BOARD OF GOVERNORS

REGULAR MEETING AGENDA

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

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

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

GUEST: Evan Hilchey, Director, Student Affairs

REGRETS:
Mike Stubbing
Phil Venoit
Geoff Wilmshurst, VP Partnerships

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)	no attachment	
	4. Education Council [5 min] (Ahmadi/McBain)		
	i) Minutes of the September 18, 2019 meeting	attachment	4
	5. Pacific Institution for Sport Excellence [5 min] (Venoit)	no attachment	

			PAGE
IV	**BOARD COMMITTEE REPORTS**		
1.	Audit Committee [5 min] (Choi)		
i)	Minutes from the June 3, 2019 meeting	attachment	8
ii)	Report from the November 4, 2019 meeting	no attachment	
2.	Executive Committee [5 min] (Rohani)	no attachment	
i)	Policy Approvals [20 min] (Boraas)		
a.	Policy Framework *	attachment	10
b.	Program Quality Assurance Policy *	attachment	20
ii)	Student Appeal of Suspension [30 min] (Bell, Rohani)		
a.	Overview	attachments	23
b.	Student Supports Prior to Suspension [5 min] (Hilchey)	attachment	32
c.	CCSS Response	attachment	34
3.	Finance Committee [10 min] (Choi)		
i)	Minutes from the September 3, 2019 meeting	attachment	44
ii)	Report from the October 28, 2019 meeting	no attachment	
V	**APPROVAL OF THE MINUTES**		
1.	Minutes of the September 16, 2019 meeting [2 min] (Rohani)	attachment	46
VI	**NEW BUSINESS**		
1.	Institutional Accountability Plan and Report [15 min] (Porter)	Att. & Encl.	50
2.	Bargaining Update [5 min] (Severyn)	attachment	52
VII	**ADJOURNMENT**		
*****	Requires a decision. See Page 3 for the proposed motions.	attachment	3

CORRESPONDENCE [nil]

BOARD OF GOVERNORS

Regular Meeting

Monday, November 4, 2019

MOTIONS

IV BOARD COMMITTEE REPORTS

2. Executive Committee

i) POLICY APPROVALS

a. Policy Framework

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO THE COLLEGE'S POLICY FRAMEWORK.

b. Program Quality Assurance Policy

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE NEW PROGRAM QUALITY ASSURANCE POLICY.

Education Council

Ensuring that our students are provided with quality educational experiences

Approved Minutes

REGULAR MEETING
Wednesday, September 18, 2019
4:00 – 6:00 pm
P216, Lansdowne

Present

Voting Members

1. Andrea Kucherawy, Support Staff
2. Bijan Ahmadi, Faculty
3. Chris Avis, Faculty
4. Debbie Hlady, Administration
5. Isabel Grondin, Faculty
6. Janet Danks, Support Staff
7. John Boraas, Administration
8. Mark Fournier, Faculty
9. Ryan Russell, Faculty
10. Scott Harris, Administration
11. Vivian Fayowski, Faculty

Non-Voting Members

Connie Klassen, ICC Chair
Melody Foreman, Permanent Secretary
Peter Moroney, Education Policy & Planning

Regrets/Absent

Brenda McBain, Board of Governors
Jamie McPherson, Faculty
Jennifer LeVecque, Faculty
Joshua Cameron, Student
Richard Stride, Administration
Todd Ormiston, Indigenization Representative
Sherri Bell, President

Guests

Rashed Al-Haque (Policy Specialist)

ITEM		PRESENTER
A.	**CALL TO ORDER AND DECLARATION OF QUORUM** The regular meeting was called to order at 4:10 pm. Quorum was reached.	**Bijan Ahmadi**
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>*	**Bijan Ahmadi**
C.	**ROUND TABLE CHECK-IN** Bijan welcomed new members Chris Avis, Janet Danks, Jennifer LeVecque, Joshua Cameron, Mark Fournier, and Vivian Fayowski. He asked members introduce themselves and share why they joined EdCo and/or what excites them about the year ahead.	**Bijan Ahmadi**

ITEM		PRESENTER
D.	**ACCEPTANCE OF AGENDA** The September 18, 2019 agenda was approved by unanimous consent.	**Bijan Ahmadi**
E.	**MINUTES FOR APPROVAL** The meeting minutes for June 26, 2019 were approved by unanimous consent.	**Bijan Ahmadi**
F.	**REPORTS**	
	1. Education Council Chair Bijan Ahmadi reported that expedited implementation requests for curriculum changes in Practical Nursing and Health Care Assistant programs were approved. Bijan announced that elections have been called that we have three student and two faculty members available, one of which is because Peter Ove resigned. Members were instructed to email nominations to elections@camosun.bc.ca. The election of the Vice Chair for the 2019/2020 term was held. Bijan called for nominations from the floor. Isabel Grondin nominated Andrea Kucherawy. There were no other nominations. Andrea Kucherawy was acclaimed the 2019-2020 Vice Chair of Education Council.	**Bijan Ahmadi**
	2. VP Education John Boraas congratulated Andrea Kucherawy for accepting the role of Vice Chair, and thanked her for her extraordinary contributions to EdCo. John also reported that the college has a very intense policy agenda planned for the year ahead. John acknowledged the challenges in navigating the many different elements of policy development, and explained that legal advice has been sought to ensure that policies are approved by the appropriate body. He indicated that the approval body for the Policy Framework is the Board of Governors and that the policy is being presented to EdCo for information and advice. EdCo will ultimately be the approval body for the Academic Integrity policy, but it is being presented to EdCo at this time for information and advice.	**John Boraas**
	3. Board Member Bijan Ahmadi reported that three new Board members were sworn in at the Board's inaugural meeting on September 16, 2016: Lindsay JD van Gerven (student representative), Tanya Clarmont (government representative), and himself (Education Council representative). Bijan also reported that the Board approved the submission of Camosun College's five year capital plan (2020/21 to 2024/25) to the Minister of Advanced Education, Skills & Training. The Board also approved the 2018/2019 Financial Information Act report and authorized its submission to the Minister of Finance.	**Bijan Ahmadi**

ITEM		PRESENTER
	New business of the Board included a report on the successful opening of the Alex and Jo Campbell Centre for Health & Wellness on September 11 by Sherri Bell, an annual enrolment report by Scott Harris, and risk management summary by Deborah Huelscher.	
F.	**COMMITTEE REPORTS**	
	Education Council Policy and Standards Committee Peter Moroney reported that the Policy and Standards committee met monthly last year. This year's Policy and Standards committee monthly meetings will be extended to two hours, and the first meeting will be on September 25. Peter extended an invitation to EdCo members to join the Policy and Standards committee for the 2019/2020 term, and he stressed that the committee hopes that a student representative will join. Peter reported that the committee has received legal advice regarding the approvals for the Program Quality Assurance policy, and it will come to EdCo at the October meeting for advice as per the College and Institute Act. The Program Quality Assurance policy is posted on the Policy website for feedback and will also be featured at the "Policy Palooza" on September 24, which is another opportunity to gather information and provide feedback. The Program Quality Assurance policy is being developed in parallel with the Quality Assurance Process Audit that the college is currently undergoing. Peter's office is preparing an institutional submission on behalf of the college, and an on-site visit is planned for January.	**Peter Moroney**
H.	**INTEGRATED CURRICULUM COMMITTEE REPORT**	**Connie Klassen**
	Curriculum for Presentation and Approval None	
	Regular Curriculum for Approval None	
	Curriculum Under Review See ICC Monthly Report	
G.	**PRESENTATION AND DISCUSSION**	
	Policy Framework Peter Moroney updated EdCo members on the Policy Framework development to date, and Rashed Al-Haque walked members through the policy and framework. Rashed clarified that the Board approves administrative and governance policies, and EdCo approves educational policies. Rashed also noted that the policy includes a commitment to review our policies on a cyclical basis. They invited EdCo members to send any feedback they might have so that it can be considered before it goes to the Board. See Policy Framework - 2019.	**Peter Moroney/ Rashed Al-Haque**

ITEM		PRESENTER
	Academic Integrity Peter explained that the Academic Integrity policy is being developed in parallel with the Student Conduct Rights and Responsibilities and Grade Appeal policies. The Academic Integrity and Grade Appeal policies will be approved by EdCo; the Student Conduct Rights and Responsibilities will be approved by the Board. This policy is going back to the Policy and Standards committee and will come to EdCo at a later date. See Draft policy document | Process flow chart	
J.	**ADJOURNMENT** The meeting adjourned at 5:58 pm.	**Bijan Ahmadi**

BOARD OF GOVERNORS

AUDIT COMMITTEE MINUTES

MEETING: **Monday, June 3, 2019**
TIME: **4:00 pm**
LOCATION: **Paul Building, Room 216, Lansdowne Campus**

BOARD MEMBERS:
Laylee Rohani, Chair
Cindy Choi
Sherri Bell, President (ex officio)
Ron Rice

REGRETS: nil

RESOURCES:
Deborah Huelscher, CFO & Interim VP Administration

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

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

Laylee Rohani, Chair, called the meeting to order at 4:00 pm.

II APPROVAL OF AGENDA

The agenda was approved as presented.

III APPROVAL OF THE MINUTES

1. The minutes from the January 8, 2019, meeting were approved as presented.

IV NEW BUSINESS

1. Audited Financial Statements for the Year Ending March 31, 2019

i) Management Presentation

Deborah Huelscher, CFO & Interim VP Administration, provided a high-level summary of the audited financial statements for the year ended March 31, 2019, the year-end position compared with the year ended March 31, 2018, and the operations highlights. The financial statements were prepared in accordance with the reporting framework directed by the Provincial Government and in accordance with the Budget Transparency and Accountability Act of BC. The budget was balanced and the year ended with an overall $1.5M surplus. The College continues to meet Ministry accountability requirements and comply with Provincial directives including Tax Payer Accountability Principles.

ii) Auditor's Report (KPMG)

Liette Bates-Eamer, KPMG, advised there were no changes from the plan submitted in the fall. Materiality is $2M for this year, which means they report any difference greater than $100K. The audit is substantially complete as of today. Liette reviewed the highlights of the audit report for the year ending March 31, 2019. The draft report is subject to the approval by the Board of Governors of the Audited Financial Statements on June 10, 2019. The Audited

Financial Statements are in compliance with the Budget Transparency and Accountability Act and related regulations. It was a clean audit, and no new items were presented.

MOTION

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

APPROVED

2. Reappointment of the Auditor

Laylee Rohani, Chair, asked for a motion to re-appoint KPMG for the audit of the College's financial statements for the year ending March 31, 2020.

MOTION:

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

CARRIED

V IN-CAMERA SESSION (Board Members, President, Auditors)

VI Enterprise Risk Management

1. Risk Register 2019-20

Deborah Huelscher reviewed the risk profile and risk register summary, which were similar to last year's. The risks should be there as part of doing business, and are common for a corporate register. In future, the May Audit committee meeting will be open to the whole board to review the risk register in depth. Risk Management will be added to the annual board orientation. The risk profile will included on the board agenda each September.

2. Enterprise Risk Management Oversight - Special Topic for Further Audit for 2019-20

The Audit committee selects a topic to audit further each year. This past year's was cyber security. Next year's has yet to be finalized; however, because of the implementation of the renewed Colleague system, discussion focused on business process gaps.

VII ADJOURNMENT

The meeting adjourned at 6:00 p.m.

BRIEFING NOTE
Board Regular Meeting

SUBMITTED BY: Peter Moroney, Director, Education Policy and Planning
Rashed Al-Haque, Education Policy Specialist
DATE: Monday, November 4, 2019
TOPIC: **POLICY FRAMEWORK**

FOR DECISION X

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1. OVERVIEW

The College is presenting a revised version of the Policy Framework for the Board of Governors to approve. This document is an update to the College's existing Policy Framework from 2002.

The purpose of the Policy Framework is to establish the principles that govern the development and maintenance of Camosun College policies. The Policy Framework establishes the values, principles, and processes for development, approval, communication, and implementation of Camosun College policy.

The Policy Framework updates include:

- Clearer definitions of what is policy.
- Clarity on who has policy approval authority (i.e. The Board of Governors and Education Council), thus making the Policy Framework better align with the BC College and Institute Act.
- Introduction of College-wide "policy-informed directives" and Unit-level "policy-informed procedures, requirements, and standards," and "policy-informed practices," to ensure that everything we do aligns with College policy.
- A commitment to review policy on a cyclical basis.

2. OPTIONS

- Continue using the existing Policy Framework from 2002.
- Adopt the revised Policy Framework.

3. FINANCIAL IMPLICATIONS

There are no financial implications for this policy.

4. COMMUNICATIONS

Upon approval, news will be circulated to the College via CamNews. There will be a link to the policies in the CamNews that invites College employees to read the policy documents. There will a request to ensure that unit-level procedures, requirements, standards, and practices are aligned with College policy.

If approved, departments will review their current policies and work to align them with the new framework.

5. RECOMMENDATION AND OR MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO THE COLLEGE'S POLICY FRAMEWORK.

6. SUPPORTING DOCUMENTATION

The proposed Policy Framework is attached. Click here for a link to the existing Policy Framework.

CAMOSUN POLICY

POLICY TITLE	Policy Framework
POLICY NUMBER	Number: P-1.1
POLICY TYPE	Governance
APPROVAL DATE	TBD
APPROVAL BODY	Board of Governors
REPLACES (IF APPLICABLE)	P-1.1 Policy Framework (2002)
LAST UPDATE OR AMENDMENT OR REVIEW DATE	May 12, 2010
NEXT REVIEW DATE	TBD (5-year from approval date)
POLICY HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	President
SUPPORTING DOCUMENTS	P-1.1.1 Policy Development Plan Form P-1.1.2 Policy Format Template P-1.1.3 Policy Implementation Plan Form P-1.1.4 Policy Communication Plan Form P-1.1.5 Policy Holders and Approval Bodies Table P-1.1.6 Policy Supporting Document Template P-1.1.7 Policy-Informed Directive Template

POLICY FRAMEWORK

PURPOSE

The purpose of the Policy Framework is to establish the principles that govern the development and maintenance of Camosun College policies. The Policy Framework establishes the values, principles, and processes for development, approval, communication, and implementation of Camosun College (referred to as “Camosun” or “the College”) policy.

POLICY APPLICATION AND SCOPE

Camosun College adheres to all applicable federal, provincial, and municipal legislation and enactments, and all College policies must be established in compliance with all relevant legislation. This policy applies to all members of the College community who are involved in the development and maintenance of College policies as well as to College-wide policies approved by the Board of Governors and Education Council. The Policy Framework also applies to all policy-informed directives, procedures, requirements, standards, and practices approved or implemented at the College- and unit-level.

As the College reviews existing policies, they will be modified accordingly to adhere to this Policy Framework.

CAMOSUN POLICY

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

DEFINITIONS

1. **Policy**: Approved documents that guide or direct practice and conduct on essential or critical College matters. Policy is approved by the Board of Governors and/or Education Council.

2. **Policy Types**: The two policy types are "Governance" and "Educational."

3. **College-Wide Policy**: Policy applicable to all schools, departments, units, and employees across the College. College-wide policy is established pursuant to the *College and Institute Act*. Colloquially and in this document, these may also be referred to as "College policy." The two types of College-wide policies are "Governance" and "Educational".

4. **Governance Policy**: College-wide policy that pertains to the College's values and principles, institutional goals and accountabilities, financial health, external relations, and legislative and regulatory requirements. Governance policy is approved by the Board of Governors.

5. **Educational Policy**: College-wide policy that pertains to the College's curricula and academic standards. Educational policy is approved by Education Council.

6. **College-Wide, Policy-Informed Directives**: Approved documents that pertain to the overall functioning of the College, support the operationalization of College policy, direct practice, and establish responsibility and accountability for required action within the mandate of the President and/or College Executive Team (CET). These directives may include procedures, requirements, and compliance with College-wide standards. CET, which includes the President, may approve directives, procedures, requirements, and standards for the College, provided they are in alignment with College-wide policies and the College's Policy Framework. CET will include directives in their reports to the Board of Governors and Education Council.

7. **Unit-Level, Policy-Informed Procedures, Requirements, and Standards**: Policy-informed procedures, requirements, and standards are applicable to specific units (schools and/or departments) and may include the following:
    a. support operationalization of College-wide policy and College-wide, policy-informed directives;
    b. outline step-by-step processes; and/or
    c. establish unit-level practices.

Schools and departments may establish procedures, requirements, and standards applicable to their respective unit's operations, provided they are in alignment with College-wide policy, College-wide, policy-informed directives, and the College's Policy Framework. Policy-informed procedures, requirements, and standards are approved by any of the following: Vice Presidents, Deans, Directors, and the Registrar. Colloquially, these may also be referred to as codes, processes, protocols, guidelines, etc. Policy-informed procedures, requirements, and standards may be articulated through official College documents, instructions, and/or forms housed at the school or department level.

Note that certain departments may need to use the term "policy," as a communication tool, to refer to the department's procedures, requirements, and standards where there is an operational need to provide clarity.

8. **Unit-Level, Policy-Informed Practice**: Unit-level practices that are enacted at a local level and are specific to programs, divisions, schools, and/or departments. Policy-informed practices may exist as local requirements or guidelines, or as best practices in the context of a specific program or division. Policy-informed practices may include guidelines and user guides that support operationalizing College-wide policy, College-wide, policy-informed directives, and unit-level, policy-informed procedures, requirements, and standards. While policy-informed practices may exist in the absence of superseding policy, they cannot contravene College policy or any policy-informed directives, procedures, requirements, and standards. Policy-informed practices do not require formal approval but do require appropriate administrative oversight.

9. **Approval Bodies**: Governance and administrative bodies and positions accountable for setting and approving College-wide policies and policy-informed directives. Board of Governors, and Education Council approve College-wide policies. The College Executive Team approves policy-informed directives.

10. **Holder**: A Holder is a member of the College Executive Team who provides oversight and accountability for College-wide policies within their respective portfolio. Members of the College Executive Team are also Holders of College-wide directives.

11. **Responsible Operational Leader**: The Responsible Operational Leader is accountable for overseeing the detailed processes and procedures that enact and implement a policy and its corresponding procedures, requirements, and standards reviewing. The Responsible Operational Leader also ensures conformity and compliance with policy and acts as the administrative contact for a policy. The College Executive Team assigns the Responsible Operational Leader to a policy if and where appropriate.

CAMOSUN POLICY

12. **Supporting Document**: Any document that aids in the operationalization, further articulation, additional clarification and/or implementation of a policy. These may include but are not limited to guidelines, instructions, detailed procedures, and appendices related to the policy and terms of reference. Supporting documents may also include forms and templates. Renewal and updating of supporting documents does not need formal approval but does require appropriate administrative oversight. Supporting documents are de facto extensions of policies and must be followed.

CAMOSUN POLICY

Applicable Federal, Provincial, and Municipal Legislation and Bylaws					
Policy-informed directives, practices, procedures, requirements, and standards may not supersede or contradict a College-wide policy.	College-Wide Policy	**GOVERNANCE POLICY**	Board Governance College-wide values, principles, and priorities Institutional goals and accountabilities Financial health External relations Legal and regulatory compliance	Board of Governors	**Approval Bodies**
		EDUCATIONAL POLICY	EdCo governance Curricula and academic standards	Education Council (EdCo)	
	College-Wide	**POLICY-INFORMED DIRECTIVES**	May support operationalizing of College policy Directs practice and establishes responsibility and accountability within President's mandate	College Executive Team (CET)	
	Unit	**POLICY-INFORMED PROCEDURES, REQUIREMENTS, AND STANDARDS**	Legal and regulatory compliance within specific schools and departments Step-by-step processes Program requirements Instructions and forms	Vice Presidents, Deans, Directors, and/or Registrar	**No formal approval but requires appropriate management oversight**
		POLICY-INFORMED PRACTICE	Guidelines, user guides, and/or local documents Best practice Not required but encouraged Applicable at a local level	Schools, Departments, and/or Programs	

CAMOSUN POLICY

PRINCIPLES

1. **Congruence with Legislation and Values**
   Camosun College policy reflects the mission, values, and strategic goals of the College and is in congruence with applicable federal, provincial, and municipal legislation and bylaws. College policies are also in congruence with each other; align across multiple levels of governance, policy, directives, procedures, requirements, standards, and practices; and are consistent with the powers and duties of the Board of Governors, Education Council, the President, and the College Executive Team.

2. **Needs-Based to Support Students and Employees**
   Policy is developed and reviewed based on priority needs of the College and addresses essential or critical matters within the College mandate. Our policies strive to advance students' educational and employees' professional experiences at the College.

3. **Supporting Indigenization**
   The policy development process is in alignment with our commitment to Indigenization and seeks to increase Indigenous voice, advice, and decision making. When operating within territories under Indigenous governance, application of our policies and practices will strive to respect local Indigenous laws and traditions.

4. **Commitment to Community Engagement and Collaboration in Policy Development**
   Policy is developed transparently with appropriate levels of engagement and meaningful collaboration with the College community, including students and employees. Through engagement and collaboration, the College seeks to reflect the views and experiences of the College community. Where appropriate, engagement may include external community members, organizations, experts, and professionals.

5. **Availability, Visibility, and Accessibility**
   College-wide policies and College-wide directives will be available exclusively through the Camosun College Policies and Directives website. The College community will be notified of policy approvals and amendments through appropriate messaging systems. Unit-level, policy-informed procedures, requirements, standards, and practices will be communicated appropriately at the discretion of the President, Vice Presidents, Deans, Directors, and the Registrar.

CAMOSUN POLICY

6. **Implementation and Communication**
   With oversight and guidance from the designated Policy Holder/Directive Holder, implementation and communication of approved policy will be the responsibility of workplace leaders.

STANDARDS FOR POLICY APPROVALS

POLICY APPROVAL BODIES FOR COLLEGE-WIDE POLICY

1. **Board of Governors**
   The Board of Governors approves Governance policy as follows:
   a. Board governance policies that describe how the Board will govern itself while governing the organization;
   b. College-wide values, principles, and priorities;
   c. institutional goals and accountabilities;
   d. financial health;
   e. external relations;
   f. strategic plans, projects, and College-wide initiatives; and
   g. compliance with College-wide legislative and regulatory requirements, which may include policy that is operational in nature.

2. **Education Council (EdCo)**
   Education Council approves Educational Policy in areas defined by sections 23 and 24 of the College and Institute Act, including policy related to College curricula and academic standards.

In specific cases, policies may be jointly approved by the Board of Governors and Education Council.

APPROVAL BODIES FOR COLLEGE-WIDE DIRECTIVES

1. **College Executive Team (CET)**
   CET approves College-wide directives within the mandate of the President.

See Policy Holders and Approval Bodies Table to identify the Policy Holder and policy approval body for each College-wide policy.

ADMINISTRATIVE OVERSIGHT FOR UNIT-LEVEL, POLICY-INFORMED PROCEDURES, REQUIREMENTS, STANDARDS, AND POLICY-INFORMED PRACTICES

1. **Vice Presidents, Deans, Directors, and Registrar**
   Vice Presidents, Deans, Directors, and the Registrar provide oversight for policy-informed procedures, requirements, and standards.

CAMOSUN POLICY

2. **Schools, Departments, Programs, and Divisions**
   Policy-informed practices do not require formal approval. However, policy-informed practices do require appropriate administrative oversight.

STANDARDS FOR COLLEGE-WIDE POLICY UPDATES, AMENDMENTS, AND REVIEW

COLLEGE-WIDE POLICY UPDATES/AMENDMENTS

Policies and policy-informed directives may need to be updated and amended from time to time to meet the College's goals and needs. Updates and amendments can be made by the Policy Holder or by a designate within the Policy Holder's area of responsibility. Once College-wide policies and policy-informed documents are updated, they are forwarded for approval by the applicable Approval Body.

Changes to College-wide policy and policy-informed directives will be communicated, as appropriate, to the College community.

Minor updates and revisions to College-wide policy and policy-informed directives that do not change the intent and requirements and do not have a significant impact on users may be made by a Policy Holder/Directive Holder (or their designate) without a formal approval process. Examples include changes to names and contact information; updates to reflect changes to referenced links; grammar and spelling errors; and document information changes (e.g., document title). At the discretion of the Policy Holder/Directive Holder and/or Responsible Operational Leader, minor updates and revisions may be communicated to the College community.

Updates and revisions to supporting documents do not require formal approval but require appropriate administrative oversight by either the Policy Holder/Directive Holder or the Responsible Operational Leader.

COLLEGE-WIDE POLICY REVIEW

College-wide policy will include a "Review By" date indicating when the policy and its applicable policy-informed directives are to be reviewed. Typically, policies will be reviewed at least every five (5) years. More frequent review of specific policies and policy-informed directives may be required to meet legal or regulatory requirements.

A review of College-wide policy and policy-informed directives is initiated by the Policy Holder/Holder, who may delegate responsibility for review of a policy and may seek assistance from members of the College community.

Once a review has been completed and if changes are required, the College-wide policy and/or policy-informed directives will undergo appropriate and applicable steps for approval by the Approval Body.

CAMOSUN POLICY

RELATED LEGISLATED REFERENCES

- British Columbia College and Institute Act

RELATED CAMOSUN WEBSITE

- Camosun College Policies and Directives

BRIEFING NOTE

SUBMITTED BY: **Peter Moroney, Director, Education Policy & Planning**
Rashed Al-Haque, Education Policy Specialist
DATE: **Monday, November 4, 2019**
TOPIC: **Program Quality Assurance Policy**

FOR DECISION X

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1. OVERVIEW

The College is excited to present the Program Quality Assurance Policy. Although we are proud of the work we do in Program Review and Renewal, this policy commits to both a regular cycle of review and external assessment of our programs. We believe this represents best practice in educational quality assurance.

The policy includes an articulation of program quality assurance at Camosun College, a list of definitions related to quality assurance, and a commitment to a five to seven year cycle for review of all programs.

2. OPTIONS

- Do not approve the policy and suggest revisions for a later approval.
- Approve the Program Quality Assurance policy.

3. FINANCIAL IMPLICATIONS

There are no immediate financial implications for the Program Quality Assurance policy. However, the College may need to invest financial and/or personnel resources to ensure that the College is meeting its commitment to cyclical program reviews mandated by the policy.

4. COMMUNICATIONS

Upon approval, news will be circulated to the College via CamNews. There will be a link to the policy in CamNews that will invite College employees to read the policy document. There will also be a call to schools, departments within schools, and Program Leaders/Chairs to identify existing programs that may need to be reviewed to be compliant with the policy.

5. RECOMMENDATION AND OR MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE PROGRAM QUALITY ASSURANCE POLICY.

6. SUPPORTING DOCUMENTATION

The proposed Program Quality Assurance policy is attached.

CAMOSUN POLICY

POLICY TITLE	Program Quality Assurance
POLICY NUMBER	Number:
POLICY TYPE	Governance
APPROVAL DATE	TBD
APPROVAL BODY	Board of Governors
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
NEXT REVIEW DATE	TBD
POLICY HOLDER	VP Education
RESPONSIBLE OPERATIONAL LEADER	VP Education
SUPPORTING DOCUMENTS	TBD

PROGRAM QUALITY ASSURANCE

PURPOSE AND RATIONALE

Camosun College is committed to offering quality educational programs. This policy articulates the College's commitment to program quality assurance and continuous improvement of the student learning experience and outcomes.

POLICY APPLICATION AND SCOPE

This policy applies to all College programs that lead to a credential.

Exceptions must be approved by the Vice-President Education.

DEFINITIONS

1. **Program Quality Assurance**: Processes and activities intended to strengthen and maintain program excellence. This includes regular and ongoing program evaluation that is closely aligned with educational plans and priorities, including accountability measures, program review and renewal, and Education Approvals.

2. **Education Approvals**: The College governance structure and processes for approving new and revised programs and curricula.

CAMOSUN POLICY

3. **Program Review:** An in-depth program evaluation that occurs on a five to seven year cycle for the purpose of renewal and quality enhancement, incorporating feedback from a variety of internal and external sources and stakeholders.

4. **Program Renewal**: Program renewal is transformative. Program renewal emphasizes quality learning experiences within the context of the culture of the program. It ensures that a program is current, relevant, and meeting learner, community or industry needs.

5. **Accreditation:** The process through which Camosun College demonstrates to an external regulatory body that a set of professional criteria for a program or credential have been met.

PRINCIPLES

1. The College ensures that all of its programs are current, relevant, and of the highest quality through robust and collaborative processes, aimed at continuous improvement with peer evaluation as an essential feature.

2. The College is committed to conducting cyclical program reviews.

3. The College maintains an Education Approvals governance structure and processes for the thorough assessment of new and revised programs and curricula, consistent with the Educational Approvals Policy E-1.6.

4. Program Review and Program Renewal are intended to provide a thorough exploration of program quality and effectiveness contributing to positive and purposeful change.

5. Program quality assurance may be informed by external accreditation processes.

RELATED LEGISLATED REFERENCES

- College and Institute Act

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- E-1.6 Educational Approvals
- Centre for Excellence in Teaching and Learning – Program Review and Renewal
- TBD – a Program Review and Renewal Guide (supporting this Education Quality policy)

BOARD OF GOVERNORS
Board Regular Meeting
Briefing Note

SUBMITTED BY: **Sherri Bell, President**
DATE: **November 4, 2019**
TOPIC: **Student Appeal of Suspension**

1. OVERVIEW

In January 2019, the Board Executive made a recommendation to approve revisions to the Board Executive Committee Terms of Reference in order to clarify the ambiguous language related to the Executive Committee's responsibility for appeals of student suspension. The decision to revise the Terms of Reference was postponed to the June 10, 2019, board meeting, when the following motion was carried:

MOTION:

i) Table the decision on the revision of policy 'G-1.7 Board Executive Committee Terms of Reference' to the November 2019 board meeting;
ii) Direct the President to get a legal opinion on the hearing of student suspension appeals;
iii) Direct the President to provide information to the board before November on steps taken prior to a suspension and the process for an appeal;
iv) Direct the President to ask CCSS to submit their concerns in writing by September 30, 2019.

The information requested has been gathered and will be reviewed and discussed at the November and December Board meetings.

2. Process

November 4 - regular board meeting:

- An overview of the issue.
- A brief presentation by Evan Hilchey on Student Supports Prior to Suspension, followed by discussion and Q&A.
- The CCSS response document discussion, questions will be forwarded to CCSS.

November 4 - in-camera board meeting:

- In order to protect legal privilege, the Camosun College legal opinion, discussion and Q&A will be in-camera.

December 2 - regular board meeting:

- Review and discussion of the issue.
- Recommendation regarding the two policies 'Board Decision Making' and 'Board Executive Committee Terms of Reference'

3. SUPPORTING DOCUMENTATION:

G-1.3 Board Decision Making (see Section D, part 3, on page 4 of the policy)
G-1.7 Board Executive Committee Terms of Reference
Student Supports Prior to Suspension
CCSS Response

TOP

Policy:	**G-1.3**
Approved By:	**Board of Governors**
Approval Date:	**January 27, 2003**
Amendment Date:	**June 23, 2003** **November 22, 2004** **September 26, 2005** **December 4, 2006** **December 1, 2008** **April 12, 2010** **June 10, 2019**
Policy Holder:	**President**

BOARD DECISION MAKING

Purpose / Rationale

The purpose of this policy is to clarify the role and responsibilities of the Board of Governors in policy governance and decision making at Camosun College.

Scope / Limits

1. This policy applies to the College's Board of Governors.
2. The powers of the Board of Governors are limited by the *College and Institute Act* and other laws of general application.

Principles

1. The Board has final responsibility for establishing policy that describes the institutional goals and establishes accountabilities.
2. The Board will establish policies and make decisions that will ensure the financial health of the College.
3. The Board will establish policies that determine how the Board will govern itself ethically.
4. The Board will establish policies with respect to our relationships with our corporate, governmental and other communities.
5. These policy decisions are ends rather than means and describe the values, strategic goals and priorities of the College.
6. The Board cannot delegate these authorities, and must make policy decisions based on what is in the best interest of the College.
7. The Board will appoint a president who will be the Chief Executive Officer (CEO) and who will be responsible for advising the Board on College activity and for implementing the goals and policies established by the Board. The CEO will be responsible for establishing a structure that will meet the Board's goals.
8. The Board will establish a regular schedule of meetings that will remain flexible and will establish the committees it considers necessary to assist in the work of the Board. The committees of the Board will have the power to advise and make recommendations to the Board.

A. DEVELOPMENT OF GOVERNING POLICIES

1. Identification

While the Board does not delegate its responsibility for identifying and developing governing policies, it expects that the CEO and his/her staff (the "administration") will exercise the initiative in identifying and developing a policy framework and policy statements (principles) for the Board's consideration.

2. Development

The administration will manage the process of developing and drafting policy for the Board's consideration. Feedback will be acquired, appropriate to the governing policy. The statements presented to the Board will be those that have taken into consideration the current legislative, legal and financial limitations and the strategic directions of the College. The statements will be presented in consideration of the best interest of the College. Identification of the impact on the College will also be presented as will the concerns identified.

3. Adoption

The Board's responsibility is to ensure that the policy meets the long-term goals of the College and meets the specific policy objective. The Board should identify concerns, offer suggestions and direct administration to re-draft the policy to address the Board's concerns. The Board should focus on the goals and objectives of the policy, directing administration to make the policy changes identified through the discussion. The Board will adopt the policy only when it is satisfied that the policy has met the policy objectives.

4. Implementation

The implementation of policies is delegated to the administration through the CEO. However, the Board cannot delegate its authority to manage and implement those governing policies that describe how the Board will govern itself.

5. Review

Monitoring governing policies will occur as needed when triggered by new legislation or a change in the strategic direction of the College or other events. Both the Board and the administration are responsible for identifying the need for changes to governing policies.

B. ROLES & RESPONSIBILITIES

1. Board Chair

The role of the Chair of the Board is to provide leadership to the Board and to:

a) Chair the regular, in camera, and special meetings of the Board.

b) Act on behalf of the Board in liaison and linkage with the CEO.

c) Delegate or appoint Board members to Standing Committees, to the Foundation Board, to the Pacific Institute for Sport Excellence Board and to the Education Council.

d) Represent the Board at public events and College functions, or delegate.

e) Act as the official spokesperson for the Board.

f) Name the Vice-Chair.

g) Set the Board agenda.

2. Members of the Board

a) Attend all meetings of the Board, and give sufficient notice when attendance is not possible.

b) Serve on Board Standing Committees as requested.

c) Attend Special College Functions (e.g. Graduations) representing the Board as requested by the Board Chair.

d) Notify the Board Chair of any conflict of interest situations, potential or real.

e) Notify the Board of any changes to eligibility to remain a member of the Board.

3. Chief Executive Officer (CEO)

The role of the Chief Executive Officer is to provide leadership to the College, to represent the College within the community and to:

a) Guide the development of policy options for the Board's consideration.

b) Implement the policies of the Board.

c) Develop an organizational structure and process that will enable the effective achievement of the Board's goals.

d) Direct and guide the development of policy and procedures to manage the College.

e) Subject to the direction of the Board, manage the property and assets of the College as its Chief Executive Officer, including the power to control and supervise access to and use of the property and those assets.

f) And perform other duties as determined by the Board or as defined in the *College and Institute Act*.

C. ELECTION OF THE CHAIR

1. Election of the Chair will be held annually, at the June meeting of the Board.
2. The elections will be presided over by the Chief Financial Officer or others as designated by the Board.
3. Nominations for the position of Chair will be called from the floor
4. A vote will be decided by a show of hands unless a resolution is passed calling for a secret ballot.
5. The Chair will assume his/her position on August 1.

D. COMMITTEE STRUCTURE (see links below)

1. Finance Committee **(Terms of Reference)**

A standing Committee of the Board of Governors, the Board Finance committee is responsible for monitoring significant financial planning, management and reporting matters of the College and to make recommendations to the Board of Governors for adoption.

2. Audit Committee **(Terms of Reference)**

A standing committee of the Board of Governors, the Board Audit Committee is responsible for assisting the Board in fulfilling its financial accountability and oversight responsibilities by reviewing: i) financial statements that will be provided to the

Government and other stakeholders, ii) the systems of internal controls established by management and the Board, iii) all audit processes.

3. Executive Committee (Terms of Reference)

The Executive Committee deals with matters relating to the Board's role as an employer, ***with student appeals***, and with emergency situations. The Executive Committee will also receive policy proposals and direction from the Board and will establish ad hoc committees, as needed, to make recommendations to the Board on the development, approval, and revision of policies that are within the authority of the Board.

E. Process for Seeking Advice From Education Council

1. The Board Executive Committee will receive policy proposals from the Education Council and, as needed, establish ad hoc committees to vet policy proposals, and bring forward recommendations to the Board.
2. For the purposes of meeting the legislative requirement**,** the Executive Committee of the Board will first review forthcoming policy that falls under Section 23 of the College and Institute Act, "Advisory role of the education council," and will consider, reject, refer back, review for decision and when ready, forward the item to Education Council for its review and advice. The Executive Committee will report on its actions to the Board at the next Board meeting.

   The Board, however, reserves the right to receive and consider the policy matter by the full board prior to seeking advice from Education Council.
3. The Board Executive Committee would normally expect to receive advice through the next regular meeting of Education Council. If the matter is not pressing, and Education Council needs more time to consider its advice, the Board would consider such a request. However, the Board may require that the Education Council respond in less time.
4. Unless another agreement is in place, the Board will seek a written response from Education Council.

F. Board Meetings

1. Conduct of Board Meetings: The conduct of Board meetings will normally be governed by Robert's Rules of Order.

2. Attendance: The *College and Institute Act* stipulates an attendance requirement for members of the Board. ("Where a member of the board has not attended three consecutive regular meetings of the board, he/she shall no longer be a member of the board unless excused by a resolution of the board." [S.59.7])

3. Quorum: As stated in the *College and Institute Act* ("A majority of the members holding office constitute a quorum at a meeting of the board. [S.59.2])

4. Majority: As stated in the *College and Institute Act* ("The affirmative votes of a majority present at the meeting at which a quorum is present are sufficient to pass a resolution of the board." [s.59.3])

5. Abstentions: Abstentions have the effect of a negative vote (see majority above). If a member chooses to abstain, his/her abstention has the effect of casting a negative vote. Members who do not wish to affect a negative vote by their abstention, should absent themselves from the meeting during the vote.

6. Non-Board Reports: To be considered for inclusion with the agenda, reports must be received by the Board Chair ten days before the Board meeting, c/o the Office of the

President. The Board Chair will determine if the report is appropriate for inclusion in the Board agenda. (This includes union and association reports.)

7. **Agenda Delivery to the Board**: Agendas for the regular meetings of the Board of Governors will be forwarded to the Board no later than 48 hours before the scheduled Board meeting.
8. **Resource Staff**: Administrative staff will be expected to attend and participate as required.
9. **Status of Observers**: The regular meeting of the Board will be open to the public. Observers may only be recognized at the discretion of the Chair. (Observers do not participate in the meeting of the Board unless invited to do so by the Board, through the chair.)
10. **Telephone Conference Meetings:** A member of the Board may participate in a meeting of the Board or of any Committee of the Board by telephone or other communications medium which allows all members participating in the meeting to communicate with one another. A member who participates in a meeting in the manner contemplated by this paragraph is deemed for all purposes of the College and Institute Act and the bylaws and policies of Camosun College to be present at the meeting and to have agreed to participate in that manner.

G. BOARD EVALUATIONS

The Board will establish an annual evaluation process that will be forwarded to the Board for completion in June of every year. Among other uses, the evaluation findings will be helpful in informing the development of the annual Board orientation and ongoing training schedule.

H. BOARD ORIENTATION

The Board will establish an annual orientation that includes participation by all Board members. The Board Executive Committee will schedule the annual orientation to occur in August or September of the new academic year. Ongoing orientation and Board training will be conducted throughout the year.

I. LEGISLATED REFERENCES

College & Institute Act

J. LINKS TO RELATED POLICIES

G-1.5 Finance Committee Terms of Reference

G-1.7 Executive Committee Terms of Reference

G-1.9 Audit Committee Terms of Reference

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

BOARD EXECUTIVE COMMITTEE

TERMS OF REFERENCE

Terms of Reference

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

Specific Roles

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

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

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

Membership

The Committee consists of the Board Chair, the Vice-Chair, the past Chair, and the Chairs of the Standing Committees of Finance and Audit. Other members of the Board may be added, as

needed, to the membership at the discretion of the Chair, or the Vice Chair or designate of the Chair when acting on behalf of the Chair.

Committee Operation

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

Legislative Reference

College & Institute Act, *Section 59 (5)*

Link to Related Policy

G-1.3 Board Decision Making

BRIEFING NOTE
Board of Governors
Executive Committee

SUBMITTED BY: **Evan Hilchey, Director, Student Affairs**
DATE: **November 4, 2019**
TOPIC: **STUDENT SUPPORTS PRIOR TO SUSPENSION**

For Information: For Decision: For Discussion: X

OVERVIEW

In January 2019, the Board Executive made a recommendation to approve revisions to the Board Executive Committee Terms of Reference. The revisions clarified ambiguous language related to the Executive Committee responsibility for appeals of student suspension. In June, the board passed a motion which included this request: 'Direct the President to provide information to the board before November on steps taken prior to a suspension and the process for an appeal'.

- As per *Student Conduct Policy E-2.5* Camosun is committed to providing a clear expectation of appropriate academic and non-academic student conduct and to establish processes for resolution of conduct issues or the imposition of sanctions for inappropriate conduct.
    - The College commits to principles of natural justice and procedural fairness when addressing allegations of non-academic misconduct.
    - Investigations of non-academic misconduct are conducted through timely, consistent, and established procedures.

- There are a variety of supports and services available for faculty and staff seeking assistance with disruptive and/or concerning student behaviours.
    - Campus Security, the Office of Student Support and Counselling provide assistance to employees in addressing behaviours of concern.
    - Publications and resources are provided to faculty and staff through annual outreach events, presentations and website resources.

- Early intervention is the first step in addressing student behaviours that disrupt the teaching and learning environment at the College. College employees have the ability and responsibility to address behaviours through appropriate classroom management strategies and individual conversations with students.

PROCESS PRIOR TO SUSPENSION

- SafetyNET is an interdisciplinary committee within the Student Affairs department that receives reports of disruptive and/or concerning behaviour or misconduct and tracks patterns and trends relative to the *Student Conduct Policy E-2.5* and matters of safety. The purpose of SafetyNET is to connect students to campus and community resources through an early intervention process.
    - Campus services and supports work in a case management coordinated way to ensure students are provided with holistic interventions (e.g., Campus Security, the Office of Student Support, Counselling, Centre for Accessible Learning, Eyēʔ Sqâ'lewen).

- Student behaviours of concern are directed to Campus Security and/or the Office of Student Support by employees and students. An assessment and evaluation of the conduct that disrupts the teaching and learning environment at the College is completed and if appropriate, the student is informed that a concern has been raised.

    - At this stage, the Office of Student Support and/or Campus Security gathers information from all involved parties, including the student.
        - During the information gathering period, parties are provided with support and guidance through the Office of Student Support.

    - Information collected is examined and evaluated and secondary/follow-up conversations are conducted as necessary.
        - Whenever possible, students have an option to engage in informal conflict resolution to foster a culture of effective conflict management that emphasizes honest discussion and collaborative problem solving; this is led by the Office of Student Support.

    - After the assessment and evaluation of the concern, the Office of Student Support and/or Campus Security recommends whether a breech of the *Student Conduct Policy E-2.5* has occurred.
        - All applicable documentation relating to the raised issue or misconduct/behaviour is used when rendering a decision.
        - Where appropriate, the outcomes of an investigation of non-academic misconduct will be educational and developmental rather than punitive. In some instances, the severity and nature of the misconduct results in a decision that is more disciplinary, than restorative.

    - An outcome, up-to a recommendation of a suspension, is issued based upon the severity and nature of the misconduct.

    - The President is the only person who can suspend a student.

Student Supports:

- The Office of Student Support:
    - Student Support Managers
    - Counselling Centre
- Ombudsman
- Campus Security
- Camosun College Student Society
- Eyēʔ Sqâ'lewen

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

September 30, 2019

Camosun College Board of Governors
3100 Foul Bay Road
Victoria, BC V8P 5J2

Re: Proposed Changes to the Suspension Appeal Process

Dear Members of the Board of Governors:

The student society would like to thank the Board of Governors for the opportunity you have provided for the CCSS to respond to the proposed change to the Executive Committee Terms of Reference. We understand that the proposed change, as it was initially brought forward, may have seemed to have been be a minor tweak to the 2009 version of the Terms of Reference. However, from the point of view of the student society this amendment came as quite a shock as we had believed that any confusion over how the Terms of Reference were interpreted was settled in the spring of 2011. The Camosun College Student Society opposes the proposed amendment to the Executive Committee Terms of Reference as it fails to provide a fair appeal process for students who are suspended by the President. Consequently, the CCSS requests that the BOG declines to support the amendment as presented and considers options that would be better supported by students and be more consistent with existing college policies.

The CCSS concedes that the BOG has the authority to devolve its responsibility for student suspension appeals to the Executive Committee but we do question the benefit and advisability of making that change. If the BOG decided to implement the proposed changes over the objections of the student society, it would do little to establish student confidence in the fairness of the suspension appeal process. Additionally, the inclusion of student representatives in any appeal processes is one of the important foundational cornerstones of the student movement and is therefore a very important principle for us. We also think that it would seem somewhat out of pace for Camosun to take a seemingly regressive step now at the same time as the BC government is actively engaged in many student-friendly initiatives.

We noted that the BOG directed the President to get a legal opinion and, consequently, the CCSS Board of Directors also thought it was necessary to get its own legal review of the issues involved. The CCSS is sharing its legal opinion with the BOG and requests that you take it as part of our submission as our legal counsel has provided a very good analysis of the issues involved. With regard to outcome, the CCSS clearly prefers that the Board of Governors follow the direct wording of the College and Institutes Act and maintain responsibility for hearing appeals at the full board level given that the board structure is already designed to be inclusive and representative. That being said, if the board believes that it would be too unwieldy to appropriately manage appeals at the full board level, we would encourage you to look at the option of creating a special appeal committee that our lawyers have suggested as a compromise.

The Camosun College Student Society would again like to thank the members of the Board of Governors for providing us the opportunity to make a submission on the proposed changes to the Executive Committee Terms of Reference and would also like to reiterate our willingness to work with the BOG on this and other student issues. If it would be helpful, the CCSS would be willing to have official representatives attend your November meeting to answer any questions you may have.

Yours truly,

Michel Turcotte
Executive Director

ARVAY FINLAY LLP

File No: 20347

30 September 2019

VIA EMAIL

Camosun College Student Society
3100 Foul Bay Road
Victoria BC V8P 5J2

Email: Turcotte@camosun.bc.ca

Attention: Mr. Michel Turcotte, Executive Director

Dear Mr. Turcotte:

Re: Student Board Member Representation on Student Suspension Appeals

I. Introduction

The Camosun College Board of Governors (the "Board") is seeking to amend its Executive Committee's Terms of Reference (Policy G-1.7), last amended on June 8, 2009. The proposed amendment would empower the Executive Committee to be "responsible for student appeals of suspension on behalf of the Board." The Camosun College Student Society (the "CCSS") is concerned that the proposed amendment may in practice exclude students who sit on the Board from hearing student suspension appeals.

In light of concerns over the proposed amendment, the CCSS has asked for our opinion on the following questions:

1. Would student Board Members, on the basis of being students, have a conflict of interest or be reasonably perceived as having a reasonable apprehension of bias in hearing student suspension appeals?

2. Do the *Freedom of Information and Protection of Privacy Act* or Camosun College's Protection of Privacy Policy preclude sharing personal or confidential information with student Board Members who sit on appeal panels?

3. What precedent is there at other institutions to include students in the hearing of student suspension appeals?

II. Short Answer

In our opinion, student Board Members are not, on the basis of being students, in a conflict of interest in hearing student suspension appeals, nor would they reasonably be perceived as having a reasonable apprehension of bias. There is, therefore, no proper basis for concluding that student Board Members should be precluded from participating in student suspension appeals.

Neither is the College precluded from sharing personal or confidential information with student members who sit on appeal panels. Rather, personal or confidential information provided by an appellant in the course of a student appeal may be disclosed for the purpose of hearing the appeal; such information may also be disclosed to student members in the exercise of their duties within College governance. Correspondingly, in these circumstances students are required to protect personal information.

Additionally, there is ample precedent to permit students to participate in student suspension appeals. Other institutions, as well as Camosun College itself, either expressly include students on student appeal bodies or do not exclude them.

Indeed, there are a number of sound reasons why student Board Members ought to participate in student suspension appeals:

1. It would ensure student representation in matters directly impacting the student body, thus facilitating the role of student Board Members. How students are sanctioned should not be outside the purview of elected student representatives; the proposed amendment would stifle the function of student participation in governance.

2. It would be consistent with Camosun College policy, as, for example, the appeal panel that hears student appeals concerning final grades includes student representatives.

3. It would also help to abolish outdated policies of *in loco parentis* (the idea that the institution acts in place of a student's parent).

We note that should the proposed amendment be approved over the objections of the CCSS, thereby delegating the responsibility of student suspension appeals to the Executive Committee, it would be possible to address the CCSS's concerns by amending the Terms of Reference to include at least one student Board Member on all student suspension appeals, even if they would not be full members of the Executive Committee.

In the alternative, in order to address the CCSS's concerns the Board may create, and then delegate the power to hear student suspension appeals to, a separate Appeals Committee, distinct from the Executive Committee, which would include at least one student Board Member to ensure fair representation of the student constituency.

III. Background Facts

On February 4, 2019, the Board considered the proposed amendment to the Terms of Reference. The CCSS, through its Executive Director, became aware of the proposed amendment and intervened by email. That same day, the President of Camosun College, Ms. Sherri Bell, replied to the Executive Director, stating that the proposed amendment was not a "change to the process" and that "[i]f it was [a] change to the process I would most definitely need to consult with the CCSS."

We understand that while there is a limited history of student suspension appeals, the Board has in fact dealt with suspension appeals in the past, which would be consistent with the current wording of the Terms of Reference, which provides that the Executive Committee is limited to making recommendations to the Board on suspension appeals.

The Board delayed voting on the proposed amendment, but on June 10, 2019, the Board passed the following motion:

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

We also understand that students have not historically been included on the Executive Committee, and that there has been a suggestion that students would be placed in "an uncomfortable situation" were they to participate in the hearing of student suspension appeals.

IV. Analysis

When a student is suspended, he or she has a right of appeal to the Board: *College and Institute Act*, R.S.B.C. 1996, s. 37(4) (the "*CIA*"). The Board's composition must include two students elected by the students: *CIA*, s. 9(1)(c). Therefore, the status quo, prior to any delegation of power, is that student Board Members are authorized by statute to hear student suspension appeals.

Under the current Terms of Reference, the Board has authorized the Executive Committee to "deal with … student appeals", and specifically the Executive Committee is to make recommendations to the Board concerning student suspension appeals.

The proposed amendment would delegate to the Executive Committee the responsibility of student appeals on behalf of the Board, thereby removing the role of the full Board. This would have the practical effect of completely excluding student Board Members from participating in the appeals, as no students are currently appointed to the Executive Committee, which is at the discretion of the Board Chair or Vice Chair.

We now turn to address the three issues identified above.

1. Student Board Members are not, on the basis of being students, in a conflict of interest in hearing student suspension appeals; nor is there a reasonable apprehension of bias

The Board Conduct By-Law (Policy G-1.1), last amended on April 29, 2003, sets out the Board's conflict of interest policy, the purpose of which is stated as follows:

> **Purpose / Rationale**
>
> Members of the Board must avoid any conflict of interest that might impair or impugn the independence, integrity or impartiality of their Board. There must be no apprehension of bias based on what a reasonable person might perceive.

Incorporating common law requirements for procedural fairness, the policy states that Board Members must (1) avoid acting in a conflict of interest and (2) not reasonably be perceived as being biased.

A conflict of interest refers to a personal interest that is "so related to the exercise of public duty that a reasonably well-informed person would conclude that the interest might influence the exercise of that duty": *Old St. Boniface Residents Assn. Inc. v. Winnipeg (City),* [1990] 3 S.C.R. 1170, at 1196.

A reasonable apprehension of bias means "a reasonable apprehension, which reasonably well-informed persons could properly have, of a biased appraisal and judgment of the issues to be determined": *Committee for Justice and Liberty et al. v. National Energy Board et al.*, [1978] 1 S.C.R. 369, at 391.

The Board's own bylaws recognize that student Board Members may bring forward the views of students without breaching their duty to act in the best interests of Camosun College. The same is true of Board Members who convey the views of faculty or staff to the Board. There is an unavoidable affiliation of some Board Members with constituency groups. That is the nature of elected officials holding such positions, namely the faculty, support staff, and student Board Members. But this does not in itself create a conflict of interest or reasonable apprehension of bias. The Board Conduct By-Law provides in part as follows:

> **Principles**
>
> **Part One: Code of Ethics**
>
> 1. Each member, regardless of whether he or she is elected or appointed or is an *ex officio* member of the board, has the responsibility first and foremost to the welfare of the institution and must function primarily as a member of the Board, not as a member of any particular constituency.
>
> Members of specific constituency groups such as faculty, staff or students may bring forward to board discussions the views of their respective constituency; however, in deliberations and voting they shall always act in accordance with the best interest of the college as a whole.

2. Board members are expected to act at all times in good faith and with honesty and due diligence.

(Emphasis added.)

Student Board Members are not in a conflict of interest when they share a common interest with their constituents; a conflict of interest must be rooted in a direct personal benefit: *Re L'Abbé and The Corporation of Blind River* (1904), 7 O.L.R. 230 (Div. Ct.), at 233-34; see also *Old St. Boniface Residents Assn. Inc. v. Winnipeg (City)*, [1990] 3 S.C.R. 1170, at 1196; *Watson v. Burnaby (City)*, 1994 CanLII 1027 (BC SC). Whether such a personal benefit exists can only be determined on a case-by-case basis.

This principle is also reflected in the conflict of interest bylaw:

Part Two: Conflict of Interest

Actions taken in the course of performing duties as a member of the Board shall neither cause nor suggest the reality or perception that the member's ability to perform or exercise those duties has been or could be affected by private gain or interest. All board members shall ensure that:

1. Personal financial interests, assets or holdings are not in conflict with any decision, information or other matter that may be heard by or acted upon by the Board.

2. Activities undertaken as a private citizen are not in conflict with any responsibilities held as a member of the Board.

3. Activities undertaken as a member of the Board are not in conflict with any activities undertaken as a private citizen.

4. They remain impartial at all times toward individuals who deal with the Board and, as a member, avoid taking any action that may result in preferential treatment for any individual.

5. Personal employment is not dependent on any decision, information or other matter that may be heard by or acted upon by the Board.

6. Other memberships, directorships, voluntary or paid positions or affiliations, are not in conflict with work undertaken in the course of performing their duties as a member of the board.

7. Student members are not considered to be in conflict on issues related to fees and charges paid to the institution by students, and may engage in the full debate and vote on these issues.

(Emphasis added.)

Clause (7) is particularly germane. Student Board Members are expressly recognized as not being in a conflict of interest related to fees and charges paid to the institution by students and may vote

on such issues. By analogy, student Board Members should be equally free to hear student suspension appeals.

In summary, the common law and the Board bylaws strongly support the position that student Board Members are not, merely on the basis of being students, in a conflict of interest in hearing student suspension appeals; nor would they reasonably be perceived as being biased when hearing such appeals. On these grounds, there is no reason to preclude student Board Members from participating in student suspension appeals.

2. The *Freedom of Information and Protection of Privacy Act* and Camosun College's Protection of Privacy Policy do not preclude sharing personal or confidential information with student members who sit on appeal panels

The *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165 ("*FOIPPA*"), applies to Camosun College. The College must therefore protect personal information within its custody and control, and facilitate the limited disclosure of information under precautionary measures. However, *FOIPPA* does *not* preclude the sharing of personal or confidential information with student members who sit on appeal panels.

Personal or confidential information provided by an appellant in the course of a student appeal may be disclosed for the purpose of hearing the appeal. Camosun College may disclose personal information protected under *FOIPPA* "for the purpose for which it was obtained or compiled or for a use consistent with that purpose": *FOIPPA*, s. 33.2(a). Camosun College's Protection of Privacy Policy (Policy O-6.1) acknowledges *FOIPPA*'s application to the College. Like this legislation, the policy provides that personal information may be disclosed in order to fulfill the purpose for which it was obtained:

> College officials will use collected personal information to fulfill the purpose for which it was originally obtained; or for specific purposes if directed by the individual from whom the personal information was collected; or for a use consistent with the original purpose.

In addition, such information may be disclosed to officers or employees, including volunteers, if the information is necessary for the performance of their duties: *FOIPPA*, s. 33.2(c). Therefore, when a student appeals their suspension, the personal information they provide may be shared with a student member of the appeal panel in the performance of their duties in hearing the appeal.

In these circumstances, students are also bound by the requirements and privileges regarding the protection of personal information under *FOIPPA*. Student members of appeal panels at Camosun College, and certainly student Board Members, may not disclose personal information in the custody or control of the College, unless authorized by legislation: *FOIPPA*, s. 30.4. These student representatives, in their exercise of power delegated by the Board, would also be covered by the confidentiality provided by s. 12 of *FOIPPA* for meetings held in private by a committee of its governing body: *FOIPPA*, s. 12(3)(b).

3. Student participation on appeal bodies at Camosun College and other institutions

There is also ample precedent from both Camosun College and other post-secondary institutions for students to participate in student suspension appeals.

At other institutions, students are, or may be, appointed to hear student suspension appeals. For example:

- At the University of Victoria, the Senate has delegated power to hear student appeals to the Senate Committee on Appeals, which includes three student members of the Senate and one graduate student representative.

- Similarly, at Capilano University, the Student Appeals Committee hears student appeals of sanctions. That Committee includes one student who is a Senator and three students who are not Senators. In both cases, student members hear student appeals.

- At the University of British Columbia, the Senate Committee on Student Appeals on Academic Discipline hears student suspension appeals. Appeals are heard by at least five members of the Senate Committee, which includes three student members.

- Similarly, at Langara College, an Appeal Committee hears student suspension appeals. The Board of Governors appoints no fewer than three persons from the Board. There are currently two student Board Members who could be appointed to hear student suspension appeals. In both cases, student members may hear appeals.

Our research did not uncover any examples of post-secondary institutions in British Columbia which exclude student members from hearing student suspension appeals.

We also note that there are sound policy reasons favouring student participation in these kinds of committees:

1. At colleges in British Columbia, student representation in higher education governance in the form of student Board Members is required by law: *CIA*, s. 9(1)(c). Under the *CIA*, the Board must include two students who are elected by students. This requirement helps to ensure that students are represented in matters of college governance directly impacting the student body. While the Board may delegate its power, it should not thereby frustrate student Board Members from exercising their role as elected officials. Rather, in this case, student Board Members ought to be included on the committee hearing student suspension appeals in order to facilitate their role as representatives of the student body. How students are sanctioned should not be outside the purview of elected student representatives; the proposed amendment would stifle the function of student participation in governance.

2. Including student representatives on the committee hearing suspension appeals would be consistent with Camosun College policy, as, for example, the appeal panel that hears student appeals concerning final grades includes student representatives. At Camosun College, pursuant to the Student Appeals policy concerning final grades (Policy E-2.4), the appeal panel is comprised

of a Chair, two College personnel, and two students. At Selkirk College, there is a similar process with an Appeals Committee for academic matters that includes two student representatives. In that situation, student members are not considered to be in a conflict of interest. Such appeals are analogous to student suspension appeals, which ought not to be treated differently. To provide consistency across student appeal bodies at Camosun College, the Board should ensure student representation in student suspension appeals as well.

3. The inclusion of student voices and respect for their decision-making ability in matters of college governance would also help to abolish outdated policies of *in loco parentis* (the idea that the institution acts in place of a student's parent). At least as far back as the 1970s in Canada, the notion that higher education institutions could rely on this paternalistic principle for matters of student discipline was simply invalid: see *Sutcliffe v. Governors of Acadia University* (1978), 30 N.S.R. (2d) 423 (CA). The vast majority of college students are legal adults. Their inclusion in matters of student governance, including sanctions, would reflect the respect they rightfully deserve.

If you require any clarification or elaboration on the foregoing, please do not hesitate to contact us.

Yours truly,

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Per:

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MGU/se

BOARD OF GOVERNORS

FINANCE COMMITTEE MINUTES

MEETING: **Tuesday, September 3, 2019**
TIME: **4:30 pm**
LOCATION: **Paul Building, Room 216, Lansdowne Campus**

BOARD MEMBERS:	**RESOURCES:** Deborah Huelscher, CFO & Interim VP Administration
Cindy Choi, Chair	
Joanne Cumberland	
Laylee Rohani	**REGRETS:** Al van Akker
Rob Smythe	Margie Parikh
Sherri Bell, President (ex officio)	
	EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

Finance Committee Chair Cindy Choi called the meeting to order at 4:35 pm.

II APPROVAL OF AGENDA

The agenda was approved as presented.

III MINUTES OF PREVIOUS MEETING

The minutes of the April 1, 2019 meeting were approved as distributed.

IV NEW BUSINESS

1. High Level Training Overview

Cindy Choi, Chair, reviewed the high-level training presentation at a high level. At the next training session, Deborah will revise the PowerPoint to include additional information on the Capital Reporting slide, and will work with Joanne, to add an explanation of amortization using layman's terms and an example.

2. Financial Management Report for the three Months to June 30, 2019

Cindy Choi, Chair, noted the consolidated summary includes the previous fiscal year for context. Deborah Huelscher, CFO & Interim VP Administration, provided a summary level update on the financial results for the first quarter of the fiscal year. Quarter one is less detailed as the College Executive Team has not met yet with deans and directors. This year's budget is $146M. At June 30, we were ahead of target by $.7M on a consolidated basis. There was a deficit balance of $3.3M against a budgeted deficit of $3.9M. The positive variance is a result of additional revenue of $1.8M with additional expenses of $1.1M. Tuition is earned later in the year, but expenses are consistent throughout. The first quarter is the least active and the forecast continues to be for a balanced budget at March 31, 2019, with potential adjustments depending on variables.

3. 2018/2019 Financial Information Act Report

Cindy Choi, Chair, advised the FIA report is a requirement of the Government and must be approved by the board. The report includes remuneration and expenses for employees who earn more than $75K, and a listing of suppliers who have received payments of $25K or greater. Deborah Huelscher, CFO & Interim VP Administration, noted the cut-off threshold has not been updated since 2002, resulting in a very long list. In accordance with the Treasury Board directive, the board travel expenses are included in the report this year.

MOTION:
THAT THE FINANCE COMMITTEE RECOMMENDS THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2018/2019 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF ADVANCED EDUCATION, SKILLS & TRAINING.
CARRIED

4. Budget Reinvestment

Sherri Bell, President, advised the committee on the 2019/20 investments as of July 2019. Most of them were 'must do' items. The reinvestment this year was not major, as the focus is on funds for campus renewal, mainly of buildings. There has been significant reinvestment over last few years, and much of it was continuing and so is now in the budget.

5. Finance Committee Terms of Reference – Annual Review

The committee had no changes to their Terms of Reference.

V ADJOURNMENT

The meeting was adjourned at 5:28 pm.

BOARD OF GOVERNORS

REGULAR MEETING MINUTES

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

BOARD MEMBERS:	**ADMINISTRATION:**
Laylee Rohani, Chair	John Boraas, VP Education
Bijan Ahmadi	Heather Cummings, VP Student Experience
Sherri Bell, President	Deborah Huelscher, CFO & Interim VP Administration
Monty Bryant	Rodney Porter, Exec. Director, Communications & Marketing
Cindy Choi	Barbara Severyn, Exec. Director, Human Resources
Tanya Clarmont	Geoff Wilmshurst, VP Partnerships
Joanne Cumberland	
Brenda McBain	**INTRODUCTION:**
Margie Parikh	Jen Stone, Director, Strategic Initiatives
Emily Rogers	
Rob Smythe	**GUEST**: Scott Harris, Registrar
Al van Akker	
Lindsay JD van Gerven	**REGRETS**: nil
Phil Venoit	
	EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

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

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III INTRODUCTION

1. Jen Stone, Director, Strategic Initiatives

IV BOARD MEMBER REPORTS

1. Chair's Report

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

TOP

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

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

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

2. President's Report

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

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

3. Foundation

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

4. Education Council

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

5. Pacific Institute for Sport Excellence (PISE)

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

V BOARD COMMITTEE REPORTS

1. Executive Committee

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

i) Five Year Capital Plan

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

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

2. Finance Committee

i) The minutes from the April 1, 2019, Finance Committee meeting were included in the agenda package.

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

a. Financial Information Act Report (FIA)

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

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

b. Budget Reinvestment

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

VI APPROVAL OF THE MINUTES

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

VII NEW BUSINESS

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

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

2. Annual Enrolment Report

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

3. Risk Management Summary

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

VIII ADJOURNMENT

The meeting was adjourned at 6:41 pm.

Laylee Rohani, Chair **Date**

Heather Martin, Recorder

BRIEFING NOTE
Board of Governors

SUBMITTED BY: **Rodney Porter, Executive Director, Communications and Marketing**
DATE: **November 4, 2019**
TOPIC: **2018 – 2019 Institutional Accountability Plan and Report**

For Information: X For Decision: For Discussion:

1. Background

Every year, the 25 public post-secondary institutions in B.C. are required to submit Institutional Accountability Plans and Reports to the Ministry of Advanced Education, Skills and Training.
The report includes the goals, objectives and performance measure results along with contextual information to describe the institution's role in providing services to students and communities.

2. Priority actions

The 2019 report covers activities from March 31, 2018 to March 31, 2019. The report outlines progress on the six priorities from the ministry's mandate letter to public post-secondary institutions:

1. Actively participate in an engagement process with the Ministry and Indigenous partners to develop a comprehensive post-secondary strategy that responds to the TRC Calls to Action and UN Declaration on the Rights of Indigenous Peoples.
2. Work closely and in collaboration with government to support the implementation of priority initiatives, including:
   a. Continue to implement tuition-free Adult Basic Education and English Language Learning programs to domestic students, and collaborate with partner organizations to effectively deliver these programs to meet the needs of adult learners.
   b. Continue to improve the education success of former youth in care who pursue post-secondary education, including implementation of the tuition waiver program and other supports.
   c. Expand technology-related programming and other programs that align with the growing knowledge-based economy.
3. Improve student mental health, safety and overall well-being, including creating greater awareness of available supports;
4. Align institutional processes with the K – 12 curriculum changes to ensure the seamless transition of students entering post-secondary education;
5. Work closely with the Ministry to develop a balanced approach to international education.
6. Comply with government's two percent cap on tuition and mandatory fee increases.

3. Our Approach

Camosun College's 2019 Institutional Accountability Plan and Report follows a similar format to previous years with emphasis on the visual representation of our data, and storytelling through use of photographs, graphs, charts and infographics in a 40-page magazine style colour booklet.

Hard copies of the report are mailed to stakeholders including B.C. Ministers, MLAs, MLAs and MPS as well as key ministry officials, Camosun stakeholders including CCSS, CCFA, CUPE and BEGEU as well as the local school districts, Chambers of Commerce, RRU and UVic.

4. New this year

- Last year's edition was 36 pages, while this year's edition is 40 pages. The additional pages reflect the Ministry's detailed reporting requirements on the college's response to TRC calls to action.
- Every year a 'Camosun Fast Facts' document is produced with the updated numbers from the Accountability Report. Previous versions have been in a 'rack card' format while the 2019 version is redesigned as a tri-fold brochure.

5. Highlights

The report highlights significant achievements in each of the four corner posts from the college's strategic plan:

Corner Post #1: The Student Experience (Career Lab opens at Interurban; Record-breaking career fair)

Corner Post #2: Supporting People in an Engaged Community (Progress on responding to TRC Calls to Action; New Equity, Diversity & Inclusion Policy; increase in international students)

Corner Post #3: Creativity & Innovation (Launch of Culinary Arts Food Truck; Camosun moves up the rankings of Top 50 research colleges)

Corner Post #4: Sustainability for the Environment & Society (Refreshed Sustainability Plan; Lansdowne Farmer's Market)

BOARD OF GOVERNORS
BRIEFING NOTE

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

For Information: X For Decision: For Discussion:

ISSUE
The terms and conditions of employment for unionized employees at Camosun College are governed by three collective agreements which expired in 2019. Contract negotiations will continue to take place until tentative agreements are reached between the parties and memorandums of settlement are ratified.

Background:
A Briefing Note dated November 14, 2018, provided the Board with background information regarding Government's bargaining mandate; how proposals are developed and bargaining committees formed; the strategic roles of the Board, College Executive Team (CET) and Local Bargaining Committees; as well as information about bargaining progress to date. Board updates were provided earlier this year and will continue to be regularly provided until bargaining has concluded for all three Unions at Camosun College.

British Columbia Government Employees' Union (BCGEU) Local Agreement: The BCGEU local agreement was ratified by the parties' respective principals on May 3, 2019. The new terms and conditions have been implemented and the collective agreement is being proofread by the College, the Union and the Post Secondary Employers' Association prior to being published.

Federation of Post-Secondary Educators of BC (FPSE) and Camosun College Faculty Association (CCFA) -- Common and Local Agreements: The FPSE Template Table now has a signed protocol agreement and Fall bargaining dates have been set for the common table. Discussions continue towards the negotiation of a local protocol agreement. Local bargaining dates are yet to be determined.

Canadian Union of Public Employees, Local No. 2081 (CUPE): PSEA and the eight participating member institutions of the Multi-Employer Table (MET) met for seven days in late July; however, a settlement was not reached with respect to the MET template agreement. Accordingly, all support staff bargaining will proceed in a single employer, stand-alone format. Camosun College and CUPE 2081 signed a protocol agreement on July 4, 2019 and bargaining dates have been set for Fall and Winter 2019.

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