 3. Finance Committee [10 min] (Choi) | | |
| i) Minutes from the September 5, 2017 meeting | attachment | 7 |
| ii) Report from the November 6, 2017 meeting | no attachment | |

VII APPROVAL OF THE MINUTES

- | | | |
|--|------------|---|
| 1. Minutes of the September 18, 2017
Inaugural and regular meetings [2 min] (Lazaruk) | attachment | 9 |
|--|------------|---|

VIII NEW BUSINESS

- | | | |
|---|------------|----|
| 1. Internationalisation Update [30 min] (Bernard, Wilmshurst) | attachment | 15 |
| 2. Centre for Health and Wellness Update [15 min] (Busby) | attachment | 27 |

IX ADJOURNMENT

CORRESPONDENCE

- | | | |
|---|------------|----|
| 1. Canadian Union of Public Employees Local 2018 (CUPE) | attachment | 28 |
|---|------------|----|



APPROVED Minutes

Wednesday, Jun 21, 2017

4:10-6:00 pm

CC 321, Interurban

Present

Alison Bowe, Faculty
Cindy Drover-Davidson, Support Staff
Connie Klassen, ICC Chair
Cynthia Wrate, Faculty
Dominic Bergeron, Administration
John Boraas, Administration
Steven Rumpel, Administration

Leslie Martin, Support Staff
Nigel Giuliani, Board of Governors
Patrick Jones, Faculty
Peter Ove, Faculty
Scott Harris, Administration
Shelley Butler, Permanent Secretary
Tim Ayers, Faculty (Chair)

Regrets/Absent

Bijan Ahmadi, Faculty
Brent Wasserman, Faculty
Corrine Michel, Indigenization Coordinator
Emara Angus, Student
Mitch Auger-Langejan, Student

Sherri Bell, President
Shohreh Hadian, Faculty
Sukhdeep Kaur, Student
Zachary Snow, Student

Guests

Patti Odynski, CETL

Andrea Kucherawy, Council-Elect

ITEM	PRESENTER
A. Call to order and Declaration of Quorum The Regular Meeting was called to order at 4:04 by Tim Ayers, Education Council Chair.	Tim Ayers
B. Acknowledgement of Coast Salish Territory <i>Tim acknowledged the Coast Salish Territory. 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. http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html</i>	Tim Ayers
C. Round-Table Check-In Tim welcomed Patti Odynski as a guest observer. Tim requested council members share what they will be doing over the summer.	Tim Ayers

ITEM	PRESENTER
D. Acceptance of Agenda The June 21, 2017 agenda was approved by unanimous consent.	Tim Ayers
E. Minutes for Approval The May 17, 2017 minutes were approved by unanimous consent.	Tim Ayers
F. Reports	
1. Education Council Chair Tim noted that Education Council Executive Committee approved expedited approval for the Electrical and the Automotive Foundation programs due to the ITA Harmonization project for Sept 2017.	Tim Ayres
2. VP Education John expressed gratitude for those who attended or helped out at the grad ceremonies, and noted it is wonderful to watch our grads cross the stage with pride and accomplishment on their faces.	John Boraas
3. Board Member Nigel reported the last Board meeting for the year occurred on June 12. The Board approved the audited financial statements, and the cancellation of the Combined Indigenous Career Access and Family Support Program. The Board was also presented with the preliminary design for the new Health Building.	Nigel Giuliany
G. Committee Reports	
1. Awards Nil	Dominic Bergeron
2. Education Council Policy and Standards Committee Steven shared that the committee did meet. The committee received a presentation of a "year in review", and were debriefed on the Education Council retreat. He encouraged any Education Council members that would like to be on the committee to put their name forward.	Steven Rumpel
H. Presentations and/or Discussions	
Nil	
I. Integrated Curriculum Committee Report Curriculum Recommended For Approval	Connie Klassen
PRESENTATION Tim Ayers presented the quarter to semester revisions to the Engineering Graphics Technician. Questions and discussion followed	

ITEM	PRESENTER
<p>Motion: It was moved by John Boraas and seconded by Dominic Bergeron that Education Council approves the following curriculum:</p> <ul style="list-style-type: none"> • Engineering Graphics Technician (IDS 2602)- description, learning outcomes, content, delivery arrangements • Engineering Graphics Technician Coop Appendix (IDS 2611) – new • ENGR 152 (IDS 2603), ENGR 154 (IDS 2604), ENGR 158 (IDS 2605), ENGR 178 (IDS 2606), ENGR 188 (IDS 2607), ENGR 189 (IDS 2608), ENGR 198 (IDS 2609), ENGR 199 (IDS 2610) – description, pre-requisite, pre/co-requisite, activity/hours, learning outcomes <p style="text-align: right;">Motion Carried</p>	
<p>REGULAR CURRICULUM</p> <p>Connie Klassen reported that the following curriculum achieved full recommendation by the ICC to move forward:</p> <p>Motion: It was moved by Dominic Bergeron and seconded by Cindy Drover-Davidson that Education Council approves the following curriculum:</p> <ul style="list-style-type: none"> • ENGR 166 (IDS 2614) – course hours • Community, Family, and Child Studies (IDS 2630) – program content • Electrical Foundation (IDS 2650), ELEC 100 (IDS 2651), ELEC 200 (IDS 2652), ELEC 300 (IDS 2653) –cancel course; ELEC 110 (IDS 2654), ELEC 120 (IDS 2655), ELEC 130 (IDS 2656) - new • ELD 032 (IDS 2593), ELD 033 (IDS 2615), ELD 034 (IDS 2616), ELD 042 (IDS 2617), ELD 044 (IDS 2618), ELD 052 (IDS 2619), ELD 054 (IDS 2620), ELD 062 (IDS 2621), ELD 064 (IDS 2622) – description, course type, learning outcomes • Automotive Service Technician (IDS 2671) admission, participation, content; AMEC 199 (IDS 2679) –cancel; AMEC 110 (IDS 2680) -new <p style="text-align: right;">Motion Carried</p>	
<p>J. Thank you to outgoing members</p>	<p>Tim Ayers</p>
<p>Tim thanked the outgoing members of Education Council. They included Cindy Drover-Davidson, Dominic Bergeron, Cynthia Wrate, Emara Angus, Leslie Martin, Mitch Auger-Langejean, Shohreh Hadian, Sukhdeep Kaur, and Zachary Snow.</p>	
<p>K. Adjournment</p>	<p>Tim Ayers</p>
<p>The Meeting adjourned at 4:46 pm.</p>	



BOARD OF GOVERNORS

AUDIT COMMITTEE MINUTES

MEETING: Monday, September 18, 2017
TIME: 4:00 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:

Bill Gyles, Chair
Cindy Choi
Russ Lazaruk

RESOURCES:

Sherri Bell, President
Deborah Huelscher, Chief Financial Officer

BOARD ASSISTANT: Heather Martin

REGRETS: Nigel Giuliany

I CALL TO ORDER

Bill Gyles, Chair, Audit committee, called the Special Audit committee meeting to order at 4pm.

II APPROVAL OF AGENDA

The agenda was approved as presented.

III APPROVAL OF THE MINUTES

1. The minutes from the June 5, 2017, meeting were approved as distributed.

IV NEW BUSINESS

1. Enterprise Risk Management Oversight

Bill Gyles, Chair, Audit committee, noted that earlier this year the board added oversight of enterprise risk management to the terms of reference of the Audit committee. Going forward the risk register will go to the Audit committee for review and approval. The committee will ensure the process and risk management standards are best practice and that nothing is being missed. They will select one topic per year that requires an in-depth audit or review by an external expert.

The committee agreed to schedule a two-hour meeting in May to look at the register and select a topic, such as cyber security, for further audit by an expert. The college will establish an annual budget, and source the auditor or expert for the risk area identified.

2. Risk Register

Deborah Huelscher will revise the register to show where the topic ranked in the previous year, and what fell off or is new this year.

V ADJOURNMENT

The meeting adjourned at 5pm.



BOARD OF GOVERNORS

FINANCE COMMITTEE MINUTES

MEETING: Tuesday, September 5, 2017
TIME: 4:00 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:

Cindy Choi, Chair
Sherri Bell, President
Joanne Cumberland
Russ Lazaruk
Laylee Rohani

RESOURCES:

Deborah Huelscher, Chief Financial Officer (CFO)

REGRETS: nil

BOARD ASSISTANT: Heather Martin

I CALL TO ORDER

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

II APPROVAL OF AGENDA

A request from CUPE regarding remuneration was added to New Business under section four, part two. The amended agenda was approved as presented.

III MINUTES OF PREVIOUS MEETING

The minutes of the March 27, 2017 meeting were approved as distributed.

IV NEW BUSINESS

1. Financial Management Report for the Three Months to June 30, 2017

Deborah Huelscher, CFO, provided a summary level update on the financial results for the first quarter of the fiscal year. Deborah distributed the last year's consolidated actual financial results as of March 31, 2017 in order to compare against the current year's forecast. The overall target is ahead of budget by \$.4M on a consolidated basis, with a deficit balance of \$4.8M against a budgeted deficit of \$5.25M. This is because of additional revenue of \$168K and expense savings of \$208K. The forecast continues to be for a balanced budget at March 31, 2018.

2. Quarter Two Forecast

Deborah Huelscher advised that the international enrolment target was 1,550 for fall and has reached 1,603 so is well ahead. Domestic enrolment is very strong with some areas seeing a 10 to 12% increase. The fall enrolments and revenue will be known at the end of Quarter Two.

3. 2016/2017 Financial Information Act Report

Cindy Choi advised this is an annual reporting requirement of the Government and must be approved by the board. The board section includes a fiscal year of membership, and includes remuneration, expenses and the number of meetings attended. The report includes remuneration and expenses for employees who earn more than \$75K, and a listing of suppliers who have received payments of \$25K or greater.

MOTION

THAT THE FINANCE COMMITTEE RECOMMENDS THAT CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2016/2017 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF ADVANCED EDUCATION, SKILLS & TRAINING.

CARRIED

4. Board Member Financial Information Requests**i) Member Request for Cost Savings and Comparative Percentages**

In response to a question from a board member, the Finance committee discussed whether the information they receive meets the needs of the board. The Finance committee agreed that the current level is more than adequate and additional reporting is not required. The board has assurance that resources are allocated to the highest priorities, and that an appropriate budget methodology and process are in place that is reported to the Board. Cindy Choi will inform the board at the next meeting.

ii) CUPE Remuneration Request

Joanne Cumberland noted that the CUPE and Faculty board members do not receive an honorarium. The framework for remuneration is set out in the College & Institute Act. This question has arisen before, so Heather will find the correspondence with the Ministry and add it to the next meeting agenda.

V ADJOURNMENT

The meeting was adjourned at 5:00 pm.



BOARD OF GOVERNORS

INAUGURAL MEETING MINUTES

MEETING: Monday, September 18, 2017
TIME: 5:00 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:

Russ Lazaruk, Chair
Tim Ayers
Sherri Bell, President
Steve Chang
Cindy Choi
Joanne Cumberland
Bill Gyles
Ron Rice, Vice Chair
Laylee Rohani
Melanie Winter

ADMINISTRATION:

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: John Boraas, VP Education
Stefan Fletcher
Nigel Giuliany

BOARD ASSISTANT: Heather Martin

I CALL TO ORDER

Deborah Huelscher, Chief Financial Officer, called the meeting to order at 5:05 pm.

II OATH OF OFFICE

Deborah Huelscher, Chief Financial Officer, administered the Oath of Office to Melanie Winter.

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 term as Board Chair for the period of September 18, 2017 through December 31, 2017.

IV ADJOURNMENT

The meeting adjourned at 5:07 p.m.

Deborah Huelscher, Chief Financial Officer

Date

Heather Martin, Recorder



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, September 18, 2017
TIME: 5:07 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:

Russ Lazaruk, Chair
Tim Ayers
Sherri Bell, President
Steve Chang
Cindy Choi
Joanne Cumberland
Bill Gyles
Ron Rice, Vice Chair
Laylee Rohani
Melanie Winter

ADMINISTRATION:

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: John Boraas, VP Education
Stefan Fletcher
Nigel Giuliany

BOARD ASSISTANT: Heather Martin

I CALL TO ORDER

Russ Lazaruk, Chair, called the meeting to order at 5:07 pm.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III BOARD MEMBER REPORTS

1. Chair's Report

Russ Lazaruk, Chair, continued meeting with Sherri Bell for planning. In July, Russ represented Camosun in supporting the athletes who took part in the Invictus Games, which is a Paralympic-style international event in which injured forces members and veterans participate against one another in sports. Community leaders in Victoria signed an Invictus Games flag and wrote a message which was posted on social media.

On August 8, we welcomed Premier Horgan to the campus for an exciting announcement. The BC Government eliminated tuition fees on Adult Basic Education (ABE) and English Language Learning (ELL) programs on September 1. The new Advanced Education and Skills Training Minister Melanie Mark and Deputy Minister Shannon Baskerville were there, as well as Minister Rob Fleming and Andrew Weaver. Past Camosun students Lorena Alvarez and Peter Zhang told

their moving stories about ABE and ELL. Russ welcomed the group and MC'd the event, and Ron Rice attended. The room was packed with a large group of very excited students and staff.

The annual board orientation took place on August 28, and was well attended. Russ thanked everyone who came. It served as a refresher and update, as well as great opportunity to connect with everyone after the break.

The Indigenous Students Annual Welcome Feast took place at the Songhees Learning and Wellness Centre on September 14. Sherri Bell, Laylee Rohani, Ron Rice and Russ attended. Minister Melanie Mark was invited this year but she was not able to attend. Minister Mark will visit the College for a tour once the house schedule has been set. Russ received a letter from Foundation regarding the Board of Governors bursary which is attached. As of December 31, 2016 the principle was \$47K, and \$1,986 was distributed students in 2016.

2. President's Report

Sherri Bell, President, traveled to Tanzania in August with Camosun Global Contract Training. They visited Arusha Technical College regarding opening our jointly created Pipeworks Oil and Gas Engineering Program. The work has been in progress for two years. It was wonderful to meet the first cohort of the program. There were 21 male and 4 female students. The students' tuition, room and board is paid by the government. Four hundred delegates from around the world came to the first S'TENISTOLW 2017 conference at Camosun in August. It was very moving and powerful, and showed that Camosun's work on Truth and Reconciliation is on track. Sherri visited every school in late August to welcome back the employees and to talk about strategic direction. In the following week, the students were welcomed back at CamFest celebrations on both campuses. Sixty-six staff greeted students with a bright green T-shirt that said "Ask me anything about Camosun". Both domestic and international enrolment numbers are up.

3. Foundation

Ron Rice, Foundation Liaison, and Geoff Wilmshurst, Vice President Partnerships, noted the September meeting was postponed until October. The Director of Advancement Emmy Stuebing left the College and returned to Alberta. A search firm has been engaged to find a replacement. Work has begun on building the Centre for Health and Wellness capital campaign. Angie Bowles has agreed to lead the campaign on the Advancement side. The soft launch will come soon, and the official launch will begin early in the new year.

4. Education Council

Tim Ayers, Education Council Chair, noted the minutes from the May 16, 2017, meetings were included in the package. Tim went over the highlights of the June meeting, which included the approval of several program revisions and many course updates.

5. Pacific Institute for Sport Excellence (PISE)

Stephen Chang, PISE Board of Directors member, noted the PISE board will meet next week.

IV BOARD COMMITTEE REPORTS

1. Audit Committee

- i) The minutes from the June 5, 2017, meeting were included in the agenda package.
- ii) Bill Gyles, Chair, Audit Committee, gave a report on the September 18, 2017 Special Audit Committee meeting. The terms of reference for the Audit committee were expanded to include enterprise risk management oversight. The committee will look at process and

make sure it is followed, identify omissions, and identify emerging risks. The committee will oversee an in-depth audit of one high risk area per year by an external expert. They will oversee an audit of the internal risk management process by an external expert to ensure it complies with best practices. They will not get involved in the operations.

Risk management will continue to be managed by the College Executive Team, who will present the risk register to the Audit committee annually in May. A two-hour Audit Committee meeting will be scheduled each May to do the enterprise risk management oversight work.

2. Award for Innovation

i) Terms of Reference

Ron Rice, Chair, reported the Board Executive revised the terms of reference for the Board of Governors Award for Innovation, which are attached. While the board is very proud of the past winners, the response has been diminishing each year. The board will manage the award differently going forward. The Vice President Partnerships will present potential recipients to the Board Executive to review, and the award will be bestowed at a special stand-alone event.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE PROPOSED REVISED TERMS OF REFERENCE FOR THE 'BOARD OF GOVERNORS AWARD FOR INNOVATION'.

CARRIED

3. Executive Committee

Russ Lazaruk, Chair, reported Executive received an update on the capital plan, the health building, and Exempt compensation. Some opportunities are emerging on the West Shore, but there is nothing to report yet. The Canadian Union of Public Employees (CUPE) Local 2081, submitted a report on their activities. CUPE has 600 members at Camosun, including a sub-local, the Student Society. CUPE made contributions to National Little League, The Kidney Foundation of Canada, the Greater Victoria Shakespeare Festival, Child-Find BC, the Shelbourne Community Kitchen and a BC Wildfires relief fund.

i) Five Year Capital Plan

Shane Busby, VP Administration, advised the Ministry of Advanced Education, Skills & Training requires all post-secondary institutions to submit a five-year capital plan. The priorities are included in the agenda package, including last year's for comparison. It is a rolling plan that is submitted each year to board for approval.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE SUBMISSION OF CAMOSUN COLLEGE'S FIVE YEAR CAPITAL PLAN (2018/19 to 2022/23) TO THE MINISTRY OF ADVANCED EDUCATION, SKILLS & TRAINING.

CARRIED

4. Finance Committee

- i) The minutes from the March 27, 2017, Finance Committee meeting were included in the agenda package.
- ii) Cindy Choi, Chair, Finance Committee, gave a report on the September 5, 2017, meeting. The Finance committee received the financial management report for the three months to June 30, 2017. Deborah Huelscher, CFO, provided a high level summary as the first quarter is the least active. At June 30, the budget was ahead of target by \$400K on a consolidated basis, reporting a deficit balance of \$4.8M against a budgeted deficit of \$5.2M. There is a timing issue since overhead costs continue throughout the year while revenues come in the fall. The forecast continues to be for a balanced budget at March 31, 2018 of \$130M. There will be a full review at Sept 30, 2017 after the fall enrollment is completed. Both the domestic and international enrolments are strong. International has reached 1,603 enrolments so is ahead of the fall target of 1,550.

Going forward, comparative percentages will be added to the budget reports. The budget process is sound and cost savings are allocated to the highest priorities. The board receives a detailed presentation on the budget process and how it aligns to the strategic plan. Surplus funds are used for strategic re-investment in capital and operations. The committee agreed that creating another administrative report on cost savings is not required. They agreed that the current level of reporting is more than adequate to meet the needs of the Board.

a) Financial Information Act Report

The Financial Information Act Report is filed every year with the Ministries of Finance and Advanced Education, Skills & Training in a format required by Government. It includes a statement of remuneration for the Board of Governors for the last fiscal year. All employees making more than \$75K are listed with their expenses. All suppliers who received over \$25K are listed.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2016/2017 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF ADVANCED EDUCATION, SKILLS & TRAINING.

CARRIED

V APPROVAL OF THE MINUTES

The minutes of the June 12, 2017 meeting were approved as distributed.

VI NEW BUSINESS**1. Centre for Health & Wellness (CHW) Update**

Shane Busby, VP Administration, reported the development and business permits for the Centre for Health & Wellness building have been approved and will be received shortly. Concrete and vertical columns are now being poured. The project is on a hyper-accelerated schedule which presents many challenges. There is a risk of price escalation due to the building market in BC. He is working with Advanced Education, Skills, & Training (AEST) to get an extension, hopefully of six

months. Currently, the deadline is April 30, 2018 for the envelope and December 1, 2018 for full completion. The work is eight to ten weeks behind schedule.

2. Board Self-Evaluation 2016-2017

Russ Lazaruk, Chair, advised the self-evaluation went to the board electronically in spring. The summary is in the agenda package. The Executive were happy with the results. The completion rate was 35% so Russ asked members to fill it out to get a more valid result. It is important to know which areas that need improvement.

3. Strategic Plan Progress Report

Sherri Bell, President, shared the first Strategic Plan Progress Report. The report is a short document that hits the highlights, achievements, Key Performance Indicators (KPI), and shows what will be worked on next year. In Corner Post 1, the number one goal is a superlative student experience. Much of the budget re-investment has gone into service and support for students. A student survey will be completed this fall. The information will be used as a baseline to measure success against in future. A staff engagement survey will be held in October. The last was done two years ago. Sherri Bell was very pleased with the results. An enormous amount of work has been done on the corner posts and in funding the Strategic Plan. The Report will be posted on the College website.

4. Budget Update

Sherri Bell advised the template was created last year. The College Executive Team used the Strategic Plan to guide where to reinvest the funds. This year funds have been allocated mainly to student experience. They are categorized according to their fit in the strategic plan. Each item is listed as 'Operating', which can be continuing or one time, and 'Capital', which can be continuing or one time as indicated on the chart. Some straddle two or more corner posts in the strategic plan. The bottom line is that \$2.8M was reinvested this year, and has made a big difference in achieving the College's strategic direction. There is a robust process in place to put funds where they have most impact.

5. President's Goals 2016-17 and 2017-18

Russ Lazaruk presented the results of President Sherri Bell's goals from last year, as well as her goals for the coming year. Russ and Sherri worked on it together. They looked at what was accomplished in last year's goals, and at what will continue as a priority in the next year. The goals are fully aligned with President's job description.

VII ADJOURNMENT

The meeting was adjourned at 6:10 pm.

Russ Lazaruk, Chair

Date

Heather Martin, Recorder



Board of Governors

BRIEFING NOTE

SUBMITTED BY: Christiaan Bernard, Director, Camosun International
DATE: November 6, 2017
TOPIC: Internationalisation Update

For Information: X

For Decision:

For Discussion:

1. OVERVIEW

Christiaan Bernard will provide an overview on all the components of Camosun International. He will give updates on the top countries of origin and trends, the annual financial contribution, the student service re-organisation, demographics, project portfolios, international strategic enrolment, global opportunities, and policy renewal.

Camosun International

Camosun International

Diversity

Financial

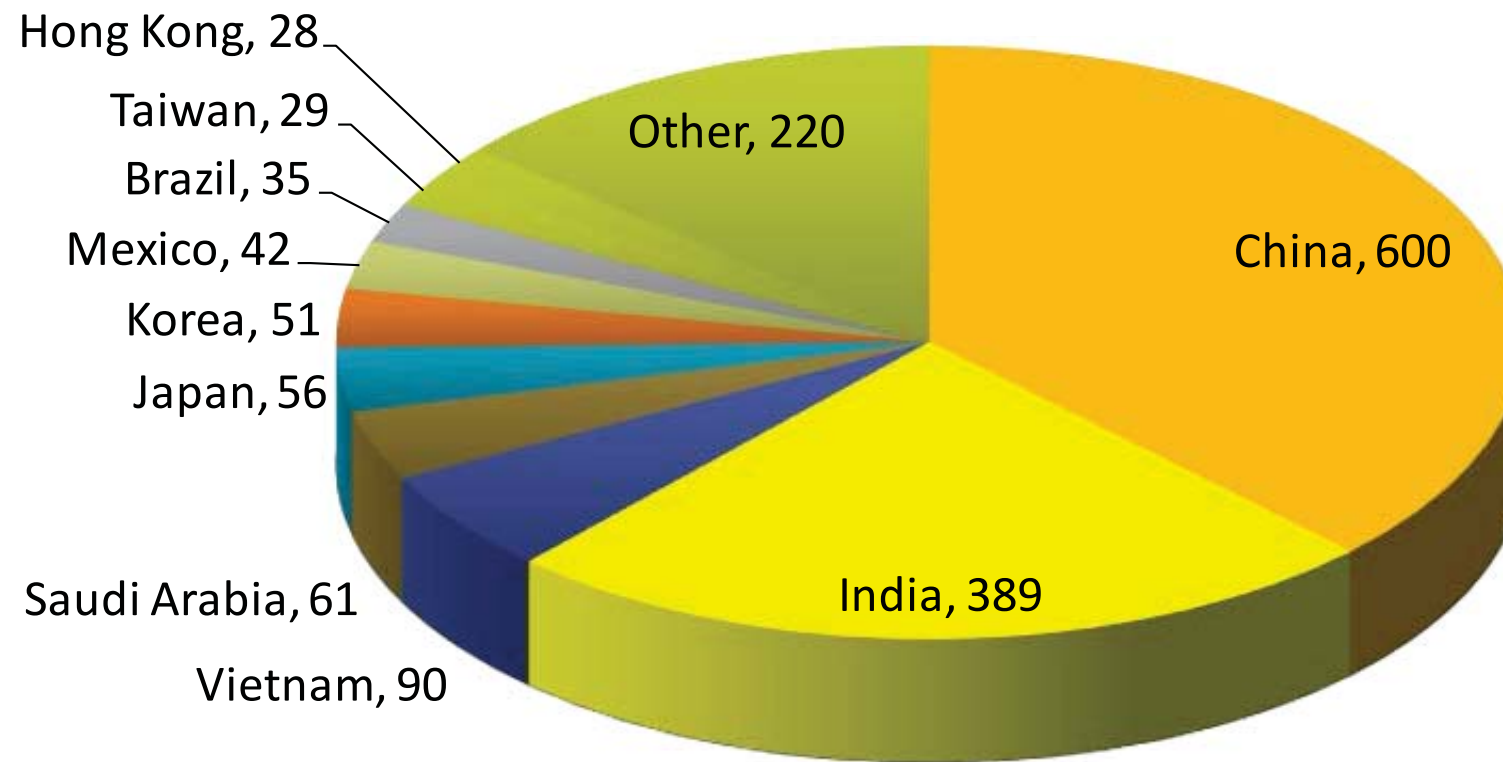
Student Services

Internationalization

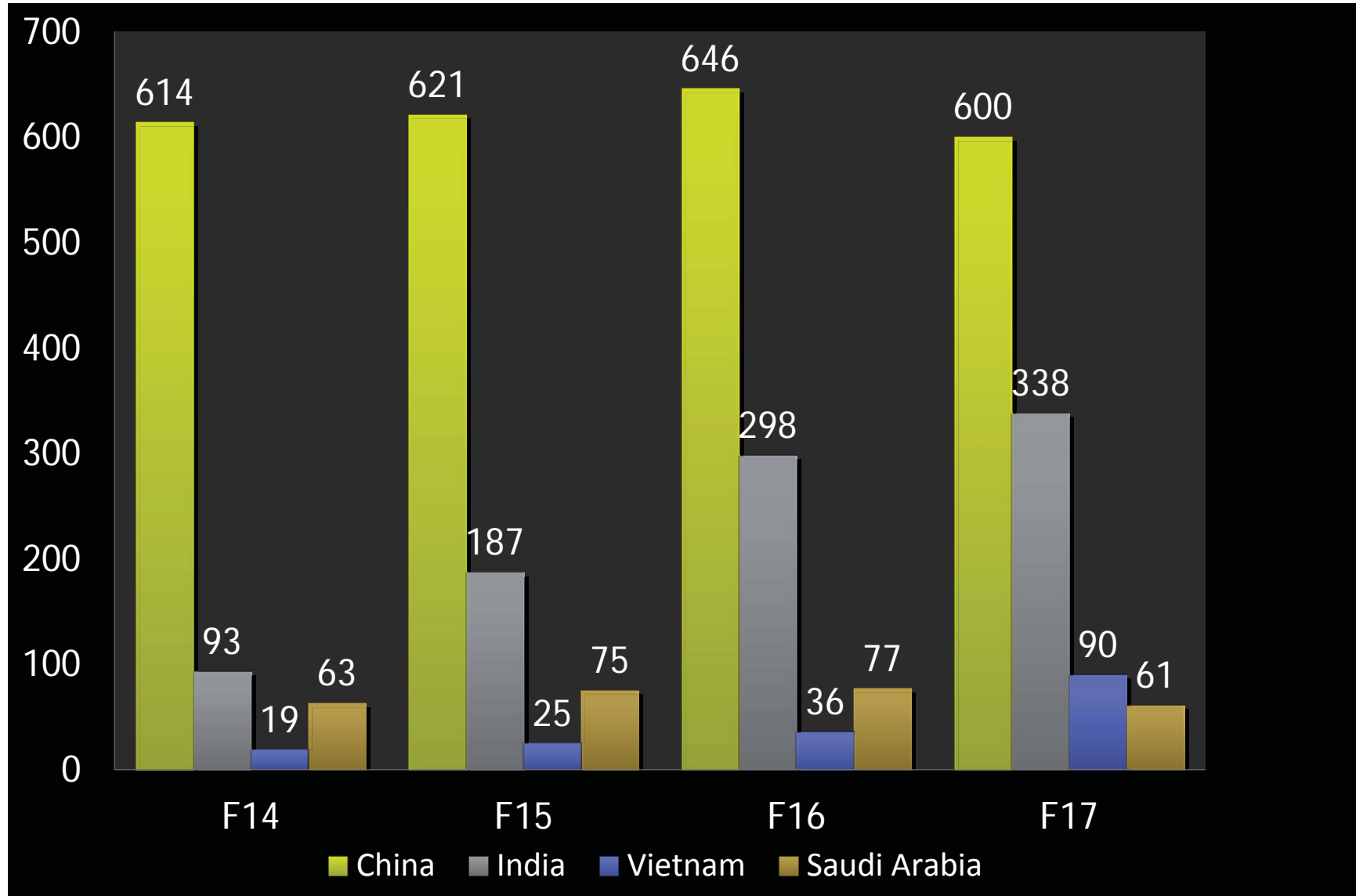
Projects

Policy and
Procedure renew

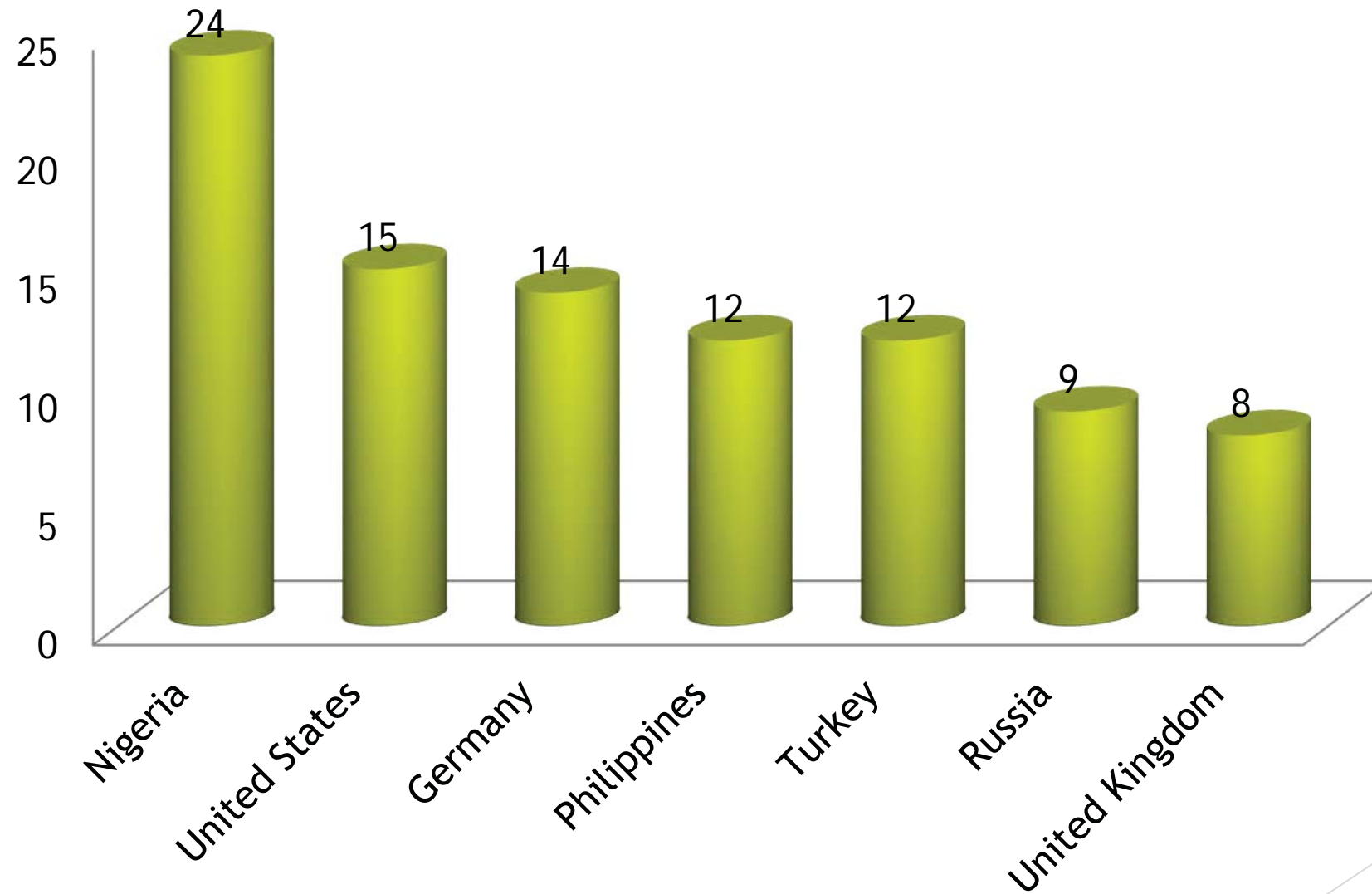
Top Countries of Origin: Fall 2017



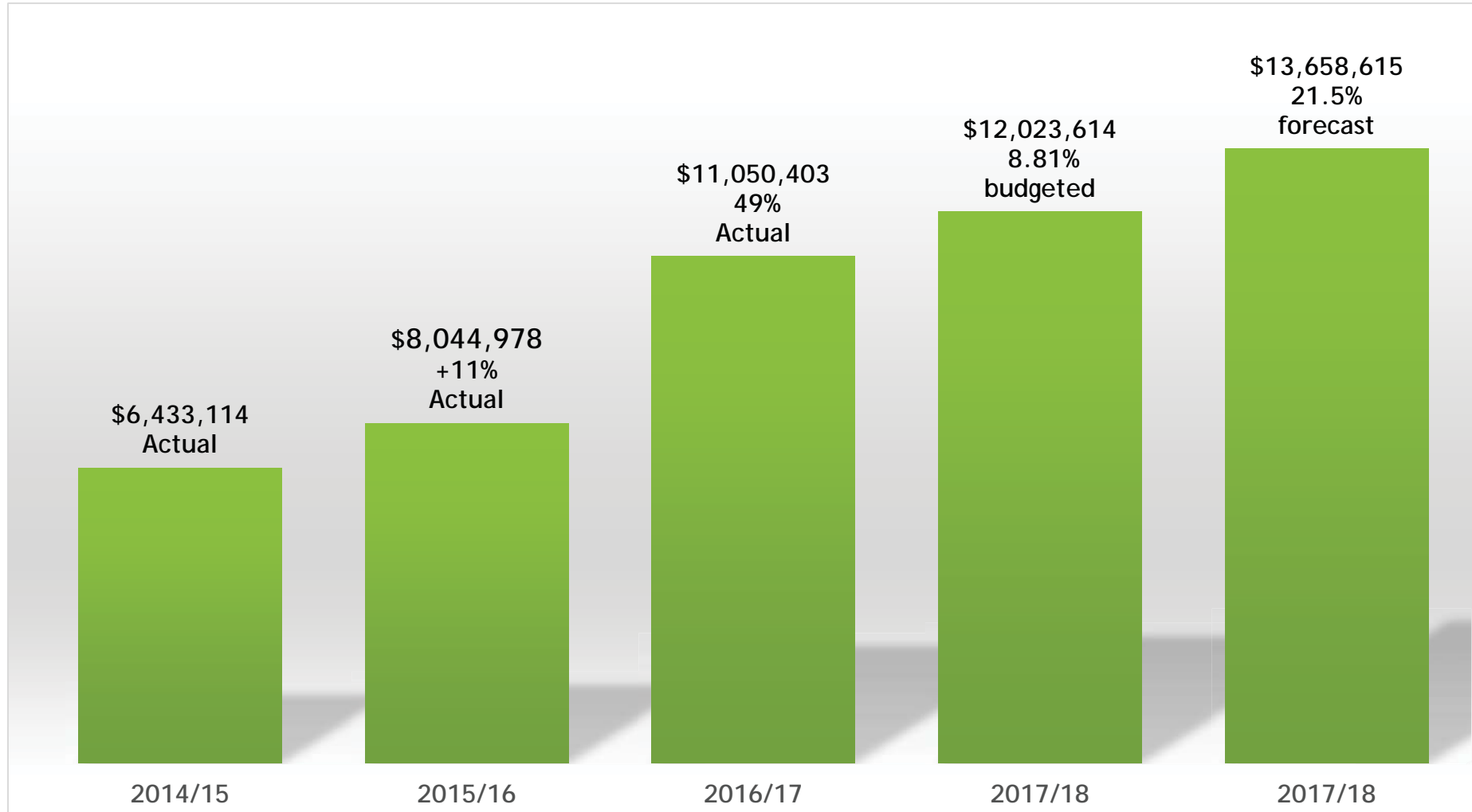
Top 4 Country Trends

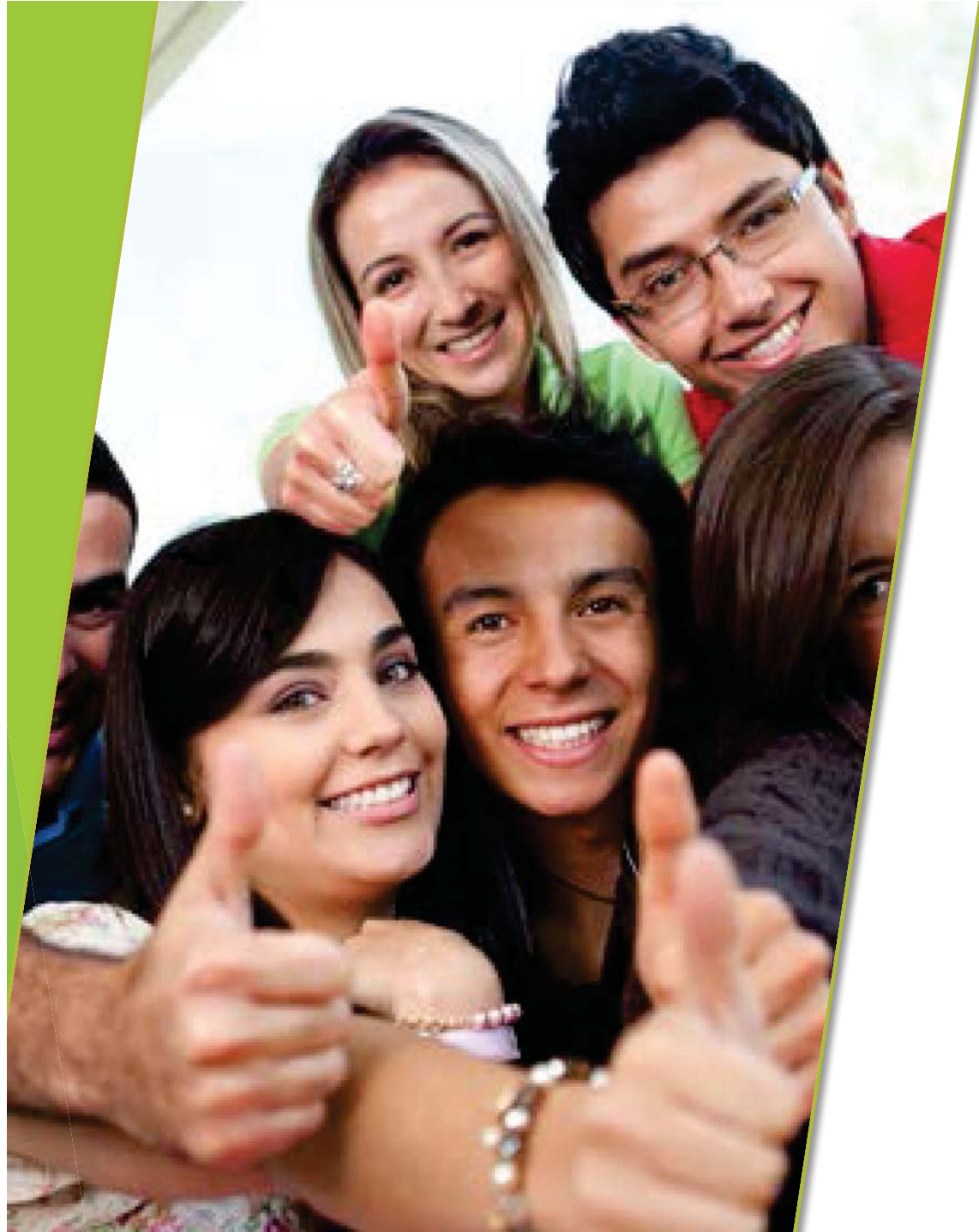


Up-ward Trending Countries



Annual Contribution





Student Service Re-organization



Project Portfolio

2015-2016

- Approximately \$465k. Gross revenue
- 6 employees on assignment abroad



2016-2017

- Approximately \$550k. Gross revenue
- 7 employees on assignment abroad

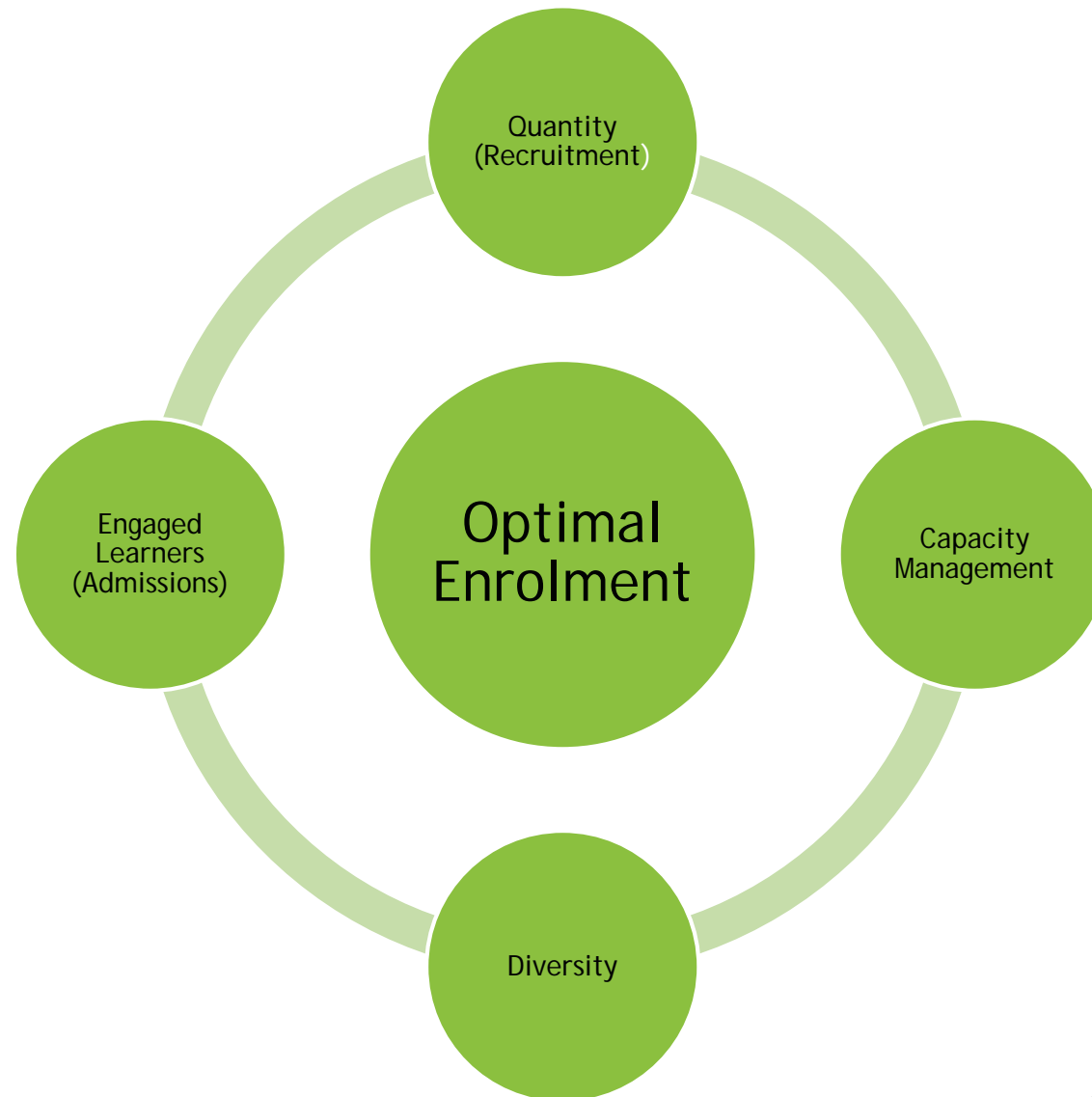


2017-2018

- Approximately \$900k. Gross revenue
- Anticipating total of 10 employees and 2 students abroad on assignment



International Strategic Enrolment



Global Opportunities



Policy renewal





BRIEFING NOTE

SUBMITTED BY: Shane Busby, VP Admin
DATE: October 31, 2017
TOPIC: CHW Update

For Information: X

For Decision:

For Discussion:

1. OVERVIEW

The Camosun Centre for Health & Wellness (CHW) is one of a very few major capital projects approved and receiving funding under the Government of Canada Strategic Implementation Fund (SIF) in British Columbia.

A significant amount of concrete work has been completed on the project, and the building shape is quickly materializing. It is important to note that the construction methodology that Camosun has had to utilize is “hyper-fast track”.

2. CURRENT CONTEXT

To date, the project team (*i.e.* Camosun staff, Colliers, Stantec, Knappett, and others) has diligently pressed toward the April 30, 2018 (shell) milestone, though schedule slippage has indeed occurred due to unforeseen (and engineer directed) additional blasting requirements.

AEST have confirmed they have requested the Federal Government extend the current milestone and completion dates (by 6 months) in order to re-set a realistic timeline.

Overall, discussions and approvals from Saanich have not delayed the project materially.

The project is proceeding, with the following work packages tendered: site servicing, mechanical, electrical, reinforcing steel, and concrete & formwork.

The construction market in the South Island area is very “heated”, and Camosun’s project is being affected by these supply/demand factors. Tenders are coming in over budget, and discussions with the Ministry of Advanced Education, Skills and Training (AEST) are ongoing and frequent regarding both schedule and costs.

AEST has also communicated to Camosun that the College needs to continue on its critical path in order to realize project objectives.

3. APPROACH

Camosun will continue to proceed in a reasonable and prudent manner to realize the building, and will continue to work closely with AEST on both schedule and cost factors related to the structure.

CUPE Local 2081 – Report to the Board of Governors – November 2017

Greetings from CUPE 2081!

The Camosun community is now well into the 2017 Fall education semester; and support staff are very motivated to work with College stakeholders in an efficient and effective way to contribute to the Camosun's strategic plan. Our membership is committed to their jobs, while striving to join and support volunteer activities as befitting community college workers. Some examples are as follows: supporting the Men's Volleyball National Championship in March 2018, donations to charitable foundations such as the Canadian Cancer Society, and volunteering for the United Way campaign.

CUPE 2081 is proud to support union education, by sending our members to workshops covering topics such as social justice and human rights, health and safety, stewarding, bargaining, leadership, and communications. Education is a core foundational principle of unions to ensure a strong and united labour movement. Specifically, this Fall, CUPE 2081 is supporting an Introduction to Stewarding workshop, a Retirement Planning workshop, and a Bargaining Solidarity workshop. In addition, CUPE 2081 will be conducting an educational needs assessment to assess our memberships' knowledge, needs, and preferences related to union education initiatives.

Our Union values keeping connected with our community and keeping communication channels open for all involved. We have a website (www.2081.cupe.ca) that presents regular updates from the CUPE 2081 office. It also lists resources that are the basis of working in a unionized environment. The number of followers are constantly increasing for our Facebook and Twitter accounts. We would like to encourage the Board of Governors members to follow us online as well.

We would like to bring your attention to some labour relations issues that our Local has been working on: Negotiations and consultations with the ITS Department concerning departmental operational changes and the effects on our members, student workers, the ever-increasing number of part-time and casual employees and their rights, and anti-contracting out. We are confident that our membership can provide the workforce needed to address the operational needs of the College. It is necessary to implement any proposed technological and/or operational changes affecting our members pursuant to our Collective Agreement.

Cupe 2081 commends the College Leadership in asking for employee feedback through the Employee Engagement Survey sent out on October 17, 2017. We will be recommending all support staff fill out the survey and look forward to the results. The Local believes that the survey is a timely opportunity for all employees to consider how the Camosun community can best work together!