

CAMOSUN COLLEGE BOARD OF GOVERNORS
Minutes of the Regular Meeting

Monday, September 12, 2011
Lansdowne Campus

I CALL TO ORDER

Board Chair Kyman Chan called the meeting to order at 5:06 p.m.

II INTRODUCTION

President Kathryn Laurin welcomed Joan Yates, the new Executive Director of Communications & Advancement. Joan Yates is a twenty-year employee of the College, and most recently held the post of Dean of the School of Business.

III APPROVAL OF THE AGENDA

The agenda was approved as distributed.

IV BOARD MEMBER REPORTS

1. Chair's Report

Immediate past Board Chair Lynda Farmer noted the farewell send-off for Susan Haddon in June was a great success. Jim Warr, of the Camosun College Foundation, created the "Susan Haddon Spirit Award" to benefit Access/AECC students. He contributed \$10,000, and invited board members from both the College and Foundation boards to join him in contributing to this award. To date, an additional \$6,575 has been raised.

The Foundation office conducted a regular review of the Board of Governors Fund Agreement, established in 2000 to recognize retiring board members and to benefit any full time deserving student in any course at Camosun based on financial need and satisfactory standing who are involved in community volunteerism. This fund now sits at \$43,350.

In July the Board welcomed two new appointed members, Mr. Tom Siemens and Mr. Russ Lazaruk. The two new members and newly elected student member Chris Marks joined the Board for an orientation on September 8, 2011. At the orientation Kathryn Laurin, President, started the session off with an overview of the College, key external relationships and the College's recently launched strategic plan, "Inspiring Lives." Nicole Greengoe, Registrar and Director of Student Services, provided an overview of the services provided by this College department and Baldev Pooni, VP Education & Student Services gave an overview of education programs. Scott Marshall, Board member, reviewed the board policies and by-laws, including conduct and conflict of interest. Peter Lockie, VP Administration and Chief Financial Officer provided insight into the financial process and risk management process in place at the College.

The results of the Board annual written self-evaluation, conducted at the conclusion of the 2010-2011 Board year, will go to the Board Executive for discussion in late September. Kathryn Laurin, Joan Yates and Lynda Farmer met this week to discuss Camosun College's 40th Anniversary celebrations. Additional planning sessions will be scheduled to develop a plan to enable the College to effectively acknowledge this important milestone. Board members and senior staff members received a commemorative photograph from the Board Annual Lunch in June, 2011.

Lynda Farmer acknowledged the support she received from the President, Executive, and Board members over her two-year term as Board Chair. In particular, Lynda thanked Heather Martin, College Governance Executive Assistant for her personal support and for her outstanding contribution in aid of the business of the Board. In acknowledging the past two years in this role Lynda noted the important role Camosun College plays in our community and in the lives of its students. Personally, the experience was exceptionally rewarding. Lynda will continue to support the College as Chair of the Board External Relations Committee.

2. President's Report

On behalf of the College Executive, President Kathryn Laurin thanked Lynda Farmer for her passion, commitment, enthusiasm and support, especially during Kathryn's transition into the role of CEO.

Kathryn reported the strategic plan "Inspiring Lives" was launched officially last week with events on each campus. All employees and Board members received a mouse-pad designed with statements from the plan. The strategic plan has now entered the implementation stage. Twice a year, Kathryn will communicate back to the Board how the College is measuring against the targets and metrics in the plan. There are sixty targets, and the top eight will be identified to begin the process.

The new Director of Camosun College International, Geoff Wilmshurst, began last week.

The changes to the HST will impact post-secondary institutions. Minister of Finance Kevin Falcon, in the quarterly report, stated that health and education would be preserved with some belt tightening. The Minister, Deputy Minister and Assistant Deputy Minister in Advanced Education (AVED) are relatively new, creating a state of transition which will be offset by the postponement of the election.

Kathryn was in Vancouver today for a meeting called by AVED Minister Naomi Yamamoto for the post-secondary presidents to discuss a provincial strategy for international education. All plans will be cost-neutral.

3. Foundation (nil)

4. Education Council

Education Council Chair Kathy Tarnai-Lokhorst noted the minutes from the May 16, 2011, meeting were included in the agenda package. Kathy went over the highlights of the meeting, which included a review of the Leadership Development Program and a number of new courses and revisions. Kathy distributed copies of the Education Council Annual Report for 2010-2011.

5. Pacific Institute for Sport Excellence (PISE) (nil)

V BOARD COMMITTEE REPORTS

1. Finance Committee

- i) Finance Committee Chair Kyman Chan noted the minutes from the February 28, 2011 meeting were included in the agenda package.
- ii) Kyman Chan gave a verbal report on the September 12, 2011 Finance Committee meeting. The first quarter financial results show the budget is on track. International student enrolment is not as strong as expected. The Board is required to approve the annual Financial Information Act (FIA). The FIA lists employees who earn over \$75K and

their expenses, the vendors who received over \$25K, and the board members' earnings and expenses.

MOTION:

THAT THE BOARD OF GOVERNORS APPROVE THE 2010/2011 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF ADVANCED EDUCATION.

CARRIED

2. Executive Committee

Past Chair Lynda Farmer reported the Office of the Auditor General (OAG) advised they will conduct a performance audit on the Board of Governors. Kathryn Laurin and Lynda met with the OAG team in August. The audit will cover the year 2010-2011. The focus of the OAG is on Board governance, appointment process, Board size, roles and responsibilities, policy, and government expectations. They will interview selected Board members, examine specified documents, and conduct a web-survey of the Board members. The final report is due this fall.

VI APPROVAL OF THE MINUTES

The minutes of the June 27, 2011, meeting were approved as distributed.

VII UNION REPORTS (nil)

VIII ORIENTATION PRESENTATIONS (nil)

IX NEW BUSINESS

1. Risk Management

Peter Lockie, VP Administration and CFO, distributed an executive level summary of the risk profile, and an executive level summary of the risk register as at June 2011. The profile is a visual snapshot of the risks, and the register includes the risk treatment strategies. The risk profile exercise is completed every year. All schools and departments complete a risk register, which are rolled up into one register. The risks are different every year due to changes in the internal and external environment. The process has stood the test of time, and has been a great success. It is also employed for all major initiatives and projects at the College.

2. Institutional Accountability Plan and Report 2011

Paul Merner, Associate VP of Strategic Enrolment Management, presented highlights from the Institutional Accountability Plan and Report for 2011. The report is a Ministry requirement requiring sign-off by the Board Chair. It is based on an amalgam of Ministry requirements and Camosun College's planning documents, including the Strategic Plan from 2008-2010, accomplishments, the context, and an assessment of the performance of the preceding year. The report will be posted on the Ministry's and the College's websites.

X ADJOURNMENT

The meeting was adjourned at 6:11 pm.