



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, April 11, 2022
TIME: 5:00 pm
LOCATION: Paul 216, Lansdowne Campus
ONLINE: Teams

BOARD MEMBERS:

Monty Bryant, Chair
Bijan Ahmadi
Tanya Clarmont, Vice Chair
Joanne Cumberland
Amanda Garner
Puneet Kaur
Lindsay Kearns
Richard Margetts
Brent Palmer
Ruth Mojeed Ramirez
Mike Stubbing
Lane Trotter, President
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: Brenda McBain

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

Monty Bryant, Chair, called the meeting to order at 5:01 pm.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III BOARD MEMBER REPORTS

1. Chair's Report

Monty Bryant, Chair, noted today we are welcoming five guests on Teams: Lynelle Yutani, CCFA; Keith Todd, CUPE; Michel Turcotte, CCSS; April Atkins, SIP; and Nancy-Ellen Mabey, CAL. Lane Trotter and Monty met several times for planning and updates.

On April 1, Monty joined Camosun International to help celebrate Miki Speirs win of the CIGan Award for Excellence for non-managerial staff for 2021. Miki won the award for her work on the 'Camosun Cares' initiative. Camosun Cares provided hampers of food to students during the pandemic, which were delivered by volunteers. Monty supported it by delivering hampers and found it to be enormously rewarding to see how happy it made the students. Monty congratulated Miki for winning such a well-deserved award.

On April 5, Monty had an introductory phone meeting with Eric Peters, Senior Ministerial Advisor for the Ministry of Advanced Education and Skills Training (AEST) and Desmond Pollard, Ministerial Advisor.

On April 6, Ian Tol, Executive Director, Facilities Services & Campus Development, gave the Board a tour of the site for the proposed film studio at the Interurban campus. The members had the opportunity to have all their questions answered.

The spring 2022 elections for the Board of Governors and Education Council seats are now over. Joanne Cumberland and Al van Akker were acclaimed to the support staff and faculty seats for three-year terms each. Monty and the Board congratulated them both for their re-appointments and commitment to Camosun College.

The Ministry wrote the Board Chairs last week to say that Ukrainian students, through a Government initiative, will have a special class application which is eligible for domestic tuition rates. The new Federal budget will have a significant investment in International student visa processing.

2. President's Report

Lane Trotter, President, and Jody Kitts, Director, Advancement and Alumni Engagement, met with Chief Gordon Planes, T'Sou-Ke First Nation in Sooke on March 31, 2022. It was a chance to get to know each other and discuss how Camosun can work with members of the T'Sou-Ke First Nation. There will be a follow-up meeting on how we can work together on things like pollution clean-up and EV marine vehicles to support eco-tourism.

Lane thanked Rodney Porter, Christiaan Bernard and their teams, and the Nexus for the April Fools jokes. The Chargers were renamed the "Mustangs" as Lane loves his Ford Mustang. Camosun International changed their name to "United Student Services" with a Star Trek theme, and the Nexus ran a story on April 1 changing Camosun's double CC logo to be Lane's smile.

On April 7, Minister Melanie Mark and Alison Noble, President of the BC Games Society, unveiled the torch for the BC Summer and Winter Games. It was designed by one of our Mechanical Engineering students, Lacey Reay, along with Jamin Zuroski as part of a Camosun Innovates project. They designed it, including an Indigenous theme, and manufactured it.

On April 11, Lane hosted Indian Consul General Manish from Vancouver on a tour of the Interurban Campus. This was the first ever visit by Indian Consul staff. Thank you to Heather Gross for her organization, Chef David Lang for the lunch, and to Cynthia Smith for the tour of the Centre for Health and Wellness.

3. Foundation

Geoff Wilmshurst, Vice President Partnerships, noted we received \$1.787M to date this year, including the gift in kind from Seaspan last month. The Advancement team raised \$500K in future pledges from Seaspan. Last month we received a bequest of \$800K. There are ten estates in administration. There are 62 future bequests to the Foundation. The Advancement team is working with donors and get five to ten more each year. On May 16, 2022, the Board and Foundation Board will meet jointly.

4. Education Council

Bijan Ahmadi, Education Council Chair, noted the minutes from the February 16, 2022, meeting were included in the agenda package. Bijan went over the highlights of the March 16, 2022, meeting, which included four new programs.

- Cybersecurity & Networking Technology, Cybersecurity & Network Support Technician.
- Post Degree Diploma in Sport Management.
- WIL - Ways of Indigenous Leadership and Learning.
- Education and Career Planning Program.

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

IV BOARD COMMITTEE REPORTS

1. Executive Committee

Monty Bryant, Chair, noted the Executive Committee met on March 28, 2022. Deborah Huelscher presented the Funding Analysis for Grant & Tuition that was given to the Board at the April 4 Finance Committee meeting. It was very helpful to the Board's understanding of the budget. Lane Trotter provided an update on COVID-19. Lane updated the Board on the development of the Strategic Plan. The Committee reviewed the Board of Governors schedule for 2022/2023. The Executive made a recommendation on the revision to the Respectful Workplace Policy. The motion will come up next on the agenda.

The Board self-evaluation and member interviews for 2021/2022 will take place in May. The electronic self-evaluation survey will be distributed in the beginning of May. The second part of the process will be a one-on-one interview with a member of the Board Executive. The feedback will help the Board's continuous improvement. The questions will be on training needs, the Orientation, succession planning and process.

i) 0-5.10 Respectful Workplace Policy – Update

Monty Bryant noted the request is to change the approval body of the 'Respectful Workplace' policy from the College Executive Team to the Board of Governors.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE CHANGE OF THE APPROVAL BODY FOR THE POLICY '0-5.10 RESPECTFUL WORKPLACE' FROM THE COLLEGE EXECUTIVE TEAM TO THE BOARD OF GOVERNORS.

CARRIED

2. Finance Committee

- i) The minutes from the January 31, 2022, meeting were included in the agenda package. The projected deficit for 2021/2022 is likely to be approximately \$5.5M.

- ii) Report from the April 4, 2022, meeting

a. Budget 2022/2023

Mike Stubbing, Chair, Finance Committee, noted all Board members were invited to the April 4, 2022, Finance Committee meeting. A detailed walk-through of the budget was provided. The members were able to ask all their questions and had plenty of time to consider the presentation before being asked to vote today.

Deborah Huelscher gave an overview of the key metrics of where Camosun stands compared to other post-secondary institutes in BC and on the island. The presentation helped the Board understand the college's financial position.

The projected deficit is \$7.3M for 2022/2023. It is the third successive deficit budget year. The Finance Committee met with Jason Butler, the ADM responsible for finance at AEST on March 17. The Ministry understands the pressures that have caused 16 of our 25 post-secondary institutes to project a deficit this year. We expect the Ministers of Finance and AEST will approve the deficit budget in writing following the Quarter Two results.

The budget includes a 2% rise in tuition for both domestic and International. There will be no additional Government funding so we must find other revenue sources; or expenditure cuts; or a combination of the two. The administration is working on increasing revenue generation, although it will likely be a combination. There are strategies in place to increase International enrolment.

In the five years pre-pandemic, we accumulated reserves and so are not in debt. The Government has begun a funding review of the BC post-secondary system. The results are expected in about two years.

Mike Stubbing and Lane Trotter acknowledged Deborah Huelscher for the excellent work she did on the budget and for pulling all the data together to help the Board understand it better.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS CONDITIONALLY APPROVE THE COLLEGE'S BUDGET FOR THE FISCAL YEAR 2022/23 WITH TOTAL REVENUE OF \$146,790,200 AND TOTAL EXPENDITURE OF \$154,073,440 RESULTING IN A BUDGETED DEFICIT OF \$7,283,240, SUBJECT TO APPROVAL BY THE MINISTRY OF ADVANCED EDUCATION AND SKILLS TRAINING AND THE MINISTRY OF FINANCE.

CARRIED

3. Governance Committee

- i) The minutes from the February 15, 2022, meeting were included in the agenda package.
- ii) Monty Bryant, Chair, gave a report on the March 15, 2022, Governance Committee meeting. They are making progress and will bring the revisions to the Board when finished.

V APPROVAL OF THE MINUTES

The minutes of the March 7, 2022, meeting were approved as distributed.

VI NEW BUSINESS

1. Strategic Plan Development Update

Lane Trotter, President, provided an update on the ongoing work on the development of the new Strategic Plan, and thanked Jen Stone and Rashed Al-Haque for their work.

Completed and Upcoming Engagements:

- Completed presentation and engagement with Camosun Students Union on April 11.
- Attending the Indigenous Advisory Council on May 3; invited by Janice Simcoe.
- Employee World Café and Open House will run on May 25 and 26.
 - May 25 1:00-3:30 at Lansdowne Library 151.
 - May 26 9:30-12:00 at Interurban Helmut Huber.
- Student Engagement Booth at Lansdowne April 12; to encourage participation in the Student Thought Exchange.
- Focus groups planned for May and June.
- Will run Thought Exchanges and Qualtrix surveys with Donors and Alumni in May.
- Jen Stone will work with Geoff Wilmshurst to identify additional external stakeholders to engage with in May.

Communications:

- Weekly CamNews reminders for employee Thought Exchange.
- Camosun.ca Strategic Planning website updated with new Word Mark: “Create a Stronger Future @ Camosun”.
- April 5-14 Social Media Campaign to encourage student participation in the thought exchange. Facebook, Instagram and TikTok.
- April 5, all students received an email invitation to participate in Thought Exchange.

Thought Exchange Update:

- As of April 11, the employee Thought Exchange has 197 ideas shared, 6937 ratings with an average rating ratio of 35 per idea. This is 15 higher than the basic recommended amount.
- 41% CCFA, 34% CUPE and 16% Exempt Participation. BCGEU and other make up the remaining participants.
- As of April 11, the Student Thought Exchange has 105 ideas, 2,303 rating with an average rating of 22 per idea, which is very good engagement.
- Both exchanges will be closed on Friday, April 14.

Major themes emerging on the Student Exchange are:

1. Adding more online and flexible program offerings.
2. Adding Student Housing, Food options and on-campus activities.
3. Two term registration and easier registration processes.

Major Themes Emerging on the Employee Exchange are:

1. Re-evaluate salary and benefits, including flexible work arrangements to attract and retain employees.
2. Expand course and service hours beyond Monday to Friday / 9am to 5pm.
3. Continue to add to course/program flexible offerings – online, hybrid, blended.
4. Focus on climate and sustainability.
5. Improved processes.
6. Affordable housing.
7. EDI and TR.

Jen Stone and Rashed Al-Haque are working with John Boraas on the Education Planning side to ensure alignment and collaboration. It is on track and going according to the plan as outlined in early March. The Strategic Plan is the Board's plan for the college. Lane will bring more on the Board's role to the next meeting.

VII ADJOURNMENT

The meeting was adjourned at 5:51 pm.

Monty Bryant, Chair

Date

Heather Martin, Executive Assistant