



**BOARD OF GOVERNORS**

**REGULAR MEETING MINUTES**

**MEETING: Monday, December 3, 2018**  
**TIME: 5:00 pm**  
**LOCATION: Paul Building, Room 216, Lansdowne Campus**

---

**BOARD MEMBERS:**

- Ron Rice, Chair
- 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:**

- John Boraas, VP Education
- Deborah Huelscher, CFO & A/VP Administration
- Geoff Wilmshurst, VP Partnerships
- Joan Yates, VP Student Experience

**GUESTS:**

- Evan Hilchey, Director, Student Affairs
- Ian Humphries, Dean, Access & Equity Squaw'lewen
- Leonard Rodrigues, Architect, Thinkspace
- Ray Wolfe, Architect, Thinkspace
- Joylyn Teskey, Noun Consulting

**REGRETS: Tim Ayers**

- Barbara Severyn, Exec Dir, Human Resources

**EXECUTIVE 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 INTRODUCTION**

- 1. Sherri Bell introduced Leonard Rodrigues and Ray Wolfe, Architects at Thinkspace; and Joylyn Teskey, Noun Consulting, who will present the Campus Master Plan.
- 2. Joan Yates introduced Evan Hilchey, Director of Student Affairs, who has been working in post-secondary Education for fifteen years.

**IV NEW BUSINESS**

**1. Master Campus Plan & Campus Renewal Projects**

Leonard Rodrigues, Architect, Thinkspace, provided an overview of the process and asked for feedback. The work was done using a four step process: framework, discovery, exploration, and recommendations. The framework looked at who they talked to and how often. In the discovery

stage they learned as much as possible by looking at the history and current plans, then meeting with 75 groups across campus to learn the culture and needs. The exploration took the information learned, and applied it to the physical setting. The final step is to establish solutions and recommendations that become the final master plan. The process is two thirds complete as they are in the recommendation stage now. The Campus Renewal due to the Health building move is a separate operational project that leads into the Master Campus Plan. The final plan will go to the board in March for approval. The plan will state what to do first, and then how to continually make improvements. There will be a clear plan for 20 years out based on this extensive research.

## **V BOARD MEMBER REPORTS**

### **1. Chair's Report**

Ron Rice, Chair, noted John Boraas, Sherri Bell, Brenda McBain, and Tim Ayers met today with the Degree Quality Assessment Board. It was great to see many of the members at the first annual Camosun College Farmers Market on October 3. Ron met regularly with Sherri Bell on planning and on her 360. On October 12, Sherri and Ron attended the School of Access Student Awards. They went to the Long Service Dinner on November 1. The College recognised employees who worked here for 20 to 40 years. They recognised Dr. Skip Dick for his years of involvement with the College. Camosun's past board chair Janet Baird passed away in October. She was the Chair for four years from 1977 to 1980.

The 'Focus on Education' session on November 19 was a great success. We learned about the programs from students, faculty and administration in a fun and interactive way. Some members of the Foundation Board joined us this year. We ended the evening in the Interaction Lab with food from Camosun's first Food Truck. The whole board is invited to the Camosun's Seasonal Party on Thursday, December 6 from 3-6pm at the CTEI Atrium at Interurban.

Ron thanked and commended Sherri Bell and her team for their incredible handling of the vandalism and arson at the Interurban Campus on November 24. Because of their hard work and long hours, the students and staff in the affected buildings were back in class after only two days. Minister Melanie Mark called Ron to offer support to the board and staff.

Stefan Fletcher's board appointment will end on December 31. Stefan has been an invaluable asset to the board and we will miss him. We will spend a few moments at the end of the regular meeting to say goodbye. The Foundation Board has also really appreciated his input.

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

Sherri Bell, President, reported on the fires and vandalism at the Interurban campus on Saturday, November 24. She updated the College community and the board regularly throughout. The College Executive Team, Facilities and Communications staff all pulled together and made themselves available all day on Sunday. They met daily at noon over the next few days. They did not open the buildings until they were 100% safe, and all were open by Wednesday. There was a lot of support from the Ministry.

Sherri thanked the Executives and Deans for their effort to make the Focus on Education event such a great success. It was very powerful to hear directly from the students.

Camosun made Canada's list of Top 50 research colleges last year, and this year our rank improved from 41 to 26. Sherri attended the CICan Leaders Forum in Ottawa with three outstanding Camosun students who excelled in their applied research projects. Sherri went to Boston for a Leadership Seminar for Presidents at Harvard University. There were 20 participants from around the world including three from Canada.

### **3. Board members' Governance Training Roundtable**

The members shared their feedback from the PSEC Governance training on September 20, and the AGB Governance training on Oct 22 and 23, 2018.

Cindy Choi appreciated networking and reconnecting with colleagues, and sharing stories about what works and does not work. They shared the concept of finance training with each other, and she received some useful insight.

Joanne Cumberland enjoyed the overview, and liked changing groups frequently which gave her input from a variety of different colleges. She was glad for the opportunity to learn more.

Margie Parikh was interested in what the board role is in strategy, and the strategy set by the Ministry. The Camosun board had a stronger role than the others at her table. What are the board's responsibilities? Margie talked to Sherri Bell regarding Dashboard.

Sherri Bell will share a sample board Dashboard from Langara College showing the type of visuals and information contained. She will bring it back next month.

Ron Rice noted the board Dashboard keeps track of things that the board is involved in. It is visual. Each screen clicks through to a deeper level of information.

Emily Rogers found the PSEC Governance training excellent. The priorities of the Minister of Advanced Education, Skills and Training were insightful.

Al van Akker learned about fiduciary duty and what it means; the board's role and how they fit in compared to the president's and senior management's; and how they work together to advance the needs of the College.

Gultash Waraich learned that you should help make a connection if you know someone outside the College who could help the board or donate funds. Don't bring problems, bring solutions to the board meeting.

### **4. Foundation**

Stefan Fletcher, Foundation Liaison, noted they will meet next week. The Sisters of St Ann donated \$1M for The Alex & Jo Campbell Centre for Health and Wellness. A celebration was held and many students took part. Geoff Wilmshurst, Vice President Partnerships, advised that 'Giving Tuesday' exceeded the goal of \$10K. It was matched, so they raised \$20K. It will all go to scholarships for students. The health building campaign is on track and has achieved \$3.5M out of the \$5M needed. There is a year remaining to raise the rest.

### **5. Education Council**

Brenda McBain, Liaison, reported the minutes from the September 19 and October 17, 2018 meetings were included in the package. Two student representatives joined Education Council,

and there are two still two vacancies. They approved a change to the curriculum form to include a question on how the course will address indigenisation. They approved the revisions to the Admissions policy which will come later in the agenda.

## VI BOARD COMMITTEE REPORTS

### 1. Audit Committee

- i) The minutes from the June 4, 2018 meeting were included in the agenda package.
- ii) Laylee Rohani, Chair, Audit committee, noted two members from KPMG joined the October 25, 2018 meeting. The Interim and field work on the 2018-19 audit will take place between now and April. The auditors will report the results to the Audit committee in June. They are now working on the audit of the health building. Federal SIF funds were used and they require an audit and report to Government, which will be submitted in the January. In 2017, the board assigned risk management to the Audit committee. Each year they choose one topic for further in-depth investigation, and this year the topic was cyber security. The tests are now complete, and the committee will meet in January to review the report.

### 2. Executive Committee

Ron Rice, Chair, noted they discussed the Admissions policy revision and the Award for Innovation. Last Friday, the Alex and Jo Campbell Centre for Health and Wellness building met completion of Phase 1 on the Federal side. The student housing proposal will be discussed with the board in January. Sherri Bell provided an update on the fire and vandalism at the Interurban Campus. As the December 3 agenda was lengthy, a new meeting was added on January 7, 2019. The Audit committee on January 7 was moved to January 8.

#### i) E-2.1 Admissions Policy Revision

Ian Humphries, Dean, Access & Eyē? Sqā'lewen, advised the revision is to help ensure that International students have the English skills needed to achieve success in their programs. Education Council has approved the revision.

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO POLICY 'E-2.1 ADMISSIONS' TO INCLUDE REVISED IELTS AND TOEFL SCORES FOR INTERNATIONAL STUDENT ADMISSION.**

**CARRIED**

#### ii) Award for Innovation Terms of Reference

Ron Rice noted the terms of reference were distributed with the proposed changes including the name change to show engagement with the community. The timelines were removed as they are operational. The 'Executive committee' in paragraph two under Section Four 'The Event and Planning Process' will be changed to 'The working group'.

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO THE AWARD FOR INNOVATION TERMS OF REFERENCE INCLUDING REMOVING THE TIMELINES; THE NAME CHANGE FROM 'AWARD FOR INNOVATION' TO 'AWARD FOR INNOVATION AND COMMUNITY PARTNERSHIP'; AND REPLACING 'EXECUTIVE COMMITTEE' WITH 'THE WORKING GROUP' IN SECTION FOUR.**

**CARRIED**

**3. Finance Committee**

- i) The minutes from the September 4, 2018, Finance Committee meeting were included in the agenda package.
- ii) Cindy Choi, Chair, Finance committee, provided a report on the October 29, 2018, meeting. Rob Smythe joined the committee. The finance training will be done in two parts. One will be for the Finance committee only. A different template will be made for the whole board, to be presented in spring before the budget review. Deborah Huelscher, CFO, gave a high level summary report on the second quarter. The full impact of the fall enrollment will be known in January. Fall International enrolment is 1603 which is 30 higher than last fall. We lost 30 Saudi Arabian students, but had higher summer enrolments. There was an overall deficit of \$4.7M against a budgeted deficit of \$6M resulting in a positive variance of \$1.3M at September 30. It is a timing issue that will be balanced by end of year. A surplus of \$1M on \$130M budget is forecast at March 31, 2019.

**VII APPROVAL OF THE MINUTES**

The minutes of the October 1, 2018 meeting were approved as distributed.

**VIII NEW BUSINESS**

**1. President’s Narrative 360**

Ron Rice, Chair, advised the President’s Narrative 360 was an extensive process. Sherri Bell’s accomplishments were outlined, and were highly rated across the review. Sherri shares her annual goals with the board in September for feedback, but this year waited until the 360 was finished. Her goals will go to the board in the new year.

**2. Bargaining Update**

Sherri Bell noted the update was included in the agenda package. Barb Severyn is in Vancouver at a bargaining conference today, but will bring updates at each of the next few meetings.

**IX ADJOURNMENT**

The meeting was adjourned at 6:46 pm.

---

**Ron Rice, Chair**

---

**Date**

---

**Heather Martin, Recorder**