



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