

CAMOSUN COLLEGE BOARD OF GOVERNORS
Minutes of the Regular Meeting

Monday, October 1, 2012
Lansdowne Campus

I CALL TO ORDER

Board Chair Kyman Chan called the meeting to order at 5:05 pm.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III BOARD MEMBER REPORTS

1. Chair's Report

Board Chair Kyman Chan noted Minister John Yap came to the Interurban campus on September 20 to make the official announcement of the \$29.2M funding for the Trades Renewal project. Kyman thanked Tom Siemens, Russ Lazaruk, Chris Marks and Keith Todd for attending the event. Kyman congratulated Kathryn Laurin and the College Executive for making the day such a success.

Vice Chair Marilyn Pattison accepted the Foundation Liaison position. Kyman asked for a volunteer to step forward for the Education Council Liaison role.

The replacement for Steve Parkhill has not yet been announced by the Ministry. There are three positions available for students and one for faculty in the upcoming fall byelection for Education Council.

Additional training was a repeated request in the board of governors' 2011-2012 self-evaluation. 'The Governance Group' will provide a half-day training session on good governance on December 6, 2012. Scott Marshall suggested the board attend a no-host dinner at the Classroom Restaurant at the Interurban campus.

2. President's Report

President Kathryn Laurin reported 130 guests attended the Trades Renewal announcement on September 30, 2012. Kathryn thanked Joan Yates, Executive Director of Communication and Advancement, and her team for their great work. She noted the Ministry was very pleased with the event and the large turnout. Kathryn and Joan wrote an op-ed which was published in the Times/Colonist. The announcement garnered a large amount of media coverage. CitySpaces, the company responsible for the business case, will act as project manager.

International Education has over 600 students enrolled this fall, which is a 28% increase over last year and an all-time high for Camosun College.

Kathryn attended provincial meetings in Vancouver in September, including the BC College Presidents, the Trades Training BC AGM and directors meetings, and the Post-Secondary Employers' Association AGM and board meetings.

Peter Lockie held town hall meetings to discuss the budget process for 2013-2014 with the internal community. He held one at Lansdowne campus last week, and will host one at

Interurban campus tomorrow. The budget roll-out will be provided to the board of governors in November.

3. Foundation

Marilyn Pattison has accepted the role of the Liaison to the Foundation for the next year. Joan Yates, Executive Director, Communications & Advancement, advised the new Foundation board chair, Jeety Bhalla, began the planning process for the Foundation Board. The Foundation received a \$50K donation for the high school LYNC program from the Telus Community Board, and a \$100K donation for nursing students from the Campbell family.

4. Education Council

Kyman Chan noted the minutes from the June 18, 2012 meeting were included in the agenda package.

5. Pacific Institute for Sport Excellence (PISE)

Margaret Lucas noted KPMG completed an audit on PISE, and no issues were found. A large number of Olympian and Paralympian athletes have been influenced by PISE. As of last week, 420 students were enrolled in the Centre for Sport & Exercise Education (CSEE) at PISE. More room will be needed to house them, so a Funds Development committee has been established. They will be responsible for raising the \$11M needed to build Phase Two. Phase two is part of the original vision for PISE. The expansion project was included in the Greater Victoria Development Agency's (GVDA) list of the top infrastructure projects in Victoria.

IV BOARD COMMITTEE REPORTS

1. Executive Committee

Chair Kyman Chan advised that one of the themes arising from the board of governors' self-evaluation for the past year was the need for additional training in governance. A training session on board governance will be provided on December 6, 2012.

The Office of the Auditor General (OAG) performed an audit on governance at Camosun last year. In spring the results were posted on the OAG website. The timeliness of board appointments is a function of the government. The linkage between the college's strategic plan and the government's strategic objectives and performance expectations has been strengthened. The OAG suggested more extensive evaluations of board committees and members. The board will begin by evaluating the four committees separately at year-end in addition to the general self-evaluation.

The Board Executive ensure the skill-set of departing members is replaced by the new applicants. Marilyn Pattison will work with Heather Martin to document the succession plan process in use by the board.

i) Program Cancellations Request

The Board Executive recommended the board of governors cancel the programs in the attached proposal. Education Council has reviewed the request, and recommends the board of governors approve the cancellations. John Boraas, Vice President of Education, advised the programs will all be replaced by newer versions except the first, which will be replaced by two programs.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE CANCELLATION OF THE PROGRAMS:

- i. 'ADVANCED DIPLOMA MECHANICAL ENGINEERING BRIDGE'; AND
- ii. 'CERTIFICATE IN BUSINESS MANAGEMENT'; AND
- iii. 'CERTIFICATE IN PRACTICAL NURSING'.

**ALL ABOVE PROGRAMS WILL BE REPLACED BY A NEW VERSION OF THE PROGRAM.
CARRIED**

Madeline Keller-MacLeod abstained from the vote.

2. External Relations Committee

Committee Chair Lynda Farmer noted Peter Baillie, past board chair, attended the External Relations meeting on October 1, 2012. Peter and past board member Ann Moskow arranged a board reunion for a group of past members. The committee working on the development of the workplan for 2012 – 2013. The focus will be to share the Camosun story with targeted groups and at special events. Lynda invited the board to attend the October 9, 2012 launch of the Medical Radiography Technology program and facility. MLA Ida Chong will officiate at the event.

V APPROVAL OF THE MINUTES

The minutes of the September 10, 2012 inaugural and regular meetings were approved as distributed.

VI UNION REPORTS

1. Camosun College Faculty Association (CCFA)

Kyman Chan noted the CCFA report was included in the agenda. Janice Simcoe introduced the incoming CCFA President Kelly Pitman.

VII ORIENTATION PRESENTATIONS

1. Centre of Excellence for Teaching and Learning

Kathryn Laurin recognized Paul Merner, Associate Vice President of Strategic Enrolment Management, who is retiring from the college after 32 years on October 12, 2012. Kathryn and Kyman Chan acknowledged the tremendous contribution Paul made to the College over the years.

Paul Merner provided an overview of the Centre of Excellence for Teaching and Learning. The centre was substantially reconceived as a centre of excellence, a nexus of expertise, innovation and development. The three major areas of focus are curriculum development, program review and renewal, and on-line learning. On-line learning is the single largest activity and includes revenue generation. Paul invited the board members to the official launch on October 15, 2012.

2. Strategic Enrolment Management

Paul Merner reported the two-year Strategic Enrolment Management (SEM) project was initiated in 2010 by Kathryn Laurin. The project was based on a report by Dr. Jim Black. SEM includes recruitment, student enrolment and engagement, retention, and educational outcomes. All Dr. Black's recommendations have been addressed, and more initiatives have been added to the project. All the planned projects have been initiated, and over 80% have been completed. The remainder are underway, and include large systems projects which span several years.

VIII NEW BUSINESS

1. Fall Enrolment Report

Paul Merner distributed the fall enrolment report. Fall enrolments are currently at 9,319, which is down marginally from last year but shows higher utilization as targets are lower. Credit program enrolments are up 4.9% overall. Trades (0.4%) and Preparatory (19.8%) enrolments are down. Continuing Education enrolments are down (6.2%), but registration will continue

throughout the fall. International Education enrolments are currently at 603, which is up 28% over last year. The projection for overall FTE utilization is approximately 101.9%.

2. Cancellation of ACP Program: Consultation Framework

John Boraas, Vice President of Education, gave an overview of the consultation framework for the cancellation of the Applied Communications program (ACP). The framework is consistent with college policy and the College and Institute Act. The program was identified for suspension in order to balance the budget in 2011-2012. John Boraas will consult with the stakeholders then seek advice from Education Council. The results will be provided to the board for a decision on cancellation at the November 5, 2012 board of governors meeting.

3. VP Strategic Development Update

The 'VP Strategic Development Update' will be postponed to the November 5, 2012 board of governors meeting.

IX ADJOURNMENT

The meeting was adjourned at 7:05 pm.