



## BOARD OF GOVERNORS

### REGULAR MEETING AGENDA

**MEETING:** Monday, February 6, 2017  
**TIME:** 5:00 pm  
**LOCATION:** Paul Building, Room 216  
**CAMPUS:** Lansdowne Campus

**BOARD MEMBERS:**

Russ Lazaruk, Chair  
 Sherri Bell, President  
 Stephen Chang  
 Cindy Choi  
 Stefan Fletcher  
 Nigel Giuliany  
 Meagan Greentree  
 Debbie Hlady  
 Anthony Pica  
 Ron Rice, Vice Chair  
 Laylee Rohani

**ADMINISTRATION:**

John Boraas, VP Education  
 Shane Busby, VP Administration  
 Deborah Huelscher, Chief Financial Officer  
 Barbara Severyn, Executive Director, Human Resources  
 Geoff Wilmshurst, VP Partnerships  
 Joan Yates, VP Student Experience

**GUEST:** Steve Rumpel, Dir., Education Policy & Planning  
 Katie Shaw, Manager, Education Policy  
 Ian Tol, Director, Facilities Services

**REGRETS:** Joanne Cumberland  
 Bill Gyles

**BOARD ASSISTANT:** Heather Martin

Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

<b>I CALL TO ORDER</b>	<b>PAGE</b>
<b>II APPROVAL OF THE AGENDA</b>	
<b>III BOARD MEMBER REPORTS</b>	
1. Chair’s Report [5 min] (Lazaruk)	no attachment
2. President’s Report [5 min] (Bell)	no attachment
3. Foundation [5 min] (Rice/Wilmshurst)	no attachment
4. Education Council [5 min] (Giuliany)	
i) Minutes of the November 16, 2016 meeting	attachment 4
5. Pacific Institution for Sport Excellence [5 min] (Chang)	no attachment

	<b>PAGE</b>
<b>IV BOARD COMMITTEE REPORTS</b>	
1. Award for Innovation Sub-Committee [2 min] (Rice)	no attachment
2. Executive Committee [5 min] (Lazaruk)	
i) Program Cancellation Request (Boraas) (10 mins) *	attachment 8
ii) Program Acceptance Request (Boraas) (10 mins)*	attachment 10
iii) Audit Committee - Addition of Risk Management (Lazaruk) (10 mins) *	attachment 12
3. Finance Committee [10 min] (Choi)	
i) Minutes from the November 7, 2016 meeting	attachment 13
ii) Report from the January 30, 2017 meeting	no attachment
<b>V APPROVAL OF THE MINUTES</b>	
1. Minutes of the December 5, 2016 meeting [2 min] (Lazaruk)	attachment 15
<b>VI NEW BUSINESS</b>	
1. Sexual Misconduct Policy – Update [10 min] (Rumpel, Shaw)	attachment 19
2. Health Building [30 min] (Busby, Tol)	attachment 22
3. Update on 2016 Reinvestment [15 min] (Bell, Huelscher)	attachment 25
4. IMTARC Update [5 mins] (Wilmshurst)	no attachment
<b>VII ADJOURNMENT</b>	
* Requires a decision. See Page 3 for the proposed motions.	attachment 3

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**CORRESPONDENCE** [nil]



**BOARD OF GOVERNORS  
Monday, February 6, 2017**

**IV BOARD COMMITTEE REPORTS**

**2. EXECUTIVE COMMITTEE**

**i) Program Cancellation Request**

**MOTION**

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE PROPOSED CANCELLATION OF THE PROGRAM 'ASSOCIATE DEGREE OF SCIENCE – PRE-MEDICINE OPTION (IDS 2221) – PROGRAM CREDENTIAL OPTION'.

**ii) New Program Acceptance Request**

**MOTION**

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ACCEPT THE PROPOSED NEW PROGRAM 'CERTIFICATE IN LIVE EVENT & AUDIO-VISUAL TECHNICIAN – INTERNSHIP DESIGNATION'.

**iii) Audit Committee – Addition of Risk Management**

**MOTION**

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE ADDITION OF RISK MANAGEMENT TO THE PORTFOLIO OF THE AUDIT COMMITTEE.



# Approved Minutes

Wednesday, Nov 16, 2016

4:00-6:00 pm

CC 321, Interurban

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## Present

Cindy Drover-Davidson, Support Staff

Connie Klassen, ICC Chair

Corrine Michel, Indigenization Coordinator

Cynthia Wrate, Faculty

Dominic Bergeron, Administration

Leslie Martin, Support Staff

Mitch Auger-Langejan, Student

Nigel Giuliany, Board of Governors

Peter Ove, Faculty

Scott Harris, Administration

Shelley Butler, Perm. Secretary

Shelley Melissa, Faculty

Sherri Bell, President

Steven Rumpel, Administration

Steven Rumpel, Administration

Tim Ayers, Faculty (Vice-Chair)

Zachary Snow, Student

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## Regrets/Absent

Alison Bowe, Faculty

Bijan Ahmadi, Faculty

Brent Wasserman, Faculty

Emara Angus, Student

John Boraas, Administration

Shohreh Hadian, Faculty

Stephen Bishop, Faculty (Chair)

Sukhdeep Kaur, Student

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## Guests

Cynthia Smith, Health and Human Services

Joan Humphries, Health and Human Services

Sybil Harrison, Learning Services

Zhinoos Armstrong, Office of VP Education

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## ITEM

## PRESENTER

### A. Call to order and Declaration of Quorum

Tim Ayers

The Regular Meeting was called to order at 4:07 by Tim Ayers, Acting Education Council Chair.

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### B. Acknowledgement of Coast Salish Territory

Tim Ayers

*Tim acknowledged the Coast Salish Territory. Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html>*

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### C. Round-Table Check-In

Tim Ayers

Tim requested council members share what they appreciate about the environment. Tim also welcomed Education Council's newest member Mitch Auger-Langejan.

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### D. Acceptance of Agenda

Tim Ayers

ITEM	PRESENTER
The Nov 16, 2016 agenda was approved by unanimous consent.	
<b>E. Minutes for Approval</b>	Tim Ayers
The Oct 19, 2016 minutes were approved by unanimous consent.	
<b>F. Reports</b>	
<b>1. Education Council Chair</b>	Nil
There was no Chair's report as the Stephen Bishop sent his regrets for this meeting.	
<b>2. VP Education</b>	Nil
There was not VP Education report as John sent his regrets for this meeting.	
<b>3. Board Member</b>	Nigel Giuliany
Nigel gave a report. He noted that the Board reviewed the College's Enrolment Report at the last Board meeting. Overall the enrolment numbers for the College are up.	
<b>G. Committee Reports</b>	
<b>1. Awards</b>	Dominic Bergeron
Nil	
<b>2. Education Council Policy and Standards Committee</b>	Steven Rumpel
Nil	
<b>H. Presentations and/or Discussions</b>	
<b>1. Education Policy – Involuntary Health and Safety Leave of Absence</b>	Steven Rumpel, Sybil Harrison
Steven and Sybil facilitated a policy engagement discussion regarding the Acceptable Use Policy Scoping Document. Questions and discussion followed.	
<i>Questions and discussion included, but was not limited to:</i>	
<ul style="list-style-type: none"> <li>• <i>This policy overlaps with the student conduct policy. What is the difference if doing face to face in classroom versus in an online environment?</i></li> <li>• <i>Most institutions have a stand-alone policy related to use of technology.</i></li> <li>• <i>What are the guidelines for faculty to follow when they observe unacceptable computer by a student?</i></li> <li>• <i>Our policy should concentrate on the most significant and major issues with technology.</i></li> <li>• <i>We should clearly define what "unacceptable" technology use is for students.</i></li> <li>• <i>Some "unacceptable" sites may be valid for use when conducting academic and research studies</i></li> <li>• <i>We might want to look beyond educational institutions to see similar policies from other organizations.</i></li> </ul>	

**ITEM****PRESENTER**

- *We do not want to stifle free speech.*

**I. Integrated Curriculum Committee Report**

Connie Klassen

Curriculum Recommended For Approval

**REGULAR CURRICULUM**

Connie noted the following curriculum achieved full recommendation by the ICC to move forward.

**Motion:** It was moved by Dominic Bergeron and seconded by Leslie Martin that Education Council approves the following curriculum:

- ELD 103 (IDS 2288) and ELD 104 (IDS 2289) – short description, learning outcomes
- Engineering Transfer (IDS 2291) - program content and admission requirements
- Certificate in Computer and Engineering Technician Access (IDS 2306) – program content

**Motion Carried**

Connie presented the Joint Degree Program in Nursing Briefing to Education Council. The briefing outlines the education approvals process to date between the Nursing Department, ICC and Education Council. In summary, the Nursing Department submitted revisions to the description, admission requirements, participation requirements and program content. Of most significance was the removal of the Stage 2 admission requirements. Questions and discussion followed.

*Questions and discussion included, but was not limited to:*

- *The Dean (Cynthia Smith) noted the school is considering having students write a letter as a replacement for the Stage 2 requirements.*
- *A letter that is assessed for suitability for the program may be a barrier for some students with a disability.*
- *How do Indigenous students who don't complete high school due to systemic issues gain access to the Nursing program?*
- *Does GPA predict success in this program?*
- *Nursing does want an inclusive program. Want to examine a Stage 2 process that will work.*
- *We should concentrate on the particular courses and curriculum within the program that are causing barriers for student success.*
- *Chemistry 12 and Social Studies are good courses for preparing students for this program.*
- *We need to be aware of the changing BC K-12 curriculum and its impact on our broader curriculum.*
- *Will there be an assessment rubric created if a letter is used? Yes there will be.*

**Motion:** It was moved by Dominic Bergeron and seconded by Zack Snow that Education Council approves the following curriculum:

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**ITEM**

**PRESENTER**

- Nursing (IDS 2285) – description, admission requirements, participation requirements, content

**Motion Carried**

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**J. Adjournment**

**Tim Ayers**

The Meeting adjourned at 5:55 pm.

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## BRIEFING NOTE

**SUBMITTED BY:** John Boraas  
**DATE:** February 6, 2017  
**TOPIC:** Program Credential Option Cancellation

For Information: \_\_\_\_\_ For Decision: Yes For Discussion: \_\_\_\_\_

### 1. OVERVIEW

I am requesting cancellation of the Associate Degree of Science – Pre-Medicine Option. This was a relatively new “Associate Degree” developed in the School of Arts and Science. This program received full approval for cancellation at Education Council on Dec 14, 2016, with an effective date to cease the offering for September 2017.

The Associate Degree of Science – Pre-Medicine Option was first offered in January 2007. The credential was created to offer a pathway into medical programming at other institutions. The idea of the program option was well received by students, but over the years it became less and less attractive because it was so preparatory in nature; it is actually a program that prepares students for entry into degree programs that provide entry into medical programs.

The School of Arts and Science will be exploring an advising narrative that will help students prepare to enter professional fields using Camosun programming as a starting point.

There were 6 graduates 2010-2013; none for 2014 and 2015. The Chair receives several inquiries annually, but applications to PMED have slowed to zero.

### 2. FINANCIAL IMPLICATIONS

No budget implications. The program is entirely made up of courses that are offered as part of the university transfer program.

### 3. COMMUNICATIONS

Communication of the new program is handled by the Office of Education Approvals, Student Services, the Registrar’s Office, the applicable School/Department, Camosun International and the Web team. No action is required of the Board.

### 4. RECOMMENDATION AND OR MOTION

**Request for Motion to approve the CANCELLATION of the following:**

#### **MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE PROPOSED CANCELLATION OF THE PROGRAM ‘ASSOCIATE DEGREE OF SCIENCE – PRE-MEDICINE OPTION (IDS 2221) – PROGRAM CREDENTIAL OPTION’.**

# Associate of Science Degree – Pre-Medicine

Approved by EdCo: Jan 15/07, Jan. 19. 2012, Nov 19, 2012; March 20, 2015

ADSCI Requirements	ADSCI Camosun College
First Year English	Two of: ENGL 151, ENGL 161 ENGL 163, ENGL 164
First Year English	
Math 100 or 108	Math 100 or Math 108
Math	Math 101 or Math 109
Lab Science	Biol 124
Science	Biol 126
Science	Chem 120
Science	Chem 121
Science	Phys 104 or Phys 114
Science	Phys 105 or Phys 115
Second Yr Science	Chem 230
Second Yr Science	Biol 231
Different subject	
Second Yr Science	Chem 231
Second Yr Science	Chem 255
Second Yr Science	Biol 232
Second Yr Science	Biol 202
Arts course other than English	Psyc 110 or Anth, Phil, Soc UT courses
Arts course other than English	One of Psyc 120, Psyc 130, Psyc 171 or Psyc 164 or Anth, Phil, Soc UT courses
Elective	Biol 203
Elective	Psyc 215 or Chem 213

\*Students may use ENGL 150 in lieu of ENGL 151 toward program completion.

\*\*Students may use ENGL 160 in lieu of ENGL 161, 163 or 164 toward program completion.

## Notes for Associate Dean of Science Degree completion:

1. Completion of a minimum of 20 semester courses or their equivalents, as outlined above with a minimum overall average of "C" (GPA of 2.0).

### Notes:

1. Achieve a minimum overall 5.0 out of 9.0 GPA for ALL college/university course work (including failed courses).
2. For more information contact [www.med.ubc.ca/admissionsmd3](http://www.med.ubc.ca/admissionsmd3)
3. Admissions information sessions for UBC MD Undergraduate Program are offered at University of Victoria on a regular basis (see <http://imp.uvic.ca/admissions/infosessions.php> for schedule).
4. Students should be aware that there are additional courses needed for acceptance into Medicine programs beyond those required for the Associate of Science – Pre-Medicine degree. Students must consult the Medical school they are planning on attending to verify transferability and acceptance of all coursework.

Associate Degree courses must be transferable, in the year taken, to at least one BC Research University (UVic, SFU, UBC Vancouver or Okanagan, UNBC). Use the BC Transfer Guide to confirm transfer eligibility.

Students planning on transferring to another institution with Camosun College's Associate Degree should consult with that institution to determine whether the individual courses taken will be applicable to their final educational goal.



## BRIEFING NOTE

**SUBMITTED BY:** John Boraas  
**DATE:** February 6, 2017  
**TOPIC:** New Program Acceptance

For Information:

For Decision: Yes

For Discussion:

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### 1. OVERVIEW

The Certificate in Live Event & Audio-Visual Technician has been recommended for acceptance by Education Council, and so I am bringing it to the Board for acceptance. This is a new certificate program developed in the School of Arts and Science. This program received full approval at Education Council on December 14, 2016, with an effective date of offering for September 2017.

#### **Certificate in Live Event & Audio-Visual Technician**

Students in the Live Event and Audio-Visual Technician Program will learn to work in five media fields:

- theatre
- public events
- broadcast television
- audio-visual support services
- film production

There is a demonstrated need for training in these fields on southern Vancouver Island. Students will gain skills in live and recorded audio, lighting, technical skills in theatre, multiple and single camera video production, audio-visual installations and services, and photography. Potential learners for this program will be comfortable with technology and may have an interest in theatre, music and/or live event presentation in general. This program will appeal to students who work at the nexus of creativity and technology.

This is a hands-on program featuring both individual and team work. Graduates will integrate skills and demonstrate safety. They will utilize interpersonal and project management skills as well as creativity and personal initiative. Graduates can move immediately into entry-level positions in the marketplace. Students can apply program credits toward programming in Digital Marketing programming at the college.

#### Program Courses

- CDEV WPS CDEV Workplace Prep Skills
- DIME 115 Digital Production 1
- DIME 145 Applied Digital Photography
- LEAV 102 Internship
- LEAV 105 Theatre Fundamentals
- LEAV 106 Live Event Operations
- LEAV 115 Lighting Fundamentals
- LEAV 125 Live Audio Fundamentals

- LEAV 126 Multi-track Audio Production
- LEAV 135 Multiple Camera Operations
- LEAV 145 Audio-Visual Services
- LEAV 155 Capstone Project

**2. FINANCIAL IMPLICATIONS**

No new funding will be required to offer this program. The tuition level for this program has been set in accordance with provincial Tuition Limit Policy and in reasonable comparison with similar internal and external program offerings. The tuition level set for this program aims to ensure and resource its continued delivery in a viable and financially sustainable manner.

**3. COMMUNICATIONS**

Communication of the new program is handled by the Office of Education Approvals, Student Services, the Registrar's Office, the applicable School/Department, Camosun International and the Web team. No action is required of the Board.

**4. RECOMMENDATION AND OR MOTION**

Request for Motion to accept the following new program:

**MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ACCEPT THE PROPOSED NEW PROGRAM 'CERTIFICATE IN LIVE EVENT & AUDIO-VISUAL TECHNICIAN – INTERNSHIP DESIGNATION'.**



## BRIEFING NOTE

**SUBMITTED BY:** Russ Lazaruk, Chair, Board of Governors  
**DATE:** February 6, 2017  
**TOPIC:** Audit Committee – Add Risk Management

For Information:

For Decision: X

For Discussion:

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### 1. OVERVIEW

Every year the College creates a risk register by collecting all the risks from the schools and departments. Once they are collected, the College Executive Team evaluates and ranks them. The register presents the risks by category, existing controls, current level of risk and the previous year's level, and the treatment mitigation strategies. The register is presented to the Board of Governors every September.

Russ Lazaruk attended a Provincial Government board governance workshop in which one of the points raised was audit risk. Managing risk is a key activity for the board, so the annual review of the results may not be enough. The auditor for the college, KPMG, mainly looks at financial risk, and there are a multitude of risks that do not fit into that category. The board should take a closer look at the processes that are in place, find out if anything is missing, and see if the methodology is correct. The work would be done at an oversight level, rather than operational. The task of risk oversight will be added to the board Audit committee portfolio.

### 2. OPTIONS

- i) Continue current practice of annual review.
- ii) Add risk management to the ongoing portfolio of the Board of Governors Audit committee. The committee would report back to the Board of Governors regularly on what has been done.

### 3. FINANCIAL IMPLICATIONS

Staff resources may be required if an issues comes up. If necessary, a consultant may be hired to identify and recommend processes or for special circumstances. The cost will be covered by surplus funds from the current year.

### 4. COMMUNICATIONS

The Audit committee will report on activities to the Board of Governors on a regular basis.

### 5. RECOMMENDATION AND OR MOTION

#### MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE ADDITION OF RISK MANAGEMENT TO THE PORTFOLIO OF THE AUDIT COMMITTEE.



## BOARD OF GOVERNORS

### FINANCE COMMITTEE MINUTES

**MEETING:** Monday, November 7, 2016  
**TIME:** 4:00 pm  
**LOCATION:** Paul Building, Room 216, Lansdowne Campus

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**BOARD MEMBERS:**

Cindy Choi, Chair  
Sherri Bell, President  
Joanne Cumberland  
Russ Lazaruk  
Laylee Rohani

**RESOURCES:**

Deborah Huelscher, Chief Financial Officer (CFO)

**REGRETS:** nil

**BOARD ASSISTANT:** Heather Martin

**BOARD MEMBERS ATTENDING:** nil

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**I CALL TO ORDER**

Cindy Choi, Chair, Finance Committee, called the meeting to order at 4:10 pm.

**II WELCOME NEW MEMBERS**

Cindy Choi welcomed and thanked the two new members Joanne Cumberland and Laylee Rohani.

**III APPROVAL OF AGENDA**

The agenda was approved as presented.

**IV MINUTES OF PREVIOUS MEETING**

The minutes of the September 6, 2016 meeting were approved as distributed.

**V NEW BUSINESS**

**1. Financial Management Report for the Six Months to September 30, 2016**

Deborah Huelscher, CFO, provided a governance level update on the financial results for the second quarter of the fiscal year. The College Executive Team (CET) met with the deans and directors to review and discuss their financial results. The second quarter forecast and financial results report has been submitted to the Ministry.

Overall there is a positive variance of \$.6M at September 30, which is less than 1% of the total approved budget. Deborah provided highlights for each operating unit at September 30, including expected results at fiscal year-end. Domestic and International enrolments for the

2016 fall semester are ahead of budget and the College anticipates some capacity for one-time funds. Any surplus will be reallocated by CET to priority needs such as services to students and infrastructure repairs. The forecast remains balanced for the year to March 31, 2016.

**2. Budget Process for 2017/2018**

Deborah Huelscher advised the approved 2016-17 budget was balanced over three years. The current level of activity will move forward on a status quo basis with additional reinvestment expected due to the current strong domestic and international enrolment. The College Executive Team maintains a list of priority investment projects, with each item connected to the strategic plan.

**VI ADJOURNMENT**

The meeting was adjourned at 4:51 pm.



## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

**MEETING:** Monday, December 5, 2016  
**TIME:** 5:00 pm  
**LOCATION:** Paul Building, Room 216, Lansdowne Campus

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**BOARD MEMBERS:**

Russ Lazaruk, Chair  
Sherri Bell, President  
Cindy Choi  
Joanne Cumberland  
Stefan Fletcher  
Nigel Giuliany  
Meagan Greentree  
Bill Gyles  
Debbie Hlady  
Anthony Pica  
Ron Rice, Vice Chair  
Laylee Rohani

**ADMINISTRATION:**

John Boraas, VP Education  
Shane Busby, VP Administration  
Barbara Severyn, Executive Director, Human Resources  
Geoff Wilmshurst, VP Partnerships  
Joan Yates, VP Student Experience

**GUESTS:** Robert Bettauer, CEO, PISE  
Emmy Stuebing, Director, Advancement & Alumni

**REGRETS:** Stephen Bishop  
Steve Chang  
Deborah Huelscher, Chief Financial Officer

**BOARD ASSISTANT:** Heather Martin

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**I CALL TO ORDER**

Russ Lazaruk, Chair, called the meeting to order at 5:00 pm.

**II APPROVAL OF THE AGENDA**

The agenda was approved as distributed.

**III INTRODUCTION**

1. Emmy Stuebing, Director, Advancement & Alumni.

**IV BOARD MEMBER REPORTS**

**1. Chair's Report**

Russ Lazaruk, Chair, continued meeting regularly with Sherri Bell for planning. He and Anthony Pica were interviewed by Aaron Stefik of the student paper 'The Nexus' about the Board and Education Council elections. On November 15, Russ gave a presentation at the PISE five-year strategic planning session at Bear Mountain. Ron Rice brought a welcome to the Arts & Science student awards on November 18. Debbie Hlady also attended as Chair of the English Department.

On November 29, an anonymous letter was sent to the Board of Governors with a complaint regarding the faculty student issue that is currently under investigation. No one has been denied their legal rights and the complaint is being treated seriously and with respect to all parties. The letter is on file in the President's office.

On December 8, the Camosun Employee Holiday Party will take place from 3-6pm in the CTEI Atrium at Interurban campus. The whole board is invited to attend.

Today Russ met with Sherri Bell, Emmy Stuebing, Geoff Wilmshurst and Jeety Bhalla, Chair of the Foundation, to discuss a possible capital campaign for the health sciences building, in case it gets approved by government. Next Tuesday, Ron Rice, Sherri Bell and Russ will attend the first Annual Public Sector Board Governance Professional Development Forum in Vancouver. It is a one day workshop hosted by the Government. It will bring together government officials and directors from crown corporations, health authorities, and post-secondary institutions.

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

Sherri Bell, President, toured Sheridan College, Niagara College, and George Brown College in Ontario last week as part of her growth plan. While there she attended the Conference Board of Canada Skills and Post-Secondary Education Summit. Two weeks ago four post-secondary presidents gave a presentation to the entire staff at the Ministry of Advanced Education. Camosun College, Langara College, Vancouver Island University, and University of Victoria gave a ten minute presentation on their institution, and answered questions. It was very well received.

Sherri Bell attended the School of Arts & Science award ceremony. She met with former Board Chair Don Amos, and Dave Obee, Times Colonist. The TRADEmark campaign is winding down. It exceeded the \$5M target and the results will be announced in the Times Colonist tomorrow. With the help of the Times Colonist and two sponsors, Joan Yates and her team put together an eight-page insert on the campaign. The biggest single donation was \$800K of equipment for the interaction lab from Babcock Canada. An announcement about the Health building is expected in January and it is still looking very positive. Sandy Carroll, DM, AVED, commended the College on the '2015-16 Accountability Plan and Report'. She acknowledged that it met all the targets, as well as the amount of work and the format.

## **3. Foundation**

Ron Rice, Foundation Liaison, noted the Foundation Board met November 9 and will meet again tomorrow. Their current focus is on the wind-up of the TRADEmark campaign. There are two vacancies to fill in next few months, and they are also working on future succession planning. The annual planning meeting will take place on January 19, 2017.

## **4. Education Council**

Nigel Giuliany, Education Council Liaison, advised the minutes from the October 19, 2016 meeting were included in the agenda package. Education Council last met on November 16. Steven Rumpel gave a presentation on the 'Acceptable Use' policy. It will replace three other policies: 'Use of College Resources', 'Email Use', and 'Acceptable Computer Use'. Education Council approved it for recommendation to the College Executive Team.

**5. Pacific Institute for Sport Excellence (PISE)**

Sherri Bell noted that the PISE board will meet tomorrow. PISE held their strategic planning session for the next five years at Bear Mountain. Russ Lazaruk and Shane Busby attended the evening session, and Sherri attended the next day. The partnership is complex, and Sherri learned a great deal by taking part in the strategic planning.

**V BOARD COMMITTEE REPORTS****1. Executive Committee**

Russ Lazaruk, Chair, Executive Committee, advised they reviewed the format and questions in the board annual self-assessment. As it works well as it is, not much change is needed. Russ asked the board to send him any suggestions.

**VI APPROVAL OF THE MINUTES**

The minutes of the November 7, 2016 meeting were approved as distributed.

**VII NEW BUSINESS****1. Strategic Plan: People Plan Update**

Barb Severyn, Executive Director, Human Resources, noted the People Plan was launched in September, 2014. The need was identified in the previous strategic plan. They committed to seeking input from employees about what was important to meet their needs and promote the College as an employer of choice. Nineteen projects were identified, and through focus groups and a steering committee, the College Executive Team determined the top six priorities:

- Conduct an employee engagement survey. Completed fall 2015, and will be repeated every two years.
- Improve internal communications. Completed survey December 2014.
- Refresh the Strategic Plan. Completed fall 2016.
- Create a capability framework in which leadership and core capabilities are identified. Spring 2017.
- Strengthen human resources practices. Spring 2017.
- Update the employee orientation and on-boarding program. Underway fall 2016.

**2. Pacific Institute for Sport Excellence Overview (PISE)**

Robert Bettauer has been the CEO of PISE for the last six years. PISE opened eight years ago, and is unique world-wide because education is part of the model. A collaboration was formed between Camosun College, PacificSport Victoria, and the Canadian Sport Institute Pacific (CSIP). An independent society called PISE was formed to manage it. The model is based on four pillars: education (Camosun College), high performance sport (CSIP), research (SPIN, which is Camosun and CSIP), and community health (PISE).

PISE cost \$27M to build. \$24M came from the Province and \$3M was raised privately. The agreement with the Province was that there would be no request for operational dollars. PISE has a \$2.7M budget, and is self-sustaining. They have added \$1.8M in capital enhancements over the last four years.

PISE uses the 'Sport for Life' model. This model is intended for all people, not just high performance athletes. PISE delivers physical literacy programs to four thousand children in the school districts outside of PISE. They work with 400 aboriginal children, and will build upon that relationship. 'Fit for Life Seniors', for 55 plus, is the biggest growth area. There are three main lines of business; the facility leases, the facility rentals and memberships, and program delivery.

**VIII ADJOURNMENT**

The meeting was adjourned at 6:22 pm.

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**Russ Lazaruk, Chair**

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**Date**

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**Heather Martin, Recorder**



## BRIEFING NOTE

**SUBMITTED BY:** Steven Rumpel, Director, Education Policy and Planning  
**DATE:** February 6, 2017  
**TOPIC:** Update on the Development of the Sexual Violence & Misconduct Policy

For Information

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### 1. OVERVIEW

In May 2016, the BC Government passed legislation requiring all post-secondary institutions to establish a Sexual Violence and Misconduct Policy<sup>1</sup> within one year. This policy will require approval from the Board of Governors and the organizational Policy Holder will be the Vice-President, Student Experience.

#### *College Response*

The college's response to the legislation is threefold, through: (i) policy development, (ii) education and training, and (iii) communication strategies. The overarching response is being led through the Student Experience division, under the leadership of Vice-President, Joan Yates and Acting Associate Director of Student Services, Jodi Goodrick. Development of the policy is moving forward under the leadership of Steven Rumpel, Director, Education Policy and Planning and Katie Shaw, Manager, Education Policy.

The policy development process is on-track. Currently, the draft policy is undergoing consultation across the college community; including public posting of the draft to [Camosun.ca/policies](http://Camosun.ca/policies), an online feedback survey, open focus group sessions, and dedicated sessions with select departments and student groups.

#### *Updates Aligned with Legislated Requirements*

Legislated Requirement	Link to Draft Policy	Related Key Actions to Date
Inclusion and definition of specific acts of sexual violence and/or misconduct <sup>2</sup>	✓	Key terms are included in the draft policy definitions. Preliminary legal review (of draft policy) has been completed to ensure compliance with the Act and related legislation.
Set out procedures for making and responding to (1) a complaint of sexual misconduct and (2) a report of sexual misconduct	✓	The draft policy outlines clear procedural commitments for an individual who has experienced or witnessed sexual misconduct from disclosure (also known as a report) through to formal complaint options. Preliminary legal review of the draft policy has been completed to ensure compliance with the Act, related legislation, applicable collective agreements, and other Camosun policies. The policy establishes clear commitments for natural justice and fair, transparent processes.

<sup>1</sup> The Sexual Violence & Misconduct Policy Act can be found in full here: <https://www.leg.bc.ca/parliamentary-business/legislation-debates-proceedings/40th-parliament/5th-session/bills/first-reading/gov23-1>

<sup>2</sup> Includes: sexual misconduct, sexual exploitation, sexual harassment, stalking, indecent exposure, voyeurism, the distribution of a sexually explicit photograph or video of a person without consent, the attempt to commit an act of sexual misconduct, the threat to commit an act of sexual misconduct

Legislated Requirement	Link to Draft Policy	Related Key Actions to Date
Students be consulted during the policy development and policy review cycle – every three years	✓	<ul style="list-style-type: none"> <li>• Initiation of a Student Policy Advisory (8 meetings to date)</li> <li>• Student representation on the Sexual Violence &amp; Misconduct Policy Steering Committee (2 members) and Working Group (8 members)</li> <li>• Student representation on the Education Council Sub-Committee on Policy and Standards (1 member)</li> <li>• Posting of the draft policy to the <a href="http://Camosun.ca/policies">Camosun.ca/policies</a> page for open review and feedback (accessible to all students and emailed notification to all students )</li> <li>• Hosted 2 open focus groups for students, staff and faculty</li> <li>• Dedicated presentation and focus group sessions on the draft policy with student groups including, but not limited to: Pride Collective, Women’s Collective, DECA and dedication sessions with individual classes (on request)</li> <li>• Student representation on the Board of Governors (1 member)</li> </ul>
Education and training be part of the policy commitments	✓	<ul style="list-style-type: none"> <li>• Commitment to Education and Training within the draft policy</li> <li>• Hosted 3 Consent Education workshops for students, staff and faculty</li> <li>• Hosted 2 open focus groups for students, staff and faculty</li> <li>• Production and distribution of rack cards to support student awareness and education on procedures and key college contacts for support</li> <li>• Public posting of draft policy, including <a href="#">policy development processes and engagement opportunities</a></li> </ul>
Report to the Board of Governors once a year on the impact of the policy and outcomes from the education and training work	✓	<ul style="list-style-type: none"> <li>• Commitment to report to the Board of Governors outlined in draft policy</li> <li>• Interim updates to the Board on actions to date (November 2016, February 2017) related to policy development, education and training</li> <li>• Report to the Board will commence annually upon the first anniversary of the policy’s approval (May 2018)</li> </ul>
Information to be gathered on sexual violence on campus for survey purposes	<b>Future Requirement</b>	<ul style="list-style-type: none"> <li>• Post-implementation of the policy, the Minister of Advanced Education may require institutions to conduct a survey on the effectiveness their policy. Camosun is awaiting additional information from the Ministry of Advanced Education to be prepared for actioning this requirement.</li> </ul>
The policy must be maintained and available to the college community on an internet site maintained by or on behalf of the College	✓	<ul style="list-style-type: none"> <li>• The draft policy has been posted publicly for consultation to <a href="http://Camosun.ca/policies">Camosun.ca/policies</a></li> <li>• Once approved, the final policy will also be posted to this site</li> </ul>

#### *Next Steps in the Policy Development*

- Theme feedback from college-wide consultation and update draft policy (February 2017)
- Final legal review of draft policy (February 2017)
- Final policy governance and approvals
  - Board of Governors review of draft policy (March 2017)
  - Board of Governors approval sought (April 2017)

## 2. FINANCIAL IMPLICATIONS

By legislation, education and training is a mandatory commitment to be included in the policy and carried-out by the college. To date, \$1,360 has been expended on honorarium payments for student facilitators in support of education and training efforts – specifically, to design, deliver and facilitate ‘consent education workshops’ for Camosun students, staff and faculty in November 2016.

An assessment of ongoing education and training needs is being undertaken in conjunction with the consultation on the draft policy. A related training plan, with associated costs, will be developed in alignment with the assessed needs.

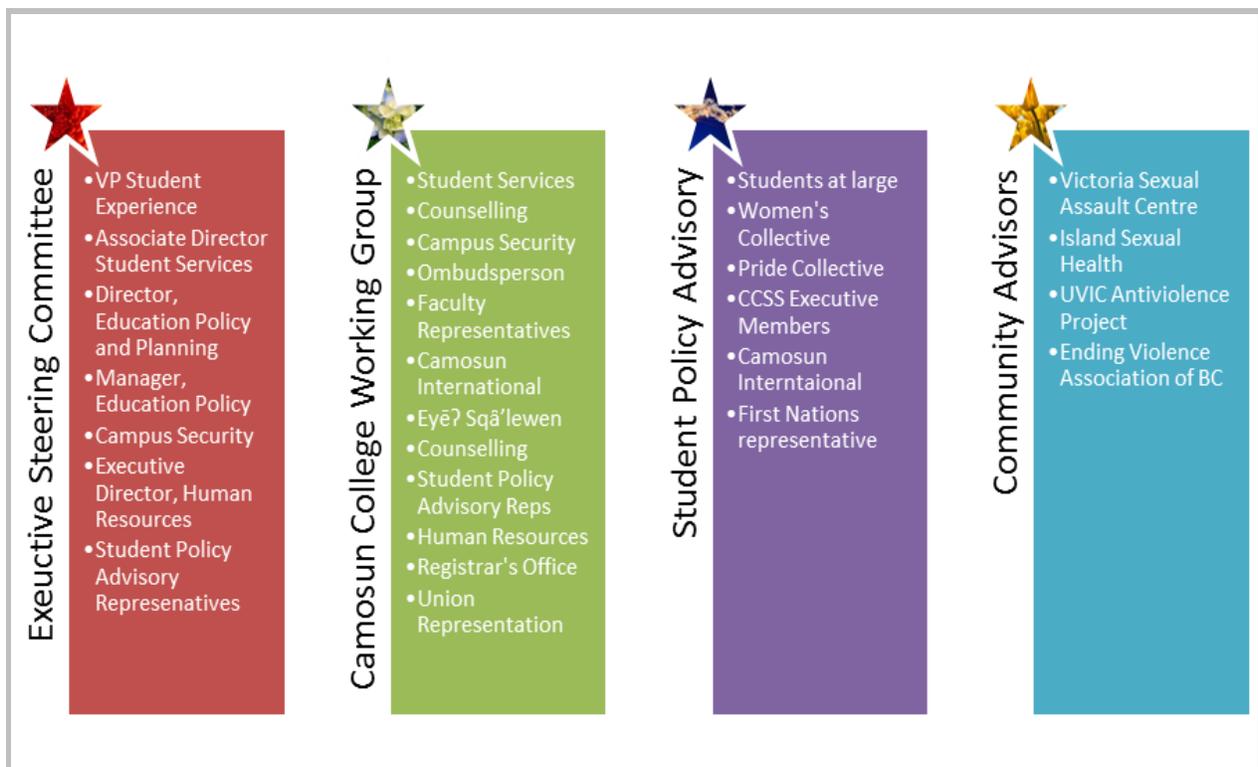
## 3. COMMUNICATIONS

Pro-active communications and engagement efforts will continue to be an emphasis of this initiative, including but not limited to: internet-based information sharing and engagement, in-person sessions, development of a Student Advisory, print communication, targeted engagement through classrooms and departments, an online survey, and engagement of external community advisors.

Going forward, as the college transitions from policy development to policy approval and implementation, communication efforts will begin to emphasize procedural guidelines, tools and support for members of the college community.

## 4. SUPPORTING DOCUMENTATION:

In undertaking the above actions to date, the following key stakeholders have been engaged:





## BRIEFING NOTE

**SUBMITTED BY:** Shane Busby, Vice President, Administration  
**DATE:** February 6, 2017  
**TOPIC:** Camosun Health Building Project - Update

For Information:  X

For Decision:

For Discussion:

### 1. OVERVIEW:

- The \$48.5M Centre for Health Sciences (CHS) has long been the number one priority project on Camosun's Capital Plan for over 10 years.
- In fall of 2016, Camosun staff completed the Business Case for the project. A total project cost approaching the \$50M Treasury Board review threshold, meant a much higher due diligence *bar* was applied to strategic documentation prior to approval.
- In 2016, the *Post-Secondary Institutions Strategic Investment Fund (SIF)* was announced by the Federal Government. Under the SIF Program, Federal and Provincial governments across Canada would cost-share infrastructure projects in the Post-Secondary Institution (PSI) sector. SIF eligibility criteria included projects with a focus on: *research & innovation, specialized training and industry needs, and environmental sustainability/research.*
- The SIF fund added momentum to the Camosun's health project by reducing AVED's contribution requirement. In October of 2016, Camosun AVED signaled Camosun to proceed with planning and procurement, indicating an announcement would be forthcoming (occurred January 19<sup>th</sup>, 2017).
- Approximately 1,060 student FTE's and 300 staff will be relocated to Interurban Campus. The building will bring together widely dispersed Health and Human Services (HHS) programs into a common location; improve teaching space; allow for greater interdisciplinary synergies; provide greater collaboration space for students; allow for improved synergies with partners (e.g., Athletic & Exercise, PISE); incorporate aboriginal wellness space; integrate clinic space and high fidelity/realism laboratory environments; and incorporate technologically facilitated, modern teaching tools and environments.
- The transition to the new building will result in a significant *freeing-up* of space at Lansdowne and a requirement to prioritize, plan, and implement the successful transitions of non-health programs, students, and staff from Interurban to Lansdowne. This planning process has begun, and will form part of an overall *Campus Master Site Plan refresh* targeted at ensuring that existing space at Lansdowne and both Campuses is optimized and that remaining developable land is used to its highest means.
- In addition to improving deployment of space, the transition of non-health programs back to Lansdowne will help alleviate traffic congestion challenges which may occur at the Interurban Campus.
- Camosun has a traffic demand management (TDM) plan in place which it updates annually, and *Bunt & Associates Transportation Planning & Engineering* has been engaged to address challenges within the project and make recommendations to the Camosun TDM plan.
- Camosun and project staff (procured) have been working and communicating with the Municipality of Saanich, and the support received from the Municipality has been laudable.
- The structure will be built respecting *sustainability* principles and practices, and be designed and built to the LEED Gold standard (AVED supported and committed).
- Camosun has completed planning procurement and has commenced the planning and design of program, staff, and student inclusions into the new building.

## 2. PROJECT MILESTONES & STATUS:

- The following are the phase milestones of the project (required by AVED and driven by SIF Program requirements):
  - Phase 1: Envelope (e.g., heated spaces – foundation, walls, roof) completion – April 2018 (SIF funding ends, therefore this is a “hard target”)
  - Phase 2: Completion – Nov/Dec 2018
- The CHW project has been characterized (by government and professional project management staff) as *hyper-accelerated-fast-track*. In order to best set Camosun up for success in meeting the timeline, a series of concurrent procurement strategies have been implemented to bring on various project teams. Also, the project has been structured for delivery using an Integrated Project Team (IPT) delivery method, wherein all key project consultants and contributors (i.e. project management, architect/prime, engineering, cost consulting, construction management, constructor, and owner) work collaboratively and simultaneously toward successful project completion. Project construction will use a CM@Risk model.
- The following snapshot of recent activities and milestones is summarized in the table below.

#	Activities/Milestone	Description	Status
1	Project Steering Committee established	Oversees/approves major elements of project	Completed
2	Integrated Project Team (IPT) established	Manages day-to-day project activities	Completed
3	Procure PM Firm (Oct/Nov)	Camosun led (Colliers Project Leaders engaged)	Completed
4	Procure Architect/Prime (Nov/Dec)	Camosun led, Colliers facilitated (Stantec engaged)	Completed
5	Procure Construction Manager (Jan)	Camosun led, Colliers facilitated, Stantec involved (Knappett Projects Inc. engaged)	Completed
6	Stantec facilitated <i>super-week</i> (Jan)	Design team engages entire HHS dept. over one intensive, engagement week (success)	Completed
7	Project Plan	Project plan provides direction on virtually all project elements through to completion (Colliers)	Completed
8	Ongoing critical path activities	Transportation study, TDM, letter to BC Transit, meetings with BC Hydro, meetings with Saanich, consultations, etc. (Colliers, Stantec, Camosun)	Completed
9	Development Permit Application (early March)	Integrated package of materials required by Saanich, prior to proceeding	On track
10	<i>In Ground</i>	Targeted for April (depending on a host of factors)	On track

*\*Please note, this is only a snapshot of project activities.*

- It should be noted that post-secondary institutions across BC and across Canada are applying pressure on their government to extend the timelines for the SIF envelope of projects.
- At this time, stakeholders – internal and external – are pleased with Camosun’s project process and progress. Like any project, there will be timing, costing and scope challenges (among others) that will arise and be managed during the course of the project. High construction demand on the South Island will certainly have an effect at some point during the course of project.

## 3. FINANCIAL & RISK IMPLICATIONS:

- Funding sources and amounts for the project include:
  - AVED: \$31.0 M
  - SIF/Federal: \$12.5 M
  - Camosun: \* \$ 5.0 M

**\$48.5 M**

\* Camosun Foundation will soon be embarking on a Health Campaign to raise at least \$5M.

- A project risk register is currently in development as part of the overall Project Plan. This register will evolve and be updated over time as risks are identified, avoided, mitigated or managed as the project unfolds. In the interim, the following two items have been identified as possible risks at this stage.
  - **Development permit** – hinges largely on Saanich’s schedule and review process, but efforts have been made to ensure documentation development is as comprehensive, streamlined and integrated on Camosun’s side as much as possible. Project team staff are in constant contact with Saanich planning and engineering staff about the project and Saanich has identified “point people” as contacts.
  - **Engagement** – significant engagement has occurred overall within the College, with particularly high level of engagement within the school/faculty. These sessions are intensive, ongoing and will continue throughout the project (though most intensive in early, design and planning processes). Through the project, engagement and consultation has been a focus of the project team. Typical engagement and design development processes for projects of this size and complexity often run for four (4) to 12 months.

#### 4. COMMUNICATIONS:

- A press conference was held on January 19, 2017, to announce the project. Minister of Advanced Education Andrew Wilkinson and most stakeholders were in attendance.
- Integrated and comprehensive engagement has occurred within Camosun College (HHS and beyond), and with the community surrounding Interurban campus. Further engagement activities are planned over the coming weeks leading up to Development Permit application.
- A communications strategy has been developed and is being integrated into the overall project plan.
- CamNews has provided an overview of the project and the processes Camosun will be undertaking over the coming weeks, months, and years. Feedback from the College community has been positive.
- Once design and approved renderings have been completed, the project Architect (Stantec) will be invited to come to Board for a presentation (“fly-through”) of the project.

#### 5. RECOMMENDATION AND/OR MOTION:

- No motion is required as the Board has already approved Camosun’s five-year capital plan. The Health Building has been the highest priority on the plan for years.



## BRIEFING NOTE

**SUBMITTED BY:** Sherri Bell  
**DATE:** February 6, 2017  
**TOPIC:** UPDATE ON 2016 REINVESTMENT

For Information: X

For Decision:

For Discussion:

**1. OVERVIEW**

Due to the planned increase in contribution from Camosun International, the approved 2016/17 College budget included \$1.5M for allocation to operating and capital priority investments. Actual international and domestic enrolment exceeded the fall semester target providing additional contribution of \$1.5M, for a total of \$3M available to fund our highest strategic priorities in the current fiscal year.

The schools and departments were consulted regarding their needs during the budget building process. The College Executive Team (CET) then worked through a number of reviews in strategic areas and spent a great deal of time making informed decisions on reinvestment.

<b>Corner Post 1: The Student Experience</b>	<b>Operating</b>	<b>Capital</b>	<b>Continuing</b>	<b>One Time</b>
Walk Safer Program – cost shared with CCSS	X		X	
Housing – Business Case Support	X			X
Associate Dean - HHS	X		X	
Student Experience and Support	X		X	
Mental Health Strategy	X			X
Centre for Health Science Business Plan	X			X
Tech Lab Renovation *(1 & 3)		X		X
CST Equipment to Support Revised Programming * (1 & 3)		X		X
Equipment to Support Revised Technologies Programming * (1 & 3)		X		X
Classroom Technology Upgrade * (1 & 3)		X		X
Wi-Fi Licenses		X		X
Classroom Technology – Proof of Concept * (1 & 3)		X		X
Mobile Computer Lab * (1 & 3)		X		X
<b>Corner Post 2: Supporting People in an Engaged Community</b>	<b>Operating</b>	<b>Capital</b>	<b>Continuing</b>	<b>One Time</b>
Indigenous Curriculum Development CETL (.5)	X		X	
Response to Truth & Reconciliation	X			X
Janice Simcoe to Director, .15 FTE Aboriginal Chair Release	X		X	
Human Resources Consultant	X		X	
Diversity Coordinator – increase from .25 to .40FTE	X		X	

<b>Corner Post 3: Creativity &amp; Innovation</b>	<b>Operating</b>	<b>Capital</b>	<b>Continuing</b>	<b>One Time</b>
Trades Chair Release	X			X
Ethics Board	X		X	
REB Support in Applied Research	X		X	
* Check Corner Post 1 for duplicates				
<b>Corner Post 4: Sustainability for the Environment &amp; Society</b>	<b>Operating</b>	<b>Capital</b>	<b>Continuing</b>	<b>One Time</b>
Sustainability Projects – Various	X			X
Director of Advancement	X		X	
Sustainability Curriculum Development CETL (.5)	X		X	
Camosun Express Pilot	X			X
Access Layer Switches		X		X
Raiser’s Edge Upgrade		X		X
<b>TOTAL</b>	<b>\$1.5M</b>	<b>\$1.5M</b>		

\* Under two corner posts

<b>SUMMARY</b>	
Operating investment:	\$1.1M continuing activity \$0.4M one-time projects \$1.5M
Capital investment:	\$0.6M classroom/lab renovations \$0.9M IT equipment and infrastructure upgrades \$1.5M

## 2. FINANCIAL IMPLICATIONS

The \$1.5M operating budget allocation is committed in future years and continuing investments will roll over and the \$.4M allocated to one-time projects will be available for emerging strategic priorities in the next fiscal year.

Tuition targets for the 2017/18 budget will be based on this year’s actual increase and anticipated growth. We expect the increased net contribution will provide the same or greater capacity for additional operating and capital reinvestment as we experienced in the current year.

## 3. COMMUNICATIONS

This information was communicated on an ongoing basis to the Senior Leadership Council (SLC). It was communicated to the college community in the general budget announcement that Deborah Huelscher, CFO, made on CamNews.

## 4. GOING FORWARD

The following have been identified as possible reinvestments in 2017/18:

- Student Experience (Student Services, Applied Learning, Learning Services, Registrar)
- Associate Deans

We are continuing to have conversations with SLC and CET regarding investments.