



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, November 7, 2016
TIME: 5:00 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
Bill Gyles
Debbie Hlady
Anthony Pica
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:

Dan Hodgson, Dir., Institutional Research & Planning
Steve Rumpel, Dir., Education Policy & Planning
Katie Shaw, Manager, Education Policy

REGRETS: John Boraas, VP Education
Steve Chang

BOARD ASSISTANT: Heather Martin

I CALL TO ORDER

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

II OATH OF OFFICE

Russ Lazaruk administered the Oath of Office to Anthony Pica.

III APPROVAL OF THE AGENDA

The agenda was approved as distributed.

IV BOARD MEMBER REPORTS

1. Chair's Report

Russ Lazaruk, Chair, continued to meet on a regular basis with Sherri Bell for planning. Sherri Bell, Cindy Choi, Ron Rice and Russ went to Okanagan College in Kelowna from October 5 – 7 for a governance workshop. Most of the colleges from BC were represented. It provided a great opportunity to network with other boards, and to see the common issues and differences. Thank you to Stefan Fletcher who brought a welcome to the School of Access student awards on

October 7. Russ spoke at the School of Health and Human Services student awards on October 20. On November 3, Russ brought a welcome to the Dedicated Service Dinner. It is an annual event that recognises 20, 25, 30, 35 and 40 year employees. On December 13, the Government will host a professional development session for all board members in Vancouver. Ron Rice and Russ will attend. Russ and Shane Busby, VP Administration, will take part in the PISE strategic planning session on November 15.

2. President's Report

Sherri Bell, President, met with the Mayor of Saanich Richard Atwell to talk about capital projects. Sherri gave ADM Jeff Vasey a tour of CTEI and discussed student housing. The Government is working on a multi-faceted plan for student housing. Sherri and Shane Busby submitted a briefing note to the Ministry on the College's interest in housing. The Minister of Advanced Education also discussed housing at a meeting in Vancouver of presidents from 25 BC universities, institutions and colleges. John Boraas, Janice Simcoe, and Sherri went to a two-day Government funded Truth and Reconciliation summit in Vancouver. Sherri attended the grand opening of the track at PISE. She will spend whole day on PISE strategic planning next week as a member of their board.

3. Foundation

Geoff Wilmshurst, VP Partnerships, noted the board will meet next on Wednesday and will look at the TRADEmark campaign and the results. Emmy Stuebing began as the new Director of Advancement in October and will be introduced to the Foundation Board on Wednesday. The position is funded by the College, but eventually by the College and the Foundation.

4. Education Council

Stephen Bishop, Education Council Chair, noted they are continuing to focus on policy development. They had presentations from Steve Rumpel and Katie Shaw. The ICC report and curriculum have been moved to the end of the agenda, and the change has been successful. Tim Ayers is the new Education Council Vice Chair. Geoff Wilmshurst, VP Partnerships, presented an overview of Camosun's international agreements and MOUs.

5. Pacific Institute for Sport Excellence (PISE)

The upcoming PISE strategic planning session is the focus of the board at present.

V BOARD COMMITTEE REPORTS

1. Audit Committee

- i) The minutes from the June 6, 2016 meeting were included in the agenda package.
- ii) Bill Gyles, Chair, Audit committee, gave a report on the October 24, 2016 Audit Committee meeting. Randy Decksheimer, KPMG, presented the audit plan and reported there were no significant risks to be addressed and that it will be a fairly routine audit.

2. Award for Innovation Sub-Committee

Ron Rice, Chair, Award for Innovation sub-committee, reported Eric Sehn, Tim Ayers, Geoff Wilmshurst, and Cynthia Wrate met on November 2 to discuss the terms of reference, award criteria, and membership. They may decide to enlist student support for the communication process. The December meeting will focus on the evaluation tool and an event, for which there may be sponsorship opportunities.

3. Finance Committee

- i) The minutes from the September 6, 2016, Finance Committee meeting were included in the agenda package.
- ii) Cindy Choi, Chair, Finance committee, gave a report on the November 7, 2016, meeting. The committee received the financial results for the last six months of operations. Overall, revenue is \$1.1M ahead of budget with offsetting expenses of \$.5M, resulting in a positive variance of \$.6M. Domestic and international enrolments are both ahead of target and the College anticipates some surplus funds will be available for one-time investments in strategic priorities. The budget is on track and the College continues to forecast a balanced position at March 31, 2017

VI APPROVAL OF THE MINUTES

The minutes of the September 19, 2016 meeting were approved as distributed.

VII NEW BUSINESS

1. Fall Enrolment Report

Dan Hodgson, Director, Institutional Research & Planning, advised there was 7.2% increase in overall enrolments, with a 5% increase in domestic and a 20.9% increase in international. Each school held increases except in Health and Human Services due to a program move to Eyē? Sqâ'lewen. The overall enrolments from summer 2016 were consistent with the previous year. The trend is expected to continue into winter. The report shows a snapshot of the time period.

2. Education Policy Development

Steve Rumpel, Director, Education Policy & Planning provided an overview of Education Policy development. There is a shift to putting students at the centre by looking at how policy affects all phases of their cycle. They are using a four phase process:

- i. Plan a clear protocol and process - complete
- ii. Needs assessment – complete
- iii. Policy framework - underway
- iv. Current policy work – underway

They are using a community development model which gets people involved in the process. The current priorities are Involuntary Health and Safety Leave of Absence, Acceptable Use, Protected Disclosure, and Sexual Violence and Misconduct Policy. Upcoming are Student Admissions, Indigenization, Student Inclusion and Diversity, and Student Progression. They will have varying scale and scope, as some need renewal only, and some need philosophical discussion with the community. The policy web page will be interactive for feedback instead of listing finished policy only.

3. Sexual Violence and Misconduct Policy Development

Russ Lazaruk reported Government passed legislation that requires all post-secondary institutions to have robust stand-alone policy on sexual violence. Katie Shaw, Manager, Education Policy, advised the policy will have a more comprehensive, far-reaching consultation than any other. Students must be consulted during the process and then again every three years. The president is required to report to the board on the impact of the policy once a year. Joan Yates, VP Student Experience has oversight, and a steering committee and working groups have been formed. The groups include the college community, student advisory, community advisors, and the procedure team. The development work is being done in fall 2016 and in

winter 2017 the draft policy will be posted online for four weeks. The approvals will follow in spring. The fall engagement includes consent education workshops, presentations, and an online survey. In early winter engagement will include the release of the draft policy, feedback sessions, then focus groups of staff, students, faculty, and leadership.

4. Draft 2017/18 Mandate Letter for Post-Secondary Institutions

Russ Lazaruk received feedback from Nigel Giuliani and asked for any comments or feedback.

VIII ADJOURNMENT

The meeting was adjourned at 6:21 pm.

Russ Lazaruk, Chair

Date

Heather Martin, Recorder