

**CAMOSUN COLLEGE BOARD OF GOVERNORS**  
**Minutes of the Regular Meeting**

**Monday, February 1, 2010**  
**Lansdowne Campus**

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**I CALL TO ORDER**

Board Chair Lynda Farmer called the meeting to order at 5:00 pm.

**II APPROVAL OF THE AGENDA**

The agenda was approved with the addition of "Audit Committee" under Board Committee Reports, and "Board Remuneration" under New Business.

**III BOARD MEMBER REPORTS**

**1. Chair's Report**

Board Chair Lynda Farmer met former board member Cindy Robertson in December to acknowledge her years of service with gifts from the board. On December 18 Lynda, President Kathryn Laurin, and Dean of Trades and Technology, Tom Roemer joined the Shaw Ocean Discovery Centre Executive Director Angus Matthews for a tour of the facility in Sidney. Camosun College could potentially make use of the exhibit space available at the Centre. Board EA Heather Martin studied parliamentary procedure and governance with Eli Mina in Vancouver on January 13. As part of her continuing orientation, Kathryn Laurin will meet key strategic leaders from all segments of the community in March. Plans are well underway for the Board Planning Session to be held on February 3, 2010.

**2. President's Report**

President Kathryn Laurin reported the government announced a 75% rebate of the HST tax for post-secondary institutions, a potential \$600,000 impact on the budget. Kathryn and Vice Chair Kyman Chan attended the BC Colleges meeting for presidents and board chairs in Vancouver on January 18, 2010. The Minister of Advanced Education and Labour Market Development (ALMD) Moira Stilwell was in attendance, and highlighted two areas – science in a broad sense, and the internationalization of education. The Minister was given a reduction target by treasury board and announced that deficit budgets will be unacceptable. She asked for written feedback on how the Ministry can streamline processes in order to utilize college resources more efficiently, and asked for data on how the colleges address labour market development. BC Colleges will lead the response. Camosun College's Annual Capital Allowance (ACA) was cut by 75%. The Minister sought input from the colleges by January 29 on the draft of the Government Letter of Expectations (GLE).

Kathryn met Minister Stilwell and Joe Thompson, Funding & Analysis, on the proposed health building on January 19. All capital projects will now be handled by the Ministry of Finance, and there will be no additional resources for capital before 2012-13. Kathryn also met with Dawn Minty, ALMD, Colin Hansen, Minister of Finance, John Gaipman, School District #61, and Jim Soles, Small Business, Research and Competitiveness.

The new "President's Funds" are designed to foster innovation and creativity in all employees. The employees are invited to apply to five funds in the areas of innovation, interdisciplinary, environmental sustainability, conferences, and student success.

The government's message to colleges is to find alternate revenue sources, so the College is moving ahead with the 'Vice President, Strategic Development' position. New targets have been set for the revenue generating departments, and the additional revenue will fund the new Vice President position for the first year. In the years to follow, the Vice President is expected to become self-sustaining. It is anticipated the position will be filled by June.

### **3. Foundation**

Linda Ross noted the Foundation report is included in the agenda package, and reviewed the highlights. The Foundation portfolio was up 7.55% as of December 31, so is doing well financially. Patty Foster, a nursing instructor, lost her battle with cancer last fall. The Patty Foster Memorial Award has been established to assist Nursing students. The Nursing faculty brought three performances of the play "Sarah's Daughters" to the McPherson Theatre to raise funds for the award, which is one of 700 to support students. The Foundation's annual appeal for open bursary donations will be launched on February 14. The annual fundraising dinner "Recipe for Success" will take place on March 19 at the Marriott Hotel. Foundation board member Marty Wilkinson encouraged the board members to become more involved in the dinner. The 2010 Speakers Series will include author Gwynne Dyer, travel writer Pico Iyer, and Jessica Jackley of KIVA.

### **4. Education Council**

Education Council Chair Kathy Tarnai-Lokhorst noted the minutes from the November 16 and December 14 meetings were included in the agenda package. Kathy attended the Education Council Chairs meeting in November. The Field Placement Policy committee is considering changing the name to "Integrated Learning" in order to be more inclusive. A number of courses were updated in a bundle due to changes in math curriculum in high schools. Baldev Pooni presented a proposal for an updated credit model. Kathy created an Education Team who will go to the schools to assist them with curriculum development. Liaison Christopher Gillespie will bring Board of Governors reports to the Education Council.

## **IV BOARD COMMITTEE REPORTS**

### **1. Finance Committee**

Finance Committee Chair Kyman Chan noted the minutes from the November 2, 2009 Finance Committee meeting were included in the agenda package. Kyman gave a verbal report on the February 1, 2010 meeting. In December, Minister Stilwell requested the BC post-secondary board chairs confirm the College management's third quarter 2009/10 financial results and forecast figures by January 12, 2010. Kyman signed on behalf of the board. The board members received a copy of the request and response.

Kyman reviewed the financial management report for the third quarter and forecast. Strong enrolment and higher tuition revenues are expected, but have a negligible impact on the bottom line as increased student numbers bring additional cost. The FTEs and budget are on track as the variances are small and are expected to balance by year end.

The best case scenario message from the province for the 2010-11 budget is that there will be no increase, and that capital will be decreased by 75%. The provincial government will announce their budget on March 2, 2010.

## **2. Audit Committee**

Audit Committee Chair Kyman Chan gave a verbal report on the February 1, 2010 Audit Committee meeting. Kyman was informed that ALMD eliminated the requirement for final actual FTE reports to be audited annually by independent accounting firms. The external audit costs Camosun College approximately \$4,000 to \$5,000 per year, and rarely discovers any differences in the numbers.

### **MOTION**

**THAT THE BOARD OF GOVERNORS DIRECT THE COLLEGE ADMINISTRATION TO ONLY UTILIZE INTERNAL AUDIT PROCESSES FOR THE STUDENT FULL-TIME EQUIVALENT REPORTS DUE TO NEW GOVERNMENT REQUIREMENTS.**

**CARRIED**

## **3. Executive Committee**

Board Chair Lynda Farmer reported ALMD Minister Moira Stilwell requested BC post-secondary board chairs confirm the College management's third quarter 2009/10 financial results and forecast figures by January 12, 2010. As part of Kathryn Laurin's ongoing orientation, she will meet with strategic business community members in March. The government announced a 75% rebate of the HST tax for post-secondary institutions.

## **V APPROVAL OF THE MINUTES**

The minutes of the December 7, 2009 meeting were approved as distributed.

## **VI UNION REPORTS [nil]**

## **VII ORIENTATION PRESENTATIONS**

### **1. Education Plan Update**

Vice President Baldev Pooni reported the draft 2010-2011 Education Plan was vetted by the Senior Management Team, the Education Management Team, the Education Management Operations Team, and Education Council. The plan was posted on CamNews in order to provide every employee the opportunity for input. The draft plan will be reviewed next week at community sessions at both campuses. The final plan will be presented to Education Council for approval February 15, then to the Board of Governors for approval March 1, 2010.

## **VIII NEW BUSINESS**

### **1. Winter Student Enrolment Report**

Director of Educational Research and Development Paul Merner gave an overview of the report included in the agenda package. The winter 2010 enrolment numbers are 8.6% higher than in winter 2009, with 9,222 students enrolled in regular programs. Program enrolment increases were seen in Access, First Nations, Arts and Science, Business, Health and Human Services, Sport and Exercise Education and the Technologies. The decline in Trades is attributed to the timing of the report, and is anticipated to rebound. The actual FTE utilization is expected to be just under 100% which is the best in a decade.

### **2. Board Planning Session**

Chair Lynda Farmer asked for input on the February 3 Board Planning Session. Nancy Bourey will lead the opening exercise. The session will look at the planning process, and the possibility of doing business differently. The College Executive will participate in the planning session. Lynda acknowledged Margaret Lucas for her donation of the hospitality and venue space for the event at the Hotel Rialto.

### **3. Board Remuneration**

Keith Todd noted that the elected employee board members do not receive an honorarium. The previous board chair corresponded with the ALMD Minister on the subject, and because the response was not definitively negative, Keith would like the board to pursue the issue. Lynda Farmer said she would look into it.

### **IX ADJOURNMENT**

The meeting was adjourned at 6:13 p.m.