



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, September 14, 2015
TIME: 5:05 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:

Russ Lazaruk, Chair
Sherri Bell, President
Steve Chang
Cindy Choi
Jennifer Erwin
Nigel Giuliany
Bill Gyles
Chris Marks
Ron Rice, Vice Chair
Shayli Robinson
Laylee Rohani
Nancy Sly
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

REGRETS: Tom Roemer, VP Strategic Development

BOARD ASSISTANT: Heather Martin

I CALL TO ORDER

Russ Lazaruk, Chair, called the meeting to order at 5:05 pm.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed. Laylee Rohani declared a conflict of interest concerning of her work on the court action regarding the Young Building. Laylee will excuse herself if there is any discussion and will be excluded from any written communications.

III BOARD MEMBER REPORTS

1. Chair's Report

Russ Lazaruk, Chair, welcomed new members Sherri Bell, Jennifer Erwin and Shayli Robinson to their first meeting of the board. The current issue of the Nexus student magazine has an article on Sherri Bell, President, and she is featured on the cover. Russ Lazaruk's appointment was extended to December 31, 2017. The Government has not yet announced a replacement for Marilyn Pattison. Russ met with Marilyn Pattison and Sherri Bell a number of times over the summer. He worked on the committee membership for 2015/16, which is almost complete. Ron Rice was appointed to the role of Vice Chair.

Committees

Audit: Bill Gyles, Chair, Sherri Bell, Cindy Choi, Nigel Giuliany, Russ Lazaruk
Award for Innovation: ... Cynthia Wrate, Chair, one TBA
Executive: Russ Lazaruk, Chair, Sherri Bell, Cindy Choi, Bill Gyles, Ron Rice
External Relations: Ron Rice, Chair, Sherri Bell, Russ Lazaruk, Chris Marks, Shayli Robinson,
Cynthia Wrate, Joan Yates
Finance: Cindy Choi, Chair, Sherri Bell, Jennifer Erwin, Russ Lazaruk, Nancy Sly
Orientation: Nancy Sly, Chair

Board Liaisons

Education Council: Laylee Rohani
Foundation: Ron Rice
PISE Board: Stephen Chang
PSEA - Members' Board Compensation Committee (MBCC): Russ Lazaruk

Russ held planning meetings with Sherri Bell. They met with the two new board members, Jennifer Erwin and Shayli Robinson, as a precursor to the orientation. Russ thanked the members for taking part in the orientation. He expressed particular appreciation to the Vice Presidents who were on the panel, and Nancy Sly for putting the program together.

Past Chair Marilyn Pattison's husband Bill passed away recently. Russ thanked the board and senior leaders who attended Bill's service last Friday. The letter from the Foundation regarding the board bursary fund for students for 2014-2015 is in the agenda package.

2. President's Report

President Sherri Bell noted this is her first President's report to the board. The last two weeks have been fantastic for her. Two weeks ago most faculty and staff returned to campus. Sherri gave presentations at each school's welcome back event. With students back last week, the atmosphere at both campuses has been exciting. Sherri enjoyed the Student Society CamFest at both campuses where she handed out ice cream cones. It was a great way to meet students and staff and was a wonderful start to the year.

Mr. Amrik Virk, Minister of Technology, Innovation and Citizens' Services, and a number of Ministry employees, have a visit planned for the Interurban campus. Tim Walzak, Applied Research and Innovation, will tour and present information on applied research. The Centre for Trades Excellence and Innovation is scheduled to open in October. The proposal for the Health Building will be submitted to Government on September 21. The college hopes for a response by spring.

There are some portfolio changes coming up for the Senior Leadership Council (SLC) and the College Executive Team (CET). Applied Research & Innovation is moving to the Education Division. The move will highlight their activity, help it blend with education, and involve more students in the work. The Vice President Education's portfolio is extensive, so Student Services is moving to Communication, Advancement and Planning. The move fits well with the marketing and community engagement side. At the next board meeting, a process will be presented for the development of the next Strategic Plan. This week Sherri will travel to

Vancouver for meetings with Trades Training BC, BC Colleges, and the Post-Secondary Employers' Association (PSEA).

3. Foundation

Joan Yates, Vice President Communications, Advancement & Planning, reported the Foundation received a bequest from the Alison Armstrong estate for \$.5M. It is intended for students in need who must travel some distance, so the Foundation board accepted an aboriginal proposal for students coming from beyond Sooke. At year end, Foundation held a \$19.5M asset base. Last year they distributed 550 awards (equaling \$300K) for achievement, and 637 bursaries (equaling \$400K) for students in need. The Foundation had a busy year working on the TRADEmark campaign. The two new Foundation board members are Lisa Collins and Mike Miller. The Foundation web page will soon include a section on legacies and bequests.

4. Education Council

Cynthia Wrate, Chair, Education Council, noted the minutes from the May 25, 2015, special and regular meetings were included in the agenda package. Work is well underway on the Trades quarter to semester system change coming in fall, 2016. Education Council expects a large amount of curriculum soon related to the changes. Many Education Council members left this summer, so the next meeting will see an almost entirely new membership. There will be a new chair on the Integrated Curriculum Committee.

5. Pacific Institute for Sport Excellence (PISE)

Stephen Chang, member, PISE Board of Directors, noted there has been no meeting since June. The PISE AGM is will be on September 30, 2015. The track project went to tender in the summer and has been awarded. Completion is expected by spring, 2016.

IV BOARD COMMITTEE REPORTS

1. Executive Committee

Russ Lazaruk, Chair, Executive Committee, reported many of the items discussed at last week's meeting are on today's regular and in-camera agenda.

i) Program Approval Procedure

John Boraas, VP Education, provided the board with a written procedure for program approvals as the board approves program cancellations but not new programs. The term 'acceptance' rather than 'approval' will be used for new programs. New program information has gone to the board in the Education Council minutes in the past, but now a specific process will be put in place.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ADOPT THE PROPOSED PROCEDURES ESTABLISHING THE ROLE OF THE BOARD OF GOVERNORS IN THE ACCEPTANCE OF NEW PROGRAMS AND IN THE APPROVAL OF THE CANCELLATION OF PROGRAMS.

CARRIED

- ii) Program Cancellation Request
 - a) Diploma in Jazz Studies
 - b) Diploma in Music
 - c) Certificate in Music Foundations

John Boraas, Vice President Education, noted there was a request for approval of the cancellation of three program credentials: Diploma in Jazz Studies, Diploma in Music, and Certificate in Music Foundations. They are all being replaced by the Diploma in Music Performance. Any students currently in the three programs will finish, but no new ones will begin.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE PROPOSED CANCELLATION OF THE PROGRAM CREDENTIALS 'DIPLOMA IN JAZZ STUDIES'; 'DIPLOMA IN MUSIC'; AND 'CERTIFICATE IN MUSIC FOUNDATIONS'.

CARRIED

- iii) Five-Year Capital Plan

Deborah Huelscher, Interim Chief Financial Officer, reported the Ministry requests the Five-Year Capital Plan each year. They use it to set priorities for capital funding. Category one is for new buildings, and Category Two is for renewal or replacement. The priorities are set by a facilities index which monitors deferred maintenance of the buildings by Government. The Young building was on last year as well, but it now needs internal work as well as external. The Fisher building was on last year but the cost went down as some funding for specific work has been received.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE FIVE-YEAR CAPITAL PLAN SUBMISSION TO THE MINISTRY OF ADVANCED EDUCATION FOR THE YEARS 2016/17 TO 2020/21.

CARRIED

Laylee Rohani abstained.

2. External Relations Committee

Ron Rice, Chair, External Relations committee, advised the committee is meeting soon to discuss the annual MLA breakfast. It will take place on Thursday, November 19, 2015. The Past Chair lunch is planned for January or February, 2016, at the Dunlop house. The Award for Innovation sub-committee will meet next month. The award for 2015/2016 will be focused on the area of sport.

3. Finance Committee

- i) Cindy Choi, Chair, Finance Committee, noted the minutes from the March 30, 2015, meeting were included in the agenda package.
- ii) Cindy Choi gave a verbal report from the September 14, 2015, meeting. She welcomed Sherri Bell and Jennifer Erwin to their first Finance committee meeting today. The committee received a high level review of the first quarter finances. The budget for the

first quarter, April to June, was \$27M with a planned deficit of \$1.6M. This is because personnel expenses are incurred year round, and tuition revenue comes in mainly in September. The actual budget was ahead of target by \$360K. The forecast is for a balanced budget at year end on March 31, 2016.

a) Financial Information Act Report (FIA)

Cindy Choi noted the committee reviewed the FIA report as the board must approve it prior to submission to Government. Deborah Huelscher advised there are three main categories in the report: board disclosure, remuneration of employees earning over \$75K including their expenses, and suppliers who received over \$25K.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2014/2015 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 8, 2015 meeting were approved as distributed.

VI NEW BUSINESS

1. Institutional Accountability Plan and Report 2014/15

Every year the college is required to submit the Institutional Accountability Plan and Report to the Government. Joan Yates, VP Communications, Advancement & Planning, went over the highlights which included the college's alignment with the Government's job agenda, the student employment rates, the program mix initiative, the International and Aboriginal student headcounts, indigenization, the investment in ABE and ESL, the support of students with disabilities, bursaries and awards, the library, investment in employees, the strategic plan, and the Government's accountability requirements.

The student data includes FTE numbers, headcount, and demographics. Enrolment is on an upswing. The 18 to 24 demographic is dropping off. The number of older students and the zero to 17 group is growing. The number of credentials awarded has increased. Students' assessment of their education shows a fairly high level of satisfaction with the quality and relevance. The 'Fast Facts' flyer is a companion piece showing current numbers.

2. Vice President Administration Search Update

Sherri Bell, President, reported the search committee for the Vice President Administration met last week. The membership includes BCGEU, CCFA, CUPE, Sherri Bell, John Boraas, Deborah Huelscher, Barb Severyn, and consultant Tony Kirschner from Davies Park. The position profile is complete, and will be posted tonight.

In the past the departments that report to the VP Administration have been Information Technology, Human Resources, Finance, and Facilities. The expanded duties will include Freedom of Information and Protection of Privacy (FOI POP), contract management, and health and safety issues. The amount of work generated from Facilities will be enormous because of renovations going on in the CTEI complex, the upcoming Health Building, and the potential student housing project. In order to ensure the pool of candidates is expansive, the VP

Administration will have a broader mix of skills. Deborah Huelscher will continue as the CFO and have the responsibility for high level accounting. The goal is to finish the search by mid-November for a start in January, 2016.

VII ADJOURNMENT

The meeting was adjourned at 6:14 pm.

Russ Lazaruk, Chair

Date

Heather Martin, Recorder