



## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

**MEETING:** Monday, November 9, 2020  
**TIME:** 5:00 pm  
**ONLINE:** Teams

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**BOARD MEMBERS:**

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

**ADMINISTRATION:**

John Boraas, VP Education  
Heather Cummings, VP Student Experience  
Deborah Huelscher, VP Administration & CFO  
Rodney Porter, Exec. Director, Communications & Marketing

**GUEST:** Jen Stone, Director, Strategic Initiatives

**REGRETS:**

Barbara Severyn, Exec. Director, Human Resources  
Geoff Wilmshurst, VP Partnerships

**EXECUTIVE ASSISTANT:** Heather Martin

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**I CALL TO ORDER**

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

**II APPROVAL OF THE AGENDA**

The agenda was approved as distributed with an amendment.

**III BOARD MEMBER REPORTS**

**1. Chair's Report**

Monty Bryant, Chair, noted he met with Sherri Bell for planning several times, in person with social distancing, and virtually. He attended two Audit Committee meetings, and one Executive Committee meeting. He has been working with Heather on the Crown Agency and Board Resourcing Office (CABRO) succession plan for 2021. There are no scheduled vacancies on the Camosun Board in 2021. We updated the Notice of Position for the Ministry's website, and completed appraisals for the eight members whose terms are up for reappointment on July 31, 2021. The final package will be submitted to CABRO the week of December 7, 2020.

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

Sherri Bell, President, reported that on October 15 the Government made a campaign announcement on the Lansdowne Campus to commit \$150K to a business plan for the film studio. We anticipate having more information in time for the December Board meeting. The College Executive Team (CET) has started a conversation about post COVID-19 planning and transition. Every quarter CET meets with the deans and directors to go through their budgets. We do not yet know the January enrolment numbers, but we are facing a deficit for year-end. Sherri is a member of the South Island Prosperity's Economy Taskforce. They are working on a report, which Sherri will share with the board when it is final.

## **3. Foundation**

Tanya Clarmont, Foundation Liaison, noted there was no Foundation Governance sub-committee meeting last Thursday. Sherri Bell will get back to Tanya with more information on the sub-committee.

## **4. Education Council**

Bijan Ahmadi, Education Council Chair, noted the minutes from the September 16, 2020, meeting were included in the agenda package. Bijan went over the highlights of the October 21, 2020, meeting, which included the addition of new student member through the bi-election. There are two vacancies remaining.

## **5. Pacific Institute for Sport Excellence (PISE)**

Phil Venoit, PISE Board of Directors member, noted they have not met since the last Board meeting report.

## **6. Finance Update**

Deborah Huelscher, VP Administration & CFO, advised CET went through quarter two reviews with the schools. The projected \$4.2M deficit is now expected to be \$5.1M at year-end.

# **IV BOARD COMMITTEE REPORTS**

## **1. Audit Committee**

- i) The minutes from the June 1, 2020, meeting were included in the agenda package.
- ii) Emily Rogers, Chair, Audit Committee, gave a report on the October 19, 2020, Audit Committee meeting. They received a comprehensive report on the risk register. Most of the board members attended. The risks were mainly ongoing from year to year, but the levels of risk changed taking into account COVID-19. The Terms of Reference were reviewed and accepted as written.
- iii) Emily gave a report on the November 2, 2020, Audit Committee meeting. They met with the auditors Liette Bates-Eamer and Winnie Tam from KPMG. They were re-appointed for one-year on the same terms, which was an extension of the previous contract. The audit will be conducted by distance, as it was last year. Their audit plan for the year has taken COVID-19 into account. KPMG was engaged to conduct a review on the colleague HR/payroll system. The first meeting was in October with six Camosun leads, and four leads from KPMG. The audit will ensure the right system and business controls are in place. The draft report will go to the College Executive Team (CET) early in the new year, then to the Board Audit Committee meeting in spring. In 2018, KPMG audited cyber

security at the college. They received the annual update on it from Ted Pennell, CIO, and he was pleased with results to date.

## **2. Executive Committee**

Monty Bryant, Chair, Executive Committee, reported the Executive met virtually on November 2 using Teams. They received an update on the plans for the 50th Anniversary, which is coming up later on the agenda. They made a recommendation to the Board on several program cancellations, which is coming up next.

### **i) Program Cancellations**

John Boraas, VP Education, requested the cancellation of six programs. He reviewed the details, which are in the agenda package. All have been approved by Education Council, and have a replacement pathway or program.

### **MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE CANCELLATION OF THE FOLLOWING:**

- **ASSOCIATE DEGREE OF SCIENCE (PSYCHOLOGY)**
- **EMPLOYMENT TRAINING AND PREPARATION**
- **INDIGENOUS HUMAN SERVICES CAREER ACCESS**
- **NURSING ACCESS FOR PRACTICAL NURSES – BRIDGE PROGRAM**
- **SPORT MANAGEMENT SPECIALIZATION IN THE BACHELOR OF SPORT AND FITNESS LEADERSHIP**
- **SPORT MANAGEMENT ACCESS**

### **CARRIED**

## **3. Finance Committee**

- i) The minutes from the August 31, 2020 meeting were included in the agenda package.
- ii) Mike Stubbing, Chair, Finance Committee, gave a report on the October 26, 2020, Finance Committee meeting. They received a report on the first six months of the fiscal year to September 30, as well as an update on the COVID-19 scenario. Camosun has been working to meet the cost reduction targets. The quarter two results have been submitted to the Ministry. The consolidated report shows a deficit of \$11.1M, against a pre-COVID-19 budgeted deficit of \$10.6M showing a negative variance of only \$500K. The original budget of \$150M in revenue and expense is now predicted to be \$135M in revenue and \$140M in expense for a projected year-end deficit of \$5.1M.

## **V APPROVAL OF THE MINUTES**

The minutes of the October 13, 2020, meeting were approved as distributed.

## **VI NEW BUSINESS**

### **1. Board Correspondence**

Monty Bryant, Chair, discussed board correspondence with Chris Ayles, President, Camosun College Faculty Association (CCFA) prior to the meeting. Monty acknowledged that it is a very difficult time for all staff and faculty and asked Chris to pass on the board's appreciation.

**2. 50<sup>th</sup> Anniversary**

Sherri Bell advised we will celebrate Camosun's 50<sup>th</sup> Anniversary in 2021, but have limits due to COVID-19 budget and social restrictions. The package has a two-page outline on the organizing committee's work to date. Rodney Porter, Executive Director, Communications & Marketing, will release a communication to the college about the plans on Tuesday morning. Rodney and Jen Stone, Director, Strategic Initiatives, provided an overview of the activities and events listed in the package.

Monty Bryant asked the Board members for the items that excite them and for any omissions. The members liked the student involvement and focus, the community engagement, public relations with the community, the creativity, celebrating past accomplishments, and the Indigenous education forum. Suggestions included reaching out for sponsorship to the community next year, showcasing alumni stories and links to Camosun, and multi-generational alumni stories.

The 50<sup>th</sup> Anniversary logo was designed by a former student and local indigenous artist, Dylan Thomas. It was unveiled in a video narrated by Dylan.

**VII ADJOURNMENT**

The meeting was adjourned at 6:10 pm.



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**Monty Bryant, Chair**

December 7, 2020

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**Date**

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**Heather Martin, Executive Assistant**