



## BOARD OF GOVERNORS

### REGULAR MEETING AGENDA

**MEETING:** Monday, April 8, 2019  
**TIME:** 5:00 pm  
**LOCATION:** Paul Building, Room 216  
**CAMPUS:** Lansdowne Campus

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#### **BOARD MEMBERS:**

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

#### **ADMINISTRATION:**

John Boraas, VP Education  
Deborah Huelscher, CFO & Interim VP Administration  
Barbara Severyn, Executive Director, Human Resources  
Geoff Wilmshurst, VP Partnerships  
Joan Yates, VP Student Experience

#### **GUESTS:**

Len Rodrigues, Thinkspace  
Ray Wolfe, Thinkspace

**REGRETS:** Margie Parikh

**EXECUTIVE ASSISTANT:** Heather Martin

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

#### **I CALL TO ORDER**

#### **II APPROVAL OF THE AGENDA**

#### **III SPECIAL BOARD DISCUSSION: CAMPUS MASTER PLAN**

1. Campus Master Plan [30 min] (Bell, Rodrigues, Wolfe) \* no attachment

#### **IV BOARD MEMBER REPORTS**

1. Chair's Report [5 min] (Rice) no attachment

2. President's Report [5 min] (Bell) no attachment

3. Foundation [5 min] (Bryant/Wilmshurst) no attachment

i) Fundraising Update [10 min] (Wilmshurst) no attachment

**PAGE**

4. Education Council [5 min] (Ayers/McBain)		
i) Minutes of the February 20, 2019 meeting	attachment	4
5. Pacific Institution for Sport Excellence [5 min] (Venoit)	no attachment	
<b>V BOARD COMMITTEE REPORTS</b>		
1. Executive Committee [5 min] (Rice)	no attachment	
i) Indigenous Ancestry Students in BSN *	attachment	11
2. Finance Committee [10 min] (Choi)		
i) Minutes from the January 28, 2019 meeting	attachment	12
ii) Report from the April 1, 2019 meeting	no attachment	
a) 2019/2020 Budget *	attachment	14
<b>VI APPROVAL OF THE MINUTES</b>		
1. Minutes of the March 4, 2019 meeting [2 min] (Rice)	attachment	15
<b>VII NEW BUSINESS</b>		
1. The Alex and Jo Campbell Centre for Health & Wellness Update [5 min] (Bell, Huelscher)	no attachment	
2. West Shore [5 min] (Bell)	no attachment	
3. Bargaining Update [5 min] (Severyn)	no attachment	
<b>VIII ADJOURNMENT</b>		
* Requires a decision. See Page 3 for the proposed motions.	attachment	3

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**CORRESPONDENCE**

1. From the Camosun College Faculty Association (CCFA), April 8, 2019	attachment	19
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**BOARD OF GOVERNORS  
Monday, April 8, 2019**

**III SPECIAL BOARD DISCUSSION: CAMPUS MASTER PLAN**

**MOTION:**

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE COLLEGE'S CAMPUS MASTER PLAN 2019.

**V BOARD COMMITTEE REPORTS**

**1. EXECUTIVE COMMITTEE**

**MOTION:**

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS INCREASE THE PERCENTAGE OF LIMITED PRIORITY SEATING IN BACCALAUREATE OF SCIENCE NURSING PROGRAM FOR STUDENTS OF INDIGENOUS ANCESTRY FROM 5% (8 STUDENTS) TO 10% (A TOTAL OF 16 STUDENTS) FOR SEPTEMBER 2020.

**2. FINANCE COMMITTEE**

**ii) a) 2019/2020 Budget**

**MOTION:**

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE COLLEGE'S BUDGET FOR THE FISCAL YEAR 2019/20 WITH TOTAL REVENUE AND TOTAL EXPENDITURE OF \$145,937,583 RESULTING IN A BALANCED BUDGET.



# Approved Minutes

## REGULAR MEETING

Wednesday, February 20, 2019

4:00 – 6:00 pm

P216, Lansdowne

### Present

#### Voting Members

1. Alison Bowe, Faculty
2. Andrea Kucherawy, Support Staff
3. Bijan Ahmadi, Faculty (Vice-Chair)
4. Isabel Grondin, Faculty
5. John Boraas, Administration
6. Karen Lightbody, Faculty
7. Karen Neilson, Faculty
8. Scott Harris, Administration
9. Shane Nath, Student
10. Tia Primrose, Support Staff
11. Tim Ayers, Faculty (Chair)
12. Faculty (Vacant)

#### Non-Voting Members

Melody Foreman, Permanent Secretary  
 Peter Moroney, Education Policy & Planning  
 Sherri Bell, President

### Regrets/Absent

Brenda McBain, Board of Governors  
 Connie Klassen, ICC Chair  
 Debbie Hlady, Administration  
 Dylan Bystedt, Student  
 Jamie McPherson, Faculty  
 Maia Sampson, Student  
 Peter Ove, Faculty  
 Richard Stride, Administration  
 Ryan Russell, Faculty  
 Todd Ormiston, Indigenization Representative  
 Wesley Paterson, Student

### Guests

Alan Duncan, ECE (Chair)  
 Halinka Szwender, MHRL (Chair)  
 Saryta Schaerer, Computer Science (Chair)

ITEM	PRESENTER
<b>A. CALL TO ORDER AND DECLARATION OF QUORUM</b> The regular meeting was called to order at 4:12 pm. Quorum was reached.	Tim Ayers
<b>B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY</b> <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. &lt;<a href="http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html">http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html</a>&gt;</i>	Tim Ayers
<b>C. ROUND TABLE CHECK-IN</b>	Tim Ayers

ITEM	PRESENTER
Todd Ormiston will be invited to explain the purpose and meaning of the round table check-in at a future meeting	
<b>D. ACCEPTANCE OF AGENDA</b>	Tim Ayers
The February 20, 2019 agenda was approved by unanimous consent.	
<b>E. MINUTES FOR APPROVAL</b>	Tim Ayers
The meeting minutes for January 23, 2019 were approved by unanimous consent.	
<b>F. REPORTS</b>	
<b>1. Education Council Chair</b>	Tim Ayers
Tim Ayers reminded members that the EdCo Elections notice went out on February 15. Terms are up for all but Ryan Russell and Jamie McPherson. Those who would like to continue are encouraged to complete the nomination forms.	
<b>2. VP Education</b>	John Boraas
No announcements	
<b>3. Board Member</b>	Sherri Bell
Sherri Bell reported that college's Sustainability Plan, a corner post of the Camosun College Strategic Plan, was presented at the last board meeting. The architects from Think Space will be presenting the master campus plan at March 4 <sup>th</sup> board meeting, which will be videotaped and posted to the Campus Renewal website on the college intranet.	
<b>G. COMMITTEE REPORTS</b>	
<b>1. Education Council Policy and Standards Committee</b>	Peter Moroney
Peter Moroney reported that the Policy and Standards Committee will be meeting next week. The grading policy was reviewed and approved by the committee via email to bring forward to today's EdCo meeting.	
<b>H. INTEGRATED CURRICULUM COMMITTEE REPORT</b>	
<b>1. Curriculum for Presentation and Approval</b>	Tim Ayers
<b>Whereas:</b> The Integrated Curriculum Committee had consensus to recommend full approval of the curriculum.	
<b>Motion:</b> Be it so moved that Education Council approves the curriculum as submitted:	
BUSINESS: MANAGEMENT & HUMAN RESOURCE LEADERSHIP	
<ul style="list-style-type: none"> <li>• <a href="#">PDD-BA-GM Option (IDS3432) – New General Management Option</a></li> <li>• <a href="#">PDD-BA-GM Option (IDS3433) – Internship Designation</a></li> <li>• <a href="#">PDD-BA-HRML Option (IDS3434) – Revision</a></li> </ul>	

**ITEM****PRESENTER**

- [BUS 220 \(IDS3435\) – Prerequisite](#)
- [BUS 290 \(IDS3468\) – Revision](#)
- [BUS 290H \(IDS3469\) – Cancellation](#)
- [BUS 330 \(IDS3463\) – Prerequisite](#)
- [BUS 360 \(IDS3464\) – Prerequisite](#)
- [BUS 380 \(IDS3465\) – Restriction](#)
- [BUS 450 \(IDS3466\) – Prerequisite/Restriction](#)

**TRADES & TECHNOLOGY: ELECTRONICS & COMPUTER ENGINEERING**

- [Diploma in Electrical Engineering Technology – Marine & Industrial \(IDS 3548\) – New Program](#)
- [Electrical Engineering Technology – Marine & Industrial \(IDS 3592\) – New Coop](#)
- [ECET 222 \(IDS 3506\) – New Course](#)
- [ECET 232 \(IDS 3507\) – New Course](#)
- [ECET 233 \(IDS 3508\) – New Course](#)
- [ECET 234 \(IDS 3509\) – New Course](#)
- [ECET 235 \(IDS 3510\) – New Course](#)
- [ECET 243 \(IDS 3511\) – New Course](#)
- [ECET 244 \(IDS 3512\) – New Course](#)
- [ECET 245 \(IDS 3513\) – New Course](#)
- [ECET 246 \(IDS 3514\) – New Course](#)
- [ECET 247 \(IDS 3515\) – New Course](#)
- [ECET 252 \(IDS 3516\) – New Course](#)
- [ECET 293 \(IDS 3517\) – New Course](#)
- [ECET 290 \(IDS 3518\) - Revision](#)

**TRADES & TECHNOLOGY: INTERACTIVE MEDIA DEVELOPER**

- [Interactive Media Developer \(IDS 3568\) – New Program](#)
- [Interactive Media Developer \(IDS 3595\) – New Coop](#)
- [CMNS 135 \(IDS 3559\) – New Course](#)
- [COMP 144 \(IDS 3571\) – New Course](#)
- [COMP 146 \(IDS 3572\) – New Course](#)
- [COMP 245 \(IDS 3577\) – New Course](#)
- [COMP 246 \(IDS 3578\) – New Course](#)
- [COMP 256 \(IDS 3579\) – New Course](#)
- [COMP 271 \(IDS 3580\) – New Course](#)
- [COMP 276 \(IDS 3581\) – New Course](#)
- [COMP 283 \(IDS 3582\) – New Course](#)
- [ENGR 155 \(IDS 3573\) – New Course](#)
- [ENGR 255 \(IDS 3574\) – New Course](#)
- [HLSC 264 \(IDS 3602\) – Revision](#)

ITEM	PRESENTER
<ul style="list-style-type: none"> <li>• <a href="#">TECN 210 (IDS 3585) – New Course</a></li> </ul>	<p><b>Moved by: Bijan Ahmadi</b>  <b>Seconded by: Scott Harris</b>  <b>Motion Carried</b></p>
<p><b>Whereas:</b> The Integrated Curriculum Committee did not have consensus to recommend full approval of the curriculum:</p>	
<p><b>Motion:</b> Be it so moved that Education Council approves the curriculum as submitted:</p>	
<p>ARTS &amp; SCIENCE: INTERACTIVE MEDIA DEVELOPER PROGRAM</p>	
<ul style="list-style-type: none"> <li>• <a href="#">ART 135 (IDS 3569) - New Course</a></li> <li>• <a href="#">ART 155 (IDS 3570) - New Course</a></li> </ul>	<p><b>Moved by: Alison Bowe</b>  <b>Seconded by: Andrea Kucherawy</b>  <b>Motion Carried</b></p>
<b>2. Regular Curriculum for Approval</b>	<b>Tim Ayers</b>
<p><b>Whereas:</b> The Integrated Curriculum Committee had consensus to recommend full approval of the curriculum.</p>	
<p><b>Motion:</b> Be it so moved that Education Council approves the curriculum as submitted:</p>	
<p>BUSINESS: ACCOUNTING &amp; FINANCE</p>	
<ul style="list-style-type: none"> <li>• <a href="#">PDD-BA-ACCT Option – Internship Designation (IDS3467) – Revision</a></li> <li>• <a href="#">BBA-ACCT Major (IDS3443) – Revision</a></li> <li>• <a href="#">Diploma in Business Administration-ACCT Option (IDS3442) – Revision</a></li> <li>• <a href="#">ACCT 375 (IDS3444) – New Course</a></li> <li>• <a href="#">ACCT 475 (IDS3446) – New Course</a></li> <li>• <a href="#">ACCT 240 (IDS3445) – Revision</a></li> <li>• <a href="#">ACCT 350 (IDS3439) – Cancellation</a></li> <li>• <a href="#">ACCT 470 (IDS3440) – Cancellation</a></li> <li>• <a href="#">ACCT 471 (IDS3441) – Cancellation</a></li> <li>• <a href="#">ACCT 480 (IDS3558) – Revision</a></li> </ul>	
<p>BUSINESS: HOSPITALITY, TOURISM, &amp; GOLF MANAGEMENT</p>	
<ul style="list-style-type: none"> <li>• <a href="#">Diploma in Hospitality Management (IDS3437) - Revision</a></li> </ul>	
<p>BUSINESS: APPLIED BUSINESS TECHNOLOGY</p>	
<ul style="list-style-type: none"> <li>• <a href="#">MOA 150 (IDS3436) - Revision</a></li> </ul>	
<p>TRADES &amp; TECHNOLOGY: MECHANICAL ENGINEERING</p>	
<ul style="list-style-type: none"> <li>• <a href="#">MENG 152 (IDS 3461) - Revision</a></li> </ul>	

**ITEM****PRESENTER**

- [MENG 172 \(IDS 3477\) - Revision](#)
  - [MENG 253 \(IDS 3478\) - Revision](#)
  - [MENG 275 \(IDS 3561\) - Revision](#)
- CO-OP & INTERNSHIP: TECHNOLOGY
- [CDEV WPS \(IDS 3487\) - Revision](#)
  - [CIVE 304 \(IDS 3491\) - Addition](#)
  - [ECET 304 \(IDS 3491\) - Addition](#)
  - [ICS 304 \(IDS 3491\) - Addition](#)
  - [CIVE 208 \(IDS 3498\) - Cancellation](#)
  - [ECET 208 \(IDS 3501\) - Cancellation](#)
  - [ICS 108 \(IDS 3499\) - Cancellation](#)
  - [ICS 208 \(IDS 3500\) - Cancellation](#)
  - [CompNet Electronics Technician Co-op \(IDS 3596\) - Revision](#)
  - [CompNet Electronics Support Technician Co-op \(IDS 3596\) - Revision](#)
  - [Civil Engineering Technology Co-op \(IDS 3504\) - Revision](#)
  - [Electronics and Computer Engineering Technology Co-op \(IDS 3503\) – Revision](#)
  - [Mechanical and Electronics Engineering Technology Co-op \(IDS 3505\) – Revision](#)
  - [Information and Computer Systems Co-op \(IDS 3490\) – Revision](#)
  - [ENGR 104 \(IDS 3594\) - Revision](#)
  - [Civil Engineering Bridge to UBC Co-op \(IDS 3486\) – Revision](#)
  - [Electrical and Computer Engineering Bridge UVic Co-op \(IDS 3488\) – Revision](#)
  - [Mechanical Engineering Bridge UBC Co-op \(IDS 3483\) – Revision](#)
  - [Mechanical Engineering Bridge UVic Co-op \(IDS 3484\) – Revision](#)
  - [Mining Engineering Bridge UBC Co-op \(IDS 3502\) – Revision](#)
  - [CIVE 104 Work Term 1 \(IDS 3593\) – Title & Prerequisite Change](#)
  - [CIVE 204 Work Term 2 \(IDS 3593\) – Title & Prerequisite Change](#)
  - [ECET 104 Work Term 1 \(IDS 3593\) – Title & Prerequisite Change](#)
  - [ECET 204 Work Term 2 \(IDS 3593\) – Title & Prerequisite Change](#)
  - [ELEX 104 Work Term 1 \(IDS 3593\) – Title & Prerequisite Change](#)
  - [ELEX 204 Work Term 2 \(IDS 3593\) – Title & Prerequisite Change](#)
  - [ICS 104 Work Term 1 \(IDS 3593\) – Title & Prerequisite Change](#)
  - [ICS 204 Work Term 2 \(IDS 3593\) – Title & Prerequisite Change](#)
  - [MENG 104 Work Term 1 \(IDS 3593\) – Title & Prerequisite Change](#)
  - [MENG 204 Work Term 2 \(IDS 3593\) – Title & Prerequisite Change](#)
  - [MENG 304 Work Term 3 \(IDS 3593\) – Title & Prerequisite Change](#)



**ITEM****PRESENTER**

## ACCESS: ENGLISH LANGUAGE DEVELOPMENT

- [English Language Development \(IDS 3522\) – Revision](#)
- [ELD 010 \(IDS 3523\) – Revision \(Formerly ELD 032\)](#)
- [ELD 020 \(IDS 3525\) – Revision \(Formerly ELD 033\)](#)
- [ELD 032 \(IDS 3524\) – New Course](#)
- [ELD 034 \(IDS 3526\) – Revision](#)
- [ELD 035 \(IDS 3519\) – Cancellation](#)
- [ELD 036 \(IDS 3520\) – Cancellation](#)
- [ELD 050 \(IDS 3521\) – Cancellation](#)
- [ELD 103 \(IDS 3542\) – Revision](#)
- [ELD 104 \(IDS 3543\) – Revision](#)
- [ELD 092 \(IDS 3590\) – Revision](#)
- [ELD 094 \(IDS 3591\) – Revision](#)

**Moved by: Bijan Ahmadi**

**Seconded by: Alison Bowe**

**Motion Carried**

**Whereas:** The Integrated Curriculum Committee did not have consensus to recommend full approval of the curriculum.

**Motion:** Be it so moved that Education Council approves the curriculum as submitted:

## TRADES &amp; TECHNOLOGY: INFORMATION AND COMPUTER SYSTEMS

- [Information and Computer Systems \(IDS 3541\) – Revision](#)
- [ICS 118 \(IDS 3551\) – New Course](#)
- [ICS 120 \(IDS 3553\) – New Course](#)
- [ICS 128 \(IDS 3552\) – New Course](#)
- [ICS 111 \(IDS 3545\) – Cancellation](#)
- [ICS 112 \(IDS 3550\) – Cancellation](#)
- [ICS 121 \(IDS 3546\) – Cancellation](#)
- [ICS 122 \(IDS 3547\) – Cancellation](#)
- [ICS 110 \(IDS 3575\) – Revision](#)
- [ICS 114 \(IDS 3576\) – Revision](#)
- [ICS 199 \(IDS 3540\) – Revision](#)
- [ICS 200 \(IDS 3562\) – Revision](#)
- [ICS 211 \(IDS 3583\) – Revision](#)
- [ICS 212 \(IDS 3563\) – Revision](#)
- [ICS 213 \(IDS 3564\) – Cancellation](#)
- [ICS 214 \(IDS 3565\) – Revision](#)
- [ICS 215 \(IDS 3566\) – Revision](#)
- [ICS 223 \(IDS 3567\) – Revision](#)
- [ICS 224 \(IDS 3584\) – Revision](#)

ITEM	PRESENTER
<ul style="list-style-type: none"> <li>• <a href="#">ICS 280 (IDS 3585) – Revision</a></li> <li>• <a href="#">ICS 290 (IDS 3586) – Revision</a></li> <li>• <a href="#">ICS 127 (IDS 3555) – Cancellation</a></li> <li>• <a href="#">ICS 217 (IDS 3556) – Cancellation</a></li> <li>• <a href="#">ICS 227 (IDS 3557) – Cancellation</a></li> </ul>	<p style="text-align: center;"><b>Moved by: Bijan Ahmadi</b>  <b>Seconded by: Andrea Kucherawy</b>  <b>Motion Carried</b></p>
<b>I. PRESENTATION AND DISCUSSION</b>	
<p><b>Grading Policy</b>  Peter Moroney and Scott Harris briefed the committee on the proposed changes to the Grading Policy and will be providing further documents for the committee to review. The proposal will be brought to next EdCo meeting for members to vote.</p>	<p style="text-align: right;"><b>Peter Moroney/ Scott Harris</b></p>
<b>J. ADJOURNMENT</b>	
<p>The meeting adjourned at 5:45 pm.</p>	<p style="text-align: right;"><b>Tim Ayers</b></p>



**BRIEFING NOTE**  
**Board of Governors**

**SUBMITTED BY:** Cynthia Smith, Dean, Health & Human Services  
**DATE:** April 8, 2019  
**TOPIC:** Indigenous Ancestry Students in BSN

For Information:

For Decision: X

For Discussion:

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### 1. OVERVIEW

Approval to increase the percentage of Limited Priority Seating in Baccalaureate of Science in Nursing (BSN) for students of indigenous ancestry from 5% (8) to 10% (16) for September 2020 based on demand from indigenous students, supports available at Camosun College and student success in the program. These students would form part of the existing cohort of 160 and not add to the cohort number (168 or 176).

In December 2003, the Board of Governors approved the establishment of limited “Priority Admissions” for Indigenous students “who meet all program admission requirements in Health & Human Services programs that meet a demonstrated community need, and for which support has been given by both the First Nations advisory council and the program area, beginning in the 2004/05 school year. Such priority admission not to exceed 5% of the class.”

Since 2003 and currently in HHS three programs: BSN, Practical Nursing and Early Learning and Care have limited “Priority Admissions” for Indigenous students for 5% of the cohort size.

Due to unprecedented demand, in 2018 14 students of indigenous ancestry were admitted to the BSN program. All but one of these students has successfully moved into Semester 2. The University of Victoria has provided a letter of support for up to 16 indigenous students in the BSN program for 2019. In terms of the BSN Cohort, Faye Martin, Indigenous Coordinator is 80% in HHS to support the indigenous nursing students and faculty. Education Council and the Indigenous Advisory Committee support the additional priority seats for Indigenous BSN students and have each offered a letter of support.

### 2. OPTIONS

- i) Increase the percentage of Limited Priority Seating in BSN for students of indigenous ancestry from 5% (8) to 10% (16) for September 2020.
- ii) Maintain the current percentage at 5%.

### 3. RECOMMENDATION AND OR MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS INCREASE THE PERCENTAGE OF LIMITED PRIORITY SEATING IN BACCALAUREATE OF SCIENCE IN NURSING (BSN) PROGRAM FOR STUDENTS OF INDIGENOUS ANCESTRY FROM 5% (8 STUDENTS) TO 10% (A TOTAL OF 16 STUDENTS) FOR SEPTEMBER 2020.



**BOARD OF GOVERNORS**

**FINANCE COMMITTEE MINUTES**

**MEETING:** Monday, January 28, 2019  
**TIME:** 5:00 pm  
**LOCATION:** Paul Building, Room 216, Lansdowne Campus

**BOARD MEMBERS:**  
Cindy Choi, Chair  
Sherri Bell, President  
Ron Rice  
Rob Smythe

**RESOURCES:**  
Deborah Huelscher, CFO & A/VP Administration

**REGRETS:** Joanne Cumberland

**EXECUTIVE ASSISTANT:** Heather Martin

**I CALL TO ORDER**

Finance Committee Chair Cindy Choi called the meeting to order at 5:36 pm.

**II APPROVAL OF AGENDA**

The agenda was approved as presented.

**III MINUTES OF PREVIOUS MEETING**

The minutes of the October 29, 2018 meeting were approved as distributed.

**IV NEW BUSINESS**

**1. Financial Management Report for the Nine Months to December 31, 2018**

Deborah Huelscher, CFO & A/VP Administration, provided a summary level update on the financial results for the third quarter of the fiscal year, and the forecast for the year end. Overall there is a deficit of \$2.1M against a budgeted deficit of \$5.8M resulting in a positive variance of \$3.7M at December 31, 2018. The budget this year is \$139M. Deborah reviewed the base operations, revenue and expenses, personnel, non-personnel, International Education, Continuing Education, contract and self-funded activities, ancillary services, applied research, and capital. The forecast for the year shows a surplus of \$2.7M which will be set aside for the Master Campus Plan.

**2. Finance Training Update**

Cindy Choi, Chair, and Deborah Huelscher are working on fine tuning the Board Finance Training template. It is optional and will take a half an hour. It will be scheduled prior to the April 1, 2019, board Finance committee meeting that deals with budget. A refresher will be held in September prior to the Finance committee meeting.

**3. Budget Update 2019/2020**

Deborah Huelscher noted that the Executive Team met with Deans last week to gather information that informs the budget discussion. The agreed on model will be used. The budget templates will go out in February, and will be on a status quo basis. The College will focus on investing funds in the Master Campus Plan.

**V ADJOURNMENT**

The meeting was adjourned at 6:21 pm.



**BRIEFING NOTE  
BOARD OF GOVERNORS**

**SUBMITTED BY:** Deborah Huelscher  
**DATE:** April 8, 2019  
**TOPIC:** Operating Budget 2019-20

For Information:

For Decision: X

For Discussion:

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**1. OVERVIEW**

All members who were in attendance at the special Board Finance committee meeting on April 1, 2019, received a comprehensive review of the balanced consolidated (operating and capital) budget for the 2019/2020 fiscal year as proposed by college Administration. As well, there was opportunity for the Board to ask questions and engage in dialogue.

**2. OPTIONS**

- Approve the balanced consolidated budget for 2019/2020 as proposed. After meeting with the whole board, the Finance committee has recommended that the board approve the consolidated balanced budget as proposed by Administration.
- Do not approve the balanced and consolidated budget for 2019/2020 as proposed, and request changes (by motion).

**3. COMMUNICATIONS**

Communication of the approved budget, and updates as required, will continue throughout the year in CamNews announcements.

**4. RECOMMENDATION AND OR MOTION**

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE COLLEGE'S CONSOLIDATED BUDGET FOR THE FISCAL YEAR 2019/2020 WITH TOTAL REVENUE AND TOTAL EXPENDITURE OF \$145,937,583 RESULTING IN A BALANCED BUDGET.



## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

**MEETING:** Monday, March 4, 2019  
**TIME:** 5:00 pm  
**LOCATION:** Wilna Thomas Cultural Centre,  
 Room 234, Lansdowne Campus

#### BOARD MEMBERS:

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

#### ADMINISTRATION:

John Boraas, VP Education  
 Deborah Huelscher, Chief Financial Officer  
 Barbara Severyn, Executive Director, Human Resources  
 Geoff Wilmshurst, VP Partnerships  
 Joan Yates, VP Student Experience

#### GUESTS:

Joylyn Teskey, Noun Consulting  
 Ray Wolfe, Thinkspace  
 Leonard Rodrigues, Thinkspace

**REGRETS:** Brenda McBain

**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 SPECIAL PRESENTATIONS ON CAMPUS RENEWAL

##### 1. Campus Renewal: Inter-Campus moves & Campus Master Plan

Sherri Bell, President, reported the College has embarked on Campus Renewal. It has two aspects, the Inter-Campus moves and the Campus Master Plan (CMP). The work on the moves is already underway. The Campus Renewal process started two years ago, with student and staff consultation. The results informed the six principles on space: space supports the student experience; the campus builds community; space supports excellence in teaching and learning; space, as a finite resource, is used well; principles about space are informed by input and consultation, design for space is done with collaboration; and Campus Planning is long term, strategic and forward thinking.

Health & Human Services will move in to the Alex and Jo Campbell Centre for Health and Wellness at Interurban in September. The Math Help Centre will then move to the Fisher from the Ewing

building at Lansdowne. Next the majority of Access will move from Interurban to the Ewing building. Information and Computer Systems will move from Interurban to the Fisher building at Lansdowne. The faculty and staff affected are aware of the moves. The Wilna Thomas Cultural Centre (WTCC) will be reconfigured for student and staff collaboration space. The Inter-Campus Move Operational Group (ICMOG) is working on the extra load on parking, food services, and the library expected this fall at Interurban. Jen Stone has been seconded to work with people on change management.

The Campus Master Plan is a vision for the future for the next 20 to 25 years. It is a framework for strategic action, rather than a road map.

## **2. Campus Master Plan**

Len Rodrigues, Thinkspace, noted they used a four step process: framework, discovery, exploration, and recommendations. They mapped all the elements of both campuses such as zoning and restrictions, water, electric systems, the landmarks, the public realm, and the activity zones. Once mapped they added nodes, landmarks, and potential building sites for the future. The public realm are areas that can never be built on. Joylyn Teskey, Noun Consulting, added they made an index of all the space occupied today and how well it meets our needs. The index shows room utilization across both campuses by building and room, hour by hour, so we know exactly how well space is being used.

Ray Wolfe, Thinkspace, presented a map with current buildings and possible space for future buildings. The building plan has no order or priority. The Dawson building could be turned into a student housing tower and include Student Services and the Camosun College Student Society (CCSS) on one level as a one-stop shop. The Fisher building could have space for student gathering and the CCSS. The smaller outbuildings behind the Fisher building could be removed. Sculpture could be moved to the Young building and an art gallery could be created there. A formal axis can be added in the North parking lot. Parking will need to be retained underneath the buildings.

To create continuity, a node/landmark was added in the centre of the campus. Better bike and bus loops would be created as the central anchor mobility hub. The central Huber Hall area should be the first place for potential student housing. The path proposal is a continuous connection between North and South. The public realm is the green area right up through the middle of campus. There are significant zoning and physical constraints at Interurban, such as the BC Hydro right of way, and sewage and water trunk lines that cannot be built on. The Centre for Trades Education and Innovation (CTEI) is a landmark at Interurban, but it is not visible from the rest of campus. The Drysdale building removal at its end-of-life will reconnect CTEI to the rest of the campus. In addition, from the centre of the campus, you cannot see that it continues all the way South.

The board will receive a link to the detailed plan prior to the April 8 board meeting. The decision will be made at the April 8 board meeting, and Thinkspace will attend to answer questions.

## **IV BOARD MEMBER REPORTS**

### **1. Chair's Report**

Ron Rice, Chair, continued meeting regularly with Sherri Bell for planning. On February 6, Sherri, Geoff Wilmshurst, VP Partnerships, and Ron met with the Songhees Nation Band Manager to discuss the details and logistics of the Award for Innovation and Community Partnership celebration that will take place on April 4. On February 21, some board members and administration attended the Vancouver Island CPA Chapter Chinese New Year Dinner and Silent



Auction. Cindy Choi was the MC, and they helped raise around \$7K to benefit the Camosun College Business students.

We have submitted the names of three potential new board members with financial and Indigenous backgrounds to the Crown Agencies and Board Resourcing Office (CABRO). The new members will replace Cindy Choi and Ron later this year.

The elections for the Board of Governors and Education Council seats are coming up. The voting takes place April 8 to 10. The board has two student seats open with a one-year term of August 1, 2019 – July 31, 2020, and one faculty seat and one staff seat with a three-year term of August 1, 2019 – July 31, 2022. All board members are expected to attend the April 1 Finance committee meeting, as it is when the 2019-2020 budget will be reviewed in detail prior to the budget decision at the April 8 meeting.

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

Sherry Bell noted Conversations Day is an annual event that takes place on the Friday of Reading Week. It is the only time all employees get together. Each year has a different topic and keynote speaker, and this year's was Equity, Diversity and Inclusion. Reading week is the week of Family Day in February. Sherry held a 'Cross Campus Conversation' at each campus, and they were very well attended. Sherry has been focused on the Inter-Campus moves and the Campus Master Plan. The work will begin now with the big moves related to the Health Building.

Laylee Rohani and Sherry attended the annual BC board chair and president's meeting on February 25, which Camosun hosted. They worked on issues that face all boards. The next day was the third annual BC Colleges day at the Legislature. A Camosun student was invited to speak, and spoke highly of their education at the College. Sherry then met with Minister Fleming and Minister Mark. The day ended with a reception with all the senior bureaucrats. Sherry thanked Cindy Choi for hosting the CPA Chinese New Year dinner which benefits Camosun accounting students.

## **3. Foundation**

Monty Bryant, Foundation Liaison, noted they reviewed the Strategic Plan. They are recruiting new members, and have four or five possible candidates. The Weston Foundation awarded \$420K to Camosun College. Camosun Alumni hosted a pulled pork lunch for the construction workers at the Health Building, many of whom were former students and alumni. Geoff Wilmshurst noted with sadness that Jim Warr, who was a Foundation Board member for many years, passed away last month. Jim was 95 and still came to every meeting before he retired in October. Jim will be very much missed.

## **4. Education Council**

Tim Ayers, Education Council Chair, noted the minutes from the January 23, 2019, meeting were included in the agenda package. Tim went over the highlights of the February 20 meeting, which included a large number of program and course revisions and approvals, as well as upcoming policy changes. The Integrated Curriculum Committee met five times for three hours each in January and February to handle the workload.

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

Phil Venoit, PISE Board of Directors member, noted they reviewed the restructuring required after the fire and vandalism. The Invictus games are coming to Victoria, and PISE looked into how they might participate. They sent an application to the Federal Government for \$800K for the gym floor

renewal and the new field. Camosun contributed \$150K, and others almost a third, so PISE has to raise \$150K over three years. They approved the funding application for the PISE Field of Dreams, and approved the annual budget.

## **V BOARD COMMITTEE REPORTS**

### **1. Executive Committee**

Ron Rice, Chair, Executive Committee, reported that he and Sherri Bell and Geoff Wilmshurst met Christina Clarke, Band Manager, Songhees Nation, to review the Award for Innovation and Community Partnership celebration on April 4. Sherri Bell provided an overview of the Inter-Campus moves and the Campus Master Plan. We discussed the Terms of Reference for the Board Executive Committee, which will come to the board in the next few months. We set the agenda for today's board meeting.

## **VI APPROVAL OF THE MINUTES**

The minutes of the February 4, 2019 meeting were approved as distributed.

## **VII NEW BUSINESS**

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

Sherri Bell reported the building is on schedule and on budget; which was revised to \$63.8M due to the accelerated schedule and the hot construction market. The additional funds came from contingency; engineering savings; capital reserves; and the Provincial Government.

### **2. Bargaining Update**

Barb Severyn, Executive Director, Human Resources, invited questions on the attached briefing note, and added they met with BCGEU today, and will meet again tomorrow.

### **3. Government Mandate Letter 2019-2020**

The Government Mandate Letter for 2019-2020 arrived Friday. All board members are required to sign the Mandate Letter to demonstrate they understand and acknowledge their commitment to the Government's direction. Heather Martin will create and distribute a side-by-side chart comparing this year with last year.

## **VIII ADJOURNMENT**

The meeting was adjourned at 6:42 pm.

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**Ron Rice, Chair**

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**Date**

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**Heather Martin, Recorder**



## CCFA Report to Camosun Board of Governors

*8 April 2019*

Since my last report to you in December, work for the CCFA has intensified. On the labour relations front, we are regrettably busy, with a growing number of grievances and pending arbitrations. Each of these represents a stressful situation for a faculty member, and an erosion of mutual understanding of collectively bargained contract language. Grievances are also time-consuming and expensive for all concerned. To elucidate this trend, I plan to compile grievance data over a number of years. Expect this in a future Board submission, hopefully in the early fall.

Meanwhile, you will surely be aware that collective bargaining protocol discussions between the CCFA and the college have begun, albeit slowly. Things are moving even more slowly at the provincial level through FPSE, our federation of faculty unions. We look forward to productive negotiations soon, with the hope of significant gains for our members.

Besides these major tasks, we have a number of side projects on the go, including working with administration on policy revision – a welcome opportunity for input and an investment in avoiding problems down the road. We are keeping tabs on the big move of the School of Health and Human Services to its new building at Interurban, and will be supporting our members as they adjust to its effects on both campuses. And with spring in the air, election season is upon us. Our Annual General Meeting, where the 2019-2020 CCFA Executive officers will be chosen, is scheduled for May 8.

For the remainder of this report, I would like to focus on the 2019-2020 mandate letter from the provincial government, which was issued at the end of February. In it, Minister Mark highlights three major government priorities: “make life more affordable, deliver the services people count on, and build a strong and sustainable economy that supports jobs throughout the province.” As post-secondary faculty members, we play a central role in this mission by delivering the critical service of education, enabling British Columbians to build their own economic fortunes and the economy at large. We have personally heard Premier Horgan assert the importance of post-secondary education in his own life, and are gratified that the government recognizes the value of our work.

Later in the letter, Minister Mark points to the importance of indigenization and reconciliation with First Nations people, of aligning with the province’s climate change action plan, and of promoting diversity on college Boards. The CCFA supports all of these goals. As an environmental scientist, I am particularly pleased to see climate change identified as a priority, and as a unionist, I hope that Board diversity continues to include labour representation. The mandate generally supports improved access, supports and services for Camosun students. As educators, we wholeheartedly agree. The call for a balanced approach to international education is also welcome. Without forgetting the importance of international tuition to our budget, we must keep the needs of these learners – indeed all learners -

foremost in mind. The College also needs to recognize and accommodate for the new challenges and increased workload that a more diverse student body present to faculty members, so that teaching excellence can be maintained.

Finally, Minister Mark indicates an expectation that the College will continue to maintain balanced or surplus budgets. The CCFA certainly applauds fiscal responsibility, and we practise it ourselves. But we hope that surplus generation will take its appropriate place behind funding the things that make a Camosun education great: small classes, innovative practices, good facilities, and well-supported faculty and staff. We believe these are what make the government's mandate achievable.

In closing, let me once again thank you for your service to Camosun and to post-secondary education generally. The CCFA Executive would be pleased to meet you in person sometime, either individually or as a group. Don't hesitate to contact me if you would like to talk.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Ayles'.

**Chris Ayles**

Instructor, Geography & Environmental Technology

President, CCFA

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