



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, June 8, 2015
TIME: 4:00 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:

Marilyn Pattison, Chair
Steve Chang
Andy Chen
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
Tom Roemer, VP Strategic Development
Barbara Severyn, Executive Director, Human Resources
Joan Yates, VP Communications, Advancement & Planning

GUESTS: Sherri Bell, Incoming President
Dan Hodgson, Director, Institutional Research & Planning

REGRETS: nil

BOARD ASSISTANT: Heather Martin

I CALL TO ORDER

Marilyn Pattison, Board Chair, called the meeting to order at 4:00 pm.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III INTRODUCTION

Marilyn Pattison, Board Chair, introduced Sherri Bell, incoming President.

IV BOARD MEMBER REPORTS

1. Chair's Report

Marilyn Pattison, Board Chair, noted two new elected board members will begin on August 1, 2015. Jennifer Erwin, support staff, will replace Keith Todd, and Shayli Robinson, student, will replace Andy Chen. The Government has not yet announced a name for the remaining OIC appointment expected to begin August 1. Nigel Giuliany's appointment ends December 31, and Nigel is willing to continue if re-appointed.

Marilyn attended meetings with incoming president Sherri Bell, Russ Lazaruk and Peter Lockie. Peter Lockie organized an orientation for the incoming President. Marilyn attended Minister Andrew Wilkinson's announcement on additional trades seats on April 27 at the Interurban campus.

The board had a tour of the Interurban campus on May 4. The fourth strategic issues session took place at the Pacific Institute for Sport Excellence (PISE) on May 4 on student housing. The board, and some Foundation board members, had a tour of the Lansdowne campus on May 11. Marilyn attended the TRADEmark of Excellence Campaign '\$1 Million Milestone Announcement' at the Centre for Trades Education and Innovation (CTEI) on May 12. Thank you to Steve Chang, Peter Lockie, Chris Marks, Ron Rice, and Cynthia Wrate for attending.

The Catalyst Conversation, an event hosted by Royal Roads, Camosun and UVic, was held with members of the local municipal political community on June 2. The purpose was to find ways to work together more effectively. Marilyn, Russ Lazaruk, Ron Rice and Peter Lockie attended. Joan Yates, VP Communications, Advancement & Planning, was instrumental in the organisation of event. Russ Lazaruk will bring greetings to, and Cindy Choi will attend, the School of Business student awards on June 11. Marilyn, Cindy Choi, and Russ Lazaruk will deliver the speeches at the college-wide graduation sessions on June 18 and 19. Also attending will be Ron Rice, Nancy Sly and Cynthia Wrate. The recipients this year of the Board of Governors bursary are Michael Hundza, Business Administration 4th year; and Caleigh Hunter, Sport and Fitness Leadership 4th year.

Marilyn thanked everyone who donated to the TRADEmark campaign. The winner of the board challenge will be announced at the Foundation AGM on June 11. The board self-evaluations were completed electronically this year resulting in a great response. The board farewell lunch for Peter Lockie is on June 26.

As outgoing Chair, Marilyn Pattison thanked the board for all their hard work and assistance. She acknowledged the Board Executive committee, especially Russ Lazaruk, Vice Chair. Russ did an outstanding job chairing the President Search committee. The committee adopted the highly unusual process of using a small committee of board members to conduct the search. The whole community was engaged. As the leader of the process, Russ deserves enormous accolades. Marilyn thanked Peter Lockie for his outstanding work in the role of Interim President. She thanked Heather Martin for her organizational work.

2. President's Report

Interim President Peter Lockie reported the new ABE and ESL model has been developed and announced. Marilyn Pattison and Peter attended the Minister's announcement on critical seats funding, trades equipment funding, and the Skills for Jobs Blueprint anniversary at the legislature. The college received more Government funding for trades equipment, minor capital, deferred maintenance, and seats. Peter gave Saanich Mayor Richard Atwell a tour of the Interurban campus last week. Mayor Atwell was very interested in the trades and the college, and attended the PISE track opening two days later. Peter attended two BCC meetings. BCC is looking at renewal as their principal is retiring in June.

The completion date for CTEI is under review. \$1.5M was raised for the complex. Peter spoke at the CCARE event on campus, attended the Trades and Technology student awards, and the Chamber of Commerce breakfast meeting. He organized an orientation for incoming President Sherri Bell, and held several meetings with her.

i) President's Accountability Report Summary

Peter Lockie provided an update on the progress of the President's goals presented to the board in the fall of 2014. It is a report card for the collective work of the College Executive Team and the Board as well as the President. It is a snapshot of the main achievements accomplished over the year. The majority of the goals have been achieved or are well underway. Peter Lockie will post the report on the college website, and note on them that the board approved the goals and that he is reporting out on them.

3. Foundation

Joan Yates, Vice President, Communications, Advancement & Planning, advised the Foundation had a very good year. The AGM will take place on Thursday, June 11. The Foundation board stepped up to the challenge of the capital campaign for the CTEI, which is the first capital project they have conducted on their own. The financial statement balance is in the range of \$16.8M which is an increase of \$1M over last year. It was due to staff fundraising and to good returns. The number of awards distributed was increased. Foundation presented 557 student merit awards in the past 12 months, and awarded 638 bursaries to students in need.

4. Education Council

Cynthia Wrate, Education Council Chair, noted the minutes from the March 16 and April 20, 2015 meetings were included in the agenda package. Cynthia went over the highlights of the May meeting. Education Council modified the by-laws to formally recognize the membership of two non-elected, non-voting members; the Chair of the Integrated Curriculum Committee and the college's Indigenous Coordinator. Cynthia attended the BC Association of Governance Councils meeting. The Education Division will look at developing a new policy position if the resources are available next year. There were few changes in curriculum, but there will be more next month due to the switch to the term system for technology in September 2016. Cynthia Wrate was re-elected as Chair of Education Council.

5. Pacific Institute for Sport Excellence (PISE)

PISE Board of Directors member Stephen Chang noted they last met on May 26, 2015. The AGM will be on September 30. They raised over \$1M for the new track so will proceed with the project. PISE held a ceremonial ground breaking event in May which was well attended and attracted a lot of media. Minister Michelle Stilwell, Grant McDiarmid of Athletics Canada, Camosun representatives, PISE Board members, and Saanich Mayor Atwell attended. The board was given presentations on advancement and the PISE high performance sport strategy. PISE is on track operationally and is in good shape.

V BOARD COMMITTEE REPORTS

1. Audit Committee

- i) Minutes from October 20, 2014 Meeting
- ii) Report from the June 1, 2015 Meeting
 - a) Audited Financial Statements for the Year Ending March 31, 2015

Audit Committee Chair Bill Gyles noted the minutes from October 20, 2014, are in the package. Bill gave a verbal report from the June 1, 2015, Audit Committee meeting. The committee met with Peter Bourne, Bill Gilhooly, and Ryan Park from the Office of the Auditor General. Deborah Huelscher, Interim CFO, reviewed the draft audited financial statements. The auditors' opinion is that the financial statements are in order. Financial assets were up \$1.5M, cash was up \$2M, accounts receivable was down \$1M, inventories were up \$.5M, liabilities were up \$14M, deferred capital contributions were up \$10M, tangible capital assets were up \$13M, and accumulated surplus was up \$.8M. Revenue was up \$2.5M, and expenditure was up \$1.5M. The financial statements were prepared in accordance with the accounting requirements of Section 23.1 of the Budget Transparency and Accountability Act of BC, and there were no significant issues to report. The outstanding management points identified in previous years were resolved or are in process of being resolved.

This is the final year of the five year term the OAG was Camosun's auditor. A special Audit Committee meeting will be held on June 25 to discuss the process for finding the new auditors.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2015 AS PRESENTED.

CARRIED

b) Allocation of Surplus

Bill Gyles advised the Audit Committee recommends that the board designate \$800K to be internally restricted for future capital expenditure for CTEI. When the government provided funding for CTEI, it was with the condition that the college provide \$800K as well. In future, additional funds will be required for upgrading the older trades buildings.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS DESIGNATES \$800,000 OF THE UNRESTRICTED OPERATING BALANCE TO BE INTERNALLY RESTRICTED FOR FUTURE CAPITAL EXPENDITURE RELATED TO THE CENTRE FOR TRADES EDUCATION AND INNOVATION.

CARRIED

2. Executive Committee

Executive Committee Chair Marilyn Pattison noted Executive discussed the future of the strategic issues sessions. The sessions were well supported in the board evaluations but it was agreed they should not be held just for the sake of it. The topics should be timely and strategic, and on topics on which the board needs more depth of information. They recommend to the next Executive to consider continuing holding strategic issues sessions in future.

i) Program Cancellations

a) Certificate in Web Foundations

- b) Certificate in MS-Access Data Management
- c) Certificate in Tourism and Business

John Boraas, VP Education, noted there was a request in the agenda package for approval of the cancellation of the program credentials: Certificate in Web Foundations, Certificate in MS-Access Data Management, and Certificate in Tourism and Business. In all cases there are replacement programs. MS-Access Data Management is no longer relevant. The requests went through the appropriate review and approval process with Education Council.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE PROPOSED CANCELLATION OF THE PROGRAM CREDENTIALS 'CERTIFICATE IN WEB FOUNDATIONS'; 'CERTIFICATE IN MS-ACCESS DATA MANAGEMENT'; AND 'CERTIFICATE IN TOURISM AND BUSINESS'.

CARRIED

- ii) Lansdowne Multi-Use Path

Peter Lockie, Interim President, advised the District of Saanich has requested a right-of-way in their favour on Camosun property on Lansdowne Road in order to complete the cycling/pedestrian path and preserve a number of large trees. Saanich will address and take on the liability for the path in the terms of the agreement. The path will encourage cycling as it is safer. Camosun must obtain formal authorization from the Minister of Advanced Education and the Minister of Finance as the issuance of a right-of-way constitutes a disposition by the college of an interest in land. The application for authorization to the Ministers requires that the Board of Governors approves this issuance of a right-of-way.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE ISSUANCE OF A STATUTORY RIGHT-OF-WAY IN FAVOUR OF THE DISTRICT OF SAANICH FOR THE PURPOSES OF CONSTRUCTING A MULTI-USE PATH ALONG LANSDOWNE ROAD.

CARRIED

VI APPROVAL OF THE MINUTES

The minutes of the April 13, 2015 meeting were approved as distributed.

VII ORIENTATION PRESENTATIONS

1. People Plan Update

Barb Severyn, Executive Director, Human Resources, provided a high level overview of the People Plan. One of the goals in the strategic plan was to develop a people plan to make Camosun an employer of choice. The intention of the plan is to help employees learn and work better together, and to stream-line and optimize processes. The work began in April, 2014 with consultations and surveys which were distilled into themes. Focus groups were held, and the plan was developed from that process. They laid out four cornerstones and developed nineteen actions. It was rolled out in October last year, and work is underway on the top priority items. The first priority is to find a way to measure employee engagement. A survey will be conducted

in the fall. The second priority is internal communication. Joan Yates conducted a survey and is rolling out a communication plan. The third priority is strategic direction. There will be a refreshment of the last strategic plan when the new president begins. The other actions will be completed in Human Resources. The College Executive Team has oversight so that it is owned by the whole organization.

VIII NEW BUSINESS

1. 2015/2016 Government Mandate Letter

Marilyn Pattison, Board Chair, noted the board has received the final 2015/2016 Government Mandate letter. The Minister asked that each member sign the letter. Those who do not are asked to write to DM Sandra Carrol with their concerns by June 30, 2015.

2. Program Mix Analysis Update

John Boraas, VP Education, gave an overview of the key themes, ideas and opportunities that were generated through Camosun's Program Mix Analysis (PMA). The project began two years ago as a result of the annual \$2M cuts. Dozens of cross-college presentations were held to help employees understand the process. Data was gathered to see which programs were meeting community needs. The project generated 500 pages of reports that were turned into recommendations to maintain, suspend or grow programs. Data was collected for each program area such as the cost per student, student success, attrition, and the Program Advisory Committee connection to the community.

PMA began with a pilot that looked at two programs in each school. It is now being done for every program at the college, and will continue into the future. PMA resulted in six recommendations for suspension (due to attrition, lack of success, or the content was out-of-date) but in all cases the programs were rebuilt or replaced. The deans received letters of expectation to identify projects to improve the chance of their success. There will be three projects annually for each dean. PMA opened the door for a large number of new projects, helped cycle out old programs, and grow new programs.

3. 2014/2015 FTE Enrolment Report

Dan Hodgson, Director, Institutional Research & Planning, provided the highlights of the final FTE report for 2014/2015. At March 31, 2015 overall enrolment was similar to last year at 9840 FTE. Ministry of Advanced Education (AVED) funded FTEs were down by 7.9%, the Industry Training Authority (ITA) funded FTEs were up 11.2%, and international FTEs were up 43.7%. The AVED utilization rates were down and ITA utilization went up totaling 98.1%. The report provided nine years of FTE by funding agency data as well as the overall utilization rate for all BC colleges.

International FTE by program in Business showed an increase of 38 students, but the FTE by course shows an increase of 120 FTE. This is due to the fact that while many international students are enrolled in the University Transfer (UT) program (classified as a program in the School of Arts and Science) many of the individual courses they are enrolled in reside in the School of Business. English Language Development and UT were the programs with the most international student FTEs in 2014-15. AVED looks at utilization as a percentage, and does not count international numbers. Dan Hodgson will provide the board with the yearly number of

high school graduates who attend Camosun. Most Camosun students do not come from directly from high school, but have been in the work force already.

4. ABE and ESL Update

John Boraas, VP Education, noted that the board asked administration to prepare a plan to maintain ABE and ESL capacity. Administration looked at the demographics and the students' financial capabilities, and polled all the students from the past three years. The government provided the numbers for grants for the students. Administration then developed a model with tuition at the high end of what government allows. 67% of the students will be eligible for the grants (tuition, books, childcare). Based on the model, the college established an upgrading bursary. 97% of students who apply will be eligible for at minimum tuition, so the model is fair and accessible. Financial aid staff were increased at both campuses, so students will get same-day commitment to space in the program and access to the bursary. Success will depend on the communication to the students that support is available so staff were increased in Access to raise awareness. Tuition will be charged starting September 1, 2015, but there are many options for the students, and the model is sustainable.

5. Centre for Trades Education and Innovation (CTEI)

i) CTEI Update

Peter Lockie, Interim President, noted the construction work on CTEI is well underway, and completion is expected in a few months. Work is underway on timetable issues.

ii) TRADEmark of Excellence Campaign Update

Joan Yates, VP Communications, Advancement & Planning, reported that at the TRADEmark of Excellence Campaign event on May 12, it was announced that \$1.5M had been raised for CTEI. The event generated superb media coverage, especially from the Times Colonist. A media strategy is underway which highlights the donors. 'Families in Victoria' is the theme. The cabinet has been very effective, and will meet next month to discuss the next steps. They are building relationships that will last long past the fundraising campaign.

6. Centre for Health and Wellness Update

Peter Lockie, Interim President, advised the proposed Centre for Health and Wellness has been a top priority for over ten years. Government recently informed him that the proposal has been notionally approved. Government requested a template for the plan over the next few months in preparation for a decision in early spring of 2016. Peter will begin planning immediately due to the upcoming leadership transitions. The location is to be determined.

7. Student Housing Update

Marilyn Pattison, Board Chair, advised the Board Executive agreed there is a limit to how many large scale projects Camosun College has the capacity to handle at one time. Student housing is important but the Centre for Health and Wellness is core business so it is a higher priority. The Board Executive recommends that the next Executive delay further action on student housing by the board until January, 2016. By then the initial demands on administration from the Centre for Health and Wellness will have lessened.

IX ADJOURNMENT

Marilyn Pattison, Board Chair, thanked the College Executive Team; John Boraas, Deborah Huelscher, Peter Lockie, Tom Roemer, Barbara Severyn, and Joan Yates for their work over the past very challenging year. It was very much appreciated. Marilyn acknowledged Mark Kunen, CCFA, for his contribution. Peter Lockie will leave the college on June 30, and Sherri Bell will begin on July 1. Marilyn's appointment on the board will end on July 31, so Russ Lazaruk will act as Board Chair until a new one is elected in September.

The meeting was adjourned at 6:27 pm.

Chair

Date

Heather Martin, Recorder