

## **CAMOSUN COLLEGE BOARD OF GOVERNORS**

### **Minutes of the Regular Meeting Monday, September 8, 2008 Lansdowne Campus**

#### **I CALL TO ORDER**

Robin Adair called the meeting to order at 5:45 p.m.

#### **II APPROVAL OF THE AGENDA**

The agenda was approved with one addition under New Business.

#### **III APPROVAL OF THE MINUTES**

The minutes of the June 9, 2008, meeting were approved with one revision.

#### **IV INTRODUCTION**

Baldev Pooni introduced new Dean of Arts and Science, Dr. Randy Genereux, who began on September 1<sup>st</sup>. He worked in education for 20 years, most recently as Associate Dean of Arts at Mount Royal College in Calgary. Randy also held the positions of chair, instructor, department head, and faculty association head. He holds a PhD in Educational Psychology, a Master of Arts in Psychology, and a Bachelor of Science.

#### **V UNION REPORTS**

Susan Johnston, past President of the Camosun College Faculty Association, introduced the new President Darryl Ainsley.

#### **VI ORIENTATION PRESENTATION**

##### **School of Health and Human Services**

Dr. Barbara Herringer, Dean of the School of Health & Human Services (H&HS), presented the Board with an overview of the school's programs, structure and initiatives. The four main departments are Continuing Care, Dental, Human Services and Nursing. The school operates on a \$9,264,158 budget, has over 1,200 students, and 140 faculty and staff. Programs are offered during the day, evening, and on weekends to accommodate working students. H&HS works in partnership with UVIC in the nursing program. They have a strong international component including the International Home Support Worker in Dalian, China, Practical Nursing in Jordan, Dental Hygiene field school in Mexico, and nursing field schools in India, the Philippines, Tonga and Namibia. Growth is taking place in part-time programs, FTEs, and First Nation programs. Challenges include space, waitlists, low enrolment, budget, succession planning, and the need for expanded services. H&HS will soon complete a self-review with the aid of a consultant. Development work is underway on a state of the art health facility expected to be located at the Interurban Campus. The vision includes a LEED gold facility, new and expanded programs, applied research opportunities, social spaces, on-campus clinic, state of the art labs, and commercial space to support students and generate income. The Health Sciences Building is a capital priority for Camosun College.

#### **VII NEW BUSINESS**

##### **1. Resolution by the Board to Excuse Three Consecutive Absences**

Keith Todd missed three consecutive board meetings on May 5, June 9, and Sept. 8, 2008. The Board received the reasons for the absences, and voted on the following resolution to excuse him, as required by the College and Institute Act 6, 59.7.

**MOTION:**

**That the Camosun College Board of Governors pass a resolution to allow Keith Todd to remain on the Board of Governors after missing three consecutive board meetings, May 5, June 9, and Sept. 8, 2008, as required by the College and Institute Act 6, 59.7.**

**CARRIED**

**2. Institutional Accountability Plan and Report 2008/09-2010/11**

Paul Merner noted that the Institutional Accountability Plan and Report is an annual requirement of the government. Of the 37 reports required by government, the three key reports are the Audited Financial Statement, the Audited FTE Enrolment Report, and the Institutional Accountability Plan and Report. The Institutional Accountability Plan and Report includes an institutional overview, the planning context, the strategic plan, the College's alignment to the Campus 2020 and Auditor General's report, the performance measures and targets and a summary of the financial outlook. The report showcases Camosun College's accomplishments and identifies the challenges being addressed.

**3. Risk Management Annual Review**

Peter Lockie reported that Camosun College's risk management process follows the government's plan, and is recognized as a leader among all colleges. Risk is defined by anything that impedes the College achieving the strategic goals. All risks are identified across the college starting at the departmental level, are categorized as either context or resources, and then are summarized at an executive level. Peter pointed out that some risks identified in previous years are in lower categories this year, as they have been addressed. The risk management system is also employed for College projects.

**VIII BOARD COMMITTEE REPORTS**

**1. Finance Committee**

**i. Verbal Report – September 8, 2008 meeting**

Peter Lockie noted that the budget action plan was reported to the Board in June. College Executive met with the Ministry in June and will follow up in September to advocate for the restoration of growth FTEs. Communication of budget issues has been ongoing with the college community, associations, students and Board. Budget monitoring is ongoing, and while the budget is tracking, help is needed from the Ministry to finance the deficit. The three-month review covered a time of low activity and no significant anomalies were found. The six-month review will be more indicative as it will include the fall enrolments.

**ii. 2007-2008 Financial Information Act Report**

Peter Lockie informed the Board that the report, a requirement of the government, lists college employees earning over \$75,000 and their expenses. Vendors earning more than \$25,000 are also listed. The Finance committee recommended that the Board of Governors pass the following motion to approve the 2007/08 Financial Information Act Report:

**MOTION:**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2007/2008 FINANCIAL INFORMATION ACT REPORT.**

**CARRIED**

## **2. Executive Committee**

Robin Adair announced that the Board of Governors accepted the retirement letter from President Liz Ashton, effective September 30, 2009, with regret. Susan Haddon will release an announcement to the College community and the media on September 9, 2008. The Board President Search committee includes Cindy Robertson, Chair, Robin Adair, Kyman Chan, and Kim Hesketh. The search process and timelines will be brought to the Board meeting in October. Liz Ashton noted that as the Pacific Institute for Sport Excellence (PISE) is fully functioning now, the standing report will be removed from the Board agenda, and she will give updates as part of the President's report.

## **IX BOARD MEMBER REPORTS**

### **1. Chairman's Report**

Robin Adair thanked the Board for the nomination to Chair. As Chair, Robin will have an open door for communication and would like to see the Board work together proactively for the College. Robin named Lynda Farmer to be the Vice Chair of the Board. A new order-in-council will be announced next month for the Board member who will replace Kim Hesketh in January, 2009. Robin reported that the Foundation Board will work closely with the Camosun Board to look at future fundraising directions and at applying future resources to capital projects. Lynda Farmer and Kim Hesketh will meet with the Foundation Board to decide how to move forward.

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

Liz Ashton noted it is VP Paul McGeachie's last Board meeting, and thanked him on behalf of the Board for his contribution to the College since 2003. The legacy of Paul's initiatives includes his instrumental input into the development of PISE, obtaining the LEEF Chair Tim Walzak, WED funding, Sport Innovation Centre, the Advanced Manufacturing and Prototyping Centre, the Oceans Initiative, the new campus plan, applied research, and the learning commons.

Liz invited the Board to attend the retirement receptions for Brian Genge, Construction Manager for PISE, on September 9 at 11:30am in the Wilna Thomas Centre, and for Erik Andersen, Chair of the Culinary Arts program, on September 11<sup>th</sup> at the Helmut Huber Annex. Liz welcomed Lisa Woodward, her new Confidential Secretary, Sandra Bitz, new Foundation Development Officer, and John Randle, Head Coach of the Chargers Golf program.

In June's cabinet shuffle the portfolio for Advanced Education was broadened to include the Industry Training Authority (ITA) and the Post-Secondary Employers' Association (PSEA). Processes are streamlined for Camosun in having only one Ministry to work with. The new name for the Ministry is Advanced Education and Labour Market Development, and Murray Coell remains as Minister. In July, Liz met the new Deputy Minister Robin Ciceri for an overview on funding and other issues impacting the College.

Paul Merner will report on fall enrolment at the October Board meeting. On the first day of class enrolment was up 7.5% over last year, though in two weeks the numbers will be more indicative as students move around. Camosun enjoyed 40 media hits in July, nine of which were hard hits.

The Board are invited to the fall graduation on Nov. 7<sup>th</sup> at PISE, and to Camosun Celebrates on Nov. 19<sup>th</sup> in the evening at Lansdowne campus. Dr. Helen Caldicott the final speaker in the 2008 Insight series, will speak on October 9<sup>th</sup> at 7:30pm at the McPherson Theatre.

PISE is now open and tracking on budget thanks to the leadership of Paul McGeachie and Brian Genge. The head lease and sub-leases between PISE and Camosun have been signed. The Board of Governors representatives on the PISE Board are Kim Hesketh, David Johns, Wayne Dalby and Liz Ashton. A tour of PISE will be held for the Board of Governors prior to the October 6 Board meeting which will be moved to the Interurban Campus.

**3. Foundation [nil]**

**4. Education Council [nil]**

**X ADJOURNMENT**

The meeting adjourned at 7:10 p.m.