

CAMOSUN COLLEGE BOARD OF GOVERNORS

Minutes of the Regular Meeting Monday, November 5, 2007 Lansdowne Campus

I CALL TO ORDER

Kim Hesketh called the meeting to order at 5:35 p.m.

II OATH OF OFFICE

Peter Lockie, Commissioner for Taking Affidavits, administered the Oath of Office to Nancy Bourey, Matthew de Groot and Lynda Farmer.

III APPROVAL OF THE AGENDA

The agenda was approved as distributed.

IV APPROVAL OF THE MINUTES

The minutes of October 1, 2007 meeting were adopted as distributed.

V UNION REPORTS - nil

VI ORIENTATION PRESENTATION

1. Counting FTEs

Paul Merner described the way in which student FTEs are counted. The basic concept is 1 FTE = 1 full time student; however, there are 28 pages of rules and definitions to get to the final number. The basic equation is Student Activity (the number of hours or credits a student actually took) over Program Standard (the number of hours or credits approved for the program.) Program Standards vary amongst programs. Paul noted that in 2005 the provincial government switched to a new methodology which uses different standards and metrics for counting FTEs; historical data was recalibrated so that data comparisons could continue to be made.

2. College-wide Risk Management Update

Peter Lockie gave an overview of the Risk Management project at the college. The project began in 2004 with the goals of establishing a culture of Risk Management at Camosun, developing a framework to guide risk management processes, and developing tools and providing training to sustain the Risk Management culture. Camosun's approach to Risk Management is strategically based, relatively simple, provides a baseline for annual monitoring, and keeps responsibility and accountability for Risk Management at the college leadership level. A full tool kit has been designed and is available on the college's website (under the Policies section.) Each senior college unit (schools and departments) went through facilitated risk analysis sessions to identify risks and to create action plans to deal with the risks; the unit leaders are responsible for monitoring the risks and provide an annual update to the college Executive.

Benefits of the project are that there is a risk management capacity college-wide, units are empowered to resolve risk, redirection has been given to some units that were not managing the right risks, and risk management has been integrated into the ongoing management culture.

Peter noted that Camosun College has been recognized provincially as a leader in the implementation of Risk Management and is the only BC college to have this in place. Peter and Pat Felker gave a presentation on the college's process at ACCC in 2006 and as a result several colleges nationally are using Camosun's framework and tools. Peter has provided assistance to Douglas and Okanagan Colleges and continues to give presentations.

Peter distributed copies of the Executive Level Summary Risk Profile and Risk Register. The risks identified are drawn from issues commonly identified at the unit level as well as risks identified by the college Executive. Peter noted that the Risk Register gives existing controls for each risk as well as new risk treatment mitigation strategies that are being undertaken.

VII NEW BUSINESS - nil

VIII BOARD COMMITTEE REPORTS

1. Finance Committee

Kyman Chan noted that the Finance Committee had met immediately prior to the Board meeting. The Committee reviewed the second quarter results and were advised that the budget is in good shape and is expected to be within .5% of its target at the end of the fiscal year. Peter Lockie reported that the budget process for 08-09 is underway. Revised Terms of Reference for the Finance Committee and Terms of Reference for a new Audit Sub-Committee were reviewed and a recommendation was made for the Board to approve both the revised and the new set of terms of reference.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVES THE AMENDMENT TO THE BOARD FINANCE COMMITTEE TERMS OF REFERENCE POLICY.

CARRIED

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVES THE BOARD AUDIT SUB-COMMITTEE TERMS OF REFERENCE POLICY.

It was noted that the creation of an Audit Sub-Committee comes from a recommendation by the Office of the Auditor General regarding the need to ensure that members of the committee are independent of the institution.

It was requested that an amendment be made to the policy: under "Sub-Committee Operation", item 5 be amended to read "The CEO and CFO will be resources to the Sub-Committee and will attend meetings or arrange to have a delegate attend as required."

Amendment approved.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVES THE AMENDED BOARD AUDIT SUB-COMMITTEE TERMS OF REFERENCE POLICY.

CARRIED

2. Executive Committee

Kim Hesketh reported on the Executive Committee meeting held on October 29th. An update on the Young Building was given by Peter Lockie; the matter is well in hand. The repairs to the building are estimated to be in the \$700K range. At the request of the Board Executive Committee and as an added safety precaution, hoarding will be erected at all entrances to the building. It was noted that all loose stonework has already been removed from the building.

Kim has asked Nancy Bourey to join the Finance Committee; Wayne Dalby has agreed to fill the fourth position on the PSI Steering Committee.

There will be a visit of a Saudi Arabian delegation in December; the Board will be invited to a reception. Further details and protocols will be forwarded to the Board.

There may be a need for an in-camera Board meeting in December to deal with the main lease for the Pacific Sport Institute (lease will be between Camosun and PSI.) The document is currently being prepared.

David Johns' term of office ends next July and there is a need to recruit someone with legal skills to fill his position. The Board was asked to forward the names of any potential candidates to Kim.

Kim noted that Liz Ashton will be on vacation January 21st through February 13th; Paul McGeachie will be Acting President for that period.

3. Advocacy Committee - no report

4. PSI Steering Committee

David Johns noted that the minutes of the September 11, 2007 meeting (verbally reported on previously) were included in the Board meeting package. The committee met on October 9th and devoted much of the meeting to operational issues. Items discussed included the main lease between PSI and Camosun, the CEO search, a review of operational/start-up costs, and a potential name change (Pacific Institute for Sport Excellence is being considered.) Updates on the capital campaign and the marketing plan were also received. The committee was advised that the project continues to be on time and on budget. It was noted that the plan for the announcement of the successful CEO candidate is addressed in the marketing plan.

IX BOARD MEMBER REPORTS

1. Chairman's Report

Kim noted that he attended the College graduation ceremony on October 26th. There were 300 graduates and 900 guests. This event continues to be a high point in Kim's role as Board Chair.

2. President's Report

i) General Update

Liz noted that one of the five students who were the first graduates of the Bachelor of Business Administration in Accounting program in June has been accepted to the

London School of Economics to do an External Post-Graduate Diploma in Economics. The School of Business has two new four-year degree majors: Marketing Communications Management, and Human Resource Management and Leadership.

A Vietnamese delegation consisting of 18 high ranking officials and five representatives from CIDA (Canadian International Development Agency) visited the college in October. They are touring seven Canadian colleges to seek best practices. They were especially interested in the partnerships that Camosun has formed with industry and local school districts.

The college's United Way goal for 2007 is \$70K. As of today, 89% of the goal has been reached. Liz noted that there has been tremendous support from staff and students.

An Exempt retreat was held last week. Schools and department leaders shared their top five strategic initiatives related to the college's strategic plan. Liz was pleased to note that there is an increase in cross-departmental/school initiatives.

ii) Pacific Sport Institute Update

Liz reported that the position of PSI CEO closed on October 30th; 63 applications from around the world were received and there are some very strong candidates in the group. It is hoped that the main lease and the sub leases will be completed by the end of December 2007. A proposal to the federal government is being finalized and requests \$15M to complete Phase 2 of the PSI project. On December 7th, Minister Murray Coell will be at the college to announce the Leading Edge Endowment Fund (LEEF) Regional Chair for Sport Technology. Dr. Tim Walzak is the incumbent and began work today. A submission to Western Economic Diversification has been made for \$500K for equipment for the Sport Innovation Centre (SPIN) lab. The PSI website has had 4100 hits since August.

3. Foundation

Susan Haddon noted that the Foundation is having an art sale today and tomorrow at the Interurban Campus in the Campus Centre boardroom and invited the board to attend; pieces are being sold at 15% of the appraised value. An RFP for an Investment Management Advisor is being issued as Susan Knowler, who has filled that position for a long time, is retiring soon. The Foundation Board will be inviting the Board of Governors to lunch at the Classroom Restaurant on December 12th - an invitation will be coming via Rosemary Smedley. On November 13th an alumni event is being held at the Helmut Huber Annex at Interurban - the response to invitations has exceeded expectations.

4. Education Council

Baldev Pooni reviewed the minutes of the September 17, 2007 Education Council meeting which were included with the Board agenda package.

X ADJOURNMENT

The meeting adjourned at 7:10 p.m.

Minutes approved December 3, 2007