



BOARD OF GOVERNORS

INAUGURAL MEETING MINUTES

MEETING: Monday, October 3, 2022
TIME: 5:00 pm
LOCATION: LACC 321, Interurban Campus
ONLINE: Teams

BOARD MEMBERS:

Monty Bryant, Chair
Bijan Ahmadi
Greg Atkins
Tanya Clarmont, Vice Chair
Joanne Cumberland
Lindsay Kearns
Brenda McBain
Brent Palmer
Ruth Mojeed Ramirez
Mike Stubbing
Lane Trotter, President
Al van Akker
Karen Young

ADMINISTRATION:

John Boraas, VP Education
Heather Cummings, VP Student Experience
Deborah Huelscher, VP Administration & CFO
Rodney Porter, Exec. Dir., Communications & Marketing
Jen Stone, Director, Strategic Initiatives
Geoff Wilmshurst, VP Partnerships

GUESTS:

Mary Burgess, Director, Learning Services
Scott Harris, Registrar
Lori Zehr, Dean, School of Health & Human Services

REGRETS: Kyle Jones

Barbara Severyn, Exec. Dir., Human Resources

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

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

II OATH OF OFFICE

Monty Bryant, Chair, administered the Oath of Office to Greg Atkins and Karen Young.

III ADJOURNMENT

The meeting adjourned at 5:05 pm.

Monty Bryant, Chair

Date

Heather Martin, Executive Assistant



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, October 3, 2022
TIME: 5:00 pm
LOCATION: LACC 321, Interurban Campus
ONLINE: Teams

BOARD MEMBERS:

Monty Bryant, Chair
Bijan Ahmadi
Greg Atkins
Tanya Clarmont, Vice Chair
Joanne Cumberland
Lindsay Kearns
Brenda McBain
Brent Palmer
Ruth Mojeed Ramirez
Mike Stubbing
Lane Trotter, President
Al van Akker
Karen Young

ADMINISTRATION:

John Boraas, VP Education
Heather Cummings, VP Student Experience
Deborah Huelscher, VP Administration & CFO
Rodney Porter, Exec. Director, Communications & Marketing
Jen Stone, Director, Strategic Initiatives
Geoff Wilmshurst, VP Partnerships

GUESTS:

Mary Burgess, Director, Learning Services
Todd Ormiston, Exec. Director, Centre for Indigenous
Education & Community Connections (CIECC)
Lori Zehr, Dean, School of Health & Human Services

REGRETS: Kyle Jones

EXECUTIVE ASSISTANT: Heather Martin

Barbara Severyn, Exec. Director, Human Resources

I CALL TO ORDER

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

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III INTRODUCTIONS

1. Mary Burgess, Director, Learning Services
2. Todd Ormiston, Executive Director, CIECC
3. Lori Zehr, Dean, School of Health & Human Services

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

Monty Bryant, Chair, welcomed new Board members Greg Atkins and Karen Young. Five guests joined on Teams: April Atkins, SIP; Nancy Ellen Mabey, CAL; Emily Pastor, Nursing; Lynell Yutani, CCFA; and Michel Turcotte, CCSS. On June 27, Monty presented a seminar at the CICan Leadership Institute in Whistler on the President/Board Chair relationships. The institute is for vice presidents and others who wish to become college presidents. Richard Margetts' term on

the Board ended on July 31, 2022. He received a thank you letter on July 11 from Minister Anne Kang. Lane Trotter and Monty met many times since June for planning and updates. The results have come in from the Chair evaluation for 2021/22, and Monty shared the summary with the Board.

Monty represented the Board at the Premier's West Shore Announcement on August 3. A new collaborative campus between Royal Roads, UVic, Camosun College, and the Justice Institute of BC will be built in Langford. It is expected to open in fall of 2024. Monty met with Lane Trotter and Brenda McBain to plan the September 8 Orientation for the Board. On August 24, Monty went to the Camosun Employee BBQ and Corn Roast at the Interurban Campus.

Lane Trotter and Monty met with the three new Board members for an orientation. On September 13, Monty attended a BC post-secondary Board Chairs Meeting. On September 22 Monty went to the Indigenous Student Welcome Feast, and on September 29 to the Orange Shirt Day ceremony to remember the residential schools. On September 30, Monty attended the Camosun Chargers golf fundraiser in partnership with Alumni and Advancement.

The Ministry is planning a Governance Workshop on November 10. Lindsay Kearns and Greg Atkins will attend. The theme for the workshop will be reconciliation and decolonization of governance. Monty is a member of the Steering Committee for the workshop.

There is a winner for the Joint Board/Foundation fundraiser challenge. The goal was to get 100% participation by both boards August 31. The Camosun Foundation Board won!

2. President's Report

Lane Trotter, President, reported that Premier John Horgan visited the Interurban campus and met with students from the BSN Nursing, Practical Nursing and Health Care Assistant-ESL programs on July 7. The event was a relaxed discussion of the students' career aspirations and challenges. The Premier was very generous with his time and stayed to take photos with the students afterwards.

The college held an employee barbecue on August 25. Lane thanked Jodi Kitts, Director, Foundation, and the organising committee. Lunch and games were provided as well as a dunk tank that was very popular and raised money for Camosun's Erasing Barriers to Education fund.

Lane attended the Indigenous Student Welcome Feast at the Songhees Cultural Centre on September 22. The event was well attended by students, faculty, staff and had elders Skip Dick from Songhees and May Sam from W̱SÁNEĆ in attendance. Lane thanked Eyē? Sqā'lewen: The Centre for Indigenous Education & Community Connections, Todd Ormiston, and Sandee Mitchell, for organising the event. Lane attended the Founders Dinner at Royal Roads University on September 24 to represent the College.

On September 26, Lane met with students from the School of Business. There were domestic and international students, and full-time and part-time students. All indicated they worked, and a number were single mothers. The students spoke of some of the challenges they face balancing school, work, and family. All the students were in the programs they chose because the college delivered them in the format that met their needs whether that was online, in-person or hybrid. Lane will meet with a group of students from the Centre for Sport and Exercise Education on October 4.

On September 29, the college held Orange Shirt Day at Na'tsa'maht to remember the children and survivors of residential schools. Many Elders were in attendance from Lekwungen and WSÁNEĆ. The speakers described what they endured, and it was a very moving and emotional event.

3. Foundation

Joanne Cumberland, Foundation Liaison, noted they worked on their strategic plan at the September 22 meeting. Revenue is up 59% over last year, and 27% of that was a gift in kind from Seaspan. They held an alumni/employer event for the Women in Trades program on September 21, for students, staff, and donors. Foundation is working on digitizing the college's alumni from 1971 to 1997 and will begin to use social media to connect with them. Annual income being generated in the main account is \$626K and the second account generates about \$72K.

4. Education Council

Bijan Ahmadi, Education Council Chair, noted the minutes from the May 18 and June 22, 2022, regular and special meetings were included in the agenda package. Bijan went over the highlights of the September 21, 2022, meeting, which included an introduction of the new members, and an introduction to their role on the Council.

5. Pacific Institute for Sport Excellence (PISE)

Lindsay Kearns, PISE Board of Directors, noted the PISE Board held the AGM and regular meetings on September 20. She was not able to attend but had a tour of the facility. Lane Trotter reported the new members were voted in at the AGM under the Societies Act model. The Audit report was approved. They held a discussion on their future direction. PISE will continue to bridge the gap between high performance athletes and others who want to coach. There was a loss in membership due to the pandemic, but it is now on the rise again.

V BOARD COMMITTEE REPORTS

1. Executive Committee

Monty Bryant, Chair, Executive Committee, noted they met on September 6, 2022. Executive recommended approval of the revisions to the Educational Approvals policy, as well as approval of the Five-Year Capital Plan. The Executive approved the final version of the Institutional Accountability Plan & Report for 2021/2022, as authorised by the Board at the June 20, 2022, meeting. Lane Trotter gave an update on the progress on the development of the Strategic Plan.

The Board mentors for 2022/2023 are as follows: Mike Stubbing will mentor Greg Atkins, Al van Akker will mentor Karen Young, and Joanne Cumberland will mentor Kyles Jones. The changes coming up in the Committee and Liaison assignments for 2022/2023 are as follows: Greg Atkins will join the Finance Committee, Lindsay Kearns is the Liaison to the PISE Board, Karen Young is the Liaison to Education Council, and Joanne Cumberland is the Liaison to the Foundation.

We initiated planning for the presentation of the 'Board Award for Innovation and Community Partnership – 2022'. It will take place November 30 and more information will follow. We reviewed the committee's terms of reference and made recommendations for revisions.

i) E-1.6 Educational Approvals Policy Revision

John Boraas, VP Education, noted the revisions to the Education Approvals policy have been through many consultations and were approved by Education Council. The non-policy elements have been removed and put into supporting documents.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO THE E-1.6 EDUCATIONAL APPROVALS POLICY.

CARRIED

ii) Five Year Capital Plan

Deborah Huelscher, VP Administration and CFO, noted that all institutions in BC provide a plan to the Ministry every year. The Executive Summary lists the six projects with student housing at the top.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE SUBMISSION OF CAMOSUN COLLEGE'S FIVE-YEAR CAPITAL PLAN (2023/24 TO 2027/28) TO THE MINISTER OF ADVANCED EDUCATION AND SKILLS TRAINING.

CARRIED

2. Finance Committee

- i) The minutes from the April 4, 2022, meeting were included in the agenda package. They recommended approval of the budget for the 2022/2023 year, with a budgeted deficit of \$7.2M.
- ii) Mike Stubbing, Chair, Finance Committee, gave a report on the September 6, 2022, meeting. They welcomed new member Greg Atkins. They received a report on the financial results for the first quarter of the year which is April 1 to June 30. It showed a deficit of \$300K, which is an improvement over the budgeted deficit of \$1.4M. Domestic enrolment is lower than anticipated. We are forecasting better than budgeted international student enrolment for fall and winter, so will see a smaller deficit than forecast. We reviewed the 2021/2022 Financial Information Act report and recommended approval. We reviewed the terms of reference and there were a few recommendations for revisions, but we are meeting our mandate.

3. Governance Policy Review Committee

- i) The minutes from the April 19, 2022, meeting were included in the agenda package.
- ii) Monty Bryant, Chair, Governance Policy Review Committee, gave a report on the June 21, 2022, Committee meeting. They met seven times to-date.

a. G-1.1 Board Conduct By-Law Revision

Monty Bryant noted that we did our due diligence, we were succinct, we aligned it with legal opinion, and we looked at two policies from other institutions.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO THE 'G-1.1 BOARD CONDUCT BY-LAW' AS INDICATED.

CARRIED

b. G-1.2 Oath of Office Rescindment

The Oath of Office was rescinded as a policy and added to the Board Conduct By-Law as a supporting document.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE RESCINDMENT OF POLICY 'G-1.2 OATH OF OFFICE' AND LINK IT TO THE 'G-1.1 BOARD CONDUCT BY-LAW' AS A SUPPORTING DOCUMENT.

CARRIED

- iii) Monty Bryant, Chair, gave a report on the October 3, 2022, meeting. Work has begun on 'G-1.3 Board Decision Making'.

VI APPROVAL OF THE MINUTES

The minutes of the June 20, 2022, meeting were approved as distributed.

VII NEW BUSINESS

1. Institutional Accountability Plan and Report

Monty Bryant, Chair, thanked Rodney and his team for their superlative work on the Plan. Rodney Porter, Executive Director, Communications and Marketing, advised the final version will be posted on the website soon. The Ministry provided this review of the report: "Overall, reviewers noted that it is a thorough and engaging report. Highly comprehensive and useful summary of college activities. Leaves the reader with a clear understanding of Camosun, its mission, culture, and achievements."

2. Strategic Plan Development Update

Jen Stone, Director, Strategic Initiatives, reported:

- Jen met with IECC to continue discussion on indigenizing the Strategic Plan.
- Jen will attend the Indigenous Advisory Council on October 5.
- Jen is working with Dylan Thomas for a possible collaboration on the artwork.
- Jen attended ELT to share the plan and support the development of the Education Plan.
- Jen partnered with Rodney and his team on the words and clarity and aspirational tone.
- The final draft of key priorities and objectives is nearing completion.
- A performance measures development working group will use a Results Based Accountability Framework as the basis for performance measures.

Key Dates

- October 6 to CET for endorsement and support.
- October 12 to SLC for endorsement.
- October 24 to Board Executive for endorsement/recommendation.
- November 7 to Board for final approval of Strategic Plan key priorities and objectives.
- December 5 to Board for approval of the final document including performance measures.
- January to February 2023 roll out.

3. FTE Enrolment Report 2021/2022

Heather Cummings, VP Student Experience, noted Scott Harris, Registrar, and his team created the report for the past academic year. The headcount was down since it was the second year of the pandemic. During the pandemic we had new students coming to Camosun and returning students looking for the appropriate credential as many students looked at stacking their credentials.

Retention was on an upward trajectory, but it was affected by the pandemic. Program enrolments are broken down by domestic and international, and Indigenous students are included under domestic. There was a decline in trades and upgrading due to the hot labour market. Access numbers are on the rebound. Course registrations are looked at carefully, as a student in one school may take several courses in other schools. Many take fewer than five courses, so work has been done on mitigation. Domestic full time equivalent (FTE) is soft across the whole system.

VIII ADJOURNMENT

The meeting was adjourned at 6:55 pm.

Monty Bryant, Chair

Date

Heather Martin, Executive Assistant