



BOARD OF GOVERNORS

REGULAR MEETING AGENDA

MEETING: Monday, November 6, 2023
TIME: 5:00 pm
LOCATION: Paul 216, Lansdowne Campus
ONLINE: Teams

BOARD MEMBERS:

Tanya Clarmont, Chair
Bijan Ahmadi
Monty Bryant, Past Chair
Joanne Cumberland
Logan Hudson
Lindsay Kearns
Brenda McBain
Ruth Mojeed Ramirez
Jagjeet Singh
Mike Stubbing
Lane Trotter, President
Al van Akker

ADMINISTRATION:

John Boraas, Provost & VP Education & Innovation
Heather Cummings, VP Student Experience
John D’Agnolo, Exec. Dir., Human Resources
Deborah Huelscher, VP Administration & CFO
Rodney Porter, Exec. Dir., Communications & Marketing
Jen Stone, Exec. Dir., Strategy, Planning & Transformation
Geoff Wilmshurst, VP Partnerships

GUESTS:

Rashed Al-Haque, Education Policy Specialist, SP&T
Scott Harris, Registrar
Natasha-Faye Parrish

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] (Tanya Clarmont)	no attachment
2. President’s Report [5 min] (Lane Trotter)	attachment 4
3. Foundation [5 min] (Geoff Wilmshurst/ Joanne Cumberland)	no attachment
4. Education Council [5 min] (Bijan Ahmadi/Monty Bryant)	
i) Minutes of the June 21, 2023, meeting	attachment 6
ii) Minutes of the September 20, 2023, meeting	attachment 11
5. Pacific Institute for Sport Education [5 min] (Brenda McBain)	no attachment

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IV BOARD COMMITTEE REPORTS

1. Audit Committee [5 min] (Lindsay Kearns)
 - i) Minutes from the June 5, 2023, meeting attachment 14
 - ii) Report from the October 23, 2023, meeting no attachment
 - a. Cybersecurity Sub-Committee
 - Terms of Reference [5 min] (Lindsay Kearns) * attachment 16
 - b. Audit Committee Terms of Reference [5 min] (Lindsay Kearns) * attachment 19
2. Executive Committee [5 min] (Tanya Clarmont)
 - i) G-2.6 Asset Naming Policy [5 min] (Geoff Wilmshurst) * attachment 21
 - ii) Board Award for Innovation and Community Partnerships –
Terms of Reference [5 min] (Tanya Clarmont, Lane Trotter) * attachment 33
3. Finance Committee [5 min] (Mike Stubbing)
 - i) Minutes from the September 5, 2023, meeting attachment 35
 - ii) Report from the October 30, 2023, meeting no attachment

V APPROVAL OF THE MINUTES

1. Minutes of the September 18, 2023, Inaugural & Regular Meetings
[2 min] (Tanya Clarmont) attachment 37

VI NEW BUSINESS

1. FTE Enrolment Report 2022/23 [10 min] (Heather Cummings, Scott Harris) attachment 44
2. Indigenization at the Board Table [10 min] (Natasha-Faye Parrish) no attachment
3. Strategic Plan Update [10 min] (Jen Stone) no attachment
4. Mentimeter Results [10 min] (Jen Stone) attachment 50

VII ADJOURNMENT

* Requires a decision. See Page 3 for the proposed motions. attachment 3



**BOARD OF GOVERNORS
Regular Meeting**

MOTIONS

Monday, November 6, 2023

IV BOARD COMMITTEE REPORTS

1. Audit Committee

a. Cybersecurity Sub-Committee

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE NEW 'CYBERSECURITY SUB-COMMITTEE TERMS OF REFERENCE'.

b. Audit Committee Terms of Reference

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE NAME CHANGE FOR THE 'AUDIT COMMITTEE' TO THE 'RISK AND AUDIT COMMITTEE', AND THE ADDITION OF THE BOARD CHAIR TO THE MEMBERSHIP.

2. Executive Committee

i. G-2.6 Asset Naming Policy

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE NEW 'G-2.6 ASSET NAMING' POLICY, AND RESCIND SECTION 'B. 2 NAMING OF FACILITIES AND SPACES' IN POLICY 'G-2.3 CORPORATE RELATIONS'.

ii. Board Award for Innovation and Community Partnerships – Terms of Reference

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO THE TERMS OF REFERENCE FOR THE 'BOARD OF GOVERNORS AWARD FOR INNOVATION AND PARTNERSHIP - YEAR', CHANGING THE TITLE TO 'BOARD OF GOVERNORS AWARD FOR INNOVATIVE COLLEGE PARTNERSHIPS - YEAR'.



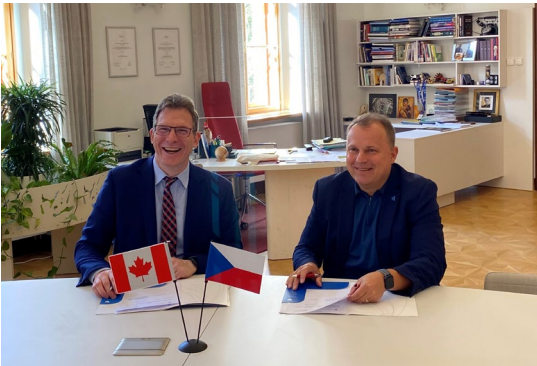
Board of Governors

SUBMITTED BY: Lane Trotter, President
DATE: November 6, 2023
TOPIC: President's Report: September 18-November 6, 2023

Note: A verbal report will be provided for events from October 25 through November 6, due to the publishing timeline of the Board meeting package.

1. Meetings with External Community

On September 25-29th Geoff Wilmshurst, Marius Langeland and I attended the European Association for International Education (EAIE) Conference in Rotterdam. Following the conference, Marius and I travelled to meet with two of our overseas partners.



Camosun College has been a partner with Palacký University in Olomouc, Czech Republic for over a decade with student and faculty exchanges. The partnership started with student exchanges between Camosun's School of Arts and Science and Palacký's Faculty of Science, and Camosun's Centre for Sport & Exercise Education and Palacký's Faculty of Physical Culture. With a memorandum of understanding in place, we can now engage with all of Palacký's Faculties. Faculty exchanges help bring our institutions and faculty closer through guest lectures, research, knowledge sharing and networking.



Camosun College has been a partner with Fontys University in the Netherlands for the last decade. The partnership has focused on student mobility, collaboration, networking and sharing knowledge on international education. It was an honour to renew the student exchange agreement with Fontys Board Chair Joep Houterman during my recent visit to the university.

On October 11th through the 13th, the college hosted Ambassador Laura Quiambao-Del Rosario, President of Miriam College and her colleague, Dr. Maricon, VP for Finance. The visitors met with various college groups including the Senior Leadership Council. The visit provided the opportunity to further develop the partnership of the two institutions.

On October 12th, I attended a Ministry meeting in Vancouver that included all BC PSI Presidents for the morning. We were joined by the BC School Superintendents in the afternoon.

On October 17th, I attended the BC Colleges President's meeting (on-line.)

On October 18th, Geoff Wilmshurst and I met with Murray and Lynda Farmer, long time supporters of the college, for a general conversation and to update them on the initiatives underway at the college.

2. Meetings with Internal Community

On October 17th, I met with Lynelle Yutani, President of the CCFA for an informal update discussion.

On October 20th, I met with Keith Todd, President and Erynne Grant, Labour Relations Office of CUPE 2081 for an informal update discussion.

3. Special Events



As a follow-up to the ceremony where the paddles representing the Strategic Plan were presented to the college on September 15th, they have now been installed in the Liz Ashton Campus Centre (LACC) Boardroom at Interurban. There will be a ceremony for a second set of paddles to be installed in the Paul Boardroom at a future date.



APPROVED Minutes

REGULAR MEETING

Wednesday, June 21, 2023

4:10 - 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. Richard Stride, Administration |
| 5. Debbie Hlady, Administration | 13. Ryan Russell, Faculty |
| 6. Edgar Nelson, Faculty | 14. Scott Harris, Administration |
| 7. Ignacio Dinamarca, Student | 15. Tia Primrose, Support Staff |
| 8. John Boraas, Administration | |

Non-Voting Members

- | | |
|--|---------------------------------|
| Connie Klassen, ICC Chair | Lane Trotter, President |
| Peter Moroney, Education Policy & Planning | TBA, Indigenization Coordinator |
| Karen Young, Board of Governors | |

Guests:

Heather Cummings, VP Student Experience; Clifton Dildy, Acting Interim Director, Student Affairs; Deidre Murphy, Education Developer, CETL; Charlotte Sheldrake, Education Developer, CETL; Roopam Nini, Student

Regrets/Absent: Emily Schudel, Todd Ormiston, Ezra Kiedaisch, Roopam Nini

ITEM	PRESENTER
<p>A. CALL TO ORDER AND DECLARATION OF QUORUM</p> <p>The regular meeting was called to order at 4:12 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 Ləkʷəŋən 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
<p>C. CHECK-IN Bijan welcomed the Council and guests and provided members an opportunity to share any School, unit, or personal updates that they had. He also thanked outgoing members for choosing to be on Education Council, and appointed members for their continued efforts, representation, and the voices that they bring.</p>	Bijan Ahmadi
<p>D. ACCEPTANCE OF AGENDA The agenda for June 21, 2023 was approved by unanimous consent.</p>	Bijan Ahmadi
<p>E. MINUTES FOR APPROVAL The minutes for the May 17, 2023 meeting were approved by unanimous consent.</p>	Bijan Ahmadi
F. REPORTS	
<p>1. Education Council Chair Bijan informed the Council that on June 7, he and Andrea had the opportunity to report out to ELT on the EdCo Retreat. The presentation was well received and there was recognition that the retreat topics were valuable to the College. On the 19th he met with the Academic Governance Council after a yearlong hiatus, with the AGC Chair being on leave and not returning. Bijan reported that he resurrected it over the course of May/June and was elected as the new Chair of the AGC. He noted that a lot of the other institutions are going through similar things that we are going through (Student and Curriculum Management Systems, leadership changes, Generative AI, Indigenization in Curriculum and in process along with representation on Boards and Edco) and that BCCAT provided an update. The next AGC meeting is in-person at BCIT in November.</p>	Bijan Ahmadi
<p>2. VP Education John acknowledged and thanked the Council for their accomplishments throughout the year and expressed his appreciation for the meeting space that Bijan and Andrea created to have good meetings and dialogue. He mentioned that he will be seeking feedback for the Education Plan that he will be presenting later in the meeting, while highlighting the work being done to extend relationships and create international opportunities at the College.</p>	John Boraas
<p>3. Board Member Karen reported that the Board met on June 12. They approved the audited financial statements for the past year up until Mar 31/23, and re-approved an external auditor to audit the College's financial reports. They also closed work done by an ad-hoc governance policy committee; the Board has reviewed and updated each policy for clarity and conciseness. Policies approved: Board Institution Decision Making/Policies Bylaw; Board Out-of-Pocket Expenses, and Process of Appeal for Suspension from College. Tanya Clarmont presented on Urban Indigenous People - what the term means and what it entails. The Board also took time to recognize the members who are leaving and elected</p>	Karen Young

ITEM	PRESENTER
Tanya Clarmont as the new Chair to replace Monty Bryant, who is entering the last year of his term.	
G. COMMITTEE REPORTS	
<p>Education Council Policy and Standards Committee</p> <p>Pete reported that the Committee had the last meeting of the academic year on June 8. They informed that Sekwan Wabasca has taken a position outside of the College and is no longer able to participate, and that they will be looking for an Indigenous voice to replace her this Fall.</p> <p>The Sexual Violence Policy and the Learning Outcomes Standard were both reviewed for the second time after receiving some helpful feedback in the initial reviews. Both are being brought forward later today for endorsement and approval respectively.</p> <p>Membership plans for the Committee were discussed, with everyone indicating they intended to return in the Fall. Nina Tajbakhsh (BAET student) is the exception as she has just graduated. The Committee will be looking for student representatives in the Fall.</p> <p>Pete thanked the Committee for their successful work on policy and standards.</p>	Peter Moroney
H. INTEGRATED CURRICULUM COMMITTEE REPORT	
<p>Regular Curriculum for Approval</p> <p>Whereas: The Integrated Curriculum Committee has reviewed and had full consensus to recommend approval of the following curriculum:</p> <p>HHS: ALLIED HEALTH & TECHNOLOGIES Certified Medical Laboratory Assistant (Certificate)</p> <p>HHS: COMMUNITY FAMILY CHILD STUDIES HLTH 111</p> <p>A&S: HUMANITIES SPAN 190</p> <p>Motion: That Education Council approves changes to the curriculum as submitted:</p> <p style="text-align: right;">Moved by: Brian Coey Seconded by: John Boraas Motion Carried</p>	Connie Klassen
I. CURRICULOG - INDIGENIZATION QUESTION REVISION APPROVAL	
Revision to Indigenization Question for Approval	Connie Klassen

ITEM	PRESENTER
<p>Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend revision to the Curriculog Indigenization question: Has the curriculum/teaching learning experience in this course been Indigenized? Please explain.</p>	
<p>Motion: That Education Council approves the Curriculog Indigenization question revision to: In what ways does this course or program integrate, make space for, or create Indigenized teaching and learning opportunities? Please be specific and use examples.</p> <p style="text-align: right;">Moved by: Mark Fournier Seconded by: Blair Fisher Motion Carried</p>	
J. CONSULTATION AND DISCUSSION	
<p>Project Charter – Education Plan</p>	John Boraas
<p>John provided an overview of the Draft Education Plan and the projects within it that are being proposed. Council asked questions and provided feedback.</p>	
K. POLICY REVISION FOR ENDORSEMENT	
<p>Policy Revision for Endorsement – Sexual Violence Policy</p>	Heather Cummings Clifton Dildy
<p>Motion: That Education Council endorses the Sexual Violence Policy revision.</p> <p style="text-align: right;">Moved by: Bijan Ahmadi Seconded by: John Boraas Motion Carried</p>	
L. EDUCATIONAL STANDARDS & GUIDELINES FOR APPROVAL	
<p>Camosun Learning Outcomes - Programs and Courses Standards Revision for Approval - Camosun Learning Outcomes Standard</p>	Peter Moroney Deidre Murphy Charlotte Sheldrake
<p>Motion: That Education Council approves the Learning Outcomes Standards revision.</p> <p style="text-align: right;">Moved by: Bijan Ahmadi Seconded by: Lois Fernyhough Motion Carried</p>	
M. FAREWELL TO OUTGOING MEMBERS	Bijan Ahmadi
<p>Bijan recognized and thanked faculty members Brian Coey, Emily Schudel, Julia Grav; student members Ignacio Dinamarca, Ezra Kiedaisch; and Board of Governors</p>	

ITEM	PRESENTER
representative Karen Young, for their participation and contributions to Education Council.	
N. ADJOURNMENT	Bijan Ahmadi
The meeting adjourned at 5:53 pm.	



APPROVED Minutes

REGULAR MEETING

Wednesday, Sept 20, 2023

4:00 - 6:00 pm

P216, LACC 321, MS Teams

Present

Voting Members

- | | |
|---|-----------------------------------|
| 1. Andrea Kucherawy, Support Staff (Vice-Chair) | 7. Mark Fournier, Faculty |
| 2. Bijan Ahmadi, Faculty (Chair) | 8. Nicholas Read, Faculty |
| 3. Blair Fisher, Faculty | 9. Richard Stride, Administration |
| 4. Edgar Nelson, Faculty | 10. Ritika, Student |
| 5. John Boraas, Administration | 11. Ryan Russell, Faculty |
| 6. Lois Fernyhough, Faculty | 12. Tia Primrose, Support Staff |

Non-Voting Members

Heather Del Villano, Interim ICC Chair	Lane Trotter, President
Peter Moroney, Education Policy & Planning	TBA, Indigenization Coordinator
Dr. Monty Bryant, Board of Governors	

Guests:

Rashed Al-Haque, Education Policy Specialist; Sarah-Joy Kallos, Co-op Internship Coordinator;
Alexis Martfeld, A&S, Faculty

Regrets/Absent: Debbie Hlady, Scott Harris, Derek Murray

ITEM	PRESENTER
<p>A. CALL TO ORDER AND DECLARATION OF QUORUM</p> <p>The regular meeting was called to order at 4:04 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 Lək̓ʷəŋən 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
<p>C. CHECK-IN</p> <p>Bijan welcomed the Council and guests to the meeting, noting that Council membership is close to being full. He called on everyone to introduce themselves for the benefit of the new members and guests.</p>	Bijan Ahmadi

ITEM	PRESENTER
<p>D. ACCEPTANCE OF AGENDA</p> <p>The agenda for Sept 20, 2023 was approved by unanimous consent.</p>	Bijan Ahmadi
<p>E. MINUTES FOR APPROVAL</p> <p>The minutes for the June 21, 2023 special and regular meetings were approved by unanimous consent (with corrections to attendees in the regular meeting).</p>	Bijan Ahmadi
F. REPORTS	
<p>1. Education Council Chair</p> <p>Bijan recognized the new members, guests, and Monty Bryant (Board member liaison). He announced the EdCo by-election and that there are two faculty and three student positions still open. The nomination period is open from September 20 – October 3, with a voting period of 23-25 of October, and new members joining council at the November meeting. He encouraged those interested to contact the elections group and nominate themselves. Those who are seeking more information can contact Bijan or Andrea.</p>	Bijan Ahmadi
<p>2. VP Education</p> <p>John spoke about his title change (Provost) and how it reflects the importance of the education that is delivered and uplifting the place of education at the College. He also informed the Council of Connie’s leave of absence, and that Heather DeVillano has been asked to take on the ICC Chair position for this year. He thanked Heather and indicated that if anyone had any questions that they could email him.</p>	John Boraas
<p>3. Board Member</p> <p>Monty reported that the Board had two meetings. One was an open office meeting for the two new student members, Logan Hudson and Jagjeet Singh. The Board passed revisions to the Sexual Violence Policy and passed the Five-Year Capital Plan. He informed the Council that last year’s \$145 million project costs for Lansdowne student housing are now \$218 million, and the government has a certain amount of money to contribute. The Board is continuing to work closely with them, and they are optimistic it is going well. We are looking at housing for 400 students and are hoping to have an announcement in late fall or early in the new year. The other capital plan items are the technology/computer expansion for \$21.4 million; the Young Building revitalization for \$180 million; CBA and Tech roof and envelope, the Liz Ashton curtain wall and envelope/paved linear infrastructure; Interurban student housing and Culinary Arts Centre upgrades.</p> <p>The Board also approved the government required Financial Information Act report. The Board Oversight Cybersecurity Risk Management audit committee is being renamed to Audit and Risk Management. Two Board members will be attending a forum in Vancouver on Oct. 5. There is a remote option for others to attend if interested.</p>	Dr. Monty Bryant

ITEM	PRESENTER
Lane spoke about the Future Ready Plan, a \$1.4 billion government surplus which would fund short term courses. Camosun has 64 future skills courses, the highest in BC.	
G. COMMITTEE REPORTS	
<p>Education Council Policy and Standards Committee</p> <p>Pete reported that the committee’s first meeting of the academic year is on October 6. Current membership, the purpose of the Committee and what entails was discussed. An open invitation was extended for more members and/or guest observers and to contact him if interested.</p>	Peter Moroney
H. INTEGRATED CURRICULUM COMMITTEE REPORT	
Heather reported that the Committee is off to a running start and has already had two meetings (one regular and one carry-over). There are two new Faculty Curriculum Leads (Access and Business), with hopes for an FCL from HHS. She provided an overview of the curriculum under review, including the Environmental Technology diploma which will hopefully be brought forth in October’s EdCo for approval.	Heather Del Villano
I. ITEMS FOR PRESENTATION AND DISCUSSION	
<p>Draft Academic Concessions initial policy consultation</p> <p>Rashed provided background and an overview of the draft Academic Concessions policy and the Academic Concessions Request Form.</p> <p>Members provided feedback and discussion points. Rashed will bring these suggestions back to Policy & Standards for further review. Next steps include a legal review of the policy, and it will be posted online for college-wide feedback. He is hoping to be able to bring this back to EdCo for approval near the end of the term so that it can be ready for the start of 2024.</p>	Rashed Al-Haque
<p>EdCo Members Welcome/Orientation</p> <p>Bijan provided a welcome orientation for new and current members.</p> <p>The EdCo Members’ Guidebook and welcome orientation are posted on the EdCo SharePoint.</p> <p>Bijan encouraged Council members to reach out to him with any questions, points, or concerns.</p>	Bijan Ahmadi
J. ADJOURNMENT	
The meeting adjourned at 5:45 pm.	Bijan Ahmadi



BOARD OF GOVERNORS

AUDIT COMMITTEE MINUTES

MEETING: Monday, June 5, 2023
TIME: 4:00 pm
LOCATION: Paul Boardroom #216, Lansdowne Campus
ONLINE: Teams

BOARD MEMBERS:

Tanya Clarmont, Chair
 Monty Bryant
 Mike Stubbing
 Lane Trotter, President (ex officio)

RESOURCES:

Deborah Huelscher, VP Administration & CFO
 Chris Jones, Director, Finance

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 4:05 pm.

II APPROVAL OF AGENDA

The agenda was approved as presented.

III APPROVAL OF THE MINUTES

1. The minutes from the November 1, 2022, meetings were approved as presented.

IV NEW BUSINESS

1. Audited Financial Statements for the Year Ending March 31, 2023

i) Management Presentation

Deborah Huelscher, VP Administration & CFO, provided a high-level overview of the audited financial statements for the year ending March 31, 2023, the year-end position compared with the year ended March 31, 2022, 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 are in final draft format and will go to the Board of Governors for approval at their June 12 meeting. The year ended with an overall surplus of \$1.1M compared to a deficit last year of \$4.6M. It was a very clean audit, and it showed no control deficiencies, no issues around accounting policies and estimates, nor with the financial statements. Note #14 (page 17 of the statements) will be corrected from 'minor' to 'major' repairs and maintenance.

ii) Auditor's Report (KPMG)

Liette Bates-Eamer, KPMG, reviewed the highlights of the auditor's report for the year ending March 31, 2023. The audit is substantially complete, pending approval by the Board on June 12, 2023. It was prepared in accordance with Budget Transparency and Accountability Act and is a clean, unqualified audit opinion. The threshold of materiality is \$2.8M and there were no significant changes to the audit plan. Nothing was materially misstated that was not corrected, and there were no issues or adjustments. The new accounting standard for Asset Retirement Obligations took effect in April, 2022. The new accounting standards PS 3400 Revenue; PS 3160 Public Private Partnerships; and Public Sector Guideline 8 Purchased Intangibles are effective fiscal year April 1, 2023. KPMG confirmed their independence as the auditor.

MOTION:

THAT THE AUDIT COMMITTEE RECOMMENDS THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2023, AS PRESENTED.

CARRIED

V IN-CAMERA SESSION (Board Members, Auditors)**IV NEW BUSINESS** continued**2. Reappointment of the Auditor**

Deborah Huelscher noted Section 55 of the College and Institute Act states that the institution must appoint an auditor to audit the accounts of the institution at least once each year. KPMG has completed the second year of their contract so will begin their third year.

MOTION

THAT THE AUDIT COMMITTEE RECOMMENDS THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS REAPPOINT KPMG TO PERFORM THE AUDIT OF THE COLLEGE'S FINANCIAL STATEMENTS FOR THE REPORTING YEAR ENDING MARCH 31, 2024.

CARRIED

VI ADJOURNMENT

The meeting adjourned at 4:55 pm.



BRIEFING NOTE

Board of Governors

SUBMITTED BY: Lindsay Kearns, Chair, Audit Committee
DATE: November 6, 2023
TOPIC: Cybersecurity Sub-Committee – Terms of Reference
 Audit Committee Name Change and Terms of Reference Revision

For Information:

For Decision: X

For Discussion:

1. OVERVIEW

A. The Auditor General of BC released an [audit report](#) on the cybersecurity risk management role of the Board of Governors at Vancouver Island University. Based on the recommendations in the report, the Board Executive Committee has proposed the establishment of a cybersecurity sub-committee of the Audit Committee. The role of the sub-committee will be to focus on the oversight of cybersecurity, including holding management accountable, ensuring the Board has regular updates, that they understand the risks, and that the Board has adequate training. The proposed 'Cybersecurity Sub-Committee Terms of Reference' is attached.

B. The Executive Committee proposed a name change for the Audit Committee that will include the word 'risk' to reflect one of their most important roles. The proposed new title is 'Risk and Audit Committee'. The addition of the Board Chair to the membership list has been added.

2. COMMUNICATIONS

Communication will be through decisions recorded in the Board of Governors minutes and the Terms of Reference will be posted on the Board's web page and the College policy web page.

3. RECOMMENDATIONS AND OR MOTIONS

A. THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE NEW 'CYBERSECURITY SUB-COMMITTEE TERMS OF REFERENCE'.

B. THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE NAME CHANGE FOR THE 'AUDIT COMMITTEE' TO THE 'RISK AND AUDIT COMMITTEE', AND THE ADDITION OF THE BOARD CHAIR TO THE MEMBERSHIP.

4. SUPPORTING DOCUMENTATION:

Draft Cybersecurity Sub-Committee Terms of Reference
 G-1.9 Audit Committee Terms of Reference - Revised



POLICY TITLE	Cybersecurity Sub-Committee Terms of Reference
POLICY NUMBER	G-1.9.1
APPROVAL DATE	TBA
APPROVAL BODY	Board of Governor
REPLACES (IF APPLICABLE)	n/a
LAST UPDATE OR AMENDMENT OR REVIEW DATE	
NEXT REVIEW DATE	
HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	Board Vice-Chair
SUPPORTING DOCUMENTS	

CYBERSECURITY SUB-COMMITTEE TERMS OF REFERENCE

TERMS OF REFERENCE

The Cybersecurity Sub-Committee is a sub-committee of the Board of Governors Audit Committee. They are responsible for assisting the Board of Governors in fulfilling its enterprise risk management oversight by monitoring the college's cybersecurity risk mitigation policies and strategies. The Sub-Committee will provide quarterly reports and recommendations to the Board, which will include recommendations on regular training in cybersecurity risk management.

DEFINITIONS

1. **Cybersecurity** is the practice of protection of critical systems and data from cyberattacks, ransomware and other information technology threats.
2. **Enterprise risk management (ERM)** (including cybersecurity risk management) protects systems and data. ERM uses technology, processes, and practices to:
 - Identify assets and threats.
 - Determine the likelihood of threats materializing.
 - Determine the potential impacts.
 - Document current mitigation strategies.
 - Identify and implement mitigation strategies to manage residual risk (risk that remains after measures are in place).
 - Monitor risk and mitigation strategies.

GUIDING PRINCIPLE

The Board of Governors oversees cybersecurity risk management by holding management accountable for identifying and mitigating risks. The Auditor General of BC has set the requirements for public post-secondary institutions for cybersecurity risk management including training for the Board.



ROLE

The role of the Cybersecurity Sub-Committee is of oversight.

- The Sub-Committee will ensure the Board is aware of the cybersecurity mitigation strategies that are in place by providing quarterly updates to the Board.
- The Sub-Committee will ensure the Board members have adequate regular training in the oversight of managing cybersecurity.

MEMBERSHIP

1. The Cybersecurity Sub-Committee will consist of no fewer than four appointed Board members appointed by the Audit Committee Chair. The Audit Committee Chair will chair the Sub-Committee. The College President will be an *ex-officio* non-voting member of the committee. The Chief Information Officer (CIO) and the VP Administration & Chief Financial Officer (CFO) will attend as resources. Non-Board members with expertise will be invited at the discretion of the Sub-Committee Chair.
2. All membership appointments will be for one year. Re-appointments are permitted.

COMMITTEE OPERATION

The committee will meet four times a year, coordinating with the Executive Committee's schedule. An annual schedule will be drawn up prior to the commencement of each academic year (September). Extra meetings may be added.

The committee will receive quarterly reports from the Chief Information Officer and relay the reports to the Board of Governors with recommendations, including for training.

The majority of the members of the committee will constitute a quorum.

Administrative support will be provided by the Executive Assistant to the Board.

Committee members will be expected to attend all meetings, including extra meetings.

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

- [G-1.9 Audit Committee Terms of Reference](#)
- [O-2.1 College-Wide Risk Management](#)



POLICY TITLE	Risk and Audit Committee Terms of Reference
POLICY NUMBER	G-1.9
APPROVAL DATE	November 5, 2007
APPROVAL BODY	Board of Governors
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	May 15, 2023
NEXT REVIEW DATE	2028
HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	Board Vice-Chair
SUPPORTING DOCUMENTS	N/A

RISK AND AUDIT COMMITTEE TERMS OF REFERENCE

PURPOSE

A standing committee of the Board of Governors, the Board Risk and Audit Committee is responsible for assisting the Board in fulfilling its financial accountability and oversight responsibilities by reviewing:

- i. Financial statements that will be provided to the Government and other stakeholders;
- ii. The systems of internal controls established by management and the Board;
- iii. All audit processes.

The Risk and Audit Committee also provides enterprise risk management oversight.

ROLE

The Risk and Audit Committee makes recommendations and/or delivers reports to the Board of Governors in the following areas:

1. Recommendation to Board of Governors for Approval

- a) Appointment of auditors;
- b) Annual audited financial statements;
- c) Non-audit work contracted to the auditors.

2. Provision of Information to Board of Governors

- a) Reports from auditors and administration on internal control issues and other matters.
- b) Reports to the Board on enterprise risk management at the oversight level.



MEMBERSHIP

1. The **Risk and** Audit Committee will consist of no fewer than three appointed Board members appointed by the Board Chair. The Vice Chair of the Board shall be appointed the Chair of the **Risk and** Audit Committee. **The Board Chair will be a member of the Risk and Audit Committee.** The **Risk and** Audit Committee members must be financially literate (i.e. have the ability to read and understand a set of financial statements). At least one member of the Committee must have a strong financial background, preferably a designation as a Chartered Public Accountant (CPA). The College President will be an *ex-officio* non-voting member of the committee.
2. With the exception of the President, **Risk and** Audit Committee members must be independent (i.e. must be free from any conflict of interest and have no material connection to the College with the exception of their duties as members of the Board).
3. The membership of the **Risk and** Audit Committee may be increased at the discretion of the Board Chair.
4. All membership appointments will be for one year. Re-appointments are permitted.

COMMITTEE OPERATION

1. The Committee will normally meet a minimum of two (2) times a year. An annual schedule will be drawn up prior to the commencement of each Fall term.
2. Extraordinary meetings may be held at the discretion of the Chair of the **Risk and** Audit Committee following consultation with the Board Chair.
3. The Committee will have the opportunity to meet with the auditors without the presence of College management.
4. The majority of the members of the Committee will constitute a quorum.
5. The Chief Financial Officer (CFO) is a resource to the Committee and will attend meetings or arrange to have a delegate attend as required.
6. The Committee has the authority to engage external resources if necessary, on approval of the **Risk and** Audit Committee Chair.
7. Other College staff may be invited to attend as resources to provide information periodically.
8. Resource personnel provide advice and support but are not members of the Committee.
9. Administrative support will be provided by the Executive Assistant to the Board.
10. Committee members will be expected to attend all meetings, including extraordinary meetings.
11. Members are required to advise the Committee of their inability to attend a meeting by contacting the Executive Assistant to the Board.
12. The Committee cannot make commitments on behalf of the Board unless it is specifically authorized by the Board to do so.



BRIEFING NOTE
Board of Governors

SUBMITTED BY: Geoff Wilmshurst, VP Partnerships
DATE: November 6, 2023
TOPIC: G-2.6 Asset Naming Policy - New

For Information:

For Decision: X

For Discussion:

1. OVERVIEW

Camosun College has developed a draft Asset Naming policy that is ready for approval by the Board of Governors. The new policy will replace the existing out-of-date policy.

The purpose of this policy is to set out the parameters to govern the naming of assets in recognition of financial or philanthropic contributions from individuals, businesses, organizations, and others. The policy will also articulate Camosun College's values and principles for naming assets to honour and acknowledge individuals and entities who have significantly contributed to the College community or the wider community through their accomplishments, leadership, and vision.

The policy has gone through the College's policy development process, has been vetted by the College's legal team, and was posted online for everyone to provide feedback.

2. OPTIONS

- The Board of Governors APPROVE the Asset Naming Policy.
- The Board of Governors REJECT the Asset Naming Policy.

3. COMMUNICATIONS

The College has already communicated to the college that the Asset Naming policy is being developed. The College will publish a CamNews announcement if/when the Board approves the policy.

4. RECOMMENDATION AND OR MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE NEW 'G-2.6 ASSET NAMING' POLICY, AND RESCIND SECTION 'B. 2 NAMING OF FACILITIES AND SPACES' IN POLICY 'G-2.3 CORPORATE RELATIONS'.

5. SUPPORTING DOCUMENTATION:

G-2.6 Asset Naming (*for approval*)

G-2.6.1 Asset Naming Standards Procedures (*for information only*)

G-2.6.2 Naming review Advisory Committee Terms of Reference (*for information only*)



POLICY TITLE	Asset Naming
POLICY NUMBER	G-2.6
APPROVAL DATE	TBD
APPROVAL BODY	Board of Governors
REPLACES (IF APPLICABLE)	Section B.2 of Policy G-2.3 Corporate Relations
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
NEXT REVIEW DATE	TBD
HOLDER	VP Partnerships
RESPONSIBLE OPERATIONAL LEADER	Director, Advancement & Alumni Engagement
SUPPORTING DOCUMENTS	G-2.6.1 Asset Naming Standards & Procedures G-2.6.2 Naming Review Advisory Committee Terms of Reference

ASSET NAMING

PURPOSE

The purpose of this policy is to set out the parameters to govern the naming of assets in recognition of financial or philanthropic contributions from individuals, businesses, organizations, and others. The policy will also articulate Camosun College's values and principles for naming assets to honour and acknowledge individuals and entities who have significantly contributed to the College community or the wider community through their accomplishments, leadership, and vision.

POLICY APPLICATION AND SCOPE

This policy applies to the naming of all assets that are owned and operated by Camosun College.

The policy will adhere to the requirements stipulated by the Province of British Columbia's [Naming Privileges Policy](#). In the event of a conflict between that policy and this one, the Province of British Columbia's Naming Privileges Policy shall prevail.

DEFINITIONS

- 1. Asset:** Anything physical or academic in nature that the college owns, administers, or is responsible for. Assets may include but are not limited to Academic Assets, Facilities, Functional Assets, or Physical Assets.
- 2. Academic Assets:** Include, but are not limited to, the naming of schools, libraries, programs, centres, scholarships, bursaries, or awards.



3. **Facilities:** Include, but are not limited to, all or portions of buildings, rooms, wings, physical structures, halls, laboratories, foyers, atria, recreation areas, athletic facilities and lounges that the College may wish to name from time to time.
4. **Functional Assets:** Mean the actual purpose for which a facility or Physical Asset is designed, or the particular function to which it is suited.
5. **Physical Assets:** Include, but are not limited to, all or portions of major pieces of equipment, roads, parking lots, walkways, parks, gardens, monuments or other major physical resources that the College may wish to name from time to time.
6. **Honorific:** Bestowing honour or respect in recognition of individuals and entities who have made substantial or long-term contributions to the College.
7. **Philanthropic:** The act of philanthropy or providing gifts to the College, which have real or in-kind monetary value.
8. **Time-limited:** Naming in recognition of sponsorship, or other financial support to the College that is established for a specific duration, which has real or in-kind monetary value.

PRINCIPLES

1. Camosun College is an integral part of the community and acknowledges the significant contributions that external and internal partners make to fulfill the College's vision, mission, and values. From time to time, the College may acknowledge these contributions by naming College assets after specific partners, individuals, or entities.
2. The College may choose to name assets for functional purposes, for honorific purposes, to acknowledge a philanthropic contribution of a significant or time-limited contribution, or to recognize a partnership or sponsorship.
3. Naming opportunities will be independent of all appointment, admission, and curriculum decisions, which the College will continue to make in keeping with its established practices and academic mission. Naming opportunities will also be independent of all purchasing and procurement processes and commercial contracts.
4. When naming assets to honour local Indigenous culture, persons, or college partners, the College will follow appropriate protocols, and, if and when appropriate, consult with the College's Indigenous Advisory Council and Local Indigenous Community partners.



5. The College will communicate with the college community when an asset is being named or renamed. If possible and appropriate, the College may provide opportunities for college community members to share their thoughts and feedback on the naming of a College asset.
6. The College reserves the right to change or remove the name of an asset.

RELATED LEGISLATED REFERENCES

- [Province of British Columbia's Naming Privileges Policy](#)

LINKS TO RELATED CAMOSUN POLICIES AND DIRECTIVES

- [D-1.1 Sponsorship Directive](#)
- [G-2.1 Equity Diversity & Inclusion Policy](#)
- [G-2.2 Indigenization Policy](#)
- [G-2.3 Corporate Relations Policy](#)
- [G-2.4 Land Use Policy](#)
- [O-2.1 College Wide Risk Management Policy](#)

DOCUMENT TITLE	Asset Naming Standards & Procedures
DOCUMENT NUMBER	G-2.6.1
NAME OF POLICY THE DOCUMENT SUPPORTS	G-2.6 Asset Naming
TYPE OF DOCUMENT	Procedures
APPROVAL DATE	TBD
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
HOLDER	VP Partnerships
RESPONSIBLE OPERATIONAL LEADER	Director, Advancement & Alumni Engagement

ASSET NAMING STANDARDS & PROCEDURES

PURPOSE

The purpose of this document is to describe the process that will be used to name Camosun College assets.

APPROVAL

Government bodies that become aware of an opportunity for naming recognition of physical assets must submit a [Naming Opportunity Request Form](#) to the Intellectual Property Program within the Ministry of Citizens' Services.

Opportunities for naming recognition must be approved by the Provincial Government prior to any public announcement concerning naming recognition.

If the value of the contribution is between one and five million dollars, the Minister of Citizens' Services will exercise decision-making authority for opportunities for naming recognition.

If the value of the contribution is of particular significance, greater than five million dollars, the asset is or will likely be the object of media attention or is in the public eye, the proposed name is inconsistent with the Provincial Government's values and objectives or the proposed name will likely harm the integrity and reputation of the Provincial Government, Cabinet will exercise decision-making authority for opportunities for naming recognition.

All other opportunities for naming recognition of physical assets will be reviewed by a Naming Committee identified by the Minister of Citizens' Services.

STANDARDS FOR NAMING CAMOSUN COLLEGE ASSETS

All suggested philanthropic naming recognition first requires approval by the Camosun Foundation Board, and secondly by the Camosun College Board of Governors. Such recommendations will be made to the Foundation Board through the Executive Director, and to the Board of Governors through the President.

Where the naming recognition involves a commercial benefactor, Camosun may be required to offer the naming opportunity through a competitive process.

All suggested honorific naming recognition requires approval by the Camosun College Board of Governors. Such recommendations will be made to the Board through the President.

Types of Naming

Camosun College may name facilities, portions of facilities or other physical assets for functional purposes, and academic assets to recognize philanthropic gifts, or to honour eminent persons or personal contributions to the College or to the wider community.

1. **Functional Naming:** The President may approve the naming of facilities where the name is related purely to function or location. The criteria for naming will generally include consistency with ongoing use/majority occupancy or salient geographic features.
2. **Honorific Naming:** The President may make recommendations to the Camosun College Board of Governors regarding naming opportunities with the intention of honouring an individual who has made an outstanding contribution as a former member of the Camosun College community or the wider community.
3. **Philanthropic Naming:** The President and the Executive Director of the Camosun College Foundation makes recommendations to the Camosun College Foundation with regard to the naming facilities, academic assets or physical assets in recognition of a significant philanthropic or time-limited financial contribution. If approved by the Foundation Board, the President forwards the recommendation to the Camosun College Board of Governors.
4. **Sponsorship/Partnership Naming:** The President and the Executive Director of the Camosun College Foundation makes recommendations to the Camosun College Foundation with regard to the naming facilities, academic areas or physical assets in recognition of a sponsorship agreement or partnership between Camosun College and external organization. If approved by the Foundation Board, the President forwards the recommendation to the Camosun College Board of Governors.

Gift Agreements

Every recognition resulting in philanthropic naming a facility, physical asset or academic area must have a written agreement that addresses the factors outlined in this policy.

POLICY SUPPORTING DOCUMENT CAMOSUN COLLEGE

Naming Review Advisory Committee

A Naming Review Advisory Committee is established by this policy (see *Supporting Document - Naming Review Advisory Committee Terms of Reference*). The chief function of the Committee will be to ensure that uniformity and consistency is applied to both the name of the asset and the process used to name the College asset.

Naming Criteria

When considering the naming of a facility, physical asset or academic area to recognize a benefactor, the following parameters should be considered:

- Value of gift: The gift covers a substantial portion of the cost of, or is regarded as, central to the completion of the facility or activity.
- Naming associated with a particular facility, physical asset, or academic asset will not preclude further naming within the facility, the program, or the school.

Renaming a Facility or Physical Asset

The College will only under exceptional circumstances consider renaming or revoking the name of a facility, physical asset, or academic asset that has been named for honorific or philanthropic purposes, including when:

- a. The primary usage or occupancy of the facility, physical asset, or academic area has changed;
- b. The facility, physical asset, or academic area will no longer be used;
- c. The facility, physical asset, or academic area has been substantially altered;
- d. Subsequent circumstances pertaining to an individual or organization that a facility, physical asset or academic area has been named after is no longer in alignment with the College's mission, vision or values or brings its reputation into disrepute; or
- e. Other exceptional circumstances occur where re-naming or revoking a name is warranted.

Change of Name

The College may entertain the donor's request to change the original recognition naming at the cost of the donor when there has been a:

- Change in ownership;
- Change in business name; or
- Cessation of business.

Name Removal and/or Rescinding of Recognition

If, in the College's sole opinion, the recognized benefactor is no longer in alignment with the College's mission and fundamental values, the College reserves the right to revoke that name and/or implement a new name.

The College reserves the right to demolish, retrofit, add to or maintain the named area as the institution's property and programming needs evolve. In that event, the College will consult with and recognize any donors whose gifts are in perpetuity in other appropriate venues on campus.

The Board of Governors may revoke the naming rights of a donor if their activities or reputation has a negative effect on the character of the College or could bring harm to, jeopardize, or damage the

reputation of the College, as a result of the future activities or affiliations with the donor. Written notice will be provided to the donor to terminate an agreement for naming recognition where, in the opinion of the Camosun College Foundation Board, Camosun College Board of Governors, the President or the Provincial Naming Committee, Provincial Cabinet, any action or association by the named donor calls into serious question the integrity and reputation of the College or the Provincial Government.

The College reserves the right to remove any name should the donor not fulfill the related pledge.

ROLES AND RESPONSIBILITIES OF DECISION-MAKING AND OPERATIONAL BODIES

Several decision-making bodies play specific roles in naming Camosun College assets. These bodies include the:

- Office of Advancement and Alumni Engagement,
- Facilities Services,
- College Executive Team (CET),
- Camosun College Board of Governors,
- Camosun College Foundation Board,
- Ministry of Citizens' Services, and
- Provincial Cabinet

If and when appropriate, Camosun College's Indigenous Advisory Council and Local Indigenous Community partners will also be included in the decision-making process, particularly if a College asset is named to recognize an Indigenous partner or community member.

Advancement and Alumni Engagement

The Director of Advancement and Alumni Engagement, is accountable to:

- Evaluate honorific recognition naming, philanthropic recognition naming, and sponsorship and partnership naming,
- Assess naming request recommendations against guiding principles, consult with affected bodies, and recommend potential names to CET, as appropriate;
- Evaluate philanthropic and partnership recognition naming, dedication recognition naming and sponsorship naming; assess naming request recommendations against guiding principles, consult with the Naming Review Advisory Committee, and recommend potential names to CET, as appropriate;
- Develop naming strategies for fundraising initiatives, including capital campaigns and/or sponsorships, consult with stakeholders, and present recognition naming strategies to CET for approval, as appropriate.

Facilities Services

Executive Director, Facilities Management, is accountable to:

POLICY SUPPORTING DOCUMENT

- Evaluate Functional Identification Naming; assess naming request recommendations against guiding principles, consult with affected bodies, and recommend potential names to CET, as appropriate;
- Maintain a master inventory of College features with naming recognition opportunities;
- Oversee the development and implementation of design guidelines for signage related to named College features in keeping with College graphic design standards;
- Oversee the implementation and maintenance of signage for named College features, which include developing cost estimates for budget planning and identifying the funding source for naming recognition implementation.

College Executive Team

The College Executive Team reviews the recommendations for naming Camosun College assets from Advancement and Alumni Engagement and Facilities Services and presents recommendations to the College's Board of Governors and Foundation Board.

Camosun College Foundation Board

For philanthropic and sponsorship/partnership naming (or where any asset is named after a financial contribution is made to Camosun College), recommendations for names will be vetted by the Foundation Board.

Camosun College Board of Governors

The Board of Governors is accountable to:

- Approve the naming of campuses;
- Provide direction, when requested, on naming issues of a unique or complex nature or that may affect the integrity of the College;
- Bring forward suggestions for honorific recognition naming opportunities for evaluation.

In exceptional circumstances, the College's Board of Governors, in consultation with the College Executive Team (CET), retain their discretion to modify standards and procedures outlined in this document, as appropriate to the circumstances.

Ministry of Citizens' Services

If a Camosun College asset is named to recognize a philanthropic gift or a sponsorship/partnership, the College will follow the Province of British Columbia's [Naming Privileges Policy](#) and associated procedures. The Ministry will finalize the naming of a college asset for the recognition of a philanthropic gift.

RELATED LEGISLATED REFERENCES

- [Province of British Columbia's Naming Privileges Policy](#)

LINKS TO RELATED CAMOSUN POLICIES AND DIRECTIVES

- [D-1.1 Sponsorship Directive](#)
- [G-2.1 Equity Diversity & Inclusion Policy](#)
- [G-2.2 Indigenization Policy](#)
- [G-2.3 Corporate Relations Policy](#)
- [G-2.4 Land Use Policy](#)
- [O-2.1 College Wide Risk Management Policy](#)

POLICY SUPPORTING DOCUMENT

DOCUMENT TITLE	Naming Review Advisory Committee Terms of Reference
DOCUMENT NUMBER	G-2.6.2
NAME OF POLICY THE DOCUMENT SUPPORTS	G-2.6 Asset Naming
TYPE OF DOCUMENT	Terms of Reference
APPROVAL DATE	TBD
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
HOLDER	VP Partnerships
RESPONSIBLE OPERATIONAL LEADER	Director, Advancement & Alumni Engagement

NAMING REVIEW ADVISORY COMMITTEE TERMS OF REFERENCE

PURPOSE AND/OR RATIONALE

The Camosun College Naming Review Advisory committee is charged with:

- Ensuring the College's naming policies are up to date and relevant;
- Evaluating and making recommendations to the College Executive Team (CET) for all functional, honorific, philanthropic, or partnership/sponsorship naming opportunities and ensuring all proposals are aligned with the College's vision, mission, and values, policies, strategies and initiatives.

DUTIES

The Committee will:

- Review and make recommendations to the CET via the VP Partnerships for all naming proposals;
- Consider names proposed and apprise interested parties of Asset Naming policy;
- Identify possible and appropriate opportunities for consultation with the wider college community on the naming of a College asset and vet received input and feedback for consideration
- Act as the formal conduit for names to be submitted, researched, and forwarded for recommendation;
- Recommend a specific prospect/name in response to a naming opportunity, as appropriate;
- Maintain records of approved dedications and names for all property and programs.

AUTHORITY

The Committee acts in an advisory capacity to the College Executive Team.

MEMBERSHIP

POLICY SUPPORTING DOCUMENT

The Committee is composed of the following members:

- Director, Advancement and Alumni Engagement (or a designate);
- Executive Director, Facilities (or a designate);
- Executive Director, Communications and Marketing;
- Executive Director, Eyē? Sqá'lewen (Indigenous Education & Community Connections) (or a designate);
- An Academic Dean appointed by the Vice-President, Education;
- A representative that can advocate for the College's efforts to enhance equity, diversity, and inclusion (as selected by the President);
- Other individuals and faculty members to be added to provide expertise based on the naming opportunity presented.

The Committee will be chaired by the Director of Advancement and Alumni Engagement when reviewing philanthropic and honorific naming and the Executive Director of Facilities for functional naming.

RELATED LEGISLATED REFERENCES

- [Province of British Columbia's Naming Privileges Policy](#)

LINKS TO RELATED CAMOSUN POLICIES AND DIRECTIVES

- [D-1.1 Sponsorship Directive](#)
- [G-2.1 Equity Diversity & Inclusion Policy](#)
- [G-2.2 Indigenization Policy](#)
- [G-2.3 Corporate Relations Policy](#)
- [G-2.4 Land Use Policy](#)
- [O-2.1 College Wide Risk Management Policy](#)



BRIEFING NOTE
Board of Governors

SUBMITTED BY: Tanya Clarmont, Chair, and Lane Trotter, President
DATE: November 6, 2023
TOPIC: Board of Governors Award for Innovation and Partnership

For Information: _____ For Decision: For Discussion: _____

1. OVERVIEW

The purpose of the Board of Governors' Award for Innovation and Partnership is to raise the profile of Camosun in the external community and to honour our close local and international partners. The award honours an individual or group in the external community who has demonstrated strong partnership values and who has an affiliation with Camosun College. It will acknowledge individuals or organizations that approach projects, initiatives, relationships, work or service in a new and different way, that problem solve creatively to meet a need and to exhibit thinking that takes advantage of opportunities with concepts and approaches that has not always been done before. Key is that these individuals or organizations provide a role model to the college community including its students.

The Terms of Reference are attached. The Board Executive held discussion at the October 23 meeting on the proposed name change. The proposed new title is 'Board of Governors Award for Innovative College Partnerships - Year' as it matches better the purpose of the award – *"It will acknowledge individuals or organizations that approach projects, initiatives, relationships, work or service in a new and different way, that problem solve creatively to meet a need and to exhibit thinking that takes advantage of opportunities with concepts and approaches that has not always been done before."*

5. RECOMMENDATION

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO THE TERMS OF REFERENCE FOR THE 'BOARD OF GOVERNORS AWARD FOR INNOVATION AND PARTNERSHIP - YEAR', CHANGING THE TITLE TO 'BOARD OF GOVERNORS AWARD FOR INNOVATIVE COLLEGE PARTNERSHIPS - YEAR'.

6. SUPPORTING DOCUMENTATION

Terms of Reference for the 'Board of Governors Award for Innovation and Partnership'.



Board of Governors Award for ~~Innovation and Community~~ Innovative College Partnerships

Terms of Reference

I PURPOSE

The purpose of the Board of Governors' Award for ~~Innovation and Community~~ Innovative College Partnerships is to raise the profile of Camosun in the external community as a forward thinking, leading edge institution by promoting innovation. The award will honour an individual or group in the external business community ~~that who has~~ demonstrated innovation and who may have an affiliation with Camosun College.

Innovation is a broad category. For the purposes of this award, it will remain broad and will incorporate the many approaches, results and initiatives that Camosun values. The essence of this category is to acknowledge individuals or organizations that approach projects, initiatives, relationships, work or service in a new and different way, that problem solve creatively to meet a need and to exhibit thinking that takes advantage of opportunities with concepts and approaches that has not always been done before. Key is that these individuals or organizations provide a role model to the college community including its students.

This is an award that is managed and given by the Board of Governors of Camosun College. The name of the award is "The Board of Governors Award for ~~Innovation and Community~~ Innovative College Partnerships – YEAR".

Biennial.

II CRITERIA

The key component to this award is to recognise an innovative approach that is reflective of Camosun and its values and that is aligned with the work we do. Recipients can be individuals, teams, or organizations in the external business community.

III DECISION MAKING PROCESS - OVERVIEW

The Board of Governors Executive committee is responsible for the process, and for making a recommendation on the recipient to the Board for the final decision. The VP Partnerships will bring at least three nominations based on the criteria to the Board Executive committee. The VP will provide a briefing note overview on the work undertaken by the nominees and a rationale in support of the choices. The Executive committee will make a recommendation to the Board of Governors in-camera.

IV THE EVENT AND PLANNING PROCESS

The award will be presented at a stand-alone event. The presentation event will be a business mixer, stand-up wine and cheese reception with a short program to present the award. Innovative projects from Camosun will be on display at the event. A budget will be put in place to mount the event.

V REVIEW

The Terms of Reference will be reviewed every two years.



BOARD OF GOVERNORS

FINANCE COMMITTEE MINUTES

MEETING: Tuesday, September 5, 2023
TIME: 4:00 pm
LOCATION: Paul 216, Lansdowne Campus
ONLINE: Teams

BOARD MEMBERS:

Mike Stubbing, Chair
 Monty Bryant
 Tanya Clarmont
 Lane Trotter, President (ex officio)

RESOURCES:

Deborah Huelscher, VP Administration & CFO

REGRETS: Al van Akker

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

Mike Stubbing, Chair, Finance Committee, called the meeting to order at 4:20 pm.

II APPROVAL OF AGENDA

The agenda was approved as presented.

III MINUTES OF PREVIOUS MEETING

The minutes of the August 15, 2023, meeting were approved as distributed.

IV NEW BUSINESS

1. Financial Management Report for the three Months to June 30, 2023

Deborah Huelscher, VP Administration & CFO, provided a summary level overview of 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 Post-Secondary Education & Future Skills. At June 30th we are reporting a deficit balance of \$1,749,329 against a budgeted deficit of \$2,385,685. The consolidated positive net budget variance of \$636,356 is a result of \$2,729,741 reduced revenue offset by cost savings of \$3,366,097. The forecast to March 31, 2024, is for a balanced budget. When the enrolment numbers and associated revenues and expenses are confirmed in September the assumptions and estimates will be revised for the second quarter report.

2. 2022/2023 Financial Information Act Report

Mike Stubbing, Chair, Finance Committee, noted we must submit the Financial Information Act Report in accordance with the Public Bodies Information Act of BC and the Financial Information Act.

MOTION:

THAT THE FINANCE COMMITTEE RECOMMENDS THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2022/2023 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF POST SECONDARY EDUCATION AND FUTURE SKILLS.

CARRIED

3. G-1.5 Finance Committee Terms of Reference – Revision

Tanya Clarmont, Chair, noted the Terms of Reference states the Board Chair appoints the members, but not that they are a member themselves. The change will specify the Chair is a member of the committee. The Board Chair will appoint one or two additional members as it can be difficult to reach quorum.

MOTION:

THAT THE FINANCE COMMITTEE RECOMMENDS THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISION TO THE 'G-1.5 FINANCE COMMITTEE TERMS OF REFERENCE' THAT STATES THE BOARD CHAIR IS A MEMBER OF THE COMMITTEE.

CARRIED

V ADJOURNMENT

The meeting was adjourned at 4:54 pm.



BOARD OF GOVERNORS

INAUGURAL MEETING MINUTES

MEETING: Monday, September 18, 2023
TIME: 5:00 pm
LOCATION: Paul 216, Lansdowne Campus
ONLINE: Teams

BOARD MEMBERS:

Tanya Clarmont, Chair
 Bijan Ahmadi
 Monty Bryant, Past Chair
 Joanne Cumberland
 Logan Hudson
 Lindsay Kearns
 Brenda McBain
 Ruth Mojeed Ramirez
 Jagjeet Singh
 Mike Stubbing
 Lane Trotter, President
 Al van Akker

ADMINISTRATION:

John Boraas, Provost & VP Education & Innovation
 Heather Cummings, VP Student Experience
 John D’Agnolo, Exec. Dir., Human Resources
 Deborah Huelscher, VP Administration & CFO
 Rodney Porter, Exec. Dir., Communications & Marketing
 Jen Stone, Exec. Dir., Strategy, Planning & Transformation

GUESTS: Clifton Dildy, Past A/Director, Student Affairs
 Ted Pennell, Chief Information Officer

REGRETS: Geoff Wilmshurst, VP Partnerships

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

Monty Bryant, Acting Chair, called the meeting to order at 5:00 pm.

II OATH OF OFFICE

Monty Bryant, Acting Chair, administered the Oath of Office to Logan Hudson and Jagjeet Singh.

III ADJOURNMENT

The meeting adjourned at 5:02 pm.

Tanya Clarmont, Chair

Date

Heather Martin, Executive Assistant



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, September 18, 2023
TIME: immediately following Inaugural meeting
LOCATION: Paul 216, Lansdowne Campus
ONLINE: Teams

BOARD MEMBERS:

Tanya Clarmont, Chair
 Bijan Ahmadi
 Monty Bryant, Past Chair
 Joanne Cumberland
 Logan Hudson
 Lindsay Kearns
 Brenda McBain
 Ruth Mojeed Ramirez
 Jagjeet Singh
 Mike Stubbing
 Lane Trotter, President
 Al van Akker

ADMINISTRATION:

John Boraas, Provost & VP Education & Innovation
 Heather Cummings, VP Student Experience
 John D'Agnolo, Exec. Dir., Human Resources
 Deborah Huelscher, VP Administration & CFO
 Rodney Porter, Exec. Dir., Communications & Marketing
 Jen Stone, Exec. Dir., Strategy, Planning & Transformation

GUESTS: Clifton Dildy, Past A/Director, Student Affairs
 Ted Pennell, Chief Information Officer

REGRETS: Geoff Wilmshurst, VP Partnerships

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

Monty Bryant, Acting Chair, called the meeting to order at 5:02 pm.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed. Indigenous training will be postponed to December.

III BOARD MEMBER REPORTS

1. Chair's Report

Monty Bryant, Acting Chair, noted all the regular Board meetings are open to the public. Guests are asked to join by Teams. Guests Lynelle Yutani, CCFA, and CCSS Liaison Elva Gutierrez joined the meeting on Teams. Lane Trotter, President, and Tanya Clarmont, Chair, met several times for planning and updates. Lane, Monty, and Tanya held an orientation in July for the two new student Board members.

Brent Palmer resigned from the Board on August 31. He was sent a card and farewell gift on behalf of the Board. Monty and Tanya are working with the Crown Agency and Board Resourcing Office (CABRO) to find replacements for Greg Atkins and Brent Palmer.

Thank you to all those who attended the Board Training and Orientation on September 7. Monty Bryant attended the 'Paddles Revealing Event' which took place on September 15 in the Boardroom at the Interurban campus. This event was to appreciate the artistry and significance

of the paddles created as physical representations of the college's new strategic plan. A larger public event will take place at a future date celebrating the installation of the paddles in the Board rooms at Interurban and Lansdowne. Tanya will attend the 32nd Annual Welcome Feast which will be held on September 21 at the Songhees Welcome Centre. On September 23, Monty Bryant will attend a special event honouring for Skip and Linda Dick at the Songhees Bighouse.

BCNET, with the support of the Ministry of Post-Secondary Education and Future Skills, is hosting a half-day event on Cybersecurity Risk Management. Thank you to Mike Stubbing and Lindsay Kearns for attending. Tanya will attend the fourth 'Post-Secondary Indigenous Board Member Gathering' on Monday, October 16, 2023, at the Musqueam Cultural Pavilion in Vancouver.

2. President's Report

Lane Trotter, President, reported that on July 9 he joined a large and enthusiastic group of college employees and students to march in the Pride Parade in downtown Victoria. On September 11 and 12 he attended the BC Colleges Presidents meeting in Vancouver. On the afternoon of September 12 Lane attended the Trades Training Consortium Board of Directors to review the trades training structure. On September 13, John D'Agnolo, Executive Director, Human Resources, and Lane attended the PSEA AGM in Richmond.

On September 15 Monty Bryant and Lane participated in the ceremony for the reveal and presentation of the Strategic Plan paddles in the Interurban boardroom. The paddles were created by students and faculty in the Indigenous Peoples Trades Training program along with Indigenous Elders and are a beautiful and impactful illustration of the six priorities of Camosun's 2023-2028 Strategic Plan. Rodney Porter noted there are seven paddles for each campus. They are hand carved from locally sourced red cedar. Each paddle has iconography from the Strategic Plan. They will be installed in the Interurban Boardroom next week. They will be installed in the Lansdowne boardroom at a later date. Lane expressed gratitude to everyone involved in making the paddle concept a reality.

3. Foundation

Joanne Cumberland, Foundation Liaison, noted Geoff Wilmshurst is travelling this week.

- So far this year the Advancement Team has brought in over \$2,125,000.
- This coming Friday is the second annual Chargers Golf Tournament.
- On Saturday, the team will be with the Chargers for the annual alumni weekend.
 - Basketball is at 2:00 & 4:00; Volleyball is at 6:00 & 8:00pm.
- There will be a silent auction. The link will be available shortly.

4. Education Council

Bijan Ahmadi, Education Council Chair, noted the minutes from the May 17, 2023, meeting were included in the agenda package. Bijan went over the highlights of the June 21, 2023, meeting, which included his re-election as Chair for the coming year. Andrea Kucherawy is the Vice Chair. In June, they moved forward curriculum in Arts & Science and Health. They endorsed the Sexual Violence policy. The next meeting is Wednesday, September 20, 2023.

5. Pacific Institute for Sport Education (PISE)

Brenda McBain, PISE Board of Directors member, noted the first meeting, the AGM, is on Thursday, September 21, 2023. Deborah Huelscher is attending on behalf of Lane Trotter. Lindsay Kearns will attend on behalf of Brenda McBain.

IV BOARD COMMITTEE REPORTS**1. Executive Committee**

Monty Bryant, Acting Chair, noted the Executive Committee met on September 5, 2023. They set the agenda for today's Board meetings. They looked at Board oversight of cybersecurity risk management for the college.

- the College will be sending some Board and staff members to the BCNet cybersecurity conference on October 5, 2023,
- BCNet funded KPMG to work with the post-secondary system and the College is currently working with KPMG to develop a cybersecurity incident response plan, tools and supports, including tabletop exercises,
- Camosun will engage KPMG for additional work to develop additional education and training tools specific to the Board's oversight role for cybersecurity risk management.

The Sexual Violence policy three-year review has been completed and the request for approval is next. Deborah Huelscher presented the Executive with Camosun's annual Five-Year Capital Plan. The Executive Committee recommended approval of the Government Mandate Letter for 2023/24. The Executive reviewed the Board competency matrix and removed 'investment management'. 'Information technology and cybersecurity knowledge', and 'Reconciliation/Indigenous Cultural Agility' have been added to the matrix.

Monty Bryant will join the Audit Committee and the Finance Committee and has accepted the role of Liaison to the Education Council. Brenda McBain accepted the PISE liaison role. Joanne Cumberland and Logan Hudson have jointly accepted the Foundation Board liaison role. Monty Bryant will mentor Jagjeet Singh, and Joanne Cumberland will mentor Logan Hudson.

i) Sexual Violence Policy

Clifton Dildy, Past Acting Director, Student Affairs, noted that every three years we are required by Government to review the policy and gather student feedback to ensure it meets the needs of the community and to gather feedback on improvements. Over the past three years, an internal review was conducted which included a multi-disciplinary group of administration and a student consultation process. The two main themes were fair processes for handling complaints and to provide supports to students impacted by sexual violence. The term misconduct was taken out, and the definition of student has been aligned with the one in the academic calendar. References to supporting documents were added, including acceptable use of technology and anonymous reporting.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO THE E-2.9 SEXUAL VIOLENCE POLICY AS INDICATED.

CARRIED

ii) Five-Year Capital Plan

Deborah Huelscher, VP Administration & CFO, noted the plan is required annually by Government and requires approval by the Board. There are no new items this year, nor have any been removed. Government has encouraged the sector to put in proposals for major maintenance projects such as new roofs and building envelopes.

The Lansdowne Student Housing project is the number one priority. The cost is projected at \$219M compared to \$145M last year. Camosun submitted the Business Plan to Government last February. It will go to Treasury Board in October or November. Now that the Government knows the amount of funding available, they asked us to reduce the cost. We are working with the architects to maintain 400 beds, but at a cost closer to \$150M. Some of the reduction strategies include looking at a new site on campus, more dormitories, and less common space. The revision will be complete by the end of September. The Ministry asked for student housing at Interurban campus to be added, but there is no plan yet. It will be tied to the Culinary Arts upgrade.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE SUBMISSION OF THE CAMOSUN COLLEGE FIVE-YEAR CAPITAL PLAN (2024/25 TO 2028/29) TO THE MINISTRY OF POST-SECONDARY EDUCATION AND FUTURE SKILLS.

CARRIED

2. Finance Committee

- i) Mike Stubbing, Chair, Finance Committee, gave a report on the September 5, 2023, meeting. The financial results for the first quarter, April 1 to June 30, were reviewed, and the quarter ended well. The results were \$2.75M below budget, related largely to the timing of grants. Salary and benefits were \$2.75M below budget but this is also attributed to timing. The non-personnel budget was down \$700K so the result was a positive variance of \$600K compared to budget. The deficit balance was \$1.75M against a budgeted deficit of \$2.4M, which is better than expected. Base operations was ahead of budget by \$600K. Camosun International was ahead by \$200K. International enrolment for September is 2000 students, compared to the budgeted amount of 1900 students. Professional Studies and Industry Training (ProSIT) was ahead by \$20K. Self-funded Contracts was up \$128K. Camosun Innovates was \$165K behind budget. Ancillary Services was behind budget by \$160K. Administration will track these activities as they are important to support base operations. Most departments are functioning very well. COVID cut into our reserves, and we have scaled back on spending. Because of this, we must have positive financial results in order to reinvest back into the schools and to rebuild the reserves.

a. 2022/2023 Financial Information Act Report

Mike Stubbing, Chair, Finance Committee, noted we must submit the Financial Information Act Report in accordance with the Public Bodies Information Act of BC and the Financial Information Act subject to approval by the Board.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2022/2023 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF POST-SECONDARY EDUCATION AND FUTURE SKILLS.

CARRIED

b. Board Finance Committee Terms of Reference Revision

Mike Stubbing noted the Terms of Reference states the Board Chair appoints the members, but not that they are a member themselves. The change will specify that the Chair is a member of the committee.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISION TO THE 'G-1.5 FINANCE COMMITTEE TERMS OF REFERENCE' THAT STATES THE BOARD CHAIR IS A MEMBER OF THE COMMITTEE.

CARRIED

V APPROVAL OF THE MINUTES

The minutes of the June 12, 2023, meeting were approved as distributed.

VI NEW BUSINESS**1. Board Oversight Cybersecurity Risk Management & Multi-factor Authentication (MFA)**

Ted Pennell, Chief Information Officer, noted the report from the Auditor General on cybersecurity at Vancouver Island University is in the package. Ted provided an overview of what has been done at Camosun on Multi-factor authentication (MFA), and how it is balanced between having a secure environment and also supports employees and students. It provides multiple defenses to keep criminals out but does not keep students and employees out. There is a single sign-on for students and employees and the new MFA tool provides secondary validation on log-in via text or the MS APP. It supports 'Work From Home' as it can be done from home. It has conditional access so that when log-on is from the home computer, it does not ask for double authentication for three months. All staff now use MFA. It is voluntary for students until late November, when it will become mandatory for students when off-campus.

A cybersecurity awareness platform will be launched next month which assesses aptitude for risk. Training is then provided based on the individual's disposition to risk. Work on cybersecurity is ongoing with KPMG. They recently held a tabletop exercise for administration on how to respond to a cyber breach.

2. Government: 2023/24 Mandate Letter

Lane Trotter, President, noted each year the Government sends a mandate letter to the Board indicating their priorities. They change them on occasion and a comparison to the previous year is in the briefing note. The response to the priorities are written into the next year's Institutional Accountability Plan and Report (IAPR). Once approved, the Board Chair signs the letter on behalf of the Board. Government expects the Board to be responsible for oversight of cybersecurity.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ACCEPT AND APPROVE THE TERMS OF THE 2023/24 GOVERNMENT MANDATE LETTER AND AUTHORISE THE BOARD CHAIR TANYA CLARMONT TO SIGN IT.

CARRIED

3. Government: Future Ready Plan

Lane Trotter noted Future Ready is part of a Government funding program announced last winter of \$1.4B. A portion of the funds went to short term courses that are up to 13 weeks long. A grant of up to \$3500 is given to individuals so that at no cost to them they can keep current or get a skill to work. Camosun is providing the short-term courses through Professional Studies and Industry Training (ProSIT). Camosun College offers 64 future skills courses which is the highest in BC. The Camosun staff responsible for mounting the program quickly were commended for their excellent work.

4. Election of the Vice Chair

Deborah Huelscher, VP Administration and CFO, declared the election for the Vice Chair of the Board of Governors open and called for nominations. She first put out a call for nominations and interest in August. Three Board members nominated Lindsay Kearns. Brenda McBain seconded the nomination. No other nominations were put forward and Lindsay Kearns was acclaimed Vice Chair for the period of September 18, 2023, to August 31, 2024.

VII ADJOURNMENT

The meeting was adjourned at 6:21 pm.

Tanya Clarmont, Chair

Date

Heather Martin, Executive Assistant



REGISTRAR'S ENROLMENT REPORT

ACADEMIC YEAR 2022-23

WITH SUPPORT FROM INSTITUTIONAL RESEARCH AND PLANNING

This Enrolment Report focuses primarily on **Headcount**, which considers each individual as one learner whether their enrolment is full-time or part-time and is an accurate reflection of the number of learners served by the Camosun College community during the Academic Year (September 1st to August 31st).

OVERALL HEADCOUNT

	2020/21	2021/22	2022/23
Undergraduate	10,131	9,556	9,793
Upgrading & Preparatory	1,949	1,305	1,349
Trades & Apprenticeships	2,078	2,086	2,170
Other	69	11	2
TOTAL	14,227	12,958	13,314

TOP FIVE INTERNATIONAL SOURCES

COUNTRY	PERCENTAGE
India	29.3%
Mexico	9.9%
China	7.9%
Japan	5.7%
Peru	5.7%

STUDENT CATEGORIES

	NUMBER	PERCENTAGE
New Students	6,803	51.1%
Continuing	5,745	43.2%
Returning	766	5.8%

STUDENT RETENTION RATE

	2019/20	2020/21	2021/22
Overall	50.8%	48.4%	51.5%
Indigenous	50.2%	45.1%	46.4%
International	58.0%	46.4%	65.6%

ENROLMENT MIX

ACADEMIC CATEGORY	RESIDENCY		STATUS		INDIGENOUS		AGE
	Domestic	International	Full-Time	Part-Time	% Of Total	% Within Area	Median
Arts, Humanities, & Social Sciences	1,291	459	1,189	561	11.7%	5.1%	21
Business & Economics	1,647	1,187	1,909	925	12.1%	3.2%	25
Health Sciences	878	28	829	77	7.2%	6.1%	22
Human Services	280	87	281	86	4.2%	8.7%	26
Indigenous Education	72	0	45	27	8.7%	91.7%	24
Sciences	162	98	183	77	0.9%	2.7%	20
Sport and Exercise	519	70	508	81	3.8%	4.9%	22
Technologies & Engineering	692	195	817	70	2.9%	2.5%	23
Trades Apprenticeships	1,522	0	1,522	0	10.8%	5.4%	26
Trades Foundation	648	3	648	0	8.8%	10.3%	20
Undeclared (University Transfer, etc.)	1,915	215	636	1,494	16.1%	5.8%	21
Upgrading & Preparatory (Access)	1,186	163	127	1,222	12.9%	7.3%	27
TOTALS	10,809	2,505	6939	6033	100.0%	5.7%	23

PROGRAM ENROLMENTS

ACADEMIC CATEGORY	DOMESTIC			INTERNATIONAL			ALL STUDENTS		
	21/22	22/23	% CHANGE	21/22	22/23	% CHANGE	21/22	22/23	% CHANGE
Arts, Humanities, & Social Sciences	1,351	1,291	-4.4%	405	459	13.3%	1,756	1,750	-0.3%
Business & Economics	1,815	1,647	-9.3%	832	1,187	42.7%	2,647	2,834	7.1%
Health Sciences	913	878	-3.7%	19	28	47.4%	932	906	-2.8%
Human Services	331	280	-15.4%	40	87	117.5%	371	367	-1.1%
Indigenous Education	74	72	-2.7%	0	0		74	72	-2.7%
Sciences	178	162	-9.0%	73	98	34.2%	251	260	3.6%
Sport and Exercise	491	519	5.7%	55	70	27.3%	546	589	7.9%
Technologies & Engineering	670	692	3.3%	135	195	44.4%	805	887	10.2%
Trades Apprenticeships	1,458	1,522	4.4%	1	0	-100.0%	1,459	1,522	4.3%
Trades Foundation	627	692	2.9%	0	3	100.0%	627	648	3.3%
Undeclared (University Transfer, etc.)	2,096	1,915	-8.6%	89	215	141.6%	2,185	2,130	-2.5%
Upgrading & Preparatory (Access)	1,212	1,186	-2.1%	93	163	75.3%	1,305	1,349	3.4%
PROGRAM HEADCOUNT TOTALS	11,216	10,809	-3.6%	1,742	2,505	43.8%	12,958	13,314	2.7%

COURSE REGISTRATIONS

ACADEMIC CATEGORY	DOMESTIC			INTERNATIONAL			ALL STUDENTS		
	21/22	22/23	% CHANGE	21/22	22/23	% CHANGE	21/22	22/23	% CHANGE
Arts, Humanities, & Social Sciences	12,799	11,930	-6.8%	2,292	3,122	36.2%	15,091	15,052	-0.3%
Business & Economics	10,416	9,845	-5.5%	5,429	8,052	48.3%	15,845	17,897	13.0%
Health Sciences	8,300	7,614	-8.3%	312	369	18.3%	8,612	7,983	-7.3%
Human Services	1,637	1,631	-0.4%	297	633	113.1%	1,934	2,264	17.1%
Indigenous Education	699	841	20.3%	57	64	12.3%	756	905	19.7%
Sciences	6,411	6,056	-5.5%	1,024	1,255	22.6%	7,435	7,311	-1.7%
Sport and Exercise	2,724	2,806	3.0%	181	269	48.6%	2,905	3,075	5.9%
Technologies & Engineering	4,465	4,940	10.6%	1,045	1,547	48.0%	5,510	6,487	17.7%
Trades Apprenticeships	1,628	1,755	7.8%	1	0	-100.0%	1,629	1,755	7.7%
Trades Foundation	1,641	1,521	-7.3%	0	5	100.0%	1,641	1,526	-7.0%
Upgrading & Preparatory	1,177	1,098	-6.7%	311	515	65.6%	1,488	1,613	8.4%
Experiential (Co-op and Internships)	282	220	-22.0%	38	56	47.4%	320	276	-13.8%
Other (courses related to learning skills, etc.)	599	604	0.8%	234	368	57.3%	833	972	16.7%
COURSE REGISTRATIONS TOTALS	52,778	50,861	-3.6%	11,221	16,255	44.9%	63,999	67,116	4.9%

FULL-TIME EQUIVALENT (FTE)

Unlike Headcount, Full-Time Equivalent (FTE) numbers represent the amount of activity a student would take in an academic year. For example, a student taking a 100% full-time course load in one year (typically 10 courses / 30 credits over two terms) would be 1.0 FTE. A student taking a 60% course load (typically 6 courses / 18 credits over two terms) in one year would be counted as 0.6 FTE. Headcount reflects the number of learners served by the Camosun College community, while FTE represents the amount of activity attempted by those learners.

	FY 2021/22	FY 2022/23	% Change
Total Student FTE*	8,696.4	8,861.8	1.9%

PEER COMPARISON – DOMESTIC FTE

Institution	2018/19	2019/20	2020/21	2021/22	2022/23	CHANGE
Camosun College	8,553.5	8,384.0	7,752.4	7,543.5	7,314.4	-3.0%
Coast Mountain College	1,059.3	882.5	607.5	692.0	716.9	3.6%
College of New Caledonia	2,597.1	2,595.3	2,180.9	2,397.3	2,351.2	-1.9%
College of the Rockies	2,021.7	1,979.2	1,924.2	2,155.9	2,123.8	-1.5%
Douglas College	8,054.2	8,199.3	8,146.1	8,064.4	7,841.6	-2.8%
Langara College	6,543.6	6,670.8	6,558.1	6,519.8	5,949.9	-8.7%
North Island College	2,233.9	2,114.4	2,069.2	2,302.0	2,261.1	-1.8%
Northern Lights College	1,084.6	1,134.1	1,011.5	1,032.4	1,012.2	-2.0%
Okanagan College	7,952.1	7,615.0	6,796.0	7,200.9	6,868.9	-4.6%
Selkirk College	1,906.5	1,906.7	1,694.6	1,748.1	1,609.6	-7.9%
Vancouver Community College	5,415.8	5,333.5	4,506.2	4,664.4	4,583.2	-1.7%
					Colleges:	-3.8%

PEER COMPARISON – TOTAL FTE*

Institution	2018/19	2019/20	2020/21	2021/22	2022/23	CHANGE
Camosun College	10,272.4	10,090.4	8,989.2	8,696.4	8,861.8	1.9%
Coast Mountain College	1,302.6	1,212.9	897.8	1,004.3	1,122.1	11.7%
College of New Caledonia	3,824.3	4,101.6	3,475.1	3,223.5	3,307.1	2.6%
College of the Rockies	2,405.4	2,362.6	2,165.9	2,315.8	2,340.7	1.1%
Douglas College	11,485.5	11,880.5	11,281.7	11,234.8	11,343.9	1.0%
Langara College	11,164.9	11,399.0	10,534.2	10,646.4	10,706.7	0.6%
North Island College	2,739.5	2,594.9	2,384.0	2,582.0	2,670.4	3.4%
Northern Lights College	1,594.4	1,650.8	1,475.7	1,514.5	1,603.3	5.9%
Okanagan College	9,229.9	9,081.9	8,009.9	8,250.1	8,218.4	-0.4%
Selkirk College	2,678.9	2,717.8	2,319.0	2,330.4	2,207.0	-5.3%
Vancouver Community College	6,583.7	6,814.8	6,072.5	6,524.2	7,169.6	9.9%
					Colleges:	2.1%

* Total Student FTE includes ministry-funded programming, SkilledTradesBC training, and international students.



BRIEFING NOTE
Board of Governors

SUBMITTED BY: Jen Stone, Exec. Dir., Strategy, Planning and Transformation
DATE: November 6, 2023
TOPIC: Mentimeter Results

For Information:

For Decision:

For Discussion: X

1. OVERVIEW

The Board of Governors conducted a Mentimeter survey at the September 7, 2023, Orientation. The survey asked two questions; then the replies were ranked by vote.

- What do you want to learn more about as a Board member?
- What do you want to achieve this year as a Board member?

The Board Executive met on October 23 to review the results. They are considering options on the next steps to take on the top four results and themes.

The themes identified by the Executive Board are (paraphrased):

1. Developing further understanding about departments and their interconnections and relationships.
2. Developing further understanding of Strategic Enrolment Management, both domestic and international strategies.
3. Establishing a board with equipped with key skills and good practices

A standing line may be added to the Board agenda under New Business called 'Learning About Camosun.' It will cover the requests for information to learn about specific areas. Examples are the relationship with PISE, Camosun Innovates / capstone, Registrar's Office / recruitment / international etc. As an example, one month, the topic could focus on learning about PISE and its history.

Further clarification is needed on one of the top-voted suggestions, "relationships between college departments/initiatives." The college executive is seeking guidance on specific topics the Board is keen to explore.

3. SUPPORTING DOCUMENTATION:

Mentimeter Report from Board Orientation September 7, 2023

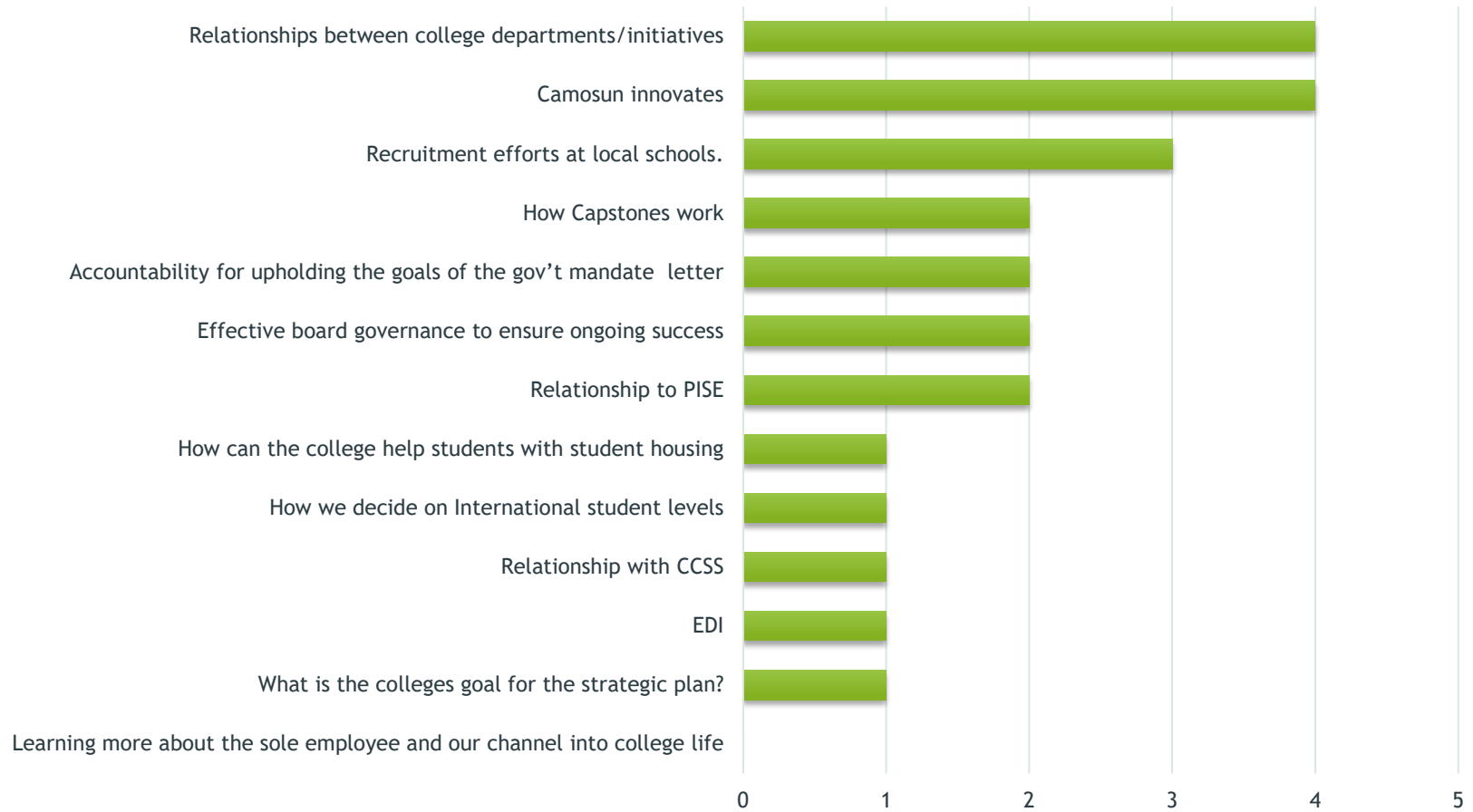
Camosun College Board of Governors Orientation

Mentimeter Engagement Results

For Discussion on October 23rd Board Executive Committee Meeting

Question 1

What do you want to learn more about as a Board member?



Question 2

