



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, February 4, 2013
TIME: 5:00 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

I CALL TO ORDER

Board Chair Kyman Chan called the meeting to order at 5:03 pm.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III OATH OF OFFICE

Board Chair Kyman Chan administered the Oath of Office to Ian Cowan.

IV BOARD MEMBER REPORTS

1. Chair's Report

Board Chair Kyman Chan thanked Marilyn Pattison for representing the board at the retirement for Barbara Herringer, Dean of the School of Health and Human Services in December, 2012. Marilyn Pattison and Janice Simcoe attended the public presentations of the four candidates for the Vice President Academic position in January, 2013. On January 22, Kyman, Marilyn Pattison, Russ Lazaruk and Chris Marks attended the Western Economic Diversification (WED) announcement of the \$2.56M donation for trades equipment and Wärtsilä's donation of an \$850K marine engine. Kathryn Laurin gave a presentation to business leaders at the Greater Victoria Chamber of Commerce Luncheon on January 29, 2013. Kathryn described Camosun College's role in the local economy. Margaret Lucas, Russ Lazaruk, Lynda Farmer, Tom Siemens, Marilyn Pattison and Kyman Chan, as well as many Camosun employees, attended. Kyman congratulated John Boraas, the successful candidate in the competition for the position of Vice President Academic.

2. President's Report

President Kathryn Laurin noted the search for the Vice President Academic was rigorous. Four strong finalists, two internal and two external, gave presentations to College employees. A large amount of feedback was acquired from the employees by email. Kathryn and the College Executive Team are delighted to welcome John Boraas to the position.

Kathryn thanked all the board members who attended the WED announcement of the \$2.56M donation for skills training by the Minister of State for WED, Lynne Yelich, and Wärtsilä's donation of the ship's engine. Camosun College leveraged the funding for the trades refurbishment to secure the WED grant. The funds are a direct result of the efforts of Tom Roemer, Vice President, Strategic Development. Kathryn's presentation at the Greater Victoria Chamber of Commerce lunch January 29 was part of a continuing effort to create a presence for

Camosun College in the business community. She advised them of Camosun College's \$814M annual economic impact on the local economy.

The Municipality of Saanich has not yet approved Telus' application for the extension of the Fisher Building cell tower. Administration provided the College community with a briefing note in 'CamNews', and will give the board an update soon.

Kathryn Laurin and Peter Lockie, Vice President, Administration & CFO, met today with Deputy Minister Cheryl Wenezenki-Yolland to discuss the budget and advocate for the College. The College is underfunded and is over-performing with over 100% utilization. The Province's funding for the trades refurbishment and equipment recognizes the College's high-level of performance.

3. Foundation

Joan Yates, Executive Director, Communications & Advancement, reported the Foundation Board last met in December.

4. Education Council

Education Council Chair Carly Hall noted the minutes from the November 19 and December 12, 2012 meetings were included in the agenda package, and went over the highlights of the meetings. Education Council looked at new programming in Sport and Fitness Leadership, Global Studies, selective qualification, and the governance model.

5. Pacific Institute for Sport Excellence (PISE)

PISE Liaison Margaret Lucas noted the next meeting of the PISE Finance Committee is in February and the focus will be the budget for 2013 – 2014.

6. Board Member Report

Keith Todd advised that Brian Faught and Blake Handley, two thirty-year CUPE employees, recently retired. Brian was a Groundskeeper, and Blake was a supervisor in Audio-Visual Services.

V BOARD COMMITTEE REPORTS

1. Finance Committee

- i) Committee Chair Tom Siemens noted the minutes from the November 5, 2012 meeting were included in the agenda package.
- ii) Tom Siemens gave a verbal report on the February 4, 2013 meeting. Peter Lockie provided an overview of the first nine months. Fall and winter enrolment is known so an accurate forecast can be made for year-end. International Education exceeded enrolment and retention expectations. At December 31, 2012, the budget was tracking ahead and is expected to show a possible surplus of \$190K at March 31, 2013. Budget planning for 2013 – 2014 is well underway and is adhering to the consultation framework.

2. Executive Committee

- i) Program Cancellation: Practical Nursing Access for Health Care Assistant
John Boraas, Vice President Academic, advised the program has not run in the past four years due to low enrolment. Education Council has approved the proposed cancellation. In its place, the Health Care Assistants will be offered advanced standing in the Practical Nursing Diploma Program.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE CANCELLATION OF THE PROGRAM 'PRACTICAL NURSING ACCESS FOR HEALTH CARE ASSISTANT' DUE TO LOW ENROLMENT. THE NEW 'PRACTICAL NURSING DIPLOMA PROGRAM' WILL BE USED IN ITS PLACE.

CARRIED

3. External Relations Committee

Chair Lynda Farmer reported the committee has been very active. The Greater Victoria Chamber of Commerce lunch Kathryn Laurin addressed was one of the committee's targeted venues. Margaret Lucas is a former board chair at the Chamber, and Tom Roemer is a board member. Lynda asked the board to continue to bring back ideas for connections to the community. An information session for the local NDP MLAs was held in November at the Interurban Campus. The second information session for the governing MLAs will be held on February 27, 2013, and will be held on a continuing basis.

Russ Lazaruk will chair the new Signature Initiative sub-committee. Russ noted the theme of the initiative is innovation, and is in the concept stage. The first event is expected to take place in 2014. Margaret Lucas met with Joan Yates and Heather Martin to draft the annual plan for External Relations. The plan will focus on two or three events per year, such as the MLA breakfast, meetings with the Saanich and Victoria Council and Mayors, past board chair lunches, and the Signature Initiative. Joan Yates gave an update on rebranding on TV, newspaper, radio and bus stops.

Lynda thanked the inaugural members of the External Relations committee for their hard work raising the profile of the College. Margaret Lucas will take on the role of Chair going forward. Kyman Chan acknowledged Lynda Farmer for establishing and chairing the committee since its inception.

VI APPROVAL OF THE MINUTES

The minutes of the December 3, 2012 meeting were approved as distributed.

VII UNION REPORTS

1. Camosun College Faculty Association (CCFA)
The report was included for information.

VIII ORIENTATION PRESENTATIONS [nil]

IX NEW BUSINESS

1. Inspiring Lives: Strategic Plan Score Card

President Kathryn Laurin presented the highlights of the accomplishments from Inspiring Lives: Strategic Plan 2011-2014. The Score Card is the accountability piece to the Board for the strategic plan. The Score Card shows the actions, metrics, targets and current status of the goals and strategies from the strategic plan. Many targets were exceeded, and some have been set, as did not have a benchmark in the past. The Score Card will be posted on the website and presented at Conversations Day on February 22, 2013. Kyman Chan acknowledged the outstanding work that went into the many great accomplishments in this good news story.

2. Winter Enrolment Report

John Boraas, Vice President Academic, reviewed the key points from the enrolment report. The report contained a glossary of terms. Enrolment is up .9% from winter 2012. Course seat enrolments are up 3.2% over last year. Program enrolments are up .9%. The full and part-time split remains virtually the same with full-time at 61.1%. FTE utilization is predicted to be up to 102%. Continuing Education enrolment is down by 18.9%, and International Education is up 26% this winter.

X ADJOURNMENT

The meeting was adjourned at 6:28 pm.

Kyman Chan, Chair

Date

Heather Martin, Recorder