



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, November 4, 2013
TIME: 5:00 pm
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 BOARD MEMBER REPORTS

1. Chair's Report

Board Chair Marilyn Pattison noted October was a very busy month. Marilyn has been working with Kyman Chan on the President's evaluation and will deliver a report at the in-camera meeting today. Madeline Keller-MacLeod joined the Signature Initiative sub-committee. Kyman Chan brought greetings to the Health Care Assistant awards last week. Marilyn addressed the Dedicated Service Dinner for long term employees on October 30, 2013. It was an impressive event, co-chaired by VP Academic John Boraas and Executive Director of Human Resources Barb Severyn. Over forty employees were recognized for 20 plus years of service. Marilyn acknowledged Margaret Lucas and Joan Yates for their excellent work on the Saanich Council lunch and tour. Mayor Frank Leonard and five councilors attended, and were served a wonderful meal prepared by the Culinary Arts students. Marilyn attended the School of Arts & Science awards ceremony on November 1. President Kathryn Laurin is returning tonight from Beijing, China, where she made a presentation to a reunion of the VELT post-secondary leaders and institutions.

2. Foundation

Liaison Ron Rice attended his first meeting of the Foundation Board. The focus of the meeting was on in-depth planning and the role of Foundation in the coming year. The Foundation's investment policy will remain unchanged as the strategies applied were very successful. The Foundation Board addressed communication with the Board of Governors. They will introduce a committee structure to look at fundraising, governance and awards. The Foundation received a \$.5M bequest for students with geographic challenges. Joan Yates, Vice President Communications, Advancement & Planning, noted the Foundation Board is rejuvenated and highly engaged.

3. Education Council

Education Council Chair Carly Hall noted the minutes from the September 23, 2013 meeting were included in the agenda package. They have a new format to reflect the education

approvals process changes. Curriculum is now vetted by the Integrated Curriculum Committee and only goes to Education Council for final approval. Education Council has a new high-level strategic focus on governance and policy.

Education Council Liaison Ian Cowan noted there was much discussion on approval levels. Maria Bremner, Manager of Environmental Sustainability, gave a presentation on the sustainability plan which is underway. Marilyn Pattison thanked Ian Cowan for agreeing to be the new Liaison to Education Council.

4. Pacific Institute for Sport Excellence (PISE)

PISE Board of Directors member Margaret Lucas noted the next Board meeting will take place on November 19, 2013.

IV BOARD COMMITTEE REPORTS

1. Audit Committee

- i) Audit Committee Chair Kyman Chan noted the minutes from the June 3, 2013 Audit Committee meeting were included in the agenda.
- ii) Kyman Chan gave a verbal report from the October 28, 2013 Audit Committee meeting. The auditors from the Office of the Auditor General presented their plan for the upcoming Camosun College audit for 2013/14. None of the requirements have changed, so it is very similar to last year's audit plan.

2. Finance Committee

- i) Finance Committee Chair Kyman Chan noted the minutes from the September 9, 2013 meeting were included in the agenda package.
- ii) Kyman Chan gave a verbal report from the November 4, 2013 meeting. The committee reviewed the financial results for the first six months of operations ending September 30, 2013. There was a \$1.5M in surplus in base operations at September 30, but that includes only one month of the semester and the expenses are incurred later on. There was unusual activity in spring and summer that resulted in additional ancillary and tuition revenue. International Education produced the highest revenue and the increase in students resulted in higher revenue from books, parking, and other Ancillary services. Contract Training saw higher revenue due to increased DND activity. Expenses still to be incurred are personnel, vacant positions, and one-time maintenance spending on strategic priority areas such as classrooms, study rooms, student space, and on-line curriculum development.

Peter Lockie gave a presentation to the Government's Select Standing Committee on Finance. Peter listed Camosun's strategic priorities including inflationary increases in the operating budget, capital needs, the trades and health buildings, and deferred maintenance.

The budget process for 2014/15 will be based on the process used last year, which was applauded for its transparency. The communication rollout to the internal community will take place soon. All Board members are strongly encouraged to attend the March 31, 2014 Finance Committee meeting for the detail level of the proposed 2014/15 budget. The proposed budget will go to the April 7, 2014 Board of Governors meeting for a final decision.

3. Executive Committee

Executive Committee Chair Marilyn Pattison reported President Kathryn Laurin went to Ottawa to attend the Association of Canadian Community Colleges (ACCC) Board meeting, the National Skills Summit, and 'ACCC on Parliament Hill', where they met as many elected representatives as possible. Kathryn met with the Advanced Education Deputy Minister Sandra Carroll to discuss funding for Camosun College. As Kathryn is in China today, Joan Yates, VP Communications, Advancement and Planning, will present the update on the Strategic Plan.

Kathryn and Marilyn received notification from Government that colleges will be asked to undergo an institutional core review process. The review will be aligned with the budget process but will require many additional steps and an increase to the workload of the management team. The Board self-evaluation included a request for orientations on different areas of the college. Eric Sehn, Dean of the School of Trades and Technology, will provide an orientation at the December 2, 2013 Board meeting. It will take place at the Interurban campus. A tour of the trades area will be held at 4pm that day, and the Board's annual Christmas reception will follow the meeting. Scott Marshal's term ends next July so he is looking for potential candidates for his replacement. The candidates must have a legal background in business or corporate law.

4. External Relations Committee

External Relations committee Chair Margaret Lucas reported the October 31, 2013 lunch for the District of Saanich Mayor and Council went very well, and thanked all the staff and Board members who took part. Mayor Frank Leonard and Councilors Susan Brice, Judy Brownoff, Paul Gerrard, Vicki Sanders and Lief Wergeland attended. Margaret will follow up next week with a meeting with Susan Brice. Susan Brice is Chair of the Victoria Regional Transit Commission, and a past member of the Camosun College Foundation Board and the Board of Governors.

V APPROVAL OF THE MINUTES

The minutes of the October 7, 2013 meeting were approved with an amendment.

VI ORIENTATION PRESENTATION

1. Advancement Update

Joan Yates, Vice President Communications, Advancement and Planning, gave a presentation on Advancement. The Foundation Board has been a key catalyst for fundraising work at the college, and holds a well-managed \$17M portfolio. The Centre for Trades Education and Innovation (CTEI) and the proposed health building will require an additional \$5 to \$10M over the next five years, so a structure is needed to build fundraising capacity.

Consultant Heather Ferguson developed a new highly strategic staffing structure for Advancement. The new structure will be largely cost-neutral as hiring will be offset by unfilled positions. New strategic functions under development include increased liaison with the Board of Governors, a more strategic focus on annual giving by the Foundation Board, a President's Advisory, and a major gifts group to focus on the needs of the CTEI.

VII NEW BUSINESS

1. Strategic Plan Scorecard

Joan Yates, Vice President Communications, Advancement and Planning, presented the key highlights of the activities from the Strategic Plan between January and October 2013. The

complete Strategic Plan Scorecard is in the agenda package. The 'Status' column holds a descriptor of where the target for each activity stands at present.

Some of the significant strengths in the Scorecard include the indigenization plan, the internationalization plan, the interculturalization plan, distance education (D2L), the Centre of Excellence in Teaching and Learning, environmental sustainability, the Student Services reorganization, the Education Council realignment, and the development of the Centre for Trades Education and Innovation.

Marilyn Pattison offered congratulations to all employees for the achievements in the Scorecard and expressed appreciation for the enormous amount of work it represents.

VIII ADJOURNMENT

The meeting was adjourned at 6:40 pm.