



BOARD OF GOVERNORS

INAUGURAL MEETING MINUTES

MEETING: Monday, September 9, 2013

TIME: 5:00 pm

LOCATION: Paul Building, Room 216, Lansdowne Campus

I CALL TO ORDER

Vice President of Administration and CFO Peter Lockie called the meeting to order at 5:00 pm.

II OATH OF OFFICE

Peter Lockie administered the Oath of Office to Ron Rice, Jordan Sandwith and Nancy Sly.

III ELECTION OF THE BOARD CHAIR

Board members were referred to the Decision Making Policy reference sheet included in the agenda package. Peter Lockie declared the election open and called for nominations. Marilyn Pattison was nominated and seconded for the position of Board Chair. No other nominations were put forward and Marilyn Pattison was acclaimed for a one-year term as Board Chair for the period of September 2013 through August 2014.

IV ADJOURNMENT

The meeting adjourned at 5:05 p.m.



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, September 9, 2013

TIME: Immediately following the Inaugural meeting

LOCATION: Paul Building, Room 216, Lansdowne Campus

I CALL TO ORDER

Board Chair Marilyn Pattison called the meeting to order at 5:05 pm.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III INTRODUCTIONS

John Boraas, Vice President Academic, welcomed and introduced the new deans.

1. Dominic Bergeron, Dean, School of Arts and Science;
2. Ian Humphries, Dean, School of Access and Aboriginal Education & Community Connections;
and
3. Cynthia Smith, Dean, School of Health and Human Services.

IV BOARD MEMBER REPORTS

1. Chair's Report

New Board Chair Marilyn Pattison thanked the members for electing her to the position. Marilyn will contact each member in the near future to determine their strengths, desires, and goals for the Board over the next year. Marilyn welcomed and congratulated Ron Rice on his appointment, and congratulated Russ Lazaruk on his re-appointment. She welcomed Nancy Sly, who is representing faculty for a three-year term, and Jordan Sandwith who is representing the Interurban students for a one-year term. Tom Siemens' appointment was not renewed. Tom was chair of the Finance and Audit committees, and served on the Executive committee. He will be greatly missed. Marilyn and President Kathryn Laurin addressed the appointments with the Board Resourcing and Development Office, as well as with the Minister, Deputy Minister, and Assistant Deputy Minister of AVED at a meeting last week.

Marilyn will bring a welcome to the 21st Indigenous Students Annual Welcome Feast on September 12, 2013. All Board members are welcome to attend the Welcome Feast. The Chargers Tipoff dinner will take place on September 27, with proceeds going to the athletic department and the student athlete scholarship fund. Tickets can be purchased for \$150.

The Board governance training session will take place on November 21 from 1 – 5pm in Campus Centre 321, Interurban campus. It will be followed by dinner in the Classroom Restaurant. Marilyn reminded the group of the importance of full attendance, and to send any topics to be addressed to Heather in the next two weeks.

2. President's Report

President Kathryn Laurin reported she is pleased to be back after her time away, during which she participated in educational matters, strategic community events, and conferences. Kathryn

is sitting on two new boards which will serve the college well. The academic year had a successful launch with CamFest celebrations at both campuses. It was an enormously successful welcome back for the students. Kathryn acknowledged all those who helped with the events.

Deputy Minister James Gorman was appointed in May, but left last week to work in the private sector. The new Deputy Minister for Advanced Education is Sandra Carroll. Marilyn Pattison and Kathryn Laurin met with Minister Amrik Virk, Deputy Minister Sandra Carroll and Assistant Deputy Minister Dawn Minty last Thursday. They shared the highlights from the college and discussed the Board appointments. There have been many changes in leadership in the Ministry over the last five years, which makes advocacy challenging. Minister Virk was the past Vice Chair of the Board of Governors at Kwantlen Polytechnic University.

The College Executive Team held a retreat last Friday. The five members regrouped and made plans for the upcoming year. They looked at challenging issues with a focus on the strategic plan, and charted a path for the year. It was a successful retreat that generated many ideas.

Kathryn is on the Board of Governors at the Association of Canadian Community Colleges (ACCC), which is a national association. It will be a good connection for the college. Denise Amyot, the new CEO at ACCC, has experience with government at the federal level. Kathryn is on the Board of Governors at the Resource Training Organization (RTO) which includes people from resource based industries, and addresses industry training needs across BC. It will be another great connection for the college.

In October the Board will receive a more detailed update on enrolment. Domestic enrolment is tracking strongly, and international enrolment is over target.

3. Foundation

Joan Yates, Vice President, Communications, Advancement & Planning, noted the Foundation Executive met over the summer. They are developing a plan for their role supporting the Centre for Trades Education and Innovation (CTEI). The plan will set their direction for the next two years. Marilyn Pattison asked for a volunteer to represent the Board as Liaison to the Foundation Board.

4. Education Council

Education Council Chair Carly Hall noted the minutes from the May 27, 2013 meeting were included in the agenda package. Education Council is continuing work on the new education approvals process, which was developed based on the strategic and education plans. A couple of years ago The Centre of Excellence for Teaching and Learning (CETL) held focus groups with 150 people across the college resulting in a review of the education approvals process. The model was redeveloped last year, and is currently in the communication and implementation stage. Education Council will now focus on governance, policy, and educational issues and the Integrated Curriculum Committee will focus on curriculum.

5. Pacific Institute for Sport Excellence (PISE)

Margaret Lucas, PISE Board of Directors, reported there was no meeting over the summer. The next PISE Board meeting and AGM will be on September 26, 2013. Kathryn Laurin is also a member of the PISE Board of Directors and will be in attendance.

V BOARD COMMITTEE REPORTS

1. Executive Committee

Past Executive Committee Chair Kyman Chan noted the only agenda item at the September 9, 2013 Executive meeting was personnel related, so the update will take place at the in-camera Board meeting.

2. External Relations Committee

i) Signature Initiative Sub-Committee

Signature Initiative Sub-Committee Chair Russ Lazaruk reported the committee met last week with consultant Alison Ducharme and other stakeholders. The venue will be determined by September 20, the date will be set by September 25, and the budget will be in place by the first week in October. The Board of Governors and Foundation Board will be asked to seek sponsors for the event to keep it cost neutral. Each year the focus of the event will be on a different field such as health care, technology, or trades. An award for innovation will be presented to someone in the internal or external community who shows true innovation in that field. Approximately 200 guests will be invited. The event itself will be innovative and similar in format to the 40th Anniversary Gala.

3. Finance Committee

i) Finance Committee Chair Kyman Chan noted the minutes from the March 25, 2013 meeting were included in the agenda package.

ii) Kyman Chan gave a verbal report from the September 9, 2013 meeting. The first quarter financial results hold the least activity for the year. There was a small deficit, but it is expected to even out by year-end. The forecast is for a balanced budget by March 31, 2014. Every year the administration prepare the Financial Information Act (FIA) report as part of the college's reporting obligation to the Government. The Board is required by Government to approve the FIA. The report lists employees who earn over \$75K and their expenses; the vendors who received over \$25K; and the Board of Governors' earnings.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2012/2013 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF ADVANCED EDUCATION.

CARRIED

VI APPROVAL OF THE MINUTES

The minutes of the June 10, 2013 meeting were approved as distributed.

VII UNION REPORTS [nil]

VIII ORIENTATION PRESENTATIONS [nil]

IX NEW BUSINESS

1. Risk Management

Peter Lockie, VP Administration & Chief Financial Officer noted the Risk Profile is a colour-coded dashboard which displays the main risks to the college from low risk to extreme risk. The Risk Register lists the accountability for the areas of risk. The biggest risk is insufficient funding. Reduced funding for infrastructure and capital are also extreme risks, as the college must remain competitive. The risks change every year due to external elements, such as the economy and the political environment, which can alter very quickly. International Education is not a high risk, but was a high risk a few years ago. The Centre for Trades Education and Innovation is a new entry on the list. While there are many challenging risks to the college, management have identified them and have mitigation strategies in place.

2. Institutional Accountability Plan & Report

Kathryn Laurin, President, advised that the Institutional Accountability Plan & Report clearly tells the Camosun College story and is often referred to by the Ministry. Joan Yates, VP Communications, Advancement & Planning, presented highlights from the 2012/13 Institutional Accountability Plan & Report. The report includes Camosun College's major initiatives and accomplishments as well as challenges, such as funding. The highlights included the impact on the regional economy and society; the student data; the alignment of the strategic plan with the Government's agenda, the implementation of the strategic plan; and Camosun's score on

Government performance targets. The report is required by Government, and is posted on the Ministry of Advanced Education's website.

X ADJOURNMENT

The meeting was adjourned at 6:28 pm.