

CAMOSUN COLLEGE BOARD OF GOVERNORS
Minutes of the Regular Meeting

Monday, September 10, 2012
Lansdowne Campus

I CALL TO ORDER

Board Chair Kyman Chan called the meeting to order at 5:00 pm.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III BOARD MEMBER REPORTS

1. Chair's Report

Board Chair Kyman Chan attended the Community, Family & Child Studies program's (CFCS) awards ceremony and Vice Chair Marilyn Pattison delivered a welcome at the Community Support and Education Assistant (CSEA) awards ceremony in June, 2012. The college graduation was held at the Royal Theatre on June 19, 2012. Kyman spoke at the 1:00 pm session and Marilyn Pattison at 4:30 pm. Lynda Farmer, Janice Simcoe, Kathy Tarnai-Lokhorst and Scott Marshall also attended. The BC College (BCC) presidents invite the board chairs to their Vancouver meetings twice a year, and Kyman attended on June 18, 2012. In June the board held a farewell lunch for departing members Brian Horncastle, George Ivanishvilli, and Kathy Tarnai-Lokhorst. Steve Parkhill resigned from the board in August as he accepted a position in Ontario.

John Ronald passed away in August. John was chair of the board in 1991 and 1992, and recently attended the past-chair lunch and the 40th Anniversary Gala. The board made a donation to the college Foundation's '*Lillian and John Ronald Bursary*', which benefits students in financial need.

2. President's Report

President Kathryn Laurin announced the Ministry awarded Camosun \$29.2M for the rejuvenation of the trades buildings. Earlier in the year, the Ministry awarded Camosun \$100K to complete the business case. Camosun's portion of the cost is \$800K. Kathryn acknowledged Peter Lockie, John Boraas, Tom Roemer, Tim Walzak and Joan Yates for their work on the proposal. The Ministry will make the official announcement on September 20, 2012.

The proposed health building remains in the top-five of the Ministry's list of capital projects. John Yap was appointed Minister of 'Advanced Education, Innovation and Technology and Responsible for Multiculturalism' in the government cabinet shuffle. Mr. Yap attended the breakfast the board hosted for the MLAs in the spring. The launch of the Medical Radiography Technology (MRT) program will take place October 9, 2012. Campus renewal includes improvements to make the campus more welcoming to students such as new signage, lanes, landscaping, and paint. This week Communications and Advancement posted a new, dynamic 'Skin' for the Camosun website. The college is on social media such as Facebook and Twitter.

The Telus Victoria Community Board donated \$50K to the college for the LYNC program (Leading Youth to New Careers). The program offers high school students a chance to earn dual credit while still attending high school.

International Education enrolments have reached 577, up 29% over last year. Kathryn acknowledged Tom Roemer and Geoff Wilmshurst for their effort.

Denis Powers, Executive Director of Human Resources, is leaving the college for a position at Thompson Rivers University after seven years at the college. The farewell reception is on September 20, 2012, from 4 – 6 pm in Paul 216. Paul Merner, Associate Vice President of Strategic Enrolment Management, is retiring in October after serving for 32 years. Paul's farewell reception is on October 11, 2012, from 4 – 6 pm in Paul 216.

Administration will take steps to cancel the Applied Communication program, which was suspended previously. In accordance with policy, notification will go to Education Council and then the Board of Governors for approval.

Tim Walzak, director of Applied Research & Innovation, submitted a proposal to the Natural Sciences and Engineering Research Council of Canada (NSERC) for a grant of \$250K. A great example of applied research is the box used by kayakers at the 2012 Olympics, notably by silver winner Adam Van Koeverden. The box monitors stroke rate and speed and was designed at Camosun College with a grant from *Own the Podium*. *Own the Podium* bought 20 of the devices which were used both for training and in competition at the Olympics.

3. Foundation

Joan Yates, Executive Director, Communications & Advancement, announced the Foundation board chair for 2012 - 2013 is Jeety Bhalla, and the vice chair is Bob Strachan.

4. Education Council

Kyman Chan requested a volunteer to fill the board's Education Liaison position. Education Council chair Carly Hall noted the minutes from the May 28, 2012 meeting were included in the agenda package. The highlights included the approval of the restructure of the first year of the Dental Hygiene program, and the approval of selective entry for the Nursing program.

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

IV BOARD COMMITTEE REPORTS

1. Finance Committee

- i) Finance committee chair Tom Siemens noted the minutes from the March 26, 2012 meeting were included in the agenda package.
- ii) Tom Siemens gave a verbal report on the September 10, 2012 Finance committee meeting. The first quarter financial results show the budget is on track. International student enrolment is strong. The board is required by Government 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 CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2011/2012 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF ADVANCED EDUCATION, INNOVATION AND TECHNOLOGY AND RESPONSIBLE FOR MULTICULTURALISM.

CARRIED

2. Executive Committee

Chair Kyman Chan reported board member Steve Parkhill resigned over the summer as he accepted a position in Ontario. Kyman submitted two candidates for consideration to the Board Resourcing and Development Office (BRDO) to fill the vacancy.

V APPROVAL OF THE MINUTES

The minutes of the June 11, 2012 meeting were approved as distributed.

VI UNION REPORTS [nil]

VII ORIENTATION PRESENTATIONS [nil]

VIII 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 from June 2012. The profile shows an assessment of ranked risks which could be impediments to the Strategic Plan. The risk profile exercise is completed every year. All schools and departments complete a risk register, which the College Executive roll-up to a high-level. The risks fluctuate every year due to changes in the internal and external environments. The process, initiated by Peter Lockie, has been a great success, and is well regarded by Government.

2. Institutional Accountability Plan and Report

Paul Merner, Associate VP of Strategic Enrolment Management, presented highlights from the Institutional Accountability Plan and Report for 2011-2012. The report is a Ministry requirement. The three parts contain discussions of strategic issues, highlights, accomplishments and progress made on the Strategic Plan, and the Ministry's annual key performance reporting requirements. Kathryn Laurin commended Paul for his work on the report, and noted the Ministry is familiar with the contents.

3. New Branding for Camosun College

Joan Yates, Executive Director of Communications & Advancement, presented an overview of Camosun's new branding, which is directed to the external community. The main theme, which ties into the Strategic Plan, is 'Change Everything'. The concept illustrates to new students how education transforms lives at Camosun. Camosun instructors are the focus of the initial launch. The stories appear on the Camosun website, on posters, in video on YouTube, in a college newsletter, and in print.

IX ADJOURNMENT

The meeting was adjourned at 6:30 pm.