



## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

**MEETING:** Monday, February 3, 2025  
**TIME:** 5:00 pm  
**ONLINE:** Teams

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**BOARD MEMBERS:**

Tanya Clarmont, Chair  
Bijan Ahmadi  
Monty Bryant, Past Chair  
Joanne Cumberland  
Sean Leyland  
Brenda McBain  
Prince Solanki  
Mike Stubbing  
Lane Trotter, President  
Al van Akker

**REGRETS:** Jeremy Burgess, Lindsay Kearns,  
Shane Hartman, Ruth Mojeed Ramirez

**ADMINISTRATION:**

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  
Richard Stride, Acting Provost & VP Education & Innovation  
Geoff Wilmshurst, VP Enrolment & Community Engagement

**GUESTS:**

Rashed Al-Haque, Assoc. Dir., Policy Development & Planning  
Peter Moroney, Dir., Education Planning & Policy  
Scott Harris, Registrar  
Christiaan Bernard, Exec. Dir., Camosun International

**EXECUTIVE ASSISTANT:** Naomi Poeschek

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The meeting was opened with the Acknowledgement of the Territory.

**I CALL TO ORDER**

Tanya Clarmont, Chair, called the meeting to order at 5:00 pm.

**II APPROVAL OF THE AGENDA**

The agenda was approved as distributed, with item VI 3) deferred to the March meeting.

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

Tanya Clarmont, Chair, recognized Naomi Poeschek as the Board's new Executive Assistant. Tanya noted all the regular Board meetings are open to the public and welcomed the guests on Teams. Tanya and Lane Trotter met several times for planning and updates.

On December 3, 2024, Lindsay Kearns brought a welcome to the announcement of the renaming of the Centre for Trades Education and Innovation Building to the Bhalla Centre for Trades Education and Innovation. Jeety Bhalla and family entrusted a gift of \$1M to Camosun.

An update was received from Scott Borland, Cygnus Consultants on January 9, 2025 regarding the President's 360 review process. Scott is currently developing materials for the survey/interviews, key competencies and selection of respondents. He will arrange a meeting in early February to review the work plan and associated materials.

a) Mandate letter to Minister Anne Kang from the Premier

Lane Trotter, President noted that the 2025/2026 Government Mandate Letter was received on January 16, 2025 as written by Premier David Eby to Minister of Post-Secondary Education and Future Skills, Anne Kang, outlining the Premier's expectations of the Minister. Previously, the Government has requested endorsement of the mandate by the Board which has been completed by the Board Chair on the Board's behalf.

**MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ACCEPT THE TERMS OF THE 2025/2026 GOVERNMENT MANDATE LETTER AS WIRTTEN BY PREMIER EBY TO MINISTER KANG AND AUTHROIZE THE BOARD CHAIR TO SIGN ON BEHALF OF THE BOARD, IF REQUESTED.**

**CARRIED**

**2. President's Report**

Lane Trotter shared that on January 23, he and Todd Ormiston attended the Westshore Campus Indigenous Advisory Committee, along with their counterparts from UVic and Royal Roads. They discussed programming, student supports and creating a regular meeting for this group.

On January 30, Lane attended the Vibrant Communities event which was hosted by Doane Grant Thornton LLP.

On January 30, the College Executive Team participated in a virtual Town Hall Meeting to update the college community on our current state, due to the impact of the federal government's decision regarding international students at our institution and every other post-secondary institution in the country.

**3. Foundation**

Joanne Cumberland, Foundation Liaison, noted that the committee has not met since the last meeting in December 2024.

Geoff Wilmshurst, Vice President Enrolment & Community Engagement, identified a record-breaking fiscal year end for the Foundation of \$4.65M, with an additional \$281K raised in the first month of 2025. The annual audit begins next week and there is an annual planning session on February 7, 2025. Camosun has been gifted \$1M from Highstreet Ventures to support bursaries for women in trades programs.

**4. Education Council**

Bijan Ahmadi, Chair, Education Council, noted the minutes from the November 20, 2024, meeting were included in the agenda package and that the December 11, 2024 minutes have also been approved and will be included in the next Board package. Bijan went over the highlights of the January 21, 2025 meeting which included review of the draft policy framework documents, as presented by SPT, as well as approval of the revised Health and Safety Withdrawal Policy. A new

student representative attended the meeting as a guest and was voted in as a member at the end of the Council meeting.

Bijan also reported that several Council members were concerned about the clarity and openness of information provided by management around cuts to specific positions that they felt would deleteriously impact the work of Education Council, and implored members of the Board to review the level and degree of communication between management and the wider college community. Monty Bryant respectively stated that such comments were related to management issues and not the business of the Board of Governors.

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

Jeremy Burgess, PISE Liaison, sent regrets for this meeting. Lane Trotter reported that the PISE Board met before Christmas to identify Spring 2025 events that they will be fundraising for in the community. Some issues have been identified around reviewing the Strategic Plan. PISE continues to review and manage their budget very carefully.

### **IV BOARD COMMITTEE REPORTS**

#### **1. Executive Committee**

##### **a) Report from the January 20, 2025, meeting**

Tanya Clarmont, Chair, Executive Committee, noted they met on January 20. On December 6 we submitted the Request for Appointment to the Crown Agencies and Board Resourcing Office (CABRO) for the turnover of appointments that take place on July 31, 2025. It included recommendations for candidates in the areas of Finance and Cybersecurity.

As directed, Strategy, Planning and Transformation (SPT) sought advice and feedback from Education Council to revise the Board Operations By-Law, Policy Framework and Policy Matrix to reflect the practices of similar sized BC colleges with the delegation of operational policies to the President. The recommendation to the Board is next on the agenda.

We received an overview of the newly created Board Monitoring Report for Student Success. This is the first time this report has been created for the Board, providing a comparison of Camosun with our peer institutions in BC. We reviewed Lane Trotter's goals for 2024 and considered his goals for 2025. Recommendations to the Board on each of these topics are coming up later in the agenda.

We discussed the topic for the next Learning about Camosun. An overview of Registration Systems and Enrollment will be presented later in the meeting, under New Business. We reviewed the Strategic Plan Update Report for Year Two which will be presented under the New Business section of the agenda. A recommendation to the Board will follow the presentation. We approved the agendas for today's meetings.

##### **i) Board Operations By-Law, Policy Framework, and Policy Matrix**

Jen Stone, Executive Director, Strategy, Planning & Transformation; Rashed Al-Haque, Associate Director, Policy Development and Planning; and Peter Moroney, Director, Education Planning and Policy summarized the key changes to the documents as per the recommendations from Board Executive.

Joanne Cumberland identified concerns in removing operations approvals from the Board's oversight. It was suggested to table the current motion, and two subsequent motions, until the March 3, 2025 Board meeting.

**MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS TABLE THE MOTION [THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO 'G-1.3 BOARD OPERATIONS BY-LAW'] UNTIL THE MARCH 3, 2025 BOARD MEETING.  
CARRIED**

**ii) Board Monitoring Report Student Success**

Jen Stone noted that the information in this report is internal to the College Central Data Warehouse (CDW) and uses data from other institutions which should not be shared. Jen presented an overview of the report, which analyzes patterns of change and emerging trends with regard to student outcomes data and credentials data. This report will be presented annually to the Board. Suggestions or feedback for what could be included in next year's report are welcome.

**MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE BOARD MONITORING REPORT FOR STUDENT SUCCESS.  
CARRIED**

**iii) President's Goals Review of 2024**

Lane Trotter noted that a lot of goal related work shifted after the changes announced by the Federal government. It was clarified that the Board is considering the motion based on the document being historical and not a current document.

**MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE UPDATE ON THE PRESIDENT'S GOALS FOR 2024.  
CARRIED**

**iv) President's Goals for 2025**

Lane Trotter noted that it might take longer to achieve some of these goals as we are now constrained in the resources available given the financial situation.

With regards to Goal # 4, Sustainability, Al Van Akker asked if the President and CET would be consulting with union groups on staffing changes. At Lane's request, John D'Agnolo noted that the college has met with unions re: workforce adjustments and will continue to collaborate with them. Richard Stride also shared that many meetings have been had with Deans, Directors, and their departments etc., trying to give agency to units that may be affected as to where they can find savings.

**MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE PRESIDENT'S GOALS FOR 2025.**

**CARRIED**

**2. Finance Committee**

- i) The minutes from the October 28, 2024, meeting were included in the agenda package.
- ii) Mike Stubbing, Chair, Finance Committee, gave a report on the January 27, 2025 meeting. We reviewed the financial results for the third quarter, to the end of December 2024. There was a deficit balance of just over \$4M against a budgeted deficit of \$5.4M for an overall positive variance of \$1.4M.

Base Operations revenue was \$4.6M higher than budget due to received grants. However, this is flow through revenue and does not offset the deficit. Expenses were higher than budget by \$4.2M. International tuition revenue was approximately \$2M lower than budget. Student enrollment numbers are declining at a much more accelerated rate, with a further loss of \$3.5M expected by the end of the fiscal year. These impacts will have a multi-year effect.

Mike Stubbing provided an update on Student Housing. The Finance Committee was able to provide members of the Student Housing Capital Project Steering Committee with feedback on what they would like to see in quarterly reports in order to provide informative updates to the Board.

**V APPROVAL OF THE MINUTES**

The minutes of the December 2, 2024, meeting were approved as distributed.

**VI NEW BUSINESS**

**1. Learning About Camosun: Registration Systems and Enrollment**

Scott Harris, Registrar noted that domestic enrollment has increased by 5% in Fall 2024 and by 6% in Winter 2025, surpassing expectations. This is largely attributed to CET investments in domestic recruitment capacity. Applications are also up by 17% for 2025F. A more deliberate approach is being taken for enrolment management and collaboration with Schools.

Christiaan Bernard, Executive Director, Camosun International identified that international student numbers are decreasing due in part to difficulties in getting students to come to Canada. Only about 20% of Canada's programs remain eligible for Post-Graduation Work Permits (PGWP). Overall, Camosun has seen a 21% drop in headcount between 2024W and 2025W, with admissions applications down by 63% from 2024F to 2025F.

**2. Strategic Plan Update Report**

Jen Stone identified that all information in this report is from 2024 – anything from January 2025 forward will be covered in the Year 3 report. There are 70 progress measures in the report that are updated every year.

Rashed Al-Haque, detailed the work that went into the report, including various meetings with people to look at targets, receiving updates on these targets, and compiling all received data into the current document. A baseline was established in Year One to allow for direct comparison.

**MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ACCEPT THE STRATEGIC PLAN UPDATE REPORT 2024.**

**CARRIED**

**VII ADJOURNMENT**

The meeting was adjourned at 6:55 pm.

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**Tanya Clarmont, Chair**

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**Date**

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**Naomi Poeschek, Executive Assistant**