



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, June 10, 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 5:00 pm.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III BOARD MEMBER REPORTS

1. Chair's Report

Board Chair Kyman Chan thanked everyone who attended the annual farewell lunch held on June 7, 2013 at the Chateau Victoria. Kyman congratulated Carly Hall who was re-elected as Chair of the Education Council for the term 2013/14. Marilyn Pattison represented the Board at the School of Access student awards ceremony on June 6. Kyman attended the School of Business student awards ceremony on June 6.

Kyman will bring a welcome to the Centre for Sport & Exercise Education (CSEE) annual awards breakfast and ceremony on June 14.

Kyman will address the School of Business at the June 13 graduation ceremonies. Ian Cowan will also attend. At the June 14 graduation ceremonies Marilyn Pattison will address Health and Human Services, and Russ Lazaruk will address the Centre for Sport & Exercise Education; Access and Aboriginal Education & Community Connections; Arts & Science; and Trades & Technology. Madeline Keller-MacLeod will also attend.

Chris Marks will deliver a welcome at the Community Support and Education Assistant awards on June 19. Tom Siemens will speak at the Community, Family and Child Studies awards on June 25.

2. President's Report

Peter Lockie, Acting President and Vice President Administration and Chief Financial Officer, reported the Honourable Amrik Virk was appointed Minister of Advanced Education. Previously Minister Virk was the vice chair on the Board of Governors at Kwantlen Polytechnic University, and is on a leave from the RCMP. James Gorman was appointed Deputy Minister (DM) of Advanced Education. Previously Mr. Gorman was the DM of Education, the DM of the BC Public Service Agency, and held other senior roles in the Ministry of Advanced Education, Treasury Board and Partnerships BC.

The results for 2012/13 showed the college performed well against two of the Ministry's key performance measures. Student enrolment showed a combined Ministry and ITA utilization of 101%. The financial results showed a surplus of .5% of the total budget.

Citizenship and Immigration Canada (CIC) is pulling \$22M from the province. Camosun College's share could be as high as \$1.5M. John Boraas, Vice President Academic, is leading a group to pursue funding from other sources to offset potential losses.

The Ministry has a new Program Quality Assurance Framework to ensure consistency and standards in the post-secondary system. As Camosun College's education approvals process is of a high standard, the framework will likely impact private institutions more significantly.

The final design for the new Centre for Trades Education and Innovation has been adopted. Peter Lockie will give a presentation on the design later in the meeting.

Kathryn Laurin, President, was elected as a director of the Association of Canadian Community Colleges (ACCC) at their AGM in May. Kathryn will represent the British Columbia and Yukon region.

3. Foundation

Joan Yates, Vice President Communications, Advancement, and Planning, advised the attached terms-of-reference requires Board approval. Kyman Chan noted the terms-of-reference 'Camosun College and Camosun College Foundation - Working Together' were reviewed at the joint meeting of the Board and the Foundation Board. The terms-of-reference will guide the working relationship between the college and the Foundation.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE TERMS OF REFERENCE ENTITLED 'CAMOSUN COLLEGE AND CAMOSUN COLLEGE FOUNDATION - WORKING TOGETHER'.

CARRIED

Marilyn Pattison, Foundation Liaison, announced she is not able to attend the Foundation Annual General Meeting on June 20, 2013, from 11:30am - 1pm in Paul 216. She asked for a volunteer to attend in her place.

4. Education Council

Education Council Chair Carly Hall noted the minutes from the April 15, 2013, meeting were included in the agenda. Carly reported the standard for competitive entry was approved. The standard fits within the current admission policy and will provide guidance to Education Council, the schools, the curriculum developers, faculty, and approval bodies. The Education Approvals Steering Committee continues to work on the new education approvals process. Communication and implementation plans have been developed and the transition will start in the fall.

5. Pacific Institute for Sport Excellence (PISE)

Margaret Lucas, PISE Board of Directors, reported the next meeting of the PISE Board of Directors is June 11, 2013. A strategic planning session is scheduled on June 12 from 8am - 4pm at the Ocean Pointe Resort.

6. Association of Canadian Community Colleges (ACCC)

Keith Todd attended the ACCC annual conference in Penticton, BC in May. It is the fourth ACCC annual conference Keith participated in on behalf of CUPE. Keith suggested a delegation of Board members attend next year. Kyman Chan noted discussion was held at the BC Colleges (BCC) meeting for board chairs on the colleges' policies on participation at the ACCC conference within the constraints of limited professional development budgets.

IV BOARD COMMITTEE REPORTS

1. Audit Committee

- i) Minutes from the October 22, 2012 meeting
Audit Committee Chair Tom Siemens noted the minutes from the October 22, 2012 meeting were included in the agenda package.
- ii) Verbal Report from the June 3, 2013 meeting
Tom Siemens gave a verbal report from the June 3, 2013 Audit Committee meeting. The committee reviewed the results for the past year. The auditors provided a detailed report on what the college did to comply with the adoption of Public Sector Accounting Board of Canada (PSAB) accounting standards. The auditors confirmed their independence and discussed the college's risks and what had been done to mitigate them. The auditors presented a final summary of identified adjustments and confirmed the issue of their unqualified opinion.

Peter Lockie and Deborah Huelscher, Executive Director Finance, reviewed the current year's financial statements. The statements were consolidated based on the new PSAB accounting standards, with an opening balance at April 1, 2011. Last year's presentation was restated, then finally the statement showing March 31, 2013. Included were the balance sheet, financial assets, liabilities, and non-financial assets. The year ended with a \$500K surplus.

The Office of the Auditor General (OAG) will act as the college's auditor for two more years after which a private firm will be employed. Kyman Chan advised the complexity involved in changing accounting standards is enormous, and commended Peter Lockie and Deborah Huelscher for their work.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2013 AS PRESENTED.

CARRIED

2. Executive Committee

Executive Committee Chair Kyman Chan reported the Executive discussed the ratification of the CCFA collective agreement at the June 3, 2013 meeting. There has been no announcement yet from government about the appointees who will replace Lynda Farmer and Wayne Dalby. Two candidates were submitted to replace Kyman, who will finish his term in December. The Board Resourcing and Development Office (BRDO) will post the vacancy soon.

The annual self-evaluation forms for the Board's regular and committee meetings have been distributed. Kyman advised that feedback is very important so asked the members to fill out the evaluation forms and return them to Heather Martin. The governance training session scheduled for the Board members last December was canceled. Marilyn Pattison will present the current plans for governance training later in the meeting.

The Executive decided that due to the nature and number of questions raised on the proposal for student housing, it would not go forward for a decision at this time. If administration decides to revisit this topic, a Committee of the Whole meeting will be called in the fall to discuss the concept of student housing.

3. External Relations Committee

External Relations Committee Chair Margaret Lucas gave a verbal report from the June 10, 2013 meeting. The committee will host a breakfast for the MLAs in early October to inform the new members about the college. Joan Yates and Kathryn Laurin will contact the new Minister of

Advanced Education Amrik Virk. The lunch for the past board chairs held on May 22 at the Classroom Restaurant was very successful. The past chairs expressed appreciation at being involved and informed. Joan Yates sent the past chairs key messages about the college to share with their community contacts. The past board chair lunch will take place annually in May. The committee plans to host a lunch for the Mayor and Council of Saanich at the end of October at the Classroom Restaurant.

i) Signature Initiative

Signature Initiative Sub-committee Chair Russ Lazaruk reported the Request for Proposal for an event planner garnered two applicants. The External Relations committee requires approval from the Board to proceed with the Signature Initiative event.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE EXTERNAL RELATIONS COMMITTEE'S DEVELOPMENT OF AN ANNUAL, COST NEUTRAL, 'SIGNATURE INITIATIVE' EVENT.

CARRIED

V APPROVAL OF THE MINUTES

The minutes of the May 6, 2013 meeting were approved as distributed.

VI UNION REPORTS [nil]

VII ORIENTATION PRESENTATIONS [nil]

VIII NEW BUSINESS

1. FTE Enrolments for 2012/13

John Boraas, Vice President Academic, and Joan Yates presented the 2012/13 enrolment report which is required by the Ministry. The college is a high performer in the system, partly due to program relevancy, excellent instruction, and investment in strategic enrolment management (SEM). The college's utilization is 101% compared to targets set by the Ministry of Advanced Education (MAE) and the Industry Training Authority (ITA). John Boraas reviewed the areas of growth and decline in the attached report, and went over the reasons behind them. Overall the strengths and weaknesses are balanced and are all justifiable in relation to the economy.

2. Five-Year Capital Plan 2014/15 to 2018/19

Peter Lockie presented the Five-Year Capital Plan for 2014/15 to 2018/19. The Ministry of Advanced Education requested a list of the capital funding needs for the next five years, and asked that the Board approve them. The top six projects requiring major capital were listed in priority. At the top is the Centre for Excellence in Health & Wellness followed by the remediation of the external envelope of the Young Building, and the renewal of the Fisher Building; the Culinary Arts/Food Services Building; the Fine Arts Building; and the Dunlop House. The Pacific Institute for Sport Excellence (PISE) expansion was listed separately as it is expected to be funded by external sources other than the Ministry.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE FIVE-YEAR CAPITAL PLAN SUBMISSION TO THE MINISTRY OF ADVANCED EDUCATION FOR THE YEARS 2014/15 to 2018/19.

CARRIED

Wayne Dalby left the meeting at 6pm. Kyman Chan thanked Wayne for his contribution to the Board and presented him with a gift, as it was Wayne's last meeting.

3. Centre for Trades Education and Innovation

Peter Lockie gave a presentation on the approved schematic site plan and building design for the Centre for Trades Education and Innovation (CTEI). The new centre will be located on the old Tillicum Lodge site which is on the north side of Markham Street at the Interurban Campus. After a lengthy process and discussion, the version presented was supported overwhelmingly by the CTEI Steering Committee. A hiking trail is planned for the perimeter of the wooded area. The project is on track and on budget.

4. Board Training

Marilyn Pattison, Vice Chair, announced Vince Battistelli will lead a four-hour session in governance training for the Board from 1 – 5pm on Thursday, November 21, 2013, followed by a dinner in the Classroom Restaurant, Interurban Campus. Marilyn advised the training will only be successful if there is 100% attendance. She asked the members to each send Heather Martin two critical questions they would like to have addressed in the workshop.

IX ADJOURNMENT

The meeting was adjourned at 6:11 pm.

CORRESPONDENCE

1. Chris Marks Farewell Letter to the Board of Governors, May 6, 2013