



## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

**MEETING:** Monday, February 3, 2014  
**TIME:** 5:00 pm  
**LOCATION:** Paul Building, Room 216, Lansdowne Campus

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#### **I CALL TO ORDER**

Board Chair Marilyn Pattison called the meeting to order at 5:00 pm.

#### **II APPROVAL OF THE AGENDA**

The agenda was approved as distributed with the addition of a report from Keith Todd under 'Board Member Reports'.

#### **III BOARD MEMBER REPORTS**

##### **1. Keith Todd**

In December Stella Black retired from Student Services after 30 years of service, and over 50 people attended her farewell to wish her well. This Friday Ken Whitehead is retiring quietly after 30 years at the college. Ken began as a custodian, spent many years in the Audio Visual department, and is now working in the Receiving department.

##### **2. Chair's Report**

Board Chair Marilyn Pattison noted Kathryn Laurin accepted a new five year contract. Marilyn held discussions with the Board Resourcing and Development Office regarding board appointments. The appointment for Bill Gyles was revised to start on June 1, 2014. Marilyn attended the Athletic and Exercise Therapy Clinic opening at the Wilna Thomas Centre on January 10. The focus of the clinic is to train students and the public will be able to access high-tech equipment and health assessments at a low cost. Marilyn met with the Chair of the Foundation, Bob Strachan, to discuss inter-board relations. The Foundation is fortunate to have Bob who is on the Board of Directors at CPA Canada.

Ian Cowan is the new Chair of the Audit Committee and Cindy Choi is the newest member of that committee. Margaret Lucas joined Executive Committee as its terms of reference were updated to include the Chair of the External Relations Committee in the membership. Marilyn brought a welcome to the Trades and Technology Career Fair on January 30, 2014. Twenty-eight employers attended from as far away as Texas and Colorado, in addition to local employers. In December, Marilyn met a creative writing student from Camosun who was seriously ill, and who reported that Camosun had shown her an incredible amount of support. The budget for 2014/2015 will be brought to the board for approval at the April 7, 2014 Board meeting so attendance is very important.

##### **3. President's Report**

President Kathryn Laurin met with the BC College Presidents and the two new AVED ADMs, Bobbi Plecas and Claire Avison. They discussed the core review and ESL funding. Kathryn attended a round table with Federal Minister of Science and Technology Greg Rickford. Kathryn

spoke about applied research at Camosun. The Federal government funds colleges as well as universities for applied research, and Camosun has done very well. Kathryn thanked Minister Rickford, and was informed there would be many more opportunities.

Peter Lockie distributed the Centre for Trades Education & Innovation (CTEI) brochure that was submitted to Saanich Council for approval of the parking variance. The CTEI received unanimous approval, and the Councilors gave very positive feedback on the project. The construction went out to tender, and will be up on BC Bid until the end of February. There are twelve bidders at present, and all bidders must attend a mandatory site visit this week. The project will be awarded in early March, with construction expected to begin soon afterwards.

#### **4. Foundation**

Ron Rice, Foundation Liaison, reported the Foundation directors indicated they would like to support the Signature Initiative. Cindy Choi noted the Southern Vancouver Island CGA will donate to the Foundation's CGA Endowment Fund. It will go not to the principal, but to a student this fiscal year.

#### **5. Education Council**

The minutes from the November 18 and December 9, 2013 meetings were included in the agenda package. Carly Hall, Education Council Chair, noted there were two very successful governance training sessions in January. The training sessions were to help the members embrace their new governance role since they have moved away from the role of curriculum approval.

#### **6. Pacific Institute for Sport Excellence (PISE)**

PISE Board of Directors member Margaret Lucas noted the next meeting is February 4, 2014. The 2014/2015 PISE budget was presented to Finance and Audit Committee Committee last week. The committee approved the budget, and it will be presented to the board for final approval on Tuesday. PISE CEO Robert Bettauer was the announcer for Davis Cup 2014 held in Tokyo.

### **IV BOARD COMMITTEE REPORTS**

#### **1. Executive Committee**

Executive Committee Chair Marilyn Pattison reported the role of Executive Committee is changing in that some agenda items will now go directly to the board. For example, today's request for program cancellations went directly to the board rather than to the Executive Committee first. The reports from the president and chair will not be duplicated in full at both meetings.

#### **2. External Relations Committee**

External Relations Committee Chair Margaret Lucas reported the committee met last month. They worked on planning the annual MLA breakfast, which is scheduled for May 15, 2014. The annual past board chair lunch will also take place in May, 2014.

##### **i) Signature Initiative Sub-Committee**

Signature Initiative Chair Russ Lazaruk reported the organization of the event is well underway. It will take place at the BMW dealership in Esquimalt on March 26, 2014. The catering will be handled by Camosun's Culinary Arts department. The committee is continuing to look for sponsors. Russ thanked the Camosun College Student Society for their sponsorship of the event. Sponsors included CPABC, who sponsored the award, VCMCMC who sponsored wine, RBC who sponsored a display, Robbins Parking who sponsored the signature drink, and CCSS who sponsored décor. Russ asked the board for suggestions for the lead presenting sponsor. Foundation Chair Bob Strachan is a member of

the organizing committee and secured the CPABC sponsorship. The Foundation board will be present at the event.

### **3. Finance Committee**

Finance Committee Chair Russ Lazaruk noted the minutes from November 4, 2013 were included in the agenda package, and gave a verbal report on the February 3, 2014 meeting. Almost all board members attended the February 3 Finance Committee meeting, where they received a high level summary of the financial results for the first nine months. International education came in well above budget, and the core and other programs were balanced. There are no current outstanding issues this fiscal year. The forecast for the year-end is for a balanced budget.

## **V APPROVAL OF THE MINUTES**

The minutes of the December 2, 2013 meeting were approved as distributed.

## **VI NEW BUSINESS**

### **1. Program Cancellations**

John Boraas, VP Academic, brought forward a request for the cancellation of four programs: 'Certificate in Network and Electronics Technician', 'Diploma in Business Administration, Chinook Option', 'Diploma in Business Administration, General Business Option', and 'Diploma in Business Administration, Management Option'. The cancellations are non-controversial and have been approved by Education Council.

The 'Certificate in Network and Electronics Technician' will be replaced by 'Certificate in Computer Network Electronics Technician'. 'Diploma in Business Administration, Chinook Option' was suspended in May 2013 as it had no enrolment, and alternate programming is available. 'Diploma in Business Administration, General Business Option', and 'Diploma in Business Administration, Management Option' will be cancelled and will be replaced by the single 'Diploma in Business Administration, General Management Option'.

### **MOTION:**

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

- 1. 'CERTIFICATE IN NETWORK AND ELECTRONICS TECHNICIAN', WHICH WAS REPLACED BY 'CERTIFICATE IN COMPUTER NETWORK ELECTRONICS TECHNICIAN'.**
- 2. 'DIPLOMA IN BUSINESS ADMINISTRATION, CHINOOK OPTION', AS THERE HAS BEEN NO ENROLMENT.**
- 3. 'DIPLOMA IN BUSINESS ADMINISTRATION, GENERAL BUSINESS OPTION', AND 'DIPLOMA IN BUSINESS ADMINISTRATION, MANAGEMENT OPTION' WHICH WERE AMALGAMATED INTO 'DIPLOMA IN BUSINESS ADMINISTRATION, GENERAL MANAGEMENT OPTION'.**

**CARRIED**

## **VII ADJOURNMENT**

The meeting was adjourned at 5:32 pm.