



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, September 18, 2023
TIME: immediately following Inaugural meeting
LOCATION: Paul 216, Lansdowne Campus
ONLINE: Teams

BOARD MEMBERS:

Tanya Clarmont, Chair
Bijan Ahmadi
Monty Bryant, Past Chair
Joanne Cumberland
Logan Hudson
Lindsay Kearns
Brenda McBain
Ruth Mojeed Ramirez
Jagjeet Singh
Mike Stubbing
Lane Trotter, President
Al van Akker

ADMINISTRATION:

John Boraas, Provost & VP Education & Innovation
Heather Cummings, VP Student Experience
John D’Agnolo, Exec. Dir., Human Resources
Deborah Huelscher, VP Administration & CFO
Rodney Porter, Exec. Dir., Communications & Marketing
Jen Stone, Exec. Dir., Strategy, Planning & Transformation

GUESTS: Clifton Dildy, Past A/Director, Student Affairs
Ted Pennell, Chief Information Officer

REGRETS: Geoff Wilmshurst, VP Partnerships

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

Monty Bryant, Acting Chair, called the meeting to order at 5:02 pm.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed. Indigenous training will be postponed to December.

III BOARD MEMBER REPORTS

1. Chair’s Report

Monty Bryant, Acting Chair, noted all the regular Board meetings are open to the public. Guests are asked to join by Teams. Guests Lynelle Yutani, CCFA, and CCSS Liaison Elva Gutierrez joined the meeting on Teams. Lane Trotter, President, and Tanya Clarmont, Chair, met several times for planning and updates. Lane, Monty, and Tanya held an orientation in July for the two new student Board members.

Brent Palmer resigned from the Board on August 31. He was sent a card and farewell gift on behalf of the Board. Monty and Tanya are working with the Crown Agency and Board Resourcing Office (CABRO) to find replacements for Greg Atkins and Brent Palmer.

Thank you to all those who attended the Board Training and Orientation on September 7. Monty Bryant attended the ‘Paddles Revealing Event’ which took place on September 15 in the Boardroom at the Interurban campus. This event was to appreciate the artistry and significance

of the paddles created as physical representations of the college's new strategic plan. A larger public event will take place at a future date celebrating the installation of the paddles in the Board rooms at Interurban and Lansdowne. Tanya will attend the 32nd Annual Welcome Feast which will be held on September 21 at the Songhees Welcome Centre. On September 23, Monty Bryant will attend a special event honouring for Skip and Linda Dick at the Songhees Bighouse.

BCNET, with the support of the Ministry of Post-Secondary Education and Future Skills, is hosting a half-day event on Cybersecurity Risk Management. Thank you to Mike Stubbing and Lindsay Kearns for attending. Tanya will attend the fourth 'Post-Secondary Indigenous Board Member Gathering' on Monday, October 16, 2023, at the Musqueam Cultural Pavilion in Vancouver.

2. President's Report

Lane Trotter, President, reported that on July 9 he joined a large and enthusiastic group of college employees and students to march in the Pride Parade in downtown Victoria. On September 11 and 12 he attended the BC Colleges Presidents meeting in Vancouver. On the afternoon of September 12 Lane attended the Trades Training Consortium Board of Directors to review the trades training structure. On September 13, John D'Agnolo, Executive Director, Human Resources, and Lane attended the PSEA AGM in Richmond.

On September 15 Monty Bryant and Lane participated in the ceremony for the reveal and presentation of the Strategic Plan paddles in the Interurban boardroom. The paddles were created by students and faculty in the Indigenous Peoples Trades Training program along with Indigenous Elders and are a beautiful and impactful illustration of the six priorities of Camosun's 2023-2028 Strategic Plan. Rodney Porter noted there are seven paddles for each campus. They are hand carved from locally sourced red cedar. Each paddle has iconography from the Strategic Plan. They will be installed in the Interurban Boardroom next week. They will be installed in the Lansdowne boardroom at a later date. Lane expressed gratitude to everyone involved in making the paddle concept a reality.

3. Foundation

Joanne Cumberland, Foundation Liaison, noted Geoff Wilmshurst is travelling this week.

- So far this year the Advancement Team has brought in over \$2,125,000.
- This coming Friday is the second annual Chargers Golf Tournament.
- On Saturday, the team will be with the Chargers for the annual alumni weekend.
 - Basketball is at 2:00 & 4:00; Volleyball is at 6:00 & 8:00pm.
- There will be a silent auction. The link will be available shortly.

4. Education Council

Bijan Ahmadi, Education Council Chair, noted the minutes from the May 17, 2023, meeting were included in the agenda package. Bijan went over the highlights of the June 21, 2023, meeting, which included his re-election as Chair for the coming year. Andrea Kucherawy is the Vice Chair. In June, they moved forward curriculum in Arts & Science and Health. They endorsed the Sexual Violence policy. The next meeting is Wednesday, September 20, 2023.

5. Pacific Institute for Sport Education (PISE)

Brenda McBain, PISE Board of Directors member, noted the first meeting, the AGM, is on Thursday, September 21, 2023. Deborah Huelscher is attending on behalf of Lane Trotter. Lindsay Kearns will attend on behalf of Brenda McBain.

IV BOARD COMMITTEE REPORTS

1. Executive Committee

Monty Bryant, Acting Chair, noted the Executive Committee met on September 5, 2023. They set the agenda for today's Board meetings. They looked at Board oversight of cybersecurity risk management for the college.

- the College will be sending some Board and staff members to the BCNet cybersecurity conference on October 5, 2023,
- BCNet funded KPMG to work with the post-secondary system and the College is currently working with KPMG to develop a cybersecurity incident response plan, tools and supports, including tabletop exercises,
- Camosun will engage KPMG for additional work to develop additional education and training tools specific to the Board's oversight role for cybersecurity risk management.

The Sexual Violence policy three-year review has been completed and the request for approval is next. Deborah Huelscher presented the Executive with Camosun's annual Five-Year Capital Plan. The Executive Committee recommended approval of the Government Mandate Letter for 2023/24. The Executive reviewed the Board competency matrix and removed 'investment management'. 'Information technology and cybersecurity knowledge', and 'Reconciliation/Indigenous Cultural Agility' have been added to the matrix.

Monty Bryant will join the Audit Committee and the Finance Committee and has accepted the role of Liaison to the Education Council. Brenda McBain accepted the PISE liaison role. Joanne Cumberland and Logan Hudson have jointly accepted the Foundation Board liaison role. Monty Bryant will mentor Jagjeet Singh, and Joanne Cumberland will mentor Logan Hudson.

i) Sexual Violence Policy

Clifton Dildy, Past Acting Director, Student Affairs, noted that every three years we are required by Government to review the policy and gather student feedback to ensure it meets the needs of the community and to gather feedback on improvements. Over the past three years, an internal review was conducted which included a multi-disciplinary group of administration and a student consultation process. The two main themes were fair processes for handling complaints and to provide supports to students impacted by sexual violence. The term misconduct was taken out, and the definition of student has been aligned with the one in the academic calendar. References to supporting documents were added, including acceptable use of technology and anonymous reporting.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO THE E-2.9 SEXUAL VIOLENCE POLICY AS INDICATED.

CARRIED

ii) Five-Year Capital Plan

Deborah Huelscher, VP Administration & CFO, noted the plan is required annually by Government and requires approval by the Board. There are no new items this year, nor have any been removed. Government has encouraged the sector to put in proposals for major maintenance projects such as new roofs and building envelopes.

The Lansdowne Student Housing project is the number one priority. The cost is projected at \$219M compared to \$145M last year. Camosun submitted the Business Plan to Government last February. It will go to Treasury Board in October or November. Now that the Government knows the amount of funding available, they asked us to reduce the cost. We are working with the architects to maintain 400 beds, but at a cost closer to \$150M. Some of the reduction strategies include looking at a new site on campus, more dormitories, and less common space. The revision will be complete by the end of September. The Ministry asked for student housing at Interurban campus to be added, but there is no plan yet. It will be tied to the Culinary Arts upgrade.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE SUBMISSION OF THE CAMOSUN COLLEGE FIVE-YEAR CAPITAL PLAN (2024/25 TO 2028/29) TO THE MINISTRY OF POST-SECONDARY EDUCATION AND FUTURE SKILLS.

CARRIED

2. Finance Committee

- i) Mike Stubbing, Chair, Finance Committee, gave a report on the September 5, 2023, meeting. The financial results for the first quarter, April 1 to June 30, were reviewed, and the quarter ended well. The results were \$2.75M below budget, related largely to the timing of grants. Salary and benefits were \$2.75M below budget but this is also attributed to timing. The non-personnel budget was down \$700K so the result was a positive variance of \$600K compared to budget. The deficit balance was \$1.75M against a budgeted deficit of \$2.4M, which is better than expected. Base operations was ahead of budget by \$600K. Camosun International was ahead by \$200K. International enrolment for September is 2000 students, compared to the budgeted amount of 1900 students. Professional Studies and Industry Training (ProSIT) was ahead by \$20K. Self-funded Contracts was up \$128K. Camosun Innovates was \$165K behind budget. Ancillary Services was behind budget by \$160K. Administration will track these activities as they are important to support base operations. Most departments are functioning very well. COVID cut into our reserves, and we have scaled back on spending. Because of this, we must have positive financial results in order to reinvest back into the schools and to rebuild the reserves.

a. 2022/2023 Financial Information Act Report

Mike Stubbing, Chair, Finance Committee, noted we must submit the Financial Information Act Report in accordance with the Public Bodies Information Act of BC and the Financial Information Act subject to approval by the Board.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2022/2023 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF POST-SECONDARY EDUCATION AND FUTURE SKILLS.

CARRIED

b. Board Finance Committee Terms of Reference Revision

Mike Stubbing noted the Terms of Reference states the Board Chair appoints the members, but not that they are a member themselves. The change will specify that the Chair is a member of the committee.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISION TO THE 'G-1.5 FINANCE COMMITTEE TERMS OF REFERENCE' THAT STATES THE BOARD CHAIR IS A MEMBER OF THE COMMITTEE.

CARRIED

V APPROVAL OF THE MINUTES

The minutes of the June 12, 2023, meeting were approved as distributed.

VI NEW BUSINESS

1. Board Oversight Cybersecurity Risk Management & Multi-factor Authentication (MFA)

Ted Pennell, Chief Information Officer, noted the report from the Auditor General on cybersecurity at Vancouver Island University is in the package. Ted provided an overview of what has been done at Camosun on Multi-factor authentication (MFA), and how it is balanced between having a secure environment and also supports employees and students. It provides multiple defenses to keep criminals out but does not keep students and employees out. There is a single sign-on for students and employees and the new MFA tool provides secondary validation on log-in via text or the MS APP. It supports 'Work From Home' as it can be done from home. It has conditional access so that when log-on is from the home computer, it does not ask for double authentication for three months. All staff now use MFA. It is voluntary for students until late November, when it will become mandatory for students when off-campus.

A cybersecurity awareness platform will be launched next month which assesses aptitude for risk. Training is then provided based on the individual's disposition to risk. Work on cybersecurity is ongoing with KPMG. They recently held a tabletop exercise for administration on how to respond to a cyber breach.

2. Government: 2023/24 Mandate Letter

Lane Trotter, President, noted each year the Government sends a mandate letter to the Board indicating their priorities. They change them on occasion and a comparison to the previous year is in the briefing note. The response to the priorities are written into the next year's Institutional Accountability Plan and Report (IAPR). Once approved, the Board Chair signs the letter on behalf of the Board. Government expects the Board to be responsible for oversight of cybersecurity.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ACCEPT AND APPROVE THE TERMS OF THE 2023/24 GOVERNMENT MANDATE LETTER AND AUTHORISE THE BOARD CHAIR TANYA CLARMONT TO SIGN IT.

CARRIED

3. Government: Future Ready Plan

Lane Trotter noted Future Ready is part of a Government funding program announced last winter of \$1.4B. A portion of the funds went to short term courses that are up to 13 weeks long. A grant of up to \$3500 is given to individuals so that at no cost to them they can keep current or get a skill to work. Camosun is providing the short-term courses through Professional Studies and Industry Training (ProSIT). Camosun College offers 64 future skills courses which is the highest in BC. The Camosun staff responsible for mounting the program quickly were commended for their excellent work.

4. Election of the Vice Chair

Deborah Huelscher, VP Administration and CFO, declared the election for the Vice Chair of the Board of Governors open and called for nominations. She first put out a call for nominations and interest in August. Three Board members nominated Lindsay Kearns. Brenda McBain seconded the nomination. No other nominations were put forward and Lindsay Kearns was acclaimed Vice Chair for the period of September 18, 2023, to August 31, 2024.

VII ADJOURNMENT

The meeting was adjourned at 6:21 pm.

Tanya Clarmont, Chair

Date

Heather Martin, Executive Assistant