



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, November 2, 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
Bill Gyles
Chris Marks
Ron Rice, Vice Chair
Shayli Robinson
Nancy Sly
Cynthia Wrate

ADMINISTRATION:

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

GUEST: Dan Hodgson, Director, Institutional Research & Planning

REGRETS: Laylee Rohani

BOARD ASSISTANT: Heather Martin

I CALL TO ORDER

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

II APPROVAL OF THE AGENDA

The agenda was approved as distributed. An in-camera meeting was added immediately following the regular meeting.

III BOARD MEMBER REPORTS

1. Chair's Report

Russ Lazaruk, Chair, met with Sherri Bell several times for updates and agenda setting. He and Sherri met with Barb Severyn, Executive Director of Human Resources, to review the policy on compensation. The Foundation hosted a reception to celebrate their donors on October 22. Russ Lazaruk, Sherri Bell and Nancy Sly attended. It was a great event. On October 30, a celebration was held for the 25th Anniversary of the Dental Health program and the 40th Anniversary of the CDA program. Sherri Bell and Nancy Sly attended, as well as Dr. David Philip, who was Board Chair in 1989. Dr. Philip was President of the Victoria and District Dental Society and the College of Dental Surgeons of BC and was involved in setting up the program. He worked with the Provincial Government and the Minister of Advanced Education to get the

funding to help build the Dental building. Laylee Rohani will bring a welcome speech to the School of Health and Human Services student awards ceremony on November 5. Ron Rice will speak at the Dedicated Service dinner on November 5. The dinner honours employees who have reached 20, 25, 30, 35, and 40 years of service. Steve Chang will bring the welcome to the School of Arts & Science's student awards ceremony on November 6.

The Board Resourcing and Development Office (BRDO), has not yet announced Marilyn Pattison's replacement. The person that had been put forward withdrew because of too many other commitments. Russ asked the board members to send him their ideas for new members.

A Sharepoint site is under development for the Board of Governors. The members will receive an email invitation to the site. The site will hold all the documents for the board, including agenda packages. Russ asked for feedback on areas to be added, or any functionality that would be useful. All documents will be available electronically, so Russ asked the members to tell Heather Martin if they no longer need a paper copy of the agenda.

2. President's Report

President Sherri Bell has completed her work plan, and will share it with the board soon. Her first goal is to build relationships and fully understand what everyone does. A key part of that is meeting with individuals and groups. Sherri visited the English, Environmental Technology, Nursing, Psychology, and Visual Arts departments. She attended classes and met teachers and students. Whenever possible she accepts invitations, and has heard many amazing stories and made numerous connections with people.

Sherri attended two Foundation events. The Foundation donor event was very well done. Joan Yates' team transformed a hallway into a beautiful place to celebrate. She attended the Foundation strategic planning session on Thursday.

The Dental Health celebration was wonderful, and the guests had a great time. It was the 25th Anniversary of the Dental Hygiene program and the 40th Anniversary of the CDA program. Fundraising continued for United Way on Friday with 'Bergeron's Bar' and a photo booth. Dominic Bergeron, Dean, Arts & Science, had a western theme non-alcoholic bar to raise funds. Sherri went to the Aboriginal Pit Cook afterwards, which drew a large crowd. Janice Simcoe was there cooking fried bread for the guests. Skip Dick, Eddy Charlie and Kristen Spray (who developed Orange Shirt Day) also attended.

The star collection stage of the Strategic Plan development is complete, and it has moved on to the next stage. John Boraas and Sherri are traveling to Edmonton tonight for the '3rd Skills and Post-Secondary Education Summit 2015' conference. Sherri is speaking at a Chamber lunch later in November. She and John Boraas and Tom Roemer addressed the national Trades Deans conference in Victoria in October.

3. Foundation

Ron Rice, Foundation Liaison, could not attend the Foundation donor event or the strategic planning session due to work commitments, but they were both very successful. Joan Yates, Vice President, Communications, Advancement & Planning noted the strategic plan will look at how the Foundation board can help the college. They see a need for a greater link with the board, possibly through the executives, to get a better sense of what the college needs from

them. They developed actions and strategies on fundraising, stewardship of finances, governance, stewardship of donors, and awards. The strategic plan will go to board for information when it is finished.

4. Education Council

Cynthia Wrate, Chair, Education Council, noted the last meeting was rescheduled to Monday due to the Federal election. They brought forward the new procedures for informing the board about new programs. Cynthia attended the semi-annual 'Council of Education Council' meeting in Cranbrook. They discussed the relationships between Boards and Education Councils, in particular sections 19 and 23 of the College & Institute Act. There is an opportunity for Camosun to clarify what the process is for Education Council to advise the board where they have a responsibility to, and for the board to seek advice from Education Council. The relationship at Camosun is one of collegiality and mutual respect.

IV BOARD COMMITTEE REPORTS

1. Audit Committee

- i) The minutes from the June 1, 2015 meeting were included in the agenda package. It was the last meeting with the Office of the Auditor General (OAG) as the auditor.
- ii) Bill Gyles, Chair, Audit committee, advised they met with KPMG, the new auditors, on October 28, 2015. KPMG was the college auditor five years ago, prior to OAG's term. KPMG reviewed their audit plan for Camosun for the coming year. Nothing of significance was identified. KPMG will have a five year term as Camosun's auditor.

2. Executive Committee

Russ Lazaruk, Chair, Executive committee, reported they meet one week prior to the board meetings. They reviewed the new policy on compensation. The Chargers Golf team is now the Canadian champion. The Chargers Men's Volleyball won gold at the Canadian championships last year, and Russ helped raise the banner for them on November 23.

- i) Total Compensation Philosophy

Barb Severyn, Executive Director, Human Resources, advised the Government conducted a province-wide review on compensation for the public sector, and came up with recommendations for a common compensation philosophy for all public sector employers. The proposed policy was patterned on the Government's template, and must be submitted to the Public Sector Employers' Council (PSEC) for approval by November 30, 2015.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE NEW POLICY 'O-5.13 TOTAL COMPENSATION PHILOSOPHY'.

CARRIED

3. External Relations Committee

Ron Rice, Chair, External Relations committee, reported the official CTEI opening has been moved to February, after which the committee will plan municipal events for Victoria, Saanich, and First Nations. The Award for Innovation sub-committee met today to discuss the process for 2015-2016. The process will be managed through Richard Stride, Dean, Centre for Sport and Exercise Education (CSEE) on behalf of the board. They will solicit internal and external nominations, and determine the criteria. They will use a process that will highlight the finalists

as well as the winner. The committee will make a recommendation to the board for a final decision. The prize will be awarded at a function yet to be determined.

4. Finance Committee

- i) The minutes from the September 14, 2015, were included in the agenda package.
- ii) Cindy Choi, Chair, Finance committee, provided a report from the October 26, 2015, meeting. Deborah Huelscher, CFO, reviewed the financial results for the first half of the year. The results were \$2M ahead at September 30, due to tuition and grant revenue and cost savings. The consolidated summary of revenue and expenses has a new legal size format, and each activity area has a page with supporting details. ABE and ESL enrolment was down, but 90% of those enrolled received financial aid. International enrolment is expected to meet targets. Continuing Education, Contracts and self-funded activities are ahead of target. Applied Research and Enterprise Point are behind but are expected to balance by year-end. The forecast is for the budget to be \$119M at year-end. Additional funds will be available for strategic priorities including additional infrastructure repairs and maintenance, but it cannot be spent until it is realized. Based on current results, a balanced budget with no reductions for 2016-17 is anticipated.

V APPROVAL OF THE MINUTES

The minutes of the October 5, 2015 meeting were approved as distributed.

VI UNION REPORTS

The report from the Camosun College Faculty Association (CCFA) was included in the agenda package.

VII NEW BUSINESS

1. Fall Enrolment Report

Dan Hodgson, Director, Institutional Research & Planning, gave an overview of the Fall Enrolment report. The members were asked to tell Joan Yates if they require additional information in the report. Overall enrolment is flat. The School of Access saw a decrease as it was down 322 FTE due to funding and tuition uncertainty. A large team has been working on mitigating the numbers with student surveys and marketing, and getting the funding and grant information to the students. Domestic enrolment was down slightly, and international enrolment was up. International students enroll in a higher number of courses. Based on previous feedback, 'Overall Domestic Student Counts – Similar Institutions', and 'Third Trimester – Spring and Summer' were added to the report. The 'Overall Domestic Student Counts' shows the downward trend for domestic enrolment across BC in similar institutions. There was an increase in the third trimester. A glossary of key terms was included on the final page.

2. Student Housing – Next Steps

Sherri Bell, President, noted the board Executive discussed student housing at their last meeting. Bill Gyles raised some excellent questions, so Russ Lazaruk, Bill Gyles and Sherri met with Kathryn Le Gros, a key leader on the issue. In order for the board to have as much information as possible, Sherri suggested a one-topic meeting in January. It will enable the board to get answers to all their questions before deciding if they are ready to go to the next step. Sherri advised there is no timeline, so the process should not be rushed and should move forward thoughtfully. Heather will send a note to the members next week with a date for the

January meeting, a request for the type of information needed by the members, and the past documentation. Sherri Bell will take the feedback to the January meeting.

3. Health Building and VP Search Updates

Sherri Bell advised the proposal for the Health Building was submitted to Government, but there has been nothing new since to report.

The applicants for the Vice President Administration position were shortlisted today. The first set of interviews will take place next week, and the second set will follow a week later.

VIII ADJOURNMENT

The meeting was adjourned at 6:55 pm.

Russ Lazaruk, Chair

Date

Heather Martin, Recorder