

CAMOSUN COLLEGE BOARD OF GOVERNORS
Minutes of the Regular Meeting

Monday, October 6, 2008
Lansdowne Campus

I CALL TO ORDER

Robin Adair called the meeting to order at 6:06 p.m.

II APPROVAL OF THE AGENDA

The agenda was approved with one change. Robin Adair moved Item #3 "President's Search Committee" under section VIII Board Committee Reports to an In-Camera meeting to follow immediately after the regular meeting.

III APPROVAL OF THE MINUTES

The minutes of the September 8, 2008 meeting were approved as distributed.

IV INTRODUCTION [nil]

V UNION REPORTS [nil]

VI ORIENTATION PRESENTATION

Student Services

Nicole Greengoe, Director of Student Services and Registrar, has worked at the College for twenty years and has been in the position since April 2008. Nicole presented the Board with an orientation on what Student Services does and how it benefits the students and the College community. Nicole's goal is to provide a model of excellence and student enrolment through strategic enrolment management services. Student Services works in partnership with the Ministry, students, schools and departments, the South Island Partnership and other agencies. Student Services is comprised of Disability Resources, Counseling, Enrolment Services, Publications, Assessment, Records and Cashiers, Project Management Training and Support, Financial Aid and Awards, and Academic Advising. The Student Services mission is "Facilitating success by supporting and interconnecting the College community".

VII NEW BUSINESS

1. Enrolment Report

Paul Merner noted that each fall, winter and spring semester a report is generated based on the two major indicators of enrolment. The first is the number of students called a head count, and the second is the number of seat registrations, as not all students enroll in the same number of courses. Paul noted that the head count is 4.5% higher, and the seat registrations are 7.4% higher than at this time last year.

There is growth in enrolment in Trades & Technology, Health & Human Services, and Sport & Exercise Education. International Education enrolments are up 5.3% and Community Education registration remain the same.

For 2008/09 Camosun was funded for 9,440 FTEs. Based on the numbers in the enrolment report, a base rate of 94.9 % utilization rate is expected and an adjusted rate of about 97%.

2. Workforce Data Presentation

Denis Powers, Executive Director of Human Resources, presented a profile of the Camosun College workforce. Currently there are 1,015 employees, made up of 469 CCFA, 426 CUPE, 60 BCGEU, and 60 Exempt. The five largest schools are Arts & Science with 140, Trades and Technology with 120, Health & Human Services with 110, Access and First Nations with 86, and Business with 73. The five largest service areas are Student Services with 80, Information Technology with 72, Physical Resources with 52, College Relations with 23 and Human Resources with 20.

It is a requirement of the Ministry to comply with Employment Equity Standards. As required, Camosun's workforce matches the community balance of visible minorities, aboriginal, and disabled employees.

The average age of retirement is 60.72 and 24 are expected this year with a large bulge in retirements in 2012. Five senior managers will retire next year, and ten by 2010. Succession planning is underway.

3. Federal Advocacy - ACCC

Liz Ashton and Robin Adair reported on the ACCC national federal advocacy campaign and Camosun's response. ACCC distributed a business card with four major advocacy points. Camosun is focusing on the point of expanded capacity. Robin Adair worked with Susan Haddon on a press release which coincided with the ACCC media conference in September. They worked with Andrew Duffy to publish an article in the Times/Colonist addressing Camosun College's capital needs. The Pacific Institute for Sport Excellence opening on Oct. 2nd provided an opportunity for advocacy with the politicians present. The advocacy process will tie in to the provincial election in the spring.

VIII BOARD COMMITTEE REPORTS

1. Finance Committee

MOTION:

**THAT THE FINANCE COMMITTEE MINUTES OF THE MARCH 26, 2008 MEETING BE ACCEPTED.
CARRIED**

2. Audit Sub-Committee– September 29, 2008 meeting

Kyman Chan noted that the Audit Sub-Committee met to review the Audit Plan for 2008 - 2009 and to make a recommendation to the Board regarding the appointment of the auditors. The committee decided that in future the auditors should be appointed in June rather than September. The committee discussed the terms of reference and recommended that the Audit Sub-Committee should be a stand-alone committee of the Board, and that the Director of Finance should be added as a resource member. The Sub-Committee made the following recommendations to the Board of Governors:

MOTION:

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPOINT KPMG TO CARRY OUT THE COLLEGE'S AUDIT FOR THE FISCAL YEAR ENDING MARCH 31, 2009.
CARRIED**

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISED BOARD AUDIT COMMITTEE TERMS OF REFERENCE WITH THE ADDITIONAL CHANGE UNDER MEMBERSHIP TO STRIKE THE WORD FINANCE FROM THE SENTENCE "MEMBERSHIP MAY BE INCREASED AT THE DISCRETION OF THE FINANCE COMMITTEE CHAIR."

CARRIED

3. President's Search Committee

Robin Adair noted that he received a letter from the CCFA regarding inclusion in the search process. The search process will be discussed at the In-Camera meeting directly following the Board regular meeting.

4. Executive Committee

Robin Adair noted that Keith Todd wrote to him requesting that College staff on the Board receive remuneration. Board remuneration falls under provincial legislation. Robin discussed it with the Board Chairs at the BC College & Institutes meeting at their October 6th meeting. There was no consensus among the Chairs. Robin agreed to write to the Ministry to inform them of Keith's request and will share the response with the Board. At present only University-Colleges are able to award honorary degrees. The question of colleges having the ability is in the line-up for discussion at the legislature. Liz reported that Susan Haddon will prepare a policy for Honorary Degrees at Camosun in advance so that it is ready when the bill is amended.

IX BOARD MEMBER REPORTS

1. Chairman's Report

Robin Adair reported on the BC College and Institutes (BCCI) Presidents and Board Chairs meeting in Vancouver on Oct. 6, 2008. Robin Ciceri, ADM, discussed with them the mandate of colleges and how the Ministry can help to market what colleges are and the benefits of the college system. The Executive at the BCCI will meet again with Robin Ciceri to discuss the vision for the system for the future and structural deficits. Five colleges are losing presidents to retirement this year. The ribbon was cut for the Pacific Institute for Sport Excellence (PISE) on Oct. 2nd. Camosun will continue to advocate for a student residence and a health building. All Board members should be ambassadors for the College. Robin thanked Linda Ross for hosting the Foundation Board dinner at her home on September 26th.

2. President's Report

Liz Ashton noted that Board members were given the annual community report, the annual report for the foundation donors, and the student information brochure "Ready for Your Next Step". Susan Haddon will publish a quick facts sheet made up of the salient points from the community report for Board members to refer to, and will distribute it at the November meeting.

Liz reminded Board members to buy tickets to speaker series Dr. Helen Caldicott on Oct. 9th. Over 1,000 people attended the open house and grand opening for PISE on Oct. 2nd. Liz asked Board members to remind their communities that PISE is not only for elite athletes, but is open to the general public.

Approval came from the Industry Training Authority (ITA) to offer Residential Building Maintenance Worker Program with First Nations. 33% of Ike Barber Scholarships were presented to Camosun students, totaling 28 students. The Chargers Tip Off dinner raised \$19,000 for the Chargers.

Camosun will participate in MacLean's on-line educational fair. David Sovka will present a demonstration at the November Board meeting. The Energy project assessment by BC Hydro showed a notable improvement of energy management business practices by 84% in 16 months, moving the College up to a 2 star level. The formal launch of the Indigenous Business Leadership program in the School of Business took place on Oct. 9th.

3. Foundation

Linda Ross reported that the gifts to the Foundation are bigger than they have been in the past. The Foundation is looking into establishing a minimum endowment and timeframe. The Foundation has been heavily involved in PISE. Future fundraising projects include portions of the Learning Commons and Health Building in addition to ongoing development of scholarships and bursaries. Linda acknowledged the efforts of Pam Shemilt who raised a significant portion of the funds and who personally donated over \$30,000. The donor recognition event will take place at 3:30 pm at PISE on November 20th. Members of the Foundation Board will meet with members of the Camosun Board at lunch on October 30th.

4. Education Council

The approved minutes from the June 2 and June 16, 2008 meetings were included in the agenda package. Joan Yates welcomed Christopher Gillespie as the new Board representative on the Education Council.

X ADJOURNMENT

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ADJOURN TO MEET IN-CAMERA TO DISCUSS THE PRESIDENT SEARCH TASK FORCE TERMS OF REFERENCE.

CARRIED

All members of the Administration and Liz Ashton left the meeting. The meeting adjourned at 7:42 p.m.

XI CALL TO ORDER

Robin Adair called the meeting to order at 8:19 p.m.

XII NEW BUSINESS

1. President Search Task Force

MOTION:

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE FORMATION OF THE PRESIDENT SEARCH TASK FORCE TO BE MADE UP OF ALL MEMBERS OF THE BOARD AUGMENTED BY A REPRESENTATIVE OF THE EXECUTIVE AND A DEAN OR DIRECTOR.
CARRIED**

XIII ADJOURNMENT