

**CAMOSUN COLLEGE BOARD OF GOVERNORS**

**Minutes of the Regular Meeting  
Monday, May 5, 2008  
Lansdowne Campus**

**I CALL TO ORDER**

Kim Hesketh called the meeting to order at 5:30 p.m.

**II APPROVAL OF THE AGENDA**

The agenda was approved as distributed.

**III APPROVAL OF THE MINUTES**

The minutes of April 7, 2008 meeting were adopted as distributed.

**IV UNION REPORTS - nil**

**V ORIENTATION PRESENTATION - SCHOOL OF BUSINESS - UPDATE ON NEW PROGRAMS**

Richard Olesen, Dean of the School of Business reviewed the school's Vision: to be a School of Business recognized for the success of our students and the quality of our programs, Mission: the School of Business at Camosun College develops graduates with the knowledge, skills and values necessary to be successful in a changing business world, and Shared Values: respect for others, commitment to quality and continuous improvement, personal integrity, and accountability. Various steps used to enrich the student experience from first contact through graduation were explained. Richard noted that the school is very sensitive to industry needs, combining core programs with responsive new programming. Enrollments have risen steadily over the past years.

Susanne Theissen provided background on the Indigenous Business Leadership Diploma which begins in Fall 2008 with an expected cohort of 12-16 students (maximum number is 20) and an extensive interest list for future intakes. The program provides an opportunity to explore and apply Indigenous perspectives in management and leadership while gaining a broad business education. It will include opportunities to mentor with Indigenous professionals and complete a significant community enterprise project with an Indigenous community or organization. The program is a two year degree program and gives students the option to complete a BBA at a variety of other institutions.

**VI NEW BUSINESS**

**1. Camosun College Student Society Fee Levies**

Peter Lockie advised that the Student Society is required by the College and Institute Act to request the Board to direct the collection and remittance of all Student Society related fees and levies.

**MOTION:**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS DIRECTS ADMINISTRATION TO COLLECT THE FOLLOWING FEES FOR THE 2008-2009 ACADEMIC YEAR AND REMIT SAME TO THE CAMOSUN COLLEGE STUDENT SOCIETY:**

<b>CAMOSUN COLLEGE STUDENT SOCIETY LEVY</b>	<b>\$7.15 PER MONTH</b>
<b>CANADIAN FEDERATION OF STUDENTS LEVY</b>	<b>\$1.95 PER MONTH</b>
<b>HEALTH/DENTAL BENEFIT COVERAGE</b>	<b>\$100.00 PER SEMESTER</b>
<b>BUILDING FUND</b>	<b>\$3.50 PER MONTH</b>

AND

DIRECT ADMINISTRATION TO COLLECT THE FOLLOWING CHILD CARE, ATHLETICS  
AND PAPER RECYCLING LEVIES:

CHILD CARE LEVY	\$1.00 PER MONTH
ATHLETICS LEVY	\$5.78 PER MONTH
RECYCLED PAPER LEVY	\$0.15 PER MONTH

AND

DIRECT ADMINISTRATION TO COLLECT THE UNIVERSAL BUS PASS (U-PASS) LEVY OF  
\$17.31 PER MONTH FOR REMITTANCE TO BC TRANSIT.

CARRIED

2. Camosun College Student Society Audited Financial Statements for Year Ended  
March 31, 2007

Peter Lockie noted that the Student Society Audited Financial Statements are provided  
to the Board as an information item, as required by the College and Institute Act.

VII BOARD COMMITTEE REPORTS

3. Finance Committee - no report.

4. Executive Committee

Kim Hesketh reported on several items discussed by the Executive Committee:

i) Academic Schedule Policy Amendment

As noted in the briefing note included in the agenda package, the policy amendment  
requested is to change the timing of Camosun's reading break to be consistent with  
that of the University of Victoria; this will accommodate the many students who take  
courses at both institutions.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVES THE AMENDMENT  
TO THE ACADEMIC SCHEDULE POLICY TO CHANGE THE TIMING OF THE READING  
BREAK TO BE MIDWAY THROUGH THE WINTER SEMESTER.

CARRIED

ii) Camosun College Strategic Plan Renewal

Kim referred to the Strategic Plan Renewal Options document distributed to the  
Board. The current Strategic Plan spans 2006 through 2008. The recommended option  
is to update the plan to include emergent issues and to extend the effective period of  
the updated plan to 2010.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVES THE UPDATING OF  
THE CAMOSUN COLLEGE 2006-2008 STRATEGIC PLAN TO INCLUDE EMERGENT  
ISSUES IN RESEARCH, SUSTAINABILITY, AND PARTNERSHIP WITH THE CAMOSUN  
COLLEGE FOUNDATION; AND THAT THE EFFECTIVE PERIOD OF THE UPDATED PLAN  
BE EXTENDED TO 2010.

CARRIED

**iii) Advocacy Committee**

Kim advised that the Board Executive Committee had discussed the role of the Advocacy Committee and agreed that a formal committee is not needed at this time and that it is part of the role of all Board members to advocate on behalf of the College. The committee will be re-formed on an ad hoc basis in the future, as needs arise. Kim thanked all Board members who have sat on the Advocacy Committee.

**iv) Board Orientation Review**

Kim noted that a brief Board orientation review survey had been distributed to the Board in order to solicit their input for the annual Board orientation session as well as for the monthly orientation presentations. He asked that all members complete the survey and return it to Rosemary.

**v) Vice Chair Position**

Kim advised that Cindy Robertson has tendered her resignation as Vice Chair of the Board, citing her new position at the Pension Corporation as a potential conflict of interest for that role. Kim thanked Cindy for her service as Vice Chair and noted that she will remain on the Board until the end of her term. Robin Adair has agreed to step into the Vice Chair position.

**5. Advocacy Committee - no report**

**6. PISE Board of Directors**

Kim Hesketh gave a verbal report of the April 29<sup>th</sup> meeting of the PISE Board. Topics included discussion around obtaining Directors Liability Insurance for the PISE Board; the announcement of Bob Moffat as Interim General Manager; a Finance and Audit Committee report on the budget; a report on work underway to make PISE eligible to apply for charitable status; a reminder that May 14<sup>th</sup> is the Meet and Greet with the new CEO, Michael Wright, and will be an opportunity to see the progress on the building; and notice that October 4<sup>th</sup> is the tentative day for PISE's grand opening and will be a day long event to which the Premier, Murray Coell and Ida Chong will be invited. Kim also noted that Teresa Morris has taken over the support of the PISE Board from Rosemary Smedley; Teresa is on a one-year secondment from Camosun to PISE as Executive Assistant to the CEO.

**VIII BOARD MEMBER REPORTS**

**1. Chairman's Report**

Kim Hesketh noted that meetings with Minister Coell and Chong have taken place in order to discuss the College's budget situation and to present them with a copy of the Board motion on the 2008-2009 budget which requests that the Ministry provide, in a timely manner, direction on long term financing to enable the College lead time to plan, including predictable annual inflation funding.

**2. President's Report**

Liz Ashton reported that the College will close out the 2007-08 budget with a small operating fund deficit of approximately \$200,000. While this is not desirable, it does confirm to the Ministry that the lack of inflationary funding for the system is having a negative effect.

Liz advised that work continues on the 2008-09 budget deficit reduction plan and gave an action plan update:

- Short term steps to control expenditures include a review of all regular and longer term staffing appointments before they are posted (the College Executive meet on a weekly basis to review all position requests); and the decision to not fill three administrative positions: VP Business Development, EA to the VP, and an Associate Director in the Registrar/Student Services area.
- Work is ongoing with the AVED on funding and includes meeting with Ministers Coell and Chong and meetings with Ministry staff.
- Consultation and communication within the College in the form of monthly meetings with the unions and the Student Society as well as College communiqués is being undertaken.
- All areas of the College have been asked to look at 2% budget reductions; guidelines include: maintain strategic direction, optimize programming to produce student FTEs, maximize net revenue, and minimize/prevent layoffs.
- Progress reports to the Board: a third report will be made to the Board in June at which time it is expected there will be some specific proposals for review and decision by the Board.

It was noted that the 2% reduction exercise, which addresses a significant portion of the deficit, will hopefully not result in layoffs. While there will be an effect on service levels, every attempt will be made to focus on changes that least impact students.

The hoarding on the Young Building will start going up this week.

The \$2.7 million Energy Management proposal which was submitted to the government (discussed at the April Board meeting) has not had formal approval but indications are that it will be approved.

The Student Housing RFP process ended without a successful proponent - building cost-effective housing with a campus life component is proving to be a challenge. The College is currently looking at other options.

The preparation phase of the business case for the new Health and Wellness Centre has been completed and the proposal is currently out with Camosun's partners, UVic and VIHA, for their input.

The College's Open House on April 24<sup>th</sup> was a great success with more than 1000 students from 20 schools attending and participating in a variety of events.

The College hosted the ABE Conference on May 1<sup>st</sup> and 2<sup>nd</sup>. More than 100 teachers, researchers and students from around BC attended. The conference was opened by Their Honours, the Honourable Steven Point, Lieutenant Governor and Mrs. Gwen Point who are both highly committed to improving literacy and basic education in B.C.

The second annual Distributed Education Conference takes place on May 6<sup>th</sup> at the Interurban Campus. The theme of the conference is promoting excellence in teaching and learning through technology.

The Insight Speakers Series continues on May 30<sup>th</sup> with Kevin Newman, broadcast journalist.

20 students from the School of Business took second place in a province-wide stock market competition beating teams from UBC and SFU. The BC Portfolio Management Competition tests the finance and accounting skills of students while managing \$1M in hypothetical capital.

Camosun College Charger athlete Dana Allan was awarded the President's Cup at the 14<sup>th</sup> annual Chargers Athletic Awards Ceremony on April 10<sup>th</sup>. Dana, a member of the Women's Volleyball Team, achieved an 8.67 GPA out of a possible 9 in Fall 2007.

### **3. Foundation**

No report.

### **4. Education Council**

Joan Yates noted that the minutes of the March 17<sup>th</sup> meeting were included in the agenda package. The meeting was predominantly a clean up meeting for program revisions. The Diploma in Business Administration - Indigenous Business Leadership Option was approved.

## **IX ADJOURNMENT**

The meeting adjourned at 6:45 p.m.

Approved June 9, 2008