



## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

**MEETING:** Monday, June 10, 2024  
**TIME:** 5:00 pm  
**LOCATION:** Paul 216, Lansdowne Campus  
**ONLINE:** Teams

---

**BOARD MEMBERS:**

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

**ADMINISTRATION:**

John Boraas, Provost & VP Education & Innovation  
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

**REGRETS:** Bijan Ahmadi

Jeremy Burgess  
John D'Agnolo, Exec. Dir., Human Resources  
Brenda McBain

**GUESTS:** Heather del Villano, Acting Dean,  
School of Access  
Laura Friesen, School of Access

**EXECUTIVE ASSISTANT:** Heather Martin

---

#### I CALL TO ORDER

Tanya Clarmont, Chair, called the meeting to order at 5:00 pm. The meeting was opened with the Acknowledgement of the Territory.

#### II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

#### III BOARD MEMBER REPORTS

##### 1. Chair's Report

Tanya Clarmont, Chair, welcomed guests April Atkins, South Island Partnership; Ian Humphries, School of Business; Susan Wilson, Trades & Technology, Larry Underwood, Trades & Technology; and Lynelle Yutani, Camosun College Faculty Association. Lane Trotter and Tanya met several times for planning and updates. On June 13 and 14, Ruth Mojeed Ramirez and Jeremy Burgess will attend the Provincial Government's 'Post-Secondary Governance' workshop in Vancouver. Monty Bryant will attend as a presenter. Thank you to the members of the Board who bring welcomes to the student awards ceremonies in May and June. It is appreciated.

- Technology and Nautical Awards, May 28, Brenda McBain.
- Trades Awards, May 29 and 30, Lindsay Kearns.

- Centre for Sport & Exercise Education Awards, June 3, Brenda McBain.
- School of Arts & Science Awards, June 18, Monty Bryant.

Tanya will speak at two of the 2024 Convocation ceremonies on June 19. Monty Bryant and Lindsay Kearns speak on behalf of the Board at the two ceremonies on June 20. Al van Akker will attend on June 20.

## **2. President's Report**

Lane Trotter, President, attended the South Island Partnership (SIP) planning session in May. Lane acknowledged the Culinary Arts students for putting together a wonderful lunch which highlighted their skills. They looked at how they can do more with the five school districts. We had two thousand students in the SIP program at one point, and now have about one thousand. We have more than the rest of the province combined. Lane thanked the Board members who attended the various student awards ceremonies. Lane will attend the Provincial Post-Secondary Governance Workshop this week. He is moderating the session 'The Relationship of Senates/Education Councils to the Board of Governors.' The Employment Preparation and Training Program (ETP) is one of the gems of the college as it shows how we serve the entire community. He thanked Heather del Villano and Laura Friesen for the ETP presentation.

## **3. Foundation**

Richard Stride, Acting Vice President, Enrolment & Community Engagement, noted the various student awards ceremonies provide a great opportunity to see the wonderful work being done by the Foundation with the donors.

Jody Kitts, Director, Advancement & Alumni Engagement, reported that year-to-date, we have raised \$840,000. Over the last couple of weeks and the next two weeks, there will be six awards ceremonies where 348 students will receive \$367,210 in awards funded by donors. On May 23 the Foundation held its Annual General Meeting. Grace van den Brink is now Chair, and Shannon Kowalko joins the Executive Committee as Fundraising Chair.

## **4. Education Council**

Monty Bryant, Education Council Liaison, noted the minutes from the April 17, 2024, meeting were included in the agenda package. Monty went over the highlights of the May 15, 2024, meeting, which included a policy on domestic tuition for Indigenous students from USA. They had a presentation on socially responsible management strategies in some courses. They watched a video on the Enactus program. They investigated a way to formally add an Indigenous voice to Education Council. On May 10 Education Council held a full day retreat. They looked at the evolution of post-secondary education in BC, student surveys, Walls Optional, modes of learning, who we want to be, and opportunities.

## **5. Pacific Institute for Sport Education (PISE) (nil)**

# **IV BOARD COMMITTEE REPORTS**

## **1. Executive Committee**

- i) Report from the May 27, 2024, meeting

Tanya Clarmont, Chair, Executive Committee, noted they received a request regarding approval of the Institutional Accountability Plan and Report. They reviewed the results of the Board self-evaluation and one-on-one interviews. They plan to address the training needs and other themes such as, but not limited to, Robert's Rules of Order; in-person

attendance at meetings; and earlier receipt of information. They received the first year-over-year comparison of the self-evaluation results. There was an improvement in most categories.

The giving of the Territorial Acknowledgement will be recorded in the minutes going forward. The committee will work on Board succession planning as there are a larger than usual number of terms ending in July 2025. They reviewed the fall Board Training and Orientation agenda for all Board members on September 16. They are seeking volunteers to mentor the two new Board members.

## **2. Risk and Audit Committee**

- i) The minutes from the October 23, 2023, meetings were included in the agenda package.
- ii) Lindsay Kearns, Chair, Risk and Audit Committee, gave a report on the June 3, 2024, meeting. Brenda McBain will be invited to join the Cybersecurity Sub-Committee. They received a presentation on the audited financial statements for the previous fiscal year. The auditors from KPMG shared their report from 2023/24. It was a good report with no issues of note. A recommendation was made to re-appoint the auditor.

- a. Audited Financial Statements Year Ending March 31, 2024

### **MOTION:**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2024, AS PRESENTED.**

**CARRIED**

- b. Reappointment of the Auditor

### **MOTION:**

**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, 2025.**

**CARRIED**

## **V APPROVAL OF THE MINUTES**

The minutes of the May 6, 2024, meeting were approved as distributed.

## **VI NEW BUSINESS**

### **1. Learning About Camosun: Employment Training & Preparation**

Heather del Villano, Acting Dean, School of Access, and Laura Friesen, Chair, ETP, provided an overview of the Employment Training and Preparation (ETP) program. They distributed gifts from the ETP learners. The students all identify as having some type of barrier. ETP gives them a safe place to get comfortable and explore. It is classroom based with twelve to fourteen students per class. The students take part in many of the eight programs. We launch them into community work, volunteering, or further education by giving them the skills they need. We are joyful in our approach and connect with each student on an individual basis. We work with partners in the community and have work placements. We are integrating some academic upgrading. The students do a lot of work on campus. Indigenization is at the ground level with

land-based seasonal eating, harvesting, preservation, and sales on campus. Through the Foundation, a donor provided a \$300K grant for the garden classroom. The Board members were invited to attend a lesson in gardening. There will be a job fair for students with diverse needs on December 4 in partnership with Career Lab. Tanya Clarmont asked Laura to pass on the Board's gratitude to the students for their gifts.

**2. Institutional Accountability Plan and Report (IAPR) 2023/2024**

Rodney Porter, Executive Director, Communications and Marketing, noted the IAPR is a requirement for all twenty-five post-secondary institutions in BC. It contains goals, objectives, and measures. The IAPR covers the past fiscal year. It highlights the services we provide to students. We are waiting for data from the Government to complete the report before submission to the Ministry on July 12. The Board is requested to authorize the Executive Committee to approve the submission as it will not be complete until after the final Board meeting.

**MOTION:**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE DRAFT 2023/2024 INSTITUTIONAL ACCOUNTABILITY PLAN AND REPORT AND AUTHORISE THE BOARD EXECUTIVE COMMITTEE TO APPROVE THE FINAL VERSION ONCE THE DATA IS COMPLETE.  
CARRIED**

**2. Election of the Chair August 1, 2024 – July 31, 2025**

Deborah Huelscher, VP Administration and CFO, declared the election for the Chair of the Board of Governors open and called for nominations. At the May 6 Board meeting Monty Bryant nominated Tanya Clarmont. No other nominations were put forward and Tanya Clarmont was acclaimed Chair for the period of August 1, 2024, to July 31, 2025.

**VII ADJOURNMENT**

The meeting was adjourned at 5:46 pm.

---

**Tanya Clarmont, Chair**

---

**Date**

---

**Heather Martin, Executive Assistant**