



## BOARD OF GOVERNORS

### REGULAR MEETING AGENDA

**MEETING:** Monday, March 2, 2020  
**TIME:** 5:00 pm  
**LOCATION:** Paul Building, Room 216  
**CAMPUS:** Lansdowne Campus

**BOARD MEMBERS:**

Laylee Rohani, Chair  
 Bijan Ahmadi  
 Sherri Bell, President  
 Monty Bryant, Vice Chair  
 Tanya Clarmont  
 Joanne Cumberland  
 Brenda McBain  
 Margie Parikh  
 Emily Rogers  
 Rob Smythe  
 Mike Stubbing  
 Al van Akker  
 Lindsay JD van Gerven  
 Phil Venoit

**ADMINISTRATION:**

John Boraas, VP Education  
 Heather Cummings, VP Student Experience  
 Deborah Huelscher, CFO & Interim VP Administration  
 Rodney Porter, Exec. Dir., Communications & Marketing  
 Barbara Severyn, Exec. Dir., Human Resources  
 Geoff Wilmshurst, VP Partnerships

**GUEST:** Jenny Stone, Director, Strategic Initiatives

**REGRETS:** nil

**EXECUTIVE 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>PAGE</b>
<b>I CALL TO ORDER</b>	
<b>II APPROVAL OF THE AGENDA</b>	
<b>III BOARD MEMBER REPORTS</b>	
1. Chair’s Report [5 min] (Rohani)	no attachment
2. President’s Report [5 min] (Bell)	no attachment
3. Foundation [5 min] (Bryant/Wilmshurst)	no attachment
4. Education Council [5 min] (Ahmadi/McBain)	
i) Minutes of the December 11, 2019 meeting	attachment 4
5. Pacific Institution for Sport Excellence [5 min] (Venoit)	no attachment

	<b>PAGE</b>
<b>IV BOARD COMMITTEE REPORTS</b>	
1. Executive Committee [5 min] (Rohani)	no attachment
<b>V APPROVAL OF THE MINUTES</b>	
1. Minutes of the February 3, 2020 meeting [2 min] (Rohani)	attachment 7
<b>VI NEW BUSINESS</b>	
1. 2020/21 Government Mandate Letter [10 min] (Bell, Rohani) *	attachments 11
2. Camosun College 50 <sup>th</sup> Anniversary Engagement Session [45 min] (Bell, Stone)	attachments 18
3. Bargaining Update [info] (Severyn)	attachment 21
<b>VII ADJOURNMENT</b>	
* Requires a decision. See Page 3 for the proposed motion.	3

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**CORRESPONDENCE** [nil]



**BOARD OF GOVERNORS**

**Regular Meeting**

**MOTION**

**Monday, March 2, 2020**

**VI NEW BUSINESS**

1. 2020-21 Government Mandate Letter

**MOTION**

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ACCEPT AND APPROVE THE TERMS OF THE 2020-21 GOVERNMENT MANDATE LETTER.



# Approved Minutes

## REGULAR MEETING

Wednesday, December 11, 2019

4:00 – 6:00 pm

P216, Lansdowne

### Present

#### Voting Members

1. Andrea Kucherawy, Support Staff
2. Bijan Ahmadi, Faculty
3. Chris Avis, Faculty
4. Debbie Hlady, Administration
5. Fillette Umulisa, Student
6. Jennifer LeVecque, Faculty
7. John Boraas, Administration
8. Joshua Cameron, Student
9. Mark Fournier, Faculty
10. Paige Martin, Student
11. Robin Fast, Faculty
12. Ryan Russell, Faculty
13. Scott Harris, Administration
14. Richard Stride, Administration

#### Non-Voting Members

Brenda McBain, Board of Governors  
 Melody Foreman, Permanent Secretary  
 Peter Moroney, Education Policy & Planning  
 Sherri Bell, President  
 Todd Ormiston, Indigenization Representative

#### Regrets/Absent

Connie Klassen, ICC Chair  
 Isabel Grondin, Faculty  
 Isaiah Jurkuch, Student  
 Janet Danks, Support Staff  
 Vivian Fayowski, Faculty

#### Guests

N/A

ITEM	PRESENTER
<b>A. CALL TO ORDER AND DECLARATION OF QUORUM</b> The regular meeting was called to order at 4:01 pm. Quorum was reached.	Bijan Ahmadi
<b>B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY</b> <i>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. &lt;<a href="http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html">http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html</a>&gt;</i>	Bijan Ahmadi
<b>C. CHECK-IN</b> Bijan opened the floor to members who had any concerns or items to report.	Bijan Ahmadi

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**D. ACCEPTANCE OF AGENDA****Bijan Ahmadi**

The December 11, 2019 agenda was approved by unanimous consent.

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**E. MINUTES FOR APPROVAL****Bijan Ahmadi**

The minutes for November 20, 2019 were approved by unanimous consent.

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**F. REPORTS****1. Education Council Chair****Bijan Ahmadi**

Bijan Ahmadi reminded members that the January to June meetings will be held at the Lansdowne campus.

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**2. VP Education****John Boraas****Program Cancellations**

1. [Nursing Access for Practical Nurses](#)  
Last intake: January 2015
2. [Continuing Education Medical Laboratory Assistant](#)  
Last intake: September 2018

**Motion:**

THAT EDUCATION COUNCIL APPROVE AND RECOMMEND TO THE CAMOSUN COLLEGE BOARD OF GOVERNORS CANCELLATION OF THE FOLLOWING:

Nursing Access for Practical Nurses  
Continuing Education Medical Laboratory Assistant

**Moved by:** Scott Harris

**Seconded by:** Richard Stride

**Motion Carried****3. Board Member****Brenda McBain**

Brenda McBain reported that the Board of Governors met on December 2. The first order of business was the swearing in of Mike Stubbing, who replaces Cindy Choi and will chair the Finance Committee of the Board. The Board also approved revisions to the Executive Committee Terms of Reference to clarify that the Executive Committee is responsible for student appeals of suspensions and the decision of the Executive Committee of the Board is final. The revisions also allow for one of the student representatives on the Board to join the Executive Committee, if desired, for the purpose of hearing student appeals. The Board also reviewed the President's goals for 2019 and were presented with the President's goals for 2020.

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**G. COMMITTEE REPORTS**


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**Education Council Policy and Standards Committee**

Peter Moroney

Peter Moroney reported that the Course Withdrawals policy has undergone a major overhaul and is now under review by the Registrar to ensure that it can be operationalized. The Policy and Standards Committee is also reviewing the Terms of Reference for the Education Council Academic Appeals Panel, which is a newly formed group at the College that will support the Grade Appeals and Academic Integrity policies. These policies will be coming forward to EdCo for consultation and/or approval. Peter also invited members of EdCo to sit as an observer on Policy and Standards Committee. The next meeting will be held December 12. Peter noted that the committee is considering how to engage with students outside of the scheduled meeting hours as well as perhaps scheduling meetings twice a term in conjunction with CCSS monthly meetings.

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**H. INTEGRATED CURRICULUM COMMITTEE REPORT**


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Bijan Ahmadi

**Regular Curriculum for Approval**

**Whereas:** The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:

ARTS & SCIENCE: COMICS & GRAPHIC NOVELS

[COGR\\_IDS3476\\_Fall2020](#)

**Motion:** Be it so moved that Education Council approves changes to the curriculum as submitted:

**Moved by:** John Boraas

**Seconded by:** Debbie Hlady

**Motion Carried**

**Curriculum Under Review**

See [ICC Monthly Report](#)

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**I. PRESENTATION AND DISCUSSION**


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**Managing Vacancies at Education Council**

Bijan Ahmadi

Bijan Ahmadi presented a [Discussion Paper](#) for managing vacancies at Education Council between by-elections and gave a notice of motion to amend the bylaws as per the [Education Council Bylaws](#). Feedback provided during the discussion will be considered and the applicable changes required to the bylaws will be presented to EdCo for discussion at the next meeting.

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**J. ADJOURNMENT**


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Bijan Ahmadi

The meeting adjourned at 4:54 pm. John Boraas and Sherri Bell thanked Bijan for his stewardship of Education Council.

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## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

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**LOCATION:** Paul Building, Room 216, Lansdowne Campus

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Bijan Ahmadi  
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Tanya Clarmont  
Brenda McBain  
Margie Parikh  
Emily Rogers  
Rob Smythe  
Mike Stubbing  
Al van Akker  
Lindsay JD van Gerven  
Phil Venoit

**ADMINISTRATION:**

John Boraas, VP Education  
Heather Cummings, VP Student Experience  
Deborah Huelscher, CFO & Interim VP Administration  
Rodney Porter, Exec. Director, Communications & Marketing  
Barbara Severyn, Exec. Director, Human Resources  
Geoff Wilmshurst, VP Partnerships

**GUEST:** Christiaan Bernard, Director, Camosun International

**REGRETS:** Joanne Cumberland

**EXECUTIVE ASSISTANT:** Heather Martin

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**I CALL TO ORDER**

Laylee Rohani, Chair, called the meeting to order at 5:05 pm.

**II APPROVAL OF THE AGENDA**

The agenda was approved as distributed.

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

Laylee Rohani, Chair, noted it has been two months since the board met last, and welcomed everyone back. At the December 2 meeting, the board revised the Executive Committee Terms of Reference. The Camosun College Student Society (CCSS) responded that they are happy that a way was found to address our concerns, and that it was a very reasonable compromise. Sherri Bell and Laylee met several times for planning. On January 28, they met by phone with Tony Loughran, Executive Lead, Governance, Legislation and Corporate Planning Division; and Charley Beresford, Senior Executive Lead, Crown Agencies and Board Resourcing Office (CABRO), for a board consultation on succession planning for the board.

As of January 1, 2020, Emily Rogers is the chair of the Board Audit committee, and Mike Stubbing is chair of the Board Finance committee. They automatically became members of the Board Executive committee as chair of a board standing committee.

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

Sherri Bell, President, advised a glitch in the system last Friday delayed the CUPE payroll. Everyone was paid on Friday thanks to the excellent work of Deborah Huelscher, Rodney Porter and their teams.

The 'West Shore Hub' is the proposed campus of partners Camosun, UVic and Royal Roads. The business case has been submitted to Government for approval.

Camosun opened on September 16, 1971, so next year is the 50<sup>th</sup> anniversary. The College Executive Team (CET) is taking a high-level look at how to celebrate. We will engage the board, students, and employees to gather ideas and make a plan.

Three years ago, Camosun hosted the S'tenistow conference, an Indigenous education conference. It took place in huge tent at Lansdowne as well as inside. Last time 400 delegates came from around the world. It will take place at the end of August this year.

The Quality Assurance Process Audit (QAPA) is a Government audit of our review process to ensure we assess our programs for quality. They conducted a review at Camosun three weeks ago. We submitted a document that looked at all the elements of our quality assurance process, and had a team of people to answer their questions. The outcome was to focus on areas of change and improvement. Their feedback was exemplary. Going forward, we will include external review, and will bolster the regular review of all our programs.

The Wilna Thomas building has been closed since September in preparation for renovation. We met with Thinkspace on how to stage the changes and renovations. Faculty, staff and 300 students have been consulted on the space in WTCC. It will be a collaborative centre. There will be meeting space for students. Once the plan is ready, Thinkspace will bring it to the board.

## **3. Foundation**

Geoff Wilmshurst, Vice President Partnerships, noted they met with the Health Campaign champions last week for the final push over the finish line. There is still a bit to go, but they expect to meet the goal soon.

## **4. Education Council**

Bijan Ahmadi, Education Council Chair, noted the minutes from the November 20, 2019 meeting were included in the agenda package. Bijan went over the highlights of the December 11, 2019, meeting. The January meeting was canceled due to snow day.

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

Phil Venoit, PISE Board of Directors, noted the PISE board has a couple of new board members. PISE hosted the national bocce ball championships in November. TD Bank will sponsor this year's Family Festival. PISE has installed automatic door openers, the gym resurfacing has been approved with retractable hoops, the electric bleachers have doubled the seating, the field lights were replaced, and the roof was repaired. The field replacement will take place in summer 2021.



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

Laylee Rohani, Chair, Executive Committee, noted they discussed the proposal for the new Student Fee, and made a recommendation to the board. They received an update on the Film Studio. They provided feedback on the Camosun International Plan for 2020 – 2023, and received an update on student housing. Laylee submitted a recommendation to CABRO for a new board member with legal expertise.

**i) Student Fee**

The College Executive Team and CCSS support the fee. We are the only college in BC that did not have a fee. Heather Cummings, VP Student Experience, advised there has been extensive consultation and work with CCSS. It is to raise funds to benefit students in the areas they have requested. The Ministry has been consulted. Heather will notify the board as to the status of apprentices.

**MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE PROPOSED STUDENT SERVICES FEE MEMORANDUM OF UNDERSTANDING WITH THE CAMOSUN COLLEGE STUDENT SOCIETY.**

**CARRIED****2. Finance Committee**

- i) The minutes from the October 28, 2019, Finance Committee meeting were included in the agenda package.
- ii) Mike Stubbing, Chair, Finance Committee, gave a report on the January 27, 2020, meeting. The key item was the current state of finances at the college. They looked at the detail up to December 31, 2019, which is the third quarter of the fiscal year. There is a deficit of \$4M, which is higher than the budgeted deficit of \$3.6M, leaving us \$400K in the negative. In context, it is one third of one percent of our annual operating budget. We are still projecting that we will be in a surplus position of \$1.5M by March 31, 2020. Between now and March Deborah Huelscher and her team will work on the budget for next year.

**V APPROVAL OF THE MINUTES**

The minutes of the December 2, 2019 meeting were approved as distributed.

**VI NEW BUSINESS****1. Strategic Plan Goal:****i) Camosun International Plan**

Geoff Wilmshurst, VP Partnerships, and Christiaan Bernard, Director, Camosun International, provided a high-level overview of Camosun International's plan for 2020 to 2023. They reviewed international student recruitment and marketing; student and faculty mobility and international experience; international projects and education pathways; and student experience and success.

A key success story is diversity, as we have over 80 cultures on campus. We hope to access new Federal funds for student mobility for Canadian students.

Camosun is the pilot institution for the World University Service of Canada (WUSC) for an international project where refugees are first trained at a partner institution in Kenya, then come to Camosun for more training in the hospitality industry. Employers will sponsor them and hire them in local hospitality jobs.

Camosun International is increasing the number to seven of staff certified in Regulated International Student Immigration Advisor (RISIA) as education is often a pathway to immigration.

**ii) Camosun Innovates: ‘Canadian Foundation for Innovation’**

Sherri Bell, President, showed a video from the Canadian Foundation for Innovation in which they highlighted Camosun Innovates at Camosun College.

**2. Bargaining Update**

Barb Severyn, Executive Director, Human Resources, provided a written update on bargaining.

**VII ADJOURNMENT**

The meeting was adjourned at 6:26 pm.

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**Laylee Rohani, Chair**

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**Date**

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**Heather Martin, Recorder**



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

**SUBMITTED BY:** Sherri Bell, President  
**DATE:** March 2, 2020  
**TOPIC:** Government Mandate Letter for 2020/2021

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

**1. OVERVIEW**

Each year the Provincial Government gives Camosun College a mandate letter for the upcoming year. The letter confirms our institution’s mandate under the College and Institute Act, and sets out key performance expectations for the upcoming fiscal year. The letter is based on a template for all public sector organizations and outlines Government priorities for the public post-secondary system. The results are incorporated into our annual Institutional Accountability Plan and Report.

In the past, all board members were asked to sign the Mandate Letter. It was then returned to Government, and posted on both our websites. This was a requirement that demonstrated that board members understood and acknowledged their commitment to the Government’s direction.

This year, the Government asked the board to show their support and approval of the letter with a motion rather than signatures.

Past letters can be viewed on the college’s website under [Plans and Reports](#) in the box ‘Plans’.

Comparison summary of key points between 2019/20 and 2020/21:

2019/2020	2020/2021
Make life more affordable	Make life more affordable
Deliver the services that people count on	Deliver quality cost-effective services
Build a strong, sustainable, innovative economy that works for everyone	Build a strong, sustainable, innovative economy that works for everyone
All public sector organizations are asked to incorporate the UN Declaration and TRC within their specific mandate and context.	All public sector organizations are asked to incorporate the UN Declaration and TRC within their specific mandate and context.
Tuition-free Adult Basic Education and English Language Learning;	Accessible: Gender-based analysis Plus lens, increase participation of vulnerable and under-represented groups, international students, digital learning, meet labour market needs

2019/2020	2020/2021
Expanding co-op and work-integrated learning opportunities for all students.	Workforce connections: align programming with priority workforce needs, co-op, reskilling, career planning
Continue the tuition-waiver program for former youth in care	
Increasing technology program spaces	
Developing more degree and certificate programs to increase skilled workers in the forestry sector.	
	Flexible learning pathways, dual credit, lifelong learning, open learning
	Clean BC Plan - move towards low-carbon economy
	Canada's Digital Supercluster collaboration opportunities
	Meet or exceed Ministry's financial targets
	Comply with tuition limit policy
	Board training

## 2. RECOMMENDATION AND OR MOTION

### MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ACCEPT AND APPROVE THE TERMS OF THE 2020/21 GOVERNMENT MANDATE LETTER.

## 3. SUPPORTING DOCUMENTATION:

Government Mandate Letter for 2020/2021.



February 26, 2020

Our Ref. 117546

Ms. Laylee Rohani  
 Board Chair  
 Camosun College  
 3100 Foul Bay Rd  
 Victoria BC V8P 5J2

Dear Ms. Rohani:

I would like to extend appreciation on behalf of Premier Horgan and the Executive Council for your dedication, and that of your board members, in leading your institution and helping government deliver on our priorities to British Columbians.

Government remains focused on its three strategic priorities: making life more affordable, delivering better services, and investing in a sustainable economy.

Every public sector organization is accountable to the citizens of British Columbia. The expectations of B.C. citizens are identified through their elected representatives, the members of the Legislative Assembly.

This mandate letter, which I am sending in my capacity as Minister responsible for Advanced Education, Skills and Training, on behalf of the Executive Council, communicates those expectations for your institution. It sets out overarching government priorities that will inform your institution's policies and programs, as well as specific direction on priorities and expectations for the coming fiscal year.

Our goal is to build a strong, sustainable economy that works for everyone. We are committed to working with you and other public sector organizations to provide quality, cost-effective services to British Columbia families and businesses. By adopting the Gender-Based Analysis Plus (GBA+) lens and the Framework for Improving British Columbians' Standard of Living to policy development, we will ensure that equity is reflected in government budgets, policies and programs. You are encouraged to apply the GBA+ lens in your public post-secondary institution's operations and programs. In the same vein, appointments to agencies, boards and commissions reflect government's

... /2

**Ministry of  
 Advanced Education,  
 Skills and Training**

Office of the  
 Minister

Mailing Address:  
 PO Box 9080 Stn Prov Govt  
 Victoria BC V8W 9E2

Location:  
 Parliament Buildings  
 Victoria

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direction to promote equity and leadership at senior levels in the public and private sectors, with a view to building strong public sector boards that reflect the diversity of British Columbia.

Two key priorities that will underpin lasting prosperity are advancing reconciliation with Indigenous Peoples and moving towards a low-carbon economy.

In November 2019, government passed the *Declaration on the Rights of Indigenous Peoples Act*, which represents a crucial step towards true and lasting reconciliation. In keeping with the Calls to Action of the Truth and Reconciliation Commission, the Act was developed in collaboration with the First Nations Leadership Council to create a framework for reconciliation in B.C. All public sector organizations are asked to incorporate the *Declaration on the Rights of Indigenous Peoples Act* and Calls to Action of the Truth and Reconciliation Commission within their specific mandate and context.

Announced in December 2018, the CleanBC plan puts our province on the path to a cleaner, better future – with a low-carbon economy that creates opportunities while protecting our clean air, land and water. As part of the new accountability framework established in CleanBC, and consistent with the *Climate Change Accountability Act*, I ask that your institution plans to align operations with targets and strategies for minimizing greenhouse gas emissions and managing climate change risk. Please be prepared to work with government to report out on these plans and activities.

The Crown Agencies and Board Resourcing Office (CABRO), with the Ministry of Finance, will continue to support you and your board on recruitment and appointments as needed, and will be expanding professional development opportunities in 2020/21. This will include online training modules and in-person conferences, as government works to support strong public sector boards that reflect the diversity of British Columbia.

Finally, having Canada's Digital Supercluster located in British Columbia creates an opportunity for industries, government ministries, crown agencies, public institutions and non-government organizations to collaborate in digital research and development projects. Should your institution intend to participate in or be a funder for Digital Supercluster projects, I encourage you to engage with Ministry of Advanced Education, Skills and Training staff to identify opportunities for collaborations and partnership with Government ministries and organizations. The Ministry of Advanced Education, Skills and Training will work with the Deputy Minister's Committee on the Digital Supercluster to ensure that projects are coordinated effectively across government.

This Mandate Letter confirms your institution's mandate under the *College and Institute Act*.

As the Minister Responsible for Advanced Education, Skills and Training, I ask that you make substantive progress on the following priorities and incorporate plans to complete them in the goals, objectives and performance measures section when you submit your 2019/20 Institutional Accountability Plan and Report:

... /3

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1. Support lasting reconciliation with Indigenous peoples, through initiatives that increase the participation and success of Indigenous learners and implementation of the education-related Calls to Action of the Truth and Reconciliation Commission.
2. Contribute to an accessible and relevant post-secondary system by:
  - Implementing initiatives to increase participation and success of students, including vulnerable and underrepresented groups, and promoting gender parity;
  - Ensuring student safety and inclusion;
  - Enhancing system innovation through participating in a post-secondary digital system strategy, including delivery of Education Planner and other digital learning activities and initiatives;
  - Providing programming that meets local, regional or provincial labour market and economic needs; and
  - Working with the Ministry to implement a student-centred international education framework that supports the success of domestic and international students.
3. Develop and recognize flexible learning pathways for students to access postsecondary education and skills training including:
  - Actively engaging with your local school districts to expand dual credit opportunities for students;
  - Supporting lifelong learning pathways across the public postsecondary system; and
  - Advancing and supporting open learning resources.
4. Strengthen workforce connections for student and worker transitions by:
  - Aligning programming with high opportunity and priority occupations (such as trades, technology, early childhood educators and health);
  - Increasing co-op and work-integrated learning opportunities;
  - Responding to the reskilling needs of British Columbians to support employment and career transitions; and
  - Supporting students' awareness of career planning resources (such as the Labour Market Outlook).

On behalf of the Province of British Columbia, I would like to acknowledge the progress made by public post-secondary institutions in delivering on the 2019/20 Mandate Letter priorities, many of which connect to the priorities for this year. As a key partner in B.C.'s Trades Training System, public post-secondary institutions also support the Industry Training Authority to improve outcomes for apprentices and ensure they have the skills to be successful in the trades now and in the future. I look forward to continued collaboration in these areas over the next year.

Public post-secondary institutions are expected to meet or exceed the financial targets identified in the Ministry’s Service Plan tabled under Budget 2020. In addition, institutions are expected to comply with the Tuition Limit Policy, which sets a two percent cap on tuition and mandatory fee increases for domestic students to ensure programs are affordable.

The Ministry posts the annual reporting requirements for public post-secondary institutions on its website at <https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/mandate-letters>. This document outlines the statistical, financial and performance reports for the fiscal year. The 2020/21 list will be posted on the Ministry website in spring 2020. Your institution is expected to meet these requirements by providing the data and reports necessary for Government to carry out its responsibilities.

As Board Chair, you are required, upon resolution of your Board, to sign the Mandate Letter to acknowledge government’s direction to your institution. The signed Mandate Letter is to be posted publicly on your institution’s website in spring 2020.

I look forward to continuing to work with you and your Board colleagues to build a better B.C.

Respectfully,



Honourable Melanie Mark  
Hli Haykwhl Wíi Xsgaak  
Minister

Date: February 26, 2020

For Board Chair signature:

**X** \_\_\_\_\_

Laylee Rohani  
Board Chair  
Camosun College

Date Signed: \_\_\_\_\_



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pc: Honourable John Horgan  
Premier

Lori Wanamaker, Deputy Minister  
Ministry of Finance

Heather Wood, Associate Deputy Minister and Secretary to Treasury Board  
Ministry of Finance

Shannon Baskerville, Deputy Minister  
Ministry of Advanced Education, Skills and Training

Sherri Bell  
President  
Camosun College

# Camosun College 50th Anniversary

*"Where different waters meet and are transformed"*

DRAFT

For Board Review

Please join us in our excitement and enthusiasm as we plan for Camosun's 50th Anniversary Celebration!

## Vision and Approach:

On Sept. 16, 2021, Camosun College will celebrate 50 years since the official opening ceremony at Lansdowne by the Lieutenant Governor and Camosun College Board of Governors. This is a unique opportunity to celebrate the college's rich history, milestones, achievements and reputation for teaching excellence and look to the next 50 years and position the college as catalyst of change in the community, the environment and industry by celebrating with students and staff, reengaging alumni, cultivating new supporters and making a powerful case for the next generation of students.

The celebrations will include a number of signature events along with existing events branded with the 50<sup>th</sup> anniversary theme. The events are intended to speak to one or more of the three objectives.

## Objectives:

- Celebrate Camosun's many achievements and unique history
- Generate awareness and create excitement with students, staff, faculty, the college board and the community
- Demonstrate the value of the college as a community partner

**Time Period:** Feb. 19, 2021 – Nov. 30, 2021

**Theme:** "Where different waters meet and are transformed"

**Logo:** Using "Camosun College" and "50th", collaborate with a local indigenous artist (alumnus) to create a logo with an indigenous look and feel. This logo will be used temporarily for the duration of the celebration.

## Signature Events:

- **Birthdays Celebration:** Simple but powerful event at Lansdowne connecting the Camosun community (students and staff) on Thursday, Sept. 16 to mark the official 50<sup>th</sup> anniversary. Sept 16, 2021.
- **'Future Fest':** The future of Camosun College (the next 50 years) – highlighting new programs & projects, campus plans, innovation projects, etc. To garner future friends, support for the college and create awareness about our current innovations in teaching & learning. (Audience: students, staff, local leaders in government, industry, major donors & supporters, educational partners, community, etc.). September 2021
- **Alumni Homecoming Events** for each school organized by Alumni Engagement with Schools. Fall 2021
- **Gathering of notable alumni:**
  - Gathering of Indigenous former students who have become leaders, with representation from each decade, in a speakers-type event.
    - Pitch CBC to broadcast / moderate. October 2021.
  - Notable alumni speaker series, with representation from each school/decade.
- **Celebratory concert** at the Alix Goolden Hall featuring music professionals with a past or current association to Camosun. Music to be accessible. Victoria Conservatory of Music and the VCM Director of Post-Secondary Studies is also A&S Chair of Music. Fall 2021.
- **Paint the Town Green / Golden Year of Service:** Encourage staff, students and faculty participate in volunteer activities around the community wearing C50th t-shirts and post on social media.

## Supporting activities / legacies:

- Engage an archivist to digitize historical documents and photos to add to the library collection
- Create a golden anniversary student bursary / scholarships
- Commission a Camosun College logo for the 50<sup>th</sup> anniversary that will be used on materials included branded merchandise. Logo will be in play for 18 months (February 2021 through to June Grad 2022). Proceeds from all branded 50<sup>th</sup> anniversary merchandise to support future students.
- Collect stories about Camosun from over five decades
- Collect current or recent student success stories
- Commission an art piece as a campus landmark (Campus Master Plan recommendation)

## Existing Events: (to be branded with 50<sup>th</sup> Anniversary Logo and Theme)

- Conversations Day February 2021 (Kick-off)
- CCARE (Camosun retiree's reunion event)
- Graduation 2021
- Chargers kick off games
- CamFest and Welcome Week 2021
- Graduation 2022
- United Way Greater Victoria campaign (September through December 2021)
- Giving Tuesday
- Board of Governors Innovation Award with a 50<sup>th</sup> Anniversary theme

## Communications

Key communication tools to be developed and woven through all activities and communications to include:

- Website: [camosun.ca/50](http://camosun.ca/50)
- Replace the exterior banners on Lansdowne
- Other communication tools will include: events, news releases, web stories, social media campaign, paid advertising. The 50th anniversary logo, theme and stories to be incorporated into all regularly scheduled communications throughout 2021.

## Next Steps

- College Board input
- Formation of a multi-stakeholder working group



**2018-2019**

**Board of Governors Award for Innovation and Community Partnership**

**Terms of Reference**

**I PURPOSE**

The purpose of the Board of Governors' Award for Innovation and Community Partnership is to raise the profile of Camosun in the external community as a forward thinking, leading edge institution by promoting innovation. The award will honour an individual or group in the external business community who has demonstrated innovation and who may have an affiliation with Camosun College.

Innovation is a broad category. For the purposes of this award, it will remain broad and will incorporate the many approaches, results and initiatives that Camosun values. The essence of this category is to acknowledge individuals or organizations that approach projects, initiatives, relationships, work or service in a new and different way, that problem solve creatively to meet a need and to exhibit thinking that takes advantage of opportunities with concepts and approaches that has not always been done before. Key is that these individuals or organizations provide a role model to the college community including its students.

This is an award that is managed and given by the Board of Governors of Camosun College. The name of the award is "The Board of Governors Award for Innovation and Community Partnership – YEAR".

Bi-annual.

**II CRITERIA**

The key component to this award is to recognise an innovative approach that is reflective of Camosun and its values and that is aligned with the work we do. Recipients can be individuals, teams, or organizations in the external business community.

**III DECISION MAKING PROCESS - OVERVIEW**

The Board of Governors Executive committee is responsible for the process, and for making a recommendation on the recipient to the board for the final decision. The VP Partnerships will bring at least three nominations based on the criteria to the Board Executive committee. The VP will provide a briefing note overview on the work undertaken by the nominees and a rationale in support of the choices. The Executive committee will make a recommendation to the Board of Governors in-camera.

**IV THE EVENT AND PLANNING PROCESS**

The award will be presented at a stand-alone event. The presentation event will be a business mixer, stand-up wine and cheese reception with a short program to present the award. Innovative projects from Camosun will be on display at the event. A budget will be put in place to mount the event.

The Board committee will work with the Hospitality Management students in the winter semester Events Management class to mount the event. The Events Management class works with not-for-profit groups to set up events as part of their applied learning. The Board Executive will set a working group (board member, president, VP Partnerships) to work as 'the client' with the students. The working group will determine the plan for the next year: theme, budget, décor, venue, program, catering, volunteers, marketing, and the guest list. The client will set the expectations, give the students directions and feedback, and provide the budget and regular monitoring.

The VP Partnerships' marketing group will work with the students to prepare a media plan to inform the college and external community of the award and the recipient.

**V REVIEW**

The process will be reviewed annually.



**BOARD OF GOVERNORS  
BRIEFING NOTE**

**SUBMITTED BY:** Barbara J. Severyn, Executive Director of Human Resources  
**DATE:** February 13, 2020  
**TOPIC:** BARGAINING UPDATE

For Information: X

For Decision:

For Discussion:

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**ISSUE**

The terms and conditions of employment for unionized employees at Camosun College are governed by three collective agreements that expired in 2019. The collective agreement between Camosun College and the British Columbia Government Employees' Union was renewed for the term of April 1, 2019 to March 31, 2022. Contract negotiations will continue between Camosun College and each of the Camosun College Faculty Association and the Canadian Union of Public Employees, Local No. 2081, until tentative agreements are reached between the respective parties and memorandums of settlement are ratified.

**Background:**

A Briefing Note dated November 14, 2018, provided the Board with background information regarding Government's bargaining mandate; how proposals are developed and bargaining committees formed; the strategic roles of the Board, College Executive Team (CET) and Local Bargaining Committees; as well as bargaining progress to date. Board updates will continue to be regularly provided until bargaining has concluded for the remaining two Unions at Camosun College.

**British Columbia Government Employees' Union (BCGEU) Common and Local Agreement:** The BCGEU Common and Local agreements were ratified by the parties' respective principals on May 3, 2019.

**Federation of Post-Secondary Educators of BC (FPSE) and Camosun College Faculty Association (CCFA)**  
 -- Common and Local Agreements: The FPSE Template Table signed a protocol agreement and common table bargaining, which commenced in late October, continued in early January; negotiations have paused and additional dates are to be scheduled. Local negotiations commenced in late January 2020 and additional dates are scheduled during the Winter period. Discussions have been positive as of the date of this Briefing Note.

**Canadian Union of Public Employees, Local No. 2081 (CUPE):** Local bargaining continues between Camosun College and CUPE 2081 and discussions continue to be constructive as of the date of this Briefing Note.