



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

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

BOARD MEMBERS:

Marilyn Pattison, Chair
Andy Chen
Cindy Choi
Nigel Giuliany
Bill Gyles
Russ Lazaruk
Peter Lockie, Interim President
Ron Rice
Laylee Rohani
Nancy Sly
Keith Todd
Cynthia Wrate

ADMINISTRATION:

John Boraas, VP Education
Deborah Huelscher, Interim Chief Financial Officer
Tom Roemer, VP Strategic Development
Barbara Severyn, Executive Director, Human Resources
Joan Yates, VP Communications, Advancement & Planning

GUEST: Don Hodgson, Director of Institutional Research & Planning, CAP

REGRETS: Steve Chang
Chris Marks

BOARD ASSISTANT: Heather Martin

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.

III OATH OF OFFICE

Board Chair Marilyn Pattison introduced new member Nigel Giuliany and administered the Oath of Office.

IV BOARD MEMBER REPORTS

1. Chair's Report

Board Chair Marilyn Pattison brought greetings to the Indigenous Students Annual Welcome Feast in September. Chris Marks, Ron Rice, and Nancy Sly also attended. Marilyn thanked those who participated in the WorksafeBC Workplace Relationship training and thanked Barb Severyn for organizing it. On September 24, Marilyn met with past CCFA president Kelly Pitman, and on September 25, she met with CCFA president Darryl Ainsley. Darryl has since left the college. The new president is Mark Kunen. On September 26, Marilyn represented the board at the naming ceremony for Eyē? Sqā'lewen: The Centre for Indigenous Education & Community

Connections. It was a wonderful event with many indigenous students present and included a great feast.

On October 3, Marilyn brought greetings to the School of Access student awards ceremony. She highly recommended attendance at the event as it touches the heart and soul of the organisation. The inaugural Strategic Issues meeting on October 6 focused on English as a Second Language (ESL). It was a great success. The next Strategic Issues meeting is planned for December 1 and will be on internationalisation. The Christmas reception normally held after the December meeting will be re-invented as a New Year welcome back wine and cheese following the in-camera meeting on January 12, 2015. The ESL question may be brought to the January 12 meeting for a decision. Congratulations to Cindy Choi who was re-appointed to the board for a two-year term.

2. President's Report

Interim President Peter Lockie reported he is in the third month of his appointment and it is going well. He is moving ahead on many projects. Peter's goals for the next year are on the in-camera agenda.

The Strategic Issues meeting on ESL was a resounding success. Peter thanked everyone involved for their support. All the feedback was positive. A government announcement is expected in mid-November on ESL. Peter and John Boraas are working on a strategy on ESL to bring to the board in January. They hope to meet the community's wishes, but have to wait for the Province's framework. The next Strategic Issues session is on internationalization. It will take place in Fisher 100 on December 1, 2014. Work is underway on improving the layout. John Boraas, VP Education, and Tom Roemer, VP Strategic Development, are the leads, and will work with Geoff Wilmshurst, Director, Camosun College International.

Peter attended the President Search Task Force, Audit, Education Council, Finance, Executive, and External Relations meetings. He met with Darryl Ainsley, former CCFA President, and has arranged to meet with Mark Kunen, the new CCFA president. Peter attended the PISE Board of Directors regular and AGM, and the Foundation Board meetings. He also attended the School of Access awards and the School of Trades and Technology welcome back event. The United Way workplace campaign was launched last week. Camosun raised over a million dollars for United Way since it began, which is about \$85K per year. Peter has been the Chair of United Way for the last four years. Peter will host the inaugural meeting of "100 Men Who Care" on campus at the end of the month.

3. Foundation

Joan Yates, Vice President, Communications, Advancement & Planning, noted the focus of the last meeting was on the 'TRADEmark of Excellence Campaign' which will be discussed later in the agenda. Russ Lazaruk attended on behalf of Ron Rice.

4. Education Council

Cynthia Wrate, Chair, Education Council, noted the minutes from the June 6 and September 29, 2014 meetings were included in the agenda package. The Provincial Academic Governance meeting, which is the chairs of Education Councils of BC colleges, looked at the relationship between the Education Councils and Board of Governors and Camosun College's is strong.

There was a presentation on the progress on the Ministry's green paper on quality assurance. Governance and curriculum in private institutions will get more Ministry oversight than in the past. There is no provincial definition for credentials except for degrees so development work is underway on a credential framework including post degree diplomas. The province is looking at a new direction for K-12 for measuring based on competency rather than the grading system. Post-secondary admissions are based on grade point average. In October, Education Council approved non-credentialed International Pathways in Nursing to prepare Practical Nursing students for Canadian culture and the nursing program. They also approved the Student Appeal policy changes.

In June the ICC (Integrated Curriculum Committee) was established, which is a working committee of Education Council. It has representatives from each school, administration and Student Services. All changes to curriculum go through a rigorous approval process before going to Education Council for approval.

5. Pacific Institute for Sport Excellence (PISE)

Peter Lockie, a member of the PISE Board of Directors, attended the September 30 meeting and AGM. PISE was established six years ago and has overcome financial challenges in that time. The past year showed a surplus of \$90K but it will take two or three years to catch up the initial period of losses. The risk register PISE uses is similar to Camosun's. Financial sustainability was the highest risk, but it is now turning around. PISE held the Commonwealth Games 20th Anniversary Reunion in the summer. George Heller, the CEO of the games, was in attendance. PISE has launched a campaign to raise funds for a track around the playing field as well as some seating around the field. They raised \$400K of the \$1M campaign and hope to be finished by next spring. They accepted the board's advice on the proposed governance model, but they approved it as it was presented and will revisit it in the future if necessary. Peter Lockie, Stephen Chang and Suzanne Weckend-Dill are the new members of the PISE Board of Directors. Suzanne competed in two sports at the Commonwealth Games, swimming and triathlon.

V BOARD COMMITTEE REPORTS

1. Audit Committee

Audit committee Chair Bill Gyles noted the minutes from June 9, 2014 meeting were included in the agenda package. Bill gave a verbal report from the October 20, 2014 Audit committee meeting, which was his first. Peter Bourne and Ryan Parke from the Office of the Auditor General (OAG) were in attendance. The OAG is in the last year of a five-year term auditing the college. The OAG selects a post-secondary institution at random to audit for a five-year term before moving on to another. The college pays them for the service and it is similar to an audit provided by a private firm. The OAG is independent of the provincial government. Peter Bourne outlined the audit plan for the year to March 31, 2015. They look at financial statements. They will submit an independent report to the Audit committee in June. Next year the college will put out a request for proposal to seek the audit services from the private sector.

2. Executive Committee

Executive committee Chair Marilyn Pattison reported that at the last meeting they reviewed the October 6 Strategic Issues meeting, succession planning, the president search process, and a personnel issue. A sub-committee of the Executive committee will work with Peter Lockie and Barb Severyn on a policy for the president's professional development fund, benefits and

vacation. The policy will take the place of individual negotiations. The policy will go to the Executive committee for review and then to the board for approval.

3. External Relations Committee

External Relations committee Chair Ron Rice reported they met earlier today. The committee is looking for one or two additional members. The Signature Initiative award for innovation will be considered, but will be awarded at the college-wide graduation rather than at an event. The board members will receive an invitation to the next past board chairs lunch, which is scheduled for March 25, 2015. The MLA breakfast at the Union Club will be in May 2015, but the date is still to be determined.

4. Finance Committee

Finance committee Chair Cindy Choi noted the minutes from the September 8, 2014 meeting were included in the agenda package, and gave a verbal report on the October 27, 2014 meeting. It was her first Finance committee meeting as the chair. Cindy thanked Russ Lazaruk for his term as chair. Deborah Huelscher, Interim CFO, provided a report on the first six months of activity. The first four months are the least active of the year. Fall enrolment is healthy. The total budget is \$114M. The budget was tracking ahead by \$1.4M on September 30, but there are timing matters that are expected to even out. Revenue is ahead of target, and enrolment is ahead by 1%. Continuing Education is behind target and will likely not change by year end. Any surplus at year-end will go to one-time only expenditures that are not funded in the budget and that will improve the student environment, such as repairs and small renovations. The budget is forecast to be balanced at March 31, 2015.

VI APPROVAL OF THE MINUTES

The minutes of the September 8, 2014 inaugural and regular meetings were approved after an adjustment.

VII NEW BUSINESS

1. Fall Enrolment Report

Dan Hodgson, Director of Institutional Research and Planning (IRP), provided an overview of the fall 2014 Enrolment report. Overall enrolment is stable and consistent with what it was last fall. The biggest change is the increase in international enrolment, and a corresponding decrease in domestic. This trend is similar to what is happening in other colleges in BC. In the past few years, there has been an annual decrease of almost 2% in domestic enrolment. The largest programs are University Transfer, Bachelor of Business Administration, English Language Development, Bachelor of Science Nursing, and College Preparatory. A new section in the report shows the average course registrations per student. Full Time Equivalent (FTE) is estimated to be 100% for the year. The FTE numbers will be updated in the winter term, and in May 2015 the final numbers will be sent to the Ministry of Advance Education. The ratio of full-time students to part-time is 60/40. Dan Hodgson will obtain the highest ranking programs over the past five years and distribute it to the board members. Some of the lower enrolment numbers were due to program cuts. In future reports Dan will use a multi-year comparison model rather than a two-year model, and will include a footnote describing what the changes were and why.

2. Policy Revision: E-2.4 Student Appeals

John Boraas, Vice President Education, presented a request for a revision to the Student Appeals policy. The revisions were approved by Education Council. The request stems from an external accreditation review process by the Canadian Medical Association (CMA) in the review of the Medical Radiography Technology (MRT) program. An element of the accreditation standard is a review of the policy for student appeals. The college policy was not in compliance with the standard for clear timelines for each stage of the process including the involvement of the Vice President Education.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISION TO 'E-2.4 STUDENT APPEALS' POLICY THAT ENHANCES THE PROCEDURAL FAIRNESS FOR ALL STUDENTS ACROSS THE COLLEGE AND, IN TURN, SUPPORTS THE MEDICAL RADIOGRAPHY TECHNOLOGY PROGRAM TO MAINTAIN COMPLIANCE WITH THE CANADIAN MEDICAL ASSOCIATION ACCREDITATION STANDARDS. THE REVISIONS SEEK TO ESTABLISH AND COMMUNICATE TIMELINES FOR ACTIONS THAT MUST BE UNDERTAKEN BY THE VICE-PRESIDENT EDUCATION AS IT RELATES TO THE FINAL STAGE OF THE STUDENT APPEAL PROCESS.

CARRIED

3. Taxpayer Accountability Principles

Peter Lockie gave an overview of the Government Taxpayer Accountability Principles. In September Marilyn Pattison received a request from the Ministry that the board members sign an addendum to the GLE showing their support of the new taxpayer accountability principles for the public sector. It included six basic high-level principles. The addendum was signed by most members and returned by the September 30 deadline. The request reveals a change in accountability in that the board members were asked individually to adopt the principles. The college was also directed to update the code of conduct to be in compliance with the government's comprehensive standards of conduct. There were several additional directives to be worked on over the next year.

4. Standards of Conduct Guidelines for the BC Public Sector

Barb Severyn, Executive Director, Human Resources, revised the Code of Conduct policy to align with the government directives for taxpayer accountability for the BC Public Sector. The College Executive Team approved the revised policy on October 17, 2014. The 'Code of Conduct' policy was renamed 'Standards of Conduct'. It has been approved by the Public Sector Employers' Council (PSEC). Barb will define 'workplace leader' in the policy. Peter Lockie will investigate concerns over the protection of academic freedom for employees. The requirement for post-employment restrictions only applies to the president and vice presidents, so it was added to the exempt employee manual rather than to the policy.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ENDORSE THE STANDARDS OF CONDUCT POLICY FOR SUBMISSION TO THE MINISTER OF FINANCE.

CARRIED

5. Centre for Trades Education and Innovation (CTEI)

i) Construction Update

Peter Lockie gave an update on the progress of the construction of the trades building. The complex includes the old buildings as well as the new building. The board has received updates regularly. The website has a live webcam showing the building site in real time. There were unforeseen rock conditions on site, so additional work was needed and caused a delay. There are contingencies in place to handle it. The completion date had been mid-summer 2015 but the problem with the rocks pushed it to mid-august completion. It is going well otherwise, and progression is significant.

ii) TRADEmark Campaign

Joan Yates, Vice President, Communications Advancement and Planning (CAP), distributed the 'TRADEmark of Excellence Campaign' packages for the Trades Education and Innovation complex. The Camosun College Foundation is taking the lead on the campaign. They recruited a campaign cabinet which will be led by Murray and Lynda Farmer. Faculty, staff and students met with the campaign cabinet at the launch on October 25, 2014.

The cabinet includes Kyman Chan, Wayne Dalby, Lynda Farmer, and Tom Siemens who are past board members, and Jeety Bhalla and Shari Corrigan who are on the Foundation board. Joan Yates and Angus Mathews, Campaign Director, will handle the day-to-day management of the project. Operations will be covered by the CAP office so 100% of money raised will go to the project.

Over the past eight months development was completed on donors and sectors research, support materials, the communications strategy, the fundraising plan, the infrastructure, the database, the policies and guidelines, and the budget. The major gifts phase will take place this winter. Next summer they will look to the community for smaller amounts. The goal for the opening date for the complex is September 8, 2015. The campaign has a dedicated [webpage](#) with a live web cam showing construction of the centre.

VIII ADJOURNMENT

The meeting was adjourned at 6:45 pm.

Russ Lazaruk, Acting Chair

Date

Heather Martin, Recorder