



## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

**MEETING:** Monday, March 7, 2016  
**TIME:** 5:00 pm  
**LOCATION:** Paul Building, Room 216, Lansdowne Campus

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**BOARD MEMBERS:**

Russ Lazaruk, Chair  
Sherri Bell, President  
Cindy Choi  
Stefan Fletcher  
Chris Marks  
Ron Rice, Vice Chair  
Shayli Robinson  
Laylee Rohani  
Cynthia Wrate

**ADMINISTRATION:**

John Boraas, VP Education  
Shane Busby, VP Administration  
Deborah Huelscher, Chief Financial Officer  
Barbara Severyn, Executive Director, Human Resources  
Geoff Wilmshurst, VP Partnerships  
Joan Yates, VP Student Experience

**GUEST:** Dan Hodgson, Director, Institutional Research & Planning

**REGRETS:** Steve Chang  
Jennifer Erwin  
Nigel Giuliany  
Bill Gyles

**BOARD ASSISTANT:** Heather Martin

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**I CALL TO ORDER**

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

**II INTRODUCTION**

1. Shane Busby, VP Administration, began at the college three weeks ago and is very pleased to be here. For many years, Shane held senior positions in the health sector in both Alberta and BC. His daughter is a current student at Camosun, and his wife is a past student.

**III APPROVAL OF THE AGENDA**

The agenda was approved as distributed.

**IV BOARD MEMBER REPORTS**

**1. Chair's Report**

Russ Lazaruk thanked Ron Rice for chairing the February 1 board meeting while he was in Haiti. Russ attended a Senior Leadership Council meeting in January to learn about the 'Truth and Reconciliation' recommendations for the College. The indigenization of the college, which is one of our core mandates, is intended to improve the opportunities and experiences for the

indigenous learners. It is a priority for the provincial government, and there are some mandated priorities from the Truth and Reconciliation report. The college developed 'TTW', a training program for employees on the history of colonization, residential schools, and indigenous culture. A condensed version may be made available for the board next fall.

Russ attended several meetings with Sherri Bell for planning. They reviewed her work-plan and developed the process for her evaluation, which are both on the agenda today. Many board members were at the February 10 lunch for the past board chairs. The turnout was excellent. Russ commended Heather Martin and the staff and students at the Dunlop House for the outstanding job.

The Ministry invited the board to the grand opening of the Centre for Trades Education and Innovation on February 25. Minister Andrew Wilkinson attended and spoke very highly of the college. Most board members were able to attend. Colin Ewart, CEO of BC Colleges (BCC) and chair of the PISE board was there. Russ had a discussion with him on student housing. There may be some changes coming to the government funding envelope for housing.

Jennifer Erwin is retiring from the College, so will leave the board on April 30. She worked at the College for over 30 years and will be missed. Jennifer, who represented CUPE on the board, was a great contributor to the college, and the board. Nancy Sly, who represents CCFA, will also be leaving the board as she received a promotion that places her in the Exempt group rather than the CCFA. Both their seats will be posted in the spring elections. Laylee Rohani stepped down from her role as Education Council Liaison due to work obligations. Nigel Giuliany will take her place for the balance of the year.

Russ met with Sherri Bell, Joan Yates, and Jeety Bhalla, Chair, Foundation, on February 24. They discussed a number of things, including the possibility of hiring a full-time locally based fundraiser. It will not be a continuing cost, as within two years it is expected to pay for itself. It needs more discussion, but if it can be fit into the budget, the position will begin in September.

Russ will attend the BCC meeting on April 12 in Vancouver. BCC is a meeting of BC college presidents, and they include the board chairs twice a year. On Wednesday, Russ will attend the Living Library event at the college.

## **2. President's Report**

Sherri Bell, President, advised there are two more Strategic Plan consultation sessions left before board approval in April. She commended Dan Hodgson and Joan Yates for their work on the community sessions. They were very well received, and resulted in some changes. The work on the action plan will begin after final approval.

There is \$100K available for the 'Creativity and Innovation Projects', previously called the 'President's Funds'. The committee overhauled the criteria and shared it with the college. They have since received \$300K worth of excellent proposals. Some have been notified that they have been approved, but work is ongoing on the remaining ones. The college has an extensive People Plan that includes an employee engagement survey. BC Stats created the survey and sent it out in the fall. They met with the College Executive Team to review the results. The method of looking at the data is complicated, so BC Stats is going to present it to the college on

March 22. Russ Lazaruk will attend, and the whole board is welcome. Next, the information will go out to the college, and then work will begin on a plan. They will look at areas of excellence, and areas that need work. Sherri will send the results to the board for discussion at the April board meeting.

Sherri recently spent a day in Langford. The college is looking at expanding in the West Shore, and has a satellite site with two dedicated classrooms and offices in the Belmont Neighbourhood Learning Center. The college logo is displayed outside on the sign. A cohort for next year is being developed for the area. While there, Sherri took for a tour of the YMCA in Langford.

'Conversations Day' was a special day for the college employees. They filled the PISE gym. The energy was vibrant, and it was a fun and powerful event. This year the theme was leadership, and the inspirational speaker was Drew Dudley, who was excellent. He was followed by three Camosun speakers, and finally Sherri. Sherri joined the School of Business and the Centre for Sport and Exercise Education (CSEE) group afterwards for a lunch question and answer period.

Sherri is going to India from March 11 to 20 with Geoff Wilmshurst, VP Partnerships, and Richard Stride, Dean of Business and CSEE. They are working on three MOUs. One is with an educational conglomerate in the Bangalore and Chennai areas for a transfer program of two years in both countries. The other MOU is with JAIN University, a series of schools that are seeking Camosun's assistance to create multiple PISE style institutes. Sherri commended the Camosun International employees for the great job setting it all up.

Sherri spent an amazing morning last Friday with domestic and international ESL students as their mystery guest. They had to figure out who she was based on questions. There was an astounding range of students.

### **3. Foundation**

Ron Rice, Foundation Liaison, advised the Foundation is meeting on March 10. They have entered Phase 2 of the fundraising campaign, having achieved \$2.5M. Linda and Murray Farmer will receive a lifetime achievement award from the Chamber of Commerce on April 21. Ron Rice will discuss the professional fundraiser with Foundation Chair Jeety Bhalla on March 10. Joan Yates, VP Student Experience, noted the community campaign has now been launched, and the Foundation will match donations up to \$100K. The Foundation board is reliant on its investment portfolio for its endowment earnings. It has gone down a bit, but will be able to meet all expectations this year and next, as they do an excellent job of managing it.

### **4. Education Council**

Cynthia Wrate, Education Council Chair, noted the minutes from the December 14, 2015 meeting were included in the agenda package. Cynthia went over the highlights of the February 17, 2016 meeting. For the last couple of years, the major focus was on changes to curriculum, and the quarter to semester system project. This year the focus shifted to looking at policy updates and needs, as there are some that are ten years old. A Manager of Education Policy has been hired by the VP Education. An enormous amount of work is underway on the policies approved by Education Council and for those with approval shared with the Board of Governors.

## **V BOARD COMMITTEE REPORTS**

### **1. Executive Committee**

#### **i) E-1.2 Academic Schedule Policy – Update**

John Boraas, VP Education, advised the week-long reading break was initiated to be consistent with most post-secondary institutions in BC, and particularly with UVic. It will be aligned with Conversations Day and Family day, so most students will get a week-long break in February. The college is working to move from a quarterly to a trimester delivery system, and the changes are needed to support it. Education Council has recommended the board approve the changes. The Camosun College Student Society and the schools have been consulted.

#### **MOTION:**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE CHANGES TO POLICY ‘E-1.2 ACADEMIC SCHEDULE’ NECESSITATED BY THE WEEK-LONG SPRING BREAK IN 2017, AND INCORPORATING CHANGES RELATED TO THE QUARTER TO TRIMESTER DELIVERY SYSTEM CHANGES AND ADMINISTRATIVE PRACTICE.**

**CARRIED**

### **2. External Relations Committee**

Ron Rice, Chair, External Relations Committee, reported the main focus has been the Award for Innovation. Cynthia Wrate, Chair, Award for Innovation sub-committee, noted they will meet on Tuesday to review the finalists for 2016. They will make a recommendation for a winner to the External Relations committee, who will meet the following day.

## **VI APPROVAL OF THE MINUTES**

The minutes of the February 1, 2016 meeting were approved as distributed.

## **VII NEW BUSINESS**

### **1. Winter Enrolment Report**

Joan Yates, VP Student Experience, noted the board receives the report twice a year for a snapshot of domestic and international enrolment FTE. They continue to incorporate feedback from the board to enhance the report. Dan Hodgson, Director, Institutional Research & Planning, presented the key executive highlights. The FTE is balanced across the college with 9,219 overall enrolments. There are 7,933 domestic and 1,286 international student enrolments, which shows a 2.3% increase overall, and a 1% increase in domestic since winter 2015. A chart showing BC student counts was added to compare trends across BC. The trend for lower domestic and higher international numbers is consistent throughout.

### **2. President’s Work Plan**

Sherri Bell advised her work plan is enclosed in the agenda package. She is continuing to add to it, and next will complete a matrix and self-evaluation of the goal areas. The goals are related to the pillars in the current strategic plan, and include the actions. Part of the plan consists of getting to know the college, the board, the strategic plan, indigenization, innovation, central skills for students, and niche marketing. She is working with Russ Lazaruk on the evaluation process and welcomes feedback. Sherri is taking the TTW program, which includes five sessions of two hours each in addition to on-line work.

**3. President's Evaluation Process**

Russ Lazaruk reported that a robust evaluation process has been developed that will take place in May or June. The President is the board's only employee, so it is very important to them. Russ met with Sherri Bell and Barb Severyn to create the framework. A third party consultant will be hired to conduct a '360' evaluation to give the process integrity and to make it more robust. The board will survey the college community using an online process. Sherri will send out a brief survey on CamNews to capture feedback from those not involved in the 360. After the surveys are complete, Sherri will go over the results with Russ, who will report back to the board.

**VIII ADJOURNMENT**

The meeting was adjourned at 6:12 pm.

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**Russ Lazaruk, Chair**

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**Date**

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**Heather Martin, Recorder**