



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, September 19, 2016
TIME: 5:07 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:

Russ Lazaruk, Chair
Sherri Bell, President
Stephen Bishop
Steve Chang
Cindy Choi
Joanne Cumberland
Stefan Fletcher
Nigel Giuliani
Meagan Greentree
Debbie Hlady
Ron Rice, Vice Chair
Laylee Rohani

ADMINISTRATION:

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

GUESTS: Christiaan Bernard, Director, Camosun International
Dalia Gonzalez-Harney, Director, Ancillary Services
Scott Harris, Registrar

REGRETS: John Boraas, VP Education
Bill Gyles

BOARD ASSISTANT: Heather Martin

I CALL TO ORDER

Russ Lazaruk, Chair, called the meeting to order at 5:07 pm.

II INTRODUCTIONS

1. Christiaan Bernard, Director, Camosun International
2. Dalia Gonzalez-Harney, Director, Ancillary Services
3. Scott Harris, Registrar

III APPROVAL OF THE AGENDA

The agenda was approved as distributed.

IV BOARD MEMBER REPORTS

1. Chair's Report

Russ Lazaruk, Chair, reported the Board of Governors Bursary assisted two students in the 2015-2016 year. A student in Civil & Mining/Mineral Process Engineering Bridge received \$1500, and a student in Sport & Fitness Leadership received \$1000. The bursary goes to students who display financial need, are achieving a satisfactory academic standing, and are involved in community

activities or volunteerism. Over the past few months Russ continued to meet regularly with Sherri Bell for planning. On August 25, Russ met with Sherri and the three of the new board members; Stephen Bishop (EDCO Chair), Joanne Cumberland (CUPE), and Debbie Hlady (Faculty) for a welcome and introduction.

The annual Indigenous Students Annual Welcome Feast took place on September 15 at the Songhees Learning and Wellness Centre. Russ attended with Sherri Bell, Ron Rice, Joan Yates, John Boraas, Geoff Wilmshurst and a number of staff along with about 240 guests. It was a treat to attend as there were dancers and traditional foods. The Orange Shirt Day is now an annual event and will take place from 12:00 to 3:30pm on September 30 at Na'tsa'maht. It is in support of the residential school survivors and their families. Camosun student Bear Horne designed an Orange Shirt Day T-shirt. They can be purchased for \$16 at the Bookstore.

BC Colleges (BCC) arranged a governance workshop from October 5-7, in Kelowna. It will be led by the Association of Governing Boards (AGB), and is a two-day professional development program for experienced board members and presidents. Each institution can send three Board members and the President, so Russ will attend with Sherri Bell, Ron Rice and Cindy Choi.

The results of the fall by-election for the Education Council and Board of Governors results will be determined by October 28. The faculty and Lansdowne student positions are open on the Board.

Last week Russ met with Sherri Bell and Fred Haynes, Saanich Councilor, who plans to attend the Union of BC Municipalities (UBCM) in support of student housing. Mr. Haynes will ask Government to allow debt financing for post-secondary institutions in order to build student housing. The letter will have the support of the districts of Oak Bay and Victoria as well.

2. President's Report

Sherri Bell, President, helped celebrate with all the schools that held welcome back events for faculty. The students were welcomed at CamFest which is a truly 'Camosun' event. Sherri gave out ice-cream and chatted with staff and students including a dinosaur played by Meagan Greentree. Sherri attended the annual welcome feast for aboriginal students at the Songhees Learning and Wellness Centre last week. She went to the Mechanical Engineering Student Project Showcase last Friday in the new trades building. Some of the prototypes, such as a submersible robot and a hot rod car, will be passed on to next year's students for improvements. The projects were fantastic, and the students were very enthusiastic about them.

The TRADEmark campaign will wind down by the end of November. The goal was \$5M to be put towards trades programming and capital. The campaign will likely surpass \$5M. A celebration will be planned to thank people involved. There has been no announcement from Government on the proposed Health building, but a decision is hoped for in October. Shane Busby, VP Administration, and his team correspond regularly with the Government.

The college has a new standardized briefing note template which can be seen in the board package. International student enrolment numbers are the largest they have ever been, and it also is the most diverse group of students.

3. Foundation

Ron Rice, Foundation Liaison, noted they meet four times a year and the next meeting is in two weeks. Recruitment is underway for one vacancy on the board, and another one next year. Geoff Wilmshurst, Vice President Partnerships, advised the focus this year is on board leadership renewal. They are looking for diversity, experience in financial advising, and experience in the health sector. Further work will be done on board policy going forward. A Director of Advancement and Alumni, Emmy Stuebing, has been hired and will begin on October 31. She is from the Edmonton Public Library. She is the first in the role at the college.

4. Education Council

Nigel Giuliany, Education Council Liaison, noted the minutes from the May 18, 2016 meeting was included in the agenda package. At the last meeting Stephen Bishop was elected as the chair of Education Council. Stephen advised his first meeting as Chair will be next Wednesday. This year Education Council will focus on policy development, led by an active sub-committee run by Steven Rumpel and Katie Shaw. As Chair, Stephen plans to bring items forward that have been put off by moving them to the top of the agenda.

5. Pacific Institute for Sport Excellence (PISE)

Stephen Chang, PISE Board of Directors member, noted the AGM will take place on September 28. The track is complete and the cost was covered by donors. A grand opening to thank the donors will be held on October 12. The budget for the track was \$1.2M.

V BOARD COMMITTEE REPORTS

1. Award for Innovation Sub-Committee

Ron Rice reported the first meeting for the next year was in May, at which the committee membership was put in place. Because of the earlier start, the process will be ahead by two months over this time last year. The first prize winners from 2016, Athletic and Exercise Therapy Clinic, chose to build an "Exercise Library" that will involve documents with photos and videos on how to do each movement. The runner-up prize winners, Diabetes and Exercise Education Program (DEEP), will run a second DEEP program (maintenance program) Tuesday and Thursday evenings for the month of September.

2. Executive Committee

i) Five-Year Capital Plan

Shane Busby, VP Administration, noted each year the Ministry of Advanced Education requires all post-secondary institutions to submit a five-year capital plan. The top five priorities are in the package. If the College receives approval for the health building, another infrastructure project will be added to the list.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE SUBMISSION OF CAMOSUN COLLEGE'S FIVE YEAR CAPITAL PLAN (2017/18 to 2021/22) TO THE MINISTRY OF ADVANCED EDUCATION.

CARRIED

ii) Program Cancellation Request

Sherri Bell, President, advised there is no net gain or loss to the cancellation.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE PROPOSED CANCELLATION OF THE PROGRAM 'ADVANCED DIPLOMA IN HUMAN RESOURCE MANAGEMENT'.

CARRIED

iii) New Program Acceptance Request

Sherri Bell noted the proposed program will be offered as a post-degree program. It will be held partially on-line, partially on campus, and partially in adventure settings.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ACCEPT THE PROPOSED NEW PROGRAM 'POST DEGREE DIPLOMA IN ADVENTURE EDUCATION'.

CARRIED

3. Finance Committee

i) The minutes from the March 21, 2016, Finance Committee meeting were included in the agenda package.

ii) Cindy Choi, Chair, Finance Committee, gave a report on the September 6, 2016, meeting. The committee received the financial management report for the first three months. Deborah Huelscher, CFO, gave a high level summary. As the first months are the least active, a full review will be done after September 30. Both domestic and international enrolments are ahead of target. Overall revenue is ahead of budget, but is offset by expenses resulting in a negative variance of \$18K. Increased grant revenues include one-time AVED funding for additional health seats and increased tuition revenue. The forecast is for a balanced budget of \$120M at March 31, 2017.

a) Financial Information Act Report

Deborah Huelscher, CFO, advised the financial information act report in the package is filed every year with the Ministries of Advanced Education and Finance in a format required by the Government. It includes a statement of remuneration for the Board of Governors for the last fiscal year. All employees making more than \$75K are listed with their expenses. All suppliers who received over \$25K are listed.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2015/2016 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF ADVANCED EDUCATION.

CARRIED

VI APPROVAL OF THE MINUTES

The minutes of the June 13, 2016 meeting were approved as distributed.

VII NEW BUSINESS

1. Student Housing Update

Sherri Bell, President, advised that should the health building receive approval, two large capital projects cannot be built on adjacent land at the same time. If the health building is approved, student housing construction at Interurban would not start until the health building is completed. Work will continue on all options for housing. It is hoped that due to the lack of rentals available in Victoria, there may be some changes in the regulations that do not allow post-secondary institutions to carry debt.

2. President's Annual Plan 2015-16 and 2016-17

Sherri Bell added a status report at the end of every goal in last year's annual plan. The biggest part of her 2016-17 plan is leading the action plan and implementation of the Strategic Plan. Her focus will be external, while continuing to build the internal. She will enhance communication, as it was as a priority in the employee engagement survey. She will continue to work with leadership to build capacity within.

3. Board Self-Evaluation 2015-16

Russ Lazaruk, Chair, noted the summary is in the package and asked for questions and comments. The survey went out in summer so next year it will be distributed earlier. The input received is valuable.

4. Risk Management

Shane Busby, VP Administration, reported the risk register is built on last year's register. All shown are medium or high risks. The new trades building was removed as it is now complete. There have been some amendments to the mitigation strategies. Russ Lazaruk advised the board should pay close attention to the register as part of its fiduciary responsibility.

VIII ADJOURNMENT

The meeting was adjourned at 6:20 pm.

Russ Lazaruk, Chair

Date

Heather Martin, Recorder