



## BOARD OF GOVERNORS

### INAUGURAL MEETING MINUTES

**MEETING:** Monday, September 8, 2014  
**TIME:** 5:00 pm  
**LOCATION:** Paul Building, Room 216, Lansdowne Campus

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**I CALL TO ORDER**

Chief Financial Officer Deborah Huelscher called the meeting to order at 5:00 p.m.

**II OATH OF OFFICE**

Chief Financial Officer Deborah Huelscher administered the Oath of Office to Stephen Chang, Andy Chen, Peter Lockie, Chris Marks, Laylee Rohani, and Cynthia Wrate.

**III ELECTION OF THE BOARD CHAIR**

Deborah Huelscher 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 2014 through August 2015.

**IV ADJOURNMENT**

The meeting adjourned at 5:04 p.m.



## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

**MEETING:** Monday, September 8, 2014  
**TIME:** Following Inaugural  
**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 5:04 pm.

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

The agenda was approved as distributed.

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

##### **1. Chair's Report**

Board Chair Marilyn Pattison welcomed the six new board members, noted that it is a large turnover, and encouraged the new members to ask questions. The college is very fortunate that Peter Lockie agreed to take on the role of Interim President. Peter began on September 1, 2014, and will remain until a replacement can be found. Deborah Huelscher is now the Interim Chief Financial Officer. Deborah and Barb Severyn, Executive Director, Human Resources will be sitting at the board table as the newest members of the College Executive Team (CET). Ian Cowan brought greetings on behalf of the board to the International Student Orientation Welcome on August 28. Ian noted that it was a very positive gathering with over 200 students in attendance. Marilyn congratulated Tom Roemer on his division's outstanding work as International student enrolment is up by 38%. Ian Cowan submitted his resignation from the board of governors effective October 1, 2014. Marilyn asked the members to send their ideas for a replacement to her or to Russ Lazaruk.

Every second board meeting will take the format of an 'Orientation Session' that will focus on one strategic issue rather than regular board business. The board will begin at the October meeting with a discussion on ESL. The focus will be on internationalization at the December meeting. Members of CET and the college community will bring the board their points of view. They will provide a full background so that the board will have a broader grasp of the subject when called upon to make a decision. The process is new, so its success will depend on the board members' participation and questions. The concept was well received at the orientation on September 4, 2014. Marilyn acknowledged Nancy Sly and Heather Martin for their help with orientation. It was very successful, and a fabulous beginning to the year.

Russ Lazaruk is now the vice chair of the board. Russ agreed to head a task force of three or four board members to develop the process for the president search. They will bring recommendations to the board by November on the search firm and the composition of the search committee. Russ will contact the potential members of the task force soon. Marilyn

met with Colin Ewart, chair of the board of the Pacific Institute for Sport Excellence (PISE). They discussed the request from PISE to approve changes to the PISE constitution and by-laws.

Marilyn will contact various board members in the next few weeks and ask them to serve on a board committee, as a chair of a board committee, or to participate in another manner.

## **2. President's Report**

Interim President Peter Lockie advised he has now been in the role for one week. The start-up on both campuses has been remarkably smooth. Enrolment is very strong in International Education, with 1200 students to date. Domestic enrolment is doing well. The work on the Centre for Trades Education and Innovation (CTEI) is progressing. The foundation is in place and the frame is starting to show. The building is on track for opening next summer. CET met on Friday. CET has been expanded by two members, Barb Severyn and Deborah Huelscher. CET is a high energy, very talented team with a lot of experience and commitment. They are optimistic for a good year ahead.

## **3. Foundation**

Ron Rice, Foundation Liaison, noted there is little to report as they are meeting this Thursday. In At the last meeting Jeety Bhalla was elected chair and Bob Strachan was elected vice chair. On Thursday they will look at the Foundation board's role in the capital campaign and at their relationship with the Camosun board.

## **4. Education Council**

Cynthia Wrate, the new chair of Education Council, noted the minutes from the May 12, 2014 meeting were included in the agenda package. The chair elections took place at the June meeting. Cynthia went over the highlights which included the new Policy and Standards committee, questions on course and program shelf-life, and a review of the process for the regular review of curriculum.

# **IV BOARD COMMITTEE REPORTS**

## **1. Executive Committee**

Executive Committee Chair Marilyn Pattison reported Ian Cowan is leaving the board effective October 1, 2014. Marilyn met with Russ Lazaruk to discuss the succession plan and the skill set needed for Ian's replacement. The key areas of focus for the new member were determined to be the health sector, the public school system and the West Shore area. Marilyn asked for any suggestions to be sent to her or to Russ Lazaruk. The annual self-evaluation for the board and committees had a low response rate this year. The evaluation is a requirement of the Office of the Auditor General. Heather Martin will contact the members as a reminder, and the Executive may look at ways to improve response.

## **2. Finance Committee**

- i) Finance Committee Chair Russ Lazaruk noted the minutes from the April 28, 2014, meeting were included in the agenda package.
- ii) Russ Lazaruk gave a verbal report from the September 8, 2014 meeting. The first quarter financial results show the least activity for the year, so there were not many identifiable trends. There were a few timing issues, but the forecast is for a balanced budget at March 31, 2015. The Financial Information Act (FIA) report is part of the college's reporting obligation to the Government, and board approval is required. 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 2013/2014 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF ADVANCED EDUCATION.  
CARRIED**

**V APPROVAL OF THE MINUTES**

The minutes of the June 9, 2014 meeting were approved as distributed.

**VI NEW BUSINESS**

**1. Pacific Institute for Sport Excellence - Governance**

Interim President Peter Lockie provided a brief history of the Pacific Institute for Sport Excellence (PISE). PISE is a not-for-profit society formed by three founding partners, Camosun College, Canadian Sport Centre Pacific, and PacificSport Victoria. Camosun College appoints two members to the PISE board. Camosun owns the building and land and PISE holds a 54 year lease. The proposed changes are required in order for PISE to strengthen its financial sustainability. They will enable PISE to apply for charitable status and become eligible for BC gaming grants.

- Constitution – focus on health, education and research and less on sport
- Members – expand from closed to open membership controlled by PISE Board. Camosun retains its rights by being able to appoint up to one third of the membership.
- Directors - reduce from 11 to up to nine. Camosun retains its right to appoint up to two Directors

The PISE board unanimously approved the changes at the June 10, 2014 meeting, but requires a special resolution at the PISE AGM. Ron Rice noted that democratic process for membership is important to the Gaming Policy and Enforcement Branch. Peter Lockie will take the comments from Ron Rice to PISE.

**MOTION:**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE CHANGES TO THE CONSTITUTION AND BY-LAWS OF THE PACIFIC INSTITUTE FOR SPORT EXCELLENCE (PISE) AS TABLED AT THE JUNE 10, 2014 MEETING AFTER CONSIDERATION OF THE BOARD MEMBER COMMENTS.**

**CARRIED**

**2. Institutional Accountability Plan and Report 2013/2014**

Joan Yates, VP Communications, Advancement & Planning, noted the Institutional Accountability Plan and Report is required by the Ministry. Joan reviewed the key educational, economic, and community initiatives and accomplishments included in the report. The college is positioned to provide a solution to the Province's economic agenda.

The FTE count was similar to last year's, but with a large increase in international students. The headcount was 17,843. The FTE count is down compared to 2009, but the utilization rate is healthy at 101%. The Government's poll revealed that 93% of Camosun students are very satisfied with their education. Unemployment rates are affected by the Arts & Science students whose goal is further education, and 87.1% of them went on to further studies. Overall, the college met the government's targets and surpassed them in some key areas.

**3. Risk Management**

Interim President Peter Lockie distributed the 2014/2015 risk management Profile and Register. The profile includes all business risks of significance to the college. The risks are ranked and colour coded to show the level of risk. Each department submits their risks to CET for the roll-

up, but this year it was completed by CET. The process will return to the previous method in future.

The risk register identifies the risks, what can be done about them, and who is responsible for them. The top risks are insufficient funding, deferred maintenance, and investment in capital priorities such as the centre for health and wellness. Peter provided a synopsis of all the risks. The risks can change in rank over time due to mitigation and external factors such as the economy and government. The process is based on a provincial model and gives the board an overview of the principle risks and how they are being addressed.

#### **4. Sustainability Plan**

Kathryn Le Gros, Director of Ancillary Services, advised the sustainability plan is in support of the Strategic Plan Pillar 4: Strategy 13, 'Build a sustainable organization'. Camosun is a leader in environmental sustainability. In 2011, Peter Lockie founded the Environmental Sustainability Council. A part-time manager for environmental sustainability, transportation and parking was hired in 2012. The five areas of focus are energy and water conservation, waste management, materials/resources and landscape/habitat.

Kathryn Le Gros provided an overview of the activities and accomplishments from the plan. The five-year target for energy conservation to save 200 tonnes of GHG was surpassed: 828 tonnes were achieved. In a 'Living Lab' project with the School of Trades and Technology, a solar power charging station to offset energy needed by electric vehicles and tools was installed. Last January the transportation office initiated a pilot project 'Camosun Express' to reduce single occupancy vehicles. Over the past five years single occupancy vehicles dropped from 63% to 49%. Waterless urinals, low-flush toilets, and rainwater harvesting helped to reduce water consumption. The waste management and recycling efforts diverted 34% of waste in one year, resulting in large savings.

The vision and principles came from extensive consultation with Camosun students, employees, and administration, and other colleges and universities. The 'Living lab' combines operational, teaching and learning and students are involved. Peter Lockie noted there will be progressive target setting over the next few years, and clear accountability. CET will oversee the implementation of the plan. Camosun has received many accolades for the successes in the field of environmental sustainability. The board will receive an annual progress report.

## **VII ADJOURNMENT**

Marilyn Pattison thanked Ian Cowan for his contribution to the board as chair of the Audit Committee, as a member of the Executive and Finance committees, and as liaison to Education Council. Ian attended many college events on behalf of the board, and his involvement was greatly appreciated.

The meeting was adjourned at 6:51 pm.