



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, June 10, 2019
TIME: 5:00 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:

Ron Rice, Chair
Tim Ayers
Sherri Bell, President
Monty Bryant
Cindy Choi
Joanne Cumberland
Brenda McBain
Margie Parikh
Emily Rogers
Laylee Rohani, Vice Chair
Rob Smythe
Al van Akker
Phil Venoit

ADMINISTRATION:

John Boraas, VP Education
Deborah Huelscher, CFO & Interim VP Administration
Rodney Porter, Exec Dir, Communications & Marketing
Barbara Severyn, Exec Dir, Human Resources
Joan Yates, VP Student Experience

INTRODUCTIONS:

Ted Pennell, CIO
Rodney Porter, Exec Dir, Communications and Marketing

REGRETS: Geoff Wilmshurst, VP Partnerships
Gultash Waraich

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

Ron Rice, Chair, called the meeting to order at 5:00 pm.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III INTRODUCTIONS

1. Ted Pennell, CIO, joined the College in April.
2. Rodney Porter, Executive Director, Communications and Marketing, began today.

Sherri Bell, President, and Janice Simcoe, Director, CIECC, in the tradition of this land, blanketed Ron Rice to honour him at his last board meeting.

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

Ron Rice, Chair, noted today is his last meeting as Chair of the Board of Governors. At the beginning of his six-year term, it was very hard as programs were being cut, and there were many layoffs. Camosun challenged themselves to address the issues, and came up with a plan that is still working today. The pendulum swung in the other direction with the building of the Centre

for Trades Education and Innovation and the Alex & Jo Campbell Centre for Health and Wellness (AJCCHW). It has been a good six years.

This is a reminder that all the regular board meetings are open to the public. The observers do not participate in the meeting unless invited to by the Chair. In May, Ron attended the Colleges & Institutes Canada (CICan) annual conference in Niagara Falls with Sherri Bell. It was action packed, and a great conference. Congratulations to Heather Martin who was recently nominated to the Board of Directors of CICan's 'Governance and President's Office Professionals', which is a national association. In that role, she will chair the Conference & Professional Development committee.

The Joint Board/Foundation meeting this Wednesday will start in the Huber Annex, followed by a tour of the Alex & Jo Campbell Health and Wellness Centre. Earlier today, Sherri Bell, Janice Simcoe and Ron gave a presentation to the Deputy Minister and Assistant Deputy Minister of Advanced Education, Skills and Training (AEST). The presentation focused on Indigenous education at Camosun College.

On May 23, Sherri Bell, Monty Bryant, Brenda McBain, Margie Parikh, Laylee Rohani, and Phil Venoit attended a one-day workshop 'Governing in the Public Interest', presented by the Ministry of Finance in Vancouver. Laylee Rohani noted it was a useful one-day conference. The Government intended it for board chairs and new appointees only. There were training modules on finance, human resources, and risk management, which the Government will put on-line by the end of the year. Laylee felt privileged to take part in a blanket exercise, which was a very powerful, moving experience. They learned the history of colonization to present times.

2. President's Report

Sherri Bell, President, reported the governance training was excellent, and it is great to see Government taking leadership in board training. Sherri facilitated a morning at Kwantlen College with industry, K-12, and post-secondary representatives to talk about careers and dual credit. A Camosun student was on the panel. A team from Camosun took part, including John Boraas.

On July 25, the Ministers of AEST and of Education will have a three-day meeting in Victoria. Sherri will facilitate a morning, and Ron Rice will also attend. Sherri is going to Vietnam on June 30 to speak at a conference for Canadian and Vietnamese colleges. She will speak on collaboration and industry and community.

The National Indigenous People's Day is June 21. It is a family event, and there will be food stalls, vendors, and entertainment. There will be a Camosun canoe at the Royal Roads celebration and canoe races in the afternoon.

Lynda and Murray Farmer will receive the Order of BC for the work they did with us on the TRADEmark campaign and in many other areas. Lynda was our Board Chair in the past, and was on the Foundation Board. Sherri will attend the ceremony and lunch. It is a huge honor.

3. Foundation

Monty Bryant, Foundation Liaison, noted they had their final meeting and AGM last week. Fundraising is ongoing for the Alex & Jo Campbell Centre for Health and Wellness. They distributed \$510K last year for awards and bursaries, and \$640K this year. Maintaining strong principle funding ensures the annual awards can continue.

4. Education Council

Tim Ayers, Education Council Chair, noted the minutes from the April 17, 2019, meeting were included in the agenda package. Tim went over the highlights of the May 15 meeting, which included the election of the new Education Council Chair Bijan Ahmadi, Program Lead for Economics. There were no nominations for Vice Chair.

5. Pacific Institute for Sport Excellence (PISE)

Phil Venoit, PISE Board of Directors member, noted the annual Family Festival was a huge success. It was the largest so far and had 100 participants. Corporate sponsorship is growing and evolving. They discussed the upcoming Invictus and Commonwealth Games, and how PISE can position itself to attract the games. They are shortlisted for the Invictus Games (2022 or 2024) and expect a mid-July visit. The Commonwealth Games are in 2026. They are interested in FIFA as well.

V BOARD COMMITTEE REPORTS

1. Audit Committee

- i) The minutes from the January 8, 2019 meeting were included in the agenda package.
- ii) Laylee Rohani, Chair, Audit Committee, gave a report on the June 3, 2019, Audit Committee meeting.

a) Audited Financial Statements for the Year Ending March 31, 2019

Laylee Rohani advised Deborah Huelscher, CFO & Interim VP Administration, provided a high-level summary of the audited financial statements for the year ended March 31, 2019, the year-end position compared with the year ended March 31, 2018, and the operations highlights. The financial statements were prepared in accordance with the reporting framework directed by the Provincial Government and in accordance with the Budget Transparency and Accountability Act of BC. The budget was balanced and the year ended with an overall \$1.5M surplus. Liette Bates-Eamer, KPMG, reviewed the auditor's report.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2019 AS PRESENTED.

CARRIED

b) Reappointment of the Auditor

Laylee Rohani advised that in 2015 the board approved a five-year term for KPMG to perform the audit of the College's financial statements. They must be re-appointed each year.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS REAPPOINT KPMG TO PERFORM THE AUDIT OF THE COLLEGE'S FINANCIAL STATEMENTS FOR THE REPORTING YEAR ENDING MARCH 31, 2020.

CARRIED

c) Enterprise Risk Management Oversight

Laylee Rohani reported the board started a new process last year of selecting one topic per year that requires a deeper audit. Last year it was cyber security. This year's topic has yet to be finalized. Because of the implementation of the renewed Colleague system, discussion focused on business process gaps.

2. Executive Committee

Ron Rice, Chair, Executive Committee, reported that there was a discussion regarding how to safeguard against money laundering in BC's post-secondary system. Construction on the Alex & Jo Campbell Centre for Health & Wellness is going well, is on budget, and has only a small amount of schedule slippage. The Board Executive members are working on their one-on-one evaluation interviews. The Board Orientation in September will be interactive, and will be at the Lansdowne campus.

The next Award for Innovation and Community Partnership will be in 2021 in conjunction with Camosun's 50th Anniversary. The Special Focus meeting in October will be on technology, and will be at the Interurban campus. Areas of focus may be the simulation lab, technology in trades and Camosun Innovates. When board members first begin, they self-identify their core competencies for the Crown Agencies and Board Resourcing Office (CABRO) matrix. As these can change in time, Heather will be sending a request to the members annually for the competencies.

i) Board Decision Making Policy Revision

Ron Rice noted the election of the chair in September means there is no chair in place between August 1 and mid-September. The Executive recommend the Board Decision Making policy be revised to move the election date to the June meeting.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS AMEND THE MOTION REVISING THE 'G-1.3 BOARD DECISION MAKING' POLICY IN 'SECTION C. ELECTION OF THE CHAIR' TO STRIKE OUT SECTION TWO 'HAVE THE OUTGOING CHAIR PRESIDE OVER THE ELECTION'.

CARRIED

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS REVISE THE 'G-1.3 BOARD DECISION MAKING' POLICY IN 'SECTION C. ELECTION OF THE CHAIR' TO:

(i) MOVE THE TIMING OF THE BOARD CHAIR ELECTION FROM SEPTEMBER TO JUNE;

(ii) HAVE THE NEW CHAIR ASSUME THE ROLE ON AUGUST 1.

CARRIED

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS AMEND THE AGENDA TO INCLUDE THE ELECTION OF THE NEW CHAIR UNDER NEW BUSINESS.

CARRIED

ii) Board Executive Committee Terms of Reference Revision

The Executive Committee proposed the attached revisions to clarify the language in the Executive Committee Terms of Reference regarding their responsibility for student appeals of suspension. The board agreed the terms of reference must be clarified, and have no ambiguity, in advance of an appeal to the board.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS:

- i) TABLE THE DECISION ON THE REVISION OF POLICY 'G-1.7 BOARD EXECUTIVE COMMITTEE TERMS OF REFERENCE' TO THE NOVEMBER 2019 BOARD MEETING;**
- ii) DIRECT THE PRESIDENT TO GET A LEGAL OPINION ON THE HEARING OF STUDENT SUSPENSION APPEALS;**
- iii) DIRECT THE PRESIDENT TO PROVIDE INFORMATION TO THE BOARD BEFORE NOVEMBER ON STEPS TAKEN PRIOR TO A SUSPENSION AND THE PROCESS FOR AN APPEAL;**
- iv) DIRECT THE PRESIDENT TO ASK CCSS TO SUBMIT THEIR CONCERNS IN WRITING BY SEPTEMBER 30, 2019.**

CARRIED

VI APPROVAL OF THE MINUTES

The minutes of the May 13, 2019 meeting were approved as distributed.

VII NEW BUSINESS

1. The Alex and Jo Campbell Centre for Health and Wellness Update

Deborah Huelscher, CFO & Interim VP Administration, advised there is a three-week delay in the schedule. Everyone is working together to ensure other delays are not caused as a result. By the end of May, \$56M had been spent of the \$64M budget.

2. Campus Renewal Transition Plans for 2019-20

Deborah Huelscher provided an update on the upcoming inter-campus moves and transition-phase service initiatives. The School of Access, Computing Science, and the Math department will meet with Ray Wolfe, Thinkspace, and his team, in the next two weeks. The next big piece is moving the School of Health & Human Services to Interurban by September 1. A move manager has been engaged to work with the schools on the logistics of the move. The Inter-Campus Moves Operational Group (ICMOG) will start planning the Lansdowne renovations.

Additional services such as counseling, parking, food, bookstore, and library services will be added on during the transition phase when Lansdowne has moved to Interurban, but Interurban has not yet moved to Lansdowne. The Wilna Thomas Cultural Centre will be made into a collaboration space, with lots of space for students. Sybil Harrison, Director, Learning Services, will lead the project this fall.

3. Election of the Chair

Deborah Huelscher, CFO and Interim VP Administration, declared the election open and called for nominations. Laylee Rohani was nominated and seconded for the position of Board Chair. No other nominations were put forward and Laylee Rohani was acclaimed Board Chair for the period of August 1, 2019 to July 31, 2020. Laylee thanked Ron for his service to the board and the College.

VIII ADJOURNMENT

The meeting was adjourned at 7:09 pm.

Laylee Rohani, Chair

Date

Heather Martin, Recorder