



## BOARD OF GOVERNORS

### INAUGURAL MEETING MINUTES

**MEETING:** Wednesday, September 22, 2021  
**TIME:** 5:00 pm  
**LOCATION:** Paul 216, Lansdowne Campus  
**ONLINE:** Teams

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**BOARD MEMBERS:**

Monty Bryant, Chair  
Bijan Ahmadi  
Sherri Bell, President  
Tanya Clarmont, Vice Chair  
Joanne Cumberland  
Amanda Garner  
Puneet Kaur  
Lindsay Kearns  
Richard Margetts  
Brenda McBain  
Ruth Mojeed Ramirez  
Mike Stubbing  
Al van Akker

**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:** Brent Palmer

**EXECUTIVE ASSISTANT:** Heather Martin

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**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 Amanda Garner, Puneet Kaur, Lindsay Kearns, and Ruth Mojeed Ramirez.

**III ADJOURNMENT**

The meeting adjourned at 5:08 pm.

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Monty Bryant, Chair

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Date

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Heather Martin, Executive Assistant



**CAMOSUN**  
COLLEGE  
**50 YEARS**  
1971-2021

## **BOARD OF GOVERNORS**

### **REGULAR MEETING MINUTES**

**MEETING:** Wednesday, September 22, 2021  
**TIME:** immediately following inaugural meeting  
**LOCATION:** Paul 216, Lansdowne Campus  
**ONLINE:** Teams

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**BOARD MEMBERS:**

Monty Bryant, Chair  
Bijan Ahmadi  
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Barbara Severyn, Exec. Director, Human Resources  
Geoff Wilmshurst, VP Partnerships

**REGRETS:** Brent Palmer

**EXECUTIVE ASSISTANT:** Heather Martin

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#### **I CALL TO ORDER**

Monty Bryant, Chair, called the meeting to order at 5:08 pm.

#### **II APPROVAL OF THE AGENDA**

The agenda was approved as distributed.

#### **III BOARD MEMBER REPORTS**

##### **1. Chair's Report**

Monty Bryant, Chair, welcomed new members Amanda, Lindsay, Puneet, and Ruth. Brent Palmer has taken a three-month leave of absence beginning in September. Sherri Bell will fill in as the Liaison to the Foundation Board. All the regular board meetings are open to the public. For the near future, guests and the College Executive will be asked to join by Teams. Masks are required to be worn in public spaces. With only Board members in the room, masks can be removed while seated. Board members also have the option to join by Teams. Today we are welcoming one guest on Teams: Lynelle Yutani, CCFA. Monty will respond to guest questions after the meeting. Email them to Heather after the meeting [martinh@camosun.bc.ca](mailto:martinh@camosun.bc.ca).

Sherri and I met several times virtually and in person for planning. The new committee assignments are complete. Tanya Clarmont has accepted the role of Vice Chair of the Board, and Chair of the Audit Committee, and has joined the Executive Committee. Richard Margetts joined the Finance Committee. Brent Palmer is the Liaison to the Foundation Board. Puneet Kaur is the Liaison to the PISE Board of Directors and Ruth Mojeed Ramirez will be the Liaison to the Education Council, with back-up from Brenda McBain.

The actual date of Camosun College's 50th Anniversary was September 16, 2021. While we are continuing celebrations throughout the year, we marked the day with the '50th Anniversary House Post Unveiling' at the Centre for Trades Excellence and Innovation. It is an amazing piece of art by Bear Horne. Monty commended John Boraas for all he did on it. On the Lansdowne campus we unveiled a commemorative plaque. Thank you to those who attended.

The Board will celebrate the 50th Anniversary with a dinner for our past Chairs and Presidents on October 28. Dinner will be provided by our Culinary Arts program. Thank you for attending the Board Social and the Training and Orientation. The gatherings are important as part of our information sharing and relationship building. It is a great opportunity for all board members to learn more about the college. CamNews is a great source of information about the college. Monty showed a presentation of photos from the Orientation Strategic Plan Scavenger Hunt.

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

Sherri Bell, President, noted it has been an extremely busy first few weeks. Welcome week provided entertainment and free food for the students. CamFest went very well. There were Vax Vans at both campuses, and 130 students and the public got either their first or second vaccine there.

Sherri went to Vancouver for Trades Training BC and BC Colleges meetings last week. We hosted BC Council for International Education (BCCIE) in the boardroom yesterday. Sherri chairs the BCCIE Board, and it was her last meeting. John Boraas and Sherri met with the President of the Natural Sciences and Engineering Research Council of Canada (NSERC). They have branched into colleges, so it was a very positive meeting. We commemorated our 50<sup>th</sup> Anniversary on September 16<sup>th</sup>. The Food Affair is on for one more day.

Domestic enrolment is almost the same from 2019 to 2021, and tuition is up 4%. International enrolment from 2019 to 2020 was down 18%. The trend is now going up, and it is down just 12%. We hoped for 1600 international students, but did not get that many. 400 of the expected students did not arrive. Many students have deferred to January, some because planes were not flying and due to the slow Visa process. COVID-19 continues to be a problem here and in many other countries.

## **3. Foundation**

Geoff Wilmshurst, Vice President Partnerships, noted the Foundation Board will meet tomorrow. They have raised \$1.726M so far this year. They set up 18 new funds, 2 of which are endowed. They set up an Orange Shirt fund, and are selling a shirt with a design by Carey Newman. The Food Affair is a huge success, and today is the last day. The Silent Auction ends at 7pm tomorrow. The 2021 Giving Tuesday campaign will begin soon, with proceeds to the 50<sup>th</sup> Anniversary fund. Advancement team. Christina Bauzon on the Advancement Team had a daughter and will be back in June, 2022. Heather Jones has been hired in Foundation and Investment.

#### **4. Education Council**

Bijan Ahmadi, Education Council Chair, noted the minutes from the May 19, 2021, meeting were included in the agenda package. Bijan went over the highlights of the June 23 and September 15, 2021, meetings. In June, Bijan was acclaimed as Chair for one more year. Andrea Kucherawy is his Vice Chair, and the new Coordinator, Education Approvals. They approved a grading policy. In September, they endorsed the request to the Human Rights Tribunal to reserve indigenous applicants' seats in Allied Health Programs.

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

### **IV BOARD COMMITTEE REPORTS**

#### **1. Audit Committee**

##### **i) Selection of the Auditor**

Tanya Clarmont, Chair, advised the Audit Committee made a recommendation to appoint an Auditor to audit the accounts of the institution for the next five years, with reappointment annually.

##### **MOTION:**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPOINT KPMG TO PERFORM THE AUDIT OF THE COLLEGE'S FINANCIAL STATEMENTS COMMENCING WITH THE REPORTING YEAR ENDING MARCH 31, 2022 TO MARCH 31, 2026, TO BE REAPPOINTED ANNUALLY.**

**CARRIED**

#### **2. Executive Committee**

Monty Bryant, Chair, Executive Committee, noted the Executive met in person on September 7. Sherri Bell provided an update on the ongoing progress on the Film Studio. The Executive reviewed the Five Year Capital Plan and the proposed Ad Hoc Governance Policy Review Committee. The Executive worked on the new Mentor/Buddy initiative for new Board members. The mentor/buddy were asked to connect with the new members before the first couple of meetings to answer questions. Tanya Clarmont will mentor Lindsay Kearns. Mike Stubbing will mentor Richard Margetts (as a new 'in person' member). Brenda will mentor Ruth Mojeed Ramirez. Al van Akker will mentor Amanda Garner. Joanne Cumberland will mentor Puneet Kaur.

##### **i) Five Year Capital Plan**

Deborah Huelscher, VP Administration and CFO, noted the College submits a list of proposed projects each year to the Ministry of Advanced Education and Skills Training. They use it to inform their ten year capital plan. Six projects were identified this year. Four projects were brought forward from the previous year. The Tech Lab & Classroom Conversion, and the Fisher Consolidated Help Centre, are new. Student housing is our first priority. The Young Building renewal will be \$90M, so it will take a while to get funding. The Engineering Technologies Lab, Ewing Building renewal, and Fisher Consolidated Help Center are smaller projects. The final proposal is the Huber Hall renewal and expansion.

##### **MOTION:**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE SUBMISSION OF CAMOSUN COLLEGE'S FIVE YEAR CAPITAL PLAN (2022/23 to 2026/27) TO THE MINISTER OF ADVANCED EDUCATION AND SKILLS TRAINING.**

**CARRIED**

**ii) Governance Policy Review Committee**

Monty Bryant, Chair, asked for approval of the Terms of Reference for the ad hoc Governance Policy Review Committee.

**MOTION:**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE TERMS OF REFERENCE FOR THE AD HOC GOVERNANCE POLICY REVIEW COMMITTEE.**

**CARRIED**

**3. Finance Committee**

- i) The minutes from the April 6, 2021 meeting were included in the agenda package. The meeting dealt primarily with the budget for this fiscal year, which has budgeted revenue of \$142M, and budgeted expense of \$146M, leaving a budgeted deficit of \$4M.
- ii) Mike Stubbing, Chair, Finance Committee, gave a report on the September 7, 2021, Finance Committee meeting. Deborah Huelscher reported on the results of first quarter April 1 to June 30, which is always a slow quarter. In most years we run a deficit in the first quarter. This year we were in a surplus of \$2.6M. The budgeted deficit was \$1.8M. The surplus is largely due to grant money the Government gave us early. Budgeted revenue was \$37M, and we came in at \$39M. Budgeted expenses were \$37M, and we came in \$400K over, though we are still in surplus. After the second quarter we will know fall enrolment numbers, so will be able to project more accurately.

**a) Financial Information Act Report**

Mike Stubbing noted the Financial Information Act is a report required by government under the Budget Transparency and Accountability Act of BC. Amounts paid to employees and contractors are listed in excess of certain thresholds.

**MOTION:**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2020/2021 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF ADVANCED EDUCATION AND SKILLS TRAINING.**

**CARRIED**

**V APPROVAL OF THE MINUTES**

The minutes of the June 14, 2021 meeting were approved as distributed.

**VI NEW BUSINESS**

**1. Accountability Plan and Report**

Sherri Bell noted the document tells the stories of Camosun, and commended Rodney Porter and his team for their excellent work. The report is shared externally. The end section holds the data required by Government.

Rodney Porter, Executive Director, Communications and Marketing, noted the report covers April 1, 2020 to March 31, 2021. During that time the College went off-line due to the pandemic, and began the 50<sup>th</sup> anniversary year.

Highlights include:

- 800 hampers to students in need.
- Virtual class for third year automotive students.

- Launched Erasing Barriers Fund and Emergency Pandemic Assistance for students in financial need, domestic and international.
- Held virtual Conversations Day online.
- Progress update on Truth and Reconciliation Commission Recommendations and Indigenization.
- Camosun Innovates made 9K medical grade face masks and devised containers to transport COVID-19 vaccines at a low temperature.
- Virtual information night for prospective students.
- Launched micro-credential in clean energy and efficient buildings.

## **2. FTE Enrolment for 2020-2021**

Heather Cummings, VP Student Experience, noted the report covers the 2020-2021 academic year. The charts show highlights of the enrolment mix, program enrolments, course registrations, and peer comparison of FTE. Course registration was down. The biggest decline in enrolment was international students. Indigenous students are higher, at 7.3%, than the BC average. Camosun falls in the middle of the trends seen across the province. Deans closely monitor areas of growth and decline. As they see increases in some areas, they increase capacity. They decrease capacity where it is not needed. The College did fairly well last year in spite of the pandemic.

## **VII ADJOURNMENT**

The meeting was adjourned at 6:18 pm.

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**Monty Bryant, Chair**

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**Date**

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**Heather Martin, Executive Assistant**