



## BOARD OF GOVERNORS

### REGULAR MEETING AGENDA

**MEETING:** Monday, December 2, 2024  
**TIME:** 5:00 pm  
**LOCATION:** Paul 216, Lansdowne Campus  
**ONLINE:** Teams

**BOARD MEMBERS:**

Tanya Clarmont, Chair  
 Bijan Ahmadi  
 Monty Bryant, Past Chair  
 Jeremy Burgess  
 Joanne Cumberland  
 Shane Hartman  
 Sean Leyland  
 Lindsay Kearns, Vice Chair  
 Brenda McBain  
 Ruth Mojeed Ramirez  
 Prince Solanki  
 Mike Stubbing, Treasurer  
 Lane Trotter, President  
 Al van Akker

**ADMINISTRATION:**

John Boraas, Provost & VP Education & Innovation  
 John D’Agnolo, Exec. Dir., Human Resources  
 Deborah Huelscher, VP Administration & CFO  
 Jody Kitts, Director, Advancement and Alumni Engagement  
 Rodney Porter, Exec. Dir., Communications & Marketing  
 Jen Stone, Exec. Dir., Strategy, Planning & Transformation  
 Richard Stride, Acting VP Enrolment & Community Engagement

**GUEST:** Michal Jaworski, Clark Wilson LLP

**REGRETS:** nil

**EXECUTIVE ASSISTANT:** Heather Martin

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Ləkʷəŋən (Songhees and Kosapsum) and WSÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

	I, A, D	Page
<b>I. CALL TO ORDER</b>		
<b>II. APPROVAL OF THE AGENDA</b>		
<b>III. BOARD MEMBER REPORTS</b>		
1. Chair’s Report [5 min] (Tanya Clarmont)	I	no attachment
2. President’s Report [5 min] (Lane Trotter)	I	attachment 3
3. Foundation [5 min] (Jody Kitts/Joanne Cumberland/Richard Stride)	I	no attachment
4. Education Council [5 min] (Bijan Ahmadi/Monty Bryant)	I	
i) Minutes of the October 16, 2024, meeting		attachment 4
5. Pacific Institute for Sport Education [5 min] (Jeremy Burgess)	I	no attachment

**IV. BOARD COMMITTEE REPORTS**

1. Executive Committee [10 min] (Tanya Clarmont)

i) Report from the November 18, 2024, meeting | no attachment

2. Risk and Audit Committee [10 min] (Lindsay Kearns)

i) Minutes from the June 3, 2024, meeting | attachment 9

ii) Report from the November 25, 2024, meetings | no attachment

**V. APPROVAL OF THE MINUTES**

Minutes of the November 4, 2024, meeting [2 min] (Tanya Clarmont)

| attachment 12

**VI. NEW BUSINESS**

1. College and Institute Act – Role of the Board [30 min] (Michal Jaworski)

| no attachment

**VII. ADJOURNMENT**

- I** Information
- A** Advice
- D** Requires a decision



## Board of Governors

**SUBMITTED BY:** Lane Trotter, President  
**DATE:** December 2, 2024  
**TOPIC:** President's Report: November 4 – December 2, 2024

---

**Note: A verbal report will be provided for events from November 25<sup>th</sup> through December 4, due to the publishing timeline of the Board meeting package.**

### **1. Meetings with External Community**

On November 12<sup>th</sup> I met with Simone Sotto and Claire Pinsent of Doane Grant Thornton to discuss their Vibrant Communities initiative on how to engage people in their communities.

On November 21<sup>st</sup> I had a brief on-line introductory meeting with our new Minister, Anne Kang.

On November 22<sup>nd</sup>, Richard Stride, Christiaan Bernard and I had the opportunity to host the India Consul General Vancouver, Mr. Masakui Rungsung, his wife Ms. Zingcharwon, and guests at a lunch in our Interurban Classroom Restaurant.

### **2. Meetings with Internal Community**

On November 12<sup>th</sup> I met with Lynelle Yutani, CCFA President for a special update on her recent trip to Ottawa (with faculty association members from two other BC colleges) to lobby the Federal government on their changes to the international student program.

On November 21<sup>st</sup>, I attended the School of Business virtual Townhall meeting.

### **3. Special Events**

On November 13<sup>th</sup> I was honoured to attend the Nahey'gnut unveiling ceremony in Wilna Thomas Room 200. The ceremony was to honour and acknowledge Skip and Linda Dick for their many years of contributions to Indigenous Education at the college. Their sharing of knowledge, wisdom and kindness with our students and employees has enriched Camosun beyond measure.

### **4. United Way Campaign**

As Campaign Chair for the Southern Vancouver United Way Campaign, I have attended multiple events in our community.



# APPROVED Minutes

## REGULAR MEETING

Wednesday, Oct 16, 2024

4:00 - 6:00 pm

P216, LACC 321, MS Teams

### Present

#### Voting Members

- |   |                                   |
|---|-----------------------------------|
| 1. Alexis Martfeld, Faculty                     | 9. John Boraas, Administration    |
| 2. Andrea Kucherawy, Support Staff (Vice-Chair) | 10. Lois Fernyhough, Faculty      |
| 3. Bijan Ahmadi, Faculty (Chair)                | 11. Mark Fournier, Faculty        |
| 4. Blair Fisher, Faculty                        | 12. Michael Liu, Faculty          |
| 5. Courtney Neidig, Faculty                     | 13. Nicholas Read, Faculty        |
| 6. Derek Murray, Faculty                        | 14. Steven Rumpel, Administration |
| 7. Heather del Villano, Administration          | 15. Tia Primrose, Support Staff   |
| 8. Isabel Grondin, Faculty                      |                                   |

#### Non-Voting Members

- |                                      |                                 |
|--------------------------------------|---------------------------------|
| Christopher Avis, Interim ICC Chair  | TBA, Indigenization Coordinator |
| Dr. Monty Bryant, Board of Governors |                                 |

**Guests:** Peter Moroney, Education Policy & Planning; Rob Thompson, Ombudsperson; Eric Sehn, Dean T&T; Trisha Jarrett, T&T, Coordinator - Women and Indigenous People in Technology; Saryta Schaerer; Computer Science Chair; Nasr Khalifa; Associate Dean A&S; Kristine Kerins, English Chair; Cuma Yilmaz, T&T Faculty; Ayush Gujjar, Student

**Regrets/Absent:** Lane Trotter; Scott Harris, Purav Yashpal

ITEM	PRESENTER
<p><b>A. CALL TO ORDER AND DECLARATION OF QUORUM</b></p> <p>The regular meeting was called to order at 4:05 pm. Quorum was reached.</p>	<b>Bijan Ahmadi</b>
<p><b>B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY</b></p> <p><i>Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. &lt;<a href="http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html">http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html</a>&gt;</i></p>	<b>Bijan Ahmadi</b>

ITEM	PRESENTER
<b>C. CHECK-IN</b> Bijan welcomed the Council to the meeting and provided members an opportunity to share any School, unit, or personal updates that they had.	Bijan Ahmadi
<b>D. ACCEPTANCE OF AGENDA</b> The agenda for <a href="#">Oct 16, 2024</a> was approved by unanimous consent.	Bijan Ahmadi
<b>E. MINUTES FOR APPROVAL</b> The minutes for the <a href="#">Sept 18, 2024</a> meeting were approved by unanimous consent.	Bijan Ahmadi
<b>F. REPORTS</b>	
<b>1. Education Council Chair</b> Bijan recognized the guests attending the meeting. He had nothing further to report.	Bijan Ahmadi
<b>2. Provost and VP Education and Innovation</b> John acknowledged the state of the what the federal government is doing regarding policy and approach to international education, and the advocacy and work being done across the country to articulate that some of what is happening is not in the best interest of the post-secondary system, as well as current and prospective international students. Best and worse case scenarios are being considered based on outcomes from this work, to ensure we all land as well as we possibly can as we move through this challenge.	John Boraas
<b>3. Board Member</b> Monty reported that the capital plan was approved at the last meeting. First on the list is the Culinary Arts centre/campus dining, followed by the Young Building, CBA & Tech roof and envelope, Liz Ashton curtain wall and envelope, the paved linear infrastructure, combining International and Registration into joint offices, and Interurban student housing. Related to what John highlighted, Monty reported good news regarding the uptick in domestic student enrolment thanks to the efforts of all involved with recruitment.	Dr. Monty Bryant
<b>G. COMMITTEE REPORTS</b>	
<b>Education Council Policy and Standards Committee</b> Pete reported that the committee met for the first time this academic year on September 27. Rob Thompson (Ombudsperson) will be joining the committee as a guest, as a lot of the policy work being done touch on the issues that Rob has expertise in and can provide insight on. The committee is still searching for student representation and asked Council to refer any interested students. The lack of	Peter Moroney

ITEM	PRESENTER
<p>Indigenous representation was also discussed. This will be taken up again with Eyē? Sqā'lewen to see if anything can be done.</p> <p>The committee was refreshed on policies currently under development, and Rashed explained his role regarding non-educational policies. They were also provided an update on Artificial Intelligence and discussed questions around policy related to AI. Academic Integrity and Student Misconduct are the current go-to policies for dealing with any issues related to this. The committee is staying open-minded and will be guided by the AI Task Force for guidance on any future policy work.</p> <p>The committee was also provided an update on the activities around the Education Council Bylaws. They also discussed ideas and compiled a list of future policy work and what they feel needs to be addressed. Peter asked Council members to reach out to him regarding any policy gaps or needed policy revisions around the College that they would like brought forth for discussion.</p>	
<b>H. INTEGRATED CURRICULUM COMMITTEE REPORT</b>	<b>Christopher Avis</b>
<b>Curriculum for Presentation and Approval</b>	
Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:	
A&S: ENGLISH (KRISTINE KERINS)	
<a href="#">Creative Writing (Cert)</a>	
<a href="#">CRWR 102</a>	
<b>Motion:</b>	
That Education Council approves the curriculum as submitted:	
<b>Moved by: Heather del Villano</b> <b>Seconded by: Nicholas Read</b> <b>Motion Carried</b>	
Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:	
T&T: COMPUTER SCIENCE (SARYTA SCHAEERER)	
<a href="#">Technology Pathways Certificate of Completion</a>	
<a href="#">TECN 095</a>	
<b>Motion:</b>	
That Education Council approves the curriculum as submitted:	
<b>Moved by: Lois Fernyhough</b> <b>Seconded by: Derek Murray</b> <b>Motion Carried</b>	

ITEM	PRESENTER
<p><b>Regular Curriculum for Approval</b></p>	
<p>Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:</p>	
<p>BUS: BUSINESS ADMIN DIPLOMAS</p>	
<p><a href="#">BUS ADM – Accounting</a></p>	
<p><a href="#">BUS ADM – Finance</a></p>	
<p><a href="#">BUS ADM – General Management</a></p>	
<p><a href="#">BUS ADM – Marketing</a></p>	
<p><a href="#">Public Administration</a></p>	
<p>BUS: APPLIED BUSINESS TECHNOLOGY</p>	
<p><a href="#">BUS 140</a></p>	
<p>HHS: DENTAL ASSISTANT &amp; HYGIENE</p>	
<p><a href="#">Dental Hygiene (Bachelor Science)</a></p>	
<p>HHS – COMMUNITY FAMILY CHILD STUDIES</p>	
<p><a href="#">MHA 140</a></p>	
<p>A&amp;S/BUS</p>	
<p><a href="#">University Transfer</a></p>	
<p><a href="#">ART 201</a></p>	
<p><b>Motion:</b></p>	
<p>That Education Council approves changes to the curriculum as submitted:</p>	
<p><b>Moved by: Andrea Kucherawy</b></p>	
<p><b>Seconded by: Lois Fernyhough</b></p>	
<p><b>Motion Carried</b></p>	
<p><b>I. UPDATE – INDIGENOUS ADVISORY COMMITTEE CONSULT</b></p>	<p><b>Bijan Ahmadi</b></p>
<p>Bijan provided an update on the Education Council Bylaw review, particularly the addition of an Indigenous voting member to Council. He met with the Indigenous Advisory Committee to discuss and see what their perspective would be on this membership. Instead of Council trying to ‘create’ what this membership would look like, which is a colonial approach, he took this to the IAC was so that we can move together in a good way. He provided the IAC with a framework of the College and Institute Act, the history of Education Council and the non-voting member/Indigenization Coordinator, and others who have attended EdCo on behalf of Eyē? Sqâ’lewen. He informed the IAC of the suggestions and feedback made at Education Council and Policy &amp; Standards. The IAC had the following feedback.</p>	

ITEM	PRESENTER
<ul style="list-style-type: none"> <li>• Faculty - identifying and holding a faculty seat for an Indigenous representative. This is great. However, any faculty member who is then also providing an Indigenous voice is doing a double duty. Also, the smaller pool of applicants, and faculty or staff wanting to run as themselves (to be on council as faculty or staff members) as opposed to this secondary placement.</li> <li>• There is a list of people in the community who are well recognized as being an appropriate voice for providing an Indigenous context and perspective. However, the IAC Chair said that Education Council business is quite specific around the importance of quality education and policy for students (student-centred approach). Therefore, the member should be knowledgeable about education and process at the college level. An external member may not have enough knowledge and context of the college and its community to provide that voice.</li> <li>• Several IAC members identified that they felt that there was a lack of recognition and value for an Indigenous member within council. That this is a gap that's within the College and Institute Act and several suggested that we should actively change the Act. Bijan will be taking this suggestion forward to the Education Council Chairs meeting in November.</li> <li>• Given this gap in the Act, IAC suggests that an Indigenous representative be a voice of Eyē? Sqâ'lewen, therefore not representing a particular unit.</li> </ul> <p>Bijan has been invited to attend the next IECC leadership meeting to discuss potentials for how the appropriate voice be selected from within Eyē? Sqâ'lewen. Bijan will then bring that information back to Council to decide on that or some iteration of that is the appropriate way to move forward.</p>	
<b>J. ADJOURNMENT</b>	<b>Bijan Ahmadi</b>
The meeting adjourned at 5:25 pm.	





## BOARD OF GOVERNORS

### RISK AND AUDIT COMMITTEE MINUTES

**MEETING:** Monday, June 3, 2024  
**TIME:** 4:00 pm  
**LOCATION:** Paul Boardroom #216, Lansdowne Campus  
**ONLINE:** Teams

---

**BOARD MEMBERS:**

Lindsay Kearns, Chair  
 Monty Bryant  
 Tanya Clarmont  
 Mike Stubbing  
 Lane Trotter, President (ex officio)

**RESOURCES:**

Deborah Huelscher, VP Administration & CFO  
 Chris Jones, Director, Finance

**GUESTS:** Liette Bates-Eamer, KPMG  
 Ayomide Kolawole-Osafehinti, KPMG

**REGRETS:** nil

**EXECUTIVE ASSISTANT:** Heather Martin

---

The meeting was opened with the Acknowledgement of the Territory.

**I CALL TO ORDER**

The meeting was called to order at 4:00 pm.

**II APPROVAL OF AGENDA**

The agenda was approved as presented.

**III APPROVAL OF THE MINUTES**

1. The minutes from the October 23, 2023, Audit Plan meeting were approved as presented.
2. The minutes from the October 23, 2023, Risk Register meeting were approved as presented.

Brenda McBain will be invited to join the Cybersecurity Sub-Committee for the next term.

**IV NEW BUSINESS**

**1. Audited Financial Statements for the Year Ending March 31, 2024**

**i) Management Presentation (Deborah Huelscher)**

Deborah Huelscher, VP Administration & CFO, provided a high-level overview of the audited financial statements for the year ending March 31, 2024, the year-end position compared with the year ended March 31, 2023, and the operations highlights. Management prepared the statements in accordance with the reporting framework directed by the Provincial Government and the Budget Transparency and Accountability Act. The statements are in final draft format and will go to the Board of Governors for approval on June 10. The year ended with an overall surplus of \$2.3M compared to a surplus last year of \$1.1M. It was a very clean audit, and it showed no control deficiencies, no issues around accounting policies and estimates, nor with the financial statements. The Board established a Cybersecurity Sub-committee who report to the Board.

**MOTION:**

**THAT THE AUDIT COMMITTEE RECOMMENDS THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2024, AS PRESENTED.**

**CARRIED**

**ii) Auditor's Report (KPMG)**

Liette Bates-Eamer, KPMG, reviewed the highlights of the auditor's report for the year ending March 31, 2024. The audit is substantially complete, pending approval by the Board on June 10, 2024. It was prepared in accordance with Budget Transparency and Accountability Act and is a clean, unqualified audit opinion. The threshold of materiality is \$3M and there were no significant changes to the audit plan. Nothing was materially misstated that was not corrected, and there were no issues or adjustments. KPMG confirmed their independence as the auditor. Three new accounting standards were adopted for year-end; PS 3400 Revenue, PS 33160 Public Private Partnerships, and PSG 8 Purchased Intangibles.

**V IN-CAMERA SESSION (Board Members, President, and Auditors)****IV NEW BUSINESS (continued)****2. Reappointment of the Auditor**

Deborah Huelscher noted Section 55 of the College and Institute Act states that the institution must appoint an auditor to audit the accounts of the institution at least once each year. KPMG has completed the third year of their five year contract so will begin their fourth year.

**MOTION**

**THAT THE AUDIT COMMITTEE RECOMMENDS THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS REAPPOINT KPMG TO PERFORM THE AUDIT OF THE COLLEGE'S FINANCIAL STATEMENTS FOR THE REPORTING YEAR ENDING MARCH 31, 2025.**

**CARRIED**

**3. Potential Protest at Convocation**

Lane Trotter, President, noted the UVic protest encampment has upwards of 80 protesters during the day. A contingency plan is in place for Camosun's convocation ceremonies in the event of a protest. An area will be reserved for protesters. Security will be enhanced. If the protestors block any egress point, we will cancel the ceremony as must protect the health and safety of our students, employees and guests. A communication plan is in place in the event of an incident. There is a safety plan for Board members. Communication is underway with the Student Society.

**4. Forced Labour and Child Labour in Supply Chains Act, Reporting Requirements for Camosun**

Deborah Huelscher noted that in January reporting measures were introduced by the Federal Government through former [Bill S-211, Fighting Against Forced Labour and Child Labour in Supply Chains Act](#), to increase industry awareness and transparency and to improve practices around forced labour and child labour.

Because of conflicting legal information, the College was not made aware until mid-May that Camosun is included in the Act. Reports must detail the steps taken during the previous financial year to prevent and reduce the risk that forced labour or child labour is used by them or in their supply chains. The first report was due on May 31, 2024, which has now passed. The KPMG legal team was engaged to advise and compile the report, which is now complete. The report requires Board approval.

The repercussions of non-compliance with Federal legislation could be criminal liability and fines. An emergency meeting of the Board Executive Committee was called for June 3, 2024, immediately following Risk & Audit Committee, due to the urgency to comply with the Federal legislation. The Executive Committee has the authority to act on behalf of the Board in emergencies.

**VI ADJOURNMENT**

The meeting adjourned at 5:05 p.m.



## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

**MEETING:** Monday, November 4, 2024  
**TIME:** 5:00 pm  
**LOCATION:** Paul 216, Lansdowne Campus  
**ONLINE:** Teams

---

#### BOARD MEMBERS:

Tanya Clarmont, Chair  
 Bijan Ahmadi  
 Monty Bryant, Past Chair  
 Jeremy Burgess  
 Joanne Cumberland  
 Shane Hartman  
 Sean Leyland  
 Lindsay Kearns  
 Brenda McBain  
 Ruth Mojeed Ramirez  
 Prince Solanki  
 Mike Stubbing  
 Lane Trotter, President  
 Al van Akker

#### ADMINISTRATION:

John Boraas, Provost & VP Education & Innovation  
 John D'Agnolo, Exec. Dir., Human Resources  
 Deborah Huelscher, VP Administration & CFO  
 Jody Kitts, Dir., Advancement & Alumni Engagement  
 Rodney Porter, Exec. Dir., Communications & Marketing  
 Jen Stone, Exec. Dir., Strategy, Planning & Transformation  
 Richard Stride, Acting VP Enrolment & Community Engagement

**REGRETS:** Scott Harris, Registrar

**EXECUTIVE ASSISTANT:** Heather Martin

---

The meeting was opened with the Acknowledgement of the Territory.

#### I CALL TO ORDER

Tanya Clarmont, Chair, called the meeting to order at 5:05 pm.

#### II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

#### III BOARD MEMBER REPORTS

##### 1. Chair's Report

Tanya Clarmont, Chair, noted that all the regular Board meetings are open to the public and welcomed the guests on Teams. Lane Trotter and Tanya met several times for planning and updates. The 'Allies Alongside: A Ceremony for Orange Shirt Day' took place on September 26 in Na'tsa'maht. Tanya thanked Bijan Ahmadi, Brenda McBain, Prince Solanki, Lane Trotter, and Al van Akker for attending.

The School of Access awards took place on October 18. Thank you to Brenda McBain for bringing greetings on behalf of the Board of Governors.

On October 28, Monty Bryant and Lane Trotter attended a celebration of the new partnership between the Malahat Nation, Camosun and the Ministry that has made the Malahat SOAR Adult Education Program possible. It will help break down barriers to greater learning by bringing education to the community. Monty Bryant added that the most important part was to see the students who are taking the programs speak about their experiences. They come from varied backgrounds and are doing very well.

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

Lane Trotter, President, reported it was great to be at the Malahat signing. He acknowledged the faculty who created the program and who deliver it on their territory. It provides a great place for students to learn. It was very moving to hear from the students, elders, and community members.

On October 30th Richard Stride and Lane attended the announcement of the Dennis & Phyllis Washington Foundation and Seaspan donation of \$5.26M to establish the Camosun Trades Training Centre next to the Camosun Coastal Centre. It is for Indigenous learners to pursue a career in the marine trades. Lane acknowledged the work of Jody Kitts and Michelle Brown. It is the largest gift the college has ever received.

## **3. Foundation**

Jody Kitts, Director, Advancement & Alumni Engagement, reported:

- We have raised \$3.4M so far this year, and \$500K of that has been added to endowment principal.
- Two potential new Board members will be joining the November 21 meeting.
- Giving Tuesday is December 3 this year and we are busy planning.
- Grace van den Brink, Chair and the Executive of the Foundation Board is challenging the Board of Governors to a Giving Tuesday challenge. The rules:
  - An email will be sent to both boards shortly. The challenge ends on Giving Tuesday - December 3;
  - Whichever Board gets to 100% participation first wins;
  - Members can donate to any fund. Donations to Erasing Barriers as part of Giving Tuesday will be matched.

## **4. Education Council**

Bijan Ahmadi, Education Council Chair, noted the minutes from the June 12 and September 18, 2024, meetings were included in the agenda package. Bijan went over the highlights of the October 16, 2024, meeting. The fall by-election brought two new students to the council, leaving only one empty student seat. They brought forward certificates Creative Writing Certificate and Technology Pathways.

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

Jeremy Burgess, PISE Board of Directors, noted they have not met since the last Board meeting report. He acknowledged the passing of Murray Sinclair, Indigenous Leader, judge and senator, who chaired the Truth and Reconciliation Commission into Canadian residential schools' abuse of Indigenous children.

#### IV BOARD COMMITTEE REPORTS

##### 1. Cybersecurity Sub-Committee

###### i) Report from the September 23, 2024, meeting

Lindsay Kearns, Chair, Cybersecurity Sub-Committee, noted they met twice. Questions can be directed to committee members. Ted Pennell gave an overview on ransomware attacks and mitigation plans.

###### ii) Report from the October 22, 2024, meeting

Lindsay Kearns noted the sub-committee took part in a Table Top exercise led by Roddy Govender, KPMG, at the October 22 meeting. They were given a scenario and asked what they would do. It provided extremely valuable learning.

##### 2. Executive Committee

###### i) Report from the October 22, 2024, meeting

Tanya Clarmont, Chair, Executive Committee, noted the meeting took place on October 22. We directed Strategy, Planning and Transformation (STP) to revise the Board Operations By-Law, Policy Framework, and policy matrix to reflect the delegation of the approval of operational policies to the President. STP will send the revised By-Law for legal advice before bringing the policy portfolio back to the Executive for a recommendation to the Board.

We received the annual enrolment report. We reviewed the removal of barriers for Board members attending meetings face-to-face. The Board Out-of-Pocket Expenses policy covers reasonable expenses incurred while on Board business, and childcare was included. We worked on Board succession planning. We are looking for candidates in Finance and Cybersecurity. We reviewed the format for the annual Board Orientation. There were some suggestions. The addition of orientation presentations with audio was an improvement. We approved the agenda for today's meeting.

Lane Trotter invited the Board and College Executive Team to his home for a social on June 13, 2025.

##### 3. Finance Committee

i) The minutes from the September 5, 2024, meeting were included in the agenda package. The main purpose of the meeting was to review the first quarter results.

ii) Mike Stubbing provided a report on the October 28, 2024, Finance Committee meeting. We reviewed the second quarter results. In the first six months, the college was in a deficit position of \$4.7M. We budgeted for a deficit of \$5.3M, so were \$600K ahead of where we planned to be at September 30. Expenses were higher than expected, but they may be mitigated by additional revenue and savings. Domestic enrolment is up by 7% but international enrolment is lower than expected due to Federal government policies. That trend will continue through winter, and we will see lost revenues. The College has moved to essential spending. We still forecast a small surplus at year-end which is crucial. We had three years of deficit budgets after COVID. As we used our reserves then, we must focus on building a surplus for future. The first six-months were managed very well.

We looked at the process for building next year's budget. We began early last year but will delay it this time. We do not yet know what international enrolment numbers are for winter but should know in the next few weeks.

**a) Student Housing Project Governance Body**

Mike Stubbing advised that the Finance Committee made a recommendation that the Board formally approve the Finance Committee's role as governance body for the student housing project. They will have oversight of the project and report to the Board.

**MOTION:**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THAT THE 'STUDENT HOUSING CAPITAL PROJECT STEERING COMMITTEE' WILL REPORT TO THE BOARD OF GOVERNORS THROUGH THE BOARD FINANCE COMMITTEE.**

**CARRIED**

**V APPROVAL OF THE MINUTES**

The minutes of the September 23, 2024, meeting were approved as distributed.

**VI NEW BUSINESS**

**1. Enrolment Report for 2023/24**

Richard Stride, Acting VP Enrolment & Community Engagement, provided an overview of the 2023/2024 annual enrolment report and snapshot of the fall 2024 enrolment. 2023/24 was a rebuilding year after COVID. There has been a gradual growth in headcount. There are usually 50% new students in any given year. The retention rates average 50 – 60% overall. Enrolment mix is a snapshot of where the students are enrolled across the college. The median age is 23.

We track program enrolments and course registrations because a student can be enrolled in a program but not have a full course load. Growth areas included Sport and Exercise, and Upgrading & Preparatory. There were a total of 69,000 course registrations last year, which is 3.3% higher than the previous. Most areas had some growth. There was a rebound in Indigenous education. We report the total student Full-Time Equivalent (FTE) to the Ministry. We saw a 6.8% total FTE increase last year. Camosun's numbers are average compared to other colleges in B.C.

The 'Fall Snapshot' showed an uptick of 4.9% in domestic enrolment and a decrease of 6.7% on the international side over last year.

**VII ADJOURNMENT**

The meeting was adjourned at 6:10 pm.

---

**Tanya Clarmont, Chair**

---

**Date**

---

**Heather Martin, Executive Assistant**