

CAMOSUN COLLEGE BOARD OF GOVERNORS

Minutes of the Regular Meeting

Monday, September 13, 2010

Lansdowne Campus

I CALL TO ORDER

Board Chair Lynda Farmer called the meeting to order at 5:00 p.m.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III INTRODUCTION [nil]

IV BOARD MEMBER REPORTS

1. Chair's Report

Over the summer, Board Chair Lynda Farmer developed a comprehensive orientation for the Board of Governors. The orientation took place on September 7, 2010. Lynda circulated an evaluation form on the orientation process, and offered ongoing assistance to the Board members. On August 17, 2010 Lynda met Ann Wicks, Managing Director of the Board Resourcing and Development Office (BRDO), who commended Camosun College on the process used for Board appointments. Ann will attend the BC Colleges (BCC) meeting October 18, 2010 to share information on BRDO's newly condensed appointment process with the Presidents and Board Chairs.

The minutes from the June 10, 2010 Joint Board of Governors and Foundation Board of Directors meeting are available upon request. Lynda Farmer, Kathryn Laurin and Marilyn Pattison will welcome Robert Bettauer, the new CEO for the Pacific Institute for Sport Excellence (PISE), at a lunch meeting on September 23, 2010. A recent issue of Boulevard magazine features an article about President Kathryn Laurin.

2. President's Report

In September Kathryn Laurin completed her first year as President of Camosun College, and reported she is very excited about the upcoming year.

Kathryn noted that while the stable count is not until September 21, current enrolments are up 2.3% and applicants are up 4% over this time last year. The School of Trades and Technology is showing a small decline, but the remaining schools' enrolments are up slightly. The Ministry declared a moratorium on new degrees for six months beginning in September. Camosun currently has five degree programs. The two degree programs currently in the planning stage are now on hold.

The Senior Leadership Council (SLC) held a retreat on September 9 and 10, 2010. Consultant Ken Steele spoke on emerging enrolment trends and facilitated the event. The College Executive Team (CET) welcomed new member Tom Roemer, Vice President Strategic Development. CET began the year with a retreat focused on working together on September 8, 2010.

3. Foundation

Lynda Farmer thanked Linda and Bill Ross for opening their home to host the Board of Governors and Foundation Board of Directors barbecue on September 2, 2010.

4. Education Council

Education Council Chair Kathy Tarnai-Lokhorst noted the minutes from the May 17, 2010 meeting were included in the agenda package. Kathy reported that curriculum development begins within the schools' curriculum development committees. The Education Council sub-committee 'College Curriculum Committee' (CCC) then reviews the proposed curriculum and forwards a recommendation for approval to Education Council.

V BOARD COMMITTEE REPORTS

1. Audit Committee [nil]

2. Finance Committee

i) Finance Committee Chair Kyman Chan noted the minutes from the March 29, 2010 meeting were included in the agenda package.

ii) Kyman Chan delivered a verbal report on the September 13, 2010 Finance Committee meeting. Peter Lockie reported there were no significant anomalies in the budget from April 1 to June 30, 2010. While international education numbers were down slightly, the overall budget was on track and the forecast is for a balanced budget in March, 2011.

iii) Kyman reported the Finance Committee reviewed the 2009/2010 Financial Information Act Report. The report, a requirement of the government, lists employees earning over \$75K and their expenses. Vendors earning more than \$25K and governors are also included. The Finance committee recommended the Board of Governors pass the following motion to approve the report:

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2009/2010 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTRIES OF FINANCE AND ADVANCED EDUCATION AND LABOUR MARKET DEVELOPMENT.

CARRIED

3. Executive Committee

Lynda Farmer advised the Board conducted a self-evaluation in June 2010. The Board Executive Committee will evaluate a summary of the evaluation results. They will look at areas that need improvement and areas that are successful. The Executive Committee reviewed the process in place for the President's annual plan.

VI APPROVAL OF THE MINUTES

The minutes of the June 14, 2010 meeting were approved as distributed.

VII UNION REPORTS [nil]

VIII ORIENTATION PRESENTATIONS [nil]

IX NEW BUSINESS

1. Strategic Planning Process

Kathryn Laurin presented the process for the development of the Camosun College strategic plan for the next three to five years. A Steering Task Force will provide an oversight of the

process, and a Development Team will be responsible for the content. The draft strategic plan will be submitted to the Board for approval by June, 2011. Lynda Farmer will appoint a Board member to participate on the Steering Task Force.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE PROCESS FOR THE DEVELOPMENT OF THE STRATEGIC PLAN FOR CAMOSUN COLLEGE FOR THE NEXT THREE TO FIVE YEARS.

CARRIED

2. Institutional Accountability Plan and Report 2010/11 – 2012/13

Paul Merner presented the highlights of the Institutional Accountability Plan and Report for 2010/11 to 2012/13. The report is a Ministry requirement and is based on key performance indicators, Camosun College's strategic plan for 2008/10, and an assessment of the performance of the preceding year. Lynda Farmer commended Paul for his work on the report, and described it as a key communication piece between the College and the Ministry.

3. Enrolment Audit SEM Results

Baldev Pooni presented highlights from the Strategic Enrolment Management (SEM) report provided by consultant Dr. Jim Black. In May, 2010 Jim was on campus to study the College's marketing and recruitment processes. The resulting report presents actions and recommendations listed in order of priority. The primary recommendation is that strategic enrolment management needs an enrolment champion in order to remain sustainable in the future.

4. Five Year Capital Plan – Top Three Priorities

Peter Lockie noted the College submitted a capital plan annually to the government until a few years ago when funding slowed. This year the government requested a list of the colleges' top three capital priorities. The information was requested for their planning purposes only, as there are still no funds available.

The College submitted in order of priority: The Centre of Excellence for Health and Wellness, the re-purposing of the space it would leave vacant, and the trades building rejuvenation. The two top priorities for infrastructure were submitted at the same time: The Young Building, and Tillicum Lodge.

X ADJOURNMENT

The meeting was adjourned at 6:25 p.m.