



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, June 9, 2014
TIME: 5:00 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

I CALL TO ORDER

Board Chair Marilyn Pattison called the meeting to order at 5:03 pm.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III OATH OF OFFICE

1. William (Bill) Gyles

Marilyn Pattison administered the oath of office to Bill Gyles.

IV BOARD MEMBER REPORTS

1. Chair's Report

Board Chair Marilyn Pattison noted the Board Resourcing and Development Office announced two new board appointments. Steven Chang was appointed for two years, and Laylee Rohani for one year. Marilyn's appointment was extended to July 31, 2015, and Ron Rice's to July 31, 2016. Joining the board on August 1, 2014, are Cynthia Wrate, Education Council chair, and students Andy Chen and Chris Marks. Both students were on the board in the past. There will be a farewell reception following the board meeting today for departing board members Margaret Lucas, Scott Marshall, Carly Hall, Madeline Keller-MacLeod and Jordan Sandwith.

May was a busy month for the board. The joint meeting held with the Foundation Board on May 12 was a worthwhile and well received meeting. The board hosted a breakfast for eight of the governing MLAs on May 15. Marilyn Pattison, John Boraas, Peter Lockie and Kathryn Laurin presented the final report on the Core Review to Advanced Education (AVED) Minister Amrik Virk on May 29. Camosun College was the first of the twenty-five institutions to report. Sandra Carroll, DM, and Claire Avison, ADM, also attended from AVED.

Thank you to Cindy Choi who represented the board at the Trades and Technology awards on May 29. Marilyn will bring greetings to the Community Support and Education Assistant awards on June 17. Russ Lazaruk will speak at the Centre for Sport and Exercise Education awards breakfast and ceremony on June 19. The college-wide graduation ceremonies will take place in four separate sessions on June 19 and 20. Ian Cowan will deliver the speech to the graduates on June 19. On June 20, Russ Lazaruk will speak at the 10:00 am session and Marilyn will speak at the 12:00 noon and 2:00 pm sessions. Cindy Choi, Nancy Sly, Scott Marshall, Ron Rice, and Carly Hall plan to attend one or more of the sessions. Cindy Choi will bring greetings to the School of Business awards on June 26.

Marilyn asked the members to fill out the board and committee evaluation forms and return them to Heather Martin by June 23.

2. President's Report

President Kathryn Laurin attended the Colleges and Institutes Canada national conference in Ottawa two weeks ago. Kathryn is a member of their board so went early for a visioning meeting and a board meeting. There were 700 guests from across the country. Tom Roemer and Tim Walzak presented a well-attended session on Enterprise Point and applied research at Camosun. Kathryn recently attended a government hosted conference on LNG in Vancouver. The BC Skills for Jobs Blueprint addresses the importance of LNG. Senior executives from the oil and gas companies from around the world attended, and the Premier, Ministers, and industry CEOs made presentations. In CamNews recently it was announced that Peter Lockie is leaving the college. Peter will stay until September so there will be recognition for him at that time. The search for a new vice president has begun. Nancy Sly, John Boraas, Deborah Huelscher and Kathryn Le Gross are working with a search consultant and will seek input from the board.

3. Foundation

Ron Rice, Foundation Liaison, reported the joint Foundation/Board of Governors meeting on May 12, 2014, was very well received and productive. The Foundation Annual General meeting (AGM) will take place on June 18. Joan Yates, Vice President, Communications, Advancement & Planning, noted that discussion will take place at the AGM on distinguishing the AGM from the regular board meetings and on the Foundation's finances. The Foundation had a good year, growing from \$16M to \$18M. The Foundation received \$1.3M in donations including the Wartsila engine which was worth approximately \$750K.

4. Education Council

Carly Hall, Education Council Chair, noted the minutes from the April 14, 2014 meeting were included in the agenda package. The highlights of the May meeting included presentations on Heavy Mechanical Trades and Indigenous studies. Education Council approved the Terms of Reference for the new Policy and Standards committee. Cynthia Wrate is the new chair of Education Council. Carly will remain on Education Council for one more year.

V BOARD COMMITTEE REPORTS

1. Audit Committee

- i) Minutes from the October 28, 2013 meeting
- ii) Verbal Report from the June 9, 2014 meeting
 - a) Audited Financial Statements for the Year Ending March 31, 2014

Audit Committee Chair Ian Cowan gave a verbal report on the June 9, 2014 Audit Committee meeting. The committee met this morning with the Office of the Auditor General. The auditors' opinion is that the financial statements are in order with some exceptions that are primarily accounting treatments. Ian congratulated the College Executive for bringing in a balanced budget. The Audit Committee recommended approval of the financial statements.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2014 AS PRESENTED.

CARRIED

2. Executive Committee [nil]

3. External Relations Committee

External Relations Committee Chair Margaret Lucas reported on the May 15, 2014 MLA breakfast and thanked everyone who attended. Margaret advised that it is very important to continue with the MLA events. The committee is working on new date for the past board chairs' lunch this fall, possibly at the Dunlop House at the Lansdowne campus. The committee hosted a lunch for the Saanich Mayor and Council last fall, and plans are underway to host one for the Victoria Mayor and Council. The purpose of the events is to raise awareness of Camosun College. June 9 was the last meeting for Margaret Lucas as her term on the board ends in July. Marilyn Pattison acknowledged Margaret for her outstanding job as chair of the committee, and added that she has been a model board member.

4. Orientation Committee - Ad Hoc

Nancy Sly, Cindy Choi, and Margaret Lucas met to plan an orientation for new board members for September 4, 2014. The information binder for new members will now include modules on the BC legislative and post-secondary systems and annual invitations. There will be a panel presentation at the orientation with Peter Lockie, John Boraas and Tom Roemer followed by discussion and a reception. The focus will be on the BC's Skills for Jobs Blueprint. Some ideas for orientation included shorter information sessions at meetings and site tours with a dean, visual presentations that are accessible on-line, and observation of classes.

VI APPROVAL OF THE MINUTES

The minutes of the May 5, 2014 meeting were approved as distributed.

VII UNION REPORTS

1. Camosun College Faculty Association (CCFA)

The report was included for information. Marilyn Pattison recognized the challenging and important role played by the president of the CCFA. Marilyn thanked the outgoing president Kelly Pitman for doing so with grace and goodwill, and wished her well as she returns to her regular duties at the college.

VIII NEW BUSINESS

1. Strategic Plan Update

President Kathryn Laurin and Joan Yates, VP Communications, Advancement and Planning provided an update on the Strategic Plan renewal. The current plan expires in December, 2014 and will be refreshed rather than reinvented. The environment will be examined, as well as strategies, and actions to support the strategies. The creation of the pillars, vision, mission and values required a large amount of resources. The consultation process will begin in early fall, and will include the board, internals and key employers. Once all the feedback has been compiled it will go to the board for information. A report will be written based on the feedback for the next iteration of the plan in January, 2015. The operationalization of the plan will go to the board early in 2015. The board will be brought into the process at three different points prior to completion and approval.

2. BC Skills for Jobs Blueprint Overview

Kathryn Laurin gave an overview of the Government's BC Skills for Jobs Blueprint, a comprehensive strategy on re-engineering post-secondary training. It was written at a high level and targets government resources to meet labour market priorities. There will be a shift to a data driven system with a focus on outcomes. Funding will be targeted to jobs in demand and will be adjusted as the economy evolves. There are three objectives; the first is a head start to hands-on learning in K-12, the second is the shift of training to match jobs that are in demand,

and the third is a stronger partnership with industry to deliver training. There will not be additional funds for colleges, but there are no details yet. Camosun currently exceeds the requirement that 25% of all offerings must support LNG and the labour market shortage, as the FTE delivery in these areas is over 50%. The blueprint is a significant document for driving future decisions. The institutions will be expected to deliver programs that lead to jobs in specified areas.

3. Five Year Capital Plan (2015/16 to 2019/20)

Peter Lockie, VP Administration and CFO, reported the Five Year Capital Plan is an annual submission to the Government indicating the college's priority for capital for the next five years. The Centre for Excellence in Health and Wellness is the top priority. It is followed by the Young building external envelope remediation, and the renewal of the Fisher building, the Culinary Arts building, the Fine Arts building, and the Dunlop House. The remediation of the buildings is significant at over \$100M. The PISE expansion plan is listed as a placeholder, but PISE is operated by a separate society. The list is similar to last year's but the costs have been revised.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE FIVE-YEAR CAPITAL PLAN SUBMISSION TO THE MINISTRY OF ADVANCED EDUCATION FOR THE YEARS 2015/16 TO 2019/20.

CARRIED

4. FTE Enrolment for 2013/2014

Joan Yates, VP Communications, Advancement & Planning, distributed a revised version of the Full-Time Equivalent (FTE) report. The FTE production is the core of what the college is funded for and reflects the formula from the Ministry of Advanced Education (AVED) and the Industry Training Authority (ITA). A student taking five courses over two terms is counted as one FTE. The report also looks at headcounts in order to include part-time students, and the headcount is over 19,000 students. There are two funding areas, AVED and ITA. There were 9792.1 total FTE for 2013-14 including international student activity. This is a 1.9% increase over the previous year. The biggest story was international student enrolment which rose by 31.4%. Camosun had a 97.4% utilization rate against the AVED FTE target. Joan Yates asked for suggestions to improve the FTE Enrolment report.

5. Centre for Trades Education and Innovation Update (CTEI)

Peter Lockie provided an update on the construction progress at the CTEI site, and shared photos that were taken last week. Kinetic Construction began work in March and completion is expected by summer of 2015. Kinetic is on track and on schedule. The clearing and rock blasting is 80% complete although there were some unforeseen rock conditions. A sedimentation pond was constructed. The electrical service upgrade is almost complete. Overall the project is on budget and on the time. Students will be in the CTEI by September, 2015.

IX ADJOURNMENT

The meeting was adjourned at 6:25 pm.