



## BOARD OF GOVERNORS

### Inaugural Meeting

**MEETING:** Monday, September 16, 2019  
**TIME:** 4:45 pm for group photograph, Library  
5:00 pm – Inaugural meeting  
**LOCATION:** Paul Building, Room 216  
**CAMPUS:** Lansdowne Campus

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#### **BOARD MEMBERS:**

Laylee Rohani, Chair  
Bijan Ahmadi  
Sherri Bell, President  
Monty Bryant  
Cindy Choi  
Tanya Clarmont  
Joanne Cumberland  
Brenda McBain  
Margie Parikh  
Emily Rogers  
Rob Smythe  
Al van Akker  
Lindsay JD van Gerven  
Phil Venoit

#### **ADMINISTRATION:**

John Boraas, VP Education  
Heather Cummings, VP Student Experience  
Deborah Huelscher, CFO & Interim VP Administration  
Rodney Porter, Exec. Dir., Communications & Marketing  
Barbara Severyn, Exec. Dir., Human Resources  
Geoff Wilmshurst, VP Partnerships

**REGRETS:** nil

**EXECUTIVE ASSISTANT:** Heather Martin

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Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

### A G E N D A

- I **CALL TO ORDER** (Rohani)
- II **OATH OF OFFICE** (Rohani)
  - i) Bijan Ahmadi
  - ii) Tanya Clarmont
  - iii) Lindsay JD van Gerven
- III **ADJOURNMENT**



## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

**MEETING:** Monday, September 16, 2019  
**TIME:** 5:05 pm  
**LOCATION:** Paul Building, Room 216, Lansdowne Campus

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**BOARD MEMBERS:**

Laylee Rohani, Chair  
Bijan Ahmadi  
Sherri Bell, President  
Monty Bryant  
Cindy Choi  
Tanya Clarmont  
Joanne Cumberland  
Brenda McBain  
Margie Parikh  
Emily Rogers  
Rob Smythe  
Al van Akker  
Lindsay JD van Gerven  
Phil Venoit

**ADMINISTRATION:**

John Boraas, VP Education  
Heather Cummings, VP Student Experience  
Deborah Huelscher, CFO & Interim VP Administration  
Rodney Porter, Exec. Director, Communications & Marketing  
Barbara Severyn, Exec. Director, Human Resources  
Geoff Wilmshurst, VP Partnerships

**INTRODUCTION:**

Jen Stone, Director, Strategic Initiatives

**GUEST:** Scott Harris, Registrar

**REGRETS:** nil

**EXECUTIVE ASSISTANT:** Heather Martin

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**I CALL TO ORDER**

Laylee Rohani, Chair, called the meeting to order at 5:04 pm.

**II APPROVAL OF THE AGENDA**

The agenda was approved as distributed.

**III INTRODUCTION**

1. Jen Stone, Director, Strategic Initiatives

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

Laylee Rohani, Chair, noted it is her first meeting as Chair of the Board of Governors. In July, Camosun's student newspaper 'The Nexus' welcomed her with a very nice article. Monty Bryant is the new Vice Chair. Laylee distributed the 2019-2020 committee and liaison membership list earlier this month. Sherri Bell, President, signed a contract for a five-year term beginning on July 1, 2020. Sherri and Laylee met several times for planning. The Board Orientation was on September 5. It was a great opportunity for all board members to learn more about the College, and to get to know each other better. The Ministry's Grand Opening of the Alex & Jo Campbell Centre for Health and Wellness was on September 11. Laylee commended the Camosun team

who worked so hard to complete the leading edge building in a very tight timeframe. The Ministry invited Tanya Clarmont to the first Indigenous Post-Secondary Board Member Gathering on September 20 in Vancouver.

The Ministry will make a recommendation to cabinet in early October regarding a new board member with a financial credential to take the place of Cindy Choi, Chair, Finance committee. Geoff Wilmshurst, Sherri Bell and Laylee had dinner with Her Imperial Highness Princess Hisako Takamado of Japan on August 31 at Geoff's home. Princess Takamado's daughter Ayako Moriya studied at Camosun College between 2013 and 2015.

The 'Together for Health Campaign' competition between the Board and the Foundation Board to get 100% participation winds-up on September 30. All regular board meetings are open to the public, but they do not participate in the meeting unless invited to by the Chair. Laylee reminded the members to direct questions through the Chair during presentations. Congratulations to Monty Bryant for completing Camosun's TELFIN TFE WILNEW (TTW) spring 2019 program.

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

Sherri Bell, President, congratulated Laylee on becoming the Chair and looks forward to working with both Laylee and Monty Bryant. Sherri acknowledged the tragic news that in the past week two UVic students were killed in a bus accident.

Camosun just moved 1200 people from Lansdowne to Interurban because of the opening of the Alex & Jo Campbell Centre for Health and Wellness. To accommodate them, we added more parking; the Westshore electric bus; additional food trucks; alternative methods for commuting; and expanded the library to name a few. The building is open on time due to the incredible work done by a variety of staff, including our Facilities Department. Ministers Rob Fleming and Lana Popham spoke at the Grand Opening. We are planning a Camosun celebration in November for Camosun, and the board will be invited. The Federal election was called on October 21 so the next board meeting will be rescheduled. At Orange Shirt Day, September 30, a film by Dr. Kathleen Absolon-King will be shown that was based on her mother's life. There will be a session at each campus.

## **3. Foundation**

Monty Bryant, Foundation Liaison, was asked to participate on a panel at the BC Colleges Advancement Conference in Vancouver. The panel is on recruiting and orienting Foundation board members. Geoff Wilmshurst, Vice President Partnerships, noted the first Foundation Board meeting is on September 26. There are four new board members. Fundraising work is ongoing for the health campaign.

## **4. Education Council**

Bijan Ahmadi, Education Council Chair, noted the minutes from the May 15, 2019, meeting were included in the agenda package. Bijan went over the highlights of the June 26 meeting, which included numerous curriculum changes, new programs and policy presentations.

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

Phil Venoit, PISE Board of Directors member, noted the next meeting is on September 25, 2019.

## **V BOARD COMMITTEE REPORTS**

### **1. Executive Committee**

Laylee Rohani, Chair, Executive Committee, noted that at the September 3, 2019, meeting they received an update on the West Shore and Film Studio projects. They discussed the annual Five Year Capital Plan for the Ministry, and received an update on the Alex & Jo Campbell Centre for Health and Wellness. The Terms of Reference for the Executive Committee will go to the board in November for review. The agendas for the September 16 regular and in-camera meetings were approved.

#### **i) Five Year Capital Plan**

Deborah Huelscher, CFO & Interim VP Administration, noted the briefing note is a high-level summary of what is submitted to the Ministry. We submit it every year, and the Ministry adds it to their ten-year plan. We include five or six projects.

#### **MOTION:**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE SUBMISSION OF CAMOSUN COLLEGE'S FIVE-YEAR CAPITAL PLAN (2020/21 to 2024/25) TO THE MINISTER OF ADVANCED EDUCATION, SKILLS & TRAINING.**

**CARRIED**

### **2. Finance Committee**

- i) The minutes from the April 1, 2019, Finance Committee meeting were included in the agenda package.
- ii) Cindy Choi, Chair, Finance Committee, reported on the September 3, 2019, meeting. The consolidated summary includes the previous fiscal year for context. Deborah Huelscher, CFO & Interim VP Administration, provided a summary level update on the financial results for the first quarter of the fiscal year. Quarter one is the least active. At June 30, we were ahead of target by \$.7M on a consolidated basis. There was a deficit balance of \$3.3M against a budgeted deficit of \$3.9M. The positive variance is a result of additional revenue of \$1.8M with additional expenses of \$1.1M. Tuition is earned later in the year, but expenses are consistent throughout. The forecast continues to be for a balanced budget of \$146M at March 31, 2020.

#### **a. Financial Information Act Report (FIA)**

Cindy Choi, advised the FIA report is a requirement of the Government and must be approved by the board. It includes a page for the board members' remuneration, travel expenses, and the number of meetings attended. The report includes remuneration and expenses for employees who earn more than \$75K, and a listing of suppliers who have received payments of \$25K or greater.

#### **MOTION:**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2018/2019 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF ADVANCED EDUCATION, SKILLS & TRAINING, WITH AN AMENDMENT.**

**CARRIED**

**b. Budget Reinvestment**

For several years now, Sherri Bell has provided the board with a one-page summary of the College's reinvestments. It includes the operating, capital, one-time, and continuing investments. The total is smaller this year as the focus is on funds for campus renewal. There has been significant reinvestment over the previous few years, especially in services to students.

**VI APPROVAL OF THE MINUTES**

The minutes of the June 10, 2019 meeting were approved as distributed.

**VII NEW BUSINESS**

**1. The Alex & Jo Campbell Centre for Health and Wellness**

Sherri Bell noted the Grand Opening was on September 11, 2019. Work is continuing on the inside of the building. Deborah Huelscher noted the construction has gone incredibly well, and the deficiency list is finished. The parking situation has worked well. The traffic on Interurban is very slow due to construction on the sewer pipeline.

**2. Annual Enrolment Report**

Scott Harris, Registrar, advised overall FTE increased in both domestic and International over last year by 1.9%. In BC domestic enrollment declined by 11.1% since 2013/2014, whereas Camosun declined by only 5.3%. Access, Health, and Trades domestic student numbers increased over last year. International enrolment saw a growth in Business and Sport and Exercise, and course enrolments. Domestic funding is down slightly, but is up for ITA.

**3. Risk Management Summary**

Deborah Huelscher noted the full risk management detail goes to the Board Audit committee each May for discussion. Going forward, the whole board will be invited to the May meeting. Potential risks are reported, not risks that are taking place. Administration's job is to anticipate risks, and put strategies in place to mitigate the risks. The executive level summary shows the changes from last year. Risks are first identified at the school and department level, and then are filtered up through to the College Executive Team for review before going to the Board.

**VIII ADJOURNMENT**

The meeting was adjourned at 6:41 pm.

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**Laylee Rohani, Chair**

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**Date**

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**Heather Martin, Recorder**