CAMOSUN COLLEGE

BOARD OF GOVERNORS

R E G U L A R   M E E T I N G   A G E N D A

MEETING:	**Monday, March 4, 2024**
TIME:	**5:00 pm**
LOCATION:	**Paul 216, Lansdowne Campus**
ONLINE:	**Teams**

BOARD MEMBERS:
Tanya Clarmont, Chair
Bijan Ahmadi
Monty Bryant, Past Chair
Jeremy Burgess
Joanne Cumberland
Shane Hartman
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
John D'Agnolo, Exec. Dir., Human Resources
Deborah Huelscher, VP Administration & CFO
Jody Kitts, Director, Advancement and Alumni Engagement
Rodney Porter, Exec. Dir., Communications & Marketing
Jen Stone, Exec. Dir., Strategy, Planning & Transformation
Richard Stride, Acting VP Enrolment & Community Engagement

GUESTS:
Ian Humphries, Acting Dean, School of Business & CSEE
Tehmina Khwaja, Director, Equity, Diversity, and Inclusion
Ted Pennell, CIO

EXECUTIVE ASSISTANT: Heather Martin

REGRETS: nil

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Lək̓ʷəŋən (Songhees and Kosapsum) and WSÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

		I, A, D		**Page**
I.	**CALL TO ORDER**			
II.	**OATH OF OFFICE**			
	1. Shane Hartman			
III.	**INTRODUCTION**			
	1. Tehmina Khwaja, Director, Equity, Diversity, and Inclusion			
IV.	**APPROVAL OF THE AGENDA**			
V.	**BOARD MEMBER REPORTS**			
	1. Chair's Report [5 min] (Tanya Clarmont)	I	no attachment	
	2. President's Report [5 min] (Lane Trotter)	I	attachment	4
	3. Foundation [5 min] (Jody Kitts/Joanne Cumberland/Richard Stride)	I	no attachment	
	4. Education Council [5 min] (Bijan Ahmadi/Monty Bryant)	I		
	i) Minutes of the December 13, 2023, meeting		attachment	5
	5. Pacific Institute for Sport Education [5 min] (Brenda McBain)	I	no attachment	

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VI.	**BOARD COMMITTEE REPORTS**			
	1. Cybersecurity Sub-Committee [10 min] (Lindsay Kearns)			
	i) Report from the February 26, 2024, meeting	**I**	no attachment	
	2. Executive Committee [5 min] (Tanya Clarmont)	**I**	no attachment	
	i) 0-1.6 Web Properties Management Policy [5 min](Rodney Porter, Ted Pennell)	**D**	attachment	9
	ii) Immigration, Refugees, and Citizenship Canada (IRCC) Cap on International Students Update [5 min] (Lane Trotter)	**I**	no attachment	
VII.	**APPROVAL OF THE MINUTES**			
	Minutes of the February 5, 2024, meeting [2 min] (Tanya Clarmont)	**A**	attachment	17
VIII.	**NEW BUSINESS**			
	1. Truth & Reconciliation Response Update [20 min] (Ian Humphries)	**I**	attachment	22
IX.	**ADJOURNMENT**		no attachment	

I	Information	
A	Advice	
D	Requires a decision. See Page 3 for the proposed motion.	3

CAMOSUN COLLEGE

BOARD OF GOVERNORS
Regular Meeting

MOTION

Monday, March 4, 2024

VI   **BOARD COMMITTEE REPORTS**

2. **Executive Committee**

i.   **0-1.6 Web Properties Management Policy**

MOTION
THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE NEW '0-1.6 WEB PROPERTIES MANAGEMENT' POLICY AND RESCIND '0-1.6 WEB MANAGEMENT' POLICY, WHICH IT REPLACES, IN ORDER TO ESTABLISH CONSISTENT STANDARDS OF QUALITY, MANAGEMENT CONDITIONS AND CONDITIONS OF USE FOR THE COLLEGE WEBSITE AND OTHER RELATED WEB AND DIGITAL PROPERTIES.

Board of Governors

SUBMITTED BY: **Lane Trotter, President**
DATE: **February 23, 2024**
TOPIC: **President's Report: February 6 – March 4, 2024**

Note: A verbal report will be provided for events from February 23 through March 4, due to the publishing timeline of the Board meeting package.

1. **Meetings with Internal Community**

On February 20th I met with CUPE 2081 President Shane Johnson and Labour Relations Officer Erynne Grant as part of my ongoing conversations with each of the college's unions.

2. **Special Events**

On February 20th I participated in the New Employee Welcome event in the Wilna Thomas building.

Camosun is hosting the Men's National Volleyball Championships from March 6th through 9th. There is a banquet taking place on March 6th at the same time as the ceremony for the Board of Governors Award for Innovative Partnerships presentation to Josai International University. The college will be represented at the Volleyball banquet by Ian Humphries, Acting Dean of the School of Business and the Centre for Sports Education and Excellence and John D'Agnolo, Executive Director of Human Resources.

APPROVED Minutes

REGULAR MEETING
Wednesday, Dec 13, 2023
4:00 - 6:00 pm
P216, LACC 321, MS Teams

Present

Voting Members

1. Alexis Martfeld, Faculty
2. Andrea Kucherawy, Support Staff (Vice-Chair)
3. Bijan Ahmadi, Faculty (Chair)
4. Blair Fisher, Faculty
5. Derek Murray, Faculty
6. Edgar Nelson, Faculty
7. Isabel Grondin, Faculty
8. Ivy Bell, Student
9. John Boraas, Administration
10. Lois Fernyhough, Faculty
11. Mark Fournier, Faculty
12. Nicholas Read, Faculty
13. Ryan Russell, Faculty
14. Tia Primrose, Support Staff

Non-Voting Members

Heather Del Villano, Interim ICC Chair

Peter Moroney, Education Policy & Planning

Todd Ormiston, Indigenization Coordinator

Guests:

Rob Thompson, Ombudsperson; Rashed Al-Haque, Associate Director of Policy Development and Planning; Richard Doucet, Eyēʔ Sqâ'lewen; Erin Howard, Director, Learning Services; Mavis Smith, Deidre Murphy, Education Developers, CETL

Regrets/Absent: Lane Trotter, Monty Bryant, Debbie Hlady, Scott Harris, Richard Stride, Navreet Singh Sidhu, Ritika

ITEM		PRESENTER
A.	**CALL TO ORDER AND DECLARATION OF QUORUM**	**Bijan Ahmadi**
	The regular meeting was called to order at 4:04 pm. Quorum was reached.	
B.	**ACKNOWLEDGEMENT OF COAST SALISH TERRITORY**	**Bijan Ahmadi**
	Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html>	

ITEM	PRESENTER

C.   **CHECK-IN** — **Bijan Ahmadi**

Bijan welcomed the Council and guests to the meeting and thanked those who were able to attend the Holiday Social prior to. He provided members an opportunity to share any School, unit, or personal updates that they had.

D.   **ACCEPTANCE OF AGENDA** — **Bijan Ahmadi**

The agenda for Dec 13, 2023 was approved by unanimous consent.

E.   **MINUTES FOR APPROVAL** — **Bijan Ahmadi**

The minutes for the Nov 15, 2023 meeting were approved by unanimous consent.

F.   **REPORTS**

1.   **Education Council Chair** — **Bijan Ahmadi**

Bijan thanked Heather del Villano for her work as Interim Chair of ICC and announced that she and Steven Rumpel have recently been appointed as administrative members of EdCo. They are replacing Debbie Hlady and Richard Stride, who are leaving Council.

2.   **Provost and VP Education and Innovation** — **John Boraas**

John acknowledged the work that the Council members are doing at this time of the year as the term comes to an end. He thanked everyone for the work they do for the students and for the community we serve, and he wished everyone a good holiday break.

3.   **Board Member** — **Todd Ormiston**

In lieu of both Monty and Lane who couldn't attend, Bijan had Todd Ormiston share information that he presented at the last Board meeting.

Todd informed Council about the upcoming S'TEṈISTOLW̱ Indigenous education conference from August 20-23, 2024. He spoke about the Keynote speakers and various activities, and indicated that registration is now open. He also acknowledged the work that Ian Humphries is doing with the Indigenization task force, where 23 Calls to Action that the College is participating in and has now been incorporated into the Indigenization Action Plan.

G.   **COMMITTEE REPORTS**

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

Pete reported that the committee met on December 1. There was a non-agenda item brought forward by Scott Harris, which is to do with the general readability of policy documents. It was suggested that these be reviewed with discussion of various models on how to make them more accessible to various levels of readers. Pete consulted with the Multilingual Support Services and they have provided some suggestions.

ITEM	PRESENTER

Pete indicated that an issue has arisen with the Academic Progress Policy related to the change in the Withdrawal Policy. There are some cases where issues arise in student performance on a practicum and before the issues can be addressed, the student withdraws from the practicum and then re-enrolls in the next course before the issues can be properly dealt with. The policy is being reviewed for potential solutions to deal with these situations; this may involve a change to the policy.

Pete reported that the Academic Concessions Policy was sent for legal review, and an issue came back around leaving an option for an appeal process in it. This is tied to an issue of human rights. This is to ensure in cases where there might be an issue of human rights, that there would be some senior oversight at the college for those cases. Human rights in this area are very tricky, especially around family status and how that is interpreted as there are no guidelines in BC. This will undergo another consultation with legal, along with the new Director of Equity, Diversity, and Inclusion.

On behalf of Scott Harris, Pete provided an overview and answered questions regarding the Adjusting English Language Proficiency Scores for Admissions Procedure document. This document provided to Council for their information, in follow up to the removal of English Language Proficiency Test Scores from the Admissions Policy. With this now being a procedural document, it is open to revisions as needed.

H. INTEGRATED CURRICULUM COMMITTEE REPORT	**Heather Del Villano**

Curriculum for Presentation and Approval   **Stephen Scott**

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

BUSINESS: MANAGEMENT & HR LEADERSHIP
Post Degree Diploma – Socially Responsible Management

Motion:
That Education Council approves the curriculum as submitted:

Moved by: Nicholas Read
Seconded by: Isabel Grondin
Motion Carried

Regular Curriculum for Approval

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

BUSINESS: APPLIED BUSINESS TECHNOLOGIES
Office Administrative Professional Certificate
Medical Office Administration Certificate
MOA 150

ITEM	PRESENTER

MOA 182
MOA 180

ACCESS: ACADEMIC & CAREER FOUNDATIONS
ENGL 057
ENGL 058

ARTS & SCIENCE: HUMANITIES
JAPN 100
JAPN 101
JAPN 200
JAPN 201

ARTS & SCIENCE: CRIMINAL JUSTICE
CRIM 154
CRIM 188

Motion:
That Education Council approves changes to the curriculum as submitted:

Moved by: Isabel Grondin

Seconded by: Mark Fournier

Motion Carried

I.	**Presentation and Discussion**	
	Principles and Standards Document Update - Leading Practices in Curriculum 2012	**Mavis Smith** **Deidre Murphy** **Erin Howard**
	Mavis and Deidre provided the framework for the revisions and responded to questions from the Council. Council supports CETL to proceed with the work needed for updates to this document.	
J.	**ADJOURNMENT**	**Bijan Ahmadi**
	The meeting adjourned at 6:00 pm.	

CAMOSUN
C O L L E G E

BRIEFING NOTE
Board of Governors

SUBMITTED BY:	**Rodney Porter, Executive Director, Communications and Marketing, and Ted Pennell, Chief Information Officer**
DATE:	**March 4, 2024**
TOPIC:	**0-1.6 Web Properties Management Policy**

For Information: For Decision: ✓   For Advice:

1. OVERVIEW

The intent of the Web Properties Management Policy is to establish consistent standards of quality, management conditions and conditions of use for the Camosun College website and other related web and digital properties.

The Web Properties Management Policy replaces the Web Management Policy, 2005. The previous policy was dated given the proliferation of web and digital properties e.g. camosun.ca, educationthatworks.ca, Academic Calendar, mycamosun.ca, D2L, intranet and social media.

Following the launch of a new website in April 2021, the Web Governance Committee was struck and one item was to update the policy. The committee recognized the need for a web audit as there was no unified or clear vision on camosun.ca.

Following an RFPQ and RFP process, a vendor was selected. An extensive audit was performed between September and November 2023 that included external and internal consultations. The number one web audit recommendation is the need for better functional governance and operations.

The result is the implementation of a policy board approach to web governance using three levels of governance that reaffirms the vision and purpose of camosun.ca with a policy that is nimble, flexible and light.

2. FINANCIAL IMPLICATIONS

There are no direct financial implications resulting from the new policy.

3. COMMUNICATIONS

Public consultation has been undertaken as part of the development of the new policy.

4. RECOMMENDATION AND OR MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE NEW '0-1.6 WEB PROPERTIES MANAGEMENT' POLICY, AND RESCIND '0-1.6 WEB MANAGEMENT' POLICY, WHICH IT REPLACES, IN ORDER TO ESTABLISH CONSISTENT STANDARDS OF QUALITY, MANAGEMENT CONDITIONS AND CONDITIONS OF USE FOR THE COLLEGE WEBSITE AND OTHER RELATED WEB AND DIGITAL PROPERTIES.

5.   SUPPORTING DOCUMENTATION:

0-1.6 Web Properties Management Policy (new)

0-1.6 Web Management Policy (to be rescinded)

The new policy was developed with input and support from Policy Development and Planning.

CET approval – Nov. 17, 2023

SLC discussion – Nov. 22, 2023

Online public consultation – Nov. 25 to Dec. 12, 2023 (CamNews Nov. 28 and Dec. 5)

Legal review – Dec. 7, 2023

CAMOSUN POLICY
COLLEGE

POLICY TITLE	Web Properties Management
POLICY NUMBER	O-1.6
POLICY TYPE	Governance
APPROVAL DATE	XX 2024
APPROVAL BODY	Board of Governors
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	2024
NEXT REVIEW DATE	2029
HOLDER	President
RESPONSIBLE OPERATIONAL LEADERS	Chief Information Officer, Executive Director Communications and Marketing
SUPPORTING DOCUMENTS	Brand and logo guidelines Social media guide Style guide Website Responsibility Matrix Media guide Drupal intro training Publishing guide

WEB PROPERTIES MANAGEMENT

PURPOSE

The Web Properties Management policy recognizes that in addition to the college website there are related unique web properties that require consistent standards of quality, management controls, and conditions of use.

POLICY APPLICATION AND SCOPE

This policy applies to all members of the college community or any person(s) engaged in activities that connect to the college's website and related web properties in any capacity.

DEFINITIONS

Web Properties: the various digital assets or entities that Camosun College owns or maintains on the internet. These properties can include websites, social media profiles, e-commerce stores, blogs, forums and any other online platforms or channels where content is created, shared, or interacted with. A list of current web properties is maintained on the Web Governance Group site.

CAMOSUN POLICY
COLLEGE

PRINCIPLES

1. **Audience**: The Camosun College website is the primary online platform for the recruitment of prospective students and connecting current students to information, services and activities in a way that is device independent. The website also serves secondary and tertiary audiences, including but not limited to alumni, community members, and current and prospective employees.
2. **Strategic Plan Alignment:** A high-quality web presence that supports the college's Vision, Mission and Values, its commitment to Indigenization, in addition to maintaining a positive reputation of the college.
3. **Clear, Consistent and User Friendly:** Have clear, easy-to-understand content throughout the site that is written in a consistent manner following the Style Guide, Media Guide and Brand and Logo Guidelines. Web properties should have clear navigation pathways, plain naming conventions, and an effective search feature.
4. **Current and Up-to-Date:** All web editors within schools and departments have a core responsibility to uphold the integrity and quality of web content as outlined in the Website Responsibility Matrix.
5. **Accessible:** Technology should not be a barrier to information and communication. The college website and other web properties will support accessibility by conforming to level AA of the current Web Content Accessibility Guidelines (WCAG) standards to the greatest extent possible.
6. **Mobile Friendly:** Content on the college web properties should be mobile friendly, convenient, clear and use a responsive design approach.

RESPONSIBILITIES RELATED TO WEB PROPERTIES MANAGEMENT

1. Web Governance Group
The Web Governance Group is responsible for the executive oversight and channel champions of all the college's web properties including camosun.ca.

2. Web Management and Operations Steering Committee
The Web Management and Operations Steering Committee is an advisory committee with senior representatives from across the college.

The role of this committee will include
   i.   General oversight of the Camosun College web properties and web policy;
   ii. The establishment of standards and protocols to guide website activity;
   iii. Determine timelines for web refreshes and redevelopment;
   iv. Establish sub-committees and working groups to advise on web trends and support the maintenance of the college website, templates and web properties.
   v.   Approve or disapprove requests.

3. Operations and Delivery Group
Core delivery group that is responsible for the day to day operations and delivery of the web channel operations.

C A M O S U N POLICY
COLLEGE

RELATED LEGISLATED REFERENCES

- Accessible BC Act

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

- E-3.4 Copyright
- G-2.3 Corporate Relations
- O.6.2 Record Management
- O-1.2 Systems and Networks Administration
- O-5.11 Standards of Conduct
- O-6.1 Protection of Privacy Policy

Policy:	O-1.6
Approved By:	College Executive Team
Approval Date:	December 14, 2005
Amendment Date:	
Policy Holder:	VP Administration

WEB MANAGEMENT

Purpose / Rationale

The Camosun College web site is a vital face to our public and a major gateway to Camosun's programs, services, people and events. Acknowledging the College's web site's prominent and interactive role in promotion of the College, communications and service delivery, and the teaching and learning process, the College recognizes the need for a high quality web site that effectively serves the needs of all our communities.

The purpose of this policy is to manage and guide activities associated with the website and to determine its strategic direction, standards of quality, management controls, and conditions for use.

Scope / Limits

This policy applies to all members of the College community or any person(s) engaged in web activities that connect to the College's website in any capacity.

Principles

1. The College is committed to establishing a high quality web site. All web pages hosted by the College's website will support the College's mission and values; the positive reputation and image of the College; the teaching and learning environment; communication; interactivity; and the effective provision of services.

2. All web pages linked from the Camosun College Website are linked by permission of the College and may be removed at any time.

3. The College reserves the right to establish, monitor, and require compliance with appropriate standards and controls for all web pages located on, hosted by, or linked to the College's website.

4. No websites may be used for personal gain or non-Camosun business/commercial purposes. (See link to the *Standards of Conduct* policy below.)

5. All individuals publishing, using, or linking to the College's website are responsible for adhering with this policy and any standards established related to the websites.

6. Web pages are deemed official records whenever the web version is announced as the official version (See link to the *Record Retention Policy* below.)

7. The College will establish responsibilities for the oversight of the web. (See Section B below.)

A. DEFINITIONS

Web Site

A collection of interlinked web pages, including a home page.

Web Page

The electronic equivalent of a printed publication. Any single page of information within a web site displayed with a web browser and related web technologies.

Hosted Websites

Any web page or web site established by the College for the purpose of conducting College business.

Linked Websites

Any web page or web site that is linked to the College website.

B. RESPONSIBILITIES

Web management responsibilities will be appropriately allocated to the Web Governance Committee, College & Community Relations, Student Services, Information and Technology Services, Distributed Education, and to the individual(s) publishing on or using the College's web site.

1. Web Governance Committee

The Web Governance Committee is responsible for general oversight of the Camosun College website. This body is established by and responsible to Senior Management for implementation of this policy.

a) The Committee is composed of senior representatives of College & Community Relations, Student Services, Information and Technology Services, a senior representative for the Schools, a representative of Distance Education, and others as appropriate.

b) The role of this committee will include

i. general oversight of the Camosun College Website and the web policy; and

ii. the establishment of standards and protocols to guide website activity and providing these to senior management.

2. College and Community Relations

College and Community Relations is responsible for overseeing the design, look and marketing aspects, as well as the general content of the website, and ensuring that it appropriately represents the public face of Camosun College.

3. Student Services

Student Services is responsible for the accuracy of content of approved curriculum and programs.

4. **Information and Technology Services**

   Information and Technology Services is responsible for the provision and maintenance of appropriate technology platforms, the development and maintenance of suitable web page technology and design guidelines (eg., templates) and consultation with all other roles that will lead to effective use of current platforms.

5. **Distributed Education**

   Distributed Education is responsible for the provision and support of faculty websites, the development of faculty course templates, and researching, piloting, and supporting appropriate online learning applications.

6. **The Individual**

   All individuals publishing or using the Camosun College Web site are responsible for

   a) adhering to the Camosun College Web policy;

   b) ensuring that publications meet the standards and protocols established by the Web Governance Committee;

   c) complying with copyright regulations, all local, provincial, and federal laws, licensing and software agreements; and

   d) seeking advice from the Web Governance Committee when clarification is required.

C. LINKS TO RELATED POLICIES

G-2.3 Corporate Relations

E-3.4 Copyright

O-1.2 Systems and Network Administration

O-5.11 Standards of Conduct

O-6.1 Freedom of Information and Protection of Privacy

O-6.2 Record Retention

CAMOSUN COLLEGE

BOARD OF GOVERNORS

R E G U L A R   M E E T I N G   M I N U T E S

MEETING:	**Monday, February 5, 2024**
TIME:	**5:00 pm**
LOCATION:	**LACC 321, Interurban Campus**
ONLINE:	**Teams**

BOARD MEMBERS:
Tanya Clarmont, Chair
Bijan Ahmadi
Jeremy Burgess
Joanne Cumberland
Logan Hudson
Lindsay Kearns
Brenda McBain
Jagjeet Singh
Lane Trotter, President
Al van Akker

REGRETS: Monty Bryant
Shane Hartman
Ruth Mojeed Ramirez
Mike Stubbing

ADMINISTRATION:
John Boraas, Provost & VP Education & Innovation
John D'Agnolo, Exec. Dir., Human Resources
Deborah Huelscher, VP Administration & CFO
Jody Kitts, Dir., Advancement & Alumni Engagement
Rodney Porter, Exec. Dir., Communications & Marketing
Jen Stone, Exec. Dir., Strategy, Planning & Transformation
Richard Stride, Acting VP Enrolment & Community
  Engagement

GUEST: Rashed Al-Haque, Assoc. Dir., Policy Development &
Planning

EXECUTIVE ASSISTANT: Heather Martin

I   CALL TO ORDER

Tanya Clarmont, Chair, called the meeting to order at 5:00 pm.

II   APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III   OATH OF OFFICE

1. Jeremy Burgess

IV   BOARD MEMBER REPORTS

1.   Chair's Report

Tanya Clarmont, Chair, noted all the regular Board meetings are open to the public. Today we welcomed these guests on Teams: Sandra Bannikoff, Arts & Science; Michel Turcotte, CCSS; and Lynelle Yutani, CCFA. Lane Trotter and Tanya met several times for planning and updates. The Board members were invited by the Victoria Chapter of the Chartered Professional Accountants

(CPA) BC to attend the annual Lunar New Year dinner and auction which supports the CPA Award in Accounting at Camosun College. Thank you to Lindsay Kearns and Mike Stubbing for representing the Board. The Board of Governors' 'Award for Innovative College Partnerships – 2024' is coming up soon on March 6. The recipient is Josai International University.

2. President's Report

Lane Trotter, President, attended the 75th Indian Republic Day event in Vancouver on January 26. On January 29 he attended an on-line meeting with the Ministry and the PSI Presidents and Sector Associations regarding the IRCC cap on international student visas. On January 31 Lane was interviewed by Al Ferraby of CFAX radio regarding the IRCC cap. On January 31 he joined Kevin Hall, President of UVic and Bruce Williams, President of the Victoria Chamber of Commerce, for a Chamber Vodcast on co-op opportunities at Camosun and UVic. Lane was delighted to be joined by two former co-op students, one from Camosun and one from UVic, for the discussion. On February 5 he met with the Presidents of the CCFA, CUPE 2081, BCGEU, and the Camosun College Student Society to give them an update on the IRCC cap. On February 5, Lane attended a meeting hosted by the Victoria Chamber of Commerce with Consul General Jim de Hart. Other attendees were local business and community leaders.

Selena Robinson left the position of Minister of Post-Secondary Education and Future Skills and will be replaced by an Interim Minister, Brenda Bailey, who is currently Minister of Jobs, Economic Development, and Innovation.

3. Foundation

Jody Kitts, Director, Advancement & Alumni Engagement, reported the Foundation finished its fiscal year on December 31, 2023. Advancement brought in just under $3.1 million. 30% went into the endowment, while 70% is for annual programs and awards. It will be disbursed to the college during 2024. The Foundation now has four active committees that are meeting regularly. Jeety Bhalla, Chair, and Jody met with a prospective new board member last week and will be meeting with another next week. The strategy is to ensure diversity on the board, and succession planning for various skills and experience.

4. Education Council

Bijan Ahmadi, Education Council Chair, noted the minutes from the November 15, 2023, meeting were included in the agenda package. Bijan went over the highlights of the December 13, 2023, meeting, which included curriculum approval. The Bachelor for Social Responsibility is currently with DQAB for review. Heather del Villano is the Interim Chair of the Integrated Curriculum Committee. The Centre for Excellence in Teaching and Learning (CETL) provided an overview on leading practices in curriculum. The January 17 meeting was cancelled due to the weather.

5. Pacific Institute for Sport Education (PISE)

Brenda McBain, PISE Board of Directors, noted they met on December 14, 2023. They received a Strategic update. The budget will be approved at the February meeting. It is expected that they will end the year with a small surplus which will be used to make replacement purchases. Victoria's Vital Signs has a photo of the PISE youth program on its cover. There have been ongoing discussions between Camosun College and PISE on how the space will be used when Pacific Sport moves to UVIC. There may be space for Camosun teaching labs on the second floor. No capital expansion will be needed in the near future.

V   BOARD COMMITTEE REPORTS

1. Executive Committee

Tanya Clarmont, Chair, Executive Committee, noted they met on January 29 for an update on the Immigration, Refugees and Citizenship Canada (IRCC) cap on international students. The committee looked at Lane Trotter's review of his goals for 2023 and his goals for 2024.

i) President's Goals: Review of 2023

Lane Trotter provided a review of the outcomes of his goals from 2023. The goals were presented with a heat map to show 'achieved', 'ongoing', 'partially achieved', and 'not achieved'. The 2023-2028 Strategic Plan finished its first year. The Strategic Plan metrics and measurements were established and will be used for the next five years. Strategic Enrolment Management and Signature Student Learning Experience are moving forward. Camosun Innovates was recognised when Camosun made the list of the top 50 research colleges in the country. We are continuing work on Phase Two of the Truth and Reconciliation response. A Director was hired for EDI, and we are moving forward on PLAR depending on resources. A deficit of $7.3M was turned around, and a small surplus was achieved by year-end. The Westshore campus was delayed until September 2025, but the work continues with Royal Roads and UVIC. We are working with a consultant on opportunities for the film studio.

MOTION
THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE UPDATE ON THE PRESIDENT'S GOALS FOR 2023.
CARRIED

ii) President's Goals: Goals for 2024

Lane Trotter provided his goals for the coming year. Some of the goals are continuations from the previous as they are ongoing. The Strategic Plan items include SEM and the Signature Student Learning Experience. Lane will add PLAR to SEM under "continuing to enhance domestic recruitment". Under Truth & Reconciliation, Lane will add "Including but not limited to" the line "Continue building relationships with." EDI, Sustainability, Community Relationships, and Succession Planning are the remaining priorities.

MOTION
THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE PRESIDENT'S GOALS FOR 2024 AS AMENDED.
CARRIED

2. Finance Committee
  i)   The minutes from the October 30, 2023, meeting were included in the agenda package.
  ii) Tanya Clarmont gave a report on the January 29, 2024, Finance Committee meeting on behalf of Mike Stubbing. The Finance Committee met on January 29. The first three quarters of the year saw a positive balance of $3.285M against a budgeted deficit of ($5.213M) resulting in a positive variance of $8.498M on December 31. Domestic enrolment has declined slightly. There are only three months remaining, so if we stay on track, the forecast to March 31, 2024, is a surplus of $3.312M. The Committee

Camosun College Board of Governors
Regular Meeting Minutes   February 5, 2024

received an update on the Immigration, Refugees and Citizenship Canada (IRCC) cap on international students.

a.   Immigration, Refugees, and Citizenship Canada (IRCC) Update
Lane Trotter noted that on January 22, 2024, the Federal government announced that effective as at that date, they would be changing the Canada Study visa program and that all new admissions would be stopped until March 31, 2024, when a new cap would come into effect.

As of this point in time this is what we know:
- A two-year cap has been placed on international student admissions, which could see a 35% reduction of new study visas this (2024) year.
- This applies to <u>new</u> students not <u>existing</u> students who are already in Canada.
- The cap is set to the number of approved visas already in place for 2022 which is approximately 364,000.
- We had 48 students approved prior.
- Each province has different levels of international students.
- The cap will mean some provinces can increase the number they have, others such as Ontario, BC, NS and NB will have to reduce their intake.
- The cap will be allocated by province proportionate to population, so BC's share would be about 50K.
- At this point, the allocation of the 50K to each post-secondary institution is unknown including what is Camosun's allocation. This is for the calendar year 2024.
- Work permits will <u>only</u> be available for the spouses of students enrolled in graduate programs, as well as professional programs such as medicine and law.
- There will be an increase in the amount of money foreign students must show they have access to in order to receive a visa. This year visas will only be issued to students who can show they have $20,000, up from $10,000 in the previous year.
- Moving forward post March 31, 2024, each province must have implemented an attestation process for every single student by institution.
- All new international students coming to Canada must have this letter of attestation from the province related specifically to the institution they intend to attend as part of their application for a visa or it will not be processed. This is similar to what Quebec already does.
- We hope to know how many seats go to Camosun in the next few weeks but do not know a date yet.
- Our Ministry is actively working with the Federal Government on this to resolve the many unknowns and is working with the 25 public PSIs.
- The College is doing scenario planning to look at the potential impact this will have on our financial sustainability. CET is working on the planning.
- There are upcoming meetings set up with our stakeholders to advise them on the federal government decision.
- As more information becomes available the Board and all stakeholders will be informed.

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VI   APPROVAL OF THE MINUTES

The minutes of the December 4, 2023, meeting were approved as distributed.

VII   NEW BUSINESS

1.   Strategic Plan Update Report 2024

Jen Stone, Executive Director, Strategy, Planning and Transformation, provided an overview of the Year One, 2023, update on the Strategic Plan. In October we developed a tool to gather and collect the progress measures from across the college. There are seventy progress measures which include data-based measures with focus on tracking numbers and percentages, as well as projects and action-based measures. The template can be used for the next five years. Since December we compiled and streamlined the information received to create the final report. The Board will receive an update report on the Strategic Plan every February. Jen Stone acknowledged all the people from across the college who worked so hard on the Year One report: Deans, Directors, subject matter experts, schools, divisions, and departments.

Rashed Al-Haque, Associate Director, Policy Development and Planning, noted the goal was to create a baseline in year one to establish where we are. We will continue to collect evidence over the next five years. Gold, green, and red circles on the goals indicate whether it is 'on track', 'completed', or 'not started yet'.

Rashed and Jen reviewed the highlights from the six paddles as they appear in the update report: Strengthening the Camosun Advantage; ÍY, ĆÁNEUEL OL: Doing Good Work Together; Responding to Community Needs; Rising to the Challenges of Climate Change; Honouring Indigenous Resurgence; and Advancing Social Justice, Equity, Diversity, and Inclusion.

MOTION
THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ACCEPT THE STRATEGIC PLAN UPDATE REPORT 2024.
CARRIED

VIII   ADJOURNMENT

The meeting was adjourned at 6:58 pm.

_____   _____
Tanya Clarmont, Chair   **Date**

_____
Heather Martin, Executive Assistant

BOARD OF GOVERNORS
BRIEFING NOTE

IAN HUMPHRIES, ACTING DEAN, SCHOOL OF BUSINESS AND CSEE
FEBRUARY 21, 2024

Camosun College's Phase 2 response plan to the TRC Calls to Action builds on our Phase 1 response, which was reported out on in June 2021.

Phase 2 has **23 Actions.** We hope to complete all 23 by the end of the 2024-25 Fiscal Year.

1. Collaborate in the development of and intersections with the following plans.
   -Strategic Plan
   -Indigenization Action Plan
   -Indigenization & Reconciliation Project Plan
   -Education Plan
   [Foundation Complete]

2. Implement three hiring process actions and support them through the development of a Recruitment & Selection toolkit for workplace leaders, which may include sample questions, presentation topics for interviews, and criteria for evaluating responses. [Ongoing]

   i. Add the following qualifications language to the qualifications for all EXEMPT job descriptions.
   "Preference will be given to candidates who demonstrate an understanding of the TRC's 94 Calls to Action and UNDRIP as they inform change in the Post Secondary sector, and in this role in particular.".

   ii. Ensure applicants for Preferential and Limited Hires who identify as Indigenous have the opportunity both to describe how they self-identify, and to demonstrate their Indigenous understandings and lived experience as Indigenous people.
   Indicators of Indigenous identity include:

   iii. Ensure all interviews for Camosun EXEMPT positions include opportunities to explore candidates' knowledge of Indigenization and Truth and Reconciliation and capacity to act in their potential role at Camosun in ways that align with and strengthen the college's commitment to Indigenization and Reconciliation.

3. Offer seasonal Indigenous language-learning opportunities for employees with the intention to build relationships with the lək̓ʷəŋən and W̱SÁNEĆ Peoples and understanding our relationship to place. [Ongoing]

4. Re-establish NE₵ITEL (Ne Kwee Tul) - Paying attention to each other, to advance Indigenous Initiatives and funding across programming. [Ongoing]

5. Include a commitment in the Strategic Plan to increase visibility and awareness of local cultural elements in all of our buildings. [Foundation complete]

6. Identify opportunities, principles, and practices for including the voice of Indigenous learners in college decision-making processes. [Foundation complete]

7. Utilize the hearts & hands pins to extend the conversation about reconciliation beyond the two weeks before and after September 30. [Ongoing]

8. Develop a recruitment strategy to attract Indigenous students to the college. This initiative will be supported by data of self-identification of Indigenous identify. [Ongoing]

9. Provide the narrative content to go alongside the metrics the College is using to measure the impact of Indigenization on students and employees. [Ongoing]

10. Establish an Elders fund to provide Elders services to the college at large. [Ongoing] Review other services supported by ASP to determine what might be supported with base funding rather than project funding. [*Complete*]

11. As an act of reconciliation and Indigenization, invite all new hires to complete a course in Understanding Indigenous Peoples - TELŦIN TŦE W̱ILṈEW̱ (TTW) and to gain a certificate of completion. As a first step towards all employees having this knowledge, Camosun will require all exempt workplace leaders (as role models), to complete TELŦIN TŦE W̱ILṈEW̱ within their first year of employment. [Ongoing]

12. Offer learning opportunities to employees and students to learn about the BC [Declaration on the Rights of Indigenous Peoples Act (Declaration Act)](2019), and BC's commitment to address the legacy and harms of colonialism on Indigenous peoples, in keeping with Indigenous peoples' needs and aspirations. This initiative will include exploration of the concepts of Indigenous self-determination and sovereignty. [Ongoing]

13. Develop a plan to increase the use of the canoe as an educational tool with a focus on engaging with local Indigenous knowledge and practice [Ongoing]

14. Introduce anti-racism education and activities into available employee and student learning opportunities. [Ongoing]

15. Develop and launch an Indigenous Community Wellness Program (certificate). [Foundation complete]

16. Create and promote an online resource guide with concrete ideas for faculty to build Indigenization into their curriculum, including supports and resources for land-based and/or community-based

learning events. [Ongoing]

17. Develop a plan to revitalize the camas fields at the Lansdowne campus and invite the Bryce family, or others as appropriate, to participate in harvest(s). [Ongoing]

18. Develop a strategy for the decolonization of college leadership structures and processes to create room for increased Indigenous voices, with a focus on local Nations, specifically the ləkʷəŋən and WSÁNEĆ Nations. [Ongoing]

19. Identify and implement sweat lodge sites on and off campus, with local Nations, and explore the development of an on-campus carving tent with local Nations. [Ongoing]

20. Dedicate a study room in the Lansdowne Library for Indigenous students. The study space will provide a culturally appropriate place for Indigenous students to study and collaborate. [Ongoing]

21. Review Indigenous learner experiences in accessing support services in Student Services and make recommendations for improvement. [Ongoing]

22. Library to create and implement an Authentic Indigenous Voices Icon, and an Indigenizing citations guide. These resources will lead to the increased Indigenization of scholarship throughout the college. [Foundation Complete]

23. Rename the Wilna Thomas Indigenous Classroom Cultural Centre to Tsa-Qwa-Sup House [Ongoing]