



## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

**MEETING:** Monday, February 2, 2015  
**TIME:** 5:00 pm  
**LOCATION:** Paul Building, Room 216, Lansdowne Campus

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**BOARD MEMBERS:**

Russ Lazaruk, Acting Chair  
Steve Chang  
Andy Chen  
Cindy Choi  
Nigel Giuliany  
Bill Gyles  
Peter Lockie, Interim President  
Chris Marks  
Ron Rice  
Laylee Rohani  
Nancy Sly  
Cynthia Wrate

**ADMINISTRATION:**

John Boraas, VP Education  
Deborah Huelscher, Interim Chief Financial Officer  
Tom Roemer, VP Strategic Development  
Joan Yates, VP Communications, Advancement & Planning

**GUEST:** Dan Hodgson, Director, Institutional Research and Planning

**REGRETS:** Marilyn Pattison  
Barbara Severyn  
Keith Todd

**BOARD ASSISTANT:** Heather Martin

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**I CALL TO ORDER**

Board Acting Chair Russ Lazaruk 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**

Board Acting Chair Russ Lazaruk noted Marilyn Pattison brought a welcome to the Dedicated Service Dinner for long term employees on November 6, 2014. Laylee Rohani gave a welcome at the Arts and Science student awards on November 7, 2014. Marilyn held a telephone meeting with then Minister Virk on the taxpayer accountability principles on November 17, 2014. Russ thanked all the board members who participated in the president profile survey and board consultation last November. Tony Nelson, President, CUPE, joined the President Search committee as a replacement for Keith Todd. The second Strategic Issues meeting was held on December 1 and was on Internationalisation. It was a great success, with about 70 guests attending. Marilyn Pattison met informally with CCFA President Mark Kunen in December.

On December 18, 2014, Andrew Wilkinson was appointed the new Minister of Advanced Education. Minister Wilkinson was the previous Minister of Technology, Innovation and Citizens' Services. He holds degrees in both law and medicine and is a Rhodes Scholar. The Minister hopes to visit the campus in February and has already visited other institutions. The Government's Letter of Expectations (GLE) will be replaced with a Mandate Letter the board members will be asked to sign in April.

Domestic ESL was the first topic in the strategic issues series. The board received input from all stakeholders in a public setting in October before making the decision at the January 12, 2015, meeting. The process has so far been a great success. Russ thanked Peter Lockie for his leadership.

Russ attended a breakfast presentation on January 27, 2015, with Jock Finlayson, Executive VP & Chief Policy Officer for the Business Council of BC. It was sponsored by the PFM Executive Search firm. Russ attended the Community Living BC reception on January 28, 2015.

Russ read a letter from Faith Shields, Chair, Academic and Career Foundations, thanking the board for their support of ESL and ABE.

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

Interim President Peter Lockie advised this is the first report since November 3, 2014. The strategic issues meeting on Internationalisation was held in December, and the plan will go the board in April. Peter shared the outcome of the January 12, 2015, board decision on ABE and ESL with Deputy Minister Sandra Carroll, who indicated she approved of the strategy.

The budget for 2015/2016 is in good shape. The 'Standards of Conduct' policy has been put in place as directed by Government. All new and current employees have been made aware of it. Peter attended a BCC meeting and the Premier's LNG working group advisory council in Vancouver. Guests included JTST Minister Shirley Bond who advised LNG will go forward over the next year or two.

Peter met with the leaders of CCFA and BCGEU, and will soon meet with the leaders of CUPE and CCSS. CCFA has just begun bargaining, CUPE will begin soon, and BCGEU has settled. Peter attended a variety of internal events and meetings including the Dedicated Service dinner, Arts & Science Awards ceremony, the Capstone Symposium, the SLC retreat at Songhees Wellness Centre, the Employee Holiday party, and PISE and Foundation board meetings.

## **3. Foundation**

Ron Rice, Foundation Liaison, advised the Foundation board meets quarterly. They are actively recruiting three new board members. Most of their energy for the last six months has been focused on the fundraising campaign for the Trades Education and Innovation complex.

## **4. Education Council**

Cynthia Wrate, Education Council Chair, reported that Education Council approved the cancellation of the option for Associate Degree of Arts - Creative Writing. It is not an actual program cancellation, but it will go to the board for approval in April. The Integrated Curriculum Committee (ICC) spends numerous hours going over the changes in curriculum before they go to

Education Council. They worked on the introduction of a representative who can speak to the indigenous voice on Education Council. They had a presentation on the Eyē? Sqā'lewen: The Centre for Indigenous Education & Community Connections 'Viewbook', which demonstrates their connection with the community and how Camosun welcomes Aboriginal students.

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

PISE Board of Directors member Stephen Chang noted the last meeting was November 18, 2014, and the next is February 24, 2015. The board meets quarterly. Stephen is new to the PISE board. The budget is on track. They received a presentation on the highly successful Physical Literacy Program from a Camosun graduate of Sport Education who went on to employment in the field. PISE is actively fundraising for its \$1M track expansion project and are half way to completion.

The next step in implementing the proposed changes in PISE governance is to increase the number of members, in Camosun's case to six. Peter Lockie and Stephen Chang are the two current directors. Four former Camosun and PISE board members have accepted the remaining positions: Liz Ashton, Peter Baillie, Wayne Dalby and Margaret Lucas.

### **IV BOARD COMMITTEE REPORTS**

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

Board Vice Chair Russ Lazaruk reported the ongoing capital campaign for CTEI slowed down over Christmas but is ramping up now. The Foundation committed \$100K. Other donations are coming in now, so it is gaining traction and is expected to improve in the next month or two. Cynthia Wrate agreed to chair the 'Board of Governors Award for Innovation' sub-committee.

#### **2. External Relations Committee**

External Relations Committee Chair Ron Rice reported the 'Board of Governors Award for Innovation' will be in Arts & Science this year. Cynthia Wrate and Andy Chen joined the External Relations committee and the Award for Innovation sub-committee, which Cynthia will chair. The Award for Innovation will be presented at the College-wide graduation. The MLA breakfast will take place in early May but the date has not yet been finalised. The lunch for the past board chairs will take place on March 25, 2015 at the Dunlop House.

#### **3. Finance Committee**

Finance Committee Chair Cindy Choi noted the minutes from the October 27, 2014, meeting were included in the agenda package. Cindy gave verbal report on the January 26, 2015, meeting. They reviewed the nine months to December 31, 2014. The budget is \$113M, so a 1% variance is about \$1M. The increased contribution from international fees will allow investments in central support services and improvements to student spaces and classrooms. The College received \$1.2M from the Ministry to replace windows and the boiler in the Fisher Building. The budget has been managed very well. A balanced budget with a small surplus of \$129K is expected at March 31, 2015.

There are no plans for reductions in the 2015/2016 budget. No tuition will be charged for ESL until September due in part to the contribution from international enrolment and the one time government funds for the ESL transition. The Provincial budget will be announced on February 17, 2015, and the college hopes to receive its funding information a few weeks later. A balanced

budget is expected. An announcement will be made if the March 9, 2015, extra board meeting on the budget is no longer required. For the first time in a while, the College Executive Team (CET) will seek suggestions for strategic investments for the college.

#### **4. President Search Committee**

President Search Committee Chair Russ Lazaruk reported that it is going well, and is on track so far. The calibration meeting took place on January 22, 2015. At that time, the search firm Davies Park received about 28 applications and made about 154 contacts. Since then they reported 34 applications, and over 200 contacts. Many more applications are expected to come in soon. The long list meeting will take place on February 19, 2015, followed by the short list on March 4, 2015. The onsite interviews will take place in mid-March. The committee will meet March 23, 2015, to make a recommendation that will go to the board on April 1, 2015.

### **V APPROVAL OF THE MINUTES**

1. The minutes of the November 3, 2014, meeting were approved as distributed.
2. The minutes of the January 12, 2015, meeting were approved as distributed.

### **VI NEW BUSINESS**

#### **1. Mandate Letter 2015/2016 for Public Post-Secondary Institutions**

Russ Lazaruk advised the board received a request from the Ministry for feedback on the draft Mandate Letter for Public Post-Secondary Institutions for 2015/2016. It is similar to the one that most board members signed last fall. The letter was supported in general, but with the observation that reductions to ESL and ABE hinder successful delivery of the mandate, and that the freeze on management compensation since 2009 creates a challenge for recruitment.

#### **2. Winter Enrolment Report**

Joan Yates, VP Communications, Advancement & Planning advised the reports are produced twice a year for the board. They incorporated the feedback from the board to facilitate understanding of trends and the current status. Dan Hodgson, Director, Institutional Research and Planning, provided an overview of the report. The overall number of enrolments was 9,014 which is up from last winter. There were 7,852 domestic enrolments and 1,162 international enrolments. Domestic enrolments decreased and international increased, which is also the trend at other institutions. There was a decrease in domestic ESL and Access, and a strong increase in Trades & Technology. Utilization was similar to last term. The utilization rate for AVED is 93.7%, but when aggregated in May or June, the ITA numbers will raise the number. The full-time/part-time split is 60/40.

Some of the reasons for the decline in domestic enrolment are that the 18 to 25 age group is not growing in BC or in the capital region; unemployment is down, so potential students are choosing to go to work instead; and previous reductions mean fewer seats are available. International student enrolments are not included in the AVED FTE count as they are not included in the block funding.

**3. Centre for Trades Education and Innovation (CTEI)**

**i) CTEI Building Update**

Peter Lockie, Interim President, noted CTEI has two components, the new construction and the renovation of the existing space. There is limited funding for the renovation of the older facilities. The new building is now visible. The weekly changes are dramatic and can be viewed on a live [webcam](#). The project is tracking close to schedule and budget. The cost pressures due unexpected ground work and weather issues caused some delays. Peter met with the project managers, architect, consultants, and general contractor. There was significant progress made in January on the walls, roof and the major truss above the atrium. The Province provided \$400K for trades equipment and more is expected over the next two years.

**ii) CTEI Campaign Update**

Joan Yates, VP Communications, Advancement & Planning reported there was a lull in the TRADEmark of Excellence campaign over Christmas. Selected families in construction on Vancouver Island were approached for donations for specific rooms and areas of the building in return for possible naming rights. The strategy has been successful and is at the \$500K mark. The automotive and banking industries have stepped forward, and other types of endowments have come forward. Work is ongoing with potential major donors. Campaign co-chairs Murray and Lynda Farmer are continuing to do great work with the cabinet and the community. As the remaining window of time is limited, the focus will be on key players in the community through March and April, and then will move on to individuals.

**VII ADJOURNMENT**

The meeting was adjourned at 6:12 pm.

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**Russ Lazaruk, Acting Chair**

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**Date**

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**Heather Martin, Recorder**