



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

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

BOARD MEMBERS:

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

ADMINISTRATION:

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

REGRETS: Bill Gyles
Shayli Robinson
Tom Roemer, VP Strategic Development

BOARD ASSISTANT: Heather Martin

I CALL TO ORDER

Board Chair Russ Lazaruk called the meeting to order at 5:00 pm.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III BOARD MEMBER REPORTS

1. Chair's Report

Board Chair Russ Lazaruk noted that he and Ron Rice attended the Indigenous Students Annual Welcome Feast at Songhees Learning and Wellness Centre on September 17. It was a wonderful evening and the traditional dancers did a great job. A highlight was a young boy who was an amazing dancer. There were great conversations with the community members and the Camosun students. Congratulations to Nigel Giuliany, who has been re-appointed for a term ending December 31, 2017. The Government has not yet announced Marilyn Pattison's replacement but it is expected soon as a name has been put forward to cabinet. The Award for Innovation sub-committee now includes Cynthia Wrate, Chair, Nigel Giuliany, Chris Marks, Marilyn Pattison, and Richard Stride, Dean, Centre for Sport and Exercise Education (CSEE). Two more members will be appointed from CSEE.

Russ met with Sherri Bell several times for planning, updates and agenda setting. As the new Board Chair and Vice Chair, Russ and Ron Rice both gave interviews to the Nexus student newspaper. They were asked about governance. Russ brought greetings to the School of Access Student Awards ceremony on October 2. It was a great event. The school has an enormous impact on students' lives. Russ was interviewed by Scott Armour, a pipes trades instructor at Camosun. Scott is in the joint Camosun College/Simon Fraser University Master of Education program for instructors. Scott's current project is on college governance. This morning the Minister of Advanced Education, Andrew Wilkinson, contacted Russ to touch-base, and will do so on a quarterly basis going forward. The Minister said Camosun was doing a great job.

2. President's Report

President Sherri Bell attended the Foundation and PISE board meetings, Education Council, and the board External Relations and Finance committee meetings. The United Way campaign is in full swing. The dunk tank at the kick-off event was a huge hit. Sherri met and interacted with many students, and a highlight was the Mechanical Engineering Showcase. All the students were articulate about their projects, how they worked together, and about what they learned. Sherri dropped into classrooms to connect with faculty in Chemistry, Nursing, and English. She attended the school of Access Student Awards, which was very emotional. The students have overcome a lot, and have had to persevere to get as far as they have. Many will go on to further post-secondary education.

The concept plan for the Health Building has been submitted to the Ministry. Over the next month the college will respond to any questions, then it will go to the Ministry of Finance. The Centre for Trades Excellence and Innovation (CTEI) building is substantially complete, with occupancy expected this week. The next steps will be to set up the tool cribs, classrooms, and offices with furniture and equipment. At the beginning of November, Automotive will move in, with the rest of the trades moving in one bay at a time each week. The board will be given a tour of the building.

Sherri held a number of meetings on student housing and reviewed the documentation from the Strategic Issues session in May. At the November board meeting, Sherri will ask the board what they need to know to help them make the decision to move forward to the next step on student housing, which is to seek expressions of interest. Every stage of the process will go back to the board for review and decision making. Kathryn Le Gros will write a two-page overview which will go to the board in October. A decision is hoped for by January or February.

3. Foundation

Ron Rice, Foundation Liaison, advised the Foundation board is working on a half-day planning session for October 15 with consultant Sharlene Smith. Foundation invited the Board of Governors to the Donor Reception on October 22. It will be a good opportunity to connect with the Foundation board and other donors. The competition between the two boards to raise funds for the TRADEmark campaign ended as a draw. One board finished first, but the other raised more funds so both will win some champagne.

4. Education Council

Laylee Rohani, Education Council Liaison, attended the first meeting of the year two weeks ago. There were many new members. Cynthia Wrate, Education Council Chair, gave a presentation on board governance which explained board member duties. They received a presentation on

the process for new program approvals, and a review of the role of Education Council. For the first time no curriculum came forward for approval, which was a testament to the amount of work done last year.

5. Pacific Institute for Sport Excellence (PISE)

Stephen Chang, PISE Board of Directors, advised they met last week for the quarterly meeting followed by the AGM and a reception. Sherri Bell is also on the PISE board. The track is expected to be complete by spring. The budget showed a surplus this fiscal year. PISE made changes to their constitution as they were seeking to become a charitable organization. The membership was expanded. Members are by invitation only as there is a set ratio of members to directors.

IV BOARD COMMITTEE REPORTS

1. Executive Committee

Russ Lazaruk, Chair, Executive Committee, reported they met last week and received updates on the search for the VP Administration and on the trades and health buildings.

2. External Relations Committee

Ron Rice, Chair, External Relations Committee, reported the Past Chairs lunch has been confirmed for February 10, 2016, at the Dunlop House. The save-the-dates just went out and already six responses have come in, with five able to attend so far. The invitations to the Board Executive and Board will go out next based on space. The invitations have gone out for the MLA breakfast on November 19. The official opening of CTEI will be in January depending on the Premier's schedule. The events for the Saanich and Victoria Mayors and Councils and First Nations leaders will follow the opening. The Award for Innovation sub-committee will be chaired by Cynthia Wrate. The award will be in the area of sport this year.

V APPROVAL OF THE MINUTES

The minutes of the September 14, 2015 meeting were approved as distributed.

VI NEW BUSINESS

1. Risk Management

Russ Lazaruk advised that risk management is an important fiduciary responsibility of the board. Sherri Bell commended the process and noted other institutions have used it as their model.

Deborah Huelscher, Chief Financial Officer, gave an overview on the 2015/2016 risk management Profile and Register. The risk management program was developed in 2006. It helps administration identify risks and develop appropriate treatment to mitigate the risks and to prioritize resources for them.

Consistent methodology is used across the college. The schools and departments identify and assess their risks, then send them to the College Executive Team (CET) for review. CET includes only the risks at the strategic level in the profile. Red indicates an extreme risk, orange shows a high risk, and yellow moderate. For the first time, there are no risks in the red category. Five of last year's risks were removed as they were resolved and four new ones were added. Some that were red last year were lowered to orange due to mitigating circumstances.

2. Strategic Plan – Process for Renewal

Sherri Bell reviewed the process for the renewal of the Strategic Plan. The plan is a refreshment of the existing plan and the structure will not change. An action plan will be created with details on how to measure the outcomes and who will be responsible for each area.

The initial part of the process is to gather input from the college internal community in an interactive on-line process through 'Thoughtexchange' that includes four questions and a link to the current plan, then a draft document will be created and shared with the board. The draft will also be given to the Camosun community for feedback. The final consultation stage in January will have some face-to-face meetings and the board will be invited.

Joan Yates, VP Communications, Advancement and Planning, noted there will be a strong internal focus because the last time it was very broad, and the results are still valid. Already 70 answers and 600 concepts and thoughts have come in, and work has begun on themes. The electronic system allows employees with different hours and locations to all take part. A slightly different approach has been developed to seek feedback from the students and student society.

3. Strategic Issues

Sherri Bell advised the 2015-2016 Strategic Issues schedule is 'Student Services' in December and 'Innovation' in May. There are no appropriate venues available at Lansdowne campus on December 7, so the members agreed move it to Thursday, December 3, 2015. The May 2, 2016, session will be held at the Interurban campus. The first choice for the venue is the atrium in the Centre for Trades Excellence and Innovation (CTEI).

VII ADJOURNMENT

The meeting was adjourned at 6:20 pm.

Russ Lazaruk, Chair

Date

Heather Martin, Recorder