



## BOARD OF GOVERNORS

### REGULAR MEETING AGENDA

**MEETING:** Monday, December 4, 2017  
**TIME:** 5:00 pm  
**LOCATION:** Paul Building, Room 216, Lansdowne Campus

**BOARD MEMBERS:**

Russ Lazaruk, Chair  
 Mitchell Auger-Langejan  
 Tim Ayers  
 Sherri Bell, President  
 Stephen Chang  
 Cindy Choi  
 Joanne Cumberland  
 Stefan Fletcher  
 Nigel Giuliany  
 Bill Gyles  
 Ron Rice, Vice Chair  
 Laylee Rohani  
 Al van Akker  
 Melanie Winter

**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:** Dan Hodgson, Director of Institutional Research & Planning

**REGRETS:** nil

**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] (Ayers/Giuliany)	
1. Minutes of the September 20, 2017 meeting	attachment 4
5. Pacific Institution for Sport Excellence [5 min] (Chang)	no attachment
<b>IV BOARD COMMITTEE REPORTS</b>	
1. Executive Committee [5 min] (Lazaruk)	no attachment
i) Policy: O-6.1 Freedom of Information & Protection of Privacy [5 min] (Busby) *	attachments 7

	<b>PAGE</b>
<b>V APPROVAL OF THE MINUTES</b>	
1. Minutes of the November 6, 2017 meeting [2 min] (Lazaruk)	attachment 27
<b>VI NEW BUSINESS</b>	
1. Centre for Health and Wellness Update [10 min] (Busby)	no attachment
2. Fall Enrolment Report [10 min] (Hodgson, Yates)	attachment 31
3. Strategic Plan: Student Experience [30 min] (Yates)	no attachment
<b>VII ELECTION OF THE BOARD CHAIR (Huelscher)</b>	
i) Board Conduct By-Law – Definition of Board Chair Board Decision Making Policy, Sections B (partial) & C	attachment 38
ii) Nominations	
iii) Elections	
<b>VIII ADJOURNMENT</b>	
* Requires a decision. See Page 3 for the proposed motion.	attachment 3

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**CORRESPONDENCE** [nil]



**BOARD OF GOVERNORS  
Monday, December 4, 2017**

**IV BOARD COMMITTEE REPORTS**

**1. EXECUTIVE COMMITTEE**

**1. Freedom of Information and Protection of Privacy Policy  
MOTION**

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS RESCIND POLICY '0-6.1 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY' AND REPLACE IT WITH THE NEW VERSION '0-6.1 PROTECTION OF PRIVACY'.



# Approved Minutes

Wednesday, Sept 20, 2017

4:00 – 6:00 pm

CC 321, Interurban

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## Present

Alison Bowe, Faculty

Andrea Kucherawy, Support Staff

Bijan Ahmadi, Faculty

Connie Klassen, ICC Chair

Dana Campbell, Student

Isaiah Jurkuch, Student

Karen Lightbody, Faculty

Peter Ove, Faculty

Richard Stride, Administration

Scott Harris, Administration

Shelley Butler, Permanent Secretary

Stephen Benecke, Faculty

Steven Rumpel, Administration

Tia Primrose, Support Staff

Tim Ayers, Faculty (Chair)

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## Regrets/Absent

Brent Wasserman, Faculty

John Boraas, Administration

Nigel Giuliani, Board of Governors

Patrick Jones, Faculty

Sherri Bell, President

Vacant, Indigenization Coordinator

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## Guests

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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 by Tim Ayers, Education Council Chair.</p>	Tim Ayers
<p><b>B. Acknowledgement of Coast Salish Territory</b></p> <p><i>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. <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></i></p>	Tim Ayers
<p><b>C. Round-Table Check-In</b></p> <p>Tim welcomed everyone to the first Education Council meeting for the year. He asked everyone to introduce themselves for the round table check in.</p>	Tim Ayers
<p><b>D. Acceptance of Agenda</b></p>	Tim Ayers

ITEM	PRESENTER
The Sept 20, 2017 agenda was approved by unanimous consent.	
<b>E. Minutes for Approval</b>	<b>Tim Ayers</b>
The June 21, 2017 minutes were approved by unanimous consent.	
<b>F. Reports</b>	
<b>1. Education Council Chair</b>	<b>Tim Ayres</b>
Tim reminds council members of the good work achieved at the June Education Council retreat. He also confirms that Katie Shaw, Manager of Education Policy has left the college for an external opportunity. .	
<b>2. VP Education</b>	<b>John Boraas</b>
John sent his regrets.	
<b>3. Board Member</b>	<b>Tim Ayers for Nigel</b>
Nigel sent his regrets. Tim reported that the Strategic Plan was presented by Sherri Bell. Other presentations included the audit report, and an update on the new Health Building under construction.	
<b>G. Committee Reports</b>	
<b>1. Awards</b>	<b>Vacant</b>
Nil	
<b>2. Education Council Policy and Standards Committee</b>	<b>Steven Rumpel</b>
Steven noted that his is exploring creative options to maintain momentum given the vacancy in the Education Policy role. To that end he noted job postings will come out for temporary secondments to work on specific policy initiatives.	
<b>H. Presentations and/or Discussions</b>	
<b>Orientation to Education Council for new and returning members</b>	<b>Tim Ayers</b>
Tim gave a presentation to orient new and returning members to Education Council. Members should refer to the About Us guide for more information.	
<b>Call for Committee Members</b>	<b>Tim Ayers</b>
Tim put a call out for a Chair for the Awards Committee, and members for the Awards Committee and the By-Laws Committee. Bijan offered to be Chair of the Awards Committee. Bijan also offered to sit on the By Laws Committee.	
<b>Question</b>	<b>Alison Bowe</b>
Alison asked if the CUPE Support Staff who attend Education Council meetings are considered to be volunteering their own time.	
<b>I. Integrated Curriculum Committee Report</b>	<b>Connie Klassen</b>

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ITEM	PRESENTER
Nil	
<b>J. Adjournment</b> The Meeting adjourned at 4:51 pm.	Tim Ayers

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**BRIEFING NOTE**  
**Board of Governors**

**SUBMITTED BY:** Shane Busby, VP Administration  
**DATE:** December 4, 2017  
**TOPIC:** Freedom of Information and Protection of Privacy Policy

For Information: \_\_\_\_\_ For Decision: X \_\_\_\_\_ For Discussion: \_\_\_\_\_

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**1. OVERVIEW**

Camosun College's Freedom of Information and Protection of Privacy policy was approved by the Board of Governors in 1999, subsequent to the *Freedom of Information and Protection of Privacy Act* (the "Act" or "FIPPA"). A review has been undertaken to determine the efficacy, clarity and applicability of the policy in 2017/18, and the determination was that while 15 pages long, it was meandering and lacked clarity, conflating policy, procedures, guidelines, and attempting to apply specific provisions to specific departments and business processes. FIPPA is an overarching piece of provincial legislation, meaning that it takes precedence over other pieces of legislation (other than Federal legislation).

As a result, Administration has undertaken a review and rewrite of the existing policy, and is requesting the Board to rescind the existing policy and replace it with the new policy. Procedures and protocols to accompany the new policy are currently under development.

It should be noted that the revised policy has been drafted by Hooper & Associates, the foremost FIPPA authority in British Columbia.

**2. OPTIONS**

Rescind the old policy and approve the new policy or not approve the new policy and rescind the old policy at this time.

**3. FINANCIAL IMPLICATIONS**

There are no financial implications.

**4. COMMUNICATIONS**

The changes will be communicated on CamNews once the new policy is approved and posted to the website.

**5. RECOMMENDATION AND OR MOTION**

**MOTION**

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS RESCIND POLICY '0-6.1 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY' AND REPLACE IT WITH THE NEW VERSION '0-6.1 PROTECTION OF PRIVACY'.

**6. SUPPORTING DOCUMENTATION:**

Both the old policy '0-6.1 Freedom of Information and Protection of Privacy' and the proposed new policy are attached for comparison.



<b>Policy:</b>	<b>O-6.1</b>
<b>Approved By:</b>	<b>Board of Governors</b>
<b>Approval Date:</b>	<b>May 1999</b>
<b>Amendment Date:</b>	
<b>Policy Holder:</b>	<b>VP Administration</b>

## **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

### **Purpose / Rationale**

The purpose of this policy is to establish principles and guidelines that enable the College to comply with the provisions of the *Freedom of Information and Protection of Privacy Act*.

### **Scope / Limits**

1. This policy applies to all records in the custody or under the control of the College.
2. This policy is subject to the *Freedom of Information and Protection of Privacy Act* and other laws of general application.

### **Principles**

1. Camosun College will comply in full with the provisions of *The Freedom of Information and Protection of Privacy Act (SBC 1992, Chapter 61, as amended by SBC 1993, Chapter 46)*.
2. For the purposes of the Act, the president is designated as the head of Camosun College and is responsible to ensure that the College complies with the Act.
3. To facilitate administration of the Act, the president will name a designate to act as the Information and Privacy Coordinator and define his/her duties to ensure compliance with the Act. Other officers of the College will have duties defined, as required, in support of the administration and implementation of the Act, the policy and the procedures.
4. To facilitate timely responses to requests under the Act, the College will establish time lines that are in alignment with the Act and this policy.
5. In compliance with the Act and ministry guidelines, a schedule of fees will be established. Procedures and guidelines to support the administration of the policy will be established as and when required.

## **A. ROLE OF THE INFORMATION AND PRIVACY COORDINATOR**

At Camosun College, the Information and Privacy Coordinator is responsible for overall coordination of freedom of information and protection of privacy functions, and for freedom of information request management.

### **1. Coordination of Information and Privacy Functions:**

- a) Coordinating the implementation of effective policies, guidelines and procedures to manage the College's compliance with the Act;
- b) Providing advisory services to the board, president and senior administration on matters pertaining to the Act;
- c) Coordinating the development and delivery of training programs on freedom of information and protection of privacy as appropriate across the College;
- d) Coordinating the development and delivery of communications packages on freedom of information and protection of privacy as appropriate to the College's stakeholders;
- e) Attending to the creation of required directories and listings, and to the administrative reporting requirements of the Act and associated regulations; and
- f) Working with the Information and Privacy Commissioner during investigations and audits.

### **2. Freedom of Information (FOI) Request Management:**

- a) Developing and implementing an effective FOI request management process.
- b) Managing formal FOI requests received under the Act including:
  - i) assisting the applicant;
  - ii) assigning requests;
  - iii) monitoring and tracking the processing of requests;
  - iv) meeting the time limits and notification requirements;
  - v) considering representations from third parties;
  - vi) calculating and collecting fees; and
  - vii) making recommendations to the president in response to requests.
- c) Responding to requests for correction of personal information;
- d) Where necessary, coordinating the College's negotiations and responses during reviews by the commissioner; and
- e) Maintaining adequate records on behalf of the institution and providing statistical reports on formal FOI requests as required.

## **B. ROLE OF OTHER ADMINISTRATIVE OFFICERS**

Vice presidents, deans, directors and departmental managers are responsible for ensuring that the management of information in their custody or under their control meets the requirements of the Act, and for the implementation of freedom of information and privacy functions in their schools and departments. In particular these responsibilities include:

**1. Ensuring that personal information is:**

- a) collected only as authorized under the Act;
- b) used only for the purpose for which it was collected or a consistent purpose;
- c) accurate and up-to-date;
- d) retained in accordance with the Act; and
- e) protected by appropriate security measures, and that appropriate policy and procedure is in place to reflect these principles.

**2. Ensuring that adequate control is maintained over records in their custody or control by:**

- a) maintaining an inventory of records held; and
- b) maintaining appropriate location and retrieval systems.

**3. Assisting the Coordinator to respond to formal FOI requests by:**

- a) ensuring knowledge of and compliance with FOI request procedures by point-of-contact staff; and
- b) determining if records exist and retrieving them in a timely fashion.

**4. Providing background information as required.**

Those responsible for College-wide administrative functions play an important role in advising the president and the coordinator about information and privacy issues that relate to their functional areas. The president and the coordinator consult with these areas, as required, both in the formulation of administrative procedure and during the management of the request process. In addition, within these departments are College-wide records-keeping responsibilities relating to student, personnel, governance, contract, purchasing and financial records. Each of these areas have management policies and procedures for ensuring that the College's records management, as embodied in their functions, complies with the Act. These officers are responsible for administration, location and control, preservation and security of such records.

It is anticipated that the noted administrators are responsible for overseeing the College's records and play a particularly significant role in the management of freedom of information. The board and senior administration of the College depend on the special expertise of senior management in establishing communications policy and managing the overall flow of information to the public. The information and privacy coordinator and these administrators work together closely on requests related to sensitive issues.

**C. RESPONDING TO REQUESTS**

Under the Act, a person has the right to access any record in the custody or under the control of the College, subject to the exceptions noted in sections 12 through 22. This right includes the right of access to information about the applicant.

The applicant may ask for a copy of the record or to examine the record.

Access under the Act is not required where information is freely or regularly made available by the College through published sources or other means. A request under the Act is not necessary to access policy and procedures manuals, published reports, board minutes etc.

Camosun College does not require a request under the Act for a student to access his or her own official student record. A student or former student may view his/her own official student record at the appropriate registration office upon presentation of positive identification.

An applicant has the right to request correction of information about themselves contained in records in the custody or under the control of the College.

Under the Act, to obtain access to a record or to correct a record, an applicant must make a written request to the College. Forms are available in each public-contact office to facilitate this; however, any written request is sufficient, provided it adequately identifies the applicant and the records requested.

Under the Act, the College must make every reasonable effort to assist applicants and to respond without delay to each applicant openly, accurately and completely.

At point-of-contact with the applicant, staff should initially determine whether a FOI request is necessary (is the information available through normal channels?). If information is freely available the applicant should be directed to it. If a request is required staff should assist the applicant in making the request, specifying as precisely as possible the information required and obtaining appropriate identification and contact information from the applicant.

The Act requires that under normal circumstances the College respond to the applicant within thirty (30) days of receipt of the request. It also provides for extensions in limited circumstances; however, timeliness is of the essence.

In many cases requests will involve considerable consultation, notification of third parties, or severing of information from parts of the record to protect confidentiality. These will be time-consuming processes, and again, timeliness is of the essence.

In order to meet required time lines processing must begin immediately upon receipt of the request. Staff should assist the applicant and clarify the request. The request should then be forwarded to the information and privacy coordinator by the quickest possible means.

If, after clarifying the information requirement, a formal Freedom of Information request is necessary, staff should not respond to it without consulting the coordinator, even if the requested records are under their control. All requests should be forwarded to the coordinator, who will then involve appropriate College staff in complying with the request.

The Act allows the College to charge fees under certain conditions, and section D sets out the College's fee schedule. Where fees will be charged, the coordinator will give the applicant an estimate in advance, and the applicant will be asked to pay a deposit. The thirty (30) day time limit is suspended while awaiting payment of the deposit.

The information and privacy coordinator will ensure that the request is processed in accordance with the Act, will keep necessary records, and will seek advice from College staff, government advisors or the College's lawyers as necessary.

The coordinator will prepare a recommended response and advise the president, who will make a final decision and take appropriate action.

In responding to the applicant, the College must either provide the requested records or indicate the reasons under the Act for refusing to disclose all or portions of the records requested. In this latter case, the applicant must also be informed of their right to appeal to the commissioner.

The following procedures and time limits are suggested in order to respond to requests within thirty (30) calendar days or twenty-two (22) working days:

<b>Procedure</b>	<b>Time Limit</b>
1. At 'contact' clarify request and identify applicant. Is information available through normal channels?	
2. Forward request to Information and Privacy Coordinator (Coord) by quickest possible means.	
3. Coord will send acknowledgment to applicant.	End of Day 1
4. Coord identify and contact areas where records located.	End of Day 2
5. Areas assemble records and transfer to Coord's office. Where records do not exist, inform the Coord who will notify the applicant.	End of Day 5
6. Coord do an initial review of records. Consider extension and notify applicant if necessary. Consider fees and notify applicant if applicable. Calendar suspended while awaiting deposit.	End of Day 7
7. Coord carry out detailed review of records. Initiate internal and external consultations if necessary.	
8. Third-party notice given if necessary. 21 day response period in effect.	End of Day 10
9. Internal and external consultations complete.	End of Day 15
10. Coord prepare a recommendation to president.	End of Day 17
11. President will make final decision on request. Notify applicant and request balance of fees.	End of Day 19
12. Prepare (copy and sever) records for applicant.	
13. Collect balance of fees. Release records.	End of Day 22

## **D. SCHEDULE OF FEES**

### **1. Under the Act an applicant must not be charged a fee for:**

- a) Access to his or her personal information;
- b) The first three hours spent locating and retrieving a record; or
- c) Time spent severing information from a record.

In accordance with ministry guidelines, Camosun College may charge fees for additional services as follows:

<b><u>Service</u></b>	<b><u>Fee</u></b>
1. Locating and retrieving a record	\$7.50 per 1/4 hr after the first 3 hrs
2. Producing a record manually	\$7.50 per 1/4 hr
3. Producing a record from a machine readable record	\$16.50 per minute for CPU time and \$7.50 per 1/4 hr for developing a computer program

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|--|--|
| 4. For preparing a record for disclosure and handling a record | \$7.50 per 1/4 hr  |
| 5. For shipping copies   | Actual cost of shipping method chosen by the applicant     |
| 6. For copying records:  |  |
| Photocopies and computer printouts                             | \$0.25 per page  |
| Floppy disks   | \$10.00 per disk   |
| Computer Tapes   | \$40.00 per tape up to 2400 ft                             |
| Other  | Actual cost of materials plus \$7.50 per 1/4 hr processing |

Where fees will be applied, the College will notify the applicant in advance and provide an estimate of the total cost.

The College may require a deposit of 30% of the estimated cost before proceeding with the request.

Fees will be subject to periodic review and adjustment.

## **E. INSTRUCTIONAL RECORDS**

### **1. Preamble**

The instructional dean has overall responsibility for management of instructional records.

To facilitate administration of instructional records, faculty and staff of the college will create, retain or dispose of instructional records as specified in the administrative guidelines below.

### **2. Administrative Guidelines**

#### **a) Definition**

The instructional record is the academic progress of a student in the elements of a course, with relevant personal information of an academic nature, that together comprise the instructor's assessment of a student's achievement while enrolled in a Camosun course.

#### **b) Creation**

The instructor creates instructional records. The records stem from materials used in the course which include, but are not limited to, the standard course outline of content, the schedule for each class session and the instructor's lecture notes.

#### **c) Access**

College employees while in performance of their assigned duties will have access to instructional records.

Instructors will be provided with or have access to information contained in the academic, demographic and/or assessment portions of the official student record of

their students. (For a description of what is contained in the official student record, see the policy on Freedom of Information and Protection of Privacy - Student Records.)

Instructors will make available to students the evaluation scheme for a course and their progress in it.

**d) Security**

Instructional records and completed final exams are stored with the instructor. The coordinator will take custody if the instructor leaves the college at the conclusion of the course.

After it is marked, a final exam is the property of the college but is made available to the student for viewing.

**e) Retention**

Instructional records of all students' marks must be kept one year after the conclusion of a course. In addition, completed final exams must be kept one year and all assignments and tests not returned to the student must also be retained one year.

**f) Disposition**

Instructors will forward final grades to department of data management upon completion of a course.

After one year destroyed exams and course materials are not returned to students.

Course outlines are archived by the school office.

## **F. PERSONNEL RECORD**

### **1. Preamble**

Personnel records are generally covered in the Act under the title "Personal Information." The Act defines personal information as "recorded information about an identifiable individual." Nine (9) different groups of personal information are defined. Guidelines on how the college will deal with each of these groups are given below.

Under the provisions of the Act, anyone can request access to all personal information held by the college. Disclosure of personal information to anyone else is restricted. Personal information must not be disclosed without reference to the Information and Privacy Act. Seek advice from the Information and Privacy Coordinator.

### **2. General Considerations**

**a) Security**

All personal information is to be stored in a secure area with access available only to those employees who require it in the performance of their duties. This includes both physical and electronically stored information.

**b) Disposition**

All records are destroyed after the specified retention period.

**c) Collection of personal information**

This is generally done with the use of forms which must identify authorization for the collection of personal information and the purpose(s) for which it is to be used.

Employees of Camosun College may have access to their own personnel record without a formal Freedom of Information request.

Records collected in connection with harassment complaints will be handled in accordance with the existing Harassment Policy and in compliance with the Freedom of Information and Protection of Privacy Act.

### **3. Administrative Guidelines**

#### **a) The individual's name, address or telephone number**

Collection: via application forms and other applicable payroll and personnel forms.

Location: Human Resources, Payroll, Departmental and School Offices will retain this for all their current employees and applicants for faculty positions (this includes prior term faculty).

Retention: Human Resources, Payroll:

- ♦ applicants - 1 year;
- ♦ employees - 7 years after termination of employment.

Dept./School. Office:

- ♦ applicants - 1 year;
- ♦ employees - duration of employment in the school/department.

#### **b) The individual's race, national or ethnic origin, colour, or religious or political beliefs or associations**

Collection: only through highly confidential forms, if required, for employment equity (or similar) purposes, carried out by someone specifically identified, or through a resume if an individual has chosen to include such information.

Location: secure location as may be identified in an employment equity procedure.

Retention: as identified in an employment equity procedure.

#### **c) The individual's age, sex, sexual orientation, marital or family status**

Collection: via forms by Human Resources/Payroll as required for payroll and benefits administration purposes. May also be collected for employment equity purposes as identified in 3.2 above.

Location: Human Resources/Payroll office or as outlined in an employment equity procedure.

Retention: 7 years following the termination of employment or as outlined in an employment equity procedure.

#### **d) An identifying number, symbol or other particular assigned to the individual**

Collection: Human Resources/Payroll. This would include SIN, payroll number and similar identifiers.

Location: Human Resources/Payroll

Retention: 7 years following the termination of employment.

**e) The individual's fingerprints, blood type or inheritable characteristics**

Collection: Human Resources, Health & Safety Department, First Aid Attendants

This would only apply to blood type or inheritable characteristics related to an employee's health, and would only be collected if volunteered by the employee.

Location: Health and Safety Department - First Aid Attendant Records

Retention: Duration of employment.

**f) Information about the individual's health care history, including a physical or mental disability**

Collection: as in section 3.5 above

- ♦ by Human Resources for sick-leave documentation and long-term disability applications and records.
- ♦ by department/school if required by legislation in order to work in a certain area.

Location: as in section 3.5 above

- ♦ Human Resources
- ♦ Department/school for any legislated requirements.

Retention: 7 years following termination of employment in Human Resources.

- ♦ duration of employment in department/school.

**g) Information about the individual's educational, financial, criminal or employment history**

Collection: Educational and employment history information will be collected via application form or resume by Human Resources or school/departmental offices. There is currently no need to collect financial history information. Criminal history information would only be collected as required by law and college policy (e.g. currently required in connection with provision of childcare services).

Location: Educational and employment history information will be located in the Human Resources department for college employees. Copies can also be kept in divisional/departmental offices for current employees. Applications for faculty positions will be located in departmental/school offices. Criminal record information will be located in a secure area as outlined in any relevant policy. Financial information concerning salaries and other information relating to employment at the college will be maintained in Human Resources/Payroll and financial record files.

Retention: Applications will be retained for 1 year. Employee files will be retained for 7 years. Criminal record files will be retained according to legal and policy requirements.

**h) Anyone else's opinions about the individual**

The documentation that would fall within this group is employee appraisals and records on employee selection (including interviewers' notes and reference material). Employees can access this information about themselves. References and information collected from others for appraisals must be disclosed unless they are explicitly provided in confidence. If the information can be summarized or rewritten without identifying the person who provided it, then it must be made available. It is a condition of employment that references can be obtained from previous employers. (This will be stated on all application forms.) However, a candidate must give permission to obtain a reference from anyone else.

Collection: generally at the departmental/school level.

Location: Information from selections - in school office.

Employee appraisals in Human Resources. If input from others has been collected, this should be destroyed after the information is summarized on the appraisal form.

Retention: Information from selections - 1 year

Employee appraisals - 7 years following termination of employment.

**i) The individual's personal views or opinions, except in reference to another**

This may include opinions sought in surveys where the person is identified; letters, memos, e-mails sent with opinions, but only if filed under the individual's name (otherwise it is not considered "personal" information).

Collection: school/departmental offices and possibly Human Resources.

Location: school/departmental offices only as long as that individual is a member; Human Resources

Retention: Length of employment in school/departmental offices, if required.

- 7 years following termination of employment in Human Resources.

## **G. STUDENT RECORDS**

### **1. Preamble**

Student records are generally covered in the Act under the title "personal information." The Act defines personal information as being "recorded information about an identifiable individual." Under the provisions of the Act, anyone can request access to all personal information held by the college. Disclosure of personal information, including that held as student records, is very restricted and must not be disclosed without reference to the Act. Advice from the college's Information and Privacy Coordinator should be requested.

### **2. General Considerations**

The Official Student Record contains six groups that are managed by the Registrar/Director Student Services:

**a) Demographic**

**b) Academic**

**c) Fees For Service**

**d) Financial Aid****e) Counselling****f) Assessment**

Student information is generally collected using official college forms, by in-person transfer from the student to the employee, or by means of a touch-tone telephone. The college calendar and application form state the authorization for the collection, maintenance and use of such information and the application form requiring the student's signature.

**3. Administrative Guidelines****a) Access**

- i) the student can have complete access to his/her individual record without a formal FOI/POP request.
- ii) Access, admission and registration employees have access to the student record except that part which constitutes the counselling record. These employees have a college responsibility for creating, maintaining, using and servicing the student record and are requested to sign a notice of guidelines related to this Act.
- iii) the president or vice presidents may have access in pursuit of an academic or disciplinary matter.
- iv) designated staff and faculty employed within the education schools, community education and international education can have access to the student record (except counselling records). Such access is provided in order that the academic performance of the student can be professionally facilitated and is subject to the employee signing a notice of guidelines related to the Act.
- v) any external agency; e.g. sponsoring agency, family member or other individual as prescribed and authorized in a signed release provided to the registrar by the student, can access that individual student's record.
- vi) law enforcement officers and courts of law can access the student record when appropriate warrants and orders are provided to the registrar. Also, certain agencies have statutory authority to access; e.g. Statistics Canada or the Apprenticeship Board.
- vii) Educational Research and Development staff can access student records (except for counselling records) in order to support research needs in compliance with the FOI/POP Act.
- viii) Counselling records are maintained by the counselling department and are generally accessible only to counsellors and the individual student.

**4. Content**

The official student record contains five groups.

**a) Demographic, which includes:**

- ◆ student identification number
- ◆ last and given names
- ◆ previous names

- ◆ birth date
- ◆ citizenship
- ◆ gender
- ◆ permanent and local addresses
- ◆ home and business phone numbers
- ◆ emergency contact name and phone number

**b) Academic, which includes:**

- ◆ BC Exam identification number
- ◆ previous external academic record
- ◆ college program and courses completed
- ◆ admission and assessment date
- ◆ current enrollment status in college program and courses
- ◆ timetable of attendance
- ◆ transcript and grade information
- ◆ graduation records

**c) Fees for Service:**

- ◆ complete record of tuition and associated fees either paid or outstanding
- ◆ reference to sponsorship agencies as applicable
- ◆ record of ancillary fees as collected by registrar's office

**d) Financial Aid, which includes:**

- ◆ personal financial background information, loan assessment and loan and bursary history information

**e) Counselling, which includes:**

- ◆ personal records on an individual student basis that form a written record of any counselling appointment

**5. Collection**

The College and Institute Act authorizes the college to collect that information directly related to and necessary for the operating activities of the college and needs of agencies and ministries of government. There are two prime methods of collecting student information:

- a) the student provides most information by completing official college forms, by transferring information directly to college employees and by submitting information electronically;
- b) the faculty and staff within the instructional areas provide student information associated with the student's academic performance.

A secondary source of student information is that provided by other educational institutions. This data is normally released to the college as a result of the student's request to do so.

#### **6. Security**

The physical records of student information are maintained in locked cabinets situated at the campus of attendance for the individual student. The electronic records are maintained either on Camosun's central computer (student record system) or on campus-based personal computers. In both cases, the electronic record is protected by log-on security protocols.

#### **7. Retention**

The official student record that is maintained electronically is retained permanently. The physical record is maintained in its complete form while the student is enrolled.

When an enrollment break of two years has elapsed, the physical record, which is a duplicate of the electronic record, is destroyed. The remaining part of the physical record is then permanently retained.

#### **8. Disposition**

Any part of the physical student record that is redundant, as per the retention guidelines referenced above, is destroyed.

### **H. CLOSED CIRCUIT GUIDELINES**

#### **1. Ethics/Value**

Camosun will only use Closed Circuit Cameras (CCC) when the benefit to the safety and security of the College community outweighs to a substantial degree other competing social interests and other individual rights, especially the preservation of personal privacy.

#### **2. Guidelines / Consultation**

- a) The use of CCC will be in compliance with the Freedom of Information and Protection of Privacy Act ("the Act").
- b) Use of (CCC) equipment will only be permitted within these guidelines.
- c) Employee and student groups will be made aware of these guidelines, and reference to them placed in training and orientation programs.
- d) When the College perceives a need for CCC, it will consult with an advisory committee composed of members from CCFA, CUPE, BCGEU, CCSS and administration on the following points:
  - e) Need for, viability of, location of, operation of, and times of operation.
  - f) These guidelines will be made available to the public on request, and will be available on the Camosun College Web-site.
  - g) These guidelines will be reviewed by the advisory committee after one year, and subsequently as needed.

### **3. Use of Closed Circuit Camera Equipment**

- a) Responsibility for implementation and supervision of CCC will reside with the Manager of College Safety under the direction of the Director, Physical Resources.
- b) CCC will be used where it provides a necessary and viable benefit to law enforcement, public safety or security of students, clients, employees or physical assets.
- c) By “necessary” it is meant that CCC will be used where other measures have been examined and deemed to be insufficient or inappropriate.
- d) By “viable” it is meant CCC constitutes a likely effective deterrent or tool relating to law enforcement, public safety or security of students, clients, employees or physical assets exists.
- e) CCC will not be used to monitor, evaluate or discipline employees over job performance issues.
- f) CCC will not normally be used in an instructional setting except where viable benefit to law enforcement, public safety or security of students, clients, employees or physical assets exists.

### **4. Camera Location, Operation and Control**

- a) Cameras will be located where there is reasonable expectation that the Camera will detect or deter criminal activity or risks to public safety or security.
- b) Signs containing pertinent information will be posted at the entry to any area using CCC. The purpose of the signs will be to alert the College community to the presence of the cameras and to provide appropriate information as identified under the Act.
- c) CCC tapes will only be reviewed when it is believed they contain information regarding an incident involving criminal activity, safety or security, or for other purposes as expressly provided under law.
- d) Only the Director of Physical Resources or the Manager of College Safety or individuals authorized by them or members of the police may review the tapes.

### **5. Security, Retention and Disposal of Tapes**

- a) CCC tapes will be stored in a controlled access area.
- b) In the absence of any requirement to retain the video information for safety or security reasons, the information on the videotapes will be erased within three weeks.
- c) If a video record contains material related to public safety, security, or criminal activity, the record will be retained for at least one year, as provided under the Act.

### **6. Video Monitors**

- a) Video monitors will be located in a controlled access area.
- b) Only the Director of Physical Resources or the Manager of College Safety or individuals authorized by them or members of the police will have access to the video monitors while they are in operation.

### **7. Disclosure of Recorded Information**

- a) Disclosure of recorded information will be in compliance with Section 33 of the Act.

### **8. Use of Recorded Information**

- a) Use of recorded information will be limited to detecting or deterring criminal offenses or actions related to public safety and security that occur in view of the cameras; or
- b) Inquiries and proceedings relating to law enforcement
- c) Tapes will not be used to monitor, evaluate or discipline employees over job performance issues.

**9. Access to Personal Information**

- a) An individual who is the subject of a video record has the right to access the record (under Section 5 of the Act), not subject to the provisions of Division 2 of Part 2 of the Act.



<b>Policy:</b>	<b>O-6.1</b>
<b>Approved By:</b>	<b>Board of Governors</b>
<b>Approval Date:</b>	
<b>Amendment Date:</b>	
<b>Policy Holder:</b>	<b>VP Administration</b>

## Protection of Privacy Policy

### Commitment

Camosun College is committed to meeting the spirit, intent, and requirements of the British Columbia *Freedom of Information and Protection of Privacy Act* (the "Act"). The Act clearly stipulates the requirements of a public body regarding disclosure obligations as well as the management of personal information within its custody and control. As a (local) public body, Camosun College facilitates the disclosure of information as well takes precautions to protect the privacy of personal information under its custody or control, as required by the Act.

### Principles

- a. Privacy of student and employee information is paramount for Camosun College.
- b. The College is committed to compliance with the Act and other federal and provincial statutes governing and regulating the collection, use, disclosure, retention, disposition, and protection of personal information.
- c. The College will honour the right of access to information as required by the Act.
- d. The College is committed to putting into place measures and procedures in accordance with best practices, to ensure the effective management of information within its custody and control.
- e. The College requires third party service providers (e.g., contractors) and affiliates to comply with the Act, this policy, and related policies, principles, processes and requirements of the College.

### Policy

It is the policy of Camosun College that the College will collect, use, disclose, retain, dispose, protect, and otherwise manage information within its custody and control in accordance and compliance with the Act and other federal and provincial statutes and regulations. The head of the public body shall oversee, and may delegate authority as deemed appropriate to manage information, privacy, and related functions of the College. Personal information shall only be used for the purpose for which it was collected or for related purposes subsequent to this policy and requirements of the Act.

### Scope / Limits

- This policy applies to all records (paper and electronic) in the custody or control of the College.
- This policy is subject to the Act and other laws of general application.

## Collection of Information

Personal information collected or acquired by College officials shall be used to fulfill program, activities and operational requirements of the College, or as required by law. Personal information not required in order to fulfill the College's program, activities, or operational requirements shall not be collected by the College. The College will not collect information unlawfully or unfairly. In most circumstances, personal information will be collected directly from the individual. Indirect collection may occur in exceptional circumstances and as authorized by explicit, written consent of the individual or as required by law.

## Use of Information

College officials will use collected personal information to fulfill the purpose for which it was originally obtained; or for specific purposes if directed by the individual from whom the personal information was collected; or for a use consistent with the original purpose. The College shall strive to ensure the access to personal information by College officials is sufficient, but does not exceed the requirements necessary to fulfill their function(s). At no time may information be used for purposes or related purposes other than those for which it was initially collected and authorized, unless required by law.

## Disclosure of Information

Camosun College will treat and manage personal information within its custody and control with the highest degree of confidentiality and privacy. Personal information will only be disclosed to the individual themselves, or in specific circumstances to a third party with the explicit authorization of the individual, or as required by law. Camosun College does not sell, share, or disclose personal information to others for any type of mailing list. Camosun College will not disclose personal information outside of Canada without explicit consent unless permitted to do so by law.

Disclosure of an individual's personal information is subject to the application of Part-2 of the Act.

## Retention & Disposition of Information

Camosun College will retain, archive, and dispose of personal information under its custody and control in accordance with the Camosun Records Management Policy and subsequent procedures and requirements. Camosun College utilizes a records' retention policy, which is customized for each program area. This customization takes into account the length of time information held by that program needs to be maintained.

Once the personal information is no longer needed, it is confidentially destroyed on the authority of the program area. If an individual's personal information is used to make a decision, the personal information involved and a record of that decision will be kept for a minimum of one-year after the decision has been made.

## Protection of Information

The security of personal information is paramount to Camosun College and measures will be taken to ensure personal information is secure at all times. Security measures include, but are not limited to: secure facilities, controlled areas, restricted user access, password protection, firewalls, encryption software, locked file cabinets, and best practices deployed by College officials which respect the confidentiality and security of personal information.

## Information & Technology

Camosun College may collect, retain, and store personal data electronically (e.g., servers, databases) for the purposes of fulfilling its program and operational requirements. Regardless of the mode of data collection and storage or retention, Camosun College will manage electronic personal information in accordance with provisions outlined in this policy, and as required by the province and by law. Storage of electronic data will be consistent with geographic and other boundaries and limitations outlined in the *Act*.

## Using our Website

Camosun College captures identification data from visitors to its website for security, statistical and reporting purposes.

Consent to the use of cookies permits specific enquiries to be directed to, and managed by, appropriate information systems at the College.

In compliance with the *Act*, the College does not disclose information about any particular website visitor to external organizations or individuals.

The Camosun College website contains links to external third party websites. Clicking on these links means that you are leaving Camosun College's secure website and are no longer covered by our privacy policy.

## Access to Information & Inquiries

Members of the public may request access to information by writing to or contacting the College privacy office, at:

Privacy Office  
 Camosun College  
 3100 Foul Bay Road  
 Victoria, B.C. V8P 5J2  
 OR  
[privacy@camosun.bc.ca](mailto:privacy@camosun.bc.ca)

## Definitions

- **Contact Information:** Information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual.
- **College official:** Refers to employees or service providers of the College whose role is to fulfill a specific operational function requiring access to personal information – either regularly or from time-to-time.
- **Indirect Collection:** The collection of personal information from a source other than the individual.
- **Information:** Refers to personal information, unless otherwise specified.
- **Personal Information:** Recorded information about an identifiable individual other than contact information. Examples of personal information include, but are not limited to: name, home address, home telephone number, email address, mobile telephone number, ethnicity, gender, marital status,

employment history, criminal history, grades, and health-related information.

- **Public body:** Includes a ministry of the government of British Columbia, an agency, board, commission, corporation, office or other body designated in, or added by regulation to, Schedule 2, or a local public body (i.e. an educational body). Under the *Act*, Camosun College is an educational body, and therefore, a public body.
- **Record:** Includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.
- **Service Provider:** A person or organization contracted by the College to perform services.

#### Related Documents & Resources

- British Columbia *Freedom of Information & Protection of Privacy Act*
- Camosun Privacy Breach Protocol (in development)
- Camosun Records Management Policy (review pending)
- Office of the Information & Privacy Commissioner Guidelines
- Public Sector Surveillance Guidelines
- Privacy Impact Assessment Guidelines
- Web Security related policies and procedures
- Standards of Conduct Policy

**Note:** the above list is not exhaustive. Statutes, regulations, policies, procedures, directives, practices, guidelines and other documents related directly or indirectly to freedom of information and protection of privacy will be updated and change over time. Relevant additions and changes in statutory and non-statutory documentation and resources will be reflected in the list where possible.



**BOARD OF GOVERNORS**

**REGULAR MEETING MINUTES**

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

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**BOARD MEMBERS:**

Russ Lazaruk, Chair  
Mitchell Auger-Langejan  
Sherri Bell, President  
Cindy Choi  
Joanne Cumberland  
Stefan Fletcher  
Nigel Giuliani  
Bill Gyles  
Ron Rice, Vice Chair  
Laylee Rohani  
Al van Akker  
Melanie Winter

**ADMINISTRATION:**

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:** Christiaan Bernard, Director, Camosun International

**REGRETS:** Tim Ayers  
John Boraas, VP Education  
Stephen Chang

**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 OATH OF OFFICE**

1. Mitchell Auger-Langejan, Lansdowne Student
2. Al van Akker, Faculty

**III GROUP PHOTOGRAPH**

**IV APPROVAL OF THE AGENDA**

The agenda was approved as distributed.

**V BOARD MEMBER REPORTS**

**1. Chair’s Report**

Russ Lazaruk, Chair, noted he met with Sherri Bell several times over the last two months for planning. Orange Shirt Day took place on September 29 at Na’Tsa’Maht and Sherri Bell, Ron Rice, Tim Ayers and Melanie Winter attended. Nigel Giuliani decided that he will not accept any further appointments so his last day on the board will be December 31, 2017. Russ Lazaruk’s term also ends then, so the board submitted five candidates to the Minister. A decision is expected in December.

On October 3 – 5 Cindy Choi, Laylee Rohani and Sherri Bell attended the BC Post-Secondary Governance Workshop for Board Members & Presidents in Cranbrook, BC. Russ welcomed the students at the October 27 School of Access Awards ceremony and at the School of Arts & Science student awards on November 3. The Camosun College Foundation and Kinetic Construction have established the 'William Gyles Award in Civil Engineering Technology'. The fund will recognize a civil engineering technology student at Camosun who is interested in pursuing a career in construction and has successfully completed the first year. Last week, Sherri Bell and Russ met with one of the official opposition critics for Advanced Education, MLA Simon Gibson. They gave him a general overview of the post-secondary sector.

The board information binder is now available electronically. There is a link on the Board web page called 'BoG Information Binder'. New members will still be given a choice between a paper version and electronic.

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

Sherri Bell, President, noted four events were held to celebrate the opening of the Babcock Canada Interaction Lab. The board had a sneak preview, which was followed by events for the chairs, faculty and students, and the grand opening that was attended by the Babcock employees and senior leaders. Sherri thanked Tim Walzak, Geoff Wilmshurst, and Joan Yates and their teams for their excellent work. Cindy Choi, Laylee Rohani, and Sherri attended a BC Post-Secondary Governance Workshop. They were very proud of Camosun's accomplishments, and welcomed the great ideas from the others.

Work on campus renewal began in the spring. Thought Exchange software was used for consultation. Student residences and student space for collaboration on both campuses were of high interest to employees. The Senior Leadership Team (SLC) used the results to develop principles to guide the firm that will be hired to do the work on the campus plan and on the moves required by the Centre for Health and Wellness.

Sherri has attended many awards ceremonies this month. She was the guest speaker in four classes in three different schools. The annual Pit Cook Day took place at Na'Tsa'Maht on October 19. Stairs were built from Na'tsa'maht down to the pit, and students built a bench at the bottom. On Saturday Sherri attended the Harvest Dinner fundraiser put on by Camosun's second year Hospitality Management Diploma Program students. The students worked with the Island Chefs Collaborative who mentored the students. Sherri was the guest speaker on a webinar on Thought Exchange and how it was used to develop the strategic plan. She facilitated a K-12 meeting for the Ministry where she represented post-secondary.

## **3. Foundation**

Ron Rice, Foundation Liaison, noted the next meeting is in December. Geoff Wilmshurst, Vice President Partnerships, advised Carly Hall was appointed to the Foundation Board as the faculty representative. In Advancement Margo McIntosh will fill in for Angie Bowles while she leads the health campaign. The search for the new director is underway with the help of a search firm. A selection is expected in early December for a January start.

## **4. Education Council**

Nigel Giuliani, Education Council Liaison, noted the minutes from the June 21, 2017 meeting were included in the agenda package. The October meeting was canceled.

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

Sherri Bell advised the PISE board met on September 26, 2017, and passed the new by-laws. Following the Societies Act changes, the Camosun board requested the PISE by-laws show 90% approval to pass any special resolutions. The by-laws were passed unanimously.

**VI BOARD COMMITTEE REPORTS****1. Audit Committee**

- i) The minutes from the September 18, 2017 meeting were included in the agenda package.
- ii) Bill Gyles, Chair, Audit Committee, gave a report on the October 30, 2017, Audit Committee meeting. Randy Decksheimer retired on September 30, 2017, so Liette Bates-Eamer is the lead audit engagement partner. Liette presented the highlights of the Audit Planning Report for the year ending March 31, 2018.

**2. Executive Committee**

Russ Lazaruk, Chair, Executive Committee, noted the committee always meet a week in advance of the board meeting and sets the board agenda. They received an update on the Centre for Health and Wellness. A lunch for the past board chairs and presidents of Camosun College will take place in spring. The lunch will be hosted every two years.

**3. Finance Committee**

- i) The minutes from the September 5, 2017, Finance Committee meeting were included in the agenda package.
- ii) Cindy Choi, Chair, Finance Committee, gave a report on the November 6, 2017, meeting, where Deborah Huelscher, CFO, provided a high level report on the past six months. Cindy advised that while the budget at six months has a planned deficit due to timing issues the College is reporting a positive variance of \$2.6M. The positive variance is largely due to higher enrollments and related tuition fees, and receipt of a provincial grant to cover the budgeted tuition for ABE and ESL programs following the Province's decision to make these programs tuition free effective September 1. The variance will smooth over the last six months and the college continues to forecast a balanced position at March 31 on a \$130M budget.

The general budget process for 2018/19 was reviewed. The proposed budget will go to the April 3, 2018 Board Finance committee for recommendation to the Board for approval at the April 9 meeting. Cindy reminded board members that it is crucial that they all attend the Finance Committee meeting in order to review and discuss the proposed budget in detail prior to the decision at the April 9 board meeting.

Appointed and student board members receive an honorarium, but the elected faculty and staff do not. The Finance committee asked for support for the Chair to request a review from the Ministry.

**MOTION**

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS CHAIR WRITE TO THE MINISTER OF ADVANCED EDUCATION, SKILLS AND TRAINING TO REQUEST A REVIEW OF THE ORDER IN COUNCIL 0180/95 IN REGARDS TO EQUAL REMUNERATION FOR ELECTED AND APPOINTED MEMBERS OF THE BOARD.

CARRIED

**VII APPROVAL OF THE MINUTES**

The minutes of the September 18, 2017, inaugural and regular meetings were approved as distributed.

**VIII NEW BUSINESS****1. Internationalisation Update**

Christiaan Bernard, Director, Camosun International (CI), gave an update on diversity, financials, student services, internationalization, projects, and policy and procedures. Country of origin diversity has been increased. China is the largest source but is shrinking as efforts increase in other markets. The annual contribution forecast for this year is up 21.5% or over \$13M. Student services has been reorganized from five separate positions into one to streamline service to students to increase retention. Academic advisors are working with faculty in the schools. Project Portfolios, where employees go abroad to seek projects, was created three years ago with a goal of \$1M, and it is at \$900K this year. The International Strategic Enrolment position has been posted. The goal is to optimize recruitment, and it will impact the type of students. CI launched field schools where staff, faculty and employees can join the field school and have an international experience and bring inter-cultural understanding back. CI posted a position for a faculty coordinator for internationalization to work directly with faculty to internalize curriculum and solve any issues. Policy renewal is underway as much has changed for international students regarding work in Canada and immigration. The goal is to create policies and practices that create continuity and a stable environment for many years to come.

**2. Centre for Health and Wellness Update**

Shane Busby, VP Administration noted the Centre for Health and Wellness is \$50M building with a high degree of functionality. There will be high fidelity labs and plenty of collaboration space. There is a multi-vista camera set up to watch the site. It is on a fast-track schedule with multiple concurrent processes. The College is working with the Ministry of Advanced Education, Skills & Training, who are working with the Federal government, to seek a six-month extension of the schedule. The construction market in the South Island is heated so tenders are coming in over budget.

**IX ADJOURNMENT**

The meeting was adjourned at 6:03 pm.

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**Russ Lazaruk, Chair**

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**Date**

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**Heather Martin, Recorder**



2017 Fall Term



Enrollment Report

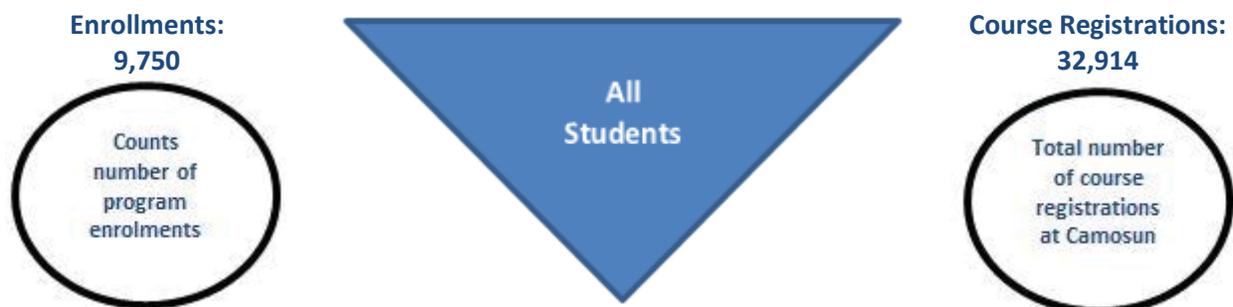
December 2017 Board Meeting

## Executive Summary

This report highlights a variety of enrollment statistics for regular programming in the Fall 2017 Term at Camosun College as of the September 19, 2017 fee deadline / stable enrollment date. This results in a point-in-time snapshot, which is valid for year-over-year comparisons but needs to be taken into the context of historical trends and that there will be additional activity across the academic year. *(please see the Appendix for a Glossary of Key Terms)*



- The overall number of enrollments for all students at Camosun College was 9,750 for the Fall 2017 Term, down slightly by 0.8% from the previous Fall Term.
- The number of course registrations was up, however, as students were taking more courses on average compared to Fall 2016.
- The overall number of course registrations for Domestic Students decreased slightly by 71 (-0.3%) from the previous Fall Term (26,733 in Fall 2017, down from 26,804 in Fall 2016).
- There was a record number of International Students at Camosun for the Fall 2017 Term. The increase of 91 (or 6.1%) of International Students represented the move from 1,484 in Fall 2016 to 1,575 for the Fall 2017 Term.



## All Students

The overall number of enrollments for all students at Camosun College was 9,750 for the Fall 2017 Term, down slightly by 0.8% from the previous Fall Term. The number of course registrations was up, however as students were taking more courses on average compared to Fall 2016. There were 32,914 course registrations for Fall 2017 compared to 32,383, an increase of 1.6%. The highest percentage changes between Fall 2016 and Fall 2017 for course registrations were seen in the School of Access, 6.6%, Health and Human Services, 5.8%, and Trades and Technology, 5.1%.

**Program Enrollments** – measures the number of students who are registered in a given program by the school offering the program.

School / Centre	Fall 2016 (% of total)	Fall 2017 (% of total)	+/- and %
Access and Indigenous Education	1,419 (14%)	1,417 (15%)	-2 (-0.1%)
Arts and Science	3,545 (36%)	3,400 (35%)	-145 (-4.1%)
Business	2,125 (22%)	2,121 (22%)	-4 (-0.2%)
Centre for Sport and Exercise	417 (4%)	427 (4%)	+10 +2.4%
Health and Human Services	993 (10%)	1,050 (11%)	+57 +5.7%
Trades and Technologies	1,314 (13%)	1,332 (14%)	+18 +1.4%
<b>Camosun College – Total*</b>	<b>9,824</b>	<b>9,750</b>	<b>-74 (-0.8%)</b>

**Course Registrations** – student course registrations based on the school offering the course.

School / Centre	Fall 2016 (% of total)	Fall 2017 (% of total)	+/- and %
Access and Indigenous Education	2,606 (8%)	2,779 (8%)	+173 +6.6%
Arts and Science	12,236 (38%)	12,145 (37%)	-91 (-0.7%)
Business	7,560 (23%)	7,444 (23%)	-116 (-1.5%)
Centre for Sport and Exercise	1,542 (5%)	1,566 (5%)	+24 +1.6%
Health and Human Services	4,455 (14%)	4,714 (14%)	+259 +5.8%
Trades and Technologies	3,658 (11%)	3,844 (12%)	+186 +5.1%
<b>Camosun College – Total*</b>	<b>32,383</b>	<b>32,914</b>	<b>+531 +1.6%</b>

\*note: total includes miscellaneous student activity coded to other areas of the college, does not equal 100%



## Domestic Students

The overall number of enrollments for Domestic Students at Camosun College was 8,175 for the Fall 2017 Term, down 2.0% from the previous Fall Term. Enrollments for Access and Indigenous Education continued to reverse previous declines with a 2.0% increase, while course registrations increased by 15.1%. This marks the second straight Fall Term with increases in both enrollments and course registrations for Domestic Students in Access and Indigenous Education.

### Program Enrollments – Domestic Students

School / Centre	Fall 2016 (% of total)	Fall 2017 (% of total)	+/- and %
Access and Indigenous Education	1,077 (13%)	1,118 (14%)	+41 +3.8%
Arts and Science	3,024 (36%)	2,814 (34%)	-210 (-6.9%)
Business	1,670 (20%)	1,590 (19%)	-80 (-4.8%)
Centre for Sport and Exercise	391 (5%)	405 (5%)	+14 +3.6%
Health and Human Services	953 (11%)	1,005 (12%)	+52 +5.5%
Trades and Technologies	1,214 (15%)	1,240 (15%)	+26 +2.1%
<b>Camosun College – Total*</b>	<b>8,340</b>	<b>8,175</b>	<b>-165 -2.0%</b>

### Course Registrations – Domestic Students

The overall number of course registrations for domestic students decreased slightly by 71 (-0.3%) from the previous Fall Term (26,733 in Fall 2017, down from 26,804 in Fall 2016). Each course registration is classified to the school teaching the course, irrespective of the student's enrollment program code.

School / Centre	Fall 2016 (% of total)	Fall 2017 (% of total)	+/- and %
Access and Indigenous Education	1,817 (7%)	2,092 (8%)	+275 +15.1%
Arts and Science	10,369 (39%)	10,004 (37%)	-365 (-3.5%)
Business	5,451 (20%)	4,908 (18%)	-543 (-10.0%)
Centre for Sport and Exercise	1,442 (5%)	1,475 (6%)	+33 +2.3%
Health and Human Services	4,213 (16%)	4,441 (17%)	+228 +5.4%
Trades and Technologies	3,186 (12%)	3,391 (13%)	+205 +6.4%
<b>Camosun College – Total*</b>	<b>26,804</b>	<b>26,733</b>	<b>-71 (-0.3%)</b>

\*note: total includes miscellaneous student activity coded to other areas of the college, does not equal 100%



## International Students

There was a record number of International Students at Camosun for the Fall 2017 Term. The increase of 91 (or 6.1%) of International Students represented the move from 1,484 in Fall 2016 to 1,575 for the Fall 2017 Term. The highest increases were in the following schools: Business; Arts and Science; and Health and Human Services. The number of program enrollments by School for International Students is provided in the following table:

### Program Enrollments – International Students

School / Centre	Fall 2016 (% of total)	Fall 2017 (% of total)	+/- and %
Access and Indigenous Education	342 (23%)	299 (19%)	-43 (-12.6%)
Arts and Science	521 (35%)	586 (37%)	+65 +12.5%
Business	455 (31%)	531 (34%)	+76 +16.7%
Centre for Sport and Exercise	26 (2%)	22 (1%)	-4 (-15.4%)
Health and Human Services	40 (3%)	45 (3%)	+5 +12.5%
Trades and Technologies	100 (7%)	92 (6%)	-8 (-8.0%)
<b>Camosun College – Total</b>	<b>1,484</b>	<b>1,575</b>	<b>+91 +6.1%</b>

Course registrations increased by 10.8% for Fall 2017. The combined course registrations of the School of Business and the School of Arts and Science accounted for more than 75% of all course registrations.

### Course Registrations – International Students

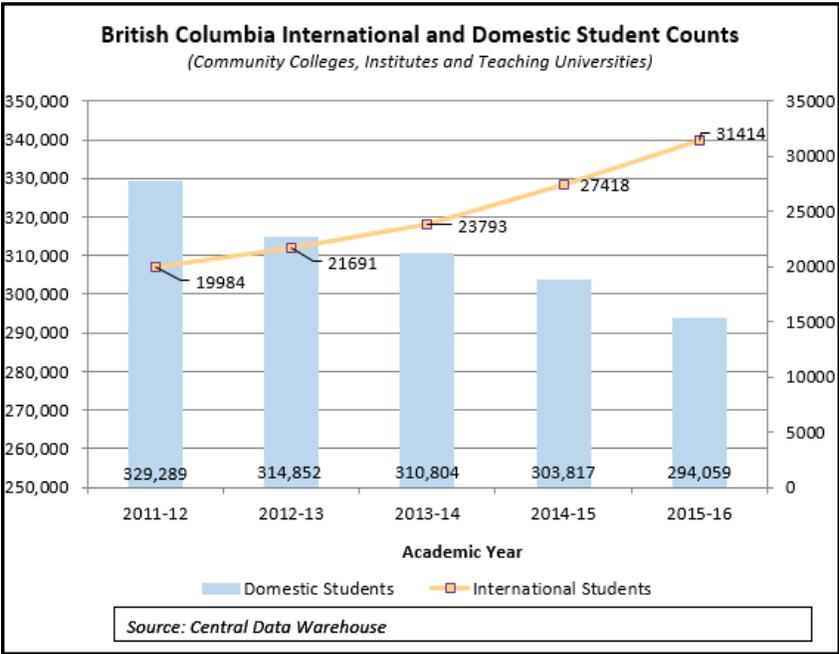
School / Centre	Fall 2016 (% of total)	Fall 2017 (% of total)	+/- and %
Access and Indigenous Education	789 (14%)	687 (11%)	-102 (-12.9%)
Arts and Science	1,867 (33%)	2,141 (35%)	+274 +14.7%
Business	2,109 (38%)	2,536 (41%)	+427 +20.2%
Centre for Sport and Exercise	100 (2%)	91 (1%)	-9 (-9.0%)
Health and Human Services	242 (4%)	273 (4%)	+31 +12.8%
Trades and Technologies	472 (8%)	453 (7%)	-19 (-4.0%)
<b>Camosun College – Total</b>	<b>5,579</b>	<b>6,181</b>	<b>+602 +10.8%</b>

# Summer Term and Provincial Numbers

Camosun College monitors the level of activity in its four month Summer Term (May through August). The tables below provide counts of regular programming in the third summer trimester, first with the overall student headcount and then a breakdown of course registrations by school. The overall number of summer overall student enrollments was down between 2016 and 2017, primarily due to the change in technology programs moving to use the semester system in 2017.

Student Headcounts	Summer 2016	Summer 2017
Domestic Students	3,643	3,243
International Students	723	744
<b>All Students</b>	<b>4,366</b>	<b>3,987</b>

## Headcount by Student Type for Similar Post-Secondary Institutions



This graph presents the last five years of headcount data for Domestic and International Students across comparable British Columbia Institutions (excluding research universities). As seen in the 2015-16 academic year data, the trend continued for an increase in the number of International Students and a decrease in the number of Domestic Students.

# Appendix

## Glossary of Key Terms

<b>2017 Fall Term:</b>	This is the period of activity in focus for this report. It includes regular, for credit educational activity taken by Camosun college students in the Fall 2017 term as of the fee deadline date of September 19, 2017. ( <u>note – this report excludes Continuing Education</u> )
<b>Course registrations:</b>	Count of individual registrations by students as of the September 19, 2017 fee deadline. A single student will typically have multiple registrations in a term. Registrations are reported by the school that hosts the course and not the program that the student is enrolled in.
<b>FTEs:</b>	FTE or Full-Time Equivalents represent the amount of full-time activity students are taking. This methodology is based on the principle that each full-time student in a full-time program should generate 1.0 FTE in an academic year. The enrollments of part-time students are converted to full-time equivalents based on their course registrations as a proportion of a full-time course load. Variability in program length and requirements is accounted for by these calculations.
<b>International Students:</b>	For the Fall 2017 Enrollment Report, counts of International Students were calculated in conjunction with Camosun’s Finance Department. The corresponding course registrations for International Students were then obtained using these student ID numbers.
<b>Program enrollment:</b>	Count of student participation in programs of study with at least one active course registration on September 19, 2017. A single student may be enrolled in more than one program. Enrollments are reported based on the student’s program code and assigned to only one specific school.
<b>Stable Date / Fee Deadline:</b>	For the Fall 2017 Term, the Stable Date / Fee Deadline is September 19, 2017. On this date the student is assumed to be permanently registered in their courses with the potential to withdraw but not drop the course. A student who withdraws from the course after the fee deadline forfeits their entire tuition payment for that course.
<b>Student headcounts – New Students:</b>	This is the unduplicated count of individuals taking activity in one or more courses on September 19, 2017. Students are considered new if they have not registered in any courses prior to the Fall 2017 term.

## CAMOSUN COLLEGE BOARD OF GOVERNORS

### ELECTION OF THE BOARD CHAIR

#### G-1.1 CAMOSUN COLLEGE BOARD CONDUCT BY-LAW (IN PART)

##### A. Definitions

**Board Chair** means an external member elected annually to the position of chair from among the voting board members by a majority vote.

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#### G-1.3 CAMOSUN COLLEGE BOARD DECISION MAKING POLICY (IN PART)

##### B. Roles & Responsibilities

###### 1. Board Chair

The role of the Chair of the Board is to provide leadership to the Board and to:

- a) Chair the regular, in camera, and special meetings of the Board.
- b) Act on behalf of the Board in liaison and linkage with the CEO.
- c) Delegate or appoint Board members to Standing Committees, to the Foundation Board, to the Pacific Institute for Sport Excellence Board and to the Education Council.
- d) Represent the Board at public events and College functions, or delegate.
- e) Act as the official spokesperson for the Board.
- f) Name the Vice-Chair.
- g) Set the Board agenda.

##### C. Election of the Chair

1. Election of the Chair will be held annually, at the September meeting of the Board.
2. The elections will be presided over by the Vice President Administration and Chief Financial Officer or others as designated by the Board.
3. Nominations for the position of Chair will be called from the floor.
4. A vote will be decided by a show of hands unless a resolution is passed calling for a secret ballot.
5. The Chair will assume his/her position immediately upon the adjournment of the meeting.