BOARD OF GOVERNORS

REGULAR MEETING AGENDA

MEETING: **Monday, May 13, 2019**
TIME: **5:00 pm**
LOCATION: **Paul Building, Room 216**
CAMPUS: **Lansdowne Campus**

BOARD MEMBERS:
Laylee Rohani, Acting Chair
Tim Ayers
Sherri Bell, President
Monty Bryant
Cindy Choi
Joanne Cumberland
Brenda McBain
Margie Parikh
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

GUESTS:
Evan Hilchey, Director, Student Affairs

REGRETS:
Ron Rice, Chair
Emily Rogers
Joan Yates, VP Student Experience

EXECUTIVE ASSISTANT: Heather Martin

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**		**PAGE**
II	**APPROVAL OF THE AGENDA**		
III	**BOARD MEMBER REPORTS**		
	1. Chair's Report [5 min] (Rohani)	no attachment	
	2. President's Report [5 min] (Bell)	no attachment	
	3. Foundation [5 min] (Bryant/Wilmshurst)	no attachment	
	4. Education Council [5 min] (Ayers/McBain)		
	i) Minutes of the March 20, 2019 meeting	attachment	4
	5. Pacific Institution for Sport Excellence [5 min] (Venoit)	no attachment	

PAGE

IV	**BOARD COMMITTEE REPORTS**		
	1. Executive Committee [5 min] (Rohani)	no attachment	
	i) Joint Board of Governors/Foundation meeting	no attachment	
	ii) Board Evaluation Results & Interview Questions	attachment	7
V	**APPROVAL OF THE MINUTES**		
	1. Minutes of the April 8, 2019 meeting [2 min] (Rohani)	attachment	16
VI	**NEW BUSINESS**		
	1. Sexual Violence & Misconduct Policy Implementation Report [10 min] (Bell)	attachment	21
	2. Student Affairs Plan [15 min] (Hilchey)	no attachment	
	3. The Alex and Jo Campbell Centre for Health & Wellness [5 min] (Bell)	no attachment	
	4. Bargaining Update [5 min] (Severyn)	no attachment	
	5. Camosun College Student Society (CCSS) Fee Levies [5 min] (Huelscher)*	attachment	24
	6. CCSS Audited Financial Statements – Year Ending March 31, 2018 [5 min] (Huelscher)	attachment	26
VII	**ADJOURNMENT**		
*****	Requires a decision. See Page 3 for the proposed motion.	attachment	3

CORRESPONDENCE [nil]

BOARD OF GOVERNORS
Monday, May 13, 2019
MOTIONS

VI NEW BUSINESS

5. Camosun College Student Society (CCSS) Fee Levies

MOTION:
THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS DIRECT ADMINISTRATION TO COLLECT THE FOLLOWING FEES FOR THE 2019-2020 ACADEMIC YEAR AND REMIT SAME TO THE CAMOSUN COLLEGE STUDENT SOCIETY:

CAMOSUN COLLEGE STUDENT SOCIETY LEVY ..... $10.80 PER MONTH
BCFS LEVY.....$1.17.month until December 31, 2019
..... $2.34/month commencing January 1st 2020
HEALTH/DENTAL BENEFIT COVERAGE.....$133 PER YEAR (EACH)
ADVOCACY AND CAMPAIGNS..... $1.17/month until December 31, 2019
CASA..... $0.43/month commencing January 1, 2020

AND

DIRECT ADMINISTRATION TO COLLECT THE FOLLOWING LEVIES TO BE COLLECTED AND DISTRIBUTED BY COLLEGE ADMINISTRATION AS PER THE EXISTING ARRANGEMENTS AND UNDERSTANDINGS:

ATHLETICS LEVY ..... $4.62 PER MONTH
BUILDING FUND LEVY ..... $4.16 PER MONTH
CHILD CARE LEVY ..... $1.13 PER MONTH
RECREATION LEVY..... $3.22 PER MONTH
RECYCLED PAPER LEVY..... $0.15 PER MONTH
UNIVERSAL BUS PASS (U-PASS)..... $20.25 PER MONTH
STUDENT REFUGEE PROGRAM ..... $0.47 PER MONTH

Education Council

Ensuring that our students are provided with quality educational experiences

Approved Minutes

REGULAR MEETING
Wednesday, March 20, 2019
4:00 – 6:00 pm
P216, Lansdowne

Present

Voting Members

1. Alison Bowe, Faculty
2. Andrea Kucherawy, Support Staff
3. Brenda McBain, Board of Governors
4. Bijan Ahmadi, Faculty (Vice-Chair)
5. Connie Klassen, ICC Chair
6. Debbie Hlady, Administration
7. Isabel Grondin, Faculty
8. Jamie McPherson, Faculty
9. John Boraas, Administration
10. Karen Lightbody, Faculty
11. Karen Neilson, Faculty
12. Maia Sampson, Student
13. Peter Ove, Faculty
14. Richard Stride, Administration
15. Ryan Russell, Faculty
16. Scott Harris, Administration
17. Tia Primrose, Support Staff
18. Tim Ayers, Faculty (Chair)
19. Faculty (Vacant)

Non-Voting Members

Melody Foreman, Permanent Secretary
Peter Moroney, Education Policy & Planning
Todd Ormiston, Indigenization Representative
Sherri Bell, President

Regrets/Absent

Dylan Bystedt, Student
Shane Nath, Student
Wesley Paterson, Student

Guests

Eva Silden, A&S, Criminal Justice (Faculty)
Rashed Al-Haque, Education Policy Specialist

ITEM		PRESENTER
A.	**CALL TO ORDER AND DECLARATION OF QUORUM** The regular meeting was called to order at 4:03 pm. Quorum was reached.	**Tim Ayers**
B.	**ACKNOWLEDGEMENT OF COAST SALISH TERRITORY** *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. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html>*	**Tim Ayers**

TOP

C. ACCEPTANCE OF AGENDA — **Tim Ayers**

The March 20, 2019 agenda was approved by unanimous consent.

D. MINUTES FOR APPROVAL — **Tim Ayers**

The meeting minutes for February 20, 2019 were approved by unanimous consent.

E. REPORTS

1. Education Council Chair — **Tim Ayers**

Tim Ayers updated members on the status of the EdCo Elections. He reminded members of the upcoming retreat on May 3.

2. VP Education — **John Boraas**

John Boraas informed the committee that the upcoming process for Quality Assessment Audit will be coming to a future EdCo meeting. He acknowledged that this work will align with the Education Renewals Process initiatives. He encouraged members to follow the space planning issues around campus moves.

3. Board Member — **Brenda McBain/ Sherri Bell**

Brenda McBain that they received updates on the Campus Renewal project. Sherri added that the CAMNews that the Special CamNews: President's Update on Campus Renewal provides videos on both Inter Campus Moves and the Campus Master Plan. She encouraged members to visit the Campus Renewal intranet page http://intranet.camosun.bc.ca/campus-renewal/

F. COMMITTEE REPORTS

1. Education Council Policy and Standards Committee — **Peter Moroney**

Peter Moroney updated the committee on the work being done for development of the Academic Integrity, Indigenization, Accessible Learning, and Grading policies. Peter also reported on policy development around Education Quality including curriculum, approvals, and strategies for moving forward.

G. ITEMS FOR ACTION

Indigenous Priority Seating in the BSN program — **John Boraas**

Motion:

Be it so moved that Education Council approves that the Baccalaureate of Science in Nursing (BSN) program admits up to 16 additional students of indigenous ancestry within the BSN cohort (see Briefing Note).

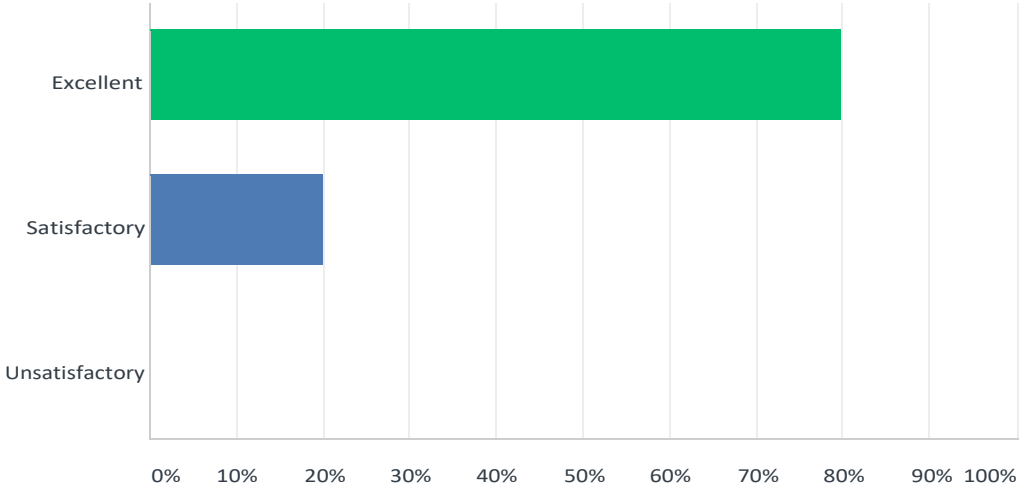
Moved by: Jamie McPherson
Seconded by: Isabel Grondin
Motion Carried

H.	**PRESENTATION AND DISCUSSION**	
	Academic Integrity Rashed Al-Haque and Eva Silden updated the committee on the work that has been completed to date. The members discussed and provided feedback. Rashed and Eva will update the committee again at a future EdCo meeting.	**Rashed Al-Haque/ Eva Silden**
I.	**ADJOURNMENT** The meeting adjourned at 5:25 pm.	**Tim Ayers**

BOARD OF GOVERNORS SELF-EVALUATION 2018-19

Q1 Do you think the number, timing and length of board meetings are appropriate?

Answered: 15 Skipped: 0

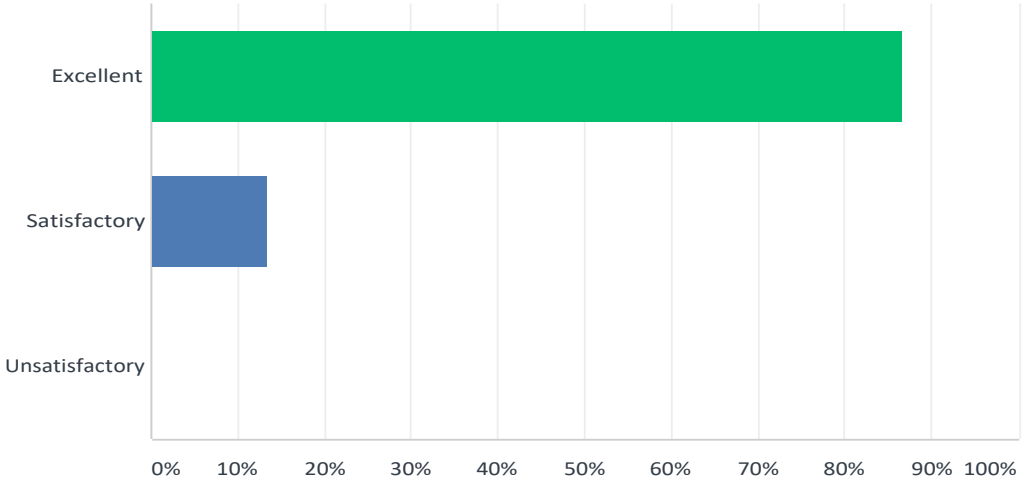


ANSWER CHOICES	RESPONSES	
Excellent	80.00%	12
Satisfactory	20.00%	3
Unsatisfactory	0.00%	0
TOTAL		15

BOARD OF GOVERNORS SELF-EVALUATION 2018-19

Q2 Did you receive the information you needed (packages, presentations, communication) to fulfill your responsibilities?

Answered: 15 Skipped: 0

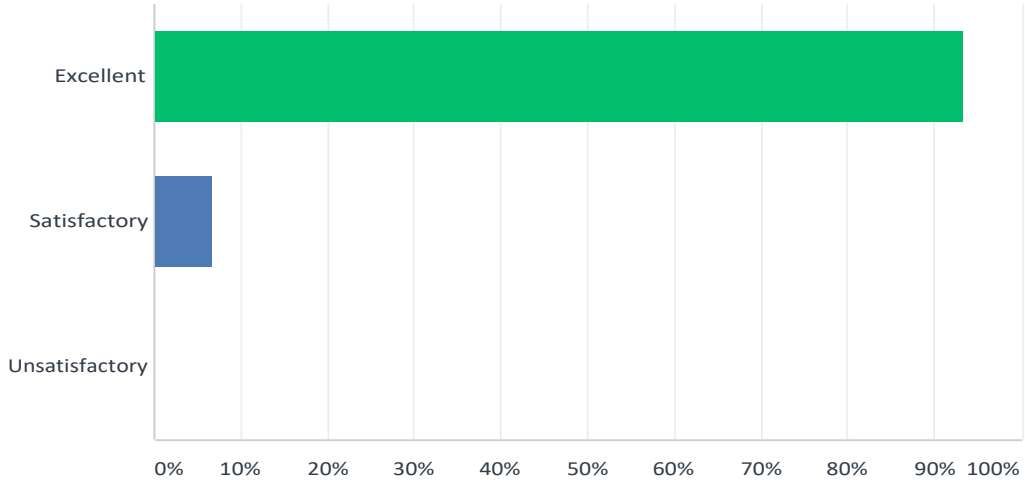


ANSWER CHOICES	RESPONSES	
Excellent	86.67%	13
Satisfactory	13.33%	2
Unsatisfactory	0.00%	0
TOTAL		15

BOARD OF GOVERNORS SELF-EVALUATION 2018-19

Q3 Do you think the conduct in board meetings is appropriate?

Answered: 15 Skipped: 0

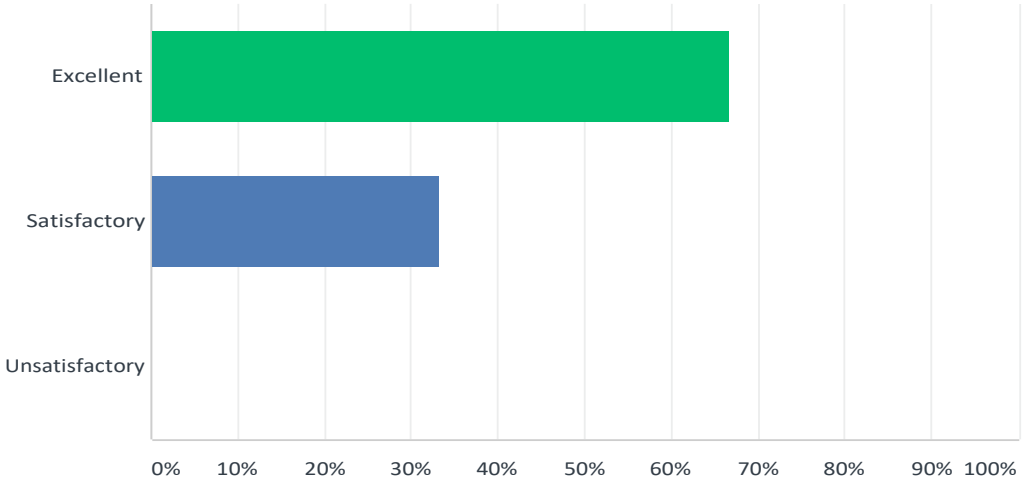


ANSWER CHOICES	RESPONSES	
Excellent	93.33%	14
Satisfactory	6.67%	1
Unsatisfactory	0.00%	0
TOTAL		15

BOARD OF GOVERNORS SELF-EVALUATION 2018-19

Q4 How well do you believe the board is meeting its mandate?

Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES	
Excellent	66.67%	10
Satisfactory	33.33%	5
Unsatisfactory	0.00%	0
TOTAL		15

#	SUGGESTIONS FOR HOW THEY CAN BETTER MEET THEIR MANDATE:	DATE
1	greater engagement of board members. More focus on strategic issues.	4/24/2019 12:10 PM
2	The board could push a little harder to have the OGC be more responsive to the public and today's climate, esp. re. regulation	4/12/2019 5:45 PM
3	Motions to receive correspondence so there is opportunity to discuss	4/9/2019 1:59 PM
4	Dig a little deeper on some of the material brought by senior College staff	4/9/2019 9:01 AM

BOARD OF GOVERNORS SELF-EVALUATION 2018-19

Q5 Are there areas of additional training that you or the board need?

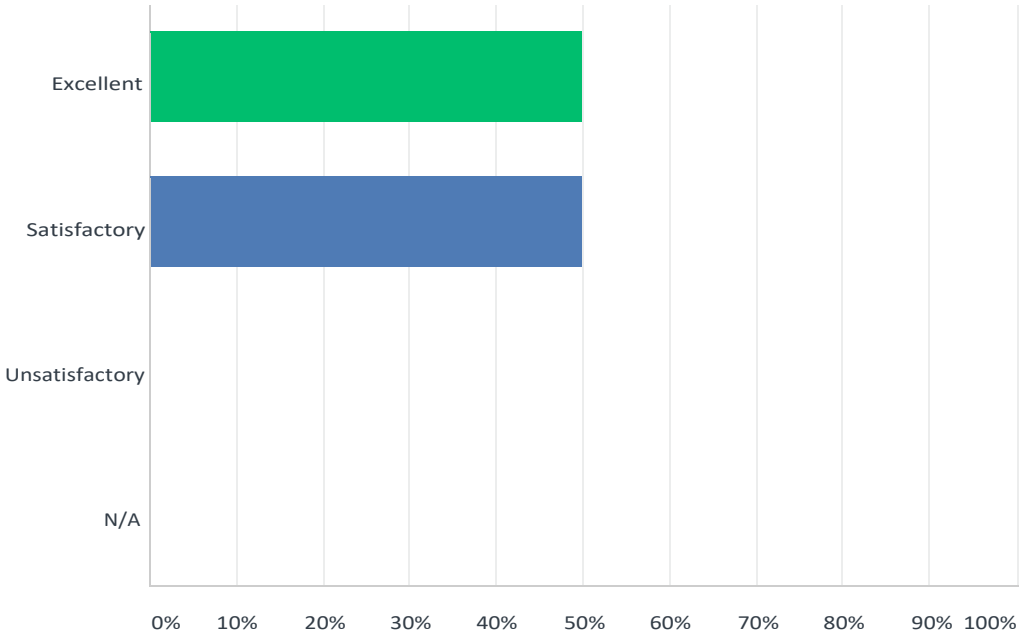
Answered: 8 Skipped: 7

#	RESPONSES	DATE
1	Nice approach to orientation, but it's a small part of what's needed. Engagement of the governors is low. Why? Are they not comfortable? Do they understand everything? do they think they don't know all the info - some is in the past? How can we better prepare people?	4/24/2019 12:10 PM
2	I think training has been provided effectively on an as-needed basis.	4/23/2019 10:58 AM
3	No. I've received sufficient training so far.	4/16/2019 11:27 AM
4	Not specifically. The finance training was very helpful. I like to occasional presentations by various departments (eg HR, Education, Marketing etc) about what they are doing and how it affects the college community. We have far less of those with out full schedules lately but I think they are valuable, especially for the appointees who don't work in the college.	4/15/2019 2:55 PM
5	I missed the orientation so labor relations would be a good topic.	4/9/2019 4:48 PM
6	Not that I can identify.	4/9/2019 9:38 AM
7	Board orientation could include procedure for agenda setting and when to pose questions.	4/9/2019 9:03 AM
8	More Finance training would be good. The session on 1 Apr was a good start.	4/9/2019 9:01 AM

BOARD OF GOVERNORS SELF-EVALUATION 2018-19

Q6 How well do you believe the Audit, Finance and Executive Standing Committees are meeting their mandates?

Answered: 14 Skipped: 1



ANSWER CHOICES	RESPONSES	
Excellent	50.00%	7
Satisfactory	50.00%	7
Unsatisfactory	0.00%	0
N/A	0.00%	0
TOTAL		14

#	SUGGESTIONS ON HOW THEY CAN BETTER MEET THEIR MANDATES, OR ANY OTHER IMPROVEMENTS:	DATE
1	Probably good, who knows really. We get reports and everyone seems satisfied, so good I guess.	4/15/2019 2:55 PM
2	Agenda setting by Committee members and staff resource.	4/9/2019 9:03 AM

BOARD OF GOVERNORS SELF-EVALUATION 2018-19

Q7 If you are a Standing Committee member, do you haveany suggestions for improvement? Indicate which one.

Answered: 5 Skipped: 10

#	RESPONSES	DATE
1	No.	4/23/2019 10:58 AM
2	No suggestions. All going well.	4/16/2019 11:27 AM
3	Pacific Institute of Sports Excellence (PISE)	4/15/2019 1:35 PM
4	More frequent meetings of Foundation Board and better linkage with staff.	4/9/2019 4:48 PM
5	N/A	4/9/2019 9:38 AM

BOARD OF GOVERNORS SELF-EVALUATION 2018-19

Q8 Do you have any other comments related to the board andits operation?

Answered: 9 Skipped: 6

#	RESPONSES	DATE
1	Lots of capable people around the table. Excellent senior exec team and well prepared. The board acts more like a foundation or community board, rather than a strategic board. It feels as if there are opportunities to value, beyond giving approval.	4/24/2019 12:10 PM
2	The Board is well run and supported by Sherri and her team. Excellent job!	4/16/2019 11:27 AM
3	Not really, except I cannot say enough good things about Heather! Quiet uber-efficiency personified.	4/15/2019 2:55 PM
4	Audit seems a bit heavy in terms of regular issues (v.s. necessary dealings with special issues). Unrelated, do you need an extra person?	4/12/2019 5:45 PM
5	Periodic team building with and among Board and staff would help.	4/9/2019 4:48 PM
6	The Board Executive has done an excellent job of keeping members informed of issues that are under consideration. I think everything has been in place for the board to make considered decisions.	4/9/2019 10:42 AM
7	Not at this time.	4/9/2019 9:38 AM
8	Perhaps we could invite someone from BRDO to Executive Committee meeting to discuss transition plans.	4/9/2019 9:03 AM
9	I am disappointed that Stefan Fletcher was removed. I thought he asked excellent questions. We need to keep asking the important questions.	4/9/2019 9:01 AM

Board of Governors

One-on-One Interviews

The focus of the questions are operations, training requests, and board improvements (not the college as a whole)

Ron Rice: Rob Smythe, Joanne Cumberland, Tim Ayers
Cindy Choi: Emily Rogers, Phil Venoit; Gultash Waraich
Laylee Rohani: Brenda McBain, Monty Bryant, Margie Parikh, Al van Akker

1. What kind of training would you like to see personally, and for the board as a whole? Some areas are finance, governance, fiduciary duties and responsibilities.

2. What format for training do you think would best suit the board?

3. What areas do you think need to be covered and/or reviewed at the annual board orientation?

4. What format for the board orientation would be most beneficial to all members?

5. Succession planning – what are your strengths and interests? Which committee are you interested in joining?

6. Are there areas that the board needs to improve process?
7. What kind of public events do you want to attend and speak at?

8. Do you have any other comments?

BOARD OF GOVERNORS

REGULAR MEETING MINUTES

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

BOARD MEMBERS:	**ADMINISTRATION:**
Ron Rice, Chair	John Boraas, VP Education
Tim Ayers	Deborah Huelscher, CFO & Interim VP Administration
Sherri Bell, President	Barbara Severyn, Executive Director, Human Resources
Monty Bryant	Geoff Wilmshurst, VP Partnerships
Cindy Choi	Joan Yates, VP Student Experience
Joanne Cumberland	
Brenda McBain	**GUESTS**:
Emily Rogers	Len Rodrigues, Thinkspace
Laylee Rohani, Vice Chair	Joylyn Teskey, Noun Consulting (teleconference)
Rob Smythe	Ray Wolfe, Thinkspace
Al van Akker	
Phil Venoit	**REGRETS**: Margie Parikh
Gultash Waraich	
	EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

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

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III SPECIAL BOARD DISCUSSION: CAMPUS MASTER PLAN

Sherri Bell, President, noted at the last meeting Thinkspace presented the proposed Campus Master Plan, and afterwards the link to the detailed document was sent to the board members. On May 13, 2019, Ray Wolfe and Len Rodrigues will spend an hour at each campus to give a short presentation to the employees and answer questions. Sherri will give an overview and Ian Tol will discuss the input gathered from the schools and how it will inform the future.

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

Al van Akker opposed the motion.

IV BOARD MEMBER REPORTS

1. Chair's Report

Ron Rice, Chair, met regularly with Sherri Bell for planning. Ron welcomed the students to the Eyēʔ Sqâ'lewen: The Centre for Indigenous Education & Community Connections student awards ceremony on March 28. Ron noted there is nothing more inspirational than seeing what the students are doing, and encouraged the members to accept the invitations to the awards.

Ron acknowledged all the time that Cindy Choi and Deborah Huelscher put into developing the Finance Basics training on April 1. We will offer the training annually going forward. Congratulations to Joanne Cumberland who has been acclaimed to the staff position on the board for the next three years. The elections results will be announced after April 10.

The annual board self-evaluation will go out electronically tomorrow, with a one-week deadline. After the results come in, the Board Executive will schedule meetings with each member for one-on-one interviews. The results will inform the orientation in the fall.

The Board Award for Innovation and Community Partnership celebration took place on April 4. The Songhees Nation was the recipient. Ron asked the members for their comments.

- I was 'blown away' by how classy it was. The students who did the food and hosting were outstanding. They seemed to be professionals rather than just learning. The food was fabulous. The ceremony was so moving. I was impressed with how the Chair and board members took part in the ceremony. Altogether it was very well done.
- It was seamless. If I didn't know the students had organised it, I would have thought it was done by a professional event organiser. It was very well done.
- It was excellent, it was great to see so many, and such a variety, of guests from the community. I would have liked little plates in addition to the napkins.
- It was a great event. It was the first time she saw an event that integrated the First Nations Oral Tradition, and it was very enlightening for her. Event itself was great. The cart service from the parking lot to front door was a pleasant surprise. The students did a great job greeting and welcoming the guests. The drink coupon was a little bit too small.
- It was a fabulous event. It was well organised. The first impression was wonderful, to be greeted and shown in by the students. The elders, on arrival, were escorted in, and that sent an important message to all the guests.
- The frame for the woven blanket was a loan. Al van Akker will build one for a permanent display at the Songhees Wellness Centre.
- Chief Ron Sam was really touched by the blanket and the way it was displayed and he will put it up for display in the Songhees Wellness Centre.
- Thank you to everyone involved in putting on the celebration. We have had the award for a while, but began a new process this year. Many had their hand in working with the students. The students were outstanding. We were very fortunate to have a board chair to help work through the ceremonial piece. We were asked by the Songhees Nation to do the Oral Tradition Ceremony. There was a lot of learning for everyone, with lots of changes. Geoff Wilmshurst blanketed the Speaker Al Sam. The Family put money in a pouch pinned to the Speaker. It was about honoring the people in their tradition. The

Songhees Nation were really touched by it. It was a beautiful event, and it worked really nicely. Thanks to everyone involved for the amount of effort that went in.

2. President's Report

Sherri Bell, President, reported the Technology Access Centre in the Babcock lab received $250K from the Province. We received year-end funds last week for the Health Care Assistant; Mental Health Support; Supplemental Indigenous Emergency Fund; and Technology Skills Youth Sampler. We received $1.4M for the development of the Sonography program.

Sherri attended the Summit Round Table on the Provincial Innovation Framework where three Ministers sought feedback from technology companies on the Innovation Framework. Federal Minister Duclos came to Camosun Innovates for a Federal budget announcement, and was excited to see Camosun's work with industry.

Sherri attended a Greater Victoria Chamber of Commerce meeting in which Minister Joyce Murray heard from three post-secondary presidents and industry. Sherri was asked by Victoria Foundation to do a podcast for Vital Signs, about Camosun. We hosted the BC Construction breakfast last Tuesday. One of our instructors, Jamie McPherson, received an award from them. Sherri has been working on the transition plan for the move of Health and Human Services to Interurban in September. Plans are underway to have additional food, parking, counseling, and library services in place. Island Health announced a student with measles was at Camosun recently. The information was distributed widely, and all students have been informed.

3. Foundation

Monty Bryant, Foundation Liaison, noted they are working on developing their code of conduct, and are aligning it with the board's standards of conduct.

i) Fundraising update

Geoff Wilmshurst, VP Partnerships, advised the Health Building campaign has raised $3.3M of their $5M goal. There is $1.3M out in requests. Student financial support in 2018 was $965,500. 39% of that went to student awards, and 61% went to bursaries. Annual revenue saw the beginning of real increases in 2014 with the Trademark Campaign. There has been an increase in support annually since then, and staff have been added in Advancement. Much effort is going into Alumni relations.

4. Education Council

Brenda McBain, Liaison, noted Education Council provided a lot of input on the development of the Academic Integrity policy and the draft Student Conduct policy. Tim Ayers, Education Council Chair, noted the minutes from the February 20, 2019, meeting were included in the agenda package. Tim went over the highlights of the March 20, 2019, meeting, which included the approval of the request for an increase in the reserved Indigenous Ancestry seats in BSN.

5. Pacific Institute for Sport Excellence (PISE)

Phil Venoit, PISE Board of Directors member, noted they have not met since the last board meeting.

V BOARD COMMITTEE REPORTS

1. Executive Committee

Ron Rice, Chair, Executive Committee, noted they finalized the program for the Award for Innovation and Community Partnership Ceremony on April 4, including the Songhees Oral Tradition ceremony. They established the process for this year's annual board self-evaluation and one-on-one interviews, and set the agendas for today's meetings. The Government is offering the chair, president and two newly appointed board members a one-day training session 'Governing in the Public Interest' in Vancouver on May 23, 2019.

i) Indigenous Ancestry Student Seats in BSN

The Board Executive supported an increase to the number of seats reserved for qualified students of Indigenous ancestry in the Baccalaureate of Science in Nursing (BSN). John Boraas, VP Education, noted Camosun is applying to the BC Human Rights tribunal to increase the number of reserved seats from five to ten percent. The Indigenous Advisory Committee, Education Council, and the University of Victoria all support the request.

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.
CARRIED

2. Finance Committee

i) The minutes from the January 28, 2019, Finance Committee meeting were included in the agenda package.

ii) Cindy Choi, Chair, Finance Committee, gave a report on the April 1, 2019, meeting. Before the meeting, Cindy and Deborah Huelscher, CFO & Interim VP Administration, hosted an optional training session in Finance Basics. The budget process was reviewed in detail. We are delivering a balanced budget that aims to deliver as many student FTEs as possible, that provides high quality programs at a reasonable cost, that meets student and community needs, and that provides capacity for investment in alignment with the strategic plan. It includes the Campus Master Plan and the inter-campus moves in September. It is a status quo budget with some modest growth and re-allocation of funds.

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.
CARRIED

VI APPROVAL OF THE MINUTES

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

VII NEW BUSINESS

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

Sherri Bell noted the building is on time and on budget, and showed the photos of the interior. There will be a grand opening in the fall. There are floor-to-ceiling windows and skylights, so the classrooms and common areas get natural light. The views are spectacular. The social staircase is still under construction. It starts outside and moves inside. There will be live trees growing in the centre. The Indigenous space, which is circular and has cedar, opens up to create larger space.

2. West Shore

Sherri Bell advised Royal Roads University, University of Victoria, Camosun College, and School District #62 worked with a consultant on a Province funded feasibility study on a post-secondary presence in the West Shore. Last week it was submitted to Government. A business case will be announced tomorrow for the next phase. The same partners will meet again to discuss how to move forward.

3. Bargaining Update

Barbara Severyn, Executive Director, Human Resources, advised BCGEU met last week. The Federation of Post-Secondary Educators (FPSE) is working on the secondary scales issue, which affects other institutes. There is one more day to meet with CCFA on local bargaining protocol. CUPE is not at the multi-employer table, so must wait until the end of April or early May.

VIII ADJOURNMENT

The meeting was adjourned at 6:10 pm.

Ron Rice, Chair **Date**

Heather Martin, Recorder

REPORT TO THE BOARD OF GOVERNORS

SUBMITTED BY:	Sherri Bell, President
TO:	Camosun College Board of Governors
DATE:	May 13, 2019
TOPIC:	Annual Report to Board Sexual Violence and Misconduct Policy Implementation Report

For Information: X For Decision: For Discussion:

BACKGROUND

In May of 2016, the Provincial Legislature passed the British Columbia (B.C.) *Sexual Violence and Misconduct Policy Act* (the "Act"). The Act required public post-secondary institutions in B.C. to establish and implement a sexual misconduct policy by May of 2017.

Policies are required to address sexual misconduct/violence including sexual misconduct prevention and responses to sexual misconduct, and include procedures for reporting and responding to sexual misconduct involving a student.

CAMOSUN CONTEXT

In May 2017, the Camosun College Board of Governors approved the policy entitled *Sexual Violence and Misconduct* (E 2.9).

The policy included extensive input in the development stage from over 200 members of the Camosun community as well as external support from agencies, other postsecondary institutes and community partners.

Accountability for the policy rests with the College president as per both the provincial legislation and our own policy, and as such, I provide this report on an annual basis to the board. Specifically, the board approved *Sexual Violence and Misconduct* policy (E 2.9) indicates that:

> *The President of Camosun College will provide an annual update to the Board of Governors pertaining to the implementation of this policy, including but not limited to:*
> - *Student engagement and consultation*
> - *Prevention, communication and awareness strategies*
> - *Response*

POLICY IMPLEMENTATION

Student Engagement and Consultation

To establish the policy and ensure that the implementation included high levels of awareness, an extensive consultation process was developed that included students. This has continued since board approval in 2017 and has included:

- A Community, Family & Child Studies Diploma Program Practicum student within the Office of Student Support providing insight and direction on the development of the annual education plan.
- UVic's AntiViolence Project student-led consent workshops offered to Camosun students and employees. Based on the Let's Get Consensual project, the workshops provided participants

with the education, skills, and opportunity to understand and practice consent in a supportive and sex-positive space.
- Ongoing consultation and event/initiative partnership with the Camosun College Student Society (CCSS), including executive and board representatives.

Prevention, Communication and Awareness Strategies
Sexual violence prevention and education requires a holistic approach. Camosun's educational approach looks to develop a comprehensive strategy composed of educational components that equip students, faculty and staff with the awareness, knowledge and skills required to make social change at Camosun and beyond. The end goal is an environment where sexual violence is not tolerated and a culture of consent and respect is expected and demonstrated by all members of the College community.

In-line with the *Sexual Violence and Misconduct* policy (E-2.9), the goal of the education plan is to provide education, training and awareness to the College Community in order to:
- Increase the amount and quality of information and education to prevent sexual violence;
- Reduce trauma for people who have been hurt;
- Improve responsiveness and quality of service for victim/survivors; and
- Strengthen the capacity and support for staff whose positions support prevention or response to sexual violence on our campuses.

Since implementation, strategies have included:
- The development of a comprehensive web-landing page within the Office of Student Support - http://camosun.ca/services/student-support/
- Outreach and presentations to schools and administrative units by the Director Student Affairs, Student Support Manager and Campus Security Specialist.
- Consent Tea hosted by the Community, Family & Child Studies Diploma Program Practicum student within the Office of Student Support.
- Involvement in the National Day of Remembrance and Action on Violence against Women (December 6) by the Student Support Manager, Office of Student Support.
- Marketing of educational campaigns including posters, displays, and LCD slides.
- Booth outreach in high-traffic areas hosted by the Community, Family & Child Studies Diploma Program Practicum student and the Student Support Manager, Office of Student Support.
- Numerous pamphlets, handouts and business cards handed out to faculty, staff and students.
- Participation in the province wide British Columbia Ministry of Advanced Education, Skills and Training information campaign to raise awareness and to help prevent sexualized violence and misconduct - https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/prevent-sexualized-violence/3389_gcp_posters_8-5x11_hr-nt.pdf

Response
Camosun College is committed to creating and maintaining a healthy learning and working environment in which sexual violence and misconduct is not tolerated. The college understands that sexual violence prevention requires a holistic approach, and victim/survivors of sexual violence deserve support and to understand the options for resolution available to them under the *College's Sexual Violence and Misconduct* policy (E.2-9).

Under the Camosun Sexual Violence and Misconduct Policy, a student can choose from the following choices, in seeking a resolution to their situation:

- Disclosure
    - When an individual who has experienced sexual misconduct seeks support and/or accommodation, but makes no report or complaint to the college. A disclosure will not result in an investigation by the College, unless required by law or pursuant to a collective agreement or other College policy.
- Report to the college
    - When an individual who has experienced sexual misconduct or a third party individual makes a report to the College but does not file a formal complaint. The College will not commence an investigation when a report is made, unless required to do so by law or pursuant to a collective agreement or other College policy.
- Complaint to the college
    - When an individual who has experienced sexual misconduct or a third party individual makes a formal complaint to the college. This complaint process is non-criminal in nature and may initiate an investigation that will be overseen by the College.
- Report to the police
    - When an individual who has experienced sexual misconduct or a third party individual makes a report to the police, requesting that the police pursue criminal charges under the Criminal Code of Canada. A student choosing to pursue this option may receive assistance from the Office of Student Support, the Counselling Department, or Campus Security.

The following are actions taken to support victim/survivors and respondents:

- Victoria Sexual Assault Centre referrals
- Camosun Human Resources referrals
- Support students reporting to law enforcement
- Behavioral contracts
- External investigation
- Security led discussions with students
- Security escort of staff and/or student on campus
- Weekly monitoring of students by staff (Director, Chair, Security, Student Support Manager, Instructors)
- Parental involvement and/or support
- Mental health supports
- Addiction supports

NEXT STEPS

In the upcoming academic year, our focus will be on:

- Identifying appropriate assessment tools to inform programming and the impact of that programming including, but not limited to:
    - Camosun Student Experience Survey
    - National College Health Assessment Survey
- Establishing an action team/working group, including broad representation from faculty, staff and students, to be responsible for overseeing the implementation of the education plan.
- Continue the implementation of the annual education plan.
- Determine and establish by-stander training program and dates.
- Continue development and implementation of trauma informed disclosure training for faculty and staff.

TOP

Standing up for student rights since 1990
Local 17 of the British Columbia Federation of Students

April 09, 2019

Ron Rice, Chair
Camosun College Board of Governors
3100 Foul Bay Rd.
Victoria, B.C. V8P 5J2

RE: Student Society Fee Levies 2019-2020

Dear Mr. Rice:

As required by the College and Institutes Act, the Camosun College Student Society is informing the Board of Governors that its 2017-2018 audit and more current un-audited statements are currently available to members and will also be presented to CCSS members at their Annual General Meeting on April 11th. The CCSS is required by the College and Institutes Act to request that the Board of Governors direct the collection and remittance of all CCSS related fee levies.

The schedule of proposed student levies for the 2019-2020 academic year is as follows:

Levy	**2019 - 2020**	**Current 2018 - 2019**
CCSS	$10.80/month	$10.52/month
BCFS	$1.17.month until December 31, 2019. & $2.34/month commencing January 1st 2020	$1.15/month
Advocacy and Campaigns	$1.17/month until December 31, 2019	$1.15/month
CASA	$0.43/month commencing January 1, 2020	
U-Pass	$20.25/month	$20.25/month
Health	$133/year	$131/year
Dental	$133/year	$131/year
Childcare	$1.13/month	$1.10/month
Athletics	$4.62/month	$4.50/month
Recreation	$3.22/month	$3.13/month
Building Fund	$4.16/month	$4.05/month
Recycled Paper	$0.15/month	$0.15/month
Student Refugee Program	$0.47/month	$0.46/month

Some aspects of the proposed fee levies are presented a little differently than in previous years due to the fact that the CCSS ceased being a member of the Canadian Federation of Students in June of 2018 and that change set in motion a number of fee changes. In a fall referendum students allocated the CFS levy to a Campaigns and Advocacy fund until December 31, 2019 when the British Columbia Federation of Students levy increases to match the previous combined BCFS/CFS levy amount. In a related referendum also held in the fall of 2018, students voted to join the Canadian Alliance of Student Associations and implement a membership fee levy for that organization which commences on January 1st 2020.

Most CCSS levies have been increased by inflation in accordance with CCSS bylaws. The British Columbia Federation of Students levy is governed by the bylaws of that organization and has increased by CPI as well. The U-Pass levy is tied to the cost of the BC Transit adult monthly bus pass and is governed by the agreement that was approved by referendum in April 2001. The Health/Dental fees are governed by the terms of a referendum passed in 1999 and have slightly increased this year.

The Camosun College Student Society requests that the Board of Governors direct the collection and remittance of all proposed CCSS levies for the 2019-2020 academic year. We specifically request that the CCSS, BCFS, CASA, Advocacy & Campaigns, Student Refugee Program, and Health & Dental levies be collected and remitted directly to the student society. We also request that the U-PASS, Child Care, Athletics, Recreation, Building Fund, and Recycled Paper levies be collected and distributed as per the existing arrangements and understandings.

Yours truly,

Michel Turcotte
Executive Director

Enclosure: CCSS 2017-2018 Audited Financial Statements

www.twmca.com

FINANCIAL STATEMENTS

CAMOSUN COLLEGE STUDENT SOCIETY

March 31, 2018

Limited Liability Partnership

Tompkins Wozny
Chartered Professional Accountants

INDEPENDENT AUDITOR'S REPORT

To the Members of
Camosun College Student Society

Report on the Financial Statements

We have audited the accompanying financial statements of Camosun College Student Society, which comprise the statement of financial position as at March 31, 2018, and the statements of operations, changes in fund balances and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Society's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Camosun College Student Society as at March 31, 2018 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Report on Other Legal and Regulatory Requirements

As required by the British Columbia Societies Act, we report that the accounting principles used in these financial statements have been applied on a basis consistent with that of the preceding year.

Tompkins Wozny LLP

Vancouver, Canada
September 28, 2018

Chartered Professional Accountants

Camosun College Student Society
Incorporated under the Society Act of B.C.

STATEMENT OF FINANCIAL POSITION

As at March 31

	2018							2017
	Operating Fund $	Capital Asset Fund $	Building Fund $	Health & Dental Fund $	Student Refugee Fund $	Other Funds $	Total $	Total $
ASSETS								
Current assets								
Cash and cash equivalents *[note 3]*	1,259,983	—	—	1,413,892	10,121	248,208	2,932,204	2,523,908
Accounts receivable *[note 4]*	95,076	—	119,332	632,900	—	—	847,308	1,081,853
Prepaid expenses	11,139	—	—	—	—	—	11,139	6,388
Total current assets	1,366,198	—	119,332	2,046,792	10,121	248,208	3,790,651	3,612,149
Funds held by Camosun College *[note 5]*	—	—	3,518,563	—	—	—	3,518,563	3,041,131
Capital assets *[note 6]*	—	45,568	—	—	—	—	45,568	38,891
	1,366,198	45,568	3,637,895	2,046,792	10,121	248,208	7,354,782	6,692,171
LIABILITIES AND FUND BALANCES								
Current liabilities								
Accounts payable and accruals *[note 7]*	197,792	—	—	—	—	19,748	217,540	210,388
Deferred revenue	—	—	—	803,378	—	—	803,378	859,180
	197,792	—	—	803,378	—	19,748	1,020,918	1,069,568
Fund balances								
Invested in capital assets	—	45,568	—	—	—	—	45,568	38,891
Internally restricted	—	—	3,637,895	1,243,414	10,121	228,460	5,119,890	4,468,894
Unrestricted	1,168,406	—	—	—	—	—	1,168,406	1,114,818
Total fund balances	1,168,406	45,568	3,637,895	1,243,414	10,121	228,460	6,333,864	5,622,603
	1,366,198	45,568	3,637,895	2,046,792	10,121	248,208	7,354,782	6,692,171

See accompanying notes to the financial statements

On behalf of the Board

Akashdeep Sidhu.

Fillette Umulisa

Tompkins Wozny
Chartered Professional Accountants

Camosun College Student Society
Incorporated under the Society Act of B.C.

STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES

Year ended March 31

	2018							2017
	Operating Fund	Capital Asset Fund	Building Fund	Health & Dental Fund	Student Refugee Fund	Other Funds	Total	Total
	$	$	$	$	$	$	$	$
REVENUES						*[Schedule 1]*		
Student levy	534,308	—	313,893	1,595,555	38,735	340,899	2,823,390	2,597,612
Interest and other	15,305	—	52,555	24,401	—	—	92,261	150,207
Fundraising	—	—	—	—	—	37,922	37,922	22,879
Handbook advertising	10,108	—	—	—	—	—	10,108	3,433
	559,721	—	366,448	1,619,956	38,735	378,821	2,963,681	2,774,131
EXPENSES								
Health and dental premiums	—	—	—	1,123,634	—	—	1,123,634	1,024,636
Wages and benefits	312,850	—	—	180,534	—	108,397	601,781	596,899
Donations - Ombudsperson	20,000	—	—	—	—	—	20,000	20,000
- Daycare	6,800	—	—	—	—	—	6,800	6,800
- Other	10,228	—	—	32,308	4,107	52,480	99,123	116,345
Nexus expense	—	—	—	—	—	119,822	119,822	117,818
Office, postage, supplies and other	42,544	—	—	2,164	23,092	38,343	106,143	103,565
Travel and conferences	33,702	—	—	7,796	6,370	4,822	52,690	33,515
Handbook and printing	29,404	—	—	5,574	—	10,671	45,649	31,197
Special events	8,596	—	—	4,993	—	27,208	40,797	35,792
Professional	10,105	—	15,123	—	—	—	25,228	28,533
Amortization	—	10,753	—	—	—	—	10,753	10,751
	474,229	10,753	15,123	1,357,003	33,569	361,743	2,252,420	2,125,851
Excess revenue (expenses) for the year	85,492	(10,753)	351,325	262,953	5,166	17,078	711,261	648,280
Fund balances, beginning of year	1,114,818	38,891	3,259,247	980,461	4,955	224,231	5,622,603	4,974,323
Purchase of capital assets	(17,430)	17,430	—	—	—	—	—	—
Transfer to other funds	(27,323)	—	27,323	—	—	—	—	—
Transfer of excess surplus in other funds	12,849	—	—	—	—	(12,849)	—	—
Fund balances, end of year	1,168,406	45,568	3,637,895	1,243,414	10,121	228,460	6,333,864	5,622,603

See accompanying notes to the financial statements

Tompkins Wozny
Chartered Professional Accountants

STATEMENT OF CASH FLOWS

Year ended March 31

	2018							2017
	Operating Fund $	Capital Asset Fund $	Building Fund $	Health & Dental Fund $	Student Refugee Fund $	Other Funds $	Total $	Total $
OPERATING ACTIVITIES								
Excess of revenue (expense) for the year	85,492	(10,753)	351,325	262,953	5,166	17,078	711,261	648,280
Add item not affecting cash								
Amortization of capital assets	—	10,753	—	—	—	—	10,753	10,751
Changes in non-cash working capital items								
Accounts receivable	(30,200)	—	126,107	138,638	—	—	234,545	(105,222)
Prepaid expenses	(4,751)	—	—	—	—	—	(4,751)	(316)
Accounts payable and accruals	15,963	—	—	—	—	(8,811)	7,152	(114,725)
Deferred revenue	—	—	—	(55,802)	—	—	(55,802)	211,139
Cash provided by operating activities	66,504	—	477,432	345,789	5,166	8,267	903,158	649,907
INVESTING ACTIVITIES								
Purchase of capital assets	(17,430)	—	—	—	—	—	(17,430)	(15,316)
Inter-fund transfer	12,849	—	—	—	—	(12,849)	—	—
Cash used in investing activities	(4,581)	—	—	—	—	(12,849)	(17,430)	(15,316)
Increase in cash during the year	61,923	—	477,432	345,789	5,166	(4,582)	885,728	634,591
Cash, beginning of year	1,198,060	—	3,041,131	1,068,103	4,955	252,790	5,565,039	4,930,448
Cash, end of year	1,259,983	—	3,518,563	1,413,892	10,121	248,208	6,450,767	5,565,039
Cash is represented as follows:								
Cash and cash equivalents	1,259,983	—	—	1,413,892	10,121	248,208	2,932,204	2,523,908
Funds held by Camosun College	—	—	3,518,563	—	—	—	3,518,563	3,041,131
	1,259,983	—	3,518,563	1,413,892	10,121	248,208	6,450,767	5,565,039

See accompanying notes to the financial statements

Camosun College Student Society
Incorporated under the Society Act of B.C.

NOTES TO FINANCIAL STATEMENTS

March 31, 2018

1. PURPOSE OF THE ORGANIZATION

Camosun College Student Society (the "Society") is a not-for-profit organization incorporated pursuant to the Society Act of British Columbia that provides support services and advocacy representation to the student membership. The Society is exempt from income taxes.

The purposes of the Society is to organize students on a democratic basis for the advancement of students' interests; to develop a sense of community among students and other constituent groups of Camosun College; to promote and represent students' interests in relation to Camosun College; to create, organize and promote services or programs which enrich the educational, social, cultural and recreational environment at Camosun College; and, to seek to ensure that Camosun College programs are accessible to everyone.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

Use of Estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the amounts of revenues and expenses reported during the year. Significant areas requiring the use of management estimates relate to the determination of net recoverable value of assets, in particular as it relates to the useful lives of capital assets, accrued liabilities and deferred revenue. Actual results could differ from these estimates.

Fund Accounting

The Society follows fund accounting using the deferral method of accounting for contributions. The major funds are described below.

Operating Fund

Revenues and expenses related to program delivery and administrative activities are reported in the general fund. This fund represents unrestricted resources.

The following funds are all internally restricted for the following purposes:

Capital Asset Fund

The Capital Asset Fund reports the assets, liabilities, revenues and expenses related to the Society's capital assets.

NOTES TO FINANCIAL STATEMENTS

March 31, 2018

2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Fund Accounting (Cont'd)

Building Fund

The Building Fund was established in 1992 with the goal of creating the capital necessary to fund the construction of its own space. In 2005, the construction of student space became a priority and members voted to establish a building fund levy in April 2006.

The College collects funds through a student levy on behalf of the Society and remits the collected funds directly to the Camosun College Foundation where they are held in trust until such time as they are required for building development.

Health & Dental Fund

The members of the Society have agreed to contribute up to $254 per year for the purpose of offering both a health plan and dental plan for undergraduate students.

Student Refugee Fund

The Society's Student Refugee program is run in collaboration with the Camosun WUSC (World University of Canada) Committee and the Camosun College. Its purpose is to sponsor one student refugee per academic year and help with pursuing their educational goals.

Internally Restricted Net Assets in the Operating Fund

The Society has several internally restricted funds as outlined in the Statements of Operations and Changes in Funds Balances. These funds include Nexus, Clubs, Events, Walk Safer, Contingencies in Future Benefits, First Nations Student Association, Pride, Students with Disabilities, Women's Centre, Sustainability, and the International Students Fund.

In accordance with the operating reserve policy, each of the groups carry forward up to $1,000 of their budget surplus per year, except Events, Clubs, Walk Safer and the Fund for Contingencies in Future Employee Benefits.

i) Nexus Fund

The Nexus is the student newspaper. The purpose of the Nexus Publishing Society is to publish informative, analytical, and entertaining materials with focus on issues affecting students. Students paid $119,822 [2017: $117,818] towards publication of the Nexus.

TOP

NOTES TO FINANCIAL STATEMENTS

March 31, 2018

2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Fund Accounting (Cont'd)

ii) Clubs Fund

Club funding is provided by a student levy so that students can start a club. The board passed a motion that all funds received would be spent on clubs; therefore the Clubs' surplus is carried forward without restriction. Examples of clubs include Japanese Conversation, Psychology, and Toastmasters.

iii) Events Fund

The Events fund is primarily used for funding CamFest, but includes other Society special events. CamFest is an event to welcome students to the campuses and have handbooks, hot beverages, and information to help orient students.

iv) Walk Safer Fund

Walk Safer is a student run safety service that is available on both Lansdowne and Interurban Campuses, where students can be walked or transported by golf cart to their classes, vehicles or other locations at night. The capital fund was established to purchase and maintain golf carts when needed. Walk Safer can carry-over up to $5,000 to top up the program's capital fund.

v) Contingencies for Future Employment Benefits Fund

The Fund for Contingencies in Future Employee Benefits have been set aside to cover seldom used but obligatory employee contingencies such as employee childcare, non-continual expenses would otherwise cause an adverse impact on the Society's annual budget.

vi) First Nations Student Association Fund

The First Nations Student Association (FNSA) is run by and for Aboriginal students at Camosun College. FNSA was formed to address the specific concerns of Aboriginal students, and to provide a comfortable place for students to go. FNSA's mandate is to meet the social, cultural, and recreational needs of Aboriginal students.

vii) Pride Fund

The Pride Centre is dedicated to providing and creating a safe and supportive environment for members of the Gay, Lesbian, Bisexual, Transgendered, Two-Spirited and Queer (GLBT2Q) community and their allies on campus. The Pride Centre offers individuals an opportunity to take an active role in creating a healthy, involved, and fun community on campus.

NOTES TO FINANCIAL STATEMENTS

2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Fund Accounting (Cont'd)

viii) Students' with Disabilities Fund

The Student's with Disabilities director acts as an advocate for those affected by both physical and mental health concerns. The director provides a listening ear and acts as a confidant for discussion of personal issues.

ix) Women's Centre Fund

The Women's Centre exists at both Lansdowne and Interurban campus and provides a safe space, resources, and activities specifically to enhance the lives of women on campus.

x) Sustainability Fund

Camosun Students for Sustainability exists to foster awareness of environmental issues and is an advocate for implementing change to improve the environment.

xi) International Fund

International Student Director is an advocate, provided by the Society, to voice and act on the issues of international students. The International Student Director's mission is to help enable International students understand Canadian culture as well as help promote cultural awareness.

xii) Food Bank Fund

The Society maintains a food bank as an emergency resource for food and some basic necessities, for students at both Lansdowne and Interurban campuses.

xiii) Human Resources Fund

The Human Resources Fund provides for external consultancy, advisory and record keeping services.

Revenue Recognition

The Society follows the deferral method of accounting for contributions. Unrestricted contributions are recognized as revenue of the appropriate fund when received or receivable if the amount to be received can be reasonably estimated and the collection is reasonably assured. Contributions for externally restricted purposes are recognized as revenue in the year in which the related expenses are incurred.

Student activity fees are recognized as revenue according to the academic terms and funds they relate to.

NOTES TO FINANCIAL STATEMENTS

March 31, 2018

2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Revenue Recognition (Cont'd)

The Health Plan levies are recognized as revenue over the term of the plan coverage.

Revenue from all other sources is recognized when the service is provided or when the respective goods are sold to the customer.

Interest income is recognized in accordance with the terms of the underlying investment which is generally with the passage of time.

Contributed Services

Volunteers contribute their time to assist the Society in carrying out its activities. Due to the difficulty in determining the fair value of such services, the value of the donated services is not recognized in these financial statements.

Measurement of Financial Instruments

The Society initially measures its financial assets and financial liabilities at fair value. The Society subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, term deposits, and accounts receivable. Financial liabilities measured at amortized cost include accounts payable and accruals.

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Cash and Cash Equivalents

Cash is defined as cash on hand and cash on deposit, net of cheques issued and outstanding at the year-end and highly liquid term deposits.

The Society's statement of cash flows is prepared on a net cash basis and cash flows from operating activities are reported using the indirect method.

NOTES TO FINANCIAL STATEMENTS

March 31, 2018

2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Capital Assets

Purchased capital assets are recorded at cost and amortization expense is recorded in the Capital Asset Fund.

Amortization is provided over the assets' estimated useful lives as follows:

• Computers	3 years straight-line
• Office equipment	20% per year, declining basis
• Other equipment	20% per year, declining basis

Amortization for equipment acquired during the year is recorded at one-half of the indicated rates.

Use of Premises

The use of the Society's current office space is provided, at no cost, by way of agreement with Camosun College.

3. CASH AND CASH EQUIVALENTS

	2018 $	2017 $
Cash	**1,218,457**	582,508
Term deposits	**1,713,437**	1,941,090
Credit Union shares	**10**	10
Floats	**300**	300
	2,932,204	2,523,908

The term deposits are readily convertible into cash and have interest rates between 1.30% to 2.40%.

TOP

NOTES TO FINANCIAL STATEMENTS

March 31, 2018

4. ACCOUNTS RECEIVABLE

	2018 $	2017 $
Operating Fund		
Camosun College	**91,073**	55,145
Interest	**2,786**	4,567
Other	**1,217**	5,164
	95,076	64,876
Building Fund		
Camosun College	**119,332**	245,439
Health & Dental Fund		
Camosun College	**626,451**	767,363
Interest	**6,449**	4,175
	632,900	771,538
Allowance for doubtful account	**—**	—
	847,308	1,081,853

5. FUNDS HELD BY CAMOSUN COLLEGE

The Camosun College Student Union Society Building Fund was established in 1992 with the goal of creating the capital necessary to fund the construction of its own space. The College collects funds through a student levy on behalf of the Society. The College remits the collected funds directly to the Camosun College Foundation, where they are held in trust until such time as they are required for building development.

6. CAPITAL ASSETS

	Cost $	Accumulated Amortization $	Net Book Value $
2018			
Computers	**42,413**	**39,951**	**2,462**
Office equipment	**80,413**	**53,156**	**27,257**
Other equipment	**40,579**	**24,730**	**15,849**
	163,405	**117,837**	**45,568**
2017			
Computers	42,412	37,795	4,617
Office equipment	62,984	48,521	14,463
Other equipment	40,579	20,768	19,811
	145,975	107,084	38,891

TOP

NOTES TO FINANCIAL STATEMENTS

March 31, 2018

7. ACCOUNTS PAYABLE AND ACCRUALS

	2018 $	2017 $
Operating Fund		
Operations	**53,634**	41,906
Camosun College	**83,626**	107,644
Wages and vacation	**60,532**	32,279
	197,792	181,829
Nexus Fund		
Operations	**19,748**	28,559
	19,748	28,559
	217,540	210,388

8. RELATED PARTY TRANSACTIONS

For the year ending March 31, 2018, the Society paid stipends and honorariums to executive board members and other elected personnel in the amount of $44,639 [2017 - $51,113].

The amount above includes payments made to the following elected directors during the year:

	$
External Executives	**13,288**
Interurban Executives	**7,722**
Woman's Directors	**5,463**
Lansdowne Executives	**4,830**
International Directors	**4,732**
Sustainability Directors	**2,472**
Pride Directors	**2,437**
FNSA Directors	**1,997**
Finance Executives	**1,548**
Off Campus Directors	**150**
	44,639

9. FINANCIAL INSTRUMENTS

The Society is exposed to various risks through its financial instruments. The following analysis presents the Society's exposures to significant risk as at March 31, 2018.

NOTES TO FINANCIAL STATEMENTS

March 31, 2018

9. FINANCIAL INSTRUMENTS (CONT'D)

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation.

The Society is exposed to credit risk with respect to its cash, term deposits and accounts receivable. The Society assesses, on a continuous basis, accounts receivable on the basis of amounts it is virtually certain to receive. The Society's cash and investments are invested with a large financial institution.

Liquidity Risk

Liquidity risk is the risk of being unable to meet cash requirements or fund obligations as they become due. It stems from the possibility of a delay in realizing the fair value of financial instruments.

The Society manages its liquidity risk by constantly monitoring forecasted and actual cash flows and financial liability maturities, and by holding assets that can be readily converted into cash.

Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Society is exposed to interest rate risk on its cash and term deposits.

STATEMENT OF OPERATIONS - OTHER FUNDS

Year ended March 31

	2018														2017
	Nexus $	Clubs $	Events $	Walk Safer $	Contingencies in Future Benefits $	First Nations Student Association $	Pride $	Students with Disabilities $	Women's Centre $	Sustainability $	International Students $	Food Bank $	Human Resources $	Total $	Total $
REVENUES															
Student levy	119,822	92,533	47,991	40,385	—	10,640	1,425	1,663	13,300	1,500	1,000	10,640	—	340,899	321,888
Fundraising and other	—	4,109	5,920	18,500	—	—	—	—	—	—	—	9,393	—	37,922	22,879
	119,822	96,642	53,911	58,885	—	10,640	1,425	1,663	13,300	1,500	1,000	20,033	—	378,821	344,767
EXPENSES															
Office, postage, supplies and other	119,822	3,602	25,713	1,528	—	—	37	—	280	—	—	7,183	—	158,165	167,784
Wages and benefits	—	44,858	227	44,404	7,690	200	—	—	6,650	—	—	4,368	—	108,397	100,550
Donations - Other	—	36,228	1,002	—	—	3,000	—	—	1,491	—	—	10,759	—	52,480	36,011
Special events	—	7,916	14,286	633	—	3,340	156	877	—	—	—	—	—	27,208	24,246
Travel and conferences	—	5	34	4,165	—	357	—	—	—	—	—	261	—	4,822	4,554
Handbook and printing	—	2,774	3,627	3,436	—	—	—	—	—	—	—	834	—	10,671	3,649
	119,822	95,383	44,889	54,166	7,690	6,897	193	877	8,421	—	—	23,405	—	361,743	336,794
Excess revenue for the year	—	1,259	9,022	4,719	(7,690)	3,743	1,232	786	4,879	1,500	1,000	(3,372)	—	17,078	7,973
Fund balances, beginning of year	—	93,366	41,586	(424)	27,943	1,000	1,000	1,000	1,000	1,000	709	6,051	50,000	224,231	176,459
	—	94,625	50,608	4,295	20,253	4,743	2,232	1,786	5,879	2,500	1,709	2,679	50,000	241,309	184,432
Transfer of excess surplus to operations	—	—	—	—	—	(3,743)	(1,232)	(786)	(4,879)	(1,500)	(709)	—	—	(12,849)	(8,650)
Transfer from operations	—	—	—	—	—	—	—	—	—	—	—	—	—	—	50,000
Purchase of capital assets	—	—	—	—	—	—	—	—	—	—	—	—	—	—	(1,551)
Fund balances, end of year	—	94,625	50,608	4,295	20,253	1,000	1,000	1,000	1,000	1,000	1,000	2,679	50,000	228,460	224,231

See accompanying notes to the financial statements

Tompkins Wozny
Chartered Professional Accountants