



BOARD OF GOVERNORS

INAUGURAL MEETING MINUTES

MEETING: Monday, September 18, 2017
TIME: 5:00 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:

Russ Lazaruk, Chair
Tim Ayers
Sherri Bell, President
Steve Chang
Cindy Choi
Joanne Cumberland
Bill Gyles
Ron Rice, Vice Chair
Laylee Rohani
Melanie Winter

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

REGRETS: John Boraas, VP Education
Stefan Fletcher
Nigel Giuliany

BOARD ASSISTANT: Heather Martin

I CALL TO ORDER

Deborah Huelscher, Chief Financial Officer, called the meeting to order at 5:05 pm.

II OATH OF OFFICE

Deborah Huelscher, Chief Financial Officer, administered the Oath of Office to Melanie Winter.

III ELECTION OF THE BOARD CHAIR

Deborah Huelscher declared the election open and called for nominations. Russ Lazaruk was nominated and seconded for the position of Board Chair. No other nominations were put forward and Russ Lazaruk was acclaimed for a term as Board Chair for the period of September 18, 2017 through December 31, 2017.

IV ADJOURNMENT

The meeting adjourned at 5:07 p.m.

Deborah Huelscher, Chief Financial Officer

Date

Heather Martin, Recorder



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, September 18, 2017
TIME: 5:07 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:

Russ Lazaruk, Chair
Tim Ayers
Sherri Bell, President
Steve Chang
Cindy Choi
Joanne Cumberland
Bill Gyles
Ron Rice, Vice Chair
Laylee Rohani
Melanie Winter

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

REGRETS: John Boraas, VP Education
Stefan Fletcher
Nigel Giuliany

BOARD ASSISTANT: Heather Martin

I CALL TO ORDER

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

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III BOARD MEMBER REPORTS

1. Chair's Report

Russ Lazaruk, Chair, continued meeting with Sherri Bell for planning. In July, Russ represented Camosun in supporting the athletes who took part in the Invictus Games, which is a Paralympic-style international event in which injured forces members and veterans participate against one another in sports. Community leaders in Victoria signed an Invictus Games flag and wrote a message which was posted on social media.

On August 8, we welcomed Premier Horgan to the campus for an exciting announcement. The BC Government eliminated tuition fees on Adult Basic Education (ABE) and English Language Learning (ELL) programs on September 1. The new Advanced Education and Skills Training Minister Melanie Mark and Deputy Minister Shannon Baskerville were there, as well as Minister Rob Fleming and Andrew Weaver. Past Camosun students Lorena Alvarez and Peter Zhang told

their moving stories about ABE and ELL. Russ welcomed the group and MC'd the event, and Ron Rice attended. The room was packed with a large group of very excited students and staff.

The annual board orientation took place on August 28, and was well attended. Russ thanked everyone who came. It served as a refresher and update, as well as great opportunity to connect with everyone after the break.

The Indigenous Students Annual Welcome Feast took place at the Songhees Learning and Wellness Centre on September 14. Sherri Bell, Laylee Rohani, Ron Rice and Russ attended. Minister Melanie Mark was invited this year but she was not able to attend. Minister Mark will visit the College for a tour once the house schedule has been set. Russ received a letter from Foundation regarding the Board of Governors bursary which is attached. As of December 31, 2016 the principle was \$47K, and \$1,986 was distributed students in 2016.

2. President's Report

Sherri Bell, President, traveled to Tanzania in August with Camosun Global Contract Training. They visited Arusha Technical College regarding opening our jointly created Pipeworks Oil and Gas Engineering Program. The work has been in progress for two years. It was wonderful to meet the first cohort of the program. There were 21 male and 4 female students. The students' tuition, room and board is paid by the government. Four hundred delegates from around the world came to the first S'TENISTOLW 2017 conference at Camosun in August. It was very moving and powerful, and showed that Camosun's work on Truth and Reconciliation is on track. Sherri visited every school in late August to welcome back the employees and to talk about strategic direction. In the following week, the students were welcomed back at CamFest celebrations on both campuses. Sixty-six staff greeted students with a bright green T-shirt that said "Ask me anything about Camosun". Both domestic and international enrolment numbers are up.

3. Foundation

Ron Rice, Foundation Liaison, and Geoff Wilmshurst, Vice President Partnerships, noted the September meeting was postponed until October. The Director of Advancement Emmy Stuebing left the College and returned to Alberta. A search firm has been engaged to find a replacement. Work has begun on building the Centre for Health and Wellness capital campaign. Angie Bowles has agreed to lead the campaign on the Advancement side. The soft launch will come soon, and the official launch will begin early in the new year.

4. Education Council

Tim Ayers, Education Council Chair, noted the minutes from the May 16, 2017, meetings were included in the package. Tim went over the highlights of the June meeting, which included the approval of several program revisions and many course updates.

5. Pacific Institute for Sport Excellence (PISE)

Stephen Chang, PISE Board of Directors member, noted the PISE board will meet next week.

IV BOARD COMMITTEE REPORTS

1. Audit Committee

- i) The minutes from the June 5, 2017, meeting were included in the agenda package.
- ii) Bill Gyles, Chair, Audit Committee, gave a report on the September 18, 2017 Special Audit Committee meeting. The terms of reference for the Audit committee were expanded to include enterprise risk management oversight. The committee will look at process and

make sure it is followed, identify omissions, and identify emerging risks. The committee will oversee an in-depth audit of one high risk area per year by an external expert. They will oversee an audit of the internal risk management process by an external expert to ensure it complies with best practices. They will not get involved in the operations.

Risk management will continue to be managed by the College Executive Team, who will present the risk register to the Audit committee annually in May. A two-hour Audit Committee meeting will be scheduled each May to do the enterprise risk management oversight work.

2. Award for Innovation

i) Terms of Reference

Ron Rice, Chair, reported the Board Executive revised the terms of reference for the Board of Governors Award for Innovation, which are attached. While the board is very proud of the past winners, the response has been diminishing each year. The board will manage the award differently going forward. The Vice President Partnerships will present potential recipients to the Board Executive to review, and the award will be bestowed at a special stand-alone event.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE PROPOSED REVISED TERMS OF REFERENCE FOR THE 'BOARD OF GOVERNORS AWARD FOR INNOVATION'.

CARRIED

3. Executive Committee

Russ Lazaruk, Chair, reported Executive received an update on the capital plan, the health building, and Exempt compensation. Some opportunities are emerging on the West Shore, but there is nothing to report yet. The Canadian Union of Public Employees (CUPE) Local 2081, submitted a report on their activities. CUPE has 600 members at Camosun, including a sub-local, the Student Society. CUPE made contributions to National Little League, The Kidney Foundation of Canada, the Greater Victoria Shakespeare Festival, Child-Find BC, the Shelbourne Community Kitchen and a BC Wildfires relief fund.

i) Five Year Capital Plan

Shane Busby, VP Administration, advised the Ministry of Advanced Education, Skills & Training requires all post-secondary institutions to submit a five-year capital plan. The priorities are included in the agenda package, including last year's for comparison. It is a rolling plan that is submitted each year to board for approval.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE SUBMISSION OF CAMOSUN COLLEGE'S FIVE YEAR CAPITAL PLAN (2018/19 to 2022/23) TO THE MINISTRY OF ADVANCED EDUCATION, SKILLS & TRAINING.

CARRIED

4. Finance Committee

- i) The minutes from the March 27, 2017, Finance Committee meeting were included in the agenda package.
- ii) Cindy Choi, Chair, Finance Committee, gave a report on the September 5, 2017, meeting. The Finance committee received the financial management report for the three months to June 30, 2017. Deborah Huelscher, CFO, provided a high level summary as the first quarter is the least active. At June 30, the budget was ahead of target by \$400K on a consolidated basis, reporting a deficit balance of \$4.8M against a budgeted deficit of \$5.2M. There is a timing issue since overhead costs continue throughout the year while revenues come in the fall. The forecast continues to be for a balanced budget at March 31, 2018 of \$130M. There will be a full review at Sept 30, 2017 after the fall enrollment is completed. Both the domestic and international enrolments are strong. International has reached 1,603 enrolments so is ahead of the fall target of 1,550.

Going forward, comparative percentages will be added to the budget reports. The budget process is sound and cost savings are allocated to the highest priorities. The board receives a detailed presentation on the budget process and how it aligns to the strategic plan. Surplus funds are used for strategic re-investment in capital and operations. The committee agreed that creating another administrative report on cost savings is not required. They agreed that the current level of reporting is more than adequate to meet the needs of the Board.

a) Financial Information Act Report

The Financial Information Act Report is filed every year with the Ministries of Finance and Advanced Education, Skills & Training in a format required by 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 2016/2017 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF ADVANCED EDUCATION, SKILLS & TRAINING.

CARRIED

V APPROVAL OF THE MINUTES

The minutes of the June 12, 2017 meeting were approved as distributed.

VI NEW BUSINESS

1. Centre for Health & Wellness (CHW) Update

Shane Busby, VP Administration, reported the development and business permits for the Centre for Health & Wellness building have been approved and will be received shortly. Concrete and vertical columns are now being poured. The project is on a hyper-accelerated schedule which presents many challenges. There is a risk of price escalation due to the building market in BC. He is working with Advanced Education, Skills, & Training (AEST) to get an extension, hopefully of six

months. Currently, the deadline is April 30, 2018 for the envelope and December 1, 2018 for full completion. The work is eight to ten weeks behind schedule.

2. Board Self-Evaluation 2016-2017

Russ Lazaruk, Chair, advised the self-evaluation went to the board electronically in spring. The summary is in the agenda package. The Executive were happy with the results. The completion rate was 35% so Russ asked members to fill it out to get a more valid result. It is important to know which areas that need improvement.

3. Strategic Plan Progress Report

Sherri Bell, President, shared the first Strategic Plan Progress Report. The report is a short document that hits the highlights, achievements, Key Performance Indicators (KPI), and shows what will be worked on next year. In Corner Post 1, the number one goal is a superlative student experience. Much of the budget re-investment has gone into service and support for students. A student survey will be completed this fall. The information will be used as a baseline to measure success against in future. A staff engagement survey will be held in October. The last was done two years ago. Sherri Bell was very pleased with the results. An enormous amount of work has been done on the corner posts and in funding the Strategic Plan. The Report will be posted on the College website.

4. Budget Update

Sherri Bell advised the template was created last year. The College Executive Team used the Strategic Plan to guide where to reinvest the funds. This year funds have been allocated mainly to student experience. They are categorized according to their fit in the strategic plan. Each item is listed as 'Operating', which can be continuing or one time, and 'Capital', which can be continuing or one time as indicated on the chart. Some straddle two or more corner posts in the strategic plan. The bottom line is that \$2.8M was reinvested this year, and has made a big difference in achieving the College's strategic direction. There is a robust process in place to put funds where they have most impact.

5. President's Goals 2016-17 and 2017-18

Russ Lazaruk presented the results of President Sherri Bell's goals from last year, as well as her goals for the coming year. Russ and Sherri worked on it together. They looked at what was accomplished in last year's goals, and at what will continue as a priority in the next year. The goals are fully aligned with President's job description.

VII ADJOURNMENT

The meeting was adjourned at 6:10 pm.

Russ Lazaruk, Chair

Date

Heather Martin, Recorder