



## BOARD OF GOVERNORS

### INAUGURAL MEETING MINUTES

**MEETING:** Monday, September 17, 2018  
**TIME:** 5:00 pm  
**LOCATION:** Paul Building, Room 216, Lansdowne Campus

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**BOARD MEMBERS:**

Tim Ayers  
Sherri Bell, President  
Cindy Choi  
Joanne Cumberland  
Stefan Fletcher  
Brenda McBain  
Margie Parikh  
Ron Rice  
Emily Rogers  
Laylee Rohani  
Rob Smythe  
Al van Akker  
Phil Venoit  
Gultash Waraich

**ADMINISTRATION:**

Shane Busby, VP Administration  
Deborah Huelscher, Chief Financial Officer  
Geoff Wilmshurst, VP Partnerships  
Joan Yates, VP Student Experience

**REGRETS:**

John Boraas, VP Education  
Barbara Severyn, Executive Director, Human Resources

**BOARD ASSISTANT:** Heather Martin

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**I CALL TO ORDER**

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

**II OATH OF OFFICE**

Deborah Huelscher, Chief Financial Officer, administered the Oath of Office to Brenda McBain, Margie Parikh, Emily Rogers, Rob Smythe, and Gultash Waraich.

**III ELECTION OF THE BOARD CHAIR**

Deborah Huelscher declared the election open and called for nominations. Ron Rice was nominated and seconded for the position of Board Chair. No other nominations were put forward and Ron Rice was acclaimed for a term as Board Chair for the period of September 17, 2018 through August, 2019.

**IV ADJOURNMENT**

The meeting adjourned at 5:08 p.m.

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Deborah Huelscher, Chief Financial Officer

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Date

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Heather Martin, Recorder



## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

**MEETING:** Monday, September 17, 2018  
**TIME:** 5:15 pm  
**LOCATION:** Paul Building, Room 216, Lansdowne Campus

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**BOARD MEMBERS:**

Ron Rice, Chair  
Tim Ayers  
Sherri Bell, President  
Cindy Choi  
Joanne Cumberland  
Stefan Fletcher  
Brenda McBain  
Margie Parikh  
Emily Rogers  
Laylee Rohani, Vice Chair  
Rob Smythe  
Al van Akker  
Phil Venoit  
Gultash Waraich

**ADMINISTRATION:**

Shane Busby, VP Administration  
Deborah Huelscher, Chief Financial Officer  
Geoff Wilmshurst, VP Partnerships  
Joan Yates, VP Student Experience

**GUEST:**

Ian Humphries, Dean, School of Access & Eyē? Sqâ'lewen: CIECC  
Janice Simcoe, Director, Centre for Indigenous Education & Community Connections (CIECC)

**REGRETS:**

John Boraas, VP Education  
Barbara Severyn, Executive Director, Human Resources

**BOARD ASSISTANT:** Heather Martin

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**I CALL TO ORDER**

Ron Rice, Chair, called the meeting to order at 5:15 pm.

**II APPROVAL OF THE AGENDA**

The agenda was approved as distributed.

**III ORIENTATION – FOLLOW UP PHOTOS**

**IV BOARD MEMBER REPORTS**

**1. Chair's Report**

Ron Rice, Chair, welcomed the five new board members. Ron continued meeting President Sherri Bell for planning, updates, and for work on her Narrative 360. The Camosun Foundation provided an update on the Board of Governors Bursary, which recognises retiring board members. It was established in 2000 to benefit Camosun students who have financial need, are achieving satisfactory academic standing and are involved in community activities and volunteerism. It is given out annually. The total principal at Dec. 31, 2017 was \$48,445.

Sherri Bell and Ron held an orientation for the five new board members on August 30. They covered governance, the committee structure, the chair and president's roles, Education Council and Foundation, major projects, and the College structure and Strategic Plan. There was a new interactive format for the annual orientation for the whole board on September 6. Ron thanked all who attended and made it such a success.

In August Ron joined the Ministry steering committee for the Public Sector Governance Training workshop that will take place in Vancouver on September 20. Sherri Bell, Margie Parikh, Emily Rogers, and Phil Venoit and Ron will attend the training, which includes bargaining.

Phil Venoit is the new Pacific Institute of Sport Excellence (PISE) board liaison, Laylee Rohani is the new Chair of the Audit committee, Brenda McBain is the new Education Council liaison, and Rob Smythe will join the Board Finance committee.

The board members are invited to the Indigenous Students Annual Welcome Feast at the Songhees Learning and Wellness Centre on September 20 at 5pm. The board is invited to the College's Orange Shirt Day on September 28 at Na'tsa'maht to support the residential school survivors and their families. It is from 12:30 to 2:30 pm.

The next Education Council and Board elections will occur in October, but there are no vacancies on the board at this time.

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

Sherri Bell, President, reported the school year start-up has been very active with CamFest at both campuses and welcome back events held in the schools. Human Resources and the Finance department processed 349 faculty appointments; which is more than any other year.

Last week Sherri attended Trades Training BC, BC Presidents, and Post-Secondary Employers' Association (PSEA) meetings in Vancouver. Government expressed a clear focus on women in trades and indigenous populations. Camosun's Janice Simcoe and Jamie VanDenbossche gave presentations. Deputy Minister Shannon Baskerville spoke on under-served populations, co-op education, applied learning, and the integration between business and post-secondary. Christina Zacharuk, CEO of the Public Sector Employers' Council spoke at the PSEA meeting. They are preparing bargaining for 180 collective agreements in the next round. This week Sherri will travel to Vancouver for a BC Council for International Education board meeting followed by the Public Sector Governance Workshop.

The Campus Plan steering committee met with consultants thinkspace and Stantec. In November they will host a town hall at each campus to which the board will be invited. They will present the draft plan to the board in December, and gather feedback. The Campus Plan will be presented to the Board by the consultants in March. The Campus Plan will look forward 20 to 30 years. Sherri spoke with the Ministry on what more is needed from the College to move forward on student housing, and will bring it back to the board when more is known. The Government is still gathering information on the areas of the Province that are most in need prior to decision making.

## **3. Foundation**

Geoff Wilmshurst, VP Partnerships, provided an overview on fundraising since January. Overall, Advancement raised \$3,147,385, which is 75% more than last year. Trades received \$422K from

the Galen Weston Foundation for Trades education. This year we received \$984K in estate gifts and \$45K in Life Insurance benefits from donors. The health campaign is at \$2,941,102 or 57.42% of our goal. The Advancement team raised \$1,449,656 for the College from non-capital campaign solicitations, which is up 66% over last year. The average amount each donor gives is \$5,533. A campus-wide alumni engagement strategy is under development. On October 5, they will host an alumni appreciation lunch for the trades workers on the health building. There will be an alumni mixer in Vancouver on October 10. An alumni mixer will be held in Tokyo on October 25. Geoff will be in Tokyo at that time for the wedding of Her Imperial Highness Princess Ayako of Takamado, a former Camosun student. The Princess and her mother will attend the mixer.

#### **4. Education Council**

Tim Ayers, Chair, Education Council, noted the minutes from the May 16, 2018, meeting were included in the agenda package. Tim went over the highlights of the June 20, 2018, meeting. There are two student seats and one faculty seat available in the fall election. The Orientation will be held this Wednesday, and the retreat will be next Monday. Tim will address expedited approvals at the next meeting.

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

The first meeting of the year is next week.

### **V BOARD COMMITTEE REPORTS**

#### **1. Executive Committee**

Ron Rice, Chair, Executive Committee, reported that Scott Borland, CYGNUS Management Consultants Inc., provided an overview of the process for President Sherri Bell's Narrative 360. Scott will interview 10 people, and 17 will receive a survey. Scott will identify common themes in the results, and will work with the board Executive throughout the fall. It will be presented to the board in December.

##### **i) Five Year Capital Plan**

The Ministry of Advanced Education, Skills and Training requires post-secondary institutions to submit a list of the major capital projects for the upcoming five-year period. The board has to approve it prior to submission. The list is the same as last year, except that Ian Tol, Director, Facilities Services, updated the costing and scope for each project.

##### **MOTION:**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE SUBMISSION OF CAMOSUN COLLEGE'S FIVE YEAR CAPITAL PLAN (2019/20 to 2023/24) TO THE MINISTER OF ADVANCED EDUCATION, SKILLS & TRAINING.**

**CARRIED**

#### **2. Finance Committee**

- i) The minutes from the April 3, 2018, Finance Committee meeting were included in the agenda package.
- ii) Cindy Choi, Chair, Finance Committee, gave a report on the September 4, 2018, meeting. They discussed a high level review of the first quarter which is April 1 to June 30. The budget is \$139M which is \$10M more than last year. \$2.5M has been reserved for the Campus Master Plan and intercampus move. There was a deficit balance of \$3.7M against a budgeted deficit of \$4.6M, as tuition is earned later in the year, but expenses are

consistent throughout. At June 30, we were ahead of target by \$.9M on a consolidated basis. The forecast is for a balanced budget at March 31, 2019.

a) Financial Information Act Report (FIA)

The FIA is an annual reporting requirement of Government. It begins with the statement of remuneration for board members. It includes the name, position, number of meetings attended in the previous fiscal year, and remuneration. The government is considering including travel costs in next year's report. Al van Akker's position will be corrected to 'elected employee'. Every employee earning over \$75K is listed with their expenses. The threshold was set in 2002 when \$75K was a significant amount, hence the length of the list. Vendors receiving payment over \$25K are also listed.

**MOTION:**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2017/2018 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF ADVANCED EDUCATION, SKILLS & TRAINING, AFTER THE CORRECTION OF AL VAN AKKER'S POSITION TO 'ELECTED EMPLOYEE'.**

**CARRIED**

**VI APPROVAL OF THE MINUTES**

The minutes of the June 11, 2018, meeting were approved as distributed.

**VII NEW BUSINESS**

**1. Indigenization, Truth and Reconciliation**

Janice Simcoe, Director, Centre for Indigenous Education & Community Connections (CIECC), provided an update. A Culture camp was held last September in which students met elders in a circle to learn the story of land. Camosun has an exchange program for our Indigenous students and New Zealand's Maori people. Later this week the 27th Annual Welcome Feast will welcome the students. Last year 350 delegates attended S'TENISTOLW 2017, Camosun's international conference on indigenous knowledge and pedagogy. 318 employees have taken the College's TELFIN TFE WILNEW (TTW) program on Indigenous world view, colonization, and teaching and learning.

Ian Humphries, Dean, School of Access & Eyē? Sqâ'lewen: CIECC, provided examples of the Truth and Reconciliation (TRC) calls to action. There are 39 recommendations in the Project Charter: 11 are complete; 2 have the foundation completed; 16 are ongoing and work has begun on the final 10. September 28 is the College's annual Orange Shirt Day, which promotes awareness of residential schools. Parking stalls for elders were installed at both campuses. Construction is underway on a 15 seat Camosun canoe for field trips, outdoor expeditions, and the annual canoe race. This year Camosun won the Colleges and Institutes Canada (CICAN) Indigenous Education Excellence Award. Camosun's practices are shared with other institutions at present, and Janice Simcoe will consider a business model template.

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

Shane Busby, VP Administration, provided an update on the progress of the building. The fundraising goal is \$5M, and \$2.9 has been achieved. The trades are on-site ten hours a day, six days per week to maintain the fast track schedule. There are currently 60 workers on site. There will be 240 parking stalls added behind the building. Substantial completion is expected in July 2019, and the target for opening is September, 2019.

**3. Budget Reinvestment 2018/19**

Sherri Bell reviewed the budget reinvestment for 2018/19. For the past three years reinvestments have been shown in the one-page format for clarity. The investments are categorised under the four corner posts of the Strategic Plan. The 'continuing' column shows items that will continue in the next fiscal budget. The process begins at the department and school levels, then goes to the College Executive Team who look at it strategically over the year. Last year \$2.8M was invested, and this year \$1.1M. The number of projects was cut back to fund the upcoming inter-campus move. The space vacated on both campuses may need renovation to be suitable for learning. A total of \$5M is held in reserve for the Campus Plan and moves.

**4. Strategic Plan Progress Report**

Sherri Bell, President, advised the Strategic Plan Progress Report is the framework, and behind it are other reports, documents, statistics, and data. It shows in snapshot form what is being worked on this year, and what we are working on next year. There will be a strategic focus area on each board agenda to inform the board and provide opportunities for questions. The target is incremental, consistent, and sustained improvement over time. The report is intended to be high level but will be adjusted in accordance to the board's requirements for detail and context. The Finance committee will review requirements at their next meeting. Government performance measures that must be reported on each year are found in the annual Institutional Accountability Plan and Report.

**VIII ADJOURNMENT**

The meeting was adjourned at 7:16 pm.

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**Ron Rice, Chair**

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**Date**

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**Heather Martin, Recorder**