



BOARD OF GOVERNORS

REGULAR MEETING AGENDA

MEETING: Tuesday, May 19, 2020
TIME: 6:00 pm
ONLINE: Teams

BOARD MEMBERS:

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

ADMINISTRATION:

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

GUEST: Evan Hilchey, Director, Student Affairs

REGRETS: nil

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.

	PAGE
I CALL TO ORDER	
II APPROVAL OF THE AGENDA	
III BOARD MEMBER REPORTS	
1. Chair's Report [5 min] (Rohani)	no attachment
2. President's Report [5 min] (Bell)	no attachment
3. Foundation [5 min] (Bryant/Wilmshurst)	no attachment
4. Education Council [5 min] (Ahmadi/McBain)	
i) Minutes of the February 19, 2020 meeting	attachment 4
5. Pacific Institution for Sport Excellence [5 min] (Venoit)	no attachment

	PAGE
IV BOARD COMMITTEE REPORTS	
1. Executive Committee [5 min] (Rohani)	no attachment
i) Academic Accommodation for Students with Disabilities Policy [5 min] (Bell, Cummings) *	attachment 10
ii) Admission Policy - Revision [5 min] (Boraas) *	attachment 14
2. Finance Committee [10 min] (Stubbing)	
i) Minutes from January 27, 2020 meeting	attachment 19
ii) Report from May 19, 2020 meeting	no attachment
V APPROVAL OF THE MINUTES	
1. Minutes of the April 14, 2020 meeting [2 min] (Rohani)	attachment 20
VI NEW BUSINESS	
1. Sexual Violence & Misconduct Policy Implementation Report [10 min] (Bell, Hilchey)	attachment 23
2. Camosun College Student Society (CCSS) Fee Levies [5 min] (Huelscher)*	attachment 27
3. CCSS Audited Financial Statements – Year Ending March 31, 2019 [5 min] (Huelscher)	no attachment 29
4. Bargaining Update [for info] (Severyn)	attachment 45
VII ADJOURNMENT	
* Requires a decision. See Page 3 for the proposed motions.	attachment 3

CORRESPONDENCE [nil]



**BOARD OF GOVERNORS
Regular Meeting**

MOTIONS

Tuesday, May 19, 2020

IV BOARD COMMITTEE REPORTS

1. Executive Committee

i) Academic Accommodations for Students with Disabilities Policy

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE POLICY "ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES".

ii) Admission Policy – Revision

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE CHANGE TO THE ADMISSION POLICY TO INCLUDE DUOLINGO RESULTS AS PART OF THE COLLEGE'S ADMISSIONS PATHWAYS.

VI NEW BUSINESS

1. Camosun College Student Society (CCSS) Fee Levies

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS DIRECT ADMINISTRATION TO COLLECT THE FOLLOWING FEES FOR THE 2020-2021 ACADEMIC YEAR AND REMIT SAME TO THE CAMOSUN COLLEGE STUDENT SOCIETY:

CCSS	\$12.05/month
BCFS	\$2.38/month
CASA	\$0.44/month
Health	\$136/year
Dental	\$136/year
Student Refugee Program	\$0.48/month

AND

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

U-Pass	\$20.25/month
Childcare	\$1.16/month
Athletics	\$4.73/month
Recreation	\$3.29/month
Building Fund	\$4.26/month
Recycled Paper	\$0.15/month



Approved Minutes

REGULAR MEETING

Wednesday, February 19, 2020

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. Jennifer LeVecque, Faculty
7. Janet Danks, Support Staff
8. John Boraas, Administration
9. Mark Fournier, Faculty
10. Robin Fast, Faculty
11. Scott Harris, Administration
12. Richard Stride, Administration

Non-Voting Members

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

Regrets/Absent

Fillette Umulisa, Student
 Isaiah Jurkuch, Student
 Joshua Cameron, Student
 Paige Martin, Student
 Ryan Russell, Faculty
 Todd Ormiston, Indigenization Representative
 Vivian Fayowski, Faculty

Guests

N/A

ITEM	PRESENTER
A. CALL TO ORDER AND DECLARATION OF QUORUM The regular meeting was called to order at 4:01 pm. Quorum was reached.	Bijan Ahmadi
B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY <i>Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html></i>	Bijan Ahmadi
C. CHECK-IN	Bijan Ahmadi
D. ACCEPTANCE OF AGENDA The February 19, 2020 agenda was approved by unanimous consent.	Bijan Ahmadi

ITEM	PRESENTER
E. MINUTES FOR APPROVAL	Bijan Ahmadi
The minutes for December 11, 2019 were approved by unanimous consent.	
F. REPORTS	
1. Education Council Chair	Bijan Ahmadi
Bijan Ahmadi noted that a carryover meeting had been scheduled due to the January 15 EdCo meeting cancellation (snow day); however, the carryover meeting was not needed.	
2. VP Education	John Boraas
John Boraas announced that student members of EdCo will receive a stipend at a rate \$50/month paid by semester to be retroactively effective January 1, 2020 in recognition and appreciation of the significant contributions student members provide to EdCo.	
3. Board Member	Brenda McBain
Brenda McBain reported that the Board of Governors met on February 3. Camosun opened on September 16, 1971, so next year is the 50th anniversary. The College Executive Team (CET) is taking a high-level look at how to celebrate. Geoff Wilmshurst, VP Partnerships, and Christiaan Bernard, Director, Camosun International, provided a high-level overview of Camosun International's plan for 2020 to 2023. The Board approved the student services fee memorandum of understanding with the Camosun College Student Society.	
G. COMMITTEE REPORTS	
Education Council Policy and Standards Committee	Peter Moroney
The Policy and Standards Committee met on Dec. 12 and Jan. 22. At the December meeting, the committee clarified standards for denoting course withdrawals on transcripts and reviewed the Terms of Reference for the proposed Academic Appeals Panel. The committee also discussed records management related to appeals. The January meeting focused on a detailed review of the draft Academic Integrity policy. Next scheduled meeting is Feb. 26.	
H. INTEGRATED CURRICULUM COMMITTEE REPORT	Bijan Ahmadi
Curriculum for Presentation and Approval	
Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:	
Diploma in Public Administration Fall2020 Revision Certificate in Public Administration Fall2020 New BUS 276 IDS3883 Fall2020 Revision	

ITEM	PRESENTER
PADM-112 IDS3874 Fall2020 Revision PADM-211 IDS3875 Fall2020 Revision PADM-227 IDS3876 Fall2020 Revision PADM-230 IDS3877 Fall2020 Revision PADM-240 IDS3878 Fall2020 Revision PADM-260 IDS3879 Fall2020 Revision PADM-290 IDS3880 Fall2020 NEW PADM-219 IDS3881 Fall2020 Cancel PADM 276 IDS3882 Fall2020 Cancel	
<p>Motion: Be it so moved that Education Council approves changes to the curriculum as submitted:</p> <p>Moved by: Richard Stride</p> <p>Seconded by: Debbie Hlady</p> <p style="text-align: right;">Motion Carried</p>	

Regular Curriculum for Approval

Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:

BUSINESS: MANAGEMENT & HUMAN RESOURCE LEADERSHIP

[BUS-210 IDS3809 Fall2020 Revision](#)

A&S: BIOLOGY

[BIOL-161 IDS3799 Fall2020 New](#)

[BIOL-160 IDS3799 Fall2020 CANCEL](#)

HHS: DENTAL HYGIENE

[DHYG IDS3832 Fall2020 Revision](#)

[DHYG-219 IDS3833 Fall2020 Revision](#)

[DHYG-220 IDS3833 Fall2020 Revision](#)

[DHYG-270 IDS3833 Fall2020 Revision](#)

[DHYG-271 IDS3833 Fall2020 Revision](#)

[DHYG-280 IDS3833 Fall2020 Revision](#)

[DHYG-281 IDS3833 Fall2020 Revision](#)

HHS: HEALTH CARE ASSISTANT - INDIGENOUS

[HCA-I IDS3798 Fall2019 Revision](#)

ACCESS: ACADEMIC AND CAREER FOUNDATIONS/COMMUNITY LEARNING PARTNE

[ENGL-059 IDS3798 Fall2020 Cancel](#)

ITEM	PRESENTER
<p>ARTS & SCIENCE: MATH</p> <p>MATH-166 IDS3847 Fall2020 Revision</p> <p>MATH-156 IDS3845 Fall2020 New</p> <p>MATH-155 IDS3846 Fall2020 Cancel</p> <p>STAT-157 IDS3846 Fall2020 Cancel</p>	
<p>TRADES & TECHNOLOGY: COMPUTER SCIENCE</p> <p>IMD IDS3836 Fall2020 Revision</p> <p>ICS IDS3835 Fall2020 Revision</p> <p>ICS-120 IDS3838 Fall2020 Revision (MATH156)</p> <p>ICS-200 IDS3838 Fall2020 Revision (added: ICS126)</p> <p>ICS-226 IDS3838 Fall2020 Revision (added: ICS126)</p> <p>ICS-228 IDS3838 Fall2020 Revision (removed: ICS126)</p> <p>ICS-280 IDS3838 Fall2020 Revision (IMD)</p> <p>COMP 212 IDS3837 Fall2020 Revision</p> <p>COMP-245 IDS3837 Fall2020 Revision</p> <p>COMP-246 IDS3837 Fall2020 Revision</p> <p>COMP-253 IDS3837 Winter2021 New</p>	
<p>HOSPITALITY, TOURISM, & GOLF MANAGEMENT</p> <p>Post Degree Diploma in Applied Tourism and Hospitality Mgt Fall2020 Revision</p> <p>TMGT 100 Fall2020 New</p> <p>TMGT 401 Fall2020 New Internship</p> <p>TMGT 490 Winter2021 CANCEL</p> <p>Post Degree Diploma in Applied Tourism and Hospitality Mgt COOP Fall2020 Revision</p>	
<p>ACCESS: ELD, ENGL & IST COURSES</p> <p>ENGL-070 IDS3823 Fall2020 New</p> <p>ENGL-050 IDS3822 Fall2020 Revision</p> <p>ENGL-091 IDS3824 Fall2020 Revision</p> <p>ENGL-092 IDS3825 Fall2020 Revision</p> <p>ENGL-103 IDS3826 Fall2020 Revision</p> <p>ENGL-142 IDS3827 Fall2020 Revision</p> <p>ELD-093 IDS3821 Fall2020 Revision</p> <p>ELD-103 IDS3828 Fall2020 Revision</p> <p>ELD-104 IDS3829 Fall2020 Revision</p> <p>ELD-105 IDS3830 Fall2020 Revision</p> <p>IST-120 IDS3831 Fall2020 Revision</p>	

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

Moved by: Isabel Grondin

ITEM	PRESENTER
Seconded by: Andrea Kucherawy	Motion Carried

Whereas: The Integrated Curriculum Committee has reviewed and did not have consensus to recommend full approval of the following curriculum:

CSEE: MESSAGE THERAPY

[Link to ICC](#)

[Diploma in Massage Therapy](#)

[MASS 105 Revision](#)

[MASS 110 CANCEL](#)

[MASS 112 Revision](#)

[MASS 121 Revision](#)

[MASS 122 Revision](#)

[MASS 123 Revision](#)

[MASS 131 Revision](#)

[MASS 132 Revision](#)

[MASS 141 Revision](#)

[MASS 142 Revision](#)

[MASS 191 Revision](#)

[MASS 192 Revision](#)

[MASS 198 NEW](#)

[MASS 224 Revision](#)

[MASS 270 Revision](#)

[MASS 293 Revision](#)

[MASS 294 Revision](#)

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

Moved by: Chris Avis

Seconded by: Janet Danks

Motion Carried

Curriculum Under Review

See [ICC Monthly Report](#)

I. PRESENTATION AND DISCUSSION

Managing Vacancies at Education Council

Bijan Ahmadi

Bijan Ahmadi presented a revised version of a proposal to manage vacancies at Education Council between by-elections. Feedback provided during the discussion will be considered and the applicable changes required to the bylaws will be presented to EdCo for discussion at the next meeting.

ITEM	PRESENTER
<p>Course Withdrawals Policy</p> <p>Peter Moroney presented a draft of the new Course Withdrawal policy. Feedback provided during the discussion will be taken to the Policy and Standards Committee for consideration and the policy will presented at a later EdCo.</p>	Peter Moroney
<p>Credit Model</p> <p>Scott Harris presented the new Credit Model. Feedback provided during the discussion will be considered and the model will presented at a later EdCo.</p>	Scott Harris
<p>J. ADJOURNMENT</p> <p>The meeting adjourned at 6:10 pm.</p>	Bijan Ahmadi



**BRIEFING NOTE
Board of Governors
Executive Committee**

SUBMITTED BY: Heather Cummings, Vice President Student Experience
DATE: May 19, 2020
TOPIC: Academic Accommodations for Students with Disabilities Policy

For Information: For Decision: X For Discussion:

1. OVERVIEW

While the College commits to fostering a college community that supports full participation of all students to study and engage in work integrated learning experiences to the best of their capability, there is currently no standalone policy that articulates how this will be achieved. The proposed new policy sets out the standards and principles by which academic accommodations will be approved including expectations for both the institution and the student. The new policy was developed using a representative Working Group including Centre for Accessible Learning, the Camosun College Student Society, Student Affairs, and the Schools. It has been reviewed by Education Council and the Education Leadership Team.

Highlights include:

- Moves responsibilities for administering policy to the VP Student Experience
- Includes reference to all academic programming except continuing education studies
- Articulates the roles of instructors and Centre for Accessible Learning staff
- Includes work integrated learning activities
- Clearly defines documentation requirements
- Includes reference to essential learning requirements

2. FINANCIAL IMPLICATIONS

There are no foreseeable costs related to the implementation of this new policy.

3. COMMUNICATIONS

The final policy will be communicated via College-wide email distribution lists including stakeholder groups. It will also be communicated through CamNews and student media. The policy will officially reside on the College Policy website. Lastly, conversations have already begun to develop some training for instructors and to use the learning management system to focus some content.

4. RECOMMENDATION AND OR MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE POLICY “ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES”.

5. SUPPORTING DOCUMENTATION:

Academic Accommodations for Students with Disabilities Policy (DRAFT)



POLICY TITLE	Academic Accommodation for Students with Disabilities
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 Student Experience
RESPONSIBLE OPERATIONAL LEADER	Director - Student Affairs
SUPPORTING DOCUMENTS	[use bulleted list; hyperlink if available online]

ACADEMIC ACCOMMODATION FOR STUDENTS WITH DISABILITIES

PURPOSE AND RATIONALE

Camosun College (“Camosun” or the “College”) values and commits to the principles articulated in the [Equity, Diversity, and Inclusion Policy G-2.1](#). The College promotes human rights, adheres to the [British Columbia Human Rights Code](#), and commits to fostering a college community that supports full participation of all students to study and engage in work integrated learning experiences to the best of their capability.

The purpose of this policy is to articulate how Camosun will provide appropriate and reasonable academic accommodations for students with disabilities. The College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

The provision of academic accommodation will not undermine the academic standards of the College, nor will it remove the need for assessment or the student’s responsibility to meet essential learning requirements of courses and programs, including but not limited to requisite licensing processes, practicums, and work-integrated learning.

POLICY APPLICATION, SCOPE, AND/OR LIMITS

The College is committed to providing a reasonable approved academic accommodation consistent with relevant human rights principles.

This policy applies to all Camosun students with a documented disability who self-identify, while admitted to or enrolled in a Camosun course or program, including but not limited to [Work Integrated Learning](#) activities.



This Policy does not apply to learners in Continuing Education studies, who should contact [Continuing Education at Camosun](#), to explore how Camosun College can support their academic accommodation needs.

DEFINITIONS

Academic Accommodation: An adaptation or alteration to the physical and/or instructional environment aimed at providing equitable access to education for students with documented disabilities. These may include, but are not limited to, the provision of alternate formats and methods of communication, the use of adaptive technology, and adaptations to the examination environment and/or mode of instructional delivery. An academic accommodation may be provided on an interim basis for students who are in the process of being assessed for a disability.

Documentation: Written document which confirms a student's disability along with detailed information about its functional impact. A diagnosis alone is not sufficient to support a request for an Accommodation. The documentation must be current (within 5 years) and must come from a certified health care professional who has expertise in the diagnosis of the condition(s) for which the accommodation(s) and/or service(s) are being requested.

Disability: For the purposes of this Policy, "disability" includes a significant permanent, temporary or recurring mobility, sensory, learning or other physical or mental health impairment that causes functional restrictions or limitations on a student's ability to perform the range of life's activities necessary to fully participate in studies at the post-secondary level.

Essential Learning Requirements: The knowledge and skills that must be demonstrated in order for a student to meet learning objectives. At times, it may be necessary for students to demonstrate this learning in a prescribed manner.

PRINCIPLES

1. Academic accommodation is about providing students with disabilities with equitable access to education. Students have a right to an accommodation in accordance with the [British Columbia Human Rights Code](#). The College will provide a reasonable academic accommodation in accordance with that Code.
2. Students, administrators, staff, and instructors involved in the academic accommodation process have a responsibility to participate in the accommodation process.
3. All academic accommodation requests by students should be made in a timely fashion to the Centre for Accessible Learning.
4. Students have a responsibility to provide appropriate documentation that will support the Centre for Accessible Learning to assess appropriate accommodations including consulting with



course instructors or others as appropriate to provide the student with an approved accommodation.

5. The College strives to provide students an academic accommodation in a timely fashion.
6. Students have the responsibility to inform their instructor(s) that they are provided an approved academic accommodation, as appropriate.
7. The College recognizes that academic accommodations respond to individual specific and often changing circumstances. When appropriate, the College will be flexible in determining appropriate academic accommodations for students.

RELATED LEGISLATED REFERENCES

- [British Columbia Human Rights Code](#)

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

- [G-2.1 Equity, Diversity, and Inclusion Policy](#)
- [O-6.1 Protection of Privacy Policy](#)
- [The Centre of Accessible Learning](#)

Board of Governors Briefing

Duolingo English Test for Camosun General College Admissions

For Decision

Date: May 19, 2020

Submitted by: John Boraas, Vice President Education

Prepared for: Board of Governors

1. OVERVIEW

Endorsed by EdCo: April 16, 2020

Description:

Many face-to-face test and assessment centres around the world have closed their international testing sites as a result of COVID19. There is a need for assessment capabilities that transcend other assessment services to offer assessment face to face. Duolingo offers assessment at a distance using a variety of security measures including cameras, authentication among other technological safeguards against cheating. As a result, a significant number of public institutions in North America have adopted Duolingo results for admission purposes for all of their students (Domestic, International, New Canadians). The Duolingo English Test (DET) is designed to assess real-world language ability, by measuring reading, writing, speaking, and listening skills. Each test taker's proficiency is reported as a holistic score on a scale from 10 – 160. This is similar to the scoring systems used by IELTS, TOEFL and other standardized tests already accepted by Camosun.

Proposal for Camosun College Admissions Purposes:

The Duolingo English Test will be used to satisfy the requirements of English Language proficiency with a minimum score of DET 105 for general admission and DET 115 to all Post-Degree Diploma (PDD) and Centre for Sport & Exercise Baccalaureate (CSEE) baccalaureate programs. DET minimum standards will be reviewed by May 2021.

2. MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE CHANGE TO THE ADMISSION POLICY TO INCLUDE DUOLINGO RESULTS AS PART OF THE COLLEGE'S ADMISSIONS PATHWAYS.

3. COMMUNICATIONS

Communication of the Duolingo English Test for Camosun General College Admissions will be handled by the Office of Education Approvals, Student Services, the Registrar's Office, the applicable School/Department, Camosun International, and the Web team. No action is required of the Board.

4. SUPPORTING DOCUMENTATION

Draft Amended Admission Policy E-2.1



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POLICY TITLE	Admission
POLICY NUMBER	E-2.1
POLICY TYPE	Governance/Educational
APPROVAL DATE	November 22, 2004
APPROVAL BODY	Board of Governors Advice by EdCo: Sep. 20, 2004
AMENDMENT DATE	EdCo Adv: May 15, 2006 Edco Adv: Dec. 19, 2011 BG: May 16, 2006 BG: Feb. 6, 2012 BG: Dec. 3, 2018 EdCo Adv: Apr. 15, 2020 BG: [insert date of Board Approval]
NEXT REVIEW DATE	2025
HOLDER	VP Education

ADMISSION

PURPOSE / RATIONALE

The purpose of this policy is to define the criteria and conditions for admission to Camosun College and its programs.

SCOPE / LIMITS

This policy applies to all domestic and international applicants seeking admission to Camosun College credentialed programs.

Programs specifically intended to prepare students for direct entry into upper levels of further or advanced programs at partner institutions shall be governed by the admission requirements of those institutions.

PRINCIPLES

1. The College will establish program admission requirements of both an academic and non-academic nature that will optimize students' access and success.
2. As defined in the College's *Strategic Plan* (see link), Camosun College is committed to providing our community with access to the knowledge and skills relevant to the future economic and social development of the region.
3. Camosun College is committed to meeting the diverse needs of its community and may therefore tailor its admission criteria to support demonstrated community need or to enable appropriate partnerships.



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4. As defined in the College's *Strategic Plan* (see link), Camosun College is committed to integrating a diverse, international perspective into its community and curriculum and will provide opportunities for international students to study at Camosun College
5. The College will accept valid and/or official documentation that demonstrates students' qualifications for entry to the College and its programs.
6. The College reserves the right to limit application to oversubscribed programs.
7. The College reserves the right to deny admission.

A. GENERAL COLLEGE ADMISSION

1. To be admitted to the College, applicants must qualify as either *domestic* students or *international* students.

a) Domestic Students

Definition:

Applicants who are in possession of valid documentation confirming their legal status as Canadian citizens, permanent residents, or convention refugees.

Requirements:

- All applicants must be high school graduates or 19 years or older at the start of the student's first academic term unless special admission is granted.
- All applicants must indicate an intended primary program of study and will be given an opportunity to identify an alternate program of study.

b) International Students

Definition:

Applicants who are not domestic students who meet the guidelines established for international students studying in Canada by *Citizenship and Immigration Canada* (see link).

Requirements:

- All applicants must be high school graduates or 19 years or older at the start of the student's first academic term unless special admission is granted.
- All applicants must indicate an intended primary program of study and will be given an opportunity to identify an alternate program of study.
- English Proficiency

i) Academic and Career programs:

All applicants must have a minimum TOEFL score of 78 (CBT), with nothing less than 19 in any band, for general college admission, or an IELTS score of 6.0, with nothing less than a 6.0 in any band, for general



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college admission. Some programs or courses may require a higher score for entry.

The Duolingo English Test may also satisfy the requirements of English Language proficiency with a minimum score of DET 105 for general admission, and DET 115 for admission to all Post-Degree Diploma (PDD) and Centre for Sport & Exercise Baccalaureate (CSEE) baccalaureate programs.

- ii) English Language Development and academic upgrading programs: No minimum level of English proficiency is required for general college admission. Some programs or courses may require a higher score for entry.

B. PROGRAM ADMISSION

1. Applicants must be deemed qualified in order to be admitted into a program.
2. Admission to programs will be granted on a “first qualified, first served” basis.

C. SPECIAL COLLEGE ADMISSION

1. British Columbia (BC) and Yukon High School Students

Provisional program admission will be granted to BC high school applicants who apply for Fall admission in their Grade 12 year on the basis of interim high school grades to determine whether students meet the qualifications for program admission. If any final high school grades fall below program admission requirements, applicants will be deemed ineligible for admission and advised on how to meet admission requirements.

2. Underage Applicants

The College may consider granting special admission to underage applicants on an individual basis, subject to the following:

- a) Underage *domestic* applicants must include in their application written consent from a parent or guardian and letters of support from individuals who are familiar with the applicant’s circumstances (such as a school principal or health care provider).
- b) Underage *international* applicants are subject to the guidelines established by *Citizenship and Immigration Canada* (see link).

3. Visiting Students

Visiting students are students who are enrolled at other post-secondary (sending) institutions and are taking courses from Camosun College to grant them credit toward a



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credential at the sending institution. To be admitted as a Visiting Student, applicants must submit a “Letter of Permission” from a sending post-secondary institution and must meet General College admission criteria and all prerequisites for each Camosun College course in which they are seeking enrollment.

4. Reciprocal Exchange Students

Students, either domestic or international, may be admitted to Camosun College under a reciprocal exchange agreement established between the student’s home institution and Camosun College.

LINKS TO RELATED POLICIES AND WEBSITE

- [Strategic Plan](#)
- [Citizenship and Immigration Canada](#)



BOARD OF GOVERNORS

FINANCE COMMITTEE MINUTES

MEETING: Monday, January 27, 2020
TIME: 4:00 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS: Mike Stubbing, Chair Margie Parikh Laylee Rohani Rob Smythe Al van Akker Sherri Bell, President (ex officio)	RESOURCES: Deborah Huelscher, CFO & Interim VP Administration REGRETS: Joanne Cumberland EXECUTIVE ASSISTANT: Heather Martin
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- I CALL TO ORDER**
Finance Committee Chair Mike Stubbing called the meeting to order at 4:00 pm. It is the first Finance meeting for Mike Stubbing.
- II APPROVAL OF AGENDA**
The agenda was approved as presented. Made a motion.
- III MINUTES OF PREVIOUS MEETING**
The minutes of the October 28, 2019, meeting were approved as distributed. Motion to approve.
- IV NEW BUSINESS**
 - 1. Financial Management Report for the Nine Months to December 31, 2019**
Deborah Huelscher, CFO & Interim VP Administration, provided a summary level update on the financial results for the third quarter of the fiscal year, and the forecast for the year-end. Overall, there is a deficit of \$4M against a budgeted deficit of \$3.6M resulting in a negative variance of \$0.4M at December 31, 2019. Deborah reviewed the results for each activity area. The forecast for the year-end anticipates a small surplus.
 - 2. Budget Update 2020/2021**
The budget templates will go out in February, and will be back early in March. CET will review them, and look for areas for investment. Finance has a new budget module on the Colleague system, which will make the process more efficient. On April 6, the budget will go to the Board Finance committee for a detailed review. On April 14, it will go to the whole board for a decision.
- V ADJOURNMENT**
The meeting was adjourned at 4:50 pm.



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Tuesday, April 14, 2020
TIME: 5:00 pm
ONLINE: Teams

BOARD MEMBERS:

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

ADMINISTRATION:

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

REGRETS: nil

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

Laylee Rohani, Chair, called the meeting to order at 5:03 pm.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III BOARD MEMBER REPORTS

1. Chair’s Report

Laylee Rohani, Chair, met with virtually with Sherri Bell several times for planning. The spring 2020 election for Education Council and Board of Governors representation took place April 7 to 9. There are two student positions available on the board with a term of August 1, 2020 - July 31, 2021. Congratulations Lindsay JD van Gerven and Fillette Umulisa. Laylee acknowledged Rob Smythe for his contribution during the last two years. The board will thank him formally at the June meeting, as his term ends July 31. Thank you Monty Bryant for representing the Board at the Lunch for the Skills Canada Regional Competition at the Interurban Campus on March 6. The Board took part in three COVID-19 update teleconference meetings with Sherri Bell. We have also received many written updates.

On behalf of the Board of Governors, Laylee thanked Sherri Bell and the College Executive Team (CET) for their excellent leadership in the past month. They have worked tirelessly to address the COVID-19 issues. They had to deliver education differently and had to make the changes happen very quickly. Their leadership in arranging for emergency funds to help with the basic needs of the students, working with the Foundation, was very much appreciated as well. Congratulations on a job well done!

2. President's Report

Sherri Bell, President, advised that she and CET have been working to meet the emergency needs of the students. They worked with Jody Kitts, Director, Advancement and Alumni Engagement, to launch a fundraising campaign 'Erasing Barriers'. Financial Aid is working hard to deposit \$200 directly into the students' bank accounts. Over 1000 students applied and we distributed to 370 students (\$92K) so far. The Government then gave every institution \$140K to be used to assist domestic students. Our international students who stayed here, who were without jobs, needed help as well. Today the Foundation approved \$200K for emergency funds for students. The three funds together will go to students, and will assist a second round of emergency funding.

The college's COVID-19 team has been working hard, and all have taken on different, very important roles. John Boraas is working with the Deans to finish this term, and is working on the summer and fall. Student Services switched entirely to off-campus support of the students. Sybil Harrison, Director, Learning Services, helped the Bookstore move to e-books, and supported faculty to work remotely. The COVID-19 Team meets daily at 8:30am. They meet with the unions once a week. The Deputy Minister of Advanced Education, Skills and Training holds weekly meetings with the post-secondary leads, and Sherri meets weekly with the BC College Presidents.

On the domestic side, 1379 have registered for spring/summer, as compared to 2496 last year. There are 510 registered in International, and there were 682 last year at this point. The numbers are not solid yet.

We were approached by Island Health to set up a clinic at each campus. The clinics will be for low risk, non-COVID-19 patients. They are waiting for the health authority to give approval to move forward if necessary.

One hundred and eighty students signed a petition requesting a pass/fail grade rather than a letter grade for this term. It is 1% of our student population. It falls under Education Council's purview, and they will address it this week.

Premier John Horgan called Sherri last week to thank her for what Camosun Innovates is doing to support the health workers with the design of a new face shield. They are in production now at Camosun Innovates.

3. Foundation

Monty Bryant, Foundation Liaison, noted there was great news today for the 'Erasing Barriers' fund. The Foundation board approved a motion to set aside \$200K to be disbursed to the students. When the market first fell 20% due to COVID-19, the Foundation's investments only fell 5%. It was a credit to their cautious investments. They continued to generate good interest rates. It has rebounded to almost where it was. Monty thanked the Foundation Finance & Audit committee for their skills that have saved the Foundation a great amount of money.

Geoff Wilmshurst, Vice President Partnerships, reiterated that the Foundation Executive and the Finance & Audit committee have done a superb job managing the Foundation.

4. Education Council

Bijan Ahmadi, Education Council Chair, noted the March meeting was cancelled due to COVID-19, but the April 15 meeting will go forward using Teams. There will be a report next month.

5. Pacific Institute for Sport Excellence (PISE)

Phil Venoit, PISE Board of Directors member, noted they have not met. The staff are all working remotely due to COVID-19. PISE will meet next in May.

IV BOARD COMMITTEE REPORTS

1. Executive Committee

Laylee Rohani, Chair, Executive Committee, reported that the Executive met virtually on March 25. We received a detailed update on the COVID-19 situation at the College. We discussed the Board of Governors ‘Award for Innovation and Community Partnership’ for 2021.

V APPROVAL OF THE MINUTES

The minutes of the March 2, 2020 meeting were approved as distributed.

VI NEW BUSINESS

1. Bargaining Update

Barb Severyn, Executive Director, Human Resources, provided an update on bargaining for information.

VIII ADJOURNMENT

The meeting was adjourned at 5:28 pm.

Laylee Rohani, Chair

Date

Heather Martin, Recorder

REPORT TO THE BOARD OF GOVERNORS

SUBMITTED BY: Sherri Bell, President
TO: Camosun College Board of Governors
DATE: May 19 2020
TOPIC: Annual Report to Board Sexual Violence and Misconduct Policy Implementation Report

For Information: X

For Decision:

For Discussion:

BACKGROUND

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

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

CAMOSUN CONTEXT

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

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

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

The President of Camosun College will provide an annual update to the Board of Governors pertaining to the implementation of this policy, including but not limited to:

- *Student engagement and consultation*
- *Prevention, communication and awareness strategies*
- *Response*

POLICY IMPLEMENTATION

Student Engagement and Consultation

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

- Ongoing consultation and event/initiative partnership with the Camosun College Student Society.
- Current review underway of the *Sexual Violence and Misconduct* policy (E-2.9), in consultation with the Camosun Student Society and a policy working group led by the Vice President Student Experience. This review follows the requirement by the government for a three year review process for all post-secondary institutions in British Columbia.

- A University of Victoria Health and Community Services Program Practicum student within the Office of Student Support providing insight and direction on the development of the annual education plan.
- Partnership with the University of Victoria's AntiViolence Project to offer student-led consent workshops to Camosun students and employees. Based on the Let's Get Consensual project, the workshops provided participants with the education, skills, and opportunity to understand and practice consent in a supportive and sex-positive space.

Prevention, Communication and Awareness Strategies

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

In-line with the *Sexual Violence and Misconduct* policy (E-2.9), the goal of the education plan is to provide education, training and awareness to the College Community in order to:

- Increase the amount and quality of information and education to prevent sexual violence;
- Reduce trauma for people who have been hurt;
- Improve responsiveness and quality of service for victim/survivors; and
- Strengthen the capacity and support for staff whose positions support prevention or response to sexual violence on our campuses.

Since implementation, strategies have included:

- The development of a comprehensive web-landing page within the Office of Student Support. <http://camosun.ca/services/student-support/>
- Outreach and presentations to schools and administrative units by the Director Student Affairs, Student Support Managers and/or Campus Security Specialist.
- Participation in the province wide British Columbia Ministry of Advanced Education, Skills and Training Consent Poster Campaign (September 2019) focused on raising awareness and to help prevent sexualized violence and misconduct. https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/prevent-sexualized-violence/3389_gcp_posters_8-5x11_hr-nt.pdf
- Camosun newspaper article in NEXUS outlining the role of Office of Student Support in assisting students impacted by sexualized violence.
- *Understanding Consent Workshops* for students offered in October 2019 and February 2020.
- Recognition of the *International day for the Elimination of Violence Against Women* (November 25). Co-hosted a Consent Button Making Event in partnership with the Camosun College Student Society, featuring positive messages concerning equality and respect.
- Involvement in the National Day of Remembrance and Action on Violence against Women (December 6) by the Student Support Managers, Office of Student Support.
- Sexualized Violence Awareness Week February 10-14 2020
 - Camosun and Community Resource Information Tabling including presence from community groups: Victoria Sexual Assault Centre, Men's Therapy Centre, AIDS Vancouver Island, Island Sexual Health and the Moose Hide Campaign.
 - Consent Valentines Delivery Project encouraging respectful relationships and consent culture.
 - *Responding to Disclosures of Sexual Violence* training for staff and faculty.

- *Be More than a Bystander* training and *Understanding Bullying and Harassment in the Workplace* workshops for Students hosted by Culinary Arts.
- Hosted a Webinar open to all staff and faculty *Courage to Act: An Introduction to the National Framework to Address and Prevent Gender-Based Violence at Post-Secondary Institutions in Canada*.
- Numerous presentations on the *Sexualized Violence & Misconduct Policy* to classrooms, departments and schools (pamphlets, handouts and business cards given).
- Partnership building meetings with Registrar Office, Dean's, Directors, Chairs, Centre for Accessible Learning, Camosun International, Indigenous Education.
- Revision of Sexualized Violence Educational materials including rack cards, wallet cards and displays created and distributed.
- Marketing of educational campaigns including posters, displays, and LCD slides.
- Booth outreach in high-traffic areas hosted by Practicum student and the Student Support Managers, Office of Student Support.

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

Under the *Sexual Violence and Misconduct* policy (E.2-9), a student can choose from the following choices, in seeking a resolution to their situation:

- Disclosure
 - A disclosure can take place anywhere on campus (e.g., a student could disclose to a faculty member or staff member) and then an employee informs the Office of Student Support – these disclosures are then tracked. The student may or may not contact the Office of Student Support directly and does not want any disciplinary action to take place at this stage but supports can be/are provided.
- Report to the college
 - A report is when a student informs the Office of Student Support and provides details of the incident for future possible investigations. At this stage no disciplinary action nor investigation takes place but supports are provided.
- Complaint to the college
 - When an individual who has experienced sexual misconduct or a third party individual makes a formal complaint to the college. This complaint process is non-criminal in nature and may initiate an investigation that will be overseen by the College.
- Report to the police
 - When an individual who has experienced sexual misconduct or a third party individual makes a report to the police, requesting that the police pursue criminal charges under the Criminal Code of Canada. A student choosing to pursue this option may receive assistance from the Office of Student Support, the Counselling Department, or Campus Security.

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

- Safe private trauma-informed support conversations provided to survivors and respondents
- Referrals to appropriate community resources such as the Victoria Sexual Assault Centre, Men's Therapy Centre, The Foundry and BC Crime Victim Assistance Program

- Camosun Human Resources referrals for information
- Support survivors with Camosun Sexualized Violence & Misconduct Policy reporting options
- Inform and support survivors with reporting to law enforcement
- Behavioral agreements ensuring safety and appropriate conduct is clear and followed
- Security led discussions with students regarding no-contact requests
- Security escort of staff and/or student on campus
- Weekly monitoring of students by employees (Director, Chair, Security, Student Support Manager, Instructors)
- Parental involvement and/or support especially for those with significant cognitive barriers
- Mental health referrals including high risk self-harm situations
- Addiction counselling referrals including residential treatment

NEXT STEPS

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

- Identifying appropriate assessment tools to inform educational programming and the impact of that programming including, but not limited to:
 - The Camosun Student Experience Survey
 - The Canadian Campus Wellbeing Survey
- Continue established “consultative network” including broad representation from faculty, staff and students, to be responsible for informing the implementation of the education plan.
- Research and implement a bystander intervention education program in partnership with the Camosun College Student Society, Campus Security/Safety and external partners (e.g., ITA, UVic Men’s Circle)
- Explore and establish external agreements/partnerships to support students in crisis (e.g., Foundry, Integrated Mobile Crisis Response Team, Victoria Sexual Assault Support Centre, and Community Learning Partnerships).
- Continue development and implementation of trauma informed disclosure training for faculty and staff.



Standing up for student rights since 1990

Local 17 of the British Columbia Federation of Students

April 20, 2020

Ms. Laylee Rohani
Camosun College Board of Governors
3100 Foul Bay Rd.
Victoria, B.C. V8P 5J2

RE: Student Society Fee Levies 2020-2021

Dear Ms. Rohani:

As required by the College and Institutes Act, the Camosun College Student Society is informing the Board of Governors that its 2018-2019 audit and more current un-audited statements were presented to CCSS members at their Annual General Meeting on April 13, 2020 which took place via Zoom video conference. The CCSS is required by the College and Institutes Act to request that the Board of Governors direct the collection and remittance of all CCSS related fee levies.

The schedule of proposed student levies for the 2020-2021 academic year is as follows:

Levy	2020 - 2021	Current 2019 - 2020
CCSS	\$12.05/month	\$10.80/month
BCFS	\$2.38/month	\$2.34/month
Advocacy and Campaigns	Fund was replaced on January 1, 2020	\$1.17/month until December 31, 2019
CASA	\$0.44/month	\$0.43/month
U-Pass	\$20.25/month	\$20.25/month
Health	\$136/year	\$133/year
Dental	\$136/year	\$133/year
Childcare	\$1.16/month	\$1.13/month
Athletics	\$4.73/month	\$4.62/month
Recreation	\$3.29/month	\$3.22/month
Building Fund	\$4.26/month	\$4.16/month
Recycled Paper	\$0.15/month	\$0.15
Student Refugee Program	\$0.48/month	\$0.47/month

The CCSS levies have been increased by inflation (BC CPI) in accordance with CCSS bylaws. The British Columbia Federation of Students levy is governed by the bylaws of that organization and has increased by the national CPI rate as well. The U-Pass levy is tied to the cost of the BC Transit adult monthly bus pass and is governed by the agreement with the Victoria Regional Transit Commission that was approved by referendum in April 2001. The Health/Dental fees are governed by the terms of a referendum passed in 1999 and have slightly increased this year. There was also a successful referendum to increase the primary CCSS fee levy by \$1 per month during the April 7-9, 2020 online elections to help address some Walksafer, Ombudsperson, and Advocacy funding issues.

The Camosun College Student Society requests that the Board of Governors direct the collection and remittance of all proposed CCSS levies for the 2020-2021 academic year. We specifically request that the CCSS, BCFS/CASA, Student Refugee Program, and Health & Dental levies be collected and remitted directly to the student society. We also request that the U-PASS, Child Care, Athletics, Recreation, Building Fund, and Recycled Paper levies be collected and distributed as per the existing arrangements and understandings.

Yours truly,

A handwritten signature in blue ink that reads "Michel Turcotte". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Michel Turcotte
Executive Director

Enclosure: CCSS 2018-2019 Audited Financial Statements

www.twmca.com

FINANCIAL STATEMENTS

**CAMOSUN COLLEGE STUDENT
SOCIETY**

March 31, 2019

Limited Liability Partnership



Tompkins Wozny
Chartered Professional Accountants

INDEPENDENT AUDITOR'S REPORT

To the Members of
Camosun College Student Society

Opinion

We have audited the financial statements of Camosun College Student Society (the Society), which comprise the statement of financial position as at March 31, 2019, and the statements of operations, changes in fund balances and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at March 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

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

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



INDEPENDENT AUDITOR'S REPORT

• Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.

• Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

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

Tompkins Wozny LLP

Vancouver, Canada
October 7, 2019

Chartered Professional Accountants



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

STATEMENT OF FINANCIAL POSITION

As at March 31

2019

2018

	Operating Fund	Capital Asset Fund	Building Fund	Health & Dental Fund	Student Refugee Fund	Other Funds	Total
	\$	\$	\$	\$	\$	\$	\$
ASSETS							
Current assets							
Cash and cash equivalents [note 3]	1,363,371	—	—	1,688,142	13,463	299,838	3,364,814
Accounts receivable [note 4]	79,368	—	83,342	825,568	—	—	988,278
Prepaid expenses	9,266	—	—	—	—	—	9,266
Total current assets	1,452,005	—	83,342	2,513,710	13,463	299,838	4,362,358
Funds held by Camosun College [note 5]	—	—	4,035,518	—	—	—	4,035,518
Capital assets [note 6]	—	45,786	—	—	—	—	45,786
	1,452,005	45,786	4,118,860	2,513,710	13,463	299,838	8,443,662
							7,354,782
LIABILITIES AND FUND BALANCES							
Current liabilities							
Accounts payable and accruals [note 7]	148,754	—	—	—	—	36,084	184,838
Deferred revenue	—	—	—	946,692	—	—	946,692
	148,754	—	—	946,692	—	36,084	1,131,530
							1,020,918
Fund balances							
Invested in capital assets	—	45,786	—	—	—	—	45,786
Internally restricted	—	—	4,118,860	1,567,018	13,463	263,754	5,963,095
Unrestricted	1,303,251	—	—	—	—	—	1,303,251
Total fund balances	1,303,251	45,786	4,118,860	1,567,018	13,463	263,754	7,312,132
	1,452,005	45,786	4,118,860	2,513,710	13,463	299,838	8,443,662
							7,354,782

See accompanying notes to the financial statements

On behalf of the Board

John Joshua L.H. Cameron
 Financial Executive

Fillette Umuusa
 External Executive



**STATEMENT OF OPERATIONS
 AND CHANGES IN FUND BALANCES**

Year ended March 31

2019

2018

	Operating Fund	Capital Asset Fund	Building Fund	Health & Dental Fund	Student Refugee Fund	Other Funds	Total
	\$	\$	\$	\$	\$	\$	\$
REVENUES				<i>[Schedule 1]</i>			
Student levy	567,542	—	336,658	1,561,246	40,849	366,570	2,872,865
Interest and other	22,961	—	179,810	46,011	1,240	—	250,022
Fundraising	1	—	—	—	—	119,309	119,310
Handbook advertising	13,523	—	—	—	—	—	13,523
	604,027	—	516,468	1,607,257	42,089	485,879	3,255,720
EXPENSES							
Health and dental premiums	—	—	—	1,009,534	—	—	1,009,534
Wages and benefits	343,162	—	—	195,824	—	113,760	652,746
Donations - Other	41,368	—	—	53,622	4,000	56,873	155,863
- Daycare	7,800	—	—	—	—	—	7,800
- Ombudsperson	5,085	—	—	—	—	—	5,085
Nexus expense	—	—	—	—	—	126,882	126,882
Office, postage, supplies and other	12,019	1,888	—	5,957	29,226	60,678	109,768
Special events	16,218	—	—	379	—	67,445	84,042
Travel and conferences	30,881	—	—	8,806	5,521	3,970	49,178
Handbook and printing	26,317	—	—	9,531	—	10,821	46,669
Professional	9,482	—	8,179	—	—	—	17,661
Amortization	—	12,224	—	—	—	—	12,224
	492,332	14,112	8,179	1,283,653	38,747	440,429	2,277,452
Excess revenue (expenses) for the year	111,695	(14,112)	508,289	323,604	3,342	45,450	978,268
Fund balances, beginning of year	1,168,406	45,568	3,637,895	1,243,414	10,121	228,460	6,333,864
Purchase of capital assets	(14,330)	14,330	—	—	—	—	—
Transfer to other funds	27,324	—	(27,324)	—	—	—	—
Transfer of excess surplus in other funds	10,156	—	—	—	—	(10,156)	—
Fund balances, end of year	1,303,251	45,786	4,118,860	1,567,018	13,463	263,754	7,312,132
							2,252,420
							711,261
							5,622,603

See accompanying notes to the financial statements



STATEMENT OF CASH FLOWS

Year ended March 31

	2019					2018	
	Operating Fund	Capital Asset Fund	Building Fund	Health & Dental Fund	Student Refugee Fund	Other Funds	Total
	\$	\$	\$	\$	\$	\$	\$
OPERATING ACTIVITIES							
Excess of revenue (expense) for the year	111,695	(14,112)	508,289	323,604	3,342	45,450	978,268
Add item not affecting cash							
Amortization of capital assets	—	12,224	—	—	—	—	12,224
Loss of disposal of asset	—	1,888	—	—	—	—	1,888
Changes in non-cash working capital items							
Accounts receivable	15,708	—	35,990	(192,668)	—	—	(140,970)
Prepaid expenses	1,873	—	—	—	—	—	1,873
Accounts payable and accruals	(49,038)	—	—	—	—	16,336	(32,702)
Deferred revenue	—	—	—	143,314	—	—	143,314
Cash provided by operating activities	80,238	—	544,279	274,250	3,342	61,786	963,895
INVESTING ACTIVITIES							
Purchase of capital assets	(14,330)	—	—	—	—	—	(14,330)
Inter-fund transfer	37,480	—	(27,324)	—	—	(10,156)	—
Cash used in investing activities	23,150	—	(27,324)	—	—	(10,156)	(17,430)
Increase in cash during the year	103,388	—	516,955	274,250	3,342	51,630	885,728
Cash, beginning of year	1,259,983	—	3,518,563	1,413,892	10,121	248,208	6,450,767
Cash, end of year	1,363,371	—	4,035,518	1,688,142	13,463	299,838	7,400,332
Cash is represented as follows:							
Cash and cash equivalents	1,363,371	—	—	1,688,142	13,463	299,838	3,364,814
Funds held by Camosun College	—	—	4,035,518	—	—	—	4,035,518
	1,363,371	—	4,035,518	1,688,142	13,463	299,838	7,400,332
							6,450,767

See accompanying notes to the financial statements

Camosun College Student Society

Incorporated under the Society Act of B.C.

NOTES TO FINANCIAL STATEMENTS

March 31, 2019

1. PURPOSE OF THE ORGANIZATION

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

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

2. SIGNIFICANT ACCOUNTING POLICIES

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

Use of Estimates

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

Fund Accounting

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

Operating Fund

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

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

Capital Asset Fund

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

Camosun College Student Society

Incorporated under the Society Act of B.C.

NOTES TO FINANCIAL STATEMENTS

March 31, 2019

2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**Fund Accounting (Cont'd)***Building Fund*

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

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

Health & Dental Fund

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

Student Refugee Fund

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

Internally Restricted Net Assets in the Operating Fund

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

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

i) Nexus Fund

The Nexus is the student newspaper. The purpose of the Nexus Publishing Society is to publish informative, analytical, and entertaining materials with focus on issues affecting students. Students paid \$126,882 [2018: \$119,822] towards publication of the Nexus.



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

NOTES TO FINANCIAL STATEMENTS

March 31, 2019

2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Fund Accounting (Cont'd)

ii) Clubs Fund

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

iii) Events Fund

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

iv) Walk Safer Fund

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

v) Contingencies for Future Employment Benefits Fund

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

vi) First Nations Student Association Fund

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

vii) Pride Fund

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

NOTES TO FINANCIAL STATEMENTS

March 31, 2019

2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Fund Accounting (Cont'd)

viii) Students' with Disabilities Fund

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

ix) Women's Centre Fund

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

x) Sustainability Fund

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

xi) International Fund

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

xii) Food Bank Fund

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

xiii) Human Resources Fund

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

Revenue Recognition

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

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

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

NOTES TO FINANCIAL STATEMENTS

March 31, 2019

2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Revenue Recognition (Cont'd)

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

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

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

Contributed Services

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

Measurement of Financial Instruments

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

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

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

Cash and Cash Equivalents

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

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



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

NOTES TO FINANCIAL STATEMENTS

March 31, 2019

2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Capital Assets

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

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

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

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

Use of Premises

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

3. CASH AND CASH EQUIVALENTS

	2019	2018
	\$	\$
Cash	816,242	589,565
Term deposits	2,548,262	2,342,329
Credit Union shares	10	10
Floats	300	300
	3,364,814	2,932,204

The term deposits are readily convertible into cash and have interest rates between 2.40% to 3.30%.



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

NOTES TO FINANCIAL STATEMENTS

March 31, 2019

4. ACCOUNTS RECEIVABLE

	2019	2018
	\$	\$
Operating Fund		
Camosun College	73,963	91,073
Interest	3,502	2,786
Other	1,903	1,217
	<u>79,368</u>	<u>95,076</u>
Building Fund		
Camosun College	83,342	119,332
Health & Dental Fund		
Camosun College	814,959	626,451
Interest	10,609	6,449
	<u>825,568</u>	<u>632,900</u>
Allowance for doubtful account	—	—
	<u>988,278</u>	<u>847,308</u>

5. FUNDS HELD BY CAMOSUN COLLEGE

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

6. CAPITAL ASSETS

	Cost	Accumulated Amortization	Net Book Value
	\$	\$	\$
2019			
Computers	30,861	23,424	7,437
Office equipment	71,683	47,830	23,853
Other equipment	42,597	28,101	14,496
	<u>145,141</u>	<u>99,355</u>	<u>45,786</u>
2018			
Computers	42,413	39,951	2,462
Office equipment	80,413	53,156	27,257
Other equipment	40,579	24,730	15,849
	<u>163,405</u>	<u>117,837</u>	<u>45,568</u>

Camosun College Student Society

Incorporated under the Society Act of B.C.

NOTES TO FINANCIAL STATEMENTS

March 31, 2019

7. ACCOUNTS PAYABLE AND ACCRUALS

	2019	2018
	\$	\$
Operating Fund		
Operations	67,478	53,634
Camosun College	15,025	83,626
Wages and vacation	66,251	60,532
	148,754	197,792
Nexus Fund		
Operations	36,084	19,748
	36,084	19,748
	184,838	217,540

8. RELATED PARTY TRANSACTIONS

For the year ending March 31, 2018, the Society paid stipends and honorariums to executive board members and other elected personnel in the amount of \$52,481 [2018 - \$44,639].

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

	2019	2018
	\$	\$
External Executives	16,134	13,288
Student Wellness & Accessibility	7,637	—
Pride Directors	6,808	2,437
Lansdowne Executives	5,215	4,830
Interurban Executives	4,542	7,722
Finance Executives	4,395	1,548
Woman's Directors	4,031	5,463
International Directors	1,650	4,732
Sustainability Directors	1,503	2,472
FNSA Directors	386	1,997
Off Campus Directors	180	150
	52,481	44,639

9. FINANCIAL INSTRUMENTS

The Society is exposed to various risks through its financial instruments. The following analysis presents the Society's exposures to significant risk as at March 31, 2019.



NOTES TO FINANCIAL STATEMENTS

March 31, 2019

9. FINANCIAL INSTRUMENTS (CONT'D)

Credit Risk

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

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

Liquidity Risk

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

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

Interest Rate Risk

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

STATEMENT OF OPERATIONS - OTHER FUNDS

Year ended March 31

2019

2018

	Nexus	Clubs	Events	Walk Safer	Contingencies in Future Benefits	First Nations Student Association	Students with Disabilities	Women's Centre	Sustainability	International Students	Food Bank	Human Resources	Campaigns & Trust	CASA, Advocacy	Total	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
REVENUES																
Student levy	126,882	97,946	50,787	50,787	—	10,640	1,663	13,300	1,500	1,000	10,640	—	—	—	366,570	340,899
Fundraising and other	—	1,636	8,227	18,500	—	—	—	—	—	—	7,731	—	83,215	—	119,309	37,922
	126,882	99,582	59,014	69,287	—	10,640	1,663	13,300	1,500	1,000	18,371	—	83,215	—	485,879	378,821
EXPENSES																
Office, postage, supplies and other	126,882	4,549	26,798	7,804	—	3,575	—	900	—	—	16,784	—	—	—	187,560	158,165
Wages and benefits	—	46,301	223	53,338	7,710	(100)	—	2,711	—	—	2,416	—	1,161	—	113,760	108,397
Donations - Other	—	53,805	2,160	—	—	484	—	—	—	—	424	—	—	—	56,873	52,480
Special events	—	418	14,517	565	—	2,796	791	91	946	891	—	—	45,674	—	67,445	27,208
Travel and conferences	—	165	5	830	—	2,400	—	—	—	—	554	—	—	—	3,970	4,822
Handbook and printing	—	534	3,434	5,779	—	—	—	—	—	—	655	—	—	—	10,821	10,671
	126,882	105,772	47,137	68,316	7,710	9,155	791	3,702	946	891	20,833	—	46,835	—	440,429	361,713
Excess revenue for the year	—	(6,190)	11,877	971	(7,710)	1,485	872	9,598	554	109	(2,462)	—	36,380	—	45,450	17,078
Fund balances, beginning of year	—	94,625	50,608	4,295	20,253	1,000	1,000	1,000	1,000	1,000	2,679	50,000	—	—	228,460	224,231
	—	88,435	62,485	5,266	12,543	2,485	1,872	10,598	1,554	1,109	217	50,000	36,380	—	273,910	241,309
Transfer of excess surplus to operations	—	—	—	—	—	(1,485)	(872)	(9,598)	(554)	(109)	2,462	—	—	—	(10,156)	(12,849)
Fund balances, end of year	—	88,435	62,485	5,266	12,543	1,000	1,000	1,000	1,000	1,000	2,679	50,000	36,380	—	263,754	228,460

See accompanying notes to the financial statements



**BOARD OF GOVERNORS
BRIEFING NOTE**

SUBMITTED BY: Barbara J. Severyn, Executive Director of Human Resources
DATE: May 19, 2020
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 that expired in 2019. The collective agreement between Camosun College and the British Columbia Government Employees’ Union was renewed for the term of April 1, 2019 to March 31, 2022 and ratification of the Canadian Union of Public Employees, Local 2081, tentative offer of settlement for the term of July 1, 2019 – June 30, 2022 is currently underway. Contract negotiations will continue between Camosun College and the Camosun College Faculty Association until a tentative agreement is reached and the memorandum of settlement is 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 bargaining progress to date. Board updates will continue to be regularly provided until bargaining has concluded for all the Unions at Camosun College.

British Columbia Government Employees’ Union (BCGEU) Common and Local Agreement: The BCGEU Common and Local agreements were ratified by the parties’ respective principals on May 3, 2019.

Federation of Post-Secondary Educators of BC (FPSE) and Camosun College Faculty Association (CCFA)
-- Common and Local Agreements: The FPSE Template Table reached a tentative agreement with respect to the FPSE Common Agreement on May 1, 2020. Face-to-face local bargaining remains paused as a result of COVID-19 and the College and the Union are in the process of making arrangements for bargaining to resume in an alternate fashion. Both the common and the local tentative agreements will form a package that will be sent to the Board for ratification.

Canadian Union of Public Employees, Local No. 2081 (CUPE): A tentative agreement was reached with respect to our CUPE Local. Because of the current situation with COVID-19, the ratification process with CUPE members is being conducted electronically and is currently in progress. Once ratification is complete, the Board will need to ratify the tentative settlement. Once the Board’s ratification has been completed, Human Resources will advise PSEA so that PSEA can arrange for their Board’s ratification. All ratification processes must be finalized before the College can proceed with implementation of the renewed collective agreement.