



## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

**MEETING:** Monday, April 13, 2015  
**TIME:** 5:00 pm  
**LOCATION:** Paul Building, Room 216, Lansdowne Campus

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**BOARD MEMBERS:**

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

**ADMINISTRATION:**

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

**GUEST:** Geoff Wilmshurst, Director, Camosun International

**REGRETS:** Andy Chen  
Tom Roemer, VP Strategic Development

**BOARD ASSISTANT:** Heather Martin

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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**

There are two additions to the agenda; the Camosun College Student Society (CCSS) fee levies, and the CCSS Audited Financial statements. The agenda was approved with the two additions.

**III BOARD MEMBER REPORTS**

**1. Chair's Report**

Board Chair Marilyn Pattison noted Russ Lazaruk attended a BCC sponsored workshop on governance at Langara College on February 13, 2015. It was mounted by the Association of Governing Boards. On February 18, Marilyn met with Jeety Bhalla, Chair of the Foundation board. Jeety participated in the president search process. On February 24, Marilyn met DM Sandra Carroll. Russ Lazaruk attended the South Island Regional Skills Canada BC Competition on February 27. Russ Lazaruk's re-appointment is until July 31, 2016 and Marilyn requested an extension. Bill Gyles' and Laylee Rohani's re-appointments are until July 31, 2018. There has been no announcement about the one remaining vacancy.

The topic of the third board 'Strategic Issues' session on March 2 was Education Programming. About 60 people were in the audience. The last in the Strategic Issues series this year will be at PISE on May 4 and the topic is Student Housing. Cindy Choi brought a welcome to the Living Libraries event on March 4. The 'Living Books', about one third of whom are alumni, met with students for education and career advice. Marilyn attended numerous meetings of the President Search Committee.

Marilyn sent letters of congratulation on behalf of the board to the Chargers head coach Charles Parkinson and the team for the National Men's volleyball gold win, and to the Chargers head coach Chris Dahl and the team for the National Women's Volleyball bronze win. Chris Dahl won the CCAA women's volleyball coach of the year award. Marilyn wrote Kathryn Le Gros for her appointment as President of the National Association of College Auxiliary Services (NACAS).

On April 9, Peter Lockie, John Boraas and Marilyn Pattison met with AVED Minister Andrew Wilkinson and ADM Bobbi Plecas. It is one of a series of visits he is making to post-secondary institutions around the province. The Minister toured the campus afterwards to meet students.

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

Interim President Peter Lockie noted he has been involved in all the meetings for the President search. Peter attended meetings of the Education Council, Foundation Board and the PISE Board. The Provincial budget was announced in early February and the general reductions and the ABE and ESL reductions were included. John Boraas is working on the ABE and ESL operational model for a September start. Peter will attend the BC Colleges (BCC) meeting in Vancouver tomorrow where work is underway on making the BCC more effective.

The Vancouver Island Presidents (UVic, Royal Roads, Vancouver Island University, North Island College and Camosun College) held a meeting chaired by Jamie Cassels, UVic. The forum will help deal with issues between the institutions. Bargaining has been settled for BCGEU, and is underway for CCFA and CUPE. Peter met with CUPE and CCSS executives. He gave a presentation at Conversations Day and at the new employee orientation. He attended the South Island Regional Skills Canada BC Competition. He watched the Chargers win gold and silver at the male and female provincial volleyball championships at PISE. There has been a delay on the progress of the Centre for Trades Education and Innovation (CTEI) of a few weeks.

## **3. Foundation**

Ron Rice, Foundation Liaison, noted there are four new members on the Foundation board: Greg Baynton, Duncan Davies, Sarah Goodman and Michael Miller. The Foundation accepted \$400K from the college for ABE and ESL students. The nomination process is complete for the 'Friend of Camosun', and the winner will be announced soon. The 'Friend' is someone who supports the college and is active in the community. The Joint Foundation and Board of Governors meeting will take place on May 11, 2015 in Paul 216. There will be a tour of Lansdowne one hour prior and a reception afterwards.

## **4. Education Council**

Cynthia Wrate, Education Council Chair, noted the minutes from the January 19, 2015, and February 16, 2015 meetings were included in the agenda package. A high volume of curriculum went through Education Council. Lengthy discussions were held on adding a defined representative to bring the indigenous voice to the curriculum. The C&IA governs the composition of Education Council, so the executives met with a lawyer to look at options, and as

a result they will add the role through the bylaws as a non-voting member. The next step is to raise the issue of changing the legislation with the Ministry. The position to be added is the indigenous coordinator for the college, as they have a cross-college understanding of curriculum.

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

PISE Board of Directors member Stephen Chang noted the board met last on February 24, 2015, and will meet next on May 26. The budget is on track. They approved next year's budget which will show a small surplus for the first time. Clint Hamilton, UVIC, gave them a presentation on their new sport center which is complementary to PISE. Fundraising for the new \$1M track is close to 90% of target. The new track will have four lanes with some seating capability. Construction is expected to start this summer. LifeMark Physiotherapy is no longer at the PISE facility. The Lansdowne Athletic & Exercise Therapy Clinic will be moved to PISE. Camosun has four new members: Liz Ashton, Peter Baillie, Wayne Dalby and Margaret Lucas. Peter Lockie and Steve Chang remain as the board members.

### **IV BOARD COMMITTEE REPORTS**

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

Executive Committee Chair Marilyn Pattison noted the Government mandate letter has not been received. The board submitted feedback on the letter in February. All members will be asked to sign it. In early June the board will be given an electronic self-evaluation, with follow-up at the June meeting in order to increase the response.

- i) Program Credential Cancellations
  - a) Associate Degree of Arts – Creative Writing
  - b) Associate Degree of Arts – Criminal Justice
  - c) Diploma in Arts and Science – Global Studies

John Boraas, VP Education, reported the briefing note in the agenda provides a rationale for the three cancellation requests. Students will still have the option to take the courses. The schools generated the requests and then they were approved by Education Council. They have gone through all the appropriate examinations.

#### **MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE PROPOSED CANCELLATION OF THE PROGRAM CREDENTIALS 'ASSOCIATE DEGREE OF ARTS – CREATIVE WRITING'; 'ASSOCIATE DEGREE OF ARTS – CRIMINAL JUSTICE'; AND 'DIPLOMA IN ARTS AND SCIENCE – GLOBAL STUDIES'. THE CANCELLATIONS DO NOT AFFECT ANY EMPLOYEES. CARRIED**

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

External Relations Committee Chair Ron Rice reported the spring MLA breakfast was rescheduled to November 19, 2015. The past chairs lunch on March 25, 2015, was canceled due to the president search, and a new date has not yet been set. The Award for Innovation Sub-Committee will bring a recommendation for the nominee for 2014/15 to the in-camera meeting today.

### 3. Finance Committee

- i) Minutes from the January 26, 2015 meeting  
Finance Committee Chair Cindy Choi noted the minutes from the January 26, 2015, meeting were included in the agenda package.
  
- ii) Report from the March 30, 2015 meeting
  - a) 2015/2016 Operating Budget  
Cindy Choi noted the Finance committee met on March 30, 2015, and many board members attended. The College signed up for the Province's Central Deposit Program resulting in two basis points higher equaling \$20K in additional revenue. The new credit card rebate program will generate \$30K a year.

On March 30, Deborah Huelscher, Interim CFO, presented the proposed budget. There are no reductions and it is balanced. The budget is \$116M, including strategic investment of \$1M for operations and \$1M for capital. The Ministry base grant is \$47M, which includes one-time grants of \$1.3M for ESL and ABE, and \$.6M for one-time Trades seats. The budget includes a 2% raise in credit tuition in accordance with Provincial policy. There are raises in various revenue streams. Bargaining increases are not in the budget based on the assumption they will be funded by the government. International enrolment is expected to grow to 1,300 and will provide an increased contribution of \$2.6M. This is a risk and will be carefully monitored and the budget adjusted if needed.

Continuing Education is budgeted at a similar level to last year and Contract Training is slightly under. Applied Research is similar to last year. Ancillary Services will increase by \$43K. There is no parking increase. The Centre for Trades Education and Innovation (CTEI) building will be completed in 2015. The budget includes a half year's amortization expense offset by matching funds. There will be minor capital improvements on top of the \$1M strategic investment.

#### **MOTION:**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE COLLEGE'S BUDGET FOR THE FISCAL YEAR 2015/16 WITH TOTAL REVENUE AND TOTAL EXPENDITURE OF \$116,047,184 RESULTING IN A BALANCED BUDGET.**

**CARRIED**

### 4. President Search Committee

President Search Committee Chair Russ Lazaruk reported the committee has completed its work, but there are further administrative steps before an announcement can be made.

## V APPROVAL OF THE MINUTES

The minutes of the February 2, 2015 meeting were approved as distributed.

## VI NEW BUSINESS

### 1. Internationalisation Strategic Plan

Peter Lockie, Interim President reported that due to the efforts of Tom Roemer and Geoff Wilmshurst, Camosun International (CI) has been turned around. The number of international students has grown from 500 to 1150. There was a large turnout at the board's Strategic Issues

session on internationalisation in December. There has been unconstrained growth in international enrolment, and it needs to be managed, including support for students and faculty. Domestic students benefit as their seats have increased as a result.

Geoff Wilmhurst, Director, CI, provided an overview of the strategic plan. The lead indicator is ongoing growth in international student numbers. It was equivalent to \$14M gross this year, and is expected to reach \$16M in the coming year. The applications for fall have gone up 20 to 30%, with more expected in summer. More diversity is needed in home countries, as 50% of the students are from China. There has been a big increase in other countries, with the highest growth coming from India and then Saudi Arabia.

CI committed additional resources to students and administration. They need more staff to keep the same level of administrative service. Students need more academic support, so they added to faculty supports. A strong centralized unit at CI is essential to their success. Customized training programs are gaining traction with revenue of about \$.5M annually. They include short term language and activity programs. CI is working on strategies to develop interest in the outgoing student exchange programs. Applied research is important as it is unique in Canada and is a major selling point overseas. It helps recruit more students and increase partnerships. Camosun is one of the most comprehensive colleges in Canada and this is very attractive to international students. They value the strong reputation for teaching and learning. They like the unique programs that are not offered elsewhere. Victoria is a destination location for both domestic and international students. The lack of housing restricts growth as there are not enough families to take the students.

#### **MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS AFFIRM ITS SUPPORT FOR THE STRATEGIC PLAN FOR INTERNATIONALISATION AND DIRECTS ADMINISTRATION TO DEVELOP AN OPERATIONALIZATION PLAN TO ACHIEVE IT. FURTHERMORE, ADMINISTRATION IS DIRECTED TO IMPLEMENT THE OPERATIONAL PLAN IN 2015/16 AND REPORT BACK TO THE BOARD OF GOVERNORS ON ITS RESULTS THROUGH THE EXISTING QUARTERLY REVIEW PROCESS.**

**CARRIED**

#### **2. Centre for Trades Education and Innovation (CTEI)**

i) Building Progress

Peter Lockie, Interim President, advised the building is progressing well with an anticipated minor delay of a few weeks. It should be complete in August.

ii) Campaign Update

Joan Yates, VP Communications, Advancement and Planning noted there will be a public announcement on the status of the fundraising campaign in early May. The campaign is progressing well and is enjoying support in kind in addition to financial.

#### **3. Mandate Letter**

Marilyn Pattison, Chair, noted the Government Mandate letter for 2015/16 has not yet arrived but when it does it will require the signature of each board member.

**4. Camosun College Student Society Fee - Levies**

Deborah Huelscher, Interim CFO, advised the Camosun College Student Society (CCSS) is required by the College and Institute Act to annually request the board to direct the collection and remittance of all CCSS related fees and levies. Some fees will be directed to the CCSS, and some to other areas as specified. The fees are approved by the student society members, and the raises, which are about 1%, are in accordance with their bylaws.

**MOTION:**

**That the Camosun College Board of Governors direct administration to collect the following fees for the 2015-2016 academic year and remit same to the Camosun College Student Society:**

<b>Camosun College Student Society Levy</b>	<b>\$9.76 per month</b>
<b>Canadian Federation of Students Levy</b>	<b>\$2.20 per month</b>
<b>Health/Dental Benefit Coverage</b>	<b>\$127.00 per year (each)</b>

**And**

**Direct administration to collect the following levies to be collected and distributed by College Administration as per the existing arrangements and understandings:**

<b>Athletics Levy</b>	<b>\$4.28 per month</b>
<b>Building Fund Levy</b>	<b>\$3.86 per month</b>
<b>Child Care Levy</b>	<b>\$1.05 per month</b>
<b>Recreation Levy</b>	<b>\$2.98 per month</b>
<b>Recycled Paper Levy</b>	<b>\$0.15 per month</b>
<b>Universal Bus Pass (U-PASS)</b>	<b>\$20.25 per month</b>

**CARRIED**

**5. Camosun College Student Society Audited Financial Statements –  
Year Ending March 31, 2014**

Deborah Huelscher noted the CCSS Audited Financial Statements are provided for information. The audited statements were approved by the CCSS at their AGM. The CCSS is in good financial health.

**VII ADJOURNMENT**

The meeting was adjourned at 6:32 pm.

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**Marilyn Pattison, Chair**

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**Date**

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**Heather Martin, Recorder**