



BOARD OF GOVERNORS

INAUGURAL MEETING MINUTES

MEETING: Monday, September 21, 2020
TIME: 5:00 pm
ONLINE: Teams

BOARD MEMBERS:

Monty Bryant, Chair
Bijan Ahmadi
Sherri Bell, President
Tanya Clarmont
Joanne Cumberland
Richard Margetts
Brenda McBain
Brent Palmer
Margie Parikh
Mike Stubbing
Fillette Umulisa
Al van Akker
Phil Venoit

ADMINISTRATION:

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

REGRETS:

Emily Rogers
Lindsay JD van Gerven

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

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

II OATH OF OFFICE

Monty Bryant, Chair, administered the Oath of Office to Brent Palmer, Richard Margetts, and Fillette Umulisa.

III ADJOURNMENT

The meeting adjourned at 5:07 p.m.

Monty Bryant, Chair

October 13, 2020

Date

Heather Martin, Executive Assistant



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, September 21, 2020
TIME: Immediately following the Inaugural Meeting
ONLINE: Teams

BOARD MEMBERS:

Monty Bryant, Chair
Bijan Ahmadi
Sherri Bell, President
Tanya Clarmont
Joanne Cumberland
Richard Margetts
Brenda McBain
Brent Palmer
Margie Parikh
Mike Stubbing
Fillette Umulisa
Al van Akker
Phil Venoit

ADMINISTRATION:

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

GUEST: Scott Harris, Registrar

REGRETS:

Emily Rogers
Lindsay JD van Gerven

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

Monty Bryant, Chair, called the meeting to order at 5:07 pm.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III BOARD MEMBER REPORTS**1. Chair's Report**

Monty Bryant, Chair, noted this is his first report as Chair of the Board of Governors. It was an honour to be elected to the position. He looks forward to the next year with hope and anticipation. Monty warmly welcomed the three new members Richard, Brent and Fillette, and wished them an interesting and meaningful time on the board. Monty gave a reminder that all the regular board meetings are open to the public. The guests attend as observers and do not participate in the meeting. Today we have five guests. Sherri Bell, President, and Monty met several times virtually and in person for planning.

Monty welcomed Emily Rogers to the role of Vice Chair of the Board. The Finance committee welcomed Brenda McBain. Mike Stubbing joined the Audit Committee. Joanne Cumberland is the liaison to the Education Council, and Tanya Clarmont is the liaison to the Foundation Board of Directors. The 2020-2021 committee and liaison membership list is posted under the Information Binder on the Board web page.

Past Camosun board chair Peter Lloyd has passed away. Peter was our chair in 2004 and 2005. He was an enormous asset to the College and will be dearly missed. Our condolences go out to his family.

2. President's Report

Sherri Bell, President, welcomed everyone and noted that she gave a full update at the board orientation on September 9. Classes have begun both remotely and in-person. Sherri walked around the Interurban campus and spoke to students and instructors. A lot of the education was taking place outside. The students were practicing social distancing and were wearing masks both inside the shops as well as outdoors. The fourth floor of the health building has the simulations and labs, so there were some students and instructors on that floor. On Lansdowne today the Dental students were on campus. The Lansdowne library is open by appointment and with limited hours. Last week 'Camosun Cares' was in the news. Camosun International, Culinary arts, the Student Society, and numerous other partners and staff put together hampers of groceries and delivered them to students who needed them. Sherri helped deliver some last week.

The Executive have continued to meet with the union partners and the student society on a weekly basis. Services for students are up and running remotely. There has been a shift of student services and supports due to COVID-19. At the next board meeting, there will be a presentation from the VP of Student Experience on the shifts and changes.

3. Foundation

Monty Bryant, Chair, is the past liaison to the Foundation Board. Tanya Clarmont has accepted the position, and will attend next month's meeting.

Geoff Wilmshurst, VP Partnerships, noted the annual revenue for program awards and bursaries was up 80%. It was \$1.73M compared to \$965K last year. The number of individual donors is up as well. Fundraising has begun for the 50th anniversary. Advancement Officer Christina Bauzon earned a CFRE over the summer, bringing the Advancement Officers with a CFRE designation up to three. Monty Bryant congratulated the staff on their successful fundraising efforts.

4. Education Council

Bijan Ahmadi, Education Council Chair, noted the minutes from the May 20, 2020, meeting were included in the agenda package. Bijan went over the highlights of the September 16, 2020, meeting, which included three new members, an update on education approvals renewals process, and the course syllabus update. They recognised past chair Tim Ayers' contribution, as he left the college. Joanne Cumberland is the new board liaison.

5. Pacific Institute for Sport Excellence (PISE)

Phil Venoit, PISE Board of Directors member, noted they will meet this Thursday.

IV BOARD COMMITTEE REPORTS

1. Executive Committee

Monty Bryant, Chair, Executive Committee, noted the Executive met virtually on August 24 using Teams. We made recommendations to the Board on the Student Misconduct policy, as well as the Five-Year Capital Plan. We received an update on the Film Studio project, the Wilna Thomas building, and the COVID-19 financial scenario. The final copy of the 2020/21 Committee and Liaison Assignments was distributed. The list is posted on the Board web page. We worked on the plans for the Annual Board Orientation on September 9. We were not able to meet in person this year, but it was a valuable experience and important for building relationships.

i) Student Misconduct Policy

Heather Cummings, VP Student Experience, reviewed the highlights and noted the Student Misconduct policy replaces the former Student Conduct policy and focusses on student non-academic misconduct. Responsibility shifted from the VP Education to the VP Student Experience. The process for appeals will be included separately.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE POLICY 'STUDENT MISCONDUCT POLICY'.

CARRIED

ii) Five-Year Capital Plan

Deborah Huelscher, VP Administration & CFO, noted that every year the college submits a five-year capital plan to the Ministry. The Ministry uses the plan from each institution to inform their ten-year plan. There are four projects on our list: the Young building renewal, student housing, the Ewing building renewal, and the Huber Hall cafeteria renewal and expansion.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE SUBMISSION OF CAMOSUN COLLEGE'S FIVE YEAR CAPITAL PLAN (2021/22 TO 2025/26) TO THE MINISTER OF ADVANCED EDUCATION, SKILLS & TRAINING.

CARRIED

2. Finance Committee

- i) The minutes from the May 19, 2020 meeting were included in the agenda package.
- ii) Mike Stubbing, Chair, Finance Committee, gave a report on the August 31, 2020, Finance Committee meeting. The committee reviewed the contents of the board finance training presentation that will be shown in April prior to the budget. The training will be offered to the three new members on October 13. It is open to all members, so let Heather know if you are interested. They reviewed the financial report for the first quarter and received a COVID-19 update.

a. Financial Information Act Report

The committee made a recommendation to the board to approve the Financial Information Act Report, and submit it to the Ministry. The report has the required disclosures in accordance with Public Bodies Information Act of BC.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2019/2020 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF ADVANCED EDUCATION, SKILLS & TRAINING.

CARRIED

V APPROVAL OF THE MINUTES

The minutes of the June 8, 2020 meeting were approved as distributed.

VI NEW BUSINESS

1. September Enrolment Report Snapshot

Scott Harris, Registrar, provided a brief snapshot of course registration as of September 7, the day before the start of term. The stable date, September 18, is when students can no longer drop or add courses. The full report will be more comprehensive and will go to the board at the October meeting. Domestic enrolment was down 5 %, and international enrolment was down 17%. This is actually good news in comparison to peers across the sector. While domestic enrolment numbers are down, tuition is up. This is partly because 3% of the decline was in tuition free programs, as well as due to the 2% raise in tuition.

2. Financial Update

Mike Stubbing, Chair, Finance Committee, advised that a joint release will go out to the college community tomorrow on the financial health of the college in regard to COVID-19. It will come from Mike and Deborah Huelscher, VP Administration & CFO. Every aspect of college life has been impacted. There has been a significant loss of revenue from International tuition and from Ancillary services. There have been additional costs to outfit classes for health and safety, and classes have been made smaller. When the board approved the budget in spring, they asked for mitigating steps and reporting.

3. Accountability Plan & Report

Rodney Porter, Executive Director, Communications and Marketing, provided highlights from the Accountability Plan & Report for 2019/2020. Every year all post-secondary institutes must submit one to Government. It tells the college's story from April to March. It includes goals, objectives, and performance measures results. It is shared with stakeholders, MLAs, the Ministry, CCFA, CCSS, CUPE, BCGEU, the local chambers, the school districts, UVic, and Royals Roads.

4. Strategic Plan Annual Progress Report

Sherri Bell, President, reviewed the Strategic Plan Annual Progress Report for 2019/2020. The four corners from the Strategic Plan are covered. This is the fourth progress report. We measure how well we are doing. The bullets show what we achieved and what we are working on. This year's was completed differently because there were no annual student or employee surveys due to COVID-19. A correction on page 5: the total women in trades in 2018-19 should be 365. We added new performance indicators throughout the document. It is becoming clear that anti-racism and diversity are becoming more predominant, so that may be a larger focus in the next strategic plan.

VII ADJOURNMENT

The meeting was adjourned at 6:13 pm.



Monty Bryant, Chair

October 13, 2020
Date

Heather Martin, Executive Assistant