



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, June 11, 2018
TIME: 5:00 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:

Ron Rice, Chair
Tim Ayers
Sherri Bell, President
Stephen Chang
Cindy Choi
Joanne Cumberland
Stefan Fletcher
Bill Gyles
Laylee Rohani, Vice Chair
Al van Akker
Phil Venoit (via teleconference)
Melanie Winter

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

GUESTS:

Scott Harris, Registrar
Dan Hodgson, Director, Institutional Research & Planning

REGRETS: Mitchell Auger-Langejan

BOARD ASSISTANT: Heather Martin

I CALL TO ORDER

Ron Rice, Chair, called the meeting to order at 5:00 pm.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III BOARD MEMBER REPORTS**1. Chair's Report**

Ron Rice, Chair, was invited to take part in the BC Indigenous Articulation Committee meeting which took place over three days at Camosun in May. The members are from a wide range of government and post-secondary institutions in BC. He was astonished at how much work they accomplished in three days. Sherri Bell, President, and Ron met and will be planning Sherri's 360 for September.

The Joint Foundation/Board of Governors annual meeting was a great opportunity to share ideas and get to know each other. Next year's meeting will be in January and have a special focus on health. It will include a tour of the Health building.

Thank you to Laylee Rohani for speaking on behalf of the board at the Trades student awards on May 29. Al van Akker also attended. Bill Gyles spoke at the Technology student awards on May 30.

The capital campaign for the newly named 'The Alex & Jo Campbell Centre for Health and Wellness' was launched on May 30 at the Beach House. It was a wonderful celebration. Thank you to all the members who came to show support. The campaign has already achieved half of the target of \$5M.

Cindy Choi will bring greetings to the School of Business student awards on June 18, and Laylee Rohani will speak at the Centre for Sport & Exercise Education student awards on June 19. The College wide graduation ceremonies will take place June 21 and 22 over four separate sessions. Over 4000 student will be graduating. Cindy Choi, Laylee Rohani, Bill Gyles and Ron Rice will speak on behalf of the board. If you would like to attend any of the four sessions, please let Heather know as soon as possible. This is our last meeting with Bill Gyles, Melanie Winter and Mitchell Auger-Langejan. You will have a chance to say goodbye at the farewell reception following tonight's meeting.

Ron and Sherri Bell attended a film screening at Camosun of 'Finding Peter Bryce'. It was a documentary on the Deputy Minister of Health who blew the whistle on residential schools in 1907, and was shunned. His descendants, one of whom teaches at Camosun in communications, were researching the story.

2. President's Report

Sherri Bell, President, noted she attends most of the same events as Ron Rice, so won't repeat them. The draft Institutional Accountability Plan and Report on today's agenda captures a lot of the year end reporting and there is a lot to celebrate. A highlight of the last month was the retreat at Camp Pringle. It was a cultural camp put on by Indigenous elders and educators from Camosun. Administration had two days together to eat, learn, and celebrate. They made a drum from scratch, and learned that they must give their first drum away. Sherri attended the BC Tech Summit in Vancouver, where Camosun had a display. She went to a one day workshop at the Post-Secondary Employers' Association (PSEA).

The launch for the health campaign was incredible. The Foundation staff did an amazing job, and made the donors feel valued. There was a virtual walk through of the building. The campaign has already achieved half of the mandatory \$5M the College must raise. The Minister of Education Rob Fleming and his staff, all of whom are Camosun alumni, spent the morning of June 1 at the College. They toured Camosun Innovates and were very impressed by our connection to industry. They went to trades to hear from dual credit students, which is funded by the Ministry. They had lunch cooked by the Culinary Arts students. Next week the College-wide graduation takes place over two days. It is very emotional and exciting, and a lot of fun. Sherri highly recommended that the board attend. It takes an enormous amount of work to mount as it is all done in-house.

3. Foundation

Stefan Fletcher, Foundation Liaison, noted the board met two weeks ago. They had an audit and discussed investment strategies. The amount of funds going to students next year has increased significantly. The new staff were introduced to the Foundation board.

4. Education Council

Tim Ayers, Education Council Chair, noted the minutes from the March 21, 2018 meeting were included in the agenda package. Tim went over the highlights of the May 16, 2018 meeting.

The elections for the Education Council Chair and Vice Chair will take place at the June 20 meeting.

5. Pacific Institute for Sport Excellence (PISE)

Stephen Chang, PISE Board of Directors member, reported they met two weeks ago. There was ongoing discussion regarding Canadian Sport Institute Pacific and the facility. PISE is about to launch a \$1.5M campaign. The main part will be \$1M to replace the field. They also want an outdoor training facility in front of the building, to refinish the gym floor, and to add seating. The College usually contributes to their fundraising efforts as our students use it.

IV BOARD COMMITTEE REPORTS

1. Audit Committee

i) The minutes from the October 30, 2017 meeting were included in the agenda package.

ii) Report from the May 29, 2018 Enterprise Risk Management Audit meeting
Bill Gyles, Chair, Audit Committee, gave a report on the May 29, 2018 Audit Committee meeting. Last year the board tasked the Audit committee with enterprise risk management. They reviewed the risk register in detail. It no longer goes directly to the board, as they will get the report from the Audit committee. There were eight high risks, nine medium risks, and three from last year were removed.

The Audit committee will select one risk item per year for further audit, and will come up with recommendations on how to better mitigate the risk. The most urgent is cyber-attack. The committee will hire a consultant for the review. IT will provide a risk registry of their security concerns in priority order. Deborah Huelscher, CFO, will take the lead. The budget is up to \$50K. An interim report will go to the Audit committee in October, which will be reported to the board. The final report will be delivered within the year. The second priority is deferred maintenance and functional obsolescence of the College buildings, but it will be looked at after completion of the Campus Master Plan.

iii) Report from the June 4, 2018 Audit Committee meeting

a) Audited Financial Statements for the Year Ending March 31, 2018

The draft audited financial statements are included in the agenda in draft form. The committee met with KPMG, who reported it was a very clean audit.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2018 AS PRESENTED.

CARRIED

b) Reappointment of the Auditor

KPMG provided a rolling 5 year proposal and we just completed year three. The board must appoint an auditor each year.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS REAPPOINT KPMG TO PERFORM THE AUDIT OF THE COLLEGE'S FINANCIAL STATEMENTS FOR THE REPORTING YEAR ENDING MARCH 31, 2019.

CARRIED

1. Executive Committee

Ron Rice, Chair, noted they received an update on the Centre for Health and Wellness progress. Sherri will talk about Student Housing later on the agenda. The Executive received a lot of good feedback from the Board Individual Evaluations. Cindy Choi and Deborah Huelscher will put on a half-hour lesson on basic finance training at the lay-person level prior to the first fall board meeting, and prior to the budget decision Finance meeting. Heather will contact the Camosun College Student Society to ask them to bring a presentation to the board on what they do. The process for asking questions, putting forward agenda items, and current committees and membership will be put on the Orientation agenda. Heather will attach the committee's Terms of Reference to the agenda of the first meeting of the term for each committee, and include when non-voting board members can vote. For the next annual board orientation, the members asked for quality one-on-one time to get to know each other and have more interaction with College Executive Team, as the current format is too formal. It will be changed to a longer event with an active social activity to follow. Contact Sherri Bell with ideas for orientation. It may be delayed a week if it ensures the two new students will go. The topics for the Special Focus will be 'Focus on Education', and a 'Focus on Health' in January. It will replace the Joint Foundation/Board meeting in May.

V APPROVAL OF THE MINUTES

The minutes of the May 7, 2018 meeting were approved as distributed.

VI NEW BUSINESS

1. Student Housing

Sherri Bell, President, advised last month that she said the board would be asked for a decision today for administration to proceed with the work on student housing. The report Sherri received indicated costs were substantially higher than expected. It will now go to the board in the fall when there is more information from the meetings with Government. Camosun College was not included in the first wave of loans from Government.

2. The Alex and Jo Campbell Centre for Health and Wellness Update

Shane Busby, VP Administration provided an update on the Alex and Jo Campbell Centre for Health and Wellness. The fourth floor slab has been poured, and the roof will be next. They have reduced the schedule by three to four weeks. There are sixty workers on site at present.

3. Annual Enrolment Report

Joan Yates, VP Student Experience, noted the annual enrolment report is for the board's use principally. The numbers are critical to Scott Harris in his role as Registrar, and Institutional Research & Planning is now reporting to him. Dan Hodgson, Director, Institutional Research & Planning, is working closely with the Registrar's team. Scott Harris advised Full Time Equivalent and Headcount are different. FTE is the count that Government requires, and 1 equals 1 student taking a full course load in a program. If they are taking half the courses they count as .5 FTE. Overall activity was almost same as last year. Domestic FTE was down a bit and international enrolment was up 9%. The Headcount was 18,338. The trends are comparable to other institutes in the Province. Utilization measurement is based on the domestic target set by Government, and it is almost 100%. Headcount is important as it affects library services, parking, food services, bookstore, and space.

4. Institutional Accountability Plan & Report 2017-18

Joan Yates, VP Student Experience, noted the report is required by the Ministry and is posted on their website. The draft format is included in the agenda. It is written in alignment with Government priorities, so they can see how Camosun meets their mandate. The data at the back is what they require, but we include Camosun's story at the front end. It gives a comprehensive overview of the accomplishments over the past year and is a good news story. Scott Harris reviewed the data in the report as it is closely related to the enrolment report. The demographic trends will be adjusted to show the Indigenous population.

5. Camosun Coastal Centre

Geoff Wilmshurst, VP Partnerships, reported that in its first year of operation the Camosun Coastal Centre was an enormous success. He acknowledged the Manager, Michelle Traoré for her role in its growth. The centre is extremely well used, and offers programming offsite in Halifax and Vancouver. There is local and national marine industry interest in the training. With over 5000 students, 2017/2018 showed the best usage in the history of the building. The gross revenue was \$600K. The net revenue was less because of the cost to buy the building, the cost of signage and upgrades. They were still able to add \$80K to the Camosun bottom line. The net revenue is expected to increase substantially next year, and they will then look at expanding capacity.

VII ADJOURNMENT

The meeting was adjourned at 6:35 pm.

Ron Rice, Chair

Date

Heather Martin, Recorder