



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, November 6, 2017
TIME: 5:00 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:

Russ Lazaruk, Chair
Mitchell Auger-Langejan
Sherri Bell, President
Cindy Choi
Joanne Cumberland
Stefan Fletcher
Nigel Giuliani
Bill Gyles
Ron Rice, Vice Chair
Laylee Rohani
Al van Akker
Melanie Winter

ADMINISTRATION:

Shane Busby, VP Administration
Deborah Huelscher, Chief Financial Officer
Barbara Severyn, Executive Director, Human Resources
Geoff Wilmshurst, VP Partnerships
Joan Yates, VP Student Experience

GUEST: Christiaan Bernard, Director, Camosun International

REGRETS: Tim Ayers
John Boraas, VP Education
Stephen Chang

BOARD ASSISTANT: Heather Martin

I CALL TO ORDER

Russ Lazaruk, Chair, called the meeting to order at 5:00 pm.

II OATH OF OFFICE

1. Mitchell Auger-Langejan, Lansdowne Student
2. Al van Akker, Faculty

III GROUP PHOTOGRAPH**IV APPROVAL OF THE AGENDA**

The agenda was approved as distributed.

V BOARD MEMBER REPORTS**1. Chair's Report**

Russ Lazaruk, Chair, noted he met with Sherri Bell several times over the last two months for planning. Orange Shirt Day took place on September 29 at Na'Tsa'Maht and Sherri Bell, Ron Rice, Tim Ayers and Melanie Winter attended. Nigel Giuliani decided that he will not accept any further appointments so his last day on the board will be December 31, 2017. Russ Lazaruk's term also ends then, so the board submitted five candidates to the Minister. A decision is expected in December.

On October 3 – 5 Cindy Choi, Laylee Rohani and Sherri Bell attended the BC Post-Secondary Governance Workshop for Board Members & Presidents in Cranbrook, BC. Russ welcomed the students at the October 27 School of Access Awards ceremony and at the School of Arts & Science student awards on November 3. The Camosun College Foundation and Kinetic Construction have established the 'William Gyles Award in Civil Engineering Technology'. The fund will recognize a civil engineering technology student at Camosun who is interested in pursuing a career in construction and has successfully completed the first year. Last week, Sherri Bell and Russ met with one of the official opposition critics for Advanced Education, MLA Simon Gibson. They gave him a general overview of the post-secondary sector.

The board information binder is now available electronically. There is a link on the Board web page called 'BoG Information Binder'. New members will still be given a choice between a paper version and electronic.

2. President's Report

Sherri Bell, President, noted four events were held to celebrate the opening of the Babcock Canada Interaction Lab. The board had a sneak preview, which was followed by events for the chairs, faculty and students, and the grand opening that was attended by the Babcock employees and senior leaders. Sherri thanked Tim Walzak, Geoff Wilmshurst, and Joan Yates and their teams for their excellent work. Cindy Choi, Laylee Rohani, and Sherri attended a BC Post-Secondary Governance Workshop. They were very proud of Camosun's accomplishments, and welcomed the great ideas from the others.

Work on campus renewal began in the spring. Thought Exchange software was used for consultation. Student residences and student space for collaboration on both campuses were of high interest to employees. The Senior Leadership Team (SLC) used the results to develop principles to guide the firm that will be hired to do the work on the campus plan and on the moves required by the Centre for Health and Wellness.

Sherri has attended many awards ceremonies this month. She was the guest speaker in four classes in three different schools. The annual Pit Cook Day took place at Na'Tsa'Maht on October 19. Stairs were built from Na'tsa'maht down to the pit, and students built a bench at the bottom. On Saturday Sherri attended the Harvest Dinner fundraiser put on by Camosun's second year Hospitality Management Diploma Program students. The students worked with the Island Chefs Collaborative who mentored the students. Sherri was the guest speaker on a webinar on Thought Exchange and how it was used to develop the strategic plan. She facilitated a K-12 meeting for the Ministry where she represented post-secondary.

3. Foundation

Ron Rice, Foundation Liaison, noted the next meeting is in December. Geoff Wilmshurst, Vice President Partnerships, advised Carly Hall was appointed to the Foundation Board as the faculty representative. In Advancement Margo McIntosh will fill in for Angie Bowles while she leads the health campaign. The search for the new director is underway with the help of a search firm. A selection is expected in early December for a January start.

4. Education Council

Nigel Giuliani, Education Council Liaison, noted the minutes from the June 21, 2017 meeting were included in the agenda package. The October meeting was canceled.

5. Pacific Institute for Sport Excellence (PISE)

Sherri Bell advised the PISE board met on September 26, 2017, and passed the new by-laws. Following the Societies Act changes, the Camosun board requested the PISE by-laws show 90% approval to pass any special resolutions. The by-laws were passed unanimously.

VI BOARD COMMITTEE REPORTS

1. Audit Committee

- i) The minutes from the September 18, 2017 meeting were included in the agenda package.
- ii) Bill Gyles, Chair, Audit Committee, gave a report on the October 30, 2017, Audit Committee meeting. Randy Decksheimer retired on September 30, 2017, so Liette Bates-Eamer is the lead audit engagement partner. Liette presented the highlights of the Audit Planning Report for the year ending March 31, 2018.

2. Executive Committee

Russ Lazaruk, Chair, Executive Committee, noted the committee always meet a week in advance of the board meeting and sets the board agenda. They received an update on the Centre for Health and Wellness. A lunch for the past board chairs and presidents of Camosun College will take place in spring. The lunch will be hosted every two years.

3. Finance Committee

- i) The minutes from the September 5, 2017, Finance Committee meeting were included in the agenda package.
- ii) Cindy Choi, Chair, Finance Committee, gave a report on the November 6, 2017, meeting, where Deborah Huelscher, CFO, provided a high level report on the past six months. Cindy advised that while the budget at six months has a planned deficit due to timing issues the College is reporting a positive variance of \$2.6M. The positive variance is largely due to higher enrollments and related tuition fees, and receipt of a provincial grant to cover the budgeted tuition for ABE and ESL programs following the Province's decision to make these programs tuition free effective September 1. The variance will smooth over the last six months and the college continues to forecast a balanced position at March 31 on a \$130M budget.

The general budget process for 2018/19 was reviewed. The proposed budget will go to the April 3, 2018 Board Finance committee for recommendation to the Board for approval at the April 9 meeting. Cindy reminded board members that it is crucial that they all attend the Finance Committee meeting in order to review and discuss the proposed budget in detail prior to the decision at the April 9 board meeting.

Appointed and student board members receive an honorarium, but the elected faculty and staff do not. The Finance committee asked for support for the Chair to request a review from the Ministry.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS CHAIR WRITE TO THE MINISTER OF ADVANCED EDUCATION, SKILLS AND TRAINING TO REQUEST A REVIEW OF THE ORDER IN COUNCIL 0180/95 IN REGARDS TO EQUAL REMUNERATION FOR ELECTED AND APPOINTED MEMBERS OF THE BOARD.

CARRIED

VII APPROVAL OF THE MINUTES

The minutes of the September 18, 2017, inaugural and regular meetings were approved as distributed.

VIII NEW BUSINESS

1. Internationalisation Update

Christiaan Bernard, Director, Camosun International (CI), gave an update on diversity, financials, student services, internationalization, projects, and policy and procedures. Country of origin diversity has been increased. China is the largest source but is shrinking as efforts increase in other markets. The annual contribution forecast for this year is up 21.5% or over \$13M. Student services has been reorganized from five separate positions into one to streamline service to students to increase retention. Academic advisors are working with faculty in the schools. Project Portfolios, where employees go abroad to seek projects, was created three years ago with a goal of \$1M, and it is at \$900K this year. The International Strategic Enrolment position has been posted. The goal is to optimize recruitment, and it will impact the type of students. CI launched field schools where staff, faculty and employees can join the field school and have an international experience and bring inter-cultural understanding back. CI posted a position for a faculty coordinator for internationalization to work directly with faculty to internalize curriculum and solve any issues. Policy renewal is underway as much has changed for international students regarding work in Canada and immigration. The goal is to create policies and practices that create continuity and a stable environment for many years to come.

2. Centre for Health and Wellness Update

Shane Busby, VP Administration noted the Centre for Health and Wellness is \$50M building with a high degree of functionality. There will be high fidelity labs and plenty of collaboration space. There is a multi-vista camera set up to watch the site. It is on a fast-track schedule with multiple concurrent processes. The College is working with the Ministry of Advanced Education, Skills & Training, who are working with the Federal government, to seek a six-month extension of the schedule. The construction market in the South Island is heated so tenders are coming in over budget.

IX ADJOURNMENT

The meeting was adjourned at 6:03 pm.

Russ Lazaruk, Chair

Date

Heather Martin, Recorder