



## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

**MEETING:** Monday, June 13, 2016  
**TIME:** Immediately following the in-camera meeting  
**LOCATION:** Library 151, Lansdowne Campus

---

**BOARD MEMBERS:**

Russ Lazaruk, Chair  
Sherri Bell, President  
Steve Chang  
Cindy Choi  
Stefan Fletcher  
Nigel Giuliany  
Bill Gyles  
Chris Marks  
Ron Rice, Vice Chair  
Shayli Robinson  
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 of Institutional Research & Planning

**REGRETS:** Laylee Rohani

**BOARD ASSISTANT:** Heather Martin

---

**I CALL TO ORDER**

Russ Lazaruk, Chair, called the meeting to order at 5:30 pm.

**II APPROVAL OF THE AGENDA**

The agenda was approved as distributed.

**III BOARD MEMBER REPORTS**

**1. Chair's Report**

Russ Lazaruk, Chair, reported that on April 4 many board members attended 'Pestival', the winner of last year's Award for Innovation. It was a great success and garnered an enormous amount of media attention. On April 12, Russ attended the meeting of the BC College presidents and board chairs in Vancouver with Sherri Bell. It was worthwhile to hear about similar issues at other colleges.

On April 21, Sherri Bell, Russ, and others from the College Executive and the Foundation board attended the 2016 Chamber Awards to celebrate Lynda and Murray Farmer's lifetime achievement award. The Farmers have been incredibly generous to the college. Russ continued to work with Sherri Bell on planning and on her evaluation.

On April 25, Russ attended an announcement from Shirley Bond, Minister of Jobs, Tourism & Skills Training and Minister Responsible for Labour; and Mike Bernier, Minister of Education, regarding B.C.'s Skills for Jobs Blueprint and support for youth skills training programs in BC. A grand opening celebration for the Centre for Trades Education and Innovation (CTEI) donors was held on May 12. Minister Andrew Wilkinson, AVED, was at the Lansdowne campus on May 18 to announce additional spaces for health care assistant and mental health worker. Thank you to all the board members who attended, as it was appreciated by the Ministry. Russ attended the School of Trades and Technology awards ceremony for the trade's students on June 1. The ceremony for the technology students was on June 2, and Ron Rice brought greetings. Cindy Choi brought the welcome to the June 9 School of Business student awards, which also attended by Bill Gyles. The Centre for Sport and Exercise Education student awards will take place on June 15. Russ will bring the welcome, and Ron Rice will announce the two finalists for the Award for Innovation.

On June 16 and 17, the college-wide Graduation will take place at PISE. Ron Rice and Cindy Choi will deliver the welcome from the board on June 16, and Russ will speak at the two sessions on June 17. Ron will announce the winner and runner-up for the Award for Innovation on June 16.

The Ministry re-appointed Steve Chang, Cindy Choi, Stefan Fletcher and Ron Rice. Stephen Bishop was elected chair of Education council. The Lansdowne student position is vacant. Meagan Greentree is the new Interurban student member. Joanne Cumberland is the new CUPE member. Debbie Hlady is the new CCFA member.

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

Sherri Bell, President, advised there has not yet been a response to Camosun's submissions to the Federal Strategic Investment Fund (SIF). The health building and the dental building are on the list as well as several other projects. The board will be informed as soon as any information comes in. The final concept plan for the health building has been re-submitted to the Ministry and an answer is expected by September.

Sherri's annual evaluation will help direct her focus for the next year. The next step for the Strategic Plan is to develop the action plan. The College Executive Team and the Senior Leadership Council will develop the plan over the next few months. The work on Truth and Reconciliation will be part of it, and will need a clear action plan. In the past year, Sherri's focus was mainly internal, but next year she will also focus on the external. She and John Boraas attended the CICAN conference in Quebec City last month. They networked with colleges from all over Canada and the world. Over the summer, Sherri will look at additional ways to make external connections. Her focus on student experience is a number one priority. She will share her work plan with the board in the fall.

Sherri will attend her first graduation this week. In order to achieve a look that is representative of the indigenisation plan, two sashes were created for the board and the president to wear over their robes. They have the symbol of the frog (represents transformation) and the raven (represents a messenger), as well as the Metis symbol.

### **3. Foundation**

Ron Rice, Foundation Liaison, and Geoff Wilmshurst, Vice President Partnerships, reported that the AGM was held on June 9. Jeety Bhalla will continue as Chair, and Lisa Collins will be the Vice Chair. There is a vacancy so recruitment is underway. The auditors were re-appointed.

### **4. Education Council**

Cynthia Wrate, Education Council Chair, noted the minutes from the March 23 and April 20 meetings were included in the agenda package. The highlights of the May meeting were curriculum changes and shared responsibility around course cancellations. Some of Education Council's work is shifting to education policy and governance. Nigel Giuliani, Education Council Liaison, reported there were no nominations for vice chair so a by-election will be held in fall. Russ Lazaruk thanked Cynthia for all her work on the board, as it has been appreciated.

### **5. Pacific Institute for Sport Excellence (PISE)**

Stephen Chang, PISE Board of Directors, noted they met at the end of May. The budget held a \$60K surplus this year. The track is progressing. The asphalt has been put down, and the rubber surface will be laid next week. The AGM is scheduled for September 28.

## **IV BOARD COMMITTEE REPORTS**

### **1. Audit Committee**

- i) The minutes from the June 25, 2015 and October 28, 2015 meetings were included in the agenda package.
- ii) Bill Gyles, Chair, Audit Committee, gave a report from the June 6, 2016 Audit Committee meeting. The draft financial statements are included in the agenda package. Deborah Huelscher, CFO, advised there was a surplus of \$1.5M which was higher than anticipated. The audit for 2015/2016 was conducted by the new auditors, KPMG. It was a clean report with no management points.

#### **a) Audited Financial Statements for the Year Ending March 31, 2016**

Bill Gyles reported a motion has been added to address the designation for capital assets to be used for the health building. If the health building does not get approval, it will go to other capital projects. The communication will explain that capital and operating funds are separate, and there will be reinvestment in both.

#### **MOTION:**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2016 AS PRESENTED.**

**CARRIED**

#### **MOTION:**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS DESIGNATE \$1M OF THE ANNUAL SURPLUS TO BE RESTRICTED FOR FUTURE CAPITAL ASSETS.**

**CARRIED**

#### **b) Re-appointment of the Auditor**

Bill Gyles advised that the auditors, KPMG, must be re-appointed annually.

**MOTION:**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS RE-APPOINT KPMG TO PERFORM THE AUDIT OF THE COLLEGE'S FINANCIAL STATEMENTS FOR THE REPORTING YEAR ENDING MARCH 31, 2017.**

**CARRIED**

**2. Executive Committee**

Russ Lazaruk, Chair, Executive Committee, noted the committee met last week.

- i) Community Support Worker – Program Cancellation  
John Boraas, Vice President Education, reported Education Council recommended the cancellation of 'Certificate in Community Support Worker Foundations'. It was created for a specific contract and was a one-time offering.

**MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE PROPOSED CANCELLATION OF THE PROGRAM CREDENTIALS 'CERTIFICATE IN COMMUNITY SUPPORT WORKER FOUNDATIONS'.**

**CARRIED**

- ii) Rescind Policies 'G-2.1 Strategic Plan' and 'G-2.2 Vision, Mission and Values'  
Russ Lazaruk advised the two board policies G-2.1 and G-2.2 are excerpts from the strategic plan rather than policies, so the recommendation from Executive committee is to rescind them.

**MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS RESCIND THE POLICIES 'G-2.1 STRATEGIC PLAN', AND 'G-2.2 VISION, MISSION AND VALUES'.**

**CARRIED**

- iii) External Relations Committee G-1.6  
Russ Lazaruk reported the External Relations committee was created in 2011 when the College needed to work on external relations. The work has been done and the landscape has changed. The major activity of the committee has been on the Award for Innovation. The recommendation is to suspend the committee for one year, and to make the Award for Innovation committee a sub-committee of the board. The staff will continue to take care of the municipal events and past chairs lunches.

**MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS SUSPEND THE OPERATIONS OF THE 'EXTERNAL RELATIONS COMMITTEE' FOR ONE YEAR AND BRING IT BACK FOR REVIEW AT THAT TIME. THE 'AWARD FOR INNOVATION SUB-COMMITTEE' WILL BECOME A SUB-COMMITTEE OF THE BOARD OF GOVERNORS.**

**CARRIED**

**V APPROVAL OF THE MINUTES**

The minutes of the April 4, 2016 meeting were approved as distributed.

**VI NEW BUSINESS**

**1. Orange Shirt Day**

Sherri Bell noted the motion is in the board package. The Senior Leadership Council passed a similar motion. The support of the board will signify the importance of Orange Shirt Day to the Indigenization Plan. Two students, Kristin Spray and Eddy Charlie, initiated the Orange Shirt Day. It will be communicated on the website if endorsed by the board.

**MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS RECOGNIZES SEPTEMBER 30TH AS ORANGE SHIRT DAY, A DAY TO HONOUR THE SURVIVORS OF THE INDIAN RESIDENTIAL SCHOOL SYSTEM, AND TO REMEMBER THOSE WHO DID NOT SURVIVE. CAMOSUN COLLEGE WILL COMMEMORATE THIS DAY ANNUALLY BY HOSTING ORANGE SHIRT DAY SPECIAL EVENTS ON SEPTEMBER 30TH, OR THE CLOSEST POSSIBLE DATE WHEN SEPTEMBER 30TH FALLS ON A SATURDAY OR SUNDAY.**

**CARRIED**

**2. Institutional Accountability Plan and Report 2015/2016**

Joan Yates, Vice President Student Experience, advised the Institutional Accountability Plan and Report is required by the Ministry of Advanced Education and is due on July 15. Once the report is approved by the Ministry, it will be published on the College website. Dan Hodgson, Director of Institutional Research & Planning, noted the report highlights key areas of performance measures which are mandated by Government. Camosun's programs across the schools are aligned with the occupations that are most in-demand. The student demographics provides the age and gender breakdown across college. The total credentials awarded surpassed the target set by the Ministry. The student satisfaction and outcomes rates have increased from the previous year. The College exceeded the target for unemployment in all program areas.

**3. 2015/2016 FTE Enrolment Report**

Dan Hodgson noted the FTE report for the 2015/2016 year has been submitted to the Ministry. At 9,733.1, the overall student FTE count was down 1.1%. At 8,425.5, the domestic count was down 1.4%. The utilization rate was up slightly at 91.9%. At 1,307.6, the international student FTE count increased by 1.2%. The dip in the overall domestic count is a province-wide trend due to age group demographics. A decrease in the Access and Adult Basic Education count is related to concerns about funding, so the messaging for this area will be addressed.

**VII ADJOURNMENT**

The meeting was adjourned at 6:40 pm.

---

**Russ Lazaruk, Chair**

---

**Date**

---

**Heather Martin, Recorder**