



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, February 1, 2016
TIME: 5:00 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:

Ron Rice, Acting Chair
Sherri Bell, President
Steve Chang
Cindy Choi
Jennifer Erwin
Stefan Fletcher
Nigel Giuliani
Bill Gyles
Shayli Robinson
Laylee Rohani
Nancy Sly
Cynthia Wrate

ADMINISTRATION:

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

REGRETS: Russ Lazaruk
Chris Marks

BOARD ASSISTANT: Heather Martin

I CALL TO ORDER

Bill Gyles called the meeting to order at 5:05pm.

II OATH OF OFFICE

Deborah Huelscher, CFO, administered the Oath of Office to Stefan Fletcher.

III INTRODUCTION

Ron Rice, Acting Chair, introduced Geoff Wilmshurst, the new Vice President Partnerships.

IV APPROVAL OF THE AGENDA

The agenda was approved as distributed.

V BOARD MEMBER REPORTS

1. Chair's Report

Ron Rice, Acting Chair, advised that he will deliver the report as Russ Lazaruk, Chair, is volunteering in Haiti this week. The last regular board meeting was on November 2. Russ met numerous times with Sherri Bell since then for updates and planning. On behalf of the whole board, Russ wrote a card to Skip Dick congratulating him for the Honourary Degree in Education he received from UVic. Russ, Sherri Bell, John Boraas, VP Education, and Richard Stride, Dean,

attended the soft opening of the Dunlop House restaurant on November 18. The food and service by the Hospitality Management students was amazing, and it was a wonderful evening.

Russ and Ron Rice attended the Chamber of Commerce Business Leaders lunch 'Presidents Panel' on November 25. The presidents of UVic, and Royal Roads, and Sherri Bell spoke on the major impact the post-secondary institutions have on the local economy. Laylee Rohani was there representing her law firm. Each President spoke for five minutes, followed by questions and answers. There is a great deal of cooperation between the three institutes, resulting in complementary programming. In December Russ met with Sherri, Jeety Bhalla, Foundation Chair, and Joan Yates to discuss the fundraising that would be required for student housing.

The Board Strategic Issues session on Services for Students was held on December 3. There was a good audience turn-out and participation. It was informative and thought-provoking to hear the students speak about their experiences at Camosun. We discovered the true value of cheesecake, as a piece was auctioned with proceeds to the Student Society's foodbank.

The Centre for Trades Excellence and Innovation (CTEI) Atrium was the location for the annual employee Holiday Party on December 11. The space showcased the centre beautifully. Jennifer Erwin, Russ Lazaruk, Ron Rice, Cynthia Wrate, and Nancy Sly attended from the board. It was very well attended and gave board members a chance to meet with staff and faculty in an informal setting. It had one of the highest turn-outs ever, and was a very lively event.

On January 6, Russ and Sherri Bell met with our newest appointed board member, Stefan Fletcher, for an orientation. On January 13, Russ joined in the college's Senior Leadership Council (SLC) meeting to talk about the 'Truth and Reconciliation' recommendations for the College. Russ will report on it to the board at the March 7 meeting.

2. President's Report

Sherri Bell, President, noted a lot has happened since the last meeting. Tom Roemer, VP Strategic Development; Kathryn Le Gros, Director of Campus Community Services; and Nicole Greengoe, Registrar and Director of Student Services left the college. The new senior team is almost all in place. The new VP Administration, Shane Busby, will begin in two weeks. A lot of work has gone into the transition plan so that it goes as smoothly as possible. The re-organisation and senior hiring has been a major focus of Sherri's work over the last few months. She has been working with Russ Lazaruk on her workplan and a process for evaluation, and will bring it to the board next month. The staff holiday party at the CTEI Atrium brought both campuses together, was a lot of fun, and the building looked fantastic. The trades are moving into the building over the next two months. The health building has not yet received approval, but the business case will be ready if it does.

Sherri Bell held cross-campus 'Conversations' for employees at each campus. She gave a 15-minute presentation followed by time for questions. There was a great turn-out, and many good conversations. She will continue doing the sessions going forward as they were a great way to reach out to everyone.

The 'Presidents Funds' have been re-named 'Creativity and Innovation Projects'. They will fund teams of staff and faculty who work together on a project. The committee is excited, and hopes to see some great projects. Sherri will share them with the board.

Sherri visited the Music Conservatory for the first time. She attended a meeting in Nanaimo with all the Vancouver Island Post-Secondary presidents, and met individually with UVic President Jamie Cassels. Sherri met with the MPs, the DM, and the ADMs. She went to the BC Colleges (BCC) meetings in Vancouver, which are very valuable. BCC has a new CEO, Colin Ewart, at the helm. Sherri attended the Chamber of Commerce President's panel. In fall, she went to the Conference Board of Canada conference. She also attended the Cross-Sector meeting (26 institutes, colleges, universities, the Ministry) where a big focus was on providing enhanced and new pathways for aboriginal students. Sherri invited Russ Lazaruk to join a meeting of SLC to hear the 28 recommendations put forward by the Camosun Truth and Reconciliation Task Force.

3. Foundation

Ron Rice, Foundation Liaison, reported the TRADEmark campaign has reached the halfway mark. They raised \$2.5M of the \$5M goal, ending Phase One. Joan Yates, Vice President, Communications, Advancement & Planning, noted the government's Grand Opening is scheduled for February 25. The donor recognition event will be held at CTEI on April 21. It will launch Phase Two, which will focus on the renovation of the current complex. The first phase completed the equipment requirements for the new building. Lynda and Murray Farmer will remain on the campaign cabinet for Phase Two.

4. Education Council

Cynthia Wrate, Education Council Chair, noted the minutes from the October 26 and November 16, 2015, meetings were previously distributed. The December meeting was full due to the amount of curriculum approvals. Technology was moved from the trimester to the semester system, which required an enormous amount of work. The December and January meetings dealt with triple the normal volume, but the work is now complete. Education Council was presented with the new Education Policy Renewal and Framework. Education Council holds responsibility for many policies, some jointly with the board, that need to be updated. Katie Shaw, Manager of Education Policy, was hired in January to assist with the process.

5. Pacific Institute for Sport Excellence (PISE)

Stephen Chang, PISE Board of Directors, advised the next meeting will be on February 23, 2016. PISE is in good financial standing and had a small surplus. The track is moving ahead with completion expected in spring. The fundraising goal for the track was achieved.

VI BOARD COMMITTEE REPORTS

1. Executive Committee (nil)

2. External Relations Committee

Ron Rice, Chair, External Relations Committee, reported the committee is focused on the lunch for the past board chairs which will take place next Wednesday, February 10.

i) Award for Innovation Sub-Committee

Cynthia Wrate, Chair, noted that the award was initiated by the board three years ago. The award encourages recognition of innovation by teams of faculty and staff within the college or in partnership with the community. In this the third year, the award will be

granted in the Centre for Sport and Exercise Education (CSEE). The process was moved ahead to give the school more time to seek nominations. The nomination process closes in February. The committee will review the nominations, and then bring the finalists to the March External Relations meeting.

3. Finance Committee

- i) The minutes from the October 26, 2015, Finance Committee meeting were included in the agenda package.
- ii) Cindy Choi, Chair, Finance Committee, gave a report on the January 25, 2016, meeting. They reviewed the summary and detail level of the management report for the first nine months. The budget is approximately \$116M. The budget was tracking \$2.5M ahead at December 31, 2015. The forecast is for a small surplus of \$60K at March 31, 2016. The surplus is due to revenue coming in ahead of expenditures, as well as one-time grants for adult upgrading and negotiated settlements. There was a decrease in international enrolment. Tuition is on target as domestic enrolment increased slightly. The budget forecast for 2016-2017 is balanced, so the special Finance committee meeting on March 1 has been cancelled.

Deborah Huelscher, CFO, will provide the board with financial training on March 7. It will cover reading reports, the government budgeting process – both capital and operating, the breakdown of the sources of income and expenditure (capital and operating), the relationship between fixed and variable costs, how any ‘profits’ are dealt with, and the status of the restricted reserves.

VII APPROVAL OF THE MINUTES

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

VIII NEW BUSINESS

1. Draft Mandate Letter 2016/2017 for Public Post-Secondary Institutions

Sherri Bell noted the letter is almost identical to last year’s. The Government is looking for feedback from the board, and will send a final version for the board to sign in April. The members supported the mandate. However, they agreed that the flat and reduced funding, and the management compensation freeze without any cost of living increase, is continuing to challenge the college to reach its goals. The members were asked to provide any additional feedback to Heather Martin by February 3.

2. Student Housing

Sherri Bell advised the college has been working on the development of student housing for the past ten years. It has gone to the board twice for approval, but did not go forward for various reasons. The timing is right to re-group and re-assess, as over the last ten years both costs and senior staff have changed. The proposed land at the Interurban campus for both housing and the health building is between PISE and the CBA building.

The pre-procurement phase includes market demand, business case (risks), infrastructure and services costs updates (dovetail with health building so costs for sewer and power can be shared), municipality expectations (re-negotiate), and determination of ongoing costs such as security and food services. Sherri received advice from Partnerships BC regarding a 3P model

but will explore other options. The pre-procurement cost is about \$50K including legal fees, and has been built into the budget.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS PROCEED WITH THE PRE-PROCUREMENT WORK AS OUTLINED. THE PRESIDENT WILL UPDATE THE BOARD OVER THE NEXT SIX MONTHS, TO BE FOLLOWED BY A FORMAL REPORT AND RECOMMENDATIONS IN THE FALL.

CARRIED

3. Strategic Plan

Sherri Bell reviewed the process for the refreshment of the Strategic Plan. After an environmental scan and extensive internal, external, and student consultation, Joan Yates facilitated a workshop for SLC to work with all the information gathered to develop the update of the plan. Once the board's input is included, there will be four half-day sessions open to the college community to close the loop on consultation. The final draft will go to the board in April for approval. The board members wrote their thoughts and preferences on posters showing the draft vision, mission, principles, values, and pillars. Sherri Bell took the comments away for inclusion in the plan, and thanked everyone for their enthusiastic participation. After final approval in April, the work on the Action Plan will begin.

IX ADJOURNMENT

The meeting was adjourned at 7:05 pm.

Ron Rice, Acting Chair

Date

Heather Martin, Recorder