

CAMOSUN COLLEGE BOARD OF GOVERNORS
Minutes of the Regular Meeting

Monday, June 14, 2010
Lansdowne Campus

I CALL TO ORDER

Board Chair Lynda Farmer called the meeting to order at 5:04 p.m.

II APPROVAL OF THE AGENDA

The agenda was approved with the addition of '5. Parking' under 'IV Board Member Reports'.

III INTRODUCTION

1. President Kathryn Laurin welcomed and introduced the new Vice President of Strategic Development Dr. Tom Roemer. Tom began his role on June 1, 2010.

IV BOARD MEMBER REPORTS

1. Chair's Report

On May 14 the School of Trades and Technology held two separate awards ceremonies. Board Chair Lynda Farmer welcomed the Trades students, and Kathryn Laurin addressed the Technology students. Lynda attended the School of Access and Aboriginal Education Awards on May 27.

The revised Board of Governors pages on the Camosun College website have been launched. The new site includes photographs of the Board members. The Board lunch and planning session on June 3 at the Uplands Golf Club was well attended. The Board members discussed the Board's goals and priorities for the upcoming year. Lynda acknowledged Wayne Dalby's generosity for donating the venue. Lynda, Nancy Bourey and Marilyn Pattison met today to incorporate the feedback received into the goals and priorities document.

Early in May Lynda and Kathryn Laurin met with the two new Board members Janice Simcoe (CCFA) who will replace Nancy Bourey, and Brian Horncastle (CUPE) who will replace Keith Todd on August 1, 2010. The June 10 Joint Board and Foundation Board meeting was well attended and many ideas were generated. The two Boards will meet annually.

Christopher Gillespie will represent the Board at the June 17 Community Support and Education Assistant (CSEA) Awards, and Margaret Lucas will address the Community, Family & Child Studies Department (CFCS) Awards on June 24. The College-wide graduation ceremony will take place in two separate morning and afternoon sessions on Friday, June 18. Lynda will speak in the morning, and Kyman Chan will speak in the afternoon. Arthur Vickers will receive the distinguished alumni award.

2. President's Report

President Kathryn Laurin reported the enrolments from the year 2009/10 grew by 540 FTES in Advanced Education and Labour Market Development (ALMD) programs, and by 694 FTES overall. The total FTEs were 10,432 which is the highest ever recorded at Camosun. Utilisation in the ALMD programs was 101%, and was 99% on the trade programs side.

Vice President Baldev Pooni is heading searches for two Deans. The first search is to replace Randy Genereux, Dean of the School of Arts and Science, who is leaving in August. The second

search is to replace Tom Roemer, former Dean of the School of Trades and Technology. Tom accepted the Vice President Strategic Planning position on June 1, 2010.

The Senior Management Team (SMT) has been renamed Senior Leadership Council (SLC), and College Executive (CE) has been renamed College Executive Team (CET).

Kathryn travelled to the Association of Canadian Community Colleges (ACCC) annual conference in Niagara Falls in early June. Baldev Pooni and Keith Todd also attended. The theme of the conference was "Power the Future – Transforming Communities through Learning". The conference provided excellent networking opportunities in addition to the concurrent sessions.

In early May, consultant Jim Black of SEM Works conducted a three-day strategic audit on the enrolment management processes at Camosun College. The final report is now complete and the highlights will be shared with the Board in September.

The search for the new CEO for the Pacific Institute for Sport Excellence (PISE) is close to completion. Three weeks ago, the Presidents of Royal Roads University, University of Victoria, Vancouver Island University, North Island College, and Camosun College signed an MOU to collaborate and work together where appropriate. Deputy Minister Philip Steenkamp was in attendance at the signing.

On June 4, Kathryn met Assistant Deputy Minister Mark Zacharias for lunch followed by a tour of PISE with Tim Walzak. In May, Kathryn met with Aboriginal Relations and Reconciliation Minister George Abbott. Kathryn and Peter Lockie met Saanich Mayor Frank Leonard to discuss capital expansion at the Interurban Campus. Kathryn was keynote speaker at the Arts & Science Spring Exchange, and facilitated the Camosun College Chairs' retreat.

Kathryn has completed her first academic year, and acknowledged the large amount that has been accomplished in the last ten months. She thanked the College Executive Team and the Board of Governors for their extraordinary support.

3. Foundation

Linda Ross distributed the Foundation Report and reviewed the highlights. Linda noted the June 10 Joint Board and Foundation Board meeting was valuable, and looks forward to working together in future. The Foundation Board held the 2010 Annual General Meeting on May 20.

4. Education Council

Kathy Tarnai-Lokhorst noted the minutes from the April 19, 2010 meeting were included in the agenda package. Kathy went over the highlights of the meeting, which included an Education Council retreat to address the curriculum approvals process, as well as revisions to programs and policies.

5. Parking

Keith Todd requested that his comments following be entered into the board minutes. While he voted in favour of the Transportation and Parking Management Plan (Board Minutes: June 8, 2009), he was not totally aware of the details of the plan and the impact of its implementation. Keith noted that he is in favour of car pooling and the use of public transit. He is neither in favour of raising parking fees nor of moving employee parking lots farther away from their buildings.

V BOARD COMMITTEE REPORTS

1. Audit Committee

Audit Committee Chair Kyman Chan noted the minutes from the October 26, 2009 and the February 1, 2010 Audit Committee meetings were included in the agenda. Kyman gave a verbal report on the May 31, 2010 Audit Committee meeting. The Audit Committee reviewed the audited financial statements for the year ending March 31, 2010.

In 2007 the Board directed the excess of the 2.5% contingency fund, \$350K, to be internally restricted for future capital expenditure. Board approval is needed for the current year's designation of \$650K to be internally restricted for future capital expenditure.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS DESIGNATE \$650,000 OF THE UNRESTRICTED OPERATING FUND BALANCE TO BE INTERNALLY RESTRICTED FOR FUTURE CAPITAL EXPENDITURE.

CARRIED

There were no significant issues in the Audit Report for the year ended March 31, 2010. New accounting standards for the not-for-profit institutes are pending. The Auditor General will replace KPMG as College auditor for a period of three to five years. The Auditor General is in the process of auditing all post-secondary institutions on a rotational basis.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2010 AS PRESENTED.

CARRIED

2. Finance Committee [nil]

3. Executive Committee

Lynda Farmer reported the 'Government Letter of Expectations' was included in the agenda package for information. The annual letter is an agreement between the Minister of ALMD and the College on their roles and responsibilities including high level strategic priorities, public policy issues and performance expectations. The 2010-2011 schedule for the Board and Board committee meetings was distributed. The annual Board self-evaluation forms were sent electronically and are due back to Heather by June 30. The evaluations are kept confidential and provide important feedback.

VI APPROVAL OF THE MINUTES

The minutes of the April 12, 2010 and the May 3, 2010 meetings were approved as distributed.

VII UNION REPORTS [nil]

VIII ORIENTATION PRESENTATIONS [nil]

IX NEW BUSINESS

1. Strategic Plan – Scorecard Update

Kathryn Laurin noted two sets of Strategic Plan scorecards were distributed. The first provides an update to the November 2009 scorecard. The second contains the actions which took place between November 2009 and June 2010. Together the scorecards portray a high-level accurate snapshot of the accomplishments linked to the 2006 – 2010 Strategic Plan. Kathryn provided a

presentation which offered samples of activities correlated to each of the goals in the Strategic Plan.

2. Campus Plan Update

Vice President Administration and Chief Financial Officer Peter Lockie introduced Director of Physical Resources Marian Miszkief. Peter distributed copies of Vision 2020, the 2005 Campus Plan. The plan was created in 2005 and was intended to encompass the next five to ten years. Peter and Marian reviewed the priorities and accomplishments from the plan.

X ADJOURNMENT

The meeting was adjourned at 6:45 p.m.