



BOARD OF GOVERNORS

REGULAR MEETING AGENDA

MEETING: Monday, February 4, 2019
TIME: 5:00 pm
LOCATION: Paul Building, Room 216
CAMPUS: Lansdowne Campus

BOARD MEMBERS:

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

ADMINISTRATION:

John Boraas, VP Education
 Deborah Huelscher, CFO & A/VP Administration
 Geoff Wilmshurst, VP Partnerships
 Joan Yates, VP Student Experience

GUESTS:

Dalia Gonzalez-Harney, Director Ancillary Services
 Rashed Al-Haque, Education Policy Specialist
 Peter Moroney, Director, Education Policy & Planning

REGRETS:

Joanne Cumberland
 Barbara Severyn, Executive Director, Human Resources

EXECUTIVE ASSISTANT: Heather Martin

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.

	PAGE
I CALL TO ORDER	
II APPROVAL OF THE AGENDA	
III BOARD MEMBER REPORTS	
1. Chair’s Report [5 min] (Rice)	no attachment
2. President’s Report [10 min] (Bell)	no attachment
3. Foundation [5 min] (Bryant/Wilmshurst)	no attachment
4. Education Council [5 min] (Ayers/McBain)	
i) Minutes of the November 21, 2018 meeting	attachment 4
ii) Minutes of the December 12, 2018 meeting	attachment 8
5. Pacific Institution for Sport Excellence [5 min] (Venoit)	no attachment

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IV BOARD COMMITTEE REPORTS

1. Audit Committee [5 min] (Rohani)
 - i) Minutes from the October 25, 2018 meeting attachment 13
 - ii) Report from the January 8, 2019 meeting no attachment
2. Executive Committee [5 min] (Rice)
 - i) G-2.1 Equity, Diversity & Inclusion Policy [15 mins] (Al-Haque, Moroney) * attachment 15
 - ii) G-1.7 Board Executive Committee Terms of Reference [5 mins] (Rice) * attachment 24
3. Finance Committee [10 min] (Choi)
 - i) Minutes from the October 29, 2018 meeting attachment 27
 - ii) Report from the January 28, 2019 meeting no attachment

V APPROVAL OF THE MINUTES

1. Minutes of the December 3, 2018 meeting [2 min] (Rice) attachment 29

VI NEW BUSINESS

1. Strategic Plan: Sustainability [20 min] (Gonzalez-Harney) no attachment
2. The Alex and Jo Campbell Centre for Health & Wellness Update [5 min] (Bell, Huelscher) no attachment
3. President's Goals 2019 [10 mins] (Bell, Rice) attachment 34
4. Bargaining Update [5 mins] (Bell) attachment 37

VII ADJOURNMENT

- * Requires a decision. See Page 3 for the proposed motions. attachment 3

CORRESPONDENCE [nil]



BOARD OF GOVERNORS

MOTIONS

Monday, February 4, 2019

IV BOARD COMMITTEE REPORTS

2. Executive Committee [5 min] (Rice)

i) G-2.1 Equity, Diversity and Inclusion Policy

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE POLICY 'G-2.1 EQUITY, DIVERSITY AND INCLUSION'.

ii) G-1.7 Board Executive Committee Terms of Reference

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO 'G-1.7 BOARD EXECUTIVE COMMITTEE TERMS OF REFERENCE'.



Approved Minutes

REGULAR MEETING

Wednesday, November 21, 2018

4:00 – 6:00 pm

CC 321, Interurban

Present

Voting Members

1. Alison Bowe, Faculty
2. Andrea Kucherawy, Support Staff
3. Bijan Ahmadi, Faculty (Vice-Chair)
4. Debbie Hlady, Administration
5. Dylan Bystedt, Student
6. Isabel Grondin, Faculty
7. Karen Lightbody, Faculty
8. Karen Neilson, Faculty
9. Maia Sampson, Student
10. Richard Stride, Administration
11. Ryan Russell, Faculty
12. Scott Harris, Administration
13. Shane Nath, Student
14. Tia Primrose, Support Staff
15. Tim Ayers, Faculty (Chair)
16. Faculty (Vacant)

Non-Voting Members

Brenda McBain, Board of Governors
 Connie Klassen, ICC Chair
 Melody Foreman, Permanent Secretary
 Todd Ormiston, Indigenization Representative
 Sherri Bell, President

Regrets/Absent

Wesley Paterson, Student
 Jamie McPherson, Faculty
 John Boraas, Administration
 Peter Ove, Faculty

Guests

Blair Fisher, A&S, Criminal Justice (Chair)
 Lynelle Yutani, HHS - Allied Health & Tech
 (Chair)
 Robin Fast, HHS - Comm, Family & Child
 Studies (Chair)

ITEM	PRESENTER
A. CALL TO ORDER AND DECLARATION OF QUORUM The regular meeting was called to order at 4:10 pm. Quorum was reached.	Tim Ayers
B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY <i>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. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html></i>	Tim Ayers
C. ROUND TABLE CHECK-IN	Tim Ayers

ITEM	PRESENTER
Round table discussion: introductions and new members	
D. ACCEPTANCE OF AGENDA	Tim Ayers
The November 21, 2018 agenda was approved by unanimous consent.	
E. MINUTES FOR APPROVAL	Tim Ayers
The meeting minutes for October 19, 2018 were approved by unanimous consent.	
F. REPORTS	
1. Education Council Chair	Tim Ayers
Application to DQAB for exempt status. Visit on Dec 3.	
2. VP Education	Sherri Bell
Sherri announced two open houses for campus planning being held on November 27. Sherri encouraged the campus community to attend so that all input can be factored into the decisions.	
Sherri also reported that, today, the college received a \$1 million gift from the Sisters of St Ann for The Alex & Jo Campbell Centre for Health and Wellness.	
3. Board Member	Brenda McBain
Brenda reported that, in lieu of a meeting, they held a special engagement with students, which included sampling from the Camosun Food Truck. Brenda informed the committee that students were very engaged and the session was informative for all in attendance.	
G. COMMITTEE REPORTS	
1. Education Council Policy and Standards Committee	Peter Moroney
Peter announced that the Policy and Standards Committee held its first meeting yesterday. He reported that there are nine members on the committee. The next meeting is scheduled for Dec 10.	
H. INTEGRATED CURRICULUM COMMITTEE REPORT	
1. Curriculum for Presentation and Approval	Blair Fisher/
Whereas: The Integrated Curriculum Committee had consensus to recommend full approval of the curriculum.	Robin Fast
Motion: Be it so moved that Education Council approves the following curriculum:	
<ul style="list-style-type: none"> • Advanced Certificate in Mental Health, Addictions, and Criminal Justice (3257) – New Program 	
<ul style="list-style-type: none"> • MHCJ 310 (IDS3258) – New Course 	
<ul style="list-style-type: none"> • MHCJ 320 (IDS3259) – New Course 	

ITEM	PRESENTER
<ul style="list-style-type: none"> • MHCJ 330 (IDS3260) – New Course • MHCJ 340 (IDS3261) – New Course <p>Moved by: Bijan Ahmadi Seconded by: Isabel Grondin</p> <p>Admission requirements need to be further adjusted for English requirements and specificity regarding post-secondary credentials.</p> <p style="text-align: right;">Motion Tabled</p>	Lynelle Yutani
<p>Whereas: The Integrated Curriculum Committee had consensus to recommend full approval of the curriculum.</p> <p>Motion: Be it so moved that Education Council approves the following curriculum:</p> <ul style="list-style-type: none"> • Certificate in Certified Medical Lab Assistant (3266) – New Program • MLAB 117 (3268) – New Course • MLAB 121 (3269) – New Course • MLAB 139 (3270) – New Course • MLAB 147 (3271) – New Course • MLAB 151 (3272) – New Course • MLAB 173 (3273) – New Course • MIDS 167 (3267) – New Course • PRAC 180 (3274) – New Course • AHLT 104 (3282) – Revision • AHLT 112 (3283) – Revision • AHLT 134 (3284) – Revision • HLSC 264 (3285) – Revision <p>Moved by: Richard Stride Seconded by: Alison Bowe</p> <p style="text-align: right;">Motion Carried</p>	Tim Ayers
<p>2. Curriculum for Approval</p>	Tim Ayers
<p>Whereas: The Integrated Curriculum Committee had consensus to recommend full approval of the curriculum.</p> <p>Motion: Be it so moved that Education Council approves the following curriculum:</p> <ul style="list-style-type: none"> • PHIL 116 (3263) - Revision • ANTH 110 (3243) – Revision • GEOG 111 (3245) – Revision • GEOG 216 (3246) – Revision 	

ITEM	PRESENTER
<ul style="list-style-type: none"> • GEOG 217 (3247) – Revision • GEOG 218 (3248) – Revision • GEOG 272 (3250) – Revision • GEOG 274 (3251) – Revision • GEOG 276 (3252) – Revision • GEOG 290 (3244) – New Course • SOC 290 (3241) – New Course • Associate Degree of Arts in Pre-Social Work (3240) – Program Content • PSYC 204 (3262) – New Course • Diploma in Massage Therapy (3256) – Participation Requirements • Diploma in Medical Radiography (3275) – Program Content • MRAD 117 (3276) – Revision • MRAD 130 (3277) – Revision • MRAD 254 (3278) – Revision • MRAD 260 (3279) – Revision • MRAD 288 (3280) – Revision • MRAD 290 (3281) – Revision <p>Moved by: Isabel Grondin Seconded by: Bijan Ahmadi</p> <p style="text-align: right;">Motion Carried</p>	
I. ADJOURNMENT	Tim Ayers
The meeting adjourned at 5:50 pm.	



Approved Minutes

REGULAR MEETING

Wednesday, December 12, 2018

4:00 – 6:00 pm

CC 321, Interurban

Present

Voting Members

1. Andrea Kucherawy, Support Staff
2. Bijan Ahmadi, Faculty (Vice-Chair)
3. Debbie Hlady, Administration
4. Dylan Bystedt, Student
5. Isabel Grondin, Faculty
6. Jamie McPherson, Faculty
7. John Boraas, Administration
8. Karen Lightbody, Faculty
9. Maia Sampson, Student
10. Peter Ove, Faculty
11. Richard Stride, Administration
12. Ryan Russell, Faculty
13. Tia Primrose, Support Staff
14. Tim Ayers, Faculty (Chair)
15. Faculty (Vacant)

Non-Voting Members

Brenda McBain, Board of Governors
 Connie Klassen, ICC Chair
 Melody Foreman, Permanent Secretary
 Peter Moroney, Education Policy & Planning
 Todd Ormiston, Indigenization Representative
 Sherri Bell, President

Regrets/Absent

Alison Bowe, Faculty
 Karen Neilson, Faculty
 Scott Harris, Administration
 Shane Nath, Student
 Wesley Paterson, Student

Guests

Blair Fisher, A&S, Criminal Justice (Chair)

ITEM	PRESENTER
A. CALL TO ORDER AND DECLARATION OF QUORUM The regular meeting was called to order at 4:10 pm. Quorum was reached.	Tim Ayers
B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY <i>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. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html></i>	Tim Ayers
C. ROUND TABLE CHECK-IN Round table discussion: Holiday greetings of members' ancestors; favourite childhood holiday memory	Tim Ayers

ITEM	PRESENTER
<p>D. ACCEPTANCE OF AGENDA</p> <p>The December 12, 2018 agenda was approved by unanimous consent.</p>	Tim Ayers
<p>E. MINUTES FOR APPROVAL</p> <p>The meeting minutes for November 21, 2018 were approved by unanimous consent.</p>	Tim Ayers
<p>F. REPORTS</p>	
<p>1. Education Council Chair</p> <p>Tim Ayers reported on the status of the application to DQAB for exempt status including the visit that occurred on December 3.</p> <p>Richard Stride clarified for EdCo that the purpose of exempt status is to provide an expedited review process for institutions that have demonstrated a history of successfully offering degree programs at a given level for at least 10 years. The expedited status would allow an institution submitting a degree proposal to avoid an often lengthy and costly review process by the Degree Quality Assessment Board and have proposals forwarded directly to the Minister for review and approval.</p> <p>Richard added that Camosun is working its way through the exempt status review process in order to obtain the same rights as other mature post-secondary institutions in the BC post-secondary system.</p>	Tim Ayers/ Richard Stride
<p>2. VP Education</p> <p>John Borass recommended the cancellation of the Associate Degree of Science (Psychology) (3254) program. The proposal will be going forward to the College Board of Governors for approval.</p>	John Borass
<p>Moved by: Debbie Hlady Seconded by: Bijan Ahmadi Motion Carried</p>	
<p>3. Board Member</p> <p>Brenda Bain reported that the board met on December 3 and announced that Stephen Fletcher's term has ended and that Dr. Monty Bryant has been appointed to the Camosun College Board of Governors. Brenda reported that the board approved the revision to the E-2.1 Admissions policy, which now includes revised IELTS and TOEFL scores for international student admission. This change will enhance the academic success of students using IELTS and TOEFL scores for admission to academic programs.</p>	Brenda McBain

ITEM	PRESENTER
G. COMMITTEE REPORTS	
<p>1. Education Council Policy and Standards Committee</p> <p>Pete Moroney announced that the Policy and Standards Committee met on December 10. The committee reviewed the draft charter for the Educational Approvals Renewal project and identified EdCo as a stakeholder. Pete also reported on the work currently underway to develop academic and non-academic conduct policies and procedures and announced that Eva Silden from the School of Arts and Science has been seconded to work with the VP Education office and provides a faculty lens on these policies with her background in criminal justice as well as considering more progressive notions on how we develop and implement the associated procedures. Pete added that they will be looking for student input into the policies and procedures as they are a major stakeholder. The next Policy and Standards committee meeting is on January 14.</p>	Peter Moroney
H. INTEGRATED CURRICULUM COMMITTEE REPORT	
1. Curriculum for Approval	Connie Klassen
<p>Whereas: The Integrated Curriculum Committee had consensus to recommend full approval of the curriculum.</p>	
<p>Motion: Be it so moved that Education Council approves the following curriculum:</p>	
<p>ARTS AND SCIENCE/HEALTH AND HUMAN SERVICES</p>	
<ul style="list-style-type: none"> • Advanced Certificate in Mental Health, Addictions, and Criminal Justice (3257) – New Program • MHCI 310 (IDS3258) – New Course • MHCI 320 (IDS3259) – New Course • MHCI 330 (IDS3260) – New Course • MHCI 340 (IDS3261) – New Course 	
<p>HEALTH AND HUMAN SERVICES: NURSING</p>	
<ul style="list-style-type: none"> • NURS 110 (3286) – Revision • NURS 111 (3287) – Revision • NURS 132 (3288) – Revision • NURS 160 (3289) – Revision • NURS 180 (3290) – Revision • NURS 181 (3291) – Revision • NURS 190 (3292) – Revision • NURS 232 (3293) – Revision • NURS 260 (3294) – Revision • NURS 280 (3295) – Revision • NURS 281 (3296) – Revision 	

ITEM**PRESENTER**

- [NURS 332 \(3297\) – Revision](#)
- [NURS 360 \(3298\) – Revision](#)
- [NURS 380 \(3299\) – Revision](#)

HEALTH AND HUMAN SERVICES: EARLY LEARNING AND CARE

- [Education Assistant & Community Support \(IDS 3302\) – Revised Program Name](#)
- [CSEA 110 \(IDS 3303\) – Revision](#)
- [CSEA 111 \(IDS 3304\) – Revision](#)
- [CSEA 112 \(IDS 3305\) – Revision](#)
- [CSEA 115 \(IDS 3306\) – Revision](#)
- [CSEA 120 \(IDS 3307\) – Revision](#)
- [CSEA 140 \(IDS 3308\) – Revision](#)
- [CSEA 150 \(IDS 3309\) – Revision](#)
- [CSEA 160 \(IDS 3310\) – Revision](#)
- [CSEA 175 \(IDS 3311\) – Revision](#)

ARTS AND SCIENCE: 0-LEVEL SCIENCE

- [BIOL 090 \(IDS3313\)– New Course](#)
- [CHEM 070 \(IDS3314\)– New Course](#)
- [PHYS 070 \(IDS 3316\) – New Course](#)

ARTS AND SCIENCE: 0-LEVEL MATH

- [MATH 075 \(IDS 3414\) – New Course](#)
- [MATH 077 \(IDS 3415\) – New Course](#)
- [MATH 097 \(IDS 3315\) – New Course](#)
- [MATH 135- Cancellation](#)
- [MATH 137 - Cancellation](#)

ARTS AND SCIENCE:

- [HIST 150 \(IDS3318\) – New Course](#)
- [MUSC 145 \(IDS3429\) – New Course](#)
- [ASTR 101 \(IDS 3430\) – Revision](#)
- [ASTR 102 \(IDS 3431\) – Revision](#)

ACCESS: ENGLISH LANGUAGE DEVELOPMENT

- [ELD 105 \(IDS3265\) – New Course](#)
- [ELD 072 \(IDS3300\) – Revision](#)
- [ELD 074 \(IDS3300\) – Revision](#)

ACCESS: INDIGENOUS EDUCATION & COMMUNITY CONNECTIONS

- [Indigenous Studies Program \(IDS3319\) – Revision](#)
- [IST 104 \(IDS3320\) – Revision](#)
- [IST 136 \(IDS 3321\) – New Course](#)
- [IST 142 \(IDS 3327\) – New Course](#)
- [IST 230 \(IDS 3323\) – New Course](#)

ITEM**PRESENTER**

- [IST 234 \(IDS 3325\) – Revision](#)
- [IST 242 \(IDS 3455\) - Cancellation](#)

TRADES & TECHNOLOGY: COMPUTER SCIENCE

- [Information and Computer Systems \(IDS 3387\) –Revision](#)
- [ICS 110 \(IDS 3458\) - Revision](#)
- [ICS 211 \(IDS 3383\) - Revision](#)
- [ICS 215 \(IDS 3384\) - Revision](#)
- [ICS 221 \(IDS 3386\) - Revision](#)
- [ICS 290 \(IDS 3385\) - Revision](#)
- [TECN 290 \(IDS 3460\) – Revision](#)

TRADES & TECHNOLOGY: CIVIL ENGINEERING

- [Civil Engineering Technology \(3388\) –Revision](#)
- [CIVE 132 \(IDS 3377\) - Revision](#)
- [CIVE 191 \(IDS 3379\) - Revision](#)
- [CIVE 261 \(IDS 3381\) - Revision](#)
- [CIVE 262 \(IDS 3382\) - Revision](#)

TRADES & TECHNOLOGY: ELECTRONICS & COMPUTER ENGINEERING

- [ELEX 138 \(IDS 3371\) - Revision](#)
- [ELEX 139A \(IDS 3372\) - Revision](#)
- [ELEX 139B \(IDS 3373\) - Revision](#)

Moved by: Debbie Hlady
Seconded by: Bijan Ahmadi
Motion Carried

I. ADJOURNMENT**Tim Ayers**

The meeting adjourned at 4:55 pm.



BOARD OF GOVERNORS

AUDIT COMMITTEE MINUTES

MEETING: Thursday, October 25, 2018
TIME: 4:00 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:

Laylee Rohani, Chair
 Cindy Choi
 Sherri Bell, President (ex officio)

RESOURCES:

Deborah Huelscher, Chief Financial Officer

GUESTS: Liette Bates-Eamer, KPMG
 Winnie Tam, KPMG

REGRETS: Ron Rice

BOARD ASSISTANT: Heather Martin

I CALL TO ORDER

Laylee Rohani called the meeting to order at 4pm.

II APPROVAL OF AGENDA

The agenda was approved as presented.

III APPROVAL OF THE MINUTES

1. The minutes from the June 4, 2018, meeting were approved as presented.

IV NEW BUSINESS

1. Audit Plan for the Year Ending March 31, 2019

Liette Bates-Eamer, Lead Audit Engagement Partner, KPMG, introduced Winnie Tam, the Lead Audit Engagement Manager. Lenora Lee is the Quality Control Review Partner. The interim work will be in November, and the final field work will be in late April. They will report the results to the Audit committee in June. The plan is consistent with last year's.

The College engaged KPMG to audit the transactions for the health building as all federally funded SIF projects must be audited. It will be approved by Deborah Huelscher and signed by KPMG, then submitted to Government early in the new-year. After the report is received, the last 10% of the SIF funds will be released. There are no new accounting standards this year. After December, auditor reporting will be enhanced with a new format that expands on management, governance and auditor responsibilities, and more.

2. Enterprise Risk Management Oversight – Update

Deborah Huelscher, CFO, provided an update on the Enterprise Risk Management Oversight project for 2018-2019. The responsibility for risk management was moved to the Audit committee in 2017. The committee recommends one area per year that requires an in-depth investigation by an expert. This year the area was cyber security. KPMG was engaged to do the review. It was planned in July, work began in August, and the testing is now complete. The Audit committee will receive the report in December, and will meet January 7, 2019, for a presentation from KPMG. The report will include strategies and options, and will require some investment. The costs will be included in the 2019-20 budget. Deborah Huelscher will bring next year's topic to the May 2019 Audit meeting for approval at the June board meeting.

3. Audit Committee Terms of Reference – Annual Review

There were no changes.

V ADJOURNMENT

The meeting adjourned at 4:22 pm.

VI IN-CAMERA SESSION (Board Members, President, and Auditors)



**BOARD OF GOVERNORS
BRIEFING NOTE
Executive Committee**

SUBMITTED BY: Peter Moroney, Director, Education Policy & Planning
DATE: February 4, 2019
TOPIC: G-2.1 EQUITY, DIVERSITY AND INCLUSION POLICY

1. OVERVIEW

Under the direction of a representative Steering Committee, a thorough engagement process was conducted to inform development of a college-wide Equity, Diversity and Inclusion (EDI) policy.

The draft policy articulates values and principles governing six thematic areas. In addition to the draft policy, the Steering Committee has recommended three major implementation initiatives:

- a) Increasing support for students with disability-related barriers.
- b) Centralizing the supports needed to champion equity, diversity, inclusion and human rights on campus.
- c) EDI focus on employee recruitment, hiring, onboarding, and development.

The President will be the holder of the policy. The Board will be the approval body.

2. FINANCIAL IMPLICATIONS

There are no immediate financial implications, however there may be in the future based on an implementation plan.

3. COMMUNICATIONS

The final policy will be communicated via College-wide email distribution lists including stakeholder groups. It will also be communicated through CamNews and student media. The policy will officially reside on the College [policy website](#).

Communication and discussion of the policy will also be part of the Camosun Conversations Day in February 2019.

5. RECOMMENDATION AND OR MOTION

THAT THE EXECUTIVE COMMITTEE RECOMMENDS THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE POLICY 'G-2.1 EQUITY, DIVERSITY AND INCLUSION'.

5. SUPPORTING DOCUMENTATION:

G-2.1 Equity, Diversity and Inclusion Policy (draft)



BRIEFING NOTE FROM STEERING COMMITTEE: EQUITY, DIVERSITY, AND INCLUSION POLICY

The EDI Policy – Context, Content and Impact

The Equity, Diversity and Inclusion (EDI) policy is intended to articulate a core set of principles that lead to the development and implementation of directives for how we relate to students, employees and the wider community. The values articulated in Camosun's Strategic Plan are reflected in the EDI policy. The policy will enhance the educational success of students by supporting our [core values](#) and help enact and advance our [College capabilities](#).

The policy document defines the terms "equity," "diversity" and "inclusion" and articulates six principles based on data gathered through consultations and surveys with employees and students at the College. These six principles are:

1. Increase support for persons with disability-related barriers
2. Support the implementation of College-wide Indigenization
3. Foster human resource practices through an equity, diversity, and inclusion lens
4. Increase support for equity, diversity, and inclusion
5. Increase inclusive and accessible information on College services, systems, and processes
6. Encourage the principles of Universal Design for Learning and uphold the values of EDI in curricula and instruction

The impact of the enactment of this policy cannot be understated. Placing EDI at the core of everything we do at the College is intended to enhance student learning and employee work experiences and lead to college-wide culture change in alignment with contemporary practices in higher education teaching and learning.

A Commitment to Community Engagement and Participatory Policy Making

Consistent with Camosun's commitment to participatory policy making, consultations with the College community began in the early fall of 2017. At the core of the policy development process was a Steering Committee made up of 10 employees from college departments and two students, an EDI Policy Working Committee of approximately 50 employees and three students, and a 13-person Student Policy Advisory Committee. College Executive EDI Champions provided regular feedback, guidance, and support.

We began by asking our College community what EDI means to them, and what does EDI look and feel like. We asked them to describe experiences that do not reflect EDI, and for suggestions on what more the College can do to advance EDI. The Steering Committee drafted the EDI policy based on 308 student surveys, 161 employee surveys, 4 student focus groups, 4 employee focus groups, surveys of equity/diversity/human rights policies at other Canadian institutions, and a review of the scholarly literature on EDI. Through this engagement and research, the Steering Committee was able to create a policy that speaks to Camosun College's values and principles, and to make recommendations for key EDI initiatives.

As we gathered data and information from surveys and focus groups, we connected with the College community (both employee and student groups) to share our findings and describe how the data was informing our policy development. Consultations will continue until the policy is finalized and approved as we reach various milestones identified in the January 2018 policy-scoping document.



Suggested Priorities for EDI Policy Implementation

The EDI Steering Committee has identified a call for action in three priority areas, based on the frequency and consistency of the feedback we received from the College community. These include:

1. ***Increasing support for students with disability-related barriers*** is a shared, College-wide responsibility. To operationalize this recommendation, we call on all students, instructors, and employees to be mindful of how their practices affect accessibility and promote inclusion for students with disabilities. The Centre for Accessible Learning will provide leadership to the College in developing clear and detailed procedures and standards to address the functional limitations experienced by students with disabilities by streamlining the accommodations process and outlining the most appropriate delivery of those accommodations. This may include communicating the academic accommodations to instructors, providing advocacy and mentorship to students, collaborating with stakeholders and identifying the steps required to implement academic accommodations, steps for appeals, and educational and training opportunities for employees that raise awareness and understanding of the barriers students may experience.

2. ***Centralizing the supports needed to champion equity, diversity, inclusion, and human rights on campus.*** We recognize the range of services we offer to support students and employees at the College. The College commits to evaluating the various support services offered to students and employees to enable them to study and work in a diverse, equitable, and inclusive environment. The College is committed to identifying strengths in the services we offer, identify gaps in services, and explore opportunities for growth.

In alignment with current mandates, the College will review existing complaints processes to ensure that human rights, discrimination, and harassment complaints for students and employees are addressed. The College is also committed to providing awareness, training, and education on social identity and human rights-related issues and is committed to monitoring, assessing, and evaluating the implementation of EDI.

3. ***Employee recruitment, hiring, onboarding, and development.*** In order to ensure we attract, retain and promote a diverse workforce, we recommend that HR and College leadership explore ways to embed EDI into the recruitment, hiring, onboarding and development of all employees. Actions may include advertising jobs in a variety of platforms to reach a wider and diverse audience and ensuring that hiring committees, through HR support, are themselves diverse in their makeup and embed EDI into the hiring and selection processes.

We also recommend long and short term goals be developed to increase the diversity of College leadership.



POLICY TITLE	Equity, Diversity, and Inclusion
POLICY NUMBER AND LEVEL	Number: TBD Level: 1 – College-Wide Policy
APPROVAL DATE	TBD
APPROVAL BODY	Board of Governors
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
NEXT REVIEW DATE	2022
POLICY HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	N/A
SUPPORTING DOCUMENTS	N/A

EQUITY, DIVERSITY, AND INCLUSION

PURPOSE

Camosun College (referred to as “Camosun” or “the College”) values and promotes human rights, adheres to the *BC Human Rights Code*, and commits to foster a college community that enables full participation of all students and employees to study and work.

The College celebrates the diversity of its students and employees and sees diversity as a strength in its vision to, “inspire life-changing learning” and mission to, “build a better future for our community with relevant, innovative, and applied education.”

The College recognizes that society and post-secondary institutions historically and systemically have marginalized equity-seeking groups. We acknowledge that this marginalization continues to hinder an individual's ability to fully, freely, and equitably participate within an academic institution and in society. We strive to ensure socioeconomic status does not hinder someone’s ability to access and be successful in post-secondary education.

As such, the College commits to identify, prevent, and eliminate discrimination and harassment in all its forms with respect to race, colour, ancestry, place of origin, physical or mental disability, sex, gender identity or expression, sexual orientation, age, religion, political belief, marital status or family status of that person or that group or class of persons.



As an institution that plays a key role in developing an engaged, civic-minded and community-focused educated society, Camosun College commits to uphold the values of equity, diversity, and inclusion to foster a barrier-free, respectful, and welcoming learning and working environment.

This policy:

- Articulates a core set of principles that lead to the development and implementation of practices for how we relate to and engage with students, employees and the wider community;
- Reflects the values articulated in Camosun's [Strategic Plan](#);
- Enables our core values and [College capabilities](#) to be integrated into consistent practices that foster equity, diversity, and inclusion;
- Enhances the educational success of students.

POLICY APPLICATION AND SCOPE

This policy applies equally to all persons associated with Camosun College: employees, students, and members of Camosun College Board of Governors, while engaged in College activities.

This policy is not intended to interfere with related legislation nor the rights and obligations specified in current collective agreements. Where collective agreements include specific language regarding this policy, the collective agreement language will prevail.

DEFINITIONS¹

1. **Equity:** Equity is about fairness. It is the process that removes barriers to ensure access to educational and employment opportunities. To maintain and enhance the quality of teaching and learning at the College, and to ensure fairness, individuals or groups may at times need to be treated differently. Equity addresses the effects of colonization, economic and social disparity, and injustices against marginalized groups, and systemic barriers to access and participation.
2. **Diversity:** Diversity functions to affirm each individual's unique and varied histories, experiences, and ways of being, knowing, doing and relating. It is about being different

¹ These definitions were developed as a result of extensive consultations with students and employees of the College.



and acknowledging and celebrating differences. Our experience and understanding of diversity strengthens us and supports the work we do at Camosun.

- 3. Inclusion:** Inclusion is the process through which we build a community where the diversity of human experiences, perspectives, and identities is recognized and respected. Inclusion fosters belonging. It affords everyone the right to participate and strengthen the collective well-being of our communities.

PRINCIPLES

1. Support for Persons with Disability-Related Barriers²

Camosun strives to ensure the participation of persons with disabilities by promoting leading practices. The College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

The College is also committed to providing students and employees with disabilities with appropriate and reasonable accommodations, creating barrier-free buildings, renovating existing buildings to increase access, adapt learning and work spaces, and incorporate tools to support the social inclusion of persons with disabilities through awareness, education, and celebration.

2. Support the Implementation of College-Wide Indigenization³

Camosun is committed to and honours Indigenization and recognizes that it benefits all students and employees.

Camosun College supports the [United Nations Declaration of Rights for Indigenous Peoples](#) and The Truth and Reconciliation Commission of Canada’s (TRC) [Calls to Action](#).

² The College heard from both opponents and advocates of using the term “disability” and recognize that the term can be contentious. In the policy, the College opts to use the term “disability” based on extensive consultations with persons with disabilities at the College. With use of this language, the policy seeks to honor the reclamation of the term by the disability community, notes the political weight the term carries, and recognizes the historic and contemporary struggles endured by the disability community.

³ Indigenization is an ongoing strategic priority for Camosun College. The College is committed to working with Indigenous communities on campus to ensure the values of Indigenization are reflected in our practices of equity, diversity, and inclusion.



The Declaration's articles and the TRC's calls to action reflect our commitment to equity, diversity, and inclusion in the context of a college on the path to Indigenization, decolonization, reconciliation, and relationship-building with Indigenous communities. We are committed to indigenizing our policies, processes, and practices to enhance students' learning and employees' working experiences.

3. Human Resource Practices Through an Equity, Diversity, and Inclusion Lens

Camosun seeks to attract, retain, and develop a highly qualified, capable, and diverse workforce that represents our communities. We foster an inclusive, respectful, and safe work environment in which we encourage collegiality among employees and a culture of collaborative learning with students.

We are committed to equity in employment. Our hiring practices seek to be transparent, comply with the provisions of the Human Rights Code, address unintentional bias, and are impartial, fair, and honest. We provide an onboarding experience that fosters welcoming, belonging, and inclusion and offer ongoing leadership, learning, and professional development opportunities that foster equity, diversity, and inclusion.

4. Increasing Support for Equity, Diversity, and Inclusion

Camosun ensures that every person - student or employee - has access to a range of guidance and support needed to uphold and embody the values of equity, diversity, and inclusion.

We provide cultural and social awareness, education, training, and learning to foster understanding among various social groups and provide guidance and support related to protected grounds under the BC Human Rights Code. Working with and across College units, we address human rights, discrimination, and harassment concerns and complaints for both students and employees.

Using a research-based and data-informed approach, we will identify areas for improvement and will continuously evaluate the state of equity, diversity, and inclusion at the College.



5. Inclusive and Accessible Information on College Services, Systems, and Processes

Camosun is responsive to the diversity of abilities in the community we serve. Where possible, we will produce and publish information in plain language that is usable by people of all abilities, regardless of their physical, neurological, cognitive, auditory, visual, and/or speech ability. We strive to communicate in inclusive, accessible, and multimodal formats.

6. Curricula and Instruction

The College values each learner and recognizes that students learn in a variety of ways. We are committed to researching and providing leading teaching and learning practices that respond to students' learning needs through strength-based approaches. In designing curricula and instruction, we will encourage the application of Universal Design for Learning principles and ensure that the education approvals process upholds the values of equity, diversity, and inclusion.

RELATED LEGISLATED REFERENCES

- [BC Human Rights Code](#)
- [Canadian Charter of Rights and Freedoms](#)
- [Disability Services Framework - Guidelines for the Accommodation of Students with Disabilities Attending Post-Secondary Education in BC](#)
- [Occupational Health and Safety Regulation:](#)
- [The United Nations Declaration on the Rights of Indigenous Peoples](#)

REFERENCES TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND WEBSITES

- [Academic Schedule Policy](#)
- [Admission Policy](#)
- [British Columbia Government and Service Employees' Union \(BCGEU\) Collective Agreement](#)
- [Camosun College Faculty Association \(CCFA\) Collective Agreement](#)
- [Canadian Union of Public Employees \(CUPE\) Collective Agreement](#)
- [Employee Standards of Conduct](#)
- [Employment Equity](#)
- [Freedom of Information and Protection of Privacy](#)



- [Indigenization and Reconciliation Project Charter:](#)
- [Indigenization Policy \(in progress\)](#)
- [Recruitment and Selection Policy](#)
- [Respectful Workplace](#)
- [Sexual Violence and Misconduct Policy](#)
- [Student Appeals Policy](#)
- [Student Complaints Process](#)
- [Student Conduct Policy](#)

DRAFT



BOARD OF GOVERNORS
Briefing Note

SUBMITTED BY: Sherri Bell, President
DATE: February 4, 2019
TOPIC: Board Executive Committee Terms of Reference

1. OVERVIEW

The Board Executive Committee Terms of Reference require revision because the language is unclear in line 4, which is highlighted on the attachment.

The 'G-1.7 Board Executive Committee Terms of Reference' states the Board Executive deal with student suspension appeals.

i) Under 'Terms of Reference':

The line "The Executive Committee of the Board will be responsible for student appeals of suspension on behalf of the Board and such decisions will be final." should be added to the Terms of Reference paragraph as indicated in the attached.

ii) Under 'Specific Roles':

The Executive Committee will make recommendations to the Board on the following:

Line 4: 'Student appeals of suspension from the College and the development of a process for student appeals that under the College and Institute Act must be heard by the Board.'

Line 4 should be removed from the list as it is confusing language and contradicts the above.

2. OPTIONS

- (i) Add the line indicated under the paragraph 'Terms of Reference', above, and remove Line 4 from the list under 'Specific Roles' in 'G-1.7 Board Executive Committee Terms of Reference'.
- (ii) Do not change the 'G-1.7 Board Executive Committee Terms of Reference'.

3. FINANCIAL IMPLICATIONS

There are no financial implications.

4. COMMUNICATIONS

The updated Terms of Reference will be published on the Camosun College policy web page.

5. RECOMMENDATION AND OR MOTION

THAT THE EXECUTIVE COMMITTEE RECOMMENDS THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE CHANGES TO 'G-1.7 BOARD EXECUTIVE COMMITTEE TERMS OF REFERENCE'.

6. SUPPORTING DOCUMENTATION:

G-1.7 Board Executive Committee Terms of Reference



Policy:	G-1.7
Approved By:	Board of Governors
Approval Date:	December 13, 2004
Amendment Date:	December 4, 2006 June 8, 2009
Policy Holder:	President

BOARD EXECUTIVE COMMITTEE

TERMS OF REFERENCE

Terms of Reference

The Executive Committee is to deal with matters relating to the board's role as an employer, with student appeals, and with emergency situations. The Executive Committee will receive policy proposals and direction from the Board and will establish ad hoc committees, as needed, to make recommendations to the Board on the development, approval, and revision of policies that are within the authority of the Board. ***The Executive Committee of the Board will be responsible for student appeals of suspension on behalf of the Board and such decisions will be final.***

Specific Roles

The Executive Committee will make recommendations to the Board on the following:

1. The employment of the President including:
 - a) the selection process;
 - b) the President's contract;
 - c) the President's goals; and
 - d) the performance review of the President.
2. The compensation framework and terms of employment for the Exempt group.
3. Bargaining and ratification of collective agreements.
- ~~4. ***Student appeals of suspension from the College and the development of a process for student appeals that under the College and Institute Act must be heard by the Board.***~~
5. Board policy and joint Board/Education Council policy.

The Executive Committee will act on behalf of the Board in emergency situations when a quorum of the Board is not available, and will subsequently report to the Board on its actions.

Membership

The Committee consists of the Board Chair, the Vice-Chair, the past Chair, and the Chairs of the Standing Committees of Finance and Audit. Other members of the Board may be added, as needed, to the membership at the discretion of the Chair, or the Vice Chair or designate of the Chair when acting on behalf of the Chair.

Committee Operation

1. The Committee will meet as required, at least annually, at the call of the Board Chair and on such notice as may be appropriate in the circumstance. In the event of an emergency, the Committee may meet by telephone or by such other means as may be determined by the Committee.
2. The Executive Assistant to the Board (or designate) will provide the administrative support to this Committee.
3. A quorum for the Committee will be three.

Legislative Reference

College & Institute Act, Section 59 (5)

Link to Related Policy

[G-1.3 Board Decision Making](#)



BOARD OF GOVERNORS

FINANCE COMMITTEE MINUTES

MEETING: Monday, October 29, 2018
TIME: 6:00 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:

Cindy Choi, Chair
Sherri Bell, President
Joanne Cumberland
Ron Rice
Rob Smythe

RESOURCES:

Deborah Huelscher, Chief Financial Officer (CFO)

REGRETS: nil

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

Finance Committee Chair Cindy Choi called the meeting to order at 6:05 pm. She welcomed new member Rob Smythe.

II APPROVAL OF AGENDA

The agenda was approved as presented.

III MINUTES OF PREVIOUS MEETING

The minutes of the September 4, 2018 meeting were approved as distributed.

IV NEW BUSINESS

1. Finance Training Template

Cindy Choi, Chair, and Deborah Huelscher, CFO, worked together to develop the financial training template for the board. A handout will be available in addition to the presentation. Cindy reviewed the PowerPoint in detail to seek feedback which will be incorporated into the final version.

The training scheduled for December 3 will be cancelled. Training will be given in September at the first Finance committee meeting to refresh ongoing members and introduce new ones to the planning process. Another training session is planned during the spring Finance committee meeting on budget when all board members are invited to attend. It was suggested that it be either integrated into the meeting or provide optional training before the meeting. The exact timing was deferred for further discussion.

2. Financial Management Report for the Six Months to September 30, 2018

Deborah Huelscher, CFO, provided a summary level update on the financial results for the second quarter of the fiscal year. Overall we are reporting a deficit of \$4.7M against a budgeted deficit of \$6M resulting in a positive variance of \$1.3M at September 30th. Fall enrolment numbers for international students are close to target at 1,603 almost 30 higher than last Fall. Our updated second quarter forecast for the year has a surplus of \$1M at March 31, 2019.

3. Budget Process for 2019/2020

Deborah Huelscher provided an overview of the timeline and process for the development of the annual budget. The Finance committee will make a recommendation to the Board for a decision in April.

V ADJOURNMENT

The meeting was adjourned at 7:05 pm.



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, December 3, 2018
TIME: 5:00 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:

Ron Rice, Chair
Sherri Bell, President
Cindy Choi
Joanne Cumberland
Stefan Fletcher
Brenda McBain
Margie Parikh
Emily Rogers
Laylee Rohani, Vice chair
Rob Smythe
Al van Akker
Phil Venoit
Gultash Waraich

ADMINISTRATION:

John Boraas, VP Education
Deborah Huelscher, CFO & A/VP Administration
Geoff Wilmshurst, VP Partnerships
Joan Yates, VP Student Experience

GUESTS:

Evan Hilchey, Director, Student Affairs
Ian Humphries, Dean, Access & Eyē? Sqâ'lewen
Leonard Rodrigues, Architect, Thinkspace
Ray Wolfe, Architect, Thinkspace
Joylyn Teskey, Noun Consulting

REGRETS: Tim Ayers

Barbara Severyn, Exec Dir, Human Resources

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 INTRODUCTION

1. Sherri Bell introduced Leonard Rodrigues and Ray Wolfe, Architects at Thinkspace; and Joylyn Teskey, Noun Consulting, who will present the Campus Master Plan.
2. Joan Yates introduced Evan Hilchey, Director of Student Affairs, who has been working in post-secondary Education for fifteen years.

IV NEW BUSINESS

1. Master Campus Plan & Campus Renewal Projects

Leonard Rodrigues, Architect, Thinkspace, provided an overview of the process and asked for feedback. The work was done using a four step process: framework, discovery, exploration, and recommendations. The framework looked at who they talked to and how often. In the discovery

stage they learned as much as possible by looking at the history and current plans, then meeting with 75 groups across campus to learn the culture and needs. The exploration took the information learned, and applied it to the physical setting. The final step is to establish solutions and recommendations that become the final master plan. The process is two thirds complete as they are in the recommendation stage now. The Campus Renewal due to the Health building move is a separate operational project that leads into the Master Campus Plan. The final plan will go to the board in March for approval. The plan will state what to do first, and then how to continually make improvements. There will be a clear plan for 20 years out based on this extensive research.

V BOARD MEMBER REPORTS

1. Chair's Report

Ron Rice, Chair, noted John Boraas, Sherri Bell, Brenda McBain, and Tim Ayers met today with the Degree Quality Assessment Board. It was great to see many of the members at the first annual Camosun College Farmers Market on October 3. Ron met regularly with Sherri Bell on planning and on her 360. On October 12, Sherri and Ron attended the School of Access Student Awards. They went to the Long Service Dinner on November 1. The College recognised employees who worked here for 20 to 40 years. They recognised Dr. Skip Dick for his years of involvement with the College. Camosun's past board chair Janet Baird passed away in October. She was the Chair for four years from 1977 to 1980.

The 'Focus on Education' session on November 19 was a great success. We learned about the programs from students, faculty and administration in a fun and interactive way. Some members of the Foundation Board joined us this year. We ended the evening in the Interaction Lab with food from Camosun's first Food Truck. The whole board is invited to the Camosun's Seasonal Party on Thursday, December 6 from 3-6pm at the CTEI Atrium at Interurban.

Ron thanked and commended Sherri Bell and her team for their incredible handling of the vandalism and arson at the Interurban Campus on November 24. Because of their hard work and long hours, the students and staff in the affected buildings were back in class after only two days. Minister Melanie Mark called Ron to offer support to the board and staff.

Stefan Fletcher's board appointment will end on December 31. Stefan has been an invaluable asset to the board and we will miss him. We will spend a few moments at the end of the regular meeting to say goodbye. The Foundation Board has also really appreciated his input.

2. President's Report

Sherri Bell, President, reported on the fires and vandalism at the Interurban campus on Saturday, November 24. She updated the College community and the board regularly throughout. The College Executive Team, Facilities and Communications staff all pulled together and made themselves available all day on Sunday. They met daily at noon over the next few days. They did not open the buildings until they were 100% safe, and all were open by Wednesday. There was a lot of support from the Ministry.

Sherri thanked the Executives and Deans for their effort to make the Focus on Education event such a great success. It was very powerful to hear directly from the students.

Camosun made Canada's list of Top 50 research colleges last year, and this year our rank improved from 41 to 26. Sherri attended the CIGan Leaders Forum in Ottawa with three outstanding Camosun students who excelled in their applied research projects. Sherri went to Boston for a Leadership Seminar for Presidents at Harvard University. There were 20 participants from around the world including three from Canada.

3. Board members' Governance Training Roundtable

The members shared their feedback from the PSEC Governance training on September 20, and the AGB Governance training on Oct 22 and 23, 2018.

Cindy Choi appreciated networking and reconnecting with colleagues, and sharing stories about what works and does not work. They shared the concept of finance training with each other, and she received some useful insight.

Joanne Cumberland enjoyed the overview, and liked changing groups frequently which gave her input from a variety of different colleges. She was glad for the opportunity to learn more.

Margie Parikh was interested in what the board role is in strategy, and the strategy set by the Ministry. The Camosun board had a stronger role than the others at her table. What are the board's responsibilities? Margie talked to Sherri Bell regarding Dashboard.

Sherri Bell will share a sample board Dashboard from Langara College showing the type of visuals and information contained. She will bring it back next month.

Ron Rice noted the board Dashboard keeps track of things that the board is involved in. It is visual. Each screen clicks through to a deeper level of information.

Emily Rogers found the PSEC Governance training excellent. The priorities of the Minister of Advanced Education, Skills and Training were insightful.

Al van Akker learned about fiduciary duty and what it means; the board's role and how they fit in compared to the president's and senior management's; and how they work together to advance the needs of the College.

Gultash Waraich learned that you should help make a connection if you know someone outside the College who could help the board or donate funds. Don't bring problems, bring solutions to the board meeting.

4. Foundation

Stefan Fletcher, Foundation Liaison, noted they will meet next week. The Sisters of St Ann donated \$1M for The Alex & Jo Campbell Centre for Health and Wellness. A celebration was held and many students took part. Geoff Wilmschurst, Vice President Partnerships, advised that 'Giving Tuesday' exceeded the goal of \$10K. It was matched, so they raised \$20K. It will all go to scholarships for students. The health building campaign is on track and has achieved \$3.5M out of the \$5M needed. There is a year remaining to raise the rest.

5. Education Council

Brenda McBain, Liaison, reported the minutes from the September 19 and October 17, 2018 meetings were included in the package. Two student representatives joined Education Council,

and there are two still two vacancies. They approved a change to the curriculum form to include a question on how the course will address indigenisation. They approved the revisions to the Admissions policy which will come later in the agenda.

VI BOARD COMMITTEE REPORTS

1. Audit Committee

- i) The minutes from the June 4, 2018 meeting were included in the agenda package.
- ii) Laylee Rohani, Chair, Audit committee, noted two members from KPMG joined the October 25, 2018 meeting. The Interim and field work on the 2018-19 audit will take place between now and April. The auditors will report the results to the Audit committee in June. They are now working on the audit of the health building. Federal SIF funds were used and they require an audit and report to Government, which will be submitted in the January. In 2017, the board assigned risk management to the Audit committee. Each year they choose one topic for further in-depth investigation, and this year the topic was cyber security. The tests are now complete, and the committee will meet in January to review the report.

2. Executive Committee

Ron Rice, Chair, noted they discussed the Admissions policy revision and the Award for Innovation. Last Friday, the Alex and Jo Campbell Centre for Health and Wellness building met completion of Phase 1 on the Federal side. The student housing proposal will be discussed with the board in January. Sherri Bell provided an update on the fire and vandalism at the Interurban Campus. As the December 3 agenda was lengthy, a new meeting was added on January 7, 2019. The Audit committee on January 7 was moved to January 8.

i) E-2.1 Admissions Policy Revision

Ian Humphries, Dean, Access & Eyē? Sqâ'lewen, advised the revision is to help ensure that International students have the English skills needed to achieve success in their programs. Education Council has approved the revision.

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO POLICY 'E-2.1 ADMISSIONS' TO INCLUDE REVISED IELTS AND TOEFL SCORES FOR INTERNATIONAL STUDENT ADMISSION.

CARRIED

ii) Award for Innovation Terms of Reference

Ron Rice noted the terms of reference were distributed with the proposed changes including the name change to show engagement with the community. The timelines were removed as they are operational. The 'Executive committee' in paragraph two under Section Four 'The Event and Planning Process' will be changed to 'The working group'.

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO THE AWARD FOR INNOVATION TERMS OF REFERENCE INCLUDING REMOVING THE TIMELINES; THE NAME CHANGE FROM 'AWARD FOR INNOVATION' TO 'AWARD FOR INNOVATION AND COMMUNITY PARTNERSHIP'; AND REPLACING 'EXECUTIVE COMMITTEE' WITH 'THE WORKING GROUP' IN SECTION FOUR.

CARRIED

3. Finance Committee

- i) The minutes from the September 4, 2018, Finance Committee meeting were included in the agenda package.
- ii) Cindy Choi, Chair, Finance committee, provided a report on the October 29, 2018, meeting. Rob Smythe joined the committee. The finance training will be done in two parts. One will be for the Finance committee only. A different template will be made for the whole board, to be presented in spring before the budget review. Deborah Huelscher, CFO, gave a high level summary report on the second quarter. The full impact of the fall enrollment will be known in January. Fall International enrolment is 1603 which is 30 higher than last fall. We lost 30 Saudi Arabian students, but had higher summer enrolments. There was an overall deficit of \$4.7M against a budgeted deficit of \$6M resulting in a positive variance of \$1.3M at September 30. It is a timing issue that will be balanced by end of year. A surplus of \$1M on \$130M budget is forecast at March 31, 2019.

VII APPROVAL OF THE MINUTES

The minutes of the October 1, 2018 meeting were approved as distributed.

VIII NEW BUSINESS**1. President's Narrative 360**

Ron Rice, Chair, advised the President's Narrative 360 was an extensive process. Sherri Bell's accomplishments were outlined, and were highly rated across the review. Sherri shares her annual goals with the board in September for feedback, but this year waited until the 360 was finished. Her goals will go to the board in the new year.

2. Bargaining Update

Sherri Bell noted the update was included in the agenda package. Barb Severyn is in Vancouver at a bargaining conference today, but will bring updates at each of the next few meetings.

IX ADJOURNMENT

The meeting was adjourned at 6:46 pm.

Ron Rice, Chair

Date

Heather Martin, Recorder



BRIEFING NOTE
Board of Governors

SUBMITTED BY: Sherri Bell, President
DATE: February 4, 2019
TOPIC: President's Goals for 2019

For Information: X

For Decision:

For Discussion:

Attached you will find my goals, actions, targets and outcomes for 2019. The goals were developed in conversation with the board chair and shared with the College Executive Team for feedback. In the fall of 2018, I also participated in a 360° assessment with a consultant and the results of that assessment were made public at the board meeting on December 3, 2018. I will review my goals at the end of 2019 and provide the board with a self-assessment. The self-assessment measurement scale is as follows:

Achieved
 Partially achieved
 Achieved and will continue to be a focus
 Not Achieved

Please note that as President/CEO of the College, the following measurements are also indicators of success:

- Strategic Plan annual review.
- The Ministry targets found in our Annual Accountability Report.
- Student satisfaction surveys (both government and internal).
- Budget data and audits.
- Enterprise risk assessment plans and programs.



Sherri Bell, President
Goals 2019

Goals 2019	Actions	Targets / Expected Outcomes	Duration	Self Assessment Scale			
				Achieved	Partially achieved	Achieved / continued focus	Not Achieved
GOAL 1: To provide leadership and support for major strategic projects.	Support the Health Building Project.	Health Building completed and moves begin.	6 months				
	Work with the Advancement Office to ensure the success of the “Together for Health” campaign.	Meet \$5M target.	18 months				
	Lead the Master Campus Planning process and the inter-campus moves.	Campus plan completed and implementation begins.	12 months				
	Facilitate consultation, collaboration and implementation of Master Campus Plan and inter-campus moves.	Campus plan completed and implementation phase begins.	12 months				
	Continue to work with government on the student housing initiative.	Finalise housing plan with Government.	12 months				
	Facilitate the West Shore project and advocate for a collaborative partnership between School District 62, Royal Roads University, the University of Victoria and Camosun College.	Westshore proposal submitted and moves to second phase.	6 months				
GOAL 2: To lead year 3 of the implementation of our strategic plan.	Continue to work with the College Executive Team (CET) and Senior Leadership Council (SLC) to implement the goals of the Strategic Plan.	Progression on all corner posts measured individually.	12 months / ongoing				
	Focus on implementing clear KPIs and targets in the annual Strategic Plan Progress Report.	Annual plan includes clear high level targets.	12 months / ongoing				
	Share and celebrate Strategic Plan accomplishments.	Communicate accomplishments via CamNews, video, cross-campus conversations, Board meetings.	12 months / ongoing				



**Sherri Bell, President
Goals 2019**

Goals 2019	Actions	Targets / Expected Outcomes	Duration	Self Assessment Scale			
				Achieved	Partially achieved	Achieved / continued focus	Not Achieved
GOAL 3: To foster and continue to develop internal and external relationships through engagement and professional development.	Continue a high level of engagement in schools, departments and external community.	Track engagement in order to develop a baseline and targets.	12 months				
	Continue to develop and enhance government relationships.	Continue to find opportunities to meet and speak with both political and bureaucratic contacts	Ongoing				
	Engage in professional learning outside of BC and Canada.	Research and plan to attend and/or speak at at least one international conference	12 months				
	Continue representing Camosun College provincially as Vice Chair of the BC Colleges (BCC) Group and as Chair of the BC Council for International Education (BCCIE).	Continue involvement in BCCIE, Chair BCC	8 months / in 8 months				
GOAL 4: To implement recommendations made through my 360 process.	Seek feedback and clarification from the College Executive Team and other leaders regarding recommendations.	At one-on-one meetings and group meetings.	6 months				
	Take action on the recommendations.	Seek to understand and receive feedback on recommendations and implement change.					



**BOARD OF GOVERNORS
BRIEFING NOTE**

SUBMITTED BY: Barbara J. Severyn, Executive Director of Human Resources
DATE: February 4, 2019
TOPIC: BARGAINING UPDATE

For Information: X

For Decision:

For Discussion:

ISSUE

The terms and conditions of employment for unionized employees at Camosun College are governed by three collective agreements which expire in 2019. Contract negotiations will take place over the upcoming months until tentative agreements are reached between the parties and settlement agreements are ratified.

Background:

A Briefing Note dated November 14, 2018, provided the Board with background information regarding Government's bargaining mandate, how proposals are developed and bargaining committees formed, and the strategic roles of the Board, College Executive Team (CET) and Local Bargaining Committees. It also provided information about what had occurred to date.

The following provides an update for the Board regarding the status of bargaining:

British Columbia Government Employees' Union (BCGEU) Local Agreement: The parties met on four days in late November/early December 2018. Additional dates were scheduled in accordance with the tentative memorandum of settlement that was reached at the Common Table; however, talks broke off on the afternoon of the fourth day – December 12th, 2018 -- and the parties have not reconvened since. Misunderstandings regarding the monetary mandate at the local level and the Service Improvement Allocation are being addressed by PSEA and BCGEU Headquarters representatives. We anticipate that talks will recommence in late January/early February.

Federation of Post-Secondary Educators of BC (FPSE) and Camosun College Faculty Association (CCFA) -- Common and Local Agreements: CCFA served notice to the College on December 3rd, 2018; tentative dates have been set for local bargaining in March, April, May and June, 2019. Common Table bargaining is expected to commence in late January/early February and the intent is that it will have concluded before local bargaining commences. Dates have not yet been set for PSEA and FPSE to discuss bargaining protocol or to begin negotiations.

Canadian Union of Public Employees, Local No. 2018 (CUPE): Notice to bargain has not been served to the College to date. It has not yet been determined whether a representative from CUPE Local 2081 will participate at the Multi-Employer Table (MET) and therefore whether Camosun College will participate at the MET.

PSEA has meetings scheduled with both FPSE and CUPE over the coming weeks to agree on protocol and process. CUPE and other Support Unions have been advised that dates for negotiations will not be set until Faculty bargaining is nearing conclusion.