



CAMOSUN
COLLEGE
50 YEARS
1971-2021

BOARD OF GOVERNORS

REGULAR MEETING AGENDA

MEETING: Monday, November 8, 2021
TIME: 5:00 pm
LOCATION: Paul 216, Lansdowne Campus
ONLINE: Teams

BOARD MEMBERS:

Monty Bryant, Chair
Bijan Ahmadi
Sherri Bell, President
Tanya Clarmont, Vice Chair
Joanne Cumberland
Amanda Garner
Puneet Kaur
Lindsay Kearns
Richard Margetts
Brenda McBain
Brent Palmer (on leave)
Ruth Mojeed Ramirez
Mike Stubbing
Al van Akker

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

REGRETS: nil

EXECUTIVE ASSISTANT: Heather Martin

Camosun College campuses are located on the Traditional Territories of the Lekwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

	PAGE
I CALL TO ORDER	
II APPROVAL OF THE AGENDA	
III BOARD MEMBER REPORTS	
1. Chair's Report [5 min] (Monty Bryant)	no attachment
2. President's Report [5 min] (Sherri Bell)	no attachment
3. Foundation [5 min] (Sherri Bell/Geoff Wilmshurst)	no attachment
4. Education Council [5 min] (Bijan Ahmadi/Ruth Mojeed Ramirez)	
i) Minutes of the June 23, 2021 meeting	attachment 3
ii) Minutes of the September 15, 2021 meeting	attachment 10
5. Pacific Institute for Sport Excellence [5 min] (Puneet Kaur)	no attachment

	PAGE
IV BOARD COMMITTEE REPORTS	
1. Audit Committee [5 min] (Tanya Clarmont)	
i) Minutes from June 7, 2021, meeting	attachment 14
ii) Report from October 25, 2021, meeting	no attachment
2. Executive Committee [5 min] (Monty Bryant)	no attachment
3. Finance Committee [10 min] (Mike Stubbing)	
i) Minutes from the September 7, 2021 meeting	attachment 16
ii) Report from the November 1, 2021 meeting	no attachment
V APPROVAL OF THE MINUTES	
1. Minutes of the September 22, 2021 Inaugural and Regular meetings [2 min] (Monty Bryant)	attachments 18
VI NEW BUSINESS	
1. ThoughtExchange Results & Finance Workshop [10 min] (Sherri Bell, Monty Bryant, Mike Stubbing)	attachment 24
2. Film Studio Update [20 min] (Sherri Bell, Geoff Wilmshurst)	attachment 25
VII ADJOURNMENT	



APPROVED Minutes

SPECIAL MEETING

Wednesday, June 23, 2021

4:00 – 4:10 pm

MS Teams

Present

Voting Members

- | | |
|---|----------------------------------|
| 1. Andrea Kucherawy, Support Staff (Vice-Chair) | 8. Julia Grav, Faculty |
| 2. Bijan Ahmadi, Faculty (Chair) | 9. Mark Fournier, Faculty |
| 3. Blair Fisher, Faculty | 10. Monika Bhardwaj, Student |
| 4. Brian Coey, Faculty | 11. Ruth Lyall, Faculty |
| 5. Debbie Hlady, Administration | 12. Ryan Russell, Faculty |
| 6. Emily Schudel, Faculty | 13. Scott Harris, Administration |
| 7. John Boraas, Administration | 14. Tia Primrose, Support Staff |

Non-Voting Members

Connie Klassen, ICC Chair	Sherri Bell, President
Joanne Cumberland, Board of Governors	Todd Ormiston, Indigenization Representative
Peter Moroney, Education Policy & Planning	

Guests:

Regrets/Absent:

Corrine Michel, Faculty
Lois Fernyhough, Faculty

ITEM	PRESENTER
<p>A. CALL TO ORDER AND DECLARATION OF QUORUM</p> <p>The regular meeting was called to order at 4:01 pm. Quorum was reached.</p>	Connie Klassen
<p>B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY</p> <p><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></p>	Connie Klassen
<p>C. REVIEW OF THE ELECTION PROCESS</p>	

ITEM	PRESENTER
D. ELECTION OF THE 2021/2022 CHAIR Motion to open nominations (Bijan Ahmadi / Brian Coey) Nominations from the floor : Bijan Ahmadi Motion to close nominations (Monika Bhardwaj / Mark Fournier) Bijan Ahmadi is acclaimed as Chair	Connie Klassen
E. ELECTION OF THE 2021/2022 VICE-CHAIR Motion to open nominations (Monika Bhardwaj / Bijan Ahmadi) Nominations from the floor: Monika Bhardwaj and Andrea Kucherawy Motion to close nominations (Debbie Hlady / Ryan Russell) Andrea Kucherawy is voted in as Vice Chair	Connie Klassen
F. ADJOURNMENT The meeting adjourned at 4:10 pm.	Connie Klassen



APPROVED Minutes

REGULAR MEETING

Wednesday, June 23, 2021

4:00 – 6:00 pm

MS Teams

Present

Voting Members

- | | |
|---|------------------------------------|
| 1. Andrea Kucherawy, Support Staff (Vice-Chair) | 10. John Boraas, Administration |
| 2. Bijan Ahmadi, Faculty (Chair) | 11. Puneet Kaur, Student |
| 3. Blair Fisher, Faculty | 12. Mark Fournier, Faculty |
| 4. Chris Avis, Faculty | 13. Richard Stride, Administration |
| 5. Debbie Hlady, Administration | 14. Ruth Lyall, Faculty |
| 6. Disha Khattry, Student | 15. Ryan Russell, Faculty |
| 7. Janet Danks, Support Staff | 16. Vivian Fayowski, Faculty |
| 8. Jennifer LeVecque, Faculty | 17. Robin Fast, Faculty |
| 9. Connie Klassen, ICC Chair | |

Non-Voting Members

Joanne Cumberland, Board of Governors
 Kimberly Eden, Temporary Secretary
 Peter Moroney, Education Policy & Planning

Sherri Bell, President (regrets)
 Todd Ormiston, Indigenization Representative

Guests:

Regrets/Absent:

Scott Harris, Administration
 Isabel Grondin, Faculty

ITEM	PRESENTER
<p>A. CALL TO ORDER AND DECLARATION OF QUORUM</p> <p>The regular meeting was called to order at 4:15 pm. Quorum was reached.</p>	Bijan Ahmadi
<p>B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY</p> <p><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</i></p>	Bijan Ahmadi

ITEM	PRESENTER
<p>seek knowledge here. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html></p>	
C. SPECIAL MESSAGE	Peter Moroney
<p>There will be an opportunity to connect with Melody on Friday from 3-4:30 Mount Douglas Park.</p>	
<p>Motion: To recognize the value Melody Foreman has brought in her two years with Education Council, and to send her our best wishes</p> <p style="text-align: right;">Moved by: Bijan Ahmadi Seconded by: Blair Fisher Motion Carries</p>	
D. ACCEPTANCE OF AGENDA	Bijan Ahmadi
<p>The agenda for June 23, 2021 was approved by unanimous consent.</p>	
E. MINUTES FOR APPROVAL	Bijan Ahmadi
<p>The minutes for the May 15, 2021 meeting were revised.</p> <p>Although it was explicitly stated at the end of the meeting, the minutes do not currently reflect the 30 days notice given for the election that took place today.</p>	
<p>Motion: To approve the minutes of May 15, 2021 as noted above</p> <p style="text-align: right;">Moved by: Puneet Kaur Seconded by: Janet Danks Motion Carries</p>	
F. REPORTS	
1. Education Council Chair	Bijan Ahmadi
<p>We just had our special meeting where all of the incoming members and continuing members voted for their council chair (Bijan Ahmadi) and vice chair (Andrea Kucherawy)</p>	
<p>Want to announce our new permanent secretary position has been filled. After posting and interviews, our new permanent secretary for EDCO in the Education Approvals Coordinator position is Andrea. She will start June 28. Congratulations to Andrea.</p>	
<p>Members questioned whether Andrea can hold both positions? We are currently getting guidance. We've checked the bylaws and as far as we can</p>	

ITEM	PRESENTER
<p>determine there is nothing that precludes this. She won a seat as a CUPE member on council. In terms of Vice chair – we haven't found any information that would preclude her from holding both positions. If we do determine this is something that is not permitted – then we will call for new election for Vice-Chair.</p>	
2. VP Education	John Boraas
<p>John Boraas reported that we are doing a lot of work beginning to shift our thinking to our return to campus and wishes everyone a restful vacation.</p>	
Board Member	Joanne Cumberland
<ul style="list-style-type: none"> • At the last board meeting we said good bye to departing board members and welcomed new student members • Summer enrolments up above 2019 2020 levels • Lots of discussion around how employees and students safely return to campus in the Fall • Film studio – we had \$150,000 for business plan and we've hired consultants and developed a steering committee • Foundation report disbursed \$700,000- \$50,000 more than last year • Audit committee – audit done by KPMG - clean audit opinion • International enrolment for fall looking good • President search moving along 	
<p>This is Joanne Cumberland's final board report as we have a new liaison next year. Bijan offered thanks to Joanne for all her service to EDCO</p>	
G. COMMITTEE REPORTS	
Education Council Policy and Standards Committee	Peter Moroney
<p>Pete Moroney reported that the committee met on June 16 and it was the last one scheduled for this academic year</p>	
<ul style="list-style-type: none"> • First item was Grading Policy which has been to EDCO previously • It needed more consultation specifically around the section about timelines of the submission of final grades • Exams policy – new piece of policy work underway – came out of PLA Policy – identified a loop hole that allows students to use PLA to be re-evaluated for a course they may have failed <ul style="list-style-type: none"> ○ Seen as a way to recover from a fail ○ Concerned if we close that loophole it going to create problems downstream so we've a request, largely from deans, to have an exams policy – exams re-write policy to put in place procedures and options for students who might fail on a final exam – we will bring this back to EDCO once we've gone through the consultation process 	

ITEM	PRESENTER
H. INTEGRATED CURRICULUM COMMITTEE REPORT	Connie Klassen
Presented the submission for Basic English as a Second Language and English for Academic Purposes. Both have received full approval for 2022F	
<p>Motion: Be it so moved that Education Council approves changes to the following curriculum:</p> <p>BESL EAP</p> <p style="text-align: right;">Moved by: John Boraas Seconded by: Chris Avis Motion Carries</p>	
I. ITEMS FOR DISCUSSION	Peter Moroney
<p>Grades Policy</p> <ul style="list-style-type: none"> • The major change is: the policy currently says that students are to have their grades within 3 working days after the end of the final exam period • There have been discussions around what the number of days should be and when that clock starts • Was written: before end of final exam period – now written after submission deadline • Moving to 5 days is more reasonable <p>Comments from Council members included:</p> <ul style="list-style-type: none"> • There needs to be some awareness around holiday/school breaks ie: if an exam is given on Dec 21 the faculty member wouldn't have to submit marks until January for courses ending in December. This will disadvantage students who need to register for the next course. • Without it being clear in policy deans can't guide faculty to change evaluation dates • Need prescriptive piece in the policy <p>Motion Withdrawn, and policy returned to the Committee.</p>	
J. THANK YOU AND GOODBYE	Bijan Ahmadi
<p>Thanks and appreciation were given to outgoing Education Council members</p> <p>Isabel Grondin Chris Avis Jennifer LeVecque</p>	

ITEM	PRESENTER
Janet Danks Robin Fast Vivian Fayowski Joanne Cumberland Puneet Kaur	
K. ADJOURNMENT	Bijan Ahmadi
The meeting adjourned at 5:30 pm.	



Approved Minutes

REGULAR MEETING

Wednesday, Sept 15, 2021

4:00 – 6:00 pm

P216, LACC 321, MS Teams

Present

Voting Members

- | | |
|---|----------------------------------|
| 1. Andrea Kucherawy, Support Staff (Vice-Chair) | 9. Julia Grav, Faculty |
| 2. Bijan Ahmadi, Faculty (Chair) | 10. Lois Fernyhough, Faculty |
| 3. Blair Fisher, Faculty | 11. Mark Fournier, Faculty |
| 4. Brian Coey, Faculty | 12. Monika Bhardwaj, Student |
| 5. Corrine Michel, Faculty | 13. Ruth Lyall, Faculty |
| 6. Debbie Hlady, Administration | 14. Ryan Russell, Faculty |
| 7. Emily Schudel, Faculty | 15. Scott Harris, Administration |
| 8. John Boraas, Administration | 16. Tia Primrose, Support Staff |

Non-Voting Members

- | | |
|--|--|
| Connie Klassen, ICC Chair | Sherri Bell, President |
| Peter Moroney, Education Policy & Planning | Todd Ormiston, Indigenization Representative |
| Ruth Mojeed Ramirez, Board of Governors | |

Guests:

- Heather Cummings, Vice President, Student Experience (for Scott Harris)
Rashed Al-Haque, Education Policy Specialist

Regrets/Absent:

- Scott Harris, Ruth Mojeed Ramirez

ITEM	PRESENTER
<p>A. CALL TO ORDER AND DECLARATION OF QUORUM</p> <p>The regular meeting was called to order at 4:03 pm. Quorum was reached.</p>	Bijan Ahmadi
<p>B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY</p> <p><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></p>	Bijan Ahmadi

ITEM	PRESENTER
C. CHECK-IN Bijan felt that since it is the first meeting that it would benefit the Council have some introductions.	Bijan Ahmadi
D. ACCEPTANCE OF AGENDA The agenda for Sept 15, 2021 was approved by unanimous consent.	Bijan Ahmadi
E. MINUTES FOR APPROVAL The minutes (errata noted in Special Minutes by Debbie Hlady: Bijan Ahmadi moved; Monika Bhardwaj seconded) for the June 23, 2021, meetings were approved.	Bijan Ahmadi
F. REPORTS	
1. Education Council Chair Bijan noted that we are attempting new technologies with our EdCo meetings. He expressed that he would greatly appreciate feedback or suggestions from the group as to how to best serve the Council members and their comfort level with how the meetings are conducted.	Bijan Ahmadi
2. VP Education John spoke about our full return to face-to-face on campus after the last eighteen months - acknowledged that for those who were mostly working from home that the return involved a degree of trepidation. However, as he has made his way through the campus the last two weeks, joy has been what he's experienced the most, both personally and from conversations with others around the College in getting back to the 'fabric' of what the College is about. Our return has gone smoothly, there has been a lot of work and challenges as well, but it's good to be back. Extended a sincere thank you for the past year and a half, and the last two weeks.	John Boraas
3. Board Member Sherri reported on behalf of Ruth that the Board hasn't had a formal meeting yet. However, they have recently held a social and an orientation where the members had an opportunity to get to know one another. The orientation was specific to finding evidence of the Strategic Plan on Interurban campus (via golf carts). Hoping that the new Board member, Ruth, will be able to join us next month.	Ruth Mojeed Ramirez
G. COMMITTEE REPORTS	
Education Council Policy and Standards Committee Peter reported that the committee met on Wednesday, Sept 8. Thanked Katrina McNeely who was a student rep on Policy and Standards last year and has finished her studies with the College. Grading policy was discussed and is being brought back to EdCo today for discussion. Education Approvals Policy will have significant	Peter Moroney

ITEM	PRESENTER
<p>changes; working to ensure the policy changes align with the Ed Approvals Renewal process. Have entered the academic year with the ICC in its new formulation. This needs to be represented accurately in the ICC Terms of Reference; to be circulated around the College before being brought to EdCo. Pete welcomed anyone interested in becoming members of the P&S Committee and/or to sit in on a meeting to see what it’s all about.</p>	
H. INTEGRATED CURRICULUM COMMITTEE REPORT	Connie Klassen
<p>Connie noted that the Committee had its first meeting today. Did review some curriculum and will be bringing some forth in October’s EdCo for approval. Had healthy discussion about the ICC Terms of Reference; will be taking a closer look and providing feedback.</p>	
I. ITEM FOR DISCUSSION AND MOTION	John Boraas
<p>Allied Health's (MRAD, SONO and CMLA) application for designated Indigenous seats in their programs</p>	
<p>This application to the Human Rights Commission is an extension to the current seats held for Indigenous students in Health programs. The request is to include the Allied Health programs as well and is based on the College commitment to Indigenization and the Truth and Reconciliation Commission. A letter from EdCo in support of this application is drafted to be included in the application package. Conversation involved potential improvements to address the language used in the application for a more strengths-based approach, a more holistic definition of success, inclusion of UNDRIP and an envisioning piece. John is open to further feedback and will work with Ruth, Corrine, etc. to make modifications.</p>	
<p>Motion: That Education Council support the Special Program Application request to the BCHORC:</p> <p style="text-align: right;">Moved by: Ruth Lyall Seconded by: Richard Stride Motion Carried</p>	
J. ITEM FOR DISCUSSION	Peter Moroney/ Rashed Al-Haque
<p>Grading Policy – update and review of revisions</p>	
<p>Rashed reported on two items for EdCo to discuss – Section E: Submission of Final Grades; Section F, Para 1: small edit to conversion of temporary grades to final grades.</p>	
<p>The Council discussed and raised concerns that will be addressed by the Policy and Standards Committee.</p>	

ITEM	PRESENTER
<p data-bbox="191 289 737 321">K. EdCo Members Welcome/Orientation</p> <p data-bbox="277 342 1214 405">Orientation presentation presented to the Council. PowerPoint posted to EdCo SharePoint.</p> <p data-bbox="277 426 1227 491">Bijan announced that there is a by-election on October 25th to fill three student positions on EdCo.</p>	Bijan Ahmadi
<p data-bbox="191 527 492 558">L. ADJOURNMENT</p> <p data-bbox="277 579 699 604">The meeting adjourned at 5:59 pm.</p>	Bijan Ahmadi



BOARD OF GOVERNORS

AUDIT COMMITTEE MINUTES

MEETING: Monday, June 7, 2021
TIME: 4:00 pm
ONLINE: Teams

BOARD MEMBERS:
 Emily Rogers, Chair
 Monty Bryant
 Mike Stubbing

RESOURCES:
 Sherri Bell, President (ex officio)
 Deborah Huelscher, VP Administration & CFO

REGRETS: nil

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

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

The meeting was called to order at 4:03pm.

II APPROVAL OF AGENDA

The agenda was approved as presented.

III APPROVAL OF THE MINUTES

1. The minutes from the May 31, 2021, meeting were approved as presented.

IV NEW BUSINESS

1. Audited Financial Statements for the Year Ending March 31, 2021

i) Management Presentation

Deborah Huelscher, VP Administration and CFO, provided a high-level summary of the audited financial statements for the year ended March 31, 2021, the year-end position compared with the year ended March 31, 2020, and the operations highlights. Management prepared the statements in accordance with the reporting framework directed by the Provincial Government and Section 23.1 of the Budget Transparency and Accountability Act of BC. The statements will be submitted to Government pending approval by the Board at the June 14, 2021, meeting. The year ended with an overall deficit of \$7.6M.

ii) Auditor’s Report (KPMG)

Liette Bates-Eamer, KPMG, reviewed the highlights of the auditor’s report for the year ending March 31, 2021, and noted the audit is substantially complete, pending approval by the Board on June 14. It was prepared in accordance with Budget Transparency and Accountability Act,

and is a clean audit opinion. There were no changes from the plan submitted in the fall. The threshold of materiality is \$2.5M. The audit was conducted remotely due to COVID-19. COVID-19 had an impact on revenues and expenses, so the auditors adapted their procedures accordingly. The new auditing standards for accounting estimates required complex investigation. The Public Sector Accounting Board deferred all upcoming accounting standards by one year due to COVID-19. The new standard for asset retirement obligations has been deferred to April 1, 2022.

MOTION:

THAT THE AUDIT COMMITTEE RECOMMENDS THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2021, AS PRESENTED.

CARRIED

V IN-CAMERA SESSION (Board Members, President, Auditors)**IV NEW BUSINESS** continued**2. Final Report Prior Oversight - Human Resources Payroll Processes & Controls – Colleague**

Deborah Huelscher reviewed the 2020/21 Human Resources and Payroll Audit. The approach involved twelve key stakeholders working closely with the KPMG team. KPMG developed a narrative that describes six Human Resource and payroll processes and maps of the process workflows, as well as a comprehensive Risk and Controls matrix. Deborah Huelscher will be the Executive Sponsor and the next step is to establish a cross college project team, scope, deliverable and timelines. The initial management response to KPMG's control recommendations will go to the Audit Committee in October.

3. Selection Risk Oversight

Deborah Huelscher noted that it is a challenge to manage two projects at the same time, and suggested a bi-annual schedule for the projects. The Committee agreed that a new topic should be chosen every second year, rather than every year. The next project selection will be in June, 2022.

4. Selection of the Auditor Update

Deborah Huelscher advised they will prepare an RFP for a new auditor and post it in the first week of July, with a four-week window for response. The top three will go to the Audit committee by the end of summer. The Audit Committee will bring a recommendation to the Board at the September 20 Board meeting. The new auditors will be in place in time for the October Audit committee meeting.

VI ADJOURNMENT

The meeting adjourned at 5:04pm.



BOARD OF GOVERNORS

FINANCE COMMITTEE MINUTES

MEETING: Tuesday, September 7, 2021
TIME: 4:00 pm
LOCATION: Paul 216, Lansdowne Campus
ONLINE: Teams

BOARD MEMBERS:

Mike Stubbing, Chair
Monty Bryant
Richard Margetts
Brenda McBain
Al van Akker
Sherri Bell, President (ex officio)

RESOURCES:

Deborah Huelscher, VP Administration & CFO

REGRETS: nil

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

Finance Committee Chair Mike Stubbing called the meeting to order at 4:00 pm.

II APPROVAL OF AGENDA

The agenda was approved as presented. Mike Stubbing welcomed new committee member Richard Margetts.

III MINUTES OF PREVIOUS MEETING

The minutes of the April 6, 2021, meeting were approved as distributed.

IV NEW BUSINESS

1. Financial Management Report for the Three Months to June 30, 2021

Deborah Huelscher, VP Administration & CFO, provided a summary level update on the financial results for the first quarter of the fiscal year. The College's first quarter forecast and financial results have been reported to the Ministry of Advanced Education & Skills Training to meet our requirements in respect of the College's inclusion in the Government Reporting Entity. At June 30th we are reporting a positive balance of \$2.6M against a budget of \$1.9M. The consolidated net variance of \$.7M is a result of increased revenue of \$1.1M, offset by \$.4M of additional expense. The results are normally in deficit at June 30th, but the Government gave us \$5M in

grant funding earlier in the year than usual. The positive variance will even out with timing. Domestic enrolment is higher than anticipated, but International results are down. The forecast to March 31, 2022, a deficit of \$4M, is based on the approved budget. When our enrolment numbers and associated revenues and expenses are confirmed in September the assumptions and estimates will be revised for the second quarter report.

2. 2020/2021 Financial Information Act Report

Mike Stubbing, Chair, noted the Financial Information Act Report is required by the Provincial Government. The number of Board meetings members attend and their expenses are included. 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, VP Administration & CFO, noted the cut-off threshold has not been updated since 2002.

MOTION:

THAT THE FINANCE COMMITTEE RECOMMENDS THAT CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2020/2021 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF ADVANCED EDUCATION AND SKILLS TRAINING.

CARRIED

V ADJOURNMENT

The meeting was adjourned at 4:50 pm.



BOARD OF GOVERNORS

INAUGURAL MEETING MINUTES

MEETING: Wednesday, September 22, 2021
TIME: 5:00 pm
LOCATION: Paul 216, Lansdowne Campus
ONLINE: Teams

BOARD MEMBERS:

Monty Bryant, Chair
Bijan Ahmadi
Sherri Bell, President
Tanya Clarmont, Vice Chair
Joanne Cumberland
Amanda Garner
Puneet Kaur
Lindsay Kearns
Richard Margetts
Brenda McBain
Ruth Mojeed Ramirez
Mike Stubbing
Al van Akker

ADMINISTRATION:

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

REGRETS: Brent Palmer

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

Monty Bryant, Chair, called the meeting to order at 5:05 pm.

II OATH OF OFFICE

Monty Bryant, Chair, administered the Oath of Office to Amanda Garner, Puneet Kaur, Lindsay Kearns, and Ruth Mojeed Ramirez.

III ADJOURNMENT

The meeting adjourned at 5:08 pm.

Monty Bryant, Chair

Date

Heather Martin, Executive Assistant



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Wednesday, September 22, 2021
TIME: immediately following inaugural meeting
LOCATION: Paul 216, Lansdowne Campus
ONLINE: Teams

BOARD MEMBERS:

Monty Bryant, Chair
 Bijan Ahmadi
 Sherri Bell, President
 Tanya Clarmont, Vice Chair
 Joanne Cumberland
 Amanda Garner
 Puneet Kaur
 Lindsay Kearns
 Richard Margetts
 Brenda McBain
 Ruth Mojeed Ramirez
 Mike Stubbing
 Al van Akker

ADMINISTRATION:

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

REGRETS: Brent Palmer

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

Monty Bryant, Chair, called the meeting to order at 5:08 pm.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III BOARD MEMBER REPORTS

1. Chair's Report

Monty Bryant, Chair, welcomed new members Amanda, Lindsay, Puneet, and Ruth. Brent Palmer has taken a three-month leave of absence beginning in September. Sherri Bell will fill in as the Liaison to the Foundation Board. All the regular board meetings are open to the public. For the near future, guests and the College Executive will be asked to join by Teams. Masks are required to be worn in public spaces. With only Board members in the room, masks can be removed while seated. Board members also have the option to join by Teams. Today we are welcoming one guest on Teams: Lynelle Yutani, CCFA. Monty will respond to guest questions after the meeting. Email them to Heather after the meeting martinh@camosun.bc.ca.

Sherri and I met several times virtually and in person for planning. The new committee assignments are complete. Tanya Clarmont has accepted the role of Vice Chair of the Board, and Chair of the Audit Committee, and has joined the Executive Committee. Richard Margetts joined the Finance Committee. Brent Palmer is the Liaison to the Foundation Board. Puneet Kaur is the Liaison to the PISE Board of Directors and Ruth Mojeed Ramirez will be the Liaison to the Education Council, with back-up from Brenda McBain.

The actual date of Camosun College's 50th Anniversary was September 16, 2021. While we are continuing celebrations throughout the year, we marked the day with the '50th Anniversary House Post Unveiling' at the Centre for Trades Excellence and Innovation. It is an amazing piece of art by Bear Horne. Monty commended John Boraas for all he did on it. On the Lansdowne campus we unveiled a commemorative plaque. Thank you to those who attended.

The Board will celebrate the 50th Anniversary with a dinner for our past Chairs and Presidents on October 28. Dinner will be provided by our Culinary Arts program. Thank you for attending the Board Social and the Training and Orientation. The gatherings are important as part of our information sharing and relationship building. It is a great opportunity for all board members to learn more about the college. CamNews is a great source of information about the college. Monty showed a presentation of photos from the Orientation Strategic Plan Scavenger Hunt.

2. President's Report

Sherri Bell, President, noted it has been an extremely busy first few weeks. Welcome week provided entertainment and free food for the students. CamFest went very well. There were Vax Vans at both campuses, and 130 students and the public got either their first or second vaccine there.

Sherri went to Vancouver for Trades Training BC and BC Colleges meetings last week. We hosted BC Council for International Education (BCCIE) in the boardroom yesterday. Sherri chairs the BCCIE Board, and it was her last meeting. John Boraas and Sherri met with the President of the Natural Sciences and Engineering Research Council of Canada (NSERC). It was a very positive meeting. We commemorated our 50th Anniversary on September 16th. The Food Affair is on for one more day.

Domestic enrolment is almost the same from 2019 to 2021, and tuition is up 4%. International enrolment from 2019 to 2020 was down 18%. The trend is now going up, and it is down just 12%. We hoped for 1600 international students, but did not get that many. 400 of the expected students could not arrive. Many students have deferred to January, some because planes were not flying and due to the slow Visa process. COVID-19 continues to be a problem here and in many other countries.

3. Foundation

Geoff Wilmshurst, Vice President Partnerships, noted the Foundation Board will meet tomorrow. They have raised \$1.726M so far this year. They set up 18 new funds, 2 of which are endowed. They set up an Orange Shirt fund, and are selling a shirt with a design by Carey Newman. The Food Affair is a huge success, and today is the last day. The Silent Auction ends at 7pm tomorrow. The 2021 Giving Tuesday campaign will begin soon, with proceeds to the 50th Anniversary fund. Advancement team. Christina Bauzon on the Advancement Team had a daughter and will be back in June, 2022. Heather Jones has been hired in Foundation and Investment.

4. Education Council

Bijan Ahmadi, Education Council Chair, noted the minutes from the May 19, 2021, meeting were included in the agenda package. Bijan went over the highlights of the June 23 and September 15, 2021, meetings. In June, Bijan was acclaimed as Chair for one more year. Andrea Kucherawy is his Vice Chair, and the new Coordinator, Education Approvals. They approved a grading policy. In September, they endorsed the request to the Human Rights Tribunal to reserve indigenous applicants' seats in Allied Health Programs.

5. Pacific Institute for Sport Excellence (PISE) (nil report)**IV BOARD COMMITTEE REPORTS****1. Audit Committee****i) Selection of the Auditor**

Tanya Clarmont, Chair, advised the Audit Committee made a recommendation to appoint an Auditor to audit the accounts of the institution for the next five years, with reappointment annually.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPOINT KPMG TO PERFORM THE AUDIT OF THE COLLEGE'S FINANCIAL STATEMENTS COMMENCING WITH THE REPORTING YEAR ENDING MARCH 31, 2022 TO MARCH 31, 2026, TO BE REAPPOINTED ANNUALLY.

CARRIED

2. Executive Committee

Monty Bryant, Chair, Executive Committee, noted the Executive met in person on September 7. Sherri Bell provided an update on the ongoing progress on the Film Studio. The Executive reviewed the Five Year Capital Plan and the proposed Ad Hoc Governance Policy Review Committee. The Executive worked on the new Mentor/Buddy initiative for new Board members. The mentor/buddy were asked to connect with the new members before the first couple of meetings to answer questions. Tanya Clarmont will mentor Lindsay Kearns. Mike Stubbing will mentor Richard Margetts (as a new 'in person' member). Brenda will mentor Ruth Mojeed Ramirez. Al van Akker will mentor Amanda Garner. Joanne Cumberland will mentor Puneet Kaur.

i) Five Year Capital Plan

Deborah Huelscher, VP Administration and CFO, noted the College submits a list of proposed projects each year to the Ministry of Advanced Education and Skills Training. They use it to inform their ten year capital plan. Six projects were identified this year. Four projects were brought forward from the previous year. The Tech Lab & Classroom Conversion, and the Fisher Consolidated Help Centre, are new. Student housing is our first priority. The Young Building renewal will be \$90M, so it will take a while to get funding. The Engineering Technologies Lab, Ewing Building renewal, and Fisher Consolidated Help Center are smaller projects. The final proposal is the Huber Hall renewal and expansion.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE SUBMISSION OF CAMOSUN COLLEGE'S FIVE YEAR CAPITAL PLAN (2022/23 to 2026/27) TO THE MINISTER OF ADVANCED EDUCATION AND SKILLS TRAINING.

CARRIED

ii) Governance Policy Review Committee

Monty Bryant, Chair, asked for approval of the Terms of Reference for the ad hoc Governance Policy Review Committee.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE TERMS OF REFERENCE FOR THE AD HOC GOVERNANCE POLICY REVIEW COMMITTEE.

CARRIED

3. Finance Committee

- i) The minutes from the April 6, 2021 meeting were included in the agenda package. The meeting dealt primarily with the budget for this fiscal year, which has budgeted revenue of \$142M, and budgeted expense of \$146M, leaving a budgeted deficit of \$4M.
- ii) Mike Stubbing, Chair, Finance Committee, gave a report on the September 7, 2021, Finance Committee meeting. Deborah Huelscher reported on the results of first quarter April 1 to June 30, which is always a slow quarter. In most years we run a deficit in the first quarter. This year we were in a surplus of \$2.6M. The budgeted deficit was \$1.8M. The surplus is largely due to grant money the Government gave us early. Budgeted revenue was \$37M, and we came in at \$39M. Budgeted expenses were \$37M, and we came in \$400K over, though we are still in surplus. After the second quarter we will know fall enrolment numbers, so will be able to project more accurately.

a) Financial Information Act Report

Mike Stubbing noted the Financial Information Act is a report required by government under the Budget Transparency and Accountability Act of BC. Amounts paid to employees and contractors are listed in excess of certain thresholds.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2020/2021 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF ADVANCED EDUCATION AND SKILLS TRAINING.

CARRIED

V APPROVAL OF THE MINUTES

The minutes of the June 14, 2021 meeting were approved as distributed.

VI NEW BUSINESS**1. Accountability Plan and Report**

Sherri Bell noted the document tells the stories of Camosun, and commended Rodney Porter and his team for their excellent work. The report is shared externally. The end section holds the data required by Government.

Rodney Porter, Executive Director, Communications and Marketing, noted the report covers April 1, 2020 to March 31, 2021. During that time the College went off-line due to the pandemic, and began the 50th anniversary year.

Highlights include:

- 800 hampers to students in need.
- Virtual class for third year automotive students.

- Launched Erasing Barriers Fund and Emergency Pandemic Assistance for students in financial need, domestic and international.
- Held virtual Conversations Day online.
- Progress update on Truth and Reconciliation Commission Recommendations and Indigenization.
- Camosun Innovates made 9K medical grade face masks and devised containers to transport COVID-19 vaccines at a low temperature.
- Virtual information night for prospective students.
- Launched micro-credential in clean energy and efficient buildings.

2. FTE Enrolment for 2020-2021

Heather Cummings, VP Student Experience, noted the report covers the 2020-2021 academic year. The charts show highlights of the enrolment mix, program enrolments, course registrations, and peer comparison of FTE. Course registration was down. The biggest decline in enrolment was international students. Indigenous students are higher, at 7.3%, than the BC average. Camosun falls in the middle of the trends seen across the province. Deans closely monitor areas of growth and decline. As they see increases in some areas, they increase capacity. They decrease capacity where it is not needed. The College did fairly well last year in spite of the pandemic.

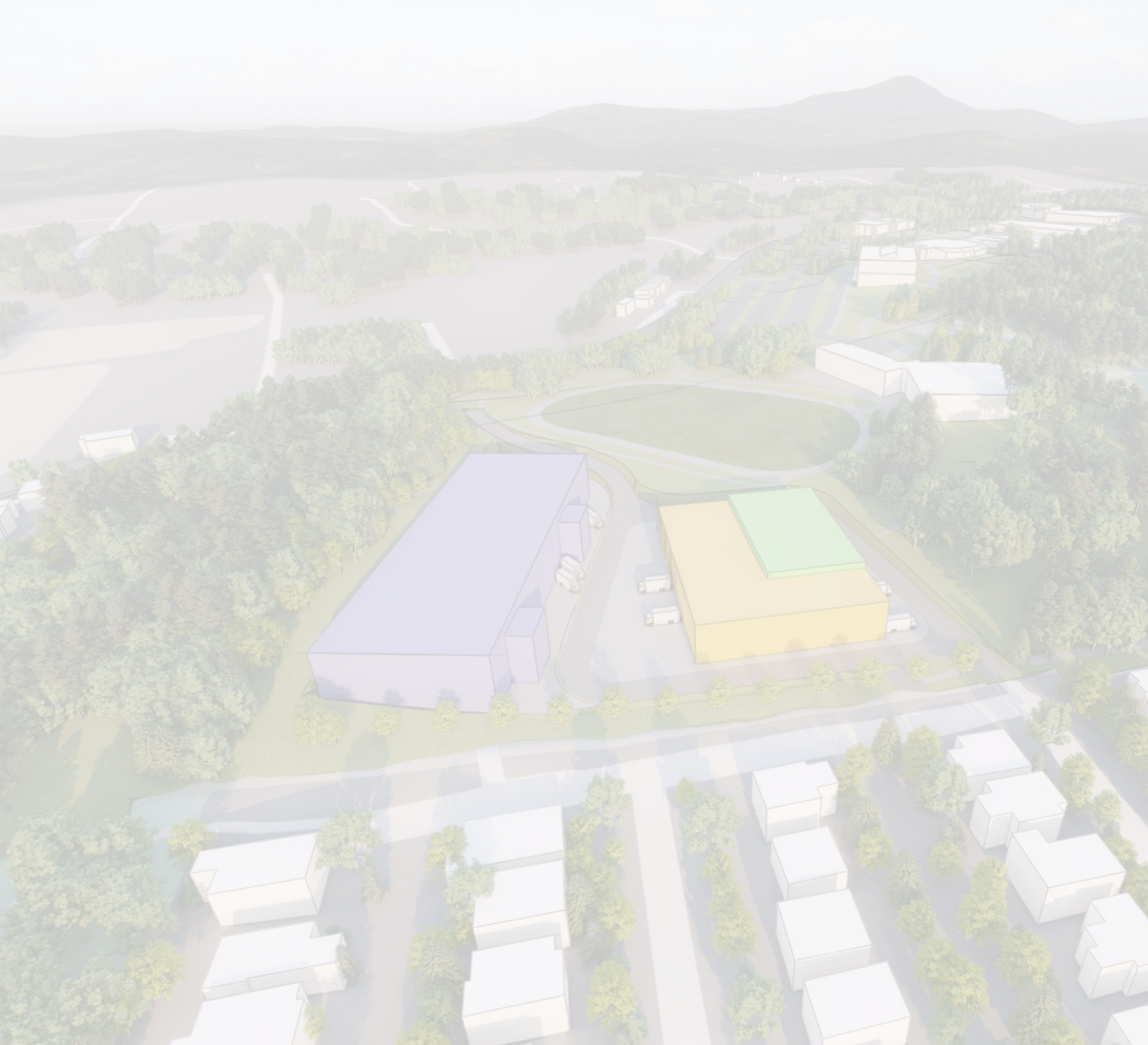
VII ADJOURNMENT

The meeting was adjourned at 6:18 pm.

Monty Bryant, Chair

Date

Heather Martin, Executive Assistant



The Camosun Centre for Film Production and Digital Media – Board Presentation

November 8, 2021



An aerial architectural rendering of a campus. In the foreground, a large, long, purple building is prominent. To its right is a yellow building. Further back, there are several white buildings and a residential area with many small white houses. The campus is surrounded by green trees and a winding path. The overall scene is a detailed 3D model of a proposed facility.

The Centre for Film and Digital Media will be the first facility of its kind on Vancouver Island. Students can be trained to work in all ancillary areas of film production such as camera and lighting, hair and make-up and costume design.

Education

- Digital editing facilities
- Green screen environments
- Classrooms
- Workshops for wardrobe, carpentry and props

Film Studio

- 3 sound stages
- Production offices
- Support buildings for wardrobe, set dec storage, special effects and props, mill/paint shop
- Associated 'circus' parking
- Secured site for security and privacy

Site & Context

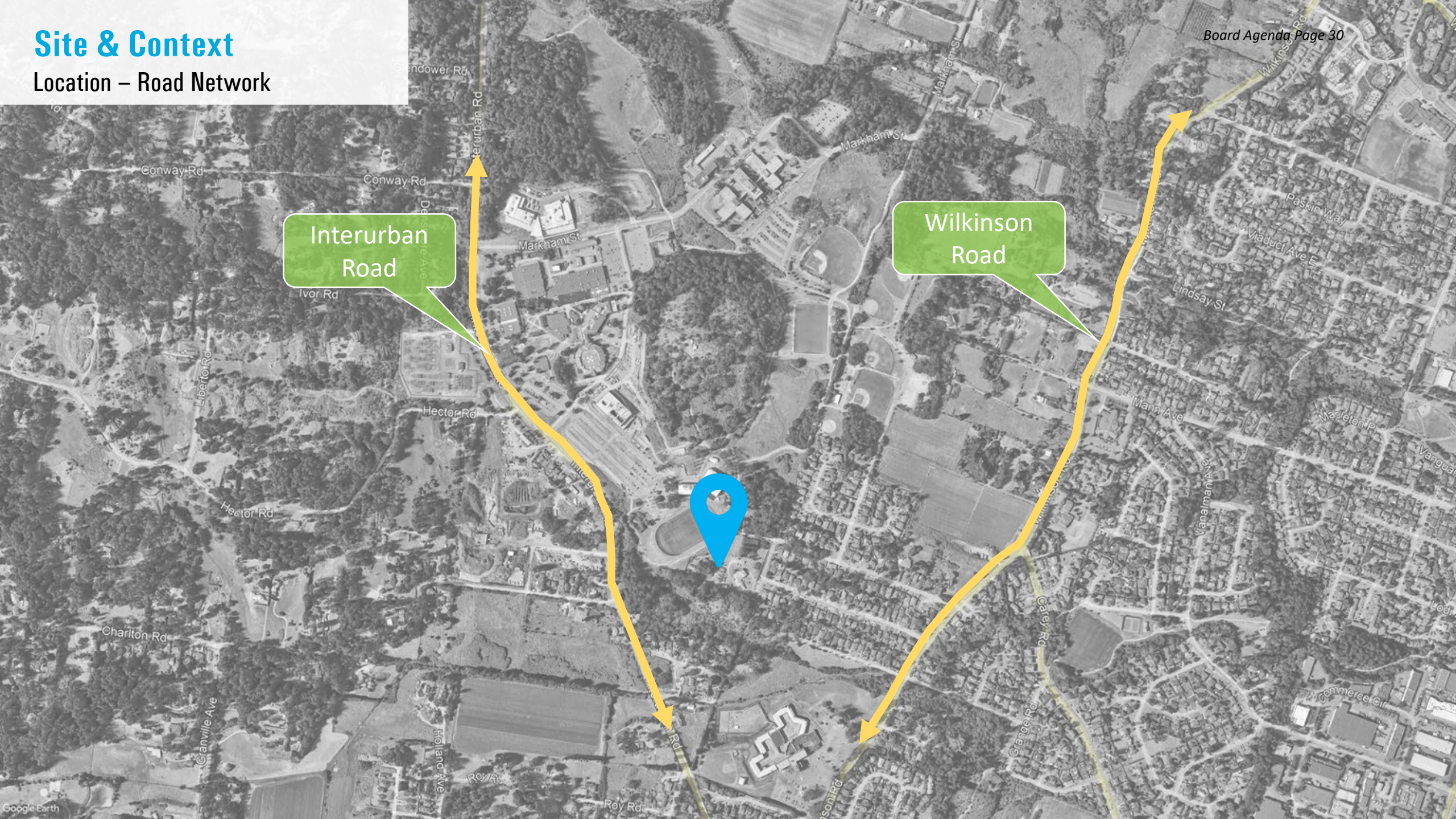
Design Drivers

- Campus with clear approach and entry / exit points
- Maximize stage complement and associated support spaces
- Education program growth at Camosun



Site & Context

Location – Road Network

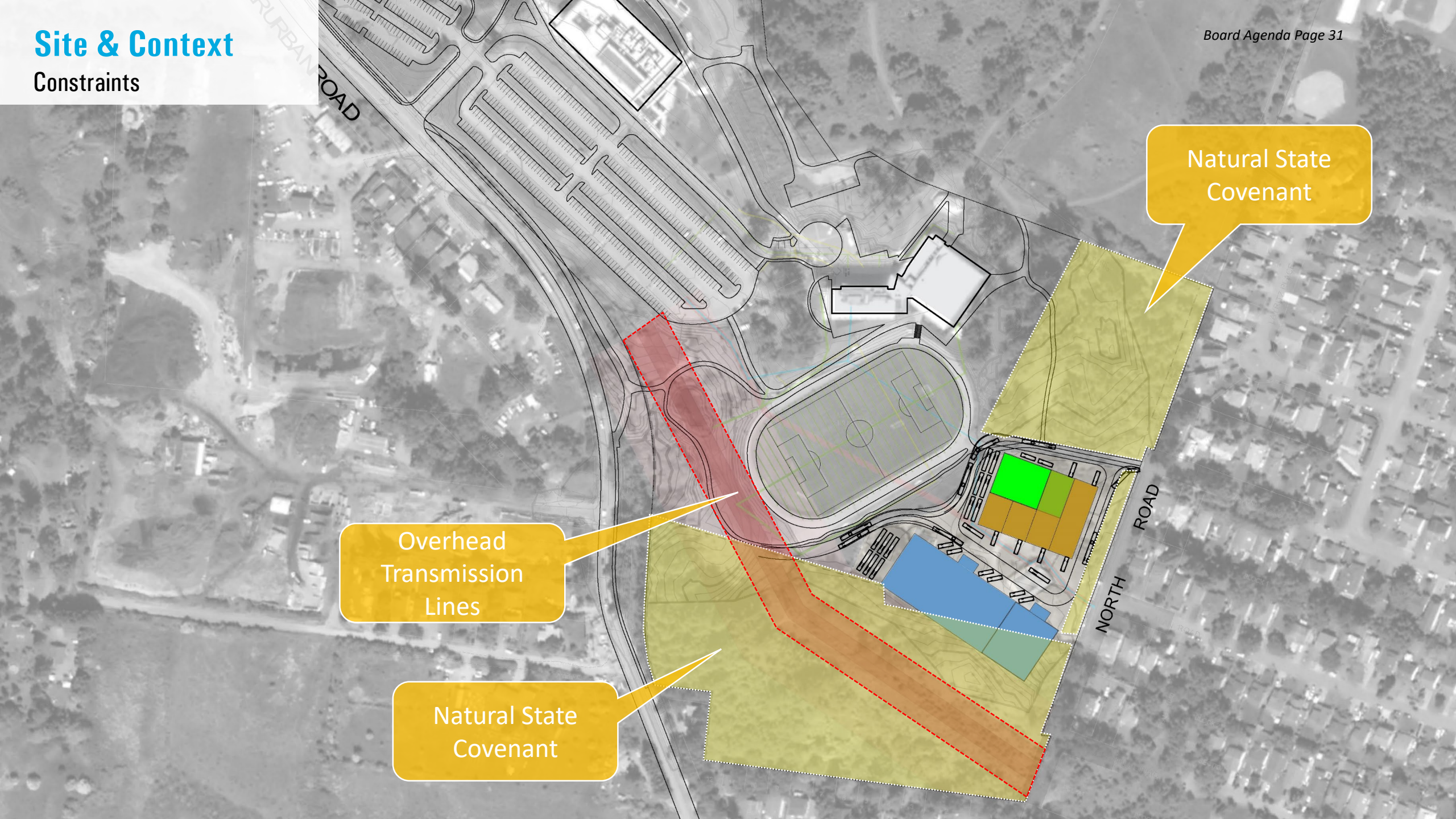


Interurban Road

Wilkinson Road

Site & Context

Constraints



Overhead
Transmission
Lines

Natural State
Covenant

Natural State
Covenant

Site & Context

Entry/On-Site Flow



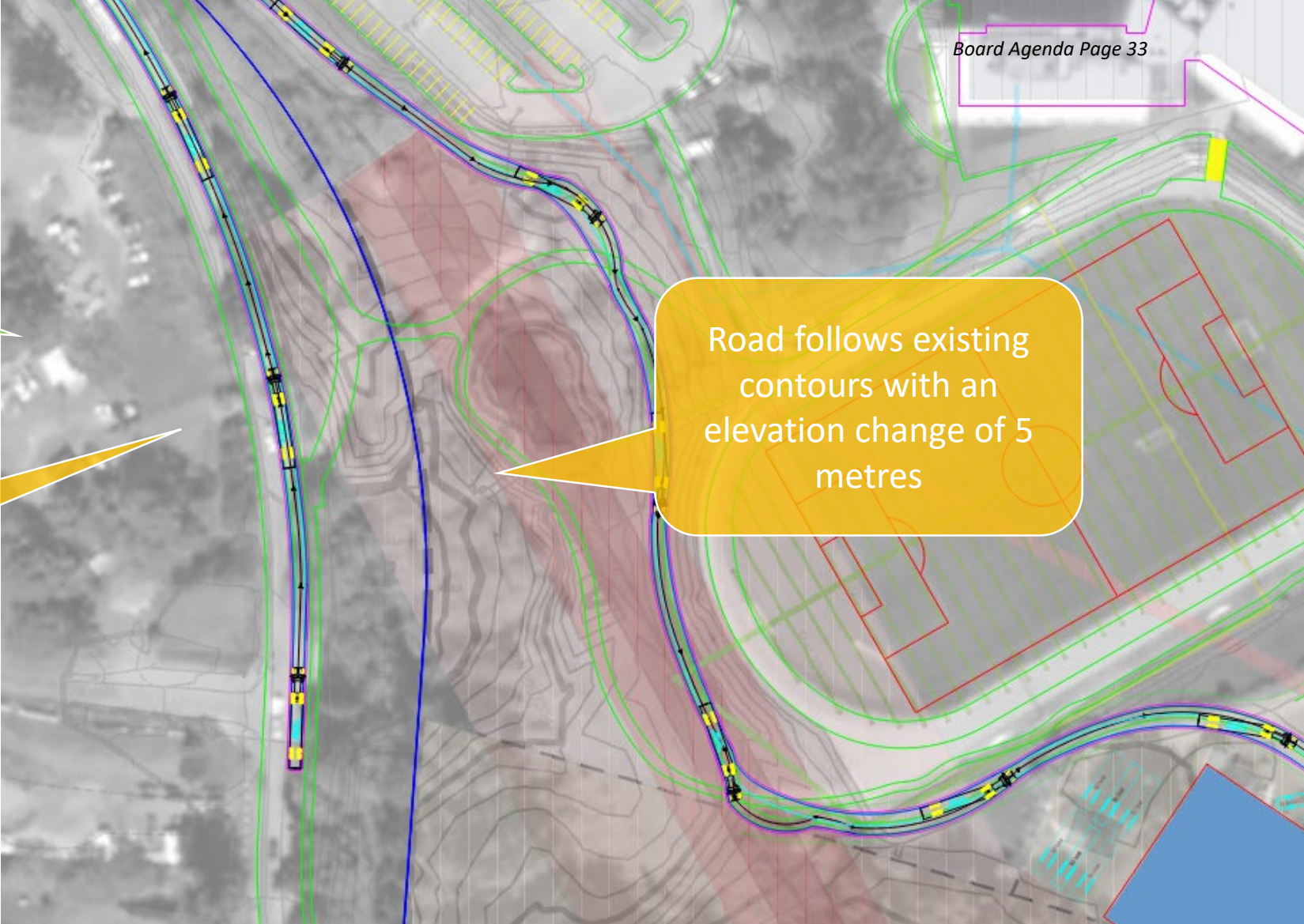
Site & Context

Truck Access – Option

Interurban Road

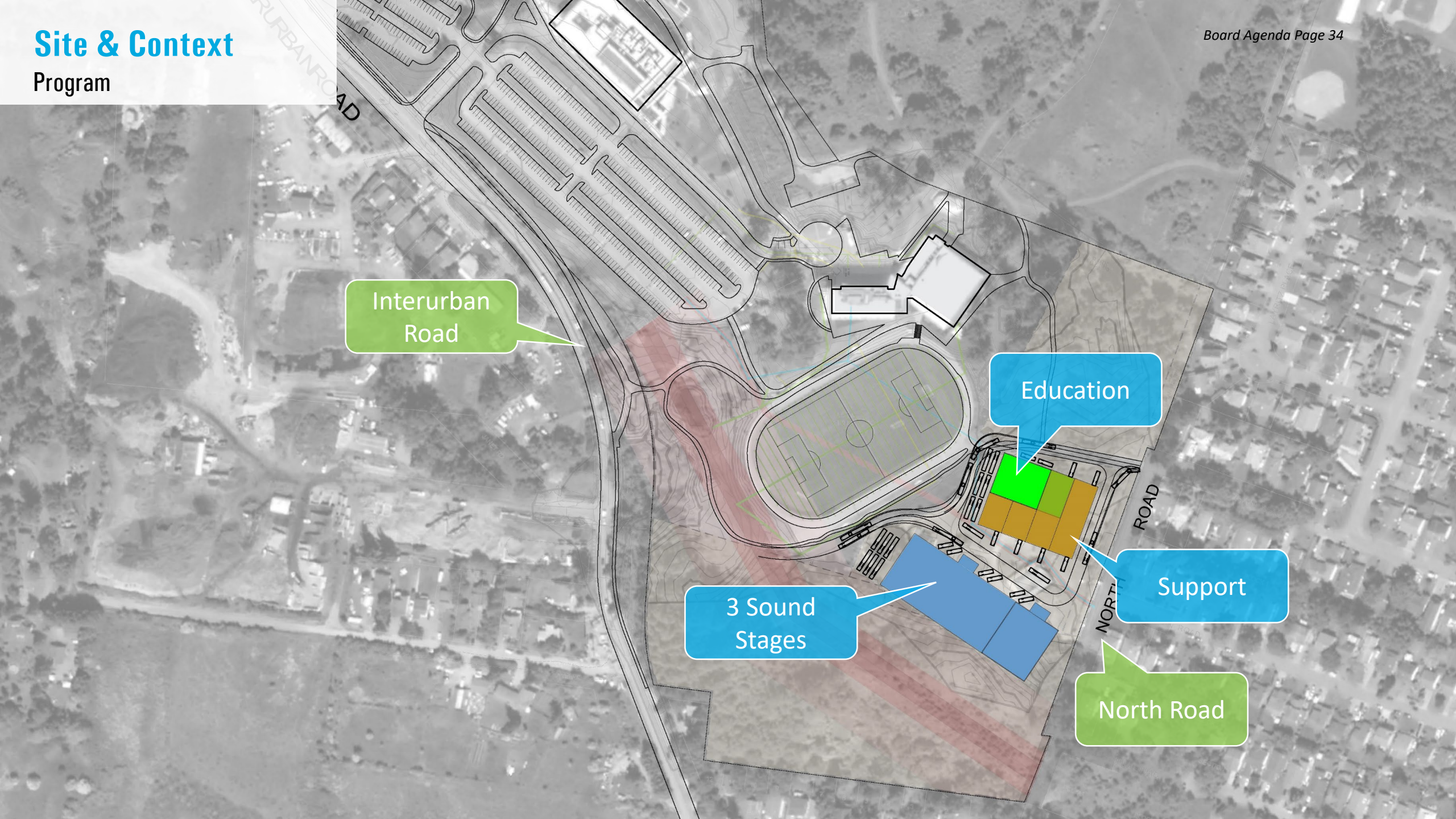
Minimal impact on trees

Road follows existing contours with an elevation change of 5 metres



Site & Context

Program



Interurban Road

Education

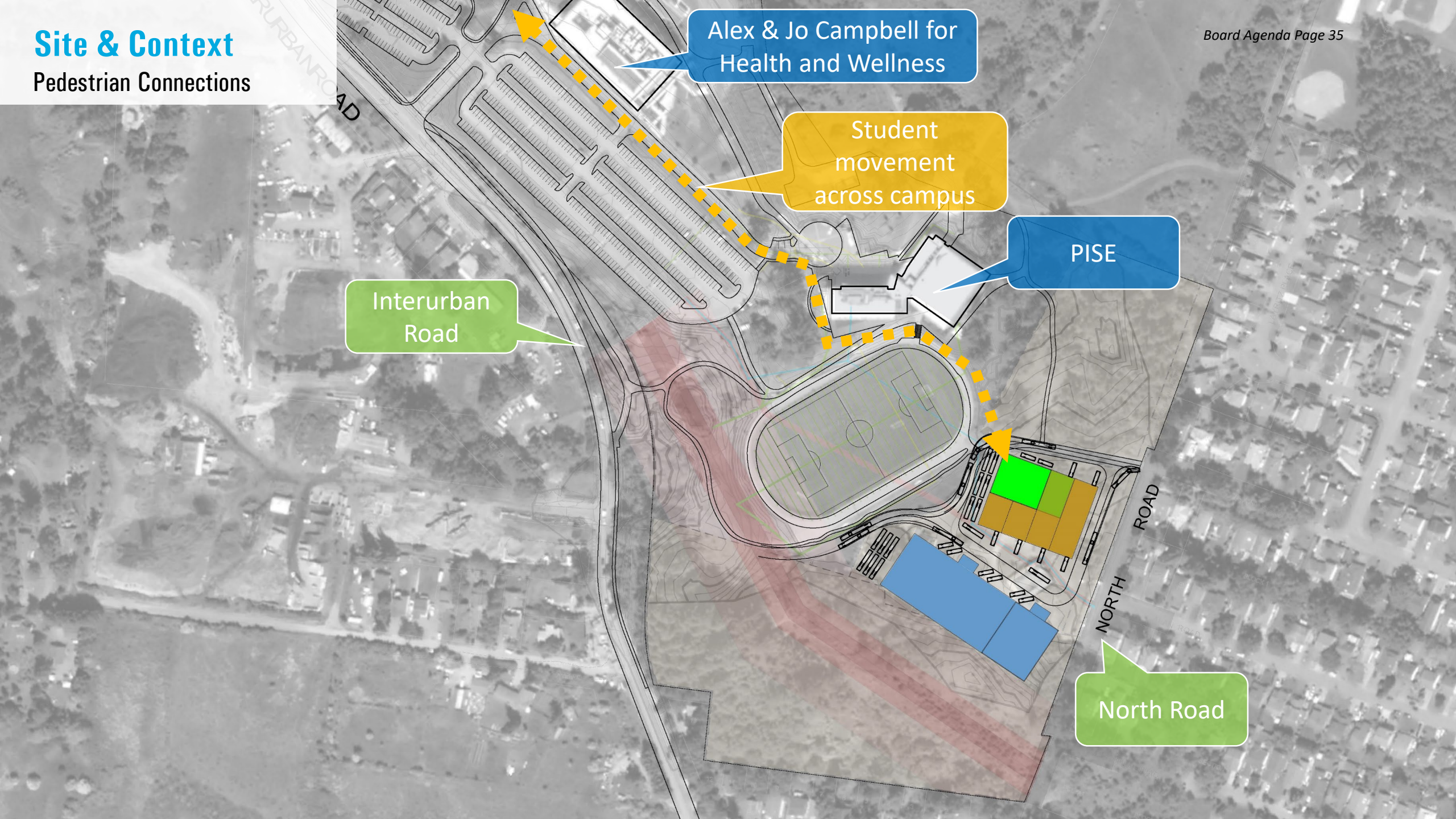
Support

3 Sound Stages

North Road

Site & Context

Pedestrian Connections



Alex & Jo Campbell for Health and Wellness

Student movement across campus

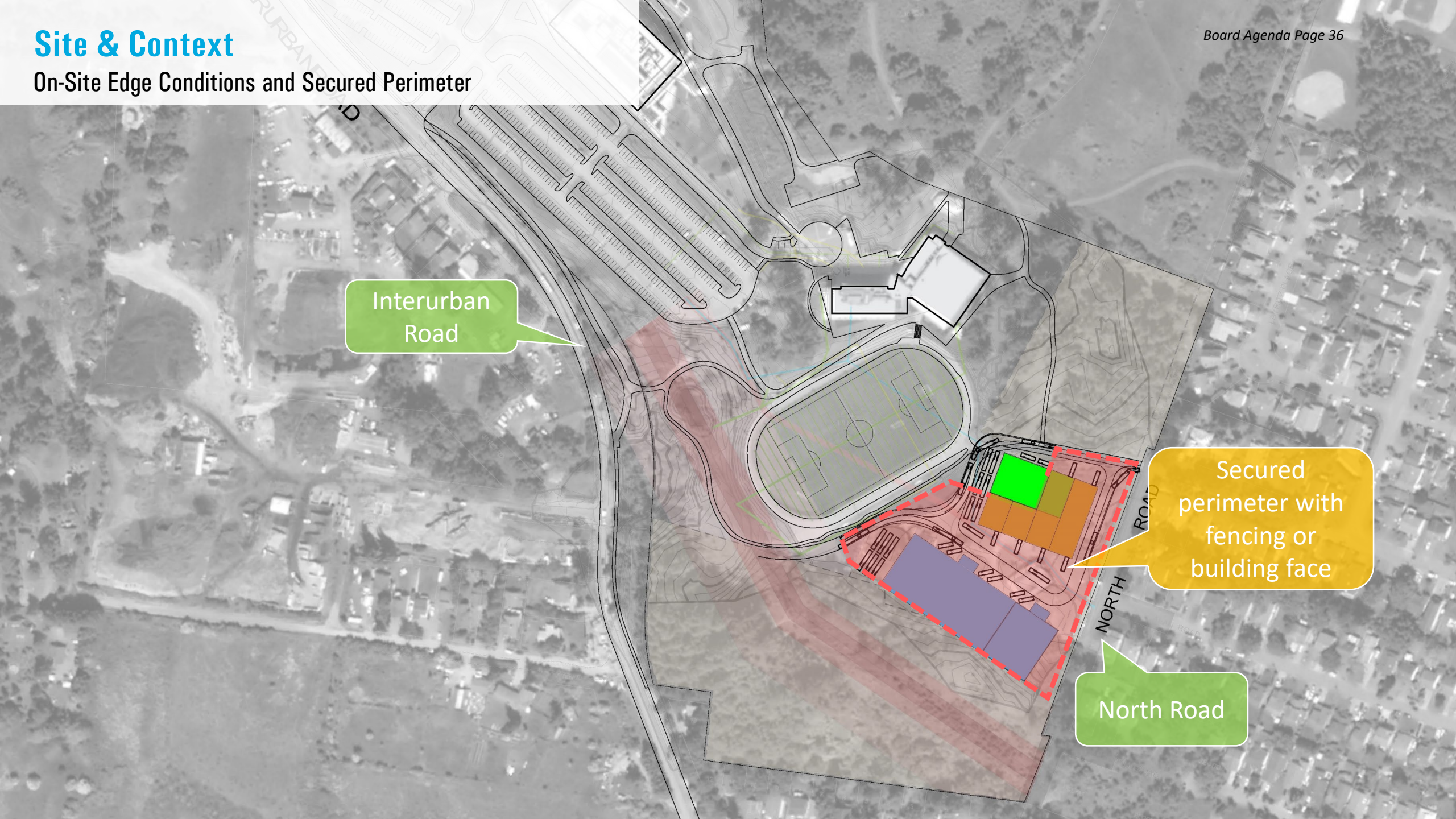
PISE

Interurban Road

North Road

Site & Context

On-Site Edge Conditions and Secured Perimeter



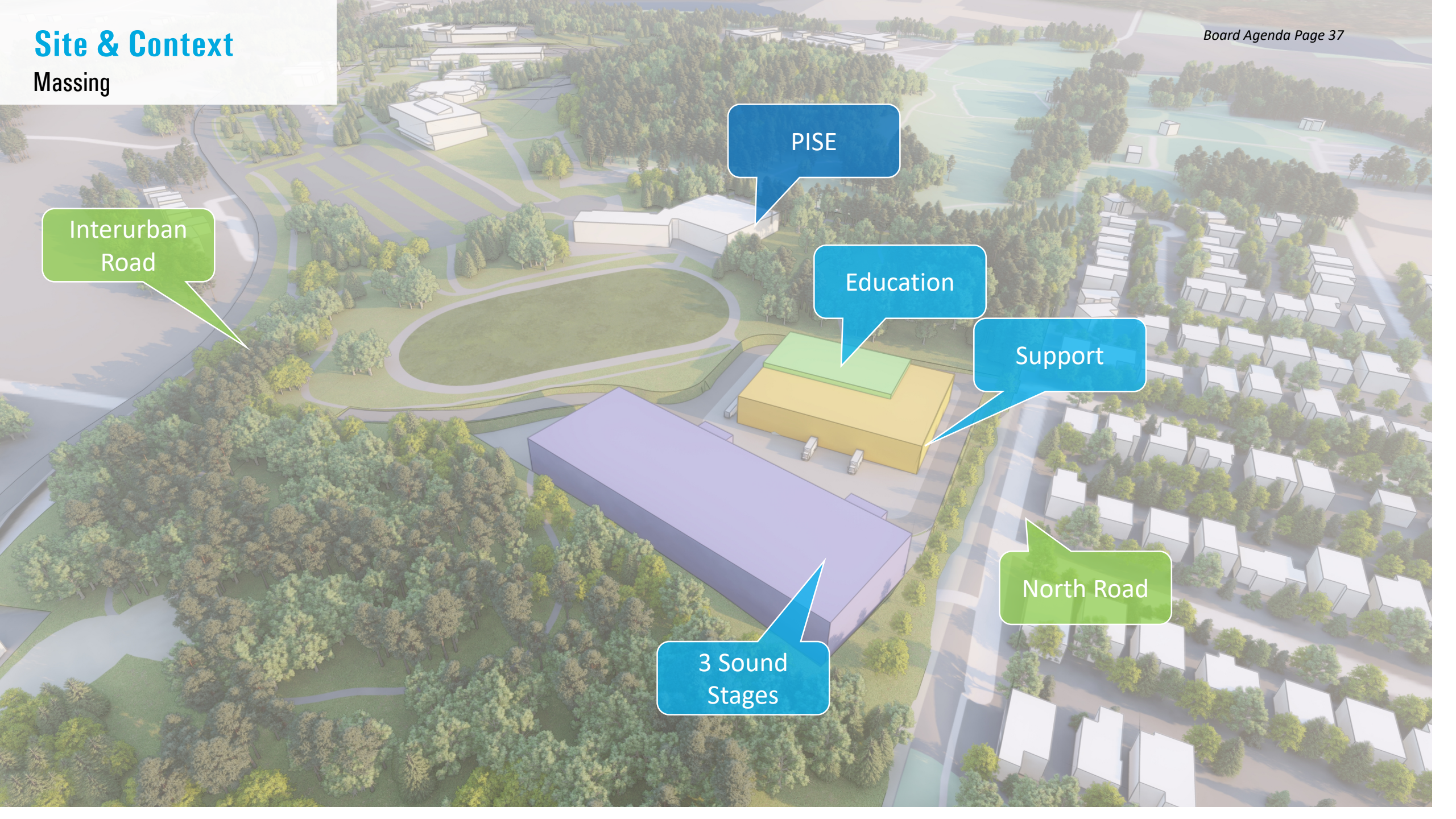
Interurban Road

North Road

Secured perimeter with fencing or building face

Site & Context

Massing



Interurban Road

PISE

Education

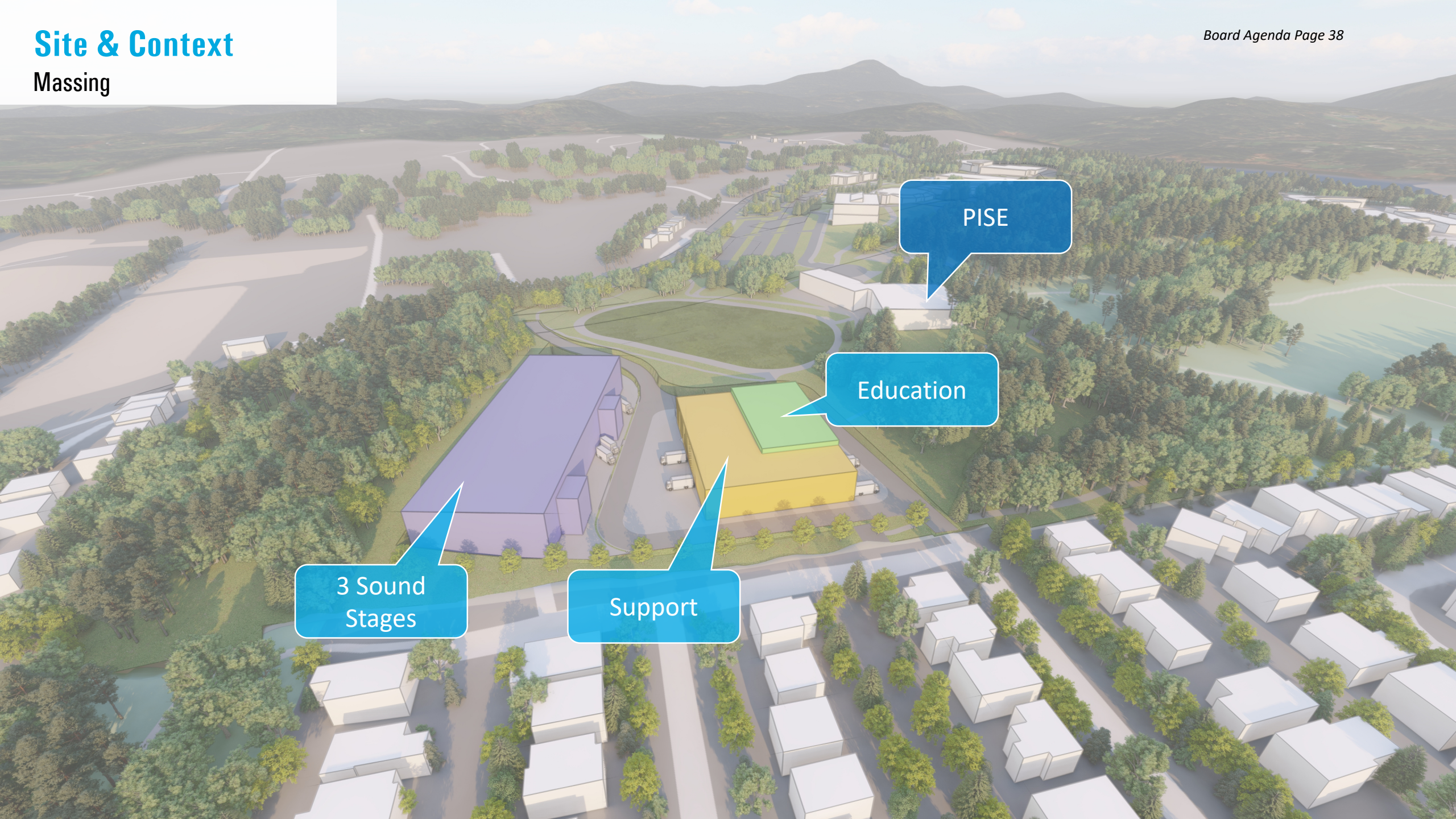
Support

3 Sound Stages

North Road

Site & Context

Massing



PISE

Education

Support

3 Sound Stages

Questions / Comments

